

# **Oracle® U.S. Federal Financials**

User's Guide

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# Send Us Your Comments

**Oracle U.S. Federal Financials User's Guide, Release 11*i***

**Part No. B10834-05**

Oracle welcomes your comments and suggestions on the quality and usefulness of this document. Your input is an important part of the information used for revision.

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# Preface

The *Oracle U.S. Federal Financials User's Guide* provides information on how to use Oracle U.S. Federal Financials.

The following sections are included in this preface:

- Audience for this Guide
- How To Use This Guide
- Documentation Accessibility
- Other Information Sources
- Training and Support
- Do Not Use Database Tools to Modify Oracle Applications Data
- About Oracle
- Feedback



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## Audience for this Guide

Welcome to Release 11*i* of the *Oracle U.S. Federal Financials User's Guide*.

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 Oracle U.S. Federal Financials attend one or more of the Oracle Applications training classes available through Oracle University.

- Oracle Self Service Web Applications

To learn more about Oracle Self Service Web Applications, read the *Oracle Self-Service Web Applications Implementation Manual*.

- 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.



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## How To Use This Guide

This guide contains the information you need to understand and use Oracle U.S. Federal Financials.

- Chapter 1 provides a product overview that includes new features, feature descriptions, and setup diagrams.
- Part I provides an overview of Federal Financials setup, Federal Financials setup descriptions, diagrams, and procedures.
- Part II provides procedures and report descriptions for the Treasury Symbol Listing report and the Supplier Tax Identification Number Listing report.
- Part III provides a process description, diagram, procedures and report descriptions for the budget execution feature that includes the budget execution workflow process and the budget execution open interface procedures.
- Part IV provides a process description, diagram, and procedures for the prior year adjustments feature.
- Part V provides procedures for enhanced transaction codes in Oracle Public Sector Purchasing, Oracle Public Sector Payables, and Oracle Public Sector Receivables.
- Part VI provides process descriptions, diagrams, procedures, and report descriptions for the prompt payment feature.
- Part VII provides treasury payment procedures, report descriptions, and payment format descriptions for the Cash Position Detail Report, payment formats, the SF 1166 Voucher and Schedule of Payments, the confirmation feature, the refunds, voids, and chargebacks feature, and the posting feature.
- Part VIII provides a process description, diagram, procedures, and report description for the third party payment feature.
- Part IX provides a process description, diagram, and procedures for the Receivables and Payables netting feature.
- Part X provides process descriptions, diagrams, procedures, and report descriptions for the interagency transactions that includes the SF 1080, the SF 1081, and IPAC.
- Part XI provides process descriptions, diagrams, procedures, and report descriptions for the receivables management feature.
- Part XII provides process descriptions, diagrams, procedures, and report descriptions for federal reports that includes the FMS Form 224 Statement of



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Transactions, FMS Form 1219/1220, FACTS I, FACTS II, FACTS Transaction Register, SF 133 Report on Budget Execution, GOALS, Summary Trial Balance Report, Financial Statements, SF 132 Apportionment Reapportionment Schedule, Form 1099-INT, and Form 1099-G.

- Part XIII provides procedures and report descriptions for the inquiry and status reporting that includes funds availability, the Status of Obligations Report, the Suppliers Deactivation Report, and document cross-referencing.
- Part XIV provides a process description, diagrams, and procedures for the Central Contractor Registration (CCR) database.
- Part XV provides a process description, diagram, procedures, and report description for the year-end closing feature.
- Part XVI provides reference information on the budget execution open interface tables and window navigation paths.



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## 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 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 does not own or control. Oracle neither evaluates nor makes any representations regarding the accessibility of these Web sites.



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## Other Information Sources

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

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

## Online Documentation

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

- **PDF Documentation** - See the Online Documentation CD for current PDF documentation for your product with each release. This Documentation CD is also available on Oracle*MetaLink* and is updated frequently.
- **Online Help** - You can refer to Oracle Applications Help for current HTML online help for your product. Oracle provides patchable online help, which you can apply to your system for updated implementation and end user documentation. No system downtime is required to apply online help.
- **Release Content Document** - See the Release Content Document for descriptions of new features available by release. The Release Content Document is available on Oracle*MetaLink*.
- **About Document** - Refer to the About document for information about your release, including feature updates, installation information, and new documentation or documentation patches that you can download. The About document is available on Oracle*MetaLink*.

## Related User Guides

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



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## 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 (GUI). This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent processes.

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

## Guides Related to This Product

### Oracle Public Sector Financials Documentation

For information regarding functionality for Oracle Public Sector Financials, refer to the following documentation:

- **Oracle General Ledger User Guide**  
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 Payables User Guide**  
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 Purchasing User's Guide**  
This guide describes how to create purchase orders and match them to invoices. This guide also includes detailed setup information for Purchasing.
- **Oracle Receivables User Guide**  
This guide provides information on defining customers, entering transactions, and generating invoices for receivables transactions. This guide also includes detailed setup information for Receivables.



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## **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)

## **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 11*i*. 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 11*i*, much of the installation process is handled using Oracle Rapid Install, which minimizes the time to install Oracle Applications and the Oracle technology stack, by automating many of the required steps. This guide contains instructions for using Oracle Rapid Install and lists the tasks you need to perform to finish your installation. You should 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 11*i*. This guide describes the upgrade process and lists database and product-specific upgrade tasks. To upgrade to Release 11*i*, users must be at Release 10.7, in NCA, SmartClient, or character mode, or Release 11.0. Users cannot upgrade to Release 11*i* directly from releases prior to 10.7.



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## **"About" Document**

For information about implementation and user documentation, instructions for applying patches, new and changed setup steps, and descriptions of software updates, refer to the "About" document for your product. "About" documents are available on Oracle *MetaLink* for most products starting with Release 11.5.8.

## **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 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.



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## 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.

### **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 Oracle U.S. 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



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applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on Oracle*MetaLink*.

### **Oracle Applications Message Manual**

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



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## Training and Support

### Training

Oracle offers a complete set of training courses to help users and their staff master Oracle U.S. 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 use 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 your needs. For example, you may want to use your organization structure, terminology, and data as examples in a customized training session delivered at your own facility.

### Support

From on-site support to central support, our team of experienced professionals provides the help and information needed to keep Oracle U.S. 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 your business area, managing an Oracle server, and your hardware and software environment.



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## Do Not Use Database Tools to Modify Oracle Applications Data

***Oracle STRONGLY RECOMMENDs that you never use SQL\*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications data unless otherwise instructed.***

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

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

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



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

Oracle values your comments and feedback. This guide includes a Reader's Comment Form that you can use to explain what you like or dislike about Oracle U.S. Federal Financials or this user's guide. Mail your comments to the following address or call us directly at (650) 506-7000.

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# Product Overview

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

- Overview, page 1-2
- New Features, page 1-2
- Oracle U.S. Federal Financials Setup Features Diagram, page 1-4
- Oracle U.S. Federal Financials Setup Features, page 1-11
- Oracle Public Sector Financials Modules Affected by or Enhanced in Oracle U.S. Federal Financials Diagram, page 1-24
- Oracle U.S. Federal General Ledger Features Diagram, page 1-25
- Oracle U.S. Federal General Ledger Features, page 1-26
- Oracle U.S. Federal Payables Features Diagram, page 1-30
- Oracle U.S. Federal Payables Features, page 1-31
- Oracle U.S. Federal Receivables Features Diagram, page 1-38
- Oracle U.S. Federal Receivables Features, page 1-39
- Oracle U.S. Federal Purchasing Features Diagram, page 1-43
- Oracle U.S. Federal Purchasing Features, page 1-44



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## 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:

- Central Contractor Registration
- Program Reporting Codes
- Finance Transaction Code Mapping
- Payment formats: Bulk Data Payments, Summary Schedules, and Consolidated Payment File
- Third Party Payments
- Automatic Sequence Numbering of Payment Batches
- SF 132 Apportionment and Reapportionment Schedule
- FACTS I and II Trial Balance reports
- FACTS 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



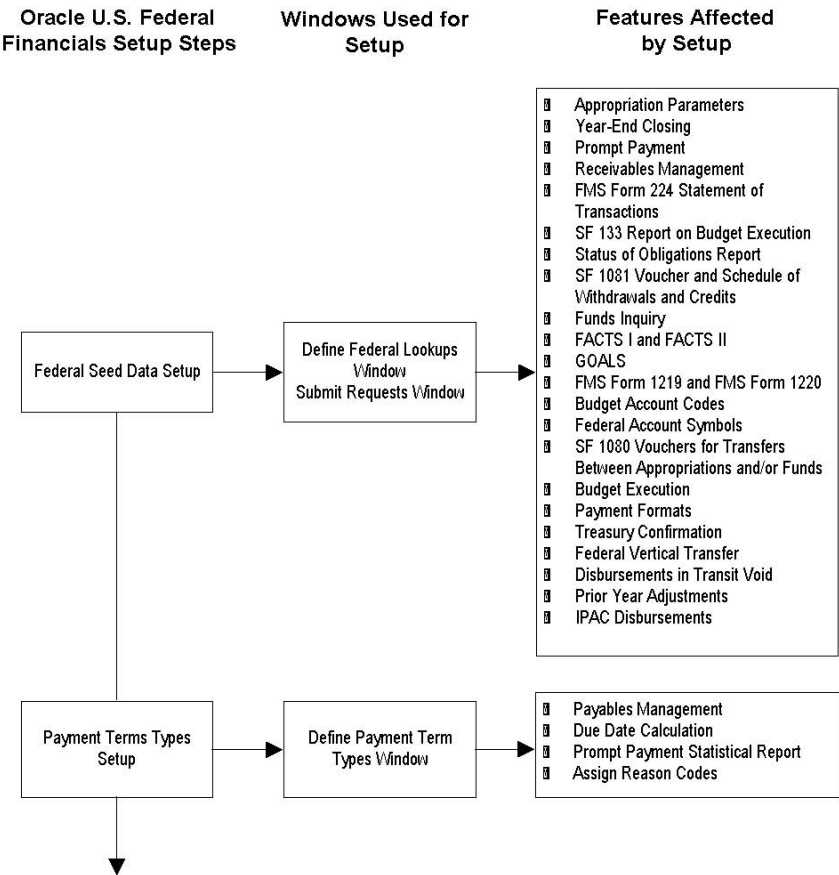
- 
- Prior Year Adjustments
  - Treasury Symbol Listing Report
  - Intra-governmental Payment and Collection System (IPAC)



# Oracle U.S. Federal Financials Setup Features Diagram

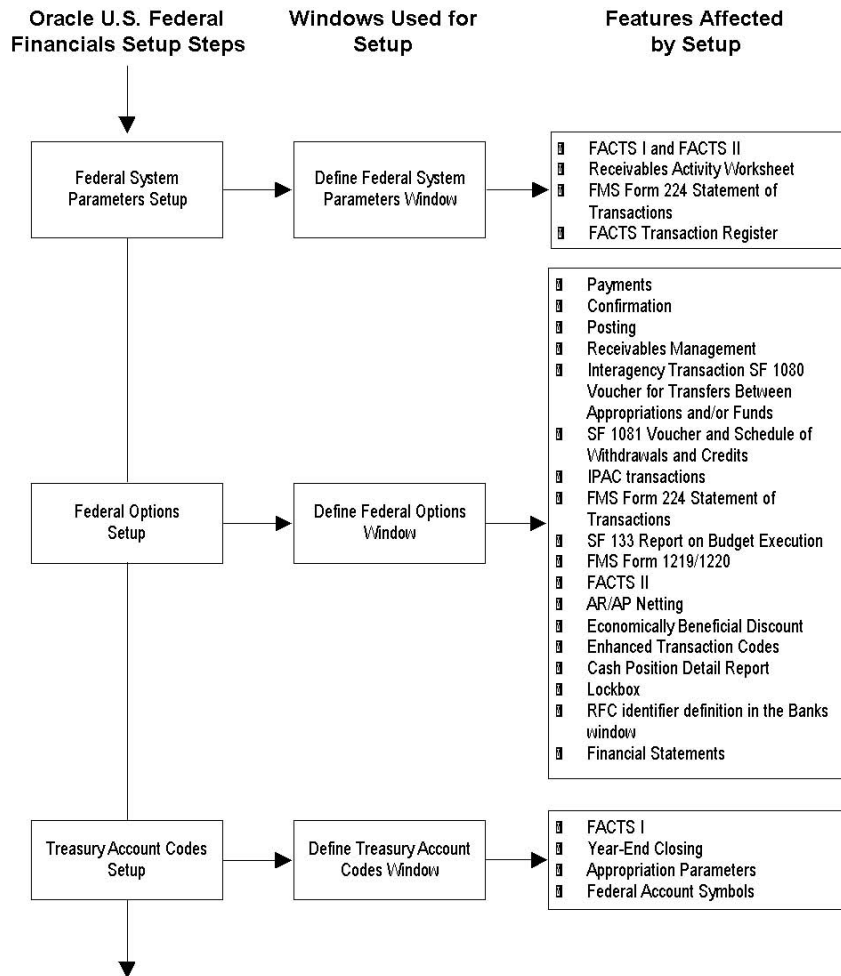
Figure 1–1 to Figure 1–7 list the setup steps for Oracle U.S. Federal Financials, the windows used for setup, and the features affected by setup. The setup steps, windows, and features affected by setup are described in Oracle U.S. Federal Financials Setup Features, page 1-11.

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



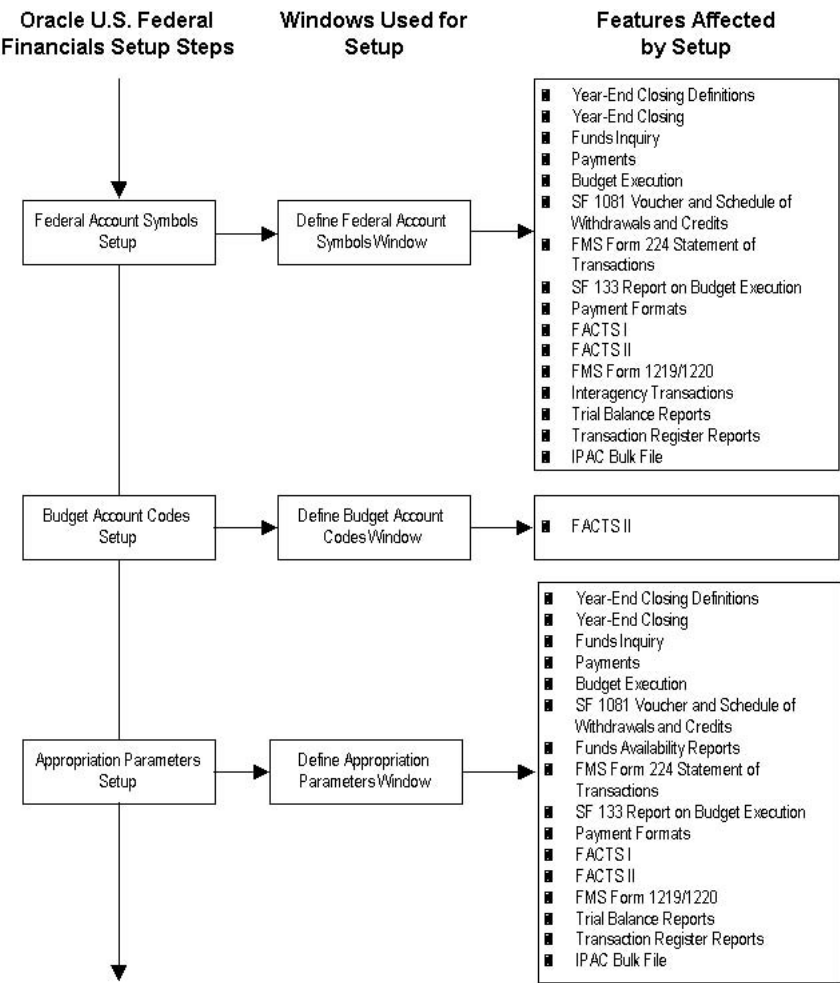


**Figure 1–2 Oracle U.S. Federal Financials Setup: Steps, Windows, and Features Affected (Continued)**





**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)**

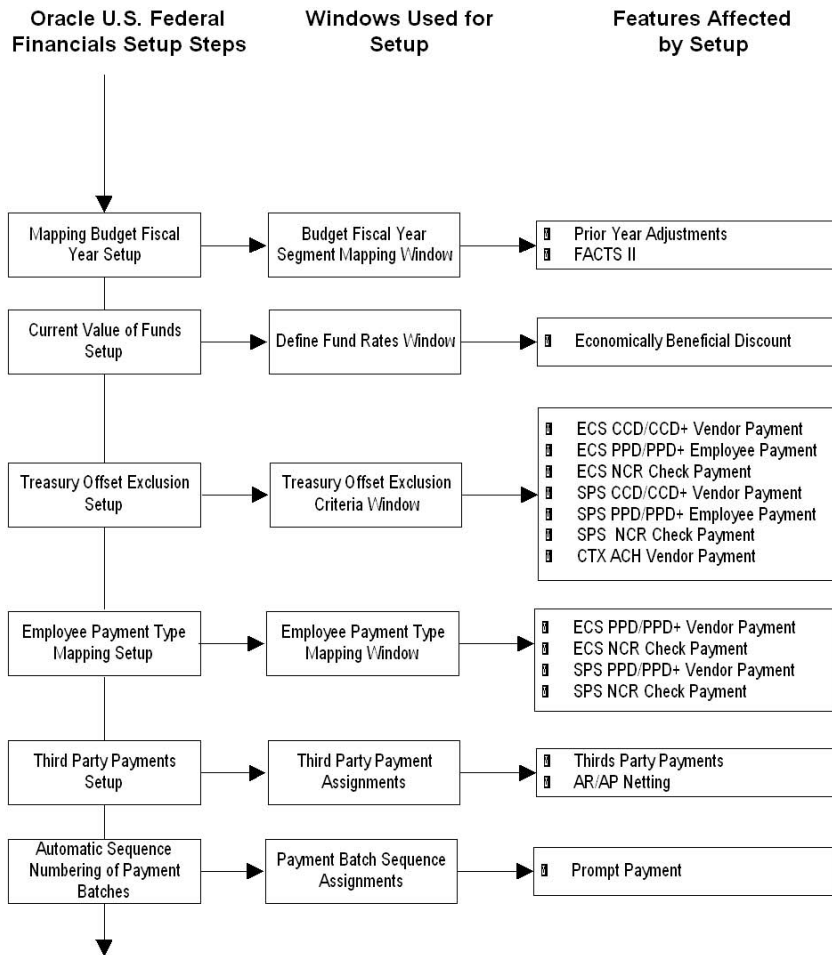
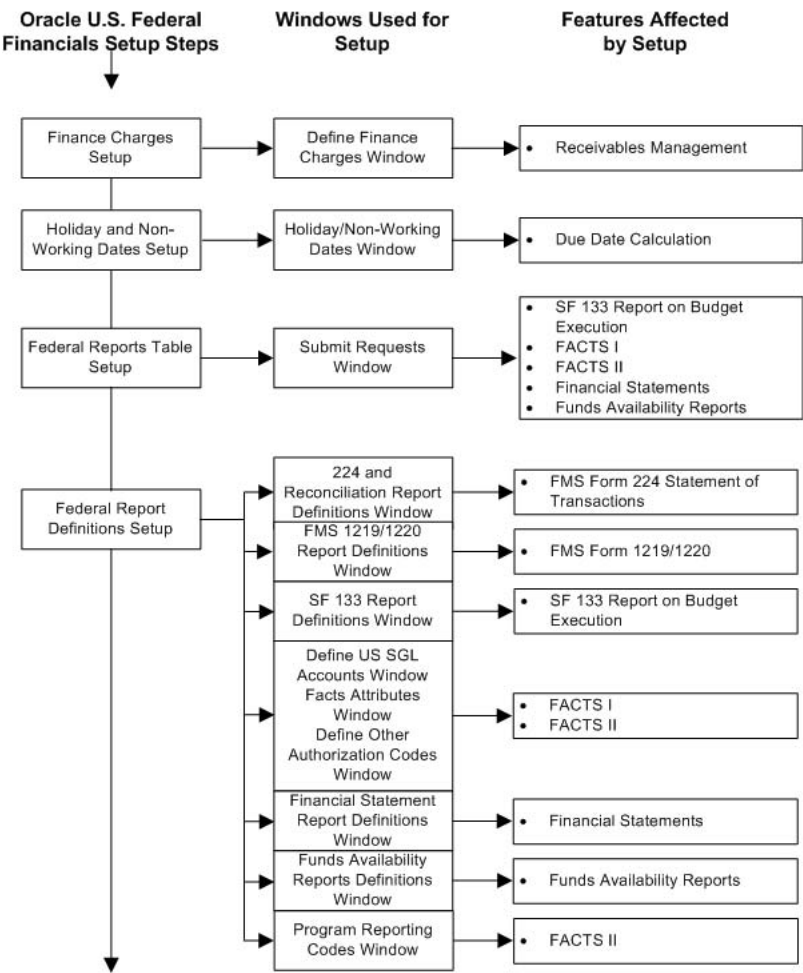


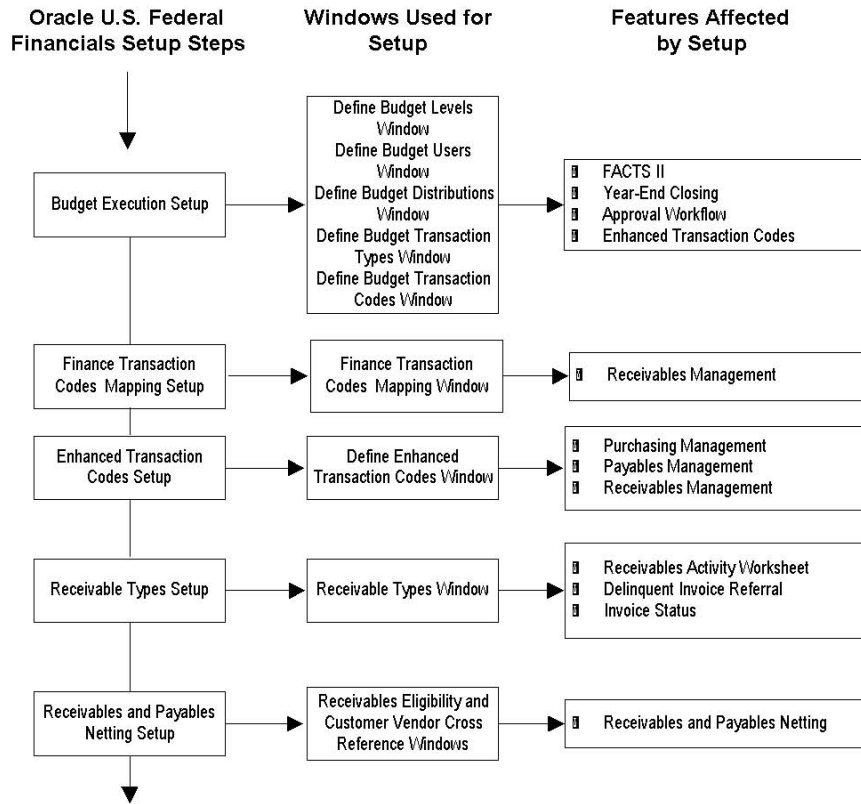


Figure 1–5 Oracle U.S. Federal Financials Setup: Steps, Windows, and Features Affected (Continued)



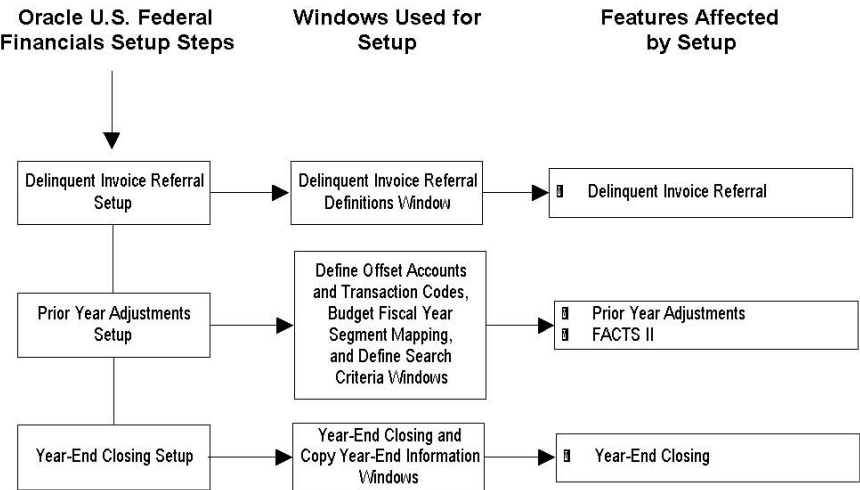


**Figure 1–6 Oracle U.S. Federal Financials Setup: Steps, Windows, and Features Affected (Continued)**





**Figure 1–7 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
- Third Party Payments Setup
- Automatic Sequence Numbering of Payment Batches Setup
- Finance Charges Setup
- Transaction Codes Mapping 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
- 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 Statement of Accountability and FMS Form 1220 Statement of Transactions
- 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



For information on setting up federal seed data, see Federal Seed Data Setup, page 3-1.

## 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

For information on setting up payment terms types, see Payment Terms Types Setup, page 18-1.

## Federal System Parameters Setup

Federal system parameters setup is required to generate FACTS I, FACTS II, Receivables Activity Worksheet, FMS Form 224 Statement of Transactions, and the FACTS Transaction Register.

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

- FACTS I
- FACTS II
- Receivables Activity Worksheet
- FMS Form 224 Statement of Transactions
- FACTS Transaction Register

For information on setting up federal system parameters, see Federal System Parameters Setup, page 4-1.

## 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 Statement of Accountability and FMS Form 1220 Statement of Transactions
- 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

For information on setting up federal options, see *Federal Options Setup*, page 5-1.

## 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



For information on setting up treasury account codes, see *Treasury Account Codes Setup*, page 6-1.

## 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 Statement of Accountability and FMS Form 1220 Statement of Transactions
- interagency transactions
- Trial Balance reports
- Transaction Register reports
- IPAC Bulk File

For information on setting up federal account symbols, see *Federal Account Symbols Setup*, page 7-1.

## 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**

For information on setting up budget account codes, see *Budget Account Codes Setup*, page 8-1.

## **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 Statement of Accountability and FMS Form 1220 Statement of Transactions
- interagency transactions
- Trial Balance reports
- Transaction Register reports
- IPAC Bulk File

For information on setting up appropriation parameters, see *Appropriation Parameters Setup*, page 9-1.



## 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

For information on setting up budget fiscal year mapping, see Mapping Budget Fiscal Year Setup, page 10-1.

## 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

For information on setting up current value of funds rates, see Current Value of Funds Setup, page 20-1.

## 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
- SPS CCD/CCD+ Vendor Payment
- SPS PPD/PPD+ Employee Payment
- SPS 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).

For information on setting up treasury offset exclusions, see Treasury Offset Exclusion Setup, page 21-1.



## 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
- SPS PPD/PPD+ Vendor Payment
- SPS NCR Check Payment

For information on defining employee payment type mapping, see Employee Payment Type Mapping Setup, page 22-1.

## Third Party Payments Setup

Third party payment relationships between suppliers are set up in the Third Party Payment Assignments window and affects the following features:

- third party assignments
- receivables and payables netting

For information on setting up third party payments, see Third Party Payments Setup, page 11-1.

## Automatic Sequence Numbering of Payment Batches Setup

Automatic sequence numbering of payment batches is set up in the Payment Batch Sequence Assignments window and affects the following feature:

- prompt payment

For information on setting up automatic sequence number of payment batches, see Automatic Sequence Numbering of Payment Batches Setup, page 12-1.

## Finance Charges Setup

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

- receivables management

For information on defining finance charges, see Finance Charges Setup, page 25-1.



## Transaction Codes Mapping Setup

Transaction code mapping setup enables users to map the finance charge debit memo transaction code to the transaction code for the receipt application of the finance charge.

Finance charge transaction codes are setup in the Transaction Codes Mapping window.

The following features are affected:

- receivables management

For information on finance transaction code mapping setup, see Transaction Codes Mapping Setup, page 26-1.

## 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

For information on defining holiday and non-working dates, see Holiday and Non-Working Dates Setup, page 19-1.

## Federal Reports Table Setup

Setup of federal reports table is required to implement Federal Financials.

Federal reports tables 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

For information on federal reports table setup, see Federal Reports Table Setup, page 15-1.



## 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:

- 224 and Reconciliation 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
- Program Reporting Codes

The following features are affected:

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

For information on setting up federal report definitions, see Federal Report Definitions Setup, page 16-1.

## 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

For information on setting up budget execution, see Budget Execution Setup, page 13-1.

## 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

For information on setting up enhanced transaction codes, see Enhanced Transaction Codes Setup, page 17-1.

## Receivable Types Setup

Receivable types setup is required to perform invoice status processing and to generate the Receivables Activity Worksheet 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:

- Receivables Activity Worksheet



- Delinquent Invoice Referral
- Invoice Status

For information on setting up receivable types, see *Receivable Types Setup*, page 27-1.

## 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

For information on receivables and payables netting, see *Receivables and Payables Netting Setup*, page 23-1.

## 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

For information on setting up delinquent invoice referral, see *Delinquent Invoice Referral Setup*, page 24-1.

## 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**

For information on setting up prior year adjustments, see *Prior Year Adjustments Setup*, page 14-1.

## **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**

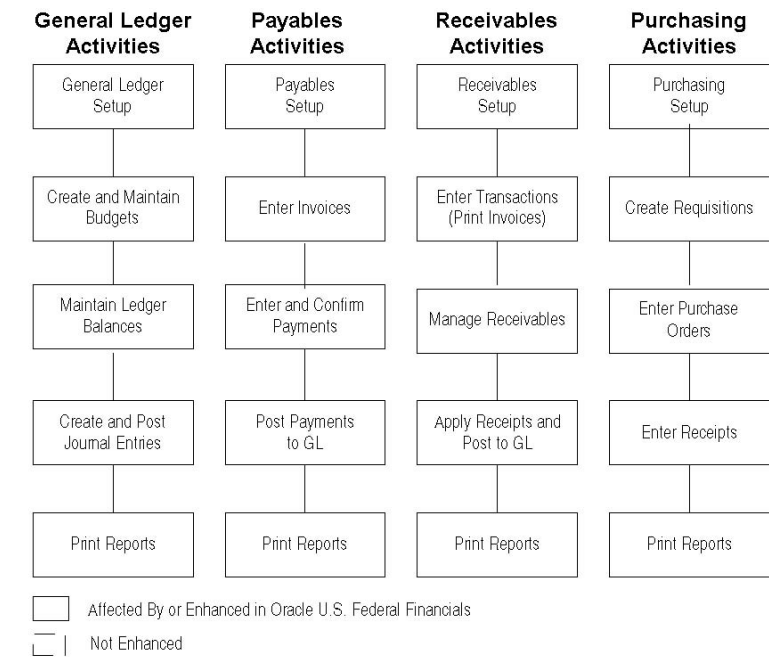
For information on defining year-end closing, see *Year-End Closing Setup*, page 28-1.



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

Figure 1–8 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 1-26. Payables Activities are described in Table 1–2, page 1-31. Receivables Activities are described in Table 1–3, page 1-39. Purchasing Activities are described in Table 1–4, page 1-44.

**Figure 1–8 Oracle Public Sector Financials Modules Affected by or Enhanced in Oracle U.S. Federal Financials**

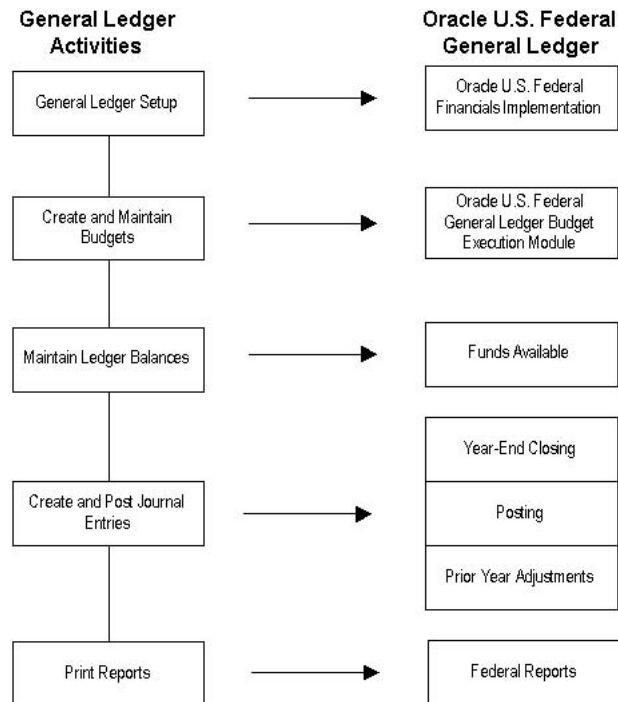




## Oracle U.S. Federal General Ledger Features Diagram

Figure 1–9 shows General Ledger activities that are enhanced in Oracle U.S. Federal General Ledger and is described in Table 1–1, page 1-26.

**Figure 1–9 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**

<b>General Ledger Activities</b>	<b>Oracle U.S. Federal General Ledger</b>
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.

For information on funds availability, see the following chapters:

- Funds Available Procedures, page 80-1
- Funds Availability Reports Procedures, page 81-1



## 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.

- Budget Execution Setup, page 13-1
- Budget Execution Process, page 31-1
- Budget Execution Transaction Procedures, page 32-1
- Budget Execution Open Interface Procedures, page 33-1
- Budget Execution Approval Workflow Process, page 34-1
- Budget Execution Transaction Summary Procedures, page 35-1
- Budget Execution Report Procedures, page 36-1
- Budget Execution Open Interface Tables, page A-1

## Year-End Closing

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

For information on year-end closing, see the following chapters:

- Year-End Closing Setup, page 28-1



- Year-End Closing Process, page 87-1
- Year-End Closing Procedures, page 88-1

## 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.

For information on prior year adjustments, see the following chapter:

- Prior Year Adjustments Setup, page 14-1
- Prior Year Adjustment Process, page 37-1
- Prior Year Adjustment Transaction Procedures, page 38-1

## 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 Statement of Accountability Report and FMS Form 1220 Statement of Transactions 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

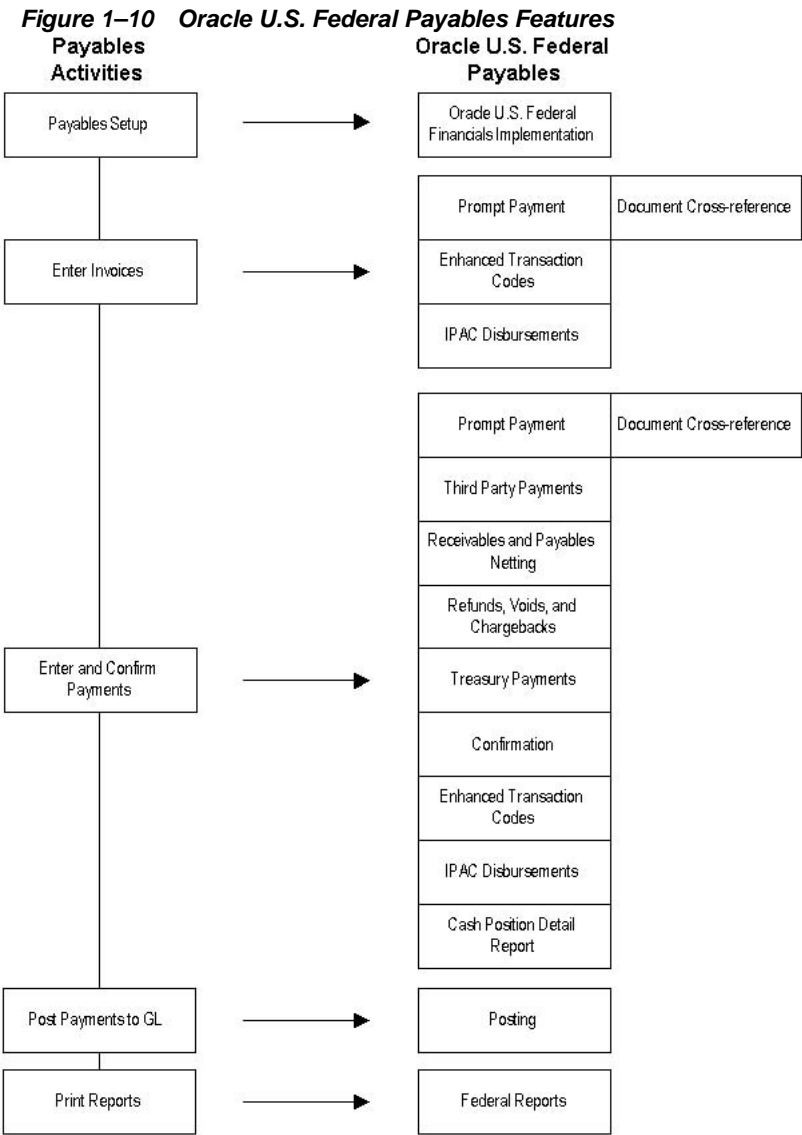
For information on General Ledger reports, see the following chapters:

- SF 133 Report on Budget Execution Process, page 72-1
- SF 133 Report on Budget Execution Procedures, page 73-1
- Funds Availability Reports Procedures, page 81-1
- FMS Form 224 Statement of Transactions Process, page 61-1
- FMS Form 224 Statement of Transactions Report Procedures, page 62-1
- FMS Form 1219/1220 Process, page 63-1
- FMS Form 1219/1220 Report Procedures, page 64-1
- FACTS I Process, page 65-1
- FACTS I Report Procedures, page 67-1
- FACTS II Process, page 68-1
- FACTS II Report Procedures, page 70-1
- FACTS Transaction Register Procedures, page 71-1
- Treasury Symbol Listing Report Procedures, page 29-1
- Year-End Closing Process, page 87-1
- Year-End Closing Procedures, page 88-1
- Financial Statements Process, page 76-1
- Financial Statements Procedures, page 77-1
- Receivables Management Process, page 58-1
- Receivables Management Report Procedures, page 60-1
- Summary Trial Balance Report Procedures, page 75-1



# Oracle U.S. Federal Payables Features Diagram

Figure 1–10 shows Payables activities that are enhanced in Oracle U.S. Federal Payables and is described in Table 1–2, page 1-31.





## 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**

<b>Payables Activities</b>	<b>Oracle U.S. Federal Payables</b>
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 Third Party Payments 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
- Third Party Payments
- Receivables and Payables Netting
- Treasury Payments
- Confirmation
- Enhanced Transaction Codes



- Posting
- IPAC Disbursement
- Suppliers Deactivation Report
- Document Cross-referencing
- Central Contractor Registration (CCR)
- 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.

For information on prompt payment, see the following chapters:

- Prompt Payment Process, page 42-1
- Prompt Payment Procedures, page 43-1
- Prompt Payment Report Procedures, page 44-1

## Cash Position Detail Report

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



For information on the Cash Position Detail report, see the following chapter:

- Cash Position Detail Report Procedures, page 45-1

## Third Party Payments

The Third Party Payment process re-routes payments from the principal supplier to their designated agent as defined in the Third Party Assignment window. The Third Party Payment Remittance report shows third party payment assignments.

For information on third party payments, see the following chapters:

- Third Party Payments Setup, page 11-1
- Third Party Payments Process, page 51-1
- Third Party Payments Procedures, page 52-1
- Third Party Report Procedures, page 53-1

## 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.

For information on receivables and payables netting, see the following chapters:

- Receivables and Payables Netting Setup, page 23-1
- Receivables and Payables Netting Process, page 54-1
- Receivables and Payables Netting Procedures, page 55-1

## Treasury Payments

Payments are sent to the Treasury using the following payment formats:

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



- SPS CCD/CCD+
- SPS PPD/PPD+
- SPS NCR
- CTX ACH Vendor Payment Format
- Bulk Data formats
- Summary Schedules
- Consolidated Payment File

For information on treasury payments, see the following chapter:

- Payment Format Procedures, page 46-1

## 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.

For information on treasury confirmation, see the following chapter:

- Confirmation Procedures, page 48-1

## 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.

For information on enhanced transaction codes in Payables, see the following chapters:

- Enhanced Transaction Codes Setup, page 17-1
- Enhanced Transaction Codes Procedures in Payables, page 40-1

## 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.

For information on posting, see the following chapter:

- Posting Procedures, page 50-1

## IPAC Disbursement

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

For information on IPAC disbursement, see the following chapters:

- Interagency Transaction Processes, page 56-1
- Interagency Transaction Procedures, page 57-1

## 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.

For information on the Suppliers Deactivation Reports, see the following chapter:

- Suppliers Deactivation Report Procedures, page 83-1

## 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

For information on document cross-referencing, see the following chapter:

- Document Cross-referencing Procedures, page 84-1

## Central Contractor Registration (CCR)

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

For information on the CCR, see the following chapters:

- Central Contractor Registration (CCR) Process, page 85-29
- Central Contractor Registration (CCR) Procedures, page 86-43

## 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
- Form 1099-INT Interest Income
- Form 1099-G Certain Government Payments

For information on federal reports in Payables, see the following chapters:

- Status of Obligations Report Procedures, page 82-1



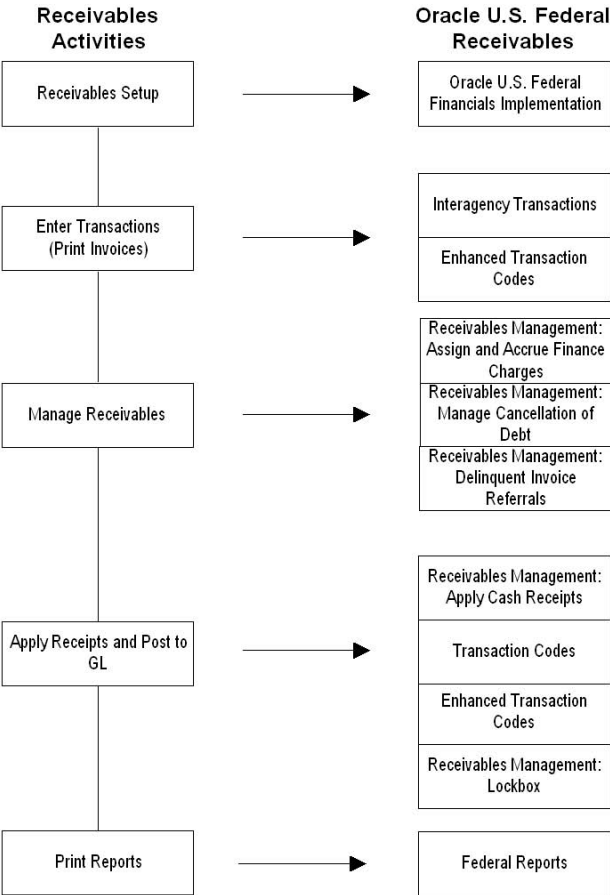
- Supplier Tax Identification Number Listing Report Procedures, page 30-1
- SF 1166 Voucher and Schedule of Payments Procedures, page 47-1
- Prompt Payment Process, page 42-1
- Prompt Payment Report Procedures, page 44-1
- Form 1099-INT and Form 1099-G Procedures, page 79-1



# Oracle U.S. Federal Receivables Features Diagram

Figure 1–11 shows Receivables activities that are enhanced in Oracle U.S. Federal Receivables and is described in Table 1–3, page 1-39.

Figure 1–11 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**

<b>Receivables Activities</b>	<b>Oracle U.S. Federal Receivables</b>
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  Transaction Codes  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 Form 1099 reporting process, the 1099-C Cancellation of Debt reporting



process, the Cash Receipts process, and delinquent invoice referral. These features allow agencies to comply with the requirements of the Debt Collection Act regarding the collection of interest, administrative charges, and penalties on late payments.

The Invoice Write-off process 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 Receivables Activity Worksheet.

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

For information on receivables management, see the following chapters:

- Receivables Management Process, page 58-1
- Receivables Management Procedures, page 59-1
- Receivables Management Report Procedures, page 60-1
- Delinquent Invoice Referral Setup, page 24-1



## 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 report or the FMS 1219 and 1220 reports. 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.

For information on interagency transactions, see the following chapters:

- Interagency Transaction Processes, page 56-1
- Interagency Transaction Procedures, page 57-1

## 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 1-34.

For information on enhanced transaction codes in Receivables, see the following chapters:

- Enhanced Transaction Codes Setup, page 17-1
- Enhanced Transaction Codes Procedures in Receivables, page 41-1



## 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

For information on federal reports in Receivables, see the following chapters:

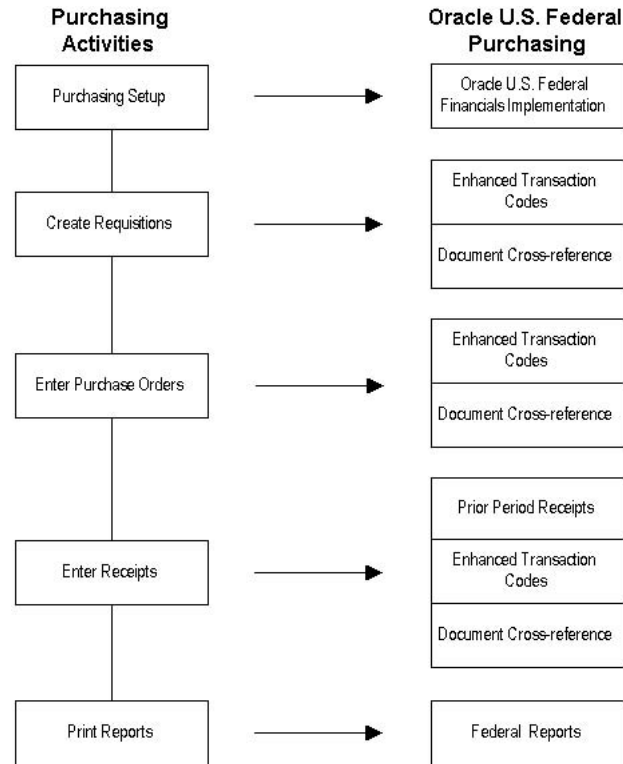
- Receivables Management Process, page 58-1
- Receivables Management Report Procedures, page 60-1
- SF 132 Apportionment Reapportionment Schedule Procedures, page 78-1



# Oracle U.S. Federal Purchasing Features Diagram

Figure 1–12 shows Purchasing activities that are enhanced in Oracle U.S. Federal Purchasing and is described in Table 1–4, page 1-44.

**Figure 1–12 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**

<b>Purchasing Activities</b>	<b>Oracle U.S. Federal Purchasing</b>
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 1-34.

For information on enhanced transaction codes in Purchasing, see the following chapters:



- Enhanced Transaction Codes Setup, page 17-1
- Enhanced Transaction Codes Procedures in Purchasing, page 39-1

## 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.

For information on prior period receipts, see the following chapter:

- Prompt Payment Procedures, page 43-1

## 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 1-35.

## 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

For information on federal reports in purchasing, see the following chapter:

- Status of Obligations Report Procedures, page 82-1







# Part I

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## Oracle Federal Financials Setup







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# 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, page 2-2
- Oracle U.S. Federal Financials Setup Checklist, page 2-3
- Oracle U.S. Federal Financials Setup Steps, page 2-7



## 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 General Ledger
- Oracle Payables
- Oracle Receivables
- Oracle Purchasing
- Oracle Projects
- Oracle Workflow



## Oracle U.S. Federal Financials Setup Checklist

Table 2–1 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 2-7.

**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 2–1 Oracle U.S. Federal Financials Setup Checklist**

Step Number	Setup Step	Type	Oracle Applications
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
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
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
Step 12.	Define Descriptive Flexfield in Oracle Payables	optional	Payables



**Table 2–1 Oracle U.S. Federal Financials Setup Checklist**

<b>Step Number</b>	<b>Setup Step</b>	<b>Type</b>	<b>Oracle Applications</b>
Step 13.	Define Transaction Flexfield Structure	optional	Receivables
Step 14.	Define Lookups	optional	Receivables
Step 15.	Define Payment Terms	required with defaults	Receivables
Step 16.	Define AutoAccounting	required	Receivables
Step 17.	Define Transaction Types	required with defaults	Receivables
Step 18.	Define Transaction Sources	required	Receivables
Step 19.	Define Receivables Activities	required	Receivables
Step 20.	Define Receipt Classes	required	Receivables
Step 21.	Define Receipt Sources	required	Receivables
Step 22.	Define Dunning Letters	optional	Receivables
Step 23.	Define Customer Profile Classes	required with defaults	Receivables
Step 24.	Define Customers	required	Receivables
Step 25.	Define Remit-To Addresses	required	Receivables
Step 26.	Define Units of Measure	required with defaults	Receivables
Step 27.	Define Lockboxes	optional	Receivables
Step 28.	Define Descriptive Flexfield in Receivables	optional	Receivables
Step 29.	A. Define Organizations	required	Purchasing
	B. Define Oracle Purchasing Lookups	optional	Purchasing
Step 30.	Set Up Suppliers	required	Purchasing
Step 31.	Define Descriptive Flexfield in Purchasing	optional	Purchasing
Step 32.	Define Descriptive Flexfield in Projects	optional	Projects



**Table 2–1 Oracle U.S. Federal Financials Setup Checklist**

<b>Step Number</b>	<b>Setup Step</b>	<b>Type</b>	<b>Oracle Applications</b>
Step 33.	Set Up Oracle Workflow	optional	Workflow
Step 34.	Set Up Federal Seed Data	required	Federal Financials
Step 35.	Set Up Federal System Parameters	required	Federal Financials
Step 36.	Set Up Federal Options	required	Federal Financials
Step 37.	Set Up Treasury Account Codes	required	Federal Financials
Step 38.	Set Up Federal Account Symbols	required	Federal Financials
Step 39.	Set Up Budget Account Codes	required	Federal Financials
Step 40.	Set Up Appropriation Parameters	optional	Federal Financials
Step 41.	Set Up Budget Fiscal Year Mapping	optional	Federal Financials
Step 42.	Set Up Oracle US Federal General Ledger Budget Execution	required	Federal Financials
Step 43.	Set Up Prior Year Adjustments	required	Federal Financials
Step 44.	Set Up Federal Reports Table	required	Federal Financials
Step 45.	Set Up Federal Report Definitions	required	Federal Financials
Step 46.	Set Up Enhanced Transaction Codes	required	Federal Financials
Step 47.	Set Up Payment Terms Types	required	Federal Financials
Step 48.	Define Holiday and Non-Working Dates	required	Federal Financials
Step 49.	Set Up Current Value of Funds	optional	Federal Financials



**Table 2–1 Oracle U.S. Federal Financials Setup Checklist**

<b>Step Number</b>	<b>Setup Step</b>	<b>Type</b>	<b>Oracle Applications</b>
Step 50.	Set Up Treasury Offset Exclusion Criteria	required	Federal Financials
Step 51.	Set Up Employee Payment Type Mapping	optional	Federal Financials
Step 52.	Set Up Third Party Payments	optional	Federal Financials
Step 53.	Set Up Automatic Sequence Numbering of Payment Batches	optional	Federal Financials
Step 54.	Set Up Receivables and Payables Netting	optional	Federal Financials
Step 55.	Set Up Delinquent Invoice Referral	optional	Federal Financials
Step 56.	Set Up Finance Charges	required	Federal Financials
Step 57.	Set Up Transaction Code Mapping	optional	Federal Financials
Step 58.	Set Up Federal Receivable Types	required	Federal Financials
Step 59.	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 2–2 describes the values for setting up Enter Transaction Events security function.two

**Table 2–2 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 2–3 describes the profile option levels. An x indicates that a value can be placed at that level.

Table 2–3 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	x	x	x



**Table 2–3 Profile Option Levels**

<b>Feature</b>	<b>Profile Option Name</b>	<b>Site</b>	<b>Applica- tion</b>	<b>Respon- sibility</b>	<b>User</b>
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
Third Party Payments	FV: Enable Third Party Payments	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; Fund Balance with Treasury Reconciliation	FV: Download Treasury Files Directory	x	x	x	x
Intra-governmental Payment and Collection (IPAC) System; Fund Balance with Treasury Reconciliation	AP: Use Invoice Batch Controls			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



**Table 2–3 Profile Option Levels**

<b>Feature</b>	<b>Profile Option Name</b>	<b>Site</b>	<b>Applica- tion</b>	<b>Respon- sibility</b>	<b>User</b>
Automatic Sequence Numbering of Payment Batches	FV: Enable Automatic Numbering	x			
Receipt Accounting Summarization	FV: Post Detailed Receipt Accounting	x	x		
Prepayment Tolerance	FV: Prepayment PO Required	x	x	x	
Payables Prepayment	FV: Split Invoice Distribution for prepayment application	x	x		
Central Contractor Registration	FV: CCR XML Server	x			
Central Contractor Registration	FV: Agency Proxy Server	x			
Central Contractor Registration	FV: CCR Certificate File	x			
Central Contractor Registration	FV: CCR XML Username	x			
Central Contractor Registration	FV: CCR XML Password	x			



## Set Up Profile Option Values

Table 2–4 describes the profile option values.

**Table 2–4 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 and Bulk Data 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 Third Party Payments	Yes or No	if set to Yes, enables the Third Party Payment process
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 and the Fund Balance with Treasury Reconciliation reports
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: 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



**Table 2–4 Profile Option Values**

<b>Profile Option Name</b>	<b>Value</b>	<b>Description</b>
FV_DEBUG_FLAG	Y or N	If set to Y, debug messages are printed in the log files created by the Federal Financials module.
Enable Transaction Code	Yes or No	required to use transaction codes
FV: Enable Automatic Numbering	Yes or No	if set to Yes, automatic numbering enabled for pay groups with sequence assignments
AP: Use Invoice Batch Controls	Yes or No	must be set to No to use AR/AP Netting; must be set to Yes at the responsibility level for the IPAC Disbursement process.
FV: Post Detailed Receipt Accounting	Yes or No	If set to No, the following accounting entries are eliminated from the General Ledger interface table: unapplied cash in Receivables when the cash receipt and application are performed at the same time and for the same amount; original and reversal entries of Multi-Fund AR for manually entered invoices and fully applied cash receipts; and receiving inspection in Purchasing when receipt and direct delivery are performed at the same time and for the same quantity of goods.
FV: Prepayment PO Required	Yes or No	If set to Yes, a prepayment transaction cannot be validated if all lines of the prepayment transaction are not matched to a purchase order.
FV: Split Invoice Distribution for prepayment application	Yes or No	If set to Yes, one distribution line can be used to enter total expenses, apply any outstanding advances against these expenses, and generate the appropriate accounting to correspond to each event.
FV: CCR XML Server	URL for the CCR XML server	This value is the URL provided by Defense Logistics Information Services (DLIS) when an agency completes CCR XML registration and is required to use CCR XML integration.
FV: Agency Proxy Server	URL of the agency proxy server	If an agency uses a proxy server for internet connections, this value is the URL of the proxy server.



**Table 2–4 Profile Option Values**

Profile Option Name	Value	Description
FV: CCR Certificate File	network or file system path the .cer file containing the CCR server certificate	Every SSL connection has a chain of certifying authorities. The CCR Certificate file can either be requested from CCR or generated manually through a web browser either by establishing the chain hierarchy and exporting all the certificates or by creating a chain file.
FV: CCR XML Username	CCR XML user name	This value is provided by DLIS when an agency completes CCR XML registration and is required to use CCR XML integration.
FV: CCR XML Password	CCR XML password	This value is provided by DLIS when an agency completes CCR XML registration and is required to use CCR XML integration.

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 UGL 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 Flexfields Guide*.

2. When setting up the chart of accounts, separate various components of cash accounts to support the FMS Form 224 report or the FMS Form 1219 and 1220 reports.

For information on setting up the chart of accounts, see Overview of Flexfield Concepts, *Oracle Applications Flexfields 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 Flexfields 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 General Ledger User 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 General Ledger User 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 General Ledger User 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 General Ledger User 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 *Defining Government Transaction Codes*, *Oracle General Ledger User Guide*.

For information on Oracle U.S. General Ledger budget execution, see *Budget Execution Setup*, page 13-1.

## Step 7. Define Descriptive Flexfield in General Ledger

### Journal Lines Descriptive Flexfield

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

Define the Journal Lines Descriptive Flexfield in General Ledger includes the following parts:

- Trading Partner Descriptive Flexfield
- Public Law Code Descriptive Flexfield
- Advance Type Descriptive Flexfield
- Transfer Department ID Descriptive Flexfield
- Transfer Main Account Descriptive Flexfield

### Trading Partner Descriptive Flexfield

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 General Ledger.
3. Click **Segments**.

The Segments Summary window appears.



4. Create a record as described in Table 2–5.

**Table 2–5 Segments Summary Record for Trading Partner**

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_6_CHARS
Displayed	selected
Enabled	selected

5. Click **Open**.

The Segments window appears.

6. Create a record as described in Table 2-6.

**Table 2–6 Segment Record for Trading Partner**

Field	Value
Name	Trading Partner
Description	user-defined
Required Check Box	deselected
Range	blank

### Public Law Code Descriptive Flexfield

Define the Public Law Code Descriptive Flexfield in the Descriptive Flexfield Segments window.

1. Complete the steps described in Trading Partner Descriptive Flexfield, page 2-16 and create the records as described in Table 2–7 and Table 2–8.

**Table 2–7 Segments Summary Record for Public Law Code**

Field	Value
Number	user-defined value



**Table 2–7 Segments Summary Record for Public Law Code**

Field	Value
Name	Public Law Code
Window Prompt	Public Law Code
Column	Select an attribute from the list of values to be used to store the Public Law Code value.
Value Set	FV_7_CHARS
Displayed	selected
Enabled	selected

**Table 2–8 Segment Record for Public Law Code**

Field	Value
Name	Public Law Code
Description	user-defined
Required Check Box	deselected
Range	blank

### Advance Type Descriptive Flexfield

Define the Advance Type Descriptive Flexfield in the Descriptive Flexfield Segments window.

1. Complete the steps described in Trading Partner Descriptive Flexfield, page 2-16 and create the records as described in Table 2–9 and Table 2–10.

**Table 2–9 Segments Summary Record for Advance Type**

Field	Value
Number	user-defined value
Name	Advance Type
Window Prompt	Advance Type
Column	Select an attribute from the list of values to be used to store the Advance Type value.
Value Set	FV_ADV_FLAG
Displayed	selected



**Table 2–9 Segments Summary Record for Advance Type**

Field	Value
Enabled	selected

**Table 2–10 Segment Record for Advance Type**

Field	Value
Name	Advance Type
Description	user-defined
Required Check Box	deselected
Range	blank

**Transfer Department ID Descriptive Flexfield**

Define the Transfer Department ID Descriptive Flexfield in the Descriptive Flexfield Segments window.

1. Complete the steps described in Trading Partner Descriptive Flexfield, page 2-16 and create the records as described in Table 2–11 and Table 2–12.

**Table 2–11 Segments Summary Record for Transfer Department ID**

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

**Table 2–12 Segment Record for Transfer Department ID**

Field	Value
Name	Transfer Department ID



**Table 2–12 Segment Record for Transfer Department ID**

Field	Value
Description	user-defined
Required Check Box	deselected
Range	blank

**Transfer Main Account Descriptive Flexfield**

Define the Transfer Main Account ID Descriptive Flexfield in the Descriptive Flexfield Segments window.

1. Complete the steps described in Trading Partner Descriptive Flexfield, page 2-16 and create the records as described in Table 2–13 and Table 2–14.

**Table 2–13 Segments Summary Record for Transfer Main Account**

Field	Value
Number	user-defined value
Name	Transfer Main Account
Window Prompt	Transfer Main Acct
Column	Select an attribute from the list of values to be used to store the Transfer Department ID value.
Value Set	FV_4_CHARS
Displayed	selected
Enabled	selected

**Table 2–14 Segment Record for Transfer Main Account**

Field	Value
Name	Transfer Main Account
Description	user-defined
Required Check Box	deselected
Range	blank



## 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 Payables User 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 Payables User 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 Payables User 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 and 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 Payables User Guide*.

To define bank accounts, see Banks, *Oracle Payables User 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
- Bulk Data CCD+
- Bulk Data PPD+
- Consolidated Files

For information on Supplier Bank Accounts, see Defining Supplier Bank Accounts, *Oracle Payables User 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 Payables User Guide*.

5. For IPAC disbursements, set up a document name for a bank account with the Clearing payment method.

For information on payment documents, see Defining and Maintaining Payables Payment Documents, *Oracle Payables User Guide*.

## Step 12. Define Descriptive Flexfield in Payables

This section describes the following descriptive flexfields:

- Invoice Distribution: Agreement Number
- Invoice Distribution Descriptive Flexfield: Treasury Symbol

### Invoice Distribution: Agreement Number

Define the Invoice Distribution descriptive flexfield in the Descriptive Flexfield Segments window to capture the agreement number and corresponding performance dates associated with an invoice transaction.

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

**Setup - Flexfields - Descriptive - Segments**

2. Query Invoice Distribution for Oracle Payables.
3. Click **Segments**.

The Segments Summary window appears.

4. Create a record as described in Table 2–15.

**Table 2–15 Segments Summary Record**

Field	Value	Value	Value
Number	user-defined	user-defined	user-defined
Name	Agreement Number	Start Date	End Date



**Table 2–15 Segments Summary Record**

Field	Value	Value	Value
Window Prompt	Agreement Number	Start Date	End Date
Column	User-defined (Attribute column)	User-defined (Attribute column)	User-defined (Attribute column)
Value Set	FV_REIMB_ AGREEMENT_ TRX_NUM	FND_STANDARD_ DATE_REQUIRED	FND_STANDARD_ DATE_REQUIRED
Displayed	Yes	Yes	Yes
Enabled	Yes	Yes	Yes

**5. Click Open.**

The Segments window appears.

**6. Create a record as described in Table 2–16.**

**Table 2–16 Segment Record**

Field	Value	Value	Value
Name	Agreement Number	Start Date	End Date
Description	user-defined	user-defined	user-defined
Required Check box	deselected	deselected	deselected
Range	blank	Low	High

### Invoice Distribution Descriptive Flexfield: Treasury Symbol

Define the Invoice Distribution Descriptive Flexfield in the Descriptive Flexfield Segments window.

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

**Setup - Financials - Flexfields - Descriptive - Segments**

2. Query the Invoice Distribution flexfield for Oracle Payables.
3. Click **Segments**.

The Segments Summary window appears.



4. Create a record as described in Table 2–17.

**Table 2–17 Segments Summary Record**

Field	Value
Number	user-defined value
Name	Treasury Symbol
Window Prompt	Treasury Symbol
Column	Select an attribute from the list of values to be used to store the Treasury Symbol value.
Value Set	FV_35_CHARACTERS
Displayed	selected
Enabled	selected

5. Click **Open**.

The Segments window appears.

6. Create a record as described in Table 2–18.

**Table 2–18 Segment Record**

Field	Value
Default Type	SQL Statement
Default Value	Select distinct nvl(fts.treasury_symbol, 'No Treasury Symbol') from fv_treasury_symbols fts, fv_fund_parameters ffp, gl_code_combinations gcc where ffp.set_of_books_id (+)= :\$PROFILE\$.GL_SET_OF_BKS_ID and gcc.SEGMENT2= :D_SUM_FOLDER.SEGMENT2 and ffp.fund_value (+)= gcc.SEGMENT2 and fts.treasury_symbol_id (+)= ffp.treasury_symbol_id
Required	selected

7. Replace Segment2, under the Default Value in Table 2–18, with the SEGMENT that corresponds to Fund Value segment in the Accounting Flexfield structure.

## Step 13. 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 Receivables.
3. In the Context Field Values region, create a new record as described in Table 2–19.

**Table 2–19 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 2–20.

**Table 2–20 Segments Summary Records**

Field	Value
<b>Record 1</b>	
Number	1
Name	Credit Memo Seq No
Window Prompt	Credit Memo Seq No
Column	INTERFACE_LINE_ATTRIBUTE1



**Table 2–20 Segments Summary Records**

Field	Value
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 Receivables.
3. In the Context Field Values region, create a new record as described in Table 2–21.

**Table 2–21 Context Field Values for Accrue Finance Charges Line Transaction Flexfield**

Field	Value
Code	Accrue Finance Charges
Name	Accrue Finance Charges



**Table 2–21 Context Field Values for Accrue Finance Charges Line Transaction Flexfield**

Field	Value
Description	Federal Accrue Finance Charges
Enabled	selected

**4. Click Segments.**

The Segments Summary window appears.

**5. Create two records as described in Table 2–22.**

**Table 2–22 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 2–22 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 Receivables.
3. In the Context Field Values region, create a new record as described in Table 2-23.

**Table 2-23 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 Segments Summary window appears.

5. Create two records as described in Table 2-24.

**Table 2-24 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 2–24 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 Receivables User Guide*.

## Step 14. 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 Receivables Activity Worksheet 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 Receivables User Guide*.

## Step 15. 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 Receivables User Guide*.

## Step 16. 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 Receivables User Guide*.

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

## Step 17. 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 Activity Worksheet.

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 2–25.

**Table 2–25 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
Transaction Status	Open
Allow Freight	Not Selected



**Table 2–25 CM-AR/AP Netting Transaction Type Setup**

Field	Value
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 Receivables User Guide*.

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

## Step 18. 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 2–26.

**Table 2–26 AR/AP Netting Transaction Batch Source Setup**

Field	Value
Batch Source Region	
Name	AR/AP Netting
Description	AR/AP Netting Import Process



**Table 2–26 AR/AP Netting Transaction Batch Source Setup**

Field	Value
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
Ship to Customer	None
Ship to Address	None
Ship to Contact	None
Payment Method Rule	Value
Customer Bank Account	Value



**Table 2–26 AR/AP Netting Transaction Batch Source Setup**

Field	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 2–27.

**Table 2–27 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
Bill to Customer	Id
Bill to Address	Id
Bill to Contact	None



**Table 2–27 Finance Charge 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	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
Related Document	Id
Sales Credits Validation Region	
[All fields]	Use default values.



To define invoice sources, see Transaction Batch Sources, *Oracle Receivables User Guide*.

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

## Step 19. 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 Receivables User Guide*.

## Step 20. 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 Receivables User Guide*.

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



## Step 21. 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 Receivables User Guide*.

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

## Step 22. 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 Receivables User Guide*.

## Step 23. 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 Receivables User Guide*.

## Step 24. 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 Parties and Customer Accounts and Customer Accounts Field Reference, *Oracle Receivables User Guide*.

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

## **Step 25. 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 Receivables User Guide*.

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

## Step 26. 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 2–28.

**Table 2–28 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 27. Define Lockboxes

Lockboxes must be defined to use the Receivables AutoLockbox program.

For information on defining lockboxes, see Lockboxes, *Oracle Receivables User Guide*.

## Step 28. Define Descriptive Flexfields in Receivables

This section describes the following descriptive flexfields:

- Customer Information Descriptive Flexfield
- Adjustment Information Descriptive Flexfield



## 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 2–29.

**Table 2–29 Segments Summary Record for Customer Information**

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_6_CHARS
Displayed	selected
Enabled	selected

5. Click **Open**.

The Segments window appears.

6. Create a record as described in Table 2–30.

**Table 2–30 Segment Record for Customer Information**

Field	Value
Name	Trading Partner
Description	user-defined
Required Check Box	deselected



**Table 2–30 Segment Record for Customer Information**

Field	Value
Range	blank

### 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 Customer Information flexfield for Oracle Public Sector Receivables.
3. Click **Segments**.

The Segments Summary window appears.

4. Create a record as described in Table 2–31.

**Table 2–31 Segments Summary Record for Adjustment Information**

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

5. Click **Open**.

The Segments window appears.



6. Create a record as described in Table 2–32.

**Table 2–32 Segment Record for Adjustment Information**

Field	Value
Name	Adjustment Status
Description	user-defined
Required Check Box	selected
Range	blank

The value in the Adjustment Status Descriptive Flexfield is used to populate the Adjustments section of the Receivables Activity Worksheet.

For information on defining descriptive flexfields, see Planning Your Descriptive Flexfield, *Oracle Applications Flexfields Guide*.

## Step 29A. 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 29B. Define Oracle 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, Bulk Data PPD+, Bulk Data Salary/Travel NCR, Bulk Data NCR, and the ECS NCR Check Payment Format for Employee Payments.

To define the Interagency pay group, see Lookups, *Oracle Payables User Guide*.

To define vendors, see Entering Suppliers, *Oracle Payables User Guide*.

## **Step 30. 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
- Bulk Data Salary/Travel NCR

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
- Bulk Data CCD+
- Bulk Data PPD+
- Consolidated Files

For information on entering bank accounts for supplier sites, see Suppliers and Supplier Sites Window Reference, *Oracle Payables User 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 Payables User Guide*.

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

## Step 31. Define Descriptive Flexfield in Purchasing

This section describes the following descriptive flexfields in Purchasing:

- PO Distributions Descriptive Flexfield



- Requisition Headers Descriptive Flexfield
- PO Headers Descriptive Flexfield
- Receiving Transactions Descriptive Flexfield
- Vendors Descriptive Flexfield

### PO Distributions Descriptive Flexfield

Define the PO Distributions 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 PO Distributions for Oracle Public Sector Purchasing.
3. Click **Segments**.

The Segments Summary window appears.

4. Create a record as described in Table 2–33.

**Table 2–33 Segments Summary Record for PO Distributions**

Field	Value	Value	Value
Number	user-defined	user-defined	user-defined
Name	Agreement Number	Start Date	End Date
Window Prompt	Agreement Number	Start Date	End Date
Column	User-defined (Attribute column)	User-defined (Attribute column)	User-defined (Attribute column)
Value Set	FV_REIMB_ AGREEMENT_ TRX_NUM	FND_STANDARD_ DATE_REQUIRED	FND_STANDARD_ DATE_REQUIRED
Displayed	Yes	Yes	Yes
Enabled	Yes	Yes	Yes

5. Click **Open**.

The Segments window appears.



6. Create a record as described in Table 2–34.

**Table 2–34 Segment Record for PO Distributions**

Field	Value	Value	Value
Name	Agreement Number	Start Date	End Date
Description	user-defined	user-defined	user-defined
Required Check box	deselected	deselected	deselected
Range	blank	Low	High

### Requisition Headers Descriptive Flexfield

Define the Requisition Headers 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 Requisition Headers for Oracle Public Sector Purchasing.
3. Click **Segments**.

The Segments Summary window appears.

4. Create a record as described in Table 2–35.

**Table 2–35 Segments Summary Record for Requisition Headers**

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

5. Click **Open**.



The Segments window appears.

6. Create a record as described in Table 2–36.

**Table 2–36 Segment Record for Requisition Headers**

Field	Value
Name	Transaction Date
Description	user-defined
Required Check Box	deselected
Range	blank

### PO Headers Descriptive Flexfield

Define the PO Headers 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 PO Headers for Oracle Public Sector Purchasing.
3. Click **Segments**.

The Segments Summary window appears.

4. Create a record as described in Table 2–37.

**Table 2–37 Segments Summary Record for PO Headers**

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



5. Click **Open**.

The Segments window appears.

6. Create a record as described in Table 2–38.

**Table 2–38 Segment Record for PO Headers**

Field	Value
Name	Transaction Date
Description	user-defined
Required Check Box	deselected
Range	blank

### Receiving Transactions Descriptive Flexfield

Define the Receiving Transactions 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 Receiving Transactions for Oracle Public Sector Purchasing.

3. Click **Segments**.

The Segments Summary window appears.

4. Create a record as described in Table 2–39.

**Table 2–39 Segments Summary Record for Receiving Transactions**

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



**Table 2–39 Segments Summary Record for Receiving Transactions**

Field	Value
Enabled	selected

5. Click **Open**.

The Segments window appears.

6. Create a record as described in Table 2–40.

**Table 2–40 Segment Record for Receiving Transactions**

Field	Value
Name	Transaction Date
Description	user-defined
Required Check Box	deselected
Range	blank

## 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 2–41.

**Table 2–41 Segments Summary Record for Vendors**

Field	Value
Number	user-defined value
Name	Trading Partner
Window Prompt	Trading Partner



**Table 2–41 Segments Summary Record for Vendors**

Field	Value
Column	Select an attribute from the list of values to be used to store the Trading Partner value for the supplier.
Value Set	FV_6_CHARS
Displayed	selected
Enabled	selected

**5. Click **Open**.**

The Segments window appears.

**6. Create a record as described in Table 2–42.**

**Table 2–42 Segment Record for Vendors**

Field	Value
Name	Trading Partner
Description	user-defined
Required Check Box	deselected
Range	blank

## Step 32. Define Descriptive Flexfield in Projects

### Expenditure Items Descriptive Flexfield

Define the Expenditure Items 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 2–43.

**Table 2–43 Segments Summary Record for Expenditure Items**

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

5. Click **Open**.

The Segments window appears.

6. Create a record as described in Table 2–44.

**Table 2–44 Segment Record for Expenditure Items**

Field	Value
Name	Accomplished Date
Description	user-defined
Required Check Box	deselected
Range	blank

## Step 33. Set Up Oracle Workflow

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

To set up Workflow, see Overview of Oracle Workflow for Developers, *Oracle Workflow User's Guide*.



## Step 34. 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 3-1.

## Step 35. Set Up Federal System Parameters

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

- FACTS I Trading Partner for customers, vendors, and journals
- FACTS II Public Law Code, Advance Type, Transfer Department ID, Transfer Main Account for journals
- 220-9 Adjustment Status
- SF-224 Accomplished Date
- Transaction Date for requisitions, purchase orders, and receiving transactions

Federal System Parameters associates the attributes to the descriptive flexfields used in the FACTS I process, the FACTS II process, the Receivables Activity Worksheet process, the FMS Form 224 process, and the FACTS Transaction Register process.

To set up federal system parameters, see Federal System Parameters Setup, page 4-1.

## Step 36. 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 5-1.

## Step 37. 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 6-1.



### **Step 38. 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 7-1.

### **Step 39. 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 8-1.

### **Step 40. 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 9-1.

### **Step 41. 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 10-1.

### **Step 42. 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 13-1.

### **Step 43. 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 14-1.

## **Step 44. 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 15-1.

## **Step 45. 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 16-1.

## **Step 46. 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 17-1.



## **Step 47. 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 18-1.

## **Step 48. 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 19-1.

## **Step 49. 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 20-1.

## **Step 50. Set Up Treasury Offset Exclusion**

Define criteria to exclude payments from agency offset.

To define payments for exclusion, see Treasury Offset Exclusion Setup, page 21-1.

## **Step 51. 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 22-1.

## **Step 52. Set Up Third Party Payments**

Set up third party payment relationships between suppliers.

To set up third party relationships, see Third Party Payments Setup, page 11-1.



## **Step 53. Set Up Automatic Sequence Numbering of Payment Batches**

Set up automatic sequence numbering of payment batches.

To set up automatic sequence numbering, see Automatic Sequence Numbering of Payment Batches Setup, page 12-1.

## **Step 54. 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 23-1.

## **Step 55. 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 24-1.

## **Step 56. 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 25-1.

## **Step 57. Set Up Transaction Code Mapping**

Map finance transaction codes for the Cash Receipt process.

To map finance transaction codes, see Transaction Codes Mapping Setup, page 26-1.

## **Step 58. 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:



- Receivables Activity Worksheet
- Delinquent Invoices Eligible for Referral Report
- Delinquent Invoice Referral Report
- Invoice Status Report

To set up federal receivable types, see *Receivable Types Setup*, page 27-1.

