

Oracle® U.S. Federal Financials

User's Guide

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Preface

Intended Audience

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

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

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

If you have never used Oracle U.S. Federal Financials, Oracle suggests you attend one or more of the Oracle Financials 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*.

- The Oracle Applications graphical user interface.

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

See Related Documents on page xxiii for more Oracle Applications product information.

TTY Access to Oracle Support Services

Oracle provides dedicated Text Telephone (TTY) access to Oracle Support Services within the United States of America 24 hours a day, seven days a week. For TTY support, call 800.446.2398.

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. Accessibility 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 more information, visit the Oracle Accessibility Program Web site at <http://www.oracle.com/accessibility/>.

Accessibility of Code Examples in Documentation

Screen readers may not always correctly read the code examples in this document. The conventions for writing code require that closing braces should appear on an otherwise empty line; however, some screen readers may not always read a line of text that consists solely of a bracket or brace.

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.

Structure

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- 2 Treasury Symbol Listing Report Procedures**
- 3 Supplier Tax Identification Number Listing Report Procedures**
- 4 Budget Execution**
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- 6 Budget Execution Open Interface**
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- 10 Prior Year Adjustment Process**
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- 12 Enhanced Transaction Codes Procedures in Purchasing**
- 13 Enhanced Transaction Codes Procedures in Receivables**

This chapter describes how to use enhanced transaction codes in Oracle Receivables. The following sections are in this chapter:

- 14 Enhanced Transaction Codes Procedures in Payables**
- 15 Prompt Payment Process**
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34	FMS Form 224 Statement of Transactions Process
35	FMS Form 224 Statement of Transactions Report Procedures
36	FMS Form 1219/1220
37	Using the FMS Form 1219/1220 Process and Report
38	FACTS I Process
39	FACTS I Procedures
40	FACTS I Trial Balance Report
41	FACTS II Process
42	FACTS II Processing
43	FACTS Transaction Register
44	SF 133 Report on Budget Execution Process
45	SF 133 Report on Budget Execution Procedures
46	GOALS Procedures
47	Summary Trial Balance Report Procedures
48	Financial Statements Process
49	Financial Statements Procedures
50	SF 132 Apportionment Reapportionment Schedule Procedures
51	Form 1099-INT and Form 1099-G Procedures
52	Funds Available Procedures
53	Funds Availability Reports Procedures
54	Status of Obligations Report Procedures
55	Suppliers Deactivation Report Procedures
56	Document Cross-referencing Procedures
57	Central Contractor Registration (CCR)
58	Central Contractor Registration (CCR) Procedures
59	Year-End Closing Process
60	Year-End Closing Procedures
A	Budget Execution Open Interface Tables
B	Oracle U.S. Federal Financials Navigation Paths
	Glossary

Related Documents

You can choose from many sources of information, including online documentation, training, and support services, to increase your knowledge and understanding of Oracle Public Sector Financials (International).

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

Online Documentation

All Oracle Applications documentation is available online (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 *OracleMetaLink* and is update 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 *OracleMetaLink*.
- **About Documents** – 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 *OracleMetaLink*.

Guides Related to All Products

Oracle Applications User's Guide: This guide explains how to navigate the system, enter data and query information, and introduces other basic features of the GUI available with this release of Oracle Public Sector Financials (International) and any other Oracle Applications product.

Related Guides

Oracle Public Sector Financials (International) shares business and setup information with other Oracle Applications products. Therefore, you may want to refer to other guides when you set up and use Oracle Public Sector Financials (International).

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

If you require printed guides, you can purchase them from the Oracle Store at <http://oraclestore.oracle.com>.

User Guides Related to This Product

Oracle Receivables User Guide

Use this user guide to learn how to implement flexible address formats for different countries. You can use flexible address formats in the suppliers, customers, banks, invoices, and payments windows in both Oracle Payables and Oracle Receivables. This user guide also explains how to set up your system, create transactions, and run reports in Oracle Receivables.

Installation and System Administration

Oracle Applications Concepts

This guide provides an introduction to the concepts, features, technology stack, architecture, and terminology for Oracle Applications, Release 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 11.0 products to Release 11*i*. This guide describes the upgrade process and lists database and product-specific upgrade tasks.

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.

Other Implementation Documentation

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 Public Sector Financials (International) implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This manual also provides information on creating custom reports on flexfields data.

Oracle eTechnical Reference Manuals

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

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 an Oracle Applications form 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.

Product Overview

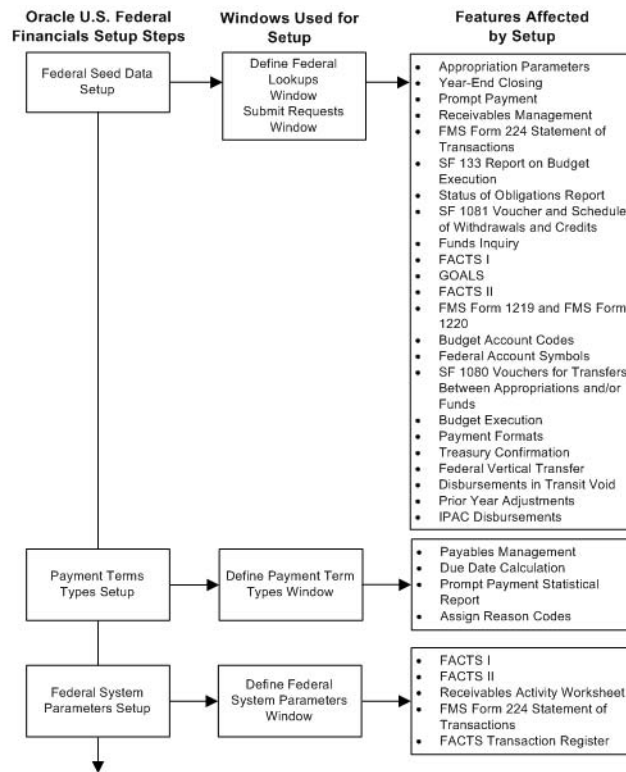
Overview

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

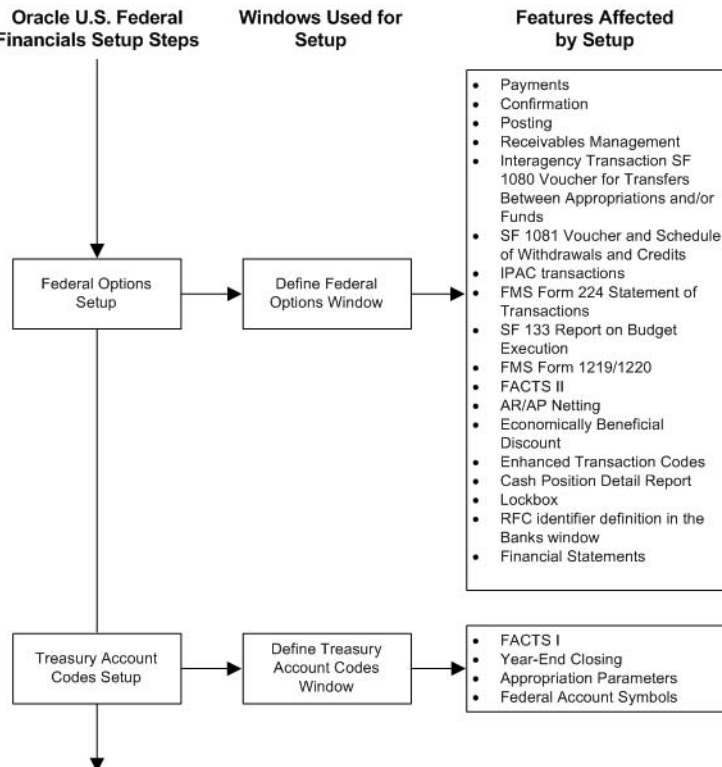
Oracle U.S. Federal Financials Setup Features Diagram

The figures below 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 1-5.

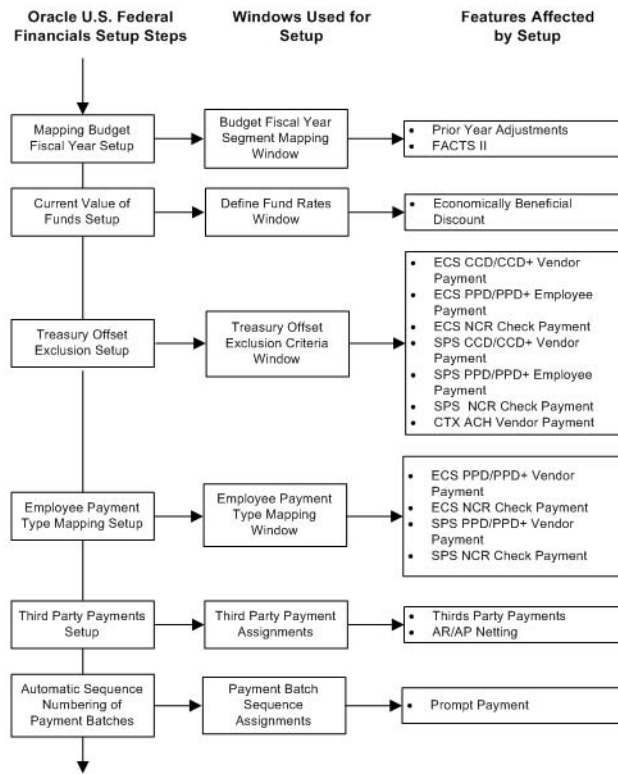
Oracle U.S. Federal Financials Setup: Steps, Windows, and Features Affected



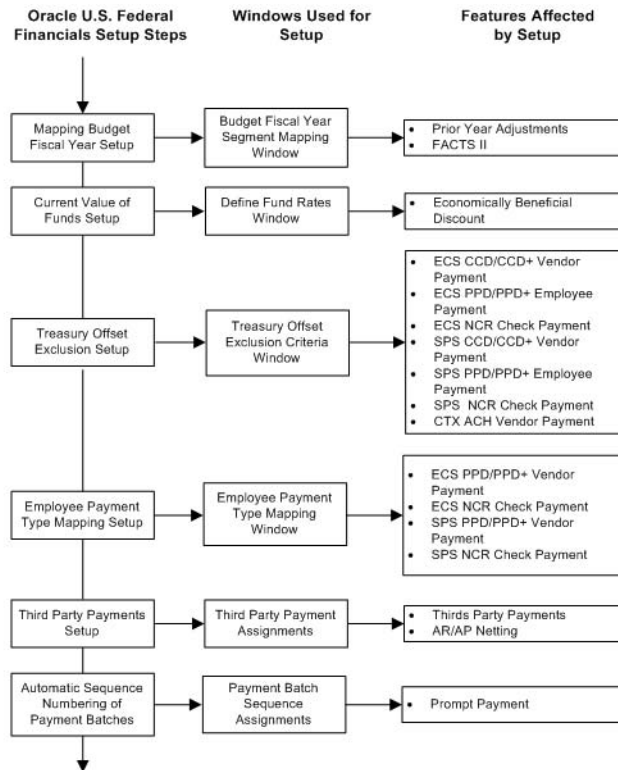
Oracle U.S. Federal Financials Setup: Steps, Windows, and Features Affected (Continued)



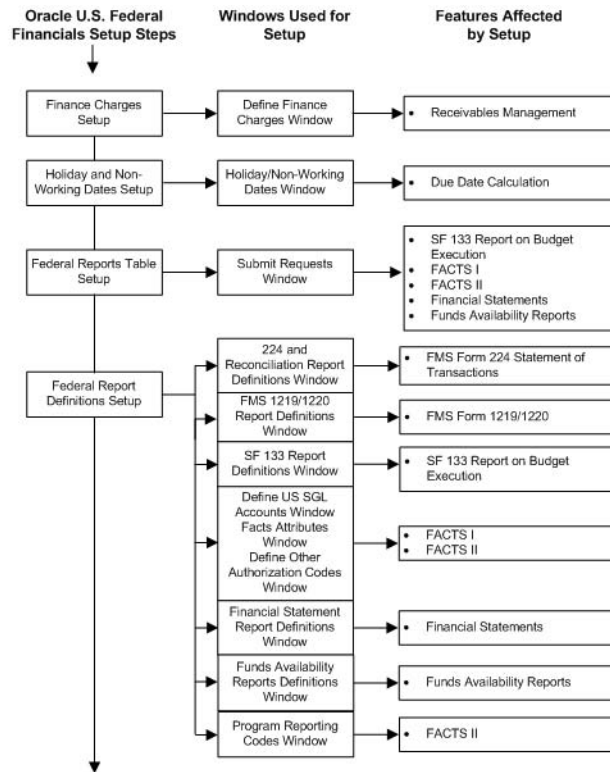
Oracle U.S. Federal Financials Setup: Steps, Windows, and Features Affected (Continued)



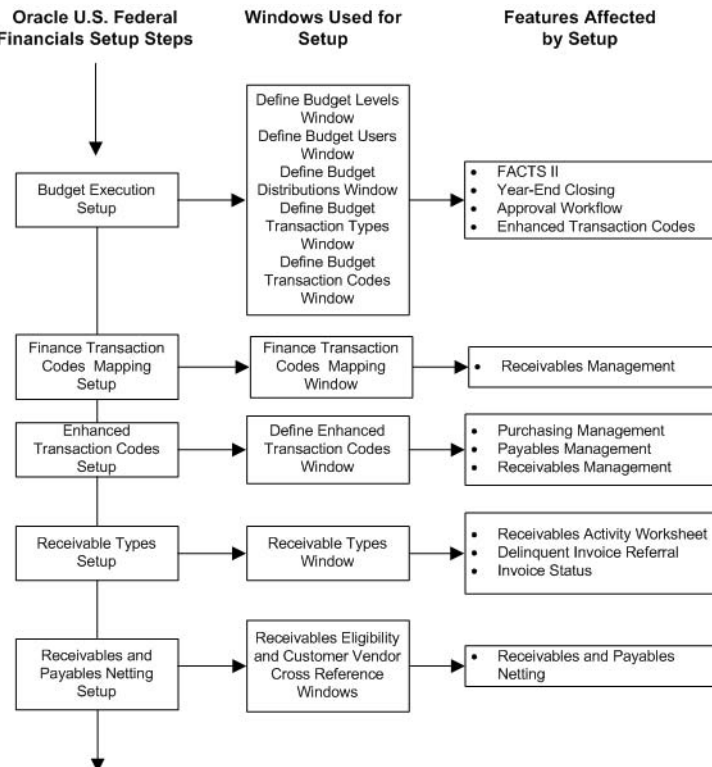
Oracle U.S. Federal Financials Setup: Steps, Windows, and Features Affected (Continued)



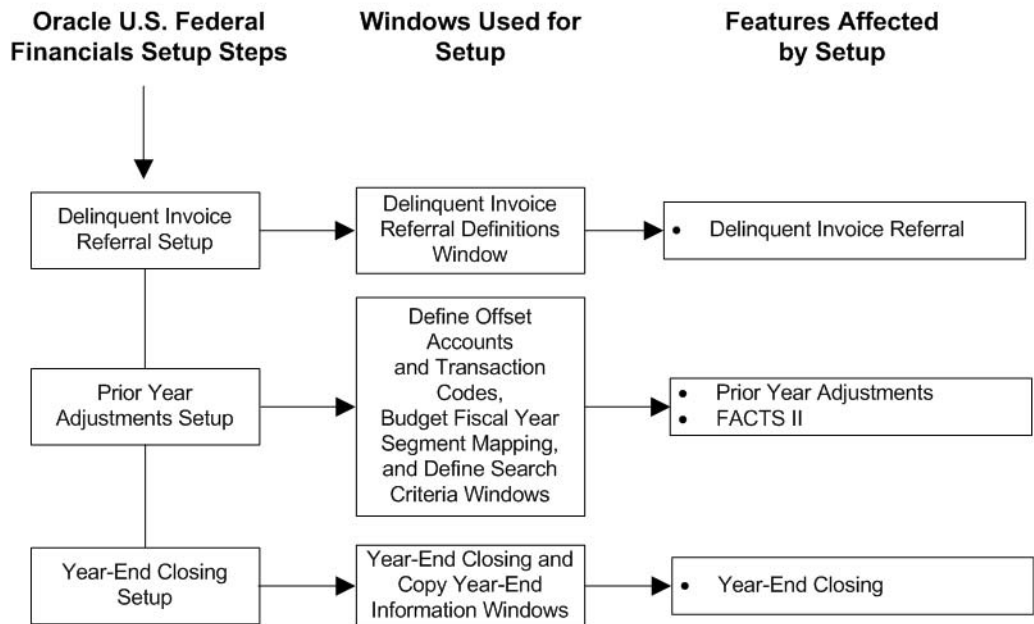
Oracle U.S. Federal Financials Setup: Steps, Windows, and Features Affected (Continued)



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



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



Oracle U.S. Federal Financials Setup Features

Federal Seed Data Setup

Federal seed data is set up in the Define Federal Lookups and the Submit Requests windows and affects 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*, .

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*, .

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*, .

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

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*, .

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, .

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, .

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, .

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, .

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, .

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, .

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, .

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, .

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, .

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, .

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, .

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, .

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, .

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.

For information on setting up federal report definitions, see Federal Report Definitions Setup, .

Budget Execution Setup

Budget execution setup is required in Federal Financials.

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, .

Enhanced Transaction Codes Setup

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

- purchasing management
- payables management
- receivables management

Receivable Types Setup

Receivable types setup is required to perform invoice status processing and to generate the 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*, .

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*, .

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*, .

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, .

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:

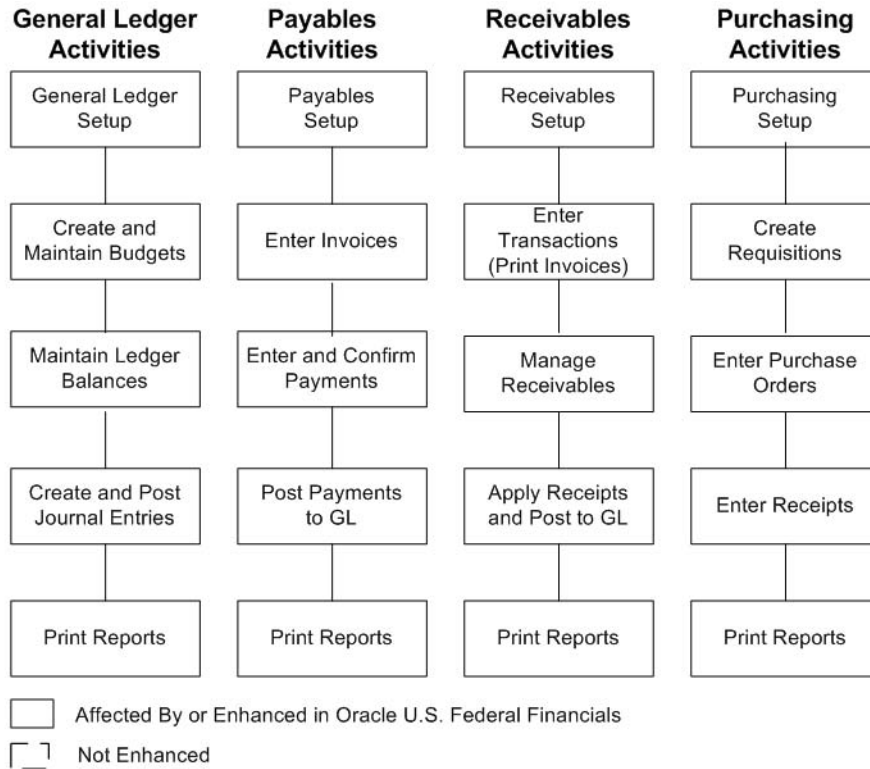
- year-end closing

For information on defining year-end closing, see Year-End Closing Setup, .

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

The diagram below shows Oracle Public Sector Financials modules that are affected by or enhanced in Oracle U.S. Federal Financials. General Ledger Activities are described in the Oracle U.S. Federal General Ledger Features table, page 1-16. Payables Activities are described in the Oracle U.S. Federal Payables Features table, page 1-20. Receivables Activities are described in the Oracle U.S. Federal Receivables Features table, page 1-25. Purchasing Activities are described in the Oracle U.S. Federal Purchasing Features table, page 1-29.

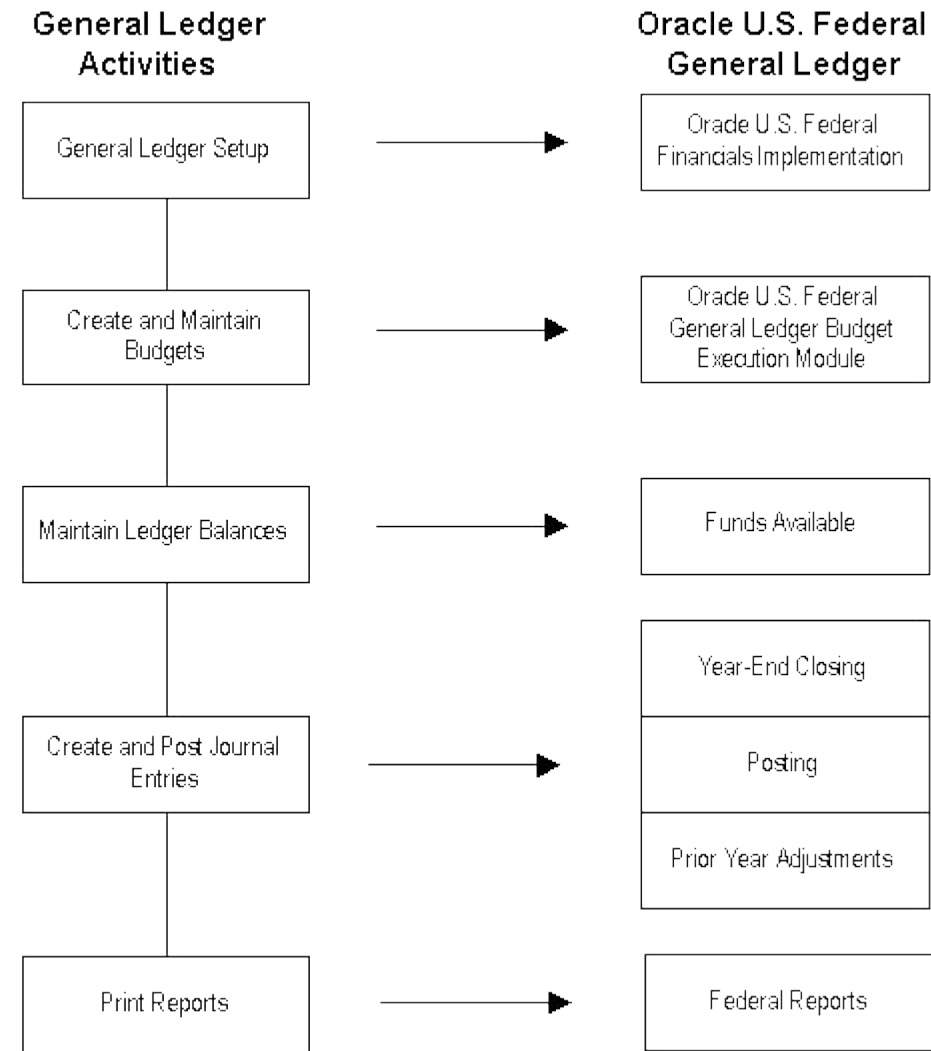
Oracle Public Sector Financials Modules Affected by or Enhanced in Oracle U.S. Federal Financials



Oracle U.S. Federal General Ledger Features Diagram

The diagram below shows General Ledger activities that are enhanced in Oracle U.S. Federal General Ledger and is described in the Oracle U.S. Federal General Ledger Features, page 1-16 table.

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 the following table.

Oracle U.S. Federal General Ledger Features

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

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,
- Funds Availability Reports Procedures, page 53-1

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,
- Budget Execution Process,
- Budget Execution Transaction Procedures,
- Budget Execution Open Interface Procedures, page 6-1
- Budget Execution Approval Workflow Process, page 7-1

- Budget Execution Transaction Summary Procedures, page 8-1
- Budget Execution Report Procedures, page 9-1
- 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,
- Year-End Closing Process, page 59-1
- Year-End Closing Procedures, page 60-1

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,
- Prior Year Adjustment Process, page 10-1
- Prior Year Adjustment Transaction Procedures, page 11-1

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

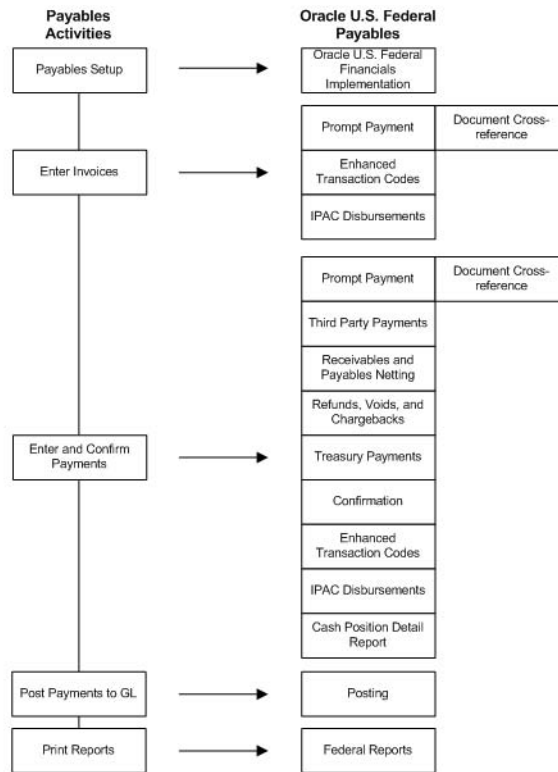
For information on General Ledger reports, see the following chapters:

- SF 133 Report on Budget Execution Process, page 44-1
- SF 133 Report on Budget Execution Procedures, page 45-1
- Funds Availability Reports Procedures, page 53-1
- FMS Form 224 Statement of Transactions Process, page 34-1
- FMS Form 224 Statement of Transactions Report Procedures, page 35-1
- FMS Form 1219/1220 Process, page 36-1
- FMS Form 1219/1220 Report Procedures, page 37-1
- FACTS I Process, page 38-1
- FACTS I Report Procedures, page 40-1
- FACTS II Process, page 41-1
- FACTS Transaction Register Procedures, page 43-1
- Treasury Symbol Listing Report Procedures, page 2-1
- Year-End Closing Process, page 59-1
- Year-End Closing Procedures, page 60-1
- Financial Statements Process, page 48-1
- Financial Statements Procedures, page 49-1
- Receivables Management Process, page 31-1
- Receivables Management Report Procedures, page 33-1
- Summary Trial Balance Report Procedures, page 47-1

Oracle U.S. Federal Payables Features Diagram

The figure below shows Payables activities that are enhanced in Oracle U.S. Federal Payables and is described in the Oracle U.S. Federal Financials table, page 1-20.

Oracle U.S. Federal Payables Features



Oracle U.S. Federal Payables Features

Oracle U.S. Federal Payables enhances Payables as shown in the table below.

Oracle U.S. Federal Payables Features

Payables Activities	Oracle U.S. Federal Payables
Payables Setup	Oracle U.S. Federal Financials Implementation
Enter Invoices	Prompt Payment Enhanced Transaction Codes IPAC Disbursements Document Cross-referencing
Enter and Confirm Payments	Prompt Payment 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

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 15-1
- Prompt Payment Procedures, page 16-1
- Prompt Payment Report Procedures,

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 18-1

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,
- Third Party Payments Process, page 24-1
- Third Party Payments Procedures, page 25-1
- Third Party Report Procedures, page 26-1

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,
- Receivables and Payables Netting Process, page 28-1
- Receivables and Payables Netting Procedures, page 28-1

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 19-1

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 21-1

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,
- Enhanced Transaction Codes Procedures in Payables, page 14-1

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 23-1

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 29-1
- Interagency Transaction Procedures, page 30-1

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 55-1

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 56-1

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 57-1
- Central Contractor Registration (CCR) Procedures, page 58-1

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

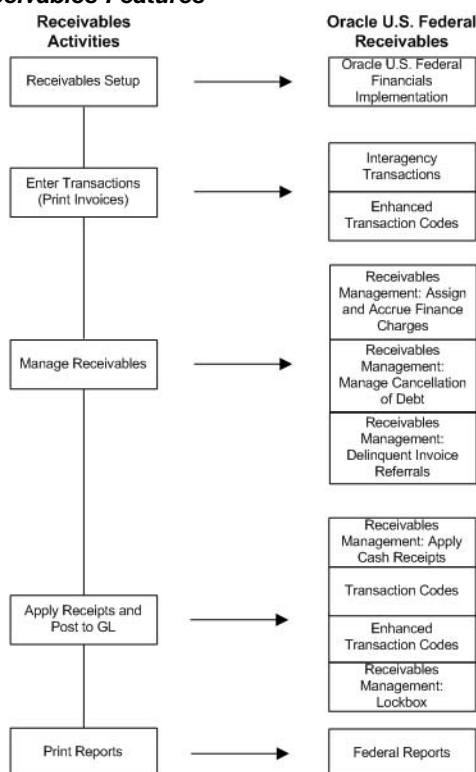
For information on federal reports in Payables, see the following chapters:

- Status of Obligations Report Procedures, page 54-1
- Supplier Tax Identification Number Listing Report Procedures, page 3-1
- SF 1166 Voucher and Schedule of Payments Procedures, page 20-1
- Prompt Payment Process, page 15-1
- Prompt Payment Report Procedures, page 17-1
- Form 1099-INT and Form 1099-G Procedures, page 51-1

Oracle U.S. Federal Receivables Features Diagram

The figure below shows Receivables activities that are enhanced in Oracle U.S. Federal Receivables and is described in the Oracle U.S. Federal Receivables Features table, page 1-25.

Oracle U.S. Federal Receivables Features



Oracle U.S. Federal Receivables Features

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

Oracle U.S. Federal Receivables Features

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

Receivables Management

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

The Invoice Write-off process 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,
- Receivables Management Procedures, page 32-1
- Receivables Management Report Procedures, page 32-1
- Delinquent Invoice Referral Setup,

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 29-1
- Interagency Transaction Procedures, page 30-1

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 1-22.

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

- Enhanced Transactions, *Oracle U.S. Federal Financials Implementation Guide*

- Enhanced Transaction Codes Procedures in Receivables, page 13-1

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

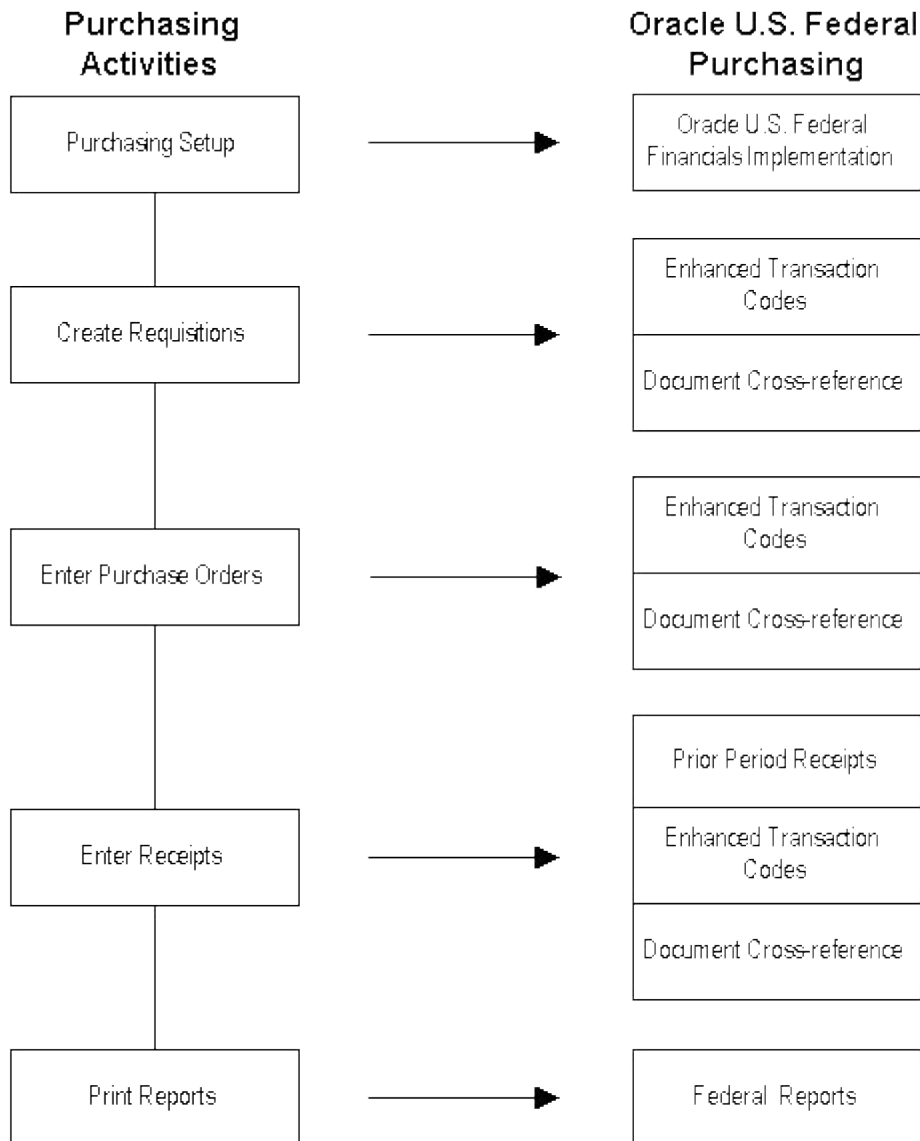
For information on federal reports in Receivables, see the following chapters:

- Receivables Management Process, page 31-1
- Receivables Management Report Procedures, page 33-1
- SF 132 Apportionment Reapportionment Schedule Procedures, page 50-1

Oracle U.S. Federal Purchasing Features Diagram

The figure below shows Purchasing activities that are enhanced in Oracle U.S. Federal Purchasing and is described in the Oracle U.S. Federal Purchasing Features table, page 1-29.

Oracle U.S. Federal Purchasing Features



Oracle U.S. Federal Purchasing Features

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

Oracle U.S. Federal Purchasing Features

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

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

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

- Enhanced Transaction Codes, page 1-29
- Prior Period Receipts, page 1-29
- Document Cross-referencing, page 1-29
- Purchasing Federal Reports, page 1-30

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 1-22.

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

- *Enhanced Transaction Codes Setup*,
- *Enhanced Transaction Codes Procedures in Purchasing*,

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 16-1

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 1-23.

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 54-1

Treasury Symbol Listing Report Procedures

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

To print the Treasury Symbol Listing report:

1. Navigate to the Submit Request window.
2. In the Name field, select Treasury Symbol Listing from the list of values.
3. In the Order By field, select a sort order from the list of values or use the default value.
4. Optionally, in the Time Frame field, select a treasury symbol time frame from the list of values.
5. Optionally, in the Treasury Symbol Status field, select a status from the list of values.
6. Optionally, in the Year Established field, select the year the treasury symbol was established from the list of values.
7. To apply the parameters, click OK.
8. To send the print request to the concurrent manager, click Submit.
9. To view the request, select the appropriate Request ID and click View Output.

Treasury Symbol Listing Report Description

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

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, .

Generating the Supplier Tax Identification Number Listing

To print the Supplier Tax Identification Number Listing:

1. Navigate to the Submit Request window.
2. In the Name field, select Supplier Tax Identification Number Listing.
3. In the TIN Status field, select a status from the list of values.
4. In the Sort Order field, select a sort order.

Note: Two additional sort orders can be selected.

5. To apply the parameters, click OK.
6. To send the print request to the concurrent manager, click Submit.
7. To view the request, select the appropriate Request ID and click View Output.

Supplier Tax Identification Number Listing Description

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

Budget Execution

Overview

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.

Federal Requirements

According to the Antideficiency Act, Federal agencies cannot do these:

- Incur obligations or expenditures in excess of the amounts available in appropriations, fund accounts, or apportionments
- Obligate or expend amounts required to be sequestered

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

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 sub allotments as violations of the Antideficiency Act.

Federal Reporting Requirements

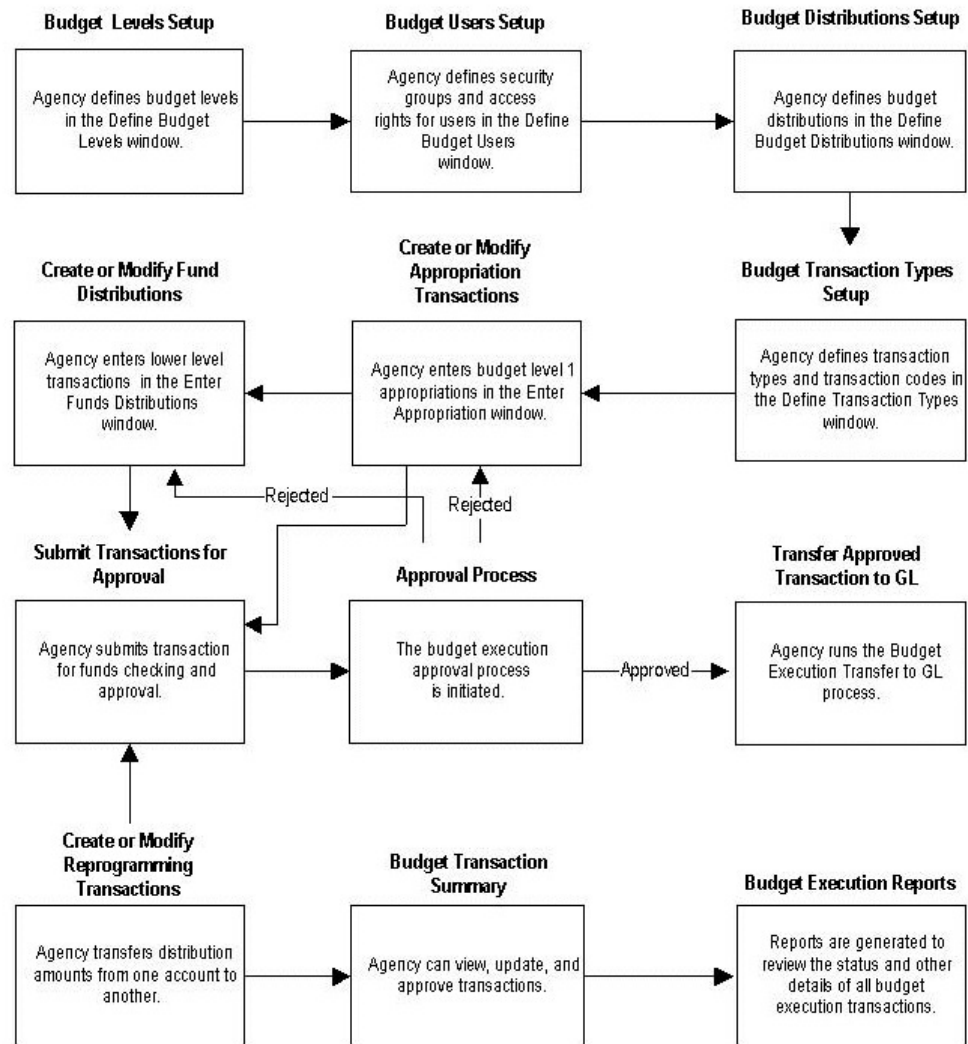
Agencies are required to submit FACTS II Trial Balances on a quarterly basis. To comply with OMB regulations, FACTS II must be constructed using the standard accounts as defined in the U.S. Standard General Ledger.

For information on FACTS II reporting, see FACTS II Report Procedures, page 42-1.

Budget Execution Process Flow Diagram

The figure below shows the budget execution process flow diagram as described in Process, page 4-3.

Budget Execution Process Flow Diagram



Budget Execution

Features

The Budget Execution process includes these 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 these steps:

1. The agency defines the budget levels required to control and distribute funds during budget execution in the Define Budget Levels window.
2. The agency defines security groups and access rights for users in the Define Budget Users window.
3. The agency defines budget distributions for each fund value to be used when entering transactions in the Define Budget Distributions window.
4. The agency defines budget transaction types and associates valid transaction codes to be used with transaction types in the Define Budget Transaction Types window.
5. The agency enters or modifies appropriations in the Enter Appropriation window. Funds checking can be initiated from this window and users can view the results of funds checking in the Funds Check Result window.
6. The agency enters all lower level budget execution transactions in the Enter Funds Distributions window. Funding is distributed by quarter or some other time period based on the general ledger date. Funds checking can be initiated from this window and users can view the results of funds checking in the Funds Check Result window.
7. The agency submits the transaction for approval in the Enter Appropriation window, the Enter Funds Distributions window, or the Budget Transaction Summary window. Users can approve multiple transactions from the Budget Transaction Summary window.

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

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

9. Entries from each level are transferred to the general ledger using the Budget Execution Transfer to GL program. Once transferred, budget execution journal entries are posted in General Ledger.
10. The agency can transfer distribution accounts from one account to another in the Re-programming Transactions window. Funds checking and the approval process can be initiated from the Re-programming Transactions window or the Budget Transactions Summary window by clicking the Approve button.

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

11. The agency can view, update, and approve transactions and enter new transactions in the Budget Transaction Summary window. By selecting transactions, users can approve multiple transactions at one time.
12. The agency can generate the following reports:
 - Budget Execution Transaction Register Report to review the status and other details of all budget execution transactions
 - Budget Execution Transaction Register by Treasury Symbol to review the status and other details of all budget execution transactions by treasury symbol

Budget Execution Transaction Procedures

Overview

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

- Mandates that the first budget level is defined for all treasury 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

The ABC agency uses these hierarchies:

- 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.

Entering Appropriations

Users can complete these tasks in the Enter Appropriation window:

- Record annual appropriation amounts, as well as midyear adjustments to existing appropriations
- Specify the amount of appropriation funds granted to an organization and distributes the funds to fund values for a particular treasury symbol
- Capture the public law number of the specific law enacted by the U.S. Congress and signed by the President of the United States
- Enter transactions for rescissions, warrants, and deferrals
- Validate available funds against general ledger summary templates to ensure that total distributions do not exceed appropriation amounts
- Populate treasury symbol attributes from the Define Appropriation Parameters window

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

Approval Process based on whether Workflow is enabled or disabled

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

Entering Funds Distributions

Users can complete these tasks in the Enter Funds Distributions window:

- Distribute funds to lower budget levels
- Access budget levels appropriate to a user's access privileges
- Distribute funds by quarter or some other time period based on the general ledger date
- Capture budgetary data for open and future periods based on the general ledger date but only data for open periods can be posted to General Ledger
- Validate available funds against general ledger summary templates to ensure that total distributions do not exceed appropriation amounts

Re-programming Transactions

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

Reprogramming Process

The reprogramming process includes these 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.

Note: Automatic numbering is not available for reprogramming transactions.

Create Reprogramming Transactions

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 these 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, page 8-2.

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, page 8-2.

Budget Execution Transfer to General Ledger

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

- Provide the correct level of funds control, summary templates must be well defined.
- Define Budget levels.

To define budget levels, see Defining Budget Levels, *Oracle U.S. Federal Financials Implementation Guide*.

- Define a user with Entering Federal Administrator responsibility.
To define budget users, see Defining Budget Users, *Oracle U.S. Federal Financials Implementation Guide*.
- Define Transaction types.
To define transaction types, see Defining Budget Transaction Types, *Oracle U.S. Federal Financials Implementation Guide*.
- 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, *Oracle U.S. Federal Financials Implementation Guide*.
- Enable Workflow in the Define Budget Levels window.
To enable the budget execution workflow process see Defining Budget Levels, *Oracle U.S. Federal Financials Implementation Guide*.
- 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, *Oracle U.S. Federal Financials Implementation Guide*.

Entering Appropriations

Enter Appropriation (FED-SOB1)

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

Main Transfers

Rev GL Date	Transaction Type	Transaction Code	Increase/Decrease	Transaction Amount	PL Code	Advance Type	Transferred to GL
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...

To enter appropriation transactions:

1. Navigate to the Enter Appropriation window.
2. In the Document Number field, enter a unique budget transaction number for tracking purposes.

3. In the Treasury Symbol field, enter the treasury symbol field as defined in the Appropriation Parameters window.
4. Enter the fund value for the appropriation transaction.
5. In the Distribution field, enter enabled budget segments for distributions to fund value.
6. Enter the transaction date.
7. In the GL Date field, enter the accounting period that the transaction is to be posted. The date must fall within an open or future-entry general ledger period.
8. Enter the transaction type.
9. Enter the transaction code.
10. In the Increase/Decrease field, increase or decrease the transaction amount to the fund value.
11. In the Transaction Amount field, enter an amount for the current transaction. Only positive numbers are accepted.
12. In the PL Code field, enter a specific public law code that is related to the appropriation if the PL Code flag is enabled in the Define Transaction Types window for the transaction type that is selected.
13. In the Advance Type field, enter an advance type if the Advance check box is enabled in the Define Transaction Types window for the transaction type selected.
14. In the Dept ID field, enter the department identifier of the agency that is involved in the transfer if the Transfer check box is enabled in the Define Transaction Types window for the transaction type that is selected.
15. In the Main Account field, enter the main account code of the agency involved in the transfer if the Transfer flag is enabled in the Define Transaction Types window for the transaction type selected.
16. In the Description field, optionally enter a transaction description.
17. To check for available funds, click Check Funds.
18. To submit budget execution transaction for approval and to reserve funds, click Approve.

The Approve Document window appears if the workflow feature is enabled.

