

# Oracle Fusion Cloud Financials

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**Using U.S. Federal Financials**

**26A**

Oracle Fusion Cloud Financials  
Using U.S. Federal Financials

26A

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# Contents

## Get Help

i

<b>1</b>	<b>Overview</b>	<b>1</b>
Overview of Federal Procurement Features		1
How Federal Financials Enhances Procurement		1
Overview of Federal Payables Features		1
Prompt Payment Components		2
How Federal Financials Enhances Payables		3
Overview of Federal Receiving Features		3
How Federal Financials Enhances Receiving		3
Overview of Federal Receivables Features		4
How Federal Financials Enhances Receivables		4
Best Practices		5
<b>2</b>	<b>Manage U.S. Federal Financials Data in Microsoft Excel</b>	<b>7</b>
About Managing U.S. Federal Financials Data in Microsoft Excel		7
Upgrade to the Latest Version of the Oracle Visual Builder Add-in for Microsoft Excel		8
Download and Edit U.S. Federal Financials Data in the Corresponding Spreadsheets		8
Upload the Edited Data		9
<b>3</b>	<b>Prompt Payment</b>	<b>11</b>
Prompt Payment Processes		11
Parameters for Prompt Payment Date Calculation Process		12
<b>4</b>	<b>Payment File Formats</b>	<b>15</b>
Payment Formats		15
Payment Instruction Treasury Account Symbol Listing Report		15
Prerequisites for Submitting a Payment Process Request		16
Supplier Trading Partner TAS Not Found Report		16
Run Supplier Trading Partner TAS Not Found Report		17

<b>5 Treasury Payments</b>	<b>19</b>
Overview of Treasury Payment Schedules	19
Overview of Treasury Payments	25
<b>6 Federal-Specific Attributes</b>	<b>27</b>
External Data Integration Services	27
Supplier and Supplier Sites	27
Purchase Orders	30
Payables Invoices	34
Payments	36
Accounts Receivable	38
General Ledger Journals	42
<b>7 System for Award Management</b>	<b>49</b>
About System for Award Management	49
SAM Integration with Oracle Procurement	51
SAM Integration with Oracle Purchasing	52
Before You Can Use the SAM Process	53
Run the Load Interface File for Import Process	53
Run the Import SAM Trading Partner Information Process	54
View the Import SAM Trading Partner Information Report	55
Run the Process to Update SAM Trading Partner Information	56
View the Process SAM Trading Partner Information Report	57
Manage SAM Trading Partners	58
About SAM Trading Partner Profile	63
Manage Business Unit Assignments for a SAM Trading Partner	67
Manage SAM Data in Microsoft Excel	71
<b>8 Classification Transactions and Accountability</b>	<b>73</b>
About Classification Transactions and Accountability	73
Overview of Reclassifications	73
CTA Reporting Requirements	77
Assumptions	77
About the CTA Process	77
Before You Run the Perform CTA Reporting Process	79
Run the Perform CTA Reporting Process	80

---

<b>9 CTA Reports</b>	<b>83</b>
About CTA Reports	83
CTA Detail Transaction Listing	83
CTA Exception Listing	85
CTA Payables Reclassifications Analysis	87
<b>10 GTAS</b>	<b>91</b>
About GTAS	91
Before You Run the GTAS File Creation Processes	91
Process GTAS Accumulation Data	92
Review GTAS Balances	94
Create GTAS Bulk File	95
<b>11 GTAS Reports</b>	<b>97</b>
About GTAS Reports	97
GTAS Accumulation Exception Report	97
GTAS Transaction Register Report	99
GTAS Trial Balance Report	102
GTAS Bulk File Interface Report	104
<b>12 DATA Act Reporting</b>	<b>107</b>
About DATA Act Reporting	107
DATA Act Prerequisites	107
DATA Act File Flow	108
DATA Act File Formatting	108
DATA Act File Creation	108
DATA Act Files	110
<b>13 Intra-Governmental Payment and Collection</b>	<b>111</b>
About Intra-Governmental Payment and Collection	111
Before You Can Manage IPAC Data	112
Run the Load Interface File for Import Process	112
Run the Import IPAC Transaction Information Process	113
View the IPAC Transaction Data	113
<b>14 Year-End Close</b>	<b>115</b>
About Year-End Close	115

---

Prerequisites for Year-End Close	115
Close Open Requisitions	116
Generate General Ledger Preclosing Entries Using Allocations	116
Purchase Order Obligation Balances Carry Forward	117
Generate General Ledger Closing Entries Using Allocations	118
Undo Year-End Close	119
Review US Federal Year-End Close Journal Status Report	119

# Get Help

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

## Get Help in the Applications

Some application pages have help icons  to give you access to contextual help. If you don't see any help icons on your page, click your user image or name in the global header and select Show Help Icons. If the page has contextual help, help icons will appear.

## Get Training

Increase your knowledge of Oracle Cloud by taking courses at [Oracle University](#).

## Join Our Community

Use [Cloud Customer Connect](#) to get information from industry experts at Oracle and in the partner community. You can join forums to connect with other customers, post questions, suggest [ideas](#) for product enhancements, and watch events.

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Thanks for helping us improve our user assistance!



# 1 Overview

## Overview of Federal Procurement Features

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

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

## How Federal Financials Enhances Procurement

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

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

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

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

## Overview of Federal Payables Features

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

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

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

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

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

## Prompt Payment Components

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

Prompt payment features include these processes:

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

## Prompt Payment Due Date Calculation Process

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

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

- Invoice returns
- Constructive acceptance date
- Weekends and holidays

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

## Discount Calculation Process

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

## Interest Calculation Process

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

## How Federal Financials Enhances Payables

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

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

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

## Overview of Federal Receiving Features

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

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

## How Federal Financials Enhances Receiving

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

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

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

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

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

## Overview of Federal Receivables Features

U.S. Federal Financials provides enhanced receivables features that enable you to meet the requirements of the accounting needs of the US federal government.

This table shows you how Oracle Receivables activities pair with Federal Financials features:

Receivables Activity	Oracle U.S. Federal Financials Feature
Create Invoice	U.S. Federal Bill to Cash Accounting
Create Credit/Debit Memo	U.S. Federal Bill to Cash Accounting
Create Receipt	U.S. Federal Bill to Cash Accounting
Create Adjustment	U.S. Federal Bill to Cash Accounting
Record Revenue	U.S. Federal Bill to Cash Accounting

## How Federal Financials Enhances Receivables

Use U.S. Federal Financials to generate federal budgetary accounting for receivables activities that's compliant with the guidelines laid down in the United States Standard General Ledger (USSGL) maintained by the US Department of the Treasury.

Receivables accounting for federal government transactions has two parts: proprietary and budgetary accounting. Proprietary accounting uses the standard Oracle Receivables subledger accounting rules while budgetary accounting uses the predefined federal-specific subledger accounting rules. The Create Accounting process creates the budgetary

and proprietary accounting data and transfers it from Receivables Accounting to Subledger Accounting (SLA) and to General Ledger.

You can generate federal budgetary accounting for the following transaction types:

- Invoice
- Adjustment
- Debit memo
- Credit memo
- Standard receipt
- Miscellaneous receipt

## Best Practices

The following best practices are methods or techniques that consistently lead to superior results compared to other approaches. They represent a standard or ideal way of performing actions in Federal Financials.

## Search and Filter

You can filter and search in Federal Financials applications by using a combination of search terms and operators. For example, when searching for a federal account symbol, you might want to look for the title, agency identifier, or main account code.

Here are some tips and guidelines to enhance your search experience:

- To find a specific item using the keyword search, review the search hint and enter a word or part of a word associated with the attributes listed in the search hint. For example, searching for AAA on the SAM Trading Partners page will retrieve trading partners with a UEI, CAGE Code, Legal Business Unit Name, or Taxpayer Name containing AAA.
- Keyword searches aren't case-sensitive. Whether you type Pinnacle or pinnacle, you get the same results.
- You can enter multiple search terms separated by spaces to find records that match any of the entered search terms. For example, searching for Treasury Fund will find records containing Treasury or Fund.
- To refine your search on multiple search terms, use quotation marks. For instance, searching for "Treasury Fund" will only return records containing the phrase Treasury Fund.
- Use \* (asterisk) or % (percent) to represent missing characters or partial words. You can place it at the beginning, end, or middle of a word.
- Use the question mark (?) to replace the wildcard with exactly one character.