## **Step 59. 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 28-1.







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## Federal Seed Data Setup

This chapter describes how to set up federal seed data. The following sections are in this chapter:

- Definition, page 3-2
- Purpose, page 3-2
- Defining Federal Lookups Procedure, page 3-3
- Oracle Federal Financials Lookups Window, page 3-4
- Oracle Federal Financials Lookups Window Description, page 3-5
- Loading Federal Financial Seed Data Procedure, page 3-6



## 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 3–1, page 3-5.
3. Save or save and continue as follows:

### **File - Save or Save and Proceed**

4. Close the window.



# Oracle Federal Financials Lookups Window

Figure 3–1 Oracle Federal Financials Lookups Window

Type

ACCRUAL TYPE

User Name

Simple or Compound Accrual

Application

Oracle Federal Financials

Description

Access Level

☐ User

☐ Extensible

☐ System

Effective Dates

Enabled



## Oracle Federal Financials Lookups Window Description

**Table 3–1 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
User	optionally required	radio button	user access type
Extensible	optionally required	radio button	extensible access type
System	optionally required	radio button	system access type <b>Note:</b> System level cannot be modified.
Code	required		lookup code
Meaning	required		lookup code meaning
Description	optional		lookup code description
Tag	optional		lookup code tag
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, page 4-2
- Purpose, page 4-2
- Prerequisites, page 4-4
- Defining Federal System Parameters Procedure, page 4-6
- Define Federal System Parameters Window, page 4-7
- Define Federal System Parameters Window Description, page 4-10



## 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
- FACTS II public law code, advance type, transfer department ID, and transfer main account for journal lines
- 220-9 Adjustment Status
- FMS 224 reporting if using Oracle Projects
- FACTS Transaction Register transaction date for requisitions, purchase orders, and receiving transactions

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 FACTS II process derives the attribute column stored in the Define Federal System Parameters window to determine the public law code, advance type, transfer department ID, and transfer main account descriptive flexfield attributes for the journal line. The value in these descriptive flexfield attributes are reported on the FACTS II file to further categorize the general ledger account balances.

The Receivables Activity Worksheet 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.

The FACTS Transaction Register process derives the attribute column stored in the Define Federal System Parameters window to determine the transaction date for



requisitions, purchase orders, and receiving transactions in Oracle Public Sector Purchasing.



## 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 28. Define Descriptive Flexfields in Receivables, page 2-42.

- ❑ 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 31. Define Descriptive Flexfield in Purchasing, page 2-48.

- ❑ The trading partner, public law code, advance type, transfer department ID, and transfer main account descriptive flexfields must be defined for Enter Journals: Lines in Oracle Public Sector General Ledger if the user wants to enter these values for manual journal entries to be used for FACTS I and FACTS II reporting.

To define the Enter Journals: Lines Descriptive Flexfield, see Step 7. Define Descriptive Flexfield in General Ledger, page 2-15.

- ❑ 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 28. Define Descriptive Flexfields in Receivables, page 2-42.

- ❑ The Expenditure Items Descriptive Flexfield must be defined for the Accomplished Date in Oracle Projects if using Projects and if users want the Projects Accomplished Date to be used in the FMS 224 report process. If this field is not populated, the 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 32. Define Descriptive Flexfield in Projects, page 2-53.

- ❑ The Transaction Date for requisitions descriptive flexfield must be defined for Requisition Headers in Oracle Public Sector Purchasing if the user wants the Transaction Date to be used in the FACTS Transaction Register. If this field is not populated, the Transaction Register uses the Creation Date as the Transaction Date.

To define the Transaction Date for requisitions descriptive flexfield, see Step 31. Define Descriptive Flexfield in Purchasing, page 2-48.



- ❑ The Transaction Date for purchase orders descriptive flexfield must be defined for PO Headers in Oracle Public Sector Purchasing if the user wants the Transaction Date to be used in the FACTS Transaction Register. If this field is not populated, the Transaction Register uses the Creation Date as the Transaction Date.

To define the Transaction Date for purchase orders descriptive flexfield, see Step 31. Define Descriptive Flexfield in Purchasing, page 2-48.

- ❑ The Transaction Date for receiving transactions descriptive flexfield must be defined for Receiving Transactions in Oracle Public Sector Purchasing if the user wants the Transaction Date to be used in the FACTS Transaction Register. If this field is not populated, the Transaction Register uses the Receipt Date as the Transaction Date.

To define the Transaction Date for receiving transactions descriptive flexfield, see Step 31. Define Descriptive Flexfield in Purchasing, page 2-48.



## 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:

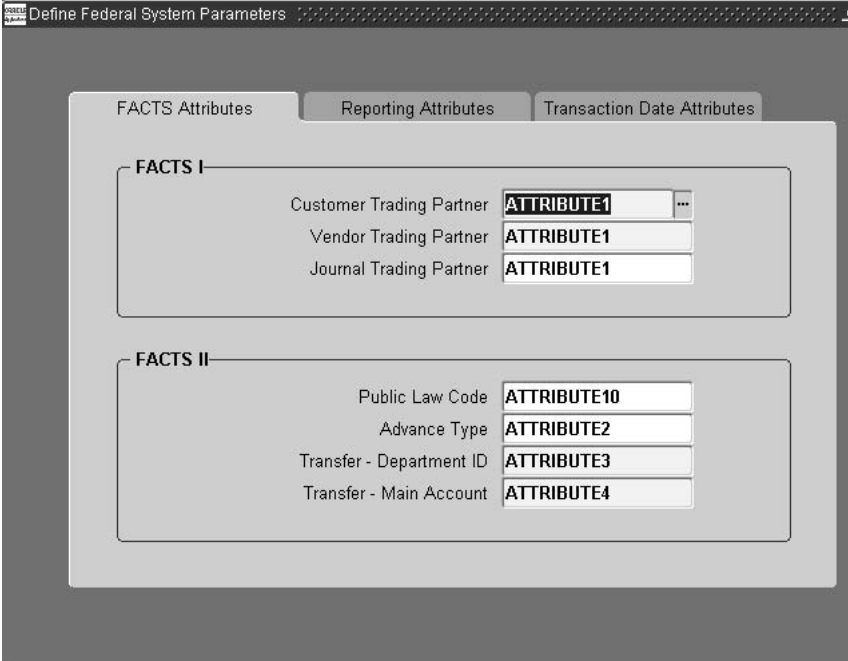
**Setup - Options - Define Federal System Parameters**

2. Enter data in the Define Federal System Parameters window as described in Table 4-1, page 4-10.
3. Save or save and continue as follows:  
**File - Save or Save and Proceed**
4. Close the window.



## Define Federal System Parameters Window

**Figure 4–1 Define Federal System Parameters Window, FACTS Attributes Tab**



Define Federal System Parameters

FACTS Attributes   Reporting Attributes   Transaction Date Attributes

**FACTS I**

Customer Trading Partner	ATTRIBUTE1	...
Vendor Trading Partner	ATTRIBUTE1	
Journal Trading Partner	ATTRIBUTE1	

**FACTS II**

Public Law Code	ATTRIBUTE10
Advance Type	ATTRIBUTE2
Transfer - Department ID	ATTRIBUTE3
Transfer - Main Account	ATTRIBUTE4



**Figure 4–2 Define Federal System Parameters Window, Reporting Attributes Tab**

The screenshot displays the 'Define Federal System Parameters' window with the 'Reporting Attributes' tab selected. The window contains two main sections:

- Receivables Activity**: This section includes a label 'Adjustment Status' followed by a dropdown menu currently showing 'ATTRIBUTE1' and a small '...' button to its right.
- FMS Form 224**: This section includes a label 'Project Accounting Accomplished Date' followed by an empty text input field.

The window's title bar reads 'Define Federal System Parameters' and it features standard window controls (minimize, maximize, close) on the right side. The tabs at the top are 'FACTS Attributes', 'Reporting Attributes' (active), and 'Transaction Date Attributes'.



**Figure 4–3 Define Federal System Parameters Window, Transaction Date Attributes Tab**

The screenshot shows a window titled "Define Federal System Parameters" with three tabs: "FACTS Attributes", "Reporting Attributes", and "Transaction Date Attributes". The "Transaction Date Attributes" tab is selected. Inside this tab, there is a section titled "Purchasing Transaction Dates". Below this section, there are three rows of data:

Transaction Type	Attribute
Requisition	ATTRIBUTE6
Purchase Order	ATTRIBUTE6
Receiving Transaction	ATTRIBUTE6



## Define Federal System Parameters Window Description

**Table 4–1 Define Federal System Parameters Window Description, FACTS Attributes Tab**

Field Name	Type	Features	Description
Customer Trading Partner	required	list of values	FACTS I customer attribute <b>Note:</b> 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 <b>Note:</b> Select the same attribute used in the Trading Partner Descriptive Flexfield for Vendors.
Journal Trading Partner	optional	list of values	FACTS I journal attribute <b>Note:</b> Select the same attribute used in the Trading Partner Descriptive Flexfield for Enter Journals: Lines.
Public Law Code	optional	list of values	FACTS II public law code attribute <b>Note:</b> Select the same attribute used in the Public Law Code Descriptive Flexfield for Enter Journals: Lines.
Advance Type	optional	list of values	FACTS II advance type attribute <b>Note:</b> Select the same attribute used in the Advance Type Descriptive Flexfield for Enter Journals: Lines.
Transfer - Department ID	optional	list of values	FACTS II transfer department ID attribute; required when there is a value for Transfer - Main Account <b>Note:</b> Select the same attribute used in the Transfer - Department ID Descriptive Flexfield for Enter Journals: Lines.
Transfer - Main Account	optional	list of values	FACTS II transfer main account attribute; required when there is a value for Transfer - Department ID <b>Note:</b> Select the same attribute used in the Transfer - Main Account Descriptive Flexfield for Enter Journals: Lines.



**Table 4–2 Define Federal System Parameters Window Description, Reporting Attributes Tab**

Field Name	Type	Features	Description
Adjustment Status	required	list of values	220-9 report attribute <b>Note:</b> Select the same attribute used in the Adjustment Status Descriptive Flexfield for Adjustment Information.
Project Accounting Accomplished Date	optional	list of values	date disbursement paid by Department of Treasury <b>Note:</b> Select the same attribute used for the Expenditure Item Descriptive Flexfield in Projects for Accomplished Date.

**Table 4–3 Define Federal System Parameters Window Description, Transaction Date Attributes**

Field Name	Type	Features	Description
Adjustment Status	required	list of values	220-9 report attribute <b>Note:</b> Select the same attribute used in the Adjustment Status Descriptive Flexfield for Adjustment Information.
Project Accounting Accomplished Date	optional	list of values	date disbursement paid by Department of Treasury <b>Note:</b> Select the same attribute used for the Expenditure Item Descriptive Flexfield in Projects for Accomplished Date.







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## 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, page 5-2
- Purpose, page 5-2
- Prerequisites, page 5-4
- Defining Federal Options Setup Procedure, page 5-5
- Define Federal Options Window, page 5-6
- Define Federal Options Window Description, page 5-10



## 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 Statement of Accountability and FMS Form 1220 Statement of Transactions
- 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 5–1 shows the fields in the Define Federal Options window that are used to meet specific federal requirements.

**Table 5–1 Federal Requirements Met by Define Federal Options Window**

<b>Field Name</b>	<b>Federal Requirements</b>
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 Check Box	Confirmation
Disbursement in Transit Cash Transaction Code	Confirmation
Default ALC Check Box	Receivables Interagency Transactions
DUNS Number	Receivables Interagency Transactions
Interagency Paygroup	Payables Interagency Transactions
Enforce Tolerance Check Box	Prepayments
Tolerance %	Prepayments
Advance Limit	Prepayments
Enforce Tolerance Check Box	Payables Invoice Transactions
Shipment Tolerance %	Payables Invoice 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 2-14.
- ❑ An Interagency paygroup must be defined in Oracle Public Sector Payables.  
To define Payables Lookups, see Step 14. Define Lookups, page 2-31.
- ❑ Organizations and organization types must be defined in Oracle Public Sector Purchasing.  
To define organizations and organization types, see Step 29A. Define Organizations, Oracle U.S. Federal Financials Setup Overview, page 2-45.
- ❑ A bank account must be defined designating the Agency Location Code (ALC).  
To define bank accounts, see Step 11. Define Bank Accounts, page 2-21.



## 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 5-2 - Table 5-5, page 5-10.
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

Figure 5–1 Define Federal Options Window, Disbursement in Transit Tab

Define Federal Options (FED-SOB1)

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

Prepayments

Payables

Name	Agency Location Code	Federal Employer ID Number	Disbursement in Transit	Cash Transaction Code
FED-ORG1A	11111111	12345	<input checked="" type="checkbox"/>	DIT1
FED-ORG1B	00006980		<input checked="" type="checkbox"/>	DIT1
			<input type="checkbox"/>	
			<input type="checkbox"/>	

Details



**Figure 5-2 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**   Prepayments   Payables

Name	Agency Location Code	Federal Employer ID Number	Default ALC	DUNS Number	Interagency Paygroup
<input checked="" type="checkbox"/> FED-ORG1A	40100100	12345	<input checked="" type="checkbox"/>	9999-9999	<input type="text" value="Interagency"/>
<input type="checkbox"/> FED-ORG1B	50100100	12345	<input checked="" type="checkbox"/>		<input type="text" value="Interagency"/>
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		



Figure 5–3 Define Federal Options Window, Prepayments Tab

Define Federal Options (FED-SOB1)

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

Prepayments

Payables

Name	Agency Location Code	Federal Employer ID Number	Enforce Tolerance	Tolerance %	Advance Limit
FED-ORG1A	11111111	12345	<input type="checkbox"/>	1	300
FED-ORG1B	00006980		<input checked="" type="checkbox"/>	20	
			<input type="checkbox"/>		
			<input type="checkbox"/>		

Details



**Figure 5–4 Define Federal Options, Payables 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   Prepayments   **Payables**

Name	Agency Location Code	Federal Employer ID Number	Enforce Tolerance	Shipment Tolerance %
FED-ORG1A	11111111	12345	<input checked="" type="checkbox"/>	<input type="text" value="1000"/>
FED-ORG1B	00006980		<input type="checkbox"/>	<input type="text"/>
			<input type="checkbox"/>	<input type="text"/>
			<input type="checkbox"/>	<input type="text"/>

**Figure 5–5 Location Address Window**

Location Address (FED-LE1)

Address

City

State

Zip Code



## Define Federal Options Window Description

**Table 5–2 Define Federal Options Window Description, Disbursement in Transit Tab**

Field Name	Type	Features	Description
Asset Discount Transaction Code	required	list of values	valid US SGL or General Ledger transaction code
Expense Discount Transaction Code	required	list of value	valid US SGL or General Ledger transaction code
Name	required	list of values	agency's legal entity name, as defined in Purchasing
Details		button	opens Location Address window
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  <b>Note:</b> required if Disbursement in Transit is selected
Details		button	opens Location Address window

**Table 5–3 Define Federal Options Window, Interagency Tab**

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
DUNS Number	optional		DUNS (Dun and Bradstreet Universal Numbering System) number to be used in the IPAC process; unique identifier for individual business locations for federal vendors and federal customers
Interagency Paygroup	required	list of values	valid interagency paygroup



**Table 5–4 Define Federal Options Window, Prepayments Tab**

Field Name	Type	Features	Description
Enforce Tolerance	optional	check box	indicates whether tolerance is enforced. If enabled, users cannot exceed the tolerance. If not enabled, users receive a warning message indicating that tolerance has been exceeded.
Tolerance %	conditionally required		Required if the Enforce Tolerance check box is selected; tolerance percentage for the allowable variance between the prepayment amount matched to a purchase order shipment and the purchase order shipment
Advance Limit	optional		maximum dollar amount for employee prepayment transactions

**Table 5–5 Define Federal Options Window, Payables Tab**

Field Name	Type	Features	Description
Enforce Tolerance	optional	check box	indicates whether tolerance is enabled
Shipment Tolerance %	conditionally required		required if the Enforce Tolerance check box is selected; tolerance percentage for the allowable variance between all invoice amounts matched to a purchase order shipment and the purchase order shipment. Payables invokes the AP Max Shipment Amount hold on the invoice if the variance exceeds the tolerance.

**Table 5–6 Location Address Window**

Field Name	Type	Features	Description
Address	default, display only		agency address information <b>Note:</b> 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







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# Treasury Account Codes Setup

This chapter describes how to set up treasury account codes. The following sections are in this chapter:

- Definition, page 6-2
- Purpose, page 6-2
- Defining Treasury Account Codes Procedure, page 6-3
- Define Treasury Account Codes Window, page 6-4
- Define Treasury Account Codes Window Description, page 6-5



## 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 6–1, page 6-5.
3. Save or save and continue as follows:

**File - Save or Save and Proceed**

4. Close the window.



## Define Treasury Account Codes Window

**Figure 6–1** *Define Treasury Account Codes Window*

The screenshot shows a window titled "Define Treasury Account Codes" with the following fields and values:

Field	Value
Treasury Account Code	1118
Federal Account Symbol Name	Research
Fund Type	Special Fund
Receipt Account	Unavailable
FACTS I Rollup	5000

There is a "Rollup" checkbox in the top right corner, which is currently unchecked. At the bottom right, there is a button with a square icon and a plus sign.



## Define Treasury Account Codes Window Description

**Table 6–1 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







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# Federal Account Symbols Setup

This chapter describes how to enter and update federal account symbols. The following sections are in this chapter:

- Definition, page 7-2
- Purpose, page 7-2
- Prerequisites, page 7-3
- Defining Federal Account Symbols Procedure, page 7-4
- Define Federal Account Symbols Window, page 7-5
- Define Federal Account Symbols Window Description, page 7-7



# 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 7-1.

Table 7-1 Treasury Symbol Examples

Dept Code	Acct. Code	Dept Transfer	Time Frame	Years Available	Est. FY	Expira-tion	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 6-1.

- ❑ 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 7-2 - Table 7-3, page 7-7.
3. Save or save and continue as follows:  
**File - Save or Save and Proceed**
4. Close the window.



# Define Federal Account Symbols Window

Figure 7-1 Define Federal Account Symbols Window, Appropriation Year Dates Tab

Define Federal Account Symbols (FEDSOB1)

Treasury Department Code08

Treasury Account Code5116

Federal Account Symbol NameFisherman's Protection Fund

Financing AccountGuaranteed

Cohort SegmentFED Cohort

Budget Account Code

Effective Dates

Start Date19-SEP-2000

End Date

Appropriation Year Dates

Sub-accounts / Splits

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



**Figure 7-2 Define Federal Account Symbols Window, Sub-accounts/Splits Tab**

**Define Federal Account Symbols (FEDSOB1)**

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:

Effective Dates

Start Date: **19-SEP-2000**

End Date:

Appropriation Year Dates    Sub-accounts / Splits

Dept	Transfer	Sub-acct	Split Code	Split Name	Treasury Symbol	[ ]
					<b>08-00-5116</b>	

Parameters



## Define Federal Account Symbols Window Description

**Table 7–2 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
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
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 7–2 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

**Table 7–3 Define Federal Account Symbols Window Description, Sub-accounts Splits Tab**

Field Name	Type	Features	Description
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



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# Budget Account Codes Setup

This chapter describes how to enter and update budget account codes. The following sections are in this chapter:

- Definition, page 8-2
- Purpose, page 8-2
- Prerequisites, page 8-3
- Defining Budget Account Codes Procedure, page 8-4
- Define Budget Accounts Window, page 8-5
- Define Budget Accounts Window Description, page 8-6



## 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 7-1.



## 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 8-1, page 8-6.
3. Save or save and continue as follows:  
**File - Save or Save and Proceed**
4. Close the window.



# Define Budget Accounts Window

Figure 8–1 Define Budget Accounts Window

Define Budget Accounts (FDSOB1)

Budget Account Code

Budget Account Name

BEA Category

Budget Status Indicator

Borrowing Source

Function

360151

Budget Account for Research Funds

Discretionary

On Budget

Public

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 8–1** *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 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, page 9-2
- Purpose, page 9-2
- Prerequisites, page 9-3
- Defining Appropriation Parameters Procedure, page 9-4
- Define Appropriation Parameters Window, page 9-5
- Define Appropriation Parameters Window Description, page 9-8



## 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
- FMS Form 1219 Statement of Accountability and FMS Form 1220 Statement of Transactions
- payment formats
- FACTS I
- FACTS II
- budget execution
- 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 2-12.

- ❑ 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 2-12.

- ❑ Federal account symbols must be defined.

To define federal account symbols, see Federal Account Symbols Setup, page 7-1.

- ❑ 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 9-1.



## 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 9–1 - Table 9–3, page 9-8.
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

Figure 9-1 Define Appropriation Parameters Window, Accounts Tab

Define Appropriation Parameters

Treasury Symbol05.01.4024

Resource TypeAppropriation

Federal Account Symbol NameIPAC/FACTS II Fund Group Code

Definite/IndefiniteDefinite

FMS 224 TypeDisbursement Account

Custodial/Non-Custodial

Agency Information

Department ID05

Bureau ID11

Business Line97

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

☐

AccountsSubfunctionsOther

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



**Figure 9–2 Define Appropriation Parameters Window, Subfunctions Tab**

**Define Appropriation Parameters**

Treasury Symbol: **05-01-4024**

Federal Account Symbol Name: **IPAC/FACTS II Fund Group Code**

FMS 224 Type: **Disbursement Account**

Resource Type: **Appropriation**

Definite/Indefinite: **Definite**

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	Subfunction Description
4024A	A - Direct	
4024B	B - Direct	
4024C	C - Reimbursable	



Figure 9-3 Define Appropriation Parameters Window, Other Tab

Define Appropriation Parameters

Treasury Symbol05-01-4024Resource TypeAppropriation

Federal Account Symbol NameIPAC/FACTS II Fund Group CodeDefinite/IndefiniteDefinite

FMS 224 TypeDisbursement AccountCustodial/Non-Custodial

Agency Information

Department ID05

Bureau ID11

Business Line97

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

AccountsSubfunctionsOther

Fund Information

Other Information

Fund Value	Fund Category	Red Status	Prior Year Recoveries
4024A	A - Direct	<input type="checkbox"/>	<input type="checkbox"/>
4024B	B - Direct	<input type="checkbox"/>	<input type="checkbox"/>
4024C	C - Reimbursable	<input type="checkbox"/>	<input type="checkbox"/>

Figure 9-4 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 9–1 Define Appropriation Parameters Window Description, Accounts Tab**

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
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
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 <b>Note:</b> 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 <b>Note:</b> This value is used in the FACTS II edit check process for Edit Check 12.
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 <b>Note:</b> This value is used in the FACTS II edit check process for Edit Check 12.



**Table 9–1 Define Appropriation Parameters Window Description, Accounts Tab**

Field Name	Type	Features	Description
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 <b>Note:</b> This value is used in the FACTS II edit check process for Edit Check 12.
Preclosing Unexpended Amount	optional		unexpended amount <b>Note:</b> This value is used in the FACTS II edit check process for Edit Check 7.
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 <b>Note:</b> This value is used in the FACTS II edit check process for Edit Check 6.
[Descriptive Flexfield]	optional		user-customization field
Fund Value	optional	list of values	balancing segment of Accounting Flexfield for set of books
Fund Category	optional	list of values	allotment classification
Budget Authority	optional	list of values	natural account segment of Accounting Flexfield for set of books
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



**Table 9–2 Define Appropriation Parameters Window Description, Subfunctions Tab**

Field Name	Type	Features	Description
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

**Table 9–3 Define Appropriation Parameters Window Description, Other Tab**

Field Name	Type	Features	Description
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

**Table 9–4 Authorizations Window**

Field Name	Type	Features	Description
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)
[Descriptive Flexfield]	optional		user-customization field



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## Mapping Budget Fiscal Year Setup

This chapter describes the budget fiscal year mapping setup. The following sections are in this chapter:

- Definition, page 10-2
- Purpose, page 10-2
- Prerequisites, page 10-3
- Mapping Budget Fiscal Year Procedure, page 10-4
- Budget Fiscal Year Segment Mapping Window, page 10-5
- Budget Fiscal Year Segment Mapping Window Description, page 10-6



## 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 2-12.

- ❑ 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 10–1, page 10-6.
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 10–1 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 10–1    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
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



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## Third Party Payments Setup

This chapter describes setup procedures for third party payments. The following sections are in this chapter:

- Definition, page 11-2
- Overview, page 11-2
- Assigning Third Party Payments Procedure, page 11-3
- Third Party Payment Assignments Window, page 11-4
- Third Party Payment Assignments Window Description, page 11-5



## Definition

The third party payment setup enables users to create third party payment relationships between suppliers.

## Overview

Users perform the following tasks in the Third Party Payment Assignments window:

- identify principal suppliers and sites that are subject to third party payment processing
- assign agents to principal suppliers at the site level

The agent defined in this window accepts payments on behalf of the principal supplier.



## Assigning Third Party Payments Procedure

To set up the third party payment assignments, perform the following steps.

1. In Federal Financials, navigate to the Third Party Payment Assignments window as follows:

**Payables Management - Define - Third Party Payment Assignments**

2. Enter data in the Third Party Payment Assignments window as described in Table 11-1, page 11-5.
3. Save or save and continue as follows:  
**File - Save or Save and Proceed**
4. Close the window.



# Third Party Payment Assignments Window

Figure 11–1 Third Party Payment Assignments Window

Third Party Assignments					
Original Supplier			Third Party Agent		
Name	Site	Name	Site	Start Date	End Date
PMA02-ARAP-ORIG1	A	PMA02-ARAP-AGNT1	A	01-JAN-2001	...



## Third Party Payment Assignments Window Description

**Table 11–1** *Third Party Payment Assignments Window Description*

Field Name	Type	Features	Description
Name	required	list of values	original supplier
Site	required	list of values	original supplier's site
Name	required	list of values	third party supplier
Site	required	list of values	third party supplier's site
Start Date	required	list of values: pop-up calendar	date on which assignment begins. The date can be earlier than the system date because users can back date payment batches.
End Date	optional	list of values: pop-up calendar	date on which assignment ends. End date must be greater than or equal to the system date and the start date.
[Descriptive Flexfield]	optional		user-customization field







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## Automatic Sequence Numbering of Payment Batches Setup

This chapter describes how to set up automatic sequence numbering of payment batches. The following sections are in this chapter:

- Definition, page 12-2
- Purpose, page 12-2
- Prerequisites, page 12-6
- Payment Batch Sequence Assignments Window, page 12-7
- Payment Batch Sequence Assignments Window Description, page 12-9



## Definition

Oracle U.S. Federal Financials provides an automatic numbering system of payment batches where payment batches containing different types of payments are numbered in separate sequences. The types of payment represent the purpose of the payment, such as travel expenses and payroll payments.

## Purpose

This section includes the following parts:

- Features
- Examples of Valid and Invalid Records

## Features

Automatic sequence numbering of a payment batch includes the following features:

- FV: Enable Automatic Numbering Profile Option
- Payment Batch Sequence Assignments Window

### **FV: Enable Automatic Numbering Profile Option**

The FV: Enable Automatic Numbering profile option enables automatic numbering for Pay Groups with sequence assignments when set to Yes. This profile option enables the automatic numbering for payment batches entered manually in the Payment Batch window in Oracle Public Sector Payables. It does not enable automatic numbering for payment batches generated using Payment Batch sets or copied by using the payment batch template functionality.

### **Payment Batch Sequence Assignments Window**

The Payment Batch Sequence Assignments window enables users to optionally select automatic numbering for a pay group within an operating unit and to define how each pay group should be numbered. A unique numbering sequence can be defined using the following values:

- initial value
- final value
- prefix, an optional value
- suffix, an optional value



- range of dates for the sequence

The sequence number is assigned when the payment batch is saved. The unique number is assigned when users select the Pay Group that is defined in the Payment Batches window in Oracle Public Sector Payables, and then tabs to the Batch Name field.

For information on the Payment Batches window, see Payment Batches and Payment Batch Set Window Reference, *Oracle Public Sector Payables User's Guide*.

## Examples of Valid and Invalid Records

The following scenarios are described in this section:

- Defining a Unique Assignments for One Pay Group
- Reusing Prefixes and Suffixes

### Defining a Unique Assignments for One Pay Group

In order to guarantee unique payment batch numbers within an operating unity, users can only define one unique assignment per Pay Group. There can never be two active sequence assignments for one Pay Group. To define a unique assignment for one Pay Group, the following conditions must exist:

- Pay groups differ.
- The prefix and suffix combination differ.

Example A, as described in Table 12–1, is a valid scenario with uniqueness guaranteed because the Pay Groups and prefix-suffix combinations differ. As a result, the Initial Value and Final Value don't have to differ. The same holds true for the start date and end date.

**Table 12–1 Example A**

Pay Group	Initial Value	Final Value	Prefix	Suffix	Start Date	End Date
Travel	1	1000	T-	-2002	01-JAN-2002	
Travel-FED	1	1000	TF-	-2003	01-JAN-2002	



Example B, as described in Table 12–2, is an invalid scenario with uniqueness not guaranteed by cancelling (inserting an end date for the record) the initial assignment, then reusing the Pay Group or prefix-suffix combination.

**Table 12–2 Example B**

Pay Group	Initial Value	Final Value	Prefix	Suffix	Start Date	End Date
Travel	1	1000	T-	-2002	01-JAN-2002	31-JAN-2002
Travel	1	1000	T-	-2002	01-JAN-2003	

Example C, as described in Table 12–3, is an invalid scenario because uniqueness is not guaranteed since the Pay Groups do not differ.

**Table 12–3 Example C**

Pay Group	Initial Value	Final Value	Prefix	Suffix	Start Date	End Date
Travel	1	1000	T-	-2002	01-JAN-2002	
Travel	1	1000	TF-	-2003	01-JAN-2002	

### Reusing Prefixes and Suffixes

A prefix and suffix can never be reused. In order to guarantee unique payment batch numbers within an operating unit, users never reuse a prefix and suffix combination per Pay Group assignment. To define a unique assignment depicting the proper use of a prefix and suffix combination, the following conditions must exist, along with the Pay Groups being different:

- Prefix-suffix combinations differ.
- Prefix-suffix combinations can never be reused.

Example D, as described in Table 12–4, is a valid scenario because uniqueness is guaranteed by different Pay Groups and prefix-suffix combinations. In particular, each record has a different suffix.

**Table 12–4 Example D**

Pay Group	Initial Value	Final Value	Prefix	Suffix	Start Date	End Date
Payroll	1	1000	P-	-2002	01-JAN-2002	
Payroll-Fed	1	1000	PF-	-2003	01-JAN-2002	



Example E, as described in Table 12–5, is an invalid scenario because uniqueness is not guaranteed due to the prefix-suffix combinations not being different.

**Table 12–5 Example E**

Pay Group	Initial Value	Final Value	Prefix	Suffix	Start Date	End Date
Payroll	1	1000	P-	-2003	01-JAN-2002	
Payroll-Fed	1	1000	P-	-2--3	01-JAN-2002	

Example F, as described in Table 12–6, is not valid. Even though numbers generated in this case would be unique, this would be very confusing for the users. The purpose of the prefix and the suffix is to distinguish between different types of payments, and this setup does not accomplish this. For a given range of dates, the assignment of the prefix and the suffix is valid for one pay group only.

**Table 12–6 Example F**

Pay Group	Initial Value	Final Value	Prefix	Suffix	Start Date	End Date
Travel	1	1000	T	2003	01-JAN-2002	31-DEC-2002
Transportation	1001	2000	T	2003	01-JAN-2003	31-DEC-2003

Example G, as described in Table 12–7, is not valid. The numbers generated by these assignments would not be unique. In addition, users would not be able to tell the two types of payments apart.

**Table 12–7 Example G**

Pay Group	Initial Value	Final Value	Prefix	Suffix	Start Date	End Date
Travel	1	1000	T	2003	01-JAN-2003	31-DEC-2003
Transportation	1	1000	T	2003	01-JAN-2003	31-DEC-2003



## Prerequisites

- ❑ The FV: Enable Automatic Numbering profile option must be defined to enable automatic sequence numbering.

To set up the FV: Enable Automatic Numbering profile option, see Step 3. Specify Profile Options, page 2-8.

- ❑ Pay Groups must be defined in the Oracle Public Sector Purchasing Lookup window.

To define Pay Groups, see Defining Lookup Codes, *Oracle Public Sector Purchasing User's Guide*.

- ❑ If automatic numbering is required, customize the Payment Batches folder so that the Pay Group field comes before the Batch Name field.

To customize a folder, see Customizing the Layout of a Folder, *Oracle Applications User's Guide*.



## Assigning Automatic Sequence Numbering to Payment Batches Procedure

To assign automatic sequence numbering to payment batches, perform the following steps.

1. In Federal Financials, navigate to the Payment Batch Sequence Assignments window as follows:

**Payables Management - Define - Payment Batch Sequence Assignments**

2. Enter data in each field of the Payment Batch Sequence Assignments window as described in Table 12-8, page 12-9.
3. Save or save and continue as follows:  
**File - Save or Save and Proceed**
4. Close the window.



## Payment Batch Sequence Assignments Window

**Figure 12–1 Payment Batch Sequence Assignments Window**

Payment Batch Sequence Assignments

Operating unit: **FED-ORG1A**

Pay Group	Value Ranges		Prefix	Suffix	Effective Dates		[ ]
	Initial	Final			Start	End	
<b>09</b>	<b>1000</b>	<b>1020</b>	<b>TST1-</b>	<b>-2002</b>	<b>24-DEC-2002</b>		
BALTIMORE	1	1000	B-	-2002	24-DEC-2002		
BANKGIRO SISU1	1	1000	BS1-	-2003	03-JAN-2003	03-JAN-2003	
BOE	1	1000	BO-	-2002	30-DEC-2002		
Bankgiro SISU	1	1000	BS-	-2003	03-JAN-2003	03-JAN-2003	
CB	1000	1010	CB-	-2002	30-DEC-2002	03-JAN-2003	
CB1	1000	1010	CB1-	-2003	03-JAN-2003		



## Payment Batch Sequence Assignments Window Description

**Table 12–8** *Payment Batch Sequence Assignments Window Description*

Field Name	Type	Features	Description
Operating Unit	display only		operating unit
Pay Group	required	list of values	pay group. Each Pay Group is allowed to have one record per organization in this window. Similarly, each combination of prefix and suffix is unique.
Initial	required		beginning sequence value
Final	optional		ending sequence value
Prefix	optional		<p>prefix sequence value</p> <p><b>Note:</b> There can only be one prefix-suffix combination per Pay Group irrespective of different organizations.</p> <p><b>Note:</b> Users can add a separator between the prefix and the sequence number. For example, if the sequence number is T-00001, the user enters the prefix as T-.</p>
Suffix	optional		<p>suffix sequence value</p> <p><b>Note:</b> Users can add a separator between the suffix and the sequence number. For example, if the sequence number is 00001-2003, the user enters the prefix as -2003.</p>
Start Date	required	list of values: calendar	automatic numbering sequence begin date
End Date	optional	list of values: calendar	<p>automatic numbering sequence end date</p> <p><b>Note:</b> It is recommended that users not enter an end date.</p>
[Descriptive Flexfield]	optional		user-customization field







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## 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, page 13-2
- Purpose, page 13-2
- Prerequisites, page 13-6
- Defining Budget Levels Procedure, page 13-7
- Define Budget Levels Window, page 13-8
- Define Budget Levels Window Description, page 13-9
- Defining Budget Users Procedure, page 13-10
- Define Budget Users Window, page 13-11
- Define Budget Users Window Description, page 13-13
- Defining Budget Distributions Procedure, page 13-15
- Define Budget Distributions Window, page 13-16
- Define Budget Distributions Window Description, page 13-17
- Defining Budget Transaction Types Procedure, page 13-19
- Define Budget Transaction Types Window, page 13-20
- Define Budget Transaction Types Window Description, page 13-21



## 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 2-1.

- ❑ 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 6-1.

For information on defining federal account symbols, see Federal Account Symbols Setup, page 7-1.

For information on setting up appropriation parameters, see Appropriation Parameters Setup, page 9-1.

- ❑ 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 13-10.

For information on defining budget distributions in the Define Budget Distributions window, see Defining Budget Distributions Procedure, page 13-15.

For information on defining budget transaction types and transaction codes in the Define Budget Transaction Types window, see Defining Budget Transaction Types Procedure, page 13-19.

- ❑ 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 2-8.



## 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 13-1, page 13-9.
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 13–1 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 13–1** *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
Entry	required	drop-down list	automatic or manual numbering system <b>Note:</b> If Manual is selected, the Next Number field is disabled.
Type	required	drop-down list	alphanumeric or numeric numbering types <b>Note:</b> 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 <b>Note:</b> 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 13-2 - Define Budget Users Window Description, page 13-13.
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 13–2 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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BEUSER6	Apportionment	Allotment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BEUSER7	Allotment	Allotment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BEUSER8	Apportionment	Allotment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BEUSER1	Appropriation	Allotment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Figure 13–3 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		<input type="checkbox"/>
BEUSER6	Apportionment	Allotment	BEUSER5	<input type="checkbox"/>
BEUSER7	Allotment	Allotment		<input checked="" type="checkbox"/>
BEUSER8	Apportionment	Allotment	BEUSER1	<input type="checkbox"/>
BEUSER1	Appropriation	Allotment		<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>



## Define Budget Users Window Description

**Table 13–2 Define Budget Users Window Description, General Tab**

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 Name	required	list of values	must be valid user name; user names set up by system administrator
From	required	list of values	highest budget level to which user has access <b>Note:</b> The access rights only apply to the budget levels to which the user has access. <b>Note:</b> 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 13–3 Define Budget Users Window Description, Document Routing Tab**

Field Name	Type	Features	Description
User Name	required	list of values	defaults from General tab
From	required	list of values	<p>highest budget level to which user has access</p> <p><b>Note:</b> The access rights only apply to the budget levels to which the user has access.</p> <p><b>Note:</b> 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.</p>
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 13-4, page 13-17.
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 13–4 Define Budget Distributions Window

Define Budget Distributions (FED-SOB2)

Treasury Symbol05-01-0151

Fund Value01-0151

CategoryB - Direct [ ]

Budget Distributions

Budget Level	Segments	Default Values
Appropriation	Y.Y.Y.Y.Y.Y.Y.Y	2004.01-0151.131001.1000.400.0002.PRO

Figure 13–5 Segments Window

FEDSOB2 Acting Flex

SEGMENTS

Fiscal YearY Enabled

FundY Enabled

OrganizationY Enabled

SubfunctionY Enabled

ProgramY Enabled

ProjectY Enabled

Obj ClassY Enabled

CohortY Enabled

OK Cancel Clear Help



## Define Budget Distributions Window Description

**Table 13–4 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
[Descriptive Flexfield]	optional		user-customization field
Budget Level	required	list of values	<p>budget level name</p> <p><b>Note:</b> 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.</p>
Segments	required	list of values	<p>segments; derived from Accounting Flexfield window</p> <p><b>Note:</b> The fund value must be enabled for each budget level.</p> <p><b>Note:</b> 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.</p> <p><b>Note:</b> 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.</p>



**Table 13–4 Define Budget Distributions Window Description**

Field Name	Type	Features	Description
Default Values	required	list of values	<p>values for each flexfield segment value as defined in General Ledger</p> <p><b>Note:</b> The balancing segment default value must equal the fund value specified in the Fund Value field.</p> <p><b>Note:</b> 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.</p>

**Table 13–5 SEGMENTS Window**

Field Name	Type	Features	Description
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 13–6, page 13-21.
3. Save or save and continue as follows:  
**File - Save or Save and Proceed**
4. Close the window.



# Define Budget Transaction Types Window

Figure 13–6 Define Budget Transaction Types Window

Define Budget Transaction Types (FED-SOB1)

Budget Level

Transaction Type

Description

Default Transaction Code

Appropriation

Appropriation

Appropriation

Approp1

Rollup Type

Legislation Indicator

☒Transfer

☒Updateable

☒Advance

☒PL Code

Appropriation

Appropriation Act

Transaction Code List

Transaction Code	Description
Approp1	Appropriation
Appropriation	Appropriation
Mur_TP	Murthy Testing Trading Partner



## Define Budget Transaction Types Window Description

**Table 13–6 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  <b>Note:</b> 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 for the first level only
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
PL Code	optional	check box	specific public law code related to appropriation. If selected, the PL Code field in the Enter Appropriations window becomes required.



**Table 13–6   Define Budget Transaction Types Window Description**

Field Name	Type	Features	Description
[Descriptive Flexfield]	optional		user-customization field
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



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## Prior Year Adjustments Setup

This chapter describes how to set up prior year adjustments (PYA). The following sections are in this chapter:

- Definition, page 14-2
- Purpose, page 14-2
- Prerequisites, page 14-5
- Defining Offset Accounts and Transaction Codes Procedure, page 14-6
- Define Offset Accounts and Transaction Codes Window, page 14-7
- Define Offset Accounts and Transaction Codes Window Description, page 14-8
- Defining Transaction Search Criteria Procedure, page 14-9
- Define Transaction Search Criteria Window, page 14-10
- Define Transaction Search Criteria Window Description, page 14-11



## 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 38-8.

### 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 16-1.
- ❑ Transaction codes must be defined.  
To define transaction codes, see Step 6. Define Transaction Codes, page 2-14.
- ❑ 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 2-12.
- ❑ 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 3-6.
- ❑ To record a payment outside of the system, define the Pay Group as Manual.  
To define the Pay Group, see Defining Lookup Codes, *Oracle Public Sector Purchasing*.



## 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 14–1, page 14-8.
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 14–1 Define Offset Accounts and Transaction Codes Window**

Fund Status	Fund Class	Apportioned	Expended/Unexpended	Paid/Unpaid	Upward/Downward	Offset Account	Transaction Code	
Expired	Reimbursable	<input checked="" type="checkbox"/>	Unexpended	Unpaid	Upward	4801	Expired-Up	
Expired	Reimbursable	<input checked="" type="checkbox"/>	Expended	Unpaid	Upward	4901	Expended-Up	
Expired	Unanticipated	<input checked="" type="checkbox"/>	Unexpended	Unpaid	Upward	4801	Expired-Up	
Expired	Unanticipated	<input checked="" type="checkbox"/>	Unexpended	Unpaid	Downward	4801	Expired-Down	
Unexpired	Reimbursable	<input checked="" type="checkbox"/>	Unexpended	Unpaid	Upward	4801	Unexp-Up	
Unexpired	Reimbursable	<input checked="" type="checkbox"/>	Unexpended	Unpaid	Downward	4801	Unantic-Down	
Unexpired	Anticipated	<input checked="" type="checkbox"/>	Unexpended	Unpaid	Upward	4801	Unexp-Up	
Unexpired	Anticipated	<input checked="" type="checkbox"/>	Unexpended	Unpaid	Downward	4801	Antic-Down	
Expired	Reimbursable	<input checked="" type="checkbox"/>	Expended	Unpaid	Downward	4901	Expended-Dov	
Expired	Unanticipated	<input checked="" type="checkbox"/>	Expended	Unpaid	Upward	4901	Expended-Up	



## Define Offset Accounts and Transaction Codes Window Description

**Table 14–1** *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 <b>Note:</b> 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 14–2, page 14-11.

**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 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 14–2 Define Transaction Search Criteria Window

Define Transaction Search Criteria

Type	From	To	
Include	0000.00-0103A.000000.0000	////.X4048.////.////	
Exclude	0000.00-0103A.461100.0000	////.X4048.////.////	
Exclude	0000.00-0103A.000000.0000	////.X4048.4609//.////	



## Define Transaction Search Criteria Window Description

**Table 14–2** *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







---

## Federal Reports Table Setup

This chapter describes federal reports table setup. The following sections are in this chapter:

- Definition, page 15-2
- Purpose, page 15-2
- Prerequisites, page 15-6
- Setting Up the SF 133 Table Procedure, page 15-7
- Setting Up Funds Availability Table Procedure, page 15-8
- Setting Up US SGL Accounts Table Procedure, page 15-9
- Setting Up FACTS Attributes Table Procedure, page 15-10
- Setting Up the Financial Statement Table Procedure, page 15-11



## 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/ussgl](http://www.fms.treas.gov/ussgl)

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 16-1.



## 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 16-1.

**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 16-1.

**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. 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.
8. 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 16-1.

**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.







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## Federal Report Definitions Setup

This chapter describes how to set up federal report definitions. The following sections are in this chapter:

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- Purpose, page 16-5
- Prerequisites, page 16-16
- Setting Up FMS Form 224 Report Definitions Procedure, page 16-17
- 224 and Reconciliation Report Definitions Window, page 16-18
- 224 and Reconciliation Report Definitions Window Description, page 16-19
- Setting Up FMS Form 1219/1220 Report Definitions Procedure, page 16-20
- FMS Form 1219/1220 Report Definitions Window, page 16-21
- FMS Form 1219/1220 Report Definitions Window Description, page 16-22
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- Define US SGL Accounts Window, Total Resources Tab, page 16-31
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- Define US SGL Accounts Window, Status of Resources Tab, page 16-33
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  - Define US SGL Accounts Window, SF133 Outlays Tab, page 16-35
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  - Define US SGL Accounts Window, Footnote Explanations Tab, page 16-41
  - Define US SGL Accounts Window Description, Footnote Explanations Tab, page 16-42
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  - Setting Up Financial Statement Report Window Procedure, page 16-60
  - Financial Statement Report Definitions Window, page 16-61
  - Financial Statement Report Definitions Window Description, page 16-63
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  - Report Line Details for Statement of Custodial Activity Window, page 16-69
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  - Report Line Details for Statement of Changes in Net Position Window, page 16-71
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## 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 62-1
- FMS Form 1219/1220 Report Procedures, page 64-1
- Funds Availability Reports Procedures, page 81-1



- SF 133 Report on Budget Execution Procedures, page 73-1
- FACTS II Report Procedures, page 70-1
- FACTS I Report Procedures, page 67-1
- Financial Statements Procedures, page 77-1

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 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. In addition, the ALC is assigned to the accounting flexfield 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 cannot be determined.

## **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.

Table 16–1 describes the agency activity for Example 1:

**Table 16–1 Example 1: Agency Activity**

<b>Account</b>	<b>Total Apportioned</b>
Account 4510 - Apportionments	(5,000,000)
Account 4610 - Allotments	(2,000,000)

Table 16–2 describes the entry to record the initial Apportionment for Example 1:

**Table 16–2 Example 1: Initial Apportionment**

<b>Credit/Debit</b>	<b>Account</b>	<b>Total Apportioned</b>
Debit	4450	5,000,000
Credit	4510	(5,000,000)



Table 16–3 describes the entry to record the Allotment for Example 1:

**Table 16–3 Example 1: Allotment**

Debit/Credit	Account	Total Apportioned
Debit	4510	2,000,000
Credit	4610	(2,000,000)

Table 16–4 describes the Balances for Example 1:

**Table 16–4 Example 1: Balances**

Account	Total Apportioned
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.

Table 16–5 describes the entry to record the initial Apportionment for Example 2:

**Table 16–5 Example 2: Initial Apportionment**

Debit/Credit	Account	Total Apportioned
Debit	4450	5,000,000
Credit	451001	(5,000,000)

Table 16–6 describes the entry to record the Allotment for Example 2:

**Table 16–6 Example 2: Allotment**

Debit/Credit	Account	Total Apportioned
Debit	451002	2,000,000
Credit	4610	(2,000,000)



Table 16–7 describes the Balances for Example 2:

**Table 16–7 Example 2: Balances**

<b>Account</b>	<b>Total Apportioned</b>
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 - Allotment
- 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
- Program Reporting Codes 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 SF133 Outlays tab captures criteria to perform Edit Check 8 - 133 Proof Edit as a quarterly edit in FACTS II.

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 38-1.

For information on the FACTS II edit check process, see FACTS II Procedures, page 69-1.

For information on the Cash Position Detail Report, see Cash Position Detail Report Procedures, page 45-1.

### **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 16–8 summarizes the authorizations codes provided in the Treasury Financial Manual (TFM).

**Table 16–8 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*
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.

### **Program Reporting Codes Window**

In the Program Reporting Codes window, users can perform the following tasks:

- define the segment of the Accounting Flexfield that is used to find the apportionment category attribute to report on FACTS II
- map values for the segment of the Accounting Flexfield to the program reporting code value

**Note:** The Program Reporting Codes window enables users to define the segment at the treasury symbol and fund level.

## **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 16–9 Report Line Calculation Example 1**

Calculation Sequence Number	Operator	Low	High
1	- (Minus)	Line 1	Line 2

### 2. Sum Lines 6 through 9

**Table 16–10 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 16–11 Report Line Calculation Example 3**

Calculation Sequence Number	Operator	Low	High
1	- (Minus)	Line 10	Line 11
2	- (Minus)	Sequence 1	Line 12
3	- (Minus)	Sequence 2	Line 13
4	- (Minus)	Sequence 3	Line 14



4. Calculate  $((3+16)-17)$ **Table 16–12 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 16–13 describes the format for Line 3 of the Statement of Changes in Net Position.

**Table 16–13 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 16–14 describes the format for Line 16 of the Statement of Changes in Net Position.

**Table 16–14 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

6. 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 General Ledger.

To define the Accounting Flexfield and set of books, see Oracle U.S. Federal Financials Setup Overview, page 2-1.

- ❑ SF 133 table setup must be completed.

To set up the SF 133 Report table, see Federal Reports Table Setup, page 15-1.

- ❑ 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 15-1.

- ❑ FACTS Attributes table setup must be completed.

To set up the FACTS table, see Federal Reports Table Setup, page 15-1.

- ❑ A bank account must be defined designating the Agency Location Code (ALC).

To define bank accounts, see Step 11. Define Bank Accounts, page 2-22.

- ❑ 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 15-8.



## 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 16-15, page 16-19.
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 16–1 224 and Reconciliation Report Definitions Window**

The screenshot shows a window titled "224 and Reconciliation Report Definitions". Inside the window is a table with three columns: "Account Type", "Account", and "Agency Location Code". The table contains several rows of data, with the first row highlighted. The "Account Type" column has a dropdown menu for each row, and the "Account" and "Agency Location Code" columns contain text values.

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 16–15** 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 <b>Note:</b> 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:

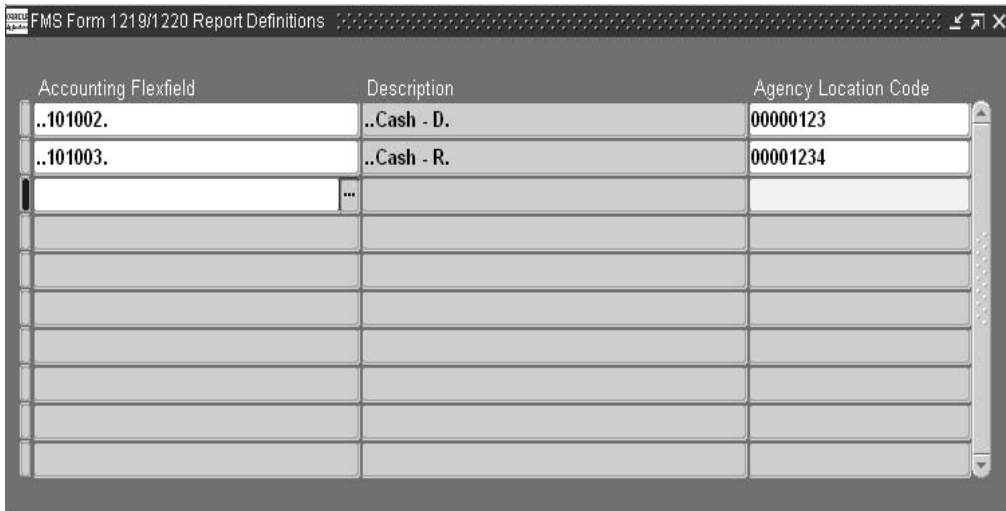
**Setup - Federal Report Definitions - FMS Form 1219/1220 - Setup**

2. Enter data in each field of the FMS Form 1219/1220 Report Definitions window as described in Table 16–16, page 16-22.
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 16–2 FMS Form 1219/1220 Report Definitions Window**



The screenshot displays the 'FMS Form 1219/1220 Report Definitions' window. It features a table with three columns: 'Accounting Flexfield', 'Description', and 'Agency Location Code'. The table contains two rows of data and several empty rows below. The first row shows '..101002.' in the Accounting Flexfield column, '..Cash - D.' in the Description column, and '00000123' in the Agency Location Code column. The second row shows '..101003.' in the Accounting Flexfield column, '..Cash - R.' in the Description column, and '00001234' in the Agency Location Code column. The third row is partially filled with '...' in the Description column. The window has a standard title bar and a scroll bar on the right side of the table.

Accounting Flexfield	Description	Agency Location Code
..101002.	..Cash - D.	00000123
..101003.	..Cash - R.	00001234
	...	



## FMS Form 1219/1220 Report Definitions Window Description

**Table 16–16** *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
Agency Location Code	required	list of values	Agency Location Code. Default ALC reported if an ALC from a bank account cannot be determined for a transaction; values include the ALCs defined for internal bank accounts in Payables or Receivables.



## 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 16–17, page 16-25.
3. Save or save and continue as follows:  
**File - Save or Save and Proceed**
4. Close the window.



# Funds Availability Report Definitions Window

Figure 16–3 Funds Availability Report Definitions Window

Funds Availability Report Definitions

Report

Funds Available - Total Resources

Column

Authority Brought Forward

Column Name

Authority Brought Forward

Account Assignments

From

To

1012	0000



## Funds Availability Report Definitions Window Description

**Table 16–17** *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
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 16–18, page 16-28.
3. Save or save and continue as follows:  
**File - Save or Save and Proceed**
4. Close the window.



## SF133 Report Definitions Window

*Figure 16–4 SF133 Report Definitions Window*

The screenshot shows 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 is a section titled 'SF 133 Report Lines Detail' which contains a table with three columns: 'Accounting Flexfield', 'Balance Type', and 'Additional Information'.

Accounting Flexfield	Balance Type	Additional Information
..4042	Ending	
..4141	Ending	
..4142	Ending	
..4392	Ending	RESCISSION



## SF133 Report Definitions Window Description

**Table 16–18 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, Total, Subtotal, or Subtotal-Do Not Display; 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(-)  <b>Note:</b> 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



**Table 16–18 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	<p>type of balance; Beginning, Begin-End, Ending, End-Begin; Debit Only, or Credit Only</p> <p><b>Note:</b> 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.</p>
Additional Information	optional		<p>additional information for Accounting Flexfield</p> <p><b>Note:</b> Enter rescission in the Additional Information field if rescission account.</p>



## 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 16–19, page 16-32 through Table 16–27, page 16-48.
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 16–5 Define US SGL Accounts Window, Total Resources Tab**

US SGL Account	Description	Normal Balance	Enabled	FACTS Reporting	Cash Position
1010	Fund Balance With Treas	Debit	<input checked="" type="checkbox"/>	I and II	<input checked="" type="checkbox"/>
1091	Other Cash 1	Debit	<input checked="" type="checkbox"/>	I	<input checked="" type="checkbox"/>
1092	Other Cash 2	Debit	<input checked="" type="checkbox"/>	I	<input checked="" type="checkbox"/>
1093	Other Cash 3	Debit	<input checked="" type="checkbox"/>	I	<input checked="" type="checkbox"/>
1099	Other Cash - formerly a	Debit	<input checked="" type="checkbox"/>	I	<input checked="" type="checkbox"/>
1110	Undeposited Collections	Debit	<input checked="" type="checkbox"/>	I	<input checked="" type="checkbox"/>
1111	test	Credit	<input checked="" type="checkbox"/>	II	<input type="checkbox"/>
1120	Imprest Funds	Debit	<input checked="" type="checkbox"/>	I and II	<input checked="" type="checkbox"/>



## Define US SGL Accounts Window Description, Total Resources Tab

**Table 16–19 Define US SGL Accounts Window Description, Total Resources Tab**

Field Name	Type	Features	Description
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
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 16–6** Define US SGL Accounts Window, Status of Resources Tab

Define US SGL Accounts

Total Resources   Status of Resources   SF133 Outlays   Year End Closing   Cancellations   Footnote Explanations

— Facts II Edit Checks —

US SGL Account	Description	Normal Balance	Enabled	FACTS Reporting	Begin/End	Debit/Credit	[ ]
1010	Fund Balance With Trez	Debit	<input checked="" type="checkbox"/>	I and II			
1091	Other Cash 1	Debit	<input checked="" type="checkbox"/>	I			
1092	Other Cash 2	Debit	<input checked="" type="checkbox"/>	I			
1093	Other Cash 3	Debit	<input checked="" type="checkbox"/>	I			
1099	Other Cash - formerly a	Debit	<input checked="" type="checkbox"/>	I			
1110	Undeposited Collections	Debit	<input checked="" type="checkbox"/>	I			
1111	test	Credit	<input checked="" type="checkbox"/>	II	Ending	Either	
1120	Imprest Funds	Debit	<input checked="" type="checkbox"/>	I and II			



## Define US SGL Accounts Window Description, Status of Resources Tab

Table 16–20 describes the Define US SGL Accounts window, Status of Resources tab. For information on the header columns, see Table 16–19, page 16-32.

**Table 16–20   Define US SGL Accounts Window Description, Status of Resources Tab**

Field Name	Type	Features	Description
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, SF133 Outlays Tab

**Figure 16–7 Define US SGL Accounts Window, SF133 Outlays Tab**

Define US SGL Accounts

Total Resources | Status of Resources | **SF133 Outlays** | Year End Closing | Cancellations | Footnote Explanations

US SGL Account

US SGL Account	Description	Normal Balance	Enabled	FACTS Reporting	— Facts II Edit Checks —				
					Obligations Incurred	Spending from Coll and PYA	Obligations as of 10/1	Obligations Transferred	Obligations Period End
1010	Fund Balance With Trez	Debit	<input checked="" type="checkbox"/>	I and II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1091	Other Cash 1	Debit	<input checked="" type="checkbox"/>	I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1092	Other Cash 2	Debit	<input checked="" type="checkbox"/>	I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1093	Other Cash 3	Debit	<input checked="" type="checkbox"/>	I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1099	Other Cash - formerly a	Debit	<input checked="" type="checkbox"/>	I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1110	Undeposited Collections	Debit	<input checked="" type="checkbox"/>	I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1111	test	Credit	<input checked="" type="checkbox"/>	II	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1120	Imprest Funds	Debit	<input checked="" type="checkbox"/>	I and II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## Define US SGL Accounts Window Description, SF133 Outlays Tab

Table 16–21 describes the Define US SGL Accounts window, SF133 Outlays tab. For information on the header columns, see Table 16–19, page 16-32.

**Table 16–21   Define US SGL Accounts Window Description, SF 133 Outlays Tab**

Field Name	Type	Features	Description
Obligations Incurred	optional	check box	includes accounts that require both the beginning and ending balance amounts for the calculation; balance type derived from the Status of Resources tab and Total Resources tab, respectively
Spending from Coll and PYA	optional	check box	spending from collections and PYA; includes accounts that require both the beginning and ending balance amounts for the calculation; balance type derived from the Status of Resources tab and Total Resources tab, respectively
Obligations as of 10/1	optional	check box	uses only beginning balances for the selected accounts
Obligations Transferred	optional	check box	report ending balances only for the selected accounts
Obligations Period End	optional	check box	report ending balances only for the selected accounts



## Define US SGL Accounts Window, Year End Closing Tab

**Figure 16–8 Define US SGL Accounts Window, Year End Closing Tab**

Define US SGL Accounts

Total Resources | Status of Resources | SF133 Outlays | **Year End Closing** | Cancellations | Footnote Explanations

— Facts II Edit Checks —

US SGL Account	Description	Normal Balance	Enabled	FACTS Reporting	Anticipated Items	Resource / Equity	Fund Balance with Treasury
						Begin/End	
1010	Fund Balance With Treasury	Debit	<input checked="" type="checkbox"/>	I and II	<input type="checkbox"/>	Resource	Ending <input checked="" type="checkbox"/>
1091	Other Cash 1	Debit	<input checked="" type="checkbox"/>	I	<input checked="" type="checkbox"/>		
1092	Other Cash 2	Debit	<input checked="" type="checkbox"/>	I	<input checked="" type="checkbox"/>		
1093	Other Cash 3	Debit	<input checked="" type="checkbox"/>	I	<input checked="" type="checkbox"/>		
1099	Other Cash - formerly a	Debit	<input checked="" type="checkbox"/>	I	<input checked="" type="checkbox"/>		
1110	Undeposited Collections	Debit	<input checked="" type="checkbox"/>	I	<input type="checkbox"/>		
1111	test	Credit	<input checked="" type="checkbox"/>	II	<input checked="" type="checkbox"/>		
1120	Imprest Funds	Debit	<input checked="" type="checkbox"/>	I and II	<input type="checkbox"/>	Resource	Ending <input type="checkbox"/>



## Define US SGL Accounts Window Description, Year End Closing Tab

Table 16–22 describes the Define US SGL Accounts window, Year End Closing tab.  
For information on the header columns, see Table 16–19, page 16-32.

**Table 16–22    Define US SGL Accounts Window Description, Year End Closing Tab**

Field Name	Type	Features	Description
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 16–9 Define US SGL Accounts Window, Cancellations Tab**

Define US SGL Accounts

Total Resources | Status of Resources | SF133 Outlays | 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	<input checked="" type="checkbox"/>	I and II	<input type="checkbox"/>
1091	Other Cash 1	Debit	<input checked="" type="checkbox"/>	I	<input type="checkbox"/>
1092	Other Cash 2	Debit	<input checked="" type="checkbox"/>	I	<input type="checkbox"/>
1093	Other Cash 3	Debit	<input checked="" type="checkbox"/>	I	<input type="checkbox"/>
1099	Other Cash - formerly a	Debit	<input checked="" type="checkbox"/>	I	<input type="checkbox"/>
1110	Undeposited Collections	Debit	<input checked="" type="checkbox"/>	I	<input type="checkbox"/>
1111	test	Credit	<input checked="" type="checkbox"/>	II	<input type="checkbox"/>
1120	Imprest Funds	Debit	<input checked="" type="checkbox"/>	I and II	<input type="checkbox"/>



## Define US SGL Accounts Window Description, Cancellations Tab

Table 16–23 describes the Define US SGL Accounts window, Cancellations tab. For information on the header columns, see Table 16–19, page 16-32.

**Table 16–23   Define US SGL Accounts Window Description, Cancellations Tab**

Field Name	Type	Features	Description
Cancelled Items	optional	check box	indicates item cancelled
[Descriptive Flexfield]	optional		user-customization field



## Define US SGL Accounts Window, Footnote Explanations Tab

**Figure 16–10 Define US SGL Accounts Window, Footnote Explanations Tab**

Define US SGL Accounts

Total Resources   Status of Resources   SF133 Outlays   Year End Closing   Cancellations   Footnote Explanations

— Facts II Edit Checks —

US SGL Account	Description	Normal Balance	Enabled	FACTS Reporting	General	Negative Receivables	Negative Payables
1010	Fund Balance With Treas	Debit	<input checked="" type="checkbox"/>	I and II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1091	Other Cash 1	Debit	<input checked="" type="checkbox"/>	I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1092	Other Cash 2	Debit	<input checked="" type="checkbox"/>	I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1093	Other Cash 3	Debit	<input checked="" type="checkbox"/>	I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1099	Other Cash - formerly a	Debit	<input checked="" type="checkbox"/>	I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1110	Undeposited Collections	Debit	<input checked="" type="checkbox"/>	I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1111	test	Credit	<input checked="" type="checkbox"/>	II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1120	Imprest Funds	Debit	<input checked="" type="checkbox"/>	I and II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# Define US SGL Accounts Window Description, Footnote Explanations Tab

Table 16–24 describes the Define US SGL Accounts window, Footnote Explanations tab. For information on the header columns, see Table 16–19, page 16-32.

**Table 16–24    Define US SGL Accounts Window Description, Footnote Explanations Tab**

Field Name	Type	Features	Description
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 16–11 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 Treas	Debit	<input checked="" type="checkbox"/>	I and II	<input type="checkbox"/>	<input type="checkbox"/>	
1091	Other Cash 1	Debit	<input checked="" type="checkbox"/>	I	<input type="checkbox"/>	<input type="checkbox"/>	
1092	Other Cash 2	Debit	<input checked="" type="checkbox"/>	I	<input type="checkbox"/>	<input type="checkbox"/>	
1093	Other Cash 3	Debit	<input checked="" type="checkbox"/>	I	<input type="checkbox"/>	<input type="checkbox"/>	
1099	Other Cash - formerly a	Debit	<input checked="" type="checkbox"/>	I	<input type="checkbox"/>	<input type="checkbox"/>	
1110	Undeposited Collections	Debit	<input checked="" type="checkbox"/>	I	<input type="checkbox"/>	<input type="checkbox"/>	
1111	test	Credit	<input checked="" type="checkbox"/>	II	<input type="checkbox"/>	<input type="checkbox"/>	
1120	Imprest Funds	Debit	<input checked="" type="checkbox"/>	I and II	<input type="checkbox"/>	<input type="checkbox"/>	



# Define US SGL Accounts Window Description, FMS Form 224 Validation Tab

Table 16–25 describes the Define US SGL Accounts window, FMS Form 224 Validation tab. For information on the header columns, see Table 16–19, page 16-32.

**Table 16–25    Define US SGL Accounts Window Description, FMS Form 224 Validation Tab**

Field Name	Type	Features	Description
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 16–12 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	<input checked="" type="checkbox"/>	I and II	<input type="checkbox"/>
1091	Other Cash 1	Debit	<input checked="" type="checkbox"/>	I	<input type="checkbox"/>
1092	Other Cash 2	Debit	<input checked="" type="checkbox"/>	I	<input type="checkbox"/>
1093	Other Cash 3	Debit	<input checked="" type="checkbox"/>	I	<input type="checkbox"/>
1099	Other Cash - formerly a	Debit	<input checked="" type="checkbox"/>	I	<input type="checkbox"/>
1110	Undeposited Collections	Debit	<input checked="" type="checkbox"/>	I	<input type="checkbox"/>
1111	test	Credit	<input checked="" type="checkbox"/>	II	<input type="checkbox"/>
1120	Imprest Funds	Debit	<input checked="" type="checkbox"/>	I and II	<input type="checkbox"/>



# Define US SGL Accounts Window Description, Prior Year Adjustments Tab

Table 16–26 describes the Define US SGL Accounts window, Prior Year Adjustments tab. For information on the header columns, see Table 16–19, page 16-32.

**Table 16–26    Define US SGL Accounts Window Description, Prior Year Adjustments Tab**

Field Name	Type	Features	Description
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 16–13 Define US SGL Accounts Window, Cash Position Tab

Define US SGL Accounts

Cancellations Footnote Explanations FMS Form 224 Validation Prior Year Adjustments Cash Position

US SGL Account	Description	Normal Balance	Enabled	FACTS Reporting	Cash Position
1010	Fund Balance With Treas	Debit	<input checked="" type="checkbox"/>	I and II	<input checked="" type="checkbox"/>
1091	Other Cash 1	Debit	<input checked="" type="checkbox"/>	I	<input checked="" type="checkbox"/>
1092	Other Cash 2	Debit	<input checked="" type="checkbox"/>	I	<input checked="" type="checkbox"/>
1093	Other Cash 3	Debit	<input checked="" type="checkbox"/>	I	<input checked="" type="checkbox"/>
1099	Other Cash - formerly a	Debit	<input checked="" type="checkbox"/>	I	<input checked="" type="checkbox"/>
1110	Undeposited Collections	Debit	<input checked="" type="checkbox"/>	I	<input checked="" type="checkbox"/>
1111	test	Credit	<input checked="" type="checkbox"/>	II	<input type="checkbox"/>
1120	Imprest Funds	Debit	<input checked="" type="checkbox"/>	I and II	<input checked="" type="checkbox"/>



## Define US SGL Accounts Window Description, Cash Position Tab

Table 16–27 describes the Define US SGL Accounts window, Cash Position tab. For information on the header columns, see Table 16–19, page 16-32.

**Table 16–27   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 16-28 - Table 16-29, page 16-52.

3. Save or save and continue as follows:

**File - Save or Save and Proceed**

4. Close the window.



# FACTS Attributes Window

Figure 16–14 FACTS Attributes Window, FACTS I Tab

FACTS Attributes

Account Number1110

FACTS ReportingI

Balance Type

- Beginning
- Ending
- Both

FACTS I

FACTS II

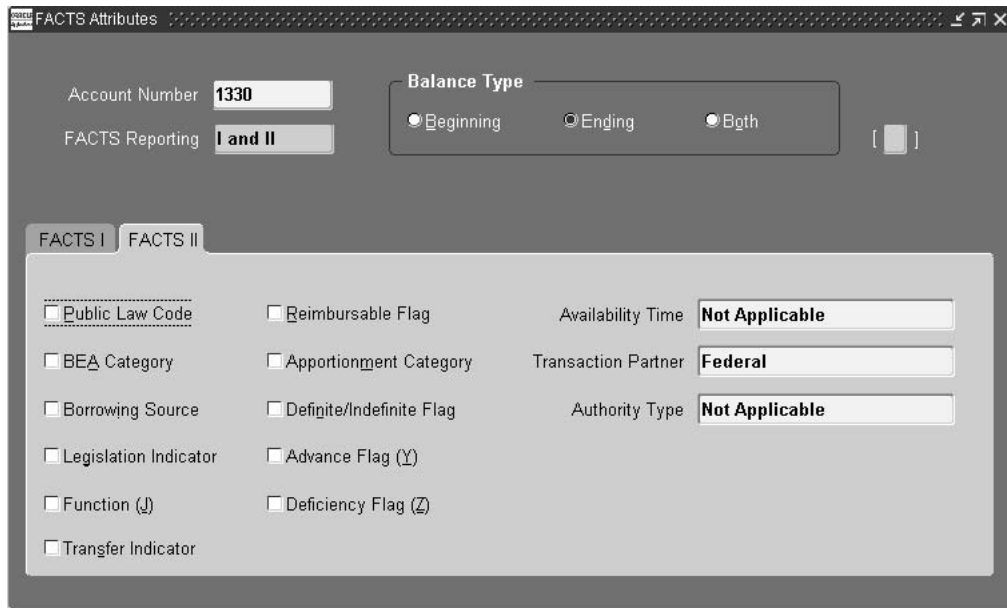
☒ Custodial/Non-Custodial

Exchange/Non-ExchangeNot Applicable

☐ Budget Subfunction

Federal/Non-FederalNon-Federal



**Figure 16–15** *FACTS Attributes Window, FACTS II Tab*

FACTS Attributes

Account Number **1330**

FACTS Reporting **I and II**

Balance Type  
☒ Beginning ☐ Ending ☒ Both

FACTS I | **FACTS II**

<input type="checkbox"/> Public Law Code	<input type="checkbox"/> Reimbursable Flag	Availability Time <b>Not Applicable</b>
<input type="checkbox"/> BEA Category	<input type="checkbox"/> Apportionment Category	Transaction Partner <b>Federal</b>
<input type="checkbox"/> Borrowing Source	<input type="checkbox"/> Definite/Indefinite Flag	Authority Type <b>Not Applicable</b>
<input type="checkbox"/> Legislation Indicator	<input type="checkbox"/> Advance Flag (Y)	
<input type="checkbox"/> Function (J)	<input type="checkbox"/> Deficiency Flag (Z)	
<input type="checkbox"/> Transfer Indicator		



## FACTS Attributes Window Description

**Table 16–28** *FACTS Attributes Window Description, FACTS I Tab*

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
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
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	<p>associates account number with appropriate Exchange/Non-exchange value; includes Either Exchange or Non-exchange, Exchange, Non-exchange, or Not Applicable</p> <p><b>Note:</b> 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.</p>
Federal/Non-Federal	required	list of values	<p>associates account number with appropriate Federal/Non-Federal value; includes Either Federal or Non-Federal, Federal, Non-Federal, or Not Applicable</p> <p><b>Note:</b> 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.</p>



**Table 16–29 FACTS Attributes Window Description, FACTS II Tab**

Field Name	Type	Features	Description
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 16-30, page 16-56.
3. Save or save and continue as follows:  
**File - Save or Save and Proceed**
4. Close the window.



## Define Other Authorization Codes Window

**Figure 16–16 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 16–30** *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; include treasury for Code 951 or public for Code 962
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 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



## Defining Program Reporting Codes Procedure

To define the program reporting codes, perform the following tasks.

1. Navigate to the Program Reporting Codes window as follows:

**Setup - FACTS II - Define Program Reporting Codes**

2. Enter data in each field of the Program Reporting Codes window as described in Table 16-31, page 16-59.
3. Save or save and continue as follows:  
**File - Save or Save and Proceed**
4. Close the window.



# Program Reporting Codes Window

Figure 16–17 Program Reporting Codes Window

Program Reporting Codes

Treasury SymbolAllFundAll-Category BSegmentProgram

☒ Use Program Reporting Code Mapping

Program Reporting Code Mapping

Segment Value	Program Reporting Code	Program Reporting Code Description
0001	001	Program A
1200	002	Program 1200
3201	008	Program 3201



## Program Reporting Codes Window Description

**Table 16–31** *Program Reporting Codes Window Description*

Field Name	Type	Features	Description
Treasury Symbol	required	list of values	treasury symbols for the set of books. The value All includes all the treasury symbols in the set of books.
Fund	required	list of values	fund values including All, All-Category A, All-Category B, or funds assigned to the treasury symbol selected. The combination of treasury symbol and fund must be unique.
Segment	required	list of values	all segments except the natural account segment of the Accounting Flexfield for the set of books
[Descriptive Flexfield]	optional		user-customization field
Use Program Reporting Code Mapping		check box	indicates if the values of the segment selected must be mapped to program reporting codes. If the segment is intended to capture the Program Reporting Code, then this check box should be set to No.  If the check box is selected, the Program Code Mapping region is enabled.
Segment Value	required	list of values	segment values of the segment selected  If the value All is entered, then there is only one record in the detail region for the Treasury Symbol/Fund combination.
Program Reporting Code	required		three digit numeric program code
Program Reporting Code Description	required		defaults from the initial Segment value selected
[Descriptive Flexfield]	optional		user-customization field



## 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 16-32, page 16-63 through Table 16-41, page 16-83.
3. Save or save and continue as follows:  
**File - Save or Save and Proceed**
4. Close the window.



# Financial Statement Report Definitions Window

Figure 16–18 Financial Statement Report Definitions Window

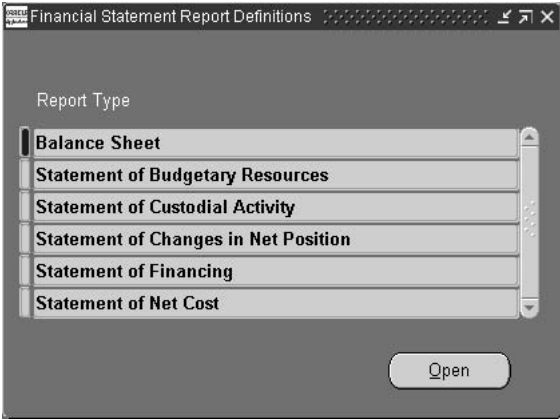


Figure 16–19 Report Lines Window for Balance Sheet, Statement of Budgetary Resources, Statement of Changes in Net Position, Statement of Financing, and Statement of Net Cost





**Figure 16–20** *Report Lines Window for Statement of Custodial Activity*

The screenshot shows a software window titled "Statement of Custodial Activity". Inside the window, there is a table with the following columns: "Sequence Number", "Type", "NumberLine", "Label", and "Natural Balance". The first row of data has the following values: "10" in the "Sequence Number" column, "Label" in the "Type" column, an empty field in the "NumberLine" column, "Revenue Activity:" in the "Label" column, and an empty field in the "Natural Balance" column. To the right of the "Natural Balance" column, there is a section labeled "By Recipient" with a vertical line and a small square checkbox. Below the table, there are three buttons: "Details", "Calculations", and "Footnotes".

