

**Oracle® U.S. Federal Financials**

User Guide

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**Oracle U.S. Federal Financials User Guide, Release 12.1**

**Part No. E13551-02**

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# Preface

## Intended Audience

Welcome to Release 12.1 of the *Oracle U.S. Federal Financials User Guide*.

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

- The principles and customary practices of your business area.
- Computer desktop application usage and terminology

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

See Related Information Sources on page xix for more Oracle Applications product information.

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## Related Information Sources

This document is included on the Oracle Applications Document Library, which is supplied in the Release 12 DVD Pack. You can download soft-copy documentation as PDF files from the Oracle Technology Network at <http://otn.oracle.com/documentation>, or you can purchase hard-copy documentation from the Oracle Store at <http://oraclestore.oracle.com>. The Oracle E-Business Suite Documentation Library Release 12 contains the latest information, including any documents that have changed significantly between releases. If substantial changes to this book are necessary, a revised version will be made available on the online documentation CD on Oracle *MetaLink*.

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## Related Guides

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

### **Oracle Applications Installation Guide: Using Rapid Install:**

This book is intended for use by anyone who is responsible for installing or upgrading Oracle Applications. It provides instructions for running Rapid Install either to carry out a fresh installation of Oracle Applications Release 12, or as part of an upgrade from Release 11i to Release 12. The book also describes the steps needed to install the technology stack components only, for the special situations where this is applicable.

### **Oracle Applications Maintenance Procedures:**

This guide describes how to use AD maintenance utilities to complete tasks such as compiling invalid objects, managing parallel processing jobs, and maintaining snapshot information. Part of Maintaining Oracle Applications, a 3-book set that also includes Oracle Applications Patching Procedures and Oracle Applications Maintenance Utilities.

### **Oracle Applications Maintenance Utilities:**

This guide describes how to run utilities, such as AD Administration and AD Controller, used to maintain the Oracle Applications file system and database. Outlines the actions performed by these utilities, such as monitoring parallel processes, generating Applications files, and maintaining Applications database entities. Part of Maintaining Oracle Applications, a 3-book set that also includes Oracle Applications Patching Procedures and Oracle Applications Maintenance Procedures.

### **Oracle Applications Patching Procedures:**

This guide describes how to patch the Oracle Applications file system and database using AutoPatch, and how to use other patching-related tools like AD Merge Patch, OAM Patch Wizard, and OAM Registered Flagged Files. Describes patch types and structure, and outlines some of the most commonly used patching procedures. Part of Maintaining Oracle Applications, a 3-book set that also includes Oracle Applications Maintenance Utilities and Oracle Applications Maintenance Procedures.

### **Oracle Applications Upgrade Guide: Release 11i to Release 12:**

This guide provides information for DBAs and Applications Specialists who are responsible for upgrading a Release 11*i* Oracle Applications system (techstack and products) to Release 12. In addition to information about applying the upgrade driver, it outlines pre-upgrade steps and post-upgrade steps, and provides descriptions of product-specific functional changes and suggestions for verifying the upgrade and reducing downtime.

### **Oracle Alert User's Guide:**

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

### **Oracle Applications Concepts:**

This book is intended for all those planning to deploy Oracle E-Business Suite Release 12, or contemplating significant changes to a configuration. After describing the Oracle Applications architecture and technology stack, it focuses on strategic topics, giving a broad outline of the actions needed to achieve a particular goal, plus the installation and configuration choices that may be available.

### **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 described in the *Oracle Applications User Interface Standards for Forms-Based Products*. It provides information to help you build your custom Oracle Forms Developer forms so that they integrate with Oracle Applications. In addition, this guide has information for customizations in features such as concurrent programs, flexfields, messages, and logging.

### **Oracle Applications Flexfields Guide:**

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

### **Oracle Applications System Administrator's Guide Documentation Set:**

This documentation set provides planning and reference information for the Oracle Applications System Administrator. *Oracle Applications System Administrator's Guide - Configuration* contains information on system configuration steps, including defining

concurrent programs and managers, enabling Oracle Applications Manager features, and setting up printers and online help. *Oracle Applications System Administrator's Guide - Maintenance* provides information for frequent tasks such as monitoring your system with Oracle Applications Manager, administering Oracle E-Business Suite Secure Enterprise Search, managing concurrent managers and reports, using diagnostic utilities including logging, managing profile options, and using alerts. *Oracle Applications System Administrator's Guide - Security* describes User Management, data security, function security, auditing, and security configurations.

**Oracle Applications User's Guide:**

This guide explains how to navigate, enter data, query, and run reports using the user interface (UI) of Oracle Applications. This guide also includes information on setting user profiles, as well as running and reviewing concurrent requests.

**Oracle Web Applications Desktop Integrator Implementation and Administration Guide:**

Oracle Web ADI brings Oracle E-Business Suite functionality to a spreadsheet where familiar data entry and modeling techniques can be used to complete Oracle E-Business Suite tasks. You can create formatted spreadsheets on your desktop that allow you to download, view, edit, and create Oracle E-Business Suite data that you can then upload. Use this guide to implement Oracle Web ADI and for information on defining mappings, layouts, style sheets, and other setup options.

**Oracle Workflow Administrator's Guide:**

This guide explains how to complete the setup steps necessary for any product that includes workflow-enabled processes. It also describes how to manage workflow processes and business events using Oracle Applications Manager, how to monitor the progress of runtime workflow processes, and how to administer notifications sent to workflow users.

**Oracle Workflow API Reference:**

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

**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 describes how users can view and respond to workflow notifications and monitor the progress of their workflow processes.

**Oracle XML Publisher Administration and Developer's Guide:**

Oracle XML Publisher is a template-based reporting solution that merges XML data with templates in RTF or PDF format to produce a variety of outputs to meet a variety of business needs. Outputs include: PDF, HTML, Excel, RTF, and eText (for EDI and

EFT transactions). Oracle XML Publisher can be used to generate reports based on existing E-Business Suite report data, or you can use Oracle XML Publisher's data extraction engine to build your own queries. Oracle XML Publisher also provides a robust set of APIs to manage delivery of your reports via e-mail, fax, secure FTP, printer, WebDav, and more. This guide describes how to set up and administer Oracle XML Publisher as well as how to use the Application Programming Interface to build custom solutions.

#### **Oracle Financials Concepts Guide:**

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

#### **Oracle Financials Glossary:**

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

#### **Oracle Financials Implementation Guide:**

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

#### **Oracle Enterprise Performance Foundation User's Guide:**

This guide describes Oracle Enterprise Performance Foundation, an open and shared repository of data and business rules that provides the framework for all of the applications in the Corporate Performance Management set of products. It describes the product features that allow you to manage repository metadata and enable you to generate management reports and perform analyses.

#### **Oracle Enterprise Planning and Budgeting User's Guide:**

This guide describes Enterprise Planning and Budgeting, which is an enterprise application that provides rich functionality to control the business processes of planning, budgeting, and forecasting. Enterprise Planning and Budgeting is deployed as a Web based solution using the power of Oracle relational technology to deliver scalable, multi-dimensional analysis and monitoring.

#### **Oracle General Ledger Implementation Guide:**

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

#### **Oracle General Ledger Reference Guide:**

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

**Oracle General Ledger User's Guide:**

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

## **Integration Repository**

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

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

## **Do Not Use Database Tools to Modify Oracle 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.

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## Product Overview

### Overview

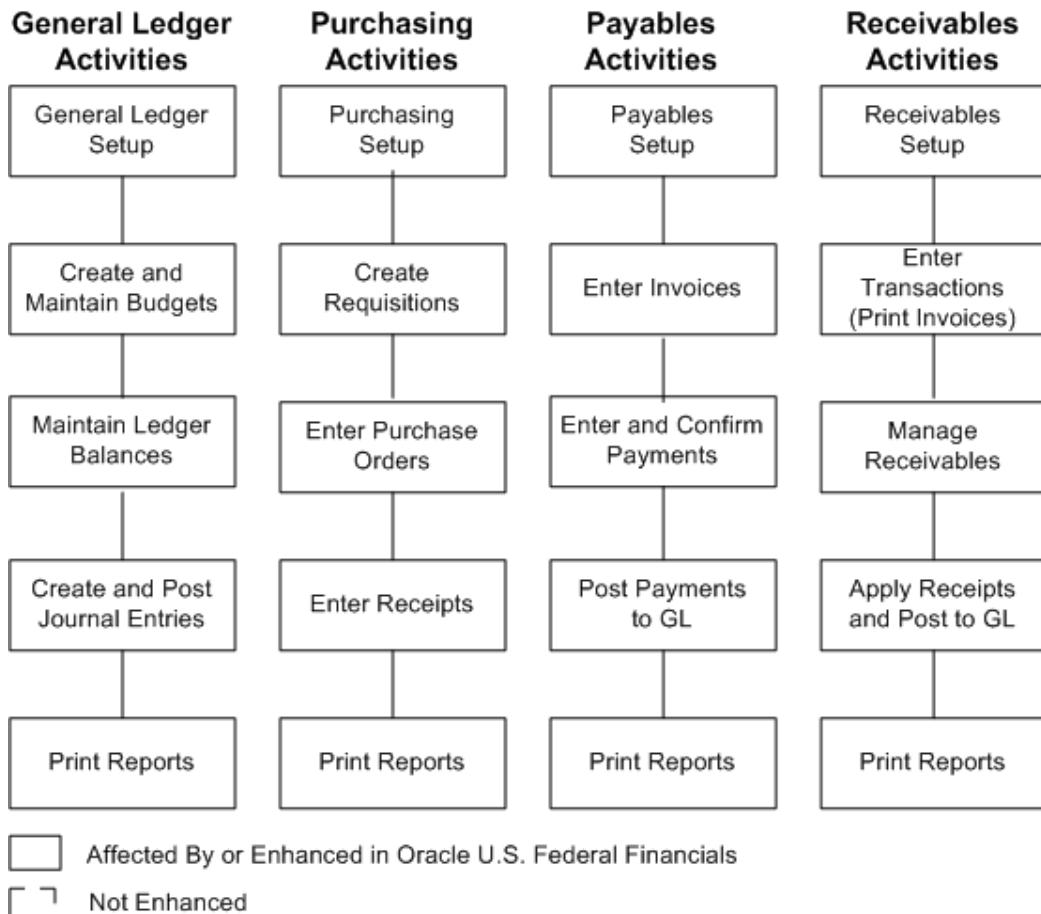
Oracle U.S. Federal Financials provides the basis for an integrated financial management solution for federal agencies, providing features such as budgetary control, fund accounting, online funds checking, cost accumulation and allocation, United States Standard General Ledger (US SGL) accounts, Treasury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

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

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

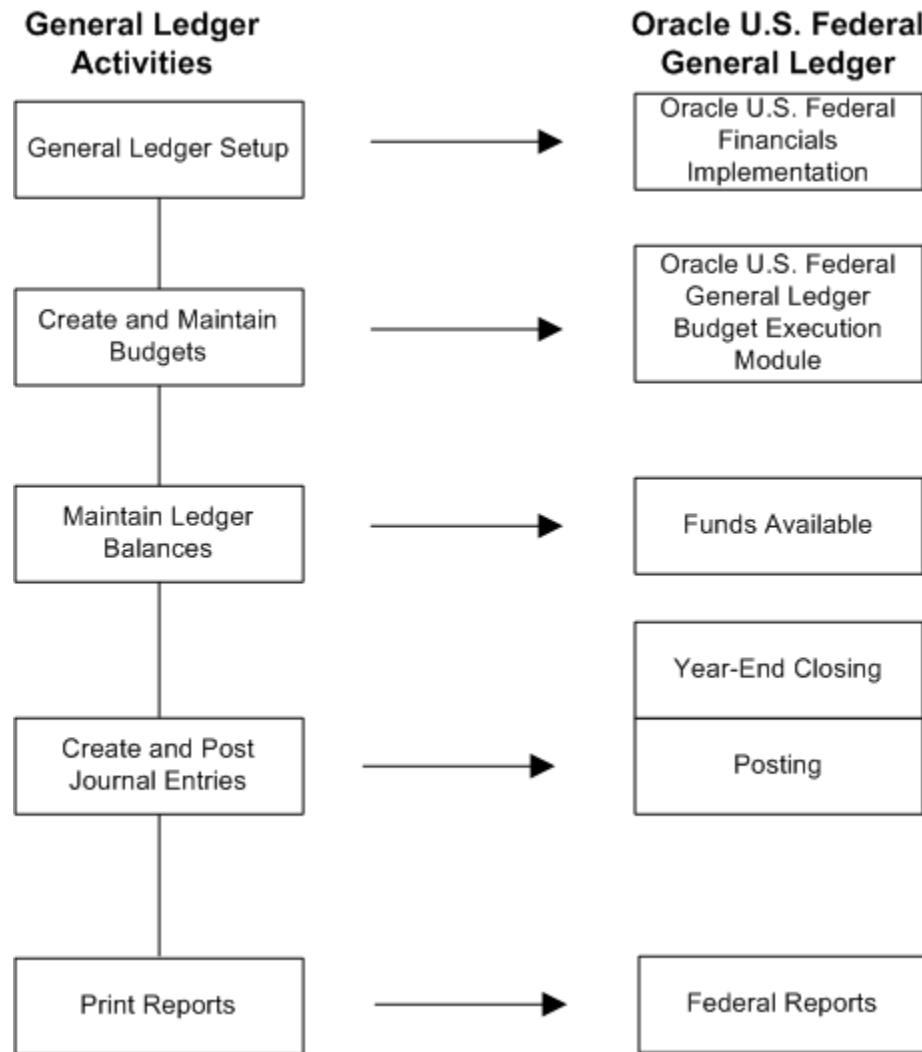
**Note:** Refer to the *Oracle U.S. Federal Financials Implementation Guide* for setup steps.

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



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

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



## 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

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

## Budget Execution

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

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

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

## Related Topics

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

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

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

Budget Execution Approval Workflow Process, page 6-1

Budget Execution Transaction Summary Procedures, page 7-1

Budget Execution Report, page 8-1

Budget Execution Open Interface Tables, page A-1

## Funds Available

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

### Related Topics

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

Funds Availability Reports Procedures, page 45-1

## Year-End Closing

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

### Related Topics

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

Year-End Closing Process, page 53-1

Year-End Closing Procedures, page 54-1

## General Ledger Federal Reports

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

- Consolidated financial statements
- FACTS I reports
- FACTS II reports
- FMS Form 1219 Statement of Accountability Report and FMS Form 1220 Statement of Transactions reports
- FMS Form 224 Statement of Transactions report
- Funds Availability reports

- SF 133 Standard Budget Execution report
- Transaction Register reports
- Treasury Symbol Listing report
- Trial Balance reports
- Year-End Closing Execution report

## Related Topics

SF 133 Report on Budget Execution Procedures, page 38-1

Funds Availability Reports Procedures, page 45-1

FMS Form 224 Statement of Transactions Process, page 26-1

FMS Form 224 Statement of Transactions Report Procedures, page 27-1

FMS Form 1219/1220 , page 28-1

FMS Form 1219/1220 Report, page 29-1

FACTS I Process, page 30-1

FACTS I Report, page 32-1

FACTS II Process, page 33-1

FACTS Transaction Register, page 36-1

SF 133 Report on Budget Execution Process, page 37-1

Summary Trial Balance Report Procedures, page 40-1

Receivables Management Report Procedures, page 25-1

Receivables Management Process, page 23-1

Financial Statements Procedures, page 42-1

Financial Statements Process, page 41-1

Year-End Closing Procedures, page 54-1

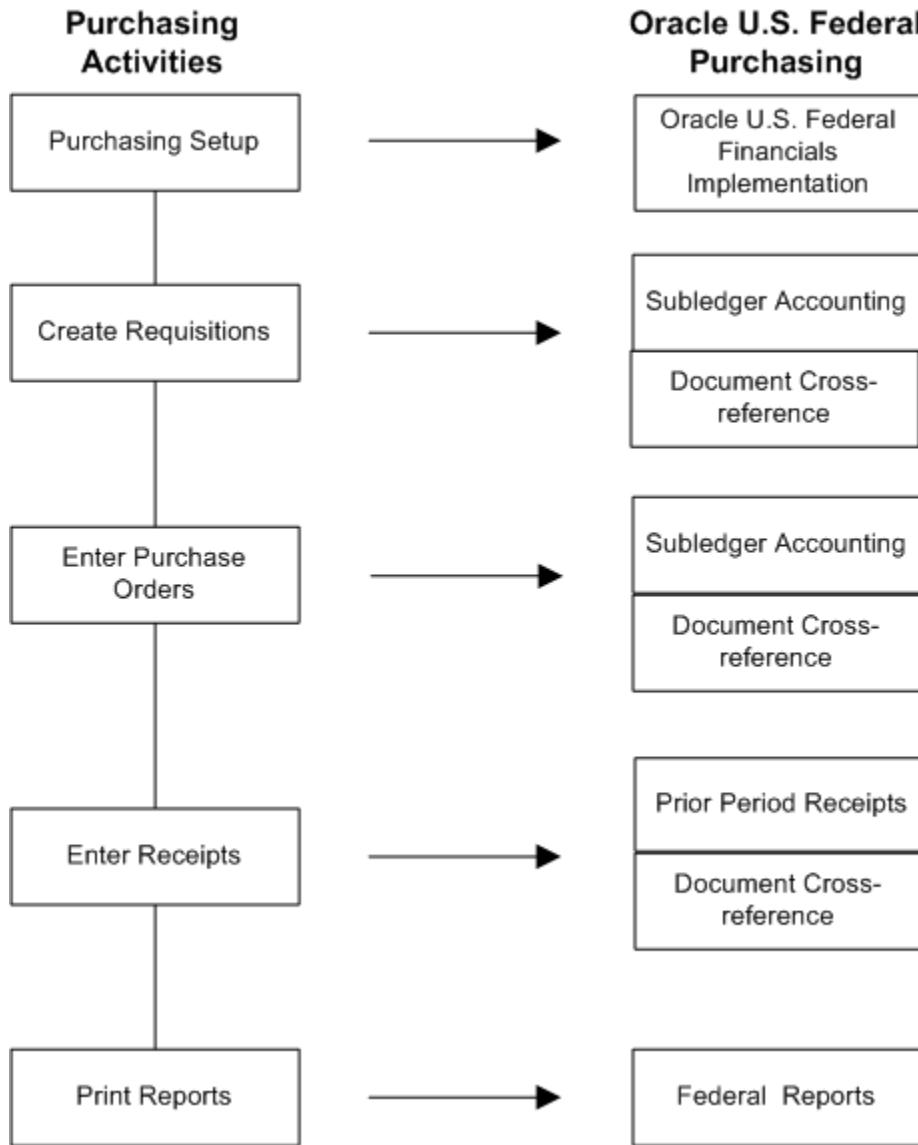
Year-End Closing Process, page 53-1

Treasury Symbol Listing Report, page 10-1

## Oracle U.S. Federal Purchasing Features Diagram

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

### Oracle U.S. Federal Purchasing Features



## Oracle U.S. Federal Purchasing Features

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

### **Oracle U.S. Federal Purchasing Features**

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

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

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

## **Accounting Using Oracle Subledger Accounting**

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

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

See: Accounting Using Oracle Subledger Accounting

## **Related Topics**

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

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

## **Document Cross-referencing**

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

### **Related Topics**

Document Cross-referencing, page 1-14

## **Prior Period Receipts**

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

### **Related Topics**

Prompt Payment, page 12-1

## **Purchasing Federal Reports**

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

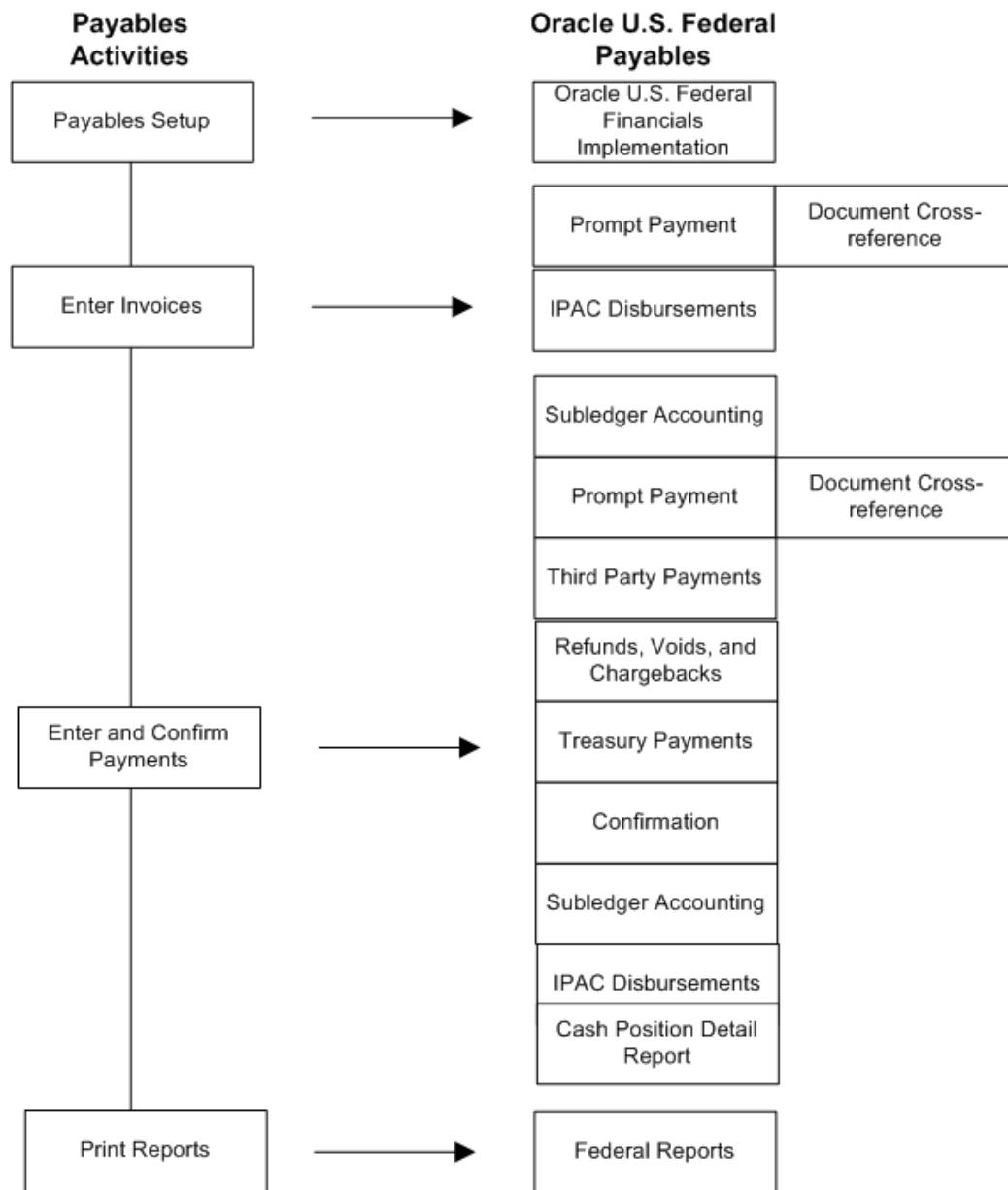
### **Related Topics**

Status of Obligations Report Procedures, page 46-1

## **Oracle U.S. Federal Payables Features Diagram**

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

### Oracle U.S. Federal Payables Features



### Oracle U.S. Federal Payables Features

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

### **Oracle U.S. Federal Payables Features**

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

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## **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.

### **Related Topics**

- Central Contractor Registration (CCR) Process, page 49-1
- Central Contractor Registration (CCR) Procedures, page 50-1

## **Suppliers Deactivation Report**

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

## Related Topics

Suppliers Deactivation Report Procedures, page 52-1

## Prompt Payment

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

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

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

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

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

## Related Topics

Prompt Payment , page 11-1

Prompt Payment Process, page 12-1

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

## IPAC Disbursement

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

## Related Topics

Interagency Transaction Processes, page 21-1

Interagency Transaction Procedures, page 22-1

## Third Party Payments

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

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

### Related Topics

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

Historical Third Party Report , page 20-1

## Treasury Payments

Payments are sent to the Treasury using these payment formats:

- ECS CCD/CCD+ Vendor Payment Format
- ECS PPD/PPD+ Employee Payment Format
- ECS NCR Check Payment Format
- SPS CCD/CCD+ Payment Format
- SPS PPD/PPD+ Payment Format
- SPS NCR Payment Format
- CTX ACH Vendor Payment Format
- Bulk Data CCDP, PPDP, NCR and Salary Travel NCR Payment format
- ECS and SPS Summary Schedules
- Bulk Data CCDP, PPDP and CTX Consolidated Payment File

### Related Topics

US Federal Payment Formats, *Oracle Payables Implementation Guide*

Summary Schedules, page 17-1

## Treasury Confirmation

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

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

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

The Treasury Confirmation and Reconciliation window also lets agencies find and view

existing treasury payments.

## Related Topics

Treasury Confirmation , page 18-1

## Document Cross-referencing

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

You can query these document types:

- Purchase orders
- Requisitions
- Receipts
- Accounts payable
- Invoices
- Payments

## Related Topics

Document Cross-referencing Procedures, page 48-1

## Accounting Using Oracle Subledger Accounting

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

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

See: Accounting Using Oracle Subledger Accounting

## Related Topics

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

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

## **Cash Position Detail Report**

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

### **Related Topics**

[Cash Position Detail Report](#) , page 14-1.

## **Payables Federal Reports**

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

- Form 1099-G Certain Government Payments
- Form 1099-INT Interest Income
- Prompt Payment reports
- SF 1166 Voucher and Schedule of Payments report
- Status of Obligations report
- Supplier Tax Identification Number Listing report

### **Related Topics**

[Status of Obligations Report Procedures](#), page 46-1

[Supplier Tax Identification Number Listing Report Procedures](#), page 51-1

[SF 1166 Voucher and Schedule of Payments Procedures](#), page 15-1

[Prompt Payment Process](#), page 11-1

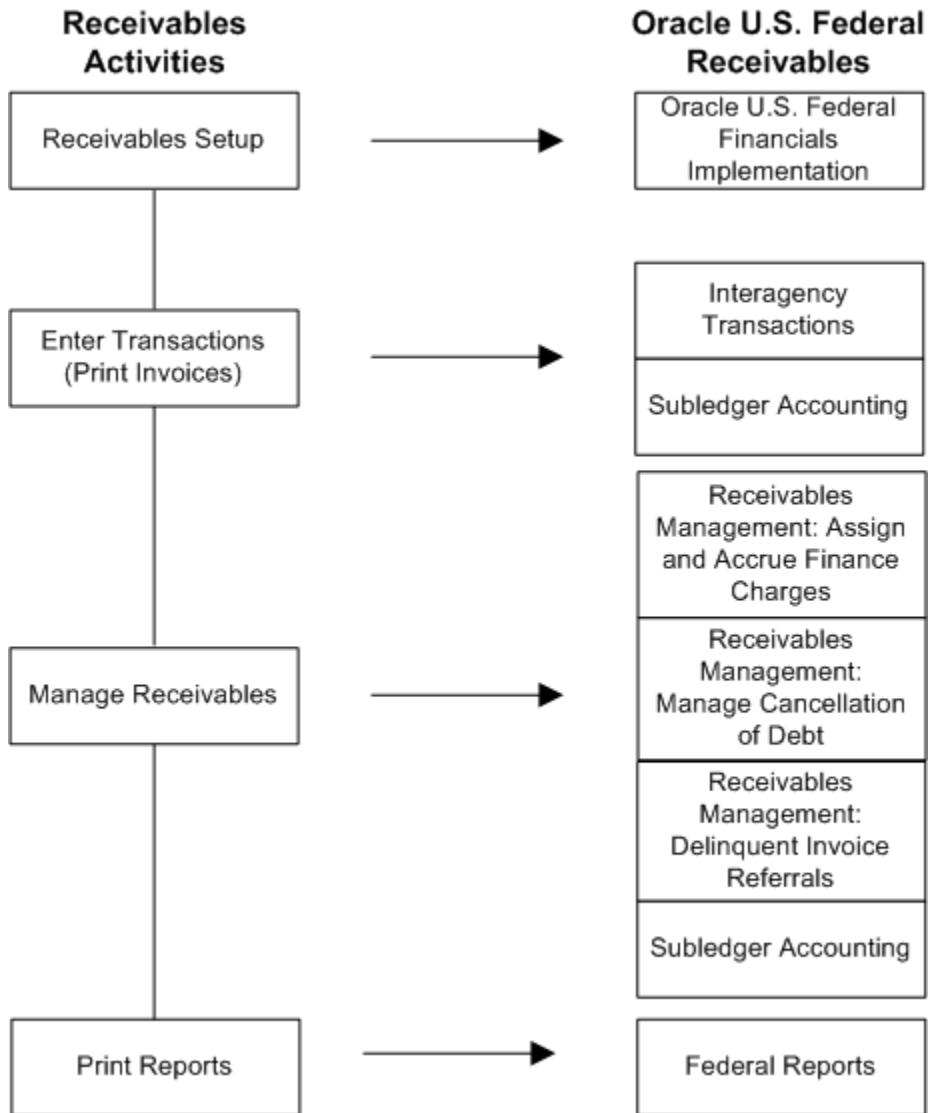
[Prompt Payment Report Procedures](#), page 13-1

[Form 1099-INT and Form 1099-G Procedures](#), page 47-1

## **Oracle U.S. Federal Receivables Features Diagram**

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

### Oracle U.S. Federal Receivables Features



### Oracle U.S. Federal Receivables Features

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

### **Oracle U.S. Federal Receivables Features**

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

## **Receivables Management**

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

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

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

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

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

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

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

which enables the generation of the Receivables Activity Worksheet.

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

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

## Related Topics

[Receivables Management Process, \*Oracle U.S. Federal Financials Implementation Guide\*](#)

[Receivables Management Procedures, \*Oracle U.S. Federal Financials Implementation Guide\*](#)

[Receivables Management Report Procedures, \*Oracle U.S. Federal Financials Implementation Guide\*](#)

[Delinquent Invoice Referral Setup, \*Oracle U.S. Federal Financials Implementation Guide\*](#)

## Interagency Transactions

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

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

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

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

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

## Related Topics

- Interagency Transaction Processes, page 21-1
- Interagency Transaction Procedures, page 22-1

## Accounting Using Oracle Subledger Accounting

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

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

## Related Topics

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

## Receivables Federal Reports

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

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

## Related Topics

- Receivables Management Process, page 23-1
- Receivables Management Report Procedures, page 25-1

SF 132 Apportionment Reapportionment Schedule Procedures, page 43-1

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# Accounting Using Oracle Subledger Accounting

## Overview

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

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

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

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

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

## Related Topics

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

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

*Oracle Subledger Accounting Implementation Guide*

## Accounting Event Model Overview

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

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

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

- Budget Execution
- Reprogram Budget Execution
- Treasury Confirmation

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

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

- Treasury Backout
- Treasury Confirm
- Treasury Void

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

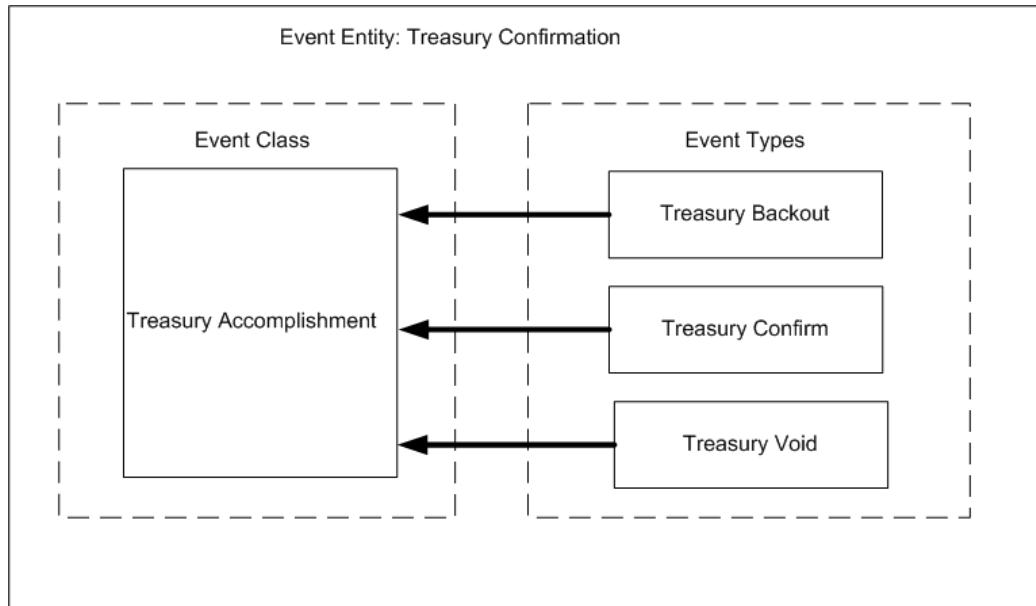
The create accounting process uses these accounting events to create accounting entries in Oracle Subledger Accounting.

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

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

## **Understanding the Treasury Confirmation Accounting Event Entity**

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



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

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

### Treasury Confirmation Process Flow

The treasury confirmation process includes the following steps:

- Enter the payment process request in Oracle Public Sector Payables and create a payment instruction in Oracle Payments.
- Send the payment file to Treasury for payment.
- Treasury sends back the Agency Confirmation report.
- Enter and confirm the Department of Treasury payment information in the Treasury Confirmation and Reconciliation window. If an offset occurs, you can enter Offset information from Treasury before confirming the payment in this window.
- When you confirm, Oracle U.S. Federal Financials submits the Disbursement in Transit Transactions Confirmation process to create the needed accounting. Oracle Subledger Accounting creates the accounting using the predefined subledger accounting rules.

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

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

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

## Related Topics

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

Budget Execution, page 3-1

Re-programming Transactions, page 4-8

Treasury Confirmation, page 18-1



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## Budget Execution

### Overview

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

### Federal Requirements

According to the Antideficiency Act, Federal agencies must not:

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

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

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

### Federal Reporting Requirements

Agencies must submit 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.

## Budget Execution

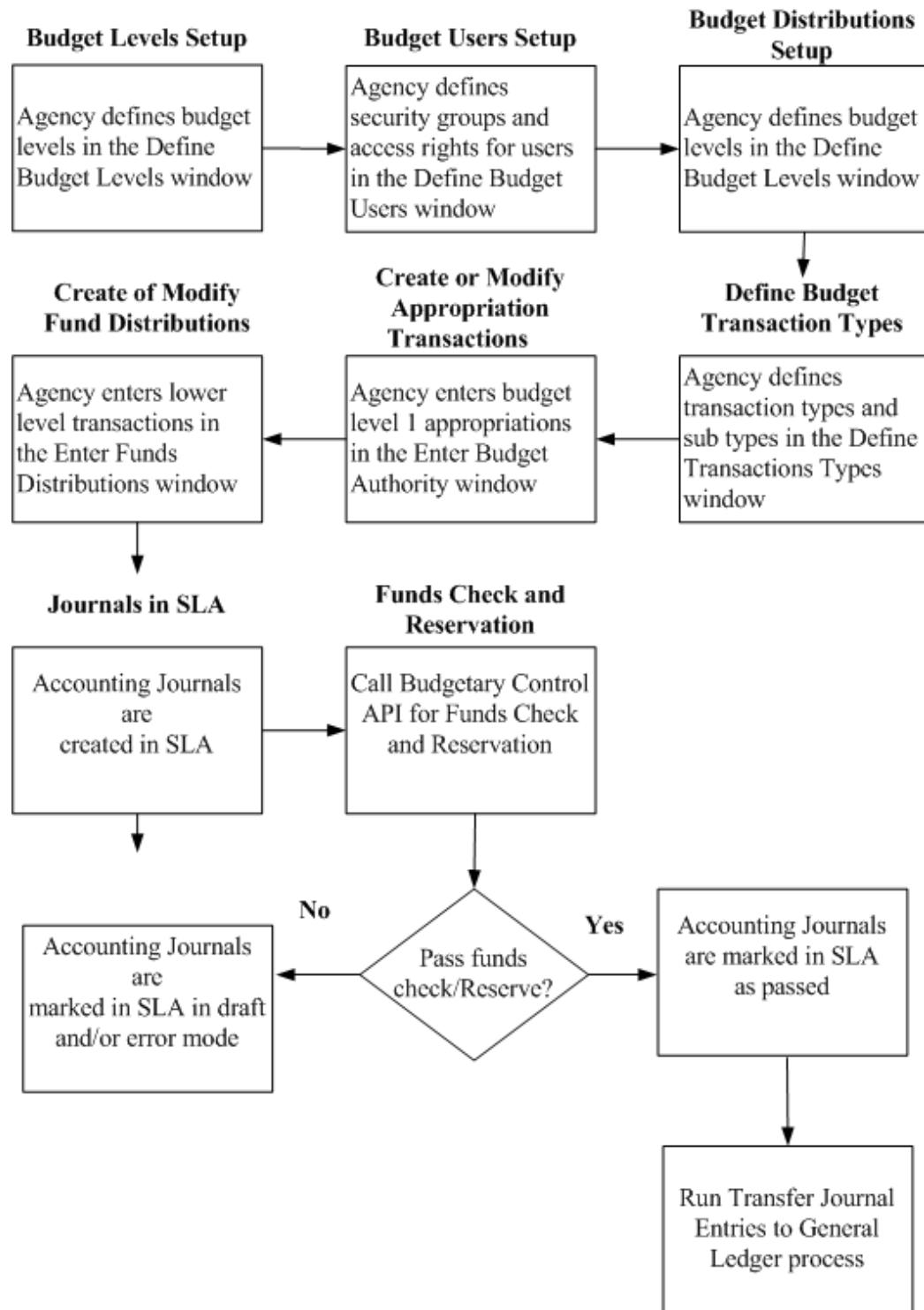
The Budget Execution process includes:

- Creation of multiple budget levels from top-level funding to detailed, time-based divisions of funds  
Budget levels can have any name.
- Establishment of budget limitations and monetary amounts.
- Distribution and control of budgets at any level including the division, program, and project.  
Budgets can be distributed and controlled at all levels.
- Recording and control of rescissions and deferrals.  
Rescissions, proposed and enacted, and deferrals, OMB and agency, are recorded in the Enter Budget Authority window. You can establish control of rescissions and deferrals as absolute, advisory, or no spending control.
- Viewing the results of funds checking.
- Creation of security levels to tightly control access to budget information.
- Establishing different budget transaction types and if needed, associating valid transaction sub-types to use with the transaction type.
- Budget execution workflow approval process.
- Posting to general ledger.
- Transferring distribution amounts from one account to another and creating budget execution documents to view the reprogrammed transactions.
- Online audit trail lets you view, update, and approve budget execution transactions.  
The Budget Transaction Summary window shows all transactions including the budget level, date, amount, document number, status, and fund value.
- Generating reports to review the status of all budget execution transactions.

## Budget Execution Process Flow Diagram

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

***Budget Execution Process Flow Diagram***



## Budget Execution Process

The Budget Execution process includes these steps:

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

If a budget execution transaction is rejected or fails funds reservation, the transaction must be corrected and resubmitted for approval.
9. The agency can transfer distribution accounts from one account to another in the Re-programming Transactions window. Funds checking and the approval process can be initiated from the Re-programming Transactions window or the Budget Transactions Summary window by clicking Approve.

The Create Re-programming process is automatically initiated when the reprogramming transactions are approved. This process creates reprogramming documents that can be viewed in the Budget Transactions Summary window, the Enter Budget Authority window, and the Enter Funds Distributions window.
10. The agency can view, update, and approve transactions and enter new transactions in the Budget Transaction Summary window. By selecting transactions, users can approve multiple transactions at one time.

11. The agency can generate these reports:

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

## Related Topics

FACTS II Report Procedures, page 34-1

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## Budget Execution Transactions

### Overview

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

- Mandates that the first budget level is defined for all treasury symbol and fund value combinations to begin the budget execution process.
- Captures different types of budget authority in the Enter Budget Authority window.

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

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

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

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

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

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

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

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

- Automatically makes available for use in the subsequent quarter any funds of a budget level not fully distributed to the next lower level for a particular quarter.
- If an amount being rescinded or deferred is already distributed to a lower budget level, users must reverse the distribution at that lower level before the funds are available to be rescinded or deferred at the higher level.
- Supports unique document numbering schemes by budget level and source for a ledger.

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

## Prerequisites

To process Budget Execution transactions, you must:

1. Define Budget levels.
2. Define Transaction types and if needed, transaction sub types.
3. Define Budget Distributions

## Budget Levels

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

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

### Example

The ABC agency uses these hierarchies:

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

- Apportionment, level 2, allocates appropriated funds based on fund value and category by time period or activity.
- Allotment, level 3, distributes budgetary resources to a more detailed reporting structure, such as organization, object class, project, or activity.

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

## Entering Appropriations

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

- Record annual appropriation amounts, as well as midyear adjustments to existing appropriations.
- Specify the amount of appropriation funds granted to an organization and distributes the funds to fund values for a particular treasury 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.
- Create journal entries in Subledger Accounting.
- View funds checking results using the Budgetary Control results report.

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

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

### ***Enter Budget Authority Window Description, Main Tab***

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

Field Name	Description
[Revision Number]	Descriptive number for tracking purposes; after approval, number is incremented by 1 when transaction updated and saved.
Treasury Symbol	Treasury Symbol as defined in the Appropriation Parameters window.
Fund Value	Fund value for appropriation transaction.
Distribution	Enabled budget segments for distributions to fund value.
Description	Budget distribution account segment description.
Established FY	Established fiscal year; automatically populated based on treasury symbol.
Expiration	Treasury symbol expiration date; automatically populated based on treasury symbol.
Cancellation	Treasury symbol cancellation date.
Document Total	Control total for the sum of the transaction amounts.
Source	Defaults to Manual for transactions entered in the budget execution module; indicates Reprogramming if the transaction was created from the reprogramming process.
Rev	Descriptive number for tracking purposes; after approval, number is incremented by 1 when transaction updated and saved.
GL Date	Accounting period to which the transaction is to be posted; must fall within an open or future-entry general ledger period. The GL date cannot be after the cancellation date of the Treasury Symbol.
Transaction Type	Transaction type; values defined in Define Budget Transaction Types window for the budget level.
Sub Type	Conditionally required based on the transaction type setup.
Increase/Decrease	Increase or decrease transaction amount to fund value.

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Field Name	Description
Public Law Code	Specific public law code related to appropriation; must be entered if the PL Code flag is enabled in the Define Budget Transaction Types window for the Transaction Type selected.
Advance Type	Advance type; must be selected if the Advance flag is enabled in the Define Budget Transaction Types window for the Transaction Type selected.

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

***Budget Authority Window Description, Transfers tab***

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Field Name	Description
Dept ID	Department identifier of the agency involved in the transfer; must be entered if Transfer is selected in the Define Budget Transaction Types window for transaction type selected.
Main Account	Main account code of the agency involved in the transfer; must be entered if Transfer is selected in the Define Budget Transaction Types window for transaction type selected.
Check Funds...	Initiates the funds checking process.
Approve...	Initiates the budget execution transaction approval process and opens the Approve Document window. If Workflow is enabled, the Approve Document window appears. Authorized users can forward the document to a different approver.

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

***Approval Process based on whether Workflow is enabled or disabled***

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

## Entering Funds Distributions

Complete these tasks in the Enter Funds Distributions window:

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

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

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

**Enter Funds Distribution Window Description**

Field Name	Description
Budget Level	Budget level for which users are distributing funds. If the budget level is entered after the fund value is entered, the list of values is restricted to the budget levels that are defined for the fund value.
Fund Value	Fund values from Define Budget Distributions. List of values includes fund values that have a corresponding transaction defined in a previous budget level.
From Distribution	Distributions available from previous level for the fund value selected. This field is blank when the source is reprogramming.
Number	unique number to identify the budget transaction.
[Revision Number]	Revision number; increments by 1 when transaction updated and saved.
Category	fund category; automatically displayed for fund value
Status	Document status. Valid values include Incomplete, In Process, Approved, Rejected, Requires Re-approval, Forwarded, Not Reserved, and Reserved.
Source	Defaults to Manual for transactions entered in the budget execution module; indicates Reprogramming if the transaction was created from the reprogramming process.
Document Total	Control total for the sum of the transaction amounts.
Amount for Distribution	Amount available for distribution.
Rev	Revision number; after document approval, increments by 1 for the appropriate line level transaction revision.
GL Date	Accounting period to which the transaction is to be posted; must fall within an open or future-entry general ledger period. The GL date cannot be after the cancellation date of the Treasury Symbol.

Field Name	Description
Qtr	Fiscal year quarter; automatically populated when GL Date selected.
Fund Distribution	Values of enabled budget segments for distributions to fund value at current budget level.
Transaction Type	Transaction type; defined in the Define Transaction Types window.
Sub Type	Conditionally required based on the transaction type setup.
Increase/Decrease	Indicates if transaction is an increase or a decrease.
%	Percent of amount available for distribution that should be distributed at this line; enabled only when distribution amount provided.
Transaction Amount	Dollar amount. If users enter the % field, the amount is calculated as amount available percentage provided.
Check Fund...	Initiates funds checking process.
Approve...	Initiates budget execution transaction approval process. If workflow is enabled, the Approve Document window appears. Authorized users can forward document to a different approver.

## Re-programming Transactions

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

### Reprogramming Process

The reprogramming process includes the following steps:

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

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

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

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

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

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

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

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

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

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

#### ***Re-programming Transactions Window Description***

<b>Field Name</b>	<b>Description</b>
Document Number	Unique budget transaction number.
Budget Level	Budget level for which funds are being distributed for.
GL Date	Accounting period to which the transaction is to be posted. The GL date cannot be after the cancellation date of the Treasury Symbol.
Fund Value	Fund value from which transaction amounts are being transferred. List of Values includes fund values that have a corresponding transaction defined for that budget level.
Distribution	Flexfield definition from which funds are to be reduced.
Fund Value	Fund value to which transaction amounts are being transferred to.
Distribution	Flexfield definition to which funds are to be made available.
Type	Transaction type; values defined in Define Budget Transaction Types window for the budget level.
Sub Type	Conditionally required based on the transaction type setup.
Amount	Transaction amount to be distributed.
Status	Document status. Values include Incomplete, In Process, Not Reserved, and Processed.

## **Approving Documents**

### **To approve a document:**

1. Navigate to the Enter Budget Authority or Enter Funds Distribution window.
2. Query the appropriate document number.
3. Select Approve to run the budget execution transaction approval process. If workflow is enabled, the Approve Document window appears. Authorized users can forward a document to a different approver.

4. Select Forward, if you want to send the document to an approver other than the default approver.
5. Select the approver in the Forward To field.
6. Enter your comments in the note.

## Approving Budget Execution Notifications

To review budget execution notifications and take appropriate approval actions:

1. Navigate to the Worklist window.
2. In the Subject field, select a notification.
3. Select either Approve, Reject, or Reassign.

## Related Topics

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

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

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

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

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

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

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

Using Standard Request Submission, *Oracle Applications User's Guide*

Budget Transaction Summary, page 7-2



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## Budget Execution Open Interface

### Overview

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

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

### Budget Execution Open Interface

The budget execution open interface process includes these steps:

1. Populate records in the FV\_BE\_INTERFACE table in Oracle U.S. Federal Financials.
2. Populate the FV\_BE\_INTERFACE\_CONTROL table with the Source and Group\_ID, which are required for budgetary transaction import.
3. Initiate the Budgetary Transactions Import process using the Import Budget Execution Transactions window to perform these tasks:
  - Select all the records that have a status of New or Rejected.
  - Validate all the required fields for each record and mark the status as Accepted or Rejected.
  - Submit a request to generate the Imported Budgetary Transactions report.

- Insert the records in the Oracle U.S. Federal Financials tables if all the records have a status of Accepted.
- If the FV: Archive Budgetary Transactions Import Data option is enabled, archive records that are successfully imported.

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

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

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

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

5. You can correct rejected transactions for a given source and group ID in the Correct Budget Execution Transactions Import Data window, which displays rejected records that are in the open interface table.
6. You can delete records in the interface table by selecting the source and group identifier in the Delete BE Import Data window. You can correct the transactions at the source and reload the interface table.

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

## Troubleshooting the Budget Execution Open Interface

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

### ***Troubleshooting the Budget Execution Open Interface***

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

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

## Prerequisites

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

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

## Importing Budget Execution Transactions

**To import budget execution transactions, :**

1. Navigate to the Import Budget Execution Transactions window.
2. Select the appropriate source.
3. Click Import to initiate the Budgetary Transactions Import process.
4. Review the Imported Budgetary Transactions report to determine the number of errors in the import data and how to correct any Journal Import errors as described in the Imported Budgetary Transactions Report Description, page 5-6 table.

## Import Budget Execution Transactions Window Description

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

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

## Imported Budgetary Transactions Report Description

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

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

## Viewing and Correcting Budgetary Transactions

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

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

***Find Budgetary Import Transactions Window Description***

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

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

***Correct Budget Execution Transactions Data Import Window Description***

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

## **Deleting Budgetary Transaction Import Data**

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

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

## **Delete BE Import Data Window Description**

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

**Delete BE Import Data Window Description**

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

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## Related Topics

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

[Budget Execution Open Interface Table Descriptions, page A-2](#)

[Specify Profile Options, \*Oracle U.S. Federal Financials Implementation Guide\*](#)

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## Budget Execution Approval Workflow Process

### Overview

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

Workflow includes:

- Oracle Workflow Builder, a graphical tool that lets you create business process definitions.
- Workflow Engine, which implements process definitions at runtime.
- Notification System, which sends notifications and processes responses in a workflow.

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

- Enter Budget Authority
- Enter Funds Distributions
- Re-programming Transactions
- Budget Transactions Summary

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

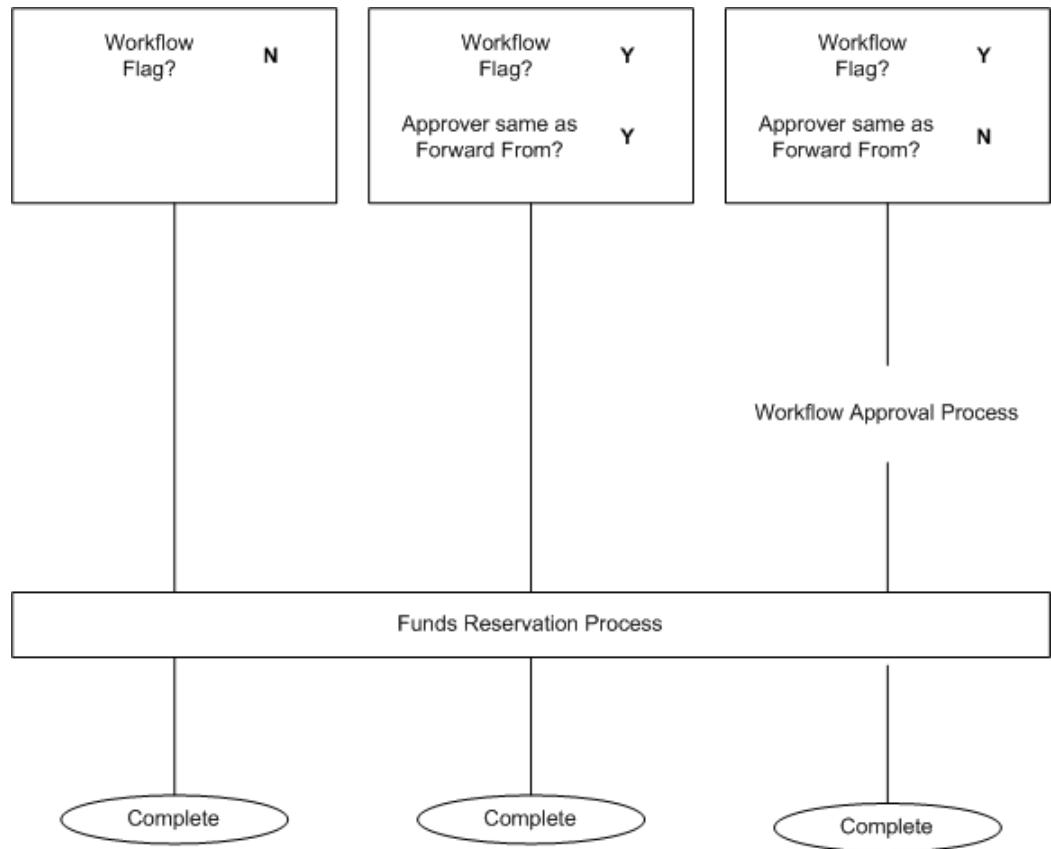
be transferred to General Ledger.

