

Oracle® U.S. Federal Financials

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Primary Author: Ann Kuchins

Contributor: Madhuri Anumandla, Stephanie Barber, Cynthia Mundis Bilbie, Frank Bishop, Cindy Brault, Mary Brilliant, Johnathan Broadnax, Steve Bryant, Von Buchanon, Mike Call, Tony Chen, Melanie Colston, Hillary Davidson, Steve Dudiak, Gloria Gelabert, Loveena Goel, Paula Harper, Robin Inglis-Arkell, Monica James, Carol Ann Lapeyrouse, Julianna Litwin, Shivananda Nama, Francis Oswald, Surya Padmanabhan, Abe Philip, Kumaresh Sankarasubbaiyan, Lori Smith, Kannan Srinivasan, Liff Thomas, Rita Waterman

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Oracle Corporation
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Redwood City CA 94065
USA

If you would like a reply, please give your name, address, telephone number, and (optionally) electronic mail address.

If you have problems with the software, please contact your local Oracle Support Services.

Preface

The following sections are included in this preface:

- [Audience for this Guide](#)
- [Conventions](#)
- [Documentation Accessibility](#)
- [Other Information Sources](#)
- [Navigation Paths](#)
- [Training and Support](#)
- [Do Not Use Database Tools to Modify Oracle Applications Data](#)
- [About Oracle](#)
- [Documentation Sales](#)
- [Feedback](#)

Audience for this Guide

Welcome to Release 11*i* of the Oracle U.S. Federal Financials.

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

- principles and customary practices of the business area
- Oracle U.S. Federal Financials

Oracle suggests that users who have never used Federal Financials attend one or more of the Federal Financials training classes available through Oracle University.

- Oracle Applications graphical user interface

To learn more about the Oracle Applications graphical user interface, read the *Oracle Applications User's Guide*.

See [Other Information Sources](#) for more information about Oracle Applications product information.

Conventions

The following conventions are observed:

- special conventions
- usage conventions
- references

Special Conventions

The following special conventions are observed:

bold	Bold type denotes buttons or menu paths, as in the following example: Submit and File - New - Open
UPPERCASE	Uppercase text denotes Oracle keywords, statements, and statuses, as in the following example: CONFIRMED
Courier	Courier font denotes a mathematical formula, as in the following example: $2\% / (100\% - 2\%) \times 360 / ((30 - (10 - 0))) = 0.367$
<>	Angle brackets denote a user-selected value, as in the following example: <Pagebreak 1>
[]	Square brackets denote a description that assists the user, but is not actually a part of the application, as in the following example: [field not available]
Note:	Notes alert users to the following type of information in this guide: Note: Notes alert users to key points to consider when using a feature.
WARNING:	Warnings alert users to the following type of information in this guide: WARNING: Warnings highlight text that warns of actions that could result in loss of data or incorrect processing.

Usage Conventions

The following usage conventions are observed:

Attach file	Indicates that users should click the Attachment icon to attach a document to a record. For information on attachments, see About Attachments and Attachments Window, <i>Oracle Applications User's Guide</i>.
Close the window.	Indicates users should close the window using either the File - Close Form command or by clicking on the x in the upper right-hand corner. Note: The File - Close Form command produces different results depending on the product and platform in use. For example, sometimes it closes only one window; at other times, it closes all open windows. Users must familiarize themselves with how the command behaves in their own environments.
Descriptions of Graphics	Textual descriptions accompany all graphics that appear in this guide. Screen shot fields are described in the accompanying window description tables.
Query appropriate data.	Indicates users should query data in the window using View - Find or View - Query By Example - Enter. For information on entering and querying data, see Entering and Querying Data, <i>Oracle Applications User's Guide</i>.

References

All references to specific chapters refer to chapters in this guide unless otherwise noted.

Documentation Accessibility

Our goal is to make Oracle products, services, and supporting documentation accessible, with good usability, to the disabled community. To that end, our documentation includes features that make information available to users of assistive technology. This documentation is available in HTML format, and contains markup to facilitate access by the disabled community. Standards will continue to evolve over time, and Oracle Corporation is actively engaged with other market-leading technology vendors to address technical obstacles so that our documentation can be accessible to all of our customers. For additional information, visit the Oracle Accessibility Program Web site at

<http://www.oracle.com/accessibility/>

Accessibility of Links to External Web Sites in Documentation

This documentation may contain links to Web sites of other companies or organizations that Oracle Corporation does not own or control. Oracle Corporation neither evaluates nor makes any representations regarding the accessibility of these Web sites.

Other Information Sources

Users can choose from many sources of information, including online documentation, training, and support services, to increase their knowledge and understanding of Federal Financials.

When this guide refers to other Oracle Applications documentation, use only the Release 11*i* versions of those guides.

Enhancements are added to this product regularly. Information presented here may be superseded by subsequent updates to online help. If there is a discrepancy between product functionality and the online help describing it, ensure that the system administrator has installed the most current updates to online help.

MetaLink

Oracle MetaLink is Oracle Support Services' premier web support service and offers technical support, information, and a wide variety of product documentation online. Included on the MetaLink site are new release features, user's and administrator's guides, error message manuals, eTRMs (electronic technical reference manuals), upgrade information, and articles on product functionality, current issues, setup and installation, and troubleshooting.

MetaLink is available at <http://metalink.oracle.com/>.

Online Documentation

All Oracle Applications documentation is available online in HTML or PDF.

- **Online Help** - The new features section, located in the product overview chapter in the HTML help, describes new features in 11*i*. This information is updated for each new release of Federal Financials. The new features section also includes information about any features that were not yet available when this guide was printed. For example, if the system administrator installs software from mini-packs or an upgrade, this section describes the new features.

Online help patches with the latest help are available on MetaLink.

- **11*i* Features Matrix** - This document lists new features available by patch and identifies any associated new documentation. The new features matrix document is available on MetaLink.

-
- **About Oracle U.S. Federal Financials Document** - Refer to the About Oracle U.S. Federal Financials document on MetaLink to learn about new documentation or documentation patches available for download.

Related User's Guides

Federal Financials shares business and setup information with other Oracle Applications products. Users may want to refer to other user's guides when setting up and using Federal Financials.

Read the guides online by choosing Library from the expandable menu on the HTML help window, by reading from the Oracle Applications Document Library CD included in the media pack, or using a Web browser with a URL provided by the system administrator.

Purchase printed guides, if required, from the Oracle Store at <http://oraclestore.oracle.com>.

Guides Related to All Products

Oracle Applications User's Guide

This guide explains how to enter data, query, run reports, and navigate using the graphical user interface available with this release of Federal Financials and any other Oracle Applications products. This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent processes.

Access this user's guide by choosing Getting Started with Oracle Applications from any Oracle Applications help file.

User's Guides Related to This Product

Oracle HRMS Documentation Set for the US

This manual provides human resources planning, setup, and reference information for the Federal Financials implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. The Oracle HRMS family suite includes the following applications:

- Oracle Human Resources
- Oracle Payroll
- Oracle Advanced Benefits

-
- Oracle Self-Service Human Resources (SSHR)

Oracle Public Sector General Ledger

Use this manual for planning and defining accounting flexfields, calendar period types, calendar periods, and set of books. It also describes how to define journal entry sources for the general ledger, transaction codes, and summary accounts.

Oracle Public Sector Payables

Use this guide to understand suppliers, invoices and invoice batches, payments and payment batches, creating accounting entries for Payables transactions, and transferring accounting entries to the general ledger interface. This guide also includes detailed setup information for Payables.

Oracle Public Sector Purchasing

This guide describes how to create purchase orders and match them to invoices. This guide also includes detailed setup information for Purchasing.

Oracle Public Sector Receivables

This guide provides information on defining customers, entering transactions, and generating invoices for receivables transactions. This guide also includes detailed setup information for Receivables.

Installation and System Administration

Oracle Applications Concepts

This guide provides an introduction to the concepts, features, technology stack, architecture, and terminology for Oracle Applications, Release 11i. It is a useful first book to read before an installation of Oracle Applications. This guide also introduces the concepts behind Applications-wide features such as Business Intelligence (BIS), languages and character sets, and Self Service Web Applications.

Installing Oracle Applications

This guide provides instructions for managing the installation of Oracle Applications products. In Release 11i, much of the installation process is handled using Oracle Rapid Install, which minimizes the time to install Oracle Applications, the Oracle8 technology stack, and the Oracle8i Server technology stack by automating many of the required steps. This guide contains instructions for using

Oracle Rapid Install and lists the tasks needed to complete an installation. Use this guide in conjunction with individual product user's guides and implementation guides.

Upgrading Oracle Applications

Refer to this guide when upgrading Oracle Applications Release 10.7 or Release 11.0 products to Release 11i. This guide describes the upgrade process and lists database and product-specific upgrade tasks. To upgrade to Release 11i, users must be at Release 10.7, in NCA, SmartClient, or character mode, or Release 11.0. Users cannot upgrade to Release 11i directly from releases prior to 10.7.

Maintaining Oracle Applications

Use this guide to run various AD utilities, such as AutoUpgrade, AutoPatch, AD Administration, AD Controller, AD Relink, License Manager, and others. The guide contains how-to steps, screenshots, and other information needed to run the AD utilities. This guide also provides information on maintaining the Oracle Applications file system and database.

Oracle Applications System Administrator's Guide

The guide provides planning and reference information for the Oracle Applications system administrator. The guide contains information on how to define security, customize menus and online help, and manage concurrent processing.

Oracle Alert User's Guide

This guide explains how to define periodic and event alerts to monitor the status of Oracle Applications data.

Oracle Applications Developer's Guide

This guide contains the coding standards followed by the Oracle Applications development staff. It describes the Oracle Application Object Library components needed to implement the Oracle Applications user interface (UI) described in the *Oracle Applications User Interface Standards for Forms-Based Products*. It also provides information to help users build custom Oracle Forms Developer 6i forms so that they integrate with Oracle Applications.

Oracle Applications User Interface Standards for Forms-Based Products

This guide contains the UI standards followed by the Oracle Applications development staff. It describes the UI for Oracle Applications products and how to apply this UI to the design of an application built by using Oracle Forms.

Other Implementation Documentation

Oracle Applications Product Update Notes

Use this guide as a reference for upgrading an installation of Oracle Applications. It provides a history of the changes to individual Oracle Applications products between Release 11.0 and Release 11i. It includes new features, enhancements, and changes made to database objects, profile options, and seed data for this interval.

Multiple Organizations in Oracle Applications

This guide describes how to set up and use Federal Financials with the Oracle Applications multiple organization support feature, so users can define and support different organization structures when running a single installation of Federal Financials.

Oracle Workflow Administrator's Guide

This guide explains how to complete the setup steps necessary for any Oracle Applications product that includes workflow-enabled processes, as well as how to monitor the progress of runtime workflow processes.

Oracle Workflow Developer's Guide

This guide explains how to define new workflow business processes and customize existing Oracle Applications-embedded workflow processes. It also describes how to define and customize business events and event subscriptions.

Oracle Workflow User's Guide

This guide explains how Oracle Applications users can view and respond to workflow notifications and monitor the progress of their workflow processes.

Oracle Workflow API Reference

This guide describes the APIs provided for developers and administrators to access Oracle Workflow.

Oracle Applications Flexfields Guide

This guide provides flexfields planning, setup, and reference information for the Federal Financials implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This manual also provides information on creating custom reports on flexfields data.

Oracle eTechnical Reference Manuals

Each eTechnical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for a specific Oracle Applications product. This information helps users convert data from existing applications, integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on MetaLink.

Oracle Manufacturing APIs and Open Interfaces Manual

This manual contains up-to-date information about integrating with other Oracle Manufacturing applications and with other systems. The guide includes APIs and open interfaces found in Oracle Manufacturing.

Oracle Order Management Suite APIs and Open Interfaces Manual

The manual contains up-to-date information about integrating with other Oracle Manufacturing applications and with other systems. The guide includes APIs and open interfaces found in Oracle Order Management Suite.

Oracle Applications Message Reference Manual

This manual describes all Oracle Applications messages. The guide is available in HTML format on the documentation CD-ROM for Release 11i.

Navigation Paths

Navigation paths for windows in Federal Financials are documented for the system as they are shipped. If responsibilities are changed after installation the documented navigation paths may not be correct.

Training and Support

Training

Oracle offers a complete set of training courses to help users and their staffs master Federal Financials and reach full productivity quickly. These courses are organized into functional learning paths, so users take only those courses appropriate to their jobs or areas of responsibility.

Users have a choice of educational environments. They can attend courses offered by Oracle University at any one of our many Education Centers, or can arrange for our trainers to teach at their facility, or can employ the Oracle Learning Network (OLN), Oracle University's online education utility. In addition, Oracle training professionals can tailor standard courses or develop custom courses to meet users' needs. For example, users can employ their own organizational structure, terminology, and data as examples in a customized training session delivered at their own facility.

Support

From on-site support to central support, our team of experienced professionals provides the help and information needed to keep Federal Financials working for all users. This team includes the technical representative, account manager, and Oracle's large staff of consultants and support specialists with expertise in users' specific business areas, managing an Oracle server, and users' hardware and software environments.

Do Not Use Database Tools to Modify Oracle Applications Data

We STRONGLY RECOMMEND that users never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications tables, unless otherwise instructed.

Oracle Corporation provides powerful tools users can employ to create, store, change, retrieve, and maintain information in an Oracle database. But if users employ tools such as SQL*Plus to modify Oracle Applications data, they risk destroying the integrity of the data and lose the ability to audit changes to the data.

Because Oracle Applications tables are interrelated, any change made using Oracle Applications can update many tables at once. But when users modify Oracle Applications data using anything other than Oracle Applications, users might change a row in one table without making corresponding changes in related tables. If the tables get out of synchronization with each other, users risk retrieving erroneous information and unpredictable results throughout Oracle Applications.

When users employ Oracle Applications to modify the data, Oracle Applications automatically checks that the changes are valid. Oracle Applications also keeps track of who changes the information. But if users enter information into database tables using database tools, users can store invalid information. Users also lose the ability to track who has changed the information because SQL*Plus and other database tools do not keep a record of changes.

About Oracle

Oracle Corporation develops and markets an integrated line of software products for database management, applications development, decision support, and office automation, as well as Oracle Applications, an integrated suite of more than 160 software modules for financial management, supply chain management, manufacturing, project systems, human resources, and customer relationship management.

Oracle products are available for mainframes, minicomputers, personal computers, network computers, and personal digital assistants, enabling organizations to integrate different computers, different operating systems, different networks, and even different database management systems, into a single, unified computing and information resource.

Oracle is the world's leading supplier of software for information management, and the world's second largest software company. Oracle offers its database, tools, and application products, along with related consulting, education, and support services, in over 145 countries around the world.

Documentation Sales

To order hard copy documentation, go to the Oracle Store at
<http://oraclestore.oracle.com>.

Support sales contact information by region and country is available at
<http://www.oracle.com/support/index.html?contact.html>.

Feedback

Thank you for using Federal Financials and this user's guide.

Oracle values comments and feedback. At the end of this guide is a Reader's Comment Form that users can employ to explain what they like or dislike about Federal Financials or this user's guide. Mail comments to the following address or call us directly at (650) 506-7000.

Oracle Applications Documentation Manager

Oracle Corporation

500 Oracle Parkway

Redwood Shores, CA 94065

U.S.A

Or, send electronic mail to appsdoc_us@oracle.com.

Product Overview

This chapter provides an overview of Oracle U.S. Federal Financials. The following sections are in this chapter:

- [Overview](#)
- [New Features](#)
- [Oracle U.S. Federal Financials Setup Features Diagram](#)
- [Oracle U.S. Federal Financials Setup Features](#)
- [Oracle Public Sector Financials Modules Affected by or Enhanced in Oracle U.S. Federal Financials Diagram](#)
- [Oracle U.S. Federal General Ledger Features Diagram](#)
- [Oracle U.S. Federal General Ledger Features](#)
- [Oracle U.S. Federal Payables Features Diagram](#)
- [Oracle U.S. Federal Payables Features](#)
- [Oracle U.S. Federal Receivables Features Diagram](#)
- [Oracle U.S. Federal Receivables Features](#)
- [Oracle U.S. Federal Purchasing Features Diagram](#)
- [Oracle U.S. Federal Purchasing Features](#)

Overview

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

New Features

Federal Financials, Release 11i, incorporates the following new features:

- SF 132 Apportionment and Reapportionment Schedule
- FACTS I and II Trial Balance reports
- FACTS I and II Transaction Register reports
- Lockbox - Administer IPA charges
- Funds Availability Report
- Delinquent Invoice Referral
- Suppliers Deactivation Report
- Consolidated Financial Statements
- IPAC Disbursement
- Document Cross-referencing
- Cash Position Detail Report
- Budget Execution Open Interface
- Budget Execution Enhancements
- Budget Execution Workflow Approval Process
- Prior Year Adjustments
- Treasury Symbol Listing Report
- Intra-governmental Payment and Collection System (IPAC)

Oracle U.S. Federal Financials Setup Features Diagram

Figure 1–1 to Figure 1–6 list the setup steps for Oracle U.S. Federal Financials, the windows used for setup, and the features affected by setup. The setup steps, windows, and features affected by setup are described in [Oracle U.S. Federal Financials Setup Features](#), page 1-9.

Figure 1–1 Oracle U.S. Federal Financials Setup: Steps, Windows, and Features Affected

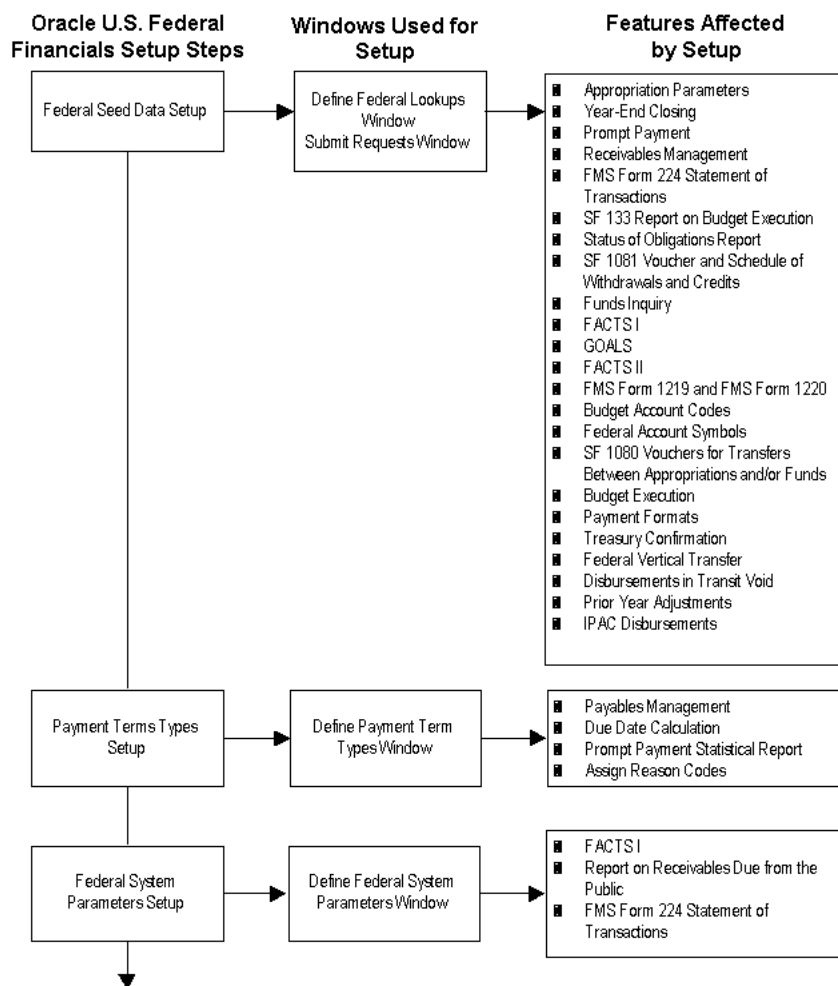


Figure 1–2 Oracle U.S. Federal Financials Setup: Steps, Windows, and Features Affected (Continued)

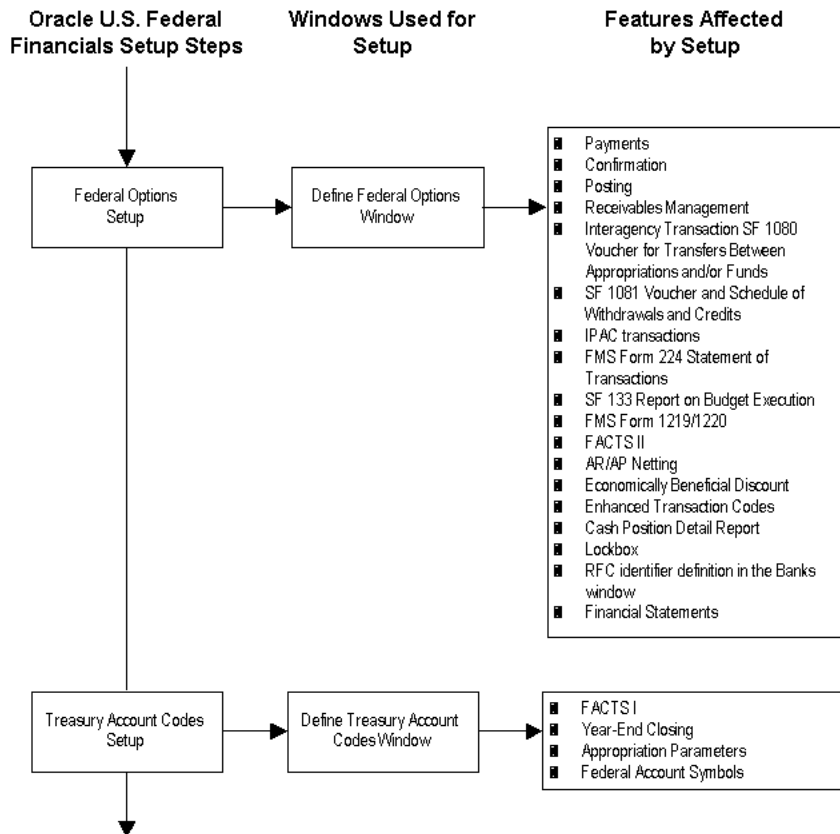


Figure 1-3 Oracle U.S. Federal Financials Setup: Steps, Windows, and Features Affected (Continued)

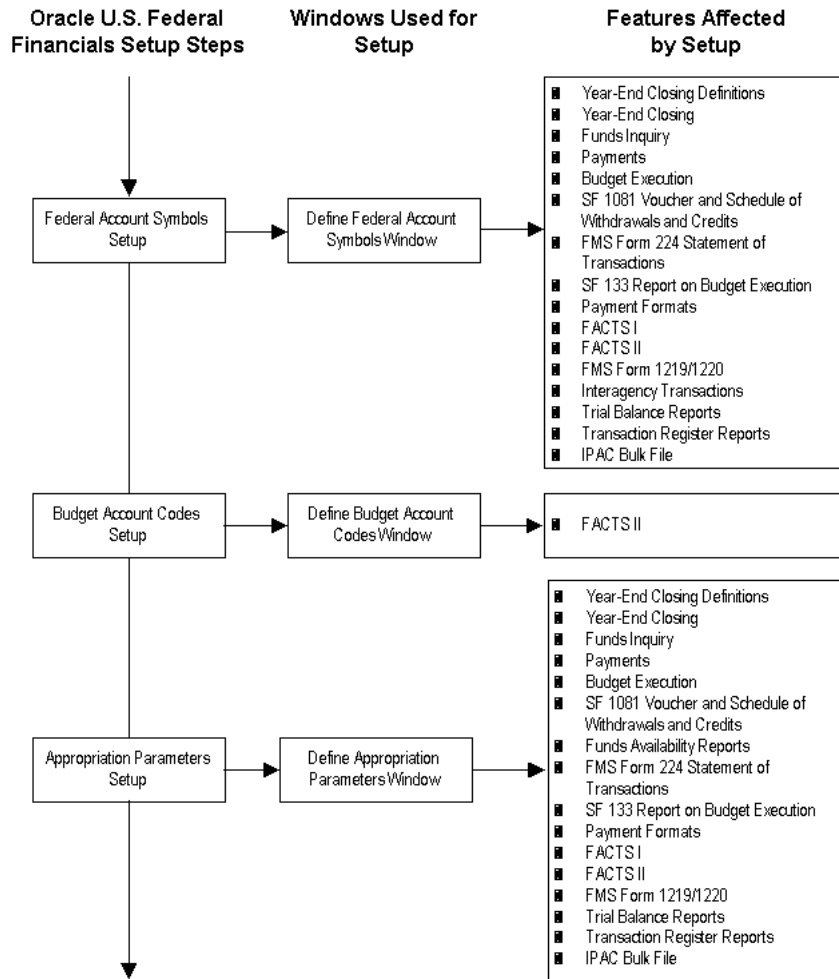


Figure 1–4 Oracle U.S. Federal Financials Setup: Steps, Windows, and Features Affected (Continued)

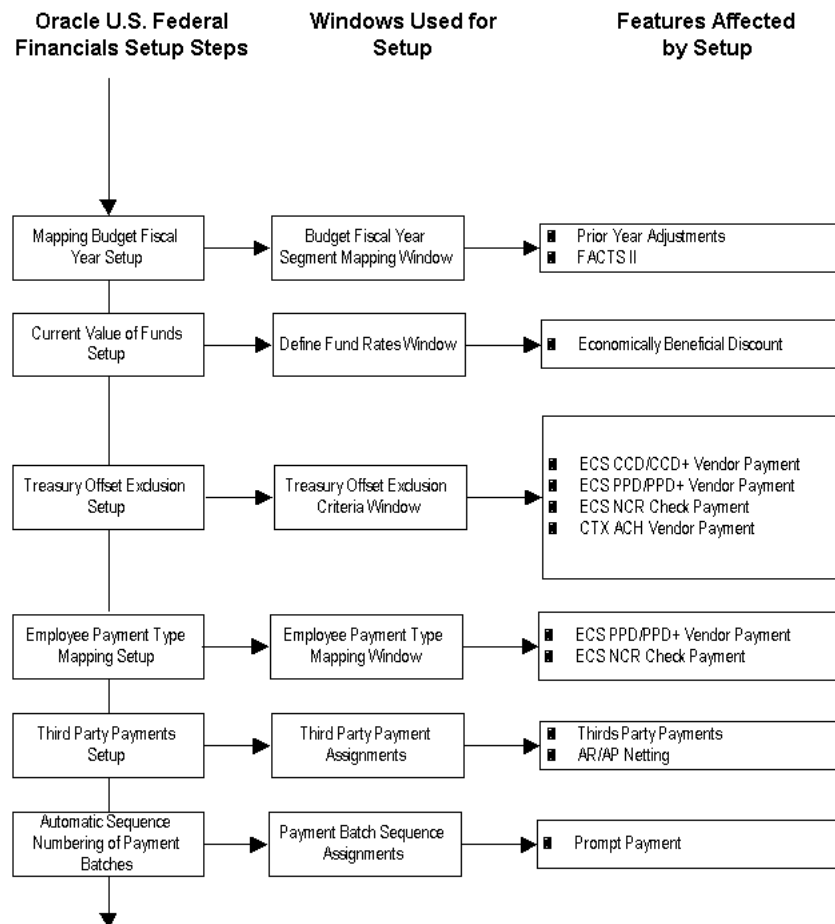


Figure 1-5 Oracle U.S. Federal Financials Setup: Steps, Windows, and Features Affected (Continued)

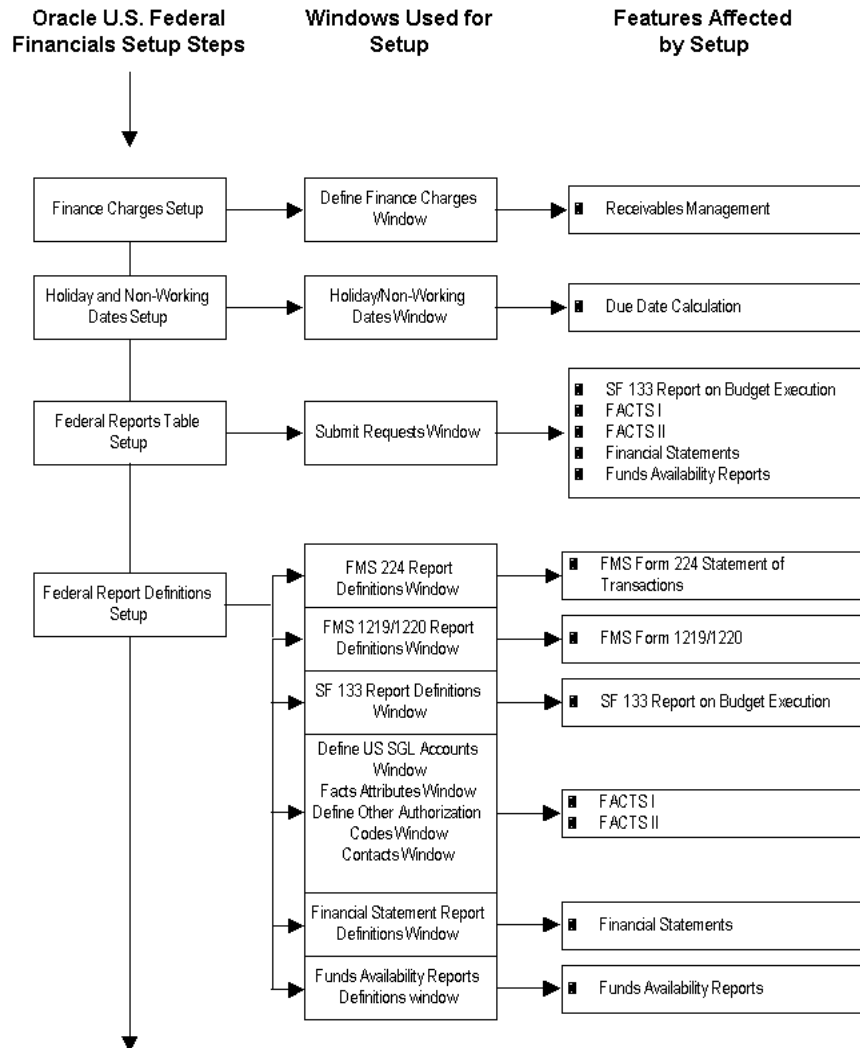
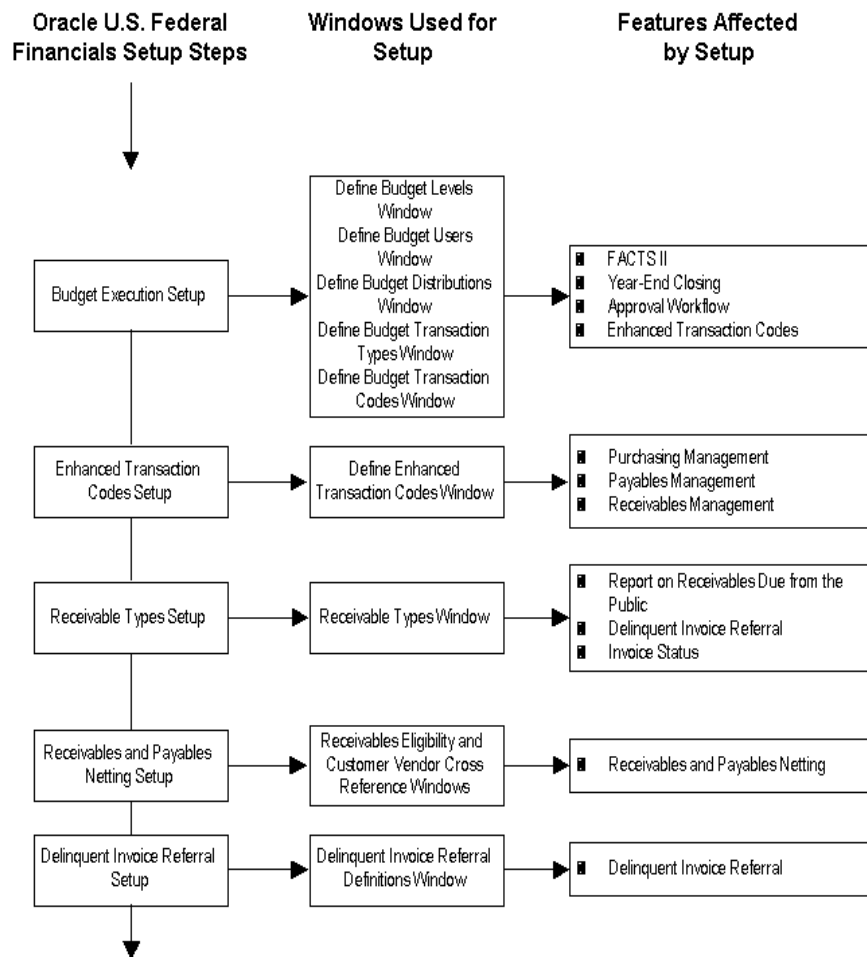


Figure 1–6 Oracle U.S. Federal Financials Setup: Steps, Windows, and Features Affected (Continued)



Oracle U.S. Federal Financials Setup Features

This section describes the following Federal Financials setup features:

- [Federal Seed Data Setup](#)
- [Payment Terms Types Setup](#)
- [Federal System Parameters Setup](#)
- [Federal Options Setup](#)
- [Treasury Account Codes Setup](#)
- [Federal Account Symbols Setup](#)
- [Budget Account Codes Setup](#)
- [Appropriation Parameters Setup](#)
- [Mapping Budget Fiscal Year Setup](#)
- [Current Value of Funds Setup](#)
- [Treasury Offset Exclusion Setup](#)
- [Employee Payment Type Mapping Setup](#)
- [Finance Charges Setup](#)
- [Holiday and Non-Working Dates Setup](#)
- [Federal Reports Table Setup](#)
- [Federal Report Definitions Setup](#)
- [Budget Execution Setup](#)
- [Enhanced Transaction Codes Setup](#)
- [Receivable Types Setup](#)
- [Receivables and Payables Netting Setup](#)
- [Delinquent Invoice Referral Setup](#)
- [Financial Statements Setup](#)
- [Prior Year Adjustments Setup](#)
- [Year-End Closing Setup](#)

Federal Seed Data Setup

Federal seed data is set up in the Define Federal Lookups and the Submit Requests windows and affect the following features:

- appropriation parameters
- year-end closing
- prompt payment
- receivables management
- FMS Form 224 Statement of Transactions
- SF 133 Report on Budget Execution
- Status of Obligations Report
- SF 1081 Voucher and Schedule of Withdrawals and Credits
- funds inquiry
- FACTS I
- GOALS
- FACTS II
- FMS Form 1219 and FMS Form 1220
- budget account codes
- federal account symbols
- SF 1080 Vouchers for Transfers Between Appropriations and / or Funds
- budget execution
- payment formats
- Treasury confirmation
- federal vertical transfer
- disbursements in transit void
- prior year adjustments
- IPAC disbursements

Payment Terms Types Setup

Payment term types are set up in the Define Payment Term Types window and affect the following features:

- payables management
- due date calculation
- Prompt Payment Statistical Report
- assign reason codes

Federal System Parameters Setup

Federal system parameters setup is required to generate FACTS I and Receivables Due From Public.

Federal system parameters are set up in the Define Federal System Parameters window and affect the following features:

- FACTS I
- Report on Receivables Due from the Public
- FMS Form 224 Statement of Transactions

Federal Options Setup

Federal options are set up in the Define Federal Options window and affect the following features:

- payments
- confirmation
- posting
- receivables management
- interagency transactions
- SF 1080 Voucher for Transfers Between Appropriations and / or Funds
- SF 1081 Voucher and Schedule of Withdrawals and Credits
- IPAC transactions
- FMS Form 224 Statement of Transactions
- SF 133 Report on Budget Execution

- FMS Form 1219/1220
- FACTS II
- receivables and payables netting
- economically beneficial discount
- enhanced transaction codes
- Cash Position Detail Report
- lockbox
- RFC identifier in the Banks window
- financial statements

Treasury Account Codes Setup

Treasury account codes are set up in the Define Treasury Account Codes window and affect the following features:

- FACTS I
- year-end closing
- appropriation parameters
- federal account symbols

Federal Account Symbols Setup

Federal account symbols are set up in the Define Federal Account Symbols window and affect the following features:

- year-end closing definitions
- year-end closing
- funds inquiry
- payments
- budget execution
- SF 1081 Voucher and Schedule of Withdrawals and Credits
- FMS Form 224 Statement of Transactions
- SF 133 Report on Budget Execution

- payment formats
- FACTS I
- FACTS II
- FMS Form 1219/1220
- interagency transactions
- Trial Balance reports
- Transaction Register reports
- IPAC Bulk File

Budget Account Codes Setup

Budget account codes setup is optional for FACTS II reporting.

Budget account codes are set up in the Define Budget Account Codes window and affect the following feature:

- FACTS II

Appropriation Parameters Setup

Appropriation parameters are set up in the Define Appropriation Parameters window and affect the following features:

- year-end closing definitions
- year-end closing
- funds inquiry
- payments
- budget execution
- SF 1081 Voucher and Schedule of Withdrawals and Credits
- Funds Availability Reports
- FMS Form 224 Statement of Transactions
- SF 133 Report on Budget Execution
- payment formats
- FACTS I

- FACTS II
- FMS Form 1219/1220
- interagency transactions
- Trial Balance reports
- Transaction Register reports
- IPAC Bulk File

Mapping Budget Fiscal Year Setup

Budget fiscal year mapping is set up in the Budget Fiscal Year Segment mapping window and affects the following features:

- Prior Year Adjustments
- FACTS II

Current Value of Funds Setup

Current value of funds rates are set up in the Define Fund Rates window and affect the following feature:

- economically beneficial discount

Treasury Offset Exclusion Setup

Treasury offset exclusions are set up in the Treasury Offset Exclusion Criteria window and affect the following features:

- ECS CCD/CCD+ Vendor Payment
- ECS PPD/PPD+ Vendor Payment
- ECS NCR Check Payment
- CTX ACH Vendor Payment

Users can define the conditions by which payments are exempt from the Department of Treasury's Treasury Offset Program (TOP).

Employee Payment Type Mapping Setup

Employee payment type mapping is defined in the Employee Payment Type Mapping window and affects the following feature:

- ECS PPD/PPD+ Vendor Payment
- ECS NCR Check Payment

Finance Charges Setup

Finance charges are defined in the Define Finance Charges window and affect the following feature:

- receivables management

Holiday and Non-Working Dates Setup

Holiday and non-working dates are defined in the Holiday / Non-Working Dates window and affect the following feature:

- due date calculation

Federal Reports Table Setup

Setup of federal reports is required to implement Federal Financials.

Federal reports are set up in the Submit Requests window and affect the following features:

- SF 133 Report on Budget Execution
- FACTS I
- FACTS II
- financial statements
- funds availability reports

Federal Report Definitions Setup

Definition of federal reports is required to generate the FMS Form 224, the FMS Form 1219/1220, the SF 133 Report on Budget Execution, FACTS I, FACTS II, financial statements, and Funds Availability Reports.

Federal report definitions are set up in the following windows:

- FMS 224 Report Definitions window
- FMS 1219/1210 Report Definitions window
- SF 133 Report Definitions window

- Define US SGL Accounts window
- FACTS Attributes window
- Define Other Authorization Codes window
- Contacts window
- Financial Statement Report Definitions window
- Funds Availability Reports Definitions window

The following features are affected:

- FMS Form 224 Statement of Transactions
- FMS Form 1219/1220
- SF 133 Report on Budget Execution
- FACTS I
- FACTS II
- Financial Statements
- Funds Availability Reports

Budget Execution Setup

Budget execution setup is required in Federal Financials.

Budget execution is set up in the following windows:

- Define Budget Levels
- Define Budget Users
- Define Budget Distributions
- Define Budget Transaction Types
- Define budget Transaction Codes

The following features are affected:

- FACTS II
- year-end closing
- approval workflow
- enhanced transaction codes

Enhanced Transaction Codes Setup

Enhanced transaction codes are setup in the Define Enhanced Transaction Codes window and affect the following features:

- purchasing management
- payables management
- receivables management

Receivable Types Setup

Receivable Types setup is required to perform invoice status processing and to generate the Report on Receivables Due from the Public in Federal Financials, the Delinquent Invoices Eligible for Referral Report, and the Delinquent Invoice Referral process.

Receivable types are set up in the Receivable Types window and affect the following feature:

- Report on Receivables Due from the Public
- Delinquent Invoice Referral
- Invoice Status

Receivables and Payables Netting Setup

Receivables and payables netting setup is required to use receivables and payables netting.

Receivables and payables netting setup is set up in the Receivables Eligibility and Customer Vendor Cross Reference windows and affects the following feature:

- receivables and payables netting

Delinquent Invoice Referral Setup

Delinquent Invoice Referral setup is used to define debt information that is required for electronic submission of delinquent invoices to the Debt Management Service (DMS).

Delinquent Invoice Referral setup is set up in the Delinquent Invoice Referral Definitions window and affects the following feature:

- Delinquent Invoice Referral

Financial Statements Setup

Financial Statement setup is required to generate financial statements.

Financial statements are setup in the following windows:

- Financial Statement Report Definitions
- Report Lines
- Report Line Calculations
- Footnotes

The following feature is affected:

- Financial Statements

Prior Year Adjustments Setup

Prior year adjustments are set up in the following windows:

- Define Offset Accounts and Transaction Codes
- Budget Fiscal Year Segment Mapping
- Define Search Criteria

The following features are affected:

- prior year adjustments
- FACTS II

Year-End Closing Setup

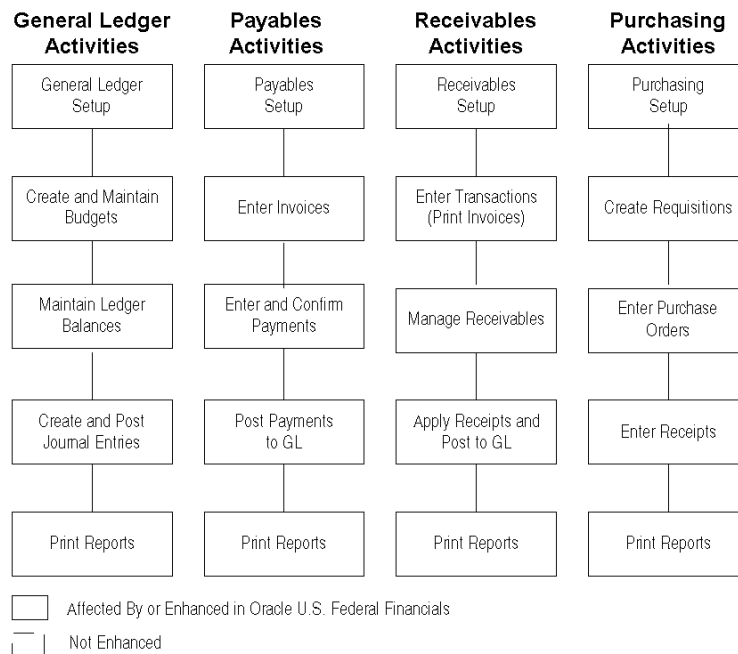
Year-end closing is defined in the Year-End Closing and Copy Year-End Information windows and affects the following feature:

- year-end closing

Oracle Public Sector Financials Modules Affected by or Enhanced in Oracle U.S. Federal Financials Diagram

Figure 1–7 shows Oracle Public Sector Financials modules that are affected by or enhanced in Oracle U.S. Federal Financials. General Ledger Activities are described in Table 1–1, page 1-21. Payables Activities are described in Table 1–2, page 1-25. Receivables Activities are described in Table 1–3, page 1-30. Purchasing Activities are described in Table 1–4, page 1-34.

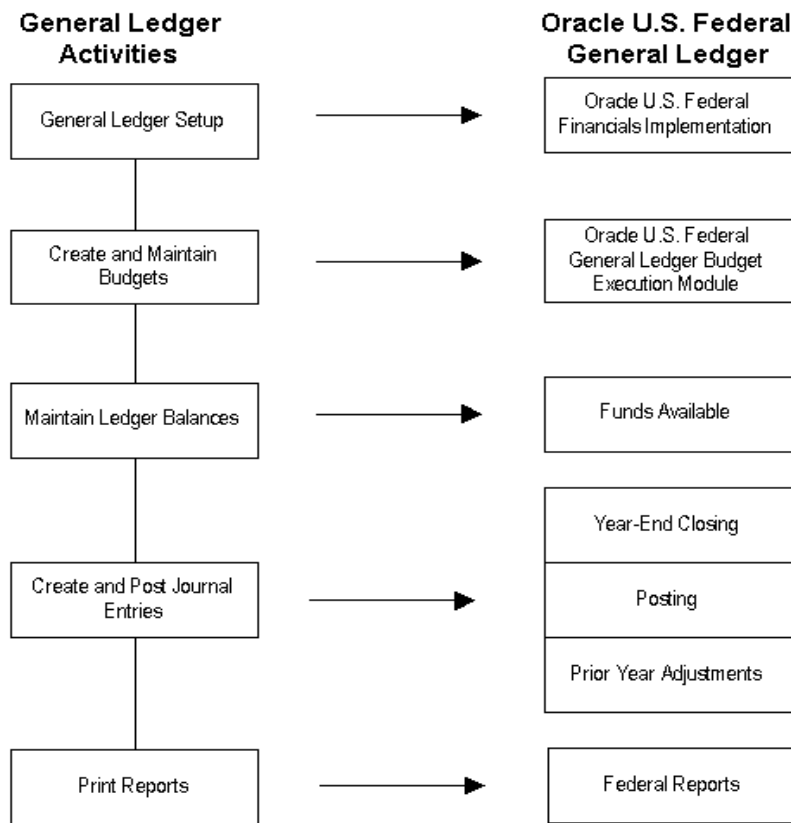
Figure 1–7 Oracle Public Sector Financials Modules Affected by or Enhanced in Oracle U.S. Federal Financials



Oracle U.S. Federal General Ledger Features Diagram

Figure 1–8 shows General Ledger activities that are enhanced in Oracle U.S. Federal General Ledger and is described in Table 1–1, page 1-21.

Figure 1–8 Oracle U.S. Federal General Ledger Features



Oracle U.S. Federal General Ledger Features

Oracle U.S. Federal General Ledger enhances General Ledger as shown in [Table 1–1](#).

Table 1–1 Oracle U.S. Federal General Ledger Features

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

This section describes the following Oracle U.S. Federal General Ledger features:

- [Funds Available](#)
- [Budget Execution](#)
- [Year-End Closing](#)
- [Prior Year Adjustments](#)
- [General Ledger Federal Reports](#)

Funds Available

The Funds Available window enables agencies to monitor fund performance by viewing funds available online at both detail and summary levels. Information provided includes commitments, obligations, and expenditures against approved budget amounts.

Budget Execution

The budget execution feature provides a budget entry system for federal agencies and public sector organizations. Using the budget execution feature, agencies and

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

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

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

Year-End Closing

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

Prior Year Adjustments

Federal agencies are required to track and report downward and upward adjustments for undelivered orders and accrued expenditures. The Prior Year Adjustments process enables agencies to properly record upward and downward adjustments.

General Ledger Federal Reports

Federal Financials provides the following standard reports in General Ledger required for submission to the Treasury and for internal financial management purposes.

The following reports are provided:

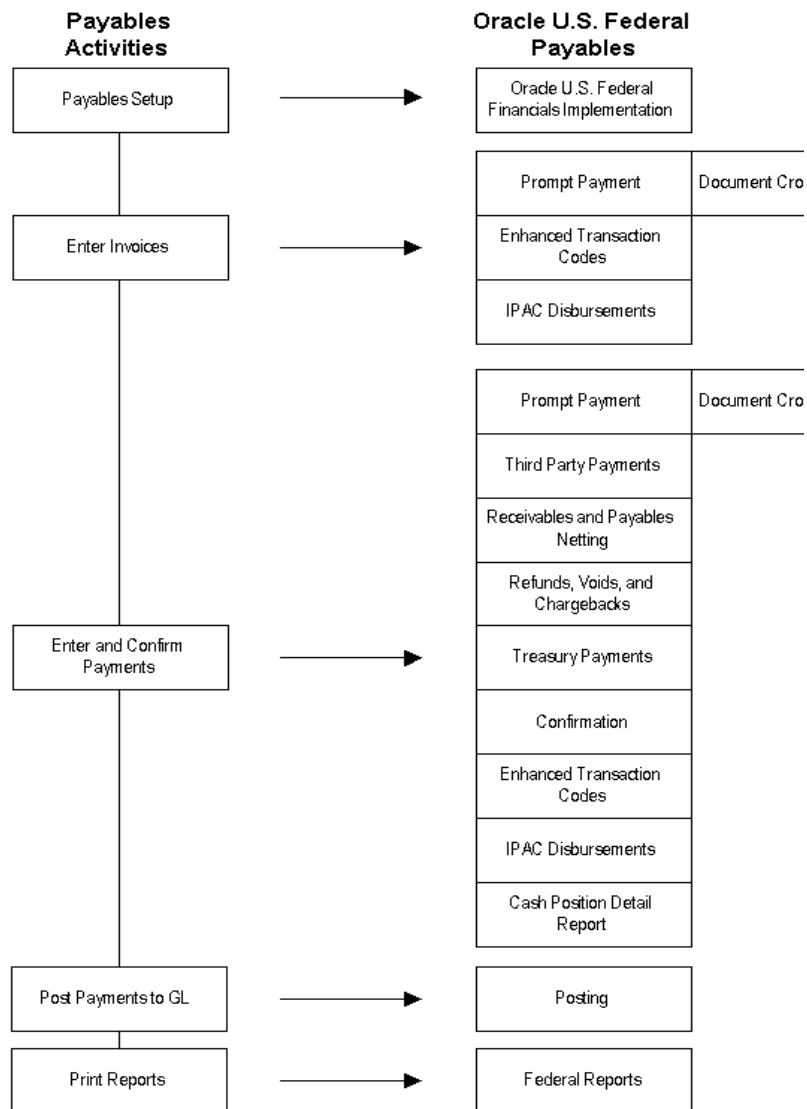
- SF 133 Standard Budget Execution Report
- Funds Availability Reports
- FMS Form 224 Statement of Transactions Report

- FMS Form 1219 and 1220 Reports
- FACTS I Reports
- FACTS II Reports
- Treasury Symbol Listing Report
- Year-End Closing Execution Report
- consolidated financial statements
- Invoice Status Report
- Trial Balance Reports
- Transaction Register Reports

Oracle U.S. Federal Payables Features Diagram

Figure 1–9 shows Payables activities that are enhanced in Oracle U.S. Federal Payables and is described in Table 1–2, page 1-25.

Figure 1–9 Oracle U.S. Federal Payables Features



Oracle U.S. Federal Payables Features

Oracle U.S. Federal Payables enhances Payables as shown in [Table 1–2](#).

Table 1–2 Oracle U.S. Federal Payables Features

Payables Activities	Oracle U.S. Federal Payables
Payables Setup	Oracle U.S. Federal Financials Implementation
Enter Invoices	Prompt Payment Enhanced Transaction Codes IPAC Disbursements Document Cross-referencing
Enter and Confirm Payments	Prompt Payment Receivables and Payables Netting Treasury Payments Confirmation Enhanced Transaction Codes Document Cross-referencing Cash Position Detail Report
Post Payments to General Ledger	Posting
Print Reports	Federal Reports

This section describes the following Oracle U.S. Federal Payables features:

- [Prompt Payment](#)
- [Cash Position Detail Report](#)
- [Receivables and Payables Netting](#)
- [Treasury Payments](#)
- [Confirmation](#)
- [Enhanced Transaction Codes](#)
- [Posting](#)
- [IPAC Disbursement](#)

- [Suppliers Deactivation Report](#)
- [Document Cross-referencing](#)
- [Payables Federal Reports](#)

Prompt Payment

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

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

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

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

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

Cash Position Detail Report

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

Receivables and Payables Netting

The receivables and payables netting feature enables agencies to collect on receivables from payables transactions for vendors who are also customers of the agency.

The Receivables and Payables Netting process is run as part of the payment batch process in Payables. The receivables and payables netting feature systematically searches for receivables and payables that are eligible for offset according to conditions set up by the agency.

Treasury Payments

Payments are sent to the Treasury through the Electronic Certification System (ECS) using the following payment formats:

- ECS CCD / CCD+ Vendor Payment Format
- ECS PPD / PPD+ Employee Payment Format
- ECS NCR Check Payment Format
- CTX ACH Vendor Payment Format

Confirmation

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

The Treasury Confirmation and Reconciliation window enables agencies to record treasury accomplishment information for payment batches submitted for disbursement.

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

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

Enhanced Transaction Codes

Enhanced transaction codes are an optional feature providing a set of enhancements that put accounting and transaction processing logic complexity in the background. This feature enables users to enact certain transactions without having to make judgements on accounting transactions that might take place.

Public sector entities use transaction codes to perform extra accounting events during purchasing and receiving activities. These extra accounting events are often budgetary in nature, but they can also be used with proprietary accounts. Transaction codes are defined in General Ledger. The associated accounting events are defined in Federal Financials.

Posting

The Federal Transfer to General Ledger process enables agencies to transfer journal entries to General Ledger after batch payment processing. This process generates

the proprietary and budgetary journal entries required to track economically beneficial discounts according to federal accounting rules.

IPAC Disbursement

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

Suppliers Deactivation Report

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

Document Cross-referencing

Document cross-referencing enables users to query a document and to view all related documents.

Users can query the following document types:

- purchase orders
- requisitions
- receipts
- accounts payable
- invoices
- payments

Payables Federal Reports

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

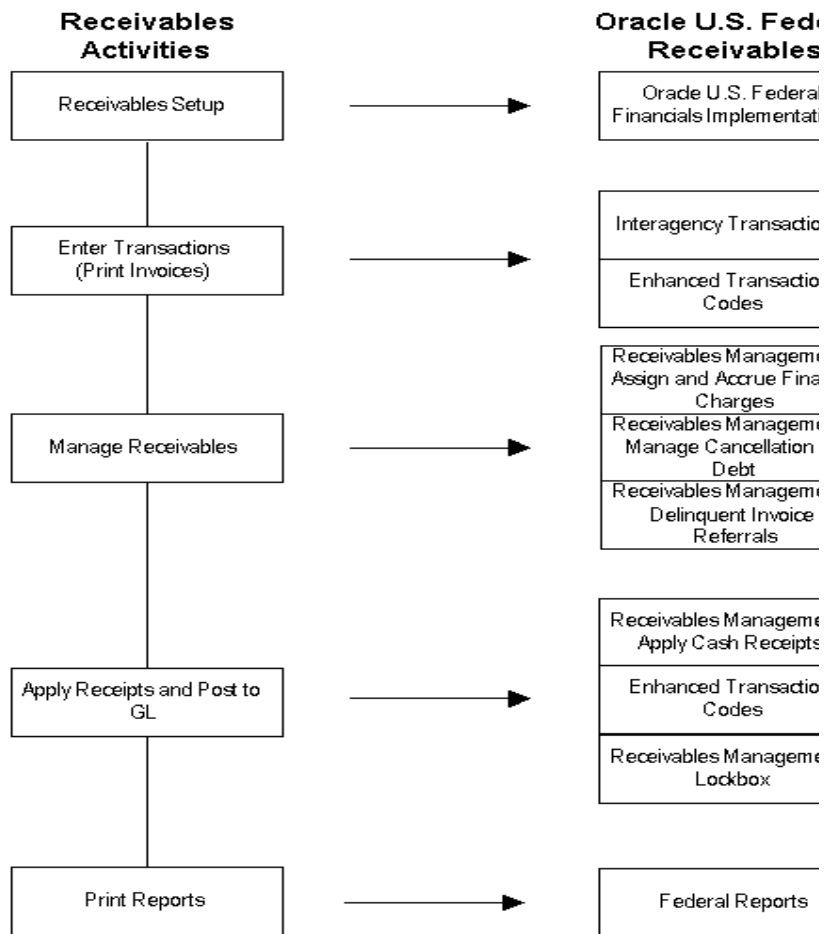
The following reports are provided:

- Status of Obligations Report
- Supplier Tax Identification Number Listing Report
- SF 1166 Voucher and Schedule of Payments Report
- Prompt Payment Reports

Oracle U.S. Federal Receivables Features Diagram

Figure 1–10 shows Receivables activities that are enhanced in Oracle U.S. Federal Receivables and is described in Table 1–3, page 1-30.

Figure 1–10 Oracle U.S. Federal Receivables Features



Oracle U.S. Federal Receivables Features

Oracle U.S. Federal Receivables enhances Receivables as shown in [Table 1–3](#).

Table 1–3 Oracle U.S. Federal Receivables Features

Receivables Activities	Oracle U.S. Federal Receivables
Receivables Setup	Oracle U.S. Federal Financials Implementation
Enter Transactions (Print Invoices)	Interagency Transactions Enhanced Transaction Codes
Manage Receivables	Receivables Management: Assign and Accrue Finance Charges Receivables Management: Manage Cancellation of Debt Receivables Management: Delinquent Invoice Referrals
Apply Receipts and Post to General Ledger	Receivables Management: Apply Cash Receipts Enhanced Transaction Codes Receivables Management: Lockbox
Print Reports	Federal Reports

This section describes the following Oracle U.S. Federal Receivables features:

- [Receivables Management](#)
- [Interagency Transactions](#)
- [Enhanced Transaction Codes](#)
- [Receivables Federal Reports](#)

Receivables Management

The receivables management features are comprised of the Finance Charges process, the 1099-C Cancellation of Debt reporting process, the Cash Receipts process, and delinquent invoice referral. These features allow agencies to comply

with the requirements of the Debt Collection Act regarding the collection of interest, administrative charges, and penalties on late payments.

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

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

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

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

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

The Invoice Status process enables agencies to assign an invoice status to overdue invoices, which enables the generation of the Report on Receivables Due from the Public.

The Delinquent Invoice Referral process enables agencies to perform the following tasks:

- identify and report receivables that meet predetermined criteria for write-off or referral to DMS
- automatically create files of delinquent accounts for electronic submission to appropriate governmental organizations
- track and report on the date and nature of a change in the status of an accounts receivable

Interagency Transactions

The Interagency Transaction feature is comprised of the SF 1080 Voucher for Transfers Between Appropriations and/or Funds, the SF 1081 Voucher and Schedule of Withdrawals and Credits document, and the Interagency Transfers window.

The SF 1080 Voucher for Transfers Between Appropriations and/or Funds document is provided for interagency expenditure transactions when Treasury does

not disburse payments for at least one of the agencies. The document is generated by the billing agency and sent to the customer agency for accomplishment.

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

The Interagency Transfers window enables the agency to enter receipts and invoices for SF 1081 and Intra-governmental Payment and Collection (IPAC) transactions to ensure proper reporting on the FMS Form 224 Statement of Transactions for the accounting period. The Bulk File process enables agencies to format a file of interagency transactions for transmission to Treasury using the FMS IPAC system.

The SF 132 Apportionment and Reapportionment Schedule window enables users to enter and update apportionment and reapportionment schedules for a treasury symbol and a fiscal year.

Enhanced Transaction Codes

Enhanced transaction codes are an optional feature providing a set of enhancements that put accounting and transaction processing logic complexity in the background.

For information on enhanced transaction codes, see [Enhanced Transaction Codes](#), page 1-27.

Receivables Federal Reports

Federal Financials provides the following standard reports in Receivables required for submission to the Treasury and for internal financial management purposes.

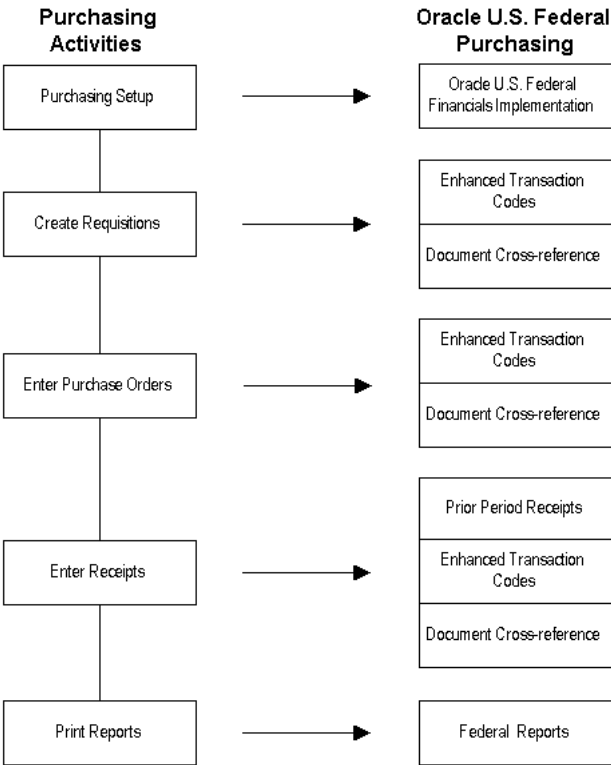
The following reports are provided:

- Receivables Management Reports
- Delinquent Invoices Eligible for Referral Report
- Delinquent Invoice Referral Report
- SF 132 Apportionment and Reapportionment Schedule

Oracle U.S. Federal Purchasing Features Diagram

Figure 1–11 shows Purchasing activities that are enhanced in Oracle U.S. Federal Purchasing and is described in Table 1–4, page 1-34.

Figure 1–11 Oracle U.S. Federal Purchasing Features



Oracle U.S. Federal Purchasing Features

Oracle U.S. Federal Purchasing enhances Purchasing as shown in [Table 1–4](#).

Table 1–4 Oracle U.S. Federal Purchasing Features

Purchasing Activities	Oracle U.S. Federal Purchasing
Purchasing Setup	Oracle U.S. Federal Financials Implementation
Create Requisitions	Enhanced Transaction Codes
Enter Purchase Orders	Enhanced Transaction Codes
Enter Receipts	Prior Period Receipts Enhanced Transaction Codes
Print Reports	Federal Reports

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

This section describes the following Oracle U.S. Federal Purchasing feature:

- [Enhanced Transaction Codes](#)
- [Prior Period Receipts](#)
- [Document Cross-referencing](#)
- [Purchasing Federal Reports](#)

Enhanced Transaction Codes

Enhanced transaction codes are an optional feature providing a set of enhancements that put accounting and transaction processing logic complexity in the background.

For information on enhanced transaction codes, see [Enhanced Transaction Codes](#), page 1-27.

Prior Period Receipts

Prior period receipts enables users to record receipts or acceptance transactions that were received in a prior period that is now closed.

Document Cross-referencing

Document cross-referencing enables users to query a document and to view all related documents.

For information on document cross-referencing, see [Document Cross-referencing](#), page 1-28.

Purchasing Federal Reports

Federal Financials provides the following standard report in Purchasing required for submission to the Treasury and for internal financial management purposes.

The following report is provided:

- Status of Obligations Report

Introduction

This chapter describes how the Oracle U.S. Federal Financials User's Guide is organized. The following sections are in this chapter:

- [Overview](#)
- [Part I: Oracle Federal Financials Setup](#)
- [Part II: Listing Reports](#)
- [Part III: Budget Execution](#)
- [Part IV: Prior Year Adjustments](#)
- [Part V: Enhanced Transaction Codes](#)
- [Part VI: Prompt Payment](#)
- [Part VII: Treasury Payments](#)
- [Part VIII: Receivables and Payables Netting](#)
- [Part IX: Interagency Transactions](#)
- [Part X: Receivables Management](#)
- [Part XI: U.S. Federal Reports](#)
- [Part XII: Inquiry and Status Reporting](#)
- [Part XIII: Year-End Closing](#)
- [Part XIV: Reference](#)

Overview

The Oracle U.S. Federal Financials User's Guide contains information needed to understand and use Federal Financials.

Warning: Enhancements are added to this product regularly. Information presented here may be superseded by subsequent updates to online help. If there is a discrepancy between product functionality and the online help describing it, ensure that the system administrator has installed the most current updates to online help.

Part I: Oracle Federal Financials Setup

All required setup of Oracle Public Sector Financials and Oracle Applications must be completed before beginning setup of Oracle U.S. Federal Financials.

Implementation of Federal Financials requires setting up the following Oracle Applications:

- Oracle Applications System Administration
- Oracle Public Sector General Ledger
- Oracle Public Sector Payables
- Oracle Projects
- Oracle Public Sector Receivables
- Oracle Public Sector Purchasing
- Oracle Workflow

The following books must be used with the *Oracle U.S. Federal Financials User's Guide* to set up Oracle Applications and Oracle Financials:

- *Oracle Applications Flexfield Guide*
- *Oracle Applications Systems Administrator's Guide*
- *Oracle Public Sector General Ledger User's Guide*
- *Oracle Public Sector Payables User's Guide*
- *Oracle Projects User's Guide*
- *Oracle Public Sector Receivables User's Guide*
- *Oracle Public Sector Purchasing User's Guide*
- *Oracle Workflow User's Guide*

Complete setup checklists and detailed descriptions of setup steps that are required for implementation of Federal Financials are included in this guide.

Setup should be reviewed annually or as needed to update system security, reflect changes in the organization structure, or accommodate new requirements.

This section describes the setup features in Federal Financials.

Oracle Federal Financials Setup Overview

Oracle Federal Financials Setup Overview provides setup checklists and an overview of the setup steps required for Federal Financials.

Details on setting up Federal Financials is provided in the following chapter:

- [Oracle U.S. Federal Financials Setup Overview](#), page 3-1

Federal Seed Data Setup

Federal seed data setup is required to implement Federal Financials.

Details on setting up federal seed data are provided in the following chapter:

- [Federal Seed Data Setup](#), page 4-1

Federal System Parameters Setup

Federal system parameters setup is required to generate FACTS I, Receivables Due From Public, and the FMS Form 224.

Details on setting up federal system parameters are provided in the following chapter:

- [Federal System Parameters Setup](#), page 5-1

Federal Options Setup

Account and agency information setup is required to implement Federal Financials.

Details on setting up federal options are provided in the following chapter:

- [Federal Options Setup](#), page 6-1

Treasury Account Codes Setup

Treasury account codes setup is required to implement Federal Financials.

Details on setting up treasury account codes are provided in the following chapter:

- [Treasury Account Codes Setup](#), page 7-1

Federal Account Symbols Setup

Federal account symbols setup is required to implement Federal Financials.

Details on setting up the federal account symbols are provided in the following chapter:

- [Federal Account Symbols Setup](#), page 8-1

Budget Account Codes Setup

Budget account codes setup is optional for FACTS II reporting.

Details on setting up budget account codes are provided in the following chapter:

- [Budget Account Codes Setup](#), page 9-1

Appropriation Parameters Setup

Appropriation parameters setup is required to implement Oracle U.S. Federal Financials.

Details on setting up appropriation parameters are provided in the following chapter:

- [Appropriation Parameters Setup](#), page 10-1

Mapping Budget Fiscal Year Setup

Mapping budget fiscal year setup is required for defining the budget fiscal year segment of the Accounting Flexfield and mapping the period year to the budget fiscal year segment values for each period year for the use in prior year adjustments and FACTS II.

Details on setting up budget fiscal year mapping are provided in the following chapter:

- [Mapping Budget Fiscal Year Setup](#), page 11-1

Budget Execution Setup

Budget execution setup is required in Federal Financials.

Details on setting up budget execution are provided in the following chapter:

- [Budget Execution Setup](#), page 12-1

Prior Year Adjustments Setup

Prior year adjustments setup is required to track and report downward and upward adjustments for undelivered orders and accrued expenditures.

Details on defining prior year adjustments are provided in the following chapter:

- [Prior Year Adjustments Setup](#), page 13-1

Federal Reports Table Setup

Federal reports table setup is required to load predefined report definitions in Federal Financials.

Details on setting up federal reports are provided in the following chapter:

- [Federal Reports Table Setup](#), page 14-1

Federal Report Definitions Setup

Definition of federal reports is required to generate the following reports:

- FMS Form 224
- FMS Form 1219/1220
- Funds Availability Reports
- SF 133 Report on Budget Execution
- Federal Agencies' Centralized Trial-Balance System (FACTS) reports, which includes FACTS I and FACTS II
- Financial Statements

Details on defining federal reports are provided in the following chapter:

- [Federal Report Definitions Setup](#), page 15-1

Enhanced Transaction Codes Setup

Enhanced transaction codes setup is required to use enhanced transaction codes in Federal Financials.

Details on setting up enhanced transaction codes are provided in the following chapter:

- [Enhanced Transaction Codes Setup](#), page 16-1

Payment Terms Types Setup

Payment term types setup is required for the Due Date Calculation process.

Details on setting up payment terms types are provided in the following chapter:

- [Payment Terms Types Setup](#), page 17-1

Holiday and Non-Working Dates Setup

Holidays and non-working dates definition setup is required for the Due Date Calculation process.

Details on defining holiday and non-working dates are provided in the following chapter:

- [Holiday and Non-Working Dates Setup](#), page 18-1

Current Value of Funds Setup

Current value of funds setup is required for the Due Date Calculation process.

Details on setting up the current value of funds are provided in the following chapter:

- [Current Value of Funds Setup](#), page 19-1

Treasury Offset Exclusion Setup

Treasury offset exclusion setup is required for excluding payments from agency offset based on user-defined criteria.

Details on setting up treasury offset exclusion are provided in the following chapter:

- [Treasury Offset Exclusion Setup](#), page 20-1

Employee Payment Type Mapping Setup

Employee payment type mapping setup is required for the ECS PPD Vendor Payment, ECS PPD+ Vendor Payment, and ECS NCR Check Payment to employee.

Details on setting up employee payment type mapping are provided in the following chapter:

- [Employee Payment Type Mapping Setup](#), page 21-1

Receivables and Payables Netting Setup

Receivables and payables netting setup is required to use receivables and payables netting.

Details on setting up receivables and payables netting are provided in the following chapter:

- [Receivables and Payables Netting Setup](#), page 22-1

Delinquent Invoice Referral Setup

Delinquent invoice referral setup is required to use the Delinquent Invoice Referral process.

Details on setting up delinquent invoice referral are provided in the following chapter:

- [Delinquent Invoice Referral Setup](#), page 23-1

Finance Charges Setup

Definition of finance charges for receivables is required to create Federal Financials finance charges.

Details on defining finance charges are provided in the following chapter:

- [Finance Charges Setup](#), page 24-1

Receivable Types Setup

Receivable types setup is required to assign invoice statuses and to generate the Report on Receivables Due from the Public, the Delinquent Invoices Eligible for Referral Report, and the Delinquent Invoice Referral Report in Federal Financials.

Details on setting up receivable types are provided in the following chapter:

- [Receivable Types Setup](#), page 25-1

Year-End Closing Setup

Definition of year-end closing is required for the Year-End Closing process in Federal Financials.

Details on defining year-end closing are provided in the following chapter:

- [Year-End Closing Setup](#), page 26-1

Part II: Listing Reports

This section describes the listing reports in Federal Financials.

Treasury Symbol Listing Report Procedures

The Treasury Symbol Listing report lists treasury symbols and the associated fund values, fund categories, and other attributes.

Details on the Treasury Symbol Listing report are provided in the following chapter:

- [Treasury Symbol Listing Report Procedures](#), page 27-1

Supplier Tax Identification Number Listing Report Procedures

The Supplier Tax Identification Number Listing enables agencies to identify suppliers without tax identification numbers.

Details on the Supplier Tax Identification Number Listing report are provided in the following chapter:

- [Supplier Tax Identification Number Listing Report Procedures](#), page 28-1

Part III: Budget Execution

This section describes budget execution features in Oracle U.S. Federal General Ledger.

Budget Execution Process

Budget execution process describes and summarizes the budget execution process. This chapter also summarizes federal requirements and federal reporting requirements for budget execution.

Details on the budget execution process are provided in the following chapter:

- [Budget Execution Process](#), page 29-1

Budget Execution Transaction Procedures

Budget execution transaction procedures enable users to distribute appropriated budget amounts among predefined funds by quarter and by program.

Details on budget execution transaction are provided in the following chapter:

- [Budget Execution Transaction Procedures](#), page 30-1

Budget Execution Open Interface

The budget execution open interface enables users to load transactions from other budgeting tools, such as Oracle Public Sector Budgeting, Oracle Financial Analyzers, or Microsoft Excel.

Details on the budget execution open interface are provided in the following chapter:

- [Budget Execution Open Interface Procedures](#), page 31-1

Budget Execution Approval Workflow Process

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

Details on the budget execution approval workflow process are provided in the following chapter:

- [Budget Execution Approval Workflow Process](#), page 32-1

Budget Execution Transaction Summary Procedures

Budget transaction summary procedures enable users to view, update, and approve transactions and to enter new transactions.

Details on budget execution transaction summary are provided in the following chapter:

- [Budget Execution Transaction Summary Procedures](#), page 33-1

Budget Execution Report Procedures

Budget execution reports enable users to review the status of all budget execution transactions.

Details on budget execution reports are provided in the following chapter:

- [Budget Execution Report Procedures](#), page 34-1

Part IV: Prior Year Adjustments

This section describes prior year adjustments features in Oracle U.S Federal General Ledger.

Prior Year Adjustment Process

Prior year adjustment process enables agencies to track upward and downward adjustments for undelivered orders and accrued expenditures that cross fiscal years.

Details on the prior year adjustment process are provided in the following chapter:

- [Prior Year Adjustment Process](#), page 35-1

Prior Year Adjustment Procedures

Prior Year Adjustment procedures track and report upward and downward adjustments for undelivered orders and accrued expenditures. This tracking is accomplished by posting the transactions to the appropriate U.S. Standard General Ledger (US SGL) accounts.

Details on prior year adjustment procedures are provided in the following chapter:

- [Prior Year Adjustment Transaction Procedures](#), page 36-1

Part V: Enhanced Transaction Codes

This section describes enhanced transaction codes features.

Enhanced Transaction Codes Procedures in Oracle Public Sector Purchasing

In Purchasing, enhanced transaction codes are used primarily when entering requisitions and purchase orders.

Details on enhanced transaction codes in Purchasing are provided in the following chapter:

- [Enhanced Transaction Codes Procedures in Purchasing](#), page 37-1

Enhanced Transaction Codes Procedures in Oracle Public Sector Payables

In Payables, enhanced transaction codes are used when entering invoices and payments.

Details on enhanced transaction codes in Payables are provided in the following chapter:

- [Enhanced Transaction Codes Procedures in Payables](#), page 38-1

Enhanced Transaction Codes Procedures in Oracle Public Sector Receivables.

In Receivables, enhanced transaction codes are used with invoices and receipts.

Details on enhanced transaction codes in Receivables are provided in the following chapter:

- [Enhanced Transaction Codes Procedures in Receivables](#), page 39-1

Part VI: Prompt Payment

This section describes prompt payment features in Oracle U.S. Federal Payables.

Prompt Payment Process

Prompt payment process describes how Oracle U.S. Federal Financials enables agencies to comply with regulations governing the payment practices of federal agencies as defined by the Prompt Payment Act.

Details on the prompt payment process are provided in the following chapter:

- [Prompt Payment Process](#), page 40-1

Prompt Payment Procedures

Prompt payment procedures enable federal agencies to comply with the requirements of the Prompt Payment Act regarding when and how to pay commercial obligations.

Details on prompt payment procedures are provided in the following chapter:

- [Prompt Payment Procedures](#), page 41-1

Prompt Payment Reports

The prompt payment reports provide information on supplier invoices affected by Prompt Payment requirements.

The Prompt Payment Due Date Report provides information on invoices for which a due date adjustment was made and the Prompt Payment Statistical Report provides detailed statistical information on payments within a specified date range. The Prompt Payment Exception Report provides information about payments that have an invalid due date. The Payments Without Reason Codes Report provides a list of interest paid and discount lost payments without reason codes.

Details on the Prompt Payment reports are provided in the following chapters:

- [Prompt Payment Report Procedures](#), page 42-1
- [Prompt Payment Process](#), page 40-1

Part VII: Treasury Payments

This section describes treasury payment features in Oracle U.S. Federal Financials.

Cash Position Detail Report Procedures

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

Details on the Cash Position Detail Report are provided in the following chapter:

- [Cash Position Detail Report Procedures](#), page 43-1

Payment Format Procedures

The following payment formats distribute transaction data in the form of output files using the Electronic Certification System (ECS).

- ECS CCD/CCD+ Vendor Payment Format
- ECS PPD/PPD+ Vendor Payment Format
- ECS NCR Check Payment Format
- CTX ACH Vendor Payment Format

Details on vendor payment formats are provided in the following chapter:

- [Payment Format Procedures](#), page 44-1

SF 1166 Voucher and Schedule of Payments Procedures

The SF 1166 Voucher and Schedule of Payments report can be used to schedule payments in place of transmitting individual basic vouchers and supporting documents to the Treasury Regional Finance Centers (RFC) when the Treasury ECS is not available or its use is not appropriate.

Details on the SF 1166 Voucher and Schedule of Payments report are provided in the following chapter:

- [SF 1166 Voucher and Schedule of Payments Procedures](#), page 45-1

Confirmation Procedures

The Treasury Confirmation process enables federal agencies to record and confirm Treasury Payment information. The Treasury Confirmation and Reconciliation window records and confirms Department of Treasury payments.

Details on treasury confirmation are provided in the following chapter:

- [Confirmation Procedures](#), page 46-1

Refunds, Voids, and Chargebacks Procedures

Refunds, voids and chargebacks procedures determine the obligation date for voided payments, refunds received, and customer agency IPAC chargebacks to ensure proper column placement on the FMS Form 224 Statement of Transactions.

Details on refunds, voids, and chargebacks are provided in the following chapter:

- [Refunds, Voids, and Chargebacks Procedures](#), page 47-1

Posting Procedures

Federal account rules require that discounts taken on payments be posted to the corresponding budgetary as well as proprietary accounts in General Ledger.

Details on posting are provided in the following chapter:

- [Posting Procedures](#), page 48-1

Part VIII: Receivables and Payables Netting

This section describes receivables and payables netting features in Oracle U.S. Federal Payables.

Receivables and Payables Netting Process

Receivables and payables netting enables agencies to manage the collection of receivables by offsetting receivables against payables to a vendor who is also a customer.

Details on the receivables and payables netting process are provided in the following chapter:

- [Receivables and Payables Netting Process](#), page 49-1

Receivables and Payables Netting Procedures

Receivables and payables netting procedure enables agencies to offset the collection of receivables against payables for vendors who are also customers of the agency.

Details on receivables and payables netting are provided in the following chapter:

- [Receivables and Payables Netting Procedures](#), page 50-1

Part IX: Interagency Transactions

This section describes interagency transaction features in Oracle U.S. Federal Receivables.

Interagency Transaction Process

Interagency transaction process describes transfers between federal agencies that involve two or more different appropriation, fund, or receipt accounts and are classified as expenditure transactions.

Details on the interagency transaction process are provided in the following chapter:

- [Interagency Transaction Processes](#), page 51-1

Interagency Transaction Procedures

Interagency transactions are transfers between federal agencies.

Details on interagency transactions are provided in the following chapter:

- [Interagency Transaction Procedures](#), page 52-1

Part X: Receivables Management

This section describes receivables management features in Oracle U.S. Federal Receivables.

Receivables Management Process

Receivables management process describes the processing and application of collections on receivables.

Details on the receivables management process are provided in the following chapter:

- [Receivables Management Process](#), page 53-1

Receivables Management Procedures

Receivables management features enable federal agencies to comply with the requirements of the Debt Collection Act regarding the collection of interest and penalties on late payments.

Details on receivables management are provided in the following chapter:

- [Receivables Management Procedures](#), page 54-1

Receivables Management Reports

The Receivables Management reports provide information on finance charges and related debt collection activities.

The Assign Finance Charges Report provides information on customers and invoices assigned finance charges during the Assign Finance Charges process, and the Apply Cash Receipts Execution Report provides information on receipts applied to invoices and finance charges.

The Report on Receivables Due from the Public is provided for compliance with reporting requirements of the Treasury's Financial Management Service (FMS).

The Identification of Federal Employees Report provides information on federal employees of the U.S. Government.

The 1099-C process provides the capability to produce the 1099-C Cancellation of Debt report on electronic media when 250 reports or more are to be submitted; the 1096 Annual Summary and Transmittal of U.S. Information Returns report must be submitted with Copy A of the 1099-C Cancellation of Debt report.

Details on the Receivables Management reports are provided in the following chapters:

- [Receivables Management Report Procedures](#), page 55-1
- [Receivables Management Process](#), page 53-1

Part XI: U.S. Federal Reports

Federal Financials provides standard reports required for submission to the Treasury and for internal financial management purposes.

The following topics are described in this section:

- [FMS Form 224 Statement of Transactions Process](#)
- [FMS Form 224 Statement of Transactions Report Procedures](#)
- [FMS Form 1219/1220 Process](#)
- [FMS Form 1219 and 1220 Reports Procedures](#)
- [FACTS I Process](#)
- [FACTS I Procedures](#)
- [FACTS I Reports Procedures](#)
- [FACTS II Process](#)
- [FACTS II Procedures](#)
- [FACTS II Reports Procedures](#)
- [SF 133 Report on Budget Execution Process](#)
- [SF 133 Report on Budget Execution Procedures](#)
- [GOALS Procedures](#)
- [Summary Trial Balance Report Procedures](#)
- [Financial Statements Procedures](#)

FMS Form 224 Statement of Transactions Process

FMS Form 224 Statement of Transactions process describes how federal agencies generate this report, which contains debit and credit transactions and includes vouchers accomplished by the Treasury and cash collections received for deposit.

Details on the FMS Form 224 Statement of Transactions process are provided in the following chapter:

- [FMS Form 224 Statement of Transactions Process](#), page 56-1

FMS Form 224 Statement of Transactions Report Procedures

The FMS Form 224 Statement of Transactions provides information on the financial condition and operations of federal agencies. Transactions reported include vouchers accomplished by Treasury and cash collections received for deposit.

The FMS Form 224 Statement of Transactions Exception Report includes transactions included in or omitted from the FMS Form 224 Statement of Transactions that can require review or correction.

Details on the FMS Form 224 Statement of Transactions and the FMS Form 224 Statement of Transactions Exception Report are provided in the following chapters:

- [FMS Form 224 Statement of Transactions Report Procedures](#), page 57-1
- [FMS Form 224 Statement of Transactions Process](#), page 56-1
- [Interagency Transaction Processes](#), page 51-1

FMS Form 1219/1220 Process

FMS Form 1219/1220 process describes how federal agencies generate the FMS Form 1219 Statement of Accountability and the FMS Form 1220 Statement of Transactions.

Details on the FMS Form 1219/1220 process are provided in the following chapter:

- [FMS Form 1219/1220 Process](#), page 58-1

FMS Form 1219 and 1220 Reports Procedures

The FMS Form 1219 Statement of Accountability is prepared by disbursing officers in agencies that do their own disbursing. This report is used to determine the accountability of disbursing officers for funds held outside the Treasury, that is cash on hand.

The FMS Form 1220 Statement of Transactions is prepared by disbursing officers to provide Treasury with a monthly statement of payments and collections for the agency.

Details on the FMS Form 1219 Statement of Accountability and the FMS 1220 Statement of Transactions are provided in the following chapters:

- [FMS Form 1219/1220 Report Procedures](#), page 59-1
- [FMS Form 1219/1220 Process](#), page 58-1
- [Interagency Transaction Processes](#), page 51-1

FACTS I Process

FACTS I reports the following information in a consolidated preclosing adjusted trial balance:

- balances for all revenues earned
- balances for all expenses incurred

FACTS I replaces the following Federal Agency Financial reports:

- SF 220 Statement of Financial Condition
- SF 220-1 Additional Financial Information
- SF 221 Statement of Income and Retained Earnings
- SF 222 Report on Cash Flow
- SF 223 Report on Reconciliation

Details on the FACTS I process are provided in the following chapter:

- [FACTS I Process](#), page 60-1

FACTS I Procedures

The Federal Agencies' Centralized Trial Balance System (FACTS I) interface enables agencies to submit preclosing adjusted trial balance reports online and to transfer a file that eliminates the need for submitting some federal agency reports.

Details on the FACTS I interface are provided in the following chapter:

- [FACTS I Procedures](#), page 61-1

FACTS I Reports Procedures

The FACTS I reports provide information on US SGL account balances and associated attributes affected by FACTS I requirements. The FACTS I reports include the following:

- The Trial Balance with FACTS I Attributes reports are used by federal agencies to review SGL account balances at the attribute level by treasury or by funds.
- The Transaction Register with FACTS I Attributes Report captures every transaction posting to an SGL account by fund within a treasury symbol.

The FACTS I Exception Report lists any exceptions encountered during FACTS I processing. A FACTS I Detail Report lists any failed edit checks that occur during FACTS I processing.

Details on FACTS I Reports are provided in the following chapters:

- [FACTS I Report Procedures](#), page 62-1
- [FACTS I Procedures](#), page 61-1
- [FACTS I Process](#), page 60-1

FACTS II Process

FACTS II reports the following information in a consolidated preclosing adjusted trial balance:

- beginning balances for budgetary accounts from the beginning trial balance
- ending balances for budgetary accounts from the preclosing adjusted trial balance
- ending balances for selected proprietary accounts
- attributes that further describe the characteristics of the data to be processed.

Details on the FACTS II process are provided in the following chapter:

- [FACTS II Process](#), page 63-1

FACTS II Procedures

FACTS II enables agencies to submit one set of financial data that consolidates data reported on the SF 133 Report on Budget Execution, the FMS 2108 Year-End Closing Statement, and much of the initial set of data that appears in the prior year column of the Program and Financing (P&F) Schedule.

Details on the FACTS II interface are provided in the following chapter:

- [FACTS II Procedures](#), page 64-1

FACTS II Reports Procedures

The FACTS II reports provide information on US SGL account balances and associated attributes affected by FACTS II requirements. The FACTS II reports include the following:

- The Trial Balance with FACTS II Attributes Report is used by federal agencies to review US SGL account balances at the attribute level by fund and by treasury symbol within a treasury symbol.
- The Transaction Register with FACTS II Attributes Report captures every transaction posting to a US SGL account by fund and by treasury symbol within a treasury symbol.
- The FACTS II Adjusted Trial Balance Report is printed automatically during the FACTS II submission procedure.
- The FACTS II Exception Report lists any exceptions encountered during FACTS II processing.

Details on the FACTS II reports are provided in the following chapters:

- [FACTS II Report Procedures](#), page 65-1
- [FACTS II Process](#), page 63-1

SF 133 Report on Budget Execution Process

SF 133 Report on Budget Execution Process describes how federal agencies generate this report, which contains information on budgetary resources for each reporting period.

Details on the SF 133 Report on Budget Execution Process are provided in the following chapter:

- [SF 133 Report on Budget Execution Process](#), page 66-1

SF 133 Report on Budget Execution Procedures

The SF 133 Report on Budget Execution provides information on the current status of budgetary resources appropriated for an agency.

Details on the SF 133 Report on Budget Execution are provided in the following chapter:

- [SF 133 Report on Budget Execution Procedures](#), page 67-1

GOALS Procedures

The Government On-line Accounting Link System (GOALS) interface enables agencies to submit specific standard federal reports online.

Details on the GOALS interface are provided in the following chapter:

- [GOALS Procedures](#), page 68-1

Summary Trial Balance Report Procedures

The Trial Balance by Treasury Symbol Report enables users to view summary account balances at the treasury account symbol level.

Details of the Trial Balance by Treasury Symbol Report are provided in the following chapter:

- [Summary Trial Balance Report Procedures](#), page 69-1

Financial Statements Procedures

Federal Financials generates the following financial statements:

- Balance Sheet
- Statement of Net Cost
- Statement of Changes in Net Position
- Statement of Budgetary Resources
- Statement of Financing
- Statement of Custodial Activity, where applicable

Details of financial statements procedures are provided in the following chapter:

- [Financial Statements Procedures](#), page 71-1

Part XII: Inquiry and Status Reporting

This section describes the inquiry and status reporting features in Federal Financials.

Funds Available Procedures

Funds available procedures enable users to view funds available online at the detail and summary levels.

Details on funds available are provided in the following chapter:

- [Funds Available Procedures](#), page 73-1

Funds Availability Reports Procedures

The Funds Availability reports enables agencies to monitor fund performance and analyze budgeting versus spending.

Details on the Funds Availability reports are provided in the following chapter:

- [Funds Availability Reports Procedures](#), page 74-1

Status of Obligations Report Procedures

The Status of Obligations Report enables agencies to measure financial performance against operating plan objectives and to determine if the procurement process is complete for each obligation.

Details on the Status of Obligations Report are provided in the following chapter:

- [Status of Obligations Report Procedures](#), page 75-1

Suppliers Deactivation Report

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

Details on the Suppliers Deactivation Report are provided in the following chapter:

- [Suppliers Deactivation Report Procedures](#), page 76-1

Document Cross-referencing

Document cross-referencing enables users to view a purchase order, requisition, receipt, Payables invoice or Payables payment, and all documents related to that document.

Details on document cross-referencing are provided in the following chapter:

- [Document Cross-referencing Procedures](#), page 77-1

Part XIII: Year-End Closing

This section describes year-end closing features in Oracle U.S. Federal General Ledger.

Year-End Closing Process

Year-end closing process describes the set of activities that enables federal agencies to comply with Office of Management and Budget (OMB) requirements regarding the closing of appropriation accounts, preparing for the next fiscal year, and reporting on those activities.

Details on the year-end closing process are provided in the following chapter:

- [Year-End Closing Process](#), page 78-1

Year-End Closing Procedures

The year-end closing process enables federal agencies to comply with the Office of Management and Budget (OMB) requirements regarding closing accounts and carrying amounts forward at the end of the fiscal year. The Year-End Closing Execution report provides information on the year-end closing activities of federal agencies.

Details on year-end closing are provided in the following chapter:

- [Year-End Closing Procedures](#), page 79-1

Part XIV: Reference

This section provides reference information.

Budget Execution Open Interface Tables

Budget Execution Open Interface Tables describes the budget execution open interface tables.

Details on budget execution open interface tables are found in the following appendix:

- [Budget Execution Open Interface Tables](#), page A-1

Oracle U.S. Federal Financials Navigator Paths

Oracle U.S. Federal Financials Navigator Paths lists navigation paths for windows in Federal Financials.

Details on navigator paths are found in the following appendix:

- [Oracle U.S. Federal Financials Navigation Paths](#), page B-1

Part I

Oracle Federal Financials Setup

Oracle U.S. Federal Financials Setup Overview

This chapter describes an overview of the setup steps required for Federal Financials. The following sections are in this chapter:

- [Overview](#)
- [Oracle U.S. Federal Financials Setup Checklist](#)
- [Oracle U.S. Federal Financials Setup Steps](#)

Overview

This chapter provides a checklist of setup steps in Federal Financials.

Complete all required setup steps for the following applications before beginning the Federal Financials setup steps:

- Oracle Applications System Administration
- Oracle Public Sector General Ledger
- Oracle Public Sector Payables
- Oracle Public Sector Receivables
- Oracle Public Sector Purchasing
- Oracle Projects
- Oracle Workflow

Oracle U.S. Federal Financials Setup Checklist

Table 3–1 shows the Oracle U.S. Federal Financials setup checklist. Each step is described in the following section, [Oracle U.S. Federal Financials Setup Steps](#), page 3-8.

Note: The sequence indicated for the setup checklist applies to the Federal Financials setup process only. For each application installed, consult the guides for that application to determine the sequence of setup steps.

All required setup steps in this checklist must be completed.

Table 3–1 Oracle U.S. Federal Financials Setup Checklist

Step Number	Setup Step	Type	Oracle Applications
Oracle Applications System Administration			
Step 1.	Implement Function Security	required	System Administration
Step 2.	Create Additional Users	required	System Administration
Step 3.	Specify Profile Options	required with defaults	System Administration
Oracle Public Sector General Ledger			
Step 4.	A. Define Accounting Flexfield	required	General Ledger
	B. Define Calendar Period Types	required with defaults	General Ledger
	C. Define Calendar Periods	required	General Ledger
	D. Define Set of Books	required	General Ledger
Step 5.	Define Summary Accounts	required	General Ledger
Step 6.	Define Transaction Codes	required	General Ledger
Step 7.	Define Descriptive Flexfield in General Ledger	optional	General Ledger

Table 3–1 Oracle U.S. Federal Financials Setup Checklist

Step Number	Setup Step	Type	Oracle Applications
Oracle Public Sector Payables			
Step 8.	Define Payment Terms	required	Payables
Step 9.	Define Financials Options	required	Payables
Step 10.	Define Payables Options	required	Payables
Step 11.	Define Bank Accounts	required	Payables
Oracle Public Sector Receivables			
Step 12.	Define Transaction Flexfield Structure	optional	Receivables
Step 13.	Define Lookups	optional	Receivables
Step 14.	Define Payment Terms	required with defaults	Receivables
Step 15.	Define AutoAccounting	required	Receivables
Step 16.	Define Transaction Types	required with defaults	Receivables
Step 17.	Define Transaction Sources	required	Receivables
Step 18.	Define Receivables Activities	required	Receivables
Step 19.	Define Receipt Classes	required	Receivables
Step 20.	Define Receipt Sources	required	Receivables
Step 21.	Define Dunning Letters	optional	Receivables
Step 22.	Define Customer Profile Classes	required with defaults	Receivables
Step 23.	Define Customers	required	Receivables
Step 24.	Define Remit-To Addresses	required	Receivables
Step 25.	Define Units of Measure	required with defaults	Receivables
Step 26.	Define Lockboxes	optional	Receivables

Table 3–1 Oracle U.S. Federal Financials Setup Checklist

Step Number	Setup Step	Type	Oracle Applications
Step 27.	Define Descriptive Flexfield in Receivables	optional	Receivables
Oracle Public Sector Purchasing			
Step 28.	A. Define Organizations	required	Purchasing
	B. Define Oracle Public Sector Purchasing Lookups	optional	Purchasing
Step 29.	Set Up Suppliers	conditionally required	Payables
Step 30.	Define Descriptive Flexfield in Purchasing	optional	Purchasing
Oracle Projects			
Step 31.	Define Descriptive Flexfield in Payables	optional	Projects
Oracle Workflow			
Step 32.	Set Up Oracle Workflow	optional	Workflow
Oracle U.S. Federal Financials			
Step 33.	Set Up Federal Seed Data	required	Federal Financials
Step 34.	Set Up Federal System Parameters	required	Federal Financials
Step 35.	Set Up Federal Options	required	Federal Financials
Step 36.	Set Up Treasury Account Codes	required	Federal Financials
Step 37.	Set Up Federal Account Symbols	required	Federal Financials

Table 3–1 Oracle U.S. Federal Financials Setup Checklist

Step Number	Setup Step	Type	Oracle Applications
Step 38.	Set Up Budget Account Codes	required	Federal Financials
Step 39.	Set Up Appropriation Parameters	optional	Federal Financials
Step 40.	Set Up Budget Fiscal Year Mapping	optional	Federal Financials
Step 41.	Set Up Oracle US Federal General Ledger Budget Execution	required	Federal Financials
Step 42.	Set Up Prior Year Adjustments	required	Federal Financials
Step 43.	Set Up Federal Reports Table	required	Federal Financials
Step 44.	Set Up Federal Report Definitions	required	Federal Financials
Step 45.	Set Up Enhanced Transaction Codes	required	Federal Financials
Step 46.	Set Up Payment Terms Types	required	Federal Financials
Step 47.	Define Holiday and Non-Working Dates	required	Federal Financials
Step 48.	Set Up Current Value of Funds	optional	Federal Financials
Step 49.	Set Up Treasury Offset Exclusion Criteria	required	Federal Financials
Step 50.	Set Up Employee Payment Type Mapping	optional	Federal Financials
Step 51.	Set Up Receivables and Payables Netting	optional	Federal Financials
Step 52.	Set Up Delinquent Invoice Referral	optional	Federal Financials
Step 53.	Set Up Finance Charges	required	Federal Financials
Step 54.	Set Up Federal Receivable Types	required	Federal Financials

Table 3–1 Oracle U.S. Federal Financials Setup Checklist

Step Number	Setup Step	Type	Oracle Applications
Step 55.	Set Up Year End Closing Definitions	required	Federal Financials

Oracle U.S. Federal Financials Setup Steps

To set up Federal Financials, perform the following setup steps in the order listed.

Step 1. Implement Function Security

Implement function security to control access to windows and functionality in windows. The System Administrator excludes functions and menus to restrict access for a responsibility.

1. In System Administration, navigate to the Menus window as follows:

Application - Menu

2. The following Oracle Applications menus must be updated to include the Enter Transaction Events, FV_FVXCENTE, security information in order to use Enhanced Transaction Codes:
 - AP_NAVIGATE_GUI12
 - AR_NAVIGATE_GUI
 - PO_SUPERUSER_GUI

[Table 3–2](#) describes the values for setting up Enter Transaction Events security function.two

Table 3–2 Enter Transaction Events Security Function Setup

Field	Value
Seq	user-defined
Navigator Prompt	blank
Submenu	blank
Function	Enter Transaction Events

Note: This security function is created and assigned to the Federal administrator menu during the installation of Federal Financials.

3. To implement function security, see [Overview of Function Security](#), [Responsibilities Window](#), and [Menus Window](#), *Oracle Applications System Administrator's Guide*.

Step 2. Create Additional Users

Create new users that have access to Federal Financials or assign existing users access to Oracle U.S. Federal Financials.

In System Administration, navigate to the Users Window as follows:

Security - User - Define

Each user can be assigned one or more responsibilities.

Access to Federal Financials is required for all features.

To create new users or assign access to Federal Financials for existing users, see [Overview of Oracle Applications Security](#), *Oracle Applications System Administrator's Guide*.

Step 3. Specify Profile Options

This section includes the following parts:

- [Set Up Profile Options Levels](#)
- [Set Up Profile Option Values](#)

Set Up Profile Options Levels

The common user profile options for Oracle Applications must be specified as part of Oracle Applications System Administration setup. There are a maximum of four levels at which a profile can be set: Site, Application, Responsibility, and User. Most profiles are seeded with default values at the site-level that serve as the defaults until they are overridden at other levels.

[Table 3–3](#) describes the profile option levels. An x indicates that a value can be placed at that level.

Table 3–3 Profile Option Levels

Feature	Profile Option Name	Site	Applica- tion	Respon- sibility	User
Payment Format	FV:ECS ACH VENDOR TOTAL PAYMENTS	x			
Payment Format	FV:ECS CHECK TOTAL PAYMENTS	x			
Payment Format	FV:AGENCY_ID_ABBREVIATION	x			

Table 3–3 Profile Option Levels

Feature	Profile Option Name	Site	Applica- tion	Respon- sibility	User
Reason Codes	FV:USE INTEREST REASON CODES	x			
Reason Codes	FV:USE DISCOUNT LOST REASON CODES	x			
AR / AP Netting	FV:Enable AR / AP Netting	x	x	x	x
AR / AP Netting	AP: Use Invoice Batch Controls	x	x	x	x
Enhanced Transaction Codes	FV:Enable Enhanced Transaction Code	x	x	x	
Payments	FV: Enable Cash Position Detail	x		x	
Budget Execution	FV: Archive BE Interface Records	x	x	x	x
Intra-governmental Payment and Collection (IPAC) System	FV: Download Treasury Files Directory	x	x	x	x
AutoLockbox	FV: Enable Lockbox Finance Charge Application	x	x	x	
Reimbursable Agreements	FV: Verify Reimbursable Performance Dates	x	x	x	x
All features	FV_DEBUG_FLAG	x	x	x	x
Transaction Codes	Enable Transaction Codes	x	x	x	x

Set Up Profile Option Values

Table 3–4 describes the profile option values.

Table 3–4 Profile Option Values

Profile Option Name	Value	Description
FV:ECS ACH VENDOR TOTAL PAYMENT	Default is 60.	set the maximum number of payments for a payment schedule for ECS CCD+ Vendor Payment Format
FV:ECS CHECK TOTAL PAYMENTS	Default is 60.	set the maximum number of payments for a payment schedule for ECS NCR Check Payment Format
FV:AGENCY_ID_ABBREVIATION	four character code	set the agency identification code for the CTX ACH Vendor Payment Format
FV:USE INTEREST REASON CODES	Yes or No	if set to Yes, captures and reports interest reason code data
FV:USE DISCOUNT LOST REASON CODES	Yes or No	if set to Yes, captures and reports discount lost reason code data
FV:Enable AR / AP Netting	Yes or No	required for AR / AP Netting
FV:Enable Enhanced Transaction Code	Yes or No	required to use enhanced transaction codes
FV: Enable Cash Position Detail	Yes or No	If set to Yes, the Cash Position Detail report automatically generates after a payment batch is built.
FV: Archive BE Interface Records	Yes or No	If set to Yes, budget execution transaction records are copied to the interface history table and purged from the interface table. If set to No, the records are not copied to the interface history table, but they are purged from the interface table.
FV: Download Treasury Files Directory	appropriate directory path	download directory for the IPAC Transaction Report
FV: Enable Lockbox Finance Charge Application	Yes or No	If set to Yes, the Lockbox Finance Charge Application process automatically generates after the validation phase of AutoLockbox.
FV_DEBUG_FLAG	Y or N	If set to Y, debug messages are printed in the log files created by the Federal Financials module.

Table 3–4 Profile Option Values

Profile Option Name	Value	Description
Enable Transaction Code	Yes or No	required to use transaction codes
FV: Verify Reimbursable Performance Dates	Yes or No	required to enable the performance date validation in the Purchasing Distributions window and the Payables Invoice Distribution window
AP: Use Invoice Batch Controls	Yes or No	must be set to No to use AR/ AP Netting

To set profile options, see [Overview of Setting User Profiles](#) and [System Profile Values Window](#), *Oracle Applications System Administrator's Guide*.

Step 4-A. Define Accounting Flexfield

1. Define the Accounting Flexfield for the agency. The Accounting Flexfield must have a balancing segment and a natural account segment.

In addition to normal transaction processing, the Accounting Flexfield is required for all features in Federal Financials.

Note: Agencies must comply with the US SGL to use FACTS. Agencies that expand their numbering system to accommodate agency-specific requirements must designate a parent account that is a four-digit US SGL account.

If using U.S. Federal General Ledger budget execution, the fund value must be defined as the balancing segment of the Accounting Flexfield.

If agencies report cohort year, the cohort value must be included as part of the Accounting Flexfield. Cohort values are reported in FACTS II.

If agencies use Category B apportionments, the program or activity must be included as part of the Accounting Flexfield. Program details are reported in FACTS II for Category B funds.

The fiscal year must be included as part of the Accounting Flexfield. The fiscal year is used to determine if a transaction is a prior year adjustment and for the year of budget authority attribute in FACTS II.

To define the Accounting Flexfield, see [Overview of Flexfield Concepts](#), *Oracle Applications Flexfield Guide*.

2. When setting up the chart of accounts, separate various components of cash accounts to support the FMS Form 224 Statement of Transactions.

For information on setting up the chart of accounts, see [Overview of Flexfield Concepts](#), *Oracle Applications Flexfield Guide*.

3. In the Key Flexfield Segments window, check the Allow Dynamic Inserts box to create accounts as transactions are entered. The system automatically maintains budgetary control relationships when dynamic insertion is used.

In General Ledger, navigate to the Key Flexfield Segments window as follows:

Setup - Financials - Flexfields - Key - Segments

Dynamic insertion is required for Oracle U.S. Federal Financials.

For information about dynamic insertion, see [Dynamic Insertion](#), *Oracle Applications Flexfield Guide*.

Step 4-B. Define Calendar Period Types

The accounting calendar period must have at least 13 Periods per Year and a Year Type of Fiscal.

In General Ledger, navigate to the Period Types window as follows:

Setup - Financials - Calendar - Types

To define calendar period types, see [Defining Period Types](#), *Oracle Public Sector General Ledger User's Guide*.

Step 4-C. Define Calendar Periods

Create a calendar to define an accounting year. It is required to define at least 13 accounting periods in the calendar, but it is recommended to define 14 accounting periods in the calendar.

It is recommended that users set up 12 nonadjusting periods and 2 adjusting periods as follows:

- Set up the first day of the fiscal period as an adjusting period.
- Optionally, set up the last day of the fiscal year as an adjusting period.

If the user's General Ledger calendar does not include an adjusting period at the end of the fiscal year, then the closing entries are posted to the last accounting period in the fiscal year. The accounting period must be open to post year-end journals in General Ledger.

If the user's General Ledger calendar does not include an adjusting period at the beginning of the fiscal year, the Carry Forward Budgetary Accounts program produces an error.

The accounting period must be open to post year-end journals in General Ledger.

Note: An adjusting period at the beginning of the fiscal year is also required to accurately report beginning balances for FACTS II reporting.

In General Ledger, navigate to the Accounting Calendar window as follows:

Setup - Financials - Calendar - Accounting

To set up calendar periods, see [Defining Calendars](#), *Oracle Public Sector General Ledger User's Guide*.

Step 4-D. Define Set of Books

Select the Enable Budgetary Control box in the Budgetary Control Options region of the Set of Books window. Budgetary control is required to use transaction codes.

In General Ledger, navigate to the Set of Books window as follows:

Setup - Financials - Books - Define

To define a set of books, see [Defining Sets of Books](#), *Oracle Public Sector General Ledger User's Guide*.

Step 5. Define Summary Accounts

If Oracle U.S. General Ledger budget execution is implemented, defining summary accounts is required.

For information on defining summary accounts, see [Defining Summary Accounts](#), *Oracle Public Sector General Ledger User's Guide*.

Step 6. Define Transaction Codes

Define US SGL transaction codes to assign additional debit and credit pairs to a single transaction. The system creates these additional entries automatically.

In General Ledger, navigate to the Transaction Codes window as follows:

Setup - Accounts - Transaction Codes

Budgetary control must be enabled in the set of books to use transaction codes.

Transaction codes are required for federal setup options, Oracle U.S. Federal General Ledger budget execution, and enhanced transaction codes.

To define transaction codes, see [Transaction Codes](#) and [Defining Government Transaction Codes](#), *Oracle Public Sector General Ledger User's Guide*.

For information on Oracle U.S. General Ledger budget execution, see [Budget Execution Setup](#), page 12-1.

Step 7. Define Descriptive Flexfield in General Ledger

Journal Lines Descriptive Flexfield

Define the Journal Lines Descriptive Flexfield in the Descriptive Flexfield Segments window.

1. In General Ledger, navigate to the Descriptive Flexfield Segments window as follows:

Setup - Financials - Flexfields - Descriptive - Segments

2. Query the Enter Journals: Lines flexfield for Oracle Public Sector General Ledger.
3. Click **Segments**.

The Segments Summary window appears.

4. Create a record as described in [Table 3-5](#).

Table 3-5 Segment Summary Record

Field	Value
Number	user-defined value
Name	Trading Partner
Window Prompt	Trading Partner
Column	Select an attribute from the list of values to be used to store the Trading Partner value.
Value Set	FV_2_CHARS
Displayed	selected
Enabled	selected

5. Click **Open**.

The Segments window appears.

6. Deselect the Required check box.

Step 8. Define Payment Terms

Define payment terms.

In Payables, navigate to the Payment Terms window as follows:

Setup - Invoice - Payment Terms

Payment terms are required for setup of payment terms types and for prompt payment.

To define payment terms, see [Payment Terms](#), *Oracle Public Sector Payables User's Guide*.

Step 9. Define Financial Options

Define financial options and defaults.

Do not select the Always Take Discount check box in the Supplier-Payables region of the Financials Options window.

Note: If Oracle Applications Multiple Organizations Support is implemented, financial options and defaults must be defined at the operating unit level. For information on Oracle Applications Multiple Organizations Support, see *Multiple Organizations in Oracle Applications*.

In Payables, navigate to the Financials Options window as follows:

Setup - Options - Financials

The Always Take Discount option must be deselected so that the Economically Beneficial Discount process in Federal Financials can analyze the available discount for a supplier before taking the discount.

For information on financial options, see [Defining Financials Options](#) and [Supplier - Payables Financials Options](#), *Oracle Public Sector Payables User's Guide*.

Step 10. Define Payables Options

Set up the following Payables options:

- Optionally, select to prorate the interest invoice distributions across ITEM distribution lines of overdue interest invoices in the Payables Options window, Interest tab.
- Optionally, select to build prepayment accounts when matching in the Payables Options window, Invoice tab.

In Payables, navigate to the Payables Options window as follows:

Setup - Options - Payables

For information on the Payables Options window, see [Defining Payables Options](#), *Oracle Public Sector User's Guide*.

Step 11. Define Bank Accounts

Define bank accounts.

Note: If Oracle Applications Multiple Organizations Support is implemented, bank accounts must be defined at the operating unit level.

For information on setting up Oracle Applications Multiple Organizations Support, see *Multiple Organizations in Oracle Applications*.

1. Enter bank information for bank branches with which the agency conducts business.

In Payables, navigate to the Banks window as follows:

Setup - Payment - Banks

Enter the Regional Finance Center ID in the RFC Identifier field of the Banks window for the Bank Branch.

Note: The RFC Identifier list of values is enabled after the Define Federal Options Setup is completed.

Each Bank Branch can have multiple accounts and each account can be associated with Payables payment documents and Receivables payment methods.

Bank accounts are required for the following:

- interagency transactions
- treasury confirmation
- receivables management
- FMS Form 224 Statement of Transactions

- FMS Form 1219 Statement of Accountability
 - FMS Form 1220 Statement of Transactions
 - payment formats
2. Enter bank account information for bank accounts with which the agency conducts business.

Click **Bank Accounts** in the Banks window.

Enter the ALC associated to the bank account in the Agency Location Code field of the Bank Accounts window.

Note: If an agency has multiple ALCs, a separate bank account must be defined for each ALC.

Select the Pooled Account check box in the Payables region of the Bank Accounts window.

Payments must be made using pooled accounts for Posting. If pooled accounts are not used, liabilities and payments are not properly distributed across multiple funds.

For information on pooled accounts, see [Bank Accounts Window Reference](#), *Oracle Public Sector Payables User's Guide*.

To define bank accounts, see [Banks](#), *Oracle Public Sector Payables User's Guide*.

3. Enter Supplier Bank Accounts and complete the following fields:
- Enter S for Savings or C for Checking in the Account Type field of the Bank Accounts window.
 - Enter the Routing Transit Number in the Number field of the Banks window for the Bank Branch.
 - Enter the Depositor Account in the Number field of the Bank Accounts window.
 - Enter the ALC for Federal supplier in the Agency Location Code field in the Bank Accounts window.

Note: Supplier bank accounts are required for the following payment formats:

- ECS CCD / CCD+
- ECS PPD / PPD+
- CTX ACH

For information on Supplier Bank Accounts, see [Defining Supplier Bank Accounts](#), *Oracle Public Sector Payables User's Guide*.

4. Enter Customer Bank Accounts and complete the following field:
 - Enter the ALC for Federal customers in the Agency Location Code field in the Bank Accounts window.

Note: The ALC for customer bank accounts is required for the SF 1081 and the IPAC Bulk File.

For information on customer bank accounts, see [Defining Customer Bank Accounts](#), *Oracle Public Sector Payables User's Guide*.

Step 12. Define Transaction Flexfield Structure

Define Transaction Flexfield Structure includes the following parts:

- [Define AR/ AP Netting Line Transaction Flexfield](#)
- [Define Accrue Finance Charges Line Transaction Flexfield](#)
- [Define Accrue Finance Charges Invoice Transaction Flexfield](#)

Define AR/AP Netting Line Transaction Flexfield

Define the AR/ AP Netting Line Transaction flexfield structure in the Descriptive Flexfield Segments window.

1. In Receivables, navigate to the Descriptive Flexfield Segments window as follows:

Setup - Financials - Flexfields - Descriptive - Segments

2. Query the Line Transaction Flexfield for Oracle Public Sector Receivables.
3. In the Context Field Values region, create a new record as described in [Table 3–6](#).

Table 3–6 Context Field Values for AR/AP Line Transaction Flexfield

Field	Value
Code	AR/ AP Netting
Name	AR/ AP Netting
Description	AR/ AP Netting
Enabled	selected

4. Click **Segments.**

The Segments Summary window appears.

5. Create the records as described in [Table 3-7](#).**Table 3-7 Segments Summary Records**

Field	Value
Record 1	
Number	1
Name	Credit Memo Seq No
Window Prompt	Credit Memo Seq No
Column	INTERFACE_LINE_ATTRIBUTE1
Value Set	INV_SRS_NUMBER
Displayed	selected
Enabled	selected
Record 2	
Number	2
Name	Credit Memo Line No
Window Prompt	Credit Memo Line No
Column	INTERFACE_LINE_ATTRIBUTE2
Value Set	INV_SRS_NUMBER
Displayed	selected
Enabled	selected

The Line Transaction Flexfield structure is required for receivables and payables netting.

Define Accrue Finance Charges Line Transaction Flexfield

Define the Accrue Finance Charges Line Transaction Flexfield structure in the Descriptive Flexfield Segments window.

1. In Receivables, navigate to the Descriptive Flexfield Segments window as follows:

Setup - Financials - Flexfields - Descriptive - Segments

2. Query the Line Transaction Flexfield for Oracle Public Sector Receivables.
3. In the Context Field Values region, create a new record as described in [Table 3–8](#).

Table 3–8 Context Field Values for Accrue Finance Charges Line Transaction Flexfield

Field	Value
Code	Accrue Finance Charges
Name	Accrue Finance Charges
Description	Federal Accrue Finance Charges
Enabled	selected

4. Click **Segments**.

The Segments Summary window appears.

5. Create two records as described in [Table 3–9](#).

Table 3–9 Segments Summary Records

Field	Value
Record 1	
Number	1
Name	Debit Memo Number
Window Prompt	Debit Memo Number
Column	INTERFACE_LINE_ATTRIBUTE1
Value Set	FV_CHARS
Displayed	selected
Enabled	selected

Table 3–9 Segments Summary Records

Field	Value
Record 2	
Number	2
Name	Debit Memo Line No
Window Prompt	Debit Memo Line No
Column	INTERFACE_LINE_ATTRIBUTE2
Value Set	INV_SRS_NUMBER
Displayed	selected
Enabled	selected
Record 3	
Number	3
Name	Finance Charge Type
Window Prompt	Finance Charge Type
Column	INTERFACE_LINE_ATTRIBUTE3
Value Set	FV_CHARGE_TYPE
Displayed	selected
Enabled	selected
Record 4	
Number	4
Name	Inv Payment Schedule ID
Window Prompt	Invoice Payment Schedule ID
Column	INTERFACE_LINE_ATTRIBUTE4
Value Set	FV_NUMBER
Displayed	selected
Enabled	selected

The Accrue Finance Charge Line Transaction Flexfield structure is required for the Accrue Finance Charge process.

Define Accrue Finance Charges Invoice Transaction Flexfield

Define the Accrue Finance Charges Invoice Transaction Flexfield structure in the Descriptive Flexfield Segments window.

1. In Receivables, navigate to the Descriptive Flexfield Segments window as follows:

Setup - Financials - Flexfields - Descriptive - Segments

2. Query the Invoice Transaction Flexfield for Oracle Public Sector Receivables.
3. In the Context Field Values region, create a new record as described in [Table 3–10](#).

Table 3–10 Context Field Values for Accrue Finance Charges Invoice Transaction Flexfield

Field	Value
Code	Accrue Finance Charges
Name	Accrue Finance Charges
Description	Federal Accrue Finance Charges
Enabled	selected

4. Click **Segments**.

The Segment Summary window appears.

5. Create two records as described in [Table 3–11](#).

Table 3–11 Segments Summary Records

Field	Value
Record 1	
Number	1
Name	Debit Memo Number
Window Prompt	Debit Memo Number
Column	INTERFACE_HEADER_ATTRIBUTE1
Value Set	FV_CHARS
Displayed	selected
Enabled	selected

Table 3–11 Segments Summary Records

Field	Value
Record 2	
Number	3
Name	Finance Charge Type
Window Prompt	Finance Charge Type
Column	INTERFACE_HEADER_ATTRIBUTE3
Value Set	FV_CHARGE_TYPE
Displayed	selected
Enabled	selected

The Accrue Finance Charge Invoice Transaction Flexfield structure is required for the Accrue Finance Charge process.

To define Transaction Flexfield Structures, see [Transaction Flexfields](#), *Oracle Public Sector Receivables User's Guide*.

Step 13. Define Lookups

Create Receivables Management Customer Classes and receivables management Customer Categories in the Receivables Lookups window.

In Receivables, navigate to the Receivables Lookups window as follows:

Setup - System - QuickCodes - Receivables

Customer classes are used in receivables management to identify which customers should have finance charges assigned to them. The Identification of Federal Employees Report uses customer classes to determine which customers are federal employees.

It is recommended that customer classes identify federal employees and federal customers. To do so, specify FEDERAL in the Meaning field of the Customer Class Lookup.

The Customer Class Lookup is used in FACTS I for the Federal / Non-Federal (F / N) indicator of the account balances. FACTS I account balances generated from customers with the Customer Class Lookup set to FEDERAL are designated F when the US SGL account is defined as a Federal or Either Federal or Non-Federal account in the FACTS Attributes window. All other balances are designated N.

The customer category is used as an attribute for reporting. The Report on Receivables Due from the Public requires one customer category for Consumer Receivables and one customer category for Commercial Receivables.

To use receivables and payables netting, collector call actions must be defined. Collector call actions are used to identify receivables invoices that should not follow the standard processing rules for receivables and payables netting. For example, collector call actions for Dispute or Hold could be excluded from offset. Collector call actions for Immediate Offset or Debt Management Approved for Offset could be included for offset.

To define Receivables Lookups, see [Defining Receivables Lookups](#), *Oracle Public Sector Receivables User's Guide*.

Step 14. Define Payment Terms

Predefined payment terms of Immediate and Net 30 are provided. Immediate is used for debit memos and Net 30 is used for regular invoices.

If necessary, define additional payment terms.

In Receivables, navigate to the Payment Terms window as follows:

Setup - Transactions - Payment Terms

To define payment terms, see [Payment Terms](#), *Oracle Public Sector Receivables User's Guide*.

Step 15. Define AutoAccounting

Define AutoAccounting.

Note: If Oracle Applications Multiple Organizations Support is implemented, AutoAccounting must be defined for each operating unit.

For information on setting up AutoAccounting, see [AutoAccounting](#), *Oracle Public Sector Receivables User's Guide*.

For information on setting up Oracle Applications Multiple Organizations Support, see *Multiple Organizations in Oracle Applications*.

Step 16. Define Transaction Types

Create transaction types for the SF 1080 Voucher for Transfers Between Appropriations and /or Funds, the SF 1081 Voucher and Schedule of Withdrawals

and Credits, and IPAC transactions if transaction type is used to restrict the printing of these invoices.

Create at least one finance charge debit memo transaction type for receivables management. The positive sign must be the value in the Creation Sign field. The Receivable and Revenue accounts must be defined. This transaction type is assigned to the finance charges created in the Define Finance Charges window and assigned to an activity type in the Receivable Types window.

Note: If Oracle Applications Multiple Organizations Support is implemented, a transaction type must be created for each operating unit.

In Receivables, navigate to the Transaction Types window as follows:

Setup - Transactions - Transaction Types

Receivables management transaction types are important because they allow the receivables management process to differentiate between standard transactions and finance charge transactions.

For example, a finance charge transaction type called Interest Debit Memo can be created and assigned to the Interest finance charge. All accounting information for each transaction type is assigned to any Finance Charge Debit Memos created during the Finance Charge accrual process.

Transaction types are required for Federal Finance Charges, Receivable Types, and Report on Receivables Due from the Public.

Create a transaction type for CM-AR/ AP Netting. This transaction type is used for the credit memos that are created by the receivables and payables netting process.

The CM-AR/ AP Netting transaction type must be set up as described in [Table 3–12](#).

Table 3–12 CM-AR/AP Netting Transaction Type Setup

Field	Value
Name	CM-AR/ AP Netting
Description	Credit Memo for AR/ AP Netting Transaction
Class	Credit Memo
Open Receivable	Selected
Post to GL	Selected
Printing Option	Do Not Print

Table 3–12 CM-AR/AP Netting Transaction Type Setup

Field	Value
Transaction Status	Open
Allow Freight	Not Selected
Creation Sign	Negative Sign
Tax Calculation	Not Selected
Natural Application Only	Selected
Allow Overapplication	Not Selected
[Accounts]	Enter as defined in AutoAccounting.

To define transaction types, see [Transaction Types](#), *Oracle Public Sector Receivables User's Guide*.

For information on setting up Oracle Applications Multiple Organizations Support, see *Multiple Organizations in Oracle Applications*.

Step 17. Define Transaction Sources

Define transaction sources assigned to invoices, debit memos, commitments, credit memos, and on-account credits.

Note: If Oracle Applications Multiple Organizations Support is implemented, a transaction source must be defined for each operating unit.

In Receivables, navigate to the Transaction Sources window as follows:

Setup - Transactions - Sources

Transaction batch sources are required for receivables management.

Define a transaction batch source for receivables and payables netting. This is required so that the AutoInvoice Import program imports Receivables credit memos created by the receivables and payables netting process.

The AR/ AP Netting transaction batch source must be set up as described in [Table 3–13](#).

Table 3–13 AR/AP Netting Transaction Batch Source Setup

Field	Value
Batch Source Region	
Name	AR/ AP Netting
Description	AR/ AP Netting Import Process
Type	Imported
Active	Selected
Automatic Batch Numbering	Not Selected
Automatic Transaction Numbering	Not Selected
Standard Transaction Type	CM-AR/ AP Netting
Credit Memo Batch Source	AR/ AP Netting
AutoInvoice Options Region	
Invalid Tax Rate	Correct
Invalid Line	Reject Invoice
Create Clearing	Not Selected
GL Date in a Closed Period	Reject
Allow Sales Credit	Selected
Grouping Rule	Default
Customer Information Region	
Sold To Customer	Id
Bill to Customer	Id
Bill to Address	Id
Bill to Contact	None

Table 3–13 AR/AP Netting Transaction Batch Source Setup

Field	Value
Ship to Customer	None
Ship to Address	None
Ship to Contact	None
Payment Method Rule	Value
Customer Bank Account	Value
Accounting Information Region	
Invoicing Rule	None
Accounting Rule	None
Accounting Flexfield	Id
Derive Date	Selected
Payment Terms	Value
Revenue Account Allocation	Percent
Other Information Region	
Transaction Type	Value
Memo Reason	Value
Agreement	None
Memo Line Rule	Value
Sales Territory	None
Inventory Item	None
Unit of Measure	Value
FOB Point	None
Freight Carrier	None
Related Document	Id
Sales Credits Validation Region	
[All fields]	Use default values.

Define a transaction batch source for finance charges process. This is required so that the AutoInvoice Import program imports the finance charge debit memo by the Accrue Finance Charge process.

The finance charge transaction batch source must be set up as described in [Table 3–14](#).

Table 3–14 Finance Charge Transaction Batch Source Setup

Field	Value
Batch Source Region	
Name	user-defined
Description	user-defined
Type	Imported
Active	Selected
Automatic Batch Numbering	Not Selected
Automatic Transaction Numbering	Not Selected
Standard Transaction Type	blank or user-specified
Credit Memo Batch Source	blank
AutoInvoice Options Region	
Invalid Tax Rate	Correct
Invalid Line	Reject Invoice
Create Clearing	Not Selected
GL Date in a Closed Period	Reject
Allow Sales Credit	Selected
Grouping Rule	Default
Customer Information Region	
Sold To Customer	Id

Table 3–14 Finance Charge Transaction Batch Source Setup

Field	Value
Bill to Customer	Id
Bill to Address	Id
Bill to Contact	None
Ship to Customer	None
Ship to Address	None
Ship to Contact	None
Payment Method Rule	Value
Customer Bank Account	Value
Accounting Information Region	
Invoicing Rule	None
Accounting Rule	None
Accounting Flexfield	Id
Derive Date	Selected
Payment Terms	Id
Revenue Account Allocation	Percent
Other Information Region	
Transaction Type	Id
Memo Reason	Value
Agreement	None
Memo Line Rule	Value
Sales Territory	None
Inventory Item	None
Unit of Measure	Value
FOB Point	None
Freight Carrier	None

Table 3–14 Finance Charge Transaction Batch Source Setup

Field	Value
Related Document	Id
Sales Credits Validation Region	
[All fields]	Use default values.

To define invoice sources, see [Transaction Batch Sources](#), *Oracle Public Sector Receivables User's Guide*.

For information on setting up Oracle Applications Multiple Organizations Support, see *Multiple Organizations in Oracle Applications*.

Step 18. Define Receivables Activities

Create receivables activities.

In Receivables, navigate to the Receivables Activities window as follows:

Setup - Receipts - Receivable Activities

For each finance charge type, one finance charge debit memo is created by the finance charge accruals process for each late invoice. For each subsequent accrual of a particular finance charge on an invoice, an adjustment is created for the original finance charge debit memo. This adjustment requires a receivables activity.

The receivables activity must be entered in the Define Finance Charges window prior to running the finance charge accruals process.

Receivables activities are required for receivables management.

Write-off accounts are also defined in the Receivables Activities window.

To define receivables activities, see [Receivables Activities](#), *Oracle Public Sector Receivables User's Guide*.

Step 19. Define Receipt Classes

Create receipt classes.

The billing agency defines a receipt class and payment method for the SF 1081 and the IPAC invoices in the Receipt Classes window. A primary bank account is assigned to the payment method for the SF 1081 and IPAC invoices in the

Remittance Banks window, which is accessed by clicking **Bank Accounts** in the Receipt Classes window.

Note: If Oracle Applications Multiple Organizations Support is implemented, a receipt class must be defined for each operating unit.

For information on receipt classes, see [Receipt Classes](#), *Oracle Public Sector Receivables User's Guide*.

For information on setting up Oracle Applications Multiple Organizations Support, see *Multiple Organizations in Oracle Applications*.

Step 20. Define Receipt Sources

Create receipt sources.

Note: If Oracle Applications Multiple Organizations Support is implemented, an invoice source must be defined for each operating unit.

For information on receipt sources, see [Receipt Sources](#), *Oracle Public Sector Receivables User's Guide*.

For information on setting up Oracle Applications Multiple Organizations Support, see *Multiple Organizations in Oracle Applications*.

Step 21. Define Dunning Letters

Create dunning letters, specific to agency needs, in accordance with the Debt Collection Act of 1982.

Dunning letters are required for receivables management.

To create dunning letters, see [Dunning Letters](#), *Oracle Public Sector Receivables User's Guide*.

Step 22. Define Customer Profile Classes

Create customer profile classes for the SF 1080 Voucher for Transfers Between Appropriations and /or Funds, the SF 1081 Voucher and Schedule of Withdrawals and Credits, and IPAC customer if profile class is used to restrict the customers that print for these invoices.

To define customer profile classes, see [Defining Customer Profile Classes](#), *Oracle Public Sector Receivables User's Guide*.

Step 23. Define Customers

The following information applies to defining customers in Receivables:

- If using FACTS I or IPAC, enter a FEDERAL Customer Class for new and existing federal customers and enter a Trading Partner / Receiving Department Code in the Trading Partner Descriptive Flexfield in the Customers window.
- Receivables payment methods can be assigned in the Payment Methods tab of the Customer Addresses window.

During transaction data entry, the primary Receivables payment method assigned to the Customer Address defaults to the Paying Customer tab in the Transactions window.

- Enter a primary customer bank account with an Agency Location Code for Federal customers in the Bank Accounts tab of the Customer Addresses window.

In Receivables, navigate to the Customers window as follows:

Customers - Standard

In FACTS I, the Customer Class is used for the Federal / Non-Federal (F / N) indicator of the general ledger account balances. FACTS I account balances generated from customers with the Customer Class Lookup set to FEDERAL are designated F when the US SGL account is defined as a Federal or Either Federal or Non-Federal account in the FACTS Attributes window. All other balances are designated N. The Trading Partner is used to further categorize the general ledger account balances designated as F.

When using the IPAC Transaction Selection Process, only customers with the Customer Class set to Federal are selected by the process.

The ALC of the primary bank account of the payment method in the Paying Customer tab in the Transactions window is used as the billing ALC for the SF 1081 and the IPAC Bulk file.

The ALC of the primary bank account of the Bill to Customer in the Transactions window is used as the customer ALC for the SF 1081 and the IPAC Bulk File.

Note: If Oracle Applications Multiple Organization Support is implemented, a customer is shared across operating units, but customer sites must be defined for each operating unit.

To define customers, see [Entering Customers](#) and [Customer Accounts Field Reference](#), *Oracle Public Sector Receivables User's Guide*.

For information on setting up Oracle Applications Multiple Organizations Support, see *Multiple Organizations in Oracle Applications*.

Step 24. Define Remit-To Addresses

Create remit-to addresses.

Note: If Oracle Applications Multiple Organizations Support is implemented, a remit-to address must be defined for each operating unit.

Note: For the Intra-governmental Payment and Collection System (IPAC), the five digit Sender Disbursing Office code must be entered in the Alternate Name field in the Remit-To Addresses window.

For information on remit-to addresses, see [Remit-To Addresses](#), *Oracle Public Sector Receivables User's Guide*.

For information on setting up Oracle Applications Multiple Organizations Support, see *Multiple Organizations in Oracle Applications*.

Step 25. Define Units of Measure

Define a unit of measure for EACH.

In Receivables, navigate to the Units of Measure window as follows:

Setup - System - Units of Measure - UOM

The EACH unit of measure is used as the default unit of measure for credit memos that are generated by the receivables and payables netting process and the debit memos generated by the Accrue Finance Charge process.

The EACH unit of measure must be set up as described in [Table 3–15](#).

Table 3–15 EACH Unit of Measure Setup

Field	Value
Name	EACH
UOM	EAC or user-defined
Description	EACH
Base Unit	Optional
Class	Quantity or user-defined

Step 26. Define Lockboxes

Lockboxes must be defined to use the Receivables AutoLockbox program.

For information on defining lockboxes, see [Lockboxes](#), *Oracle Public Sector Receivables*.

Step 27. Define Descriptive Flexfields in Receivables

Customer Information Descriptive Flexfield

Define the Customer Information Descriptive Flexfield in the Descriptive Flexfield Segments window.

1. In Receivables, navigate to the Descriptive Flexfield Segments window as follows:

Setup - Financials - Flexfields - Descriptive - Segments

2. Query the Customer Information flexfield for Oracle Public Sector Receivables.
3. Click **Segments**.

The Segments Summary window appears.

4. Create a record as described in [Table 3–16](#).

Table 3–16 Segment Summary Record

Field	Value
Number	user-defined value
Name	Trading Partner
Window Prompt	Trading Partner
Column	Select an attribute from the list of values to be used to store the Trading Partner value for the customer.
Value Set	FV_2_CHARS
Displayed	selected
Enabled	selected

Adjustment Information Descriptive Flexfield

Define the Adjustment Information Descriptive Flexfield in the Descriptive Flexfield Segment window.

1. In Receivables, navigate to the Descriptive Flexfield Segments window as follows:

Setup - Financials - Flexfields - Descriptive - Segments

2. Query the Adjustment Information flexfield for Oracle Public Sector Receivables.
3. In the Context Field Region, select the Value Required check box.
4. Click **Segments**.

The Segments Summary window appears.

5. Create a record as described in [Table 3–17](#).

Table 3–17 Segment Summary Record

Field	Value
Number	user-defined value
Name	Adjustment Status
Window Prompt	Adjustment Status
Column	Select an attribute from the list of values to be used to store the Adjustment Status value for the adjustment.
Value Set	FV_ADJUST_STATUS
Displayed	selected
Enabled	selected

The value in the Adjustment Status Descriptive Flexfield is used to populate the Adjustments section of the Receivables Due from the Public Report.

For information on defining descriptive flexfields, see [Planning Your Descriptive Flexfield](#), *Oracle Applications Flexfields Guide*.

Step 28A. Define Organizations

Define organizations and organization types for the agency.

In Purchasing, navigate to the Organization window as follows:

Setup - Organizations - Organizations

Purchasing supports centralized purchasing for multiple receiving organizations. The receiving organization can be changed at any time.

Organizations and organization types are required for federal setup options.

Note: If Oracle Applications Multiple Organization Support is enabled, see Multiple Organizations in Oracle Applications for information on organization relationships.

Note: If Oracle Applications Multiple Organization Support is implemented and new operational units are subsequently created, the concurrent request, Replicate Seed Data, must be manually submitted using the System Administrator responsibility.

To define organizations and organization types, see [Creating an Organization](#), *Using Oracle HRMS - The Fundamentals*.

Step 28B. Define Oracle Public Sector Purchasing Lookups

Define a pay group for Interagency. Also, define Vendor Type Lookups for all federal suppliers.

In Purchasing, navigate to the Lookups window as follows:

Setup - Purchasing - Lookup Codes

The Interagency pay group is required for Federal Financials. If using FACTS I, the Vendor Type Lookup is used for the Federal / Non-Federal indicator of general ledger account balances.

To set up the Vendor Type Lookup to specify the Federal indicator, enter FEDERAL in the Name field. FACTS I account balances generated from customers with the Vendor Type Lookup set to FEDERAL are designated F when the US SGL account is defined as a Federal, Either Federal, or Non-Federal account in the FACTS Attributes window. All other balances are designated N.

Pay Groups for Employee Payment Type must be set up to enable users to map pay groups in the Employee Payment Type Mapping window for using the ECS PPD / PPD+ payment format and the ECS NCR Check Payment Format for Employee Payments.

To define the Interagency pay group, see [Lookups](#), *Oracle Public Sector Payables User's Guide*.

To define vendors, see [Entering Suppliers](#), *Oracle Public Sector Payables User's Guide*.

Step 29. Set Up Suppliers

Setup suppliers to record information about individuals and organizations from which goods and services are purchased.

To set up suppliers, perform the following steps.

1. In Purchasing, navigate to the Suppliers window as follows:

Supply Base - Suppliers

2. Enter supplier information.

If using FACTS I, enter FEDERAL Supplier Type for new and existing federal suppliers and optionally enter an elimination department in the Trading Partner Descriptive Flexfield of the Suppliers window.

In FACTS I, Supplier Type is used for the Federal / Non-Federal (F / N) indicator of the general ledger account balances. FACTS I account balances generated from customers with the Supplier Type set to FEDERAL are designated F when the US SGL account is defined as a Federal, Either Federal, or Non-Federal account in the FACTS Attributes window. All other balances are designated N. The Trading Partner is used in FACTS to further categorize the general ledger account balances designated as F.

Enter the Supplier Type as Employee for Employees where payments are made using the following payment formats:

- ECS PPD / PPD+
- ECS NCR if the payments are related to Employees
- Bulk Data PPD+
- Bulk Data NCR if payments are related to Employees

Do not select the Always Take Discount check box in the Payment tab of the Supplier Sites window. The Always Take Discount option must be deselected so that the Economically Beneficial Discount process in Federal Financials can analyze the available discount for a supplier before taking the discount.

Enter a bank account for each supplier site where payments are made using the following payment formats:

- ECS CCD / CCD+
- ECS PPD / PPD+
- CTX ACH

For information on entering bank accounts for supplier sites, see [Suppliers and Supplier Sites Window Reference](#), *Oracle Public Sector Payables User's Guide*.

Note: If Oracle Applications Multiple Organization Support is implemented, a supplier is shared across operating units, but supplier sites must be defined for each operating unit.

For information on suppliers, see [Suppliers](#), *Oracle Public Sector Payables User's Guide*.

For information on setting up Oracle Applications Multiple Organization Support, see *Multiple Organizations in Oracle Applications*.

Step 30. Define Descriptive Flexfield in Purchasing

Vendors Descriptive Flexfield

Define the Vendors descriptive flexfield in the Descriptive Flexfield Segments window.