Sequence Number	Type	NumberLine	Label	Natural Balance
10	Label		Revenue Activity:	

By Recipient

Details Calculations Footnotes



## Financial Statement Report Definitions Window Description

**Table 16–32 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
Sequence Number	required		report sequence number
Type	required	drop-down list	<p>line type; includes Label, Detail (+), Detail (-), Subtotal, Total, or Footnote.</p> <p>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.</p> <p>If users select Label, the Report Line Details region is not enabled for data entry.</p> <p>If users select Subtotal or Total, calculations must be entered in the Calculations window.</p> <p>If users select Footnote, they must enter a not associated with the given line. The footnote appears at the end of the financial statement. If users want to set up a report footnote, they must use sequence number of zero and enter text in the footnotes window. This footnote is printed first before any line footnotes.</p>
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	<p>account balance type; Debit or Credit</p> <p>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.</p> <p>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.</p>



**Table 16–32 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 or report



## Report Line Details for Balance Sheet Window

**Figure 16–21** *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 16–33**    *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	<p>indicates users must define a further breakdown of the Accounting Flexfield so that the account balances are not overstated.</p> <p><b>Note:</b> 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.</p>



# Report Line Details for Statement of Budgetary Resources Window

**Figure 16–22** *Report Line Details for Statement of Budgetary Resources Window*

Report Line Details for Statement of Budgetary Resources						
Column Definition						
Accounting Flexfield	Balance Type	Fund Category	Fund Status	Flexfield Needs Further Definition	Bud Col.	NBFA Col.
.4111	Ending			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
..4117	Ending			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
..4119	Ending			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
..4123	Ending			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
..4157	Ending			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## Report Line Details for Statement of Budgetary Resources Window Description

**Table 16–34 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	<p>indicates users must define a further breakdown of the Accounting Flexfield so that the account balances are not overstated.</p> <p><b>Note:</b> 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.</p>
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 16–23** *Report Line Details for Statement of Custodial Activity Window*

Report Line Details for Statement of Custodial Activity

Accounting Flexfield	Balance Type	Cust/Non-Cust	Flexfield Needs Further Definition
.5800	Ending		<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>



## Report Line Details for Statement of Custodial Activity Window Description

**Table 16–35 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	<p>indicates users must define a further breakdown of the Accounting Flexfield so that the account balances are not overstated.</p> <p><b>Note:</b> 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.</p>



# Report Line Details for Statement of Changes in Net Position Window

**Figure 16–24** 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			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
..3310	Beginning			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## Report Line Details for Statement of Changes in Net Position Window Description

**Table 16–36 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	<p>indicates users must define a further breakdown of the Accounting Flexfield so that the account balances are not overstated.</p> <p><b>Note:</b> 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.</p>
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 16–25 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			<input type="checkbox"/>
..4982	Ending			<input type="checkbox"/>
..4981	Ending			<input type="checkbox"/>
..4802	Ending-Beginning			<input type="checkbox"/>
..4882	Ending			<input type="checkbox"/>



## Report Line Details for Statement of Financing Window Description

**Table 16–37** *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	<p>indicates users must define a further breakdown of the Accounting Flexfield so that the account balances are not overstated.</p> <p><b>Note:</b> 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.</p>



# Report Line Details for Statement of Net Cost Window

**Figure 16–26** *Report Line Details for Statement of Net Cost Window*

Report Line Details for Statement of Net Cost

Accounting Flexfield	Balance Type	Fed Non Fed	Exch/Non-Exch	Cust/Non-Cust	Flexfield Needs Further Definition
..5100	Ending	Federal			<input type="checkbox"/>
..5909	Ending	Federal			<input type="checkbox"/>
..5900	Ending	Federal			<input type="checkbox"/>
..5509	Ending	Federal			<input type="checkbox"/>
..5500	Ending	Federal			<input type="checkbox"/>



## Report Lines Details for Statement of Net Cost Window Description

**Table 16–38** *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	<p>indicates users must define a further breakdown of the Accounting Flexfield so that the account balances are not overstated.</p> <p><b>Note:</b> 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.</p>



# Report Line Calculations Window for Balance Sheet, Statement of Custodial Activity, Statement of Financing, and Statement of Net Cost

**Figure 16–27** *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 16–39 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	<p>report line numbers and calculation sequence numbers for selected line for low range</p> <p>Users can select a mix of report lines and calculations sequences. For example, select a Low range that is a Report Line Number and a High range that is a Calculation Sequence Number.</p> <p>At least one Low-High range must be given for each line that is a Subtotal or Total type.</p> <p>Users must save each calculation sequence record before entering the next row.</p> <p>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.</p>
High	required	list of values	<p>report line numbers and calculation sequence numbers for selected line for High range</p> <p>Users can select a mix of report lines and calculations sequences. For example, select a Low range that is a Report Line Number and a High range that is a Calculation Sequence Number.</p> <p>At least one Low-High range must be given for each line that is a Subtotal or Total type.</p> <p>Users must save each calculation sequence record before entering the next row.</p> <p>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.</p>



## Report Line Calculations for Budgetary Resources Window

**Figure 16–28** *Report Line Calculations for Budgetary Resources Window*

Calculation Sequence Number	Operator	Low	High	Budget Col.	NBFA Col.
10	Sum	Line 30	Line 200	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>



# Report Line Calculations for Budgetary Resources Window Description

**Table 16–40** *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	<p>report line numbers and calculation sequence numbers for selected line for Low range</p> <p>Users can select a mix of report lines and calculations sequences. For example, select a Low range that is a Report Line Number and a High range that is a Calculation Sequence Number.</p> <p>At least one Low-High range must be given for each line that is a Subtotal or Total type.</p> <p>Users must save each calculation sequence record before entering the next row.</p> <p>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.</p>



**Table 16–40 Report Line Calculations for Budgetary Resources Window Description**

Field Name	Type	Features	Description
High	required	list of values	<p>report line numbers and calculation sequence numbers for selected line for High range</p> <p>Users can select a mix of report lines and calculations sequences. For example, select a Low range that is a Report Line Number and a High range that is a Calculation Sequence Number.</p> <p>At least one Low-High range must be given for each line that is a Subtotal or Total type.</p> <p>Users must save each calculation sequence record before entering the next row.</p> <p>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.</p>
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 16–29 Report Line Calculations for Changes in Net Position Window

Report Line Calculations for Changes in Net Position

Calculation Sequence Number	Operator	Low	High	Cum Res	Unexp Approp
10	Plus(+)	Report Seq 10	Report Seq 20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>



## Report Line Calculations for Changes in Net Position Window Description

**Table 16–41** *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	<p>report line numbers and calculation sequence numbers for selected line for Low range</p> <p>Users can select a mix of report lines and calculations sequences. For example, select a Low range that is a Report Line Number and a High range that is a Calculation Sequence Number.</p> <p>At least one Low-High range must be given for each line that is a Subtotal or Total type.</p> <p>Users must save each calculation sequence record before entering the next row.</p> <p>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.</p>



**Table 16–41 Report Line Calculations for Changes in Net Position Window Description**

Field Name	Type	Features	Description
High	required	list of values	<p>report line numbers and calculation sequence numbers for selected line for High range</p> <p>Users can select a mix of report lines and calculations sequences. For example, select a Low range that is a Report Line Number and a High range that is a Calculation Sequence Number.</p> <p>At least one Low-High range must be given for each line that is a Subtotal or Total type.</p> <p>Users must save each calculation sequence record before entering the next row.</p> <p>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.</p>
Cum Res	optional	check box	indicates that the calculation for the report detail line is applicable to the cumulative results column
Unexp Approp	optional	check box	indicates that the calculation for the report detail line is applicable to the unexpended appropriations column



## Footnotes Window

*Figure 16–30 Footnotes Window*





## Footnotes Window Description

**Table 16–42** *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



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## Enhanced Transaction Codes Setup

This chapter describes how to set up enhanced transaction codes. The following sections are in this chapter:

- Definition, page 17-2
- Purpose, page 17-2
- Setting Up Enhanced Transaction Codes in Receivables Procedure, page 17-6
- Define Enhanced Transactions Window, Receivables, page 17-7
- Define Enhanced Transactions Window Description, Receivables, page 17-8
- Setting Up Enhanced Transaction Codes in Payables and Purchasing Procedure, page 17-10
- Define Enhanced Transactions Window, Payables and Purchasing, page 17-11
- Define Enhanced Transactions Window Description, Payables and Purchasing, page 17-13
- Setting Up Enhanced Transaction Codes in Federal Financials Procedure, page 17-15
- Define Enhanced Transactions Window, Federal Financials, page 17-16
- Define Enhanced Transactions Window Description, Federal Financials, page 17-17



## 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 17–1, page 17-8.
3. Save or save and continue as follows:  
**File – Save or Save and Proceed**
4. Close the window.



## Define Enhanced Transactions Window, Receivables

**Figure 17–1** 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
<b>AR Inv1</b>	<b>Federal Invoice</b>



## Define Enhanced Transactions Window Description, Receivables

**Table 17–1 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
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 <b>Note:</b> 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 <b>Note:</b> 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 17–1 Define Enhanced Transactions Window Description, Receivables**

Field Name	Type	Features	Description
Transaction Code List	optional	check box	<p>indicates whether additional transaction codes other than the default transaction code can be assigned to a transaction event</p> <p><b>Note:</b> If the Transaction Code List is selected, Oracle recommends that users select updateable as well so that the Transaction Code list can be updated. However, this is not required.</p>
[Descriptive Flexfield]	optional		user-customization field
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 17-2, page 17-13.
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 17–2 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. The table has a vertical scrollbar on the right side.

Transaction Code	Description
Inv Exp2	Invoice for Expense Item



Figure 17–3 Define Enhanced Transactions Window, Purchasing

Define Enhanced Transactions

ApplicationOracle Public Sector Purchasing

Activity NameStandard/Planned PO

User NameABEYER

Responsibility NamePurchasing Buyer

Events

Transaction EventPO-110

Description

Charge Account2000.0100A.4201.0000.01.0001.P

Default Transaction CodeInv Asset2

☒ Required

☐ Updateable

☐ Transaction Code List

Transaction Code List

Transaction Code	Description



## Define Enhanced Transactions Window Description, Payables and Purchasing

**Table 17–2 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
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  <b>Note:</b> 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
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 17-1, page 17-17.
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 17–4** Define Enhanced Transactions Window, Federal Financials

**Define Enhanced Transactions**

Application: **Oracle Federal Financials** Activity Name: **Cash Receipts**

**Events**

Transaction Event: **Fed Cash Receipts** Description: **Fed Cash Receipts**

Default Transaction Code: **Collect1** ☐ Required ☒ Updateable ☒ Transaction Code List

**Transaction Code List**

Transaction Code	Description
<b>Collect1</b>	<b>Std Collection</b>



## Define Enhanced Transactions Window Description, Federal Financials

**Table 17–3 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
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  <b>Note:</b> 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  <b>Note:</b> If the Transaction Code List is selected, Oracle 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	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, page 18-2
- Purpose, page 18-2
- Prerequisites, page 18-3
- Defining Payment Terms Types Procedure, page 18-4
- Define Payment Terms Types Window, page 18-5
- Define Payment Terms Types Window Description, page 18-6



## 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 2-20.

- ❑ 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 2-20.



## 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 18–1, page 18-6.
3. Save or save and continue as follows:

**File - Save or Save and Proceed**

4. Close the window.



## Define Payment Terms Types Window

**Figure 18–1** *Define Payment Terms Types Window*

The screenshot shows a window titled "Define Payment Terms Types". It is divided into two main sections: "AP Terms" and "Payment Terms Types".

**AP Terms**

- Name: **Prompt Net 30**
- Description: **Prompt Payment due in 30 days**

**Payment Terms Types**

- Terms Type: **PROMPT PAY**
- Description: **Compares Terms Date Against Goods/Services Receipt Date**
- Constructive Acceptance Days: **7**
- Invoice Return Days: **5**

There is a small icon in the bottom right corner of the window.



# Define Payment Terms Types Window Description

**Table 18–1    Define Payment Terms Types Window Description**

Field Name	Type	Features	Description
Name	required	list of values	terms
Description	default, display only		description of terms
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, page 19-2
- Purpose, page 19-2
- Defining Holiday/Non-Working Dates Procedure, page 19-3
- Holiday/Non-Working Dates Window, page 19-4
- Holiday/Non-Working Dates Window Description, page 19-5



## 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 42-1.

## 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:

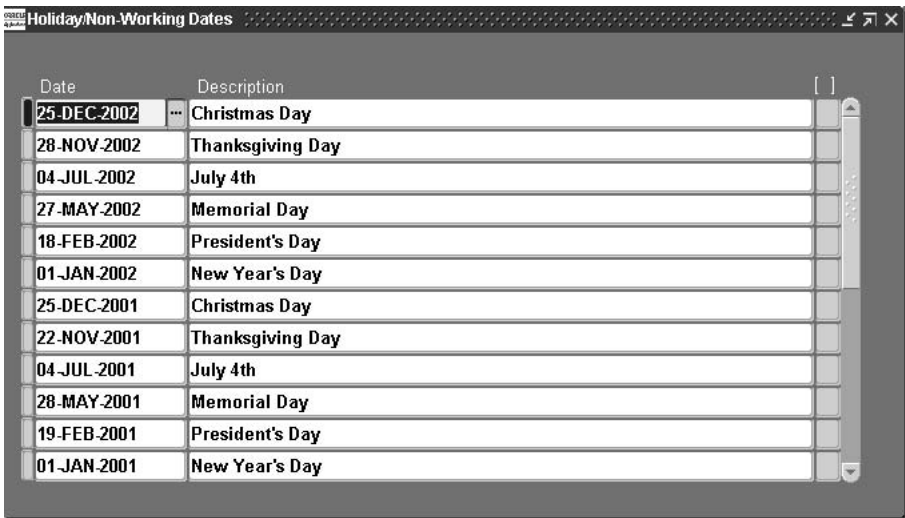
**Payables Management - Define - Holiday/Non-Working Dates**

2. Enter data in each field of the Holiday/Non-Working Dates window as described in Table 19-1, page 19-5.
3. Save or save and continue as follows:  
**File - Save or Save and Proceed**
4. Close the window.



# Holiday/Non-Working Dates Window

Figure 19–1 Holiday/Non-Working Dates Window



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 19–1** *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







---

## Current Value of Funds Setup

This chapter describes setting up current value of funds rates. The following sections are in this chapter:

- Definition, page 20-2
- Purpose, page 20-2
- Prerequisites, page 20-3
- Defining Current Value of Funds Procedure, page 20-4
- Define Fund Rates Window, page 20-5
- Define Fund Rates Window Description, page 20-6



## 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 2-8.



## 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 20-1, page 20-6.
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 20–1** *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 a percentage sign, and "Effective Date" with the value "01-OCT-2000". Below these fields is a section titled "Funds Rate History" which contains a table. The table has three columns: "Rate %", "From", and "To". The first row of the table contains the values "10.00" and "01-JAN-1990". The table has 10 rows in total, and the first row is highlighted. 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 20–1**    *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 <b>Note:</b> only one rate per start date
Rate %	display only		fund rate
From	display only		start date for this rate; must be today's date or later
To	display only		end date for this rate <b>Note:</b> 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, page 21-2
- Purpose, page 21-2
- Excluding Payments from Agency Offset Procedure, page 21-3
- Treasury Offset Exclusion Criteria Window, page 21-4
- Treasury Offset Exclusion Criteria Window Description, page 21-7



## 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 21-1, page 21-7.
3. Save or save and continue as follows:  
**File - Save or Save and Proceed**
4. Close the window.



# Treasury Offset Exclusion Criteria Window

Figure 21–1 Treasury Offset Exclusion Criteria Window, Suppliers Region

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 21–2 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		<input type="checkbox"/>
Employee	01-MAR-2002		<input type="checkbox"/>
Federal	01-JAN-2002		<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

**Figure 21–3 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		<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>



Figure 21–4 Treasury Offset Exclusion Criteria Window, Pay Groups Region

Treasury Offset Exclusion Criteria

Show **Pay Groups**

Pay Group	Effective Dates		[ ]
	Start	End	
CTX ACH			
ECS ACH	05-APR-2002		
FACTS I	25-FEB-2002		
Employee	01-JAN-2002		...



## Treasury Offset Exclusion Criteria Window Description

**Table 21–1 Treasury Offset Exclusion Criteria Window Description**

Field Name	Type	Features	Description
<b>Suppliers Region</b>			
Supplier Name	required	list of values	supplier name; includes suppliers with active pay sites for the operating unit associated with the user's responsibility <b>Note:</b> 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 <b>Note:</b> 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.
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 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.
Start	optional	list of values: calendar	effective start date
End	optional	list of values: calendar	effective end date
[Descriptive Flexfield]	optional		user-customization field



**Table 21–1 Treasury Offset Exclusion Criteria Window Description**

Field Name	Type	Features	Description
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.
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 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.
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, page 22-2
- Purpose, page 22-2
- Prerequisites, page 22-3
- Mapping Employee Payment Type Procedure, page 22-4
- Employee Payment Type Mapping Window, page 22-5
- Employee Payment Type Mapping Window Description, page 22-6



## Definition

The Employee Payment Type Mapping window enables users to report the payment type on the following:

- ECS PPD/PPD+ Employee Payment Formats
- ECS NCR Check Payment Format
- Bulk Data PPD+ Payment Formats
- Bulk Data Salary/Travel NCR Payment Formats
- Bulk Data NCR Payment Formats
- SPS PPD/PPD+ Employee Payment Formats
- SPS NCR Check Payment Format

This is accomplished by mapping the pay groups established in the Oracle Public Sector Purchasing Lookup window to the Payment Types defined by the Financial Management System (FMS). One 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+, NCR Check, Bulk Data PPD+, Bulk Data Salary/Travel NCR, Bulk Data NCR, SPS PPD/PPD+, and SPS NCR payment formats and the Employee Payment Types for Pay Groups in the Oracle Public Sector Purchasing Lookup window.

To define Pay Groups, see Step 29B. Define Oracle Public Sector Purchasing Lookups, page 2-45.



## Mapping Employee Payment Type Procedure

To map Pay Groups to Employee Payment Types, perform the following steps.

1. In Federal Financials, navigate to the Employee Payment Type Mapping window as follows:

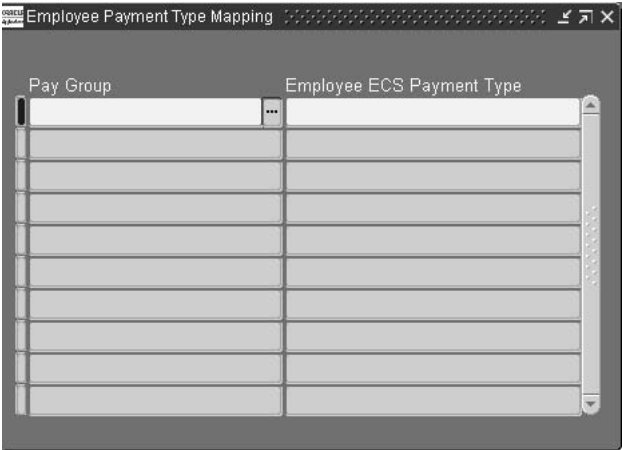
**Payables Management - Define - Employee Payment Type Mapping**

2. Enter data in the Employee Payment Type Mapping as described in Table 22-1, page 22-6.
3. Save or save and continue as follows:  
**File - Save or Save and Proceed**
4. Close the window.



# Employee Payment Type Mapping Window

Figure 22–1 Employee Payment Type Mapping Window





# Employee Payment Type Mapping Window Description

**Table 22–1**   *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 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, page 23-2
- Purpose, page 23-2
- Prerequisites, page 23-3
- Setting Up Oracle Public Sector Receivables Eligibility Procedure, page 23-5
- Receivables Eligibility Window, page 23-6
- Receivables Eligibility Window Description, page 23-7
- Setting Up Customer and Vendor Cross References Procedure, page 23-8
- Customer Vendor Cross Reference Window, page 23-9
- Customer Vendor Cross Reference Window Description, page 23-10



## 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
- 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 Dispute, Hold, or Sent to Debt Management can be excluded from offset.

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 13. Define Transaction Flexfield Structure, page 2-26.

- ❑ 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 14. Define Lookups, page 2-31.

- ❑ 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 17. Define Transaction Types, page 2-32.

- ❑ 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 18. Define Transaction Sources, page 2-34.

- ❑ A unit of measure for EACH must be defined in Oracle Public Sector Receivables.

To define units of measure, see Step 26. Define Units of Measure, page 2-42.

- ❑ 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*.



- ❑ 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 23-1, page 23-7.
3. Save or save and continue as follows:  
**File - Save or Save and Proceed**
4. Close the window.



# Receivables Eligibility Window

Figure 23–1 Receivables Eligibility Window

Oracle  
Financials

Receivables Eligibility

Invoice Past Due Days

Low0

High360

Effective Dates

From01-JAN-1990

To

Transaction Codes

ARAR Inv2

AP

Collector Call Action Codes

Include

CREDIT MEMO

Exclude

XDUNNING



# Receivables Eligibility Window Description

**Table 23–1 Receivables Eligibility Window Description**

Field Name	Type	Features	Description
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.
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
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
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 23–2, page 23-10.
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:

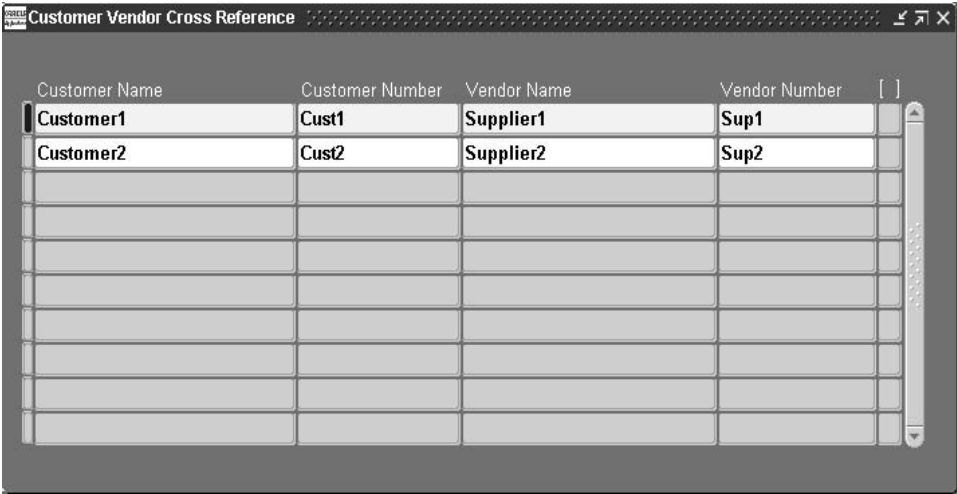
**File - Save or Save and Proceed**

6. Close the window.



# Customer Vendor Cross Reference Window

Figure 23–2 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 23–2   Customer Vendor Cross Reference Window Description**

Field Name	Type	Features	Description
Customer Name	required	list of values	customer name  <b>Note:</b> Enter customer name or customer number. Customer name is automatically entered if customer number selected from list of values.  <b>Note:</b> 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  <b>Note:</b> Enter vendor name or vendor number. Vendor name is automatically entered if vendor number selected from list of values.  <b>Note:</b> 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, page 24-2
- Purpose, page 24-2
- Setting Up the Delinquent Invoice Referral Procedure, page 24-3
- Delinquent Invoice Referral Definitions Window, page 24-4
- Delinquent Invoice Referral Definitions Window Description, page 24-5



## 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 24-1, page 24-5.
3. Save or save and continue as follows:  
**File - Save or Save and Proceed.**
4. Close the window.



# Delinquent Invoice Referral Definitions Window

Figure 24–1 Delinquent Invoice Referral Definitions Window

Delinquent Invoice Referral Definitions

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 24–1 Delinquent Invoice Referral Definitions Window Description**

Field Name	Type	Features	Description
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	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
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







---

## Finance Charges Setup

This chapter describes defining finance charges for receivables management. The following sections are in this chapter:

- Definition, page 25-2
- Purpose, page 25-2
- Prerequisites, page 25-3
- Defining Finance Charges Procedure, page 25-4
- Define Finance Charges Window, page 25-5
- Define Finance Charges Window Description, page 25-7



## 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 59-1.

## 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 2-1.

- ❑ 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 17. Define Transaction Types, page 2-32.

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 25-1 - Table 25-2, page 25-7.
3. Save or save and continue as follows:  
**File - Save or Save and Proceed**
4. Close the window.



## Define Finance Charges Window

**Figure 25–1 Define Finance Charges Window, Charges Tab**

Define Finance Charges

Charge Type	<b>PENALTY</b>	Invoice Suffix	<b>PEN</b>	<input checked="" type="checkbox"/> Enabled
Description	<b>Penalty Charges</b>	Category	<b>Penalties</b>	
Grace Period	<b>0</b>	Priority	<b>10</b>	
First Accrual	<b>2</b>	Accrual Interval	<b>1</b>	
Transaction Type	<b>Federal DM (Penalty)</b>	Batch Source Name	<b>FED Finance Charges</b>	
Receivable Activity	<b>Penalty and Admin Charges</b>	Transaction Code		[ ]

Charges Customers

New Charge

Rate %	Amount	Accrual Type	Frequency	Start Date
		<b>Simple</b>		<b>28-AUG-2002</b>

History

Rate %	Amount	Accrual Type	Frequency	Start Date	End Date
<b>6.0000</b>		<b>Simple</b>		<b>01-JAN-1990</b>	



Figure 25–2 Define Finance Charges Window, Customers Tab

Define Finance Charges

Charge TypePENALTY

DescriptionPenalty Charges

Grace Period0

First Accrual2

Transaction TypeFederal DM (Penalty)

Receiveable ActivityPenalty and Admin Charges

Invoice SuffixPEN

CategoryPenalties

Priority10

Accrual Interval1

Batch Source NameFED Finance Charges

Transaction Code

☒ Enabled

ChargesCustomers

Customer Class	Enabled
Non-Federal	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>



## Define Finance Charges Window Description

**Table 25–1** Define Finance Charges Window Description, Charges Tab

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  <b>Note:</b> 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  <b>Note:</b> When disabled, it prevents new charges from being assigned as well as stops accrual of existing invoices assigned that charge.
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
Rate %	required		percentage; not allowed if Amount entered; must be greater than zero



**Table 25–1 Define Finance Charges Window Description, Charges Tab**

Field Name	Type	Features	Description
Amount	required		flat amount; not allowed if Rate % entered; must be greater than zero
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
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

**Table 25–2 Define Finance Charges Window Description, Customers Tab**

Field Name	Type	Features	Description
Customer Class	required	list of values	receivables customer class
Enabled	required	check box	indicates charge type to be accrued for receivables customer class



---

## Transaction Codes Mapping Setup

This chapter describes setup of the finance transaction codes. The following sections are in this chapter:

- Definition, page 26-2
- Purpose, page 26-2
- Mapping Transaction Codes Procedure, page 26-3
- Transaction Codes Mapping Window, page 26-5
- Transaction Codes Mapping Window Description, page 26-5



## Definition

The Transaction Codes Mapping window stores information needed for the Cash Receipt process.

For information on the Cash Receipt Process, see Receivables Management Process, page 58-1.

## Purpose

The Transaction Codes Mapping window maps the finance charge debit memo transaction code to the transaction code for the receipt application of the finance charge. When the Cash Receipt process applies a finance charge debit memo to a receipt, the process determines the transaction code for the receipt application of the finance charge debit memo. The process determines this by finding the transaction code of the finance charge debit memo and assigns the transaction code for the receipt application based on the mapping defined in the Transaction Codes Mapping window.



## Mapping Transaction Codes Procedure

To map transaction codes, perform the following steps.

1. In Federal Financials, navigate to the Transaction Codes Mapping window as follows:  
**Receivables Management - Define - Transaction Code Mapping**
2. Enter data in each field of the Transaction Codes Mapping window as described in Table 26-1, page 26-5.
3. Save or save and continue as follows:  
**File - Save or Save and Proceed**
4. Close the window.



# Transaction Codes Mapping Window

Figure 26–1 Transaction Codes Mapping Window

Transaction Codes Mapping

Operating Unit

FED-ORG1A

Document Type

RECEIPT

Finance Charge Transaction Code

Debit Memo	Receipt	Start Date	End Date
A186	A162	31-DEC-2002	31-DEC-2002
PACFC	PACFCRC	01-JAN-1990	01-FEB-1990
PACFC	PACFCRC	02-FEB-1990	



## Transaction Codes Mapping Window Description

**Table 26–1** *Transaction Codes Mapping Window Description*

Field Name	Type	Features	Description
Operating Unit	display only		operating unit that defaults from the user organization
Document Type	required	list of values	document type
[Descriptive Flexfield]	optional		user-customization field
Debit Memo	required	list of values	finance charge transaction code
Receipt	required	list of values	finance charge receipt transaction code
Start Date	required	list of values: calendar	transaction code effective start date. The same finance charge or debit memo transaction code can exist as long as the dates do not overlap.
End Date	optional	list of values: calendar	date transaction code no longer effective







---

## Receivable Types Setup

This chapter describes how to set up receivable types. The following sections are in this chapter:

- Definition, page 27-2
- Purpose, page 27-2
- Prerequisites, page 27-3
- Setting Up Receivable Types Procedure, page 27-4
- Receivable Types Window, page 27-5
- Receivable Types Window Description, page 27-6



## 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 17. Define Transaction Types, page 2-32.



## 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 27-1, page 27-6.
3. Save or save and continue as follows:  
**File - Save or Save and Proceed**
4. Close the window.



# Receivable Types Window

**Figure 27–1** *Receivable Types Window*

The screenshot shows a window titled "Receivable Types". At the top, there is a label "Receivable Type" followed by a text box containing "Direct Loans". Below this is a table with two columns: "Transaction Type" and "Description". The table has several rows, with the first two rows populated with data. The first row shows "Invoice" as the Transaction Type and "Regular Invoice" as the Description. The second row shows "Projects Invoice" as the Transaction Type and "Projects Invoice" as the Description. The third row shows an empty Transaction Type field, an ellipsis (...) in the Description field, and a small icon in the rightmost column. The remaining rows are empty. A vertical scrollbar is visible on the right side of the table.

Transaction Type	Description	[ ]
Invoice	Regular Invoice	
Projects Invoice	Projects Invoice	
	...	



# Receivable Types Window Description

**Table 27–1    *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, page 28-2
- Purpose, page 28-2
- Prerequisites, page 28-3
- Setting Up Year-End Closing Definitions Procedure, page 28-4
- Year End Closing Window, page 28-5
- Year End Closing Window Description, page 28-6
- Copying Year-End Information Procedure, page 28-7
- Copy Year End Information Window, page 28-8
- Copy Year End Information Window Description, page 28-9



## 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 86-1
- Year-End Closing Process, page 85-1

## 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 2-12.

- ❑ Treasury account codes must be defined.

To define treasury account codes, see Treasury Account Codes Setup, page 6-1.

- ❑ Appropriation parameters must be defined prior to performing the year-end close.

To enter and update appropriation parameters, see Appropriation Parameters Setup, page 9-1.



## 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 28-1, page 28-6.
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 28–1** 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
<b>Expired</b>	<b>1000</b>	<b>1120</b>



## Year End Closing Window Description

**Table 28–1** 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  <b>Note:</b> 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 Number	required		sequence order for processing
[Descriptive Flexfield]	optional		user-customization field
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.
From	required	list of values	general ledger from account; includes parent and child account values  <b>Note:</b> 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 28-4.
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 28–2 Copy Year End Information Window

Copy Year End Information

	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 28–2** *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

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## 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 29–1 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 5-1.



## 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 30–1** *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







# Part III

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## Budget Execution







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## Budget Execution Process

This chapter describes the Budget Execution process. The following sections are in this chapter:

- Definition, page 31-2
- Overview, page 31-2
- Budget Execution Process Flow Diagram, page 31-3
- Budget Execution Process, page 31-4



## 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.

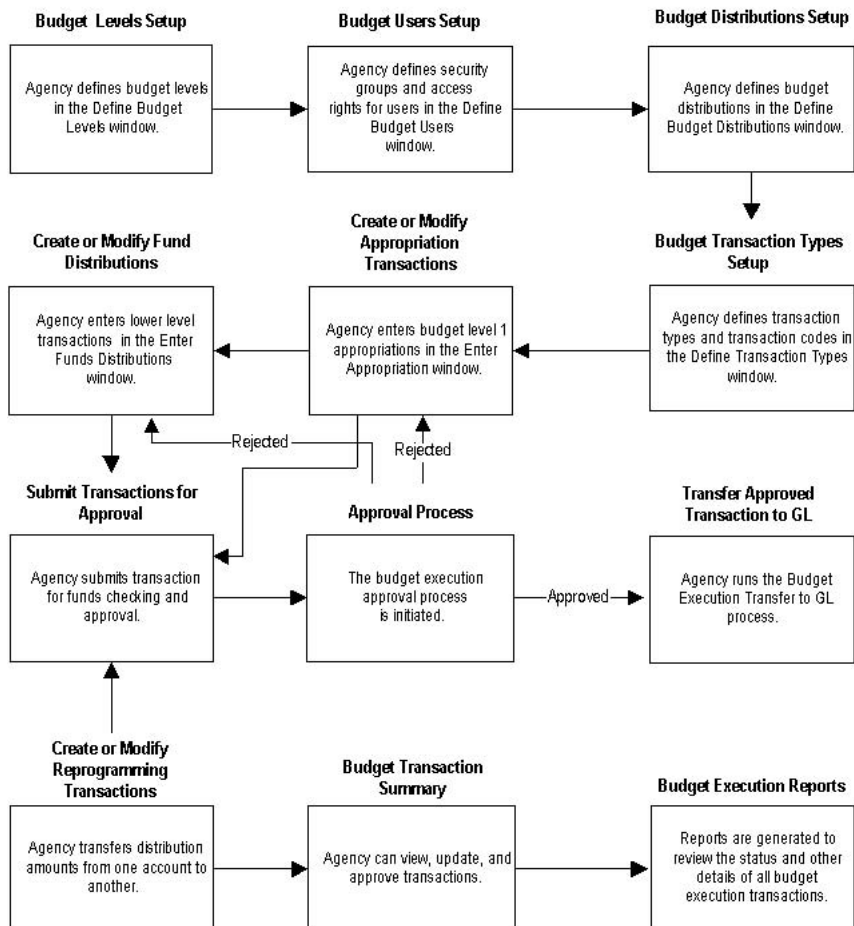
For information on FACTS II reporting, see FACTS II Report Procedures, page 70-1.



## Budget Execution Process Flow Diagram

Figure 31-1 shows the budget execution process flow diagram as described in Process, page 31-5.

**Figure 31-1 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



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## Budget Execution Transaction Procedures

This chapter describes the transaction procedures for Budget Execution Federal Financials. The following sections are in this chapter:

- Definition, page 32-2
- Overview, page 32-2
- Prerequisites, page 32-8
- Entering Appropriations Procedure, page 32-9
- Enter Appropriation [Budget Level 1] Window, page 32-10
- Enter Appropriation [Budget Level 1] Window Description, page 32-12
- Entering Funds Distributions Procedure, page 32-19
- Enter Funds Distribution [Budget Level 2 and 3] Window, page 32-17
- Enter Funds Distribution [Budget Level 2 and 3] Window Description, page 32-19
- Funds Check Result Window, page 32-21
- Funds Check Result Window Description, page 32-22
- Approve Document Window, page 32-23
- Approve Document Window Description, page 32-24
- Approving Budget Execution Notifications Procedure, page 32-25
- Reprogramming Transactions Procedure, page 32-26
- Re-programming Transactions Window, page 32-27
- Re-programming Transactions Window Description, page 32-29
- Transferring Budget Execution Transactions to General Ledger Procedure, page 32-30



## 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 34-3.

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 34-3.



## **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 13-7.

- ❑ 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 13-10.

- ❑ Transaction types must be defined.

To define transaction types, see Defining Budget Transaction Types Procedure, page 13-19.

- ❑ 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 13-15.

- ❑ 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 13-7.

- ❑ 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 3-1.



## 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 32-1 - Table 32-2, page 32-12.

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 32-5, page 32-24.

6. Save or save and continue as follows:

**File - Save or Save and Proceed**

7. Close the window.



## Enter Appropriation [Budget Level 1] Window

**Figure 32–1** Enter Appropriation [Budget Level 1] Window, Main Tab

**Enter Appropriation (FED-SOB1)**

Document Number	<b>R111-1</b>	Transaction Date	<b>18-JAN-2001</b>	Established FY	<b>2001</b>
Treasury Symbol	<b>36-01-0100</b>	Time Frame	<b>One Year</b>	Expiration	<b>30-SEP-2001</b>
Fund Value	<b>0100A</b>	Category	<b>A - Direct</b>	Cancellation	<b>01-OCT-2006</b>
Distribution	<b>2001.0100A.4119.</b>	Status	<b>Approved, Reserv</b>	Document Total	<b>20,000,000.00</b>
Description	<b>Fiscal Year 2001.Default Fund - Cat A.Cohort Year 2001.</b>			Source	<b>Manual</b>

[ ]

Main | Transfers

**Main**

Rev GL Date	Transaction Type	Transaction Code	Increase/Decrease	Transaction Amount	PL Code	Advance Type	Transferred to GL
31-JAN-2001	Appropriation	Approp1	Increase	20,000,000.00			<input checked="" type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>

Check Fund... Approve...



**Figure 32–2 Enter Appropriation [Budget Level 1] Window, Transfers Tab**

Enter Appropriation (FED-SOB1)

Document Number	<b>R111-1</b>	Transaction Date	<b>18-JAN-2001</b>	Established FY	<b>2001</b>
Treasury Symbol	<b>36-01-0100</b>	Time Frame	<b>One Year</b>	Expiration	<b>30-SEP-2001</b>
Fund Value	<b>0100A</b>	Category	<b>A - Direct</b>	Cancellation	<b>01-OCT-2006</b>
Distribution	<b>2001.0100A.4119.</b>	Status	<b>Approved, Reserv</b>	Document Total	<b>20,000,000.00</b>
Description	<b>Fiscal Year 2001.Default Fund - Cat A.Cohort Year 2001.</b>			Source	<b>Manual</b>

[ ]

Main Transfers

—Direct Transfers Information—

Rev	GL Date	Transaction Type	Transaction Code	Dept Id	Main Account	Description
0	31-JAN-2001	Appropriatic	Approp1			

Check Fund... Approve...



## Enter Appropriation [Budget Level 1] Window Description

**Table 32–1 Enter Appropriation [Budget Level 1] Window Description, Main Tab**

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 32–1 Enter Appropriation [Budget Level 1] Window Description, Main Tab**

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
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.  <b>Note:</b> 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.
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	conditionally required		specific public law code related to appropriation; must be entered if the PL Code flag is enabled in the Define Transaction Types window for the Transaction Type selected
Advance Type	conditionally required	list of values	advance type; must be selected if the Advance flag is enabled in the Define Transaction Types window for the 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 32–2 Enter Appropriation [Budget Level 1] Window Description, Transfers Tab**

Field Name	Type	Features	Description
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 32-3, page 32-19.

3. To check for available funds, click **Check Fund...**

The Funds Check Result window appears as described in Table 32-4, page 32-22.

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 32-5, page 32-24.

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 32–3 Enter Funds Distribution [Budget Level 2 and 3] Window

Budget Level

Fund Value

From Distribution

Source

Apportionment

1118A

2002.1118A..2001

Manual

Document Number

R111-105

0

Transaction Date

13-NOV-2001

Category

A - Direct

Treasury Symbol

05-0103-1118

Status

Incomplete

Document Total

27,022,216.46

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 32–4 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	0	Transaction Date	13-NOV-2001
Fund Value	1118A	Category	A - Direct		Treasury Symbol	05-0103-1118
From	2002.1118A..2001	Status	Incomplete		Document Total	27,022,216.46
Distribution					Amount for Distribution	
Source	Manual					

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	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>

Check Fund... Approve...



## Enter Funds Distribution [Budget Level 2 and 3] Window Description

**Table 32–3 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
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 32–3 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 32–5 Funds Check Result Window

Funds Check Result ( 1115 :10-APR-2002 08:53:23 )

Account	Period	Transaction Amount	Actual Posted Balance	Funds Check Status	Funds Check Result
2002.X0151.APPR.T.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

Fiscal Year 2002.No Year Resea

OK



## Funds Check Result Window Description

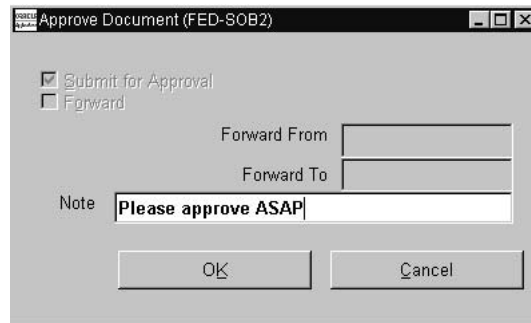
**Table 32–4** *Funds Check Result Window Description*

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 32–6 Approve Document Window**



The screenshot shows a window titled "Approve Document (FED-SOB2)". Inside the window, there are two checkboxes: "Submit for Approval" (checked) and "Forward" (unchecked). Below these are two text input fields labeled "Forward From" and "Forward To". A "Note" field contains the text "Please approve ASAP". At the bottom are "OK" and "Cancel" buttons.

Approve Document (FED-SOB2)	
<input checked="" type="checkbox"/> Submit for Approval	
<input type="checkbox"/> Forward	
Forward From	<input type="text"/>
Forward To	<input type="text"/>
Note	<input type="text" value="Please approve ASAP"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	



## Approve Document Window Description

**Table 32–5** *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	<p>If Submit for Approval is selected, selecting the <b>OK</b> button initiates the funds checking process to validate that sufficient funding is available. Transaction is not approved if it fails funds reservation.</p> <p>If users entering the transaction have the authority to approve transactions, initiates the funds reservation and approval process when selected.</p> <p>If Forward is selected, selecting the <b>OK</b> button forwards the document to the selected approver.</p>
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 32-6, page 32-29.
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 32–7 Re-programming Transactions Window

Re-programming Transactions (FED-SOB2)

Transfer From

Transfer To

Document Number	Budget Level	GL Date	Fund Value	Distribution	Fund Value
AK-101	Allotment	27-MAR-2002	01-0151A		0101B

Approve



**Figure 32–8 Re-programming Transaction Window, Distribution, Type, Code, Amount, Status, and Descriptive Flexfield Fields**

Re-programming Transactions (FED-SOB2)

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 32–6** *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
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
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
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, page 33-2
- Overview, page 33-2
- Importing Budget Execution Transactions Procedure, page 33-7
- Import Budget Execution Transactions Window, page 33-8
- Import Budget Execution Transactions Window Description, page 33-9
- Imported Budgetary Transactions Report Description, page 33-10
- Viewing and Correcting Budgetary Transactions Procedure, page 33-11
- Find Budgetary Import Transactions Window, page 33-12
- Find Budgetary Import Transactions Window Description, page 33-13
- Correct Budget Execution Transactions Import Data Window, page 33-14
- Correct Budget Execution Transactions Data Import Window Description, page 33-15
- Deleting Budgetary Transaction Import Data Procedure, page 33-16
- Delete BE Import Data Window, page 33-17
- Delete BE Import Data Window Description, page 33-18



## 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 33–1 describes how to troubleshoot rejected records in the budget execution open interface.

**Table 33–1 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 33–1 Troubleshooting the Budget Execution Open Interface**

<b>Error Code</b>	<b>Error Name</b>	<b>Resolution</b>
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 33–1 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 2-8.



## 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 33-2, page 33-9.
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 33-3, page 33-10.



## Import Budget Execution Transactions Window

**Figure 33–1** *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 33–2** *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
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 33–3** *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
Document Number	document number
Record Number	record number
Budget Level	budget level, such as appropriation, apportionment, and allotment
Total Amount	budget level total amount
Document Number	document number
Record Number	record number
Total Amount	transaction amount
Error Code	transaction error code



## Viewing and Correcting Budgetary Transactions 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 33-4, page 33-13.
3. Click **Find**.

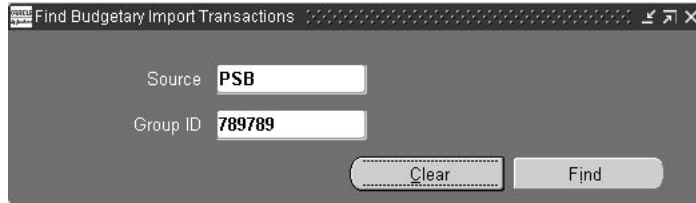
The Correct Budget Execution Transactions Import Data window appears.

4. Enter data in each field of the Correct Budget Execution Transactions Import Data window as described in Table 33-5, page 33-15.
5. Save or save and continue as follows:  
**File - Save or Save and Proceed**
6. Close the window.



## Find Budgetary Import Transactions Window

**Figure 33–2** *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 is labeled "Source" and contains the text "PSB". The second 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

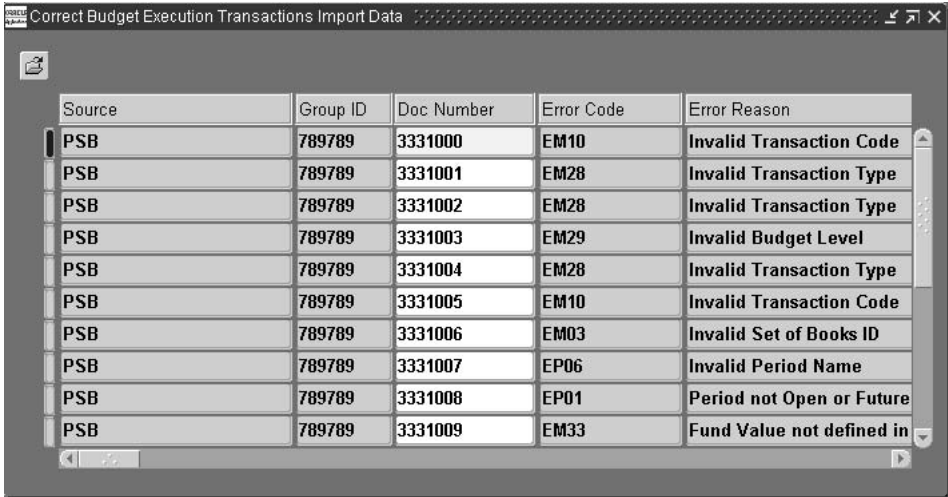
**Table 33–4 Find Budgetary Import Transactions Window Description**

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 33–3 Correct Budget Execution Transactions Import Data Window



The screenshot shows a software 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". There are ten rows of data, all with "PSB" in the "Source" column and "789789" in the "Group ID" column. The "Doc Number" values range from 3331000 to 3331009. The "Error Code" and "Error Reason" columns contain specific error messages for each document number.

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 33–5, page 33-15 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 33–5 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:

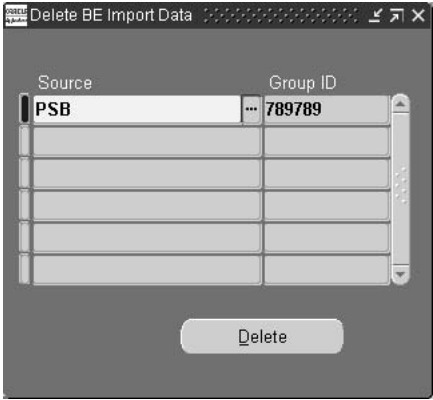
### **Budget - Open Interface - Delete**

2. Enter data in each field of the Delete BE Import Data window as described in Table 33–6, page 33-18.
3. To execute the delete process, click **Delete**.
4. Close the window.



# Delete BE Import Data Window

Figure 33–4 Delete BE Import Data Window





## Delete BE Import Data Window Description

**Table 33–6** *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, page 34-2
- Prerequisites, page 34-4
- Budget Execution Approval Item Type, page 34-5
- Budget Execution Approval Workflow Diagram, page 34-9
- Budget Execution Approval Workflow Process, page 34-10
- Customizing Budget Execution Approval Workflow, page 34-16
- Workflow Troubleshooting, page 34-17
- Attachments in Oracle U.S. Federal Financials, page 34-18



## 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 **Approve...**:

- 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.

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

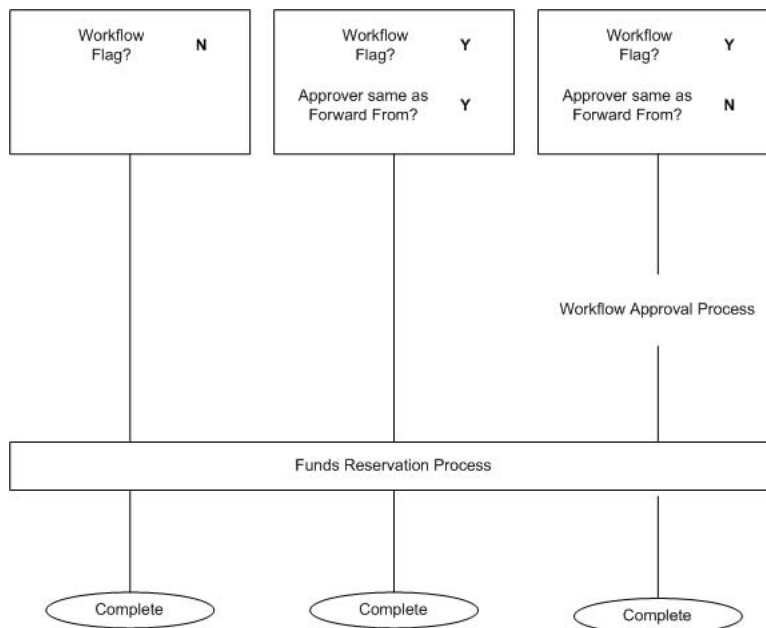
Figure 34–1 shows the approval and workflow setup matrix. The matrix describes the approval process flow based on the workflow setup.

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



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

**Figure 34–1 Approval and Workflow Setup Matrix**





## 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 2-8.



## 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 34–1 describes the attributes associated with budget execution approval process.

**Table 34–1 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	
Send Note	note to the approver	Text	200
RPR to Doc ID	Reprogramming To document unique identifier	Number	
Submitter User Name	submitter's user name	Text	30
Approver User Name	approver's user name	Text	30
Document Number	document number of the document	Text	20
Revision Number	document revision number	Number	
Treasury Symbol	treasury symbol associated with the fund value recorded on the budget execution transaction	Text	35



**Table 34–1 Attributes Associated with the Budget Execution Approval Item Type**

<b>Display Name</b>	<b>Description</b>	<b>Type</b>	<b>Length, Lookup Type, or Format</b>
Fund Value	balancing segment recorded on the budget execution transaction	Text	25
Distribution	distribution of the document/transaction	Text	2000
Document Status Description	document status description	Text	80
Appropriation Form	used to drill down to the Enter 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 34–1 Attributes Associated with the Budget Execution Approval Item Type**

<b>Display Name</b>	<b>Description</b>	<b>Type</b>	<b>Length, Lookup Type, or Format</b>
Submitter Display Name	<p>submitter's name as displayed in the User's window in System Administration</p> <p><b>Note:</b> 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.</p>	Text	80
Approver Display Name	<p>approver's name as displayed in the Define User's window</p> <p><b>Note:</b> 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.</p>	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	



**Table 34–1** *Attributes Associated with the Budget Execution Approval Item Type*

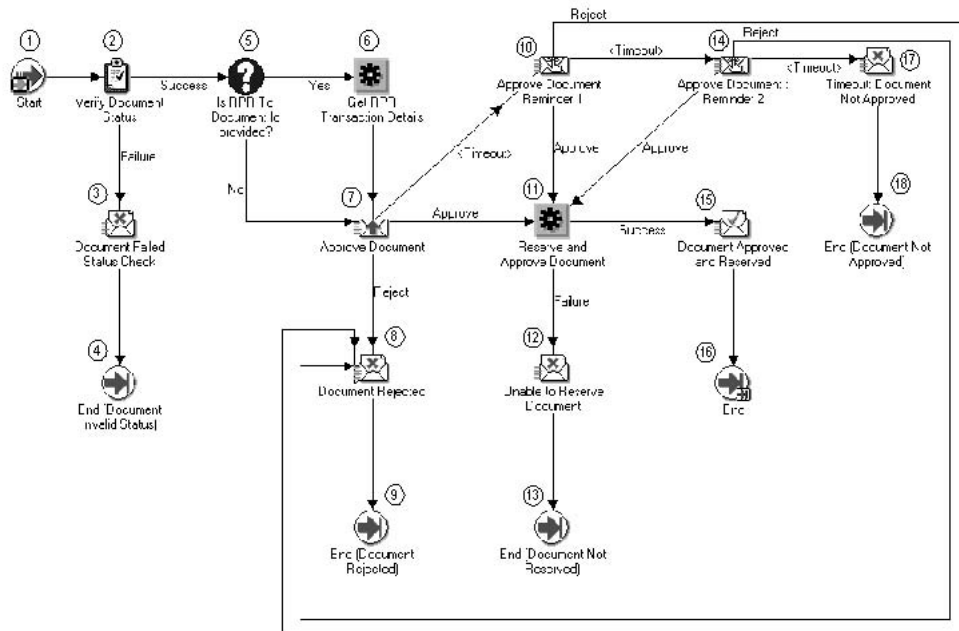
<b>Display Name</b>	<b>Description</b>	<b>Type</b>	<b>Length, Lookup Type, or Format</b>
Budget Level Form Name	used in the notification to display the window name based on the budget level identifier	Text	20
User Identifier	user identifier	Number	
Responsibility Identifier	responsibility identifier	Number	
Note	response note	Text	240
#FROM_ROLE	from whom the notification is received, a standard attribute	Role	
Revision Total	revision total amount for the document	Number	
Revision Total Amount	revision total amount used as header attribute	Text	40
Revision Total Display with Currency	revision total display with currency code	Text	40



## Budget Execution Approval Workflow Diagram

Figure 34–2 shows the budget execution approval workflow nodes as described in the accompanying text.

**Figure 34–2 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 34–2.

**Table 34–2    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 34–3. It returns a value of Success if the document status is In Process; otherwise, it returns a value of Failure.

**Table 34–3    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 34–4.

**Table 34–4    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 34–5.

**Table 34–5** *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 34–6.

**Table 34–6** *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 34–7.

**Table 34–7** *Get RPR Details (Node 6)*

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

## Approve Document (Node 7)

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



process, then this notification will include the RPR Document Details as described in Table 34–8.

**Table 34–8    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 34–9.

**Table 34–9    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 34–10.

**Table 34–10    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 34–11.

**Table 34–11 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 34–12.

**Table 34–12 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 34–13.

**Table 34–13 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 34–14.

**Table 34–14** *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 34–15.

**Table 34–15** *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 34–16.

**Table 34–16** *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 34–17.

**Table 34–17** *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 34–18.

**Table 34–18** *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 34–19.

**Table 34–19** *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*.



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## 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, page 35-2
- Overview, page 35-2
- Viewing Budget Transaction Summary Procedure, page 35-3
- Find Budget Transactions Window, page 35-4
- Find Budget Transactions Window Description, page 35-5
- Budget Transaction Summary Window, page 35-6
- Budget Transaction Summary Window Description, page 35-8



## 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 35-1, page 35-5.
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 35–1 Find Budget Transactions Window**

The screenshot shows a window titled "Find Budget Transactions (FED-SOBt)". It contains the following fields and controls:

Field Label	Value
Document Number	11111
Fund Value	02-0103AD
Status	685
Transaction Date	
Budget Level	
Approved By	

At the bottom right, there are two buttons: "Clear" and "Find (F)".



## Find Budget Transactions Window Description

**Table 35–1** 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 (FED-SOB1)**

Approve	Document No.	Rev.	Budget Level	Transaction Date	Document Amount
<input type="checkbox"/>	R11I-1	0	Appropriation	18-JAN-2001	20000000
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Select All      Approve      New      Open



**Figure 35–3    Budget Transaction Summary Window, Status, Fund Value, and Descriptive Flexfield Fields**

**Budget Transaction Summary (FED-SOB1)**

Approve	Transaction Date	Document Amount	Status	Fund Value	
<input type="checkbox"/>	AN-2001	20000000	Approved, Reserved	0100A	
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Select All    Approve    New    Open



## Budget Transaction Summary Window Description

**Table 35–2** *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



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## Budget Execution Report Procedures

This chapter describes the budget execution reports. The following sections are in this chapter:

- Definition, page 36-2
- Overview, page 36-2
- Generating the Budget Execution Transaction Register Report Procedure, page 36-3
- Budget Execution Transaction Register Report Description, page 36-5
- Generating the Budget Execution Transaction Register by Treasury Symbol Report Procedure, page 36-6
- Budget Execution Transaction Register by Treasury Symbol Report Description, page 36-8



## 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 36–1** *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 36–2** *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

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## Prior Year Adjustments







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## 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, page 37-2
- Federal Requirements, page 37-2
- Prior Year Adjustments Process Diagram, page 37-3
- Prior Year Adjustments Process, page 37-4
- References, page 37-6



## 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.

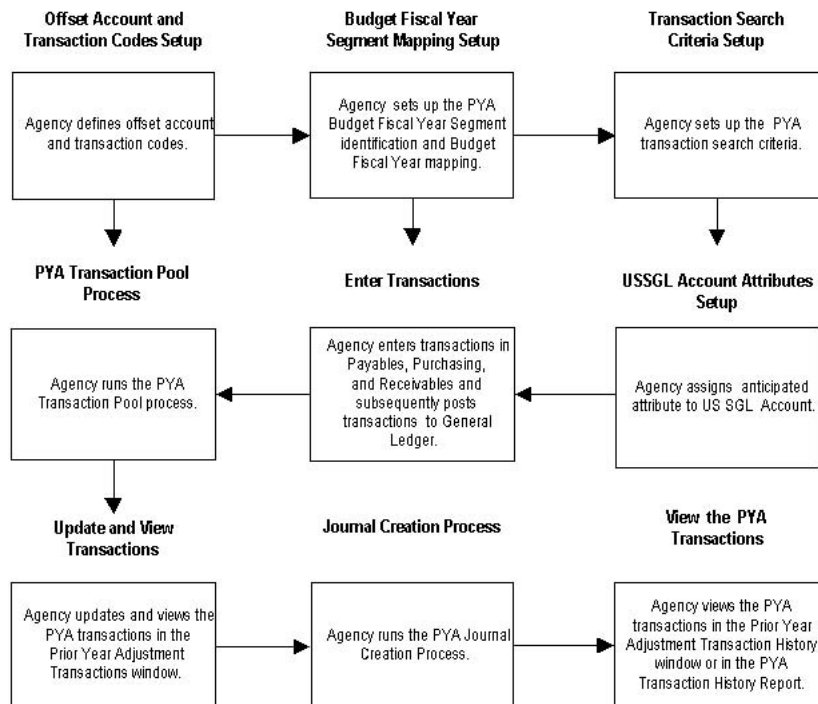
Agencies are required to be SGL compliant for this transmission.



## Prior Year Adjustments Process Diagram

Figure 37-1 shows the Prior Year Adjustments Process diagram as described in the Process section, page 37-4.

**Figure 37-1 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 14-1.

For information on setting up PYA Budget Fiscal Year Segment identification and BFY mapping, see Prior Year Adjustments Setup, page 14-1.

For information on setting up PYA search criteria, see Prior Year Adjustments Setup, page 14-1.

For information on assigning account attributes to US SGL accounts, see Federal Report Definitions Setup, page 16-1.

For information on running the PYA Transaction Pool process, see Prior Year Adjustment Transaction Procedures, page 38-1.

For information on updating and viewing PYA transactions in the Prior Year Adjustment Transactions window, see Prior Year Adjustment Transaction Procedures, page 38-1.

For information on running the PYA Journal Creation process, see Prior Year Adjustment Transaction Procedures, page 38-1.

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 38-15.



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## Prior Year Adjustment Transaction Procedures

This chapter describes the procedures for prior year adjustment (PYA) transactions. The following sections are in this chapter:

- Definition, page 38-2
- Overview, page 38-2
- Prerequisites, page 38-7
- Generating the PYA Transaction Pool Process Procedure, page 38-8
- Prior Year Adjustments Transactions Report and Prior Year Adjustments Exception Report, page 38-10
- Updating and Viewing the Prior Year Adjustments Transaction Pool Procedure, page 38-11
- Prior Year Adjustment Transactions Window, page 38-12
- Prior Year Adjustment Transactions Window Description, page 38-13
- Generating the Prior Year Adjustments Journal Creation Procedure, page 38-14
- Viewing the PYA Transaction History Report Procedure, page 38-15
- Prior Year Adjustment Transaction History Window, page 38-16
- Prior Year Adjustment Transaction History Window Description, page 38-17
- Generating the PYA Transaction History Report, page 38-18



## 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:

- Most 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. Also, any standard unmatched invoice lines, unmatched credit memos, and unmatched debit memos are expended and paid. These transactions would be when a payment is made on an external system and is being recorded in Payables.
- 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.
- Any Prepayment type invoices are considered expended 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 38–1 describes the general ledger entries for a purchase order created in September 2002 - BFY 2002.

**Table 38–1 Step 1: Purchase Order Created**

Account	Debit	Credit
4610	\$100	
4801		\$100



2. Table 38–2 describes the general ledger entries for an invoice final match for \$80 in October 2002 - BFY 2000 (BFY Mismatch).

**Table 38–2 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
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 38–3.

**Table 38–3 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 38–4 describes the journal entry created in the PYA Journal Creation process.

**Table 38–4 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 14-1.

- ❑ 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 16-1.

- ❑ 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 2-14.

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 3-1.



## 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 38-11.



**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 38–5.

**Table 38–5** *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:

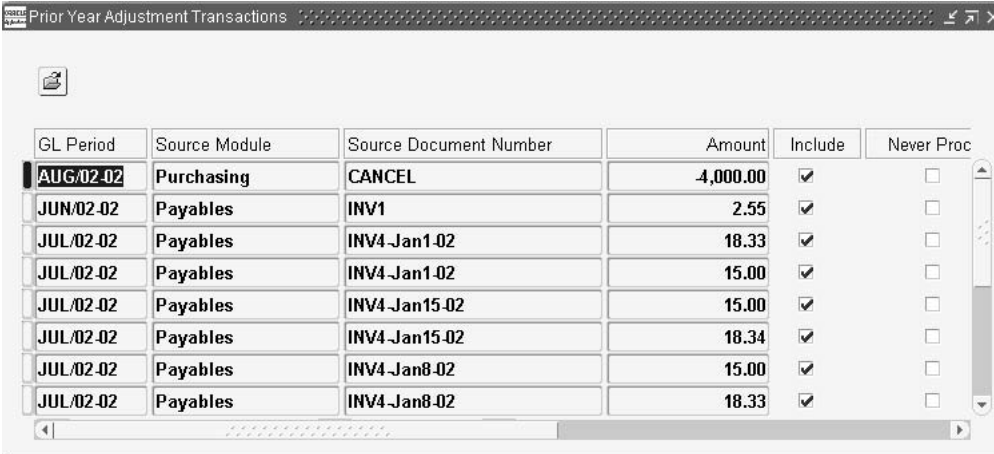
### **Prior Year Adjustments - Transactions - Update**

2. In any field, perform a query.
3. Optionally, modify data in the Prior Year Adjustment Transactions window as described in Table 38–6, page 38-13.
4. Save or save and continue as follows:  
**File - Save or Save and Proceed.**
5. Close the window.



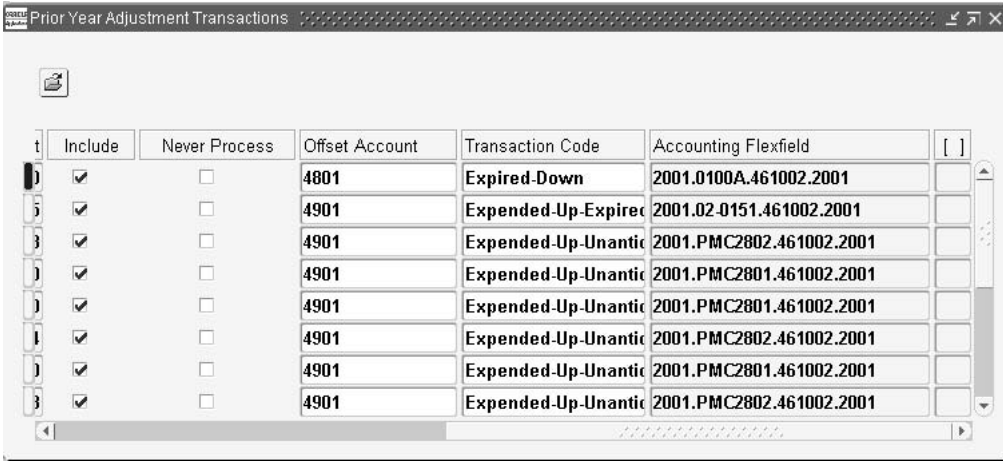
## Prior Year Adjustment Transactions Window

**Figure 38–1 Prior Year Adjustment Transactions Window**



GL Period	Source Module	Source Document Number	Amount	Include	Never Proc
AUG/02-02	Purchasing	CANCEL	-4,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
JUN/02-02	Payables	INV1	2.55	<input checked="" type="checkbox"/>	<input type="checkbox"/>
JUL/02-02	Payables	INV4-Jan1-02	18.33	<input checked="" type="checkbox"/>	<input type="checkbox"/>
JUL/02-02	Payables	INV4-Jan1-02	15.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
JUL/02-02	Payables	INV4-Jan15-02	15.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
JUL/02-02	Payables	INV4-Jan15-02	18.34	<input checked="" type="checkbox"/>	<input type="checkbox"/>
JUL/02-02	Payables	INV4-Jan8-02	15.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
JUL/02-02	Payables	INV4-Jan8-02	18.33	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Figure 38–2 Prior Year Adjustment Transactions Window, Never Process, Offset Account, Transaction Code, and Accounting Flexfield Fields**



	Include	Never Process	Offset Account	Transaction Code	Accounting Flexfield
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4801	Expired-Down	2001.0100A.461002.2001
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4901	Expended-Up-Expirec	2001.02-0151.461002.2001
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4901	Expended-Up-Unantic	2001.PMC2802.461002.2001
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4901	Expended-Up-Unantic	2001.PMC2801.461002.2001
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4901	Expended-Up-Unantic	2001.PMC2801.461002.2001
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4901	Expended-Up-Unantic	2001.PMC2802.461002.2001
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4901	Expended-Up-Unantic	2001.PMC2801.461002.2001
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4901	Expended-Up-Unantic	2001.PMC2802.461002.2001



## Prior Year Adjustment Transactions Window Description

**Table 38–6** *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.  <b>Note:</b> 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 38-15.
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:

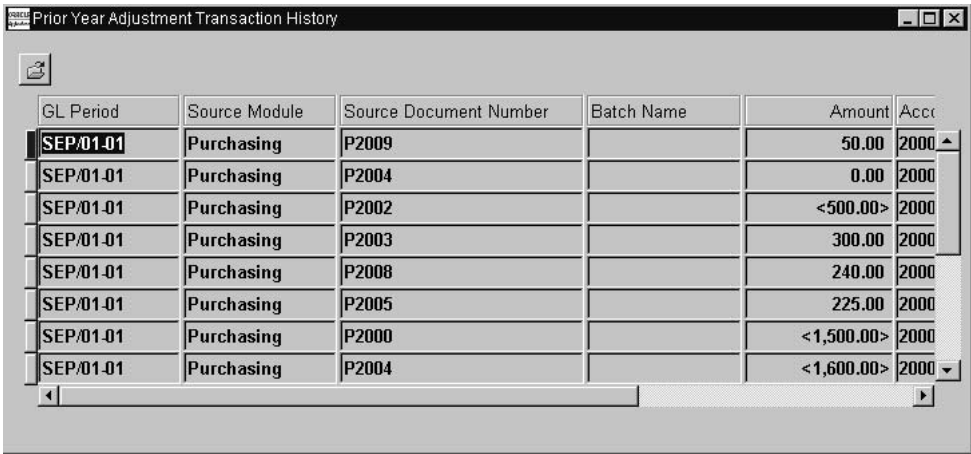
**Prior Year Adjustments - Transactions - History**

2. Optionally, in any field, perform a query.
3. Close the window.



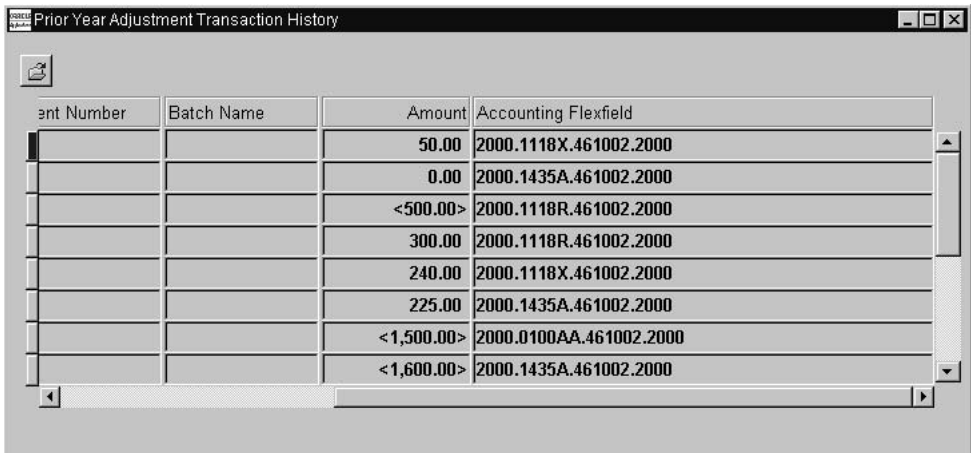
# Prior Year Adjustment Transaction History Window

Figure 38–3 Prior Year Adjustment Transaction History Window



GL Period	Source Module	Source Document Number	Batch Name	Amount	Account
SEP/01/01	Purchasing	P2009		50.00	2000
SEP/01/01	Purchasing	P2004		0.00	2000
SEP/01/01	Purchasing	P2002		<500.00>	2000
SEP/01/01	Purchasing	P2003		300.00	2000
SEP/01/01	Purchasing	P2008		240.00	2000
SEP/01/01	Purchasing	P2005		225.00	2000
SEP/01/01	Purchasing	P2000		<1,500.00>	2000
SEP/01/01	Purchasing	P2004		<1,600.00>	2000

Figure 38–4 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 38–7** *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

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## Enhanced Transaction Codes







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## 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, page 39-2
- Overview, page 39-2
- Prerequisites, page 39-6
- Using Enhanced Transaction Codes for Requisitions Procedure, page 39-7
- Using Enhanced Transaction Codes for AutoCreate Purchase Order Procedure, page 39-8
- Using Enhanced Transaction Codes for Standard and Planned Purchase Orders Procedure, page 39-9
- Using Enhanced Transaction Codes for Planned Purchase Order Releases and Blanket Releases Procedure, page 39-10
- Using Enhanced Transaction Codes for Purchase Order Matched Receipts Procedure, page 39-11
- Using Enhanced Transaction Codes for Unmatched Receipts Procedure, page 39-12
- Enter Transaction Events Window, page 39-13
- Enter Transaction Events Window Description, page 39-14



## 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 2-8.
- Setup of enhanced transaction codes must be completed.  
To set up enhanced transaction codes, see Enhanced Transaction Codes Setup, page 17-1.
- 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 5-1.



## 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 39–1, page 39-14, and Table 39–2, page 39-15.
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 39–1, page 39-14 and Table 39–2, page 39-15.
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 39-1, page 39-14, and Table 39-2, page 39-15.
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 39-1, page 39-14, and Table 39-2, page 39-15.
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 39-1, page 39-14, and Table 39-2, page 39-15.
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 39-1, page 39-14, and Table 39-2, page 39-15.
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.

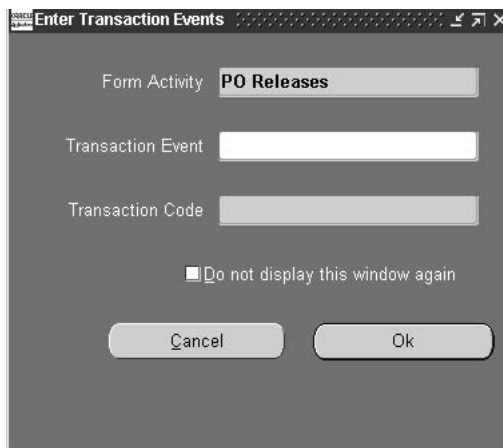
For information on the Receipt Header window, see Entering Receipt Header Information, *Oracle Public Sector Purchasing User's Guide*.

For information on the Receipts window, see Entering Receipt Lines, *Oracle Public Sector Purchasing User's Guide*.



## Enter Transaction Events Window

**Figure 39–1** *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 39–1**    *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  <b>Note:</b> 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 39-15, for a description of options.
Cancel		button	See Table 39–2 , page 39-15, for a description of options.
OK		button	See Table 39–2 , page 39-15, for a description of options.



Table 39–2 , page 39-15, describes the result of setting transaction code options in the Enter Transaction Events window.

**Table 39–2 Transaction Code Options in Purchasing**

<b>Option</b>	<b>Do not display this window again check box selected</b>	<b>Cancel button selected</b>	<b>OK button selected</b>	<b>Result</b>
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 lines of the current transaction.
Option 4	X	X		same result as Option 2







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## 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, page 40-2
- Overview, page 40-2
- Prerequisites, page 40-5
- Using Enhanced Transaction Codes for Matched and Unmatched Invoices Procedure, page 40-6
- Using Enhanced Transaction Codes for Payment Batches Procedure, page 40-7
- Using Enhanced Transaction Codes for Payments Procedure, page 40-8
- Using Enhanced Transaction Codes for Prepayments Procedure, page 40-3
- Enter Transaction Events Window, page 40-10
- Enter Transaction Events Window Description, page 40-11



## 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
- Prepayments

### 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.

## Prepayments

The parameters used to derive the transaction code for prepayments are as follows:

- form activity, prepayments
- transaction event
- responsibility
- user name



When users select the Apply/Unapply Prepayments 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 Apply/Unapply Prepayments 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 2-8.
- ❑ Set up of enhanced transaction codes must be completed.  
To set up enhanced transaction codes, see Enhanced Transaction Codes Setup, page 17-1.
- ❑ 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 5-1.



## 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 40-1, page 40-11 and Table 40-2, page 40-12.
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 40–1, page 40-11 and Table 40–2, page 40-12.

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 40-1, page 40-11 and Table 40-2, page 40-12.
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*.



## Using Enhanced Transaction Codes for Prepayments Procedure

To enter enhanced transaction codes for prepayments in Payables, perform the following steps.

1. In Payables, navigate to the Apply/Unapply Prepayments window.
2. Select the Apply check box for a transaction.

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.

3. Enter data in each field of the Enter Transaction Events window as described in Table 40–1, page 40-11 and Table 40–2, page 40-12.
4. Click **OK** to return to the Apply/Unapply Prepayments window.

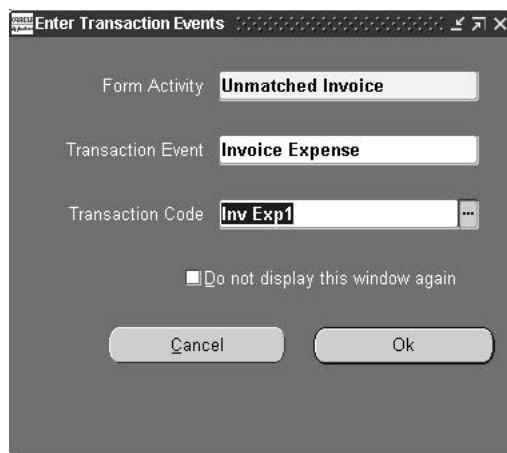
For information on the Apply/Unapply Prepayments window, see Apply/Unapply Prepayments, *Oracle Public Sector Payables*.

**Note:** The Transaction Code field in the invoice Distributions window in Payables is automatically populated with the transaction code after the prepayment application is completed.



## Enter Transaction Events Window

**Figure 40–1** *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 of the window are two buttons: "Cancel" and "Ok".

Field	Value
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 40–1** *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  <b>Note:</b> 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 40–2 for a description of options.
Cancel		button	See Table 40–2 for a description of options.
OK		button	See Table 40–2 for a description of options.



Table 40–2 describes the result of setting transaction code options in the Enter Transaction Events window.

**Table 40–2 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 lines of the current transaction.
Option 4	X	X		same result as Option 2



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## 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, page 41-2
- Overview, page 41-2
- Prerequisites, page 41-5
- Using Enhanced Transaction Codes for Transactions in Receivables Procedure, page 41-6
- Using Enhanced Transaction Codes for Adjustments in Receivables Procedure, page 41-7
- Using Enhanced Transaction Codes for Receipts Matched to Invoices Procedure, page 41-8
- Using Enhanced Transaction Codes for Miscellaneous Receipts Procedure, page 41-9
- Using Enhanced Transaction Codes for Federal Cash Receipts Procedure, page 41-10
- Enter Transaction Events Window, page 41-11
- Enter Transaction Events Window Description, page 41-12



## 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 select 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 2-8.
- Setup of enhanced transaction codes must be completed.  
To set up enhanced transaction codes, see Enhanced Transaction Codes Setup, page 17-1.
- 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 5-1.