Enter Funds Distributions

Enter Funds Distributions (FED-SOB1)

Budget Level	Apportionment	Document Number	R111-105	Transaction Date	13-NOV-2001
Fund Value	1118A	Category	A - Direct	Treasury Symbol	05-0103-1118
From Distribution	2002.1118A..2001	Status	Incomplete	Document Total	27,022,216.46
Source	Manual			Amount for Distribution	

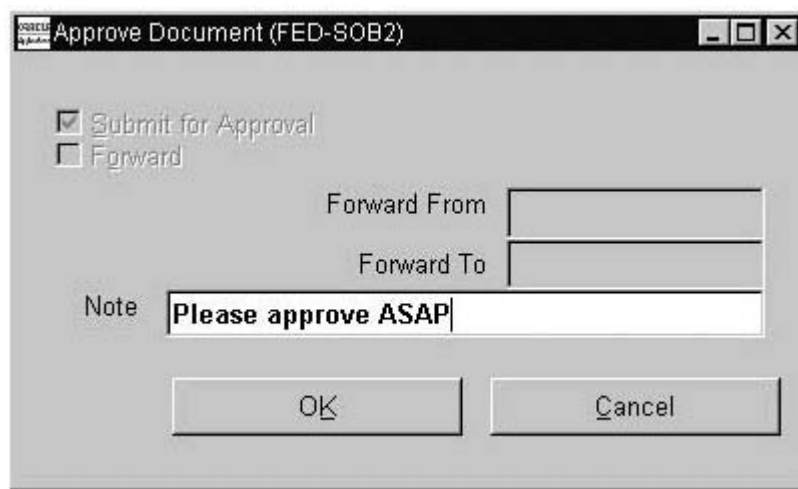
Rev	GL Date	Qtr	Fund Distribution	Transaction Type	Transaction Code	Increase/Decrease	%	Transaction Amount
0	31-JAN-2002	2	2002.1118A.4450.20	Apportionm	Apport1	Increase		27,022,216.46

Check Fund... Approve...

To enter funds distributions:

1. Navigate to the Enter Funds Distributions window.
2. Select the budget level that you are distributing funds for.
3. Enter fund values.
4. Enter distributions available from previous level for the fund value selected.
5. Enter a unique number to identify the budget transaction.
6. Enter the transaction date.
7. Select From Distribution from distributions available from previous level for the fund value selected. The From Distribution field is blank if the source is reprogramming.
8. Enter amount for distribution, if required.
9. Enter GL Date that the transaction is to be posted. The GL date must fall within an open or future-entry general ledger period.
10. Select the fund distribution.
11. Select the transaction type.
12. Enter the transaction code.
13. Select whether the transaction is an increase or a decrease.
14. Enter the transaction amount.
15. Enter any additional information if you have defined the descriptive field.
16. To initiate the funds checking process, click Check Fund.
17. To initiate the budget execution transaction approval process, click Approve.

Approve a Document



Approve Document (FED-SOB2)

☒ Submit for Approval
☐ Forward

Forward From

Forward To

Note

OK Cancel

To approve a document:

1. Navigate to the Enter Funds Distribution window.
2. Query the appropriate document number.
3. Click Approve to run the budget execution transaction approval process. If workflow is enabled, the Approve Document window appears. Authorized users can forward a document to a different approver.
4. Check the Forward check box, if you want to send the document to an approver other than the default approver.
5. Select the approver in the Forward To field, if required.
6. Enter your comments in the note.

Approving Budget Execution Notifications

To review budget execution notifications and take appropriate approval actions:

1. Navigate to the Worklist window.
2. In the Subject field, click on a notification that you want to view.
3. Select either Approve, Reject, or Reassign.

Enter and Approve Reprogramming Transaction

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

Approve

To enter a reprogramming transactions:

1. Navigate to the Re-programming Transactions window.

Note: If the Flexfields: Shorthand Entry profile option is enabled, GL aliases are enabled in the Re-programming Transactions window.

2. Enter a unique document number.
3. Select the budget level that the funds are being distributed for.
4. Enter the GL date.
5. Select the fund value that transaction amounts are being transferred for.
6. Select the distribution.
7. Select the fund value that transaction amounts are being transferred to.
8. Select the distribution that funds are to be reduced for.
9. Select the transaction type.
10. Select the transaction code.
11. Select the transaction amount to be distributed.
12. Click Approve to submit the changes for approval.

Transferring Budget Execution Transactions to General Ledger

To run the budget execution transfer to General Ledger process:

1. Navigate to the Submit Request window.
2. In the Name field, select Budget Execution Transfer to GL.
3. Place the cursor in the Parameters field for Program - Create Journals.

4. In the Minimum Save Time field, enter the minimum number of hours that General Ledger must wait before deleting funds checking details.
5. 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.
6. To apply the parameters, click OK.
7. To send the request to the concurrent manager, click Submit.
8. To view the request, select the appropriate Request ID and click View Output.

Related Topics

To define summary account templates, see Planning Summary Account Templates, *Oracle General Ledger User's Guide*.

Budget Execution Open Interface

Overview

The budget execution open interface lets 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.

Budget Execution Open Interface

The budget execution open interface process includes these 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 these 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

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

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.
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.

Error Code	Error Name	Resolution
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.
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 Specify Profile Options, *Oracle U.S. Federal Financials Implementation Guide*.

Importing Budget Execution Transactions

Source	Group Id
PSB	789789

Import Descriptive Flexfields

☐ No ☐ With Validation ☐ Without Validation

Import

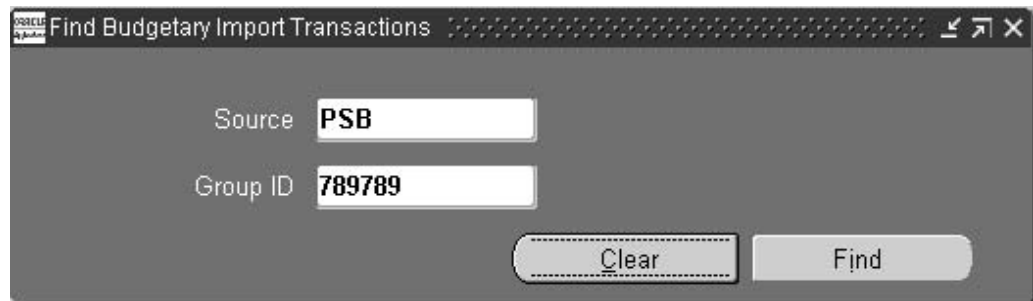
To import budget execution transactions:

1. Navigate to the Import Budget Execution Transactions window.
2. Query the appropriate source.
3. Click Import to initiate the Budgetary Transactions Import process.
4. Review the Imported Budgetary Transactions report to determine the number of errors in the import data and how to correct any Journal Import errors as described in the Imported Budgetary Transactions Report Description table.

Imported Budgetary Transactions Report

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



Find Budgetary Import Transactions

Source

Group ID

To view and correct budgetary transactions:

1. Navigate to the Find Budgetary Import Transactions window.
2. Query the appropriate source or group ID.

3. Click Find to view the details in the Correct Budget Execution Transactions Import Data window.

Deleting Budgetary Transaction Import Data



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

1. Navigate to the Delete BE Import Data window.
2. Query the appropriate budgeting tool source.
3. Click Delete to delete selected records.

Budget Execution Approval Workflow Process

Overview

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

Workflow 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.

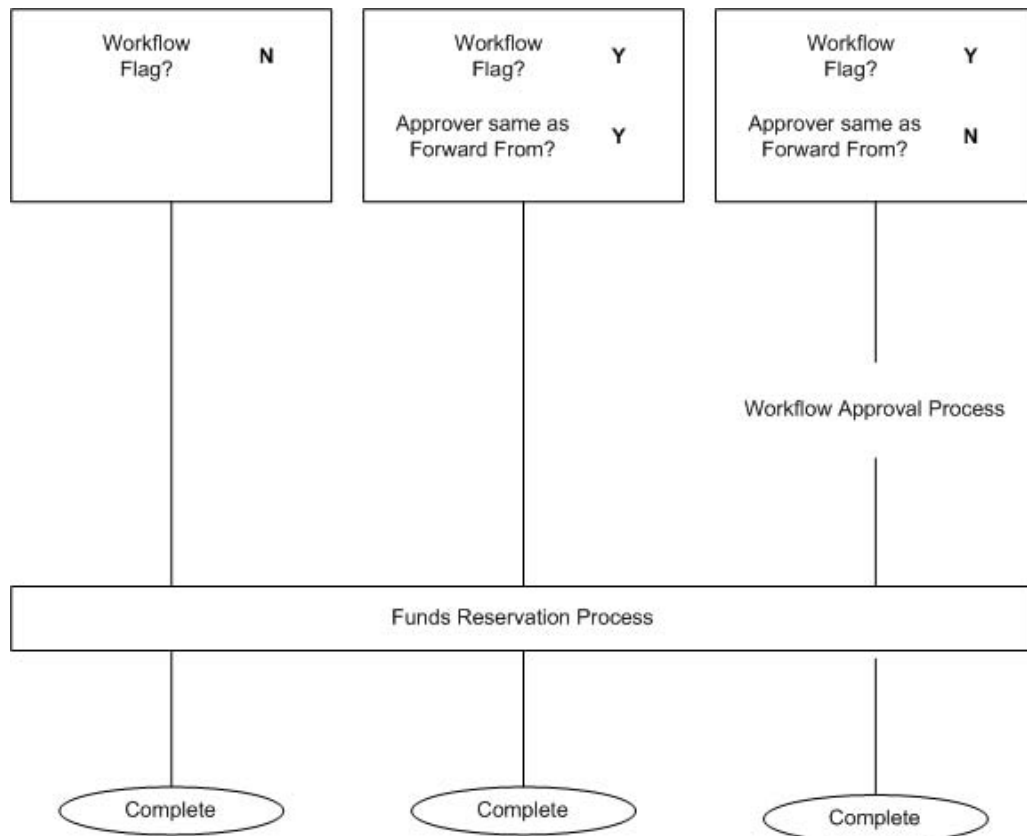
In the Approve Document window, authorized users can change the approver and forward the document to a different approver. In the Document Routing tab of the Define Budget Users window, users define users authorized to change an approver.

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.

The Approval and Workflow Setup Matrix, page 7-2 diagram below 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.

Approval and Workflow Setup Matrix



Prerequisites

- Workflow must be enabled in the Define Budget Levels window.
To enable workflow, see Defining Budget Levels Procedure, *Oracle U.S. Federal Financials Implementation Guide*.
- An approval hierarchy must be established in the Define Budget Users window.
To establish the approval hierarchy, see Defining Budget Users Procedure, *Oracle U.S. Federal Financials Implementation Guide*.
- 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, *Oracle U.S. Federal Financials Implementation Guide*.

Budget Execution Approval Item Type

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

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

Attributes Associated with the Budget Execution Approval Item Type

Display Name	Description	Type	Length, Lookup Type, or Format
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

Display Name	Description	Type	Length, Lookup Type, or Format
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	

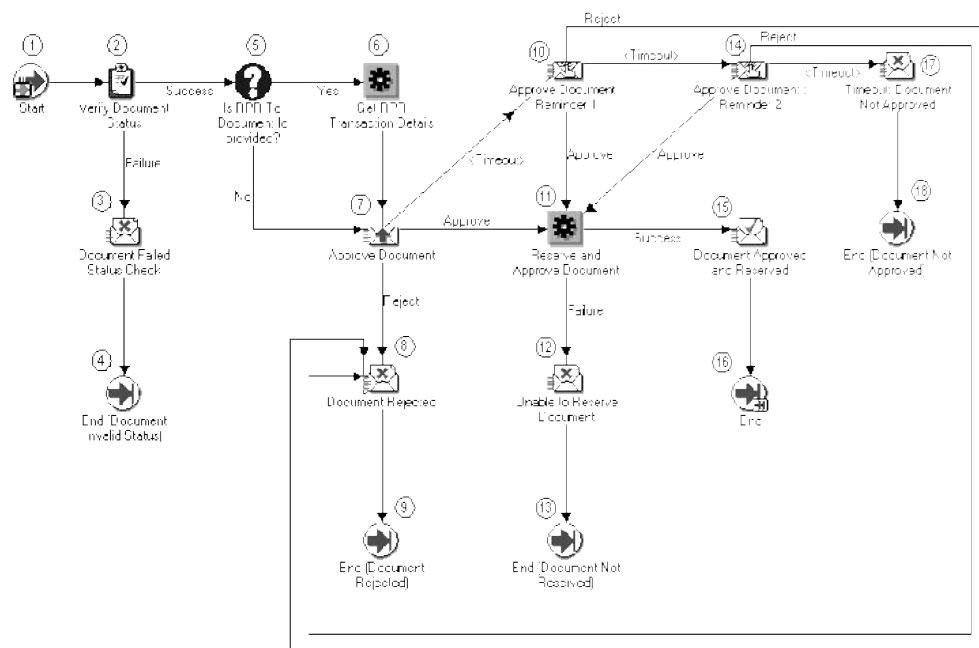
Display Name	Description	Type	Length, Lookup Type, or Format
Submitter Display Name	<p>submitter's name as displayed in the User's window in System Administration</p> <p>Note: If the Employee Name field is blank in the User's window, the display name is taken from the Description field. If the employee name is not blank, then the employee name is used. If both the employee name and the description are blank, the user name is the display name.</p>	Text	80
Approver Display Name	<p>approver's name as displayed in the Define User's window</p> <p>Note: If the Employee Name field is blank in the User's window, the display name is taken from the Description field. If the employee name is not blank, then the employee name is used. If both the employee name and the description are blank, the user name is the display name.</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	
Budget Level Form Name	used in the notification to display the window name based on the budget level identifier	Text	20

Display Name	Description	Type	Length, Lookup Type, or Format
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

The figure below shows the budget execution approval workflow nodes as described in the accompanying text.

Budget Execution Approval Workflow Diagram



Budget Execution Approval Workflow Process

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

Start (Node 1)

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

Start (Node 1)

Function	Result Type	Prerequisite Activities
WF_STANDARD.NOOP	None	None

Verify Document Status (Node 2)

This function activity verifies the document status of the document that is passed to the workflow process as described in the table below. It returns a value of Success if the document status is In Process; otherwise, it returns a value of Failure.

Verify Document Status (Node 2)

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

Document Failed Status Check (Node 3)

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

Document Failed Status Check (Node 3)

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

End (Document Invalid Status) (Node 4)

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

End (Document Invalid Status) (Node 4)

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

Is RPR To Document ID Provided? (Node 5)

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

Is RPR To Document ID Provided? (Node 5)

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

Get RPR Details (Node 6)

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

Get RPR Details (Node 6)

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

Approve Document (Node 7)

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

Approve Document (Node 7)

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

Document Rejected (Node 8)

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

Document Rejected (Node 8)

Message	Result Type	Prerequisite Activities
Document Rejected	None	Approve Document

End (Document Rejected) (Node 9)

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

End (Document Rejected) (Node 9)

Function	Result Type	Prerequisite Activities
WF_STANDARD.NOOP	None	Document Rejected

Approve Document: Reminder 1 (Node 10)

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

Approve Document: Reminder 1 (Node 10)

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

Reserve and Approve Document (Node 11)

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

Reserve and Approve (Node 11)

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

Unable to Reserve Document (Node 12)

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

Unable to Reserve Document (Node 12)

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

End (Document Not Reserved) (Node 13)

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

End (Document Not Reserved) (Node 13)

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

Approve Document: Reminder 2 (Node 14)

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

Approve Document: Reminder 2 (Node 14)

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

Document Approved and Reserved (Node 15)

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

Document Approved and Reserved (Node 15)

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

End (Node 16)

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

End (Node 16)

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

Timeout: Document Not Approved (Node 17)

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

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 the table below.

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.

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

Related Topics

For information on updating the timeout function, see *To Create a Message, Oracle Workflow User's Guide*.

For information on attachments, see *About Attachments, Oracle Applications User's Guide*.

Budget Execution Transaction Summary Procedures

Overview

The Budget Transaction Summary window that lets you view, update, and approve transactions and enter new transactions.

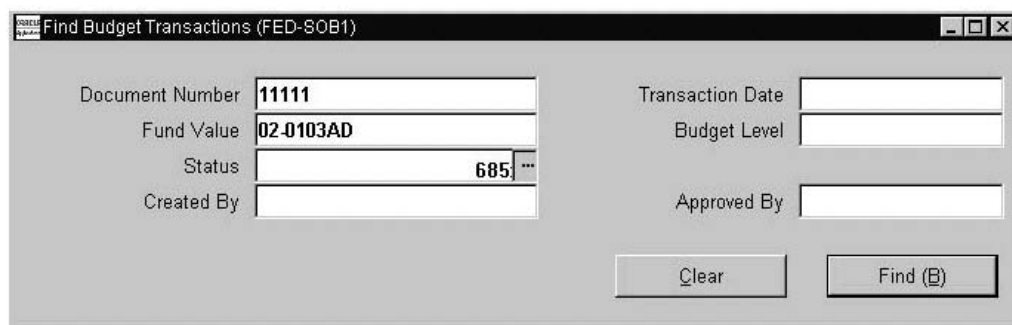
The Budget Transaction Summary window is a system-generated record of each transaction made to budget execution and is automatically entered.

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

The Budget Transaction Summary window includes these features:

- Transaction summaries are available for fund values and budget levels.
- Summary data is displayed by posting information or by document information. Posting information includes the posting status of each transaction. Document information includes the document number, user name, and date of each transaction.
- Folder feature lets you customize data view.
- Security for the Budget Transaction Summary window coincides with the security access rights granted to users in the Define Budget Users window. These 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

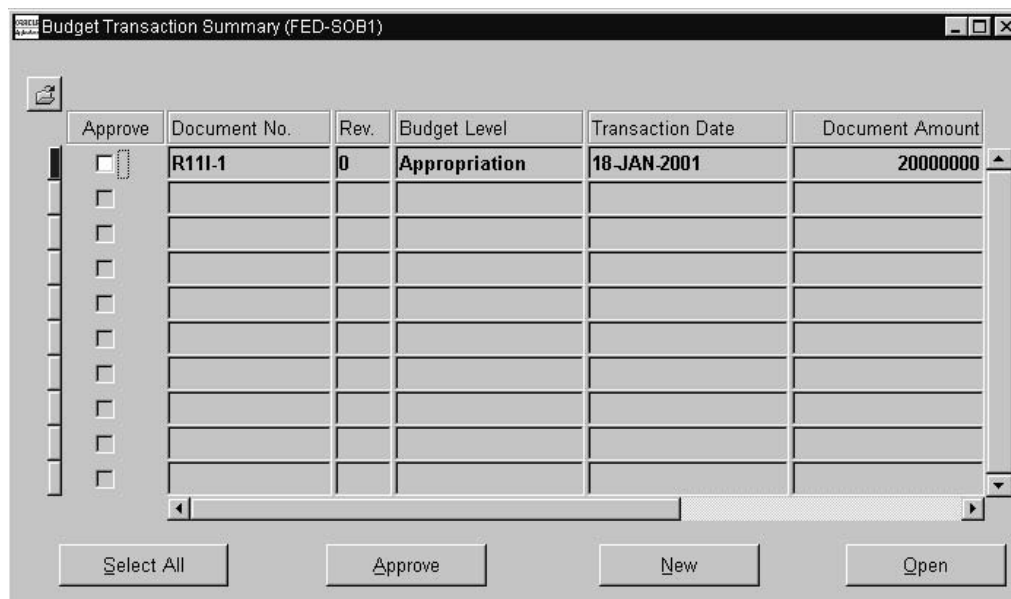
Viewing Budget Transaction Summary



The 'Find Budget Transactions (FED-SOB1)' window contains several input fields and two buttons. On the left, there are four fields: 'Document Number' with the value '11111', 'Fund Value' with '02-0103AD', 'Status' with '685', and 'Created By' which is empty. On the right, there are three fields: 'Transaction Date' (empty), 'Budget Level' (empty), and 'Approved By' (empty). At the bottom right, there are two buttons: 'Clear' and 'Find (F)'.

To view transaction summary data:

1. Navigate to the Find Budget Transactions window.
2. Query the appropriate document number to display the budget transaction summary.



The 'Budget Transaction Summary (FED-SOB1)' window displays a table of transaction data. The table has seven columns: 'Approve', 'Document No.', 'Rev.', 'Budget Level', 'Transaction Date', and 'Document Amount'. The first row contains the following data: an unchecked checkbox in the 'Approve' column, 'R111-1' in 'Document No.', '0' in 'Rev.', 'Appropriation' in 'Budget Level', '18-JAN-2001' in 'Transaction Date', and '20000000' in 'Document Amount'. There are several empty rows below the first one. To the left of the table is a vertical column of checkboxes corresponding to each row. At the bottom of the window, there are four buttons: 'Select All', 'Approve', 'New', and 'Open'.

Approve	Document No.	Rev.	Budget Level	Transaction Date	Document Amount
<input type="checkbox"/>	R111-1	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"/>					

3. To view or update a transaction, select a transaction and click Open.
4. To enter a new transaction, click New. See Enter Funds Distribution, page 5-7.
5. To approve transactions, select the appropriate check boxes and click Approve.

Budget Execution Report

Overview

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.

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

To print the Budget Execution Transaction Register report:

1. Navigate to the Submit Request window.
2. In the Name field, select BE Transaction Register.
3. Click OK.
4. In the Pagebreak Segment 1 field, select a segment.
5. In the Low and the High fields, enter a low and high range.
The Segment 1 Low and Segment 1 High fields are populated.
6. Optionally, repeat steps 6 and 7 for Pagebreak Segment 2 and Pagebreak Segment 3.
7. In the Budget Level field, optionally select a budget level.
8. In the Status field, optionally select a document status.
9. In the Document Number Low field, optionally select the low value for the Document Number range.
10. In the Document Number High field, optionally select the high value for the Document Number.
11. Enter the low GL date.
12. Enter the high GL date.
13. Enter the low transaction date.
14. Enter the high transaction date.
15. In the Transferred to GL field, optionally select either "Yes" or "No" to indicate if the transaction was 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.

Budget Execution Transaction Register Report

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

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

To print the Budget Execution Transaction Register report:

1. Navigate to the Submit Request window.
2. In the Name field, select BE Transaction Register by treasury symbol.

3. Click OK.
4. In the Treasury Symbol field, optionally select a treasury symbol.
5. In the Budget Level field, optionally select a budget level.
6. In the Status field, optionally select a document status.
7. In the Document Number Low field, optionally select the low value for the Document Number range.
8. In the Document Number High field, optionally select the high value for the Document Number range.
9. Enter the low GL date.
10. Enter the high GL date.
11. Enter the low transaction date.
12. Enter the high transaction date.
13. In the Transferred to GL field, optionally select either "Yes" or "No" to indicate if the transaction was transferred to General Ledger.
14. To apply the parameters, click OK.
15. To send the request to the concurrent manager, click Submit.
16. To view the request, select the request and click View Output.

Budget Execution Transaction Register by Treasury Symbol Report Description

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

Prior Year Adjustment Process

Overview

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.

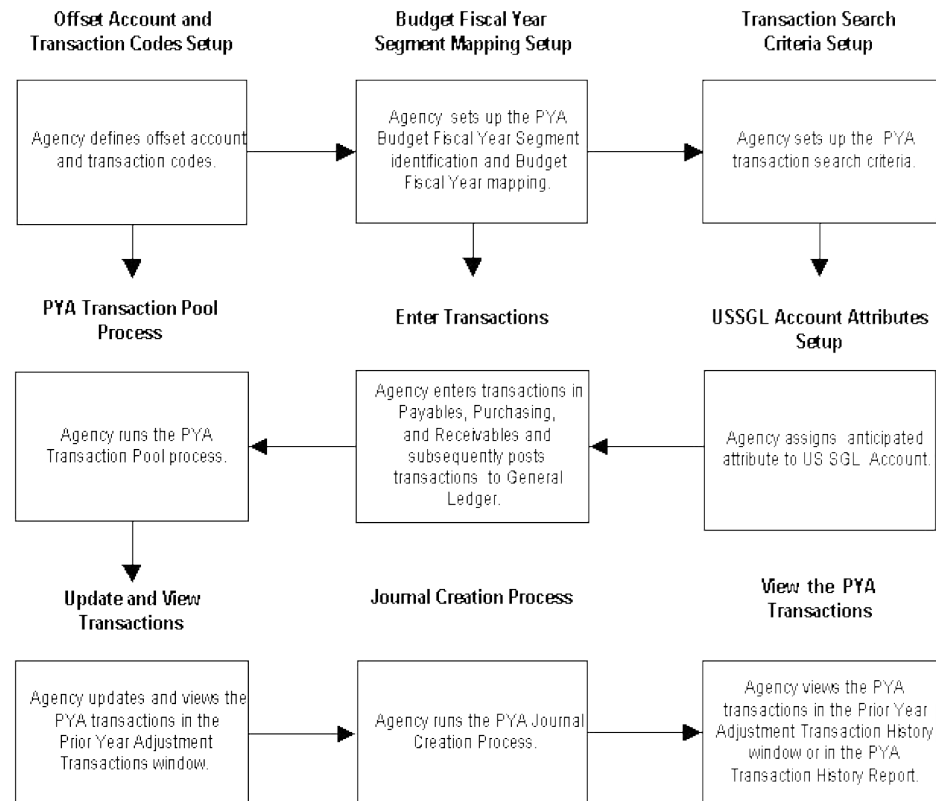
- FACTS II submission requires Federal agencies to submit the budgetary account balances to OMB/Treasury.

Agencies are required to be SGL compliant for this transmission.

Prior Year Adjustments Process Diagram

The figure below shows the Prior Year Adjustments Process diagram as described in the Process, section.

Prior Year Adjustments Process Diagram



Prior Year Adjustments Process

To run the Prior Year Adjustments process:

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 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, .

For information on setting up PYA Budget Fiscal Year Segment identification and BFY mapping, see Prior Year Adjustments Setup, .

For information on setting up PYA search criteria, see Prior Year Adjustments Setup, .

For information on assigning account attributes to US SGL accounts, see Federal Report Definitions Setup.

For information on running the PYA Transaction Pool process, see Prior Year Adjustment Transaction Procedures, page 11-1.

For information on updating and viewing PYA transactions in the Prior Year Adjustment Transactions window, see Prior Year Adjustment Transaction Procedures, page 11-1.

For information on running the PYA Journal Creation process, see Prior Year Adjustment Transaction Procedures, page 11-1.

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 11-9.

Prior Year Adjustment Transaction Procedures

Overview

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.

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.

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 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 is rerun without running the GL Journal Creation process, all transactions are dropped, and the PYA Transaction Pool selection process is rerun based on parameters entered.

If the PYA Transaction Pool process is run for the same general ledger period more than once, the PYA Transaction Pool 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. 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 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
- 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. The table below describes the general ledger entries for a purchase order created in September 2002 - BFY 2002.

Step 1: Purchase Order Created

Account	Debit	Credit
4610	\$100	
4801		\$100

- The table below describes the general ledger entries for an invoice final match for \$80 in October 2002 - BFY 2000 (BFY Mismatch).

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, *Oracle U.S. Federal Financials User's Guide* and displays a PYA record for \$20 with the attribute shown in the table below.

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

The table below describes the journal entry created in the PYA Journal Creation process.

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, Oracle U.S. Federal Financials Implementation Guide*.
- 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, Oracle U.S. Federal Financials Implementation Guide*.
- 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, *Oracle U.S. Federal Financials Implementation Guide*.
To enter summary account templates, see *Entering Summary Account Templates, Oracle General Ledger User 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, Oracle U.S. Federal Financials Implementation Guide*.

Generating the PYA Transaction Pool Procedure

To run the PYA Transaction Pool process:

1. Navigate to the Submit Request window.
2. In the Name field, select PYA Transaction Pool Process from the list of values.
The Parameters window appears.
3. In the Pagebreak Segment 1 field, select an Accounting Flexfield segment from the list of values.
The Accounting Flexfield window appears.
4. Select the low and high segment ranges for the segment selected in Step 8, *Oracle U.S. Federal Financials User's Guide*.
5. Optionally, repeat Steps 8, *Oracle U.S. Federal Financials User's Guide* through 10, *Oracle U.S. Federal Financials User's Guide* for Pagebreak Segment 2, Low and High, and Pagebreak Segment 3, Low and High.
6. To apply the parameters, click OK.
7. To send the request to the concurrent manager, click Submit.
8. To update and view the information from the PYA Transaction Pool process, go to *Updating and Viewing the Prior Year Adjustments Transaction Pool Procedure*, page 11-7.
9. View the request in the concurrent manager as follows:

View - Requests

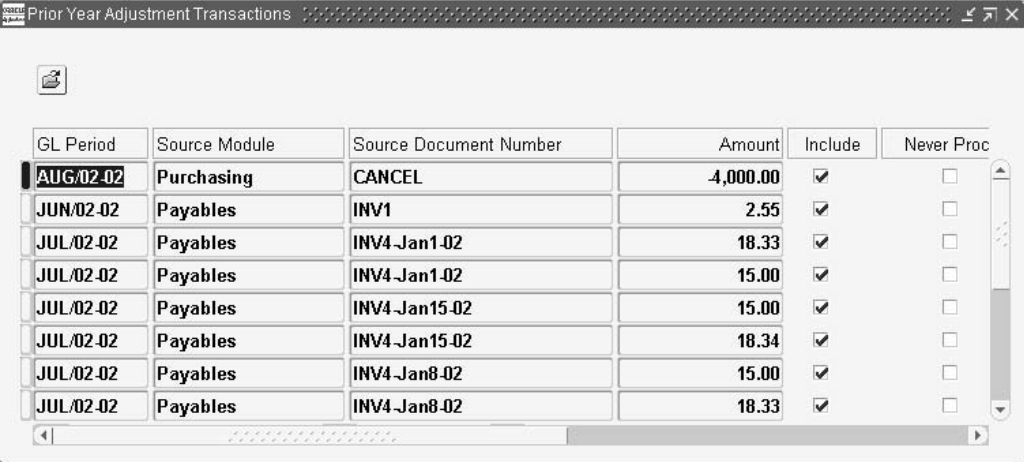
Prior Year Adjustments Transactions Report and Prior Year Adjustments Exception Report

The Prior Year Adjustments Transactions Report and the Prior Year Adjustments Exception Report are printed automatically during the PYA Transaction Pool process. The Prior Year Adjustments Transactions Report and the Prior Year Adjustments Exception Report are described in the table below.

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 Payables and Oracle Purchasing
Fund Status	fund status
Fund Class	fund class
Expended/Unexpended	expended or unexpended obligation assigned during the PYA Transaction Pool 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.
Never Process Flag	Y indicates transaction not to be selected when the PYA Transaction Pool process is rerun.
Amount	transaction amount

Updating and Viewing the Prior Year Adjustments Transaction Pool Procedure



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"/>

To update and view information from the PYA Transaction Pool process:

1. Navigate to the Prior Year Adjustment Transactions window.
2. In any field, perform a query.
3. Optionally, modify data in the Prior Year Adjustment Transactions window as described in the Prior Year Adjustment Transactions Window Description table, page 11-7.

Prior Year Adjustment Transactions Window Description

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

Field Name	Type	Features	Description
Include	optional		<p>if selected, indicates transaction to be included in the PYA Journal Creation; defaults to Y. Users can deselect to prevent processing the transaction at this time.</p> <p>Note: If Include is deselected and Never Process is deselected, the transaction can be selected when the process is rerun.</p>
Never Process	optional		<p>indicates transaction is not selected when process is rerun; defaults to deselected</p>
Offset Account	optional		<p>offset account number defaulting from the Define Offset Accounts and Transaction Codes window</p>
Transaction Code	optional		<p>transaction code defaulting from the Define Offset Accounts and Transaction Codes window</p>
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:

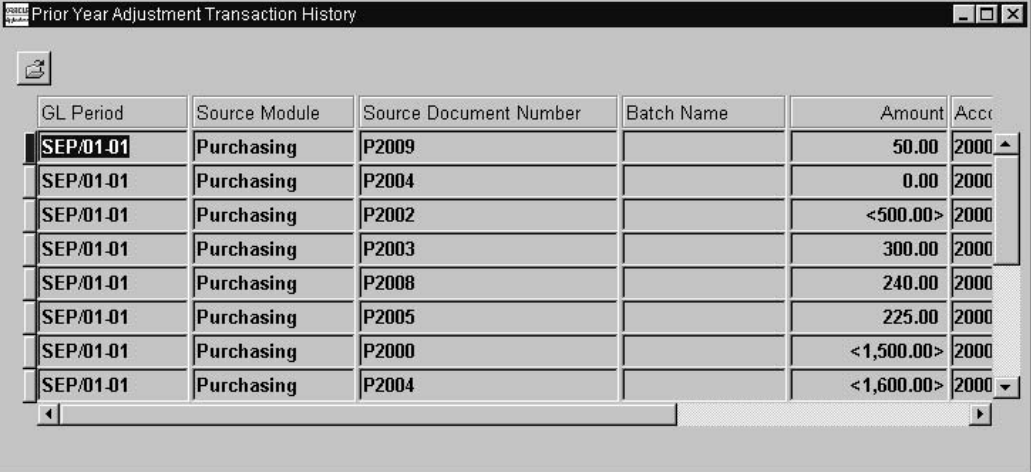
1. Navigate to the Submit Request window.
2. In the Name field, select PYA Journal Creation from the list of values.
The Parameters window appears.
3. In the Period field, select a general ledger period from the list of values.

Note: The period selected is the period to which the batch created is posted.

4. To apply the parameters, click OK.

5. To send the request to the concurrent manager, click Submit.
6. To view the processed transaction records, go to Viewing the PYA Transaction History Report Procedure, page 11-9.

Viewing the PYA Transaction History Report Procedure



The screenshot shows a window titled "Prior Year Adjustment Transaction History". Inside the window is a table with the following columns: GL Period, Source Module, Source Document Number, Batch Name, Amount, and Accr. The table contains eight rows of transaction data.

GL Period	Source Module	Source Document Number	Batch Name	Amount	Accr
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

To view the transactions processed in the PYA Journal Creation process:

1. Navigate to the Prior Year Adjustment Transaction History window.
2. Optionally, in any field, perform a query.

Prior Year Adjustment Transaction History Window Description

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
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
Amount	display only		transaction amount
Accounting Flexfield	display only		Accounting Flexfield

Generating the PYA Transaction History Report

To print the PYA Transaction History Report:

1. Navigate to the Submit Request window.
2. In the Name field, select PYA Transaction History Report from the list of values.
The Parameters window appears.
3. In the Period From field, select a beginning general ledger period from the list of values.
4. In the Period To field, select an ending general ledger period from the list of values.
5. In the Pagebreak Segment 1 field, select an Accounting Flexfield segment from the list of values.
The Accounting Flexfield window appears.
6. Select the low and high segments for the segment selected in Step 8, *Oracle U.S. Federal Financials User's Guide*.
7. Click OK.

8. Optionally, repeat Steps 8, *Oracle U.S. Federal Financials User's Guide* through 10, *Oracle U.S. Federal Financials User's Guide* for Pagebreak Segment 2, Low and High, and Pagebreak Segment 3, Low and High.

9. 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.

10. To apply the parameters, click OK.

11. To send the request to the concurrent manager, click Submit.

The Requests window appears.

12. To view the request, select the request and click View Output.

Enhanced Transaction Codes Procedures in Purchasing

This chapter covers the following topics:

- Definition
- Overview
- Prerequisites
- Using Enhanced Transaction Codes for Requisitions Procedure
- Using Enhanced Transaction Codes for AutoCreate Purchase Order Procedure
- Using Enhanced Transaction Codes for Standard and Planned Purchase Orders Procedure
- Using Enhanced Transaction Codes for Planned Purchase Order Releases and Blanket Releases Procedure
- Using Enhanced Transaction Codes for Purchase Order Matched Receipts Procedure
- Using Enhanced Transaction Codes for Unmatched Receipts Procedure
- Enter Transaction Events Window Description

Definition

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

Overview

This section describes the business processes in Purchasing that use enhanced transaction codes.

Process

In Purchasing, enhanced transaction codes can be used with the following business processes:

- Requisitions, page 12-2
- AutoCreate Purchase Orders, page 12-2
- Standard and Planned Purchase Orders, page 12-2

- Planned Purchase Order Releases and Blanket Releases, page 12-3
- Purchase Order Matched Receipts, page 12-3
- Unmatched Receipts, page 12-3

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, *Oracle U.S. Federal Financials User's Guide*.
- Setup of enhanced transaction codes must be completed.
To set up enhanced transaction codes, see Enhanced Transaction Codes Setup, *Oracle U.S. Federal Financials User's Guide*.
- 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, *Oracle U.S. Federal Financials User's Guide*.

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 the Enter Transaction Events Window Description, page 12-10 table, and the Transaction Code Options in Purchasing, page 12-11 table.
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 the Enter Transaction Events Window Description, page 12-10 table, and the Transaction Code Options in Purchasing, page 12-11 table.
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 the Enter Transaction Events Window Description, page 12-10 table, and the Transaction Code Options in Purchasing, page 12-11 table.

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 the Enter Transaction Events Window Description, page 12-10 table, and the Transaction Code Options in Purchasing, page 12-11 table.

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 the Enter Transaction Events Window Description, page 12-10 table, and the Transaction Code Options in Purchasing, page 12-11 table.
9. Click **OK**.

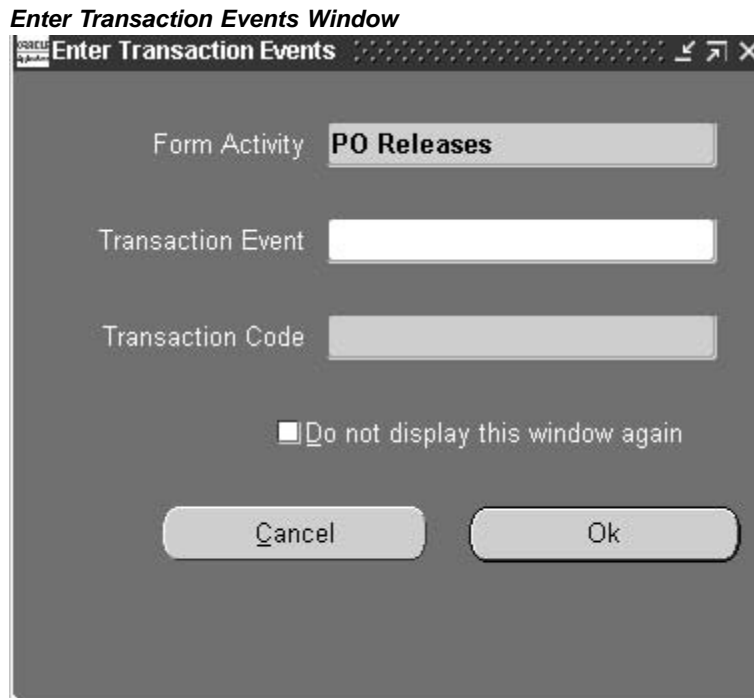
The Transaction Code column is automatically populated with the transaction code.

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



Enter Transaction Events Window

Form Activity **PO Releases**

Transaction Event

Transaction Code

☐ Do not display this window again

Cancel Ok

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 the Enter Transaction Events Window Description, page 12-10 table, and the Transaction Code Options in Purchasing, page 12-11 table.
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 Description

Enter Transaction Events Window Description

Field Name	Type	Features	Description
Form Activity	required	default or list of values	business activity
Transaction Event	required	list of values	user-defined events Note: If no transaction event is defined for a form activity, a message is displayed that the enhanced transaction codes feature will be disabled and that the Enter Transaction Events window will not be displayed for the remainder of the current transaction for that form activity.
Transaction Code	required	list of values	transaction codes defined for each accounting event
Do not display this window again	optional	check box	See the Transaction Code Options in Purchasing, page 12-11 table for a description of options.
Cancel		button	See the Transaction Code Options in Purchasing, page 12-11 table for a description of options.
OK		button	See the Transaction Code Options in Purchasing, page 12-11 table for a description of options.

The Transaction Code Options in Purchasing, page 12-11 table describes the result of setting transaction code options in the Enter Transaction Events window.

Transaction Code Options in Purchasing

Option	Do not display this window again check box selected	Cancel button selected	OK button selected	Result
Option 1			X	The transaction code is entered for this transaction. The Enter Transaction Events window appears for each line item in the requisition, purchase order, or receipt. Users can assign a different transaction code for each line.
Option 2		X		Transaction codes are not used for this transaction. The Enter Transaction Events window does not appear again for the current batch of transactions.
Option 3	X		X	The transaction code is entered for this transaction. The same transaction code defaults to all other line items in the requisition, purchase order, or receipt. The Enter Transaction Events window does not appear again for the lines of the current transaction.
Option 4	X	X		same result as Option 2

Enhanced Transaction Codes Procedures in Receivables

This chapter describes how to use enhanced transaction codes in Oracle Receivables. The following sections are in this chapter:

This chapter covers the following topics:

- Definition
- Overview
- Prerequisites
- Using Enhanced Transaction Codes for Transactions in Receivables Procedure
- Using Enhanced Transaction Codes for Adjustments in Receivables Procedure
- Using Enhanced Transaction Codes for Receipts Matched to Invoices Procedure
- Using Enhanced Transaction Codes for Miscellaneous Receipts Procedure
- Using Enhanced Transaction Codes for Federal Cash Receipts Procedure
- Enter Transaction Events Window Description

Definition

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

Overview

This section describes the business processes in Receivables that use enhanced transaction codes.

Process

In Receivables, enhanced transaction codes can be used with the following business processes:

- Transactions, page 13-2
- Adjustments, page 13-2
- Receipts Matched to Invoices, page 13-2
- Miscellaneous Receipts, page 13-3

- Federal Cash Receipts, page 13-3

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, *Oracle U.S. Federal Financials User's Guide*.
- Setup of enhanced transaction codes must be completed.
To set up enhanced transaction codes, see Enhanced Transaction Codes Setup, *Oracle U.S. Federal Financials User's Guide*.
- 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, *Oracle U.S. Federal Financials User's Guide*.

Using Enhanced Transaction Codes for Transactions in Receivables Procedure

Enter Transaction Events Window

Form Activity **Cash Receipts**

Transaction Event

Transaction Code

☐ Do not display this window again

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 the Enter Transaction Events Window Description, page 13-7 table and the Transaction Codes Options in Receivables, page 13-8 table.
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 Receivables User 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 the Enter Transaction Events Window Description, page 13-7 table and the Transaction Codes Options in Receivables, page 13-8 table.
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 Receivables User 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 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 the Enter Transaction Events Window Description, page 13-7 table and the Transaction Codes Options in Receivables, page 13-8 table.
5. Click **OK**.

The Trans Code field is automatically populated with the transactions code.

For information on the Receipts window, see Entering Receipts, *Oracle Receivables User Guide*.

Using Enhanced Transaction Codes for Miscellaneous Receipts Procedure

To enter enhanced transaction codes for miscellaneous receipts, perform the following steps.

1. In Oracle 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 the Enter Transaction Events Window Description, page 13-7 table and the Transaction Codes Options in Receivables, page 13-8 table.
5. Click **OK**.

The Trans Code field is automatically populated with the transactions code.

For information on the Receipts window, see *Entering Receipts, Oracle Receivables User 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 the Enter Transaction Events Window Description, page 13-7 table and the Transaction Codes Options in Receivables, page 13-8 table.
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*.

Enter Transaction Events Window Description

Enter Transaction Events Window Description

Field Name	Type	Features	Description
Form Activity	required	default; list of values	business activity
Transaction Event	required	list of values	user-defined events Note: If no transaction event is defined for a form activity, a message is displayed that the enhanced transaction codes feature will be disabled and that the Enter Transaction Events window will not be displayed for the remainder of the current transaction for that form activity.
Transaction Code	required	list of values	transaction codes defined for each accounting event
Do not display this window again	optional	check box	See the Transaction Codes Options in Receivables, page 13-8 table for a description of options.
Cancel		button	See the Transaction Codes Options in Receivables, page 13-8 table for a description of options.
OK		button	See the Transaction Codes Options in Receivables, page 13-8 table for a description of options.

The table below describes the result of setting transaction code options in the Enter Transaction Events window.

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.
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

Enhanced Transaction Codes Procedures in Payables

This chapter covers the following topics:

- Definition
- Overview
- Prerequisites
- Using Enhanced Transaction Codes for Matched and Unmatched Invoices Procedure
- Using Enhanced Transaction Codes for Payment Batches Procedure
- Using Enhanced Transaction Codes for Payments Procedure
- Using Enhanced Transaction Codes for Prepayments Procedure
- Enter Transaction Events Window Description

Definition

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

Overview

This section describes the business processes in Payables that use enhanced transaction codes.

Process

In Payables, enhanced transaction codes can be used for the following business processes:

- Matched and Unmatched Invoices, page 14-1
- Payment Batches, page 14-2
- Payments, page 14-2
- Prepayments, page 14-2

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, *Oracle U.S. Federal Financials User's Guide*.
- Set up of enhanced transaction codes must be completed.
To set up enhanced transaction codes, see Enhanced Transaction Codes Setup, *Oracle U.S. Federal Financials User's Guide*.
- 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, *Oracle U.S. Federal Financials User's Guide*.

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 the Enter Transaction Events Window Description, page 14-6 table and the Transaction Code Options in Payables, page 14-7 table.
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 Payables User Guide*.

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 the Enter Transaction Events Window Description, page 14-6 table and the Transaction Code Options in Payables, page 14-7 table.
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 Payables User Guide*.