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

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

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

1. If the Workflow flag is set to No, the Funds Reservation process (concurrent request) is called as a concurrent request and completed.
2. If the Workflow flag is set to Yes and the Approver is the same as the person indicated in the Forward From field of the Approve window, the Funds Reservation Process is called as a concurrent request and completed.
3. If the Workflow flag is set to Yes and the Approver is not the same as the person indicated in the Forward From field of the Approve window, the Workflow Approval process is called which in turn calls the Funds Reservation process as a stored procedure, but not as a concurrent request, and completed.



## Prerequisites

Before using the budget execution approval workflow, you must:

- Enable workflow in the Define Budget Levels window.
- Establish an approval hierarchy in the Define Budget Users window.
- Set up user names in System Administration.

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

## Related Topics

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

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

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

## Budget Execution Approval Item Type

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

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

### ***Attributes Associated with the Budget Execution Approval Item Type***

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

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

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Display Name	Description	Type	Length, Lookup Type, or Format
RPR Transaction Details	Reprogramming transaction/document details displayed in the notification	Document	
Submitter Display Name	Submitter's name as displayed in the User's window in System Administration	Text	80

**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.

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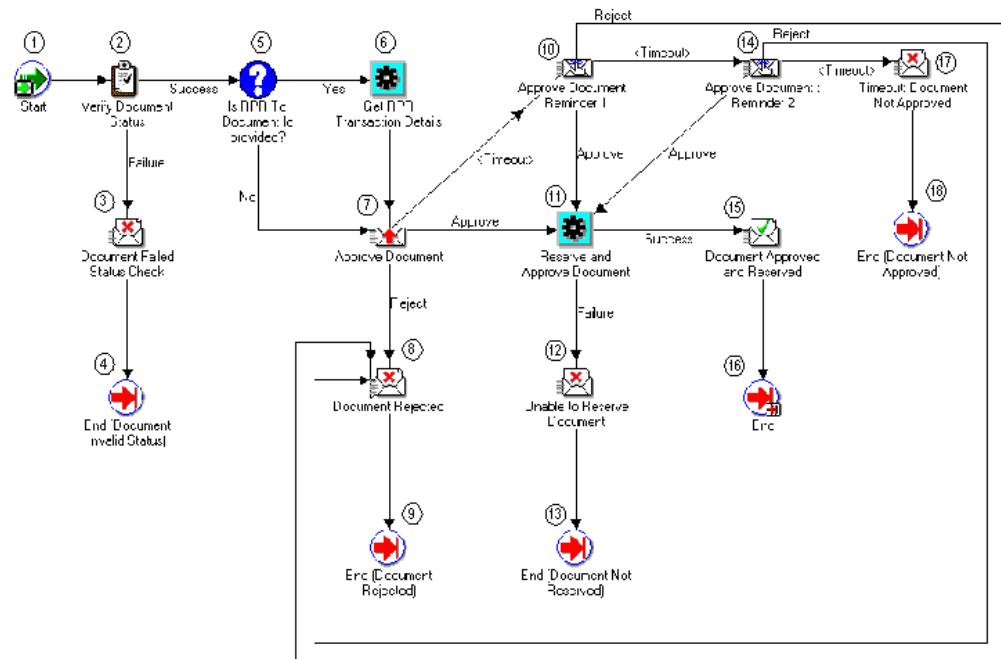
Display Name	Description	Type	Length, Lookup Type, or Format
Approver Display Name	Approver's name as displayed in the Define User's window	Text	80
	<p><b>Note:</b> If the Employee Name field is blank in the User's window, the display name is taken from the Description field. If the employee name is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

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

## Budget Execution Approval Workflow Diagram

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

### Budget Execution Approval Workflow Diagram



## Budget Execution Approval Workflow Process

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

### Start (Node 1)

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

#### Start (Node 1)

Function	Result Type	Prerequisite Activities
WF_STANDARD.NOOP	None	None

### Verify Document Status (Node 2)

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

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

#### ***Verify Document Status (Node 2)***

<b>Function</b>	<b>Result Type</b>	<b>Prerequisite Activities</b>
FV_WF_BE_APPROVAL.VerifyStatus	Success or Failure	Start

#### ***Document Failed Status Check (Node 3)***

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

#### ***Document Failed Status Check (Node 3)***

<b>Message</b>	<b>Result Type</b>	<b>Prerequisite Activities</b>
Document Status Failed	None	Verify Document Status

#### ***End (Document Invalid Status) (Node 4)***

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

#### ***End (Document Invalid Status) (Node 4)***

<b>Function</b>	<b>Result Type</b>	<b>Prerequisite Activities</b>
WF_STANDARD.NOOP	None	Document Failed Status Check

#### ***Is RPR To Document ID Provided? (Node 5)***

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

#### ***Is RPR To Document ID Provided? (Node 5)***

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

#### ***Get RPR Details (Node 6)***

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

#### ***Get RPR Details (Node 6)***

<b>Function</b>	<b>Result Type</b>	<b>Prerequisite Activities</b>
FV_WF_BE_APPROVAL.GetRPRDetails	None	RPR to Document ID Provided

#### ***Approve Document (Node 7)***

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

#### ***Approve Document (Node 7)***

<b>Message</b>	<b>Result Type</b>	<b>Prerequisite Activities</b>
Document Approval Required	Approval	Get RPR Transaction Details

#### ***Document Rejected (Node 8)***

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

#### ***Document Rejected (Node 8)***

<b>Message</b>	<b>Result Type</b>	<b>Prerequisite Activities</b>
Document Rejected	None	Approve Document

#### ***End (Document Rejected) (Node 9)***

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

#### ***End (Document Rejected) (Node 9)***

<b>Function</b>	<b>Result Type</b>	<b>Prerequisite Activities</b>
WF_STANDARD.NOOP	None	Document Rejected

#### ***Approve Document: Reminder 1 (Node 10)***

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

#### ***Approve Document: Reminder 1 (Node 10)***

<b>Message</b>	<b>Result Type</b>	<b>Prerequisite Activities</b>
Document Approval Reminder 1	Approval	Approve Document

#### ***Reserve and Approve Document (Node 11)***

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

#### ***Reserve and Approve (Node 11)***

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

#### ***Unable to Reserve Document (Node 12)***

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

#### ***Unable to Reserve Document (Node 12)***

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

#### ***End (Document Not Reserved) (Node 13)***

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

#### ***End (Document Not Reserved) (Node 13)***

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

#### ***Approve Document: Reminder 2 (Node 14)***

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

#### **Approve Document: Reminder 2 (Node 14)**

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

#### **Document Approved and Reserved (Node 15)**

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

#### **Document Approved and Reserved (Node 15)**

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

#### **End (Node 16)**

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

#### **End (Node 16)**

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

#### **Timeout: Document Not Approved (Node 17)**

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

***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 following table.

***End (Document Not Approved) (Node 18)***

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

## Customizing Budget Execution Approval Workflow

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

### Required Modifications

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

### Supported and Unsupported Customizations

Organizations should not make these customizations:

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

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

## Creating a New Custom Process

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

## Workflow Troubleshooting

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

## Attachments in Oracle U.S. Federal Financials

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

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

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

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

- Enter Budget Authority
- Enter Funds Distributions

## Related Topics

To Create a Message, *Oracle Workflow User Guide*

About Attachments, *Oracle Applications User Guide*

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# Budget Execution Transaction Summary Procedures

## Overview

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

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

The Budget Transaction Summary window includes the following features:

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

These following functions are available:

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

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

## Viewing Budget Transaction Summary

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

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

### ***Find Budget Transactions Window Description***

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

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

### ***Budget Transaction Summary Window Description***

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

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



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## Budget Execution Report

### Overview

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

The Budget Execution Transaction Register by Treasury Symbol report allows you 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 Budget Execution Transaction Register.
3. In the Ledger field, select the ledger.
4. In the Pagebreak Segment 1 field, select a segment.
5. In the Segment 1 Low and the Segment 2 High fields, enter a low and high range.
6. Repeat steps 4 and 5 for Segment 2 Low, Segment 2 High, Pagebreak Segment 2, Segment 3 Low, Segment 3 High, and Pagebreak Segment 3.
7. In the Budget Level field, select a budget level.
8. In the Status field, select a document status.
9. In the Document Number Low field, select the low value for the Document Number

range.

10. In the Document Number High field, select the high value for the Document Number.
11. Enter the low and high GL dates.
12. Enter the low and high transaction dates.

## Budget Execution Transaction Register Report

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

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

***Budget Execution Transaction Register Report Description***

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

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

## Generating the Budget Execution Transaction Register by Treasury Symbol Report

**To print the Budget Execution Transaction Register report:**

1. Navigate to the Submit Request window.
2. In the Name field, select Budget Execution Transaction Register by treasury symbol.
3. In the ledger field, select a ledger.
4. In the Treasury Symbol field, select a treasury symbol.
5. In the Budget Level field, select a budget level.
6. In the Status field, select a document status.
7. In the Document Number Low field, select the low value for the Document Number range.
8. In the Document Number High field, select the high value for the Document Number range.
9. Enter the low and high GL dates.
10. Enter the low and high transaction dates.

## Budget Execution Transaction Register by Treasury Symbol Report Description

The following table describes selected fields on the Budget Execution Transaction Register by Treasury Report window.

**Budget Execution Transaction Register by Treasury Report Description**

<b>Column</b>	<b>Description</b>
Header Section	Ledger, 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 associated with or recorded in the budget execution transactions module
Transaction Sub Type	Transaction sub-type associated with or recorded in the budget execution transactions module
Distribution	Distribution associated with the transaction type and/or sub-type of the budget execution document.
Amount	Amount distributed.
Status	Transaction status.
Document Total	Total transaction amount distributed for entire document.
Total Appropriation	Total appropriation.
Treasury Symbol Total	Total amount distributed for treasury symbol.

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# Budgetary Control Results Report

## Budgetary Control Results Report

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

## Budgetary Control Results Report Procedure

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

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

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

OR

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

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

1. Navigate to the Submit Request window.
2. In the Name field, select Federal Budgetary Control Results Report.
3. In the Ledger field, select the ledger.
4. In the Period From and Period To field, select the period names for calendar assigned to the ledger selected.
5. In the Funds Result Status field, select the status.

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

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

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

## Federal Budgetary Control Results Report Parameters

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

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

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

Results report is grouped by.

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

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

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

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

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

- For each document reference within the Budgetary Control Results Report, multiple lines may have been funds checked. Some lines may have failed and some lines may have passed the funds check or funds reservation.
- If you are reviewing the General Ledger transaction lines for a given journal, and some lines had a Failed Check status and some lines had a Passed Check for a funds check, it means the overall GL journal failed funds check.
- If all the GL journal lines, for a given GL Journal, had an Approved status then the overall GL Journal passed and funds were reserved.
- If some GL journal lines, for a given GL journal, had a Rejected status and some lines had an Approved status for a funds reservation, it means the overall GL journal failed and no funds were reserved.
- If you are reviewing the subledger transaction lines for a subledger transaction, and some lines had a Failed Check status and some lines had a Passed Check status for a funds check, it means that some lines passed funds check and some lines failed funds check.
- If some subledger transaction lines, for a given subledger transaction, had a Rejected status and some lines had an Approved status for a funds reservation, it means some subledger transaction lines were reserved (Approved status) and some were not reserved (Rejected).

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

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

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

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

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

- Run the Budgetary Control Results Report concurrent request from the Submit Request window.
- After successful completion, click Diagnostics>View XML.

## Related Topics

*Oracle XML Publisher Administration and Developer's Guide*



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## Treasury Symbol Listing Report

### Overview

The Treasury Symbol Listing report lists treasury symbols and the associated fund values and fund categories along with the following attributes of the treasury symbol:

- Treasury Department Code
- Treasury Account Code
- Bureau Identifier
- Business Line
- Time Frame
- Years Available
- Year Established

You must define treasury symbols in the Define Federal Account Symbol window. In the Define Appropriation Parameters window, you must also associate the treasury symbol with fund values and fund category.

This report 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

The Treasury Symbol Listing lists the treasury symbols and corresponding attributes including the fund value that is used to reconcile reports and trace the transactions to the appropriate treasury symbols in Oracle U.S. Federal Financials. Additionally, the

Treasury Symbol Listing lets you verify the data entry in the Define Federal Account Symbol window and the Define Appropriation Parameters window.

## Parameters

### **Ledger**

Select a ledger for which you want to print the report.

### **Order By**

Select a field to sort the report.

### **Time Frame**

Select a treasury symbol time frame for the report.

### **Status**

Select a treasury symbol status for the report.

### **Year Established**

Select the year the treasury symbol was established.

## Column Headings

The following table shows the column headings.

<b>In this column...</b>	<b>Treasury Symbol Listing Report prints...</b>
Treasury Symbol	Treasury symbol 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 Federal Account Symbols window

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In this column...	Treasury Symbol Listing Report prints...
Year Established	Year Treasury symbol established entered in the Define Federal Account Symbols window
Years Available	Number of years Treasury symbol is 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

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## Related Topics

Using Standard Request Submission, *Oracle Applications User Guide*



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# Prompt Payment

## Overview

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

## Federal Requirements

### Payment of Commercial Obligations

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

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

- Due Date Calculation process
- Economically Beneficial Discount process
- Reason Code process

### Payment of Interest Penalties

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

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

## Reporting Requirements

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

To comply with this requirement, Payables provides these features:

- Prompt Payment Statistical Report
- Payments Without Reason Codes Report

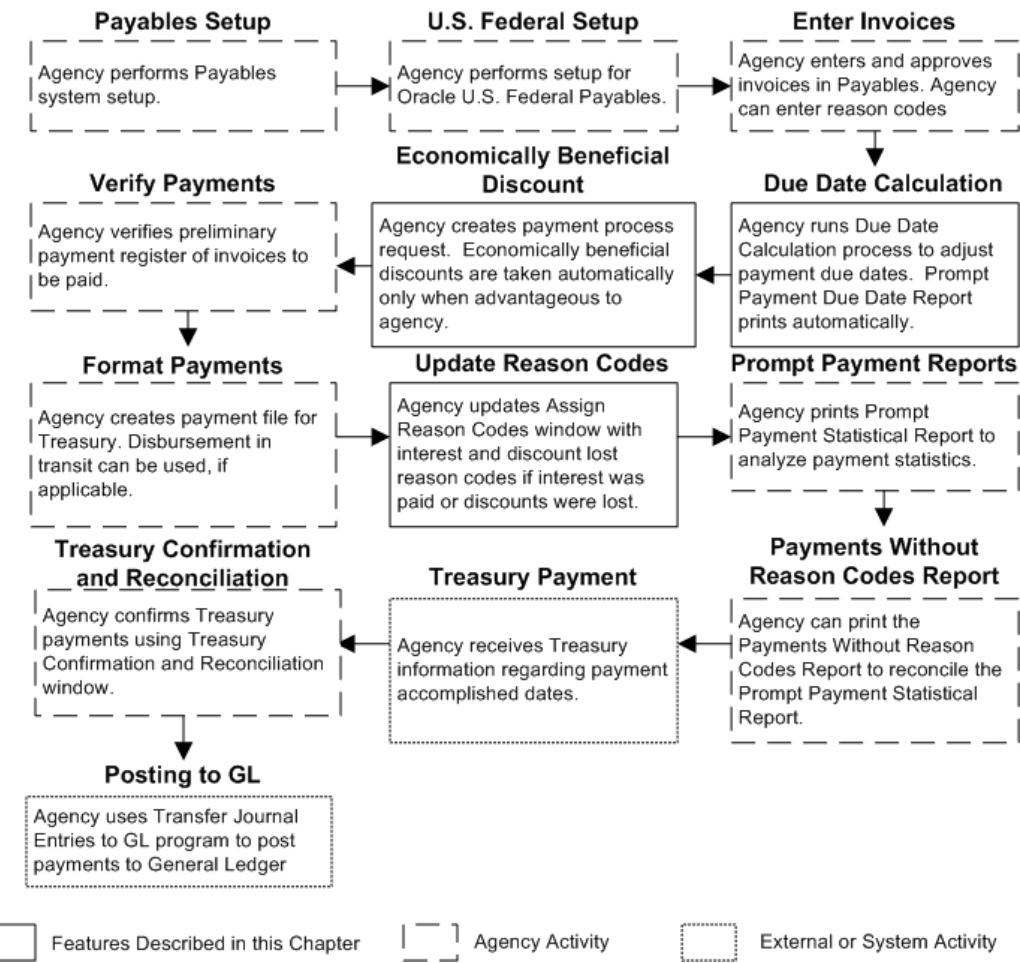
## Related Topics

Automatic Interest, *Oracle Payables User Guide*

## U.S. Federal Payables Processing Cycle Diagram

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

### U.S. Federal Payables Processing Cycle Diagram



### U.S. Federal Payables Processing Cycle Diagram Description

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

#### U.S. Federal Payables Processing Cycle Diagram Description

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

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

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

## Due Date Calculation Process

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

### Process

To run the Due Date Calculation process:

1. After invoices are entered and approved in Payables, but before payment process requests are created, you can initiate the Due Date Calculation process.
2. The Due Date Calculation process compares the Terms Date Basis with the Goods/Services Acceptance Date on each invoice. If the Goods/Services Acceptance Date is later than the Invoice Received date, the payment due date is changed to reflect the Goods/Services Acceptance Date. The payment period begins with the date selected.

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

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

late payment interest penalties.

### **Example: Due Date Adjustment**

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

An invoice is received with this information:

- Date the invoice was received is April 11, 2002.
- Date goods were received is April 14, 2002.
- Payment terms are Net 30.

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

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

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

### **Example: No Due Date Adjustment**

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

An invoice is received with this information:

- Date the invoice was received is April 14, 2002.
- Date services were accepted is April 11, 2002.
- Payment terms are Net 30.

The original payment due date is May 14, 2002.

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

### **Example: Constructive Acceptance**

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

An invoice is received with this information:

- Date the invoice was received is November 14, 2002.
- Date goods were received is November 10, 2002.
- Date goods were accepted is November 20, 2002.
- The Constructive Acceptance Date is November 17, 2002.
- Payment terms are Net 30.

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

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

## Example: Invoice Returns

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

An invoice is received with this information.

- Date the original invoice was received is November 14, 2002.
- Date the original invoice was returned is November 24, 2002.
- The Invoice Return Days for the agency are seven days.
- Date goods were received is November 10, 2002.
- Date goods were accepted is November 20, 2002.
- The Constructive Acceptance Date is November 17, 2002.
- Date the new invoice was received is November 30, 2002.
- Payment terms are Net 30.

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

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

# Economically Beneficial Discount Process

## Overview

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

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

### To run the Economically Beneficial Discount process:

1. When payment process requests are created, the Economically Beneficial Discount process runs automatically during the selection of invoices.
2. For each applicable invoice, the savings that would be realized by taking a discount on that date are converted into an effective annual discount rate using this formula:

#### ***Effective Annual Discount Rate Formula***

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

The effective annual discount rate formula is:

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

3. The rate is compared to the current value of funds rate entered in the Define Fund Rates window. If the effective annual discount rate is greater than the current value of funds rate, the discount is economically beneficial.
4. Discounts are taken unless they are not economically beneficial or the discount date has passed. If the discount is not economically beneficial, the payment is eliminated from the payment process request, and it is processed again the next time invoices are selected for payment. If the discount date has passed, the payment is automatically added to the Assign Reason Codes window for a discount lost reason code to be assigned.

## Example: Vendor Discount

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

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

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

### ***Effective Annual Discount Rate Calculation***

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

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

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

## Example: Due Date Adjustment with Discount

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

An invoice is received with this information:

- Date the invoice was received is April 11, 2002.
- Date goods were received is April 14, 2002.
- Payment terms are 2/10, Net 30.
- Discount date is April 21, 2002.

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

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

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

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

## Reason Code Process

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

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

To run the Reason Code process:

1. Enter an invoice if interest is paid or a discount is lost.
2. Optionally, enter the unpaid invoice and assign a reason code in the Assign Reason Codes window.

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

3. Process the payment.

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

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

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

## Related Topics

U.S. Federal Payables Processing Cycle Diagram table, page 11-3

Prompt Payment Process , page 12-1

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

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

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

Prompt Payment Procedures, page 12-1.

Prompt Payment Report Procedures, page 11-1.

Invoice Validation, *Oracle Payables User Guide*.

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

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

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



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## Prompt Payment Process

### Prompt Payment Process Overview

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

### Due Date Calculation

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

- Compare the Invoice Received Date to the Goods/Services Acceptance or Receipt Date.
- Compare the Goods/Services Acceptance Date to the Constructive Acceptance Date.
- Calculate the due dates when improper supplier invoices are not returned to suppliers within the allotted time.
- Calculate the Discount Date for supplier invoices that have discount terms.
- Recalculate Payment Schedules to use the correct Discount Date based on the Invoice Date.
- Recalculate Payment Schedules to use the later of the Invoice Received Date, Goods/Services Acceptance Date, or Constructive Acceptance Date.
- Recalculate Payment Schedules to correct the due date if the original due date falls on a weekend or holiday.
- Assign different payment terms to different groups of suppliers to comply with the payment terms in the Prompt Payment Act.

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

## Economically Beneficial Discount

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

- Determines whether it is economically beneficial to take the discount.
- Eliminates payments with a discount that is not economically beneficial from the payment process request.
- Automatically updates the Assign Reason Codes window if a discount is lost.

## Invoice Returns

The Invoice Returns process lets agencies perform these tasks:

- Calculate Prompt Payment Act due dates when defective supplier invoices are returned.
- Capture and store the original invoice information for future reference.
- Capture the reason code for the invoice return.

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

## Prior Period Receipts

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

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

## Assign Reason Codes

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

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

## Related Topics

[Prompt Payment Report Procedures](#), page 13-1.

[Prompt Payment Process](#), page 11-1.

## Prerequisites

Before using the prompt payment features, you must:

- Access to Payables and Payments is required to enter invoices and process payments.
- Set up Reason Codes in the Define Federal Financials Lookups window.
- Complete Setup steps, including defining payment terms types and setting financials options, to process payments using the Prompt Payment features.
- Enter a current value of funds rate in the Define Fund Rates window before processing payments for the first time and update the rate whenever the Department of Treasury publishes a new current value of funds rate.

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

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

- Set the terms date basis to Invoice Received Date in Payables.
- If the invoice is returned, enter the original invoice that is being returned to the supplier in Payables.
- Enter the payment terms in Payables.
- Select Prompt Pay as the payment terms type for the payment terms associated with the invoices to be processed.

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

- Enter Constructive acceptance days and invoice return days in the Define Payment Terms Types window.
- Set the site level profile options, FV:USE INTEREST REASON CODES and FV:USE DISCOUNT LOST REASON CODES, to Yes to capture and report reason code data.
- Use automatic Interest Invoice creation.
- Enter Receipt and acceptance transactions in Oracle Purchasing.
- Enter Holidays and non-working dates for the Due Date Calculation process to accurately calculate prompt payment information.

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

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

## Related Topics

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

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

Payment Terms, *Oracle Payables Implementation Guide*

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

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

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

Automatic Interest, *Oracle Payables User Guide*

Receiving Transactions, *Oracle Purchasing User Guide*

Entering and Viewing Purchase Order Acceptances, *Oracle Purchasing User Guide*

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

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

## Calculating the Due Date

**To apply the correct due dates to the payment schedule before creating payment process requests:**

1. Using the Submit Request window, select Due Date Calculation.

2. Select an operating unit.
3. Select Final or Preliminary.

**Note:** When the report is run in Preliminary mode, it provides a list of invoices to be updated by the procedure. When the report is run in Final mode, the due dates and discount dates are updated for the invoices selected. Once the report is run in Final mode, the invoices are not selected again.

**Note:** The Prompt Payment Due Date Report is automatically printed on completion of the Due Date Calculation process.

## Related Topics

See: Prompt Payment Report Procedures, page 13-1

See: Using Standard Request Submission, *Oracle Applications User Guide*

## Economically Beneficial Discount

No separate procedure is required to run the Economically Beneficial Discount process. For users of Oracle U.S. Federal Financials, the Economically Beneficial Discount process occurs transparently as part of the Payment Selection process during normal payment request processing in Payables.

## Recording Invoice Returns

To record returned invoices, navigate to the Invoice Returns window.

The following table describes selected fields on the Invoice Returns window.

### *Invoice Returns Window Description*

Field Name	Description
Operating unit	Operating unit of the record.  <b>Note:</b> The list of values include operating units assigned to the MO: Security profile.

Field Name	Description
Original Invoice Date	Original date of invoice
Original Invoice Received Date	Date invoice received
Invoice Returned Date	Date defective invoice was returned to supplier
	<p><b>Note:</b> Date must be greater than or equal to the original invoice received date.</p> <p><b>Note:</b> When the invoice is returned to the supplier, the supplier must resubmit the invoice using the same invoice number. (If the invoice is not placed on hold)</p> <p><b>Warning:</b> If the invoice is approved and returned to the supplier, the invoice will be paid.</p>
Invoice Return Reason Code	Select the reason code for returning invoice

## Recording Prior Period Receipts

To record Prior Period Receipts information, navigate to the Find Prior Receipts window.

The following tables describes selected fields on the Find Prior Receipts window.

### *Find Prior Receipts Window Description*

Field Name	Description
Operating Unit	Operating unit of the record.
	<p><b>Note:</b> The list of values include operating units assigned to the MO: Security profile.</p>

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Field Name	Description
Receipt Number	Receipt number  <b>Note:</b> If receipt information is not known, select purchase order or blanket purchase agreement in the PO number field.
Release	Release number associated with every planned purchase order and every blanket purchase order  <b>Note:</b> The Release field is available only if the purchase order number associated with a planned purchase order or a blanket purchase order agreement is entered.
Line	Line number  <b>Note:</b> The line field is available only if the purchase order of type Standard is entered.
Shipment	Shipment number  <b>Note:</b> The Shipment field is available only if the PO number, Release, and Line are specified.
Find	Opens the Prior Period Receipts window
Actual Date	Enter the date used for the Due Date Calculation process.

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## Assigning Reason Codes

### Assigning Reason Codes to Invoices

To assign reason codes to invoices, navigate to the Assign Reason Codes window, add the invoices and assign the reason code.

**Note:** Only unpaid invoices can be added to the Assign Reason Codes window in the Interest or Discount tab without a payment process request.

## Assigning Reason Codes to Individual Invoices in a Payment Process Request

To assign reason codes to individual invoices in a payment process request in the Interest or Discount tab, navigate to the Assign Reason Codes window. Query the payment process request and assign the reason codes to the invoices automatically populated in the window.

## Assigning Reason Codes to All Invoices in a Payment Process Request

To assign reason codes to all invoices in a payment process request in the Interest or Discount tab, navigate to the Assign Reason Codes window. Query the payment process request, enter a reason code in the Default Reason Codes field and select the Default Values button.

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

The following table describe selected fields on the Assign Reason Codes window, Interest tab.

### *Interest Tab*

Field Name	Description
Operating Unit	Operating unit of the record.  <b>Note:</b> The list of values include operating units assigned to the MO: Security profile.
Original Invoice Number	Original invoice number
Interest Reason Code	Interest reason code
Interest Invoice Number	Interest invoice number

The following table describe selected fields on the Assign Reason Codes window, Discount tab.

**Discount Tab**

Field Name	Description
Operating Unit	Operating unit of the record.  <b>Note:</b> The list of values include operating units assigned to the MO: Security profile.
Invoice Number	Invoice number
Discount Lost Reason Code	Discount lost reason code

The following table describe selected fields on the Assign Reason Codes window, Cancelled tab.

**Cancelled Tab**

Field Name	Description
Operating Unit	Operating unit of the record.  <b>Note:</b> The list of values include operating units assigned to the MO: Security profile.
Invoice Number	Invoice number
Cancelled Reason Code	Cancelled reason code

The following table describe selected fields on the Assign Reason Codes window, Credit Memo tab.

**Credit Memo Tab**

Field Name	Description
Operating Unit	Operating unit of the record.  <b>Note:</b> The list of values include operating units assigned to the MO: Security profile.
Invoice Number	Invoice number
Credit Memo Number	Credit memo number
Credit Memo Reason Code	Credit memo reason code

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## Prompt Payment Report Procedures

### Overview

The Prompt Payment reports provide information about invoices affected by prompt payment requirements. The reports include:

- Prompt Payment Due Date Report, which provides information about invoices for which a due date adjustment was made
- Prompt Payment Report, which provides detailed information about payments within a specific date range
- Prompt Payment Exception Report, which provides information about payments that have an invalid due date
- Payments Without Reason Codes Report, which provides a list of interest and discount lost payments without reason codes

### Requirements

Federal agencies are required to comply with the requirements of the Prompt Payment Act regarding payment of commercial obligations. Requirements include when and under what conditions payments must be made, taking of supplier discounts, and payment of interest penalties, when applicable.

Information regarding reporting requirements is available in the Office of Management and Budget (OMB) *Final Rule 5 CFR 1315: Prompt Payment; formerly OMB Circular A-125*.

### Prerequisites

- Prompt Pay must be defined and used as the payment terms type for the payment terms associated with the invoices to be reported.

- The Site Level Profile Options, FV:USE INTEREST REASON CODES and FV:USE DISCOUNT LOST REASON CODES, must be set to Yes to capture and report reason code data.

## Related Topics

[Prompt Payment Procedures, page 12-1](#)

[Prompt Payment Process, page 11-1](#)

[Payment Terms Types Setup, \*Oracle U.S. Federal Financials Implementation Guide\*](#)

[Specify Profile Options, \*Oracle U.S. Federal Financials Implementation Guide\*](#)

## Prompt Payment Due Date Report

The Prompt Payment Due Date Report is printed automatically on completion of the Due Date Calculation process.

## Related Topics

For information on running the Due Date Calculation process, see [Prompt Payment Procedures, page 12-1](#).

## Prompt Payment Due Date Report Description

### *Prompt Payment Due Date Report Description*

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Column	Description
Header Section	Report date and ledger name
Invoice Number	Invoice identifier
Vendor Name	Vendor on invoice
Terms Date	Invoice received date
Due Date	Original due date
PPA Due Date	New due date
Discount Date	Original discount date

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PPA Discount Date	New discount date
Second Discount Date	Second discount date
PPA Second Discount Date	PPA second discount date
Third Discount Date	Third discount date
PPA Third Discount	PPA third discount

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## Generating the Prompt Payment Report

### To print the Prompt Payment Report:

1. Navigate to the Submit Request window.
2. In the Name field, select Prompt Payment Reports.
3. In the Operating Unit field, select an operating unit.
4. In the Report From Date (DD-MON-YYYY) field, enter a starting date of payments to be reported.
5. In the Report To Date (DD-MON-YYYY) field, enter an ending date of payments to be reported.
6. In the Distribution Level One and optionally in the Two, Three, and Four fields, enter monetary amounts representing the ranges of interest amounts to be reported in the Interest Penalties Paid section of the report.

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

7. In the Contact Agency's Name field, optionally enter the name of the person approving the report.
8. In the Contact Agency's Position/Title field, optionally enter the position or title of the person approving the report.

# Prompt Payment Report Description

## ***Prompt Payment Report Description***

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<b>Column</b>	<b>Description</b>
Header Section	Operating Unit, Ledger name, currency, report date, and contact information
Invoices Subject to PPA and OMB A-125:	Invoices affected by Prompt Pay requirements
Number	Number of invoices
Amount	Total monetary amount
Invoices Paid After Due Date:	Invoices paid after stated due date
Number	Number of invoices
Amount	Total monetary amount
Interest Penalties Paid:	Interest paid on late payments
<Breakpoint Ranges>	Monetary ranges entered during report generation
Number	Number of invoices
Amount	Total monetary amount
Number %	Percentage of invoices
Amount %	Percentage of total monetary amount
Totals:	Totals of columns for Number, Amount, Number %, Amount % in the Interest Penalties Paid region
Reasons why interest was incurred:	Reasons for interest paid
Delay in Paying Office's Receipt of:	Breakdown of invoices and reasons why interest incurred

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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

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Amount %	Percentage of total monetary amount
Totals:	Totals of columns for Number, Amount, Number %, Amount% in the Interest Penalties Due But Not Paid region

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## Prompt Payment Exception Report

No separate procedure is required to print the Prompt Payment Exception Report. The Prompt Payment Exception Report is printed automatically when the Prompt Payment Report is printed.

## Prompt Payment Exception Report Description

### *Prompt Payment Exception Report Description*

---

Column	Description
Header Section	Agency, currency, report date, and contact information
Vendor Name	Vendor on exception invoice
Invoice Num	Invoice identifier
Invoice Amount	Dollar amount
Total Number of Records	Total exception invoices
Total Invoice Amount	Total dollar amount of exception invoices

---

## Payments Without Reason Codes Report

The Payments Without Reason Codes report provides a list of interest and discount lost payments without reason codes.

### To print the Payments Without Reason Codes Report:

1. Navigate to the Submit Request window.

2. In the Name field, select Payments Without Reason Codes Report.
3. In the Operating Unit field, select an operating unit.
4. In the From Date field, enter a starting date of payments to be reported.
5. In the To Date field, enter a ending date of payments to be reported.

**Note:** For reconciliation purposes, the same From and To dates must be used for the Payments Without Reason Codes Report and the Prompt Payment Report.

## Payments Without Reason Codes Report Description

### *Payments Without Reason Codes Report Description*

---

Column	Description
Header Section	Agency, report date, from and to date, ledger name, operating unit, currency
Interest Payments without Reason Codes	Interest payments without assigned reason codes
Payment Process Request	Payment Process Request name
Invoice Number	Invoice number
Invoice Date	Invoice date
Invoice Amount	Invoice amount
Due Date	Assigned invoice due date
Payment Terms	Payment terms
Payment Date	Payment date
Total Interest:	Total of interest payments without reason codes

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Discounts Lost Payments without Reason Codes	Discounts lost payments without assigned reason codes
Payment Process Request	Payment process request name
Invoice Number	Invoice number
Invoice Date	Invoice date
Invoice Amount	Invoice amount
Due Date	Assigned invoice due date
Payment Terms	Payment terms
Payment Date	Payment date
Total Discounts:	Total of discounts lost payments without reason codes

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## Cash Position Detail Report

### Cash Position Detail Report

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

You can 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, you must set the FV: Enable Cash Position Detail profile option to Yes. The report is generated automatically after the selection of invoices during the creation of a payment process request in the Payments Manager.

### Prerequisites

Before running the Cash Position Detail report, you must:

Set the FV: Enable Cash Position Detail profile option to Yes to automatically generate the Cash Position Detail Report.

Enter the operating unit in the Define Federal Options window.

Enable a US SGL Account as a Cash Position Account.

Enable the pooled check box for the bank accounts from which payments are disbursed.

### Related Topics

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

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

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

Define Bank Accounts, *Oracle U.S. Federal Financials Implementation Guide*

## Generating the Cash Position Detail Report

If the FV: Enable Cash Position Detail profile option is set to Yes, the Cash Position Detail report is generated automatically after the selection of invoices during the creation of a payment process request in Oracle Payments Manager.

## Cash Position Detail Report Description

### *Cash Position Detail Report Description*

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

---

## SF 1166 Voucher and Schedule of Payments

### Overview

You can use the SF 1166 Voucher and Schedule of Payments report 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 to:

- 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

Before you run the SF1166 Voucher and Schedule of Payments report, you must:

- Define one to three key flexfield segments in the General Ledger Key Flexfield Segments window.
- Enter the agency name in the Define Federal Options window.

## Related Topics

Key Flexfield Segments Window, *Oracle Applications Flexfields Guide*.

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

## Generating the SF 1166 Voucher and Schedule of Payments

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

1. Navigate to the Submit Request window.
2. Select the Single Request Window button.
3. In the Name field, select SF 1166 EDP Voucher and Schedule of Payments.
4. In the Operating Unit field, select the operating unit.
5. In the Checkrun Batch Name field, select a payment instruction.

## Related Topics

Using Standard Request Submission, *Oracle Applications User Guide*

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## Payment Instruction Treasury Symbol Listing Report

### Payment Instruction Treasury Symbol Listing Report

The Payment Instruction Treasury Symbol Listing Report lists all the treasury symbols and their respective payment totals for a selected payment instruction. This report is submitted automatically as a concurrent request whenever a new payment instruction file is formatted by Oracle Payments.

#### Generating the Payment Instruction Treasury Symbol Listing report

Navigate to the Submit Request window.

1. In the Name field, select Payment Instruction Treasury Symbol Listing report
2. In the Payment Instruction ID field, select the payment instruction ID.

The following table lists the elements of the Payment Instruction Treasury Symbol Listing report.

#### *Column Headings*

Header	Description
Ledger Name	Ledger name
Organization	Organization
Currency	Currency

Header	Description
Treasury Symbol	Treasury symbol
Amount	Total payment amount for each treasury symbol

## Related Topics

Using Standard Request Submission, *Oracle Applications User Guide*

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## Summary Schedules

### Summary Schedules

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.

ECS and SPS Summary Schedules are submitted electronically to Treasury's RFCs on a daily basis and include certification in the ECS system for Bulk Data files sent to Treasury. ECS and SPS Summary Schedules are generated for:

- Bulk Data CCD+
- Bulk Data PPD+
- Bulk Data Salary/Travel NCR
- Bulk Data NCR

No ECS and SPS 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 window and an ECS or SPS Summary Schedule is generated.

In the Summary Schedule window, you can perform the following tasks:

- If generating an ECS or SPS Summary Schedule, select a payment instruction and enter the Control Number assigned by Treasury.
- After assigning a Control Number to a payment instruction , you can initiate the Summary Schedules process for the Bulk Data Files submitted to Treasury by clicking the Summary Schedule button and selecting ECS or SPS Summary Schedule in the Select Summary Schedule Format window.

The Summary Schedule process automatically generates a report describing the output and a Summary Schedule that can be transmitted to Treasury.

**Note:** A summary schedule can be generated for a Bulk Data payment instruction 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.

## Generating Summary Schedules

### Generating ECS or SPS Summary Schedules

To generate the ECS or SPS Summary schedules, navigate to the Summary Schedule window.

The following table describes selected fields on the Summary Schedule window.

#### **Summary Schedule Window Description**

Field Name	Description
Select	Selects payment instruction for generating the summary schedule file
Operating Unit	Operating unit of the record.  <b>Note:</b> The list of values include operating units assigned to the MO: Security profile.
Payment Instruction	Schedule number used in the payment formats; only payment instruction 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
Reference Assigned by Admin	Reference assigned by Administrator associated with the payment instruction
Control Number	Control Number supplied by Treasury when Bulk Data file is submitted; The same Control Number can be assigned to different payment instructions. If the Summary Schedule check box is selected, the Control Number cannot be changed or deleted.

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<b>Field Name</b>	<b>Description</b>
Agency Location Code	Agency location code
Summary Schedule	Indicates a Summary Schedule created for selected payment instruction  If the Summary Schedule check box is selected, users can regenerate the same Summary Schedule by selecting the payment instruction and clicking Summary Schedule.

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Treasury Confirmation and Reconciliation, page 18-1



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## Treasury Confirmation

### Overview

Department of Treasury payments are recorded and confirmed in the Treasury Confirmation and Reconciliation window. You can find and view confirmed Department of Treasury payments in the Treasury Confirmation Inquiry window.

### Treasury Confirmation and Reconciliation Window

You can use the Treasury Confirmation and Reconciliation window to complete these tasks:

- Record Department of Treasury payment information.
- Allow the recording of more than one check range for a payment schedule with a break in check numbers.
- Create general ledger journal entries that reconcile the payment information against existing payments in Payables.
- Allow reversal of confirmed payments, if information must be corrected or updated.
- Allow entry of offset information from Department of Treasury for a specific check.
- Correct Department of Treasury document number if agency goes through a Disbursement Office and an error in sequencing occurs.
- Display voided payments.

### Treasury Confirmation Inquiry

You can use the Treasury Confirmation Inquiry window to view this information:

- Department of Treasury payment information for a given operating unit, vendor, Department of Treasury number, payment date, amount, or payment process request.
- Voided payments

## Treasury Confirmation Process

The treasury confirmation process includes these steps:

1. The agency enters and confirms the payment process request in Oracle Payables.
2. The agency sends the payment file to Treasury for payment.
3. Treasury sends back the Agency Confirmation report.
4. The agency navigates to the Treasury Confirmation and Reconciliation window and enters the Accomplish Date, Amount, and the Treasury Check Information.

If there is only one check range, the agency selects Single as the Range Type. The From and To fields are then required. If there are multiple check ranges, the agency selects Multiple as the Range Type and the agency enters at least two ranges in the Check Ranges window.

5. If an offset occurs, the agency clicks Offset to enter Offset information from Treasury before confirming the payment.
6. The agency clicks Confirm in the Treasury Confirmation and Reconciliation window.

Journal entries are created if Disbursement in Transit 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 process request.

## Check Range Examples

### Example 1: The Agency Confirmation Report contains an offset.

In this scenario, the offset payment check number is outside of the check range provided by Treasury, and the remaining check numbers are not resequenced.

The payment process request has 8 payments. The payment process request has payment numbers 2202 to 2209. The payment range assigned by Treasury for this payment file is 7 - 14. An offset occurs. Treasury number 74 is assigned to the fifth payment or the original Treasury number 11. This example could be entered in these ways.

**A.**

Perform these steps:

1. Enter Single as the Range Type.
2. Enter 7 in the From field and 14 in the To field.
3. Place the cursor on the fifth payment, Treasury Check No. 11, in the Invoice Payment Details region.
4. Click Offset.
5. Enter the Corrected Treasury Check No. as 74.

Gap is now selected for this record in the Invoice Payment Details region and Check Sequence Gap is selected.

**B.**

1. In the Treasury Confirmation and Reconciliation window, click Check Ranges.
2. Enter sequences as described in the following table:

***Example 1B, Agency Confirmation Report Containing an Offset***

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

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

***Example 1B, Treasury Check Number Assignments***

Treasury Check Number	Payables Check Number
7	2202
8	2203

Treasury Check Number	Payables Check Number
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 process request has eight payments. The payment process request has payment numbers 2202 to 2209. The payment range assigned by Treasury for this payment file is 7 - 10 for the first four payments. The fifth payment is assigned treasury number 74, and the last three payments are assigned the range 11 - 13. This should be entered as:

Complete the following steps:

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

***Example 2, Agency Confirmation Report Containing an Offset***

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

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

***Example 2, Treasury Check Number Assignments***

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

***Example 3: Multiple check ranges have overlapping ranges.***

You cannot use the same Treasury Check number twice for the same payment process request. You will receive an error if these Treasury Check number were entered in the Check Ranges window as described in the following table:

***Example 3, Multiple Check Ranges with Ranges that Overlap***

<b>Range Sequence</b>	<b>From</b>	<b>To</b>
1	7	10
2	74	77
3	75	90

**Note:** This example would result in an error because Range 2 and

Range 3 both contain Treasury check numbers 75 through 77.

## Prerequisites

Before recording and confirming Treasury payments, you must:

- Select the Disbursement in the Transit check box in the Define Federal Options window to indicate that Subledger accounting entries should be created.
- Select the Confirm Cash Account In the Define Federal Options window.
- Complete the payment instructions in Oracle Payments.
- Create accounting entries in Payables for the payments in the payment instruction by running the Create Accounting Process or using the transaction windows.
- The Treasury confirmation processing is performed at the operating unit level. Therefore, payment instructions must only contain payments from a single operating unit. To achieve this, the payment process profile must have the first party organization selected on the payment instruction creation tab for the payment instruction's format.

## Related Topics

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

Paying Invoices, *Oracle Payables User Guide*

## Treasury Confirmation and Reconciliation

### Recording and Confirming Department of Treasury Payments

To record and confirm Department of Treasury payment information, navigate to the Treasury Confirmation and Reconciliation window.

The following table describes selected fields on the Treasury Confirmation and Reconciliation window.

### **Treasury Confirmation and Reconciliation Window Description**

<b>Field Name</b>	<b>Description</b>
Operating Unit	Operating unit of the record.  <b>Note:</b> The list of values include operating units assigned to the MO: Security profile.
Payment Instruction	Payment Instruction
Reference Assigned by Admin	User defined payment instruction name
Date Sent to Treasury	Date payment batch sent to treasury; defaults to payment date in payables
Accomplished Date	Department of Treasury document date; cannot be before the Date sent to Treasury
Range Type	Range type values; includes single or multiple. Default value is single.
From	Beginning check sequence number; required if the range type is single; disabled if range type is multiple
To	Ending check sequence; required if range type is single; disabled if range type is multiple
Check Ranges	Opens check ranges window; disabled if range type is single
Check Sequence Gap	Selected when the range type is set to multiple or when a payment in the batch has an offset record with a corrected treasury check no.
Treasury Check No	Department of treasury check number
Amount	Document amount

Field Name	Description
Void	Indicates that payment is voided  <b>Note:</b> When a payment is voided in payables, the void check box is selected in the treasury confirmation and reconciliation window.
Offset	Indicates payment has offset
Gap	Indicates payment has a document number sequence gap

## Backing Out Confirmed Department of Treasury Payments

Click Back Out on the Treasury Confirmation and Reconciliation window if you make a mistake when entering data. For example, you enter an incorrect Accomplished Date. All journal entries created by the confirmation are reversed.

## Voiding Confirmed Payments

To reverse the confirmation entries for payments voided in Oracle Payables after the payment was Treasury Confirmed, use the Submit Request window and select Disbursements in Transit Voided Checks.

## Offsetting Payments

To offset a payment before confirmation, navigate to the Treasury Confirmation and Reconciliation window.

The following table describes selected fields on the Treasury Confirmation Offset window.

### *Treasury Confirmation Offset Window Description*

Field Name	Description
Vendor Name	Derived from treasury confirmation and reconciliation window
Original Treasury Check No.	Derived from treasury confirmation and reconciliation window

Field Name	Description
Corrected Treasury Check No.	Corrected department of treasury check number
Offset Party Name	Offset source
Original Payment Amount	Derived from treasury confirmation and reconciliation window
Net Payment Amount	Displayed if offset amount is entered; calculated value derived from original payment amount less offset amount
Void	Indicates payment is voided

## Related Topics

Using Standard Request Submission, *Oracle Applications User Guide*

## Viewing Treasury Confirmation

**To find and view Department of Treasury payment information:**

1. Navigate to the Treasury Confirmation Inquiry window.
2. Query one or more fields.
3. Click Treasury Confirmation or double click a record to go to the Treasury Confirmation and Reconciliation window.

The associated Department of Treasury payment information is displayed in the Treasury Confirmation and Reconciliation window.

## Related Topics

Accounting Using Oracle Subledger Accounting, page 2-1



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## Refunds

### Overview of Refunds

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

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

### Prerequisites

Before entering refunds, you must:

- Have access to the Payable Refunds and Cash Receipt Refunds windows.
- Enter invoices in Payables.
- Enter supplier information in Payables.
- Run the Populate Payables Refunds process to populate the Payable Refunds and Credit/Debit Memo Distributions windows.

### Recording Cash Receipt Refunds

**To record Receivables refund information:**

1. Navigate to the Cash Receipt Refunds window.

2. Select the operating unit.
3. Enter the supplier name.

**Note:** Agencies receiving chargebacks from other agencies must record these transactions in the Interagency Transfers window by selecting Chargeback. The customer agency must also record the IPAC chargeback in the Cash Receipt Refunds window.

**Note:** If Use Requisition Encumbrance and Use PO Encumbrance Federal Options are not selected in Purchasing, the obligation dates are not accurately reflected and the invoice date is used.

4. Enter the invoice number.

**Note:** The invoice amount is automatically displayed.

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

**Note:** The receipt amount is automatically displayed.

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

## Recording Payables Refunds

### To record Payables refunds:

1. Navigate to the Payable Refunds window.

Use check boxes to specify reduction criteria that lets you view records within the specified criteria.

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

**Note:** Deselect Show Refunds with Missing Obligation Dates and Show Refunds based on criteria check boxes.

3. To view all refunds that are unprocessed with missing obligation dates, select Show

Unprocessed Refunds and Show Refunds with Missing Obligation Dates.

**Note:** Deselect Show Refunds based on criteria.

You must select at least one of the check boxes to display the Payables Refunds window.

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

**Note:** This window is display only.

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

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

8. Obligation Date is only selected if all of the distributions for the refund record contain obligation dates. If one of the distributions does not have an obligation date, the check box is deselected. To view which records need updating, enter the obligation date.
9. To view all distributions of the credit/debit memo, click View All Distributions.
10. To view distributions of the credit/debit memo with missing obligation dates, click Update Obligation Date.  
The Credit/Debit Memo Distributions window appears.
11. In the Obligation Date field, optionally enter a date prior to the default credit/debit memo date for unmatched lines.

## Related Topics

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

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

Entering Invoices Overview, *Oracle Payables User Guide*

Populating Payables Refunds Process, *Oracle U.S. Federal Financials Implementation Guide*

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## Historical Third Party Report

### Historical Third Party Report

The Historical Third Party Remittance report shows third party payment assignments.

**Note:** This report is only applicable for Release 11*i* upgrades.

The Historical Third Party Remittance report can be submitted at anytime. Agencies that upgraded from 11*i* can use this report to inform original suppliers or agents of the third party payments that were issued.

Users can sort the report by Original Supplier or by Third Party Agent.

### Prerequisites

The FV: Enable Third Party Payments profile option must be set to Yes.

### Related Topics

[Specify Profile Options, Oracle U.S. Federal Financials Implementation Guide](#)

### Generating Historical Third Party Remittance Report

**To print the Historical Third Party Remittance report:**

1. Navigate to the Submit Requests window.
2. In the Name field, select Historical Third Party Remittance Process.
3. In the Operating Unit field, select an operating unit.
4. In the Payment Date From field, optionally enter a payment date to begin the

process run.