1. In Purchasing, navigate to the Descriptive Flexfield Segments window as follows:

Setup - Flexfields - Descriptive - Segments

2. Query Vendors for Oracle Public Sector Purchasing.
3. Click **Segments**.

The Segments Summary window appears.

4. Create a record as described in [Table 3–18](#).

Table 3–18 Segment Summary Record

Field	Value
Number	user-defined value
Name	Trading Partner
Window Prompt	Trading Partner
Column	Select an attribute from the list of values to be used to store the Trading Partner value for the supplier.
Value Set	FV_2_CHARS
Displayed	selected

Table 3–18 Segment Summary Record

Field	Value
Enabled	selected

Step 31. Define Descriptive Flexfield in Projects

Expenditure Item Descriptive Flexfield

Define the Expenditure Item descriptive flexfield in Projects to record the accomplished date for an expenditure item in the Descriptive Flexfield Segments window. This is an optional setup step that is required only if using Projects and the Accomplished Date for the FMS Form 224 report process.

1. In Projects, navigate to the Descriptive Flexfield Segments window as follows:

Setup - Flexfields - Descriptive - Segments

2. Query Expenditure Items for Oracle Projects.
3. Click **Segments**.

The Segments Summary window appears.

4. Create a record as described in [Table 3–19](#).

Table 3–19 Segment Summary Record

Field	Value
Number	user-defined value
Name	Accomplished Date
Window Prompt	Accomplished Date
Column	Select an attribute from the list of values to be used to store the Accomplished Date value.
Value Set	ARXSTR_GL_DATE
Displayed	selected
Enabled	selected

Step 32. Set Up Oracle Workflow

Set up Workflow to monitor and route budget execution documents through the approval process.

To set up Workflow, see [Introduction to Oracle Workflow](#), *Oracle Workflow User's Guide*.

Step 33. Set Up Federal Seed Data

Specify Federal Lookups to help speed data entry and ensure accuracy. Federal Lookups are used to create reference information that is used by federal agencies. Federal Financials provides predefined Lookups. The Load Federal Financial Seed Data procedure adds predefined seed data to Payables and General Ledger.

To set up federal seed data, see [Federal Seed Data Setup](#), page 4-1.

Step 34. Set Up Federal System Parameters

Enter the attribute column information to be used for the following:

- FACTS I Customer
- FACTS I Vendor
- FACTS I Journal
- 220-9 Adjustment Status
- SF-224 Accomplished Date

Federal System Parameters associates the attributes to the descriptive flexfields used in the FACTS I process, the Receivables Due from the Public Process, and the FMS Form 224 process.

To set up federal system parameters, see [Federal System Parameters Setup](#), page 5-1.

Step 35. Set Up Federal Options

Specify account and agency information used by the features provided in Federal Financials.

To define and update federal setup options, see [Federal Options Setup](#), page 6-1.

Step 36. Set Up Treasury Account Codes

Enter treasury account code information and create associated rollup groups. Treasury account code information is required to define federal account symbols.

To define treasury account codes, see [Treasury Account Codes Setup](#), page 7-1.

Step 37. Set Up Federal Account Symbols

Enter information for each federal account symbol and build the treasury symbols associated with the federal account symbols.

To define a federal account symbol, see [Federal Account Symbols Setup](#), page 8-1.

Step 38. Set Up Budget Account Codes

Enter information for budget accounts and associate a federal account symbol with a budget account.

To define budget account codes, see [Budget Account Codes Setup](#), page 9-1.

Step 39. Set Up Appropriation Parameters

Enter appropriation parameter information for each fund. Appropriation parameters define additional information associated with the balancing segment of the Accounting Flexfield.

To define appropriation parameters, see [Appropriation Parameters Setup](#), page 10-1.

Step 40. Set Up Budget Fiscal Year Mapping

Define the budget fiscal year segment of the Accounting Flexfield and map the period year to the budget fiscal year segment values for each period year.

To map budget fiscal year, see [Mapping Budget Fiscal Year Setup](#), page 11-1.

Step 41. Set Up Oracle U.S. Federal General Ledger Budget Execution

Set up the agency's method of implementing the approved funding budget in accordance with OMB Circular 1-132.

To set up Oracle U.S. Federal General Ledger Budget Execution, see [Budget Execution Setup](#), page 12-1.

Step 42. Set Up Prior Year Adjustments

Define offset accounts transaction codes that are used by the PYA Transaction Pool procedure to assign offset accounts and transaction codes to the transactions based on the PYA event settings assigned during the process. Define the include and exclude account code combination ranges that are scanned by the PYA Transaction Pool procedure.

To setup prior year adjustments, see [Prior Year Adjustments Setup](#), page 13-1.

Step 43. Set Up Federal Reports Table

Set up the federal reports table before generating reports. This includes the following reports:

- Funds Availability
- SF 133 Report on Budget Execution
- FACTS I
- FACTS II
- Financial Statements

To set up the federal reports table, see [Federal Reports Table Setup](#), page 14-1.

Step 44. Set Up Federal Report Definitions

Customize federal reports by specifying report definitions if needed. This includes the following reports:

- FMS Form 224 Statement of Transactions
- FMS Form 1219 Statement of Accountability and FMS Form 1220 Statement of Transactions
- Funds Availability Reports
- SF 133 Report on Budget Execution
- FACTS II
- FACTS I
- Financial Statements

To set up federal report definitions, see [Federal Report Definitions Setup](#), page 15-1.

Step 45. Set Up Enhanced Transaction Codes

Define enhanced transaction codes to automatically populate the Accounting Flexfield and transaction code for transactions entered in Oracle U.S. Federal Purchasing, Oracle U.S. Federal Payables, and Oracle U.S. Federal Receivables.

To define enhanced transaction codes, see [Enhanced Transaction Codes Setup](#), page 16-1.

Step 46. Set Up Payment Terms Types

Specify payment terms types for Due Date Calculation. The payment term is used to automatically calculate the payment due date in compliance with the Prompt Payment Act.

To define payment terms types, see [Payment Terms Types Setup](#), page 17-1.

Step 47. Define Holiday and Non-Working Dates

Enter non-working day information used to determine due date calculations for compliance with the Prompt Payment Act.

To define holiday and non-working date information, see [Holiday and Non-Working Dates Setup](#), page 18-1.

Step 48. Set Up Current Value of Funds

Enter the current value of funds rate or average annual rate of Treasury tax and loan accounts.

To set up current value of funds rates, see [Current Value of Funds Setup](#), page 19-1.

Step 49. Set Up Treasury Offset Exclusion

Define criteria to exclude payments from agency offset.

To define payments for exclusion, see [Treasury Offset Exclusion Setup](#), page 20-1.

Step 50. Set Up Employee Payment Type Mapping

Set up employee payment type mapping to use ECS PPD / PPD+ payment reporting and ECS NCR employee payment reporting.

To set up employee payment type mapping, see [Employee Payment Type Mapping Setup](#), page 21-1.

Step 51. Set Up Receivables and Payables Netting

Define rules to determine the receivables invoices that are eligible for offset.

Create cross-reference information for customers who are also vendors. The cross-reference link identifies and matches appropriate receivables and payables invoices for a customer who is also a vendor.

To set up receivables and payables netting, see [Receivables and Payables Netting Setup](#), page 22-1.

Step 52. Set Up Delinquent Invoice Referral

Enter delinquent invoice referral definitions, such as Agency ID and Program Codes, to be used by the Delinquent Invoice Referral process.

To define delinquent invoice referral information, see [Delinquent Invoice Referral Setup](#), page 23-1.

Step 53. Set Up Finance Charges

Enter finance charge types and supporting information used to assign and accrue finance charges on invoices in Receivables.

To define finance charges, see [Finance Charges Setup](#), page 24-1.

Step 54. Set Up Federal Receivable Types

Enter receivable types information and associated transaction types.

System-provided receivable types include Direct Loans, Defaulted Guaranteed Loans, and Administrative Receivables. Receivable type data is required to generate the following reports:

- Report on Receivables Due from the Public
- Delinquent Invoices Eligible for Referral Report
- Delinquent Invoice Referral Report
- Invoice Status Report

To set up federal receivable types, see [Receivable Types Setup](#), page 25-1.

Step 55. Set Up Year-End Closing Definitions

Set up year-end closing definitions required for the annual year-end close and for financial reports regarding the status of appropriations or funds.

To define year-end closing definitions, see [Year-End Closing Setup](#), page 26-1.

Federal Seed Data Setup

This chapter describes how to set up federal seed data. The following sections are in this chapter:

- [Definition](#)
- [Purpose](#)
- [Defining Federal Lookups Procedure](#)
- [Oracle Federal Financials Lookups Window](#)
- [Oracle Federal Financials Lookups Window Description](#)
- [Loading Federal Financial Seed Data Procedure](#)

Definition

Oracle U.S. Federal Financials provides predefined lookups. The Define Federal Lookups window defines and updates federal lookups to help speed data entry and ensure accuracy.

The Load Federal Financial Seed Data procedure adds predefined seed data in Oracle Public Sector Payables and Oracle Public Sector General Ledger.

Purpose

Use Federal lookups for processing agency transactions for further classification of the balancing segment of the accounting flexfield and for other features in Federal Financials as needed.

The federal lookups appear in the list of values for the appropriate field.

The Load Federal Financial Seed Data procedure adds the following:

- predefined payment formats and lookups to Payables
- predefined lookups to Receivables
- predefined sources and categories to General Ledger

Defining Federal Lookups Procedure

To define federal lookups, perform the following steps.

1. In Federal Financials, navigate to the Oracle Federal Financials Lookups window as follows:

Setup - Lookups

2. Enter data in each field of the Oracle Federal Financials Lookups window as described in [Table 4-1](#), page 4-5.
3. Save or save and continue as follows:
File - Save or **Save and Proceed**
4. Close the window.

Oracle Federal Financials Lookups Window

Figure 4–1 Oracle Federal Financials Lookups Window

Oracle Federal Financials Lookups

Type: **ACCRUAL TYPE**

User Name: **Simple or Compound Accrual**

Application: **Oracle Federal Financials**

Description:

Access Level:

- ☒ User
- ☐ Extensible
- ☐ System

Effective Dates: From To Enabled

Code	Meaning	Description	Tag	From	To	Enabled
SIMPLE	Simple Accrual Type			01-JAN-1980		☒
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐

Oracle Federal Financials Lookups Window Description

Table 4–1 Oracle Federal Financials Lookups Window Description

Field Name	Type	Features	Description
Type	required		lookup type
User Name	required		user name
Application	required		Oracle application
Description	optional		lookup type description
Access Level Region			
User	optionally required	radio button	user access type
Extensible	optionally required	radio button	extensible access type
System	optionally required	radio button	system access type Note: System level cannot be modified.
Code	required		lookup code
Meaning	required		lookup code meaning
Description	optional		lookup code description
Tag	optional		lookup code tag
Effective Dates Region			
From	optional	list of values: calendar	effective begin date
To	optional	list of values: calendar	effective end date
Enabled	optional		indicates flexfield enabled
[Descriptive Flexfield]	optional		user-customization field

Loading Federal Financial Seed Data Procedure

To load Federal Financial seed data, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. In the Submit a New Request window, select the Single Request radio button.
3. Click **OK**.
4. In the Name field, select Load Federal Financial Seed Data from the list of values.
5. Click **OK**.
6. To load Federal Financial seed data, click **Submit**.
7. Close the window.

Note: This procedure should be submitted after each upgrade of Federal Financials to load the seed data required for new or enhanced functionality.

Federal System Parameters Setup

This chapter describes how to set up federal system parameters. The following sections are in this chapter:

- [Definition](#)
- [Purpose](#)
- [Prerequisites](#)
- [Defining Federal System Parameters Procedure](#)
- [Define Federal System Parameters Window](#)
- [Define Federal System Parameters Window Description](#)

Definition

The Define Federal System Parameters window stores the attribute column information for the following:

- FACTS I trading partner of the customer, vendor, and journal lines
- 220-9 Adjustment Status
- FMS 224 reporting if using Oracle Projects

These parameters remain constant across set of books and organizations.

Purpose

The FACTS I process derives the attribute column stored in the Define Federal System Parameters window to determine the Trading Partner Descriptive Flexfield attribute for the customer, vendor, or journal line. The value in the Trading Partner Descriptive Flexfield is reported on the FACTS I file to further categorize the general ledger account balances designated as F for Federal.

The Receivables Due from the Public process derives the attribute column stored in the Define Federal System Parameters window to determine the Adjustment Status Descriptive Flexfield attribute. Users use the value in the Adjustment Status Descriptive Flexfield for reporting in the Adjustments section.

The FMS 224 report process derives the attribute column stored in the Define Federal System Parameters window to determine the Accomplished Date of payment on expenditure items in Oracle Projects. The value in the Expenditure Item descriptive flexfield is used for reporting the Accomplished date on the FMS 224.

Prerequisites

- ❑ The Customer Trading Partner Descriptive Flexfield must be defined for Customer Information in Oracle Public Sector Receivables.

To define the Customer Trading Partner Descriptive Flexfield for customer information, see [Step 27. Define Descriptive Flexfields in Receivables](#), page 3-36.

- ❑ The Vendor Trading Partner Descriptive Flexfield must be defined for Vendors in Oracle Public Sector Purchasing.

To define the Vendor Trading Partner Descriptive Flexfield for Vendors, see [Step 30. Define Descriptive Flexfield in Purchasing](#), page 3-40.

- ❑ The Adjustment Status Descriptive Flexfield must be defined for Adjustment Information in Receivables.

To define the Adjustment Status Descriptive Flexfield for Adjustment Information, see [Step 27. Define Descriptive Flexfields in Receivables](#), page 3-36.

- ❑ The Journal Lines Descriptive Flexfield must be defined for Enter Journals: Lines in Oracle Public Sector General Ledger.

To define the Journal Lines Descriptive Flexfield for Enter Journals: Lines, see [Step 7. Define Descriptive Flexfield in General Ledger](#), page 3-15.

- ❑ The Expenditure Item Descriptive Flexfield must be defined for the Accomplished Date in Oracle Projects if using Projects and users want the Projects Accomplished Date to be used in the SF 224 report process. If this field is not populated, the SF FMS 224 report process uses the GL Posting date as the Accomplished Date.

To define the Expenditure Item Descriptive Flexfield for the Accomplished Date, see [Step 31. Define Descriptive Flexfield in Projects](#), page 3-41.

Defining Federal System Parameters Procedure

To define federal system parameters, perform the following steps.

1. In Federal Financials, navigate to the Define Federal System Parameters window as follows:

Setup - Options - Define Federal System Parameters

2. Enter data in the Define Federal System Parameters window as described in [Table 5-1](#), page 5-6.
3. Save or save and continue as follows:
File - Save or Save and Proceed
4. Close the window.

Define Federal System Parameters Window

Figure 5-1 Define Federal System Parameters Window

Define Federal System Parameters

Descriptive Flexfields

FACTS I Attributes

Customer Trading Partner

ATTRIBUTE6

...

Vendor Trading Partner

ATTRIBUTE9

Journal Trading Partner

ATTRIBUTE10

220.9 Attributes

Adjustment Status

ATTRIBUTE4

224 Attributes

Project Accounting Accomplished Date

ATTRIBUTE6

Define Federal System Parameters Window Description

Table 5–1 Define Federal System Parameters Window Description

Field Name	Type	Features	Description
FACTS I Attributes Region			
Customer Trading Partner	required	list of values	FACTS I customer attribute Note: Select the same attribute used in the Trading Partner Descriptive Flexfield for Customer Information.
Vendor Trading Partner	required	list of values	FACTS I vendor attribute Note: Select the same attribute used in the Trading Partner Descriptive Flexfield for Vendors.
Journal Trading Partner	optional	list of values	FACTS I journal attribute Note: Select the same attribute used in the Trading Partner Descriptive Flexfield for Enter Journals: Lines.
220-9 Attributes Region			
Adjustment Status	required	list of values	220-9 report attribute Note: Select the same attribute used in the Adjustment Status Descriptive Flexfield for Adjustment Information.
224 Attributes Region			
Project Accounting Accomplished Date	optional	list of values	date disbursement paid by Department of Treasury Note: Select the same attribute used for the Expenditure Item Descriptive Flexfield in Projects for Accomplished Date.

6

Federal Options Setup

This chapter describes setup of account and agency information required for Oracle U.S. Federal Financials. The following sections are in this chapter:

- [Definition](#)
- [Purpose](#)
- [Prerequisites](#)
- [Defining Federal Options Setup Procedure](#)
- [Define Federal Options Window, Disbursement in Transit Tab](#)
- [Define Federal Options Window Description](#)

Definition

The Define Federal Options window defines and updates information that is used by Federal Financials.

Purpose

The Federal Setup Options are required for the following:

- payments
- confirmation
- posting
- receivables management
- interagency transactions
- SF 1080 Voucher for Transfers Between Appropriations and /or Funds
- SF 1081 Voucher and Schedule of Withdrawals and Credits
- IPAC transactions
- FMS Form 224 Statement of Transactions
- FMS Form 1219/ 1220
- SF 133 Report on Budget Execution
- FACTS II
- receivables and payables netting
- economically beneficial discount
- enhanced transaction codes
- Cash Position Detail report
- lockbox
- RFC identifier definition in the Banks window

Table 6–1 shows the fields in the Define Federal Options window that are used to meet specific federal requirements.

Table 6–1 Federal Requirements Met by Define Federal Options Window

Field Name	Federal Requirements
Asset Discount Transaction Code	Posting
Expense Discount Transaction Code	Posting
Agency Location Code	Receivables Interagency Transactions
Federal Employer ID Number	Bulk Data Payment Formats
Disbursement in Transit Cash Transaction Code	Confirmation
Interagency Paygroup	Payables Interagency Transactions

Prerequisites

- ❑ The US SGL transaction codes must be defined in Oracle Public Sector General Ledger.

To define US SGL transaction codes, see [Step 6. Define Transaction Codes](#), page 3-14.

- ❑ An Interagency paygroup must be defined in Oracle Public Sector Payables.

To define Payables Lookups, see [Step 13. Define Lookups](#), page 3-24.

- ❑ Organizations and organization types must be defined in Oracle Public Sector Purchasing.

To define organizations and organization types, see [Step 28A. Define Organizations](#), [Oracle U.S. Federal Financials Setup Overview](#), page 3-37.

- ❑ A bank account must be defined designating the Agency Location Code (ALC).

To define bank accounts, see [Step 11. Define Bank Accounts](#), page 3-17.

Defining Federal Options Setup Procedure

To define federal options, perform the following steps.

1. In Federal Financials, navigate to the Define Federal Options window as follows:

Setup - Options - Define Federal Options

2. Enter data in each field of the window as described in [Table 6–2](#), page 6-8.
3. To view data in the Address Location window, click **Details**.
4. Save or save and continue as follows:

File - Save or Save and Proceed

5. Close the window

Note: If Oracle Applications Multiple Organizations Support is implemented, federal options must be defined for each operating unit.

Define Federal Options Window, Disbursement in Transit Tab

Figure 6–1 Define Federal Options Window, Disbursement in Transit Tab

The screenshot shows the 'Define Federal Options (FED-SOB1)' window. It has three main sections: 'Discount Options', 'Agency Information', and 'Organization Information'. The 'Organization Information' section is further divided into 'Disbursement in Transit' and 'Interagency' tabs, with 'Disbursement in Transit' currently selected.

Discount Options

Asset Discount Transaction Code	Disc Asset1
Expense Discount Transaction Code	Disc Exp1

Agency Information

Name: FED-LE1

Details

Organization Information

Disbursement in Transit | Interagency

Name	Agency Location Code	Federal Employer ID Number	Disbursement in Transit	Cash Transaction Code
FED-ORG1A	11111111		☒	DIT1
FED-ORG1B	00006980		☒	DIT1
			☐	
			☐	

Details

Figure 6–2 Define Federal Options Window, Interagency Tab

Define Federal Options (FED-SOB1)

Discount Options

Asset Discount Transaction Code

Expense Discount Transaction Code

Agency Information

Name

Organization Information

Disbursement in Transit Interagency

Name	Agency Location Code	Federal Employer ID Number	Default ALC	Interagency Paygroup
FED-ORG1A	11111111		☒	Interagency
FED-ORG1B	00006980		☒	Interagency
			☐	
			☐	

Figure 6–3 Location Address Window

Location Address (FED-LE1)

Address

City

State

Zip Code

Define Federal Options Window Description

Table 6–2 Define Federal Options Window Description

Field Name	Type	Features	Description
Discount Options Region			
Asset Discount Transaction Code	required	list of values	valid US SGL or General Ledger transaction code
Expense Discount Transaction Code	required	list of values	valid US SGL or General Ledger transaction code
Agency Information Region			
Name	required	list of values	agency's legal entity name, as defined in Purchasing
Details		button	opens Location Address window
Organization Information Region, Disbursement in Transit Tab			
Name	optional	list of values	operating unit name
Agency Location Code	conditionally required	list of values	unique agency identifier for Treasury; required if default ALC is selected in the Interagency tab
Federal Employer ID Number	optional		Federal employer identification number
Disbursement in Transit	optional	check box	if selected, disbursement in transit is used
Cash Transaction Code	optional	list of values	valid US SGL or General Ledger transaction code Note: required if Disbursement in Transit is selected
Organization Information Region, Interagency Tab			
Name	optional	list of values	operating unit name
Agency Location Code	conditionally required	list of values	unique agency identifier for Treasury; required if default ALC is selected in the Interagency tab
Federal Employer ID Number	optional		Federal employer identification number

Table 6–2 Define Federal Options Window Description

Field Name	Type	Features	Description
Default ALC	optional	check box	indicates that ALC defined in the Agency Location field is to be used as default for Receivables interagency transactions
Interagency Paygroup	required	list of values	valid interagency paygroup
Details		button	opens Location Address window
Location Address Window			
Address	default, display only		agency address information Note: If not provided, no address information appears on the federal reports.
City	default, display only		agency city information
State	default, display only		agency state
Zip Code	default, display only		agency postal code information

Treasury Account Codes Setup

This chapter describes how to set up treasury account codes. The following sections are in this chapter:

- [Definition](#)
- [Purpose](#)
- [Defining Treasury Account Codes Procedure](#)
- [Define Treasury Account Codes Window](#)
- [Define Treasury Account Codes Window Description](#)

Definition

Users can perform the following tasks in the Define Treasury Account Codes window:

- enter treasury account code information
- set up Federal Account Symbols
- select the appropriate fund type for the selected treasury account code
- identify available and unavailable receipt accounts
- identify rollup treasury account codes for reporting in Federal Agencies' Centralized Trial Balance System I (FACTS I)

Users define Treasury account codes in the Federal Account Symbols and Titles (FAST) Book, a supplement of the Treasury Financial Manual.

Purpose

Accounts are the basis for reporting for the Federal Government's financial transactions. They are classified as receipt or expenditure accounts and are assigned to a fund type and treasury account code or fund group based on their characteristics and the nature of the transactions that they support.

Treasury account codes are required to run the following processes:

- FACTS I
- FACTS II
- Year-End Closing

Note: FACTS II uses the term Treasury Account Code and FACTS I uses the term Fund Group to refer to the same field.

Treasury account codes are also required to enter data in the Define Federal Account Symbols window.

The following rollup groups are required by FACTS:

- clearing accounts
- deposit fund accounts
- unavailable receipt accounts for Treasury General Fund
- unavailable receipt accounts for Special and Trust Fund

Defining Treasury Account Codes Procedure

To define treasury account codes, perform the following steps.

1. In Federal Financials, navigate to the Define Treasury Account Codes window as follows:

Setup - Appropriation - Treasury Account Codes

2. Enter data in each field of the window as described in [Table 7-1](#), page 7-5.
3. Save or save and continue as follows:

File - Save or Save and Proceed

4. Close the window.

Define Treasury Account Codes Window

Figure 7–1 Define Treasury Account Codes Window

The screenshot shows a window titled "Define Treasury Account Codes". It contains the following fields and controls:

- Treasury Account Code: 1118
- Federal Account Symbol Name: Research
- Fund Type: Special Fund
- Receipt Account: Unavailable
- FACTS I Rollup: 5000
- Rollup checkbox: unchecked
- Buttons: Save, Cancel, OK, and a help icon.

Define Treasury Account Codes Window Description

Table 7–1 Define Treasury Account Codes Window Description

Field Name	Type	Features	Description
Treasury Account Code	required		treasury account code; assigned by Department of Treasury
Rollup	optional	check box	if selected, indicates that this is a rollup treasury account code which is to be reported in FACTS I
Federal Account Symbol Name	required		treasury account code description; also called federal account symbol name
Fund Type	required	list of values	fund type, such as General Fund, Deposit Fund, Trust Fund, Special Fund, Revolving Fund Receipt Account, Management and Consolidated Working Fund, or Clearing Account
Receipt Account	optional	drop-down list	receipt account type; enabled when Fund Type is General Fund, Special Fund, or Trust Fund. Valid values include Available and Unavailable
FACTS I Rollup	optional	list of values	determines what rollup treasury account code or fund group that the selected treasury account code belongs to for FACTS I reporting; enabled if Rollup is not selected and Fund Type is Clearing Account or Deposit Fund; or if Receipt Account is Unavailable
[Descriptive Flexfield]	optional		user-customization field

Federal Account Symbols Setup

This chapter describes how to enter and update federal account symbols. The following sections are in this chapter:

- [Definition](#)
- [Purpose](#)
- [Prerequisites](#)
- [Defining Federal Account Symbols Procedure](#)
- [Define Federal Account Symbols Window](#)
- [Define Federal Account Symbols Window Description](#)

Definition

A federal account symbol is a group of numbers that identifies the agency responsible for the appropriation and fund classification without regard to the period of availability to incur new obligations. The federal account symbol is the summary level of the treasury symbol.

The Define Federal Account Symbols window defines a federal account symbol and its associated treasury symbols. The associated budget account code is also displayed, if defined.

A treasury symbol is a group or combination of numbers to identify the agency responsible for the appropriation, period of availability, and fund classification. Users define treasury symbols in accordance with a prescribed system of account classification and identification as set forth by the Department of Treasury.

Purpose

In the Define Federal Account Symbols window, users enter fields such as financing account and cohort segment that are listed in the Federal Agencies' Centralized Trial-Balance System II (FACTS II). In addition, the Define Federal Account Symbols window contains fields that comprise an agency's treasury symbol, which is built dynamically from fields entered in this window. When building the treasury symbol, fields that are optional, such as department transfer, treasury appropriation fund symbol (TAFS) sub-account, or TAFS split code, and fields that do not have a value entered are not recorded as part of the treasury symbol, as shown in

[Table 8–1](#).

Table 8–1 Treasury Symbol Examples

Dept Code	Acct. Code	Dept Transfer	Time Frame	Years Available	Est. FY	Expiration	TAFS Sub-acct	TAFS Split Code	Treasury Symbol
69	2345	15	single	1	1999	1999			69-15-99-2345
69	2345	15	multi-year	3	1999	2001			69-15-9901-2345
69	2345	15	no-year		1999				69-15-X-2345
69	2345		single	1	1999	1999			69-99-2345
69	2345		multi-year	2	1999	2000	921		69-9900-2345-921
69	2345	10	multi-year	5	1999	2003	921	023	69-9903-2345-921-022
69	2345		no-year		1999				69-X-2345

Prerequisites

- ❑ Treasury account codes must be defined.
To define treasury account codes, see [Treasury Account Codes Setup](#), page 7-1.
- ❑ Agencies that report cohorts must include a segment in the Accounting Flexfield that captures the cohort years.
- ❑ Accounting periods must be defined.
To open and close accounting periods, see [Defining Calendars](#) and [Adding Periods to Calendars](#), *Oracle Public Sector General Ledger User's Guide*.

Defining Federal Account Symbols Procedure

To define federal account symbols, perform the following steps.

1. In Federal Financials, navigate to the Define Federal Account Symbols window as follows:

Setup - Appropriation - Federal Account Symbols

2. Enter data in each field of the Define Federal Account Symbols window as described in [Table 8-2](#), page 8-7.
3. Save or save and continue as follows:
File - Save or **Save and Proceed**
4. Close the window.

Define Federal Account Symbols Window

Figure 8–1 Define Federal Account Symbols Window, Appropriation Year Dates Tab

The screenshot shows the 'Define Federal Account Symbols (FEDSOB1)' window. The 'Appropriation Year Dates' tab is selected. The window contains several input fields for account details and a table for defining appropriation year dates.

Account Details:

- Treasury Department Code: 08
- Treasury Account Code: 5116
- Federal Account Symbol Name: Fisherman's Protection Fund
- Financing Account: Guaranteed
- Cohort Segment: FED Cohort
- Budget Account Code: (empty)

Effective Dates:

- Start Date: 19-SEP-2000
- End Date: (empty)

Appropriation Year Dates Table:

Dept Transfer	Time Frame	Years Available	Year Established	Expiration	Cancellation	Treasury Symbol	[]
	One-year Appropriation		2000	30-SEP-2000	30-SEP-2001	08-00-5116	

Parameters: (button)

Figure 8–2 Define Federal Account Symbols Window, Sub-accounts/Splits Tab

Define Federal Account Symbols (FEDSOB1)

Treasury Department Code:

Treasury Account Code:

Federal Account Symbol Name:

Financing Account:

Cohort Segment:

Budget Account Code:

Effective Dates

Start Date:

End Date:

Sub-accounts / Splits

Dept	Transfer	Sub-acct	Split Code	Split Name	Treasury Symbol	[]
08	00	5116			08-00-5116	☐
						☐
						☐
						☐
						☐

Parameters

Define Federal Account Symbols Window Description

Table 8–2 Define Federal Account Symbols Window Description

Field Name	Type	Features	Description
Treasury Department Code	required		department code assigned by the Department of Treasury
Treasury Account Code	required	list of values	account code assigned by the Department of Treasury
Federal Account Symbol Name	required	list of values	user-defined description of federal account symbol
Financing Account	required	list of values	federal account symbols that represent a receipt account; includes direct, guaranteed, or non-financing
Cohort Segment	optionally required		Accounting Flexfield segment that lists cohort year; required if financing account is direct or guaranteed
Budget Account Code	display only		code that links appropriate budget account to treasury symbol
[Descriptive Flexfield]			user-customization field
Effective Dates Region			
Start Date	required	list of values: calendar	date indicating when federal account symbol established
End Date	optional	list of values: calendar	date indicating an agency is terminated and all associated treasury symbols are cancelled
Appropriation Year Dates Tab			
Dept Transfer	optional		Department of Treasury agency code receiving funds through an allocation transfer
Time Frame	required	list of values	appropriation time frame
Years Available	optional		number of years appropriation is available; required if time frame is multi-year; disabled for all other time frames
Year Established	required	list of values	year appropriation established
Expiration	optional	list of values: calendar	expiration date of appropriation; required if time frame is one-year or multi-year

Table 8–2 Define Federal Account Symbols Window Description

Field Name	Type	Features	Description
Cancellation	optional	list of values: calendar	cancellation date of appropriation; required if time frame is one-year or multi-year
Treasury Symbol	required		treasury symbol. For one-year appropriations, fiscal year is last two digits of established fiscal year. For multiple-year appropriations, fiscal year is last two digits of established fiscal year and last two digits of calculated expiration date. For no-year or revolving appropriations, value is X.
[Descriptive Flexfield]	optional		user-customization field
Sub-accounts/Splits Tab			
Dept Transfer	optional		Department of Treasury agency code receiving funds through an allocation transfer
Sub-acct	optional		account subdivision of treasury symbol; assigned by Department of Treasury
Split Code	optional		treasury symbol subdivision name; assigned by Office of Management and Budget (OMB) or Department of Treasury
Split Name	optional		name of subdivision of treasury symbol; assigned by OMB or Department of Treasury
Treasury Symbol	required		treasury symbol; compilation of department code, department transfer account code, fiscal year, main account code, TAFS sub-account, and TAFS split code. Optional fields that do not have a value entered are not included as part of treasury symbol.
[Descriptive Flexfield]	optional		user-customization field
Parameters		button	opens Define Appropriation Parameters window

Budget Account Codes Setup

This chapter describes how to enter and update budget account codes. The following sections are in this chapter:

- [Definition](#)
- [Purpose](#)
- [Prerequisites](#)
- [Defining Budget Account Codes Procedure](#)
- [Define Budget Accounts Window](#)
- [Define Budget Accounts Window Description](#)

Definition

The budget account is an administrative or functional subdivision of a budget agency. A budget account must have at least one federal account symbol associated with it. The Define Budget Account Codes window defines and updates an agency's budget account code information.

Purpose

The Define Budget Account Codes window associates a federal account symbol with a budget account. Users select a federal account symbol from the list of values. Because a budget account must be associated with a federal account symbol, the federal account symbol must be established before defining the budget account.

In the Define Budget Account Codes window, users can also specify the following values that describe the budget account:

- budget status indicator
- budget enforcement act (BEA) category
- borrowing source values
- function

Prerequisites

- ❑ The federal account symbol to be associated with the budget account code must be established.

To define a federal account symbol, see [Federal Account Symbols Setup](#), page 8-1.

Defining Budget Account Codes Procedure

To define budget account codes, perform the following steps.

1. In Federal Financials, navigate to the Define Budget Accounts window as follows:

Setup - Appropriation - Budget Accounts

2. Enter data in each field of the Define Budget Accounts window as described in [Table 9-1](#), page 9-6.
3. Save or save and continue as follows:
File - Save or Save and Proceed
4. Close the window.

Define Budget Accounts Window

Figure 9–1 Define Budget Accounts Window

Define Budget Accounts (FEDSOB1)

Budget Account Code: **360151**

Budget Account Name: **Budget Account for Research Funds**

BEA Category: **Discretionary**

Budget Status Indicator: **On Budget**

Borrowing Source: **Public**

Function: **Special Projects**

Federal Account Symbols

Federal Account Symbol Name	Treasury Department Code	Treasury Account Code []
Research - Annual Appropriation	36	0151

Define Budget Accounts Window Description

Table 9–1 Define Budget Accounts Window Description

Field Name	Type	Features	Description
Budget Account Code	required		budget account code
Budget Account Name	required		budget account name
BEA Category	optional	list of values	Budget Enforcement Act (BEA) category; includes Discretionary, Mandatory, and Emergency Discretionary
Budget Status Indicator	optional	list of values	budget status; includes On Budget, Off Budget, Financing Account, Government Sponsored Enterprise
Borrowing Source	optional	list of values	borrowing source; includes Treasury, Public, Both, and Federal Financing Bank
Function	optional	list of values	function; includes Defense and Non-defense
[Descriptive Flexfield]	optional		user-customization field
Federal Account Symbols Region			
Federal Account Symbol Name	required	list of values	federal account symbol title
Treasury Department Code	display only		federal account symbol department code; populated when federal account symbol entered
Treasury Account Code	display only		federal account symbol account code; populated when federal account symbol entered
[Descriptive Flexfield]	optional		user-customization field

Appropriation Parameters Setup

This chapter describes how to set up appropriation parameters. The following sections are in this chapter:

- [Definition](#)
- [Purpose](#)
- [Prerequisites](#)
- [Defining Appropriation Parameters Procedure](#)
- [Define Appropriation Parameters Window, Accounts Tab](#)
- [Define Appropriation Parameters Window, Subfunctions Tab](#)
- [Define Appropriation Parameters Window, Other Tab](#)
- [Define Appropriation Parameters Window Description](#)

Definition

Appropriation parameters define additional information associated with the balancing segment of the Accounting Flexfield. In the Define Appropriation Parameters window, users enter and query information maintained about each treasury symbol and its association with the balancing segment of the Accounting Flexfield in Oracle U.S. Federal Financials.

Purpose

Appropriation parameters are required to process the following:

- year-end closing definitions
- year-end closing
- funds inquiry
- SF 1081 Voucher and Schedule of Withdrawals and Credits
- IPAC Bulk File
- Funds Availability Reports
- FMS Form 224 Statement of Transactions
- payment formats
- FACTS I
- FACTS II
- budget execution
- FMS Form 1219/ 1220
- Financial Statements

Prerequisites

- ❑ Balancing segment values must be defined in Oracle Public Sector General Ledger.

To define the balancing segment values, see [Step 4-A. Define Accounting Flexfield](#), page 3-12.

- ❑ Natural Account segment values must be defined in Oracle Public Sector General Ledger.

To define the accounting segment values, see [Step 4-A. Define Accounting Flexfield](#), page 3-12.

- ❑ Federal account symbols must be defined.

To define federal account symbols, see [Federal Account Symbols Setup](#), page 8-1.

- ❑ Subfunction Description values must be defined in the Oracle Federal Financials Lookups window for the lookup type FV_BUDGET_SUBFUNCTION. The Lookup Code field must contain the three digit OMB Budget Subfunction that is to be reported on FACTS I.

To define the Subfunction Description values, see [Federal Seed Data Setup](#), page 10-1.

Defining Appropriation Parameters Procedure

To define appropriation parameters, perform the following steps.

1. In Federal Financials, navigate to the Define Appropriation Parameters window as follows:

Setup - Appropriation - Parameters

The Find Treasury Symbol window appears.

2. Select a treasury symbol from the list of values.
3. Click **Find**.
4. Enter data in each field of the Define Appropriation Parameters window as described in [Table 10-1](#), page 10-8.
5. Save or save and continue as follows:

File - Save or Save and Proceed

6. Close the window

Note: If a budget execution transaction is entered for a treasury symbol, the following fields cannot be updated:

- Treasury Symbol
- Resource Type

Note: If the budget execution transaction is entered for a fund value, the following fields cannot be updated:

- Fund Value
- Fund Category

Define Appropriation Parameters Window, Accounts Tab

Figure 10–1 Define Appropriation Parameters Window, Accounts Tab

Define Appropriation Parameters

Treasury Symbol **05.01.4024** Resource Type **Appropriation**

Federal Account Symbol Name **IPAC/FACTS II Fund Group Code** Definite/Indefinite **Definite**

FMS 224 Type **Disbursement Account** Custodial/Non-Custodial

Agency Information

Department ID **05**

Bureau ID **11**

Business Line **97**

Net Outlay Amounts

Qtr 1 **.00**

Qtr 2 **.00**

Qtr 3 **.00**

Qtr 4 **.00**

Year End Processing

Preclosing Unexpended Amount **.00**

Close Requisitions

Close Requisition ☒

Other Authorizations []

Accounts Subfunctions Other

Fund Information

Funds Available Accounting Information

Fund Value	Fund Category	Budget Authority	Unliquidated Commitments	Unliquidated Obligations	Expenditures
4024A	A - Direct	461001	4700	4800	4900
4024B	B - Direct	461001	4700	4800	4900
4024C	C - Reimbursable	461001	4700	4800	4900

Define Appropriation Parameters Window, Subfunctions Tab

Figure 10-2 Define Appropriation Parameters Window, Subfunctions Tab

Define Appropriation Parameters

Treasury Symbol: Resource Type:
 Federal Account Symbol Name: Definite/Indefinite:
 FMS 224 Type: Custodial/Non-Custodial:

Agency Information

Department ID:
 Bureau ID:
 Business Line:

Net Outlay Amounts

Qtr 1:
 Qtr 2:
 Qtr 3:
 Qtr 4:

Year End Processing

Preclosing Unexpended Amount:
 Close Requisitions: ☒ Close Requisition

Other Authorizations ☐

Accounts Subfunctions Other

Fund Information **Budget Subfunction Information**

Fund Value	Fund Category	Subfunction Description
4024A	A - Direct	
4024B	B - Direct	
4024C	C - Reimbursable	

Define Appropriation Parameters Window, Other Tab

Figure 10-3 Define Appropriation Parameters Window, Other Tab

Define Appropriation Parameters

Treasury Symbol: **05-01-4024** Resource Type: **Appropriation**

Federal Account Symbol Name: **IPAC/FACTS II Fund Group Code** Definite/Indefinite: **Definite**

FMS 224 Type: **Disbursement Account** Custodial/Non-Custodial:

Agency Information

Department ID: **05**

Bureau ID: **11**

Business Line: **97**

Net Outlay Amounts

Qtr 1: **.00**

Qtr 2: **.00**

Qtr 3: **.00**

Qtr 4: **.00**

Year End Processing

Preclosing Unexpended Amount: **.00**

Close Requisitions

Close Requisition: ☒

Other Authorizations ☐

Fund Information

Fund Value	Fund Category	Red Status	Prior Year Recoveries
4024A	A - Direct	☐	☐
4024B	B - Direct	☐	☐
4024C	C - Reimbursable	☐	☐

Figure 10-4 Authorizations Window

Authorizations (05-01-4024)

Authorization Code	Description	Preclosing Undisbursed Amount
911	Investments Purchased at a Discount - Unr	15,000.00

Define Appropriation Parameters Window Description

Table 10–1 Define Appropriation Parameters Window Description

Field Name	Type	Features	Description
Treasury Symbol	default, display only	list of values	treasury symbol; defined in Define Federal Account Symbols window
Federal Account Symbol Name	default, display only		federal account symbol description
FMS 224 Type	required	list of values	type reported on FMS Form 224
Resource Type	required	list of values	resource type
Definite / Indefinite	optional	drop-down list	classify appropriation according to amount of budget authority indicated by appropriation law
Custodial / Non-Custodial	optional	list of values	indicates custodial value for FACTS I and consolidated financial statements
Agency Information Region			
Department ID	display only		department identifier; values defined in Define Federal Account Symbols window
Bureau ID	required		bureau identifier
Business Line	optional		business line code
Net Outlay Amounts Region			
Qtr 1	optional		first quarter net outlays amount reported by Department of Treasury to federal agencies via the FMS Form 6653 - Undisbursed Appropriation Account Ledger Note: This value is used in the FACTS II edit check process for Edit Check 12.
Qtr 2	optional		second quarter net outlays amount reported by Department of Treasury to federal agencies via the FMS Form 6653 - Undisbursed Appropriation Account Ledger Note: This value is used in the FACTS II edit check process for Edit Check 12.

Table 10–1 Define Appropriation Parameters Window Description

Field Name	Type	Features	Description
Qtr 3	optional		third quarter net outlays amount reported by Department of Treasury to federal agencies via the FMS Form 6653 - Undisbursed Appropriation Account Ledger Note: This value is used in the FACTS II edit check process for Edit Check 12.
Qtr 4	optional		fourth quarter net outlays amount reported by Department of Treasury to federal agencies via the FMS Form 6653 - Undisbursed Appropriation Account Ledger Note: This value is used in the FACTS II edit check process for Edit Check 12.
Year End Processing Region			
Preclosing Unexpended Amount	optional		unexpended amount Note: This value is used in the FACTS II edit check process for Edit Check 7.
Close Requisitions Region			
Close Requisition	optional	check box	if selected, closes requisitions related to treasury symbol during the year-end closing process
Other Authorization		button	opens Other Authorizations window Note: This value is used in the FACTS II edit check process for Edit Check 6.
[Descriptive Flexfield]	optional		user-customization field
Accounts Tab, Fund Information Region			
Fund Value	optional	list of values	balancing segment of Accounting Flexfield for set of books
Fund Category	optional	list of values	allotment classification
Accounts Tab, Funds Available Accounting Information Region			
Budget Authority	optional	list of values	natural account segment of Accounting Flexfield for set of books

Define Appropriation Parameters Window Description

Table 10–1 Define Appropriation Parameters Window Description

Field Name	Type	Features	Description
Unliquidated Commitments	optional	list of values	natural account segment of Accounting Flexfield for set of books
Unliquidated Obligations	optional	list of values	natural account segment of Accounting Flexfield for set of books
Expenditures	optional	list of values	natural account segment of Accounting Flexfield for set of books
[Descriptive Flexfield]	optional		user-customization field
Other Authorizations Window			
Authorization Code	optional	list of values	authorization code; values defined in Define Other Authorizations window
Description	default, display only		authorization code title
Preclosing Undisbursed Amount	optional		pre-closing undisbursed dollar amount of authorization code as provided from Master Accounts File (MAF)
Subfunctions Tab, Fund Information Region			
Fund Value	optional	list of values	balancing segment of Accounting Flexfield for set of books
Fund Category	optional	list of values	allotment classification
Subfunctions Tab, Budget Subfunction Information Region			
Subfunction Description	optional	list of values	subfunction description; lookup type FV_BUDGET_SUBFUNCTION in Oracle Federal Financials Lookups window
[Descriptive Flexfield]	optional		user-customization field
Other Tab, Fund Information Region			
Fund Value	optional	list of values	balancing segment of Accounting Flexfield for set of books
Fund Category	optional	list of values	allotment classification

Table 10–1 Define Appropriation Parameters Window Description

Field Name	Type	Features	Description
Other Tab, Other Information Region			
Red Status	optional	check box	if selected, indicates fund is in red status
Prior Year Recoveries	optional	check box	if selected, indicates fund is available for prior year recoveries
[Descriptive Flexfield]	optional		user-customization field

Define Appropriation Parameters Window Description

Mapping Budget Fiscal Year Setup

This chapter describes the budget fiscal year mapping setup. The following sections are in this chapter:

- [Definition](#)
- [Purpose](#)
- [Prerequisites](#)
- [Mapping Budget Fiscal Year Procedure](#)
- [Budget Fiscal Year Segment Mapping Window](#)
- [Budget Fiscal Year Segment Mapping Window Description](#)

Definition

The Budget Fiscal Year Segment Mapping window defines the budget fiscal year segment of the Accounting Flexfield and maps the period year to the budget fiscal year segment values for each period year.

Purpose

The budget fiscal year mapping setup information is used as follows:

- In the PYA Transaction Pool procedure, this setup information determines which transactions are PYA transactions by detecting an incorrect match between the budget fiscal year segment value of the Accounting Flexfield and the general ledger transaction date.
- The Year of Budget Authority reported for FACTS II is determined from this setup information by comparing the reporting year to the budget fiscal year segment value of the Accounting Flexfield.

Prerequisites

- ❑ The budget fiscal year segment must be defined within the Accounting Flexfield structure.

To define the budget fiscal year segment, see [Step 4-A. Define Accounting Flexfield](#), page 3-12.

- ❑ Accounting periods must be defined.

To open and close accounting periods, see [Defining Calendars](#) and [Adding Periods to Calendars](#), *Oracle Public Sector General Ledger User's Guide*.

Mapping Budget Fiscal Year Procedure

To map the period year to the budget fiscal year segment values for each fiscal year, perform the following steps.

1. In Federal Financials, navigate to the Budget Fiscal Year Segment Mapping window as follows:

Setup – Appropriation - Budget Fiscal Year Segment Mapping

2. Enter data in each field of the Budget Fiscal Year Segment Mapping window as described in [Table 11–1](#), page 11-6.
3. Save or save and continue as follows:

File – Save or Save and Proceed

4. Close the window.

Budget Fiscal Year Segment Mapping Window

Figure 11–1 Budget Fiscal Year Segment Mapping Window

Budget Fiscal Year Segment Mapping

BFY Segment

SEGMENT1

[]

BFY Segment Value Details

Period Year

Segment Value

[]

1999	1999	
2000	2000	
2001	2001	
2002	2002	

Budget Fiscal Year Segment Mapping Window Description

Table 11–1 *Budget Fiscal Year Segment Mapping Window Description*

Field Name	Type	Features	Description
BFY Segment	required	list of values	budget fiscal year segment of Accounting Flexfield
[Descriptive Flexfield]	optional	list of values	user-customization field
BFY Segment Value Details Region			
Period Year	required	list of values	general ledger period year
Segment Value	required	list of values	budget fiscal year segment value
[Descriptive Flexfield]	optional	list of values	user-customization field

12

Budget Execution Setup

This chapter describes the setup steps required for Oracle U.S. Federal General Ledger budget execution. The following sections are in this chapter:

- [Definition](#)
- [Purpose](#)
- [Prerequisites](#)
- [Defining Budget Levels Procedure](#)
- [Define Budget Levels Window](#)
- [Define Budget Levels Window Description](#)
- [Defining Budget Users Procedure](#)
- [Define Budget Users Window](#)
- [Define Budget Users Window Description](#)
- [Defining Budget Distributions Procedure](#)
- [Define Budget Distributions Window](#)
- [Define Budget Distributions Window Description](#)
- [Defining Budget Transaction Types Procedure](#)
- [Define Budget Transaction Types Window](#)
- [Define Budget Transaction Types Window Description](#)

Definition

The Define Budget Levels window identifies and defines the budget levels needed to control and distribute funds during budget execution.

The Define Budget Users window identifies users who can access and enter the budget information. Budget users must be defined to use budget execution.

The Define Budget Distributions window identifies the segments for distributing and controlling funds to the budget levels.

The Define Budget Transaction Types window records different budget transaction types and associates valid transaction codes to be used with the transaction type.

Purpose

This section includes the following budget execution setup topics:

- [Budget Execution Setup Procedures](#)
- [Window Features](#)

Budget Execution Setup Procedures

The following budget execution setup procedures are required:

- Define Budget Levels
- Define Budget Users
- Define Budget Distributions
- Define Budget Transaction Types

Window Features

The following windows are described in this section:

- [Define Budget Levels Window](#)
- [Define Budget Users Window](#)
- [Define Budget Distributions Window](#)
- [Define Budget Transaction Types Window](#)

Define Budget Levels Window

The Define Budget Levels window names and establishes the hierarchy of budget levels, enables users to specify a document numbering scheme, and indicates whether workflow functionality is to be used for document routing. As long as the budget levels remain constant from year to year, this setup task does not have to be repeated at the start of each year.

The Define Budget Levels window includes the following features:

- assumes budget level 1 is the Appropriation level but can have any name
- permits multiple budget levels
- allows users to select an automatic numbering scheme or continue manual entry
- establishes the budget level hierarchy

Note: The Freeze check box must be enabled to set up budget distributions.

- enables budget execution approval workflow functionality

Define Budget Users Window

The Define Budget Users window provides security for accessing and entering budgetary information. Use the Define Budget Users window to select users, set the budget levels each user can access, and grant access rights to each user.

The Define Budget Users window includes the following features:

- assigns proper access rights by user name and budget level
Users can be granted access rights to one budget level or a range of budget levels.
- defines multiple security groups
For example, each department can have its own budget execution security group.
- indicates whether document owners have the authority to approve budget execution transactions for the budget access levels defined

When the workflow feature is enabled in the Define Budget Levels window, users can perform the following tasks:

- specify a default approver when the user is not an authorized approver
- permit approval reassignments using the Change Forward To check box

Note: Users with approval authority must be established first. The Default Approver field contains a list of valid approvers for the applicable budget levels defined for the user.

The Approve check box and Document Routing tab cannot be updated when the workflow feature is not enabled. However, users with Modify or Group Superuser access rights can approve transactions for those budget levels to which the user has access.

- provides the following access rights:

View: Users can view budgetary data posted by anyone in the security group but only for those budget levels to which the user has access.

Modify: Users can view and modify budgetary data posted by anyone in the security group but only for those budget levels to which the user has access.

Group Superuser: Users can view and modify budgetary data posted by anyone in any security group but only for those budget levels to which the user has access.

Define Budget Distributions Window

The Define Budget Distributions window establishes the Accounting Flexfield segments to which each fund is distributed at each budget level. Budget distributions can also be referred to as the limitation of a fund. The Define Budget Distributions window must be set up for each fund value.

The Define Budget Distributions window includes the following features:

- captures the program or activity segment for category B funds as required for FACTS II reporting
- defines different budget distribution hierarchies for a treasury symbol/fund value combination
- distributes funds to enabled segments of the Accounting Flexfield

Note: The balancing segment is the fund value defined in the Appropriation Parameters window. The balancing segment must be selected for each level in the Define Budget Distributions window.

- specifies the default values of the Accounting Flexfield segments that are not enabled when users enter budget transactions

Note: The value entered in the natural account segment is not used during journal creation. Instead, the accounts from the transaction code are used.

Define Budget Transaction Types Window

The Define Budget Transaction Types window establishes different budget transaction types and associates valid transaction codes to be used with the transaction type. For appropriation transactions, users also identify advance and transfer transaction types.

The Define Budget Transaction Types window includes the following features:

- defines budget transaction types for each budget level, such as appropriation transfers or continuing resolutions for appropriation transactions, allotments available, and allotments available in a subsequent period for allotment level
- associates transaction types with one or more transaction codes enabling users to identify standard transactions that can be driven by a transaction event
- categorizes appropriation transaction types by appropriation, deferral, rescission, or warrant
- identifies appropriation advance transaction types when the Advance check box is enabled
- designates transaction types for appropriation transfers occurring between agencies when the Transfer check box is enabled

Prerequisites

- ❑ All required setup steps for Oracle U.S. Federal General Ledger must be completed before budget execution setup. In particular, transaction codes and associated credit and debit pairs must be defined in General Ledger.

For information on setup steps for General Ledger, see [Oracle U.S. Federal Financials Setup Overview](#), page 3-1.

- ❑ All required setup steps for Federal Financials must be completed before beginning budget execution setup. In particular, the steps to define treasury account codes, federal account symbols, and appropriation parameters must be completed because those steps define elements used in budget execution. Treasury symbols, fund values, and categories must be defined in the Appropriations Parameters window.

For information on defining treasury account codes, see [Treasury Account Codes Setup](#), page 7-1.

For information on defining federal account symbols, see [Federal Account Symbols Setup](#), page 8-1.

For information on setting up appropriation parameters, see [Appropriation Parameters Setup](#), page 10-1.

- ❑ Budget levels must be defined and frozen before setting up budget users, budget distributions, and budget transaction types.

For information on setting up budget users in the Define Budget Users window, see [Defining Budget Users Procedure](#), page 12-10.

For information on defining budget distributions in the Define Budget Distributions window, see [Defining Budget Distributions Procedure](#), page 12-15.

For information on defining budget transaction types and transaction codes in the Define Budget Transaction Types window, see [Defining Budget Transaction Types Procedure](#), page 12-19.

- ❑ User names must be valid names already defined by the system administrator for the Federal Administration responsibility.

To define users in Oracle Applications System Administration, see [Step 2. Create Additional Users](#), page 3-9.

Defining Budget Levels Procedure

To define budget levels, perform the following steps.

1. In Federal Financials, navigate to the Define Budget Levels window as follows:

Budget - Define - Budget Levels

2. Enter data in each field of the Define Budget Levels window as described in [Table 12-1](#), page 12-9.
3. To define additional budget levels, repeat the process starting at Step 2.
4. After all of the budget levels are correctly defined, select the Freeze check box.

Note: The Freeze check box must not be selected until the budget levels are correct. Budget levels cannot be edited once Freeze is selected. Budget levels must be frozen to complete budget execution setup.

5. Save or save and continue as follows:

File - Save or Save and Proceed

6. Close the window.

Define Budget Levels Window

Figure 12-1 Define Budget Levels Window

Define Budget Levels (FED-SOB1)

Level	Description	Entry	Type	Next Number
1	Appropriation	Manual	Alphanumeric	
2	Apportionment	Manual	Alphanumeric	
3	Allotment	Manual	Alphanumeric	
4	Allocation	Manual	Alphanumeric	

☒ Freeze
 ☐ WorkFlow

Define Budget Levels Window Description

Table 12–1 Define Budget Levels Window Description

Field Name	Type	Features	Description
Level	required		number; must be a unique value; indicates the hierarchical order of the budget level
Description	required		budget level name
Numbering Region			
Entry	required	drop-down list	automatic or manual numbering system Note: If Manual is selected, the Next Number field is disabled.
Type	required	drop-down list	alphanumeric or numeric numbering types Note: If Automatic is selected in the Entry field, the Type field defaults to Numeric and cannot be updated; the Next Number field can be updated.
Next Number	conditionally required	list of values	required when Automatic Entry and Numeric Type is selected; only positive numbers can be entered
[Descriptive Flexfield]	optional		user-customization field
Freeze	required	check box	freezes selections on the window; frozen budget levels cannot be edited Note: The Freeze check box relates to budget levels only; users receive a message if budget levels are not frozen.
Workflow	optional	check box	enables budget execution approval workflow functionality; can be enabled or disabled at anytime. Reverification of Define Budget Users setup is recommended.

Defining Budget Users Procedure

To define budget users, perform the following steps.

1. In Federal Financials, navigate to the Define Budget Users window as follows:

Budget - Define - Budget Users

2. Enter data in each field of the Define Budget Users window as described in [Table 12-2](#), page 12-13.
3. In the User Information region, repeat Step 2 for all the users in the security group.
4. Save or save and continue as follows:
File - Save or Save and Proceed
5. To set up additional security groups, repeat the process in Step 2 starting with the Security Group field.
6. Close the window.

Define Budget Users Window

Figure 12-2 Define Budget Users Window, General Tab

Define Budget Users (FED-SOB2)

Security Group: **BE Group 2-SOB2**

Description: **BE Security Group 2 - SOB2**

— User Information —

General | Document Routing

— Budget Access Level —

User Name	From	To	View	Modify	Approve	Group Superuser
BEUSER5	Appropriation	Allocation	☒	☒	☒	☒
BEUSER6	Apportionment	Allotment	☒	☒	☐	☐
BEUSER7	Allotment	Allotment	☒	☒	☒	☐
BEUSER8	Apportionment	Allotment	☒	☒	☐	☐
BEUSER1	Appropriation	Allotment	☒	☒	☒	☐
			☐	☐	☐	☐
			☐	☐	☐	☐

Figure 12-3 Define Budget Users, Document Routing Tab

Define Budget Users (FED-SOB2)

Security Group: **BE Group 2-SOB2**

Description: **BE Security Group 2 - SOB2**

— User Information

General | **Document Routing**

— Budget Access Level

User Name	From	To	Default Approver	Change Forward To
BEUSER5	Appropriation	Allocation		☐
BEUSER6	Apportionment	Allotment	BEUSER5	☐
BEUSER7	Allotment	Allotment		☒
BEUSER8	Apportionment	Allotment	BEUSER1	☐
BEUSER1	Appropriation	Allotment		☐
				☐
				☐

Define Budget Users Window Description

Table 12–2 Define Budget Users Window Description

Field Name	Type	Features	Description
Security Group	required		security group name, which is usually descriptive of the group, such as a department name or supervisor's name
Description	required		security group text description
[Descriptive Flexfield]	optional		user-customization field
User Information Region, General Tab			
User Name	required	list of values	must be valid user name; user names set up by system administrator
Budget Access Level Region			
From	required	list of values	highest budget level to which user has access Note: The access rights only apply to the budget levels to which the user has access. Note: The budget levels entered in the From and To fields indicate the range of budget levels to which the user has access. For example, if five budget levels are defined on the Define Budget Levels window and the user is given access from Budget Level 2 to Budget Level 4, the user has access to Budget Levels 2, 3, and 4, but not 1 or 5.
To	required	list of values	lowest budget level to which user has access
View	optional	check box	enables user to view budget data in user's security group for applicable levels
Modify	optional	check box	enables user to view and modify budget data in user's security group for applicable levels
Approve	optional	check box	if selected, indicates document owner can approve budget execution transactions for the budget access levels
Group Superuser	optional	check box	enables user to view, modify, and approve budget data in any security group for applicable levels

Table 12-2 Define Budget Users Window Description

Field Name	Type	Features	Description
Document Routing Tab			
User Name	required	list of values	defaults from General tab
Budget Access Level Region			
From	required	list of values	highest budget level to which user has access Note: The access rights only apply to the budget levels to which the user has access. Note: The budget levels entered in the From and To fields indicate the range of budget levels to which the user has access. For example, if five budget levels are defined on the Define Budget Levels window and the user is given access from Budget Level 2 to Budget Level 4, the user has access to Budget Levels 2, 3, and 4, but not 1 or 5.
To	required		lowest budget level to which user has access
Default Approver	optional	list of values	Default approver must be specified if document owner does not have authority to approve budget execution transactions for the budget access levels.
Change Forward To	optional	check box	If selected, users can change the approver in the Approve Document window. If deselected, default approver is used and the Forward check box in the Approve Document window is not enabled.

Defining Budget Distributions Procedure

To define budget distributions, perform the following steps.

1. In Federal Financials, navigate to the Define Budget Distributions window as follows:

Budget - Define - Budget Distributions

2. Enter data in each field of the Define Budget Distributions window as described in [Table 12-3](#), page 12-17.
3. Save or save and continue as follows:
File - Save or Save and Proceed
4. In the Define Budget Distributions window, place the cursor in the next Budget Level field.
5. Repeat the process to enable or disable the segments for each budget level.

Note: Each budget level and its corresponding segments must be saved before proceeding to the next lower level. To modify a budget level, the budget level must be deleted and the budget levels must be recreated. To modify saved segments, the entire budget level must be deleted and the desired segments must be re-entered for the budget level. Once a budget execution transaction is recorded for the fund value and budget level established in the Define Budget Distribution window, modifications to the enabled budget segments are not permitted.

Default values can be modified at anytime.

6. Save or save and continue as follows:
File - Save or Save and Proceed
7. Close the window.

Define Budget Distributions Window

Figure 12-4 Define Budget Distributions Window

Define Budget Distributions (FED-SOB1)

Treasury Symbol: 05-01-4024

Fund Value: 4024B

Category: B - Direct

FACTS Category B Segment: Fiscal Year []

Budget Distributions

Budget Level	Segments	Default Values
Appropriation	Y.Y.N	2001.4024B.1010.2002

Figure 12-5 Segments Window

FEDSOB1 Acting Flex

SEGMENTS

Fiscal Year	Y	Enabled
Fund	Y	Enabled
Cohort	N	Disabled

OK Cancel Clear Help

Define Budget Distributions Window Description

Table 12–3 Define Budget Distributions Window Description

Field Name	Type	Features	Description
Treasury Symbol	required	list of values	treasury symbol; derived from Appropriation Parameters window. Exact treasury symbol must be entered or selected from the list of values.
Fund Value	required	list of values	fund value; derived from Appropriation Parameters window
Category	display only		category; derived from Appropriation Parameters window
FACTS Category B Segment	conditionally required	list of values	enabled for treasury symbols that contain a Category B fund value. Select program or activity segment.
[Descriptive Flexfield]	optional		user-customization field
Budget Distributions Region			
Budget Level	required	list of values	budget level name Note: The first budget level is mandatory. Only levels lower than the lowest previously selected level are displayed in the list of values. If the level chosen skips a level, the level that is skipped is subsequently excluded from the list of values.

Table 12-3 Define Budget Distributions Window Description

Field Name	Type	Features	Description
Segments	required	list of values	segments; derived from Accounting Flexfield window Note: The fund value must be enabled for each budget level. Note: The Y and N appear next to the budget level in the Define Budget Distributions window and indicate which segments are enabled or disabled for that budget level. Note: Because enabling a segment at a higher budget level propagates that selection down to the lower levels, a Y at a higher budget level cannot be changed to an N at a lower level. Conversely, because lower budget levels can be used for internal controls, an N at a lower level can be changed to a Y without propagating upwards.
Default Values	required	list of values	values for each flexfield segment value as defined in General Ledger Note: The balancing segment default value must equal the fund value specified in the Fund Value field. Note: Default values are used to populate the segments of the Accounting Flexfield that are not enabled for the budget level during journal entry creation. The value entered in the natural account segment is not used during journal creation. Instead, accounts from the transaction code are used.
SEGMENTS Window			
Segment Name	required	list of values	list of segments derived from the Accounting Flexfield. Valid values are Y to enable and N to disable.
OK		button	confirms action and closes window
Cancel		button	closes window without saving
Clear		button	erases data from field
Help		button	opens online help window

Defining Budget Transaction Types Procedure

To define budget transaction types, perform the following steps.

1. In Federal Financials, navigate to the Define Budget Transaction Types window as follows:

Budget - Define - Transaction Types

2. Enter data in each field of the Define Budget Transaction Types window as described in [Table 12-4](#), page 12-21.
3. Save or save and continue as follows:
File - Save or **Save and Proceed**
4. Close the window.

Define Budget Transaction Types Window

Figure 12–6 Define Budget Transaction Types Window

Define Budget Transaction Types (FED-SOB1)

Budget Level ...

Transaction Type

Description

Default

Transaction Code

Rollup Type

Legislation Indicator

☐ Transfer ☐ Advance

☐ Updateable []

— Transaction Code List —

Transaction Code	Description

Define Budget Transaction Types Window Description

Table 12–4 Define Budget Transaction Types Window Description

Field Name	Type	Features	Description
Budget Level	required	list of values	budget level as defined in the Define Budget Levels window
Transaction Type	required		user-defined transaction type; must be unique to a budget level
Description	required		budget transaction type description
Default Transaction Code	required	list of values	lists transaction codes as defined in the US SGL transaction code window for the set of books
Rollup Type	optional	list of values	indicates if transaction type is subset of appropriation, deferral, rescission, or warrant Note: Rollup Type is enabled and required when the budget level is appropriation or the first budget level.
Legislation Indicator	optional	list of values	legislation indicator. Valid values include Appropriation Act, Continuing Resolution, Supplemental Appropriation, and Authorization Act / Other. If the rollup type is Warrant, the legislation indicator is not applicable.
Transfer	optional	check box	If selected, indicates that transaction type records an appropriation transfer that involves another federal agency; applicable to all budget levels
Updateable	optional	check box	indicates that more than one transaction code can be used for the transaction type; enables the transaction code list region of the window
Advance	optional	check box	if selected, signifies the transaction type captures appropriation advances; applicable for first level only
[Descriptive Flexfield]	optional		user-customization field

Define Budget Transaction Types Window Description

Table 12–4 Define Budget Transaction Types Window Description

Field Name	Type	Features	Description
Transaction Code List Region			
Transaction Code	conditionally required	list of values	US SGL transaction codes; can only be updated if Updateable check box is selected
Description	default, display only		transaction code description

13

Prior Year Adjustments Setup

This chapter describes how to set up prior year adjustments (PYA). The following sections are in this chapter:

- [Definition](#)
- [Purpose](#)
- [Prerequisites](#)
- [Defining Offset Accounts and Transaction Codes Procedure](#)
- [Define Offset Accounts and Transaction Codes Window](#)
- [Define Offset Accounts and Transaction Codes Window Description](#)
- [Defining Transaction Search Criteria Procedure](#)
- [Define Transaction Search Criteria Window](#)
- [Define Transaction Search Criteria Window Description](#)

Definition

Federal agencies are required to track and report downward and upward adjustments for undelivered orders and accrued expenditures.

Purpose

Prior year adjustment (PYA) setup described in this chapter includes the following:

- [Define Offset Accounts and Transaction Codes](#)
- [Define Transaction Search Criteria](#)

Define Offset Accounts and Transaction Codes

In the Define Offset Accounts and Transaction Codes window, users define the different combinations of PYA attributes and for each combination assigns the offset account and transaction codes to the different PYA attribute combinations. PYA attributes include the following:

- upward or downward adjustments
- unexpended or expended obligations
- paid or unpaid adjustments for anticipated, unanticipated, and reimbursable transactions

When the process creates the reclass entries, it reverses the account that is used in the Define Transaction Search Criteria window, such as 4610. The offset account is defined as the offset account to that reversal account. A setup example is as follows:

- If the attributes are unexpended, unpaid, the offset account is 4801.
- If the attributes are unexpended, paid, the offset account is 4802.
- If the attributes are expended, paid, the offset account is 4902.
- If the attributes are expended, unpaid, the offset account is 4901.

In addition, users can assign a transaction code that has additional entries as needed.

For each Fund Status, expired or unexpired, and PYA event, users are required to map a U.S. Standard General Ledger (US SGL) offset account. Optionally, users can map a transaction code for additional accounts.

The PYA Transaction Pool procedure uses the offset accounts and transaction codes set up in the Define Offset Accounts and Transaction Codes window to assign offset

accounts and transaction codes to the transactions based on the PYA attribute settings assigned during the process.

For information on the PYA Transaction Pool procedure, see [Generating the PYA Transaction Pool Process Procedure](#), page 36-8.

Example

The following is an example with general ledger entries. An invoice is matched to a purchase order where the invoice is less than the purchase order and it is a final match.

1. Purchase Order Created in September 2000, BFY 2000
 - 4610 \$100
 - 4801 \$100
2. Invoice Final Match for \$80 in October 2000 (FY2001), BFY 2000 (BFY Mismatch)
 - 4801 \$80 Reverse Original PO Entry Payables
 - 4610 \$80 Reverse Original PO Entry Payables
 - 4610 \$80 Invoice Entry Payables
 - 4901 \$80 Invoice Entry Payables
 - 4801 \$20 Close PO Purchasing
 - 4610 \$20 Close PO Purchasing

There is a 4610 Net \$20 PYA Transaction Source Record.

The PYA process determines whether the attributes are unexpired, anticipated, unexpended, unpaid, and downward.

Define Offset Accounts and Transaction Code (TC) is set up as follows:

Unexpired, Anticipated, Unexpended, Unpaid, Downward, 4801 (offset), DR 4871 / CR 4310 TC Entry

The resulting PYA Adjusting JE is as follows:

- 4610 \$20 PYA Source Reversal
- 4801 \$20 PYA Offset Account
- 4871 \$20 PYA TC Entry
- 4310 \$20 PYA TC Entry

Define Transaction Search Criteria

In the Define Transaction Search Criteria window, users define the include and exclude account code combination ranges that are scanned by the PYA Transaction Pool procedure. This range establishes the limits of the PYA Transaction Pool procedure as follows:

- limits the total number of transactions searched and pooled
- eliminates the selection of two PYA accounting truncations for a single transaction

Prerequisites

- ❑ Account attributes must be assigned to US SGL accounts for anticipated adjustments.
To assign account attributes to US SGL accounts, see [Federal Report Definitions Setup](#), page 15-1.
- ❑ Transaction codes must be defined.
To define transaction codes, see [Step 6. Define Transaction Codes](#), page 3-14.
- ❑ Offset accounts must be defined in the natural segment of the accounting flexfield.
To define offset accounts, see [Step 4-A. Define Accounting Flexfield](#), page 3-12.
- ❑ To load journal sources and journal categories for the PYA Journal Creation Process, the Load Federal Financials Seed Data process must be run.
To run the Load Federal Financials Seed Data process, see [Loading Federal Financial Seed Data Procedure](#), page 4-6.

Defining Offset Accounts and Transaction Codes Procedure

To set up offset accounts and transaction codes, perform the following steps.

1. In Federal Financials, navigate to the Define Offset Accounts and Transaction Codes window as follows:

Prior Year Adjustments - Define - Offset Accounts and Transaction Codes

2. Enter data in each field of the Define Offset Accounts and Transaction Codes window as described in [Table 13-1](#), page 13-8.
3. Save or save and continue as follows:
File – Save or Save and Proceed
4. Close the window.

Define Offset Accounts and Transaction Codes Window

Figure 13-1 Define Offset Accounts and Transaction Codes Window

Define Offset Accounts and Transaction Codes

Fund Status	Fund Class	Expended/ Unexpended	Paid/ Unpaid	Upward/ Downward	Offset Account	Transaction Code	
Expired	Reimbursable	Expended	Paid	Downward	4210	Approp1	

Define Offset Accounts and Transaction Codes Window Description

Table 13–1 Define Offset Accounts and Transaction Codes Window Description

Field Name	Type	Features	Description
Fund Status	required	list of values	fund status; includes Expired and Unexpired
Fund Class	required	list of values	fund class; includes Anticipated, Unanticipated, and Reimbursable Note: Anticipated is not included for Expired fund status.
Expended / Unexpended	required	list of values	indicates expended or unexpended obligation
Paid / Unpaid	required	list of values	indicates paid or unpaid transaction
Upward / Downward	required	list of values	indicates upward or downward adjustment
Offset Account	required	list of values	assigned natural account
Transaction Code	optional	list of values	assigned transaction code
[Descriptive Flexfield]	optional	list of values	user-customization field

Defining Transaction Search Criteria Procedure

To define transaction search criteria in Federal Financials, perform the following steps.

1. In Federal Financials, navigate to the Define Transaction Search Criteria window as follows:

Setup – Prior Year Adjustments - Define - Transaction Search Criteria

2. Enter data in each field of the Define Transaction Search Criteria window as described in [Table 13–2](#), page 13-11.

Note: For the process to work, users must include all ranges and exclude those ranges they wish to exclude. Users cannot include only the ranges they want to include and exclude all ranges.

Note: Oracle Corporation recommends that users search on General Ledger account 4610.

3. Save or save and continue as follows:

File – Save or Save and Proceed

4. Close the window.

Define Transaction Search Criteria Window

Figure 13–2 Define Transaction Search Criteria Window

Type	From	To
Include	0000.000000000000.000000.0000	////.////////.////////.////
Exclude	0000.000000000000.000000.0000	////.////////.46097.////
Exclude	0000.000000000000.461100.0000	////.////////.////////.////

Define Transaction Search Criteria Window Description

Table 13–2 *Define Transaction Search Criteria Window Description*

Field Name	Type	Features	Description
Type	required	drop-down list	indicates if account code is included or excluded in the PYA Transaction Pool procedure
From	required	list of values	Accounting Flexfield begin range
To	required	list of values	Accounting Flexfield end range
[Descriptive Flexfield]	optional		user-customization field

Define Transaction Search Criteria Window Description

Federal Reports Table Setup

This chapter describes federal reports table setup. The following sections are in this chapter:

- [Definition](#)
- [Purpose](#)
- [Prerequisites](#)
- [Setting Up the SF 133 Table Procedure](#)
- [Setting Up Funds Availability Table Procedure](#)
- [Setting Up US SGL Accounts Table Procedure](#)
- [Setting Up FACTS Attributes Table Procedure](#)
- [Setting Up the Financial Statement Table Procedure](#)

Definition

This chapter describes how to set up federal reports tables in Oracle U.S. Federal Financials before generating the reports for the first time.

Purpose

The setup procedures described in this chapter must be run before generating the following reports:

- Funds Available - Total Resources
- Funds Available - Funding Distributions
- Funds Available - Spending Activity
- Funds Available - Available Balances
- SF 133 Report on Budget Execution
- FACTS I
- FACTS II
- Balance Sheet
- Statement of Net Cost
- Statement of Changes in Net Position
- Statement of Budgetary Resources
- Statement of Financing
- Statement of Custodial Activity

This section describes the following procedures:

- [Funds Availability Table Setup](#)
- [SF 133 Table Setup](#)
- [FACTS Table Setup](#)
- [Financial Statement Table Setup](#)

Funds Availability Table Setup

The Funds Availability Table Setup procedure populates the following funds availability reports and the associated columns in the Funds Availability Report Definitions window:

- Funds Available - Total Resources report with the following columns:
 - Authority Brought Forward
 - Appropriated
 - Contract Authority
 - Borrowing Authority
 - Offsetting Collections
- Funds Available - Funding Distributions report with the following columns:
 - Total Not Yet Apportioned
 - Total Apportioned
 - Total Allotted
 - Total Allowances
 - Total Sub-Allowances
- Funds Available - Spending Activity report with the following columns:
 - Budget Authority
 - Commitments
 - Obligations
 - Expenditures
- Funds Available - Available Balances report with the following columns:
 - Apportionment Balance
 - Allotment Balance
 - Allowance Balance
 - Sub-Allowance Balance

Note: The Funds Availability Table Setup procedure can be run multiple times. Running the procedure does not overwrite any updates to the Account Assignments but does overwrite any Column Name updates.

SF 133 Table Setup

The SF 133 Table Setup procedure populates the SF 133 Report Definitions window with the SF 133 lines and the associated US SGL accounts and Balance Type for each detail line type.

FACTS Table Setup

This section describes the following procedures

- [US SGL Accounts Table Setup](#)
- [FACTS Attributes Table Setup](#)

Note: Users can run the US SGL Accounts Table Setup procedure and the FACTS Attributes Table Setup procedure multiple times. Running these procedures could overwrite manual updates entered in the following windows:

- Define US SGL Accounts window
- FACTS Attributes window
- Define Other Authorization Codes window

US SGL Accounts Table Setup

The US SGL Accounts Table Setup procedure populates the Define US SGL Accounts window with the following information:

- valid US SGL accounts as defined by the Department of Treasury's Financial Management Service (FMS)
- normal balance values: debit, credit, or either
- FACTS reporting status: FACTS I, FACTS II, or both
- edit check criteria for US SGL accounts that are required for FACTS II reporting

Note: Because this setup procedure populates the data that identifies an account's reporting type, such as FACTS I, FACTS II, or both, it is recommended that users run the US SGL Accounts Table Setup procedure before running the FACTS Attributes Table Setup procedure.

FACTS Attributes Table Setup

The FACTS Attributes Table Setup procedure populates the FACTS Attributes window with the required US SGL accounts, balance types, and attributes for FACTS reporting.

For information on the attributes required for FACTS I and FACTS II reporting published by the Department of Treasury, see the FMS website at the following URL:

www.fms.treas.gov/usagl

This procedure also populates the Define Other Authorization Codes window with the following information:

- known authorization codes
- US SGL accounts and attributes used to validate edit checks for Fund Balance with Treasury reconciliation

After this setup procedure is successfully completed, users must verify that appropriate attributes are associated with the US SGL account on the FACTS Attributes window and the Define Other Authorization Codes window.

Financial Statement Table Setup

The Financial Statement Table Setup procedure populates the financial statement reports defined in the Treasury Financial Manual (TFM) and the associated report line information for each report. The information populated for the detail line type includes the US SGL account, Balance Type, and the various attributes required for the associated report.

Prerequisites

Agencies must comply with the US SGL to take full advantage of FACTS I and FACTS II. Agencies that expand their numbering system to accommodate agency-specific requirements must designate a parent account that is a four-digit US SGL account.

Setting Up the SF 133 Table Procedure

To populate the SF 133 Report Definitions window, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. In the Submit a New Request window, select the Single Request radio button.
3. Click **OK**.
4. In the Request Name field, select SF 133 Table Set-up from the list of values.
5. Click **OK**.

The parameters window appears.

6. In the Use US SGL Accounts default? field, select Yes or No from the list of values to use the US SGL account defaults.
7. Click **OK**.
8. To populate the report table with US SGL account information, in the Submit Request window, click **Submit Request**.
9. Close the window.
10. Perform the SF 133 Report Definitions Setup procedure to verify the data and to make modifications if needed.

To perform the SF 133 Report Definitions Setup procedure, see [Federal Report Definitions Setup](#), page 15-1.

Setting Up Funds Availability Table Procedure

To populate the Funds Availability Report Definitions window, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:
Other - Request - Run
2. In the Submit a New Request window, select the Single Request radio button.
3. Click **OK**.
4. In the Name field, select Funds Availability Table Setup.
5. To send the request to the concurrent manager, click **Submit**.
The Requests window appears.
6. To view the request, select the request and click **View Output**.
7. Close the window.

Setting Up US SGL Accounts Table Procedure

To populate the Define US SGL Accounts window, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. In the Submit a New Request window, select the Single Request radio button.
3. Click **OK**.
4. In the Name field, select US SGL Account Table Setup from the list of values.
5. Click **OK**.
6. To populate the Define US SGL Accounts window with US SGL account information, click **Submit**.
7. Close the window.
8. Perform the US SGL Accounts setup procedure to verify the populated data and to make modifications if required.

To perform the US SGL Accounts setup procedure, see [Federal Report Definitions Setup](#), page 15-1.

Note: Since various reports are generated based on the data populated in the US SGL Accounts window, it is imperative that the data is correct. Users should verify that the data has been populated and make modifications if required.

Setting Up FACTS Attributes Table Procedure

To populate the FACTS Attributes window and Define Other Authorization Codes window, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. In the Submit a New Request window, select the Single Request radio button.
3. Click **OK**.
4. In the Request Name field, select FACTS Attributes Table Setup from the list of values.
5. Click **OK**.

The Parameters window appears.

6. In the US SGL Accounts Used? (Y / N) field select Yes or No.
7. Click **OK**.
8. To populate the FACTS Attributes window with FACTS attributes information, click **Submit**.
9. Close the window.
10. Perform the FACTS Attributes setup procedure to verify the populated data and to make modifications if required.

To perform the FACTS Attributes setup procedure, see [Federal Report Definitions Setup](#), page 15-1.

Note: Since various reports are generated based on the data populated in the FACTS Attributes window, it is imperative that the data is correct. Users should verify that the data has been populated and make modifications if required.

Setting Up the Financial Statement Table Procedure

To run the Financial Statement Report Tables Setup Process, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:
Other - Request - Run
2. In the Submit a New Request window, select the Single Request radio button.
3. Click **OK**.
4. In the Name field, select Financial Statements Table Setup from the list of values.
5. Click **OK**.
6. To send the request to the concurrent manager, click **Submit**.
The Requests window appears.
7. To view the request, select the request and click **View Output**.
8. Close the window.
9. Perform the Financial Statement Report Definitions setup procedure to verify the populated data and to make modifications if required.

To perform the Financial Statement Report Definitions setup procedure, see [Federal Report Definitions Setup](#), page 15-1.

Note: Since various reports are generated based on the data populated in the Financial Statement Report Definitions window, it is imperative that the data is correct. Users should verify that the data has been populated and make modifications, if required.

Federal Report Definitions Setup

This chapter describes how to set up federal report definitions. The following sections are in this chapter:

- [Definition](#)
- [Purpose](#)
- [Prerequisites](#)
- [Setting Up FMS Form 224 Report Definitions Procedure](#)
- [224 and Reconciliation Report Definitions Window](#)
- [224 and Reconciliation Report Definitions Window Description](#)
- [Setting Up FMS Form 1219/1220 Report Definitions Procedure](#)
- [FMS Form 1219/1220 Report Definitions Window](#)
- [FMS Form 1219/1220 Report Definitions Window Description](#)
- [Setting Up Funds Availability Report Definitions Procedure](#)
- [Funds Availability Report Definitions Window](#)
- [Funds Availability Report Definitions Window Description](#)
- [Setting Up SF 133 Report Definitions Procedure](#)
- [SF133 Report Definitions Window](#)
- [SF133 Report Definitions Window Description](#)
- [Setting Up US SGL Accounts Procedure](#)
- [Define US SGL Accounts Window, Total Resources Tab](#)
- [Define US SGL Accounts Window Description, Total Resources Tab,](#)

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- Define US SGL Accounts Window, Status of Resources Tab
 - Define US SGL Accounts Window Description, Status of Resources Tab
 - Define US SGL Accounts Window, Year End Closing Tab
 - Define US SGL Accounts Window Description, Year End Closing Tab
 - Define US SGL Accounts Window, Cancellations Tab
 - Define US SGL Accounts Window Description, Cancellations Tab
 - Define US SGL Accounts Window, Footnote Explanations Tab
 - Define US SGL Accounts Window Description, Footnote Explanations Tab
 - Define US SGL Accounts Window, FMS Form 224 Validation Tab
 - Define US SGL Accounts Window Description, FMS Form 224 Validation Tab
 - Define US SGL Accounts Window, Prior Year Adjustments Tab
 - Define US SGL Accounts Window Description, Prior Year Adjustments Tab
 - Define US SGL Accounts Window, Cash Position Tab
 - Define US SGL Accounts Window Description, Cash Position Tab
 - Defining FACTS Attributes Procedure
 - FACTS Attributes Window
 - FACTS Attributes Window Description
 - Defining Other Authorization Codes Procedure
 - Define Other Authorization Codes Window
 - Define Other Authorization Codes Window Description
 - Setting Up Contacts Procedure
 - Contacts Window
 - Contacts Window Description
 - Setting Up Financial Statement Report Window Procedure
 - Financial Statement Report Definitions Window
 - Financial Statement Report Definitions Window Description
 - Report Line Details for Balance Sheet Window
 - Report Line Details for Balance Sheet Window Description

-
- Report Line Details for Statement of Budgetary Resources Window
 - Report Line Details for Statement of Budgetary Resources Window Description
 - Report Line Details for Statement of Custodial Activity Window
 - Report Line Details for Statement of Custodial Activity Window Description
 - Report Line Details for Statement of Changes in Net Position Window
 - Report Line Details for Statement of Changes in Net Position Window Description
 - Report Line Details for Statement of Financing Window
 - Report Line Details for Statement of Financing Window Description
 - Report Line Details for Statement of Net Cost Window
 - Report Lines Details for Statement of Net Cost Window Description
 - Report Line Calculations Window for Balance Sheet, Statement of Custodial Activity, Statement of Financing, and Statement of Net Cost
 - Report Line Calculations Window Description for Balance Sheet, Statement of Custodial Activity, Statement of Financing, and Statement of Net Cost
 - Report Line Calculations for Budgetary Resources Window
 - Report Line Calculations for Budgetary Resources Window Description
 - Report Line Calculations for Changes in Net Position Window
 - Report Line Calculations for Changes in Net Position Window Description
 - Footnotes Window
 - Footnotes Window Description

Definition

In the Federal Report Definitions windows, users customize reports by specifying report definitions and entering report data. Report definitions provide additional information to meet federal government reporting requirements.

Purpose

Federal report definitions setup is required for the following reports:

- FMS Form 224 Statement of Transactions
- FMS Form 1219 Statement of Accountability and FMS Form 1220 Statement of Transactions
- Funds Availability Reports, which includes the following:
 - Funds Available - Total Resources
 - Funds Available - Funding Distributions
 - Funds Available - Spending Activity
 - Funds Available - Available Balances
- SF 133 Report on Budget Execution
- Federal Agencies' Centralized Trial-Balance System (FACTS)
- Financial Statements, which includes the following:
 - Balance Sheet
 - Statement of Net Cost
 - Statement of Changes in Net Position
 - Statement of Budgetary Resources
 - Statement of Financing
 - Statement of Custodial Activity

For information on running these reports, see the following chapters:

- [FMS Form 224 Statement of Transactions Report Procedures](#), page 57-1
- [FMS Form 1219/ 1220 Report Procedures](#), page 59-1
- [Funds Availability Reports Procedures](#), page 74-1
- [SF 133 Report on Budget Execution Procedures](#), page 67-1

- [FACTS II Report Procedures](#), page 65-1
- [FACTS I Report Procedures](#), page 62-1
- [Financial Statements Procedures](#), page 71-1

This section includes the following parts:

- [FMS Form 224 Setup](#)
- [FMS Form 1219/ 1220 Setup](#)
- [Funds Availability Setup](#)
- [SF 133 Setup](#)
- [FACTS Setup](#)
- [Financial Statements Setup](#)

FMS Form 224 Setup

In the 224 and Reconciliation Report Definitions Setup window, users define the SGL accounts to report on the FMS Form 224. In addition, the Account Type and Agency Location Code (ALC) are assigned to the SGL accounts for default reporting. The Account Type determines the placement when it cannot be derived from the transaction or the FMS 224 Type of the treasury symbol. The transaction is reported to the ALC indicated for the SGL account when the ALC of the bank account of the transaction cannot be determined.

FMS Form 1219/1220 Setup

In the FMS Form 1219/ 1220 Report Definitions Setup window, users define the Accounting Flexfield values to report on the FMS Form 1219 and FMS Form 1220.

Funds Availability Setup

In the Funds Availability Report Definitions window, users can perform the following tasks:

- assign the appropriate accounts to the Funds Availability Report columns
- assign an unlimited number of Accounting Flexfield ranges to each report column for both child or parent values
- change the name of the column in the window to be displayed in the Funds Availability Report

Agencies should consider the following examples when assigning accounts to the following reports:

- [Funds Available - Funding Distributions](#)
- [Funds Available - Spending Activity](#)

Funds Available - Funding Distributions

The columns in this report represent amounts distributed not including activity against these amounts. For example, the Total Apportioned column represents amounts apportioned for a given period. This amount should not be reduced for amounts allotted. It is recommended that agencies define a separate account to store initial balances, including transfers, and another account to store activity against the initial balance. This enables agencies to easily segregate initial balances from activity that reduces that balance as described in the following example.

An agency has the following activity:

Account 4510 - Apportionments	(5,000,000)
Account 4610 - Allotments	(2,000,000)

The entry to record the initial Apportionment is as follows:

Debit	4450	5,000,000
Credit	4510	(5,000,000)

The entry to record the Allotment is as follows:

Debit	4510	2,000,000
Credit	4610	(2,000,000)

Balances are as follows:

Account 4510 - Apportionments	(3,000,000) = (5,000,000) - 2,000,000)
Account 4610 - Allotments	(2,000,000)

In this example, the Total Apportioned column cannot be determined because both initial balance and activity are stored in the same account.

The following example is the same as the previous example but with a separate account to store the initial apportionment.

The entry to record the initial Apportionment is as follows:

Debit	4450	5,000,000
Credit	451001	(5,000,000)

The entry to record the Allotment is as follows:

Debit	451002	2,000,000
Credit	4610	(2,000,000)

Balances are as follows:

Account 451001 - Apportionments	(5,000,000)
Account 451002 - Apportionments Activity	2,000,000
Account 4610 - Allotments	(2,000,000)

In this example, the Total Apportioned column is easily determined by the 451001 account while activity is segregated in the 451002 account. This logic applies to all remaining columns in the Funds Available - Funding Distributions report.

Funds Available - Spending Activity

For the Funds Available - Spending Activity Report, agencies should follow the same logic as described in the previous example in the [Funds Available - Funding Distributions](#) section for the Budget Authority column only. This column represents the beginning budget balance not including activity. In order to capture the initial budget balance, agencies should consider defining two accounts, one to store the initial balance and another to store activity. For example, the following accounts could be defined:

Account 461001 - Allotments

Account 461002 - Allotment Activity

SF 133 Setup

In the SF 133 Report Definitions Setup window, users define the lines and the Accounting Flexfield values as well as the balance type for each detail line to report on the SF 133. The window is also used to define the sequence number for placement on the report and on the line label that is printed.

FACTS Setup

To set up FACTS, use the following windows:

- [Define US SGL Accounts Window](#)
- [Define FACTS Attributes Window](#)
- [Define Other Authorization Codes Window](#)
- [Contacts Window](#)

Define US SGL Accounts Window

The Define US SGL Accounts window captures all valid US SGL accounts as defined by the Department of Treasury, which includes the account attributes for prior year adjustments (PYA). Also, the Define US SGL Accounts window captures the criteria to perform many of the FACTS II edit checks.

If the Anticipated check box is selected in the Prior Year Adjustments tab, the anticipated balance is tracked by GL Balance for the US SGL account selected and the fund of the PYA transaction. A running total of all Anticipated amounts is tracked as the PYA transaction pool grows. Once the PYA transaction pool exceeds the Anticipated amount total, all future PYA transactions default to Unanticipated.

The Cash Position tab designates the appropriate cash accounts for use in the calculation of the G/L Cash Balance in the Cash Position Detail Report.

References For information on PYA, see [Prior Year Adjustment Transaction Procedures](#), page 36-1.

For information on the FACTS II edit check process, see [FACTS II Procedures](#), page 64-1.

For information on the Cash Position Detail Report, see [Cash Position Detail Report Procedures](#), page 43-1.

Define FACTS Attributes Window

In the Define FACTS Attributes window, users enter and associate attributes that pertain to specific US SGL accounts. The check box attributes indicate that the attribute must be reported for the US SGL account. However, the attribute is derived from values already captured in the system. Attributes defined using a list of values data entry field are reported as defined on the Define FACTS Attributes window.

Users can add, change, or delete records using the Define FACTS Attributes window. The Define FACTS Attributes Table setup procedure populates the Define FACTS Attributes window with the US SGL account, balance type, and applicable attributes. Accounts may need to be added or modified for the following reasons:

- The Department of Treasury's Financial Management Service (FMS) adds a new US SGL account that is not included in the US SGL Account Table Setup procedure.
- The Department of Treasury's FMS changes the balance type or attributes associated with a specific US SGL account.
- The agency expands its SGL account numbering system and the accounts are assigned different values in the attributes defined using the list of values, such as transaction partner.

Define Other Authorization Codes Window

The Define Other Authorization Codes window defines authorization codes, which are also known as record type 7 (RT7) codes. These authorization codes are an extension of the treasury symbol. Each authorization code has corresponding US SGL accounts that are used to record and report the different transaction types.

[Table 15-1](#) summarizes the authorizations codes provided in the Treasury Financial Manual (TFM).

Table 15-1 Authorization Code Summary

Authorization Code	Transaction Type or Description	US SGL Account
911	Investments Purchased at a Discount - Unrealized Discount	1611, 1621
921	Funds Held Outside the Treasury - Imprest Funds	1120, 1130
931	Investments Purchased at a Discount - Unamortized Premium and Discount	1611, 1612, 1613
941	Unfunded Contract Authority	4032, 4034, 4131, 4132, 4133, 4135, 4138, 4139B*
951	Authority to Borrow from the Department of Treasury	4042, 4044, 4141, 4142, 4143, 4145, 4148, 4149B*
962	Authority to Borrow from the Public	4042, 4044, 4141, 4142, 4143, 4145, 4148, 4149B*

Table 15-1 Authorization Code Summary

Authorization Code	Transaction Type or Description	US SGL Account
971	Investments in Public Debt Securities	1610
972	Investments in Agency Securities	1620

Note: B* indicates the beginning balance.

The US SGL accounts associated with each authorization code are used in the edit checks to reconcile account balances to the Fund Balance with Treasury Account, US SGL Account 1010.

Contacts Window

The Contacts window stores contact information of the person who is submitting the Treasury Symbol through the FACTS II Submission window. A contact record must be established for a treasury symbol prior to initiating the FACTS II process through the FACTS II Submission window.

For information on the FACTS II Submission window, see [FACTS II Procedures](#), page 64-1.

Financial Statements Setup

In the Financial Statement Report Definitions window, users enter or update financial statement reports. The Financial Statement Report Definitions window is comprised of the following windows:

- [Report Lines Window](#)
- [Report Line Details Window](#)
- [Report Line Calculations Window](#)
- [Footnotes Window](#)

Report Lines Window

The Report Lines window is applicable to all reports. This window defines the entire line by identifying such attributes as line type, name or label, or sequence number.

Report Line Details Window

The Report Lines Details window is different for each report and defines the attributes of the detail line data that makes up the line.

Report Line Calculations Window

For each report, a Report Line Calculations window enables the calculation type (sum, minus, or plus) necessary to calculate report line balances.

The **Calculations** button in the Report Lines window opens one of the following windows depending on which financial statement is selected:

- Report Line Calculations window used for the Statement of Financing, Statement of Custodial Activity, Balance Sheet, and Statement of Net Cost
- Report Line Calculations for Changes in Net Position window
- Report Line Calculations for Budgetary Resources window

Calculation Examples This section describes report line calculation examples.

1. Subtract Line 1 from Line 2

Table 15–2 Report Line Calculation Example 1

Calculation Sequence Number	Operator	Low	High
1	- (Minus)	Line 1	Line 2

2. Sum Lines 6 through 9

Table 15–3 Report Line Calculation Example 2

Calculation Sequence Number	Operator	Low	High
1	S (Sum)	Line 6	Line 9

3. Calculate (10-11-12-13-14)

Table 15–4 Report Line Calculation Example 3

Calculation Sequence Number	Operator	Low	High
1	- (Minus)	Line 10	Line 11
2	- (Minus)	Sequence 1	Line 12

Table 15–4 Report Line Calculation Example 3

Calculation Sequence Number	Operator	Low	High
3	- (Minus)	Sequence 2	Line 13
4	- (Minus)	Sequence 3	Line 14

4. Calculate $((3+16)-17)$

Table 15–5 Report Line Calculation Example 4

Calculation Sequence Number	Operator	Low	High
1	+ (Plus)	Line 3	Line 16
2	- (Minus)	Sequence 1	Line 17

5. For the Statement of Changes in Net Position, there are two check boxes for Cumulative Results of Operations and Unexpended Appropriations to indicate which calculation for a given line is applicable to which column on the statement. A calculation may be applicable to either column or both. For example, the calculation on Line 3 is applicable to both columns.

[Table 15–6](#) describes the format for Line 3 of the Statement of Changes in Net Position.

Table 15–6 Report Line Calculation Example 5, Line 3

Calculation Sequence Number	Operator	Low	High	Cumulative Results	Unexpended Appropriations
1	+ (Plus)	Line 1	Line 2	X	X

However, Line 16 may consist of two different calculation sequences, one for each column.

Table 15–7 describes the format for Line 16 of the Statement of Changes in Net Position.

Table 15–7 Report Line Calculation Example 5, Line 16

Calculation Sequence Number	Operator	Low	High	Cumulative Results	Unexpended Appropriations
1	+ (Plus)	Line 6	Line 15	X	
2	+ (Plus)	Line 4	Line 7		X

- The column logic for the Statement of Changes in Net Position applies to the Statement of Budgetary Resources as described in Example 5. There are two check boxes for Budgetary Column and Non-Budgetary Financing Account Column. A calculation may be applicable to either column or both.

Footnotes Window

The **Footnotes** button in the Report Lines window opens the FootNotes window where users enter a note associated with a given line. The note is numbered by line and appears at the end of the financial statement as a footnote.

All notes are ordered by line number when printed. If users want to set up a report footnote, use Sequence number of zero and enter the text in the Footnotes window. This footnote is printed first before any line footnotes.

Prerequisites

- ❑ The Accounting Flexfield and set of books must be defined in Oracle Public Sector General Ledger.
To define the Accounting Flexfield and set of books, see [Oracle U.S. Federal Financials Setup Overview](#), page 3-1.
- ❑ SF 133 table setup must be completed.
To set up the SF 133 Report table, see [Federal Reports Table Setup](#), page 14-1.
- ❑ Agencies must comply with the US SGL to take full advantage of the FACTS II enhancement. Agencies that expand their numbering system to accommodate agency-specific requirements should designate a parent account that is a four-digit US SGL account.
- ❑ US SGL Account table setup must be completed.
To set up the US SGL account table, see [Federal Reports Table Setup](#), page 14-1.
- ❑ FACTS Attributes table setup must be completed.
To set up the FACTS table, see [Federal Reports Table Setup](#), page 14-1.
- ❑ A bank account must be defined designating the Agency Location Code (ALC).
To define bank accounts, see [Step 11. Define Bank Accounts](#), page 3-17.
- ❑ The Funds Availability Reports Table Setup process must be run to use the Funds Availability Report Definitions window.
To set up the Funds Availability table, see [Setting Up Funds Availability Table Procedure](#), page 14-8.

Setting Up FMS Form 224 Report Definitions Procedure

To enter or update federal report definitions for this report, perform the following steps.

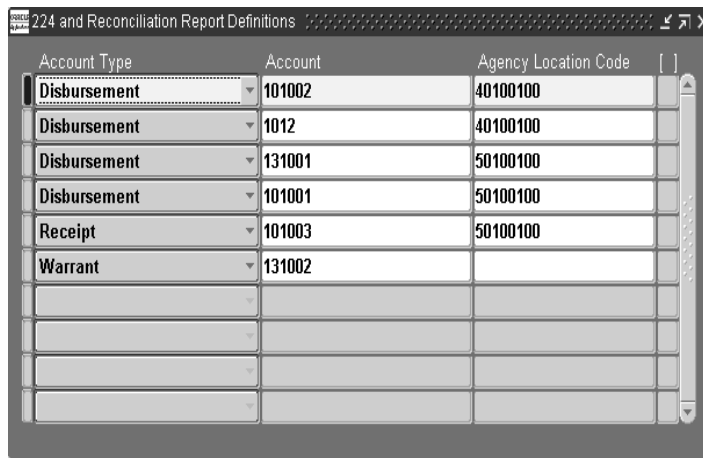
1. In Federal Financials, navigate to the 224 and Reconciliation Report Definitions window as follows:

Setup - Federal Report Definitions - 224 and Reconciliation Report Definitions

2. Enter data in each field of the 224 and Reconciliation Report Definitions window as described in [Table 15-8](#), page 15-17.
3. Save or save and continue as follows:
File - Save or **Save and Proceed**
4. Close the window.

224 and Reconciliation Report Definitions Window

Figure 15–1 224 and Reconciliation Report Definitions Window



Account Type	Account	Agency Location Code
Disbursement	101002	40100100
Disbursement	1012	40100100
Disbursement	131001	50100100
Disbursement	101001	50100100
Receipt	101003	50100100
Warrant	131002	

224 and Reconciliation Report Definitions Window Description

Table 15–8 224 and Reconciliation Report Definitions Window Description

Field Name	Type	Features	Description
Account Type	required	drop-down list	Account type; Disbursement, Receipt, Warrant, Non-Expenditure Transfer, Non-224 Disbursements, and Non-224 Receipts Note: Default value is Disbursement. The values used in the FMS 224 process are Disbursement and Receipt.
Account	required	list of values	natural account segment of Accounting Flexfield
Agency Location Code	required	list of values	default ALC that is to be reported if an ALC from a bank account cannot be determined for a transaction; values include the ALCs defined for internal account use bank accounts in Payables or Receivables

Setting Up FMS Form 1219/1220 Report Definitions Procedure

To enter or update federal report definitions for this report, perform the following steps.

1. In Federal Financials, navigate to the FMS Form 1219/1220 Report Definitions window as follows:

Setup - Federal Report Definitions - FMS Form 1219/1220 - Setup

2. Enter data in each field of the FMS Form 1219/1220 Report Definitions window as described in [Table 15-9](#), page 15-20.
3. Save or save and continue as follows:

File - Save or Save and Proceed

4. Close the window.

FMS Form 1219/1220 Report Definitions Window

Figure 15–2 FMS Form 1219/1220 Report Definitions Window

The screenshot shows a window titled "FMS Form 1219/1220 Report Definitions". Inside the window is a table with two columns: "Accounting Flexfield" and "Description". The table has 10 rows. The first row contains the value "..101003." in the Accounting Flexfield column and "..Cash - R." in the Description column. The second row contains the value "..101002." in the Accounting Flexfield column and "..Cash - D." in the Description column. The remaining eight rows are empty. A vertical scrollbar is visible on the right side of the table.

Accounting Flexfield	Description
..101003.	..Cash - R.
..101002.	..Cash - D.

FMS Form 1219/1220 Report Definitions Window Description

Table 15–9 *FMS Form 1219/1220 Report Definitions Window Description*

Field Name	Type	Features	Description
Accounting Flexfield	required	list of values	defined segments of Accounting Flexfield. At least one segment must be entered.
Description	default, display only		describes the selected Accounting Flexfield values

Setting Up Funds Availability Report Definitions Procedure

To set up funds availability report definitions, perform the following steps.

1. In Federal Financials, navigate to the Funds Availability Report Definitions window as follows:

Setup - Federal Report Definitions - Funds Availability Reports

2. Enter data in each field of the Funds Availability Report Definitions window as described in [Table 15-10](#), page 15-23.
3. Save or save and continue as follows:
File - Save or **Save and Proceed**
4. Close the window.

Funds Availability Report Definitions Window

Figure 15–3 Funds Availability Report Definitions Window

The screenshot shows a window titled "Funds Availability Report Definitions". It contains the following fields and sections:

- Report:** Funds Available - Total Resources
- Column:** Authority Brought Forward
- Column Name:** Authority Brought Forward
- Account Assignments:**
 - From:** 1012
 - To:** 0000
- A table with 10 rows for additional account assignments. The first row is highlighted, and the first column has a small icon in each row.

From	To
1012	0000

Funds Availability Report Definitions Window Description

Table 15–10 Funds Availability Report Definitions Window Description

Field Name	Type	Features	Description
Report	display only		report name
Column	display only		column name, which is not displayed in the Fund Availability reports
Column Name	display only		user column name; column names displayed in the Funds Availability reports
Account Assignments Region			
From	required	list of values	account from which to begin report generation
To	optional	list of values	account to end report generation

Setting Up SF 133 Report Definitions Procedure

To change or update federal report definitions for this report, perform the following steps.

1. In Federal Financials, navigate to the SF133 Report Definitions window as follows:

Setup - Federal Report Definitions - SF133 Budget Execution

2. Enter data in each field of the SF133 Report Definitions window as described in [Table 15-11](#), page 15-26.
3. Save or save and continue as follows:
File - Save or Save and Proceed
4. Close the window.

SF133 Report Definitions Window

Figure 15–4 SF133 Report Definitions Window

The screenshot displays the 'SF133 Report Definitions' window. At the top, there are input fields for 'Sequence Number' (30), 'Type' (Detail), 'Line Number' (1B), 'Line Label' (B. Borrowing Authority), 'Natural Balance' (Debit), and 'Fund Category'. Below these fields is a section titled 'SF 133 Report Lines Detail'. This section contains a table with three columns: 'Accounting Flexfield', 'Balance Type', and 'Additional Information'. The table lists four report lines: .4042, .4141, .4142, and .4392, all with 'Ending' balance types. The 'Additional Information' for line .4392 is 'RESCISSION'. There are several empty rows below the listed lines.

Sequence Number	Type	Line Number	Line Label	Natural Balance	Fund Category
30	Detail	1B	B. Borrowing Authority	Debit	

Accounting Flexfield	Balance Type	Additional Information
.4042	Ending	
.4141	Ending	
.4142	Ending	
.4392	Ending	RESCISSION

SF133 Report Definitions Window Description

Table 15–11 SF133 Report Definitions Window Description

Field Name	Type	Features	Description
Sequence Number	required		report sequence number
Type	required	drop-down list	line type; Detail, Label, or Total; defaults to Detail line type
Line Number	optional		report line number
Line Label	required		label corresponding to report line number
Natural Balance	required if Type field is Detail or Total	drop-down list	account balance type; Debit, Credit, Credit(+), or Debit(-) Note: Debit indicates debit displayed as positive and credit displayed as negative; Credit indicates credit displayed as positive and debit displayed as positive; Credit(+) indicates credit displayed as positive value; Debit(-) indicates balance displayed as negative value.
Fund Category	optional	drop-down list	used to determine budget authority required for line number; A - Direct, A - Reimbursable, B - Direct, B - Reimbursable, C - Direct, or C - Reimbursable
SF 133 Report Lines Detail Region			

Table 15–11 SF133 Report Definitions Window Description

Field Name	Type	Features	Description
Accounting Flexfield	required	list of values	defined segments of Accounting Flexfield. Enter at least one segment.
Balance Type	required	drop-down list	type of balance; Beginning, Begin-End, Ending, End-Begin; Debit Only, or Credit Only Note: Beginning indicates balance at the beginning balance for the first nonadjusting period of the fiscal year; Ending indicates the ending balance for the period requested; Begin - End indicates beginning balance for the first nonadjusting period of the fiscal year less the ending balance for the period requested; End - Begin indicates ending balance for the period requested less the beginning balance for the first nonadjusting period of the fiscal year; Debit Only indicates the ending balance for the period requested and is only displayed if the balance is debit; and Credit Only indicates the ending balance for the period requested and is only displayed if the balance is a credit.
Additional Information	optional		additional information for Accounting Flexfield Note: Enter rescission in the Additional Information field if rescission account.

Setting Up US SGL Accounts Procedure

To set up US SGL accounts, perform the following steps.

1. In Federal Financials, navigate to the Define US SGL Accounts window as follows:

Setup - Accounts - US SGL Accounts

2. Enter data in each field of the Define US SGL Accounts window as described in [Table 15-12](#), page 15-30 through [Table 15-19](#), page 15-44.
3. Save or save and continue as follows:
File - Save or Save and Proceed
4. Close the window.

Define US SGL Accounts Window, Total Resources Tab

Figure 15-5 Define US SGL Accounts Window, Total Resources Tab

Define US SGL Accounts

Total Resources Status of Resources Year End Closing Footnote Explanations FMS Form 224 Validation

—FACTS II Edit Checks—

US SGL Account	Description	Normal Balance	Enabled	FACTS Reporting	Begin/End	Debit/Credit	[]
1010	Fund Balance With Treas	Debit	☒	I and II			
1110	Undeposited Collections	Debit	☒	I			
1120	Imprest Funds	Debit	☒	I and II			
1130	Funds Held by the Public	Debit	☒	I and II			
1190	Other Cash	Debit	☒	I			
1195	Other Monetary Assets	Debit	☒	I and II			
1200	Foreign Currency	Debit	☒	I			
1310	Accounts Receivable	Debit	☒	I			

Define US SGL Accounts Window Description, Total Resources Tab,

Table 15–12 Define US SGL Accounts Window Description, Total Resources Tab

Field Name	Type	Features	Description
Header Region			
US SGL Acct	required		US SGL account number
Description	required		US SGL account name
Normal Balance	required	pop-up window	normal balance; includes debit, credit, or either
Enabled	required	check box	if selected, indicates if US SGL account is enabled; if deselected, account is disabled
FACTS Reporting	required	pop-up window	FACTS reporting type; includes I, II or I and II
Total Resources Tab, Facts II Edit Checks Region			
Begin / End	optional	pop-up window	balance to be included in total resource edit; includes beginning, ending, or calculation ending minus beginning
Debit / Credit	optional	pop-up window	balance type to be included in total resource edit; includes debit only, credit only, or either
[Descriptive Flexfield]	optional		user-customization field

Define US SGL Accounts Window, Status of Resources Tab

Figure 15–6 Define US SGL Accounts Window, Status of Resources Tab

Define US SGL Accounts

Total Resources Status of Resources Year End Closing Footnote Explanations FMS Form 224 Validation

—FACTS II Edit Checks—

US SGL Account	Description	Normal Balance	Enabled	FACTS Reporting	Begin/End	Debit/Credit
1010	Fund Balance With Trez	Debit	☒	I and II		
1110	Undeposited Collections	Debit	☒	I		
1120	Imprest Funds	Debit	☒	I and II		
1130	Funds Held by the Publi	Debit	☒	I and II		
1190	Other Cash	Debit	☒	I		
1195	Other Monetary Assets	Debit	☒	I and II		
1200	Foreign Currency	Debit	☒	I		
1310	Accounts Receivable	Debit	☒	I		

Define US SGL Accounts Window Description, Status of Resources Tab

[Table 15–13](#) describes the Define US SGL Accounts window, Status of Resources tab. For information on the header columns, see [Table 15–12](#), page 15-30.

Table 15–13 *Define US SGL Accounts Window Description, Status of Resources Tab*

Field Name	Type	Features	Description
Status of Resources Tab, FACTS II Edit Checks Region			
Begin / End	optional	pop-up window	balance to be included in status of resource edit; includes beginning, ending, or calculation ending minus beginning
Debit / Credit	optional	pop-up window	balance type to be included in total resource edit; includes debit only, credit only, or either
[Descriptive Flexfield]	optional		user-customization field

Define US SGL Accounts Window, Year End Closing Tab

Figure 15–7 Define US SGL Accounts Window, Year End Closing Tab

Define US SGL Accounts

Total Resources Status of Resources **Year End Closing** Footnote Explanations FMS Form 224 Validation

—FACTS II Edit Checks—

US SGL Account	Description	Normal Balance	Enabled	FACTS Reporting	Anticipated Items	Resource / Equity	Begin/End	Fund Balance with Treasury
1010	Fund Balance With Treas	Debit	☒	I and II	☐	Resource	Ending	☒
1110	Undeposited Collections	Debit	☒	I	☐			☐
1120	Imprest Funds	Debit	☒	I and II	☐	Resource	Ending	☐
1130	Funds Held by the Public	Debit	☒	I and II	☐	Resource	Ending	☐
1190	Other Cash	Debit	☒	I	☐			☐
1195	Other Monetary Assets	Debit	☒	I and II	☐	Resource	Ending	☐
1200	Foreign Currency	Debit	☒	I	☐			☐
1310	Accounts Receivable	Debit	☒	I	☐			☐

Define US SGL Accounts Window Description, Year End Closing Tab

[Table 15–14](#) describes the Define US SGL Accounts window, Year End Closing tab.
For information on the header columns, see [Table 15–12](#), page 15-30.

Table 15–14 *Define US SGL Accounts Window Description, Year End Closing Tab*

Field Name	Type	Features	Description
Year End Closing Tab, FACTS II Edit Checks Region			
Anticipated Items	optional	check box	selected for accounts that report anticipated items
Resource/Equity	optional	pop-up window	account type; includes resource or equity
Begin/End	optional	pop-up window	balance type to include in resource or equity edit; includes beginning or ending
Fund Balance with Treasury	optional	check box	indicates which account to include in edit check for Fund Balance with Treasury
[Descriptive Flexfield]	optional		user-customization field

Define US SGL Accounts Window, Cancellations Tab

Figure 15–8 Define US SGL Accounts Window, Cancellations Tab

Define US SGL Accounts

Total Resources | Status of Resources | Year End Closing | **Cancellations** | Footnote Explanations

— Facts II Edit Checks —

US SGL Account	Description	Normal Balance	Enabled	FACTS Reporting	Cancelled Items
1010	Fund Balance With Trez	Debit	☒	I and II	☐
1091	Other Cash 1	Debit	☒	I	☐
1092	Other Cash 2	Debit	☒	I	☐
1093	Other Cash 3	Debit	☒	I	☐
1099	Other Cash - formerly a	Debit	☒	I	☐
1110	Undeposited Collections	Debit	☒	I	☐
1120	Imprest Funds	Debit	☒	I and II	☐
1130	Funds Held by the Publi	Debit	☒	I and II	☐

Define US SGL Accounts Window Description, Cancellations Tab

[Table 15–15](#) describes the Define US SGL Accounts window, Cancellations tab. For information on the header columns, see [Table 15–12](#), page 15-30.

Table 15–15 *Define US SGL Accounts Window Description, Cancellations Tab*

Field Name	Type	Features	Description
Cancellations Tab, FACTS II Edit Checks Region			
Cancelled Items	optional	check box	indicates item cancelled
[Descriptive Flexfield]	optional		user-customization field

Define US SGL Accounts Window, Footnote Explanations Tab

Figure 15–9 Define US SGL Accounts Window, Footnote Explanations Tab

US SGL Account	Description	Normal Balance	Enabled	FACTS Reporting	General	Negative Receivables	Negative Payables
1010	Fund Balance With Trez	Debit	☒	I and II	☐	☐	☐
1110	Undeposited Collections	Debit	☒	I	☐	☐	☐
1120	Imprest Funds	Debit	☒	I and II	☐	☐	☐
1130	Funds Held by the Publi	Debit	☒	I and II	☐	☐	☐
1190	Other Cash	Debit	☒	I	☐	☐	☐
1195	Other Monetary Assets	Debit	☒	I and II	☐	☐	☐
1200	Foreign Currency	Debit	☒	I	☐	☐	☐
1310	Accounts Receivable	Debit	☒	I	☐	☐	☐

Define US SGL Accounts Window Description, Footnote Explanations Tab

Table 15–16 describes the Define US SGL Accounts window, Footnote Explanations tab. For information on the header columns, see Table 15–12, page 15-30.

Table 15–16 Define US SGL Accounts Window Description, Footnote Explanations Tab

Field Name	Type	Features	Description
Footnote Explanations Tab, FACTS II Edit Checks Region			
General	optional	check box	if selected, indicates that footnote entry is required if balances exist in account
Negative Receivables	optional	check box	if selected, indicates Receivables US SGL accounts that require footnote entry if account reports a negative balance
Negative Payables	optional	check box	if selected, indicates Payables US SGL accounts that require footnote entry if account reports a negative balance
[Descriptive Flexfield]	optional		user-customization field

Define US SGL Accounts Window, FMS Form 224 Validation Tab

Figure 15–10 Define US SGL Accounts Window, FMS Form 224 Validation Tab

Define US SGL Accounts

Cancellations Footnote Explanations **FMS Form 224 Validation** Prior Year Adjustments Cash Position

— Facts II Edit Checks —

US SGL Account	Description	Normal Balance	Enabled	FACTS Reporting	Disbursements	Collections	Balance Type
1010	Fund Balance With Trez	Debit	☒	I and II	☐	☐	
1091	Other Cash 1	Debit	☒	I	☐	☐	
1092	Other Cash 2	Debit	☒	I	☐	☐	
1093	Other Cash 3	Debit	☒	I	☐	☐	
1099	Other Cash - formerly a	Debit	☒	I	☐	☐	
1110	Undeposited Collections	Debit	☒	I	☐	☐	
1120	Imprest Funds	Debit	☒	I and II	☐	☐	
1130	Funds Held by the Publi	Debit	☒	I and II	☐	☐	

Define US SGL Accounts Window Description, FMS Form 224 Validation Tab

[Table 15–17](#) describes the Define US SGL Accounts window, FMS Form 224 Validation tab. For information on the header columns, see [Table 15–12](#), page 15-30.

Table 15–17 Define US SGL Accounts Window Description, FMS Form 224 Validation Tab

Field Name	Type	Features	Description
FMS Form 224 Validation Tab, FACTS II Edit Checks Region			
Disbursements	optional	check box	if selected, indicates disbursement account is used in the net outlays calculation
Collections	optional	check box	if selected, indicates collections account is used in the net outlays calculation
Balance Type	optional	drop-down list	balances to be included in outlays edit; includes ending or calculation minus ending
[Descriptive Flexfield]	optional		user-customization field

Define US SGL Accounts Window, Prior Year Adjustments Tab

Figure 15–11 Define US SGL Accounts Window, Prior Year Adjustments Tab

Define US SGL Accounts

Cancellations | Footnote Explanations | FMS Form 224 Validation | **Prior Year Adjustments** | Cash Position

— Prior Year Adjustments —

US SGL Account	Description	Normal Balance	Enabled	FACTS Reporting	Anticipated
1010	Fund Balance With Treas	Debit	☒	I and II	☐
1091	Other Cash 1	Debit	☒	I	☐
1092	Other Cash 2	Debit	☒	I	☐
1093	Other Cash 3	Debit	☒	I	☐
1099	Other Cash - formerly a	Debit	☒	I	☐
1110	Undeposited Collections	Debit	☒	I	☐
1120	Imprest Funds	Debit	☒	I and II	☐
1130	Funds Held by the Publi	Debit	☒	I and II	☐

Define US SGL Accounts Window Description, Prior Year Adjustments Tab

[Table 15–18](#) describes the Define US SGL Accounts window, Prior Year Adjustments tab. For information on the header columns, see [Table 15–12](#), page 15-30.

Table 15–18 *Define US SGL Accounts Window Description, Prior Year Adjustments Tab*

Field Name	Type	Features	Description
Prior Year Adjustments Tab, Prior Year Adjustments Region			
Anticipated	optional	check box	indicates account type. If selected the Anticipated account is used in the calculation to determine if a pooled transaction is anticipated or unanticipated.
[Descriptive Flexfield]	optional		user-customization field

Define US SGL Accounts Window, Cash Position Tab

Figure 15–12 Define US SGL Accounts Window, Cash Position Tab

US SGL Account	Description	Normal Balance	Enabled	FACTS Reporting	Cash Position
1010	Fund Balance With Trez	Debit	☒	I and II	☒
1091	Other Cash 1	Debit	☒	I	☒
1092	Other Cash 2	Debit	☒	I	☒
1093	Other Cash 3	Debit	☒	I	☒
1099	Other Cash - formerly a	Debit	☒	I	☒
1110	Undeposited Collections	Debit	☒	I	☒
1120	Imprest Funds	Debit	☒	I and II	☒
1130	Funds Held by the Publi	Debit	☒	I and II	☒

Define US SGL Accounts Window Description, Cash Position Tab

[Table 15–19](#) describes the Define US SGL Accounts window, Cash Position tab. For information on the header columns, see [Table 15–12](#), page 15-30.

Table 15–19 *Define US SGL Accounts Window Description, Cash Position Tab*

Field Name	Type	Features	Description
Cash Position	required	check box	if selected, indicates that the US SGL account is available as a Cash Position account
[Descriptive Flexfield]	optional		user-customization field

Defining FACTS Attributes Procedure

To define FACTS attributes, perform the following steps.

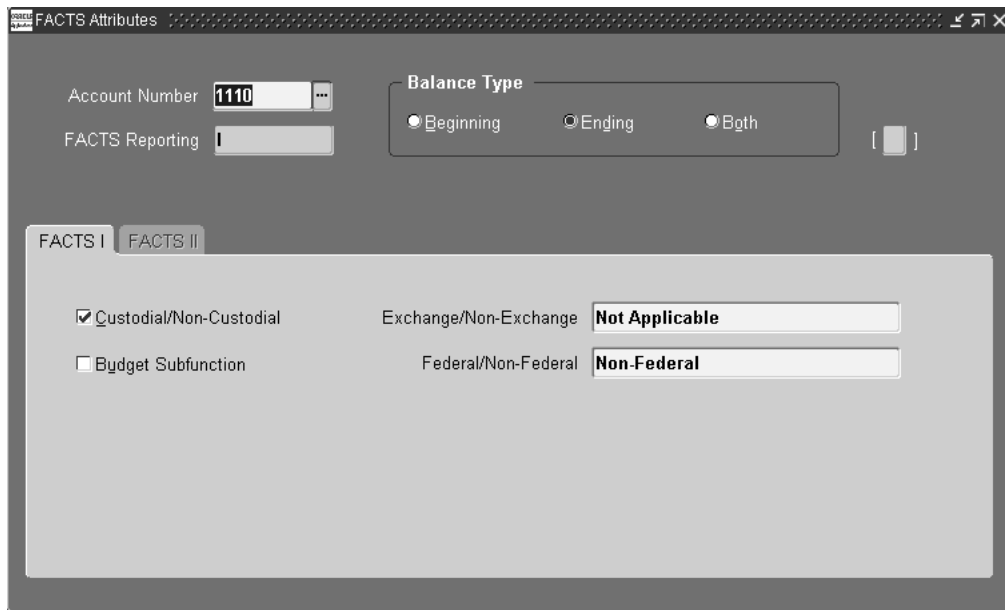
1. In Federal Financials, navigate to the FACTS Attributes window as follows:

Setup - Accounts - FACTS Attributes

2. Enter data in each field of the FACTS Attributes window as described in [Table 15-20](#), page 15-48.
3. Save or save and continue as follows:
File - Save or **Save and Proceed**
4. Close the window.

FACTS Attributes Window

Figure 15–13 *FACTS Attributes Window, FACTS I Tab*



The screenshot displays the 'FACTS Attributes' window with the 'FACTS I' tab selected. The window contains the following fields and controls:

- Account Number:** A text field containing '1110' with a dropdown arrow.
- FACTS Reporting:** A text field containing 'I'.
- Balance Type:** A group box containing three radio buttons: 'Beginning' (selected), 'Ending', and 'Both'.
- FACTS I / FACTS II:** Two tabs, with 'FACTS I' currently active.
- Custodial/Non-Custodial:** A checkbox that is checked.
- Budget Subfunction:** An unchecked checkbox.
- Exchange/Non-Exchange:** A dropdown menu showing 'Not Applicable'.
- Federal/Non-Federal:** A dropdown menu showing 'Non-Federal'.

Figure 15–14 *FACTS Attributes Window, FACTS II Tab*

The screenshot displays the 'FACTS Attributes' window with the 'FACTS II' tab selected. The window contains the following fields and controls:

- Account Number:** Text box containing '1330'.
- FACTS Reporting:** Text box containing 'I and II'.
- Balance Type:** Radio button group with options: ☒ Beginning, ☐ Ending, ☒ Both.
- FACTS I / FACTS II:** Tabbed interface with 'FACTS II' currently active.
- Checkboxes (all are unchecked):**
 - Public Law Code
 - BEA Category
 - Borrowing Source
 - Legislation Indicator
 - Function (J)
 - Transfer Indicator
 - Reimbursable Flag
 - Apportionment Category
 - Definite/Indefinite Flag
 - Advance Flag (Y)
 - Deficiency Flag (Z)
- Availability Time:** Text box containing 'Not Applicable'.
- Transaction Partner:** Text box containing 'Federal'.
- Authority Type:** Text box containing 'Not Applicable'.

FACTS Attributes Window Description

Table 15–20 *FACTS Attributes Window Description*

Field Name	Type	Features	Description
Account Number	required	list of values	account number
FACTS Reporting	display only		FACTS reporting type; I, II or I and II
Balance Type Region			
Beginning	optionally required	radio button	beginning balance type
Ending	optionally required	radio button	ending balance type
Both	optionally required	radio button	beginning and ending balance types
Descriptive Flexfield	optional		user-customization field
FACTS I Tab			
Custodial / Non-Custodial	optional	check box	if selected, indicates that the Custodial / Non-Custodial value must be reported for account number
Budget Subfunction	optional	check box	if selected, indicates that the Budget Subfunction value must be reported for account number
Exchange / Non-Exchange	required	list of values	associates account number with appropriate Exchange / Non-exchange value; includes Either Exchange or Non-exchange, Exchange, Non-exchange, or Not Applicable Note: If the value is set to Either Exchange or Non-exchange, the account is identified as an exception until the appropriate value is selected for the account.
Federal / Non-Federal	required	list of values	associates account number with appropriate Federal / Non-Federal value; includes Either Federal or Non-Federal, Federal, Non-Federal, or Not Applicable Note: If the value is set to Either Federal or Non-Federal, Federal Financials determines the value from the supplier or customer record or the Journal Trading Partner descriptive flexfield.

Table 15–20 FACTS Attributes Window Description

Field Name	Type	Features	Description
FACTS II Tab			
Public Law Code	optional	check box	if selected, indicates that public law code must be reported for account number
Reimbursable Flag	optional	check box	if selected, indicates reimbursable flag must be reported for account number
Availability Time	required	list of values	if selected, identifies period of availability for account number; includes available, available in a subsequent period, not applicable
BEA Category	optional	check box	if selected, indicates that Budget Enforcement Act (BEA) category must be reported for account number
Apportionment Category	optional	check box	if selected, indicates that apportionment category must be reported for account number
Transaction Partner	required	list of values	associates account number with valid transaction partner code; includes federal, non-federal, non-federal exception, not applicable
Borrowing Source	optional	check box	if selected, indicates that borrowing source must be reported for account number
Definite / Indefinite Flag	optional	check box	if selected, indicates that definite / indefinite flag must be reported for account number
Authority Type	required	list of values	associates account number with appropriate authority type; includes advance appropriation, appropriation, borrowing authority, contract authority, proceeds of loan asset sales with recourse, reappropriation, spending authority from offsetting collections, not applicable
Legislation Indicator	optional	check box	if selected, indicates that legislation indicator must be reported for account number
Advance Flag	optional	check box	if selected, indicates that advances for appropriations must be reported
Function	optional	check box	if selected, indicates that function must be reported for account number
Deficiency Flag	optional	check box	if selected, indicates that deficiency flag must be reported for account number
Transfer Indicator	optional	check box	if selected, indicates that accounts that report transfer account information must be reported

Defining Other Authorization Codes Procedure

To define additional authorization codes, perform the following steps.

1. In Federal Financials, navigate to the Define Other Authorization Codes window as follows:

Setup - Appropriation - Other Authorizations

2. Enter data in each field of the Define Other Authorization Codes window as described in [Table 15–21](#), page 15-52.
3. Save or save and continue as follows:
File - Save or Save and Proceed
4. Close the window.

Define Other Authorization Codes Window

Figure 15–15 Define Other Authorization Codes Window

Define Other Authorization Codes

Authorization Code: **911**

Description: **Investments Purchased at a Discount - Unrealized Discount**

Borrowing Source:

Authority Type

☐ Borrowing

☐ Contract

☐ Other

US SGL Accounts

US SGL Account	Description	Beginning/Ending	Transaction Partner	
1611	Discount on U.S. Treasury Securities Issued by	Ending	Not Applicable	☐
1621	Discount on Securities Other than Public Debt S	Ending	Not Applicable	☐
				☐
				☐
				☐
				☐
				☐
				☐

Define Other Authorization Codes Window Description

Table 15–21 Define Other Authorization Codes Window Description

Field Name	Type	Features	Description
Authorization Code	required		authorization code
Description	required		authorization code description
Borrowing Source	optional		borrowing source type; includes treasury for Code 951 or public for Code 962
Authority Type Region			
Borrowing	optionally required	radio button	borrowing type authorization code
Contract	optionally required	radio button	contract type authorization code
Other	optionally required	radio button	other type authorization code
[Descriptive Flexfield]	optional		user-customization field
US SGL Accounts Region			
US SGL Account	required		US SGL account that corresponds to authorization code
Description	display only		US SGL account name
Beginning/Ending	required		balance type; beginning or ending; corresponds to values entered for the US SGL account in Define FACTS Attributes window
Transaction Partner	display only		transaction partner
[Descriptive Flexfield]	optional		user-customization field

Setting Up Contacts Procedure

To set up contact information, perform the following steps.

1. In Federal Financials, navigate to the Contacts window as follows:
Setup - FACTS II - Contacts
2. Enter data in each field of the Contacts window as described in [Table 15-22](#), page 15-55.
3. Save or save and continue as follows:
File - Save or **Save and Proceed**
4. Close the window.

Contacts Window

Figure 15–16 *Contacts Window*

The screenshot shows the 'Contacts' window with the following data:

Preparer ID		Certifier ID	
STJONES		LLAMB	
Contact Information			
First Name	Susan	Last Name	Jones
Mother's Maiden Name	Carrigan	Phone	231-456-8976
Email Address	stjones@avar.com	Extension	211
		Fax Number	231-543-6543
Supervisor Information			
Name	Jeremy James	Phone	231-678-2345
		Extension	456
Agency Information			
Name	FED-LE1	Address	3 Bethesda Metro Center
City	Bethesda	State	MD
		Zip	20814
Treasury Symbols			
Treasury Symbol			
05-01-0151			
36-00-0100			

Contacts Window Description

Table 15–22 *Contacts Window Description*

Field Name	Type	Features	Description
Preparer Id	required		preparer identifier
Certifier Id	required		certifier identifier
Contact Information Region			
First Name	required		contact first name
Last Name	required		contact last name
Mother's Maiden Name	required		contact mother's maiden name
Phone	required		contact phone
Extension	optional		contact phone extension
Email Address	required		contact e-mail address
Fax Number	required		contact fax number
Supervisor Information Region			
Name	required		supervisor name
Phone	required		supervisor phone number
Extension	optional		supervisor phone extension
Agency Information Region			
Name	required		agency name
Address	required		agency address
City	required		agency city
State	required		agency state
Zip	required		agency zip code
Treasury Symbols Region			
Treasury Symbol	optional	list of values	treasury symbol for which the preparer and certifier are assigned to; value entered in the Define Appropriation Parameters window

Setting Up Financial Statement Report Window Procedure

To view or edit the Financial Statement Report Definitions Window, perform the following steps:

1. Navigate to the Financial Statement Report Definitions window as follows:
Setup - Federal Report Definitions - Financial Statements Report Definitions
2. Query or enter data in the Financial Statement Report Definitions Window as described in [Table 15–23](#), page 15-59 through [Table 15–32](#), page 15-79.
3. Save or save and continue as follows:
File - Save or Save and Proceed
4. Close the window.

Financial Statement Report Definitions Window

Figure 15–17 Financial Statement Report Definitions Window

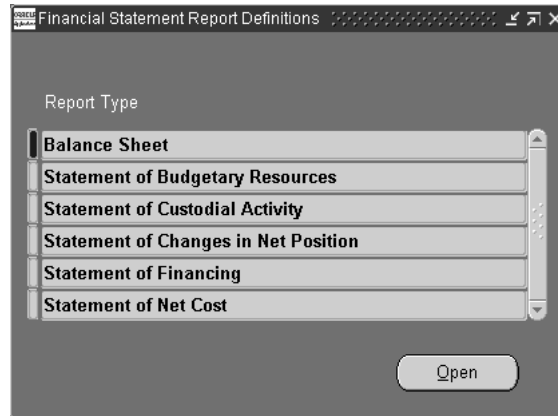


Figure 15–18 Report Lines Window for Balance Sheet, Statement of Budgetary Resources, Statement of Changes in Net Position, Statement of Financing, and Statement of Net Cost

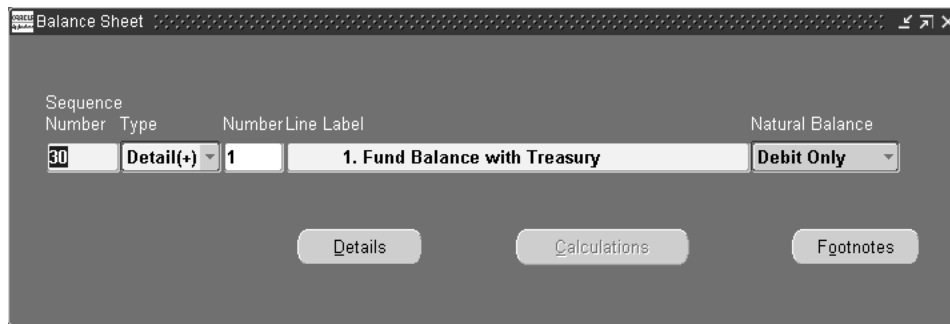


Figure 15–19 Report Lines Window for Statement of Custodial Activity

Statement of Custodial Activity

Sequence Number	Type	NumberLine	Label	By Recipient	Natural Balance
10	Label		Revenue Activity:		☐

Details Calculations Footnotes

Financial Statement Report Definitions Window Description

Table 15–23 Financial Statement Report Definitions Window Description

Field Name	Type	Features	Description
Report Type	display only		financial statement name
Open		button	opens the report lines region for the selected financial statement
[Report Lines Region]			
Sequence Number	required		report sequence number
Type	required	drop-down list	line type; includes Label, Detail (+), Detail (-), Subtotal, Total, or Footnote. If users select Detail (+) or Detail (-), the Report Line Details region is enabled for data entry. If users select Detail (-), a minus sign is displayed in front of the amount. If users select Label, the Report Line Details region is not enabled for data entry. If users select Subtotal or Total, calculations must be entered in the Calculations window. If users select Footnote, the sequence line must be zero. This footnote is used only if users want to create a report footnote.
Number	optional		line number
Line Label	required		shows the line exactly as it should appear on the report. For example, if the line should be indented three spaces, the user places three spaces at the beginning of the Line Label before typing in the description for that line.
Natural Balance	optional	drop-down list	account balance type; Debit or Credit For debit, if the sum of the line is a debit, a positive is displayed and if the sum of the line is credit, a negative is displayed. For credit, if the sum of the line is a debit, a negative is displayed and if the sum of the line is a credit, a positive is displayed.

Table 15–23 Financial Statement Report Definitions Window Description

Field Name	Type	Features	Description
By Recipient	optional	check box	applies to Statement of Custodial Activity only. If selected, the process displays the line amounts broken down by vendor or customer as applicable. This applies specifically to Line 11 of the Statement of Custodial Activity. The process displays Line 11 amounts by customer or vendor name on the report.
Details		button	opens the Report Line Details window for the selected report
Calculations		button	opens the Report Line Calculations window for the selected report
Footnotes		button	opens the Footnotes window for the selected report and enables users to enter a footnote applicable to specific line

Report Line Details for Balance Sheet Window

Figure 15–20 *Report Line Details for Balance Sheet Window*

Accounting Flexfield	Balance Type	Fed Non Fed
1010	Ending	

Flexfield Needs Further Definition

☐
☐
☐
☐
☐

Report Line Details for Balance Sheet Window Description

Table 15–24 *Report Line Details for Balance Sheet Window Description*

Field Name	Type	Features	Description
Accounting Flexfield	optional	list of values	defined segments of Accounting Flexfield
Balance Type	required	drop-down list	balance type. Only ending balance can be selected for Balance Sheet.
Fed Non Fed	optional	drop-down list	Federal or Non-Federal
Flexfield Needs Further Definition	optional	check box	indicates users must define a further breakdown of the Accounting Flexfield so that the account balances are not overstated. Note: For those accounts that are on multiple lines and require additional flexfield breakout which could not be seeded, the account is loaded in the Financial Statement Report Setup process with this field selected. Unless this check box is deselected, the report displays 0 (zero) for the flexfield balance.