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 the Enter Transaction Events Window Description, page 14-6 table and the Transaction Code Options in Payables, page 14-7 table.
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 Payables User Guide*.

Using Enhanced Transaction Codes for Prepayments Procedure

Enter Transaction Events Window

Form Activity **Unmatched Invoice**

Transaction Event **Invoice Expense**

Transaction Code **Inv Exp1** ...

☐ Do not display this window again

Cancel **Ok**

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 the Enter Transaction Events Window Description, page 14-6 table and the Transaction Code Options in Payables, page 14-7 table.
4. Click **OK** to return to the Apply/Unapply Prepayments window.

For information on the Apply/Unapply Prepayments window, see Apply/Unapply Prepayments, *Oracle Payables User Guide*.

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 Description

Enter Transaction Events Window Description

Field Name	Type	Features	Description
Form Activity	required	default or list of values	business activity
Transaction Event	required	list of values	user-defined events Note: If no transaction event is defined for a form activity, a message is displayed that the enhanced transaction codes feature will be disabled and that the Enter Transaction Events window will not be displayed for the remainder of the current transaction for that form activity.
Transaction Code	required	list of values	transaction codes defined for each accounting event
Do not display this window again	optional	check box	See the Transaction Code Options in Payables, page 14-7 table for a description of options.
Cancel		button	See the Transaction Code Options in Payables, page 14-7 table for a description of options.
OK		button	See the Transaction Code Options in Payables, page 14-7 table for a description of options.

The table below describes the result of setting transaction code options in the Enter Transaction Events window.

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

Prompt Payment Process

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

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.

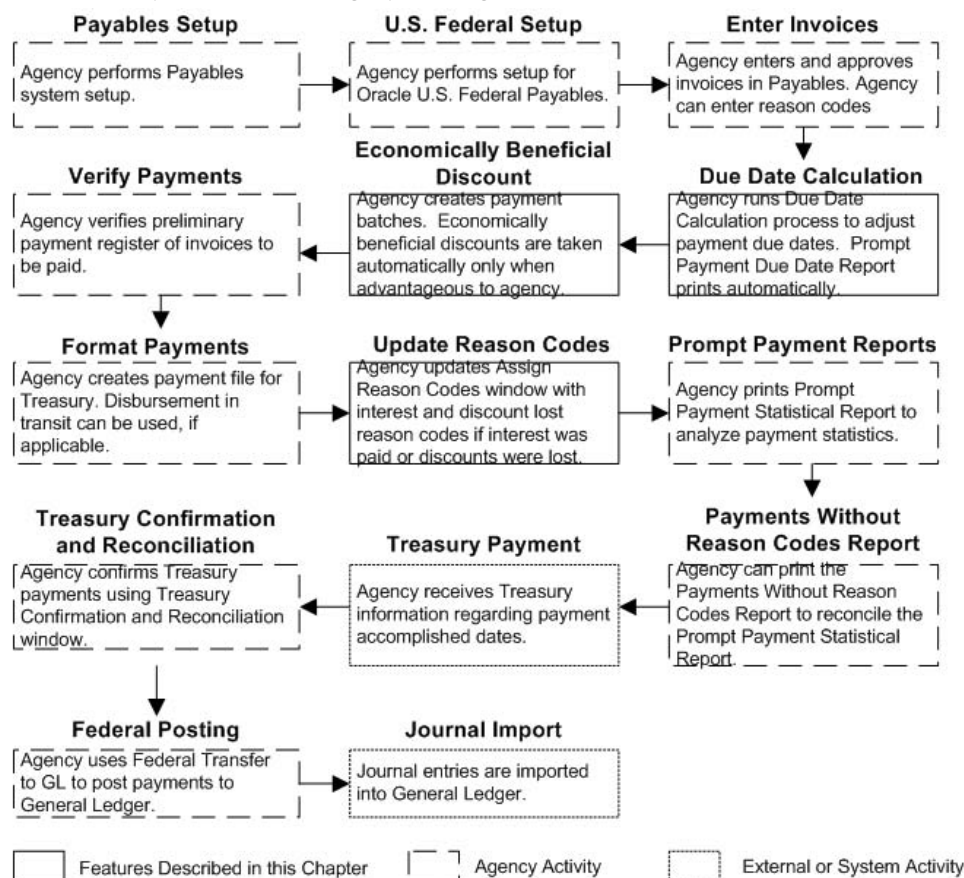
To comply with this requirement, Payables provides the following features:

- Prompt Payment Statistical Report
- Payments Without Reason Codes Report

U.S. Federal Payables Processing Cycle Diagram

The diagram below shows the U.S. Federal Payables Processing Cycle as described in the U.S. Federal Payables Processing Cycle Diagram Description table, page 15-3.

U.S. Federal Payables Processing Cycle Diagram



U.S. Federal Payables Processing Cycle Diagram Description

U.S. Federal Payables Processing Cycle Diagram Description

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

Feature	Description	Status
Treasury Confirmation and Reconciliation	Agency confirms Treasury payments using Treasury Confirmation and Reconciliation window.	agency activity
Federal Posting	Agency uses Federal Transfer to GL to post payments to General Ledger.	agency activity
Journal Import	Journal entries are imported into General Ledger.	external or system activity

Due Date Calculation Process

Features

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

Process

The Due Date Calculation process involves the following:

1. After invoices are entered and approved in Payables, but before payment batches are created using the AutoSelect process, users initiate the Due Date Calculation process.

For information on the U.S. Federal Payables processing cycle, see the U.S. Federal Payables Processing Cycle Diagram table, page 15-2.

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

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 the U.S. Federal Payables Processing Cycle Diagram table, page 15-2.

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:

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:

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

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 the U.S. Federal Payables Processing Cycle Diagram table, page 15-2.

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

Note: For more information on assigning reason codes, see Prompt Payment Procedures.

Note: Reason codes are not assigned for manual payments.

References

For information on setting up Payables, see Oracle U.S. Federal Financials Setup Overview, .

For information on entering and updating the current value of funds rate in the Define Fund Rates window, see Current Value of Funds Setup, .

For information on entering and updating payment terms types in the Define Payment Terms Types window, see Payment Terms Types Setup, .

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, .

For information on running the Due Date Calculation procedure and the Economically Beneficial Discount procedure, see Prompt Payment Procedures, page 16-1.

For information on printing the Prompt Payment reports, see Prompt Payment Report Procedures, page 15-1.

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, .

Prompt Payment Procedures

Overview

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 17-1.

For information on the Prompt Payment process, see Prompt Payment Process, page 15-1.

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

- 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*, .

- 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, .

- 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, .

- 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, .

- 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, .

- 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*, .

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*, .

Calculating the Due Date Procedure

To apply the correct due dates to the payment schedule before creating payment batches:

1. Navigate to the Submit Request window.
2. In the Request Set field, select Due Date Calculation Program.
3. Place the cursor in the Parameters field for the first item, Due Date Calculation.
4. In the Run Mode field, select Final or Preliminary.
5. To apply the parameters, click OK.
6. To send the request to the concurrent manager, click Submit.
7. To view the request, select the appropriate Request ID and click View Output.

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*, .

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

Supplier	Supplier9
Site	1A
Invoice Number	PYAI2027
Invoice Amount	1,145.00

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	

To record returned invoices:

1. Navigate to the Invoice Returns window.
2. In the Supplier field, enter the supplier or vendor name.
3. In the Site field, enter the supplier site.
4. In the Invoice Number field, enter the invoice number.
5. In the Invoice Returned Date field, enter the date that the defective invoice was returned to the supplier.

Note: Date must be greater than or equal to the Original Invoice Received Date.

Note: If invoice is approved and returned to supplier, the invoice will be paid.

Note: When invoice is returned to the supplier, the supplier must resubmit the invoice using the same invoice number.

6. In the Invoice Return Reason Code field, optionally enter the reason for returning the invoice.
7. In the Comments field, optionally enter information regarding the returned invoices.

Recording Prior Period Receipts Procedure

[illegible]

To record Prior Period Receipts information:

1. Navigate to the Find Prior Receipts window.
2. In the Receipt Number field, optionally enter the receipt number.
Note: If receipt information is not known, select the purchase order or blanket purchase agreement in the PO Number field.
3. In the PO Number field, optionally enter the purchase order number.
4. In the Release field, optionally enter the release number associated with every planned purchase order and every blanket purchase order.
Note: The Release field is only available if the purchase order number associated with a planned purchase order or a blanket purchase order agreement is entered.
5. In the Line field, optionally enter the line number.
Note: The Line field is only available if a purchase order of type Standard is entered.
6. In the Shipment field, optionally enter the shipment number.
Note: The Shipment field is only available if the PO Number, Release, and Line are specified.
7. Click Find to open the Prior Period Receipts window.
8. In the Actual Date field, optionally enter the date used for the Due Date Calculation process.

Assigning Reason Codes Procedures

Original Invoice Number	Interest Reason Code	Interest Invoice Number	Interest Amount
720	Proper invoice	720-INT1	15.91

Assigning Reason Codes to Invoices

To assign reason codes to unpaid invoices:

1. Navigate to the Assign Reason Codes window.
2. Select the Interest or Discount tab.
3. In the Original Invoice Number or Invoice Number field, select the invoice number.
4. In the Interest Reason Code or Discount Lost Reason Code field, optionally select a reason code.
5. To populate the default interest reason code to the detail records, click Default Values.
6. To view invoice details, click Invoice.

Assigning Reason Codes to Individual Invoices in a Payment Batch

To assign reason codes to individual invoices in a payment batch:

1. Navigate to the Assign Reason Codes window.
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.

Assigning Reason Codes to All Invoices in a Payment Batch

To assign reason codes to all invoices in a payment batch:

1. Navigate to the Assign Reason Codes window.

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.
5. Click Default Values.

Note: The Prompt Payment Reason Codes for invoices in payment batches can only be modified on an individual basis after defaulting.

Prompt Payment Report Procedures

Overview

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 16-1.

For information on the Prompt Payment process, see Prompt Payment Process, page 15-1.

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

- 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, *Oracle U.S. Federal Financials Implementation Guide*.

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 16-1.

Prompt Payment Due Date Report Description

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:

1. Navigate to the Submit Request window.
2. In the Name field, select Prompt Payment Report.
3. Click in or tab to the Parameters field for the first item, Prompt Payment Main Report.
4. In the Currency field, select a currency.
5. In the Report From Date (DD-MON-YYYY) field, enter a starting date of payments to be reported.
6. In the Report To Date (DD-MON-YYYY) field, enter an ending date of payments to be reported.
7. In the Distribution Level One and optionally in the Two, Three, and Four fields, enter monetary amounts representing the ranges of interest amounts to be reported in the Interest Penalties Paid section of the report.

For a description of these table lines, see the Prompt Payment Statistical Report Description table.

8. In the Contact Agency's Name field, optionally enter the name of the person approving the report.
9. In the Contact Agency's Position/Title field, optionally enter the position or title of the person approving the report.
10. To apply the parameters, click OK.
11. To send the print request to the concurrent manager, click Submit.
The Requests window appears.
12. To view the request, select the appropriate Request ID and click View Output.

Prompt Payment Statistical Report Description

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
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

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:

1. Navigate to the Submit Request window.
2. In the Name field, select Payments Without Reason Codes Report from the list of values.
The Parameters window appears.
3. In the From Date field, enter a starting date of payments to be reported.
4. In the To Date field, enter a ending date of payments to be reported.
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.

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

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

Cash Position Detail Report Procedures

Overview

The Cash Position Detail Report indicates vouchers selected for payment that disburse a fund into a negative cash position by comparing the detail of payments to the cash balance in General Ledger.

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 Specify Profile Options, .
- 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, .
- A US SGL Account must be enabled as a Cash Position Account.
To enable a Cash Position Account, see Federal Report Definitions Setup, .

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 Payables Payment Batches window.

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

Cash Position Detail Report Description

Cash Position Detail Report Description

Column	Description
Header	report date, set of books, organization, payment batch, payment date, fund
Supplier Name	supplier name
Supplier Site	supplier site
Invoice Number	invoice number
Invoice Date	invoice date
Invoice Distribution Amount	invoice distribution amount
G/L Cash Balance	general ledger cash balance; based on the general ledger period in which the payment date falls at the subtotal level only
Available Cash	available cash; calculated by subtracting the Invoice Distribution Amount from the G/L Cash Balances at the subtotal level only

Payment Format Procedures

This chapter covers the following topics:

- Definition
- Overview
- Prerequisites
- Generating Payment Format Files Procedure
- Generating Payment Output Files Procedure
- ECS CCD/CCD+ Vendor Payment Format Description
- ECS PPD/PPD+ Employee Payment Format Output Files
- ECS NCR Check Payment Format Description
- CTX ACH Vendor Payment Format Description
- Bulk Data CCD+ Payment Format Description
- Bulk Data PPD+ Payment Format Description
- Bulk Data Salary/Travel NCR Payment Format Description
- Bulk Data NCR Payment Format Description
- Generating Summary Schedules and Consolidated Payment Files Procedure
- Summary Schedule and Consolidated File Window Description
- ECS Summary Schedule Output File Layout Description
- SPS CCD/CCD+ Vendor Payment Format Output File
- SPS PPD/PPD+ Employee Payment Format Output File
- SPS NCR Vendor or Employee Check Payment Format Output File
- SPS Summary Schedule Payment Format Output File

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, page 19-2
- ECS PPD/ PPD+ Employee Payment Formats, page 19-2
- ECS National Cash Registry (NCR) Check Payment Format, page 19-2
- Corporate Trade Exchange (CTX) ACH Format, page 19-2
- Bulk Data Payment Formats, page 19-3
- ECS Summary Schedules and Consolidated Payment Files, page 19-3
- SPS Summary Schedules and Consolidated Payment Files, page 19-4
- SPS Summary Schedule Payment Format Output File, page 19-122

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 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 Payables User Guide*.

- The RFC ID must be entered in the RFC Identifier field in the Banks window in Payables.

To define the RFC ID, see Banks, *Oracle Payables User 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 Payables User 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 Payable User 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.

- 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.

- 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, *Oracle Payables User Guide* and the Suppliers and Supplier Sites Window Reference, *Oracle Payables User 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, *Oracle U.S. Federal Financials User's Guide*.

- 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, *Oracle U.S. Federal Financials User's Guide*.

- 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 Payables User 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 Payables User Guide*.

- Define Employee as a Vendor Type in the Lookups window in Oracle 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 Payables User 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 Purchasing Lookups, *Oracle U.S. Federal Financials User's Guide*.

- 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 Payables User Guide*, *Oracle Payables User 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.

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 Payables User 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 Payables User 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 19-75.

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.

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

Number	Field Name	Description	Start	End	Length
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

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

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 0000000000000	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
10	Address 3	agency city, state, and zip code; derived from Define Federal Options.Address form	131	155	Char 25

Number	Field Name	Description	Start	End	Length
11	Agency Telephone	agency telephone number; derived from Location. Address form	156	165	Char 10
12	Filler	blank fill	166	440	Char 275

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

Number	Field Name	Description	Start	End	Length
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
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

Number	Field Name	Description	Start	End	Length
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

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
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

Number	Field Name	Description	Start	End	Length
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
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

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.

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

Number	Field Name	Description	Start	End	Length
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
09	Payment Type	one digit code stating payment type of data being transmitted; constant A	417	417	Char 1

Number	Field Name	Description	Start	End	Length
10	Payment Application	<p>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</p> <p>Codes are as follows:</p> <p>S for Salary</p> <p>T for Travel</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>	418	418	Char 1
11	Filler	blank fill	419	440	Char 22

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
06	Filler	blank fill	044	054	Char 11
07	Record Code	constant, "&"	055	055	Char 01
08	Filler	blank fill	056	440	Char 385

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

Number	Field Name	Description	Start	End	Length
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

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

Number	Field Name	Description	Start	End	Length
03	Schedule Number	schedule number under which payments are made; derived from Payment Workbench. Batch Name form	009	022	Char 14
04	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

Number	Field Name	Description	Start	End	Length
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
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>*<D ISCOUNT 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

Number	Field Name	Description	Start	End	Length
22	TOP Offset Eligibility	Treasury Offset Program (TOP) offset eligibility code; default Y. Y indicates eligible for TOP and N indicates ineligible for TO P.	415	415	Char 1
23	Filler	blank fill	416	440	Char 25

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

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

Number	Field Name	Description	Start	End	Length
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

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

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

Number	Field Name	Description	Start	End	Length
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

Number	Field Name	Description	Start	End	Length
10	Payment Application	one digit code that indicates Payment Application of data being transmitted. If the Supplier Type of all Invoices is equal to Employee, use the Employee ECS Payment Type from the Employee Payment Type Mapping form to obtain the values of X, B, D, O, R, and C depending on the Pay Group. X indicates Tax, B indicates SSA Benefit, D indicates SS I Benefit, O indicates O PM 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

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

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

Number	Field Name	Description	Start	End	Length
04	Zero Constant	zero fill	023	035	Num 13
05	Filler	blank fill	036	054	Char 19
06	Record Code	constant A	055	055	Char 01
07	Agency Name	agency name for billing purposes; derived from Define Federal Options.Name form	056	080	Char 25
08	Address 1	agency billing address; derived from Define Federal Options. Address form	081	105	Char 25
09	Address 2	agency billing address; derived from Define Federal Options. Address form	106	130	Char 25
10	Address 3	agency city, state and zip code; derived from Define Federal Options.Address form	131	155	Char 25
11	Agency Telephone	telephone number for billing questions; derived from Location. Address form	156	165	Char 10
12	Filler	blank fill	166	440	Char 275

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

Number	Field Name	Description	Start	End	Length
03	Schedule Number	schedule number under which payments are made; derived from Payment Workbench. Batch Name form	009	022	Char 14
04	Enclosure Code	<p>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.</p> <p>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.</p>	023	023	Num 01
05	Filler	blank fill	024	030	Char 07
06	Zero Constant	zero fill	031	031	Num 01

Number	Field Name	Description	Start	End	Length
07	Payment Amount	amount of payment; derived from Payments. Payment Amount form For Check Payments, the payment amount is limited to \$9,999,999.99 by edits on the system although the field is 9(10).	032	041	Num 10
08	Agency ID	agency identification information; blank fill	042	051	Char 10
09	Record Code	constant B	052	052	Char 01
10	Payee Name	name of payee or vendor; derived from Invoices. Supplier form	053	087	Char 35
11	Address 1	vendor address. For Enclosure Codes 1 and 2, Address 1 is required and Address 2 through 4 are optional. 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. If there are less than four address lines, blank fill the remaining lines. Last significant line must contain city, state, and zip code.	088	122	Char 35

Number	Field Name	Description	Start	End	Length
12	Address 2	vendor address; VENDOR_ ADDRESS_L INE2	123	157	Char 35
13	Address 3	vendor address; VENDOR_ ADDRESS_L INE3	158	187	Char 30
14	Address 4	vendor address; VENDOR_ ADDRESS_L INE4 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>Note: For Enclosure Code 1, Check 05 and Check 06 Enclosure Code Records are not included. This means that only items 20 and 21 of this record are filled out. If there is only one item, then the second one is blank fill.</p>	284	285	Num 02

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 <Invoice Number>*</p> <p>PO*<Obligation Number>*AMT*<Payment Amount></p> <p>Example:</p> <p>INV*1234567890123456-INT*</p> <p>PO*1234567890123456*AMT*99999999.99</p> <p>2.) For all interest payments, the Payment ID line is as follows:</p> <p>INV*<Invoice Number>*</p> <p>PO*<Obligation Number>*AMT*<Payment Amount>*RATE*<Interest Rate>*</p> <p>INT*</p> <p>Example:</p> <p>INV*12345-INT*</p> <p>PO*12345*AMT*99999.99*RATE*99.99%*</p> <p>3.) For all discount payments, the payment line is as follows:</p> <p>INV*<Invoice Number>*</p> <p>PO*<Obligation Number>*AMT*<Payment Amount>*D</p> <p>ISC*<Discount Amount></p> <p>Example:</p> <p>INV*12345678-INT*</p> <p>PO*12345678*AMT*99999999.99*D</p> <p>ISC*99999999.99</p> <p>4.) For all Credit Memos, the Payment ID line is as follows:</p> <p>INV*<Invoice Number>*</p> <p>PO*<Obligation Number>*AMT*<Payment</p>	286	340	Char 55

Number	Field Name	Description	Start	End	Length
21	Payment ID Line 2	See Payment ID Line 1.	341	395	Char 55
22	Filler	blank fill	396	413	Char 18
23	1099 Reporting Eligibility	reporting 1099 eligibility code; constant N	414	414	Char 1
24	TOP Offset Eligibility	Treasury Offset Program (TOP) offset eligibility code; default Y. Y indicates eligible for TOP and N indicates ineligible for TOP; required; derived from Treasury Offset Exclusion Criteria form	415	415	Char 1
25	Filler	blank fill	416	440	Char 25

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

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

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

Number	Field Name	Description	Start	End	Length
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
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

Number	Field Name	Description	Start	End	Length
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

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**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

Number	Field Name	Description	Start	End	Length
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

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

Number	Field Name	Description	Start	End	Length
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

Number	Field Name	Description	Start	End	Length
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 Number 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

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

Number	Field Name	Description	Start	End	Length
04	Actual Amount Paid	actual payment amount, including discounts and interest. Sum of all actual amount paid remittance amounts must equal the total dollar amount of the total payment amount in field 3 of the payment record.	036	045	Num 10
05	Original Document Amount	original invoice amount	046	055	Num 10
06	Discount Amount Taken	discount amount applied to invoice	056	065	Num 10
07	Additional Info Type	recommended additional information types; includes constant RB for rate code number when applicable; optional field to record payments that generate interest	066	067	Char 02
08	Additional Info Number	optional field to record annual interest rate for prompt-pay invoices	068	077	Char 10
09	Informational Note	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

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
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.

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

No	Field Name	Treasury Description	Start	End	Length
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

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

Number	Field Name	Description	Start	End	Length
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
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

Number	Field Name	Description	Start	End	Length
12	Addenda	<p>Addenda Payment ID Information; derived from Invoice. Invoice Number; follows the following Nacha rules:</p> <p>For no interest or discount:</p> <p>RMR*IV*<INVOICE NUMBER>*A I*<PAYMENT AMOUNT>*<INVOICE AMOUNT>*<DISCOUNT AMOUNT>\</p> <p>For interest invoices:</p> <p>RMR*IV*<INVOICE NUMBER>*A I*<PAYMENT AMOUNT>\REF*RB*<ANNUAL INTEREST RATE>*AMOUNT OF INTEREST AND DAYS\</p>	080	159	Char 80
13	Treasury Offset Program (TOP) Offset	<p>eligible for offset code. Values are as follows:</p> <p>Y for eligible for TOP</p> <p>N for ineligible for TOP</p>	160	160	Char 01

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
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.

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

No	Field Name	Treasury Description	Start	End	Length
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

No	Field Name	Treasury Description	Start	End	Length
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	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

No	Field Name	Treasury Description	Start	End	Length
11	Federal Employer Identification Number (FEIN)	agency EIN or DUNS Position 90 - 109 - FEIN Number; derived from Define Federal Options form	090	109	Char 20
12	Filler	blank fill	110	160	Char 51

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

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 (VA INS)	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

Number	Field Name	Description	Start	End	Length
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
11	Depositor Account No.	Depositor Account Number assigned to the payee's record; derived from Supplier.Bank Account Num form	063	079	Char 17

Number	Field Name	Description	Start	End	Length
12	Addenda	<p>addenda Payment ID Information; derived from Invoice.Invoice Number; follows the following Nacha rules:</p> <p>For non-interest or discount: RMR*VV< INVOICE NUMBER>*A I*<PAYMENT AMOUNT>\</p> <p>For interest on travel payments: RMR*VV*< INVOICE NUMBER>*A I*<PAYMENT AMOUNT>\REF*RB*<ANNUAL INTEREST RATE>*AMOUNT OF INTEREST AND DAYS\</p>	080	159	Char 80
13	Treasury Offset Program (TOP) Offset	<p>eligible for Offset Code. Values are as follows:</p> <p>Y for eligible for TOP</p> <p>N for ineligible for TOP</p>	160	160	Char 01

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
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.

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

No	Field Name	Treasury Description	Start	End	Length
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
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

No	Field Name	Treasury Description	Start	End	Length
17	Address Line 1	ADDRESS_L INE1; 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_L INE2; optional; derived from Supplier Sites form	127	161	Char 35
19	Address Line 3	ADDRESS_L INE3; 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

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
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

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

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.

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

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
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

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

Number	Field Name	Description	Start	End	Length
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 BALTIMORE, 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_IDENTIFICATION profile option.	033	042	Char 10
7	Record Code	constant B	043	043	Char 01
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

Number	Field Name	Description	Start	End	Length
13	Type of Payment	blank fill	209	209	Char 01
14	Appropriation Code	constant, blank fill	210	225	Char 16
15	Overflow Field B	<p>suffix field for the TIN</p> <p>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.</p>	226	229	Char 04

Number	Field Name	Description	Start	End	Length
16	TIN Code	<p>Type of Payment Indicator as follows:</p> <p>V for vendor</p> <p>M for miscellaneous</p> <p>X for tax</p> <p>O for OPM</p> <p>R for RRB</p> <p>B for SSA</p> <p>D for SSI</p> <p>C for VA</p> <p>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.</p> <p>If Supplier Type of all Invoices is not equal to Employee, 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>	230	230	Char 01
17	Treasury Offset Program (TOP) Offset	<p>eligible for Offset Code. Values are as follows:</p> <p>Y for eligible for TOP</p> <p>N for ineligible for TOP</p>	231	231	Char 01

Number	Field Name	Description	Start	End	Length
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

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 <Invoice Number>*</p> <p>PO*<Obligation Number>*AMT*<Payment Amount></p> <p>Example:</p> <p>INV*1234567890123456-INT*</p> <p>PO*1234567890123456*AMT*99999999.99</p> <p>2.) For all interest payments, the Payment ID line is as follows:</p> <p>INV*<Invoice Number>*</p> <p>PO*<Obligation Number>*AMT*<Payment Amount>*RATE*<Interest Rate></p> <p>Example:</p> <p>INV*12345-INT*</p> <p>PO*12345*AMT*99999.99*RATE*99.99%</p> <p>3.) For all discount payments, the payment line is as follows:</p> <p>INV*<Invoice Number>*</p> <p>PO*<Obligation Number>*AMT*<Payment Amount>*D</p> <p>ISC*<Discount Amount></p> <p>Example:</p> <p>INV*12345678-INT*</p> <p>PO*12345678*AMT*99999999.99*D</p> <p>ISC*99999999.99</p> <p>4.) For all Credit Memos, the Payment ID line is as follows:</p> <p>INV*<Invoice Number>*</p> <p>PO*<Obligation Number>*AMT*<Payment Amount>*CM*<Credit Memo Amount></p>	278	332	Char 55

Number	Field Name	Description	Start	End	Length
23	Payment Identification Line 2	See Payment Identification Line 1.	333	387	Char 55
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

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

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, page 19-75
- Generating the Consolidated Payment File, page 19-76

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.

Generating the Consolidated Payment File

Select	Payment Batch Name	Payment Format	Pay Group	Payment Date	Control Number	Agency Location Code	Summary Schedule	Consolidated Schedule No.
<input checked="" type="checkbox"/>	013-0113	Bulk Data PPT	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

Select Summary Schedule Format

Summary Schedule Formats

☒ ECS Summary Schedule

☐ SPS Summary Schedule

Cancel Submit

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.

9. Close the window.

Summary Schedule and Consolidated File Window Description

The Summary Schedule and Consolidated File Window Description, page 19-77 table describes the Summary Schedule and consolidated File window and the Select Summary Schedule Format Window Description, page 19-81 table describes the Select Summary Schedule Format window

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

Field Name	Type	Features	Description
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		<p>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</p> <p>The same Control Number can be assigned to different payment batches.</p> <p>If the Summary Schedule check box is selected, the Control Number cannot be changed or deleted.</p>
Agency Location Code	display only		agency location code associated with each payment batch
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 Summary Schedule.</p>
Consolidated Schedule No.	display only		Consolidated Schedule Number, if any, associated with each payment batch
[Descriptive Flexfield]	optional		user-customization field

Field Name	Type	Features	Description
Summary Schedule		button	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.

Field Name	Type	Features	Description
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>
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"> - There is no record of the Payment Batch Name in the Treasury Confirmation and Reconciliation window; users can enter a new record. - 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. - 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.

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**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

No	Field Name	Treasury Description	Start	End	Length
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

No	Field Name	Treasury Description	Start	End	Length
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
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

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

Number	Field Name	Description	Start	End	Length
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

Number	Field Name	Description	Start	End	Length
7	Record Code	constant &	055	055	Char 01
8	Filler	blank fill	056	440	Char 385

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

Number	Field Name	Description	Start	End	Length
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

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

Number	Field Name	Description	Start	End	Length
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	<p>payment batch date for the schedule number; derived from Payment Batches.</p> <p>Payment Date; MMDDYYYY</p>	027	034	Num 08

Number	Field Name	Description	Start	End	Length
6	Summary Payment Codes	<p>First Position is as follows:</p> <ul style="list-style-type: none"> - 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 (DD). Second position must be E. - I for IDRS Daily Tax - M for miscellaneous - N for VAINS, VA Insurance Due Date - P for Pre-authorized 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 <p>Second Position is as follows:</p> <ul style="list-style-type: none"> - 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

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"> - If the line code is B, D, O, R, or C, then use constant BE - If the line code is A, then use constant AE. - If the line code is I, then use constant NE. - If the line code is S, then use constant SE. - If the line code is T, then use constant TE. - If the line code is X, then use constant XE. <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"> - If the Object Code is 0, then use constant SC. - If the Object Code is 1, then use constant TC. <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"> - If the TIN Code is V, then use constant VC. 			

Number	Field Name	Description	Start	End	Length
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
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

Number	Field Name	Description	Start	End	Length
16	Number of Payments Total	<p>For Bulk Data CCD+, use Record Count (#03) from Bulk Data CCD+ Control Trailer Record.</p> <p>For Bulk Data PPD+, use Record Count (#03) from Bulk Data PPD+ Control Trailer Record.</p> <p>For Bulk Data Salary/Travel NCR, use Item Count (#02) from Bulk Data Salary/Travel NCR Control Trailer Record.</p> <p>For Bulk Data NCR, use Segment Item Count (#03) from Bulk Data NCR Control Trailer Record.</p>	133	140	Num 08

Number	Field Name	Description	Start	End	Length
17	Amount Total	<p>For Bulk Data CCD+, use Total Amount (#03) from Bulk Data CCD+ Vendor/MISC. & Preauthorized Debit Data Record for the ALC in item 15.</p> <p>For Bulk Data PPD+, use Total Amount (#03) from Bulk Data PPD+ Salary or Travel Data Record for the ALC in item 15.</p> <p>For Bulk Data Salary/Travel NCR, use Total Amount (#04) from Bulk Data Salary/Travel NCR Control Trailer Record.</p> <p>For Bulk Data NCR, use Segment Amount (#04) from Bulk Data NCR Control Trailer Record.</p>	141	155	Num 15
18	Filler	blank fill	156	160	Char 05

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

Number	Field Name	Description	Start	End	Length
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

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

Number	Field Name	Description	Start	End	Length
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

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

Number	Field Name	Description	Start	End	Length
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	<p>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.</p>	023	038	Char 16

Number	Field Name	Description	Start	End	Length
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
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

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

Number	Field Name	Description	Start	End	Length
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

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

Number	Field Name	Description	Start	End	Length
4	Constant Nines	nines fill, 99999999999999	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

Number	Field Name	Description	Start	End	Length
6	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

Number	Field Name	Description	Start	End	Length
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

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.

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

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_TY PE 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

Number	Field Name	Description	Start	End	Length
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
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

Number	Field Name	Description	Start	End	Length
18	Payment Id Line	<p>If the payment format selected is SPS CCD, blank fill</p> <p>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.</p> <p>INVOICE_NUMBER derived from Invoice.Invoice Number form. Follows the Nacha rule:</p> <p>RMR*IV*<INVOICE_NUMBER>**<PAYMENT AMOUNT>*<INVOICE AMOUNT>*<DISCOUNT AMOUNT></p>	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	<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 field is Y; changes depending on business rules; required field.</p>	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.

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
09	Payment Type	one digit code stating payment type of data being transmitted; constant A	417	417	Char 1

No	Field Name	Treasury Description	Start	End	Length
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

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

Number	Field Name	Description	Start	End	Length
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_TY PE 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. 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

Number	Field Name	Description	Start	End	Length
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

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*<INVOICE NUMBER>**<PAYMENT AMOUNT>*<INVOICE AMOUNT>*<DISCOUNT AMOUNT></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

Number	Field Name	Description	Start	End	Length
23	TOP Offset Eligibility	Treasury Offset Program (TOP) Offset Eligibility Code Y for eligible for TOP N for ineligible for TOP Default is Y; changes depending on business rules; required field.	415	415	Char 1
24	Filler	blank fill	416	440	Char 25

SPS NCR Vendor or Employee Check Payment Format Output File

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

No	Field Name	Treasury Description	Start	End	Length
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 C	417	417	Char 1

No	Field Name	Treasury Description	Start	End	Length
10	Payment Application	<p>one digit code stating payment application of data being transmittedV for vendor</p> <p>Codes are as follows:</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/P PD+.</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

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: 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. 1 for direct mail (required if 01 record payment Application is a Benefit or Tax) 2 for NCR enclosure (requires records 05 and 06)	023	023	Num 01
05	Filler	blank fill	024	030	Char 07
06	Zero Constant	zero Fill	031	031	Num 01

Number	Field Name	Description	Start	End	Length
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
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

Number	Field Name	Description	Start	End	Length
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

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

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
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.

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

No	Field Name	Treasury Description	Start	End	Length
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
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

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

Number	Field Name	Description	Start	End	Length
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

Number	Field Name	Description	Start	End	Length
5	Summary Payment Codes	<p>First Position:</p> <p>A for allotment</p> <p>B for benefit (Monthly, SSA, SSI, VA, OPM, and RRB)</p> <p>D for daily benefits, such as PMA</p> <p>F for foreign mailing of US Dollar Checks; second position must be C</p> <p>H for International Direct Deposit (IDD); second position must be E</p> <p>I for IDRS Daily Tax</p> <p>M for miscellaneous</p> <p>N for VAINS (VA Insurance Due Date)</p> <p>P for Preauthorized Debit (PAD); second position must be E</p> <p>R for redraw schedules for TOP</p> <p>S for salary</p> <p>T for travel</p> <p>V for vendor</p> <p>X for tax refunds</p> <p>Z for EDI/EFT/ CTX files</p> <p>Second Position:</p> <p>C for check (mandatory if first position is F)</p> <p>E for EFT (mandatory if first position is H or F)</p> <p>F for FEDLINE/ FEDWIRE</p>	035	036	Char 02

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"> 1. If the line code is B, D, O, R, or C, then use constant BE. 2. If the line code is A, then use constant, AE. 3. If the line code is I, then use constant NE. 4. If the line code is S, then use constant SE. 5. If the line code is T, then use constant TE. 6. If the line code is X, then use constant XE. <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"> 1. If the Object Code is 0, then use constant SC. 2. If the Object Code is 1, then use constant TC. <p>If the schedule number belongs to a Bulk Data NCR Format, then check the TIN Code (#16)</p>			

Number	Field Name	Description	Start	End	Length
6	Filler	blank fill	037	046	Char 10
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

Number	Field Name	Description	Start	End	Length
15	Number of Payments Total	<p>For Bulk Data CCD+, use Record Count (#03) from Bulk Data CCD+ Control Trailer Record.</p> <p>For Bulk Data PPD+, use Record Count (#03) from Bulk Data PPD+ Control Trailer Record.</p> <p>For Bulk Data Salary/Travel NCR, use Item Count (#02) from Bulk Data Salary/Travel NCR Control Trailer Record.</p> <p>For Bulk Data NCR, use Segment Item Count (#03) from Bulk Data NCRC Control Trailer Record of the Bulk Data.</p>	133	140	Num 08

Number	Field Name	Description	Start	End	Length
16	Amount Total	<p>For Bulk Data CCD+, use Total Amount (#03) from Bulk Data CCD+ Control Trailer Record for the ALC.</p> <p>For Bulk Data PPD+, use Total Amount (#03) from Bulk Data PPD+ Control Trailer Record.</p> <p>For Bulk Data Salary/Travel NCR, use Total Amount (#04) from Bulk Data Salary/Travel NCR Control Trailer Record.</p> <p>For Bulk Data NCR, use Segment Amount (#04) from Bulk Data NCR Control Trailer Record.</p>	141	155	Num 15
17	Filler	blank fill	156	160	Char 05
18	Account Symbol	<p>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.</p> <p>Report the first Treasury Symbol of the payment batch related to the schedule number; required.</p>	161	176	Char 16

Number	Field Name	Description	Start	End	Length
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

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

Number	Field Name	Description	Start	End	Length
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
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

Number	Field Name	Description	Start	End	Length
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

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

Number	Field Name	Description	Start	End	Length
03	Schedule Number	<p>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.</p> <p>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.</p>	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

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

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

Number	Field Name	Description	Start	End	Length
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

Number	Field Name	Description	Start	End	Length
5	Schedule Amount	<p>Total dollar amount of payments in scheduleFor 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 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 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

Number	Field Name	Description	Start	End	Length
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

SF 1166 Voucher and Schedule of Payments Procedures

Overview

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 Guides*.

- 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, *Oracle U.S. Federal Financials Implementation Guide*.

Generating the SF 1166 Voucher and Schedule of Payments Procedure

To print the SF 1166 Voucher and Schedule of Payments report:

1. Navigate to the Submit Request window.

2. In the Name field, select SF 1166 EDP Voucher and Schedule of Payments from the list of values.
3. In the Checkrun Batch Name field, select a payment batch from the list of values.
4. To apply the parameters, click OK.
5. To send the print request to the concurrent manager, click Submit.
6. To view the request, select the appropriate Request ID and click View Output.

Confirmation Procedures

Overview

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.

Treasury Confirmation and Reconciliation Window

The Treasury Confirmation and Reconciliation window:

- 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:

- 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 these 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

These 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 these ways.

A.

Perform these 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 these in the Check Ranges window as described in the table:

Example 1B, Agency Confirmation Report Containing an Offset

Range Sequence	From	To
1	7	10
2	74	74
3	12	14

In both A and B, the Treasury check numbers would be assigned as described in the table:

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 these steps:

1. Enter Multiple as the Range Type.
2. Click Check Ranges.
3. Enter these in the Check Ranges window as described in the table:

Example 2, Agency Confirmation Report Containing an Offset

Range Sequence	From	To
1	7	10
2	74	74
3	11	13

The Treasury check numbers would be assigned as described in the table below:

Example 2, Treasury Check Number Assignments

Treasury Check Number	Payables Check Number
7	2202
8	2203
9	2204
10	2205
74	2206
11	2207
12	2208
13	2209

Example 3: Multiple check ranges have overlapping ranges.

The same Treasury Check number cannot be used twice for the same payment batch. An error would be received if these were entered in the Check Ranges window as described in the table:

Example 3, Multiple Check Ranges with Ranges that Overlap

Range Sequence	From	To
1	7	10
2	74	77
3	75	90

Note: This 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 Define Transaction Codes, *Oracle U.S. Federal Financials User's Guide*.
- 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, *Oracle U.S. Federal Financials*.
- 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, *Oracle U.S. Federal Financials User's Guide*.

Treasury Confirmation and Reconciliation

Recording and Confirming Department of Treasury Payments

The screenshot shows the 'Treasury Confirmation and Reconciliation' window. It contains several input fields for payment details: Payment Batch (224Batch-1), Date Sent to Treasury (05-FEB-2001), Accomplished Date (05-FEB-2001), Payment Count (2), Treasury Amount (2,999.00), Currency (USD), and Cash Transaction Code (DIT1). Below these is a 'Treasury Check Information' section with a 'Range Type' dropdown set to 'Multiple', 'From' and 'To' fields, and a 'Check Ranges' button. There is also a 'Check Sequence Gap' checkbox which is checked. The 'Status' is set to 'Confirmed', with 'Confirm' and 'Back Out' buttons. An 'Invoice Payment Details' section follows, containing a table with columns for Supplier, Treasury Check No, Amount, Void, Offset, and Gap.

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"/>

At the bottom of the table are 'Offset' and 'Payment' buttons.

The screenshot shows the 'Treasury Confirmation Offset' window. It has two main sections: 'Gap' and 'Offset'. The 'Gap' section includes fields for Vendor Name (Supp 1 Pay Formats), Original Treasury Check No. (1), Corrected Treasury Check No. (empty), and Offset Party Name (empty). The 'Offset' section includes fields for Original Payment Amount (1,000.00), Offset Amount (empty), and Net Payment Amount (empty). There is also a 'Void' checkbox. At the bottom are 'Delete', 'Cancel', and 'OK' buttons.

To record and confirm Department of Treasury payment information:

1. Navigate to the Treasury Confirmation and Reconciliation window.
2. In the Payment Batch field, select a payment batch or query an existing payment batch.
3. Select the Payment Batch.

4. Enter the date payment batch sent to treasury.
5. Enter the Accomplished Date.
6. Select the Cash Transaction Code, if required.
7. Select the Range Type.
8. Select the value for From and To, if Range Type is "Single".
9. To enter check ranges, click Check Ranges and enter the Range Sequence, From and To as applicable in the Check Range Window.
10. If an offset has occurred, click Offset. Enter the Corrected Treasury Check No, if required.
11. Enter the Offset Party Name, if required.
12. Enter the Offset Amount.
13. Check the Void check box if payment is voided.
14. 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 was 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.

15. To view detailed information for the selected record, in the Invoice Payment Details region, click Payment.

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 was voided in Payables are reversed.

Voiding Confirmed Payments

To void payments:

1. Void payments using the procedures outlined in Payables, then proceed with these steps.
2. Navigate to the Submit Request window.
3. In the Name field, select Disbursements in Transit Voided Checks.
4. To send the request to the concurrent manager, click Submit.

Offsetting Payments

To offset a payment before confirmation in the Treasury Confirmation and Reconciliation window:

1. Click Offset.
2. If an offset has occurred, click Offset. Enter the Corrected Treasury Check No, if required.
3. Enter the Offset Party Name, if required.
4. Enter the Offset Amount.
5. Check the Void check box if payment is voided.
6. Click OK to enter the offset for the payment.

Viewing Treasury Confirmation Procedure

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]

To find and view Department of Treasury payment information:

1. Navigate to the Treasury Confirmation Inquiry window.
2. Query one or more fields of the Treasury Confirmation Inquiry window.
3. Click Treasury Confirmation 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.

Refunds Procedures

Overview

This chapter describes how to enter refunds created as cash receipts in Oracle Public Sector Receivables and customer agency IPAC chargebacks. This chapter also describes how to enter obligation dates for unmatched distribution lines for refunds created in Oracle Public Sector Payables.

The Receivables Refunds window determines the obligation date for all Account Receivables cash receipts identified as refunds and customer agency IPAC chargebacks to ensure proper column placement on the FMS Form 224 report. The Payable Refunds window is used to determine the obligation dates for refunds against credit/debit memos recorded in Payables when the credit/debit memo distribution lines are unmatched.

Prerequisites

- Access to the Payable Refunds and Cash Receipt Refunds windows is required.
For information on defining users in Oracle Applications System Administration that have access to the Payables Refunds and Cash Receipt Refunds windows, see Step 2. Create Additional Users, .
- Invoices must be entered in Payables.
To enter invoices, see Entering Invoices Overview, *Oracle Payables User Guide*.
- Supplier information must be entered in Payables.
To enter supplier information, see Entering Suppliers, *Oracle Payables User Guide*.
- The Populate Payables Refunds process must be run to populate the Payable Refunds and Credit/Debit Memo Distributions windows.
To run the Populate Payables Refunds process, see Populating Payables Refunds Process, *Oracle U.S. Federal Financials Implementation Guide*.

Recording Cash Receipt Refunds Procedure

The screenshot shows a window titled "Cash Receipt Refunds". Inside the window is a table with the following columns: "Supplier Name", "Invoice Number", "Invoice Amount", "Obligation Number", and "Obligation Date". The table has 10 rows. The first row is highlighted. To the left of the table is a vertical scrollbar, and at the bottom is a horizontal scrollbar.

To record Receivables refund information:

1. Navigate to the Cash Receipt Refunds window.
2. In the Supplier Name field, enter the supplier.

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 Cash Receipt Refunds 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, .

3. In the Invoice Number field, enter the invoice number.
4. In the Receipt Number field, enter the cash receipt number of the refund.
5. In the Receipt Fund field, enter the fund to which the refund amount is applied.

Note: The receipt amount is automatically displayed.

6. If the Processed check box is deselected the transaction is processed by the FMS Form 224 report or the FMS 1219 and 1220 reports. If the Processed check box is selected, the transaction cannot be updated.

Recording Payables Refunds Procedures

To record Payables refunds:

1. Navigate to the Payable Refunds window.

The Find Refunds window appears.

Use the check boxes described below to specify reduction criteria enabling users to view records within the specified criteria.

Find Refunds

Show

Unprocessed Refunds ☒ Refunds with missing Obligation Dates ☒
Refunds based on criteria ☐

Refunds

GL Date From GL Date To

Credit /Debit Memos

GL Date From GL Date to
Number

Supplier

Name Site
Number

Clear **New** Find

2. To view all unprocessed refunds, select the Show Unprocessed Refunds check box.

Note: The Show Refunds with Missing Obligation Dates and Show Refunds based on criteria check boxes should be deselected.