5. In the Payment Date To field, optionally enter a date to end the process run.
6. In the Payment Batch Name field, optionally select a confirmed payment batch.
7. Select the original supplier's name and site.
8. Select a third party agent's name and site.
9. In the Sort By field, select a sort method.

## Historical Third Party Remittance Report Description

The following table describes selected fields on the Historical Third Party Remittance report.

### ***Historical Third Party Remittance Report Description***

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<b>Column</b>	<b>Description</b>
Header Section	Ledger name, report title, report date and time, operating unit, sort by parameter, and page number
Original Supplier Name	Original supplier
Original Supplier Site	Original supplier's site
Third Party Agent	Third party supplier
Third Party Site	Third party supplier's site
Payment Date	Payment date
Payment Number	Payment number
Payment Amount	Payment amount
Invoice Number	Invoice number for all invoices associated with the payment
Invoice Amount	Gross invoice amount

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<b>Column</b>	<b>Description</b>
Discount Amount	Discount amount taken from invoice

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## Interagency Transaction Processes

### Interagency Transaction Processes Overview

An interagency transaction is a transfer between federal agencies that involves two or more different appropriations, funds, or receipt accounts and is classified as an expenditure transaction.

An expenditure transaction is a withdrawal from one account and a credit to another account when the withdrawal and credit are recorded in the central accounts of the Department of Treasury, Financial Management Service (FMS) as an expenditure and repayment.

### Expenditure Transactions Examples

Examples of expenditure transactions include:

- Withdrawals and credits between accounts
- All transfers between budgetary and nonbudgetary accounts
- Annual travel advance adjustments
- Adjustments to correct errors in expenditure transactions
- Withdrawals and credits not specifically defined as nonexpenditure transactions

Regulations governing these transactions are documented in the *Treasury Financial Manual (TFM)*, 2-2500.

### Required Processing Methods

To process interagency transactions, agencies are required to use one of these methods:

- Use the SF 1080 Voucher for Transfers Between Appropriations and/or Funds when

the Department of Treasury does not disburse payments for at least one of the agencies involved in the interagency transfer. A check is required to complete these transactions.

- Use the SF 1081 Voucher and Schedule of Withdrawals and Credits document or the Intra-governmental Payment and Collection System (IPAC) when the Department of Treasury disburses payments for both agencies involved in the interagency transfer. No check is required to complete these transactions.

Oracle U.S. Federal Financials enables you to comply with the interagency transaction requirements for agencies by providing the Interagency Transactions process.

## Setup and Processing Considerations for the SF 1081

If the agency is assigned only one Agency Location Code (ALC), then it is recommended to select Default ALC in the Define Federal Options window. If the agency is assigned multiple ALCs, the following options apply:

- The agency can choose to not select Default ALC in the Define Federal Options window and assign a payment method on every interagency transaction.
- The agency can select Default ALC in the Define Federal Options window and assign a payment method for the transactions where the ALC is different than the default ALC assigned in the Define Federal Options window.

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

### ***Billing Agency ALC Setup and Results for the SF 1081***

<b>Is the payment method defined on the Transaction?</b>	<b>Is the Agency Location Code defined on primary bank account of payment method?</b>	<b>Is the Default ALC check box selected in the Define Federal Options window?</b>	<b>SF 1081 Results</b>
Yes	Yes	Yes	ALC from the primary bank account of the payment method is used as the billing agency ALC.
Yes	Yes	No	ALC from the primary bank account of the payment method is used as the billing agency ALC.

Is the payment method defined on the Transaction?	Is the Agency Location Code defined on primary bank account of payment method?	Is the Default ALC check box selected in the Define Federal Options window?	SF 1081 Results
Yes	No	Yes	<p>Exception: Transaction is not printed. Transaction is included in the log file with a message as to why it is not printed.</p> <p>Solution: Add the ALC to the Agency Location field on the bank account.</p>
Yes	No	No	<p>Exception: Transaction is not printed. Transaction is included in the log file with a message as to why it is not printed.</p> <p>Solution: Add the ALC to the Agency Location field on the bank account.</p>
No	N/A	Yes	ALC from the Define Federal Options window is used as the billing agency ALC.
No	N/A	No	<p>Exception: Transaction is not printed. Transaction is included in the log file with a message as to why it is not printed.</p> <p>Solution: Add payment method to the transaction or select the Default ALC check box in the Define Federal Options window.</p>

## Interagency Billing and Payment for SF 1080 Transactions Diagram

This diagram shows the Interagency Billing and Payment for SF 1080 Transactions diagram as described in Interagency Transactions Process for SF 1080, page 21-9.

### Interagency Billing and Payment for SF 1080 Transactions Diagram

#### SF 1080 Preparation

Billing agency prepares and prints SF1080 document in Receivables Transactions and Print Invoices modules, completing billing agency sections.

#### SF 1080 Billing

Billing agency sends SF 1080 to customer agency.

#### SF 1080 Payment

Upon receipt of SF 1080, customer agency completes customer agency sections. Customer agency enters invoice in Payables Invoice module. Payment is made in Payables Payments module.

#### Recording Interagency Receipt Transaction

Billing agency enters receipt in Receivables Receipts module.

#### SF 1080 Acknowledgement

Customer agency returns SF 1080 to billing agency for reconciliation or acknowledges transaction along with payment.

#### FMS Form 224 or FMS Form 1219/1220 Reporting

Billing agency reports receipt of transfer on FMS Form 224 or FMS Form 1219/1220 as a collection.

#### FMS Form 224 or FMS Form 1219/1220 Reporting

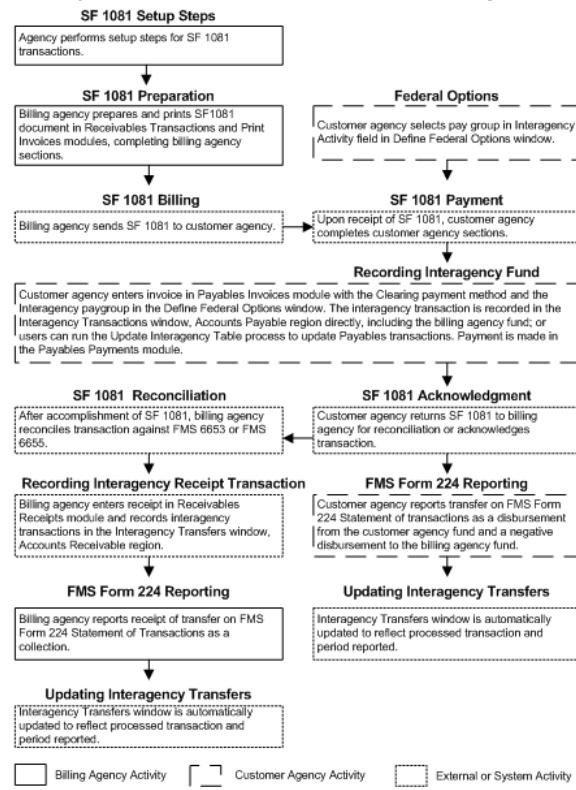
Customer agency reports transfer on FMS Form 224 or FMS Form 1219/1220 as a disbursement.

Billing Agency Activity     Customer Agency Activity     External or System Activity

### Interagency Billing and Payment for SF 1081 Transactions Diagram

The diagram shows the Interagency Billing and Payment for SF 1081 Transaction diagram as described in the Interagency Transactions Process for SF 1081, page 21-10.

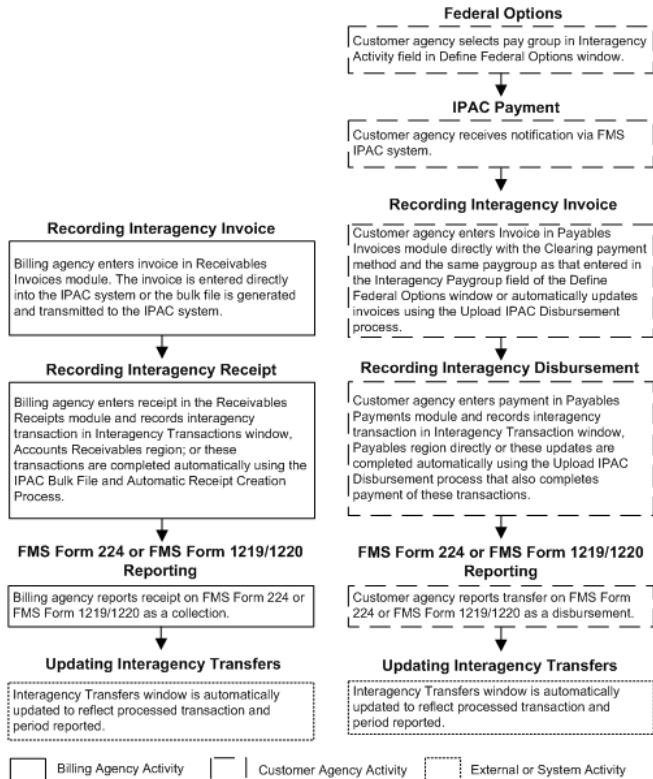
### Interagency Billing and Payment for SF 1081 Transactions Diagram



### Interagency Billing and Payment for IPAC Transactions Diagram

The diagram shows the Interagency Billing and Payment for IPAC Transactions diagram as described in the Interagency Transaction Process for IPAC Transactions, page 21-13.

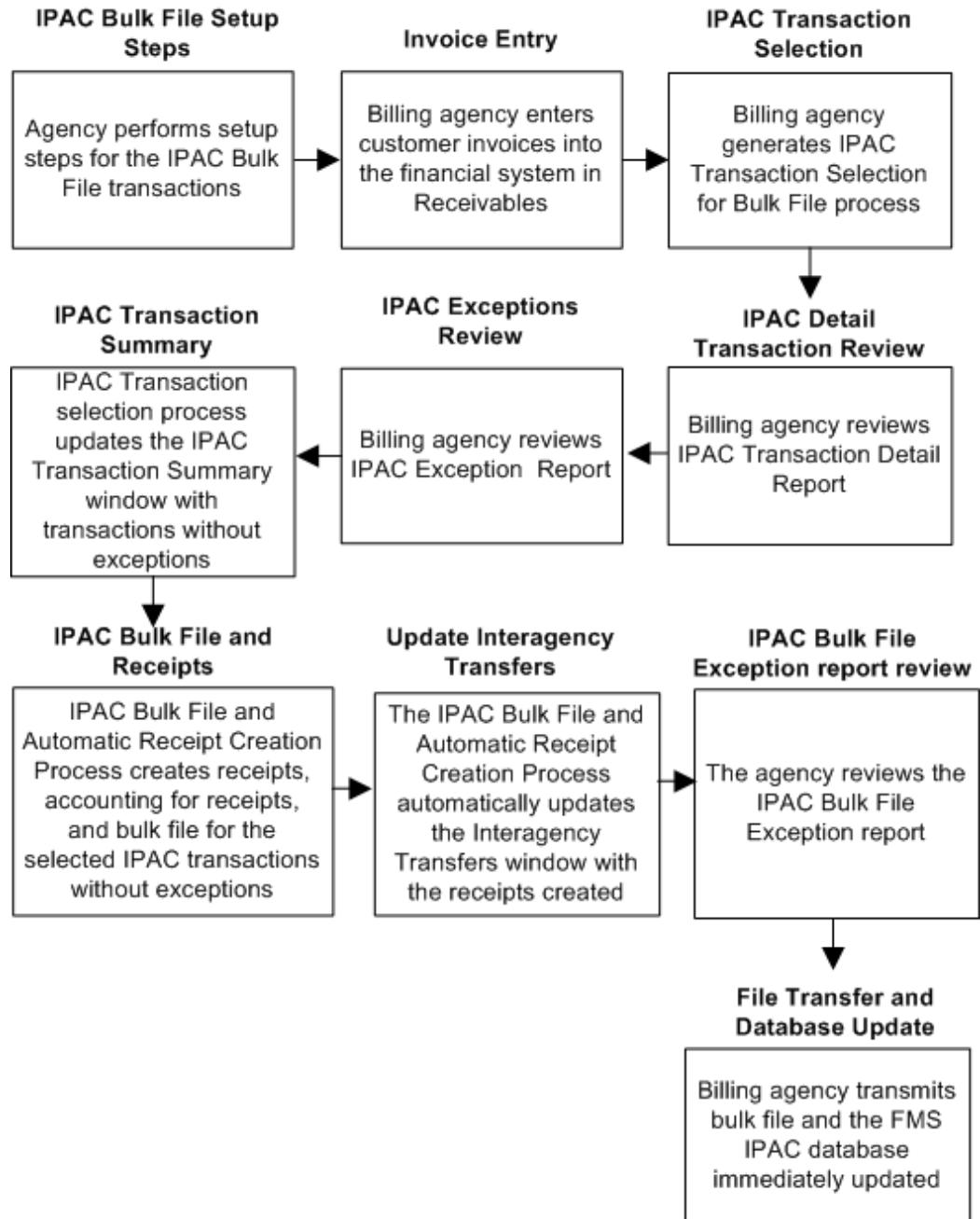
## ***Interagency Billing and Payment for IPAC Transactions Diagram***



## IPAC Bulk File and Automatic Receipt Creation Process Diagram

The diagram shows the IPAC Bulk File and Automatic Receipt Creation Process as described in IPAC Bulk File and Automatic Receipt Creation Process for Receivables Transactions, page 21-15.

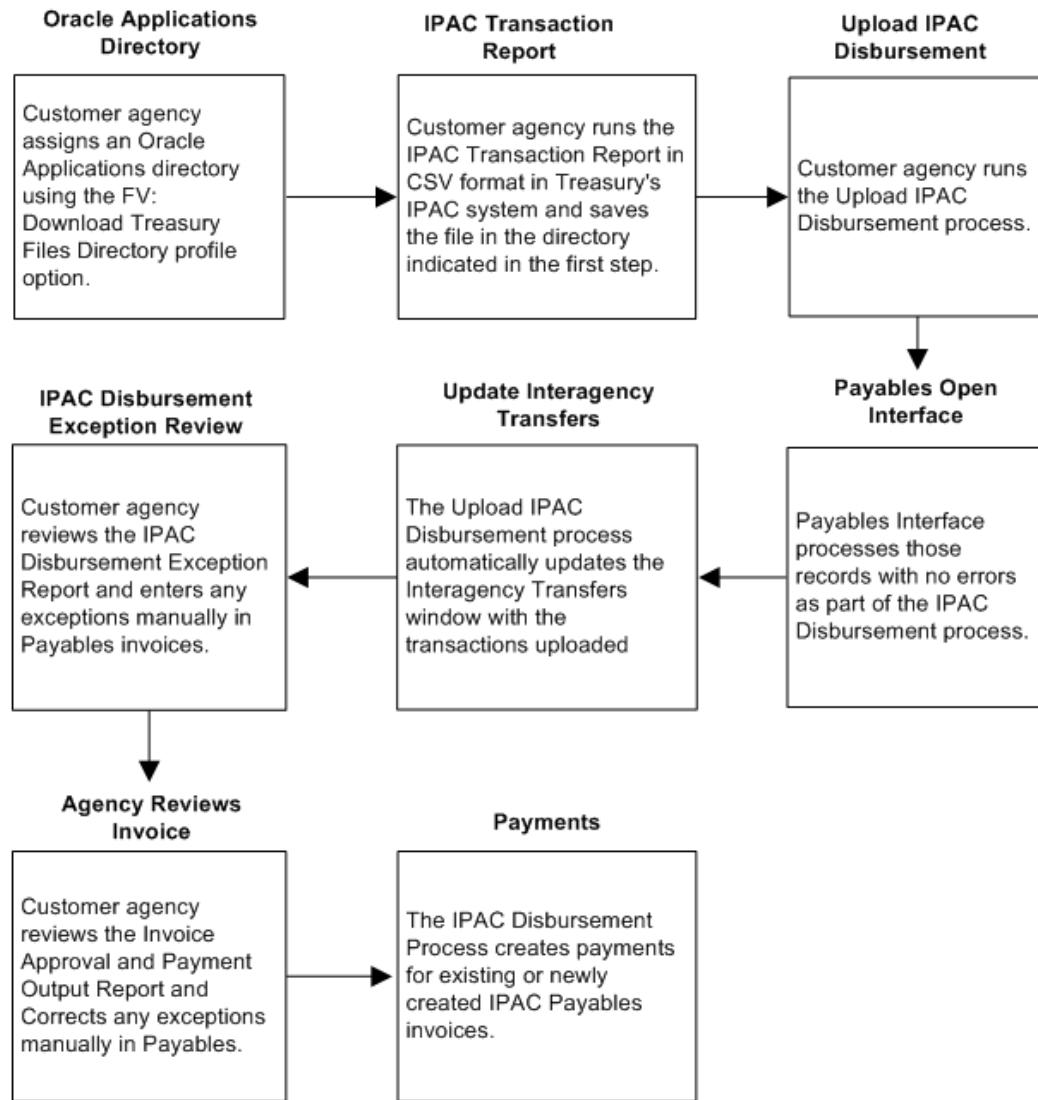
### IPAC Bulk File Process Diagram



### IPAC Disbursement Process Diagram

The diagram shows the IPAC Disbursement Process as described in the IPAC Disbursement Process for Transactions, page 21-16.

### IPAC Disbursement Process Diagram



## Interagency Transactions Processes

### Features

The Interagency Transactions process includes these features:

- SF 1080 Voucher for Transfers Between Appropriations and/or Funds report, used by billing agencies to initiate interagency transactions when the Department of Treasury is not the disbursing agency for at least one of the agencies.
- SF 1081 Voucher and Schedule of Withdrawals and Credits report, used by billing

agencies to initiate interagency transactions when the Department of Treasury disburses payments for both agencies.

- IPAC Billing bulk file, used by agencies to perform intra-governmental funds transfers when the transactions are initiated by the billing agency. Receipts are automatically created for transactions.
- IPAC disbursement that enables agencies to automatically record disbursements and payments billed by another agency through IPAC.
- Interagency Transfers window that enables billing agencies and customer agencies to record all interagency transactions to ensure proper reporting on the FMS Form 224 report or the FMS Form 1219 and 1220 reports.

## Interagency Transactions Process for SF 1080

The Interagency Transactions process for SF 1080 transactions includes these steps:

1. The billing and customer agencies enter required information in the Define Federal Options window. The billing agency must enter Agency Name and Address to be printed on the SF 1080.
2. The billing agency prepares and prints the SF 1080 in the Receivables Transactions and Print Invoices modules.

The Interagency Billing and Payment for SF 1080 Transactions Diagram, page 21-4 illustrates the Interagency Transactions processing cycle for SF 1080 transactions.

The billing agency enters:

- Billing agency department, bureau, and address
- Customer agency department, bureau, and address
- Details of amount billed
- Remittance name and address
- Accounting classification of billing agency

3. The billing agency forwards the SF 1080 to the customer agency.
4. Upon receipt, the customer agency ensures that the transaction is correct and completes:
  - Customer agency voucher number
  - Customer agency schedule number

- Paid by information
- Certification of customer office
- Accounting classification of billing agency

5. The customer agency enters the invoice in Payables.
6. After accomplishment, the customer agency returns the SF 1080 to the billing agency along with the payment.
7. If the Department of Treasury disburses payments for the agency, the customer agency reports the transaction as a disbursement on the FMS Form 224 report for the appropriate accounting period.  
If the Department of Treasury does not disburse payments for the agency, the customer agency reports the transactions as a disbursement on the FMS Form 1219/1220 report.
8. The billing agency enters the SF 1080 bill and receipt in Receivables.
9. If the Department of Treasury disburses payments for the agency, the billing agency reports the transaction as a collection on the FMS Form 224 report for the appropriate accounting period.  
If the Department of Treasury does not disburse payments for the agency, the billing agency reports the transaction as a collection on the FMS Form 1219/1220 report for the appropriate accounting period.

## Interagency Transactions Process for SF 1081

The Interagency Transactions process for SF 1081 transactions includes these steps:

1. The billing agency enters bank accounts that are used to receive funds in the Bank Accounts window. The ALC is defined for the bank account.
2. The billing and customer agencies enter required information in the Define Federal Options window. The billing agency must enter Agency Name and address to be printed on the SF 1081. Optionally, the billing agency selects an ALC value and selects the Default ALC check box. When the ALC check box is selected, the ALC value on the Define Federal Options window is used as the default billing agency ALC for transactions when the ALC cannot be determined. The customer agency must enter a paygroup in the Interagency Paygroup field to ensure that interagency transactions appear correctly on the FMS Form 224 report.
3. The billing agency defines the receipt class and payment method in the Receipt Classes window. A primary bank account is assigned to the payment method in the

Remittance Banks window. The Remittance Banks window is accessed by selecting the Bank Accounts button from the Receipt Classes window.

4. The billing agency adds customers in the Customers window assigning a primary bank account with the customer ALC for the billing location in the Customer Addresses window. Optionally, a primary payment method is assigned to the Payment Methods tab of the Customers window or the Customer Addresses window in Receivables.
5. The billing agency enters customer invoices in the financial application. These transactions can be entered directly into Oracle U.S. Federal Receivables or imported from an external application. Optionally, the payment method is assigned in the Paying Customer tab of the Transactions window.
6. The billing agency prepares and prints the SF 1081 by initiating one of the Invoice Print SF 1081 processes.

The Interagency Billing and Payment for SF 1081 Transactions Diagram, page 21-5 illustrates the Interagency Transactions processing cycle for SF 1081 transactions.

The billing agency enters:

- Transaction date
- Customer agency location code, department, bureau, and address
- Billing agency location code, department, bureau, and address
- Billing agency voucher number
- Billing agency appropriation, fund, or receipt symbol
- Amount billed
- Details of charges or reference to attached supporting documents
- Billing agency contact person, approval, and telephone number

7. The billing agency forwards the SF 1081 to the customer agency.
8. Upon receipt, the customer agency ensures that the transaction is correct.

The customer agency completes the following:

- Accounting period charge and credit are to be reported on customer agency Statement of Transactions
- Customer agency voucher number

- Customer agency appropriation, fund, or receipt symbol
- Amount billed
- Certification of customer office

9. The customer agency enters the invoice in Payables and records the operating unit, billing agency name, invoice number, and fund in the Accounts Payable region of the Interagency Transfers window. This allows the billing agency fund to be reported on the customer agency's FMS Form 224. Payment is entered in Payables with a Clearing payment method and the paygroup indicated in the Interagency Paygroup field of the Define Federal Options window. The customer agency can also run the Update Interagency Table process to update Payables transactions.

10. After accomplishment, the customer agency returns the SF 1081 to the billing agency or acknowledges the transaction.

11. The customer agency generates its FMS Form 224 report for the accounting period indicated on the SF 1081. If entered correctly in the Interagency Transfers window, the transaction is included in the FMS Form 224 report as a disbursement in Section I, column 3, and Section II, line 1 and as a negative disbursement to the Billing agency Fund in Section I, column 3, and Section II, line 1.

**Note:** If a payment with the Payment Method of Clearing and the pay group indicated in the Interagency Paygroup field of the Define Federal Options window is not entered in the Interagency Transfers window, Accounts Payable region, the transaction is not reported on the FMS Form 224 report. The transaction appears on the FMS Form 224 Exception Report for correction. To allow corrections to be made, Oracle recommends that the FMS Form 224 report be printed in Preliminary mode to determine if transactions were omitted before printing in Final mode for submission.

12. The billing agency receives the FMS 6653 Undisbursed Appropriation Account document or the FMS 6655 Unavailable Receipt Account Ledger document from FMS indicating accomplishment by the customer agency. The billing agency reconciles it against the completed transaction. Any errors must be resolved by contacting the customer agency or FMS.

13. The billing agency enters the SF 1081 receipt in Receivables. The receipt is also recorded in the Interagency Transfers window, Accounts Receivable region, to ensure proper reporting of the transaction on the FMS Form 224 report.

14. The billing agency reports the transaction on its FMS Form 224 report for the appropriate accounting period. The transaction is reported in Section I, column 2 as

a collection, and in Section II, line 1 as a negative disbursement.

**Note:** If the receipt is not entered in the Interagency Transfers window, Accounts Receivable region, the transaction is not reported on the FMS Form 224 report properly. The transaction is reported as a collection and is not reported as a negative disbursement in Section II.

### **Example: Billing Agency**

This example illustrates the SF 1081 interagency transaction performed from the point of view of the billing agency.

Agency ABC bills Agency XYZ using the SF 1081 Voucher and Schedule of Withdrawals and Credits document. Agency XYZ must effect a transfer in the amount of \$5,000 to fund 20X1234.

Agency ABC prints the SF 1081, specifying fund 20X1234 as the fund to receive the transfer.

Agency ABC waits for accomplishment from Agency XYZ. Receipt of either FMS 6653 or FMS 6655 from FMS is required to reconcile the transaction.

After reconciliation or the resolution of errors or discrepancies, Agency ABC is able to report the transfer as a collection on its FMS Form 224 report by entering the receipt in Receivables and in the Interagency Transfers window.

### **Example: Customer Agency**

This example illustrates the same transaction performed from the point of view of the customer agency.

Agency XYZ receives the SF 1081 Voucher and Schedule of Withdrawals and Credits document from Agency ABC initiating the transfer in the amount of \$5,000 to fund 20X1234.

Agency XYZ enters an invoice in Payables, completes the SF 1081, enters 20X1234 in the Interagency Transfers window as Billing Agency Fund to receive the transfer, and processes the payment.

After accomplishment, Agency XYZ returns the completed SF 1081, if required, and prints its FMS Form 224 report for submission to FMS. FMS generates an FMS 6653 or FMS 6655 and sends it to the billing agency.

## **Interagency Transaction Process for IPAC Transactions**

The Interagency Transaction Process consists of these steps. The Interagency Billing and Payment for IPAC Transactions Diagram, page 21-6 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 Oracle U.S. Federal Financials.

4. The customer agency is notified of the IPAC bill through the FMS IPAC system.
5. The billing agency records the receipt of IPAC Receivables in the Interagency Transactions window, Accounts Receivable region, to ensure proper reporting on the FMS Form 224 report or the FMS Form 1219/1220 report.

Alternatively, the receipt is automatically recorded in the Interagency Transactions window, Accounts Receivable region if the IPAC Bulk File is created.

6. The customer agency enters the invoice in Payables directly with the Clearing payment method and the Interagency paygroup indicated in the Define Federal Options window, or automatically updates invoices by using the Upload IPAC Disbursement process.
7. The customer agency approves the invoice in Payables and records the transaction in the Interagency Transfers window, Accounts Payable region for the FMS 224 and FMS 1219/1220 processes or reviews the payable transaction generated from the Upload IPAC Disbursement Process. The process creates payments against existing or newly created IPAC transactions.
8. If the Department of Treasury is disbursing payments, the billing agency generates its FMS Form 224 report for the accounting period indicated on the IPAC bill. The transaction is reported. If the receipt is not entered in the Accounts Receivable region of the Interagency Transfers window, the transaction will not be reported properly as a negative disbursement in Section II on the FMS Form 224 report.

If the Department of Treasury is not disbursing payments, the billing agency generates its FMS Form 1219/1220 report for the accounting period indicated on the IPAC bill. The transaction is reported. If the receipt is not entered in the Accounts Receivable region of the Interagency Transfers window, the transaction will not be reported properly on the FMS Form 1219/1220 report.

9. If the Department of Treasury is disbursing payments, the customer agency

generates its FMS Form 224 for the accounting period indicated on the IPAC bill. If entered correctly in the Accounts Payable region in the Interagency Transfers window, the transaction is included in the report as an interagency disbursement.

If the Department of Treasury is not disbursing payments, the customer agency generates the FMS Form 1219/1220 for the accounting period indicated on the IPAC bill. If entered correctly in the Interagency Transfers window, the transaction is included in the report as an interagency disbursement.

**Note:** If a payment with the Payment Method of Clearing and the paygroup indicated in the Interagency Paygroup field of the Define Federal Options window is not entered in the Interagency Transfers window, Accounts Payable region, the transaction is not reported on the FMS Form 224 report or the FMS Form 1219/1220 report. The transaction appears on the FMS Form 224 Exception Report or the FMS Form 1219/1220 Exception Report for correction. To allow corrections to be made, Oracle recommends that the FMS Form 224 or the FMS Form 1219/1220 be printed in Preliminary mode to determine if transactions were omitted before printing in Final mode for submission.

## IPAC Bulk File and Automatic Receipt Creation Process for Receivables Transactions

The IPAC Bulk File process includes these steps. The IPAC Billing Bulk File Process Diagram, page 21-7 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 enters customer invoices in Receivables. The purchase order number is entered in the More tab of the Transactions window.  
These transactions can be entered directly into Oracle U.S. Federal Receivables or imported from an external application.
6. The billing agency initiates the IPAC Transaction Selection process.

The IPAC 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.

7. When appropriate, billing agency users can generate the IPAC Bulk File and Automatic Receipt Creation process 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.

In addition, the transactions included in the file are updated in the Interagency Transactions window, Accounts Receivable region. Exception records can be viewed on the IPAC Bulk File Exception Report. Transactions with an exception are not reported in the IPAC Bulk File; however users can correct transactions causing an exception. After correcting the exception, users must rerun the IPAC Bulk File and Automatic Receipt Creation process to include the corrected transactions on the next bulk file.

8. The process automatically creates receipts for IPAC transactions reported on the bulk file.
9. The FMS IPAC database is updated immediately after successful transmission of the IPAC Bulk File.

## IPAC Disbursement Process for Transactions

The IPAC Disbursement process includes these steps. The IPAC Disbursement Process Diagram, page 21-8 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. This process performs these tasks:

- Delineates disbursement records
- Edits purchase order number to determine if it is valid

The purchase order number must be provided in the following format:

PO #/Line #

Users can provide just the purchase order number and the process defaults the line to 1.

An Exception report is produced for records that have invalid purchase order numbers, invalid line numbers, inactive purchase orders numbers, purchase order numbers that are closed, and recurring invoices that cannot be determined.

- Extracts the fields from Treasury IPAC file and loads the records into the Payables Open Interface tables. The Interagency Billing and Payment for SF 1081 Transactions Diagram, page 21-17 and the Interagency Billing and Payment for IPAC Transactions Diagram, page 21-18 describe the table mappings for the Payables Invoices Interface.

The following table describes the Payables Invoices Interface Columns.

***Payables Invoices Interface Columns***

<b>Treasury's IPAC File and Values Inserted in Columns</b>	<b>Payables Invoices Interface Columns</b>
	<b>* indicates that this is a required field in the interface</b>
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

---

<b>Treasury's IPAC File and Values Inserted in Columns</b>	<b>Payables Invoices Interface Columns</b>
	<b>* indicates that this is a required field in the interface</b>
IPAC Disbursement Reference Number: (insert Reference Number), Quantity: (insert Quantity), Unit Price: (insert Unit Price), Contract Number: (insert Contract Number)	Description (PO Description if not entered)
Current Date that transactions are loaded into the Interface tables	Creation_Date
Userid of the person or organization that loads this record into the table	Created_By
Clearing	Payment_Method_Lookup_Code
Default from the Interagency Paygroup on the Define Federal Options window for the Org ID of the person running the import	Pay_Group_Lookup_Code

---

The following table describes the Payables Invoices Lines Interface Columns.

***Payables Invoice Lines Interface Columns***

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<b>Treasury's IPAC File and Values Inserted in Columns</b>	<b>Payables Invoice Lines Interface Columns</b>
	<b>* indicates that this is a required field in the interface</b>
sequential number assigned during import - same as header	Invoice_ID *
	Invoice_line_ID *
ITEM	Line_Type_Lookup_Code *
Accounting Date	Accounting_Date

---

Treasury's IPAC File and Values Inserted in Columns	Payables Invoice Lines Interface Columns
<b>* indicates that this is a required field in the interface</b>	
Description	Description
Purchase Order Number	PO_Number
Purchase Order Number	PO_Line_Number

- Automatically updates and approves invoices that have passed pre edits or have not been placed on hold
- Automatically creates payment batch with the payment date as of the accomplished date on the IDAC file
- Automatically updates the Interagency Transfers window for those invoices approved and paid

FV\_IPAC\_IMPORT and FV\_IPACT\_IMPORT\_HISTORY store the IPAC Disbursement File data. FV\_IPAC\_IMPORT initially stores and validates IPAC import data. FV\_IPAC\_IMPORT\_HISTORY stores only validated IPAC data.

4. After the Payables Open Interface tables are loaded, the Payables Interface processes those records with no errors.
5. The Upload IPAC Disbursement process automatically updates the Interagency Transfers window, Accounts Payable region for the invoices created.
6. The customer agency reviews the IPAC 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

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

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

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

Printing Transactions, *Oracle Receivables User Guide*

Entering Basic Invoices in the Invoice Workbench, *Oracle Payables User Guide*

Recording Manual Payments and Wire Transfers, *Oracle Payables User Guide*

Paying Invoices with Clearing Payments, *Oracle Payables User Guide*

Refunds, page 19-1

Interagency Transaction Procedures, page 22-1

FMS Form 224 Statement of Transactions Report Procedures, page 27-1

FMS Form 1219/1220 Report Procedures, page 29-1

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

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## Interagency Transaction Procedures

### Overview of Interagency Transaction

Interagency transactions are transfers between federal agencies for which the Department of Treasury disburses payments. Oracle U.S. Federal Financials provides the SF 1080 Voucher for Transfers Between Appropriations and/or Funds document, the SF 1081 Voucher and Schedule of Withdrawals and Credits document, and the Interagency Transfers window to allow agencies to process these transactions.

The Interagency Transfers window stores interagency transfer information for the billing agency and the customer agency to ensure proper reporting on the FMS Form 224 report or the FMS Form 1219 and 1220 reports.

### SF 1080 Voucher for Transfers Between Appropriations and/or Funds

The SF 1080 Voucher for Transfers Between Appropriations and/or Funds is used as a charge document and disbursement voucher by billing and customer agencies to process transactions between two or more appropriation, fund, or receipt accounts when the Department of Treasury does not disburse payments for at least one of the agencies.

### SF 1081 Voucher and Schedule of Withdrawals and Credits

The SF 1081 Voucher and Schedule of Withdrawals and Credits is used as a combined billing and payment document by billing and customer agencies to process transactions between two or more appropriation, fund, or receipt accounts when the Department of Treasury disburses payments for both agencies. The SF 1081 Voucher and Schedule of Withdrawals and Credits transfers payments between two agencies using a paper invoice.

### Intra-governmental Payment and Collection System (IPAC)

IPAC is a government-owned internet application that performs intra-governmental

funds transfers. The Department of Treasury's IPAC application enables users to enter transactions online or through bulk file transmission. Oracle U.S. Federal Financials produces an IPAC bulk file for Accounts Receivable transactions when generating bills to other federal agencies. Bulk file transmission includes building a file from the user's accounting systems and transmitting the file to the Department of Treasury through the IPAC application.

### **IPAC 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 table, page 22-18, lists the transactions selected from the IPAC Transaction Selection Process. The IPAC Exception Report, described in the IPAC Disbursement Exception Report Description table, page 22-19 lists discrepancies in reporting requirements that include missing required fields.

### **IPAC Disbursements Process**

In addition to IPAC billing, an agency can upload IPAC disbursement transactions generated by another agency. The receiving agency downloads the IPAC Transaction Report in CSV format and saves it in a directory in the Oracle Application. This directory is determined when you set up the FV: Download Treasury Files Directory profile option.

The agency runs the Upload IPAC Disbursement concurrent process that performs these tasks:

- Delineates disbursement records
- Edits Purchase Order Number to determine if it is valid

An Exception report is produced for those records that have invalid purchase order numbers, invalid line numbers, inactive purchase order numbers, purchase orders closed, and recurring invoices cannot be determined.

- Extracts the fields from Treasury's IPAC file and inputs the records into the Payables Open Interface tables
- Automatically validates and approves invoices that have passed pre-edits or have not been placed on hold
- Automatically creates a payment process request

- Automatically updates the Interagency Transfers window for those invoices approved and paid

The agency continues to process the transactions using the Oracle Public Sector Payables Open Interface. If any transactions fail edits in the interface, the customer agency must manually correct those items.

The Upload IPAC Disbursement process automatically updates the FV\_Interagency\_Funds table or the customer agency must update the Interagency Transfers window manually for the invoices created.

The Upload IPAC Disbursement process generates these reports:

- IPAC Disbursement Exception Report as described in the IPAC Disbursement Exception Report Description table, page 22-46
- Invoice Approval and Payment Output Report as described in the Invoice Approval and Payment Output Report table, page 22-46

## Related Topics

FMS Form 224 Statement of Transactions Process, page 26-1

FMS Form 224 Statement of Transactions Report Procedures, page 27-1

FMS Form 1219/1220 Report Procedures, page 29-1

FMS Form 1219/1220 Process, page 26-1

Interagency Billing and Payment for SF 1080 Transactions Diagram, page 21-3

Interagency Transactions Process for SF 1080, page 21-9

Interagency Billing and Payment for SF 1081 Transactions Diagram, page 21-4

Interagency Transactions Process for SF 1081, page 21-10

Interagency Billing and Payment for IPAC Transactions Diagram, page 21-5

IPAC Bulk File and Automatic Receipt Creation Process Diagram, page 21-6

Interagency Transaction Process for IPAC Transactions, page 21-13

IPAC Disbursement Process Diagram, page 21-7

IPAC Disbursement Process for Transactions, page 21-16

Interagency Transaction Processes, page 21-1

Payables Open Interface Tables, *Oracle Payables User Guide*

## Prerequisites

- Access to Receivables is required for the billing agency to set up customers and

perform receivables activities.

- Access to Payables is required for the customer agency to enter invoices and process payments associated with interagency transactions.
- The billing agency must set up the customer agency using the Receivables Customers window, assigning a primary bank account with the customer ALC for the billing location in the Customer Addresses window.
- The Customer Class must be defined as FEDERAL for customers to be selected for the IPAC bulk file.
- The Receiver Department Code must be defined for federal customers in the Trading Partner descriptive flexfield of the Customers window for the IPAC bulk file.
- The Agency Address must be provided in the Define Federal Options window to appear on the SF 1080 Voucher for Transfers Between Appropriations and/or Funds. Select the default ALC check box to designate that the ALC is to be used as the default on the SF 1081 Voucher and Schedule of Withdrawals and Credits documents. The Interagency Paygroup must be provided for interagency transactions to appear correctly on the customer agency's FMS Form 224 report or the FMS Form 1219 and 1220 reports.
- The payment method must be entered in the Paying Customer tab of the Transactions window in Receivables to indicate the ALC other than the default ALC or when the default ALC is not used for the SF 1081 Voucher and Schedule of Withdrawals and Credits document or the IPAC bulk file.
- Fund information must be provided for each applicable fund in the Define 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.
- The billing agency should define Transaction Types or Profile Classes to restrict the printing of the SF 1081 Voucher and Schedule of Withdrawals and Credits and the SF 1080 Voucher for Transfers Between Appropriations and/or Funds invoices and to be used in the selection criteria for IPAC transactions.
- The Disbursing Office (DO) code must be entered in the Alternate Name field in the Remit-To-Addresses window in Receivables for the IPAC bulk file.
- A purchase order must be created for the IPAC transaction disbursement, and the agency must communicate the purchase order number and line number to the agency generating the IPAC transaction in the following format:

PO #/Line #

- The directory for downloading the IPAC Transaction Report file must be set up using the FV: Download Treasury Files Directory profile option.  
To setup the download directory for the IPAC Transaction Report file, see: *Specify Profile Options, Oracle U.S. Federal Financials Implementation Guide*
- The profile option AP: Use Invoice Batch Controls must be set to Yes at the responsibility level.  
To setup the AP: Use Invoice Batch Controls profile option, see: *Specify Profile Options, Oracle U.S. Federal Financials Implementation Guide*
- The Load Federal Financials Seed Data process must be run to seed Payables lookups for the IPAC Disbursement process.
- If creating a recurring invoice for IPAC disbursements, the payment method must be clearing and the Pay Group should be the same Pay Group defined in the Federal Options window, Interagency Tab.
- Set up a document name with a Clearing payment method for the bank account that is to be used for IPAC disbursements.

## Related Topics

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

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

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

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

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

*Entering Transactions, Oracle Receivables User Guide*

*Overview of Purchase Orders, Oracle Purchasing User Guide*

## Generating the SF 1080 Voucher for Transfers Between Appropriations and/or Funds

These procedures are used to print SF 1080 Voucher for Transfers Between Appropriations and/or Funds:

### Print New SF 1080 Invoices

**To print the new SF 1080 Voucher for Transfers Between Appropriations and/or Funds Invoices:**

**Note:** This procedure is only performed by the billing agency.

1. Navigate to the Submit Request window.
2. In the Name field, select Invoice Print New SF 1080.
3. In the Operating Unit field, select an operating unit.
4. In the Order By field, select the sort field.
5. In the Transaction Class field, select a transaction class.
6. In the Transaction Type field, select a transaction type.
7. In the Transaction Number Low and Transaction Number High fields, enter the low and high transaction numbers
8. In the Print Date Low and Print Date High fields, enter the beginning and ending dates of the invoices to be printed.
9. In the Customer Profile Class field, select a customer profile class.

**Note:** Select the customer profile class established for customers that should receive SF 1080 invoices if Customer Profile Class is used to restrict the printing of SF 1080 invoices.

10. In the Open Invoices Only field, select either Yes or No.
11. In the Office Charged field, enter the name of the accounting classification of the office charged.

## Print Selected SF 1080 Invoices

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

**Note:** This procedure is only performed by the billing agency.

1. Navigate to the Submit Requests window.
2. In the Name field, select Invoice Print Selected SF 1080.
3. In the Operating Unit field, enter an operating unit.

4. In the Order By field, enter the sort field.
5. In the Transaction Class field, select a transaction class.
6. In the Transaction Type field, select a transaction type.

**Note:** Select the transaction type established for SF 1080 invoices if transaction type is used to restrict the printing of SF 1080 invoices.
7. In the Transaction Number Low and Transaction Number High fields, enter the beginning and ending numbers of the invoices to be printed.
8. In the Print Date Low and Print Date High fields, enter the beginning and ending dates of the invoices to be printed.
9. In the Customer Profile Class field, select a customer profile class.

**Note:** Select the customer profile class established for customers who receive SF 1080 invoices if Customer Profile Class is used to restrict the printing of SF 1080 invoices.
10. In the Customer Class field, select a customer class.
11. In the Customer field, select a customer.
12. In the Open Invoices Only field, select either Yes or No.
13. In the Office Charged field, enter the name of the accounting classification of the office charged.

## Print Batch of SF 1080 Invoices

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

**Note:** This procedure is only performed by the billing agency

1. Navigate to the Submit Requests window.
2. In the Name field, select Invoice Print Batch of SF 1080.
3. In the Operating Unit field, select an operating unit.
4. In the Order By field, select a sort order or use the default value.

5. In the Batch field, select a batch.
6. In the Transaction Class field, select a transaction class.
7. In the Transaction Type field, select a transaction type.

**Note:** Select the transaction type established for SF 1080 invoices if transaction type is used to restrict the printing of SF 1080 invoices.

8. In the Transaction Number Low and Transaction Number High fields, enter the low and high transaction numbers.
9. In the Print Date Low and Print Date High fields, enter the beginning and ending dates of the invoices to be printed.
10. In the Customer Profile Class field, select a customer profile class.

**Note:** Select the customer profile class established for customers who receive SF 1080 invoices if Customer Profile Class is used to restrict the printing of SF 1080 invoices.

11. In the Customer Class field, select a customer class.
12. In the Customer field, select a customer.
13. In the Open Invoices Only field, select Y for Yes or N for No.
14. In the Office Charged field, enter the name of the accounting classification of the office charged.

## Related Topics

Entering Transactions, *Oracle Receivables User Guide*.

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

The following table describes the SF 1080 Voucher for Transfers Between Appropriations and/or Funds Document.

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

<b>Line</b>	<b>Description</b>	<b>Responsible</b>
Voucher No.	Voucher number assigned by customer agency	Customer agency
Schedule No.	Schedule number assigned by customer agency	Customer agency
Department, establishment, bureau, or office receiving funds	Name and address of station receiving funds	Billing agency
Bill No.	Invoice number	Billing agency
Paid By	Stamp designated by customer agency	Customer agency
Department, establishment, bureau, or office charged	Name and address of station being charged	Billing agency
Order No.	Order identifying number	Billing agency
Date of Delivery	Date article or services delivered	Billing agency
Article or Services	Description of article or services	Billing agency
Quantity	Quantity of article or services billed	Billing agency
Unit Cost	Cost of article or services	Billing agency
Price Per	Unit of measure to define cost	Billing agency
Amount	Quantity multiplied by the unit price cost	Billing agency
Total	Total of all amounts billed	Billing agency
Remittance in payment hereof should be sent to	Remittance name and address of station receiving funds	Billing agency
Accounting Classification - Office Receiving Funds	Accounting classification of the bill	Billing agency

Line	Description	Responsible
Certificate of Office Charged	Certification of customer agency	Customer agency
Date	Certification date	Customer agency
Authorized administrative or certifying officer	Signature of authorized certifying officer	Customer agency
Title	Title of certifying officer	Customer agency
Accounting Classification - Office Charged	Payable accounting classification	Customer agency
Paid by Check No.	Check number	Customer agency

## Generating SF 1081 Voucher and Schedule of Withdrawals and Credits

These procedures are used to print SF 1081 Voucher and Schedule of Withdrawals and Credits:

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

### Print New SF 1081 Invoices

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

**Note:** This procedure is only performed by the billing agency.

1. Navigate to the Submit Request window.
2. In the Name field, select Invoice Print New SF 1081.
3. In the Operating Unit field, select an operating unit.
4. In the Transaction Class field, select a transaction class.
5. In the Transaction Type field, select a transaction type.

**Note:** Select the transaction type established for SF 1081 invoices if

transaction type is used to restrict the printing of SF 1081 invoices.

6. In the Transaction Number Low and Transaction Number High fields, enter the low and high transaction numbers.
7. In the Print Date Low and Print Date High fields, enter the beginning and ending dates of the invoices to be printed.
8. In the Customer Profile Class field, select a customer profile class.

**Note:** Select the customer profile class established for customers who receive SF 1081 invoices if Customer Profile Class is used to restrict the printing of SF 1081 invoices
9. In the Customer Class field, select a customer class.
10. In the Customer field, select a customer.
11. In the Customer ALC, select the agency location code of the customer agency to be billed.
12. In the Prepared By field, enter the name of the billing agency's contact person.
13. In the Approved By field, enter the name of the person approving the SF 1081 Voucher and Schedule of Withdrawals and Credits.
14. In the Tel #1 (999-999-9999) field, enter the telephone number of the billing agency's contact person.
15. In the Tel #2 (999-999-9999) field, enter the fax number of the billing agency's contact person.
16. In the Open Invoices Only field, select either Yes or No.
17. In the Details of Charges field, enter any additional information up to 100 characters, as shown in the SF 1081 Voucher and Schedule of Withdrawals and Credits Document Description, page 22-14table.

## Print Selected SF 1081 Invoices

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

**Note:** This procedure is performed only by the billing agency.

1. Navigate to the Submit Request window.
2. In the Name field, select Invoice Print Selected SF 1081.
3. In the Operating Unit field, select an operating unit.
4. In the Transaction Class field, select a transaction class.
5. In the Transaction Type field, select a transaction type.

**Note:** Select the transaction type established for SF 1081 invoices if transaction type is used to restrict the printing of SF 1081 invoices.

6. In the Transaction Number Low and Transaction Number High fields, enter the beginning and ending numbers of the invoices to be printed.
7. In the Print Date Low and Print Date High fields, enter the beginning and ending dates of the invoices to be printed.
8. In the Customer Profile Class field, select a customer profile class.

**Note:** Select the customer profile class established for customers who receive SF 1081 invoices if Customer Profile Class is used to restrict the printing of SF 1081 invoices

9. In the Customer Class field, select a customer class.
10. In the Customer field, select a customer.
11. In the Customer ALC field, select the agency location code of the customer agency to be billed.
12. In the Prepared By field, enter the name of the billing agency's contact person.
13. In the Approved By field, enter the name of the person approving the SF 1081 Voucher and Schedule of Withdrawals and Credits.
14. In the Tel #1 (999-999-9999) field, enter the telephone number of the billing agency's contact person.
15. In the Tel #2 (999-999-9999) field, enter the fax number of the billing agency's contact person.
16. In the Open Invoices Only field, select either Yes or No.
17. In the Details of Charges field, enter any additional information up to 100

characters, as shown in the SF 1081 Voucher and Schedule of Withdrawals and Credits Document Description, page 22-14 table.

## Print Batch of SF 1081 Invoices

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

**Note:** This procedure is performed only by the billing agency.

1. Navigate to the Submit Request window.
2. In the Name field, select Invoice Print Batch SF 1081.
3. In the Operating Unit field, select an operating unit.
4. In the Batch field, select a batch.
5. In the Transaction Class field, select a transaction class.
6. In the Transaction Type field, select a transaction type.

**Note:** Select the transaction type established for SF 1081 invoices if transaction type is used to restrict the printing of SF 1081 invoices.

7. In the Transaction Number Low and Transaction Number High fields, enter the beginning and ending numbers of the invoices to be printed.
8. In the Print Date Low and Print Date High fields, enter the beginning and ending dates of the invoices to be printed.
9. In the Customer Profile Class field, select a customer profile class.

**Note:** Select the profile class established for customers that should receive SF 1080 invoices if profile class is used to restrict the printing of SF 1081 invoices.

10. In the Prepared By field, enter the name of the billing agency's contact person.
11. In the Approved By field, enter the name of the person approving the SF 1081 Voucher and Schedule of Withdrawals and Credits.
12. In the Tel #1 (999-999-9999) field, enter the telephone number of the billing agency's contact person.

13. In the Tel #2 (999-999-9999) field, enter the fax number of the billing agency's contact person.
14. In the Open Invoices Only field, select either Yes or No.

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

The following table describes the header section of the SF 1081 Voucher and Schedule of Withdrawals and Credits document.

**SF 1081 Voucher and Schedule of Withdrawals and Credits Document Description Table, Header Section**

Line	Description	Responsible
Charge and Credit Will be Reported on Customer Agency Statement of Transactions for Accounting Period Ending	Accounting month in which transaction is reported by customer agency; accomplish date	Customer agency
Transaction Date	Document preparation date	Billing agency
Document No.	Document identifying number	Billing agency

The following table describes the SF 1081 Voucher and Schedule of Withdrawals and Credits document, Customer Agency.

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

Line	Description	Responsible
Agency Location Code	ALC of accounting station being billed	Billing agency
Voucher No.	Voucher number assigned by customer agency	Customer agency
Department	Name of station being billed	Billing agency
Bureau	Bureau name of station being billed	Billing agency

Line	Description	Responsible
Address	Address of station being billed	Billing agency
Appropriation, Fund, or Receipt Symbol	Accounting classification charged	Customer agency
Amount	Amount adjusted or billed to	Customer agency
Total	Total of all amounts billed	Customer agency

The following table describes the SF 1081 Voucher and Schedule of Withdrawals and Credits document, Billing Agency.

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

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

The following table describes the SF 1081 Voucher and Schedule of Withdrawals and Credits document, Billing Agency Contact.