Report Line Details for Statement of Budgetary Resources Window

Figure 15–21 Report Line Details for Statement of Budgetary Resources Window

Accounting Flexfield	Balance Type	Fund Category	Fund Status	Flexfield Needs Further Definition	Bud Col.	NBFA Col.
.4111	Ending			☐	☐	☒
..4117	Ending			☐	☐	☒
..4119	Ending			☐	☐	☒
..4123	Ending			☐	☐	☐
..4157	Ending			☐	☐	☐

Report Line Details for Statement of Budgetary Resources Window Description

Table 15–25 Report Line Details for Statement of Budgetary Resources Window Description

Field Name	Type	Features	Description
Accounting Flexfield	optional	list of values	defined segments of Accounting Flexfield
Balance Type	required	drop-down list	balance type. Ending indicates the ending balance for the period being processed; Beginning indicates the beginning balance for the fiscal year; and Ending - Beginning indicates the ending balance for the period being processed minus the beginning balance for the fiscal year.
Fund Category	optional	list of values	fund category
Fund Status	optional	list of values	fund status; Expired, Unexpired, or Both
Flexfield Needs Further Definition	optional	check box	indicates users must define a further breakdown of the Accounting Flexfield so that the account balances are not overstated. Note: For those accounts that are on multiple lines and require additional flexfield breakout which could not be seeded, the account is loaded in the Financial Statement Report Setup process with this field selected. Unless this check box is deselected, the report displays 0 (zero) for the flexfield balance.
Column Definition Region			
Bud Col.	optional	check box	indicates the report detail line is applicable to the Budgetary column on the Statement of Budgetary Resources
NBFA Col.	optional	check box	indicates the report detail line is applicable to the Nonbudgetary Financing Account column on the Statement of Budgetary Resources

Report Line Details for Statement of Custodial Activity Window

Figure 15–22 *Report Line Details for Statement of Custodial Activity Window*

Accounting Flexfield	Balance Type	Cust/Non-Cust	Flexfield Needs Further Definition
.5800	Ending		☒
			☐
			☐
			☐
			☐

Report Line Details for Statement of Custodial Activity Window Description

Table 15–26 *Report Line Details for Statement of Custodial Activity Window Description*

Field Name	Type	Features	Description
Accounting Flexfield	optional	list of values	defined segments of Accounting Flexfield
Balance Type	required	drop-down list	balance type. Ending indicates the ending balance for the period being processed; B indicates the beginning balance for the fiscal year; and Ending - Beginning indicates the ending balance for the period being processed minus the beginning balance for the fiscal year.
Cust / Non-Cust	optional	list of values	custodial or noncustodial
Flexfield Needs Further Definition	optional	check box	indicates users must define a further breakdown of the Accounting Flexfield so that the account balances are not overstated. Note: For those accounts that are on multiple lines and require additional flexfield breakout which could not be seeded, the account is loaded in the Financial Statement Report Setup process with this field selected. Unless this check box is deselected, the report displays 0 (zero) for the flexfield balance.

Report Line Details for Statement of Changes in Net Position Window

Figure 15–23 *Report Line Details for Statement of Changes in Net Position Window*

Accounting Flexfield	Balance Type	Exch/Non-Exch	Cust/Non-Cust	Flexfield Needs Further Definition	Cum. Res.	Unexp. Approp.
..3100	Beginning			☐	☐	☒
..3310	Beginning			☐	☒	☐
				☐	☐	☐
				☐	☐	☐
				☐	☐	☐

Report Line Details for Statement of Changes in Net Position Window Description

Table 15–27 Report Line Details for Statement of Changes in Net Position Window Description

Field Name	Type	Features	Description
Accounting Flexfield	optional	list of values	defined segments of Accounting Flexfield
Balance Type	required	drop-down list	balance type. Ending indicates the ending balance for the period being processed and Beginning indicates the beginning balance for the fiscal year.
Exch / Non-Exch	optional	list of values	Exchange or Non-Exchange
Cust / Non-Cust	optional	list of values	custodial or non-custodial
Flexfield Needs Further Definition	optional	check box	indicates users must define a further breakdown of the Accounting Flexfield so that the account balances are not overstated. Note: For those accounts that are on multiple lines and require additional flexfield breakout which could not be seeded, the account is loaded in the Financial Statement Report Setup process with this field selected. Unless this check box is deselected, the report displays 0 (zero) for the flexfield balance.
Column Definition Region			
Cum Res.	optional	check box	indicates that the report detail line is applicable to the Cumulative Results of Operation column in the Statement of Changes in Net Position
Unexp Approp.	optional	check box	indicates that the report detail line is applicable to the Unexpended Appropriations column in the Statement of Changes in Net Position

Report Line Details for Statement of Financing Window

Figure 15–24 Report Line Details for Statement of Financing Window

Report Line Details for Statement of Financing

Accounting Flexfield	Balance Type	Fed Non Fed	Exch/Non-Exch	Flexfield Needs Further Definition
.4801	Ending-Beginning			☐
..4982	Ending			☐
..4981	Ending			☐
..4802	Ending-Beginning			☐
..4882	Ending			☐

Report Line Details for Statement of Financing Window Description

Table 15–28 *Report Line Details for Statement of Financing Window Description*

Field Name	Type	Features	Description
Accounting Flexfield	optional	list of values	defined segments of Accounting Flexfield
Balance Type	required	drop-down list	balance type. Ending indicates the ending balance for the period being processed; Ending - Beginning indicates the ending balance for the period being processed minus the beginning balance for the fiscal year; and Credit Ending - Beginning indicates the ending balance for the period being processed minus the beginning balance for the fiscal year if the balance is credit.
Fed Non-Fed	optional	drop-down list	Federal or Non-Federal
Exch / Non-Exch	optional	list of values	Exchange or Non-Exchange
Flexfield Needs Further Definition	optional	check box	indicates users must define a further breakdown of the Accounting Flexfield so that the account balances are not overstated. Note: For those accounts that are on multiple lines and require additional flexfield breakout which could not be seeded, the account is loaded in the Financial Statement Report Setup process with this field selected. Unless this check box is deselected, the report displays 0 (zero) for the flexfield balance.

Report Line Details for Statement of Net Cost Window

Figure 15–25 *Report Line Details for Statement of Net Cost Window*

The screenshot shows a window titled "Report Line Details for Statement of Net Cost". Inside the window is a table with the following columns: Accounting Flexfield, Balance Type, Fed Non Fed, Exch/Non-Exch, Cust/Non-Cust, and Flexfield Needs Further Definition. There are five rows of data, each with a selection icon on the left. The first row is highlighted.

	Accounting Flexfield	Balance Type	Fed Non Fed	Exch/Non-Exch	Cust/Non-Cust	Flexfield Needs Further Definition
☒	..5100	Ending	Federal			☐
☐	..5909	Ending	Federal			☐
☐	..5900	Ending	Federal			☐
☐	..5509	Ending	Federal			☐
☐	..5500	Ending	Federal			☐

Report Lines Details for Statement of Net Cost Window Description

Table 15-29 *Report Line Details for Statement of Net Cost Window Description*

Field Name	Type	Features	Description
Accounting Flexfield	optional	list of values	defined segments of Accounting Flexfield
Balance Type	required	drop-down list	balance type. Only ending balance can be selected for Statement of Net Cost.
Fed Non-Fed	optional	drop-down list	Federal or Non-Federal
Exch / Non-Exch	optional	list of values	Exchange or Non-Exchange
Cust / Non-Cust	optional	drop-down list	custodial or non-custodial
Flexfield Needs Further Definition	optional	check box	indicates users must define a further breakdown of the Accounting Flexfield so that the account balances are not overstated. Note: For those accounts that are on multiple lines and require additional flexfield breakout which could not be seeded, the account is loaded in the Financial Statement Report Setup process with this field selected. Unless this check box is deselected, the report displays 0 (zero) for the flexfield balance.

Report Line Calculations Window for Balance Sheet, Statement of Custodial Activity, Statement of Financing, and Statement of Net Cost

Figure 15–26 *Report Line Calculations Window for Balance Sheet, Statement of Custodial Activity, Statement of Financing, and Statement of Net Cost*

Calculation Sequence Number	Operator	Low	High
20	Plus(+)	Line 20	Calc Seq 10
30	Plus(+)	Line 50	Line 50

Report Line Calculations Window Description for Balance Sheet, Statement of Custodial Activity, Statement of Financing, and Statement of Net Cost

Table 15–30 *Report Line Calculations Window Description for Balance Sheet, Statement of Custodial Activity, Statement of Financing, and Statement of Net Cost*

Field Name	Type	Features	Description
Calculation Sequence Number	required		calculation sequence number; can only access window if type is Subtotal or Total
Operator	required	drop-down list	calculation type; plus (+), minus (-), or sum
Low	required	list of values	report line numbers and calculation sequence numbers for selected line for low range Users can select a mix of report lines and calculations sequences. For example, select a Low that is a Report Line Number and a High that is a Calculation Sequence Number. At least one Low-High range must be given for each line that is a Subtotal or Total type. Users must save each calculation sequence record before entering the next row. Users cannot delete a record where the calculation sequence number is in another Low / High range. Users must first delete the record where the sequence number is in the Low / High range.
High	required	list of values	report line numbers and calculation sequence numbers for selected line for high range Users can select a mix of report lines and calculations sequences. For example, select a Low that is a Report Line Number and a High that is a Calculation Sequence Number. At least one Low-High range must be given for each line that is a Subtotal or Total type. Users must save each calculation sequence record before entering the next row. Users cannot delete a record where the sequence number is in another Low / High range. Users must first delete the record where the sequence number is in the Low / High range.

Report Line Calculations for Budgetary Resources Window

Figure 15–27 Report Line Calculations for Budgetary Resources Window

Report Line Calculations for Budgetary Resources

Calculation Sequence Number	Operator	Low	High	Budget Col.	NBFA Col.
10	Sum	Line 30	Line 200	☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐

Report Line Calculations for Budgetary Resources Window Description

Table 15–31 *Report Line Calculations for Budgetary Resources Window Description*

Field Name	Type	Features	Description
Calculation Sequence Number	conditionally required		calculation sequence number; can only access if type is Subtotal or Total
Operator	required	drop-down list	calculation type; plus (+), minus (-), or sum.
Low	required	list of values	report line numbers and calculation sequence numbers for selected line for low range Users can select a mix of report lines and calculations sequences. For example, select a Low that is a Report Line Number and a High that is a Calculation Sequence Number. At least one Low-High range must be given for each line that is a Subtotal or Total type. Users must save each calculation sequence record before entering the next row. Users cannot delete a record where the calculation sequence number is in another Low / High range. Users must first delete the record where the sequence number is in the Low / High range.

Table 15-31 Report Line Calculations for Budgetary Resources Window Description

Field Name	Type	Features	Description
High	required	list of values	report line numbers and calculation sequence numbers for selected line for high range Users can select a mix of report lines and calculations sequences. For example, select a Low that is a Report Line Number and a High that is a Calculation Sequence Number. At least one Low-High range must be given for each line that is a Subtotal or Total type. Users must save each calculation sequence record before entering the next row. Users cannot delete a record where the sequence number is in another Low / High range. Users must first delete the record where the sequence number is in the Low / High range.
Budget Col.	optional	check box	indicates that the calculation for the report detail line is applicable to the Budgetary column in the Statement of Budgetary Resources
NBFA Col	optional	check box	indicates that the calculation for the report detail line is applicable to the Non-Budgetary Financing Account column in the Statement of Budgetary Resources

Report Line Calculations for Changes in Net Position Window

Figure 15–28 *Report Line Calculations for Changes in Net Position Window*

Calculation Sequence Number	Operator	Low	High	Cum Res	Unexp Approp
1	Plus(+)			☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐

Report Line Calculations for Changes in Net Position Window Description

Table 15–32 *Report Line Calculations for Changes in Net Position Window Description*

Field Name	Type	Features	Description
Calculation Sequence Number	conditionally required		calculation sequence numbering only access window if type is Subtotal or Total
Operator	required	drop-down list	calculation type; plus (+), minus (-), or sum
Low	required	list of values	report line numbers and calculation sequence numbers for selected line for low range Users can select a mix of report lines and calculations sequences. For example, select a Low that is a Report Line Number and a High that is a Calculation Sequence Number. At least one Low-High range must be given for each line that is a Subtotal or Total type. Users must save each calculation sequence record before entering the next row. Users cannot delete a record where the calculation sequence number is in another Low / High range. Users must first delete the record where the sequence number is in the Low / High range.

Table 15–32 Report Line Calculations for Changes in Net Position Window Description

Field Name	Type	Features	Description
High	required	list of values	report line numbers and calculation sequence numbers for selected line for high range Users can select a mix of report lines and calculations sequences. For example, select a Low that is a Report Line Number and a High that is a Calculation Sequence Number. At least one Low-High range must be given for each line that is a Subtotal or Total type. Users must save each calculation sequence record before entering the next row. Users cannot delete a record where the sequence number is in another Low / High range. Users must first delete the record where the sequence number is in the Low / High range.
Cum Res	optional	check box	indicates that the calculation for the report detail line is applicable to the cumulative results in column
Unexp Approp	optional	check box	indicates that the calculation for the report detail line is applicable to the unexpended appropriations in column

Footnotes Window

Figure 15–29 Footnotes Window



Footnotes Window Description

Table 15–33 *Footnotes Window Description*

Field Name	Type	Features	Description
[Text Box]	optional		note associated with a given line that appears as a footnote at the end of a financial statement

Enhanced Transaction Codes Setup

This chapter describes how to set up enhanced transaction codes. The following sections are in this chapter:

- [Definition](#)
- [Purpose](#)
- [Setting Up Enhanced Transaction Codes in Receivables Procedure](#)
- [Define Enhanced Transactions Window, Receivables](#)
- [Define Enhanced Transactions Window Description, Receivables](#)
- [Setting Up Enhanced Transaction Codes in Payables and Purchasing Procedure](#)
- [Define Enhanced Transactions Window, Payables and Purchasing](#)
- [Define Enhanced Transactions Window Description, Payables and Purchasing](#)
- [Setting Up Enhanced Transaction Codes in Federal Financials Procedure](#)
- [Define Enhanced Transactions Window, Federal Financials](#)
- [Define Enhanced Transactions Window Description, Federal Financials](#)

Definition

Enhanced transaction codes are set up and defined in Oracle U.S. Federal Financials and used in Oracle Public Sector Receivables, Oracle Public Sector Payables, Oracle Public Sector Purchasing, and Federal Financials for various transactions. The setup for Payables and Purchasing is identical, whereas the setup for Receivables and Federal Financials is different.

Purpose

Setting up enhanced transaction codes enables users to define accounting rules based on a combination of parameters that are linked to different transactions and transaction events.

Users begin by defining the form activity. This activity refers to one of several business activities in Receivables, Payables, Purchasing, or Federal Financials that can be processed in a window.

The following activities are predefined for enhanced transaction codes in Receivables:

- transactions including invoices, debit memos, credit memos, credit transactions, and commitments
- miscellaneous collections and receipts
- invoice collections
- adjustments and chargebacks
- tax and freight

The following activities are predefined for enhanced transaction codes in Payables:

- matched invoices
- unmatched invoices
- payment batches
- payments

The following activities are predefined for enhanced transaction codes in Purchasing:

- requisitions
- autcreate purchase orders

- standard and planned purchase order
- purchase order releases
- purchase order matched receipts
- other receipts

The following activity is predefined for enhanced transaction codes in Federal Financials:

- cash receipts

Process

The enhanced transaction codes setup process includes setting up the following in Federal Financials:

- [Setting Up Enhanced Transaction Codes for Receivables](#)
- [Setting Up Enhanced Transaction Codes for Payables and Purchasing](#)
- [Setting Up Enhanced Transaction Codes for Federal Financials](#)

Setting Up Enhanced Transaction Codes for Receivables

In setting up enhanced transaction codes for Receivables, users begin by selecting the activity in the Define Enhanced Transactions window. The Define Enhanced Transactions window differs depending on the activity selected.

When entering transactions in the Transactions window, transaction types determine the transaction event. Users can assign several transaction events to one transaction type. Each transaction event can have its own receivable account, revenue account, and one or more transaction codes. This allows users to select a different transaction event for each line item in the Transactions window. In addition, users can specify the following properties for transaction codes:

- default transaction code
- updateable
- required
- show transaction code list

When setting up transaction events for credit transactions, users select Transactions in the Activity Name field and leave the Transaction Type and Revenue Account fields blank.

If users want to define default accounts for transaction events, the following rule applies:

- Users set up the revenue account in the Revenue Account field and leave the Receivable Account field blank. The receivable account defaults from the transaction type.

Setting Up Enhanced Transaction Codes for Payables and Purchasing

In setting up enhanced transaction codes for Payables and Purchasing, users begin by selecting the activity in the Define Enhanced Transactions window. The Define Enhanced Transactions window differs depending on the activity selected.

Users specify the Responsibility and User using one of the following combinations:

- Use the Responsibility and User combination together to specify a tighter restriction on the use of a transaction event.
- Use the Responsibility and User individually to specify only the Responsibility or the User for which a transaction event is available for use.
- Leave the Responsibility and User fields blank to make a transaction event available to all users except for any users and responsibilities specified for another transaction event.

Some activities allow a charge account to be specified for a transaction event.

Each transaction event can have one or more transaction codes assigned to it. Users can also specify the following properties for transaction codes:

- default transaction code
- updateable
- required
- show transaction code list

Setting Up Enhanced Transaction Codes for Federal Financials

In setting up enhanced transaction codes for Federal Financials, users begin by selecting the activity in the Define Enhanced Transactions window. The Define Enhanced Transactions window differs depending on the activity selected.

Users can assign one or more transaction codes to each transaction event. Users can also specify the following properties for transaction codes:

- default transaction code

- updateable
- required
- show transaction code list

Setting Up Enhanced Transaction Codes in Receivables Procedure

To set up enhanced transaction codes in Receivables, perform the following steps.

1. In Federal Financials, navigate to the Define Enhanced Transactions window as follows:

Setup – Accounts - Enhanced Transactions

2. Enter data in each field of the Define Enhanced Transactions window as described in [Table 16–1](#), page 16-8.
3. Save or save and continue as follows:
File – Save or **Save and Proceed**
4. Close the window.

Define Enhanced Transactions Window, Receivables

Figure 16–1 Define Enhanced Transactions Window, Receivables

Define Enhanced Transactions

Application: **Oracle Public Sector Receivables** Activity Name: **Adjustment/Chargeback**

Events

Transaction Event: **Adjustment** Description: **Adjustment**

Default Transaction Code: **AR Inv1** ☐ Required ☒ Updateable ☒ Transaction Code List

Transaction Code List

Transaction Code	Description
AR Inv1	Federal Invoice

Define Enhanced Transactions Window Description, Receivables

Table 16–1 Define Enhanced Transactions Window Description, Receivables

Field Name	Type	Features	Description
Application	required	list of values	Oracle application name
Activity Name	required	list of values	business activity
Transaction Type	optional	list of values	transaction type; appears when Transactions selected in Activity Name field
Events Region			
Transaction Event	required		user-defined event based on accounting events in organization; associated with a transaction type or form activity
Description	optional		describes transaction event
Receivable Account	optional	list of values: accounting flexfield window	default receivable account for transaction event; appears when Transactions selected in Activity Name field Note: Leave blank.
Revenue Account	optional	list of values: accounting flexfield window	default revenue account for a transaction event; field appears when Transactions selected in Activity Name field
Default Transaction Code	optional	list of values	default transaction code for transaction event
Required	optional	check box	indicates a default transaction code is required for a transaction event Note: If required, the Default Transaction Code field must be entered to save the record.
Updateable	optional	check box	indicates the default transaction code can be updated for a transaction event in other windows

Table 16–1 Define Enhanced Transactions Window Description, Receivables

Field Name	Type	Features	Description
Transaction Code List	optional	check box	indicates whether additional transaction codes other than the default transaction code can be assigned to a transaction event Note: If the Transaction Code List is selected, Oracle Corporation recommends that users select updateable as well so that the Transaction Code list can be updated. However, this is not required.
[Descriptive Flexfield]	optional		user-customization field
Transaction Code List Region			
Transaction Code	optional	list of values	lists all transactions codes assigned to a transaction event
Description	display only		General Ledger transaction code description

Setting Up Enhanced Transaction Codes in Payables and Purchasing Procedure

To set up enhanced transaction codes in Payables and Purchasing, perform the following steps.

1. In Federal Financials, navigate to the Define Enhanced Transactions window as follows:

Setup – Accounts - Enhanced Transactions

2. Enter data in each field of the Define Enhanced Transactions window as described in [Table 16-2](#), page 16-13.
3. Save or save and continue as follows:

File – Save or Save and Proceed

4. Close the window.

Define Enhanced Transactions Window, Payables and Purchasing

Figure 16–2 Define Enhanced Transactions Window, Payables

The screenshot shows the 'Define Enhanced Transactions' window. At the top, the title bar reads 'Define Enhanced Transactions'. Below the title bar, there are four input fields: 'Application' with the value 'Oracle Public Sector Payables', 'Activity Name' with the value 'Matched Invoice', 'User Name' with the value 'ABEYER', and 'Responsibility Name' with the value 'Payables Manager'. Below these fields is a section titled 'Events'. Inside the 'Events' section, there are two input fields: 'Transaction Event' with the value '00115' and 'Description' which is empty. Below these fields are three checkboxes: 'Default Transaction Code' with the value 'Inv Exp2', 'Required' (unchecked), 'Updateable' (checked), and 'Transaction Code List' (checked). Below the 'Events' section is a section titled 'Transaction Code List'. This section contains a table with two columns: 'Transaction Code' and 'Description'. The first row of the table has the values 'Inv Exp2' and 'Invoice for Expense Item'. There are two empty rows below the first row.

Transaction Code	Description
Inv Exp2	Invoice for Expense Item

Figure 16-3 Define Enhanced Transactions Window, Purchasing

The screenshot shows the 'Define Enhanced Transactions' window. At the top, the title bar reads 'Define Enhanced Transactions'. Below the title bar, there are four input fields: 'Application' with the value 'Oracle Public Sector Purchasing', 'Activity Name' with 'Standard/Planned PO', 'User Name' with 'ABEYER', and 'Responsibility Name' with 'Purchasing Buyer'. Below these fields is a section titled 'Events'. Inside this section, there are three input fields: 'Transaction Event' with 'PO-110', 'Description' (empty), and 'Charge Account' with '2000.0100A.4201.0000.01.0001.P'. Below these fields are three checkboxes: 'Default Transaction Code' with 'Inv Asset2', 'Required' (checked), 'Updateable' (unchecked), and 'Transaction Code List' (unchecked). To the right of these checkboxes is a vertical scrollbar. Below the 'Events' section is a section titled 'Transaction Code List'. This section contains a table with two columns: 'Transaction Code' and 'Description'. The table has three rows, all of which are empty.

Transaction Code	Description

Define Enhanced Transactions Window Description, Payables and Purchasing

Table 16–2 Define Enhanced Transactions Window Description, Payables and Purchasing

Field Name	Type	Features	Description
Application	required	list of values	Oracle application name
Activity Name	required	list of values	business activity
User Name	optional	list of values	user name; appears after activity selected in Activity Name field
Responsibility Name	optional	list of values	responsibility defined in Oracle Applications System Administration; appears after activity selected in Activity Name field
Events Region			
Transaction Event	required		user-defined event based on accounting events in organization; associated with a form activity
Description	optional		describes transaction event
Charge Account	optional	list of values: accounting flexfield window	charge account; appears in Purchasing when the following activities are selected: Requisitions, Standard /Planned Purchase Orders, and Releases
Default Transaction Code	optional	list of values	default transaction code for transaction event
Required	optional	check box	indicates a default transaction code is required for a transaction event Note: If required, the Default Transaction Code field must be entered to save the record.
Updateable	optional	check box	indicates the default transaction code can be updated for a transaction event in other windows
Transaction Code List	optional	check box	indicates if additional transaction codes other than the default transaction code can be assigned to a transaction event
[Descriptive Flexfield]	optional		user-customization field

Table 16–2 Define Enhanced Transactions Window Description, Payables and Purchasing

Field Name	Type	Features	Description
Transaction Code List Region			
Transaction Code	optional	list of values	lists all the transactions codes assigned to a transaction event
Description	display only		General Ledger transaction code description

Setting Up Enhanced Transaction Codes in Federal Financials Procedure

To set up enhanced transaction codes in Federal Financials, perform the following steps.

1. In Federal Financials, navigate to the Define Enhanced Transactions window as follows:

Setup – Accounts - Enhanced Transactions

2. Enter data in each field of the Define Enhanced Transactions window as described in [Table 16–1](#), page 16-17.
3. Save or save and continue as follows:

File – Save or Save and Proceed

4. Close the window.

Define Enhanced Transactions Window, Federal Financials

Figure 16–4 Define Enhanced Transactions Window, Federal Financials

Define Enhanced Transactions

Application: **Oracle Federal Financials** Activity Name: **Cash Receipts**

Events

Transaction Event: **Fed Cash Receipt** Description: **Fed Cash Receipts**

Default Transaction Code: **Collect1** ☐ Required ☒ Updateable ☒ Transaction Code List

Transaction Code List

Transaction Code	Description
Collect1	Std Collection

Define Enhanced Transactions Window Description, Federal Financials

Table 16–3 Define Enhanced Transactions Window Description, Federal Financials

Field Name	Type	Features	Description
Application	required	list of values	Oracle application name
Activity Name	required	list of values	business activity
Events Region			
Transaction Event	required		user-defined event based on accounting events in organization; associated with a transaction type or form activity
Description	optional		describes transaction event
Default Transaction Code	optional	list of values	default transaction code for transaction event
Required	optional	check box	indicates a default transaction code is required for a transaction event Note: If required, the Default Transaction Code field must be entered to save the record.
Updateable	optional	check box	indicates the default transaction code can be updated for a transaction event in other windows
Transaction Code List	optional	check box	indicates if additional transaction codes other than the default transaction code can be assigned to a transaction event Note: If the Transaction Code List is selected, Oracle Corporation recommends that users select updateable as well so that the Transaction Code list can be updated. However, this is not required.
[Descriptive Flexfield]	optional		user-customization field
Transaction Code List Region			
Transaction Code	optional	list of values	lists all transactions codes assigned to a transaction event
Description	display only		General Ledger transaction code description

Payment Terms Types Setup

This chapter describes how to set up payment term options. The following sections are in this chapter:

- [Definition](#)
- [Purpose](#)
- [Prerequisites](#)
- [Defining Payment Terms Types Procedure](#)
- [Define Payment Terms Types Window](#)
- [Define Payment Terms Types Window Description](#)

Definition

The Define Payment Terms Types window specifies payment terms for the Due Date Calculation process. The payment term automatically calculates the payment due date in compliance with the Prompt Payment Act.

The Prompt Payment Act requires federal agencies to calculate the payment due date of a vendor invoice by using the later of the date the invoice was received or the date goods or services were accepted by the agency. The payment period begins with the date selected.

Purpose

Payment Terms Types are required to run the following:

- due date calculation
- Prompt Payment Statistical Report
- Payments Without Reason Codes Report

The Terms Type option, specified in the Define Payment Terms Types window, is required for Due Date Calculation and for compliance with the Prompt Payment Act.

The Payment Terms Type also defaults to purchase orders and invoices generated for a specific vendor.

Note: If Prompt Pay is not selected as the Payment Terms Type, invoices are not included in the due date calculation, and the Terms Date Basis in the standard Payables is used as the due date.

Prerequisites

- ❑ Payment terms must be set up in Payables before processing payments for the first time.

To define payment terms, see [Step 8. Define Payment Terms](#), page 3-16.

- ❑ Invoice Received Date must be selected as the Terms Date Basis in the Supplier region of the Payables Options window before processing payments for the first time. This must be set up in Payables.

To define system options and defaults, see [Step 10. Define Payables Options](#), page 3-16.

Defining Payment Terms Types Procedure

To define payment terms options, perform the following steps.

1. In Federal Financials, navigate to the Define Payment Terms Types window as follows:

Payables Management - Define - Payment Terms Types

2. Enter data in each field of the window as described in [Table 17-1](#), page 17-6.
3. Save or save and continue as follows:
File - Save or **Save and Proceed**
4. Close the window.

Define Payment Terms Types Window

Figure 17-1 Define Payment Terms Types Window

The screenshot shows a window titled "Define Payment Terms Types". It contains two main sections: "AP Terms" and "Payment Terms Types".

AP Terms

- Name:
- Description:

Payment Terms Types

- Terms Type:
- Description:
- Constructive Acceptance Days:
- Invoice Return Days: ☐

Define Payment Terms Types Window Description

Table 17-1 Define Payment Terms Types Window Description

Field Name	Type	Features	Description
AP Terms Region			
Name	required	list of values	terms
Description	default, display only		description of terms
Payment Terms Types Region			
Terms Type	required	list of values	payment terms types
Description	default, display only		describes payment terms type
Constructive Acceptance Days	optional		number of days to accept goods or services after receipt of goods or services
Invoice Return Days	optional		number of days to return invoice when defective supplier invoices are returned
[Descriptive Flexfield]	optional		user-customization field

Holiday and Non-Working Dates Setup

This chapter describes setup of holiday and non-working dates. The following sections are in this chapter:

- [Definition](#)
- [Purpose](#)
- [Defining Holiday / Non-Working Dates Procedure](#)
- [Holiday / Non-Working Dates Window](#)
- [Holiday / Non-Working Dates Window Description](#)

Definition

In the Holiday / Non-Working Dates window, users enter nonworking or holiday dates to be used in the Prompt Payment Due Date Calculation process.

For information on the Prompt Payment Due Date Calculation process, see [Prompt Payment Process](#), page 40-1.

Purpose

The Holiday / Non-Working Dates window enables users to enter and update dates to be used in the calculation of Payable Invoice due date.

Note: Weekends do not need to be entered in the Holiday / Non-Working Dates window. The Prompt Payment Due Date Calculation process considers weekends in the calculation of the payable invoice due date.

Defining Holiday/Non-Working Dates Procedure

To define the holidays and non-working days for the agency, perform the following steps.

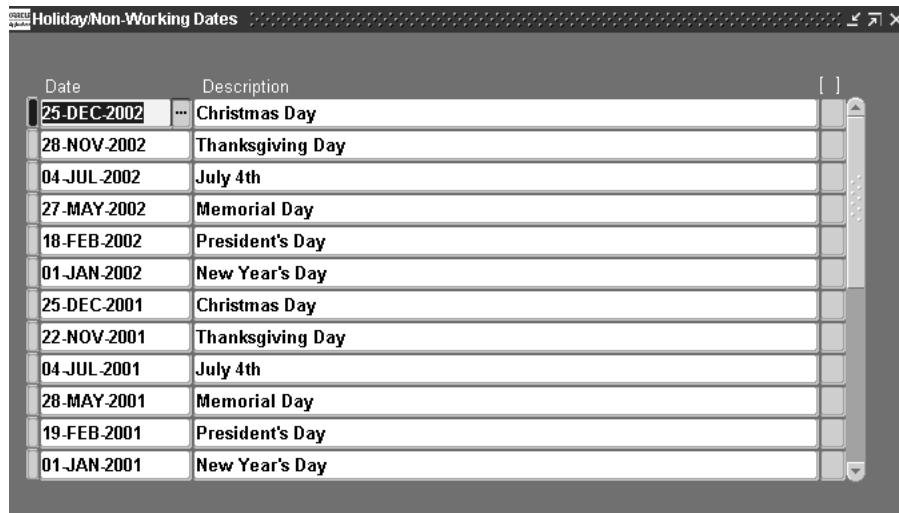
1. In Federal Financials, navigate to the Holiday / Non-Working Dates window as follows:

Payables Management - Define - Holiday/Non-Working Dates

2. Enter data in each field of the Holiday / Non-Working Dates window as described in [Table 18-1](#), page 18-5.
3. Save or save and continue as follows:
File - Save or **Save and Proceed**
4. Close the window.

Holiday/Non-Working Dates Window

Figure 18–1 Holiday/Non-Working Dates Window



The screenshot shows a window titled "Holiday/Non-Working Dates". It contains a table with two columns: "Date" and "Description". The table lists various holidays and non-working dates from 2001 to 2002. The first row is highlighted with a mouse cursor.

Date	Description
25-DEC-2002	Christmas Day
28-NOV-2002	Thanksgiving Day
04-JUL-2002	July 4th
27-MAY-2002	Memorial Day
18-FEB-2002	President's Day
01-JAN-2002	New Year's Day
25-DEC-2001	Christmas Day
22-NOV-2001	Thanksgiving Day
04-JUL-2001	July 4th
28-MAY-2001	Memorial Day
19-FEB-2001	President's Day
01-JAN-2001	New Year's Day

Holiday/Non-Working Dates Window Description

Table 18–1 *Holiday/Non-Working Dates Window Description*

Field Name	Type	Features	Description
Date	required	list of values: pop-up calendar	date of holiday or other date that must not be considered for use in due date calculation
Description	optional		description of date field; for example, President's Day
[Descriptive Flexfield]	optional		user-customization field

Holiday/Non-Working Dates Window Description

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Current Value of Funds Setup

This chapter describes setting up current value of funds rates. The following sections are in this chapter:

- [Definition](#)
- [Purpose](#)
- [Prerequisites](#)
- [Defining Current Value of Funds Procedure](#)
- [Define Fund Rates Window](#)
- [Define Fund Rates Window Description](#)

Definition

In the Define Fund Rates window, users enter and view the current value of funds rate or average annual rate of Department of Treasury tax and loan accounts. The rate determines whether it is beneficial to take a vendor discount for early payment.

Purpose

The Define Fund Rates window is required to run the Economically Beneficial Discount.

Prerequisites

- ❑ Access to the Define Fund Rates window is required.

To define users in Oracle Applications System Administration that have access to the Define Fund Rates window, see [Step 2. Create Additional Users, Oracle U.S. Federal Financials Setup Overview](#), page 3-9.

Defining Current Value of Funds Procedure

The Current Value of Funds procedure includes the following parts:

- [Entering Fund Rates](#)
- [Viewing Fund Rates](#)

Entering Fund Rates

To enter a new current value of funds rate, perform the following steps.

1. In Federal Financials, navigate to the Define Fund Rates window as follows:

Setup - Appropriation - Rates

2. Enter data in each field of the Define Fund Rates window as described in [Table 19-1](#), page 19-6.
3. Save or save and continue as follows:
File - Save or **Save and Proceed**
4. Close the window.

Note: Once saved, current value of funds rates cannot be modified or deleted. If an incorrect rate is entered and saved, a new rate starting the next day can be entered.

Viewing Fund Rates

To view current value of funds rates, perform the following steps.

1. In Oracle U.S. Federal Financials, navigate to the Define Fund Rates window as follows:
Setup - Appropriation - Rates
2. View the fund rates displayed in the Value of Funds History region.
3. Scroll through the list to find the rate for a specific period.

Define Fund Rates Window

Figure 19–1 Define Fund Rates Window

The screenshot shows a window titled "Define Fund Rates". At the top, there are two input fields: "New Rate" with the value "12.00%" and "Effective Date" with the value "01-OCT-2000". Below these is a section titled "Funds Rate History" which contains a table with three columns: "Rate %", "From", and "To". The table has 10 rows. The first row contains the values "10.00" and "01-JAN-1990" in the "Rate %" and "From" columns respectively, while the "To" column is empty. The remaining 9 rows are empty. A vertical scrollbar is visible on the right side of the table.

Rate %	From	To
10.00	01-JAN-1990	

Define Fund Rates Window Description

Table 19–1 Define Fund Rates Window Description

Field Name	Type	Features	Description
New Rate	required		new fund rate
Effective Date	required	list of values: pop-up calendar	effective start date of new rate; must be later than most recent start date Note: only one rate per start date
Funds Rate History Region			
Rate %	display only		fund rate
Effective Dates Region			
From	display only		start date for this rate; must be today's date or later
To	display only		end date for this rate Note: blank for current rate

Treasury Offset Exclusion Setup

This chapter describes the Treasury Offset Program (TOP) setup. The following sections are in this chapter:

- [Definition](#)
- [Purpose](#)
- [Excluding Payments from Agency Offset Procedure](#)
- [Treasury Offset Exclusion Criteria Window](#)
- [Treasury Offset Exclusion Criteria Window Description](#)

Definition

The Treasury Offset Program (TOP) is a centralized debt collection program developed by the Financial Management Service (FMS) and operated through its Regional Financial Centers (RFCs). TOP is designed to assist agencies in the collection of delinquent debt owed to the Federal government. TOP enables the RFCs to match delinquent debtor files against payment files. When a match occurs, the payment is intercepted and the debt is offset up to the amount of the debt.

Purpose

In the Treasury Offset Exclusion Criteria window, users can exclude payments from agency offset based on the following user-defined criteria:

- supplier name, supplier number, supplier site
- supplier types
- accounting distributions
- pay group

Treasury payment formats contain a TOP Offset Eligibility flag that identifies payment records that are subject to offset.

Excluding Payments from Agency Offset Procedure

To exclude payments from agency offset, perform the following steps:

1. In Federal Financials, navigate to the Treasury Offset Exclusion Criteria window as follows:
Payables Management - Define - Treasury Offset Exclusion Criteria
2. Enter data in the Treasury Offset Exclusion Criteria window as described in [Table 20-1](#), page 20-7.
3. Save or save and continue as follows:
File - Save or Save and Proceed
4. Close the window.

Treasury Offset Exclusion Criteria Window

Figure 20-1 Treasury Offset Exclusion Criteria Window, Suppliers Region

Window Title: Treasury Offset Exclusion Criteria

Show: **Suppliers**

Supplier Name	Supplier Number	Supplier Site	Effective Dates		[]
			Start	End	
Star Gate Ltd	1004	SAN JOSE	20-AUG-2002		☐
Office Supplies, Inc.	1008	REDWOOD SHO	01-JUL-2002		☐
Capp Consulting	1006	SAN JOSE		...	☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐

Figure 20–2 Treasury Offset Exclusion Criteria Window, Supplier Types Region

Treasury Offset Exclusion Criteria

Show **Supplier Types**

Supplier Type		Effective Dates		
		Start	End	[]
☒	Insurance	20-AUG-2002		
☒	Employee	01-MAR-2002		
☒	Federal	01-JAN-2002		
☐	...			
☐				
☐				
☐				
☐				
☐				
☐				

Figure 20–3 Treasury Offset Exclusion Criteria Window, Accounting Region

Treasury Offset Exclusion Criteria

Show **Accounting**

Accounting Distributions		Effective Dates		
From	To	Start	End	[]
☒	01-000-1000-1200-100	06-120-1000-1200-100	20-AUG-2002	...
☐				
☐				
☐				
☐				
☐				
☐				
☐				

Figure 20–4 Treasury Offset Exclusion Criteria Window, Pay Groups Region

The screenshot shows a window titled "Treasury Offset Exclusion Criteria". At the top, there is a "Show" dropdown menu set to "Pay Groups". Below this is a table with the following columns: "Pay Group", "Effective Dates" (subdivided into "Start" and "End"), and a column with checkboxes. The table contains the following data:

Pay Group	Effective Dates Start	Effective Dates End	Checkbox
CTX ACH			☐
ECS ACH	05-APR-2002		☐
FACTS I	25-FEB-2002		☐
Employee	01-JAN-2002		☐
			☐
			☐
			☐
			☐
			☐
			☐

Treasury Offset Exclusion Criteria Window Description

Table 20–1 Treasury Offset Exclusion Criteria Window Description

Field Name	Type	Features	Description
Suppliers Region			
Supplier Name	required	list of values	supplier name; includes suppliers with active pay sites for the operating unit associated with the user's responsibility Note: Enter Supplier Name or Supplier Number. Supplier Name is automatically entered if the Supplier Number is selected from the list of values.
Supplier Number	required	list of values	supplier number Note: Enter Supplier Name or Supplier Number. Supplier Name is automatically entered if the Supplier Number is selected from the list of values.
Supplier Site	required	list of values	corresponding vendor sites for the supplier name per the operating unit associated with the user's responsibility. The value All signifies that all supplier sites for the supplier are exempt from agency offset. This field is not enabled until after a supplier name or supplier number is entered.
Effective Dates Region			
Start	optional	list of values: calendar	effective start date
End	optional	list of values: calendar	effective end date
[Descriptive Flexfield]	optional		user-customization field
Supplier Types Region			
Supplier Type	required	list of values	supplier type. For example, if users select Commercial as the supplier type, then all invoices with suppliers designated as commercial suppliers are exempt from Treasury offset.
Effective Dates Region			
Start	optional	list of values: calendar	effective start date

Table 20-1 Treasury Offset Exclusion Criteria Window Description

Field Name	Type	Features	Description
End	optional	list of values: calendar	effective end date
[Descriptive Flexfield]	optional		user-customization field
Accounting Region, Accounting Distributions			
From	required	list of values: Accounting Flexfield window	accounting distribution low value; Accounting Flexfield definition by which payments can be excluded from the Treasury offset process; not all segments require entry If users enter values in the From field, then the values default to the To field and users can change them.
To	required	list of values: Accounting Flexfield window	accounting distribution high value; Accounting Flexfield definition by which payments can be excluded from the Treasury offset process; not all segments require entry If users enter values in the From field, then the values default to the To field and users can change them.
Effective Dates Region			
Start	optional	list of values: calendar	effective start date
End	optional	list of values: calendar	effective end date
[Descriptive Flexfield]	optional		user-customization field
Pay Groups Region			
Pay Group	required	list of values	pay group. For example, if the pay group is designated as ECS CK, then all invoices with a pay group set to ECS CK are exempt from Treasury offset.
Effective Dates Region			

Table 20–1 Treasury Offset Exclusion Criteria Window Description

Field Name	Type	Features	Description
Start	optional	list of values: calendar	effective start date
End	optional	list of values: calendar	effective end date
[Descriptive Flexfield]	optional		user-customization field

Employee Payment Type Mapping Setup

This chapter describes the employee payment type mapping setup. The following sections are in this chapter:

- [Definition](#)
- [Purpose](#)
- [Prerequisites](#)
- [Mapping Employee Payment Type Procedure](#)
- [Employee Payment Type Mapping Window](#)
- [Employee Payment Type Mapping Window Description](#)

Definition

In the Employee Payment Type Mapping window, enables users report the ECS payment type on the ECS PPD and PPD+ Employee Payment Formats and the ECS NCR Check Payment Format. This is accomplished by mapping the pay groups established in the Oracle Public Sector Purchasing Lookup window to the ECS Payment Types defined by the Financial Management System (FMS). One ECS payment type can be associated with multiple pay groups.

Purpose

The following steps describe the process related to the Employee Payment Type Mapping window:

1. Users enter the different Employment Payment Types as part of the QuickCodes for Pay Group in the Oracle Public Sector Purchasing Lookup window.

To define Pay Group lookup codes, see [Defining Lookup Codes](#), *Oracle Public Sector Purchasing*.

2. In the Employee Payment Type Mapping window, users map the Pay Groups entered to the seeded values for the ECS Employee Payment Type.
3. Users process invoices and select the corresponding Pay Group for their employee payments.
4. Once the Payment Batch is generated, it extracts the value for the Pay Group in the invoice and points to the Employee Payment Type Mapping window to report the established value for the selected Pay Group in the payment file.

Prerequisites

- ❑ Define the Pay Groups required for ECS PPD / PPD+ and NCR Check payment formats and the Employee Payment Types for Pay Groups in the Oracle Public Sector Purchasing Lookup window.

To define Pay Groups, see [Step 28B. Define Oracle Public Sector Purchasing Lookups](#), page 3-38.

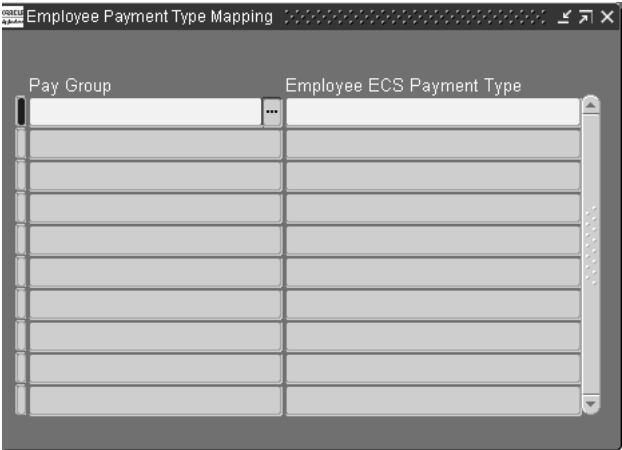
Mapping Employee Payment Type Procedure

To map Pay Groups to ECS Employee Payment Types, perform the following steps.

1. In Federal Financials, navigate to the Employee Payment Type Mapping window as follows:
Payables Management - Define - Employee Payment Type Mapping
2. Enter data in the Employee Payment Type Mapping as described in [Table 21-1](#), page 21-6.
3. Save or save and continue as follows:
File - Save or Save and Proceed
4. Close the window.

Employee Payment Type Mapping Window

Figure 21-1 Employee Payment Type Mapping Window



Employee Payment Type Mapping Window Description

Table 21–1 *Employee Payment Type Mapping Window Description*

Field Name	Type	Features	Description
Pay Group	required	list of values	Pay Groups
Employee ECS Payment Type	required	list of values	employee ECS payment type, such as salary, tax, or travel

Receivables and Payables Netting Setup

This chapter describes how to set up receivables and payables netting. The following sections are in this chapter:

- [Definition](#)
- [Purpose](#)
- [Prerequisites](#)
- [Setting Up Oracle Public Sector Receivables Eligibility Procedure](#)
- [Receivables Eligibility Window](#)
- [Receivables Eligibility Window Description](#)
- [Setting Up Customer and Vendor Cross References Procedure](#)
- [Customer Vendor Cross Reference Window](#)
- [Customer Vendor Cross Reference Window Description](#)

Definition

Receivables and payables netting enables agencies to manage the collection of receivables by offsetting receivables against payables for vendors who are also customers of the agency.

In setting up receivables and payables netting, agencies define the conditions for receivables and payables that are eligible for offset.

Purpose

Receivables and Payables Netting setup includes the following:

- [Oracle Public Sector Receivables Eligibility](#)
- [Customer and Vendor Cross References](#)

Oracle Public Sector Receivables Eligibility

Agencies must define rules to determine the receivables invoices that are eligible for offset.

In the Receivables Eligibility window, the user performs the following tasks:

- enters range for the number of days past due when an invoice normally becomes eligible for offset
- identifies collector call action codes that are always excluded from offset
For example, collector call action codes for Dispute, Hold, or Sent to Debt Management can be excluded from offset.
- identifies collector call action codes that are always included for offset regardless of the number of days an invoice is past due
For example, collector call action codes for Immediate Offset or Debt Management Approved for Offset can be included for offset.

Customer and Vendor Cross References

To be eligible for offset, the receivables and related payables must be related to the same customer and vendor.

Agencies must create cross reference information for customers who are also vendors. The cross reference link information identifies and matches appropriate receivables and payables invoices for a customer who is also a vendor.

Agencies create cross references in the Customer Vendor Cross Reference window.

Prerequisites

- ❑ The Oracle Public Sector Payables Lookup type CHECK BATCH STATUS and the values AR/ AP NETTING must have been created during installation.
- ❑ The Oracle Public Sector Payables Lookup type SOURCE and the value AR/ AP Netting must have been created during installation.
- ❑ The Oracle Public Sector Receivables Lookup type INVOICING_REASON and the value AR/ AP Netting must have been created during installation.
- ❑ The Line Transaction Flexfield must be defined in Oracle Public Sector Receivables.

To define the Line Transaction Flexfield, see [Step 12. Define Transaction Flexfield Structure](#), page 3-19.

- ❑ Receivables and payables netting collector call actions must be defined in Oracle Public Sector Receivables.

To define receivables and payables netting collector call actions, see [Step 13. Define Lookups](#), page 3-24.

- ❑ The transaction type CM-AR/ AP Netting must have been created in Oracle Public Sector Receivables.

To create the transaction type CM-AR/ AP Netting, see [Step 16. Define Transaction Types](#), page 3-25.

- ❑ An invoice source for receivables and payables netting must be defined in Oracle Public Sector Receivables.

To define an invoice source for receivables and payables netting, see [Step 17. Define Transaction Sources](#), page 3-27.

- ❑ A unit of measure for EACH must be defined in Oracle Public Sector Receivables.

To define units of measure, see [Step 25. Define Units of Measure](#), page 3-35.

- ❑ Setup of AutoInvoice must be completed in Oracle Public Sector Receivables.

To set up AutoInvoice, see [Overview of AutoInvoice](#), *Oracle Public Sector Receivables User's Guide*.

Prerequisites

- ❑ Setup of the Oracle Public Sector Payables Open Interface Import process must be completed in Oracle Public Sector Payables.

To set up the Open Interface Import process, see [Submitting the Payables Open Interface Import](#), *Oracle Public Sector Payables User's Guide*.

Setting Up Oracle Public Sector Receivables Eligibility Procedure

To set up Oracle Public Sector Receivables eligibility, perform the following steps.

1. In Federal Financials, navigate to the Receivables Eligibility window as follows:
Receivables Management - Define - AR/AP Netting - Receivables Eligibility
2. Enter data in each field of the Receivables Eligibility window as described in [Table 22-1](#), page 22-7.
3. Save or save and continue as follows:
File - Save or **Save and Proceed**
4. Close the window.

Receivables Eligibility Window

Figure 22-1 Receivables Eligibility Window

The screenshot shows the 'Receivables Eligibility' window with the following sections:

- Invoice Past Due Days:** Low is 0, High is 360.
- Effective Dates:** From is 01-JAN-1990, To is empty.
- Transaction Codes:** AR is AR Inv2, AP is empty with a dropdown arrow.
- Collector Call Action Codes:** A section with two lists:
 - Include:** CREDIT MEMO, followed by five empty rows.
 - Exclude:** XDUNNING, followed by five empty rows.

Receivables Eligibility Window Description

Table 22–1 Receivables Eligibility Window Description

Field Name	Type	Features	Description
Invoice Past Due Days Region			
Low	required		indicates minimum number of days Receivables invoice must be past due to be eligible for offset.
High	optional		indicates maximum number of days Receivables invoice can be past due to be eligible for offset. Value must be greater than value entered in Low field.
Effective Dates Region			
From	required	list of values: pop-up calendar	effective start date for Receivables eligibility setup parameters
To	optional	list of values: pop-up calendar	effective end date for Oracle Public Sector Receivables eligibility setup parameters
Transaction Codes Region			
AR	optional	list of values	default transaction code used to create Receivables credit memos
AP	optional	list of values	default transaction code used to create Receivables debit memos
Collector Call Action Codes Region			
Include	required	list of values	collector call action code that is always included for offset regardless of the number of days the invoice is past due
Exclude	required	list of values	collector call action code that is always excluded from offset

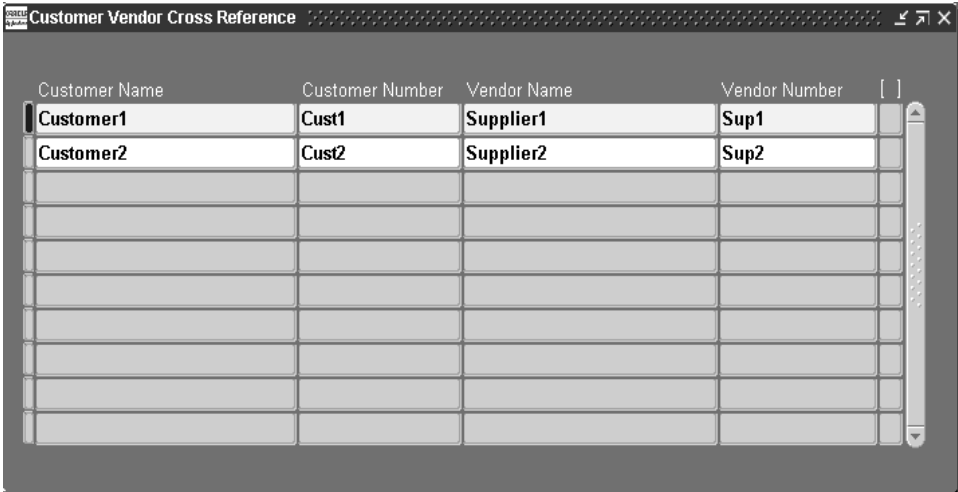
Setting Up Customer and Vendor Cross References Procedure

To set up customer and vendor cross references, perform the following steps.

1. In Federal Financials, navigate to the Customer Vendor Cross Reference window as follows:
Receivables Management - Define - AR/AP Netting - Customer/Vendor Cross Reference
2. Enter information in each field of the Customer Vendor Cross Reference window as described in [Table 22-2](#), page 22-10.
3. To update information for a customer or vendor with an existing cross reference link, enter new vendor or customer information.
4. To delete an existing link, select the link and delete the record as follows:
Edit - Delete
5. Save or save and continue as follows:
File - Save or Save and Proceed
6. Close the window.

Customer Vendor Cross Reference Window

Figure 22-2 Customer Vendor Cross Reference Window



Customer Name	Customer Number	Vendor Name	Vendor Number	
Customer1	Cust1	Supplier1	Sup1	
Customer2	Cust2	Supplier2	Sup2	

Customer Vendor Cross Reference Window Description

Table 22-2 *Customer Vendor Cross Reference Window Description*

Field Name	Type	Features	Description
Customer Name	required	list of values	customer name Note: Enter customer name or customer number. Customer name is automatically entered if customer number selected from list of values. Note: List of values does not include a customer with an existing cross reference link to a vendor.
Customer Number	required	list of values	customer number; automatically entered if customer name selected from list of values
Vendor Name	required	list of values	vendor name Note: Enter vendor name or vendor number. Vendor name is automatically entered if vendor number selected from list of values. Note: List of values does not include a vendor with an existing cross reference link to a customer.
Vendor Number	required	list of values	vendor number; automatically entered if vendor name selected from list of values
Descriptive Flexfield	optional		user-customization field

Delinquent Invoice Referral Setup

This chapter describes the delinquent invoice referral setup. The following sections are in this chapter:

- [Definition](#)
- [Purpose](#)
- [Setting Up the Delinquent Invoice Referral Procedure](#)
- [Delinquent Invoice Referral Definitions Window](#)
- [Delinquent Invoice Referral Definitions Window Description](#)

Definition

In the Delinquent Invoice Referral Definitions window, users define control information to be used during the electronic submission of overdue invoices to Debt Management Services (DMS).

Purpose

The Delinquent Invoice Referral Definitions window stores information required by the Delinquent Invoice Referral process. The window includes the following:

- agency identifier
- program codes
- transmission file count

Setting Up the Delinquent Invoice Referral Procedure

To set up delinquent invoice referral definitions, perform the following steps.

1. In Federal Financials, navigate to the Delinquent Invoice Referral Definitions window as follows:

Receivables Management - Define - Delinquent Invoice Referral Setup

2. Enter data in each field of the Delinquent Invoice Referral Definitions window as described in [Table 23-1](#), page 23-5.
3. Save or save and continue as follows:
File - Save or **Save and Proceed**.
4. Close the window.

Delinquent Invoice Referral Definitions Window

Figure 23–1 Delinquent Invoice Referral Definitions Window

The screenshot shows a software window titled "Delinquent Invoice Referral Definitions". It is divided into three main sections: "Agency Definitions", "Program Code Definitions", and "Assignments".

Agency Definitions

Agency ID	100937612	Account Class	Revenue
Description	Department of Records		
Program Segment	Fund		
File Transmission Count	1	[]	

Program Code Definitions

Program Code	329918	[]
Description	Miscellaneous Agency Receivables	

Assignments

Segment Value	Description	[]
0000	Unspecified	
0001	All Funds	
1001	General Fund	

Delinquent Invoice Referral Definitions Window Description

Table 23–1 Delinquent Invoice Referral Definitions Window Description

Field Name	Type	Features	Description
Agency Definitions Region			
Agency ID	required		agency identifier as defined by DMS. Enter one Agency ID per operating unit. The Agency ID can be changed, but the record cannot be deleted.
Description	optional		agency identifier description
Program Segment	required	list of values	program or activity segment of the Accounting Flexfield. Once the Program Segment value is saved and at least one program code is recorded, Program Segment cannot be changed.
File Transmission Count	display only		indicates how many files have been formatted and transmitted to DMS
Account Class	required	list of values	account class that is used to derive the program segment value; includes Receivable or Revenue. If Revenue is selected, the delinquent referral process obtains the program segment from the first revenue distribution associated with the first invoice line. If Receivable is selected, the program segment is taken from the invoice's first receivable distribution line.
[Descriptive Flexfield]	optional		user-customization field for Agency ID
Program Code Definitions Region			
Program Code	required		program code as assigned by DMS; can be added, updated, and deleted
Description	optional		program code description
[Descriptive Flexfield]	optional		user-customization field for the program code
Assignments Region			
Segment Value	required		segment value from the Program Segment selected in the Agency Definitions region; can only be assigned to one program code within the operating unit
Description	optional		Accounting Flexfield segment description
[Descriptive Flexfield]	optional		user-customization field

Delinquent Invoice Referral Definitions Window Description

Finance Charges Setup

This chapter describes defining finance charges for receivables management. The following sections are in this chapter:

- [Definition](#)
- [Purpose](#)
- [Prerequisites](#)
- [Defining Finance Charges Procedure](#)
- [Define Finance Charges Window, Charges Tab](#)
- [Define Finance Charges Window, Customers Tab](#)
- [Define Finance Charges Window Description](#)

Definition

In the Define Finance Charges window, users enter finance charge types and determine how they are to be applied to customers and invoices.

For information on assigning and accruing finance charges, see [Receivables Management Procedures](#), page 54-1.

Purpose

In the Define Finance Charges window, users enter and update Finance Charge Types and supporting information to be used in assigning and accruing finance charges in receivables management.

Prerequisites

- ❑ Receivables Lookups, Transaction Types, and transaction batch sources must be defined in Oracle Public Sector Receivables.

To define Receivables Lookups, Transaction Types, and transaction batch sources, see [Oracle U.S. Federal Financials Setup Overview](#), page 3-1.

- ❑ If Oracle Applications Multiple Organizations Support has been implemented, Transaction Types must be defined for each organization in Oracle Public Sector Receivables.

To define Transaction Types, see [Step 16. Define Transaction Types](#), page 3-25.

To implement Oracle Applications Multiple Organizations Support, see *Multiple Organizations in Oracle Applications*.

Defining Finance Charges Procedure

To define the finance charges used by the organization, perform the following steps.

1. In Federal Financials, navigate to the Define Finance Charges window as follows:

Receivables Management - Define - Finance Charges

2. Enter data in each field of the Define Finance Charges window as described in [Table 24-1](#), page 24-7.
3. Save or save and continue as follows:
File - Save or Save and Proceed
4. Close the window.

Define Finance Charges Window, Charges Tab

Figure 24-1 Define Finance Charges Window, Charges Tab

Define Finance Charges

Charge Type: **PENALTY** Invoice Suffix: **PEN** ☒ Enabled

Description: **Penalty Charges** Category: **Penalties**

Grace Period: **0** Priority: **10**

First Accrual: **2** Accrual Interval: **1**

Transaction Type: **Federal DM (Penalty)** Batch Source Name: **FED Finance Charges**

Receivable Activity: **Penalty and Admin Charges** Transaction Code: []

Charges Customers

New Charge

Rate %	Amount	Accrual Type	Frequency	Start Date
6.0000		Simple		28-AUG-2002

History

Rate %	Amount	Accrual Type	Frequency	Start Date	End Date
6.0000		Simple		01-JAN-1990	

Define Finance Charges Window, Customers Tab

Figure 24-2 Define Finance Charges Window, Customers Tab

Define Finance Charges

Charge Type: **PENALTY**
Description: **Penalty Charges**
Grace Period: **0**
First Accrual: **2**
Transaction Type: **Federal DM (Penalty)**
Receivable Activity: **Penalty and Admin Charges**

Invoice Suffix: **PEN** ☒ Enabled
Category: **Penalties**
Priority: **10**
Accrual Interval: **1**
Batch Source Name: **FED Finance Charges**
Transaction Code: []

Customers

Customer Class	Enabled
Non-Federal	☒
	☐
	☐
	☐
	☐
	☐
	☐
	☐
	☐

Define Finance Charges Window Description

Table 24–1 Define Finance Charges Window Description

Field Name	Type	Features	Description
Charge Type	required		charge type name to be defined
Description	optional		charge type description
Grace Period	required		additional days before first accrual
First Accrual	required		days beyond due date; must be greater than zero
Transaction Type	required	list of values	debit memo transaction type assigned to the charge type Note: The debit memo is generated to a single fund as directed by the Department of Treasury.
Receivable Activity	required	list of values	receivable activity
Invoice Suffix	required		last digits of invoice number; used at end of debit memo number created for that Finance Charge Type
Enabled	required	check box	indicates charge type in use
Category	optional	drop-down list	categorizes each user-defined finance charge as Additional Interest, Administrative Cost, or Penalty
Priority	required		order of payment among charge types when cash received; lowest priority charge types paid first; must be greater than zero
Accrual Interval	required		days between accruals; must be greater than or equal to zero. Zero signifies a one-time charge.
Batch Source Name	required	list of values	transaction batch source
Transaction Code	optional	list of values	default transaction code used to create finance charge debit memos
[Descriptive Flexfield]	optional		user-customization field
Charges Tab, New Charge Region			
Rate %	required		percentage; not allowed if Amount entered; must be greater than zero
Amount	required		flat amount; not allowed if Rate % entered; must be greater than zero

Table 24–1 Define Finance Charges Window Description

Field Name	Type	Features	Description
Accrual Type	required	list of values	accrual method; only Simple allowed
Frequency	optional		how often accrued; not applicable to Simple accrual
Start Date	required		date charge effective; must be later than last start date for that Charge Type
History Region			
Rate %	display only		percentage; can be updated if End Date is blank
Amount	display only		flat amount; can be updated if End Date is blank
Accrual Type	display only		accrual method
Frequency	display only		how often accrued
Start Date	display only		date charge effective
End Date	display only		date charge ended
Customers Tab			
Customer Class	required	list of values	receivables customer class
Enabled	required	check box	indicates charge type to be accrued for receivables customer class

Receivable Types Setup

This chapter describes how to set up receivable types. The following sections are in this chapter:

- [Definition](#)
- [Purpose](#)
- [Prerequisites](#)
- [Setting Up Receivable Types Procedure](#)
- [Receivable Types Window](#)
- [Receivable Types Window Description](#)

Definition

Linking transaction types to receivable types is a setup procedure in Oracle U.S. Federal Financials. A receivable type is a receivable category.

Receivable types are linked to transaction types in the Receivable Types window. The Receivable Types window includes the following types of receivables:

- direct loans
- defaulted guaranteed loans
- administrative

Purpose

In the Receivable Types window, users associate transaction types defined in Federal Financials to one of three receivable types. The linkage between receivable types and transaction types is required for the following:

- assigning an invoice status
- generating the Invoice Status report

The Invoice Status report tracks and displays changes in invoice status for past due invoices including the Receivable Type of the invoice.

- generating the Delinquent Invoices Eligible for Referral report
- generating the Delinquent Invoice Referral process

The Delinquent Invoice Referral process creates an electronic file of invoices that meet the criteria to be referred to the Federal Management System (FMS) for collection. The file designates the receivable type of the invoice.

Prerequisites

- ❑ Transaction types must be set up in Oracle Public Sector Receivables.
To define transaction types, see [Step 16. Define Transaction Types](#), page 3-25.

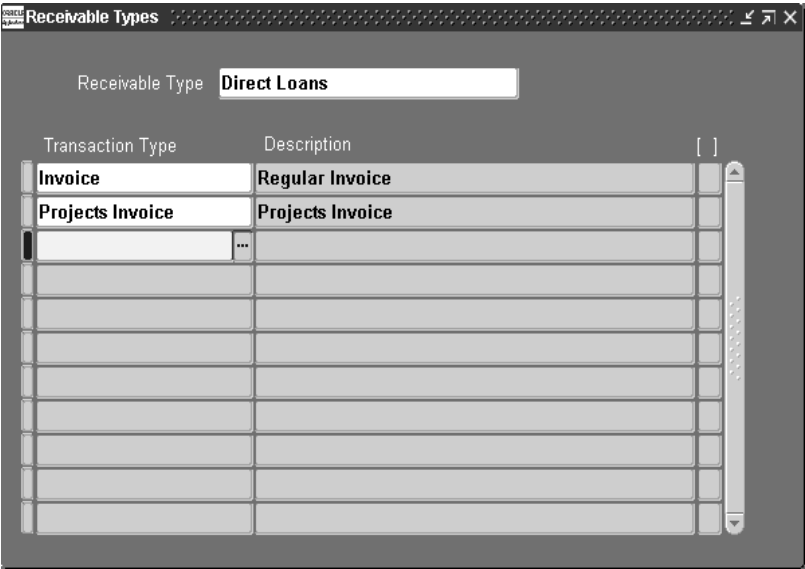
Setting Up Receivable Types Procedure

To enter or update receivable types, perform the following steps.

1. In Federal Financials, navigate to the Receivable Types window as follows:
Receivables Management - Define - Receivable Types
2. Enter data in each field of the Receivables Type window as described in [Table 25-1](#), page 25-6.
3. Save or save and continue as follows:
File - Save or **Save and Proceed**
4. Close the window.

Receivable Types Window

Figure 25-1 Receivable Types Window



Receivable Types Window Description

Table 25–1 *Receivable Types Window Description*

Field Name	Type	Features	Description
Receivable Type	required	list of values	receivable type
Transaction Type	required	list of values	transaction type
Description	display only		populates when transaction type is selected from the list of values
[Descriptive Flexfield]	optional		user-customization field

Year-End Closing Setup

This chapter describes how to set up federal year-end closing definitions. The following sections are in this chapter:

- [Definition](#)
- [Purpose](#)
- [Prerequisites](#)
- [Setting Up Year-End Closing Definitions Procedure](#)
- [Year End Closing Window](#)
- [Year End Closing Window Description](#)
- [Copying Year-End Information Procedure](#)
- [Copy Year End Information Window](#)
- [Copy Year End Information Window Description](#)

Definition

Federal accounting rules require agencies to perform an annual year-end close and submit financial reports providing the status of their appropriations or funds.

The Year End Closing window sets year-end closing definitions.

For information on running the Year-End Closing process and how year-end closing definitions meet federal requirements, see the following chapters:

- [Year-End Closing Procedures](#), page 79-1
- [Year-End Closing Process](#), page 78-1

Purpose

In the Year End Closing window, the user performs the following tasks:

- sets up year-end close sequence order
- defines from and to accounts for creation of general ledger records

Prerequisites

- ❑ The Accounting Flexfield must be defined and dynamic insertion must be enabled to create accounts as transactions are entered.

To define the Accounting Flexfield and enable dynamic insertion, see [Step 4-A. Define Accounting Flexfield](#), page 3-12.

- ❑ Treasury account codes must be defined.

To define treasury account codes, see [Treasury Account Codes Setup](#), page 7-1.

- ❑ Appropriation parameters must be defined prior to performing the year-end close.

To enter and update appropriation parameters, see [Appropriation Parameters Setup](#), page 10-1.

Setting Up Year-End Closing Definitions Procedure

To set year-end close definitions, perform the following steps.

1. In Federal Financials, navigate to the Year End Closing window as follows:

Setup - Year End Close - Define Year End Closing

2. Enter data in each field of the Year End Closing window as described in [Table 26-1](#), page 26-6.
3. Save or save and continue as follows:
File - Save or **Save and Proceed**
4. Close the window.

Note: Sequences can be copied by selecting Tools from the menu. See the Copy Year-End Information Procedure in this chapter.

Year End Closing Window

Figure 26–1 Year End Closing Window

Year End Closing (Vision Operations (USA))

Appropriation Time Frame **One Year**

Federal Account Symbol Name **One Year Appropriation**

Treasury Account Code **0151**

Treasury Symbol **07-02-0151** []

Sequence

Sequence Number **10** []

Account Information

Closing Accounts

Appropriation Status	From	To	[]
Expired	1000	1120	[]
	...		

Year End Closing Window Description

Table 26–1 Year End Closing Window Description

Field Name	Type	Features	Description
Appropriation Time Frame	required	list of values	appropriation period; one year, multi-year, or no-year Note: In order to execute the Year-End Close process, a Year-End Close record must be defined for each time frame with at least one sequence and one line of account information in the Year End Closing window.
Federal Account Symbol Name	optional	list of values	treasury account code description; also called the federal account symbol name
Treasury Account Code	optional	list of values	treasury account code assigned by the Department of Treasury
Treasury Symbol	optional	list of values	treasury symbol for time frame and appropriation group selected
[Descriptive Flexfield]	optional		user-customization field
Sequence Region			
Sequence Number	required		sequence order for processing
[Descriptive Flexfield]	optional		user-customization field
Account Information Region			
Appropriation Status	required	list of values	status of appropriation. Values include Expired, Unexpired, and Cancelled. If the appropriation time frame is One Year, then the values include Expired and Cancelled only.
Closing Accounts Region			
From	required	list of values	general ledger from account; includes parent and child account values Note: The same From account should not be used more than once for the same appropriation timeframe, treasury account code, treasury symbol, and appropriation status combination.
To	required	list of values	general ledger to account; includes nonparent SGL accounts only
[Descriptive Flexfield]	optional		user-customization field

Copying Year-End Information Procedure

To copy year-end information, perform the following steps.

1. Perform the Year-End Closing Definitions procedure described in [Setting Up Year-End Closing Definitions Procedure](#), page 26-4.
2. Optionally, query on one or more of the following fields in the Year End Closing window:
 - Appropriation Time Frame
 - Federal Account Symbol Name
 - Treasury Symbol

3. Navigate to the Copy Year End Information window as follows:

Tools - Copy Year End Groups

The Copy Year End Information window appears.

4. In the To field for one or more of the selections, select year-end information from the list of values.
5. Save or save and continue as follows:
File - Save or **Save and Proceed**
6. Close the window.

Copy Year End Information Window

Figure 26–2 Copy Year End Information Window

The screenshot shows a window titled "Copy Year End Information". Inside the window, there are three rows of data entry fields. The first row is for "Appropriation Time Frame" with a "From" field containing "Multi-year Appropriation" and an empty "To" field. The second row is for "Federal Account Symbol Name" with a field containing "General Fund Proprietary Receipts". The third row is for "Treasury Symbol" with a field containing "36-0004-3220".

	From	To
Appropriation Time Frame	Multi-year Appropriation	
Federal Account Symbol Name	General Fund Proprietary Receipts	
Treasury Symbol	36-0004-3220	

Copy Year End Information Window Description

Table 26–2 *Copy Year End Information Window Description*

Field Name	Type	Features	Description
Appropriation Time Frame	required	list of values	appropriation period; one year, multi-year, or no-year
Federal Account Symbol Name	optional	list of values	treasury account code description; also called the federal account symbol name
Treasury Symbol	optional	list of values	treasury symbol for time frame and appropriation group selected

Part II

Listing Reports

Treasury Symbol Listing Report Procedures

This chapter describes the Treasury Symbol Listing report. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Generating the Treasury Symbol Listing Report Procedure](#)
- [Treasury Symbol Listing Report Description](#)

Definition

The Treasury Symbol Listing report lists treasury symbols and the associated fund values and fund categories along with the following attributes of the treasury symbol:

- treasury department code
- treasury account code
- bureau identifier
- business line
- time frame
- years available
- year established

Overview

Users define treasury symbols in the Define Federal Account Symbol window. In the Define Appropriation Parameters window, users associate the treasury symbol with fund values and fund category.

The Treasury Symbol Listing provides a listing of the treasury symbols and its corresponding attributes including the fund value that can be used to reconcile reports and trace the transactions to the appropriate treasury symbols in Oracle U.S. Federal Financials. Additionally, the Treasury Symbol Listing enables users to verify the data entry in the Define Federal Account Symbol window and the Define Appropriation Parameters window.

Generating the Treasury Symbol Listing Report Procedure

To print the Treasury Symbol Listing report, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.
The Submit Request window appears.
4. In the Name field, select Treasury Symbol Listing from the list of values.
The Parameters window appears.
5. In the Order By field, select a sort order from the list of values or use the default value.
6. Optionally, in the Time Frame field, select a treasury symbol time frame from the list of values.
7. Optionally, in the Treasury Symbol Status field, select a status from the list of values.
8. Optionally, in the Year Established field, select the year the treasury symbol was established from the list of values.
9. To apply the parameters, click **OK**.
10. To send the print request to the concurrent manager, click **Submit**.
The Requests window appears.
11. To view the request, select the appropriate Request ID and click **View Output**.
12. Close the window.

Treasury Symbol Listing Report Description

Table 27-1 Treasury Symbol Listing Report Description

Column	Description
Header Section	parameters the report is run for; set of books name
Treasury Symbol	Treasury department code entered in the Define Federal Account Symbols window
Dept Code	Treasury department code entered in the Define Federal Accounts Symbols window
Acct Code	Treasury account code entered in the Define Federal Account Symbols window
Bureau ID	bureau identifier entered in the Define Appropriation Parameters window
Business Line	business line code entered in the Define Appropriation Parameters window
Time Frame	Treasury symbol time frame entered in the Define Appropriation Parameters window
Year Established	year Treasury symbol established entered in the Define Federal Account Symbols window
Years Available	number of years Treasury symbol available entered in the Define Federal Account Symbols window
Fund Value	fund value associated to the treasury symbol entered in the Define Appropriation Parameters window
Fund Category	fund value category entered in the Define Appropriation Parameters window

Supplier Tax Identification Number Listing Report Procedures

This chapter describes the Supplier Tax Identification Number Listing report. The following sections are in this chapter:

- [Definition](#)
- [Requirements](#)
- [Prerequisites](#)
- [Generating the Supplier Tax Identification Number Listing Procedure](#)
- [Supplier Tax Identification Number Listing Description](#)

Definition

The Supplier Tax Identification Number Listing provides a list of tax identification numbers of suppliers. Tax identification numbers are identifiers used by federal agencies to collect on debts.

Requirements

Agencies are required to include the taxpayer identification number of each supplier to whom payment can be made with each payment request in accordance with the Debt Collection Improvement Act of 1996 (DCIA). The Supplier Tax Identification Number Listing provides information to comply with this requirement.

Prerequisites

- ❑ The agency name must be entered in the Define Federal Options window.

To enter and update agency information in the Define Federal Options window, see [Federal Options Setup](#), page 6-1.

Generating the Supplier Tax Identification Number Listing Procedure

To print the Supplier Tax Identification Number Listing, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Supplier Tax Identification Number Listing from the list of values.

The Parameters window appears.

5. In the TIN Status field, select a status from the list of values.
6. In the Supplier Status field, select a status from the list of values.
7. In the Sort Order field, select a sort order from the list of values.

Note: Two additional sort orders can be selected.

8. To apply the parameters, click **OK**.
9. To send the print request to the concurrent manager, click **Submit**.

The Requests window appears.

10. To view the request, select the appropriate Request ID and click **View Output**.
11. Close the window.

Supplier Tax Identification Number Listing Description

Table 28–1 *Supplier Tax Identification Number Listing Description*

Section	Column	Description
Header		agency name, report date, set of books name, TIN status, supplier status
Supplier	Name	supplier name
	Number	supplier identifier
	Type	supplier type
	Taxpayer ID	tax identification number
Parent Supplier	Name	parent supplier name
	Number	parent supplier identifier

Supplier Tax Identification Number Listing Description

Part III

Budget Execution

Budget Execution Process

This chapter describes the Budget Execution process. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Budget Execution Process Flow Diagram](#)
- [Budget Execution Process](#)

Definition

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

Overview

This section includes the following parts:

- [Federal Requirements](#)
- [Federal Reporting Requirements](#)

Federal Requirements

According to the Antideficiency Act, Federal agencies cannot do the following:

- incur obligations or expenditures in excess of the amounts available in appropriations, fund accounts, or apportionments
 - obligate or expend amounts required to be sequestered
- Federal agencies cannot exceed allotments, suballotments, or other subdivisions of funds when agency regulations make exceeding such administrative divisions a violation of the law.

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

Federal Reporting Requirements

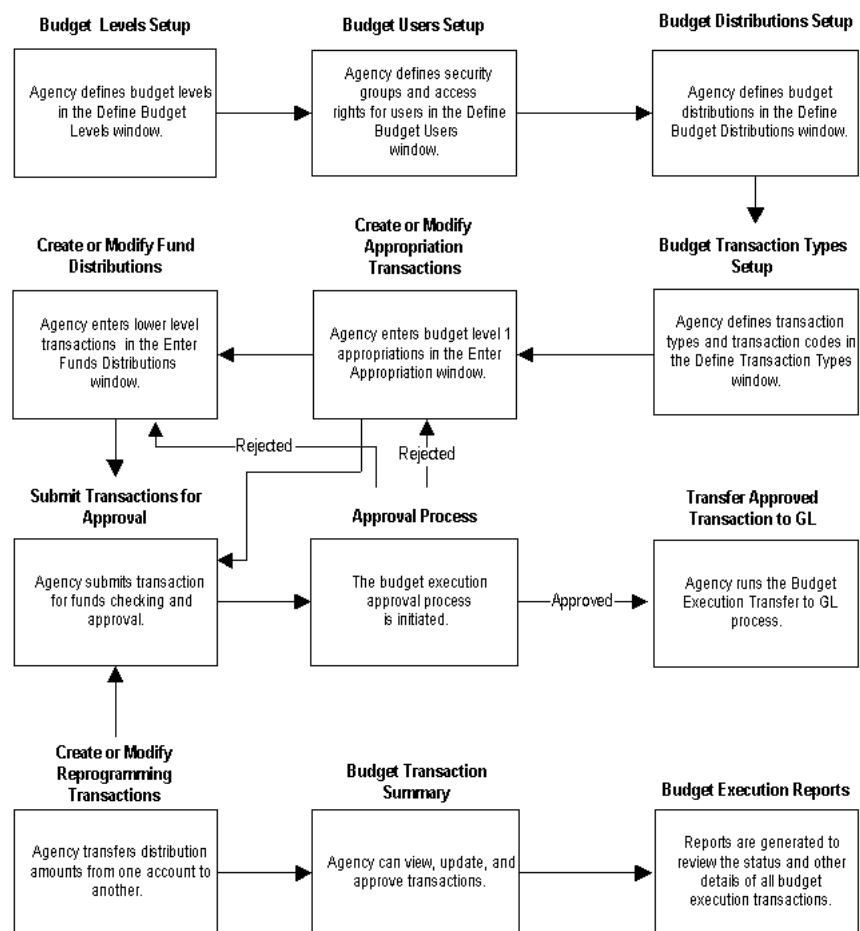
Agencies are required to submit FACTS II Trial Balances on a quarterly basis. To comply with OMB regulations, FACTS II must be constructed using the standard accounts as defined in the U.S. Standard General Ledger.

For information on FACTS II reporting, see [FACTS II Report Procedures](#), page 65-1.

Budget Execution Process Flow Diagram

Figure 29–1 shows the budget execution process flow diagram as described in [Process](#), page 29-5.

Figure 29–1 Budget Execution Process Flow Diagram



Budget Execution Process

This section includes the following parts:

- [Features](#)
- [Process](#)

Features

The Budget Execution process includes the following features:

- creation of multiple budget levels from top-level funding to detailed, time-based divisions of funds
Budget levels can have any name.
- establishment of budget limitations and monetary amounts
- distribution and control of budgets at any level including the division, program, and project
Budgets can be distributed and controlled at all levels.
- recording and control of rescissions and deferrals
Rescissions, proposed and enacted, and deferrals, OMB and agency, are recorded in the Define Appropriation window. Recording these transactions generates the proper accounting entries through the use of transaction codes. Users can establish Control of rescissions and deferrals as absolute, advisory, or no spending control.
- viewing the results of funds checking
- creation of security levels to tightly control access to budget information
- establishing different budget transaction types and associating valid transaction codes to be used with the transaction type
- budget execution workflow approval process
- posting to general ledger
The transaction codes ensure that budget transactions are posted correctly to the general ledger.
- transferring distribution amounts from one account to another and creating budget execution documents to view the reprogrammed transactions

- online audit trail enabling users to view, update, and approve budget execution transactions

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

- generating reports to review the status of all budget execution transactions

Process

The Budget Execution process includes the following steps:

1. The agency defines the budget levels required to control and distribute funds during budget execution in the Define Budget Levels window.
2. The agency defines security groups and access rights for users in the Define Budget Users window.
3. The agency defines budget distributions for each fund value to be used when entering transactions in the Define Budget Distributions window.
4. The agency defines budget transaction types and associates valid transaction codes to be used with transaction types in the Define Budget Transaction Types window.
5. The agency enters or modifies appropriations in the Enter Appropriation window. Funds checking can be initiated from this window and users can view the results of funds checking in the Funds Check Result window.
6. The agency enters all lower level budget execution transactions in the Enter Funds Distributions window. Funding is distributed by quarter or some other time period based on the general ledger date. Funds checking can be initiated from this window and users can view the results of funds checking in the Funds Check Result window.
7. The agency submits the transaction for approval in the Enter Appropriation window, the Enter Funds Distributions window, or the Budget Transaction Summary window. Users can approve multiple transactions from the Budget Transaction Summary window.
8. If enabled, the Workflow process routes the transaction for funds reservation and document approval to the appropriate approver as defined in the Define Budget Users window.

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

9. Entries from each level are transferred to the general ledger using the Budget Execution Transfer to GL program. Once transferred, budget execution journal entries are posted in General Ledger.

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

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

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

12. The agency can generate the following reports:

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

Budget Execution Transaction Procedures

This chapter describes the transaction procedures for Budget Execution Federal Financials. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Entering Appropriations Procedure](#)
- [Enter Appropriation \[Budget Level 1\]Window, Main Tab](#)
- [Enter Appropriation \[Budget Level 1\]Window, Transfers Tab](#)
- [Enter Appropriation \[Budget Level 1\]Window Description](#)
- [Entering Funds Distributions Procedure](#)
- [Enter Funds Distribution \[Budget Level 2 and 3\] Window](#)
- [Enter Funds Distribution \[Budget Level 2 and 3\] Window Description](#)
- [Funds Check Result Window](#)
- [Funds Check Result Window Description](#)
- [Approve Document Window](#)
- [Approve Document Window Description](#)
- [Approving Budget Execution Notifications Procedure](#)
- [Reprogramming Transactions Procedure](#)
- [Re-programming Transactions Window](#)
- [Re-programming Transactions Window Description](#)
- [Transferring Budget Execution Transactions to General Ledger Procedure](#)

Definition

This chapter describes the business rules that budget execution in Oracle U.S. Federal Financials uses as its basis and explains how to distribute appropriated budget amounts among predefined funds. Budgetary transactions, including rescissions, warrants, and deferrals are also described.

Overview

Budget execution transaction procedures include the following:

- Entering Appropriation Transactions
- Entering Funds Distributions Transactions
- Re-programming Transactions
- Approving Budget Execution Transactions
- Transferring Budget Execution Transactions to General Ledger

This section includes the following parts:

- [Business Rules](#)
- [Budget Levels](#)
- [Window Features](#)
- [Budget Execution Transfer to General Ledger Process](#)

Business Rules

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

- mandates that the first budget level must be defined for all treasury symbol and fund value combinations to begin the budget execution process
- captures different types of budget authority in the Enter Appropriations window

For example, continuing resolutions, supplemental appropriations, and estimated borrowing authority are recorded using different transaction types and transaction codes in the Enter Appropriations window.
- records other budget execution transactions in the Enter Funds Distribution window

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

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

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

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

Transactions cannot be posted to future periods, but they can be entered, saved, and approved. Future-entered transactions can be posted when the general ledger period is opened.

Note: This overrides the Allow Postings to Future Periods flag in General Ledger.

- automatically makes available for use in the subsequent quarter any funds of a budget level not fully distributed to the next lower level for a particular quarter
- if an amount being rescinded or deferred is already distributed to a lower budget level, users must reverse the distribution at that lower level before the funds are available to be rescinded or deferred at the higher level
- supports unique document numbering schemes by budget level and source for a set of books

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

Budget Levels

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

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

Example

In the following example, Agency ABC uses the following hierarchy:

- Appropriation, level 1, distributes budget authority by fund value using the Enter Appropriations window.
- Apportionment, level 2, allocates appropriated funds based on fund value and category by time period or activity.
- Allotment, level 3, distributes budgetary resources to a more detailed reporting structure, such as organization, object class, project, or activity.

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

Window Features

This section describes the features for the following windows:

- [Enter Appropriation Window](#)
- [Enter Funds Distributions Window](#)
- [Re-programming Transactions Window](#)

Enter Appropriation Window

The Enter Appropriation window includes the following features:

- records annual appropriation amounts, as well as midyear adjustments to existing appropriations
- specifies the amount of appropriation funds granted to an organization and distributes the funds to fund values for a particular treasury symbol
- captures the public law number of the specific law enacted by the U.S. Congress and signed by the President of the United States
- accessible only by users with access rights to the Enter Appropriation [Budget Level 1] window
- uses the same window to enter transactions for rescissions, warrants, and deferrals
- validates available funds against general ledger summary templates to ensure that total distributions do not exceed appropriation amounts
- automatically populates treasury symbol attributes from the Define Appropriation Parameters window
- supports manual and automatic document numbering for appropriation transactions

- provides for automatic document revision handling
- supports funds checking and approval processes for transactions
- supports attachment functionality

Enter Funds Distributions Window

The Enter Funds Distributions window includes the following features:

- distributes funds to lower budget levels
- allows access to the appropriate budget level in the Enter Funds Distribution window based on a user's access privileges
- distributes funds by quarter or some other time period based on the general ledger date
- captures budgetary data for open and future periods based on the general ledger date but only data for open periods can be posted to General Ledger
- validates available funds against general ledger summary templates to ensure that total distributions do not exceed appropriation amounts
- supports funds checking and approval processes for transactions
Funds checking is permitted at the time of data entry.
- supports attachment functionality

Re-programming Transactions Window

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

This section includes the following parts:

- [Reprogramming Process](#)
- [Create Reprogramming Transactions Process](#)

Reprogramming Process The reprogramming process includes the following steps:

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

2. Users initiate funds checking and approving reprogramming transactions in the Re-programming Transactions window or the Budget Transaction Summary window.
3. When the reprogramming transaction passes funds checking and is approved, the create reprogramming transactions process is initiated as described in the following section, [Create Reprogramming Transactions Process](#).

Note: Automatic numbering is not available for reprogramming transactions.

Create Reprogramming Transactions Process The create reprogramming transactions process generates budget execution documents based on information entered in the Re-programming Transactions window. After the reprogramming process passes funds reservation and is approved, the create reprogramming process automatically starts generating.

The create reprogramming transactions process creates the following documents that can be viewed in the Budget Transactions Summary window, the Enter Appropriation window, and the Enter Funds Distribution window:

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

If the Transfer-From distribution fails funds reservation, the document status changes to Not Reserved and the reprogramming documents are not created.

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

For information on the Budget Transactions Summary window to view the documents created in the reprogramming process, see [Viewing Budget Transaction Summary Procedure](#), page 33-3.

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

For information on the Budget Transactions Summary window to view the documents created in the reprogramming process, see [Viewing Budget Transaction Summary Procedure](#), page 33-3.

Budget Execution Transfer to General Ledger Process

The Budget Execution Transfer to GL concurrent process transfers budget execution transactions to General Ledger. This process creates journal entries for all budget execution transactions using budget level identifiers, distribution information, and transaction codes entered on the documents.

Prerequisites

- ❑ To provide the correct level of funds control, summary templates must be well defined.
To define summary account templates, see [Planning Summary Account Templates](#), *Oracle Public Sector General Ledger*.
- ❑ Budget levels must be defined.
To define budget levels, see [Defining Budget Levels Procedure](#), [Budget Execution Setup](#), page 12-7.
- ❑ Entering budget execution transactions requires a user who has access to the Federal Administrator responsibility and is defined with access to specific levels in the Define Budget Users window.
To define budget users, see [Defining Budget Users Procedure](#), page 12-10.
- ❑ Transaction types must be defined.
To define transaction types, see [Defining Budget Transaction Types Procedure](#), page 12-19.
- ❑ Fund values for the From and To distributions must be defined in the Define Budget Distributions window for the budget levels adjusted.
To define fund values in the Define Budget Distributions window, see [Defining Budget Distributions Procedure](#), page 12-15.
- ❑ To use the budget execution workflow process, Workflow must be enabled in the Define Budget Levels window.
To enable the budget execution workflow process see [Defining Budget Levels Procedure](#), page 12-7.
- ❑ The Load Federal Financials Seed Data process must be run to seed the general ledger source for the Budget Execution Transfer to GL process.
To load Federal Financials seed data, see [Federal Seed Data Setup](#), page 4-1.

Entering Appropriations Procedure

To enter appropriation transactions, perform the following steps.

1. In Federal Financials navigate to the Enter Appropriation window as follows:

Budget - Enter - Enter Appropriations

2. Enter data in each field of the Enter Appropriation window as described in [Table 30-1](#), page 30-12.

3. To check for available funds, click **Check Funds...**

The Funds Check Result window appears.

4. To submit budget execution transaction for approval and to reserve funds, click **Approve...**

The Approve Document window appears if the workflow feature is enabled.

Note: If the workflow feature is not enabled, a concurrent request message appears indicating that a request has been submitted. The request is for the funds reservation process.

5. Enter data in each field of the Approve Document window as described in [Table 30-4](#), page 30-23.

6. Save or save and continue as follows:

File - Save or **Save and Proceed**

7. Close the window.

Enter Appropriation [Budget Level 1]Window, Main Tab

Figure 30-1 Enter Appropriation [Budget Level 1] Window, Main Tab

Enter Appropriation (FED-90B1)

Document Number	R111-1	Transaction Date	18-JAN-2001	Established FY	2001
Treasury Symbol	36-01-0100	Time Frame	One Year	Expiration	30-SEP-2001
Fund Value	0100A	Category	A - Direct	Cancellation	01-OCT-2006
Distribution	2001.0100A.4119.	Status	Approved, Reserv	Document Total	20,000,000.00
Description	Fiscal Year 2001.Default Fund - Cat A.Cohort Year 2001.			Source	Manual

Main Transfers

Rev	GL Date	Transaction Type	Transaction Code	Increase/Decrease	Transaction Amount	PL Code	Advance Type	Transferred to GL
0	31-JAN-2001	Appropriation	Approp1	Increase	20,000,000.00			☒
								☐
								☐
								☐

Check Fund... Approve...

Enter Appropriation [Budget Level 1]Window, Transfers Tab

Figure 30-2 Enter Appropriation [Budget Level 1] Window, Transfers Tab

Enter Appropriation (FED-90B1)

Document Number	R111-1	Transaction Date	18-JAN-2001	Established FY	2001
Treasury Symbol	36-01-0100	Time Frame	One Year	Expiration	30-SEP-2001
Fund Value	0100A	Category	A - Direct	Cancellation	01-OCT-2006
Distribution	2001.0100A.4119	Status	Approved, Reserv	Document Total	20,000,000.00
Description	Fiscal Year 2001.Default Fund - Cat A.Cohort Year 2001.			Source	Manual

Main Transfers

—Direct Transfers Information—

Rev GL Date	Transaction Type	Transaction Code	Dept Id	Main Account	Description
01-JAN-2001	Appropriation	Approp1			

Check Fund... Approve...

Enter Appropriation [Budget Level 1]Window Description

Table 30–1 Enter Appropriation [Budget Level 1]Window Description

Field Name	Type	Features	Description
Document Number	required		unique budget transaction number for tracking purposes
[Revision Number]	display only		descriptive number for tracking purposes; after approval, number is incremented by 1 when transaction updated and saved
Treasury Symbol	required	list of values	treasury symbol; value defined in the Appropriation Parameters window
Fund Value	required	list of values	fund value for appropriation transaction
Distribution	required	list of values	enabled budget segments for distributions to fund value
Description	default, display only		budget distribution account segment description
Transaction Date	required	list of values: calendar	transaction date
Time Frame	display only		time frame; automatically populated based on fund value
Category	display only		category for appropriation transaction; automatically populated based on treasury symbol
Status	display only		document status; includes Incomplete, In Process, Rejected, Requires Re-approval, Forwarded, Not Reserved, and Approved, Reserved values
Established FY	display only		established fiscal year; automatically populated based on treasury symbol
Expiration	display only		treasury symbol expiration date; automatically populated based on treasury symbol
Cancellation	display only		treasury symbol cancellation date; automatically populated based on treasury symbol
Document Total	display only		control total for the sum of the transaction amounts

Table 30–1 Enter Appropriation [Budget Level 1]Window Description

Field Name	Type	Features	Description
Source	display only		defaults to Manual for transactions entered in the budget execution module; indicates Reprogramming if the transaction was created from the reprogramming process
[Descriptive Flexfield]	optional		user-customization field
Main Tab			
Rev	display only		descriptive number for tracking purposes; after approval, number is incremented by 1 when transaction updated and saved
GL Date	required	list of values: calendar	accounting period to which the transaction is to be posted; must fall within an open or future-entry general ledger period
Transaction Type	required	list of values	transaction type; values defined in Define Transaction Types window for the budget level
Transaction Code	required	list of values	transaction code; values defined in the Define Transaction Types window. Note: If the transaction code is marked as updateable, users can select from other transaction codes defined in the Transaction Type window within the Transaction Code List. If the transaction code is not updateable, the default transaction code, as defined in the Define Transaction Types window, is populated.
Main Region			
Increase / Decrease	required	drop-down list	increase or decrease transaction amount to fund value
Transaction Amount	required		user-entered amount for current transaction; accepts positive numbers only
PL Code	optional		specific public law code related to appropriation
Advance Type	conditionally required	list of values	advance type; must be selected if Advance flag enabled in the Define Transaction Types window for Transaction Type selected
Transferred to GL	display only	check box	indicates transaction has been transferred to General Ledger
[Descriptive Flexfield]	optional		user-customization field

Table 30-1 Enter Appropriation [Budget Level 1]Window Description

Field Name	Type	Features	Description
Transfers Tab, Direct Transfer Information			
Dept ID	conditionally required		department identifier of the agency involved in the transfer; must be entered if Transfer flag is enabled in the Define Transaction Types window for transaction type selected
Main Account	conditionally required		main account code of the agency involved in the transfer; must be entered if Transfer flag is enabled in the Define Transaction Types window for transaction type selected
Description	optional		transaction description
[Descriptive Flexfield]	optional		user-customization field
Check Funds...		button	initiates the funds checking process
Approve...		button	initiates the budget execution transaction approval process and opens the Approve Document window. If Workflow is enabled, the Approve Document window appears. Authorized users can forward the document to a different approver.

Entering Funds Distributions Procedure

To enter funds distributions, perform the following steps.

1. In Federal Financials, navigate to the Enter Funds Distributions window as follows:

Budget - Enter - Enter Distributions

2. Enter data in each field of the Enter Funds Distributions window as described in [Table 30-2](#), page 30-18.

3. To check for available funds, click **Check Fund....**

The Funds Check Result window appears as described in [Table 30-3](#), page 30-21.

4. To submit budget execution transaction for approval and to reserve funds, click **Approve....**

The Approve Document window appears if workflow is enabled.

Note: If the Workflow feature is not enabled, a concurrent request message appears indicating that a request has been submitted. The request is for the funds reservation process.

5. Enter data in the Approve Document window as described in [Table 30-4](#), page 30-23.

6. Save or save and continue as follows:

File - Save or Save and Proceed

7. Close the window.

Enter Funds Distribution [Budget Level 2 and 3] Window

Figure 30-3 Enter Funds Distribution [Budget Level 2 and 3] Window

Enter Funds Distributions (FED-SOB1)

Budget Level	Apportionment	Document Number	R111-105	Transaction Date	13-NOV-2001
Fund Value	1118A	Category	A - Direct	Treasury Symbol	05-0103-1118
From Distribution	2002.1118A..2001	Status	Incomplete	Document Total	27,022,216.46
Source	Manual	Amount for Distribution			

Rev	GL Date	Qtr	Fund Distribution	Transaction Type	Transaction Code	Increase/Decrease	%	Transaction Amount
0	31-JAN-2002	2	2002.1118A.4450.20	Apportionm	Apport1	Increase		27,022,216.46

Check Fund... Approve...

Figure 30–4 Enter Funds Distributions [Budget Level 2 and 2] Window, Transferred to GL and Descriptive Flexfield Fields

Enter Funds Distributions (FED-SOB1)

Budget Level	Apportionment	Document Number	R111-105	Transaction Date	13-NOV-2001
Fund Value	1118A	Category	A - Direct	Treasury Symbol	05-0103-1118
From Distribution	2002.1118A..2001	Status	Incomplete	Document Total	27,022,216.46
Source	Manual	Amount for Distribution			

Qtr	Fund Distribution	Transaction Type	Transaction Code	Increase/Decrease	%	Transaction Amount	Transferred to GL
2	2002.1118A.4450.20	Apportionm	Apport1	Increase		27,022,216.46	☐
							☐
							☐
							☐

Check Fund... Approve...

Enter Funds Distribution [Budget Level 2 and 3] Window Description

Table 30–2 Enter Funds Distribution [Budget Level 2 and 3] Window Description

Field Name	Type	Features	Description
Budget Level	required	list of values	budget level for which users are distributing funds. If the budget level is entered after the fund value is entered, the list of values is restricted to the budget levels that are defined for the fund value.
Fund Value	required	list of values	fund values from Define Budget Distributions. List of values includes fund values that have a corresponding transaction defined in a previous budget level.
From Distribution	required	list of values	distributions available from previous level for the fund value selected. This field is blank when the source is reprogramming
Source	display only		defaults to Manual for transactions entered in the budget execution module; indicates Reprogramming if the transaction was created from the reprogramming process
Document Number	required		unique number to identify the budget transaction
[Revision Number]	display only		revision number; increments by 1 when transaction updated and saved
Category	display only		fund category; automatically displayed for fund value
Status	display only		document status. Valid values include Incomplete, In Process, Approved, Rejected, Requires Re-approval, Forwarded, Not Reserved, and Reserved.
Transaction Date	required	list of values: calendar	transaction date
Treasury Symbol	display only		treasury symbol; automatically displayed for fund value
Document Total	display only		control total for the sum of the transaction amounts
Amount for Distribution	optional		amount available for distribution
[Descriptive Flexfield]	optional		user-customization field

Table 30–2 Enter Funds Distribution [Budget Level 2 and 3] Window Description

Field Name	Type	Features	Description
Rev	display only		revision number; after document approval, increments by 1 for the appropriate line level transaction revision
GL Date	required	list of values: calendar	accounting period to which the transaction is to be posted; must fall within an open or future-entry general ledger period
Qtr	display only		fiscal year quarter; automatically populated when GL Date selected
Fund Distribution	required	list of values	values of enabled budget segments for distributions to fund value at current budget level
Transaction Type	required	list of values	transaction type; defined in the Define Transaction Types window
Transaction Code	required	list of values	transaction code; defined in the Define Transaction Types window. If the transaction code is marked as updateable, users can select from other transaction codes defined in the Define Transaction Types window within the Transaction Code list. If the transaction code is not updateable, this field is populated with the default transaction code as defined in the Define Transaction Types window.
Increase / Decrease	required	drop-down list	indicates if transaction is an increase or a decrease
%	optional		percent of amount available for distribution that should be distributed at this line; enabled only when distribution amount provided
Transaction Amount	required		dollar amount. If users enter the % field, the amount is calculated as amount available percentage provided.
Transferred to GL	display only	check box	indicates transaction has been transferred to General Ledger
[Descriptive Flexfield]	optional		user-customization field
Check Fund...		button	initiates funds checking process
Approve...		button	initiates budget execution transaction approval process. If workflow is enabled, the Approve Document window appears. Authorized users can forward document to a different approver.

Funds Check Result Window

Figure 30-5 Funds Check Result Window

The screenshot shows a window titled "Funds Check Result (1115 :10-APR-2002 08:53:23)". It contains a table with the following columns: Account, Period, Transaction Amount, Actual Posted Balance, Funds Check Status, and Funds Check Result. The table lists five transactions, all with a status of "Passed funds". Below the table is a description field containing "Fiscal Year 2002.No Year Resea" and an "OK" button.

Account	Period	Transaction Amount	Actual Posted Balance	Funds Check Status	Funds Check Result
2002.X0151.APPR.T.T.T.T	OCT/99-00	<1,000,000,000.0		Passed funds	This transaction d
2002.X0151.3101.1000.000.0	OCT/99-00	<1,000,000,000.0		Passed funds	This account does
2002.X0151.101001.1000.000	OCT/99-00	1,000,000,000.0		Passed funds	This account does
2002.X0151.4450.1000.000.0	OCT/99-00	<1,000,000,000.0		Passed funds	This account does
2002.X0151.4119.1000.000.0	OCT/99-00	1,000,000,000.0		Passed funds	This account does

Description:

OK

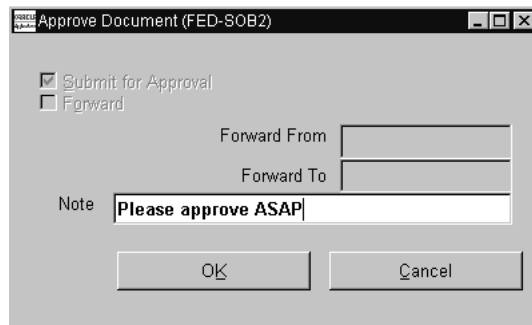
Funds Check Result Window Description

Table 30–3 Funds Check Result Window Description

Field Name	Type	Features	Description
Account	display only		accounting distribution for which funds are validated; uses the SGL account from the transaction code recorded in the transaction line; displays the summary template definition
Period	display only		accounting period coinciding with the general ledger date
Transaction Amount	display only		transaction line dollar amount
Actual Posted Balance	display only		balance posted to General Ledger; only reflects an amount if transactions have been posted for the template and validated
Funds Check Status	display only		funds check status
Funds Check Result	display only		funds check result description
Description	display only		budget distribution account segment description
OK		button	closes window

Approve Document Window

Figure 30–6 Approve Document Window



Approve Document (FED-SOB2)

☒ Submit for Approval
☐ Forward

Forward From

Forward To

Note

OK Cancel

Approve Document Window Description

Table 30–4 *Approve Document Window Description*

Field Name	Type	Features	Description
Submit for Approval	default only	check box	indicates approval document to be submitted for funds checking and approval
Forward	optional	check box	indicates approval document to be sent to an approver other than the default approver; enabled only if user has authorization to forward to an approver other than the default approver
Forward From	display only		user name of the person entering the transaction
Forward To	optional	list of values	valid user name of an approver defined in the Define Budget Users window for the appropriate budget level
Note	optional		user comments
OK	optional	button	If Submit for Approval is selected, selecting the OK button initiates the funds checking process to validate that sufficient funding is available. Transaction is not approved if it fails funds reservation. If users entering the transaction have the authority to approve transactions, initiates the funds reservation and approval process when selected. If Forward is selected, selecting the OK button forwards the document to the selected approver.
Cancel	optional	button	closes window without approving

Approving Budget Execution Notifications Procedure

To review budget execution notifications and take appropriate approval actions, perform the following steps.

1. In Federal Financials, navigate to the Worklist window as follows:

Notifications Summary or

Workflow User - Worklist

A browser launches and displays the Worklist page.

2. In the Subject field, click on a notification to view.

The Notifications Details window appears.

3. Select the appropriate action by clicking **Approve**, **Reject**, or **Reassign**.

4. Exit the window using the browser commands.

For information on using the Worklist window and the Notification Details window, see [Overview of Notification Handling](#), *Oracle Workflow Guide*.

Reprogramming Transactions Procedure

To reprogram a transaction, perform the following steps.

1. In Federal Financials, navigate to the Re-programming Transactions window as follows:

Budget - Enter - Reprogramming Transactions

2. Enter data in each field of the Re-programming Transactions window as described in [Table 30-5](#), page 30-28.
3. To submit the changes for approval, click **Approve**.
4. Save or save and continue as follows:

File - Save or Save and Proceed

5. Close the window.

Re-programming Transactions Window

Figure 30–7 Re-programming Transactions Window

Re-programming Transactions (FED-SOB2)

Document Number	Budget Level	GL Date	Fund Value	Distribution	Fund Value
AK-101	Allotment	27-MAR-2002	01-0151A		0101B

Approve

Figure 30–8 *Re-programming Transaction Window, Distribution, Type, Code, Amount, Status, and Descriptive Flexfield Fields*

Re-programming Transactions (FED-SQB2)

Transaction

Distribution	Type	Code	Amount	Status	[]
2002.0101B.461001.0000.000.0000.00	Allotment	Allot2	100.00	Incomplete	

Approve

Re-programming Transactions Window Description

Table 30–5 *Re-programming Transactions Window Description*

Field Name	Type	Features	Description
Document Number	required		unique budget transaction number
Budget Level	required	list of values	budget level for which funds are being distributed
GL Date	required	list of values: calendar	accounting period to which the transaction is to be posted; must fall within an open or future general ledger period
Transfer From Region			
Fund Value	required	list of values	fund value from which transaction amounts are being transferred. List of Values includes fund values that have a corresponding transaction defined for that budget level.
Distribution	required	list of values	flexfield definition from which funds are to be reduced
Transfer To Region			
Fund Value	required	list of values	fund value to which transaction amounts are being transferred
Distribution	required	Accounting Flexfield window	flexfield definition to which funds are to be made available
Transaction Region			
Type	required	list of values	transaction type; defined in the Define Transaction Types window
Code	required	list of values	transaction code; defined in the Define Transaction Types window. Transaction code pair is reversed for the Transfer From distribution and posted or generated as defined for the Transfer To distribution.
Amount	required		transaction amount to be distributed
Status	display only		document status. Values include Incomplete, In Process, Not Reserved, and Processed.
[Descriptive Flexfield]	optional		user-customization field
Approve		button	initiates approval process

Transferring Budget Execution Transactions to General Ledger Procedure

To run the budget execution transfer to General Ledger process, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Request Set radio button.
3. Click **OK**.

The Submit Request Set window appears.

4. In the Name field, select Budget Execution Transfer to GL from the list of values.

5. Place the cursor in the Parameters field for Program - Create Journals.

The Parameters window appears.

6. In the Minimum Save Time field, enter the minimum number of hours that General Ledger must wait before deleting funds checking details.

Note: Once these details are deleted, they cannot be viewed online or in the report.

7. In the Create Summary Journals field, enter Yes to summarize all activity for the same Accounting Flexfield within each journal entry in a batch into one debit and one credit journal line.

8. To apply the parameters, click **OK**.

9. To send the request to the concurrent manager, click **Submit**.

The Requests window appears.

10. To view the request, select the appropriate Request ID and click **View Output**.

11. Close the window.

Budget Execution Open Interface Procedures

This chapter describes the budget execution open interface procedures. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Importing Budget Execution Transactions Procedure](#)
- [Import Budget Execution Transactions Window](#)
- [Import Budget Execution Transactions Window Description](#)
- [Imported Budgetary Transactions Report Description](#)
- [Viewing and Correcting Budgetary Transactions Procedure](#)
- [Find Budgetary Import Transactions Window](#)
- [Find Budgetary Import Transactions Window Description](#)
- [Correct Budget Execution Transactions Import Data Window](#)
- [Correct Budget Execution Transactions Data Import Window Description](#)
- [Deleting Budgetary Transaction Import Data Procedure](#)
- [Delete BE Import Data Window](#)
- [Delete BE Import Data Window Description](#)

Definition

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

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

For information on the budget execution interface tables, see [Budget Execution Open Interface Tables](#), page A-1.

Overview

This section includes the following parts:

- [Budget Execution Open Interface Process](#)
- [Troubleshooting the Budget Execution Open Interface](#)

Budget Execution Open Interface Process

The budget execution open interface process includes the following steps:

1. Users populate records in the FV_BE_INTERFACE table in Federal Financials.
2. Users populate the FV_BE_INTERFACE_CONTROL table with the Source and Group_ID, which are required for budgetary transaction import.
3. Users initiate the Budgetary Transactions Import Process using the Import Budget Execution Transactions window. The process performs the following tasks:
 - selects all the records that have a status of New or Rejected
 - validates all the required fields for each record and marks the status as Accepted or Rejected
 - submits a request to generate the Imported Budgetary Transactions Report

- inserts the records into the Federal Financials tables if all the records have a status of Accepted
- if the FV: Archive Budgetary Transactions Import Data option is enabled, archives records that are successfully imported

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

4. Users review the status of all imported transactions in the Imported Budgetary Transactions Report.

The Imported Budgetary Transactions Report displays the total number of records, status, and errors for a given Source and Group ID.

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

5. Users can correct rejected transactions for a given Source and Group ID in the Correct Budget Execution Transactions Import Data window, which displays rejected records that are in the open interface table.
6. Users can delete records in the interface table by selecting the source and group identifier in the Delete BE Import Data window. Users can correct the transactions at the source and reload the interface table.

Note: Users can delete records only if the Source and Group ID combination contains rejected records.

Troubleshooting the Budget Execution Open Interface

Table 31–1 describes how to troubleshoot rejected records in the budget execution open interface.

Table 31–1 Troubleshooting the Budget Execution Open Interface

Error Code	Error Name	Resolution
EM03	Invalid Set of Books ID	Check the set of books identifier.
EM10	Invalid Transaction Code	Check the transaction code to ensure that it is valid.

Table 31–1 Troubleshooting the Budget Execution Open Interface

Error Code	Error Name	Resolution
EM28	Invalid Transaction Type	Check the transaction type to ensure that it is valid.
EM29	Invalid Budget Level	Check the budget level in Federal Financials to ensure that it is valid.
EM31	There are more segments required for this budget level	Check the segments that are set to Y for this budget level in the Define Budget Distributions window. All segments set to Y must have a value entered for that segment.
EM33	Fund Value not defined in Budget Distributions	Check the Fund Value to ensure that it is the same for the Budgeting Segments as is entered for the Fund Value.
EM34	Cancelled or Expired Treasury Symbol	Check the Fund Value to ensure that the associated Treasury Symbol is not cancelled or expired.
EM35	Invalid Increase / Decrease Flag	Check the Increase / Decrease flag to ensure that it is I or D.
EM36	Amount must be equal to or greater than zero	Check amount to ensure that it is a positive number.
EM37	Invalid segment values	Check the Segment 1-30 values to ensure that they are valid segment values.
EM39	Previously existing document with the same document number has not been approved	Check the document number. There is an existing document with the same document number that is waiting for approval action.
EM40	Document Number must be Numeric	Check the Document Number to ensure that it is numeric.
EM41	Missing segment value in Budgeting Segments	Check the segments that are set to Y for this budget level. All segments set to Y must have a value entered for that segment.
EM42	Budgeting Segments does not exist for previous budget level	Check the Budgeting Segments value to ensure that the previous level has the same values in Segments 1-30. This check is only for those budget levels other than 1.

Table 31–1 Troubleshooting the Budget Execution Open Interface

Error Code	Error Name	Resolution
EM43	Segments failed Cross Validation	Check Segments 1-30 values for invalid combinations.
EM44	Fund Value is not the same for Document Number, Set of Books, Source and Budget Level	Check the document number. This is a duplicate document number with a transaction entered in Budget Execution where the Document Number, SOB_ID, Source and Budget Level are the same but the Fund value is different.
EP01	Period not Open or Future Enterable	Check the GL Period to ensure that it is in an open or future-enterable period in the GL Calendar for this set of books.
EP06	Invalid Period Name	Check the GL Period to ensure that it is a valid period for this set of books.

Prerequisites

- ❑ To copy records to the interface history table, enable the FV: Archive Budgetary Transactions Import Data profile option.

To enable the FV: Archive Budgetary Transactions Import Data profile option, see [Step 3. Specify Profile Options](#), page 3-9.

Importing Budget Execution Transactions Procedure

To import budget execution transactions, perform the following steps.

1. In Federal Financials, navigate to the Import Budget Execution Transactions window as follows:

Budget - Open Interface - Import

2. Enter data in each field of the Import Budget Execution Transactions window as described in [Table 31-2](#), page 31-9.
3. To execute the import process, click **Import**.
4. Close the window.
5. Review the Imported Budgetary Transactions Report to determine the number of errors in the import data and how to correct any Journal Import errors as described in [Table 31-3](#), page 31-10.

Import Budget Execution Transactions Window

Figure 31–1 *Import Budget Execution Transactions Window*

Source	Group Id
PSB	789789

Import Descriptive Flexfields

☐ No ☒ With Validation ☐ Without Validation

Import

Import Budget Execution Transactions Window Description

Table 31–2 Import Budget Execution Transactions Window Description

Field Name	Type	Features	Description
Source	required	list of values	budgeting tool source
Group ID	display only		group number identifying import data within a source; value defaults when Source is selected
Import Descriptive Flexfields Region			
No	disabled	radio button	not currently used; indicates that descriptive flexfield is not to be imported
With Validation	disabled	radio button	not currently used; indicates that descriptive flexfield is to be imported with validation; for future use
Without Validation	required	radio button	indicates that the descriptive flexfield is to be imported without validation; for future use
Import		button	initiates the Budgetary Transactions Import Process

Imported Budgetary Transactions Report Description

Table 31–3 *Imported Budgetary Transactions Report Description*

Section	Description
Header Section	set of books, report date, concurrent request identifier, page number; sorted by set of books
Source	budgeting tool source
Group ID	group number identifying import data within a source
Status	accepted or rejected status for the Source and Group ID
Total Records	total number of records
Total Errors	total number of errors
Record Information Region	
Document Number	document number
Record Number	record number
Budget Level	budget level, such as appropriation, apportionment, and allotment
Total Amount	budget level total amount
Lines in Error Region	
Document Number	document number
Record Number	record number
Total Amount	transaction amount
Error Code	transaction error code

Viewing and Correcting Budgetary Transactions Procedure

To view and correct budgetary transactions, perform the following steps:

1. In Federal Financials, navigate to the Correct Budget Execution Transactions Import Data window as follows:

Budget - Open Interface - Correct

The Find Budgetary Import Transactions window appears.

2. Enter data in each field of the Find Budgetary Import Transactions window as described in [Table 31-4](#), page 31-13.
3. Click **Find**.

The Correct Budget Execution Transactions Import Data window appears.

4. Enter data in each field of the Correct Budget Execution Transactions Import Data window as described in [Table 31-5](#), page 31-15.
5. Save or save and continue as follows:
File - Save or **Save and Proceed**
6. Close the window.

Find Budgetary Import Transactions Window

Figure 31–2 *Find Budgetary Import Transactions Window*



The screenshot shows a window titled "Find Budgetary Import Transactions". Inside the window, there are two input fields. The first field is labeled "Source" and contains the text "PSB". The second field is labeled "Group ID" and contains the text "789789". Below these fields are two buttons: "Clear" and "Find". The "Clear" button is outlined with a dashed border, while the "Find" button is solid.

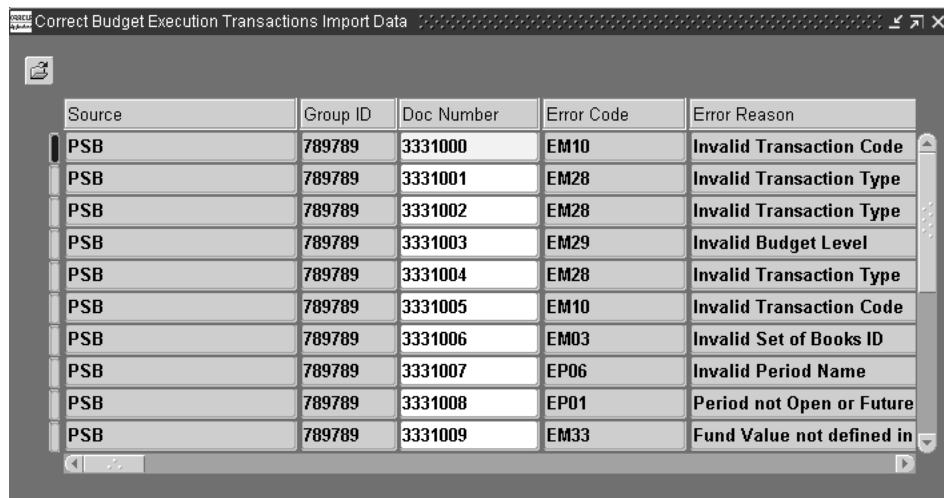
Find Budgetary Import Transactions Window Description

Table 31–4 Find Budgetary Import Transactions Window Description

Field Name	Type	Features	Description
Source	optional	list of values	budgeting tool source
Group ID	optional	list of values	group number identifying import data within a source
Clear		button	erases data from fields
Find		button	finds selected transaction

Correct Budget Execution Transactions Import Data Window

Figure 31–3 *Correct Budget Execution Transactions Import Data Window*



The screenshot shows a window titled "Correct Budget Execution Transactions Import Data". Inside the window is a table with five columns: Source, Group ID, Doc Number, Error Code, and Error Reason. The table contains ten rows of data, all with "PSB" as the Source and "789789" as the Group ID. The Doc Numbers range from 3331000 to 3331009. The Error Codes and Error Reasons are as follows:

Source	Group ID	Doc Number	Error Code	Error Reason
PSB	789789	3331000	EM10	Invalid Transaction Code
PSB	789789	3331001	EM28	Invalid Transaction Type
PSB	789789	3331002	EM28	Invalid Transaction Type
PSB	789789	3331003	EM29	Invalid Budget Level
PSB	789789	3331004	EM28	Invalid Transaction Type
PSB	789789	3331005	EM10	Invalid Transaction Code
PSB	789789	3331006	EM03	Invalid Set of Books ID
PSB	789789	3331007	EP06	Invalid Period Name
PSB	789789	3331008	EP01	Period not Open or Future
PSB	789789	3331009	EM33	Fund Value not defined in

Note: This window is a folder block. See [Table 31–5](#), page 31-15 for all the possible field descriptions.

Correct Budget Execution Transactions Data Import Window Description

Note: This window is a folder block. For information on customizing folders, see [Customizing the Presentation of Data in a Folder](#), *Oracle Applications User's Guide*.

Table 31-5 Correct Budget Execution Transactions Data Import Window Description

Field Name	Type	Features	Description
Source	display only		budgeting tool source
Group ID	display only		group number identifying import data within a source
Doc Number	required		document number
Error Code	display only		error code
Error Reason	display only		error code description
Fund Value	required		fund value
Budget Level ID	required		budget level identifier
Budget Level	display only		budget level
Record Number	display only		record number
Budgeting Segments	required		budgeting segments
Transaction Type	required		transaction type
Transaction Code	required		transaction code
Period Name	required		period name
Increase / Decrease	required		indicates if increase or decrease
Amount	required		amount
Corrected Status	display only		indicates record corrected
Set of Books ID	required		set of books identifier
Segments1 - 30	conditionally required		segment 1 - segment 30
Attribute1 - 15	conditionally required		attributes

Deleting Budgetary Transaction Import Data Procedure

To delete budget transaction import data from the budget execution interface table, perform the following steps:

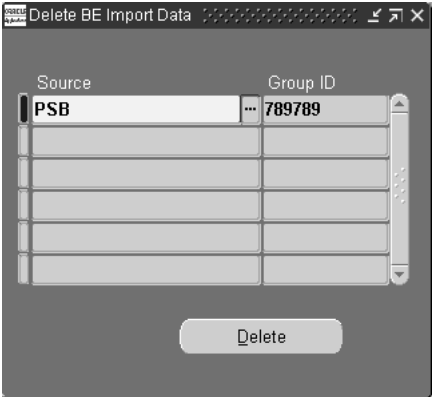
1. In Federal Financials, navigate to the Delete BE Import Data window as follows:

Budget - Open Interface - Delete

2. Enter data in each field of the Delete BE Import Data window as described in [Table 31-6](#), page 31-18.
3. To execute the delete process, click **Delete**.
4. Close the window.

Delete BE Import Data Window

Figure 31–4 Delete BE Import Data Window



Delete BE Import Data Window Description

Table 31–6 *Delete BE Import Data Window Description*

Field Name	Type	Features	Description
Source	default, display only	list of values	budgeting tool source
Group ID	display only		group number identifying import data within a source; value defaults when Source is selected
Delete		button	deletes selected records from the interface table

Budget Execution Approval Workflow Process

This chapter describes the budget execution approval workflow process in Oracle U.S. Federal Financials. The following topics are in this chapter:

- [Overview](#)
- [Prerequisites](#)
- [Budget Execution Approval Item Type](#)
- [Budget Execution Approval Workflow Diagram](#)
- [Budget Execution Approval Workflow Process](#)
- [Customizing Budget Execution Approval Workflow](#)
- [Workflow Troubleshooting](#)
- [Attachments in Oracle U.S. Federal Financials](#)

Overview

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

Workflow features include the following:

- Oracle Workflow Builder, a graphical tool that lets users create business process definitions
- Workflow Engine, which implements process definitions at runtime
- Notification System, which sends notifications and processes responses in a workflow

Workflow uses the approval controls and hierarchies defined in the Define Budget Users window to route documents for approval.

Users can initiate the budget execution transaction approval process in the following windows by clicking the **Approve...** button:

- Enter Appropriation
- Enter Funds Distributions
- Re-programming Transactions
- Budget Transactions Summary

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

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

Prerequisites

- Workflow must be enabled in the Define Budget Levels window.
To enable workflow, see [Defining Budget Levels Procedure](#), page 13-7.
- An approval hierarchy must be established in the Define Budget Users window.
To establish the approval hierarchy, see [Defining Budget Users Procedure](#), page 13-10.
- User names must be set up in System Administration.
Note: Employee's should be associated with one user account only when assigning employees to user accounts in System Administration.
To set up user names, see [Step 2. Create Additional Users](#), page 2-9.

Budget Execution Approval Item Type

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

[Table 32–1](#) describes the attributes associated with budget execution approval process.

Table 32–1 *Attributes Associated with the Budget Execution Approval Item Type*

Display Name	Description	Type	Length, Lookup Type, or Format
Set of Books ID	set of books unique identifier	Number	
Document ID	document unique identifier	Number	
Submitter ID	submitter unique identifier	Number	
Approver ID	approver unique identifier	Number	
Note	note to the approver	Text	200
RPR to Doc ID	Reprogramming To document unique identifier	Number	
Submitter User Name	submitter's user name	Text	30
Approver User Name	approver's user name	Text	30
Document Number	document number of the document	Text	20
Revision Number	document revision number	Number	
Treasury Symbol	treasury symbol associated with the fund value recorded on the budget execution transaction	Text	35
Fund Value	balancing segment recorded on the budget execution transaction	Text	25

Table 32-1 Attributes Associated with the Budget Execution Approval Item Type

Display Name	Description	Type	Length, Lookup Type, or Format
Distribution	distribution of the document / transaction	Text	2000
Document Status Description	document status description	Text	80
Appropriation Form	used to drill down to the Enter Appropriation window from the notification if the document is an appropriation document	Form	
Budget Level Description	budget level description	Text	15
Transaction Details	transaction / document details displayed in the notification	Document	
Packet ID	packet unique identifier created in the Funds Reservation process	Number	
Funds Checking Form	used to drill down to the Funds Check Result window from the Unable to Reserve notification	Form	
RPR Transaction Details	reprogramming transaction / document details displayed in the notification	Document	

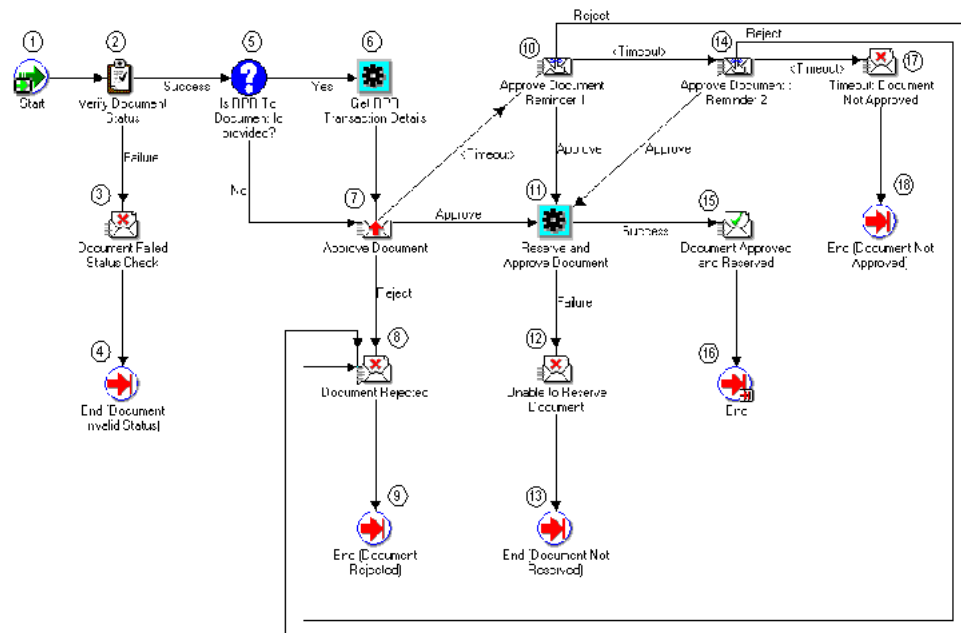
Table 32-1 Attributes Associated with the Budget Execution Approval Item Type

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

Budget Execution Approval Workflow Diagram

Figure 32–1 shows the budget execution approval workflow nodes as described in the accompanying text.

Figure 32–1 Budget Execution Approval Workflow Diagram



Budget Execution Approval Workflow Process

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

Start (Node 1)

This standard function activity marks the start of the approval process as described in [Table 32–2](#).

Table 32–2 Start (Node 1)

Function	Result Type	Prerequisite Activities
WF_STANDARD.NOOP	None	None

Verify Document Status (Node 2)

This function activity verifies the document status of the document that is passed to the workflow process as described in [Table 32–3](#). It returns a value of Success if the document status is In Process; otherwise, it returns a value of Failure.

Table 32–3 Verify Document Status (Node 2)

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

Document Failed Status Check (Node 3)

This notification is sent to the submitter when the document status is not In Process as described in [Table 32–4](#).

Table 32–4 Document Failed Status Check (Node 3)

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

End (Document Invalid Status) (Node 4)

This standard activity marks the end of the verifying document status process as described in [Table 32–5](#).

Table 32–5 *End (Document Invalid Status) (Node 4)*

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

Is RPR To Document ID Provided? (Node 5)

This function activity checks to see if the RPR To Document ID is provided to the workflow process. It returns a value of Yes if the RPR To Document ID is passed; otherwise, it returns a value of No as described in [Table 32–6](#).

Table 32–6 *Is RPR To Document ID Provided? (Node 5)*

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

Get RPR Details (Node 6)

This process builds the RPR Transaction Details Document, getting the To information for the RPR To Document ID as described in [Table 32–7](#).

Table 32–7 *Get RPR Details (Node 6)*

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

Approve Document (Node 7)

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

process, then this notification will include the RPR Document Details as described in [Table 32–8](#).

Table 32–8 Approve Document (Node 7)

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

Document Rejected (Node 8)

This notification is sent to the submitter when the approver rejects the document in response to the original notification or to the first or second reminders as described in [Table 32–9](#).

Table 32–9 Document Rejected (Node 8)

Message	Result Type	Prerequisite Activities
Document Rejected	None	Approve Document

End (Document Rejected) (Node 9)

This standard activity marks the end of the document rejected process as described in [Table 32–10](#).

Table 32–10 End (Document Rejected) (Node 9)

Function	Result Type	Prerequisite Activities
WF_STANDARD.NOOP	None	Document Rejected

Approve Document: Reminder 1 (Node 10)

This notification is sent to the approver for document approval as a first reminder when the approver does not respond to the original notification. This notification

includes all the details that are provided in the original approval notification as described in [Table 32–11](#).

Table 32–11 Approve Document: Reminder 1 (Node 10)

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

Reserve and Approve Document (Node 11)

This process reserves and approves the document by initiating the Funds Reservation process. When the approver approves the document, either to the original notification or to the first or second reminder, this function is executed as described in [Table 32–12](#).

Table 32–12 Reserve and Approve (Node 11)

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

Unable to Reserve Document (Node 12)

This notification notifies the submitter that the process was unable to reserve the document as described in [Table 32–13](#).

Table 32–13 Unable to Reserve Document (Node 12)

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

End (Document Not Reserved) (Node 13)

This standard activity marks the end of the document not reserved process as described in [Table 32–14](#).

Table 32–14 *End (Document Not Reserved) (Node 13)*

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

Approve Document: Reminder 2 (Node 14)

This notification is sent to the approver for document approval as a second reminder when the approver does not respond to the original notification and the first reminder. This notification includes all the details that are provided in the original approval notification as described in [Table 32–15](#).

Table 32–15 *Approve Document: Reminder 2 (Node 14)*

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

Document Approved and Reserved (Node 15)

This notification is sent to the submitter when the document is approved and reserved as described in [Table 32–16](#).

Table 32–16 *Document Approved and Reserved (Node 15)*

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

End (Node 16)

This standard activity marks the end of the reserve and approve document process as described in [Table 32–17](#).

Table 32–17 *End (Node 16)*

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

Timeout: Document Not Approved (Node 17)

This notification notifies users that the timeout period has ended and that the document is not approved as described in [Table 32–18](#).

Table 32–18 *Timeout: Document Not Approved (Node 17)*

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

End (Document Not Approved) (Node 18)

This standard activity marks the end of the document not approved process as described in [Table 32–19](#).

Table 32–19 *End (Document Not Approved) (Node 18)*

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

Customizing Budget Execution Approval Workflow

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

Required Modifications

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

Supported and Unsupported Customizations

It is not recommended that organizations make the following customizations:

- create new messages
- create new notifications and notification activities and modifying the process to accommodate these new activities

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

For information on updating the timeout function, see [To Create a Message](#), *Oracle Workflow User's Guide*.

Creating a New Custom Process

It is not recommended that organizations create their own custom process to replace the budget execution approval workflow process.

Workflow Troubleshooting

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

Attachments in Oracle U.S. Federal Financials

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

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

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

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

- Enter Appropriation
- Enter Funds Distributions

For information on attachments, see [About Attachments](#), *Oracle Applications User's Guide*.

Budget Execution Transaction Summary Procedures

This chapter describes the transaction summary data for budget execution for Oracle U.S. Federal Financials. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Viewing Budget Transaction Summary Procedure](#)
- [Find Budget Transactions Window](#)
- [Find Budget Transactions Window Description](#)
- [Budget Transaction Summary Window](#)
- [Budget Transaction Summary Window Description](#)

Definition

This chapter describes the Budget Transaction Summary window. In this window, users can view, update, and approve transactions and to enter new transactions.

Overview

The Budget Transaction Summary window is a system-generated record of each transaction made to budget execution. Each transaction is automatically entered in the Budget Transaction Summary window.

The Budget Transaction Summary window provides a detailed audit trail of all transactions. Users can approve multiple or selected transactions from this window. Navigation buttons open the appropriate windows for entering a new transaction, updating transactions, and viewing a selected transaction.

Features

The Budget Transaction Summary window includes the following features:

- Transaction summaries are available for fund values and budget levels.
- Summary data can be displayed by posting information or by document information. Posting information includes the posting status of each transaction. Document information includes the document number, user name, and date of each transaction.
- Folder feature enables users to customize data view.
- Security for the Budget Transaction Summary window coincides with the security access rights granted to users in the Define Budget Users window. The following functions are available:
 - view only, enabling the Open button
 - view and modify, enabling the Open and New buttons
 - view and approve, enabling the Approve and Open buttons
 - view, modify, and approve, enabling the Open, New, and Approve buttons
 - superuser, enabling the Open, New, and Approve buttons

Viewing Budget Transaction Summary Procedure

To view transaction summary data, perform the following steps.

1. In Federal Financials, navigate to the Budget Transaction Summary window as follows:

Budget - Inquiry - Budget Transactions Summary

The Find Budget Transactions window appears.

2. Enter data in the Find Budget Transactions window as described in [Table 33-1](#), page 33-5.
3. Click **Find**.

The Budget Transactions Summary window appears. If no search criteria is selected all records are retrieved.

4. To view or update a transaction, select a transaction and click **Open**.

The appropriate data entry window appears based on the budget level of the transaction in the Budget Transactions Summary window.

5. To enter a new transaction, click **New**.
6. To approve transactions, select the appropriate check boxes and click **Approve**.

The Approve Document window appears if workflow is enabled.

Note: If Workflow is not enabled, a concurrent request message appears indicating that a request has been submitted. The request is for the funds reservation process.

7. Close the window.

Find Budget Transactions Window

Figure 33-1 Find Budget Transactions Window

The screenshot shows a window titled "Find Budget Transactions (FED-SOB1)". It contains the following fields and controls:

Document Number	11111	Transaction Date	
Fund Value	02-0103AD	Budget Level	
Status	685	Approved By	
Created By			

At the bottom right, there are two buttons: "Clear" and "Find (F)".

Find Budget Transactions Window Description

Table 33–1 Find Budget Transactions Window Description

Field Name	Type	Features	Description
Document Number	optional	list of values	budget transaction number
Fund Value	optional	list of values	fund value of the budget execution transaction that the user wants to see
Status	optional	list of values	budget transaction status
Created By	optional	list of values	transaction creator
Transaction Date	optional	list of values	transaction date entered on the budget execution transaction
Budget Level	optional	list of values	budget levels associated with transactions that the user wants to see
Approved By	optional	list of values	transaction approver
Clear		button	erases data from fields
Find		button	opens Budget Transactions Summary window

Budget Transaction Summary Window

Figure 33-2 Budget Transaction Summary Window

The screenshot displays a window titled "Budget Transaction Summary (FED-SOB1)". Inside the window, there is a table with the following columns: "Approve", "Document No.", "Rev.", "Budget Level", "Transaction Date", and "Document Amount". The first row of the table contains the following data: an unchecked checkbox in the "Approve" column, "R111-1" in "Document No.", "0" in "Rev.", "Appropriation" in "Budget Level", "18-JAN-2001" in "Transaction Date", and "20000000" in "Document Amount". There are several empty rows below the first one. To the left of the table is a vertical list of checkboxes. At the bottom of the window, there are four buttons: "Select All", "Approve", "New", and "Open".

Approve	Document No.	Rev.	Budget Level	Transaction Date	Document Amount
☐	R111-1	0	Appropriation	18-JAN-2001	20000000
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					

Select All Approve New Open

Figure 33–3 Budget Transaction Summary Window, Status, Fund Value, and Descriptive Flexfield Fields

The screenshot shows a window titled "Budget Transaction Summary (FED-SOB1)". Inside the window, there is a table with the following columns: "Transaction Date", "Document Amount", "Status", and "Fund Value". The first row of data contains "AN-2001", "20000000", "Approved, Reserved", and "0100A". There are several empty rows below the first one. To the left of the table, there is a vertical list of checkboxes, with the first one checked. Below the table, there are four buttons: "Select All", "Approve", "New", and "Open".

Transaction Date	Document Amount	Status	Fund Value
AN-2001	20000000	Approved, Reserved	0100A

Budget Transaction Summary Window Description

Table 33–2 *Budget Transaction Summary Window Description*

Field Name	Type	Features	Description
Approve	optional	check box	indicates that the selected transaction is to be approved; can be approved if the document status is not In Process, Forwarded, or Approved, Reserved
Document No.	display only		budget transaction number
Rev.	display only		budget transaction revision number
Budget Level	display only		budget level
Transaction Date	display only		transaction date
Document Amount	display only		document transaction total; negative amounts reflected and entered as decreases
Status	display only		document status
Fund Value	display only		fund value
[Descriptive Flexfield]	optional		user-customization field
Select All		button	selects all documents eligible for approval
Approve		button	opens the Approve Document window if workflow is enabled; otherwise, initiates the funds reservation process
New		button	opens the appropriate data entry window based on the budget level of the transaction in the Budget Transaction Summary window
Open		button	opens selected transaction for viewing

Budget Execution Report Procedures

This chapter describes the budget execution reports. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Generating the Budget Execution Transaction Register Report Procedure](#)
- [Budget Execution Transaction Register Report Description](#)
- [Generating the Budget Execution Transaction Register by Treasury Symbol Report Procedure](#)
- [Budget Execution Transaction Register by Treasury Symbol Report Description](#)

Definition

The budget execution reports enable users to review the status of all budget execution transactions.