## 2 Manage U.S. Federal Financials Data in Microsoft Excel

### About Managing U.S. Federal Financials Data in Microsoft Excel

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

You can use the spreadsheets to view and update the following U.S. Federal Financials configurations:

- USSGL accounts
- Agency location codes
- Federal account symbols
- Treasury account symbols
- Federal groups
- Federal ledger options
- Fund attributes
- Federal attributes
- Payment type mapping
- Federal setup options
- CTA FBWT account definitions
- Federal account attributes
- Federal attribute supplemental rules
- DATA Act balances, criteria, and sequences
- Budget transaction types

You can also use the spreadsheets to:

- Configure treasury payment schedules
- View treasury payments
- Add unique entity identifiers for System for Award Management (SAM)
- Configure business unit assignments for SAM
- View IPAC data
- View GTAS balances

Download the spreadsheets from the application that each spreadsheet is associated with. Each spreadsheet is delivered ready-to-use and contains all the columns from its respective application. The spreadsheets include an Instructions worksheet that describe how to install and enable the add-in.

*Related Topics*

- Oracle Visual Builder Add-in for Excel

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

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

1. Open a Microsoft Excel spreadsheet downloaded from one of the work areas, select the **Oracle Visual Builder** menu, and click **About**.
2. On the About window, click the **Download the latest add-in** link.
3. On the Oracle Visual Builder Add-in for Excel Downloads page, click the button before Oracle Visual Builder Add-in for Excel (current user installer for Windows).  
This downloads the installer file and updates the Add-in to the latest version.
4. Close the spreadsheet and open it again. Click **About** and verify that the latest version is installed.

## Download and Edit U.S. Federal Financials Data in the Corresponding Spreadsheets

The downloaded spreadsheets include all the columns that are available in the corresponding work areas. For fields that contain a list of values, the list of values is also available in the spreadsheets.

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

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

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

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

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

1. On the Home page, select U.S. Federal Financials and then click **SAM Trading Partners**.
2. On Manage SAM Trading Partners, click **Manage in Excel** from the **Actions** menu.
3. On the downloaded spreadsheet template, select the SAM Business Unit Assignments worksheet to add or update business unit assignments.

**4. Click the Oracle Visual Builder menu and click Download Data.**

If you're not logged in to an environment, you'll be prompted to sign in to the environment that this spreadsheet was downloaded from.

5. In the Search page that appears, enter your selection criteria and click **OK**. If the number of records selected for download is more than 499, a message appears asking whether you want to download all the records or only 499. The records are downloaded into the worksheet based on your selection.
6. Click **Clear** if you need to clear the data in the worksheet. You can then download data using different selection criteria if needed.
7. Update the fields in the spreadsheet as needed. "Update" is displayed in the Change column of any updated rows.
8. To add a new business unit assignment record:

- a. Click a row in the spreadsheet.
- b. Click **Table Row Changes** and select **Insert Rows**.
- c. Complete the columns in the new row as necessary.

"Create" is displayed in the Change column of newly added rows.

9. To delete a row in the spreadsheet:

- a. Click a row.
- b. Click **Table Row Changes** and select **Mark for Delete**.

"Delete" is displayed in the Change column for the rows to be deleted.

## Upload the Edited Data

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

**1. Click Upload Changes.**

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

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

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



# 3 Prompt Payment

## Prompt Payment Processes

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

### Prompt Payment Due Date Calculation Process

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

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

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

### Discount Calculation Process

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

### Interest Calculation Process

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

#### *Related Topics*

- [Prompt Payment Components](#)

# Parameters for Prompt Payment Date Calculation Process

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

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

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

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

## Invoice Information

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

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

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

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

## Purchase Order Information

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

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

## Receipt Information

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

The following Receipt information is displayed:

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

#### Related Topics

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

# 4 Payment File Formats

## Payment Formats

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

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

### SPS Payment Formats

Payment formats for the SPS include:

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

### PAM Payment Formats

Payment formats for PAM include:

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

## Payment Instruction Treasury Account Symbol Listing Report

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

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

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

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

## Prerequisites for Submitting a Payment Process Request

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

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

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

You must also ensure that the **Create Payment Files Immediately** checkbox is selected for proper accounting of treasury confirmation records. For more information, see [Payment Process Requests](#).

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

### Related Topics

- [Prerequisite Setup for Payment Processing](#)

## Supplier Trading Partner TAS Not Found Report

The Supplier Trading Partner TAS Not Found report is used to identify federal or general fund suppliers that don't have a default trading partner Treasury Account Symbol (TAS) defined on a supplier site. The default Trading Partner TAS defined for a supplier site is used when a TAS isn't entered when purchase orders and invoices are created. Because TAS is always required, this ensures the procure to pay process continues to flow. The Supplier Trading Partner TAS Not Found Report is an Oracle Transactional Business Intelligence (OTBI) report.

The Trading Partner TAS is a specific TAS assigned to the supplier. It helps differentiate transactions made with different suppliers within the same agency's overall TAS. The Trading Partner TAS identifies the specific TAS associated with the supplier, ensuring accurate tracking and reporting of federal funds. Because a TAS is required for all federal transactions, not having one can prevent further steps in the procure-to-pay flow. Configuring a default TAS at the supplier site level ensures smoother transaction processing and avoids manual entry errors. This report highlights only those suppliers that are actively used but have incomplete TAS setup.

## Run Supplier Trading Partner TAS Not Found Report

To run the Supplier Trading Partner TAS Not Found report, you need the following roles:

- Supplier Master Data Transaction Analysis Duty role
- BI Administrator role

You can run the Supplier Trading Partner TAS Not Found report from the Reports and Analytics work area.

1. From the Reports and Analytics work area, click **Browse Catalog**.
2. On the Catalog page, in the Folders pane, go to **Shared Folders > Financials > US Federal Financials > Payments**.
3. Click **Supplier Trading Partner TAS Not Found** and open the report.

The following fields are in the report:

- Supplier Name
- Supplier Number
- Site



# 5 Treasury Payments

## Overview of Treasury Payment Schedules

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

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

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

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

**Note:** You can void payments that are included in a treasury confirmation schedule. However, you can void a payment only if the following conditions are met:

- The void date is after the treasury confirmation date.
- The treasury payment schedule is in the Confirmed status and accounted, Reversed status and accounted, or Unconfirmed status and unaccounted.

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

- Submit PAM treasury payment schedules for creation of the summary schedules

You must enter the control number (obtained from the Treasury) on the Manage Treasury Payment Schedules page before you submit the payment schedule for creating the summary schedule file. When you submit the payment schedule, the Summary Schedules process is initiated to create the summary schedule file. If the Summary Schedules process completes successfully, it automatically generates the summary schedule file, which can be sent to the Treasury.

- Cancel summary schedules
- Confirm summary schedules
- Add payment ranges
- Reverse summary schedule confirmations
- Update summary schedules
- Delete treasury payment schedules

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

Name	Description
Business Unit	The name of the business unit in the PPR.
Payment Process Request	The name of the PPR.
Schedule Date	The date on which the PPR was created.
Agency Location Code	A numeric symbol identifying the accounting office or reporting office that reports disbursements and collections to Treasury.
Control Number	<p>A unique number assigned by the Treasury for summary schedule creation.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>This field appears only for PAM records and not for SPS records.</li> <li>The value of this field must be in this format: The first character must be an uppercase alphabet between A and Z, followed by 6 numbers between 0 and 9.</li> </ul>
Confirmation Date	The date when payment completion is communicated for the federal treasury confirmation schedule resource. This date must be later than the schedule date.
Number of Payments	The number of payments for the federal treasury confirmation schedule.
Range Type	The range type of the federal treasury confirmation schedule. A single range type indicates that there's only one check range for the treasury confirmation schedule. A multiple range type indicates that there are multiple check ranges for the treasury confirmation schedule. The default value is Single.
From Range	The beginning payment document number of the federal treasury confirmation schedule.
To Range	The ending payment document number of the federal treasury confirmation schedule.
Amount	The total budgetary line amount.
Status	The status of the payment schedule.

## Prerequisites for Managing Treasury Payment Schedules

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

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

### Related Topics

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

# Submit Treasury Payment Schedules for Summary Schedule Creation

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

## Before you start

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

1. On the Home page, select U.S. Federal Financials and then click **Treasury Payment Schedules**.
2. On Manage Treasury Payment Schedules, select the **PAM** toggle button to view PAM payment schedules.
3. Select the payment schedule and click **Submit**.

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

## Results:

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

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

## Related Topics

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

# Cancel Treasury Payment Schedules

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

## Before you start

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

1. On the Home page, select U.S. Federal Financials and then click **Treasury Payment Schedules**.
2. On Manage Treasury Payment Schedules, select the **PAM** toggle button to view PAM payment schedules.
3. Search for the payment schedule by entering appropriate search criteria.
4. Select the payment schedule and click **Cancel Summary Schedules** from the **More Actions** drop-down menu.