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

Line	Description	Responsible
Prepared By	Person preparing SF 1081	Billing agency
Approved By	Person approving SF 1081	Billing agency
Telephone No.	Telephone number of person approving SF 1081	Billing agency
Certification of Customer Office	Certification by customer agency	Customer agency

## Initiating the IPAC Transaction Selection

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 Operating Unit field, select an operating unit.
4. In the Profile Class field, optionally select the profile class.
5. In the Customer Category field, optionally select the customer category.
6. In the Customer field, optionally enter the customer.
7. In the Transaction Type field, optionally select the transaction type.
8. 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.
9. In the Contact Telephone Number field, enter the telephone number.

## Viewing and Excluding IPAC Transactions

To view and exclude transactions selected by the IPAC Transaction Selection Process, navigate to the IPAC Transaction Summary window.

The following table describes selected fields on the IPAC Transaction Summary window.

### ***IPAC Transaction Summary Window Description***

Field Name	Description
Operating Unit	Operating unit of the record.  <b>Note:</b> The list of values include operating units assigned to the MO: Security profile.
ALC	Unique agency identifier for treasury/billing agency location code  <b>Note:</b> The ALC is determined by IPAC Bulk File and Automatic Receipt Creation process from the bank account assigned to the Receipt Method parameter.
Exclude	If selected, record is not included on the IPAC Bulk File  <b>Note:</b> If the Processed check box is selected, the Exclude check box cannot be updated.
Processed	If selected, indicates successful completion of IPAC Bulk File process  <b>Note:</b> If selected, the Exclude check box cannot be updated.
Accounted	If selected, indicates successful creation of accounting for the receipt
Date Processed	Derived from system date and populated upon successful completion of IPAC Billing Data upload program

## IPAC Transaction Detail Report Description

The following table describes IPAC Transaction Detail Report, Header section.

### ***IPAC Transaction Detail Report Description***

<b>Column</b>	<b>Description</b>
Header Section	Ledger, organization name, report date, page number, customer, customer category, transaction type, profile class, high and low transaction dates, and Contact telephone number.
Sender DO Symbol	Disbursing office symbol for sending the agency location code
Customer ALC	Customer agency location code

The following table describes IPAC Transaction Detail Report, Customer Name section.

### ***IPAC Transaction Detail Report Description, Customer Name Section***

<b>Column</b>	<b>Description</b>
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

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Column	Description
Unit Price	Unit price
Amount	Transaction amount
Sender Appr	Sender appropriation

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## IPAC Exception Report Description

The following table describes the IPAC Exception report.

### *IPAC Exception Report Description*

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Column	Description
Header Section	Ledger, organization name, report date, page number
Sender DO Symbol not found in Remit-To Alt Name field	Sender disbursing office symbol code not found in the Remit-To Alternate Name field
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

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Column	Description
Purchase Order Number not found for:	Lists transactions numbers, transaction dates, and amounts for which purchase order numbers cannot be found
Original IPAC Document Number not found for:	Lists transactions numbers, transaction dates, and amounts for which original IPAC document numbers cannot be found
Invoice Number not found for:	Lists transaction dates and amounts for which invoice numbers cannot be found
Amount not found for:	Lists transactions numbers, transaction dates, and amounts for which amounts cannot be found
Quantity not found for:	Lists transactions numbers, transaction dates, line numbers, and amounts for which quantities cannot be found
Unit Price not found for:	Lists transactions numbers, transaction dates, line numbers, and amounts for which unit prices cannot be found
Unit of Issue not found for:	Lists transactions numbers, transaction dates, line numbers, and amounts for which units of issue cannot be found

## Generating the IPAC Bulk File

### To run the IPAC Bulk File and Automatic Receipt Creation process:

1. Navigate to the Submit Requests window.
2. In the Name field, select IPAC Bulk File and Automatic Receipt Creation process.
3. In the Operating Unit field, select an operating unit.
4. In the Receipt Method field, select the receipt method.
5. In the Receipt Date field, enter the receipt date.
6. In the GL Date field, enter the GL date.

## IPAC Bulk File Format

Oracle U.S. Federal Financials provides the data required to create an IPAC data file to be transmitted using the IPAC interface. The IPAC Bulk File for uploading data from the agency to the Department of Treasury's IPAC application contains these record types:

- File Identifier Record
- Batch Header IPAC Record
- Transaction Header IPAC Record
- Transaction Detail IPAC Record
- Transaction SGL IPAC Record

## IPAC Bulk File Format Description

The following table describes the IPAC Bulk File Format, File Identifier Record.

### *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

The following table describes the IPAC Bulk File Format, Batch Header Record.

### *IPAC Bulk File Format Description, Batch Header Record*

Number	Field Name	Description	Required	Start	End	Length
1.	Record Type	B (Record Type - Batch)	Yes	1	1	Char 01

<b>Number</b>	<b>Field Name</b>	<b>Description</b>		<b>Start</b>	<b>End</b>	<b>Length</b>
2.	Application ID	Application identifier, IPAC	Yes	2	5	Char 04
3.	Total Number of Records	Total number of records in the file including File Identifier, Batch, Header, Detail, SGL and Post SGL records.	Yes	6	13	Num 06
4.	File ID Number	Optional unique identification number assigned by the Agency. If used, the suggested format is ALC (8 characters), Date (CCYYMMDD), 3 position sequential number. This number is used by IPAC to identify duplicate transmissions.	No	14	32	Char 19

The following table describes the IPAC Bulk File Format, Payment/Collection Transaction Header.

**IPAC Bulk File Format Description, Payment/Collection Transaction Header**

<b>Number</b>	<b>Field Name</b>	<b>Description</b>		<b>Start</b>	<b>End</b>	<b>Length</b>
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

<b>Number</b>	<b>Field Name</b>	<b>Description</b>		<b>Start</b>	<b>End</b>	<b>Length</b>
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_CUSTOM ERS window	Yes	24	31	Num 08
5.	Sender DO Symbol	Sender disbursing office symbol for ALC sending the transaction. Use Alt Name field in Remit-To_Address window.	Yes	32	36	Char 05
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

The following table describes the IPAC Bulk File, Adjustment Header.

***IPAC Bulk File Format Description, Adjustment Header***

<b>Number</b>	<b>Field Name</b>	<b>Description</b>		<b>Start</b>	<b>End</b>	<b>Length</b>
1.	Record Type	Record type header H	Yes	1	1	Char 01
2.	Agency Location Code	Agency location code; uniquely identifies reporting or accounting sources; the ALC sending the payment, collection, adjustment, or zero dollar transaction; derived from Agency Location Code field of bank account associated to Receivables payment method	Yes	2	9	Num 08
3.	Amount	Summary amount; total of all detail lines for the transaction; sum amounts from all transaction lines for the customer	Yes	10	23	Num 14.2

<b>Number</b>	<b>Field Name</b>	<b>Description</b>		<b>Start</b>	<b>End</b>	<b>Length</b>
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_CUSTOM ERS window	Yes	24	31	Num 08
5.	Sender DO Symbol	Sender disbursing office symbol for ALC sending the transaction. Use Alt Name field in Remit-To_Ad dress window.	Yes	32	36	Char 05
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

<b>Number</b>	<b>Field Name</b>	<b>Description</b>		<b>Start</b>	<b>End</b>	<b>Length</b>
9.	Disbursing Office Symbol	Disbursing office symbol of the sender of the original payment or collection transaction; Use Alt Name field in Remit-To_Ad dress window.	Yes	50	54	Char 05
10.	Voucher Number	Optional field for the sender-generated voucher number for a transaction; This field serves as the Document Reference Number for an adjustment and should only be used by users that do not also enter transactions online.	No	55	62	Char 08
11.	Filler	Spaces; blank fill	Yes	63	64	Char 02

The following table describes IPAC Bulk File Format, Payment/Collection Transaction Detail Record.

**IPAC Bulk File Format Description, Payment/Collection Transaction Detail Record**

<b>Number</b>	<b>Field Name</b>	<b>Description</b>		<b>Start</b>	<b>End</b>	<b>Length</b>
1.	Record Type	Detail record type; constant D	Yes	1	1	Char 01
2.	Accounting Classification Code	ACL/CD: code or number that identifies a project or mission and is supplied to the biller by the customer on the original request for goods or services; blank fill	No	2	17	Char 16
3.	Account Classification Reference Number	ACRN identifies a line of account on a contract; blank fill	No	18	29	Char 12
4.	Detail Amount	Detail amount; derived from EXTENDED_AMOUNT.RA_CUSTOMER_TRX_LINES	Yes	30	43	Num 14.2
5.	Contact Name	Transaction level contact name	No	44	103	Char 60

<b>Number</b>	<b>Field Name</b>	<b>Description</b>		<b>Start</b>	<b>End</b>	<b>Length</b>
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_CUSTOM ERS window	Yes	144	145	Char 02

<b>Number</b>	<b>Field Name</b>	<b>Description</b>		<b>Start</b>	<b>End</b>	<b>Length</b>
10.	Description	Sufficient information to describe and support the transaction. For invoices, use DESCRIPTIO N from RA_CUSTOM ER_TRX_LIN ES.	No	146	465	Char 320
11.	Fiscal Station Number	Fiscal station number; FSN/AAA/A DSN, 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_NUMBE R from the RA_CUSTOM ER_TRX table	Yes	474	495	Char 22

<b>Number</b>	<b>Field Name</b>	<b>Description</b>		<b>Start</b>	<b>End</b>	<b>Length</b>
13.	JAS Number	Combination of job order number, accounting classification record number, and site identifier; blank fill	No	496	525	Char 30
14.	Job Number	Job or project number; blank fill	No	526	545	Char 20
15.	Miscellaneous Transaction Information	Additional miscellaneous transaction information; blank fill	No	546	865	Char 320
16.	Obligating Document Number	Billing agency's internal accounting document associated with a specific bill or disbursement; Transaction Number from Customer Invoice window; TRX_NUMBE R from RA_CUSTOM ER_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

<b>Number</b>	<b>Field Name</b>	<b>Description</b>		<b>Start</b>	<b>End</b>	<b>Length</b>
18.	Purchase Order Number	Document number from the receiving agency requesting goods or services; PURCHASE_ORDER.RA_C USTOMER_T RX_ALL	Yes	884	905	Char 22
19.	Quantity	Number of units to determine total price; quantity from Customer Invoice Line Items region; QUANTITY_I NVOICED.R A_CUSTOME R_TRX_LINE S	Yes	906	919	Num 14
20.	Fiscal Year Obligation Identifier	Indicates C for Current fiscal year obligation, P for Prior fiscal year obligation, or "" for Not applicable	No	920	920	Char 01

<b>Number</b>	<b>Field Name</b>	<b>Description</b>	<b>Start</b>	<b>End</b>	<b>Length</b>
21.	Receiver Treasury Account Symbol	Also known as an appropriation or fund symbol; account number assigned by Treasury to classify agency transactions; blank fill	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	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	956	964	Char 09

<b>Number</b>	<b>Field Name</b>	<b>Description</b>	<b>Start</b>	<b>End</b>	<b>Length</b>	
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

<b>Number</b>	<b>Field Name</b>	<b>Description</b>	<b>Start</b>	<b>End</b>	<b>Length</b>	
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_I D of the RA_CUST_TR X_LINE_GL_DIST table is referenced by the CUSTOMER_TRX_LINE_I D of the RA_CUSTOM	Yes	984	1010	Char 27

<b>Number</b>	<b>Field Name</b>	<b>Description</b>	<b>Start</b>	<b>End</b>	<b>Length</b>
		ER_TRX_LIN ES to determine the CODE_COM BINATION_I D. The CODE_COM BINATION_I D of RA_CUST_TR X_LINE_GL_ DIST is used to determine the treasury symbol for the record.			
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

<b>Number</b>	<b>Field Name</b>	<b>Description</b>	<b>Start</b>	<b>End</b>	<b>Length</b>
28.	Sender DUNS Number	DUNS: Dun & Bradstreet Universal Numbering System; unique identifier for individual business locations for federal vendors and federal customers	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	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	1032	1046	Char 15

<b>Number</b>	<b>Field Name</b>	<b>Description</b>		<b>Start</b>	<b>End</b>	<b>Length</b>
31.	Unit of Issue	Units by which goods and services are measured; Unit of Measure from the Customer Invoice Line Items region; UNIT_STAN DARD_PRICE .RA_CUSTO MER_TRX_LI NES	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_I NVOICED.R A_CUSTOM R_TRX_LINE S	Yes	1049	1062	Num 14.2
33.	DOD Activity Address Code	DODAAC: Department of Defense activity location; blank fill	No	1063	1077	Char 15

The following table describes IPAC Bulk File Format, Adjustment Detail IPAC Record.

**IPAC Bulk File Format Description, Adjustment Detail IPAC Record**

<b>Number</b>	<b>Field Name</b>	<b>Description</b>		<b>Start</b>	<b>End</b>	<b>Length</b>
1.	Record Type	Detail record type; constant D	Yes	1	1	Char 01
2.	Detail Amount	Detail amount; derived from EXTENDED_AMOUNT.RA _CUSTOMER _TRX_LINES	Yes	2	15	Num 14.2
3.	Contact Name	Transaction level contact name	No	16	75	Char 60
4.	Contact Phone Number	Transaction level contact phone number; username of user running concurrent process; blank fill	No	76	92	Char 17
5.	Original Line Number	Adjustments only: detail line item number from original transaction	Yes	93	98	Num 06
6.	Fiscal Year Obligation Identifier	Indicates C for Current fiscal year obligation, P for Prior fiscal year obligation, or "" for Not applicable	No	99	99	Char 01

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_I D of the RA_CUST_TR X_LINE_GL_DIST table is referenced by the CUSTOMER_TRX_LINE_I D of the RA_CUSTOM	Yes	100	126	Char 27

<b>Number</b>	<b>Field Name</b>	<b>Description</b>	<b>Start</b>	<b>End</b>	<b>Length</b>
		ER_TRX_LIN ES to determine the CODE_COM BINATION_I D. The CODE_COM BINATION_I D of RA_CUST_TR X_LINE_GL_ DIST is used to determine the treasury symbol for the record.			
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

<b>Number</b>	<b>Field Name</b>	<b>Description</b>		<b>Start</b>	<b>End</b>	<b>Length</b>
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

The following table describes the IPAC Bulk File Format, Transaction SGL Record.

**IPAC Bulk File Format Description, Transaction SGL Record**

<b>Number</b>	<b>Field Name</b>	<b>Description</b>		<b>Start</b>	<b>End</b>	<b>Length</b>
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

## IPAC Bulk File Exception Report

This report displays the transactions causing exceptions from the IPAC Bulk file and the automatic receipt creation process. This report displays the exceptions encountered in the process of creating receipts automatically, accounting for the same, and bulk file creation.

This report is an output of the IPAC Bulk File and Automatic Receipt creation concurrent process.

The exceptions can be categorized into the following broad categories:

- Agency Location Code (Billing ALC) not defined on Bank account
- Customer ALC cannot be found
- Unable to create receipts
- Receipts created but not accounted
- Receipts created and accounted, but error in USSGL accounts

The following table describes the IPAC Bulk File Exception report.

<b>Column</b>	<b>Description</b>
Header Section	Ledger, Organization Name, Date, Page, Currency, Agency Location Code
Transaction Number	Invoice number
Transaction Date	Invoice date
Transaction Amount	Invoice amount
Receipt Number	Receipt number, if automatically created from the Invoice.
Receipt Date	Receipt date
Amount	Receipt amount
USSGL Account	The USSGL Account for the receipt

Column	Description
Exception	The reason why the transaction failed to be included on the bulk file would be listed here. The following exceptions headings are listed for invoices that could not be included on the bulk file. The transactions are listed under these headings:
	Agency Location Code (Billing ALC) not defined on Bank account
	Customer ALC cannot be found
	Receipt not created
	Accounting not created
	Invalid USSGL accounts
	USSGL Accounts mismatch
	Missing USSGL accounts
Totals	Total

## Generating the Upload IPAC Disbursement

### To upload IPAC disbursements:

1. Navigate to the Submit Requests window.
2. In the Name field, select Upload IPAC Disbursement.
3. In the Operating Unit field, select an operating unit.
4. In the Data File Name field, enter the data file.

**Note:** This file must be stored in the Application Directory identified by the profile option FV: Download Treasury Files Directory.

5. In the Agency Location Code field, select an ALC, for the ALC to which the transaction is being charged.
6. In the Bank Account Name field, enter the bank name..
7. In the Payment Profile field, select the payment profile.

8. In the Payment Document field, select the payment document.

## IPAC Disbursement Exception Report Description

The following table describes the IPAC Disbursement Exception report.

### *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

The following table describes the Invoice Approval and Payment Output report.

### *Invoice Approval and Payment Output Report*

Column	Description
Invoice Number Interagency Paygroup	Invoice number for the interagency paygroup
Approval Status	Invoice approval status

Column	Description
Holds Count	Number of holds on an invoice
Payment Status	Invoice payment status
Incorrect	Indicates that the payment method is incorrect. The payment method must be Clearing. The Upload IPAC Disbursement process does not include an invoice with another payment method in the payment batch created by the process.

## Entering Interagency Transfers

### Customer Agency: SF 1081 Transactions

**To enter a SF 1081 transaction for the customer agency:**

1. Navigate to the Interagency Transfers window.
2. In the Operating Unit field, select the operating unit.
3. In the Accounts Payable region, enter or select the agency name in the Agency Name field.
4. In the Invoice Number field, enter or select an Accounts Payable invoice.
5. In the Billing Agency Fund field, enter the fund, appropriation, or receipt symbol to which funds are to be transferred.

### Customer Agency: IPAC Transactions

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

**To manually enter an IPAC transaction for the customer agency:**

1. Navigate to the Interagency Transfers window.
2. In the Accounts Payable region, enter or select the agency name in the Agency Name field.
3. In the Operating Unit field, select the operating unit.

4. In the Invoice Number field, enter or select an Accounts Payable invoice.

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

## Customer Agency: IPAC Chargeback Transactions

To enter an IPAC Chargeback transaction for the customer agency:

1. Navigate to the Interagency Transfers window.
2. In the Accounts Receivable region, enter or select the agency name in the Agency Name field.
3. In the Operating Unit field, select the operating unit.
4. In the Receipt Number field, enter or select an Accounts Receivable receipt.
5. Select Chargeback.

## Billing Agency: IPAC Chargeback Transactions

To enter an IPAC Chargeback transaction for the billing agency:

1. Navigate to the Interagency Transfers window.
2. In the Accounts Payable region, enter or select the agency name in the Agency Name field.
3. In the Operating Unit field, select the operating unit.
4. In the Invoice Number field, enter or select an Accounts Payable Invoice.
5. Select Chargeback.

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

## Related Topics

Federal IPAC Disbursement Open Interface in the Integration Repository,  
<http://irep.oracle.com/> .

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## Receivables Management Process

### Receivables Management Process

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

The Debt Collection Act is a set of regulations governing the receivables management and collection practices of federal agencies. The Debt Collection Act of 1996 and related legislation are documented in the *Treasury Financial Manual (TFM)*.

### Federal Requirements

#### Receivables Management

Agencies must comply with these requirements:

- Maintain detailed information by account
- Calculate and assess interest, administrative, and penalty charges on overdue receivables
- Perform collection by offset from current pay based on judgments against employees
- Produce dunning letters for overdue receivables
- Produce reports summarizing the agency's outstanding debt for submission to the Department of Treasury

To comply with the requirements of assessing interest, administrative, and penalty charges and reporting, Oracle U.S. Federal Financials provides these features:

- Finance Charges process
- Identification of Federal Employees Report

Oracle Receivables provides features that comply with the other requirements in the Debt Collection Act.

## Collections

Agencies must comply with these requirements:

- Record receipts to settle finance charges related to original debt
- Must settle interest, administrative, and penalty charges before applying receipts to original debt

To comply with these requirements, Oracle U.S. Federal Financials provides the Cash Receipts process.

## Delinquent Invoice Referrals

Agencies must create files of delinquent accounts for electronic submission to collection agencies and appropriate governmental organizations.

## 1099-C Cancellation of Debt

Agencies must comply with these requirements:

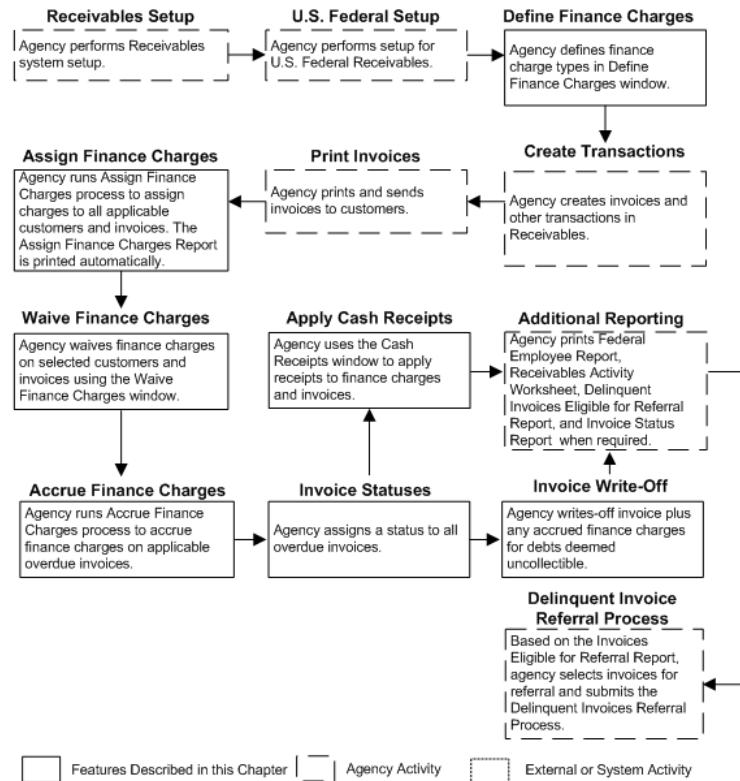
- The 1099-C Cancellation of Debt report must be submitted to the Internal Revenue Service (IRS) for each debtor for whom a debt of \$600.00 or more is canceled during the calendar year.
- The 1096 Annual Summary and Transmittal of U.S. Information Returns report must accompany Copy A of the 1099-C Cancellation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

To comply with these requirements, Oracle U.S. Federal Financials provides the 1099-C Cancellation of Debt process.

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

This diagram shows U.S. Federal Receivables and Debt Collection Processing as described in the U.S. Federal Receivables and Debt Collection Processing Cycle Diagram Description table, page 23-3.

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



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

The following table describes the U.S. Federal Receivables and Debt Collection Processing Cycle diagram.

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

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

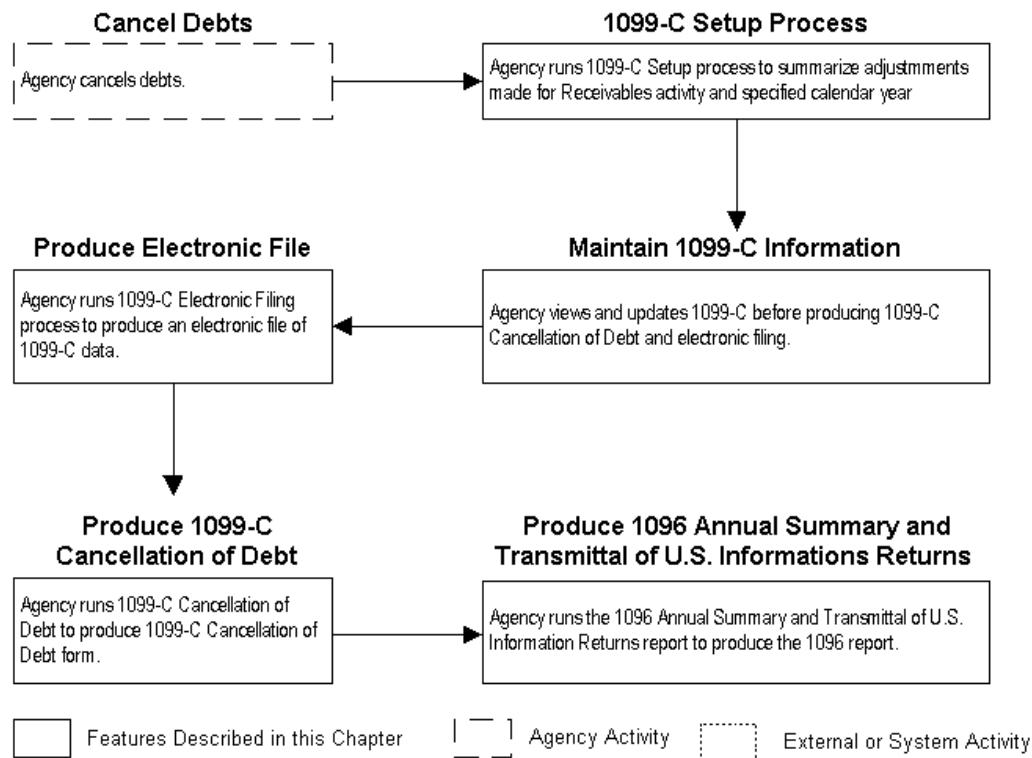
Feature	Description	Status
Create Transactions	Agency creates invoices and other transactions in Receivables	Agency activity
Print Invoices	Agency prints and sends invoices to customers.	Agency activity
Assign Finance Charges	Agency runs Assign Finance Charges process to assign charges to all applicable customers and invoices. The Assign Finance Charges Report is printed automatically.	Described in this chapter
Waive Finance Charges	Agency waives finance charges on selected customers and invoices using the Waive Finance Charges window.	Described in this chapter
Accrue Finance Charges	Agency runs Accrue Finance Charges process to accrue finance charges on applicable overdue invoices.	Described in this chapter
Invoice Statuses	Agency assigns a status to all overdue notices.  After assigning an invoice status, agency proceeds to either the Apply Cash Receipts or Invoice Write-Off step.	Described in this chapter
Apply Cash Receipts	Agency uses the Cash Receipts window to apply receipts to finance charges and invoices.  Continue to Additional Reporting step	Described in this chapter
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

Feature	Description	Status
Additional Reporting	Agency prints Federal Employee Report, Receivables Activity Worksheet, Delinquent Invoices Eligible for Referral Report, and Invoice Status Report when required.	Agency activity
Delinquent Invoice Referral Process	Based on the Invoices Eligible for Referral Report, agency selects invoices for referral and submits the Delinquent Invoices Referral Process.	Agency activity

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

The diagram below shows the U.S. Federal Receivables - 1099-C Cancellation of Debt diagram as described in the U.S. Federal Receivables - 1099-C Cancellation of Debt Diagram Description tables, page 23-6.

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



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

The following table describes the U.S. Federal Receivables, Cancellation of Debt diagram.

#### U.S. Federal Receivables, Cancellation of Debt Diagram Description

Feature	Description	Status
Cancel Debts	Agency cancels debts.	Agency activity
1099-C Setup Process	Agency runs 1099-C Setup process to summarize adjustments made for Receivables activity and specified calendar year.	Described in this chapter

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

## Finance Charges Process

### Definition

Finance charges are interest or penalties assessed on overdue invoices.

### Features

The Finance Charges process includes these features:

- Define Finance Charges window; lets you set up finance charges in Receivables
- Assign Finance Charges process; selects applicable customers and invoices for which finance charges are to be accrued
- Waive Finance Charges window; lets you waive finance charges on selected customers and invoices
- Accrue Finance Charges process, assesses finance charges on applicable overdue invoices
- Identification of Federal Employees Report, contains information on federal employees indebted to the U.S. Government

## Process

The Finance Charges process includes these steps:

1. The billing agency must ensure that Receivables is set up appropriately for the Finance Charges process. Setup includes these steps:
  - At least one Receivables transaction type that can be used to accrue finance charges, such as Interest Debit Memo
  - Customer classes to distinguish customers to be assessed finance charges, such as Federal and Non-Federal
  - Customer categories within the Non-Federal Class, such as Consumer and Commercial, for the Receivables Activity Worksheet
  - Receivables activities to allow adjustment of finance charge debit memos during subsequent accruals
  - Line transaction flexfield
  - Invoice transaction flexfield
  - Transaction batch source
  - Unit of measure EACH
  - AutoInvoice
2. The agency determines how and when finance charges are to be assessed on overdue invoices and non-finance charge debit memos and enters the criteria in the Define Finance 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, invoices, and non-finance charge debit memos as eligible for finance charge accrual using the criteria entered in the Define Finance Charges window. Finance charges are not accrued until an invoice or a non-finance charge debit memo becomes overdue.

The Assign Finance Charges Report is generated and printed automatically during the Assign Finance Charges process.

**Note:** It is recommended that you run the Assign Finance Charges process frequently to ensure that all receivables are kept current.
4. If necessary, finance charges can be waived for individual customers, invoices, and

non-finance charge debit memos using the Waive Finance Charges window.

If a finance charge type is waived for a customer, all subsequent finance charges on invoices and non-finance charge debit memos for that customer are waived from accrual. If a finance charge type is waived for an invoice or a non-finance charge debit memo, all subsequent accruals are waived on that invoice or non-finance charge debit memo. Accrual can be resumed by deselecting the finance charge type in the Waive Finance Charges window.

5. Finance charges are accrued and applied from the Accrue Finance Charges process. During this process, finance charges are calculated for each overdue invoice or non-finance charge debit memo designated to accrue finance charges. Charges are applied using the transaction type and criteria defined in the Define Finance 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:

#### ***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:

- 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:

### ***Subsequent Accrual***

$$\text{Amount due} \times \text{finance charge rate \%} \times \frac{\text{accrual date - last accrual date}}{360}$$

The second accrual is calculated as:

- The amount due is multiplied by the finance charge percentage rate multiplied by the accrual date minus the last accrual date divided by 360.

6. The agency must assign a status to each overdue invoice. This status is used by the Receivables Activity Worksheet to indicate where the invoice is in the collection process. Statuses are assigned in the Invoice Status window.

**Note:** Statuses are required for all invoices that are overdue, regardless of whether finance charges are applied.

7. If an invoice or a non-finance charge debit memo and corresponding finance charge debit memo are considered uncollectible from a customer, the agency can write off the invoice or the non-finance charge debit memo and the corresponding finance charges by using the Invoice Write-Off window.

**Note:** Users can write off individual lines of the invoice, the non-finance charge debit memo, or the finance charges by using the Adjustments window in Receivables

8. The agency can enter manual cash receipts for customers and invoices to be applied, as appropriate, to previously created finance charge debit memos, invoices, or on account in the Cash Receipts window.

9. The Identification of Federal Employees Report can be printed at any time, as required.

## **Example: Finance Charge Accrual**

This example illustrates how finance charges are accrued on an overdue invoice.

An agency has created Finance Charge Types of Interest, Administrative, and Penalty, with these criteria:

- Grace period is zero days.
- First accrual is five days.

- Accrual interval is three days.
- 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 following table shows the agencies outstanding invoices on May 10. Both customers are assigned to accrue finance charges.

***Outstanding Invoices***

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

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

***Finance Charge Accrual***

Item	Example A	Example B
Accrual Date	5/20/02	5/20/02
Invoice Number	ABC1	DEF2
Invoice Amount	\$100.00	\$200.00

Item	Example A	Example B
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 these requirements:

- Identify and report receivables that meet predetermined criteria for write-off or referral and generate the appropriate entries.
- Automatically create files of delinquent account for electronic submission to collection agencies and appropriate governmental organizations.
- Track and report on the date and nature of a change in the status of an accounts receivable.

### Features

The Delinquent Invoice Referral process includes these features:

- Invoices Eligible for Referral report; lists delinquent invoices that are eligible for referral to Treasury
- Delinquent Invoice Referral process; extracts and electronically formats past due invoices that are identified as eligible for referral
- Delinquent Invoice Referral report; produces a report to show invoices that were electronically referred to Treasury
- Invoice Status report; lists changes in Invoice Status information

## Process

The Delinquent Invoice Referral process includes these steps:

1. The agency views, adds, or modifies an assigned status value in the Invoice Status window for invoices that are complete and are past due by one day or more. Current and historical status assignments can also be viewed in the Invoice Status History window.
2. After invoice status information is updated, the agency submits the Invoice Status and the Delinquent Invoices Eligible for Referral reports.
3. The agency reviews the Delinquent Invoices Eligible for Referral report to determine which invoices should be referred to Treasury.
4. The agency marks each invoice for referral by accessing the Invoice Status window and assigning a status of Debt Eligible for Referral to Treasury for Offset or Debt Eligible for Referral to Treasury for Cross-Servicing.
5. Once these statuses have been assigned, the agency submits the Delinquent Invoice Referral Process, which selects and formats the targeted invoices for electronic submission to Debt Management Services (DMS).
6. The agency has the option of submitting the Delinquent Invoice Referral Process to produce a report only or to create an electronic file and a report. Report Only mode does not update any system tables.
7. Using Connect:Direct or Connect:Direct Mailbox, the agency submits the electronic file to DMS.

## Cash Receipts Process

### Definition

Cash receipts are cash payments collected to satisfy an exchange of cash for goods and services.

### Features

The Cash Receipts process involves the Cash Receipts window, which lets you apply manual receipts to finance charge debit memos and on account.

## Process

The Cash Receipts process involves:

1. The agency batches and enters manual receipts in the Cash Receipts window.
2. The user submits the receipt batch for processing by clicking Submit. If additional cash remains, it is put on account.
3. The Apply Cash Receipts process checks to see if finance charge debit memos exist for each invoice. If finance charge debit memos exist, the receipt amount is applied to the debit memos in order of priority, as defined in the Define Finance Charges window. After all finance charges are paid, the remaining receipt amount is applied to the principal amount.
4. The batch and receipts are created and applied in Receivables by using the Receivables APIs. An output report is created displaying the batch and receipt applications information. If any errors occur, they appear on the report. If an error occurs, the batch is assigned a status of Needs Resub. The errors stated on the output report should be corrected and the batch should be resubmitted from the Cash Receipts window.

## Example: Cash Applied to Finance Charges

This example continues the previous example, illustrating how cash is applied to finance charges.

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

***Cash Applied to Finance Charges***

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

Item	Example A	Example B
Amount Applied Finance Charge	\$20.22	\$20.44
Amount Applied Accounting in 1	\$100.00	\$179.56

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

## 1099-C Cancellation of Debt Process

### Definition

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

### Features

The 1099-C Cancellation of Debt process includes:

- 1099-C Setup process; creates an initial table of 1099-C data from which all subsequent 1099-C forms and data files are produced
- Maintain 1099-C Information window; lets you view and update the 1099-C data before producing the 1099-C forms or data files
- 1099-C Electronic Filing process; produces a file that can be distributed on electronic media
- 1099-C Cancellation of Debt; produces the 1099-C Cancellation of Debt report on paper
- 1096 Annual Summary and Transmittal of U.S. Information Returns report; must accompany Copy A of the 1099-C forms to the IRS

## Process

The 1099-C Cancellation of Debt process includes these:

1. The agency performs an adjustment within Receivables or Oracle U.S. Federal Financials on invoices.
2. The agency runs the 1099-C Setup process to extract write-off data from Receivables and to import the data to Oracle U.S. Federal Financials. The data is summed based on the receivables activity type requested for the calendar year specified. If you include finance charges for the invoices that were written off, then the invoice's related finance charges are also summed.

Each time this process is run, existing data is replaced with the new data.

If an invoice has multiple write-off dates, the maximum write-off date is the cancelled date for that invoice.

3. The agency can view and modify the newly created data in the Maintain 1099-C Information window. The Reportable check box defaults to selected, which designates that the invoice is to be printed on the 1099-C Cancellation of Debt report.

The report is printed when you request the report from the concurrent manager.

4. The agency can produce the electronic file by running the 1099-C Electronic Filing process. The output file is placed in the user's designated concurrent manager output directory.
5. The agency runs the 1099-C Cancellation of Debt to produce the IRS 1099-C Cancellation of Debt. Only invoice amounts greater than or equal to the invoice minimum parameter and a selected Reportable flag are included in this report unless otherwise specified in the report parameters.
6. The agency runs the 1096 Annual Summary and Transmittal of U.S. Information Returns report to create the Form 1096 that must accompany Copy A of the 1099-C Cancellation of Debt report to the IRS.

## References

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

Finance Charges Setup, *Oracle U.S. Federal Financials Implementation Guide*

Receivables Management Procedures, page 24-1

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

Using AutoInvoice, *Oracle Receivables User Guide*





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## Receivables Management Procedures

### Receivables Management Procedures

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

The Assign Finance Charges procedure selects customers and invoices for which finance charges are to be accrued during the Accrue Finance Charges process, based on customer classes specified in the Define Finance Charges window

The Waive Finance Charges window waives subsequent finance charges on selected customers or invoices.

The Accrue Finance Charges procedure lets you perform these tasks:

- Create a debit memo for each finance charge type associated with each newly overdue invoice
- 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

**Important:** The FV: Use Transaction ID for Debit Memo Creation profile

You can select an invoice and its associated debit memos and write-off all remaining balances in one step in the Invoice Write-off window, users.

You can enter manual cash receipts for customers and invoices to be applied, as appropriate, to previously created finance charge debit memos, invoices, or on account in the Cash Receipts window.

The Lockbox Finance Charge Application process lets you make automatic applications

of federal finance charges prior to the principal application when processing receipts using the AutoLockbox process.

The 1099-C Setup procedure creates an initial table of 1099-C data.

You can view and update the 1099-C data prior to producing the 1099-C forms or data files in the Maintain 1099-C Information window.

The 1099G Electronic Media process enables agencies to submit the 1099G Tape Report which summarizes 1099-G-Certain Government Payments information and associated 1096 information in electronic format as required by the IRS.

You can assign invoice statuses to overdue invoices, which enables the generation of the Receivables Activity Worksheet and the delinquent invoice electronic file in the Invoice Status window.

## Related Topics

For information on the Receivables Management reports, see Receivables Management Report Procedures, page 25-1.

For information on the Receivables Management process, see Receivables Management Process, page 23-1.

## Prerequisites

- Access to Receivables is required to define customers, enter transactions, and generate invoices.
- Receivables setup steps, including setting up transaction types, association of receivable types with transaction types, customer classes, customer categories, and Receivables activities must be performed. If Oracle Applications Multiple Organization Support is implemented, a transaction type for each organization must be defined.
- Finance Charge Types must be defined in the Define Finance Charges window.
- A Receivables activity type for finance charge write-offs is recommended and required for reporting on the Receivables Activity Worksheet.
- Setup for the Receivables AutoInvoice process must be completed.
- The FV: Enable Lockbox Finance Charge Application profile option must be set to Yes to automatically run the Lockbox Finance Charge Application process when running Lockbox in Receivables.
- Lockbox must be set up in Receivables to use the Receivables AutoLockbox program, which is required to run the Lockbox Finance Charge Application process in Oracle U.S. Federal Financials.

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

## Related Topics

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

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

Finance Charges Setup, *Oracle U.S. Federal Financials Implementation Guide*

Defining Receivables System Options, *Oracle Receivable User Guide*.

Overview of AutoInvoice, *Oracle Receivables User Guide*.

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

Lockboxes, *Oracle Receivables User Guide*.

QuickCash, *Oracle Receivables User Guide*.

## Assigning Finance Charges

To assign the finance charges defined in the Define Finance Charges window to all applicable customers and invoices not previously assigned finance charges, select Assign Finance Charges using the Submit Request window.

**Note:** The Assign Finance Charges Report is automatically printed on completion of the Assign Finance Charges process.

See: Using Standard Request Submission, *Oracle Applications User Guide*

See: Receivables Management Report Procedures, page 25-1

## Waiving Finance Charges

To prevent finance charges from being assigned or accrued on selected customers or invoices or to resume accrual of previously waived finance charges, navigate to the Waive Finance Charges window.

**Note:** To waive charges on all existing invoices for a particular customers, select Cascade to Invoices.

The following table describes selected fields on the Waive Finance Charges window.

#### ***Waive Finance Charges Window Description***

<b>Field Name</b>	<b>Description</b>
Operating Unit	You can select the operating unit without having to switch the responsibility.
Charge Type	Charge to be waived
Waive	Indicates charge is waived on all future invoices
Cascade to Invoices	Indicates charges on all existing invoices for customer are waived

## **Accruing Finance Charges Report**

The Accruing Finance Charges report provides information on debit memos and adjustment memos for debit memos generated during the Accrue Finance Charges process

You must run the Accrue Finance Charges procedure for each organization.

For finance charges accrued on Split Pay or Installment term invoices, the latest due date is used to calculate the accrual amount for all finance charges except interest.

New debit memos are created through the AutoInvoice process in Receivables. If the AutoInvoice completes, but not all debit memo transaction records are processed in the interface table, you must correct these records in the Receivables forms designated for correcting AutoInvoice exceptions. You then submit the AutoInvoice program from Receivables.

## **Report Parameters**

### **Finance Charge Transaction Date**

Enter the finance charge transaction date for the report.

If Original Invoice Date is selected, then the transaction date of the original invoice is the transaction date for the newly created finance charge debit memos and the terms from the original invoice are applied. If Original Invoice Due Date is selected, then the due date of the original invoice is the transaction date for the newly created finance charge debit memos.

## Debit Memo Calculation Date

Calculates the amount on the debit memo from the value you choose.

## GL Date

Enter the general ledger date for the report.

## Report Headings

The following table shows the report headings.

In this heading...	Accrue Finance Charges Detail Report prints...
Organization	The name of the organization.
Ledger	The ledger you are printing the report for.

## Column Headings

The following table shows the column headings.

In this column...	Accrue Finance Charges Detail Report prints...
Transaction Number	The number for your transaction.
Line Number	The journal entry line number for each journal entry line.
Finance Charge Type	The type of finance charge.
Amount	The transaction amount.

## Related Topics

Overview of AutoInvoice, *Oracle Receivables User Guide*

Using Standard Request Submission, *Oracle Applications User Guide*

## Writing Off Invoices

To write-off an invoice and all associated finance charge debit memos with remaining balances, navigate to the Invoice Write-off window.

**Note:** The Invoice Write-off window provides only invoice level full write-offs. To write-off at other than the invoice level or partial write-offs, use the Oracle Public Sector Receivables Adjustments window.

The following table describes selected fields on the Invoice Write-off window.

### ***Invoice Write-off Window Description***

Field Name	Description
Operating Unit	You can select the operating unit without having to switch the responsibility.
GL Account	Accounting Flexfield; default from Activity Name
GL Date	Current date; must be open general ledger period
Type	Type; invoice or debit memo
Write Off Type	write-off type; invoice only
Write-Off	processes the write-off

## Applying Cash Receipts

To enter manual cash receipts for customers and invoices to be applied to previously created finance charge debit memos in order of priority, invoices, or on account, as appropriate, navigate to the Cash Receipts window.

**Note:** To automatically apply receipts to finance charges, the Cash Receipts window must be used. The Enter Receipts window in Receivables does not provide this functionality.

The following table describes selected fields in the Cash Receipts window.

**Cash Receipts Window Description**

Field Name	Description
Operating Unit	You can enter the operating unit without having to switch the responsibility.
Batch Name	Batch name; must be unique
Deposit Date	Current date
GL Date	Current date; must be open general ledger period
Currency	Currency code of the batch. Invoice applications must be of the same currency defined at the batch level. Debit memos are paid off in the same currency as the invoices
Receipt Class	Populated when batch source entered
Receipt Method	Populated when batch source entered
Bank Account	Populated when batch source entered
Rate Date	Date for which rate is selected
Rate Type	Multiple currency exchange rates for the same date. Values include user, corporate, spot, fixed, or other self-defined type. User refers to a rate that is not preseeded in the database a
Rate	Exchange rate used to convert foreign currency amounts into ledger currency. If the rate type selected is user, then the user must enter the exchange rate. The rate entered cannot be
Control	Number and total of all receipts on file; must be greater than zero
Actual	Number and total of all receipts entered
Difference	Difference between control and actual; must be zero to submit

The following table describes selected fields on the Cash Receipts window, Receipt Information tab

#### ***Cash Receipts Window Description, Receipt Information Tab***

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<b>Field Name</b>	<b>Description</b>
Customer Name	Customer name; defaults if invoice number entered
Location	Bill-to location for customer; defaults if invoice number field entered
Invoice Number	Invoice number; must have open status or non-zero balance; not required if customer name entered; cannot be duplicated in same batch
	<b>Note:</b> If no invoice number is specified, all invoices for the specified customer are retrieved in date order. For each invoice selected, finance charges are paid first, in order of priority, until all cash is applied or all invoices are paid. Any remaining amount is put on account.
Receipt Number	Receipt number; cannot be duplicated for customer
Receipt Amount	Receipt amount; must be greater than zero
Receipt Origin	Receipt source description

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The following table describes selected fields on the Cash Receipts window, Misc. Information tab

#### ***Cash Receipts Window Description, Misc. Information Tab***

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<b>Field Name</b>	<b>Description</b>
Customer Name	Customer name; defaults if invoice number entered
Location	Bill-to location for customer; defaults if invoice number field entered
Invoice Number	Invoice number; must have open status or non-zero balance; not required if customer name entered; cannot be duplicated in same batch
	<b>Note:</b> If no invoice number is specified, all invoices for the specified customer are retrieved in date order. For each invoice selected, finance charges are paid first, in order of priority, until all cash is applied or all invoices are paid. Any remaining amount is put on account.

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Field Name	Description
Line Number	Invoice line level cash application; applies only to invoices with MFAR transaction types
Receipt Date	Date of the receipt

## Generating the Lockbox Finance Charge Application

When running AutoLockbox in Receivables, the Lockbox Finance Charge Application process is automatically initiated after completion of the Validation phase of the Lockbox process.

See: Running AutoLockbox, *Oracle Receivables User Guide*

**To initiate the Lockbox Finance Charge Application process when the receipt application has been changed after the completion of the Validation phase but prior to the completion of the Post QuickCash phase of the Lockbox process:**

1. Navigate to the Submit Request window.
2. In the Name field, select Lockbox Finance Charge Application.
3. In the Operating field, select an operating unit.
4. In the Transmission Name field, select a transmission name.

**Note:** By submitting the Lockbox Finance Charge Application process, the federal finance charges are automatically applied prior to the principal of the new receipt application.

The Lockbox Finance Charge Application process should be submitted in these cases:

- After the Validation phase, but prior to the Post QuickCash phase of the Lockbox process, a receipt is applied to an invoice when it was previously unapplied.
- After the Validation phase, but prior to the Post QuickCash phase of the Lockbox process, a receipt application is changed from one invoice to another invoice. Any federal finance charges that belong to the original invoice should be unapplied..

## Generating the 1099-C Setup

To extract invoice information for 1099-C reporting, navigate to the Submit Request window.

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

1. In the Name field, select 1099-C Setup Process.
2. In the Operating Unit field, select an operating unit.
3. In the Creditors TIN field, enter the agency tax identification number.
4. In the Calendar Year field, select a year.
5. In the Receivables Activity field, select a type of receivables.

**Note:** If more than one Write-off Receivables activity exists, the 1099-C Report must be set up for each one.

6. In the Include Finance Charges field, select Yes or No.

**Note:** If No is selected, the process excludes finance charge write-off activity.

See: Using Standard Request Submission, *Oracle Applications User Guide*

## Maintaining 1099-C Information

To view or update Form 1099-C information for an organization, navigate to the Maintain 1099-C Information window.

The following table describes selected fields in the Maintain 1099-C Information window.

Field Name	Description
Reportable	Default selected; if selected, indicates that all invoice information in window to be included in 1099-c report.
Creditors Name	Agency name as entered in define federal options window
Creditor's Federal ID	Agency name tax identification number
Date Canceled	Debt cancellation date

Field Name	Description
Amount	Invoice amount
Finance Charges	Amount of finance charges against invoice
Debt Description	User-enterable description of debt
Account Number	User-enterable account number for debtor
Bankruptcy	Indicates whether debt canceled due to bankruptcy
Fair Market Value of Property	Value of foreclosure or abandonment of property that occurred in connection with cancellation of debt

## Assigning an Invoice Status

To assign an invoice status to overdue invoices, navigate to the Invoice Status window.

1. Enter search criteria in the Find Invoices window.
2. To view the invoice or invoices queried, click Find.
3. To view the amount due on the displayed invoices and the number of days the invoices are past due, select the Amount/Days Late tab.
4. To view the receivable type for each invoice displayed, select the Receivable Type tab.
5. To assign an invoice status to an overdue invoice, select the appropriate record and click Status.

The Invoice Status window appears letting you assign additional status entries or maintain statuses for the invoices displayed.

6. To assign an additional invoice status, select an invoice status from the Status field.
7. To deactivate an invoice status, select the record and record a value in the end date column.

The invoice status is moved from the Invoice Status window to the Invoice Status History window.

8. To view the history records of each status assigned to an invoice, click History in the Invoices window.

The following table describes selected fields on the Invoices window.

***Invoices Window Description, Amount/Days Late Tab***

<b>Field Name</b>	<b>Description</b>
Operating Unit	You can select the operating unit based on your security profile and responsibility
Amount Due	Amount due on invoice
Days Late	Number of days invoice is past due; system calculation based on current date
History	Opens the Invoice Status History window, which displays the history of each status assigned to the invoice
Status	Opens the Invoice Status window, where users can assign an invoice status to an overdue invoice or delete statuses for an invoice

The following table describes selected fields on the Invoice Status Window.

***Invoice Status Window Description***

<b>Field Name</b>	<b>Description</b>
Status	System-defined; status available to be assigned to each overdue invoice; cannot be deleted
Start Date	Invoice status start date; defaults to system date; cannot be changed once a row is saved
End Date	Invoice status end date; cannot be later than the system date

## Related Topics

Federal Finance Charges Open Interface in the Integration Repository,  
<http://irep.oracle.com/> .

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## **Receivables Management Report Procedures**

### **Receivables Management Report Procedures**

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

#### **Receivables Management Reports**

The receivables management reports include:

- Assign Finance Charges Report; provides information on customers and invoices assigned finance charges
- Accrue Finance Charge Detail Report; provides information on debit memos and adjustment amounts for debit memos generated during the Accrue Finance Charges process
- Receivables Activity Worksheet; provides information on an agency's receivables by entity code and receivable type. Receivable types include direct loans, defaulted guaranteed loans, and administrative receivables.
- Identification of Federal Employees Report; provides information on federal employees indebted to the U.S. Government
- Delinquent Invoices Eligible for Referral Report; provides information on all past due invoices that meet the criteria for being referred to Financial Management Service (FMS)

The output of this report assists in assigning a status of Debt Eligible for Referral to Treasury for Offset or Debt Eligible for Cross Servicing in the Invoice Status window.

- Invoice Status Report; provides information on the date and nature of invoice status values that were added or changed for past due invoices

## 1099-C Cancellation of Debt

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

Oracle U.S. Federal Financials provides these features:

- 1099-C Electronic Filing process; enables agencies to submit 250 or more 1099-C Cancellation of Debt reports to the IRS
- 1099-C Cancellation of Debt process; enables agencies to generate a paper copy of the 1099-C Cancellation of Debt report
- 1096 Annual Summary and Transmittal of U.S. Information Returns process; enables agencies to generate a paper copy of the 1096 Annual Summary and Transmittal of U.S. Information Returns report

## Delinquent Invoice Referral

The Delinquent Invoice Referral process lets you perform these tasks:

- Select past due invoices identified for referral to Treasury in the Invoices Eligible for Referral Report
- Update invoice status to Referral in the Invoice Status window
- Format an electronic file containing the selected invoices to be submitted to Debt Management Services
- Produce the Delinquent Invoice Referral report

The Delinquent Invoice Referral report lists invoices that are selected for referral to FMS.