Overview

The budget execution reports are as follows:

- [Budget Execution Transaction Register Report](#)
- [Budget Execution Transaction Register by Treasury Symbol Report](#)

Budget Execution Transaction Register Report

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

Budget Execution Transaction Register by Treasury Symbol Report

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

Generating the Budget Execution Transaction Register Report Procedure

To print the Budget Execution Transaction Register report, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

2. In the Submit a New Request window, select the Single Request radio button.
3. Click **OK**.
4. In the Name field, select BE Transaction Register from the list of values.
5. Click **OK**.

The Parameters window appears.

6. In the Pagebreak Segment 1 field, select a segment from the list of values.

The Accounting Flexfield window appears.

7. In the Low and the High fields, enter a low and high range from the list of values.

The Segment 1 Low and Segment 1 High fields are populated.

8. Optionally, repeat steps 6 and 7 for Pagebreak Segment 2 and Pagebreak Segment 3.
9. In the Budget Level field, optionally select a budget level from the list of values.
10. In the Status field, optionally select a document status from the list of values.
11. In the Document Number Low field, optionally select the low value for the Document Number range from the list of values.
12. In the Document Number High field, optionally select the high value for the Document Number range from the list of values.
13. In the GL Date Low field, optionally enter the low value for the general ledger date range.
14. In the GL Date High field, optionally enter the high value for the general ledger date range.
15. In the Transaction Date Low field, optionally enter the low value for the transaction date range.

16. In the Transaction Date High field, optionally enter the high value for the transaction date range.
17. In the Transferred to GL field, optionally select Yes or No from the list of values to indicate if the transaction has been transferred to General Ledger.
18. To apply the parameters, click **OK**.
19. To send the request to the concurrent manager, click **Submit**.
The Requests window appears.
20. To view the request, select the request and click **View Output**.
21. Close the window.

Budget Execution Transaction Register Report Description

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

Table 34–1 *Budget Execution Transaction Register Report Description*

Column	Description
Header Section	set of books, report date, page number, <Pagebreak 1>, <Pagebreak 2>, <Pagebreak 3>, budget level, document number, transaction date
Revision	revision number
GL Date	general ledger accounting period posting date
Transaction Type	transaction type associated with or recorded in the budget execution transactions module
Distribution	distribution associated with the transaction type of the budget execution document
Amount	amount distributed
Status	transaction status
Transferred to GL	indicates if the budget execution transaction has been transferred to General Ledger
Document Total	total transaction amount distributed for the entire document
<Pagebreak 1>	total amount distributed for <Pagebreak 1>
<Pagebreak 2>	total amount distributed for <Pagebreak 2>
<Pagebreak 3>	total amount distributed for <Pagebreak 3>

Generating the Budget Execution Transaction Register by Treasury Symbol Report Procedure

To print the Budget Execution Transaction Register report, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:
Other - Request - Run
2. In the Submit a New Request window, select the Single Request radio button.
3. Click **OK**.
4. In the Name field, select BE Transaction Register by treasury symbol from the list of values.
5. Click **OK**.

The Parameters window appears.

6. In the Treasury Symbol field, optionally select a treasury symbol from the list of values.
7. In the Budget Level field, optionally select a budget level from the list of values.
8. In the Status field, optionally select a document status from the list of values.
9. In the Document Number Low field, optionally select the low value for the Document Number range from the list of values.
Note: The Document Number Low and Document Number High fields are only enabled if the Budget Level field is entered.
10. In the Document Number High field, optionally select the high value for the Document Number range from the list of values.
11. In the GL Date Low field, optionally enter the low value for the general ledger date range.
12. In the GL Date High field, optionally enter the high value for the general ledger date range.
13. In the Transaction Date Low field, optionally enter the low value for the transaction date range.
14. In the Transaction Date High field, optionally enter the high value for the transaction date range.

15. In the Transferred to GL field, optionally select Yes or No from the list of values to indicate if the transaction has been transferred to General Ledger.
16. To apply the parameters, click **OK**.
17. To send the request to the concurrent manager, click **Submit**.
The Requests window appears.
18. To view the request, select the request and click **View Output**.
19. Close the window.

Budget Execution Transaction Register by Treasury Symbol Report Description

Table 34–2 *Budget Execution Transaction Register by Treasury Report Description*

Column	Description
Header Section	set of books, report date, page number, treasury symbol, budget level, document number, transaction date
Revision	revision number
GL Date	general ledger accounting period posting date
Transaction Type	transaction type defined in the Define Transaction Types window
Distribution	distribution associated with the transaction type of the budget execution document
Amount	amount distributed
Status	transaction status
Transferred to GL	indicates if the budget execution transaction has been transferred to General Ledger
Document Total	total transaction amount distributed for entire document
Total Appropriation	total appropriation
Treasury Symbol Total	total amount distributed for treasury symbol

Part IV

Prior Year Adjustments

Prior Year Adjustment Process

This chapter describes the Prior Year Adjustment (PYA) process in Oracle U.S. Federal Financials. The following sections are in this chapter:

- [Definition](#)
- [Federal Requirements](#)
- [Prior Year Adjustments Process Diagram](#)
- [Prior Year Adjustments Process](#)
- [References](#)

Definition

All Federal agencies are required to track and report upward and downward adjustments for undelivered orders and accrued expenditures that cross fiscal years. The Prior Year Adjustments process enables agencies to properly record upward and downward adjustments.

Federal Requirements

The following Federal requirements support the tracking of upward and downward adjustments:

- OMB Circular A-34 requires Federal agencies to track their obligations by upward and downward adjustments.

The SF133 Report on Budget Execution must be submitted to the Office of Management and Budget (OMB) on a quarterly basis and agencies must report upward and downward adjustments.
- TFM S2-99-01, Section 2, requires Federal agencies to track prior-year upward and downward adjustments to their obligations within their standard general ledger (SGL) account structure.
- TFM S2-99-01, Section 3, outlines the transaction code entries for recording upward and downward adjustments.
- OMB Bulletin 97-01, Form and Content of Agency Financial Statements, requires Federal agencies to include the Statement of Budgetary Resources that requires agencies to report upward and downward adjustments.
- The Federal Financial Management Improvement Act, P.L. 104-208, section 101 (f)(803), and section 7(c) of OMB Circular No. A-127 require agencies' financial systems to comply with SGL at the transaction level.

Auditors are required to test for SGL compliance.

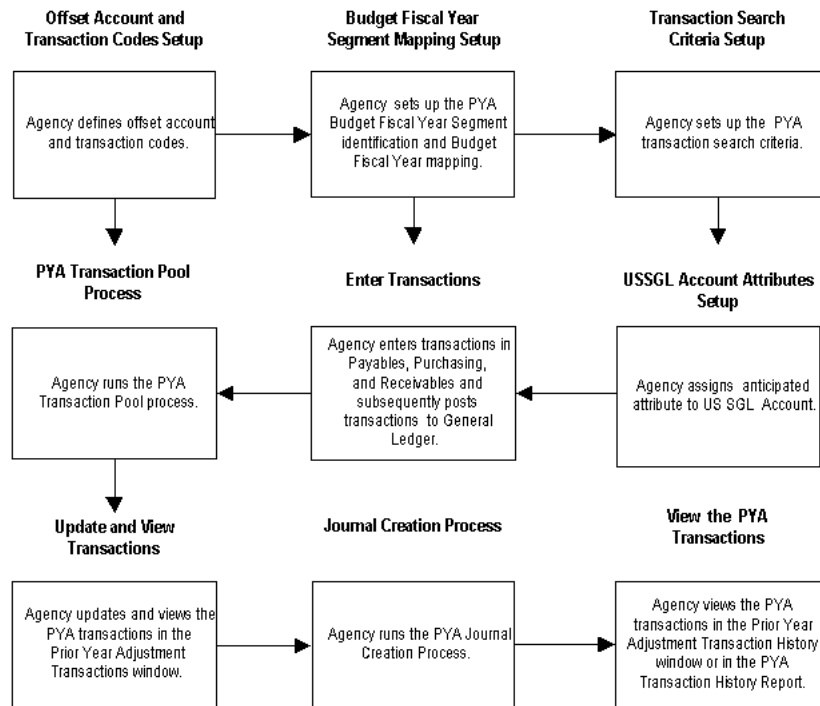
- FACTS II submission requires Federal agencies to submit the budgetary account balances to OMB/Treasury.

Agencies are required to be SGL compliant for this transmission.

Prior Year Adjustments Process Diagram

Figure 35–1 shows the Prior Year Adjustments Process diagram as described in the [Process](#) section, page 35–4.

Figure 35–1 Prior Year Adjustments Process Diagram



Prior Year Adjustments Process

This section includes the following parts:

- [Features](#)
- [Process](#)

Features

The Federal Financials Prior Year Adjustments process is comprised of the following features:

- Offset Account and Transaction Codes setup
- Budget Fiscal Year Segment Mapping setup
- Transaction Search Criteria setup
- PYA Transaction Pool process
- Prior Year Adjustment Transactions window
- PYA Journal Creation process
- PYA Transaction History Report
- Prior Year Adjustment Transaction History window

Process

The Prior Year Adjustments process includes the following steps:

1. For each Fund Status, Expired or Unexpired, and for each PYA event, the agency maps a US SGL offset account. Optionally, the agency maps a transaction code.
2. To identify prior year transactions, the agency establishes and identifies a Budget Fiscal Year (BFY) segment within the Accounting Flexfield.

Once the BFY segment is identified, the agency must map each value within the BFY segment to a Fiscal Year from the general ledger calendar.
3. The agency identifies a range of Accounting Flexfield values for the PYA Transaction Pool process, such as the GL Code Combinations range.
4. The agency must assign account attributes to US SGL accounts for anticipated adjustments.

5. The agency enters transactions in Payables, Purchasing, and Receivables and subsequently posts transactions to General Ledger.
6. The agency runs the PYA Transaction Pool process to search Oracle Public Sector General Ledger for prior year transactions.

This pool identifies the transactions that are expected to have a prior year component.

7. The agency reviews the transactions identified in the PYA Transaction Pool process and can override or exclude transactions before transferring them to General Ledger.
8. The agency runs the PYA Journal Creation process to create journal entries for offset accounts and transaction codes assigned to each PYA transaction.
9. The agency views all the transaction records processed in the PYA Journal Creation process in the Prior Year Adjustment Transaction History window or in the PYA Transaction History Report.

References

For information on defining offset accounts and transaction codes in the Define Offset Accounts and Transaction Codes window, see [Prior Year Adjustments Setup](#), page 13-1.

For information on setting up PYA Budget Fiscal Year Segment identification and BFY mapping, see [Prior Year Adjustments Setup](#), page 13-1.

For information on setting up PYA search criteria, see [Prior Year Adjustments Setup](#), page 13-1.

For information on assigning account attributes to US SGL accounts, see [Federal Report Definitions Setup](#), page 15-1.

For information on running the PYA Transaction Pool process, see [Prior Year Adjustment Transaction Procedures](#), page 36-1.

For information on updating and viewing PYA transactions in the Prior Year Adjustment Transactions window, see [Prior Year Adjustment Transaction Procedures](#), page 36-1.

For information on running the PYA Journal Creation process, see [Prior Year Adjustment Transaction Procedures](#), page 36-1.

For information on viewing the PYA transactions in the Prior Year Adjustment History window or in the PYA Transaction History Report, see [Viewing the PYA Transaction History Report Procedure](#), page 36-15.

Prior Year Adjustment Transaction Procedures

This chapter describes the procedures for prior year adjustment (PYA) transactions. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Generating the PYA Transaction Pool Process Procedure](#)
- [Prior Year Adjustments Transactions Report and Prior Year Adjustments Exception Report](#)
- [Updating and Viewing the Prior Year Adjustments Transaction Pool Procedure](#)
- [Prior Year Adjustment Transactions Window](#)
- [Prior Year Adjustment Transactions Window Description](#)
- [Generating the Prior Year Adjustments Journal Creation Procedure](#)
- [Viewing the PYA Transaction History Report Procedure](#)
- [Prior Year Adjustment Transaction History Window](#)
- [Prior Year Adjustment Transaction History Window Description](#)
- [Generating the PYA Transaction History Report](#)

Definition

This chapter describes the procedures for tracking and reporting upward and downward adjustments for undelivered orders and accrued expenditures. Users track adjustments by posting the transactions to the appropriate U.S. Standard general ledger (US SGL) accounts.

Overview

Downward adjustments are defined as cancellations or decreases to existing obligations incurred in prior years. For example, a purchase order is recorded in fiscal year 2000 for \$1,000 and the goods are not received at the close of the fiscal year. In fiscal year 2001, the goods are received, but the total cost is \$990. The \$10 balance is recorded as a downward adjustment.

Downward adjustments or recoveries are reported to the Office of Management and Budget (OMB) as a budgetary resource because the money is available to spend on current year obligations when the fund is a no-year or unexpired multiyear fund. If it is a single-year fund or an expired multiyear fund, downward adjustments can be used to offset any upward adjustments that can occur until the fund is cancelled.

Upward adjustments are increases to existing obligations incurred in prior fiscal years. For example, a purchase order is recorded in fiscal year 2000 for \$1,000 and the goods are not received at the close of the fiscal year. In fiscal year 2001, the goods are received but the total cost is \$1,100. The \$100 is recorded as an upward adjustment.

Note: If recording downward adjustments to purchase orders with requisitions, users must also cancel the requisition.

Note: If recording downward adjustments to releases with planned purchase orders, users must also cancel the planned purchase order.

The following topics are described in this section:

- [Business Rules](#)
- [PYA Transaction Pool Process](#)
- [Viewing and Updating the PYA Transactions](#)
- [Journal Creation Process](#)
- [PYA Transaction History](#)
- [Purchase Order \(PO\) Match Downward Adjustment Scenario](#)

Business Rules

The following business rule applies to determine paid or unpaid and unexpended or expended with a source of Purchasing:

- All transactions with a source of Purchasing are unexpended and unpaid. This includes purchase order adjustments or cancellations, release adjustments, cancellations, and matched invoices where the invoice is marked as a final match and is less than the purchase order.

The following business rules apply to determine paid or unpaid and unexpended or expended with a source of Payables:

- Any Standard unmatched invoice lines are expended and unpaid. However, if an unmatched invoice line (Line Type) has a Prepayment type associated on the distribution line, the amount is considered unexpended and paid.
- All Credit and Debit memos are expended. Determine paid or unpaid by looking at the payment date of the invoice to which the credit and debit memos are matched. If the payment date is in the prior fiscal year, the transaction is paid. If the Payment date is in the current fiscal year, the transaction is unpaid. Users must relate the credit or debit memo to the invoice.
- Any Standard matched invoice with a distribution line with a Line Type of Prepayment is considered unexpended and paid.
- All invoices matched to a receiving document where the goods and services were received in a previous fiscal year are expended and unpaid.
- All interest invoices where the invoice had been approved in the previous fiscal year are expended and unpaid.
- All receivable transactions are considered refunds. The transactions are considered paid. To determine expended or unexpended, users must have completed the Refunds, Voids and Chargebacks window. Using this window, the process drills back to the invoice to see if it is a prepayment type invoice being refunded, which would be considered unexpended or a standard type invoice being refunded which would be considered expended.

PYA Transaction Pool Process

The PYA Transaction Pool Process performs the following tasks:

- identifies transactions that are prior year downward or upward adjustments in accordance with budget fiscal year setup and the PYA search criteria setup

- assigns attributes to the transaction, such as Reimbursable, Anticipated, Unanticipated, Expired, Unexpired, Unexpended, Expended, Paid, Unpaid, Upward, and Downward
- assigns offset account and transaction codes from attributes defined in the Define Offset Accounts and Transaction Codes window
- generates the Prior Year Adjustments Transactions Report enabling users to review information
- generates an exception report for transactions with attributes that cannot be determined and are therefore assigned a default attribute and for transactions that do not have an offset account
- populates the Prior Year Adjustment Transactions window enabling users to review and update information
- includes all journal sources except transactions with a source of PYA Transaction

If a PYA transaction exceeds the general ledger balance for anticipated, the transaction is assigned the attribute Anticipated for the amount of the transaction that equals the balance of the anticipated account. The remaining amount of the transaction is assigned the attribute Unanticipated.

If the PYA Transaction Pool Process process is rerun without running the GL Journal Creation process, all transactions are dropped, and the PYA Transaction Pool Process selection process is rerun based on parameters entered.

If the PYA Transaction Pool Process process is run for the same general ledger period more than once, the PYA Transaction Pool Process process does not include transactions that are already processed and are stored in the PYA Pool History table.

Viewing and Updating the PYA Transactions

The Prior Year Adjustment Transactions window displays the transactions selected from the PYA Transaction Pool Process process. In this window, users complete the following tasks:

- change the offset account and the transaction code to properly record a PYA event to the appropriate downward or upward account and budgetary authority account
- include or exclude a PYA transaction in the Journal Creation process

Journal Creation Process

The PYA Journal Creation Process creates journal entries for offset account and transaction codes assigned to each PYA transaction. The process divides transactions into Upward Adjustments and Downward Adjustments categories.

PYA Transaction History

In the Prior Year Adjustment Transaction History window, users can perform the following tasks:

- view all transaction records processed in the PYA Journal Creation Process
- query on any field
- generate the PYA Transaction History Report in the concurrent manager

Purchase Order (PO) Match Downward Adjustment Scenario

The following scenario describes the purchase order match downward adjustment in an unexpired, anticipated fund.

1. [Table 36–1](#) describes the general ledger entries for a purchase order created in September 2002 - BFY 2002.

Table 36–1 Step 1: Purchase Order Created

Account	Debit	Credit
4610	\$100	
4801		\$100

2. [Table 36–2](#) describes the general ledger entries for an invoice final match for \$80 in October 2002 - BFY 2000 (BFY Mismatch).

Table 36–2 Step 2: Invoice Final Match

Account	Debit	Credit	Description	Application
4801	\$80		Reverse Original PO Entry	Payables
4610		\$80	Reverse Original PO Entry	Payables
4610	\$80		Invoice Entry	Payables
4901		\$80	Invoice Entry	Payables

Table 36–2 Step 2: Invoice Final Match

Account	Debit	Credit	Description	Application
4801	\$20		Close PO	Purchasing
4610		\$20	Close PO	Purchasing
4610 Net		\$20	PYA Transaction Source Record	

The PYA Pool Process nets the 4610 accounts records in Step 2 and displays a PYA record for \$20 with the attribute shown in [Table 36–3](#).

Table 36–3 PYA Setup

Expire/ Unexpired	Anticipated/ Unanticipated	Obligation/ Unexpended	Paid/ Unpaid	Upward/ Downward	Offset	Transaction Code
Unexpired	Anticipated	Unexpended	Unpaid	Downward	4801	DR 4871 CR 4310

[Table 36–4](#) describes the journal entry created in the PYA Journal Creation process.

Table 36–4 PYA Adjusting Journal Entry

Account	Debit	Credit	Description
4610	\$20		PYA Source Reversal
4801		\$20	PYA Offset Account
4871	\$20		PYA TC Entry
4310		\$20	PYA TC Entry

Prerequisites

- ❑ Prior year adjustment setup must be completed.
To complete prior year adjustment setup, see [Prior Year Adjustments Setup](#), page 13-1.
- ❑ Agencies that expand their US SGL numbering system to accommodate agency specific requirements, must designate a parent account that is a four-digit US SGL account if the US SGL account is identified as anticipated.
To define US SGL accounts, see [Federal Report Definitions Setup](#), page 15-1.
- ❑ Summary accounts must be defined. Summary templates for funds control on general ledger account 4610 must not be set to T for the budget fiscal year segment as this would cause an agency to be antideficient for the current budget fiscal year.
To define summary accounts, see [Step 5. Define Summary Accounts](#), page 3-14.
To enter summary account templates, see [Entering Summary Account Templates](#), *Oracle Public Sector General Ledger User's Guide*.
- ❑ The Load Federal Financials Seed Data process must be run to seed the general ledger source and categories for the PYA Journal Creation process.
To load Federal Financials seed data, see [Federal Seed Data Setup](#), page 4-1.

Generating the PYA Transaction Pool Process Procedure

To run the PYA Transaction Pool Process process, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select PYA Transaction Pool Process Process from the list of values.

The Parameters window appears.

5. In the Currency field, select a currency from the list of values.

6. In the Period From field, select a beginning general ledger period from the list of values.

7. In the Period To field, select an ending general ledger period from the list of values.

8. In the Pagebreak Segment 1 field, select an Accounting Flexfield segment from the list of values.

The Accounting Flexfield window appears.

9. Select the low and high segment ranges for the segment selected in Step 8.

10. Click **OK**.

11. Optionally, repeat Steps 8 through 10 for Pagebreak Segment 2, Low and High, and Pagebreak Segment 3, Low and High.

12. To apply the parameters, click **OK**.

13. To send the request to the concurrent manager, click **Submit**.

14. To update and view the information from the PYA Transaction Pool Process process, go to [Updating and Viewing the Prior Year Adjustments Transaction Pool Procedure](#), page 36-11.

15. View the request in the concurrent manager as follows:

View - Requests

16. Close the window.

Prior Year Adjustments Transactions Report and Prior Year Adjustments Exception Report

The Prior Year Adjustments Transactions Report and the Prior Year Adjustments Exception Report are printed automatically during the PYA Transaction Pool Process process. The Prior Year Adjustments Transactions Report and the Prior Year Adjustments Exception Report are described in [Table 36–5](#).

Table 36–5 *Prior Year Adjustments Transactions Report and Prior Year Adjustments Exception Report Description*

Column	Description
Header Section	set of books, currency code, period range, report date, page, Pagebreak 1, Pagebreak 2, and Pagebreak 3
Document Number	source document number, such as purchase order number and invoice number
Source Module	source module of transaction, such as Oracle Public Sector Payables and Oracle Public Sector Purchasing
Fund Status	fund status
Fund Class	fund class
Expended / Unexpended	expended or unexpended obligation assigned during the PYA Transaction Pool Process process
Paid / Unpaid	paid or unpaid transaction
Upward / Downward	upward or downward adjustment
Offset Account	offset account number; defaults from the Define Offset Accounts and Transaction Codes window
Transaction Code	transaction code; defaults from the Define Offset Accounts and Transaction Codes window
Include Flag	Y indicates transaction to be included in the PYA Journal Creation Process process.
Never Process Flag	Y indicates transaction not to be selected when the PYA Transaction Pool Process process is rerun.
Amount	transaction amount

Updating and Viewing the Prior Year Adjustments Transaction Pool Procedure

To update and view information from the PYA Transaction Pool Process process, perform the following steps.

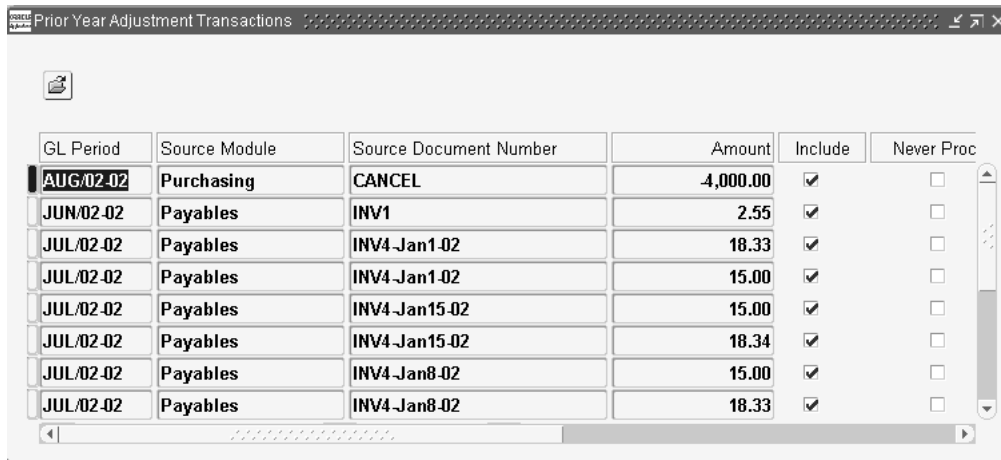
1. In Federal Financials, navigate to the Prior Year Adjustment Transactions window as follows:

Prior Year Adjustments - Transactions - Update

2. In any field, perform a query.
3. Optionally, modify data in the Prior Year Adjustment Transactions window as described in [Table 36-6](#), page 36-13.
4. Save or save and continue as follows:
File - Save or **Save and Proceed**.
5. Close the window.

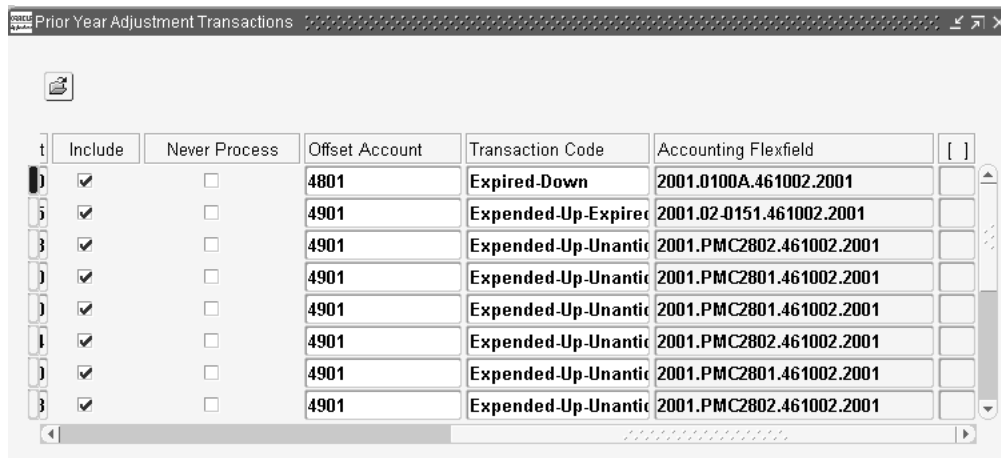
Prior Year Adjustment Transactions Window

Figure 36–1 Prior Year Adjustment Transactions Window



GL Period	Source Module	Source Document Number	Amount	Include	Never Proc
AUG/02-02	Purchasing	CANCEL	4,000.00	☒	☐
JUN/02-02	Payables	INV1	2.55	☒	☐
JUL/02-02	Payables	INV4-Jan1-02	18.33	☒	☐
JUL/02-02	Payables	INV4-Jan1-02	15.00	☒	☐
JUL/02-02	Payables	INV4-Jan15-02	15.00	☒	☐
JUL/02-02	Payables	INV4-Jan15-02	18.34	☒	☐
JUL/02-02	Payables	INV4-Jan8-02	15.00	☒	☐
JUL/02-02	Payables	INV4-Jan8-02	18.33	☒	☐

Figure 36–2 Prior Year Adjustment Transactions Window, Never Process, Offset Account, Transaction Code, and Accounting Flexfield Fields



	Include	Never Process	Offset Account	Transaction Code	Accounting Flexfield
☒	☒	☐	4801	Expired-Down	2001.0100A.461002.2001
☒	☒	☐	4901	Expended-Up-Expire	2001.02-0151.461002.2001
☒	☒	☐	4901	Expended-Up-Unantic	2001.PMC2802.461002.2001
☒	☒	☐	4901	Expended-Up-Unantic	2001.PMC2801.461002.2001
☒	☒	☐	4901	Expended-Up-Unantic	2001.PMC2801.461002.2001
☒	☒	☐	4901	Expended-Up-Unantic	2001.PMC2802.461002.2001
☒	☒	☐	4901	Expended-Up-Unantic	2001.PMC2801.461002.2001
☒	☒	☐	4901	Expended-Up-Unantic	2001.PMC2802.461002.2001

Prior Year Adjustment Transactions Window Description

Table 36–6 *Prior Year Adjustment Transactions Window Description*

Field Name	Type	Features	Description
GL Period	display only		general ledger period
Source Module	display only		source module of transaction, such as Payables or Purchasing
Source Document Number	display only		transaction source document number, such as purchase order number or invoice number
Amount	display only		transaction amount
Include	optional		if selected, indicates transaction to be included in the PYA Journal Creation Process; defaults to Y. Users can deselect to prevent processing the transaction at this time. Note: If Include is deselected and Never Process is deselected, the transaction can be selected when the process is rerun.
Never Process	optional		indicates transaction is not selected when process is rerun; defaults to deselected
Offset Account	optional		offset account number defaulting from the Define Offset Accounts and Transaction Codes window
Transaction Code	optional		transaction code defaulting from the Define Offset Accounts and Transaction Codes window
Accounting Flexfield	display only		Accounting Flexfield
[Descriptive Flexfield]	optional		user-customization field

Generating the Prior Year Adjustments Journal Creation Procedure

To run the PYA Journal Creation Process process, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.
The Submit Request window appears.
4. In the Name field, select PYA Journal Creation Process from the list of values.
The Parameters window appears.
5. In the Currency field, select a currency from the list of values.
6. In the Period field, select a general ledger period from the list of values.
Note: The period selected is the period to which the batch created is posted.
7. To apply the parameters, click **OK**.
8. To send the request to the concurrent manager, click **Submit**.
9. To view the processed transaction records, go to [Viewing the PYA Transaction History Report Procedure](#), page 36-15.
10. Close the window.

Viewing the PYA Transaction History Report Procedure

To view the transactions processed in the PYA Journal Creation process, perform the following steps.

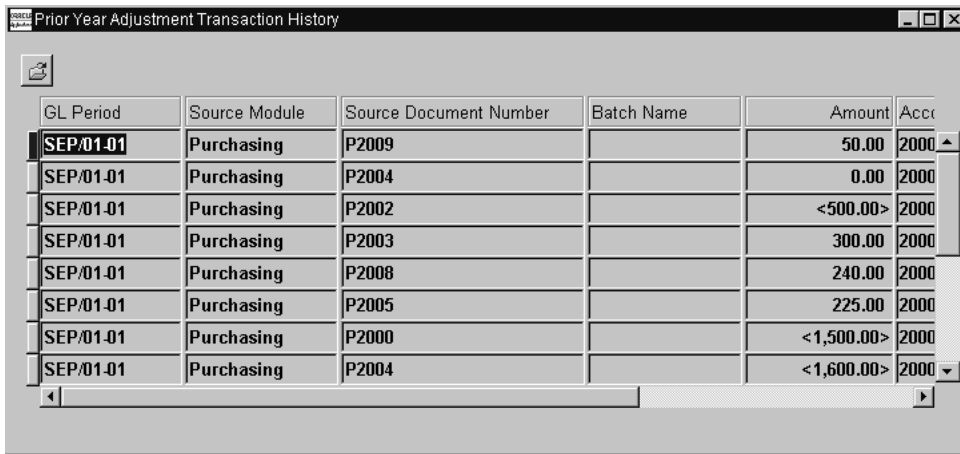
1. In Federal Financials, navigate to the Prior Year Adjustment Transaction History window as follows:

Prior Year Adjustments - Transactions - History

2. Optionally, in any field, perform a query.
3. Close the window.

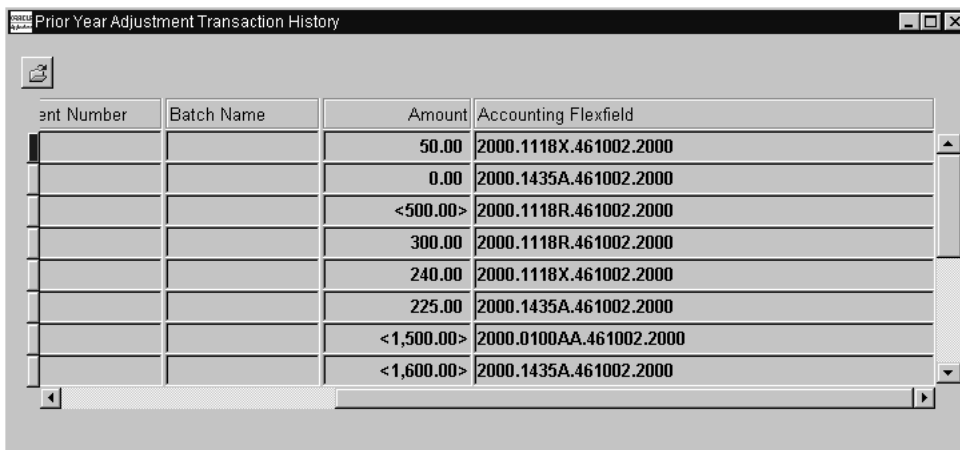
Prior Year Adjustment Transaction History Window

Figure 36–3 Prior Year Adjustment Transaction History Window



GL Period	Source Module	Source Document Number	Batch Name	Amount	Accounting Flexfield
SEP/01-01	Purchasing	P2009		50.00	2000.1118X.461002.2000
SEP/01-01	Purchasing	P2004		0.00	2000.1435A.461002.2000
SEP/01-01	Purchasing	P2002		<500.00>	2000.1118R.461002.2000
SEP/01-01	Purchasing	P2003		300.00	2000.1118R.461002.2000
SEP/01-01	Purchasing	P2008		240.00	2000.1118X.461002.2000
SEP/01-01	Purchasing	P2005		225.00	2000.1435A.461002.2000
SEP/01-01	Purchasing	P2000		<1,500.00>	2000.0100AA.461002.2000
SEP/01-01	Purchasing	P2004		<1,600.00>	2000.1435A.461002.2000

Figure 36–4 Prior Year Adjustment Transaction History Window, Accounting Flexfield Field



Source Document Number	Batch Name	Amount	Accounting Flexfield
		50.00	2000.1118X.461002.2000
		0.00	2000.1435A.461002.2000
		<500.00>	2000.1118R.461002.2000
		300.00	2000.1118R.461002.2000
		240.00	2000.1118X.461002.2000
		225.00	2000.1435A.461002.2000
		<1,500.00>	2000.0100AA.461002.2000
		<1,600.00>	2000.1435A.461002.2000

Prior Year Adjustment Transaction History Window Description

Table 36–7 *Prior Year Adjustment Transaction History Window Description*

Field Name	Type	Features	Description
GL Period	display only		general ledger period of correcting journal entry created by the PYA Journal Creation Process process
Source Module	display only		transaction source module, such as Payables or Purchasing
Source Document Number	display only		transaction source document number, such as purchase order number or invoice number
Batch Name	display only		batch name of correcting journal entry created by the PYA Journal Creation Process process
Amount	display only		transaction amount
Accounting Flexfield	display only		Accounting Flexfield

Generating the PYA Transaction History Report

To print the PYA Transaction History Report, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:
Other - Request - Run
The Submit a New Request window appears.
2. Select the Single Request radio button.
3. Click **OK**.
The Submit Request window appears.
4. In the Name field, select PYA Transaction History Report from the list of values.
The Parameters window appears.
5. In the Currency field, select a currency from the list of values.
6. In the Period From field, select a beginning general ledger period from the list of values.
7. In the Period To field, select an ending general ledger period from the list of values.
8. In the Pagebreak Segment 1 field, select an Accounting Flexfield segment from the list of values.
The Accounting Flexfield window appears.
9. Select the low and high segments for the segment selected in Step 8.
10. Click **OK**.
11. Optionally, repeat Steps 8 through 10 for Pagebreak Segment 2, Low and High, and Pagebreak Segment 3, Low and High.
12. Optionally, in the Amount Greater Than field, select a numeric value.
Note: If 100 is entered, the PYA Transaction History Report displays those amounts greater than 100 and less than -100.
13. To apply the parameters, click **OK**.
14. To send the request to the concurrent manager, click **Submit**.
The Requests window appears.
15. To view the request, select the request and click **View Output**.
16. Close the window.

Part V

Enhanced Transaction Codes

Enhanced Transaction Codes Procedures in Purchasing

This chapter describes how to use enhanced transaction codes in Oracle Public Sector Purchasing. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Using Enhanced Transaction Codes for Requisitions Procedure](#)
- [Using Enhanced Transaction Codes for AutoCreate Purchase Order Procedure](#)
- [Using Enhanced Transaction Codes for Standard and Planned Purchase Orders Procedure](#)
- [Using Enhanced Transaction Codes for Planned Purchase Order Releases and Blanket Releases Procedure](#)
- [Using Enhanced Transaction Codes for Purchase Order Matched Receipts Procedure](#)
- [Using Enhanced Transaction Codes for Unmatched Receipts Procedure](#)
- [Enter Transaction Events Window](#)
- [Enter Transaction Events Window Description](#)

Definition

In Purchasing, enhanced transaction codes are used primarily when entering requisitions and purchase orders.

Overview

This section describes the business processes in Purchasing that use enhanced transaction codes.

Process

In Purchasing, enhanced transaction codes can be used with the following business processes:

- [Requisitions](#)
- [AutoCreate Purchase Orders](#)
- [Standard and Planned Purchase Orders](#)
- [Planned Purchase Order Releases and Blanket Releases](#)
- [Purchase Order Matched Receipts](#)
- [Unmatched Receipts](#)

Requisitions

The parameters used to derive the transaction code and proprietary charge account for requisitions are as follows:

- form activity, requisition
- transaction event
- responsibility
- user name

When users select the Requisitions window, the Enter Transaction Events window appears, enabling users to select a transaction event and transaction code. The transaction event and transaction code default to the values in the Requisitions window. If a charge account is set up for a transaction event, the charge account defaults to the value in the Requisitions window with the transaction code properties.

Each time users add a new requisition in the Requisitions window, the Enter Transaction Events window appears, enabling users to select a new transaction event and transaction code from the list of values. If a predefined item is selected, the proprietary charge account defaults to the Requisitions window.

AutoCreate Purchase Orders

Most purchase orders are automatically created from requisitions in which proprietary charge accounts are copied from the requisition lines.

The parameters used to derive the transaction code are as follows:

- form activity, AutoCreate Purchase Orders
- transaction event
- responsibility
- user name

When users select one or more lines in the AutoCreate Documents window, the Enter Transactions window appears, enabling users to select a transaction event and transaction code. The transaction code defaults to the value in the New Document window.

Each time users select a new requisition line to copy in the AutoCreate Documents window, the Enter Transactions window appears, enabling users to select a new transaction event and transaction code from the list of values.

Standard and Planned Purchase Orders

The parameters used to derive the transaction code and proprietary charge account for standard and planned purchase orders are as follows:

- form activity, Standard / Planned Purchase Orders
- transaction event
- responsibility
- user name

When users select the Purchase Orders window, the Enter Transaction Events window appears, enabling users to select a transaction event and transaction code. The transaction event and transaction code default to the values in the Purchase Orders window. If a charge account is set up for a transaction event, the charge account defaults to the value in the Purchase Orders window with the transaction code properties.

Each time users add a new purchase order in the Purchase Orders window, the Enter Transaction Events window appears, enabling users to select a new transaction event and transaction code from the list of values.

Planned Purchase Order Releases and Blanket Releases

The parameters used to derive the transaction code and proprietary charge account for planned purchase order releases and blanket releases are as follows:

- form activity, Purchase Order Releases
- transaction event
- responsibility
- user name

When users select the Releases window, the Enter Transaction Events window appears, enabling users to select a transaction event and transaction code. The transaction event, transaction code, and charge account default to the values in the Releases window.

Each time users add a new planned purchase order release and blanket release in the Releases window, the Enter Transaction Events window appears, enabling users to select a new transaction event and transaction code from the list of values. If a predefined item is selected, the proprietary charge account defaults to the value in the Releases window.

Purchase Order Matched Receipts

The parameters used to derive the transaction code for purchase order matched receipts are as follows:

- form activity, Purchase Order Matched Receipts
- transaction event
- responsibility
- user name

When users select the Receipts window and clicks on the first line in the Details region, the Enter Transaction Events window appears, enabling users to select a transaction event and transaction code. The transaction event and transaction code default to the values in the Receipts window.

Each time users add a new planned receipt in the Receipts window, the Enter Transaction Events window appears, enabling users to select a new transaction event and transaction code from the list of values.

Unmatched Receipts

The parameters used to derive the transaction code for unmatched receipts are as follows:

- form activity, Other Receipts
- transaction event
- responsibility
- user name

When users enter the Receipts window and clicks on the first line in the Lines region, the Enter Transaction Events window appears, enabling users to select a transaction event and transaction code.

Each time users add a new receipt in the Receipts window, the Enter Transaction Events window appears, enabling users to select a new transaction event and transaction code from the list of values.

Prerequisites

- The profile option FV:Enable Enhanced Transaction Codes must be set to Yes.
To set profile options in Oracle Applications System Administration, see [Step 3. Specify Profile Options](#), page 3-9.
- Setup of enhanced transaction codes must be completed.
To set up enhanced transaction codes, see [Enhanced Transaction Codes Setup](#), page 16-1.
- The operating unit must be entered in the Define Federal Options window.
For information on entering and updating in the Define Federal Options window, see [Federal Options Setup](#), page 6-1.

Using Enhanced Transaction Codes for Requisitions Procedure

To enter enhanced transaction codes for requisitions in Purchasing, perform the following steps.

1. In Purchasing, navigate to the Requisitions window as follows:

Requisitions - Requisitions

The Enter Transaction Events window appears. In the Transaction Events list of values, users see only those transaction events defined for the selected activity.

2. Enter data in each field of the Enter Transaction Events window as described in [Table 37-1](#), page 37-14, and [Table 37-2](#), page 37-15.

3. Click **OK**.

The Requisitions window appears, and the Transaction Code field is automatically populated with the transaction code.

4. In the Items drop-down region of the Requisitions window, click the first line.

The charge account and transaction code appear in the appropriate columns.

5. To change a transaction event or transaction code, click in the appropriate column and select an item from the list of values.

If an item is selected, the charge account defined in the Enter Transaction Events window is overwritten by the proprietary charge account.

For information on the Requisitions window, see [Finding Requisitions](#), *Oracle Public Sector Purchasing User's Guide*.

Using Enhanced Transaction Codes for AutoCreate Purchase Order Procedure

To enter enhanced transaction codes for an autocreate purchase order, perform the following steps.

1. In Purchasing, navigate to the AutoCreate Documents window as follows:

AutoCreate

The Find Requisition Lines window appears.

2. Before clicking **Find**, clear any default information in the Buyer field or Ship-To field.
3. Click **Find**.

The AutoCreate Documents window appears.

4. Place the cursor in the first line and perform one of the following tasks:
 - To select one line, use Control-click.
 - To select multiple lines, use Shift-click.
 5. Click **Automatic**.
- The Enter Transactions window appears. In the Transaction Events list of values, the user sees only those transaction events defined for the selected activity.
6. Enter data in each field of the Enter Transaction Events window as described in [Table 37-1](#), page 37-14 and [Table 37-2](#), page 37-15.
 7. Click **OK**.

The New Document window appears.

For information on the Find Requisition Lines window, see [Finding Requisitions for AutoCreate](#), *Oracle Public Sector Purchasing User's Guide*.

For information on the New Document window, see [Entering Document Information and Completing AutoCreate](#), *Oracle Public Sector Purchasing User's Guide*.

Using Enhanced Transaction Codes for Standard and Planned Purchase Orders Procedure

To enter enhanced transaction codes for standard and planned purchase orders in Purchasing, perform the following steps.

1. In Purchasing, navigate to the Purchase Orders window as follows:

Purchase Orders - Purchase Orders

The Enter Transaction Events window appears. In the Transaction Events list of values, users see only those transaction events defined for the selected activity.

2. Enter data in each field of the Enter Transaction Events window as described in [Table 37-1](#), page 37-14, and [Table 37-2](#), page 37-15.
3. Click **OK**.

The Purchase Orders window appears, and the Transaction Code field is automatically populated with the transaction code.

4. In the Items region of the Purchase Orders window, click the first line.
The charge account and transaction code appear in the appropriate columns.
5. To change a transaction event or transaction code, click in the appropriate column and select an item from the list of values.

If an item is selected, the charge account defined in the Enter Transaction Events window is overwritten by the proprietary charge account.

For information on the Purchase Orders window, see [Entering Purchase Order Lines](#), *Oracle Public Sector Purchasing User's Guide*.

Using Enhanced Transaction Codes for Planned Purchase Order Releases and Blanket Releases Procedure

To enter enhanced transaction codes for planned purchase order releases and blanket releases in Purchasing, perform the following steps.

1. In Purchasing, navigate to the Releases window as follows:

Purchase Orders - Releases

The Enter Transaction Events window appears. In the Transaction Events list of values, users see only those transaction events defined for the selected activity.

2. Enter data in each field of the Enter Transaction Events window as described in [Table 37-1](#), page 37-14, and [Table 37-2](#), page 37-15.
3. Click **OK**.

The Releases window appears and the Transaction Code field is automatically populated with the transaction code.

4. In the PO, Rev field, select a PO from the list of values.
5. In the Shipments drop-down region of the Releases window, click the first line.
The transaction event and transaction code appear in the appropriate columns.
6. To change a transaction event or transaction code, click in the appropriate column and select an item from the list of values.

For information on the Releases window, see [Entering Release Headers](#), *Oracle Public Sector Purchasing User's Guide*.

Using Enhanced Transaction Codes for Purchase Order Matched Receipts Procedure

To enter enhanced transaction codes for purchase order matched receipts in Purchasing, perform the following steps.

1. In Purchasing, navigate to the Receipts window as follows:

Receiving - Receipts

The Organizations window appears.

2. Select an organization.
3. Click **OK**.

The Find Expected Receipts window appears.

4. Navigate through the Find Expected Receipts window and click **Find**.

The Receipt Header window appears.

5. Navigate through the Receipt Header window.
6. Click on the Receipts window to bring it to the foreground.
7. In the Lines drop-down region, click the first line.

The Enter Transaction Events window appears. In the Transaction Events list of values, users see only those transaction events defined for the selected activity.

8. Enter data in each field of the Enter Transaction Events window as described in [Table 37-1](#), page 37-14, and [Table 37-2](#), page 37-15.
9. Click **OK**.

The Transaction Code column is automatically populated with the transaction code.

10. To change the transaction code, click in the appropriate column and select an item from the list of values.

For information on the Receipt Header window, see [Entering Receipt Header Information](#), *Oracle Public Sector Purchasing User's Guide*.

For information on the Receipts window, see [Entering Receipt Lines](#), *Oracle Public Sector Purchasing User's Guide*.

Using Enhanced Transaction Codes for Unmatched Receipts Procedure

To enter enhanced transaction codes for unmatched receipts in Purchasing, perform the following steps.

1. In Purchasing, navigate to the Receipts window as follows:

Receiving - Receipts

The Organizations window appears.

2. Select an organization.
3. Click **OK**.

The Find Expected Receipts window appears.

4. Click **Unordered**.

The Receipt Header window appears.

5. Navigate through the Receipt Header window.
6. Click on the Receipts window to bring it to the foreground.
7. In the Lines region of the Receipts window, click the first line.

The Enter Transaction Events window appears. In the Transaction Events list of values, users see only those transaction events defined for the selected activity.

8. Enter data in each field of the Enter Transaction Events window as described in [Table 37-1](#), page 37-14, and [Table 37-2](#), page 37-15.
9. Click **OK**.

The Transaction Code column is automatically populated with the transaction code.

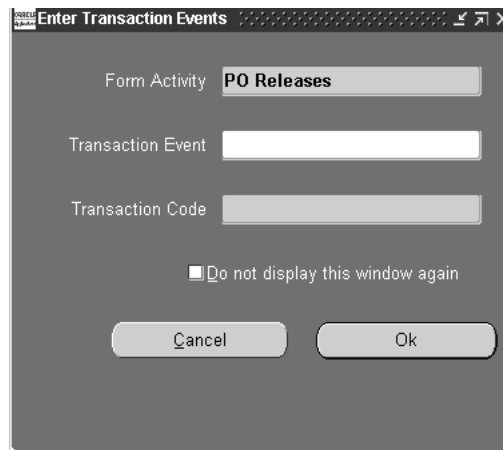
10. To change the transaction code, click in the appropriate column and select an item from the list of values.

For information on the Receipt Header window, see [Entering Receipt Header Information](#), *Oracle Public Sector Purchasing User's Guide*.

For information on the Receipts window, see [Entering Receipt Lines](#), *Oracle Public Sector Purchasing User's Guide*.

Enter Transaction Events Window

Figure 37-1 Enter Transaction Events Window



Enter Transaction Events

Form Activity **PO Releases**

Transaction Event

Transaction Code

☐ Do not display this window again

Cancel Ok

Enter Transaction Events Window Description

Table 37–1 Enter Transaction Events Window Description

Field Name	Type	Features	Description
Form Activity	required	default or list of values	business activity
Transaction Event	required	list of values	user-defined events Note: If no transaction event is defined for a form activity, a message is displayed that the enhanced transaction codes feature will be disabled and that the Enter Transaction Events window will not be displayed for the remainder of the current transaction for that form activity.
Transaction Code	required	list of values	transaction codes defined for each accounting event
Do not display this window again	optional	check box	See Table 37–2 , page 37-15, for a description of options.
Cancel		button	See Table 37–2 , page 37-15, for a description of options.
OK		button	See Table 37–2 , page 37-15, for a description of options.

Table 37–2 , page 37-15, describes the result of setting transaction code options in the Enter Transaction Events window.

Table 37–2 Transaction Code Options in Purchasing

Option	Do not display this window again check box selected	Cancel button selected	OK button selected	Result
Option 1			X	The transaction code is entered for this transaction. The Enter Transaction Events window appears for each line item in the requisition, purchase order, or receipt. Users can assign a different transaction code for each line.
Option 2		X		Transaction codes are not used for this transaction. The Enter Transaction Events window does not appear again for the current batch of transactions.
Option 3	X		X	The transaction code is entered for this transaction. The same transaction code defaults to all other line items in the requisition, purchase order, or receipt. The Enter Transaction Events window does not appear again for the current batch of transactions.
Option 4	X	X		same result as Option 2

Enter Transaction Events Window Description

Enhanced Transaction Codes Procedures in Payables

This chapter describes how to use enhanced transaction codes in Oracle Public Sector Payables. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Using Enhanced Transaction Codes for Matched and Unmatched Invoices Procedure](#)
- [Using Enhanced Transaction Codes for Payment Batches Procedure](#)
- [Using Enhanced Transaction Codes for Payments Procedure](#)
- [Enter Transaction Events Window](#)
- [Enter Transaction Events Window Description](#)

Definition

In Payables, enhanced transaction codes are used when entering invoices and payments.

Overview

This section describes the business processes in Payables that use enhanced transaction codes.

Process

In Payables, enhanced transaction codes can be used for the following business processes:

- [Matched and Unmatched Invoices](#)
- [Payment Batches](#)
- [Payments](#)

Matched and Unmatched Invoices

The parameters used to derive the transaction code for matched and unmatched invoices are as follows:

- form activity, matched invoices, or unmatched invoices
- transaction event
- responsibility
- user name

When users select the Invoices window, the Enter Transaction Events window appears, allowing users to select a transaction event and transaction code. The transaction code defaults to the value in the Invoices window.

Each time users add a new invoice in the Invoices window, the Enter Transaction Events window appears, allowing users to select a new transaction event and transaction code from the list of values.

If an invoice is matched to a purchase order, the proprietary charge account is copied from the purchase order distributions. The proprietary liability account is created along with the charge account.

Payment Batches

The parameters used to derive the transaction code for payment batches are as follows:

- form activity, payment batches
- transaction event
- responsibility
- user name

When users select the Payment Batches window, the Enter Transaction Events window appears, allowing users to select a transaction event and transaction code. The transaction code defaults to the value in the Payment Batches window.

The proprietary accounting entries for liabilities and payments are based on the user's system setup.

Payments

The parameters used to derive the transaction code for payments are as follows:

- form activity, payments
- transaction event
- responsibility
- user name

When users select the Payments window, the Enter Transaction Events window appears, allowing users to select a transaction event and transaction code. The transaction code defaults to the value in the Payments window.

The proprietary accounting entries for liabilities and payments are based on the user's system setup.

Prerequisites

- ❑ The FV:Enable Enhanced Transaction Codes profile option must be set to Yes.
To set up the FV: Enable Enhanced Transaction Codes profile option in Oracle Applications System Administration, see [Step 3. Specify Profile Options](#), page 3-9.
- ❑ Set up of enhanced transaction codes must be completed.
To set up enhanced transaction codes, see [Enhanced Transaction Codes Setup](#), page 16-1.
- ❑ The operating unit must be entered in the Define Federal Options window.
To enter and update information in the Define Federal Options window, see [Federal Options Setup](#), page 6-1.

Using Enhanced Transaction Codes for Matched and Unmatched Invoices Procedure

To enter enhanced transaction codes for matched or unmatched invoices in Payables, perform the following steps.

1. In Payables, navigate to the Invoices window as follows:

Invoices - Entry - Invoices

The Enter Transaction Events window appears. In the Transaction Events list of values, the user sees only those transaction events defined for the selected activity.

2. In the Form Activity field, select one of the following from the list of values:
 - Matched Invoice
 - Unmatched Invoice
3. Enter data in each field of the Enter Transaction Events window as described in [Table 38–1](#), page 38-9 and [Table 38–2](#), page 38-10.
4. Click **OK**.

The Invoices window appears, and the Transaction Code field is automatically populated with the transaction code.

For information on the Invoices window, see [Entering Invoices Overview](#), *Oracle Public Sector Payables*.

Using Enhanced Transaction Codes for Payment Batches Procedure

To enter enhanced transaction codes for payment batches in Payables, perform the following steps.

1. In Payables, navigate to the Payment Batches window as follows:

Payments - Entry - Payment Batches

The Enter Transaction Events window appears. In the Transaction Events list of values, the user sees only those transaction events defined for the selected activity.

2. Enter data in each field of the Enter Transaction Events window as described in [Table 38-1](#), page 38-9 and [Table 38-2](#), page 38-10.
3. Click **OK**.

The Payment Batches window appears, and the Transaction Code field is automatically populated with the transaction code.

For information on the Payment Batches window, see [Paying Invoices in Payment Batches](#), *Oracle Public Sector Payables*.

Using Enhanced Transaction Codes for Payments Procedure

To enter enhanced transaction codes for payments in Payables, perform the following steps.

1. In Payables, navigate to the Payments window as follows:

Payments - Entry - Payments

The Enter Transaction Events window appears. In the Transaction Events list of values, the user sees only those transaction events defined for the selected activity.

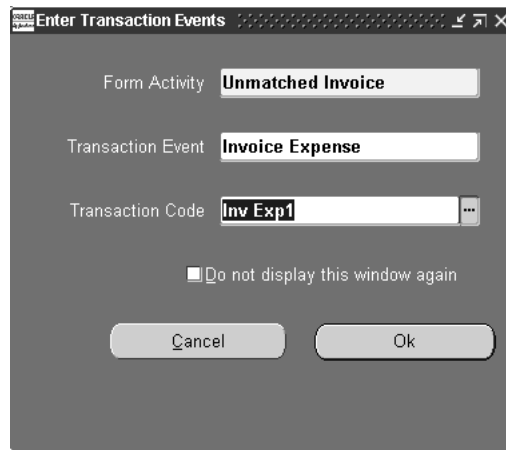
2. Enter data in each field of the Enter Transaction Events window as described in [Table 38–1](#), page 38-9 and [Table 38–2](#), page 38-10.
3. Click **OK**.

The Payments window appears, and the Transaction Code field is automatically populated with the transaction code.

For information on the Payments window, see [Creating Single Payments](#), *Oracle Public Sector Payables*.

Enter Transaction Events Window

Figure 38–1 Enter Transaction Events Window



The screenshot shows a window titled "Enter Transaction Events". It contains three input fields: "Form Activity" with the value "Unmatched Invoice", "Transaction Event" with the value "Invoice Expense", and "Transaction Code" with the value "Inv Exp1". Below these fields is a checkbox labeled "Do not display this window again" which is currently unchecked. At the bottom are "Cancel" and "Ok" buttons.

Form Activity	Unmatched Invoice
Transaction Event	Invoice Expense
Transaction Code	Inv Exp1

☐ Do not display this window again

Cancel Ok

Enter Transaction Events Window Description

Table 38–1 *Enter Transaction Events Window Description*

Field Name	Type	Features	Description
Form Activity	required	default or list of values	business activity
Transaction Event	required	list of values	user-defined events Note: If no transaction event is defined for a form activity, a message is displayed that the enhanced transaction codes feature will be disabled and that the Enter Transaction Events window will not be displayed for the remainder of the current transaction for that form activity.
Transaction Code	required	list of values	transaction codes defined for each accounting event
Do not display this window again	optional	check box	See Table 38–2 for a description of options.
Cancel		button	See Table 38–2 for a description of options.
OK		button	See Table 38–2 for a description of options.

[Table 38–2](#) describes the result of setting transaction code options in the Enter Transaction Events window.

Table 38–2 Transaction Code Options in Payables

Option	Do not display this window again check box selected	Cancel button selected	OK button selected	Result
Option 1			X	The transaction code is entered for this transaction. The Enter Transaction Events window appears for each line item in the selected invoice, payment batch, or payment. Users can assign a different transaction code for each line.
Option 2		X		Transaction codes are not used for this transaction. The Enter Transaction Events window does not appear again for the current batch of transactions.
Option 3	X		X	The transaction code is entered for this transaction. The same transaction code defaults to all other line items in the invoice, payment batch, or payment. The Enter Transaction Events window does not appear again for the current batch of transactions.
Option 4	X	X		same result as Option 2

Enhanced Transaction Codes Procedures in Receivables

This chapter describes how to use enhanced transaction codes in Oracle Public Sector Receivables. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Using Enhanced Transaction Codes for Transactions in Receivables Procedure](#)
- [Using Enhanced Transaction Codes for Adjustments in Receivables Procedure](#)
- [Using Enhanced Transaction Codes for Receipts Matched to Invoices Procedure](#)
- [Using Enhanced Transaction Codes for Miscellaneous Receipts Procedure](#)
- [Using Enhanced Transaction Codes for Federal Cash Receipts Procedure](#)
- [Enter Transaction Events Window](#)
- [Enter Transaction Events Window Description](#)

Definition

In Receivables, enhanced transaction codes are used with invoices and receipts.

Overview

This section describes the business processes in Receivables that use enhanced transaction codes.

Process

In Receivables, enhanced transaction codes can be used with the following business processes:

- [Transactions](#)
- [Adjustments](#)
- [Receipts Matched to Invoices](#)
- [Miscellaneous Receipts](#)
- [Federal Cash Receipts](#)

Transactions

Transactions include invoices, credit memos, debit memos, and commitments such as deposits and guarantees.

The parameters used to derive the receivable account, revenue line account, and transaction code for transactions are as follows:

- form activity, transactions
- transaction event
- Receivables transaction type

In the Transactions window, users navigate through the header region and select one of the following in the Class drop-down list:

- credit memo
- debit memo
- deposit
- guarantee

- invoice

After selecting a transaction type and upon clicking in the Transaction Code field in the More tab, the Enter Transaction Events window appears and allows users to select a transaction event and transaction code. The transaction code defaults to the value in the Transactions window with the properties set.

The proprietary accounts for the first line of the invoice are generated when users selects the Transaction Type. Each time users add an invoice line, the Enter Transaction Events window appears allowing users to select a new transaction event and transaction code from the list of values.

Adjustments

The parameters used to derive the transaction code for adjustments are as follows:

- form activity, adjustment, or chargeback
- transaction event

When users select the Credit Transactions window and select More from the drop-down list, the Enter Transaction Events window appears, enabling users to select a transaction event and transaction code. The transaction code defaults to the value in the Credit Transactions window.

Receipts Matched to Invoices

The parameters used to derive the transaction code for receipts matched to invoices are as follows:

- form activity, invoice collections
- transaction event

After selecting Cash in the Receipt Type drop-down list and upon clicking in the Trans Code field, the Enter Transaction Events window appears, enabling users to select a transaction event and transaction code. The transaction code defaults to the value in the Receipts window. All proprietary entries are made based on system setup.

Miscellaneous Receipts

The parameters used to derive the transaction code for miscellaneous receipts are as follows:

- form activity, miscellaneous collections

- transaction event

After selecting Misc in the Receipt Type drop-down list and upon clicking in the Trans Code field, the Enter Transaction Events window appears, allowing users to select a transaction event and a transaction code for Miscellaneous Collection.

If there are no defaults for an invoice, users disable the enhanced transaction codes feature and select a receivable activity and payment method to generate the proprietary entries. The transaction code is entered manually.

Federal Cash Receipts

The parameters used to derive transaction code for Federal Cash Receipts are as follows:

- form activity, miscellaneous collections
- transaction event

When users select the Cash Receipts window, the Enter Transaction Events window appears, enabling users to select a transaction event and transaction code.

Prerequisites

- The profile option FV:Enable Enhanced Transaction Codes must be set to Yes.
To set profile options in Oracle Applications System Administration, see [Step 3. Specify Profile Options](#), page 3-9.
- Setup of enhanced transaction codes must be completed.
To set up enhanced transaction codes, see [Enhanced Transaction Codes Setup](#), page 16-1.
- The operating unit must be entered in the Define Federal Options window.
To enter and update information in the Define Federal Options window, see [Federal Options Setup](#), page 6-1.

Using Enhanced Transaction Codes for Transactions in Receivables Procedure

To enter enhanced transaction codes for transactions in Receivables, perform the following steps.

1. In Receivables, navigate to the Transactions window as follows:

Transactions - Transactions

The Transactions window appears.

2. In the Class drop-down list, select a class.
3. In the Type field, select a transaction type from the list of values.
4. Click in the Transaction Code field in the More tab.

The Enter Transaction Events window appears. In the list of values for Transaction Events, users see only those transaction events defined for the selected activity.

5. Enter data in each field of the Enter Transaction Events window as described in [Table 39-1](#), page 39-12, and [Table 39-2](#), page 39-12.
6. Click **OK**.

The Transaction Code field, Default Tax field, and the Receivable and Revenue lines are automatically populated.

For information on the Transactions window, see [Entering Transactions](#), *Oracle Public Sector Receivables User's Guide*.

Using Enhanced Transaction Codes for Adjustments in Receivables Procedure

To enter enhanced transaction codes for adjustments in Receivables, perform the following steps.

1. In Receivables, navigate to the Transactions Summary window as follows:
Transactions - Transactions Summary
2. Query and select a transaction.
3. Click **Adjust**.
4. The Enter Transaction Events window appears. In the list of values for Transaction Events, users see only those transaction events defined for the selected activity.
5. Enter data in each field of the Enter Transaction Events window as described in [Table 39–1](#), page 39-12, and [Table 39–2](#), page 39-12.
6. Click **OK**.

The Transaction Code field is automatically populated with the transaction code.

For information on the Credit Transactions window, see [Crediting Transactions](#), *Oracle Public Sector Receivables User's Guide*.

Using Enhanced Transaction Codes for Receipts Matched to Invoices Procedure

To enter enhanced transaction codes for receipts matched to invoices, perform the following steps.

1. In Oracle Public Sector Receivables, navigate to the Receipts window as follows:

Receipts - Receipts

2. In the Receipt Type field drop-down list, select Cash.
3. Click in the trans code field.

The Enter Transaction Events window appears. In the list of values for Transaction Events, users see only those transaction events defined for the selected activity.

4. Enter data in each field of the Enter Transaction Events window as described in [Table 39-1](#), page 39-12, and [Table 39-2](#), page 39-12.
5. Click **OK**.

The Trans Code field is automatically populated with the transactions code.

For information on the Receipts window, see [Entering Receipts](#), *Oracle Public Sector Receivables User's Guide*.

Using Enhanced Transaction Codes for Miscellaneous Receipts Procedure

To enter enhanced transaction codes for miscellaneous receipts, perform the following steps.

1. In Oracle Public Sector Receivables, navigate to the Receipts window as follows:

Receipts - Receipts

2. In the Receipt Type field drop-down list, select Misc.
3. Click in the Trans Code field.

The Enter Transaction Events window appears. In the list of values for Transaction Events, users see only those transaction events defined for the selected activity.

4. Enter data in each field of the Enter Transaction Events window as described in [Table 39–1](#), page 39-12, and [Table 39–2](#), page 39-12.
5. Click **OK**.

The Trans Code field is automatically populated with the transactions code.

For information on the Receipts window, see [Entering Receipts](#), *Oracle Public Sector Receivables User's Guide*.

Using Enhanced Transaction Codes for Federal Cash Receipts Procedure

To enter enhanced transaction codes for Federal Cash Receipts, perform the following steps.

1. In Federal Financials, navigate to the Cash Receipts window as follows:

Receivables Management - Cash Receipts

The Enter Transaction Events window appears. In the list of values for Transaction Events, users see only those transaction events defined for the selected activity.

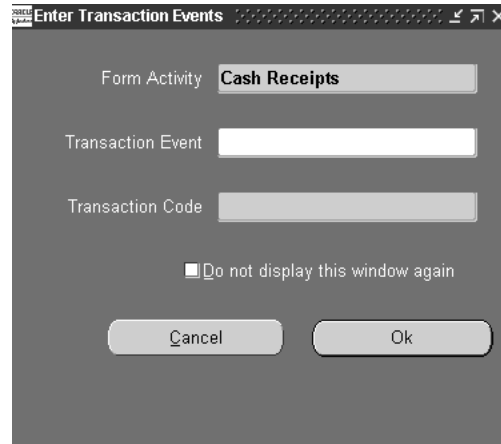
2. Enter data in each field of the Enter Transaction Events window as described in [Table 39-1](#), page 39-12 and [Table 39-2](#), page 39-12.
3. Click **OK**.

The transaction code field is automatically populated with the transaction code.

For information on the Cash Receipts window, see [Receivables Management Procedures](#), page 54-1.

Enter Transaction Events Window

Figure 39–1 *Enter Transaction Events Window*



Enter Transaction Events

Form Activity **Cash Receipts**

Transaction Event

Transaction Code

☐ Do not display this window again

Cancel Ok

Enter Transaction Events Window Description

Table 39–1 *Enter Transaction Events Window Description*

Field Name	Type	Features	Description
Form Activity	required	default; list of values	business activity
Transaction Event	required	list of values	user-defined events Note: If no transaction event is defined for a form activity, a message is displayed that the enhanced transaction codes feature will be disabled and that the Enter Transaction Events window will not be displayed for the remainder of the current transaction for that form activity.
Transaction Code	required	list of values	transaction codes defined for each accounting event
Do not display this window again	optional	check box	See Table 39–2 , page 39-12, for a description of options.
Cancel		button	See Table 39–2 , page 39-12, for a description of options.
OK		button	See Table 39–2 , page 39-12, for a description of options.

[Table 39–2](#), page 39-12, describes the result of setting transaction code options in the Enter Transaction Events window.

Table 39–2 *Transaction Code Options in Receivables*

Option	Do not display this window again check box selected	Cancel button selected	OK button selected	Result
Option 1			X	The transaction code is entered for this transaction. The Enter Transaction Events window appears for each line item in the invoice or receipt. Users can assign a different transaction code for each line.
Option 2		X		Transaction codes are not used for this transaction. The Enter Transaction Events window does not appear again for the current batch of transactions.

Table 39–2 Transaction Code Options in Receivables

Option	Do not display this window again check box selected	Cancel button selected	OK button selected	Result
Option 3	X		X	The transaction code is entered for this transaction. The same transaction code defaults to all other line items in the invoice or receipt. The Enter Transaction Events window does not appear again for the current batch of transactions.
Option 4	X	X		same result as Option 2

Part VI

Prompt Payment

Prompt Payment Process

This chapter describes the Prompt Payment features of Oracle U.S. Federal Financials. The following sections are in this chapter:

- [Definition](#)
- [Federal Requirements](#)
- [U.S. Federal Payables Processing Cycle Diagram](#)
- [Due Date Calculation Process](#)
- [Economically Beneficial Discount Process](#)
- [Reason Code Process](#)
- [References](#)

Definition

The Prompt Payment Act is a set of regulations governing the payment practices of federal agencies. The Prompt Payment Act is documented in the Office of Management and Budget (OMB) *Circular A-125, Prompt Payment* and in a supplement to the *Treasury Financial Manual (TFM)*.

Federal Requirements

This section includes the following parts:

- [Payment of Commercial Obligations](#)
- [Payment of Interest Penalties](#)
- [Reporting Requirements](#)

Payment of Commercial Obligations

Agencies must comply with the following:

- Agencies must pay commercial obligations within specific time periods.
- Payments must be based on receipt of proper invoices or progress payment requests only if goods or services have been received and accepted by the agency and contract terms have been fulfilled satisfactorily.

To comply with these requirements, Federal Financials provides the following features:

- Due Date Calculation process
- Economically Beneficial Discount process
- Reason Code process

Payment of Interest Penalties

Agencies must comply with the following:

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

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

For information on the Payables Automatic Interest process, see [Automatic Interest](#), *Oracle Public Sector Payables User's Guide*.

Reporting Requirements

Agencies must comply with the following:

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

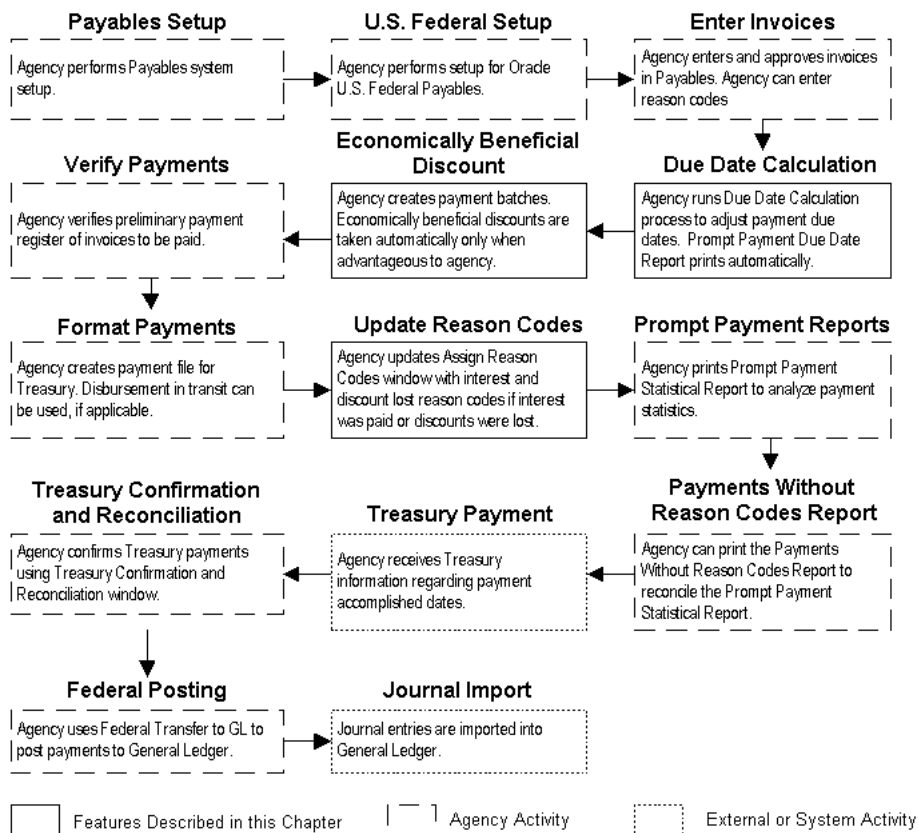
To comply with this requirement, Payables provides the following features:

- Prompt Payment Statistical Report
- Payments Without Reason Codes Report

U.S. Federal Payables Processing Cycle Diagram

Figure 40–1 shows the U.S. Federal Payables Processing Cycle diagram as described in Table 40–1.

Figure 40–1 U.S. Federal Payables Processing Cycle Diagram



U.S. Federal Payables Processing Cycle Diagram Description

Table 40–1 U.S. Federal Payables Processing Cycle Diagram Description

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

Table 40–1 U.S. Federal Payables Processing Cycle Diagram Description

Feature	Description	Status
Treasury Confirmation and Reconciliation	Agency confirms Treasury payments using Treasury Confirmation and Reconciliation window.	agency activity
Federal Posting	Agency uses Federal Transfer to GL to post payments to General Ledger.	agency activity
Journal Import	Journal entries are imported into General Ledger.	external or system activity

Due Date Calculation Process

Features

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

Process

The Due Date Calculation process involves the following:

1. After invoices are entered and approved in Payables, but before payment batches are created using the AutoSelect process, users initiate the Due Date Calculation process.

For information on the U.S. Federal Payables processing cycle, see [Figure 40-1](#), page 40-4

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

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

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

Example: Due Date Adjustment

This example illustrates an instance in which the payment due date of an invoice is changed based on a later Goods/Services Acceptance Date.

An invoice is received with the following information:

- Date the invoice was received is April 11, 2002.
- Date goods were received is April 14, 2002.

- Payment terms are Net 30.

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

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

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

For information on setting up the Terms Date Basis in Payables, see [Supplier Payables Options](#), *Oracle Public Sector Payables User's Guide*.

Example: No Due Date Adjustment

This example illustrates an instance in which the payment due date is not changed, because the Invoice Received Date is later than the Goods/Services Acceptance Date.

An invoice is received with the following information:

- Date the invoice was received is April 14, 2002.
- Date services were accepted is April 11, 2002.
- Payment terms are Net 30.

The original payment due date is May 14, 2002.

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

Example: Constructive Acceptance

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

An invoice is received with the following information:

- Date the invoice was received is November 14, 2002.
- Date goods were received is November 10, 2002.
- Date goods were accepted is November 20, 2002.
- The Constructive Acceptance Date is November 17, 2002.

- Payment terms are Net 30.

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

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

Example: Invoice Returns

This example illustrates an instance where the payment due date is changed because the invoice was not returned within the allotted time.

- Date the original invoice was received is November 14, 2002.
- Date the original invoice was returned is November 24, 2002.
- The Invoice Return Days for the agency are seven days.
- Date goods were received is November 10, 2002.
- Date goods were accepted is November 20, 2002.
- The Constructive Acceptance Date is November 17, 2002.
- Date the new invoice was received is November 30, 2002.
- Payment terms are Net 30.

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

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

Economically Beneficial Discount Process

This section includes the following parts:

- [Definition](#)
- [Features](#)
- [Process](#)
- [Example: Vendor Discount](#)
- [Example: Due Date Adjustment with Discount](#)

Definition

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

Features

Payables enables users to take vendor discounts for early payment at their discretion, as long as the discount date has not yet passed. However, the Prompt Payment Act requires federal agencies to take all economically beneficial discounts. Federal Financials complies with this requirement by providing the Economically Beneficial Discount process.

Process

The Economically Beneficial Discount process involves the following:

1. When payment batches are created using the Payables AutoSelect process, the Economically Beneficial Discount process runs automatically.

For information on the U.S. Federal Payables processing cycle, see [Figure 40–1](#), page 40-4.

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

Figure 40–2 Effective Annual Discount Rate Formula

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

The effective annual discount rate formula is as follows:

- The discount percentage divided by 100 minus the discount is multiplied by the days in the year divided by the total days in the payment period minus the days in the discount period.
- 3. The rate is compared to the current value of funds rate entered in the Define Fund Rates window. If the effective annual discount rate is greater than the current value of funds rate, the discount is economically beneficial.
- 4. Discounts are taken unless they are not economically beneficial or the discount date has passed. If the discount is not economically beneficial, the payment is eliminated from the payment batch, and it is processed again the next time invoices are selected for payment. If the discount date has passed, the payment is automatically added to the Assign Reason Codes window for a discount lost reason code to be assigned.

Example: Vendor Discount

This example illustrates an instance in which it is economically beneficial to take a vendor discount for early payment.

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

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

Figure 40–3 Effective Annual Discount Rate Calculation

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

The effective annual discount rate calculation is as follows:

- 2% is multiplied by 100% minus 2% multiplied by 360 divided by 30 minus 10 minus 0 which equals 0.367 or 36.7%.

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

Example: Due Date Adjustment with Discount

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

An invoice is received with the following information:

- Date the invoice was received is April 11, 2002.
- Date goods were received is April 14, 2002.
- Payment terms are 2/10, Net 30.
- Discount date is April 21, 2002.

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

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

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

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

Reason Code Process

This section includes the following parts:

- [Definition](#)
- [Features](#)
- [Process](#)

Definition

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

Features

Payables enables users to enter reason codes for invoices for which interest was paid or a discount was lost. Payables loads these invoices automatically when the payment batch is confirmed. The reason codes for these invoices can then be entered individually or by batch.

Process

The Reason Code process involves the following:

1. Enter an invoice if interest is paid or a discount is lost.
2. Optionally, enter the unpaid invoice and assign a reason code in the Assign Reason Codes window.

Note: If the invoice is entered in Step 2, the record is updated with the payment batch information during the payment batch process and retains the original reason code.

3. Process the payment.

Note: When payment batches are created using Payables, all invoices with interest over \$1.00 and invoices with discounts lost automatically populate the Assign Reason Codes window.

For information on the U.S. Federal Payables processing cycle, see [Figure 40-1](#), page 40-4.

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

Note: For more information on assigning reason codes, see [Prompt Payment Procedures](#), page 41-1.

Note: Reason codes are not assigned for manual payments.

References

For information on setting up Payables, see [Oracle U.S. Federal Financials Setup Overview](#), page 3-1.

For information on entering and updating the current value of funds rate in the Define Fund Rates window, see [Current Value of Funds Setup](#), page 19-1.

For information on entering and updating payment terms types in the Define Payment Terms Types window, see [Payment Terms Types Setup](#), page 17-1.

For information on entering and updating holidays and non-working dates in the Define Holiday / Non-Working Dates window, see [Holiday and Non-Working Dates Setup](#), page 18-1.

For information on running the Due Date Calculation procedure and the Economically Beneficial Discount procedure, see [Prompt Payment Procedures](#), page 41-1.

For information on printing the Prompt Payment reports, see [Prompt Payment Report Procedures](#), page 42-1.

For information on approving invoices in Payables, see [Approval](#), *Oracle Public Sector Payables User's Guide*.

For information on how to process payment batches in Payables, see [Paying Invoices in Payment Batches](#), *Oracle Public Sector Payables User's Guide*.

For information on the Payables Automatic Interest process, see [Setting Up Payables for Automatic Interest](#), *Oracle Public Sector Payables User's Guide*.

For information on entering reason codes in the Define Federal Lookups window, see [Federal Seed Data Setup](#), page 4-1.

Prompt Payment Procedures

This chapter describes the prompt payment features. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Calculating the Due Date Procedure](#)
- [Economically Beneficial Discount Procedure](#)
- [Recording Invoice Returns Procedure](#)
- [Invoice Returns Window](#)
- [Invoice Returns Window Description](#)
- [Recording Prior Period Receipts Procedure](#)
- [Find Prior Receipts Window](#)
- [Find Prior Receipts Window Description](#)
- [Prior Period Receipts Window](#)
- [Prior Period Receipts Window Description](#)
- [Assigning Reason Codes Procedures](#)
- [Assign Reason Codes Window](#)
- [Assign Reason Codes Window Description](#)

Definition

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

For information on the Prompt Payment reports, see [Prompt Payment Report Procedures](#), page 42-1.

For information on the Prompt Payment process, see [Prompt Payment Process](#), page 40-1.

Overview

This section describes the following prompt payment features:

- [Due Date Calculation](#)
- [Economically Beneficial Discount](#)
- [Invoice Returns](#)
- [Prior Period Receipts](#)
- [Assign Reason Codes](#)

Due Date Calculation

The Due Date Calculation process performs the following tasks:

- compares the Invoice Received Date to the Goods/Services Acceptance or Receipt Date
- compares the Goods/Services Acceptance Date to the Constructive Acceptance Date
- calculates the due dates when improper supplier invoices are not returned to suppliers within the allotted time
- calculates the Discount Date for supplier invoices that have discount terms
- recalculates Payment Schedules to use the correct Discount Date based on the Invoice Date
- recalculates Payment Schedules to use the later of the Invoice Received Date, Goods/Services Acceptance Date, or Constructive Acceptance Date

- recalculates Payment Schedules to correct the due date if the original due date falls on a weekend or holiday
- assigns different payment terms to different groups of suppliers to comply with the payment terms in the Prompt Payment Act

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

Economically Beneficial Discount

If the vendor offers a discount, the Economically Beneficial Discount process performs the following tasks:

- determines whether it is economically beneficial to take the discount
- eliminates payments for which taking the discount is not economically beneficial from the payment batch
- automatically updates the Assign Reason Codes window if a discount is lost

Invoice Returns

The Invoice Returns process enables an agency to perform the following tasks:

- calculate Prompt Payment Act due dates when defective supplier invoices are returned
- capture and store the original invoice information for future reference

The Invoice Returns window captures the original invoice received date and the original invoice returned date for invoices that are deemed improper and returned to the supplier. If the invoice is not returned within the allotted time, the due date for the new invoice is offset for the time it took to return the original invoice to the supplier.

Prior Period Receipts

The Prior Period Receipts process enables an agency to capture the actual receipt or acceptance date information that is used in the Prompt Payment due date calculation.

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

Assign Reason Codes

The Assign Reason Codes process enables an agency to assign reason codes to invoices with interest paid and invoices with discounts lost.

The Assign Reason Codes window assigns reason codes to discount lost or interest paid invoices.

Prerequisites

- ❑ Access to Payables is required to enter invoices, run the AutoApproval process, and process payments using the Payment Batches process.

- ❑ Federal Lookups must be set up in the Define Federal Lookups window.

To set up lookups in the Define Federal Lookups window, see [Federal Seed Data Setup](#), page 4-1.

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

For information on Payables setup steps, see [Oracle U.S. Federal Financials Setup Overview](#), page 3-1.

- ❑ A current value of funds rate must be entered in the Define Fund Rates window before processing payments for the first time and updated whenever the Department of Treasury publishes a new current value of funds rate.

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

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

To enter and update the current value of funds rate in the Define Fund Rates window, see [Current Value of Funds Setup](#), page 19-1.

- ❑ The terms date basis must be set to Invoice Received Date in Payables.

To set the terms date basis, see [Suppliers and Supplier Sites Window Reference](#), *Oracle Public Sector Payables User's Guide*.

- ❑ The original invoice that is being returned to the supplier must be entered in Payables.

To enter an invoice that is being returned to a supplier, see [Suppliers and Supplier Sites Window Reference](#), *Oracle Public Sector Payables User's Guide*.

- ❑ The payment terms must be entered in Payables.

To enter payment terms, see [Payment Terms](#), *Oracle Public Sector Payables User's Guide*.

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

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

To enter and update payment terms types in the Define Payment Terms Types window, see [Payment Terms Types Setup](#), page 17-1.

- ❑ Constructive acceptance days and invoice return days must be entered in the Define Payment Terms Types window.

To enter constructive acceptance days and invoice return days in the Define Payment Terms Types window, see [Payment Terms Types Setup](#), page 17-1.

- ❑ The Site Level Profile Options, FV:USE INTEREST REASON CODES and FV:USE DISCOUNT LOST REASON CODES, must be set to Yes to capture and report reason code data.

To set Profile Options in Oracle Applications System Administration, see [Step 3. Specify Profile Options](#), page 3-9.

- ❑ Automatic Interest Invoice creation must be used.

To automatically create interest invoices, see [Automatic Interest](#), *Oracle Public Sector Payables User's Guide*.

- ❑ Receipt and acceptance transactions must be entered in Oracle Public Sector Purchasing.

To enter receipt transactions, see [Receiving Transactions](#), *Oracle Public Sector Purchasing User's Guide*.

To enter acceptance transactions, see [Entering and Viewing Purchase Order Acceptances](#), *Oracle Public Sector Purchasing User's Guide*.

- ❑ Holidays and non-working dates must be entered for the Due Date Calculation process to accurately calculate prompt payment information.

To define holiday and non-working dates, see [Holiday and Non-Working Dates Setup](#), page 18-1.

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

- ❑ The operating unit must be entered in the Define Federal Options window.

To enter and update the Define Federal Options window, see [Federal Options Setup](#), page 6-1.

Calculating the Due Date Procedure

To apply the correct due dates to the payment schedule before creating payment batches, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Request Set radio button.
3. Click **OK**.

The Submit Request Set window appears.

4. In the Request Set field, select Due Date Calculation Program from the list of values.
5. Place the cursor in the Parameters field for the first item, Due Date Calculation.
The Parameters window appears.
6. In the Run Mode field, select Final or Preliminary from the list of values.
7. To apply the parameters, click **OK**.
8. To send the request to the concurrent manager, click **Submit**.
The Requests window appears.

9. To view the request, select the appropriate Request ID and click **View Output**.
10. Close the window.

Note: The Prompt Payment Due Date Report is automatically printed on completion of the Due Date Calculation process. For information on this report, see [Prompt Payment Report Procedures](#), page 42-1.

Note: When the report is run in Preliminary mode, it provides a list of invoices to be updated by the procedure. When the report is run in Final mode, the due dates and discount dates are updated for the invoices selected. Once the report is run in Final mode, the invoices are not selected again.

Economically Beneficial Discount Procedure

No separate procedure is required to run the Economically Beneficial Discount process. For users of Federal Financials, the Economically Beneficial Discount process occurs transparently as part of the Payment Batches process during normal payment batch processing in Payables.

For information on how to process payment batches in Payables, see [Paying Invoices in Payment Batches](#), *Oracle Public Sector Payables User's Guide*.

Recording Invoice Returns Procedure

To record returned invoices, perform the following steps.

1. In Federal Financials, navigate to the Invoice Returns window as follows:

Payables Management - Invoice Returns

2. Enter data in each field of the Invoice Returns window as described in [Table 41-1](#), page 41-11.
3. Save or save and continue as follows:
File - Save or **Save and Proceed**
4. Close the window.

Invoice Returns Window

Figure 41–1 Invoice Returns Window

The screenshot shows a window titled "Invoice Returns". It contains several input fields and a table.

Fields:

- Supplier: **Supplier9**
- Site: **1A**
- Invoice Number: **PYAI2027**
- Invoice Amount: **1,145.00**

Below these fields is a section titled "Invoice Details" containing a table with the following columns: Original Invoice Date, Original Invoice Received Date, Invoice Returned Date, Invoice Return Reason Code, and Comments.

Original Invoice Date	Original Invoice Received Date	Invoice Returned Date	Invoice Return Reason Code	Comments
30-SEP-2001	30-JUN-2001	02-JAN-2003	Invalid Invoice Dat	

Invoice Returns Window Description

Table 41–1 Invoice Returns Window Description

Field Name	Type	Features	Description
Supplier	required	list of values	supplier or vendor name
Site	required	list of values	supplier site
Invoice Number	required	list of values	invoice number
Invoice Amount	display only		amount of invoice
[Descriptive Flexfield]	optional		user-customization field
Invoice Details Region			
Original Invoice Date	default		original date of invoice Note: If date is null, user must enter a new date.
Original Invoice Received Date	default		date invoice received Note: If date is null, user must enter a new date.
Invoice Returned Date	required		date defective invoice returned to supplier Note: Date must be greater than or equal to the Original Invoice Received Date. Warning: If invoice is approved and returned to supplier, the invoice will be paid. Note: When invoice is returned to the supplier, the supplier must resubmit the invoice using the same invoice number.
Comments	optional		field for user information regarding returned invoices

Recording Prior Period Receipts Procedure

To record Prior Period Receipts information, perform the following steps.

1. In Federal Financials, navigate to the Find Prior Receipts window as follows:

Payables Management - Prior Receipts

2. Enter data in each field of the Find Prior Receipts window as described in [Table 41-2](#), page 41-14.
3. Click **Find** to open the Prior Period Receipts window.
4. Enter data in each field of the Prior Period Receipts window as described in [Table 41-3](#), page 41-17.
5. Save or save and continue as follows:
File - Save or **Save and Proceed**
6. Close the window.

Find Prior Receipts Window

Figure 41–2 Find Prior Receipts Window

The screenshot shows a window titled "Find Prior Receipts" with a standard Windows-style title bar. Inside the window, there are several input fields and two buttons. The "Receipt Number" field contains the text "10000". The "P O Number" field contains "125" and has a small dropdown arrow on its right side. To the right of the "P O Number" field is a "Release" field. Below the "P O Number" field is a "Line" field. To the right of the "Line" field is a "Shipment" field. The "Supplier" field contains the text "EXP1". At the bottom right of the window are two buttons: "Clear" and "Find".

Receipt Number	10000		
P O Number	125	Release	
Line		Shipment	
Supplier	EXP1		

Clear Find

Find Prior Receipts Window Description

Table 41-2 Find Prior Receipts Window Description

Field Name	Type	Features	Description
Receipt Number	optional	list of values	receipt number Note: If receipt information is not known, select purchase order or blanket purchase agreement in the PO Number field.
PO Number	optional	list of values	purchase order number
Release	optional	list of values	release number associated with every planned purchase order and every blanket purchase order Note: Field is available only if purchase order number associated with a planned purchase order or a blanket purchase order agreement is entered.
Line	optional	list of values	line number Note: Field is available only if purchase order of type Standard is entered.
Shipment	optional	list of values	shipment number Note: Field is available only if PO Number, Release, and Line are specified.
Supplier	default	list of values	supplier name
Clear		button	clears fields
Find		button	opens Prior Period Receipts window

[illegible]

Figure 41-4 Prior Period Receipts Window (continued)

Prior Period Receipts							
	Qty	Date	Actual Date	Supplier	P O Number	Line	Rel
	10	01-JUL-1997	27-SEP-2000	Comp USA			
	4	21-MAY-1999					
	50	07-JUL-1997		Comp USA			
	50	08-JUL-1997		Comp USA			
	5	20-JUL-1997		Comp USA			
	13	12-JUL-1997		Comp USA			
	10	12-JUL-1997		Comp USA			
	10	12-JUL-1997		Comp USA			
	5	12-JUL-1997		Comp USA			
	5	12-JUL-1997		Comp USA			
	2	12-JUL-1997		Comp USA			
	2	12-JUL-1997		Comp USA			

Prior Period Receipts Window Description

Table 41–3 *Prior Period Receipts Window Description*

Field Name	Type	Features	Description
Receipt Number	display only		receipt number
Type	display only		transaction type; Receive or Accept
Qty	display only		quantity received or accepted
Date	display only		General Ledger transaction date
Actual Date	optional		date used for Due Date Calculation process
Supplier	display only		supplier name
PO Number	display only		purchase order number
Line	display only		line number
Rel	display only		release number

Assigning Reason Codes Procedures

The following procedures are used to assign reason codes:

- [Assigning Reason Codes to Invoices](#)
- [Assigning Reason Codes to Individual Invoices in a Payment Batch](#)
- [Assigning Reason Codes to All Invoices in a Payment Batch](#)

Assigning Reason Codes to Invoices

To assign reason codes to unpaid invoices, perform the following steps.

1. In Federal Financials, navigate to the Assign Reason Codes window as follows:

Payables Management - Assign Reason Codes

2. Select the Interest or Discount tab.
3. In the Original Invoice Number or Invoice Number field, select the invoice number from the list of values.
4. In the Interest Reason Code or Discount Lost Reason Code field, select a reason code from the list of values.
5. Save or save and continue as follows:
File - Save or Save and Proceed
6. Close the window.

Assigning Reason Codes to Individual Invoices in a Payment Batch

To assign reason codes to individual invoices in a payment batch, perform the following steps.

1. In Federal Financials, navigate to the Assign Reason Codes window as follows:

Payables Management - Assign Reason Codes

2. Select the Interest or Discount tab.
3. In the Payment Batch Name field, perform a query on a payment batch.
4. In the Interest Reason Code or Discount Lost Reason Code field, select a reason code from the list of values.

5. Save or save and continue as follows:

File - Save or Save and Proceed

6. Close the window.

Assigning Reason Codes to All Invoices in a Payment Batch

To assign reason codes to all invoices in a payment batch, perform the following steps.

1. In Federal Financials, navigate to the Assign Reason Codes window as follows:

Payables Management - Assign Reason Codes

2. Select the Interest or Discount tab.
3. In the Payment Batch Name field, perform a query on a payment batch.
4. In the Default Reason Codes field, select a reason code from the list of values.
5. Click **Default Values**.
6. Save or save and continue as follows:
File - Save or Save and Proceed
7. Close the window.

Note: The Prompt Payment Reason Codes for invoices in payment batches can only be modified on an individual basis after defaulting.

Assign Reason Codes Window

Figure 41–5 Assign Reason Codes Window, Interest Tab

Payment Batch Name: **2192600SLHPB2**

Interest | Discount | Cancelled | Credit Memo

Default Reason Codes

Interest Reason Code: Default Values

Original Invoice Number	Interest Reason Code	Interest Invoice Number	Interest Amount	In
720	Proper invoice	720-INT1	15.91	06

Invoice

Figure 41–6 Assign Reason Codes Window, Interest Tab (continued)

Payment Batch Name: 2192600SLHPB2

Interest Discount Cancelled Credit Memo

Invoice Date	Invoice Amount Due	Due Date	Terms	Payment Date	Access Level
08 JUL 2002	720.00	07 AUG 2002	Prompt Net 3	25 OCT 2002	SYSTEM

Invoice

Figure 41-7 Assign Reason Codes Window, Interest Tab (continued)

Assign Reason Codes

Payment Batch Name: **2192600SLHPB2**

Interest Discount Cancelled Credit Memo

Invoice Date	Invoice Amount	Due Date	Terms	Payment Date	Access Lev
01-FEB-2002	1,000.00	03-MAR-2002	Prompt 2/10,	25-OCT-2002	SYSTEM

Invoice

Figure 41–8 Assign Reason Codes Window, Discount Tab

Payment Batch Name: 2192600SLHPB2

Interest Discount Cancelled Credit Memo

Date	Invoice Amount Due	Due Date	Terms	Payment Date	Access Level	
-2002	720.00	07-AUG-2002	Prompt Net 3	25-OCT-2002	SYSTEM	

Invoice

Figure 41-9 Assign Reason Codes Window, Discount Tab (continued)

Payment Batch Name: 2192600SLHPB2

Interest Discount Cancelled Credit Memo

Default Reason Codes

Discount Lost Reason Code: [Text Box] Default Values

Invoice Number	Discount Lost Reason Code	Discount Lost Amount
2192600SLH3	Delay in entering invoice	20.00

Invoice

Figure 41-10 Assign Reason Codes Window, Discount Tab (continued)

Assign Reason Codes

Payment Batch Name: 2192600SLHPB2

Interest Discount Cancelled Credit Memo

Date	Invoice Amount	Due Date	Terms	Payment Date	Access Level	
.2002	1,000.00	03-MAR-2002	Prompt 2/10,	25-OCT-2002	SYSTEM	

Invoice

Assign Reason Codes Window Description

Table 41-4 Assign Reason Codes Window Description

Field Name	Type	Features	Description
Payment Batch Name	display only		payment batch
Interest Tab, Default Reason Codes Region			
Interest Reason Code	optional	list of values	interest reason code
Default Values		button	populates the default interest reason code to the detail records
[Main Region]			
Original Invoice Number	required	list of values	original invoice number
Interest Reason Code	optional	list of values	interest reason code
Interest Invoice Number	display only		interest invoice number
Interest Amount	display only		interest amount
Invoice Date	display only		invoice date
Invoice Amount Due	display only		invoice amount
Due Date	display only		invoice due date
Terms	display only		invoice payment terms
Payment Date	display only		payment date
Access Level	display only		access level: SYSTEM or USER
[Descriptive Flexfield]	optional		user-customization field
Invoice One		button	opens Payables Invoice window
Discount Tab, Default Reason Codes Region			
Discount Lost Reason Code	optional	list of values	discount lost reason code
Default Values		button	populates the default discount reason code to the detail records
[Main Region]			
Invoice Number	required	list of values	original invoice number
Discount Lost Reason Code	optional	list of values	discount lost reason code

Table 41-4 Assign Reason Codes Window Description

Field Name	Type	Features	Description
Discount Lost Amount	display only		discount lost amount
Invoice Date	display only		invoice date
Invoice Amount	display only		invoice amount
Due Date	display only		invoice due date
Terms	display only		invoice payment terms
Payment Date	display only		payment date
Access Level	display only		access level: SYSTEM or USER
[Descriptive Flexfield]	optional		user-customization field
Invoice Two		button	opens Payables Invoices window

Prompt Payment Report Procedures

This chapter describes the Prompt Payment reports. The following sections are in this chapter:

- [Definition](#)
- [Requirements](#)
- [Prerequisites](#)
- [Prompt Payment Due Date Report Procedure](#)
- [Prompt Payment Due Date Report Description](#)
- [Generating the Prompt Payment Statistical Report Procedure](#)
- [Prompt Payment Statistical Report Description](#)
- [Prompt Payment Exception Report Procedure](#)
- [Prompt Payment Exception Report Description](#)
- [Payments Without Reason Codes Report Procedure](#)
- [Payments Without Reason Codes Report Description](#)

Definition

The Prompt Payment reports provide information about invoices affected by prompt payment requirements. The reports include the following:

- Prompt Payment Due Date Report, which provides information about invoices for which a due date adjustment was made
- Prompt Payment Statistical Report, which provides detailed statistical information about payments within a specific date range
- Prompt Payment Exception Report, which provides information about payments that have an invalid due date
- Payments Without Reason Codes Report, which provides a list of interest and discount lost payments without reason codes

For information on the Prompt Payment features, see [Prompt Payment Procedures](#), page 41-1.

For information on the Prompt Payment process, see [Prompt Payment Process](#), page 40-1.

Requirements

Federal agencies are required to comply with the requirements of the Prompt Payment Act regarding payment of commercial obligations. Requirements include when and under what conditions payments must be made, taking of vendor discounts, and payment of interest penalties, when applicable.

Information regarding reporting requirements is available in the Office of Management and Budget (OMB) *Circular A-125, Prompt Payment*.

Prerequisites

- ❑ Prompt Pay must be defined and used as the payment terms type for the payment terms associated with the invoices to be reported.

To enter and update payment terms types in the Define Payment Terms Types window, see [Payment Terms Types Setup](#), page 17-1.

- ❑ The Site Level Profile Options, FV:USE INTEREST REASON CODES and FV:USE DISCOUNT LOST REASON CODES, must be set to Yes to capture and report reason code data.

To set the profile options in Oracle Applications System Administration, see [Step 3. Specify Profile Options](#), page 3-9.

Prompt Payment Due Date Report Procedure

The Prompt Payment Due Date Report is printed automatically on completion of the Due Date Calculation process.

For information on running the Due Date Calculation process, see [Prompt Payment Procedures](#), page 41-1.

Prompt Payment Due Date Report Description

Table 42–1 *Prompt Payment Due Date Report Description*

Column	Description
Header Section	report date and set of books name
Invoice Number	invoice identifier
Vendor Name	vendor on invoice
Terms Date	invoice received date
Due Date	original due date
PPA Due Date	new due date
Discount Date	original discount date
PPA Discount Date	new discount date

Generating the Prompt Payment Statistical Report Procedure

To print the Prompt Payment Statistical Report, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Request Set radio button.
3. Click **OK**.
The Submit Request Set window appears.
4. In the Name field, select Prompt Payment Report from the list of values.
5. Click in or tab to the Parameters field for the first item, Prompt Payment Main Report.

The Parameters window appears.

6. In the Currency field, select a currency from the list of values.
7. In the Report From Date (DD-MON-YYYY) field, enter a starting date of payments to be reported.
8. In the Report To Date (DD-MON-YYYY) field, enter an ending date of payments to be reported.
9. In the Distribution Level One and optionally in the Two, Three, and Four fields, enter monetary amounts representing the ranges of interest amounts to be reported in the Interest Penalties Paid section of the report.

For a description of these table lines, see [Table 42-2](#), page 42-7.

10. In the Contact Agency's Name field, optionally enter the name of the person approving the report.
11. In the Contact Agency's Position / Title field, optionally enter the position or title of the person approving the report.
12. To apply the parameters, click **OK**.
13. To send the print request to the concurrent manager, click **Submit**.
The Requests window appears.
14. To view the request, select the appropriate Request ID and click **View Output**.
15. Close the window.

Prompt Payment Statistical Report Description

Table 42-2 Prompt Payment Statistical Report Description

Column	Description
Header Section	set of books name, currency, report date, and contact information
Invoices Subject to PPA and OMB A-125:	invoices affected by Prompt Pay requirements
Number	number of invoices
Amount	total monetary amount
Invoices Paid After Due Date:	invoices paid after stated due date
Number	number of invoices
Amount	total monetary amount
Interest Penalties Paid:	interest paid on late payments
<Breakpoint Ranges>	monetary ranges entered during report generation
Number	number of invoices
Amount	total monetary amount
Number %	percentage of invoices
Amount %	percentage of total monetary amount
Totals:	totals of columns for Number, Amount, Number %, Amount % in the Interest Penalties Paid region
Reasons why interest was incurred:	reasons for interest paid
Delay in Paying Office's Receipt of:	breakdown of invoices and reasons why interest incurred
Number	number of invoices where interest paid
Delay or error by Paying Office in:	breakdown of invoices and reasons why interest incurred
Number	number of invoices where interest paid
Invoice Payment Determination:	invoices paid before or after due date
Paid 1 to 15 Days After Due Date:Paid 8 Days or More Before Due Date (No Discount):	breakdown of late and early payments
Number	invoices paid at least 8 days before due date with no discount taken or invoices paid 1 to 15 days after due date
Amount	total monetary amount

Table 42-2 Prompt Payment Statistical Report Description

Column	Description
Number %	percentage of invoices
Amount %	percentage of total monetary amount
Discount Taken:	vendor discounts available and taken
Discount Available:Discount Taken:	breakdown of discounts taken
Discount Not Taken Because:	breakdown of invoices and reasons why discounts were not taken
Number	number of invoices
Amount	total monetary amount
Interest Penalties Due But Not Paid:	invoices with interest due but not paid
Interest Less Than \$1.00:Other Interest Not Paid:	breakdown of invoices with interest less than \$1.00
Number	number of invoices
Amount	total monetary amount
Number %	percentage of invoices
Amount %	percentage of total monetary amount
Totals:	totals of columns for Number, Amount, Number %, Amount% in the Interest Penalties Due But Not Paid region

Prompt Payment Exception Report Procedure

No separate procedure is required to print the Prompt Payment Exception Report. The Prompt Payment Exception Report is printed automatically when the Prompt Payment Statistical Report is printed.

Prompt Payment Exception Report Description

Table 42-3 *Prompt Payment Exception Report Description*

Column	Description
Header Section	agency, currency, report date, and contact information
Vendor Name	vendor on exception invoice
Invoice Num	invoice identifier
Invoice Amount	dollar amount
Total Number of Records:	total exception invoices
Total Invoice Amount:	total dollar amount of exception invoices

Payments Without Reason Codes Report Procedure

To print the Payments Without Reason Codes Report, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Payments Without Reason Codes Report from the list of values.

The Parameters window appears.

5. In the From Date field, enter a starting date of payments to be reported.
6. In the To Date field, enter a ending date of payments to be reported.
7. To apply the parameters, click **OK**.
8. To send the print request to the concurrent manager, click **Submit**.

The Requests window appears.

9. To view the request, select the appropriate Request ID and click **View Output**.
10. Close the window.

Note: For reconciliation purposes, the same From and To dates must be used for the Payments Without Reason Codes Report and the Prompt Payment Statistical Report.

Payments Without Reason Codes Report Description

Table 42-4 *Payments Without Reason Codes Report Description*

Column	Description
Header Section	agency, report date, from and to date, set of books name, currency
Interest Payments without Reason Codes	interest payments without assigned reason codes
Batch Name	batch name
Invoice Number	invoice number
Invoice Date	invoice date
Invoice Amount	invoice amount
Due Date	assigned invoice due date
Payment Terms	payment terms
Payment Date	payment date
Total Interest:	total of interest payments without reason codes
Discounts Lost Payments without Reason Codes	discounts lost payments without assigned reason codes
Batch Name	batch name
Invoice Number	invoice number
Invoice Date	invoice date
Invoice Amount	invoice amount
Due Date	assigned invoice due date
Payment Terms	payment terms
Payment Date	payment date
Total Discounts:	total of discounts lost payments without reason codes

Part VII

Treasury Payments

Cash Position Detail Report Procedures

This chapter describes the Cash Position Detail Report procedures. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Generating the Cash Position Detail Report Procedure](#)
- [Cash Position Detail Report Description](#)

Definition

The Cash Position Detail Report indicates vouchers selected for payment that disburse a fund into a negative cash position by comparing the detail of payments to the cash balance in General Ledger.

Overview

Users define cash accounts for the general ledger calculation in the Cash Position tab of the Define US SGL Accounts window. To generate the Cash Position Detail report, users must set the FV: Enable Cash Position Detail profile option to Yes. The report is generated automatically after the build and rebuild phase during the creation of a payment batch in the Payables Payment Batch window.

Prerequisites

- ❑ The FV: Enable Cash Position Detail profile option must be set to Yes to automatically generate the Cash Position Detail Report.

To enable the FV: Enable Cash Position Detail profile option, see [Step 3. Specify Profile Options](#), page 3-9.

- ❑ The operating unit must be entered in the Define Federal Options window.

To enter and update the Define Federal Options window, see [Federal Options Setup](#), page 6-1.

- ❑ A US SGL Account must be enabled as a Cash Position Account.

To enable a Cash Position Account, see [Federal Report Definitions Setup](#), page 15-1.

Generating the Cash Position Detail Report Procedure

If the FV: Enable Cash Position Detail profile option is set to Yes, the Cash Position Detail report is generated automatically after the build and rebuild phased during the creation of a payment batch in the Oracle Public Sector Payables Payment Batches window.

For information on the Payment Batches window, see [Payment Batches and Payment Batch Set Window Reference](#), *Oracle Public Sector Payables User's Guide*.

Cash Position Detail Report Description

Table 43–1 *Cash Position Detail Report Description*

Column	Description
Header	report date, set of books, organization, payment batch, payment date, fund
Supplier Name	supplier name
Supplier Site	supplier site
Invoice Number	invoice number
Invoice Date	invoice date
Invoice Distribution Amount	invoice distribution amount
G/L Cash Balance	general ledger cash balance; based on the general ledger period in which the payment date falls at the subtotal level only
Available Cash	available cash; calculated by subtracting the Invoice Distribution Amount from the G/L Cash Balances at the subtotal level only

Payment Format Procedures

This chapter describes the processing of vendor payments. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Generating Payment Format Files Procedure](#)
- [Generating Payment Output Files Procedure](#)
- [ECS CCD / CCD+ Vendor Payment Format Description](#)
- [ECS PPD / PPD+ Employee Payment Format Output Files](#)
- [ECS NCR Check Payment Format Description](#)
- [CTX ACH Vendor Payment Format Description](#)

Definition

Payment formats distribute transaction data in the form of output files using the Electronic Certification System (ECS) and direct output file to Treasury's Regional Finance Center (RFC). Payment for invoices can be accomplished by a central treasury office.

Overview

The following features are described in this section:

- [ECS CCD / CCD+ Vendor Payment Formats](#)
- [ECS PPD/ PPD+ Employee Payment Formats](#)
- [ECS National Cash Registry \(NCR\) Check Payment Format](#)
- [Corporate Trade Exchange \(CTX\) ACH Format](#)

ECS CCD/CCD+ Vendor Payment Formats

The ECS Cash Concentration or Disbursement (CCD/CCD+) Vendor Payment Format process produces the payment output file for Treasury disbursed payments using ECS. The CCD+ format includes an addenda record which further identifies the invoice number and provides additional information about payment records.

ECS PPD/ PPD+ Employee Payment Formats

The ECS Prearranged Payment and Deposit (PPD/PPD+) Employee Payment Formats process produces the payment output file that is used by Treasury Regional Finance Centers (RFC) to disburse consumer payments. The PPD+ format is an addenda record which further identifies the invoice number and provides additional information about payment records. PPD/PPD+ payments include the following:

- Benefit
- Annuity
- Travel
- Salary
- Allotment
- IRS tax refund
- Public Debt payments

ECS National Cash Registry (NCR) Check Payment Format

The ECS National Cash Registry (NCR) Check Payment Format process produces the payment output file for Treasury-disbursed payments to pay vendors or employees by check using ECS. Users can generate the ECS NCR Payment Format for Employee Type payments and for Vendor Type payments.

Corporate Trade Exchange (CTX) ACH Format

The Corporate Trade Exchange (CTX) ACH Format process produces the payment output files to pay vendors using electronic data transmission sent directly to Treasury's RFC.

Prerequisites

- ❑ Payment documents using the appropriate payment format, such as the ECS CCD / CCD+ Vendor Payment Format, the ECS PPD / PPD+ Payment Formats, the ECS NCR Check Payment Format, the CTX ACH Vendor Payment Format, and the Bulk Data formats, must be created in Oracle Public Sector Payables.

For information on payment documents using the ECS CCD / CCD+ Vendor Payment Format, the ECS PPD / PPD+ Employee Payment Format, the ECS NCR Check Payment Format, the CTX ACH Vendor Payment Format, and the Bulk Data formats, see [Defining and Maintaining Payables Payment Documents](#), *Oracle Public Sector Payables User's Guide*.

- ❑ The RFC ID must be entered in the RFC Identifier field in the Banks window in Payables.

To define the RFC ID, see [Banks](#), *Oracle Public Sector User's Guide*.

- ❑ If the positive pay feature is used, the ABA nine digit routing transit code must be entered in the Number field in the Bank Branch region of the Banks window in Payables.

To enter the ABA nine digit routing transit code, see [Banks](#), *Oracle Public Sector User's Guide*.

- ❑ The Agency Location Code (ALC) must be defined in the Bank Accounts window in Payables.

To define the ALC, see [Defining Bank Accounts](#), *Oracle Publics Sector Payables User's Guide*.

- ❑ For CTX and Bulk Data, the FV:FV_AGENCY_ID_ABBREVIATION profile option must be defined at the Site Level in the Profile / System option.

To define the FV:AGENCY ID ABBREVIATION in Oracle Applications System Administration, see [Step 3. Specify Profile Options](#), page 3-9.

- ❑ For ECS CCD / CCD+ and ECS PPD / PPD+, the FV:ECS ACH VENDOR TOTAL PAYMENTS profile option must be enabled to set up the total number of payments.

Note: Per Treasury's regulation, ECS CCD / CCD+ and ECS PPD / PPD+ can only process a maximum of 60 payments per schedule or output file.

To set the total number of payments for a payment schedule in System Administration using the FV:ACH VENDOR TOTAL PAYMENTS profile option, see [Step 3. Specify Profile Options](#), page 3-9.

- ❑ For ECS NCR, the FV:ECS CHECK TOTAL PAYMENTS profile option must be enabled to set up the total number of payments.

Note: Per Treasury's regulation, ECS NCR can only process a maximum of 60 payments per schedule or output file.

To set the total number of payments for a payment schedule in System Administration using the FV:ECS CHECK TOTAL PAYMENTS profile option, see [Step 3. Specify Profile Options](#), page 3-9.

- ❑ A bank account must be entered for the supplier site.

To define a bank account for the supplier site, see the [Bank Accounts Region of the Supplier and Supplier Sites windows](#) and the [Suppliers and Supplier Sites Window Reference](#), *Oracle Public Sector Payables User's Guide*.

- ❑ The Load Federal Financials Seed Data procedure must be executed to seed the federal payment formats.

To execute the Load Federal Financials Seed Data procedure, see [Loading Federal Financial Seed Data Procedure](#), page 4-6.

- ❑ If necessary, criteria for including or excluding payments from agency offsets must be defined for the ECS CCD/CCD+ Vendor Payment Format, the ECS PPD/PPD+ Employee Payment Format, the ECS NCR Check Payment Format, the CTX ACH Vendor Payment Format, and the Bulk Data formats.

To define criteria for agency offsets, see [Treasury Offset Exclusion Setup](#), page 20-1.

- ❑ The Pay Alone check box in the Suppliers window, Payment tab must be selected for each invoice for all ECS CCD/CCD+ Vendor Payment Formats, ECS PPD/PPD+ Employee Payment Formats, Bulk Data CCD+, and Bulk Data PPD+.

To enable the Pay Alone check box, see [Payment Region of the Suppliers and Supplier Sites Windows](#), *Oracle Public Sector Payables*.

- ❑ When entering credit or debit memos in the Invoices window for ECS CCD/CCD+ Vendor Payment Formats or ECS PPD/PPD+ Employee Payment Formats, users must enter debit or credit memos in the invoice line as part of any invoice for the same supplier that contains a payment amount higher than the credit or debit memo.

For example, invoice 123 for ABC is \$100 and there is an outstanding credit 555 for ABC of \$20. The user can enter the \$20 credit memo in the invoice line of invoice 123 thereby netting a payment amount of \$80 for ABC.

To enter credit or debit memos in the Invoices window, see [Credit and Debit Memos](#), *Oracle Public Sector Payables*.

- ❑ Define Employee as a Vendor Type in the Lookups window in Oracle Public Sector Payables. This value is used in the Type field of the Supplier window, Classification tab.

To define Employee as a Vendor Type, see [Lookups](#), *Oracle Public Sector Payables*.

- ❑ Define the Pay Groups required for ECS PPD / PPD+, ECS NCR for Employee Payments, Bulk Data PPD+ in the Oracle Public Sector Purchasing Lookup window.

To define Pay Groups, see [Step 28B. Define Oracle Public Sector Purchasing Lookups](#), page 3-38.

- ❑ If necessary, define criteria in the Treasury Offset Exclusion Criteria window so that payment files can capture the correct information for the TOP Offset Eligibility flag.

To define criteria in the Treasury Offset Exclusion Criteria window, see [Treasury Offset Exclusion Setup](#), page 20-1.

Generating Payment Format Files Procedure

To generate payment format files, perform the following steps.

1. Using a Payables responsibility that has access to the Payment Batches window, navigate to the Payment Batches window as follows:

Payment - Entry - Payment Batches

If the enhanced transaction codes feature is enabled, the Enter Transaction Events window appears.

For information on using enhanced transaction codes for payment batches, see [Using Enhanced Transaction Codes for Payment Batches Procedure](#), page 38-6.

2. If the enhanced transaction code feature is enabled, select a transaction event from the list of values in the Transaction Event field and click **OK**.

3. Create or Select a payment batch to be processed.

For information on creating or selecting payments to be processed, see [Initiating Payment Batches](#), *Oracle Public Sector Payables User's Guide*.

4. To select, build, and format payments, click **Actions**.

The program automatically selects the format program associated with the document in the payment batch.

A concurrent process builds and formats the payment.

For information on selecting, building, and formatting payments to be processed, see [Initiating Payment Batches](#), *Oracle Public Sector Payables User's Guide*.

The output file is named <USERID.requestid>, such as USER.0001.

Note: Check with the system administrator to determine the output directory.

Generating Payment Output Files Procedure

No separate procedure is required to create or generate output files for the following:

- ECS CCD / CCD+ Vendor Payment output file
- ECS PPD / PPD+ Employee Payment output file
- ECS NCR Check Payment output file
- CTX ACH Vendor Payment output file

The output file is generated automatically as a separate concurrent process after the Payment Format Procedure is executed.

Note: A Pay Group applies to all the invoices in a payment batch.

ECS CCD/CCD+ Vendor Payment Format Description

Note: The difference between the CCD and the CCD+ is that the CCD+ contains information in the Addendum record and the CCD does not.

Table 44–1 ECS CCD/CCD+ Vendor Payment Format Description

Number	Field Name	Description	Start	End	Length
	ACH Transmission Header Record				
01	Record Type	identifies type of record; constant 01	001	002	Num 02
02	Filler	blank fill	003	008	Num 06
03	Schedule Number	schedule number under which payments are made; derived from Payment Workbench.Batch Name form	009	022	Char 14
04	Filler	blank fill	023	042	Char 20
05	RFC ID	Regional Finance Center for processing schedule; derived from Banks.Bank Branches region.RFC Identifier	043	045	Char 03
06	ALC	Agency Location Code; derived from Banks.Bank Branches region.Agency Location Code	046	053	Char 08
07	DOS File Name	DOS file name. NNN-MMDD.RFC where NNN is a sequential number; MMDD is the month and day; and RFC is the Regional Finance Center; for example, 001-1230 If there are 10 Treasury Symbols in the payment batch, include in the ACH Schedule Control Record 10 Treasury Symbols and its totals (number 8-27). The total in item #6 equals to the total of all the 10 reported Treasury Symbols. If the payment batch contains more than 10 treasury symbols, then the ACH Schedule Control Record reports blanks in the fields numbered 8-27 and the log file should report that there are more than 10 Treasury Symbols; therefore, the fields are blank.	054	065	Char 12
08	Filler	blank fill	066	416	Char 351
09	Payment Type	one digit code that indicates Payment Type of data being transmitted; constant A	417	417	Char 1

Table 44-1 ECS CCD/CCD+ Vendor Payment Format Description

Number	Field Name	Description	Start	End	Length
10	Payment Application	one digit code that indicates Payment Application of data being transmitted; constant V	418	418	Char 1
11	Filler	blank fill	419	440	Char 22
	ACH Agency Location Code (ALC) Control Record				
01	Record Type	identifies type of record; constant 02	001	002	Num 02
02	Record Number	identifies sequence of record in schedule; constant 000001	003	008	Num 06
03	Schedule Number	same as schedule number in transmission header record; derived from Payment Workbench.Batch Name form	009	022	Char 14
04	Filler	blank fill	023	035	Char 13
05	ALC	Agency Location Code; derived Banks.Bank Branches region.Agency Location Code	036	043	Num 08
06	Filler	blank fill	044	054	Char 11
07	Record Code	constant &	055	055	Char 01
08	Filler	blank fill	056	440	Char 385
	ACH Agency Billing Address Control Record				
01	Record Type	identifies type of record; constant 03	001	002	Num 02
02	Record Number	sequence of record in the schedule; constant 000002	003	008	Num 06
03	Schedule Number	same as schedule number in transmission header record; derived from Payment Workbench.Batch Name form	009	022	Char 14
04	Zero Constant	constant 00000000000000	023	035	Num 13
05	Filler	blank fill	036	054	Char 19
06	Record Code	constant A	055	055	Char 01

Table 44-1 ECS CCD/CCD+ Vendor Payment Format Description

Number	Field Name	Description	Start	End	Length
07	Agency Name	agency name for billing purposes; derived from Define Federal Options.Name form	056	080	Char 25
08	Address 1	billing address of agency; derived from Define Federal Options.Address form	081	105	Char 25
09	Address 2	billing address of agency; derived from Define Federal Option.Address form	106	130	Char 25
10	Address 3	agency city, state, and zip code; derived from Define Federal Options.Address form	131	155	Char 25
11	Agency Telephone	agency city, state and zip code; derived from Location.Address form	156	165	Char 10
12	Filler	blank fill	166	440	Char 275
	ACH Payment Record				
01	Record Type	identifies the type of the record; constant 04	001	002	Num 02
02	Payment Number	identifies sequence of payment in schedule	003	008	Num 06
03	Schedule Number	schedule number under which payments are made; derived from Payment Workbench.Batch Name form	009	022	Char 14
04	Account Type	C specifies checking account, S specifies savings account; derived from Suppliers.Account Type form	023	023	Char 01
05	Payee SSN	payee social security number; derived from Suppliers.Taxpayer ID form	024	032	Char 09
06	Filler	blank fill	033	035	Char 03
07	Zero Constant	zero fill	036	046	Num 11
08	Payment Amount	amount of payment; derived from Payments.Payment Amount form	047	056	Num 10
09	Record Code	constant B	057	057	Char 01
10	Payee Name	name of payee or vendor; derived from Invoices.Supplier form	058	079	Char 22
11	Filler	blank fill	080	086	Char 07

Table 44-1 ECS CCD/CCD+ Vendor Payment Format Description

Number	Field Name	Description	Start	End	Length
12	Routing Transit Number	routing transit number (RTN) assigned to this record; derived from Suppliers.Bank Branch Number form	087	095	Num 09
13	Depositor Account	depositor account number (DAN) assigned to this record; derived from Supplier Sites.Bank Account Num form	096	112	Char 17
14	Filler	blank fill	113	216	Char 104
15	Payment Type	blank fill	217	217	Char 01
16	Account Symbol	blank fill	218	233	Char 16
17	Filler	blank fill	234	283	Char 50
18	Payment ID Line	For ECS CCD payments, this field is blank fill; for ECS CCD+, this field contains up to 80 characters of payment identification information. Must conform to Vendor Express edits; blank fill if none. Follows National Automated Clearinghouse Association (NACHA) rules as follows: RMR*IV*<INVOICE NUMBER>**<PAYMENT AMOUNT>*<INVOICE AMOUNT>*<DISCOUNT AMOUNT>	284	363	Char 80
19	Filler	blank fill	364	410	Char 47
20	Addendum Format	identifies the ACH payment as CCD or PPD; constant CCD	411	413	Char 3
21	1099 Reporting Eligibility	reporting 1099 eligibility code; constant N	414	414	Char 1
22	TOP Offset Eligibility	Treasury Offset Program (TOP) offset eligibility code; default Y. Y indicates eligible for TOP and N indicates not eligible for TOP; required; derived from Treasury Offset Exclusion Criteria form	415	415	Char 1
23	Filler	blank fill	416	440	Char 25
	ACH Vendor Schedule Control Record				
01	Record Type	identifies type of record; constant 09	001	002	Num 02

Table 44-1 ECS CCD/CCD+ Vendor Payment Format Description

Number	Field Name	Description	Start	End	Length
02	Record Number	identifies sequence of record; one number higher than last payment	003	008	Num 06
03	Schedule Number	schedule number under which payments are made; derived from Payment Workbench.Batch Name form	009	022	Char 14
04	Constant Nines	nines fill; constant 999999999999	023	035	Num 13
05	Schedule Item Count	number of payments in schedule; count does not include control records	036	042	Num 07
06	Schedule Amount	total dollar amount of payments in schedule	043	055	Num 13
07	Record Code	constant C	056	056	Char 01
08	Account Symbol 1	blank fill	057	072	Char 16
09	Appropriated Amount 1	zero fill	073	085	Num 13
10	Account Symbol 2	blank fill	086	101	Char 16
11	Appropriated Amount 2	zero fill	102	114	Num 13
12	Account Symbol 3	blank fill	115	130	Char 16
13	Appropriated Amount 3	zero fill	131	143	Num 13
14	Account Symbol 4	blank fill	144	159	Char 16
15	Appropriated Amount 4	zero fill	160	172	Num 13
16	Account Symbol 5	blank fill	173	188	Char 16
17	Appropriated Amount 5	zero fill	189	201	Num 13
18	Account Symbol 6	blank fill	202	217	Char 16
19	Appropriated Amount 6	zero fill	218	230	Num 13
20	Account Symbol 7	blank fill	231	246	Char 16
21	Appropriated Amount 7	zero fill	247	259	Num 13
22	Account Symbol 8	blank fill	260	275	Char 16

Table 44-1 ECS CCD/CCD+ Vendor Payment Format Description

Number	Field Name	Description	Start	End	Length
23	Appropriated Amount 8	zero fill	276	288	Num 13
24	Account Symbol 9	blank fill	289	304	Char 16
25	Appropriated Amount 9	zero fill	305	317	Num 13
26	Account Symbol 10	blank fill	318	333	Char 16
27	Appropriation Amount 10	zero fill	334	346	Num 13
28	Filler	blank fill	347	440	Char 93
	ACH Schedule Trailer Record				
01	Record Type	identifies type of record; constant 99	001	002	Num 02
02	Record Number	identifies the sequence of record in schedule; one number higher than record number in schedule control record	003	008	Num 06
03	Schedule Number	schedule number under which payments are made; derived from Payment Workbench.Batch Name form	009	022	Char 14
04	Filler	blank fill	023	440	Char 418

ECS PPD/PPD+ Employee Payment Format Output Files

Note: The difference between the PPD and the PPD+ is that the PPD+ contains information in the Addendum record and the PPD does not.