## Results:

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

## Confirm Treasury Payment Schedules

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

### Before you start

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

1. On the Home page, select U.S. Federal Financials and then click **Treasury Payment Schedules**.
2. On Manage Treasury Payment Schedules, select the **PAM** toggle button to view PAM payment schedules or the **SPS** toggle button to view SPS payment schedules.
3. Select the payment schedule and make the necessary updates:

- Enter a confirmation date for the payment schedule. Double-click the **Confirmation Date** field and select a date from the calendar. Alternatively, click the **Edit** icon and select a confirmation date.

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

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

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

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

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

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

### Results:

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

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

## Add Payment Ranges

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

1. On the Home page, select U.S. Federal Financials and then click **Treasury Payment Schedules**.
2. On Manage Treasury Payment Schedules, select the **PAM** toggle button to view PAM payment schedules or the **SPS** toggle button to view SPS payment schedules.
3. Select the payment schedule with the multiple range type and click **Payment Ranges**.

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

4. In Payment Ranges:
  - o Click **Add Range** and then enter the From Range and To Range values.
- Note:** An error appears if the number of payments isn't the same as the number of payments indicated by the From Range and To Range values.
- o (Optional) Click **Delete** to delete a payment range.
5. Click **Save**.

## Reverse Treasury Payment Schedule Confirmation

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

### Before you start

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

1. On the Home page, select U.S. Federal Financials and then click **Treasury Payment Schedules**.
2. On Manage Treasury Payment Schedules, select the **PAM** toggle button to view PAM payment schedules or the **SPS** toggle button to view SPS payment schedules.
3. Select the payment schedule and click **Reverse** from the **More Actions** menu.

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

### Results:

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

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

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

- If the treasury payment schedule isn't accounted, the status of the summary schedule changes to Unconfirmed.

## Update Treasury Payment Schedules

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

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

### Results:

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

## Delete Treasury Payment Schedules

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

### Before you start

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

1. On the Home page, select U.S. Federal Financials and then click **Treasury Payment Schedules**.
2. On Manage Treasury Payment Schedules, select the **PAM** toggle button to view PAM payment schedules or the **SPS** toggle button to view SPS payment schedules.
3. Select the payment schedule and click **Delete** from the **More Actions** menu.

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

# Overview of Treasury Payments

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

You can access the Manage Treasury Payments page by selecting U.S. Federal Financials from the Home page and then clicking **Treasury Payments** from the Quick Actions list. Or, click the **Payment Process Request** link on the Manage Treasury Payment Schedules page.

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

Use the Manage Treasury Payments page to:

- Enter offset information

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

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

## Enter Offset Information for Treasury Payments

You can enter offset information for confirmed Treasury payments.

- On the Home page, select U.S. Federal Financials and then click **Treasury Payments**. Or, click the **Payment Process Request** link on the Manage Treasury Payment Schedules page for a payment schedule.
- On Manage Treasury Payments, click **Offset**.

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

**3. Enter the offset information:**

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

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

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

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

**4. Click **Save**.**

# 6 Federal-Specific Attributes

## External Data Integration Services

Use External Data Integration Services for Oracle Fusion Cloud to load data into the interface tables of Oracle Fusion Cloud Applications from external sources, such as legacy systems and third-party applications. External Data Integration Services uses file-based data import (FBDI) templates and processes to import data.

### Related Topics

- [External Data Integration Services for Importing Data](#)

## Supplier and Supplier Sites

### Supplier and Supplier Site Attributes

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

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

#### Global Attribute Category

- Header: FVxUSPOZSuppliers
- Site: FVxUSPOZSupplierSites

#### **Supplier Attributes**

Name	Description	Optional/Required/Not Allowed	Level	FBDI Mapping
Federal or Non-Federal Code	Indicates the type of entity involved in transactions with the reporting entity:  Federal: other federal agencies  General Fund: US Government only	Required	Header	Global Attribute 1

Name	Description	Optional/Required/Not Allowed	Level	FBDI Mapping
	<p>Non-Federal: entities such as private/local/ state/ tribal/foreign governments</p> <p>Non-Federal Exception: exceptions for other non-federal trading partners</p> <p>Federal Exception: unidentified federal trading partners</p>			
Trading Partner Agency Identifier	Agency identifier of the supplier if it's a federal agency or a general fund supplier (009).	Required if Federal or Non-Federal Code is Federal or General Fund.	Header	Global Attribute 2
SAM Supplier	Indicates whether the supplier is a SAM supplier.	Optional	Header	Global Attribute 3
Entity Structure	Indicates the entity structure of the trading partner.	Optional	Header	Global Attribute 4
Limit Trading Partner TAS to AID	Determines what trading partner TAS values can be used for the supplier and whether it's restricted to TAS values for the trading partner agency identifier.	Optional	Site	Global Attribute 1
Default Trading Partner TAS	The trading partner treasury account symbol specified here is defaulted to the invoice line level trading partner TAS attribute.	Optional if the Federal or Non-Federal Code is Federal or General Fund, otherwise not allowed.	Site	Global Attribute Number 1
Unique Entity Identifier	The primary key to identify the trading partner record for suppliers imported from SAM.	Optional	Site	Global Attribute 2
EFT Indicator	The second part of the primary key to identify the trading partner record for suppliers imported from SAM.	Optional	Site	Global Attribute 3

Name	Description	Optional/Required/Not Allowed	Level	FBDI Mapping
Legal Business Name	The legal business name of the entity as imported from SAM.	Optional	Site	Global Attribute 4
DBA Name	The doing business as name of the entity as imported from SAM.	Optional	Site	Global Attribute 5
Division Name	The division name or number provided by the entity.	Optional	Site	Global Attribute 6
Agency Location Code	The ALC of the third party agency as imported from SAM.	Optional	Site	Global Attribute 7
SAM Site	Indicates whether the supplier site is associated with SAM.	Optional	Site	Global Attribute 8
SAM Registration Status	The trading partner's SAM registration status, for example, Active, Expired, Deleted, and so on.	Optional	Site	Global Attribute 9
SAM Synchronized Date	The date on which the SAM trading partner details are updated.	Optional	Site	Global Attribute Date 1
CAGE/NCAGE Code	The Commercial and Government Entity (CAGE) Code assigned to the trading partner. The CAGE Code is a 5-character identification number that identifies companies that do or want to do business with the federal government. CAGE Codes that are used internationally as part of the NATO Codification System (NCS) are called NCAGE Codes.	Optional	Site	Global Attribute 10
Small/Other Than Small	The trading partner's business type or classification.	Optional	Site	Global Attribute 11

Name	Description	Optional/Required/Not Allowed	Level	FBDI Mapping
Debarred	The trading partner's exclusion status if the entity has been excluded or debarred from receiving federal awards.	Optional	Site	Global Attribute 12
SAM Comment	Additional information about the SAM trading partner.	Optional	Site	Global Attribute 13

*Related Topics*

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

## Purchase Orders

### Reporting Attributes

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

Global Attribute Category

- Header: FVxUSPOHeaders
- Schedule: FVxUSPOLineLocations
- Distribution: FVxUSPODistributions

Name	Description	Optional/Required/Not Allowed	Need	Level	FBDI Mapping
Enable for DATA Act reporting	Indicates if the line is or is not DATA Act reportable.	Optional	DATA Act	Header	Global Attribute 1
DATA Act Award Type	Identifies the DATA Act Award Type: Procurement Financial Assistance	Required if Enable for DATA Act reporting is Yes.  Otherwise, optional.	DATA Act	Header	Global Attribute 2

Name	Description	Optional/Required/ Not Allowed	Need	Level	FBDI Mapping
Procurement Instrument Identifier (PIID)	The unique identifier of the specific award being reported.	Required if the DATA Act Award Type is Procurement.  Optional if the DATA Act Award Type isn't specified.  Otherwise, not allowed.	DATA Act	Header	Global Attribute 3
Parent Award ID	The identifier of the procurement award under which the specific award is issued, such as a Federal Supply Schedule. This data element currently applies to procurement actions only.	Required if the DATA Act Award Type is Procurement.  Optional if the DATA Act Award Type isn't specified.  Otherwise, not allowed.	DATA Act	Header	Global Attribute 4
Federal Assistance Identification Number (FAIN)	The FAIN is the unique ID within the federal agency for each (non-aggregate) financial assistance award.	FAIN or URI is required if the DATA Act Award Type is Financial Assistance.  Otherwise, not allowed.	DATA Act	Header	Global Attribute 5
Unique Record Identifier (URI)	An agency defined identifier that's unique for every financial assistance action reported by that agency.	FAIN or Unique Record Identifier (URI) is required if the DATA Act Award Type is Financial Assistance.  Otherwise, not allowed.	DATA Act	Header	Global Attribute 6
Trading Partner TAS	Identification code assigned by the Treasury in collaboration with the US Office of Management and Budget (OMB) and the owner agency to the trading partner's individual appropriation, receipt, or other fund account.	Required if Federal or Non-Federal Code is Federal or General Fund.  Otherwise, not allowed.	GTAS	Schedule	Global Attribute Number 1
Trading Partner BETC	Identifies the trading partner's type of activity (gross disbursement,	Required if the Trading Partner TAS is provided.	CTA and IGT	Schedule	Global Attribute 1