## Requirements

Federal agencies are required to comply with the requirements of the Debt Collection Act regarding collection of finance charges on overdue invoices and the reporting of those charges.

The Assign Finance Charges Report and the Apply Cash Receipts Execution Report are

intended for internal use to verify processing in Oracle U.S. Federal Financials.

Oracle U.S. Federal Financials provides the Receivables Activity Worksheet to comply with reporting requirements of the Department of Treasury's Financial Management Service (FMS). For agencies with total receivables, inclusive of principal, interest, and late charges, greater than or equal to fifty million dollars, the report must be submitted quarterly, by the end of the thirtieth day of the month following the close of each of the first three quarters. Annual reports are due on November 15 from all agencies, regardless of the amount of total receivables for the fiscal year. Annual reports must be certified as accurate by the chief financial officer or agency head; certification must be submitted separately from the report. Verifications are due by March 31 of each year for the preceding fiscal year.

Federal Financials provides the 1099-C Electronic Filing, 1099-C Cancellation of Debt, and 1096 Annual Summary and Transmittal of U.S. Information Returns to comply with Internal Revenue Service requirements that agencies file 1099-C reports for each debtor for whom a debt of \$600 or more is cancelled during the calendar year.

Additional information regarding reporting requirements is available in the *Treasury Financial Manual (TFM)*.

## Prerequisites

- Receivables setup steps, including setting up Customer Classes, Customer Categories, Customer Types, Receivables Activities, and Federal Receivable Types, must be performed to run the Receivables Activity Worksheet and the Identification of Federal Employees Report.
- Agency name and address must be entered in the Define Federal Options window.
- Organization information must be defined in Receivables.
- Customer information must be entered in Receivables.
- Invoice information must be entered in Receivables.
- Adjustment Status must be entered for all adjustment transactions.
- Federal System Parameters must be defined.
- Agency identifier and program codes must be defined to generate the Delinquent Invoice Referral process.
- Receivable types must be defined to generate the Delinquent Invoice Referral process.
- Invoices and the appropriate invoice statuses must be entered in the Invoice Status window to generate the Delinquent Invoice Referral process.

Entering Customer Contacts, *Oracle Receivables User Guide*  
Organizations, *Oracle Receivables User Guide*  
Federal Options Setup, *Oracle U.S. Federal Financials Implementation Guide*  
Transactions Window Field Reference, Oracle Receivables User Guide, *Oracle Receivables User Guide*  
Crediting Transactions, *Oracle Receivables User Guide*  
Federal System Parameters Setup, *Oracle U.S. Federal Financials Implementation Guide*  
Delinquent Invoice Referral Setup, *Oracle U.S. Federal Financials Implementation Guide*  
Receivable Types Setup, *Oracle U.S. Federal Financials Implementation Guide*  
Receivables Management Procedures, page 24-1

## Assigning Finance Charges Report Procedure

The Assign Finance Charges Report is generated automatically during the Assign Finance Charges procedure.

## Assign Finance Charges Report Description

The following table describes the Assign Finance Charges report.

### ***Assign Finance Charges Report Description***

<b>Column</b>	<b>Description</b>
Header Section	Operating Unit, Ledger, currency, and report date
Assigned Finance Charges to Customers	Customers assigned finance charges
Customer Name	Customer name
Customer Number	Customer identifier
Charge Type	Finance charge type assigned to customer
Assigned Finance Charges to Invoices	Invoices assigned finance charges
Customer Name	Customer name
Customer Number	Customer identifier

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Column	Description
Invoice Number	Invoice identifier
Charge Type	Finance charge type assigned to invoice
Waived	Indicates if charge is waived on invoice

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## Generating the Accrue Finance Charges Detail Report Procedure

The Accrue Finance Charges Detail Report is generated automatically during the Accrue Finance Charges procedure.

## Accrue Finance Charges Detail Report Description

The following table describes the Accrue Finance Charges Detail report.

### ***Accrue Finance Charges Detail Report Description***

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Column	Description
Header Section	Operating Unit, Organization, Ledger, currency, report date, and page
Finance Charge Debit Memos Created in AutoInvoice	
Interface Tables Region	
Transaction Number	Debit memo transaction number
Line Number	Line number
Finance Charge Type	Charge type name defined in the Define Finance Charges window
Amount	Debit memo amount
Existing Finance Charge Debit Memos Adjusted Region	
Transaction Number	Adjusted debit memo transaction number

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Column	Description
Finance Charge Type	Charge type name defined in the Define Finance Charges window
Amount	Debit memo adjusted amount

## Generating the Receivables Activity Worksheet Procedure

### To print the Receivables Activity Worksheet:

1. Navigate to the Submit Request window.
2. In the Name field, select Receivables Activity Worksheet.
3. In the Ledger field, select the ledger.
4. In the Reporting Entity Code field, enter a reporting entity code.
5. In the Fiscal Year field, select a fiscal year.
6. In the Quarter field, optionally select a quarter.
7. In the Reported By field, select the date option required.
8. In the Type of Receivable field, select a receivable type to be reported.
9. In the Receivables Write Offs Activity 1 field, select a receivables activity for write-offs.

**Note:** Up to three Receivables Write-Off Activities can be selected per report.

10. In the Receivables Write Offs Activity 2 field, optionally select a receivables activity for write-offs.
11. In the Receivables Write Offs Activity 3 field, optionally select a receivables activity for write-offs.
12. In the Non-Federal Customer Class field, select a non-federal customer class.
13. In the Footnotes field, enter footnote text.
14. In the Name of Preparer field, enter the name of the person preparing the report.

15. In the Preparer's Phone field, enter a phone number.
16. In the Preparer's Fax Number field, enter a fax number.
17. In the Preparer's E-MAIL field, enter an e-mail address.
18. In the Supervisors's Name field, enter the supervisor's name.
19. In the Supervisor's Phone field, enter a phone number.
20. In the Supervisor's E-Mail field, enter an e-mail address.
21. In the Address Line 1 field, enter the agency street address.
22. In the Address Line 2 field, optionally enter the agency street address.
23. In the Address Line 3 field, optionally enter the agency street address.
24. In the City field, enter the agency city.
25. In the State field, enter the agency state.
26. In the Postal Code field, enter the agency postal code.

## Receivables Activity Worksheet Description

The following table describes the Receivables Activity worksheet.

### ***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.

Line	Description
3. Accruals (+)	Dollar amount of earned interest and late charges accrued during current fiscal year.
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	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.
<b>Note:</b> 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.	

<b>Line</b>	<b>Description</b>
(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 (-)	Dollar amounts written off during current fiscal year.  <b>Note:</b> Only invoice and principal amounts are reported on this line.
(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.

<b>Line</b>	<b>Description</b>
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.
<b>Section B</b>	
<b>Delinquent Debt by Age</b>	
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.
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**

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<b>Line</b>	<b>Description</b>
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.

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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.

Line	Description
(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.
(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.

Line	Description
(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.
(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

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<b>Line</b>	<b>Description</b>
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.
(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.

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<b>Line</b>	<b>Description</b>
(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

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**Note:** Dollar amounts are not currently provided by Oracle U.S. Federal Financials for these:

- 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.

## Generating the Identification of Federal Employees Report

To print the Identification of Federal Employees Report:

1. Navigate to the Submit Request window.
2. In the Name field, select Identify Federal Employees.
3. In the Operating Unit field, select an operating unit.
4. In the Customer Category field, select a category.
5. In the Customer Class field, select a class.
6. In the Customer Type field, select Internal or External.

## Identification of Federal Employees Report Description

The following table describes the Identification of Federal Employees report.

### *Identification of Federal Employees Report Description*

Column	Description
Header Section	Operating Unit, Ledger, currency, and report date
Customer Name	Customer name
Customer Number	Customer identifier
SSN	Social Security Number
Bill To Address	Customer address
Category	Receivables Customer Category
Name	Federal employee name

## Generating the 1099-C Electronic Filing

To run the 1099-C Electronic Filing procedure for an organization:

1. Navigate to the Submit Request window and select Single Request.
2. In the Name field, select 1099-C Electronic Filing.
3. In the Operating field, select an operating unit.
4. In the Tax Year field, enter the tax year using a two digit format.
5. In the Invoice Minimum field, enter an invoice amount or use the default value of \$600.00.

**Note:** The process only selects records greater than or equal to the Invoice Minimum value.

6. In the Media field, enter the two character magnetic tape or tape cartridge type.

## 1099-C Electronic Filing Format Description

If an organization submits 250 or more 1099-C forms to the IRS, the forms must be sent by electronic media.

The 1099-C Setup process must be run prior to producing the electronic filing data file. The file contains these record types:

- A - Creditor Records identify the creditor and transmitter of the magnetic media file and provide parameters for Debtor (type B) Records
- B - Debtor Records contains debt information such as debtor ID, amount, and description
- C - End of Creditor Records contain the total number of debts cancelled and the total amount of debt cancelled for each creditor
- F - End of Transmission Record written after the last C record contain the total number of type A records

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

The following table describes the 1099-C Electronic Filing format, Creditor/Transmitter A record.

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

<b>Field Position</b>	<b>Field Title</b>	<b>Length</b>	<b>Description</b>
1	Record Type	1	Required. Record type is A.
2-3	Payment Year	2	Required; from the tax year parameter.
4-6	Reel Sequence No.	3	Optional. The reel sequence number is incremented by 1 for each tape or diskette on the file starting with 001.
7-15	Creditor's TIN	9	Required. The nine-digit Taxpayer Identification Number assigned to the payor.
16-19	Creditor Name Control	4	Optional.
20	Last Filing Indicator	1	Optional.
21	Combined Federal/State Filer	1	Optional.
22	Type of Return	1	Required; return code type.
23-31	Amount Codes	9	Required; amounts on return type.
32	Test Indicator	1	T if test file; otherwise blank.
33	Service Bureau Indicator	1	Indicator is 1 if a service is used to develop or transmit files.
34-41	Blank	8	Enter blanks.
42-43	Magnetic Tape Filer Indicator	2	Required for magnetic table/tape cartridge files from the media parameter.
44-48	Transmitter Control Code	5	Required. Enter the five character Transmitter Control Code assigned by IRS/MCC from the transmitter control code parameter.

Field Position	Field Title	Length	Description
49	Foreign Entity Indicator	1	Indicator is 1 if the creditor is a foreign entity and income is paid.
50-89	First Creditor Name	40	Required; creditor name.
90-129	Second Creditor	40	Optional.
130	Transfer Agent Indicator	1	Optional.
131-170	Creditor Shipping Address	40	Creditor address; fill unused positions with blanks.
171-210	Creditor City, State, and Zip Code	40	Required; city, town, or post office, state, and zip code.
211-290	Transmitter Name	80	Required if creditor and transmitter are not the same.
291-330	Transmitter Mailing Address	40	Required if creditor and transmitter are not the same.
331-370	Transmitter City, State, and Zip Code	40	Transmitter's city, town, or post office; state; and zip code.
371	Blank	50	Enter blanks.

The following table describes the 1099-C Electronic Filing format, Debtor B records.

#### **1099-C Electronic Filing Format Description, Debtor B Records**

Field Position	Field Title	Length	Description
1	Record Type	1	Required. Record type is B.
2-3	Payment Year	2	Required; from the tax year parameter.
4-13	Blank	10	Enter blanks.

<b>Field Position</b>	<b>Field Title</b>	<b>Length</b>	<b>Description</b>
14	Type of TIN	1	If the Taxpayer Identification Number is Employer Identification Number, enter 1; for Social Security Number, enter 2; if cannot determine, enter 3.
15-23	Tax Identification Number	9	Required; the nine-digit Taxpayer Identification Number assigned to the debtor.
24-43	Creditor's Account Number for Debtor	20	Optional. Enter any number assigned by the creditor to the debtor.
44-50	Blank	7	Enter blanks.
51-60	Payment Amount 1	10	Enter zero.
61-70	Payment Amount 2	10	Enter amount of cancelled debt; right-justified and zero filled
71-80	Payment Amount 3	10	Enter interest cancelled right justified and zero filled.
81-90	Payment Amount 4	10	Enter zero.
91-100	Payment Amount 5	10	Enter zero.
101-110	Payment Amount 6	10	Enter zero.
111-120	Payment Amount 7	10	Enter zero.
121-130	Payment Amount 8	10	Enter zero.
131-140	Payment Amount 9	10	Enter zero.
141-160	blank	20	Enter blanks.
161	Foreign Country Indicator	1	Enter 1 if debtor is in foreign country; otherwise, enter blank.

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

The following table describes the 1099-C Electronic Filing format, End of Creditor C records.

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

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

Field Position	Field Title	Length	Description
2-7	Number of Payees	2	Required. Enter the total number of B records; right justify information and fill unused positions with zeroes.
8-10	Blank	3	Enter blanks.
11-25	Control Total 1	15	Enter zero.
26-40	Control Total 2	15	Enter zero.
41-55	Control Total 3	15	Enter zero.
56-70	Control Total 4	15	Enter zero.
71-85	Control Total 5	15	Enter zero.
86-100	Control Total 6	15	Enter zero.
101-115	Control Total 7	15	Enter zero.
116-130	Control Total 8	15	Enter zero.
131-145	Control Total 9	15	Enter zero.
146-420	Blank	275	Enter blanks.

The following table describes the 1099-C Electronic Filing format, End of Transmission F records.

**1099-C Electronic Filing Format Description, End of Transmission F Records**

Field Position	Field Title	Length	Description
1	Record Type	1	Required. Record type is F.
2-5	Number of A Records	4	Required. Enter the total number of type A records.

Field Position	Field Title	Length	Description
6-30	Zero	25	Enter zeroes.
31-420	Blank	390	Enter blanks.

## 1099-C Preprinted Form Report

### To print the 1099-C Cancellation of Debt for an organization:

1. Navigate to the Submit Request window.
2. In the Name field, select 1099-C Preprinted Form Report Procedure.
3. In the Operating Unit field, select an operating unit.
4. In the Ledger field, select a ledger.
5. In the Invoice Minimum field, enter an invoice amount or use the default value of \$600.00.

**Note:** The report only selects records greater than or equal to the Invoice Minimum value.

6. In the Reprint field, select either Yes or No.
7. In the Reprint Type field, select All, Corrected, or Void.

**Note:** Select Reprint Type only if Reprint is set to Yes.

**Note:** The IRS 1099-C Cancellation of Debt report is a preprinted form that is produced by the IRS annually. Oracle U.S. Federal Financials enables agencies to print financial information from written-off receivables onto these preprinted forms.

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

The following table describes 1099-C Cancellation of Debt Selection Criteria report.

**1099-C Cancellation of Debt Selection Criteria**

<b>Reprint</b>	<b>Reprint Type</b>	<b>Description</b>
No		All invoices that are checked reportable and are not checked reprint are selected for the 1099-C Cancellation of Debt report.
Yes	Void	Only invoices checked as reportable, reprint, and void are selected for the 1099-C Cancellation of Debt report.
Yes	Corrected	Only invoices checked as reportable, reprint, and corrected are selected for the 1099-C Cancellation of Debt report.
Yes	All	All invoices checked reportable and reprint, and either void or corrected, are selected for the 1099-C Cancellation of Debt report.

**1099-C Cancellation of Debt Report Description**

The following table describes the 1099-C Cancellation of Debt report.

**1099-C Cancellation of Debt Report Description**

<b>Field</b>	<b>Description</b>
Creditor's name, street address, city, state, and ZIP code	Name, address, city, state, and ZIP code for creditor
Creditor's Federal identification number	Federal identification number for creditor
Debtor's identification number	Federal identification number for debtor
Date cancelled	Date the debt cancelled
Amount of debt cancelled	Amount of debt cancelled
Debtor's name	Debtor name

Field	Description
Interest if included in box 2	Amount of interest if included as part of amount of debt cancelled
Street address (including apt. no.)	Street address of debtor
City, state, and ZIP code	City, state, and ZIP code of debtor
Debt description	Description of debt
Account number (optional)	Optional field, account number assigned by agency
Check for bankruptcy	If box is selected, the creditor indicated that debt was cancelled in a bankruptcy proceeding.
Fair market value of property	The fair market value of property is shown, or the debtor receives a separate Form 1099-A Acquisition or Abandonment of Secured Property.

## Generating the 1096 Annual Summary and Transmittal of U.S. Information Returns

**To print the 1096 Annual Summary and Transmittal of U.S. Information Returns for an organization:**

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

1. Navigate to the Submit Request window.
2. In the Name field, select 1096 Annual Summary and Transmittal of U.S. Information Returns.
3. In the Operating Unit field, select an operating unit.
4. In the Ledger field, select a ledger.
5. In the Name of Contact Person field, enter a contact name.
6. In the Phone of Contact Person field, enter a phone number.
7. In the Federal Income Tax Withheld field, enter the amount of federal income tax withheld.

8. In the Invoice Minimum field, enter an invoice amount or use the default value of \$600.00.

**Note:** The report only selects records greater than or equal to the Invoice Minimum value.

**Note:** The IRS 1096 Annual Summary and Transmittal of U.S. Information Returns is a preprinted form that is produced by the IRS annually. Oracle U.S. Federal Financials enables agencies to print financial information from written-off receivables onto these preprinted forms using the 1096 Annual Summary and Transmittal of U.S. Information Returns report.

## 1096 Annual Summary and Transmittal of U.S. Information Returns Report Description

The following table describes the 1096 Annual Summary and Transmittal of U.S. Information Returns report.

### ***1096 Annual Summary and Transmittal of U.S. Information Returns Report Description***

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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.

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## Generating the Delinquent Invoices Eligible for Referral Report

To print the Delinquent Invoices Eligible for Referral Report:

1. Navigate to the Submit Request window.
2. In the Name field, select Delinquent Invoices Eligible for Referral Report.
3. In the Operating Unit field, select an operating unit.
4. In the As of Date field, optionally select a target date.
5. In the Customer Name Low and High fields, optionally select a customer name to begin the report generation.
6. In the Customer Number Low and High fields, optionally enter a customer number to begin the report generation.
7. In the Receivables Type field, optionally enter a receivables type.

## Delinquent Invoices Eligible for Referral Report Description

The following table describes the Delinquent Invoices Eligible for Referral report.

### ***Delinquent Invoices Eligible for Referral Report Description***

Field	Description
Header Section	Ledger, operating unit, report date, and page.
Invoice Number	Invoice transaction number.
Receivable Type	Receivable type; includes Administrative Receivables, Defaulted Guaranteed Loans, or Direct Loans.
Due Date	Original invoice due date.
Days Past Due	Calculated by subtracting Due Date from the As of Date parameter.
Original Amount Due	Original amount due.
Amount Outstanding	Amount due; includes invoice and debit memo transactions.

## Generating the Invoice Status Report

### To print the Invoice Status Report:

1. Navigate to the Submit Request window.
2. In the Name field, select Invoice Status Report.
3. In the Operating Unit field, select an operating unit.
4. In the Invoice Number Low field, select an invoice number that is past due by at least one day to begin invoice status report generation.
5. In the Invoice Number High field, select an invoice number that is past due by at least one day to end invoice status report generation.
6. In the Receivable Type field, select a Receivable Type.
7. In the Customer Name Low field, select a customer name to begin the report generation.
8. In the Customer Name High field, select a customer name to end the report generation.
9. In the Customer Number Low field, enter a customer number to begin the report generation.
10. In the Customer Number High field, enter a customer number to end the report generation.
11. In the Current/History field, select Current or History.
12. In the Invoice Status field, select an invoice status.

## Invoice Status Report Description

The following table describes the Invoice Status report.

### *Invoice Status Report Description*

Field	Description
Header Section	Ledger, operating unit, report date, and page.
Customer Name	Customer name.

Field	Description
Customer Number	Customer number.
Location	Customer location.
Invoice Nbr	Invoice transaction number.
Due Date	Original invoice due date.
Days Past Due	Calculated by subtracting Due Date from the As of Date parameter.
Receivable Type	Receivable type.
Amount Due	Amount due.
Status	Invoice status.
Start Date	Invoice start date.
End Date	Invoice end date.
Comments	User comments.

## Generating the Delinquent Invoice Referral

To generate the delinquent invoice electronic file and to print the Delinquent Invoice Referral Report:

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

1. Navigate to the Submit Request window.
2. In the Name field, select Delinquent Invoice Referral Process.
3. In the Operating Unit field, select an operating unit.
4. In the Customer Name Low and High fields, optionally select a customer name to begin and end the report generation.

5. In the Customer Number Low and High fields, optionally enter a customer number to begin and end the report generation.
6. In the Referral Through Date field, optionally enter the referral through date to end the report generation.
7. In the Output field, select Report Only or Report and Electronic File.

**Note:** When the Report and Electronic File parameter is selected, two requests are submitted to the concurrent manager. The output of the first request contains the Delinquent Invoice Referral Report. The second request produces the output file to be submitted to Debt Management Service (DMS).

**Note:** To submit an electronic file to DMS, save the output of the Delinquent Invoice Referral Process as a text file (.txt). The file can then be uploaded to DMS through their approved procedures.

## Delinquent Invoice Referral Report Description

The following table describes the Delinquent Invoice Referral report.

### *Delinquent Invoice Referral Report Description*

Field	Description
Header Section	Ledger, operating unit, report date, and page.
Customer Name	Customer name.
Customer Number	Customer number.
Invoice Number	Invoice transaction number.
Due Date	Original invoice due date.
Days Past Due	Calculated by subtracting Due Date from the Referral Through Date parameter.
Principal	Amount due remaining.

Field	Description
Interest	Sum of debit memos whose finance charge category is Interest.
Administrative Costs	Sum of debit memos whose finance charge category is Administrative.
.Penalties	Sum of debit memos whose finance charge category is Penalties.
Total Amt Referred	Calculated by adding Referred Principal, Referred Interest, and Referred Administrative, and Penalties.

## Related Topics

[Receivables Management Procedures, page 24-1](#)

[Receivables Management Process, page 23-1](#)

[1099-C Cancellation of Debt Selection Criteria, page 25-25](#)

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## FMS Form 224 Statement of Transactions Process

### Overview of FMS Form 224 Statement of Transactions

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 these:

- The FMS Form 224 must be generated for each calendar month.
- If no transactions occur during the accounting month, a zero activity FMS Form 224 must be submitted.
- An agency may submit adjustments to the original FMS Form 224 using the supplemental FMS Form 224. The reporting agency should only report adjustments on the supplemental.

### Submission Requirements

Agencies are required to comply with these:

- The FMS Form 224 must be submitted to the Department of Treasury no later than the fifth working day following the close of the accounting month.
- A separate FMS Form 224 must be submitted for each Agency Location Code (ALC).

- The supplemental FMS Form 224 must be submitted between the fifth and eighth working days following the close of the reporting month.

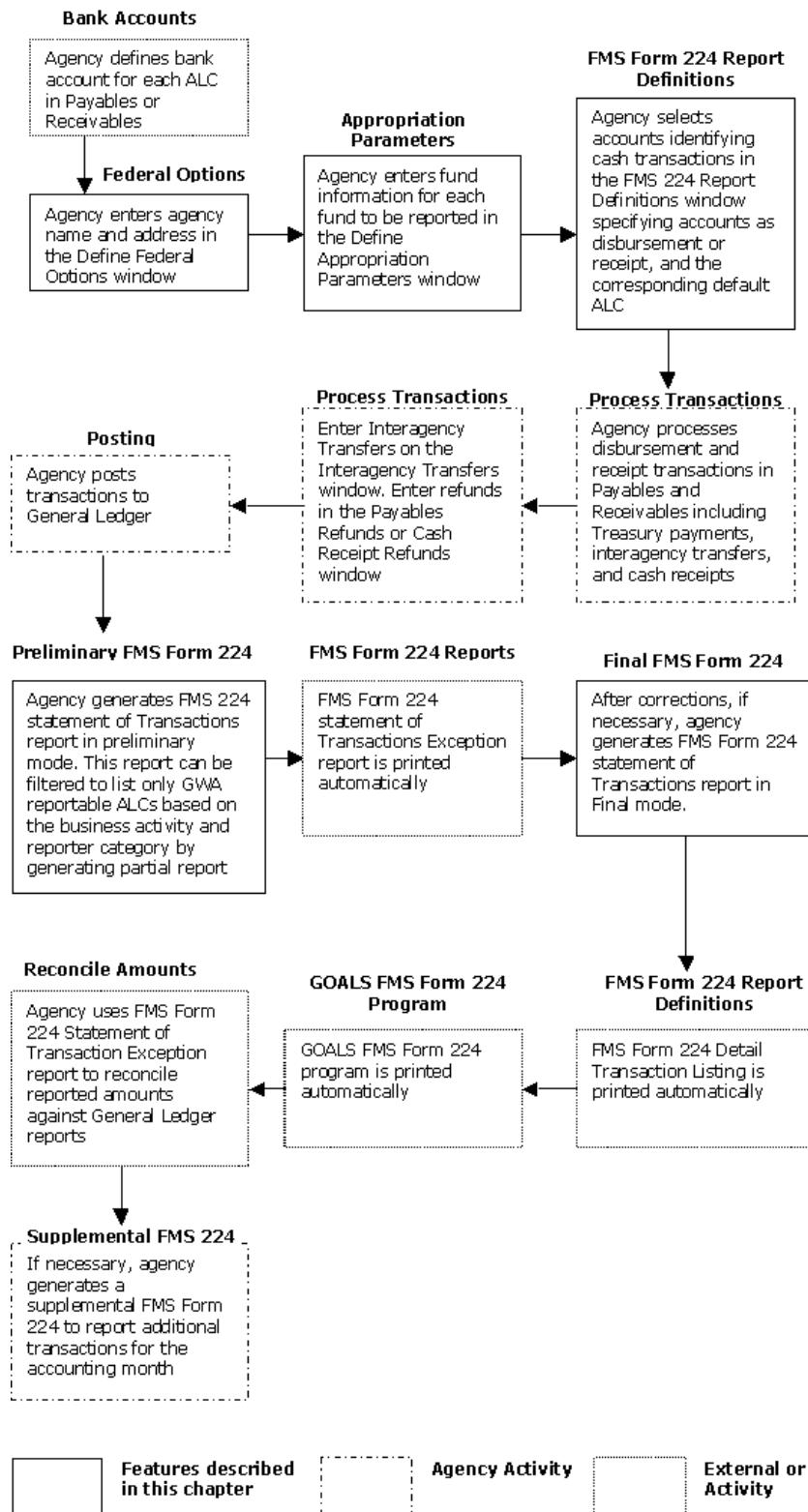
Federal Financials provides the FMS Form 224 Statement of Transactions process to comply with these requirements.

Additional information on FMS Form 224 requirements is documented in the *Treasury Financial Manual (TFM)*, 2-3300.

## **FMS Form 224 Statement of Transactions Report Diagram**

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

### FMS Form 224 Statement of Transactions Report Process Diagram



## FMS Form 224 Statement of Transactions Report Diagram Description

The following table describes the FMS Form 224 Statement of Transactions Report diagram.

### ***FMS Form 224 Statement of Transactions Report Diagram Description***

Feature	Description	Status
Bank Accounts	Agency defines bank account for each ALC in Oracle Payables and Oracle Receivables.	External or system activity
Agency Location Code Addresses	Agency enters ALC address in Agency Location Code Addresses window	Described in this chapter
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.	Described in this chapter
Process Transactions	Agency processes disbursement and receipt transactions in Payables and Receivables, including Treasury payments, interagency transfers, and cash receipts.	Agency activity
Process Transactions	Enter Interagency Transfers on Interagency Transfers window. Enter refunds in the Cash Receipt Refunds and Payables Refunds windows.	Agency activity
Posting	Agency posts transactions to General Ledger.	Agency activity

Feature	Description	Status
Preliminary FMS Form 224	<p>Agency generates FMS Form 224 Statement of Transactions in Preliminary mode.</p> <p>You can generate this report as a P224 and will report only the GWA Reportable agency location codes based on the business activity and the selected GWA Reportable Category values. A P224 only reports the sections and transactions on the 224 for the business activity of the agency location code that are not included in the GWA Reporter Category.</p>	Described in this chapter
FMS Form 224 Reports	<p>FMS Form 224 Statement of Transactions Exception Report is printed automatically.</p>	External or system activity
Final FMS Form 224	<p>After corrections, if necessary, agency generates FMS Form 224 Statement of Transactions in Final mode.</p>	Described in this chapter
FMS Form 224 Detail Transaction Listing	<p>FMS Form 224 Detail Transaction Listing is printed automatically.</p>	External or system activity
GOALS FMS Form 224 Program	<p>GOALS FMS Form 224 Program is printed automatically.</p>	External or system activity
Reconcile Amounts	<p>Agency uses FMS Form 224 Statement of Transaction Exception Report to reconcile reported amounts against General Ledger reports.</p>	Described in this chapter
Supplemental FMS 224	<p>If necessary, agency generates a supplemental FMS Form 224 to report additional transactions for the accounting month.</p>	Agency activity

## FMS Form 224 Statement of Transactions Report Process

The FMS Form 224 Statement of Transactions report process includes these steps:

1. The agency defines a bank account for each ALC in the Bank Accounts window in Payables or Receivables.
2. The agency enters the ALC address in the Agency Location Code Addresses window.
3. The agency enters the FMS Form 224 Fund Type for each fund to be reported in the Define 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 for manual journal entries the section and column placement on the FMS Form 224 Statement of Transactions.
4. In the 224 and Reconciliation Report Definitions window, the agency selects the accounts to be used in determining the transactions to be reported on the FMS Form 224 Statement of Transactions. The Account Type determines for manual journal entries to Revolving Accounts the section and column placement on the FMS Form 224 Statement of Transactions. The agency can also define the default ALC for each record to be used when the ALC cannot be determined from a bank account.
5. The agency processes disbursements and receipts that are posted to General Ledger throughout the accounting month. You can enter reclassifications to receipts and disbursements to be reported on the P224 as follows:
  - As a journal entry with the journal category designated in the FV: RECLASSIFICATION\_JOURNAL\_CATEGORY profile.
  - As a new receipt with the original receipt entered in the Reclassification Receipt descriptive flexfield that was defined on the Federal System Parameters window.
  - As a new payment with the original payment entered in the Voided Payment field.The Voided Payment field is only available if the payment method is Clearing. Both the Reclassification Receipt descriptive flexfield and the Voided Payment field only includes values for receipts or payments that are for the same amount as the new receipt or payment.
6. Interagency transfer transactions are also entered in the Interagency Transfers window. Refunds are also entered in the Cash Receipt Refunds and Payables Refunds windows.

7. At month-end, the agency generates the FMS Form 224 Statement of Transactions. All applicable transactions, including disbursements processed in the Department of Treasury Confirmation and Reconciliation window, receipts processed in the Cash Receipts window, and interagency transactions recorded in the Interagency Transfers window, are included in the report.

**Note:** The FMS Form 224 Statement of Transactions can be regenerated, as long as Preliminary is selected in the Parameters window during report generation. If Final is selected, the report cannot be regenerated except as a supplemental FMS Form 224 Statement of Transactions.

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

**Note:** You can generate a P224 report by selecting P in the Partial or Full? field. Only the agency location codes that are GWA reportable are selected. The Business Activity and Reporter Category fields can be used to further filter P224 activity. If you select F in the Partial or Full? field, only the agency locations codes that are not GWA reportable are selected.

9. 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.

## Related Topics

[Federal Options Setup](#) , *Oracle U.S. Federal Financials Implementation Guide*

[Appropriation Parameters Setup](#)

[Federal Report Definitions Setup](#)

[Interagency Transaction Procedures](#), page 22-1

[Refunds](#), page 19-1

Defining Bank Accounts, *Oracle Receivables User Guide*

Defining Bank Accounts, *Oracle Payables User Guide*

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## FMS Form 224 Statement of Transactions Report Procedures

### Overview of the FMS Form 224 Statement of Transactions Report

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

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

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

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

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

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

- Transactions with incomplete data for refunds not included in the current report
- Transactions included in the current report where the Billing Agency Fund for an interagency transfer is the same as the Customer Agency Fund
- transactions with incomplete organizations not included in the current report

## Requirements

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

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

## Prerequisites

- In the Define Federal Options window; the Agency address, the Disbursement in the Transit check box, the appropriate Confirm Cash Account, and the Interagency Activity name must be selected.
- Fund information must be provided in the Define Appropriation Parameters window for each fund to be reported.
- FMS Form 224 information must be entered in the FMS Form 224 Report Definitions window.
- All interagency transfers, including chargebacks, must be entered in the Interagency Transfers window.
- Refunds received must be entered in the Payables Refunds or Cash Receipt Refunds windows.
- A bank account must be defined for each agency ALC.
- The address must be assigned for each agency ALC.
- The Populate Payables Refunds process must be run before generating the FMS Form 224 report.

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

Defining Payables Options, *Oracle Payables User Guide*

Interagency Transaction Procedures, page 22-1

Refunds, page 19-1

Running General Ledger Interface, *Oracle Receivables User Guide*

## Populating Payables Refunds

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

1. As Federal Administrator, navigate to the Submit Request window.
2. In the Operating Unit field, select the operating unit.
3. In the Name field, select FMS 224 Populate Payables Refunds Process.
4. In the GL Period From field, enter the first day of the month to include in the report.
5. In the GL Period To field, enter the last day of the month to include in this report.

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

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

## Generating the FMS Form 224 Statement of Transactions Report

Use the Standard Request Submission windows to submit the FMS Form 224 process.

### Report Parameters

#### Ledger Name

Select the ledger to report on.

#### Period Name

Enter the period for the report.

#### Partial or Full

Select P to list GWA reportable agency location codes and F to list non GWA reportable agency location codes.

## Business Activity

If the Partial or Full? value is Partial, then all applicable business activities are listed.

If the Partial or Full? value is Full, then business activities are not applicable and the value is NA.

## Reporter Category

If the Partial or Full? value is Partial, then all applicable reporter categories are listed.

If the Partial or Full? value is Full, then reporter categories are not applicable and the value is NA.

If ALL is selected as the ALC, only the agency location codes that meet the Partial or Full? business activity and Reporter Category values is reported.

## Preliminary or Final

Select the preliminary or final mode.

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

## Agency Location Code

Select the agency location code to report on.

If the Partial or Full? value is Partial, all applicable GWA reportable agency location codes are listed. You can either select all or one of the agency location codes.

If the Partial or Full? value is Full, by default all non GWA reportable agency location codes are selected.

**Note:** The value ALL can be selected to print the FMS Form 224 Statement of Transactions for all agency location codes defined for the ledger.

**Note:** The Zero Activity FMS Form 224 Statement of Transactions Report and the Supplemental FMS Form 224 Statement of Transactions Report are also printed using this procedure.

**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.

The following table describes the FMS Form 224 Statement of Transactions report.

### ***FMS Form 224 Statement of Transactions Report Description***

<b>Column or Line Number</b>	<b>Title</b>	<b>Description</b>
	Header Section	Reporting period; Agency Location Code; agency name and address
	Section I: Classification of Disbursements and Collections	Total cash activity by appropriation, fund, or receipt account; total disbursements cleared, collections received
1	Appr., Fund Or Receipt Account	Appropriation, fund, or receipt account symbol
2	Receipts and Collections Credited to Appropriation or Fund Account	Amount of collections; data from SF 215 Deposit Tickets, SF 5515 Debit Memos, and TFS 7306 IPAC Customer Agency Activity Statements, including IPAC chargebacks
	Total	Net total for Column 2
3	Gross Disbursement	Amount of disbursements; data from SF 1166 Voucher and Schedule of Payments, SF 1081 Voucher and Schedule of Withdrawals and Credits, IPAC transactions
	Total	Net total for Column 3

Column or Line Number	Title	Description
	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
	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
		<b>Note:</b> 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.

Column or Line Number	Title	Description
	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
3	Deduct Deposits Presented or Mailed to Bank This Month	Deposits; accomplished in same month of report, made to banks, Federal Reserve Branches, or other Department of Treasury approved depositaries; amount listed for used by Department of Treasury to generate SF 6652 statement of Differences report

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

## FMS Form 224 Detail Transaction Listing

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

## FMS Form 224 Detail Transaction Listing Description

The report groups transaction by Section, Agency Location Code within Section, and Treasury Account Symbol within Agency Location Code as described in the following table.

### *FMS Form 224 Detail Transaction Listing Description*

Column	Description
Header Section	Reported Period, Ledger name, Run Mode
Section I	Total cash activity by appropriation, fund, or receipt account; total disbursements cleared, collections received
TAS	Treasury Account Symbol

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<b>Column</b>	<b>Description</b>
Trans ID	Transaction identifier
Acct No	Account number
Conf Date	Confirmation date
Receipt Amt	Receipt amount
Disb Amt	Disbursement amount
Net Amt	Net amount
Section II	Same information as Section I, reported by month instead of account type; disbursements for current month, adjustments to disbursements in prior months, collections received this month; used to distinguish transactions processed by the department of Treasury Regional Finance Centers from net collections received by the agency.
TAS	Treasury Account Symbol
Trans ID	Transaction identifier
Acct No	Account date
Conf Date	Confirmation date
Current Month	Disbursements for current month
Prior Month	Disbursements for current month
Section III	Status of collections and deposit activity; balance of undeposited collections from close of previous month, total collections received in current month, and confirmed deposits from current and prior months.
TAS	Treasury Account Symbol
Trans ID	Transaction identifier
Acct No	Account number
Conf Date	Confirmation date

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Column	Description
Current Month	Disbursements for current month
Prior Month	Disbursements for current month

## FMS Form 224 Statement of Transactions Exception Report

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

## FMS Form 224 Statement of Transactions Exception Report Description

The following table describes the FMS Form 224 Statement of Transactions Exception report.

Column	Description
Header Section	Date and period of report; Agency Location Code
Section I: Record(s) appearing in current month from prior period activity:	Transactions posted in a prior period but not reported; can be due to reopening of period after FMS Form 224 generation, or FMS Form 224 generation prior to final close of period; added to totals reported in Section I of FMS Form 224 to maintain balance b
TAS	Treasury Account Symbol
Document Number	Document number
Confirm Date	Confirmation date
Transaction Amount	Transaction amount
Transaction Type	Type of transaction: Payment, Collection, or IPAC transactions.
Batch Name	General Ledger journal entry batch name

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<b>Column</b>	<b>Description</b>
Section II: Record(s) appearing in current month from future period activity:	Receipts with a future accomplish date that has now arrived; added to totals reported in Section I of FMS Form 224 to maintain balance between Sections I and III.
TAS	Treasury Account Symbol
Document Number	Document number
Confirm Date	Confirmation date
Transaction Amount	Transaction amount
Transaction Type	Type of transaction: Payment, Collection, or IPAC transactions.
Batch Name	General Ledger journal entry batch name
Section III: Record(s) omitted from current month with future accomplish date:	Receipts with a future accomplish date; deducted from totals reported in Section I of FMS Form 224 to maintain balance between Sections I and III.
TAS	Treasury Account Symbol
Document Number	Document number
Confirm Date	Confirmation date
Transaction Amount	Transaction amount
Transaction Type	Type of transaction: Payment, Collection, or IPAC transactions.
Batch Name	General Ledger journal entry batch name
Section IV: Record(s) omitted from current month with incomplete data for Interagency Transfer:	Interagency disbursement transactions missing in the Interagency Transfers window. Transaction cannot be processed until it is entered in the Interagency Transfers window.
TAS	Treasury Account Symbol
Document Number	Document number

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Column	Description
Confirm Date	Confirmation date
Transaction Amount	Transaction amount
Transaction Type	Type of transaction: Payment, Collection, or IPAC transactions.
Batch Name	General Ledger journal entry batch name
Section V: Record(s) appearing in the current month where the Billing Agency Fund on Interagency Transfers form duplicates your agency fund:	Interagency disbursement transactions where the Billing Agency Fund in the Interagency Transfers window is a duplicate of the customer Agency Fund entered in the disbursement transaction.
TAS	Treasury Account Symbol
Document Number	Document number
Confirm Date	Confirmation date
Transaction Amount	Transaction amount
Transaction Type	Type of transaction: Payment, Collection, or IPAC transactions.
Batch Name	General Ledger journal entry batch name
Section VI: Record(s) appearing in the current month with the default Agency Location Code	The ALC could not be determined from a bank account. The ALC on the FMS Form 224 Report Definitions for the account is used as the default.
TAS	Treasury Account Symbol
Document Number	Document number
Confirm Date	Confirmation date
Transaction Amount	Transaction amount
Transaction Type	Type of transaction: Payment, Collection, or IPAC transactions.

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<b>Column</b>	<b>Description</b>
Batch Name	General Ledger journal entry batch name
Section VII: Record(s) appearing in current month with incomplete Project Accounting accomplish date	The accomplish date is not entered in the Expenditure Item descriptive flexfield.
TAS	Treasury Account Symbol
Document Number	Document number
Confirm Date	Confirmation date
Transaction Amount	Transaction amount
Transaction Type	Type of transaction: Payment, Collection, or IPAC transactions.
Batch Name	General Ledger journal entry batch name
Section VIII: Payables Refund record(s) omitted from current month since record missing from the Payables Refunds window	
TAS	Treasury Account Symbol
Document Number	Document number
Confirm Date	Confirmation date
Transaction Amount	Transaction amount
Transaction Type	Type of transaction: Payment, Collection, or IPAC transactions.
Batch Name	General Ledger journal entry batch name

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<b>Column</b>	<b>Description</b>
Section IX: Payables Refund record(s) omitted from current month due to incomplete obligation information	
TAS	Treasury Account Symbol
Document Number	Document number
Confirm Date	Confirmation date
Transaction Amount	Transaction amount
Transaction Type	Type of transaction: Payment, Collection, or IPAC transactions.
Batch Name	General Ledger journal entry batch name
Section X: Records omitted from the current month due to invalid Business Activity:	
TAS	Treasury Account Symbol
Document Number	Document number
Confirm Date	Confirmation date
Transaction Amount	Transaction amount
Transaction Type	Type of transaction: Payment, Collection, or IPAC transactions.
Batch Name	General Ledger journal entry batch name

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## FMS Form 1219/1220

### Overview

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

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

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

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

The FMS Form 1219/1220 includes these features:

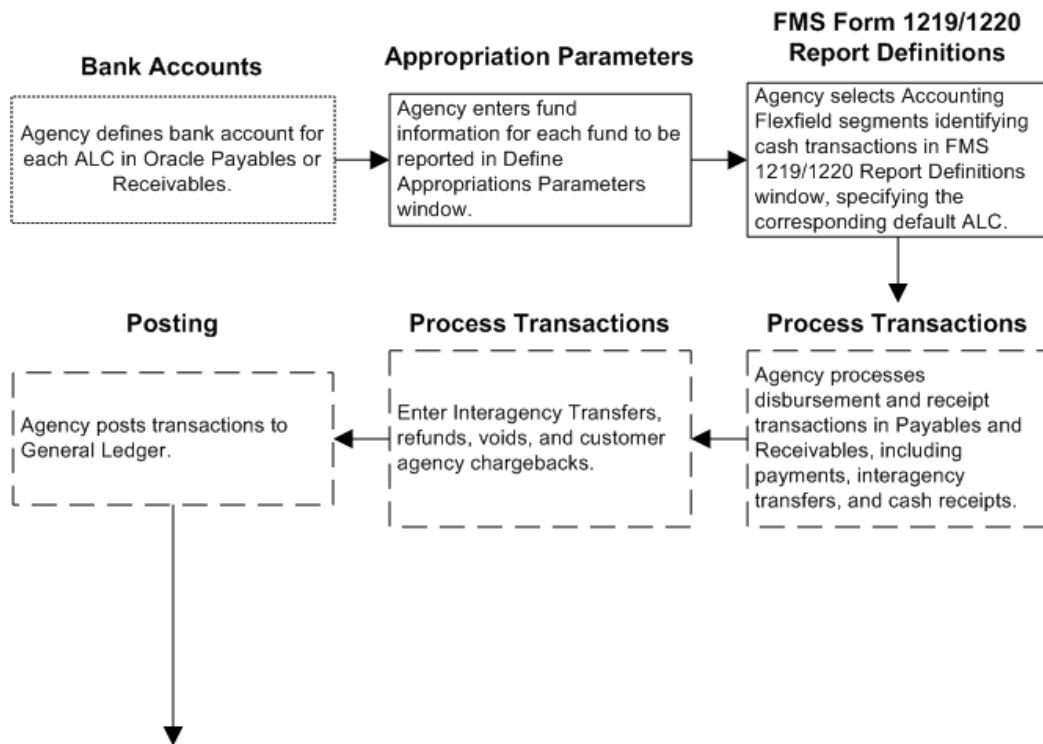
- Generate the FMS Form 1219 Statement of Accountability and FMS Form 1220 Statement of Transactions as one report.
- FMS Form 1219/1220 Process, to select General Ledger transactions for processing and reporting.

- FMS Form 1219/1220 Transaction Correction window, to assign lines and the Agency Location Code (ALC) to transaction records where the required information cannot be identified. Users can also adjust records and assign these records to lines on the report.
- FMS Form 1219/1220 Exception Report, which includes transactions either included in or omitted from the FMS Form 1219/1220 report that require review or correction.

## FMS Form 1219/1220 Process Diagram

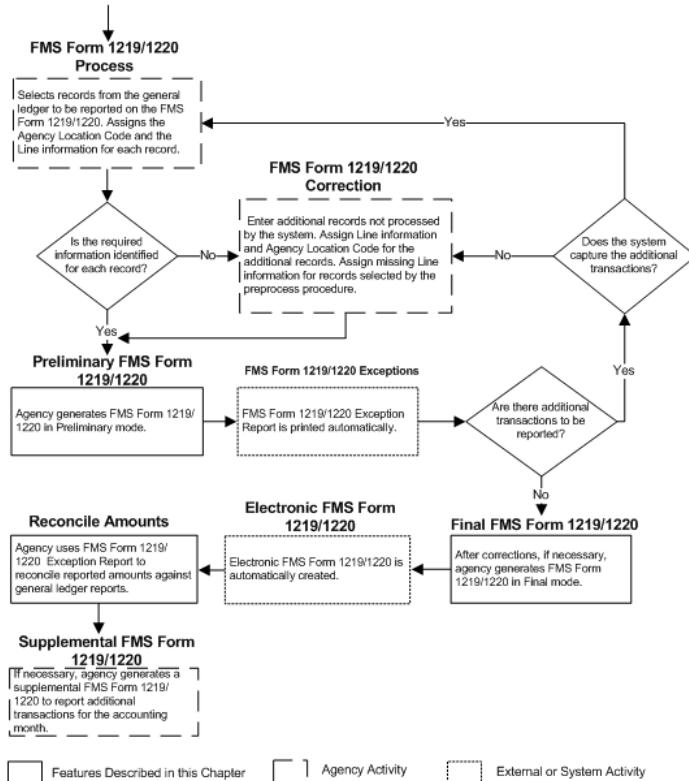
The diagram illustrates the FMS Form 1219/1220 process.

**FMS Form 1219/1220 Process Diagram**



Continued next page

### FMS Form 1219/1220 Process Diagram (Continued)



## Using FMS Form 1219/1220

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

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

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

1. The agency defines bank account for each agency location code in the Bank Accounts window in Payables or Receivables..
2. The agency enters the treasury symbol and fund values to be reported in the Define Appropriation Parameters window. Transactions are reported by treasury symbol

on the FMS Form 1220 Report.

3. In the FMS Form 1219/1220 Report Definitions window, the agency selects the Accounting Flexfield segment used to determine the transactions to be reported on the FMS Form 1219/1220 Report. The default ALC is also defined for each record to be used when the ALC cannot be determined from a bank account. .
4. The agency processes disbursements and receipts throughout the accounting month, posting transactions to General Ledger.
5. Interagency transfer transactions are entered in the Interagency Transfers window. Refunds, voids, and customer agency chargeback transactions are entered in the Cash Receipt Refunds window and the Payable Refunds window.
6. At month-end, the agency runs the FMS Form 1219/1220 Process procedure. All applicable transactions, including disbursements, receipts, and interagency transactions, are selected.

Transactions where the line information could not be identified are populated in the FMS Form 1219/1220 Transaction Correction window.

**Note:** When the process is resubmitted and the Delete Corrections parameter is set to *No* in the Parameters window, any additional records entered in the FMS Form 1219/1220 Transaction Correction window are not deleted.

7. The agency performs the FMS Form 1219/1220 Correction procedure to update the transactions selected by the FMS Form 1219/1220 Process. Updates are performed by assigning line numbers of the report to the transaction in the FMS Form 1219/1220 Transaction Correction window. Adjustments can also be entered in the FMS Form 1219/1220 Transaction Correction window to account for items not selected in the FMS 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.

## Related Topics

Define Bank Accounts, *Oracle U.S. Federal Financials Implementation Guide*

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

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



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## Using the FMS Form 1219/1220 Process and Report

### 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. You may also need to complete one or more of these tasks:

- In the Define Federal Options window, enter an Agency Name and Agency Address and select the Interagency Paygroup. If you check the Disbursement in Transit box, enter an appropriate cash account.
- Enter fund information for each fund that you report on.
- Define interagency transfers, including chargebacks.
- Record all customer agency IPAC chargebacks, voided payments, and refunds.
- Define a bank account for each agency, Agency Location Code (ALC).

## Related Topics

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

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

Interagency Transaction Procedures, page 22-1

Refunds, page 19-1

Define Bank Accounts, *Oracle U.S. Federal Financials Implementation Guide*

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

## FMS Form 1219/1220 Process

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

Use the Standard Request Submission windows to submit the FMS Form 1219/1220 Process.

## Report Parameters

### Ledger Name

Select the ledger to report on.

### Period Name

Select the accounting period to report on.

### Agency Location Code

Select the agency location to report on.

## Delete Corrections

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

## Related Topics

GOALS Procedures, page 39-1

Using Standard Request Submission, *Oracle Applications User Guide*

## Updating FMS Form 1219/1220

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

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

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

### To update the FMS Form 1219/1220:

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

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

4. To update a line assignment, select a transaction record and choose the Lines button.
5. Choose the Line Numbers that you want for FMS Form 1219 reporting.
6. If you choose line number 4.10, enter an FMS Form 1220 column.

## FMS Form 1219/1220 Report

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

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

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

Use the Standard Request Submission windows to submit the FMS Form 1219/1220 Process.

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

## Report Parameters

### Run Type

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

### DO Name

Enter the name of the disbursing officer.

### DO Location

Enter the address of the disbursing officer.

### DO Tel No

Enter the telephone number of the disbursing officer.

### Period Name

Enter the period name for the report.

### Agency Location Code

Enter the agency location to report on.

## FMS Form 1219 Statement of Accountability Report

### Report Headings

The following table describes the heading section of the FMS Form 1219 Statement of Accountability report.

Heading	Description
<Disbursing Officer>	Name of the disbursing officer
<Department or Agency>	Name of the department or agency
<Location>	Address of the department or agency
Ledger	Ledger name
Agency Location Code	The agency location code
Period	The reporting period

### Column Headings

The following table describes the FMS Form 1219 Statement of Accountability report.