Table 44–2 ECS PPD /PPD+ Employee Payment Format Description

Number	Field Name	Description	Start	End	Length
	ACH Transmission Header Record				
01	Record Type	identifies type of record; constant 01	001	002	Num 02
02	Transmission Number	blank fill	003	008	Num 06
03	Schedule Number	schedule number under which payments are made; derived from Payment Workbench.Batch Name form	009	022	Char 14
04	Filler	blank fill	023	042	Char 20
05	RFC ID	Regional Finance Center for processing schedule; derived from Banks.Bank Branches region.RFC Indicator	043	045	Char 03
06	ALC	Agency Location Code; derived from Banks.Bank Branches region.Agency Location	046	053	Char 08
07	DOS File Name	DOS file name. NNN-MMDD.RFC where NNN is a sequential number; MMDD is the month and day; and RFC is the Regional Finance Center; for example, 001-1230. If there are 10 Treasury Symbols in the payment batch, include in the ACH Schedule Control Record 10 Treasury Symbols and its totals (number 8-27). The total in item #6 equals to the total of all the 10 reported Treasury Symbols. If the payment batch contains more than 10 treasury symbols, then the ACH Schedule Control Record reports blanks in the fields numbered 8-27 and the log file should report that there are more than 10 Treasury Symbols; therefore, the fields are blank.	054	065	Char 12
08	Filler	blank fill	066	416	Char 351
09	Payment Type	one digit code stating payment type of data being transmitted; constant A	417	417	Char 1

Table 44-2 ECS PPD /PPD+ Employee Payment Format Description

Number	Field Name	Description	Start	End	Length
10	Payment Application	one digit code stating payment application of data being transmitted; derived from Employee Payment Type Mapping form Codes are as follows: S for Salary T for Travel X for Tax B for SSA Benefit D for SSI Benefit O for OPM Benefit R for RRB Benefit C for VA Benefit	418	418	Char 1
11	Filler	blank fill	419	440	Char 22
	ACH Agency Location Code (ALC) Control Record				
01	Record Type	identifies type of record; constant 02	001	002	Num 02
02	Record Number	identifies sequence of record in schedule; constant 000001	003	008	Num 06
03	Schedule Number	schedule number under which payments are made; derived from Payment Workbench.Batch Name form	009	022	Char 14
04	Filler	blank fill	023	035	Char 13
05	ALC	Agency Location Code; derived from Banks.Bank Branches region.Agency Location form	036	043	Num 08
06	Filler	blank fill	044	054	Char 11
07	Record Code	constant, "&"	055	055	Char 01
08	Filler	blank fill	056	440	Char 385
	ACH Agency Billing Address Control Record				

Table 44–2 ECS PPD /PPD+ Employee Payment Format Description

Number	Field Name	Description	Start	End	Length
01	Record Type	identifies type of record; constant 03	001	002	Num 02
02	Record Number	sequence of record in the schedule; constant 000002	003	008	Num 06
03	Schedule Number	schedule number under which payments are made; derived from Payment Workbench.Batch Name form	009	022	Char 14
04	Zero Constant	zero fill	023	035	Num 13
05	Filler	blank fill	036	054	Char 19
06	Record Code	constant A	055	055	Char 01
07	Agency Name	agency name for billing purposes; derived from Define Federal Options.Name form	056	080	Char 25
08	Address 1	billing address of agency; derived from Define Federal Options.Address form	081	105	Char 25
09	Address 2	billing address of agency; derived from Define Federal Options.Address form	106	130	Char 25
10	Address 3	agency city, state, and zip code; derived from Define Federal Options.Address form	131	155	Char 25
11	Agency Telephone	telephone number for billing questions; derived from Location.Address form	156	165	Char 10
12	Filler	blank fill	166	440	Char 275
	ACH Payment Record				
01	Record Type	identifies the type of the record; constant 04	001	002	Num 02
02	Payment Number	identifies sequence of payment in schedule	003	008	Num 06
03	Schedule Number	schedule number under which payments are made; derived from Payment Workbench.Batch Name form	009	022	Char 14
04	Account Type	C specifies checking account, S specifies savings account; derived from Suppliers.Account Type form	023	023	Char 01
05	Payee SSN	payee social security number; derived from Suppliers.Taxpayer ID form	024	032	Char 09
06	Filler	blank fill	033	035	Char 03

Table 44-2 ECS PPD /PPD+ Employee Payment Format Description

Number	Field Name	Description	Start	End	Length
07	Zero Constant	zero fill	036	046	Num 11
08	Payment Amount	amount of payment; derived from Payments.Payment Amount form The payment amount for travel is limited to \$999,999.99 by edits on the system although this field is 9(10)	047	056	Num 10
09	Record Code	constant B	057	057	Char 01
10	Payee Name	name of payee or vendor; derived from Invoices.Supplier form	058	079	Char 22
11	Filler	blank fill	080	086	Char 07
12	Routing Transit Number	routing transit number (RTN) assigned to this record; derived from Suppliers.Bank Branch Number form	087	095	Num 09
13	Depositor Account	depositor account number (DAN) assigned to this record; derived from Suppliers.Bank Account Num form	096	112	Char 17
14	Filler	blank fill	113	216	Char 104
15	Payment Type	blank fill	217	217	Char 01
16	Account Symbol	appropriation or fund assigned to this record; blank fill	218	233	Char 16
17	Filler	blank fill	234	283	Char 50
18	Payment ID Line	If ECS PPD, blank fill If ECS PPD+, contains up to 80 characters of payment identification information; must conform to Vendor Express edits; derived from Invoice.Invoice number form Follows National Automated Clearinghouse Association (NACHA) rules as follows: RMR*IV*<INVOICE NUMBER>**<PAYMENT AMOUNT>*<INVOICE AMOUNT>*<DISCOUNT AMOUNT>	284	363	Char 80
19	Filler	blank fill	364	410	Char 47
20	Addendum Format	identifies the ACH payment as CCD or PPD; constant, PPD	411	413	Char 3

Table 44-2 ECS PPD /PPD+ Employee Payment Format Description

Number	Field Name	Description	Start	End	Length
21	1099 Reporting Eligibility	reporting 1099 eligibility code; constant N	414	414	Char 1
22	TOP Offset Eligibility	Treasury Offset Program (TOP) offset eligibility code; default Y. Y indicates eligible for TOP and N indicates not eligible for TOP.	415	415	Char 1
23	Filler	blank fill	416	440	Char 25
	ACH Schedule Control Record				
01	Record Type	identifies type of record; constant 09	001	002	Num 02
02	Record Number	identifies sequence of record; one number higher than last payment	003	008	Num 06
03	Schedule Number	schedule number under which payments are made; derived from Payment Batch.Batch Name form	009	022	Char 14
04	Constant Nines	nines fill; constant 999999999999	023	035	Num 13
05	Schedule Item Count	number of payments in schedule; count does not include control records	036	042	Num 07
06	Schedule Amount	total dollar amount of payments in schedule	043	055	Num 13
07	Record Code	constant C	056	056	Char 01
08	Account Symbol 1	blank fill	057	072	Char 16
09	Appropriation Amount 1	zero fill	073	085	Num 13
10	Account Symbol 2	blank fill	086	101	Char 16
11	Appropriation Amount 2	zero fill	102	114	Num 13
12	Account Symbol 3	blank fill	115	130	Char 16
13	Appropriation Amount 3	zero fill	131	143	Num 13
14	Account Symbol 4	blank fill	144	159	Char 16
15	Appropriation Amount 4	zero fill	160	172	Num 13
16	Account Symbol 5	blank fill	173	188	Char 16

Table 44-2 ECS PPD /PPD+ Employee Payment Format Description

Number	Field Name	Description	Start	End	Length
17	Appropriation Amount 5	zero fill	189	201	Num 13
18	Account Symbol 6	blank fill	202	217	Char 16
19	Appropriation Amount 6	zero fill	218	230	Num 13
20	Account Symbol 7	blank fill	231	246	Char 16
21	Appropriation Amount 7	zero fill	247	259	Num 13
22	Account Symbol 8	blank fill	260	275	Char 16
23	Appropriation Amount 8	zero fill	276	288	Num 13
24	Account Symbol 9	blank fill	289	304	Char 16
25	Appropriation Amount 9	zero fill	305	317	Num 13
26	Account Symbol 10	blank fill	318	333	Char 16
27	Appropriation Amount 10	zero fill	334	346	Num 13
28	Filler	blank fill	347	440	Char 94
	ACH Schedule Trailer Record				
01	Record Type	identifies type of record; constant 99	001	002	Num 02
02	Record Number	identifies the sequence of record in schedule; one number higher than record number in schedule control record	003	008	Num 06
03	Schedule Number	schedule number under which payments are made; derived from Payment Workbench.Batch Name form	009	022	Char 14
04	Filler	blank fill	023	440	Char 418

ECS NCR Check Payment Format Description

Table 44–3 ECS NCR Check Payment Format Description

Number	Field Name	Description	Start	End	Length
	Check Transmission Header Record				
01	Record Type	identifies type of record; constant 01	001	002	Num 02
02	Transmission Number	blank fill	003	008	Num 06
03	Schedule Number	schedule number under which payments is made; derived from Payment Workbench.Batch Name form	009	022	Char 14
04	Filler	blank fill	023	042	Char 20
05	RFC ID	Regional Finance Center for processing schedule; derived from Banks.Bank Branches Region.RFC Identifier	043	045	Char 03
06	ALC	Agency Location Code; derived from Banks.Bank Branches Region.Agency Location Code	046	053	Char 08
07	DOS File Name	DOS File Name. NNN-MMDD.RFC where NNN is a sequential number; MMDD is the month and day; and RFC is the Regional Finance Center; for example, 001-1230. If there are 10 Treasury Symbols in the payment batch, include in the ACH Schedule Control Record 10 Treasury Symbols and its totals (number 8-27). The total in item #6 equals to the total of all the 10 reported Treasury Symbols. If the payment batch contains more than 10 treasury symbols, then the ACH Schedule Control Record reports blanks in the fields numbered 8-27 and the log file should report that there are more than 10 Treasury Symbols; therefore, the fields are blank.	054	065	Char 12
08	Filler	blank fill	066	416	Char 351
09	Payment Type	one digit code that indicates Payment Type of data being transmitted; constant C	417	417	Char 1

Table 44-3 ECS NCR Check Payment Format Description

Number	Field Name	Description	Start	End	Length
10	Payment Application	one digit code that indicates Payment Application of data being transmitted. If the Supplier Type of all Invoices is equal to Employee, use the Employee ECS Payment Type from the Employee Payment Type Mapping form to obtain the values of X, B, D, O, R, and C depending on the Pay Group. X indicates Tax, B indicates SSA Benefit, D indicates SSI Benefit, O indicates OPM Benefit, R indicates RRB, and C indicates VA Benefit. If the Supplier Type of Invoices is not equal to Employee, use constant V.	418	418	Char 1
11	Filler	blank fill	419	440	Char 22
	Check Agency Location Code (ALC) Control Record				
01	Record Type	identifies type of record; constant 02	001	002	Num 02
02	Record Number	identifies sequence of record in schedule; constant 000001	003	008	Num 06
03	Schedule Number	schedule number under which payments is made; derived from Payment Workbench.Batch Name form	009	022	Char 14
04	Filler	blank fill	023	035	Char 13
05	ALC	Agency Location Code; derived from Banks.Bank Branches Region.Agency Location Code form	036	043	Num 08
06	Filler	blank fill	044	054	Char 11
07	Record Code	constant &	055	055	Char 01
08	Filler	blank fill	056	440	Char 385
	Check Agency Billing Address Control Record				
01	Record Type	identifies type of record; constant 03	001	002	Num 02
02	Record Number	sequence of record in the schedule; constant 000002	003	008	Num 06

Table 44-3 ECS NCR Check Payment Format Description

Number	Field Name	Description	Start	End	Length
03	Schedule Number	schedule number under which payments are made; derived from Payment Workbench.Batch Name form	009	022	Char 14
04	Zero Constant	zero fill	023	035	Num 13
05	Filler	blank fill	036	054	Char 19
06	Record Code	constant A	055	055	Char 01
07	Agency Name	agency name for billing purposes; derived from Define Federal Options.Name form	056	080	Char 25
08	Address 1	agency billing address; derived from Define Federal Options.Address form	081	105	Char 25
09	Address 2	agency billing address; derived from Define Federal Options.Address form	106	130	Char 25
10	Address 3	agency city, state and zip code; derived from Define Federal Options.Address form	131	155	Char 25
11	Agency Telephone	telephone number for billing questions; derived from Location. Address form	156	165	Char 10
12	Filler	blank fill	166	440	Char 275
	Check 04 Payment Record				
01	Record Type	identifies the type of the record; constant 04	001	002	Num 02
02	Payment Number	identifies sequence of payment in schedule	003	008	Num 06
03	Schedule Number	schedule number under which payments are made; derived from Payment Workbench.Batch Name form	009	022	Char 14

Table 44-3 ECS NCR Check Payment Format Description

Number	Field Name	Description	Start	End	Length
04	Enclosure Code	If Payment Application in Record Name Check Transmission Header Record (Item 13) is equal to X, B, D, O, R, and C, then hard code 1. For Enclosure Code 1, the payment format does not include Check 05 NCR Enclosure Record and Check 06 NCR Enclosure Record. If Payment Application Record Name Check Transmission Header Record (Item 13) is equal to V, then hard code 2. For Enclosure Code 2, the payment format should attach the Check 05 NCR Enclosure Record and the Check 06 NCR Enclosure Record.	023	023	Num 01
05	Filler	blank fill	024	030	Char 07
06	Zero Constant	zero fill	031	031	Num 01
07	Payment Amount	amount of payment; derived from Payments.Payment Amount form For Check Payments, the payment amount is limited to \$9,999,999.99 by edits on the system although the field is 9(10).	032	041	Num 10
08	Agency ID	agency identification information; blank fill	042	051	Char 10
09	Record Code	constant B	052	052	Char 01
10	Payee Name	name of payee or vendor; derived from Invoices.Supplier form	053	087	Char 35
11	Address 1	vendor address	088	122	Char 35
12	Address 2	vendor address	123	157	Char 35
13	Address 3	vendor address	158	187	Char 30
14	Address 4	vendor, city, state, and zip code	188	217	Char 30
15	LTD Payment Type	constant, blank fill	218	218	Char 01
16	Account Symbol	blank fill	219	234	Char 16
17	Payee / Vendor ID	vendor number	235	243	Char 09
18	Filler	blank fill	244	283	Char 40

Table 44-3 ECS NCR Check Payment Format Description

Number	Field Name	Description	Start	End	Length
19	Number of Payment ID Lines	number of payment identification lines to be printed If Enclosure Code is 1, then the value for this item is 01 to 02. Note: For Enclosure Code 1, Check 05 and Check 06 Enclosure Code Records are not included. This means that only items 20 and 21 of this record are filled out. If there is only one item, then the second one is blank fill.	284	285	Num 02
20	Payment ID Line 1	For Enclosure Code 1, there are up to two Payment ID lines. For Enclosure Code 2, there are up to 14 lines of Payment ID information that can be placed on NCR forms. If less than 14 lines are required, then the remaining lines are blank fill.	286	340	Char 55
21	Payment ID Line 2	zero fill if not used	341	395	Char 55
22	Filler	blank fill	396	413	Char 18
23	1099 Reporting Eligibility	reporting 1099 eligibility code; constant N	414	414	Char 1
24	TOP Offset Eligibility	Treasury Offset Program (TOP) offset eligibility code; default Y. Y indicates eligible for TOP and N indicates not eligible for TOP; required; derived from Treasury Offset Exclusion Criteria form	415	415	Char 1
25	Filler	blank fill	416	440	Char 25
	Check 05 NCR Enclosure Record				
01	Record Type	identifies the type of the record; constant 05	001	002	Num 02
02	Payment Number	identifies sequence of payment in schedule	003	008	Num 06
03	Schedule Number	schedule number under which payments are made; derived from Payment Workbench.Batch Name form	009	022	Char 14
04	Payment ID Line 3	zero fill if not used	023	077	Char 55
05	Payment ID Line 4	zero fill if not used	078	132	Char 55
06	Payment ID Line 5	zero fill if not used	133	187	Char 55

Table 44-3 ECS NCR Check Payment Format Description

Number	Field Name	Description	Start	End	Length
07	Payment ID Line 6	zero fill if not used	188	242	Char 55
08	Payment ID Line 7	zero fill if not used	243	297	Char 55
09	Payment ID Line 8	zero fill if not used	298	352	Char 55
10	Filler	blank fill	353	440	Char 88
	Check 06 NCR Enclosure Record				
01	Record Type	identifies the type of the record; constant 06	001	002	Num 02
02	Payment Number	identifies sequence of payment in schedule	003	008	Num 06
03	Schedule Number	schedule number under which payments are made; derived from Payment Workbench.Batch Name form	009	022	Char 14
04	Payment ID Line 9	zero fill if not used	023	077	Char 55
05	Payment ID Line 10	zero fill if not used	078	132	Char 55
06	Payment ID Line 11	zero fill if not used	133	187	Char 55
07	Payment ID Line 12	zero fill if not used	188	242	Char 55
08	Payment ID Line 13	zero fill if not used	243	297	Char 55
09	Payment ID Line 14	zero fill if not used	298	352	Char 55
10	Filler	blank fill	353	440	Char 88
	Check Schedule Control Record				
01	Record Type	identifies type of record; constant 09	001	002	Num 02
02	Record Number	identifies sequence of record; one number is higher than last payment.	003	008	Num 06
03	Schedule Number	schedule number under which payments are made; derived from Payment Batch.Batch Name form	009	022	Char 14
04	Constant Nines	nines fill; constant 999999999999	023	035	Num 13
05	Schedule Item Count	number of payments in schedule; count does not include control records	036	042	Num 07
06	Schedule Amount	total dollar amount of payments in schedule	043	055	Num 13

Table 44-3 ECS NCR Check Payment Format Description

Number	Field Name	Description	Start	End	Length
07	Record Code	constant C	056	056	Char 01
08	Account Symbol 1	blank fill	057	072	Char 16
09	Appropriation Amount 1	zero fill	073	085	Num 13
10	Account Symbol 2	blank fill	086	101	Char 16
11	Appropriation Amount 2	zero fill	102	114	Num 13
12	Account Symbol 3	blank fill	115	130	Char 16
13	Appropriation Amount 3	zero fill	131	143	Num 13
14	Account Symbol 4	blank fill	144	159	Char 16
15	Appropriation Amount 4	zero fill	160	172	Num 13
16	Account Symbol 5	blank fill	173	188	Char 16
17	Appropriation Amount 5	zero fill	189	201	Num 13
18	Account Symbol 6	blank fill	202	217	Char 16
19	Appropriation Amount 6	zero fill	218	230	Num 13
20	Account Symbol 7	blank fill	231	246	Char 16
21	Appropriation Amount 7	zero fill	247	259	Num 13
22	Account Symbol 8	blank fill	260	275	Char 16
23	Appropriation Amount 8	zero fill	276	288	Num 13
24	Account Symbol 9	blank fill	289	304	Char 16
25	Appropriation Amount 9	zero fill	305	317	Num 13
26	Account Symbol 10	blank fill	318	333	Char 16
27	Appropriation Amount 10	zero fill	334	346	Num 13

Table 44-3 ECS NCR Check Payment Format Description

Number	Field Name	Description	Start	End	Length
28	Filler	blank fill	347	440	Char 94
	Check Schedule Trailer Record				
01	Record Type	identifies type of record; constant 99	001	002	Num 02
02	Record Number	identifies the sequence of record in schedule; one number higher than record number in schedule control record	003	008	Num 06
03	Schedule Number	schedule number under which payments are made; derived from Payment Workbench.Batch Name form	009	022	Char 14
04	Filler	blank fill	023	440	Char 418

CTX ACH Vendor Payment Format Description

Table 44–4 CTX ACH Vendor Payment Format Description

Number	Field Name	Description	Start	End	Length
	File Header Record				
01	Record ID	identifies record type; constant DHDR	001	004	Char 04
02	Filler	blank fill	005	020	Char 16
03	Agency Name	abbreviated agency identification. ECS is reserved for electronic certification only. Agency IDs should be meaningful. Derived from profile option: Agency ID Abbreviation	021	024	Char 04
04	VENMIS	part of file identification; constant VENMIS	025	030	Char 06
05	Creation Date	date file is created, derived from system date; uses Julian date format YYDDD	031	035	Num 05
06	Filler	blank fill	036	040	Char 05
07	Agency Name	full agency name; derived from Define Federal Options.Name form	041	060	Char 20
08	Agency Telephone Number	agency telephone number; derived from Location.Address form	061	072	Char 12
09	VENMIS	constant VENMIS	073	078	Char 06
10	Schedule Number	schedule number under which payments are run; derived from Payment Workbench.Batch Name form	079	089	Char 11
11	Settlement Date	payment date, uses format YYYYMMDD; derived from Payment Workbench.Payment Date form	090	097	Num 08
12	Filler	blank fill	098	160	Char 63
	Payment Record				
01	Record Type	identifies type of record; constant A	001	001	Char 01
02	Payee ID	payee ID or tax identification number; derived from Suppliers.Taxpayer_ID form	002	010	Num 09
03	Total Payment Amount	amount of payment, no decimal used in Amount field. Total payment amount must equal the sum of all Actual Amount Paid field associated remittance records.	011	020	Num 10

Table 44–4 CTX ACH Vendor Payment Format Description

Number	Field Name	Description	Start	End	Length
04	Line Code	constant V	021	021	Char 01
05	Agency Location Code	Agency Location Code; derived from Banks.Bank Branches region.Agency Location Code	022	029	Num 08
06	Payee Name	vendor or payee name; derived from Invoices. Supplier form	030	052	Char 23
07	Account Type	C specifies checking account, S specifies savings account; derived from Suppliers.Account Type form	053	053	Char 01
08	Receiving RTN	routing transit number (RTN) assigned to the payee's record; derived from Suppliers.Bank Branch Number, first eight digits Before generating output file, validation #2 must be performed; format 99999999 where the ninth digit should be equal to the result of the Modulus 10 algorithm.	054	061	Num 08
09	Check Digit	check digit for RTN assigned to the payee's bank account; derived from Suppliers.Bank Branch Number, last digit (ninth digit) Before generating output file, validation #2 must be performed; format 99999999 where the ninth digit should be equal to the result of the Modulus 10 algorithm.	062	062	Num 01
10	Receiving Account Number	depositor account number assigned to the payee's record; derived from Suppliers.Bank Account Num form	063	079	Char 17
11	Filler	blank fill	080	159	Char 80
12	Treasury Offset Program (TOP) Offset	eligible for offset code. Y, the default, indicates eligible for TOP and N indicates ineligible.	160	160	Char 01
Remittance Record					
01	Record ID	identifies record type; constant RM	001	003	Char 03
02	Document Reference Type	identifies document type; constant IV	004	005	Char 02
03	Document Number	invoice number; derived from Invoice.Invoice Number form	006	035	Char 30

Table 44-4 CTX ACH Vendor Payment Format Description

Number	Field Name	Description	Start	End	Length
04	Actual Amount Paid	actual payment amount, including discounts and interest. Sum of all actual amount paid remittance amounts must equal the total dollar amount of the total payment amount in field 3 of the payment record.	036	045	Num 10
05	Original Document Amount	original invoice amount	046	055	Num 10
06	Discount Amount Taken	discount amount applied to invoice	056	065	Num 10
07	Additional Info Type	recommended additional information types; includes constant RB for rate code number when applicable; optional field to record payments that generate interest	066	067	Char 02
08	Additional Info Number	optional field to record annual interest rate for prompt-pay invoices	068	077	Char 10
09	Informational Note	blank fill	078	157	Char 80
12	Filler	blank fill	158	160	Char 03
	File Trailer Record				
01	Record ID	identifies type of record; constant DEOR	001	004	Char 04
02	Filler	blank fill	005	010	Char 06
03	Record Count	sum of payment records on the schedule; must match the number of payment records in the file and the items certified; does not include header or trailer records	011	020	Num 10
04	Filler	blank fill	021	030	Char 10
05	Total Amount	sum of all payment amounts on the schedule; should match all total dollar amounts in field 3 of the payment records and total dollars certified; does not include header or trailer records	031	042	Num 12
06	Filler	blank fill	043	043	Char 01
07	Cumulative Record Count	cumulative total item count of all data records of all schedules on the file; optional field	044	055	Num 12

Table 44–4 CTX ACH Vendor Payment Format Description

Number	Field Name	Description	Start	End	Length
08	Filler	blank fill	056	056	Char 01
09	Cumulative Amount	cumulative total amount of all data records of all schedules on the file; optional field	057	070	Num 14
10	Filler	blank fill	071	160	Char 90

SF 1166 Voucher and Schedule of Payments Procedures

This chapter describes SF 1166 Voucher and Schedule of Payments report. The following sections are in this chapter:

- [Definition](#)
- [Requirements](#)
- [Prerequisites](#)
- [Generating the SF 1166 Voucher and Schedule of Payments Procedure](#)

Definition

The SF 1166 Voucher and Schedule of Payments report can be used to schedule payments in place of transmitting individual basic vouchers and supporting documents to the Treasury Regional Finance Centers (RFC) when the Treasury ECS is not available or its use is not appropriate.

Requirements

Agencies can only use the paper report SF 1166 Voucher and Schedule of Payments for the following tasks:

- provide certification of payment data submitted via magnetic tape or bulk electronic transmission when the ECS is not available
- submit payment request and certification for small quantities of check payments that are prepared manually, which are normally check payments over \$9,999,999.99 and emergency check payments, when the ECS is not available due to failure
- submit payment requests and certification for same day payments to be made via the Fedwire system when the ECS is not available
- submit payment requests for payments to be made in foreign currency

Prerequisites

- ❑ One to three key flexfield segments must be defined in the General Ledger Key Flexfield Segments window.

To define key flexfield segments, see [Key Flexfield Segments Window](#), *Oracle Applications Flexfields Guide*.

- ❑ The agency name must be entered in the Define Federal Options window.

To enter and update agency information in the Define Federal Options window, see [Federal Options Setup](#), page 6-1.

Generating the SF 1166 Voucher and Schedule of Payments Procedure

To print the SF 1166 Voucher and Schedule of Payments report, perform the following steps:

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.
The Submit Request window appears.
4. In the Name field, select SF 1166 EDP Voucher and Schedule of Payments from the list of values.
5. In the Checkrun Batch Name field, select a payment batch from the list of values.
6. To apply the parameters, click **OK**.
7. To send the print request to the concurrent manager, click **Submit**.
The Requests window appears.
8. To view the request, select the appropriate Request ID and click **View Output**.
9. Close the window.

Confirmation Procedures

This chapter describes confirming and reconciling payments according to Department of Treasury guidelines. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Treasury Confirmation and Reconciliation Procedure](#)
- [Treasury Confirmation and Reconciliation Window](#)
- [Treasury Confirmation and Reconciliation Window Description](#)
- [Check Ranges Window](#)
- [Check Ranges Window Description](#)
- [Treasury Confirmation Offset Window](#)
- [Treasury Confirmation Offset Window Description](#)
- [Viewing Treasury Confirmation Procedure](#)
- [Treasury Confirmation Inquiry Window](#)
- [Treasury Confirmation Inquiry Window Description](#)

Definition

The Treasury Confirmation and Reconciliation window records and confirms Department of Treasury payments. The Treasury Confirmation Inquiry window finds and views confirmed Department of Treasury payments.

Overview

This section includes the following parts:

- [Treasury Confirmation and Reconciliation Window](#)
- [Treasury Confirmation Inquiry Window](#)
- [Treasury Confirmation Process](#)
- [Check Range Examples](#)

Treasury Confirmation and Reconciliation Window

The Treasury Confirmation and Reconciliation window performs the following tasks:

- records Department of Treasury payment information
- allows the recording of more than one check range for a payment schedule with a break in check numbers
- creates general ledger journal entries that reconcile the payment information against existing payments in Payables
- allows reversal of confirmed payments, if information must be corrected or updated
- allows entry of offset information from Department of Treasury for a specific check
- corrects Department of Treasury document number if agency goes through a Disbursement Office and an error in sequencing occurs
- displays voided payments

Treasury Confirmation Inquiry Window

The Treasury Confirmation Inquiry window performs the following tasks:

- displays Department of Treasury payment information for a given vendor, Department of Treasury number, payment date, amount, or payment batch
- displays voided payments

Treasury Confirmation Process

The treasury confirmation process includes the following steps:

1. The agency enters and confirms the payment batch in Oracle Public Sector Payables.
2. The agency sends the payment file to Treasury for payment.
3. Treasury sends back the Agency Confirmation report.
4. The agency navigates to the Treasury Confirmation and Reconciliation window and enters the Accomplish Date, Amount, Transaction Code for the journal entry, and the Treasury Check Information.

If there is only one check range, the agency selects Single as the Range Type. The From and To fields are then required. If there are multiple check ranges, the agency selects Multiple as the Range Type and the agency enters at least two ranges in the Check Ranges window.

5. If an offset occurs, the agency clicks **Offset** to enter Offset information from Treasury before confirming the payment.
6. The agency clicks **Confirm** in the Treasury Confirmation and Reconciliation window.

Journal entries are created if the Disbursement in Transit check box in the Define Federal Options window is selected.

Check Range Examples

The following examples describe various check range examples.

Example 1: The Agency Confirmation Report contains an offset.

In this scenario, the offset payment check number is outside of the check range provided by Treasury, and the remaining check numbers are not resequenced.

The payment batch has 8 payments. The payment batch has payment numbers 2202 to 2209. The payment range assigned by Treasury for this payment file is 7 - 14. An offset occurs. Treasury number 74 is assigned to the fifth payment or the original Treasury number 11. This example could be entered in the following ways.

A. Perform the following steps:

1. Enter Single as the Range Type.
2. Enter 7 in the From field. Enter 14 in the To field.
3. Place the cursor on the fifth payment, Treasury Check No. 11, in the Invoice Payment Details region.
4. Click **Offset**.
5. Enter the Corrected Treasury Check No. as 74.

The Gap check box is now selected for this record in the Invoice Payment Details region and the Check Sequence Gap check box is selected.

B.

1. In the Treasury Confirmation and Reconciliation window, click **Check Ranges**.
2. Enter the following in the Check Ranges window as described in [Table 46–1](#):

Table 46–1 Example 1B, Agency Confirmation Report Containing an Offset

Range Sequence	From	To
1	7	10
2	74	74
3	12	14

In both A and B, the Treasury check numbers would be assigned as described in [Table 46–2](#):

Table 46–2 Example 1B, Treasury Check Number Assignments

Treasury Check Number	Payables Check Number
7	2202
8	2203
9	2204
10	2205
74	2206
12	2207
13	2208

Table 46–2 Example 1B, Treasury Check Number Assignments

Treasury Check Number	Payables Check Number
14	2209

Example 2: The agency Confirmation report contains an offset.

In this scenario, the offset check number is outside of the check range provided by Treasury, and the remaining check numbers are resequenced.

The payment batch has eight payments. The payment batch has payment numbers 2202 to 2209. The payment range assigned by Treasury for this payment file is 7 - 10 for the first four payments. The fifth payment is assigned treasury number 74, and the last three payments are assigned the range 11 - 13. This should be entered as follows.

Perform the following steps:

1. Enter Multiple as the Range Type.
2. Click **Check Ranges**.
3. Enter the following in the Check Ranges window as described in [Table 46–3](#):

Table 46–3 Example 2, Agency Confirmation Report Containing an Offset

Range Sequence	From	To
1	7	10
2	74	74
3	11	13

The Treasury check numbers would be assigned as described in [Table 46–4](#):

Table 46–4 Example 2, Treasury Check Number Assignments

Treasury Check Number	Payables Check Number
7	2202
8	2203
9	2204
10	2205
74	2206

Table 46–4 Example 2, Treasury Check Number Assignments

Treasury Check Number	Payables Check Number
11	2207
12	2208
13	2209

Example 3: Multiple check ranges have overlapping ranges.

The same Treasury Check number cannot be used twice for the same payment batch. An error would be received if the following were entered in the Check Ranges window as described in [Table 46–5](#):

Table 46–5 Example 3, Multiple Check Ranges with Ranges that Overlap

Range Sequence	From	To
1	7	10
2	74	77
3	75	90

Note: This would result in an error because Range 2 and Range 3 both contain Treasury check numbers 75 through 77.

Prerequisites

- ❑ A cash transaction code for Department of Treasury payments must be defined if the Department of Treasury is making the payments.

To set up transaction codes in Oracle Public Sector General Ledger, see [Step 6. Define Transaction Codes](#), page 3-14.

- ❑ The Disbursement in Transit check box in the Define Federal Options window must be selected and the appropriate cash transaction code selected.

To enter and update information in the Define Federal Options window, see [Federal Options Setup](#), page 6-1.

- ❑ Payment batches must be completed and confirmed in Payables.

To pay invoices in payment batches, see [Paying Invoices in Payment Batches](#), *Oracle Public Sector Payables User's Guide*.

- ❑ Accounting entries must be created in Payables by running the Payables Accounting Process or through the transaction windows.

To create Payables entries, see [Creating Accounting Entries in Payables](#), *Oracle Public Sector Payables User's Guide*.

- ❑ The Load Federal Financials Seed Data procedure must be run to seed the General Ledger category used by the Treasury Confirmation procedure.

To load Federal Financial seed data, see [Loading Federal Financial Seed Data Procedure](#), page 4-6.

Treasury Confirmation and Reconciliation Procedure

The Treasury Confirmation and Reconciliation procedure includes the following parts:

- [Recording and Confirming Department of Treasury Payments](#)
- [Backing Out Confirmed Department of Treasury Payments](#)
- [Voiding Confirmed Payments](#)
- [Offsetting Payments](#)

Recording and Confirming Department of Treasury Payments

To record and confirm Department of Treasury payment information, perform the following steps.

1. In Federal Financials, navigate to the Treasury Confirmation and Reconciliation window as follows:

Confirm - Confirm

2. In the Payment Batch field, select a payment batch from the list of values, or query an existing payment batch.
3. Enter data in each field of the Treasury Confirmation and Reconciliation window as described in [Table 46–6](#), page 46-12.
4. To enter check ranges, click **Check Ranges**.

The Check Ranges window appears.

5. Enter data in the Check Ranges window as described in [Table 46–7](#), page 46-15.

Note: Users must enter the treasury check ranges in the order that they would like to have them associated with the Payables check numbers for the payment batch.

6. If an offset has occurred, click **Offset**.

The Treasury Confirmation Offset window appears.

7. Enter data in the Treasury Confirmation Offset window as described in [Table 46–8](#), page 46-17.

8. To record the Department of Treasury payment information, click **Confirm**.

If the Disbursement in Transit check box in the Define Federal Options window is selected and the accounting has been created in Payables for the payment

batch, journal entries are created automatically from the transaction code and the status is changed to Confirmed.

If the Disbursement in Transit check box is not selected, the records are saved but journal entries are not created.

Note: Journal entries are not created for payments that have been voided in Payables prior to confirmation in the Treasury Confirmation and Reconciliation window.

9. To view detailed information for the selected record, in the Invoice Payment Details region, click **Payment**.

The Payment Overview window appears.

10. Close the window.

Note: After completing the Department of Treasury confirmation process, review the process status in the concurrent manager. Errors can prevent a Department of Treasury confirmation record from being confirmed and must be corrected as described in the concurrent file. Once corrected, the payment batch must be reconfirmed.

Backing Out Confirmed Department of Treasury Payments

Click **Back Out** in the Treasury Confirmation and Reconciliation window when a mistake in data entry is made. For example, an incorrect Accomplished Date is entered. All journal entries created by the confirmation are reversed.

Note: Since the Disbursements in Transit Voided Checks process reverses the Treasury payment accounting for voided payments in General Ledger, only payments that have not been voided in Payables are reversed.

Voiding Confirmed Payments

To void payments, perform the following steps.

1. Void payments using the procedures outlined in Payables, then proceed with the following steps.
2. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

3. Select the Single Request radio button.

4. Click **OK**.

The Submit Request window appears.

5. In the Name field, select Disbursements in Transit Voided Checks from the list of values.
6. To send the request to the concurrent manager, click **Submit**.
7. The Request window appears.
8. Close the window.

Note: Voiding Payments reverses all journal entries for payments that have been voided. Journal entries are not created for any payments voided after Backing Out, but prior to reconfirming the payment in the Treasury Confirmation and Reconciliation window since the Back Out has already reversed the accounting in General Ledger.

Offsetting Payments

To offset a payment before confirmation in the Treasury Confirmation and Reconciliation window, perform the following steps.

1. Click **Offset**.

The Treasury Confirmation Offset window appears.

2. Enter data in the Treasury Confirmation Offset window, as described in [Table 46-8](#), page 46-17.
3. Click **OK** to enter the offset for the payment.

Treasury Confirmation and Reconciliation Window

Figure 46-1 Treasury Confirmation and Reconciliation Window

Treasury Confirmation and Reconciliation

Payment Batch224Batch-1

Accomplished Date05-FEB-2001

Treasury Amount2,999.00

Cash Transaction CodeDIT1

Date Sent to Treasury05-FEB-2001

Payment Count2

CurrencyUSD

Treasury Check Information

Range TypeMultiple

From

To

Check Ranges

Check Sequence Gap

StatusConfirmed

Confirm

Back Out

Invoice Payment Details

Supplier	Treasury Check No	Amount	Void	Offset	Gap
Supplier1	1	1,444.00	☒	☐	☐
Supplier1	3	1,555.00	☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐

Offset

Payment

Treasury Confirmation and Reconciliation Window Description

Table 46–6 Treasury Confirmation and Reconciliation Window Description

Field Name	Type	Features	Description
Payment Batch	required	list of values	payment batch
Accomplished Date	required		Department of Treasury document date; cannot be before the payment date in Payables
Treasury Amount	required		total of all payments; must equal payment amount
Cash Transaction Code	conditionally required	list of values	account used in Treasury Confirmation journal entries; Cash Transaction Code entered in Define Federal Options window is default value but can be changed; required if Disbursement in Transit check box is enabled in the Define Federal Options window
Date Sent to Treasury	required		date payment batch sent to Treasury; defaults to payment date in Payables
Payment Region			
Count	display only		number of payments in payment batch
Amount	required		total of payments in payment batch
Treasury Check Information Region			
Range Type	required	list of values	range type values; includes Single or Multiple. Default value is Single.
From	conditionally required		beginning check sequence number; required if the Range Type is Single; disabled if Range Type is Multiple
To	conditionally required		ending check sequence; required if Range Type is Single; disabled if Range Type is multiple
Check Ranges		button	opens Check Ranges window; disabled if Range Type is Single
Check Sequence Gap	display only	check box	selected when the Range Type is set to Multiple or when a payment in the batch has an offset record with a Corrected Treasury Check No.
Status	display only		confirmation status. Values include Confirmed, Unconfirmed, Backed Out, and In Progress.

Table 46–6 Treasury Confirmation and Reconciliation Window Description

Field Name	Type	Features	Description
Confirm		button	confirms payment batch. Record status changes to Confirm.
Back Out		button	backs out confirmed payment batch. Record status changes to Backed Out.
[Descriptive Flexfield]	optional		user-customization field
Invoice Payment Details Region			
Supplier	display only		supplier name
Treasury Check No	display only		Department of Treasury check number
Amount	display only		document amount
Void	display only	check box	indicates that payment is voided Note: When a payment is voided in Payables, the Void check box is selected in the Treasury Confirmation and Reconciliation window.
Offset	display only	check box	indicates payment has offset
Gap	display only	check box	indicates payment has a document number sequence gap
Offset		button	opens the Treasury Confirmation Offset window
Payment		button	opens the Payment Overview window

Check Ranges Window

Figure 46-2 *Check Ranges Window*

The screenshot shows a window titled "Check Ranges" with a table containing three columns: "Range Sequence", "From", and "To". The first two rows of the table are populated with the values 1, 2, 1, 3, 1. Below the table are three buttons: "Delete", "Cancel", and "OK".

Range Sequence	From	To
1	1	1
2	3	3

Buttons: Delete, Cancel, OK

Check Ranges Window Description

Table 46–7 *Check Ranges Window Description*

Field Name	Type	Features	Description
Range Sequence	required		check range sequence
From	required		check range from
To	required		check range to Note: Check ranges must not overlap.
Delete		button	deletes check range record
Cancel		button	closes window without saving
OK		button	saves record, updates Invoice Payment Details region, and closes window

Treasury Confirmation Offset Window

Figure 46-3 Treasury Confirmation Offset Window

The screenshot shows a software window titled "Treasury Confirmation Offset". It is divided into two main sections: "Gap" and "Offset".

Gap Section:

- Vendor Name: **Supp 1 Pay Formats**
- Original Treasury Check No.: **1**
- Corrected Treasury Check No.: (empty text box)
- Offset Party Name: (empty text box) with a small icon to the right.

Offset Section:

- Original Payment Amount: **1,000.00**
- Offset Amount: (empty text box)
- Net Payment Amount: (empty text box)
- Void: ☐

At the bottom of the window are three buttons: **Delete**, **Cancel**, and **OK**.

Treasury Confirmation Offset Window Description

Table 46–8 Treasury Confirmation Offset Window Description

Field Name	Type	Features	Description
Gap Region			
Vendor Name	display only		derived from Treasury Confirmation and Reconciliation window
Original Treasury Check No.	display only		derived from Treasury Confirmation and Reconciliation window
Corrected Treasury Check No.	optional		corrected Department of Treasury check number
Offset Party Name	optional		offset source
[Descriptive Flexfield]	optional		user-customization field
Offset Region			
Original Payment Amount	optional		derived from Treasury Confirmation and Reconciliation window
Offset Amount	optional		offset amount
Net Payment Amount	display only		displayed if offset amount is entered; calculated value derived from original payment amount less offset amount
Void		checkbox	indicates payment is voided
Delete		button	deletes offset for payment record
Cancel		button	closes window without saving
OK		button	saves record and closes window

Viewing Treasury Confirmation Procedure

To find and view Department of Treasury payment information, perform the following steps.

1. In Federal Financials, navigate to the Treasury Confirmation Inquiry window as follows:

Confirm - Inquiry

2. Query one or more fields of the Treasury Confirmation Inquiry window as described in [Table 46–9](#), page 46-20.
3. Click **Treasury Confirmation** or double-click a record to go to the Treasury Confirmation and Reconciliation window.

The associated Department of Treasury payment information is displayed in the Treasury Confirmation and Reconciliation window.

4. Perform additional queries, if required.
5. Close the window.

Treasury Confirmation Inquiry Window

Figure 46–4 Treasury Confirmation Inquiry Window



The screenshot shows a software window titled "Treasury Confirmation Inquiry". Inside the window is a table with the following columns: Vendor Name, Treasury Number, Payment Date, Amount, Payment Batch, and Void. The table contains six rows of data. The first row is highlighted. To the right of the table is a vertical scrollbar. At the bottom right of the window is a button labeled "Treasury Confirmation".

Vendor Name	Treasury Number	Payment Date	Amount	Payment Batch	Void
☒ Supplier1	517001	27-SEP-2000	\$15,000.00	926-Payment	☐
☐ Supplier1	1001	15-SEP-2000	\$355.00	PB1001b	☐
☐ Supplier7	10012	22-SEP-2000	\$325.00	PB1002-922	☐
☐ Supplier8	10013	22-SEP-2000	\$200.00	PB1002-922	☐
☐ Supplier1	120003	21-SEP-2000	\$659.26	test-1	☐
☐					☐

Treasury Confirmation

Treasury Confirmation Inquiry Window Description

Table 46–9 *Treasury Confirmation Inquiry Window Description*

Field Name	Type	Features	Description
Vendor Name	optional		vendor name
Treasury Number	optional		Department of Treasury document number
Payment Date	optional		Department of Treasury document date
Amount	optional		Department of Treasury document amount
Payment Batch	optional		payment batch
Void	display only		indicates payment is voided Note: When a payment is voided in Payables, the Void check box is selected in the Treasury Confirmation Inquiry window.
Treasury Confirmation		button	opens Treasury Confirmation and Reconciliation window

Refunds, Voids, and Chargebacks Procedures

This chapter describes how to enter refunds received, voided payments, and customer agency IPAC chargebacks in the Refunds, Voids and Chargebacks window. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Recording Refunds, Voids, and Chargebacks Procedure](#)
- [Refunds, Voids and Chargebacks Window](#)
- [Refunds, Voids and Chargebacks Window Description](#)

Definition

The Refunds, Voids and Chargebacks window determines the obligation date for voided payments, refunds received, and customer agency IPAC chargebacks to ensure proper column placement on the FMS Form 224 Statement of Transactions.

Overview

Users can perform the following tasks in the Refunds, Voids and Chargebacks window:

- record invoice, obligation data, and receipt data for cash receipts classified as refunds or IPAC chargebacks
- record invoice, check data, and obligation data for payments classified as voids

Prerequisites

- ❑ Access to the Refunds, Voids and Chargebacks window is required.
For information on defining users in Oracle Applications System Administration that have access to the Refunds, Voids and Chargebacks window, see [Step 2. Create Additional Users](#), page 3-9.
- ❑ Invoices must be entered in Payables.
To enter invoices, see [Entering Invoices Overview](#), *Oracle Public Sector Payables User's Guide*.
- ❑ Supplier information must be entered in Payables.
To enter supplier information, see [Entering Suppliers](#), *Oracle Public Sector Payables User's Guide*.

Recording Refunds, Voids, and Chargebacks Procedure

To record refund, void, or chargeback invoice information, perform the following steps.

1. In Federal Financials, navigate to the Refunds, Voids and Chargebacks window as follows:

Payables Management - Refunds, Voids and Chargebacks

2. Perform one of the following tasks:
 - Select the AP Refund Region for customer agency chargebacks or refunds received.
 - Select the Void Region for voided payment.
3. Enter data in each field of the Refunds, Voids and Chargebacks window as described in [Table 47-1](#), page 47-10.

Note: Agencies receiving chargebacks from other agencies must record these transactions in the Interagency Transfers window by selecting the chargeback check box. The customer agency must also record the IPAC chargeback in the Refunds, Voids and Chargebacks window.

Note: If the Use Requisition Encumbrance and Use PO Encumbrance Federal Options are not selected in Purchasing, the obligation dates are not accurately reflected and the invoice date is used.

For information on setting up federal options, see [Oracle U.S. Federal Financials Setup Overview](#), page 3-1.

4. Save or save and continue as follows:

File - Save or Save and Proceed

5. Close the window.

Refunds, Voids and Chargebacks Window

Figure 47-1 Refunds, Voids and Chargebacks Window, AP Refund Region

Refunds, Voids and Chargebacks

Show AP Refund

Supplier Name	Invoice Number	Invoice Amount	Obligation Number	Obligation Date
Supplier1	A23456789012345678	100.00		03-JAN-2002
Supplier2	2192600	1,005.00		01-JAN-2002
Supplier2	2192600	1,005.00		01-JAN-2002
Supplier4	I2033	964.00		30-SEP-2000
Supplier4	I2034	640.00		30-SEP-2000
Supplier4	IL2033	964.00		01-JUN-2000
Supplier4	IL2034	640.00		01-JUN-2000
Supplier4	PYAI2033	964.00		30-SEP-2001
Supplier4	PYAI2034	640.00		30-SEP-2001

Figure 47-2 Refunds, Voids and Chargebacks Window, AP Refund Region (continued)

Refunds, Voids and Chargebacks						
Show		AP Refund				
Receipt Number	Receipt Fund	Receipt Amount	Refund Amount	Processed	Period Rep	
123	0100A	100.00	100.00	☐		
FCTCR1050-A	0100A	3,063.40	25.00	☐		
FCTCR1040-A	0100A	775.75	25.00	☐		
RI2033	0100A	100.00	100.00	☐		
RI2034	0100A	40.00	40.00	☐		
RLI2033	0100A	100.00	100.00	☐		
FCTCR1050-A	0100A	3,063.40	50.00	☐		
RPYA2033	0100A	100.00	100.00	☐		
RPYA2034	0100A	40.00	40.00	☐		
				☐		

Figure 47-3 Refunds, Voids and Chargebacks Window, AP Refund Region (continued)

Refunds, Voids and Chargebacks

Show **AP Refund**

	Receipt Fund	Receipt Amount	Refund Amount	Processed	Period Reported	[]
☐	0100A	100.00	100.00	☐		
☐	0100A	3,063.40	25.00	☐		
☐	0100A	775.75	25.00	☐		
☐	0100A	100.00	100.00	☐		
☐	0100A	40.00	40.00	☐		
☐	0100A	100.00	100.00	☐		
☐	0100A	3,063.40	50.00	☐		
☐	0100A	100.00	100.00	☐		
☐	0100A	40.00	40.00	☐		
☐				☐		

Figure 47-4 Refunds, Voids and Chargebacks Window, Void Region

Refunds, Voids and Chargebacks

Show **Void**

Supplier Name	Invoice Number	Check Number	Check Amount	Check Date
Supplier1	224.3	125004	1,333.00	05-JAN-2001
Supplier1	224.4	120002	1,444.00	05-FEB-2001
Supplier1	A23456789012345678	120015	900.00	05-APR-2002

Figure 47-5 Refunds, Voids and Chargebacks Window, Void Region (continued)

Refunds, Voids and Chargebacks

Show

Void

Amount	Check Date	Obligation Number	Obligation Date	Processed	Period Reported	[]
333.00	05-JAN-2001		01-JAN-2001	☐		
444.00	05-FEB-2001		01-JAN-2001	☐		
900.00	05-APR-2002		03-JAN-2002	☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		

Refunds, Voids and Chargebacks Window Description

Table 47-1 Refunds, Voids and Chargebacks Window Description

Field Name	Type	Features	Description
AP Refund Region			
Supplier Name	required	list of values	supplier name Note: Supplier Name is automatically populated from invoice information.
Invoice Number	required	list of values	invoice number Note: Invoice Number is automatically populated from invoice information.
Invoice Amount	display only		invoice amount entered
Obligation Number		list of values	purchase order information associated with invoice Note: If no purchase orders are associated with the invoice, the obligation date defaults to the invoice date.
Obligation Date	default		automatically populated from selected purchase order Note: If no purchase orders are associated with the invoice, the obligation date defaults to the invoice date.
Receipt Number	required	list of values	cash receipt number of refund
Receipt Fund	required		fund to which the refund amount is applied
Receipt Amount	display only		amount of cash receipt
Refund Amount	required		refund amount associated with receipt entered
Processed	display only	checkbox	indicates that invoice is processed by FMS Form 224
Period Reported	display only		period invoice is reported on FMS Form 224
[Descriptive Flexfield]	optional		user-customization field
Void Region			
Supplier Name	required	list of values	supplier name Note: Supplier Name is automatically populated from invoice information.

Table 47-1 Refunds, Voids and Chargebacks Window Description

Field Name	Type	Features	Description
Invoice Number	required	list of values	invoice number Note: Invoice Number is automatically populated from invoice information.
Check Number	display only		check number used for payment of voided invoice
Check Amount	display only		check amount
Check Date	display only		check date
Obligation Number		list of values	purchase order information associated with invoice Note: If no purchase orders are associated with the invoice, the obligation date defaults to the invoice date.
Obligation Date	default		automatically populated from selected purchase order Note: If no purchase orders are associated with the invoice, the obligation date defaults to the invoice date.
Processed	display only	checkbox	indicates invoice processed by FMS Form 224
Period Reported	display only		period invoice reported on FMS Form 224
[Descriptive Flexfield]	optional		user-customization field

Posting Procedures

This chapter describes posting payments from Oracle U.S. Federal Financials to Oracle Public Sector General Ledger and the journal entries created by the posting process. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Generating the Federal Vertical Transfer to GL Procedure](#)

Definition

Federal accounting rules require that discounts taken on payments be posted to the corresponding budgetary as well as proprietary accounts in General Ledger. Discounts are treated as expense or asset reversals that increase budgetary authority. Funds released through the discount are made available in an agency's budget for other purposes.

Overview

The Federal Vertical Transfer to GL process performs the Discount Accounting task.

Discount Accounting

The Federal Vertical Transfer to GL process creates budgetary and proprietary entries for taking discounts on payments. It also creates all other journal entries required for posting payments, whether discounted or not.

When the Federal Vertical Transfer to GL process is run, Oracle Public Sector Payables uses the Asset Discount Transaction Code and Expense Discount Transaction Code entered in the Define Federal Options window to generate discount reversal entries.

The Federal Vertical Transfer to GL process also creates all other invoice and payment journal entries required for posting, since it includes the standard Payables Transfer to General Ledger process as one of its components.

Note: Agencies must use the Federal Vertical Transfer to GL process to post payments instead of the Payables Transfer to General Ledger process. If it is not used, the proper budgetary discount accounting entries are not created.

Prerequisites

- ❑ Access to Payables is required to enter and process payments.
- ❑ One or more payment batches must be completed and ready for posting in Payables.
- ❑ Transaction codes for budgetary accounts must be defined. If applicable, a cash transaction code for Department of Treasury payments must also be defined.
To define transaction codes in General Ledger, see [Step 6. Define Transaction Codes](#), page 3-14.
- ❑ Account or Balancing must be selected as the Automatic Offset Method, and payments must be made using pooled bank accounts. If pooled bank accounts are not used, liabilities and payments are not properly distributed across multiple funds.
To select Payables options in Payables, see [Payables Options](#), *Oracle Public Sector Payables User's Guide*.
- ❑ Prorate Expense must be selected as the Discount Distribution Method. If the System Account method is used, the Federal Vertical Transfer to GL process cannot generate the correct budgetary discount transactions.
To select Payables options in Payables, see [Payables Options](#), *Oracle Public Sector Payables User's Guide*.
- ❑ Asset Discount and Expense Discount Transaction Codes must be entered in the Define Federal Options window. These codes are used in posting discounted payments. The Disbursement in Transit check box in the Define Federal Options window must also be selected and a cash transaction code entered, if applicable.
To enter and update information in the Define Federal Options window, see [Federal Options Setup](#), page 6-1.
- ❑ Accounting entries must be created in Payables by running the Payables Accounting Process or through the transaction windows.
To create Payables accounting entries, see [Accounting in Payables](#), *Oracle Public Sector Payables User's Guide*.
- ❑ The Load Federal Financials Seed Data procedure must be run to seed the General Ledger category used by the Posting procedures.
To load Federal Financial seed data, see [Loading Federal Financial Seed Data Procedure](#), page 4-6.

Generating the Federal Vertical Transfer to GL Procedure

To run the Federal Vertical Transfer to GL process, perform the following steps:

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Requests - Run

The Submit Request window appears.

2. Select the Request Set radio button.
3. Click **OK**.
The Submit Request Set window appears.
4. In the Request Set field, choose Federal Vertical Transfer to GL from the list of values.
5. Click on or tab to the Parameters field for the first item, Create Budgetary Discount Transactions.
The Parameters window appears.
6. In the Batch Name field, enter a batch name.
7. Optionally, in the Transaction From Date field, enter the beginning date of transactions to be posted.
8. In the Transaction To Date field, enter the ending date of transactions to be posted.

Note: If no value is entered in the Transaction From Date field, all transactions through the Transaction To Date value is selected.

9. Click the Parameters field for the second item, Payables Transfer to General Ledger. Default values are provided for these parameters.

For information on these parameters, see [Payables Transfer to General Ledger Program](#), *Oracle Public Sector Payables User's Guide*.

10. To apply the Parameters, click **OK**.
11. To send the request to the concurrent manager, click **Submit**.
12. The Requests window appears.
13. To view the request, select the appropriate Request ID, and click **View Output**.
14. Close the window.

For information on reports automatically printed by this procedure, and others available using the same window, see [Posting in Oracle General Ledger](#), *Oracle Public Sector Payables User's Guide*.

This procedure transfers the Payables journal batch to General Ledger. For information on how to post the batch in General Ledger, as well as batches that result from the Confirmation process if disbursements in transit are used, see [Posting Journal Batches](#) and [Posting Journal Batches Automatically \(AutoPost\)](#), *Oracle Public Sector General Ledger User's Guide*.

Part VIII

Receivables and Payables Netting

Receivables and Payables Netting Process

This chapter describes the Receivables and Payables Netting process in Oracle U.S. Federal Financials. The following sections are in this chapter:

- [Definition](#)
- [Federal Requirements](#)
- [Receivables and Payables Netting Process Diagram](#)
- [Receivables and Payables Netting Process](#)
- [Examples](#)
- [References](#)

Definition

Receivables and payables netting enables agencies to manage the collection of receivables by offsetting receivables against payables to a vendor who is also the customer.

The Receivables and Payables Netting process is run during the payment batch process in Oracle Public Sector Payables.

Federal Requirements

This section describes Receivables and Payables netting requirements.

Receivables and Payables Netting Requirements

Agencies have the following basic business requirements for Receivables and Payables netting:

- To be eligible for offset, the receivable transaction must have a delinquent status.
- To be eligible for offset, the receivables and related payables must be related to the same customer and vendor.
- For receivables identified for offset, any finance charges accrued on that receivable must be offset first in the order defined by the agency, and then the principal invoice must be offset.
- After identifying payables and receivables transactions for netting, a debit memo to the vendor's account in Payables must be created and a credit memo must be created in Oracle Public Sector Receivables.
- After offset is complete, a remittance report with the offset transactions must be created to inform the vendor at the time of payment.

Figure 49–1 and Figure 49–2 show the Receivables and Payables Netting Process diagram as described in [Receivables and Payables Netting Process](#), page 49-5.

Figure 49–1 Receivables and Payables Netting Process Diagram

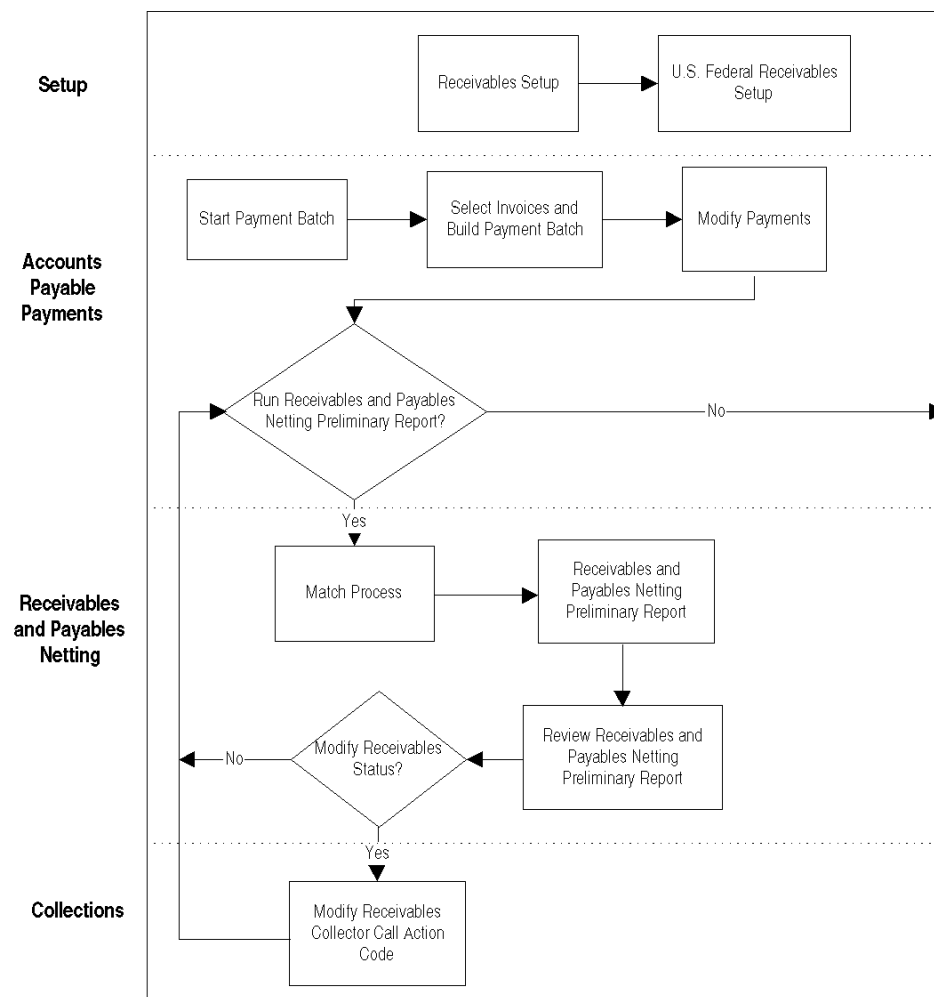
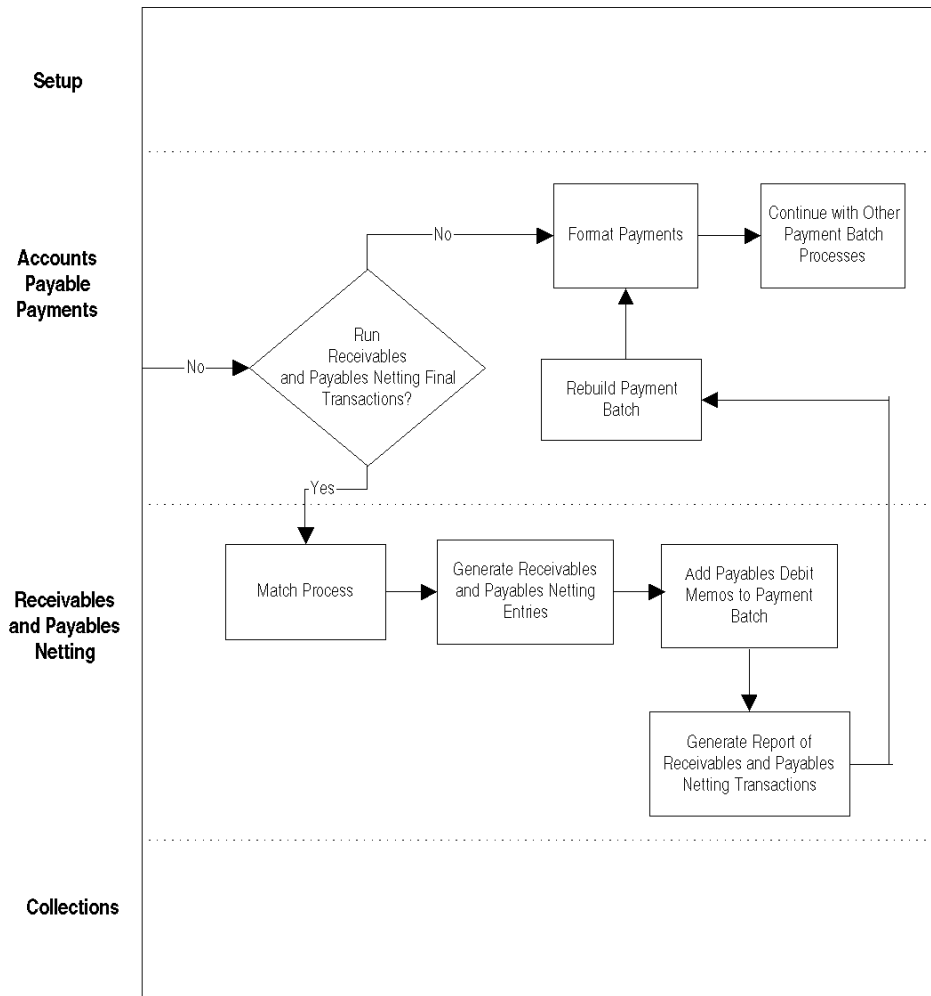


Figure 49-2 Receivables and Payables Netting Process Diagram (Continued)



Receivables and Payables Netting Process

This section includes the following parts:

- [Features](#)
- [Process](#)
- [Examples](#)

Features

The Receivables and Payables Netting process includes the following features:

- Receivables Eligibility window
- Customer Vendor Cross Reference window
- Receivables and Payables Netting option in the Payment Batch Actions window
- AR/ AP Netting Preliminary Report
- AR/ AP Netting Match Process
- AR/ AP Netting Credit and Debit Memo Generation concurrent process
- Add AP Debit Memo to Payment Batch concurrent process
- AR/ AP Netting Final Report

Process

The following steps describe the Receivables and Payables Netting process:

1. The agency must set up the following in Oracle Public Sector Receivables to use Receivables and Payables netting:
 - operating unit in the Define Federal Options window
 - line transaction flexfield
 - collector call actions
 - transaction type for CM-AR/ AP Netting
 - transaction batch source
 - unit of measure EACH
 - AutoInvoice

- Payables Open Interface Import process
- 2. The agency defines rules to determine the receivables invoices that are eligible for offset in the Receivables Eligibility window.
- 3. The agency sets up customer and vendor cross reference information in the Customer Vendor Cross Reference window.

The cross-reference link identifies and matches appropriate receivables and payables invoices for a customer who is also a vendor.
- 4. The agency initiates a payment batch in Oracle Public Sector Payables.
- 5. Oracle Public Sector Payables selects all approved invoices and builds the payment batch.
- 6. After selecting invoices and building payments, the agency can review and modify the payment batch.
- 7. To run the preliminary report, the agency selects the Format check box in the Payment Batch Actions window and selects Preliminary in the Perform AR/ AP Netting decision window.
- 8. The Receivables and Payables Netting match process systematically looks for receivables and payables that are eligible for offset as follows:
 - identifies receivables invoices eligible for offset according to the conditions set in the Receivables Eligibility window
 - looks for a match of the customer number
 - the payable amount to be offset is applied in the order defined in the setup for accrued finance charges in Federal Financials and then the principal for each receivable
 - If the receivable invoice exceeds the payable, Receivables and Payables netting processes a partial offset against the receivable and matches the remainder against another payable.
 - If no other payable is available, the remainder is left on account.
- 9. The AR/ AP Netting Preliminary Report identifies all matched receivables for the payables for which the batch is being run.
- 10. The agency reviews the proposed netting transactions in the AR/ AP Netting Preliminary Report.
- 11. If needed, the agency can change the status of receivables in the Call Actions window so that the receivables are not offset against payables.

12. To run the final Receivables and Payables Netting process, the agency selects the Format check box in the Payment Batch Actions window and selects final in the Perform AR/ AP Netting decision window.
13. The final match process is completed.
14. For the matches identified, the Receivables and Payables Netting process automatically creates debit memos in Oracle Public Sector Payables and credit memos in Oracle Public Sector Receivables.

To link the Oracle Public Sector Receivables invoice and Oracle Public Sector Receivables credit memo, the credit memo number field in the Transactions window is populated with the suffix NET and a sequence number.

To link the Oracle Public Sector Payables invoice and Oracle Public Sector Payables debit memo, the debit memo number field in the Invoices window is populated with the suffix NET and a sequence number.
15. The Receivables and Payables Netting process triggers a rebuild of the Oracle Public Sector Payables payment batch.
16. The Oracle Public Sector Payables debit memos are applied to the payables selected for the Receivables and Payables netting transactions and reduces the payment made to the vendor.
17. The remittance report associated with the payment lists the debit memo and information from the debit memo that describes the receivable that was offset.
18. The AR/ AP Netting Final Report is generated.
19. The agency formats the payment batch by selecting the format check box in the Payment Batch Actions window and then selecting No in the Perform AR/ AP Netting decision window.
20. The agency completes additional standard payment batch processes.

Examples

The following examples show different offset scenarios for receivables and payables netting and illustrate how various invoices and memo balances are applied.

Scenario 1

[Table 49–1](#) shows a Payables invoice amount that is equal to the Receivables invoice amount.

Table 49–1 Oracle Public Sector Payables Invoice Amount = Oracle Public Sector Receivables Invoice Amount

Receivables Invoice Customer Number	Oracle Public Sector Receivables Invoice Number	Receivables Invoice \$ Amount	Payables Invoice Supplier Site	Oracle Public Sector Payables Invoice Number	Payables Invoice \$ Amount
7V348	123	\$1,000	7V348	B101	\$1,000

When the balance for both the Receivables invoice and the Payables invoice are equal, the Receivables and Payables Netting process creates a Payables debit memo and a Receivables credit memo for the exact dollar amount. All invoices net to zero.

Scenario 2

[Table 49–2](#) shows a Payables invoice amount that is greater than the Receivables invoice amount.

Table 49–2 Oracle Public Sector Payables Invoice Amount > Oracle Public Sector Receivables Invoice Amount, 1 to 1 Relationship

Receivables Invoice Customer Number	Oracle Public Sector Receivables Invoice Number	Receivables Invoice \$ Amount	Payables Invoice Supplier Site	Oracle Public Sector Payables Invoice Number	Payables Invoice \$ Amount
7V348	123	\$5,000	7V348	B101	\$8,000

In the example described in [Table 49–2](#), the Receivables and Payables Netting process creates a Receivables credit memo in the amount of \$5,000 and completely offsets the Receivables invoice. The Receivables invoice is closed and unavailable for the application of receipts. A Payables debit memo is also created for \$5,000 and reduces the Payables invoice to \$3,000.

Scenario 3

Table 49–3 shows Payables invoice amounts for several invoices that are greater than the Receivables invoice amount for a single invoice.

Table 49–3 Oracle Public Sector Payables Invoice Amount > Oracle Public Sector Receivables Invoice Amount, Many to 1 Relationship

Receivables Invoice Customer Number	Oracle Public Sector Receivables Invoice Number	Receivables Invoice \$ Amount	Payables Invoice Supplier Site	Oracle Public Sector Payables Invoice Number	Payables Invoice \$ Amount
7V348	123	\$5,000	7V348	B101	\$2,000
			7V348	B102	\$2,500
			7V348	B103	\$1,000

The Receivables and Payables Netting process selects Payables invoices for netting in the order of their amount, beginning with Payables invoices with the largest amount. In this example, the Receivables and Payables Netting process selects the Payables invoices for netting as follows:

1. The Receivables and Payables Netting process selects Payables invoice B102 for netting first since the invoice amount of \$2,500 is the largest.
The process creates a Receivables credit memo in the amount of \$2,500 and a Payables debit memo in the amount of \$2,500.
2. The process selects Payables invoice B101 for netting and creates a Receivables credit memo in the amount of \$2,000 and a Payables debit memo in the amount of \$2,000.
3. The process selects Payables invoice B103 as the third Payables invoice netted against Receivables invoice 123 and creates a Receivables credit memo of \$500 and a Payables debit memo of \$500.

Payables invoice B103 has a balance of \$500. The Receivables invoice is closed and unavailable for the application of receipts.

Scenario 4

Table 49–4 shows a Payables invoice amount that is less than the Receivables invoice amount.

Table 49–4 Oracle Public Sector Payables Invoice Amount < Oracle Public Sector Receivables Invoice Amount, 1 to 1 Relationship

Receivables Invoice Customer Number	Oracle Public Sector Receivables Invoice Number	Receivables Invoice \$ Amount	Payables Invoice Supplier Site	Oracle Public Sector Payables Invoice Number	Payables Invoice \$ Amount
7V348	123	\$5,000	7V348	B101	\$4,000

In the example described in Table 49–4, the Receivables and Payables Netting process creates a Receivables credit memo for \$4,000 and a Payables debit memo for \$4,000. The \$1,000 amount for the Receivables invoice that is still unapplied is available for offset at a later point in time. The same Receivables invoice number can be used again for another credit memo because the suffix NET and a unique sequence number are added to the Receivables invoice number.

Scenario 5

Table 49–5 shows a Payables invoice amount that is less than the total amount for a Receivables invoice, interest invoice and administrative charge invoice.

Table 49–5 Payables Invoice Amount < Receivables Invoice Amount + Interest Invoice Amount + Administrative Charge Invoice Amount, 1 to 1 Relationship

Receivables Invoice Customer Number	Oracle Public Sector Receivables Invoice Number	Receivables Invoice \$ Amount	Payables Invoice Supplier Site	Oracle Public Sector Payables Invoice Number	Payables Invoice \$ Amount
1000	123	\$5,000	1000	B101	\$4,000
1000	123INT	\$150			
1000	123ADM	\$25			

The Receivables and Payables Netting process determines the offset eligibility of an administrative charge invoice or interest invoice according to the offset eligibility of the related principal Receivables invoice. The process offsets administrative charge invoices and interest invoices first and then the principal Receivables invoices. In

this example, the Receivables and Payables Netting process offsets the Receivables invoices as follows:

- The Receivables and Payables Netting process offsets the administrative charge invoice first. The process creates a Receivables credit memo in the amount of \$25 and a Payables debit memo in the amount of \$25.

Note: The Receivables and Payables Netting process offsets administrative charge and interest invoices in the same order as receipts are applied. In Federal Financials, the order of processing receipts for administrative charges, penalty charges, and interest charges is defined in the Define Finance Charges window.

- The process offsets the interest invoice and creates a Receivables credit memo in the amount of \$150 and a Payables debit memo in the amount of \$150.
- The process offsets the principal Receivables invoice 123 and creates a Receivables credit memo for \$3,825 and a Payables debit memo for \$3,825.

The \$1,175 amount for the principal Receivables invoice that is still unapplied is available for offset at a later point in time. Any interest that accumulates on the \$1,175 principal balance will be selected for offset as described in this example.

References

For information on setting up Receivables when using Receivables and Payables Netting, see [Oracle U.S. Federal Financials Setup Overview](#), page 3-1 and [Receivables and Payables Netting Setup](#), page 22-1.

For information on setting up Receivables eligibility, see [Receivables and Payables Netting Setup](#), page 22-1.

For information on setting up customer and vendor cross references, see [Receivables and Payables Netting Setup](#), page 22-1.

For information on how to use receivables and payables netting to offset the collection of Receivables from a customer against Payables to the vendor, see [Receivables and Payables Netting Procedures](#), page 50-1.

For information on paying invoices in payment batches, see [Paying Invoices in Payment Batches](#), *Oracle Public Sector Payables User's Guide*.

For information on modifying Receivables collector call actions, see [Recording Call Actions](#), *Oracle Public Sector Receivables User's Guide*.

For information on entering and updating information in the Define Federal Options window, see [Federal Options Setup](#), page 6-1.

Receivables and Payables Netting Procedures

This chapter describes how to use receivables and payables netting. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Creating Payment Batch Payments with Receivables and Payables Netting Procedure](#)
- [Perform AR/ AP Netting Decision Window](#)
- [Perform AR/ AP Netting Decision Window Description](#)

Definition

Receivables and payables netting enables agencies to offset the collection of receivables against payables for vendors who are also customers of the agency.

The Receivables and Payables Netting process is run as part of the payment batch process in Oracle Public Sector Payables. Receivables and Payables Netting systematically looks for Oracle Public Sector Receivables and Oracle Public Sector Payables that are eligible for offset according to conditions set up by the agency.

For information on the Receivables and Payables Netting process, see [Receivables and Payables Netting Process](#), page 49-1.

Overview

Receivables and payables netting is an option that is selected during the standard payment batch process in Payables. Agencies can generate a preliminary report to review the receivables and payables netting transactions or they can run the final receivables and payables netting process to create credit memos in Receivables and debit memos in Payables for the offset amounts.

This section includes the following parts:

- [Features](#)
- [Payment Batch Procedure Diagram](#)

Features

The receivables and payables procedure includes the following tasks:

- print AR/ AP Netting Preliminary Report
- modify Receivables collector call action codes
- run Receivables and Payables final netting transactions and generate AR/ AP Netting Final Report

Payment Batch Procedure Diagram

[Figure 50–1](#), page 50-4, shows the Oracle U.S. Federal Payables payment batch procedure when receivables and payables netting is used.

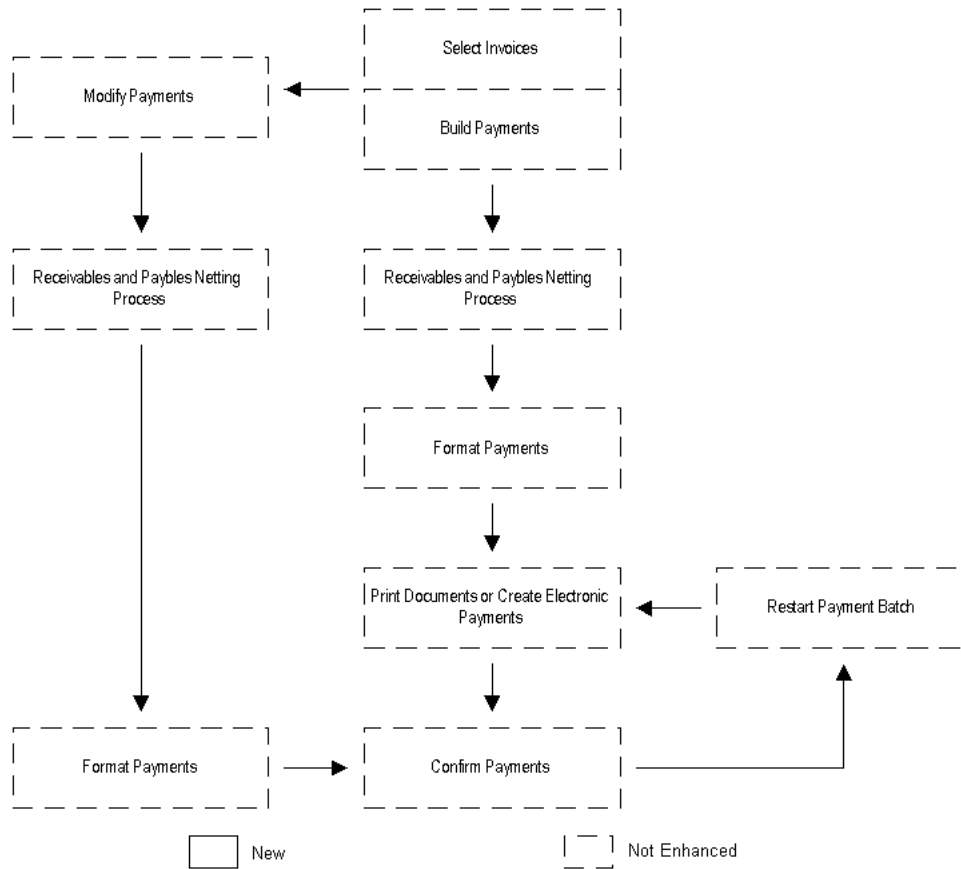
[Figure 50–1](#) shows that if users begin with selecting invoices, the succeeding process steps are as follows:

- modify payments
- Receivables and Netting Process
- format payments
- confirm payments
- restart payment batch
- print documents or create electronic payments
- confirm payments

Figure 50–1 shows that if users begin with building payments, the process steps are as follows:

- Receivables and Payables Netting Process
- format payments
- print documents or create electronic payments
- confirm payments
- restart payment batch

Figure 50–1 Oracle U.S. Federal Payables Payment Batch Procedure with Receivables and Payables Netting Diagram



Prerequisites

- ❑ Receivables and Payables Netting setup must be completed.
To set up Receivables and Payables Netting, see [Receivables and Payables Netting Setup](#), page 22-1.
- ❑ The profile option FV:Enable AR / AP Netting must be set to Yes.
To set profile options in Oracle Applications System Administration, see [Step 3. Specify Profile Options](#), page 3-9.
- ❑ The profile option AP: Use Invoice Batch Controls must be set to No.
To set profile options in Oracle Applications System Administration, see [Step 3. Specify Profile Options](#), page 3-9.
- ❑ The operating unit must be entered in the Define Federal Options window.
To enter and update the Define Federal Options window, see [Federal Options Setup](#), page 6-1.
- ❑ The Load Federal Financials Seed Data process must be run to seed Payables and Receivables Lookups.
To load Federal Financials seed data, see [Federal Seed Data Setup](#), page 4-1.

Creating Payment Batch Payments with Receivables and Payables Netting Procedure

The following procedures are used to create payment batches with Receivables and Payables Netting:

- [Printing AR/ AP Netting Preliminary Report](#)
- [Modifying Oracle Public Sector Receivables Collector Call Action Codes](#)
- [Running Oracle Public Sector Receivables and Oracle Public Sector Payables Final Netting Transactions and Generate AR/ AP Netting Final Report](#)

Printing AR/AP Netting Preliminary Report

To print the AR/ AP Netting Preliminary Report, perform the following steps.

1. In Payables, navigate to the Payment Batches window as follows:

Payments - Entry - Payment Batches

If the enhanced transaction codes feature is enabled, the Enter Transaction Events window appears.

For information on using enhanced transaction codes for payment batches, see [Using Enhanced Transaction Codes for Payment Batches Procedure](#), page 38-6.

2. Create a payment batch.

For information on creating a payment batch and the Payment Batches window, see [Paying Invoices in Payment Batches](#), *Oracle Public Sector Payables User's Guide*.

3. To go to the Payment Batch Actions window, click **Actions... 1**.
4. Select the Format Payments check box.

The Perform AR/ AP Netting decision window appears.

Note: Format must be the next step for the payment batch or the Select Invoices and Build Payments check boxes must be selected.

5. Click **Preliminary**.

Note: The Format Payments process is not submitted.

6. Click **OK**.
7. View the request in the concurrent manager as follows:

View - Requests

8. Close the window.

Modifying Oracle Public Sector Receivables Collector Call Action Codes

To modify Receivables collector call action codes, perform the following steps.

1. In Receivables, navigate to the Customer Calls window as follows:

Collections - Customer Calls

2. Query the customer call.
3. To go to the Call Actions window, click **Actions**.
4. If needed, change the status of Receivables so that they are not offset against Payables during the Receivables and Payables Netting process.

For information on modifying Receivables collector call actions, see [Recording Call Actions](#), *Oracle Public Sector Receivables User's Guide*.

5. Save or save and continue as follows:

File - Save or Save and Proceed

6. Close the window.

Running Oracle Public Sector Receivables and Oracle Public Sector Payables Final Netting Transactions and Generate AR/AP Netting Final Report

To run the Receivables and Payables final netting transactions, perform the following steps.

1. In Payables, navigate to the Payment Batches window as follows:

Payments - Entry - Payment Batches

2. Query the payment batch.
3. To go to the Payment Batch Actions window, click **Actions... 1**.
4. Select the Format Payments check box.

The Perform AR/ AP Netting decision window appears.

Note: Format must be the next step for the payment batch or the Select Invoices and Build Payments check boxes must be selected.

5. Click **Final**.

Note: The Format Payments process is not submitted. Credit memos are created in Receivables and debit memos are created in Payables for the offset amounts.

6. Click **OK**.
7. View the request in the concurrent manager as follows:
View - Requests
8. Close the window.

Perform AR/AP Netting Decision Window

Figure 50–2 Perform AR/AP Netting Decision Window



Perform AR/AP Netting Decision Window Description

Federal Financials adds the option to use Receivables and Payables Netting to the Format Payments check box in the Payment Batch Actions window in Oracle Public Sector Payables. When the Format Payments check box is selected, the Perform AR/ AP Netting Decision window appears. Users can choose to run the preliminary or final Receivables and Payables Netting process or choose not to run the Receivables and Netting process and to perform the Format Payments process.

To format the payment batch once the Receivables and Payables Netting process has been run, No must be selected in the Perform AR/ AP Netting Decision window.

For information on the other features available in the Payment Batch Actions window, see [Paying Invoices in Payment Batches](#), *Oracle Public Sector Payables User's Guide*.

PartIX

Interagency Transactions

Interagency Transaction Processes

This chapter contains a detailed discussion of Interagency Transactions in Oracle U.S. Federal Financials. The following sections are in this chapter:

- [Definition](#)
- [Federal Requirements](#)
- [Setup and Processing Considerations](#)
- [Interagency Billing and Payment for SF 1080 Transactions Diagram](#)
- [Interagency Billing and Payment for SF 1081 Transactions Diagram](#)
- [Interagency Billing and Payment for IPAC Transactions Diagram](#)
- [IPAC Billing Bulk File Process Diagram](#)
- [IPAC Disbursement Process Diagram](#)
- [Interagency Transactions Processes](#)
- [References](#)

Definition

An interagency transaction is a transfer between federal agencies that involves two or more different appropriation, fund, or receipt accounts and is classified as an expenditure transaction.

An expenditure transaction is a withdrawal from one account and a credit to another account when the withdrawal and credit are recorded in the central accounts of the Financial Management Service (FMS) as an expenditure and repayment.

Federal Requirements

This section includes the following parts:

- [Expenditure Transactions Examples](#)
- [Required Processing Methods](#)

Expenditure Transactions Examples

Examples of expenditure transactions include the following:

- withdrawals and credits between accounts
- all transfers between budgetary and nonbudgetary accounts
- annual travel advance adjustments
- adjustments to correct errors in expenditure transactions
- withdrawals and credits not specifically defined as nonexpenditure transactions

Regulations governing these transactions are documented in the *Treasury Financial Manual (TFM)*, 2-2500.

Required Processing Methods

To process interagency transactions, agencies are required to use one of the following methods:

- Use the SF 1080 Voucher for Transfers Between Appropriations and / or Funds when the Department of Treasury does not disburse payments for at least one of the agencies involved in the interagency transfer. A check is required to complete these transactions.

- Use the SF 1081 Voucher and Schedule of Withdrawals and Credits document or the Intra-governmental Payment and Collection System (IPAC) when the Department of Treasury disburses payments for both agencies involved in the interagency transfer. No check is required to complete these transactions.

Federal Financials enables users to comply with the interagency transaction requirements for agencies by providing the Interagency Transactions process.

Setup and Processing Considerations

If the agency is assigned only one Agency Location Code (ALC), then it is recommended to select Default ALC in the Define Federal Options window. If the agency is assigned multiple ALCs, the following options apply:

- The agency can choose to not select Default ALC in the Define Federal Options window and assign a payment method on every interagency transaction.
- The agency can select Default ALC in the Define Federal Options window and assign a payment method for the transactions where the ALC is different than the default ALC assigned in the Define Federal Options window.

[Table 51–1](#) describes billing agency ALC setup and results for the SF 1081 and IPAC.

Table 51–1 Billing Agency ALC Setup and Results for the SF 1081 and IPAC

Is the payment method defined on the Transaction?	Is the Agency Location Code defined on primary bank account of payment method?	Is the Default ALC check box selected in the Define Federal Options window?	SF 1081 Results	IPAC Results
Yes	Yes	Yes	ALC from the primary bank account of the payment method is used as the billing agency ALC.	ALC from the primary bank account of the payment method is used as the billing agency ALC.
Yes	Yes	No	ALC from the primary bank account of the payment method is used as the billing agency ALC.	ALC from the primary bank account of the payment method is used as the billing agency ALC.

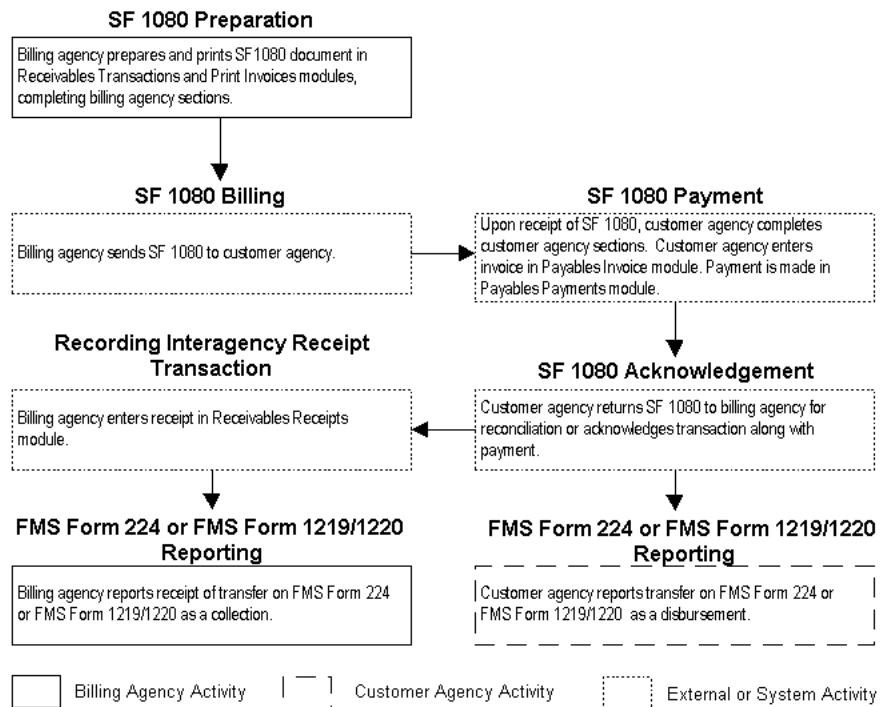
Table 51–1 Billing Agency ALC Setup and Results for the SF 1081 and IPAC

Is the payment method defined on the Transaction?	Is the Agency Location Code defined on primary bank account of payment method?	Is the Default ALC check box selected in the Define Federal Options window?	SF 1081 Results	IPAC Results
Yes	No	Yes	Exception: Transaction is not printed. Transaction is included in the log file with a message as to why it is not printed. Solution: Add the ALC to the Agency Location field on the bank account.	Exception: Transaction is included in Exception Report. This transaction is not reported on the IPAC bulk file. Solution: Add the ALC to the Agency Location field on the bank account.
Yes	No	No	Exception: Transaction is not printed. Transaction is included in the log file with a message as to why it is not printed. Solution: Add the ALC to the Agency Location field on the bank account.	Exception: Transaction is included in Exception Report. This transaction is not reported on the IPAC bulk file. Solution: Add the ALC to the Agency Location field on the bank account.
No	N / A	Yes	ALC from the Define Federal Options window is used as the billing agency ALC.	ALC from the Define Federal Options window is used as the billing agency ALC.
No	N / A	No	Exception: Transaction is not printed. Transaction is included in the log file with a message as to why it is not printed. Solution: Add payment method to the transaction or select the Default ALC check box in the Define Federal Options window.	Exception: Transaction is included in Exception Report. This transaction is not reported on the IPAC bulk file. Solution: Add payment method to the transaction or select the Default ALC check box in the Define Federal Options window.

Interagency Billing and Payment for SF 1080 Transactions Diagram

Figure 51–1 shows the Interagency Billing and Payment for SF 1080 Transactions diagram as described in [Interagency Transactions Process for SF 1080](#), page 51-10.

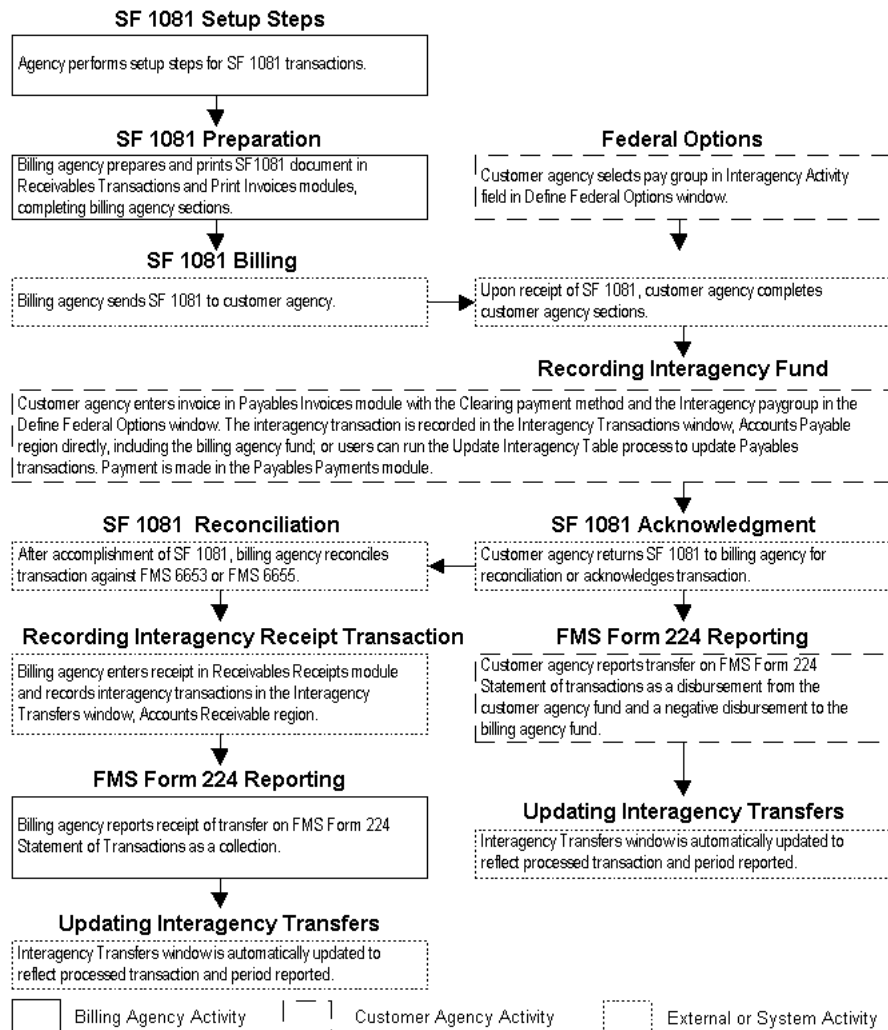
Figure 51–1 Interagency Billing and Payment for SF 1080 Transactions Diagram



Interagency Billing and Payment for SF 1081 Transactions Diagram

Figure 51–2 shows the Interagency Billing and Payment for SF 1081 Transaction diagram as described in [Interagency Transactions Process for SF 1081](#), page 51-12.

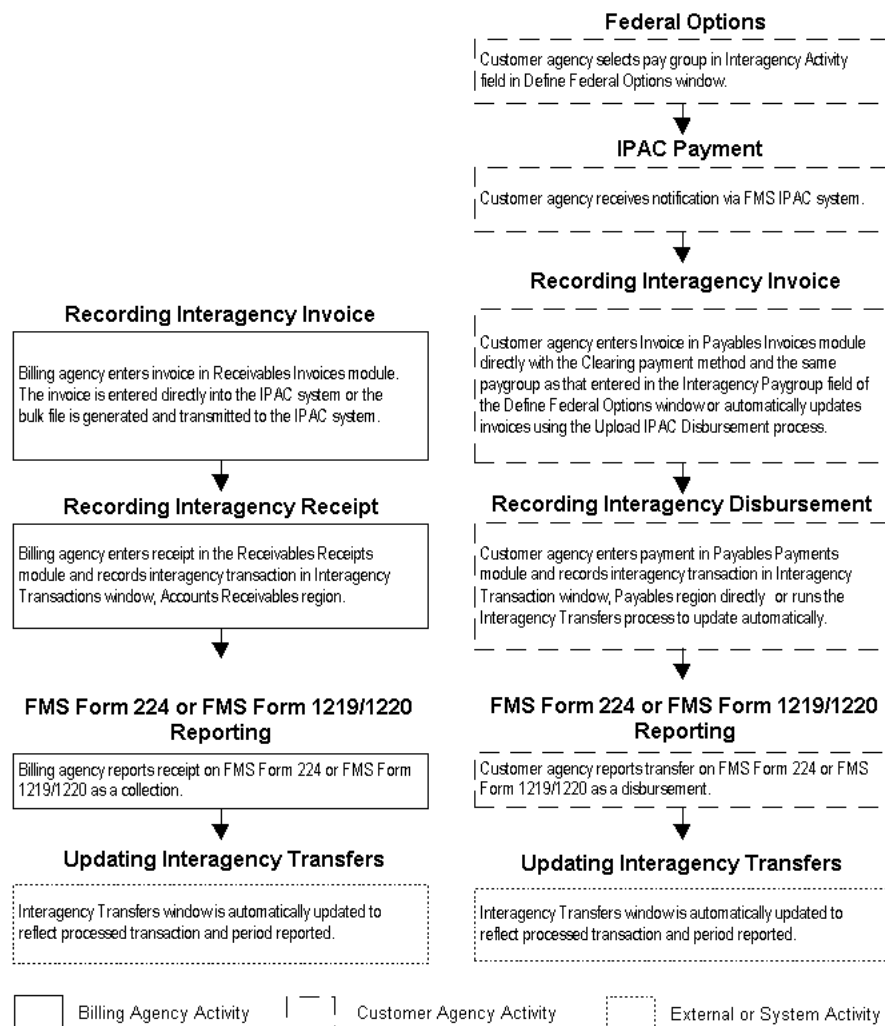
Figure 51–2 Interagency Billing and Payment for SF 1081 Transactions Diagram



Interagency Billing and Payment for IPAC Transactions Diagram

Figure 51–3 shows the Interagency Billing and Payment for IPAC Transactions diagram as described in the accompanying text.

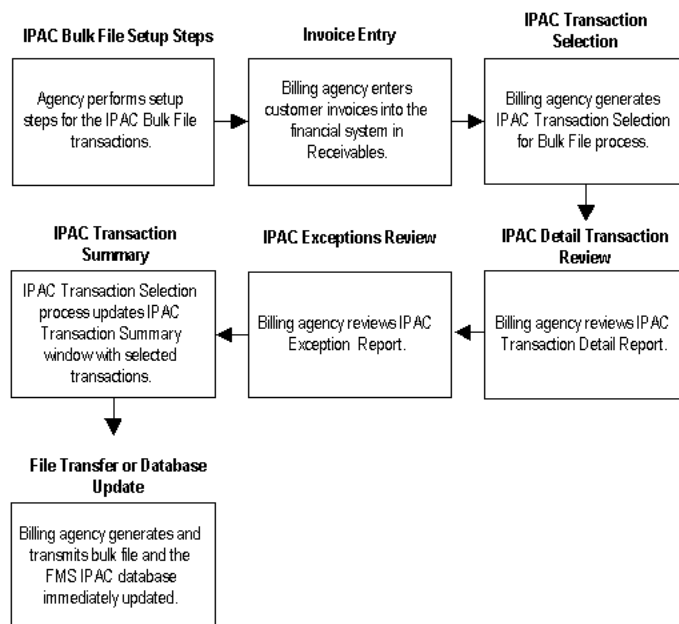
Figure 51–3 Interagency Billing and Payment for IPAC Transactions Diagram



IPAC Billing Bulk File Process Diagram

Figure 51–4 shows the IPAC Bulk File Process diagram as described in [IPAC Bulk File Process for Receivables Transactions](#), page 51-17.

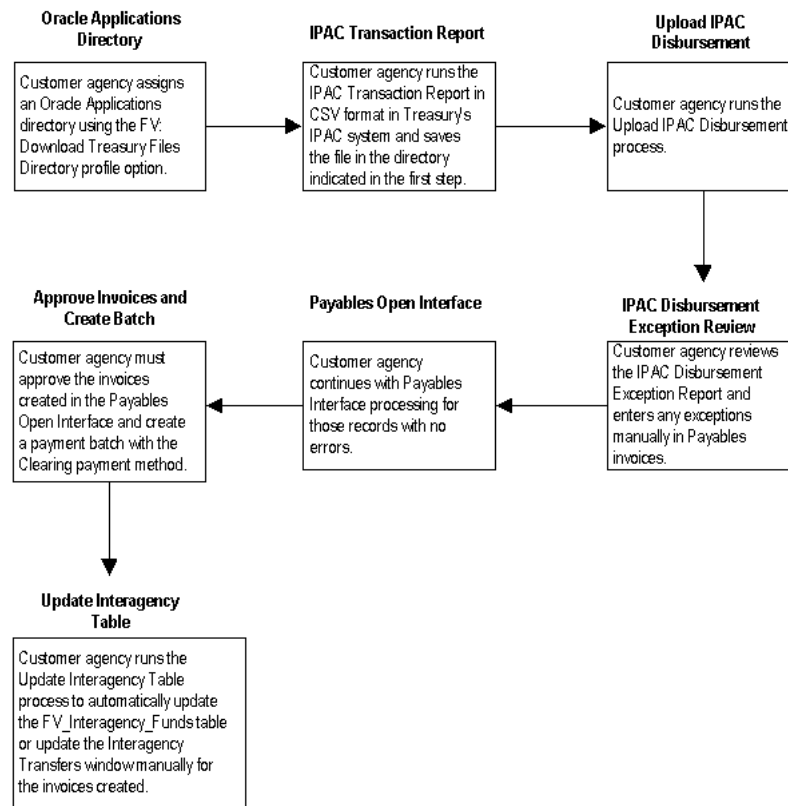
Figure 51–4 IPAC Bulk File Process Diagram



IPAC Disbursement Process Diagram

Figure 51–5 shows the IPAC Disbursement Process diagram as described in [IPAC Disbursement Process for Transactions](#), page 51-18.

Figure 51–5 IPAC Disbursement Process Diagram



Interagency Transactions Processes

This section includes the following parts:

- [Features](#)
- [Interagency Transactions Process for SF 1080](#)
- [Interagency Transactions Process for SF 1081](#)
- [Interagency Transaction Process for IPAC Transactions](#)
- [IPAC Bulk File Process for Receivables Transactions](#)
- [IPAC Disbursement Process for Transactions](#)

Features

The Interagency Transactions process includes the following features:

- SF 1080 Voucher for Transfers Between Appropriations and /or Funds report, used by billing agencies to initiate interagency transactions when the Department of Treasury is not the disbursing agency for at least one of the agencies
- SF 1081 Voucher and Schedule of Withdrawals and Credits report, used by billing agencies to initiate interagency transactions when the Department of Treasury disburses payments for both agencies
- IPAC Billing bulk file, used by agencies to perform intra-governmental funds transfers when the transactions are initiated by the billing agency
- IPAC disbursement that enables agencies to automatically record disbursements billed by another agency through IPAC
- Interagency Transfers window that enables billing agencies and customer agencies to record all interagency transactions to ensure proper reporting on the FMS Form 224

Interagency Transactions Process for SF 1080

The Interagency Transactions process for SF 1080 transactions includes the following steps:

1. The billing and customer agencies enter required information in the Define Federal Options window. The billing agency must enter Agency Name and Address to be printed on the SF 1080.

2. The billing agency prepares and prints the SF 1080 in the Receivables Transactions and Print Invoices modules.

[Figure 51–1](#), page 51-5, illustrates the Interagency Transactions processing cycle for SF 1080 transactions.

The billing agency enters the following:

- billing agency department, bureau, and address
 - customer agency department, bureau, and address
 - details of amount billed
 - remittance name and address
 - accounting classification of billing agency
3. The billing agency forwards the SF 1080 to the customer agency.
 4. Upon receipt, the customer agency ensures that the transaction is correct and completes the following:
 - customer agency voucher number
 - customer agency schedule number
 - paid by information
 - certification of customer office
 - accounting classification of billing agency
 5. The customer agency enters the invoice in Payables.
 6. After accomplishment, the customer agency returns the SF 1080 to the billing agency along with the payment.
 7. If the Department of Treasury disburses payments for the agency, the customer agency reports the transaction as a disbursement on the FMS Form 224 report for the appropriate accounting period.

If the Department of Treasury does not disburse payments for the agency, the customer agency reports the transactions as a disbursement on the FMS Form 1219/1220 report.
 8. The billing agency enters the SF 1080 bill and receipt in Receivables.
 9. If the Department of Treasury disburses payments for the agency, the billing agency reports the transaction as a collection on the FMS Form 224 report for the appropriate accounting period.

If the Department of Treasury does not disburse payments for the agency, the billing agency reports the transaction as a collection on the FMS Form 1219 / 1220 report for the appropriate accounting period.

Interagency Transactions Process for SF 1081

The Interagency Transactions process for SF 1081 transactions includes the following steps:

1. The billing agency enters bank accounts that are used to receive funds in the Bank Accounts window. The ALC is defined for the bank account.
2. The billing and customer agencies enter required information in the Define Federal Options window. The billing agency must enter Agency Name and address to be printed on the SF 1081. Optionally, the billing agency selects an ALC value from the list of values and selects the Default ALC check box. When the ALC check box is selected, the ALC value on the Define Federal Options window is used as the default billing agency ALC for transactions when the ALC cannot be determined. The customer agency must enter a paygroup in the Interagency Paygroup field to ensure that interagency transactions appear correctly on the FMS Form 224 report.
3. The billing agency defines the receipt class and payment method in the Receipt Classes window. A primary bank account is assigned to the payment method in the Remittance Banks window. The Remittance Banks window is accessed by selecting the Bank Accounts button from the Receipt Classes window.
4. The billing agency adds customers in the Customers window assigning a primary bank account with the customer ALC for the billing location in the Customer Addresses window. Optionally, a primary payment method is assigned to the Payment Methods tab of the Customers window or the Customer Addresses window in Receivables.
5. The billing agency enters customer invoices in the financial application. These transactions can be entered directly into Oracle U.S. Federal Receivables or imported from an external application. Optionally, the payment method is assigned in the Paying Customer tab of the Transactions window.
6. The billing agency prepares and prints the SF 1081 by initiating one of the Invoice Print SF 1081 processes.

[Figure 51–2](#), page 51-6, illustrates the Interagency Transactions processing cycle for SF 1081 transactions.

The billing agency enters the following:

- transaction date
 - customer agency location code, department, bureau, and address
 - billing agency location code, department, bureau, and address
 - billing agency voucher number
 - billing agency appropriation, fund, or receipt symbol
 - amount billed
 - details of charges or reference to attached supporting documents
 - billing agency contact person, approval, and telephone number
7. The billing agency forwards the SF 1081 to the customer agency.
 8. Upon receipt, the customer agency ensures that the transaction is correct.
The customer agency completes the following:
 - accounting period charge and credit are to be reported on customer agency Statement of Transactions
 - customer agency voucher number
 - customer agency appropriation, fund, or receipt symbol
 - amount billed
 - certification of customer office
 9. The customer agency enters the invoice in Payables and records the billing agency name, invoice number, and fund in the Accounts Payable region of the Interagency Transfers window. This allows the billing agency fund to be reported on the customer agency's FMS Form 224. Payment is entered in Payables with a Clearing payment method and the paygroup indicated in the Interagency Paygroup field of the Define Federal Options window. The customer agency can also run the Update Interagency Table process to update Payables transactions.
 10. After accomplishment, the customer agency returns the SF 1081 to the billing agency or acknowledges the transaction.
 11. The customer agency generates its FMS Form 224 report for the accounting period indicated on the SF 1081. If entered correctly in the Interagency Transfers window, the transaction is included in the FMS Form 224 report as a disbursement in Section I, column 3, and Section II, line 1 and as a negative

disbursement to the Billing agency Fund in Section I, column 3, and Section II, line 1.

Note: If a payment with the Payment Method of Clearing and the pay group indicated in the Interagency Paygroup field of the Define Federal Options window is not entered in the Interagency Transfers window, Accounts Payable region, the transaction is not reported on the FMS Form 224 report. The transaction appears on the FMS Form 224 Exception Report for correction. To allow corrections to be made, Oracle Corporation recommends that the FMS Form 224 report be printed in Preliminary mode to determine if transactions were omitted before printing in Final mode for submission.

12. The billing agency receives the FMS 6653 Undisbursed Appropriation Account document or the FMS 6655 Unavailable Receipt Account Ledger document from FMS indicating accomplishment by the customer agency. The billing agency reconciles it against the completed transaction. Any errors must be resolved by contacting the customer agency or FMS.
13. The billing agency enters the SF 1081 receipt in Receivables. The receipt is also recorded in the Interagency Transfers window, Accounts Receivable region, to ensure proper reporting of the transaction on the FMS Form 224 report.
14. The billing agency reports the transaction on its FMS Form 224 report for the appropriate accounting period. The transaction is reported in Section I, column 2 as a collection, and in Section II, line 1 as a negative disbursement.

Note: If the receipt is not entered in the Interagency Transfers window, Accounts Receivable region, the transaction is not reported on the FMS Form 224 report properly. The transaction is reported as a collection and is not reported as a negative disbursement in Section II.

Example: Billing Agency

This example illustrates the SF 1081 interagency transaction performed from the point of view of the billing agency.

Agency ABC bills Agency XYZ using the SF 1081 Voucher and Schedule of Withdrawals and Credits document. Agency XYZ must effect a transfer in the amount of \$5,000 to fund 20X1234.

Agency ABC prints the SF 1081, specifying fund 20X1234 as the fund to receive the transfer.

Agency ABC waits for accomplishment from Agency XYZ. Receipt of either FMS 6653 or FMS 6655 from FMS is required to reconcile the transaction.

After reconciliation or the resolution of errors or discrepancies, Agency ABC is able to report the transfer as a collection on its FMS Form 224 report by entering the receipt in Receivables and in the Interagency Transfers window.

Example: Customer Agency

This example illustrates the same transaction performed from the point of view of the customer agency.

Agency XYZ receives the SF 1081 Voucher and Schedule of Withdrawals and Credits document from Agency ABC initiating the transfer in the amount of \$5,000 to fund 20X1234.

Agency XYZ enters an invoice in Payables, completes the SF 1081, enters 20X1234 in the Interagency Transfers window as Billing Agency Fund to receive the transfer, and processes the payment.

After accomplishment, Agency XYZ returns the completed SF 1081, if required, and prints its FMS Form 224 report for submission to FMS. FMS generates an FMS 6653 or FMS 6655 and sends it to the billing agency.

Interagency Transaction Process for IPAC Transactions

The Interagency Transaction Process consists of the following steps. [Figure 51–3](#), page 51-7, illustrates the process.

1. The customer agency enters a paygroup in the Interagency Paygroup field in the Define Federal Options window to ensure that interagency transactions appear correctly on the FMS Form 224 report or FMS Form 1219 / 1220 report.
2. The billing agency enters the IPAC bill in Receivables.
3. The billing agency records the invoice in the IPAC system in either of the following ways:

The billing agency logs on to the IPAC system and records the bill to the customer agency including additional information in the description area. The IPAC system assigns an IPAC Billing Document Reference Number for the bill.

Alternately, the billing agency uses the IPAC bulk file, which is created in Federal Financials.
4. The customer agency is notified of the IPAC bill through the FMS IPAC system.
5. The billing agency enters the receipt in Receivables. The receipt is also recorded in the Interagency Transactions window, Accounts Receivable region, to ensure

proper reporting on the FMS Form 224 report or the FMS Form 1219/1220 report.

6. The customer agency enters the invoice in Payables directly with the Clearing payment method and the Interagency paygroup indicated in the Define Federal Options window, or automatically updates invoices by using the Upload IPAC Disbursement process.
7. The customer agency approves the invoice in Payables and records the transaction in the Interagency Transfers window, Accounts Payable region for the FMS 224 and FMS 1219/1220 processes or runs the Update Interagency Transfers process to update automatically. The customer agency records the payment as of the payment date reflected on the IPAC bill.
8. If the Department of Treasury is disbursing payments, the billing agency generates its FMS Form 224 report for the accounting period indicated on the IPAC bill. The transaction is reported. If the receipt is not entered in the Accounts Receivable region of the Interagency Transfers window, the transaction will not be reported properly as a negative disbursement in Section II on the FMS Form 224 report.

If the Department of Treasury is not disbursing payments, the billing agency generates its FMS Form 1219/1220 report for the accounting period indicated on the IPAC bill. The transaction is reported. If the receipt is not entered in the Accounts Receivable region of the Interagency Transfers window, the transaction will not be reported properly on the FMS Form 1219/1220 report.

9. If the Department of Treasury is disbursing payments, the customer agency generates its FMS Form 224 for the accounting period indicated on the IPAC bill. If entered correctly in the Accounts Payable region in the Interagency Transfers window, the transaction is included in the report as an interagency disbursement.

If the Department of Treasury is not disbursing payments, the customer agency generates the FMS Form 1219/1220 for the accounting period indicated on the IPAC bill. If entered correctly in the Interagency Transfers window, the transaction is included in the report as an interagency disbursement.

Note: If a payment with the Payment Method of Clearing and the paygroup indicated in the Interagency Paygroup field of the Define Federal Options window is not entered in the Interagency Transfers window, Accounts Payable region, the transaction is not reported on the FMS Form 224 report or the FMS Form 1219/1220 report. The transaction appears on the FMS Form 224 Exception Report or the FMS Form 1219/1220 Exception Report for correction. To allow corrections to be made, Oracle Corporation recommends that the FMS

Form 224 or the FMS Form 1219/1220 be printed in Preliminary mode to determine if transactions were omitted before printing in Final mode for submission.

IPAC Bulk File Process for Receivables Transactions

The IPAC Bulk File process includes the following steps. [Figure 51–4](#), page 51-8, illustrates the process.

1. The billing agency adds customers in the Customers window assigning FEDERAL as the customer class, the Receiver Department Code in the Trading Partner descriptive flexfield, and a primary bank account with the customer ALC for the billing location in the Customer Addresses window.
2. The billing agency adds the Disbursing Office (DO) Code in the Alternate Name field in the Remit-To Addresses window.
3. The billing agency enters bank accounts that are used to receive funds in the Bank Accounts window. The ALC is defined for the bank account.
4. The billing agency selects an ALC and optionally selects the Default ALC check box in the Define Federal Options window.

When the Default ALC check box is selected, the ALC value on the Define Federal Options windows is used as the default for the transactions when the ALC cannot be determined.

5. The billing agency defines the receipt class and payment method in the Receipt Classes window.

A primary bank account is assigned to the payment method in the Remittance Banks window. The Remittance Banks window is accessed by selecting the Bank Accounts button from the Receipt Classes window.

6. Optionally, the billing agency assigns a primary payment method to the Payment Methods tab of the Customers window or the Customer Addresses window.
7. The billing agency enters customer invoices in Receivables. The purchase order number is entered in the More tab of the Transactions window.

These transactions can be entered directly into Oracle U.S. Federal Receivables or imported from an external application. Optionally, the payment method is assigned in the Paying Customer tab of the Transactions window.

8. The billing agency initiates the IPAC Transaction Selection process.

The IPAC Transaction Summary window enables users to exclude certain invoice transactions using the Exclude check box. Records marked for exclusion are not reported in the IPAC Bulk File.

Exception records can be viewed on the IPAC Exception Report. Transactions with an exception are not reported in the IPAC Bulk File; however, users can correct transactions causing an exception. After correcting the exception, users must rerun the IPAC Transaction Selection process to include the corrected transactions.

9. When appropriate, billing agency users can generate the IPAC Bulk File Creation program to create the IPAC Bulk File in the specified format.

This file contains invoices generated by the billing agency. After the bulk file is generated, the transactions included in the file are updated in the IPAC Transaction Summary window. These records are marked as Processed.

10. The FMS IPAC database is updated immediately after successful transmission of the IPAC Bulk File.

IPAC Disbursement Process for Transactions

The IPAC Disbursement process includes the following steps. [Figure 51–5](#), page 51-9, illustrates the process.

1. The customer agency assigns an Oracle Applications directory using the FV:Download Treasury Files Directory profile option.

For information on the FV: Download Treasury Files Directory profile option, see [Step 3. Specify Profile Options](#), page 3-9.
2. The customer agency runs the IPAC Transaction Report in CSV format in Treasury's IPAC system and saves the file in the directory indicated in Step 1.
3. The customer agency runs the Upload IPAC Disbursement concurrent process and referencing the file created in Step 2. This process performs the following tasks:
 - delineates disbursement records
 - edits purchase order number to determine if it is valid

The purchase order number must be provided in the following format:

PO #/Line #

Users can provide just the purchase order number and the process defaults the line to 1. In this case, users must update the Line # in the Invoice Workbench if they want to change it before approving the invoice.

An Exception report is produced for records that have invalid purchase order numbers, invalid line numbers, inactive purchase orders numbers, and purchase order numbers that are finally matched.

- extracts the fields from Treasury IPAC file and loads the records into the Payables Open Interface tables. [Table 51–2](#) and [Table 51–3](#) describe the table mappings for the Payables Invoices Interface.

Table 51–2 Payables Invoices Interface Columns

Treasury's IPAC File and Values Inserted in Columns	Payables Invoices Interface Columns * indicates that this is a required field in the interface
Purchase Order Number	
sequential number assigned during import	Invoice_ID *
IPAC - Invoice Number	Invoice_Num *
Summary Amount	Invoice_Amount *
IPAC	Source *
Accomplished Date	Invoice_Date
IPAC Disbursement Reference Number: (insert Reference Number), Quantity: (insert Quantity), Unit Price: (insert Unit Price), Contract Number: (insert Contract Number)	Description (PO Description if not entered)
Current Date that transactions are loaded into the Interface tables	Creation_Date
Userid of the person or organization that loads this record into the table	Created_By
Clearing	Payment_Method_Lookup_Code

Table 51–2 Payables Invoices Interface Columns

Treasury's IPAC File and Values Inserted in Columns	Payables Invoices Interface Columns * indicates that this is a required field in the interface
Default from the Interagency Paygroup on the Define Federal Options window for the Org ID of the person running the import	Pay_Group_Lookup_Code

Table 51–3 Payables Invoice Lines Interface Columns

Treasury's IPAC File and Values Inserted in Columns	Payables Invoice Lines Interface Columns * indicates that this is a required field in the interface
sequential number assigned during import - same as header	Invoice_ID *
	Invoice_line_ID *
ITEM	Line_Type_Lookup_Code *
Detail Amount	Amount *
Accounting Date	Accounting_Date
Description	Description
Purchase Order Number	PO_Number
Purchase Order Number	PO_Line_Number
	USSGL_Transaction_Code

4. The Customer agency reviews the IPAC Disbursement Exception Report and enters any exceptions manually in Payables invoices.
5. After the Payables Open Interface tables are loaded, the customer agency proceeds with interface processing for those records with no errors.

For information on interface processing, see [Payables Open Interface Tables](#), *Oracle Public Sector Payables User's Guide*.

6. The customer agency approves the invoices and creates the payment batch for Clearing payments to show the invoices as paid.

Note: Payment batches with the Clearing payment method do not produce checks or payment formats.

7. After the invoices are created, the customer agency runs the Update Interagency Transfers process to update the Interagency Transfers window for those Payables invoices with a type of Clearing and a paygroup that is the same as the Interagency Paygroup defined in the Define Federal Options window. This process updates the Interagency Table for processing the FMS 224 and FMS Form 1219/1220.

References

For information on setting up customers in Receivables, see [Step 23. Define Customers](#), page 3-34.

For information on entering and updating agency information in the Define Federal Options window, see [Federal Options Setup](#), page 6-1.

For information on entering and updating information in the FMS Form 224 report1219/1220 Definitions window, see [Federal Report Definitions Setup](#), page 15-1.

For information on generating and printing invoices in Receivables, see [Printing Transactions](#), *Oracle Public Sector Receivables User's Guide*.

For information on entering invoices in Payables, see [Entering Basic Invoices in the Invoice Workbench](#), *Oracle Public Sector Payables User's Guide*.

For information on paying invoices associated with interagency transactions, see [Recording Manual Payments and Wire Transfers](#) and [Paying Invoices with Clearing Payments](#), *Oracle Public Sector Payables User's Guide*.

For information on entering and updating information in the Refunds, Voids and Chargebacks window, see [Refunds, Voids, and Chargebacks Procedures](#), page 47-1.

For information on generating the SF 1080 Voucher for Transfers Between Appropriations and /or Funds document, see [Interagency Transaction Procedures](#), page 52-1.

For information on generating the SF 1081 Voucher and Schedule of Withdrawals and Credits document and entering and updating information in the Interagency Transfers window, see [Interagency Transaction Procedures](#), page 52-1.

For information on printing the FMS Form 224 Statement of Transactions Report, see [FMS Form 224 Statement of Transactions Report Procedures](#), page 57-1.

For information on printing the FMS Form 1219/1220 report, see [FMS Form 1219/1220 Report Procedures](#), page 59-1.

For information on the FV: Download Treasury Files Directory profile option, see [Step 3. Specify Profile Options](#), page 3-9.

For information on IPAC procedures, see [Interagency Transaction Procedures](#), page 52-1.

For information on the Payables Open Interface, see [Payables Open Interface Tables](#), *Oracle Public Sector Payables User's Guide*.

Interagency Transaction Procedures

This chapter describes the SF 1080 Voucher for Transfers Between Appropriations and/or Funds document, the SF 1081 Voucher and Schedule of Withdrawals and Credits document, the Intra-governmental Payment and Collection System (IPAC) transactions, and the Interagency Transfers window. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Generating the SF 1080 Voucher for Transfers Between Appropriations and/or Funds Procedure](#)
- [SF 1080 Voucher for Transfers Between Appropriations and/or Funds Document Description Table](#)
- [Generating SF 1081 Voucher and Schedule of Withdrawals and Credits Procedure](#)
- [SF 1081 Voucher and Schedule of Withdrawals and Credits Document Description Table](#)
- [Initiating the IPAC Transaction Selection Procedure](#)
- [Viewing and Excluding IPAC Transactions Procedure](#)
- [IPAC Transaction Summary Window](#)
- [IPAC Transaction Summary Window Description](#)
- [IPAC Transaction Detail Report Description](#)
- [IPAC Exception Report Description](#)

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- [Generating the IPAC Bulk File Procedure](#)
 - [IPAC Bulk File Format](#)
 - [IPAC Bulk File Format Description](#)
 - [Generating the Upload IPAC Disbursement Procedure](#)
 - [IPAC Disbursement Exception Report Description](#)
 - [Generating the Update Interagency Transfers Procedure](#)
 - [Entering the Interagency Transfers Procedures](#)
 - [Interagency Transfers Window](#)
 - [Interagency Transfers Window Description](#)

Definition

Interagency Transactions are transfers between federal agencies for which the Department of Treasury disburses payments. Oracle U.S. Federal Financials provides the SF 1080 Voucher for Transfers Between Appropriations and /or Funds document, the SF 1081 Voucher and Schedule of Withdrawals and Credits document, and the Interagency Transfers window to allow agencies to process these transactions.

For information on the Interagency Transaction process, see [Interagency Transaction Processes](#), page 51-1.

Overview

This section describes the following methods for processing interagency transactions:

- [SF 1080 Voucher for Transfers Between Appropriations and /or Funds](#)
- [SF 1081 Voucher and Schedule of Withdrawals and Credits](#)
- [Intra-governmental Payment and Collection System \(IPAC\)](#)

With SF 1081 Voucher and Schedule of Withdrawals and Credits and IPAC transactions, the Interagency Transfers window stores interagency transfer information for the billing agency and the customer agency to ensure proper reporting on the FMS Form 224 Statement of Transactions report.

For information on generating and printing the FMS Form 224 Statement of Transactions report, see the following:

- [FMS Form 224 Statement of Transactions Report Procedures](#), page 57-1
- [FMS Form 224 Statement of Transactions Process](#), page 56-1

SF 1080 Voucher for Transfers Between Appropriations and/or Funds

The SF 1080 Voucher for Transfers Between Appropriations and /or Funds is used as a charge document and disbursement voucher by billing and customer agencies to process transactions between two or more appropriation, fund, or receipt accounts when the Department of Treasury does not disburse payments for at least one of the agencies.

For information on the interagency transactions process for SF 1080, see the following:

- [Interagency Billing and Payment for SF 1080 Transactions Diagram](#), page 51-5
- [Interagency Transactions Process for SF 1080, Interagency Transaction Processes](#), page 51-10

SF 1081 Voucher and Schedule of Withdrawals and Credits

The SF 1081 Voucher and Schedule of Withdrawals and Credits is used as a combined billing and payment document by billing and customer agencies to process transactions between two or more appropriation, fund, or receipt accounts when the Department of Treasury disburses payments for both agencies. The SF 1081 Voucher and Schedule of Withdrawals and Credits transfers payments between two agencies using a paper invoice.

For information on the interagency transactions process for SF 1081, see the following:

- [Interagency Billing and Payment for SF 1081 Transactions Diagram](#), page 51-6
- [Interagency Transactions Process for SF 1081](#), page 51-12.

Intra-governmental Payment and Collection System (IPAC)

IPAC is a government-owned internet application that performs intra-governmental funds transfers. The Department of Treasury's IPAC application enables users to enter transactions online or through bulk file transmission. Federal Financials produces an IPAC bulk file for Accounts Receivable transactions when generating bills to other federal agencies. Bulk file transmission includes building a file from the user's accounting systems and transmitting the file to the Department of Treasury through the IPAC application.

This section includes the following parts:

- [IPAC Transaction Selection Process](#)
- [IPAC Disbursements Process](#)

IPAC Transaction Selection Process

The IPAC Transaction Selection process selects all invoice transactions for reporting on the IPAC Bulk File. The IPAC Transaction Summary window displays all the transactions selected by the IPAC Transaction Selection process. In this window, users can exclude certain transactions from the final processing of the IPAC Bulk File layout and refer back to previous transactions reported to the Department of Treasury through the FMS IPAC system.

The IPAC Transaction Selection process also generates the IPAC Transaction Detail Report and the IPAC Exception Report. The IPAC Transaction Detail Report, described in [Table 52-4](#), page 52-28, lists the transactions selected from the IPAC Transaction Selection Process. The IPAC Exception Report, described in [Table 52-5](#), page 52-29 lists discrepancies in reporting requirements that include missing required fields.

For information on the IPAC process, see the following:

- [Interagency Billing and Payment for IPAC Transactions Diagram](#), page 51-7
- [IPAC Billing Bulk File Process Diagram](#), page 51-8
- [Interagency Transaction Process for IPAC Transactions](#), page 51-15

IPAC Disbursements Process

In addition to IPAC billing, an agency can upload IPAC disbursement transactions generated by another agency. The receiving agency downloads the IPAC Transaction Report in CSV format and saves it in a directory in the Oracle Application. This directory is determined when users set up the FV: Download Treasury Files Directory profile option.

The agency runs the Upload IPAC Disbursement concurrent process that performs the following tasks:

- delineates disbursement records
 - edits Purchase Order Number to determine if it is valid
- An Exception report is produced for those records that have invalid purchase order numbers, invalid line numbers, inactive purchase order numbers, and purchase orders finally matched.
- extracts the fields from Treasury's IPAC file and inputs the records into the Payables Open Interface tables

The agency continues to process the transactions using the Oracle Public Sector Payables Open Interface.

For information on the Payables Open Interface, see [Payables Open Interface Tables](#), *Oracle Public Sector Payables User's Guide*.

The Update Interagency Transfers process updates the Interagency Transfers window for Payables invoices with a type of Clearing and with the same paygroup as the one defined in the Interagency Paygroup field of the Define Federal Options window.

For information on the IPAC disbursement process, see the following:

- [IPAC Disbursement Process Diagram](#), page 51-9
- [IPAC Disbursement Process for Transactions](#), page 51-18

Prerequisites

- ❑ Access to Receivables is required for the billing agency to set up customers and perform receivables activities.
- ❑ Access to Payables is required for the customer agency to enter invoices and process payments associated with interagency transactions.
- ❑ The billing agency must set up the customer agency using the Receivables Customers window, assigning a primary bank account with the customer ALC for the billing location in the Customer Addresses window.

To set up customers in Receivables, see [Step 23. Define Customers](#), page 3-34.

- ❑ The Customer Class must be defined as FEDERAL for customers to be selected for the IPAC bulk file.

To define the Customer Class as FEDERAL, see [Step 23. Define Customers](#), page 3-34.

- ❑ The Receiver Department Code must be defined for federal customers in the Trading Partner descriptive flexfield of the Customers window for the IPAC bulk file.

To define the Receiver Department Code, see [Step 23. Define Customers](#), page 3-34.

- ❑ The Agency Address must be provided in the Define Federal Options window to appear on the SF 1080 Voucher for Transfers Between Appropriations and / or Funds. Select the default ALC check box to designate that the ALC is to be used as the default on the SF 1081 Voucher and Schedule of Withdrawals and Credits documents. The Interagency Paygroup must be provided for interagency transactions to appear correctly on the customer agency's FMS Form 224 Statement of Transactions report.

To enter and update information in the Define Federal Options window, see [Federal Options Setup](#), page 6-1.

- ❑ The payment method must be entered in the Paying Customer tab of the Transactions window in Receivables to indicate the ALC other than the default ALC or when the default ALC is not used for the SF 1081 Voucher and Schedule of Withdrawals and Credits document or the IPAC bulk file.

To enter the payment method in the Transactions window, see [Entering Transactions](#), *Oracle Public Sector Receivables User's Guide*.

- ❑ Fund information must be provided for each applicable fund in the Define Appropriation Parameters window. The Department of Treasury Symbol is displayed in the Billing Agency Section of the SF 1081 Voucher and Schedule of Withdrawals and Credits as the Appropriation, Fund, or Receipt Symbol.

To enter and update fund parameters in the Define Appropriation Parameters window, see [Appropriation Parameters Setup](#), page 10-1.

- ❑ The billing agency should define Transaction Types or Profile Classes to restrict the printing of the SF 1081 Voucher and Schedule of Withdrawals and Credits and the SF 1080 Voucher for Transfers Between Appropriations and /or Funds invoices and to be used in the selection criteria for IPAC transactions.

To set up transaction types and profile classes in Receivables, see [Oracle U.S. Federal Financials Setup Steps](#), page 3-8.

- ❑ The Disbursing Office (DO) code must be entered in the Alternate Name field in the Remit-To-Addresses window in Receivables for the IPAC bulk file.

To enter the DO code in the Remit-To-Addresses window, see [Entering Transactions](#), *Oracle Public Sector Receivables User's Guide*.

- ❑ A purchase order must be created for the IPAC transaction disbursement, and the agency must communicate the purchase order number and line number to the agency generating the IPAC transaction in the following format:

PO #/Line #

To create a purchase order, see [Overview of Purchase Orders](#), *Oracle Public Sector Purchasing User's Guide*.

- ❑ The directory for downloading the IPAC Transaction Report file must be set up using the FV: Download Treasury Files Directory profile option.

To setup the download directory for the IPAC Transaction Report file, see [Step 3. Specify Profile Options](#), page 3-9.

- ❑ The Load Federal Financials Seed Data process must be run to seed Payables lookups for the IPAC Disbursement process.

To load Federal Financials seed data, see [Federal Seed Data Setup](#), page 4-1.

Generating the SF 1080 Voucher for Transfers Between Appropriations and/or Funds Procedure

The following procedures are used to print SF 1080 Voucher for Transfers Between Appropriations and /or Funds:

- [Print New SF 1080 Invoices](#)
- [Print Selected SF 1080 Invoices](#)
- [Print Batch of SF 1080 Invoices](#)

Note: The SF 1080 printing procedures must only be used to print invoice transactions.

Print New SF 1080 Invoices

To print the new SF 1080 Voucher for Transfers Between Appropriations and /or Funds Invoices, perform the following steps.

Note: This procedure is required only for the billing agency.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Request Set radio button.
3. Click **OK**.
4. In the Request Set field, select Invoice Print New SF 1080 from the list of values.
5. Click **OK**.

The Submit Request Set window reappears.

6. Click in or tab to the Parameters field.
7. In the Transaction Class field, optionally select a transaction class from the list of values.
8. In the Transaction Type field, optionally select a transaction type from the list of values.

Note: Select the transaction type established for SF 1080 invoices if transaction type is used to restrict the printing of SF 1080 invoices.

9. In the Print Date Low and Print Date High fields, optionally enter the beginning and ending dates of the invoices to be printed.
10. In the Customer Profile Class field, optionally select a customer profile class from the list of values.

Note: Select the customer profile class established for customers that should receive SF 1080 invoices if Customer Profile Class is used to restrict the printing of SF 1080 invoices.

11. In the Open Invoices Only field, select Y for Yes or N for No from the list of values.
12. To apply the parameters, click **OK**.
13. To send the print request to the concurrent manager, click **Submit**.
The Requests window appears.
14. Place the cursor in the Request ID field and click **View Output**.
15. Close the window.

Print Selected SF 1080 Invoices

To print selected SF 1080 Voucher for Transfers Between Appropriations and / or Funds invoices, perform the following steps.

Note: This procedure is required only for the billing agency.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Request Set radio button.
3. Click **OK**.

The Submit Request Set window appears.

4. In the Request Set field, select Invoice Print Selected SF 1080 from the list of values.
5. Click **OK**.
The Submit Request Set window reappears.

6. Click in or tab to the Parameters field.

The Parameters window appears.

7. In the Transaction Class field, optionally select a transaction class from the list of values.
8. In the Transaction Type field, optionally select a transaction type from the list of values.

Note: Select the transaction type established for SF 1080 invoices if transaction type is used to restrict the printing of SF 1080 invoices.

9. In the Transaction Number Low and Transaction Number High fields, optionally enter the beginning and ending numbers of the invoices to be printed from the list of values.
10. In the Print Date Low and Print Date High fields, optionally enter the beginning and ending dates of the invoices to be printed.
11. In the Customer Profile Class field, optionally select a customer profile class from the list of values.

Note: Select the customer profile class established for customers who receive SF 1080 invoices if Customer Profile Class is used to restrict the printing of SF 1080 invoices.
12. In the Customer Class field, optionally select a customer class from the list of values.
13. In the Customer field, optionally select a customer from the list of values.
14. In the Open Invoices Only field, select Y for Yes or N for No from the list of values.
15. In the Office Charged field, optionally enter the name of the accounting classification of the office charged.

16. To apply the parameters, click **OK**.

17. To send the print request to the concurrent manager, click **Submit**.

The Requests window appears.

18. Place the cursor in the Request ID field and click **View Output**.
19. Close the window.

Print Batch of SF 1080 Invoices

To print a batch of SF 1080 Voucher for Transfers Between Appropriations and/or Funds invoices, perform the following steps.

Note: This procedure is required only for the billing agency.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Request Set radio button.
3. Click **OK**.

The Submit Request Set window appears.

4. In the Request Set field, select Invoice Print Batch of SF 1080 from the list of values.

The Submit Request Set window reappears.

5. Click in or tab to the Parameters field.

The Parameters window appears.

6. In the Order By field, select a sort order from the list of values or use the default value.
7. In the Batch field, select a batch from the list of values.
8. In the Transaction Class field, optionally select a transaction class from the list of values.
9. In the Transaction Type field, optionally select a transaction type from the list of values.

Note: Select the transaction type established for SF 1080 invoices if transaction type is used to restrict the printing of SF 1080 invoices.

10. In the Customer Profile Class field, optionally select a customer profile class from the list of values.

Note: Select the customer profile class established for customers who receive SF 1080 invoices if Customer Profile Class is used to restrict the printing of SF 1080 invoices.

11. In the Open Invoices Only field, select Y for Yes or N for No from the list of values.

12. To apply the parameters, click **OK**.
13. To send the print request to the concurrent manager, click **Submit**.
The Requests window appears.
14. Place the cursor in the Request ID field and click **View Output**.
15. Close the window.

Note: The Invoice Print Preview Report lists transactions that are printed from the preceding procedures.

For information on previewing transactions, see [Entering Transactions](#), *Oracle Public Sector Receivables User's Guide*.

SF 1080 Voucher for Transfers Between Appropriations and/or Funds Document Description Table

Table 52-1 SF 1080 Voucher for Transfers Between Appropriations and/or Funds Document Description Table

Line	Description	Responsible
Header Section		
Voucher No.	voucher number assigned by customer agency	customer agency
Schedule No.	schedule number assigned by customer agency	customer agency
Department, establishment, bureau, or office receiving funds	name and address of station receiving funds	billing agency
Bill No.	invoice number	billing agency
Paid By	stamp designated by customer agency	customer agency
Department, establishment, bureau, or office charged	name and address of station being charged	billing agency
Order No.	order identifying number	billing agency
Date of Delivery	date article or services delivered	billing agency
Article or Services	description of article or services	billing agency
Quantity	quantity of article or services billed	billing agency
Unit Cost	cost of article or services	billing agency
Price Per	unit of measure to define cost	billing agency
Amount	quantity multiplied by the unit price cost	billing agency
Total	total of all amounts billed	billing agency
Remittance in payment hereof should be sent to	remittance name and address of station receiving funds	billing agency
Accounting Classification - Office Receiving Funds	accounting classification of the bill	billing agency
Certificate of Office Charged	certification of customer agency	customer agency
Date	certification date	customer agency
Authorized administrative or certifying officer	signature of authorized certifying officer	customer agency

Table 52-1 SF 1080 Voucher for Transfers Between Appropriations and/or Funds Document Description Table

Line	Description	Responsible
Title	title of certifying officer	customer agency
Accounting Classification - Office Charged	payable accounting classification	customer agency
Paid by Check No.	check number	customer agency

Generating SF 1081 Voucher and Schedule of Withdrawals and Credits Procedure

The following procedures are used to print SF 1081 Voucher and Schedule of Withdrawals and Credits:

- [Print New SF 1081 Invoices](#)
- [Print Selected SF 1081 Invoices](#)
- [Print Batch of SF 1081 Invoices](#)

Note: The SF 1081 printing procedures must only be used to print invoice transactions.

Print New SF 1081 Invoices

To print the new SF 1081 Voucher and Schedule of Withdrawals and Credits, perform the following steps.

Note: This procedure is required only for the billing agency.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Request Set radio button.
3. Click **OK**.

The Submit Request Set window appears.

4. In the Name field, select Invoice Print New SF 1081 from the list of values.
5. Click **OK**.

The Submit Request Set window reappears.

6. Click in or tab to the Parameters field.

The Parameters window opens.

7. In the Transaction Class field, optionally select a transaction class from the list of values.
8. In the Transaction Type field, optionally select a transaction type from the list of values.

Note: Select the transaction type established for SF 1081 invoices if transaction type is used to restrict the printing of SF 1081 invoices.

9. In the Print Date Low and Print Date High fields, optionally enter the beginning and ending dates of the invoices to be printed.

10. In the Customer Profile Class field, optionally select a customer profile class from the list of values.

Note: Select the customer profile class established for customers who receive SF 1081 invoices if Customer Profile Class is used to restrict the printing of SF 1081 invoices.

11. In the Prepared By field, enter the name of the billing agency's contact person.

12. In the Approved By field, enter the name of the person approving the SF 1081 Voucher and Schedule of Withdrawals and Credits.

13. In the Tel #1 (999-999-9999) field, optionally enter the telephone number of the billing agency's contact person.

14. In the Tel #2 (999-999-9999) field, optionally enter the fax number of the billing agency's contact person.

15. In the Open Invoices Only field, select Y for Yes or N for No from the list of values.

16. To apply the parameters, click **OK**.

17. To send the print request to the concurrent manager, click **Submit**.

The Requests window appears.

18. Place the cursor in the Request ID field and click **View Output**.

19. Close the window.

Print Selected SF 1081 Invoices

To print selected SF 1081 Voucher and Schedule of Withdrawals and Credits invoices, perform the following steps.

Note: This procedure is required only for the billing agency.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Request Set radio button.
3. Click **OK**.
The Submit Request Set window appears.
4. In the Name field, select Invoice Print Selected SF 1081 from the list of values.
5. Click **OK**.
The Submit Request Set window reappears.
6. Click in or tab to the Parameters field.
The Parameters window appears.
7. In the Transaction Class field, optionally select a transaction class from the list of values.
8. In the Transaction Type field, optionally select a transaction type from the list of values.
Note: Select the transaction type established for SF 1081 invoices if transaction type is used to restrict the printing of SF 1081 invoices.
9. In the Transaction Number Low and Transaction Number High fields, optionally enter the beginning and ending numbers of the invoices to be printed.
10. In the Print Date Low and Print Date High fields, optionally enter the beginning and ending dates of the invoices to be printed.
11. In the Customer Profile Class field, optionally select a customer profile class from the list of values.
Note: Select the customer profile class established for customers who receive SF 1081 invoices if Customer Profile Class is used to restrict the printing of SF 1081 invoices.
12. In the Customer Class field, optionally select a customer class from the list of values.
13. In the Customer field, optionally select a customer from the list of values.
14. In the ALC field, optionally select the ALC of the customer agency to be billed from the list of values.
15. In the Prepared By field, enter the name of the billing agency's contact person.
16. In the Approved By field, enter the name of the person approving the SF 1081 Voucher and Schedule of Withdrawals and Credits.

17. In the Tel #1 (999-999-9999) field, optionally enter the telephone number of the billing agency's contact person.
18. In the Tel #2 (999-999-9999) field, optionally enter the fax number of the billing agency's contact person.
19. In the Open Invoices Only field, select Y for Yes or N for No from the list of values.
20. In the Details of Charges field, optionally enter any additional information up to 100 characters, as shown in [Table 52-2](#), page 52-21.
21. To apply the parameters, click **OK**.
22. To send the print request to the concurrent manager, click **Submit**.
The Requests window appears.
23. Place the cursor in the Request ID field and click **View Output**.
24. Close the window.

Print Batch of SF 1081 Invoices

To print a batch of SF 1081 Voucher and Schedule of Withdrawals and Credits invoices, perform the following steps.

Note: This procedure is required only for the billing agency.

1. In Federal Financials, navigate to the Submit Request window as follows:
Other - Request - Run
The Submit a New Request window appears.
2. Select the Request Set radio button.
3. Click **OK**.
The Submit Request Set window appears.
4. In the Name field, select Invoice Print Batch SF 1081 from the list of values.
5. Click **OK**.
The Submit Request Set window reappears.
6. Click in or tab to the Parameters field.
The Parameters window appears.
7. In the Batch field, select a batch from the list of values.

8. In the Transaction Class field, optionally select a transaction class from the list of values.
9. In the Transaction Type field, optionally select a transaction type from the list of values.
Note: Select the transaction type established for SF 1081 invoices if transaction type is used to restrict the printing of SF 1081 invoices.
10. In the Customer Profile Class field, optionally select a customer profile class from the list of values.
Note: Select the profile class established for customers that should receive SF 1080 invoices if profile class is used to restrict the printing of SF 1081 invoices.
11. In the Prepared By field, enter the name of the billing agency's contact person.
12. In the Approved By field, enter the name of the person approving the SF 1081 Voucher and Schedule of Withdrawals and Credits.
13. In the Tel #1 (999-999-9999) field, optionally enter the telephone number of the billing agency's contact person.
14. In the Tel #2 (999-999-9999) field, optionally enter the fax number of the billing agency's contact person.
15. In the Open Invoices Only field, select Y for Yes or N for No from the list of values.
16. To apply the parameters, click **OK**.
17. To send the print request to the concurrent manager, click **Submit**.
The Requests window appears.
18. Place the cursor in the Request ID field and click **View Output**.
19. Close the window.

SF 1081 Voucher and Schedule of Withdrawals and Credits Document Description Table

Table 52–2 SF 1081 Voucher and Schedule of Withdrawals and Credits Document Description Table

Line	Description	Responsible
Header Section		
Charge and Credit Will be Reported on Customer Agency Statement of Transactions for Accounting Period Ending	accounting month in which transaction is reported by customer agency; accomplish date	customer agency
Transaction Date	document preparation date	billing agency
Document No.	document identifying number	billing agency
Customer Agency		
Agency Location Code	ALC of accounting station being billed	billing agency
Voucher No.	voucher number assigned by customer agency	customer agency
Department	name of station being billed	billing agency
Bureau	bureau name of station being billed	billing agency
Address	address of station being billed	billing agency
Appropriation, Fund, or Receipt Symbol	accounting classification charged	customer agency
Amount	amount adjusted or billed to	customer agency
Total	total of all amounts billed	customer agency
Billing Agency		
Agency Location Code	ALC of accounting station to receive credit	billing agency
Voucher No.	voucher number assigned by billing agency	billing agency
Department	name of station to receive credit	billing agency
Bureau	bureau name of station to receive credit	billing agency
Address	address of station to receive credit	billing agency
Appropriation, Fund, or Receipt Symbol	accounting classification adjusted, billed, or credited	billing agency
Amount	amount adjusted, billed, or credited	billing agency

SF 1081 Voucher and Schedule of Withdrawals and Credits Document Description Table

Table 52-2 SF 1081 Voucher and Schedule of Withdrawals and Credits Document Description Table

Line	Description	Responsible
Total	total of all amounts billed	billing agency
Details of Charges or Reference to Attached Supporting Documents	details or reasons for billing; if applicable, list of supporting documents or vouchers	billing agency
Billing Agency Contact		
Prepared By	person preparing SF 1081	billing agency
Approved By	person approving SF 1081	billing agency
Telephone No.	telephone number of person approving SF 1081	billing agency
Certification of Customer Office	certification by customer agency	customer agency

Initiating the IPAC Transaction Selection Procedure

To initiate the IPAC transaction selection process, perform the following steps.

Note: This procedure is required only for the billing agency.

1. In Federal Financials, navigate to the Submit Requests window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Request Set radio button.
3. Click **OK**.
4. In the Request Set field, select IPAC Transaction Selection Process.
5. Click **OK**.
6. Click in or tab to the Parameters field.
The Parameters window appears.
7. In the Profile Class field, optionally select the profile class from the list of values.
8. In the Customer Category field, optionally select the customer category from the list of values.
9. In the Customer field, optionally enter the customer.
10. In the Transaction Type field, optionally select the transaction type from the list of values.
11. In the Transaction Date Low field and the Transaction Date High field, optionally enter the beginning and ending dates of the transactions to be selected.
12. In the Currency field, optionally select the currency from the list of values.
13. To apply the parameters, click **OK**.
14. To send the print request to the concurrent manager, click **Submit**.
15. Place the cursor in the Request ID field and click **View Output**.
16. Close the window.

Viewing and Excluding IPAC Transactions Procedure

To view and exclude transactions selected by the IPAC Transaction Selection Process, perform the following steps.

1. In Federal Financials, navigate to the IPAC Transaction Summary window as follows:

Interagency - IPAC Transaction Summary

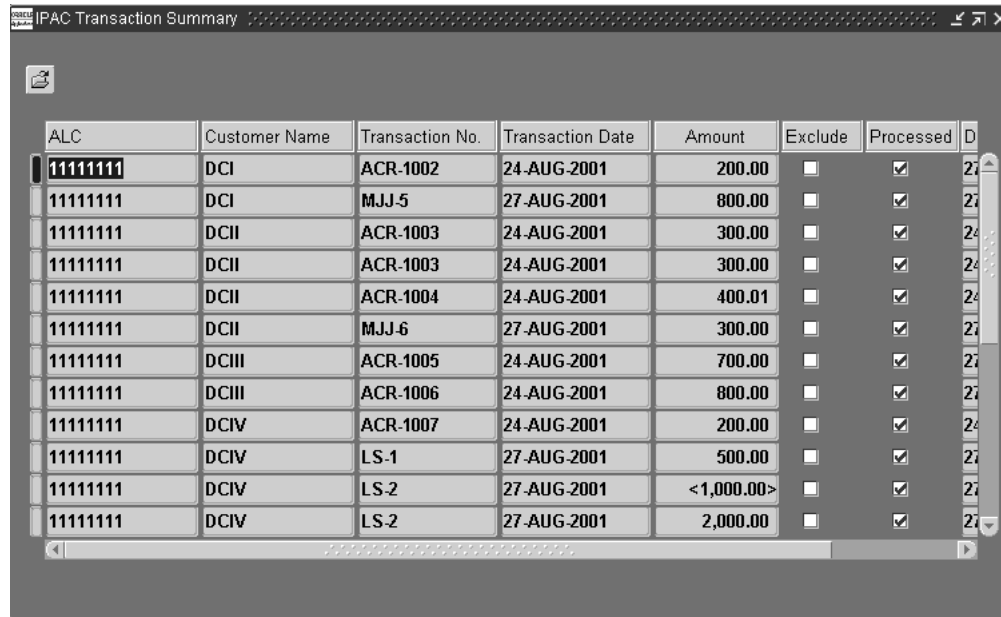
2. Query data in the IPAC Transaction Summary window.
3. To exclude any transactions from IPAC Bulk File reporting, select the Exclude check box.
4. Save or save and continue as follows:

File - Save or Save and Proceed

5. Close the window.

IPAC Transaction Summary Window

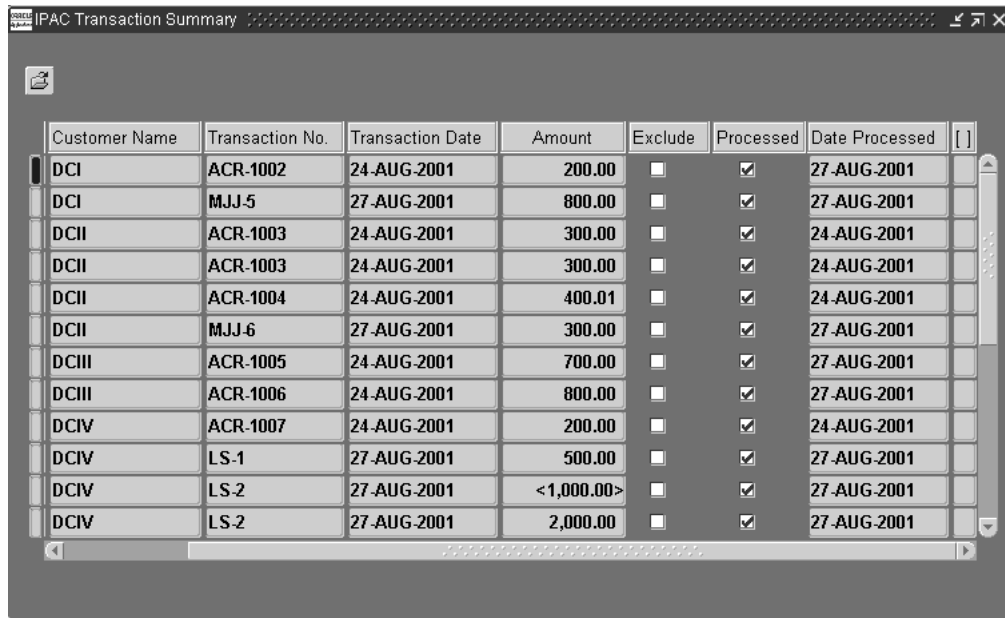
Figure 52-1 IPAC Transaction Summary Window



The screenshot shows a window titled "IPAC Transaction Summary". Inside the window is a table with the following columns: ALC, Customer Name, Transaction No., Transaction Date, Amount, Exclude, Processed, and a partially visible column labeled "D". The table contains 14 rows of transaction data. The first row is highlighted. A vertical scrollbar is on the right side of the table, and a horizontal scrollbar is at the bottom.