## 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 41-1, page 41-12, and Table 41-2, page 41-12.
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 41-1, page 41-12, and Table 41-2, page 41-12.
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 41-1, page 41-12, and Table 41-2, page 41-12.
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 41-1, page 41-12, and Table 41-2, page 41-12.
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 41-1, page 41-12 and Table 41-2, page 41-12.
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 59-1.



## Enter Transaction Events Window

**Figure 41–1** *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 41–1 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 <b>Note:</b> 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 41–2 , page 41-12, for a description of options.
Cancel		button	See Table 41–2, page 41-12, for a description of options.
OK		button	See Table 41–2, page 41-12, for a description of options.

Table 41–2, page 41-12, describes the result of setting transaction code options in the Enter Transaction Events window.

Table 41–2 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 41–2 Transaction Code Options in Receivables**

<b>Option</b>	<b>Do not display this window again check box selected</b>	<b>Cancel button selected</b>	<b>OK button selected</b>	<b>Result</b>
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 lines of the current transaction.
Option 4	X	X		same result as Option 2







# Part VI

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## Prompt Payment







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## Prompt Payment Process

This chapter describes the Prompt Payment features of Oracle U.S. Federal Financials. The following sections are in this chapter:

- Definition, page 42-2
- Federal Requirements, page 42-2
- U.S. Federal Payables Processing Cycle Diagram, page 42-4
- Due Date Calculation Process, page 42-7
- Economically Beneficial Discount Process, page 42-10
- Reason Code Process, page 42-13
- References, page 42-14



## 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 Payables provides the Payables Automatic Interest process.



For information on the Payables Automatic Interest process, see Automatic Interest, *Oracle Payables User 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 42–1 shows the U.S. Federal Payables Processing Cycle diagram as described in Table 42–1.

Figure 42–1 U.S. Federal Payables Processing Cycle Diagram





## U.S. Federal Payables Processing Cycle Diagram Description

**Table 42–1 U.S. Federal Payables Processing Cycle Diagram Description**

<b>Feature</b>	<b>Description</b>	<b>Status</b>
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 42–1 U.S. Federal Payables Processing Cycle Diagram Description**

<b>Feature</b>	<b>Description</b>	<b>Status</b>
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 42-1, page 42-4

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 Payables User 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 42-1, page 42-4.

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 42–2 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 42–3 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 42-1, page 42-4.

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

**Note:** For more information on assigning reason codes, see Prompt Payment Procedures, page 43-1.

**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 2-1.

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 20-1.

For information on entering and updating payment terms types in the Define Payment Terms Types window, see Payment Terms Types Setup, page 18-1.

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 19-1.

For information on running the Due Date Calculation procedure and the Economically Beneficial Discount procedure, see Prompt Payment Procedures, page 43-1.

For information on printing the Prompt Payment reports, see Prompt Payment Report Procedures, page 44-1.

For information on approving invoices in Payables, see Invoice Validation, *Oracle Payables User Guide*.

For information on how to process payment batches in Payables, see Paying Invoices in Payment Batches, *Oracle Payables User Guide*.

For information on the Payables Automatic Interest process, see Setting Up Payables for Automatic Interest, *Oracle Payables User Guide*.

For information on entering reason codes in the Define Federal Lookups window, see Federal Seed Data Setup, page 3-1.



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## Prompt Payment Procedures

This chapter describes the prompt payment features. The following sections are in this chapter:

- Definition, page 44-3
- Overview, page 44-3
- Prerequisites, page 44-8
- Calculating the Due Date Procedure, page 44-9
- Economically Beneficial Discount Procedure, page 44-10
- Recording Invoice Returns Procedure, page 44-10
- Invoice Returns Window, page 44-11
- Invoice Returns Window Description, page 44-12
- Recording Prior Period Receipts Procedure, page 44-13
- Find Prior Receipts Window, page 44-14
- Find Prior Receipts Window Description, page 44-15
- Prior Period Receipts Window, page 44-16
- Prior Period Receipts Window Description, page 44-18
- Assigning Reason Codes Procedures, page 44-19
- Assign Reason Codes Window, Interest Tab, page 44-21
- Assign Reason Codes Window Description, Interest Tab, page 44-24
- Assign Reason Codes Window, Discount Tab, page 44-25
- Assign Reason Codes Window Description, Discount Tab, page 44-28



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- Assign Reason Codes Window, Cancelled Tab, page 44-29
  - Assign Reason Codes Window Description, Cancelled Tab, page 44-31
  - Assign Reason Codes Window, Credit Memo Tab, page 44-32
  - Assign Reason Codes Window Description, Credit Memo Tab, page 44-34



## 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 45-1.

For information on the Prompt Payment process, see Prompt Payment Process, page 43-1.

## 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
- capture the reason code for the invoice return

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

## Prior Period Receipts

The Prior Period Receipts process 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, invoices with discounts lost, cancelled invoices, and credit memos.

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



## 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 21-1.

- ❑ 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 Payables User 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 Payables User Guide*.

- ❑ The payment terms must be entered in Payables.

To enter payment terms, see Payment Terms, *Oracle Payables User 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 19-1.

- ☐ 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 19-1.

- ☐ 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 3-8.

- ☐ Automatic Interest Invoice creation must be used.

To automatically create interest invoices, see Automatic Interest, *Oracle Payables User Guide*.

- ☐ Receipt and acceptance transactions must be entered in Oracle Purchasing.

To enter receipt transactions, see Receiving Transactions, *Oracle Purchasing User's Guide*.

To enter acceptance transactions, see Entering and Viewing Purchase Order Acceptances, *Oracle 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 20-1.

**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 45-1.

**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 Payables User 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 44-1, page 44-12.
3. Save or save and continue as follows:  
**File - Save or Save and Proceed**
4. Close the window.



## Invoice Returns Window

**Figure 43–1 Invoice Returns Window**

The screenshot shows a software window titled "Invoice Returns". At the top, there are four input fields: "Supplier" with the value "Supplier9", "Site" with "1A", "Invoice Number" with "PYAI2027", and "Invoice Amount" with "1,145.00". Below these fields is a section titled "Invoice Details" which contains a table. The table has five columns: "Original Invoice Date", "Original Invoice Received Date", "Invoice Returned Date", "Invoice Return Reason Code", and "Comments". The first row of the table contains the following data: "30-SEP-2001", "30-JUN-2001", "02-JAN-2003", "Invalid Invoice Dat", and an empty comment field. There are three additional empty rows below the first one. The window has a standard Windows-style title bar and a scrollbar on the right side of the table.

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 43–1** *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
Original Invoice Date	default		original date of invoice <b>Note:</b> If date is null, user must enter a new date.
Original Invoice Received Date	default		date invoice received <b>Note:</b> If date is null, user must enter a new date.
Invoice Returned Date	required		date defective invoice returned to supplier <b>Note:</b> Date must be greater than or equal to the Original Invoice Received Date. <b>Warning:</b> If invoice is approved and returned to supplier, the invoice will be paid. <b>Note:</b> When invoice is returned to the supplier, the supplier must resubmit the invoice using the same invoice number.
Invoice Return Reason Code	optional	list of values	reason for returning invoice
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 44-2, page 44-15.
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 44-3, page 44-18.
5. Save or save and continue as follows:  
**File - Save or Save and Proceed**
6. Close the window.



# Find Prior Receipts Window

Figure 43–2 Find Prior Receipts Window

Find Prior Receipts

Receipt Number10000

P O Number125

Line

SupplierEXP1

Release

Shipment

Clear

Find



## Find Prior Receipts Window Description

**Table 43–2 Find Prior Receipts Window Description**

Field Name	Type	Features	Description
Receipt Number	optional	list of values	receipt number <b>Note:</b> 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 <b>Note:</b> 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 <b>Note:</b> Field is available only if purchase order of type Standard is entered.
Shipment	optional	list of values	shipment number <b>Note:</b> 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 43-4 Prior Period Receipts Window (continued)



The screenshot shows a software window titled "Prior Period Receipts". Inside is a table with columns: Qty, Date, Actual Date, Supplier, P O Number, Line, and Rel. The first row is highlighted. The "Actual Date" field in the first row contains the text "27-SEP-2000".

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 43–3** *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, Interest Tab

Figure 43–5 Assign Reason Codes Window, Interest Tab

Assign Reason Codes

Payment Batch Name2192600SLHPB2

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
<input checked="" type="checkbox"/> 720	Proper invoice	720-INT1	15.91	08
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Invoice



Figure 43–6 Assign Reason Codes Window, Interest Tab (continued)

Assign Reason Codes

Payment Batch Name2192600SLHPB2

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 43–7 Assign Reason Codes Window, Interest Tab (continued)**

Assign Reason Codes

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



## Assign Reason Codes Window Description, Interest Tab

**Table 43–4 Assign Reason Codes Window Description, Interest Tab**

Field Name	Type	Features	Description
Payment Batch Name	display only		payment batch
Interest Reason Code	optional	list of values	interest reason code
Default Values		button	populates the default interest reason code to the detail records
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		button	opens Payables Invoice window



# Assign Reason Codes Window, Discount Tab

Figure 43–8 Assign Reason Codes Window, Discount Tab

Assign Reason Codes

Payment Batch Name2192600SLHPB2

Interest

Discount

Cancelled

Credit Memo

Default Reason Codes

Discount Lost Reason Code

...

Default Values

Invoice Number	Discount Lost Reason Code	Discount Lost Amount	I
<input checked="" type="checkbox"/> 2192600SLH3	Delay in entering invoice	20.00	0
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Invoice



Figure 43–9 Assign Reason Codes Window, Discount Tab (continued)

Assign Reason Codes

Payment Batch Name2192600SLHPB2

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 43–10** 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, Discount Tab

**Table 43–5 Assign Reason Codes Window Description, Discount Tab**

Field Name	Type	Features	Description
Payment Batch Name	display only		payment batch
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
Invoice Number	required	list of values	original invoice number
Discount Lost Reason Code	optional	list of values	discount lost reason code
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		button	opens Payables Invoices window







[illegible]



## Assign Reason Codes Window Description, Cancelled Tab

**Table 43–6** *Assign Reason Codes Window Description, Cancelled Tab*

Field Name	Type	Features	Description
Payment Batch Name	display only		payment batch; disabled for this tab
Invoice Number	required	list of values	invoice number
Cancelled Reason Code	optional	list of values	cancelled reason code
Invoice Date	display only		invoice date
Cancelled Date	display only		cancelled date
Terms	display only		invoice payment terms
Access Level	display only		access level: SYSTEM or USER
[Descriptive Flexfield]	optional		user-customization field
Invoice		button	opens Payables Invoices window



[illegible]



**Figure 43–14 Assign Reason Codes Window, Credit Memo Tab (continued)**

[illegible]



## Assign Reason Codes Window Description, Credit Memo Tab

**Table 43–7** *Assign Reason Codes Window Description, Credit Memo Tab*

Field Name	Type	Features	Description
Payment Batch Name	display only		payment batch; disabled for this tab
Invoice Number	required	list of values	invoice number
Credit Memo Number	display only		credit memo number
Credit Memo Reason Code	optional	list of values	credit memo reason code
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
Access Level	display only		access level: SYSTEM or USER
[Descriptive Flexfield]	optional		user-customization field
Invoice		button	opens Payables Invoices window



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## Prompt Payment Report Procedures

This chapter describes the Prompt Payment reports. The following sections are in this chapter:

- Definition, page 44-2
- Requirements, page 44-2
- Prerequisites, page 44-3
- Prompt Payment Due Date Report Procedure, page 44-4
- Prompt Payment Due Date Report Description, page 44-5
- Generating the Prompt Payment Statistical Report Procedure, page 44-6
- Prompt Payment Statistical Report Description, page 44-7
- Prompt Payment Exception Report Procedure, page 44-9
- Prompt Payment Exception Report Description, page 44-10
- Payments Without Reason Codes Report Procedure, page 44-11
- Payments Without Reason Codes Report Description, page 44-12



## 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 43-1.

For information on the Prompt Payment process, see Prompt Payment Process, page 42-1.

## 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 18-1.

- ❑ 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 2-8.



## **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 43-1.



# Prompt Payment Due Date Report Description

**Table 44–1** *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 44-2, page 44-7.

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 44–2 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 44–2 Prompt Payment Statistical Report Description**

<b>Column</b>	<b>Description</b>
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 44–3** *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 44–4** *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

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## Treasury Payments







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## Cash Position Detail Report Procedures

This chapter describes the Cash Position Detail Report procedures. The following sections are in this chapter:

- Definition, page 45-2
- Overview, page 45-2
- Prerequisites, page 45-3
- Generating the Cash Position Detail Report Procedure, page 45-4
- Cash Position Detail Report Description, page 45-5



## 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 2-9.

- ❑ 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 5-1.

- ❑ A US SGL Account must be enabled as a Cash Position Account.

To enable a Cash Position Account, see Federal Report Definitions Setup, page 16-1.



## 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 45–1   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







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## Payment Format Procedures

This chapter describes the processing of vendor payments. The following sections are in this chapter:

- Definition, page 46-3
- Overview, page 46-3
- Prerequisites, page 46-9
- Generating Payment Format Files Procedure, page 46-12
- Generating Payment Output Files Procedure, page 46-13
- ECS CCD/CCD+ Vendor Payment Format Description, page 46-14
- ECS PPD/PPD+ Employee Payment Format Output Files, page 46-20
- ECS NCR Check Payment Format Description, page 46-27
- CTX ACH Vendor Payment Format Description, page 46-36
- Bulk Data CCD+ Payment Format Description, page 46-40
- Bulk Data PPD+ Payment Format Description, page 46-44
- Bulk Data Salary/Travel NCR Payment Format Description, page 46-49
- Bulk Data NCR Payment Format Description, page 46-53
- Generating Summary Schedules and Consolidated Payment Files Procedure, page 46-60
- Summary Schedule and Consolidated File Window, page 46-62
- Summary Schedule and Consolidated File Window Description, page 46-63
- ECS Summary Schedule Output File Layout Description, page 46-66



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- SPS CCD/CCD+ Vendor Payment Format Output File, page 46-80
  - SPS PPD/PPD+ Employee Payment Format Output File, page 46-83
  - SPS NCR Vendor or Employee Check Payment Format Output File, page 46-87
  - SPS Summary Schedule Payment Format Output File, page 46-92



## Definition

Payment formats distribute transaction data in the form of output files using the Electronic Certification System (ECS), Secure Payment System (SPS), and direct output file to Treasury's Regional Finance Center (RFC). Payment for invoices are 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
- Bulk Data Payment Formats
- ECS Summary Schedules and Consolidated Payment Files
- SPS Summary Schedules and Consolidated Payment Files
- SPS Summary Schedule Payment Format Output File

### 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 includes 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.

## Bulk Data Payment Formats

The bulk data payment format enables users to submit via Bulk files to Treasury RFCs Vendor or Employee payments.

Bulk data processes create the following payment files:

- Bulk Data CCD+
- Bulk Data PPD+

**Note:** The PPD+ can only be generated for Employee Type payments or invoices where all the Supplier Types are Employee.

- Bulk Data Salary/Travel NCR (Check)

The Bulk Data Salary/Travel NCR payment file includes only Salary and Travel payments. Each check contains either a Salary or Travel payment.

**Note:** The Bulk Data Salary/Travel NCR can only be generated for Employee Type payments or invoices where all the Supplier Types are Employee.

- Bulk Data NCR (Check)



**Note:** The Bulk Data NCR can be generated for Employee Type payments and for Vendor Type payments. Each Bulk Data NCR batch can only contain invoices where all the Supplier Types are Employee or all the Supplier Types are not Employee. If a payment batch includes a combination of Employee and Non-Employee Supplier Types, the payment batch errors out.

The bulk data payment files are transmitted to the RFCs for processing for vendors and employees payments.

## ECS Summary Schedules and Consolidated Payment Files

ECS Summary Schedules are submitted electronically to Treasury's RFCs on a daily basis and include certification for Bulk Data files sent to Treasury. ECS Summary Schedules are generated for the following:

- Bulk Data CCD+
- Bulk Data PPD+
- Bulk Data Salary/Travel NCR
- Bulk Data NCR

No ECS Summary Schedules can be generated for CTX. Once the bulk file is generated and transmitted to Treasury, the FMS input management process processes the file and assigns a Control Number that is sent back to the agency in a report that indicates whether the file is accepted or rejected. This control number is saved in the Summary Schedule and Consolidated Payment window and an ECS Summary Schedule is generated.

The Consolidated Payment Files are submitted electronically to Treasury's RFC on a daily basis and combines the records for multiple payment batches into one. Consolidated Payment Files are generated for the following:

- CTX
- Bulk Data CCD+
- Bulk Data PPD+

No Consolidated Payment Files can be generated for Bulk Data Salary/Travel NCR or Bulk Data NCR.

In the Summary Schedule and Consolidated File window, users perform the following tasks:

- If generating an ECS Summary Schedule, the agency selects a payment batch and enters the Control Number assigned by Treasury.



- After assigning a Control Number to a payment batch, users can initiate the ECS Summary Schedules process for the Bulk Data Files submitted to Treasury by clicking the **Summary Schedule** button and selecting ECS Summary Schedule in the Select Summary Schedule Format window.

The Summary Schedule process automatically generates a report describing the output and an ECS Summary Schedule that can be transmitted to Treasury.

- After submitting the ECS Summary Schedules to Treasury, users can return to the Summary Schedule and Consolidated File window, select a payment batch, and confirm that batch by clicking **Treasury Confirmation**.
- Users can generate a Consolidated Payment File with multiple ALCs for the CTX, Bulk Data, CCD+, and Bulk Data PPD+ by clicking **Consolidated Payment File**.

The Consolidated Payment File process automatically generates a report describing the output and a Consolidated Payment File that can be sent to Treasury for payment.

- After generating the Consolidated Payment Files and submitting the ECS Summary Schedules to Treasury for Bulk Data only, users can return to the Summary Schedule and Consolidated File window, select a payment batch based on the Consolidated Schedule Number and confirm that batch by clicking **Treasury Confirmation**.

**Note:** A summary schedule can be generated for a Bulk Data Payment Batch that contains payments for up to 10 Treasury Symbols because the ECS format requires the listing of 10 Treasury Symbols and its totals in the Trailer Record. This is a restriction imposed by FMS in the ECS payment format guidelines.

## SPS Summary Schedules and Consolidated Payment Files

SPS enables government agencies to create payment schedules in a secure fashion. It also enables Regional Finance Centers (RFC) to extract approved payment schedules for executing payment, such as check printing and electronic funds transfer. SPS will eventually replace ECS payments.

The following SPS payment formats are generated:

- SPS CCD/CCD+ Vendor Payment Format  
The SPS CCD/CCD+ payment format does not include invoices that have Employee as Vendor Type.
- SPS PPD/PPD+ Employee Payment Format



The SPS PPD/PPD+ payment format includes all invoices that have Employee as Vendor Type.

- SPS NCR Vendor or Employee Check Payment Format

The SPS NCR payment format can include all invoices that have Employee as a Vendor Type or invoices that do not have Employee as a Vendor Type. However, each payment batch can only contain invoices where all the Supplier Types are Employee or all the Supplier Types are not equal to Employee.

- SPS Summary Schedule Payment File

SPS Summary Schedules are submitted electronically to Treasury's RFCs on a daily basis and include certification for Bulk Data files sent to Treasury. SPS Summary Schedules are generated for the following:

- Bulk Data CCD+
- Bulk Data PPD+
- Bulk Data Salary/Travel NCR
- Bulk Data NCR

No SPS Summary Schedules can be generated for CTX. Once the bulk file is generated and transmitted to Treasury, the FMS input management processes the file and assigns a Control Number that is sent back to the agency in a report that indicates whether the file is accepted or rejected. This control number is saved in the Summary Schedule and Consolidated Payment window and a Summary Schedule is generated.

In the Summary Schedule and Consolidated File window, users perform the following tasks:

- If generating an SPS Summary Schedule, the agency selects a payment batch and enters the Control Number assigned by Treasury.
- After assigning a Control Number to a payment batch, users can initiate the SPS Summary Schedules process for the Bulk Data Files submitted to Treasury by clicking the **Summary Schedule** button and selecting SPS Summary Schedule from the Select Summary Schedule Format window.
- The Summary Schedule process automatically generates a report describing the output and an SPS Summary Schedule that can be transmitted to Treasury.
- After submitting the Summary Schedules to Treasury, users can return to the Summary Schedule and Consolidated File window, select a payment batch, and confirm that batch by clicking **Treasury Confirmation**.



**Note:** A summary schedule can be generated for a Bulk Data Payment Batch that contains payments for up to 10 Treasury Symbols because the SPS format requires the listing of 10 Treasury Symbols and its totals in the Trailer Record. This is a restriction imposed by FMS in the SPS payment format guidelines.



## 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 SPS CCD/CCD+ Vendor Payment Formats, the SPS PPD/PPD+ Employee Payment Formats, the SPS NCR Vendor or Employee Check Payment Formats, 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 payment formats, the SPS payment formats, the CTX ACH payment format, and the Bulk Data formats, see *Defining and Maintaining Payables Payment Documents*, *Oracle Public Sector Payables*.

- ❑ 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 Payables User's Guide*.

**Note:** For SPS formats, RFC ID is not a required data element.

- ❑ 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 Payables 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 Public 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 2-8.

- ❑ For ECS CCD/CCD+, ECS PPD/PPD+, ECS NCR, SPS CCD/CCD+, SPS PPD/PPD+, and SPS NCR, 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 and SPS 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 2-8.

- ❑ For ECS CCD/CCD+, ECS PPD/PPD+, SPS CCD/CCD+, SPS PPD/PPD+, Bulk Data, CTX, and Consolidated Payment Files, 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 3-6.

- ❑ 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, the Bulk Data formats, and the SPS payment formats.

To define criteria for agency offsets, see Treasury Offset Exclusion Setup, page 21-1.

- ❑ 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+, Bulk Data PPD+, SPS CCD/CCD+ Vendor Payment Formats, and SPS PPD/PPD+ Employee Payment Formats.

To enable the Pay Alone check box, see Payment Region of the Suppliers and Supplier Sites Windows, *Oracle Public Sector Payables User's Guide*.

- ❑ When entering credit or debit memos in the Invoices window for ECS CCD/CCD+ Vendor Payment Formats, ECS PPD/PPD+ Employee Payment Formats, Bulk Data, SPS CCD/CCD+ Vendor Payment Formats, or SPS 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 User's Guide*.

- ❑ Define the Pay Groups required for ECS PPD/PPD+ Employee Payment Formats, ECS NCR for Employee Payments, Bulk Data PPD+, Bulk Data Salary/Travel NCR, Bulk Data NCR, SPS PPD/PPD+ Employee Payment Formats, and SPS NCR in the Oracle Public Sector Purchasing Lookup window.

**Note:** The SPS NCR Pay Group must be related to Benefit or Tax payments only. Treasury does not allow Salary or Travel payments to be generated via SPS NCR.

To define Pay Groups, see Step 29B. Define Oracle Public Sector Purchasing Lookups, page 2-45.

- ❑ For all Bulk Data and Consolidated Payment Files, the Federal Employer Identification Number (FEIN) must be entered in the Reporting Entity window in Payables.

To enter the FEIN, see Reporting Entities, *Oracle Public Sector Payables User's Guide*.



## 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 40-7.

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.

With each output, a log file is created with totals for each treasury symbol in the payment batch.



## 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
- Bulk Data CCD+ Payment output file
- Bulk Data PPD+ Payment output file
- Bulk Data Salary/Travel NCR Payment output file
- Bulk Data NCR Payment output file
- SPS CCD/CCD+ Vendor Payment output file
- SPS PPD/PPD+ Employee Payment output file
- SPS NCR Vendor or Employee Payment output file

The output file is generated automatically as a separate concurrent process after the Payment Format Procedure is executed.

The output files for Summary Schedules and Consolidated Payment files are generated using the Summary Schedule and Consolidated File window as described in Generating Summary Schedules and Consolidated Payment Files Procedure, page 46-60.



## 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 46–1** *ECS CCD/CCD+ Vendor Payment Format Description, ACH Transmission Header Record*

Number	Field Name	Description	Start	End	Length
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 where NNN is a sequential number and MMDD is the month and day; for example, 001-1230.	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
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



**Table 46–2 ECS CCD/CCD+ Vendor Payment Format Description, ACH Agency Location Code (ALC) Control Record**

Number	Field Name	Description	Start	End	Length
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

**Table 46–3 ECS CCD/CCD+ Vendor Payment Format Description, ACH Agency Billing Address Control Record**

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	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
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



**Table 46–3 ECS CCD/CCD+ Vendor Payment Format Description, ACH Agency Billing Address Control Record**

Number	Field Name	Description	Start	End	Length
10	Address 3	agency city, state, and zip code; derived from Define Federal Options.Address form	131	155	Char 25
11	Agency Telephone	agency telephone number; derived from Location.Address form	156	165	Char 10
12	Filler	blank fill	166	440	Char 275

**Table 46–4 ECS CCD/CCD+ Vendor Payment Format Description, ACH Payment Record**

Number	Field Name	Description	Start	End	Length
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
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



**Table 46–4 ECS CCD/CCD+ Vendor Payment Format Description, ACH Payment Record**

Number	Field Name	Description	Start	End	Length
14	Filler	blank fill	113	216	Char 104
15	Payment Type	blank fill	217	217	Char 01
16	Account Symbol	constant, 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 ineligible for TOP; required; derived from Treasury Offset Exclusion Criteria form	415	415	Char 1
23	Filler	blank fill	416	440	Char 25

**Table 46–5 ECS CCD/CCD+ Vendor Payment Format Description, ACH Vendor Schedule Control Record**

Number	Field Name	Description	Start	End	Length
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 Workbench.Batch Name form	009	022	Char 14
04	Constant Nines	nines fill; constant 999999999999	023	035	Num 13



**Table 46–5 ECS CCD/CCD+ Vendor Payment Format Description, ACH Vendor Schedule Control Record**

Number	Field Name	Description	Start	End	Length
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; sum of PAYMENT_AMOUNT for CHECKRUN_NAME	043	055	Num 13
07	Record Code	constant C	056	056	Char 01
08	Account Symbol 1	blank fill if not needed	057	072	Char 16
09	Appropriated Amount 1	zero fill if not needed	073	085	Num 13
10	Account Symbol 2	blank fill if not needed	086	101	Char 16
11	Appropriated Amount 2	zero fill if not needed	102	114	Num 13
12	Account Symbol 3	blank fill if not needed	115	130	Char 16
13	Appropriated Amount 3	zero fill if not needed	131	143	Num 13
14	Account Symbol 4	blank fill if not needed	144	159	Char 16
15	Appropriated Amount 4	zero fill if not needed	160	172	Num 13
16	Account Symbol 5	blank fill if not needed	173	188	Char 16
17	Appropriated Amount 5	zero fill if not needed	189	201	Num 13
18	Account Symbol 6	blank fill if not needed	202	217	Char 16
19	Appropriated Amount 6	zero fill if not needed	218	230	Num 13
20	Account Symbol 7	blank fill if not needed	231	246	Char 16
21	Appropriated Amount 7	zero fill if not needed	247	259	Num 13
22	Account Symbol 8	blank fill if not needed	260	275	Char 16
23	Appropriated Amount 8	zero fill if not needed	276	288	Num 13
24	Account Symbol 9	blank fill if not needed	289	304	Char 16



**Table 46–5 ECS CCD/CCD+ Vendor Payment Format Description, ACH Vendor Schedule Control Record**

Number	Field Name	Description	Start	End	Length
25	Appropriated Amount 9	zero fill if not needed	305	317	Num 13
26	Account Symbol 10	blank fill if not needed	318	333	Char 16
27	Appropriation Amount 10	zero fill if not needed	334	346	Num 13
28	Filler	blank fill	347	440	Char 93

**Table 46–6 ECS CCD/CCD+ Vendor Payment Format Description, ACH Schedule Trailer Record**

Number	Field Name	Description	Start	End	Length
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 46–7 ECS PPD/PPD+ Employee Payment Format Description, ACH Transmission Header Record**

Number	Field Name	Description	Start	End	Length
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 where NNN is a sequential number and MMDD is the month and day; for example, 001-1230.	054	065	Char 12
08	Filler	blank fill	066	416	Char 351



**Table 46–7 ECS PPD/PPD+ Employee Payment Format Description, ACH Transmission Header Record**

Number	Field Name	Description	Start	End	Length
09	Payment Type	one digit code stating payment type of data being transmitted; constant A	417	417	Char 1
10	Payment Application	one digit code stating payment application of data being transmitted; derived from the Pay Groups and Employee ECS Payment Type defined in the 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

**Table 46–8 ECS PPD/PPD+ Employee Payment Format Description, ACH Agency Location Code (ALC) Control Record**

Number	Field Name	Description	Start	End	Length
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



**Table 46–8 ECS PPD/PPD+ Employee Payment Format Description, ACH Agency Location Code (ALC) Control Record**

Number	Field Name	Description	Start	End	Length
06	Filler	blank fill	044	054	Char 11
07	Record Code	constant, "&"	055	055	Char 01
08	Filler	blank fill	056	440	Char 385

**Table 46–9 ECS PPD/PPD+ Employee Payment Format Description, ACH Agency Billing Address Control Record**

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



**Table 46–10 ECS PPD/PPD+ Employee Payment Format Description, ACH Payment Record**

Number	Field Name	Description	Start	End	Length
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  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	constant, blank fill	218	233	Char 16
17	Filler	blank fill	234	283	Char 50



**Table 46–10 ECS PPD/PPD+ Employee Payment Format Description, ACH Payment Record**

Number	Field Name	Description	Start	End	Length
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
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 ineligible for TOP.	415	415	Char 1
23	Filler	blank fill	416	440	Char 25

**Table 46–11 ECS PPD/PPD+ Employee Payment Format Description, ACH Schedule Control Record**

Number	Field Name	Description	Start	End	Length
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; sum of PAYMENT_AMOUNT for CHECKRUN_NAME	043	055	Num 13
07	Record Code	constant C	056	056	Char 01



**Table 46–11 ECS PPD/PPD+ Employee Payment Format Description, ACH Schedule Control Record**

Number	Field Name	Description	Start	End	Length
08	Account Symbol 1	blank fill if not needed	057	072	Char 16
09	Appropriation Amount 1	zero fill if not needed	073	085	Num 13
10	Account Symbol 2	blank fill if not needed	086	101	Char 16
11	Appropriation Amount 2	zero fill if not needed	102	114	Num 13
12	Account Symbol 3	blank fill if not needed	115	130	Char 16
13	Appropriation Amount 3	zero fill if not needed	131	143	Num 13
14	Account Symbol 4	blank fill if not needed	144	159	Char 16
15	Appropriation Amount 4	zero fill if not needed	160	172	Num 13
16	Account Symbol 5	blank fill if not needed	173	188	Char 16
17	Appropriation Amount 5	zero fill if not needed	189	201	Num 13
18	Account Symbol 6	blank fill if not needed	202	217	Char 16
19	Appropriation Amount 6	zero fill if not needed	218	230	Num 13
20	Account Symbol 7	blank fill if not needed	231	246	Char 16
21	Appropriation Amount 7	zero fill if not needed	247	259	Num 13
22	Account Symbol 8	blank fill if not needed	260	275	Char 16
23	Appropriation Amount 8	zero fill if not needed	276	288	Num 13
24	Account Symbol 9	blank fill if not needed	289	304	Char 16
25	Appropriation Amount 9	zero fill if not needed	305	317	Num 13
26	Account Symbol 10	blank fill if not needed	318	333	Char 16
27	Appropriation Amount 10	zero fill if not needed	334	346	Num 13
28	Filler	blank fill	347	440	Char 94



**Table 46–12** *ECS PPD/PPD+ Employee Payment Format Description, ACH Schedule Trailer Record*

Number	Field Name	Description	Start	End	Length
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 46–13 ECS NCR Check Payment Format Description, ACH Check Transmission Header Record**

Number	Field Name	Description	Start	End	Length
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 where NNN is a sequential number and MMDD is the month and day; for example, 001-1230.	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
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



**Table 46–14 ECS NCR Check Payment Format Description, Check Agency Location Code (ALC) Control Record**

Number	Field Name	Description	Start	End	Length
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

**Table 46–15 ECS NCR Check Payment Format Description, Check Agency Billing Address Control Record**

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	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



**Table 46–15 ECS NCR Check Payment Format Description, Check Agency Billing Address Control Record**

Number	Field Name	Description	Start	End	Length
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

**Table 46–16 ECS NCR Check Payment Format Description, Check 04 Payment Record**

Number	Field Name	Description	Start	End	Length
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	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



**Table 46–16 ECS NCR Check Payment Format Description, Check 04 Payment Record**

Number	Field Name	Description	Start	End	Length
10	Payee Name	name of payee or vendor; derived from Invoices.Supplier form	053	087	Char 35
11	Address 1	<p>vendor address. For Enclosure Codes 1 and 2, Address 1 is required and Address 2 through 4 are optional.</p> <p>The last line in the address must contain the city, state, and zip code for Enclosure Code 1 and 2. There are two blank spaces between state and zip code.</p> <p>If there are less than four address lines, blank fill the remaining lines. Last significant line must contain city, state, and zip code.</p>	088	122	Char 35
12	Address 2	vendor address; VENDOR_ADDRESS_LINE2	123	157	Char 35
13	Address 3	vendor address; VENDOR_ADDRESS_LINE3	158	187	Char 30
14	Address 4	vendor address; VENDOR_ADDRESS_LINE4 in Address Line 4	188	217	Char 30
15	LTD Payment Type	constant, blank fill	218	218	Char 01
16	Account Symbol	constant, blank fill	219	234	Char 16
17	Payee/Vendor ID	vendor number	235	243	Char 09
18	Filler	blank fill	244	283	Char 40
19	Number of Payment ID Lines	<p>number of payment identification lines to be printed</p> <p>If Enclosure Code is 1, then the value for this item is 01 to 02.</p> <p><b>Note:</b> 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.</p>	284	285	Num 02



**Table 46–16 ECS NCR Check Payment Format Description, Check 04 Payment Record**

Number	Field Name	Description	Start	End	Length
20	Payment ID Line 1	<p>1.) For all payments with no interest, discounts or offsets, the Payment ID line is as follows:</p> <p>INV &lt;Invoice Number&gt;*PO*&lt;Obligation Number&gt;*AMT*&lt;Payment Amount&gt;</p> <p>Example: INV*1234567890123456-INT*PO*1234567890123456*AMT*99999999.99</p> <p>2.) For all interest payments, the Payment ID line is as follows:</p> <p>INV*&lt;Invoice Number&gt;*PO*&lt;Obligation Number&gt;*AMT*&lt;Payment Amount&gt;*RATE*&lt;Interest Rate&gt;*INT*</p> <p>Example: INV*12345-INT*PO*12345*AMT*99999.99*RATE*99.99%*</p> <p>3.) For all discount payments, the payment line is as follows:</p> <p>INV*&lt;Invoice Number&gt;*PO*&lt;Obligation Number&gt;*AMT*&lt;Payment Amount&gt;*DISC*&lt;Discount Amount&gt;</p> <p>Example: INV*12345678-INT*PO*12345678*AMT*9999999.99*DISC*99999999.99</p> <p>4.) For all Credit Memos, the Payment ID line is as follows:</p> <p>INV*&lt;Invoice Number&gt;*PO*&lt;Obligation Number&gt;*AMT*&lt;Payment Amount&gt;*CM*&lt;Credit Memo Amount&gt;</p> <p>Example: INV*1234567-INT*PO*1234567*AMT*99999999.99*CM*99999999.99</p> <p>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.</p>	286	340	Char 55
21	Payment ID Line 2	See Payment ID Line 1.	341	395	Char 55



**Table 46–16 ECS NCR Check Payment Format Description, Check 04 Payment Record**

Number	Field Name	Description	Start	End	Length
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 ineligible for TOP; required; derived from Treasury Offset Exclusion Criteria form	415	415	Char 1
25	Filler	blank fill	416	440	Char 25

**Table 46–17 ECS NCR Check Payment Format Description, Check 05 NCR Enclosure Record**

Number	Field Name	Description	Start	End	Length
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	See Payment ID Line 1.	023	077	Char 55
05	Payment ID Line 4	See Payment ID Line 1.	078	132	Char 55
06	Payment ID Line 5	See Payment ID Line 1.	133	187	Char 55
07	Payment ID Line 6	See Payment ID Line 1.	188	242	Char 55
08	Payment ID Line 7	See Payment ID Line 1.	243	297	Char 55
09	Payment ID Line 8	See Payment ID Line 1.	298	352	Char 55
10	Filler	blank fill	353	440	Char 88



**Table 46–18 ECS NCR Check Payment Format Description, Check 06 NCR Enclosure Record**

Number	Field Name	Description	Start	End	Length
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	See Payment ID Line 1.	023	077	Char 55
05	Payment ID Line 10	See Payment ID Line 1.	078	132	Char 55
06	Payment ID Line 11	See Payment ID Line 1.	133	187	Char 55
07	Payment ID Line 12	See Payment ID Line 1.	188	242	Char 55
08	Payment ID Line 13	See Payment ID Line 1.	243	297	Char 55
09	Payment ID Line 14	See Payment ID Line 1.	298	352	Char 55
10	Filler	blank fill	353	440	Char 88

**Table 46–19 ECS NCR Check Payment Format Description, Check Schedule Control Record**

Number	Field Name	Description	Start	End	Length
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; sum of PAYMENT_AMOUNT for CHECKRUN_NAME	043	055	Num 13
07	Record Code	constant C	056	056	Char 01
08	Account Symbol 1	blank fill if not needed	057	072	Char 16
09	Appropriation Amount 1	zero fill if not needed	073	085	Num 13



**Table 46–19 ECS NCR Check Payment Format Description, Check Schedule Control Record**

Number	Field Name	Description	Start	End	Length
10	Account Symbol 2	blank fill if not needed	086	101	Char 16
11	Appropriation Amount 2	zero fill if not needed	102	114	Num 13
12	Account Symbol 3	blank fill if not needed	115	130	Char 16
13	Appropriation Amount 3	zero fill if not needed	131	143	Num 13
14	Account Symbol 4	blank fill if not needed	144	159	Char 16
15	Appropriation Amount 4	zero fill if not needed	160	172	Num 13
16	Account Symbol 5	blank fill if not needed	173	188	Char 16
17	Appropriation Amount 5	zero fill if not needed	189	201	Num 13
18	Account Symbol 6	blank fill if not needed	202	217	Char 16
19	Appropriation Amount 6	zero fill if not needed	218	230	Num 13
20	Account Symbol 7	blank fill if not needed	231	246	Char 16
21	Appropriation Amount 7	zero fill if not needed	247	259	Num 13
22	Account Symbol 8	blank fill if not needed	260	275	Char 16
23	Appropriation Amount 8	zero fill if not needed	276	288	Num 13
24	Account Symbol 9	blank fill if not needed	289	304	Char 16
25	Appropriation Amount 9	zero fill if not needed	305	317	Num 13
26	Account Symbol 10	blank fill if not needed	318	333	Char 16
27	Appropriation Amount 10	zero fill if not needed	334	346	Num 13
28	Filler	blank fill	347	440	Char 94



**Table 46–20 ECS NCR Check Payment Format Description, Check Schedule Trailer Record**

Number	Field Name	Description	Start	End	Length
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 46–21 CTX ACH Vendor Payment Format Description, File Header Record**

Number	Field Name	Description	Start	End	Length
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



**Table 46–22 CTX ACH Vendor Payment Format Description, Payment Record**

Number	Field Name	Description	Start	End	Length
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
04	Line Code	constant V	021	021	Char 01
05	Agency Location Code	ALC; 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 999999999 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 999999999 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



**Table 46–23 CTX ACH Vendor Payment Format Description, Remittance Record**

Number	Field Name	Description	Start	End	Length
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
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	If there is a CM or RB in position 66-67, this field contains information on the Credit Memo and the description field from the Credit Memo.	078	157	Char 80
12	Filler	blank fill	158	160	Char 03

**Table 46–24 CTX ACH Vendor Payment Format Description, File Trailer Record**

Number	Field Name	Description	Start	End	Length
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



**Table 46–24 CTX ACH Vendor Payment Format Description, File Trailer Record**

Number	Field Name	Description	Start	End	Length
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
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



## Bulk Data CCD+ Payment Format Description

**Note:** A Bulk Data Payment Batch can only contain payments for up to 10 Treasury Symbols.

**Table 46–25 Bulk Data CCD+ Payment Format Description, Control Record**

No	Field Name	Treasury Description	Start	End	Length
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, such as AGR, IRS, and EPAL; derived from the FV:FV_AGENCY_ID_ABBREVIATION profile option	021	024	Char 04
04	VENMIS	This field is part of the file identification. Valid values for Bulk Data are VENMIS.	025	030	Char 06
05	Creation Date	date the file is created; uses a Julian date format YYDDD	031	035	Num 05
06	Filler	blank fill	036	040	Char 05
07	Agency Name	full agency name; optional; derived from Define Federal Options.Name form	041	060	Char 20
08	Agency Telephone No.	agency telephone number; optional; derived from Location.Address form	061	072	Char 12
09	VENMIS	Valid values for Bulk Data are VENMIS.	073	078	Char 06
10	Schedule Number	schedule number under which payments are made; derived from Payment Workbench.Batch Name form	079	089	Char 11
11	Federal Employer Identification Number (FEIN)	agency EIN or DUNS Position 90 - always 1 Position 91 - FEIN number; derived from the Define Federal Options form	090	109	Char 20
12	Filler	blank fill	110	160	Char 51



**Table 46–26 Bulk Data CCD+ Payment Format Description, Vendor/Misc. and Preauthorized Debit Data Record**

Number	Field Name	Description	Start	End	Length
1	Payee ID	Payee ID or the TIN Number; stored on the Supplier record; right justified; derived from Suppliers.Taxpayer_ID form	001	009	Char 09
2	Record Code	constant A	010	010	Char 01
3	Amount	payment amount; no decimal in the Amount field	011	020	Num 10
4	Line Code	constant V	021	021	Char 01
5	Agency Location Code	ALC; derived from Banks.Bank Branches Region.Agency Location Code form	022	029	Num 08
6	Name of Account Holder	payee or vendor name; derived from Invoices.Supplier form	030	051	Char 22
7	Filler	blank fill	052	052	Char 01
8	Account Code	C indicates checking account; S indicates savings account; derived from Supplier.Account Type form.	053	053	Char 01
9	Receiving RTN	Routing Transit Number (RTN) assigned to the payee's record; derived from Supplier.Bank Branch Number form	054	061	Num 08
10	Check Digit	Check digit for the RTN assigned to the payee's bank account; derived from Supplier.Bank Branch Number form	062	062	Num 01



**Table 46–26 Bulk Data CCD+ Payment Format Description, Vendor/Misc. and Preauthorized Debit Data Record**

Number	Field Name	Description	Start	End	Length
11	Depositor Account No.	Depositor Account Number assigned to the payee's record; left justified; derived from Supplier.Bank Account Num	063	079	Char 17
12	Addenda	Addenda Payment ID Information; derived from Invoice. Invoice Number; follows the following Nacha rules:  For no interest or discount: RMR*IV*<INVOICE NUMBER>*AI*<PAYMENT AMOUNT>*<INVOICE AMOUNT>*<DISCOUNT AMOUNT>\  For interest invoices: RMR*IV*<INVOICE NUMBER>*AI*<PAYMENT AMOUNT>\REF*RB*<ANNUAL INTEREST RATE>*AMOUNT OF INTEREST AND DAYS\	080	159	Char 80
13	Treasury Offset Program (TOP) Offset	eligible for offset code. Values are as follows:  Y for eligible for TOP  N for ineligible for TOP	160	160	Char 01

**Table 46–27 Bulk Data CCD+ Payment Format Description, Control Trailer Record**

Number	Field Name	Description	Start	End	Length
01	Record ID	identifies record type; constant DEOR	001	004	Char 04
02	Filler	blank fill	005	010	Char 06
03	Record Count	This count must match the number of payment records in the file and the items certified; file total.	011	020	Num 10
04	Filler	blank fill	021	030	Char 10
05	Total Amount	This amount should match all dollar amounts in field 3 of the payment records and the total dollars certified; no decimals; file total.	031	042	Num 12
06	Filler	blank fill	043	043	Char 01



**Table 46–27 Bulk Data CCD+ Payment Format Description, Control Trailer Record**

Number	Field Name	Description	Start	End	Length
07	Cumulative Record Count	cumulative total item count of all data records of all schedules on the file; file total	044	055	Num 12
08	Filler	blank fill	056	056	Char 01
09	Cumulative Amount	cumulative total amount of all data records of all schedules on the file; file total	057	070	Num 14
10	Filler	blank fill	071	92	Num 22
11	Filler	blank fill	093	152	Char 60
12	Agency Location Code	blank fill	153	160	Num 08



## Bulk Data PPD+ Payment Format Description

**Note:** A Bulk Data Payment Batch can only contain payments for up to 10 Treasury Symbols.

**Table 46–28 Bulk Data PPD+ Payment Format Description, Control Record**

No	Field Name	Treasury Description	Start	End	Length
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, such as AGR, IRS, and EPAL; derived from the FV:FV_AGENCY_ID_ABBREVIATION profile option	021	024	Char 04
04	File Identification	<p>If the Employee ECS Payment Type field corresponding to the Pay Group for this Payment File is equal to S, then the value for this field is SALARY.</p> <p>If the Employees ECS Payment Type field corresponding to the Pay Group for this Payment File is equal to T, then the value for this field is Travel.</p> <p>If the Employee ECS Payment Type field corresponding to the Pay Group for this Payment File is equal to X, O, R, B, D, or C, then the value for this field is MISPPD.</p> <p>If the Employee ECS Payment Type field corresponding to the Pay Group for this Payment File is equal to A, then the value for this field is ANNUIT.</p> <p>If the Employee ECS Payment Type field corresponding to the Pay Group for this Payment File is equal to I, then the value for this field is VAINSR.</p>	025	030	Char 06
05	Creation Date	date the file is created; uses a Julian date format YYDDD	031	035	Num 05
06	Filler	blank fill	036	040	Char 05
07	Agency Name	full agency name; optional; derived from Define Federal Options.Name form	041	060	Char 20
08	Agency Telephone No.	agency telephone number; optional; derived from Location.Address form	061	072	Char 12



**Table 46–28 Bulk Data PPD+ Payment Format Description, Control Record**

No	Field Name	Treasury Description	Start	End	Length
09	Agency ID	<p>If Record 4 (File Identification) equals SALARY, then the value in this record is FEDSAL.</p> <p>If Record 4 (File Identification) equals TRAVEL, then the value in this record is FEDTVL.</p> <p>If Record 4 (File Identification) equals MISPPD, then the value in this record is MISPPD.</p> <p>If Record 4 (File Identification) equals ANNUIT, then the value in this record is FEDANN.</p> <p>If Record 4 (File Identification) equals VAINSR, then the value in this record is FEDVAL.</p>	073	078	Char 06
10	Schedule Number	schedule number under which payments are made; derived from Payment Workbench.Batch Name form	079	089	Char 11
11	Federal Employer Identification Number (FEIN)	<p>agency EIN or DUNS</p> <p>Position 90 - 109 - FEIN Number; derived from Define Federal Options form</p>	090	109	Char 20
12	Filler	blank fill	110	160	Char 51

**Table 46–29 Bulk Data PPD+ Payment Format Description, Salary or Travel Payment Data Record**

Number	Field Name	Description	Start	End	Length
1	Payee ID	Payee ID or the TIN Number; stored on the Supplier record; derived from Suppliers.Taxpayer_ID form	001	009	Char 09
2	Record Code	constant A	010	010	Char 01
3	Amount	payment amount; no decimal in the Amount field	011	018	Num 08



**Table 46–29 Bulk Data PPD+ Payment Format Description, Salary or Travel Payment Data Record**

Number	Field Name	Description	Start	End	Length
4	Line Code	employee ECS payment type for Pay Group selected in the Payment Batch; 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 A for allotments I for VA insurance (VAINS)	019	019	Char 01
5	Agency Location Code	ALC; derived from Banks. Bank Branches Region.Agency Location Code form	020	027	Num 08
6	Name of Account Holder	payee or vendor name; derived from Invoices.Supplier form	028	049	Char 22
7	Filler	blank fill	050	052	Char 03
8	Account Code	C indicates checking account; S indicates savings account; derived from Supplier.Account Type form.	053	053	Char 01
9	Receiving RTN	Routing Transit Number (RTN) assigned to the payee's record; derived from Supplier.Bank Branch Number form	054	061	Num 08
10	Check Digit	check digit for the RTN assigned to the payee's bank account; derived from Supplier.Bank Branch Number form	062	062	Num 01



**Table 46–29 Bulk Data PPD+ Payment Format Description, Salary or Travel Payment Data Record**

Number	Field Name	Description	Start	End	Length
11	Depositor Account No.	Depositor Account Number assigned to the payee's record; derived from Supplier.Bank Account Num form	063	079	Char 17
12	Addenda	addenda Payment ID Information; derived from Invoice.Invoice Number; follows the following Nacha rules:  For non-interest or discount: RMR*VV<INVOICE NUMBER>*AI*<PAYMENT AMOUNT>\ For interest on travel payments: RMR*VV*<INVOICE NUMBER>*AI*<PAYMENT AMOUNT>\REF*RB*<ANNUAL INTEREST RATE>*AMOUNT OF INTEREST AND DAYS\	080	159	Char 80
13	Treasury Offset Program (TOP) Offset	eligible for Offset Code. Values are as follows: Y for eligible for TOP N for ineligible for TOP	160	160	Char 01

**Table 46–30 Bulk Data PPD+ Payment Format Description, Control Trailer Record**

Number	Field Name	Description	Start	End	Length
01	Record ID	identifies record type; constant DEOR	001	004	Char 04
02	Filler	blank fill	005	010	Char 06
03	Record Count	This count must match the number of payment records in the file and the items certified; file total	011	020	Num 10
04	Filler	blank fill	021	029	Char 09
05	Total Amount	This amount should match all dollar amounts in field 3 of the payment records and the total dollars certified; no decimals; file total.	030	040	Num 11
06	Filler	blank fill	041	041	Char 01
07	Cumulative Record Count	cumulative total item count of all data records of all schedules on the file; file total	042	053	Num 12
08	Filler	blank fill	054	054	Char 01



**Table 46–30 Bulk Data PPD+ Payment Format Description, Control Trailer Record**

Number	Field Name	Description	Start	End	Length
09	Cumulative Amount	cumulative total amount of all data records of all schedules on the file; file total	055	067	Num 13
10	Filler	blank fill	068	070	Char 03
11	Filler	blank fill	071	092	Num 22
12	Filler	blank fill	093	152	Char 60
13	Agency Location Code	blank fill	153	160	Num 08



## Bulk Data Salary/Travel NCR Payment Format Description

**Note:** A Bulk Data Payment Batch can only contain payments for up to 10 Treasury Symbols.

**Table 46–31 Bulk Data Salary/Travel NCR Payment Format Description, Data Record Line Code 4**

No	Field Name	Treasury Description	Start	End	Length
1	Payee ID	Payee ID or the TIN Number; stored on the Supplier record; derived from Suppliers.Taxpayer_ID	001	009	Char 09
2	Record Code	constant A	010	010	Char 01
3	Object Code	employee ECS payment type; derived from Employee Payment Type Mapping form. Codes are as follows: 0 for salary 1 for salary plus travel	011	011	Char 01
4	Mail Sort Code	constant 0	012	012	Char 01
5	Type of Payment Code	for FPA use; passed to CP&R	013	013	Char 01
6	Amount	payment amount; no decimal in the Amount field	014	021	Num 08
7	Line Code	constant 4 for direct mail	022	022	Char 01
8	Zip Control Code	constant 1	023	023	Char 01
9	Agency Use	may be blank	024	027	Char 04
10	Designated Agent Code	abbreviated agency identification, such as AGR, IRS; derived from the FV_AGENCY_ID_ABBREVIATION profile option	028	031	Char 04
11	Treasury Offset Program (TOP) Offset	eligible for Offset Code. Values are as follows: Y for eligible for TOP N for ineligible for TOP	032	032	Char 01
12	Blank	blank fill	033	033	Char 01
13	Agency Location Code	ALC; derived from Banks.Bank Branches Region.Agency Location Code	034	041	Num 08
14	Appropriation Code	blank fill	042	057	Char 16



**Table 46–31 Bulk Data Salary/Travel NCR Payment Format Description, Data Record Line Code 4**

No	Field Name	Treasury Description	Start	End	Length
15	Payee Name	payee or vendor name; derived from Invoices.Supplier	058	082	Char 25
16	Zip Code	required; derived from Supplier Sites form May be five numeric followed by four blanks, or nine numeric. Do not insert hyphen between fifth and sixth digits. It will be inserted by RFC prior to check printing.	083	091	Char 09
17	Address Line 1	ADDRESS_LINE1; required; derived from Supplier Sites form If there are less than three address lines, blank fill the remaining lines. Last significant line must contain city and state. Do not place the zip code in the last line of the address. RFC edit programs will properly float the zip code on the printed check.	092	126	Char 35
18	Address Line 2	ADDRESS_LINE2; optional; derived from Supplier Sites form	127	161	Char 35
19	Address Line 3	ADDRESS_LINE3; derived from Supplier Sites form	162	179	Char 18
20	Blanks	blank fill	180	191	Char 12
21	Record Mark	blank fill	192	192	Char 01

**Table 46–32 Bulk Data Salary/Travel NCR Payment Format Description, Agency Name Control Trailer Record**

Number	Field Name	Description	Start	End	Length
01	Blanks	blank fill	001	003	Char 03
02	Item Count	This count must match the number of payment records in the file and the items certified; file total; does not include Header or Trailer records.	004	009	Num 06
03	Record Code	Constant E for agency name and telephone record	010	010	Char 01
04	Total Amount	This amount should match all dollar amounts in field 3 of the payment records and the total dollars certified; no decimals; file total.	011	025	Num 15
05	Agency Id	Agency Location Code; right justified	026	035	Char 10



**Table 46–32 Bulk Data Salary/Travel NCR Payment Format Description, Agency Name Control Trailer Record**

Number	Field Name	Description	Start	End	Length
06	Agency Name	agency name for billing purposes; derived from Define Federal Options.Name form	036	055	Char 20
07	Agency Telephone No.	agency telephone number; optional	056	067	Char 12
08	Blanks	blank fill	068	069	Char 02
09	Record Mark	blank fill	070	070	Char 01

**Table 46–33 Bulk Data Salary/Travel NCR Payment Format Description, Segment Control Record**

Number	Field Name	Description	Start	End	Length
01	Blanks	blank fill	001	003	Char 03
02	Item Count	sum of payment records (checks) on the schedule. Does not include header or trailer records	004	009	Num 06
03	Record Codes	constant C	010	010	Char 01
04	Total Amount	sum of all payment amounts on the schedule; does not include header or trailer records. This amount should match all dollar amounts in field 3 of the payment records and the total dollars certified; no decimals. (File Total)	011	025	Num 15
05	Agency ID	Agency Identification Information; derived from Banks. Bank Branches Region.Agency Location Code; right justified	026	035	Char 10
06	Agency Name	blank fill	036	055	Char 20
07	Agency Telephone No.	blank fill	056	067	Char 12
08	Blanks	blank fill	068	069	Char 02
09	Record Mark	blank fill	070	070	Char 01



**Table 46–34 Bulk Data Salary/Travel NCR Payment Format Description, Job Control Record**

Number	Field Name	Description	Start	End	Length
01	Blanks	blank fill	001	003	Char 03
02	Item Count	This count must match the number of payment records in the file and the items certified; sum of payment records (checks) on the schedule; does not include header or trailer records.	004	009	Num 06
03	Record Code	Constant F	010	010	Char 01
04	Total Amount	This amount should match all dollar amounts in field 3 of the payment records and the total dollars certified; no decimals; sum of all payment amounts on the schedule; does not include header or trailer records	011	025	Num 15
05	Agency ID	agency identification information; derived from Banks.Bank Branches Region.Agency Location Code; right justified	026	035	Char 10
06	Agency Name	blank fill	036	055	Char 20
07	Agency Telephone No.	blank fill	056	067	Char 12
08	Blanks	blank fill	068	069	Char 02
09	Record Mark	blank fill	070	070	Char 01



## Bulk Data NCR Payment Format Description

**Note:** A Bulk Data Payment Batch can only contain payments for up to 10 Treasury Symbols.

**Table 46–35 Bulk Data NCR Payment Format Description, Agency Location Code Control Record**

No	Field Name	Treasury Description	Start	End	Length
01	Segment Number	Same as Code B Records following the 10 low-order digits of the SF-1166; derived from Payment Workbench.Batch Name form	001	010	Char 10
02	Blanks	blank fill	011	023	Char 13
03	Agency Location Code	ALC; derived from Banks.Bank Branches Region.Agency Location Code form	024	031	Num 08
04	Blanks	blank fill	032	042	Char 11
05	Record Code	constant &	043	043	Char 01
06	Blanks	blank fill	044	049	Char 06
07	Consolidated Tape Header Description	blank fill	050	084	Char 35
08	Blank	blank fill	085	1042	Char 964

**Table 46–36 Bulk Data NCR Payment Format Description, Agency Billing Address Control Record**

Number	Field Name	Description	Start	End	Length
01	Segment Number	Same as Code B Records following the 10 low-order digits of the SF-1166; derived from Payment Workbench.Batch Name form	001	010	Char 10
02	Constant	zeros	011	023	Num 13
03	Blanks	blank fill	024	042	Char 19
04	Record Code	constant A	043	043	Char 01
05	Agency Name	derived from Define Federal Options.Name form	044	068	Char 25
06	Address Line 1	derived from Define Federal Options.Address form	069	093	Char 25
07	Address Line 2	derived from Define Federal Options.Address form	094	118	Char 25



**Table 46–36 Bulk Data NCR Payment Format Description, Agency Billing Address Control Record**

Number	Field Name	Description	Start	End	Length
08	Address Line 3	agency city, state, and zip; derived from Define Federal Options.Address form	119	143	Char 25
09	Agency Telephone	derived from Location.Address form	144	153	Num 10
11	Blanks	blank fill	154	1048	Char 895

**Table 46–37 Bulk Data NCR Payment Format Description, Enclosure Code 2 - Check Issue/Notice to Check Recipient**

Number	Field Name	Description	Start	End	Length
1	Segment Number	Segment Number is comprised of 10 low-order positions of the schedule number of the accompanying SF 1166; derived from Payment Workbench.Batch Name form.	001	010	Char 10
2	Enclosure Code	Enclosure Code indicates type of enclosure, if any, to accompany check, as follows:  constant 2 for Treasury printed Notice to Check Recipient to accompany check	011	011	Num 01
3	Overflow Field A	blank fill	012	014	Char 03
4	Payee or Vendor ID Number – TIN	For TIN Compliance, this field must contain 9 digits. For a Vendor ID, the field may contain any alphanumeric combination. If less than 9 characters, an agency cannot use overflow fields. If more than 9 characters, the extra characters must be placed as a prefix in field 3, Overflow field A. If more than 12 characters, the excess continues as a suffix in Overflow Field B.  derived from Supplier.Taxpayer ID form	015	023	Char 09
5	Payment Amount	payment amount; right justify and pad with high-order zeros fill; derived from Payments.Payment Amount form	024	032	Num 09
6	Agency Identification	Agency Identification, such as VA AUSTIN, or SSA BALT, to be printed on the check. Agencies have the option to put any type of Agency ID they feel pertinent, such as vendor numbers; derived from FV:FV_AGENCY_ID_ABBREVIATION profile option.	033	042	Char 10
7	Record Code	constant B	043	043	Char 01



**Table 46–37 Bulk Data NCR Payment Format Description, Enclosure Code 2 - Check Issue/Notice to Check Recipient**

Number	Field Name	Description	Start	End	Length
8	Payee Name	payee name	044	078	Char 35
9	Address Line 1	VENDOR_ADDRESS_LINE1; optional If there are less than four address lines, blank fill the remaining lines. Last significant line must contain city, state, and zip code.	079	113	Char 35
10	Address Line 2	VENDOR_ADDRESS_LINE2; optional	114	148	Char 35
11	Address Line 3	VENDOR_ADDRESS_LINE3; optional	149	178	Char 30
12	Address Line 4	VENDOR_ADDRESS_LINE4	179	208	Char 30
13	Type of Payment	blank fill	209	209	Char 01
14	Appropriation Code	constant, blank fill	210	225	Char 16
15	Overflow Field B	suffix field for the TIN  This field is reserved for spillover; continue from the Overflow Field A, when the Vendor ID exceeds 12 characters. This reserve field, if less than four characters, must be left-justified with trailing blanks.	226	229	Char 04



**Table 46–37 Bulk Data NCR Payment Format Description, Enclosure Code 2 - Check Issue/Notice to Check Recipient**

Number	Field Name	Description	Start	End	Length
16	TIN Code	Type of Payment Indicator as follows: V for vendor M for miscellaneous X for tax O for OPM R for RRB B for SSA D for SSI C for VA  If Supplier Type of all Invoices equals to Employee, use the Employee ECS Payment Type, derived from the Employee Payment Type Mapping form, to obtain the values for X, B, D, O, R, and C depending on the pay group.  If Supplier Type of all Invoices is not equal to Employee, use constant V.  If there are invoices where Supplier Type equals to Employee and also Supplier Type that does not equal to Employee, the payment should error out.	230	230	Char 01
17	Treasury Offset Program (TOP) Offset	eligible for Offset Code. Values are as follows: Y for eligible for TOP N for ineligible for TOP	231	231	Char 01
18	Reserved for FMS	blank fill	232	243	Char 12
19	Reserved for Agency Data	blank fill	244	258	Char 15
20	Blank	blank fill	259	275	Char 17
21	Number of Payment ID Lines	number of payment identification lines to be printed	276	277	Num 02



**Table 46–37 Bulk Data NCR Payment Format Description, Enclosure Code 2 - Check Issue/Notice to Check Recipient**

Number	Field Name	Description	Start	End	Length
22	Payment Identification Line 1	<p>1.) For all payments with no interest, discounts or offsets, the Payment ID line is as follows:</p> <p>INV &lt;Invoice Number&gt;*PO*&lt;Obligation Number&gt;*AMT*&lt;Payment Amount&gt;</p> <p>Example: INV*1234567890123456-INT*PO*1234567890123456*AMT*99999999.99</p> <p>2.) For all interest payments, the Payment ID line is as follows:</p> <p>INV*&lt;Invoice Number&gt;*PO*&lt;Obligation Number&gt;*AMT*&lt;Payment Amount&gt;*RATE*&lt;Interest Rate&gt;</p> <p>Example: INV*12345-INT*PO*12345*AMT*99999.99*RATE*99.99%</p> <p>3.) For all discount payments, the payment line is as follows:</p> <p>INV*&lt;Invoice Number&gt;*PO*&lt;Obligation Number&gt;*AMT*&lt;Payment Amount&gt;*DISC*&lt;Discount Amount&gt;</p> <p>Example: INV*12345678-INT*PO*12345678*AMT*9999999.99*DISC*9999999.99</p> <p>4.) For all Credit Memos, the Payment ID line is as follows:</p> <p>INV*&lt;Invoice Number&gt;*PO*&lt;Obligation Number&gt;*AMT*&lt;Payment Amount&gt;*CM*&lt;Credit Memo Amount&gt;</p> <p>Example: INV*1234567-INT*PO*1234567*AMT*9999999.99*CM*9999999.99</p> <p>For Enclosure Code 2, Treasury will print up to 14 lines of payment identifying data on a Notice to Check Recipient.</p>	278	332	Char 55
23	Payment Identification Line 2	See Payment Identification Line 1.	333	387	Char 55



**Table 46–37 Bulk Data NCR Payment Format Description, Enclosure Code 2 - Check Issue/Notice to Check Recipient**

Number	Field Name	Description	Start	End	Length
24	Payment Identification Line 3	See Payment Identification Line 1.	388	442	Char 55
25	Payment Identification Line 4	See Payment Identification Line 1.	443	497	Char 55
26	Payment Identification Line 5	See Payment Identification Line 1.	498	552	Char 55
27	Payment Identification Line 6	See Payment Identification Line 1.	553	607	Char 55
28	Payment Identification Line 7	See Payment Identification Line 1.	608	662	Char 55
29	Payment Identification Line 8	See Payment Identification Line 1.	663	717	Char 55
30	Payment Identification Line 9	See Payment Identification Line 1.	718	772	Char 55
31	Payment Identification Line 10	See Payment Identification Line 1.	773	827	Char 55
32	Payment Identification Line 11	See Payment Identification Line 1.	828	882	Char 55
33	Payment Identification Line 12	See Payment Identification Line 1.	883	937	Char 55
34	Payment Identification Line 13	See Payment Identification Line 1.	938	992	Char 55
35	Payment Identification Line 14	See Payment Identification Line 1.	993	1047	Char 55
36	Blank	blank	1048	1048	Char 01



**Table 46–38 Bulk Data NCR Payment Format Description, Segment Control Record**

Number	Field Name	Description	Start	End	Length
01	Segment Number	Same as Code B Records following the 10 low-order digits of the SF-1166; derived from Payment Workbench.Batch Name form	001	010	Char 10
02	Constant	9999999999	011	023	Num 13
03	Segment Item Count	This count must match the number of payment records in the file and the items certified; file total.	024	030	Num 07
04	Segment Amount	This amount should match all dollar amounts in field 5 of the payment records and the total dollars certified; no decimals; file total.	031	042	Num 12
05	Record Code	constant C	043	043	Char 01
06	Blanks	blank fill	044	1048	Char 06

**Table 46–39 Bulk Data NCR Payment Format Description, Job Control Record**

Number	Field Name	Description	Start	End	Length
01	Constant	9999999999	001	010	Num 10
02	Constant	9999999999	011	023	Num 13
03	Job Item Count	This count must match the number of payment records in the file and the items certified; file total.	024	030	Num 07
04	Job Amount	This amount should match all dollar amounts in field 5 of the payment records and the total dollars certified; no decimals; file total.	031	042	Num 12
05	Record Code	constant D	043	043	Char 01
06	Blanks	blank fill	044	1048	Char 1005



## Generating Summary Schedules and Consolidated Payment Files Procedure

This procedure includes the following parts:

- Generating ECS or SPS Summary Schedules
- Generating the Consolidated Payment File

### Generating ECS or SPS Summary Schedules

To generate ECS or SPS Summary Schedules, perform the following steps:

1. In Federal Financials, navigate to the Summary Schedule and Consolidated File window as follows:

#### **Payables Management - Summary Schedule and Consolidated File**

2. In the Payment Batch Name field, select payment batches from the list of values.
3. In the Control Number field, enter the control number provided by Treasury.
4. Save the record as follows:

#### **File - Save or Save and Proceed**

5. To generate a summary schedule, select the Select check box for the payment batches with a control number.
6. Click **Summary Schedule**.

A window appears to select an ECS or SPS Summary Schedule.

7. Select the appropriate summary schedule.
8. Click **Submit**.
9. After the Summary Schedule is submitted to Treasury, select the payment batch Name to confirm in the Treasury Confirmation and Reconciliation window.
10. To confirm the selected payment batch, click **Treasury Confirmation**.

The Treasury Confirmation and Reconciliation window appears.

For information on the Treasury and Confirmation Reconciliation window, see Treasury Confirmation and Reconciliation Procedure, page 48-8.



## Generating the Consolidated Payment File

To generate Consolidated Payment Files, perform the following steps:

1. In Federal Financials, navigate to the Summary Schedule and Consolidated File window as follows:

### **Payables Management - Summary Schedule and Consolidated File**

2. In the Payment Batch Name field, select a payment batch from the list of values.
3. Select the Select check box for those payment batches to be consolidated.

**Note:** Consolidated files must contain payment batches with the same format, same pay date, and same pay group.

4. Click **Consolidated Payment File**.

The Consolidated Schedule Number window appears.

5. In the Consolidated Schedule No. field, enter a Consolidated Schedule batch number.

6. Click **OK**.

7. After a Consolidated Payment File is generated and, in the case of a Bulk Data consolidated file, a Summary Schedule is submitted to Treasury, select the payment batch based on the Consolidated Schedule Number to confirm in the Treasury Confirmation and Reconciliation window.

8. Click **Treasury Confirmation**.

The Treasury Confirmation and Reconciliation window appears.

For information on the Treasury and Confirmation Reconciliation window, see Treasury Confirmation and Reconciliation Procedure, page 48-8.