3. To view all refunds that are unprocessed with missing obligation dates, select the Show Unprocessed Refunds and Show Refunds with Missing Obligation Dates check boxes.

Note: The Show Refunds based on criteria check box should be deselected.

At least one of the check boxes must be selected to display the Payables Refunds window.

4. To view all refund records with at least one record without an obligation date in the Credit/Debit Memo Distribution window, select the Show Refunds with Missing Obligation Dates check box.
5. To search for refunds based on specific criteria, select the Show Refunds based on criteria check box and enter the relevant search criteria.
6. Click Find.

The Payable Refunds window appears.

Supplier Name	Number	Site	Check Number	Amount	Credit/Debit Memo Number	GL Date	Amount	Obligation Date
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>

View All Distributions Update Obligation Date

Note: This window is display only.

- 7. In the Credit/Debit Memo Number field, the credit memo or debit memo number for which the refund was created is displayed.

Note: More than one credit/debit memo may be associated with the refund. The number of records displayed is determined by the number of credit/debit invoices for the refund.

- 8. The Obligation Date check box is only selected if all of the distributions for the refund record contain obligation dates. If one of the distributions does not have an obligation date, the check box is deselected. To view which records need updating, enter the obligation date.
- 9. To view all distributions of the credit/debit memo, click View All Distributions.

The Credit/Debit Memo Distributions window appears.

Supplier
Name Num Site

Refund
Check Num Check Amount GL Date

Credit / Debit Memo
Num Amount GL Date

Credit / Debit Memo Distributions

Line Num	Dist Amount	Account	Obligation Number	Obligation Date	Period Reported	Processed
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Account Ok Cancel

10. To view distributions of the credit/debit memo with missing obligation dates, click Update Obligation Date.
The Credit/Debit Memo Distributions window appears.
11. In the Obligation Date field, optionally enter a date prior to the default credit/debit memo date for unmatched lines.

Posting Procedures

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

- 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 Payables User 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 Payables User 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, .

- 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 Payables User 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, .

Generating the Federal Vertical Transfer to GL Procedure

To run the Federal Vertical Transfer to GL process:

1. Navigate to the Submit Request window.
2. In the Request Set field, choose Federal Vertical Transfer to GL from the list of values.
3. Click on or tab to the Parameters field for the first item, Create Budgetary Discount Transactions.

The Parameters window appears.

4. In the Batch Name field, enter a batch name.
5. Optionally, in the Transaction From Date field, enter the beginning date of transactions to be posted.
6. In the Transaction To Date field, enter the ending date of transactions to be posted.

Note: If no value is entered in the Transaction From Date field, all transactions through the Transaction To Date value is selected.

7. 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 Payables User Guide*.

8. To apply the Parameters, click OK.
9. To send the request to the concurrent manager, click Submit.
10. The Requests window appears.
11. To view the request, select the appropriate Request ID, and click View Output.

For information on reports automatically printed by this procedure, and others available using the same window, see Posting in Oracle General Ledger, *Oracle Payables User 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, *Oracle General Ledger User Guide* and Posting Journal Batches Automatically (AutoPost), *Oracle General Ledger User Guide*.

Third Party Payments Process

Overview

The Third Party Payment process enables users to establish supplier/assignee relationships and to create payments to the assignee.

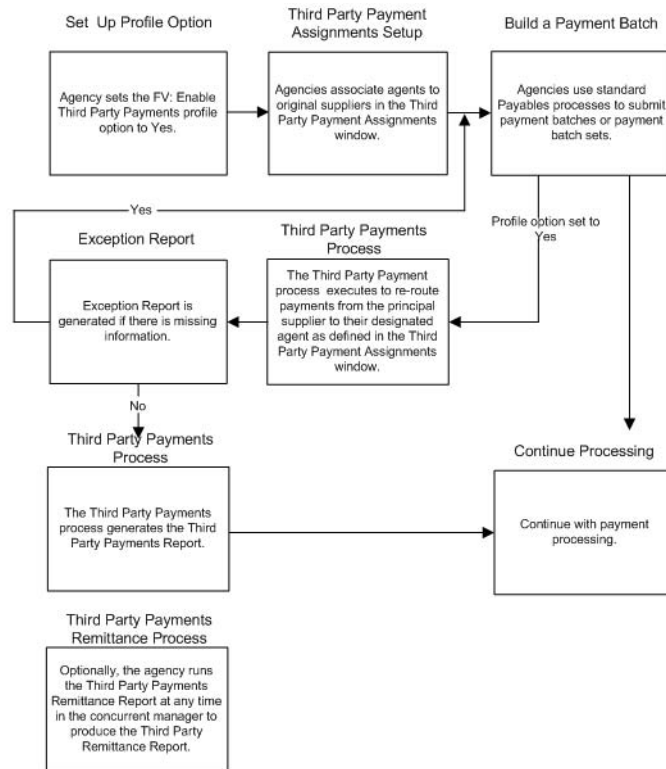
Federal Requirements

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

The diagram below describes the Third Party Payments Process as described in the accompanying text.



Third Party Payments 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 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.
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.

Related Topics

For information on setting up the FV: Enable Third Party Payments profile option, see Step 3. Specify Profile Options, *Oracle U.S. Federal Financials Implementation Guide*.

For information on the Third Party Assignments window, see Third Party Payments Setup, *Oracle U.S. Federal Financials Implementation Guide*.

For information on the Third Party Payment Process, see Third Party Payments Procedures, page 25-1.

For information on the Third Party Remittance Process, see Third Party Report Procedures, page 26-1.

Third Party Payments Procedures

Overview

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.

The Third Party Payment process is run after building a payment batch in Oracle 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, .

Generating Third Party Payments

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 the Third Party Payments Report Description table, page 25-2.

Third Party Payments Report Description

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

Third Party Report Procedures

Overview

The Third Party Remittance report shows third party payment assignments.

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, .

Generating Third Party Remittance Reports

To print the Third Party Remittance report:

1. Navigate to the Submit Requests window.
2. In the Name field, select Third Party Remittance Process from the list of values.
3. Click OK.
4. In the Payment Date From field, optionally enter a payment date to begin the process run.
5. In the Payment Date To field, optionally enter a date to end the process run.
Note: If a value for the Payment Date To field is selected, a value for the Payment Date From field must be selected.
6. In the Payment Batch Name field, optionally select a confirmed payment batch.
7. In the Sort By field, select a sort method.
8. To apply the parameters, click OK.
9. To send the print request to the concurrent manager, click Submit.
10. To view the request, select the appropriate Request ID and click View Output.

Third Party Remittance Report Description

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

Receivables and Payables Netting Process

Receivables and Payables Netting Process

Receivables and Payables netting enables agencies to manage Receivables collection by offsetting Receivables against Payables to a vendor who is also a customer. The Receivables and Payables Netting process is run during the payment batch process in Oracle Payables.

The following rules apply to Receivables and Payables netting:

- To be eligible for offset, the Receivables 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 the Receivable are offset first, followed by the principal invoice offset.
- After identifying Payables and Receivables transactions for netting, create a debit memo to the vendor's Payables account and a credit memo to the corresponding Receivables account.
- After offset is complete, print a remittance report with the offset transactions to inform the vendor at the time of payment.

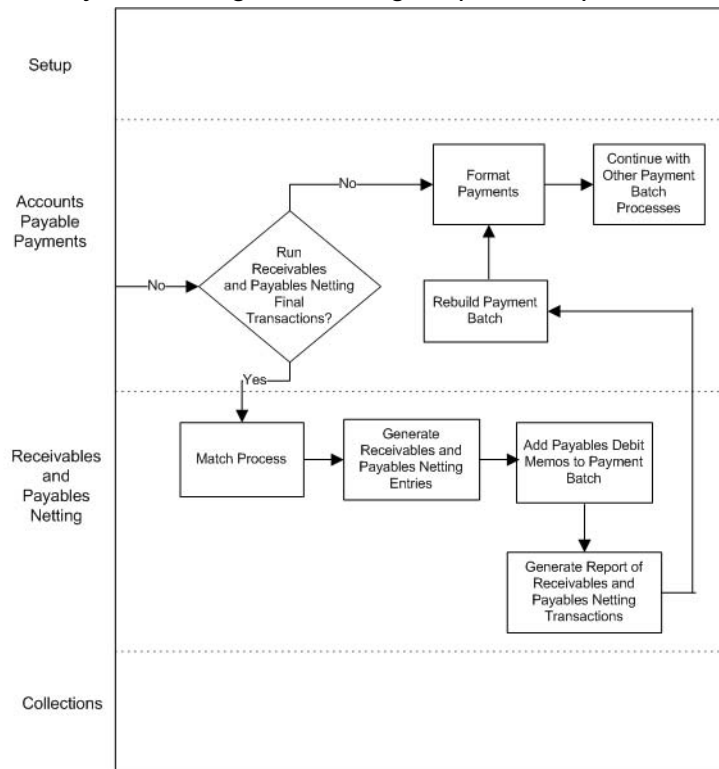
The Receivables and Payables Netting process includes the following features:

- 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

Receivables and Payables Netting Process Diagram

The Receivables and Payables Netting Process Diagram, page 27-2 shows the receivables and netting process.

Receivables and Payables Netting Process Diagram (Continued)



Receivables and Payables Netting Process Procedures

The following steps describe the Receivables and Payables Netting process:

1. Perform the following setup tasks:
 - 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. Defines rules to determine the eligibility of Receivables invoices for offset.
3. Set up customer and vendor cross references to identify the customers/vendors eligible for offset.
4. Create a payment batch in Oracle Payables.

Oracle Payables selects all approved invoices and builds the payment batch.
5. After selecting invoices and building payments, review and modify the payment batch.
6. Run the preliminary report by selecting the Format check box in the Payment Batch Actions window and selecting Preliminary in the Perform AR/AP Netting decision window.
7. The Receivables and Payables Netting match process looks for Receivables and Payables that are eligible for offset in this way:
 - Identify Receivables invoices eligible for offset.
 - Looks for a customer number match.
 - First apply the Payables offset amount in the order defined in the set up for accrued finance charges in Federal Financials; then apply the principal for each Receivable.
 - If Receivables exceeds Payables, 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.
8. Run and review the AR/AP Netting Preliminary Report to identify all matched Receivables against the Payables for which the batch is run.
9. If necessary, change the status of Receivables in the Call Actions window so that the Receivables are not offset against Payables.
10. Run the final Receivables and Payables Netting process by selecting the Format check box in the Payment Batch Actions window and selecting Final in the Perform AR/AP Netting decision window.
11. For the matches identified, the Receivables and Payables Netting process automatically creates debit memos in Payables and credit memos in Receivables.

To link the Receivables invoice and 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 Payables invoice and Payables debit memo, the debit memo number field in the Invoices window is populated with the suffix NET and a sequence number.

12. The Receivables and Payables Netting process triggers a rebuild of the Oracle Payables payment batch.
13. The Oracle Payables debit memos are applied to the Payables selected for the Receivables and Payables netting transactions and reduces the payment made to the vendor.
14. The remittance report associated with the payment lists the debit memo and information from the debit memo that describes the receivable that was offset.
15. The AR/AP Netting Final Report is generated.
16. Format the payment batch by selecting the Format check box in the Payment Batch Actions window and selecting No in the Perform AR/AP Netting decision window.
17. Complete any additional standard payment batch processes.

Receivables and Payables Netting Process 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

The table below shows a Payables invoice amount that is equal to the Receivables invoice amount.

Oracle Payables Invoice Amount = Oracle Receivables Invoice Amount

Receivables Invoice Customer Number	Oracle Receivables Invoice Number	Receivables Invoice \$ Amount	Payables Invoice Supplier Site	Oracle 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

The table below shows a Payables invoice amount that is greater than the Receivables invoice amount.

Oracle Payables Invoice Amount > Oracle Receivables Invoice Amount, 1 to 1 Relationship

Receivables Invoice Customer Number	Oracle Receivables Invoice Number	Receivables Invoice \$ Amount	Payables Invoice Supplier Site	Oracle Payables Invoice Number	Payables Invoice \$ Amount
7V348	123	\$5,000	7V348	B101	\$8,000

In the example described in the table below, 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

The table below shows Payables invoice amounts for several invoices that are greater than the Receivables invoice amount for a single invoice.

Oracle Payables Invoice Amount > Oracle Receivables Invoice Amount, Many to 1 Relationship

Receivables Invoice Customer Number	Oracle Receivables Invoice Number	Receivables Invoice \$ Amount	Payables Invoice Supplier Site	Oracle 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

The table below shows a Payables invoice amount that is less than the Receivables invoice amount.

Oracle Payables Invoice Amount < Oracle Receivables Invoice Amount, 1 to 1 Relationship

Receivables Invoice Customer Number	Oracle Receivables Invoice Number	Receivables Invoice \$ Amount	Payables Invoice Supplier Site	Oracle Payables Invoice Number	Payables Invoice \$ Amount
7V348	123	\$5,000	7V348	B101	\$4,000

In the example described in the table above, 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

The table below shows a Payables invoice amount that is less than the total amount for a Receivables invoice, interest invoice and administrative charge invoice.

Payables Invoice Amount < Receivables Invoice Amount + Interest Invoice Amount + Administrative Charge Invoice Amount, 1 to 1 Relationship

Receivables Invoice Customer Number	Oracle Receivables Invoice Number	Receivables Invoice \$ Amount	Payables Invoice Supplier Site	Oracle 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.

Receivables and Payables Netting Procedures

Creating a Receivables and Payables Netting Payment Batch

Receivables and Payables netting enables agencies to offset the collection of Receivables against Payables for vendors who are also customers.

The Receivables and Payables Netting process is run as part of the payment batch process in Oracle Payables. Receivables and Payables Netting looks for Receivables and Payables that are eligible for offset according to the conditions you define. You can generate a preliminary report to review the Receivables and Payables netting transactions, then run the final netting process to create credit memos in Receivables and debit memos in Payables for the offset amounts.

The Receivables and Payables netting 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

The following diagram shows the Oracle U.S. Federal Payables payment batch procedure with Receivables and Payables netting. If users begin with selecting invoices, the succeeding process steps are as follows:

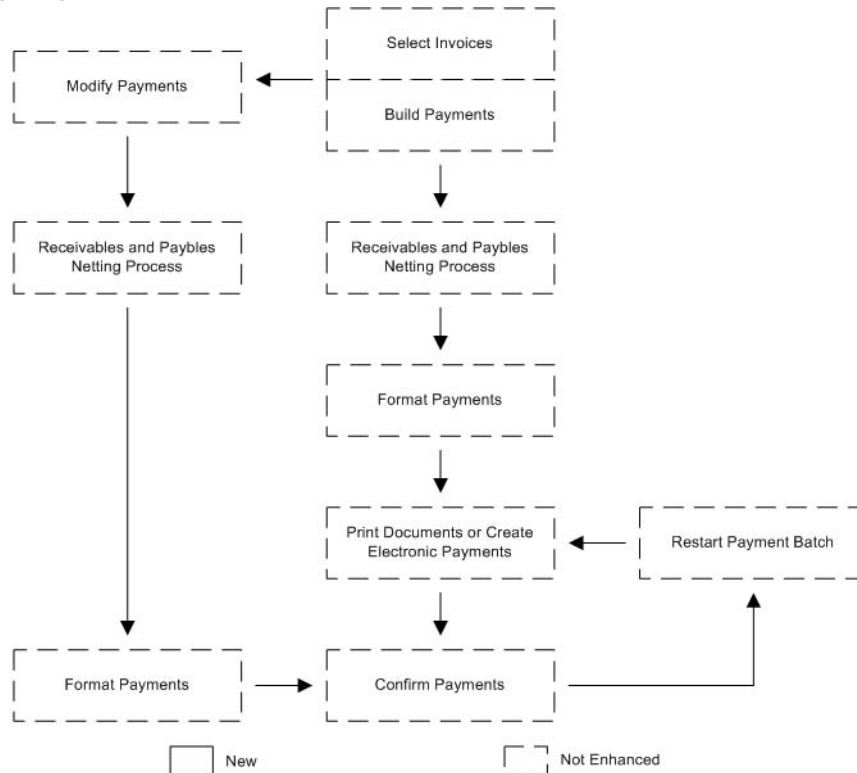
- modify payments
- Receivables and Netting Process
- format payments
- confirm payments
- restart payment batch
- print documents or create electronic payments
- confirm payments

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

Oracle U.S. Federal Payables Payment Batch Procedure with Receivables and Payables Netting Diagram



Prerequisites

Before you can run a payment batch for Receivables and Payables netting, you must:

- Set up Receivables and Payables Netting.
- Set the FV: Enable AR/AP Netting profile option to *Yes*.
- Set the AP: Use Invoice Batch Controls profile option to *No*.

AR/AP Netting Preliminary Report

To print the AR/AP Netting Preliminary Report:

1. Navigate to the Payment Batches window.
2. Create a 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 Preliminary.

Note: The Format Payments process is not submitted.

6. Click OK.

If necessary, change the status of Receivables so that they are not offset against Payables during the Receivables and Payables Netting process by modifying the Receivables collector call action codes.

To modify Receivables collector call action codes:

1. Navigate to the Customer Calls window.
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.
5. Save your work.

Generating the AR/AP Netting Final Report

To run the Receivables and Payables final netting transactions:

1. Navigate to the Payment Batches window.
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.

5. Click Final.

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.

Related Topics

For information on creating a payment batch and the Payment Batches window, see Paying Invoices in Payment Batches, *Oracle Payables User Guide*.

For information on modifying Receivables collector call actions, see Recording Call Actions, *Oracle Receivables User Guide*.

For information on the other features available in the Payment Batch Actions window, see Paying Invoices in Payment Batches, *Oracle Payables User Guide*.

Interagency Transaction Processes

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, page 29-1
- Required Processing Methods, page 29-1

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.

The table below describes billing agency ALC setup and results for the SF 1081 and IPAC.

Billing Agency ALC Setup and Results for the SF 1081 and IPAC

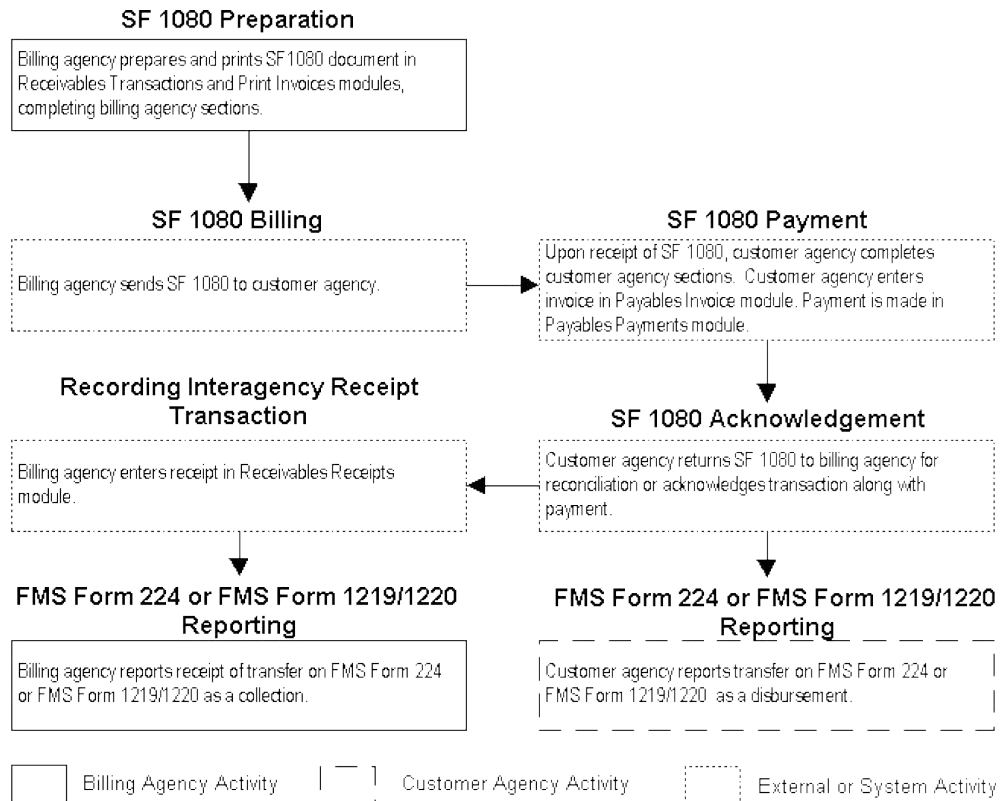
Is the payment method defined on the Transaction?	Is the Agency Location Code defined on primary bank account of payment method?	Is the Default ALC check box selected in the Define Federal Options window?	SF 1081 Results	IPAC Results
Yes	Yes	Yes	ALC from the primary bank account of the payment method 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.
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.

Is the payment method defined on the Transaction?	Is the Agency Location Code defined on primary bank account of payment method?	Is the Default ALC check box selected in the Define Federal Options window?	SF 1081 Results	IPAC Results
Yes	No	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

The diagram below shows the Interagency Billing and Payment for SF 1080 Transactions diagram as described in Interagency Transactions Process for SF 1080, page 29-9.

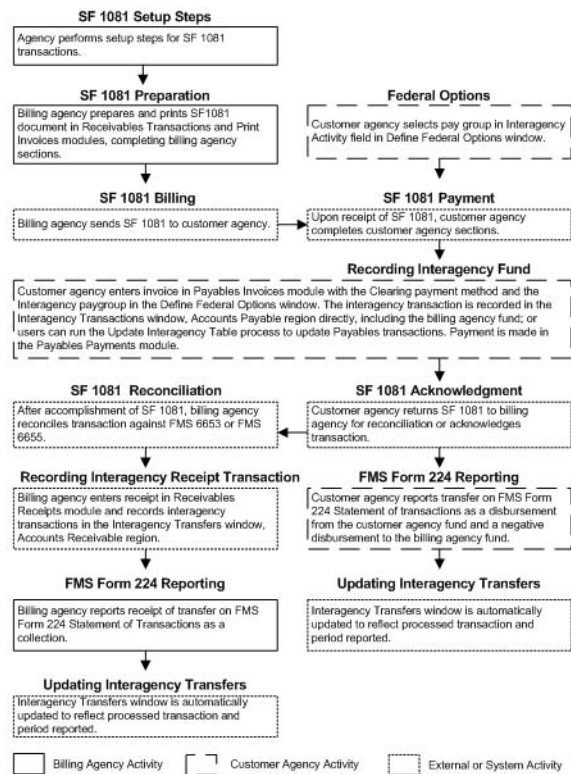
Interagency Billing and Payment for SF 1080 Transactions Diagram



Interagency Billing and Payment for SF 1081 Transactions Diagram

The table below shows the Interagency Billing and Payment for SF 1081 Transaction diagram as described in Interagency Transactions Process for SF 1081, page 29-10.

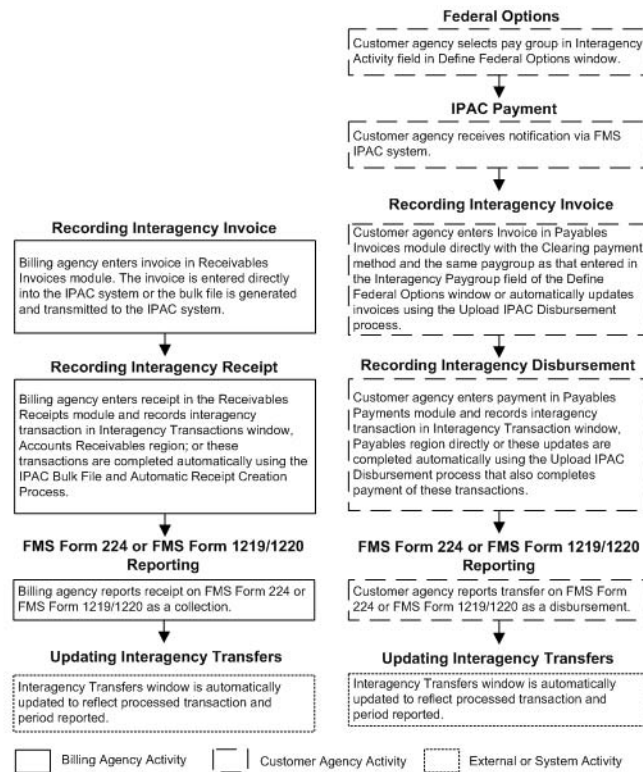
Interagency Billing and Payment for SF 1081 Transactions Diagram



Interagency Billing and Payment for IPAC Transactions Diagram

The figure below shows the Interagency Billing and Payment for IPAC Transactions diagram as described in Interagency Transaction Process for IPAC Transactions, page 29-12.

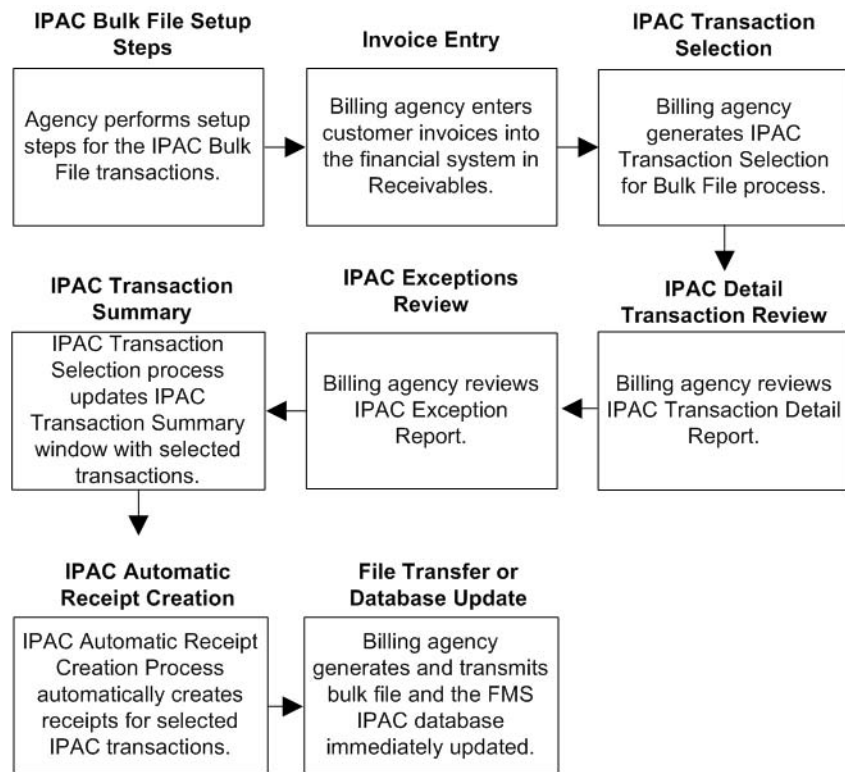
Interagency Billing and Payment for IPAC Transactions Diagram



IPAC Bulk File and Automatic Receipt Creation Process Diagram

The figure below 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 29-14.

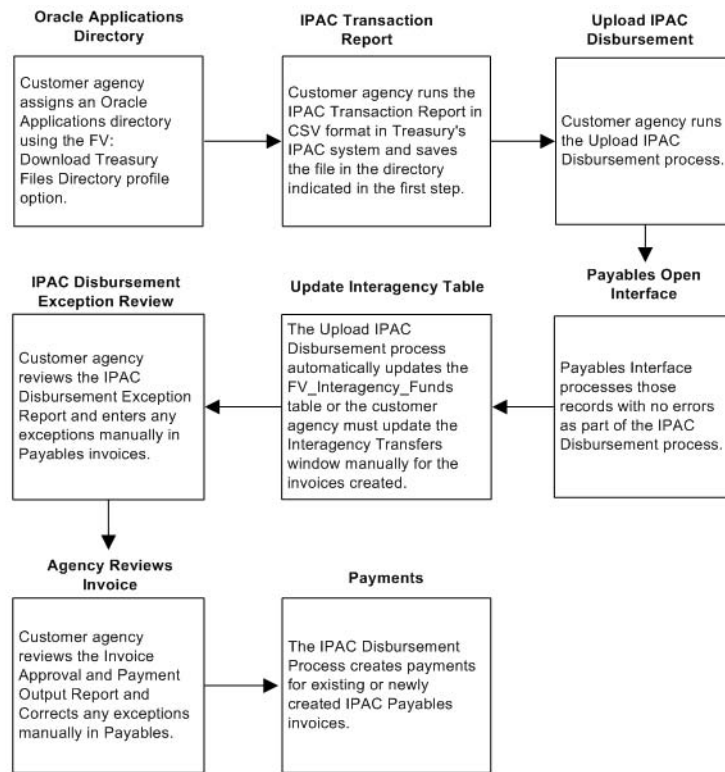
IPAC Bulk File Process Diagram



IPAC Disbursement Process Diagram

The figure below shows the IPAC Disbursement Process diagram as described in IPAC Disbursement Process for Transactions, page 29-15.

IPAC Disbursement Process Diagram



Interagency Transactions Processes

This section includes the following parts:

- Features, page 29-8
- Interagency Transactions Process for SF 1080, page 29-9
- Interagency Transactions Process for SF 1081, page 29-10
- Interagency Transaction Process for IPAC Transactions, page 29-12
- IPAC Bulk File and Automatic Receipt Creation Process for Receivables Transactions, page 29-14
- IPAC Disbursement Process for Transactions, page 29-15

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.

The Interagency Billing and Payment for SF 1080 Transactions Diagram , page 29-4 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.

The Interagency Billing and Payment for SF 1081 Transactions Diagram, page 29-5 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. The Interagency Billing and Payment for IPAC Transactions Diagram, page 29-6 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. The IPAC Billing Bulk File Process Diagram, page 29-7 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. The IPAC Disbursement Process Diagram, page 29-8 illustrates the process.

1. The customer agency assigns an Oracle Applications directory using the FV:Download Treasury Files Directory profile option and sets up the AP: Using Invoice Batch Controls profile option.

For information on the FV: Download Treasury Files Directory profile option and the AP: Use Invoice Batch Controls profile option, see Step 3. Specify Profile Options.

2. The customer agency runs the IPAC Transaction Report in CSV format in Treasury's IPAC system and saves the file in the directory indicated in Step 1.
3. The customer agency runs the Upload IPAC Disbursement concurrent process and referencing the file created in Step 2, *Oracle U.S. Federal Financials User's Guide*. 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. The Interagency Billing and Payment for SF 1081 Transactions Diagram, page 29-16 and the Interagency Billing and Payment for IPAC Transactions Diagram, page 29-17 describe the table mappings for the Payables Invoices Interface.

Payables Invoices Interface Columns

Treasury's IPAC File and Values Inserted in Columns	Payables Invoices Interface Columns * indicates that this is a required field in the interface
Purchase Order Number	PO_Number *
sequential number assigned during import	Invoice_ID *
IPAC - Invoice Number	Invoice_Num *
Summary Amount	Invoice_Amount *
IPAC	Source *
Accomplished Date	Invoice_Date
IPAC Disbursement Reference Number: (insert Reference Number), Quantity: (insert Quantity), Unit Price: (insert Unit Price), Contract Number: (insert Contract Number)	Description (PO Description if not entered)
Current Date that transactions are loaded into the Interface tables	Creation_Date
Userid of the person or organization that loads this record into the table	Created_By
Clearing	Payment_Method_Lookup_Code
Default from the Interagency Paygroup on the Define Federal Options window for the Org ID of the person running the import	Pay_Group_Lookup_Code

Payables Invoice Lines Interface Columns

Treasury's IPAC File and Values Inserted in Columns	Payables Invoice Lines Interface Columns
	* indicates that this is a required field in the interface
sequential number assigned during import - same as header	Invoice_ID *
	Invoice_line_ID *
ITEM	Line_Type_Lookup_Code *
Accounting Date	Accounting_Date
Description	Description
Purchase Order Number	PO_Number
Purchase Order Number	PO_Line_Number
	USSGL_Transaction_Code

- automatically updates and approves invoices that have passed preedits 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, *Oracle U.S. Federal Financials User's Guide*.

For information on entering and updating agency information in the Define Federal Options window, see Federal Options Setup, *Oracle U.S. Federal Financials User's Guide*.

For information on entering and updating information in the FMS Form 224 report1219/1220 Definitions window, see Federal Report Definitions Setup.

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, *Oracle Payables User Guide* 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, *Oracle U.S. Federal Financials User's Guide*.

For information on generating the SF 1080 Voucher for Transfers Between Appropriations and/or Funds document, see Interagency Transaction Procedures, page 30-1.

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.

For information on printing the FMS Form 224 Statement of Transactions Report, see FMS Form 224 Statement of Transactions Report Procedures, page 35-1.

For information on printing the FMS Form 1219/1220 report, see FMS Form 1219/1220 Report Procedures, page 37-1.

For information on the FV: Download Treasury Files Directory profile option, see Step 3. Specify Profile Options, .

For information on IPAC procedures, see Interagency Transaction Procedures.

For information on the Payables Open Interface, see Payables Open Interface Tables, *Oracle Payables User Guide*.

Interagency Transaction Procedures

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 29-1.

Overview

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 34-1
- FMS Form 224 Statement of Transactions Report Procedures, page 35-1

For information on generating and printing the FMS Form 1219 and 1220 reports, see the following:

- FMS Form 1219/1220 Process, page 34-1
- FMS Form 1219/1220 Report Procedures, page 37-1

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 29-3
- Interagency Transactions Process for SF 1080, page 29-9

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 29-4
- Interagency Transactions Process for SF 1081, page 29-10

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, page 30-2
- IPAC Disbursements Process, page 30-2

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 the IPAC Transaction Detail Report Description, page 30-17 table, lists the transactions selected from the IPAC Transaction Selection Process. The IPAC Exception Report, described in the IPAC Disbursement Exception Report Description, page 30-18 table 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 29-5
- IPAC Bulk File and Automatic Receipt Creation Process Diagram, page 29-6
- Interagency Transaction Process for IPAC Transactions, page 29-12

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 Payables User 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 the IPAC Disbursement Exception Report Description, page 30-38 table
- Invoice Approval and Payment Output Report as described in the Invoice Approval and Payment Output Report, page 30-39 table

For information on the IPAC disbursement process, see the following:

- IPAC Disbursement Process Diagram, page 29-7
- IPAC Disbursement Process for Transactions, page 29-15

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, .

- 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, .

- 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, .

- 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, .

- 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 Receivables User 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, .

- 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, .

- 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 Receivables User 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 Purchasing User 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, .

- 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, .

- 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, .

- 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 Payables User 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 Payables User 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, page 30-5
- Print Selected SF 1080 Invoices, page 30-6
- Print Batch of SF 1080 Invoices, page 30-7

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:

Note: This procedure is required only for the billing agency.

1. Navigate to the Submit Request window.
2. In the Request Set field, select Invoice Print New SF 1080 from the list of values.
3. Click OK.

The Submit Request Set window reappears.

4. Click in or tab to the Parameters field.

The Parameters window appears.

5. In the Transaction Class field, optionally select a transaction class from the list of values.
6. 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.

7. In the Print Date Low and Print Date High fields, optionally enter the beginning and ending dates of the invoices to be printed.
8. 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.

9. In the Open Invoices Only field, select Y for Yes or N for No from the list of values.
10. To apply the parameters, click OK.
11. To send the print request to the concurrent manager, click Submit.

The Requests window appears.

12. Place the cursor in the Request ID field and click View Output.

Print Selected SF 1080 Invoices

To print selected SF 1080 Voucher for Transfers Between Appropriations and/or Funds invoices:

Note: This procedure is required only for the billing agency.

1. In the Request Set field, select Invoice Print Selected SF 1080 from the list of values.
2. Click OK.

The Submit Request Set window reappears.

3. Click in or tab to the Parameters field.

The Parameters window appears.

4. In the Transaction Class field, optionally select a transaction class from the list of values.
5. 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.

6. 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.
7. In the Print Date Low and Print Date High fields, optionally enter the beginning and ending dates of the invoices to be printed.
8. 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.

9. In the Customer Class field, optionally select a customer class from the list of values.
10. In the Customer field, optionally select a customer from the list of values.
11. In the Open Invoices Only field, select Y for Yes or N for No from the list of values.
12. In the Office Charged field, optionally enter the name of the accounting classification of the office charged.
13. To apply the parameters, click OK.
14. To send the print request to the concurrent manager, click Submit.
The Requests window appears.
15. Place the cursor in the Request ID field and click View Output.

Print Batch of SF 1080 Invoices

To print a batch of SF 1080 Voucher for Transfers Between Appropriations and/or Funds invoices:

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.

1. In the Request Set field, select Invoice Print Batch of SF 1080 from the list of values.
The Submit Request Set window reappears.
2. Click in or tab to the Parameters field.
The Parameters window appears.
3. In the Order By field, select a sort order from the list of values or use the default value.
4. In the Batch field, select a batch from the list of values.
5. In the Transaction Class field, optionally select a transaction class from the list of values.
6. 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.

7. 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.

8. In the Open Invoices Only field, select Y for Yes or N for No 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. Place the cursor in the Request ID field and click View Output.

Note: The Invoice Print Preview Report lists transactions that are printed from the preceding procedures.

For information on previewing transactions, see Entering Transactions, *Oracle Receivables User Guide*.

SF 1080 Voucher for Transfers Between Appropriations and/or Funds Document Description Table

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

Line	Description	Responsible
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
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, page 30-9
- Print Selected SF 1081 Invoices, page 30-10
- Print Batch of SF 1081 Invoices, page 30-11

Note: The SF 1081 printing procedures must only be used to print invoice transactions.

Print New SF 1081 Invoices

To print the new SF 1081 Voucher and Schedule of Withdrawals and Credits:

Note: This procedure is required only for the billing agency.

1. Navigate to the Submit Request window.
2. In the Name field, select Invoice Print New SF 1081 from the list of values.

3. Click OK.
The Submit Request Set window reappears.
4. Click in or tab to the Parameters field.
The Parameters window opens.
5. In the Transaction Class field, optionally select a transaction class from the list of values.
6. 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.
7. In the Print Date Low and Print Date High fields, optionally enter the beginning and ending dates of the invoices to be printed.
8. 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
9. In the Prepared By field, enter the name of the billing agency's contact person.
10. In the Approved By field, enter the name of the person approving the SF 1081 Voucher and Schedule of Withdrawals and Credits.
11. In the Tel #1 (999-999-9999) field, optionally enter the telephone number of the billing agency's contact person.
12. In the Tel #2 (999-999-9999) field, optionally enter the fax number of the billing agency's contact person.
13. In the Open Invoices Only field, select Y for Yes or N for No 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. Place the cursor in the Request ID field and click View Output.

Print Selected SF 1081 Invoices

To print selected SF 1081 Voucher and Schedule of Withdrawals and Credits invoices:

Note: This procedure is required only for the billing agency.

1. Navigate to the Submit Request window.
2. In the Name field, select Invoice Print Selected SF 1081 from the list of values.
3. Click OK.
The Submit Request Set window reappears.

4. Click in or tab to the Parameters field.

The Parameters window appears.

5. In the Transaction Class field, optionally select a transaction class from the list of values.
6. 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.

7. In the Transaction Number Low and Transaction Number High fields, optionally enter the beginning and ending numbers of the invoices to be printed.
8. In the Print Date Low and Print Date High fields, optionally enter the beginning and ending dates of the invoices to be printed.
9. 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

10. In the Customer Class field, optionally select a customer class from the list of values.
11. In the Customer field, optionally select a customer from the list of values.
12. In the ALC field, optionally select the ALC of the customer agency to be billed from the list of values.
13. In the Prepared By field, enter the name of the billing agency's contact person.
14. In the Approved By field, enter the name of the person approving the SF 1081 Voucher and Schedule of Withdrawals and Credits.
15. In the Tel #1 (999-999-9999) field, optionally enter the telephone number of the billing agency's contact person.
16. In the Tel #2 (999-999-9999) field, optionally enter the fax number of the billing agency's contact person.
17. In the Open Invoices Only field, select Y for Yes or N for No from the list of values.
18. In the Details of Charges field, optionally enter any additional information up to 100 characters, as shown in the SF 1081 Voucher and Schedule of Withdrawals and Credits Document Description, page 30-13 table.
19. To apply the parameters, click OK.
20. To send the print request to the concurrent manager, click Submit.
The Requests window appears.
21. Place the cursor in the Request ID field and click View Output.

Print Batch of SF 1081 Invoices

To print a batch of SF 1081 Voucher and Schedule of Withdrawals and Credits invoices:

Note: This procedure is required only for the billing agency.

1. Navigate to the Submit Request window.
2. In the Name field, select Invoice Print Batch SF 1081 from the list of values.
3. Click OK.
The Submit Request Set window reappears.
4. Click in or tab to the Parameters field.
The Parameters window appears.
5. In the Batch field, select a batch from the list of values.
6. In the Transaction Class field, optionally select a transaction class from the list of values.
7. 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.

8. 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.

9. In the Prepared By field, enter the name of the billing agency's contact person.
10. In the Approved By field, enter the name of the person approving the SF 1081 Voucher and Schedule of Withdrawals and Credits.
11. In the Tel #1 (999-999-9999) field, optionally enter the telephone number of the billing agency's contact person.
12. In the Tel #2 (999-999-9999) field, optionally enter the fax number of the billing agency's contact person.
13. In the Open Invoices Only field, select Y for Yes or N for No 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. Place the cursor in the Request ID field and click View Output.

SF 1081 Voucher and Schedule of Withdrawals and Credits Document Description Table

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

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

SF 1081 Voucher and Schedule of Withdrawals and Credits Document Description Table, Billing Agency

Line	Description	Responsible
Agency Location Code	ALC of accounting station to receive credit	billing agency
Voucher No.	voucher number assigned by billing agency	billing agency
Department	name of station to receive credit	billing agency
Bureau	bureau name of station to receive credit	billing agency
Address	address of station to receive credit	billing agency
Appropriation, Fund, or Receipt Symbol	accounting classification adjusted, billed, or credited	billing agency
Amount	amount adjusted, billed, or credited	billing agency
Total	total of all amounts billed	billing agency
Details of Charges or Reference to Attached Supporting Documents	details or reasons for billing; if applicable, list of supporting documents or vouchers	billing agency

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

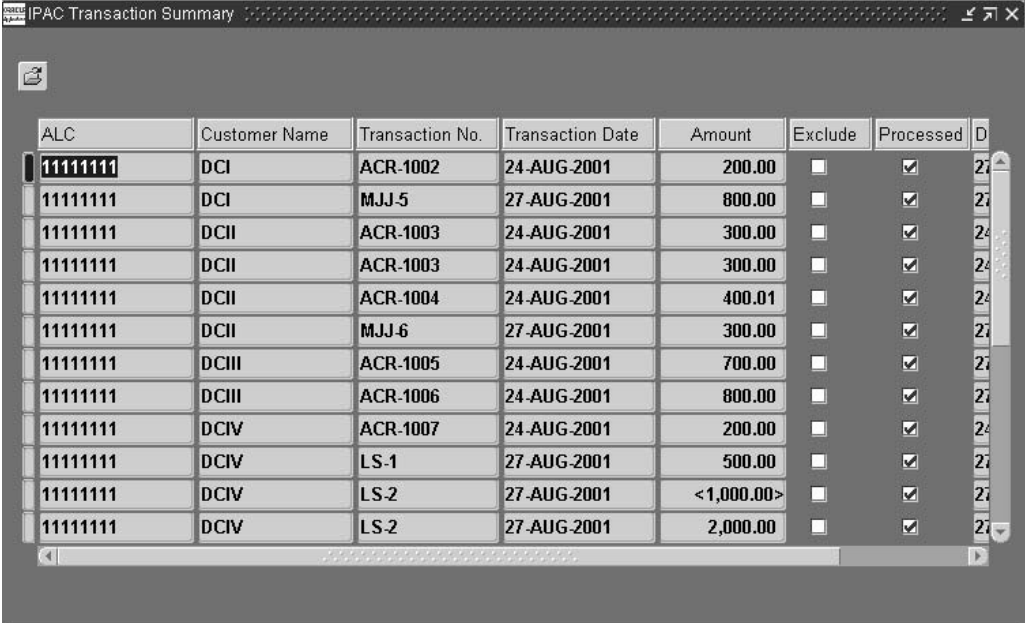
To initiate the IPAC transaction selection process:

Note: This procedure is required only for the billing agency.

1. Navigate to the Submit Requests window.
2. In the Name field, select IPAC Transaction Selection.
3. In the Profile Class field, optionally select the profile class from the list of values.
4. In the Customer Category field, optionally select the customer category from the list of values.

5. In the Customer field, optionally enter the customer.
6. In the Transaction Type field, optionally select the transaction type from the list of values.
7. In the Transaction Date Low field and the Transaction Date High field, optionally enter the beginning and ending dates of the transactions to be selected.
8. In the Currency field, optionally select the currency from the list of values.
9. To apply the parameters, click OK.
10. To send the print request to the concurrent manager, click Submit.
11. Place the cursor in the Request ID field and click View Output.

Viewing and Excluding IPAC Transactions Procedure



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

To view and exclude transactions selected by the IPAC Transaction Selection Process:

1. Navigate to the IPAC Transaction Summary window.
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 your work.

IPAC Transaction Summary Window Description

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	<p>if selected, record is not included on the IPAC Bulk File</p> <p>Note: If the Processed check box is selected, the Exclude check box cannot be updated.</p>
Processed	display only	check box	<p>if selected, indicates successful completion of IPAC Bulk File process</p> <p>Note: If selected, the Exclude check box cannot be updated.</p>
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

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

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

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

Column	Description
Unit of Issue not found for:	lists transactions numbers, transaction dates, line numbers, and amounts for which units of issue cannot be found
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:

1. Navigate to the Submit Requests window.
2. In the Name field, select IPAC Bulk File Creation.
3. To send the print request to the concurrent manager, click Submit.
4. Place the cursor in the Request ID field and click View Output.