ALC	Customer Name	Transaction No.	Transaction Date	Amount	Exclude	Processed	D
11111111	DCI	ACR-1002	24.AUG-2001	200.00	☐	☒	24
11111111	DCI	MJJ-5	27.AUG-2001	800.00	☐	☒	27
11111111	DCII	ACR-1003	24.AUG-2001	300.00	☐	☒	24
11111111	DCII	ACR-1003	24.AUG-2001	300.00	☐	☒	24
11111111	DCII	ACR-1004	24.AUG-2001	400.01	☐	☒	24
11111111	DCII	MJJ-6	27.AUG-2001	300.00	☐	☒	27
11111111	DCIII	ACR-1005	24.AUG-2001	700.00	☐	☒	24
11111111	DCIII	ACR-1006	24.AUG-2001	800.00	☐	☒	24
11111111	DCIV	ACR-1007	24.AUG-2001	200.00	☐	☒	24
11111111	DCIV	LS-1	27.AUG-2001	500.00	☐	☒	27
11111111	DCIV	LS-2	27.AUG-2001	<1,000.00>	☐	☒	27
11111111	DCIV	LS-2	27.AUG-2001	2,000.00	☐	☒	27

Figure 52-2 IPAC Transaction Summary Window, Date Processed and Descriptive Flexfield Fields



The screenshot shows the 'IPAC Transaction Summary' window. It contains a table with the following data:

Customer Name	Transaction No.	Transaction Date	Amount	Exclude	Processed	Date Processed	
DCI	ACR-1002	24-AUG-2001	200.00	☐	☒	27-AUG-2001	
DCI	MJJ-5	27-AUG-2001	800.00	☐	☒	27-AUG-2001	
DCII	ACR-1003	24-AUG-2001	300.00	☐	☒	24-AUG-2001	
DCII	ACR-1003	24-AUG-2001	300.00	☐	☒	24-AUG-2001	
DCII	ACR-1004	24-AUG-2001	400.01	☐	☒	24-AUG-2001	
DCII	MJJ-6	27-AUG-2001	300.00	☐	☒	27-AUG-2001	
DCIII	ACR-1005	24-AUG-2001	700.00	☐	☒	27-AUG-2001	
DCIII	ACR-1006	24-AUG-2001	800.00	☐	☒	27-AUG-2001	
DCIV	ACR-1007	24-AUG-2001	200.00	☐	☒	24-AUG-2001	
DCIV	LS-1	27-AUG-2001	500.00	☐	☒	27-AUG-2001	
DCIV	LS-2	27-AUG-2001	<1,000.00>	☐	☒	27-AUG-2001	
DCIV	LS-2	27-AUG-2001	2,000.00	☐	☒	27-AUG-2001	

IPAC Transaction Summary Window Description

Table 52–3 IPAC Transaction Summary Window Description

Field Name	Type	Features	Description
ALC	display only		unique agency identifier for Treasury; billing agency location code
Customer Name	display only		customer name
Transaction No.	display only		transaction number
Transaction Date	display only		transaction date
Amount	display only		transaction amount
Exclude	optional	check box	if selected, record is not included on the IPAC Bulk File Note: If the Processed check box is selected, the Exclude check box cannot be updated.
Processed	display only	check box	if selected, indicates successful completion of IPAC Bulk File process Note: If selected, the Exclude check box cannot be updated.
Date Processed	display only		derived from system date and populated upon successful completion of IPAC Billing Data upload program
[Descriptive Flexfield]	optional		user-customization field

IPAC Transaction Detail Report Description

Table 52–4 IPAC Transaction Detail Report Description

Column	Description
Header Section	set of books, organization name, report date, page number, customer, customer category, transaction type, profile class, high and low transaction dates, and currency
Agency Location Code	billing agency location code
Sender DO Symbol	disbursing office symbol for sending ALC
Customer ALC	customer ALC
Customer Name Section	
Trans Set	transaction set identifier
Invoice No.	invoice number
Invoice Date	invoice date
DPR CD	receiver department code
OBL DCM No.	obligating document number
Pay Flag	pay flag. Constant is F for final.
PO No.	purchase order number
Qty	quantity
Unit Issue	unit of issue
Unit Price	unit price
Amount	transaction amount
Sender Appr	sender appropriation

IPAC Exception Report Description

Table 52–5 IPAC Exception Report Description

Column	Description
Header Section	set of books, organization name, report date, page number
Sender DO Symbol not found in Remit-To Alt Name field	sender disbursing office symbol code not found in the Remit-To Alternate Name field
Agency Location Code (Billing ALC) not defined on bank account for:	lists transactions that have no ALC defined for the primary bank account of the Receivables payment method
Payment Method not defined for:	lists transactions that have no Receivables payment method in the Paying Customer Tab of the Transactions window when the default ALC is not selected in the Define Federal Options window.
Customer ALC cannot be found for:	lists customer names for whom customer agency location codes cannot be found
Receiver Department Code cannot be found for:	lists customers names for whom receiver department codes cannot be found
Sender Treasury Account Symbol not found for:	lists transactions numbers, transaction dates, and amounts for which Sender Treasury Account Symbols cannot be found
Obligating Number not found for:	lists transactions numbers, transaction dates, and amounts for which obligating document numbers cannot be found
Purchase Order Number not found for:	lists transactions numbers, transaction dates, and amounts for which purchase order numbers cannot be found
Original IPAC Document Number not found for:	lists transactions numbers, transaction dates, and amounts for which original IPAC document numbers cannot be found
Invoice Number not found for:	lists transaction dates and amounts for which invoice numbers cannot be found
Amount not found for:	lists transactions numbers, transaction dates, and amounts for which amounts cannot be found
Quantity not found for:	lists transactions numbers, transaction dates, line numbers, and amounts for which quantities cannot be found

Table 52-5 IPAC Exception Report Description

Column	Description
Unit Price not found for:	lists transactions numbers, transaction dates, line numbers, and amounts for which unit prices cannot be found
Unit of Issue not found for:	lists transactions numbers, transaction dates, line numbers, and amounts for which units of issue cannot be found
Transactions Increasing the original invoice amount:	lists adjustment transactions that increase the original invoice amount; indicates transaction number, transaction date, and transaction amount of the adjustment transaction

Generating the IPAC Bulk File Procedure

To run the IPAC Bulk File Creation process, perform the following steps.

1. In Federal Financials, navigate to the Submit Requests window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.
The Submit a New Request window appears.
4. In the Name field, select IPAC Bulk File Creation.
5. To send the print request to the concurrent manager, click **Submit**.
6. Place the cursor in the Request ID field and click **View Output**.
7. Close the window.

IPAC Bulk File Format

Federal Financials provides the data required to create an IPAC data file to be transmitted using the IPAC interface. The IPAC Bulk File for uploading data from the agency to the Department of Treasury's IPAC application contains the following record types:

- File Identifier Record
- Batch Header IPAC Record
- Transaction Header IPAC Record
- Transaction Detail IPAC Record

Note: Federal Financials does not create the Transaction SGL IPAC Record.

IPAC Bulk File Format Description

Table 52–6 IPAC Bulk File Format Description

Number	Field Name	Description	Required	Start	End	Length
	File Identifier Record					
1.	File ID	identifies file; constant PCA	Yes	1	7	Char 07
	Batch Header IPAC Record					
1.	Record Type	batch record type B	Yes	1	1	Char 01
2.	Number of Line Items	total number of records in batch excluding batch header	Yes	2	7	Num 06
3.	Application ID	application identifier, IPAC	Yes	8	11	Char 04
	Transaction Header IPAC Record					
1.	Record Type	record type header H	Yes	1	1	Char 01
2.	Agency Location Code	agency location code; uniquely identifies reporting or accounting sources; the ALC sending the payment, collection, adjustment, or zero dollar transaction; derived from Agency Location Code field of bank account associated to Receivables payment method	Yes	2	9	Num 08
3.	Amount	summary amount; total of all detail lines for the transaction; sum amounts from all transaction lines for the customer	Yes	10	21	Num 14.2
4.	Filler	spaces; blank fill	Yes	22	24	Char 01
5.	Customer ALC	customer agency location code; receives the payment, collection, adjustment, or zero dollar transaction; derived from Taxpayer ID Number field in the RA_CUSTOMERS window	Yes	25	32	Num 08

Table 52–6 IPAC Bulk File Format Description

Number	Field Name	Description	Required	Start	End	Length
6.	Sender DO Symbol	sender disbursing office symbol for ALC sending the transaction. Use Alt Name field in Remit-To_Address window.	Yes	33	37	Char 05
7.	Number of Line Items	total number of line items in transaction	Yes	38	43	Num 06
8.	Transaction Set Identifier Code	transaction set identifier code that uniquely identifies transaction; 810 for invoices; not currently supporting 820 for payment record types or 812 for adjustments	Yes	44	46	Char 03
9.	ORG_DCM_RFR	original document reference number of the original payment or collection transaction; for adjustments only.	Yes	47	54	Char 08
10.	Filler	spaces; blank fill	Yes	55	56	Char 02
11.	Disbursing Office Symbol	disbursing office symbol of the sender of the original payment or collection transaction; Use Alt Name field in Remit-To_Address window.	Yes	57	61	Char 05
12.	Original Accomplished Date	accomplished date of the original payment or collection transaction; for adjustments only	No	62	69	Num 08
13.	Document Reference Number	optional field for the sender-generated document reference number for a transaction; blank fill	No	70	77	Char 08
14.	Filler	spaces; blank fill	Yes	78	79	Char 02
	Transaction Detail IPAC Record					
1.	Record Type	detail record type; constant D	Yes	1	1	Char 01
2.	Accounting Classification Code	code or number that identifies a project or mission and is supplied to the biller by the customer on the original request for goods or services; blank fill	No	2	17	Char 16

Table 52–6 IPAC Bulk File Format Description

Number	Field Name	Description	Required	Start	End	Length
3.	Account Classification Reference Number	account classification reference number; blank fill	No	18	29	Char 12
4.	Amount	detail amount; derived from EXTENDED_AMOUNT, RA_CUSTOMER_TRX_LINES	Yes	30	41	Num 12.2
5.	Filler	spaces; blank fill	Yes	42	44	Char 03
6.	Transaction Contact Name	transaction contact name	Yes	45	104	Char 60
7.	Contact Phone Number	contact phone number; username of user running concurrent process; blank fill	No	105	121	Char 17
8.	Contract Line Item Number	contract line item number; blank fill	No	122	127	Char 06
9.	Contract Number	uniquely identifies a contract between two trading partners; blank fill	No	128	144	Char 17
10.	Receiver Department Code	two-digit number identifying the federal government department; derived from the Eliminations Dept DFF field of the customer record in the RA_CUSTOMERS window	Yes	145	146	Char 02
11.	Description	sufficient information to describe and support the transaction. For invoices, use DESCRIPTION from RA_CUSTOMER_TRX_LINES.	No	147	446	Char 320
12.	Zero Dollar Only	document reference number of original transaction; blank fill	No	467	474	Char 08
13.	Filler	spaces; blank fill	Yes	475	476	Char 02
14.	FSN / AAA / ADSN	fiscal station number; subdivision of ALC, an accounting station; blank fill	Yes	477	484	Num 08

Table 52–6 IPAC Bulk File Format Description

Number	Field Name	Description	Required	Start	End	Length
15.	Invoice Number	identifies number of invoices sent by the biller listing services rendered; Transaction Number from the Customer Invoice window; TRX_NUMBER from the RA_CUSTOMER_TRX table	Yes	485	506	Char 22
16.	Invoice Date	Enter CCYYMMDD. Transaction Date from Customer Invoice window; TRX_DATE from the RA_CUSTOMER_TRX table	No	507	514	Num 08
17.	Job Order Number, Accounting Classification Record Number, and Site ID	combination of job order number, accounting classification record number, and site identifier; blank fill	No	515	544	Char 30
18.	Job Number	job or project number; blank fill	No	545	564	Char 20
19.	Miscellaneous Information	additional miscellaneous transaction information; blank fill	No	565	884	Char 320
20.	Obligating Document Number	billing agency's internal accounting document associated with a specific bill or disbursement; Transaction Number from Customer Invoice window; TRX_NUMBER from RA_CUSTOMER_TRX table	Yes	885	901	Char 17
21.	Pay Flag	indicates F for Final, the default, or P for Partial payment; constant F	Yes	902	902	Char 01
22.	Purchase Order Number	purchase order number; Purchase Order Number from Customer Invoice window; PURCHASE_ORDER.RA_CUSTOMER_TRX_ALL	Yes	903	924	Char 22
23.	Quantity	number of units to determine total price; quantity from Customer Invoice Line Items region; QUANTITY_INVOICED.RA_CUSTOMER_TRX_LINES	Yes	925	936	Num 12.2

Table 52–6 IPAC Bulk File Format Description

Number	Field Name	Description	Required	Start	End	Length
24.	Receiver Treasury Account Symbol	account number assigned by Treasury to classify agency transactions; blank fill	No	937	957	Char 21
25.	Requisition Number	identifies a requisition between two trading partners; identified by the person entering the transaction; blank fill	No	958	972	Char 15
26.	Sender Treasury Account Symbol	account number assigned by Treasury to classify agency transactions; treasury symbol associated with the balancing segment on the transaction distribution line. Balancing segment or fund value must be linked to the Define Appropriation Parameters window to capture the treasury symbol. The CUSTOMER_TRX_LINE_ID of the RA_CUST_TRX_LINE_GL_DIST table is referenced by the CUSTOMER_TRX_LINE_ID of the RA_CUSTOMER_TRX_LINES to determine the CODE_COMBINATION_ID. The CODE_COMBINATION_ID of RA_CUST_TRX_LINE_GL_DIST is used to determine the treasury symbol for the record.	Yes	973	993	Char 21
27.	(ACT) Trace Number	user-assigned identification number; enables back-end systems to match up transactions; blank fill	No	994	1008	Char 15
28.	Unit of Issue	units by which goods and services are measured; Unit of Measure from the Customer Invoice Line Items region; UNIT_STANDARD_PRICE.RA_CUSTOMER_TRX_LINES	Yes	1009	1010	Char 02

Table 52-6 IPAC Bulk File Format Description

Number	Field Name	Description	Required	Start	End	Length
29.	Unit Price	price per unit, such as product, service, and commodity; list price per unit from Customer Invoice Line Items region; QUANTITY_INVOICED.RA_CUSTOMER_TRX_LINES	Yes	1011	1029	Num 19.2
30.	DOD Activity Address Code	DOD activity address code; blank fill	No	1030	1044	Char 15
31.	Line Item Number	adjustments only; detail line item number from original transaction; blank fill	No	1045	1047	Num 03

Generating the Upload IPAC Disbursement Procedure

To upload IPAC disbursements, perform the following steps.

1. In Federal Financials, navigate to the Submit Requests window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.
4. In the Name field, select Upload IPAC Disbursement.
The Parameters window appears.
5. In the Data File Name field, enter the data file.
6. In the Transaction Code field, optionally select a transaction code from the list of values.
This transaction code is applied to the invoices created from this process.
7. In the Agency Location Code field, select an ALC from the list of values, for the customer ALC processing the records.
8. To apply the parameters, click **OK**.
9. To send the print request to the concurrent manager, click **Submit**.
10. Place the cursor in the Request ID field and click **View Output**.
11. Close the window.

IPAC Disbursement Exception Report Description

Table 52–7 *IPAC Disbursement Exception Report Description*

Column	Description
Header Section	system date, filename, customer ALC, number of total records for interface, number of records that failed pre-edits
Transaction ID	transaction identifier
Originating ALC	billing agency that uploaded the original transaction to the IPAC system using the bulk file process
Detail Line #	detail line number for each IPAC document reference number
Purchase Order #	purchase order number
Invoice Number	invoice number
Detail Amount	transaction amount

Generating the Update Interagency Transfers Procedure

To update interagency transfers, perform the following steps.

1. In Federal Financials, navigate to the Submit Requests window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.
4. In the Name field, select Update Interagency Transfers.
The Parameters window appears.
5. In the Invoice Creation Date Low field, enter the invoice creation date that indicates which invoices to include for updating the Interagency Transfers window.
6. In the Invoice Creation Date High field, enter the invoice creation date that indicates which invoices to include for updating the Interagency Transfers window.
7. To apply the parameters, click **OK**.
8. To send the print request to the concurrent manager, click **Submit**.
9. Place the cursor in the Request ID field and click **View Output**.
10. Close the window.

Entering the Interagency Transfers Procedures

The following procedures are used to enter the interagency transfer in the Interagency Transfers window:

- [Customer Agency: SF 1081 Transactions](#)
- [Customer Agency: IPAC Transactions](#)
- [Customer Agency: IPAC Chargeback Transactions](#)
- [Billing Agency: IPAC Chargeback Transactions](#)

Customer Agency: SF 1081 Transactions

To enter a SF 1081 transaction for the customer agency, perform the following steps.

1. In Federal Financials, navigate to the Interagency Transfers window as follows:
Interagency - Interagency Transfers
2. In the Accounts Payable region, enter the agency name in the Agency Name field or select from the list of values.
3. In the Invoice Number field, enter an Accounts Payable invoice or select from the list of values.
4. In the Billing Agency Fund field, enter the fund, appropriation, or receipt symbol to which funds are to be transferred.
5. Save or save and continue as follows:
File - Save or Save and Proceed
6. Close the window.

Customer Agency: IPAC Transactions

The customer agency can automatically update Payables transactions by running the Update Interagency Transfers process.

For information on running the Update Interagency Transfers process, see [Generating the Update Interagency Transfers Procedure](#), page 52-41.

To manually enter an IPAC transaction for the customer agency, perform the following steps.

1. In Federal Financials, navigate to the Interagency Transfers window as follows:
Interagency - Interagency Transfers

2. In the Accounts Payable region, enter the agency name in the Agency Name field or select from the list of values.
3. In the Invoice Number field, enter an Accounts Payable invoice or select from the list of values.
4. Save or save and continue as follows:
File - Save or Save and Proceed
5. Close the window.

Note: The Billing Agency Fund field is not required for IPAC transactions.

Customer Agency: IPAC Chargeback Transactions

To enter an IPAC Chargeback transaction for the customer agency, perform the following steps.

1. In Federal Financials, navigate to the Interagency Transfers window as follows:
Interagency - Interagency Transfers
2. In the Accounts Receivable region, enter the agency name in the Agency Name field, or select from the list of values for either field.
3. In the Receipt Number field, enter an Accounts Receivable receipt or select from the list of values.
4. Select the Chargeback check box.
5. Save or save and continue as follows:
File - Save or Save and Proceed
6. Close the window.

Billing Agency: IPAC Chargeback Transactions

To enter an IPAC Chargeback transaction for the billing agency, perform the following steps.

1. In Federal Financials, navigate to the Interagency Transfers window as follows:
Interagency - Interagency Transfers
2. In the Accounts Payable region, enter the agency name in the Agency Name field or select from the list of values.

3. In the Invoice Number field, enter an Accounts Payable Invoice or select from the list of values.
4. Select the Chargeback check box.
5. Save or save and continue as follows:
File - Save or Save and Proceed
6. Close the window.

Note: The Billing Agency Fund field is not required for an IPAC transaction.

Interagency Transfers Window

Figure 52–3 *Interagency Transfers Window, Accounts Payable Region*

The screenshot shows a window titled "Interagency Transfers". Inside, there is a "Show" dropdown menu currently set to "Accounts Payable". Below this is a table with four columns: "Agency Name", "Invoice Number", "Invoice Date", and "Invoice Amount". The first row of the table is populated with the following data: "Supplier3" under Agency Name, "OPAC" under Invoice Number, "13-SEP-2000" under Invoice Date, and "\$100.00" under Invoice Amount. The table has a vertical scrollbar on the right side, indicating there are more rows. The window has a standard Windows-style title bar with minimize, maximize, and close buttons.

Agency Name	Invoice Number	Invoice Date	Invoice Amount
Supplier3	OPAC	13-SEP-2000	\$100.00

Figure 52-4 Interagency Transfers Window, Accounts Payable Region (continued)

Interagency Transfers

Show **Accounts Payable**

Invoice Amount	Billing Agency Fund	Chargeback	Processed	Period Reported
\$100.00		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	

Figure 52-5 Interagency Transfers Window, Accounts Receivable Region

Interagency Transfers

Show **Accounts Receivable**

Agency Name	Receipt Number	Receipt Date	Receipt Amount
Customer1	CRINV1003	27-SEP-2000	\$100.00

Figure 52–6 Interagency Transfers Window, Accounts Receivable Region (continued)

Receipt Date	Receipt Amount	Chargeback	Processed	Period Reported	[]
27-SEP-2000	\$100.00	☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		

Interagency Transfers Window Description

Table 52–8 Interagency Transfers Window Description

Field Name	Type	Features	Description
Accounts Payable Region			
Agency Name	required	list of values	billing agency name or customer agency name if IPAC chargeback Note: Agency Name is automatically populated from invoice information.
Invoice Number	required	list of values	billing agency invoice number or customer agency invoice number if IPAC chargeback
Invoice Date	display only		invoice date
Invoice Amount	display only		invoice amount
Billing Agency Fund	optional		fund, appropriation, or receipt symbol to which amount is to be transferred
Chargeback	optional	check box	indicates if invoice is an IPAC chargeback
Processed	display only	check box	indicates payment has been included in FMS Form 224 Statement of Transactions report or FMS Form 1219/1220 report; if checked, item cannot be updated
Period Reported	display only		period reported on FMS Form 224 Statement of Transactions report or FMS 1219/1220 report, if processed
[Descriptive Flexfield]	optional		user-customization field
Accounts Receivable Region			
Agency Name	required	list of values	customer agency name or billing agency name if IPAC chargeback Note: Agency Name is automatically populated from receipt information.
Receipt Number	required	list of values	cash receipt number
Receipt Date	display only		cash receipt date
Receipt Amount	display only		cash receipt amount
Chargeback	optional	check box	used to indicate cash receipt is an IPAC chargeback

Table 52–8 Interagency Transfers Window Description

Field Name	Type	Features	Description
Processed	display only	check box	indicates cash receipt has been included in FMS Form 224 Statement of Transactions report or FMS Form 1219 / 1220 report; if selected, item cannot be updated
Period Reported	display only		period reported on FMS Form 224 Statement of Transactions report or FMS 1219 / 1220 report, if processed
[Descriptive Flexfield]	optional		user-customization field

Part X

Receivables Management

Receivables Management Process

This chapter describes the Receivables Management features of Oracle U.S. Federal Financials. The following sections are in this chapter:

- [Definition](#)
- [Federal Requirements](#)
- [U.S. Federal Receivables and Debt Collection Processing Cycle Diagram](#)
- [U.S. Federal Receivables - 1099-C Cancellation of Debt Diagram](#)
- [Finance Charges Process](#)
- [Delinquent Invoice Referral Process](#)
- [Cash Receipts Process](#)
- [1099-C Cancellation of Debt Process](#)
- [References](#)

Definition

Receivables management is the processing and application of collections on receivables. Receivables management for federal agencies involves compliance with the requirements set forth in the Debt Collection Act.

The Debt Collection Act is a set of regulations governing the receivables management and collection practices of federal agencies. The Debt Collection Act of 1982 and related legislation are documented in the *Treasury Financial Manual (TFM)*.

Federal Requirements

This section includes the following parts:

- [Receivables Management](#)
- [Collections](#)
- [Delinquent Invoice Referrals](#)
- [1099-C Cancellation of Debt](#)

Receivables Management

Agencies must comply with the following:

- maintain detailed information by account
- calculate and assess interest, administrative, and penalty charges on overdue receivables
- perform collection by offset from current pay based on judgments against employees
- produce dunning letters for overdue receivables
- produce reports summarizing the agency's outstanding debt for submission to the Department of Treasury

To comply with the requirements of assessing interest, administrative, and penalty charges and reporting, Federal Financials provides the following features:

- Finance Charges process
- Identification of Federal Employees Report

Oracle Public Sector Receivables provides features that comply with the other requirements in the Debt Collection Act.

For information on Receivables features, see [Reviewing a Customer Account](#), *Oracle Public Sector Receivables User's Guide*.

Collections

Agencies must comply with the following:

- record receipts to settle finance charges related to original debt
- must settle interest, administrative, and penalty charges before applying receipts to original debt

To comply with these requirements, Federal Financials provides the Cash Receipts process.

Delinquent Invoice Referrals

Agencies must create files of delinquent accounts for electronic submission to collection agencies and appropriate governmental organizations.

1099-C Cancellation of Debt

Agencies must comply with the following:

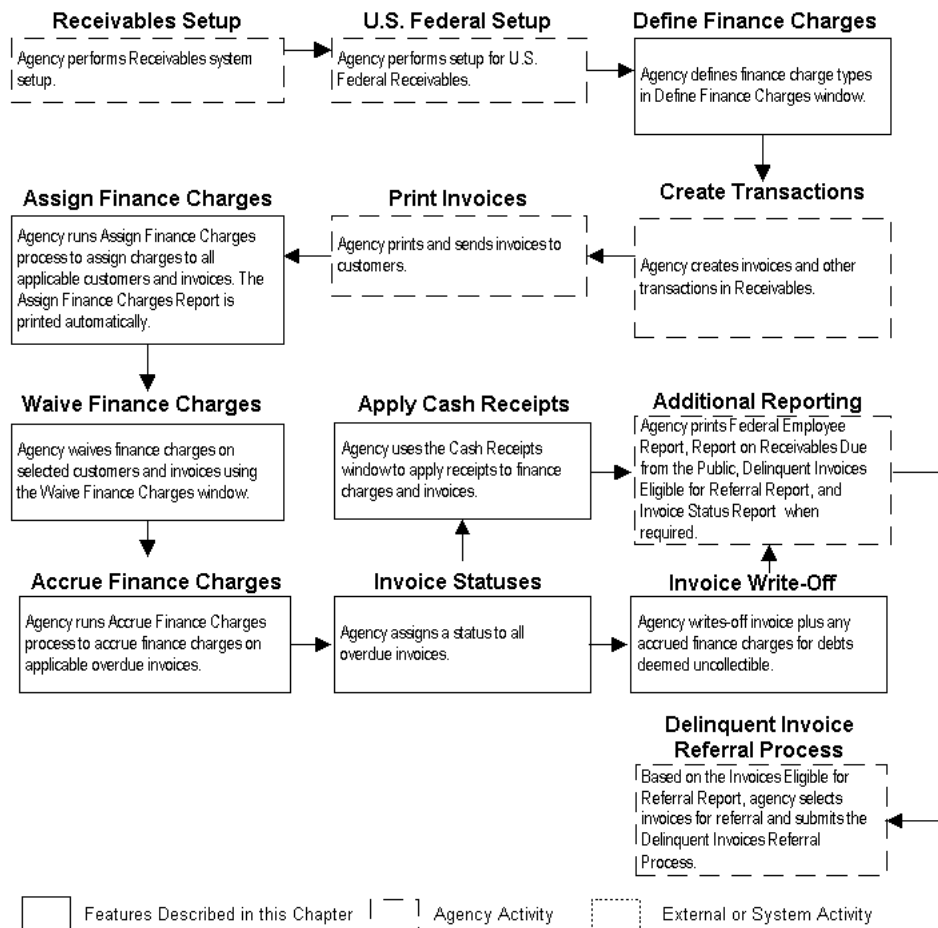
- The 1099-C Cancellation of Debt report must be submitted to the Internal Revenue Service (IRS) for each debtor for whom a debt of \$600.00 or more is canceled during the calendar year.
- The 1096 Annual Summary and Transmittal of U.S. Information Returns report must accompany Copy A of the 1099-C Cancellation of Debt report that is submitted to the IRS.

To comply with these requirements, Federal Financials provides the 1099-C Cancellation of Debt process.

U.S. Federal Receivables and Debt Collection Processing Cycle Diagram

Figure 53–1 shows the U.S. Federal Receivables and Debt Collection Processing diagram as described in Table 53–1.

Figure 53–1 U.S. Federal Receivables and Debt Collection Processing Cycle Diagram



U.S. Federal Receivables and Debt Collection Processing Cycle Diagram Description

Table 53–1 U.S. Federal Receivables and Debt Collection Processing Cycle Diagram Description

Feature	Description	Status
Receivables Setup	Agency performs Receivables system setup.	agency activity
U.S. Federal Setup	Agency performs setup for U.S. Federal Receivables.	agency activity
Define Finance Charges	Agency defines finance charge types in Define Finance Charges window.	described in this chapter
Create Transactions	Agency creates invoices and other transactions in Receivables	agency activity
Print Invoices	Agency prints and sends invoices to customers.	agency activity
Assign Finance Charges	Agency runs Assign Finance Charges process to assign charges to all applicable customers and invoices. The Assign Finance Charges Report is printed automatically.	described in this chapter
Waive Finance Charges	Agency waives finance charges on selected customers and invoices using the Waive Finance Charges window.	described in this chapter
Accrue Finance Charges	Agency runs Accrue Finance Charges process to accrue finance charges on applicable overdue invoices.	described in this chapter
Invoice Statuses	Agency assigns a status to all overdue notices. After assigning an invoice status, agency proceeds to either the Apply Cash Receipts or Invoice Write-Off step.	described in this chapter
Apply Cash Receipts	Agency uses the Cash Receipts window to apply receipts to finance charges and invoices. Continue to Additional Reporting step	described in this chapter

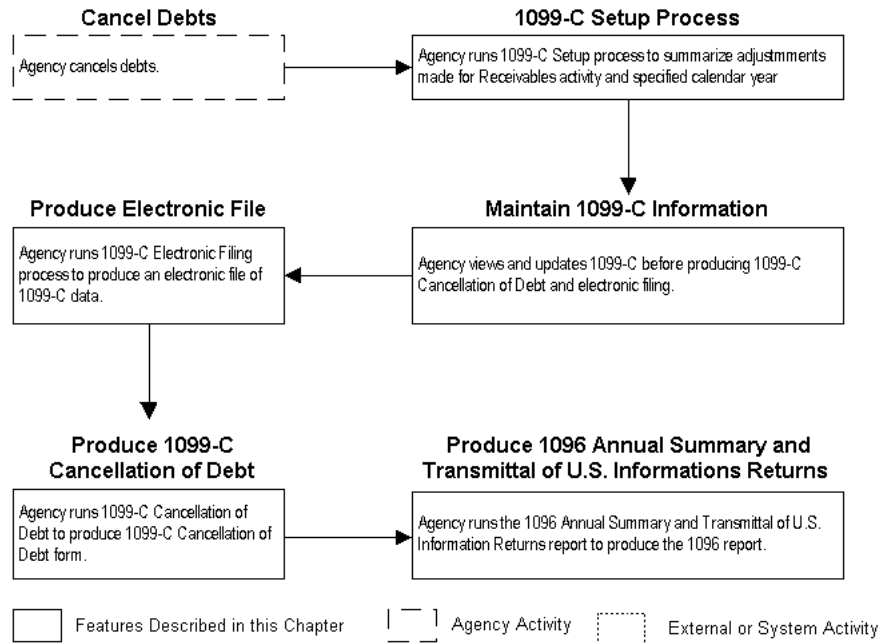
Table 53-1 U.S. Federal Receivables and Debt Collection Processing Cycle Diagram Description

Feature	Description	Status
Invoice Write-Off	Agency writes-off invoice plus any accrued finance charges for debts deemed uncollectible. Continue to Additional Reporting step	described in this chapter
Additional Reporting	Agency prints Federal Employee Report, Report on Receivables Due from the Public, Delinquent Invoices Eligible for Referral Report, and Invoice Status Report when required.	agency activity
Delinquent Invoice Referral Process	Based on the Invoices Eligible for Referral Report, agency selects invoices for referral and submits the Delinquent Invoices Referral Process.	agency activity

U.S. Federal Receivables - 1099-C Cancellation of Debt Diagram

Figure 53–2 shows the U.S. Federal Receivables - 1099-C Cancellation of Debt diagram as described in Table 53–2.

Figure 53–2 U.S. Federal Receivables - 1099-C Cancellation of Debt Processing Cycle Diagram



U.S. Federal Receivables - 1099-C Cancellation of Debt Diagram Description

Table 53–2 U.S. Federal Receivables, Cancellation of Debt Diagram Description

Feature	Description	Status
Cancel Debts	Agency cancels debts.	agency activity
1099-C Setup Process	Agency runs 1099-C Setup process to summarize adjustments made for Receivables activity and specified calendar year.	described in this chapter

Table 53–2 U.S. Federal Receivables, Cancellation of Debt Diagram Description

Feature	Description	Status
Maintain 1099-C Information	Agency views and updates 1099-C before producing 1099-C Cancellation of Debt and electronic filing.	described in this chapter
Produce Electronic File	Agency runs 1099-C Electronic Filing process to produce an electronic file of 1099-C data.	described in this chapter
Produce 1099-C Cancellation of Debt	Agency runs 1099-C Cancellation of Debt to produce 1099-C Cancellation of Debt form.	described in this chapter
Produce 1096 Annual Summary and Transmittal of U.S. Information Returns	Agency runs the 1096 Annual Summary and Transmittal of U.S. Information Returns report to produce the 1096 report.	described in this chapter

Finance Charges Process

This section includes the following parts:

- [Definition](#)
- [Features](#)
- [Process](#)
- [Example: Finance Charge Accrual](#)

Definition

Finance charges are interest or penalties assessed on overdue invoices.

Features

The Finance Charges process includes the following features:

- Define Finance Charges window, which enables users to set up finance charges in Receivables
- Assign Finance Charges process, which selects applicable customers and invoices for which finance charges are to be accrued
- Waive Finance Charges window, which enables users to waive finance charges on selected customers and invoices
- Accrue Finance Charges process, which assesses finance charges on applicable overdue invoices
- Identification of Federal Employees Report, which contains information on federal employees indebted to the U.S. Government

Process

The Finance Charges process includes the following steps:

1. The billing agency must ensure that Receivables is set up appropriately for the Finance Charges process. Setup steps include creating the following:
 - at least one Receivables transaction type that can be used to accrue finance charges, such as Interest Debit Memo
 - customer classes to distinguish customers to be assessed finance charges, such as Federal and Non-Federal

- customer categories within the Non-Federal Class, such as Consumer and Commercial, for the Report on Receivables Due from the Public
 - Receivables activities to allow adjustment of finance charge debit memos during subsequent accruals
 - line transaction flexfield
 - invoice transaction flexfield
 - transaction batch source
 - unit of measure EACH
 - AutoInvoice
2. The agency determines how and when finance charges are to be assessed on overdue invoices and enters the criteria in the Define Finance Charges window. Finance Charge Types can be named and defined according to the agency's requirements.
 3. The agency runs the Assign Finance Charges process to designate customers and invoices as eligible for finance charge accrual using the criteria entered in the Define Finance Charges window. Finance charges are not accrued until an invoice becomes overdue.

The Assign Finance Charges Report is generated and printed automatically during the Assign Finance Charges process.

Note: It is recommended that users run the Assign Finance Charges process frequently to ensure that all receivables are kept current.

4. If necessary, finance charges can be waived for individual customers and invoices using the Waive Finance Charges window.

If a finance charge type is waived for a customer, all subsequent finance charges on invoices for that customer are waived from accrual. If a finance charge type is waived for an invoice, all subsequent accruals are waived on that invoice. Accrual can be resumed by deselecting the finance charge type in the Waive Finance Charges window.
5. Finance charges are accrued and applied from the Accrue Finance Charges process. During this process, finance charges are calculated for each overdue invoice designated to accrue finance charges. Charges are applied using the transaction type and criteria defined in the Define Finance Charges window. The Accrue Finance Charges process creates new debit memos using the AutoInvoice process.

The Accrue Finance Charge Detail Report is automatically generated after the Accrue Finance Charge process and AutoInvoice process are submitted.

Note: The first day that finance charges are created against an invoice is determined by the following calculation:

Figure 53-3 First Day Finance Charges Against an Invoice

$$\text{Invoice Due Date} + \text{First Accrual} + \text{Grace Period} + 1$$

The first day that finance charges are created against an invoice is calculated as follows:

- Add the Invoice Due Date, First Accrual, Grace period, and 1.

Finance charge types based on rates are calculated based on the due date and the rate effective on the invoice date.

The formula for the first accrual is as follows:

Figure 53-4 First Accrual

$$\text{Amount due} \times \text{finance charge rate \%} \times \frac{\text{accrual date} - \text{invoice date}}{360}$$

The first accrual is calculated as follows:

- The amount due is multiplied by the finance charge percentage rate multiplied by the accrual date minus the invoice date divided by 360.

The formula for the subsequent accrual is as follows:

Figure 53-5 Subsequent Accrual

$$\text{Amount due} \times \text{finance charge rate \%} \times \frac{\text{accrual date} - \text{last accrual date}}{360}$$

The second accrual is calculated as follows:

- The amount due is multiplied by the finance charge percentage rate multiplied by the accrual date minus the last accrual date divided by 360.
6. The agency must assign a status to each overdue invoice. This status is used by the Report on Receivables Due from the Public to indicate where the invoice is in the collection process. Statuses are assigned in the Invoice Status window.

Note: Statuses are required for all invoices that are overdue, regardless of whether finance charges are applied.

7. If an invoice and corresponding finance charge debit memo are considered uncollectible from a customer, the agency can write off the invoice and the corresponding finance charges by using the Invoice Write-Off window.

Note: Users can write off individual lines of the invoice or the finance charges by using the Adjustments window in Receivables.

8. The agency can enter manual cash receipts for customers and invoices to be applied, as appropriate, to previously created finance charge debit memos, invoices, or on account in the Cash Receipts window.
9. The Identification of Federal Employees Report can be printed at any time, as required.

Example: Finance Charge Accrual

This example illustrates how finance charges are accrued on an overdue invoice.

An agency has created Finance Charge Types of Interest, Administrative, and Penalty, with the following criteria:

- Grace period is zero days.
- First accrual is five days.
- Accrual interval is three days.
- Interest finance charge rate is 10%.
- Administrative finance charge rate is 10%.
- Penalty is a flat amount of \$20.

Note: Finance charge types based on rates use the rate effective on the invoice date during accrual.

[Table 53–3](#) shows the agencies outstanding invoices on May 10. Both customers are assigned to accrue finance charges.

Table 53–3 Outstanding Invoices

Item	Example A	Example B
Customer Name	ABC Enterprises	DEF Enterprises
Invoice Number	ABC1	DEF2

Table 53–3 Outstanding Invoices

Item	Example A	Example B
Invoice Date	5/5/02	5/5/02
Due Date	5/10/02	5/10/02
Invoice Amount	\$100.00	\$200.00

On May 20, no payments are received. The agency runs the Accrue Finance Charges process, with the results described in [Table 53–4](#).

Table 53–4 Finance Charge Accrual

Item	Example A	Example B
Accrual Date	5/20/02	5/20/02
Invoice Number	ABC1	DEF2
Invoice Amount	\$100.00	\$200.00
Interest Debit Memo Amount	\$.28	\$.56
Administrative Debit Memo Amount	\$.28	\$.56
Penalty Debit Memo Amount	\$20.00	\$20.00
Total Amount Due	\$120.22	\$220.44

Finance charge debit memos for each Finance Charge Type are created for each overdue invoice.

Delinquent Invoice Referral Process

This section includes the following parts:

- [Definition](#)
- [Features](#)
- [Process](#)

Definition

Agencies must comply with the following:

- identify and report receivables that meet predetermined criteria for write-off or referral and generate the appropriate entries
- automatically create files of delinquent account for electronic submission to collection agencies and appropriate governmental organizations
- track and report on the date and nature of a change in the status of an accounts receivable

Features

The Delinquent Invoice Referral process includes the following features:

- Invoices Eligible for Referral report, which lists delinquent invoices that are eligible for referral to Treasury
- Delinquent Invoice Referral process, which extracts and electronically formats past due invoices that are identified as eligible for referral
- Delinquent Invoice Referral report, which produces a report to show invoices that were electronically referred to Treasury
- Invoice Status report, which lists changes in Invoice Status information

Process

The Delinquent Invoice Referral process includes the following steps:

1. The agency views, adds, or modifies an assigned status value in the Invoice Status window for invoices that are complete and are past due by one day or more. Current and historical status assignments can also be viewed in the Invoice Status History window.

2. After invoice status information is updated, the agency submits the Invoice Status and the Delinquent Invoices Eligible for Referral reports.
3. The agency reviews the Delinquent Invoices Eligible for Referral report to determine which invoices should be referred to Treasury.
4. The agency marks each invoice for referral by accessing the Invoice Status window and assigning a status of Debt Eligible for Referral to Treasury for Offset or Debt Eligible for Referral to Treasury for Cross-Servicing.
5. Once these statuses have been assigned, the agency submits the Delinquent Invoice Referral Process, which selects and formats the targeted invoices for electronic submission to Debt Management Services (DMS).
6. The agency has the option of submitting the Delinquent Invoice Referral Process to produce a report only or to create an electronic file and a report. Report Only mode does not update any system tables.
7. Using Connect:Direct or Connect:Direct Mailbox, the agency submits the electronic file to DMS.

Cash Receipts Process

This section includes the following parts:

- [Definition](#)
- [Features](#)
- [Process](#)
- [Example: Cash Applied to Finance Charges](#)

Definition

Cash receipts are cash payments collected to satisfy an exchange of cash for goods and services.

Features

The Cash Receipts process is comprised of the Cash Receipts window, which allows users to apply manual receipts to finance charge debit memos and on account.

Process

The Cash Receipts process involves the following:

1. The agency batches and enters manual receipts in the Cash Receipts window.
2. The user submits the receipt batch for processing by clicking the **Submit** button. If additional cash remains, it is put on account.
3. The Apply Cash Receipts process checks to see if finance charge debit memos exist for each invoice. If finance charge debit memos exist, the receipt amount is applied to the debit memos in order of priority, as defined in the Define Finance Charges window. After all finance charges are paid, the remaining receipt amount is applied to the principal amount.
4. The batch is applied and receipts are created in Receivables by the Submit Post Batch process.

Example: Cash Applied to Finance Charges

This example continues the previous example, illustrating how cash is applied to finance charges.

Table 53–5 shows the payment that is received and applied on May 21.

Table 53–5 *Cash Applied to Finance Charges*

Item	Example A	Example B
Customer Name	ABC Enterprises	DEF Enterprises
Invoice Number	ABC1	DEF2
Invoice Amount	\$100.00	\$200.00
Total Finance Charges	\$20.22	\$20.44
Total Amount Due	\$120.22	\$220.44
Receipt Amount	\$120.22	\$200.00
Amount Remaining	\$0.00	\$20.44
Amount Applied Finance Charge	\$20.22	\$20.44
Amount Applied Accounting in 1	\$100.00	\$179.56
Amount Applied Accounting in 2		

Note: Amounts received in excess of the amount due are put on account. Finance charges continue to accrue on amounts remaining.

1099-C Cancellation of Debt Process

This section includes the following parts:

- [Definition](#)
- [Features](#)
- [Process](#)

Definition

Government agencies are required to file the IRS 1099-C Cancellation of Debt for each debtor for whom a debt of \$600.00 or more is cancelled during the calendar year. In addition, the 1099-C Cancellation of Debt must be produced on electronic media when 250 or more forms are submitted. 1096 Annual Summary and Transmittal of U.S. Information Returns must be produced for submission with Copy A of all paper 1099-C Cancellation of Debt reports.

Features

The 1099-C Cancellation of Debt process includes the following features:

- 1099-C Setup process, which creates an initial table of 1099-C data from which all subsequent 1099-C forms and data files are produced
- Maintain 1099-C Information window, which enables users to view and update the 1099-C data before producing the 1099-C forms or data files
- 1099-C Electronic Filing process, which produces a file that can be distributed on electronic media
- 1099-C Cancellation of Debt, which produces the 1099-C Cancellation of Debt report on paper
- 1096 Annual Summary and Transmittal of U.S. Information Returns report, which must accompany Copy A of the 1099-C forms to the IRS

Process

The 1099-C Cancellation of Debt process includes the following steps:

1. The agency performs an adjustment within Receivables or Federal Financials on invoices.
2. The agency runs the 1099-C Setup process to extract write-off data from Receivables and to import the data to Federal Financials. The data is summed

based on the receivables activity type requested for the calendar year specified. If users include finance charges for the invoices that were written off, then the invoice's related finance charges are also summed.

Each time this process is run, existing data is replaced with the new data.

If an invoice has multiple write-off dates, the maximum write-off date is the cancelled date for that invoice.

3. The agency can view and modify the newly created data in the Maintain 1099-C Information window. The Reportable check box defaults to selected, which designates that the invoice is to be printed on the 1099-C Cancellation of Debt report.

The report is printed when users request the report from the concurrent manager.

4. The agency can produce the electronic file by running the 1099-C Electronic Filing process. The output file is placed in the user's designated concurrent manager output directory.
5. The agency runs the 1099-C Cancellation of Debt to produce the IRS 1099-C Cancellation of Debt. Only invoice amounts greater than or equal to the invoice minimum parameter and a selected Reportable flag are included in this report unless otherwise specified in the report parameters.
6. The agency runs the 1096 Annual Summary and Transmittal of U.S. Information Returns report to create the Form 1096 that must accompany Copy A of the 1099-C Cancellation of Debt report to the IRS.

References

For information on setting up Receivables, see [Oracle U.S. Federal Financials Setup Overview](#), page 3-1.

For information on entering and updating agency information in the Define Federal Options window, see [Federal Options Setup](#), page 6-1.

For information on setting up finance charges in the Define Finance Charges window, see [Finance Charges Setup](#), page 24-1.

For information on running the Receivables Management processes discussed in this chapter, see [Receivables Management Procedures](#), page 54-1, and [Receivables Management Report Procedures](#), page 55-1.

For information on AutoInvoice, see [Using AutoInvoice](#), *Oracle Public Sector Receivables User's Guide*.

For information on QuickCash, see [QuickCash](#), *Oracle Public Sector Receivables User's Guide*.

For information on Multi-Fund Accounts Receivables, see [Multi-Fund Accounts Receivables Process](#), *Oracle Public Sector Advanced Features User's Guide*.

Receivables Management Procedures

This chapter describes the Receivables Management features in Oracle U.S. Federal Financials. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Assigning Finance Charges Procedure](#)
- [Waiving Finance Charges Procedure](#)
- [Waive Finance Charges Window](#)
- [Waive Finance Charges Window Description](#)
- [Accruing Finance Charges Procedure](#)
- [Writing Off Invoices Procedure](#)
- [Invoice Write-off Window](#)
- [Invoice Write-off Window Description](#)
- [Applying Cash Receipts Procedure](#)
- [Cash Receipts Window](#)
- [Cash Receipts Window Description](#)
- [Generating the Lockbox Finance Charge Application Procedure](#)
- [Generating the 1099-C Setup Procedure](#)
- [Maintaining 1099-C Information Procedure](#)
- [Maintain 1099-C Information Window](#)

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- [Maintain 1099-C Information Window Description](#)
 - [Assigning an Invoice Status Procedure](#)
 - [Find Invoices Window](#)
 - [Find Invoices Window Description](#)
 - [Invoices Window](#)
 - [Invoices Window Description](#)
 - [Invoice Status Window](#)
 - [Invoice Status Window Description](#)
 - [Invoice Status History Window](#)
 - [Invoice Status History Window Description](#)

Definition

The Receivables Management features are as follows:

- Assign Finance Charges procedure
- Waive Finance Charges window
- Accrue Finance Charges procedure
- Invoice Write-off window
- Cash Receipts window
- Lockbox Finance Charge Application process
- 1099-C Setup procedure
- Maintain 1099-C Information window
- Invoice Statuses window

These features enable federal agencies to comply with the requirements of the Debt Collection Act regarding the collection of interest and penalties on late payments.

For information on the Receivables Management reports, see [Receivables Management Report Procedures](#), page 55-1.

For information on the Receivables Management process, see [Receivables Management Process](#), page 53-1.

Overview

The Assign Finance Charges procedure selects customers and invoices for which finance charges are to be accrued during the Accrue Finance Charges process, based on customer classes specified in the Define Finance Charges window

The Waive Finance Charges window waives subsequent finance charges on selected customers or invoices.

The Accrue Finance Charges procedure enables users to perform the following tasks:

- create a debit memo for each finance charge type associated with each newly overdue invoice
- adjust existing finance charge debit memos for each finance charge type associated with old overdue invoices

- generate the Accrue Finance Charge Detail Report enabling users to view the debit memos created and the adjustment amounts for the debit memos

In the Invoice Write-off window, users select an invoice and its associated debit memos and write-off all remaining balances in one step.

In the Cash Receipts window, users enter manual cash receipts for customers and invoices to be applied, as appropriate, to previously created finance charge debit memos, invoices, or on account.

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

The 1099-C Setup procedure creates an initial table of 1099-C data.

In the Maintain 1099-C Information window, users view and update the 1099-C data prior to producing the 1099-C forms or data files.

In the Invoice Status window, users assign invoice statuses to overdue invoices, which enables the generation of the Report on Receivables Due from the Public and the delinquent invoice electronic file.

Prerequisites

- ❑ Access to Receivables is required to define customers, enter transactions, and generate invoices.
- ❑ Receivables setup steps, including setting up transaction types, association of receivable types with transaction types, customer classes, customer categories, and Receivables activities must be performed. If Oracle Applications Multiple Organization Support is implemented, a transaction type for each organization must be defined.

For information on Receivables setup steps, see [Oracle U.S. Federal Financials Setup Overview](#), page 3-1.

For information on setting up receivable types and associating receivable types with transaction types, see [Receivable Types Setup](#), page 25-1.

- ❑ Finance Charge Types must be defined in the Define Finance Charges window.
To set up finance charges in the Define Finance Charges window, see [Finance Charges Setup](#), page 24-1.

- ❑ A Receivables activity type for finance charge write-offs is recommended and required for reporting on the Report on Receivables Due from the Public.

To set up Receivables activity types, see [Defining Receivables System Options](#), *Oracle Public Sector Receivables User's Guide*.

- ❑ Setup for the Receivables AutoInvoice process must be completed.

To set up AutoInvoice, see Importing Invoice Information using AutoInvoice, *Oracle Public Sector Receivables User's Guide*.

- ❑ The FV: Enable Lockbox Finance Charge Application profile option must be set to Yes to automatically run the Lockbox Finance Charge Application process when running Lockbox in Receivables.

To set up the FV: Enable Lockbox Finance Charge Application profile option, see [Step 3. Specify Profile Options](#), page 3-9.

- ❑ Lockbox must be set up in Receivables to use the Receivables AutoLockbox program, which is required to run the Lockbox Finance Charge Application process in Federal Financials.

To set up Lockbox, see [Lockboxes](#), *Oracle Public Sector Receivables*.

Prerequisites

- ❑ Setup for the Receivables Post QuickCash process must be completed to apply cash receipts.

To set up QuickCash, see [QuickCash](#), *Oracle Public Sector Receivables User's Guide*.

Assigning Finance Charges Procedure

To assign the finance charges defined in the Define Finance Charges window to all applicable customers and invoices not previously assigned finance charges, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Assign Finance Charges from the list of values.
5. To send the request to the concurrent manager, click **Submit**.

The Requests window appears.

6. Close the window.

Note: The Assign Finance Charges Report is automatically printed on completion of the Assign Finance Charges process.

For information on this report, see [Receivables Management Report Procedures](#), page 55-1.

Waiving Finance Charges Procedure

To prevent finance charges from being assigned or accrued on selected customers or invoices or to resume accrual of previously waived finance charges, perform the following steps.

1. In Federal Financials, navigate to the Waive Finance Charges window as follows:

Receivables Management - Waive Finance Charges

2. Enter data in each field of the Waive Finance Charges window as described in [Table 54-1](#), page 54-11.
3. Save or save and continue as follows:
File - Save or **Save and Proceed**
4. Close the window.

Waive Finance Charges Window

Figure 54–1 *Waive Finance Charges Window, Customers Region*

The screenshot shows a software window titled "Waive Finance Charges". At the top, there is a "Show" dropdown menu set to "Customers". Below this, the "Customer Name" field contains "American Cancer Society" and the "Customer Number" field contains "1103". A section titled "Charges" contains a table with three columns: "Charge Type", "Waive", and "Cascade To Invoices". The table lists several charge types, with the first three being "PENALTY", "ADMIN COSTS", and "INTEREST". Each of these has an unchecked checkbox in the "Waive" column and a checked checkbox in the "Cascade To Invoices" column. There are seven additional empty rows in the table, each with unchecked checkboxes in both the "Waive" and "Cascade To Invoices" columns. A vertical scrollbar is visible on the right side of the table.

Charge Type	Waive	Cascade To Invoices
PENALTY	☐	☒
ADMIN COSTS	☐	☒
INTEREST	☐	☒
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

Figure 54-2 Waive Finance Charges Window, Invoices Region

Charge Type	Waive
PENALTY	☒
ADMIN COSTS	☒
INTEREST	☒
	☐
	☐
	☐
	☐
	☐
	☐
	☐

Waive Finance Charges Window Description

Table 54–1 *Waive Finance Charges Window Description*

Field Name	Type	Features	Description
Customers Region			
Customer Name	display only		customer name
Customer Number	display only		customer number
Charges Region			
Charge Type	display only		charge to be waived
Waive	optional	check box	indicates charge is waived on all future invoices
Cascade to Invoices	optional	check box	indicates charges on all existing invoices for customer are waived
Invoices Region			
Invoice Number	display only		invoice number
Invoice Date	display only		invoice date
Customer Name	display only		customer name
Charges Region			
Charge Type	display only		charge to be waived
Waive	optional	check box	indicates charge is waived

Accruing Finance Charges Procedure

To accrue finance charges on each overdue invoice by creating a debit memo or adjusting an existing debit memo for each Finance Charge Type, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Accrue Finance Charges from the list of values.
5. To send the request to the concurrent manager, click **Submit**.

The Requests window appears.

6. Close the window.

Note: If Oracle Applications Multiple Organization Support is implemented, the Accrue Finance Charges procedure must be run for each organization.

Note: For finance charges accrued on Split Pay or Installment term invoices, the latest due date is used to calculate the accrual amount for all finance charges except interest.

Note: New debit memos are created through the AutoInvoice process in Receivables. If the AutoInvoice completes, but not all debit memo transaction records are processed in the interface table, users must correct these records in the Receivables forms designated for correcting AutoInvoice exceptions. Users then submit the AutoInvoice program from Receivables.

For information on correcting AutoInvoice exceptions and submitting AutoInvoice, see Importing Invoice information using AutoInvoice in the *Oracle Public Sector Receivables User's Guide*.

Writing Off Invoices Procedure

To write-off an invoice and all associated finance charge debit memos with remaining balances, perform the following steps.

Note: The Invoice Write-off window provides only invoice level full write-offs. To write-off at other than the invoice level or partial write-offs, use the Oracle Public Sector Receivables Adjustments window.

1. In Federal Financials, navigate to the Invoice Write-off window as follows:

Receivables Management - Invoice Write-off

2. Enter data in each field of the Invoice Write-off window as described in [Table 54-2](#), page 54-11.
3. Click the Save icon on the toolbar to save the write-off information or click **Write-Off** to perform the write-off and then save.
4. To view the results in the Customer Accounts Details window, navigate as follows:

Receivables - Collections - Account Details

5. Close the window.

Invoice Write-off Window

Figure 54-3 Invoice Write-off Window

Invoice Write-off

Invoice Number: 1957297-2

Customer Name: Customer1

Invoice Date: 01-JUN-2001

Last Accrual Date: 23-AUG-2002

Write-off Details

Invoice Number	Activity Name	GL Account	GL Date	Type	Transaction Code
1957297-2	Fed Writeoff	2001.0100A.1319.20	28-AUG-2002	INV	
1957297-2ADM	Interest Charges	2001.1435A.1341.20	28-AUG-2002	DM	
1957297-2INT				DM	
1957297-2PEN				DM	

Amount Due Original: 15.00

Amount Due Remaining: 0.00

Write-off Type: INVOICE

Write-off

Invoice Write-off Window Description

Table 54–2 Invoice Write-off Window Description

Field Name	Type	Features	Description
Invoice Number	display only		invoice number
Customer Name	display only		customer name
Invoice Date	display only		invoice date
Last Accrual Date	display only		last accrual date
Write-Off Details Region			
Invoice Number	display only		invoice number
Activity Name	required	list of values	activity name
GL Account	required	list of values	Accounting Flexfield; default from Activity Name
GL Date	optional	list of value	general ledger period
Type	display only		type; invoice or debit memo
Transaction Code	required	list of values; calendar	codes defined in General Ledger that assign additional debit and credit pairs to a single transaction
Amount Due Original	display only		original amount due
Amount Due Remaining	display only		amount due remaining
Write Off Type	display only		write-off type; invoice only
Write-Off		button	processes the write-off

Applying Cash Receipts Procedure

To enter manual cash receipts for customers and invoices to be applied to previously created finance charge debit memos in order of priority, invoices, or on account, as appropriate, perform the following steps.

1. In Federal Financials, navigate to the Cash Receipts window as follows:

Receivables Management - Cash Receipts

If the enhanced transaction codes feature is enabled, the Enter Transaction Events window appears.

For information on using enhanced transaction codes for cash receipts, see [Using Enhanced Transaction Codes for Federal Cash Receipts Procedure](#), page 54-3.

Note: To automatically apply receipts to finance charges, the Cash Receipts window must be used. The Enter Receipts window in Receivables does not provide this functionality.

2. Enter data in each field of the Cash Receipts window as described in [Table 54-3](#), page 54-19.
3. Save the receipt batch as follows:

File - Save or Save and Proceed

4. To apply the receipts, click **Submit**.

Note: If an error occurs during the Apply Cash Receipts processing, all processing stops, and the receipt records are returned to their original status. Once the error is corrected, the batch can be resubmitted from the Cash Receipts window. If an error occurs during the Submit Post Batch processing, the receipt records are populated in the Receipt Batches window in Receivables. Once the error is corrected, the batch can be resubmitted from the Receipt Batches window by clicking on the Post Quick Cash button.

5. To save a receipt batch without submitting the batch, click the save icon on the toolbar.
6. View the request in the concurrent manager as follows:

View - Requests

7. Close the window.

Cash Receipts Window

Figure 54–4 Cash Receipts Window, Receipt Information Tab

Cash Receipts

Batch

Batch Name

927-driver

Deposit Date

27-SEP-2000

GL Date

27-SEP-2000

Batch Source

Fed Standard Rec

Receipt Method

Fed Std Method

Receipt Class

Bank Account

Federal Receipt

Batch Totals

	Count	Amount
Control	1	100.00
Actual	1	100.00
Difference	0	.00

Status

COMPLETED

Transaction Code

Payment

Receipt Information

Misc. Information

Customer Name	Location	Invoice Number	Receipt Number	Receipt Amount	Receipt Origin
Customer1	1B	ARINV1003	CRINV1003	100.00	Agency

Submit

Figure 54-5 Cash Receipts Window, Misc. Information Tab

Cash Receipts

Batch

Batch Name: **927-driver** Batch Source: **Fed Standard Rec**

Deposit Date: **27-SEP-2000** Receipt Method: **Fed Std Method**

GL Date: **27-SEP-2000** Receipt Class:

Bank Account: **Federal Receipt**

Batch Totals

	Count	Amount
Control	1	100.00
Actual	1	100.00
Difference	0	.00

Status: **COMPLETED** Transaction Code:

Payment

Receipt Information Misc. Information

Customer Name	Location	Invoice Number	Receipt Date	Transaction Code
Customer1	1B	ARINV1003	27-SEP-2000	

Submit

Cash Receipts Window Description

Table 54–3 *Cash Receipts Window Description*

Field Name	Type	Features	Description
Batch Region			
Batch Name	required		batch name; must be unique
Deposit Date	required	list of values: calendar	current date
GL Date	required	list of values	current date; must be open general ledger period
Batch Source	required	list of values	batch source
Receipt Method	display only		populated when batch source entered
Receipt Class	display only		populated when batch source entered
Bank Account	display only		populated when batch source entered
Status	display only		includes New, In Process, Submitted, or Completed
Transaction Code	optional	list of values	codes defined in General Ledger that assign additional debit and credit pairs to a single transaction
[Descriptive Flexfield]	optional		user-customization field
Batch Totals Region			
Control	required		number and total of all receipts on file; must be greater than zero
Actual	display only		number and total of all receipts entered
Difference	display only		difference between control and actual; must be zero to submit
Payment Region, Receipt Information Tab			
Customer Name	required	list of values	customer name; defaults if invoice number entered
Location	required	list of values	bill-to location for customer; defaults if Invoice Number field entered

Table 54-3 Cash Receipts Window Description

Field Name	Type	Features	Description
Invoice Number	optional	list of values	invoice number; must have open status or non-zero balance; not required if customer name entered; cannot be duplicated in same batch Note: If no invoice number is specified, all invoices for the specified customer are retrieved in date order. For each invoice selected, finance charges are paid first, in order of priority, until all cash is applied or all invoices are paid. Any remaining amount is put on account.
Receipt Number	required		receipt number; cannot be duplicated for customer
Receipt Amount	required		receipt amount; must be greater than zero
Receipt Origin	required	list of values	receipt source description
Misc. Information Tab			
Customer Name	required	list of values	customer name; defaults if invoice number entered
Location	required	list of values	bill-to location for customer; defaults if Invoice Number field entered
Invoice Number	optional	list of values	invoice number; must have open status or non-zero balance; not required if customer name entered; cannot be duplicated in same batch Note: If no invoice number is specified, all invoices for the specified customer are retrieved in date order. For each invoice selected, finance charges are paid first, in order of priority, until all cash is applied or all invoices are paid. Any remaining amount is put on account.
Receipt Date	required	list of values: pop-up calendar	defaults to current date. Users can change date.
Transaction Code	optional	list of values	codes defined in General Ledger that assign additional debit and credit pairs to a single transaction
Submit	required	button	sends a request to the concurrent manager to apply the receipts and to run the batch

Generating the Lockbox Finance Charge Application Procedure

When running AutoLockbox in Receivables, the Lockbox Finance Charge Application process is automatically initiated after completion of the Validation phase of the Lockbox process.

For information on running AutoLockbox, see [Running AutoLockbox](#), *Oracle Public Sector Receivables User's Guide*.

This process can also be initiated when the receipt application has been changed after the completion of the Validation phase but prior to the completion of the Post QuickCash phase of the Lockbox process by performing the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. In the Name field, select Lockbox Finance Charge Application.
The Parameters window appears.
4. In the Transmission Name field, select a transmission name from the list of values.
5. To apply the parameters, click **OK**.
6. To send the print request to the concurrent manager, click **Submit**.
The Requests window appears.
7. To view the request, select the appropriate Request ID and click **View Output**.
8. Close the window.

Note: By submitting the Lockbox Finance Charge Application process, the federal finance charges are automatically applied prior to the principal of the new receipt application.

The Lockbox Finance Charge Application process should be submitted by users in the following cases:

- After the Validation phase, but prior to the Post QuickCash phase of the Lockbox process, a receipt is applied to an invoice when it was previously unapplied.

- After the Validation phase, but prior to the Post QuickCash phase of the Lockbox process, a receipt application is changed from one invoice to another invoice. Users need to unapply any federal finance charges that belong to the original invoice.

Generating the 1099-C Setup Procedure

To extract invoice information for 1099-C reporting, perform the following steps.

Note: Run the 1099-C Setup process when ready to submit the 1099-C output forms.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. In the Name field, select 1099-C Setup Process.
The Parameters window appears.
4. In the Creditors TIN field, enter the agency tax identification number.
5. In the Calendar Year field, select a year from the list of values.
6. In the Receivables Activity field, select a type of receivables from the list of values.

Note: If more than one Write-off Receivables activity exists, the 1099-C Report must be set up for each one.

7. In the Include Finance Charges field, select Yes or No from the list of values.

Note: If No is selected, the process excludes finance charge write-off activity.

8. To apply the parameters, click **OK**.
9. To process the data for viewing and updating in the Maintain 1099-C Information window, click **Submit**.

The Requests window appears.

10. Close the window.

Maintaining 1099-C Information Procedure

To view or update Form 1099-C information for an organization, perform the following steps.

1. In Federal Financials, navigate to Maintain 1099-C Information window as follows:

Receivables Management - Maintain 1099-C

2. Enter data in each field of the Maintain 1099-C Information window as described in [Table 54-4](#), page 54-11.
3. Save or save and continue as follows:
File- Save or Save and Proceed
4. Close the window.

Maintain 1099-C Information Window

Figure 54–6 *Maintain 1099-C Information Window*

☐ Reprint ☐ Void ☐ Corrected ☒ Reportable

Creditors Name: **FED-ORG1A** Creditor's Federal ID: **123456789**

Invoice Number: **BCLB11** Date Canceled: **26-APR-2002**

Amount: **93.78** Finance Charges: **27.78**

Debt Description:

Debtor's Id: **00-44444**

Debtor's Name: **CLB4**

Address: **5164 Herndon Parkway**

Address2:

Address3:

Address4:

City: **HERNDON** State: **VA**

Province: Country: **US**

Postal Code: **20171**

Account Number: ☐ Bankruptcy

Fair Market Value of Property:

Maintain 1099-C Information Window Description

Table 54-4 *Maintain 1099-C Information Window Description*

Field Name	Type	Features	Description
Reprint	optional	check box	indicates 1099-C invoice to be reprinted
Void	optional	check box	indicates 1099-C invoice is voided
Corrected	optional	check box	indicates 1099-C invoice is a correction Note: Void and Corrected cannot both be checked.
Reportable	optional	check box	default selected; if selected, indicates that all invoice information in window to be included in 1099-C report
Creditors Name	display only		agency name as entered in Define Federal Options window
Creditor's Federal ID	display only		agency name tax identification number
Invoice Number	display only		invoice number
Date Canceled	required	list of values: calendar	debt cancellation date
Amount	display only		invoice amount
Finance Charges	display only		amount of finance charges against invoice
Debt Description	optional		user-enterable description of debt
Debtor's Id	optional		debtor's identification
Debtor's Name	display only		debtor name
Address	required		address; defaults from Debtor's Name
Address2	optional		second address line; defaults from Debtor's Name
Address3	optional		third address line; defaults from Debtor's Name
Address4	optional		fourth address line; defaults from Debtor's Name
City	required if country is U.S. or U.S. territory		city; defaults from Debtor's Name
State	required if country is U.S. or U.S. territory		state; defaults from Debtor's Name

Table 54-4 Maintain 1099-C Information Window Description

Field Name	Type	Features	Description
Province			province; defaults from Debtor's Name
Country	required		country; defaults from Debtor's Name
Postal Code	required if country is U.S. or U.S. territory		customer postal code; defaults from Debtor's Name
Account Number			user-enterable account number for debtor
Bankruptcy	optional	check box	indicates whether debt canceled due to bankruptcy
Fair Market Value of Property	optional		value of foreclosure or abandonment of property that occurred in connection with cancellation of debt

Assigning an Invoice Status Procedure

To assign an invoice status to overdue invoices, perform the following steps.

1. In Federal Financials, navigate to the Invoice Status window as follows:

Receivables Management - Invoice Status

The Find Invoices window appears.

2. Enter data in each field of the Find Invoices window as described in [Table 54-5](#), page 54-31.
3. To enter different parameters, click **Clear** to erase data from all the fields.
4. To view the invoice or invoices queried in Step 2, click **Find**.

The Invoices window appears with data displayed for the invoice or invoices queried.

5. To view the amount due on the displayed invoices and the number of days the invoices are past due, select the Amount / Days Late tab.
6. To view the receivable type for each invoice displayed, select the Receivable Type tab.
7. To assign an invoice status to an overdue invoice, select the appropriate record and click **Status**.

The Invoice Status window appears enabling users to assign additional status entries or maintain statuses for the invoices displayed.

8. To assign an additional invoice status, select an invoice status from the list of values in the Status field.
9. Save or save and continue as follows:

File - Save or Save and Proceed

10. To deactivate an invoice status, select the record and record a value in the end date column.

The invoice status is moved from the invoice status window to the history window.

11. Save or save and continue as follows:

File - Save or Save and Proceed

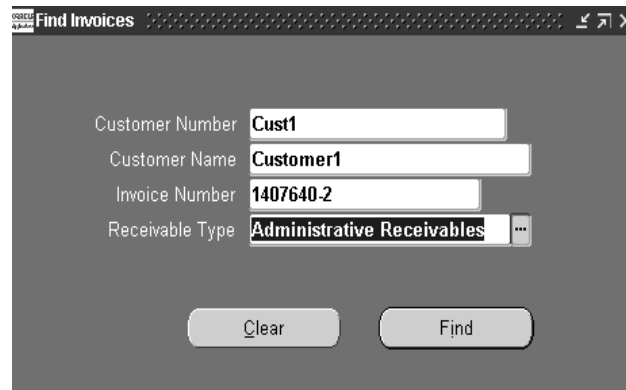
12. To view the history records of each status assigned to an invoice, click **History** in the Invoices window.

The Invoice Status History window appears.

13. Close the window.

Find Invoices Window

Figure 54–7 Find Invoices Window



The screenshot shows a window titled "Find Invoices" with a search form. The form contains four fields: "Customer Number" with the value "Cust1", "Customer Name" with the value "Customer1", "Invoice Number" with the value "1407640-2", and "Receivable Type" with the value "Administrative Receivables" and a dropdown arrow. Below the fields are two buttons: "Clear" and "Find".

Customer Number	Cust1
Customer Name	Customer1
Invoice Number	1407640-2
Receivable Type	Administrative Receivables

Clear Find

Find Invoices Window Description

Table 54–5 Find Invoices Window Description

Field Name	Type	Features	Description
Customer Number	optional	list of values	customer number
Customer Name	optional	list of values	customer name
Invoice Number	optional	list of values	invoice number
Receivable Type	optional	list of values	receivable type options including Direct Loans, Defaulted Guaranteed Loans, or Administrative Receivables
Clear	optional	button	erases data from the fields
Find	required	button	system searches for data based on the parameters entered

Invoices Window

Figure 54–8 Invoices Window, Amount/Days Late Tab

The screenshot shows a software window titled "Invoices". Inside, there are two tabs: "Amount/Days Late" (selected) and "Receivable Type". Below the tabs is a table with the following columns: Customer Name, Customer Number, Invoice Number, Amount Due, and Days Late. The first row of the table is populated with the following data: "Customer2 - Customer Number" for Customer Name, "Cust2" for Customer Number, "ARINV1005" for Invoice Number, "800.00" for Amount Due, and "289" for Days Late. There are 10 empty rows below the first row. To the right of the table is a vertical scrollbar. At the bottom of the window, there are two buttons: "History" and "Status".

Customer Name	Customer Number	Invoice Number	Amount Due	Days Late
Customer2 - Customer Number	Cust2	ARINV1005	800.00	289

History Status

Figure 54–9 Invoices Window, Receivable Type Tab

The screenshot shows a software window titled "Invoices". It has two tabs: "Amount/Days Late" and "Receivable Type", with the latter being the active tab. The main area contains a table with the following data:

Customer Name	Customer Number	Invoice Number	Receivable Type
Customer1	Cust1	ARINV1002	Administrative Receivables
Customer1	Cust1	ARINV1003	Administrative Receivables
Customer1	Cust1	INV1004	Administrative Receivables
Customer2	Cust2	ARINV1005	Administrative Receivables
Customer3	Cust3	ARINV1006	Administrative Receivables

Below the table, there are two buttons: "History" and "Status".

Invoices Window Description

Table 54–6 Invoices Window Description

Field Name	Type	Features	Description
Amount/Days Late Tab			
Customer Name	display only		customer name
Customer Number	display only		customer number
Invoice Number	display only		invoice number
Amount Due	display only		amount due on invoice
Days Late	display only		number of days invoice is past due; system calculation based on current date
History		button	opens the Invoice Status History window, which displays the history of each status assigned to the invoice
Status		button	opens the Invoice Status window, where users can assign an invoice status to an overdue invoice or delete statuses for an invoice
Receivable Type Tab			
Customer Name	display only		customer name
Customer Number	display only		customer number
Invoice Number	display only		invoice number
Receivable Type	display only		receivable type; options include Direct Loans, Defaulted Guaranteed Loans, or Administrative receivables
History		button	opens the Invoice Status History window, which displays the history of each status assigned to the invoice
Status		button	opens the Invoice Status window, where users can assign an invoice status to an overdue invoice, deactivate statuses for an invoice, or add comments

Invoice Status Window

Figure 54–10 Invoice Status Window

The screenshot shows a window titled "Invoice Status (MJJ-1)". Inside the window is a table with the following columns: Status, Start Date, End Date, and Comments. The first row of data shows "At Agency" in the Status column and "08-OCT-2002" in the Start Date column. The End Date column has a small icon next to it. The Comments column is empty. There are several empty rows below the first one. The window has a standard Windows-style title bar and a scrollbar on the right side.

Status	Start Date	End Date	Comments
At Agency	08-OCT-2002		

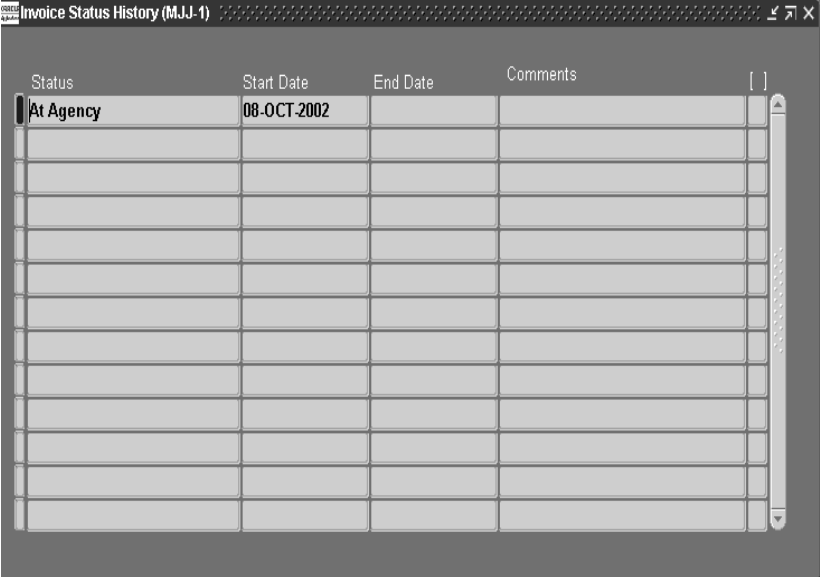
Invoice Status Window Description

Table 54–7 *Invoice Status Window Description*

Field Name	Type	Features	Description
Status	required	list of values	system-defined; status available to be assigned to each overdue invoice; cannot be deleted
Start Date	required		invoice status start date; defaults to system date; cannot be changed once a row is saved
End Date	optional		invoice status end date; cannot be later than the system date
Comments	optional		user comments
[Descriptive Flexfield]	optional		user-customization field

Invoice Status History Window

Figure 54–11 Invoice Status History Window



The screenshot shows a window titled "Invoice Status History (MJJ-1)". Inside the window is a table with four columns: "Status", "Start Date", "End Date", and "Comments". The first row of the table contains the text "At Agency" in the "Status" column and "08-OCT-2002" in the "Start Date" column. The remaining rows are empty. A vertical scrollbar is visible on the right side of the table.

Status	Start Date	End Date	Comments
At Agency	08-OCT-2002		

Invoice Status History Window Description

Table 54–8 *Invoice Status History Window Description*

Field Name	Type	Features	Description
Status	display only		status assigned to overdue invoice
Start Date	display only		start date of status assigned to overdue invoice
End Date	display only		invoice status end date
Comments	display only		user comments
[Descriptive Flexfield]	display only		user-customization field

Receivables Management Report Procedures

This chapter describes the Receivables Management reports. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
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Definition

The receivables management reports provide information about finance charges assessed on overdue invoices and related debt collection activities.

Overview

This section describes the following:

- [Receivables Management Reports](#)
- [1099-C Cancellation of Debt](#)
- [Delinquent Invoice Referral](#)
- [Requirements](#)

Receivables Management Reports

The receivables management reports include the following:

- Assign Finance Charges Report, which provides information on customers and invoices assigned finance charges
- Accrue Finance Charge Detail Report, which provides information on debit memos and adjustment amounts for debit memos generated during the Accrue Finance Charges process
- Report on Receivables Due from the Public, which provides information on the status of receivables, including direct loans, defaulted guaranteed loans, administrative receivables, and footnotes by entity code
- Identification of Federal Employees Report, which provides information on federal employees indebted to the U.S. Government
- Delinquent Invoices Eligible for Referral Report, which provides information on all past due invoices that meet the criteria for being referred to Financial Management Service (FMS)

Users use the output of this report to assign a status of Debt Eligible for Referral to Treasury for Offset or Debt Eligible for Cross Servicing in the Invoice Status window.

- Invoice Status Report, which provides information on the date and nature of invoice status values that were added or changed for past due invoices

1099-C Cancellation of Debt

Government agencies are required to file the IRS 1099-C Cancellation of Debt for each debtor for whom a debt of \$600 or more is cancelled during the calendar year. Additionally, the 1099-C Cancellation of Debt must be produced on electronic media when 250 or more forms are to be submitted. The 1096 Annual Summary and Transmittal of U.S. Information Returns must be produced for submission with copy A of all paper 1099-C Cancellation of Debt reports.

The following features are provided:

- 1099-C Electronic Filing process, which enables agencies to submit 250 or more 1099-C Cancellation of Debt reports to the IRS
- 1099-C Cancellation of Debt process, which enables agencies to generate a paper copy of the 1099-C Cancellation of Debt report
- 1096 Annual Summary and Transmittal of U.S. Information Returns process, which enables agencies to generate a paper copy of the 1096 Annual Summary and Transmittal of U.S. Information Returns report

For information on the receivables management features, see [Receivables Management Procedures](#), page 54-1.

For information on the receivables management process, see [Receivables Management Process](#), page 53-1.

Delinquent Invoice Referral

The Delinquent Invoice Referral process enables users to perform the following tasks:

- select past due invoices identified for referral to Treasury in the Invoices Eligible for Referral Report
- update invoice status to Referral in the Invoice Status window
- format an electronic file containing the selected invoices to be submitted to Debt Management Services
- produce the Delinquent Invoice Referral report

The Delinquent Invoice Referral report provides a list of invoices that are selected for referral to FMS.

Requirements

Federal agencies are required to comply with the requirements of the Debt Collection Act regarding collection of finance charges on overdue invoices and the reporting of those charges.

The Assign Finance Charges Report and the Apply Cash Receipts Execution Report are intended for internal use to verify processing in Oracle U.S. Federal Financials.

Federal Financials provides the Report on Receivables Due from the Public to comply with reporting requirements of the Department of Treasury's Financial Management Service (FMS). For agencies with total receivables, inclusive of principal, interest, and late charges, greater than or equal to fifty million dollars, the report must be submitted quarterly, by the end of the thirtieth day of the month following the close of each of the first three quarters. Annual reports are due on November 15 from all agencies, regardless of the amount of total receivables for the fiscal year. Annual reports must be certified as accurate by the chief financial officer or agency head; certification must be submitted separately from the report. Verifications are due by March 31 of each year for the preceding fiscal year.

Federal Financials provides the 1099-C Electronic Filing, 1099-C Cancellation of Debt, and 1096 Annual Summary and Transmittal of U.S. Information Returns to comply with Internal Revenue Service requirements that agencies file 1099-C reports for each debtor for whom a debt of \$600 or more is cancelled during the calendar year.

Additional information regarding reporting requirements is available in the *Treasury Financial Manual (TFM)*.

Prerequisites

- ❑ Receivables setup steps, including setting up Customer Classes, Customer Categories, Customer Types, Receivables Activities, and Federal Receivable Types, must be performed to run the Report on Receivables Due from the Public and the Identification of Federal Employees Report.

To enter these setup steps, see [Oracle U.S. Federal Financials Setup Overview](#), page 3-1.

- ❑ Agency name and address must be entered in the Define Federal Options window.

To enter and update agency information in the Define Federal Options window, see [Federal Options Setup](#), page 6-1.

- ❑ Organization information must be defined in Receivables.

To define organizations, see [Organizations](#), *Oracle Public Sector Receivables User's Guide*.

- ❑ Customer information must be entered in Receivables.

To enter customer information, see [Entering Customer Contacts](#), *Oracle Public Sector Receivables User's Guide*.

- ❑ Invoice information must be entered in Receivables.

To enter invoice information, see [Transactions Window Field Reference](#), *Oracle Public Sector Receivables User's Guide*.

- ❑ Adjustment Status must be entered for all adjustment transactions.

To enter adjustments, see [Crediting Transactions](#), *Oracle Public Sector Receivables User's Guide*.

- ❑ Federal System Parameters must be defined.

To define federal system parameters, see [Federal System Parameters Setup](#), page 5-1.

- ❑ Agency identifier and program codes must be defined to generate the Delinquent Invoice Referral process.

To define the agency identifier and program codes, see [Delinquent Invoice Referral Setup](#), page 23-1.

- ❑ Receivable types must be defined to generate the Delinquent Invoice Referral process.

To define receivable types, see [Receivable Types Setup](#), page 25-1.

- ❑ Invoices and the appropriate invoice statuses must be entered in the Invoice Status window to generate the Delinquent Invoice Referral process.

To enter invoices and invoice statuses in the Invoice Status window, see [Receivables Management Procedures](#), page 54-1.

Assigning Finance Charges Report Procedure

The Assign Finance Charges Report is generated automatically during the Assign Finance Charges procedure.

For information on running the Assign Finance Charges procedure, see [Receivables Management Procedures](#), page 54-1.

Assign Finance Charges Report Description

Table 55–1 *Assign Finance Charges Report Description*

Column	Description
Header Section	set of books, currency, and report date
Assigned Finance Charges to Customers	customers assigned finance charges
Customer Name	customer name
Customer Number	customer identifier
Charge Type	finance charge type assigned to customer
Assigned Finance Charges to Invoices	invoices assigned finance charges
Customer Name	customer name
Customer Number	customer identifier
Invoice Number	invoice identifier
Charge Type	finance charge type assigned to invoice
Waived	indicates if charge is waived on invoice

Generating the Accrue Finance Charges Detail Report Procedure

The Accrue Finance Charges Detail Report is generated automatically during the Accrue Finance Charges procedure.

For information on running the Accrue Finance Charges procedure, see [Receivables Management Procedures](#), page 54-1.

Accrue Finance Charges Detail Report Description

Table 55–2 *Accrue Finance Charges Detail Report Description*

Column	Description
Header Section	organization, set of books, currency, report date, and page
Finance Charge Debit Memos Created in AutoInvoice Interface Tables Region	
Transaction Number	debit memo transaction number
Line Number	line number
Finance Charge Type	charge type name defined in the Define Finance Charges window
Amount	debit memo amount
Existing Finance Charge Debit Memos Adjusted Region	
Transaction Number	adjusted debit memo transaction number
Finance Charge Type	charge type name defined in the Define Finance Charges window
Amount	debit memo adjusted amount

Generating the Report on Receivables Due from the Public Procedure

To print the Report on Receivables Due from the Public, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Receivables Due From the Public from the list of values.

The Parameters window appears.

5. In the Reporting Entity Code field, enter a reporting entity code.
6. In the Fiscal Year field, select a fiscal year from the list of values.
7. In the Quarter field, optionally select a quarter from the list of values.
8. In the Type of Receivable field, select a receivable type to be reported from the list of values.
9. In the Receivables Write Offs Activity 1 field, select a receivables activity for write-offs from the list of values.

Note: Up to three Receivables Write-Off Activities can be selected per report.

10. In the Receivables Write Offs Activity 2 field, optionally select a receivables activity for write-offs from the list of values.
11. In the Receivables Write Offs Activity 3 field, optionally select a receivables activity for write-offs from the list of values.
12. In the Non-Federal Customer Class field, select a non-federal customer class from the list of values.
13. In the Footnotes field, enter footnote text.
14. In the Name of Preparer field, enter the name of the person preparing the report.
15. In the Preparer's Phone field, enter a phone number.

16. In the Preparer's Fax Number field, enter a fax number.
17. In the Preparer's E-MAIL field, enter an e-mail address.
18. In the Supervisors's Name field, enter the supervisor's name.
19. In the Supervisor's Phone field, enter a phone number.
20. In the Supervisor's E-Mail field, enter an e-mail address.
21. In the Address Line 1 field, enter the agency street address.
22. In the Address Line 2 field, optionally enter the agency street address.
23. In the Address Line 3 field, optionally enter the agency street address.
24. In the City field, enter the agency city.
25. In the State field, enter the agency state.
26. In the Postal Code field, enter the agency postal code.
27. To apply the parameters, click **OK**.
28. To send the print request to the concurrent manager, click **Submit**.
The Requests window appears.
29. To view the request, select the appropriate Request ID and click **View Output**.
30. Close the window.

Report on Receivables Due from the Public Description

Table 55-3 Report on Receivables Due from the Public Description

Line	Description
Part I: Status of Receivables	
Section A: Receivables and Collections	
1. Beginning FY Balance	number and dollar amount of all receivables outstanding at beginning of fiscal year; figures must agree with ending balance reported at end of prior fiscal year
2. New Receivables (+)	number and dollar amount of all receivables generated in current fiscal year
3. Accruals (+)	dollar amount of earned interest and late charges accrued during current fiscal year
4. Collections on Receivables (-)	dollar amount of all collections in current fiscal year; non-cash collections, such as personal property or services rendered, must be footnoted
5. Adjustments	dollar amount reclassified or adjusted and transferred into or out of receivables balances in current fiscal year; corrections to previously reported receivables, refunds of amounts previously reported as collections, and adjustments made in prior periods
6. Amounts Written Off (-)	dollar amounts written off during current fiscal year Note: The Number field displays invoice write-off adjustments. The Dollars field displays invoice write-offs and line write-off adjustments.
7. Ending Balance	fiscal year beginning balance plus new receivables, accruals, collections on receivables, adjustments, and amounts written off Note: The ending balance Dollars includes accruals.
8. Rescheduled Debt	debt for which new or modified payment terms have been agreed to
9. Interest & Late Charges	dollar amount of interest or late charges associated with the total outstanding receivables due from public at the end of the reporting period

Table 55–3 Report on Receivables Due from the Public Description

Line	Description
1. Total Delinquencies	number and dollar amount of receivables reported in Ending Balance that are delinquent at end of quarterly reporting period; if any portion of a debt is delinquent more than 180 days, entire amount reported; receivables recorded as delinquent if not paid by payment due date unless terms of contract or agreement specify otherwise; receivables aged from payment due date or date debt notification mailed, depending on agreement; does not include rescheduled receivables in a repayment plan; delinquent accounts only counted once
2. Commercial	number and dollar amount of total outstanding and delinquencies on commercial receivables
3. Consumer	number and dollar amount of total outstanding and delinquencies on consumer receivables
4. Foreign / Sovereign Debt	number and dollar amount of debt owed to the Government by sovereign nations
Part II: Debt Management Tool and Technique Performance Data	
Section A: Delinquent Debt 180 Days or Less	
1. Total Delinquencies (1-180 days)	total number and dollar amount of delinquent receivable types that are 180 days or less past due and listed by invoice status types
Section B: Debt Eligible for Referral to Treasury for Offset and Cross-Servicing	
1. Debt Eligible for Referral to Treasury for Offset	delinquent debt over 180 days but not over 10 years that is eligible for referral to Department of Treasury for offset
2. Debt Eligible for Referral to Treasury or a Designated Debt Collection Center for Cross-Servicing	delinquent debt over 180 days but not over 10 years that is eligible for referral to Department of Treasury or a designated debt collection center for cross-servicing
Section C: Collections	
1. Collections on Delinquent Debt	number and dollar amount of collections on delinquent debts Note: Count reflects invoices only.

Table 55-3 Report on Receivables Due from the Public Description

Line	Description
Section D: Debt Disposition	
1. Written Off and Not Closed Out	number and dollar amount of receivables removed from agency accounting records, but not reported to the IRS on Form 1099-C
2. Reported to IRS on Form 1099-C	number and dollar amount of debt reported as income to the IRS on Form 1099-C during the fiscal year
Part III: Footnotes	

Note: Dollar amounts are not currently provided by Federal Financials for the following:

- Lines 8 and 9, Rescheduled Debt and Interest & Late Charges, in Section A of Part I
- Section B for Part II
- Section D of Part II

Note: Receivables adjustments are populated from system provided values in the Adjustments Descriptive Flexfield. For information on defining the Accounts Receivable Adjustments Flexfield, see [Setup Steps](#), *Oracle Public Sector Receivables User's Guide*.

Generating the Identification of Federal Employees Report Procedure

To print the Identification of Federal Employees Report, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.
The Submit Request window appears.
4. In the Name field, select Identify Federal Employees from the list of values.
The Parameters window appears.
5. In the Customer Category field, select a category from the list of values.
6. In the Customer Class field, select a class, such as Federal, from the list of values.
7. In the Customer Type field, select a type of Internal or External from the list of values.
8. To apply the parameters, click **OK**.
9. To send the print request to the concurrent manager, click **Submit**.
The Requests window appears.
10. To view the request, select the appropriate Request ID and click **View Output**.
11. Close the window.

Identification of Federal Employees Report Description

Table 55–4 *Identification of Federal Employees Report Description*

Column	Description
Header Section	set of books, currency, and report date
Customer Name	customer name
Customer Number SSN	customer identifier
Bill To Address	customer address
Category	Receivables Customer Category

Generating the 1099-C Electronic Filing Procedure

To run the 1099-C Electronic Filing procedure for an organization, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select 1099-C Electronic Filing from the list of values.

The Parameters window appears.

5. In the Tax Year field, enter the tax year using a two digit format.
6. In the Invoice Minimum field, enter an invoice amount or use the default value of \$600.00.

Note: The process only selects records greater than or equal to the Invoice Minimum value.

7. In the Media field, enter the two character magnetic tape or tape cartridge type.
8. To apply the parameters, click **OK**.
9. To send the print request to the concurrent manager, click **Submit**.

The Requests window appears.

10. To view the request, select the appropriate Request ID and click **View Output**.

11. Close the window.

Note: The output file is placed in the user's designated concurrent manager output directory.

1099-C Electronic Filing Format Description

If an organization submits 250 or more 1099-C forms to the IRS, the forms must be sent by electronic media.

The 1099-C Setup process must be run prior to producing the electronic filing data file. The file contains the following record types:

- A - Creditor Records identifies the creditor and transmitter of the magnetic media file and provides parameters for the following Debtor (type B) Records
- B - Debtor Records contains debt information such as debtor ID, amount, and description
- C - End of Creditor Records contains the total number of debts cancelled and the total amount of debt cancelled for each creditor
- F - End of Transmission Record written after the last C record contains the total number of type A records

Table 55-5 describes the 1099-C Electronic Filing format.

Table 55-5 1099-C Electronic Filing Format Description

Field Position	Field Title	Length	Description
	Creditor/Transmitter A Record		
1	Record Type	1	required. Record type is A.
2-3	Payment Year	2	required; from the tax year parameter
4-6	Reel Sequence No.	3	optional. The reel sequence number is incremented by 1 for each tape or diskette on the file starting with 001.
7-15	Creditor's TIN	9	required. The nine-digit Taxpayer Identification Number assigned to the payor.
16-19	Creditor Name Control	4	optional
20	Last Filing Indicator	1	optional
21	Combined Federal / State Filer	1	optional
22	Type of Return	1	required; return code type
23-31	Amount Codes	9	required; amounts on return type
32	Test Indicator	1	T if test file; otherwise blank

Table 55–5 1099-C Electronic Filing Format Description

Field Position	Field Title	Length	Description
33	Service Bureau Indicator	1	Indicator is 1 if a service is used to develop or transmit files.
34-41	Blank	8	Enter blanks.
42-43	Magnetic Tape Filer Indicator	2	required for magnetic table/tape cartridge files from the media parameter
44-48	Transmitter Control Code	5	required. Enter the five character Transmitter Control Code assigned by IRS/MCC from the transmitter control code parameter.
49	Foreign Entity Indicator	1	Indicator is 1 if the creditor is a foreign entity and income is paid.
50-89	First Creditor Name	40	required; creditor name
90-129	Second Creditor	40	optional
130	Transfer Agent Indicator	1	optional
131-170	Creditor Shipping Address	40	creditor address; fill unused positions with blanks
171-210	Creditor City, State, and Zip Code	40	required; city, town, or post office, state, and zip code
211-290	Transmitter Name	80	required if creditor and transmitter are not the same
291-330	Transmitter Mailing Address	40	required if creditor and transmitter are not the same
331-370	Transmitter City, State, and Zip Code	40	transmitter's city, town, or post office; state; and zip code
371	Blank	50	Enter blanks.
	Debtor B Records		
1	Record Type	1	required. Record type is B.
2-3	Payment Year	2	required; from the tax year parameter
4-13	Blank	10	Enter blanks.

Table 55-5 1099-C Electronic Filing Format Description

Field Position	Field Title	Length	Description
14	Type of TIN	1	If the Taxpayer Identification Number is Employer Identification Number, enter 1; for Social Security Number, enter 2; if cannot determine, enter 3.
15-23	Tax Identification Number	9	required; the nine-digit Taxpayer Identification Number assigned to the debtor
24-43	Creditor's Account Number for Debtor	20	optional. Enter any number assigned by the creditor to the debtor.
44-50	Blank	7	Enter blanks.
51-60	Payment Amount 1	10	Enter zero.
61-70	Payment Amount 2	10	Enter amount of cancelled debt; right-justified and zero filled
71-80	Payment Amount 3	10	Enter interest cancelled right justified and zero filled.
81-90	Payment Amount 4	10	Enter zero.
91-100	Payment Amount 5	10	Enter zero.
101-110	Payment Amount 6	10	Enter zero.
111-120	Payment Amount 7	10	Enter zero.
121-130	Payment Amount 8	10	Enter zero.
131-140	Payment Amount 9	10	Enter zero.
141-160	blank	20	Enter blanks.
161	Foreign Country Indicator	1	Enter 1 if debtor is in foreign country; otherwise, enter blank.
162-201	Debtor Name	40	required. Enter the name of the debtor.
202-241	2nd Debtor Name Line	40	optional
242-281	Debtor Mailing Address	40	required. Enter mailing address of debtor.
282-310	Debtor City	29	required. Enter city of debtor.
311-312	Debtor State	2	required. Enter the valid U.S. Postal Service state abbreviations for states on the appropriate postal identifier.

Table 55–5 1099-C Electronic Filing Format Description

Field Position	Field Title	Length	Description
313-321	Debtor ZIP Code	9	required. Enter the debtor ZIP code.
322-370	Blank	49	Enter blanks.
371-376	Date Cancelled	6	Enter the date the debt was cancelled as MMDDYY.
377	Bankruptcy Indicator	1	Enter blank if FV_1099C.bankruptcy_code is blank; otherwise enter 1.
378-416	Debt Description	39	original debt description
417-420	Blanks	4	Enter blanks.
	End of Creditor C Records		
1	Record Type	1	required. Record type is C.
2-7	Number of Payees	2	required. Enter the total number of B records; right justify information and fill unused positions with zeroes.
8-10	Blank	3	Enter blanks.
11-25	Control Total 1	15	Enter zero.
26-40	Control Total 2	15	Enter zero.
41-55	Control Total 3	15	Enter zero.
56-70	Control Total 4	15	Enter zero.
71-85	Control Total 5	15	Enter zero.
86-100	Control Total 6	15	Enter zero.
101-115	Control Total 7	15	Enter zero.
116-130	Control Total 8	15	Enter zero.
131-145	Control Total 9	15	Enter zero.
146-420	Blank	275	Enter blanks.
	End of Transmission F Records		
1	Record Type	1	required. Record type is F.

Table 55-5 1099-C Electronic Filing Format Description

Field Position	Field Title	Length	Description
2-5	Number of A Records	4	required. Enter the total number of type A records.
6-30	Zero	25	Enter zeroes.
31-420	Blank	390	Enter blanks.

1099-C Preprinted Form Report Procedure

To print the 1099-C Cancellation of Debt for an organization, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select 1099-C Preprinted Form Report Procedure from the list of values.

The Parameters window appears.

5. In the Invoice Minimum field, enter an invoice amount or use the default value of \$600.00

Note: The report only selects records greater than or equal to the Invoice Minimum value.

6. In the Reprint field, select Yes or No from the list of values.

For information on the Maintain 1099-C Information window, see [Receivables Management Procedures](#), page 54-1.

7. In the Reprint Type field, select All, Corrected, or Void from the list of values.

Note: Select Reprint Type only if Reprint is set to Yes.

Note: See [Table 55-6](#), page 55-26, for a description of 1099-C Cancellation of Debt selection criteria.

8. To apply the parameters, click **OK**.
9. To send the print request to the concurrent manager, click **Submit**.

The Requests window appears.

10. To view the request, select the appropriate Request ID and click **View Output**.
11. Close the window.

Note: The IRS 1099-C Cancellation of Debt report is a preprinted form that is produced by the IRS annually. Federal Financials enables agencies to print financial information from written-off receivables onto these preprinted forms.

[Table 55–6](#) describes the 1099-C Cancellation of Debt selection criteria.

Table 55–6 1099-C Cancellation of Debt Selection Criteria

Reprint	Reprint Type	Description
No		All invoices that are checked reportable and are not checked reprint are selected for the 1099-C Cancellation of Debt report.
Yes	Void	Only invoices checked as reportable, reprint, and void are selected for the 1099-C Cancellation of Debt report.
Yes	Corrected	Only invoices checked as reportable, reprint, and corrected are selected for the 1099-C Cancellation of Debt report.
Yes	All	All invoices checked reportable and reprint, and either void or corrected, are selected for the 1099-C Cancellation of Debt report.

1099-C Cancellation of Debt Report Description

Table 55–7 1099-C Cancellation of Debt Report Description

Field	Description
Creditor's name, street address, city, state, and ZIP code	name, address, city, state, and ZIP code for creditor
Creditor's Federal identification number	federal identification number for creditor
Debtor's identification number	federal identification number for debtor
Date cancelled	date the debt cancelled
Amount of debt cancelled	amount of debt cancelled
Debtor's name	debtor name
Interest if included in box 2	amount of interest if included as part of amount of debt cancelled
Street address (including apt. no.)	street address of debtor
City, state, and ZIP code	city, state, and ZIP code of debtor
Debt description	description of debt
Account number (optional)	optional field, account number assigned by agency
Check for bankruptcy	If box is selected, the creditor indicated that debt was cancelled in a bankruptcy proceeding.
Fair market value of property	The fair market value of property is shown, or the debtor receives a separate Form 1099-A Acquisition or Abandonment of Secured Property.

Generating the 1096 Annual Summary and Transmittal of U.S. Information Returns Procedure

To print the 1096 Annual Summary and Transmittal of U.S. Information Returns for an organization, perform the following steps.

Note: Run this data after the 1099-C Cancellation of Debt reports are processed.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select 1096 Annual Summary and Transmittal of U.S. Information Returns from the list of values.

The Parameters window appears.

5. In the Name of Contact Person field, enter a contact name.
6. In the Phone of Contact Person field, enter a phone number.
7. In the Federal Income Tax Withheld field, enter the amount of federal income tax withheld.
8. In the Invoice Minimum field, enter an invoice amount or use the default value of \$600.00.

Note: The report only selects records greater than or equal to the Invoice Minimum value.

9. To apply the parameters, click **OK**.
10. To send the print request to the concurrent manager, click **Submit**.

The Requests window appears.

11. To view the request, select the appropriate Request ID and click **View Output**.
12. Close the window.

Note: The IRS 1096 Annual Summary and Transmittal of U.S. Information Returns is a preprinted form that is produced by the IRS annually. Federal Financials enables agencies to print financial information from written-off receivables onto

these preprinted forms using the 1096 Annual Summary and Transmittal of U.S. Information Returns report.

1096 Annual Summary and Transmittal of U.S. Information Returns Report Description

Table 55–8 1096 Annual Summary and Transmittal of U.S. Information Returns Report Description

Field	Description
Filer's name, street address, city, state, and ZIP code	name, address, city, state, and ZIP code for filer
Name of person to contact if the IRS needs more information; Telephone number	name and telephone number of person to contact
1. Employer identification number	federal identification number of employer
2. Social security number	social security number of filer
3. Total number of forms	total number of forms sent to IRS
4. Federal income tax withheld	amount of federal income tax withheld
5. Total amount reported with this Form 1096	total amount reported with the Form 1096
Enter an 'X' in only one box below to indicate the type of form being filed.	indicates the type of form being filed
If this is the FINAL return, enter an 'X' here	indicates if the form is the final return

Generating the Delinquent Invoices Eligible for Referral Report Procedure

To print the Delinquent Invoices Eligible for Referral Report, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Delinquent Invoices Eligible for Referral Report from the list of values.

The Parameters window appears.

5. In the As of Date field, optionally select a target date.
6. In the Customer Name Low field, optionally select a customer name to begin the report generation from the list of values.
7. In the Customer Name High field, optionally select a customer name to end the report generation from the list of values.
8. In the Customer Number Low field, optionally enter a customer number to begin the report generation from the list of values.
9. In the Customer Number High field, optionally enter a customer number to end the report generation from the list of values.
10. In the Receivables Type field, optionally enter a receivables type from the list of values.
11. To apply the parameters, click **OK**.
12. To send the print request to the concurrent manager, click **Submit**.
The Requests window appears.
13. To view the request, select the appropriate Request ID and click **View Output**.
14. Close the window.

Delinquent Invoices Eligible for Referral Report Description

Table 55–9 Delinquent Invoices Eligible for Referral Report Description

Field	Description
Header Section	set of books, operating unit, report date, and page
Customer Name	customer name
Customer Number	customer number
Invoice Number	invoice transaction number
Receivable Type	receivable type; includes Administrative Receivables, Defaulted Guaranteed Loans, or Direct Loans
Due Date	original invoice due date
Days Past Due	calculated by subtracting Due Date from the As of Date parameter
Original Amount Due	original amount due
Amount Outstanding	amount due; includes invoice and debit memo transactions

Generating the Invoice Status Report Procedure

To print the Invoice Status Report, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.
The Submit Request window appears.
4. In the Name field, select Invoice Status Report from the list of values.
The Parameters window appears.
5. In the Invoice Number Low field, optionally select an invoice number that is past due by at least one day to begin invoice status report generation from the list of values.
6. In the Invoice Number High field, optionally select an invoice number that is past due by at least one day to end invoice status report generation from the list of values.
7. In the Receivable Type field, optionally select a Receivable Type from the list of values.
8. In the Customer Name Low field, optionally select a customer name to begin the report generation from the list of values.
9. In the Customer Name High field, optionally select a customer name to end the report generation from the list of values.
10. In the Customer Number Low field, optionally enter a customer number to begin the report generation from the list of values.
11. In the Customer Number High field, optionally enter a customer number to end the report generation from the list of values.
12. In the Current / History field, optionally select Current or History from the list of values.
13. In the Invoice Status field, optionally select an invoice status from the list of values.
14. To apply the parameters, click **OK**.

- 15.** To send the print request to the concurrent manager, click **Submit**.
The Requests window appears.
- 16.** To view the request, select the appropriate Request ID and click **View Output**.
- 17.** Close the window.

Invoice Status Report Description

Table 55–10 *Invoice Status Report Description*

Field	Description
Header Section	set of books, operating unit, report date, and page
Customer Name	customer name
Customer Number	customer number
Location	customer location
Invoice Nbr	invoice transaction number
Due Date	original invoice due date
Days Past Due	calculated by subtracting Due Date from the As of Date parameter
Receivable Type	receivable type
Amount Due	amount due
Status	invoice status
Start Date	invoice start date
End Date	invoice end date
Comments	user comments

Generating the Delinquent Invoice Referral Procedure

To generate the delinquent invoice electronic file and to print the Delinquent Invoice Referral Report, perform the following steps.

Note: Debt Eligible for Referral to Treasury for Offset of Debt Eligible for Referral to Treasury for Cross-referencing must be assigned in the Invoice Status window before running this process.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Delinquent Invoice Referral Process from the list of values.

The Parameters window appears.

5. In the Customer Name Low field, optionally select a customer name to begin the report generation from the list of values.
6. In the Customer Name High field, optionally select a customer name to end the report generation from the list of values.
7. In the Customer Number Low field, optionally enter a customer number to begin the report generation from the list of values.
8. In the Customer Number High field, optionally enter a customer number to end the report generation from the list of values.
9. In the Referral Through Date field, Optionally enter the referral through date to end the report generation from the list of values.
10. In the Output field, select Report Only or Report and Electronic File from the list of values.
11. To apply the parameters, click **OK**.
12. To send the print request to the concurrent manager, click **Submit**.

Note: When the Report and Electronic File parameter is selected, two requests are submitted to the concurrent manager. The output of the first request

contains the Delinquent Invoice Referral Report. The second request produces the output file to be submitted to Debt Management Service (DMS).

The Requests window appears.

- 13.** To view the request, select the appropriate Request ID and click **View Output**.

Note: To submit an electronic file to DMS, save the output of the Delinquent Invoice Referral Process as a text file (.txt). The file can then be uploaded to DMS through their approved procedures.

- 14.** Close the window.

Delinquent Invoice Referral Report Description

Table 55–11 *Delinquent Invoice Referral Report Description*

Field	Description
Header Section	set of books, operating unit, report date, and page
Customer Name	customer name
Customer Number	customer number
Invoice Number	invoice transaction number
Due Date	original invoice due date
Days Past Due	calculated by subtracting Due Date from the Referral Through Date parameter
Principal	amount due remaining
Interest	sum of debit memos whose finance charge category is Interest
Administrative Costs	sum of debit memos whose finance charge category is Administrative
Penalties	sum of debit memos whose finance charge category is Penalties
Total Amt Referred	calculated by adding Referred Principal, Referred Interest, and Referred Administrative, and Penalties

Part XI

Federal Reports

FMS Form 224 Statement of Transactions Process

This chapter describes the FMS Form 224 Statement of Transactions report process in Oracle U.S. Federal Financials. The following sections are in this chapter:

- [Definition](#)
- [Federal Requirements](#)
- [FMS Form 224 Statement of Transactions Report Diagram](#)
- [FMS Form 224 Statement of Transactions Report Process](#)
- [References](#)

Definition

The FMS Form 224 Statement of Transactions is generated by federal agencies containing debit and credit transactions. The report includes vouchers accomplished by the Department of Treasury and cash collections received for deposit.

Federal Requirements

This section includes the following parts:

- [Reporting Requirements](#)
- [Submission Requirements](#)

Reporting Requirements

Agencies are required to comply with the following:

- The FMS Form 224 must be generated for each calendar month.
- If no transactions occur during the accounting month, a zero activity FMS Form 224 must be submitted.
- If additional transactions occur after submission of the FMS Form 224, an additional FMS Form 224 containing only supplemental information must be submitted.

Submission Requirements

Agencies are required to comply with the following:

- The FMS Form 224 must be submitted to the Department of Treasury no later than the fifth working day following the close of the accounting month.
- A separate FMS Form 224 must be submitted for each Agency Location Code (ALC).
- The supplemental FMS Form 224 must be submitted between the fifth and eighth working days following the close of the reporting month.

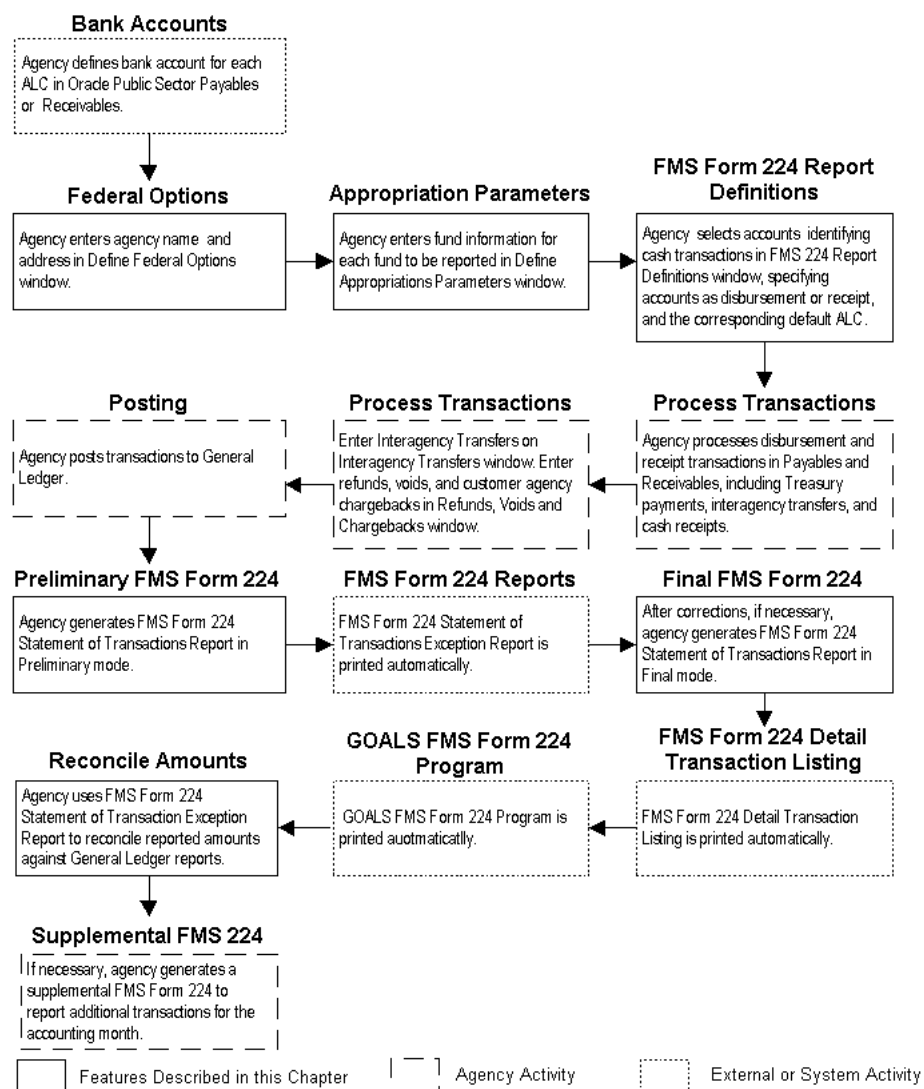
Federal Financials provides the FMS Form 224 Statement of Transactions process to comply with these requirements.

Additional information on FMS Form 224 requirements is documented in the *Treasury Financial Manual (TFM)*, 2-3300.

FMS Form 224 Statement of Transactions Report Diagram

Figure 56–1 shows the FMS Form 224 Statement of Transaction Report diagram as described in Table 56–1.

Figure 56–1 FMS Form 224 Statement of Transactions Report Process Diagram



FMS Form 224 Statement of Transactions Report Diagram Description

Table 56–1 FMS Form 224 Statement of Transactions Report Diagram Description

Feature	Description	Status
Bank Accounts	Agency defines bank account for each ALC in Oracle Public Sector Payables and Oracle Public Sector Receivables.	external or system activity
Federal Options	Agency enters agency name and address in Define Federal Options window.	described in this chapter
Appropriation Parameters	Agency enters fund information for each fund to be reported in Define Appropriations Parameters window.	described in this chapter
FMS Form 224 Report Definitions	Agency selects accounts identifying cash transactions in FMS 224 Report Definitions window, specifying accounts as disbursement or receipt, and the corresponding default ALC.	described in this chapter
Process Transactions	Agency processes disbursement and receipt transactions in Payables and Receivables, including Treasury payments, interagency transfers, and cash receipts.	agency activity
Process Transactions	Enter Interagency Transfers on Interagency Transfers window. Enter refunds, voids, and customer agency chargebacks in Refunds, Voids and Chargebacks window.	agency activity
Posting	Agency posts transactions to General Ledger.	agency activity
Preliminary FMS Form 224	Agency generates FMS Form 224 Statement of Transactions in Preliminary mode.	described in this chapter
FMS Form 224 Reports	FMS Form 224 Statement of Transactions Exception Report is printed automatically.	external or system activity
Final FMS Form 224	After corrections, if necessary, agency generates FMS Form 224 Statement of Transactions in Final mode.	described in this chapter

Table 56-1 FMS Form 224 Statement of Transactions Report Diagram Description

Feature	Description	Status
FMS Form 224 Detail Transaction Listing	FMS Form 224 Detail Transaction Listing is printed automatically.	external or system activity
GOALS FMS Form 224 Program	GOALS FMS Form 224 Program is printed automatically.	external or system activity
Reconcile Amounts	Agency uses FMS Form 224 Statement of Transaction Exception Report to reconcile reported amounts against General Ledger reports.	described in this chapter
Supplemental FMS 224	If necessary, agency generates a supplemental FMS Form 224 to report additional transactions for the accounting month.	agency activity

FMS Form 224 Statement of Transactions Report Process

This section includes the following parts:

- [Features](#)
- [Process](#)

Features

The Federal Financials FMS Form 224 Statement of Transactions process is comprised of the following features:

- FMS Form 224 Report Definitions window
- FMS Form 224 Statement of Transactions, including the ability to generate supplemental reports
- FMS Form 224 Statement of Transactions Exception Report

Process

The FMS Form 224 Statement of Transactions report process includes the following steps:

1. The agency defines a bank account for each ALC in the Bank Accounts window in Payables or Receivables.

For information on defining a bank account, see [Step 11. Define Bank Accounts](#), page 3-17.
2. The agency enters the agency name and address in the Define Federal Options window.
3. The agency enters the FMS 224 Fund Type for each fund to be reported in the Define Appropriation Parameters window. Funds are designated as Disbursement Account, Receipt Account, or Revolving Account. Transactions are reported by Department of Treasury Symbol on the FMS Form 224 Statement of Transactions, Section I. The fund designation determines the section and column of the FMS Form 224 Statement of Transactions in which transactions are reported for manual journal entries.
4. In the FMS Form 224 Report Definitions window, the agency selects the accounts to be used in determining the transactions to be reported on the FMS Form 224 Statement of Transactions. The Account Type determines the section and column of the FMS Form 224 Statement of Transactions in which transactions are reported for manual journal entries to Revolving Accounts. The

agency can also define the default ALC for each record to be used when the ALC cannot be determined from a bank account.

5. The agency processes disbursements and receipts throughout the accounting month, posting transactions to General Ledger.
6. Interagency transfer transactions are also entered in the Interagency Transfers window. Refunds, voids, and customer agency chargeback transactions are also entered in the Refunds, Voids and Chargebacks window.
7. At month-end, the agency generates the FMS Form 224 Statement of Transactions. All applicable transactions, including disbursements processed in the Department of Treasury Confirmation and Reconciliation window, receipts processed in the Cash Receipts window, and interagency transactions recorded in the Interagency Transfers window, are included in the report.

Note: The FMS Form 224 Statement of Transactions can be regenerated, as long as Preliminary is selected in the Parameters window during report generation. If Final is selected, the report cannot be regenerated except as a supplemental FMS Form 224 Statement of Transactions.

8. If the FMS Form 224 is run in Preliminary mode, exception items can be corrected for regeneration of the current month's report. The FMS Form 224 Exception Report can be used to compare FMS Form 224 reported amounts with amounts on General Ledger balancing reports for the reporting period.
9. The FMS Form 224 Detail Transaction Listing and the GOALS FMS Form 224 Program are automatically generated. The FMS Form 224 Details Transaction Listing lists all the journal lines that are reported on the FMS Form 224. The GOALS FMS Form 224 Program prepares the FMS-224 data for electronic reporting.
10. If additional transactions must be reported after FMS Form 224 submission, when FMS Form 224 Statement of Transactions is generated in final mode, a supplemental FMS Form 224 Statement of Transactions can be generated using the FMS Form 224 Statement of Transactions procedure. Only transactions not previously reported are included.

References

For information on entering and updating agency information in the Define Federal Options window, see [Federal Options Setup](#), page 6-1.

For information on entering and updating appropriation parameters in the Define Appropriation Parameters window, see [Appropriation Parameters Setup](#), page 10-1.

For information on entering and updating information in the FMS Form 224 Report Definitions window, see [Federal Report Definitions Setup](#), page 15-1.

For information on entering and updating information in the Interagency Transfers window, see [Interagency Transaction Procedures](#), page 52-1.

For information on entering and updating information in the Refunds, Voids and Chargebacks window, see [Refunds, Voids, and Chargebacks Procedures](#), page 47-1.

For information on printing the FMS Form 224 Statement of Transactions, see [FMS Form 224 Statement of Transactions Report Procedures](#), page 57-1.

For information on defining a bank account, see [Defining Bank Accounts](#), *Oracle Public Sector Payables User's Guide* or [Defining Bank Accounts](#), *Oracle Public Sector Receivables User's Guide*.

FMS Form 224 Statement of Transactions Report Procedures

This chapter describes the FMS Form 224 Statement of Transactions Report, the FMS Form 224 Detail Transaction Listing, and the FMS Form 224 Statement of Transactions Exception Report. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Generating the FMS Form 224 Statement of Transactions Report Procedure](#)
- [FMS Form 224 Statement of Transactions Report Description](#)
- [FMS Form 224 Detail Transaction Listing Procedure](#)
- [FMS Form 224 Detail Transaction Listing Description](#)
- [FMS Form 224 Statement of Transactions Exception Report Procedure](#)
- [FMS Form 224 Statement of Transactions Exception Report Description](#)

Definition

The FMS Form 224 Statement of Transactions includes credit and debit information.

Overview

This section includes the following parts:

- [Features](#)
- [Requirements](#)

Features

The FMS Form 224 Statement of Transactions Report provides information to the Department of Treasury about the financial condition and operations of federal agencies. The report includes vouchers accomplished by the Department of Treasury and cash collections received for deposit.

The FMS Form 224 Detail Transaction Listing provides the detail journal lines that were included in the FMS Form 224 Statement of Transactions Report to aid in reconciliation activities.

The FMS Form 224 Statement of Transactions Exception Report includes transactions included in or omitted from the FMS Form 224 Statement of Transactions Report that can require review or correction. These include the following:

- transactions with a prior month's date included in the current report and not included in a prior month's report
- transactions with future accomplish dates not included in the current report
- transactions previously reported as future accomplish dates included in the current report
- transactions with incomplete data for interagency transfer not included in the current report
- transactions with incomplete data for refund, void, and chargeback payments not included in the current report
- transactions included in the current report where the Billing Agency Fund for an interagency transfer is the same as the Customer Agency Fund
- transactions with incomplete organizations not included in the current report

Requirements

Federal agencies that disburse through the Department of Treasury are required to submit the FMS Form 224 Statement of Transactions Report, which is used to monitor an agency's monthly disbursement and receipt activity with the Department of Treasury.

Information regarding report requirements is available in the *Treasury Financial Manual (TFM)*, 2-3300.

Prerequisites

- ❑ A cash transaction code for Department of Treasury payments must be defined.
To set up transaction codes in Oracle Public Sector General Ledger, see [Step 6. Define Transaction Codes](#), page 3-14.
- ❑ The Create Summarized Journal Entries check box must not be selected in the Payables Options window in Oracle Public Sector Payables.
To select Payables options, see [Defining Payables Options](#), *Oracle Public Sector Payables User's Guide*.
- ❑ In the Define Federal Options window, the agency address must be provided; the Disbursement in Transit check box must be selected; the appropriate Cash Transaction Code must be selected from the list of values; and the Interagency Activity name must be selected.
To enter and update information in the Define Federal Options window, see [Federal Options Setup](#), page 6-1.
- ❑ Fund information must be provided in the Define Appropriation Parameters window for each fund to be reported.
To enter and update fund information in the Define Appropriation Parameters window, see [Appropriation Parameters Setup](#), page 10-1.
- ❑ FMS Form 224 information must be entered in the FMS Form 224 Report Definitions window.
To enter and update information in the FMS Form 224 Report Definitions window, see [Federal Report Definitions Setup](#), page 15-1.
- ❑ All interagency transfers, including chargebacks, must be entered in the Interagency Transfers window.
To enter and update information in the Interagency Transfers window, see [Interagency Transaction Procedures](#), page 52-1.
- ❑ Customer agency IPAC chargebacks, voided payments, or refunds received must be entered in the Refunds, Voids and Chargebacks window.
To enter and update information in the Refunds, Voids and Chargebacks window, see [Refunds, Voids, and Chargebacks Procedures](#), page 47-1.
- ❑ The Posting Detail parameter must be set to Detail when submitting the Run General Ledger Interface in Receivables.

To set the Run General Ledger Interface and the Posting Detail parameter, see [Running General Ledger Interface](#), *Oracle Public Sector Receivables User's Guide*.

- ❑ A bank account must be defined for each agency ALC.

To define bank accounts, see [Step 11. Define Bank Accounts](#), page 3-17.

Generating the FMS Form 224 Statement of Transactions Report Procedure

To print the FMS Form 224 Statement of Transactions Report, perform the following steps:

1. In Federal Financials, navigate to the Submit Request window as follows.

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select FMS Form 224 Process from the list of values.

The Parameters window appears.

5. In the Period Name field, select a period name from the list of values.
6. In the Preliminary or Final field, select the preliminary or final mode from the list of values.

Note: If Preliminary is selected, the report can be regenerated. If Final is selected, the report cannot be regenerated. Once the report is run in final mode, only a supplemental report can be generated.

7. In the Legal Entity field, select a legal entity from the list of values.
8. To apply the parameters, click **OK**.
9. To send the print request to the concurrent manager, click **Submit**.

The Requests window appears.

10. To view the request, select the appropriate Request ID and click **View Output**.
11. Close the window.

Note: The Zero Activity FMS Form 224 Statement of Transactions Report and the Supplemental FMS Form 224 Statement of Transactions Report are also printed using this procedure.

Note: For information on submitting the FMS Form 224 Statement of Transactions Report using GOALS, see [GOALS Procedures](#), page 68-1.

FMS Form 224 Statement of Transactions Report Description

The Header section for the FMS Form 224 Statement of Transactions Report Description includes the reporting period, report date, and agency identification information.

The footer section of the FMS Form 224 Statement of Transactions Report Description includes the date and signature of person approving the FMS Form 224.

Table 57–1 FMS Form 224 Statement of Transactions Report Description

Column or Line Number	Title	Description
	Header Section	reporting period; Agency Location Code; agency name and address
	Section I: Classification of Disbursements and Collections	total cash activity by appropriation, fund, or receipt account; total disbursements cleared, collections received
1	Appr., Fund Or Receipt Account	appropriation, fund, or receipt account symbol
		symbols: receipt accounts, used to report agency collections, (1) governmental or budgetary, (2) proprietary and intergovernmental. First two digits identify agency, last four digits identify receipt account within fund group; expenditure accounts, used to report agency disbursements processed by Regional Finance Center (RFC) or accomplished using IPAC, first two digits identify agency reporting disbursement, last four digits identify disbursement account within fund group; suspense or clearing accounts, used when transaction cannot be classified into receipt or expenditure, seven or more digits, third digit is F, transactions must be removed as soon as correct classification is made.
		Note: Subclass identification prefixes are assigned by Department of Treasury and used when reporting below appropriation or fund level.
		Note: Agencies dividing appropriation symbols into subaccounts must roll up accounts into reportable appropriation symbol.
2	Receipts and Collections Credited to Appropriation or Fund Account	amount of collections; data from SF 215 Deposit Tickets, SF 5515 Debit Memos, and TFS 7306 IPAC Customer Agency Activity Statements, including IPAC chargebacks
		symbols: available and unavailable receipt accounts, F clearing accounts, revolving fund accounts, trust fund receipts, borrowings from the public, sales of federal securities, loan repayments
	Total	net total for Column 2

Table 57-1 FMS Form 224 Statement of Transactions Report Description

Column or Line Number	Title	Description
3	Gross Disbursement	amount of disbursements; data from SF 1166 Voucher and Schedule of Payments, SF 1081 Voucher and Schedule of Withdrawals and Credits, IPAC transactions
		symbols: F clearing accounts, revolving fund accounts, deposit fund accounts, investments in federal securities, loan disbursements
	Total	net total for Column 3
	Net Total Section I	Column 3 total minus Column 2 total
	Section II	same information as Section I, reported by month instead of account type; disbursements for current month, adjustments to disbursements in prior months, collections received this month; used to distinguish transactions processed by Department of Treasury Regional Finance Centers from net collections received by agency
1	Add Payment Transactions Accomplished: This Month	total of all disbursements and IPAC receipts in Section I by month accomplished; amount listed for This Month used by Department of Treasury to generate SF 6652 Statement of Differences report, amounts listed for prior months used to clear prior month's SF 6652 items
	Prior Month	
	Total Payments	
2	Deduct Collections Received	total of all collections received for deposit (SF 215), minus uncollectible items charged (SF 5515) and related adjustments for current accounting month
3	Net Total Section II	Line 1 minus Line 2; disbursements minus collections by accounting month; must match Net total of Section I
	Section III	status of collections and deposit activity; balance of undeposited collections from close of previous month, total collections received in current month, and unconfirmed deposits from current and prior months
1	Balance of Undeposited Collections, Close of Preceding Month	collections on hand as of close of previous month; must equal Line 4, Section III, of previous month's FMS Form 224
2	Add Collections Received This Month	total collections received, minus uncollectible items and adjustments for current month

Table 57-1 FMS Form 224 Statement of Transactions Report Description

Column or Line Number	Title	Description
3	Deduct Deposits Presented or Mailed to Bank This Month	total of deposits made by month to banks, Federal Reserve Branches, or other Department of Treasury-approved depositories; amount listed for This Month used by Department of Treasury to generate SF 6652 Statement of Differences report, amounts listed for prior months used to clear prior month's SF 6652 items
	Prior Month	
	Total Deposits Presented or Mailed to Bank	
4	Net Total Section III	total of Line 1 and Line 2 minus Line 3; carried forward to Section III, Line 1 on next month's FMS Form 224

FMS Form 224 Detail Transaction Listing Procedure

No separate procedure is required to print the FMS Form 224 Detail Transaction Listing. The FMS Form 224 Detail Transaction Listing is printed automatically when the FMS Form 224 Statement of Transactions Report is printed.

FMS Form 224 Detail Transaction Listing Description

Table 57-2 FMS Form 224 Detail Transaction Listing Description

Column	Description
Header Section	reported period, set of books name, legal entity name, run mode, process identifier, original or supplemental value, ALC, and Treasury Symbol
Journal Name	General Ledger journal name
Journal Category	General Ledger journal category
Line Num	General Ledger journal line number
GL Period	period posted to General Ledger
Amount	transaction amount
Accomplish Date	date accomplished
Document Number	document number
Record Type	transaction record type
Col Grp	transaction column group; determines placement on the FMS Form 224 Statement of Transactions Report; 20 - reports transaction in Section I column 2, Section II line 2, and Section III lines 2 and 3; 21 - reports transaction in Section I column 2 and Section II line 1; 30 - reports transaction in Section I column 3 and Section II line 1; 31 - reports transaction in Section I column 3, Section II line 2, and Section III lines 2 and 3
Obligation Date	obligation date
Interagency	indicates if transaction is an interagency transaction

FMS Form 224 Statement of Transactions Exception Report Procedure

No separate procedure is required to print the FMS Form 224 Statement of Transactions Exception Report. The FMS Form 224 Statement of Transactions Exception Report is printed automatically when the FMS Form 224 Statement of Transactions Report is printed.

FMS Form 224 Statement of Transactions Exception Report Description

Table 57-3 FMS Form 224 Statement of Transactions Exception Report Description

Column	Description
Header Section	date and period of report; Agency Location Code
Section I: Record(s) appearing in current month from prior period activity:	transactions posted in a prior period but not reported; can be due to reopening of period after FMS Form 224 generation, or FMS Form 224 generation prior to final close of period; added to totals reported in Section I of FMS Form 224 to maintain balance between Sections I and II
Batch Name	general ledger journal entry batch name
GL Period	period posted to General Ledger
Accomplish Date	date accomplished
Amount	transaction amount
Section II: Record(s) appearing in current month from future period activity:	receipts with a future accomplish date that has now arrived; added to totals reported in Section I of FMS Form 224 to maintain balance between Sections I and III
Batch Name	general ledger journal entry batch name
GL Period	period posted to General Ledger
Accomplish Date	date accomplished
Amount	transaction amount
Section III: Record(s) omitted from current month with future accomplish date:	receipts with a future accomplish date; deducted from totals reported in Section I of FMS Form 224 to maintain balance between Sections I and III
Batch Name	general ledger journal entry batch name
GL Period	period posted to General Ledger
Accomplish Date	date accomplished
Amount	transaction amount
Section IV: Record(s) omitted from current month with incomplete data for Interagency Transfer:	interagency disbursement transactions missing in Interagency Transfers window. Transaction cannot be processed until it is entered in Interagency Transfers window.
Batch Name	general ledger journal entry batch name
GL Period	period posted to General Ledger

Table 57-3 FMS Form 224 Statement of Transactions Exception Report Description

Column	Description
Accomplish Date	date accomplished
Amount	transaction amount
Section V: Voided record(s) omitted from current month with incomplete Refunds, Voids, and Chargebacks information:	voided payment transactions missing in the Refunds, Voids and Chargebacks window. Transaction cannot be processed until it is entered in Refunds, Voids, and Chargebacks window.
Batch Name	general ledger journal entry batch name
GL Period	period posted to General Ledger
Accomplish Date	date accomplished
Amount	transaction amount
Section VI: Record(s) appearing in the current month where the Billing Agency Fund on Interagency Transfers form duplicates your agency fund:	interagency disbursement transactions where the Billing Agency Fund in Interagency Transfers window is a duplicate of the customer Agency Fund entered in the disbursement transaction
Batch Name	general ledger journal entry batch name
GL Period	period posted to General Ledger
Accomplish Date	date accomplished
Amount	transaction amount
Section VII: Record(s) appearing in the current month with the default Agency Code	The ALC could not be determined from a bank account. The ALC on the FMS Form 224 Report Definitions for the account is used as the default.
Batch Name	general ledger journal entry batch name
GL Period	Period posted to General Ledger
Accomplish Date	date accomplished
Amount	transaction amount
Section VIII: Record(s) omitted in current month with incomplete Project Accounting accomplish date	The accomplish date is not entered in the Expenditure Item descriptive flexfield.

FMS Form 1219/1220 Process

This chapter describes the FMS Form 1219/1220 process in Oracle U.S. Federal Financials. The following sections are in this chapter:

- [Definition](#)
- [Federal Requirements](#)
- [FMS Form 1219/1220 Process Diagram](#)
- [FMS Form 1219/1220 Report Process](#)
- [References](#)

Definition

The FMS Form 1219 Statement of Accountability is prepared by disbursing officers in agencies that do their own disbursing. The report is used to determine the accountability of disbursing officers for funds held outside the Department of Treasury, that is cash on hand. This includes Department of Treasury Regional Finance Centers (TRFCs), Military Departments (Army, Navy, and Air Force), and nonmilitary agencies that do their own disbursing.

Overview

This section includes the following parts:

- [Features](#)
- [Federal Requirements](#)

Features

The FMS Form 1220 Statement of Transactions is prepared by disbursing officers to provide Treasury with a monthly statement of payments and collections for the agency.

The FMS Form 1219 Statement of Accountability and FMS Form 1220 Statement of Transactions are treated as one report when processed by the Financial Management Service (FMS). This report is referred to as the FMS Form 1219/1220 in this document.

The FMS Form 1219/1220 Process selects general ledger transactions that must be reported on the FMS Form 1219/1220.

The FMS Form 1219/1220 Correction procedure assigns lines and the Agency Location Code (ALC) on the FMS Form 1219/1220 report to transaction records where the required information cannot be identified. It also allows entry of adjustment records and the assignment of these records to lines on the report.

The FMS Form 1219/1220 Exception Report includes transactions included in or omitted from the FMS Form 1219/1220 report that can require review or correction.

For information on FMS Form 1219/1220 procedures, see [FMS Form 1219/1220 Report Procedures](#), page 59-1.

Federal Requirements

This section includes the following parts:

- [Reporting Requirements](#)
- [Submission Requirements](#)

Reporting Requirements

Agencies are required to comply with the following:

- The FMS Form 1219/1220 report must be generated for each calendar month.
- If no transactions occur during the accounting month, a zero activity FMS Form 1219 must be submitted.

Submission Requirements

Agencies are required to comply with the following:

- A separate FMS Form 1219/1220 report must be submitted for each ALC.
- A supplemental FMS Form 1219/1220 report containing supplemental information can be submitted to adjust data.

Federal Financials enables users to comply with these requirements by providing the FMS Form 1219/1220 process.

Additional information on FMS Form 1219/1220 report requirements is documented in the *Treasury Financial Manual (TFM)*, 2-3100.

FMS Form 1219/1220 Process Diagram

Figure 58–1 and Figure 58–2 show the FMS Form 1219 / 1220 Process diagram as described in Table 58–1.