Name	Description	Optional/Required/ Not Allowed	Need	Level	FBDI Mapping
	<p>offsetting collection, investment in Treasury securities, and so on).</p> <p>This is derived from the default BETC for the Trading Partner TAS.</p>				
BETC	<p>Identifies the type of activity (gross disbursement, offsetting collection, investment in Treasury securities, and so on).</p> <p>This is derived from the BETC defined for the Treasury Account Symbol associated with the balancing segment (fund) for the PO Charge Account.</p>	Always required.	Payment Formatting	Distribution	Global Attribute 1

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

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

## Importing Attributes

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

### Global Attribute Category

- Header: FVxUSPOHeaders
- Schedule: FVxUSPOLineLocations
- Distribution: FVxUSPODistributions

Name	Description	Optional/Required/ Not Allowed	Need	Level	FBDI Mapping
Enable for DATA Act reporting	Indicates if the line is or is not DATA Act reportable.	Optional	DATA Act	Header	Global Attribute 1
DATA Act Award Type	Identifies the DATA Act Award Type:  Procurement  Financial Assistance	Required if Enable for DATA Act reporting is Yes.  Otherwise, optional.	DATA Act	Header	Global Attribute 2
Procurement Instrument Identifier (PIID)	The unique identifier of the specific award being reported.	Required if the DATA Act Award Type is Procurement.  Optional if the DATA Act Award Type is not specified.  Otherwise, not allowed.	DATA Act	Header	Global Attribute 3
Parent Award ID	The identifier of the procurement award under which the specific award is issued, such as a Federal Supply Schedule. This data element currently applies to procurement actions only.	Required if the DATA Act Award Type is Procurement.  Optional if the DATA Act Award Type is not specified.  Otherwise, not allowed.	DATA Act	Header	Global Attribute 4
Federal Assistance Identification Number (FAIN)	The FAIN is the unique ID within the federal agency for each (non-aggregate) financial assistance award.	FAIN or URI is required if the DATA Act Award Type is Financial Assistance.  Otherwise, not allowed.	DATA Act	Header	Global Attribute 5
Unique Record Identifier (URI)	An agency defined identifier that is unique for every financial assistance action reported by that agency.	FAIN or Unique Record Identifier (URI) is required if the DATA Act Award Type is Financial Assistance.  Otherwise, not allowed.	DATA Act	Header	Global Attribute 6
Trading Partner TAS	Identification code assigned by the Treasury in collaboration with the US Office of	Required if Federal or Non-Federal Code is Federal or General Fund.	GTAS	Schedule	Global Attribute Number 1

Name	Description	Optional/Required/ Not Allowed	Need	Level	FBDI Mapping
	Management and Budget (OMB) and the owner agency to the trading partner's individual appropriation, receipt, or other fund account.	Otherwise, not allowed.			
Trading Partner BETC	<p>Identifies the trading partner's type of activity (gross disbursement, offsetting collection, investment in Treasury securities, and so on).</p> <p>This is derived from the default BETC for the Trading Partner TAS.</p>	Required if the Trading Partner TAS is provided.	CTA and IGT	Schedule	Global Attribute 1
BETC	<p>Identifies the type of activity (gross disbursement, offsetting collection, investment in Treasury securities, and so on).</p> <p>This is derived from the BETC defined for the Treasury Account Symbol associated with the balancing segment (fund) for the PO Charge Account.</p>	Always required.	Payment Formatting	Distribution	Global Attribute 1

## Payables Invoices

### Invoice Transactions

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

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

#### Global Attribute Category

- Header: FVxUSAPInvoice

- Line: FVxUSAPInvoiceLines
- Distribution: FVxUSAPInvoiceDistributions

You can define the following federal attributes:

Name	Description	Optional/Required/Not Allowed	Level	FBDI Mapping
Payment Reference Number	An optional text field used to record extra information, such as credit card references.	Optional	Header	Global Attribute 1
Payment Justification	<p>Identifies the purpose of the payment.</p> <p>If the invoice header for a federal payment references a Purchase Order (PO) that contains an Award ID in the Procurement Instrument Identifier (PIID) field, the Payment Justification field should default to that PIID. If the invoice header does not reference a PO with a PIID, then the system will check each invoice line (in sequence). If an invoice line references a PO with an Award ID, the Payment Justification field will default to the first PIID found on those lines. If neither the invoice header nor any invoice line references a PO with a PIID, the user must manually enter the justification.</p>	Required when the <b>Regional Information</b> field on the invoice header is set to U.S. Federal Attributes.	Header	Global Attribute 2
Trading Partner TAS	The supplier's Treasury Account Symbol assigned by the Treasury to the individual appropriation, receipt, or other fund account.	Required if the supplier's Federal or Non-Federal Code attribute value is either Federal or General Fund.	Line	Global Attribute Number 1
Trading Partner BETC	<p>Identifies the trading partner's type of activity (gross disbursement, offsetting collection, investment in Treasury securities, and so on) and the effect of a transaction on the FBWT. Is used in combination with the Trading Partner TAS to classify transactions reported to the Treasury through</p>	Required if the supplier's Federal or Non-Federal Code attribute value is either Federal or General Fund.	Line	Global Attribute 2

Name	Description	Optional/Required/Not Allowed	Level	FBDI Mapping
	all Governmentwide Accounting (GWA)-compliant Financial Management Service (FMS) systems.			
BETC	<p>Identifies the type of activity (gross disbursement, offsetting collection, investment in Treasury securities, adjustment, and so on).</p> <p>This is derived from the BETC defined for the Treasury Account Symbol associated with the balancing segment (fund) for the PO Charge Account.</p>	Required if the supplier's Federal or Non-Federal Code attribute value is either Federal or General Fund.	Distribution	Global Attribute 1
CTA Process Sequence	Sequence of how the CTA was processed for a period.	Optional	Distribution	Global Attribute Number 1
Treasury Account Symbol	<p>The Treasury Account Symbol assigned by the Treasury to the individual appropriation, receipt, or other fund account.</p> <p>This is derived from the fund associated with the invoice distribution.</p>	Optional	Distribution	Global Attribute 2

**Note:** When you import Payables invoices and credit memos using the FBDI template, you must enter the TAS ID, and not the TAS name, in the GLOBAL\_ATTRIBUTE\_NUMBER1 column in the AP\_INVOICE\_LINES\_INTERFACE and AP\_INVOICE\_LINES\_ALL tabs. You can download the TAS ID from the Manage Treasury Account Symbols page. To download the TAS ID and other TAS data in a spreadsheet, click **Manage in Excel** from the **Actions** menu on the Manage Treasury Account Symbols page.

## Payments

### Voided Payment

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

## Global Attribute Category

- Header: FVxUSPayablesTerms

Name	Description	Level	FBDI Mapping
Enable Prompt Payment	Indicates whether the payment is eligible to be included in the federal prompt payment process.	Header	Global Attribute 1
Constructive Acceptance Days	Indicates the number of days after product delivery that is deemed accepted if it had not been previously formally accepted.	Header	Global Attribute Number 1
Invoice Return Days	The number of days an agency has to return an improper invoice.	Header	Global Attribute Number 2
Interest Basis Days	Number of net days for an accelerated payment	Header	Global Attribute Number 3
Create Interest Invoice	Indicates whether an interest invoice should be created as a result of a late payment.	Header	Global Attribute 2

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

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

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

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

*Related Topics*

- [Payment Process Requests](#)

# Accounts Receivable

## Accounts Receivable Attributes

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

### Customer Global Attribute Category

- Customer: FVxUSHZCustomerAccounts
- Site: FVxUSHZCustomerAccountSites

### ***Customer Attributes***

Name	Segment Description	Optional/Required/Not Allowed	Level	FBDI Mapping
Federal or Non-Federal Code	The Federal or Non-Federal Code for the customer account.	Required	Customer	Global Attribute 1
Trading Partner Agency Identifier	The Trading Partner Agency Identifier for the customer account.	Required, if Federal or Non-Federal Code = Federal or General Fund.	Customer	Global Attribute 2
Unique Entity Identifier	The Unique Entity Identifier for the customer account.	Optional	Customer	Global Attribute 3
EFT Indicator	The EFT Indicator for the customer account.	Optional	Customer	Global Attribute 4
Limit Trading Partner TAS to AID	The Limit Trading Partner TAS option for the customer account.	Optional	Customer	Global Attribute 5
Default Trading Partner TAS	The Default Trading Partner TAS for the customer account.	Optional	Customer	Global Attribute Number 1
Agency Location Code	The Agency Location Code associated with the customer account.	Required, if Federal or Non-Federal Code = Federal or General Fund.	Customer	Global Attribute 6
SAM Site	This signifies to the user that the information on the Customer Site and Account was populated using the GSA System for Award Management system.	Optional	Site	Global Attribute 1
SAM Registration Status	This attribute tracks the registration status of the entity.	Optional	Site	Global Attribute 2