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

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

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, I PAC	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

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

Number	Field Name	Description		Start	End	Length
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

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

Number	Field Name	Description		Start	End	Length
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

Number	Field Name	Description		Start	End	Length
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
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

Number	Field Name	Description		Start	End	Length
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

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

Number	Field Name	Description		Start	End	Length
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
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

Number	Field Name	Description		Start	End	Length
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

Number	Field Name	Description		Start	End	Length
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
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

Number	Field Name	Description		Start	End	Length
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

Number	Field Name	Description		Start	End	Length
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

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_D IST table is referenced by the CUSTOMER_TRX_LINE_ID of the RA_CUST_TRX_LINES to determine the CODE_COMBINATION_ID. The CODE_COMBINATION_ID of RA_CUST_TRX_LINE_GL_D IST is used to determine the treasury symbol for the record.	Yes	984	1010	Char 27

Number	Field Name	Description		Start	End	Length
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

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

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

Number	Field Name	Description		Start	End	Length
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

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_D IST table is referenced by the CUSTOMER_TRX_LINE_ID of the RA_CUST_TRX_LINES to determine the CODE_COMBINATION_ID of RA_CUST_TRX_LINE_GL_D IST is used to determine the treasury symbol for the record.	Yes	100	126	Char 27

Number	Field Name	Description		Start	End	Length
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

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:

1. Navigate to the Submit Requests window.
2. In the Name field, select Upload IPAC Disbursement.
The Parameters window appears.
3. 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.

4. 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.

5. In the Agency Location Code field, select an ALC from the list of values, for the ALC to which the transaction is being charged.
6. In the Document Name field, select a document name with a payment method of Clearing from the list of values.
7. 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.

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.

IPAC Disbursement Exception Report Description

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

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, page 30-39
- Customer Agency: IPAC Transactions, page 30-39
- Customer Agency: IPAC Chargeback Transactions, page 30-40
- Billing Agency: IPAC Chargeback Transactions, page 30-40

Customer Agency: SF 1081 Transactions

To enter a SF 1081 transaction for the customer agency:

1. Navigate to the Interagency Transfers window.
2. In the 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 your work.

Customer Agency: IPAC Transactions

The customer agency can automatically update Payables transactions by running the Update Interagency Transfers process.

To manually enter an IPAC transaction for the customer agency:

1. Navigate to the Interagency Transfers window.

2. In the Accounts Payable region, enter 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 your work.

Note: The Billing Agency Fund field is not required for IPAC transactions.

Customer Agency: IPAC Chargeback Transactions

The screenshot shows the 'Interagency Transfers' window. At the top, there is a 'Show' dropdown menu set to 'Accounts Payable'. Below this is a table with four columns: 'Agency Name', 'Invoice Number', 'Invoice Date', and 'Invoice Amount'. The first row of the table is populated with the following data: 'Supplier3' in the Agency Name field, 'OPAC' in the Invoice Number field, '13-SEP-2000' in the Invoice Date field, and '\$100.00' in the Invoice Amount field. There are several empty rows below the first one. The table has a scrollbar on the right side.

Agency Name	Invoice Number	Invoice Date	Invoice Amount
Supplier3	OPAC	13-SEP-2000	\$100.00

To enter an IPAC Chargeback transaction for the customer agency:

1. Navigate to the Interagency Transfers window.
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 your work.

Billing Agency: IPAC Chargeback Transactions

To enter an IPAC Chargeback transaction for the billing agency:

1. Navigate to the Interagency Transfers window.
2. In the Accounts Payable region, enter 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 your work.

Note: The Billing Agency Fund field is not required for an IPAC transaction.

Interagency Transfers Window Description

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 Note: Agency Name is automatically populated from invoice information.
Invoice Number	required	list of values	billing agency invoice number or customer agency invoice number if IPAC chargeback
Invoice Date	display only		invoice date
Invoice Amount	display only		invoice amount
Billing Agency Fund	optional		fund, appropriation, or receipt symbol to which amount is to be transferred
Chargeback	optional	check box	indicates if invoice is an IPAC chargeback
Processed	display only	check box	indicates payment has been included in 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

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 Note: Agency Name is automatically populated from receipt information.
Receipt Number	required	list of values	cash receipt number
Receipt Date	display only		cash receipt date
Receipt Amount	display only		cash receipt amount
Chargeback	optional	check box	used to indicate cash receipt is an IPAC chargeback
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

Receivables Management Process

Overview

Receivables management is the processing and application of collections on receivables. Receivables management for federal agencies involves compliance with the requirements set forth in the Debt Collection Act.

The Debt Collection Act is a set of regulations governing the receivables management and collection practices of federal agencies. The Debt Collection Act of 1982 and related legislation are documented in the *Treasury Financial Manual (TFM)*.

Federal Requirements

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 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 Receivables User 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:

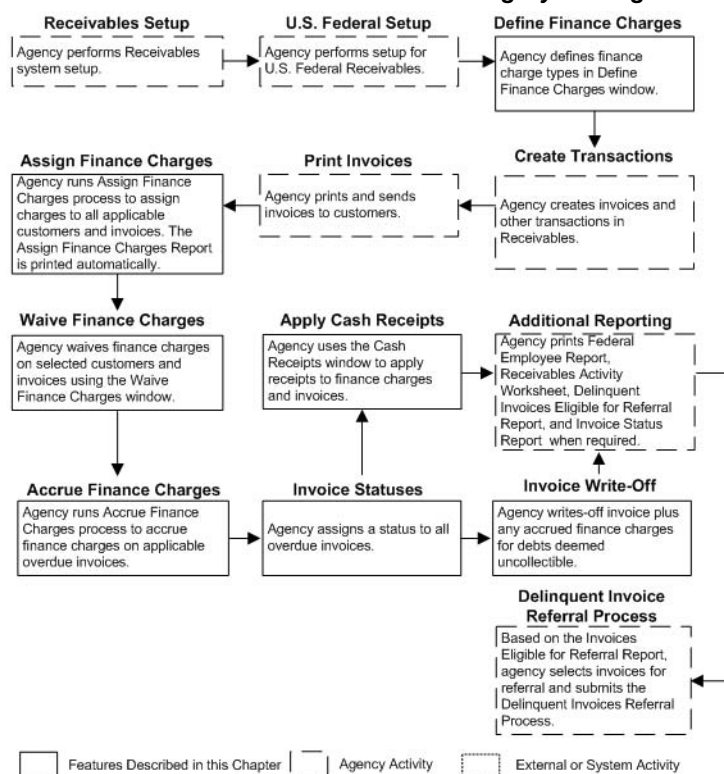
- The 1099-C Cancellation of Debt report must be submitted to the Internal Revenue Service (IRS) for each debtor for whom a debt of \$600.00 or more is canceled during the calendar year.
- The 1096 Annual Summary and Transmittal of U.S. Information Returns report must accompany Copy A of the 1099-C Cancellation 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

The diagram below shows the U.S. Federal Receivables and Debt Collection Processing diagram as described in the U.S. Federal Receivables and Debt Collection Processing Cycle Diagram Description table, page 31-3.

U.S. Federal Receivables and Debt Collection Processing Cycle Diagram



U.S. Federal Receivables and Debt Collection Processing Cycle Diagram Description

U.S. Federal Receivables and Debt Collection Processing Cycle Diagram Description

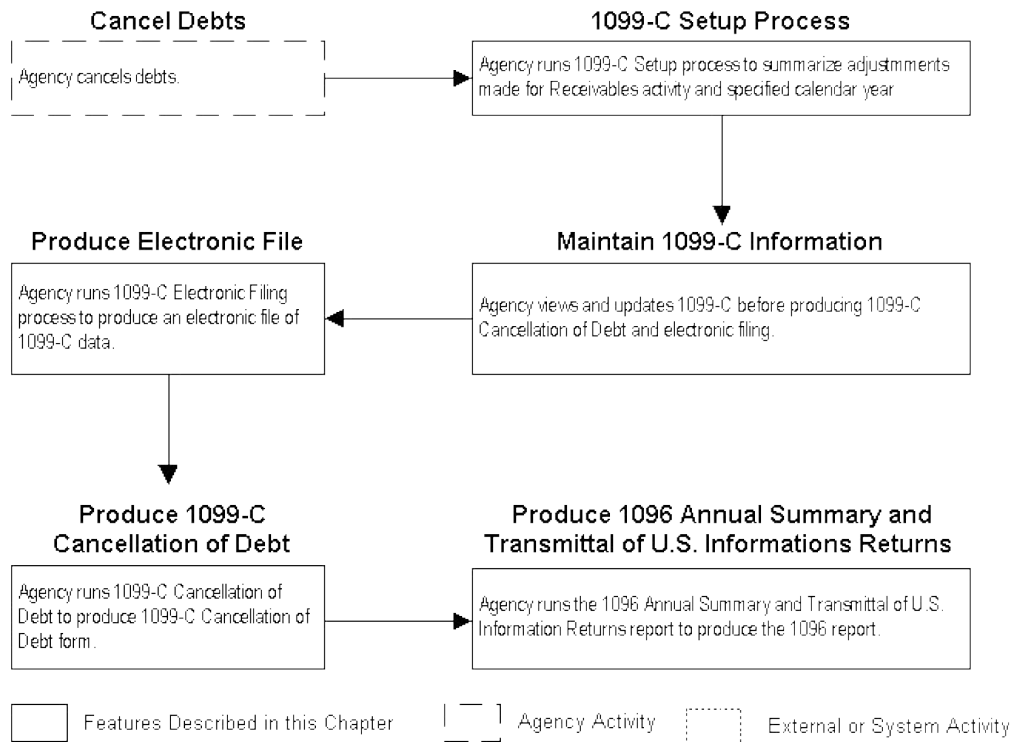
Feature	Description	Status
Receivables Setup	Agency performs Receivables system setup.	agency activity
U.S. Federal Setup	Agency performs setup for U.S. Federal Receivables.	agency activity
Define Finance Charges	Agency defines finance charge types in Define Finance Charges window.	described in this 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

Feature	Description	Status
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
Invoice Write-Off	Agency writes-off invoice plus any accrued finance charges for debts deemed uncollectible. Continue to Additional Reporting step	described in this chapter
Additional Reporting	Agency prints Federal Employee Report, Receivables Activity Worksheet, Delinquent Invoices Eligible for Referral Report, and Invoice Status Report when required.	agency activity
Delinquent Invoice Referral Process	Based on the Invoices Eligible for Referral Report, agency selects invoices for referral and submits the Delinquent Invoices Referral Process.	agency activity

U.S. Federal Receivables - 1099-C Cancellation of Debt Diagram

The diagram below shows the U.S. Federal Receivables - 1099-C Cancellation of Debt diagram as described in the U.S. Federal Receivables - 1099-C Cancellation of Debt Diagram Description tables, page 31-6.

U.S. Federal Receivables - 1099-C Cancellation of Debt Processing Cycle Diagram



U.S. Federal Receivables - 1099-C Cancellation of Debt Diagram Description

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
Maintain 1099-C Information	Agency views and updates 1099-C before producing 1099-C Cancellation of Debt and electronic filing.	described in this chapter
Produce Electronic File	Agency runs 1099-C Electronic Filing process to produce an electronic file of 1099-C data.	described in this chapter
Produce 1099-C Cancellation of Debt	Agency runs 1099-C Cancellation of Debt to produce 1099-C Cancellation of Debt form.	described in this chapter
Produce 1096 Annual Summary and Transmittal of U.S. Information Returns	Agency runs the 1096 Annual Summary and Transmittal of U.S. Information Returns report to produce the 1096 report.	described in this chapter

Finance Charges Process

Definition

Finance charges are interest or penalties assessed on overdue invoices.

Features

The Finance Charges process includes 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:

First Day Finance Charges Against an Invoice

Invoice Due Date + First Accrual + 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:

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:

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.

The table below shows the agencies outstanding invoices on May 10. Both customers are assigned to accrue finance charges.

Outstanding Invoices

Item	Example A	Example B
Customer Name	ABC Enterprises	DEF Enterprises
Invoice Number	ABC1	DEF2
Invoice Date	5/5/02	5/5/02
Due Date	5/10/02	5/10/02
Invoice Amount	\$100.00	\$200.00

On May 20, no payments are received. The agency runs the Accrue Finance Charges process, with the results described in the table below.

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

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

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.

The table below shows the payment that is received and applied on May 21.

Cash Applied to Finance Charges

Item	Example A	Example B
Customer Name	ABC Enterprises	DEF Enterprises
Invoice Number	ABC1	DEF2
Invoice Amount	\$100.00	\$200.00
Total Finance Charges	\$20.22	\$20.44
Total Amount Due	\$120.22	\$220.44
Receipt Amount	\$120.22	\$200.00
Amount Remaining	\$0.00	\$20.44
Amount Applied Finance Charge	\$20.22	\$20.44
Amount Applied Accounting in 1	\$100.00	\$179.56

Note: Amounts received in excess of the amount due are put on account. Finance charges continue to accrue on amounts remaining.

1099-C Cancellation of Debt Process

Definition

Government agencies are required to file the IRS 1099-C Cancellation of Debt for each debtor for whom a debt of \$600.00 or more is cancelled during the calendar year. In addition, the 1099-C Cancellation of Debt must be produced on electronic media when 250 or more forms are submitted. 1096 Annual Summary and Transmittal of U.S. Information Returns must be produced for submission with Copy A of all paper 1099-C Cancellation of Debt reports.

Features

The 1099-C Cancellation of Debt process includes 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, .

For information on entering and updating agency information in the Define Federal Options window, see Federal Options Setup, .

For information on setting up finance charges in the Define Finance Charges window, see Finance Charges Setup, .

For information on running the Receivables Management processes discussed in this chapter, see Receivables Management Procedures, page 32-1 and Receivables Management Report Procedures, .

For information on AutoInvoice, see Using AutoInvoice, *Oracle Receivables User Guide*.

For information on QuickCash, see QuickCash, *Oracle Receivables User Guide*.

For information on Multi-Fund Accounts Receivables, see Multi-Fund Accounts Receivables Process, *Oracle Public Sector Advanced Features User's Guide*.

Receivables Management Procedures

Overview

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

For information on the Receivables Management reports, see Receivables Management Report Procedures, page 33-1.

For information on the Receivables Management process, see Receivables Management Process, page 31-1.

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, .

For information on setting up receivable types and associating receivable types with transaction types, see Receivable Types Setup, .

- 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, .

- 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 Receivable User Guide*.

- Setup for the Receivables AutoInvoice process must be completed.

To set up AutoInvoice, see Overview of AutoInvoice, *Oracle Receivables User 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, .

- 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 Receivables User Guide*.

- Setup for the Receivables Post QuickCash process must be completed to apply cash receipts.

To set up QuickCash, see QuickCash, *Oracle Receivables User 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:

1. Navigate to the Submit Request window.
2. In the Name field, select Assign Finance Charges from the list of values.
3. To send the request to the concurrent manager, click Submit.

The Requests window appears.

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, .

Waiving Finance Charges Procedure

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

To prevent finance charges from being assigned or accrued on selected customers or invoices or to resume accrual of previously waived finance charges:

1. Navigate to the Waive Finance Charges window.
2. Enter data in each field of the Waive Finance Charges window as required.

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:

1. Navigate to the Submit Request window.
2. In the Name field, select Accrue Finance Charges from the list of values.
The Parameters window appears.
3. 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.

4. In the GL Date field, enter the general ledger date.
5. To apply the parameters, click OK.
6. To send the request to the concurrent manager, click Submit.

The Requests window appears.

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 Overview of AutoInvoice, *Oracle Receivables User Guide*.

Writing Off Invoices Procedure

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					

To write-off an invoice and all associated finance charge debit memos with remaining balances:

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. Navigate to the Invoice Write-off window.
2. 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.
3. Navigate to the Customer Accounts Details window to view the results.

Applying Cash Receipts Procedure

Cash Receipts

Batch

Batch Name: **FIF1** Deposit Date: **24-JUL-2003**

GL Date: **24-JUL-2003** Batch Source: **Fed Standard Rec**

Currency: **USD** Receipt Class: **Fed Std Class**

Exchange Rate

Rate Date: Receipt Method: **Fed Std Method**

Rate Type: Bank Account: **Federal Receipt**

Rate: Transaction Code: Status: **COMPLETED**

Batch Totals

	Count	Amount
Control	1	10.00
Actual	1	10.00
Difference	0	.00

Payment

Receipt Information Misc. Information

Customer Name	Location	Invoice Number	Receipt Number	Receipt Amount	Receipt Origin
PMA02-CUST2	4005		FIF1	10.00	Other

Submit

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:

1. Navigate to the Cash Receipts window.

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.

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. In the Deposit Date field, enter the current date.
3. In the GL Date field, enter the current date that must be in an open general ledger period.
4. In the Currency field, enter the batch currency code.
The currency code 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.
5. In the Transaction Code field, optionally enter the transaction code as defined in General Ledger that assigns additional debit and credit pairs to a single transaction.
6. In the Rate Date field, enter the date for which the rate is selected.

Note: The rate date, rate type, and rate are required only when the currency code is changed from the base currency code.

7. In the Rate Type field, enter multiple currency exchange rates for the same date.
8. In the Rate field, enter the exchange rate used to convert foreign currency amounts into functional currency.
9. In the Control field, enter the total of all receipts on file. This number must be greater than zero.
10. In the Invoice Number field, enter the invoice number which must have open status or a non-zero balance. The invoice number cannot be duplicated in the same batch.

Note: If no invoice number is specified, all invoices for the specified customer are retrieved in date order. For each invoice selected, finance charges are paid first, in order of priority, until all cash is applied or all invoices are paid. Any remaining amount is put on account.

11. In the Receipt Number field, enter a unique receipt number.
12. In the Receipt Amount field, enter a receipt amount greater than zero.
13. Click the Misc. Information tab.
14. In the Line Number field, optionally enter the invoice line level cash application for invoices with MFAR transaction types.
15. In the Receipt Date field, change the date if required. The date automatically defaults to the current date.
16. Save the receipt batch.
17. 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.

18. To save a receipt batch without submitting the batch, click the save icon on the toolbar.
19. View the request in the concurrent manager as follows:

View - Requests

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 Receivables User 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. Navigate to the Submit Request window.
2. In the Name field, select Lockbox Finance Charge Application.
The Parameters window appears.
3. In the Transmission Name field, select a transmission name from the list of values.
4. To apply the parameters, click OK.
5. To send the print request to the concurrent manager, click Submit.
The Requests window appears.
6. To view the request, select the appropriate Request ID and click View Output.

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:

Note: Run the 1099-C Setup process when ready to submit the 1099-C output forms.

1. Navigate to the Submit Request window.
2. In the Name field, select 1099-C Setup Process.
The Parameters window appears.
3. In the Creditors TIN field, enter the agency tax identification number.
4. In the Calendar Year field, select a year from the list of values.
5. 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.

6. 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.

7. To apply the parameters, click OK.
8. To process the data for viewing and updating in the Maintain 1099-C Information window, click Submit.

The Requests window appears.

Maintaining 1099-C Information Procedure

To view or update Form 1099-C information for an organization:

1. Navigate to the Maintain 1099-C Information window.
2. Optionally select the Reprint, Void, or Corrected check box to indicate the type of 1099-C invoice.

Note: The Void and Corrected check boxes cannot both be selected.

3. Optionally, select the Reportable check box to include all invoice information in the 1099-C report.

Assigning an Invoice Status Procedure

The screenshot shows the 'Invoices' window with a tab labeled 'Amount/Days Late' and 'Receivable Type'. It contains a table with the following data:

Customer Name	Customer Number	Invoice Number	Amount Due	Days Late
Customer2 - Customer Number	Cust2	ARINV1005	800.00	289

Buttons: History, Status

To assign an invoice status to overdue invoices:

1. Navigate to the Invoice Status window.

The screenshot shows the 'Invoice Status (MJJ-1)' window with a table containing the following data:

Status	Start Date	End Date	Comments
At Agency	08-OCT-2002		

2. Optionally, enter search criteria in the Find Invoices window.
3. 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.

4. 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.
5. To view the receivable type for each invoice displayed, select the Receivable Type tab.
6. 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.

7. To assign an additional invoice status, select an invoice status from the list of values in the Status field.
8. Save your work.
9. 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.

10. Save your work.
11. To view the history records of each status assigned to an invoice, click History in the Invoices window.

The Invoice Status History window appears.

Receivables Management Report Procedures

Overview

The receivables management reports provide information about finance charges assessed on overdue invoices and related debt collection activities.

Receivables Management Reports

The receivables management reports include 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 an agency's receivables by entity code and receivable type. Receivable types include direct loans, defaulted guaranteed loans, and administrative receivables.
- Identification of Federal Employees Report, 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 32-1.

For information on the receivables management process, see *Receivables Management Process*, page 31-1.

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, .
- 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, .
- Organization information must be defined in Receivables.
To define organizations, see Organizations, *Oracle Receivables User Guide*.
- Customer information must be entered in Receivables.
To enter customer information, see Entering Customer Contacts, *Oracle Receivables User Guide*.
- Invoice information must be entered in Receivables.
To enter invoice information, see Transactions Window Field Reference, *Oracle Receivables User Guide*.
- Adjustment Status must be entered for all adjustment transactions.
To enter adjustments, see Crediting Transactions, *Oracle Receivables User Guide*.
- Federal System Parameters must be defined.
To define federal system parameters, see Federal System Parameters Setup, .
- 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, .
- Receivable types must be defined to generate the Delinquent Invoice Referral process.
To define receivable types, see Receivable Types Setup, .
- 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 32-1.

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 32-1.

Assign Finance Charges Report Description

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 32-1.

Accrue Finance Charges Detail Report Description

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:

1. Navigate to the Submit Request window.
2. In the Name field, select Receivables Activity Worksheet from the list of values.
The Parameters window appears.
3. In the Reporting Entity Code field, enter a reporting entity code.
4. In the Fiscal Year field, select a fiscal year from the list of values.
5. In the Quarter field, optionally select a quarter from the list of values.
6. In the Reported By field, select the date option required.
7. In the Type of Receivable field, select a receivable type to be reported from the list of values.
8. 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.

9. In the Receivables Write Offs Activity 2 field, optionally select a receivables activity for write-offs from the list of values.

10. In the Receivables Write Offs Activity 3 field, optionally select a receivables activity for write-offs from the list of values.
11. In the Non-Federal Customer Class field, select a non-federal customer class from the list of values.
12. In the Footnotes field, enter footnote text.
13. In the Name of Preparer field, enter the name of the person preparing the report.
14. In the Preparer's Phone field, enter a phone number.
15. In the Preparer's Fax Number field, enter a fax number.
16. In the Preparer's E-MAIL field, enter an e-mail address.
17. In the Supervisors's Name field, enter the supervisor's name.
18. In the Supervisor's Phone field, enter a phone number.
19. In the Supervisor's E-Mail field, enter an e-mail address.
20. In the Address Line 1 field, enter the agency street address.
21. In the Address Line 2 field, optionally enter the agency street address.
22. In the Address Line 3 field, optionally enter the agency street address.
23. In the City field, enter the agency city.
24. In the State field, enter the agency state.
25. In the Postal Code field, enter the agency postal code.
26. To apply the parameters, click OK.
27. To send the print request to the concurrent manager, click Submit.
The Requests window appears.
28. To view the request, select the appropriate Request ID and click View Output.

Receivables Activity Worksheet Description

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

Line	Description
4. Collections on Receivables (-)	dollar amount of collections on all debts, including delinquent and non-delinquent debt, during the fiscal year; non cash collections, for example, personal property or services rendered must be footnoted; total dollar amount equals the sum of lines 4A, 4B, 4C, and 4D of this section
(A) At Agency	dollar amount for both delinquent and non-delinquent debt worked and collected at agency
(B) At Third-Party	dollar amount for both delinquent and non-delinquent debt collected by a third party other than the Department of Justice or private collection agency, such as a guaranty agency
(C) Asset Sales	dollar amount of proceeds realized from sale of a loan or debt asset
(D) Other - must footnote	dollar amount of all other collections both delinquent and non-delinquent not recorded in lines 4A, 4B, or 4C above; amounts reported on this line must be footnoted to identify the collection tools or techniques used
5. Adjustments	<p>number and dollar amount of changes to receivables during the fiscal year due to reclassifications or adjustments; adjustments dollar amount reclassified or adjusted and transferred into or out of receivables balance in current fiscal year; corrections to previously reported receivables, refunds of amounts previously reported as collections, and adjustments made in prior periods; total dollar amount equals the sum of lines 5A, 5B, and 5C of this section; lines may be either positive or negative</p> <p>Note: Per Treasury, waived transactions are treated as Adjustments and are reported on line 5A in Part I, Section A. Waived transactions are not written-off. However, at this time the Waive Finance Charges window is not designed for this purpose.</p>
(A) Reclassified/ Adjusted Amounts (+ or -)	dollar amount reclassified or adjusted and transferred into or out of receivables balances during fiscal year; all amounts reported on this line must be footnoted with reason for adjustment
(B) Adjustments Due to the Sale of Assets (+ or -)	dollar amount of difference between gross book value of an asset and proceeds from sale of asset, as recorded as a collection in line 4C
(C) Consolidations (+ or -)	dollar amount of proceeds received through loan consolidations
6. Amounts Written Off (-)	<p>dollar amounts written off during current fiscal year</p> <p>Note: Only invoice and principal amounts are reported on this line.</p>

Line	Description
(A) Currently Not Collectible	number and dollar amount of debts greater than two years old where collection continues and debt not closed out
(B) Written-off and Closed Out	number and dollar amount of debts resulting in termination of all collection activity and elimination of accounts from further servicing
7. Ending Balance	number and dollar amount of receivables outstanding at end of reporting period; number and dollar amounts of lines 7A and 7B of this section do not always equal line 7
(A) Foreign/Sovereign	number and dollar amount of receivables owed to Government by Sovereign nations; debts owed by foreign corporations or foreign individuals are not included; this line is for informational purposes only; number and dollar amount are included in line 7
(B) State and Local Government	number and dollar amount of receivables owed to Government by state governments, local governments, public colleges, and universities; this line is for informational purposes only; the number and dollar amount are included in line 7
8. Rescheduled Debt	rescheduled debt for which new or modified payment terms have been agreed to
(A) Delinquent	
(B) Non-Delinquent	
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
Section B	
Delinquent Debt by Age	
1. Total Delinquencies	number and dollar amount of receivables reported on line 7, Outstanding Receivables, Ending Balance in Part I, Section A that are delinquent at end of quarterly reporting period; debts with portions in different aging categories, such as may occur when a debtor becomes delinquent on multiple installment payments, should be reported in most delinquent (oldest) category; total dollar amount equals sum of lines A through G of this section; total dollar amount also equals sum of lines 2 and 3 of this section; lines A through G show dollar amounts of receivables that are delinquent for the respective time periods: 1-90 days, 91-180 days, 181-365 days, 1-2 years, 2-6 years, 6-10 years, and over 10 years
(A) 1-90 Days	
(B) 91-180 Days	
(C) 181-365 Days	
(D) 1-2 Years	
(E) 2-6 Years	
(F) 6-10 Years	
(G) Over 10 Years	
2. Commercial	number and dollar amount of delinquent commercial accounts

Line	Description
3. Consumer	number and dollar amount of delinquent consumer accounts
4. Foreign/Sovereign Debt	number and dollar amount of debt owed to the Government by sovereign nations; debts owed by foreign corporations or foreign individuals are not included as they are considered non-government, domestic debts
Part II: Debt Management Tool and Technique Performance Data	
Section A: Delinquent Debt 180 Days or Less	
1. Total Delinquencies (1-180 days)	cumulative dollar amount of delinquent debt outstanding 180 days or less as of the end of the quarterly reporting period
(A) In Bankruptcy	number and dollar amount of delinquent collateralized or uncollateralized debt in bankruptcy
(B) In Forbearance or In Formal Appeals Process	number and dollar amount of delinquent debt in a formal appeals process or forbearance program; results of the appeal affect whether a debt is considered valid and legally enforceable and/or the dollar amount is collected; debts in a formal appeals program represent debts that are still in negotiation
(C) In Foreclosure	number and dollar amount of delinquent debt, which is in foreclosure; to be "in foreclosure", a notice of default must be filed
(D) At Private Collection Agencies	number and dollar amount of delinquent debt outstanding at private collection agencies
(E) In Litigation	number and dollar amount of delinquent debt outstanding that is in litigation either at the Department of Justice or at agencies with the statutory authority to litigate
(F) Eligible for Internal Offset	number and dollar amount of delinquent debts that will be collected by internal agency offset; internal offset occurs when an agency collects a delinquent debt by offsetting payments made or due to the delinquent debtor by that agency
(G) In Wage Garnishment	number and dollar amount of delinquent debt for which the agency is pursuing administrative wage garnishment; garnishment actions being pursued by the Department of Justice or Debt Management Services are not included; these actions are reported as in litigation on line E of this section
(H) At Treasury for Cross-Servicing	number and dollar amount of debt outstanding at Treasury for cross-servicing

Line	Description
(I) At Treasury for Offset	number and dollar amount of debt outstanding at Treasury for offset; the Treasury Offset Program combines administrative and salary offsets; amount includes delinquent accounts referred for Tax Refund Offset
(J) At Agency	number and dollar amount of delinquent debt being worked at the agency; debt being worked at the agency includes, but is not limited to, in counsel, Federal salary offset initiated by the agency, or pending referral to the Department of Justice for litigation
(K) Other - must footnote	number and dollar amount of delinquent debts outstanding that is being worked by management tools or techniques not represented in lines 1A through 1J of this section; other tools and techniques include, but are not limited to, debts at third parties, such as a guaranty agency or financial institution, and debts at a designated debt collection center; all amounts reported on this line are to be footnoted to identify the tool or technique being used
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
(A) Delinquent Debt Over 180 Days to 10 Years	dollar amount of debt that is over 180 days delinquent but not over 10 years delinquent
(B) In Bankruptcy (-)	number and dollar amount of delinquent collateralized or uncollateralized debt in bankruptcy; enter number and dollar amounts with a minus (-) sign before the figures
(C) Foreign/Sovereign Debt (-)	number and dollar amount of delinquent debt owed to the Government by sovereign nations; do not include delinquent debts owed by foreign corporations or foreign individuals; those debts are considered to be non-government, domestic debt; enter number and dollar amounts with a minus (-) sign before the figures
(D) In Forbearance or Formal Appeals Process (-)	number and dollar amount of the debt that is deferred because of a formal forbearance program or appeals process; debts that are subject to forbearance or that are under appeal generally are not legally enforceable; the results of an appeal determine whether a debt is considered valid and legally enforceable and/or the dollar amount to be collected; enter number and dollar amounts with a minus (-) sign before the figures
(E) In Foreclosure (-)	number and dollar amount of delinquent collateralized debt in foreclosure; to be "in foreclosure" a notice of default must have been filed; enter number and dollar amounts with a minus (-) sign before the figures

Line	Description
(F) Other - must footnote (+ or -)	number and dollar amount of delinquent debt that is exempt from, or adjusted to, referral to Treasury for reasons other than those listed in lines A through E above; amounts entered on this line must be footnoted with the reason for exempting or adjusting the debt referral; number and dollar amounts may be positive or negative; enter negative amounts with a minus (-) sign before the figures
(G) Debt Eligible for Referral to Treasury for Offset	this line is system generated; number and dollar amount of delinquent debt over 180 days but not over 10 years that is eligible for referral to Treasury for Offset; dollar amount of this line equals the sum of lines 1A through 1F
Debt Eligible for Referral to 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
(A) Debt Eligible for Referral to Treasury for Offset	dollar amount of delinquent debt over 180 days that is eligible for referral to Treasury for offset
(B) At PCAs (-)	number and dollar amount of delinquent debt outstanding at private collection agencies
(C) In Litigation (-)	number and dollar amount of delinquent debt outstanding that is in litigation either at the Department of Justice or at agencies with the statutory authority to litigate; do not include amounts referred to Justice for concurrence in compromise, suspension or termination action; these debts are not to be reported because they are not being pursued; enter number and dollar amounts with a minus (-) sign before the figures
(D) Eligible for Internal Offset (-)	the agency is enforcing collection of the debt through an internal offset; delinquent debts are eligible for internal offset, if such offset is sufficient to collect the claim within 3 years after the date the debt or claim is first delinquent; enter number and dollar amounts with a minus (-) sign before the figures

Line	Description
(E) Other - must footnote (+ or -)	number and dollar amount of delinquent debt that is exempt from, or adjusted to, referral to Treasury for reasons other than those listed in lines 2B through 2D; delinquent debts that are over 10 years old and are not exempt from referral for cross-servicing are included; other exempt categories include, but are not limited to, debts at third parties' such as a guaranty agency or financial institution which is servicing the delinquency on behalf of the agency, debts at a designated debt collection center, debts scheduled for sale, debts in a non-judicial garnishment of private sector wages process, or debts referred to Treasury but returned to the agency; amounts entered on this line must be footnoted with the reason for exempting or adjusting the debt referral; number and dollar amounts may be positive or negative; enter negative amounts with a minus (-) sign before the figures
(F) Debt Eligible for Referral to Treasury or a Designated Debt Collection Center for Cross-Servicing	number and dollar amount of delinquent debt over 180 days that is eligible for referral to Treasury or a Designated Debt Collection Center for cross-servicing; this line equals the sum of lines 2A through 2E of this section
Section C: Collections	
1. Collections on Delinquent Debt	dollar amount of collections on delinquent debts; collections of delinquent debt that were written off and subsequently restored during the fiscal year are included; non-cash collections, for example, personal property or services rendered are to be footnoted; the dollar amount for this line equals the sum of lines 1A through 1J of this section
(A) By Private Collection Agencies	number and dollar amount of delinquent debt collected by private sector collection agencies under contract with the agency or Treasury; collections realized by other services, for example, a designated debt collection center are not included
(B) By Litigation	number and dollar amount of delinquent debt collected by the Department of Justice through litigation or by agencies with the statutory authority to litigate
(C) By Internal Offset	number and dollar amount of delinquent debt collected through an internal offset; an internal offset occurs when an agency collects by offsetting payments made or due to the delinquent debtor by another program within that agency
(D) By Third Party	number or dollar amount of delinquent debt collected by a third party other than the Department of Justice or private collection agency, such as a guaranty agency
(E) By Asset Sales	number and dollar amount of proceeds realized from the sale of a delinquent loan or debt asset

Line	Description
(F) By Wage Garnishment	number and dollar amount of collections received as the result of non-judicial (administrative) garnishment of private sector wages; federal employee salary offset is not included; federal employee salary offsets are collected through the Treasury Offset Program
(G) By Treasury or a Designated Debt Collection Center Cross Servicing	number and dollar amount of delinquent debt collected by Treasury through its cross-servicing program
(H) By Treasury Offset	number and dollar amount of delinquent debt collections realized by Treasury or by a non-Treasury disbursing officer through the offset of a Federal payment; federal payments of benefits, tax refunds, salary, or vendors are subject to offset
(I) By Agency	number and dollar amount of delinquent debt worked and collected at the agency
(J) Other - must footnote	number and dollar amount of delinquent debt collected by management tools or techniques not represented in lines 1A through 1I; all amounts reported on this line are to be footnoted to identify the collection method used
Section D: Debt Disposition	
1. Written Off and Not Closed Out	<i>currently unavailable</i>
(A) At Private Collection Agencies	<i>currently unavailable</i>
(B) At Treasury or a Designated Debt Collection Center for Cross Servicing	<i>currently unavailable</i>
(C) At Treasury for Offset	<i>currently unavailable</i>
(D) Other - must footnote	<i>currently unavailable</i>
2. Reported to IRS on Form 1099-C	<i>currently unavailable</i>
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 Receivables User Guide*.

Generating the Identification of Federal Employees Report Procedure

To print the Identification of Federal Employees Report:

1. Navigate to the Submit Request window.
2. In the Name field, select Identify Federal Employees from the list of values.
The Parameters window appears.
3. In the Customer Category field, select a category from the list of values.
4. In the Customer Class field, select a class, such as Federal, from the list of values.
5. In the Customer Type field, select a type of Internal or External 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.

Identification of Federal Employees Report Description

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:

1. Navigate to the Submit Request window.
2. In the Name field, select 1099-C Electronic Filing from the list of values.
The Parameters window appears.
3. In the Tax Year field, enter the tax year using a two digit format.
4. 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.
5. In the Media field, enter the two character magnetic tape or tape cartridge type.
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.

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

The tables below describe the 1099-C Electronic Filing format.

1099-C Electronic Filing Format Description, Creditor/Transmitter A Record

Field Position	Field Title	Length	Description
1	Record Type	1	required. Record type is A.
2-3	Payment Year	2	required; from the tax year parameter
4-6	Reel Sequence No.	3	optional. The reel sequence number is incremented by 1 for each tape or diskette on the file starting with 001.
7-15	Creditor's TIN	9	required. The nine-digit Taxpayer Identification Number assigned to the payor.
16-19	Creditor Name Control	4	optional
20	Last Filing Indicator	1	optional
21	Combined Federal/State Filer	1	optional
22	Type of Return	1	required; return code type

Field Position	Field Title	Length	Description
23-31	Amount Codes	9	required; amounts on return type
32	Test Indicator	1	T if test file; otherwise blank
33	Service Bureau Indicator	1	Indicator is 1 if a service is used to develop or transmit files.
34-41	Blank	8	Enter blanks.
42-43	Magnetic Tape Filer Indicator	2	required for magnetic table/tape cartridge files from the media parameter
44-48	Transmitter Control Code	5	required. Enter the five character Transmitter Control Code assigned by IRS/MCC from the transmitter control code parameter.
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.

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.
15-23	Tax Identification Number	9	required; the nine-digit Taxpayer Identification Number assigned to the debtor
24-43	Creditor's Account Number for Debtor	20	optional. Enter any number assigned by the creditor to the debtor.
44-50	Blank	7	Enter blanks.
51-60	Payment Amount 1	10	Enter zero.
61-70	Payment Amount 2	10	Enter amount of cancelled debt; right-justified and zero filled
71-80	Payment Amount 3	10	Enter interest cancelled right justified and zero filled.
81-90	Payment Amount 4	10	Enter zero.
91-100	Payment Amount 5	10	Enter zero.
101-110	Payment Amount 6	10	Enter zero.
111-120	Payment Amount 7	10	Enter zero.
121-130	Payment Amount 8	10	Enter zero.
131-140	Payment Amount 9	10	Enter zero.
141-160	blank	20	Enter blanks.
161	Foreign Country Indicator	1	Enter 1 if debtor is in foreign country; otherwise, enter blank.

Field Position	Field Title	Length	Description
162-201	Debtor Name	40	required. Enter the name of the debtor.
202-241	2nd Debtor Name Line	40	optional
242-281	Debtor Mailing Address	40	required. Enter mailing address of debtor.
282-310	Debtor City	29	required. Enter city of debtor.
311-312	Debtor State	2	required. Enter the valid U.S. Postal Service state abbreviations for states on the appropriate postal identifier.
313-321	Debtor ZIP Code	9	required. Enter the debtor ZIP code.
322-370	Blank	49	Enter blanks.
371-376	Date Cancelled	6	Enter the date the debt was cancelled as MMDDYY.
377	Bankruptcy Indicator	1	Enter blank if FV_1099C. bankruptcy_code is blank; otherwise enter 1.
378-416	Debt Description	39	original debt description
417-420	Blanks	4	Enter blanks.

1099-C Electronic Filing Format Description, End of Creditor C Records

Field Position	Field Title	Length	Description
1	Record Type	1	required. Record type is C.
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.

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:

1. Navigate to the Submit Request window.
2. In the Name field, select 1099-C Preprinted Form Report Procedure from the list of values.

The Parameters window appears.

3. 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.

4. 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.

5. 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 the 1099-C Cancellation of Debt Selection Criteria, page 33-21 table for a description of 1099-C Cancellation of Debt selection criteria.

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.

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.

Note: The table below describes the 1099-C Cancellation of Debt selection criteria.

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

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:

Note: Run this data after the 1099-C Cancellation of Debt reports are processed.

1. Navigate to the Submit Request window.
2. In the Name field, select 1096 Annual Summary and Transmittal of U.S. Information Returns from the list of values.
The Parameters window appears.
3. In the Name of Contact Person field, enter a contact name.
4. In the Phone of Contact Person field, enter a phone number.

5. In the Federal Income Tax Withheld field, enter the amount of federal income tax withheld.
6. 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.

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.

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

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:

1. Navigate to the Submit Request window.

2. In the Name field, select Delinquent Invoices Eligible for Referral Report from the list of values.
The Parameters window appears.
3. In the As of Date field, optionally select a target date.
4. In the Customer Name Low field, optionally select a customer name to begin the report generation from the list of values.
5. In the Customer Name High field, optionally select a customer name to end the report generation from the list of values.
6. In the Customer Number Low field, optionally enter a customer number to begin the report generation from the list of values.
7. In the Customer Number High field, optionally enter a customer number to end the report generation from the list of values.
8. In the Receivables Type field, optionally enter a receivables type 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.

Delinquent Invoices Eligible for Referral Report Description

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:

1. Navigate to the Submit Request window.
2. In the Name field, select Invoice Status Report from the list of values.
The Parameters window appears.
3. 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.
4. 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.
5. In the Receivable Type field, optionally select a Receivable Type from the list of values.
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 Current/History field, optionally select Current or History from the list of values.
11. In the Invoice Status field, optionally select an invoice status 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.

Invoice Status Report Description

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:

Note: Debt Eligible for Referral to Treasury for Offset of Debt Eligible for Referral to Treasury for Cross-referencing must be assigned in the Invoice Status window before running this process.

1. Navigate to the Submit Request window.
2. In the Name field, select Delinquent Invoice Referral Process from the list of values.
The Parameters window appears.
3. In the Customer Name Low field, optionally select a customer name to begin the report generation from the list of values.
4. In the Customer Name High field, optionally select a customer name to end the report generation from the list of values.
5. In the Customer Number Low field, optionally enter a customer number to begin the report generation from the list of values.

6. In the Customer Number High field, optionally enter a customer number to end the report generation from the list of values.
7. In the Referral Through Date field, Optionally enter the referral through date to end the report generation from the list of values.
8. In the Output field, select Report Only or Report and Electronic File from the list of values.
9. To apply the parameters, click OK.
10. 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.

11. 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.

Delinquent Invoice Referral Report Description

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

FMS Form 224 Statement of Transactions Process

Federal Requirements

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.

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.
- An agency may submit adjustments to the original FMS Form 224 using the supplemental FMS Form 224. The reporting agency should only report adjustments on the supplemental.

Submission Requirements

Agencies are required to comply with 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.

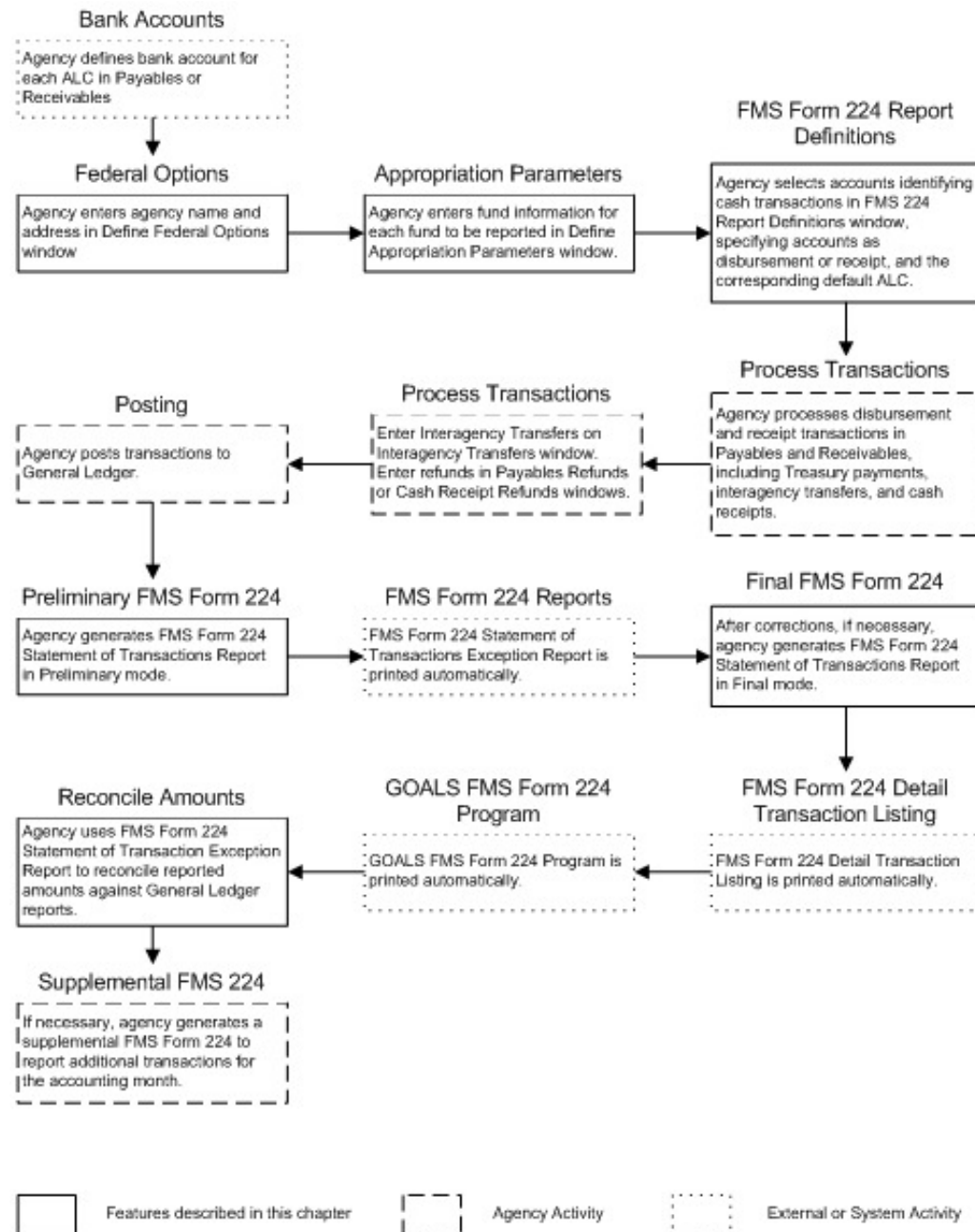
Federal Financials provides the FMS Form 224 Statement of Transactions process to comply with these requirements.