9. Close the window.



# Summary Schedule and Consolidated File Window

Figure 46–1 Summary Schedule and Consolidated File Window

Summary Schedule and Consolidated File

Select	Payment Batch Name	Payment Format	Pay Group	Payment Date	Control Number	Agency Location Code	Summary Schedule	Consolidated Schedule No.	
<input type="checkbox"/>	013-0113	Bulk Data PPF	ECS CCD	13-JAN-2003		36010000	<input type="checkbox"/>		
<input type="checkbox"/>							<input type="checkbox"/>		
<input type="checkbox"/>							<input type="checkbox"/>		
<input type="checkbox"/>							<input type="checkbox"/>		
<input type="checkbox"/>							<input type="checkbox"/>		
<input type="checkbox"/>							<input type="checkbox"/>		
<input type="checkbox"/>							<input type="checkbox"/>		
<input type="checkbox"/>							<input type="checkbox"/>		
<input type="checkbox"/>							<input type="checkbox"/>		
<input type="checkbox"/>							<input type="checkbox"/>		

Summary Schedule

Consolidated Payment File

Treasury Confirmation

Figure 46–2 Select Summary Schedule Format Window

Select Summary Schedule Format

Summary Schedule Formats

☐ ECS Summary Schedule

☒ SPS Summary Schedule

Cancel

Submit



## Summary Schedule and Consolidated File Window Description

Table 46–40 describes the Summary Schedule and consolidated File window and  
Table 46–41 describes the Select Summary Schedule Format window

**Table 46–40 Summary Schedule and Consolidated File Window Description**

Field Name	Type	Features	Description
Select	optional	check box	selects payment batches for generating the Summary Schedule or Consolidated Payment File; can only select payment batches that belong to the same payment format
Payment Batch Name	required	list of values	schedule number used in the payment formats; only payment batch names associated with Bulk Data CCD+, Bulk Data PPD+, Bulk Data Salary/Travel NCR, and Bulk Data NCR included in the list of values; must be in the Format and/or Confirmed status of the payment process
Payment Format	display only		payment format associated with each payment batch
Pay Group	display only		pay group
Payment Date	display only		payment date
Control Number	conditionally required		Control Number supplied by Treasury when Bulk Data file is submitted; can only be entered for Bulk Data CCD+, Bulk Data PPD+, Bulk Data Salary/Travel NCR, and Bulk Data NCR; must be entered if creating a Summary Schedule; must not be entered if creating a Consolidated Payment File  The same Control Number can be assigned to different payment batches.  If the Summary Schedule check box is selected, the Control Number cannot be changed or deleted.
Agency Location Code	display only		agency location code associated with each payment batch



**Table 46–40 Summary Schedule and Consolidated File Window Description**

Field Name	Type	Features	Description
Summary Schedule	display only	check box	<p>indicates a Summary Schedule created for selected payment batch</p> <p>If the Summary Schedule check box is selected, users can regenerate the same Summary Schedule by selecting the payment batch and clicking <b>Summary Schedule</b>.</p>
Consolidated Schedule No.	display only		Consolidated Schedule Number, if any, associated with each payment batch
[Descriptive Flexfield]	optional		user-customization field
Summary Schedule		button	<p>generates an ECS or SPS Summary Schedule for Bulk Data CCD+, Bulk Data PPD+, Bulk Data Salary/Travel NCR, and Bulk Data NCR; one Summary Schedule generated for each unique combination of Payment Batch, Control Number, and ALC. If users select multiple payment batches with multiple ALCs, multiple summary schedules are created.</p>
Consolidated Payment File		button	<p>generates the Consolidated Payment File for CTX, Bulk Data CCD+, and bulk data PPD+; can be generated for multiple ALCs; only one Consolidated Payment File can be generated at a time</p> <p>All payment batches selected must contain the same payment format and Check Date. In the case of Bulk Data PPD+, the payment batches selected must contain the same pay group.</p>



**Table 46–40 Summary Schedule and Consolidated File Window Description**

Field Name	Type	Features	Description
Treasury Confirmation		button	<p>opens the Treasury Confirmation and Reconciliation window displaying the selected Payment Batch Name so that users can enter a new record or view a record under the following conditions:</p> <ul style="list-style-type: none"> <li>- There is no record of the Payment Batch Name in the Treasury Confirmation and Reconciliation window; users can enter a new record.</li> <li>- There is at least one record or multiple records for the Payment Batch Name in the Treasury Confirmation and Reconciliation window with a status of non-Back Out for a confirmed or unconfirmed payment batch; the Treasury Confirmation and Reconciliation window displays the information in query mode.</li> <li>- There is a record or multiple records for the Payment Batch name in the Treasury Confirmation and Reconciliation window with a status of Back Out for all records; users can enter a new record.</li> </ul>

**Table 46–41 Select Summary Schedule Format Window Description**

Field Name	Type	Features	Description
ECS Summary Schedule	optional	check box	select to create an ECS Summary Schedule
SPS Summary Schedule	optional	check box	select to create an SPS Summary Schedule
Cancel		button	closes window without saving
Submit		button	generates the selected summary schedule



## ECS Summary Schedule Output File Layout Description

**Table 46–42 ECS Summary Schedule Output File Layout Description, Summary Totals Transmission Header Records**

No	Field Name	Treasury Description	Start	End	Length
1	Record Type	identifies record type; constant 01	001	002	Num 02
2	Transmission Number	blank fill	003	008	Num 06
3	Schedule Number	<p>schedule number under which payments are made</p> <p>If there is a value in the Consolidated Schedule Number field in the Summary Schedule and Consolidated File window for the selected Payment Batch, use the Consolidated Schedule number as the Schedule Number.</p> <p>If there is no value in the Consolidated Schedule Number field in the Summary Schedule and Consolidated File window for the selected Payment Batch, use the CHECKRUN_NAME in the Summary Schedule and Consolidated File window.</p>	009	022	Char 14
4	Date/Time	blank fill	023	034	Num 12
5	FPA ID	blank fill	035	038	Char 04
6	FPA PC#	blank fill	039	040	Num 02
7	Filler	blank fill	041	042	Char 02
8	RFC Identifier	Regional Finance Center for Processing Schedule; derived from Banks.Bank Branches Region.RFC Identifier form	043	045	Char 03
9	ALC	Agency Location Code for the selected Schedule Number in the Summary Schedule and Consolidated File window; derived from Banks.Bank Branches Region.Agency Location Code	046	053	Char 08
10	DOS Filename	DOS File Name. NNN-MMDD where NNN is a sequential number and MMDD is the month and day; for example 001-1230.	054	065	Char 12
11	Filler	blank fill	066	416	Char 351



**Table 46–42 ECS Summary Schedule Output File Layout Description, Summary Totals Transmission Header Records**

No	Field Name	Treasury Description	Start	End	Length
12	Payment Type	constant M	417	417	Char 01
13	Payment Application	blank fill	418	418	Char 01
14	Filler	blank fill	419	440	Char 22

**Table 46–43 ECS Summary Schedule Output File Layout Description, Summary Totals Agency Location Code Record**

Number	Field Name	Description	Start	End	Length
1	Record Type	identifies record type; constant 02	001	002	Num 02
2	Record Number	identifies sequence of record in schedule; constant 000001	003	008	Num 06
3	Schedule Number	<p>schedule number under which payments are made</p> <p>If there is a value in the Consolidated Schedule Number field in the Summary Schedule and Consolidated File window for the selected Payment Batch, use the Consolidated Schedule number as the Schedule Number.</p> <p>If there is no value in the Consolidated Schedule Number field in the Summary Schedule and Consolidated File window for the selected Payment Batch, use the CHECKRUN_NAME in the Summary Schedule and Consolidated File window.</p>	009	022	Char 14
4	Filler	blank fill	023	035	Char 13
5	ALC	Agency Location Code for the selected Schedule Number in the Summary Schedules and Consolidate File Form window; derived from Banks.Bank Branches Region.Agency Location Code	036	043	Num 08
6	Filler	blank fill	044	054	Char 11
7	Record Code	constant &	055	055	Char 01
8	Filler	blank fill	056	440	Char 385



**Table 46–44 ECS Summary Schedule Output File Layout Description, Summary Totals Agency Billing Address Control Record**

Number	Field Name	Description	Start	End	Length
1	Record Type	identifies record type; constant 03	001	002	Num 02
2	Record Number	sequence of record in the schedule; constant 000002	003	008	Num 06
3	Schedule Number	<p>schedule number under which payments are made</p> <p>If there is a value in the Consolidated Schedule Number field in the Summary Schedule and Consolidated File window for the selected Payment Batch, use the Consolidated Schedule number as the Schedule Number.</p> <p>If there is no value in the Consolidated Schedule Number field in the Summary Schedule and Consolidated File window for the selected Payment Batch, use the CHECKRUN_NAME in the Summary Schedule and Consolidated File window.</p>	009	022	Char 14
4	Zero Constant	zero fill	023	035	Num 13
5	Filler	blank fill	036	054	Char 19
6	Record Code	constant A	055	055	Char 01
7	Agency Name	agency name for billing purposes; derived from Define Federal Options.Name	056	080	Char 25
8	Address 1	agency billing address; derived from Define Federal Options.Address	081	105	Char 25
9	Address 2	agency billing address; derived from Define Federal Options.Address	106	130	Char 25
10	Address 3	agency city, state and zip; derived from Define Federal Options.Address	131	155	Char 25
11	Agency Telephone	telephone number for billing questions; derived from Location.Address	156	165	Char 10
12	Filler	blank fill	166	440	Char 275



**Table 46–45 ECS Summary Schedule Output File Layout Description, Summary Totals 04 Record**

Number	Field Name	Description	Start	End	Length
1	Record Type	identifies record type; constant 04	001	002	Num 02
2	Payment Number	constant 000001	003	008	Num 06
3	Schedule Number	<p>schedule number under which payments are made</p> <p>If there is a value in the Consolidated Schedule Number field in the Summary Schedule and Consolidated File window for the selected Payment Batch, use the Consolidated Schedule Number as the Schedule Number.</p> <p>If there is no value in the Consolidated Schedule Number field in the Summary Schedule and Consolidated File window for the selected Payment Batch, use the CHECKRUN_NAME in the Summary Schedule and Consolidated File window.</p>	009	022	Char 14
4	Filler	blank fill	023	026	Char 04
5	Requested Payment Date	payment batch date for the schedule number; derived from Payment Batches.Payment Date; MMDDYYYY	027	034	Num 08



**Table 46–45 ECS Summary Schedule Output File Layout Description, Summary Totals 04 Record**

Number	Field Name	Description	Start	End	Length
6	Summary Payment Codes	<p>First Position is as follows:</p> <ul style="list-style-type: none"> <li>- A for allotment</li> <li>- B for benefit (monthly: SSA, SSI, VA, OPM, and RRB)</li> <li>- D for daily benefits, such as PMA</li> <li>- F for foreign mailing of US dollar checks. Second position must be C.</li> <li>- H for International Direct Deposit (DD). Second position must be E.</li> <li>- I for IDRS Daily Tax</li> <li>- M for miscellaneous</li> <li>- N for VAINS, VA Insurance Due Date</li> <li>- P for Pre-authorized Debit (PAD). Second position must be E.</li> <li>- R for redraw schedules for TOP</li> <li>- S for salary</li> <li>- T for travel</li> <li>- V for vendor</li> <li>- X for tax refunds</li> <li>- Z for EDI/EFT/CTX Files</li> </ul> <p>Second Position is as follows:</p> <ul style="list-style-type: none"> <li>- C for check; mandatory if first position is F</li> <li>- E for EFT; mandatory if first position is H or F</li> <li>- F for FEDLINE/FEDWIRE</li> </ul>	035	036	Char 02



**Table 46–45 ECS Summary Schedule Output File Layout Description, Summary Totals 04 Record**

Number	Field Name	Description	Start	End	Length
	Summary Payment Codes (continued)	<p>If the Schedule Number belongs to a Bulk Data CCD+ Payment Format, then use constant VE.</p> <p>If the Schedule Number belongs to a Bulk Data PPD+ Payment Format, then check the Line Code (#4) in the Salary or Travel Payment Record:</p> <ul style="list-style-type: none"> <li>- If the line code is B, D, O, R, or C, then use constant BE</li> <li>- If the line code is A, then use constant AE.</li> <li>- If the line code is I, then use constant NE.</li> <li>- If the line code is S, then use constant SE.</li> <li>- If the line code is T, then use constant TE.</li> <li>- If the line code is X, then use constant XE.</li> </ul> <p>If the Schedule Number belongs to a Bulk Data Salary/Travel NCR Format, then check the Object Code (#3) in the Data Record Line Code 4 Record:</p> <ul style="list-style-type: none"> <li>- If the Object Code is 0, then use constant SC.</li> <li>- If the Object Code is 1, then use constant TC.</li> </ul> <p>If the Schedule Number belongs to a Bulk Data NCR Format, then check the TIN Code (#16) in the Enclosure Code 02 Record:</p> <ul style="list-style-type: none"> <li>- If the TIN Code is V, then use constant VC.</li> <li>- If the TIN Code is R, B, D, O, or C, then use constant BC.</li> <li>- If the TIN Code is X, then use constant XC.</li> </ul>			
7	Filler	blank fill	037	046	Char 10
8	Reel Number 1	Control Number is a new field in the Summary Schedule and Consolidated File window.	047	053	Char 07
9	Reel Number 2	blank fill	054	060	Char 07
10	Reel Number 3	blank fill	061	067	Char 07
11	Reel Number 4	blank fill	068	074	Char 07



**Table 46–45 ECS Summary Schedule Output File Layout Description, Summary Totals 04 Record**

Number	Field Name	Description	Start	End	Length
12	Reel Number 5	blank fill	075	081	Char 07
13	Filler	blank fill	082	116	Char 35
14	MAC for Payment Data	blank fill	117	124	Char 08
15	ALC	Agency Location Code for the selected Schedule Number in the Summary Schedule and Consolidated File window; derived from Banks.Bank Branches Region.Agency Location Code	125	132	Num 08
16	Number of Payments Total	For Bulk Data CCD+, use Record Count (#03) from Bulk Data CCD+ Control Trailer Record. For Bulk Data PPD+, use Record Count (#03) from Bulk Data PPD+ Control Trailer Record. For Bulk Data Salary/Travel NCR, use Item Count (#02) from Bulk Data Salary/Travel NCR Control Trailer Record. For Bulk Data NCR, use Segment Item Count (#03) from Bulk Data NCR Control Trailer Record.	133	140	Num 08
17	Amount Total	For Bulk Data CCD+, use Total Amount (#03) from Bulk Data CCD+ Vendor/MISC. & Preauthorized Debit Data Record for the ALC in item 15. For Bulk Data PPD+, use Total Amount (#03) from Bulk Data PPD+ Salary or Travel Data Record for the ALC in item 15. For Bulk Data Salary/Travel NCR, use Total Amount (#04) from Bulk Data Salary/Travel NCR Control Trailer Record. For Bulk Data NCR, use Segment Amount (#04) from Bulk Data NCR Control Trailer Record.	141	155	Num 15
18	Filler	blank fill	156	160	Char 05



**Table 46–45 ECS Summary Schedule Output File Layout Description, Summary Totals 04 Record**

Number	Field Name	Description	Start	End	Length
19	Account Symbol	Account Symbol or other appropriate reference identifying the appropriation or fund affected for the first account symbol on this schedule. Additional account symbols, up to ten, can be entered in subsequent fields as needed.  Report the first Treasury Symbol of the Payment Batch related to the Schedule Number; required.	161	176	Char 16
20	Total Amt. Amount 1	Total amount for the first account symbol. Appropriation amounts for additional account symbols can be entered in subsequent appropriated amount fields.  Report the total amount paid for the first Treasury Symbol.	177	189	Num 13
21	Account Symbol 2	If there are 10 Treasury Symbols in the batch, report the second Treasury Symbol. If there are less than 10 Treasury Symbols, then it is blank fill.	190	205	Char 16
22	Total Amt Sym 2	If there are 10 Treasury Symbols, report the total amount paid for the second Treasury Symbol. If there are less than 10 Treasury Symbols, then it is zero fill.	206	218	Num 13
23	Account Symbol 3	If there are 10 Treasury Symbols in the batch, report the third Treasury Symbol. If there are less than 10 Treasury Symbols, then it is blank fill.	219	234	Char 16
24	Total Amt Sym 3	If there are 10 Treasury Symbols, report the total amount paid for the third Treasury Symbol. If there are less than 10 Treasury Symbols, then it is zero fill.	235	247	Num 13
25	Account Symbol 4	If there are 10 Treasury Symbols in the batch, report the fourth Treasury Symbol. If there are less than 10 Treasury Symbols, then it is blank fill.	248	263	Char 16
26	Total Amt Sym 4	If there are 10 Treasury Symbols, report the total amount paid for the fourth Treasury Symbol. If there are less than 10 Treasury Symbols, then it is zero fill.	264	276	Num 13



**Table 46–45 ECS Summary Schedule Output File Layout Description, Summary Totals 04 Record**

Number	Field Name	Description	Start	End	Length
27	Account Symbol 5	If there are 10 Treasury Symbols in the batch, report the fifth Treasury Symbol. If there are less than 10 Treasury Symbols, then it is blank fill.	277	292	Char 16
28	Total Amt Sym 5	If there are 10 Treasury Symbols, report the total amount paid for the fifth Treasury Symbol. If there are less than 10 Treasury Symbols, then it is zero fill.	293	305	Num 13
29	Account Symbol 6	If there are 10 Treasury Symbols in the batch, report the sixth Treasury Symbol. If there are less than 10 Treasury Symbols, then it is blank fill.	306	321	Char 16
30	Total Amt Sym 6	If there are 10 Treasury Symbols, report the total amount paid for the sixth Treasury Symbol. If there are less than 10 Treasury Symbols, then it is zero fill.	322	334	Num 13
31	Account Symbol 7	If there are 10 Treasury Symbols in the batch, report the seventh Treasury Symbol. If there are less than 10 Treasury Symbols, then it is blank fill.	335	350	Char 16
32	Total Amt Sym 7	If there are 10 Treasury Symbols, report the total amount paid for the seventh Treasury Symbol. If there are less than 10 Treasury Symbols, then it is zero fill.	351	363	Num 13
33	Account Symbol 8	If there are 10 Treasury Symbols in the batch, report the eighth Treasury Symbol. If there are less than 10 Treasury Symbols, then it is blank fill.	364	379	Char 16
34	Total Amt Sym 8	If there are 10 Treasury Symbols, report the total amount paid for the eighth Treasury Symbol. If there are less than 10 Treasury Symbols, then it is zero fill.	380	392	Num 13
35	Filler	blank fill	393	415	Char 23
36	ASAIID	blank fill	416	423	Char 08
37	ACOID	blank fill	424	431	Char 08
38	MAC	blank fill	432	440	Char 09



**Table 46–46 ECS Summary Schedule Output File Layout Description, Summary Totals 05 Record**

Number	Field Name	Description	Start	End	Length
1	Record Type	identifies record type; constant 05	001	002	Num 02
2	Payment Number	constant 000001	003	008	Num 06
3	Schedule Number	<p>schedule number under which payments are made</p> <p>If there is a value in the Consolidated Schedule Number field in the Summary Schedule and Consolidated File window for the selected Payment Batch, use the Consolidated Schedule Number as the Schedule Number.</p> <p>If there is no value in the Consolidated Schedule Number field in the Summary Schedule and Consolidated File window for the selected Payment Batch, use the CHECKRUN_NAME in the Summary Schedule and Consolidated File window.</p>	009	022	Char 14
4	Account Symbol 9	If there are 10 Treasury Symbols in the batch, report the ninth Treasury Symbol. If there are less than 10 Treasury Symbols, then it is blank fill.	023	038	Char 16
5	Total Amt Sym 9	If there are 10 Treasury Symbols, report the total amount paid for the ninth Treasury Symbol. If there are less than 10 Treasury Symbols, then it is zero fill.	038	051	Num 13
6	Account Symbol 10	If there are 10 Treasury Symbols in the batch, report the tenth Treasury Symbol. If there are less than 10 Treasury Symbols, then it is blank fill.	052	067	Char 16
7	Total Amt Sym 10	If there are 10 Treasury Symbols, report the total amount paid for the tenth Treasury Symbol. If there are less than 10 Treasury Symbols, then it is zero fill.	068	080	Num 13
8	No-Check Total	zero fill	081	093	Num 13
9	Filler	blank fill	094	103	Char 10
10	Remarks 1	blank fill	104	175	Char 72
11	Remarks 2	blank fill	176	247	Char 72
12	Remarks 3	blank fill	248	319	Char 72



**Table 46–46 ECS Summary Schedule Output File Layout Description, Summary Totals 05 Record**

Number	Field Name	Description	Start	End	Length
13	Filler	blank fill	320	415	Char 96
14	ASAIID	blank fill	416	423	Char 08
15	ACOID	blank fill	424	431	Char 08
16	MAC	blank fill	432	440	Char 09

**Table 46–47 ECS Summary Schedule Output File Layout Description, Summary Totals 06 Record**

Number	Field Name	Description	Start	End	Length
1	Record Type	identifies record type; constant 06	001	002	Num 02
2	Payment Number	constant 000001	003	008	Num 06
3	Schedule Number	<p>schedule number under which payments are made</p> <p>If there is a value in the Consolidated Schedule Number field in the Summary Schedule and Consolidated File window for the selected Payment Batch, use the Consolidated Schedule Number as the Schedule Number.</p> <p>If there is no value in the Consolidated Schedule Number field in the Summary Schedule and Consolidated File window for the selected Payment Batch, use the CHECKRUN_NAME in the Summary Schedule and Consolidated File window.</p>	009	022	Char 14
4	Remarks 4	blank fill	023	094	Char 72
5	Remarks 5	blank fill	095	166	Char 72
6	Remarks 6	blank fill	167	238	Char 72
7	Remarks 7	blank fill	239	310	Char 72
8	CO Name	blank fill	311	326	Char 16
9	Filler	blank fill	327	415	Char 89
10	ASAIID	blank fill	416	423	Char 08
11	ACOID	blank fill	424	431	Char 08
12	MAC	blank fill	432	440	Char 09



**Table 46–48 ECS Summary Schedule Output File Layout Description, Summary Totals Schedule Control Record**

Number	Field Name	Description	Start	End	Length
1	Record Type	identifies record type; constant 09	001	002	Num 02
2	Record Number	constant 000002	003	008	Num 06
3	Schedule Number	<p>schedule number under which payments are made</p> <p>If there is a value in the Consolidated Schedule Number field in the Summary Schedule and Consolidated File window for the selected Payment Batch, use the Consolidated Schedule Number as the Schedule Number.</p> <p>If there is no value in the Consolidated Schedule Number field in the Summary Schedule and Consolidated File window for the selected Payment Batch, use the CHECKRUN_NAME in the Summary Schedule and Consolidated File window.</p>	009	022	Char 14
4	Constant Nines	nines fill, 999999999999	023	035	Num 13
5	Schedule Item Count	number of payment records in schedule; same as Number of Payment Total (#16) from Summary Totals 04 Record	036	043	Num 08



**Table 46–48 ECS Summary Schedule Output File Layout Description, Summary Totals Schedule Control Record**

Number	Field Name	Description	Start	End	Length
6	Schedule Amount	total dollar amount of payments in schedule  For Bulk Data CCD+, use Total Amount (#05) from Bulk Data CCD+ Control Trailer Record. This amount should equal the sum of the Treasury Symbols and also equal to the sum of the Summary Totals 04 Record.  For Bulk Data PPD+, use Total Amount (#05) from Bulk Data PPD+ Control Trailer Record. This amount should equal the sum of the Treasury Symbols and also equal to the sum of the Summary Totals 04 Record.  For Bulk Data Salary/Travel NCR, use Total Amount (#04) from Bulk Data Salary/Travel NCR Control Trailer Record. This amount should equal the sum of the Treasury Symbols.  For Bulk Data NCR, use Segment Amount (#04) from Bulk Data NCR Control Trailer Record. This amount should equal the sum of the Treasury Symbols.	044	058	Num 15
7	Record Code	constant C	059	059	Char 01
8	Filler	blank fill	060	415	Char 356
9	ASAIID	blank fill	416	423	Char 08
10	ACOID	blank fill	424	431	Char 08
11	MAC	blank fill	432	440	Char 09



**Table 46–49 ECS Summary Schedule Output File Layout Description, Summary Totals Schedule Trailer Record**

Number	Field Name	Description	Start	End	Length
1	Record Type	constant 99	001	002	Num 02
2	Record Number	constant 000003	003	008	Num 06
3	Schedule Number	<p>schedule number under which payments are made</p> <p>If there is a value in the Consolidated Schedule Number field in the Summary Schedule and Consolidated File window for the selected Payment Batch, use the Consolidated Schedule Number as the Schedule Number.</p> <p>If there is no value in the Consolidated Schedule Number field in the Summary Schedule and Consolidated File window for the selected Payment Batch, use the CHECKRUN_NAME in the Summary Schedule and Consolidated File window.</p>	009	022	Char 14
4	Filler	blank fill	023	415	Char 393
5	ASAIID	blank fill	416	423	Char 08
6	ACOID	blank fill	424	431	Char 08
7	MAC	blank fill	432	440	Char 09



## SPS CCD/CCD+ Vendor Payment Format Output File

**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 46–50 SPS CCD/CCD+ Vendor Payment Format Output File, ACH Transmission Header**

No	Field Name	Treasury Description	Start	End	Length
01	Record Type	identifies type of record; constant 01, Transmission Header	001	002	Num 02
02	Transmission Number	blank fill	003	008	Num 06
03	Schedule Number	schedule number under which payments to be made; CHECKRUN_FORM derived from Payment Workbench.Batch Name form	009	022	Char 14
04	Filler	blank fill	023	042	Char 20
05	RFC ID	blank fill	043	045	Char 03
06	ALC	Agency Location Code; derived from Banks.Bank Branches Region.Agency Location Code form	046	053	Char 08
07	DOS File Name	blank fill	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
10	Payment Application	one digit code stating payment application of data being transmitted; constant V Code is V for vendor (default)	418	418	Char 1
11	Filler	blank fill	419	440	Char 22



**Table 46–51 SPS CCD/CCD+ Vendor Payment Format Output File, ACH Payment Records**

Number	Field Name	Description	Start	End	Length
01	Record Type	identifies the type of the record; constant 04, Payment record	001	002	Num 02
02	Payment Number	identifies sequence of payment in Schedule; starts with 000001 and updated by one for each payment record in the schedule	003	008	Num 06
03	Schedule Number	schedule number under which payments to be made; CHECKRUN_FORM derived from Payment Workbench.Batch Name form	009	022	Char 14
04	Acct Type	Codes are as follows: C for checking account S for savings account VENDOR_BANK_ACCOUNT_TYPE derived from Supplier.Account Type form	023	023	Char 01
05	Payee SSN	Payee Social Security Number; VENDOR_NUM_1099 derived from Supplier.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 Amt	payment amount	047	056	Num 10
09	Record Code	constant B	057	057	Char 01
10	Payee Name	payee or vendor name	058	079	Char 22
11	Filler	blank fill	080	086	Char 07
12	Routing Transit Number	Routing Transit Number (RTN) assigned to this record; VENDOR_BANK_NUM derived from Supplier.Bank Branch Number form	087	095	Num 09
13	Depositor Acct	Depositor Account Number (DAN) assigned to this record; VENDOR_BANK_ACCOUNT_NUM derived from Supplier.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



**Table 46–51 SPS CCD/CCD+ Vendor Payment Format Output File, ACH Payment Records**

Number	Field Name	Description	Start	End	Length
16	Acct. Symbol	appropriation or fund used to make payment; Treasury Symbol for each payment  In the case of multiple Treasury Symbols in one invoice, the first Treasury Symbol is displayed.	218	233	Char 16
17	Filler	blank fill	234	283	Char 50
18	Payment Id Line	If the payment format selected is SPS CCD, blank fill  If the payment selected is SPS CCD+, then this field should contain up to 80 characters of payment identification information; must conform to Vendor Express edits.  INVOICE_NUMBER derived from Invoice.Invoice Number form. Follows the Nacha rule:  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	constant CCD	411	413	Char 3
21	1099 Reporting Eligibility	blank fill	414	414	Char 1
22	TOP Offset Eligibility	Treasury Offset Program (TOP) Offset Eligibility Code  Y for eligible for TOP  N for ineligible for TOP  Default field is Y; changes depending on business rules; required field.	415	415	Char 1
23	Filler	blank fill	416	440	Char 25



## SPS PPD/PPD+ Employee Payment Format Output File

**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 46–52 SPS PPD/PPD+ Employee Payment Format Output File, ACH Transmission Header Record**

No	Field Name	Treasury Description	Start	End	Length
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 to be made; CHECKRUN_NAME derived from Payment Workbench.Batch Name form	009	022	Char 14
04	Filler	blank fill	023	042	Char 20
05	RFC ID	blank fill	043	045	Char 03
06	ALC	Agency Location Code; AGENCY_ALC_CODE derived from Banks.Bank Branches Region.Agency Location Code form	046	053	Char 08
07	DOS File Name	blank fill	054	065	Char 12
08	Filler	blank fill	066	416	Char 351



**Table 46–52 SPS PPD/PPD+ Employee Payment Format Output File, ACH Transmission Header Record**

No	Field Name	Treasury Description	Start	End	Length
09	Payment Type	one digit code stating payment type of data being transmitted; constant A	417	417	Char 1
10	Payment Application	one digit code stating payment application of data being transmitted; Employee ECS Payment Type: 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 M for miscellaneous	418	418	Char 1
11	Filler	blank fill	419	440	Char 22

**Table 46–53 SPS PPD/PPD+ Employee Payment Format Output File, ACH Payment Records**

Number	Field Name	Description	Start	End	Length
01	Record Type	identifies the type of the record; constant 04, Payment record	001	002	Num 02
02	Payment Number	identifies sequence of payment in schedule; starts with 000001 and updated by one for each payment record in the schedule	003	008	Num 06
03	Schedule Number	schedule number under which payments to be made; CHECKRUN_NAME derived from Payment Workbench.Batch Name form	009	022	Char 14
04	Acct Type	Codes are as follows: C for checking account S for savings account VENDOR_BANK_ACCOUNT_TYPE derived from Supplier.Account Type form	023	023	Char 01



**Table 46–53 SPS PPD/PPD+ Employee Payment Format Output File, ACH Payment Records**

Number	Field Name	Description	Start	End	Length
05	Payee SSN	payee social security number; VENDOR_NUM_1099 derived from Supplier.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 Amt	payment amount. If this is a travel or salary payment, the payment amount is limited to \$999,999.99.	047	056	Num 10
09	Record Code	constant B	057	057	Char 01
10	Payee Name	payee or vendor name; VENDOR_NAME derived from Invoices.Supplier	058	079	Char 22
11	Allotment Code	If Payment Application in the Transmission Header is S, then include N for this field. If Payment Application in the Transmission Header is other than S, then blank fill.	080	080	Char 01
12	Filler	blank fill	081	086	Char 07
13	Routing Transit Number	Routing Transit Number (RTN) assigned to this record; VENDOR_BANK_NUM derived from Supplier.Bank Branch Number form	087	095	Num 09
14	Depositor Acct	Depositor Account Number (DAN) assigned to this record; VENDOR_BANK_ACCOUNT_NUM derived from Supplier.Bank Account Num form	096	112	Char 17
15	Filler	blank fill	113	216	Char 104
16	Payment Type	blank fill	217	217	Char 01
17	Acct. Symbol	Appropriation or fund used to make payment; Treasury Symbol for each payment record  In the case of multiple Treasury Symbols in one invoice, the first Treasury Symbol is displayed.	218	233	Char 16
18	Filler	blank fill	234	283	Char 50



**Table 46–53 SPS PPD/PPD+ Employee Payment Format Output File, ACH Payment Records**

Number	Field Name	Description	Start	End	Length
19	Payment ID Line	<p>If the payment format selected is SPS PPD, blank fill.</p> <p>If the payment format selected is SPS PPD+, then this field should contain up to 80 characters of payment identification information. Must conform to Vendor Express edits.</p> <p>INVOICE_NUMBER derived from Invoice.Invoice Number form; follows the following Nacha rule:</p> <p>RMR*IV*&lt;INVOICE NUMBER&gt;**&lt;PAYMENT AMOUNT&gt;*&lt;INVOICE AMOUNT&gt;*&lt;DISCOUNT AMOUNT&gt;</p>	284	363	Char 80
20	Filler	blank fill	364	410	Char 47
21	Addendum Format	constant PPD	411	413	Char 3
22	1099 Reporting Eligibility	blank fill	414	414	Char 1
23	TOP Offset Eligibility	<p>Treasury Offset Program (TOP) Offset Eligibility Code</p> <p>Y for eligible for TOP</p> <p>N for ineligible for TOP</p> <p>Default is Y; changes depending on business rules; required field.</p>	415	415	Char 1
24	Filler	blank fill	416	440	Char 25



## SPS NCR Vendor or Employee Check Payment Format Output File

**Table 46–54** SPS NCR Vendor or Employee Check Payment Format Output, Check Transmission Header Record

No	Field Name	Treasury Description	Start	End	Length
01	Record Type	identifies type of record; constant 01, Transmission Header	001	002	Num 02
02	Transmission Number	blank fill	003	008	Num 06
03	Schedule Number	schedule number under which payments to be made; CHECKRUN_NAME derived from Payment Workbench.Batch Name form	009	022	Char 14
04	Filler	blank fill	023	042	Char 20
05	RFC ID	blank fill	043	045	Char 03
06	ALC	Agency Location Code; AGENCY_ALC_CODE derived from Banks.Bank Branches Region.Agency Location Code form	046	053	Char 08
07	DOS File Name	blank fill	054	065	Char 12
08	Filler	blank fill	066	416	Char 351



**Table 46–54 SPS NCR Vendor or Employee Check Payment Format Output, Check Transmission Header Record**

No	Field Name	Treasury Description	Start	End	Length
09	Payment Type	one digit code stating payment type of data being transmitted; constant C	417	417	Char 1
10	Payment Application	<p>one digit code stating payment application of data being transmitted</p> <p>Codes are as follows:</p> <p>V for vendor</p> <p>X for tax</p> <p>B for SSA benefit</p> <p>D for SSI benefit</p> <p>O for OPM benefit</p> <p>R for RRB benefit</p> <p>C for VA benefit</p> <p>“Employee” use the Employee ECS Payment Type (Employee Payment Type Mapping form) in order to obtain the values for X, B, D, O, R, and C depending on the Pay Group, such as SPS PPD/PPD+.</p> <p>If Supplier Type of all invoices is not equal to Employee (nonemployee), use constant V.</p> <p>If there are invoices where Supplier Type equals to Employee and also Supplier Type that does not equal to Employee, the payment should error out.</p>	418	418	Char 1
11	Filler	blank fill	419	440	Char 22



**Table 46–55 SPS NCR Vendor or Employee Check Payment Format Output, Check Payment Records**

Number	Field Name	Description	Start	End	Length
01	Record Type	identifies the type of the record; constant 04, Payment record	001	002	Num 02
02	Payment Number	identifies sequence of payment in schedule; starts with 000001 and updated by one for each payment record in the schedule	003	008	Num 06
03	Schedule Number	schedule number under which payments to be made; CHECKRUN_NAME derived from Payment Workbench.Batch Name	009	022	Char 14
04	Enclosure Code	Codes are as follows:  1 for direct mail (required if 01 record payment Application is a Benefit or Tax)  2 for NCR enclosure (requires records 05 and 06)  If Payment application equals X, B, D, O, R, and C, then Enclosure Code is 1. If Payment application equals V, then Enclosure Code is 2.	023	023	Num 01
05	Filler	blank fill	024	030	Char 07
06	Zero Constant	zero Fill	031	031	Num 01
07	Payment Amt	payment amount; PAYMENT_AMOUNT derived from Payments.Payment Amount form (right justify and pad with high-order zeroes)	032	041	Num 10
08	Agency ID	blank fill	042	051	Char 10
09	Record Code	constant B	052	052	Char 01
10	Payee Name	payee or vendor name; VENDOR_NAME derived from Invoices.Supplier	053	087	Char 35
11	Address 1	Vendor Address 1	088	122	Char 35
12	Address 2	Vendor Address 2	123	157	Char 35
13	Address 3	Vendor Address 3	158	187	Char 30
14	Address 4	Vendor City, State, and Zip	188	217	Char 30
15	LTD Payment Type	blank fill	218	218	Char 01



**Table 46–55 SPS NCR Vendor or Employee Check Payment Format Output, Check Payment Records**

Number	Field Name	Description	Start	End	Length
16	Acct. Symbol	appropriation or fund used to make payment; Treasury Symbol for each payment  In the case of multiple Treasury Symbols in one invoice, select the first Treasury Symbol	219	234	Char 16
17	Pay/Vdr ID	vendor number; VENDOR_NUMBER derived from FV_ECS_PAYMENT_V	235	243	Char 09
18	Filler	blank fill	244	283	Char 40
19	Number of Payment ID Lines	number of payment identification lines to be printed; COUNT (INVOICE_NUMBER) for a check from FV_ECS_PAYMENT_V	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 Info that may be placed on NCR forms. If less than 14 lines required, the remaining lines are blank filled.	286	340	Char 55
21	Payment ID Line 2	zero fill if not needed	341	395	Char 55
22	Filler	blank fill	396	413	Char 18
23	1099 Reporting Eligibility	blank fill	414	414	Char 1
24	TOP Offset Eligibility	Treasury Offset Program (TOP) Offset Eligibility Code  Y for eligible for TOP  N for ineligible for TOP  Default value is Y; changes depending on business rules; required field.	415	415	Char 1
25	Filler	blank fill	416	440	Char 25



**Table 46–56 SPS NCR Vendor or Employee Check Payment Format Output, Check 05 NCR Enclosure Record**

Number	Field Name	Description	Start	End	Length
01	Record Type	identifies type of record; constant 05	001	002	Num 02
02	Payment No	identifies sequence of payment in schedule; starts with 000001 and updated by one for each payment record in the schedule	003	008	Num 06
03	Schedule Number	schedule number under which payments to be made; CHECKRUN_NAME derived from Payment Workbench.Batch Name form	009	022	Char 14
04	Payment ID Line 3	zero fill if not needed	023	077	Char 55
05	Payment ID Line 4	zero fill if not needed	078	132	Char 55
06	Payment ID Line 5	zero fill if not needed	133	187	Char 55
07	Payment ID Line 6	zero fill if not needed	188	242	Char 55
08	Payment ID Line 7	zero fill if not needed	243	297	Char 55
09	Payment ID Line 8	zero fill if not needed	298	352	Char 55
10	Filler	blank fill	353	440	Char 88

**Table 46–57 SPS NCR Vendor or Employee Check Payment Format Output, Check 06 NCR Enclosure Record**

Number	Field Name	Description	Start	End	Length
01	Record Type	identifies type of record; constant 06	001	002	Num 02
02	Payment No	identifies sequence of payment in schedule; starts with 000001 and updated by one for each payment record in the schedule	003	008	Num 06
03	Schedule Number	schedule number under which payments to be made; CHECKRUN_NAME derived from Payment Workbench.Batch Name form	009	022	Char 14
04	Payment ID Line 9	zero fill if not needed	023	077	Char 55
05	Payment ID Line 10	zero fill if not needed	078	132	Char 55
06	Payment ID Line 11	zero fill if not needed	133	187	Char 55
07	Payment ID Line 12	zero fill if not needed	188	242	Char 55



**Table 46–57 SPS NCR Vendor or Employee Check Payment Format Output, Check 06 NCR Enclosure Record**

Number	Field Name	Description	Start	End	Length
08	Payment ID Line 13	zero fill if not needed	243	297	Char 55
09	Payment ID Line 14	zero fill if not needed	298	352	Char 55
10	Filler	blank fill	353	440	Char 88



## SPS Summary Schedule Payment Format Output File

**Note:** A Summary Schedule can be generated for a Bulk Data Payment Batch that contains payments for up to 10 Treasury Symbols because the ECS and SPS formats require agencies to list 10 Treasury Symbols and its totals for the Trailer record. This is a restriction imposed by the FMS in the ECS and SPS payment format guidelines.

**Table 46–58 SPS Summary Schedule Payment Format Output File**

No	Field Name	Treasury Description	Start	End	Length
1	Record Type	identifies type of record; constant 01	001	002	Num 02
2	Transmission Number	blank fill	003	008	Num 06
03	Schedule Number	CHECKRUN_NAME derived from Payment Workbench.Batch Name form  If there is a value in the Consolidated Schedule Number field in the Summary Schedule and Consolidated File form for the selected payment batch, use the Consolidated Schedule Number as the schedule number.  If there is no value in the Consolidated Schedule Number field in the Summary Schedule and Consolidated File form for the selected payment batch, use the CHECKRUN_NAME derived from the Summary Schedule and Consolidated File form.	009	022	Char 14
3	Date/Time	blank fill	023	034	Num 12
4	FPA ID	blank fill	035	038	Char 04
5	FPA PC#	blank fill	039	040	Num 02
6	Filler	blank fill	041	042	Char 02
7	RFC Identifier	Regional Finance Center for Processing Schedule; RFC_IDENTIFIER derived from the Banks.Bank Branches Region.RFC Identifier form	043	045	Char 03
8	ALC	Agency Location Code; AGENCY_ALC_CODE derived from Banks.Bank Branches Region.Agency Location Code form for the selected schedule number in the Summary Schedules and Consolidated File form	046	053	Char 08
9	DOS Filename	blank fill	054	065	Char 12
10	Filler	blank fill	066	416	Char 351



**Table 46–58 SPS Summary Schedule Payment Format Output File**

No	Field Name	Treasury Description	Start	End	Length
11	Payment Type	One digit code stating Payment Type of data being transmitted; constant M.	417	417	Char 01
12	Payment Application	blank fill	418	418	Char 01
13	Filler	blank fill	419	440	Char 22

**Table 46–59 SPS Summary Schedule Payment Format Output File, Summary Totals 04 Record**

Number	Field Name	Description	Start	End	Length
1	Record Type	identifies type of record; constant 04	001	002	Num 02
2	Payment Number	constant 000001	003	008	Num 06
03	Schedule Number	CHECKRUN_NAME derived from Payment Workbench.Batch Name form  If there is a value in the Consolidated Schedule Number field in the Summary Schedule and Consolidated File form for the selected payment batch, use the Consolidated Schedule Number as the schedule number.  If there is no value in the Consolidated Schedule Number field in the Summary Schedule and Consolidated File form for the selected payment batch, use the CHECKRUN_NAME derived from the Summary Schedule and Consolidated File form.	009	022	Char 14
3	Filler	blank fill	023	026	Char 04
4	Requested Payment Date	payment batch date for the schedule number; CHECK_DATE derived from Payment Batches.Payment Date form; MMDDYYYY	027	034	Num 08



**Table 46–59 SPS Summary Schedule Payment Format Output File, Summary Totals 04 Record**

Number	Field Name	Description	Start	End	Length
5	Summary Payment Codes	First Position: A for allotment B for benefit (Monthly, SSA, SSI, VA, OPM, and RRB) D for daily benefits, such as PMA F for foreign mailing of US Dollar Checks; second position must be C H for International Direct Deposit (IDD); second position must be E I for IDRS Daily Tax M for miscellaneous N for VAINS (VA Insurance Due Date) P for Preauthorized Debit (PAD); second position must be E R for redraw schedules for TOP S for salary T for travel V for vendor X for tax refunds Z for EDI/EFT/CTX files Second Position: C for check (mandatory if first position is F) E for EFT (mandatory if first position is H or F) F for FEDLINE/FEDWIRE	035	036	Char 02



**Table 46–59 SPS Summary Schedule Payment Format Output File, Summary Totals 04 Record**

Number	Field Name	Description	Start	End	Length
	Summary Payment Codes (continued)	<p>If the schedule number belongs to a Bulk Data CCD+ Payment Format, then use constant VE.</p> <p>If the schedule number belongs to a Bulk Data PPD+ Payment Format, then check the Line Code (#4) in the Salary or Travel Payment Record of the Bulk Data. Use the following codes:</p> <ol style="list-style-type: none"> <li>1. If the line code is B, D, O, R, or C, then use constant BE.</li> <li>2. If the line code is A, then use constant, AE.</li> <li>3. If the line code is I, then use constant NE.</li> <li>4. If the line code is S, then use constant SE.</li> <li>5. If the line code is T, then use constant TE.</li> <li>6. If the line code is X, then use constant XE.</li> </ol> <p>If the schedule number belongs to a Bulk Data Salary/Travel NCR Format, then check the Object Code (#3) in the Data Record Line Code 4 Record of the Bulk Data. Use the following codes:</p> <ol style="list-style-type: none"> <li>1. If the Object Code is 0, then use constant SC.</li> <li>2. If the Object Code is 1, then use constant TC.</li> </ol> <p>If the schedule number belongs to a Bulk Data NCR Format, then check the TIN Code (#16) in the Enclosure Code 02 Record of the Bulk Data. Use the following codes:</p> <ol style="list-style-type: none"> <li>1. If the TIN Code is V, then use constant VC.</li> <li>2. If the TIN Code is R, B, D, O, or C, then use constant BC.</li> <li>3. If the TIN Code is X, then use constant XC.</li> </ol>			
6	Filler	blank fill	037	046	Char 10



**Table 46–59 SPS Summary Schedule Payment Format Output File, Summary Totals 04 Record**

Number	Field Name	Description	Start	End	Length
7	Control Number	alpha-numeric and/or dash or space; required; left justified  Control number derived from the Summary Schedules and Consolidated File form  1. Position 1 must be characters A - Z. 2. Position 2 - 7 must be numerics 0 - 9.	047	053	Char 07
8	Reel Number 2	blank fill	054	060	Char 07
9	Reel Number 3	blank fill	061	067	Char 07
10	Reel Number 4	blank fill	068	074	Char 07
11	Reel Number 5	blank fill	075	081	Char 07
12	Filler	blank fill	082	116	Char 35
13	MAC for Payment Data	blank fill	117	124	Char 08
14	ALC	AGENCY_ALC_CODE derived from Banks.Bank Branches Region. Agency Location Code form; Agency Location Code for the selected schedule number in the Summary Schedules and Consolidated File form	125	132	Num 08
15	Number of Payments Total	For Bulk Data CCD+, use Record Count (#03) from Bulk Data CCD+ Control Trailer Record.  For Bulk Data PPD+, use Record Count (#03) from Bulk Data PPD+ Control Trailer Record.  For Bulk Data Salary/Travel NCR, use Item Count (#02) from Bulk Data Salary/Travel NCR Control Trailer Record.  For Bulk Data NCR, use Segment Item Count (#03) from Bulk Data NCRC Control Trailer Record of the Bulk Data.	133	140	Num 08



**Table 46–59 SPS Summary Schedule Payment Format Output File, Summary Totals 04 Record**

Number	Field Name	Description	Start	End	Length
16	Amount Total	For Bulk Data CCD+, use Total Amount (#03) from Bulk Data CCD+ Control Trailer Record for the ALC.  For Bulk Data PPD+, use Total Amount (#03) from Bulk Data PPD+ Control Trailer Record.  For Bulk Data Salary/Travel NCR, use Total Amount (#04) from Bulk Data Salary/Travel NCR Control Trailer Record.  For Bulk Data NCR, use Segment Amount (#04) from Bulk Data NCR Control Trailer Record.	141	155	Num 15
17	Filler	blank fill	156	160	Char 05
18	Account Symbol	Account symbol or other appropriate reference identifying the appropriation or fund affected for the first account symbol on this schedule. (Additional account symbols, up to ten are entered in subsequent fields as needed.  Report the first Treasury Symbol of the payment batch related to the schedule number; required.	161	176	Char 16
19	Total Amt. Amount 1	Total amount for the first account symbol. (Appropriation amounts for additional account symbols are entered in subsequent appropriated amount fields.)  Report the total amount paid for the first Treasury Symbol; required.	177	189	Num 13
20	Account Symbol 2	If there are 10 Treasury Symbols in the batch, report the second treasury symbol. If there are less than 10 Treasury Symbols, then it is blank fill.	190	205	Char 16
21	Total Amt Sym 2	If there are 10 Treasury Symbols, report the total amount paid for the second Treasury Symbol. If there are less than 10 Treasury Symbols, then it is zero fill.	206	218	Num 13
22	Account Symbol 3	If there are 10 Treasury Symbols in the batch, report the third Treasury Symbol. If there are less than 10 Treasury Symbols, then it is blank fill.	219	234	Char 16



**Table 46–59 SPS Summary Schedule Payment Format Output File, Summary Totals 04 Record**

Number	Field Name	Description	Start	End	Length
23	Total Amt Sym 3	If there are 10 Treasury Symbols, report the total amount paid for the third Treasury Symbol. If there are less than 10 Treasury Symbols, then it is zero fill.	235	247	Num 13
24	Account Symbol 4	If there are 10 Treasury Symbols in the batch, report the fourth Treasury Symbol. If there are less than 10 Treasury Symbols, then it is blank fill.	248	263	Char 16
25	Total Amt Sym 4	If there are 10 Treasury Symbols, report the total amount paid for the fourth Treasury Symbol. If there are less than 10 Treasury Symbols, then it is zero fill.	264	276	Num 13
26	Account Symbol 5	If there are 10 Treasury Symbols in the batch, report the fifth Treasury Symbol. If there are less than 10 Treasury Symbols, then it is blank fill.	277	292	Char 16
27	Total Amt Sym 5	If there are 10 Treasury Symbols, report the total amount paid for the fifth Treasury Symbol. If there are less than 10 Treasury Symbols, then it is zero fill.	293	305	Num 13
28	Account Symbol 6	If there are 10 Treasury Symbols in the batch, report the sixth Treasury Symbol. If there are less than 10 Treasury Symbols, then it is blank fill.	306	321	Char 16
29	Total Amt Sym 6	If there are 10 Treasury Symbols, report the total amount paid for the sixth Treasury Symbol. If there are less than 10 Treasury Symbols, then it is zero fill.	322	334	Num 13
30	Account Symbol 7	If there are 10 Treasury Symbols in the batch, report the seventh Treasury Symbol. If there are less than 10 Treasury Symbols, then it is blank fill.	335	350	Char 16
31	Total Amt Sym 7	If there are 10 Treasury Symbols, report the total amount paid for the seventh Treasury Symbol. If there are less than 10 Treasury Symbols, then it is zero fill.	351	363	Num 13



**Table 46–59 SPS Summary Schedule Payment Format Output File, Summary Totals 04 Record**

Number	Field Name	Description	Start	End	Length
32	Account Symbol 8	If there are 10 Treasury Symbols in the batch, report the eighth Treasury Symbol. If there are less than 10 Treasury Symbols, then it is blank fill.	364	379	Char 16
33	Total Amt Sym 8	If there are 10 Treasury Symbols, report the total amount paid for the eighth Treasury Symbol. If there are less than 10 Treasury Symbols, then it is zero fill.	380	392	Num 13
34	Filler	blank fill	393	415	Char 23
35	ASAIID	blank fill	416	423	Char 08
36	ACOID	blank fill	424	431	Char 08
37	MAC	blank fill	432	440	Char 09

**Table 46–60 SPS Summary Schedule Payment Format Output File, Summary Totals 05 Record**

Number	Field Name	Description	Start	End	Length
1	Record Type	identifies type of record; constant 05	001	002	Num 02
2	Payment Number	constant 000001	003	008	Num 06
03	Schedule Number	If there is a value in the Consolidated Schedule Number field in the Summary Schedule and Consolidated File form for the selected payment batch, use the Consolidated Schedule Number as the schedule number.  If there is no value in the Consolidated Schedule Number field in the Summary Schedule and Consolidated File form for the selected payment batch, use the CHECKRUN_NAME derived from the Summary Schedule and Consolidated File form.	009	022	Char 14
3	Account Symbol 9	If there are 10 Treasury Symbols in the batch, report the ninth Treasury Symbol. If there are less than 10 Treasury Symbols, then it is blank fill.	023	038	Char 16
4	Total Amt Sym 9	If there are 10 Treasury Symbols, report the total amount paid for the ninth Treasury Symbol. If there are less than 10 Treasury Symbols, then it is zero fill.	038	051	Num 13



**Table 46–60 SPS Summary Schedule Payment Format Output File, Summary Totals 05 Record**

Number	Field Name	Description	Start	End	Length
5	Account Symbol 10	If there are 10 Treasury Symbols in the batch, report the tenth Treasury Symbol. If there are less than 10 Treasury Symbols, then it is blank fill.	052	067	Char 16
6	Total Amt Sym 10	If there are 10 Treasury Symbols, report the total amount paid for the tenth Treasury Symbol. If there are less than 10 Treasury Symbols, then it is zero fill.	068	080	Num 13
7	No-Check Total	zero fill	081	093	Num 13
8	Filler	blank fill	094	103	Char 10
9	Remarks 1	blank fill	104	175	Char 72
10	Remarks 2	blank fill	176	247	Char 72
11	Remarks 3	blank fill	248	319	Char 72
12	Filler	blank fill	320	415	Char 96
13	ASAIID	blank fill	416	423	Char 08
14	ACOID	blank fill	424	431	Char 08
15	MAC	blank fill	432	440	Char 09



**Table 46–61 SPS Summary Schedule Payment Format Output File, Summary Totals Schedule Control Record**

Number	Field Name	Description	Start	End	Length
1	Record Type	identifies type of record; constant 09	001	002	Num 02
2	Record Number	constant 000002	003	008	Num 06
03	Schedule Number	CHECKRUN_NAME derived from Payment Workbench.Batch Name  If there is a value in the Consolidated Schedule Number field in the Summary Schedule and Consolidated File form for the selected payment batch, use the Consolidated Schedule Number as the schedule number.  If there is no value in the Consolidated Schedule Number field in the Summary Schedule and Consolidated File form for the selected payment batch, use the CHECKRUN_NAME derived from the Summary Schedule and Consolidated File form.	009	022	Char 14
3	Constant Nines	Nines fill 999999999999	023	035	Num 13
4	Schedule Item Count	Number of payment records in schedule. Same as Number of Payment Total from Summary 04 record. Count does not include records.	036	043	Num 08



**Table 46–61 SPS Summary Schedule Payment Format Output File, Summary Totals Schedule Control Record**

Number	Field Name	Description	Start	End	Length
5	Schedule Amount	<p>Total dollar amount of payments in schedule</p> <p>For Bulk Data CCD+, use Total Amount (#05) from Bulk Data CCD+ Control Trailer Record. This amount should equal the sum of the Treasury Symbols and also equal to the sum of the Summary Totals 04 Record.</p> <p>For Bulk Data PPD+ use Total Amount (#05) from Bulk Data PPD+ Control Trailer Record. This amount should equal the sum of the Treasury Symbols and also equal to the sum of the Summary Totals 04 Record.</p> <p>For Bulk Data Salary/Travel NCR, use Total Amount (#04) from Bulk Data Salary/Travel NCR Control Trailer Record. This amount should equal the sum of the Treasury Symbols.</p> <p>For Bulk Data NCR, use Segment Amount (#04) from Bulk Data NCR Control Trailer Record. This amount should equal the sum of the Treasury Symbols.</p>	044	058	Num 15
6	Record Code	constant C	059	059	Char 01
7	Filler	blank fill	060	415	Char 356
8	ASAIID	blank fill	416	423	Char 08
9	ACOID	blank fill	424	431	Char 08
10	MAC	blank fill	432	440	Char 09







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## 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, page 47-2
- Requirements, page 47-2
- Prerequisites, page 47-3
- Generating the SF 1166 Voucher and Schedule of Payments Procedure, page 47-4



## 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 5-1.



## 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, page 48-2
- Overview, page 48-2
- Prerequisites, page 48-7
- Treasury Confirmation and Reconciliation Procedure, page 48-8
- Treasury Confirmation and Reconciliation Window, page 48-11
- Treasury Confirmation and Reconciliation Window Description, page 48-12
- Check Ranges Window, page 48-14
- Check Ranges Window Description, page 48-15
- Treasury Confirmation Offset Window, page 48-16
- Treasury Confirmation Offset Window Description, page 48-17
- Viewing Treasury Confirmation Procedure, page 48-18
- Treasury Confirmation Inquiry Window, page 48-19
- Treasury Confirmation Inquiry Window Description, page 48-20



## 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 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. The exchange rate and date used when creating the Treasury Confirmation journal is taken from the currency rate information defined on the payment batch.

Payment batches with the payment method Clearing are not confirmed. These payments were disbursed outside of the standard Treasury process, that is at the time of entering the payment into Payables and therefore do not need to go through Treasury confirmation. Users can update the Treasury Pay Number field and the Treasury Date field in the Payables Payments window for Clearing payments.

## 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 48–1:

**Table 48–1    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 48-2:

**Table 48-2 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
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 48-3:

**Table 48-3 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 48–4:

**Table 48–4 Example 2, Treasury Check Number Assignments**

Treasury Check Number	Payables Check Number
7	2202
8	2203
9	2204
10	2205
74	2206
11	2207
12	2208
13	2209

**Example 3: Multiple check ranges have overlapping ranges.**

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 48–5:

**Table 48–5 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 General Ledger, see Step 6. Define Transaction Codes, page 2-14.

- ❑ 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 5-1.

- ❑ Payment batches must be completed and confirmed in Payables.

To pay invoices in payment batches, see Paying Invoices in Payment Batches, *Oracle Payables User 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 Payables User 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 3-6.



## 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 48–6, page 48-12.
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 48–7, page 48-15.

**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 48–8, page 48-17.

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 48–8, page 48-17.
3. Click **OK** to enter the offset for the payment.



## Treasury Confirmation and Reconciliation Window

**Figure 48–1 Treasury Confirmation and Reconciliation Window**

The screenshot shows a software window titled "Treasury Confirmation and Reconciliation". It contains several input fields and sections for managing treasury transactions.

**Payment Batch Information:**

- Payment Batch: 224Batch-1
- Accomplished Date: 05-FEB-2001
- Treasury Amount: 2,999.00
- Cash Transaction Code: DIT1
- Date Sent to Treasury: 05-FEB-2001
- Payment Count: 2
- Currency: USD

**Treasury Check Information:**

- Range Type: Multiple (dropdown)
- From: (empty field)
- To: (empty field)
- Check Ranges: (button)
- Check Sequence Gap: ☒
- Status: Confirmed (dropdown)
- Buttons: Confirm, Back Out

**Invoice Payment Details:**

Supplier	Treasury Check No	Amount	Void	Offset	Gap
Supplier1	1	1,444.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supplier1	3	1,555.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Offset, Payment



## Treasury Confirmation and Reconciliation Window Description

**Table 48–6 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	display only		total of all payments
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
Count	display only		number of payments in payment batch
Currency	display only		The currency defaults from the currency of the payment batch. This currency is used when creating the Treasury Confirmation Journal Entries.
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.
Confirm		button	confirms payment batch. Record status changes to Confirm.



**Table 48–6 Treasury Confirmation and Reconciliation Window Description**

Field Name	Type	Features	Description
Back Out		button	backs out confirmed payment batch. Record status changes to Backed Out.
[Descriptive Flexfield]	optional		user-customization field
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 <b>Note:</b> 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 48–2 Check Ranges Window

Check Ranges

Range Sequence	From	To
1	1	1
2	3	3

Delete

Cancel

OK



# Check Ranges Window Description

**Table 48–7** *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 <b>Note:</b> 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 48–3 Treasury Confirmation Offset Window

Treasury Confirmation Offset

Gap

Vendor Name

Supp 1 Pay Formats

Original Treasury Check No.

1

Corrected Treasury Check No.

Offset Party Name

[ ]

Offset

Original Payment Amount

1,000.00

Offset Amount

Net Payment Amount

Void

☐

Delete

Cancel

OK



## Treasury Confirmation Offset Window Description

**Table 48–8 Treasury Confirmation Offset Window Description**

Field Name	Type	Features	Description
<b>Gap Region</b>			
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
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 48–9, page 48-20.
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 48–4 Treasury Confirmation Inquiry Window

Treasury Confirmation Inquiry

Vendor Name	Treasury Number	Payment Date	Amount	Payment Batch	Void
<input checked="" type="checkbox"/> Supplier1	517001	27-SEP-2000	\$15,000.00	926-Payment	<input type="checkbox"/>
<input type="checkbox"/> Supplier1	1001	15-SEP-2000	\$355.00	PB1001b	<input type="checkbox"/>
<input type="checkbox"/> Supplier7	10012	22-SEP-2000	\$325.00	PB1002-922	<input type="checkbox"/>
<input type="checkbox"/> Supplier8	10013	22-SEP-2000	\$200.00	PB1002-922	<input type="checkbox"/>
<input type="checkbox"/> Supplier1	120003	21-SEP-2000	\$659.26	test-1	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>

Treasury Confirmation



## Treasury Confirmation Inquiry Window Description

**Table 48–9** *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 <b>Note:</b> 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



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## 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, page 49-2
- Overview, page 49-2
- Prerequisites, page 49-3
- Recording Refunds, Voids, and Chargebacks Procedure, page 49-4
- Refunds, Voids and Chargebacks Window, page 49-5
- Refunds, Voids and Chargebacks Window Description, page 49-10



## 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 or the FMS Form 1220.

## 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 2-8.
- ❑ 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 49-1, page 49-10.

**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 2-1.

4. Save or save and continue as follows:

### **File - Save or Save and Proceed**

5. Close the window.



# Refunds, Voids and Chargebacks Window

Figure 49–1 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 49-2 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	<input type="checkbox"/>	
FCTCR1050-A	0100A	3,063.40	25.00	<input type="checkbox"/>	
FCTCR1040-A	0100A	775.75	25.00	<input type="checkbox"/>	
RI2033	0100A	100.00	100.00	<input type="checkbox"/>	
RI2034	0100A	40.00	40.00	<input type="checkbox"/>	
RLI2033	0100A	100.00	100.00	<input type="checkbox"/>	
FCTCR1050-A	0100A	3,063.40	50.00	<input type="checkbox"/>	
RPYA2033	0100A	100.00	100.00	<input type="checkbox"/>	
RPYA2034	0100A	40.00	40.00	<input type="checkbox"/>	
				<input type="checkbox"/>	



**Figure 49–3 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	[ ]
31	0100A	100.00	100.00	<input type="checkbox"/>		
	0100A	3,063.40	25.00	<input type="checkbox"/>		
	0100A	775.75	25.00	<input type="checkbox"/>		
	0100A	100.00	100.00	<input type="checkbox"/>		
	0100A	40.00	40.00	<input type="checkbox"/>		
	0100A	100.00	100.00	<input type="checkbox"/>		
	0100A	3,063.40	50.00	<input type="checkbox"/>		
	0100A	100.00	100.00	<input type="checkbox"/>		
	0100A	40.00	40.00	<input type="checkbox"/>		
				<input type="checkbox"/>		



Figure 49–4 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 49–5 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	<input type="checkbox"/>		
444.00	05-FEB-2001		01-JAN-2001	<input type="checkbox"/>		
900.00	05-APR-2002		03-JAN-2002	<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		



## Refunds, Voids and Chargebacks Window Description

**Table 49–1 Refunds, Voids and Chargebacks Window Description**

Field Name	Type	Features	Description
Supplier Name	required	list of values	supplier name <b>Note:</b> Supplier Name is automatically populated from invoice information.
Invoice Number	required	list of values	invoice number <b>Note:</b> 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 <b>Note:</b> 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 <b>Note:</b> 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 transaction is processed by the FMS Form 224 report or the FMS 1219 and 1220 reports; if selected, transaction cannot be updated
Period Reported	display only		period transaction is reported on the FMS Form 224 report or the FMS 1219 and 1220 reports, if processed
[Descriptive Flexfield]	optional		user-customization field
Supplier Name	required	list of values	supplier name <b>Note:</b> Supplier Name is automatically populated from invoice information.



**Table 49–1 Refunds, Voids and Chargebacks Window Description**

Field Name	Type	Features	Description
Invoice Number	required	list of values	invoice number <b>Note:</b> 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 <b>Note:</b> 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 <b>Note:</b> If no purchase orders are associated with the invoice, the obligation date defaults to the invoice date.
Processed	display only	checkbox	indicates transaction processed by the FMS Form 224 report or the FMS 1219 and 1220 reports; if selected transaction cannot be updated
Period Reported	display only		period transaction reported on the FMS Form 224 report and the FMS 1219 and 1220 reports, if processed
[Descriptive Flexfield]	optional		user-customization field







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## 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, page 50-2
- Overview, page 50-2
- Prerequisites, page 50-3
- Generating the Federal Vertical Transfer to GL Procedure, page 50-4



## 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 2-15.

- ❑ 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 5-1.

- ❑ 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 3-6.



## 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 though 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

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## Third Party Payments







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## Third Party Payments Process

This chapter describes the third party payments process. The following sections are in this chapter:

- Definition, page 51-2
- Federal Requirements, page 51-2
- Third Party Payments Process Diagram, page 51-3
- Third Party Payments Process, page 51-4
- References, page 51-6



## Definition

The Third Party Payment process enables users to establish supplier/assignee relationships and to create payments to the assignee.

## Federal Requirements

As specified by the *Joint Financial Management Improvement Program (JFMIP)*, agencies must comply with the following:

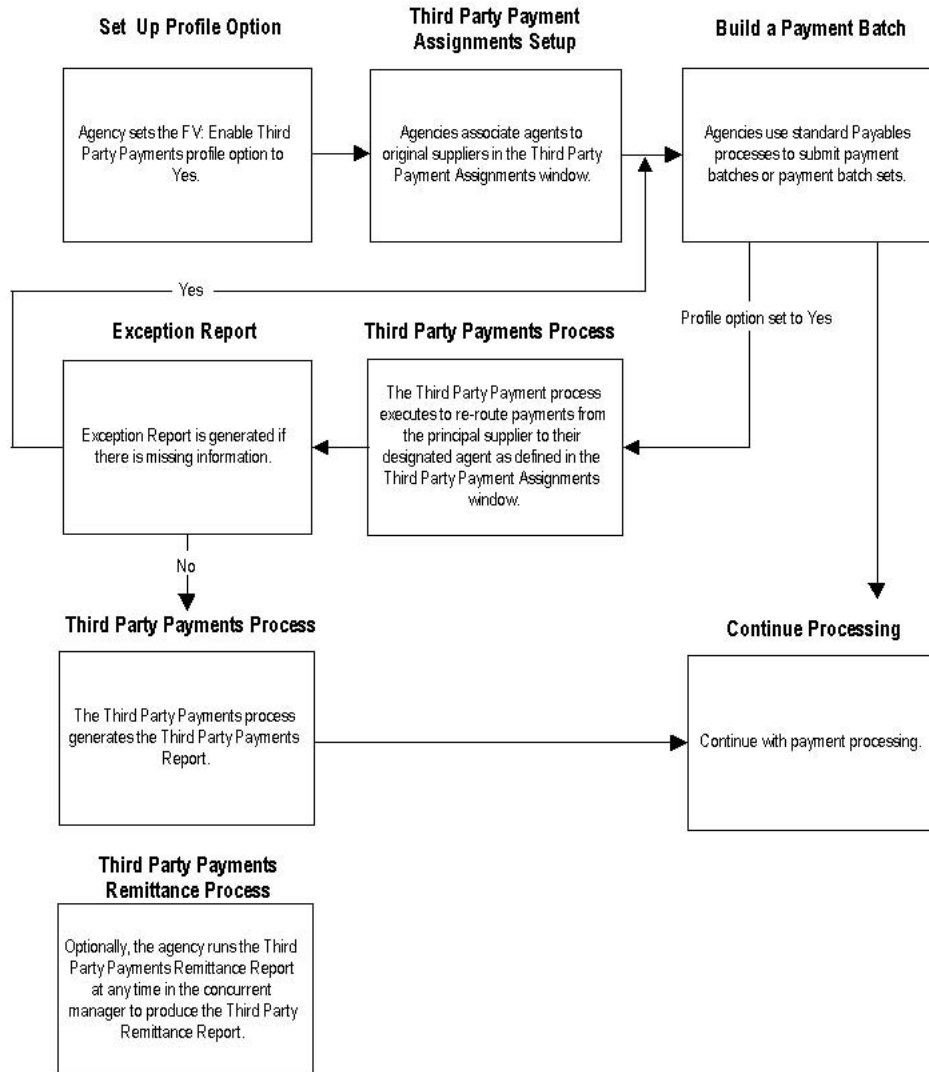
- support payments made to third parties (payees) that act as an agent for the payee (vendor)
- maintain information needed to produce IRS-1099s for the principal party rather than the agent



## Third Party Payments Process Diagram

Figure 51–1 describes the Third Party Payments Process diagram as described in Process, page 51-4.

**Figure 51–1 Third Party Payments Process Diagram**





## Third Party Payments Process

This section includes the following parts:

- Features
- Process

### Features

The third party payment process includes the following features:

- FV: Enable Third Party Payments profile option
- Third Party Payment Assignments window
- Third Party Payment process
- Third Party Remittance Process

### Process

The third party payments process includes the following steps:

1. Agencies set the FV: Enable Third Party Payments profile option to Yes at any level to enable the Third Party Payments Process to execute when running the payment processor in Oracle Public Sector Payables.
2. Agencies associate agents to original suppliers in the Third Party Payment Assignments window. This setup must be maintained as required during daily invoice processing.
3. Agencies use standard Payables processes to submit payment batches or payment batch sets.
4. After the payment batch is built, the Third Party Payment process executes to re-route payments from the principal supplier to their designated agent as defined in the Third Party Payment Assignments window.

If there is missing information, the process generates an Exception Report.

If there are no exceptions and if at least one payment assignment exists for the payment batch, the Third Party Payment process automatically generates the Third Party Payments Report that describes all payments within the payment batch that are assigned to agents.

5. Optionally, the agency runs the Third Party Remittance Report at any time in the concurrent manager to produce the Third Party Remittance Report.



Agencies can use this report to inform the original suppliers or the third party agents that payments were issued.



## References

For information on setting up the FV: Enable Third Party Payments profile option, see Step 3. Specify Profile Options, page 2-9.

For information on the Third Party Assignments window, see Third Party Payments Setup, page 11-1.

For information on the Third Party Payment Process, see Third Party Payments Procedures, page 51-1.

For information on the Third Party Remittance Process, see Third Party Report Procedures, page 53-1.



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## Third Party Payments Procedures

This chapter describes third party payments procedures. The following sections are in this chapter:

- Definition, page 52-2
- Overview, page 52-2
- Prerequisites, page 52-3
- Generating Third Party Payments Procedure, page 52-4
- Third Party Payments Report Description, page 52-5



## Definition

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

## Overview

The Third Party Payment process is run after building a payment batch in Oracle Public Sector Payables. When the payment batch is formatted, the payments are made payable to the agent instead of the principal supplier.

The Third Party Payment process automatically generates the Third Party Payments Processing report. This report describes all payments within the payment batch that are assigned to agents.



## Prerequisites

- ❑ The FV: Enable Third Party Payments profile option must be set to Yes.

To set up the FV: Enable Third Party Payments profile option, see Step 3. Specify Profile Options, page 2-9.



## Generating Third Party Payments Procedure

If the FV: Enable Third Party Payment profile option is set to Yes, the Third Party Payment process is automatically run during the Payables payment batch processing after the payment batch is built and before the payment batch is formatted. The process is run for one payment batch at a time and produces the Third Party Payments report described in Table 52-1, page 52-5.



## Third Party Payments Report Description

**Table 52–1** *Third Party Payments Report Description*

Column	Description
Header Section	set of books name, report title, report date and time, operating unit, page number, payment batch name, and payment batch number
Original Supplier Name	principal supplier
Original Supplier Site	principal supplier's site
Third Party Agent	third party supplier
Third Party Site	third party supplier's site
Payment Number	payment number
Payment Amount	individual payment amount







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## Third Party Report Procedures

This chapter describes third party report procedures. The following sections are in this chapter:

- Definition, page 53-2
- Overview, page 53-2
- Prerequisites, page 53-3
- Generating Third Party Remittance Report Procedure, page 53-4
- Third Party Remittance Report Description, page 53-6



## Definition

The Third Party Remittance report shows third party payment assignments.

## Overview

The Third Party Remittance report can be submitted at anytime. Agencies can use this report to inform original suppliers or agents of the third party payments that were issued.

Users can sort the report by Original Supplier or by Third Party Agent.



## Prerequisites

- ❑ The FV: Enable Third Party Payments profile option must be set to Yes.

To set up the FV: Enable Third Party Payments profile option, see Step 3. Specify Profile Options, page 2-9.



## Generating Third Party Remittance Report Procedure

To print the Third Party Remittance 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 Third Party Remittance Process from the list of values.
5. Click **OK**.

The Parameters window appears.

6. In the Payment Date From field, optionally enter a payment date to begin the process run.
7. In the Payment Date To field, optionally enter a date to end the process run.  
**Note:** If a value for the Payment Date To field is selected, a value for the Payment Date From field must be selected.
8. In the Payment Batch Name field, optionally select a confirmed payment batch from the list of values.
9. In the Original Supplier Name field, optionally select the original supplier from the list of values.
10. In the Original Supplier Site field, optionally select the original supplier's site from the list of values.
11. In the Third Party Agent field, optionally select a third party agent from the list of values.
12. In the Third Party Agent Site field, optionally select the third party agent's site from the list of values.
13. In the Sort By field, select a sort method 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.



# Third Party Remittance Report Description

**Table 53–1** *Third Party Remittance Report Description*

Column	Description
Header Section	set of books name, report title, report date and time, operating unit, sort by parameter, and page number
Original Supplier Name	original supplier
Original Supplier Site	original supplier's site
Third Party Agent	third party supplier
Third Party Site	third party supplier's site
Payment Date	payment date
Payment Number	payment number
Payment Amount	payment amount
Invoice Number	invoice number for all invoices associated with the payment
Invoice Amount	gross invoice amount
Discount Amount	discount amount taken from invoice



# Part IX

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## Receivables and Payables Netting







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## 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, page 54-2
- Federal Requirements, page 54-2
- Receivables and Payables Netting Process Diagram, page 54-3
- Receivables and Payables Netting Process, page 54-5
- References, page 54-12



## 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:

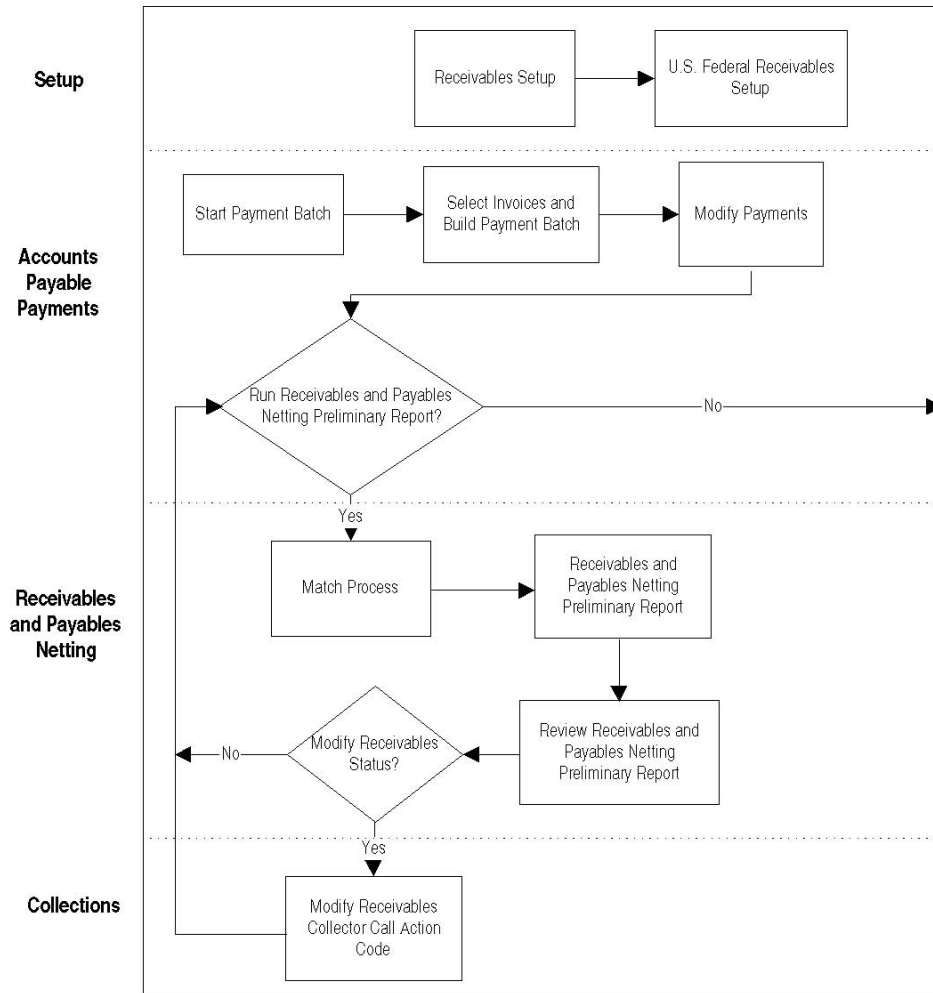
- To be eligible for offset, the receivable transaction must have a delinquent status.
- To be eligible for offset, the receivables and related payables must be related to the same customer and vendor.
- For receivables identified for offset, any finance charges accrued on that receivable must be offset 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.



## Receivables and Payables Netting Process Diagram

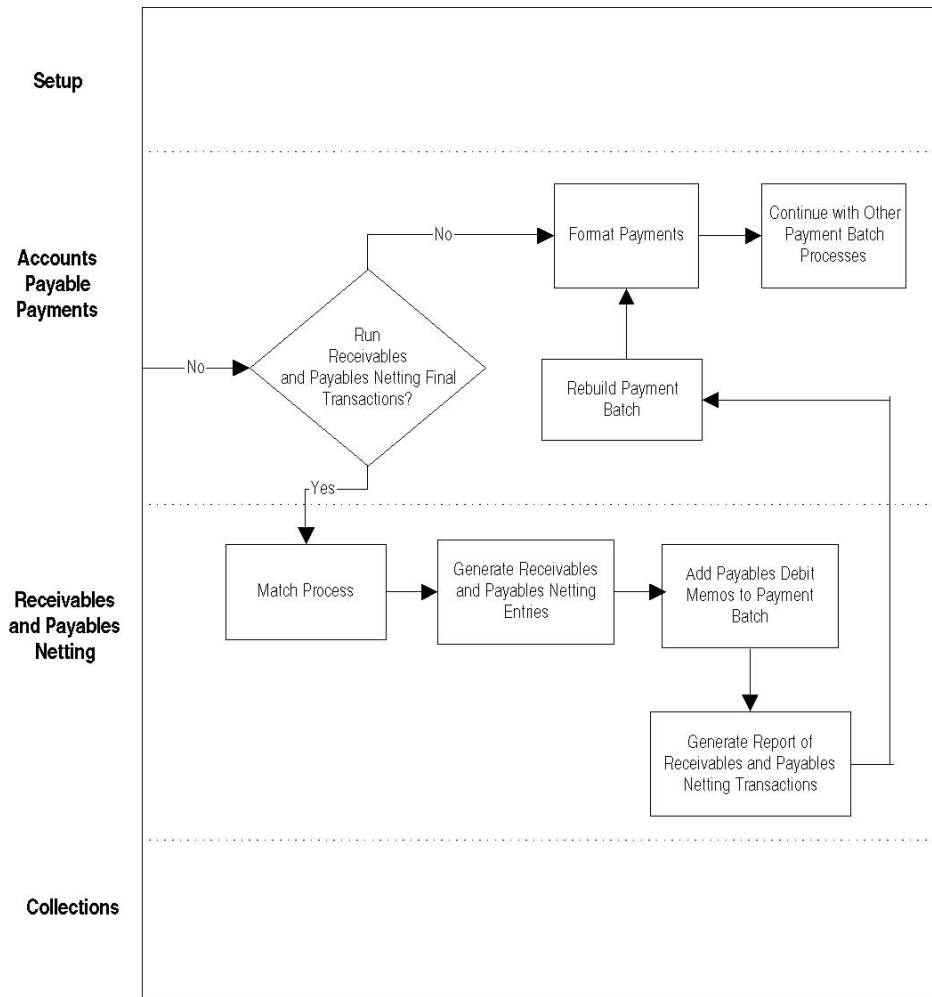
Figure 54–1 and Figure 54–2 show the Receivables and Payables Netting Process diagram as described in Receivables and Payables Netting Process, page 54-5.

**Figure 54–1 Receivables and Payables Netting Process Diagram**





**Figure 54-2 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 54–1 shows a Payables invoice amount that is equal to the Receivables invoice amount.

**Table 54–1   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 54–2 shows a Payables invoice amount that is greater than the Receivables invoice amount.

**Table 54–2   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 54–2, 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 54–3 shows Payables invoice amounts for several invoices that are greater than the Receivables invoice amount for a single invoice.

**Table 54–3 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 54–4 shows a Payables invoice amount that is less than the Receivables invoice amount.

**Table 54–4 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 54–4, 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 54–5 shows a Payables invoice amount that is less than the total amount for a Receivables invoice, interest invoice and administrative charge invoice.

**Table 54–5 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 2-1 and Receivables and Payables Netting Setup, page 23-1.

For information on setting up Receivables eligibility, see Receivables and Payables Netting Setup, page 23-1.

For information on setting up customer and vendor cross references, see Receivables and Payables Netting Setup, page 23-1.

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 55-1.

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 5-1.



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## Receivables and Payables Netting Procedures

This chapter describes how to use receivables and payables netting. The following sections are in this chapter:

- Definition, page 55-2
- Overview, page 55-2
- Prerequisites, page 55-5
- Creating Payment Batch Payments with Receivables and Payables Netting Procedure, page 55-6
- Perform AR/AP Netting Decision Window, page 55-9
- Perform AR/AP Netting Decision Window Description, page 55-10



## 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 54-1.

## 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 55–1, page 55-4, shows the Oracle U.S. Federal Payables payment batch procedure when receivables and payables netting is used.

Figure 55–1 shows that if users begin with selecting invoices, the succeeding process steps are as follows:



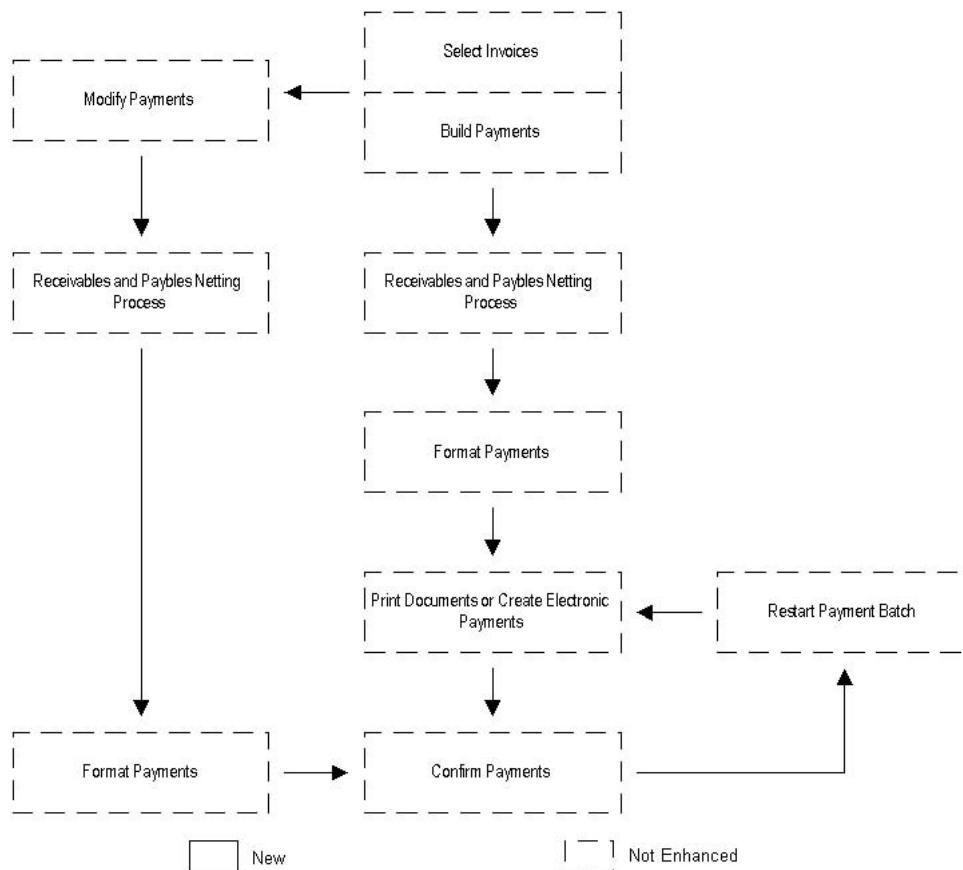
- modify payments
- Receivables and Netting Process
- format payments
- confirm payments
- restart payment batch
- print documents or create electronic payments
- confirm payments

Figure 55–1 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 55–1 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 23-1.
- ❑ 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 2-9.
- ❑ 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 2-9.
- ❑ 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 5-1.
- ❑ 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 3-1.