Name	Segment Description	Optional/Required/Not Allowed	Level	FBDI Mapping
SAM Synchronized Date	This attribute indicates the latest date when Customer Site and Customer Account were last updated from the SAM download file.	Optional	Site	Global Attribute Date 1
Legal Business Name	This attribute indicates the entity's legal business name registered with the entity's state filing office or the name used on legal documents, tax returns or banking documents.	Optional	Site	Global Attribute 3
DBA Name	The Doing Business As name of the entity. This name must be different from the Legal Business Name.	Optional	Site	Global Attribute 4
Entity Division Name	This System for Award Management attribute indicates the division name or number as provided by the entity.	Optional	Site	Global Attribute 5
CAGE / NCAGE Code	Commercial And Government Entity code is a unique identifier assigned to an entity which provides a standardized method of identifying a given facility at a specific location.	Optional	Site	Global Attribute 6
Small / Other Than Small	This System for Award Management attribute indicates if the entity is a small business or other than a small business.	Optional	Site	Global Attribute 7
Debarred	This System for Award Management Attribute indicates the eligibility of an entity to engage in business with the federal government.	Optional	Site	Global Attribute 8

#### Transaction Global Attribute Category

- Header: FVxUSRACustomerTrxHeaders
- Distribution: FVxUSRATrxLineGLDistributions

### Transaction Attributes

Name	Segment Description	Optional/Required/Not Allowed	Level	FBDI Mapping
Transaction Subcategory Code	The transaction subcategory code for the billing header.	Optional	Header	Global Attribute 1
Trading Partner TAS	The Treasury Account Symbol ID for the billing transaction line.	Optional	Distribution	Global Attribute Number 1
Trading Partner BETC	The Business Event Type Code for the trading partner TAS in the billing transaction line.	Optional	Distribution	Global Attribute 1
BETC	The agency BETC for the billing transaction line.	Optional	Distribution	Global Attribute 2
Agency Location Code	The agency location code for the billing transaction line.	Optional	Distribution	Global Attribute 3

### Receipt and Adjustment Global Attribute Category

- Receipt Method: FVxUSARReceivableMethods
- Receipt Header: FVxUSARCashReceipts
- Receipt Application: FVxUSARRRecApplAll
- Adjustments Distribution: FVxUSARAdjustments
- Receivable Activity: FVxUSARReceivableActivities
- Miscellaneous Receipt Distribution: FVxUSARMiscCashDistributions

### Receipt and Adjustment Attributes

Name	Segment Description	Optional/Required/Not Allowed	Level	FBDI Mapping
Federal Transaction Category	The transaction category on the receipt method.	Optional	Receipt Method	Global Attribute 1
Customer Name	The customer name for the CTA transaction.	Optional	Receipt Header	Global Attribute Number 1
Customer Account	The customer account for the CTA transaction.	Optional	Receipt Header	Global Attribute Number 2
CTA Transaction	A yes/no selection to indicate if this is a CTA transaction or not.	Optional	Receipt Header	Global Attribute 1
Reversed Receipt Number	The reversed receipt number of the receipt transaction being corrected.	Optional	Receipt Header	Global Attribute Number 3

Name	Segment Description	Optional/Required/Not Allowed	Level	FBDI Mapping
Trading Partner TAS	The Treasury Account Symbol ID for the receipt application line.	Optional	Receipt Application	Global Attribute Number 1
Trading Partner BETC	The Business Event Type Code for the trading partner TAS on the receipt application line.	Optional	Receipt Application	Global Attribute 1
BETC	The agency BETC for the receipt application line.	Optional	Receipt Application	Global Attribute 2
Agency Location Code	The agency location code for the receipt application line.	Optional	Receipt Application	Global Attribute 3
Adjustment Status for Treasury	The adjustment status for the adjustment transaction.	Optional	Adjustments Distribution	Global Attribute 1
Federal Transaction Category	<p>The transaction category on the receivable activity.</p> <p>For activity type adjustments, the user must select either of these transaction categories:</p> <ul style="list-style-type: none"> <li>• Reimbursable earned with advance</li> <li>• Reimbursable earned without advance</li> </ul> <p>For activity type miscellaneous cash, the user must select one of these transaction categories:</p> <ul style="list-style-type: none"> <li>• Advance collection of reimbursable agreement</li> <li>• Collection for reimbursable services</li> <li>• Refund</li> <li>• Refund of advance or prepayment</li> </ul> <p>If the user selects any other transaction category, the accounting for the receipt won't be processed correctly.</p>	Optional	Receivable Activity	Global Attribute 1
Trading Partner TAS	The Treasury Account Symbol ID on the miscellaneous receipt transaction distribution.	Optional	Miscellaneous Receipt Distribution	Global Attribute Number 1

Name	Segment Description	Optional/Required/Not Allowed	Level	FBDI Mapping
Trading Partner BETC	The Business Event Type Code for the trading partner TAS on the miscellaneous receipt transaction distribution.	Optional	Miscellaneous Receipt Distribution	Global Attribute 1
BETC	The agency BETC on the miscellaneous receipt transaction distribution.	Optional	Miscellaneous Receipt Distribution	Global Attribute 2
Agency Location Code	The agency location code on the miscellaneous receipt transaction distribution.	Optional	Miscellaneous Receipt Distribution	Global Attribute 3

**Note:** When you import credit memos, invoices, and debit memos using the FBDI template, you must enter the TAS ID, and not the TAS name, in the GLOBAL\_ATTRIBUTE\_NUMBER1 column in the RA\_INTERFACE\_DISTRIBUTIONS\_ALL tab. When you import customer accounts, you must enter the TAS ID in the GLOBAL\_ATTRIBUTE\_NUMBER1 column in the HZ\_IMP\_ACCOUNTS\_T tab. You can download the TAS ID from the Manage Treasury Account Symbols page. To download the TAS ID and other TAS data in a spreadsheet, click **Manage in Excel** from the **Actions** menu on the Manage Treasury Account Symbols page.

## General Ledger Journals

### Journal Line Attributes

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

#### Global Attribute Category

- Line: FVxUSGLJournalLines

#### **Journal Line Attributes**

Name	Description	Optional/Required/Not Allowed	Need	Level	FBDI Mapping
BETC	Identifies the type of activity (gross disbursement, offsetting collection, investment in Treasury)	Required if the GL account is mapped to an account, otherwise optional.	CTA	Line	Global Attribute 1

Name	Description	Optional/Required/ Not Allowed	Need	Level	FBDI Mapping
	<p>securities, and so on) and the effect of a transaction on the FBWT. Is used in combination with the TAS to classify transactions reported to Treasury through all GWA-compliant FMS systems.</p> <p>When you save the journal line, this field is automatically populated with the BETC type (Payment or Collection) defined for the Treasury Account Symbol that's associated with the balancing segment (fund) entered on the journal line. If the GL account is mapped to a Payment BETC type on the Manage CTA FBWT Account Definitions window, the system automatically populates this field with the Payment BETC. If the GL account is mapped to a Collection BETC type on the Manage CTA FBWT Account Definitions window, the system automatically populates this field with the Collection BETC.</p>				
Federal or Non-Federal Code	Indicates the type of entity involved in transactions with the reporting entity:	Optional	GTAS	Line	Global Attribute 2

Name	Description	Optional/Required/ Not Allowed	Need	Level	FBDI Mapping
	<p>Federal (F): other federal entities</p> <p>Non-Federal (N): entities such as private/local/state/tribal/foreign governments</p> <p>Non-Federal Exception (E): exceptions for other non-federal partners</p> <p>Federal Exception (Z): unidentified federal activity that doesn't have a trading partner</p> <p>General Fund (G): General Fund of the US Government only (G).</p>				
Trading Partner TAS	Identification code assigned by the Treasury in collaboration with the US Office of Management and Budget (OMB) and the owner agency to the trading partner's individual appropriation, receipt, or other fund account.	Required if Federal or Non-Federal Code is Federal or General Fund.  Otherwise, not allowed.	CTA, GTAS	Line	Global Attribute Number 1
Trading Partner BETC	Identifies the trading partner's type of activity (gross disbursement, offsetting collection, investment in Treasury securities, and so on.) and the effect of a transaction on the FBWT. Is used in	Required if the Trading Partner TAS is provided.	CTA	Line	Global Attribute 3