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

<b>Heading</b>	<b>Description</b>
2.10 Checks Issued Current Period	Total amount of checks drawn on the Department of Treasury for the current period; analysis of the total amount by check symbol, shown in Section II, Part A.
2.11 Checks Issued/Adjustments (TFS Form 5206)	Total amount of adjustments of prior month check issue amounts based on FMS Form 5206 recorded in the current month; analysis of the total amount by check symbol and month and year of the check issue, shown in Section II, Part A.
2.12 Checks Issued/Adjustments - Other	Total amount of adjustments of prior month check issue amounts other than those based on FMS Form 5206 recorded in the current month; analysis of the total amount by check symbol and month and year of the check issue, shown in Section II, Part A.
2.30 Other Transactions	Description.
2.34 Discrepancies in D.O. Accounts - Credits	Total amount of all unidentified transactions during period of account that increases the disbursing office accountability and cannot accurately be classified to line 2.36 or 2.37.
2.36 Payments by Another D.O.	Total amount of Department of Treasury check payments issued by another disbursing office, at the reporting office's request, during period of account.
2.37 Transfers from Other D.O.	Total amount of transfers received from other disbursing officers during period of account.
2.80 IPAC Payments and Collections	Total amount of IPAC payments and collections for the period, including any adjustments of IPAC payments and collections and limited pay in prior periods; an analysis by ALC and month and year of the payments and collections reported in Section II, Part B.
2.90 Total Increases in Accountability	Sum of lines 2.10, 2.11, 2.12, 2.34, 2.36, 2.37, and 2.80.

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<b>Heading</b>	<b>Description</b>
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 voucherized charges to appropriation and fund accounts net of receipts and collections credited to appropriation or fund accounts for the reporting period; analysis by appropriation, fund, or receipt account reported in FMS Form 1220.
4.20 Deposits Presented or Mailed to Bank	Deposits of disbursing officers net of related net vouchers; summary analysis by deposit symbol and month and year presented or mailed to the bank reported in Section II, Part B.
4.30 Other Transactions	Description.
4.34 Discrepancies in D.O. Accounts - Debits	Total amount of all unidentified transactions during the reporting period that decreases the disbursing office accountability and that cannot be classified accurately to line 4.36 or 4.37.
4.36 Payments for Another D.O.	Total amount of Department of Treasury check payments issued by the reporting disbursing office at the request of another disbursing office during the reporting period.
4.37 Transfers to Other D.O.	Total amount of transfers sent to other disbursing officers during period of account.
4.90 Total Decreases in Accountability	Sum of lines 4.10, 4.20, 4.34, 4.36, and 4.37.
5.00 Total Accountability Close of Period	Difference between amounts reported on line 3.00 and line 4.90.

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

Heading	Description
Part A - Checks Issued and Adjustments for Prior Periods	Analysis shown by check symbol for checks issued or check issue adjustments transactions that occurred in the current period.
TC 210 Checks Issued Current Period	Analysis by Check Symbol for checks issued in the current reporting period.
1 Check Symbol/DO Symbol	Check symbol number under which the checks are drawn or to which the check issue adjustment transactions apply.
2 Issue Date (MM/YY)	Accomplish date; blank; not used in this section.
3 Amount	Total amount of all checks issued during the current reporting period under the related check symbol.
TC 211 Checks Issued Adjustments - TFS Form 5206	Analysis by Check Symbol for check issue adjustment based on FMS Form 5206 in the current reporting period by check symbol and original issue month and year.
1 Check Symbol/DO Symbol	Check symbol number under which the checks are drawn or to which the check issue adjustment transactions apply.
2 Issue Date (MM/YY)	Original issue month and year to which the check issue adjustment transactions apply.
3 Amount	Total adjustment for the check symbol and issue month for the check issue adjustment.
TC 212 Checks Issued Adjustments - Other	Analysis by check symbol for checks issue adjustment transactions other than those based on FMS Form 5206 in the current reporting period by check symbol and original issue month and year.
1 Check Symbol/DO Symbol	Check symbol number under which the checks are drawn or to which the check issue adjustment transactions apply.

Heading	Description
2 Issue Date (MM/YY)	Original issue month and year to which the check issue adjustment transactions apply.
3 Amount	Total adjustment for the check symbol and issue month for the check issue adjustment.
TC 280 IPAC Payments and Collections	All IPAC transactions reported in the current reporting period.
1 Check Symbol/DO Symbol	ALC under which the IPAC payments and collections are made.
2 Issue Date (MM/YY)	Month and year during which the IPAC transaction, including adjustments, are processed.
3 Amount	Amount of the IPAC transaction or adjustment by ALC and Issue Date.
Part B - Summary of Deposits Presented or Mailed to Bank (Line 4.20)	
TC 420 Deposits Presented/Mailed to Bank (Line 4.20)	Total deposits net of debit vouchers presented or mailed to the bank accomplished during the current or prior reporting period by the related deposit symbol.
1 Deposit Symbol	Deposit symbol number used by the disbursing office.
2 Date Presented or Mailed to Bank	Month and year the deposit accomplished.
3 Amount	Total amount for deposit transactions net of debit vouchers for the deposit symbol and date accomplished.

## FMS Form 1220 Statement of Transactions Report

### Report Headings

The following table describes the heading section of the FMS Form 1220 Statement of Transactions report.

Heading	Description
<Disbursing Officer>	Name of the disbursing officer
<Department or Agency>	Name of the department or agency
<Location>	Address of the department or agency
Agency Location Code	The agency location code
Period	The reporting period

## Column Headings

The following table describes the FMS Form 1220 Statement of Transactions report.

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

## Related Topics

Using Standard Request Submission, *Oracle Applications User Guide*

## FMS Form 1219/1220 Exception Report

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

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

## Report Headings

The following table describes the heading section of the FMS Form 1219/1220 Exception report.

Heading	Description
Date	The date of the report
Period	The reporting period

## Column Headings

The following table describes the FMS Form 1219/1220 Exception report.

Heading	Description
Section I: Record(s) appearing in current month from prior period activity:	Transactions posted in a prior period but not reported; may be due to reopening of period after FMS Form 1219/1220 generation, or FMS Form 1219/1220 generation prior to final close of period.
Batch Name	General Ledger journal entry batch name.
GL Period	Period posted to General Ledger.
Accomplish Date	Date accomplished.

<b>Heading</b>	<b>Description</b>
Amount	Transaction amount.
Section II: Record(s) appearing in current month from future period activity:	Transactions with a future accomplish date that has now arrived.
Batch Name	General Ledger journal entry batch name.
GL Period	Period posted to General Ledger.
Accomplish Date	Date accomplished.
Amount	Transaction amount.
Section III: Record(s) omitted from current month with future accomplish date:	Transactions with a future accomplish date not included on FMS Form 1219/1220.
Batch Name	General Ledger journal entry batch name.
GL Period	Period posted to General Ledger
Accomplish Date	Date accomplished.
Amount	Transaction amount.
Section IV: Record(s) omitted from current month with incomplete data for Interagency Transfer:	Interagency disbursement transactions missing in Interagency Transfers window; transaction cannot be processed until it is entered in Interagency Transfers window.
Batch Name	General Ledger journal entry batch name.
GL Period	Period posted to General Ledger.
Accomplish Date	Date accomplished.
Amount	Transaction amount.

<b>Heading</b>	<b>Description</b>
Section V: Record(s) omitted from current month with incomplete Refunds, Voids, and Chargebacks information:	Voided payment transactions missing in the Cash Receipt Refunds window and the Payable Refunds window.; transaction cannot be processed until it is entered in the Cash Receipt Refunds window and the Payable Refunds window.
Batch Name	General Ledger journal entry batch name.
GL Period	Period posted to General Ledger.
Accomplish Date	Date accomplished.
Amount	Transaction amount.

## FACTS I Process

### 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 these 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 November 28, 1998. 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 this URL:

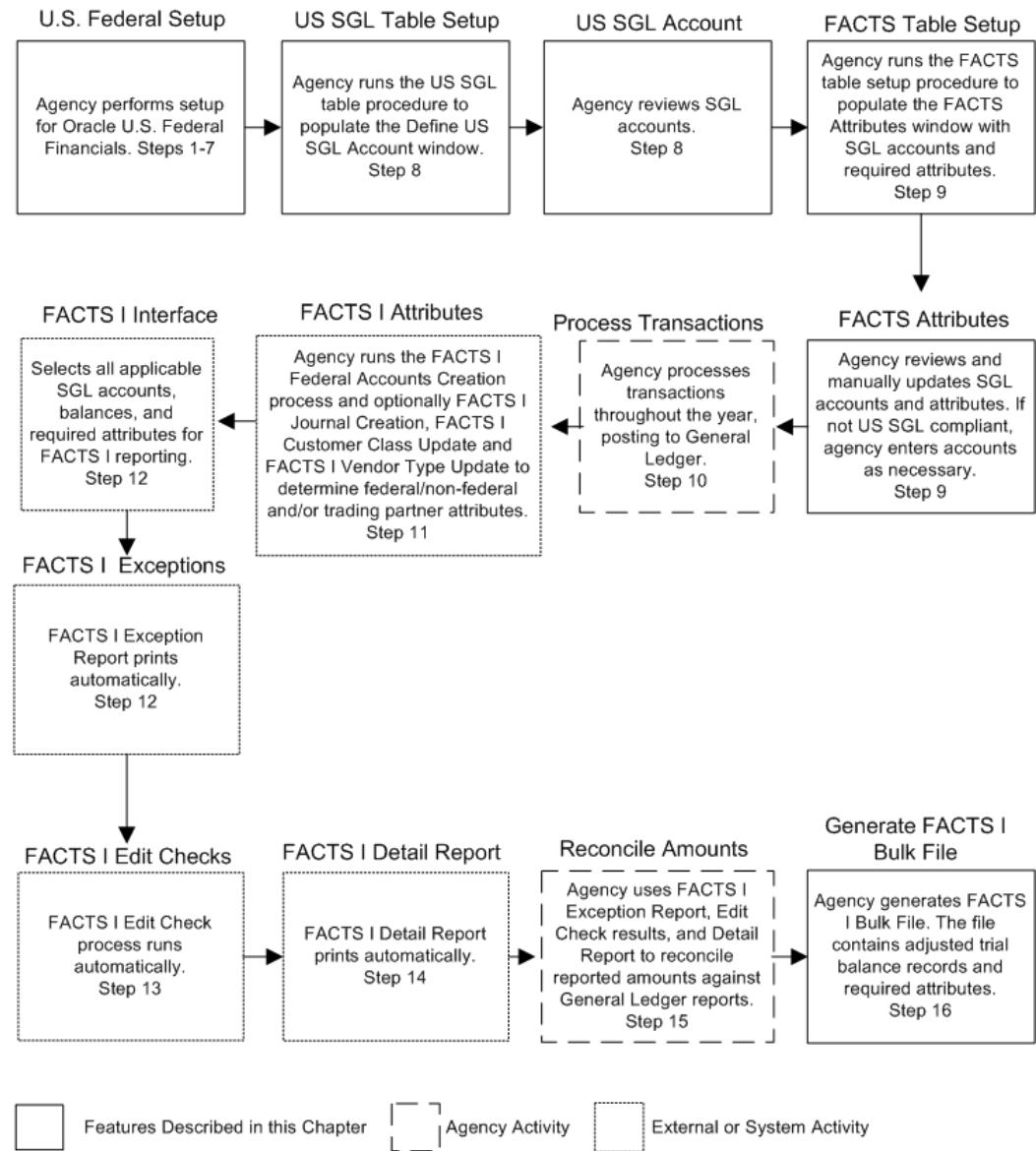
<http://www.fms.treas.gov/cfs/dev/index.html>

The FACTS I process includes these components:

- FACTS I Federal Accounts Creation Process
- FACTS I Journal Creation
- FACTS I Customer Class Code Update
- FACTS I Vendor Type Update
- 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 following diagram lists the steps for the FACTS I process.



## FACTS I Process Steps

The FACTS I process consists of these 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 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 following table shows an examples of alternate GL account numbering schemas, structure using six-digit GL account.

***Alternate GL Account Numbering Schemas, Example Structure Using Six-Digit GL Account***

<b>GL</b>	<b>Account Name</b>	<b>Parent US SGL Account or Name</b>
101012	Disbursement Transactions - Direct Deposits	1010 - Fund Balance with Department of Treasury

GL	Account Name	Parent US SGL Account or Name
101013	Disbursement Transactions - OPAC	
101014	Direct Deposit Receipts - US Department of Treasury	

The following table shows an examples of alternate GL account numbering schemas, structure using four-digit GL account.

***Alternate GL Account Numbering Schemas, Example Structure Using Four-Digit GL Account***

GL	Account Name	Parent US SGL Account or Name
5311	Interest Revenue - Exchange	5310 – Interest Revenue
5312	Interest Revenue – Non-exchange	

Account 5310 is reported on FACTS I according to the Exchange/Non-Exchange attribute and 5310 is defined on FACTS Attributes with the Exchange/Non-Exchange attribute of either. The user is required to add the accounts in the examples and define the correct Exchange/Non-Exchange attribute value (Exchange for 531001 and 5311, or Non-Exchange for 531002 and 5312) along with any other attributes that should be reported for 5310. If 5310 was defined on FACTS Attributes with the Exchange/Non-Exchange attribute value as Exchange, then 531001 and 5311 in the examples do not need to be added to FACTS Attributes. They will report the Exchange/Non-Exchange as Exchange since these accounts are child accounts of 5310 and 5310 is defined as Exchange.

10. Once setup is complete, users process transactions throughout the year, posting transactions to General Ledger.
11. You must run FACTS I Federal Accounts Creation to identify the accounts that is required to determine the FACTS I Federal/Non-Federal and trading partner attributes. You can optionally run FACTS I Customer Class Code update and FACTS I Vendor Type update when changes to customer class and vendor type is made for customers or vendors. You can separately run FACTS I Journal Creation process or as part of FACTS I Interface process to determine the

Federal/Non-Federal and trading partner attributes for the accounts identified by the FACTS I Federal Accounts Creation process.

12. You should complete the FACTS I Interface annually. You must select all applicable SGL accounts, account balances, and attributes.

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

***FACTS I Attribute Matrix***

<b>Attribute</b>	<b>Derived From</b>
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	FACTS Attributes window in conjunction with the Customer Class, Supplier Type, and Trading Partner Descriptive Flexfield  If FACTS Attributes is defined as Non-Federal, Federal, or Not Applicable, then the attribute is set as N, F, or blank respectively for FACTS reporting.  If FACTS Attributes is defined as Either Federal or Non-Federal, the attribute is set as F when the Customer Class or Supplier Type is set as Federal or the Journal Line Trading Partner Descriptive Flexfield has a value. Otherwise, the attribute is set as N for FACTS reporting.

Attribute	Derived From
Trading Partner	Customer Trading Partner Descriptive Flexfield, Supplier Trading Partner Descriptive Flexfield, or Journal Line Trading Partner Descriptive Flexfield.
	Reported when the Federal/Non-Federal attribute is set as F for FACTS reporting, which is determined by rules defined for Federal/Non-Federal attribute.
	This comes from the Customer Trading Partner Descriptive Flexfield for the journals associated to a customer, the Supplier Trading Partner Descriptive Flexfield for the journals associated to a supplier, or the Journal Line Trading Partner Descriptive Flexfield for the journals not associated to a customer or supplier.

If discrepancies exist for any SGL account balance, the account and the balance are printed on the FACTS I Exception Report.

13. 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.
14. The FACTS I Detail Report prints automatically.
15. 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
16. 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.



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## FACTS I Procedures

### FACTS I Procedures

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. You can also submit a report by transferring a file that eliminates the need for submitting these 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

#### 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 includes:

- 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.

## Generating FACTS Processes

1. Navigate to the Submit Request window.
2. In the Name field, select the process you want to run.
3. Enter the required parameters.

See: Using Standard Request Submission, *Oracle Applications User Guide*

## FACTS I Federal Accounts Creation Process

The FACTS I Federal Accounts Creation process identifies and stores accounts as Federal or Either Federal or Non-Federal, which is used in FACTS I Journal Creation Process to select Journal Lines. You can also re-run this process when the following occurs:

- Change in Federal or Non-Federal value on FACTS attributes from Non-Federal to a) Federal or b) Either Federal or Non-Federal
- Change in parent or child hierarchies of an account segment value in the Segment Values form, which results in the account now being assigned to a different US SGL account with a different Federal or Non-Federal attribute.

The process produces an output file that shows the account numbers and their category and any changes made to the category since the last run. This process launches the Journal Creation Process automatically if new accounts are identified since the last submission and the FACTS I Journal Creation process has already been run for the same ledger and period.

## FACTS I Customer Class Code Update Process

The FACTS I Customer Class Code Update process is optional. You should run this process when there are changes to the customer class code or the trading partner or both in the Define Customers window. This process updates the existing journal lines that are stored by the FACTS I Journal Creation process.

### Prerequisites

You must have run the FACTS I Journal Creation process prior to running the FACTS I Customer Class Code Update. If you make changes to a customer prior to running the FACTS I Journal Creation process, then you don't need to run the FACTS I Customer Class Code Update.

## FACTS I Vendor Type Update Process

The FACTS I Vendor Type Update process is optional. You should run this process should when there are changes to the vendor type or the trading partner or both in the Define Suppliers window. This process updates the existing journal lines that are stored by the FACTS I Journal Creation process.

### Prerequisites

You must have run the FACTS I Journal Creation process prior to running the FACTS I Vendor Type Update. If you make changes to a supplier prior to running the FACTS I Journal Creation process, then you do not need to run the FACTS I Vendor Type Update.

## FACTS I Journal Creation Process

The FACTS I Journal Creation process selects and stores journal lines up to the period selected with the subledger information, such as vendor ID, vendor type, customer ID, customer class, and trading partner for accounts that are identified as 'Federal' or 'Either Federal or Non-Federal' in the FACTS I Federal Accounts Creation process.

You can run this process any number of times as this process selects journal lines posted for the fiscal year since the last time the process was run, up to the period selected. You can also launch this process from the FACTS I Interface by selecting Y for the Run Journal Creation parameter.

The process produces an output file for journal lines that do not have supplier, customer, or the subledger information.

### Prerequisites

You must have run the FACTS I Federal Accounts process.

## 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.

This is the FACTS I main process and users should run this process whenever they need to produce FACTS I ATB Report and/or Consolidated Financial Statement for a period.

This process will also produce the following reports:

- Edit Check Report
- FACTS I Detail Report
- FACTS I ATB Report
- FACTS I Exception Report

You can run this process only for periods in which journals were processed in the FACTS I Journal Creation process. For example, if the FACTS I Journal Creation process was run for March of a fiscal year, the FACTS I Interface can only be run for periods up to March in that fiscal year.

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 31-7 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 31-10 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.

## Related Topics

FACTS I Process, page 30-1

## Generating FACTS Interface Process

1. Navigate to the Submit Request window.
2. In the Name field, select FACTS I Interface.
3. In the Ledger field, select a ledger.
4. In the Run Mode field, select Period (R) or Year (Y).

5. In the To Period field, select the periods for which the Journal Creation process was run.
6. In the Fiscal Year, select the periods for which the Journal Creation process was run.
7. In the Run Journal field, select either Y or N.
8. In the Generate Reports field, select either Y or N.

**Note:** If you select Y, then all four reports are generated. If N is selected, then FACTS I Exception and Detail Reports, when Edit Check fails, are generated.

### Running the FACTS I Interface process in Year Mode

- To run the process in Year Mode the Journal Creation Process should have been run for the last period of a fiscal year.
- Ending balance records are created only in Year Mode, so you must run the process in Year Mode as the final step.

### Related Topics

Using Standard Request Submission, *Oracle Applications User Guide*

### Prerequisites

- Treasury account codes must be defined in the Define Treasury Account Codes window. Optionally, define FACTS I Rollup codes.
- Treasury symbols must be defined in the Define Federal Account Symbols window.
- Values for Department ID, Bureau ID, and fund values must be defined in the Define Appropriation Parameters window.
- The Customer Class Lookup must be defined as FEDERAL for federal customers.
- The Supplier Type Lookup must be defined as FEDERAL for federal suppliers.
- 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.
- The US SGL accounts table setup procedure must be run to populate the Define US SGL Accounts window.
- US SGL accounts must be reviewed and edited, if necessary, in the Define US SGL Accounts window.
- The FACTS Attributes table setup procedure must be run to populate the define FACTS Attributes window.
- Account numbers and attributes must be reviewed and edited, if necessary, in the FACTS Attribute window.
- You must have run FACTS I Journal Creation process for the required period.

## Related Topics

Treasury Account Codes Setup, *Oracle U.S. Federal Financials Implementation Guide*

Federal Account Symbols Setup, *Oracle U.S. Federal Financials Implementation Guide*

Defining Appropriation Parameters, *Oracle U.S. Federal Financials Implementation Guide*

Define Oracle Purchasing Lookups, *Oracle U.S. Federal Financials Implementation Guide*

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

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

Federal Report Definitions Setup

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*

## FACTS I Exception Report Description

The FACTS I Exception Report is printed automatically during the FACTS I procedure.

The following table describes the heading section of the FACTS I Exception report description, SGL Account Exceptions.

***FACTS I Exception Report Description, SGL Account Exceptions***

<b>Column</b>	<b>Description</b>
Header Section	Run mode, fiscal year, to period, Ledger
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>

Column	Description
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>

The following table describes the FACTS I Exception report, Missing Attribute Exceptions.

***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>

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<b>Column</b>	<b>Description</b>
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>
Value for Subfunction must be specified	<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 Exchange/Non-exchange revenue 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>
Value for Custodial/Non-custodial 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 Treasury Symbol 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>

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## 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 31-10 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 following table.

### *FACTS I Detail Report Description*

Field	Description
Header Section	Run mode, fiscal year, period, ledger 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

Field	Description
F/N Indicator	Customer class or supplier type on the Customer or Supplier Record; includes F for Federal and N for Non-Federal  <b>Note:</b> If there is no customer or supplier record, the indicator is determined from the Journal Trading Partner Descriptive Flexfield; assigns F if there is a value in Journal Trading Partner; otherwise assigns N.
Trading Partner	Descriptive flexfield located at the header record of the Supplier or Customer window or at the detail record of the Journal Lines window
Debit	Debit balance in account
Credit	Credit balance in account
Fund Total	Summation of fund debits and summation of fund credits
Treasury Account Code Total	Grand total of all fund debits and grand total of all fund credits for the treasury account code

## FACTS I Adjusted Trial Balance Bulk File Transfer Format

The following table describes the FACTS I Adjusted Trial Balance report.

### ***FACTS I 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

Field	Description
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.

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## 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 this website:

[www.fms.treas.gov/cfs/dev/index.html](http://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.

Use the Standard Request Submission windows to submit the FACTS I Trial Balance report.

### Prerequisites

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

- Define treasury account codes and optionally define FACTS I rollup values.
- Define treasury symbols and associate fund values to them.
- Run the US SGL accounts table setup procedure to populate the Define US SGL Accounts window.
- If necessary, review and edit US SGL accounts, and account numbers and attributes.
- Run the FACTS attributes table setup procedure to populate the Define FACTS Attributes window.
- You should run the FACTS I Interface immediately prior to the FACTS I Trial Balance for the same period to ensure the FACTS I Trial Balance reports the proper balances.

## Report Parameters

### Ledger

Select the ledger for the report.

### 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 for the Default Attribute Set

The following table describes the heading section of the FACTS I Trial Balance report.

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Heading	Description
Ledger Name	The ledger name
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	Values in segment assigned by the default attribute set.  <b>Note:</b> If the segment assigned in the default attribute set does not reflect fiscal year, the default attribute set would need to be copied and modified to assign the appropriate segment for fiscal year.
Organization	Values in segment assigned by the default attribute set.  <b>Note:</b> If the segment assigned in the default attribute set does not reflect organization, the default attribute set would need to be copied and modified to assign the appropriate segment for organization.

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Heading	Description
Program	<p>Values in segment assigned by the default attribute set.</p> <p><b>Note:</b> If the segment assigned in the default attribute set does not reflect program, the default attribute set would need to be copied and modified to assign the appropriate segment for program.</p>
Project	<p>Values in segment assigned by the default attribute set.</p> <p><b>Note:</b> If the segment assigned in the default attribute set does not reflect project, the default attribute set would need to be copied and modified to assign the appropriate segment for project.</p>

## Column Headings for the Default Attribute Set

The following table describes the FACTS I Trial Balance report.

Heading	Description
Acct No	The natural account segment
FNF	The attribute values for federal (F) and non-federal (N) if FNF attribute is Federal (F).
TPC	The descriptive flexfield value for trading partner
ENE	The attribute values for exchange (X) or non-exchange (T)
BSF	The budget subfunction lookup code defined in the Appropriation Parameters window associated to the fund

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<b>Heading</b>	<b>Description</b>
CNC	The quickcode values for custodial (S) or non-custodial (A)

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## Related Topics

Using Standard Request Submission, *Oracle Applications User Guide*

Oracle Financials RXi Reports Administration Tool, *Oracle Financials RXi Reports Administration Tool User Guide*



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## FACTS II Process

### 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 these 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 U.S. 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>

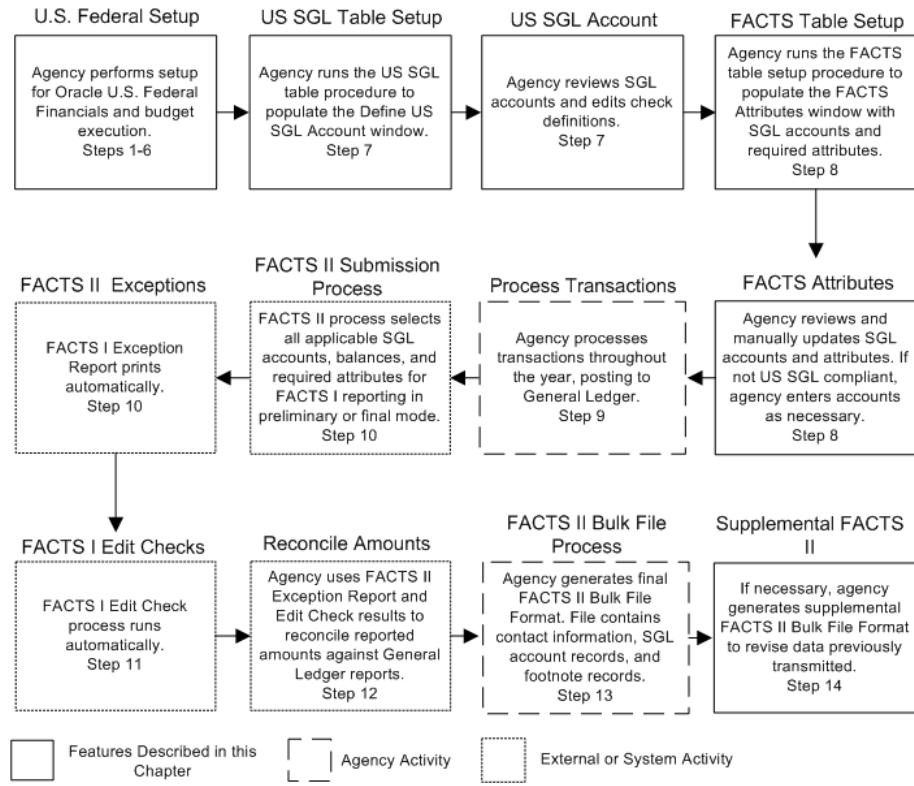
The FACTS II process includes these components:

- 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 lists the steps of the FACTS II process.

## **FACTS II Process Steps Diagram**



## FACTS II Process Steps

The FACTS II process consists of these 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 following table provides the priority in determining which Program Reporting Codes record is used for fund and treasury symbol.

**Program Reporting Codes Priority**

<b>Priority</b>	<b>Treasury Symbol Value</b>	<b>Fund Value</b>
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 following table provides examples of the alternate GL account numbering schemas, structure using six-digit GL account.

***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	
451001	Apportionments – Establish Available	4510 – Apportionments
451002	Apportionments – Reduce Available	
451003	Apportionments – Available in Subsequent Period	

The following table provides examples of the alternate GL account numbering schemas, structure using four-digit GL account.

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

GL	Account Name	Parent US SGL Account or Name
Example	Apportionments – Establish Available	4510 – Apportionments
4511	Accounts Receivable - Federal	
4512	Apportionments – Reduce Available	

GL	Account Name	Parent US SGL Account or Name
4513	4513 Apportionments – Available in Subsequent Period	

Account 4510 is reported on FACTS II according to Availability Time and 4510 is defined on FACTS Attributes with the Availability Time attribute of Available. The user is required to add account 451003 in the 6 digit structure or 4513 in the 4 digit structure and define the correct Availability Time value (Available in Subsequent Period) along with any other attributes that should be reported for 4510. The other accounts in the examples do not need to be added to FACTS Attributes. They will report the Availability Time of Available since these accounts are child accounts of 4510 and 4510 is defined as Available.

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 following table describes the windows from which the FACTS II attributes are derived.

#### ***FACTS II Attribute Matrix***

Attribute	Window Derived From
Public Law Code	PL Code field in the Main tab of the Enter Budget Authority 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

Attribute	Window Derived From
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 Budget Authority window
Reimbursable Flag	Fund Category field in the Define Appropriation Parameters window
Apportionment Category	Fund Category field in the Define Appropriation Parameters window
Program Reporting Code	When the fund category is Category A-Direct, A-Reimbursable, B-Direct, or B-Reimbursable and the Apportionment Category check box is selected in the FACTS Attributes window, the FACTS II process derives the code based on the segment of the Accounting Flexfield defined in the Program Reporting Codes window.
	If the Use Program Reporting Code Mapping check box is not selected, the segment value is used. If it is selected, the Program Reporting Code mapped to the segment value is used.
Definite/Indefinite Flag	Definite/Indefinite field in the Define Appropriation Parameters window
Advance Flag	Advance Type field in the Main tab of the Enter Budget Authority window
Deficiency Flag	not currently reported

Attribute	Window Derived From
Year of Budget Authority	When the treasury symbol meets the criteria for being a nonfinancing, no-year symbol, and contains account balances for a disbursement account, the FACTS II process compares the reporting year to the budget fiscal year (BFY) segment of the Accounting Flexfield.
	The reporting year is the Fiscal Yr. field in the Report Parameters tab of the FACTS II Submission window. The BFY segment can be obtained from the BFY Segment field in the Budget Fiscal Year Segment Mapping window.
	If the years are the same, the Year of Budget Authority value is New. If the years are not the same, the Year of Budget Authority attribute is BAL.
Availability Time	FACTS Attributes window; different attribute values associated to subaccounts of a parent US SGL account
Transaction Partner	FACTS Attributes window; different attribute values associated to subaccounts of a parent US SGL account
Authority Type	FACTS Attributes window; different attribute values associated to subaccounts of a parent US SGL account

If discrepancies exist for any SGL account balance, the account and the balance are printed on the FACTS II Exception Report.

**Note:** Users indicate original or supplemental run types in the Report Parameters tab of the FACTS II Submission window. The adjusted trial balance (ATB) number increments each time a supplemental bulk file is generated for the same treasury symbol, fiscal period, and fiscal year.

11. The FACTS II edit check process is executed after the FACTS II submission procedure summarizes the account balances. The edit check process does:

- 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 Ending Balance Detail Process

The FACTS II Ending Balance Detail process stores the ending balance detail for the following four FACTS II attributes:

- Public Law Code
- Advance Type
- Transfer Department ID

- Transfer Main Account

When the budgetary accounts are treated like balance sheet accounts, run this process after the Year End Close process. This allows the FACTS II attribute details to be retrieved for the beginning balance of the following year.

To run the FACTS II Ending Balance Detail process, navigate to the Submit Request window.

1. In the Name field, select FACTS II Ending Balance Detail.
2. In the Fiscal Year field, select the appropriate year.



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## FACTS II Processing

### 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 using the FACTS II Submission procedure for the treasury symbols that you want to report. 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.
- FACTS II Exceptions Report - Captures and prints any discrepancies in SGL account balances.

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.
- Define treasury account codes.
- Define treasury symbols and associate fund values with them.
- Define budget account codes for federal account symbols.

- Run the US SGL accounts table setup procedure.
- Review and edit the US SGL accounts.
- Run the FACTS attributes table setup procedure.
- Review and edit account numbers and FACTS attributes.
- Review and edit authorization codes.
- Identify the segment in the agency accounting flexfield that captures the budget fiscal year or fiscal year values.
- 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.

FACTS II Exception Report, page 34-7

FACTS II Edit Check Report, page 34-5

To generate FACTS II data, navigate to the FACTS II Submission window.

The following table describes selected fields on the FACTS II Submission window, Report Parameters tab.

***FACTS II Submission Window Description, Report Parameters Tab***

Field Name	Description
Select	Indicates the treasury symbol to be included in FACTS II process.  <b>Note:</b> To initiate the FACTS II Submission procedure, select this and the Submit button
ATB No	Adjusted trial balance sequence number; increments when user selects Supplemental run mode and the bulk file is produced.
Run Mode	Run type: original or supplemental. Treasury symbols can be included for bulk file processing with both original and supplemental run types.
Currency	Indicates currency code for reporting data.

Field Name	Description
Bulk File	Indicates that FACTS II bulk file to be generated for this treasury symbol. The bulk file can be generated when the Status in the Submission Info tab is Completed or Optional Edits Failed.  <b>Note:</b> To initiate the Bulk File procedure, select this and the Bulk File button
Footnotes	Opens Footnotes window; activated if there is a footnote edit failure in the bulk file process.
Submit	Initiates the FACTS II submission process for selected treasury symbol.

The following table describes selected fields on the FACTS II Submission window, Contacts tab.

***FACTS II Submission Window Description, Contacts Tab***

Field Name	Description
Treasury Symbol	Treasury symbol for which the preparer and certifier are assigned to; value entered in the Define Appropriation Parameters window.
ATB No	Adjusted trial balance sequence number.
Bulk File	Indicates that FACTS II bulk file to be generated for this treasury symbol.

The following table describes selected fields on the FACTS II Submission window, Submission Info tab.

#### **FACTS II Submission Window Description, Submission Info Tab**

<b>Field Name</b>	<b>Description</b>
Treasury Symbol	Treasury symbol; value entered in Define Appropriation Parameters window.
ATB No	Adjusted trial balance sequence number.

The following table describes selected fields on the Footnotes window.

#### **Footnotes Window Description**

<b>Field Name</b>	<b>Description</b>
ATB No	Adjusted trial balance sequence number.
Period	Report fiscal period.
Footnote Sequence	Footnote sequence number.

#### **Generating FACTS II Submission Procedure**

To generate the FACTS II Submission procedure, perform the following steps.

1. Navigate to the FACTS II Submission window.
2. Enter required parameters.
3. Select the treasury symbols to be included in the FACTS II Bulk File layouts by selecting the Select box and clicking Select.

The following processes occur during the FACTS II submission procedure and are described in subsequent sections:

- FACTS II Edit Check Process, page 34-5.
- FACTS II Exception Report Description, page 34-7.
- FACTS II Adjusted Trial Balance Report Procedure, page 34-11.

#### **Related Topics**

FACTS II Edit Check Report, page 34-5

FACTS II Exception Report, page 34-7  
FACTS II Bulk File Layout, page 34-11

## 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 following table describes the edit checks that are performed during the edit check process.

### ***FACTS II Edit Check Process Description***

<b>Edit Check</b>	<b>Description</b>	<b>Periods</b>
Treasury Symbol Authority	Use of certain US SGL 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.</p> <p>Fund resources include:</p>	Fourth quarter
	<ul style="list-style-type: none"> <li>• Postclosing Unexpended Balance, Column 5.</li> <li>• Other Authorizations, Column 6.</li> <li>• Receivables, Columns 7 and 8.</li> </ul> <p>Fund equities include:</p>	
	<ul style="list-style-type: none"> <li>• Undelivered Orders and Contracts, Column 9.</li> <li>• Accounts Payable and Other Liabilities, Column 10.</li> <li>• Unobligated Balances, Column 11.</li> </ul>	
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"> <li>• Negative receivables.</li> <li>• Negative payables.</li> <li>• Negative balances in US SGL Accounts 4221 Unfilled Customer Orders without Advance or 4133 Actual Adjustments to Contract Authority.</li> <li>• 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.</li> </ul>	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

The following table describes the heading section of the FACTS II Exception report.

Heading	Description
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

The following table describes the FACTS II Exception report, SGL Account Exceptions.

### ***FACTS II Exception Report Description, SGL Account Exceptions***

Heading	Description
Budgetary Account not defined on FACTS Attributes	Exception: Neither the account nor the US SGL account is defined in the Define FACTS Attributes window and is not reported in FACTS II.  Solution: Either the account or the US SGL account must be defined in the Define FACTS Attributes window to be reported in FACTS II.
Not a Valid US SGL Account	Exception: The account is not defined in the Define US SGL Accounts window and is not reported in FACTS II.  Solution: Either the account or the parent of the account must be defined in the Define US SGL Accounts window to be reported in FACTS II.

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Heading	Description
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>

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The following table describes the FACTS II Exception report, SGL Missing Attribute Exceptions.

***FACTS II Exception Report Description, Missing Attribute Exceptions***

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Heading	Description
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>

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<b>Heading</b>	<b>Description</b>
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>
Valid Category Code not found	<p>Exception: Two conditions cause this exception.</p> <ol style="list-style-type: none"> <li>1.) The Use Program Reporting Code Mapping check box is deselected and the segment value is not a three digit numeric value.</li> <li>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.</li> </ol> <p>Solution: The correct value must be defined in the Program Reporting Code window.</p>

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Heading	Description
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 Adjusted Trial Balance Report Procedure

The FACTS II Adjusted Trial Balance Report is printed automatically upon completion of the FACTS II submission procedure. This report provides users with the US SGL account, account balances and attributes that are captured in the FACTS II Bulk File layout.

### Generating FACTS II Bulk File Procedure

To generate the FACTS II Bulk File, perform the following steps.

1. Navigate to the FACTS II Submission window.
2. Enter required parameters.
3. To generate a bulk file, select the treasury symbols to be included in the FACTS II Bulk File layouts by selecting the Bulk File box and clicking Bulk File.

A treasury symbol can be selected for bulk file generation after all required edits are successful.

The FACTS II Bulk File Layout Description process occurs during the FACTS II Bulk File procedure.

## 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***

<b>Record Name</b>	<b>Description</b>
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.

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## FACTS II Report Procedures

### Overview

The FACTS II reports provide information on Standard General Ledger (SGL) account balances and associated attributes affected by FACTS II requirements.

### Features

The FACTS II Trial Balance Report is used by federal agencies to review SGL account balances at the attribute level. Only attributes for accounts reported on FACTS II are captured.

The FACTS II Trial Balance is an RXi report. The Default Attribute set groups the data by treasury symbol, fund, fiscal year, organization, program, and project. This attribute set can be copied in order to customize the layout to suit the reporting needs of the agency. In the Default Attribute set, the fiscal year, organization, program, and project segments were assigned default segment columns. To maintain this level of detail, the agency must create a customized attribute set to map the segment of the Accounting Flexfield to the appropriate column headings.

See: RXi attribute sets, see Oracle Financials RXi Reports Administration Tool, *Oracle Financials RXi Reports Administration Tool User's Guide*.

### Requirements

Agencies' financial systems are required to comply with the US SGL at the transaction level for FACTS II reporting in accordance with the Federal Financial Management Improvement Act and section 7(c) of the Office of Management Budget (OMB) Circular No. A-127.

For information on reporting requirements, see the Department of Treasury's Financial Management Service (FMS) FACTS II information at the following website:

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

## Prerequisites

- Access to U.S. Federal General Ledger and budget execution is required to perform the following tasks:
  - define a ledger
  - establish an Accounting Flexfield
  - record budget execution data
  - run general ledger reports
- Treasury account codes must be defined in the Define Treasury Account Codes window.
- Treasury symbols must be defined and fund values must be associated to treasury symbols.
- The US SGL accounts table setup procedure must be run to populate the Define US SGL Accounts window.
- US SGL accounts must be reviewed and edited, if necessary, in the Define US SGL Accounts window before performing the FACTS II Submission procedure.
- The FACTS attributes table setup procedure must be run to populate the Define FACTS Attributes window.
- Account numbers and attributes must be reviewed and edited, if necessary, in the FACTS Attributes window before performing the FACTS II report procedures.

## Generating the FACTS II Trial Balance Report Procedure

To run the FACTS II Trial Balance Report, do the following:

1. Navigate to the Submit Request window.
2. In the Name field, select FACTS II Trial Balance.
3. In the Ledger field, select a ledger.
4. In the Fund Low field, select a fund value designating where to start report generation. .
5. In the Fund High field, select a fund value designating where to end report generation.

6. In the Currency Code field, select a currency type.
7. In the Period field, select a period.
8. In the Attribute Set field, select the attribute set.
9. In the Output Format field, select the output format for the report.

The following table describes the FACTS II Trial Balance Report Description for the Default Attribute Set.

***FACTS II Trial Balance Report Description for the Default Attribute Set***

Column	Description
Header Section	Ledger name, report date and time, currency, accounting period, fund range, treasury symbol, fund, fiscal year, organization, program, and project
Acct No	Natural account segment
AUT	Authority type; advance appropriation D, appropriation P, borrowing authority B, contract authority C, proceeds of loan assets sales with recourse L, reappropriation R, spending authority from offsetting collections S
DEF	Definite or indefinite flag; definite D, indefinite I
PL	Public law code reported for account number
CAT	apportionment category: A, B, R
CBS	Program Reporting Code for Category A and Category B funds
RIF	Reimbursable flag; direct D, reimbursable R
AVT	Period of availability; available A or available in a subsequent period S
TRP	Transaction partner code; federal F, non-federal X, non-federal exception E
BOR	Borrowing source; treasury T, public P, both B

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<b>Column</b>	<b>Description</b>
BEA	Budget Enforcement Agency (BEA) category; discretionary D, mandatory M
YRB	US SGL attribute that distinguishes between outlays from new budget authority versus outlays from balances carried forward from a prior year; used for noncredit financing No-year appropriations only; NEW or BAL
TAG	Department identifier of the agency involved in the transfer
TAC	Main account code of the agency involved in the transfer
ADF	Indicates that a portion of the appropriation is advanced from a future year or made available in a prior year
FUN	Classifies data according to major purpose served; Defense DEF, Non-Defense NND
CYR	Cohort year; two-digit year
Beginning Balance	Beginning balance of period
Current Period Debits	Debits for the period
Current Period Credits	Credits for the period
Ending Balance	Ending balance of period

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## FACTS Transaction Register

### 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.

Use the Standard Request Submission windows to submit the FACTS I Transaction Register.

### Report Parameters

#### Ledger

Select the ledger to use for the report.

#### Currency

Enter the currency to use for the report.

**Treasury Symbol Low/High**

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 for the Default Attribute Set**

The following table describes the heading section of the FACTS Transaction Register report.

Heading	Description
Ledger Name	The ledger name
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

---

Heading	Description
Treasury Symbol	The report treasury symbols
Fund	The report fund
Organization Code	Values in the segment assigned by the default attribute set.  <b>Note:</b> If the segment assigned in the default attribute set does not reflect organization code, the default attribute set would need to be copied and modified to assign the appropriate segment for organization.
Program	Values in the segment assigned by the default attribute set.  <b>Note:</b> If the segment assigned in the default attribute set does not reflect program, the default attribute set would need to be copied and modified to assign the appropriate segment for program.
Project	Values in the segment assigned by the default attribute set.  <b>Note:</b> If the segment assigned in the default attribute set does not reflect project, the default attribute set would need to be copied and modified to assign the appropriate segment for project.

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Heading	Description
BOC	<p>Values in the segment assigned by the default attribute set.</p> <p><b>Note:</b> If the segment assigned in the default attribute set does not reflect budget object class, the default attribute set would need to be copied and modified to assign the appropriate segment for budget object class.</p>

## Column Headings for the Default Attribute Set

The following table describes the FACTS Transaction Register report.

Heading	Description
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.
Entry User	The name of the user who created the transaction.
FNF	Federal (F) or Non-Federal (N).
TPC	Descriptive flexfield value for Trading Partner 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.

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<b>Heading</b>	<b>Description</b>
CNC	Custodial (S) or Non-Custodial (A).
AUT	<p>The authority type:</p> <p>D - Advance appropriation</p> <p>P - Appropriation</p> <p>B - Borrowing authority</p> <p>C - Contract authority</p> <p>L - Proceeds of loan assets sales with recourse</p> <p>R - Reappropriation</p> <p>S - Spending authority from offsetting collections</p>
DEF	Definite (D) or Indefinite (I) flag.
PL	Public law code
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"> <li>• F - Federal.</li> <li>• X - Non-federal.</li> <li>• E - Non-federal exception.</li> </ul>

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<b>Heading</b>	<b>Description</b>
BOR	<p>Borrowing source:</p> <ul style="list-style-type: none"> <li>• T - Treasury.</li> <li>• P - Public.</li> <li>• B - Both.</li> </ul>
BEA	<p>Budget Enforcement Agency (BEA) category: Discretionary (D) or Mandatory (M).</p>
YRB	<p>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.</p>
TAG	<p>Department identifier of the agency involved in the transfer.</p>
TAC	<p>Main account code of the agency involved in the transfer.</p>
ADF	<p>Indicates that a portion of the appropriation is advanced from a future year (F) or made available in a prior year (P)</p>
FUN	<p>Classifies data according to major purpose served: Defense (DEF) or Non-Defense (NND).</p>
CYR	<p>Cohort year, in two-digit format.</p>
Debit Amount	<p>Transaction debit, if applicable.</p>
Credit Amount	<p>Transaction credit, if applicable.</p>

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## SF 133 Report on Budget Execution Process

### Overview of the SF 133 Report on Budget Execution Process

Federal agencies generate the SF 133 Report on Budget Execution that includes information on budgetary resources for each reporting period.

### Federal Reporting Requirements

Agencies are required to comply with these:

- 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.

Oracle U.S. Federal Financials provides the SF 133 Report on Budget Execution process

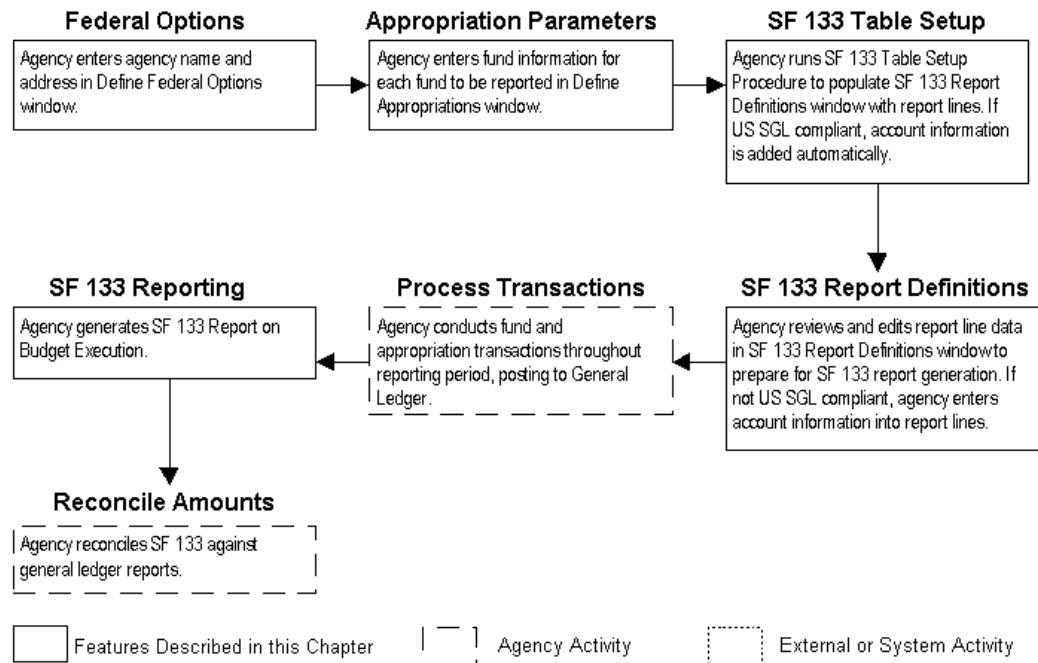
to comply with these requirements.

Additional information on SF 133 Report on Budget Execution requirements is documented in the Office of Management and Budget (OMB) *Circular A-11, Preparation, Submission and Execution of the Budget*, as revised June 30, 2006.

## SF 133 Report on Budget Execution Diagram

The diagram shows the SF 133 Report on Budget Execution diagram as described in the Process, page 37-3 section.

**SF 133 Report on Budget Execution Process Diagram**



## SF 133 Report on Budget Execution

## Features

The SF 133 Report on Budget Execution process comprises:

- 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 these 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 the trial balance reports from General Ledger and submits the report to the Treasury's Financial Management Service (FMS).

## Related Topics

SF 133 Report on Budget Execution Procedures, page 38-1

Posting Journal Batches, *Oracle General Ledger User Guide*

Posting Journal Batches Automatically (AutoPost), *Oracle General Ledger User Guide*

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.

### 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-11, Preparation, Submission and Execution of the Budget*, as revised June 30, 2006.

### Related Topics

SF 133 Report on Budget Execution, page 37-1.

### Prerequisites

- Access to General Ledger is required to define a Ledger, post transactions, and run General Ledger reports.

- A ledger for the agency must be defined in General Ledger. The balancing segment of the Accounting Flexfield must be used to store the fund value.
- The agency name must be entered in the Define Federal Options window.
- Appropriation information, including Resource Type, Fund Category, and Appropriation Year Dates, must be entered in the Define Appropriation Parameters window.
- The SF 133 Table Setup Procedure must be run to populate the SF 133 Report Definitions window.
- 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.

## 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 Ledger field, select the ledger.
4. In the Period Year field, select a period.
5. In the Period Name field, select a period name.
6. In the Treasury Symbol Low field, select the low value for the treasury symbol range.
7. In the Treasury Symbol High field, select a high value for the treasury symbol range.

## SF 133 Report on Budget Execution Description

The following table describes the SF 133 Report on Budget Execution report.

**SF 133 Report on Budget Execution Description**

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<b>Section</b>	<b>Description</b>
Header Section	Report date, Ledger, fund, agency name, treasury symbol, period, and quarter
Section I, Budget Resources	Describes actual budgetary resource amounts as of report date, including budgetary resources anticipated before end of fiscal year
Section II, Status of Budget Resources	Describes obligation amounts incurred from beginning of fiscal year to end of current period. Total must equal total in Section I
Section III, Relation of Obligation to Outlays	Records unfilled customer orders, unpaid undelivered orders, accounts receivable and payable. Lines 15A and 15B must agree with the FMS 224 Statement of Transactions report; required only at year end.

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## GOALS Procedures

### Definition of GOALS

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 GOALS feature is an automated reports interface that generates Department of Treasury upload transfer files for these:

- 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.

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.

## Related Topics

FMS Form 224 Statement of Transactions Report Procedures, *Oracle U.S. Federal Financials Implementation Guide*

FMS Form 224 Statement of Transactions Process, *Oracle U.S. Federal Financials Implementation Guide*

Generating the FMS Form 1219/1220 Process Procedure, page 29-2

FMS Form 1219/1220 Process, page 28-1

## 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.
- The FMS Form 1219/1220 Report must be run in Final mode before generating these reports for GOALS.