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

The figure below shows the FMS Form 224 Statement of Transactions Report diagram as described in the table below.

FMS Form 224 Statement of Transactions Report Process Diagram



FMS Form 224 Statement of Transactions Report Diagram Description

FMS Form 224 Statement of Transactions Report Diagram Description

Feature	Description	Status
Bank Accounts	Agency defines bank account for each ALC in Oracle Payables and Oracle Receivables.	external or system activity
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 in the Cash Receipt Refunds and Payables Refunds windows.	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
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

Feature	Description	Status
Reconcile Amounts	Agency uses FMS Form 224 Statement of Transaction Exception Report to reconcile reported amounts against General Ledger reports.	described in this chapter
Supplemental FMS 224	If necessary, agency generates a supplemental FMS Form 224 to report additional transactions for the accounting month.	agency activity

FMS Form 224 Statement of Transactions Report Process

The FMS Form 224 Statement of Transactions report process includes 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, *Oracle U.S. Federal Financials Implementation Guide*.
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 are also entered in the Cash Receipt Refunds and Payables Refunds windows.
7. At month-end, the agency generates the FMS Form 224 Statement of Transactions. All applicable transactions, including disbursements processed in the Department of Treasury Confirmation and Reconciliation window, receipts processed in the Cash Receipts window, and interagency transactions recorded in the Interagency Transfers window, are included in the report.

Note: The FMS Form 224 Statement of Transactions can be regenerated, as long as Preliminary is selected in the Parameters window during report generation. If Final is selected, the report

cannot be regenerated except as a supplemental FMS Form 224 Statement of Transactions.

8. If the FMS Form 224 is run in Preliminary mode, exception items can be corrected for regeneration of the current month's report. The FMS Form 224 Exception Report can be used to compare FMS Form 224 reported amounts with amounts on General Ledger balancing reports for the reporting period.
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*, .

For information on entering and updating appropriation parameters in the Define Appropriation Parameters window, see *Appropriation Parameters Setup*,

For information on entering and updating information in the FMS Form 224 Report Definitions window, see *Federal Report Definitions Setup*, .

For information on entering and updating information in the Interagency Transfers window, see *Interagency Transaction Procedures*, page 30-1.

For information on entering and updating information in the Cash Receipt Refunds and Payables Refunds windows, see *Refunds Procedures*, .

For information on printing the FMS Form 224 Statement of Transactions, see *FMS Form 224 Statement of Transactions Report Procedures*.

For information on defining a bank account, see or *Defining Bank Accounts*, *Oracle Receivables User Guide*.

FMS Form 224 Statement of Transactions Report Procedures

Overview

The FMS Form 224 Statement of Transactions includes vouchers accomplished by the Department of Treasury and cash collections received for deposit.

The Populate Payables Refunds process populates the Payables Refunds and Credit/Debit Memo Distribution windows with all refunds and distributions created in Oracle Payables.

The FMS Form 224 Statement of Transactions Report provides information to the Department of Treasury about the financial condition and operations of federal agencies.

The FMS Form 224 Detail Transaction Listing provides the detail journal lines that were included in the FMS Form 224 Statement of Transactions Report to aid in reconciliation activities.

The FMS Form 224 Statement of Transactions Exception Report includes transactions included in or omitted from the FMS Form 224 Statement of Transactions Report that require review or correction. These include 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 refunds not included in the current report
- transactions included in the current report where the Billing Agency Fund for an interagency transfer is the same as the Customer Agency Fund
- transactions with incomplete organizations not included in the current report

Requirements

Federal agencies that disburse through the Department of Treasury are required to submit the FMS Form 224 Statement of Transactions Report, which is used to monitor an agency's monthly disbursement and receipt activity with the Department of Treasury.

Information regarding report requirements is available in the *Treasury Financial Manual (TFM)*, 2-3300.

Prerequisites

- A cash transaction code for Department of Treasury payments must be defined.
To set up transaction codes in Oracle General Ledger, see Step 6. Define Transaction Codes, .
- The Create Summarized Journal Entries check box must not be selected in the Payables Options window in Oracle Payables.
To select Payables options, see Defining Payables Options, *Oracle Payables User 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, .
- 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, .
- 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, .
- 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 30-1.
- Refunds received must be entered in the Payables Refunds or Cash Receipt Refunds windows.
To enter and update information in the Payables Refunds or Cash Receipt Refunds windows, see Refunds Procedures, .
- 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 Receivables User Guide*.
- A bank account must be defined for each agency ALC.
To define bank accounts, see Step 11. Define Bank Accounts, *Oracle U.S. Federal Financials Implementation Guide*.
- The Populate Payables Refunds process must be run before generating the FMS Form 224 report.

To run the Populate Payables Refunds process, see Populating Payables Refunds Process.

Populating Payables Refunds

To populate the Payables Refunds and Credit/Debit Memo Distributions windows with all refunds and distributions created in Oracle Payables:

1. As Federal Administrator, navigate to the Submit Request window.
2. In the Name field, select FMS 224 Populate Payables Refunds Process.
3. In the GL Period From field, enter the first day of the month to include in the report.
4. In the GL Period To field, enter the last day of the month to include in this report.
5. To apply the parameters, click OK.
6. To send the print request to the concurrent manager, click Submit.
7. To view the request, select the appropriate Request ID and click View Output.

Note: Obligation dates must be entered for unmatched distributions in the Credit/Debit Memo Distributions window before running the FMS 224 Report.

This process creates a list of refunds added to the Payables Refunds and the Credit/Debit Memo Distributions windows. Section 1 of the report lists the refund details for each credit or debit memo and section 2 lists the distributions for each credit or debit memo refund.

Generating the FMS Form 224 Statement of Transactions Report

To print the FMS Form 224 Statement of Transactions Report:

1. Navigate to the Submit Request window.
2. In the Name field, select FMS Form 224 Process from the list of values.
3. In the Preliminary or Final field, select the preliminary or final mode.

Note: If Preliminary is selected, the report can be regenerated. If Final is selected, the report cannot be regenerated. Once the report is run in final mode, only a supplemental report can be generated.

4. To apply the parameters, click OK.
5. To send the print request to the concurrent manager, click Submit.
The Requests window appears.
6. To view the request, select the appropriate Request ID and click View Output.

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.

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.

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	<p>appropriation, fund, or receipt account symbol</p> <p>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.</p> <p>Note: Subclass identification prefixes are assigned by Department of Treasury and used when reporting below appropriation or fund level.</p> <p>Note: Agencies dividing appropriation symbols into subaccounts must roll up accounts into reportable appropriation symbol.</p>

Column or Line Number	Title	Description
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
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	disbursements and IPAC receipts accomplished in same month of report; used by Department of Treasury to generate SF 6652 Statement of Differences report

Column or Line Number	Title	Description
	Prior Month	disbursements and IPAC receipts accomplished in months prior to month of report, listed by month accomplished; amounts listed for prior months used to clear prior month's SF 6652 items Note: All payments are reported based on the accomplish month. The accomplish month is derived from the Treasury Date if a date is entered or the payment date if the Treasury Date is not entered. If the accomplish month is in a month prior to the FMS224 reporting period, it will be reported as a prior month. If the Treasury Date is entered, the GL month of the payment may be different than the accomplish date.
	Total Payments	total of all disbursements and IPAC receipts
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

Column or Line Number	Title	Description
3	Deduct Deposits Presented or Mailed to Bank This Month	deposits; accomplished in same month of report, made to banks, Federal Reserve Branches, or other Department of Treasury approved depositaries; amount listed for used by Department of Treasury to generate SF 6652 statement of Differences report
	Prior Month	deposits; accomplished in months prior to month of report, made to banks, Federal Reserve Branches, or other Department of Treasury approved depositaries, listed by accomplish month; amounts listed for prior months used to clear prior month's SF 6652 items
	Total Deposits Presented or Mailed to Bank	total of all deposits
4	Net Total Section III	total of Line 1 and Line 2 minus Line 3; carried forward to Section III, Line 1 on next month's FMS Form 224

FMS Form 224 Detail Transaction Listing

No separate procedure is required to print the FMS Form 224 Detail Transaction Listing. The FMS Form 224 Detail Transaction Listing is printed automatically when the FMS Form 224 Statement of Transactions Report is printed.

FMS Form 224 Detail Transaction Listing Description

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

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

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
Accomplish Date	date accomplished

Column	Description
Amount	transaction amount
Section V: Record(s) appearing in the current month where the Billing Agency Fund on Interagency Transfers form duplicates your agency fund:	interagency disbursement transactions where the Billing Agency Fund in 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 VI: Record(s) appearing in the current month with the default Agency Location Code	The ALC could not be determined from a bank account. The ALC on the FMS Form 224 Report Definitions for the account is used as the default.
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 current month with incomplete Project Accounting accomplish date	The accomplish date is not entered in the Expenditure Item descriptive flexfield.
Batch Name	general ledger journal entry batch name
GL Period	Period posted to General Ledger
Accomplish Date	date accomplished
Amount	transaction amount
Section VIII: Payables Refund record(s) omitted from current month since record missing from Payables Refunds window	
Batch Name	general ledger journal entry batch name
GL Period	Period posted to General Ledger
Accomplish Date	date accomplished
Amount	transaction amount
Section IX: Payables Refund record(s) omitted from current month due to incomplete obligation information	
Batch Name	general ledger journal entry batch name

Column	Description
GL Period	Period posted to General Ledger
Accomplish Date	date accomplished
Amount	transaction amount

FMS Form 1219/1220

Overview

The Financial Management Service (FMS) Form 1219/1220 manages the preparation, review, and printing of the FMS Form 1219 Statement of Accountability and the FMS Form 1220 Statement of Transactions. The *FMS Form 1219 Statement of Accountability* is used to determine the accountability of disbursing officers for funds held outside the Department of Treasury, that is, cash on hand. This includes Department of Treasury Regional Finance Centers (TRFCs), Military Departments (Army, Navy, and Air Force), and nonmilitary agencies that do their own disbursing. The *FMS Form 1220 Statement of Transactions* provides treasury with a monthly statement of payments and collections for the agency.

Agencies have these requirements for the FMS Form 1219/1220:

- Generate the FMS Form 1219/1220 report every calendar month.
- If there are no transactions during the accounting month, submit an FMS Form 1219 zero activity report.
- Submit a separate FMS Form 1219/1220 report for each agency location code.
- If necessary, submit a supplemental FMS Form 1219/1220 report to adjust data.

Oracle Federal Financials FMS Form 1219/1220 provides the functionality necessary to meet these requirements. See also: *Treasury Financial Manual (TFM)*, 2-3100.

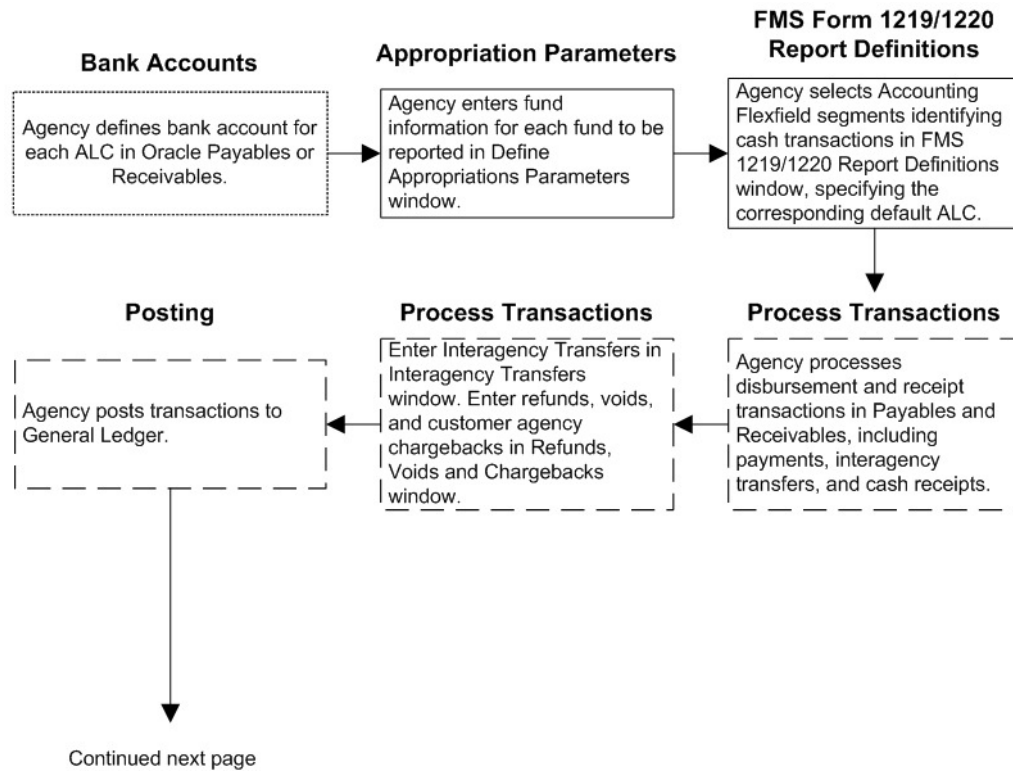
The FMS Form 1219/1220 includes these features:

- Generate the FMS Form 1219 Statement of Accountability and FMS Form 1220 Statement of Transactions as one report.
- FMS Form 1219/1220 Process, to select General Ledger transactions for processing and reporting.
- FMS Form 1219/1220 Transaction Correction window, to assign lines and the Agency Location Code (ALC) to transaction records where the required information cannot be identified. Users can also adjust records and assign these records to lines on the report.
- FMS Form 1219/1220 Exception Report, which includes transactions either included in or omitted from the FMS Form 1219/1220 report that require review or correction.

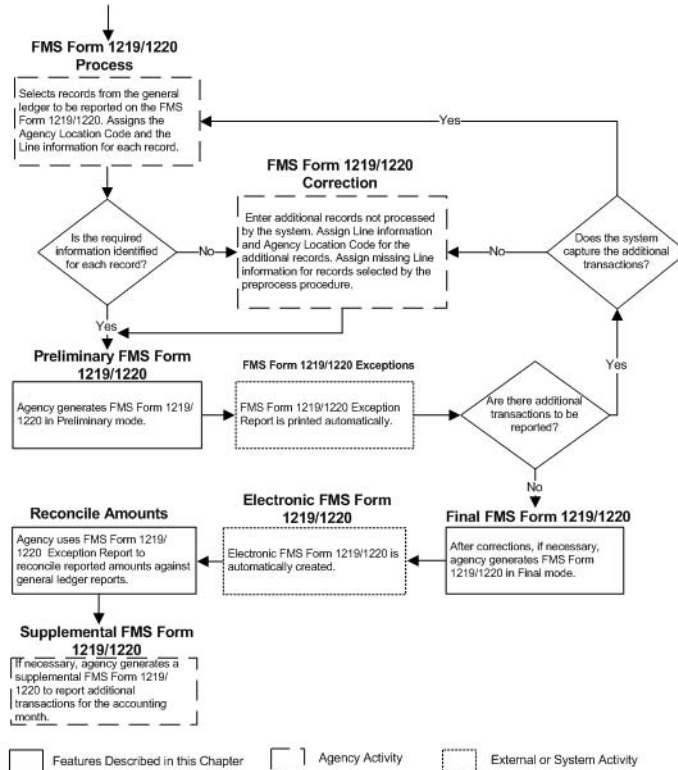
FMS Form 1219/1220 Process Diagram

The diagram below illustrates the FMS Form 1219/1220 process.

FMS Form 1219/1220 Process Diagram



FMS Form 1219/1220 Process Diagram (Continued)



Using FMS Form 1219/1220

The Oracle Federal Financials FMS Form 1219/1220 contains these features:

- FMS Form 1219/1220 Report Definitions window
- FMS Form 1219/1220 Process
- FMS Form 1219/1220 Transaction Correction window
- FMS Form 1219/1220 Report, including the ability to generate supplemental reports
- FMS Form 1219/1220 Exception Report

The FMS Form 1219/1220 report process includes these activities:

1. The agency defines bank account for each agency location code in the Bank Accounts window in Payables or Receivables. See: Step 11. Define Bank Accounts, .
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. See: Appropriation Parameters Setup, .
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. See: Federal Report Definitions Setup, .
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. See: Refunds, Voids, and Chargebacks Procedures,
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.

Using the FMS Form 1219/1220 Process and Report

FMS Forms 1219/1220 Process and Report

Federal agencies that perform their own disbursing are required to submit FMS Forms 1219 and 1220, which provide the Department of Treasury with monthly statements of accountability and details of payments and collections for the agencies. Information regarding report requirements is available in the *Treasury Financial Manual (TFM)*, 2-3100.

Disbursing officers in agencies that perform their own disbursing prepare the FMS Form 1219 Statement of Accountability to determine the accountability of disbursing officers for funds held outside the Department of Treasury, that is, cash on hand. This includes Department of Treasury Regional Finance Centers (TRFCs), Military Departments (Army, Navy, and Air Force), and nonmilitary agencies that do their own disbursing. Disbursing officers prepare the FMS Form 1220 Statement of Transactions to provide Department of Treasury with a monthly statement of payments and collections for the agency.

You perform these tasks to produce your FMS Forms 1219 and 1220 reports:

1. Run the FMS Form 1219/1220 Process.
2. Use the Transaction Correction window to verify the run of the FMS Form 1219/1220 Process and enter any updates and omissions.
3. Run the FMS Form 1219/1220 Report.

Prerequisites

Before running the FMS Form 1219/1220 Process and Report, enter FMS Form 1219/1220 information in the FMS Form 1219/1220 Definitions window. See: Federal Report Definitions Setup, for more information. You may also need to complete one or more of these tasks:

- If you are using the Department of Treasury Confirmation procedure, define a cash transaction code for Department of Treasury payments. See: Step 6. Define Transaction Codes, .
- If necessary, uncheck the Create Summarized Journal Entries check box in the Payables Options window. See: Payables Options, *Oracle Payables User Guide*.
- In the Define Federal Options window, enter an Agency Name and Agency Address and select the Interagency Paygroup. If you check the Disbursement in Transit

box, enter an appropriate cash transaction code. See: Federal Options Setup, for more information.

- Enter fund information for each fund that you report on. See: Appropriation Parameters Setup, for more information.
- Define interagency transfers, including chargebacks. See: Interagency Transaction Procedures, page 30-1 for more information.
- Record all customer agency IPAC chargebacks, voided payments, and refunds. See: Refunds, Voids, and Chargebacks Procedures, for more information.
- Define a bank account for each agency, Agency Location Code (ALC). See: Step 11. Define Bank Accounts, *Oracle U.S. Federal Financials Implementation Guide*.

FMS Form 1219/1220 Process

Run the FMS Form 1219/1220 Process to select transactions from General Ledger for the FMS Form 1219/1220 Report, based on the values in the accounting flexfield.

For information on submitting the FMS Form 1219/1220 using GOALS, see GOALS Procedures, page 46-1.

Use the Standard Request Submission windows to submit the FMS Form 1219/1220 Process. See: Using Standard Request Submission, *Oracle Applications User Guide*.

Report Parameters

Period Name

Enter the accounting period to report on.

Agency Location Code

Enter the agency location to report on.

Delete Corrections

Choose *Yes* to delete any updates to the FMS Form 1219/1220 that you made in the Transaction Correction window. Choose *No* to retain the updates.

Delete Corrections

Choose *Yes* to delete any transaction corrections. Choose *No* to retain the transaction corrections.

Updating FMS Form 1219/1220

Use the Transaction Correction window to update FMS Form 1210/1220. You use the Transaction Correction window after a run of the FMS Form 1219/1220 Process. You can:

- Enter information not captured during the run of the FMS Form 1219/1220 Process.
- Select line placement for transactions that were processed but where the system could not determine line placement.

After you update FMS Form 1219/1220, run the FMS Form 1219/1220 Process again before running the FMS Form 1219/1220 Report. If necessary, you can exclude your updates from the FMS Form 1219/1220 Process.

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

Accomplish Date: Treasury Symbol: 36-00-0100 Error Record Lines

To update the FMS Form 1219/1220:

1. Navigate to the FMS Form 1219/1220 Transaction Correction window.
2. Enter any Amount and corresponding Agency Location Code not processed by the system.
3. If necessary, choose the Error Record button to enter the Accomplish Date or Treasury Symbol.

Note: If you select line number 2.11, 2.12, 2.80, or 4.20 in the Line Assignment window, then you must enter an Accomplish Date.

4. To update a line assignment, select a transaction record and choose the Lines button. The Line Assignment window appears.

Line Number	Line Description	FMS 1220 Column
2.10	Checks Issued Current Period	
4.10	Net Disbursements	3

5. Choose the Line Numbers that you want for FMS Form 1219 reporting.

6. If you choose line number 4.10, enter an FMS Form 1220 column.
7. Save your work.

FMS Form 1219/1220 Report

Use the FMS Form 1219/1220 Report to print the FMS Form 1219 Statement of Accountability and the FMS Form 1220 Statement of Transactions. You run the FMS Form 1219/1220 Report after running the FMS Form 1219/1220 Process and making any updates in the Transaction Correction window.

You can run preliminary reports to review the FMS Form 1219 and 1220 information, or run a final report for submission to the relevant authorities.

If necessary, the FMS Form 1219/1220 Report also prints the FMS Form 1219/1220 Exception Report.

Use the Standard Request Submission windows to submit the FMS Form 1219/1220 Process. See: Using Standard Request Submission, *Oracle Applications User Guide*.

Note: The Zero Activity FMS Form 1219/1220 and the Supplemental FMS Form 1219/1220 are also printed using this procedure.

Report Parameters

Run Type

Enter *Preliminary* to run a preliminary report or *Final* to run the final report.

DO Name

Enter the name of the disbursing officer.

DO Location

Enter the address of the disbursing officer.

DO Tel No

Enter the telephone number of the disbursing officer.

Period Name

Enter the period name for the report.

Agency Location Code

Enter the agency location to report on.

FMS Form 1219 Statement of Accountability Report

Report Headings

In this heading...	Oracle Federal Financials prints...
<Disbursing Officer>	Name of the disbursing officer
<Department or Agency>	Name of the department or agency
<Location>	Address of the department or agency
Agency Location Code	The agency location code
Period	The reporting period

Column Headings

In this column...	Oracle Federal Financials prints...
Section I: General Statement of Account	Section title.
Part A: Transactions During Period Affecting Accountability	Computes the total disbursing office accountability to Department of Treasury.
1.00 Accountability Beginning Of Period	Balance of accountability for the disbursing office or station as of the close of the previous accounting period.
2.00 Increases in Accountability	Description.
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.

In this column...	Oracle Federal Financials prints...
2.36 Payments by Another D.O.	Total amount of Department of Treasury check payments issued by another disbursing office, at the reporting office's request, during period of account.
2.37 Transfers from Other D.O.	Total amount of transfers received from other disbursing officers during period of account.
2.80 IPAC Payments and Collections	Total amount of IPAC payments and collections for the period, including any adjustments of IPAC payments and collections and limited pay in prior periods; an analysis by ALC and month and year of the payments and collections reported in Section II, Part B.
2.90 Total Increases in Accountability	Sum of lines 2.10, 2.11, 2.12, 2.34, 2.36, 2.37, and 2.80.
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.

In this column...	Oracle Federal Financials prints...
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.
6.10 Deposits in Banks	Total of all checkbook balances in U.S. dollar or U.S. dollar equivalent of foreign currencies on deposit in designated depository accounts.
6.20 Cash on Hand and in Transit to Treasury	Total of cash items held at disbursing office or station in U.S. dollar or U.S. dollar equivalent of foreign currencies.
6.50 Advances to Agents	Total cash that has been advanced to officially authorized government cashiers for which they are accountable to the disbursing office.
7.00 Receivables and Deferred Voucher Charges	Payments made on vouchers that are not complete; total of uncollected check overdrafts; total funds lost, stolen, or are otherwise unavailable; total of all dishonored checks held for redemption by the drawer.
8.00 Total of My Accountability	Sum of lines 6.10, 6.20, 6.50, and 7.00; amount of accountability for which the incumbent disbursing office is personally liable.
9.00 Predecessor Officer's Receivables	Total of uncollected check overdrafts applying to checks issued by the predecessor disbursing office; total funds of the predecessor disbursing office lost, stolen, or are otherwise unavailable; any predecessor disbursing office funds that remain outstanding for any reason.
9.90 Total Disbursing Office Accountability	Sum of lines 8.00 and 9.00; total should equal Total Accountability Close of Period (line 5.00).
Certification	Name of contact and telephone number of contact, signature of the disbursing office, and date.
Section II - Summary by Symbol of Check and Deposit Transactions with U.S. Treasury	
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.

In this column...	Oracle Federal Financials prints...
2 Issue Date (MM/YY)	Accomplish date; blank; not used in this section.
3 Amount	Total amount of all checks issued during the current reporting period under the related check symbol.
TC 211 Checks Issued Adjustments - TFS Form 5206	Analysis by Check Symbol for check issue adjustment based on FMS Form 5206 in the current reporting period by check symbol and original issue month and year.
1 Check Symbol/DO Symbol	Check symbol number under which the checks are drawn or to which the check issue adjustment transactions apply.
2 Issue Date (MM/YY)	Original issue month and year to which the check issue adjustment transactions apply.
3 Amount	Total adjustment for the check symbol and issue month for the check issue adjustment.
TC 212 Checks Issued Adjustments - Other	Analysis by check symbol for checks issue adjustment transactions other than those based on FMS Form 5206 in the current reporting period by check symbol and original issue month and year.
1 Check Symbol/DO Symbol	Check symbol number under which the checks are drawn or to which the check issue adjustment transactions apply.
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)	

In this column...	Oracle Federal Financials prints...
TC 420 Deposits Presented/Mailed to Bank (Line 4.20)	Total deposits net of debit vouchers presented or mailed to the bank accomplished during the current or prior reporting period by the related deposit symbol.
1 Deposit Symbol	Deposit symbol number used by the disbursing office.
2 Date Presented or Mailed to Bank	Month and year the deposit accomplished.
3 Amount	Total amount for deposit transactions net of debit vouchers for the deposit symbol and date accomplished.

FMS Form 1220 Statement of Transactions Report

Report Headings

In this heading...	Oracle Federal Financials prints...
<Disbursing Officer>	Name of the disbursing officer
<Department or Agency>	Name of the department or agency
<Location>	Address of the department or agency
Agency Location Code	The agency location code
Period	The reporting period

Column Headings

In this column...	Oracle Federal Financials prints...
Appr. Fund or Receipt Account	Appropriation, fund, or receipt account symbol.
Receipts and Collections Credited to Appropriation or Fund Accounts	All receipts and collections, IPAC chargebacks, and refunds or voids of payments where the obligation originally made in a prior fiscal year.
Gross Disbursements	All disbursements and refunds or voids of payments where the obligation originally made in the current fiscal year; data derived from payment vouchers made on letters of credit on an issue month basis.

Row Headings

In this row...	Oracle Federal Financials prints...
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

The FMS Form 1219/1220 Exception Report prints all transactions either included in or omitted from the FMS Form 1219/1220 Report that require review or correction. The FMS Form 1219/1220 Exception Report includes:

- Transactions with a prior month's date included in the current report and not included in a prior month's report.
- Transactions previously reported as future accomplish dates included in the current report.
- Transactions with future accomplish dates not included in the current report.
- Transactions with incomplete data for interagency transfer not included in the current report.
- Transactions with incomplete data for refund, void, and chargeback payments not included in the current report.

Report Headings

In this heading...	Oracle Federal Financials prints...
Date	The date of the report
Period	The reporting period

Column Headings

In this column...	Oracle Federal Financials prints...
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.

In this column...	Oracle Federal Financials prints...
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.
Section V: Record(s) omitted from current month with incomplete Refunds, Voids, and Chargebacks information:	Voided payment transactions missing in Refunds, Voids, and Chargebacks window; transaction cannot be processed until it is entered in Refunds, Voids, and Chargebacks window.
Batch Name	General Ledger journal entry batch name.
GL Period	Period posted to General Ledger.
Accomplish Date	Date accomplished.
Amount	Transaction amount.

FACTS I Process

This chapter covers the following topics:

- FACTS I Process
- FACTS I Process Steps Diagram
- FACTS I Process Steps

FACTS I Process

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).

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

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 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:

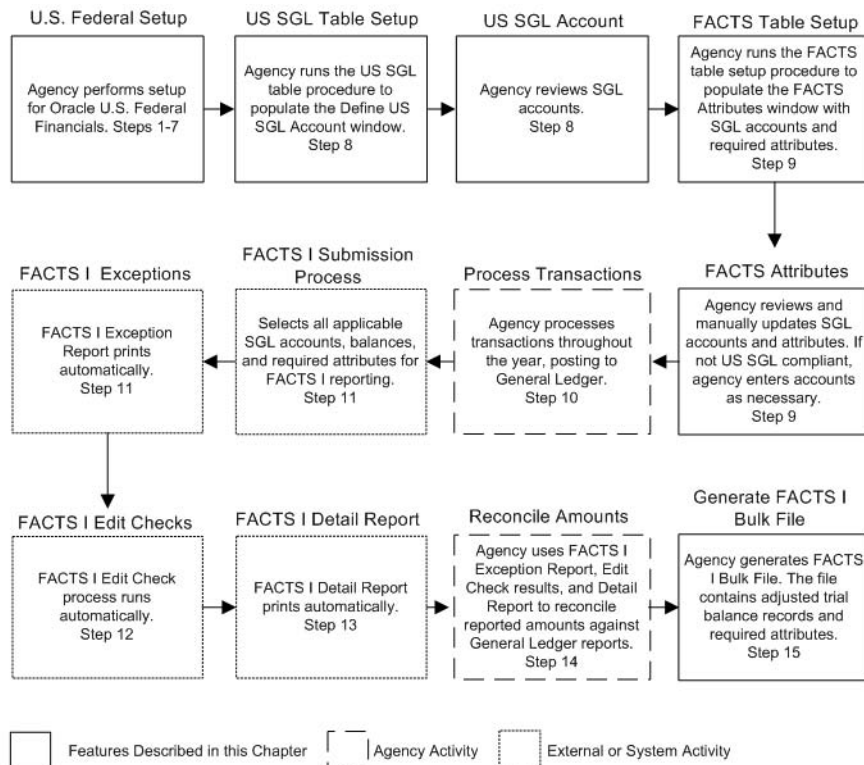
<http://www.fms.treas.gov/cfs/dev/index.html>

The Federal Financials FACTS I process includes these components:

- 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

FACTS I Process Steps Diagram

The diagram below lists the steps of the FACTS I process.



FACTS I Process Steps

The FACTS I process consists of the following steps.

1. Enter the agency name and address in the Define Federal Options window.
2. Enter the agency treasury account codes 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. Enter the agency's Budget Subfunction values in the Oracle Federal Financials Lookups window.
4. Enter the agency's federal account symbols 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.

The tables below provide examples of alternate GL account numbering schemas.

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	

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.

The table below describes how the FACTS I attributes are derived.

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>
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.

Updating Previous Fiscal Year Balances

If you are 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 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:

1. 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.
2. Once the FACTS I Interface process completes with a FACTS I ATB report, run the FACTS I Interface process for the next fiscal year.

If the FACTS I ATB report is not produced, the ending balances detail is not loaded.

3. Repeat for each fiscal year.

You only need to perform these steps 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.

FACTS I Procedures

Overview

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.

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

FACTS I Required Files

FACTS requires agencies to transmit the following files to the Department of Treasury:

- Master Appropriation File (MAF), page 39-1
- Adjusted Trial Balance (ATB), page 39-1
- NOTES, page 39-1

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. The FACTS I Exception Report Description , page 39-4 table 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. The FACTS I Detail Report Description, page 39-7 table 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 38-1.

Prerequisites

- Treasury account codes must be defined in the Define Treasury Account Codes window. Optionally, define FACTS I Rollup codes.
See Treasury Account Codes Setup, Oracle U.S. Federal Financials Implementation Guide.
- Treasury symbols must be defined in the Define Federal Account Symbols window.
See Federal Account Symbols Setup, Oracle U.S. Federal Financials Implementation Guide.
- Values for Department ID, Bureau ID, and fund values must be defined in the Define Appropriation Parameters window.
See Defining Appropriation Parameters, Oracle U.S. Federal Financials Implementation Guide.
- The Customer Class Lookup must be defined as FEDERAL for federal customers.
- The Supplier Type Lookup must be defined as FEDERAL for federal suppliers.
See Step 29B. Define Oracle Purchasing Lookups, Oracle U.S. Federal Financials Implementation Guide.
- The Trading Partner can be defined for federal customers in the descriptive flexfield of the Customers window.

- The Trading Partner can be defined for federal suppliers in the descriptive flexfield of the Suppliers window.
- 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.
- Federal System Parameters can be defined to select the Trading Partner Descriptive Flexfield attributes.

See Federal System Parameters Setup, *Oracle U.S. Federal Financials Implementation Guide*.

- The US SGL accounts table setup procedure must be run to populate the Define US SGL Accounts window.

See Federal Reports Table Setup, *Oracle U.S. Federal Financials Implementation Guide*.

- US SGL accounts must be reviewed and edited, if necessary, in the Define US SGL Accounts window.

See Federal Report Definitions Setup, *Oracle U.S. Federal Financials Implementation Guide*.

- The FACTS Attributes table setup procedure must be run to populate the define FACTS Attributes window.

See Federal Reports Table Setup, *Oracle U.S. Federal Financials Implementation Guide*.

- Account numbers and attributes must be reviewed and edited, if necessary, in the FACTS Attribute window.

See Federal Reports Table Setup, *Oracle U.S. Federal Financials Implementation Guide*.

Related Topics

- Defining Customer Class Setups, *Oracle Receivables User Guide*
- Entering Customers, *Oracle Receivables User Guide*
- Entering Suppliers, *Oracle Payables User Guide*
- Entering Journal Lines, *Oracle General Ledger User Guide*

Generating FACTS I

You can print the FACTS I file using the Standard Request Submission procedure.

Related Topics

Using Standard Request Submission, *Oracle Payables User Guide*

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 the tables below.

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	<p>Exception: Neither the account nor the US SGL account is defined in the Define FACTS Attributes window, and is not reported in FACTS I.</p> <p>Solution: Either the account or the US SGL account must be defined in the Define FACTS Attributes window to be reported in FACTS I.</p>
Not a Valid US SGL Account	<p>Exception: The account is not defined in the Define US SGL Accounts window and is not reported in FACTS I.</p> <p>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.</p>
US SGL Account has been Disabled	<p>Exception: The account or parent account was disabled in the Define US SGL Accounts window and is not reported in FACTS I.</p> <p>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.</p>
Account has Multiple Parents defined	<p>Exception: The account has multiple US SGL parents defined in General Ledger and is not reported in FACTS I.</p> <p>Solution: The account must only have one US SGL parent defined in General Ledger to be reported in FACTS I.</p>
Not a FACTS I Account	<p>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.</p> <p>Solution: Change the FACTS Reporting Type to I or I and II to be reported in FACTS I.</p>
Treasury Symbol has not been Defined	<p>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.</p> <p>Solution: Associate the fund value to a treasury symbol in the Define Appropriation Parameters window to be reported in FACTS I.</p>

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>

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 the FACTS I Detail Report Description, page 39-7 table.

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 the table below.

FACTS I Detail Report Description

Field	Description
Header Section	Run mode, fiscal year, period, set of books name, date, and page
Treasury Account Code	Main account code of the treasury symbol or FACTS I Rollup Treasury account code
Dept. Code	Federal department identifier
Bureau Code	Bureau identifier
Fund	Balancing segment
US SGL Account	U.S. Government Standard General Ledger account
Account	Natural account
F/N Indicator	Customer class or supplier type on the Customer or Supplier Record; includes F for Federal and N for Non-Federal Note: If there is no customer or supplier record, the indicator is determined from the Journal Trading Partner Descriptive Flexfield; assigns F if there is a value in Journal Trading Partner; otherwise assigns N.
Trading Partner	Descriptive flexfield located at the header record of the Supplier or Customer window or at the detail record of the Journal Lines window
Debit	Debit balance in account
Credit	Credit balance in account
Fund Total	Summation of fund debits and summation of fund credits
Treasury Account Code Total	Grand total of all fund debits and grand total of all fund credits for the treasury account code

FACTS I 2001 Adjusted Trial Balance Bulk File Transfer Format

The FACTS I Adjusted Trial Balance Report is generated in the format described in the tables below.

FACTS I 2001 Adjusted Trial Balance Bulk File Transfer Format

Field	Description
Fiscal Year	Fiscal year in which the ending SGL balances are reported; required
Department Code	Treasury department code associated with the adjusted trial balance fund group; must be consistent with the MAF ATB code; required
Bureau Code	Bureau code associated with the adjusted trial balance fund group; must be consistent with the MAF ATB code; required
Fund Group	MAF fund group; required
SGL Account Number	Standard General Ledger account number; required
Federal/Nonfederal Attribute	indicates F for Federal and N for Non-Federal
Federal Trading Partner	Treasury department code of federal trading partner
Debit/Credit Indicator	Indicates debit or credit; required
Dollar Amount	Dollar amount; last two positions assumed decimal; required
First Attribute Delimiter	Must be 1
Exchange/Nonexchange Attribute	Exchange/Nonexchange attribute. Values include X for Exchange and T for Nonexchange.
Second Attribute Delimiter	Must be 2
Budget Subfunction	OMB Budget Subfunction
Third Attribute Delimiter	Must be 3
Custodial/Non-custodial Attribute	Custodial/Noncustodial attribute. Values include S for Custodial and A for Noncustodial.

FACTS I 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

FACTS I Trial Balance Report

FACTS I Trial Balance Report

Use the FACTS I Trial Balance Report to review Standard General Ledger (SGL) account balances at the attribute level. The report only captures attributes for accounts reported on FACTS I.

The FACTS I reports provide information on SGL account balances and associated attributes affected by FACTS I requirements. The FACTS I attributes have been effective for agency 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

The FACTS I Trial Balance report 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. See: *Oracle Financials RXi Reports Administration Tool, Oracle Financials RXi Reports Administration Tool User's Guide*.

Use the Standard Request Submission windows to submit the FACTS I Trial Balance report. See: *Using Standard Request Submission, Oracle Applications User Guide*.

Prerequisites

Before you can run the FACTS I Trial Balance report, you must:

- Define treasury account codes and optionally define FACTS I rollover values. See: *Treasury Account Codes Setup, Oracle U.S. Federal Financials Implementation Guide*.
- Define treasury symbols and associate fund values to them. See: *Federal Account Symbols Setup, Oracle U.S. Federal Financials Implementation Guide*, and *Defining Appropriation Parameters, Oracle U.S. Federal Financials Implementation Guide*.

- Run the US SGL accounts table setup procedure to populate the Define US SGL Accounts window. See: Federal Reports Table Setup, *Oracle U.S. Federal Financials Implementation Guide*.
- If necessary, review and edit US SGL accounts, and account numbers and attributes. See: Federal Report Definitions Setup, *Oracle U.S. Federal Financials Implementation Guide*.
- Run the FACTS attributes table setup procedure to populate the Define FACTS Attributes window. See: Federal Reports Table Setup, *Oracle U.S. Federal Financials Implementation Guide*.

Report Parameters

Fund Low/High

Enter the fund value range for the report.

Currency Code

Enter the currency code to use for the report.

Period

Enter the reporting period.

Attribute Set

Enter the attribute set to use for the report.

Output Format

Enter the output format to use for the report.

Report Headings

In this heading...	Oracle Federal Financials prints...
Set of Books Name	The set of books
Date and Time	The date and time of the report
Currency	The report currency
Accounting Period	The report accounting period
Fund Range	The report fund range
Treasury Symbol	The report treasury symbol
Fund	The report fund
Fiscal Year	The fiscal year of the report
Organization	The report organization
Program	The report program
Project	The report project

Column Headings

In this column...	Oracle Federal Financials prints...
Acct No	The natural account segment
FNF	The attribute values for federal (F) and non-federal (N)
TPC	The descriptive flexfield value for trading partner, if required for the account
ENE	The attribute values for exchange (X) or non-exchange (T) , if required for this account
BSF	The budget subfunction lookup code defined in the Appropriation Parameters window associated to the fund, if required for this account
CNC	The quickcode values for custodial (S) or non-custodial (A), if required for this account

Row Headings

In this row...	Oracle Federal Financials prints...
Beginning Balance	The beginning balance period
Current Period Debits	The debits for the period
Current Period Credits	The credits for the period
Ending Balance	The ending balance for the period

FACTS II Process

This chapter covers the following topics:

- FACTS II Process
- FACTS II Process Steps Diagram
- FACTS II Process Steps

FACTS II Process

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.

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.

Agencies must fulfill these requirements for FACTS II reporting:

- Provide a comprehensive accounting structure that contains a sufficient level of detail to:
 - 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.
- Generate FACTS II for each selected fiscal period and fiscal year end.

- Provide data in the required electronic format to transmit to the Department of Treasury.

Oracle Federal Financials provides the functionality to comply with the FACTS II requirements. For information on FACTS II requirements, see the Department of Treasury's website at:

<http://www.fms.treas.gov/ussgl/factsii>

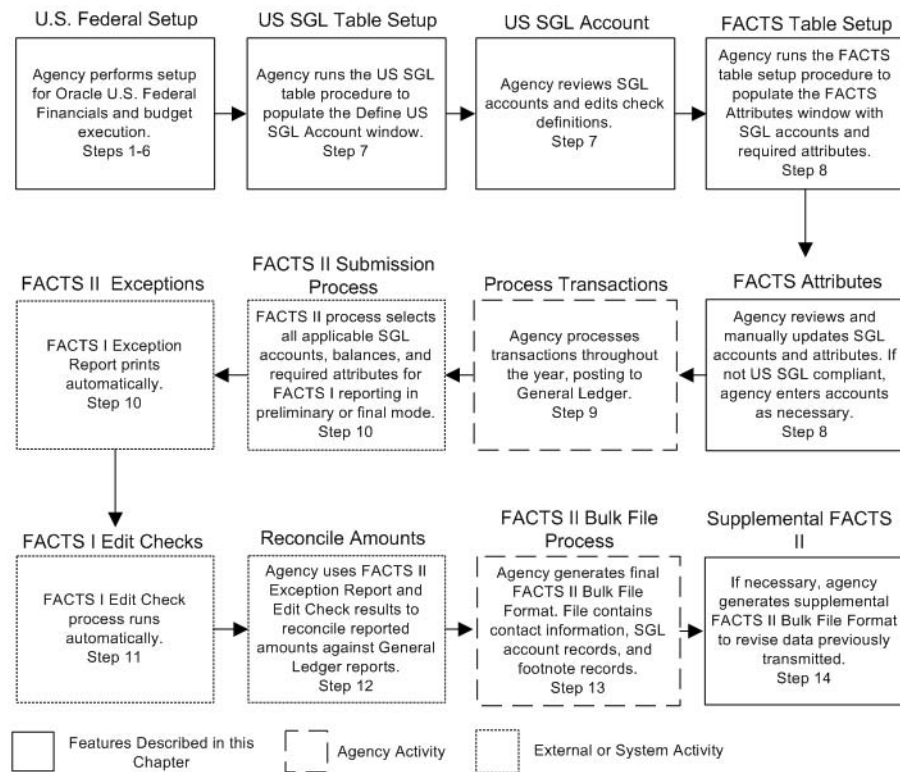
The Oracle Federal Financials FACTS II process includes these components:

- US SGL Accounts table setup.
- FACTS Attribute table setup.
- Definition of US SGL Accounts.
- Definition of FACTS Attributes.
- Definition of other authorization codes.
- 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.

FACTS II Process Steps Diagram

The figure below lists the steps of the FACTS II process.

FACTS II Process Steps Diagram



FACTS II Process Steps

The FACTS II process consists of the following steps.

1. Enter the agency name and address 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. Enter the agency treasury account codes 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. Enter the agency federal account symbols 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.

5. In the Define Appropriation Parameters window, 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. 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 lets you 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.

The table below provides the priority in determining which Program Reporting Codes record is used for fund and treasury symbol.

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.

The table below provides examples of alternate GL account numbering schemas.