Figure 58–1 FMS Form 1219/1220 Process Diagram

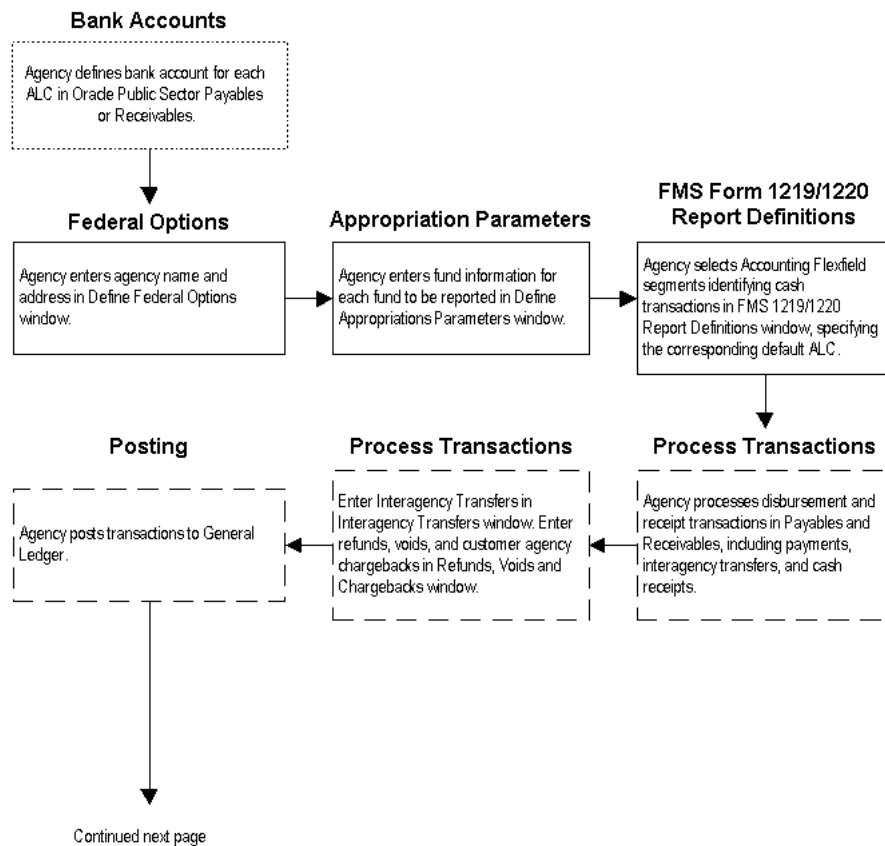
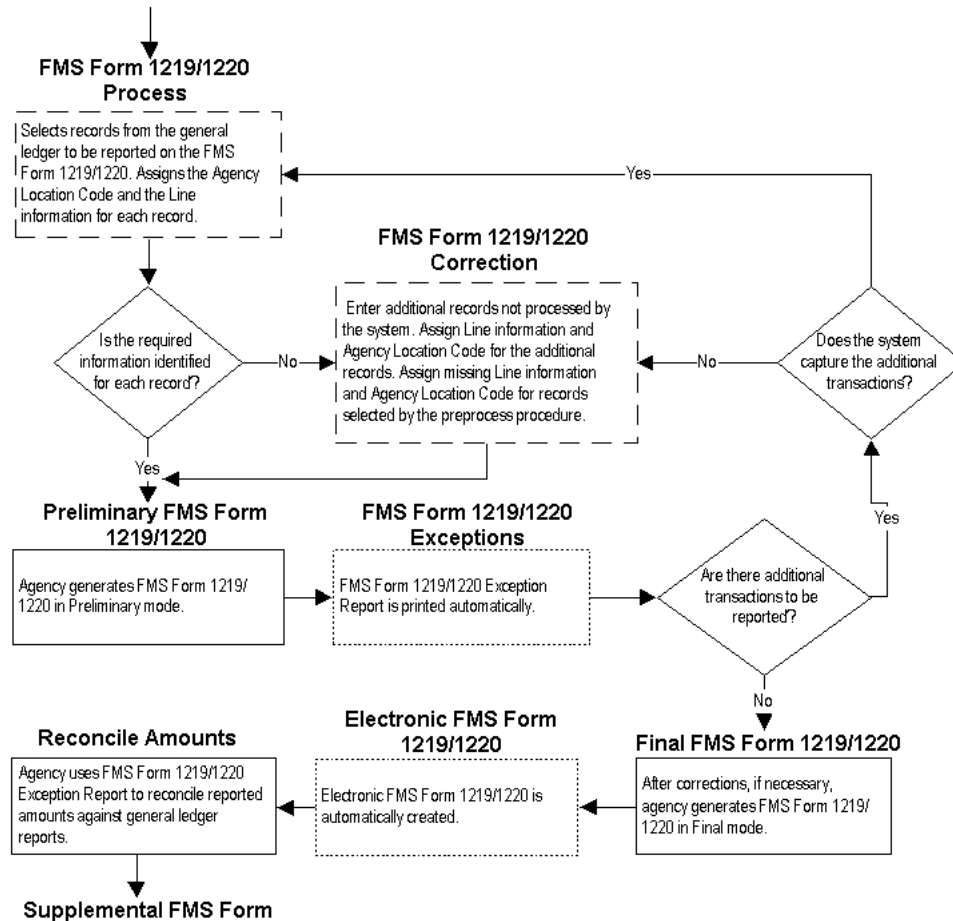


Figure 58–2 FMS Form 1219/1220 Process Diagram (Continued)

FMS Form 1219/1220 Process Diagram Description

Table 58–1 FMS Form 1219/1220 Process Diagram Description

Feature	Description	Status
Federal Options	Agency enters agency name, address, and location code in Define Federal Options window.	described in this chapter

Table 58–1 FMS Form 1219/1220 Process Diagram Description

Feature	Description	Status
Appropriation Parameters	Agency enters fund information for each fund to be reported in the Define Appropriations Parameters window.	described in this chapter
FMS Form 1219/1220 Report Definitions	Agency selects Accounting Flexfield segments identifying cash transactions in the FMS 1219/1220 Report Definitions window.	described in this chapter
Process Transactions	Agency processes disbursement and receipt transaction in Payables and Receivables, including payments, interagency transfers, and cash receipts.	agency activity
Process Transactions	Enter Interagency Transfers in Interagency Transfers window. Enter refunds, voids, and customer agency chargebacks in Refunds, Voids and Chargebacks window.	agency activity
Posting	Agency posts transactions to General Ledger.	agency activity
FMS Form 1219/1220 Process	Selects records from the general ledger to be reported on the FMS Form 1219/1220. Assigns the Agency Location Code and the Line information for each record.	agency activity
Decision Box	Is the required information identified for each record?	described in this chapter
FMS Form 1219/1220 Correction	If required information is not identified, perform this step. Assign missing Line information and Agency Location Code for records selected by the preprocess procedure. Enter additional records not processed by the system. Assign Line information and Agency Location Code for the additional records.	agency activity

Table 58-1 FMS Form 1219/1220 Process Diagram Description

Feature	Description	Status
Preliminary FMS Form 1219/1220	If the required information is identified, perform this step. If the required information was not identified for each record, perform this step after making the FMS Form 1219/1220 Correction. Agency generates FMS Form 1219/1220 report in Preliminary mode.	agency activity
FMS Form 1219/1220 Exceptions	FMS Form 1219/1220 Exception Report is printed automatically.	external or system activity
Decision Box	Are there additional transactions to be reported?	described in this chapter
Decision Box	If there are additional transactions to be reported, perform this step. Does the system capture the additional transactions?	described in this chapter
FMS Form 1219/1220 Correction	If the system does not capture the additional transactions, perform the FMS Form 1219/1220 Correction as previously described, then continue the process.	agency activity
FMS Form 1219/1220 Process	If the system does capture the additional transactions, perform the FMS Form 1219/1220 Process as previously described, then continue the process.	agency activity
Final FMS Form 1219/1220	If there are no additional transactions to be reported, perform this step. After corrections, if necessary, agency generates FMS Form 1219/1220 report in Final mode.	described in this chapter
Reconcile Amounts	Agency uses FMS Form 1219/1220 Exception Report to reconcile reported amounts against general ledger reports.	described in this chapter

Table 58-1 FMS Form 1219/1220 Process Diagram Description

Feature	Description	Status
Supplemental FMS Form 1219/1220	If necessary, agency generates a supplemental FMS Form 1219/1220 to report additional transactions for the accounting month.	agency activity

FMS Form 1219/1220 Report Process

This section includes the following parts:

- [Features](#)
- [Process](#)

Features

The Federal Financials FMS Form 1219/1220 Report process is comprised of the following features:

- FMS Form 1219/1220 Report Definitions window
- FMS Form 1219/1220 Process
- FMS Form 1219/1220 Transaction Correction window
- FMS Form 1219/1220 Report, including the ability to generate supplemental reports
- FMS Form 1219/1220 Exception Report

Process

The FMS Form 1219/1220 report process includes the following steps:

1. In the FMS Form 1219/1220 Report Definitions window, the agency selects the Accounting Flexfield segment to be used in determining the transactions to be reported on the FMS Form 1219/1220.
2. The agency enters the treasury symbol and fund values to be reported in the Define Appropriation Parameters window. Transactions are reported by treasury symbol on the FMS Form 1220.
3. The agency processes disbursements and receipts throughout the accounting month, posting transactions to General Ledger.
4. Interagency transfer transactions are entered in the Interagency Transfers window. Refunds, voids, and customer agency chargeback transactions are entered in the Refunds, Voids and Chargebacks window.
5. At month-end, the agency runs the FMS Form 1219/1220 Process procedure. All applicable transactions, including disbursements, receipts, and interagency transactions, are selected.

Transactions where the line information or the ALC could not be identified are populated in the FMS Form 1219/1220 Transaction Correction window.

Note: When the process is resubmitted and the Delete Corrections parameter is set to No in the Parameters window, any additional records entered in the FMS Form 1219/1220 Transaction Correction window are not deleted.

6. The agency performs the FMS Form 1219/1220 Correction procedure to update the transactions selected by the FMS Form 1219/1220 Process. Updates are performed by assigning line numbers of the report to the transaction as well as the ALC in the FMS Form 1219/1220 Transaction Correction window. Adjustments can also be entered in the FMS Form 1219/1220 Transaction Correction window to account for items not selected in the FMS Form 1219 and 1220 Process. Records that do not have lines assigned are not reported in the FMS Form 1219/1220 report process.
7. The FMS Form 1219/1220 report process prints the FMS Form 1219 Statement of Accountability and the FMS Form 1220 Statement of Transactions. The FMS Form 1219/1220 report process internally reconciles all transactions to be included in the report against General Ledger. If discrepancies exist, the transactions are printed on the FMS Form 1219/1220 Exception Report.
Note: The FMS Form 1219/1220 can be regenerated as long as Preliminary is selected in the Parameters window during report generation. If Final is selected, the report cannot be regenerated except as a supplemental FMS Form 1219/1220.
8. If the FMS Form 1219/1220 is run in Preliminary mode, exception items can be corrected for regeneration of the current month's report. The FMS Form 1219/1220 Exception Report can be used to compare FMS Form 1219/1220 reported amounts with amounts on general ledger balancing reports for the reporting period.
9. If additional transactions must be reported after FMS Form 1219/1220 submission, which is the FMS Form 1219/1220 generated in final mode, a supplemental FMS Form 1219/1220 can be generated using the FMS Form 1219/1220 Process procedure, the FMS Form 1219/1220 Correction procedure, if required, and the FMS Form 1219/1220 report procedure. Only transactions not previously reported are included. If applicable, an Exception Report is also generated as described in Step 7.

References

For information on entering and updating agency information in the Define Federal Options window, see [Federal Options Setup](#), page 6-1.

For information on entering and updating appropriation parameters in the Define Appropriation Parameters window, see [Appropriation Parameters Setup](#), page 10-1.

For information on entering and updating information in the FMS Form 1219/1220 Report Definitions window, see [Federal Report Definitions Setup](#), page 15-1.

For information on the FMS Form 1219/1220 Process procedure, see [FMS Form 1219/1220 Report Procedures](#), page 59-1.

For information on FMS Form 1219/1220 Transaction Correction procedure, see [FMS Form 1219/1220 Report Procedures](#), page 59-1.

For information on entering and updating information in the Refunds, Voids and Chargebacks window, see [Refunds, Voids, and Chargebacks Procedures](#), page 47-1.

For information on the FMS Form 1219/1220 report procedure, see [FMS Form 1219/1220 Report Procedures](#), page 59-1.

References

FMS Form 1219/1220 Report Procedures

This chapter describes the FMS Form 1219 Statement of Accountability report, the FMS Form 1220 Statement of Transactions report, and the FMS Form 1219/1220 Exception Report. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Generating the FMS Form 1219/1220 Process Procedure](#)
- [Generating the FMS Form 1219/1220 Correction Procedure](#)
- [FMS Form 1219/1220 Transaction Correction Window](#)
- [FMS Form 1219/1220 Transaction Correction Window Description](#)
- [Line Assignment Window](#)
- [Line Assignment Window Description](#)
- [Generating the FMS Form 1219/1220 Report Procedure](#)
- [FMS Form 1219 Statement of Accountability Report Description](#)
- [FMS Form 1220 Statement of Transactions Report Description](#)
- [FMS Form 1219/1220 Exception Report Procedure](#)
- [FMS Form 1219/1220 Exception Report Description](#)

Definition

The FMS Form 1219 Statement of Accountability is prepared by disbursing officers in agencies that do their own disbursing. This report is used to determine the accountability of disbursing officers for funds held outside the Department of Treasury, that is cash on hand. This includes Department of Treasury Regional Finance Centers (RFCs), Military Departments (Army, Navy, and Air Force), and nonmilitary agencies that do their own disbursing.

Overview

This section includes the following parts:

- [Features](#)
- [Requirements](#)

Features

The FMS Form 1220 Statement of Transactions is prepared by disbursing officers to provide Department of Treasury with a monthly statement of payments and collections for the agency.

The FMS Form 1219 Statement of Accountability and FMS Form 1220 Statement of Transactions are treated as one report when processed by the Financial Management Service (FMS). This report is referred to as the FMS Form 1219/1220 in this document.

The FMS Form 1219/1220 Process selects transactions from the general ledger that should be reported on the FMS Form 1219/1220 based on the values of the Accounting Flexfield defined during the Federal Report Definitions Setup procedure.

For information on setting up federal report definitions, see [Setting Up FMS Form 1219/1220 Report Definitions Procedure](#), page 15-1.

The FMS Form 1219/1220 Correction procedure uses the FMS Form 1219/1220 Transaction Correction window to provide additional information to report on the FMS Form 1210/1220 and to perform the following tasks:

- select line placement for the FMS Form 1220/1219 report for transactions processed by the system where line placement could not be determined
- select the Agency Location Code (ALC) for the FMS Form 1219/1220 for transactions processed by the system where the ALC could not be determined

- enter additional amounts, the ALC, and the corresponding line placement for the FMS Form 1219/1220 to account for items not captured by the system

The FMS Form 1219/1220 Exception Report includes transactions included in or omitted from the FMS Form 1219/1220 that can require review or correction. The following transactions are included:

- transactions with a prior month's date included in the current report and not included in a prior month's report
- transactions previously reported as future accomplish dates included in the current report
- transactions with future accomplish dates not included in the current report
- transactions with incomplete data for interagency transfer not included in the current report
- transactions with incomplete data for refund, void, and chargeback payments not included in the current report

Requirements

Federal agencies that perform their own disbursing are required to submit the FMS Form 1219/1220, which provides Department of Treasury with monthly statements of accountability and details of payments and collections for the agencies.

Information regarding report requirements is available in the *Treasury Financial Manual (TFM)*, 2-3100.

Prerequisites

- ❑ A cash transaction code for Department of Treasury payments must be defined if using the Department of Treasury Confirmation procedure.
To set up transaction codes in Oracle Public Sector General Ledger, see [Step 6. Define Transaction Codes](#), page 3-14.
- ❑ The Create Summarized Journal Entries check box must not be selected in the Payables Options window in Payables.
To select Payables options, see [Payables Options](#), *Oracle Public Sector Payables User's Guide*.
- ❑ Agency Location Code and Agency Address must be provided in the Define Federal Options window. If the Disbursement in Transit check box is selected, the appropriate cash transaction code must be selected. The Interagency Paygroup Name must be selected.
To enter and update information in the Define Federal Options window, see [Federal Options Setup](#), page 6-1.
- ❑ Fund information must be provided in the Define Appropriation Parameters window for each fund to be reported.
To enter and update appropriation parameters in the Define Appropriation Parameters window, see [Appropriation Parameters Setup](#), page 10-1.
- ❑ FMS Form 1219/1220 information must be entered in the FMS Form 1219/1220 Report Definitions window.
To enter and update information in the FMS Form 1219/1220 Report Definitions window, see [Federal Report Definitions Setup](#), page 15-1.
- ❑ All interagency transfers, including chargebacks, must be entered in the Interagency Transfers window.
To enter and update information in the Interagency Transfers window, see [Interagency Transaction Procedures](#), page 52-1.
- ❑ Customer Agency IPAC chargebacks, voided payments, or refunds received must be entered in the Refunds, Voids and Chargebacks window.
To enter and update information in the Refunds, Voids and Chargebacks window, see [Refunds, Voids, and Chargebacks Procedures](#), page 47-1.
- ❑ The Posting Detail parameter must be set to Detail when submitting the Run General Ledger Interface in Receivables.

To set the Posting Detail parameter, see [Running the GL Interface](#), *Oracle Public Sector Receivables User's Guide*.

Generating the FMS Form 1219/1220 Process Procedure

To generate the FMS Form 1219 / 1220 Process procedure, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.
4. In the Name field, select FMS Form 1219 / 1220 Process from the list of values.
The Parameters window appears.
5. In the Period Name field, select the accounting period being reported from the list of values.
6. In the Legal Entity field, select the legal entity from the list of values.
7. In the Delete Corrections field, select Yes or No from the list of values to delete the additional records entered during the FMS Form 1219 / 1220 Correction procedure.
8. To apply the parameters, click **OK**.
9. To send the print request to the concurrent manager, click **Submit**.
The Requests window appears.
10. To view the request, select the appropriate Request ID and click **View Output**.
11. Close the window.

Generating the FMS Form 1219/1220 Correction Procedure

Note: FMS Form 1219/1220 Process procedure must be run before performing the FMS Form 1219/1220 Correction procedure.

To enter adjustments to the FMS Form 1219/1220, perform the following steps.

1. In Federal Financials, navigate to the FMS Form 1219/1220 Transaction Correction window as follows:
Setup - Federal Report Definitions - FMS Form 1219/1220 - Transaction Correction
2. Enter data in each field of the FMS Form 1219/1220 Transaction Correction window as described in [Table 59-1](#), page 59-9.
3. To assign lines for records, place the cursor on the transaction record line.
4. Click **Lines**.
The Line Assignment window appears.
5. Enter data in each field of the Line Assignment window as described in [Table 59-2](#), page 59-11.
6. Save or save and continue as follows:
File - Save or Save and Proceed
7. Close the window.

FMS Form 1219/1220 Transaction Correction Window

Figure 59–1 FMS Form 1219/1220 Transaction Correction Window

Fund Value	GL Batch Name	GL Period	Amount	Agency Location Code	Lines
0100B	Void Payables 128035: A 1066	OCT/00-01	75.00	20220111	☒
			1,125.00	20220111	☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐

Accomplish Date: Treasury Symbol: 36-00-0100

FMS Form 1219/1220 Transaction Correction Window Description

Table 59–1 FMS Form 1219/1220 Transaction Correction Window Description

Field Name	Type	Features	Description
Fund Value	default, display only		balancing segment of the Accounting Flexfield for transactions processed by the system
GL Batch Name	default, display only		general ledger journal batch name for transactions processed by the system
GL Period	default, display only		general ledger journal period for transactions processed by the system
Amount	required		additional amount or transaction amount processed by the system Note: This field is display only for transactions processed by the system.
Agency Location Code	required		ALC for the additional amount or for the transaction processed by the system Note: This field is displayed only for transactions processed by the system where the ALC is found.
Lines	display only	check box	automatically selected when lines are assigned in the Line Assignment window
Accomplish Date	optional	list of values	date transaction accomplished Note: This field is required when line number 2.11, 2.12, 2.80, or 4.20 is selected in the Line Assignment window.
Treasury Symbol	optional	list of values	treasury symbol for reporting on the FMS Form 1220 Note: This field is required when line number 4.10 is selected in the Line Assignment window.
Error Record	optional	button	navigates to record that requires Accomplish Date or Treasury Symbol Note: Button is enabled after one of the following error messages is received: Treasury Symbol is required or Accomplish Date is required.
Lines		button	opens the Line Assignment window

Line Assignment Window

Figure 59–2 Line Assignment Window

The screenshot shows a window titled "Line Assignment" with a table containing the following data:

Line Number	Line Description	FMS 1220 Column
2.10	Checks Issued Current Period	
4.10	Net Disbursements	3

Line Assignment Window Description

Table 59–2 *Line Assignment Window Description*

Field Name	Type	Features	Description
Line Number	optional	list of values	valid FMS Form 1219 report line
Line Description	default, display only		automatically populated when line number selected
FMS 1220 Column	optional		column for reporting on FMS Form 1220 Note: This field is required when the line number is 4.10.

Generating the FMS Form 1219/1220 Report Procedure

Note: The FMS Form 1219 / 1220 Process procedure must be run before performing the FMS Form 1219 / 1220 Report procedure.

To print the FMS Form 1219 / 1220, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Request Set radio button.
3. Click **OK**.
4. In the Request Set field, select FMS Form 1219 / 1220 Report Set from the list of values.
5. Tab to or click in the Parameters field for the FMS Form 1219 / 1220 Report.
The Parameters window appears.
6. In the Run Type field, select Preliminary or Final from the list of values.
Note: If Preliminary is selected, the report can be regenerated. If Final is selected, the report cannot be regenerated. Once the report is run in final mode, only a supplemental report can be generated.
7. In the DO Name field, enter the disbursing officer's name.
8. In the DO Location field, enter the disbursing officer's address.
9. In the DO Tel No field, enter the disbursing officer's telephone number.
10. To apply the parameters, click **OK**.
11. To send the print request to the concurrent manager, click **Submit**.
The Requests window appears.
12. To view the request, select the appropriate Request ID and click **View Output**.
13. Close the window.

Note: The Zero Activity FMS Form 1219 / 1220 Report and the Supplemental FMS Form 1219 / 1220 Report are also printed using this procedure.

FMS Form 1219 Statement of Accountability Report Description

Table 59–3 FMS Form 1219 Statement of Accountability Report Description

Column or Line Number	Title	Description
	Header Section	disbursing officer name, department or agency, location, ALC, and period
	Section I: General Statement of Account	
	Part A: Transactions During Period Affecting Accountability	computes the total disbursing office accountability to Department of Treasury
1.00	Accountability Beginning Of Period	balance of accountability for the disbursing office or station as of the close of the previous accounting period
2.00	Increases in Accountability	description
2.10	Checks Issued Current Period	total amount of checks drawn on the Department of Treasury for the current period; analysis of the total amount by check symbol, shown in Section II, Part A
2.11	Checks Issued / Adjustments (TFS Form 5206)	total amount of adjustments of prior month check issue amounts based on FMS Form 5206 recorded in the current month; analysis of the total amount by check symbol and month and year of the check issue, shown in Section II, Part A
2.12	Checks Issued / Adjustments - Other	total amount of adjustments of prior month check issue amounts other than those based on FMS Form 5206 recorded in the current month; analysis of the total amount by check symbol and month and year of the check issue, shown in Section II, Part A
2.30	Other Transactions	description
2.34	Discrepancies in D.O. Accounts - Credits	total amount of all unidentified transactions during period of account that increases the disbursing office accountability and cannot accurately be classified to line 2.36 or 2.37
2.36	Payments by Another D.O.	total amount of Department of Treasury check payments issued by another disbursing office, at the reporting office's request, during period of account
2.37	Transfers from Other D.O.	total amount of transfers received from other disbursing officers during period of account

Table 59-3 FMS Form 1219 Statement of Accountability Report Description

Column or Line Number	Title	Description
2.80	IPAC Payments and Collections	total amount of IPAC payments and collections for the period, including any adjustments of IPAC payments and collections and limited pay in prior periods; an analysis by ALC and month and year of the payments and collections reported in Section II, Part B
2.90	Total Increases in Accountability	sum of lines 2.10, 2.11, 2.12, 2.34, 2.36, 2.37, and 2.80
3.00	Subtotal	sum of the accountability at the beginning of the period and the increases in accountability during the reporting period; line 1.00 plus line 2.90
4.00	Decreases in Accountability	description
4.10	Net Disbursements	total of gross vouchered charges to appropriation and fund accounts net of receipts and collections credited to appropriation or fund accounts for the reporting period; analysis by appropriation, fund, or receipt account reported in FMS Form 1220
4.20	Deposits Presented or Mailed to Bank	deposits of disbursing officers net of related net vouchers; summary analysis by deposit symbol and month and year presented or mailed to the bank reported in Section II, Part B
4.30	Other Transactions	description
4.34	Discrepancies in D.O. Accounts - Debits	total amount of all unidentified transactions during the reporting period that decreases the disbursing office accountability and that cannot be classified accurately to line 4.36 or 4.37
4.36	Payments for Another D.O.	total amount of Department of Treasury check payments issued by the reporting disbursing office at the request of another disbursing office during the reporting period
4.37	Transfers to Other D.O.	total amount of transfers sent to other disbursing officers during period of account
4.90	Total Decreases in Accountability	sum of lines 4.10, 4.20, 4.34, 4.36, and 4.37
5.00	Total Accountability Close of Period	difference between amounts reported on line 3.00 and line 4.90
	Part B: Analysis of Officer's Accountability	summarizes the elements that make up the current and prior disbursing officer's accountability

Table 59-3 FMS Form 1219 Statement of Accountability Report Description

Column or Line Number	Title	Description
6.10	Deposits in Banks	total of all checkbook balances in U.S. dollar or U.S. dollar equivalent of foreign currencies on deposit in designated depository accounts
6.20	Cash on Hand and in Transit to Treasury	total of cash items held at disbursing office or station in U.S. dollar or U.S. dollar equivalent of foreign currencies
6.50	Advances to Agents	total cash that has been advanced to officially authorized government cashiers for which they are accountable to the disbursing office
7.00	Receivables and Deferred Voucher Charges	payments made on vouchers that are not complete; total of uncollected check overdrafts; total funds lost, stolen, or are otherwise unavailable; total of all dishonored checks held for redemption by the drawer
8.00	Total of My Accountability	sum of lines 6.10, 6.20, 6.50, and 7.00; amount of accountability for which the incumbent disbursing office is personally liable
9.00	Predecessor Officer's Receivables	total of uncollected check overdrafts applying to checks issued by the predecessor disbursing office; total funds of the predecessor disbursing office lost, stolen, or are otherwise unavailable; any predecessor disbursing office funds that remain outstanding for any reason
9.90	Total Disbursing Office Accountability	sum of lines 8.00 and 9.00; total should equal Total Accountability Close of Period (line 5.00)
	Footer Section - Certification	name of contact and telephone number of contact, signature of the disbursing office, and date
	Section II - Summary by Symbol of Check and Deposit Transactions with U.S. Treasury	
	Part A - Checks Issued and Adjustments for Prior Periods	analysis shown by check symbol for checks issued or check issue adjustments transactions that occurred in the current period
TC 210	Checks Issued Current Period	analysis by Check Symbol for checks issued in the current reporting period
1	Check Symbol/ DO Symbol	check symbol number under which the checks are drawn or to which the check issue adjustment transactions apply
2	Issue Date (MM/YY)	accomplish date; blank; not used in this section
3	Amount	total amount of all checks issued during the current reporting period under the related check symbol

Table 59-3 FMS Form 1219 Statement of Accountability Report Description

Column or Line Number	Title	Description
TC 211	Checks Issued Adjustments - TFS Form 5206	analysis by Check Symbol for check issue adjustment based on FMS Form 5206 in the current reporting period by check symbol and original issue month and year
1	Check Symbol / DO Symbol	check symbol number under which the checks are drawn or to which the check issue adjustment transactions apply
2	Issue Date (MM / YY)	original issue month and year to which the check issue adjustment transactions apply
3	Amount	total adjustment for the check symbol and issue month for the check issue adjustment
TC 212	Checks Issued Adjustments - Other	analysis by check symbol for checks issue adjustment transactions other than those based on FMS Form 5206 in the current reporting period by check symbol and original issue month and year
1	Check Symbol / DO Symbol	check symbol number under which the checks are drawn or to which the check issue adjustment transactions apply
2	Issue Date (MM / YY)	original issue month and year to which the check issue adjustment transactions apply
3	Amount	total adjustment for the check symbol and issue month for the check issue adjustment
TC 280	IPAC Payments and Collections	all IPAC transactions reported in the current reporting period
1	Check Symbol / DO Symbol	ALC under which the IPAC payments and collections are made
2	Issue Date (MM / YY)	month and year during which the IPAC transaction, including adjustments, are processed
3	Amount	amount of the IPAC transaction or adjustment by ALC and Issue Date
	Part B - Summary of Deposits Presented or Mailed to Bank (Line 4.20)	
TC 420	Deposits Presented / Mailed to Bank (Line 4.20)	total deposits net of debit vouchers presented or mailed to the bank accomplished during the current or prior reporting period by the related deposit symbol

Table 59-3 FMS Form 1219 Statement of Accountability Report Description

Column or Line Number	Title	Description
1	Deposit Symbol	deposit symbol number used by the disbursing office
2	Date Presented or Mailed to Bank	month and year the deposit accomplished
3	Amount	total amount for deposit transactions net of debit vouchers for the deposit symbol and date accomplished

FMS Form 1220 Statement of Transactions Report Description

Table 59-4 *FMS Form 1220 Statement of Transactions Report Description*

Column	Title	Description
	Header Section	disbursing officer name, department or agency, location, bureau, period of account, and ALC
1	Appr. Fund or Receipt Account	appropriation, fund, or receipt account symbol
2	Receipts and Collections Credited to Appropriation or Fund Accounts	all receipts and collections, IPAC chargebacks, and refunds or voids of payments where the obligation originally made in a prior fiscal year
3	Gross Disbursements	all disbursements and refunds or voids of payments where the obligation originally made in the current fiscal year; data derived from payment vouchers made on letters of credit on an issue month basis
	Columnar Totals	net totals for columns 2 and 3
	Net Total - (Report on Line 4.10 of FMS Form 1219)	column 2 minus column 3

FMS Form 1219/1220 Exception Report Procedure

No separate procedure is required to print the FMS Form 1219 / 1220 Exception Report. The FMS Form 1219 / 1220 Exception Report is printed automatically when the FMS Form 1219 / 1220 Report is printed.

For information on printing the FMS Form 1219 / 1220 Report, see the [Generating the FMS Form 1219 / 1220 Report Procedure](#), page 59-12.

FMS Form 1219/1220 Exception Report Description

Table 59–5 FMS Form 1219/1220 Exception Report Description

Column	Description
Header Section	date and period of report
Section I: Record(s) appearing in current month from prior period activity:	transactions posted in a prior period but not reported; may be due to reopening of period after FMS Form 1219/1220 generation, or FMS Form 1219/1220 generation prior to final close of period
Batch Name	general ledger journal entry batch name
GL Period	period posted to General Ledger
Accomplish Date	date accomplished
Amount	transaction amount
Section II: Record(s) appearing in current month from future period activity:	transactions with a future accomplish date that has now arrived
Batch Name	general ledger journal entry batch name
GL Period	period posted to General Ledger
Accomplish Date	date accomplished
Amount	transaction amount
Section III: Record(s) omitted from current month with future accomplish date:	transactions with a future accomplish date not included on FMS Form 1219/1220
Batch Name	general ledger journal entry batch name
GL Period	period posted to General Ledger
Accomplish Date	date accomplished
Amount	transaction amount
Section IV: Record(s) omitted from current month with incomplete data for Interagency Transfer:	interagency disbursement transactions missing in Interagency Transfers window; transaction cannot be processed until it is entered in Interagency Transfers window
Batch Name	general ledger journal entry batch name
GL Period	period posted to General Ledger
Accomplish Date	date accomplished
Amount	transaction amount

Table 59–5 FMS Form 1219/1220 Exception Report Description

Column	Description
Section V: Record(s) omitted from current month with incomplete Refunds, Voids, and Chargebacks information:	voided payment transactions missing in Refunds, Voids, and Chargebacks window; transaction cannot be processed until it is entered in Refunds, Voids, and Chargebacks window
Batch Name	general ledger journal entry batch name
GL Period	period posted to General Ledger
Accomplish Date	date accomplished
Amount	transaction amount

FACTS I Process

This chapter describes the Federal Agencies' Centralized Trial-Balance System (FACTS) I process in Oracle U.S. Federal Financials. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [FACTS I Process Steps Diagram](#)
- [FACTS I Process](#)
- [References](#)

Definition

The Department of Treasury's Financial Management Service (FMS) established the Federal Agencies' Centralized Trial-Balance System (FACTS) that requires Federal agencies to submit a preclosing adjusted trial balance, including balances for all revenues earned and all expenses incurred during the reporting period, at the end of each fiscal year. The preparation and submission of timely and reliably adjusted trial balances (ATBs) are the responsibility of the heads of each federal agency. The ATBs are prepared using the U. S. Standard General Ledger (US SGL).

Overview

The Department of Treasury developed a FACTS I internet system. The system requires a modified FACTS I Bulk Transfer format that is effective for Fiscal Year (FY) 2001 reporting. Transmittal Letter (T/L) S2-01-01 details the FY 2001 SGL Account Attributes required for FACTS I reporting. This is an update to Treasury Financial Manual (TFM) Release S2-00-01.

FACTS I replaces the following Federal Agency Financial reports:

- SF 220 Statement of Financial Condition
- SF 220-1 Additional Financial Information
- SF 221 Statement of Income and Retained Earnings
- SF 222 Report on Cash Flow
- SF 223 Report on Reconciliation

This section describes the following types of FACTS I requirements that must be met:

- [FACTS I Reporting Requirements](#)
- [FACTS I Submission Requirements](#)

FACTS I Reporting Requirements

To meet external reporting requirements, agencies need data at a level below the four-digit SGL account. Agencies' systems must capture this information at the transaction level.

The FACTS I attributes have been effective for agencies' financial statements since the release of the Office of Management and Budget (OMB) Bulletin 97-01, Form and Content of Agency Financial Statements, dated October 16, 1996. However,

attributes collected in FACTS I are used in preparation of the Financial Report of the United States Government and do not include all of the attributes used to prepare agency financial statements required by OMB Bulletin 97-01.

FACTS I Submission Requirements

FACTS I requires an agency to prepare the following data files to be transmitted to Treasury:

- Master Appropriation File (MAF)
- Adjusted Trial Balance (ATB)
- Notes

Users can submit the ATB file using bulk data transfers that is host to host. The MAF and Notes files must be generated and submitted using a FACTS Gateway application.

For information on FACTS I requirements, see the Department of Treasury's website at the following URL:

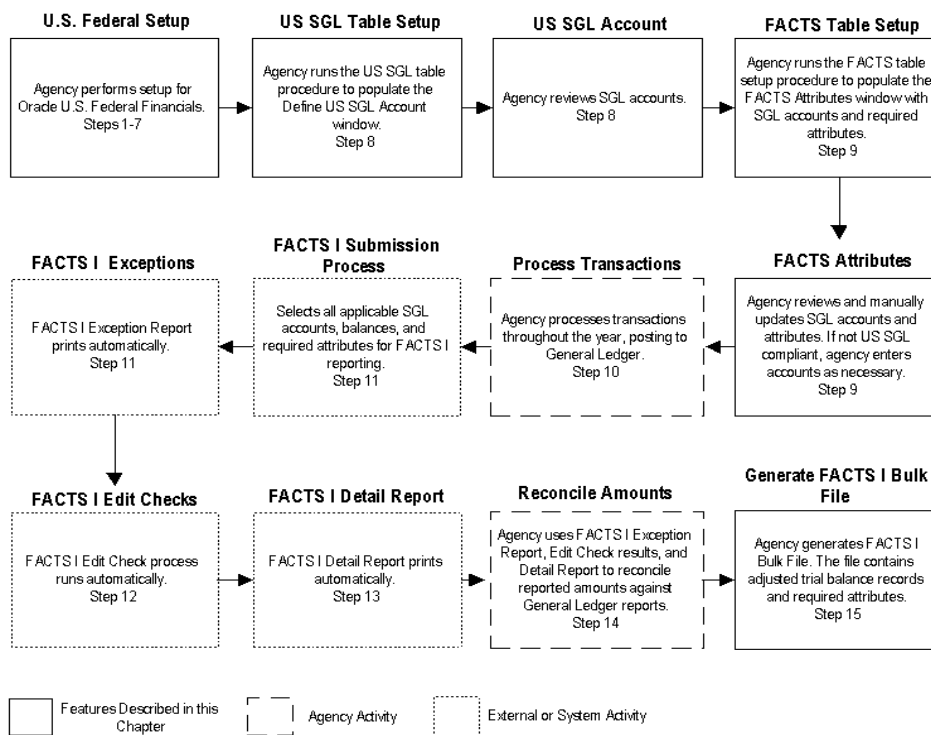
<http://www.fms.treas.gov/cfs/dev/index.html>

FACTS I Process Steps Diagram

Figure 60–1 lists the steps of the FACTS I process as described in Table 60–1, page 60–4.

Note: The step numbers in the diagram refer to the process steps described in Process, page 60–6.

Figure 60–1 *FACTS I Process Steps Diagram*



FACTS I Process Steps Diagram Description

Table 60–1 *FACTS I Process Steps Diagram Description*

Feature	Description	Status
U.S. Federal Setup	Agency performs setup for Oracle U.S. Federal Financials. Steps 1-7	described in this chapter

Table 60–1 FACTS I Process Steps Diagram Description

Feature	Description	Status
US SGL Table Setup	Agency runs the US SGL Table procedure to populate the Define US SGL Account window. Step 8	described in this chapter
US SGL Accounts	Agency reviews SGL accounts. Step 8	described in this chapter
FACTS Table Setup	Agency runs FACTS table setup procedure to populate FACTS Attributes window with SGL accounts and required attributes. Step 9	described in this chapter
FACTS Attributes	Agency reviews and manually updates SGL accounts and attributes. If not US SGL compliant, agency enters accounts as necessary. Step 9	described in this chapter
Process Transactions	Agency processes transactions throughout the year, posting to General Ledger. Step 10	agency activity
FACTS I Submission Process	Process selects all applicable SGL accounts, balances, and required attributes for FACTS I reporting. Step 11	external or system activity
FACTS I Exceptions	FACTS I Exception Report prints automatically. Step 11	external or system activity
FACTS I Edit Checks	FACTS I Edit Check process runs automatically. Step 12	external or system activity
FACTS I Detail Report	FACTS I Detail Report prints automatically. Step 13	external or system activity
Reconcile Amounts	Agency uses FACTS I Exception Report, Edit Check results, and Detail Report to reconcile reported amounts against general ledger reports. Step 14	agency activity
FACTS I Bulk File Process	Agency generates FACTS I Bulk File. File contains adjusted trial balance records and required attributes. Step 15	described in this chapter

FACTS I Process

This section includes the following parts:

- [Features](#)
- [Process](#)

Features

The Federal Financials FACTS I process consists of the following components:

- US SGL Accounts table setup
- FACTS Attribute table setup
- Define US SGL Accounts
- Define FACTS Attributes setup
- FACTS I Interface process
- FACTS I Exception Report
- FACTS I Edit Check process
- FACTS I Detail Report
- FACTS I Adjusted Trial Balance Report
- FACTS I Bulk File process

For information on the preceding procedures and reports, see the [References](#) section, page 60-11.

Process

The FACTS I process consists of the following steps.

1. The agency's name and address is entered in the Define Federal Options window.
2. The agency's treasury account codes are entered in the Define Treasury Account Codes window. The treasury account code is used as the agency's main account code in the Define Federal Account Symbol window. Account balances are reported by Treasury Account Code. The FACTS I rollup accounts are setup, if necessary.
3. The agency's Budget Subfunction values are entered in the Oracle Federal Financials Lookups window.

4. The agency's federal account symbols are entered in the Define Federal Account Symbols window. The treasury symbol is built dynamically in the Define Federal Account Symbols window, but users further describe the treasury symbol in the Define Appropriation Parameters window.
5. In the Define Appropriation Parameters window, users identify fund values that are associated with each treasury symbol.
6. Users define the Customer Trading Partner, Supplier Trading Partner, and Journal Trading Partner Descriptive Flexfields and assign the attributes for these descriptive flexfields in the Federal System Parameters window.
7. Users define the Customer Class and Supplier Type as FEDERAL and the corresponding Trading Partner value for Federal Customers and Suppliers.
8. Users initiate the US SGL table setup process to populate the Define US SGL Accounts window. This window captures all valid US SGL accounts as defined by the Department of Treasury.
9. Users initiate the FACTS Attributes table setup process to populate the Define FACTS Attributes window. Once the table setup procedure is completed, users can add, modify, or delete records from the windows as necessary.

Note: Agencies must comply with the US SGL to take full advantage of the FACTS I enhancement. Agencies that expand their numbering system to accommodate agency-specific requirements must designate a parent account that is a four-digit US SGL account. The FACTS Attributes window requires manual update to accommodate the SGL accounts before generating the FACTS I process if individual accounts are defined to specifically capture an attribute that further describes the parent SGL account.

Table 60–2 provides examples of alternate GL account numbering schemas.

Table 60–2 Alternate GL Account Numbering Schemas

GL	Account Name	Parent US SGL Account or Name
Example Structure Using Six-Digit GL Account		
101012	Disbursement Transactions - Direct Deposits	1010 - Fund Balance with Department of Treasury

Table 60–2 Alternate GL Account Numbering Schemas

GL	Account Name	Parent US SGL Account or Name
101013	Disbursement Transactions - OPAC	
101014	Direct Deposit Receipts - US Department of Treasury	
Example Structure Using Four-Digit GL Account		
1311	Accounts Receivable - Federal	1310 - Accounts Receivable
1312	Accounts Receivable - Nonfederal	
1313	Claims	

10. Once setup is complete, users process transactions throughout the year, posting transactions to General Ledger.
11. Users complete the FACTS I procedure annually. All applicable SGL accounts, account balances, and attributes are selected.

[Table 60–3](#) describes how the FACTS I attributes are derived.

Table 60–3 FACTS I Attribute Matrix

Attribute	Derived From
Custodial / Non-Custodial	Custodial / Non-Custodial field in the Define Appropriation Parameter window
Budget Subfunction	Budget Subfunction Lookup code of the Subfunction Description field in the Define Appropriation Parameters window
Exchange / Non-Exchange	FACTS attributes window. Different attribute values can be associated to subaccounts of a parent US SGL.

Table 60–3 FACTS I Attribute Matrix

Attribute	Derived From
Federal / Non-Federal	FACTS Attributes window in conjunction with the Customer Class, Supplier Type, and Trading Partner Descriptive Flexfield If FACTS Attributes is defined as Non-Federal, Federal, or Not Applicable then the attribute is set as N, F, or blank respectively for FACTS reporting. If FACTS Attributes is defined as Either Federal or Non-Federal, the attribute is set as F when the Customer Class or Supplier Type is set as Federal or the Journal Line Trading Partner Descriptive Flexfield has a value. Otherwise, the attribute is set as N for FACTS reporting.
Trading Partner	Customer Trading Partner Descriptive Flexfield, Supplier Trading Partner Descriptive Flexfield, or Journal Line Trading Partner Descriptive Flexfield Reported when the Federal / Non-Federal attribute is set as F for FACTS reporting, which is determined by rules defined for Federal / Non-Federal attribute. This comes from the Customer Trading Partner Descriptive Flexfield for the journals associated to a customer, the Supplier Trading Partner Descriptive Flexfield for the journals associated to a supplier, or the Journal Line Trading Partner Descriptive Flexfield for the journals not associated to a customer or supplier.

If discrepancies exist for any SGL account balance, the account and the balance are printed on the FACTS I Exception Report.

12. The FACTS I edit check process is executed after the FACTS I interface procedure summarizes the account balances. The edit check process certifies that debit and credit entries are equal. The required edit must be successfully completed before a FACTS I bulk file is produced.
13. The FACTS I Detail Report prints automatically.
14. Agencies reconcile reported amounts on the FACTS I Exception Report, the Edit Check Report, and the Detail Report against general ledger reports. Agencies can run the following reports to review and reconcile FACTS I output to SGL balances:
 - FACTS I Trial Balance
 - FACTS I Transaction Register

15. Once the FACTS I bulk file procedure is completed with an acceptable edit check, a bulk file is produced and a FACTS I ATB Report is generated.

Note: If the customer is running FACTS for the first time after the Fiscal Year 2002 enhancement, it should be run for all previous fiscal years with current year balances in Oracle Public Sector General Ledger to load the ending balance detail by code combination to be used for the next fiscal year. The ending balance detail is needed for accounts with the Federal/ Non-Federal attribute set to Federal or to Either Federal or Non-Federal. The process is as follows:

- Run the FACTS I Interface process in Run Mode of Year for the earliest fiscal year with current year balances in General Ledger. This loads the ending balance detail for the next fiscal year.
- Once the FACTS I Interface process completes with a FACTS I ATB report, run the FACTS I Interface process for the next fiscal year.

Note: If the FACTS I ATB report is not produced, the ending balances detail is not loaded.

- Repeat for each fiscal year.

These steps only need to be performed once. If these steps are not performed, the entire beginning balance is reported as F for the F/ N indicator and 00 for the Trading Partner for accounts set to Federal in the FACTS Attributes window. For accounts set to Either Federal or Non-Federal in the FACTS Attributes window, the entire beginning balance is reported as N for the F/ N indicator and blank for the Trading Partner.

References

This section lists sources of reference for the topics in this chapter.

For information on FACTS attribute table setup, see [Federal Reports Table Setup](#), page 14-1.

For information on US SGL accounts table setup, see [Federal Reports Table Setup](#), page 14-1.

For information on defining FACTS attributes setup, see [Federal Report Definitions Setup](#), page 15-1.

For information on defining US SGL accounts, see [Federal Report Definitions Setup](#), page 15-1.

For information on generating the FACTS I procedure, see [Generating FACTS I Procedure](#), page 61-6.

For information on the FACTS I Exception Report description, see [FACTS I Exception Report Description](#), page 61-7.

For information on the FACTS I edit check process, see [FACTS I Edit Check Process](#), page 61-10.

For information on the FACTS I Detail Report description, see [FACTS I Detail Report Description](#), page 61-11.

For information on the FACTS I 2001 Adjusted Trial Balance Bulk File transfer format, see [FACTS I 2001 Adjusted Trial Balance Bulk File Transfer Format](#), page 61-12.

References

FACTS I Procedures

This chapter describes the Federal Agencies' Centralized Trial Balance System (FACTS I) interface for FACTS I. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Generating FACTS I Procedure](#)
- [FACTS I Exception Report Description](#)
- [FACTS I Edit Check Process](#)
- [FACTS I Detail Report Description](#)
- [FACTS I 2001 Adjusted Trial Balance Bulk File Transfer Format](#)

Definition

The Department of Treasury established the Federal Agencies' Centralized Trial Balance System (FACTS I) to require federal agencies to submit a preclosing adjusted trial balance at the end of each fiscal year.

Overview

The Oracle U.S. Federal Financials FACTS I feature collects information and enables agencies to submit reports online. Users can also submit a report by transferring a file that eliminates the need for submitting the following Federal Agency Financial reports:

- SF220 - Statement of Financial Condition
- SF220-1 - Additional Financial Information
- SF221 - Statement of Income and Retained Earnings
- SF222 - Report on Cash Flow
- SF223 - Report on Reconciliation

This section describes the following:

- [FACTS I Required Files](#)
- [FACTS I Interface Process](#)

FACTS I Required Files

FACTS requires agencies to transmit the following files to the Department of Treasury:

- [Master Appropriation File \(MAF\)](#)
- [Adjusted Trial Balance \(ATB\)](#)
- [NOTES](#)

Master Appropriation File (MAF)

The MAF lists the valid appropriation codes that can be reported on by an agency. A separate MAF must be created for each business line within an agency.

Adjusted Trial Balance (ATB)

The ATB contains the preclosing balance records for each of the U.S. Standard General Ledger (US SGL) accounts, including assets, liabilities, equity, revenue, and expenses, reported on by an agency. The ATB is the source file that the Treasury FRB uses to produce the preclosing adjusted trial balance report for an agency at year-end.

NOTES

The NOTES report contains textual information and balances to support the adjusted trial balance. It replaces the SF 220-1, Additional Financial Information report.

Examples of notes include the following:

- description of business activity
- property held for sale
- future funding requirements

Only one NOTES report is required and accepted for each business line that the agency delineates. The NOTES report must include information concerning all of the ATBs that are rolled up into a business line. One or more ATBs can be associated with one set of NOTES.

FACTS I Interface Process

On a yearly basis, users submit the FACTS I Bulk file by running the FACTS I Interface process. All applicable SGL accounts, account balances, and attributes are selected.

If discrepancies exist for any US SGL account balance, the account and the balance are printed on the FACTS I Exception Report. [Table 61-1](#), page 61-7, provides a complete list of FACTS II exception categories.

A series of edit checks are performed before the FACTS I bulk file record layouts are completed. If there are failed edit checks, the FACTS I Detail Report is automatically printed. [Table 61-2](#), page 61-11, describes the FACTS I Detail Report.

Agencies can use the FACTS I Exception Report, the Edit Check Report, and the Detail Report to reconcile reported amounts against General Ledger.

For information on the FACTS I process, see [FACTS I Process](#), page 60-1.

Prerequisites

- ❑ Treasury account codes must be defined in the Define Treasury Account Codes window. Optionally, define FACTS I Rollup codes.

To define treasury account codes in the Define Treasury Account Codes window, see [Treasury Account Codes Setup](#), page 7-1.

- ❑ Treasury symbols must be defined in the Define Federal Account Symbols window.

To define treasury symbols, see [Federal Account Symbols Setup](#), page 8-1.

- ❑ Values for Department ID, Bureau ID, and fund values must be defined in the Define Appropriation Parameters window.

To enter and update appropriation parameters in the Define Appropriation Parameters window, see [Appropriation Parameters Setup](#), page 10-1.

- ❑ The Customer Class Lookup must be defined as FEDERAL for federal customers.

To define Customer Class Lookups, see [Customer Lookups](#), *Oracle Public Sector Receivables User's Guide*.

- ❑ The Supplier Type Lookup must be defined as FEDERAL for federal suppliers.

To define Supplier Type Lookups in Oracle Public Sector Purchasing, see [Step 28B. Define Oracle Public Sector Purchasing Lookups](#), page 3-38.

- ❑ The Trading Partner can be defined for federal customers in the descriptive flexfield of the Customers window.

To enter customers, see [Entering Customers](#), *Oracle Public Sector Receivables*.

- ❑ The Trading Partner can be defined for federal suppliers in the descriptive flexfield of the Suppliers window.

To enter suppliers, see [Entering Suppliers](#), *Oracle Public Sector Payables User's Guide*.

- ❑ The Trading Partner can be defined for federal transactions that were not initiated in Purchasing, Payables, or Receivables in the descriptive flexfield of the Journals window.

To define the Trading Partner in the Journals window, see [Entering Journal Lines](#), *Oracle Public Sector General Ledger*.

- ❑ Federal System Parameters can be defined to select the Trading Partner Descriptive Flexfield attributes.

To define federal system parameters, see [Federal System Parameters Setup](#), page 5-1.

- ❑ The US SGL accounts table setup procedure must be run to populate the Define US SGL Accounts window.

To run the US SGL accounts table setup procedure, see [Federal Reports Table Setup](#), page 14-1.

- ❑ US SGL accounts must be reviewed and edited, if necessary, in the Define US SGL Accounts window.

To enter and update US SGL accounts, see [Federal Report Definitions Setup](#), page 15-1.

- ❑ The FACTS Attributes table setup procedure must be run to populate the define FACTS Attributes window.

To run the FACTS Attributes table setup procedure, see [Federal Reports Table Setup](#), page 14-1.

- ❑ Account numbers and attributes must be reviewed and edited, if necessary, in the FACTS Attribute window.

To enter and update FACTS Attributes data, see [Federal Reports Table Setup](#), page 15-1.

Generating FACTS I Procedure

To print the FACTS I file, perform the following steps.

1. In Federal Financials, navigate to the Submit Requests window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.
4. In the Name field, select FACTS I Interface from the list of values.
The Parameters window appears.
5. In the Run Mode field, select the run mode from the list of values.
6. If Period is selected in the Run Mode field, in the To Period field, select the period ending range from the list of values.
7. If Fiscal Year is selected in the Run Mode field, in the Fiscal Year field, select the fiscal year from the list of values.
8. To apply the parameters, click **OK**.
9. To send the print request to the concurrent manager, click **Submit**.
The Requests window appears.
10. To view the request, select the appropriate Request ID and click **View Output**.
11. Close the window.

FACTS I Exception Report Description

The FACTS I Exception Report is printed automatically during the FACTS I procedure. The FACTS I Exception Report is described in [Table 61–1](#).

Table 61–1 *FACTS I Exception Report Description*

Column	Description
Header Section	run mode, fiscal year, to period, set of books
SGL Account Exceptions	
Proprietary Account not defined on FACTS Attributes	Exception: Neither the account nor the US SGL account is defined in the Define FACTS Attributes window, and is not reported in FACTS I. Solution: Either the account or the US SGL account must be defined in the Define FACTS Attributes window to be reported in FACTS I.
Not a Valid US SGL Account	Exception: The account is not defined in the Define US SGL Accounts window and is not reported in FACTS I. Solution: Either the account or the parent of the account must be defined in the Define US SGL Accounts window to be reported in FACTS I.
US SGL Account has been Disabled	Exception: The account or parent account was disabled in the Define US SGL Accounts window and is not reported in FACTS I. Solution: Enable the account in the Define US SGL Account window or record the amount in a different account to be reported in FACTS I.
Account has Multiple Parents defined	Exception: The account has multiple US SGL parents defined in General Ledger and is not reported in FACTS I. Solution: The account must only have one US SGL parent defined in General Ledger to be reported in FACTS I.
Not a FACTS I Account	Exception: The US SGL Account is defined as a FACTS Reporting Type of II in the Define US SGL Accounts window and is not reported in FACTS I. Solution: Change the FACTS Reporting Type to I or I and II to be reported in FACTS I.
Treasury Symbol has not been Defined	Exception: The fund value has not been assigned to a treasury symbol in the Define Appropriation Parameters window and is not reported in FACTS I. Solution: Associate the fund value to a treasury symbol in the Define Appropriation Parameters window to be reported in FACTS I.

Table 61-1 FACTS I Exception Report Description

Column	Description
Missing Attribute Exceptions	
Supplier or Customer could not be determined	Exception: The Supplier or Customer cannot be determined for the transaction posted to General Ledger. Solution: The transactions are reported in FACTS I with default values. If the Federal / Non-Federal Attribute is set to Federal in the Define FACTS Attributes window, the F / N indicator and Trading Partner is set to F and 00 respectively in FACTS I. If the Federal / Non-Federal Attribute is set to Either Federal or Non-Federal in the Define FACTS Attributes window, the F / N indicator is set to N and the Trading Partner is left blank in FACTS I.
Federal / Nonfederal Attribute set to F with a Nonfederal Supplier or Customer	Exception: The Federal / Non-Federal attribute is set to F in the Define FACTS Attributes window, and the Supplier or Customer is not defined as Federal for the transactions posted to General Ledger. Solution: The transactions are reported in FACTS I with the F / N indicator and Trading Partner set to F and 00 respectively.
Current Fiscal Year Beginning Balance Difference	Exception: The beginning balance in General Ledger for the fiscal year the FACTS I Interface is submitted is different than the ending balance for the FACTS I interface run for the previous fiscal year. Solution: The difference is reported in FACTS I with default values. If the Federal / Non-Federal Attribute is set to Federal in the Define FACTS Attributes window, the F / N indicator and Trading Partner is set to F and 00 respectively in FACTS I. If the Federal / Non-Federal Attribute is set to Either Federal or Non-Federal in the Define FACTS Attributes window, the F / N indicator is set to N and the Trading Partner is left blank in FACTS I.
Value for Subfunction must be specified	Exception: The Budget Subfunction value is not found for the fund value and is not reported on FACTS I. Solution: The correct value must be entered in the Subfunction Description field for the fund value in the Define Appropriation Parameters window.

Table 61-1 FACTS I Exception Report Description

Column	Description
Value for Exchange / Non-exchange revenue must be specified	Exception: The Exchange / Non-exchange field on FACTS Attributes has the value Either Exchange or Non-exchange for the account and is not reported on FACTS I. Solution: The account must have the value X for Exchange or T for Non-exchange in the FACTS Attributes window to be reported on FACTS I. Correct the account in the FACTS Attributes window by either selecting the appropriate value in the Exchange / Non-exchange field or by adding child accounts with the appropriate Exchange / Non-exchange value. The child account must be defined in the FACTS Attributes window with the correct values for Custodial / Non-custodial Budget Subfunction and Federal / Non-federal attributes as defined for the parent US SGL account.
Value for Custodial / Non-custodial must be specified	Exception: The Custodial / Non-custodial value is not found for the Treasury symbol and is not reported on FACTS I. Solution: The correct value must be entered in the Custodial / Non-custodial field for the Treasury Symbol in the Define Appropriation Parameters window.

FACTS I Edit Check Process

The FACTS I edit check process occurs automatically when the FACTS I procedure is performed. The edit check process certifies that debit entries equal credit entries for each treasury account code reported in FACTS I. If there are failed edit checks, the FACTS I Detail Report is automatically printed as described in [Table 61-2](#), page 61-11.

FACTS I Detail Report Description

The FACTS I Detail Report is printed automatically during the FACTS I procedure.
The FACTS I Exception Report is described in [Table 61–1](#).

Table 61–2 *FACTS I Detail Report Description*

Field	Description
Header Section	run mode, fiscal year, period, set of books name, date, and page
Treasury Account Code	main account code of the treasury symbol or FACTS I Rollup Treasury account code
Dept. Code	federal department identifier
Bureau Code	bureau identifier
Fund	balancing segment
US SGL Account	U.S. Government Standard General Ledger account
Account	natural account
F / N Indicator	customer class or supplier type on the Customer or Supplier Record; includes F for Federal and N for Non-Federal Note: If there is no customer or supplier record, the indicator is determined from the Journal Trading Partner Descriptive Flexfield; assigns F if there is a value in Journal Trading Partner; otherwise assigns N.
Trading Partner	descriptive flexfield located at the header record of the Supplier or Customer window or at the detail record of the Journal Lines window
Debit	debit balance in account
Credit	credit balance in account
Fund Total	summation of fund debits and summation of fund credits
Treasury Account Code Total	grand total of all fund debits and grand total of all fund credits for the treasury account code

FACTS I 2001 Adjusted Trial Balance Bulk File Transfer Format

The FACTS I Adjusted Trial Balance Report is generated in the format described in [Table 61–3](#).

Table 61–3 *FACTS I 2001 Adjusted Trial Balance Bulk File Transfer Format*

Field	Description
Fiscal Year	fiscal year in which the ending SGL balances are reported; required
Department Code	Treasury department code associated with the adjusted trial balance fund group; must be consistent with the MAF ATB code; required
Bureau Code	bureau code associated with the adjusted trial balance fund group; must be consistent with the MAF ATB code; required
Fund Group	MAF fund group; required
SGL Account Number	Standard General Ledger account number; required
Federal / Nonfederal Attribute	indicates F for Federal and N for Non-Federal
Federal Trading Partner	Treasury department code of federal trading partner
Debit / Credit Indicator	indicates debit or credit; required
Dollar Amount	dollar amount; last two positions assumed decimal; required
First Attribute Delimiter	must be 1
Exchange / Nonexchange Attribute	Exchange / Nonexchange attribute. Values include X for Exchange and T for Nonexchange.
Second Attribute Delimiter	must be 2
Budget Subfunction	OMB Budget Subfunction
Third Attribute Delimiter	must be 3
Custodial / Non-custodial Attribute	Custodial / Noncustodial attribute. Values include S for Custodial and A for Noncustodial.
FACTS I Bulk File SGL Trailer Detail	
Record Indicator	indicates trailer record
Detail Count	total number of detail records

FACTS I Report Procedures

This chapter describes the FACTS I report procedures. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Generating the Trial Balance with FACTS I Attributes by Treasury Symbol Report Procedure](#)
- [Trial Balance with FACTS I Attributes by Treasury Symbol Report Description](#)
- [Generating the Trial Balance with FACTS I Attributes by Fund Report Procedure](#)
- [Trial Balance with FACTS I Attributes by Fund Report Description](#)
- [Generating the Transaction Register with FACTS I Attributes Procedure](#)
- [Transaction Register with FACTS I Attributes Report Description](#)

Definition

The FACTS I reports provide information on Standard General Ledger (SGL) account balances and associated attributes affected by FACTS I requirements.

Overview

This section includes the following parts:

- [Features](#)
- [Requirements](#)

Features

The FACTS I reports include the following:

- The Trial Balance with FACTS I Attributes reports are used by federal agencies to review SGL account balances at the attribute level by treasury symbol or by fund.
- The Transaction Register with FACTS I Attributes Report captures every transaction posting to an SGL account by fund within a treasury symbol.

The preceding reports capture attributes for accounts that are reported on FACTS I only. In addition, these reports facilitate the analysis of SGL account balances and attribute information captured in Oracle U.S. Federal Financials.

For information on FACTS I procedures, see [FACTS I Procedures](#), page 61-1.

For information on the FACTS I process, see [FACTS I Process](#), page 60-1.

Requirements

As specified by the *Joint Financial Management Improvement Program (JFMIP)*, agencies are required to provide the following:

- support FACTS I reporting and analysis by producing online trial balances at the internal fund, organization, and treasury symbol level
- provide an online transaction register at the internal fund, organization, and treasury symbol level for each accounting period.

The FACTS I attributes have been effective for agencies' financial statements since the release of the Office of Management and Budget (OMB) Bulletin 97-01, Form and Content of Agency Financial Statements, dated October 16, 1996. However,

attributes collected in FACTS I are used in preparation of the Financial Report of the United States Government and do not include all of the attributes used to prepare agency financial statements required by OMB Bulletin 97-01.

For information on reporting requirements, see the Department of Treasury's Financial Management Service (FMS) FACTS I information at the following website:

www.fms.treas.gov/cfs/dev/index.html

Prerequisites

- ❑ Access to U.S. Federal General Ledger and other Oracle modules is required to perform the following tasks:
 - define a set of books
 - establish an Accounting Flexfield
 - post transactions
 - run general ledger reports
- ❑ The agency name must be entered in the Define Federal Options window.

To enter and update agency information in the Define Federal Options window, see [Federal Options Setup](#), page 6-1.
- ❑ Treasury account codes must be defined in the Define Treasury Account Codes window. Optionally define FACTS I rollup values.

To define Treasury account codes in the Define Treasury Account Codes window, see [Treasury Account Codes Setup](#), page 7-1.
- ❑ Treasury symbols must be defined and fund values must be associated to treasury symbols in the Define Federal Account Symbol window and Define Appropriation Parameters window.

To enter and update appropriation information, see [Federal Account Symbols Setup](#), page 8-1, and [Appropriation Parameters Setup](#), page 10-1.
- ❑ The US SGL accounts table setup procedure must be run to populate the Define US SGL Accounts window.

To run the US SGL accounts table setup procedure, see [Federal Reports Table Setup](#), page 14-1.
- ❑ US SGL accounts must be reviewed and edited, if necessary, in the Define US SGL Accounts window before performing the FACTS I Submission procedure.

To enter and update US SGL accounts, see [Federal Report Definitions Setup](#), page 15-1.
- ❑ The FACTS attributes table setup procedure must be run to populate the Define FACTS Attributes window.

To run the FACTS attributes table setup procedure, see [Federal Reports Table Setup](#), page 14-1.

- ❑ Account numbers and attributes must be reviewed and edited, if necessary, in the FACTS Attributes window before performing the FACTS I report procedures.

To enter and update FACTS attributes data, see [Federal Report Definitions Setup](#), page 15-1.

Generating the Trial Balance with FACTS I Attributes by Treasury Symbol Report Procedure

To run the Trial Balance with FACTS I Attributes by Treasury Symbol report, perform the following steps.

1. In Federal Financials, navigate to the Submit Requests window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Trial Balance with FACTS I Attributes by Treasury Symbol from the list of values.
5. Click **OK**.

The Parameters window appears.

6. In the Treasury Symbol field, select a treasury symbol from the list of values.
7. In the Currency field, select a currency type from the list of values.
8. In the Period field, select a period from the list of values.
9. To apply the parameters, click **OK**.

10. To send the print request to the concurrent manager, click **Submit**.

The Requests window appears.

11. To view the request, select the appropriate Request ID and click **View Output**.
12. Close the window.

Trial Balance with FACTS I Attributes by Treasury Symbol Report Description

Table 62-1 Trial Balance with FACTS I Attributes by Treasury Symbol Report Description

Column	Description
Header Section	set of books name, report date and time, treasury symbol, currency, page, and accounting period
US SGL Account	related US SGL account number of the natural account
Account	natural account segment
Description	natural account segment value description
Fed / Non-Fed	attribute values for federal or nonfederal if required for this account. Valid values are F for Federal and N for Non-Federal.
Trading Partner	descriptive flexfield value for Trading Partner if required for this account and the Fed / Non-Fed value is F
Exch / Non-Exch	attribute values for exchange or nonexchange if required for this account. Valid values are X for Exchange and T for Non-Exchange.
Budget Sub-Funct	Budget Subfunction lookup code defined in the Appropriation Parameters window associated to the fund if required for this account
Beginning Balance	beginning balance of the period
Period Activity	net debits and credits of period
Ending Balance	ending balance of period

Generating the Trial Balance with FACTS I Attributes by Fund Report Procedure

To run the Trial Balance with FACTS I Attributes by Fund report, perform the following steps.

1. In Federal Financials, navigate to the Submit Requests window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Trial Balance with FACTS I Attributes by Fund from the list of values.
5. Click **OK**.

The Accounting Flexfield window appears.

6. In the Fund Low field, select a fund value designating where to start report generation from the list of values.
7. In the Fund High field, select a fund value designating where to end report generation from the list of values.
8. Click **OK**.
9. In the Currency Code field, select a currency type from the list of values.
10. In the Period field, select a period from the list of values.
11. Optionally, in the Pagebreak Segment field, select a segment from the list of values.
12. If a value is entered in the Pagebreak Segment field, select a range of fund values in the Segment Low and Segment high fields.
13. To apply the parameters, click **OK**.
14. To send the print request to the concurrent manager, click **Submit**.

The Requests window appears.

15. To view the request, select the appropriate Request ID and click **View Output**.
16. Close the window.

Trial Balance with FACTS I Attributes by Fund Report Description

Table 62–2 Trial Balance with FACTS I Attributes by Fund Report Description

Column	Description
Header Section	set of books name, report date and time, treasury symbol, currency, page, accounting period, fund range, pagebreak segment, and pagebreak segment range
US SGL Account	related US SGL account number of the natural account
Account	natural account segment
Description	natural account segment value description
Fed / Non-Fed	attribute values for federal or nonfederal if required for this account. Valid values are F for Federal and N for Non-Federal.
Trading Partner	descriptive flexfield value for Trading Partner if required for this account and the Fed / Non-Fed value is F
Exch / Non-Exch	attribute values for exchange or nonexchange if required for this account. Valid values are X for Exchange and T for Non-Exchange.
Budget Sub-Funct	Budget Subfunction lookup code defined in the Appropriation Parameters window associated to the fund if required for this account
Cust / Non-Cust	quickcode values for custodial or noncustodial if required for this account. Valid values are S for Custodial and A for Non-Custodial.
Beginning Balance	beginning balance of the period
Period Activity	net debits and credits of period
Ending Balance	ending balance of period

Generating the Transaction Register with FACTS I Attributes Procedure

To run the Transaction Register with FACTS I Attributes report, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Transaction Register with FACTS I Attributes.
5. Click **OK**.

The parameters window appears.

6. In the Treasury Symbol field, select a treasury symbol from the list of values.
7. In the Start Period Name field, select a beginning general ledger period from the list of values.
8. In the End Period Name field, select an ending general ledger period from the list of values.
9. In the Source field, optionally select the general ledger source for the set of books from the list of values.
10. In the Category field, optionally select the general ledger category for the set of books from the list of values.
11. In the Currency Code field, select the currency code from the list of values.
12. In the Pagebreak Segment 1 field, optionally select an Accounting Flexfield segment from the list of values.

The Accounting Flexfield window appears.

13. If a value is entered in the Pagebreak Segment 1 field, select a low and high segment range from the list of values in the Segment 1 Low and Segment 1 High fields.
14. Optionally, repeat steps 12 and 13 for Pagebreak Segment 2, low and high, and Pagebreak Segment 3, low and high.

15. To apply the parameters, click **OK**.
16. To send the print request to the concurrent manager, click **Submit**.
The Requests window appears.
17. To view the request, select the appropriate Request ID and click **View Output**.
18. Close the window.

Transaction Register with FACTS I Attributes Report Description

Table 62-3 *Transaction Register with FACTS I Attributes Report Description*

Column	Description
Header Section	report date and time, page number, set of books, currency, treasury symbol, period, and fund
Account	transaction natural account segment
Source	transaction journal source
Number	transaction document number
Trans Date	transaction general ledger date
Creation Date/Time	transaction creation date and time
Entry User ID	user who created transaction
Fed / Non-Fed	attribute for federal or nonfederal. Valid values are F for Federal or N for Non-Federal. If X, display blank; if Y, determine if F or N.
Trading Partner	The DFF value for Trading Partner if required for this account and Fed / Nonfed attribute is F
Exch / Non-Exch	attribute values for exchange or nonexchange if required for this account. Valid values are X for Exchange, T for Non-Exchange, or Y for Either; if N for Not Applicable, display blank.
Budget Sub-Funct	Budget Subfunction lookup code defined in the Appropriation Parameters window associated to the fund if required for this account
Cust / Non-Cust	lookup values for custodial or noncustodial if required for this account. Valid values are S for Custodial and A for Non-Custodial.
Debits	transaction debit amount
Credits	transaction credit amount

FACTS II Process

This chapter describes the Federal Agencies' Centralized Trial-Balance System (FACTS) II process in Oracle U.S. Federal Financials. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [FACTS II Process Steps Diagram](#)
- [FACTS II Process](#)
- [References](#)

Definition

The Department of Treasury's Financial Management Service (FMS) and the Office of Management and Budget (OMB) established the Federal Agencies' Centralized Trial-Balance System (FACTS) II process. FACTS II enables agencies to submit one set of financial data that consolidates data reported on the SF 133 Report on Budget Execution, the FMS 2108 Year-End Closing Statement, and much of the initial set of data that appears in the prior year column of the Program and Financing (P&F) Schedule.

Overview

FACTS II reports the following information in a consolidated preclosing adjusted trial balance:

- beginning balances for budgetary accounts from the beginning trial balance
- ending balances for budgetary accounts from the preclosing adjusted trial balance
- ending balances for selected proprietary accounts
- attributes that further describe the characteristics of the data to be processed

FACTS II replaces the SF 133 Report on Budget Execution and the FMS Form 2108 Year-End Closing Statement reports.

This section describes the following types of FACTS II requirements that must be met:

- [FACTS II Reporting Requirements](#)
- [FACTS II Submission Requirements](#)

FACTS II Reporting Requirements

Agencies are required to comply with the following:

- Agencies must provide a comprehensive accounting structure that contains sufficient levels of detail to do the following:
 - allow reporting for all categories on which budgetary decisions are made
 - support external reporting requirements to OMB and the Department of Treasury
 - maintain flexibility to meet agency-specific requirements

- report amounts derived from cumulative, year-to-date general ledger account balances at the end of the specified period

FACTS II Submission Requirements

Agencies are required to comply with the following:

- Agencies must generate FACTS II for each selected fiscal period and fiscal year end.
- Agencies must provide data in the required electronic format to transmit to the Department of Treasury.

Federal Financials provides the FACTS II process to comply with these requirements.

For information on FACTS II requirements, see the Department of Treasury's website at the following URL:

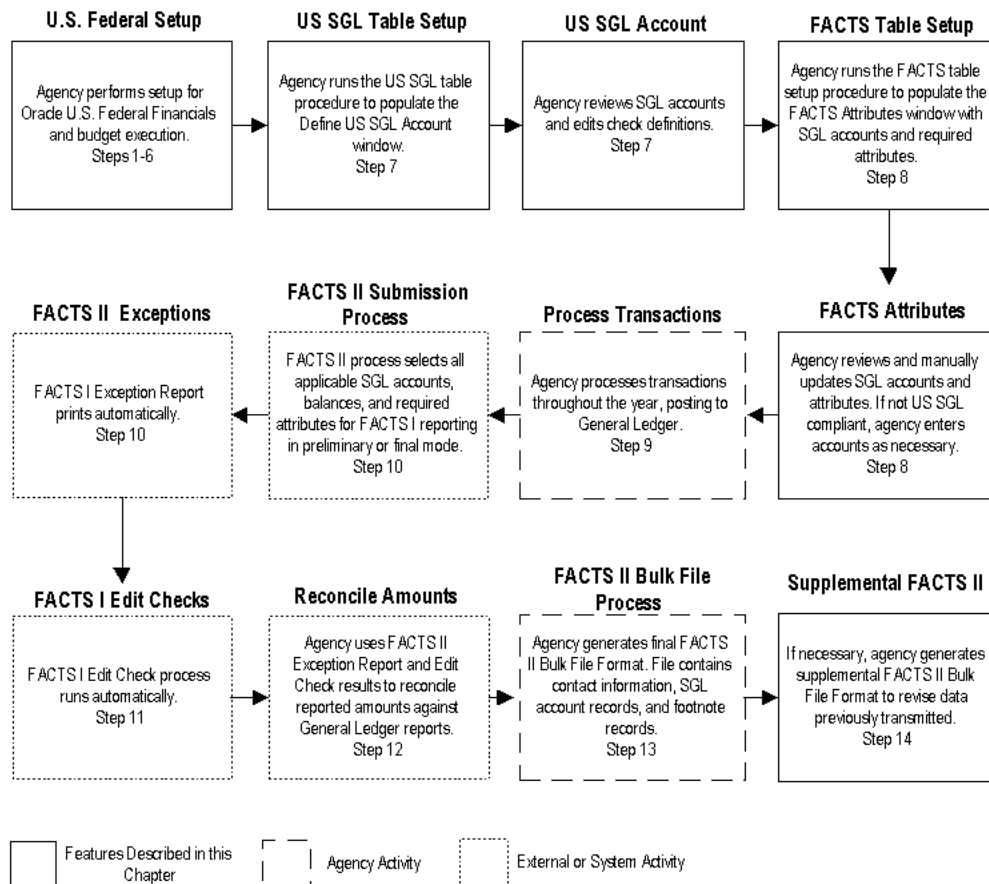
<http://www.fms.treas.gov/ussgl/factsii>

FACTS II Process Steps Diagram

Figure 63–1 lists the steps of the FACTS II process as described in Table 63–1.

Note: The step numbers in the diagram refer to the process steps described in Process, page 63-7.

Figure 63–1 FACTS II Process Steps Diagram



FACTS II Process Steps Diagram Description

Table 63–1 *FACTS II Process Steps Diagram Description*

Feature	Description	Status
U.S. Federal Setup	Agency performs setup for Oracle U.S. Federal Financials and Budget Execution. Steps 1-6	described in this chapter
US SGL Table Setup	Agency runs the US SGL table procedure to populate the Define US SGL Account window. Step 7	described in this chapter
US SGL Accounts	Agency reviews SGL accounts and edits check definitions. Step 7	described in this chapter
FACTS Table Setup	Agency runs FACTS table setup procedure to populate FACTS Attributes window with SGL accounts and required attributes. FACTS table setup also populates Define Other Authorizations window. Step 8	described in this chapter
FACTS Attributes	Agency reviews and manually updates SGL accounts and attributes. If not US SGL compliant, agency enters accounts as necessary. Step 8	described in this chapter
Process Transactions	Agency processes transactions throughout the reporting period, posting to General Ledger. Step 9	agency activity
FACTS II Submission Process	Agency initiates FACTS II process using the FACTS II Submission window. The FACTS II process selects all applicable SGL accounts, balances, and required attributes for FACTS II reporting for initial reporting. Step 10	described in this chapter
FACTS II Exceptions	FACTS Exception Report prints automatically. Step 10	external or system activity
FACTS II Edit Checks	FACTS II Edit Check process runs automatically. Step 11	external or system activity
Reconcile Amounts	Agency uses FACTS II Exception Report and Edit Check results to reconcile reported amounts against general ledger reports. Step 12	agency activity

Table 63–1 *FACTS II Process Steps Diagram Description*

Feature	Description	Status
FACTS II Bulk File Process	Agency generates final FACTS II Bulk File Format. File contains contact information, SGL account records, and footnote records. Step 13	described in this chapter
Supplemental FACTS II	If necessary, agency generates supplemental FACTS II Bulk File Format to revise data previously transmitted. Step 14	described in this chapter

FACTS II Process

This section includes the following parts

- [Features](#)
- [Process](#)

Features

The Federal Financials FACTS II process consists of the following components:

- US SGL Accounts table setup
- FACTS Attribute table setup
- define US SGL Accounts
- define FACTS Attributes setup
- define other authorization codes setup
- FACTS II Submission process, which includes the ability to generate supplemental transmissions
- FACTS II Exception Report
- FACTS II edit check process
- FACTS II Adjusted Trial Balance Report
- FACTS II bulk file process

For information on the preceding procedures and reports, see the [References](#) section in this chapter.

Process

The FACTS II process consists of the following steps.

1. The agency's name and address is entered in the FACTS II Contacts window. This information is used to populate the agency's name and address on the FACTS II Contact Information Request file.
2. The agency's treasury account codes are entered in the Define Treasury Account Codes window. The treasury account code is used as the agency's main account code in the Define Federal Account Symbol window.

3. The agency's federal account symbols are entered in the Define Federal Account Symbols window. Users identify if the federal account symbol is a financing account or not. If it is, users specify the segment in the Accounting Flexfield that captures the cohort year. The treasury symbol is built dynamically in the Define Federal Account Symbols window. Although the treasury symbol is built dynamically, users can change the treasury symbol value. Users further describe the treasury symbol in the Define Appropriation Parameters window.
4. If the agency uses budget accounts, users must establish budget accounts in the Define Budget Accounts window. Users enter a budget account code and name. The budget status indicator, Function, Budget Enforcement Act (BEA) category, and borrowing source are attributes associated with budget accounts. This window is also used to associate the appropriate federal account symbols with the budget account.

Note: If a budget account is defined, it must have a federal account symbol associated with it. However, a federal account symbol can be defined without a budget account. Due to this relationship between budget accounts and federal account symbols, users must define federal account symbols before defining related budget accounts. If users enter a budget account without a federal account symbol, an error message appears.

5. In the Define Appropriation Parameters window, users specify the resource type and period net outlays that are taken from the FMS Form 6653 - Undisbursed Appropriation Account Ledger. This window captures preclosing unexpended amounts for each treasury symbol and its corresponding authorizations. Users also identify fund values that are associated with each treasury symbol. Account balances are reported by treasury symbol for FACTS II.
6. Users identify the segment in the Accounting Flexfield that captures the program or activity for Category B apportionments in the Define Budget Distributions window.
7. Users initiate the US SGL table setup process to populate the Define US SGL Accounts window. This window captures all valid US SGL accounts as defined by the Department of Treasury.
8. Users initiate the FACTS Attributes table setup process using the concurrent manager to populate the Define FACTS Attributes window and the Define Other Authorization Codes window.

The check boxes in the Define FACTS Attributes window indicate that the attribute must be reported for the SGL account; however, the value for the attribute is derived from other windows in the system.

The Availability Time, Authority Type, and Transaction Partner fields can have different values depending on the US SGL account. This process can be initiated at any time prior to executing the FACTS II bulk file process.

Once the table setup procedure is completed, users can add, modify, or delete records from the windows as necessary.

Note: Agencies must comply with the US SGL to take full advantage of the FACTS II enhancement. Agencies that expand their numbering system to accommodate agency-specific requirements should designate a parent account that is a four-digit US SGL account. The FACTS Attributes window requires manual update to accommodate the SGL Accounts before generating the FACTS II process if individual accounts are defined to specifically capture an attribute that further describes the parent SGL account.

Table 63–2 provides examples of alternate GL account numbering schemas.

Table 63–2 Alternate GL Account Numbering Schemas

GL	Account Name	Parent US SGL Account or Name
Example	Structure Using Six-Digit GL Account	
101012	Disbursement Transactions - Direct Deposits	1010 - Fund Balance with Department of Treasury
101013	Disbursement Transactions - IPAC	
101014	Direct Deposit Receipts - US Department of Treasury	
Example	Structure Using Four-Digit GL Account	
1311	Accounts Receivable - Federal	1310 - Accounts Receivable
1312	Accounts Receivable - Non-federal	

If Account 1310 is reported on FACTS II according to transaction partner, users are required to add Accounts 1311-AR Federal and Accounts 1312-AR Non-federal to the FACTS Attributes window and define the correct transaction partner value for each, E and X respectively.

SGL Account 1010 does not require any additional attributes, so users do not have to set up an entry for all of the child accounts that roll up to SGL Account 1010.

9. Once setup is complete, users process transactions throughout the reporting period, posting transactions to General Ledger.
10. On an annual basis and for selected periods, users submit the FACTS II submission procedure. All applicable SGL accounts, account balances, and attributes are selected. If discrepancies exist for any SGL account balance, the account and the balance are printed on the FACTS II Exception Report.

The windows, from which the FACTS II attributes are derived, are described in [Table 63–1](#).

Table 63–3 *FACTS II Attribute Matrix*

Attribute	Window Derived From
Public Law Code	PL Code field in the Main tab of the Enter Appropriation window
BEA Category	BEA Category field in the Define Budget Accounts window
Borrowing Source	Borrowing Source field in the Define Budget Accounts window
Legislation Indicator	Legislation Indicator field in the Define Budget Transaction Types window
Function	Function field in the Define Budget Accounts window
Transfer Dept ID / Main Account	Dept ID and Main Account Code fields in the Transfers tab of the Enter Appropriation window
Reimbursable Flag	Fund Category field in the Define Appropriation Parameters window
Apportionment Category	Fund Category field in the Define Appropriation Parameters window
Definite / Indefinite Flag	Definite / Indefinite field in the Define Appropriation Parameters window
Advance Flag	Advance Type field in the Main tab of the Enter Appropriation window
Deficiency Flag	not currently reported

Table 63-3 FACTS II Attribute Matrix

Attribute	Window Derived From
Year of Budget Authority	When the treasury symbol meets the criteria for being a nonfinancing, no-year symbol, and contains account balances for a disbursement account, the FACTS II process compares the reporting year to the budget fiscal year (BFY) segment of the Accounting Flexfield. The reporting year is the Fiscal Yr field in the Report Parameters tab of the FACTS II Submission window. The BFY segment can be obtained from the BFY Segment field in the Budget Fiscal Year Segment Mapping window. If the years are the same, the Year of Budget Authority value is New. If the years are not the same, the Year of Budget Authority attribute is BAL.
Availability Time	FACTS Attributes window; different attribute values associated to subaccounts of a parent US SGL account
Transaction Partner	FACTS Attributes window; different attribute values associated to subaccounts of a parent US SGL account
Authority Type	FACTS Attributes window; different attribute values associated to subaccounts of a parent US SGL account

If discrepancies exist for any SGL account balance, the account and the balance are printed on the FACTS II Exception Report.

Note: Users indicate original or supplemental run types in the Report Parameters tab of the FACTS II Submission window. The adjusted trial balance (ATB) number increments each time a supplemental bulk file is generated for the same treasury symbol, fiscal period, and fiscal year.

11. The FACTS II edit check process is executed after the FACTS II submission procedure summarizes the account balances. The edit check process does the following:
 - certifies that debit and credit entries are equal for budgetary accounts
 - confirms that budgetary resources equal status of resources
 - validates period outlay reconciliation
 - authenticates year-end closing activities. For example, the Fund Balance with Department of Treasury is reconciled.

All required edits must be successfully completed before a FACTS II bulk file format is produced.

If Edit Check 11 fails, there is an account that requires a footnote. Users can enter footnote text by clicking the **Footnote** button in the FACTS II Submission window.

Note: The FACTS II Adjusted Trial Balance Report is automatically generated when the FACTS II submission procedure is completed.

12. Agencies reconcile reported amounts on the FACTS II Exception Report and Edit Check Report against general ledger reports. Agencies can run the following reports to review and reconcile FACTS II output to SGL account balances:
 - FACTS II Trial Balances
 - FACTS II Transaction Register
13. Once the FACTS II bulk file procedure is completed with acceptable edit checks, a bulk file containing the SGL records and footnote records is produced and a FACTS II Adjusted Trial Balance Report is generated.
14. If necessary, users can generate supplemental FACTS II bulk files to revise data previously transmitted.

References

This section lists sources of reference for the topics in this chapter.

For information on FACTS attribute table setup, see [Federal Reports Table Setup](#), page 15-1.

For information on US SGL accounts table setup, see [Federal Reports Table Setup](#), page 15-1.

For information on defining FACTS attributes setup, see [Federal Report Definitions Setup](#), page 16-1.

For information on defining other authorization codes setup, see [Federal Report Definitions Setup](#), page 16-1.

For information on defining US SGL accounts, see [Federal Report Definitions Setup](#), page 16-1.

For information on the FACTS II submission procedure, see [Generating FACTS II Submission Procedure](#), page 68-6.

For information on the FACTS II bulk file procedure, see [Generating FACTS II Bulk File Procedure](#), page 68-18.

For information on the FACTS II edit check process, see [FACTS II Edit Check Process](#), page 68-13.

For information on the FACTS II Adjusted Trial Balance Report, see [FACTS II Adjusted Trial Balance Report Procedure](#), page 68-17.

For information on the FACTS II Exception Report, see [FACTS II Exception Report Description](#), page 68-15.

References

FACTS II Procedures

This chapter describes how to perform Federal Agencies' Centralized Trial-Balance System II (FACTS II) procedures. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Generating FACTS II Submission Procedure](#)
- [FACTS II Submission Window Description](#)
- [Footnotes Window](#)
- [Footnotes Window Description](#)
- [FACTS II Edit Check Process](#)
- [FACTS II Exception Report Description](#)
- [FACTS II Adjusted Trial Balance Report Procedure](#)
- [Generating FACTS II Bulk File Procedure](#)
- [FACTS II Bulk File Layout Description](#)

Definition

The Department of Treasury's Financial Management Service (FMS) and the Office of Management and Budget (OMB) established the Federal Agencies' Centralized Trial-Balance System (FACTS) II. FACTS II enables agencies to submit one set of financial data that consolidates data reported on the SF 133 Report on Budget Execution, the FMS 2108 Year-End Closing Statement, and much of the initial set of data that appears in the prior year column of the Program and Financing (P&F) Schedule.

FACTS II replaces the SF 133 Report on Budget Execution and the FMS Form 2108 Year-End Closing Statement report.

Overview

FACTS II reports the following information in a consolidated preclosing adjusted trial balance:

- beginning balances for budgetary accounts from the beginning trial balance
- ending balances for budgetary accounts from the preclosing adjusted trial balance
- ending balances for selected proprietary accounts
- attributes that further describe the characteristics of the data to be processed

On a monthly and annual basis, users submit the FACTS II Bulk file via the FACTS II Submission Form window. All applicable US SGL accounts, account balances, and attributes are selected.

A series of edit checks are performed before the FACTS II bulk file record layouts are generated. [Table 64-3](#), page 64-13, lists each of the edit checks that are performed on FACTS II data. Edit checks must be successfully completed, with the exception of the Footnotes edit, before a FACTS II bulk file is generated.

If discrepancies exist for any US SGL account balance, the account and balance are printed on the FACTS II Exception Report. [Table 64-4](#), page 64-15, provides a complete list of FACTS II exception categories.

Agencies can use the FACTS II Exception Report and the FACTS II Edit Check Report as reconciliation tools. When a FACTS II bulk file is generated, users transmit the file to the Department of Treasury's FMS FACTS II On-line System.

Note: Changes entered into the Department of Treasury's FMS FACTS II On-line System after the bulk file is successfully transmitted are not captured in Federal

Financials. To maintain the accuracy of the data reported and reduce reconciliation activities, users must ensure that any adjustments made in the FMS FACTS II On-line System are entered in Federal Financials.

Prerequisites

- ❑ Access to U.S. Federal General Ledger and budget execution is required to perform the following tasks:
 - define a set of books
 - establish an Accounting Flexfield
 - record budget execution data
 - post transactions
 - run general ledger reports
- ❑ The agency name must be entered in the Define Federal Options window.

To enter and update agency information in the Define Federal Options window, see [Federal Options Setup](#), page 6-1.
- ❑ Treasury account codes must be defined in the Define Treasury Account Codes window.

To define Treasury account codes in the Define Treasury Account Codes window, see [Treasury Account Codes Setup](#), page 7-1.

To enter and update appropriation information, see [Federal Account Symbols Setup](#), page 8-1, and [Appropriation Parameters Setup](#), page 10-1.
- ❑ Treasury symbols must be defined and fund values must be associated to treasury symbols in the Define Federal Account Symbol window and Define Appropriation Parameters window.

To define treasury symbols, see [Treasury Account Codes Setup](#), page 7-1.
- ❑ Budget account codes may be defined for federal account symbols.

To define budget account codes, see [Budget Account Codes Setup](#), page 9-1
- ❑ The US SGL accounts table setup procedure must be run to populate the Define US SGL Accounts window.

To run the US SGL accounts table setup procedure, see [Federal Reports Table Setup](#), page 14-1.
- ❑ US SGL accounts must be reviewed and edited, if necessary, in the Define US SGL Accounts window before performing the FACTS II submission procedure.

To enter and update US SGL accounts, see [Federal Report Definitions Setup](#), page 15-1.

- ❑ The FACTS attributes table setup procedure must be run to populate the Define FACTS Attributes window and Define Other Authorization Codes window.

To run the FACTS attributes table setup procedure, see [Federal Reports Table Setup](#), page 14-1.

- ❑ Account numbers and attributes must be reviewed and edited, if necessary, in the FACTS Attributes window before performing the FACTS II report procedures or FACTS II submission procedure.

To enter and update FACTS attributes data, see [Federal Report Definitions Setup](#), page 15-1.

- ❑ Authorization codes must be reviewed and edited, if necessary, in the Define Other Authorization Codes window before performing the FACTS II report procedures or the FACTS II submission procedures.

To enter and update other authorization codes, see [Federal Report Definitions Setup](#), page 15-1.

- ❑ The Budget Fiscal Year Mapping window must be set up to identify the segment in an agencies Accounting Flexfield that captures the budget fiscal year or fiscal year values.

To set up the Budget Fiscal Year Mapping window, see [Mapping Budget Fiscal Year Setup](#), page 11-1.

Generating FACTS II Submission Procedure

To submit one or more treasury symbols for FACTS II processing, perform the following steps.

1. In Federal Financials, navigate to the FACTS II Submission window as follows:

Reports - FACTS II Submission

2. To submit one or more treasury symbols, select the corresponding treasury symbol Select check box.

Note: Treasury symbols must be submitted prior to generating a bulk file.

3. Enter data in each field of the FACTS II Submission window as described in [Table 64-1](#), page 64-9.
4. Click **Submit**.
5. If a treasury symbol fails the Footnote edit check, click **Footnotes**.
The Footnotes window appears.
6. Enter data in each field of the Footnotes window as described in [Table 64-2](#), page 64-12.
7. View the request in the concurrent manager as follows:
View - Requests
8. To view the Edit Check report, click View **Output**.
9. Close the window.

The following processes occur during the FACTS II submission procedure and are described in subsequent sections:

- [FACTS II Edit Check Process](#), page 64-13
- [FACTS II Exception Report Description](#), page 64-15
- [FACTS II Adjusted Trial Balance Report Procedure](#), page 64-17

FACTS II Submission Window

Figure 64-1 FACTS II Submission Window, Report Parameters Tab

FACTS II Submission (Vision Operations (USA))

Report Parameters Submission Info

Select

	Treasury Symbol	ATB No	Fiscal Yr	Period	Run Mode	Currency	Preparer Id
☐	05-0103-1118		2001	Jan-01	Original	USD	
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							

Bulk File

[]

Footnotes Submit

Figure 64-2 *FACTS II Submission Window, Submission Info Tab*

FACTS II Submission (Vision Operations (USA))

Report Parameters Submission Info

Select

	Treasury Symbol	ATB No	Request ID	Requestor	Status
☒	05-0103-1118		794982	AKUCHINS	In Process
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					

Bulk File

☐ []

Footnotes Submit

FACTS II Submission Window Description

Table 64–1 *FACTS II Submission Window Description*

Field Name	Type	Features	Description
Report Parameters Tab			
Select	optional	check box	indicates the treasury symbol to be included in FACTS II process
Treasury Symbol	required	list of values	treasury symbol; value entered in the Define Appropriation Parameters window
ATB No	display only		adjusted trial balance sequence number; increments when user selects Supplemental run mode and the bulk file is produced
Fiscal Yr	required	list of values	report fiscal year
Period	required	list of values	report fiscal period
Run Mode	required	drop-down list	run type: original or supplemental. Treasury symbols can be included for bulk file processing with both original and supplemental run types.
Currency	required	list of values	indicates currency code for reporting data
Preparer Id	display only		identifier of person responsible for initiating FACTS II process; defaults from Contacts window
Bulk File	optional	check box	indicates that FACTS II bulk file to be generated for this treasury symbol. The bulk file can be generated when the Status in the Submission Info tab is Completed or Optional Edits Failed.
[Descriptive Flexfield]	optional		user-customization field
Submission Info Tab			
Select	optional		indicates that treasury symbol to be included in FACTS II process
Treasury Symbol	display only		treasury symbol; value entered in Define Appropriation Parameters window
ATB No	display only		adjusted trial balance sequence number
Request ID	display only		submission request identifier

Table 64-1 *FACTS II Submission Window Description*

Field Name	Type	Features	Description
Requestor	display only		submission requestor
Status	display only		submission status including Completed, Required Edits Failed, Optional Edits Failed, Error, In Process, Creating Bulk File, and No Transaction Found
Bulk File	optional	check box	indicates that FACTS II bulk file to be generated for this treasury symbol
[Descriptive Flexfield]	optional		user-customization field
Footnotes	optional	button	opens Footnotes window; activated if there is a footnote edit failure in the bulk file process
Submit		button	initiates the FACTS II submission process for selected treasury symbol

Footnotes Window

Figure 64-3 Footnotes Window

Treasury Symbol Fiscal Year ATB No

Account No Period

Footnotes

Footnote Sequence	Footnote Text
1	Footnotes should be entered in FACTS II Online system

OK Cancel

Footnotes Window Description

Table 64–2 *Footnotes Window Description*

Field Name	Type	Features	Description
Treasury Symbol	display only		treasury symbol
Fiscal Year	display only		report fiscal year
ATB No	display only		adjusted trial balance sequence number
Account No	display only		account number
Period	display only		report fiscal period
Footnotes Region			
Footnote Sequence	conditionally required		footnote sequence number
Footnote Text	conditionally required		user-entered text; required if Footnote Sequence field entered
OK	optional	button	accepts selected data
Cancel	optional	button	closes window without saving

FACTS II Edit Check Process

The FACTS II edit check process occurs automatically when the FACTS II submission procedure is performed. The FACTS II Edit Check Report is printed automatically.

The edit check process performs the following tasks:

- certifies that debit entries equal credit entries for budgetary accounts
- confirms that budgetary resources equal status of resources
- validates period outlay reconciliation
- authenticates year-end closing activities such as ensuring that the fund balance with the Department of Treasury is reconciled

[Table 64–3](#) describes the edit checks that are performed during the edit check process.

Table 64–3 *FACTS II Edit Check Process Description*

Edit Check	Description	Periods	Required or Optional
Treasury Symbol Authority	Use of certain US SGL accounts is permitted only if treasury appropriation or fund symbol has that authority.	all	required
Debit=Credit	Total ending budgetary debits must equal total ending budgetary credits, such as the 4000 series of accounts.	all	required
Resources vs. Status of Resources	Total budgetary resources must equal total status of resources as reported on SF 133; that is, Line 7 must equal Line 11.	all	required
Beginning Balance	Beginning budgetary resources minus beginning obligated balances must equal beginning unobligated balances; that is, beginning budgetary debits must equal beginning budgetary credits.	all	required
Zero Balance Accounts	Certain US SGL accounts should have no balance for fourth quarter reporting such as anticipated amounts for US SGL Account 4060 Anticipated Collections from Non-federal Sources.	fourth quarter	required

Table 64-3 FACTS II Edit Check Process Description

Edit Check	Description	Periods	Required or Optional
Resource vs. Equity	US SGL account balances that correspond to fund resources on the FMS 2108 must equal US SGL account balances that correspond to fund equities on FMS 2108. Fund resources include Postclosing Unexpended Balance, Column 5; Other Authorizations, Column 6; Receivables, Columns 7 and 8. Fund equities include Undelivered Orders and Contracts, Column 9; Accounts Payable and Other Liabilities, Column 10; and Unobligated Balances, Column 11.	fourth quarter	required
Treasury Fund Balance - Other Authorizations	US SGL account balances for contract and borrowing authority, securities, and imprest funds reported on FMS 2108 must equal Preclosing Unexpended Balance, Column 2, that Department of Treasury maintains in its books.	fourth quarter	required
Treasury Fund Balance	US SGL account balances that correspond to undisbursed fund balances reported on FMS 2108, US SGL Account 1010 in Column 5 plus or minus US SGL Accounts 4350 Canceled Authority, and 4391 Adjustments to Indefinite No-Year Authority, in Column 4, must equal Pre-closing Unexpended Balance, Column 2, that Department of Treasury maintains in its books.	fourth quarter	required
Appropriation Cancellations	The sum of US SGL account balances that correspond to columns 7 through 11 on the FMS Form 2108 Year End Closing statement must have a zero balance.	fourth quarter	required
Footnotes	A footnote is required for treasury appropriation fund symbols with the following characteristics: 1. negative receivables 2. negative payables 3. negative balances in US SGL Accounts 4221 Unfilled Customer Orders without Advance, or 4133 Actual Adjustments to Contract Authority, 4. non-zero balances in any of the following US SGL accounts: 4131, Current-Year Contract Authority Realized - Definite; 4132 Current-Year Contract Authority Realized - Indefinite; 4135 Contract Authority Liquidated; 4141 Current-Year Borrowing Authority Realized - Definite; 4392 Rescissions-Current Year; and 4393 Rescissions - Prior-Year.	fourth quarter	optional
Outlays	Net outlays reported in FACTS II trial balance are compared to net outlays reported through daily or monthly central accounting reports, such as FMS Form 224.	all	required

FACTS II Exception Report Description

The FACTS II Exception Report is printed automatically during the FACTS II submission procedure. The FACTS II Exception Report is described in [Table 64–4](#).

Table 64–4 FACTS II Exception Report Description

Column	Description
Header Section	treasury symbol, reporting year, reporting period, date, and page
SGL Account Exceptions	
Budgetary Account not defined on FACTS Attributes	Exception: Neither the account nor the US SGL account is defined in the Define FACTS Attributes window and is not reported in FACTS II. Solution: Either the account or the US SGL account must be defined in the Define FACTS Attributes window to be reported in FACTS II.
Not a Valid US SGL Account	Exception: The account is not defined in the Define US SGL Accounts window and is not reported in FACTS II. Solution: Either the account or the parent of the account must be defined in the Define US SGL Accounts window to be reported in FACTS II.
Disabled US SGL Account	Exception: The account or parent account was disabled in the Define US SGL Accounts window and is not reported in FACTS II. Solution: Enable the account in the Define US SGL Account window or record the amount in a different account
Multiple US SGL Account Parents defined	Exception: The account has multiple US SGL parents defined in General Ledger and is not reported on FACTS II. Solution: The account must only have one US SGL parent defined in General Ledger to be reported on FACTS II.
Missing Attribute Exceptions	
Legislation Indicator not found	Exception: Legislation indicator is not found for the account. Solution: A default value of A is assigned.
Public Law Code not found - assigned '000-000'	Exception: The public law code is not found for the account. Solution: A default value of 000-000 is automatically assigned.
Definite/Indefinite indicator not found	Exception: The definite/indefinite indicator is not found for this account. Solution: The correct value must be defined in the Define Appropriation Parameters window.

Table 64-4 *FACTS II Exception Report Description*

Column	Description
BEA Category not found	Exception: The BEA category is not found for the account. Solution: The correct value must be defined in the Define Budget Account Codes window.
Borrowing Source not found	Exception: The borrowing source was not found for the account. Solution: The correct value must be defined in the Define Budget Account Codes window.
Function	Exception: The Function was not found for the account. Solution: The correct value must be defined in the Define Budget Account Codes window.

FACTS II Adjusted Trial Balance Report Procedure

The FACTS II Adjusted Trial Balance Report is printed automatically upon completion of the FACTS II submission procedure. This report provides users with the US SGL account, account balances and attributes that are captured in the FACTS II Bulk File layout.

Generating FACTS II Bulk File Procedure

To generate the FACTS II Bulk File, perform the following steps.

1. In Federal Financials, navigate to the FACTS II Submission window as follows:

Reports - FACTS II Submission

2. Enter parameters as described in [Table 64-1](#), page 64-9.
3. To generate a bulk file, select the treasury symbols to be included in the FACTS II Bulk File layouts by selecting the Bulk File box and clicking **Bulk File**.

A treasury symbol can be selected for bulk file generation after all required edits are successful.

4. View the request in the concurrent manager as follows:

View - Requests

5. Close the window.

The following process occurs during the FACTS II Bulk File procedure:

- [FACTS II Bulk File Layout Description](#)

FACTS II Bulk File Layout Description

The FACTS II Bulk File layout is generated in the format described in [Table 64–5](#).

Table 64–5 *FACTS II Bulk File Layout Description*

Record Name	Description
bulk file US SGL account detail	includes treasury account fund symbol, preparer ID, certifier ID, reporting fiscal year, reporting fiscal month, US SGL account number, and all applicable attributes
bulk file US SGL footnote detail	includes footnotes information as it relates to US SGL account in the bulk file US SGL account detail
bulk file SGL trailer detail	count of total number of detail and footnote record; must be last record in file

FACTS II Report Procedures

This chapter describes the FACTS II reports. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Generating the Trial Balance with FACTS II Attributes by Treasury Symbol Report Procedure](#)
- [Trial Balance with FACTS II Attributes by Treasury Symbol Report Description](#)
- [Generating the Trial Balance with FACTS II Attributes by Fund Report Procedure](#)
- [Trial Balance with FACTS II Attributes by Fund Report Description](#)
- [Generating the Transaction Register with FACTS II Attributes Report Procedure](#)
- [Transaction Register with FACTS II Attributes Report Description](#)

Definition

The FACTS II reports provide information on Standard General Ledger (SGL) account balances and associated attributes affected by FACTS II requirements.

Overview

This section includes the following parts:

- [Features](#)
- [Requirements](#)

Features

The FACTS II reports include the following:

- Federal agencies use the Trial Balance with FACTS II Attributes reports to review SGL account balances at the attribute level by treasury symbol or by fund.
- The Transaction Register with FACTS II Attributes Report captures every transaction posting to a SGL account by fund within a treasury symbol.

The preceding reports capture attributes for accounts that are reported on FACTS II only. In addition, these reports facilitate the analysis of SGL account balances and attribute information captured in Oracle U.S. Federal Financials.

For information on FACTS II procedures, see [FACTS II Procedures](#), page 64-1.

For information on the FACTS II process, see [FACTS II Process](#), page 63-1.

Requirements

Agencies' financial systems are required to comply with the US SGL at the transaction level for FACTS II reporting in accordance with the Federal Financial Management Improvement Act and section 7(c) of the Office of Management Budget (OMB) *Circular No. A-127*.

For information on reporting requirements, see the Department of Treasury's Financial Management Service (FMS) FACTS II information at the following website:

www.fms.treas.gov/ussgl/factsii

Prerequisites

- ❑ Access to U.S. Federal General Ledger and budget execution is required to perform the following tasks:
 - define a set of books
 - establish an Accounting Flexfield
 - record budget execution data
 - post transactions
 - run general ledger reports
- ❑ The agency name must be entered in the Define Federal Options window.

To enter and update agency information in the Define Federal Options window, see [Federal Options Setup](#), page 6-1.
- ❑ Treasury account codes must be defined in the Define Treasury Account Codes window.

To define Treasury account codes in the Define Treasury Account Codes window, see [Treasury Account Codes Setup](#), page 7-1.
- ❑ Treasury symbols must be defined and fund values must be associated to treasury symbols in the Define Federal Account Symbol window and Define Appropriation Parameters window.

To enter and update appropriation information, see [Federal Account Symbols Setup](#), page 8-1, and [Appropriation Parameters Setup](#), page 10-1.
- ❑ The US SGL accounts table setup procedure must be run to populate the Define US SGL Accounts window.

To run the US SGL accounts table setup procedure, see [Federal Reports Table Setup](#), page 14-1.
- ❑ US SGL accounts must be reviewed and edited, if necessary, in the Define US SGL Accounts window before performing the FACTS II Submission procedure.

To enter and update US SGL accounts, see [Federal Report Definitions Setup](#), page 15-1.
- ❑ The FACTS attributes table setup procedure must be run to populate the Define FACTS Attributes window.

To run the FACTS attributes table setup procedure, see [Federal Reports Table Setup](#), page 14-1.

- ❑ Account numbers and attributes must be reviewed and edited, if necessary, in the FACTS Attributes window before performing the FACTS II report procedures.

To enter and update FACTS attributes data, see [Federal Report Definitions Setup](#), page 15-1.

Generating the Trial Balance with FACTS II Attributes by Treasury Symbol Report Procedure

To run the Trial Balance with FACTS II Attributes by Treasury Symbol report, perform the following steps.

1. In Federal Financials, navigate to the Submit Requests window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Trial Balance with FACTS II Attributes by Treasury Symbol from the list of values.
5. Click **OK**.

The Parameters window appears.

6. In the Treasury Symbol field, select a treasury symbol from the list of values.
7. In the Currency field, select a currency type from the list of values.
8. In the Period field, select a period from the list of values.
9. To apply the parameters, click **OK**.

10. To send the print request to the concurrent manager, click **Submit**.

The Requests window appears.

11. To view the request, select the appropriate Request ID and click **View Output**.
12. Close the window.

Trial Balance with FACTS II Attributes by Treasury Symbol Report Description

Table 65-1 Trial Balance with FACTS II Attributes by Treasury Symbol Report Description

Column	Description
Header Section	set of books name, report date and time, treasury symbol, currency, page, and accounting period
US SGL Account	related US SGL account number of the natural account
Account	natural account segment
Description	SGL account name
1- Authority Type	authority type; advance appropriation D, appropriation P, borrowing authority B, contract authority C, proceeds of loan assets sales with recourse L, reappropriation R, spending authority from offsetting collections S
2- Definite/Indefinite Flag	definite or indefinite flag; definite D, indefinite I
3- Legislation Indicator	legislation indicator; appropriation act A, continuing resolution C, supplemental appropriation S, authorization act/other O, rescission R, deferral D
4- Public Law Code	public law code reported for account number
5- Apportionment Cat	apportionment category: A, B, R
6- Direct/Reimbursable Flag	reimbursable flag; direct D, reimbursable R
7- Available Time	period of availability; available A or available in a subsequent period S
8- Transaction Partner	transaction partner code; federal F, non-federal X, non-federal exception E
9- Borrowing Source	borrowing source; treasury T, public P, both B
10- BEA Category	Budget Enforcement Agency (BEA) category; discretionary D, mandatory M, emergency discretionary E
11- Cohort	cohort year; two-digit year
12- Advance Flag	indicates that a portion of the appropriation is advanced from a future year or made available in a prior year
13- Function	classifies data according to major purpose served; Defense DEF, Non Defense NND
14- Year of Budget Authority	US SGL attribute that distinguishes between outlays from new budget authority versus outlays from balances carried forward from a prior year; used for noncredit financing No-year appropriations only; NEW or BAL

Table 65-1 Trial Balance with FACTS II Attributes by Treasury Symbol Report Description

Column	Description
15- Transfer Dept ID	department identifier of the agency involved in the transfer
16- Transfer Main Account	main account code of the agency involved in the transfer
Beginning Balance	beginning balance of period
Period Activity	net debits and credits of period
Ending Balance	ending balance of period

Generating the Trial Balance with FACTS II Attributes by Fund Report Procedure

To run the Trial Balance with FACTS II Attributes by Fund report, perform the following steps.

1. In Federal Financials, navigate to the Submit Requests window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Trial Balance with FACTS II Attributes by Fund from the list of values.
5. Click **OK**.

The Accounting Flexfield window appears.

6. In the Fund Low field, select a fund value designating where to start report generation from the list of values.
7. In the Fund High field, select a fund value designating where to end report generation from the list of values.
8. Click **OK**.
9. In the Currency Code field, select a currency type from the list of values.
10. In the Period field, select a period from the list of values.
11. In the Pagebreak Segment field, optionally select a segment from the list of values.
12. If a value is entered in the Pagebreak Segment field, select a range of fund values in the Segment Low and Segment high fields.
13. To apply the parameters, click **OK**.
14. To send the print request to the concurrent manager, click **Submit**.

The Requests window appears.

15. To view the request, select the appropriate Request ID and click **View Output**.
16. Close the window.

Trial Balance with FACTS II Attributes by Fund Report Description

Table 65–2 Trial Balance with FACTS II Attributes by Fund Report Description

Column	Description
Header Section	set of books name, report date and time, currency, treasury symbol, accounting period, page, fund range, pagebreak segment, and pagebreak segment range
US SGL Account	related US SGL account number of the natural account
Account	natural account segment
Description	SGL account name
1- Authority Type	authority type; advance appropriation D, appropriation P, borrowing authority B, contract authority C, proceeds of loan assets sales with recourse L, reappropriation R, spending authority from offsetting collections S
2- Definite/Indefinite Flag	definite or indefinite flag; definite D, indefinite I
3- Legislation Indicator	legislation indicator; appropriation act A, continuing resolution C, supplemental appropriation S, authorization act/other O, rescission R, deferral D
4- Public Law Code	public law code reported for account number
5- Apportionment Cat	apportionment category: A, B, R
6- Direct/Reimbursable Flag	reimbursable flag; direct D, reimbursable R
7- Available Time	period of availability; available A or available in a subsequent period S
8- Transaction Partner	transaction partner code; federal F, non-federal X, non-federal exception E
9- Borrowing Source	borrowing source; treasury T, public P, both B
10- BEA Category	Budget Enforcement Agency (BEA) category; discretionary D, mandatory M
11- Cohort	cohort year; two-digit year
12- Advance Flag	indicates that a portion of the appropriation is advanced from a future year or made available in a prior year
13- Function	classifies data according to major purpose served; Defense DEF, Non-Defense NND
14- Year of Budget Authority	US SGL attribute that distinguishes between outlays from new budget authority versus outlays from balances carried forward from a prior year; used for noncredit financing No-year appropriations only; NEW or BAL
15- Transfer Dept ID	department identifier of the agency involved in the transfer

Table 65–2 Trial Balance with FACTS II Attributes by Fund Report Description

Column	Description
16- Transfer Main Account	main account code of the agency involved in the transfer
Beginning Balance	beginning balance of period
Period Activity	net debits and credits of period
Ending Balance	ending balance of period

Generating the Transaction Register with FACTS II Attributes Report Procedure

To run the Transaction Register with FACTS II Attributes report, perform the following steps.

1. In Federal Financials, navigate to the Submit Requests window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Requests window appears.

4. In the Name field, select Transaction Register with FACTS II Attributes from the list of values.
5. Click **OK**.

The Parameters window appears.

6. In the Treasury Symbol field, select a treasury symbol from the list of values.
7. In the Start Period Name field, select a beginning general ledger period from the list of values.
8. In the End Period Name field, select an ending general ledger period from the list of values.
9. In the Source field, optionally select the general ledger source for the set of books from the list of values.
10. In the Category field, optionally select the general ledger category for the set of books from the list of values.
11. In the Currency Code field, select the currency code from the list of values.
12. In the Pagebreak Segment 1 field, optionally select an Accounting Flexfield segment from the list of values.

The Accounting Flexfield window appears.

13. If a value is entered in the Pagebreak Segment 1 field, select a low and high segment range from the list of values in the Segment 1 Low and Segment 1 High fields.

14. Optionally, repeat steps 12 and 13 for Pagebreak Segment 2, low and high, and Pagebreak Segment 3, low and high.
15. To apply the parameters, click **OK**.
16. To send the print request to the concurrent manager, click **Submit**.
The Requests window appears.
17. To view the request, select the appropriate Request ID and click **View Output**.
18. Close the window.

Transaction Register with FACTS II Attributes Report Description

Table 65–3 Transaction Register with FACTS II Attributes Report Description

Column	Description
Header Section	set of books name, report date, currency, legend for column headings, treasury symbol, and fund
Account	natural account number
Source	transaction journal source
Number	document number of transaction posted to account
Trans Date	document date of transaction posted to account
Creation Date / Time	transaction creation date and time
Entry User ID	user who created transaction
1- Authority Type	authority type; advance appropriation D, appropriation P, borrowing authority B, contract authority C, proceeds of loan assets sales with recourse L, reappropriation R, spending authority from offsetting collections S
2- Definite/Indefinite Flag	definite or indefinite flag; definite D, indefinite I
3- Legislation Indicator	legislation indicator; appropriation act A, continuing resolution C, supplemental appropriation S, authorization act/other O, rescission R, deferral D
4- Public Law Code	public law code reported for account number
5- Apportionment Cat	apportionment category: A, B, R
6- Direct/Reimbursable Flag	reimbursable flag; direct D, reimbursable R
7- Available Time	period of availability; available A or available in a subsequent period S
8- Transaction Partner	transaction partner code; federal F, non-federal X, non-federal exception E
9- Borrowing Source	borrowing source; treasury T, public P, both B
10- BEA Category	Budget Enforcement Agency (BEA) category; discretionary D, mandatory M
11- Cohort	cohort year; two-digit year
12- Advance Flag	indicates that a portion of the appropriation is advanced from a future year or made available in a prior year
13- Function	classifies data according to major purpose served; Defense DEF, Non-Defense NND

Table 65–3 Transaction Register with FACTS II Attributes Report Description

Column	Description
14- Year of Budget Authority	US SGL attribute that distinguishes between outlays from new budget authority versus outlays from balances carried forward from a prior year; used for noncredit financing No-year appropriations only; NEW or BAL
15- Transfer Dept ID	department identifier of the agency involved in the transfer
16- Transfer Main Account	main account code of the agency involved in the transfer
Debits	debit balance for transaction if applicable
Credits	credit balance for transaction if applicable

SF 133 Report on Budget Execution Process

This chapter describes the SF 133 Report on Budget Execution process in Oracle U.S. Federal Financials. The following sections are in this chapter:

- [Definition](#)
- [Federal Requirements](#)
- [SF 133 Report on Budget Execution Diagram](#)
- [SF 133 Report on Budget Execution Process](#)
- [References](#)

Definition

Federal agencies generate the SF 133 Report on Budget Execution that includes information on budgetary resources for each reporting period.

Federal Requirements

This section includes the following parts:

- [Reporting Requirements](#)
- [Submission Requirements](#)

Reporting Requirements

Agencies are required to comply with the following:

- The SF 133 Report on Budget Execution must be generated for each fiscal quarter and fiscal year-end.
- Amounts reported must be derived from cumulative, year-to-date general ledger account balances at the end of the specified period.
- The first two sections of the report, Budgetary Resources and Status of Budgetary Resources, must be completed every quarter.
- The third section of the report, Relation of Obligations to Outlays, is optional for each quarter except for the fourth quarter, or year-end, when it is required.
- A separate SF 133 Report on Budget Execution must be generated for each fund or appropriation.
- Amounts reported must be rounded to the nearest dollar.

Submission Requirements

Agencies are required to submit the SF 133 Report on Budget Execution to the Treasury no later than twenty days following the close of the quarter.

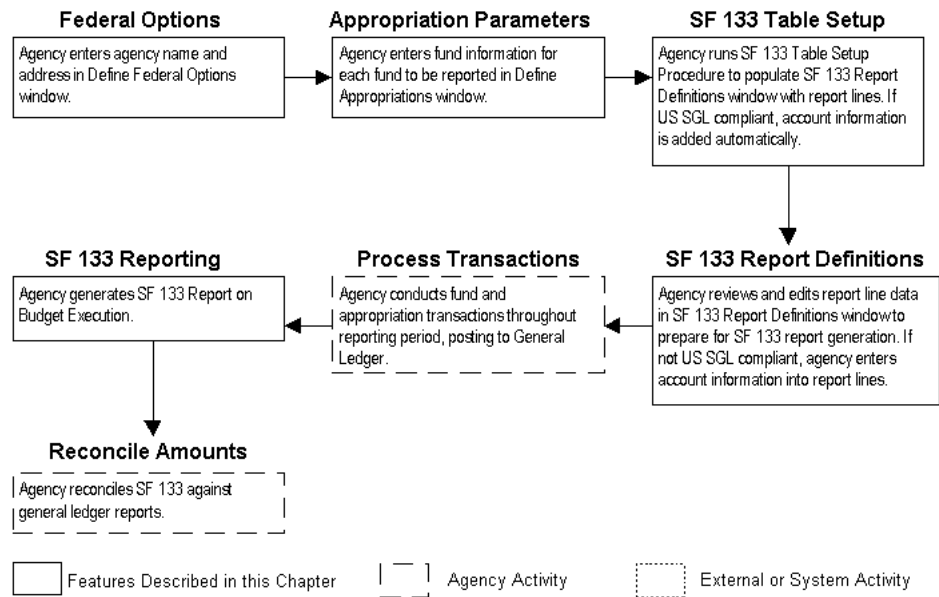
Federal Financials provides the SF 133 Report on Budget Execution process to comply with these requirements.

Additional information on SF 133 Report on Budget Execution requirements is documented in the Office of Management and Budget (OMB) *Circular A-34, Instructions on Budget Execution*, as revised December 26, 1996.

SF 133 Report on Budget Execution Diagram

Figure 66–1 shows the SF 133 Report on Budget Execution diagram as described in the [Process](#) section, page 66-4.

Figure 66–1 SF 133 Report on Budget Execution Process Diagram



SF 133 Report on Budget Execution Process

This section includes the following parts:

- [Features](#)
- [Process](#)

Features

The Federal Financials SF 133 Report on Budget Execution process is comprised of the following features:

- SF 133 Table Setup Procedure
- SF 133 Report Definitions window
- SF 133 Report on Budget Execution process

Process

The SF 133 Report on Budget Execution process includes the following steps:

1. The agency enters its Agency Name in the Define Federal Options window.
2. The agency enters fund information, including Resource Type, Fund Category, and Fund Year Dates, in the Define Appropriation Parameters window for each fund to be reported.
3. The agency runs the SF 133 Table Setup Procedure to populate the SF 133 Report Definitions window with report line data. If the agency is US SGL compliant, standard accounts are also automatically added.
4. In the SF 133 Report Definitions window, the agency reviews and edits the SF 133 report lines. Account numbers used on multiple lines on the report are followed by an asterisk (*) and no data appears on those report lines. To resolve, select the account that has the asterisk and press F9 or the list of values. Enter information in the flexfield to differentiate the account numbers. The asterisk disappears and the entered values appear on the line with the account. If the agency is not US SGL compliant, accounts to be associated with each line are entered.
5. The agency processes budgetary accounting transactions throughout the month, posting transactions to General Ledger.
6. At the close of the quarter, the agency generates the SF 133 Report on Budget Execution.

7. After printing, the agency reconciles the amounts on the report with trial balance reports from General Ledger and submits the report to the Treasury's Financial Management Service (FMS).

References

For information on entering and updating agency information in the Define Federal Options window, see [Federal Options Setup](#), page 6-1.

For information on entering and updating appropriation parameters in the Define Appropriation Parameters window, see [Appropriation Parameters Setup](#), page 10-1.

For information on running the SF 133 Table Setup Procedure, see [Federal Reports Table Setup](#), page 14-1.

For information on updating the SF 133 Report Definitions window, see [Federal Report Definitions Setup](#), page 15-1.

For information on printing the SF 133 Report on Budget Execution, see [SF 133 Report on Budget Execution Procedures](#), page 67-1.

For information on posting to General Ledger, see [Posting Journal Batches](#) or [Posting Journal Batches Automatically \(AutoPost\)](#), *Oracle Public Sector General Ledger User's Guide*.

For information on printing General Ledger reports, see [Running Standard Reports and Listings](#), *Oracle Public Sector General Ledger User's Guide*.

SF 133 Report on Budget Execution Procedures

This chapter describes the SF 133 Report on Budget Execution. The following sections are in this chapter:

- [Definition](#)
- [Requirements](#)
- [Prerequisites](#)
- [Generating the SF 133 Report on Budget Execution Procedure](#)
- [SF 133 Report on Budget Execution Description](#)

Definition

The SF 133 Report on Budget Execution provides information on the budgetary resources appropriated for an agency. The report lists the sources of budget authority and the current status of budgetary resources by appropriation.

The SF 133 Report on Budget Execution is prepared for each unexpired and expired fund or appropriation, excluding clearing accounts and deposit funds and provides appropriation status as of the reporting date. In this version of Oracle U.S. Federal Financials, single-year, multiple-year, and no-year appropriations are reported.

For information on the SF 133 Report on Budget Execution process, see [SF 133 Report on Budget Execution Process](#), page 66-1.

Requirements

Federal agencies are required to submit the SF 133 Report on Budget Execution. If an agency uses standard accounts as defined in the United States Standard General Ledger (US SGL), the report is constructed using those accounts. Agencies that do not use US SGL accounts must enter their account information during report setup.

Information regarding report requirements is available in the Office of Management and Budget (OMB) *Circular A-34, Instructions on Budget Execution*, as revised on December 26, 1996.

Prerequisites

- ❑ Access to General Ledger is required to define a set of books, post transactions, and run General Ledger reports.
- ❑ A set of books for the agency must be defined in General Ledger. The balancing segment of the Accounting Flexfield must be used to store the fund value.

For information on defining a set of books in General Ledger, see [Step 4-D. Define Set of Books](#), page 3-14.

- ❑ The agency name must be entered in the Define Federal Options window.

For information on entering and updating agency information in the Define Federal Options window, see [Federal Options Setup](#), page 6-1.

- ❑ Appropriation information, including Resource Type, Fund Category, and Appropriation Year Dates, must be entered in the Define Appropriation Parameters window.

For information on entering and updating appropriation information in the Define Appropriation Parameters window, see [Appropriation Parameters Setup](#), page 10-1.

- ❑ The SF 133 Table Setup Procedure must be run to populate the SF 133 Report Definitions window.

For information on running the SF 133 Table Setup Procedure, see [Federal Reports Table Setup](#), page 14-1.

- ❑ Report lines, and accounts if US SGL is used, must be reviewed and edited, if necessary, in the SF 133 Report Definitions window before printing the report.

For information on editing report lines in the SF 133 Report Definitions window, see [Federal Report Definitions Setup](#), page 15-1.

Generating the SF 133 Report on Budget Execution Procedure

To print the Report on Budget Execution, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Request Name field, select SF 133 One Year Report on Budget Execution or SF 133 Multiple Year / No Year Report on Budget Execution from the list of values.

The Parameters window appears.

5. In the Period Year field, select a period from the list of values.
6. In the Period Name field, select a period name from the list of values.
7. In the Treasury Symbol Low field, select the low value for the treasury symbol range from the list of values.
8. In the Treasury Symbol High field, select a high value for the treasury symbol range from the list of values.
9. To apply the parameters, click **OK**.
10. To send the request to the concurrent manager, click **Submit**.

The Requests window appears.

11. To view the request, select the appropriate Request ID, and click **View Output**.
12. Close the window.

SF 133 Report on Budget Execution Description

Table 67-1 SF 133 Report on Budget Execution Description

Section	Description
Header Section	report date, set of books, fund, agency name, treasury symbol, period, and quarter
Section I, Budget Resources	describes actual budgetary resource amounts as of report date, including budgetary resources anticipated before end of fiscal year
Section II, Status of Budget Resources	describes obligation amounts incurred from beginning of fiscal year to end of current period. Total must equal total in Section I
Section III, Relation of Obligation to Outlays	records unfilled customer orders, unpaid undelivered orders, accounts receivable and payable. Lines 15A and 15B must agree with the FMS 224 Statement of Transactions report; required only at year end.

GOALS Procedures

This chapter describes the Government On-line Accounting Link System (GOALS) interface. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Generating the FMS Form 224 Statement of Transactions Report for GOALS](#)

Definition

The Government On-line Accounting Link System (GOALS) is a government-wide telecommunications network established to reduce labor-intensive, paper-based processes by providing an efficient method for accounting and reporting functions.

This version of Oracle U.S. Federal Financials provides an automated reports interface component for GOALS. This interface allows agencies to submit specific standard financial reports online.

For information on GOALS, see the *Treasury Financial Manual*, Volume 2.

Overview

The Federal Financials GOALS feature is an automated reports interface that generates Treasury upload transfer files for the following:

- FMS Form 224 Statement of Transactions

The FMS Form 224 Statement of Transactions provides information on the financial condition and operations of federal agencies.

For information on the FMS Form 224 Statement of Transactions, see [FMS Form 224 Statement of Transactions Report Procedures](#): page 57-1.

For information on the FMS Form 224 Statement of Transactions process, see [FMS Form 224 Statement of Transactions Process](#): page 56-1.

Prerequisites

- ❑ Agencies must request specially formatted disks to access GOALS. Requests should be submitted to the Treasury GOALS marketing team or to the Regional Operations Branch of the Treasury Regional Financial Center.
- ❑ The FMS Form 224 Statement of Transactions Report and the FMS 2108 Year-End Closing Report must be run in Final mode before generating these reports for GOALS.

Generating the FMS Form 224 Statement of Transactions Report for GOALS

To run the FMS Form 224 Statement of Transactions Report for GOALS, perform the following steps.

1. Generate the FMS Form 224 Statement of Transactions Report.
2. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

3. Select the Request Set radio button.
4. Click **OK**.

The Submit Request Set window appears.

5. In the Request Set field, select FMS Form 224 Set from the list of values.

Note: The GOALS report is submitted as part of the FMS Form 224 report set.

6. To send the print request to the concurrent manager, click **Submit**.

The Requests window appears.

7. Place the cursor in the Request ID field and click **View Output**.
8. Close the window.

Note: The FMS Form 224 Statement of Transactions Report can be generated in Final mode only once and cannot be regenerated. Before generating this report, check to see if it has been previously generated

Summary Trial Balance Report Procedures

This chapter describes the summary trial balance report procedures. The following sections are in this chapter:

- [Definition](#)
- [Requirements](#)
- [Prerequisites](#)
- [Generating the Trial Balance by Treasury Symbol Report Procedure](#)
- [Trial Balance by Treasury Symbol Report Description Table](#)

Definition

The Trial Balance by Treasury Symbol Report enables users to run the trial balance by treasury symbol range. The report displays the following:

- general ledger account
- account description
- beginning balance
- debits
- credits
- ending balance

Requirements

As specified by the *Joint Financial Management Improvement Program (JFIMP)*, agencies are required to provide online summary trial balances at the treasury account symbol level.

Prerequisites

- ❑ Treasury symbols must be created in the Define Federal Account Symbol window.

To create a treasury symbol, see [Federal Account Symbols Setup](#), page 8-1.

- ❑ Treasury symbols must be associated with a fund in the Define Appropriation Parameters window.

To associate treasury symbols with a fund in the Fund parameter balancing segment, see [Appropriation Parameters Setup](#), page 69-1.

- ❑ Journals for the accounts under the treasury symbol created must be posted in General Ledger.

To enter journals, see [Entering Journals](#), *Oracle Public Sector General Ledger User's Guide*.

Generating the Trial Balance by Treasury Symbol Report Procedure

To generate the Trial Balance by Treasury Symbol Report, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Request Set radio button.
3. Click **OK**.
The Submit Request Set window appears.
4. In the Request Set field, select Trial Balance by Treasury Symbol Report.
The parameters window appears.
5. In the Treasury Symbol Low field, select the low value designating where to begin report generation from the list of values.
6. In the Treasury Symbol High field, select the high value designating where to end report generation from the list of values.
7. In the Currency field, select the currency from the list of values.
8. In the Period Name field, select the general ledger period from the list of values.
9. In the Amount Type field, select the amount type from the list of values.
10. To apply the parameters, click **OK**.
11. To send the print request to the concurrent manager, click **Submit**.
The Requests window appears.
12. To view the request, select the appropriate Request ID and click **View Output**.
13. Close the window.

Trial Balance by Treasury Symbol Report Description Table

Table 69–1 *Trial Balance by Treasury Symbol Report Description*

Column	Description
Header Section	period, report date, page number, currency, balance type treasury range, and treasury symbol
Account	general ledger account number
Description	account description
Beginning Balance	beginning balance for account
Debits	period debits
Credits	period credits
Ending Balance	ending balance for account
Total amount	totals for beginning balance, debits, credits, ending balance at treasury symbol level

Trial Balance by Treasury Symbol Report Description Table

Financial Statements Process

This chapter describes the financial statements process. The following sections are in this chapter:

- [Definition](#)
- [Federal Requirements](#)
- [Financial Statements Process Diagram](#)
- [Financial Statements Process](#)
- [References](#)

Definition

This chapter describes the automatic preparation of consolidated financial statements.

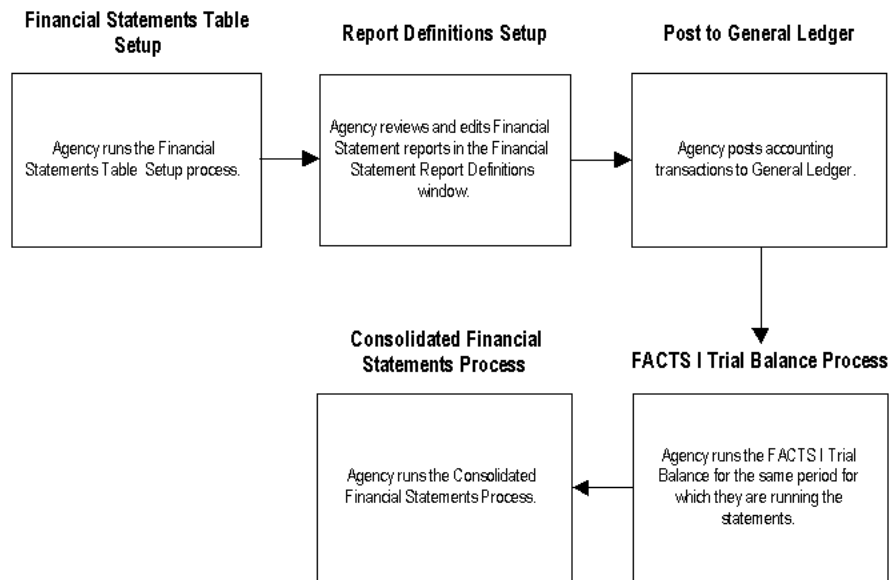
Federal Requirements

The Office of Management and Budget (OMB) Bulletin and subsequent bulletins require federal agencies to produce automated consolidated financial statements. The OMB Bulletin defines the form and content for Federal agency financial statements that are required to be submitted to OMB and Congress pursuant to the requirements of the Chief Financials Officers Act (P.L. 1-6-531).

Financial Statements Process Diagram

Figure 70–1 shows the Financial Statements process as described in [Financial Statements Process](#), page 70-4.

Figure 70–1 Financial Statements Process Diagram



Financial Statements Process

This section includes the following parts:

- [Features](#)
- [Financial Statements Process](#)

Features

The Financial Statement process includes the following features:

- Financial Statements Table Setup process
- Financial Statement Report Definitions window
- Consolidated Financial Statements process

Financial Statements Process

The Financial Statement process includes the following steps:

1. The agency runs the Financial Statements Table Setup process to populate the Financial Statement Report Definitions window. This is a one-time process.
2. The agency reviews and edits the financial statement reports in the Financial Statement Report Definitions window.

The Financial Statement Report Definition window provides the Accounting Flexfield details, Balance Type and various attributes for each report line. The Financial Statement process obtains account balances from either GL_Balances (for all of the Statement of Budgetary Resources and budgetary account balances for the Statement of Financing) or FACTS I tables (for all other statements) based on the attributes assigned in the Financial Statement Report Definition window.

The following are examples of how the data is retrieved and reported on the financial statements.

Example 1: Line 1, Report Definition with One Attribute

In this example, the report process obtains the ending balances for the segments of the Accounting Flexfield given and for the portion of balance that is Federal. These amounts are totaled for all accounts and inserted on line one of the report. In this example, parent accounts are used in the Financial Statement Report Definition window, while children values are used for posting. The

financial statement process rolls the children values up to the parent account level for reporting purposes.

Table 70–1 describes how the report balances are displayed on line 1.

Table 70–1 Report Definition Setup for Line 1

Accounting Flexfield	Balance Type	Fed/Non Fed Attribute
...1340...	Ending	Fed
...1349...	Ending	Fed
...1610...	Ending	Fed

Table 70–2 describes the account attribute balances for the FACTS I Trial Balance.

Table 70–2 Account Attribute Balances for the FACTS I Trial Balance

Account	Fed/Non Fed Attribute	Ending Balance
131001	F	100,000
131001	N	25,000
134001	F	100
134001	N	0
1349	F	6,000
1610	N	54,000

The balance for Line 1 only includes account 134001 valued at \$100 and account 1349 valued at \$6,000. Therefore, the total is \$6,100.

Example 2: Line 2, Report Definition with Multiple Attributes

In this example, the report process obtains the ending balances for the segments of the Accounting Flexfield given and for the portion of balance that is Non-Exchange and Non-Custodial. These amounts are totaled for all accounts and inserted on line two of the report.

Table 70–3 describes how the report balances are displayed on line 2.

Table 70–3 Report Definition Setup for Line 2

Accounting Flexfield	Balance Type	Custodial/Non Custodial Attribute	Exchange/Non Exchange Attribute
...5310...	Ending	Non-Cust	Non-Exch
...5319...	Ending	Non-Cust	Non-Exch
...5320...	Ending	Non-Cust	Non-Exch

Table 70–4 describes the account attribute balances for the FACTS I Trial Balance.

Table 70–4 Account Attribute Balances for the FACTS I Trial Balance

Account	Custodial/Non Custodial	Exchange/Non Exchange	Ending Balance
5310	Cust	Non-Exch	125,000
5310	Non-Cust	Non-Exch	5,000
5319	Cust	Exch	400
5319	Non-Cust	Exch	89,000
5329	Non-Cust	Non-Exch	2,000
5320	Cust	Exch	4,000

The balance for Line 2 only includes 5310 valued at \$5,000.

Example 3: Line 3, Report Definition with Beginning Balance

In this example, the report process obtains the beginning balances for the segments of the Accounting Flexfield given. These amounts are totaled for all accounts and inserted on the report line.

When running the statements, the system obtains the beginning balance of the current year from the FACTS I Ending Balance table for the previous year. The process compares the FACTS I Ending Balance to the GL_Balances to determine if there are differences due to subsequent adjusting entries after the FACTS I year-end process has been run. The financial statement process determines the attributes for the amounts that are different and reports them appropriately.

Table 70–5 describes how the report balances are displayed on line 3.

Table 70–5 Report Definition Setup for Line 3

Accounting Flexfield	Balance Type	Exchange/Non-Exchange
...1310...	Beginning	Exchange
...1340...	Beginning	Exchange

Table 70–6 describes the account attribute balances for FACTS I and General Ledger trial balances.

Table 70–6 Account Attribute Balances for FACTS I and General Ledger Trial Balances

Account	FACTS I Ending Balance Table with Exchange Attribute	Beginning Balance of Current Year in GL_Balances
1310	125,000	125,100
1340	400	400

The balance for Line 3 given the report definition is \$125,500. The \$100 variance in the GL_Balance is assigned the exchange attribute based on the FACTS I setup by account.

3. Accounting Transactions are processed and posted to General Ledger.
4. For all statements, the agency must first run the FACTS I Interface process for the same period for which the statements are run before running the Consolidated Financial Statements Process.
5. The agency runs the Consolidated Financial Statements Process.

References

For information on the Financial Statement Table Setup process, see [Federal Reports Table Setup](#), page 15-1.

For information on the Financial Statement Report Definitions window, see [Federal Report Definitions Setup](#), page 16-1.

For information on the Consolidated Financial Statements Process, see [Financial Statements Procedures](#), page 71-1.

Financial Statements Procedures

This chapter describes how to generate financial statements. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Generating Financial Statements Procedure](#)

Definition

The Generate Financial Statements concurrent process generates the following financial statements:

- Balance Sheet
- Statement of Net Cost
- Statement of Changes in Net Position
- Statement of Budgetary Resources
- Statement of Financing
- Statement of Custodial Activity, where applicable

Overview

Automated consolidated financial statements increase an agency's accountability of financial and program managers. In addition, the financial statements provide better information for decision-making and increase the efficiency and effectiveness of services provided by the Federal Government.