## Related Topics

FMS Form 224 Statement of Transactions Report Procedures, page 27-1

FMS Form 1219/1220 Report Procedures, page 29-1

## Generating the FMS Form 224 Statement of Transactions for Goals

**To generate the FMS Form 224 Statement of Transactions Report for GOALS:**

1. Generate the FMS Form 224 Statement of Transactions Report.
2. Navigate to the Submit Request window.
3. In the Name field, select FMS Form 224 Process.

**Note:** The GOALS report is submitted as part of the FMS Form 224 Process request.

## Related Topics

FMS Form 224 Statement of Transactions Report Procedures, *Oracle U.S. Federal Financials Implementation Guide*

## Generating the FMS Form 1219/1220 for Goals

To generate the FMS Form 1219/1220 for GOALS:

1. Generate the FMS Form 1219/1220 report.
2. Navigate to the Submit Request window.
3. In the Request Set field, select FMS Form 1219/1220 Reports.

**Note:** The GOALS report is submitted as part of the FMS Form 1219/1220 Reports request

## Related Topics

FMS Form 1219/1220 Report Procedures, page 29-1



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## Summary Trial Balance Report Procedures

### Overview

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.

### Requirements

As specified by the *Joint Financial Management Improvement Program (JFIMP)*, agencies are required to provide online summary trial balances at the treasury account symbol level.

### Related Topics

Oracle Financials RXi Reports Administration Tool, *Oracle Financials RXi Reports Administration Tool User Guide*

### Prerequisites

- Treasury symbols must be created in the Define Federal Account Symbol window.
- Treasury symbols must be associated with a fund in the Define Appropriation Parameters window.

- Journals for the accounts under the treasury symbol created must be posted in General Ledger.

## 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 Name field, select Trial Balance by Treasury Symbol.
3. In the Ledger field, select the ledger.
4. In the Treasury Symbol Low field, select the low value designating where to begin report generation.
5. In the Treasury Symbol High field, select the high value designating where to end report generation.
6. In the Period Name field, select the general ledger period.

## Trial Balance by Treasury Symbol Report Description Table for the Default Attribute Set

The following table describes the Trial Balance by Treasury Symbol, Default Attribute Set report.

***Trial Balance by Treasury Symbol Report Description for the Default Attribute Set***

Column	Description
Header Section	Report date, Ledger 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

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<b>Column</b>	<b>Description</b>
Ending Balance	Ending balance for account

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## Financial Statements Process

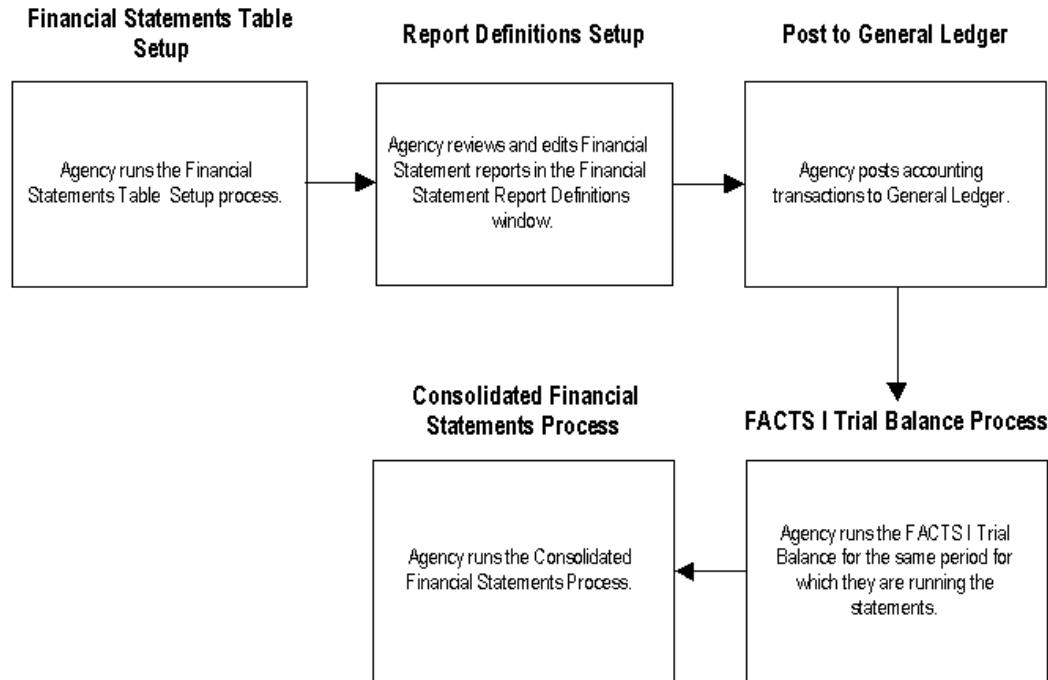
### Financial Statements Process

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 Financial 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 41-2.

### Financial Statements Process Diagram



## Financial Statements

### Features

The Financial Statement process includes these features:

- Financial Statements Table Setup process
- Financial Statement Report Definitions window
- Consolidated Financial Statements process

### Financial Statements

The Financial Statement process includes these 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 following table 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 following table 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

Account	Fed/Non Fed Attribute	Ending Balance
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 following table 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 following table 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

Account	Custodial/Non Custodial	Exchange/Non Exchange	Ending Balance
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 following table 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 following table describes the account attribute balances for FACTS I and General Ledger trial balances.

**Account Attribute Balances for FACTS I and General Ledger Trial Balances**

<b>Account</b>	<b>FACTS I Ending Balance Table with Exchange Attribute</b>	<b>Beginning Balance of Current Year in GL_Balances</b>
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

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

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

Financial Statements Procedures, page 42-1

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## Financial Statements Procedures

### Financial Statements Procedures

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 these 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.
- You can only submit the Consolidated Financial Statement for the period that the

FACTS I Interface is run. The FACTS I Interface should be run immediately prior to the Consolidated Financial Statements for the same period to ensure the financial statements reports proper balances.

- You must run the FACTS I Interface process for the period as the previous year in order to populate the data needed for comparative statements. If the previous year's FACTS I data cannot be found, the consolidated financial statement defaults zeroes in the prior year column.

## Related Topics

FACTS I Procedures, page 31-1

## Generating Financial Statements

1. Navigate to the Submit Requests window.
2. In the Name field, select Consolidated Financial Statements Process.
3. In the Ledger field, select the ledger.
4. Select the period.
5. Select the unit.
6. Select the type of report.

**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 these 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.

## **Statement of Financing Report**

If you select Net Increase from the drop down list and the line balance type is Credit, , then absolute (End-Begin) is reported else account balance is reported as zero.

If you select Net Decrease from the drop down list and the line balance type is Debit, then absolute (End-Begin) is reported else account balance is reported as zero.

## **Related Topics**

Using Standard Request Submission, *Oracle Applications User Guide*



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## SF 132 Apportionment Reapportionment Schedule Procedures

### Overview

In the SF-132 Apportionment and Reapportionment Schedule window, users can perform these 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 these 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

To enter or update data in the SF-132 Apportionment and Reapportionment Schedule window:

1. Navigate to the SF-132 Apportionment and Reapportionment Schedule window.
2. Enter the agency name.
3. 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.

4. Enter the fiscal year.
5. Enter the appropriation.
6. Enter the treasury symbol.
7. 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.
8. 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 these:
  - 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 these:

- 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. In the Ledger field, select the ledger.
4. Select the treasury symbol.
5. Select the fiscal year.
6. Enter the reapportionment number.

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## Funds Available Procedures

### Overview

In the Funds Available Inquiry window, you can do the following:

- View funds available at both detail and summary levels
- Query a budget level and the amount available for that budget level
- View the effects of budget authority versus spending transactions such as commitments, obligations, and expenditures

The Funds Available procedure calculates the balance for Budget Authority, Commitments, Obligations, and Expended Amount according to the accounting information defined in the Define 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.
- Funds Available Accounting information must be entered in the Define Appropriation Parameters window.

### Viewing Funds Available

To view funds available, navigate to the Funds Available Inquiry window.

The following table describes selected fields on the Funds Available Inquiry window.

***Funds Available Inquiry Window Description***

<b>Field Name</b>	<b>Description</b>
Budget	Budget name from current Ledger.
Period Type	Period type; Year To Date.
Rollup Type	Used for inquiry rollup; Treasury Symbol or Fund value.
Budget Authority	Amount authority provided by law to enter into financial obligations that result in immediate or future outlays involving Federal Government funds.
Total Actuals	Totals of Commitments, obligations, and expenditures.
Funds Available	Amount remaining from the Budget Authority.
Commitments	Amounts reserved in anticipation of an obligation.
Obligations	Obligated amount for selected criteria.
Expenditures	Expended amount for selected criteria.

## **Related Topics**

The Funds Availability Reports provide more complete fund information in report form.

Funds Availability Reports Procedures, page 45-1

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## Funds Availability Reports Procedures

### Overview

The Funds Availability reports lets users review current funds status at any time. These reports can be run at the Treasury Symbol level (TASF/TAS) or the Accounting Flexfield level.

Users run the Status of Funds Availability Process to generate these reports:

- Funds Available - Total Resources
- Funds Available - Funding Distributions
- Funds Available - Spending Activity
- Funds Available - Available Balances

### Prerequisites

- At least one account range must be defined in the Funds Availability Reports Definitions window.
- Treasury symbol and fund relationships must be defined in the Define Appropriation Parameters window when running the Funds Availability Reports by treasury symbol.

### Generating the Funds Availability Reports

You can print the Funds Availability Reports using the Standard Request Submission procedure. In the Name field, select Status of Funds Availability Process. In the Summary Type field, select Accounting Flexfield Range or Treasury 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

The following table describes the Funds Available - Total Resources report.

### *Funds Available - Total Resources Report Description*

Column	Description
Header Section	Report date, ledger, general ledger period, and treasury 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 45-1.
AFF Elements	If the report is run by the Accounting Flexfield range, the report displays only those elements entered by the user. The Fund Segment is required. All other segments are optional. For information on parameters, see the Generating the Funds Availability Reports, page 45-1.
Authority Brought Forward	Contract or borrowing authority carried forward
Appropriated	Amount appropriated
Contract Authority	Authority permitting obligations to be incurred in advance of appropriations or receipts
Borrowing Authority	Authority permitting agencies to incur obligations and make payment to liquidate obligations out of borrowed monies

Column	Description
Offsetting Collections	Collections that by law are credited directly to expenditure accounts
Total	Total amount for each fund

## Funds Available - Funding Distributions Report Description

The following table describes the Funds Available - Funding Distributions report.

### ***Funds Available - Funding Distributions Report Description***

Column	Description
Header Section	Report date, ledger, general ledger period, and treasury 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 45-1.
AFF Elements	If the report is run by the Accounting Flexfield range, the report displays only those elements entered by the user. The Fund Segment is required. All other segments are optional. For information on parameters, see the Generating the Funds Availability Reports, page 45-1.
Total not yet Apportioned	Fund amount not yet apportioned
Total Apportioned	Total fund amount apportioned
Total Allotted	Total fund amount allotted
Total Allowances	Total fund amount for allowances
Total Sub-Allowances	Total fund amount for suballowances

## Funds Available - Spending Activity Report Description

The following table describes the heading section of the Funds Available - Spending Activity Report report.

### ***Funds Available - Spending Activity Report Description***

Column	Description
Header Section	report date, ledger, and general ledger period
Treasury 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 45-1.
AFF Elements	If the report is run by the Accounting Flexfield range, the report displays only those elements entered by the user. The Fund Segment is required. All other segments are optional. For information on parameters, see the Generating the Funds Availability Reports, page 45-1.
Budget Authority	amount authority provided by law to enter into financial obligations that result in immediate or future outlays involving Federal Government funds
Commitments	amount reserved in anticipation of an obligation
Expenditures	amount spent
Total Spending	total amount spent
Funds Available	amount remaining

## Funds Available - Available Balances Report Description

The following table describes the Funds Available - Available Balances report.

**Funds Available - Available Balances Report Description**

<b>Column</b>	<b>Description</b>
Header Section	Report date, Ledger, 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 45-1.
AFF Elements	If the report is run by the Accounting Flexfield range, the report displays only those elements entered by the user. The Fund Segment is required. All other segments are optional. For information on parameters, see the Generating the Funds Availability Reports, page 45-1.
Apportionment Balance	Amount available for apportionment
Allotment Balance	Amount available for allotment
Allowance Balance	Amount available for allowances
Sub-Allowance Balance	Amount available for suballowances



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## Status of Obligations Report Procedures

### Overview

Federal agencies use the Status of Obligations Report to measure financial performance against operating plan objectives. This internal report assists federal agencies in determining if the procurement process is completed for each obligation.

The Status of Obligations Report contains information on commitments, obligations, and invoices. Obligations, which denote legal responsibility for the procurement of goods or services, are entered alone or against commitments, which reserve funds for future use. Invoices are received from vendors and indicate that payment is required. Commitments with no corresponding obligations and invoice payment activities are not included in the report.

### Requirements

Agencies are required to report on financial performance through a series of regulatory reports in accordance with the Government Results and Performance Act (GRPA). The Status of Obligations Report provides internal information to facilitate regulatory reporting.

### Prerequisites

- The agency name must be entered in the Define Federal Options window.

### Generating the Status of Obligations Report

#### To print the Status of Obligations Report:

1. Navigate to the Submit Request window.
2. In the Name field, select Status of Obligations Report.

3. In the Operating Unit field, select an operating unit.
4. In the Pagebreak Segment 1 field, select a General Ledger key flexfield segment, or select a segment.
5. In the Segment Low 1 field, select the lowest value of the range to be reported for the key flexfield segment selected in the Pagebreak Segment 1 field.
6. In the Segment High 1 field, select the highest value of the range to be reported for the key flexfield segment selected in the Pagebreak Segment 1 field.
7. In the Pagebreak Segment 2, Segment Low 2, Segment High 2, Pagebreak Segment 3, Segment Low 3, and Segment High 3 fields, optionally select additional key flexfield segments and ranges.
8. In the Currency field, select a currency.
9. In the Status field, optionally select a status.

**Note:** If no status is selected, all statuses are printed.

10. In the Run Option field, select a time frame.

11. In the Period field, select a period.

## Status of Obligations Report Description

The following table describes the Status of Obligations report.

### *Status of Obligations Report Description*

Section	Column	Description
Header		Agency name, report date, period, Ledger, currency, fund, Pagebreak 1, Pagebreak 2, and Pagebreak 3
Commitment	Name	Commitment identifying name or number
	Date	Commitment date

Section	Column	Description
Obligation	Amount	Commitment amount; can be used to determine amount obligated and amount still available for obligation
	Name	Obligation identifying name or number
	Amount	Obligation amount; can be used to determine open obligations available for future cash outlays
Invoice	Date	Obligation date
	Status	Open, Closed, Finally Closed, and others
	Name	Invoice identifying name or number
Invoice	Date	Invoice date; can be used to determine amount of time elapsed from commitment to invoice
	Amount	Invoice amount; dollar amounts can differ based on tolerance limits set in Purchasing; can be used to determine difference in amounts obligated and invoiced; activity accomplished against open obligations that can now be closed
Total For:		Page break totals
Pagebreak 1	Commitment	Total of commitments for Pagebreak 1
	Obligation	Total of obligations for Pagebreak 1
	Fund	Total of invoices for Pagebreak 1
Pagebreak 2	Commitment	Total of commitments for Pagebreak 2

Section	Column	Description
	Obligation	Total of obligations for Pagebreak 2
	Invoice	Total of invoices for Pagebreak 2
Pagebreak 3	Commitment	Total of commitments for Pagebreak 3
	Obligation	Total of obligations for Pagebreak 3
	Invoice	Total of invoices for Pagebreak 3

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

---

## Form 1099-INT and Form 1099-G Procedures

### Overview

Oracle produces Form 1099-INT Interest Income and Form 1099- G Certain Government Payments.

The Federal Government must report to the Internal Revenue Service (IRS) certain types of payment made to 1099 reportable suppliers. In the Supplier window, users can designate suppliers as federally reportable. When entering invoices for the supplier, classify invoice distributions by 1099 MISC type using the Income Tax Type field. At year end, report in standard formats the accumulated 1099 payment information to the IRS, other tax agencies, and suppliers.

Form 1099-INT, Interest Income, enables agencies to report interest payments per supplier of \$600 or more paid in the ordinary course of trade or business; and/or interest of \$10 or more paid as interest on U.S. Savings Bonds, Treasury bill, Treasury notes, or Treasury bonds.

Form 1099-G, Certain Government Payments, enable agencies to file with the IRS for the administration of Federal taxable grants, excluding scholarship or fellowship grants, of \$600 or more; or any amount for energy related grants; and payments of \$10 or more in unemployment compensation, including Railroad Retirement Board payments for unemployment; and payments of USDA agricultural subsidies.

Oracle U.S. Federal Financials provides the following features:

- 1099-INT Form Report process enables agencies to print the total 1099 payments by 1099 - INT type for each 1099 supplier.
- 1099-G Form Report process enables agencies to print the total 1099 payments by 1099-G type for each 1099 supplier.
- Form 1096 for the 1099-G or 1099-INT process enables agencies to print an annual summary of 1099 payments for the IRS Form 1099-INT and Form 1099-G for all 1099 suppliers.

- Electronic Media 1099-INT process enables agencies to generate summarized 1099-INT information and associated 1096 information in electronic format as required by the IRS.
- Electronic Media 1099-G process enables agencies to generate summarized 1099-G information and associated 1096 information in electronic format as required by the IRS.

## Prerequisites

- 1099 reporting must be set up in Oracle Payables.

## Generating Form 1099-G or Form 1099-INT

**To generate Form 1099-G or Form 1099-INT:**

1. Navigate to the Submit Request window.
2. In the Name field, select 1099-INT Form or 1099-G Form.
3. In the Operating Unit field, select an operating unit.
4. Select the tax reporting entity.
5. In the Payer Name Source, select the payer name source.

## Generating Form 1096 for 1099-G or 1099-INT

**To generate Form 1096 for 1099-G or 1099-INT:**

1. Navigate to the Submit Request window.
2. In the Name field, select 1096 Form for 1099-G or 1099-INT.
3. In the Operating Unit field, select an operating unit.
4. Select the tax reporting entity.

## Generating the Electronic Media 1099-INT or 1099-G

**To generate the 1099I Tape Report or the 1099G Tape Report:**

1. Navigate to the Submit Request window.
2. In the Name field, select 1099-INT Electronic Media or 1099-G Electronic Media.

3. In the Operating Unit field, select an operating unit.
4. In the Control Name field, optionally enter the Payer Name Control.

**Note:** The Payer Name Control is a four-character designation found on the mail label that is mailed to most payers on record each December. It is typically the first four characters of the tax reporting entity name.
5. In the Control Code field, enter the five-digit Transmitter Control Code (TCC).

**Note:** File Form 4419 to receive a control code from the IRS.

6. In the Media Type field, enter the media type for which the 1099 data is to be formatted.
7. In the Test Submission field, enter Yes if submitting a test 1099 Electronic Media report to the IRS.
8. In the Foreign Corporation field, enter Yes if your organization is a foreign tax reporting entity as recognized by the IRS.
9. In the Last Year Filing field, enter Yes if this is the last year that this tax reporting entity will be filing due to factors such as bankruptcy or merger.
10. In the Query Driver field, accept the default value.
11. Enter the telephone number to include on the 1099 Electronic Media report.
12. Enter a contact name to include on the 1099 Electronic Media report.
13. Enter a contact e-mail address to include on the 1099 Electronic Media report.
14. In the File Indicator field, enter the status of this media report.
15. Enter the original file name.
16. In the Replacement Alpha Character field, optionally enter the alphanumeric character that appears immediately following the TCC number on the Media Tracking Slip (Form 9267) the IRS/MCC sent with your returned media.

**Note:** Enter a value only if the IRS/MCC returned your media due to processing problems and a replacement file is generated.

## Related Topics

To set up 1099 reporting, see 1099 Reporting Overview, *Oracle Payables User Guide*.

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## Document Cross-referencing Procedures

### Overview

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

At any point in the business cycle, users can query an accounts payable or purchasing document and drill down to further detail on that document. Oracle U.S. Federal Financials displays transactions related to the queried document and provides details on the related transactions as required.

Users can query these document types:

- Purchase orders
- Requisitions
- Receipts
- Invoices
- Payments

### Document Cross-Referencing Find

In the Document Cross-Referencing Find Window, users define the search criteria for a selected document type. The window is divided into these regions:

- Supplier
- Purchasing Documents
- Payables Documents

Supplier information is always required. Users can enter supplier information manually or they can access supplier information by entering the document number in the

Purchasing Documents or Payables Documents regions.

Users enter selection criteria for requisitions, purchase orders, or receipts in the Purchasing Documents region. If users base their query on document amount or date without a document number, they must enter supplier information.

Users enter selection criteria for supplier invoices, invoice payments, or treasury payments in the Payables Documents region. When users base their query on document type, amount, or date only, they must enter supplier information.

## Document Cross-Reference Purchase Order View

The Document Cross-Reference Purchase Order View window displays the selected purchase order and all related requisitions, receipts, invoices, and payments. In this window, users can enter a new query for the same supplier in these fields:

- Operating Unit
- Number
- PO Date
- Release
- Line
- Shipment
- Buyer
- Approval Status

To initiate a query for a different supplier, users must return to the Document Cross-Reference Find window.

## Document Cross-Reference Requisition View

The Document Cross-Reference Requisition View window displays the selected requisition and related purchase orders, receipts, invoices, and payments. In this window, users can enter a new query for the same supplier in these fields:

- Operating Unit
- Number
- Requisition Date
- Cancelled Flag

- Preparer
- Line
- Requestor

## Document Cross-Reference Receipt View

The Document Cross-Reference Receipt View window displays the selected receipt and related requisitions, purchase orders, invoices, and payments. In this window, users can enter a new query for the same supplier in these fields:

- Operating Unit
- Receipt
- Receipt Date
- UOM
- Item Description
- Inspection Status
- Packing Slip
- Shipment Number
- Shipment Date

To initiate a query for a different supplier, users must return to the Document Cross-Reference Find window.

## Document Cross-Reference Invoice View Window

The Document Cross-Reference Invoice View window displays the selected invoice and related requisitions, purchase orders, receipts, and payments. In this window, users can enter a new query for the same supplier in these fields:

- Operating Unit
- Number
- Invoice Date
- Invoice Type
- Invoice Amount

- Paid
- Holds
- Pay Group

To initiate a query for a different supplier, users must return to the Document Cross-Reference Find window.

## Document Cross-Reference Payment View Window

The Document Cross-Reference Payment View window displays the selected payment and related requisitions, purchase orders, receipts, and invoices. In this window, users can enter a new query for the same supplier in these fields:

- Operating Unit
- Payment Number
- Payment Date
- Amount Paid
- Treasury Number
- Accomplished Date
- Payment Batch

## Viewing Documents

This procedure applies to these windows:

- Document Cross-Reference Purchase Order View
- Document Cross-Reference Requisition View
- Document Cross-Reference Receipt View
- Document Cross-Reference Invoice View
- Document Cross-Reference Payment View

To view purchase orders, requisitions, receipts, invoices, or payments in the document cross-reference windows, navigate to the Document Cross-Reference windows.

The following table describes selected fields on the Document Cross-Reference windows.

**Document Cross-Reference Window Description**

<b>Field Name</b>	<b>Description</b>
Operating Unit	Operating unit of the record.  <b>Note:</b> The list of values include operating units assigned to the MO: Security profile.
Name	Supplier name; required if no document number is provided from the purchasing documents region or the payables documents region
Site	Supplier site; required if no document number is provided from the Purchasing Documents region or the Payables Documents region; required if Supplier Name or Supplier Number is entered
Number	Supplier number; required if no document number is provided from the Purchasing Documents region or the Payables Documents region
PO Number	Purchase order number; contract purchase orders not included in list of values
Requisition Number	Requisition number; includes requisitions with approved status and a valid supplier or purchase order relationship
Receipt Number	Receipt number; excludes unordered receipts
Invoice Number	Invoice number provided by the supplier on the invoice
Invoice Amount	Total invoice amount
AP Payment Number	Payables payment number
AP Payment Date	Payables check payment date
Treasury Check Number	Treasury payment number
Accomplished Date	Treasury payment date
Purchase Orders	Indicates that purchase orders are to be displayed

---

<b>Field Name</b>	<b>Description</b>
Requisitions	Indicates that requisitions are to be displayed
Receipts	Indicates that receipts are to be displayed
Invoices	Indicates that invoices are to be displayed
Payments	Indicates that payments are to be displayed

---

The following table describes selected fields on the Document Cross-Reference Purchase Order View window, Purchase Orders Region and tab.

***Document Cross-Reference Purchase Order View Window Description, Purchase Orders Region and Tab***

---

<b>Field Name</b>	<b>Description</b>
Release	Purchase order release number
Shipment	Shipment number
UOM	Unit of measure
Quantity	Quantity ordered
Quantity Received	Quantity received against the shipment
Quantity Billed	Quantity billed against the shipment
View Purchase Orders	Opens View Purchase Orders window

---

The following table describes selected fields on the Document Cross-Reference Purchase Order View window, Requisitions Region and tab.

***Document Cross-Reference Purchase Order View Window Description, Requisitions Region and Tab***

<b>Field Name</b>	<b>Description</b>
Line	Requisition line number
Cancelled	Indicates shipment cancelled
Requestor	Name of person who requested item
View Requisitions	Opens Requisition Headers window

The following table describes selected fields on the Document Cross-Reference Purchase Order View window, Receipts Region and tab.

***Document Cross-Reference Purchase Order View Window Description, Receipts Region and Tab***

<b>Field Name</b>	<b>Description</b>
Receipt	receipt number
Receipt Date	receipt date
Quantity	receipt quantity
UOM	unit of measure
Item Description	item description
Inspection Status	inspection status
Packing Slip	packing slip number
Shipment Number	shipment number recorded when receipt was entered
Ship Date	date goods were shipped
View Receipts	opens Receipt Headers Summary window

The following table describes selected fields on the Document Cross-Reference

Purchase Order View window, Invoices Region and tab.

***Document Cross-Reference Purchase Order View Window Description, Invoices Region and Tab***

Field Name	Description
Status	Invoice status
Approval	Approval status
Paid	Payment status
Holds	Number of holds placed on invoice
View Invoices	Opens Invoice Overview window

The following table describes selected fields on the Document Cross-Reference Purchase Order View window, Payments Region and tab.

***Document Cross-Reference Purchase Order View Window Description, Payments Region and Tab***

Field Name	Description
Status	Payment status
Treasury Number	Treasury payment number
Accomplished Date	Treasury payment date
View Payments	Opens Payment Overview window

---

## 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 to import and automatically process data pertinent to the Core financial system. This includes:

- Automatically update mandatory payee information in existing vendor records to reflect the relevant changes contained in the daily updates
- Accommodate the data definitions, such as data types, field names, and field lengths, used in the CCR for all fields 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 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 following table describes how the CCR Vendor Registration status impacts Payables functionality.

***Status and Payables Functionality***

<b>Vendor's CCR Registration</b>	<b>Third Party Agent's CCR Registration</b>	<b>Invoice Creation (AP)</b>	<b>Invoice Validation (AP)</b>	<b>Payments (AP)</b>
Active	None used	An invoice can be created.	An invoice can be validated.	A payment can be processed.
Expired or Inactive	None used	An invoice can be created for an obligation.	An invoice cannot be validated. A supplier hold is applied	A previously validated invoice cannot be paid for selected payment.
Active	Active	An invoice can be created for the CCR vendor.	An invoice can be validated for the CCR vendor.	A payment can be processed for the third party agent.
Expired or Inactive	Active	An invoice can be created.	An invoice cannot be validated. A supplier hold is applied.	A previously validated invoice cannot be paid for selected payment.

Vendor's CCR Registration	Third Party Agent's CCR Registration	Invoice Creation (AP)	Invoice Validation (AP)	Payments (AP)
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:

- 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:

- The Purchase Orders window checks the validity of the supplier site registration.

If the supplier site registration is valid, the document can be submitted for approval and purchase orders can be approved in the Purchase Order Approval Workflow window.

- The Import Standard Purchase Orders checks the validity of the supplier and supplier site when importing approved purchase orders.

If the supplier site registration is invalid, the program records the exception in the log file.

- The Create Releases Process verifies the validity of the supplier registration when the release generation method is automatic release.

If the supplier registration is invalid, the corresponding releases cannot be set to Approved.

The following table describes how the CCR Vendor Registration status impacts

Purchasing functionality.

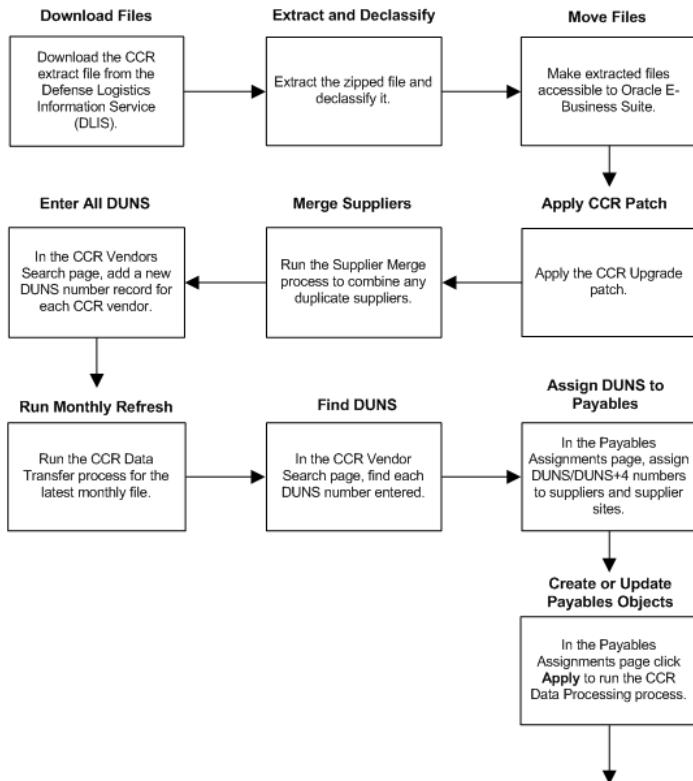
***Status and Purchasing Functionality***

<b>Vendor's CCR Registration</b>	<b>Third Party Agent's CCR Registration</b>	<b>Obligation (PO)</b>
Active	None Used	An obligation can be created.
Expired or Inactive	None Used	An obligation can be created but not approved.
Active (domestic, foreign)	Active	An obligation can be created.
Expired or Inactive	Active	An obligation can be created but not approved.
Active	Expired or Inactive	An obligation can be created.

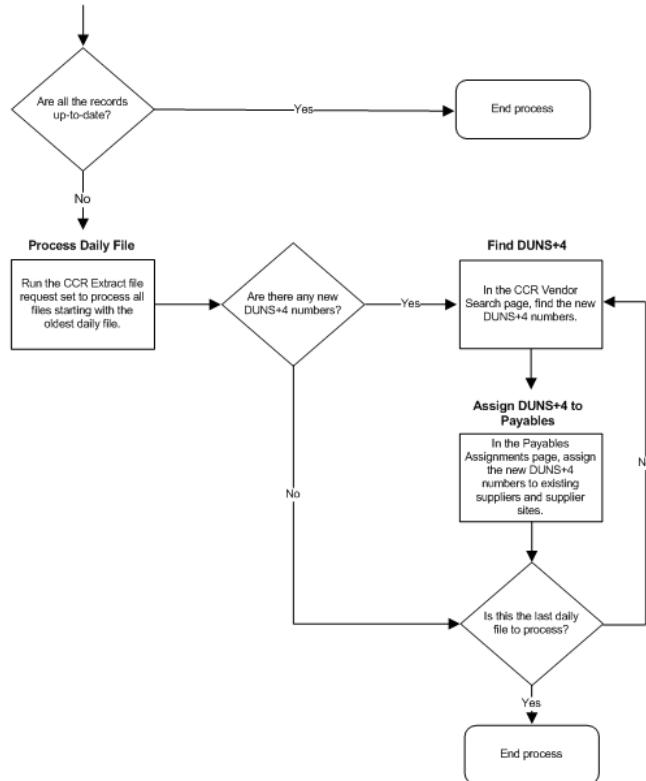
## **CCR Process Flow, First Time Use Diagram**

These diagrams show the CCR process as described in CCR Process, First Time Use, page 49-7.

### CCR Process Flow, First Time Use



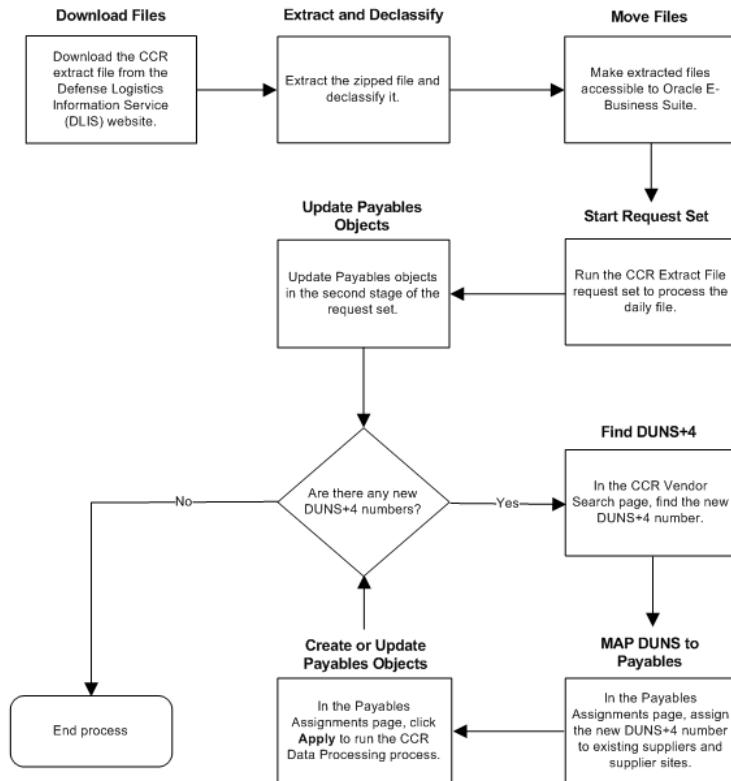
### CCR Process Flow, First Time Use (continued)



### CCR Process Flow Daily Updates Diagram

The diagram below shows the CCR process as described in CCR Process, Daily Updates, page 49-9.

### CCR Process Flow, Daily Updates Diagram



## Central Contract Registration

### Features

The CCR process includes:

- 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:

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, daily update files since the last monthly file up to the current date should be downloaded.

2. Extract the zip file and declassify it, depending on agency policy.
3. Move the extracted files to a location accessible by the Oracle E-Business Suite.

**Note:** Add a .dat extension to the file, but do not change the file names.

4. Apply the upgrade patch having CCR Integration.
5. Run the Supplier Merge process to combine duplicate suppliers.

**Note:** For the supplier merge, you can do the following:

- Replace Third Party: This would not have any accounting impact on existing transactions but new transactions would use new third party supplier liability account. There is no real audit trail between new supplier and existing transactions.

or

- Transfer Account Balance: This is the recommended option as this would provide an audit trail. For entries after the merge date for the old third party and party site, all the entries will be reversed and rebooked with the new third party and new site. Thus there is no impact on Budgetary control as the reversal and rebooking will have a net zero impact on the expenditure. The net impact on budgetary accounting entries for the expenditure is zero. For the change in liability accounts there is no impact on budgetary accounting

6. In the CCR Vendors Search page, users can add a new DUNS number 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:

- 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:

1. Download the daily extract file from DLIS.

2. Extract the zip file and declassify it, depending on agency policy.
3. Move the extract file to a location accessible by the Oracle E-Business Suite.

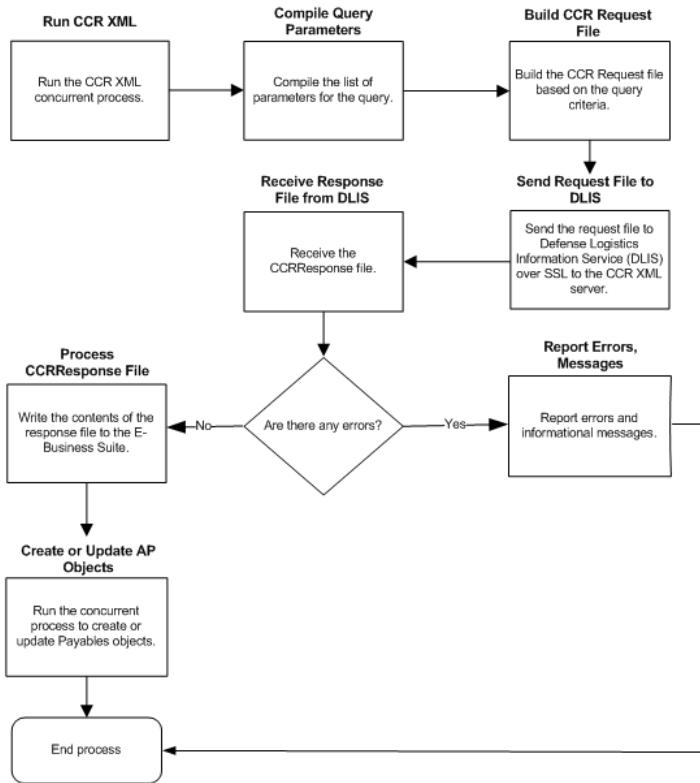
**Note:** Add a .dat extension to the file but do not change the file name.

4. Run the 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:

- CCR XML Process
- Add DUNS Number page
- Payables Assignments page

## CCR XML Process Steps

The CCR Process, First Time Use includes:

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:
  - 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 CCRequest 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 CCResponse 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.

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, Oracle U.S. Federal Financials segments the query into three requests to CCR.

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# 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 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:

- Processes the data from the extract file
- Processes updates to DUNS numbers as specified by users

This process can be:

- Generated as a single concurrent request
- Generated as the first part of the 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:

- Processes mapping of DUNS/DUNS+4 to suppliers and supplier sites

- Calls the APIs to create or update Oracle Payables including suppliers, sites, bank branches, and bank accounts associated with DUNS/DUNS+4 number

This process can be:

- Generated as the second part of the 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:

- 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:

- Run an immediate query against CCR
- Schedule a daily recurring query

## CCR Pages

The CCR Vendors Search page enables users to do the following. These can be performed for multiple operating units.

- 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:

- 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 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 in the E-Business Suite, not the ones entered in the page.

In the Payables Assignments page, you can do the following.

- Create new suppliers, supplier sites, and associated bank accounts for a new DUNS/DUNS+4 number
- Assign an existing supplier site to a DUNS/DUNS+4 number

**Note:** Users cannot assign suppliers for DUNS+4 numbers.

- Automatically run the CCR Data Processing process by clicking Apply when changes to Payables are required

## Prerequisites

- The agency must have 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)

## Related Topics

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 as it appears with the .dat extension.
6. In the File Type field, select the agency's security level and file type.
7. The Update Type field defaults to the value All.

## 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 either All, New, or Single.
6. If Single is selected, 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. Enter a start or an end date time.
11. 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.

## CCR Vendor Assignment

To view CCR information for a vendor, navigate to the CCR Vendors Search page.

You can enter any combination of search criteria in one of these fields:

- Operating Unit
- DUNS Number
- CAGE/NCAGE Code
- Legal Business Name

**Note:** To create or update the Payables assignments for a DUNS/DUNS+4 number, return to the 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.

The following table describes selected fields on the CCR Vendors Search page.

**CCR Vendors Search Page Description**

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<b>Field Name</b>	<b>Description</b>
Operating Unit	Operating unit associated with the vendor.
DUNS Number	DUNS number/ navigates to the General Information page
DUNS+4	DUNS+4 identifier
CAGE/NCAGE	Commercial and Government Entity (CAGE) Code is a five-character ID number that identifies companies that do or wish to do business with the federal government. Foreign vendors use the NCAGE Code which means NATO CAGE Code.
Legal Business Name	Vendor's legal business name
Registration Status	Indicates the vendor's registration status as defined in the CCR
Update Assignments	Navigates to the Payables Assignments page. An enabled icon indicates that the DUNS number can be assigned to a Payables object or is already assigned to a Payables option. A disabled icon indicates the following: <ul style="list-style-type: none"><li>- no information for the DUNS number has been imported from the CCR; Unknown or Unregistered status</li><li>- record is a DUNS+4 whose root DUNS is not yet assigned to a supplier</li></ul>
Delete	Deletes the record. A disabled icon indicates that the Payables assignment must be deleted in the Payables Assignments page before the record can be deleted or that the record is a root DUNS number with DUNS+4 numbers in E-Business Suite.

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The following table describes selected fields on the Payables Assignments Page.

**Payables Assignments Page Description**

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<b>Field Name</b>	<b>Description</b>
Supplier	Existing supplier; If blank, a new supplier will be created.

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<b>Field Name</b>	<b>Description</b>
Operating Unit	Operating unit associated with a supplier site.
Main Address Site	Main address site of the CCR Vendor that can be used for tax reporting purposes. If users select Yes, this site is associated with the assigned supplier with the physical location address information from the CCR. If users select no, a main address site is not created for the physical location address information. Only a payment site, using the remittance address information is created.
	<b>Note:</b> This option is not available for a DUNS+4 number.
Apply	Initiates the CCR Data Processing process to create or update pay sites with CCR information.

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# Supplier Tax Identification Number Listing Report

## Overview

The Supplier Tax Identification Number Listing lists tax identification numbers of suppliers. Tax identification numbers are identifiers used by federal agencies to collect on debts.

## Requirements

Agencies must include the taxpayer identification number of each supplier to whom payment can be made with each payment request in accordance with the Debt Collection Improvement Act of 1996 (DCIA). The Supplier Tax Identification Number Listing provides information to comply with this requirement.

## Prerequisites

Before generating the Supplier tax identification number listing, you must enter the agency name in the Define Federal Options window.

See: Federal Options Setup, *Oracle U.S. Federal Financials Implementation Guide*

## Generating the Supplier Tax Identification Number Listing

### Report Parameters

#### Operating Unit

Select the operating unit for the report.

#### Tax Identification Number Status

Select the tax identification number status for the report.

#### **Supplier Status**

Select the supplier status that you are printing the report for.

#### **Sort Order**

Select a field to sort the report.

#### **Additional Sort**

Select an additional sort field.

**Note:** Two additional sort orders can be selected.

## **Report Headings**

The following table shows the Supplier Tax Identification Number Listing report headings.

<b>In this heading...</b>	<b>Supplier Tax Identification Number Listing Report prints...</b>
Ledger	The ledger you are printing the report for.

## **Column Headings**

This table shows the Supplier Tax Identification Number Listing report.

<b>In this column...</b>	<b>Supplier Tax Identification Number Listing Report prints...</b>
Supplier: Name	Supplier name
Supplier: Number	Supplier identifier code
Supplier: Type	Supplier type
Supplier: Taxpayer ID	Supplier taxpayer identification number
Parent Supplier: Name	Parent supplier name
Parent Supplier: Number	Parent supplier identifier

## Related Topics

Using Standard Request Submission, *Oracle Applications User Guide*



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## Suppliers Deactivation Report Procedures

### Overview

The Suppliers Deactivation Report enables users to activate or deactivate vendors that do not have any purchasing or payment activity in the given time period.

Purchasing activity includes a supplier's purchase requisitions or purchase orders created or updated. This includes all documents even if they are not completed or approved.

Payment activity includes a supplier's invoices, debit memos, credit memos, payments, or refunds entered or updated.

The Suppliers Deactivation Report process includes these steps:

1. Users run the Suppliers Deactivation Report with the Deactivate Suppliers parameter set to No.
2. Users review the report and note the suppliers that should remain active.
3. Users rerun the Suppliers Deactivation Report with the Deactivate Suppliers parameter set to Yes.
4. Users navigate to the Supplier window and query the suppliers noted in Step 2 that should not be deactivated and delete the value in the Inactive On field.
5. To verify that the correct suppliers are deactivated, users run the Suppliers Deactivation Report with the Deactivate Suppliers parameter set to No.

The Deactivated Supplier Listing section displays the deactivated suppliers.

## Generating the Suppliers Deactivation Report and Deactivating Suppliers

### Viewing the Suppliers Deactivation Report

#### To run the Suppliers Deactivation Report:

1. Navigate to the Submit Request window.
2. In the Request Name field, select Suppliers Deactivation Report.
3. In the Operating Unit field, select an operating unit.
4. In the Supplier Name From field, optionally select a supplier name designating where to begin report generation for the range of suppliers.
5. In the Supplier Name To field, optionally select a supplier designating where to end report generation for the range of suppliers.

**Note:** Users can enter a value in Supplier Name From field without having to enter a value in the Supplier Name To field. Users select the default value in the Supplier Name To field and delete it.

6. In the Date Since No Activity field, enter a begin date for reporting suppliers without any activity.

**Note:** The current system date is the end date for reporting suppliers with no activity.
7. To review the list of suppliers with no activity, select N in the Deactivate Suppliers field.

### Deactivating Suppliers

#### To deactivate suppliers:

1. Repeat Steps 1, page 52-2 through 5, page 52-2 from the Viewing the Suppliers Deactivation Report, page 52-2.
2. In the Deactivate Suppliers field, select Y.

### Reactivating Suppliers

#### To reactivate suppliers:

1. In Payables, navigate to the Suppliers window.
2. In the Inactive On field, delete the value.

## Suppliers Deactivation Report Description

The following table describes the Suppliers Deactivation report.

### *Suppliers Deactivation Report Description*

Column	Description
Supplier Name	Vendor name
Supplier Num	Number assigned to vendor
Site	Supplier site
Days Since Last Activity	Number of days without activity; calculated by the report program
Date of Last Activity	Date of last invoice, purchase order, requisition, or payment
Supplier Name	Vendor name
Supplier Num	Number assigned to vendor
Site	Supplier site
Date Deactivated	Date supplier deactivated. The system enters the current system date as the inactivate date for any suppliers picked up by the report.

**Note:** All supplier sites must be deactivated before the system deactivates a supplier.



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## Year-End Closing Process

### Year-End Closing Process

The Year-End Closing process is a set of activities enabling federal agencies to comply with Office of Management and Budget (OMB) requirements regarding the closing of appropriation accounts, preparing for the next fiscal year, and reporting on those activities.

### Year-End Closing Requirements

As specified by the *Joint Financial Management Improvement Program (JFMIP)*, agencies are required to:

- Perform year-end closing.
- Perform multiple preliminary year-end closings before final year-end closing while maintaining the ability to post current period activity.
- Selectively generate transactions required by year-end closing procedures.
- Automatically determine an accounting period's opening balances based on the prior accounting period's closing balances without user intervention or adjustment. The rollover of general ledger balances must maintain the US SGL attribute information required to satisfy FACTS I and FACTS II reporting.
- Automatically generate fiscal year-end preclosing and closing entries as they relate to fund type.

### Year-End Reporting Requirements

Agencies must:

- Prepare trial balances and other supporting information required for external

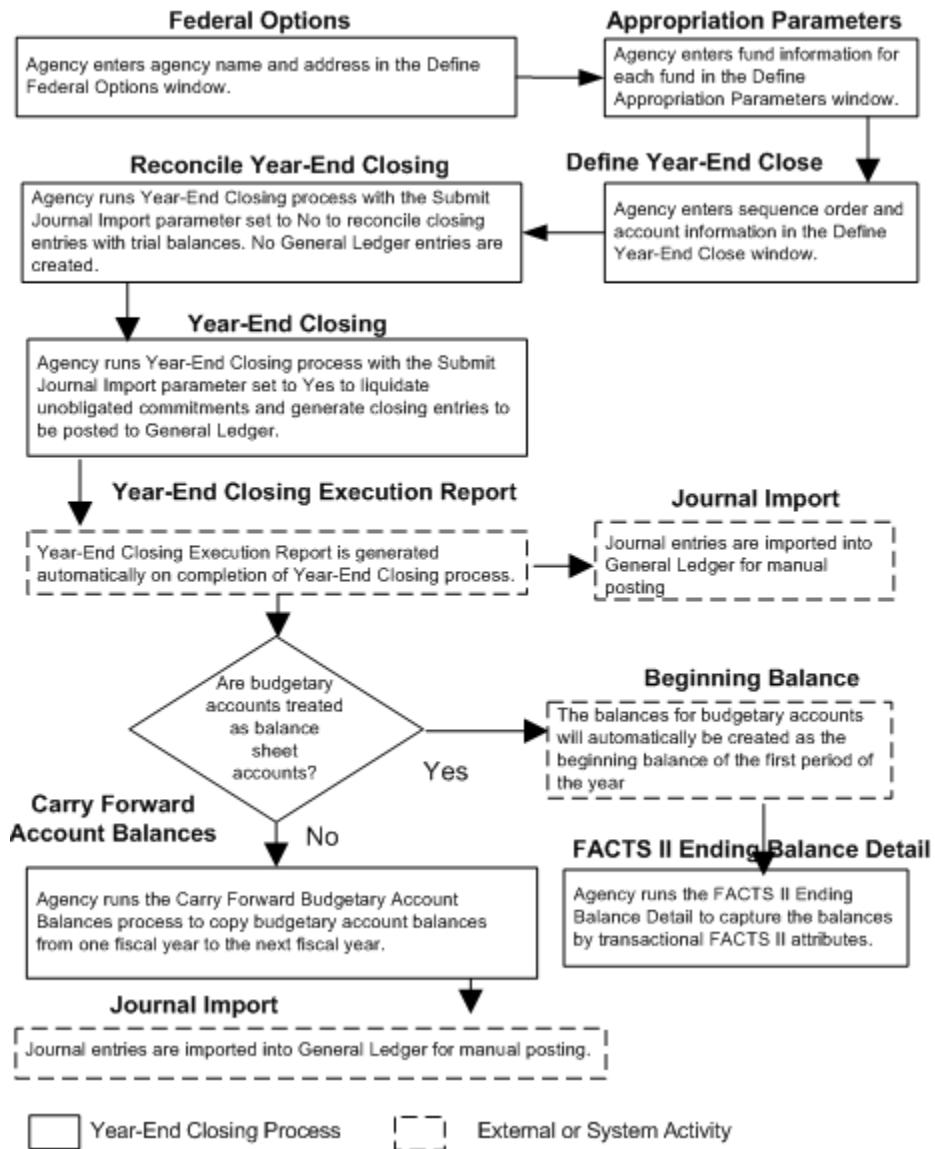
reports and financial statements, including consolidated financial statements.

Oracle U.S. Federal Financials provides the Year-End Closing process to comply with these requirements.

## Year-End Closing Processing Diagram

This diagram shows the year-end closing processing.

### Year-End Closing Processing Diagram



# Year-End Closing Process

## Features

The Year-End Closing process includes the following features:

- Define Appropriation Parameters window
- Define Year-End Closing window
- Year-End Closing process
- Year-End Closing Execution Report
- Carry Forward Budgetary Account Balances process

## Tracking Budgetary Debit/Credit Accounts as Balance Sheet Accounts

This is an optional feature and you do not need to do anything if you do not need this feature.