Name	Description	Optional/Required/ Not Allowed	Need	Level	FBDI Mapping
	<p>combination with the Trading Partner TAS to classify transactions reported to the Treasury through all Governmentwide Accounting (GWA)-compliant Financial Management Service (FMS) systems.</p> <p>If a value is entered in the Trading Partner TAS field, when you save the journal, this field is automatically populated with the Payment or Collection BETC defined for the Trading Partner TAS. The BETC and Trading Partner BETC can't be the same BETC type. For example, if you enter a payment BETC in the BETC field, the Trading Partner BETC field must be a collection BETC.</p>				
Agency Location Code	<p>List of values containing all internal agency location codes defined.</p> <p>When you save the journal line, the system automatically populates the internal agency location code defined for the GL account on the Manage CTA FBWT Account Definitions window.</p>	Required if the journal category is defined as a value for the lookup type ORA_FV_CTA_RECLASS_JOURNAL. Otherwise, not allowed.	CTA	Line	Global Attribute 4

Name	Description	Optional/Required/ Not Allowed	Need	Level	FBDI Mapping
Enable for DATA Act reporting	Indicates if the line is or isn't DATA Act-reportable.	Optional	DATA Act	Line	Global Attribute 5
DATA Act Award Type	Identifies the DATA Act Award Type:  Procurement  Financial Assistance	Required if Enable for DATA Act reporting is Yes.  Otherwise, optional.	DATA Act	Line	Global Attribute 6
Procurement Instrument Identifier (PIID)	The unique identifier of the specific award being reported.	Required if the DATA Act Award Type is Procurement.  Optional if the DATA Act Award Type isn't specified.  Otherwise, not allowed.	DATA Act	Line	Global Attribute 7
Parent Award ID	The identifier of the procurement award under which the specific award is issued, such as a Federal Supply Schedule. This data element currently applies to procurement actions only.	Optional if the DATA Act Award Type is Procurement.  Otherwise, not allowed.	DATA Act	Line	Global Attribute 8
Federal Assistance Identification Number (FAIN)	The FAIN is the unique ID within the federal agency for each (nonaggregate) financial assistance award.	FAIN or URI is required if the DATA Act Award Type is Financial Assistance.  Otherwise, not allowed.	DATA Act	Line	Global Attribute 9
Unique Record Identifier (URI)	An agency defined identifier that's unique for every financial assistance action	FAIN or Unique Record Identifier (URI) is required if the DATA	DATA Act	Line	Global Attribute 10

Name	Description	Optional/Required/ Not Allowed	Need	Level	FBDI Mapping
	reported by that agency.	Act Award Type is Financial Assistance. Otherwise, not allowed.			
Trading Partner ALC	The Agency Location Code of the trading partner.	Required if the journal category is defined as a value for the lookup type ORA_FV_CTA_RECLASS_JOURNAL. Otherwise, not allowed.	CTA	Line	Global Attribute 11

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

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

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

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

#### Related Topics

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



# 7 System for Award Management

## About System for Award Management

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

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

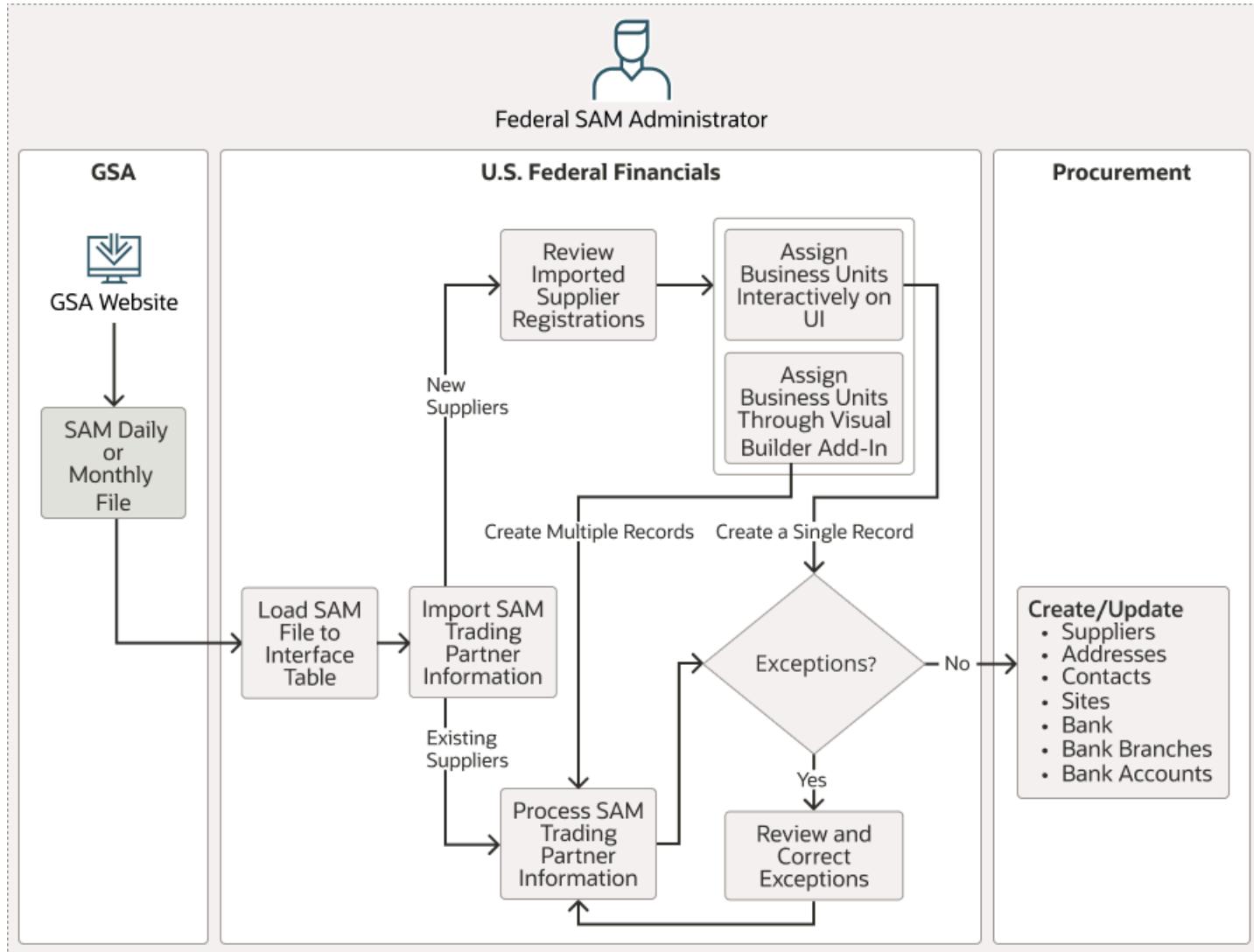
The SAM process enables agencies to import and process data pertinent to the core financial system. Agencies can:

- Update all the SAM trading partner details including required payee information as part of the daily updates.
- Accommodate the data definitions, such as data types, field names, and field lengths, used in SAM for all fields common in both SAM and the core trading partner file.
- Prevent users from manually updating the relevant data fields whose source must be SAM for trading partners required to register in SAM.

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

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

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



1. Download the SAM daily or monthly file from the General Services Administration (GSA) website.

**Note:** You must download the SAM monthly or daily file version V3 (sensitive extract data). U.S. Federal Financials only supports the data extract file version V3 for sensitive extract data. The other versions, V1 and V2, and types of extract data, public and FOUO, aren't supported.
2. Create a .zip file with the SAM DAT file and then load the DAT file into the FV\_SAM\_TRADING\_PARTNER\_INT interface table by running the Load Interface File for Import process.
3. Run the Import SAM Trading Partner Information process to import the SAM data into Federal Financials.
4. If there are any new suppliers that require business unit assignments, review the imported supplier registrations and assign business units to the new supplier records:
  - o To assign business units to a single supplier record, find the UEI/EFT indicator on the Manage SAM Trading Partners page. On the Manage Business Unit Assignments page, assign suppliers or business units to the UEI/EFT indicators and click **Submit**. This creates a single supplier record.
  - o To assign business units to multiple supplier records, use the Oracle Visual Builder add-in for Excel to download the supplier data to a Microsoft Excel spreadsheet and then upload the updated data to U.S. Federal Financials. This action creates multiple supplier records and the SAM data is processed.