Alternate GL Account Numbering Schemas Example: Structure Using Six-Digit GL Account

GL	Account Name	Parent US SGL Account or Name
Example	Structure Using Six-Digit GL Account	
101012	Disbursement Transactions - Direct Deposits	1010 - Fund Balance with Department of Treasury
101013	Disbursement Transactions - IPAC	
101014	Direct Deposit Receipts - US Department of Treasury	

Alternate GL Account Numbering Schemas Examples: Structure Using Four-Digit GL Account

GL	Account Name	Parent US SGL Account or Name
Example	Structure Using Four-Digit GL Account	
1311	Accounts Receivable - Federal	1310 - Accounts Receivable
1312	Accounts Receivable - Non-federal	

If Account 1310 is reported on FACTS II according to transaction partner, users are required to add Accounts 1311-AR Federal and Accounts 1312-AR Non-federal to the FACTS Attributes window and define the correct transaction partner value for each, E and X respectively.

SGL Account 1010 does not require any additional attributes, so users do not have to set up an entry for all of the child accounts that roll up to SGL Account 1010.

9. Once setup is complete, users process transactions throughout the reporting period, posting transactions to General Ledger.
10. On an annual basis and for selected periods, users submit the FACTS II submission procedure. All applicable SGL accounts, account balances, and attributes are selected. If discrepancies exist for any SGL account balance, the account and the balance are printed on the FACTS II Exception Report.

The windows, from which the FACTS II attributes are derived, are described in the table below.

FACTS II Attribute Matrix

Attribute	Window Derived From
Public Law Code	PL Code field in the Main tab of the Enter Appropriation window
BEA Category	BEA Category field in the Define Budget Accounts window
Borrowing Source	Borrowing Source field in the Define Budget Accounts window
Legislation Indicator	Legislation Indicator field in the Define Budget Transaction Types window
Function	Function field in the Define Budget Accounts window
Transfer Dept ID/Main Account	Dept ID and Main Account Code fields in the Transfers tab of the Enter Appropriation window
Reimbursable Flag	Fund Category field in the Define Appropriation Parameters window
Apportionment Category	Fund Category field in the Define Appropriation Parameters window

Attribute	Window Derived From
Program Reporting Code	<p>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.</p> <p>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.</p>
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
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.

FACTS II Processing

This chapter covers the following topics:

- Generating the FACTS II Bulk File
- FACTS II Edit Check Report
- FACTS II Exception Report
- FACTS II Bulk File Layout

Generating the FACTS II Bulk File

Use the FACTS II Submission window to generate the FACTS II bulk file. You submit a FACTS II bulk file both monthly and annually for all applicable US SGL accounts, account balances, and attributes.

You first generate FACTS II data for the treasury symbols that you want. The FACTS II generation process creates two reports that you can use as reconciliation tools:

- FACTS II Edit Check Report - Performs a series of checks on FACTS II data and prints the results. See: FACTS II Edit Check Report, page 42-4.
- FACTS II Exceptions Report - Captures and prints any discrepancies in SGL account balances. See: FACTS II Exception Report, page 42-7.

After you reconcile any errors and exceptions, you can generate the FACTS II bulk file and submit the file to the Department of Treasury.

You submit the FACTS II bulk file using the Department of Treasury FMS FACTS II On-line System. Once you submit the bulk file, you cannot make any changes to the account data.

Prerequisites

Before you can process FACTS II data and generate the FACTS II bulk file, you must:

- Enter and update agency information. See: Federal Options Setup, .
- Define treasury account codes. See: Treasury Account Codes Setup, .
- Define treasury symbols and associate fund values with them. See: Treasury Account Codes Setup, .
- Define budget account codes for federal account symbols. See: Budget Account Codes Setup, .
- Run the US SGL accounts table setup procedure. See: Federal Reports Table Setup, .

- Review and edit the US SGL accounts. See: Federal Report Definitions Setup, .
- Run the FACTS attributes table setup procedure. See: Federal Reports Table Setup, .
- Review and edit account numbers and attributes. See: Federal Report Definitions Setup, .
- Review and edit authorization codes. See: Federal Report Definitions Setup, .
- Identify the segment in the agency accounting flexfield that captures the budget fiscal year or fiscal year values. See: Mapping Budget Fiscal Year Setup, *Oracle U.S. Federal Financials Implementation Guide*.
- Identify the segment in the agency accounting flexfield that captures the program reporting code, and map the segment values to the appropriate program reporting code. See: Federal Report Definitions Setup, .

FACTS II Submission (FED-SOB1)

Report Parameters Contacts Submission Info

Select

	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"/>

Bulk File []

Footnotes Submit

To generate FACTS II data:

1. Navigate to the FACTS II Submission window.
2. Enter a Treasury Symbol.
3. In the Fiscal Yr. field, enter the fiscal year to report on for this treasury symbol.
4. In the Period field, enter the fiscal period to report on for this treasury symbol.
5. In the Run Mode field, enter:
 - **Original** - First run of this treasury symbol for this fiscal year and period.
 - **Supplemental** - Subsequent run of this treasury symbol for this fiscal year and period.
6. Enter the report Currency.

7. In the Preparer ID field, enter the identifier of the contact for this record.
8. Repeat steps 2 to 7 for each record that you want to create.
9. Check the Select box of the records that you want, then click Submit.
If all treasury symbols pass the Footnote edit check, go to step 15.
10. If a treasury symbol fails the Footnote edit check, choose the Footnotes button to enter footnotes. A footnote is required for certain treasury appropriation fund symbols. See: FACTS II Edit Check Report, page 42-4 for more information.

The Footnotes window appears.

Footnote Sequence	Footnote Text
1	Footnotes should be entered in FACTS II Online system

11. Enter a Footnote Sequence number.
12. In the Footnote Text field, enter the footnote for this treasury symbol record.
13. Click OK.
14. Click Submit. Oracle Federal Financials processes the FACTS II data for the selected records.
15. Choose the Submission Info tab to view the Status of the submitted records. The possible statuses are:
 - Completed
 - Required Edits Failed
 - Optional Edits Failed
 - Error
 - In Process
 - Creating Bulk File
 - No Transaction Found

You can generate a bulk file for each record that ends with a status of *Completed* or *Optional Edits Failed*.

16. Review the FACTS II Edit Check Report and FACTS II Exception Report.
17. Once you have reviewed and corrected any errors, check the Bulk File box for each record that you want, then click Submit.

See: FACTS II Bulk File Layout, page 42-9 for a description of the bulk file.

FACTS II Edit Check Report

Use the FACTS II Edit Check Report to verify your FACTS II data submission. The FACTS II Edit Check Report performs these 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.

The table below describes the edit checks that are performed during the edit check process.

FACTS II Edit Check Process Description

Edit Check	Description	Periods
Treasury Symbol Authority	Use of certain USSGL accounts is permitted only if treasury appropriation or fund symbol has that authority.	all
Debit=Credit	Total ending budgetary debits must equal total ending budgetary credits, such as the 4000 series of accounts.	all
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
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

Edit Check	Description	Periods
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
Resource vs. Equity	<p>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:</p> <ul style="list-style-type: none"> • Postclosing Unexpended Balance, Column 5. • Other Authorizations, Column 6. • Receivables, Columns 7 and 8. <p>Fund equities include:</p> <ul style="list-style-type: none"> • Undelivered Orders and Contracts, Column 9. • Accounts Payable and Other Liabilities, Column 10. • Unobligated Balances, Column 11. 	fourth quarter
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
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

Edit Check	Description	Periods
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
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
Footnotes	<p>A footnote is required for treasury appropriation fund symbols with any of the following characteristics:</p> <ul style="list-style-type: none"> • Negative receivables. • Negative payables. • Negative balances in US SGL Accounts 4221 Unfilled Customer Orders without Advance or 4133 Actual Adjustments to Contract Authority. • 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
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

FACTS II Exception Report

Use the FACTS II Exception Report to review exception errors that occurred during the processing of FACTS II data for selected treasury symbol records. There are two kinds of exception errors: SGL Account exceptions and Missing Attribute exceptions.

Report Headings

In this heading...	Oracle Federal Financials prints...
Treasury Symbol	The treasury symbol record
Reporting Year	The reporting year
Reporting Period	The reporting period
Page	The page number of the report

Column Headings

FACTS II Exception Report Description, SGL Account Exceptions

In this column...	Oracle Federal Financials prints...
Budgetary Account not defined on FACTS Attributes	<p>Exception: Neither the account nor the US SGL account is defined in the Define FACTS Attributes window and is not reported in FACTS II.</p> <p>Solution: Either the account or the US SGL account must be defined in the Define FACTS Attributes window to be reported in FACTS II.</p>
Not a Valid US SGL Account	<p>Exception: The account is not defined in the Define US SGL Accounts window and is not reported in FACTS II.</p> <p>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.</p>
Disabled US SGL Account	<p>Exception: The account or parent account was disabled in the Define US SGL Accounts window and is not reported in FACTS II.</p> <p>Solution: Enable the account in the Define US SGL Account window or record the amount in a different account</p>
Multiple US SGL Account Parents defined	<p>Exception: The account has multiple US SGL parents defined in General Ledger and is not reported on FACTS II.</p> <p>Solution: The account must only have one US SGL parent defined in General Ledger to be reported on FACTS II.</p>

FACTS II Exception Report Description, Missing Attribute Exceptions

In this column...	Oracle Federal Financials prints...
Public Law Code not found	<p>Exception: The public law code is not found for the account.</p> <p>Solution: Assign the correct Public Law Code.</p>
Definite/Indefinite indicator not found	<p>Exception: The definite/indefinite indicator is not found for this account.</p> <p>Solution: The correct value must be defined in the Define Appropriation Parameters window.</p>
BEA Category not found	<p>Exception: The BEA category is not found for the account.</p> <p>Solution: The correct value must be defined in the Define Budget Account Codes window.</p>
Borrowing Source not found	<p>Exception: The borrowing source was not found for the account.</p> <p>Solution: The correct value must be defined in the Define Budget Account Codes window.</p>
Function	<p>Exception: The Function was not found for the account.</p> <p>Solution: The correct value must be defined in the Define Budget Account Codes window.</p>
Segment Value used as Category Code since mapping not found	<p>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.</p> <p>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.</p>

In this column...	Oracle Federal Financials prints...
Valid Category Code not found	<p>Exception: Two conditions cause this exception.</p> <p>1.) The Use Program Reporting Code Mapping check box is deselected and the segment value is not a three digit numeric value.</p> <p>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.</p> <p>Solution: The correct value must be defined in the Program Reporting Code window.</p>
Multiple Category Descriptions for one Category Code	<p>Exception: Within the treasury symbol being reported, there are multiple program reporting code descriptions for the same program reporting code.</p> <p>Solution: The Program Reporting Code will be reported with multiple descriptions. Otherwise, the correct value must be defined in the Program Reporting Code window.</p>

FACTS II Bulk File Layout

The FACTS II Bulk File layout is generated in the format described in the table below.

FACTS II Bulk File Layout Description

Record Name	Description
US SGL Account Detail	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	Footnote information as it relates to US SGL accounts.
bulk file SGL trailer detail	Count of total number of detail and footnote records.

FACTS Transaction Register

FACTS Transaction Register

Use the FACTS Transaction Register to review and analyze SGL account balances and FACTS attribute information. The FACTS Transaction Register prints SGL account information by fund within a treasury symbol and associated attributes affected by FACTS I and FACTS II 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.

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. See: Oracle Financials RXi Reports Administration Tool, *Oracle Financials RXi Reports Administration Tool User's Guide* for more information.

Use the Standard Request Submission windows to submit the FACTS I Transaction Register. See: Using Standard Request Submission, *Oracle Applications User guide*.

Report Parameters

Currency

Enter the currency to use for the report.

Treasury Symbol Low

Enter the treasury symbol range for the report.

Start/End Period Name

Enter the General Ledger period range for the report.

Journal Source

Enter the General Ledger source to use for the report.

Journal Category

Enter the General Ledger category to use for the report.

Attribute Set

Enter the attribute set to use for the report.

Output Format

Enter the output format to use for the report.

Report Headings

In this heading...	Oracle Federal Financials prints...
Set of Books Name	The set of books
Report Date	The report date
Currency	The report currency
Treasury Symbol Range	The report treasury symbol range
Accounting Period	The report accounting period
Journal Source	The report journal source
Journal Category	The report journal category
Treasury Symbol	The report treasury symbols
Fund	The report fund
Organization Code	The report organization
Program	The report program
Project	The report project

Column Headings

In this column...	Oracle Federal Financials prints...
Acct No	The natural account segment.
Transaction Source	The transaction journal source.
Transaction Number	The transaction document number.
Transaction Date	The transaction document date.
Creation Date/Time	Date and time the transaction was created.

In this column...	Oracle Federal Financials prints...
Entry User	The name of the user who created the transaction.
AUT	<p>The authority type:</p> <ul style="list-style-type: none"> • D - Advance appropriation. • P - Appropriation. • B - Borrowing authority. • C - Contract authority. • L - Proceeds of loan assets sales with recourse. • R - Reappropriation. • S - Spending authority from offsetting collections.
FNF	Federal (F) or Non-Federal (N).
TPC	Descriptive flexfield value for Trading Partner, if required for this account and if FNF attribute is Federal (F).
ENE	Exchange (X) or Non-Exchange (T).
BSF	Budget Subfunction lookup code associated to the fund, if required for this account.
CNC	Lookup values for custodial or non-custodial, if required for this account. Custodial (S) or Non-Custodial (A).
DEF	Definite (D) or Indefinite (I) flag.
PL	Public law code reported for the account number.
CAT	Apportionment category: A, B, R.
CBS	Program reporting code for Category A and Category B funds.
RIF	Reimbursable flag: Direct (D) or Reimbursable (R).
AVT	Period of availability: Available (A) or Available in a subsequent period (S).
TRP	<p>Transaction partner code:</p> <ul style="list-style-type: none"> • F - Federal. • X - Non-federal. • E - Non-federal exception.

In this column...	Oracle Federal Financials prints...
BOR	Borrowing source: <ul style="list-style-type: none"> • T - Treasury. • P - Public. • B - Both.
BEA	Budget Enforcement Agency (BEA) category: Discretionary (D) or 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) or Non-Defense (NND).
CYR	Cohort year, in two-digit format.
Debit Amount	Transaction debit, if applicable.
Credit Amount	Transaction credit, if applicable.

SF 133 Report on Budget Execution Process

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, page 44-1
- Submission Requirements, page 44-1

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.

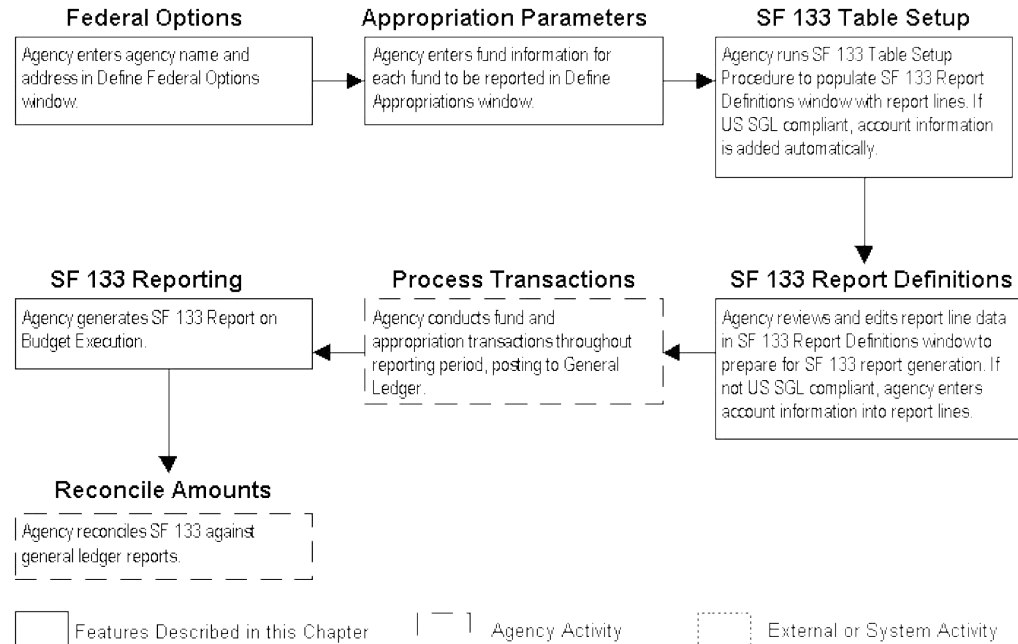
Federal Financials provides the SF 133 Report on Budget Execution process to comply with these requirements.

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

The diagram below shows the SF 133 Report on Budget Execution diagram as described in the Process, page 44-2 section.

SF 133 Report on Budget Execution Process Diagram



SF 133 Report on Budget Execution 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*, .

For information on entering and updating appropriation parameters in the Define Appropriation Parameters window, see *Appropriation Parameters Setup*, .

For information on running the SF 133 Table Setup Procedure, see *Federal Reports Table Setup*, .

For information on updating the SF 133 Report Definitions window, see *Federal Report Definitions Setup*, .

For information on printing the SF 133 Report on Budget Execution, see *SF 133 Report on Budget Execution Procedures*, page 45-1.

For information on posting to General Ledger, see *Posting Journal Batches*, or *Posting Journal Batches Automatically (AutoPost)*, *Oracle General Ledger User Guide*.

For information on printing General Ledger reports, see *Running Standard Reports and Listings*, *Oracle General Ledger User Guide*.

SF 133 Report on Budget Execution Procedures

Overview

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, page 44-1.

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 *Define Set of Books*, .

- 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*, .

- 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*, .

- 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*, *Oracle U.S. Federal Financials Implementation Guide*.

- 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*, .

Generating the SF 133 Report on Budget Execution

To print the Report on Budget Execution:

1. Navigate to the Submit Request window.
2. 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.
3. In the Period Year field, select a period.
4. In the Period Name field, select a period name.
5. In the Treasury Symbol Low field, select the low value for the treasury symbol range.
6. In the Treasury Symbol High field, select a high value for the treasury symbol range.
7. To apply the parameters, click OK.
8. To send the request to the concurrent manager, click Submit.
9. To view the request, select the appropriate Request ID, and click View Output.

SF 133 Report on Budget Execution Description

SF 133 Report on Budget Execution Description

Section	Description
Header Section	Report date, set of books, fund, agency name, treasury symbol, period, and quarter
Section I, Budget Resources	Describes actual budgetary resource amounts as of report date, including budgetary resources anticipated before end of fiscal year
Section II, Status of Budget Resources	Describes obligation amounts incurred from beginning of fiscal year to end of current period. Total must equal total in Section I
Section III, Relation of Obligation to Outlays	Records unfilled customer orders, unpaid undelivered orders, accounts receivable and payable. Lines 15A and 15B must agree with the FMS 224 Statement of Transactions report; required only at year end.

GOALS Procedures

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

For information on the FMS Form 224 Statement of Transactions Report process, see FMS Form 224 Statement of Transactions Process, *Oracle U.S. Federal Financials Implementation Guide*.

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 37-2.

For information on the FMS Form 1219/1220 report process, see FMS Form 1219/1220 Process, page 36-1.

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 35-1.

- 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 37-1.

Generating the FMS Form 224 Statement of Transactions for Goals Procedure

To generate the FMS Form 224 Statement of Transactions Report for GOALS:

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

2. Navigate to the Submit Request window.
3. 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.

4. To apply the parameters, click OK.
5. To send the print request to the concurrent manager, click Submit.
The Requests window appears.
6. To view the request, select the appropriate Request ID and click View Output.

Generating the FMS Form 1219/1220 for Goals Procedure

To generate the FMS Form 1219/1220 for GOALS:

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 37-1.

2. Navigate to the Submit Request window.
3. 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

4. To apply the parameters, click OK.
5. To send the print request to the concurrent manager, click Submit.
The Requests window appears.
6. To view the request, select the appropriate Request ID and click View Output.

Summary Trial Balance Report Procedures

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, .
- 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, .
- Journals for the accounts under the treasury symbol created must be posted in General Ledger.
To enter journals, see Entering Journals, *Oracle General Ledger User Guide*.

Generating the Trial Balance by Treasury Symbol Report

To generate the Trial Balance by Treasury Symbol Report:

1. Navigate to the Submit Request window.

2. In the Request Set field, select Trial Balance by Treasury Symbol.
3. In the Treasury Symbol Low field, select the low value designating where to begin report generation.
4. In the Treasury Symbol High field, select the high value designating where to end report generation.
5. In the Period Name field, select the general ledger period.
6. To apply the parameters, click OK.
7. To send the print request to the concurrent manager, click Submit.
8. To view the request, select the appropriate Request ID and click View Output.

Trial Balance by Treasury Symbol Report Description Table for the Default Attribute Set

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

Financial Statements Process

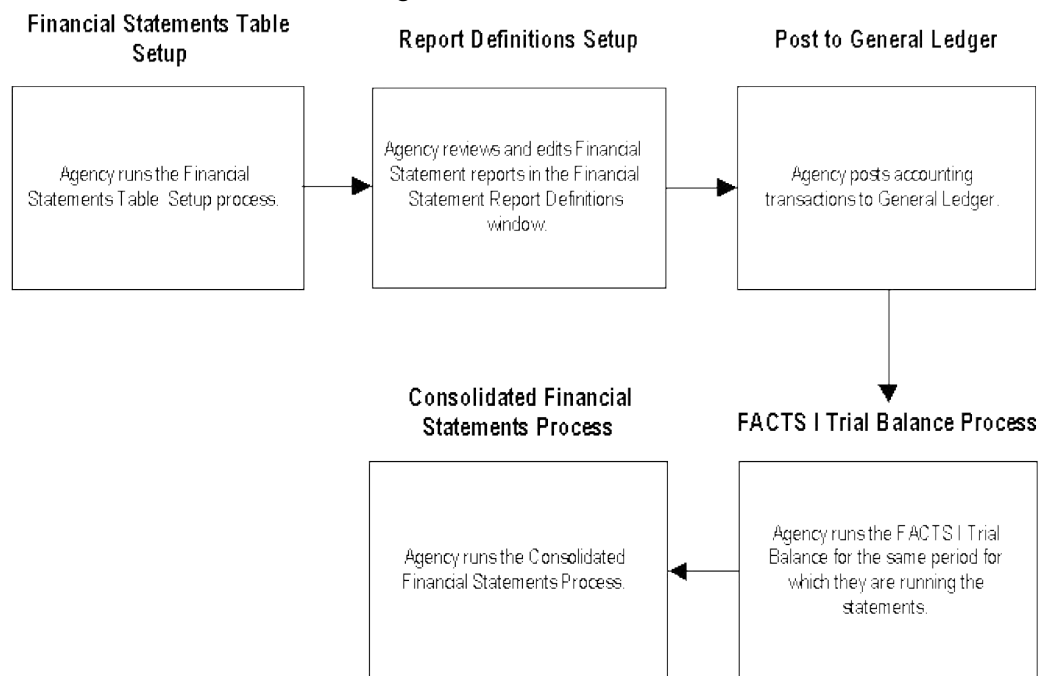
Federal Requirements

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

The diagram below shows the Financial Statements process as described in Financial Statements Process, page 48-2.

Financial Statements Process Diagram



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.

The table below describes how the report balances are displayed on line 1.

Report Definition Setup for Line 1

Accounting Flexfield	Balance Type	Fed/Non Fed Attribute
...1340...	Ending	Fed
...1349...	Ending	Fed
...1610...	Ending	Fed

The table below describes the account attribute balances for the FACTS I Trial Balance.

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.

The table below describes how the report balances are displayed on line 2.

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

The table below describes the account attribute balances for the FACTS I Trial Balance.

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.

The table below describes how the report balances are displayed on line 3.

Report Definition Setup for Line 3

Accounting Flexfield	Balance Type	Exchange/Non-Exchange
...1310...	Beginning	Exchange
...1340...	Beginning	Exchange

The table below describes the account attribute balances for FACTS I and General Ledger trial balances.

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, .

For information on the Financial Statement Report Definitions window, see Federal Report Definitions Setup, .

For information on the Consolidated Financial Statements Process, see Financial Statements Procedures, page 49-1.

Financial Statements Procedures

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.

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

Prerequisites

- The Financial Statement Report Table Setup process must be run one time before generating any financial statements.
See Financial Statements Setup, *Oracle U.S. Federal Financials Implementation Guide*.
- 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.
See FACTS I Procedures, page 39-1.

Generating Financial Statements

You can generate financial statements using the Standard Request Submission procedure. Select Consolidated Financial Statements Process in the Name field.

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.

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.

Related Topics

Using Standard Request Submission, *Oracle Payables User Guide*

SF 132 Apportionment Reapportionment Schedule Procedures

Overview

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

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.

Entering the SF 132 Apportionment and Reapportionment Schedule

Standard Form 132
Office of Management and Budget
Circular No. A-34

Agency
Bureau
Status

Fiscal Year
Appropriation
Treasury Symbol
Reapportionment Number

Description Budgetary Resources	Amount on Latest SF-132	Agency Request	Action by OMB
1. Budget Authority:			
A. Appropriation (P.L. <input type="text" value="111-555"/>)	\$1,000,000		
B. Borrowing Authority			
C. Contract Authority (P.L. <input type="text" value="666-999"/>)	\$100,000		
D. Net transfers (+ or -)			
E. <input type="text"/>			
2. Unobligated Balance:			
A. Brought forward October 1	\$1,100,000		
B. Net transfers, actual (+ or -)			
C. Anticipated transfers (+ or -)			

To enter or update data in the SF-132 Apportionment and Reapportionment Schedule window:

- Navigate to the SF-132 Apportionment and Reapportionment Schedule window.
- Enter the agency name.
- Enter the bureau name.

Note: 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.
- Enter the fiscal year.
- Enter the appropriation.
- Enter the treasury symbol.
- In the Reapportionment Number field, increase the number to create a new record for subsequent transmissions to OMB for an apportionment schedule. The value defaults to zero.
- In the Appropriation (P.L. <field>), optionally enter the 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.

9. In the Borrowing authority field, optionally enter the 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.
10. In the Contract Authority (P.L. <field>), optionally enter the 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.
11. In the Net transfers (+ or -) field, optionally enter the net amount of budget authority enacted for the fiscal year that is actually transferred to (+) or from (-) the account under existing legislation
12. In the Other field, optionally include the following:
 - amount of indefinite appropriations anticipated to become available under existing law for the remainder of the fiscal year
 - anticipated collection of available receipts
 - current estimate of any new budget authority anticipated to be transferred to (+) or from (-) the account under existing legislation
 - amount of proceeds from loan asset sales with recourse. Unlike other amounts included on line 1E, the sale of financial assets with recourse may include both estimated and actual amounts.

Do not include the following:

- indefinite appropriations included on line 1A
- anticipated, un-enacted supplemental appropriations
- transfers that have been made and included on line 1D
- anticipated transfers that require legislation

Note: Use this line for other amounts only with prior OMB approval. Identify the law or laws providing the appropriations included on line 1A through 1E in a footnote.

13. In the Brought Forward October 1 field, optionally enter the amount of unobligated balance brought forward from prior fiscal years as of October 1 of the current fiscal year that is available for obligation as defined in OMB Circular No. A-34, Section 11.2. Include rescissions of these prior year balances enacted in the current year on line 6B.
14. In the Net Transfers, actual (+ or -) field, optionally enter the net amount of any unobligated balance actually transferred to (+) or from (-) the account
15. In the Anticipated transfers (+ or -) field, optionally enter the 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.
16. Leave the Amount on Latest SF-132 column blank for initial apportionment requests. For reapportionment requests, include the amounts in the Action by OMB column of the previously approved SF 132.
17. In the Agency Request column, include amounts in the column for each applicable line.

18. Leave the Action by OMB column blank unless recording approved amounts by OMB.
19. To update status and initiate the concurrent process for the SF 132 Apportionment and Reapportionment Schedule report, click Submit.
20. Click the Page 1, #3-4 tab.
21. In the Collected field, optionally enter the amount of reimbursement and other income earned and collected to date during the current fiscal year, including those for revolving funds
22. In the Receivable from Federal Sources field, optionally enter the 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.
23. In the Advance received field, optionally enter the amount of increase (+) or decrease (-) from October 1 in unfilled orders on hand accompanied by an advance.
24. In the Without Advance from Federal sources field, optionally enter the 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.
25. In the Anticipated for rest of year, without advance field, optionally enter the 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.
26. In the Collected field, optionally enter the 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.
27. In the Anticipated field, optionally enter the amount of expenditure transfers anticipated for the remainder of the year.
28. In the Actual field, optionally enter the amount of any cancellations or downward adjustments of obligations incurred in prior fiscal years that were not outlaid. Show the actual recoveries, as shown on the SF 133, on reapportionment requests.
29. In the Anticipated field, optionally enter the amount of the current estimate of additional recoveries of prior fiscal year obligations anticipated in unexpired accounts for the remainder of the fiscal year.
30. Click the Page 1, #5-7 tab.
31. In the Temporarily not available pursuant to Public Law <field> (-) field, optionally enter public law.
32. In the Cancellations of expired and no year accounts (-) field, optionally enter the amount of any budgetary resources cancelled in no-year accounts pursuant to 31 U.S.C.1555 or withdrawn.
33. In the Enacted Rescissions (-) field, optionally enter the amount of enacted rescissions (-).
34. In the Capital transfers and redemption of debt (-) field, optionally enter the 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."

35. In the Other authority withdrawn (-) field, optionally enter excess appropriations to liquidate debt and contract authority
36. In the Pursuant to Public Law <field> (-) field, optionally enter amounts that are permanently cancelled by law. Enter public law.
37. In the Anticipated rest of year (+ or -) field, optionally enter 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.

Note: The sum of amounts shown on lines 1 through 6 is displayed in the Total Budgetary Resources field. This amount represents the total amount of budgetary resources available for apportionment in the fiscal year for which the schedule is being submitted.

38. Click the Page 1, #8 tab.
39. In the Category A: field, optionally enter the amount requested to be apportioned for each calendar quarter in the fiscal year.
40. When both Category A and Category B are used, optionally insert a descriptive label on the Category A line to distinguish the amounts apportioned by quarter from the remaining amounts.
41. Optionally, enter the amount requested to be apportioned for the first, second, third, and fourth quarters in the fiscal year.
42. Optionally, in the Category B fields (1) through (7), enter the 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.
43. Click the Page 2, #9-12 tab.
44. In the Withheld pending rescission field, optionally enter the 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).
45. In the Deferred field, optionally enter the 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).
46. The Unapportioned balance of revolving fund field is used primarily for public enterprise funds, intragovernmental revolving funds, and trust funds that are subject to apportionment.
47. The sum of the amounts on lines 8, 9, 10 is displayed in the Total Budgetary Resources field, and must equal Line 7.
48. In the Notes field, optionally enter notes to be 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.

1. Navigate to the Submit Requests window.
2. In the Name field, select SF 132 Apportionment and Reapportionment Schedule.
3. Select the treasury symbol.
4. Select the fiscal year.
5. Enter the reapportionment number.
6. To apply the parameters, click OK.
7. To send the print request to the concurrent manager, click Submit.
8. Place the cursor in the Request ID field and click View Output.

Form 1099-INT and Form 1099-G Procedures

Overview

Oracle produces Form 1099-INT Interest Income and Form 1099-G Certain Government Payments.

The Federal Government must report to the Internal Revenue Service (IRS) certain types of payment made to 1099 reportable suppliers. In the Supplier window, users can designate suppliers as federally reportable. When entering invoices for the supplier, classify invoice distributions by 1099 MISC type using the Income Tax Type field. At year end, report in standard formats the accumulated 1099 payment information to the IRS, other tax agencies, and suppliers.

Form 1099-INT, Interest Income, enables agencies to report interest payments per supplier of \$600 or more paid in the ordinary course of trade or business; and/or interest of \$10 or more paid as interest on U.S. Savings Bonds, Treasury bill, Treasury notes, or Treasury bonds.

Form 1099-G, Certain Government Payments, enable agencies to file with the IRS for the administration of Federal taxable grants, excluding scholarship or fellowship grants, of \$600 or more; or any amount for energy related grants; and payments of \$10 or more in unemployment compensation, including Railroad Retirement Board payments for unemployment; and payments of USDA agricultural subsidies.

Federal Financials provides the following features:

- 1099-INT Form Report process enables agencies to print the total 1099 payments by 1099 - INT type for each 1099 supplier.
- 1099-G Form Report process enables agencies to print the total 1099 payments by 1099-G type for each 1099 supplier.
- Form 1096 for the 1099-G or 1099-INT process enables agencies to print an annual summary of 1099 payments for the IRS Form 1099-INT and Form 1099-G for all 1099 suppliers.
- Electronic Media 1099-INT process enables agencies to generate summarized 1099-INT information and associated 1096 information in electronic format as required by the IRS.
- Electronic Media 1099-G process enables agencies to generate summarized 1099-G information and associated 1096 information in electronic format as required by the IRS.

Prerequisites

- 1099 reporting must be set up in Oracle Payables.

Generating Form 1099-G or Form 1099-INT

To generate Form 1099-G or Form 1099-INT:

1. Navigate to the Submit Request window.
2. In the Name field, select 1099-INT Form or 1099-G Form.
3. Enter a start payment date.
4. Enter an end payment date.
5. Select the tax reporting entity.
6. Enter the payer's telephone number.
7. Optionally, enter a supplier.
8. In the Query Driver field, accept the default value.
9. In the Federal Reporting Limit field, accept the default value.
10. Enter the form status from the list of values.
11. Enter the sort order by parameter from the list of values.
12. To apply the parameters, click OK.
13. To send the print request to the concurrent manager, click Submit.
14. To view the request, select the appropriate Request ID and click View Output.

Generating Form 1096 for 1099-G or 1099-INT

To generate Form 1096 for 1099-G or 1099-INT:

1. Navigate to the Submit Request window.
2. In the Name field, select 1096 Form for 1099-G or 1099-INT from the list of values.
3. Select the tax reporting entity.
4. To apply the parameters, click OK.
5. To send the print request to the concurrent manager, click Submit.
6. To view the request, select the appropriate Request ID and click View Output.

Generating the Electronic Media 1099-INT or 1099-G

To generate the 1099I Tape Report or the 1099G Tape Report:

1. Navigate to the Submit Request window.
2. In the Name field, select 1099-INT Electronic Media or 1099-G Electronic Media.
3. In the 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.

4. 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.

5. In the Media Type field, enter the media type for which the 1099 data is to be formatted.
6. In the Test Submission field, enter Yes if submitting a test 1099 Electronic Media report to the IRS.
7. In the Foreign Corporation field, enter Yes if your organization is a foreign tax reporting entity as recognized by the IRS.
8. In the Last Year Filing field, enter Yes if this is the last year that this tax reporting entity will be filing due to factors such as bankruptcy or merger.
9. In the Query Driver field, accept the default value.
10. Enter the telephone number to include on the 1099 Electronic Media report.
11. Enter a contact name to include on the 1099 Electronic Media report.
12. Enter a contact e-mail address to include on the 1099 Electronic Media report.
13. In the File Indicator field, enter the status of this media report from the list of values.
14. Enter the original file name.
15. 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.

16. To apply the parameters, click OK.
17. To send the print request to the concurrent manager, click Submit.
18. To view the request, select the appropriate Request ID and click View Output.

Related Topics

To set up 1099 reporting, see 1099 Reporting Overview, *Oracle Payables User Guide*.

Funds Available Procedures

This chapter covers the following topics:

- Overview
- Prerequisites
- Viewing Funds Available Procedure

Overview

In the Funds Available Inquiry window, users can:

- 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, *Oracle U.S. Federal Financials Implementation Guide*.

- Funds Available Accounting information must be entered in the Define Appropriation Parameters window.

To define appropriation parameters, see Appropriation Parameters Setup, *Oracle U.S. Federal Financials Implementation Guide*.

Viewing Funds Available Procedure

The screenshot shows 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 (selected from a dropdown)
- Treasury Symbol: 36-00-0100
- Low: (empty field)
- High: (empty field)

Funds Available (USD):

Budget Authority		Actuals	
3,920,000.			
Total Actuals	125.00	Commitments	0.00
		Obligations	125.00
		Expenditures	0.00
Funds Available			
3,919,875.			

To view funds available:

1. Navigate to the Funds Available Inquiry window.
2. In the Budget field, select the budget name for the current set of books from the list of values.
3. In the Period Name field, select a valid period from the list of values.
4. In the Rollup Type field, select Treasury Symbol or Fund from the drop-down list to be used in the inquiry rollup.
5. In the Treasury Symbol field, if Treasury Symbol is selected in the Rollup Type field, select a treasury symbol from the list of values.
6. In the Low and High fields, if Fund is selected in the Rollup Type field, enter low and high segments to be used for inquiry criteria.
7. Tab to the Funds Available (USD) region. The system automatically calculates the funds available information.
8. Save your work.

Related Topics

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 53-1.

Funds Availability Reports Procedures

This chapter covers the following topics:

- Overview
- Prerequisites
- Generating the Funds Availability Reports
- Funds Available - Total Resources Report Description
- Funds Available - Funding Distributions Report Description
- Funds Available - Spending Activity Report Description
- Funds Available - Available Balances Report Description

Overview

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.

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.

See *Federal Report Definitions Setup, Oracle U.S. Federal Financials Implementation Guide*.

- Treasury symbol and fund relationships must be defined in the Define Appropriation Parameters window when running the Funds Availability Reports by treasury symbol.

See *Appropriation Parameters Setup, Oracle U.S. Federal Financials Implementation Guide*.

Generating the Funds Availability Reports

You can print the Funds Availability Reports using the Standard Request Submission procedure. In the Name field, select Status of Funds Availability Process. In the Summary Type field, select Accounting Flexfield Range or Treasury Symbol.

Select the Summary type to indicate whether the report is to be run at the Treasury Symbol level or the Accounting Flexfield Level.

Select either the Treasury Symbol level or Accounting Flexfield range.

Note: Leaving an Accounting Flexfield field blank causes that data element not to be displayed in the reports. The report summarizes all values for data elements left blank. Users must provide a low and high range for each data element they want included in the reports. The fund segment (balancing segment) is required.

Funds Available - Total Resources Report Description

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 the Generating the Funds Availability Reports, page 53-2.
AFF Elements	If the report is run by the Accounting Flexfield range, the report displays only those elements entered by the user. The Fund Segment is required. All other segments are optional. For information on parameters, see the Generating the Funds Availability Reports, page 53-2.
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

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 the Generating the Funds Availability Reports, page 53-2.
AFF Elements	If the report is run by the Accounting Flexfield range, the report displays only those elements entered by the user. The Fund Segment is required. All other segments are optional. For information on parameters, see the Generating the Funds Availability Reports, page 53-2.
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

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 Generating the Funds Availability Reports, page 53-2.
AFF Elements	If the report is run by the Accounting Flexfield range, the report displays only those elements entered by the user. The Fund Segment is required. All other segments are optional. For information on parameters, see the Generating the Funds Availability Reports, page 53-2.
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

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 the Generating the Funds Availability Reports, page 53-2.
AFF Elements	If the report is run by the Accounting Flexfield range, the report displays only those elements entered by the user. The Fund Segment is required. All other segments are optional. For information on parameters, see the Generating the Funds Availability Reports, page 53-2.
Apportionment Balance	amount available for apportionment
Allotment Balance	amount available for allotment
Allowance Balance	amount available for allowances
Sub-Allowance Balance	amount available for suballowances

Status of Obligations Report Procedures

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, .

Generating the Status of Obligations Report Procedure

To print the Status of Obligations Report:

1. Navigate to the Submit Request window.
2. In the Name field, select Status of Obligations Report from the list of values.
The Parameters window appears.
3. In the Pagebreak Segment 1 field, select a General Ledger key flexfield segment, or select a segment from the list of values.
4. 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.

5. 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.
6. 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.
7. In the Currency field, select a currency from the list of values.
8. In the Status field, optionally select a status from the list of values.

Note: If no status is selected, all statuses are printed.

9. In the Run Option field, select a time frame from the list of values.
10. In the Period field, select a period 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.

Status of Obligations Report Description

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

Section	Column	Description
	Date	invoice date; can be used to determine amount of time elapsed from commitment to invoice
	Amount	invoice amount; dollar amounts can differ based on tolerance limits set in Purchasing; can be used to determine difference in amounts obligated and invoiced; activity accomplished against open obligations that can now be closed
Total For:		pagebreak totals
Pagebreak 1	Commitment	total of commitments for Pagebreak 1
	Obligation	total of obligations for Pagebreak 1
	Fund	total of invoices for Pagebreak 1
Pagebreak 2	Commitment	total of commitments for Pagebreak 2
	Obligation	total of obligations for Pagebreak 2
	Invoice	total of invoices for Pagebreak 2
Pagebreak 3	Commitment	total of commitments for Pagebreak 3
	Obligation	total of obligations for Pagebreak 3
	Invoice	total of invoices for Pagebreak 3

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

Suppliers Deactivation Report Procedures

Overview

The Suppliers Deactivation Report enables users to activate or deactivate vendors that do not have any purchasing or payment activity in the given time period.

Purchasing activity includes a supplier's purchase requisitions or purchase orders created or updated. This includes all documents even if they are not completed or approved.

Payment activity includes a supplier's invoices, debit memos, credit memos, payments, or refunds entered or updated.

The Suppliers Deactivation Report process includes 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, *Oracle U.S. Federal Financials User's Guide* that should not be deactivated and delete the value in the Inactive On field.
5. To verify that the correct suppliers are deactivated, users run the Suppliers Deactivation Report with the Deactivate Suppliers parameter set to No.

The Deactivated Supplier Listing section displays the deactivated suppliers.

Generating the Suppliers Deactivation Report and Deactivating Suppliers

Viewing the Suppliers Deactivation Report

To run the Suppliers Deactivation Report:

1. Navigate to the Submit Request window.
2. In the Request Name field, select Suppliers Deactivation Report.
3. In the Supplier Name From field, optionally select a supplier name designating where to begin report generation for the range of suppliers.

Note: If no supplier is entered, the report is run for all suppliers.

Note: The supplier name defaults to the Supplier Name To field.

4. In the Supplier Name To field, optionally select a supplier designating where to end report generation for the range of suppliers.

Note: Users can enter a value in Supplier Name From field without having to enter a value in the Supplier Name To field. Users select the default value in the Supplier Name To field and delete it.

5. 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.

6. To review the list of suppliers with no activity, select N in the Deactivate Suppliers field.
7. To apply the parameters, click OK.
8. To send the request to the concurrent manager, click Submit.
9. To view the request, select the appropriate Request ID, and click View Output.
10. Review the list and note any suppliers who should not be deactivated.

Deactivating Suppliers

To deactivate suppliers:

1. Repeat Steps 1, page 55-1 through 5, page 55-2 in the previous section, Viewing the Suppliers Deactivation Report, page 55-1.
2. In the Deactivate Suppliers field, select Y.
3. To apply the parameters, click OK.
4. To send the request to the concurrent manager, click Submit.
5. To view the request, select the appropriate Request ID, and click View Output.

Reactivating Suppliers

To reactivate suppliers:

1. In Payables, navigate to the Suppliers window.
2. In the Inactive On field, delete the value.

Suppliers Deactivation Report Description

Suppliers Deactivation Report Description

Column	Description
Supplier Name	vendor name
Supplier Num	number assigned to vendor
Site	supplier site
Days Since Last Activity	number of days without activity; calculated by the report program
Date of Last Activity	date of last invoice, purchase order, requisition, or payment
Supplier Name	vendor name
Supplier Num	number assigned to vendor
Site	supplier site
Date Deactivated	date supplier deactivated. The system enters the current system date as the inactivate date for any suppliers picked up by the report. Note: All supplier sites must be deactivated before the system deactivates a supplier.

Document Cross-referencing Procedures

Overview

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

At any point in the business cycle, users can query an accounts payable or purchasing document and drill down to further detail on that document. Oracle U.S. Federal Financials displays transactions related to the queried document and provides details on the related transactions as required.

Users can query these document types:

- Purchase orders
- Requisitions
- Receipts
- Invoices
- Payments

Document Cross-Referencing Find

In the Document Cross-Referencing Find Window, users define the search criteria for a selected document type. The window is divided into these regions:

- Supplier
- Purchasing Documents
- Payables Documents

Supplier information is always required. Users can enter supplier information manually or they can access supplier information by entering the document number in the Purchasing Documents or Payables Documents regions.

Users enter selection criteria for requisitions, purchase orders, or receipts in the Purchasing Documents region. If users base their query on document amount or date without a document number, they must enter supplier information.

Users enter selection criteria for supplier invoices, invoice payments, or treasury payments in the Payables Documents region. When users base their query on document type, amount, or date only, they must enter supplier information.

Document Cross-Reference Purchase Order View

The Document Cross-Reference Purchase Order View window displays the selected purchase order and all related requisitions, receipts, invoices, and payments. In this window, users can enter a new query for the same supplier in these fields:

- Number
- PO Date
- Release
- Line
- Shipment
- Buyer
- Approval Status

To initiate a query for a different supplier, users must return to the Document Cross-Reference Find window.

Document Cross-Reference Requisition View

The Document Cross-Reference Requisition View window displays the selected requisition and related purchase orders, receipts, invoices, and payments. In this window, users can enter a new query for the same supplier in these fields:

- Number
- Requisition Date
- Cancelled Flag
- Preparer
- Line
- Requestor

Document Cross-Reference Receipt View

The Document Cross-Reference Receipt View window displays the selected receipt and related requisitions, purchase orders, invoices, and payments. In this window, users can enter a new query for the same supplier in these fields:

- Receipt
- Receipt Date
- UOM
- Item Description
- Inspection Status
- Packing Slip
- Shipment Number
- Shipment Date

To initiate a query for a different supplier, users must return to the Document Cross-Reference Find window.