The Consolidated Financial Statements Process uses account balances from FACTS I tables by attribute and general ledger balances to provide line item amounts by attributes based on the federal report definitions setup defined for each statement.

Prerequisites

- ❑ The Financial Statement Report Table Setup process must be run one time before generating any financial statements.

To run the Financial Statement Report Table Setup process, see [Financial Statements Setup](#), page 26-1.

- ❑ For the period any financial statements are to be produced, the FACTS I Interface process must be run for the same period that the statements are run before running the statements in order to populate the data needed for the statements.

To run the FACTS I Interface process, see [FACTS I Procedures](#), page 61-1.

Generating Financial Statements Procedure

To generate financial statements, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:
Other - Request - Run
2. In the Submit a New Request window, select the Single Request radio button.
3. Click **OK**.
4. In the Name field, select Consolidated Financial Statements from the list of values.
5. Click **OK**.

The Parameters window appears.

6. In the Period Name field, select a period from the list of values.
Note: If the list of values for a period is NULL or a different period than the period that the statement should be produced for, the user must first run the FACTS I process for the same period the user intends to run the statements.
7. In the Units field, select the monetary unit from the list of values.
8. In the Report Type field, select the financial statement from the list of values.
9. To apply the parameters, click **OK**.
10. To send the request to the concurrent manager, click **Submit**.

The Requests window appears.

Note: if the concurrent process completes with a warning, check the log file for the following conditions:

- If there are existing exceptions remaining from the FACTS I process, they are referenced at the beginning of the log file. If there are exceptions, users must resolve the FACTS I exceptions by rerunning the FACTS I process and then rerunning the financial statements process.
- The log file provides an account balance which makes up an amount for each line. If the Flexfield Needs Further Definition check box is selected as yes for an account in the Report Lines Detail window of the Financial Statement Report Definitions window there will be no amount for that line. Users need to correctly define the line setup and deselect the Flexfield Needs Further Definition check box and then rerun the financial statements.

11. To view the request, select the request and click **View Output**.
12. Close the window.

SF 132 Apportionment Reapportionment Schedule Procedures

This chapter describes the data entry procedure for the SF 132 Apportionment Reapportionment Schedule. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Entering the SF 132 Apportionment and Reapportionment Schedule](#)
- [SF-132 Apportionment and Reapportionment Schedule Window, Page 1, #1-2 Tab](#)
- [SF-132 Apportionment and Reapportionment Schedule Window Description, Page 1, #1-2 Tab](#)
- [SF-132 Apportionment and Reapportionment Schedule Window, Page 1, #3-4 Tab](#)
- [SF-132 Apportionment and Reapportionment Schedule Window Description, Page 1, #3-4 Tab](#)
- [SF-132 Apportionment and Reapportionment Schedule Window, Page 1, #5-7 Tab](#)
- [SF-132 Apportionment and Reapportionment Schedule Window Description, Page 1, #5-7 Tab](#)
- [SF-132 Apportionment and Reapportionment Schedule Window, Page 2, #8 Tab](#)
- [SF-132 Apportionment and Reapportionment Schedule Window Description, Page 2, #8 Tab](#)

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- [SF-132 Apportionment and Reapportionment Schedule Window, Page 2, #9-12, Explanation Tab](#)
 - [SF-132 Apportionment and Reapportionment Schedule Window Description, Page 2, #9-12, Explanation Tab](#)
 - [Generating the SF 132 Apportionment and Reapportionment Schedule Report](#)

Definition

In the SF-132 Apportionment and Reapportionment Schedule window, users can perform the following tasks:

- enter and update apportionment and reapportionment schedules for a treasury symbol and a fiscal year
- generate the SF 132 Apportionment Reapportionment Schedule report

Overview

This section includes the following parts:

- [SF-132 Apportionment and Reapportionment Schedule Window](#)
- [SF 132 Apportionment and Reapportionment Schedule Report](#)

SF-132 Apportionment and Reapportionment Schedule Window

The SF-132 Apportionment and Reapportionment Schedule window is divided into the following sections:

- Budgetary Resources, which reports the sources of actual and anticipated resources as well as actual and anticipated reductions to those resources
- Application of Budgetary Resources, which reports how the resources are intended to be used, whether by fiscal quarter, activity, project, object, or a combination thereof

OMB Circular A-11 provides details for agencies on how to prepare the SF 132 Apportionment and Reapportionment Schedule.

SF 132 Apportionment and Reapportionment Schedule Report

Users generate the SF 132 Apportionment and Reapportionment Schedule report by clicking the **Submit** button in the SF-132 Apportionment and Reapportionment Schedule window or by running the SF 132 Apportionment and Reapportionment Schedule in the concurrent manager.

Entering the SF 132 Apportionment and Reapportionment Schedule

To enter or update data in the SF-132 Apportionment and Reapportionment Schedule window, perform the following steps:

1. In Federal Financials, navigate to the SF-132 Apportionment and Reapportionment Schedule window as follows:

Reports - SF132 Apportionment and Reapportionment Schedule

2. Enter data in each field of the SF-132 Apportionment and Reapportionment Schedule window as described in [Table 72-1](#), page 72-5, through [Table 72-5](#), page 72-18 or refer to OMB Circular A-11.
3. Save or save and continue as follows:
File - Save or Save and Proceed
4. Close the window.

SF-132 Apportionment and Reapportionment Schedule Window, Page 1, #1-2 Tab

Figure 72-1 SF-132 Apportionment and Reapportionment Schedule Window, Page 1, #1-2 Tab

SF-132 Apportionment and Reapportionment Schedule

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Standard Form 132
Office of Management and Budget
Circular No. A-34

Agency:
 Bureau:
 Status:

Fiscal Year:
 Appropriation:
 Treasury Symbol:
 Reapportionment Number:

Description	Amount on Latest SF-132	Agency Request	Action by OMB
Budgetary Resources			
1. Budget Authority:			
A. Appropriation (P.L. 111-555)	\$1,000,000		
B. Borrowing Authority			
C. Contract Authority (P.L. 666-999)	\$100,000		
D. Net transfers (+ or -)			
E.			
2. Unobligated Balance:			
A. Brought forward October 1	\$1,100,000		
B. Net transfers, actual (+ or -)			
C. Anticipated transfers (+ or -)			

SF-132 Apportionment and Reapportionment Schedule Window Description, Page 1, #1-2 Tab

Table 72-1 SF-132 Apportionment and Reapportionment Schedule Window Description, Page 1, #1-2 Tab

Field Name	Type	Description
Agency	required	agency name
Bureau	optional	bureau name
Status	default, display only	Status values include In Process, Pending, and Approved. Status is updated to Pending when users select Submit. The status is only changed to Approved when any of the Action by OMB fields is not NULL and the Total Budgetary Resources amount on Line 7 is equal to the Total Budgetary Resources amount on Line 12.
Fiscal Year	required	fiscal year
Appropriation	required	appropriation
Treasury Symbol	required	treasury symbol
Reapportionment Number	required	defaults to zero. Users increase the number to create a new record for subsequent transmissions to OMB for an apportionment schedule.
Budgetary Resources Line	Type	Description
1. Budget Authority:		
A. Appropriation (P.L. <field>)	optional	amount of appropriations specified in appropriations acts or in substantive laws that become available for obligation on or after October 1 of the fiscal year. Enter public law in P.L. field.
B. Borrowing Authority	optional	amount of new authority to borrow, primarily from Treasury, to finance obligations and outlays. Include the amount becoming available for obligation on or after October 1 of the fiscal year.
C. Contract Authority (P.L. <field>)	optional	amount of new contract authority to incur obligations that typically require a separate appropriation of liquidating cash before payments can be made. Enter public law in P.L. field.
D. Net transfers (+ or -)	optional	net amount of budget authority enacted for the fiscal year that is actually transferred to (+) or from (-) the account under existing legislation

Table 72-1 SF-132 Apportionment and Reapportionment Schedule Window Description, Page 1, #1-2 Tab

E. [Other]	optional	Include the following: - amount of indefinite appropriations anticipated to become available under existing law for the remainder of the fiscal year - anticipated collection of available receipts - current estimate of any new budget authority anticipated to be transferred to (+) or from (-) the account under existing legislation - amount of proceeds from loan asset sales with recourse. Unlike other amounts included on line 1E, the sale of financial assets with recourse may include both estimated and actual amounts. Do not include the following: - indefinite appropriations included on line 1A - anticipated, un-enacted supplemental appropriations - transfers that have been made and included on line 1D - anticipated transfers that require legislation Note: Use this line for other amounts only with prior OMB approval. Identify the law or laws providing the appropriations included on line 1A through 1E in a footnote.
2. Unobligated Balance:		
A. Brought forward October 1	optional	amount of unobligated balance brought forward from prior fiscal years as of October 1 of the current fiscal year that is available for obligation as defined in OMB Circular No. A-34, Section 11.2. Include rescissions of these prior year balances enacted in the current year on line 6B.
B. Net transfers, actual (+ or -)	optional	net amount of any unobligated balance actually transferred to (+) or from (-) the account
C. Anticipated transfers (+ or -)	optional	amount of the current estimate of any balances, other than balances of new budget authority, to be transferred to (+) or from (-) the account under existing legislation.
Column	Type	Description
Amount on Latest SF-132	optional	Leave the column blank for initial apportionment requests. For reapportionment requests, include the amounts in the Action by OMB column of the previously approved SF 132.

Table 72-1 SF-132 Apportionment and Reapportionment Schedule Window Description, Page 1, #1-2 Tab

Agency Request	optional	include amounts in the column for each applicable line
Action by OMB		Leave the column blank unless recording approved amounts by OMB.
Submit	optional	updates status and initiates the concurrent process for the SF 132 Apportionment and Reapportionment Schedule report

SF-132 Apportionment and Reapportionment Schedule Window, Page 1, #3-4 Tab

Figure 72-2 SF-132 Apportionment and Reapportionment Schedule Window, Page1, #3-4 Tab

Description	Amount on Latest SF-132	Agency Request	Action by OMB
BUDGETARY RESOURCES			
3. Spending authority from offsetting collections (gross):			
A. Earned:			
1. Collected	\$100,500		
2. Receivable from Federal sources			
B. Change in unfilled customer orders (+ or -):			
1. Advance received	\$600,100		
2. Without advance from Federal sources			
C. Anticipated for rest of year, without advance			
D. Transfers from trust funds:			
1. Collected			
2. Anticipated			
4. Recoveries of prior year obligations:			
A. Actual	\$700,000		
B. Anticipated			
Submit			

SF-132 Apportionment and Reapportionment Schedule Window Description, Page 1, #3-4 Tab

For information on the Amount on Latest SF-132, Agency Request, and Action by OMB columns, and the **Submit** button, see [Table 72-1](#), page 72-6.

Table 72-2 SF-132 Apportionment and Reapportionment Schedule Window Description, Page 1, #3-4 Tab

Budgetary Resources Line	Type	Description
3. Spending authority from offsetting collections (gross):		
A. Earned:		
1. Collected	optional	amount of reimbursement and other income earned and collected to date during the current fiscal year, including those for revolving funds
2. Receivable from Federal sources	optional	amount of reimbursements from another Federal Government account that is earned, but not collected, to date during the current fiscal year, including those for revolving funds
B. Change in unfilled customers' orders (+ or -):		
1. Advance received	optional	amount of increase (+) or decrease (-) from October 1 in unfilled orders on hand accompanied by an advance
2. Without advance from Federal sources	optional	amount of increase (+) or decrease (-) from October 1 in unfilled orders on hand from other Federal Government accounts that are valid obligations of the ordering account and are not accompanied by an advance
C. Anticipated for rest of year, without advance	optional	amount of the current estimate of anticipated offsetting collections, such as anticipated orders from federal sources or anticipated refunds, expected for the remainder of the year
D. Transfers from trust funds:		
1. Collected	optional	amount of expenditure transfers from a trust fund account to a federal fund account, pursuant to appropriations or other laws, to fund the activities of an agency that are, or would be, normally funded in a federal fund account
2. Anticipated	optional	amount of expenditure transfers anticipated for the remainder of the year

Table 72-2 SF-132 Apportionment and Reapportionment Schedule Window Description, Page 1, #3-4 Tab

4. Recoveries of prior year obligations:		
A. Actual		amount of any cancellations or downward adjustments of obligations incurred in prior fiscal years that were not outlayed. Show the actual recoveries, as shown on the SF 133, on reapportionment requests.
B. Anticipated	optional	amount of the current estimate of additional recoveries of prior fiscal year obligations anticipated in unexpired accounts for the remainder of the fiscal year

SF-132 Apportionment and Reapportionment Schedule Window, Page 1, #5-7 Tab

Figure 72-3 SF-132 Apportionment and Reapportionment Schedule Window, Page 1, #5-7 Tab

SF-132 Apportionment and Reapportionment Schedule

Page 1, #1-2 Page 1, #3-4 **Page 1, #5-7** Page 2, #8 Page 2, #9-12, Explanation

Description	Amount on Latest SF-132	Agency Request	Action by OMB
Budgetary Resources			
5. Temporarily not available pursuant to Public Law (-)			
6. Permanently not available:			
A. Cancellations of expired and no-year accounts (-)	-\$1,545		
B. Enacted rescissions (-)	-\$50		
C. Capital transfers and redemption of debt (-)			
D. Other authority withdrawn (-)			
E. Pursuant to Public Law (-)			
F. Anticipated rest of year (+ or -)			
7. Total Budgetary Resources	\$3,599,005	\$0	\$0

SF-132 Apportionment and Reapportionment Schedule Window Description, Page 1, #5-7 Tab

For information on the Amount on Latest SF-132, Agency Request, and Action by OMB columns, and the **Submit** button, see [Table 72-1](#), page 72-6.

Table 72-3 SF-132 Apportionment and Reapportionment Schedule Window Description, Page 1, #5-7 Tab

Budgetary Resources Line	Type	Description
5. Temporarily not available pursuant to Public Law <field> (-)	optional	Enter public law.
6. Permanently not available:		
A. Cancellations of expired and no-year accounts (-)	optional	amount of any budgetary resources cancelled in no-year accounts pursuant to 31 U.S.C.1555 or withdrawn
B. Enacted rescissions (-)	optional	amount of enacted rescissions (-)
C. Capital transfers and redemption of debt (-)	optional	amount transferred to the general fund of the Treasury: that is, deposited to Treasury receipt accounts for "Earnings of Government-owned enterprises" or "Repayments of capital investment, Government-owned enterprises."
D. Other authority withdrawn (-)	optional	excess appropriations to liquidate debt and contract authority
E. Pursuant to Public Law <field> (-)	optional	amounts that are permanently cancelled by law. Enter public law.
F. Anticipated rest of year (+ or -)	optional	estimates of amounts anticipated to be cancelled or withdrawn during the remainder of the year for reasons specified in lines 6A through 6E under existing law. Do not include pending rescissions.
7. Total Budgetary Resources	display only	sum of amounts shown on lines 1 through 6. This amount represents the total amount of budgetary resources available for apportionment in the fiscal year for which the schedule is being submitted.

SF-132 Apportionment and Reapportionment Schedule Window, Page 2, #8 Tab

Figure 72-4 SF-132 Apportionment and Reapportionment Schedule Window, Page 2, #8 Tab

SF-132 Apportionment and Reapportionment Schedule

Page 1, #1-2 Page 1, #3-4 Page 1, #5-7 Page 2, #8 Page 2, #9-12, Explanation

Description	Amount on Latest SF-132	Agency Request	Action by OMB
Application of Budgetary Resources			
8. Apportioned: Memorandum : Obligations Incurred			
Category A: program for new books			
(1) First Quarter	\$50,000	\$190,000	
(2) Second Quarter		\$598,700	
(3) Third Quarter		\$789,100	
(4) Fourth Quarter		\$1,500,000	
Category B: program for new computers and f			
(1) Program A		\$100,000	
(2) Program B	\$210,000	\$210,000	
(3)			
(4)			
(5)			
(6)			
(7)			

Submit

SF-132 Apportionment and Reapportionment Schedule Window Description, Page 2, #8 Tab

For information on the Amount on Latest SF-132, Agency Request, and Action by OMB columns, and the **Submit** button, see [Table 72-1](#), page 72-6.

Table 72-4 SF-132 Apportionment and Reapportionment Schedule Window Description, Page 2, #8 Tab

Application of Budgetary Resources Line	Type	Description
8. Apportioned:		
Category A:	optional	amount requested to be apportioned for each calendar quarter in the fiscal year
Memorandum: Obligations Incurred	optional	When both Category A and Category B are used, insert a descriptive label on the Category A line to distinguish the amounts apportioned by quarter from the remaining amounts.
(1) First Quarter	optional	amount requested to be apportioned for the first quarter in the fiscal year
(2) Second Quarter	optional	amount requested to be apportioned for the second quarter in the fiscal year
(3) Third Quarter	optional	amount requested to be apportioned for the third quarter in the fiscal year
(4) Fourth Quarter	optional	amount requested to be apportioned for the fourth quarter in the fiscal year
Category B	optional	amount requested to be apportioned on a basis other than calendar quarters, such as time periods other than quarters, activities, projects, or a combination thereof
(1)	optional	amount requested to be apportioned on a basis other than calendar quarters, such as time periods other than quarters, activities, projects, or a combination thereof
(2)	optional	amount requested to be apportioned on a basis other than calendar quarters, such as time periods other than quarters, activities, projects, or a combination thereof
(3)	optional	amount requested to be apportioned on a basis other than calendar quarters, such as time periods other than quarters, activities, projects, or a combination thereof
(4)	optional	amount requested to be apportioned on a basis other than calendar quarters, such as time periods other than quarters, activities, projects, or a combination thereof

Table 72-4 SF-132 Apportionment and Reapportionment Schedule Window Description, Page 2, #8 Tab

Application of Budgetary Resources Line	Type	Description
(5)	optional	amount requested to be apportioned on a basis other than calendar quarters, such as time periods other than quarters, activities, projects, or a combination thereof
(6)	optional	amount requested to be apportioned on a basis other than calendar quarters, such as time periods other than quarters, activities, projects, or a combination thereof
(7)	optional	amount requested to be apportioned on a basis other than calendar quarters, such as time periods other than quarters, activities, projects, or a combination thereof

SF-132 Apportionment and Reapportionment Schedule Window, Page 2, #9-12, Explanation Tab

Figure 72-5 SF-132 Apportionment and Reapportionment Schedule Window, Page 2, #9-12, Explanation Tab

The screenshot displays a software window titled "SF-132 Apportionment and Reapportionment Schedule". At the top, there are five tabs: "Page 1, #1-2", "Page 1, #3-4", "Page 1, #5-7", "Page 2, #8", and "Page 2, #9-12, Explanation". The "Page 2, #9-12, Explanation" tab is currently selected.

Below the tabs is a table with the following data:

Description	Amount on Latest SF-132	Agency Request	Action by OMB
9. Withheld pending rescission	-\$500		
10. Deferred	\$7,400		
11. Unapportioned balance of revolving fund	\$204,305		
12. Total Budgetary Resources	\$3,599,005	\$0	\$0

Below the table is a section labeled "Notes" with a large text area for input. At the bottom right of the window is a "Submit" button.

SF-132 Apportionment and Reapportionment Schedule Window Description, Page 2, #9-12, Explanation Tab

For information on the Amount on Latest SF-132, Agency Request, and Action by OMB columns, and the **Submit** button, see [Table 72-1](#), page 72-6.

Table 72-5 SF-132 Apportionment and Reapportionment Schedule Window Description, Page 2, #9-12 Explanation Tab

Application of Budgetary Resources Line	Type	Description
9. Withheld pending rescission	optional	amount of budgetary resources to be withheld from availability pending congressional action on a Presidential rescission proposal; amounts subject to the Impoundment Control Act (2 U.S.C.683)
10. Deferred.....	optional	amount of budgetary resources being set aside for possible use at a later date before the funds expire; amounts subject to the Impoundment Control Act (2 U.S.C.684)
11. Unapportioned balance of revolving fund	optional	used primarily for public enterprise funds, intragovernmental revolving funds, and trust funds that are subject to apportionment
12. Total Budgetary Resources	optional	sum of the amounts on lines 8, 9, 10; must equal Line 7.
Notes	optional	user-entered notes; printed at the end of the SF 132 Apportionment and Reapportionment Schedule report

Generating the SF 132 Apportionment and Reapportionment Schedule Report

Note: The SF 132 Apportionment and Reapportionment Schedule report is automatically generated when users click the **Submit** button in the SF-132 Apportionment and Reapportionment Schedule window.

To generate the SF 132 Apportionment and Reapportionment Schedule report, perform the following tasks.

1. In Federal Financials, navigate to the Submit Requests window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.
4. In the Name field, select SF 132 Apportionment and Reapportionment Schedule.
The Parameters window appears.
5. In the Treasury Symbol field, select the treasury symbol from the list of values.
6. In the Fiscal year field, select the fiscal year from the list of values.
7. In the Reapportionment Number field, enter the reapportionment number from the list of values.
8. To apply the parameters, click **OK**.
9. To send the print request to the concurrent manager, click **Submit**.
10. Place the cursor in the Request ID field and click **View Output**.
11. Close the window.

Part XII

Inquiry and Status Reporting

Funds Available Procedures

This chapter describes viewing available funds at both detail and summary levels. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Viewing Funds Available Procedure](#)
- [Funds Available Inquiry Window](#)
- [Funds Available Inquiry Window Description](#)

Definition

The Funds Available Inquiry window views funds available online at the detail and summary levels.

The Funds Availability Reports provide more complete fund information in report form.

For information on printing the Funds Availability Reports, see [Funds Availability Reports Procedures](#), page 74-1.

Overview

In the Funds Available Inquiry window, users can perform the following tasks:

- view funds available at both detail and summary levels
- query a budget level and the amount available for that budget level
- view the effects of budget authority versus spending transactions such as commitments, obligations, and expenditures

The Funds Available procedure calculates the balance for Budget Authority, Commitments, Obligations, and Expended Amount according to the accounting information defined in the Define Appropriation Parameters window. Agencies can define a single or parent account for each item.

Prerequisites

- ❑ The balancing segment must be defined as the fund segment of the Accounting Flexfield.

To define the accounting flexfield, see [Step 4-A. Define Accounting Flexfield](#), page 3-12.

- ❑ Funds Available Accounting information must be entered in the Define Appropriation Parameters window.

To define appropriation parameters, see [Appropriation Parameters Setup](#), page 10-1.

Viewing Funds Available Procedure

To view funds available, perform the following steps.

1. In Federal Financials, navigate to the Funds Available Inquiry window as follows:

Inquiry - Funds Available

2. Enter data in each field of the Funds Available Inquiry window as described in [Table 73-1](#), page 73-6.
3. Tab to the Funds Available (USD) Region. The system automatically calculates the funds available information.
4. Close the window.

Funds Available Inquiry Window

Figure 73-1 Funds Available Inquiry Window

The screenshot shows a window titled "Funds Available Inquiry". It contains three main sections: "Selection Criteria", "Rollup Criteria", and "Funds Available (USD)".

Selection Criteria

Budget	FEDERAL BUDGET2	Period Type	Year To Date
		Period Name	SEP/00-00

Rollup Criteria

Rollup Type	Treasury Symbol	Low	High
Treasury Symbol	36-00-0100		

Funds Available (USD)

Budget Authority	3,920,000.		
— Actuals			
Total Actuals	Commitments	Obligations	Expenditures
125.00	0.00	125.00	0.00
Funds Available	3,919,875.		

Funds Available Inquiry Window Description

Table 73–1 Funds Available Inquiry Window Description

Field Name	Type	Features	Description
Selection Criteria Region			
Budget	required	list of values	budget name from current set of books
Period Type	display only		period type; Year To Date
Period Name	required		valid period
Rollup Criteria Region			
Rollup Type	required	drop-down list	used for inquiry rollup; Treasury Symbol or Fund value
Treasury Symbol	required if rollup type is Treasury Symbol	list of values	used for Treasury Symbol range selection
Low	required if rollup type is Fund	list of values	segments used for inquiry criteria
High	required if rollup type is Fund	list of values	segments used for inquiry criteria
Funds Available (USD) Region			
Budget Authority	display only		total budgetary authority for selected criteria
Total Actuals	display only		commitments, obligations, and expenditures totals
Funds Available	display only		Budget Authority minus Total
Actuals Region			
Commitments	display only		committed amount for selected criteria
Obligations	display only		obligated amount for selected criteria
Expenditures	display only		expended amount for selected criteria

Funds Availability Reports Procedures

This chapter describes the funds availability reports procedures. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Generating the Funds Availability Reports Procedure](#)
- [Parameters Window Description](#)
- [Funds Available - Total Resources Report Description](#)
- [Funds Available - Funding Distributions Report Description](#)
- [Funds Available - Spending Activity Report Description](#)
- [Funds Available - Available Balances Report Description](#)

Definition

The Funds Availability reports enable users to review current funds status at any time. These reports can be run at the Treasury Symbol level (TASF/TAS) or the Accounting Flexfield level.

Overview

Users run the Status of Funds Availability Process to generate the following reports:

- Funds Available - Total Resources
- Funds Available - Funding Distributions
- Funds Available - Spending Activity
- Funds Available - Available Balances

Prerequisites

- ❑ At least one account range must be defined in the Funds Availability Reports Definitions window.

To define an account range in the Funds Availability Reports Definitions window, see [Federal Report Definitions Setup](#), page 15-1.

- ❑ Treasury symbol and fund relationships must be defined in the Define Appropriation Parameters window when running the Funds Availability Reports by treasury symbol.

To define the treasury symbol and fund relationships, see [Appropriation Parameters Setup](#), page 10-1.

Generating the Funds Availability Reports Procedure

To print the Funds Availability Reports, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Status of Funds Availability Process from the list of values.

The Parameters window appears

5. In the Summary Type field, select Accounting Flexfield Range or Treasury Symbol.

6. To generate the report by treasury symbol, enter data in each field of the Parameters window as described in [Table 74-1](#), page 74-5.

7. To generate the report by Accounting Flexfield, enter data in the Accounting Flexfield Range window as described in [Table 74-1](#), page 74-5.

8. To apply the parameters, click **OK**.

9. To send the request to the concurrent manager, click **Submit**.

The Requests window appears.

10. To view the request, select the appropriate Request ID and click **View Output**.

11. Close the window.

Parameters Window Description

Table 74–1 Parameters Window Description

Field Name	Type	Features	Description
Summary Type	required	list of values	indicates if report is to be run at the Treasury Symbol level or the Accounting Flexfield Level
Report Name	required	list of values	report to be generated
Treasury Symbol	optional	list of values	treasury symbol Note: Users cannot select a treasury symbol and an Accounting Flexfield. These parameters are mutually exclusive.
Flexfield Low	optional	Accounting Flexfield window	Accounting Flexfield range. Click in this field to open the Accounting Flexfield window. Note: Users cannot select a treasury symbol and an Accounting Flexfield. These parameters are mutually exclusive. Note: Leaving an Accounting Flexfield field blank causes that data element not to be displayed in the reports. The report summarizes all values for data elements left blank. Users must provide a low and high range for each data element they want included in the reports. The fund segment (balancing segment) is required.
Flexfield High	display only		fiscal year designating when to end report generation; optional. This field is populated when the Accounting Flexfield window is completed.
Period Name	required	list of values	general ledger period
Currency Code	required	list of values	currency
Units	required	list of values	monetary units indicating how to report amounts in the report

Funds Available - Total Resources Report Description

Table 74-2 Funds Available - Total Resources Report Description

Column	Description
Header Section	report date, set of books, general ledger period, and treasury symbol
Treasury Symbol	If the report is run by Treasury Symbol, Fund-BFY is displayed in this report. For information on parameters, see Table 74-1 , page 74-5.
AFF Elements	If the report is run by the Accounting Flexfield range, the report displays only those elements entered by the user. The Fund Segment is required. All other segments are optional. For information on parameters, see Table 74-1 , page 74-5.
Authority Brought Forward	contract or borrowing authority carried forward
Appropriated	amount appropriated
Contract Authority	authority permitting obligations to be incurred in advance of appropriations or receipts
Borrowing Authority	authority permitting agencies to incur obligations and make payment to liquidate obligations out of borrowed monies
Offsetting Collections	collections that by law are credited directly to expenditure accounts
Total	total amount for each fund

Funds Available - Funding Distributions Report Description

Table 74-3 Funds Available - Funding Distributions Report Description

Column	Description
Header Section	report date, set of books, general ledger period, and treasury symbol
Treasury Symbol	If the report is run by Treasury Symbol, Fund-BFY is displayed in this report. For information on parameters, see Table 74-1 , page 74-5.
AFF Elements	If the report is run by the Accounting Flexfield range, the report displays only those elements entered by the user. The Fund Segment is required. All other segments are optional. For information on parameters, see Table 74-1 , page 74-5.
Total not yet Apportioned	fund amount not yet apportioned
Total Apportioned	total fund amount apportioned
Total Allotted	total fund amount allotted
Total Allowances	total fund amount for allowances
Total Sub-Allowances	total fund amount for suballowances

Funds Available - Spending Activity Report Description

Table 74-4 Funds Available - Spending Activity Report Description

Column	Description
Header Section	report date, set of books, and general ledger period
Treasury Symbol	If the report is run by Treasury Symbol, Fund-BFY is displayed in this report. For information on parameters, see Table 74-1 , page 74-5.
AFF Elements	If the report is run by the Accounting Flexfield range, the report displays only those elements entered by the user. The Fund Segment is required. All other segments are optional. For information on parameters, see Table 74-1 , page 74-5.
Budget Authority	amount authority provided by law to enter into financial obligations that result in immediate or future outlays involving Federal Government funds
Commitments	amount reserved in anticipation of an obligation
Expenditures	amount spent
Total Spending	total amount spent
Funds Available	amount remaining

Funds Available - Available Balances Report Description

Table 74-5 Funds Available - Available Balances Report Description

Column	Description
Header Section	report date, set of books, and general ledger period
Treasury Symbol	If the report is run by Treasury Symbol, Fund-BFY is displayed in this report. For information on parameters, see Table 74-1 , page 74-5.
AFF Elements	If the report is run by the Accounting Flexfield range, the report displays only those elements entered by the user. The Fund Segment is required. All other segments are optional. For information on parameters, see Table 74-1 , page 74-5.
Apportionment Balance	amount available for apportionment
Allotment Balance	amount available for allotment
Allowance Balance	amount available for allowances
Sub-Allowance Balance	amount available for suballowances

Status of Obligations Report Procedures

This chapter describes the Status of Obligations reports. The following sections are in this chapter:

- [Definition](#)
- [Requirements](#)
- [Prerequisites](#)
- [Generating the Status of Obligations Report Procedure](#)
- [Status of Obligations Report Description](#)

Definition

Federal agencies use the Status of Obligations Report to measure financial performance against operating plan objectives. This internal report assists federal agencies in determining if the procurement process is completed for each obligation.

The Status of Obligations Report contains information on commitments, obligations, and invoices. Obligations, which denote legal responsibility for the procurement of goods or services, are entered alone or against commitments, which reserve funds for future use. Invoices are received from vendors and indicate that payment is required. Commitments with no corresponding obligations and invoice payment activities are not included in the report.

Requirements

Agencies are required to report on financial performance through a series of regulatory reports in accordance with the Government Results and Performance Act (GRPA). The Status of Obligations Report provides internal information to facilitate regulatory reporting.

Prerequisites

- ❑ The agency name must be entered in the Define Federal Options window.

To enter and update agency information in the Define Federal Options window, see [Federal Options Setup](#), page 6-1.

Generating the Status of Obligations Report Procedure

To print the Status of Obligations Report, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.
The Submit Request window appears.
4. In the Name field, select Status of Obligations Report from the list of values.
The Parameters window appears.
5. In the Pagebreak Segment 1 field, select a General Ledger key flexfield segment, or select a segment from the list of values.
6. In the Segment Low 1 field, select the lowest value of the range to be reported for the key flexfield segment selected in the Pagebreak Segment 1 field.
7. In the Segment High 1 field, select the highest value of the range to be reported for the key flexfield segment selected in the Pagebreak Segment 1 field.
8. In the Pagebreak Segment 2, Segment Low 2, Segment High 2, Pagebreak Segment 3, Segment Low 3, and Segment High 3 fields, optionally select additional key flexfield segments and ranges.
9. In the Currency field, select a currency from the list of values.
10. In the Status field, optionally select a status from the list of values.
Note: If no status is selected, all statuses are printed.
11. In the Run Option field, select a time frame from the list of values.
12. In the Period field, select a period from the list of values.
13. To apply the parameters, click **OK**.
14. To send the print request to the concurrent manager, click **Submit**.
The Requests window appears.
15. To view the request, select the appropriate Request ID and click **View Output**.
16. Close the window.

Status of Obligations Report Description

Table 75–1 *Status of Obligations Report Description*

Section	Column	Description
Header		agency name, report date, period, set of books, currency, fund, Pagebreak 1, Pagebreak 2, and Pagebreak 3
Commitment	Name	commitment identifying name or number
	Date	commitment date
	Amount	commitment amount; can be used to determine amount obligated and amount still available for obligation
Obligation	Name	obligation identifying name or number
	Amount	obligation amount; can be used to determine open obligations available for future cash outlays
	Date	obligation date
	Status	Open, Closed, Finally Closed, and others
Invoice	Name	invoice identifying name or number
	Date	invoice date; can be used to determine amount of time elapsed from commitment to invoice
	Amount	invoice amount; dollar amounts can differ based on tolerance limits set in Purchasing; can be used to determine difference in amounts obligated and invoiced; activity accomplished against open obligations that can now be closed
Total For:		pagebreak totals
Pagebreak 1	Commitment	total of commitments for Pagebreak 1
	Obligation	total of obligations for Pagebreak 1
	Fund	total of invoices for Pagebreak 1
Pagebreak 2	Commitment	total of commitments for Pagebreak 2
	Obligation	total of obligations for Pagebreak 2
	Invoice	total of invoices for Pagebreak 2
Pagebreak 3	Commitment	total of commitments for Pagebreak 3
	Obligation	total of obligations for Pagebreak 3
	Invoice	total of invoices for Pagebreak 3

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

Suppliers Deactivation Report Procedures

This chapter describes the Suppliers Deactivation Report. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Generating the Suppliers Deactivation Report and Deactivating Suppliers Procedure](#)
- [Suppliers Deactivation Report Description](#)

Definition

The Suppliers Deactivation Report enables users to activate or deactivate vendors that do not have any purchasing or payment activity in the given time period.

Purchasing activity includes a supplier's purchase requisitions or purchase orders created or updated. This includes all documents even if they are not completed or approved.

Payment activity includes a supplier's invoices, debit memos, credit memos, payments, or refunds entered or updated.

Overview

The Suppliers Deactivation Report process includes the following steps:

1. Users run the Suppliers Deactivation Report with the Deactivate Suppliers parameter set to No.
2. Users review the report and note the suppliers that should remain active.
3. Users rerun the Suppliers Deactivation Report with the Deactivate Suppliers parameter set to Yes.
4. Users navigate to the Supplier window and query the suppliers noted in Step 2 that should not be deactivated and delete the value in the Inactive On field.
5. To verify that the correct suppliers are deactivated, users run the Suppliers Deactivation Report with the Deactivate Suppliers parameter set to No.

The Deactivated Supplier Listing section displays the deactivated suppliers.

Generating the Suppliers Deactivation Report and Deactivating Suppliers Procedure

This procedure includes the following parts:

- [Viewing the Suppliers Deactivation Report](#)
- [Deactivating Suppliers](#)
- [Reactivating Suppliers](#)

Viewing the Suppliers Deactivation Report

To run the Suppliers Deactivation Report, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Request Name field, select Suppliers Deactivation Report from the list of values.

The Parameters window appears.

5. In the Supplier Name From field, optionally select a supplier name designating where to begin report generation for the range of suppliers from the list of values.

Note: If no supplier is entered, the report is run for all suppliers.

Note: The supplier name defaults to the Supplier Name To field.

6. In the Supplier Name To field, optionally select a supplier designating where to end report generation for the range of suppliers from the list of values.

Note: Users can enter a value in Supplier Name From field without having to enter a value in the Supplier Name To field. Users select the default value in the Supplier Name To field and delete it.

7. In the Date Since No Activity field, enter a begin date for reporting suppliers without any activity.

Note: The current system date is the end date for reporting suppliers with no activity.

8. To review the list of suppliers with no activity, select N in the Deactivate Suppliers field.
9. To apply the parameters, click **OK**.
10. To send the request to the concurrent manager, click **Submit**.
The Requests window appears.
11. To view the request, select the appropriate Request ID, and click **View Output**.
12. Review the list and note any suppliers who should not be deactivated.

Deactivating Suppliers

To deactivate suppliers, perform the following steps.

1. Repeat Steps 1 through 7 in the previous section, [Viewing the Suppliers Deactivation Report](#).
2. In the Deactivate Suppliers field, select Y from the list of values.
3. To apply the parameters, click **OK**.
4. To send the request to the concurrent manager, click **Submit**.
The Requests window appears.
5. To view the request, select the appropriate Request ID, and click **View Output**.

Reactivating Suppliers

To reactivate suppliers, perform the following steps.

1. In Payables, navigate to the Suppliers window as follows:
Suppliers - Entry
2. In the Inactive On field, delete the value.
3. Save or save and continue as follows:
File - Save or **Save and Proceed**
4. Close the window.

Suppliers Deactivation Report Description

Table 76–1 *Suppliers Deactivation Report Description*

Column	Description
Supplier Name	vendor name
Supplier Num	number assigned to vendor
Site	supplier site
Days Since Last Activity	number of days without activity; calculated by the report program
Date of Last Activity	date of last invoice, purchase order, requisition, or payment
Deactivated Suppliers Region	
Supplier Name	vendor name
Supplier Num	number assigned to vendor
Site	supplier site
Date Deactivated	date supplier deactivated. The system enters the current system date as the inactivate date for any suppliers picked up by the report. Note: All supplier sites must be deactivated before the system deactivates a supplier.

Suppliers Deactivation Report Description

Document Cross-referencing Procedures

This chapter describes how to use document cross-referencing. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Viewing Documents Procedure](#)
- [Document Cross-Reference Window](#)
- [Document Cross-Reference Window Description](#)
- [Document Cross-Reference Purchase Order View Window](#)
- [Document Cross-Reference Purchase Order View Window Description](#)
- [Document Cross-Reference Requisition View Window](#)
- [Document Cross-Reference Receipt View Window](#)
- [Document Cross-Reference Invoice View Window](#)
- [Document Cross-Reference Payment View Window](#)

Definition

Document cross-referencing enables users to query a document and to view all related documents.

Overview

At any point in the business cycle, users can query an accounts payable or purchasing document and drill down to further detail on that document. Oracle U.S. Federal Financials displays transactions related to the queried document and provides details on the related transactions as required.

Users can query the following document types:

- purchase orders
- requisitions
- receipts
- invoices
- payments

Document Cross-referencing Windows

This sections describes the following document cross-referencing windows:

- [Document Cross-Referencing Find Window](#)
- [Document Cross-Reference Purchase Order View Window](#)
- [Document Cross-Reference Requisition View Window](#)
- [Document Cross-Reference Receipt View Window](#)
- [Document Cross-Reference Invoice View Window](#)
- [Document Cross-Reference Payment View Window](#)

Document Cross-Referencing Find Window

In the Document Cross-Referencing Find Window, users define the search criteria for a selected document type. The window is divided into the following regions:

- Supplier
- Purchasing Documents

- **Payables Documents**

Supplier information is always required. Users can enter supplier information manually or they can access supplier information by entering the document number in the Purchasing Documents or Payables Documents regions.

Users enter selection criteria for requisitions, purchase orders, or receipts in the Purchasing Documents region. If users base their query on document amount or date without a document number, they must enter supplier information.

Users enter selection criteria for supplier invoices, invoice payments, or treasury payments in the Payables Documents region. When users base their query on document type, amount, or date only, they must enter supplier information.

Document Cross-Reference Purchase Order View Window

The Document Cross-Reference Purchase Order View window displays the selected purchase order and all related requisitions, receipts, invoices, and payments. In this window, users can enter a new query for the same supplier in the following fields:

- Number
- PO Date
- Release
- Line
- Shipment
- Buyer
- Approval Status

To initiate a query for a different supplier, users must return to the Document Cross-Reference Find window.

Document Cross-Reference Requisition View Window

The Document Cross-Reference Requisition View window displays the selected requisition and related purchase orders, receipts, invoices, and payments. In this window, users can enter a new query for the same supplier in the following fields:

- Number
- Requisition Date
- Cancelled Flag

- Preparer
- Line
- Requestor

Document Cross-Reference Receipt View Window

The Document Cross-Reference Receipt View window displays the selected receipt and related requisitions, purchase orders, invoices, and payments. In this window, users can enter a new query for the same supplier in the following fields:

- Receipt
- Receipt Date
- UOM
- Item Description
- Inspection Status
- Packing Slip
- Shipment Number
- Shipment Date

To initiate a query for a different supplier, users must return to the Document Cross-Reference Find window.

Document Cross-Reference Invoice View Window

The Document Cross-Reference Invoice View window displays the selected invoice and related requisitions, purchase orders, receipts, and payments. In this window, users can enter a new query for the same supplier in the following fields:

- Number
- Invoice Date
- Invoice Type
- Invoice Amount
- Paid
- Holds
- Pay Group

To initiate a query for a different supplier, users must return to the Document Cross-Reference Find window.

Document Cross-Reference Payment View Window

The Document Cross-Reference Payment View window displays the selected payment and related requisitions, purchase orders, receipts, and invoices. In this window, users can enter a new query for the same supplier in the following fields:

- Payment Number
- Payment Date
- Amount Paid
- Treasury Number
- Accomplished Date
- Payment Batch

Viewing Documents Procedure

This procedure applies to the following windows:

- Document Cross-Reference Purchase Order View
- Document Cross-Reference Requisition View
- Document Cross-Reference Receipt View
- Document Cross-Reference Invoice View
- Document Cross-Reference Payment View

To view purchase orders, requisitions, receipts, invoices, or payments in the document cross-reference windows, perform the following steps.

1. Navigate to the document cross-reference windows as follows:

Inquiry - Document Cross-Reference

The Document Cross-Reference Find window appears.

2. Enter data in the Document Cross-Reference Find window as described in [Table 77-1](#), page 77-8.

The appropriate document cross-reference window appears.

3. View data in the appropriate document cross-reference window as described in [Table 77-2](#), page 77-13.

Document Cross-Reference Window

Figure 77-1 Document Cross Reference Window

Document Cross-Reference

Supplier

NameDCXSUPPLIER1

Site1

NumberS-DCX1

Purchasing Document

PO NumberPO-DCX-3

PO Release

PO Date

Buyer

Requisition Number

Requisition Date

Receipt Number

Receipt Date

Payables Documents

Invoice Number

Invoice Date

Invoice Type

Invoice Amount

AP Check Number

AP Payment Date

Treasury Check Number

Accomplished Date

Payment Amount

Results

☒Purchase Orders

☐Requisitions

☐Receipts

☐Invoices

☐Payments

Clear

Find

Document Cross-Reference Window Description

Table 77-1 Document Cross-Reference Window Description

Field Name	Type	Features	Description
Supplier Region			
Name	conditionally required	drop-down list	supplier name; required if no document number is provided from the Purchasing Documents region or the Payables Documents region
Site	conditionally required	drop-down list	supplier site; required if no document number is provided from the Purchasing Documents region or the Payables Documents region; required if Supplier Name or Supplier Number is entered
Number	conditionally required	drop-down list	supplier number; required if no document number is provided from the Purchasing Documents region or the Payables Documents region
Purchasing Document Region			
PO Number	optional	drop-down list	purchase order number; contract purchase orders not included in list of values
PO Release	optional	drop-down list	purchase order release
PO Date	optional		purchase order date
Buyer	optional	drop-down list	buyer's name
Requisition Number	optional	drop-down list	requisition number; includes requisitions with approved status and a valid supplier or purchase order relationship
Requisition Date	optional		requisition date
Receipt Number	optional	drop-down list	receipt number; excludes unordered receipts
Receipt Date	optional		receipt date
Payables Documents Region			
Invoice Number	optional	drop-down list	invoice number provided by the supplier on the invoice

Table 77-1 Document Cross-Reference Window Description

Field Name	Type	Features	Description
Invoice Date	optional		invoice date
Invoice Type	optional	drop-down list	invoice type
Invoice Amount	optional		total invoice amount
AP Check Number	optional	drop-down list	Payables check number
AP Payment Date	optional		Payables check payment date
Treasury Check Number	optional		Treasury payment number
Accomplished Date	optional		Treasury payment date
Payment Amount	optional		payment amount
Results Region			
Purchase Orders	optional	radio button	indicates that purchase orders are to be displayed
Requisitions	optional	radio button	indicates that requisitions are to be displayed
Receipts	optional	radio button	indicates that receipts are to be displayed
Invoices	optional	radio button	indicates that invoices are to be displayed
Payments	optional	radio button	indicates that payments are to be displayed
Clear		button	erases data from fields
Find		button	searches for data based on parameters entered

Document Cross-Reference Purchase Order View Window

Figure 77-2 Document Cross-Reference Purchase Order View Window

Supplier

Supplier Number **S-DCX1** Supplier Site **1**

Supplier Name **DCXSUPPLIER1**

Purchase Orders

Number	PO Date	Release Line	Shipment	Buyer	App
PO-DCX-3	03-SEP-2002	1	1	Brault, Ms. Kayl	No

View Purchase Orders(X)

Requisitions **Receipts** **Invoices** **Payments**

Number	Requisition Date	Preparer	Line	Cancelled	Category
REQ-DCX-3	03-SEP-2002	Brault, Ms. Kayla	1	☒	MISC.MISC
				☐	
				☐	

View Requisitions(Z)

Figure 77-3 Document Cross-Reference Purchase Order View Window (continued)

Document Cross-Reference Purchase Orders View

Supplier

Supplier Number **S-DCX1** Supplier Site **1**

Supplier Name **DCXSUPPLIER1**

Purchase Orders

Approval Status	Cancelled Item	Category	UOM	Price	Quantity	Q R:
No	☐ req with supplier	MISC.MISC	Acre	5.00	5	
	☐					
	☐					

View Purchase Orders(X)

Requisitions Receipts Invoices Payments

Number	Requisition Date	Preparer	Line	Cancelled	Category
REQ-DCX-3	03-SEP-2002	Brault, Ms. Kayla	1	☐	MISC.MISC
				☐	
				☐	

View Requisitions(Z)

Figure 77-4 Document Cross-Reference Purchase Order View Window (continued)

Document Cross-Reference Purchase Orders View

Supplier

Supplier Number **S-DCX1** Supplier Site **1**

Supplier Name **DCXSUPPLIER1**

Purchase Orders

id	Category	UOM	Price	Quantity	Quantity Received	Quantity Billed
with supplier	MISC.MISC	Acre	5.00	5	0	0

View Purchase Orders(X)

Requisitions Receipts Invoices Payments

Number	Requisition Date	Preparer	Line	Cancelled	Category
REQ-DCX-3	03-SEP-2002	Brault, Ms. Kayla	1	☐	MISC.MISC
				☐	
				☐	

View Requisitions(Z)

Document Cross-Reference Purchase Order View Window Description

Table 77–2 Document Cross-Reference Purchase Order View Window Description

Field Name	Type	Features	Description
Supplier Region			
Supplier Number	display only		supplier number
Supplier Name	display only		supplier name
Supplier Site	display only		supplier site
Purchase Orders Region and Tab			
Number	display only		purchase order number
PO Date	display only		purchase order date
Release	display only		purchase order release number
Line	display only		line number
Shipment	display only		shipment number
Buyer	display only		buyer's name
Approval Status	display only		approval status
Cancelled	display only		indicates purchase order cancelled
Item	display only		item number
Category	display only		document category
UOM	display only		unit of measure
Price	display only		price
Quantity	display only		quantity ordered
Quantity Received	display only		quantity received against the shipment
Quantity Billed	display only		quantity billed against the shipment
View Purchase Orders	button		opens View Purchase Orders window
Requisitions Region and Tab			
Number	display only		requisition number
Requisition Date	display only		requisition create date

Table 77-2 Document Cross-Reference Purchase Order View Window Description

Field Name	Type	Features	Description
Preparer	display only		requisition preparer
Line	display only		requisition line number
Cancelled	display only		indicates shipment cancelled
Category	display only		document category
Item	display only		item number
Requestor	display only		name of person who requested item
Quantity	display only		quantity
UOM	display only		unit of measure
Price	display only		price
Need By	display only		need by date
View Requisitions	button		opens Requisition Headers window
Receipts Region and Tab			
Receipt	display only		receipt number
Receipt Date	display only		receipt date
Quantity	display only		receipt quantity
UOM	display only		unit of measure
Item Description	display only		item description
Inspection Status	display only		inspection status
Packing Slip	display only		packing slip number
Shipment Number	display only		shipment number recorded when receipt was entered
Ship Date	display only		date goods were shipped
View Receipts	button		opens Receipt Headers Summary window
Invoices Region and Tab			
Number	display only		invoice number provided by the supplier on the invoice
Invoice Date	display only		invoice date

Table 77-2 Document Cross-Reference Purchase Order View Window Description

Field Name	Type	Features	Description
Invoice Type	display only		invoice type lookup value
Invoice Amount	display only		total invoice amount
Status	display only		invoice status
Approval	display only		approval status
Paid	display only		payment status
Holds	display only		number of holds placed on invoice
Pay Group	display only		pay group; group invoices in payment batches
Invoice Line (tab only)	display only		invoice line number
Invoice Line Amount (tab only)	display only		invoice line amount
Description (tab only)	display only		invoice line description
View Invoices	button		opens Invoice Overview window
Payments Region and Tab			
Payment Number	display only		payment number
Payment Date	display only		payment date
Amount Paid	display only		payment amount
Status	display only		payment status
Void Date	display only		void date
Treasury Number	display only		Treasury payment number
Accomplished Date	display only		Treasury payment date
Payment Batch	display only		Treasury confirmation batch number
View Payments	button		opens Payment Overview window

Document Cross-Reference Requisition View Window

For window description information, see [Table 77-1](#), page 77-8. The region fields are the same as the tab fields.

Figure 77-5 Document Cross-Reference Requisition View Window, Purchase Order Tab

The screenshot displays the 'Document Cross-Reference Requisition View' window. It features a 'Supplier' section with fields for 'Supplier Number' (S-DCX1), 'Supplier Site' (1), and 'Supplier Name' (DCXSUPPLIER1). Below this is a 'Requisitions' table with columns: Number, Requisition Date, Preparer, Line, Cancelled, and Category. The first row shows 'REQ-DCX-3', '03-SEP-2002', 'Brault, Ms. Kayla', '1', an unchecked 'Cancelled' checkbox, and 'MISC.MISC'. A 'View Requisitions(X)' button is at the bottom of this section. The 'Purchase Orders' tab is selected, showing a table with columns: Number, PO Date, Release, Line, Shipment, Buyer, and App. The first row shows 'PO-DCX-3', '03-SEP-2002', an empty 'Release' field, '1', '1', 'Brault, Ms. Kayl', and 'No'. A 'View Purchase Order(Y)' button is at the bottom of this section.

Number	Requisition Date	Preparer	Line	Cancelled	Category
REQ-DCX-3	03-SEP-2002	Brault, Ms. Kayla	1	☐	MISC.MISC
				☐	
				☐	

Number	PO Date	Release	Line	Shipment	Buyer	App
PO-DCX-3	03-SEP-2002		1	1	Brault, Ms. Kayl	No

Figure 77-6 Document Cross-Reference Requisition View Window (continued)

Document Cross-Reference Requisition View

Supplier

Supplier Number **S-DCX1** Supplier Site **1**

Supplier Name **DCXSUPPLIER1**

Requisitions

Item	Requestor	Quantity	UOM
req with supplier; approved; m		5	Acre

View Requisitions(X)

Purchase Orders Receipts Invoices Payments

Number	PO Date	Release	Line	Shipment	Buyer	App
PO-DCX-3	03-SEP-2002		1	1	Brault, Ms. Kayl	No

View Purchase Orders(Z)

Figure 77-7 Document Cross-Reference Requisition View Window (continued)

Document Cross-Reference Requisition View

Supplier

Supplier Number **S-DCX1** Supplier Site **1**

Supplier Name **DCXSUPPLIER1**

Requisitions

Requestor	Quantity	UOM	Price	Need By
m	5	Acre	5.00	

View Requisitions(X)

Purchase Orders Receipts Invoices Payments

Number	PO Date	Release	Line	Shipment	Buyer	App
PO-DCX-3	03-SEP-2002		1	1	Brault, Ms. Kayl	No

View Purchase Orders(Z)

Document Cross-Reference Receipt View Window

For window description information, see [Table 77-1](#), page 77-8. The region fields are the same as the tab fields.

Figure 77-8 Document Cross-Reference Receipt View Window

Document Cross-Reference Receipt View

Supplier

Supplier Number

S-DCX1

Supplier Site

1

Supplier Name

DCXSUPPLIER1

Receipts

Receipt	Receipt Date	Quantity	UOM	Item Description
RCT-DCX-5	03-SEP-2002	5	EACH	line w/ supplie; po ; req

View Receipts(X)

Invoices

Requisitions

Purchase Orders

Payments

Number	Invoice Date	Type	Invoice Amount	Stat

View Invoice(Z)

Figure 77-9 Document Cross-Reference Receipt View Window (continued)

Document Cross-Reference Receipt View

Supplier

Supplier Number **S-DCX1** Supplier Site **1**

Supplier Name **DCXSUPPLIER1**

Receipts

Inspection Status	Packing Slip	Shipment Number	Ship Date
FULLY RECEIVED	Pck slip for rct-dcx-5	shipment on rcpt header	

View Receipts(X)

Invoices Requisitions Purchase Orders Payments

Number	Invoice Date	Type	Invoice Amount	Stat

View Invoice(Z)

Document Cross-Reference Invoice View Window

For window description information, see [Table 77-1](#), page 77-8. The region fields are the same as the tab fields.

Figure 77-10 Document Cross-Reference Invoice View Window

Supplier

Supplier Number **Sup1** Supplier Site **1A**

Supplier Name **Supplier1**

Invoices

Number	Invoice Date	Invoice Type	Invoice Amount	St
224-1	01-JAN-2001	Standard	1,111.00	Valid

View Invoices (X)

Payments Receipts Requisitions Purchase Orders

Payments

Payment Number	Payment Date	Amount Paid	Status	Void Date
02	05-JAN-2001	1,111.00	NEGOTIABLE	

View Payments (Z)

Figure 77-11 Document Cross-Reference Invoice View Window (continued)

Document Cross-Reference Invoice View

Supplier

Supplier Number **Sup1** Supplier Site **1A**

Supplier Name **Supplier1**

Invoices

Status	Approval	Paid	Holds	Pa Gr
Validated	Not Required	Fully paid	0	1A

View Invoices (X)

Payments Receipts Requisitions Purchase Orders

Payment Number	Payment Date	Amount Paid	Status	Void Date
02	05-JAN-2001	1,111.00	NEGOTIABLE	

View Payments (Z)

Figure 77-12 Document Cross-Reference Invoice View Window (continued)

Document Cross-Reference Invoice View

Supplier

Supplier Number

Sup1

Supplier Site

1A

Supplier Name

Supplier1

Invoices

	Paid	Holds	Pay Group
Required	Fully paid	0	1A

View Invoices (X)

Payments

Receipts

Requisitions

Purchase Orders

Document Number	Payment Date	Amount Paid	Status	Void Date
02	05-JAN-2001	1,111.00	NEGOTIABLE	

View Payments (Z)

Document Cross-Reference Payment View Window

For window description information, see [Table 77-1](#), page 77-8. The region fields are the same as the tab fields.

Figure 77-13 Document Cross-Reference Payment View Window

Supplier

Supplier Number **Sup1** Supplier Site **1A**

Supplier Name **Supplier1**

Payments

Payment Number	Payment Date	Amount Paid	Status	Void Date
125002	05-JAN-2001	1,111.00	NEGOTIABLE	

View Payments(X)

Receipts Invoices Requisitions Purchase Orders

Receipts

Receipt	Receipt Date	Quantity	UOM	Item Description

View Receipt(Z)

Figure 77-14 Document Cross-Reference Payment View Window (continued)

Document Cross-Reference Payment View

Supplier

Supplier Number

Sup1

Supplier Site

1A

Supplier Name

Supplier1

Payments

	Void Date	Treasury Number	Accomplished Date	Payment Batch
FILE				

View Payments(X)

Receipts

Invoices

Requisitions

Purchase Orders

Receipt	Receipt Date	Quantity	UOM	Item Description
☒				
☐				
☐				

View Receipt(Z)

Part XIII

Year End Closing

Year-End Closing Process

This chapter contains a detailed discussion of the Year-End Closing process in Oracle U.S. Federal Financials. The following sections are in this chapter:

- [Definition](#)
- [Federal Requirements](#)
- [Year-End Closing Processing Diagram](#)
- [Year-End Closing Process](#)
- [Year-End Close Scenarios](#)
- [References](#)

Definition

The Year-End Closing process is a set of activities that enables federal agencies to comply with Office of Management and Budget (OMB) requirements regarding the closing of appropriation accounts, preparing for the next fiscal year, and reporting on those activities.

Appropriations are funds provided to federal agencies through legislation. Agencies submit apportionment requests to OMB to acquire funds to be used in designated quarters of the fiscal year. Agencies divide apportionments into allotments, which are converted into commitments, obligations, and expended authority.

Appropriations are designated as multiyear, which can be used for a specified period of time in excess of one year; no-year, which can be used indefinitely; and single-year, which can only be used in the current year.

Federal Requirements

This section includes the following parts:

- [Year-End Closing Requirements](#)
- [Year-End Reporting Requirements](#)

Year-End Closing Requirements

As specified by the *Joint Financial Management Improvement Program (JFMIP)*, agencies are required to comply with the following:

- Agencies must be able to perform year-end closing.
- Agencies must be able to perform multiple preliminary year-end closings before final year-end closing while maintaining the ability to post current period activity.
- Agencies must be able to selectively generate transactions required by year-end closing procedures.
- Agencies must be able to automatically determine an accounting period's opening balances based on the prior accounting period's closing balances without user intervention or adjustment. The rollover of general ledger balances must maintain the US SGL attribute information required to satisfy FACTS I and FACTS II reporting.

- Agencies must be able to automatically generate fiscal year-end preclosing and closing entries as they relate to fund type.

Year-End Reporting Requirements

Agencies must comply with the following:

- Agencies must be able to prepare trial balances and other supporting information required for external reports and financial statements, including consolidated financial statements.

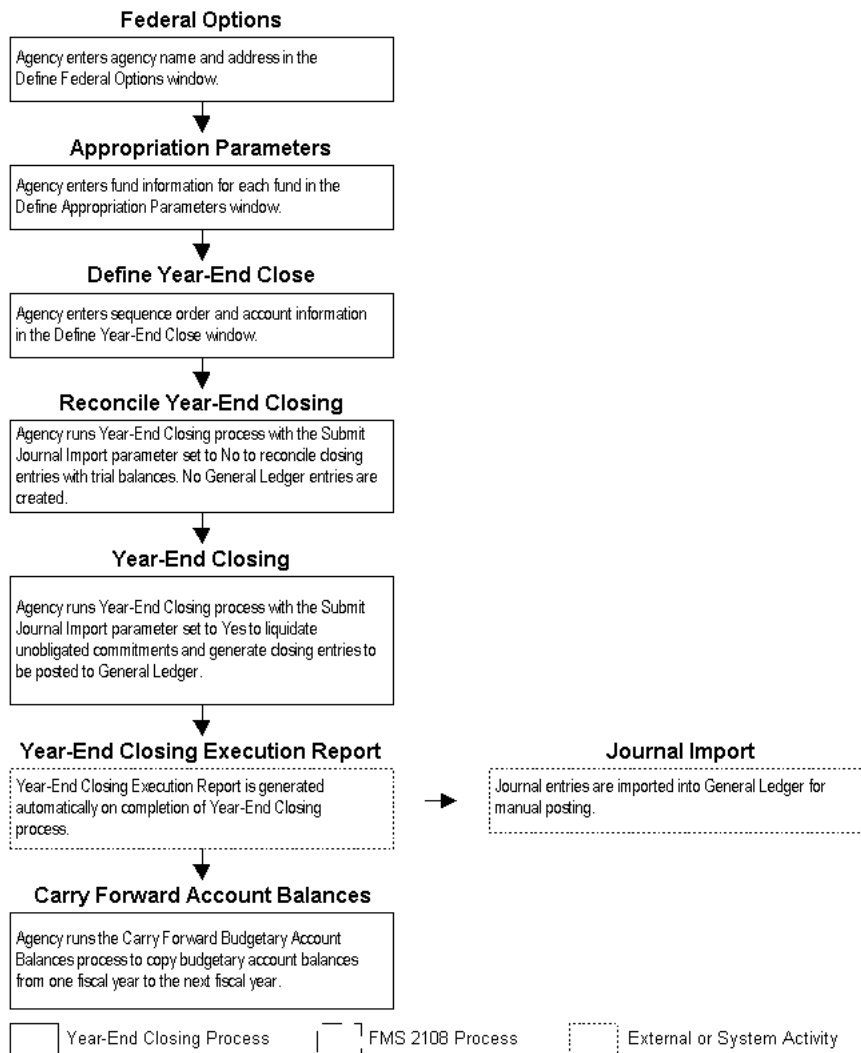
Federal Financials provides the Year-End Closing process to comply with these requirements.

Additional information on year-end closing requirements is documented in the Financial Management Service (FMS) *Budgetary Accounting Guide*.

Year-End Closing Processing Diagram

Figure 78–1 shows the year-end closing diagram as described in the Process section, page 78-5.

Figure 78–1 Year-End Closing Processing Diagram



Year-End Closing Process

This section includes the following parts:

- [Features](#)
- [Process](#)

Features

The Federal Financials Year-End Closing process includes the following features:

- Define Appropriation Parameters window
- Define Year-End Closing window
- Year-End Closing process
- Year-End Closing Execution Report
- Carry Forward Budgetary Account Balances process

Process

The Year-End Closing process consists of the following steps:

1. The agency enters its Agency Name and Address in the Define Federal Options window.
2. The agency enters fund information, including Treasury Symbol, Appropriation Group, Appropriation Time Frame, and Resource Type, for each Treasury Symbol to be reported in the Define Appropriation Parameters window.
3. The agency defines Year-End Sequence Order, Appropriation Status, and Closing Account From and To in the Define Federal Year-End Close window.
4. The agency runs the Year-End Closing process with the Submit Journal Import parameter set to No to reconcile the Year-End Closing Execution Report with the Detail Trial Balance Report. Rerun the Year-End Closing process with the Submit Journal Import parameter set to No until reconciliation activities are completed.
5. The agency runs the Year-End Closing process with the Submit Journal Import parameter set to Yes to generate closing entries and to liquidate unobligated commitments.

Journal entries created by the Year-End Closing process are assigned a journal source and journal category equal to Year-End Close.

The process creates journal entries in the last adjusting period of the fiscal year from the From / To fields listed in the Closing Accounts columns. If the user's general ledger calendar does not include an adjusting period at the end of the fiscal year, then the closing entries are created in the last accounting period in the fiscal year. Once the agency verifies that all closing entries are generated correctly for the closing year, all year-end closing journals must be posted. It is recommended that the agency run a GL Trial Balance to reverify account balances.

Users can liquidate unobligated commitments by treasury symbol during the Year End Closing process by selecting the Close Requisition check box in the Define Appropriation Parameters window. If the Close Requisitions check box is enabled for the treasury symbol and the Submit Journal Import parameter is set to Yes, the Year End Close process closes unobligated commitments for the funds associated with that treasury symbol. The Closed flag is updated in the Purchase Order Headers and the Purchase Order Lines windows. The GL_CLOSED_DATE is set to the end date of the closing fiscal year on PO_REQ_DISTRIBUTIONS_ALL. Requisition numbers of the requisitions marked Finally Closed during the Year End process are listed in the Year End Close Execution program's log file.

Note: Requisitions are closed if the following conditions exist:

- The Close Requisition check box is selected for the fund value associated with the treasury symbol defined in the Define Appropriation Parameters window.
- The requisition line has not been liquidated by a purchase order or been cancelled.

Although the requisition's closing information is updated, there is no accounting impact with this requisition process. To record the accounting effect of liquidating unobligated commitments, define the commitment account that should be closed as a sequence to be executed during Year-End processing.

If users do not elect to close requisitions using the Year-End process, then deselect the Close Requisition check box in the Define Appropriation Parameters window. Do not define a commitment account as a sequence in the Year End Closing window unless requisition transactions are to be closed manually.

Note: All requisitions should be closed prior to executing the Year-End Close cycle if users choose to manually close requisitions.

Table 78–1 describes different scenarios for requisition processing during the year-end activities.

Table 78–1 Requisition Processing Scenarios During Year-End Activities

Close Requisitions Flag	Year-End Closing Sequence (Move account 4700 to account 4450)	Result
Enabled	Defined	Unobligated requisitions are closed and the requisition general ledger (GL) account balances will also be closed to GL account 4450.
Enabled	Not Defined	Unobligated requisitions are closed, and the requisition GL account 4700 still has a balance. Account balances for GL account 4700 must be closed to the appropriate account to maintain data integrity between General Ledger and Purchasing.
Not Enabled	Defined	Unobligated requisitions remain open. The requisition GL account balances is closed to GL account 4450. As a result, unobligated requisitions must be closed manually prior to executing the Year End Close cycle to maintain data integrity between General Ledger and Purchasing.
Not Enabled	Not Defined	Unobligated requisitions remain open in Purchasing, and the requisition GL account 4700 still has a balance.

Because the Year End Close process extracts period-to-date SGL account balances from the last accounting period of the fiscal year, agencies can process supplemental year-end closing journal entries for adjusted amounts only, or they can reverse the original year-end journal and rerun the year-end close to generate all new entries. If an agency elects to run a supplemental year-end closing cycle, whereby only adjusted amounts are changed, the original closing entries must be posted before the supplemental cycle is run.

Note: Avoid creating duplicate sets of closing journal entries. Care should be taken when submitting multiple iterations of the year-end closing cycles and initiating journal import. If the year-end close cycle is run twice for the same treasury symbol, only one set of journals should be posted.

6. The Year-End Closing Execution Report is automatically generated upon completion of the Year-End Closing process. This report lists the closing entries created for posting to General Ledger.
7. The agency manually posts journal entries created by the Year-End Closing process.
8. The agency runs the Carry Forward Budgetary Account Balances process to copy budgetary account balances from one fiscal year to the next fiscal year.

This process copies all budgetary account balances from the closing fiscal year to the new fiscal year. The transaction created from this process must be established in the first accounting period of the next fiscal year. Additionally, the first accounting period of the new fiscal year must be an adjusting period. If not, the Carry Forward process creates an error.

Note: If the closing year's trial balance is not in balance when the agency runs the Carry Forward Budgetary Accounts Balances process, then the trial balance is still be out-of-balance in the new fiscal year.

The journal transaction created from the Carry Forward Budgetary Account Balances process must be established in the first accounting period of the next fiscal year. Additionally, the first accounting period must be an adjusting period.

Before initiating the Carry Forward Budgetary Account Balances process, perform the following tasks:

- Post all applicable journal entries in General Ledger to ensure that the correct account balance is brought forward.
- Validate that the trial balance for budgetary accounts is balanced.

The GL Trial Balance can indicate a balanced ledger as a whole. However, budgetary accounts can be out-of-balance. If the closing year's budgetary accounts are not balanced, the journal entry created from the Carry Forward Budgetary Account Balances process is out-of-balance as well.

Year-End Close Scenarios

This section illustrates one year appropriations scenarios and a multi-year / no year scenario based on the Sample Trial Balance for Treasury Symbols 36-00-1119 and 36-0004-1119 as described in [Table 78-2](#).

These scenarios use a 14 period accounting calendar. Sep / adj / 01-01 is the adjusting period at the end of FY 2001. Oct / adj / 01-02 is the adjusting period that begins FY2002.

Table 78-2 Sample Trial Balance for Treasury Symbol 36-00-1119, (Sep/01-01)

Account Number	Description	Amount [Debit/(Credit)]
1010	Fund Balance with Treasury	115,000.00
3100	Unexpended Appropriations	(115,000.00)
4119	Other Appropriations Realized	115,000.00
4450	Unapportioned Authority	0.00
4610	Allotments – Realized Resources	(10,000.00)
4700	Commitments	(15,000.00)
4801	Undelivered Orders – Unpaid	(85,000.00)
4901	Expended Authority - Unpaid	(5,000.00)
	Total	0.00

One Year Appropriations Scenario

Single year appropriations can be used for the current year only. However, undelivered orders must be carried forward to the next fiscal year. When the appropriation expires, as determined by the dates in the Define Federal Account Symbols window, the process picks up all the sequences that have an Appropriation Status equal to Expired.

[Table 78–3](#) describes the year-end close definition for Treasury Symbol 36-00-1119.

Time frame = one year

Appropriation Group = 1119

Treasury Symbol = 36-00-1119

Table 78–3 Year-End Close Definition for Treasury Symbol 36-00-1119

Sequence	Appropriation Status	From Account	To Account	Comments
10	Expired	4119	4201	Record consolidation of actual resources.
20	Expired	4700 4610 4450	4650 4650 4650	Record expired authority.
30	Cancelled	4650	4350	Record the cancellation of expired authority.

Year-end closing generates the following entries based on the sample trial balance amounts and the year-end close definition setup:

To record consolidation of actual resources:

4201	Total Actual Resources	115,000.00
4119	Other Appropriations Realized	(115,000.00)

To record expired authority:

4610	Allotment - Realized Resources	10,000.00
4700	Commitments	15,000.00
4650	Allotments - Expired Authority	(25,000.00)

The closing entries would be created using the last period in the year 2001 (Sep / adj / 01-01 - an adjusting period). The journals are posted in General Ledger.

Users initiate the Carry Forward Budgetary Account Balances process using the concurrent manager. The Carry Forward Fiscal Year is designated as 2002. The Carry Forward process copies the ending balance of the budgetary accounts to the

next fiscal year. The carryover journal entries are created using the first period of FY 2002 (Oct/adj/01-02 - also an adjusting period).

Based on this scenario, the new trial balance for FY 2002 would reflect the beginning balances in Oct/01-02 as described in [Table 78-4](#).

Table 78-4 Sample Trial Balance for Treasury Symbol 36-00-1119, Oct/01-02

Account Number	Description	Amount [Debit/(Credit)]
1010	Fund Balance with Treasury	115,000.00
3100	Unexpended Appropriations	(115,000.00)
4201	Total Actual Resources	115,000.00
4650	Allotments - Expired Authority	(25,000.00)
4801	Undelivered Orders – Unpaid	(85,000.00)
4901	Expended Authority - Unpaid	(5,000.00)
	Total	0.00

Multi-Year/No Year Scenario

If the Appropriation is a multi-year, or no year, and is not expired or cancelled, the process selects all the sequences that have an Appropriation Status designated as Unexpired.

[Table 78-5](#) describes the year-end close definition for Treasury Symbol 36-0004-1119.

Time frame = Multi-Year

Appropriation Group = 1119

Treasury Symbol = 36-0004-1119

Table 78-5 Year-End Close Definition for Treasury Symbol 36-0004-1119

Sequence	Appropriation Status	From Account	To Account	Comments
10	Unexpired	4119	4201	Record consolidation of actual resources.
10	Expired	4119	4201	Record consolidation of actual resources.

Table 78-5 Year-End Close Definition for Treasury Symbol 36-0004-1119

Sequence	Appropriation Status	From Account	To Account	Comments
20	Unexpired	4700 4610	4450 4450	Record closing of unobligated balances to unapportioned authority for unexpired multi-year funds.
20	Expired	4700 4610 4450	4650 4650 4650	Record expired authority.
20	Cancelled	4700 4610 4450	4350	To record the cancellation of authority not previously expired.

Year-end closing generates the following entries based on the sample trial balance amounts and the Year-End Close definition setup.

To record consolidation of actual resources:

4201	Total Actual Resources	115,000.00
4119	Other Appropriations Realized	(115,000.00)

To record closing of unobligated balances to unapportioned authority:

4610	Allotment - Realized Resources	10,000.00
4700	Commitments	15,000.00
4450	Allotments - Unapportioned Authority	(25,000.00)

The closing entries are created using the last period in the year 2001 (Sep / adj / 01-01 - an adjusting period). The journals are posted in General Ledger.

Users initiate the Carry Forward Budgetary Account Balances program using the concurrent manager. The Carry Forward Fiscal Year is designated as 2002. The Carry Forward process copies the ending balance of the budgetary accounts to the next fiscal year. The carryover journal entries are created using the first period of FY 2002 (Oct / adj / 01-02 - an adjusting period).

Based on this scenario, the new trial balance for the beginning of FY 2002 in Oct/01-02 is described in [Table 78-6](#).

Table 78-6 Sample Trial Balance for Treasury Symbol 36-0004-1119, Oct/01-02

Account Number	Description	Amount [Debit/(Credit)]
1010	Fund Balance with Treasury	115,000.00
3100	Unexpended Appropriations	(115,000.00)
4201	Total Actual Resources	115,000.00
4450	Allotments - Unapportioned Authority	(25,000.00)
4801	Undelivered Orders – Unpaid	(85,000.00)
4901	Expended Authority - Unpaid	(5,000.00)
	Total	0.00

The process is the same when the appropriation has a cancellation status. The Federal Year-End Closing process selects all entries that have a Cancelled Appropriation Status.

Note: The year-end process does not use the parent functionality of treasury account codes. If a treasury account code is a parent, the year-end process only finds treasury symbols for that treasury account code, not all treasury account codes within that parent treasury account code.

References

For information on entering and updating agency information in the Define Federal Options window, see [Federal Options Setup](#), page 6-1.

For information on entering and updating appropriation parameters in the Define Appropriation Parameters window, see [Appropriation Parameters Setup](#), page 10-1.

For information on entering and updating year-end definitions in the Define Federal Year-End Close window, see [Year-End Closing Setup](#), page 26-1.

For information on running the Year-End Closing process, see [Year-End Closing Procedures](#), page 79-1.

For information on posting to General Ledger, see [Posting Journal Batches](#) or [Posting Journal Batches Automatically \(AutoPost\)](#), *Oracle Public Sector General Ledger User's Guide*.

Year-End Closing Procedures

This chapter describes the federal year-end closing procedures. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Generating the Year-End Closing Procedure](#)
- [Year-End Closing Execution Report Procedure](#)
- [Year-End Closing Execution Report Description](#)
- [Generating the Carry Forward Budgetary Account Balances Procedure](#)

Definition

The Year-End Closing process enables federal agencies to comply with Office of Management and Budget (OMB) requirements regarding closing accounts and carrying amounts forward at the end of the fiscal year.

For information on the Year-End Closing process, see [Year-End Closing Process](#), page 78-1.

Overview

This section includes the following parts:

- [Year-End Closing Process Features](#)
- [Year-End Closing Execution Report](#)
- [Carry Forward Budgetary Account Balances](#)

Year-End Closing Process Features

The Year-End Closing process performs the following tasks:

- generates closing entries to remove balances from budgetary accounts when users elect to submit the journal import process
- supports multiple year-end closing cycles with the generation of preclosing and postclosing accounting entries
- carries forward budgetary account balances from one fiscal year to another
- carries obligated balances forward to the next fiscal year, including multiple-year appropriations, no-year appropriations, and undelivered order balances from one year appropriations
- generates closing entries in General Ledger at the detail level
- allows the Year-End Closing process to be categorized by group within a time frame and within a treasury symbol
- optionally liquidates unobligated commitments, which represent reservation of funds in anticipation of legal obligations that did not occur

Year-End Closing Execution Report

The Year-End Closing Execution report provides information on the year-end closing activities of federal agencies. The report includes information on accounts

for which closing entries were generated during the Year-End Closing process. This report provides amount totals by Fund, Treasury Symbol, and Treasury Account Code values.

Note: The Journal Import Execution Report provided in General Ledger lists the status of journal imports, including exceptions and errors. This report is printed automatically on completion of the journal import process.

For information on the Journal Import Execution Report, see [Journal Import Execution Report](#), *Oracle Public Sector General Ledger User's Guide*.

Carry Forward Budgetary Account Balances

Carry Forward Budgetary Account Balances is a concurrent process that copies budgetary account balances from one fiscal year to the next fiscal year. This process is usually run at the conclusion of the year-end closing activities.

Prerequisites

- ❑ Federal Lookups must be set up in the Define Federal Lookups window.
To set up Federal Lookups, see [Federal Seed Data Setup](#), page 4-1.
- ❑ Treasury symbols must be defined in the Define Federal Account Symbols window.
To define treasury symbols, see [Federal Account Symbols Setup](#), page 8-1.
- ❑ Values for Appropriation Time Frame, Treasury Symbol, and Funds must be provided in the Define Appropriation Parameters window. Optionally, the Close Requisition check box can be selected in the Define Appropriation Parameters.
To enter and update appropriation parameters in the Define Appropriation Parameters window, see [Appropriation Parameters Setup](#), page 10-1.
- ❑ A Year-End Close record must be defined for each time frame with at least one sequence and one line of account information in the Define Federal Year-End Close window.
To enter and update year-end definitions in the Define Federal Year-End Close window, see [Year-End Closing Setup](#), page 26-1.
- ❑ The general ledger calendar must have the closing fiscal year and the first period of the new year defined and open. It is recommended that users set up 12 nonadjusting periods and 2 adjusting periods. To run the Carry Forward Budgetary Account Balances process, an adjusting period must be set up as the first accounting period and the adjusting period for the fiscal year must be open.
To set up the General Ledger calendar, see [Step 4-C. Define Calendar Periods](#), page 3-13.
- ❑ The FACTS I and FACTS II procedures must be executed before running the Year-End Closing process.
To run the FACTS I procedure, see [FACTS I Procedures](#), page 61-1.
To run the FACTS II procedure, see [FACTS II Procedures](#), page 64-1.
- ❑ The Load Federal Financial Seed Data procedure must be executed to seed the general ledger categories and source used by the Year-End Closing process and the Carry Forward Budgetary Account Balances process.

To load Federal Financial seed data procedure, see [Loading Federal Financial Seed Data Procedure](#), page 4-6.

Generating the Year-End Closing Procedure

To run the Year-End Closing process, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

2. In the Submit a New Request window, select the Single Request radio button.
3. Click **OK**.
4. In the Name field, select Year End Close Process from the list of values.
5. Click **OK**.
6. Place the cursor in the Parameters field.
The Parameters window appears.
7. In the Appropriation Time Frame field, select a time frame from the list of values.
8. In the Treasury Account Code field, optionally select an appropriation group from the list of values.
9. In the Treasury Symbol field, optionally select a treasury symbol from the list of values.
10. In the Closing Fiscal Year field, select a closing year from the list of values.
11. In the Submit Journal Import field, select Yes or No from the list of values.
The value Yes indicates that year-end journal entries are created.
12. To apply the parameters, click **OK**.
13. To send the request to the concurrent manager, click **Submit**.
The Requests window appears.
14. To view the request, select the request and click **View Output**.
15. Close the window.

Year-End Closing Execution Report Procedure

No separate procedure is required to print the Year-End Closing Execution Report. The Year-End Closing Execution Report is printed automatically on completion of the Year-End Closing process.

Year-End Closing Execution Report Description

Table 79–1 *Year-End Closing Execution Report Description*

Column	Description
Header Section	report date, fiscal year, functional currency, accounting period, and set of books
Treasury Account Code	Treasury Account Code from the Define Year End Closing window that falls within the appropriation time frame specified in the Year End Close program parameter
Treasury Symbol	Treasury Symbol identified on the Define Year End Closing window and the Year End Close program parameter for the appropriation time frame specified in the Year End Close parameter
Fund	fund value; balancing segment of Accounting Flexfield; associated with the treasury symbol for which the year end preclosing and postclosing journal entries are created
Sequence	sequential number of the year end record being generated as defined in Year-End Closing window
Appropriation Status	identifies the status of the appropriation as Expired, Unexpired (for multi-year and no-year appropriations), and Cancelled.
Account	differentiates the From and To account classifications
Key Flexfield Segments	key flexfield segments for the transactions; lists the Accounting Flexfield from GL_JE_LINES that is generated based on the account sequences and From/To account definitions captured in the Define Year End Closing window
Debit Amount	journal debit amount
Credit Amount	journal credit amount

Generating the Carry Forward Budgetary Account Balances Procedure

To run the Carry Forward Budgetary Account Balances process, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

Other - Request - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.
4. In the Name field, select Carry Forward Budgetary Account Balances Process from the list of values.
5. Click **OK**.

The Parameters window appears.

6. In the Carry Forward Fiscal Year field, enter the fiscal year from the list of values.
7. To apply the parameters, click **OK**.
8. To send the request to the concurrent manager, click **Submit**.

The Requests window appears.

9. To view the request, select the request and click **View Output**.
10. Close the window.

Part XIV

Reference

Budget Execution Open Interface Tables

This appendix describes the budget execution open interface tables. The following sections are in this appendix:

- [Understanding the Budget Execution Open Interface Tables](#)
- [Budget Execution Open Interface Table Descriptions](#)

Understanding the Budget Execution Open Interface Tables

Use Oracle SQL*Loader or develop a process to load budget execution information into the following interface tables:

- FV_BE_INTERFACE_CONTROL
- FV_BE_INTERFACE

This process contains several procedures and functions for validating the records loaded into the FV_BE_INTERFACE table before being imported into the Budget Execution Transaction tables. The selected records are processed to validate all the required information. Once the validation is completed, the status of the records passing validation is set to Accepted and the status of the records not passing validation is set to Rejected. If all the records pass validation, then these records are imported into the FV_BE_TRX_HDRS and FV_BE_TRX_DTLS tables. If some of the records do not pass validation, then none of these records are imported.

Users can correct rejected records in the Correct Budgetary Transactions Import Data window. Users can run the process again to validate the rectified records and import all the records. Users can delete an entire batch in the BE Delete Import Data window by providing the Source and Group ID for the batch to be deleted.

The interface tables include columns, which Oracle U.S. Federal Financials uses to categorize and store specific budget execution information. For example, source of budget data is stored in the column called SOURCE in FV_BE_INTERFACE. Columns can have the following attributes:

- [NOT NULL Columns](#)
- [NULL Columns](#)
- [Optional Columns](#)

NOT NULL Columns

Enter values for all NOT NULL columns in the interface tables to successfully upload budget execution data in the interface tables. If a value is not entered in a NOT NULL column, then the record cannot be uploaded to the interface table.

NULL Columns

Leave these columns NULL as they are for internal use by the Budget Execution Open Interface Import process. For example, during the import process, Budget Execution Open Interface Import updates the values of the ERROR_CODE and ERROR_REASON columns.

Optional Columns

Use some columns in the interface tables to import additional information for the budget execution transaction through the Budget Execution Open Interface Import process. The data that is loaded into these optional columns is imported, provided that the information passes the validation checks during the Budget Execution Open Interface Import Process.

Budget Execution Open Interface Table Descriptions

The following tables list the columns in the Budget Execution Open Interface tables and indicate which columns require values for importing budget transactions into Federal Financials:

- [FV_BE_INTERFACE CONTROL](#)
- [FV_BE_INTERFACE](#)

FV_BE_INTERFACE CONTROL

FV_BE_INTERFACE_CONTROL table stores the control information required for import processing. Users insert a row into this table before submitting the import process.

Table 79–2 FV_BE_INTERFACE_CONTROL

Column Name	NULL	Type	Description
SOURCE	NOT NULL	VARCHAR2(25)	import source
GROUP_ID	NOT NULL	NUMBER	import group
STATUS	NOT NULL	VARCHAR2(25)	import status. Use initial value of New.
DATE_PROCESSED	NULL	DATE	processed date
TIME_PROCESSED	NULL	VARCHAR2(25)	processed time

FV_BE_INTERFACE

Users insert records into this table before executing the Budget Execution Transactions Import process.

Table 79–3 FV_BE_Interface

Column Name	NULL	Type	Description
SET_OF_BOOKS_ID	NOT NULL	NUMBER	set of books identifier
SOURCE	NOT NULL	VARCHAR2(25)	import source
GROUP_ID	NOT NULL	NUMBER	import group
RECORD_NUMBER	NOT NULL	NUMBER	sequential record number for importing records

Table 79-3 FV_BE_Interface

Column Name	NULL	Type	Description
ERROR_CODE	NULL	VARCHAR2(10)	error code for the rejected record
ERROR_REASON	NULL	VARCHAR2(250)	error reason for the rejected record
BUDGET_LEVEL_ID	NOT NULL	NUMBER	budget level identifier
BUDGETING_SEGMENTS	NOT NULL	VARCHAR2(1000)	from distribution segments
TRANSACTION_TYPE	NOT NULL	VARCHAR2(25)	budget transaction type
TRANSACTION_CODE	NOT NULL	VARCHAR2(30)	budget transaction code
FUND_VALUE	NOT NULL	VARCHAR2(25)	fund value
PERIOD_NAME	NOT NULL	VARCHAR2(15)	period name
SEGMENTS1 – 30	OPTIONAL	VARCHAR2(25)	to distribution segments
INCREASE_DECREASE_FLAG	NOT NULL	VARCHAR2(1)	increase or decrease flag
AMOUNT	NOT NULL	NUMBER	amount
DOC_NUMBER	NOT NULL	VARCHAR2(20)	document number
ATTRIBUTES1 – 15	OPTIONAL	VARCHAR2(150)	attributes
ATTRIBUTE_CATEGORY	OPTIONAL	VARCHAR2(30)	attribute category
PROCESSED_FLAG	NOT NULL (DEFAULT N)	VARCHAR2(1)	processed flag
STATUS	NOT NULL	VARCHAR2(25)	record status
DATE_CREATED	NOT NULL	DATE	date when record created
CREATED_BY	NOT NULL	NUMBER	user identifier for who created the record
CORRECTED_FLAG	NOT NULL (DEFAULT N)	VARCHAR2(1)	selected if users correct the record using the Correct Budgetary Transactions Import Data window
LAST_UPDATE_DATE	NULL	DATE	last updated date
LAST_UPDATED_BY	NULL	NUMBER	last update identifier

SET_OF_BOOKS_ID

Enter the appropriate set of books identifier for the transaction. Define the set of books in the Set of Books window of the General Ledger application. The SET_OF_

BOOKS_ID column of the set of books table, GL_SET_OF_BOOKS.SET_OF BOOKS_ID, contains a list of valid values.

Note: Users can use the following SQL*Statement to access the current Set of Books ID:

```
SELECT SET_OF_BOOKS_ID,  
NAME FROM GL_SETS_OF BOOKS:
```

Validation	Must be a valid Set of Books ID
Destination	FV_BE_TRX_HDRS.SET_OF_BOOKS_ID FV_BE_TRX_DTLS.SET_OF_BOOKS_ID

SOURCE

Source from which the budget execution data is being imported. The Source name also determines which records are to be selected for import. OFA (Oracle Financial Analyzer), PSB (Oracle Public Sector Budgeting), or OTHER are valid values. Users can define additional values for Source in the Oracle Federal Financials Lookups window.

Validation	If users do not use a predefined source, OFA, PSB, or OTHER, users must enter the name exactly as they have defined the lookup value in the Oracle Federal Financials Lookups window, or the Budget Execution Open Interface Import will not create the budget execution record. The lookup value must have the Type BE_SOURCE.

For information on the Oracle Federal Financials Lookups window, see [Federal Seed Data Setup](#), page 4-1.

Destination	FV_BE_TRX_HDRS.SOURCE FV_BE_TRX_DTLS.SOURCE

GROUP_ID

Identifier for this batch. When users submit Budget Execution Open Interface Import or Delete BE Import, they must specify a Source and a Group. Processing record by Group allows users to concurrently import or delete subsets of records for the same Source. In order to import the data, the SOURCE and GROUP_ID combination must be present in the FV_BE_INTERFACE_CONTROL table.

Validation	None

Destination FV_BE_TRX_DTLS.GROUP_ID

RECORD_NUMBER

Sequential record number for importing records.

Validation Record number must be unique. Federal Financials stores each record number that is uploaded to the FV_BE_INTERFACE table in an index.

Destination None

ERROR_CODE

Leave this field NULL.

Validation None

Destination None

ERROR_REASON

Leave this field NULL.

Validation None

Destination None

BUDGET_LEVEL_ID

Enter the Budget Level ID for the transaction record. A batch may have multiple Budget Level IDs. The process sorts the records in ascending order by Budget Level ID and records the records in hierarchical order. Users can find a list of valid values in FV_BUDGET_LEVELS.

Note: Oracle recommends using the following SQL*Statement to identify the budget level IDs:

```
SELECT SET_OF_BOOKS_ID,  
BUDGET_LEVEL_ID, DESCRIPTION
```

```
FROM FV_BUDGET_LEVELS
```

ORDER BY SET_OF_BOOKS_ID,

BUDGET_LEVEL_ID;

Validation Budget Level must exist for the Set of Books listed on the record.

Destination FV_BE_TRX_HDRS.BUDGET_LEVEL_ID

BUDGETING_SEGMENTS

The From Distribution Accounting Flexfield values are contained in BUDGETING_SEGMENTS. Users assign values for each segment that is enabled in General Ledger. The same rules apply for assigning segment values as for the GL Import.

For information on journal import and the GL_INTERFACE, see [Exporting Data From Your Feeder System](#), *Oracle Public Sector General Ledger User's Guide*.

Furthermore, users must assign an account value for each segment that is enabled in the Define Budget Distributions window for the budget level that is associated with the FROM Distribution.

For example, if the record is for distributing funds to Budget Level 2 from Budget Level 1, then the budget level associated with the BUDGETING_SEGMENTS is Budget Level 1. Therefore, users must enter values for the segments set to Y for the given Treasury Symbol, Fund, and Budget Level, in this case Budget Level 1, in the Define Budget Distributions window. For segments that are set to N, users should not enter values for these segments; instead, users enter the segment separator that is defined for the Accounting Flexfield.

For information on segment separators, see [Overview of Flexfields](#), *Oracle Flexfields User's Guide*.

If values are provided for segments that are set to N, they are overwritten with the default segment values for the given Treasury Symbol and Budget Level recorded in the Define Budget Distributions window.

Validation BUDGETING_SEGMENTS values are validated. The segment values must already be defined in General Ledger. Cross Validation Rules setup for segment values are validated during the Budget Execution Open Interface Import process. A validation is also performed to ensure that the combination of Accounting Flexfield values contained in BUDGETING_SEGMENTS for the given record already exist in the Budget Execution Transaction tables.

Note: This validation is performed at the time records are being inserted into budget execution transaction tables after the records have passed all other validations of the Budget Execution Open Interface Import process. If a record fails this validation, Federal Financials rolls back the database and updates the record status to REJECTED.

Destination FV_BE_TRX_HDRS.SEGMENTS1-30
FV_BE_TRX_DTLS.SEGMENTS1-30

Transaction Type

Enter a transaction type for the budget execution record.

Validation The transaction type must be a valid type for the given budget level as defined in the Define Budget Transaction Types window in Federal Financials.

Destination FV_BE_TRX_DTLS.TRANSACTION_TYPE

Transaction Code

Enter a valid US SGL transaction code for the budget execution record. Budget Execution Import validates the transaction code.

Validation The transaction code must be designated to be used with the given transaction type on the record.

Destination FV_BE_TRX_DTLS.TRANSACTION_CODE

FUND_VALUE

Enter a Fund Value (balancing segment) for the budget execution record.

Validation Budget Execution Open Interface Import validates the values against General Ledger. In addition, a fund must be mapped to a defined Treasury Symbol in the Define Appropriation Parameters window in Federal Financials and the Treasury Symbol of the fund must not be cancelled or expired. Also, a budget distribution hierarchy must be established in Federal Financials for this Fund in the Define Budget Distribution window.

Destination FV_BE_TRX_HDRS.FUND_VALUE

PERIOD_NAME

Specify the period name. The Budget Execution Open Interface Import process defaults the GL_DATE to the last day of the period.

Validation Must be an open or future enterable period

Destination FV_BE_TRX_DTLS.GL_DATE

SETMENTS1-30

The To Distribution Accounting Flexfield values are contained in Segments1-30. Assign an account value for each segment that is enabled in the Define Budget Distributions window for the budget level indicated on the record. Users must enter values for segments set to Y for the given Treasury Symbol, Fund, and Budget Level in the Define Budget Distributions window. For segments that are set to N, users should not enter values for these segments. If values are provided, they are overwritten with the default segment values from the Define Budget Distributions window.

Validation Segment values are validated. The segment values must already be defined in General Ledger. Cross Validation Rules setup for segment values are validated during the Budget Execution Open Interface Import process.

Destination FV_BE_TRX_HDRS.SEGMENTS1-30

FV_BE_TRX_DTLS.SEGMENTS1-30

INCREASE_DECREASE_FLAG

Indicate whether the amount is an increase or decrease.

Validation Valid values are I or D.

Destination FV_BE_TRX_DTLS.INCREASE_DECREASE_FLAG

AMOUNT

Enter the amount for each line of the transaction.

Validation Amount must be a positive number.

Destination FV_BE_TRX_DTLS.AMOUNT

DOC_NUMBER

Enter the document number for the transaction.

Validation Document Number is edited for uniqueness against records already in the Budget Execution tables; however, records in the Budgetary Transactions Import table can have the same document number. The following rules apply:

- If the document number does not exist in Federal Financials, then accept the document number as is and the revision must be zero.
- If the document number does exist in Federal Financials, then the source, set of books, budget level, and fund must be the same to be considered a revision. If they are not the same and it is the fund value that is different, then reject the API document; otherwise, the document is accepted as is and the revision number is set to zero.
- If the document revises an existing document in Federal Financials, then validate that the document in Federal Financials is approved. If the document in Federal Financials is not approved, then reject the document in the API tables. If the document in Federal Financials is approved, then check the revision number in Federal Financials and accept the document with the revision number set to the next highest revision number.

- If the Federal Financials document numbering is set to Manual, the interface accepts the document number provided in the interface, unless it fails one of the previously mentioned edits in this section.

- If the Federal Financials document numbering is set to Automated, the document number must be numeric. Any numeric document number provided in the interface is accepted unless it fails one of the previously mentioned edits in this section. However, if the number provided is greater than the MAX sequencing number, the MAX sequencing number must be reset at completion of the import process and the gaps in numbering are noted in the log file. If the number provided is less than the MAX sequencing number and is not a duplicate, the gaps are noted in the log file of the import concurrent process.

Destination FV_BE_TRX_HDRS.DOC_NUMBER

ATTRIBUTES1-15

Enter values for the following descriptive flexfields:

- Budget Appropriation
- Budget Fund Distributions
- Budget Transactions Detail
- Budget Transactions Header

The values are inserted where the flexfield segment has been assigned that attribute number. For example, if Attribute1 is assigned to the Budget Appropriation flexfield segment, the field is updated in the import if the Attribute 1 field in the import has a value. Attribute fields are not validated against descriptive flexfield value sets.

Validation None

Destination FV_BE_TRX_HDRS.SEGMENTS1-30
FV_BE_TRX_DTLS.SEGMENTS1-30

ATTRIBUTE_CATEGORY

Leave this field NULL.

Validation None

Destination None

PROCESSED_FLAG

All new records loaded into the interface must have a value of N.

Validation None

Destination None

STATUS

All new records loaded into the interface must have a status of New.

Validation None

Destination None

DATE_CREATED

Enter the date that the budget execution import line was created using the format of DD-MON-YYYY.

Validation None

Destination FV_BE_TRX_HDRS.CREATION_DATE
FV_BE_TRX_DTLS.CREATION_DATE

CREATED_BY

Enter a User ID number.

Validation Must be a user number defined in the system

Destination FV_BE_TRX_HDRS.SEGMENTS1-30
FV_BE_TRX_DTLS.SEGMENTS1-30

CORRECTED_FLAG

All new records must have a value of N.

Validation None

Destination FV_BE_TRX_DTLS.CORRECTED_FLAG

LAST_UPDATE_DATE

Leave this field NULL.

Validation None

Destination None

LAST_UPDATED_BY

Leave this field NULL.

Validation None

Destination None

B

Oracle U.S. Federal Financials Navigation Paths

This appendix lists navigation paths for windows in Oracle U.S. Federal Financials. The following sections are in this appendix:

- [Navigation](#)

Navigation

Table 79–4 shows the navigation paths for each window in Federal Financials.

Table 79–4 Federal Financials Navigation Paths

Window	Navigation Path
Approve Document	Budget - Enter - Appropriations Click Approve or Budget - Enter - Enter Distributions Click Approve or Budget - Enter - Reprogramming Transactions Click Approve or Budget - Inquiry - Budget Transactions Summary Click Approve
Assign Reason Codes	Payables Management - Assign Reason Codes
AutoCreate Documents For information, see <i>Oracle Public Sector Purchasing User's Guide</i> .	In Purchasing, AutoCreate
Balance Sheet	Setup - Federal Report Definitions - Financial Statements Report Definitions Click Open
Budget Fiscal Year Segment Mapping	Setup - Appropriation - Budget Fiscal Year Segment Mapping
Budget Transaction Summary	Budget - Inquiry - Budget Transactions Summary Click Find
Cash Receipts	Receivables Management - Cash Receipts
Check Ranges	Confirm - Confirm Click Check Ranges

Table 79–4 Federal Financials Navigation Paths

Window	Navigation Path
Contacts	Setup - FACTS II - Contacts
Copy Year End Information	Open Year End Closing window Tools - Copy Year End Groups
Correct Budget Execution Transactions Import Data	Budget - Open Interface - Correct Click Find
Customer Calls For information, see <i>Oracle Public Sector Receivables User's Guide</i> .	In Receivables, Collections - Customer Calls
Customer Vendor Cross Reference	Receivables Management - Define - AR / AP Netting - Customer / Vendor Cross Reference
Define Appropriation Parameters	Setup - Appropriation - Parameters Click Find or Setup - Appropriation - Federal Account Symbols Click Parameters
Define Budget Accounts	Setup - Appropriation- Budget Accounts
Define Budget Distributions	Budget - Define - Budget Distributions
Define Budget Levels	Budget - Define - Budget Levels
Define Budget Transactions Types	Budget - Define - Transaction Types
Define Budget Users	Budget - Define - Budget Users
Define Enhanced Transactions	Setup - Accounts - Enhanced Transactions
Define Federal Account Symbols	Setup - Appropriation - Federal Account Symbols
Define Federal Options	Setup - Options - Define Federal Options
Define Federal System Parameters	Setup - Options - Define Federal System Parameters
Define Finance Charges	Receivables Management - Define - Finance Charges
Define Fund Rates	Setup - Appropriation - Rates

Table 79–4 Federal Financials Navigation Paths

Window	Navigation Path
Define Offset Accounts and Transaction Codes	Prior Year Adjustments - Define - Offset Accounts and Transaction Codes
Define Other Authorization Codes	Setup - Appropriation - Other Authorizations
Define Payment Terms Types	Payables Management - Define - Payment Terms Types
Define Transaction Search Criteria	Prior Year Adjustments - Define - Transaction Search Criteria
Define Treasury Account Codes	Setup - Appropriation - Treasury Account Codes
Define US SGL Accounts	Setup - Accounts - US SGL Accounts
Delete BE Import Data	Budget - Open Interface - Delete
Delinquent Invoice Referral Definitions	Receivables Management - Define - Delinquent Invoice Referral Setup
Document Cross-Reference	Inquiry - Document Cross-Reference
Document Cross-Reference Purchase Order View Document Cross-Reference Requisition View Document Cross Reference Receipt View Document Cross Reference Invoice View Document Cross Reference Payments View	Inquiry - Document Cross-Reference Click Find
Employee Payment Type Mapping	Payables Management - Define - Employee Payment Type Mapping
Enter Appropriation	Budget - Enter - Enter Appropriation
Enter Funds Distributions	Budget - Enter - Enter Distributions
FACTS Submission	Reports - FACTS II Submission
FACTS Attributes	Setup - Accounts - FACTS Attributes
Financial Statements Report Definitions	Setup - Federal Report Definitions - Financial Statements Report Definitions
Find Budget Transactions	Budget - Inquiry - Budget Transactions Summary

Table 79–4 Federal Financials Navigation Paths

Window	Navigation Path
Find Budgetary Import Transactions	Budget - Open Interface - Correct
Find Prior Receipts	Payables Management - Prior Receipts
FMS Form 224 Report Definitions	Setup - Federal Report Definitions - 224 and Reconciliation Report Definitions
FMS Form 1219/1220 Report Definitions	Setup - Federal Report Definitions - FMS Form 1219/1220 - Setup Click OK
FMS Form 1219/1220 Transaction Correction	Run FMS Form 1219/1220 Process Setup - Federal Report Definitions - FMS Form 1219/1220 - Transaction Correction
Footnotes	Reports - FACTS II Submission Click Footnotes
Funds Available Inquiry	Inquiry - Funds Available
Funds Availability Report Definitions	Setup - Federal Report Definitions - Funds Availability Reports
Holiday / Non-Working Dates	Payables Management - Define - Holiday / Non-Working Dates
Import Budget Execution Transactions	Budget - Open Interface - Import
Interagency Transfers	Interagency - Interagency Transfers
Invoice Returns	Payables Management - Invoice Returns
Invoice Status	Receivables Management - Invoice Status Click Find Click Status
Invoice Status History	Receivables Management - Invoice Status Click Find Click History
Invoice Write-off	Receivables Management - Invoice Write-off

Table 79–4 Federal Financials Navigation Paths

Window	Navigation Path
Invoices For information, see <i>Oracle Public Sector Payables</i> .	In Federal Financials, Receivables Management - Invoice Status Click Find or In Payables, Invoices - Entry - Invoices If enabled, enter data in the Enter Transaction Events window. Click OK
IPAC Transaction Summary	Interagency - IPAC Transaction Summary
Location Address	Setup - Options - Define Federal Options Click Details
Maintain 1099-C Information	Receivables Management - Maintain 1099-C
Notifications Summary	Workflow User - Worklist
Oracle Federal Financials Lookups	Setup - Lookups
Other Authorizations	Setup - Appropriation - Parameters Click Find Click Other Authorizations
Payment Batches For information, see <i>Oracle Public Sector Payables User's Guide</i> .	In Payables, Payments - Entry - Payment Batches If enabled, enter data in the Enter Transaction Events window. Click OK
Payments For information, see <i>Oracle Public Sector Payables User's Guide</i> .	In Payables, Payments - Entry - Payments If enabled, enter data in the Enter Transaction Events window. Click OK
Prior Period Receipts	Payables Management - Prior Receipts Click Find

Table 79–4 Federal Financials Navigation Paths

Window	Navigation Path
Prior Year Adjustment Transaction History	Prior Year Adjustments - Transactions - History
Prior Year Adjustment Transactions	Prior Year Adjustments - Transactions - Update
Purchase Orders For information, see <i>Oracle Public Sector Purchasing User's Guide</i> .	In Purchasing, Purchase Orders - Purchase Orders If enabled, enter data in the Enter Transaction Events window. Click OK
Receipts For information, see <i>Oracle Public Sector Receivables User's Guide</i> and <i>Oracle Public Sector Purchasing User's Guide</i> .	In Receivables, Receipts - Receipts or In Purchasing, Receiving - Receipts Click Find
Receivables Eligibility	Receivables Management - Define - AR/ AP Netting - Receivables Eligibility
Receivable Types	Receivables Management - Define - Receivable Types
Refunds, Voids and Chargebacks	Payables Management - Refunds, Voids and Chargebacks
Releases For information, see <i>Oracle Public Sector Purchasing User's Guide</i> .	In Purchasing, Purchase Orders - Releases If enabled, enter data in the Enter Transaction Events window. Click OK
Report Line Calculations for Balance Sheet; Statement of Budgetary Resources; Statement of Changes in Net Position; Statement of Custodial Activity; Statement of Financing; and Statement of Net Cost	Setup - Financial Statements Report Definitions Click Open Click Calculations

Table 79–4 Federal Financials Navigation Paths

Window	Navigation Path
Report Line Details for Balance Sheet; Statement of Budgetary Resources; Statement of Changes in Net Position; Statement of Custodial Activity; Statement of Financing; and Statement of Net Cost	Setup - Financial Statements Report Definitions Click Open Click Details
Re-programming Transactions	Budget - Enter - Reprogramming Transactions
Requisitions For information, see <i>Oracle Public Sector Purchasing User's Guide</i> .	In Purchasing, Requisitions - Requisitions If enabled, enter data in the Enter Transaction Events window. Click OK
SF-132 Apportionment and Reapportionment Schedule	Reports - SF132 Apportionment and Reapportionment
SF133 Report Definitions	Setup - Federal Report Definitions - SF133 Budget Execution
Statement of Budgetary Resources Statement of Changes in Net Position Statement of Custodial Activity Statement of Financing Statement of Net Cost	Setup - Federal Report Definitions - Financial Statements Report Definitions Click OK
Transaction Codes	Setup - Accounts - Transaction Codes
Transactions	In Receivables Transactions - Transactions or In Receivables, Transactions - Transactions Summary Click Open
Transactions Summary For information, see <i>Oracle Public Sector Receivables User's Guide</i> .	In Receivables Transactions - Transactions Summary

Table 79–4 Federal Financials Navigation Paths

Window	Navigation Path
Treasury Confirmation and Reconciliation	Confirm - Confirm or Confirm - Inquiry Click Treasury Confirmation
Treasury Confirmation Inquiry	Confirm - Inquiry
Treasury Confirmation Offset	Confirm - Confirm Click Offset
Treasury Offset Exclusion Criteria	Payables Management - Define - Treasury Offset Exclusion Criteria
Waive Finance Charges	Receivables Management - Waive Finance Charges
Worklist	Workflow User - Worklist or Notifications Summary
Year End Closing	Setup - Year End Close - Define Year End Closing

Glossary

1096 Annual Summary and Transmittal of U.S. Information Returns

The Debt Collection Act of 1982 states that a 1096 Annual Summary and Transmittal of U.S. Information Returns report must accompany Copy A of the 1099-C Cancellation of Debt report that is submitted to the Internal Revenue Service.

1099-C Cancellation of Debt

The Debt Collection Act of 1982 requires that a 1099-C Cancellation of Debt report must be submitted to the Internal Revenue Service for each debtor for whom a debt of \$600.00 or more is cancelled during the calendar year.

Accrue Finance Charges

A process in Oracle U.S. Federal Financials that creates a debit memo for each Finance Charge Type associated with each newly overdue invoice; and adjusts existing finance charge debit memos for each Finance Charge Type associated with old overdue invoices.

ACH

See Automated Clearing House (ACH).

adjusted trial balance (ATB)

Balance for an SGL account and related attributes that make up a portion of a FACTS II submission as of a specific date for a specific treasury appropriation fund symbol.

adjustment

The method prescribed by the Department of Treasury under the IPAC system that allows a customer to charge a billing agency to remedy an incorrect billing.

advance appropriation

New budget authority appropriations that become available one or more fiscal years beyond the fiscal year for which the appropriation was passed.

advance funding

Budget authority appropriations provided in an appropriations act to be used, if necessary, to cover obligations incurred late in the fiscal year for benefit payments in excess of the amount specifically appropriated in the act for that year, where the budget authority is charged to the appropriation for the program for the fiscal year following the fiscal year for which the appropriations is passed.

Agency Location Code (ALC)

An 8-digit numeric symbol identifying the agency accounting and /or reporting office with disbursing authority. Any 4-digit ALC is preceded by four zeros.

allotment

Funds within an apportionment designated for specific programs or projects in an agency.

allowance

A subdivision of an allotment. Typically, managers distribute funds throughout the agencies to levels lower than the allotment to cover programs and projects for more specific purposes. An allowance cannot exceed the amount allotted. However, obligations and expenditure can exceed an individual allowance but must not exceed the total allotment in accordance with the Antideficiency Act.

anticipated

Estimated cancellations or downward adjustments of prior-year obligations anticipated for recovery in the current fiscal year; only used in unexpired multiyear or no-year funds. These amounts are reported on the SF-132, Request for Apportionment as a Budgetary Resource.

Antideficiency Act

A regulation applying to federal agencies that establishes budgetary limitations at required levels within an agency.

Apply Cash Receipts

A procedure in Federal Financials to enter manual cash receipts for customers and invoices to be applied, as appropriate, to previously created finance charge debit memos, invoices, or on account.

apportionment

An agency request to the Office of Management and Budget to acquire funds to be used in designated quarters of the fiscal year. Agencies divide apportionments into allotments, which are converted into commitments, obligations, and expended authority.

appropriation

Funds provided to federal agencies through legislation. An appropriation is designated as multi-year, which can be used for a specified period of time in excess of one year; no-year, which can be used indefinitely; and single-year, which can only be used in the current year.

AR/AP Netting Preliminary Report

A preliminary report generated by the Receivables and Payables Netting process that allows agencies to review receivables and payables netting transactions prior to running the final process.

Assign Finance Charges

A process in Federal Financials that selects customers and invoices for which finance charges are to be accrued during the Accrue Finance Charges process, based on customer classes specified in the Define Finance Charges window.

AR/AP Netting Final Report

A report that lists the offset transactions that are generated by the Receivables and Payables Netting process.

Assign Finance Charges Report

An internal report that provides information on customers and invoices assigned finance charges.

ATB

See adjusted trial balance (ATB).

Automated Clearing House (ACH)

Primary electronic funds transfer (EFT) system used by agencies to make payments and to collect funds. The ACH is a distribution and settlement point for transmitting funds electronically between an originating financial institution and a receiving financial institution. Funds are transferred through the use of several format options targeted specifically to meet the Federal Government's needs.

Federal Government ACH payments originated in the Prearranged Payment and Deposit (PPD) with or without addenda, Cash Concentration of Disbursement (CCD) with or without addenda or Corporate Trade Exchange (CTX) formats.

automated interagency bill

A bill that exists on a computerized database, although it can be printed out in hard copy format.

billing agency fund

The accounting classification that is adjusted, billed, or credited by the billing agency.

borrowing authority

A budget authority that permits obligations and outlays to be financed by borrowing.

budget account definition

An administrative or functional subdivision of a budget agency. A budget account must have at least one federal account symbol associated with it.

budget authority

Authority provided by law to incur financial obligations that result in outlays. Specific forms of budget authority include appropriations, borrowing authority, contract authority, and spending authority from offsetting collections.

budgetary resource

An amount available to enter into obligations in a given year. Budgetary resource comprises new budget authority for that year, including spending authority from offsetting collections, and unobligated balances of budget authority provided in previous years, including recoveries of prior year obligations and transfers.

Budgetary Accounting Guide

A publication issued by the Financial Management Service that provides information on year-end closing requirements for federal agencies.

cash equivalent transactions

Transaction in which the Government makes outlays or receives collections in a form other than cash, or the cash does not accurately measure the cost of the transaction.

cash receipts

Cash payments collected to satisfy an exchange of cash for goods and / or services.

certifier

A person, typically a high level official at an agency, who verifies the accuracy of year-end submissions for the agency or a portion of the agency. Certifiers can either certify or reject submissions that were entered by preparers.

Circular A-125, Prompt Payment

A publication issued by the Office of Management and Budget that documents the Prompt Payment Act.

Circular A-34, Instructions on Budget Execution

A publication issued by the Office of Management and Budget that provides information on the SF 133 Report on Budget Execution.

clearing accounts

Accounts established to temporarily hold general, special, or trust collections or disbursements pending clearance to the applicable receipt or expenditure account in the budget.

close out

An event that occurs concurrently with, or subsequent to, an agency decision to write off a debt for which the agency has determined that future additional collection attempts would be futile. At close out, an agency reports to the IRS the amount of the closed out debt as income to the debtor on IRS Form 1099-C in accordance with Treasury requirements. No additional collection action can be taken by the agency after issuing the IRS Form 1099-C.

cohort

Direct loans obligated or loan guarantees committed by a program in the same year, even if disbursements occur in subsequent years or the loans are modified. Modified pre-1992 direct loans constitute a single cohort; modified pre-1992 loan guarantees constitute a single cohort. For loans subsidized by no-year or multi-year appropriations, the cohort may be defined by the year of appropriation or the year of obligation. For information on proper determination, the Office of Management and Budget (OMB) can be contacted.

commitment

The reservation of funds in anticipation of legal obligations.

contract authority

Budget authority that permits obligation to be incurred in advance of either an appropriation of the cash to make outlays to liquidate the obligations or offsetting collections.

cost

Cash value of the resources allocated to a particular program. When used in connection with federal credit programs, cost means the estimated long term cost to the government of a direct loan or loan guarantee, calculated on a net present value basis, excluding administrative costs and any incidental effects on governmental receipts or outlays.

credit program account

An account into which an appropriation for the cost of a direct loan or loan guarantee program is made and from which such cost is disbursed to a financing account for the program.

cross-servicing

Passing a debt to a designated collection center or private collection agency in an effort to collect the amount due.

CSV (Comma Separated Values)

A file format that separates data fields with commas (commas delimited). The character data is usually surrounded by quotes. This file format is frequently used to import and export data between different programs.

current value of funds

The average annual rate of the Department of Treasury tax and loan accounts. The rate is used to determine whether taking a vendor discount for early payment is economically beneficial.

Debt Collection Act of 1982

A set of regulations governing the receivables management and collections practices of federal agencies.

Debt Collection Improvement Act of 1996 (DCIA)

The DCIA provides that any nontax debt or claim owed to the U. S. Government that is 180 days delinquent, with certain exceptions, will be referred to the Department of the Treasury for collection. Debt that is in litigation or foreclosure

with a collection agency or designated Federal debt collection center or that will be disposed of under an asset sales program is exempt from transfer to the Secretary.

deposit fund

An account established to record amounts held temporarily by the government until ownership is determined, such as earnest money paid by bidders for mineral leases, or held by the government as an agent for others, such as State and local income taxes withheld from Federal employees' salaries and not yet paid to the State or local government. Deposit fund transactions are excluded from the budget totals because the funds are not owned by the government. Since increases in deposit fund balances reduce Treasury's need to borrow, they are a means of financing a deficit or a surplus.

direct loan

A disbursement of funds by the government to a non-federal borrower under a contract requiring repayment of such funds with or without interest. The term includes the purchase or participation in a loan made by a non-federal lender. It also includes the sale of a government asset on credit terms of more than 90 days duration.

disbursement in transit

A liability account used for payments pending Department of Treasury confirmation of disbursement.

discretionary spending

Budgetary resources, except those provided to fund mandatory spending programs, provided in appropriations acts.

Due Date Calculation

A process in Federal Financials that determines the due date on the payment schedule by using the later of the Invoice Received Date or the Goods/Services Acceptance or Receipt Date.

economically beneficial discounts

Discounts offered by suppliers that federal agencies are required to take pursuant to the Prompt Payment Act. An agency must take available discounts for early payment unless they are not economically beneficial. Discounts are not beneficial if an agency can realize a greater return by keeping its money invested until a later payment due date.

ECS

See Electronic Certification System (ECS).

ECS ACH Vendor Payment Format

A process that allows federal agencies to produce payment output files used to pay Automated Clearing House (ACH) vendors.

ECS NCR Check Payment Format

A process that allows federal agencies to format payments for electronic submission to a central disbursing office of the Department of Treasury.

Electronic Certification System (ECS)

A Department of Treasury electronic payment system used by federal agencies to transmit vendor payment information to the Department of Treasury for accomplishment.

Entity Code

A seven-digit code assigned by the Department of Treasury that identifies the preparer of the FACTS data. Each Entity is responsible for one or more appropriations or NOTES reports.

expended

Obligations where services are performed by employees, contractors, vendors, carriers, grantees, lessors, and other Government funds; goods and tangible property is received; and amounts becoming owed under programs for which no current service is required, such as annuities, insurance claims, other benefit payments, and loans.

expended authority

Portion of an agency's budget authority that has been expended.

Expenditure

The issuance of checks, disbursement of cash, or electronic transfer of funds made to liquidate a federal obligation. Outlays during a fiscal year may be for payment of obligations incurred in prior years or in the same year. Expenditures can exceed obligations but cannot exceed allotted funds in accordance with the Antideficiency Act.

expenditure transaction

A withdrawal from one account and a credit to another account when the withdrawal and credit are recorded in the central accounts of the Financial Management Service (FMS) as an expenditure and repayment.

FACTS I

See Federal Agencies' Centralized Trial-Balance System I (FACTS I).

FACTS II

See Federal Agencies' Centralized Trial-Balance System II (FACTS II).

federal account symbol

A group of numbers used to identify the agency responsible for the appropriation and fund classification without regard to the period of availability to incur new obligations. The federal account symbol is the summary level of the treasury symbol.

Federal Agencies' Centralized Trial-Balance System I (FACTS I)

A data entry system used by federal program agencies (FPAs) to report mainly proprietary US SGL accounts to create the consolidated financial statements of the Federal Government.

Federal Agencies' Centralized Trial-Balance System II (FACTS II)

A data entry system used by federal program agencies (FPAs) to report budget execution data that fulfill several reporting requirements of the Office of Management and Budget (OMB) and the Department of Treasury.

federal report definitions

Report information, set up in the Federal Report Definitions windows that is used to customize reports by specifying report content and entering report data to meet Federal Government reporting requirements.

Federal Setup Options

Specially defined and updated information used by federal agencies and maintained in Federal Financials. Federal Options are required for some new features and reports. The Define Federal Options window is used to enter the information.

Federal Vertical Transfer to GL

A process in Federal Financials that creates the budgetary and proprietary entries required by federal accounting rules when taking discounts on payments. Where applicable, the request set uses the disbursement in transit liability account in place of the fund balance cash account when payments are posted.

Finance Charge Types

Finance charge information entered in the Define Finance Charges window that is used to assign and accrue finance charges in Receivables.

Financial Management Service (FMS)

A division of the Department of Treasury that oversees the U.S. Federal Government's accounting and reporting system, publishes financial information, functions as central disburser and collections agent, and helps federal agencies to develop uniform accounting and reporting systems.

financing account

The non-budget account or accounts associated with each credit program account for post-1991 direct loans or loan guarantees. It holds balances, receives the subsidy cost payment from the credit program account, and includes all other cash flows to and from the government. Separate financing accounts are required for direct loans and loan guarantees.

FMS

See Financial Management Service (FMS).

FMS Form 224 Statement of Transactions Exception Report

A report that shows transactions included or omitted from the FMS Form 224 Statement of Transactions Report that may require review or correction.

FMS Form 224 Statement of Transactions Report

A report used to provide information to the Treasury about the financial condition and operations of federal agencies for which Treasury disburses.

forbearance

Act of surrendering the right to enforce a valid claim usually in return for a binding promise to perform a specified act. Forbearance sometimes refers to an agreement by a lender to refrain from taking legal action when a mortgage is in arrears, as long as the borrower complies with a satisfactory arrangement to pay off the past due balance by a future date.

foreclosure

An involuntary payment of a debt secured by collateral by seizing the collateralized property.

foreign currency fund accounts

Accounting mechanisms established by the Treasury to account for foreign currency that is acquired without payment of U.S. dollars. Use of these amounts requires appropriations or payment with appropriated dollars unless otherwise authorized by law. Foreign currency fund accounts are established with a two-digit agency prefix assigned by Treasury, the symbol FT, and a three-digit foreign currency account code.

forward funding

Budget authority appropriations that become available for obligation in the last quarter of the fiscal year for the financing of ongoing grant programs during the next fiscal year.

fund/budgetary accounting

The legal requirement that federal agencies establish accounts for segregating revenues, other resources, related liabilities, obligations, and balances in order to carry out specific activities or achieve certain objectives in accordance with special regulations, restrictions, or limitations. One of the most important laws requiring federal agencies to adhere to fund accounting concepts is the Antideficiency Act.

Fund Group

Last four characters of the treasury symbol. The four-digit identifier that corresponds to the Treasury Account Symbol in the Federal Account Symbols and Titles (FAST) book. The Treasury Appropriation / Fund Group is the combination or roll-up of all fiscal years reported for each agency appropriation or fund account symbol.

Note: FACTS II uses the term Treasury Account Code and FACTS I uses the term Fund Group to refer to the same field.

fund parameters

Information maintained about each fund in Federal Financials. Fund parameters define additional information associated with the balancing segment of the Accounting Flexfield.

fund type

Major classification for the different account types, such as General Fund, Clearing Account, and Special Fund.

fund value

The Federal Government obtains monies from many sources. The use of the monies is governed by the appropriations process. Agencies segregate their accounts into funds to assure compliance with legal requirements. Monies obtained from general taxation and revenue powers and from business operations are accounted for in the following types of funds: General Fund, Special Funds, Revolving Funds, Management Funds, Trust Funds, and Deposit Funds. There can be multiple fund values per treasury symbol, but a fund value can be assigned to one and only one treasury symbol. For reporting purposes, fund values roll up to the treasury symbol.

funds available

The total amount of allotted funding still available for spending by an agency.

Funds Available

A procedure in Federal Financials for agencies to view funds available at both detail and summary levels and to compare budget amounts to actual fund values.

general fund

Accounts for receipts not set aside by law for a specific purpose, the process of general borrowing, and the expenditure of these monies.

Government Online Accounting Link System (GOALS)

A government-wide telecommunications network established to reduce dependence on labor-intensive paper-based processes and to provide an efficient method for accounting and reporting functions.

Government Results and Performance Act (GRPA)

A Federal Government regulation requiring agencies to report on financial performance through a series of regulatory reports.

GRPA

See Government Results and Performance Act (GRPA).

Holiday/Non-Working Dates

Holiday and non-working dates entered in the Define Holiday / Non-Working Dates window that is used by the Due Date Calculation process to determine a payment schedule in compliance with the Prompt Payment Act.

Identification of Federal Employees Report

A report that provides information on federal employees indebted to the Federal Government.

Interagency Transfers

A window in Federal Financials used by the customer agency to store information regarding the billing agency fund involved in an interagency transaction.

interagency transactions

Transfers between Treasury agencies that involve two or more different appropriation, fund, or receipt accounts and are classified as expenditure transactions.

intragovernmental fund

See revolving fund.

Intra-governmental Payment and Collection System (IPAC)

A government-owned and operated system that performs intra-governmental funds transfers.

IPAC

See Intra-governmental Payment and Collection System (IPAC).

JFMIP

See Joint Financial Management Improvement Program (JFMIP).

Joint Financial Management Improvement Program (JFMIP)

A cooperative effort among major agencies of the Federal Government to arrive at a common set of financial management standards as mandated by the President of the United States. Representatives from major agencies serve on a committee charged with formulating these standards.

liquidating account

The budget account that includes all cash flows to and from the government resulting from pre-1992 direct loans or loan guarantees. Cash flows associated with modified direct loans and loan guarantees are treated as exceptions. The liquidating accounts are the old credit accounts, whose transactions are counted on a cash basis in calculating budget outlays and the deficit. Liquidating accounts are not subject to credit reform accounting except for the effects of modifications.

loan guarantee

Any guarantee, insurance, or other pledge with respect to the payment of all or a part of the principal or interest on any debt obligation of a non-federal borrower to a non-federal lender. It does not, however, include the insurance of deposits, shares, or other withdrawable accounts in financial institutions.

MAF

See master account file (MAF).

mandatory spending

Spending controlled by laws other than appropriation acts, including spending for entitlement programs and spending for the food stamp program.

master account file (MAF)

Treasury account fund symbols that are reported in FACTS II. The MAF also contains the preparer and certifier IDs for each fund symbol.

nonexpenditure transfer

See transfer.

normal balance indicator

Normal condition of the balance in an SGL account, that is, debit or credit.

object class

A uniform classification identifying obligations of the Federal Government by the types of goods or services purchased, such as personnel compensation, supplies and materials, and equipment, without regard to the agency involved or the purpose of the programs for which they are used.

obligation

Allotment funds obligated for goods or services that have been ordered, but not yet received. Obligated funds are not available for spending by an agency.

Office of Management and Budget (OMB)

A U.S. Federal Government office that helps the President of the United States oversee the preparation of the federal budget and supervise the administration of federal agencies. The OMB also oversees and coordinates the administration's procurement, financial management, information, and regulatory policies.

Offset

The amount the Treasury Department pays a customer for receivable invoices that have been outstanding for at least 181 days but less than 10 years. For example, if Customer A owes Agency A \$150 and if Agency B owes Customer A \$200, then the Treasury Department will pay Customer A \$50. The \$50 the Treasury Department pays Customer A is offset by the amount Customer A owes Agency A.

offsetting collections

Collections that by law are credited directly to expenditure accounts.

offsetting receipts

Collections that are deducted from gross budget authority and outlays, rather than added to receipts, and that are not authorized to be credited to expenditure accounts.

OMB

See Office of Management and Budget (OMB).

outlay

Payment to liquidate an obligation other than the repayment of debt principal. Outlays are the measure of government spending. Outlays generally are equal to cash disbursements but also are recorded for cash-equivalent transactions, such as the subsidy cost of direct loans, and loan guarantees, and interest accrued on public issues of the public debt.

Payment Terms Types

Payment terms, specified in the Define Payment Terms Types window, used to automatically calculate the payment due date in compliance with the Prompt Payment Act. The payment term also defaults to purchase orders and invoices generated for a specific vendor.

posting

A feature in Federal Financials that supports federal accounting rules requiring that discounts taken on payments be posted to the corresponding budgetary as well as

proprietary accounts in General Ledger. Discounts are treated as expense or asset reversals increasing budgetary authority while making funds available in an agency's budget for other purposes. The Federal Vertical Transfer to GL process automatically generates posting entries for the amount of the discount taken. For agencies using a disbursement in transit liability account, that account is used in place of the fund balance account when payments are posted.

pass-through

A process by which an agency refers debts to FMS for subsequent referral to a Private Collection Agency (PCA). FMS takes no collection action when debts are referred to FMS for pass-through other than referring the debts to a PCA. The pass-through process enables FMS to assess and monitor fully the performance of its PCA contractors.

preparer

Representative from the federal program agencies (FPA) who prepares the adjusted trial balance (ATB) information for one or more treasury appropriation fund symbol (TAFS) accounts.

Prompt Payment Act

A set of laws applying to federal agencies mandating how and when to pay commercial obligations. The act requires agencies to pay interest on overdue invoices and to take discounts offered by suppliers unless doing so would not prove economically beneficial.

Prompt Payment Due Date Report

An internal report that provides information about invoices within a specific payment batch for which a due date adjustment was made.

Prompt Payment Exception Report

An internal report that provides information about payments that have an invalid due date.

Prompt Payment Statistical Report

A report that provides detailed statistical information about payments within a specific date range.

public enterprise fund

See revolving fund.

Receivable Type

A receivable category. Preseeded receivable types include Direct Loans, Defaulted Guaranteed Loans, and Administrative receivables. Receivable types are linked to transaction types in the Receivable Types window.

Receivables and Payables Netting

A feature that allows agencies to manage the collection of receivables by offsetting receivables against payables for vendors who are also customers.

Receivables Management

The processing and application of collections on receivables. Receivables management for federal agencies involves compliance with the requirements set forth in the Debt Collection Act of 1982.

reimbursable agreement

A contract between agencies where an agency agrees to provide goods or services to another agency in return for reimbursement of costs incurred or agrees to reimburse another agency for its costs in providing goods or services to the ordering agency.

reimbursable order

A request to provide a product or service to the requester, which may entail labor, material, services, or subcontractual support expenditures to fulfill the request and with funds coming from outside the Operating Budget.

rescission

Legislative action that cancels new budget authority or the availability of unobligated balances of budget authority prior to the time the authority would otherwise have expired.

Regional Finance Center (RFC)

Disburses public monies on behalf of federal civilian agencies.

Report on Budget Execution

See SF 133 Report on Budget Execution.

record type 7 (RT7)

A three-digit numeric code attached to the end of the treasury appropriation fund symbol that identifies specific kinds of fund resources such as Fund Held Outside the Treasury, Authority to Borrow from the Treasury, and Unrealized Discounts.

reimbursement or reimbursable work

A sum that is received by the Federal Government as a repayment for commodities sold or services furnished either to the public or to another government account and that is authorized by law to be credited directly to specific appropriation and fund accounts. These amounts are deducted from the total obligations incurred (and outlays) in determining net obligations (and outlays) for such accounts. Reimbursement between two accounts for goods or services are an expenditure transaction or transfer.

reimbursable obligation

Obligation financed by offsetting collections credited to an expenditure account in payment for goods and services provided by that account.

Report on Receivables Due from the Public

A report that provides information on the status of receivables, including direct loans, defaulted guaranteed loans, administrative receivables, and footnotes.

revolving fund

A fund that conducts continuing cycles of business-like activity in which the fund charges for the sale of products or services and uses the proceeds to finance its spending, usually without requirement for annual appropriations. Public enterprise funds conduct business-like operations mainly with the public; and intragovernmental revolving funds conduct business-like operations mainly within and between government agencies.

Routing Transit Number (RTN)

Devised by the American Bankers Association (ABA) to identify the specific financial institution responsible for the payment of a negotiable instrument. The RTN system has evolved to designate participants in automated clearinghouses, electronic funds transfer, and online banking. Every financial institution has a designated RTN. A valid RTN must have nine digits of which the first two digits are 01 through 12 through 32.

RT7

See record type 7 (RT7).

SF 1081 Voucher and Schedule of Withdrawals and Credits

A document used by federal agencies to complete interagency expenditure transactions involving two or more appropriation, fund, or receipt accounts.

SF 133 Report on Budget Execution

An Office of Management and Budget report used to list the sources of budget authority and the current status of budgetary resources by individual fund.

special fund receipt accounts

All collections not earmarked by law for a specific purpose.

Statement of Transactions

See FMS Form 224 Statement of Transactions Report.

Status of Obligations Report

An internal report used to measure financial performance against operating plan objectives. The report assists federal agencies in determining if the procurement process has been completed for each obligation.

subsidy

Estimated long-term cost to the government of a direct loan or loan guarantee, calculated on a net present value basis, excluding administrative costs. In net present value terms, it is the portion of the direct loan disbursement that the government does not expect to recover, or the portion of expected payments for loan guarantees that will not be offset by collections. The subsidy may be for post-1991 direct loan obligations or loan guarantee commitments, for re-estimates of post-1991 loans or guarantees, or for modifications of any direct loans or loan guarantees.

TAFS

See treasury appropriation fund symbol (TAFS).

TAFS split

Subdivides a treasury appropriation fund symbol. Splits are established for programmatic or administrative reasons.

TAFS status

Indicates the status of a specific TAFS account. The following definitions apply: unexpired indicates the TAFS can incur new obligation; expired indicates that the TAFS can liquidate obligations or make adjustments, but cannot incur new obligations; cancelled indicates that the TAFS will have no more reportable activity.

Taxpayer Identification Number (TIN)

A number that identifies a taxpayer. The taxpayer identification number can be an employee identification number or a social security number.

TFM

See Treasury Financial Manual (TFM).

TIN

See Taxpayer Identification Number (TIN).

Transmittal Letters (T/L)

Sequentially numbered transmittal letters signed by the Commissioner of the Department of Treasury's FMS that accompany Treasury Financial Manual (TFM) chapter releases. These letters release the following:

- changes or additions to existing chapters and new chapters
- summaries of the new or revised material
- instructions for the addition or substitution of material
- regulations or published instructions that are superseded or rescinded

TOP

See Treasury Offset Program (TOP).

Trading Partner

The Treasury department code of the other federal entity involved in transactions with the reporting entity.

transfer

Move budgetary resources from one budget account to another. Depending on the circumstances, the budget may record a transfer as an expenditure transfer, which means a transfer that involves an outlay, or as a nonexpenditure transfer, which means a transfer that does not involve an outlay.

Treasury

Refers to the U.S. Department of Treasury. Among other roles, the Treasury formulates and recommends economic, fiscal, and tax policies; and serves as financial agent for the Federal Government.

treasury account code (TAC)

Four-digit identifier typically corresponding to the last four digits of the treasury symbol. A numeric or alphanumeric account symbol used to classify transactions with fund types.

Note: FACTS II uses the term Treasury Account Code and FACTS I uses the term Fund Group to refer to the same field.

treasury appropriation fund symbol (TAFS)

Code that represents the department, account symbol, and period of availability to incur new obligations. This is also referred to as treasury symbol.

Treasury Financial Manual (TFM)

The Treasury's official publication for financial accounting and reporting of all receipts and disbursements of the Federal Government. The Financial Management Service of the Treasury issues the TFM to provide policies, procedures, and instructions for federal departments and agencies.

Treasury Offset Program (TOP)

A centralized debt collection program developed by FMS and operated through its RFC. TOP enables the RFCs to match delinquent debtor files against payment files. When a match occurs, the payment is intercepted and the debt is offset up to the amount of the debt.

treasury symbol

A seven digit code that identifies the appropriation from which agencies can create spending transactions. The first two digits are the agency code; the third digit is the fund fiscal year; and the last four digits are the type of fund.

treasury undisbursed balance

Fund balance, which is cash, for a TAFS account at a point in time, for example, as of September 30th.

trust fund

Type of account designated by law as a trust fund for receipts and offsetting receipts set aside for specific purposes and for the expenditure of these receipts.

trust fund groups

Monies collected and spent by the government through trust fund accounts.

TSV (Tab Separated Values)

A file format that uses tab characters (ASCII 9) as separators between fields (tab delimited). Unlike comma delimited (CSV) files, the character data is not usually surrounded by quotes. This file format is used to transfer data between different programs.

unanticipated

Cancellations or downward adjustments of prior-year obligations that are not anticipated for recovery in the current fiscal year; only used in unexpired multiyear or no-year funds.

unexpended

A binding agreement that results in immediate or future outlays. Budgetary resources must be available before obligations can be incurred legally. Unexpended obligations are services that have not been performed or goods that have not been received.

unobligated balance

Cumulative amount of budget authority that is not obligated and that remains available for obligation under law.

U.S. Government Standard General Ledger account (US SGL)

Accounts used to record, classify, and report accounting events in a uniform manner throughout the Federal Government. US SGL accounts provide control over all financial transactions and resource balances; in combination with other attributes, satisfy basic financials and budget execution reporting requirements of the OMB and Department of Treasury; and integrate proprietary and budgetary accounting.

US SGL

See U.S. Government Standard General Ledger account (US SGL).

Voucher and Schedule of Withdrawals and Credits

See SF 1081 Voucher and Schedule of Withdrawals and Credits.

Waive Finance Charges

A process in Federal Financials that allows users to waive subsequent finance charges for selected customers or invoices.

warrant

An official document issued by the Secretary of the Treasury, pursuant to the law, that establishes the amount of money authorized to be withdrawn from the central accounts maintained by the Treasury.

write-off

An event that occurs when an agency officially determines, after all appropriate collection tools and techniques have been used, that a debt or a portion of a debt is uncollectible. The uncollectible amount is removed from an entity's receivables; however, collection attempts can be made after receivables are removed.

year-end closing

The process required by the Office of Management and Budget in which agencies liquidate unobligated commitments, generate closing entries to be posted to General Ledger, and carry forward obligated balances to the next fiscal year.

year-end closing definitions

Information set up in the Define Federal Year-End Close window. The Define Federal Year-End Close window is used to define from and to accounts for creation of year-end closing General Ledger entries and to set up the year-end closing sequence order.

Year-End Closing Execution Report

An internal report that provides information on accounts for which closing entries were generated during the Year-End Closing process.

year-end closing process

A set of activities that allows federal agencies to comply with Office of Management and Budget requirements regarding the closing of appropriation accounts, preparing for the next fiscal year, and reporting on those activities.

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