5. If there are no new suppliers, the SAM data is processed. If there are errors in the SAM data that's processed, review and correct the data and then run the Process SAM Trading Partner Information process until there are no errors.
6. After the SAM data is processed successfully, the following data is created or updated in Oracle Procurement:
  - o Suppliers
  - o Addresses
  - o Contacts
  - o Sites
  - o Bank
  - o Bank branches
  - o Bank accounts

## SAM Integration with Oracle Procurement

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

The SAM integration creates or updates these Procurement objects:

- Unique Entity Identifier (UEI) in the Supplier Sites window
- Taxpayer identifier in the Suppliers window
- Country and address fields and bank account information in the Supplier Sites window
- Bank branch number and branch type in the Banks window
- Account number, account type, and supplier assignment in the Bank Accounts window

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

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

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

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

Trading Partner's SAM Registration	Third-Party Agent's SAM Registration	Invoice Creation (AP)	Invoice Validation (AP)	Payments (AP)
Active	None used	An invoice can be created.	An invoice can be validated.	A payment can be processed.
Expired or Inactive	None used	An invoice can be created for an obligation.	An invoice can't be validated. An expired registration hold is applied.	A previously validated invoice can't be paid for selected payment.

Trading Partner's SAM Registration	Third-Party Agent's SAM Registration	Invoice Creation (AP)	Invoice Validation (AP)	Payments (AP)
Active	Active	An invoice can be created for the SAM trading partner.	An invoice can be validated for the SAM trading partner.	A payment can be processed for the third-party agent.
Expired or Inactive	Active	An invoice can be created.	An invoice can't be validated. An expired registration hold is applied.	A previously validated invoice can't be paid for selected payment.
Active	Expired or Inactive	An invoice can be created for the SAM trading partner.	An invoice can be validated for the SAM trading partner.	A payment can't be processed for the third-party agent.

## SAM Integration with Oracle Purchasing

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

SAM and Purchasing are integrated at:

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

Here's how SAM impacts Purchasing:

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

# Before You Can Use the SAM Process

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

- U.S. Federal Financials must be enabled.
- The user must be assigned to the predefined Federal System for Award Management Administrator job role. This job role includes the Supplier Administrator Abstract role and the Federal SAM Administration Duty role. The Federal SAM Administration Duty role has the following privileges assigned:
  - Manage SAM Trading Partners (FV\_MANAGE\_SAM\_TRADING\_PARTNERS\_PRIV)
  - Manage Business Unit Assignments (FV\_SAM\_BU\_ASSIGNMENTS\_PRIV)
  - Manage External Payee Payment Details (IBY\_MANAGE\_EXTERNAL\_PAYEE\_PAYMENT\_DETAILS\_PRIV)
  - Manage Third Party Bank Account (IBY\_MANAGE\_THIRD\_PARTY\_BANK\_ACCOUNT\_PRIV)
  - Manage Payment Instrument Assignment (IBY\_MANAGE\_PAYMENT\_INSTRUMENT\_ASSIGNMENT\_PRIV)
  - Import Supplier Bank Accounts (IBY\_IMPORT\_SUPPLIER\_BANK\_ACCOUNTS\_PRIV)
  - Manage Bank (CE\_MANAGE\_BANK\_PRIV)
  - Manage Bank Branch (CE\_MANAGE\_BANK\_BRANCH\_PRIV)
- The **Enforce supplier hold** setting on the Configure Procurement Business Function page must be enabled.
- The SAM extract file must be downloaded from the General Services Administration website.
- The Create Supplier Sites with Longer Names feature must be opted in. This is because SAM supplier site names are made up of 16 characters (12 characters for the UEI plus 4 for the EFT indicator).

## Related Topics

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

# Run the Load Interface File for Import Process

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

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

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

1. From the Navigator, select **Tools > Scheduled Processes**.
2. Click **Schedule New Process**.

3. Search for and select the Load Interface File for Import job.
4. Click **OK**.
5. In Process Details, in the **Basic Options** section, perform these tasks:
  - a. In the **Import Process** field, search for and select the Import SAM Trading Partner Information process.
  - b. In the **Data File** field, enter the relative path of the .zip data file.
6. Click **Submit**.  
A confirmation message appears, indicating that the process has been submitted.
7. Click **OK** in the Confirmation dialog box.  
The process populates the interface table with the SAM data when all the three processes - Transfer File, Load File to Interface, and Load Interface File for Import - complete without warnings or errors.
8. Click the attachment in the **Log and Output** section to verify the SAM data that is loaded to the interface table.

## Run the Import SAM Trading Partner Information Process

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

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

**Note:** If there are new business classification codes associated with a SAM supplier, you must manually add them as lookup codes for the ORA\_FV\_SAM\_BUSINESS\_TYPE lookup type before you run the Import SAM Trading Partner Information process. When you run the Import SAM Trading Partner Information process, the new lookup codes will be added to the POZ\_BUSINESS\_CLASSIFICATIONS lookup type. The new business classification codes will be processed in Oracle Procurement if either of these conditions is met:

- The Process SAM Trading Partner Information process completed successfully.
- After you click **Submit** on the Manage Business Unit Assignments page, the supplier site details are created or updated successfully.

1. On the Home page, select U.S. Federal Financials and then click **Import SAM Trading Partner Information** from the Quick Actions list.  
You can also access Scheduled Processes from the **Tools** menu in the Navigator, and then search for the process by job.
2. In Process Details, identify when you want to run the process:
  - **As soon as possible:** This is the default.
  - **On a schedule:** Click **Advanced** to set up a schedule for running the process. This displays the Advanced Options page where you can create a schedule and set up a notification to notify you about the process.

3. In the Basic Options section, identify what data needs to be imported:

a. **Update Type:** Select one of the following options:

- **Complete file:** Select this option to import the SAM data for all of the UEI (unique entity identifier) records that are available in the interface table.
- **All:** Select this option to import only the SAM data for all of the UEI records that exist in Federal Financials. For example, if the interface table has SAM data for 1 million UEI records and Federal Financials has SAM data for 1000 UEI records, selecting this option imports the SAM data for only the 1000 UEI records that exist in Federal Financials.
- **Single:** Select this option to import the SAM data for a specific UEI.

b. **Unique Entity Identifier:** Select the UEI for which you want to import SAM information. This is a required field if you select Single as the update type. This field isn't applicable for other update types.

c. **CAGE Code:** Enter the CAGE Code for the trading partner for which you want to import SAM information.

**Note:** You can enter the CAGE Code only if the update type is Single. This field isn't applicable for other update types.

4. Click **Submit**.

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

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

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

6. Click the attachment in the **Log and Output** section to verify the SAM data that's imported to Federal Financials.

## View the Import SAM Trading Partner Information Report

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

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

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

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

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

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

## Run the Process to Update SAM Trading Partner Information

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

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

**Note:** For SAM processing, Bank Account is the only supported disbursement payment method for supplier sites. SAM supplier sites with disbursement payment method defined as Virtual Card aren't supported.

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

- From the Scheduled Processes work area.

**Note:** If you don't load the SAM daily updates file, you must schedule the Process SAM Trading Partner Information process to run daily. This will enable any updates to the SAM registration status to be processed correctly.

- Automatically as part of the Import SAM Trading Partner Information process.

See [Run the Import SAM Trading Partner Information Process](#).

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

See [Sync SAM Data](#).

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

1. From the Navigator, select **Tools > Scheduled Processes**.
2. Click **Schedule New Process**.
3. On the Schedule New Process dialog box, select **Job** as the job type and then search for and select the Process SAM Trading Partner Information job.
4. On Process Details, in the Basic Options section, define these parameters:
  - a. **Update Type:** Select one of these options to create or update the SAM supplier and supplier site information in Procurement:
    - **All:** Select this option to create or update the SAM information for all of the new and existing UEI and EFT indicator records.

- **Single:** Select this option to create or update the SAM information for a specific UEI and EFT indicator record.
- b. **Unique Entity Identifier:** Select the UEI for which you want to update the SAM information. This is a required field if you select Single as the update type. This field isn't applicable for other update types.

5. Click **Submit**.

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

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

This process updates the Procurement tables with the SAM data when it completes successfully.

7. Click the attachment in the **Log and Output** section to verify the data. Review the log for specific details about any of the SAM data that wasn't processed.

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

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

## View the Process SAM Trading Partner Information Report

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

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

- UEI/EFT Number
- Legal Business Name
- SSN/TIN
- Business Types
- Address
- Sites
- Bank
- Bank Branch
- Account Number

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

# Manage SAM Trading Partners

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

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

You can access the Manage SAM Trading Partners page by navigating to: **Navigator > U.S. Federal Financials > SAM Trading Partners**.