## 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 40-7.

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 55–2** *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.



# Part X

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## Interagency Transactions







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## 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, page 56-2
- Federal Requirements, page 56-2
- Setup and Processing Considerations, page 56-3
- Interagency Billing and Payment for SF 1080 Transactions Diagram, page 56-5
- Interagency Billing and Payment for SF 1081 Transactions Diagram, page 56-6
- Interagency Billing and Payment for IPAC Transactions Diagram, page 56-7
- IPAC Bulk File and Automatic Receipt Creation Process Diagram, page 56-8
- IPAC Disbursement Process Diagram, page 56-9
- Interagency Transactions Processes, page 56-10
- References, page 56-22



## 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 56–1 describes billing agency ALC setup and results for the SF 1081 and IPAC.

**Table 56–1 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 56–1 Billing Agency ALC Setup and Results for the SF 1081 and IPAC**

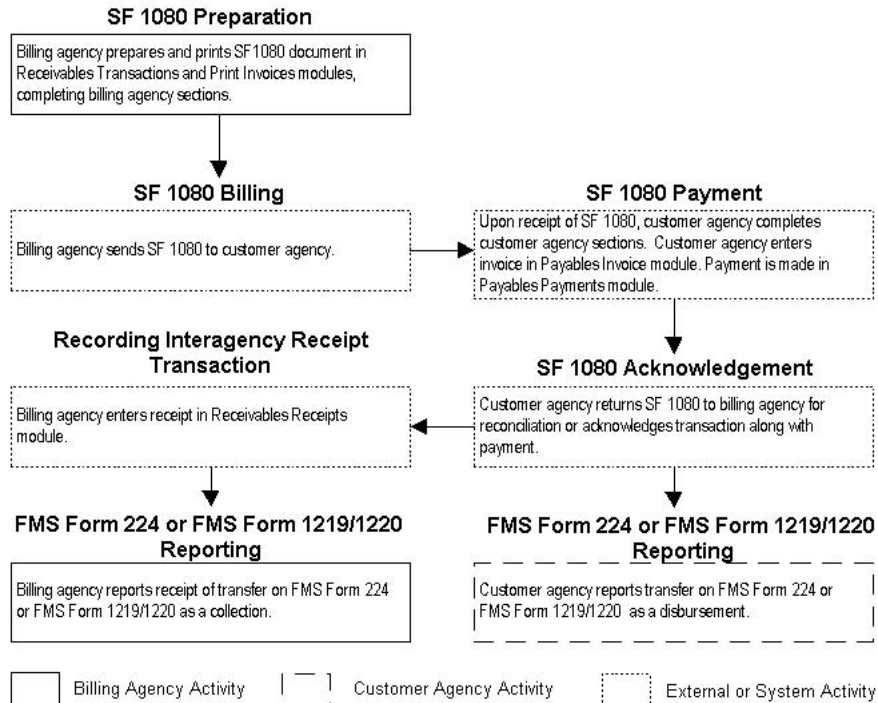
<b>Is the payment method defined on the Transaction?</b>	<b>Is the Agency Location Code defined on primary bank account of payment method?</b>	<b>Is the Default ALC check box selected in the Define Federal Options window?</b>	<b>SF 1081 Results</b>	<b>IPAC Results</b>
Yes	No	Yes	Exception: Transaction 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 56–1 shows the Interagency Billing and Payment for SF 1080 Transactions diagram as described in Interagency Transactions Process for SF 1080, page 56-10.

**Figure 56–1 Interagency Billing and Payment for SF 1080 Transactions Diagram**

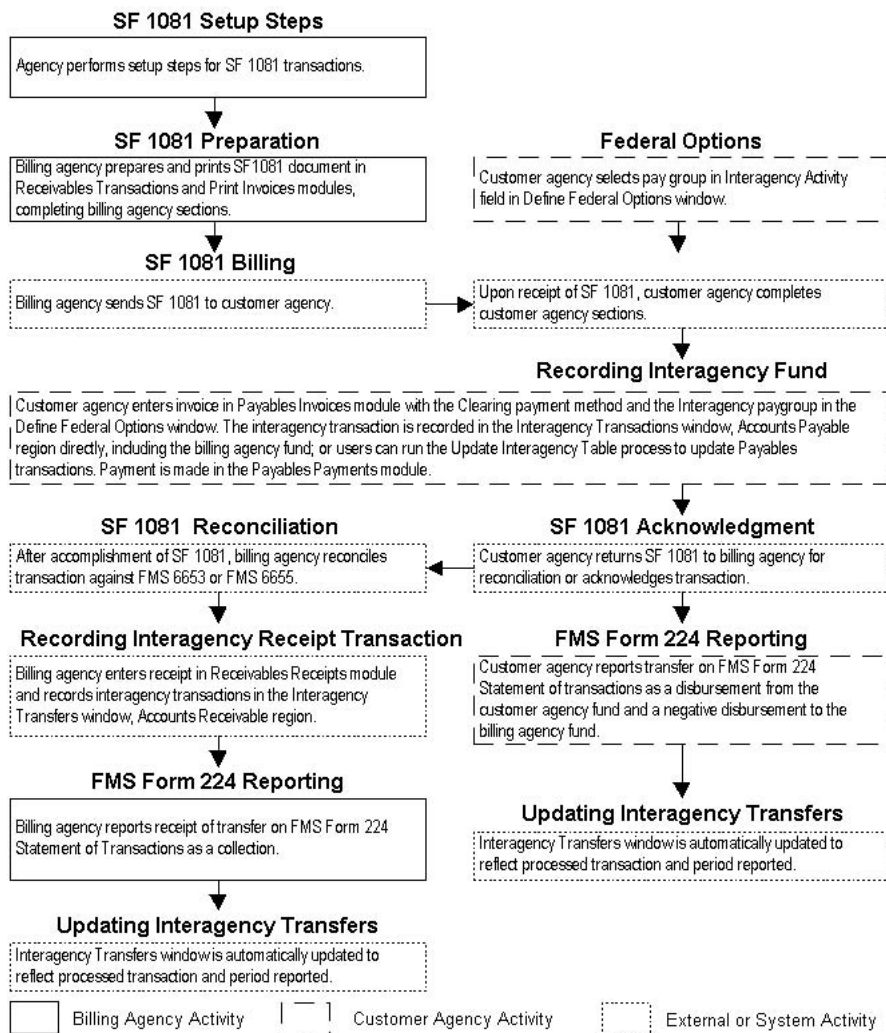




## Interagency Billing and Payment for SF 1081 Transactions Diagram

Figure 56–2 shows the Interagency Billing and Payment for SF 1081 Transaction diagram as described in Interagency Transactions Process for SF 1081, page 56-12.

**Figure 56–2 Interagency Billing and Payment for SF 1081 Transactions Diagram**

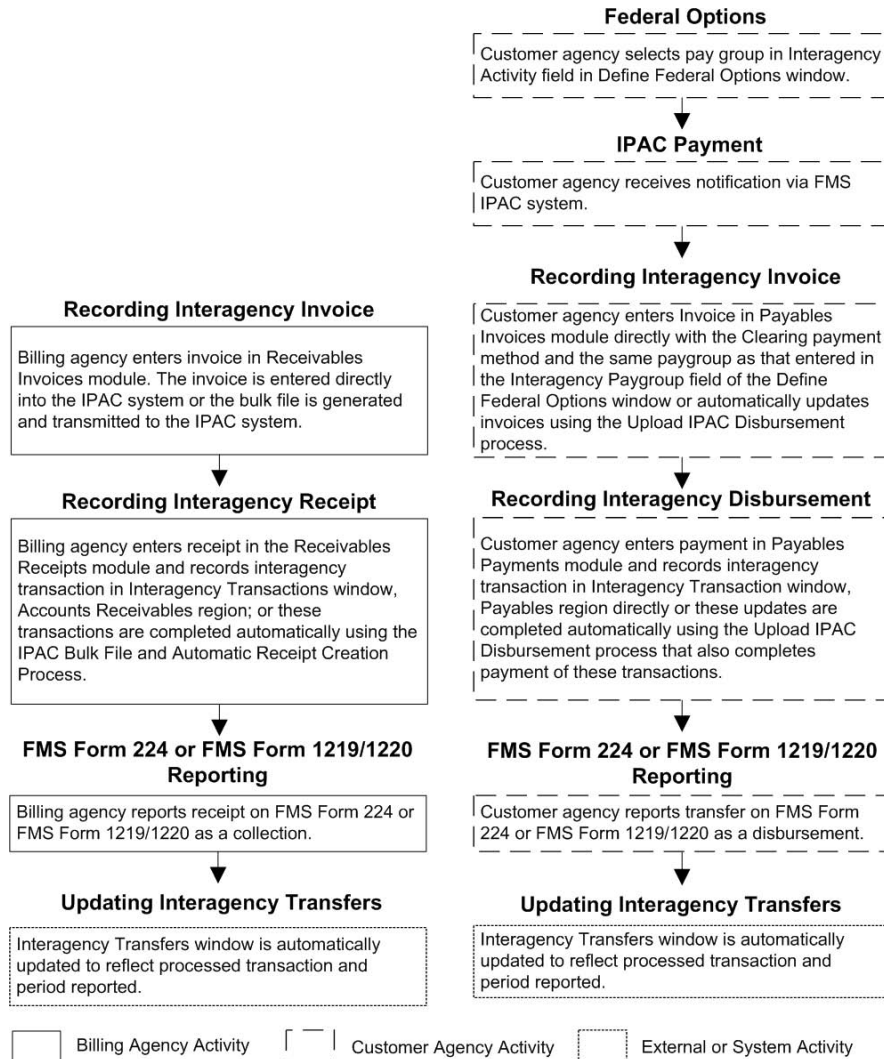




## Interagency Billing and Payment for IPAC Transactions Diagram

Figure 56-3 shows the Interagency Billing and Payment for IPAC Transactions diagram as described in Interagency Transaction Process for IPAC Transactions, page 56-15.

**Figure 56-3 Interagency Billing and Payment for IPAC Transactions Diagram**

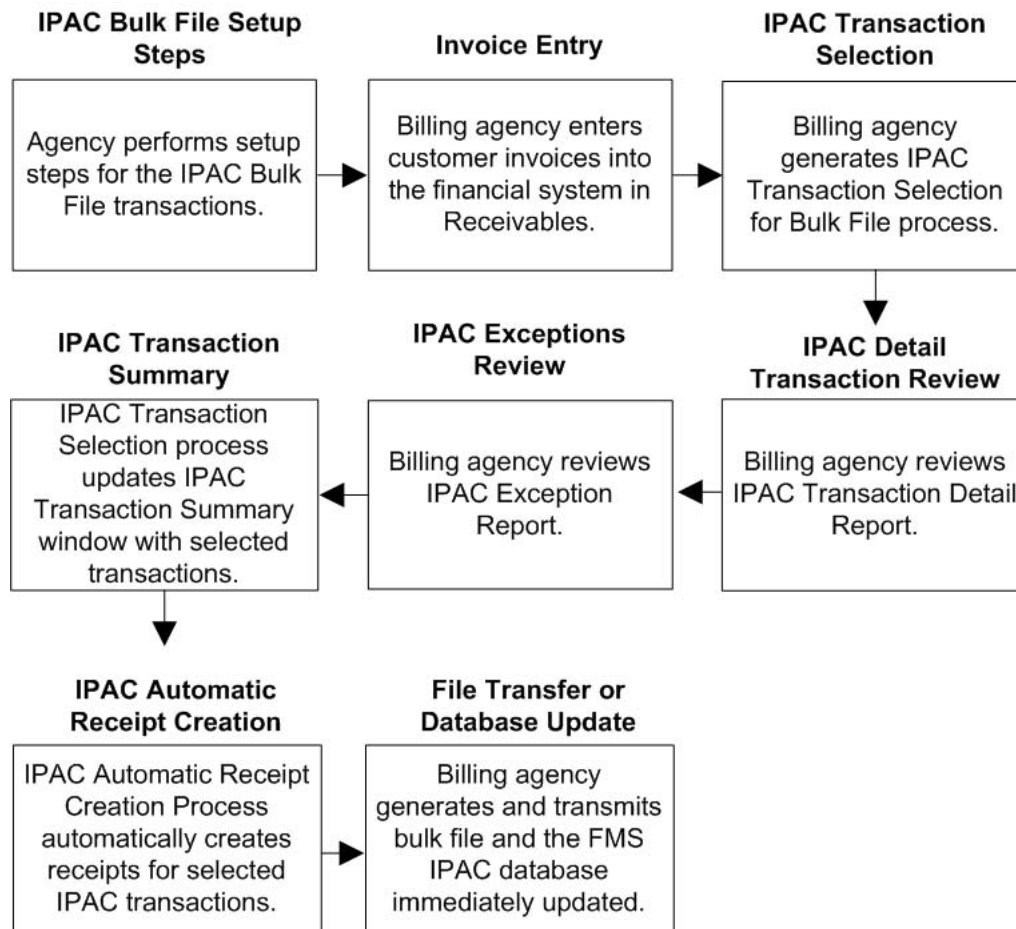




## IPAC Bulk File and Automatic Receipt Creation Process Diagram

Figure 56-4 shows the IPAC Bulk File and Automatic Receipt Creation Process diagram as described in IPAC Bulk File and Automatic Receipt Creation Process for Receivables Transactions, page 56-17.

**Figure 56-4 IPAC Bulk File Process Diagram**

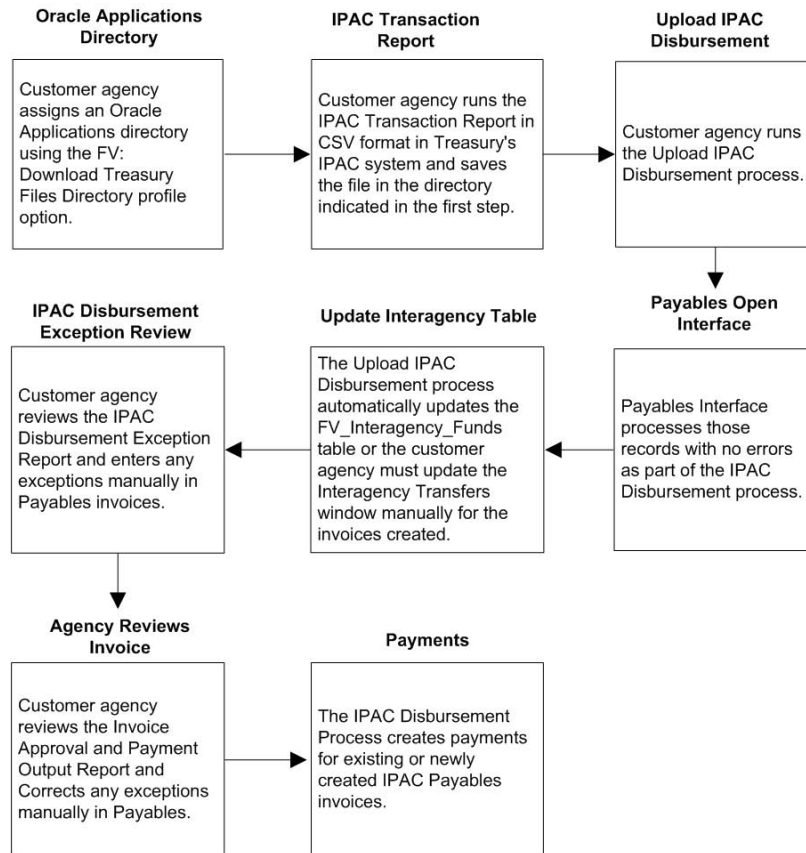




## IPAC Disbursement Process Diagram

Figure 56–5 shows the IPAC Disbursement Process diagram as described in IPAC Disbursement Process for Transactions, page 56-18.

**Figure 56–5 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 and Automatic Receipt Creation 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 and receipts are automatically created for transaction
- IPAC disbursement that enables agencies to automatically record disbursements and payments billed by another agency through IPAC
- Interagency Transfers window that enables billing agencies and customer agencies to record all interagency transactions to ensure proper reporting on the FMS Form 224 report or the FMS Form 1219 and 1220 reports

### Interagency Transactions Process for SF 1080

The Interagency Transactions process for SF 1080 transactions includes 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 56-1, page 56-5, 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 56-2, page 56-6, 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 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 56-3, page 56-7, 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 automatically records the receipt of IPAC Receivables in the Interagency Transactions window, Accounts Receivable region, to ensure proper reporting on the FMS Form 224 report or the FMS Form 1219/1220 report.
6. The customer agency enters the invoice in Payables directly with the Clearing payment method and the Interagency paygroup indicated in the Define Federal Options window, or automatically updates invoices by using the Upload IPAC Disbursement process.
7. The customer agency approves the invoice in Payables and records the transaction in the Interagency Transfers window, Accounts Payable region for the FMS 224 and FMS 1219/1220 processes or reviews the payable transaction generated from the Upload IPAC Disbursement Process. The process creates payments against existing or newly created IPAC transactions.
8. If the Department of Treasury is disbursing payments, the billing agency generates its FMS Form 224 report for the accounting period indicated on the IPAC bill. The transaction is reported. If the receipt is not entered in the Accounts Receivable region of the Interagency Transfers window, the transaction will not be reported properly as a negative disbursement in Section II on the FMS Form 224 report.

If the Department of Treasury is not disbursing payments, the billing agency generates its FMS Form 1219/1220 report for the accounting period indicated on the IPAC bill. The transaction is reported. If the receipt is not entered in the Accounts Receivable region of the Interagency Transfers window, the transaction will not be reported properly on the FMS Form 1219/1220 report.

9. If the Department of Treasury is disbursing payments, the customer agency generates its FMS Form 224 for the accounting period indicated on the IPAC bill. If entered correctly in the Accounts Payable region in the Interagency Transfers window, the transaction is included in the report as an interagency disbursement.

If the Department of Treasury is not disbursing payments, the customer agency generates the FMS Form 1219/1220 for the accounting period indicated on the IPAC bill. If entered correctly in the Interagency Transfers window, the transaction is included in the report as an interagency disbursement.

**Note:** If a payment with the Payment Method of Clearing and the paygroup indicated in the Interagency Paygroup field of the Define Federal Options window is not entered in the Interagency Transfers window, Accounts Payable



region, the transaction is not reported on the FMS Form 224 report or the FMS Form 1219/1220 report. The transaction appears on the FMS Form 224 Exception Report or the FMS Form 1219/1220 Exception Report for correction. To allow corrections to be made, Oracle recommends that the FMS Form 224 or the FMS Form 1219/1220 be printed in Preliminary mode to determine if transactions were omitted before printing in Final mode for submission.

## **IPAC Bulk File and Automatic Receipt Creation Process for Receivables Transactions**

The IPAC Bulk File process includes the following steps. Figure 56-4, page 56-8, 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 records its DUNS number in the Define Federal Options window.
3. The billing agency adds the Disbursing Office (DO) Code in the Alternate Name field in the Remit-To Addresses window.
4. The billing agency enters bank accounts that are used to receive funds in the Bank Accounts window. The ALC is defined for the bank account.
5. The billing agency 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.

6. 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.

7. Optionally, the billing agency assigns a primary payment method to the Payment Methods tab of the Customers window or the Customer Addresses window.
8. 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.

9. 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.

10. 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.

11. The process automatically creates receipts for selected IPAC transactions.
12. 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 56-5, page 56-9, illustrates the process.

1. The customer agency assigns an Oracle Applications directory using the FV:Download Treasury Files Directory profile option and sets up the AP: Using Invoice Batch Controls profile option.

For information on the FV: Download Treasury Files Directory profile option and the AP: Use Invoice Batch Controls profile option, see Step 3. Specify Profile Options, page 2-8.

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.

An Exception report is produced for records that have invalid purchase order numbers, invalid line numbers, inactive purchase orders numbers, purchase order numbers that are closed, and recurring invoices that cannot be determined.

- extracts the fields from Treasury IPAC file and loads the records into the Payables Open Interface tables. Table 56–2 and Table 56–3 describe the table mappings for the Payables Invoices Interface.

**Table 56–2 Payables Invoices Interface Columns**

<b>Treasury's IPAC File and Values Inserted in Columns</b>	<b>Payables Invoices Interface Columns</b> * indicates that this is a required field in the interface
Purchase Order Number	PO_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)



**Table 56–2 Payables Invoices Interface Columns**

<b>Treasury's IPAC File and Values Inserted in Columns</b>	<b>Payables Invoices Interface Columns</b> * indicates that this is a required field in the interface
Current Date that transactions are loaded into the Interface tables	Creation_Date
Userid of the person or organization that loads this record into the table	Created_By
Clearing	Payment_Method_Lookup_Code
Default from the Interagency Paygroup on the Define Federal Options window for the Org ID of the person running the import	Pay_Group_Lookup_Code

**Table 56–3 Payables Invoice Lines Interface Columns**

<b>Treasury's IPAC File and Values Inserted in Columns</b>	<b>Payables Invoice Lines Interface Columns</b> * indicates that this is a required field in the interface
sequential number assigned during import - same as header	Invoice_ID *
	Invoice_line_ID *
ITEM	Line_Type_Lookup_Code *
Accounting Date	Accounting_Date
Description	Description
Purchase Order Number	PO_Number
Purchase Order Number	PO_Line_Number
	USSGL_Transaction_Code



- automatically updates and approves invoices that have passed precredits or have not been placed on hold
- automatically creates payment batch with the payment date as of the accomplished date on the IDAC file
- automatically updates the Interagency Transfers window for those invoices approved and paid

FV\_IPAC\_IMPORT and FV\_IPACT\_IMPORT\_HISTORY store the IPAC Disbursement File data. FV\_IPAC\_IMPORT initially stores and validates IPAC import data. FV\_IPAC\_IMPORT\_HISTORY stores only validated IPAC data.

4. After the Payables Open Interface tables are loaded, the Payables Interface processes those records with no errors.

For information on interface processing, see Payables Open Interface Tables, *Oracle Payables User Guide*.

5. The Upload IPAC Disbursement process automatically updates the FV\_Interagency\_Funds table or the customer agency updates the Interagency Transfers window manually for the invoices created.
6. The customer agency reviews the IPAC Disbursement Exception Report and enters any exceptions manually in Payables invoices.
7. The customer agency reviews the Invoice Approval and Payment Output Report of the IPAC Automated Payments Process to review invoices that are paid or error reasons for those that could not be paid.
8. The Upload IPAC Disbursement Process creates payments against IPAC transactions.



## References

For information on setting up customers in Receivables, see Step 24. Define Customers, page 2-41.

For information on entering and updating agency information in the Define Federal Options window, see Federal Options Setup, page 5-1.

For information on entering and updating information in the FMS Form 224 report1219/1220 Definitions window, see Federal Report Definitions Setup, page 16-1.

For information on generating and printing invoices in Receivables, see Printing Transactions, *Oracle Receivables User Guide*.

For information on entering invoices in Payables, see Entering Basic Invoices in the Invoice Workbench, *Oracle Payables User Guide*.

For information on paying invoices associated with interagency transactions, see Recording Manual Payments and Wire Transfers and Paying Invoices with Clearing Payments, *Oracle Payables User Guide*.

For information on entering and updating information in the Refunds, Voids and Chargebacks window, see Refunds, Voids, and Chargebacks Procedures, page 49-1.

For information on generating the SF 1080 Voucher for Transfers Between Appropriations and/or Funds document, see Interagency Transaction Procedures, page 57-1.

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 57-1.

For information on printing the FMS Form 224 Statement of Transactions Report, see FMS Form 224 Statement of Transactions Report Procedures, page 62-1.

For information on printing the FMS Form 1219/1220 report, see FMS Form 1219/1220 Report Procedures, page 64-1.

For information on the FV: Download Treasury Files Directory profile option, see Step 3. Specify Profile Options, page 2-8.

For information on IPAC procedures, see Interagency Transaction Procedures, page 57-1.

For information on the Payables Open Interface, see Payables Open Interface Tables, *Oracle Payables User Guide*.



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## 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, page 57-3
- Overview, page 57-3
- Prerequisites, page 57-7
- Generating the SF 1080 Voucher for Transfers Between Appropriations and/or Funds Procedure, page 57-10
- SF 1080 Voucher for Transfers Between Appropriations and/or Funds Document Description Table, page 57-15
- Generating SF 1081 Voucher and Schedule of Withdrawals and Credits Procedure, page 57-17
- SF 1081 Voucher and Schedule of Withdrawals and Credits Document Description Table, page 57-22
- Initiating the IPAC Transaction Selection Procedure, page 57-24
- Viewing and Excluding IPAC Transactions Procedure, page 57-25
- IPAC Transaction Summary Window, page 57-26
- IPAC Transaction Summary Window Description, page 57-28
- IPAC Transaction Detail Report Description, page 57-29
- IPAC Exception Report Description, page 57-30



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- Generating the IPAC Bulk File Procedure, page 57-32
  - IPAC Bulk File Format, page 57-33
  - IPAC Bulk File Format Description, page 57-34
  - Generating the Upload IPAC Disbursement Procedure, page 57-44
  - IPAC Disbursement Exception Report Description, page 57-45
  - Invoice Approval and Payment Output Report, page 57-46
  - Entering the Interagency Transfers Procedures, page 57-47
  - Interagency Transfers Window, page 57-50
  - Interagency Transfers Window Description, page 57-53



## 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 56-1.

## 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)

The Interagency Transfers window stores interagency transfer information for the billing agency and the customer agency to ensure proper reporting on the FMS Form 224 report or the FMS Form 1219 and 1220 reports.

For information on generating and printing the FMS Form 224 Statement of Transactions report, see the following:

- FMS Form 224 Statement of Transactions Process, page 61-1
- FMS Form 224 Statement of Transactions Report Procedures, page 62-1

For information on generating and printing the FMS Form 1219 and 1220 reports, see the following:

- FMS Form 1219/1220 Process, page 63-1
- FMS Form 1219/1220 Report Procedures, page 64-1

## 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 56-5
- Interagency Transactions Process for SF 1080, Interagency Transaction Processes, page 56-10

## **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 56-6
- Interagency Transactions Process for SF 1081, page 56-12.

## **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 57-7, page 57-29, lists the transactions selected from the IPAC Transaction Selection Process. The IPAC Exception Report, described in Table 57-9, page 57-30 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 56-7
- IPAC Billing Bulk File Process Diagram, page 56-8
- Interagency Transaction Process for IPAC Transactions, page 56-15

## 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, purchase orders closed, and recurring invoices cannot be determined.
- extracts the fields from Treasury's IPAC file and inputs the records into the Payables Open Interface tables
  - automatically validates and approves invoices that have passed pre-edits or have not been placed on hold



- automatically creates payment batch
- automatically updates the Interagency Transfers window for those invoices approved and paid

The agency continues to process the transactions using the Oracle Public Sector Payables Open Interface. If any transactions fail edits in the interface, the customer agency must manually correct those items.

For information on the Payables Open Interface, see Payables Open Interface Tables, *Oracle Public Sector Payables User's Guide*.

The Upload IPAC Disbursement process automatically updates the FV\_Interagency\_Funds table or the customer agency must update the Interagency Transfers window manually for the invoices created.

The Upload IPAC Disbursement process generates the following reports:

- IPAC Disbursement Exception Report as described in Table 57-17, page 57-45
- Invoice Approval and Payment Output Report as described in Table 57-18, page 57-45

For information on the IPAC disbursement process, see the following:

- IPAC Disbursement Process Diagram, page 56-9
- IPAC Disbursement Process for Transactions, page 56-18



## 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 24. Define Customers, page 2-40.

- ❑ 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 24. Define Customers, page 2-40.

- ❑ 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 24. Define Customers, page 2-40.

- ❑ The Agency Address must be provided in the Define Federal Options window to appear on the SF 1080 Voucher for Transfers Between Appropriations and/or Funds. Select the default ALC check box to designate that the ALC is to be used as the default on the SF 1081 Voucher and Schedule of Withdrawals and Credits documents. The Interagency Paygroup must be provided for interagency transactions to appear correctly on the customer agency's FMS Form 224 report or the FMS Form 1219 and 1220 reports.

To enter and update information in the Define Federal Options window, see Federal Options Setup, page 5-1.

- ❑ 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 9-1.

- ❑ 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 2-7.

- ❑ 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 2-8.

- ❑ The profile option AP: Use Invoice Batch Controls must be set to Yes at the responsibility level.

To setup the AP: Use Invoice Batch Controls profile option, see Step 3. Specify Profile Options, page 2-8.

- ❑ 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 3-1.



- ❑ If creating a recurring invoice for IPAC disbursements, the payment method must be clearing and the Pay Group should be the same Pay Group defined in the Federal Options window, Interagency Tab.

To create a recurring invoice, see *Entering Recurring Invoices, Oracle Public Sector Payables User's Guide*.

- ❑ Set up a document name with a Clearing payment method for the bank account that is to be used for IPAC disbursements.

To set up a document name, see *Defining and Maintaining Payables Payment Documents, Oracle Public Sector User's Guide*.



## 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**.

The Submit Request Set window appears.

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.

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 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 57–1 SF 1080 Voucher for Transfers Between Appropriations and/or Funds Document Description Table**

Line	Description	Responsible
Voucher No.	voucher number assigned by customer agency	customer agency
Schedule No.	schedule number assigned by customer agency	customer agency
Department, establishment, bureau, or office receiving funds	name and address of station receiving funds	billing agency
Bill No.	invoice number	billing agency
Paid By	stamp designated by customer agency	customer agency
Department, establishment, bureau, or office charged	name and address of station being charged	billing agency
Order No.	order identifying number	billing agency
Date of Delivery	date article or services delivered	billing agency
Article or Services	description of article or services	billing agency
Quantity	quantity of article or services billed	billing agency
Unit Cost	cost of article or services	billing agency
Price Per	unit of measure to define cost	billing agency
Amount	quantity multiplied by the unit price cost	billing agency
Total	total of all amounts billed	billing agency
Remittance in payment hereof should be sent to	remittance name and address of station receiving funds	billing agency
Accounting Classification - Office Receiving Funds	accounting classification of the bill	billing agency
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 57–1 SF 1080 Voucher for Transfers Between Appropriations and/or Funds Document Description Table**

<b>Line</b>	<b>Description</b>	<b>Responsible</b>
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 57-2, page 57-22.
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 57–2 SF 1081 Voucher and Schedule of Withdrawals and Credits Document Description Table, Header Section**

Line	Description	Responsible
Charge and Credit Will be Reported on Customer Agency Statement of Transactions for Accounting Period Ending	accounting month in which transaction is reported by customer agency; accomplish date	customer agency
Transaction Date	document preparation date	billing agency
Document No.	document identifying number	billing agency

**Table 57–3 SF 1081 Voucher and Schedule of Withdrawals and Credits Document Description Table, Customer Agency**

Line	Description	Responsible
Agency Location Code	ALC of accounting station being billed	billing agency
Voucher No.	voucher number assigned by customer agency	customer agency
Department	name of station being billed	billing agency
Bureau	bureau name of station being billed	billing agency
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

**Table 57–4 SF 1081 Voucher and Schedule of Withdrawals and Credits Document Description Table, Billing Agency**

Line	Description	Responsible
Agency Location Code	ALC of accounting station to receive credit	billing agency
Voucher No.	voucher number assigned by billing agency	billing agency
Department	name of station to receive credit	billing agency



**Table 57–4 SF 1081 Voucher and Schedule of Withdrawals and Credits Document Description Table, Billing Agency**

Line	Description	Responsible
Bureau	bureau name of station to receive credit	billing agency
Address	address of station to receive credit	billing agency
Appropriation, Fund, or Receipt Symbol	accounting classification adjusted, billed, or credited	billing agency
Amount	amount adjusted, billed, or credited	billing agency
Total	total of all amounts billed	billing agency
Details of Charges or Reference to Attached Supporting Documents	details or reasons for billing; if applicable, list of supporting documents or vouchers	billing agency

**Table 57–5 SF 1081 Voucher and Schedule of Withdrawals and Credits Document Description Table, Billing Agency Contact**

Line	Description	Responsible
Prepared By	person preparing SF 1081	billing agency
Approved By	person approving SF 1081	billing agency
Telephone No.	telephone number of person approving SF 1081	billing agency
Certification of Customer Office	certification by customer agency	customer agency



## Initiating the IPAC 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 Single Request radio button.
3. Click **OK**.
4. In the Name field, select IPAC Transaction Selection.
5. In the Profile Class field, optionally select the profile class from the list of values.
6. In the Customer Category field, optionally select the customer category from the list of values.
7. In the Customer field, optionally enter the customer.
8. In the Transaction Type field, optionally select the transaction type from the list of values.
9. 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.
10. In the Currency field, optionally select the currency from the list of values.
11. To apply the parameters, click **OK**.
12. To send the print request to the concurrent manager, click **Submit**.
13. Place the cursor in the Request ID field and click **View Output**.
14. 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:

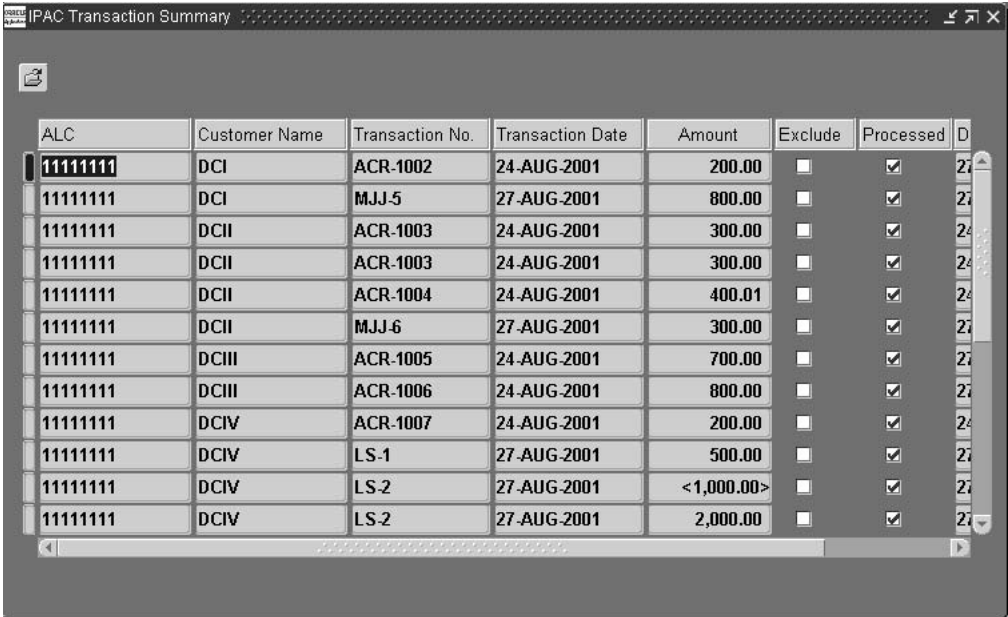
### **Interagency - IPAC Transaction Summary**

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 57–1 IPAC Transaction Summary Window

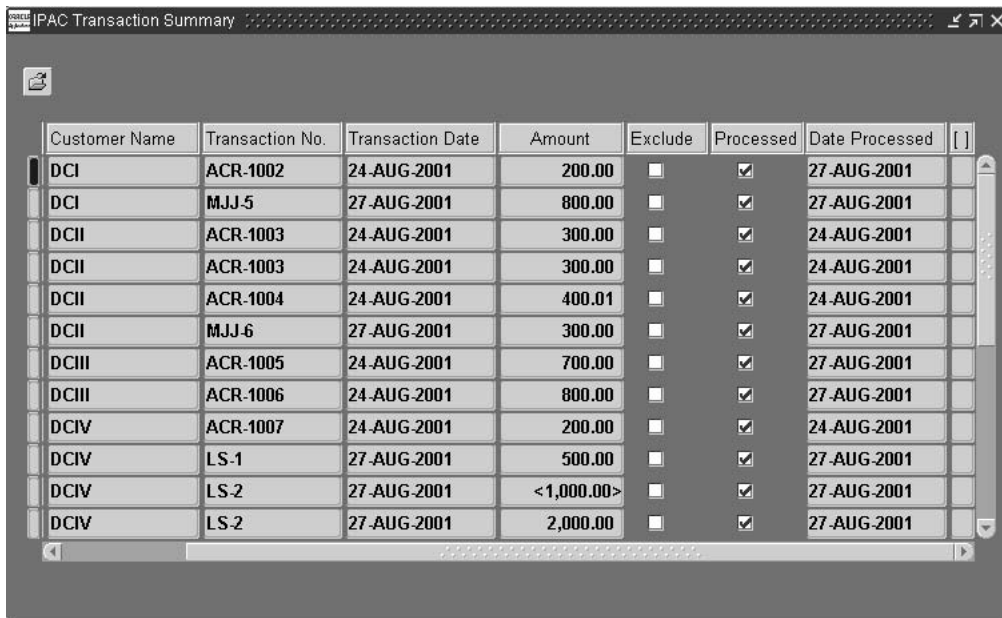


The screenshot shows a window titled "IPAC Transaction Summary". Inside the window is a table with the following columns: ALC, Customer Name, Transaction No., Transaction Date, Amount, Exclude, Processed, and a partial column labeled "D". The table contains 12 rows of transaction data. The first row is highlighted. The "Exclude" column contains checkboxes, and the "Processed" column contains checkmarks. The "Amount" column shows values like 200.00, 800.00, 300.00, 400.01, 300.00, 700.00, 800.00, 200.00, 500.00, and two entries for "<1,000.00>" and "2,000.00".

ALC	Customer Name	Transaction No.	Transaction Date	Amount	Exclude	Processed	D
11111111	DCI	ACR-1002	24-AUG-2001	200.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	27
11111111	DCI	MJJ-5	27-AUG-2001	800.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	27
11111111	DCII	ACR-1003	24-AUG-2001	300.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	24
11111111	DCII	ACR-1003	24-AUG-2001	300.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	24
11111111	DCII	ACR-1004	24-AUG-2001	400.01	<input type="checkbox"/>	<input checked="" type="checkbox"/>	24
11111111	DCII	MJJ-6	27-AUG-2001	300.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	27
11111111	DCIII	ACR-1005	24-AUG-2001	700.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	27
11111111	DCIII	ACR-1006	24-AUG-2001	800.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	27
11111111	DCIV	ACR-1007	24-AUG-2001	200.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	24
11111111	DCIV	LS-1	27-AUG-2001	500.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	27
11111111	DCIV	LS-2	27-AUG-2001	<1,000.00>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	27
11111111	DCIV	LS-2	27-AUG-2001	2,000.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	27



**Figure 57–2 IPAC Transaction Summary Window, Date Processed and Descriptive Flexfield Fields**



The screenshot shows a window titled "IPAC Transaction Summary". Inside is 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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	27-AUG-2001
DCI	MJJ-5	27 AUG-2001	800.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	27-AUG-2001
DCII	ACR-1003	24 AUG-2001	300.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	24-AUG-2001
DCII	ACR-1003	24 AUG-2001	300.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	24-AUG-2001
DCII	ACR-1004	24 AUG-2001	400.01	<input type="checkbox"/>	<input checked="" type="checkbox"/>	24-AUG-2001
DCII	MJJ-6	27 AUG-2001	300.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	27-AUG-2001
DCIII	ACR-1005	24 AUG-2001	700.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	27-AUG-2001
DCIII	ACR-1006	24 AUG-2001	800.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	27-AUG-2001
DCIV	ACR-1007	24 AUG-2001	200.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	24-AUG-2001
DCIV	LS-1	27 AUG-2001	500.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	27-AUG-2001
DCIV	LS-2	27 AUG-2001	<1,000.00>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	27-AUG-2001
DCIV	LS-2	27 AUG-2001	2,000.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	27-AUG-2001



## IPAC Transaction Summary Window Description

**Table 57–6** *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 <b>Note:</b> 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 <b>Note:</b> 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 57–7 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

**Table 57–8 IPAC Transaction Detail Report Description, Customer Name Section**

Column	Description
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 57–9 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
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



**Table 57–9 IPAC Exception Report Description**

<b>Column</b>	<b>Description</b>
Invalid US SGL Account	lists transaction number, SGL account, and transaction amount when the account is disabled, the account or its parent is not a US SGL account, or multiple parents exist for the SGL account
Transaction exceeds maximum number of DR/CR account pairs	lists the sender appropriation symbol, transaction number, transaction date, and amount when the transaction exceeds the maximum number of allowable debit and credit account pairs
Sum of the SGL record Debit amounts and Credit amounts do not equal the sum of transaction detail record	lists the sender appropriation symbol, transaction number, transaction date, and amount when the sum of the debit and credit amounts do not equal the sum of the transaction detail record



## 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
- Transaction SGL IPAC Record



## IPAC Bulk File Format Description

**Table 57–10 IPAC Bulk File Format Description, File Identifier Record**

Number	Field Name	Description	Required	Start	End	Length
1.	File ID	Payment/Collection/Adjustment/ SGL Bulk Files (PCA)	Yes	1	7	Char 07

**Table 57–11 IPAC Bulk File Format Description, Batch Header Record**

Number	Field Name	Description		Start	End	Length
1.	Record Type	B (Record Type - Batch)	Yes	1	1	Char 01
2.	Application ID	application identifier, IPAC	Yes	2	5	Char 04
3.	Total Number of Records	Total number of records in the file including File Identifier, Batch, Header, Detail, SGL and Post SGL records.	Yes	6	13	Num 06
4.	File ID Number	Optional unique identification number assigned by the Agency. If used, the suggested format is ALC (8 characters), Date (CCYYMMDD), 3 position sequential number. This number is used by IPAC to identify duplicate transmissions.	No	14	32	Char 19



**Table 57–12 IPAC Bulk File Format Description, Payment/Collection Transaction Header**

Number	Field Name	Description		Start	End	Length
1.	Record Type	H (Record Type - Header)	Yes	1	1	Char 01
2.	ALC	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	23	Num 14.2
4.	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	24	31	Num 08
5.	Sender DO Symbol	sender disbursing office symbol for ALC sending the transaction. Use Alt Name field in Remit-To_Address window.	Yes	32	36	Char 05
6.	Transaction Set ID	transaction set identifier code that uniquely identifies transaction; 810 for invoices; not currently supporting 820 for payment record types or 812 for adjustments	Yes	37	39	Char 03
7.	Document Reference Number	optional field for the sender-generated document reference number for a transaction. This field should only be used by users that do not also enter transactions online.	No	40	47	Char 08
8.	Filler	spaces; blank fill	Yes	48	49	Char 02



**Table 57–13 IPAC Bulk File Format Description, Adjustment Header**

Number	Field Name	Description		Start	End	Length
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	23	Num 14.2
4.	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	24	31	Num 08
5.	Sender DO Symbol	sender disbursing office symbol for ALC sending the transaction. Use Alt Name field in Remit-To_Address window.	Yes	32	36	Char 05
6.	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	37	39	Char 03
7.	Original Document Reference Number	original document reference number; document reference number of the original payment or collection transaction	Yes	40	47	Char 08
8.	Filler	spaces; blank fill	Yes	48	49	Char 02



**Table 57–13 IPAC Bulk File Format Description, Adjustment Header**

Number	Field Name	Description		Start	End	Length
9.	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	50	54	Char 05
10.	Voucher Number	optional field for the sender-generated voucher number for a transaction; This field serves as the Document Reference Number for an adjustment and should only be used by users that do not also enter transactions online.	No	55	62	Char 08
11.	Filler	spaces; blank fill	Yes	63	64	Char 02

**Table 57–14 IPAC Bulk File Format Description, Payment/Collection Transaction Detail Record**

Number	Field Name	Description		Start	End	Length
1.	Record Type	detail record type; constant D	Yes	1	1	Char 01
2.	Accounting Classification Code	ACL/CD: 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
3.	Account Classification Reference Number	ACRN identifies a line of account on a contract; blank fill	No	18	29	Char 12
4.	Detail Amount	detail amount; derived from EXTENDED_AMOUNT.RA_CUSTOMER_TRX_LINES	Yes	30	43	Num 14.2
5.	Contact Name	transaction level contact name	No	44	103	Char 60
6.	Contact Phone Number	transaction level contact phone number; username of user running concurrent process; blank fill	No	104	120	Char 17
7.	Contract Line Item Number	contract line item number; blank fill	No	121	126	Char 06



**Table 57–14 IPAC Bulk File Format Description, Payment/Collection Transaction Detail Record**

Number	Field Name	Description		Start	End	Length
8.	Contract Number	uniquely identifies a contract between two trading partners; blank fill	No	127	143	Char 17
9.	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	144	145	Char 02
10.	Description	sufficient information to describe and support the transaction. For invoices, use DESCRIPTION from RA_CUSTOMER_TRX_LINES.	No	146	465	Char 320
11.	Fiscal Station Number	fiscal station number; FSN/AAA/ADSN, subdivision of ALC, an accounting station; blank fill	Yes	466	473	Num 08
12.	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	474	495	Char 22
13.	JAS Number	combination of job order number, accounting classification record number, and site identifier; blank fill	No	496	525	Char 30
14.	Job Number	job or project number; blank fill	No	526	545	Char 20
15.	Miscellaneous Transaction Information	additional miscellaneous transaction information; blank fill	No	546	865	Char 320
16.	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	866	882	Char 17



**Table 57–14 IPAC Bulk File Format Description, Payment/Collection Transaction Detail Record**

Number	Field Name	Description		Start	End	Length
17.	Pay Flag	indicates F for Final, the default, or P for Partial payment; constant F	Yes	883	883	Char 01
18.	Purchase Order Number	document number from the receiving agency requesting goods or services; PURCHASE_ORDER.RA_CUSTOMER_TRX_ALL	Yes	884	905	Char 22
19.	Quantity	number of units to determine total price; quantity from Customer Invoice Line Items region; QUANTITY_INVOICED.RA_CUSTOMER_TRX_LINES	Yes	906	919	Num 14
20.	Fiscal Year Obligation Identifier	indicates C for Current fiscal year obligation, P for Prior fiscal year obligation, or "" for Not applicable	No	920	920	Char 01
21.	Receiver Treasury Account Symbol	also known as an appropriation or fund symbol; account number assigned by Treasury to classify agency transactions; blank fill	No	921	947	Char 21
22.	Receiver Business Event Type Code	BETC - identifies the type of event that is recorded against a Treasury Account Symbol and to implement GWA business rules for the posting of events to TAS	No	948	955	Char 08
23.	Receiver DUNS Number	DUNS: Dun & Bradstreet Universal Numbering System; unique identifier for individual business locations for federal vendors and federal customers	No	956	964	Char 09
24.	Receiver DUNS+4 Number	identifier that along with the 9 digit DUNS more specifically identifies individual business locations for federal vendors and federal customers	No	965	968	Char 04
25.	Requisition Number	identifies a requisition between two trading partners; identified by the person entering the transaction; blank fill	No	969	983	Char 15



**Table 57–14 IPAC Bulk File Format Description, Payment/Collection Transaction Detail Record**

Number	Field Name	Description		Start	End	Length
26.	Sender Treasury Account Symbol	also known as an appropriation or fund 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	984	1010	Char 27
27.	Sender Business Event Type Code	BETC - identifies the type of event that is recorded against a Treasury Account Symbol and to implement GWA business rules for the posting of events to the TAS	No	1011	1018	Char 08
28.	Sender DUNS Number	DUNS: Dun & Bradstreet Universal Numbering System; unique identifier for individual business locations for federal vendors and federal customers	No	1019	1027	Char 09
29.	Sender DUNS+4 Number	identifier that along with the 9 digit DUNS more specifically identifies individual business locations for federal vendors and federal customers	No	1028	1031	Char 04
30.	(ACT) Trace Number	Accounting Trace (ACT) number: user-assigned identification number; enables back-end systems to match up transactions; blank fill	No	1032	1046	Char 15



**Table 57–14 IPAC Bulk File Format Description, Payment/Collection Transaction Detail Record**

Number	Field Name	Description		Start	End	Length
31.	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	1047	1048	Char 02
32.	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	1049	1062	Num 14.2
33.	DOD Activity Address Code	DODAAC: Department of Defense activity location; blank fill	No	1063	1077	Char 15

**Table 57–15 IPAC Bulk File Format Description, Adjustment Detail IPAC Record**

Number	Field Name	Description		Start	End	Length
1.	Record Type	detail record type; constant D	Yes	1	1	Char 01
2.	Detail Amount	detail amount; derived from EXTENDED_AMOUNT.RA_CUSTOMER_TRX_LINES	Yes	2	15	Num 14.2
3.	Contact Name	transaction level contact name	No	16	75	Char 60
4.	Contact Phone Number	transaction level contact phone number; username of user running concurrent process; blank fill	No	76	92	Char 17
5.	Original Line Number	adjustments only: detail line item number from original transaction	Yes	93	98	Num 06
6.	Fiscal Year Obligation Identifier	indicates C for Current fiscal year obligation, P for Prior fiscal year obligation, or "" for Not applicable	No	99	99	Char 01



**Table 57–15 IPAC Bulk File Format Description, Adjustment Detail IPAC Record**

Number	Field Name	Description		Start	End	Length
7.	Sender Treasury Account Symbol	also known as an appropriation or fund 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	100	126	Char 27
8.	Sender Business Event Type Code	BETC - identifies the type of event that is recorded against a Treasury Account Symbol and to implement GWA business rules for the posting of events to the TAS	No	127	134	Char 08
9.	Receiver Treasury Account Symbol	also known as an appropriation or fund symbol; account number assigned by Treasury to classify agency transactions; blank fill	No	135	161	Char 21
10.	Receiver Business Event Type Code	BETC - identifies the type of event that is recorded against a Treasury Account Symbol and to implement GWA business rules for the posting of events to TAS	No	162	169	Char 08
11.	Description	sufficient information to describe and support the transaction	No	170	489	Char 320



**Table 57–16 IPAC Bulk File Format Description, Transaction SGL Record**

Number	Field Name	Description		Start	End	Length
1.	Record Type	E (Record Type - SGL Record)	Yes	1	1	Char 01
2.	SGL Action Flag	A: Add	Yes	2	2	Char 01
3.	SGL Account Number	United States Standard General Ledger (US SGL) account number	Yes	3	6	Num 04
4.	Sender/Receiver SGL Flag	indicates S for Sender US SGL Account Information or R for Receiver US SGL Account Information	Yes	7	7	Char 01
5.	Federal/Non-Federal Flag	Federal/Non-Federal indicator; constant F	Yes	8	8	Char 01
6.	SGL Amount	SGL amount	Yes	9	22	Num 14.2
7.	Debit/Credit Flag	indicates D for Debit or C for Credit	Yes	23	23	Char 01



## 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.

**Note:** This file must be stored in the Application Directory identified by the profile option FV: Download Treasury Files Directory.

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 ALC to which the transaction is being charged.
8. In the Document Name field, select a document name with a payment method of Clearing from the list of values.
9. In the Payment Transaction Code field, optionally select a transaction code from the list of values.

**Note:** This transaction code is applied to the payments created from this process.

10. To apply the parameters, click **OK**.
11. To send the print request to the concurrent manager, click **Submit**.
12. Place the cursor in the Request ID field and click **View Output**.
13. Close the window.



## IPAC Disbursement Exception Report Description

**Table 57–17** *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



# Invoice Approval and Payment Output Report

**Table 57–18** *Invoice Approval and Payment Output Report*

Column	Description
Invoice Number Interagency Paygroup	invoice number for the interagency paygroup
Approval Status	invoice approval status
Holds Count	number of holds on an invoice
Payment Status	invoice payment status
Incorrect	indicates that the payment method is incorrect. The payment method must be Clearing. The Upload IPAC Disbursement process does not include an invoice with another payment method in the payment batch created by the process.



## Entering 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.

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 57–3** *Interagency Transfers Window, Accounts Payable Region*

Interagency Transfers

ShowAccounts Payable

Agency Name	Invoice Number	Invoice Date	Invoice Amount
Supplier3	OPAC	13-SEP-2000	\$100.00



**Figure 57–4 Interagency Transfers Window, Accounts Payable Region (continued)**

Interagency Transfers

Show **Accounts Payable**

Invoice Amount	Billing Agency Fund	Chargeback	Processed	Period Reported
\$100.00		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

**Figure 57–5 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



[illegible]



## Interagency Transfers Window Description

**Table 57–19 Interagency Transfers Window Description, Accounts Payable Region**

Accounts Payable Region			
Agency Name	required	list of values	billing agency name or customer agency name if IPAC chargeback <b>Note:</b> 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 the FMS Form 224 report or the FMS Form 1219 and 1220 reports; if checked, item cannot be updated
Period Reported	display only		period reported on the FMS Form 224 report or the FMS 1219 and 1220 reports, if processed
[Descriptive Flexfield]	optional		user-customization field

**Table 57–20 Interagency Transfers Window Description, Accounts Receivable Region**

Field Name	Type	Features	Description
Agency Name	required	list of values	customer agency name or billing agency name if IPAC chargeback <b>Note:</b> 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 57–20** *Interagency Transfers Window Description, Accounts Receivable Region*

Field Name	Type	Features	Description
Processed	display only	check box	indicates cash receipt has been included in the FMS Form report or the FMS Form 1219 and 1220 reports; if selected, item cannot be updated
Period Reported	display only		period reported on the FMS Form 224 report or the FMS 1219 and 1220 reports, if processed
[Descriptive Flexfield]	optional		user-customization field



# **Part XI**

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## **Receivables Management**







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## Receivables Management Process

This chapter describes the Receivables Management features of Oracle U.S. Federal Financials. The following sections are in this chapter:

- Definition, page 58-2
- Federal Requirements, page 58-2
- U.S. Federal Receivables and Debt Collection Processing Cycle Diagram, page 58-4
- U.S. Federal Receivables - 1099-C Cancellation of Debt Diagram, page 58-7
- Finance Charges Process, page 58-9
- Delinquent Invoice Referral Process, page 58-14
- Cash Receipts Process, page 58-16
- 1099-C Cancellation of Debt Process, page 58-18
- References, page 58-20



## 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.

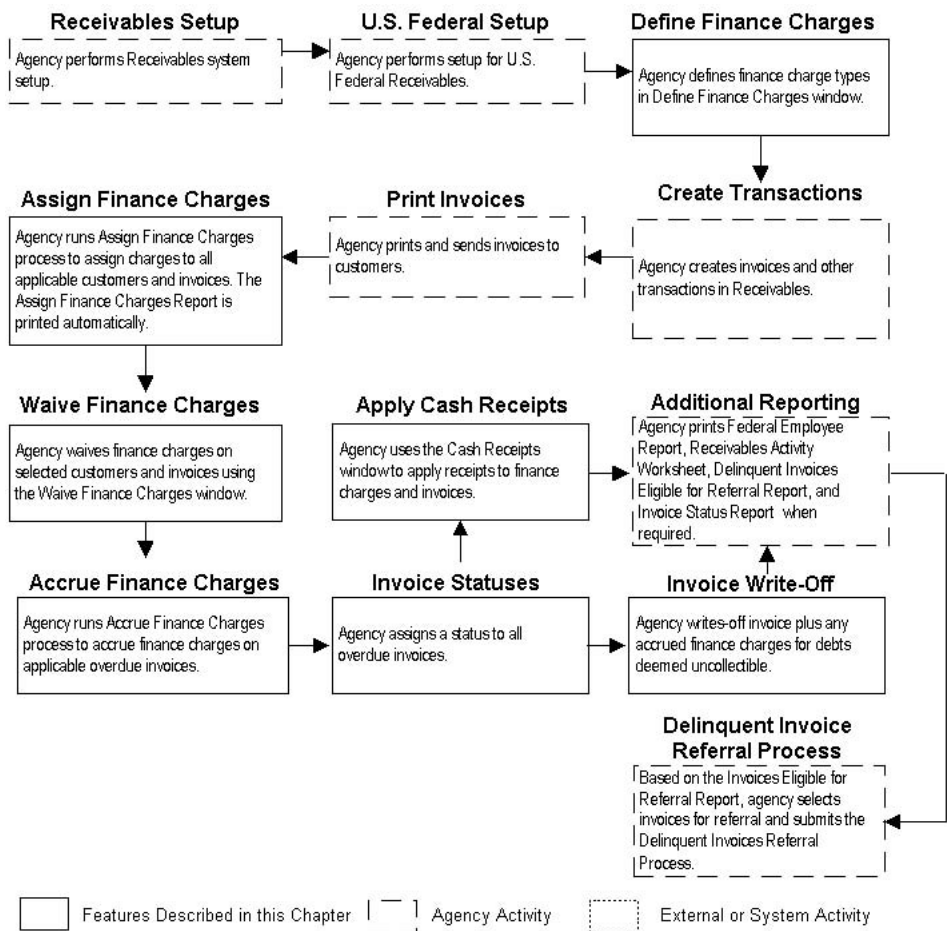
To comply with these requirements, Federal Financials provides the 1099-C Cancellation of Debt process.



# U.S. Federal Receivables and Debt Collection Processing Cycle Diagram

Figure 58–1 shows the U.S. Federal Receivables and Debt Collection Processing diagram as described in Table 58–1.

Figure 58–1 U.S. Federal Receivables and Debt Collection Processing Cycle Diagram





## U.S. Federal Receivables and Debt Collection Processing Cycle Diagram Description

**Table 58–1 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 58–1 U.S. Federal Receivables and Debt Collection Processing Cycle Diagram Description**

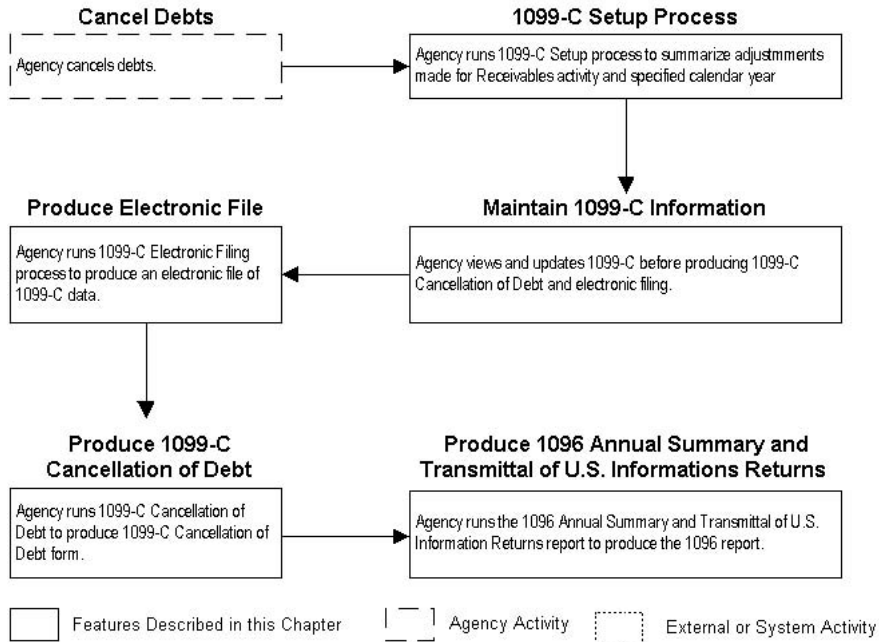
<b>Feature</b>	<b>Description</b>	<b>Status</b>
Invoice Write-Off	Agency writes-off invoice plus any accrued finance charges for debts deemed uncollectible. Continue to Additional Reporting step	described in this chapter
Additional Reporting	Agency prints Federal Employee Report, Receivables Activity Worksheet, Delinquent Invoices Eligible for Referral Report, and Invoice Status Report when required.	agency activity
Delinquent Invoice Referral Process	Based on the Invoices Eligible for Referral Report, agency selects invoices for referral and submits the Delinquent Invoices Referral Process.	agency activity



## U.S. Federal Receivables - 1099-C Cancellation of Debt Diagram

Figure 58–2 shows the U.S. Federal Receivables - 1099-C Cancellation of Debt diagram as described in Table 58–2.

**Figure 58–2 U.S. Federal Receivables - 1099-C Cancellation of Debt Processing Cycle Diagram**



## U.S. Federal Receivables - 1099-C Cancellation of Debt Diagram Description

**Table 58–2 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 58–2 U.S. Federal Receivables, Cancellation of Debt Diagram Description**

<b>Feature</b>	<b>Description</b>	<b>Status</b>
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 Receivables Activity Worksheet
  - Receivables activities to allow adjustment of finance charge debit memos during subsequent accruals
  - line transaction flexfield
  - invoice transaction flexfield
  - transaction batch source
  - unit of measure EACH
  - AutoInvoice
2. The agency determines how and when finance charges are to be assessed on overdue invoices and 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 58–3 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 58–4 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 58–5 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 Receivables Activity Worksheet to indicate where the invoice is in the collection process. Statuses are assigned in the Invoice Status window.



**Note:** Statuses are required for all invoices that are overdue, regardless of whether finance charges are applied.

- 7. If an invoice 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 58–3 shows the agencies outstanding invoices on May 10. Both customers are assigned to accrue finance charges.

**Table 58–3   Outstanding Invoices**

Item	Example A	Example B
Customer Name	ABC Enterprises	DEF Enterprises
Invoice Number	ABC1	DEF2



**Table 58–3 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 58–4.

**Table 58–4 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 and receipts are created and applied in Receivables by using the Receivables APIs. An output report is created displaying the batch and receipt applications information. If any errors occur, they appear on the report. If an error occurs, the batch is assigned a status of Needs Resub. The errors stated on the output report should be corrected and the batch should be resubmitted from the Cash Receipts window.



Example: Cash Applied to Finance Charges

This example continues the previous example, illustrating how cash is applied to finance charges.

Table 58–5 shows the payment that is received and applied on May 21.

**Table 58–5   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

**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 2-1.

For information on entering and updating agency information in the Define Federal Options window, see Federal Options Setup, page 5-1.

For information on setting up finance charges in the Define Finance Charges window, see Finance Charges Setup, page 25-1.

For information on running the Receivables Management processes discussed in this chapter, see Receivables Management Procedures, page 59-1, and Receivables Management Report Procedures, page 60-1.

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*.



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## Receivables Management Procedures

This chapter describes the Receivables Management features in Oracle U.S. Federal Financials. The following sections are in this chapter:

- Definition, page 59-3
- Overview, page 59-3
- Prerequisites, page 59-5
- Assigning Finance Charges Procedure, page 59-7
- Waiving Finance Charges Procedure, page 59-8
- Waive Finance Charges Window, page 59-9
- Waive Finance Charges Window Description, page 59-11
- Accruing Finance Charges Procedure, page 59-12
- Writing Off Invoices Procedure, page 59-14
- Invoice Write-off Window, page 59-15
- Invoice Write-off Window Description, page 59-16
- Applying Cash Receipts Procedure, page 59-17
- Cash Receipts Window, page 59-18
- Cash Receipts Window Description, page 59-20
- Generating the Lockbox Finance Charge Application Procedure, page 59-23
- Generating the 1099-C Setup Procedure, page 59-25
- Maintaining 1099-C Information Procedure, page 59-26
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- Maintain 1099-C Information Window Description, page 59-28
  - Assigning an Invoice Status Procedure, page 59-30
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  - Find Invoices Window Description, page 59-33
  - Invoices Window, page 59-34
  - Invoices Window Description, page 59-36
  - Invoice Status Window, page 59-37
  - Invoice Status Window Description, page 59-38
  - Invoice Status History Window, page 59-39
  - Invoice Status History Window Description, page 59-40



## 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
- 1099G Electronic Media process
- 1099-INT FORM process
- 1099-INT Electronic Media
- 1096 - Form for 1099G or 1099INT process
- 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 60-1.

For information on the Receivables Management process, see Receivables Management Process, page 58-1.

## 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.

The 1099G Electronic Media process enables agencies to submit the 1099G Tape Report which summarizes 1099-G-Certain Government Payments information and associated 1096 information in electronic format as required by the IRS.

In the Invoice Status window, users assign invoice statuses to overdue invoices, which enables the generation of the Receivables Activity Worksheet 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 2-1.

For information on setting up receivable types and associating receivable types with transaction types, see Receivable Types Setup, page 27-1.

- ❑ 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 25-1.

- ❑ A Receivables activity type for finance charge write-offs is recommended and required for reporting on the Receivables Activity Worksheet.

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 2-8.

- ❑ 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*.



- ❑ 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 60-1.



## 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 59-1, page 59-11.
3. Save or save and continue as follows:  
**File - Save or Save and Proceed**
4. Close the window.



# Waive Finance Charges Window

Figure 59–1 Waive Finance Charges Window, Customers Region

Waive Finance Charges

ShowCustomers

Customer NameAmerican Cancer Society

Customer Number1103

Charges

Charge Type	Waive	Cascade To Invoices
PENALTY	<input type="checkbox"/>	<input type="checkbox"/>
ADMIN COSTS	<input type="checkbox"/>	<input type="checkbox"/>
INTEREST	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>



Figure 59-2 Waive Finance Charges Window, Invoices Region

Waive Finance Charges

Show 

Invoices

Invoice Number 

10000

Invoice Date 

01-JAN-2000

Customer Name 

Customer1

Charges

Charge Type	Waive
<div>PENALTY</div>	<div><input checked="" type="checkbox"/></div>
<div>ADMIN COSTS</div>	<div><input checked="" type="checkbox"/></div>
<div>INTEREST</div>	<div><input checked="" type="checkbox"/></div>
<div></div>	<div><input type="checkbox"/></div>
<div></div>	<div><input type="checkbox"/></div>
<div></div>	<div><input type="checkbox"/></div>
<div></div>	<div><input type="checkbox"/></div>
<div></div>	<div><input type="checkbox"/></div>
<div></div>	<div><input type="checkbox"/></div>
<div></div>	<div><input type="checkbox"/></div>



# Waive Finance Charges Window Description

**Table 59–1    Waive Finance Charges Window Description**

Field Name	Type	Features	Description
Customer Name	display only		customer name
Customer Number	display only		customer number
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
Invoice Number	display only		invoice number
Invoice Date	display only		invoice date
Customer Name	display only		customer name
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.

The Parameters window appears.

5. In the Finance Charge Transaction Date field, select the finance charge transaction date from the list of values.

**Note:** If Original Invoice Date is selected, then the transaction date of the original invoice would be the transaction date for the newly created finance charge debit memos. If Original Invoice Due Date is selected, then the due date of the original invoice would be the transaction date for the newly created finance charge debit memos.

6. In the GL Date field, enter the general ledger date.
7. To apply the parameters, click **OK**.
8. To send the request to the concurrent manager, click **Submit**.

The Requests window appears.

9. 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 59-2, page 59-11.
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 59–3 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 59–2 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
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 41-10.

**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 59–3 - Table 59–5, page 59-20.
3. Save the receipt batch as follows:

### **File - Save or Save and Proceed**

4. To apply the receipts, click **Submit**.

**Note:** If any errors occur, they appear on the report. If an error occurs, the batch is assigned a status of Needs Resub. The errors stated on the output report should be corrected and the batch should be resubmitted from the Cash Receipts window.

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 59–4 Cash Receipts Window, Receipt Information Tab

Cash Receipts

Batch

Batch Name

FIF1

GL Date

24 JUL 2003

Currency

USD

Exchange Rate

Rate Date

Rate Type

Rate

Deposit Date

24 JUL 2003

Batch Source

Fed Standard Rec

Receipt Class

Fed Std Class

Receipt Method

Fed Std Method

Bank Account

Federal Receipt

Transaction Code

Batch Totals

	Count	Amount
Control	1	10.00
Actual	1	10.00
Difference	0	.00

Status

COMPLETED

[ ]

Payment

Receipt Information

Misc. Information

Customer Name	Location	Invoice Number	Receipt Number	Receipt Amount	Receipt Origin
PMA02-CUST2	4005		FIF1	10.00	Other

Submit



Figure 59–5 Cash Receipts Window, Misc. Information Tab

Cash Receipts

Batch

Batch Name

FIF1

GL Date

24 JUL 2003

Currency

USD

Exchange Rate

Rate Date

Rate Type

Rate

Deposit Date

24 JUL 2003

Batch Source

Fed Standard Rec

Receipt Class

Fed Std Class

Receipt Method

Fed Std Method

Bank Account

Federal Receipt

Transaction Code

Batch Totals

	Count	Amount
Control	1	10.00
Actual	1	10.00
Difference	0	.00

Status

COMPLETED

[ ]

Payment

Receipt Information

Misc. Information

Customer Name	Location	Invoice Number	Line Number	Receipt Date	Transaction Code
PMA02-CUST2	4005			24 JUL 2003	

Submit



## Cash Receipts Window Description

**Table 59–3** *Cash Receipts Window Description*

Field Name	Type	Features	Description
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
Currency	required	list of values	currency code of the batch; defaults to the base currency of the user's set of books. Invoice applications must be of the same currency defined at the batch level. Debit memos are paid off in the same currency as the invoices
Receipt Class	display only		populated when batch source entered
Receipt Method	display only		populated when batch source entered
Bank Account	display only		populated when batch source entered
Transaction Code	optional	list of values	codes defined in General Ledger that assign additional debit and credit pairs to a single transaction
Status	display only		includes New, In Process, Submitted, Completed, or Needs Resub. for resubmitting for processing
[Descriptive Flexfield]	optional		user-customization field
Rate Date	conditionally required	list of values: calendar	date for which rate is selected; enabled if the currency code is changed from the base currency code
Rate Type	conditionally required	list of values	multiple currency exchange rates for the same date; enabled if the currency code is changed from the base currency code. Values include User, Corporate, Spot, Fixed, or other self-defined type. User refers to a rate that is not preseeded in the database and entered by the user.



**Table 59–3 Cash Receipts Window Description**

Field Name	Type	Features	Description
Rate	conditionally required		exchange rate used to convert foreign currency amounts into functional currency; enabled if the currency code is changed from the base currency code. If the rate type selected is User, then the user must enter the exchange rate. The rate entered cannot be zero or a negative value. This field is not enabled if a rate type other than User is selected.
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

**Table 59–4 Cash Receipts Window Description, Receipt Information Tab**

Field Name	Type	Features	Description
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  <b>Note:</b> 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



**Table 59–5 Cash Receipts Window Description, Misc. Information Tab**

Field Name	Type	Features	Description
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  <b>Note:</b> 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.
Line Number	optional		invoice line level cash application; applies only to invoices with MFAR transaction types
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 59-4, page 59-11.
3. Save or save and continue as follows:  
**File- Save or Save and Proceed**
4. Close the window.



# Maintain 1099-C Information Window

**Figure 59–6    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 59–6** *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 <b>Note:</b> 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 59–6    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 59–5, page 59-33.
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 59–7 Find Invoices Window**

The screenshot shows a window titled "Find Invoices" with a standard Windows-style title bar. Inside the window, there are four input fields with labels to their left: "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". The "Receivable Type" field has a dropdown arrow on its right side. At the bottom of the window, there 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 59–7** 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 59–8 Invoices Window, Amount/Days Late Tab

Invoices

Amount/Days LateReceivable Type

Customer Name	Customer Number	Invoice Number	Amount Due	Days Late
<input checked="" type="checkbox"/> Customer2 - Customer Number	Cust2	ARINV1005	800.00	289
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

HistoryStatus



**Figure 59–9 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

At the bottom of the window, there are two buttons: "History" and "Status".



## Invoices Window Description

**Table 59–8 Invoices Window Description, Amount/Days Late Tab**

Field Name	Type	Features	Description
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

**Table 59–9 Invoices Window Description, Receivable Type Tab**

Field Name	Type	Features	Description
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 59–10 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 the table is populated with the following data:

Status	Start Date	End Date	Comments
At Agency	08-OCT-2002		



# Invoice Status Window Description

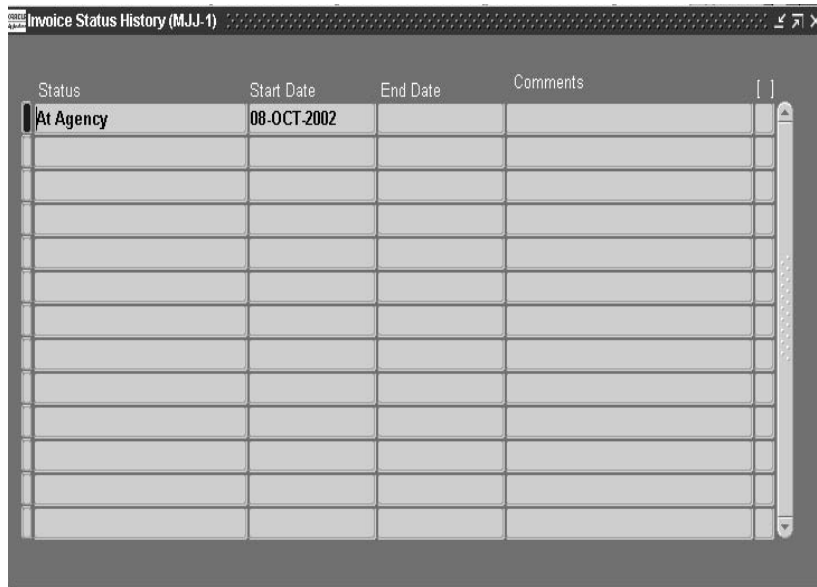
**Table 59–10**    *Invoice Status Window Description*

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 59–11** *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 data shows "At Agency" in the Status column and "08-OCT-2002" in the Start Date column. The rest of the table is empty. There is a vertical scrollbar on the right side of the table.

Status	Start Date	End Date	Comments
At Agency	08-OCT-2002		



# Invoice Status History Window Description

**Table 59–11**    *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



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## Receivables Management Report Procedures

This chapter describes the Receivables Management reports. The following sections are in this chapter:

- Definition, page 60-3
- Overview, page 60-3
- Prerequisites, page 60-6
- Assigning Finance Charges Report Procedure, page 60-8
- Assign Finance Charges Report Description, page 60-9
- Generating the Accrue Finance Charges Detail Report Procedure, page 60-10
- Accrue Finance Charges Detail Report Description, page 60-11
- Generating the Receivables Activity Worksheet Procedure, page 60-12
- Receivables Activity Worksheet Description, page 60-14
- Generating the Identification of Federal Employees Report Procedure, page 60-17
- Identification of Federal Employees Report Description, page 60-18
- Generating the 1099-C Electronic Filing Procedure, page 60-19
- 1099-C Electronic Filing Format Description, page 60-20
- 1099-C Preprinted Form Report Procedure, page 60-25
- 1099-C Cancellation of Debt Report Description, page 60-27



- 
- Generating the 1096 Annual Summary and Transmittal of U.S. Information Returns Procedure, page 60-28
  - 1096 Annual Summary and Transmittal of U.S. Information Returns Report Description, page 60-30
  - Generating the Delinquent Invoices Eligible for Referral Report Procedure, page 60-31
  - Delinquent Invoices Eligible for Referral Report Description, page 60-32
  - Generating the Invoice Status Report Procedure, page 60-33
  - Invoice Status Report Description, page 60-35
  - Generating the Delinquent Invoice Referral Procedure, page 60-36
  - Delinquent Invoice Referral Report Description, page 60-38



## 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
- Receivables Activity Worksheet, 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 \$600.00 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.

Federal Financials provides the following features:

- 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 59-1.

For information on the receivables management process, see *Receivables Management Process*, page 58-1.