Usually, in General Ledger, budgetary debit and credit accounts are reset to zero at the start of the fiscal year and then you have the option of carrying forward these amounts to the next fiscal without them being reset to zero.

The Track Budgetary Debit/Credit Accounts as Balance Sheet Accounts feature provides the flexibility to track budgetary debit and credit accounts as balance sheet accounts so that they are not reset to zero at the start of the fiscal year. This feature is available for ledgers that do not have average daily balances tracking enabled. Run the Track Budgetary Debit/Credit Accounts as Balance Sheet Accounts program before you open the first period of the target fiscal year. Only account balances in and after the target fiscal year are affected. Balances before the target fiscal year are still treated in the same way as before, that is, they are reset to zero at the start of the fiscal year.

**Note:** Once you enable this feature, back posting is restricted to periods no earlier than those within the fiscal year immediately before the target fiscal year to prevent data inconsistencies. Security to this program should be carefully controlled as it can be launched for any of the ledgers in the same instance from a single responsibility.

**Warning:** If you enable this feature then you cannot go back to the earlier feature, where these amounts were being reset to zero.

## Process

The Year-End Closing process consists of the following steps:

1. The agency enters fund information, including Treasury Symbol, Appropriation Group, Appropriation Time Frame, and Resource Type, for each reported Treasury Symbol in the Define Appropriation Parameters window.
2. The agency defines Year-End Sequence Order, Appropriation Status, and Closing Account From and To in the Define Federal Year-End Close window.
3. 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.
4. 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 Close Requisition in the Define Appropriation Parameters window. If Close Requisitions 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.

Requisitions are closed if:

- The Close Requisition 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 cancelled.

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 Close Requisition 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 must be closed before executing the Year-End Close cycle if users close requisitions manually.

The following table below describes different scenarios for requisition processing during the year-end activities.

***Requisition Processing Scenarios During Year-End Activities***

<b>Close Requisitions Flag</b>	<b>Year-End Closing Sequence (Move account 4700 to account 4450)</b>	<b>Result</b>
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 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.

Close Requisitions Flag	Year-End Closing Sequence (Move account 4700 to account 4450)	Result
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 before 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 new entries. If an agency elects to run a supplemental year-end closing cycle, whereby adjusted amounts are changed, the original closing entries must be posted before the supplemental cycle is run.

**Note:** Avoid creating duplicate sets of closing journal entries. Care should be taken when submitting multiple iterations of the year-end closing cycles and initiating journal import. If the year-end close cycle is run twice for the same treasury symbol, only one set of journals should be posted.

5. The Year-End Closing Execution Report is automatically generated upon completion of the Year-End Closing process. This report lists the closing entries created for posting to General Ledger.
6. The agency manually posts journal entries created by the Year-End Closing process.
7. When the budgetary accounts are treated as balance sheet accounts, run the FACTS II Detail process. This allows the FACTS II attribute details to be retrieved for the

beginning balance of the following year. The FACTS II Ending Balance Detail process stores the ending balance detail for the following 4 FACTS II Attributes:

Public Law Code

Advance Type

Transfer Department ID

Transfer Main Account

8. If budgetary accounts are not enabled as balance sheet accounts, then the agency must run the Carry Forward Budgetary Account Balances process to copy budgetary account balances from one fiscal year to the next fiscal year. This process copies all budgetary account balances from the closing fiscal year to the new fiscal year. 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.

**Note:** If the trial balance of the closing year is unbalanced when the agency runs the Carry Forward Budgetary Accounts Balances process, then the trial balance is out-of-balance in the new fiscal year.

Before initiating the Carry Forward Budgetary Account Balances process, perform these tasks:

- Post all applicable journal entries in General Ledger to ensure that the correct account balance is brought forward.
- Validate that the trial balance for budgetary accounts is balanced. The GL Trial Balance can indicate a balanced ledger as a whole. However, budgetary accounts can be out-of-balance. If the budgetary accounts of the closing year are not balanced, the journal entry created from the Carry Forward Budgetary Account Balances process is out-of-balance as well.

**Note:** Once budgetary accounts are enabled as balance sheet accounts, the balances for budgetary accounts are automatically created as the beginning balance of the first period of the year. And the agency need not create journal entries to establish the beginning balance. If not enabled, the agency must manually post journal entries created by the Year-End Closing process.

## 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 following table. 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, determined by the dates in the Define Federal Account Symbols window, the process picks up the sequences having an Appropriation Status equal to Expired.

The following table 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 these entries based on the sample trial balance amounts and the year-end close definition setup:

The following table 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 following table below describes how to record expired authority:

**Expired Authority**

Account	Description	Debit	Credit
4610	Allotment - Realized Resources	10,000.00	

Account	Description	Debit	Credit
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 following table.

***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 following table 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***

<b>Sequence</b>	<b>Appropriation Status</b>	<b>From Account</b>	<b>To Account</b>	<b>Comments</b>
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 these entries based on the sample trial balance amounts and the Year-End Close definition setup.

The following table describes how to record consolidation of actual resources:

**Consolidation of Actual Resources**

<b>Account</b>	<b>Description</b>	<b>Debit</b>	<b>Credit</b>
4201	Total Actual Resources	115,000,000	
4119	Other Appropriations Realized		(115,000,000)

The following table describes how to record closing of unobligated balances to unapportioned authority:

***Unobligated Balances to Unapportioned Authority***

<b>Account</b>	<b>Description</b>	<b>Debit</b>	<b>Credit</b>
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 following table.

**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 consider the rollup values for treasury account codes. If a treasury account code as a rollup, the year-end process only finds treasury symbols for that treasury account code, not all treasury account codes assigned to a rollup account code.

## Related Topics

Defining Appropriation Parameters, *Oracle U.S. Federal Financials Implementation Guide*

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

Year-End Closing Procedures, page 54-1

Posting Journal Batches, *General Ledger User Guide*

Posting Journal Batches Automatically (AutoPost), *General Ledger User Guide*



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## Year-End Closing Procedures

### Year-End Closing Procedures

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.

## Carry Forward Budgetary Account Balances

Carry Forward Budgetary Account Balances is a concurrent process that copies budgetary account balances from one fiscal year to the next fiscal year. This process is usually run at the conclusion of the year-end closing activities.

**Note:** You can only run the Carry Forward Budgetary Account Balances process for fiscal years where budgetary accounts are treated like income statement accounts. When the Enable Balance Sheet Account Treatment for Budgetary Control Debit and Credit Accounts has been run for a year, the Carry Forward Budgetary Account Balances cannot be run for that year or any subsequent years since the balances is brought forward by General Ledger and journal entries do not need to be created to establish the balance.

## Related Topics

Journal Import Execution Report, *Oracle General Ledger User Guide*

## Prerequisites

- Federal Lookups must be set up in the Define Federal Lookups window.
- A General Ledger data access set with full read or write access must be defined and assigned to the GL: Data Access Set profile for the Federal Administrator responsibility.
- Treasury symbols must be defined in the Define Federal Account Symbols window.
- Values for Appropriation Time Frame, Treasury Symbol, and Funds must be provided in the Define Appropriation Parameters window. Optionally, Close Requisition can be selected in the Define Appropriation Parameters.
- 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.

- 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.
- The FACTS I and FACTS II procedures must be executed before running the Year-End Closing process.
- The Load Federal Financial Seed Data procedure must be executed to seed the general ledger categories and source used by the Year-End Closing process and the Carry Forward Budgetary Account Balances process.

## Related Topics

Data Access Set profile Setup, *Oracle General Ledger User's Guide*  
FACTS I Procedures, page 31-1

## Generating the Year-End Closing Process

### To run the Year-End Closing process:

1. Navigate to the Submit Request window.
2. In the Name field, select Year End Close Process.
3. In the Ledger field, select the ledger.
4. In the Appropriation Time Frame field, select time frame for the report.
5. In the Treasury Account Code field, optionally select an appropriation group.
6. In the Treasury symbol, select the treasury symbol for the report.
7. In the Closing Fiscal Year, enter the closing year.
8. In the Submit Journal Import field, select Yes or No.

The value Yes indicates that year-end journal entries are created.

## Year-End Closing Execution Report

No separate procedure is required to print the Year-End Closing Execution Report. The Year-End Closing Execution Report is printed automatically on completion of the

Year-End Closing process.

## Year-End Closing Execution Report

The following table describes the Year-End Closing Execution report.

### ***Year-End Closing Execution Report Description***

<b>Column</b>	<b>Description</b>
Header Section	report date, fiscal year, ledger currency, accounting period, and Ledger
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

Column	Description
Key Flexfield Segments	key flexfield segments for the transactions; lists the Accounting Flexfield from GL_JE_LINES that is generated based on the account sequences and From/To account definitions captured in the Define Year End Closing window
Debit Amount	journal debit amount
Credit Amount	journal credit amount

## Generating the Carry Forward Budgetary Account Balances Process

**To run the Carry Forward Budgetary Account Balances process:**

1. Navigate to the Submit Request window.
2. In the Name field, select Carry Forward Budgetary Account Balances Process.
3. In the Ledger field, select the ledger.
4. In the Carry Forward Fiscal Year field, enter the fiscal year.

### Related Topics

Year-End Closing Process, page 53-1

Federal Year End Closing Open Interface in the Integration Repository,  
<http://irep.oracle.com/> .



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## Prior Year Adjustment Transaction History

### Overview

#### PYA Transaction History

You can use the Prior Year Adjustment Transaction History window or the PYA Transaction History Report to view all transaction records processed in the PYA Journal Creation.

**Note:** The PYA Transaction History will only include transactions processed by the PYA Journal Creation prior to Release 12.

### Viewing the PYA Transaction History Report Procedure

To view the transactions processed in the PYA Journal Creation process, perform the following steps.

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

The following table describes selected fields on the Prior Year Adjustment Transaction History window.

**Prior Year Adjustment Transaction History Window Description**

Field Name	Description
GL Period	General ledger period of correcting journal entry created by the PYA Journal Creation Process
Source Module	Transaction source module, such as Payables or Purchasing
Source Document Number	Transaction source document number, such as purchase order number or invoice number
Batch Name	Batch name of correcting journal entry created by the PYA Journal Creation Process
Amount	transaction amount
Accounting Flexfield	Accounting flexfield

## Generating the PYA Transaction History Report

**To print the PYA Transaction History Report:**

1. Navigate to the Submit Request window.
2. In the Name field, select PYA Transaction History Report.
3. In the Ledger field, select the ledger.
4. In the Period From field in the Parameters window, select a beginning general ledger period.
5. In the Period To field, select an ending general ledger period.
6. In the Pagebreak Segment 1 field, select an Accounting Flexfield segment.
7. In the Accounting Flexfield window, select the low and high segments for the segment selected in Step 5.
8. Click OK.
9. Optionally, repeat Steps 5 through 7 for Pagebreak Segment 2, Low and High, and Pagebreak Segment 3, Low and High.

10. In the Amount Greater Than field, select a numeric value.

**Note:** If 100 is entered, the PYA Transaction History Report displays those amounts greater than 100 and less than -100.

See: Using Standard Request Submission, *Oracle Applications User Guide*



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## Budget Execution Open Interface Tables

### Understanding the Budget Execution Open Interface Tables

Use Oracle SQL\*Loader or develop a process to load budget execution information into the following interface tables:

- FV\_BE\_INTERFACE\_CONTROL
- FV\_BE\_INTERFACE

This process contains several procedures and functions for validating the records loaded into the FV\_BE\_INTERFACE table before being imported into the Budget Execution Transaction tables. The selected records are processed to validate all the required information. Once the validation is completed, the status of the records passing validation is set to Accepted and the status of the records not passing validation is set to Rejected. If all the records pass validation, then these records are imported into the FV\_BE\_TRX\_HDRS and FV\_BE\_TRX\_DTLS tables. If some of the records do not pass validation, then none of these records are imported.

Users can correct rejected records in the Correct Budgetary Transactions Import Data window. Users can run the process again to validate the rectified records and import all the records. Users can delete an entire batch in the BE Delete Import Data window by providing the Source and Group ID for the batch to be deleted.

The interface tables include columns, which Oracle U.S. Federal Financials uses to categorize and store specific budget execution information. For example, source of budget data is stored in the column called SOURCE in FV\_BE\_INTERFACE. Columns can have these attributes:

- NOT NULL Columns, page A-2
- NULL Columns, page A-2
- Optional Columns, page A-2

## NOT NULL Columns

Enter values for all NOT NULL columns in the interface tables to successfully upload budget execution data in the interface tables. If a value is not entered in a NOT NULL column, then the record cannot be uploaded to the interface table.

## NULL Columns

Leave these columns NULL as they are for internal use by the Budget Execution Open Interface Import process. For example, during the import process, Budget Execution Open Interface Import updates the values of the ERROR\_CODE and ERROR\_REASON columns.

## Optional Columns

Use some columns in the interface tables to import additional information for the budget execution transaction through the Budget Execution Open Interface Import process. The data that is loaded into these optional columns is imported, provided that the information passes the validation checks during the Budget Execution Open Interface Import Process.

## Budget Execution Open Interface Table Descriptions

The following tables list the columns in the Budget Execution Open Interface tables and indicate which columns require values for importing budget transactions into Oracle U.S. Federal Financials:

- FV\_BE\_INTERFACE CONTROL, page A-2
- FV\_BE\_INTERFACE, page A-3

### FV\_BE\_INTERFACE\_CONTROL

FV\_BE\_INTERFACE\_CONTROL table stores the control information required for import processing. Users insert a row into the following table before submitting the import process.

#### FV\_BE\_INTERFACE\_CONTROL

Column Name	NULL	Type	Description
SOURCE	NOT NULL	VARCHAR2(25)	import source

Column Name	NULL	Type	Description
GROUP_ID	NOT NULL	NUMBER	import group
STATUS	NOT NULL	VARCHAR2(25)	import status. Use initial value of New.
DATE_PROCESSED	NULL	DATE	processed date
TIME_PROCESSED	NULL	VARCHAR2(25)	processed time

## FV\_BE\_INTERFACE

Users insert records into the following table before executing the Budget Execution Transactions Import process.

### *FV\_BE\_Interface*

Column Name	NULL	Type	Description
SET_OF_BOOKS_ID	NOT NULL	NUMBER	Ledger identifier
SOURCE	NOT NULL	VARCHAR2(25)	import source
GROUP_ID	NOT NULL	NUMBER	import group
RECORD_NUMBER	NOT NULL	NUMBER	sequential record number for importing records
ERROR_CODE	NULL	VARCHAR2(10)	error code for the rejected record
ERROR_REASON	NULL	VARCHAR2(250)	error reason for the rejected record
BUDGET_LEVEL_ID	NOT NULL	NUMBER	budget level identifier
BUDGETING_SEGMENTS	NOT NULL	VARCHAR2(1000)	from distribution segments
TRANSACTION_TYPE	NOT NULL	VARCHAR2(25)	budget transaction type

Column Name	NULL	Type	Description
SUB_TYPE	OPTIONAL	VARCHAR2(30)	Budget transaction sub type
FUND_VALUE	NOT NULL	VARCHAR2(25)	fund value
PERIOD_NAME	NOT NULL	VARCHAR2(15)	period name
SEGMENTS1 – 30	OPTIONAL	VARCHAR2(25)	to distribution segments
INCREASE_DECREASE_F LAG	NOT NULL	VARCHAR2(1)	increase or decrease flag
AMOUNT	NOT NULL	NUMBER	amount
DOC_NUMBER	NOT NULL	VARCHAR2(20)	document number
ATTRIBUTES1 – 15	OPTIONAL	VARCHAR2(150)	attributes
ATTRIBUTE_CATEGORY	OPTIONAL	VARCHAR2(30)	attribute category
PROCESSED_FLAG	NOT NULL (DEFAULT N)	VARCHAR2(1)	processed flag
STATUS	NOT NULL	VARCHAR2(25)	record status
DATE_CREATED	NOT NULL	DATE	date when record created
CREATED_BY	NOT NULL	NUMBER	user identifier for who created the record
CORRECTED_FLAG	NOT NULL (DEFAULT N)	VARCHAR2(1)	selected if users correct the record using the Correct Budgetary Transactions Import Data window
LAST_UPDATE_DATE	NULL	DATE	last updated date
LAST_UPDATED_BY	NULL	NUMBER	last update identifier
GL_DATE	NOT NULL	DATE	GL Date

Column Name	NULL	Type	Description
PUBLIC_LAW_CODE	OPTIONAL	VARCHAR2(25)	Public law code
ADVANCE_TYPE	OPTIONAL	VARCHAR2(25)	Advance type
DEPT_ID	OPTIONAL	NUMBER(2)	Department ID
MAIN_ACCOUNT	OPTIONAL	NUMBER(4)	Main account
TRANSFER_DESCRIPTION	OPTIONAL	VARCHAR2(30)	Transfer description
BUDGET_USER_ID	OPTIONAL	NUMBER(15)	Budget user ID

### **SET\_OF\_BOOKS\_ID**

Enter the appropriate ledger identifier for the transaction. Define the ledger in the Accounting Setups window of the General Ledger application. The SET\_OF\_BOOKS\_ID column of the ledger view, GL\_SET\_OF\_BOOKS.SET\_OF\_BOOKS\_ID as shown in the following table, contains a list of valid values.

**Note:** You can use the following SQL\*Statement to access the current ledger ID:

- SELECT SET\_OF\_BOOKS\_ID,
- NAME FROM GL\_SETS\_OF BOOKS;

### **SET\_OF\_BOOKS\_ID**

Validation	Destination
Must be a valid Ledger ID	FV_BE_TRX_HDRS.SET_OF_BOOKS_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 Lookups window.

The following table describes the Source column.

#### **SOURCE**

<b>Validation</b>	<b>Destination</b>
If users do not use a predefined source, OFA, PSB, or OTHER, users must enter the name exactly as they have defined the lookup value in the Lookups window, or the Budget Execution Open Interface Import will not create the budget execution record. The lookup value must have the Type BE_SOURCE.	FV_BE_TRX_HDRS.SOURCE FV_BE_TRX_DTLS.SOURCE
For information on the Oracle U.S. Federal Financials Lookups window, see Federal Seed Data Setup, page 3-1.	

#### **GROUP\_ID**

Identifier for this batch. When users submit Budget Execution Open Interface Import or Delete BE Import, they must specify a Source and a Group. Processing record by Group allows users to concurrently import or delete subsets of records for the same Source. In order to import the data, the SOURCE and GROUP\_ID combination must be present in the FV\_BE\_INTERFACE\_CONTROL table.

The following table describes the Group\_ID column.

#### **GROUP\_ID**

<b>Validation</b>	<b>Destination</b>
None	FV_BE_TRX_DTLS.GROUP_ID

#### **RECORD\_NUMBER**

Sequential record number for importing records.

The following table describes the Record\_Number column.

**RECORD\_NUMBER**

<b>Validation</b>	<b>Destination</b>
Record number must be unique. Oracle U.S. Federal Financials stores each record number that is uploaded to the FV_BE_INTERFACE table in an index.	None

**ERROR\_CODE**

Leave this field NULL.

The following table describes the Error\_Code column.

**ERROR\_CODE**

<b>Validation</b>	<b>Destination</b>
Record number must be unique. Oracle U.S. Federal Financials stores each record number that is uploaded to the FV_BE_INTERFACE table in an index.	None

**ERROR\_REASON**

Leave this field NULL.

The following table describes the Error\_Reason column.

**ERROR\_REASON**

<b>Validation</b>	<b>Destination</b>
None	None

**BUDGET\_LEVEL\_ID**

Enter the Budget Level ID for the transaction record. A batch may have multiple Budget Level IDs. The process sorts the records in ascending order by Budget Level ID and records the records in hierarchical order. Users can find a list of valid values in FV\_BUDGET\_LEVELS.

**Note:** Oracle recommends using the following SQL\* Statement to identify the budget level IDs:

```
SELECT SET_OF_BOOKS_ID,  
       BUDGET_LEVEL_ID, DESCRIPTION  
  FROM FV_BUDGET_LEVELS  
 ORDER BY SET_OF_BOOKS_ID,  
       BUDGET_LEVEL_ID;
```

The following table describes the Budget\_Level\_ID column.

#### **BUDGET\_LEVEL\_ID**

<b>Validation</b>	<b>Destination</b>
None	FV_BUDGET_LEVELS

#### **BUDGETING\_SEGMENTS**

The From Distribution Accounting Flexfield values are contained in BUDGETING\_SEGMENTS. Users assign values for each segment that is enabled in General Ledger. The same rules apply for assigning segment values as for the GL Import.

For information on journal import and the GL\_INTERFACE, see Exporting Data From Your Feeder System, *Oracle General Ledger User Guide*.

Furthermore, users must assign an account value for each segment that is enabled in the Define Budget Distributions window for the budget level that is associated with the FROM Distribution.

For example, if the record is for distributing funds to Budget Level 2 from Budget Level 1, then the budget level associated with the BUDGETING\_SEGMENTS is Budget Level 1. Therefore, users must enter values for the segments set to Y for the given Treasury 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.

The following table describes the Budgeting\_Segments column.

#### ***BUDGETING\_SEGMENTS***

<b>Validation</b>	<b>Destination</b>
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.	FV_BE_TRX_HDRS.SEGMENTS1-30 FV_BE_TRX_DTLS.SEGMENTS1-30
<b>Note:</b> This validation is performed at the time records are being inserted into budget execution transaction tables after the records have passed all other validations of the Budget Execution Open Interface Import process. If a record fails this validation, Oracle U.S. Federal Financials rolls back the database and updates the record status to REJECTED.	

#### ***Transaction Type***

Enter a transaction type for the budget execution record.

The following table describes the Transaction\_Type column.

#### ***Transaction Type***

<b>Validation</b>	<b>Destination</b>
The transaction type must be a valid type for the given budget level as defined in the Define Budget Transaction Types window in Oracle U.S. Federal Financials.	FV_BE_TRX_DTLS.TRANSACTION_TYPE

#### ***Sub Type***

Enter a sub type of the transaction type if the sub type is required for the budget execution record.

The following table describes the Sub\_Type column.

#### ***Sub Type***

<b>Validation</b>	<b>Destination</b>
The sub type must be designated for the transaction type if the sub type is required to be used with the given transaction type on the record. The sub type is defined in the Define Budget Transaction Types window in Oracle U.S. Federal Financials.	FV_BE_TRX_DTLS.SUB_TYPE

#### **FUND\_VALUE**

Enter a Fund Value (balancing segment) for the budget execution record.

The following table describes the Fund\_Value column.

#### **FUND\_VALUE**

<b>Validation</b>	<b>Destination</b>
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 Oracle U.S. Federal Financials and the Treasury Symbol of the fund must not be cancelled or expired. Also, a budget distribution hierarchy must be established in Oracle U.S. Federal Financials for this Fund in the Define Budget Distribution window.	FV_BE_TRX_HDRS.FUND_VALUE

#### **PERIOD\_NAME**

Specify the period name. The Budget Execution Open Interface Import process defaults the GL\_DATE to the last day of the period.

The following table describes the Period\_Name column.

**PERIOD\_NAME**

<b>Validation</b>	<b>Destination</b>
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.

The following table describes the Segments1-30 column.

**SEGMENTS1-30**

<b>Validation</b>	<b>Destination</b>
Segment values are validated. The segment values must already be defined in General Ledger. Cross Validation Rules setup for segment values are validated during the Budget Execution Open Interface Import process.	FV_BE_TRX_HDRS.SEGMENTS1-30
	FV_BE_TRX_DTLS.SEGMENTS1-30

**INCREASE\_DECREASE\_FLAG**

Indicate whether the amount is an increase or decrease.

The following table describes the Increase\_Decrease\_Flag column.

**INCREASE\_DECREASE\_FLAG**

<b>Validation</b>	<b>Destination</b>
Valid values are I or D.	FV_BE_TRX_DTLS.INCREASE_DECREASE_FLAG

**AMOUNT**

Enter the amount for each line of the transaction.

The following table describes the Amount column.

#### ***AMOUNT***

<b>Validation</b>	<b>Destination</b>
Amount must be a positive number.	FV_BE_TRX_DTLS.AMOUNT

#### ***DOC\_NUMBER***

Enter the document number for the transaction.

The following table describes the Doc\_Number column.

#### ***DOC\_NUMBER***

<b>Validation</b>	<b>Destination</b>
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: <ul style="list-style-type: none"><li>- If the document number does not exist in Oracle U.S. Federal Financials, then accept the document number as is and the revision must be zero.</li><li>- If the document number does exist in Oracle U.S. Federal Financials, then the source, ledgers, budget level, and fund must be the same to be considered a revision. If they are not the same and it is the fund value that is different, then reject the API document; otherwise, the document is accepted as is and the revision number is set to zero.</li><li>- If the document revises an existing document in Oracle U.S. Federal Financials, then validate that the document in Oracle U.S. Federal Financials is approved. If the document in Oracle U.S. Federal Financials is not approved, then reject the document in the API tables. If the document in Oracle U.S. Federal Financials is approved, then check the revision number in Oracle U.S. Federal Financials and accept the document with the revision number set to the next highest revision number.</li></ul>	FV_BE_TRX_HDRS.DOC_NUMBER

Validation	Destination
<ul style="list-style-type: none"> <li>- If the Oracle U.S. Federal Financials document numbering is set to Manual, the interface accepts the document number provided in the interface, unless it fails one of the previously mentioned edits in this section.</li> <li>- If the Oracle U.S. Federal Financials document numbering is set to Automated, the document number must be numeric. Any numeric document number provided in the interface is accepted unless 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.</li> <li>- Documents manually created in Oracle U.S. Federal Financials use a different numbering sequence to those imported using the Federal Administrator API. The process looks at FV_BUDGET_LEVELS.NEXT_DOC_NUMBER for documents created in Oracle U.S. Federal Financials and at FV_BE_TRX_HDRS_S for imported documents, thus creating two different numbering systems.</li> </ul>	

## ATTRIBUTES1-15

Enter values for the following descriptive flexfields:

- Budget Appropriation
- Budget Fund Distributions
- Budget Transactions Detail
- Budget Transactions Header

The values are inserted where the flexfield segment has been assigned that attribute number. For example, if Attribute1 is assigned to the Budget Appropriation flexfield segment, the field is updated in the import if the Attribute 1 field in the import has a value. Attribute fields are not validated against descriptive flexfield value sets.

The following table describes the Attributes1-15 column.

### ***ATTRIBUTES1-15***

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<b>Validation</b>	<b>Destination</b>
None	FV_BE_TRX_HDRSSEGMENTS1-30 FV_BE_TRX_DTLSSEGMENTS1-30

---

### ***ATTRIBUTE\_CATEGORY***

Leave this field NULL.

The following table describes the *Attribute\_Category* column.

### ***ATTRIBUTE\_CATEGORY***

---

<b>Validation</b>	<b>Destination</b>
None	None

---

### ***PROCESSED\_FLAG***

All new records loaded into the interface must have a value of N.

The following table describes the *Processed\_Flag* column.

### ***PROCESSED\_FLAG***

---

<b>Validation</b>	<b>Destination</b>
None	None

---

### ***STATUS***

All new records loaded into the interface must have a status of New.

The following table describes the *Status* column.

**STATUS**

<b>Validation</b>	<b>Destination</b>
None	None

**DATE\_CREATED**

Enter the date that the budget execution import line was created using the format of DD-MON-YYYY.

The following table describes the Date\_Created column.

**DATE\_CREATED**

<b>Validation</b>	<b>Destination</b>
None	FV_BE_TRX_HDRS.CREATION_DATE
	FV_BE_TRX_DTLS.CREATION_DATE

**CREATED\_BY**

Enter a User ID number.

The following table describes the Created\_By column.

**CREATED\_BY**

<b>Validation</b>	<b>Destination</b>
Must be a user number defined in the system	FV_BE_TRX_HDRS.SEGMENTS1-30
	FV_BE_TRX_DTLS.SEGMENTS1-30

**CORRECTED\_FLAG**

All new records must have a value of N.

The following table describes the Corrected\_Flag column.

**CORRECTED\_FLAG**

<b>Validation</b>	<b>Destination</b>
None	FV_BE_TRX_DTLS.CORRECTED_FLAG

**LAST\_UPDATE\_DATE**

Leave this field NULL.

The following table describes the Last\_Update\_Date column.

**LAST\_UPDATE\_DATE**

<b>Validation</b>	<b>Destination</b>
None	None

**LAST\_UPDATED\_BY**

Leave this field NULL.

The following table describes the Last\_Update\_By column.

**LAST\_UPDATED\_BY**

<b>Validation</b>	<b>Destination</b>
None	None

**GL\_DATE**

General ledger date for the transaction.

The following table describes the GL\_Date column.

***GL\_DATE***

<b>Validation</b>	<b>Destination</b>
None	FV_BE_TRX_DTLS.GL_DATE

***PUBLIC\_LAW\_CODE***

The public law code for the transaction.

The following table describes the Public\_Law\_Code column.

***PUBLIC\_LAW\_CODE***

<b>Validation</b>	<b>Destination</b>
If public law code is enabled on the transaction type then the public law code is enabled and the public law code should not be more than seven characters. The transaction type is defined in the Enter Transaction Type window in Oracle U.S. Federal Financials.	FV_BE_TRX_DTLS.PUBLIC_LAW_CODE

***ADVANCE\_TYPE***

The advance type for the transaction.

The following table describes the Advance\_Type column.

***ADVANCE\_TYPE***

<b>Validation</b>	<b>Destination</b>
If the advance type checkbox is selected for the transaction type, the advance type is required and must be a valid advance type entered for the lookup type, "Advance type" in the Oracle U.S. Federal Financials Lookup window in Federal Administrator. The transaction type is defined in the Enter Transaction Type window in Oracle U.S. Federal Financials.	FV_BE_TRX_DTLS.ADVANCE_TYPE

## **DEPT\_ID**

The department identifier for the transaction.

The following table describes the Dept\_ID column.

### **DEPT\_ID**

<b>Validation</b>	<b>Destination</b>
If the advance type checkbox is selected for the transaction type, the dept_id is required. The transaction type is defined in the Enter Transaction Type window in Oracle U.S. Federal Financials.	FV_BE_TRX_DTLS.DEPT_ID

## **MAIN\_ACCOUNT**

The main account for the transaction.

The following table describes the Main\_Account column.

### **MAIN\_ACCOUNT**

<b>Validation</b>	<b>Destination</b>
If the advance type checkbox is selected for the transaction type, the main_account is required. The transaction type is defined in the Enter Transaction Type window in Oracle U.S. Federal Financials.	FV_BE_TRX_DTLS.MAIN_ACCOUNT

## **TRANSFER\_DESCRIPTION**

The direct transfer description for the transaction.

The following table describes the Transfer\_Description column.

### **TRANSFER\_DESCRIPTION**

<b>Validation</b>	<b>Destination</b>
None	FV_BE_TRX_DTLS.TRANSFER_DESCRIPTION

## **BUDGET\_USER\_ID**

Budget users are a set of authorized users who are allowed to access and enter Budget Information. The Budget Users are defined in the Define Budget Users window where the access rights to various levels of budget are also indicated.

The following table describes the Budget\_User\_ID column.

### **BUDGET\_USER\_ID**

<b>Validation</b>	<b>Destination</b>
The budget_user_id should be a valid budget user entered in the Define Budget Users window in Oracle U.S. Federal Financials.	FV_BE_TRX_DTLS.BUDGET_USER_ID



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## Oracle U.S. Federal Financials Navigation Paths

### Navigation

The following table shows the navigation paths for each window in Oracle U.S. Federal Financials.

#### *Federal Navigation Paths*

Window	Navigation Path
224 and Reconciliation Report Definitions	Setup - Federal Report Definitions - 224 and Reconciliation Report Definitions
Add DUNS Number	Payables Management - CCR Vendors - Search CCR Vendors Select a vendor. Select the DUNS number link.
Agency Location Code Addresses	Setup - Federal Report Definitions - Agency Location Code Addresses

<b>Window</b>	<b>Navigation Path</b>
Approve Document	Budget - Enter - Budget Authority Click Approve
	or
	Budget - Inquiry - Budget Transactions Summary
	Budget - Enter - Fund Distributions Click Approve
	or
	Budget - Enter - Reprogramming Transactions
	Click Approve
	or
	Click Find
	Select Approve
	Click Approve
Assign Reason Codes	Payables Management - Assign Reason Codes
AutoCreate Documents	In Purchasing,
For information, see Oracle Purchasing User's Guide.	AutoCreate
Balance Sheet	Setup - Federal Report Definitions - Financial Statements Report Definitions
	Click Open
Budget Transaction Summary	Budget - Inquiry - Budget Transactions Summary
	Click Find
Cash Receipt Refunds	Reports - FMS Form 224 - Cash Receipt Refunds
Cash Receipts	Receivables Management - Cash Receipts
CCR Vendors Search Page	Payables Management - CCR Vendors - Search CCR Vendors

<b>Window</b>	<b>Navigation Path</b>
Check Ranges	Confirm - Confirm Click Check Ranges
Copy Year End Information	Open Year End Closing window Tools - Copy Year End Groups
Correct Budget Execution Transactions Import Data	Budget - Open Interface - Correct Click Find
Customer Vendor Cross Reference	Receivables Management - Define - AR/AP Netting - Customer/Vendor Cross Reference
Define 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 Federal Account Symbols	Setup - Appropriation - Federal Account Symbols
Define Federal Financials Options	Setup - Options - Define Federal Financials Options
Define Federal Options	Setup - Options - Define Federal Options
Define Federal System Parameters	Setup - Options - Define Federal System Parameters
Define Finance Charges	Receivables Management - Define - Finance Charges

<b>Window</b>	<b>Navigation Path</b>
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 Treasury Account Codes	Setup - Appropriation - Treasury Account Codes
Define US SGL Accounts	Setup - Accounts - US SGL Accounts
Delete BE Import Data	Budget - Open Interface - Delete
Delinquent Invoice Referral Definitions	Receivables Management - Define - Delinquent Invoice Referral Setup
Document Cross-Reference	Inquiry - Document Cross-Reference Click Find
Enter Budget Authority	Budget - Enter - Budget Authority
Enter Funds Distributions	Budget - Enter - Funds Distributions
FACTS Attributes	Setup - Accounts - FACTS Attributes
FACTS II Submission	Reports - FACTS II Submission
Financial Statements Report Definitions	Setup - Federal Report Definitions - Financial Statements Report Definitions
Find Budget Transactions	Budget - Inquiry - Budget Transactions Summary
Find Budgetary Import Transactions	Budget - Open Interface - Correct
Find Prior Receipts	Payables Management - Prior Receipts

<b>Window</b>	<b>Navigation Path</b>
FMS Form 1219/1220 Report Definitions	Setup - Federal Report Definitions - FMS Form 1219/1220 - Setup  Click OK
FMS Form 1219/1220 Transaction Correction	Run FMS Form 1219/1220 Process  Setup - Federal Report Definitions - FMS Form 1219/1220 - Transaction Correction
FMS Form 224 Report Definitions	Setup - Federal Report Definitions - 224 and Reconciliation Report Definitions
Footnotes	Reports - FACTS II Submission  Click Footnotes
Funds Availability Report Definitions	Setup - Federal Report Definitions - Funds Availability Reports
Funds Available Inquiry	Inquiry - Funds Available
Holiday/Non-Working Dates	Payables Management - Define - Holiday/Non-Working Dates
Import Budget Execution Transactions	Budget - Open Interface - Import
Interagency Transfers	Reports - FMS Form 224 - Interagency Transfers
Invoice Returns	Payables Management - Invoice Returns
Invoice Status	Receivables Management - Invoice Status  Click Find
Invoice Status History	Receivables Management - Invoice Status  Click Find  Click History
Invoice Write-off	Receivables Management - Invoice Write-off

<b>Window</b>	<b>Navigation Path</b>
IPAC Imported Invoices	Payables Management – IPAC Imported Invoices Click Find
IPAC Transaction Summary	Interagency - IPAC Transaction Summary
Ledger	In General Ledger, Setup - Financials - Accounting Setup Manager
Location Address	Setup - Options - Define Federal Options Click Details
Maintain 1099-C Information	Receivables Management - Maintain 1099-C
Notifications Summary	Workflow User - Advance Worklist
Oracle Federal Financials Lookups	Setup - Lookups
Other Authorizations	Setup - Appropriation - Parameters Click Find Click Other Authorizations
Payables Assignments	Payables Management - CCR Vendors - Search CCR Vendors Select a vendor. Click the Update Assignments icon.
Payables Refunds	Reports - FMS Form 224 - Payable Refunds Click Find
Payment Instruction Sequence Assignments	Payables Management - Define - Payment Instruction Sequence Assignments
Payment Process Request For information, see Oracle Payables User Guide	In Payables, Payments - Entry - Payments Manager

<b>Window</b>	<b>Navigation Path</b>
Payment Terms	In Payables, Setup - Invoice - Payment Terms
Period Types	In General Ledger, Setup - Financials - Calendar - Types
Prior Period Receipts	Payables Management - Prior Receipts Click Find
Prior Year Adjustment Transaction History	Prior Year Adjustments - Transactions - History
Program Reporting Codes	Setup - FACTS II - Define Program Reporting Codes
Receipts  For information, see Oracle Receivables User Guide and Oracle Purchasing User's Guide	In Receivables, Receipts - Receipts or In Purchasing, Receiving - Receipts Click Find
Receivable Types	Receivables Management - Define - Receivable Types
Receivables Lookups	Setup - System - QuickCodes - Receivables
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

<b>Window</b>	<b>Navigation Path</b>
Re-programming Transactions	Budget - Enter - Reprogramming Transactions
Select Summary Schedule Format	Payables Management - Summary Schedules Click Summary Schedule
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	Setup - Federal Report Definitions - Financial Statements Report Definitions
Statement of Changes in Net Position	Click OK
Statement of Custodial Activity	
Statement of Financing	
Statement of Net Cost	
Submit a New Request	Other - Request - Run
	Select Single Request
	Click OK
Submit a Request Set	Other - Request - Run
	Select Request Set radio button
	Click OK
Summary Schedules	Payables Management - Summary Schedules
Third Party Assignments	Payables Management - Define - Third Party Assignments
Treasury Confirmation and Reconciliation	Confirm - Confirm or Confirm - Inquiry Click Treasury Confirmation

<b>Window</b>	<b>Navigation Path</b>
Treasury Confirmation Inquiry	Confirm - Inquiry Click Offset
Treasury Confirmation Offset	Confirm - Confirm
Treasury Offset Exclusion Criteria	Payables Management - Define - Treasury Offset Exclusion Criteria
Users	In System Administration, Security - User - Define
Waive Finance Charges	Receivables Management - Waive Finance Charges
Worklist	Workflow User - Worklist or Notifications Summary
Year End Closing	Setup - Year End Close - Define Year End Closing



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# Glossary

## **1096 Annual Summary and Transmittal of U.S. Information Returns**

The Debt Collection Act of 1982 states that a 1096 Annual Summary and Transmittal of U.S. Information Returns report must accompany Copy A of the 1099-C Cancellation of Debt report that is submitted to the Internal Revenue Service.

## **1099-C Cancellation of Debt**

The Debt Collection Act of 1982 requires that a 1099-C Cancellation of Debt report must be submitted to the Internal Revenue Service for each debtor for whom a debt of \$600.00 or more is cancelled during the calendar year.

## **Accrue Finance Charges**

A process in Oracle U.S. Federal Financials that creates a debit memo for each Finance Charge Type associated with each newly overdue invoice; and adjusts existing finance charge debit memos for each Finance Charge Type associated with old overdue invoices.

## **ACH**

See Automated Clearing House (ACH).

## **adjusted trial balance (ATB)**

Balance for an SGL account and related attributes that make up a portion of a FACTS II submission as of a specific date for a specific treasury appropriation fund symbol.

## **adjustment**

The method prescribed by the Department of Treasury under the IPAC system that allows a customer to charge a billing agency to remedy an incorrect billing.

## **advance appropriation**

New budget authority appropriations that become available one or more fiscal years beyond the fiscal year for which the appropriation was passed.

## **advance funding**

Budget authority appropriations provided in an appropriations act to be used, if

necessary, to cover obligations incurred late in the fiscal year for benefit payments in excess of the amount specifically appropriated in the act for that year, where the budget authority is charged to the appropriation for the program for the fiscal year following the fiscal year for which the appropriations is passed.

**Agency Location Code (ALC)**

An 8-digit numeric symbol identifying the agency accounting and/or reporting office with disbursing authority. Any 4-digit ALC is preceded by four zeros.

**allotment**

Funds within an apportionment designated for specific programs or projects in an agency.

**allowance**

A subdivision of an allotment. Typically, managers distribute funds throughout the agencies to levels lower than the allotment to cover programs and projects for more specific purposes. An allowance cannot exceed the amount allotted. However, obligations and expenditure can exceed an individual allowance but must not exceed the total allotment in accordance with the Antideficiency Act.

**anticipated**

Estimated cancellations or downward adjustments of prior-year obligations anticipated for recovery in the current fiscal year; only used in unexpired multiyear or no-year funds. These amounts are reported on the SF-132, Request for Apportionment as a Budgetary Resource.

**Antideficiency Act**

A regulation applying to federal agencies that establishes budgetary limitations at required levels within an agency.

**Apply Cash Receipts**

A procedure in Oracle U.S. Federal Financials to enter manual cash receipts for customers and invoices to be applied, as appropriate, to previously created finance charge debit memos, invoices, or on account.

**apportionment**

An agency request to the Office of Management and Budget to acquire funds to be used in designated quarters of the fiscal year. Agencies divide apportionments into allotments, which are converted into commitments, obligations, and expended authority.

**appropriation**

Funds provided to federal agencies through legislation. An appropriation is designated as multi-year, which can be used for a specified period of time in excess of one year;

no-year, which can be used indefinitely; and single-year, which can only be used in the current year.

**appropriation warrant**

An official document that establishes the individual amounts that Congress appropriates by treasury symbol.

**Assign Finance Charges**

A process in Oracle U.S. Federal Financials that selects customers and invoices for which finance charges are to be accrued during the Accrue Finance Charges process, based on customer classes specified in the Define Finance Charges window.

**Assign Finance Charges Report**

An internal report that provides information on customers and invoices assigned finance charges.

**ATB**

See adjusted trial balance (ATB).

**Automated Clearing House (ACH)**

Primary electronic funds transfer (EFT) system used by agencies to make payments and to collect funds. The ACH is a distribution and settlement point for transmitting funds electronically between an originating financial institution and a receiving financial institution. Funds are transferred through the use of several format options targeted specifically to meet the Federal Government's needs.

Federal Government ACH payments originated in the Prearranged Payment and Deposit (PPD) with or without addenda, Cash Concentration of Disbursement (CCD) with or without addenda or Corporate Trade Exchange (CTX) formats.

**automated interagency bill**

A bill that exists on a computerized database, although it can be printed out in hard copy format.

**billing agency fund**

The accounting classification that is adjusted, billed, or credited by the billing agency.

**borrowing authority**

A budget authority that permits obligations and outlays to be financed by borrowing.

**budget account definition**

An administrative or functional subdivision of a budget agency. A budget account must have at least one 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-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 Oracle U.S. Federal Financials that determines the due date on the payment schedule by using the later of the Invoice Received Date or the Goods/Services Acceptance or Receipt Date.

**economically beneficial discounts**

Discounts offered by suppliers that federal agencies are required to take pursuant to the Prompt Payment Act. An agency must take available discounts for early payment unless they are not economically beneficial. Discounts are not beneficial if an agency can realize a greater return by keeping its money invested until a later payment due date.

**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 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.

**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 Oracle U.S. Federal Financials. Federal Options are required for some new features and reports. The Define Federal Options window is used to enter the information.

### **Finance Charge Types**

Finance charge information entered in the Define Finance Charges window that is used to assign and accrue finance charges in Receivables.

### **Financial Management Service (FMS)**

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 Oracle U.S. Federal Financials. Fund parameters define additional information associated with the balancing segment of the Accounting Flexfield.

#### **fund type**

Major classification for the different account types, such as General Fund, Clearing Account, and Special Fund.

#### **fund value**

The Federal Government obtains monies from many sources. The use of the monies is governed by the appropriations process. Agencies segregate their accounts into funds to assure compliance with legal requirements. Monies obtained from general taxation and revenue powers and from business operations are accounted for in the following types of funds: General Fund, Special Funds, Revolving Funds, Management Funds, Trust Funds, and Deposit Funds. There can be multiple fund values per treasury 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 Oracle U.S. Federal Financials for agencies to view funds available at both detail and summary levels and to compare budget amounts to actual fund values.

#### **general fund**

Accounts for receipts not set aside by law for a specific purpose, the process of general borrowing, and the expenditure of these monies.

#### **Government 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 Oracle U.S. Federal Financials used by the customer agency to store information regarding the billing agency fund involved in an interagency transaction.

**interagency transactions**

Transfers between Treasury agencies that involve two or more different appropriation, fund, or receipt accounts and are classified as expenditure transactions.

**Interest, Administrative and Penalty (IPA)**

Interest, Administrative and Penalty are finance charges associated with the Federal Government. Oracle U.S. Federal Financials creates debit memos for Finance Charge Type associated with overdue invoices.

**intragovernmental fund**

See revolving fund.

**Intra-governmental Payment and Collection System (IPAC)**

A government-owned and operated system that performs intra-governmental funds transfers.

**IPA**

See Interest, Administrative and Penalty.

**IPAC**

See Intra-governmental Payment and Collection System (IPAC).

**JFMIP**

See Joint Financial Management Improvement Program (JFMIP).

**Joint Financial Management Improvement Program (JFMIP)**

A cooperative effort among major agencies of the Federal Government to arrive at a common set of financial management standards as mandated by the President of the United States. Representatives from major agencies serve on a committee charged with formulating these standards.

**liquidating account**

The budget account that includes all cash flows to and from the government resulting from pre-1992 direct loans or loan guarantees. Cash flows associated with modified direct loans and loan guarantees are treated as exceptions. The liquidating accounts are the old credit accounts, whose transactions are counted on a cash basis in calculating budget outlays and the deficit. Liquidating accounts are not subject to credit reform accounting except for the effects of modifications.

**loan guarantee**

Any guarantee, insurance, or other pledge with respect to the payment of all or a part of the principal or interest on any debt obligation of a non-federal borrower to a non-federal lender. It does not, however, include the insurance of deposits, shares, or other withdrawable accounts in financial institutions.

**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.

### **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. ECS or SPS 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.

**TFM**

See Treasury Financial Manual (TFM).

**TIN**

See Taxpayer Identification Number (TIN).

**Transmittal Letters (T/L)**

Sequentially numbered transmittal letters signed by the Commissioner of the Department of Treasury's FMS that accompany Treasury Financial Manual (TFM) chapter releases. These letters release the following:

- changes or additions to existing chapters and new chapters
- summaries of the new or revised material
- instructions for the addition or substitution of material
- regulations or published instructions that are superseded or rescinded

**TOP**

See Treasury Offset Program (TOP).

**Trading Partner**

The Treasury department code of the other federal entity involved in transactions with the reporting entity.

**transfer**

Move budgetary resources from one budget account to another. Depending on the circumstances, the budget may record a transfer as an expenditure transfer, which means a transfer that involves an outlay, or as a nonexpenditure transfer, which means a transfer that does not involve an outlay.

**Treasury**

Refers to the U.S. Department of Treasury. Among other roles, the Treasury formulates and recommends economic, fiscal, and tax policies; and serves as financial agent for the Federal Government.

**treasury account code (TAC)**

Four-digit identifier typically corresponding to the last four digits of the treasury symbol. A numeric or alphanumeric account symbol used to classify transactions with fund types.

**Note:** FACTS II uses the term Treasury Account Code and FACTS I uses the term Fund Group to refer to the same field.

**treasury appropriation fund symbol (TAFS)**

Code that represents the department, account symbol, and period of availability to incur new obligations. This is also referred to as treasury symbol.

**Treasury Financial Manual (TFM)**

The Treasury's official publication for financial accounting and reporting of all receipts and disbursements of the Federal Government. The Financial Management Service of the Treasury issues the TFM to provide policies, procedures, and instructions for federal departments and agencies.

**Treasury Offset Program (TOP)**

A centralized debt collection program developed by FMS and operated through its RFC. TOP enables the RFCs to match delinquent debtor files against payment files. When a match occurs, the payment is intercepted and the debt is offset up to the amount of the debt.

**treasury symbol**

A seven digit code that identifies the appropriation from which agencies can create spending transactions. The first two digits are the agency code; the third digit is the fund fiscal year; and the last four digits are the type of fund.

**treasury undisbursed balance**

Fund balance, which is cash, for a TAFS account at a point in time, for example, as of September 30th.

**trust fund**

Type of account designated by law as a trust fund for receipts and offsetting receipts set aside for specific purposes and for the expenditure of these receipts.

**trust fund groups**

Monies collected and spent by the government through trust fund accounts.

**TSV (Tab Separated Values)**

A file format that uses tab characters (ASCII 9) as separators between fields (tab delimited). Unlike comma delimited (CSV) files, the character data is not usually surrounded by quotes. This file format is used to transfer data between different programs.

**unanticipated**

Cancellations or downward adjustments of prior-year obligations that are not anticipated for recovery in the current fiscal year; only used in unexpired multiyear or no-year funds.

**unexpended**

A binding agreement that results in immediate or future outlays. Budgetary resources must be available before obligations can be incurred legally. Unexpended obligations are services that have not been performed or goods that have not been received.

**unobligated balance**

Cumulative amount of budget authority that is not obligated and that remains available for obligation under law.

**U.S. Government Standard General Ledger account (US SGL)**

Accounts used to record, classify, and report accounting events in a uniform manner throughout the Federal Government. US SGL accounts provide control over all financial transactions and resource balances; in combination with other attributes, satisfy basic financials and budget execution reporting requirements of the OMB and Department of Treasury; and integrate proprietary and budgetary accounting.

**US SGL**

See U.S. Government Standard General Ledger account (US SGL).

**Voucher and Schedule of Withdrawals and Credits**

See SF 1081 Voucher and Schedule of Withdrawals and Credits.

**Waive Finance Charges**

A process in Oracle U.S. Federal Financials that allows users to waive subsequent

finance charges for selected customers or invoices.

**warrant**

An official document issued by the Secretary of the Treasury, pursuant to the law, that establishes the amount of money authorized to be withdrawn from the central accounts maintained by the Treasury.

**write-off**

An event that occurs when an agency officially determines, after all appropriate collection tools and techniques have been used, that a debt or a portion of a debt is uncollectible. The uncollectible amount is removed from an entity's receivables; however, collection attempts can be made after receivables are removed.

**year-end closing**

The process required by the Office of Management and Budget in which agencies liquidate unobligated commitments, generate closing entries to be posted to General Ledger, and carry forward obligated balances to the next fiscal year.

**year-end closing definitions**

Information set up in the Define Federal Year-End Close window. The Define Federal Year-End Close window is used to define from and to accounts for creation of year-end closing General Ledger entries and to set up the year-end closing sequence order.

**Year-End Closing Execution Report**

An internal report that provides information on accounts for which closing entries were generated during the Year-End Closing process.

**year-end closing process**

A set of activities that allows federal agencies to comply with Office of Management and Budget requirements regarding the closing of appropriation accounts, preparing for the next fiscal year, and reporting on those activities.

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