Document Cross-Reference Invoice View Window

The Document Cross-Reference Invoice View window displays the selected invoice and related requisitions, purchase orders, receipts, and payments. In this window, users can enter a new query for the same supplier in these fields:

- Number
- Invoice Date
- Invoice Type
- Invoice Amount
- Paid
- Holds
- Pay Group

To initiate a query for a different supplier, users must return to the Document Cross-Reference Find window.

Document Cross-Reference Payment View Window

The Document Cross-Reference Payment View window displays the selected payment and related requisitions, purchase orders, receipts, and invoices. In this window, users can enter a new query for the same supplier in these fields:

- Payment Number
- Payment Date
- Amount Paid
- Treasury Number
- Accomplished Date
- Payment Batch

Viewing Documents

The screenshot shows a window titled "Document Cross-Reference". It contains three main sections: "Supplier", "Purchasing Documents", and "Payables Documents".

Supplier Section:

- Name: JMK Company
- Site: 123456791
- Number: V-02

Purchasing Documents Section:

- PO Number: [text box]
- PO Release: [text box]
- PO Date: [text box]
- Buyer: [text box]
- Requisition Number: [text box]
- Requisition Date: [text box]
- Receipt Number: [text box]
- Receipt Date: [text box]

Payables Documents Section:

- Invoice Number: [text box]
- Invoice Date: [text box]
- Invoice Type: [text box]
- Invoice Amount: [text box]
- AP Payment Number: [text box]
- AP Payment Date: [text box]
- Treasury Check Number: [text box]
- Accomplished Date: [text box]
- Payment Amount: [text box]

Results Section:

- ☒ Purchase Orders
- ☐ Requisitions
- ☐ Receipts
- ☐ Invoices
- ☐ Payments

At the bottom right, there are two buttons: "Clear (E)" and "Find".

This procedure applies to these windows:

- Document Cross-Reference Purchase Order View
- Document Cross-Reference Requisition View
- Document Cross-Reference Receipt View
- Document Cross-Reference Invoice View
- Document Cross-Reference Payment View

To view purchase orders, requisitions, receipts, invoices, or payments in the document cross-reference windows:

1. Navigate to the document cross-reference windows.
2. Query on the supplier.
3. Click on the Results radio button to view results for Purchase Orders, Requisitions, Receipts, Invoices, and Payments.

Central Contractor Registration (CCR)

Overview

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.

The CCR process provides agencies with the ability to import and automatically process data that are pertinent to the Core financial system. This includes these 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.

CCR Integration with Oracle Payables

The CCR integration in Oracle U.S. Federal Financials creates or updates these 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.

The table below describes how the CCR Vendor Registration status impacts Payables functionality.

Status and Payables Functionality

Vendor's CCR Registration	Third Party Agent's CCR Registration	Invoice Creation (AP)	Invoice Validation (AP)	Payments (AP)
Active	None used	An invoice can be created.	An invoice can be validated.	A payment can be processed.
Expired or Inactive	None used	An invoice can be created for an obligation.	An invoice cannot be validated. 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 log file.

- The Create Releases Process verifies the validity of the supplier registration when the release generation method is automatic release.

If the supplier registration is invalid, the corresponding releases cannot be set to Approved.

The table below describes how the CCR Vendor Registration status impacts Purchasing functionality.

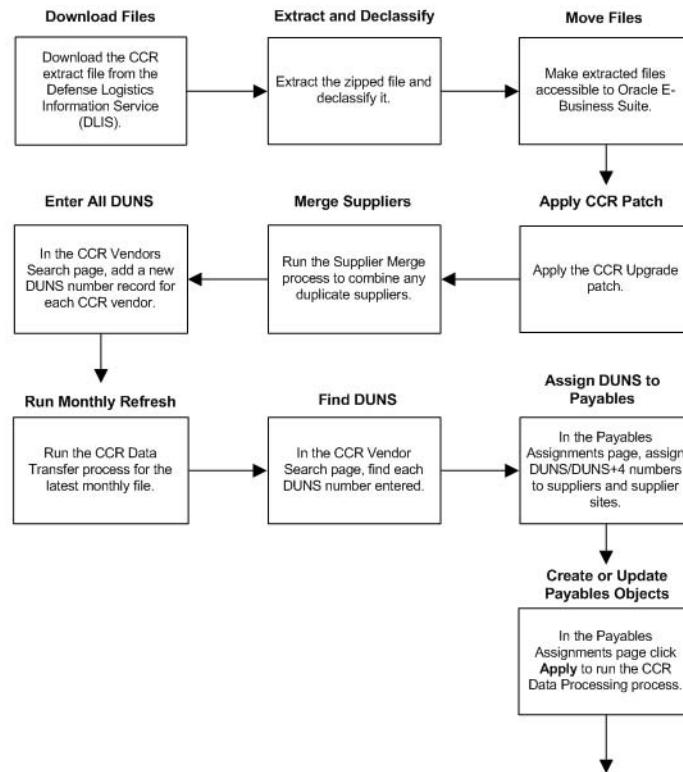
Status and Purchasing Functionality

Vendor's CCR Registration	Third Party Agent's CCR Registration	Obligation (PO)
Active	None Used	An obligation can be created.
Expired or Inactive	None Used	An obligation can be created but not approved.
Active (domestic, foreign)	Active	An obligation can be created.
Expired or Inactive	Active	An obligation cannot be created but not approved.
Active	Expired or Inactive	An obligation can be created.

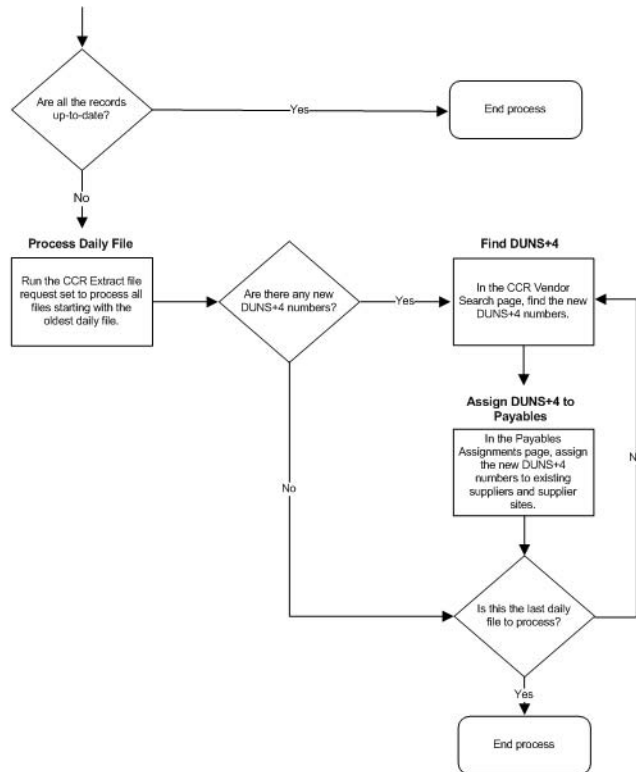
CCR Process Flow, First Time Use Diagram

The diagrams below show the CCR process for first time use as described in CCR Process, First Time Use, page 57-5.

CCR Process Flow, First Time Use



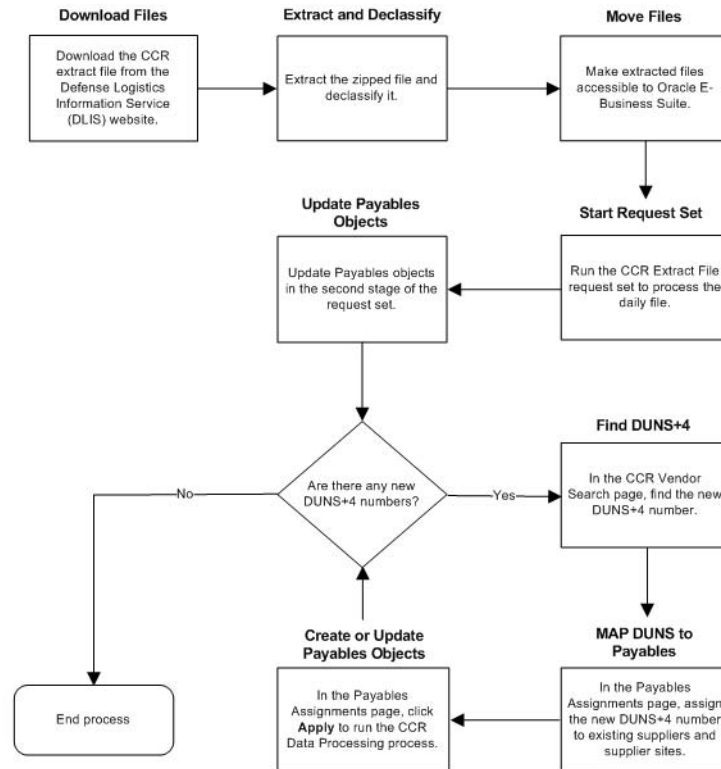
CCR Process Flow, First Time Use (continued)



CCR Process Flow Daily Updates Diagram

The diagram below shows the CCR process for first time use as described in CCR Process, Daily Updates, page 57-7.

CCR Process Flow, Daily Updates Diagram



Central Contract Registration

Features

The CCR process includes these 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 these:

- 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 these 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.

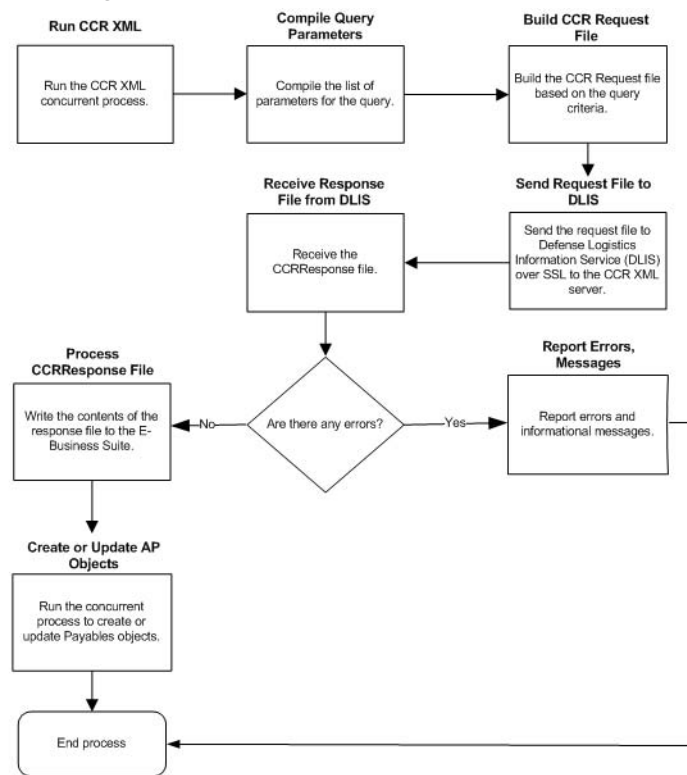
4. Run the CCR Extract File request set to process the daily file.
5. Review the output file from the CCR Data Transfer and the CCR Data Processing processes for new DUNS+4 numbers and determine if there are any new DUNS+4 numbers.

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

CCR XML Process Diagram



CCR XML

Features

The CCR XML process includes these features:

- CCR XML Process
- Add DUNS Number page
- Payables Assignments page

CCR XML Process Steps

The CCR Process, First Time Use includes these 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.

Central Contractor Registration (CCR) Procedures

Overview

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.

CCR Data Transfer

The CCR Data Transfer Process performs these tasks:

- Processes the data from the extract file
- Processes updates to DUNS numbers as specified by users

This process can be generated in these 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

The CCR Data Processing process performs these 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 these 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 these tasks:

- Run an immediate query against CCR
- Schedule a daily recurring query

CCR Pages

The CCR Vendors Search page enables users to perform these 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 these 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.
- 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, *Oracle U.S. Federal Financials Implementation Guide*.

Importing the CCR Extract File

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:

1. Navigate to the Submit Request window.
2. In the Request Set field, select CCR Extract File Request Set.
3. Click in the Parameters field for CCR Data Transfer.
4. In the File Location field, select the network or file system path pointing to the directory where the extract file is stored.
5. In the File Name field, enter the extract file name exactly as it appears from CCR with a .dat extension.
6. In the File Type field, select the agency's security level and file type, which is either Sensitive or Master Complete.
7. The Update Type field defaults to the value All.
8. To apply the parameters, click OK.
9. To send the print request to the concurrent manager, click Submit.

Generating the CCR XML

To run the CCR XML process:

1. Navigate to the Submit Request window.
2. In the Name field, select CCR XML.
3. In the CCR User ID field, enter the user name.
4. In the Password field, enter the password.
5. To query by DUNS/DUNS+4 number, in the Query Type field, select one of the following options: All, New, or Single.
6. If Single is selected in the Query Type field, enter a specific DUNS number.
7. To query by CAGE Code, enter a CAGE code.
8. To query by taxpayer number, enter a taxpayer number.
9. To query by social security number, enter a social security number.
10. Optionally, enter a start date time or an end date time.
11. Optionally, enter a registration status.
12. 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.
13. To send the print request to the concurrent manager, click Submit.

CCR Vendor Assignment

Oracle U.S. Federal Financials

Search CCR Vendors

CCR Vendors

Search

Please note that the search is case insensitive.

DUNS Number

CAGE/NCAGE Code

Legal Business Name

DUNS Number	DUNS+4	CAGE/NCAGE	Legal Business Name	Location	Registration Status	Update Assignment	Delete
001005271	25592	R H PRODUCTS INC	ACTON, MA, USA	Deleted			

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[Search CCR Vendors](#) | [Close Window](#) | [Preferences](#) | [Privacy Statement](#)

Search CCR Vendors >

Add DUNS Number

Cancel Apply

* Indicates required field

DUNS Number	DUNS+4
001005271	

Add 5 Rows

Cancel Apply

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Search CCR Vendors | Close Window | Preferences | Help

Privacy Statement

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.			
Add Another Row			

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.			
Add Another Row			

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.

Cancel Unassign Supplier Apply

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Search CCR Vendors | Close Window | Preferences

Privacy Statement

To view CCR information for a vendor:

1. Navigate to the CCR Vendors Search page.
2. Enter any combination of search criteria in one of these fields:
 - DUNS Number
 - CAGE/NCAGE Code
 - Legal Business Name
3. Click Go.
4. To view CCR information for a specific vendor, select the DUNS number link.
5. 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.
6. Select the supplier.

7. Select the supplier site.
8. Select the Main Address Site of the supplier.

Year-End Closing Process

Overview

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.

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.

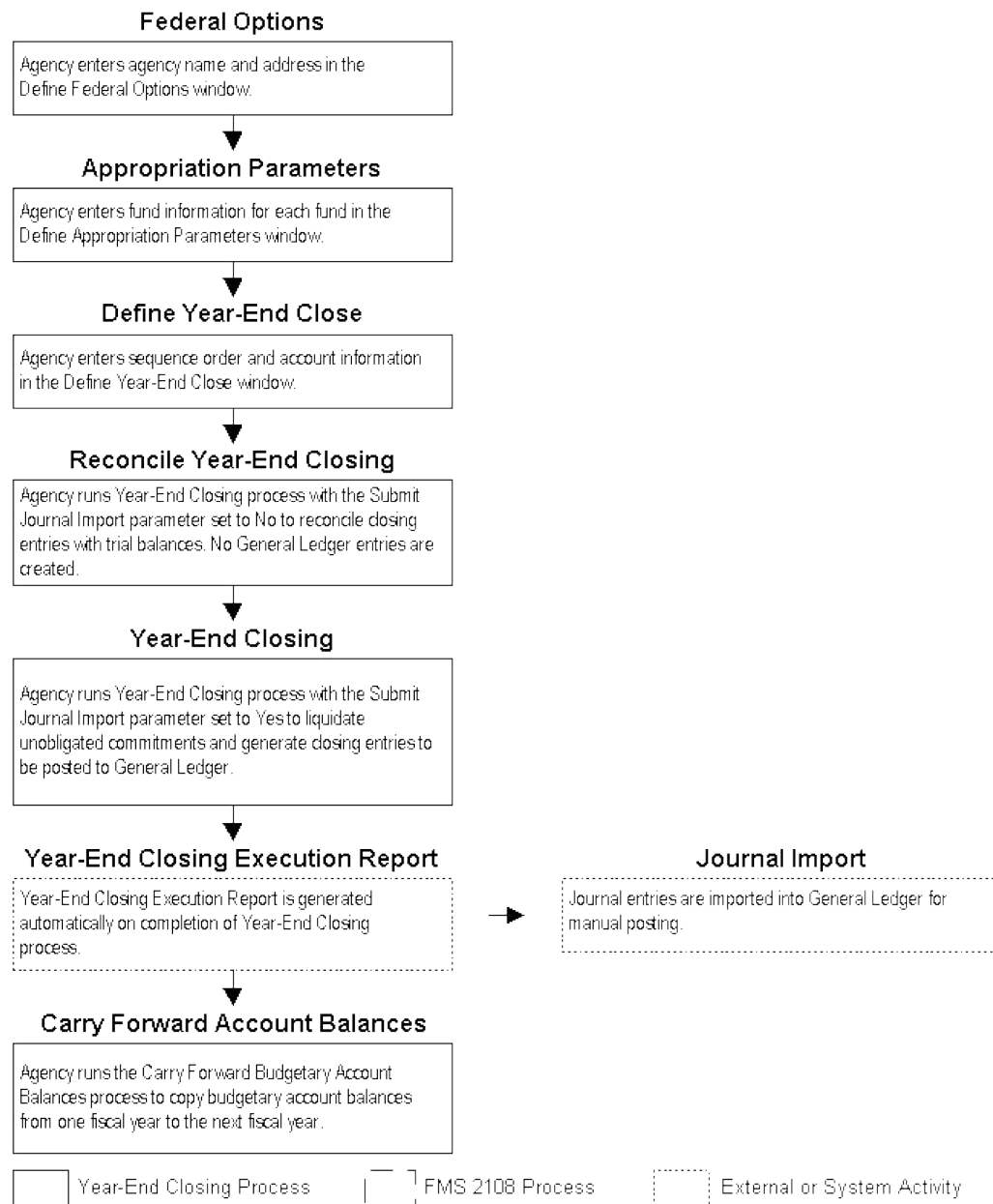
Federal Financials provides the Year-End Closing process to comply with these requirements.

Additional information on year-end closing requirements is documented in the Financial Management Service (FMS) *Budgetary Accounting Guide*.

Year-End Closing Processing Diagram

The diagram below shows the year-end closing processing as described in the Process section.

Year-End Closing Processing Diagram



Year-End Closing 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.

Important: 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.

Important: All requisitions should be closed prior to executing the Year-End Close cycle if users choose to manually close requisitions.

The table below describes different scenarios for requisition processing during the year-end activities.

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 the table below.

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.

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.

The table below describes the year-end close definition for Treasury Symbol 36-00-1119.

Time frame = one year

Appropriation Group = 1119

Treasury Symbol = 36-00-1119

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	4650	Record expired authority.
		4610	4650	
		4450	4650	
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:

The table below describes how to record consolidation of actual resources:

Consolidation of Actual Resources

Account	Description	Debit	Credit
4201	Total Actual Resources	115,000,000	
4119	Other Appropriations Realized		(115,000,000)

The table below describes how to record expired authority:

Expired Authority

Account	Description	Debit	Credit
4610	Allotment - Realized Resources	10,000.00	
4700	Commitments	15,000.00	
4650	Allotments - Expired Authority		(25,000.00)

The closing entries would be created using the last period in the year 2001 (Sep/adj/01-01 - an adjusting period). The journals are posted in General Ledger.

Users initiate the Carry Forward Budgetary Account Balances process using the concurrent manager. The Carry Forward Fiscal Year is designated as 2002. The Carry Forward process copies the ending balance of the budgetary accounts to the next fiscal year. The carryover journal entries are created using the first period of FY 2002 (Oct/adj/01-02 - also an adjusting period).

Based on this scenario, the new trial balance for FY 2002 would reflect the beginning balances in Oct/01-02 as described in the table below.

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.

The table below describes the year-end close definition for Treasury Symbol 36-0004-1119.

Time frame = Multi-Year

Appropriation Group = 1119

Treasury Symbol = 36-0004-1119

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	4450	Record closing of unobligated balances to unapportioned authority for unexpired multi-year funds.
		4610	4450	
20	Expired	4700	4650	Record expired authority.
		4610	4650	
		4450	4650	
20	Cancelled	4700	4350	To record the cancellation of authority not previously expired.
		4610		
		4450		

Year-end closing generates the following entries based on the sample trial balance amounts and the Year-End Close definition setup.

The table below describes how to record consolidation of actual resources:

Consolidation of Actual Resources

Account	Description	Debit	Credit
4201	Total Actual Resources	115,000,000	
4119	Other Appropriations Realized		(115,000,000)

The table below describes how to record closing of unobligated balances to unapportioned authority:

Unobligated Balances to Unapportioned Authority

Account	Description	Debit	Credit
4610	Allotment - Realized Resources	10,000.00	
4700	Commitments	15,000.00	
4450	Allotments - Unapportioned Authority		(25,000.00)

The closing entries are created using the last period in the year 2001 (Sep/adj/01-01 - an adjusting period). The journals are posted in General Ledger.

Users initiate the Carry Forward Budgetary Account Balances program using the concurrent manager. The Carry Forward Fiscal Year is designated as 2002. The Carry Forward process copies the ending balance of the budgetary accounts to the next fiscal year. The carryover journal entries are created using the first period of FY 2002 (Oct/adj/01-02 - an adjusting period).

Based on this scenario, the new trial balance for the beginning of FY 2002 in Oct/01-02 is described in the table below.

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.

Related Topics

For information on entering and updating agency information in the Define Federal Options window, see *Federal Options Setup, Oracle U.S. Federal Financials Implementation Guide*.

For information on entering and updating appropriation parameters in the Define Appropriation Parameters window, see *Defining Appropriation Parameters, Oracle U.S. Federal Financials Implementation Guide*.

For information on entering and updating year-end definitions in the Define Federal Year-End Close window, see *Year-End Closing Setup, Oracle U.S. Federal Financials Implementation Guide*.

For information on running the Year-End Closing process, see *Year-End Closing Procedures*, page 60-1.

For information on posting to General Ledger, see *Posting Journal Batches, General Ledger User Guide* or *Posting Journal Batches Automatically (AutoPost), General Ledger User Guide*.

Year-End Closing Procedures

Overview

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

Year-End Closing Process Features

- generates 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 General Ledger User 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, *Oracle U.S. Federal Financials Implementation Guide*.
- Treasury symbols must be defined in the Define Federal Account Symbols window.
To define treasury symbols, see Federal Account Symbols Setup, *Oracle U.S. Federal Financials Implementation Guide*.
- 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 Defining Appropriation Parameters, *Oracle U.S. Federal Financials Implementation Guide*.
- 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, *Oracle U.S. Federal Financials Implementation Guide*.
- 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, *Oracle U.S. Federal Financials Implementation Guide*.
- 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 39-1.
To run the FACTS II procedure, see FACTS II Procedures, page 42-1.
- 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, *Oracle U.S. Federal Financials Implementation Guide*.

Generating the Year-End Closing Procedure

To run the Year-End Closing process:

1. Navigate to the Submit Request window.
2. In the Name field, select Year End Close Process from the list of values.
3. Click OK.
4. Place the cursor in the Parameters field.
The Parameters window appears.
5. In the Treasury Account Code field, optionally select an appropriation group from the list of values.
6. 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.
7. To apply the parameters, click OK.
8. To send the request to the concurrent manager, click Submit.
9. To view the request, select the request and click View Output.

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

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:

1. Navigate to the Submit Request window.
2. In the Name field, select Carry Forward Budgetary Account Balances Process from the list of values.
3. Click OK.
4. In the Carry Forward Fiscal Year field, enter the fiscal year from the list of values.
5. To apply the parameters, click OK.
6. To send the request to the concurrent manager, click Submit.

7. To view the request, select the request and click View Output.

Related Topics

For information on the Year-End Closing process, see Year-End Closing Process, page 59-1.

Budget Execution Open Interface Tables

This appendix covers the following topics:

- Understanding the Budget Execution Open Interface Tables
- Budget Execution Open Interface Table Descriptions

Understanding the Budget Execution Open Interface Tables

Use Oracle SQL*Loader or develop a process to load budget execution information into the following interface tables:

- FV_BE_INTERFACE_CONTROL
- FV_BE_INTERFACE

This process contains several procedures and functions for validating the records loaded into the FV_BE_INTERFACE table before being imported into the Budget Execution Transaction tables. The selected records are processed to validate all the required information. Once the validation is completed, the status of the records passing validation is set to Accepted and the status of the records not passing validation is set to Rejected. If all the records pass validation, then these records are imported into the FV_BE_TRX_HDRS and FV_BE_TRX_DTLS tables. If some of the records do not pass validation, then none of these records are imported.

Users can correct rejected records in the Correct Budgetary Transactions Import Data window. Users can run the process again to validate the rectified records and import all the records. Users can delete an entire batch in the BE Delete Import Data window by providing the Source and Group ID for the batch to be deleted.

The interface tables include columns, which Oracle U.S. Federal Financials uses to categorize and store specific budget execution information. For example, source of budget data is stored in the column called SOURCE in FV_BE_INTERFACE. Columns can have the following attributes:

- NOT NULL Columns, page A-1
- NULL Columns, page A-2
- Optional Columns, page A-2

NOT NULL Columns

Enter values for all NOT NULL columns in the interface tables to successfully upload budget execution data in the interface tables. If a value is not entered in a NOT NULL column, then the record cannot be uploaded to the interface table.

NULL Columns

Leave these columns NULL as they are for internal use by the Budget Execution Open Interface Import process. For example, during the import process, Budget Execution Open Interface Import updates the values of the ERROR_CODE and ERROR_REASON columns.

Optional Columns

Use some columns in the interface tables to import additional information for the budget execution transaction through the Budget Execution Open Interface Import process. The data that is loaded into these optional columns is imported, provided that the information passes the validation checks during the Budget Execution Open Interface Import Process.

Budget Execution Open Interface Table Descriptions

The following tables list the columns in the Budget Execution Open Interface tables and indicate which columns require values for importing budget transactions into Federal Financials:

- FV_BE_INTERFACE CONTROL, page A-2
- FV_BE_INTERFACE, page A-2

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.

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.

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
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

Column Name	NULL	Type	Description
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:

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.

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.	FV_BE_TRX_HDRS.SOURCE FV_BE_TRX_DTLS.SOURCE
For information on the Oracle Federal Financials Lookups window, see Federal Seed Data Setup, page 3-1.	

GROUP_ID

Identifier for this batch. When users submit Budget Execution Open Interface Import or Delete BE Import, they must specify a Source and a Group. Processing record by Group

allows users to concurrently import or delete subsets of records for the same Source. In order to import the data, the SOURCE and GROUP_ID combination must be present in the FV_BE_INTERFACE_CONTROL table.

GROUP_ID

Validation	Destination
None	FV_BE_TRX_DTLS.GROUP_ID

RECORD_NUMBER

Sequential record number for importing records.

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.

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.

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;

```

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 General Ledger User Guide*.

Furthermore, users must assign an account value for each segment that is enabled in the Define Budget Distributions window for the budget level that is associated with the FROM Distribution.

For example, if the record is for distributing funds to Budget Level 2 from Budget Level 1, then the budget level associated with the BUDGETING_SEGMENTS is Budget Level 1. Therefore, users must enter values for the segments set to Y for the given Treasury Symbol, Fund, and Budget Level, in this case Budget Level 1, in the Define Budget Distributions window. For segments that are set to N, users should not enter values for these segments; instead, users enter the segment separator that is defined for the Accounting Flexfield.

For information on segment separators, see *Overview of Flexfields, Oracle General Ledger User Guide*.

If values are provided for segments that are set to N, they are overwritten with the default segment values for the given Treasury Symbol and Budget Level recorded in the Define Budget Distributions window.

BUDGETING_SEGMENTS

Validation	Destination
BUDGETING_SEGMENTS values are validated. The segment values must already be defined in General Ledger. Cross Validation Rules setup for segment values are validated during the Budget Execution Open Interface Import process. A validation is also performed to ensure that the combination of Accounting Flexfield values contained in BUDGETING_SEGMENTS for the given record already exist in the Budget Execution Transaction tables. Note: This validation is performed at the time records are being inserted into budget execution transaction tables after the records have passed all other validations of the Budget Execution Open Interface Import process. If a record fails this validation, Federal Financials rolls back the database and updates the record status to REJECTED.	FV_BE_TRX_HDRS.SEGMENTS1-30 FV_BE_TRX_DTLS.SEGMENTS1-30

Transaction Type

Enter a transaction type for the budget execution record.

Transaction Type

Validation	Destination
The transaction type must be a valid type for the given budget level as defined in the Define Budget Transaction Types window in Federal Financials.	FV_BE_TRX_DTLS.TRANSACTION_TYPE

Transaction Code

Enter a valid US SGL transaction code for the budget execution record. Budget Execution Import validates the transaction code.

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.

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.

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.

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.

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.

AMOUNT

Validation	Destination
Amount must be a positive number.	FV_BE_TRX_DTLS.AMOUNT

DOC_NUMBER

Enter the document number for the transaction.

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">- If the document number does not exist in Federal Financials, then accept the document number as is and the revision must be zero.- If the document number does exist in Federal Financials, then the source, set of books, budget level, and fund must be the same to be considered a revision. If they are not the same and it is the fund value that is different, then reject the API document; otherwise, the document is accepted as is and the revision number is set to zero.- If the document revises an existing document in Federal Financials, then validate that the document in Federal Financials is approved. If the document in Federal Financials is not approved, then reject the document in the API tables. If the document in Federal Financials is approved, then check the revision number in Federal Financials and accept the document with the revision number set to the next highest revision number.- If the Federal Financials document numbering is set to Manual, the interface accepts the document number provided in the interface, unless it fails one of the previously mentioned edits in this section.- If the Federal Financials document numbering is set to Automated, the document number must be numeric. Any numeric document number provided in the interface is accepted unless it fails one of the previously mentioned edits in this section. However, if the number provided is greater than the MAX sequencing number, the MAX sequencing number must be reset at completion of the import process and the gaps in numbering are noted in the log file. If the number provided is less than the MAX sequencing number and is not a duplicate, the gaps are noted in the log file of the import concurrent process.	FV_BE_TRX_HDRS.DOC_NUMBER

ATTRIBUTES1-15

Enter values for the following descriptive flexfields:

- Budget Appropriation
- Budget Fund Distributions
- Budget Transactions Detail
- Budget Transactions Header

The values are inserted where the flexfield segment has been assigned that attribute number. For example, if Attribute1 is assigned to the Budget Appropriation flexfield segment, the field is updated in the import if the Attribute 1 field in the import has a value. Attribute fields are not validated against descriptive flexfield value sets.

ATTRIBUTES1-15

Validation	Destination
None	FV_BE_TRX_HDRS.SEGMENTS1-30 FV_BE_TRX_DTLS.SEGMENTS1-30

ATTRIBUTE_CATEGORY

Leave this field NULL.

ATTRIBUTE_CATEGORY

Validation	Destination
None	None

PROCESSED_FLAG

All new records loaded into the interface must have a value of N.

PROCESSED_FLAG

Validation	Destination
None	None

STATUS

All new records loaded into the interface must have a status of New.

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.

DATE_CREATED

Validation	Destination
None	FV_BE_TRX_HDRS.CREATION_DATE FV_BE_TRX_DTLS.CREATION_DATE

CREATED_BY

Enter a User ID number.

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.

CORRECTED_FLAG

Validation	Destination
None	FV_BE_TRX_DTLS.CORRECTED_FLAG

LAST_UPDATE_DATE

Leave this field NULL.

LAST_UPDATE_DATE

Validation	Destination
None	None

LAST_UPDATED_BY

Leave this field NULL.

LAST_UPDATED_BY

Validation	Destination
None	None

Oracle U.S. Federal Financials Navigation Paths

Navigation

Note: If no responsibility is specified for a particular window then the Federal Administrator responsibility should be used.

The table below shows the navigation paths for each window in Federal Financials.

Federal Financials Navigation Paths

Window	Navigation Path
224 and Reconciliation Report Definitions	Setup - Federal Report Definitions - 224 and Reconciliation Report Definitions
Accounting Calendar	In General Ledger Setup - Financials - Calendar - Accounting
Add DUNS Number	Payables Management - CCR Vendors - Search CCR Vendors Select a vendor. Select the DUNS number link.
Agency Location Code Addresses	Setup - Federal Report Definitions - Agency Location Code Addresses
Appropriations	Budget - Enter - Appropriations

Window	Navigation Path
Approve Document	Budget - Enter - Appropriations Click Approve or Budget - Enter - Enter Distributions Click Approve or Budget - Enter - Reprogramming Transactions Click Approve or Budget - Inquiry - Budget Transactions Summary Click Approve
Assign Reason Codes	Payables Management - Assign Reason Codes
AutoCreate Documents	In Purchasing, AutoCreate
For information, see <i>Oracle Purchasing User's Guide</i> .	
Balance Sheet	Setup - Federal Report Definitions - Financial Statements Report Definitions Click Open
Banks	In Payables, Setup - Payment - Banks
Budget Fiscal Year Segment Mapping	Setup - Appropriation - Budget Fiscal Year Segment Mapping
Budget Transaction Summary	Budget - Inquiry - Budget Transactions Summary Click Find
Cash Receipt Refunds	Reports - FMS Form 224 - Cash Receipt Refunds
Cash Receipts	Receivables Management - Cash yReceipts
CCR Vendors Search Page	Payables Management - CCR Vendors - Search CCR Vendors
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 Accounts Details	In Receivables, Collections - Account Details

Window	Navigation Path
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
Customers	In Receivables, Customers - Standard
Define Appropriation Parameters	Setup - Appropriation - Parameters Click Find or Setup - Appropriation - Federal Account Symbols Click Parameters
Define Budget Accounts	Setup - Appropriation- Budget Accounts
Define Budget Distributions	Budget - Define - Budget Distributions
Define Budget Levels	Budget - Define - Budget Levels
Define Budget Transactions Types	Budget - Define - Transaction Types
Define Budget Users	Budget - Define - Budget Users
Define Enhanced Transactions	Setup - Accounts - Enhanced Transactions
Define Federal Account Symbols	Setup - Appropriation - Federal Account Symbols
Define Federal Options	Setup - Options - Define Federal Options
Define Federal System Parameters	Setup - Options - Define Federal System Parameters
Define Finance Charges	Receivables Management - Define - Finance Charges
Define Fund Rates	Setup - Appropriation - Rates
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

Window	Navigation Path
Delinquent Invoice Referral Definitions	Receivables Management - Define - Delinquent Invoice Referral Setup
Descriptive Flexfield Segments	In General Ledger, Setup - Financials - Flexfields - Descriptive - Segments
Descriptive Flexfield Segments	In Purchasing, Setup - Flexfields - Descriptive - Segments
Document Cross-Reference	Inquiry - Document Cross-Reference
Document Cross-Reference Purchase Order View	Inquiry - Document Cross-Reference
Document Cross-Reference Requisition View	Click Find
Document Cross Reference Receipt View	
Document Cross Reference Invoice View	
Document Cross Reference Payments View	
Employee Payment Type Mapping	Payables Management - Define - Employee Payment Type Mapping
Enter Funds Distributions	Budget - Enter - Enter Distributions
Enter Transaction Events	In Payables, Invoices - Entry - Invoices
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
Financials Options	In Payables, Setup - Options - Financials
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

Window	Navigation Path
FMS Form 1219/1220 Transaction Correction	Run FMS Form 1219/1220 Process Setup - Federal Report Definitions - FMS Form 1219/1220 - Transaction Correction
Footnotes	Reports - FACTS II Submission Click Footnotes
Funds Available Inquiry	Inquiry - Funds Available
Funds Availability Report Definitions	Setup - Federal Report Definitions - Funds Availability Reports
Holiday/Non-Working Dates	Payables Management - Define - Holiday/Non-Working Dates
Import Budget Execution Transactions	Budget - Open Interface - Import
Interagency Transfers	Reports - FMS Form 224 - Interagency Transfers
Invoice Returns	Payables Management - Invoice Returns
Invoice Status	Receivables Management - Invoice Status Click Find Click Status
Invoice Status History	Receivables Management - Invoice Status Click Find Click History
Invoice Write-off	Receivables Management - Invoice Write-off
Invoices For information, see <i>Oracle Payables User Guide</i> .	In Federal Financials, In Payables, Receivables Management - Invoice Status Click Find or Invoices - Entry - Invoices If enabled, enter data in the Enter Transaction Events window. Click OK
IPAC Transaction Summary	Interagency - IPAC Transaction Summary
Key Flexfield Segments	In General Ledger, Setup - Financials - Flexfields - Key - Segments
Location Address	Setup - Options - Define Federal Options Click Details

Window	Navigation Path
Lookups	In Purchasing, Setup - Purchasing - Lookup Codes
Maintain 1099-C Information	Receivables Management - Maintain 1099-C
Menus	In System Administration, Application - Menu
Notifications Summary	Workflow User - Worklist
Oracle Federal Financials Lookups	Setup - Lookups
Organization	In Purchasing, Setup - Organizations - Organizations
Other Authorizations	Setup - Appropriation - Parameters Click Find Click Other Authorizations
Payables Assignments	Payables Management - CCR Vendors - Search CCR Vendors Select a vendor. Click the Update Assignments icon.
Payables Options	In Payables, Setup - Options - Payables
Payables Refunds	Reports - FMS Form 224 - Payable Refunds
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
Payment Terms	In Payables, Setup - Invoice - Payment Terms
Payment Terms	In Receivables Setup - Transactions - Payment Terms

Window	Navigation Path
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
Period Types	In General Ledger, Setup - Financials - Calendar - Types
Prior Period Receipts	Payables Management - Prior Receipts Click Find
Prior Year Adjustment Transaction History	Prior Year Adjustments - Transactions - History
Prior Year Adjustment Transactions	Prior Year Adjustments - Transactions - Update
Program Reporting Codes	Setup - FACTS II - Define Program Reporting Codes
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
Receivables Activities	Setup - Receipts - Receivable Activities
Receivables Eligibility	Receivables Management - Define - AR/AP Netting - Receivables Eligibility
Receivables Lookups	Setup - System - QuickCodes - Receivables
Receivable Types	Receivables Management - Define - Receivable Types
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

Window	Navigation Path
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
Set of Books	In General Ledger, Setup - Financials - Books - Define
SF-132 Apportionment and Reapportionment Schedule	Reports - SF132 Apportionment and Reapportionment
SF133 Report Definitions	Setup - Federal Report Definitions - SF133 Budget Execution
Statement of Budgetary Resources Statement of Changes in Net Position Statement of Custodial Activity Statement of Financing Statement of Net Cost	Setup - Federal Report Definitions - Financial Statements Report Definitions Click OK
Submit a New Request	Other - Request - Run
Submit Request	Other - Request - Run Select Request Set radio button Click OK
Summary Schedule and Consolidated File	Payables Management - Define - Summary Schedule and Consolidated File
Suppliers	In Payables, Suppliers - Entry
Suppliers	In Purchasing, Supply Base - Suppliers

Window	Navigation Path
Third Party Assignments	Payables Management - Define - Third Party Assignments
Transaction Codes	Setup - Accounts - Transaction Codes
Transaction Codes Mapping	Receivables Management - Define - Transaction Code Mapping
Transaction Sources	In Receivables, Setup - Transactions - Sources
Transaction Types	In Receivables, Setup - Transactions - Transaction Types
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
Treasury Confirmation and Reconciliation	Confirm - Confirm or Confirm - Inquiry Click Treasury Confirmation
Treasury Confirmation Inquiry	Confirm - Inquiry
Treasury Confirmation Offset	Confirm - Confirm Click Offset
Treasury Offset Exclusion Criteria	Payables Management - Define - Treasury Offset Exclusion Criteria
Units of Measure	In Receivables, Setup - System - Units of Measure - UOM
Users	In System Administration, Security - User - Define
Waive Finance Charges	Receivables Management - Waive Finance Charges

Window	Navigation Path
Worklist	Workflow User - Worklist or Notifications Summary
Year End Closing	Setup - Year End Close - Define Year End Closing

Glossary

1096 Annual Summary and Transmittal of U.S. Information Returns

The Debt Collection Act of 1982 states that a 1096 Annual Summary and Transmittal of U.S. Information Returns report must accompany Copy A of the 1099-C Cancellation of Debt report that is submitted to the Internal Revenue Service.

1099-C Cancellation of Debt

The Debt Collection Act of 1982 requires that a 1099-C Cancellation of Debt report must be submitted to the Internal Revenue Service for each debtor for whom a debt of \$600.00 or more is cancelled during the calendar year.

Accrue Finance Charges

A process in Oracle U.S. Federal Financials that creates a debit memo for each Finance Charge Type associated with each newly overdue invoice; and adjusts existing finance charge debit memos for each Finance Charge Type associated with old overdue invoices.

ACH

See Automated Clearing House (ACH).

adjusted trial balance (ATB)

Balance for an SGL account and related attributes that make up a portion of a FACTS II submission as of a specific date for a specific treasury appropriation fund symbol.

adjustment

The method prescribed by the Department of Treasury under the IPAC system that allows a customer to charge a billing agency to remedy an incorrect billing.

advance appropriation

New budget authority appropriations that become available one or more fiscal years beyond the fiscal year for which the appropriation was passed.

advance funding

Budget authority appropriations provided in an appropriations act to be used, if necessary, to cover obligations incurred late in the fiscal year for benefit payments in excess of the amount specifically appropriated in the act for that year, where the budget authority is charged to the appropriation for the program for the fiscal year following the fiscal year for which the appropriations is passed.

Agency Location Code (ALC)

An 8-digit numeric symbol identifying the agency accounting and/or reporting office with disbursing authority. Any 4-digit ALC is preceded by four zeros.

allotment

Funds within an apportionment designated for specific programs or projects in an agency.

allowance

A subdivision of an allotment. Typically, managers distribute funds throughout the agencies to levels lower than the allotment to cover programs and projects for more specific purposes. An allowance cannot exceed the amount allotted. However, obligations and expenditure can exceed an individual allowance but must not exceed the total allotment in accordance with the Antideficiency Act.

anticipated

Estimated cancellations or downward adjustments of prior-year obligations anticipated for recovery in the current fiscal year; only used in unexpired multiyear or no-year funds. These amounts are reported on the SF-132, Request for Apportionment as a Budgetary Resource.

Antideficiency Act

A regulation applying to federal agencies that establishes budgetary limitations at required levels within an agency.

Apply Cash Receipts

A procedure in Federal Financials to enter manual cash receipts for customers and invoices to be applied, as appropriate, to previously created finance charge debit memos, invoices, or on account.

apportionment

An agency request to the Office of Management and Budget to acquire funds to be used in designated quarters of the fiscal year. Agencies divide apportionments into allotments, which are converted into commitments, obligations, and expended authority.

appropriation

Funds provided to federal agencies through legislation. An appropriation is designated as multi-year, which can be used for a specified period of time in excess of one year; no-year, which can be used indefinitely; and single-year, which can only be used in the current year.

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 file

A file format that separates data fields with commas (commas delimited). The character data is usually surrounded by quotes. This file format is frequently used to import and export data between different programs.

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 1966

The DCIA provides that any nontax debt or claim owed to the U. S. Government that is 180 days delinquent, with certain exceptions, will be referred to the Department of the Treasury for collection. Debt that is in litigation or foreclosure with a collection agency or designated Federal debt collection center or that will be disposed of under an asset sales program is exempt from transfer to the Secretary.

deposit fund

An account established to record amounts held temporarily by the government until ownership is determined, such as earnest money paid by bidders for mineral leases, or held by the government as an agent for others, such as State and local income taxes withheld from Federal employees' salaries and not yet paid to the State or local government. Deposit fund transactions are excluded from the budget totals because the funds are not owned by the government. Since increases in deposit fund balances reduce Treasury's need to borrow, they are a means of financing a deficit or a surplus.

direct loan

A disbursement of funds by the government to a non-federal borrower under a contract requiring repayment of such funds with or without interest. The term includes the purchase or participation in a loan made by a non-federal lender. It also includes the sale of a government asset on credit terms of more than 90 days duration.

disbursement in transit

A liability account used for payments pending Department of Treasury confirmation of disbursement.

discretionary spending

Budgetary resources, except those provided to fund mandatory spending programs, provided in appropriations acts.

Due Date Calculation

A process in 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.

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.

recission

Legislative action that cancels new budget authority or the availability of unobligated balances of budget authority prior to the time the authority would otherwise have expired.

Regional Finance Center (RFC)

Disburses public monies on behalf of federal civilian agencies.

Report on Budget Execution

See SF 133 Report on Budget Execution.

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 Transfer Number (RTN)

Devised by the American Bankers Association (ABA) to identify the specific financial institution responsible for the payment of a negotiable instrument. The RTN system has evolved to designate participants in automated clearinghouses, electronic funds transfer, and online banking. Every financial institution has a designated RTN. A valid RTN must have nine digits of which the first two digits are 01 through 12 through 32.

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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