## 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 Receivables Activity Worksheet to comply with reporting requirements of the Department of Treasury's Financial Management Service (FMS). For agencies with total receivables, inclusive of principal, interest, and late charges, greater than or equal to fifty million dollars, the report must be submitted quarterly, by the end of the thirtieth day of the month following the close of each of the first three quarters. Annual reports are due on November 15 from all agencies, regardless of the amount of total receivables for the fiscal year. Annual reports must be certified as accurate by the chief financial officer or agency head; certification must be submitted separately from the report. Verifications are due by March 31 of each year for the preceding fiscal year.

Federal Financials provides the 1099-C Electronic Filing, 1099-C Cancellation of Debt, and 1096 Annual Summary and Transmittal of U.S. Information Returns to comply with Internal Revenue Service requirements that agencies file 1099-C reports for each debtor for whom a debt of \$600 or more is cancelled during the calendar year.

Additional information regarding reporting requirements is available in the *Treasury Financial Manual (TFM)*.



## Prerequisites

- ❑ Receivables setup steps, including setting up Customer Classes, Customer Categories, Customer Types, Receivables Activities, and Federal Receivable Types, must be performed to run the Receivables Activity Worksheet and the Identification of Federal Employees Report.

To enter these setup steps, see Oracle U.S. Federal Financials Setup Overview, page 2-1.

- ❑ 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 5-1.

- ❑ 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 4-1.

- ❑ 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 24-1.

- ❑ Receivable types must be defined to generate the Delinquent Invoice Referral process.



To define receivable types, see *Receivable Types Setup*, page 27-1.

- ❑ 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 59-1.



## 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 59-1.



## Assign Finance Charges Report Description

**Table 60–1** *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 59-1.



## Accrue Finance Charges Detail Report Description

**Table 60–2** *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 Receivables Activity Worksheet Procedure

To print the Receivables Activity Worksheet, 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 Activity Worksheet 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.



# Receivables Activity Worksheet Description

**Table 60–3 Receivables Activity Worksheet 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 <b>Note:</b> 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 <b>Note:</b> 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 60–3 Receivables Activity Worksheet 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 <b>Note:</b> Count reflects invoices only.



**Table 60–3 Receivables Activity Worksheet 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 60–4**   *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 60–5 describes the 1099-C Electronic Filing format.

**Table 60–5 1099-C Electronic Filing Format Description, Creditor/Trnasmitter 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
33	Service Bureau Indicator	1	Indicator is 1 if a service is used to develop or transmit files.
34-41	Blank	8	Enter blanks.



**Table 60–5 1099-C Electronic Filing Format Description, Creditor/Trnasmitter A Record**

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.

**Table 60–6 1099-C Electronic Filing Format Description, Debtor B Records**

Field Position	Field Title	Length	Description
1	Record Type	1	required. Record type is B.
2-3	Payment Year	2	required; from the tax year parameter
4-13	Blank	10	Enter blanks.
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.



**Table 60–6 1099-C Electronic Filing Format Description, Debtor B Records**

<b>Field Position</b>	<b>Field Title</b>	<b>Length</b>	<b>Description</b>
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.
313-321	Debtor ZIP Code	9	required. Enter the debtor ZIP code.
322-370	Blank	49	Enter blanks.



**Table 60–6 1099-C Electronic Filing Format Description, Debtor B Records**

Field Position	Field Title	Length	Description
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.

**Table 60–7 1099-C Electronic Filing Format Description, End of Creditor C Records**

Field Position	Field Title	Length	Description
	<b>End of Creditor C Records</b>		
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.



**Table 60–8    1099-C Electronic Filing Format Description, End of Transmission F Records**

Field Position	Field Title	Length	Description
1	Record Type	1	required. Record type is F.
2-5	Number of A Records	4	required. Enter the total number of type A records.
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 59-1.

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 60–9, page 60-26, 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 60–9 describes the 1099-C Cancellation of Debt selection criteria.

**Table 60–9   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 60–10** 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 60–11   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 60–12** *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 60–13    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 60–14** *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 XII

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## Federal Reports







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## **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, page 61-2
- Federal Requirements, page 61-2
- FMS Form 224 Statement of Transactions Report Diagram, page 61-3
- FMS Form 224 Statement of Transactions Report Process, page 61-6
- References, page 61-8



## Definition

The FMS Form 224 Statement of Transactions is generated by federal agencies where payments are disbursed by the Department of Treasury for the agency. 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.

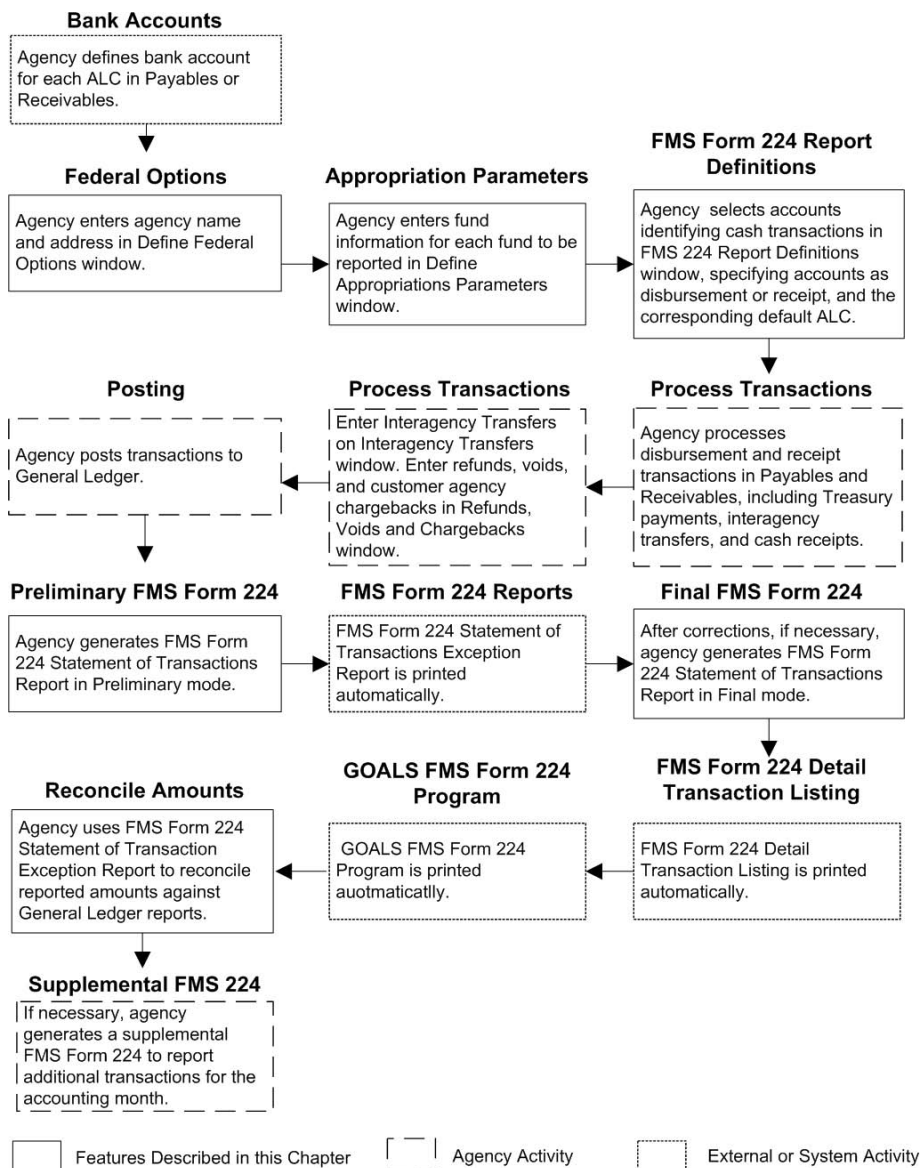
Additional information on FMS Form 224 requirements is documented in the *Treasury Financial Manual (TFM)*, 2-3300.



## FMS Form 224 Statement of Transactions Report Diagram

Figure 61-1 shows the FMS Form 224 Statement of Transaction Report diagram as described in Table 61-1.



**Figure 61–1 FMS Form 224 Statement of Transactions Report Process Diagram**



## FMS Form 224 Statement of Transactions Report Diagram Description

**Table 61–1 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 61–1 FMS Form 224 Statement of Transactions Report Diagram Description**

<b>Feature</b>	<b>Description</b>	<b>Status</b>
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:

- 224 and Reconciliation 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 2-21.
2. The agency enters the agency name and address in the Define Federal Options window.
3. The agency enters the FMS Form 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 224 and Reconciliation Report Definitions window, the agency selects the accounts to be used in determining the transactions to be reported on the FMS Form 224 Statement of Transactions. The Account Type determines 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 5-1.

For information on entering and updating appropriation parameters in the Define Appropriation Parameters window, see Appropriation Parameters Setup, page 9-1.

For information on entering and updating information in the FMS Form 224 Report Definitions window, see Federal Report Definitions Setup, page 16-1.

For information on entering and updating information in the Interagency Transfers window, see Interagency Transaction Procedures, page 57-1.

For information on entering and updating information in the Refunds, Voids and Chargebacks window, see Refunds, Voids, and Chargebacks Procedures, page 49-1.

For information on printing the FMS Form 224 Statement of Transactions, see FMS Form 224 Statement of Transactions Report Procedures, page 62-1.

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*.







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## 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, page 62-2
- Overview, page 62-2
- Prerequisites, page 62-4
- Generating the FMS Form 224 Statement of Transactions Report Procedure, page 62-6
- FMS Form 224 Statement of Transactions Report Description, page 62-7
- FMS Form 224 Detail Transaction Listing Procedure, page 62-10
- FMS Form 224 Detail Transaction Listing Description, page 62-11
- FMS Form 224 Statement of Transactions Exception Report Procedure, page 62-12
- FMS Form 224 Statement of Transactions Exception Report Description, page 62-13



## Definition

The FMS Form 224 Statement of Transactions includes vouchers accomplished by the Department of Treasury and cash collections received for deposit.

## 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 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 2-15.
- ❑ 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 5-1.
- ❑ 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 9-1.
- ❑ 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 16-1.
- ❑ 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 56-1.
- ❑ 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 48-1.
- ❑ 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 2-22.



## 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 Agency Location Code field, select an ALC 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 73-1.



## 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 62–1 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.
		<b>Note:</b> Subclass identification prefixes are assigned by Department of Treasury and used when reporting below appropriation or fund level.
		<b>Note:</b> 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 62–1 FMS Form 224 Statement of Transactions Report Description**

<b>Column or Line Number</b>	<b>Title</b>	<b>Description</b>
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 62–1 FMS Form 224 Statement of Transactions Report Description**

<b>Column or Line Number</b>	<b>Title</b>	<b>Description</b>
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 62–2 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 62–3 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 62–3 FMS Form 224 Statement of Transactions Exception Report Description**

<b>Column</b>	<b>Description</b>
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.



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## 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, page 63-2
- Overview, page 63-2
- FMS Form 1219/1220 Process Diagram, page 63-4
- FMS Form 1219/1220 Report Process, page 63-9
- References, page 63-12



## Definition

The FMS Form 1219 Statement of Accountability is used to determine the accountability of disbursing officers for funds held outside the Department of Treasury, that is cash on hand. This includes Department of Treasury Regional Finance Centers (TRFCs), Military Departments (Army, Navy, and Air Force), and nonmilitary agencies that do their own disbursing. The FMS Form 1220 Statement of Transactions provides treasury with a monthly statement of payments and collections for the agency.

## Overview

This section includes the following parts:

- Features
- Federal Requirements

## Features

The FMS Form 1219/1220 features are as follows:

- 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.
- In the FMS Form 1219/1220 Transaction Correction window, users assign lines and the Agency Location Code (ALC) on the FMS Form 1219/1220 report to transaction records where the required information cannot be identified. Users can also adjust records and assign 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 64-1.

## 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 provides the FMS Form 1219/1220 process to comply with these requirements.

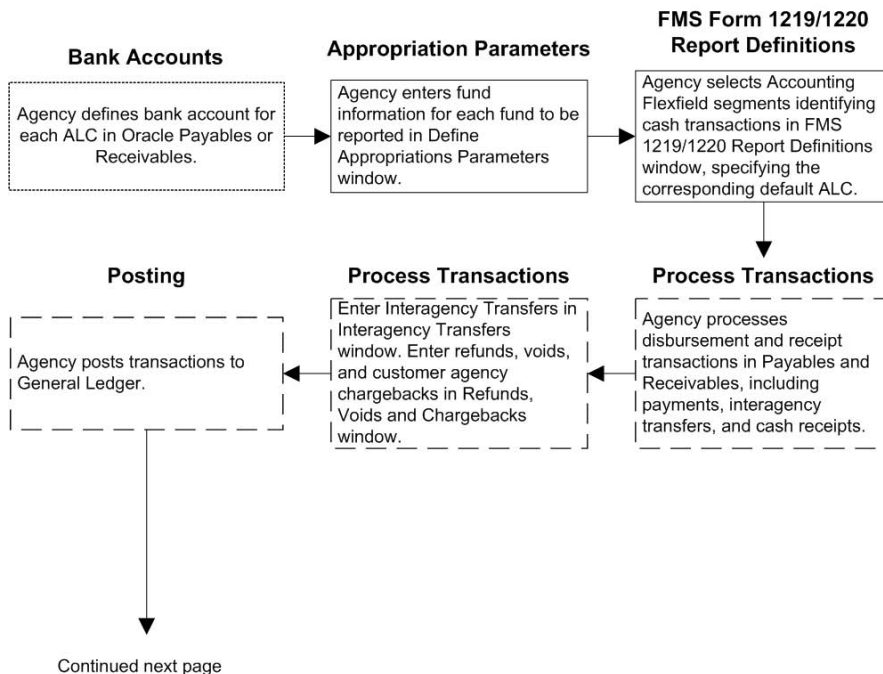
Additional information on FMS Form 1219/1220 report requirements is documented in the *Treasury Financial Manual (TFM)*, 2-3100.



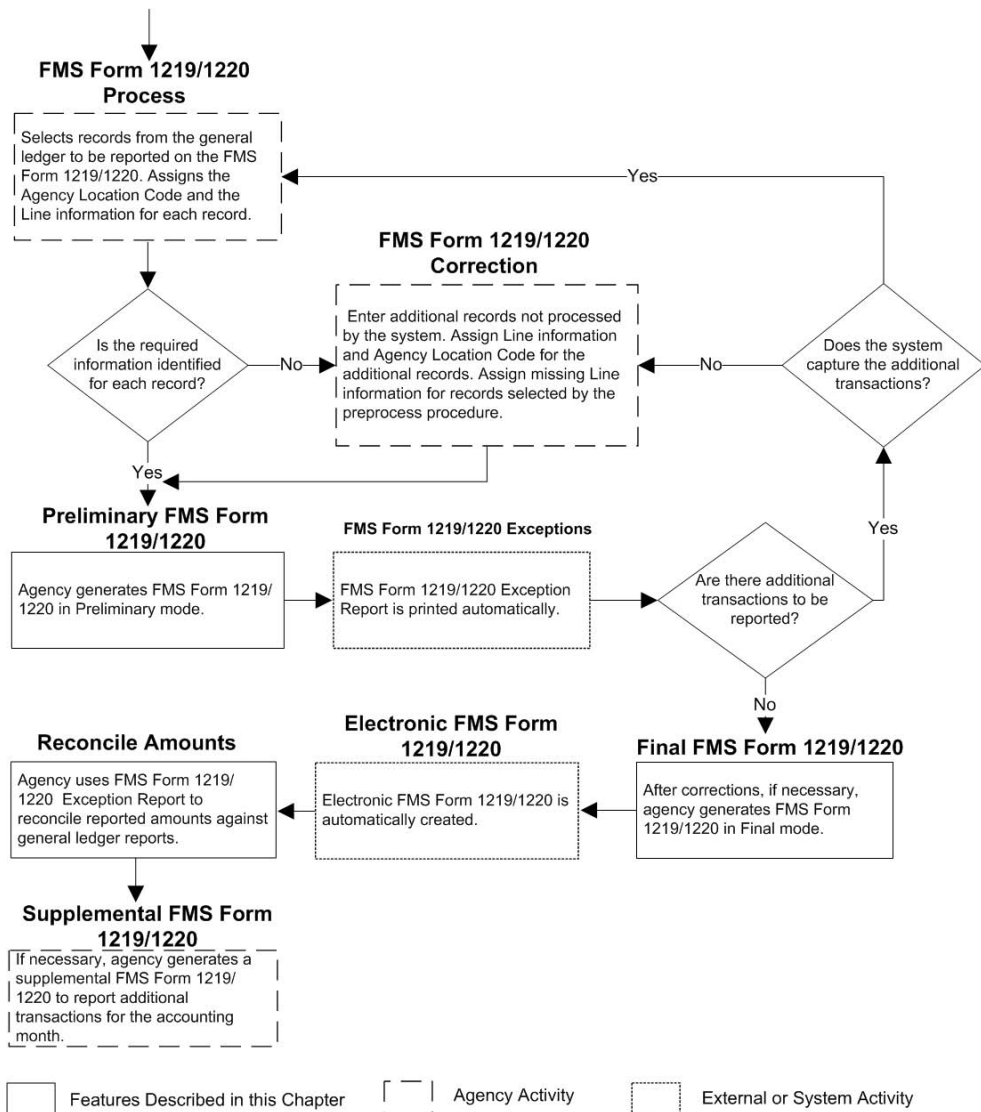
## FMS Form 1219/1220 Process Diagram

Figure 63–1 and Figure 63–2 show the FMS Form 1219/1220 Process diagram as described in Table 63–1.

**Figure 63–1 FMS Form 1219/1220 Process Diagram**





**Figure 63–2 FMS Form 1219/1220 Process Diagram (Continued)**



## FMS Form 1219/1220 Process Diagram Description

**Table 63–1 FMS Form 1219/1220 Process Diagram Description**

Feature	Description	Status
Bank Accounts	Agency defines bank account for each ALC in Oracle Payables or Oracle Receivables.	external or system activity
Appropriation Parameters	Agency enters fund information for each fund to be reported in Define Appropriations Parameters window.	described in this chapter
FMS Form 1219/1220 Report Definitions	Agency selects accounting flexfield segments identifying cash transactions in FMS 1219/1220 Report Definitions window, specifying the corresponding default ALC.	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



**Table 63–1 FMS Form 1219/1220 Process Diagram Description**

<b>Feature</b>	<b>Description</b>	<b>Status</b>
FMS Form 1219/1220 Correction	If required information is not identified, perform this step.  Enter additional records not processed by the system. Assign Line information for the additional records. Assign missing Line information and for records selected by the preprocess procedure.	agency activity
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 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 to enter additional records not processed by the system, 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 to enter additional records not processed by the system, then continue the process.	agency activity



**Table 63–1 FMS Form 1219/1220 Process Diagram Description**

<b>Feature</b>	<b>Description</b>	<b>Status</b>
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 in Final mode.	described in this chapter
Electronic FMS Form 1219/1220	Electronic FMS Form 1219/1220 is automatically created.	external or system activity
Reconcile Amounts	Agency uses FMS Form 1219/1220 Exception Report to reconcile reported amounts against general ledger reports.	described in this chapter
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. Agency defines 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 2-22.

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 Report.
3. In the FMS Form 1219/1220 Report Definitions window, the agency selects the Accounting Flexfield segment used to determine the transactions to be reported on the FMS Form 1219/1220 Report. The default ALC is also defined for each record to be used when the ALC cannot be determined from a bank account.
4. The agency processes disbursements and receipts throughout the accounting month, posting transactions to General Ledger.



5. Interagency transfer transactions are entered in the Interagency Transfers window. Refunds, voids, and customer agency chargeback transactions are entered in the Refunds, Voids and Chargebacks window.
6. At month-end, the agency runs the FMS Form 1219/1220 Process procedure. All applicable transactions, including disbursements, receipts, and interagency transactions, are selected.

Transactions where the line information could not be identified are populated in the FMS Form 1219/1220 Transaction Correction window.

**Note:** When the process is resubmitted and the Delete Corrections parameter is set to No in the Parameters window, any additional records entered in the FMS Form 1219/1220 Transaction Correction window are not deleted.

7. The agency performs the FMS Form 1219/1220 Correction procedure to update the transactions selected by the FMS Form 1219/1220 Process. Updates are performed by assigning line numbers of the report to the transaction in the FMS Form 1219/1220 Transaction Correction window. Adjustments can also be entered in the FMS Form 1219/1220 Transaction Correction window to account for items not selected in the FMS Form 1219 and 1220 Process.
8. The FMS Form 1219/1220 report process prints the FMS Form 1219 Statement of Accountability and the FMS Form 1220 Statement of Transactions.

**Note:** The FMS Form 1219/1220 can be regenerated as long as Preliminary is selected in the Parameters window during report generation. If Final is selected, the report cannot be regenerated except as a supplemental FMS Form 1219/1220.

Records that do not have lines assigned are not reported in the FMS Form 1219/1220 report process.

9. If the FMS Form 1219/1220 is run in Preliminary mode, exception items can be corrected for regeneration of the current month's report. The FMS Form 1219/1220 Exception Report can be used to compare FMS Form 1219/1220 reported amounts with amounts on general ledger balancing reports for the reporting period.
10. If additional transactions must be reported after FMS Form 1219/1220 submission in final mode, a supplemental FMS Form 1219/1220 can be generated using the FMS Form 1219/1220 Process procedure, the FMS Form 1219/1220 Correction procedure, if required, and the FMS Form 1219/1220 report procedure. Only transactions not previously reported are included. If applicable, an Exception Report is also generated as described in Step 7.



11. After the FMS Form 1219/1220 is generated in final mode, the Electronic FMS Form 1219/1220 is automatically created where the data is written to a file in the GOALS II 1219/1220 Bulk File layout.



## References

For information on entering and updating agency information in the Define Federal Options window, see *Federal Options Setup*, page 5-1.

For information on entering and updating appropriation parameters in the Define Appropriation Parameters window, see *Appropriation Parameters Setup*, page 9-1.

For information on entering and updating information in the FMS Form 1219/1220 Report Definitions window, see *Federal Report Definitions Setup*, page 16-1.

For information on the FMS Form 1219/1220 Process procedure, see *FMS Form 1219/1220 Report Procedures*, page 64-1.

For information on FMS Form 1219/1220 Transaction Correction procedure, see *FMS Form 1219/1220 Report Procedures*, page 64-1.

For information on entering and updating information in the Refunds, Voids and Chargebacks window, see *Refunds, Voids, and Chargebacks Procedures*, page 49-1.

For information on the FMS Form 1219/1220 Report procedure, see *FMS Form 1219/1220 Report Procedures*, page 64-1.

For information on the FMS Form 1219/1220 for GOALS procedure, see *Generating the FMS Form 1219/1220 for Goals Procedure*, page 74-5.



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## 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, page 64-2
- Overview, page 64-2
- Prerequisites, page 64-5
- Generating the FMS Form 1219/1220 Process Procedure, page 64-7
- Generating the FMS Form 1219/1220 Correction Procedure, page 64-8
- FMS Form 1219/1220 Transaction Correction Window, page 64-9
- FMS Form 1219/1220 Transaction Correction Window Description, page 64-10
- Line Assignment Window, page 64-11
- Line Assignment Window Description, page 64-12
- Generating the FMS Form 1219/1220 Report Procedure, page 64-13
- FMS Form 1219 Statement of Accountability Report Description, page 64-15
- FMS Form 1220 Statement of Transactions Report Description, page 64-20
- FMS Form 1219/1220 Exception Report Procedure, page 64-21
- FMS Form 1219/1220 Exception Report Description, page 64-22



## Definition

Disbursing officers in agencies that perform their own disbursing prepare the FMS Form 1219 Statement of Accountability to determine the accountability of disbursing officers for funds held outside the Department of Treasury, that is cash on hand. This includes Department of Treasury Regional Finance Centers (TRFCs), Military Departments (Army, Navy, and Air Force), and nonmilitary agencies that do their own disbursing.

Disbursing officers prepare the FMS Form 1220 Statement of Transactions to provide Department of Treasury with a monthly statement of payments and collections for the agency.

## Overview

This section describes the following parts:

- Features
- Requirements

## Features

This section describes the following features:

- FMS Form 1219 Statement of Accountability and the FMS Form 1220 Statement of Transactions
- FMS Form 1219/1220 Process
- FMS Form 1219/1220 Exception Report
- FMS Form 1219/1220 Transaction Correction Window

### **FMS Form 1219 Statement of Accountability and the FMS Form 1220 Statement of Transactions**

The FMS Form 1219 Statement of Accountability and the 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.



## **FMS Form 1219/1220 Process**

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 16-22.

## **FMS Form 1219/1220 Transaction Correction Window**

The FMS Form 1219/1220 Transaction Correction window provides additional information to report on the FMS Form 1210/1220. In this window, users can 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
- 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

## **FMS Form 1219/1220 Exception Report**

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 and 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 2-15.

- ❑ 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 Name 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 must be selected.

To enter and update information in the Define Federal Options window, see Federal Options Setup, page 5-1.

- ❑ 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 9-1.

- ❑ FMS Form 1219/1220 information must be entered in the FMS Form 1219/1220 Definitions window.

To enter and update information in the FMS Form 1219/1220 Definitions window, see Federal Report Definitions Setup, page 16-1.

- ❑ 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 57-1.

- ❑ 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 49-1.

- ❑ 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*.

- ❑ A bank account must be defined for each agency Agency Location Code. (ALC).

To define bank accounts, see Step 11. Define Bank Accounts, page 2-21.



## 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 Agency Location Code field, select an Agency Location Code 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.

**Note:** For information on submitting the FMS Form 1219/1220 using GOALS, see GOALS Procedures, page 73-1.



## 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 64-1, page 64-10.
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 64-2, page 64-12.
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 64–1 FMS Form 1219/1220 Transaction Correction Window

FMS Form 1219/1220 Transaction Correction

Fund Value	GL Batch Name	GL Period	Amount	Agency Location Code	Lines
0100B	Void Payables 128035: A 1066	OCT/00-01	75.00	20220111	<input checked="" type="checkbox"/>
			1,125.00	20220111	<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Accomplish Date

Treasury Symbol

36-00-0100

Error Record

Lines



## FMS Form 1219/1220 Transaction Correction Window Description

**Table 64–1 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 <b>Note:</b> This field is display only for transactions processed by the system.
Agency Location Code	required	list of values	ALC for the additional amount or for the transaction processed by the system <b>Note:</b> This field is display only for transactions processed by the system.
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 <b>Note:</b> 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 <b>Note:</b> 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 <b>Note:</b> 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 64–2 Line Assignment Window

The screenshot shows a window titled "Line Assignment" with a table containing three columns: "Line Number", "Line Description", and "FMS 1220 Column". The table has two rows of data. The first row shows "2.10" in the Line Number column, "Checks Issued Current Period" in the Line Description column, and an empty cell in the FMS 1220 Column. The second row shows "4.10" in the Line Number column, "Net Disbursements" in the Line Description column, and "3" in the FMS 1220 Column. There are four empty rows below the second row. A vertical scrollbar is on the right side of the table.

Line Number	Line Description	FMS 1220 Column
2.10	Checks Issued Current Period	
4.10	Net Disbursements	3



# Line Assignment Window Description

**Table 64–2**    *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 <b>Note:</b> 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 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 Reports 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, select the disbursing officer's name from the list of values.
8. In the DO Location field, select the disbursing officer's address from the list of values.
9. In the DO Tel No field, select the disbursing officer's telephone number from the list of values.
10. In the Period Name field, select a period name from the list of values.
11. In the Agency Location Code field, select an Agency Location Code 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. To view the request, select the appropriate Request ID and click **View Output**.



**15.** Close the window.

**Note:** The Zero Activity FMS Form 1219/1220 and the Supplemental FMS Form 1219/1220 are also printed using this procedure.



## FMS Form 1219 Statement of Accountability Report Description

**Table 64–3 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 64–3 FMS Form 1219 Statement of Accountability Report Description**

<b>Column or Line Number</b>	<b>Title</b>	<b>Description</b>
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 64–3 FMS Form 1219 Statement of Accountability Report Description**

<b>Column or Line Number</b>	<b>Title</b>	<b>Description</b>
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 64–3 FMS Form 1219 Statement of Accountability Report Description**

<b>Column or Line Number</b>	<b>Title</b>	<b>Description</b>
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 64–3 FMS Form 1219 Statement of Accountability Report Description**

<b>Column or Line Number</b>	<b>Title</b>	<b>Description</b>
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 64–4** *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 is printed.

For information on printing the FMS Form 1219/1220, see the Generating the FMS Form 1219/1220 Report Procedure, page 64-13.



## FMS Form 1219/1220 Exception Report Description

**Table 64–5 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 64–5 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







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## 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, page 65-2
- Overview, page 65-2
- FACTS I Process Steps Diagram, page 65-4
- FACTS I Process, page 65-6
- References, page 65-11



## 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>

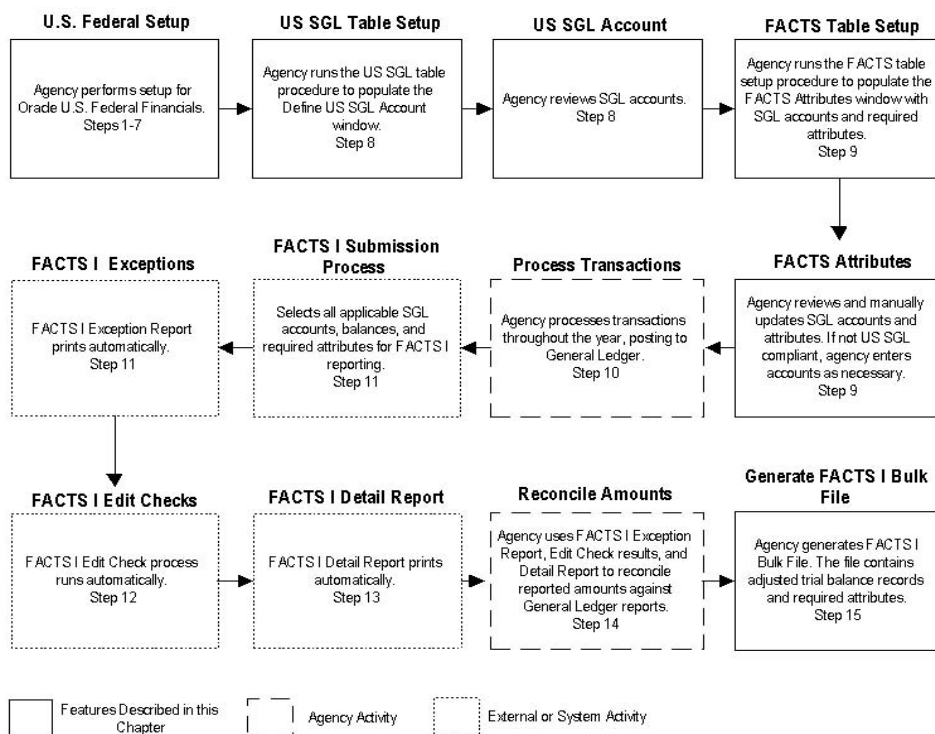


## FACTS I Process Steps Diagram

Figure 65–1 lists the steps of the FACTS I process as described in Table 65–1, page 65–4.

**Note:** The step numbers in the diagram refer to the process steps described in Process, page 65–6.

**Figure 65–1 FACTS I Process Steps Diagram**



## FACTS I Process Steps Diagram Description

**Table 65–1 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 65–1   *FACTS I Process Steps Diagram Description***

<b>Feature</b>	<b>Description</b>	<b>Status</b>
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 65-11.

### 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 65–2 and Table 65–3 provide examples of alternate GL account numbering schemas.

**Table 65–2 Alternate GL Account Numbering Schemas, Example Structure Using Six-Digit GL Account**

GL	Account Name	Parent US SGL Account or Name
101012	Disbursement Transactions - Direct Deposits	1010 - Fund Balance with Department of Treasury
101013	Disbursement Transactions - OPAC	
101014	Direct Deposit Receipts - US Department of Treasury	



**Table 65–3 Alternate GL Account Numbering Schemas, Example Structure Using Four-Digit GL Account**

GL	Account Name	Parent US SGL Account or Name
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 65–4 describes how the FACTS I attributes are derived.

**Table 65–4 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.
Federal/Non-Federal	<p>FACTS Attributes window in conjunction with the Customer Class, Supplier Type, and Trading Partner Descriptive Flexfield</p> <p>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.</p> <p>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.</p>



**Table 65–4    FACTS I Attribute Matrix**

Attribute	Derived From
Trading Partner	<p>Customer Trading Partner Descriptive Flexfield, Supplier Trading Partner Descriptive Flexfield, or Journal Line Trading Partner Descriptive Flexfield</p> <p>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.</p> <p>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.</p>

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 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 US SGL accounts, see Federal Report Definitions Setup, page 16-1.

For information on generating the FACTS I procedure, see Generating FACTS I Procedure, page 66-6.

For information on the FACTS I Exception Report description, see FACTS I Exception Report Description, page 66-7.

For information on the FACTS I edit check process, see FACTS I Edit Check Process.

For information on the FACTS I Detail Report description, see FACTS I Detail Report Description, page 66-11.

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 66-12.







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## 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, page 66-2
- Overview, page 66-2
- Prerequisites, page 66-4
- Generating FACTS I Procedure, page 66-6
- FACTS I Exception Report Description, page 66-7
- FACTS I Edit Check Process, page 66-10
- FACTS I Detail Report Description, page 66-11
- FACTS I 2001 Adjusted Trial Balance Bulk File Transfer Format, page 66-12



## 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 66-1, page 66-7, 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 66-3, page 66-11, 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 65-1.



## 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 6-1.

- ❑ Treasury symbols must be defined in the Define Federal Account Symbols window.

To define treasury symbols, see Federal Account Symbols Setup, page 7-1.

- ❑ 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 9-1.

- ❑ 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 29B. Define Oracle Public Sector Purchasing Lookups, page 2-45.

- ❑ 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 4-1.

- ❑ 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 15-1.

- ❑ 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 16-1.

- ❑ 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 15-1.

- ❑ 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 16-1.



## 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 66–1 - Table 66–2.

**Table 66–1 FACTS I Exception Report Description, SGL Account Exceptions**

Column	Description
Header Section	run mode, fiscal year, to period, set of books
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 66–2** *FACTS I Exception Report Description, Missing Attribute Exceptions*

Column	Description
Supplier or Customer could not be determined	<p>Exception: The Supplier or Customer cannot be determined for the transaction posted to General Ledger.</p> <p>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.</p>
Federal/Nonfederal Attribute set to F with a Nonfederal Supplier or Customer	<p>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.</p> <p>Solution: The transactions are reported in FACTS I with the F/N indicator and Trading Partner set to F and 00 respectively.</p>
Current Fiscal Year Beginning Balance Difference	<p>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.</p> <p>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.</p>
Value for Subfunction must be specified	<p>Exception: The Budget Subfunction value is not found for the fund value and is not reported on FACTS I.</p> <p>Solution: The correct value must be entered in the Subfunction Description field for the fund value in the Define Appropriation Parameters window.</p>



**Table 66–2   *FACTS I Exception Report Description, Missing Attribute Exceptions***

Column	Description
Value for Exchange/Non-exchange revenue must be specified	<p>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.</p> <p>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.</p>
Value for Custodial/Non-custodial must be specified	<p>Exception: The Custodial/Non-custodial value is not found for the Treasury symbol and is not reported on FACTS I.</p> <p>Solution: The correct value must be entered in the Custodial/Non-custodial field for the Treasury Symbol in the Define Appropriation Parameters window.</p>



## 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 66-3, page 66-11.



## 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 66–3.

**Table 66–3** *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  <b>Note:</b> 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 66-4 - Table 66-5.

**Table 66-4 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.

**Table 66-5 FACTS I 2001 Adjusted Trial Balance Bulk File Transfer Format, FACTS I Bulk File SGL Trailer Detail**

Column	Description
Record Indicator	indicates trailer record
Detail Count	total number of detail records



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## FACTS I Report Procedures

This chapter describes the FACTS I report procedures. The following sections are in this chapter:

- Definition, page 67-2
- Overview, page 67-2
- Prerequisites, page 67-3
- Generating the FACTS I Trial Balance Report Procedure, page 67-5
- FACTS I Trial Balance Report Description for the Default Attribute Set, page 67-6



## 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 Trial Balance Report is used by federal agencies to review SGL account balances at the attribute level. Only attributes for accounts reported on FACTS I are captured.

The FACTS I Trial Balance is an RXi report. The Default Attribute set groups the data by treasury symbol, fund, fiscal year, organization, program, and project. This attribute set can be copied in order to customize the layout to suit the reporting needs of the agency. In the Default Attribute set, the fiscal year, organization, program, and project segments were assigned default segment columns. To maintain this level of detail, the agency must create a customized attribute set to map the segment of the Accounting Flexfield to the appropriate column headings.

For information on FACTS I procedures, see FACTS I Procedures, page 66-1.

For information on the FACTS I process, see FACTS I Process, page 65-1.

For information on RXi attribute sets, see Oracle Financials RXi Reports Administration Tool, *Oracle Financials RXi Reports Administration Tool User's Guide*.

## Requirements

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](http://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

- ❑ 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 6-1.

- ❑ 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 7-1, and Appropriation Parameters 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 15-1.

- ❑ 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 16-1.

- ❑ 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 15-1.

- ❑ 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 16-1.



## Generating the FACTS I Trial Balance Report Procedure

To run the FACTS I Trial Balance 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 FACTS I Trial Balance from the list of values.

5. Click **OK**.

The parameters 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 Attribute Set field, select the attribute set from the list of values.

12. In the Output Format field, select the output format for the report 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.



## FACTS I Trial Balance Report Description for the Default Attribute Set

**Table 67–1** *FACTS I Trial Balance Report Description for the Default Attribute Set*

Column	Description
Header Section	set of books name, report date and time, currency, accounting period, fund range, treasury symbol, fund, fiscal year, organization, program, and project
Acct No	natural account segment
FNF	attribute values for federal or nonfederal if required for this account. Valid values are F for Federal and N for Non-Federal.
TPC	descriptive flexfield value for Trading Partner if required for this account and the FNF value is F
ENE	attribute values for exchange or nonexchange if required for this account. Valid values are X for Exchange and T for Non-Exchange.
BSF	Budget Subfunction lookup code defined in the Appropriation Parameters window associated to the fund if required for this account
CNC	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 period
Current Period Debits	debits for the period
Current Period Credits	credits for the period
Ending Balance	ending balance of period



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## 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, page 68-2
- Overview, page 68-2
- FACTS II Process Steps Diagram, page 68-4
- FACTS II Process, page 68-7
- References, page 68-14



## 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 chapter provides an overview of the FACTS II process.

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:

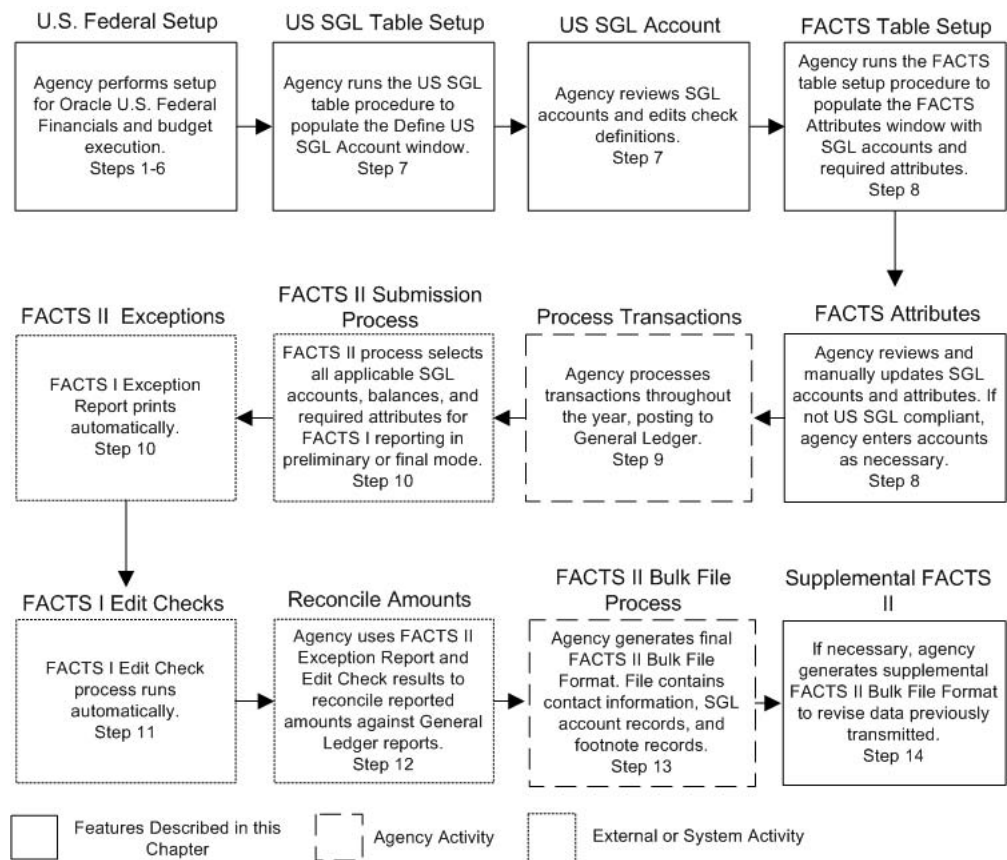
<http://www.fms.treas.gov/ussgl/factsii>



# FACTS II Process Steps Diagram

Figure 68–1 lists the steps of the FACTS II process as described in Table 68–1. The step numbers in the diagram refer to the process steps described in Process, page 68-7.

Figure 68–1 FACTS II Process Steps Diagram





## FACTS II Process Steps Diagram Description

**Table 68–1** *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 68–1   *FACTS II Process Steps Diagram Description***

<b>Feature</b>	<b>Description</b>	<b>Status</b>
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 References, page 68-14.

### 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 A and Category B apportionments in the Program Reporting Codes window. In addition, segment values can be mapped to the Program Reporting Category.

**Note:** The Program Reporting Codes window enables users to define the segment of the Accounting Flexfield at the treasury symbol and fund level. It also gives flexibility when creating these definitions. The treasury symbol can be set up with the value All to designate all treasury symbols. The fund can be set up with the value All, All-Category A, or All Category B within all treasury symbols or a specific treasury symbol. Since various combinations can be defined, a fund could match multiple records within the Program Reporting Codes window. When this is the case, the lowest level of detail record that the fund and treasury symbol matches is used.



Table 68–2 provides the priority in determining which Program Reporting Codes record is used for fund and treasury symbol.

**Table 68–2 Program Reporting Codes Priority**

Priority	Treasury Symbol Value	Fund Value
1	Exact Treasury Symbol value	Exact Fund value
2	Exact Treasury Symbol value	All-Category A or All-Category B
3	Exact Treasury Symbol value	All
4	All	All-Category A or All-Category B
5	All	All

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 68–3 provides examples of alternate GL account numbering schemas.

**Table 68–3 Alternate GL Account Numbering Schemas Example: Structure Using Six-Digit GL Account**

GL	Account Name	Parent US SGL Account or Name
<b>Example</b>	<b>Structure Using Six-Digit GL Account</b>	
101012	Disbursement Transactions - Direct Deposits	1010 - Fund Balance with Department of Treasury
101013	Disbursement Transactions - IPAC	
101014	Direct Deposit Receipts - US Department of Treasury	

**Table 68–4 Alternate GL Account Numbering Schemas Examples: Structure Using Four-Digit GL Account**

GL	Account Name	Parent US SGL Account or Name
<b>Example</b>	<b>Structure Using Four-Digit GL Account</b>	
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 68–1.

**Table 68–5 FACTS II Attribute Matrix**

<b>Attribute</b>	<b>Window Derived From</b>
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
Program Reporting Code	When the fund category is Category A- Direct, A-Reimbursable, B-Direct, or B-Reimbursable and the Apportionment Category check box is selected in the FACTS Attributes window, the FACTS II process derives the code based on the segment of the Accounting Flexfield defined in the Program Reporting Codes window.  If the Use Program Reporting Code Mapping check box is not selected, the segment value is used. If it is selected, the Program Reporting Code mapped to the segment value is used.
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 68–5   *FACTS II Attribute Matrix***

<b>Attribute</b>	<b>Window Derived From</b>
Year of Budget Authority	<p>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.</p> <p>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.</p> <p>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.</p>
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.
  - validates data reported on the SF133



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 69-6.

For information on the FACTS II bulk file procedure, see *Generating FACTS II Bulk File Procedure*, page 69-19.

For information on the FACTS II edit check process, see *FACTS II Edit Check Process*, page 69-14.

For information on the FACTS II Adjusted Trial Balance Report, see *FACTS II Adjusted Trial Balance Report Procedure*, page 69-18.

For information on the FACTS II Exception Report, see *FACTS II Exception Report Description*, page 69-16.



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## 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, page 69-2
- Overview, page 69-2
- Prerequisites, page 69-4
- Generating FACTS II Submission Procedure, page 69-6
- FACTS II Submission Window, page 69-7
- FACTS II Submission Window Description, page 69-10
- Footnotes Window, page 69-12
- Footnotes Window Description, page 69-13
- FACTS II Edit Check Process, page 69-14
- FACTS II Exception Report Description, page 69-16
- FACTS II Adjusted Trial Balance Report Procedure, page 69-18
- Generating FACTS II Bulk File Procedure, page 69-19
- FACTS II Bulk File Layout Description, page 69-20



## 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 69-5, page 69-14, 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.

This section includes the following parts:

If discrepancies exist for any US SGL account balance, the account and balance are printed on the FACTS II Exception Report. Table 69-6, page 69-16, 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 5-1.
- ❑ 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 6-1.

To enter and update appropriation information, see *Federal Account Symbols Setup*, page 7-1, and *Appropriation Parameters Setup*, page 9-1.
- ❑ 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 6-1.
- ❑ Budget account codes may be defined for federal account symbols.

To define budget account codes, see *Budget Account Codes Setup*, page 8-1
- ❑ 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 15-1.
- ❑ 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 16-1.



- ❑ 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 15-1.

- ❑ 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 16-1.

- ❑ 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 16-1.

- ❑ The Budget Fiscal Year Mapping window must be set up to identify the segment in an agency's 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 10-1.

- ❑ The Define Program Reporting Codes window must be set up to identify the segment in the agency's Accounting Flexfield that captures the program reporting code. In addition, the segment values can be mapped to the appropriate program reporting code.

To set up the Define Program Reporting Codes window, see Federal Report Definitions Setup, page 16-1.



## 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 69-1 - Table 69-3, page 69-10.
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 69-4, page 69-13.
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 69-14
- FACTS II Exception Report Description, page 69-16
- FACTS II Adjusted Trial Balance Report Procedure, page 69-18



## FACTS II Submission Window

**Figure 69–1** *FACTS II Submission Window, Report Parameters Tab*

FACTS II Submission (FED-SOB1)

Report Parameters    Contacts    Submission Info

Select    Bulk File

	Treasury Symbol	ATB No	Fiscal Yr	Period	Run Mode	Currency		[ ]
<input type="checkbox"/>	36-X-1118		2004	JAN/04-04	Original	USD	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	05-01-4024		2001	JUN/01-01	Original	USD	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	24-00-0100		2001	SEP/01-01	Original	USD	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	05-X-1118		2001	SEP/01-01	Original	USD	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	36-01-0100		2002	MAR/02-02	Original	USD	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	50-0203-8881		1999	SEP/99-99	Original	USD	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	05-X-8133		2002	SEP/02-02	Original	USD	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	36-X-0103		2001	SEP/01-01	Original	USD	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	07-X-4048		2004	JAN/04-04	Original	USD	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	05-X-1119		2002	JAN/02-02	Original	USD	<input type="checkbox"/>	<input type="checkbox"/>

Footnotes    Submit



Figure 69–2 FACTS II Submission, Contacts Tab

FACTS II Submission (FED-80B1)

Report ParametersContactsSubmission Info

Select

	Treasury Symbol	ATB No	Preparer ID	Certifier ID	
<input type="checkbox"/>	36-X-1118		MOJAMES	CERTIFY	<input type="checkbox"/>
<input type="checkbox"/>	05-01-4024		12345678	CERTIFY	<input type="checkbox"/>
<input type="checkbox"/>	24-00-0100		PREPARER	EXCEEDS8	<input type="checkbox"/>
<input type="checkbox"/>	05-X-1118		MOJAMES	CERTIFY	<input type="checkbox"/>
<input type="checkbox"/>	36-01-0100				<input type="checkbox"/>
<input type="checkbox"/>	50-0203-8881		PREPARER	EXCEEDS8	<input type="checkbox"/>
<input type="checkbox"/>	05-X-8133				<input type="checkbox"/>
<input type="checkbox"/>	36-X-0103				<input type="checkbox"/>
<input type="checkbox"/>	07-X-4048				<input type="checkbox"/>
<input type="checkbox"/>	05-X-1119				<input type="checkbox"/>

Bulk File

[ ]

Footnotes

Submit



**Figure 69–3 FACTS II Submission Window, Submission Info Tab**

FACTS II Submission (FED-SOB1)

Report Parameters   Contacts   **Submission Info**

Select

	Treasury Symbol	ATB No	Request ID	Requestor	Status		Bulk File
<input type="checkbox"/>	36-X-1118		892944	MOJAMES	Completed	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	05-01-4024					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	24-00-0100					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	05-X-1118					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	36-01-0100		885642	MOJAMES	Required Edits Failed	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	50-0203-8881		883687	FEDSYSTEST	Required Edits Failed	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	05-X-8133		885529	MOJAMES	Required Edits Failed	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	36-X-0103		885528	MOJAMES	Required Edits Failed	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	07-X-4048		885530	MOJAMES	Required Edits Failed	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	05-X-1119		885526	MOJAMES	Required Edits Failed	<input type="checkbox"/>	<input type="checkbox"/>

Footnotes   Submit



## FACTS II Submission Window Description

**Table 69–1** *FACTS II Submission Window Description, Report Parameters Tab*

Field Name	Type	Features	Description
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
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

**Table 69–2** *FACTS II Submission Window Description, Contacts Tab*

Field Name	Type	Features	Description
Treasury Symbol	display only		treasury symbol for which the preparer and certifier are assigned to; value entered in the Define Appropriation Parameters window
ATB No	display only		adjusted trial balance sequence number
Preparer ID	required		preparer identifier
Certifier ID	required		certifier identifier
Bulk File	optional	check box	indicates that FACTS II bulk file to be generated for this treasury symbol
[Descriptive Flexfield]	optional		user-customization field



**Table 69–3 FACTS II Submission Window Description, Submission Info Tab**

Field Name	Type	Features	Description
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
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 69–4 Footnotes Window

Treasury Symbol36-01-0100Fiscal Year2002ATB No

Account No4251Period

Footnotes

Footnote Sequence	Footnote Text
1	Footnotes should be entered in FACTS II Online system

OKCancel



## Footnotes Window Description

**Table 69–4** *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
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 69–5 describes the edit checks that are performed during the edit check process.

**Table 69–5** *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 69–5    *FACTS II Edit Check Process Description***

<b>Edit Check</b>	<b>Description</b>	<b>Periods</b>	<b>Required or Optional</b>
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
SF133 Outlays	US SGL account balances that correspond to Obligations Incurred, spending from Offsetting Collections, PYA, Obligations as of 10/1, Obligations - Transferred, and Obligations - Period End	all	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 69–6 - Table 69–7.

**Table 69–6 FACTS II Exception Report Description, SGL Account Exceptions**

Column	Description
Header Section	treasury symbol, reporting year, reporting period, date, and page
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.

**Table 69–7 FACTS II Exception Report Description, Missing Attribute Exceptions**

Column	Description
Public Law Code not found	Exception: The public law code is not found for the account. Solution: Assign the correct Public Law Code.
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.
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.



**Table 69–7   *FACTS II Exception Report Description, Missing Attribute Exceptions***

<b>Column</b>	<b>Description</b>
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.
Segment Value used as Category Code since mapping not found	Exception: The Use Program Reporting Code Mapping check box is selected, and neither the segment value nor the value All is in the Program Reporting Code Mapping region of the Define Program Reporting Code window, and the value is a three digit numeric value. Solution: The segment value will be reported as the Program Reporting Code. Otherwise, the correct value must be entered in the Program Reporting Code window.
Valid Category Code not found	Exception: Two conditions cause this exception. 1.) The Use Program Reporting Code Mapping check box is deselected and the segment value is not a three digit numeric value. 2.) The Use Program Reporting Code Mapping check box is selected, and neither the segment value nor the value All is in the Program Reporting Code Mapping region of the Program Reporting Code window, and the segment value is not a three digit numeric value. Solution: The correct value must be defined in the Program Reporting Code window.
Multiple Category Descriptions for one Category Code	Exception: Within the treasury symbol being reported, there are multiple program reporting code descriptions for the same program reporting code. Solution: The Program Reporting Code will be reported with multiple descriptions. Otherwise, the correct value must be defined in the Program Reporting Code 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 69–1, page 69-10.
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 69–8.

**Table 69–8** *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



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## FACTS II Report Procedures

This chapter describes the FACTS II reports. The following sections are in this chapter:

- Definition, page 70-2
- Overview, page 70-2
- Prerequisites, page 70-3
- Generating the FACTS II Trial Balance Report Procedure, page 70-5
- FACTS II Trial Balance Report Description for the Default Attribute Set, page 70-6



## 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 Trial Balance Report is used by federal agencies to review SGL account balances at the attribute level. Only attributes for accounts reported on FACTS II are captured.

The FACTS II Trial Balance is an RXi report. The Default Attribute set groups the data by treasury symbol, fund, fiscal year, organization, program, and project. This attribute set can be copied in order to customize the layout to suit the reporting needs of the agency. In the Default Attribute set, the fiscal year, organization, program, and project segments were assigned default segment columns. To maintain this level of detail, the agency must create a customized attribute set to map the segment of the Accounting Flexfield to the appropriate column headings.

For information on the FACTS II process, see FACTS II Process, page 68-1.

For information on FACTS II procedures, see FACTS II Procedures, page 69-1

For information on RXi attribute sets, see Oracle Financials RXi Reports Administration Tool, *Oracle Financials RXi Reports Administration Tool User's Guide*.

## 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](http://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
- ❑ 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 6-1.
- ❑ 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 7-1, and Appropriation Parameters 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 15-1.
- ❑ 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 16-1.
- ❑ 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 15-1.
- ❑ 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 16-1.



## Generating the FACTS II Trial Balance Report Procedure

To run the FACTS II Trial Balance 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 FACTS II Trial Balance from the list of values.
5. Click **OK**.

The Parameters 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 Attribute Set field, select the attribute set from the list of values.
12. In the Output Format field, select the output format for the report 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.



## FACTS II Trial Balance Report Description for the Default Attribute Set

**Table 70–1** *FACTS II Trial Balance Report Description for the Default Attribute Set*

Column	Description
Header Section	set of books name, report date and time, currency, accounting period, fund range, treasury symbol, fund, fiscal year, organization, program, and project
Acct No	natural account segment
AUT	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
DEF	definite or indefinite flag; definite D, indefinite I
PL	public law code reported for account number
CAT	apportionment category: A, B, R
CBS	Program Reporting Code for Category A and Category B funds
RIF	reimbursable flag; direct D, reimbursable R
AVT	period of availability; available A or available in a subsequent period S
TRP	transaction partner code; federal F, non-federal X, non-federal exception E
BOR	borrowing source; treasury T, public P, both B
BEA	Budget Enforcement Agency (BEA) category; discretionary D, mandatory M
YRB	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
TAG	department identifier of the agency involved in the transfer
TAC	main account code of the agency involved in the transfer
ADF	indicates that a portion of the appropriation is advanced from a future year or made available in a prior year
FUN	classifies data according to major purpose served; Defense DEF, Non-Defense NND
CYR	cohort year; two-digit year
Beginning Balance	beginning balance of period



**Table 70–1   *FACTS II Trial Balance Report Description for the Default Attribute Set***

Column	Description
Current Period Debits	debits for the period
Current Period Credits	credits for the period
Ending Balance	ending balance of period







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## FACTS Transaction Register Procedures

This chapter describes the FACTS Transaction Register procedures. The following sections are in this chapter:

- Definition, page 71-2
- Overview, page 71-2
- Prerequisites, page 71-3
- Generating the FACTS Transaction Register Procedure, page 71-5
- FACTS Transaction Register Report Description for the Default Attribute Set, page 71-7



## Definition

The FACTS Transaction Register captures every transaction posting to an SGL account by fund within a treasury symbol and associated attributes affected by FACTS I and FACTS II requirements.

## Overview

This section includes the following parts:

- Features
- Requirements

## Features

The FACTS Transaction Register facilitates the analysis of SGL account balances and FACTS attribute information.

The FACTS I Transaction Register is an RXi report. The Default Attribute set groups the data by treasury symbol, fund, organization, program, project, and budget object class. This attribute set can be copied in order to customize the layout to suit the reporting needs of the agency. In the Default Attribute set, the organization, program, project, and budget class segments were assigned default segment columns. To maintain this level of detail, the agency must create a customized attribute set to map the segment of the Accounting Flexfield to the appropriate column headings.

For information on RXi attribute sets, see Oracle Financials RXi Reports Administration Tool, *Oracle Financials RXi Reports Administration Tool User's Guide*.

## Requirements

As specified by the Joint Financial Management Improvement Program (JFMIP), agencies are required to provide a transaction register at the internal fund, organization, and treasury symbol level for each accounting period.



## 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

- ❑ 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 6-1.

- ❑ 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 7-1, and Appropriation Parameters 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 15-1.

- ❑ 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 16-1.

- ❑ 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 15-1.

- ❑ 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 16-1.



## Generating the FACTS Transaction Register Procedure

To run the FACTS Transaction Register 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 FACTS Transaction Register.
5. Click **OK**.

The parameters window appears.

6. In the Currency field, select the currency code from the list of values.
7. In the Treasury Symbol Low field, select the low value designating where to begin the report generation from the list of values.
8. In the Treasury Symbol High field, select the high value designating where to end the report generation from the list of values.
9. In the Start Period Name field, select a beginning general ledger period from the list of values.
10. In the End Period Name field, select an ending general ledger period from the list of values.
11. In the Journal Source field, optionally select the general ledger source for the set of books from the list of values.
12. In the Journal Category field, optionally select the general ledger category for the set of books from the list of values.
13. In the Attribute Set field, select the attribute set from the list of values.
14. In the Output Format field, select the output format for the report from the list of values.
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.



## FACTS Transaction Register Report Description for the Default Attribute Set

**Table 71–1** *FACTS Transaction Register Report Description for the Default Attribute Set*

Column	Description
Header Section	set of books name, report date, currency, treasury symbol range, period range, journal source, journal category, treasury symbol, fund, organization code, program, project, and BOC
Acct No	transaction natural account segment
Transaction Source	transaction journal source
Transaction Number	document number of transaction posted to account
Transaction Date	document date of transaction posted to account
Creation Date/Time	transaction creation date and time
Entry User	user who created transaction
FNF	attribute for federal or nonfederal. Valid values are F for Federal or N for Non-Federal.
TPC	The DFF value for Trading Partner if required for this account and FNF attribute is F
ENE	attribute values for exchange or nonexchange if required for this account. Valid values are X for Exchange, and T for Non-Exchange.
BSF	Budget Subfunction lookup code defined in the Appropriation Parameters window associated to the fund if required for this account
CNC	lookup values for custodial or noncustodial if required for this account. Valid values are S for Custodial and A for Non-Custodial.
AUT	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
DEF	definite or indefinite flag; definite D, indefinite I
PL	public law code reported for account number
CAT	apportionment category: A, B, R
CBS	Category B subcode
RIF	reimbursable flag; direct D, reimbursable R



**Table 71–1   *FACTS Transaction Register Report Description for the Default Attribute Set***

<b>Column</b>	<b>Description</b>
AVT	period of availability; available A or available in a subsequent period S
TRP	transaction partner code; federal F, non-federal X, non-federal exception E
BOR	borrowing source; treasury T, public P, both B
BEA	Budget Enforcement Agency (BEA) category; discretionary D, mandatory M
YRB	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
TAG	department identifier of the agency involved in the transfer
TAC	main account code of the agency involved in the transfer
ADF	indicates that a portion of the appropriation is advanced from a future year or made available in a prior year
FUN	classifies data according to major purpose served; Defense DEF, Non-Defense NND
CYR	cohort year; two-digit year
Debit Amount	debit for transaction if applicable
Credit Amount	credit for transaction if applicable



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## 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, page 72-2
- Federal Requirements, page 72-2
- SF 133 Report on Budget Execution Diagram, page 72-3
- SF 133 Report on Budget Execution Process, page 72-4
- References, page 72-6



## 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.

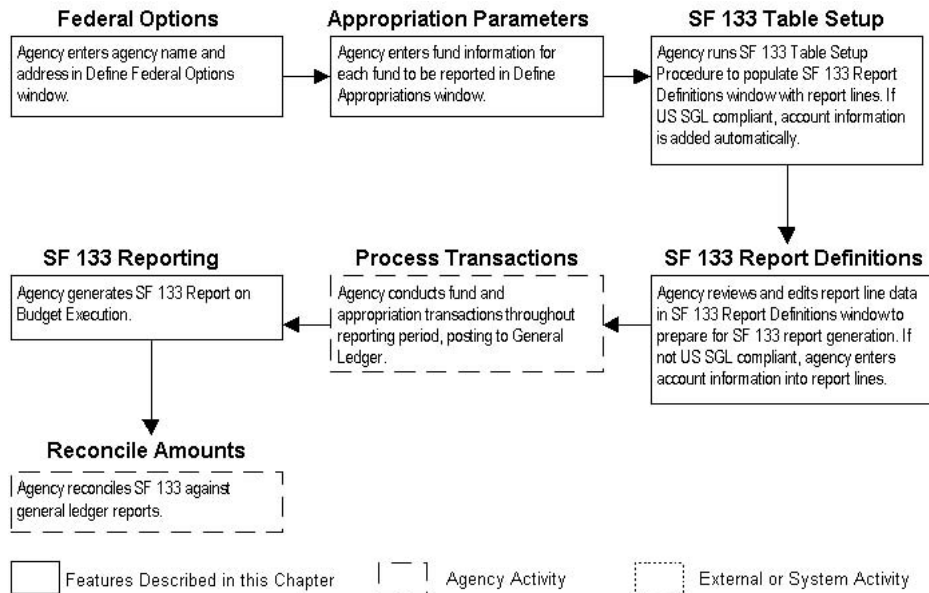
Additional information on SF 133 Report on Budget Execution requirements is documented in the Office of Management and Budget (OMB) *Circular A-34, Instructions on Budget Execution*, as revised December 26, 1996.



## SF 133 Report on Budget Execution Diagram

Figure 72–1 shows the SF 133 Report on Budget Execution diagram as described in the Process section, page 72-4.

**Figure 72–1 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 5-1.

For information on entering and updating appropriation parameters in the Define Appropriation Parameters window, see Appropriation Parameters Setup, page 9-1.

For information on running the SF 133 Table Setup Procedure, see Federal Reports Table Setup, page 15-1.

For information on updating the SF 133 Report Definitions window, see Federal Report Definitions Setup, page 16-1.

For information on printing the SF 133 Report on Budget Execution, see SF 133 Report on Budget Execution Procedures, page 73-1.

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*.



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## 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, page 73-2
- Requirements, page 73-2
- Prerequisites, page 73-3
- Generating the SF 133 Report on Budget Execution Procedure, page 73-4
- SF 133 Report on Budget Execution Description, page 73-5



## 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 72-1.

## 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 2-14.
- ❑ 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 5-1.
- ❑ 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 9-1.
- ❑ 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 15-1.
- ❑ 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 16-1.



## 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 73–1** *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.







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## GOALS Procedures

This chapter describes the Government On-line Accounting Link System (GOALS) interface. The following sections are in this chapter:

- Definition
- Features
- Prerequisites
- Generating the FMS Form 224 Statement of Transactions for Goals Procedure
- Generating the FMS Form 1219/1220 for Goals Procedure



## 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.

Oracle U.S. Federal Financials provides an automated reports interface component for GOALS. This interface enables agencies to submit specific standard financial reports online.

For information on GOALS, see the *Treasury Financial Manual*, Volume 2.

## Features

The Federal Financials GOALS feature is an automated reports interface that generates Department of Treasury upload transfer files for the following:

- FMS Form 224 Statement of Transactions
- FMS Form 1219 Statement of Accountability
- FMS Form 1220 Statement of Transactions

The FMS Form 224 Statement of Transactions provides information on the financial condition and operations of federal agencies.

To run the FMS Form 224 Statement of Transactions Report, see FMS Form 224 Statement of Transactions Report Procedures, page 62-1.

For information on the FMS Form 224 Statement of Transactions Report process, see FMS Form 224 Statement of Transactions Process, page 61-1.

Users use the FMS Form 1219 Statement of Accountability to determine the accountability of disbursing officers for funds held outside the Department of Treasury, that is cash on hand.

The FMS Form 1220 Statement of Transactions provides a monthly statement of payments and collections for the agency.

To run the FMS Form 1219/1220, see Generating the FMS Form 1219/1220 Process Procedure, page 64-7.

For information on the FMS Form 1219/1220 report process, see FMS Form 1219/1220 Process, page 63-1.



## Prerequisites

- ❑ Agencies must request specially formatted disks to access GOALS. Requests are submitted to the Department of Treasury GOALS marketing team or to the Regional Operations Branch of the Department of Treasury Regional Financial Center.

- ❑ The FMS Form 224 Statement of Transactions Report must be run in Final mode before generating these reports for GOALS.

To run the FMS Form 224 Statement of Transactions Report, see FMS Form 224 Statement of Transactions Report Procedures, page 62-1.

- ❑ The FMS Form 1219/1220 Report must be run in Final mode before generating these reports for GOALS.

To run the FMS Form 1219/1220 Report, see FMS Form 1219/1220 Report Procedures, page 64-1.



## Generating the FMS Form 224 Statement of Transactions for Goals Procedure

To generate the FMS Form 224 Statement of Transactions Report for GOALS, perform the following steps.

1. Generate the FMS Form 224 Statement of Transactions Report.

For information on the FMS Form 224 Statement of Transactions Report, see FMS Form 224 Statement of Transactions Report Procedures, page 62-1.

2. In Oracle U.S. 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 FMS Form 224 Process from the list of values.

**Note:** The GOALS report is submitted as part of the FMS Form 224 Process request.

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.



## Generating the FMS Form 1219/1220 for Goals Procedure

To generate the FMS Form 1219/1220 for GOALS, perform the following steps.

1. Generate the FMS Form 1219/1220 report.

For information on the FMS Form 1219/1220 report, see FMS Form 1219/1220 Report Procedures, page 64-1.

2. In Oracle U.S. 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 1219/1220 Reports from the list of values.

**Note:** The GOALS report is submitted as part of the FMS Form 1219/1220 Reports request.

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.







---

## Summary Trial Balance Report Procedures

This chapter describes the summary trial balance report procedures. The following sections are in this chapter:

- Definition, page 75-2
- Requirements, page 75-2
- Prerequisites, page 75-3
- Generating the Trial Balance by Treasury Symbol Report Procedure, page 75-4
- Trial Balance by Treasury Symbol Report Description Table for the Default Attribute Set, page 75-5



## Definition

The Trial Balance by Treasury Symbol Report enables users to run the trial balance by treasury symbol range.

The Trial Balance by Treasury Symbol is an RXi report. The Default Attribute set groups the data by treasury symbol, fund, fiscal year, and organization. This attribute set can be copied in order to customize the layout to suit the reporting needs of the agency. In the Default Attribute set, the fiscal year and organization segments were assigned default segment columns. To maintain this level of detail, the agency must create a customized attribute set to map the segment of the Accounting Flexfield to the appropriate column headings.

For information on RXi attribute sets, see Oracle Financials RXi Reports Administration Tool, *Oracle Financials RXi Reports Administration Tool User's Guide*.

## 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 7-1.

- ❑ 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 75-1.

- ❑ 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 Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Request Set field, select Trial Balance by Treasury Symbol.

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 Period Name field, select the general ledger period from the list of values.
8. In the Amount Type field, select the amount type from the list of values.
9. In the Currency Code field, select the currency from the list of values.
10. In the Attribute Set field, select the attribute set from the list of values.
11. In the Output Format field, select the output format for the report 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. To view the request, select the appropriate Request ID and click **View Output**.
15. Close the window.



# **Trial Balance by Treasury Symbol Report Description Table for the Default Attribute Set**

**Table 75–1   Trial Balance by Treasury Symbol Report Description for the Default Attribute Set**

Column	Description
Header Section	report date, set of books name, currency, period, balance type, treasury symbol range, treasury symbol, fiscal year, and organization
Account	general ledger account number
Beginning Balance	beginning balance for account
Debits	period debits
Credits	period credits
Ending Balance	ending balance for account







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## Financial Statements Process

This chapter describes the financial statements process. The following sections are in this chapter:

- Definition, page 76-2
- Federal Requirements, page 76-2
- Financial Statements Process Diagram, page 76-3
- Financial Statements Process, page 76-4
- References, page 76-8



## Definition

This chapter describes the automatic preparation of consolidated financial statements.

## Federal Requirements

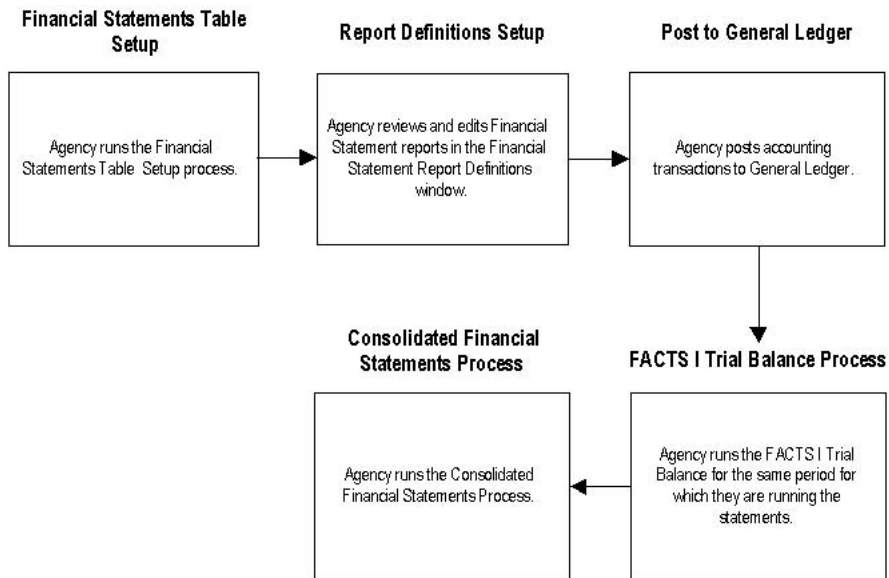
The Office of Management and Budget (OMB) Bulletin and subsequent bulletins require federal agencies to produce automated consolidated financial statements. The OMB Bulletin defines the form and content for Federal agency financial statements that are required to be submitted to OMB and Congress pursuant to the requirements of the Chief Financials Officers Act (P.L. 1-6-531).



## Financial Statements Process Diagram

Figure 76–1 shows the Financial Statements process as described in Financial Statements Process, page 76-4.

**Figure 76–1 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 76–1 describes how the report balances are displayed on line 1.

**Table 76–1 Report Definition Setup for Line 1**

Accounting Flexfield	Balance Type	Fed/Non Fed Attribute
...1340...	Ending	Fed
...1349...	Ending	Fed
...1610...	Ending	Fed

Table 76–2 describes the account attribute balances for the FACTS I Trial Balance.

**Table 76–2 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 76–3 describes how the report balances are displayed on line 2.

**Table 76–3 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 76–4 describes the account attribute balances for the FACTS I Trial Balance.

**Table 76–4 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 76–5 describes how the report balances are displayed on line 3.

**Table 76–5 Report Definition Setup for Line 3**

Accounting Flexfield	Balance Type	Exchange/Non-Exchange
...1310...	Beginning	Exchange
...1340...	Beginning	Exchange

Table 76–6 describes the account attribute balances for FACTS I and General Ledger trial balances.

**Table 76–6 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 77-1.



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## Financial Statements Procedures

This chapter describes how to generate financial statements. The following sections are in this chapter:

- Definition, page 77-2
- Overview, page 77-2
- Prerequisites, page 77-3
- Generating Financial Statements Procedure, page 77-4



## 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.

- ❑ The FACTS I Interface process must be run for the same period as the previous year in order to populate the data needed for the statements. To produce comparative statements, users must have previously run the FACTS I Interface process for the prior year's data as well. If the previous year's FACTS I data cannot be found, the consolidated financial statement defaults zeroes in the prior year column.

To run the FACTS I Interface process, see FACTS I Procedures, page 66-1.



## 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 Process from the list of values.

The Parameters window appears.

5. 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.

6. In the Units field, select the monetary unit from the list of values.
7. In the Report Type field, select the financial statement from the list of values.
8. To apply the parameters, click **OK**.
9. 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:

- Exceptions remaining from the FACTS I process are referenced at the beginning of the log file. If there are FACTS I exceptions, users must resolve them and rerun the FACTS I process. Afterwards, users must rerun the financial statement 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.

10. To view the request, select the request and click **View Output**.
11. Close the window.



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## 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, page 78-3
- Overview, page 78-3
- Entering the SF 132 Apportionment and Reapportionment Schedule, page 78-4
- SF-132 Apportionment and Reapportionment Schedule Window, Page 1, #1-2 Tab, page 78-5
- SF-132 Apportionment and Reapportionment Schedule Window Description, Page 1, #1-2 Tab, page 78-6
- SF-132 Apportionment and Reapportionment Schedule Window, Page 1, #3-4 Tab, page 78-9
- SF-132 Apportionment and Reapportionment Schedule Window Description, Page 1, #3-4 Tab, page 78-10
- SF-132 Apportionment and Reapportionment Schedule Window, Page 1, #5-7 Tab, page 78-12
- SF-132 Apportionment and Reapportionment Schedule Window Description, Page 1, #5-7 Tab, page 78-13
- SF-132 Apportionment and Reapportionment Schedule Window, Page 2, #8 Tab, page 78-14
- SF-132 Apportionment and Reapportionment Schedule Window Description, Page 2, #8 Tab, page 78-15



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- SF-132 Apportionment and Reapportionment Schedule Window, Page 2, #9-12, Explanation Tab, page 78-17
  - SF-132 Apportionment and Reapportionment Schedule Window Description, Page 2, #9-12, Explanation Tab, page 78-18
  - Generating the SF 132 Apportionment and Reapportionment Schedule Report, page 78-19



## 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 78-1, page 78-5, through Table 78-5, page 78-18 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 78–1 SF-132 Apportionment and Reapportionment Schedule Window, Page 1, #1-2 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

**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
<b>Budgetary Resources</b>			
<b>1. Budget Authority:</b>			
A. Appropriation (P.L. <input type="text" value="111-555"/> )	\$1,000,000	<input type="text"/>	<input type="text"/>
B. Borrowing Authority	<input type="text"/>	<input type="text"/>	<input type="text"/>
C. Contract Authority (P.L. <input type="text" value="666-999"/> )	\$100,000	<input type="text"/>	<input type="text"/>
D. Net transfers (+ or -)	<input type="text"/>	<input type="text"/>	<input type="text"/>
E. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>2. Unobligated Balance:</b>			
A. Brought forward October 1	\$1,100,000	<input type="text"/>	<input type="text"/>
B. Net transfers, actual (+ or -)	<input type="text"/>	<input type="text"/>	<input type="text"/>
C. Anticipated transfers (+ or -)	<input type="text"/>	<input type="text"/>	<input type="text"/>



## SF-132 Apportionment and Reapportionment Schedule Window Description, Page 1, #1-2 Tab

**Table 78–1 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 78–1 SF-132 Apportionment and Reapportionment Schedule Window Description, Page 1, #1-2 Tab**

E. [Other]	optional	<p>Include the following:</p> <ul style="list-style-type: none"> <li>- amount of indefinite appropriations anticipated to become available under existing law for the remainder of the fiscal year</li> <li>- anticipated collection of available receipts</li> <li>- current estimate of any new budget authority anticipated to be transferred to (+) or from (-) the account under existing legislation</li> <li>- 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.</li> </ul> <p>Do not include the following:</p> <ul style="list-style-type: none"> <li>- indefinite appropriations included on line 1A</li> <li>- anticipated, un-enacted supplemental appropriations</li> <li>- transfers that have been made and included on line 1D</li> <li>- anticipated transfers that require legislation</li> </ul> <p><b>Note:</b> 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.</p>
2. Unobligated Balance:		
A. Brought forward October 1	optional	<p>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.</p> <p>Include rescissions of these prior year balances enacted in the current year on line 6B.</p>
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 78–1    *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 78–2** SF-132 Apportionment and Reapportionment Schedule Window, Page 1, #3-4 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
<b>BUDGETARY RESOURCES</b>			
<b>3. Spending authority from offsetting collections (gross):</b>			
<b>A. Earned:</b>			
1. Collected	\$100,500		
2. Receivable from Federal sources			
<b>B. Change in unfilled customer orders (+ or -):</b>			
1. Advance received	\$600,100		
2. Without advance from Federal sources			
<b>C. Anticipated for rest of year, without advance</b>			
<b>D. Transfers from trust funds:</b>			
1. Collected			
2. Anticipated			
<b>4. Recoveries of prior year obligations:</b>			
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 78-1, page 78-6.

**Table 78-2 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 78–2 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 78–3 SF-132 Apportionment and Reapportionment Schedule Window, Page 1, #5-7 Tab

SF-132 Apportionment and Reapportionment Schedule

Page 1, #1-2Page 1, #3-4Page 1, #5-7Page 2, #8Page 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 <input type="text"/> (-)	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Permanently not available:			
A. Cancellations of expired and no-year accounts(-)	-\$1,545	<input type="text"/>	<input type="text"/>
B. Enacted rescissions (-)	-\$50	<input type="text"/>	<input type="text"/>
C. Capital transfers and redemption of debt (-)	<input type="text"/>	<input type="text"/>	<input type="text"/>
D. Other authority withdrawn (-)	<input type="text"/>	<input type="text"/>	<input type="text"/>
E. Pursuant to Public Law <input type="text"/> (-)	<input type="text"/>	<input type="text"/>	<input type="text"/>
F. Anticipated rest of year (+ or -)	<input type="text"/>	<input type="text"/>	<input type="text"/>
7. Total Budgetary Resources	\$3,599,005	\$0	\$0

Submit



## 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 78-1, page 78-6.

**Table 78-3 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 78-4 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
<b>Application of Budgetary Resources</b>			
<b>8. Apportioned:                      Memorandum : Obligations Incurred</b>			
Category A: <input type="text" value="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: <input type="text" value="program for new computers and f"/>			
(1) Program A .....		\$100,000	
(2) Program B .....	\$210,000	\$210,000	
(3) .....			
(4) .....			
(5) .....			
(6) .....			
(7) .....			



## 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 78-1, page 78-6.

**Table 78-4 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 78–4 SF-132 Apportionment and Reapportionment Schedule Window Description, Page 2, #8 Tab**

<b>Application of Budgetary Resources Line</b>	<b>Type</b>	<b>Description</b>
(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 78–5 SF-132 Apportionment and Reapportionment Schedule Window, Page 2, #9-12, Explanation Tab**

The screenshot displays the 'SF-132 Apportionment and Reapportionment Schedule' window, specifically the 'Page 2, #9-12, Explanation' tab. The window features a table with four columns: 'Description', 'Amount on Latest SF-132', 'Agency Request', and 'Action by OMB'. The table contains four rows of data, numbered 9 through 12. Below the table is a 'Notes' section with a large text area and a 'Submit' button at the bottom right.

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

Notes

Submit



## 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 78-1, page 78-6.

**Table 78-5 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.







---

## Form 1099-INT and Form 1099-G Procedures

This chapter describes the procedures for the Internal Revenue Service (IRS) Form 1099-INT and Form 1099-G:

- Definition, page 79-2
- Overview, page 79-2
- Prerequisites, page 79-3
- Generating Form 1099-G or Form 1099-INT Procedure, page 79-4
- Generating Form 1096 for 1099-G or 1099-INT Procedure, page 79-5
- Generating the Electronic Media 1099-INT or 1099-G Procedure, page 79-6



## Definition

Oracle produces Form 1099-INT Interest Income and Form 1099- G Certain Government Payments.

## Overview

The Federal Government must report to the Internal Revenue Service (IRS) certain types of payment made to 1099 reportable suppliers. In the Supplier window, users can designate suppliers as federally reportable. When entering invoices for the supplier, classify invoice distributions by 1099 MISC type using the Income Tax Type field. At year end, report in standard formats the accumulated 1099 payment information to the IRS, other tax agencies, and suppliers.

Form 1099-INT, Interest Income, enables agencies to report interest payments per supplier of \$600 or more paid in the ordinary course of trade or business; and/or interest of \$10 or more paid as interest on U.S. Savings Bonds, Treasury bill, Treasury notes, or Treasury bonds.

Form 1099-G, Certain Government Payments, enable agencies to file with the IRS for the administration of Federal taxable grants, excluding scholarship or fellowship grants, of \$600 or more; or any amount for energy related grants; and payments of \$10 or more in unemployment compensation, including Railroad Retirement Board payments for unemployment; and payments of USDA agricultural subsidies.

Federal Financials provides the following features:

- 1099-INT Form Report process enables agencies to print the total 1099 payments by 1099 - INT type for each 1099 supplier.
- 1099-G Form Report process enables agencies to print the total 1099 payments by 1099-G type for each 1099 supplier.
- Form 1096 for the 1099-G or 1099-INT process enables agencies to print an annual summary of 1099 payments for the IRS Form 1099-INT and Form 1099-G for all 1099 suppliers.
- Electronic Media 1099-INT process enables agencies to generate summarized 1099-INT information and associated 1096 information in electronic format as required by the IRS.
- Electronic Media 1099-G process enables agencies to generate summarized 1099-G information and associated 1096 information in electronic format as required by the IRS.



## Prerequisites

- 1099 reporting must be set up in Oracle Public Sector Payables.

To set up 1099 reporting, see 1099 Reporting Overview, *Oracle Public Sector Payables User's Guide*.



## Generating Form 1099-G or Form 1099-INT Procedure

To generate Form 1099-G or Form 1099-INT, 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-INT Form or 1099-G Form from the list of values.

The Parameters window appears.

5. In the Start Year Date field, enter a start payment date.
6. In the To Payment Date field, enter an end payment date.
7. In the Tax Reporting Entity field, select the tax reporting entity from the list of values.
8. In the Telephone Number of Payer field, enter the payer's telephone number.
9. In the Supplier name field, optionally enter a supplier.
10. In the Query Driver field, accept the default value.
11. In the Federal Reporting Limit field, accept the default value
12. In the Form Status field, enter the form status from the list of values.
13. In the Order By field, enter the sort order by parameter 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.



## Generating Form 1096 for 1099-G or 1099-INT Procedure

To generate Form 1096 for 1099-G or 1099-INT, 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 1096 Form for 1099-G or 1099-INT from the list of values.

The Parameters window appears.

5. In the Tax Reporting Entity field, select the tax reporting entity 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.



## Generating the Electronic Media 1099-INT or 1099-G Procedure

To generate the 1099I Tape Report or the 1099G Tape 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 1099-INT Electronic Media or 1099-G Electronic Media from the list of values.

The Parameters window appears.

5. In the Control Name field, optionally enter the Payer Name Control.

**Note:** The Payer Name Control is a four-character designation found on the mail label that is mailed to most payers on record each December. It is typically the first four characters of the tax reporting entity name.

6. In the Control Code field, enter the five-digit Transmitter Control Code (TCC).

**Note:** File Form 4419 to receive a control code from the IRS.

7. In the From Payment Date field, enter a start payment date.
8. In the To Payment Date field, enter an end payment date.
9. In the Tax Reporting Entity field, select the tax reporting entity from the list of values.
10. In the Media Type field, enter the media type for which the 1099 data is to be formatted from the list of values.
11. In the Test Submission field, enter Yes from the list of values if submitting a test 1099 Electronic Media report to the IRS.
12. In the Foreign Corporation field, enter Yes from the list of values if your organization is a foreign tax reporting entity as recognized by the IRS.
13. In the Last Year Filing field, enter Yes from the list of values if this is the last year that this tax reporting entity will be filing due to factors such as bankruptcy or merger.



14. In the Query Driver field, accept the default value.
15. In the Contact Telephone Number field, enter the telephone number to include on the 1099 Electronic Media report.
16. In the Contact name field, enter a contact name to include on the 1099 Electronic Media report.
17. In the Contact E-mail field, enter a contact e-mail address to include on the 1099 Electronic Media report.
18. In the File Indicator field, enter the status of this media report from the list of values.
19. In the Original File field, enter the original file name from the list of values.
20. In the Replacement Alpha Character field, optionally enter the alphanumeric character that appears immediately following the TCC number on the Media Tracking Slip (Form 9267) the IRS/MCC sent with your returned media.  
**Note:** Enter a value only if the IRS/MCC returned your media due to processing problems and a replacement file is generated.
21. To apply the parameters, click **OK**.
22. To send the print request to the concurrent manager, click **Submit**.  
The Requests window appears.
23. To view the request, select the appropriate Request ID and click **View Output**.
24. Close the window.







# **Part XIII**

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## **Inquiry and Status Reporting**







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## Funds Available Procedures

This chapter describes viewing available funds at both detail and summary levels. The following sections are in this chapter:

- Definition, page 80-2
- Overview, page 80-2
- Prerequisites, page 80-3
- Viewing Funds Available Procedure, page 80-4
- Funds Available Inquiry Window, page 80-5
- Funds Available Inquiry Window Description, page 80-6



## 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 81-1.

## 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 2-12.

- ☐ Funds Available Accounting information must be entered in the Define Appropriation Parameters window.

To define appropriation parameters, see Appropriation Parameters Setup, page 9-1.



## 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 80-1, page 80-6.
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 80–1 Funds Available Inquiry Window*

The screenshot displays the 'Funds Available Inquiry' window. It is divided into 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	Actuals		
3,920,000.			
Total Actuals	Commitments	Obligations	Expenditures
125.00	0.00	125.00	0.00
Funds Available	3,919,875.		



## Funds Available Inquiry Window Description

**Table 80–1 Funds Available Inquiry Window Description**

Field Name	Type	Features	Description
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 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
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
Commitments	display only		committed amount for selected criteria
Obligations	display only		obligated amount for selected criteria
Expenditures	display only		expended amount for selected criteria



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## Funds Availability Reports Procedures

This chapter describes the funds availability reports procedures. The following sections are in this chapter:

- Definition, page 81-2
- Overview, page 81-2
- Prerequisites, page 81-3
- Generating the Funds Availability Reports Procedure, page 81-4
- Parameters Window Description, page 81-5
- Funds Available - Total Resources Report Description, page 81-6
- Funds Available - Funding Distributions Report Description, page 81-7
- Funds Available - Spending Activity Report Description, page 81-8
- Funds Available - Available Balances Report Description, page 81-9



## 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 16-1.

- ❑ 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 9-1.



## 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 81-1, page 81-5.
7. To generate the report by Accounting Flexfield, enter data in the Accounting Flexfield Range window as described in Table 81-1, page 81-5.
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 81–1 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 <b>Note:</b> 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. <b>Note:</b> Users cannot select a treasury symbol and an Accounting Flexfield. These parameters are mutually exclusive. <b>Note:</b> 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 81–2 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 81–1, page 81-5.
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 81–1, page 81-5.
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 81–3 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 81–1, page 81-5.
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 81–1, page 81-5.
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 81–4 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 81–1, page 81-5.
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 81–1, page 81-5.
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 81–5 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 81–1, page 81-5.
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 81–1, page 81-5.
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







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## Status of Obligations Report Procedures

This chapter describes the Status of Obligations reports. The following sections are in this chapter:

- Definition, page 82-2
- Requirements, page 82-2
- Prerequisites, page 82-3
- Generating the Status of Obligations Report Procedure, page 82-4
- Status of Obligations Report Description, page 82-5



## 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 5-1.



## 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 82–1** *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.



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## Suppliers Deactivation Report Procedures

This chapter describes the Suppliers Deactivation Report. The following sections are in this chapter:

- Definition, page 83-2
- Overview, page 83-2
- Generating the Suppliers Deactivation Report and Deactivating Suppliers Procedure, page 83-3
- Suppliers Deactivation Report Description, page 83-5



## 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 83–1** *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
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.  <b>Note:</b> All supplier sites must be deactivated before the system deactivates a supplier.







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## Document Cross-referencing Procedures

This chapter describes how to use document cross-referencing. The following sections are in this chapter:

- Definition, page 84-2
- Overview, page 84-2
- Viewing Documents Procedure, page 84-6
- Document Cross-Reference Window, page 84-7
- Document Cross-Reference Window Description, page 84-8
- Document Cross-Reference Purchase Order View Window, page 84-10
- Document Cross-Reference Purchase Order View Window Description, page 84-13
- Document Cross-Reference Requisition View Window, page 84-17
- Document Cross-Reference Receipt View Window, page 84-20
- Document Cross-Reference Invoice View Window, page 84-22
- Document Cross-Reference Payment View Window, page 84-25



## 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 84-1, page 84-8.

The appropriate document cross-reference window appears.

3. View data in the appropriate document cross-reference window as described in Table 84-2, page 84-13.



## Document Cross-Reference Window

**Figure 84–1 Document Cross Reference Window**

The screenshot shows a software window titled "Document Cross-Reference". It contains three main sections for data entry:

- Supplier:** Fields for Name (DCXSUPPLIER1), Site (1), and Number (S-DCX1).
- Purchasing Document:** Fields for PO Number (PO-DCX-3), PO Release, PO Date, Buyer, Requisition Number, Requisition Date, Receipt Number, and Receipt Date.
- Payables Documents:** Fields for Invoice Number, Invoice Date, Invoice Type, Invoice Amount, AP Check Number, AP Payment Date, Treasury Check Number, Accomplished Date, and Payment Amount.

On the right side, there is a **Results** section with four radio buttons: Purchase Orders, Requisitions, Receipts, Invoices, and Payments. At the bottom right, there are two buttons: "Clear" and "Find".



## Document Cross-Reference Window Description

**Table 84–1 Document Cross-Reference Window Description**

Field Name	Type	Features	Description
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
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
Invoice Number	optional	drop-down list	invoice number provided by the supplier on the invoice
Invoice Date	optional		invoice date
Invoice Type	optional	drop-down list	invoice type
Invoice Amount	optional		total invoice amount



**Table 84–1 Document Cross-Reference Window Description**

Field Name	Type	Features	Description
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
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 84–2 Document Cross-Reference Purchase Order View Window

Document Cross-Reference Purchase Orders View

Supplier

Supplier Number

S-DCX1

Supplier Site

1

Supplier Name

DCXSUPPLIER1

Purchase Orders

Number	PO Date	Release	Line	Shipment	Buyer	App
<input checked="" type="checkbox"/> PO-DCX-3	03-SEP-2002		1	1	Brault, Ms. Kayl	No
<input type="checkbox"/>						
<input type="checkbox"/>						

View Purchase Orders(X)

Requisitions

Receipts

Invoices

Payments

Number	Requisition Date	Preparer	Line	Cancelled	Category
<input checked="" type="checkbox"/> REQ-DCX-3	03-SEP-2002	Brault, Ms. Kayla	1	<input type="checkbox"/>	MISC.MISC
<input type="checkbox"/>				<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	

View Requisitions(Z)



Figure 84–3 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
<b>No</b>	<input type="checkbox"/> <b>req with supplier</b>	<b>MISC.MISC</b>	<b>Acre</b>	<b>5.00</b>	<b>5</b>	
	<input type="checkbox"/>					
	<input type="checkbox"/>					

View Purchase Orders(X)

Requisitions Receipts Invoices Payments

Number	Requisition Date	Preparer	Line	Cancelled	Category
<input checked="" type="checkbox"/> <b>REQ-DCX-3</b>	<b>03-SEP-2002</b>	<b>Brault, Ms. Kayla</b>	<b>1</b>	<input type="checkbox"/>	<b>MISC.MISC</b>
				<input type="checkbox"/>	
				<input type="checkbox"/>	

View Requisitions(Z)



Figure 84–4 Document Cross-Reference Purchase Order View Window (continued)

Document Cross-Reference Purchase Orders View

Supplier

Supplier NumberS-DCX1Supplier Site1Supplier NameDCXSUPPLIER1

Purchase Orders

	Category	UOM	Price	Quantity	Quantity Received	Quantity Billed
ith supplier	MISC.MISC	Acre	5.00	5	0	0

View Purchase Orders(X)

RequisitionsReceiptsInvoicesPayments

Number	Requisition Date	Preparer	Line	Cancelled	Category
REQ-DCX-3	03-SEP-2002	Brault, Ms. Kayla	1	<input type="checkbox"/>	MISC.MISC
				<input type="checkbox"/>	
				<input type="checkbox"/>	

View Requisitions(Z)



## Document Cross-Reference Purchase Order View Window Description

**Table 84–2** *Document Cross-Reference Purchase Order View Window Description, Purchase Orders Region and Tab*

Field Name	Type	Features	Description
Supplier Number	display only		supplier number
Supplier Name	display only		supplier name
Supplier Site	display only		supplier site
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



**Table 84–3 Document Cross-Reference Purchase Order View Window Description, Requisitions Region and Tab**

Field Name	Type	Features	Description
Number	display only		requisition number
Requisition Date	display only		requisition create date
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

**Table 84–4 Document Cross-Reference Purchase Order View Window Description, Receipts Region and Tab**

Field Name	Type	Features	Description
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



**Table 84–4 Document Cross-Reference Purchase Order View Window Description, Receipts Region and Tab**

Field Name	Type	Features	Description
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

**Table 84–5 Document Cross-Reference Purchase Order View Window Description, Invoices Region and Tab**

Field Name	Type	Features	Description
Number	display only		invoice number provided by the supplier on the invoice
Invoice Date	display only		invoice date
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



**Table 84–6    Document Cross-Reference Purchase Order View Window Description, Payments Region and Tab**

Field Name	Type	Features	Description
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 84–2, page 84-13. The region fields are the same as the tab fields.

**Figure 84–5** *Document Cross-Reference Requisition View Window, Purchase Order Tab*

**Document Cross-Reference Requisition View**

**Supplier**

Supplier Number: **S-DCX1** Supplier Site: **1**

Supplier Name: **DCXSUPPLIER1**

**Requisitions**

Number	Requisition Date	Preparer	Line	Cancelled	Category
<input checked="" type="checkbox"/> REQ-DCX-3	03-SEP-2002	Brault, Ms. Kayla	1	<input type="checkbox"/>	MISC.MISC
<input type="checkbox"/>				<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	

View Requisitions(X)

**Purchase Orders** Receipts Invoices Payments

Number	PO Date	Release	Line	Shipment	Buyer	App
<input checked="" type="checkbox"/> PO-DCX-3	03-SEP-2002		1	1	Brault, Ms. Kayl	No
<input type="checkbox"/>						
<input type="checkbox"/>						

View Purchase Order(Y)



Figure 84–6 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 84–7 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 84–2, page 84-13. The region fields are the same as the tab fields.

Figure 84–8 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
<input checked="" type="checkbox"/> RCT-DCX-5	03-SEP-2002	5	EACH	line w/ supplie; po ; req
<input type="checkbox"/>				
<input type="checkbox"/>				

View Receipts(X)

Invoices

Requisitions

Purchase Orders

Payments

Number	Invoice Date	Type	Invoice Amount	Stat
<input checked="" type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

View Invoice(Z)



Figure 84–9 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 84–2, page 84-13. The region fields are the same as the tab fields.

Figure 84–10 Document Cross-Reference Invoice View Window

Document Cross-Reference Invoice View

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	Val

View Invoices (X)

Payments

Receipts

Requisitions

Purchase Orders

ent Number	Payment Date	Amount Paid	Status	Void Date
02	05-JAN-2001	1,111.00	NEGOTIABLE	

View Payments (Z)



**Figure 84–11 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
<b>Validated</b>	<b>Not Required</b>	<b>Fully paid</b>	<b>0</b>	<b>1A</b>

View Invoices (X)

Payments Receipts Requisitions Purchase Orders

Document Number	Payment Date	Amount Paid	Status	Void Date
<b>02</b>	<b>05-JAN-2001</b>	<b>1,111.00</b>	<b>NEGOTIABLE</b>	

View Payments (Z)



Figure 84–12 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

Payment 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 84–2, page 84-13. The region fields are the same as the tab fields.

**Figure 84–13 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(Z)

Receipts Invoices Requisitions Purchase Orders

**Receipts**

Receipt	Receipt Date	Quantity	UOM	Item Description

View Receipt(Z)



Figure 84–14 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
1LE				

View Payments(X)

Receipts

Invoices

Requisitions

Purchase Orders

Receipt	Receipt Date	Quantity	UOM	Item Description

View Receipt(Z)



# Part XIV

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## Central Contractor Registration Integration







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## Central Contractor Registration (CCR) Process

This chapter describes the process related to the Central Contractor Registration (CCR) database. The following sections are in this chapter:

- Definition, page 85-2
- Overview, page 85-2
- CCR Process Flow, First Time Use Diagram, page 85-6
- CCR Process Flow Daily Updates Diagram, page 85-8
- CCR Process, page 85-9
- CCR XML Process Diagram, page 85-12
- CCR XML Process, page 85-13



## Definition

The Office of Management and Budget (OMB) requires agencies to use information contained in the CCR as the source for making payments to vendors, with certain exceptions. Current and potential government vendors are required to register in CCR in order to be awarded contracts by any federal agency. Vendors provide basic information relevant to procurement and financial transactions.

## Overview

The CCR process provides agencies with the ability to import and automatically process data that are pertinent to the Core financial system. This includes the following functions:

- automatically update mandatory payee information in existing vendor records to reflect the relevant changes contained in the daily updates
- accommodate the data definitions, such as data types, field names, and field lengths, used in the CCR for all fields that are common in both the CCR and the core vendor file
- prevent users from manually updating the relevant data fields whose source must be the CCR for vendors that are required to register in the CCR

In addition, the CCR process maintains payee (vendor) information to support obligation, accounts payable, and disbursement processes.

This section includes the following parts:

- CCR Integration with Oracle Payables
- CCR Integration with Oracle Purchasing

## CCR Integration with Oracle Payables

The CCR integration in Oracle U.S. Federal Financials creates or updates the following Payables objects with data from CCR:

- DUNS Number in the Supplier Sites window
- taxpayer identifier in the Suppliers window
- country and address fields and bank accounts information in the Supplier Sites window
- bank branch number and branch type in the Banks window



- account number, account type, and supplier assignment in the Bank Accounts window

The information in the CCR fields cannot be modified.

In the Supplier Sites window, users can navigate to the View CCR Supplier Details window from the Tools menu.

Payables also checks a CCR vendor's registration at certain points during the invoicing and payment processes.

Table 85–1 describes how the CCR Vendor Registration status impacts Payables functionality.

**Table 85–1 Status and Payables Functionality**

<b>Vendor's CCR Registration</b>	<b>Third Party Agent's CCR Registration</b>	<b>Invoice Creation (AP)</b>	<b>Invoice Validation (AP)</b>	<b>Payments (AP)</b>
Active	None used	An invoice can be created.	An invoice can be validated.	A payment can be processed.
Expired or Inactive	None used	An invoice can be created for an obligation.	An invoice cannot be validated. A supplier hold is applied	A previously validated invoice cannot be paid for selected payment.
Active	Active	An invoice can be created for the CCR vendor.	An invoice can be validated for the CCR vendor.	A payment can be processed for the third party agent.
Expired or Inactive	Active	An invoice can be created.	An invoice cannot be validated. A supplier hold is applied.	A previously validated invoice cannot be paid for selected payment.
Active	Expired or Inactive	An invoice can be created for the CCR vendor.	An invoice can be validated for the CCR vendor.	A payment cannot be processed for the third party agent.

## CCR Integration with Oracle Purchasing

CCR and Purchasing are integrated as follows:



- purchase order creation  
A purchase order can be created for a site associated with an expired or inactive vendor.
- purchase order approval  
Users cannot approve a purchase order for an expired or inactive vendor
- purchase order modification  
Users cannot modify or unapprove a purchase order for an expired or inactive vendor.

The CCR impacts on Purchasing are as follows:

- The Purchase Orders window checks the validity of the registration of the supplier site.  
If the supplier site registration is valid, the document can be submitted for approval.  
If the supplier site registration is valid, purchase orders can be approved in the Purchase Order Approval Workflow window.
- The Import Standard Purchase Orders checks the validity of the supplier and supplier site when importing purchase orders that are in the status Approved.  
If the supplier site registration is invalid, the program records the exception in the logfile.
- The Create Releases Process verifies the validity of the supplier registration when the release generation method is automatic release.  
If the supplier registration is invalid, the corresponding releases cannot be set to Approved.

Table 85–2 describes how the CCR Vendor Registration status impacts Purchasing functionality.

**Table 85–2    Status and Purchasing Functionality**

Vendor's CCR Registration	Third Party Agent's CCR Registration	Obligation (PO)
Active	None Used	An obligation can be created.



**Table 85–2 Status and Purchasing Functionality**

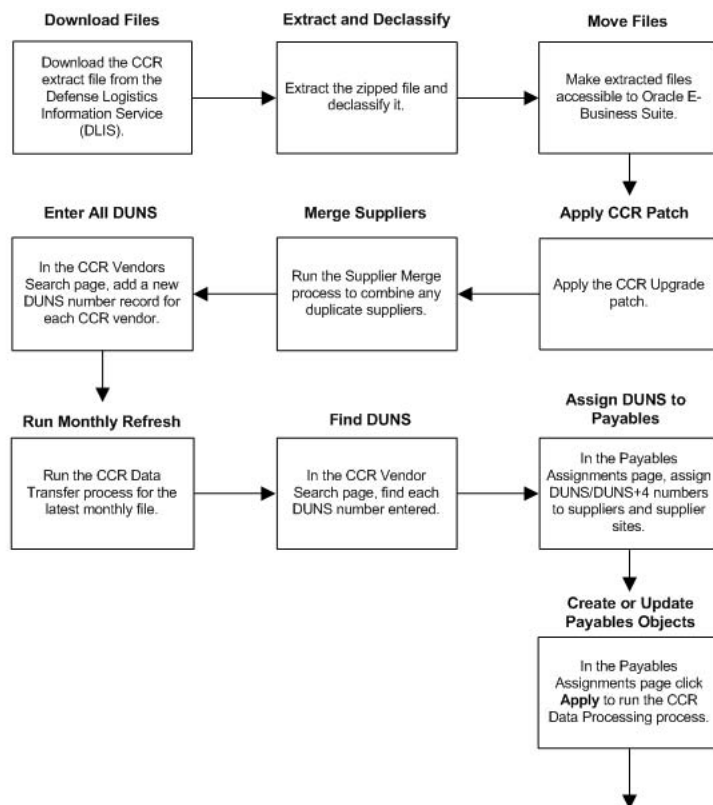
<b>Vendor's CCR Registration</b>	<b>Third Party Agent's CCR Registration</b>	<b>Obligation (PO)</b>
Expired or Inactive	None Used	An obligation can be created but not approved.
Active (domestic, foreign)	Active	An obligation can be created.
Expired or Inactive	Active	An obligation cannot be created but not approved.
Active	Expired or Inactive	An obligation can be created.



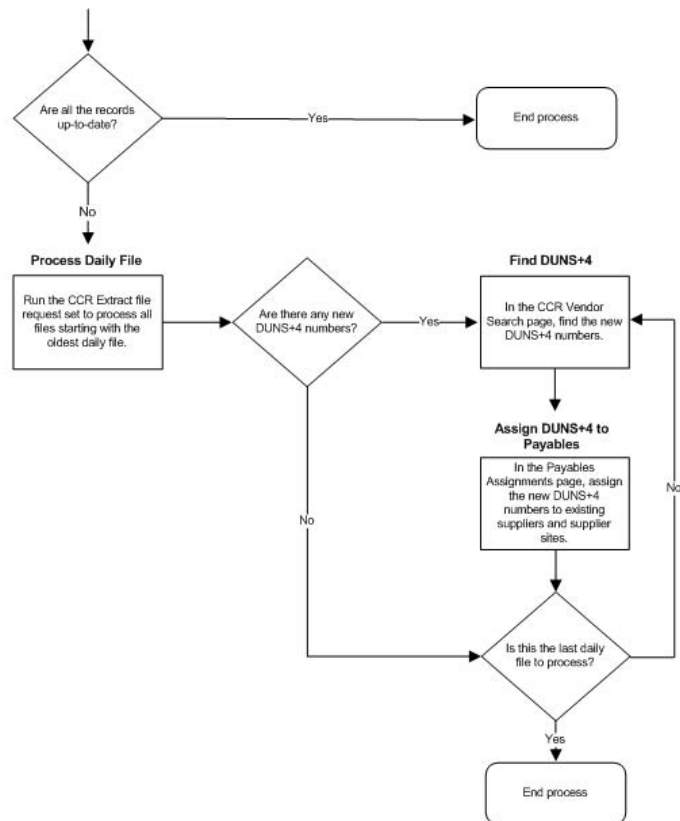
## CCR Process Flow, First Time Use Diagram

Figure 85–1 and Figure 85–2 shows the CCR process for first time use as described in CCR Process, First Time Use, page 85-9.

**Figure 85–1 CCR Process Flow, First Time Use**





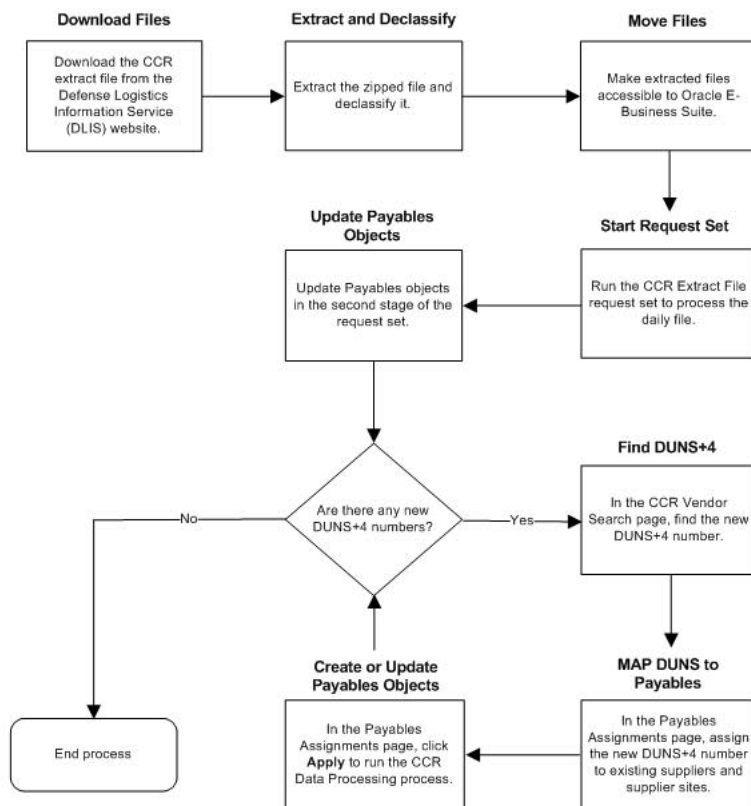
**Figure 85-2 CCR Process Flow, First Time Use (continued)**



## CCR Process Flow Daily Updates Diagram

Figure 85–3 shows the CCR process for first time use as described in CCR Process, Daily Updates, page 85-11.

**Figure 85–3 CCR Process Flow, Daily Updates Diagram**





## CCR Process

This section includes the following parts:

- Features
- CCR Process, First Time Use
- CCR Process, Daily Updates

## Features

The CCR process includes the following features:

- CCR Data Load Process
- CCR Extract File Request Set
- CCR Vendors Search page
- Add DUNS Number page
- Payables Assignments page

## CCR Process, First Time Use

The CCR Process, First Time Use includes the following steps.

1. Download the CCR extract files for processing from the Defense Logistics Information Service (DLIS) website.  
  
For the first time use, the latest monthly refresh file and all daily update files since the last monthly file and up to the current date should be downloaded.
2. Extract the zipped file and declassify it, depending on agency policy.
3. Move the extracted files to a location accessible by the Oracle E-Business Suite.  
**Note:** Add a .dat extension to the file, but do not change the file names.
4. Apply the upgrade patch that includes the CCR Integration.
5. Run the Supplier Merge process to combine any duplicate suppliers.
6. In the CCR Vendors Search page, users can add a new DUNS number record for each CCR vendor with which the agency contracts by clicking **Add New DUNS**.

A new DUNS number is created with the status Unknown.



7. Run the CCR Data Transfer process for the latest monthly file to load CCR data into the E-Business Suite.

The registration status is updated to Active, Expired, Deleted, or Unregistered when the CCR Data Load Process is run.

8. In the CCR Vendor Search page, find each DUNS number previously entered.

The CCR Vendor Search page displays the following:

- DUNS number and any associated DUNS+4 numbers
- CCR Data for each DUNS/DUNS+4 number

9. In the Payables Assignments page, assign a DUNS/DUNS+4 number to suppliers and supplier sites.

If a new supplier and site are required for a DUNS/DUNS+4 number, enter the operating unit for the new site. This step is required to create or update Payables.

10. Click **Apply** in the Payables Assignments window to run the CCR Data Processing process that maps the DUNS/DUNS+4 number to Payables objects including suppliers, supplier sites, bank branches, and bank accounts.

11. Determine if there are daily files to process.

If there are no daily extract files to process, the first time use process is complete. If there are daily extract files to process, continue with the next step.

12. Run the CCR Extract File request set to process the oldest daily file and continue through each daily file from oldest to newest.

This ensures that every vendor record is current.

13. Review the output file from the CCR Data Transfer process for new DUNS+4 numbers.

14. In the CCR Vendor Search page find the new DUNS+4 numbers.

15. In the Payables Assignments page, assign the new DUNS+4 number to a supplier sites.

16. In the Payables Assignments page, run the CCR Data Processing process to create or update Payables.

17. Determine if more daily extract files must be processed.

If there are more files to process, run the CCR Extract File request set for the next oldest daily file. If not, the first time use process is complete.



## CCR Process, Daily Updates

The CCR Process, Daily Updates includes the following steps.

1. Download the daily extract file for processing from DLIS.
2. Extract the zipped file and declassify it, depending on agency policy.
3. Move the extract file to a location accessible by the Oracle E-Business Suite.  
**Note:** Add a .dat extension to the file but do not change the file name.
4. Run the CCR Extract File request set to process the daily file.
5. Review the output file from the CCR Data Transfer and the CCR Data Processing processes for new DUNS+4 numbers and determine if there are any new DUNS+4 numbers.

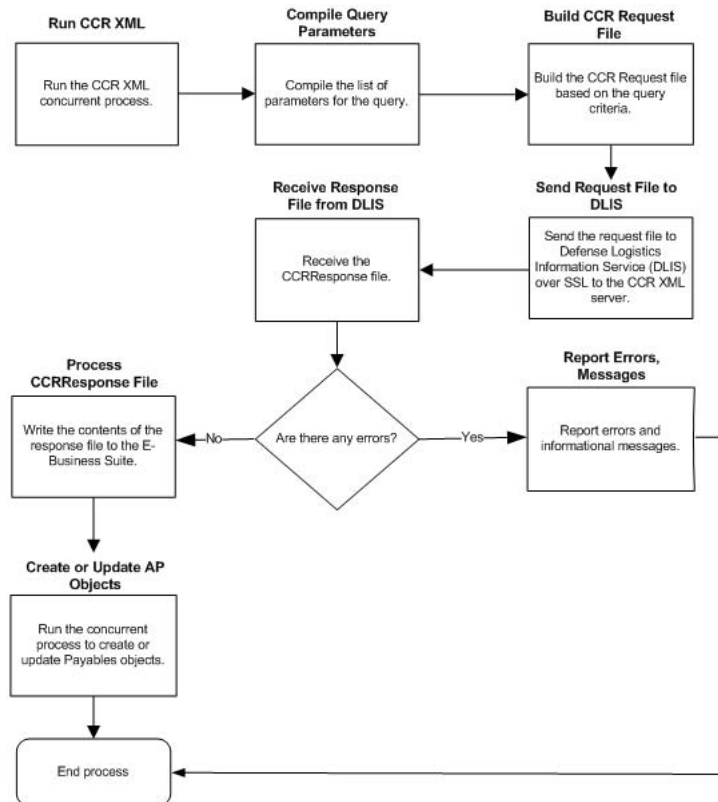
If there are no new DUNS+4 numbers, the daily uptake process is complete. If there are new DUNS+4 numbers, continue with the next step.

6. In the CCR Vendor Search page find the new DUNS+4 numbers.
7. In the Payables Assignments page, assign the new DUNS+4 number to a supplier site.



## CCR XML Process Diagram

**Figure 85–4 CCR XML Process Diagram**





## CCR XML Process

This section includes the following parts:

### Features

The CCR XML process includes the following features:

- CCR XML Process
- Add DUNS Number page
- Payables Assignments page

### CCR XML Process Steps

The CCR Process, First Time Use includes the following steps.

1. Run the CCR XML concurrent process. For first time use and when adding DUNS numbers, this process is manual. For daily updates, this process is automated.
2. Compile the list of parameters for the query. Parameters for DUNS number are as follows:
  - All for the complete list of CCR vendors used by the agency
  - Single for one particular DUNS number
  - New for all newly entered DUNS numbers

**Note:** CCR XML also supports queries by taxpayer number, social security number, CAGE code, registration status, and start or end date.

3. Build the CCRRequest file based on the query criteria.
4. Send the request file to DLIS over SSL to the CCR XML server using HTTP POST.
5. Receive the CCRResponse file from DLIS.
6. Check the response file for errors.
7. Write the contents of the response file to the E-Business Suite.
8. Determine whether to call the iSetup APIs. For All, continue processing. For New or Single, end processing; the vendor administrator must assign these new DUNS/DUNS+4 numbers to Payables objects.



**9. Report errors and informational messages.**

**Note:** DLIS restricts the number of records CCR will return to 20 during peak hours and to 2,000 during off-peak hours. Off-peak hours for CCR are 0000 - 2400 EST during the weekend and 2300 - 0600 EST during the weekdays. Oracle recommends performing scheduled daily updates for off-peak hours because of these restrictions.

The Records per Request parameter improves performance by breaking queries into multiple requests. For example, if users query CCR for 1,200 vendor records and set the Records per Request parameter to 500, Federal Financials segments the query into three requests to CCR.



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## Central Contractor Registration (CCR) Procedures

This chapter describes the procedures related to the Central Contractor Registration (CCR) database. The following sections are in this chapter:

- Definition, page 86-2
- Overview, page 86-2
- Prerequisites, page 86-5
- Importing the CCR Extract File Procedure, page 86-6
- Generating the CCR XML Procedure, page 86-7
- CCR Vendor Assignment Procedures, page 86-9
- CCR Vendors Search Page, page 86-10
- CCR Vendors Search Page Description, page 86-11
- Add DUNS Number Page, page 86-12
- Add DUNS Number Page Description, page 86-13
- Payables Assignments Page, page 86-14
- Payables Assignments Page Description, page 86-15



## Definition

The Office of Management and Budget (OMB) requires agencies to use information contained in the CCR as the source for making payments to vendors, with certain exceptions. Current and potential government vendors are required to register in CCR in order to be awarded contracts by any federal agency. Vendors provide basic information relevant to procurement and financial transactions.

## Overview

CCR integration includes the following features:

- CCR Data Transfer Process
- CCR Data Processing Process
- CCR Extract File Request Set
- CCR XML Process
- CCR Pages

## CCR Data Transfer Process

The CCR Data Transfer Process performs the following tasks:

- processes the data from the extract file
- processes updates to DUNS numbers as specified by users

This process can be generated in the following ways:

- generated as a single concurrent request
- generated as the first part of the CCR Extract File request set

**Note:** The CCR Data Transfer Report is always generated and contains information on the DUNS/DUNS+4 numbers imported.

## CCR Data Processing Process

The CCR Data Processing process performs the following tasks:

- processes mapping of DUNS/DUNS+4 to suppliers and supplier sites
- calls the APIs to create or update Oracle Payables including suppliers, sites, bank branches, and bank accounts that are associated with each DUNS/DUNS+4 number



This process can be generated in the following ways:

- generated as the second part of the CCR Extract File request set
- generated from the Payables Assignment window after mapping a DUNS/DUNS+4 number to a supplier and supplier site in Payables and designating which operating unit has access to the supplier sites.

**Note:** The CCR Data Processing Report is always generated and contains information on the DUNS/DUNS+4 number processed.

## CCR Extract File Request Set

The CCR Extract File request set includes the previously mentioned concurrent processes:

- CCR Data Transfer
- CCR Data Processing

The CCR Extract File request set enables users to process the daily file after it is downloaded, decompressed, declassified, and placed in the correct directory.

## CCR XML Process

The CCR XML concurrent process provides XML integration with CCR. This process enables users to perform the following tasks:

- run an immediate query against CCR
- schedule a daily recurring query

For information on the CCR XML process, see CCR XML Process, page 86-3.

## CCR Pages

The CCR Vendors Search page enables users to perform the following tasks:

- locate CCR vendors' records
- view CCR information for a vendor
- add a new DUNS number to the E-Business Suite
- create or update Payables assignments for a DUNS/DUNS+4 number
- delete a DUNS number that has no Payables assignments

In the CCR Vendors pages, users can view the following information:



- general information
- goods and services
- financial information
- Dun and Bradstreet data (XML only)
- points of contact such as electronic business, government contacts, and ownership contacts

When users want to add a new vendor, a new DUNS number is entered in the Add DUNS Number page as a placeholder record until the updates arrive from CCR. The CCR XML concurrent process can be generated from this page.

**Note:** When CCR XML is run from the ADD DUNS Number page, the process queries CCR for all new DUNS numbers that exist in the E-Business Suite, not just the ones entered on the page.

In the Payables Assignments page, users can perform the following tasks:

- create new suppliers, supplier sites, and associated bank accounts for a new DUNS/DUNS+4 number
- assign an existing supplier site to a DUNS/DUNS+4 number

**Note:** Users cannot assign suppliers for DUNS+4 numbers.

- automatically run the CCR Data Processing process by clicking **Apply** when changes to Payables are required



## Prerequisites

- ❑ The agency must have at least sensitive level access to CCR extracts or sensitive XML access to use this integration.
- ❑ The CCR extract files must be downloaded, decompressed, declassified, and placed in an accessible directory before processing. The file name should not be changed but a .dat extension must be added.
- ❑ Federal suppliers should be defined as Federal agency vendors in Payables.

To define suppliers in Payables, see Oracle U.S. Federal Financials Setup Overview, page 86-1 or Entering Suppliers, *Oracle Payables User Guide*.

- ❑ The following profile options must be defined:

- FV: CCR XML Server
- FV: Agency Proxy Server (optional)
- FV: CCR Certificate File
- FV: CCR XML Username (optional)
- FV: CCR XML Password (optional)

To define profile options, see Oracle U.S. Federal Financials Setup Steps, page 2-7.



## Importing the CCR Extract File Procedure

**Note:** The CCR Extract File request set includes the CCR Data Transfer and the CCR Data Processing processes. These processes generate two reports when the processes are run as a request set.

To process the CCR files, 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 CCR Extract File Request Set from the list of values.
5. Tab to or click in the Parameters field for CCR Data Transfer.  
The Parameters window appears.
6. In the File Location field, select the network or file system path pointing to the directory where the extract file is stored.
7. In the File Name field, enter the extract file name exactly as it appears from CCR with a .dat extension.
8. In the File Type field, select the agency's security level and file type from the list of values, which is either Sensitive or Master Complete.
9. The Update Type field defaults to the value All.
10. To apply the parameters, click **OK**.
11. To send the print request to the concurrent manager, click **Submit**.

**Note:** Each process generates an output file.

12. Close the window.



## Generating the CCR XML Procedure

To run the CCR XML 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 CCR XML from the list of values.  
The Parameters window appears.
5. In the CCR User ID field, enter the user name.
6. In the Password field, enter the password.
7. To query by DUNS/DUNS+4 number, in the Query Type field, select one of the following options: All, New, or Single.
8. If Single is selected in the Query Type field, enter a specific DUNS number.
9. To query by CAGE Code, in the CAGE Code field, enter a CAGE code.
10. To query by taxpayer number, in the Taxpayer Number field, enter a taxpayer number.
11. To query by social security number, in the Social Security Number field, enter a social security number.
12. Optionally, enter a start date time or an end date time.
13. Optionally, in the Registration Status field, enter a registration status.
14. In the Insert New Records field, select Yes or No to insert any records returned by the query that do not already exist in the E-Business Suite.
15. To apply the parameters, click **OK**.
16. To send the print request to the concurrent manager, click **Submit**.
17. Close the window.

**Note:** Users can query using one and only one of the following parameters:

- DUNS Number
- Taxpayer Number



- CAGE Code
- Social Security Number



## CCR Vendor Assignment Procedures

This section describes how to perform the following tasks:

- locate CCR vendor records
- view CCR information for a vendor
- add a new DUNS number to the E-Business Suite
- create or update the Payables assignments for a DUNS/DUNS+4 number
- delete a DUNS number from the E-Business Suite

To view CCR information for a vendor, perform the following steps.

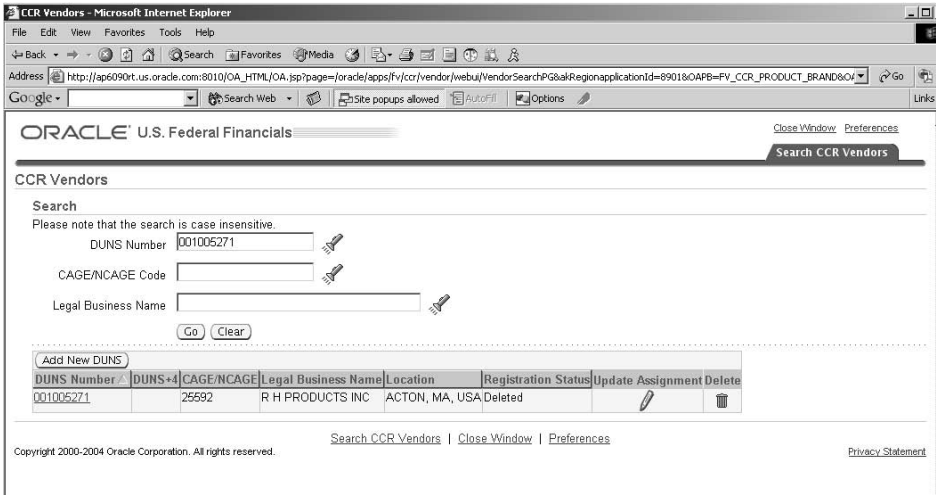
1. In Federal Financials, navigate to the CCR Vendors Search page as follows:  
**Payables Management - CCR Vendors - Search CCR Vendors**
2. Enter any combination of search criteria from the list of values in one of the following fields:
  - DUNS Number
  - CAGE/NCAGE Code
  - Legal Business Name
3. Click **Go**.
4. View the data as described in Table 86–1, page 86-11.
5. To view CCR information for a specific vendor, select the DUNS number link.
6. To create or update the Payables assignments for a DUNS/DUNS+4 number, return to the CCR Vendors Search page and click the Update Assignments icon.  
  
In the CCR Vendors Search page, no assignments exist if the Delete icon is enabled.
7. Enter data in each field of the Payables Assignments page as described in Table 86–3 and Table 86–4, page 86-15.

The Unassign Supplier button appears only if a supplier has been assigned.



# CCR Vendors Search Page

Figure 86–1 CCR Vendors Search





## CCR Vendors Search Page Description

**Note:** Only selected fields are described in the table below.

**Table 86–1 CCR Vendors Search Page Description**

Field Name	Type	Features	Description
DUNS Number [link]	display	list of values	DUNS number/ navigates to the General Information page
DUNS+4	display only		DUNS+4 identifier
CAGE/NCAGE	optional	list of values	Commercial and Government Entity (CAGE) Code is a five-character ID number that identifies companies that do or wish to do business with the federal government. Foreign vendors use the NCAGE Code which means NATO CAGE Code.
Legal Business Name	optional	list of values	vendor's legal business name
Registration Status	display only		indicates the vendor's registration status as defined in the CCR
Update Assignments		icon	navigates to the Payables Assignments page. An enabled icon indicates that the DUNS number can be assigned to a Payables object or is already assigned to a Payables option. A disabled icon indicates the following:  - no information for the DUNS number has been imported from the CCR; Unknown or Unregistered status  - record is a DUNS+4 whose root DUNS is not yet assigned to a supplier
Delete		icon	deletes the record. A disabled icon indicates that the Payables assignment must be deleted in the Payables Assignments page before the record can be deleted or that the record is a root DUNS number with DUNS+4 numbers in E-Business Suite.



# Add DUNS Number Page

Figure 86–2 Add DUNS Number

ORACLE® U.S. Federal Financials

[Close Window](#) [Preferences](#) [Help](#)

Search CCR Vendors >

Search CCR Vendors

Add DUNS Number

Cancel

Apply

\* Indicates required field

#DUNS Number	DUNS+4
001005271	

Add 5 Rows

Cancel

Apply

[Search CCR Vendors](#) | [Close Window](#) | [Preferences](#) | [Help](#)

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# Add DUNS Number Page Description

**Note:** Only selected fields are described in the table below.

**Table 86–2   Add DUNS Number Page Description**

Field Name	Type	Features	Description
DUNS Number	required		valid nine-digit DUNS number
DUNS+4	optional		valid DUNS+4 number
Apply		button	saves the records and optionally initiates the CCR XML process



# Payables Assignments Page

Figure 86–3 Payables Assignments

ORACLE® U.S. Federal Financials

[Close Window](#) [Preferences](#)

[Search CCR Vendors](#) >

Payables Assignments : 001001924

[Cancel](#) [Unassign Supplier](#) [Apply](#)

☒ TIP DUNS+4 numbers have the same supplier assignments as their root DUNS number.

Supplier **Vision**

Existing Supplier Site Assignments

Optionally assign existing supplier pay sites to this DUNS or DUNS+4 number for the supplier entered above.

Supplier Site	Operating Unit	Main Address Site	Delete
No data exists.			
<a href="#">Add Another Row</a>			

Existing Sites

Once linked to a DUNS or DUNS+4 number, pay sites are automatically updated with CCR information.

New Supplier Site Assignments

Operating Unit	Location	Main Address Site	Delete
No data exists.			
<a href="#">Add Another Row</a>			

Access to New Sites

List the operating units that should have access to any new supplier sites created for this DUNS or DUNS+4 number.

[Search CCR Vendors](#) | [Close Window](#) | [Preferences](#)

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## Payables Assignments Page Description

**Note:** Only selected fields are described in the table below.

**Table 86–3 Payables Assignments Page Description, Existing Supplier Site Assignments Region**

Field Name	Type	Features	Description
Supplier	optional	list of values	existing supplier; If blank, a new supplier will be created.
Supplier Site	optional	list of values	existing supplier site. Users can select supplier site to assign to the selected DUNS/DUNS+4 number.
Operating Unit	display only		operating unit associated with a supplier site
Main Address Site	optional	drop-down list	main address site of the CCR Vendor that can be used for tax reporting purposes. If users select Yes, this site is associated with the assigned supplier with the physical location address information from the CCR. If users select No, the main address site is not created.  <b>Note:</b> This option is not available for a DUNS+4 number.
Delete	optional	icon	removes supplier site assignment
Apply		button	initiates the CCR Data Processing process to create or update pay sites with CCR information

**Table 86–4 Payables Assignments, New Supplier Site Assignments Region**

Field Name	Type	Features	Description
Operating Unit	optional	list of values	lists operating units that has access to new supplier sites created for selected DUNS/DUNS+4 number
Unassign Supplier		button	deletes the supplier assignment and all site assignments  <b>Note:</b> The Unassign Supplier button is displayed on this page after Payables assignments have been applied for a DUNS number.  <b>Note:</b> This option is not available for a DUNS+4 number.







# Part XV

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## Year-End Closing







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## 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, page 85-2
- Federal Requirements, page 85-2
- Year-End Closing Processing Diagram, page 85-4
- Year-End Closing Process, page 85-5
- Year-End Close Scenarios, page 85-9
- References, page 85-14



## 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.

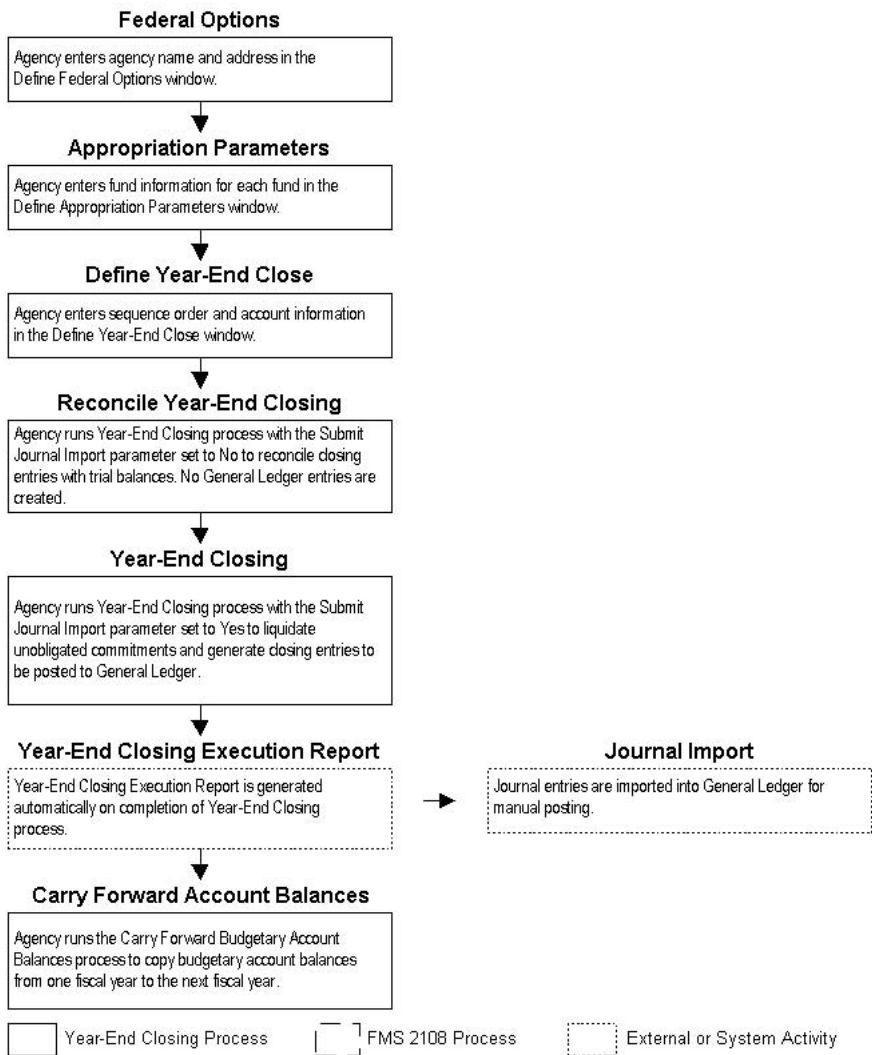
Additional information on year-end closing requirements is documented in the Financial Management Service (FMS) *Budgetary Accounting Guide*.



# Year-End Closing Processing Diagram

Figure 85–1 shows the year-end closing diagram as described in the Process section, page 85-5.

Figure 87–1 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 85–1 describes different scenarios for requisition processing during the year-end activities.

**Table 87–1 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 85-2.

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 87-2 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 85-3 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 87-3 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:

Table 85-4 describes how to record consolidation of actual resources:

**Table 87-4 Consolidation of Actual Resources**

Account	Description	Debit	Credit
4201	Total Actual Resources	115,000,000	
4119	Other Appropriations Realized		(115,000,000)

Table 85-5 describes how to record expired authority:

**Table 87-5 Expired Authority**

Account	Description	Debit	Credit
4610	Allotment - Realized Resources	10,000.00	
4700	Commitments	15,000.00	



**Table 87–5 Expired Authority**

Account	Description	Debit	Credit
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 85–6.

**Table 87–6 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 85–7 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 87–7 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.
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.

Table 85–8 describes how to record consolidation of actual resources:

**Table 87–8 Consolidation of Actual Resources**

Account	Description	Debit	Credit
4201	Total Actual Resources	115,000,000	
4119	Other Appropriations Realized		(115,000,000)

Table 85–9 describes how to record closing of unobligated balances to unapportioned authority:

**Table 87–9 Unobligated Balances to Unapportioned Authority**

Account	Description	Debit	Credit
4610	Allotment - Realized Resources	10,000.00	
4700	Commitments	15,000.00	



**Table 87–9 Unobligated Balances to Unapportioned Authority**

Account	Description	Debit	Credit
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 85–10.

**Table 87–10 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 5-1.

For information on entering and updating appropriation parameters in the Define Appropriation Parameters window, see *Appropriation Parameters Setup*, page 9-1.

For information on entering and updating year-end definitions in the Define Federal Year-End Close window, see *Year-End Closing Setup*, page 28-1.

For information on running the Year-End Closing process, see *Year-End Closing Procedures*, page 86-1.

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*.



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## Year-End Closing Procedures

This chapter describes the federal year-end closing procedures. The following sections are in this chapter:

- Definition, page 86-2
- Overview, page 86-2
- Prerequisites, page 86-4
- Generating the Year-End Closing Procedure, page 86-6
- Year-End Closing Execution Report Procedure, page 86-7
- Year-End Closing Execution Report Description, page 86-8
- Generating the Carry Forward Budgetary Account Balances Procedure, page 86-9



## 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 85-1.

## 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 3-1.

- ❑ Treasury symbols must be defined in the Define Federal Account Symbols window.

To define treasury symbols, see Federal Account Symbols Setup, page 7-1.

- ❑ 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 9-1.

- ❑ 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 28-1.

- ❑ 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 2-13.

- ❑ 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 66-1.

To run the FACTS II procedure, see FACTS II Procedures, page 69-1.

- ❑ 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 3-6.



## 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 88–1** *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 XVI

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## Reference







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## 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, page A-1
- Budget Execution Open Interface Table Descriptions, page A-2



## 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 A-1 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 A-2 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
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



**Table A-2 FV\_BE\_Interface**

Column Name	NULL	Type	Description
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:
```

**Table A-3 SET\_OF\_BOOKS\_ID**

Validation	Destination
Must be a valid Set of Books ID	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.

**Table A-4 SOURCE**

Validation	Destination
If users do not use a predefined source, OFA, PSB, or OTHER, users must enter the name exactly as they have defined the lookup value in the 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 3-1.	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.

**Table A-5 GROUP\_ID**

Validation	Destination
None	FV_BE_TRX_DTLS.GROUP_ID

## RECORD\_NUMBER

Sequential record number for importing records.

**Table A-6 RECORD\_NUMBER**

Validation	Destination
Record number must be unique. Federal Financials stores each record number that is uploaded to the FV_BE_INTERFACE table in an index.	None



**ERROR\_CODE**

Leave this field NULL.

**Table A-7 ERROR\_CODE**

Validation	Destination
Record number must be unique. Federal Financials stores each record number that is uploaded to the FV_BE_INTERFACE table in an index.	None

**ERROR\_REASON**

Leave this field NULL.

**Table A-8 ERROR\_REASON**

Validation	Destination
None	None

**BUDGET\_LEVEL\_ID**

Enter the Budget Level ID for the transaction record. A batch may have multiple Budget Level IDs. The process sorts the records in ascending order by Budget Level ID and records the records in hierarchical order. Users can find a list of valid values in FV\_BUDGET\_LEVELS.

**Note:** Oracle recommends using the following SQL\*Statement to identify the budget level IDs:

```
SELECT SET_OF_BOOKS_ID,  
       BUDGET_LEVEL_ID, DESCRIPTION  
  
FROM FV_BUDGET_LEVELS  
  
ORDER BY SET_OF_BOOKS_ID,
```



BUDGET\_LEVEL\_ID;

**Table A-9    GROUP\_ID**

Validation	Destination
None	FV_BE_TRX_DTLS.GROUP_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.



**Table A-10 BUDGETING\_SEGMENTS**

Validation	Destination
<p>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.</p> <p><b>Note:</b> 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.</p>	<p>FV_BE_TRX_HDRS.SEGMENTS1-30</p> <p>FV_BE_TRX_DTLS.SEGMENTS1-30</p>

### Transaction Type

Enter a transaction type for the budget execution record.

**Table A-11 Transaction Type**

Validation	Destination
<p>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.</p>	<p>FV_BE_TRX_DTLS.TRANSACTION_TYPE</p>



**Transaction Code**

Enter a valid US SGL transaction code for the budget execution record. Budget Execution Import validates the transaction code.

**Table A–12    Transaction Code**

Validation	Destination
The transaction code must be designated to be used with the given transaction type on the record.	FV_BE_TRX_DTLS.TRANSACTION_CODE

**FUND\_VALUE**

Enter a Fund Value (balancing segment) for the budget execution record.

**Table A–13    FUND\_VALUE**

Validation	Destination
Budget Execution Open Interface Import validates the values against General Ledger. In addition, a fund must be mapped to a defined Treasury 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.	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.

**Table A–14    PERIOD\_NAME**

Validation	Destination
Must be an open or future enterable period	FV_BE_TRX_DTLS.GL_DATE



**SEGMENTS1-30**

The To Distribution Accounting Flexfield values are contained in Segments1-30. Assign an account value for each segment that is enabled in the Define Budget Distributions window for the budget level indicated on the record. Users must enter values for segments set to Y for the given Treasury 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.

**Table A-15 SEGMENTS1-30**

Validation	Destination
Segment values are validated. The segment values must already be defined in General Ledger. Cross Validation Rules setup for segment values are validated during the Budget Execution Open Interface Import process.	FV_BE_TRX_HDRS.SEGMENTS1-30 FV_BE_TRX_DTLS.SEGMENTS1-30

**INCREASE\_DECREASE\_FLAG**

Indicate whether the amount is an increase or decrease.

**Table A-16 INCREASE\_DECREASE\_FLAG**

Validation	Destination
Valid values are I or D.	FV_BE_TRX_DTLS.INCREASE_ DECREASE_FLAG

**AMOUNT**

Enter the amount for each line of the transaction.

**Table A-17 AMOUNT**

Validation	Destination
Amount must be a positive number.	FV_BE_TRX_DTLS.AMOUNT



**DOC\_NUMBER**

Enter the document number for the transaction.

**Table A-18    DOC\_NUMBER**

Validation	Destination
<p>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:</p> <ul style="list-style-type: none"><li>- If the document number does not exist in Federal Financials, then accept the document number as is and the revision must be zero.</li><li>- 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.</li><li>- 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.</li></ul>	<p>FV_BE_TRX_HDRS.DOC_NUMBER</p>



**Table A-18 DOC\_NUMBER**

<b>Validation</b>	<b>Destination</b>
<p>- 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.</p> <p>- 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.</p>	

**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.

**Table A-19 ATTRIBUTES1-15**

<b>Validation</b>	<b>Destination</b>
None	FV_BE_TRX_HDRS.SEGMENTS1-30 FV_BE_TRX_DTLS.SEGMENTS1-30



**ATTRIBUTE\_CATEGORY**

Leave this field NULL.

**Table A-20    *ATTRIBUTE\_CATEGORY***

Validation	Destination
None	None

**PROCESSED\_FLAG**

All new records loaded into the interface must have a value of N.

**Table A-21    *PROCESSED\_FLAG***

Validation	Destination
None	None

**STATUS**

All new records loaded into the interface must have a status of New.

**Table A-22    *STATUS***

Validation	Destination
None	None

**DATE\_CREATED**

Enter the date that the budget execution import line was created using the format of DD-MON-YYYY.

**Table A-23    *DATE\_CREATED***

Validation	Destination
None	FV_BE_TRX_HDRS.CREATION_DATE FV_BE_TRX_DTLS.CREATION_DATE



**CREATED\_BY**

Enter a User ID number.

**Table A-24** *CREATED\_BY*

Validation	Destination
Must be a user number defined in the system	FV_BE_TRX_HDRS.SEGMENTS1-30 FV_BE_TRX_DTLS.SEGMENTS1-30

**CORRECTED\_FLAG**

All new records must have a value of N.

**Table A-25** *CORRECTED\_FLAG*

Validation	Destination
None	FV_BE_TRX_DTLS.CORRECTED_FLAG

**LAST\_UPDATE\_DATE**

Leave this field NULL.

**Table A-26** *LAST\_UPDATE\_DATE*

Validation	Destination
None	None

**LAST\_UPDATED\_BY**

Leave this field NULL.

**Table A-27** *LAST\_UPDATED\_BY*

Validation	Destination
None	None







## 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, page B-1

### Navigation

Table B–1 shows the navigation paths for each window in Federal Financials.

**Table B–1   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



**Table B-1 Federal Financials Navigation Paths**

<b>Window</b>	<b>Navigation Path</b>
Assign Reason Codes	Payables Management - Assign Reason Codes
AutoCreate Documents For information, see <i>Oracle 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
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 Receivables User 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



**Table B–1 Federal Financials Navigation Paths**

<b>Window</b>	<b>Navigation Path</b>
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
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



**Table B–1 Federal Financials Navigation Paths**

<b>Window</b>	<b>Navigation Path</b>
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
Finance Transaction Codes Mapping	Receivables Management - Define - Transaction Code Mapping
Financial Statements Report Definitions	Setup - Federal Report Definitions - Financial Statements Report Definitions
Find Budget Transactions	Budget - Inquiry - Budget Transactions Summary
Find Budgetary Import Transactions	Budget - Open Interface - Correct
Find Prior Receipts	Payables Management - Prior Receipts
FMS Form 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



**Table B–1 Federal Financials Navigation Paths**

Window	Navigation Path
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
Invoices For information, see <i>Oracle Payables User Guide</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



**Table B–1 Federal Financials Navigation Paths**

<b>Window</b>	<b>Navigation Path</b>
Other Authorizations	Setup - Appropriation - Parameters Click Find Click Other Authorizations
Payment Batch Sequence Assignments	Payables Management - Define - Payment Batch Sequence Assignments
Payment Batches For information, see <i>Oracle Payables User 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 Payables User 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
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 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 Receivables User Guide</i> and <i>Oracle Purchasing User's Guide</i> .	In Receivables, Receipts - Receipts or In Purchasing, Receiving - Receipts Click Find



**Table B–1 Federal Financials Navigation Paths**

<b>Window</b>	<b>Navigation Path</b>
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 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
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 Purchasing User's Guide</i> .	In Purchasing, Requisitions - Requisitions If enabled, enter data in the Enter Transaction Events window. Click OK
Select Summary Schedule Format	Payables Management - Summary Schedule and Consolidated File Click Summary Schedule
SF-132 Apportionment and Reapportionment Schedule	Reports - SF132 Apportionment and Reapportionment
SF133 Report Definitions	Setup - Federal Report Definitions - SF133 Budget Execution



**Table B–1 Federal Financials Navigation Paths**

Window	Navigation Path
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
Summary Schedule and Consolidated File	Payables Management - Define - Summary Schedule and Consolidated File
Third Party Assignments	Payables Management - Define - Third Party Assignments
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 Receivables User Guide</i> .	In Receivables Transactions - Transactions Summary
Transmission Fields	Setup - Fund Balance with Treasury - Transmission Formats Click Transmission Fields
Transmission Formats	Setup - Fund Balance with Treasury - Transmission Formats
Treasury Confirmation and Reconciliation	Confirm - Confirm or Confirm - Inquiry Click Treasury Confirmation
Treasury Confirmation Inquiry	Confirm - Inquiry
Treasury Confirmation Offset	Confirm - Confirm Click Offset



**Table B–1 Federal Financials Navigation Paths**

<b>Window</b>	<b>Navigation Path</b>
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







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# 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.

**appropriation warrant**

An official document that establishes the individual amounts that Congress appropriates by treasury symbol.

**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.



**Bulk Data Payment Formats**

The bulk data payment format enables users to submit via Bulk files to Treasury RFC vendor or Employee payments.

Bulk data processes create the following payment files:

- Bulk Data CCD+
- Bulk Data PPD+
- Bulk Data Salary/Travel NCR
- Bulk Data NCR

**cash equivalent transactions**

Transaction in which the Government makes outlays or receives collections in a form other than cash, or the cash does not accurately measure the cost of the transaction.

**cash receipts**

Cash payments collected to satisfy an exchange of cash for goods and/or services.

**certifier**

A person, typically a high level official at an agency, who verifies the accuracy of year-end submissions for the agency or a portion of the agency. Certifiers can either certify or reject submissions that were entered by preparers.

**Circular A-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.

**Consolidated Payment Files**

Submitted electronically to Treasury's RFC on a daily basis and combines the records for multiple payment batches into one. Consolidated Payment Files are generated for the following:

- CTX
- Bulk Data CCD+
- Bulk Data PPD+

**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.

**CTX ACH Format**

The Corporate Trade Exchange (CTX) ACH Format process that produces the payment output files to pay vendors using electronic data transmission sent directly to Treasury's RFC.

**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 CCD/CCD+ Vendor Payment Format**

The ECS Cash Concentration or Disbursement Vendor Payment Format process that 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 NCR Check Payment Format**

The ECS National Cash Registry (NCR) Check Payment Format process that produces the payment output file for Treasury-disbursed payments to pay vendors or employees by check using ECS.

**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.

**ECS PPD/PPD+ Vendor Payment Format**

The ECS Prearranged Payment and Deposit (PPD/PPD+) Employee Payment Formats process that produces the payment output file that is used by Treasury Regional Finance Centers (RFC) to disburse consumer payments. The PPD+ format includes an addenda record which further identifies the invoice number and provides additional information about payment records. PPD/PPD+ payments include the following:

**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.

**Interest, Administrative and Penalty (IPA)**

Interest, Administrative and Penalty are finance charges associated with the Federal Government. Federal Financials creates debit memos for Finance Charge Type associated with overdue invoices.

**intragovernmental fund**

See revolving fund.

**Intra-governmental Payment and Collection System (IPAC)**

A government-owned and operated system that performs intra-governmental funds transfers.

**IPA**

See Interest, Administrative and Penalty.



**IPAC**

See Intra-governmental Payment and Collection System (IPAC).

**JFMIP**

See Joint Financial Management Improvement Program (JFMIP).

**Joint Financial Management Improvement Program (JFMIP)**

A cooperative effort among major agencies of the Federal Government to arrive at a common set of financial management standards as mandated by the President of the United States. Representatives from major agencies serve on a committee charged with formulating these standards.

**liquidating account**

The budget account that includes all cash flows to and from the government resulting from pre-1992 direct loans or loan guarantees. Cash flows associated with modified direct loans and loan guarantees are treated as exceptions. The liquidating accounts are the old credit accounts, whose transactions are counted on a cash basis in calculating budget outlays and the deficit. Liquidating accounts are not subject to credit reform accounting except for the effects of modifications.

**loan guarantee**

Any guarantee, insurance, or other pledge with respect to the payment of all or a part of the principal or interest on any debt obligation of a non-federal borrower to a non-federal lender. It does not, however, include the insurance of deposits, shares, or other withdrawable accounts in financial institutions.

**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.

**Multi-Fund Accounts Receivable (MFAR)**

Enables users to post receivables invoices, receipts, debit memos, credit memos, and adjusting entries to multiple balancing segment values or fund.



**nonexpenditure transfer**

See transfer.

**normal balance indicator**

Normal condition of the balance in an SGL account, that is, debit or credit.

**object class**

A uniform classification identifying obligations of the Federal Government by the types of goods or services purchased, such as personnel compensation, supplies and materials, and equipment, without regard to the agency involved or the purpose of the programs for which they are used.

**obligation**

Allotment funds obligated for goods or services that have been ordered, but not yet received. Obligated funds are not available for spending by an agency.

**Office of Management and Budget (OMB)**

A U.S. Federal Government office that helps the President of the United States oversee the preparation of the federal budget and supervise the administration of federal agencies. The OMB also oversees and coordinates the administration's procurement, financial management, information, and regulatory policies.

**Offset**

The amount the Treasury Department pays a customer for receivable invoices that have been outstanding for at least 181 days but less than 10 years. For example, if Customer A owes Agency A \$150 and if Agency B owes Customer A \$200, then the Treasury Department will pay Customer A \$50. The \$50 the Treasury Department pays Customer A is offset by the amount Customer A owes Agency A.

**offsetting collections**

Collections that by law are credited directly to expenditure accounts.

**offsetting receipts**

Collections that are deducted from gross budget authority and outlays, rather than added to receipts, and that are not authorized to be credited to expenditure accounts.

**OMB**

See Office of Management and Budget (OMB).



**outlay**

Payment to liquidate an obligation other than the repayment of debt principal. Outlays are the measure of government spending. Outlays generally are equal to cash disbursements but also are recorded for cash-equivalent transactions, such as the subsidy cost of direct loans, and loan guarantees, and interest accrued on public issues of the public debt.

**Payment 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.

**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.

**Receivables Activity Worksheet**

A report that provides information on the status of receivables, including direct loans, defaulted guaranteed loans, administrative receivables, and footnotes.

**revolving fund**

A fund that conducts continuing cycles of business-like activity in which the fund charges for the sale of products or services and uses the proceeds to finance its spending, usually without requirement for annual appropriations. Public enterprise funds conduct business-like operations mainly with the public; and intragovernmental revolving funds conduct business-like operations mainly within and between government agencies.

**Routing 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).



**sequence assignment**

A pay group that has an initial value, final value, and a start date assigned at a minimum, and that database sequence was created for the pay group based on this information. Optionally, users can also include prefix, suffix, and an end date in this setup.

**SF 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.

**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 1166 ECS**

The SF 1166 ECS is an electronic voucher and schedule of payments. The following methods are available for creating an SF 1166 ECS:

- the agency's ECS computer via keyboard entry
- the agency's PC using the off-line ECS software via keyboard entry, downloaded to magnetic diskette, then uploaded to the agency's ECS computer by an authorized ECS data entry operator
- creation in another agency computer system to FMS specified formats, downloaded to a magnetic diskette, then uploaded to the agency's ECS computer by an authorized ECS data entry operator

**special fund receipt accounts**

All collections not earmarked by law for a specific purpose.

**Statement of Transactions**

See FMS Form 224 Statement of Transactions Report.

**Status of Obligations Report**

An internal report used to measure financial performance against operating plan objectives. The report assists federal agencies in determining if the procurement process has been completed for each obligation.



**subsidy**

Estimated long-term cost to the government of a direct loan or loan guarantee, calculated on a net present value basis, excluding administrative costs. In net present value terms, it is the portion of the direct loan disbursement that the government does not expect to recover, or the portion of expected payments for loan guarantees that will not be offset by collections. The subsidy may be for post-1991 direct loan obligations or loan guarantee commitments, for re-estimates of post-1991 loans or guarantees, or for modifications of any direct loans or loan guarantees.

**Summary Schedules**

Submitted electronically to Treasury's RFCs on a daily basis and include certification for Bulk Data files sent to Treasury. Summary Schedules are generated for the following:

- Bulk Data CCD+
- Bulk Data PPD+
- Bulk Data Salary/Travel NCR
- Bulk Data NCR

**surplus warrant**

A warrant document that withdraws unobligated balances of an appropriation after the period of availability has expired. A surplus occurs when receipts exceed outlays.

**TAFS**

See treasury appropriation fund symbol (TAFS).

**TAFS split**

Subdivides a treasury appropriation fund symbol. Splits are established for programmatic or administrative reasons.

**TAFS status**

Indicates the status of a specific TAFS account. The following definitions apply: unexpired indicates the TAFS can incur new obligation; expired indicates that the TAFS can liquidate obligations or make adjustments, but cannot incur new obligations; cancelled indicates that the TAFS will have no more reportable activity.



**Taxpayer Identification Number (TIN)**

A number that identifies a taxpayer. The taxpayer identification number can be an employee identification number or a social security number.

**TC**

See Transaction Code.

**TFM**

See Treasury Financial Manual (TFM).

**TIN**

See Taxpayer Identification Number (TIN).

**Transaction Code (TC)**

A transaction code is a mechanism to bundle one or more accounting transactions (debit/credit pairs) under one code. When a TC is referenced on a data entry window, General Ledger automatically generates the additional accounting entries that have been defined for that TC.

**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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