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

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

## View SAM Information

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

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

To search for trading partner records on the Manage SAM Trading Partners page, you can either use the Search field to search by the UEI or select one of the search filters such as UEI, legal business name, registration status, and so on.

**Note:** When you search by the UEI, these limitations apply:

- The search only considers the “starts with” operator for the search term.
- The search isn't case-sensitive but it only supports the following cases:
  - Original case
  - Lower case
  - Upper case
  - Initial capitalization

For example, if you enter n1abG as the search term, the search results will retrieve records with UEI that starts with n1abG (original case), n1abg (lower case), N1ABG (uppercase), and N1abg (initial capitalization).

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

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

Field	Description

*Related Topics*

- [About SAM Trading Partner Profile](#)

## Add New UEI

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

1. On the Home page, select U.S. Federal Financials and then click **SAM Trading Partners**.
2. On Manage SAM Trading Partners, click **Add New Entity**.
3. On Add New Entity, click **Add UEI**.

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

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

4. Complete the following fields:
  - **Unique Entity Identifier:** Enter the trading partner's UEI. You must enter a valid 12-character alphanumeric value in this field.
  - **EFT Indicator:** Enter the EFT indicator associated with the UEI of the trading partner. You must enter a valid 4-character alphanumeric value in this field.
5. To add multiple UEIs, repeat Steps 3 through 4 for each UEI.
6. Click **Save** to save your changes, or click **Cancel** and then click **OK** in the confirmation message to close the Add New Entity window without saving your changes.

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

## Import SAM Information

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

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

1. On the Home page, select U.S. Federal Financials and then click **SAM Trading Partners**.

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

- Click **Import**.

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

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

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

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

## Delete UEI

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

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

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

## Sync SAM Data

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

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

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

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

1. On the Home page, select U.S. Federal Financials and then click **SAM Trading Partners**.

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

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

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

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

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

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

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

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

## View Supplier Details

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

1. On the Home page, select U.S. Federal Financials and then click **SAM Trading Partners**.
2. On Manage SAM Trading Partners, select the UEI record for which you want to view the supplier details. You can also use the Search field to search for the UEI and then select the UEI.
3. From the **More Actions** menu, click **View Supplier**.

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

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

## View Errors in Supplier and Supplier Site Creation

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

1. On the Home page, select U.S. Federal Financials and then click **SAM Trading Partners**.

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

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

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

## Refresh SAM Information

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

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

## About SAM Trading Partner Profile

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

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

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

Field	Description
<Status>	The status of the trading partner based on the SAM extract code value. The status is displayed as: <ul style="list-style-type: none"><li>• Active if the SAM extract code is A or 2 or 3</li><li>• Expired if the SAM extract code is E or 4</li><li>• Deleted if the SAM extract code is 1</li><li>• New if the trading partner record was added on the Add New Entity page but hasn't been processed yet</li><li>• Not Found if the Import SAM Trading Partner Information process has been run for the UEI but there were no records found for the UEI</li></ul>
<Avatar>	The trading partner's avatar that's derived from the initials of the legal business name. The avatar contains a maximum of 3 characters.
<Legal Business Name>	The trading partner's legal business name.
Entity URL	The trading partner's web address. Click the link to open the web address in a new window.
Physical Address	The trading partner's physical address.

Field	Description
Unique Entity Identifier	The trading partner's unique entity identifier (UEI).
EFT Indicator	The trading partner's EFT indicator.
Purpose of Registration	The trading partner's purpose of registration in SAM.
<No Public Display>	<p>Displays "Public Registration" if the user authorized the trading partner's public registration data to be included in the SAM public search results.</p> <p>Displays "Not a public registration" if the user didn't authorize the trading partner's public registration data to be included in the SAM public search results.</p>
<Debt Subject to Offset>	Indicates if the entity has delinquent debt subject to offset.

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

## General

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

Field	Description
SAM Record Last Imported Date	The date on which the trading partner's SAM record was last updated by the Import SAM Trading Partner Information process.
HQ Parent UEI	The UEI for the trading partner's headquarter parent.
Ultimate Parent UEI	The UEI for the trading partner's ultimate parent.
Average Number of Employees	The average number of employees employed by the trading partner.
Average Annual Revenue	The trading partner's average annual revenue.
Marketing Partner Identification Number	The trading partner's 9-digit MPIN or Marketing Partner Identification Number.
Exclusion Status	Indicates whether the trading partner has an exclusion record.

## Addresses and Contacts

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

## Goods and Services

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

## Financial Information

Field	Description
Financial Institute/Bank	The name of the entity's bank or other financial institution.

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

## Business Unit Assignment

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

# Manage Business Unit Assignments for a SAM Trading Partner

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

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

You can access the Manage Business Unit Assignments page by navigating to: **Navigator > U.S. Federal Financials > SAM Trading Partners > Business Unit Assignment.**

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

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

## View Business Unit Assignments

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

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

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

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

## Add Business Unit Assignments

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

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

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

1. On the Home page, select U.S. Federal Financials and then click **SAM Trading Partners**.
2. On Manage SAM Trading Partners, search for and select the UEI-EFT indicator to which you want to assign business units.
3. Click **Business Unit Assignment**.

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

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

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

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

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

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

8. Click the **Save** icon.

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

9. (Optional) To assign an additional business unit to a UEI-EFT indicator:

- a. Select the row for the UEI-EFT indicator record and then click **Add Business Unit Assignment**.

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

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

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

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

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

#### Related Topics

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

## Update Business Unit Assignments

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

1. On the Home page, select U.S. Federal Financials and then click **SAM Trading Partners**.
2. On Manage SAM Trading Partners, search for and select the UEI-EFT indicator record.
3. Click **Business Unit Assignment**.

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

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

## Delete Business Unit Assignments

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

1. On the Home page, select U.S. Federal Financials and then click **SAM Trading Partners**.
2. On Manage SAM Trading Partners, search for and select the UEI-EFT indicator record.
3. Click Business Unit Assignment.

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

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

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

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

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

### Related Topics

- [Remove Supplier Assignments](#)

## Remove Supplier Assignments

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

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

1. On the Home page, select U.S. Federal Financials and then click **SAM Trading Partners**.
2. On Manage SAM Trading Partners, search for and select the UEI-EFT indicator record for which you want to remove a supplier assignment.
3. Click **Business Unit Assignment**.

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

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

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

## Manage SAM Data in Microsoft Excel

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

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

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

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

### *Related Topics*

- [About Managing U.S. Federal Financials Data in Microsoft Excel](#)
- [Download and Edit U.S. Federal Financials Data in the Corresponding Spreadsheets](#)



# 8 Classification Transactions and Accountability

## About Classification Transactions and Accountability

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

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

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

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

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

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

## Overview of Reclassifications

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

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

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

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

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

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

## Options for Entering Reclassifications

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

Here's how you can enter reclassifications:

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

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

## Enter Payables Reclassifications

You can enter a payment reclassification in Payables.

To enter a reclassification in Payables, use these steps:

1. Create a purchase order.
2. Create the invoice. If the invoice already exists, reference the purchase order on the invoice.

When creating the invoice, enter the appropriate global descriptive flexfield (GDF) values for the lines. The GDF information is required for proper reclassification on the CTA bulk file. To enter the GDF values for the FBT GL accounts:

- a. (Optional) On Create Invoice, click **Details** for the line if you need to update the Trading Partner TAS and Trading Partner BETC attributes. The **Trading Partner TAS** and **Trading Partner BETC** fields appear only if you select U.S. Federal Attributes from the **Regional Information** drop-down list.
- b. Click the **Distributions** tab.
- c. On Edit Distribution, select U.S. Federal Attributes from the **Regional Information** drop-down list, and then select the appropriate value from the **BETC** drop-down list.
- d. Click **OK**.

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

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

**Note:** The new payment must match the supplier, ALC, accounting period, and the amount on the voided payment.
12. Post the payment to the General Ledger.

## Payables Reclassifications Selection Criteria

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

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

## Enter General Ledger Reclassifications

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

To enter a General Ledger reclassification, use these steps:

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

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

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

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

2. Post the journal to the General Ledger.

## General Ledger Reclassifications Selection Criteria

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

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

## Trading Partner Reclassifications Selection Criteria

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

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

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

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

## CTA Reporting Requirements

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

- Agencies must register as a CARS (Central Accounting Reporting Status) reporter with Treasury.
- Full CARS reporters can submit the CTA bulk file for Section 1 reclassification transactions on a monthly basis.
- A separate CTA file must be submitted for each Agency Location Code (ALC).

More information on CTA reporting requirements is available on the Treasury Fiscal Services website: <https://fiscal.treasury.gov/cars/reference-and-guidance.html#fileformats>

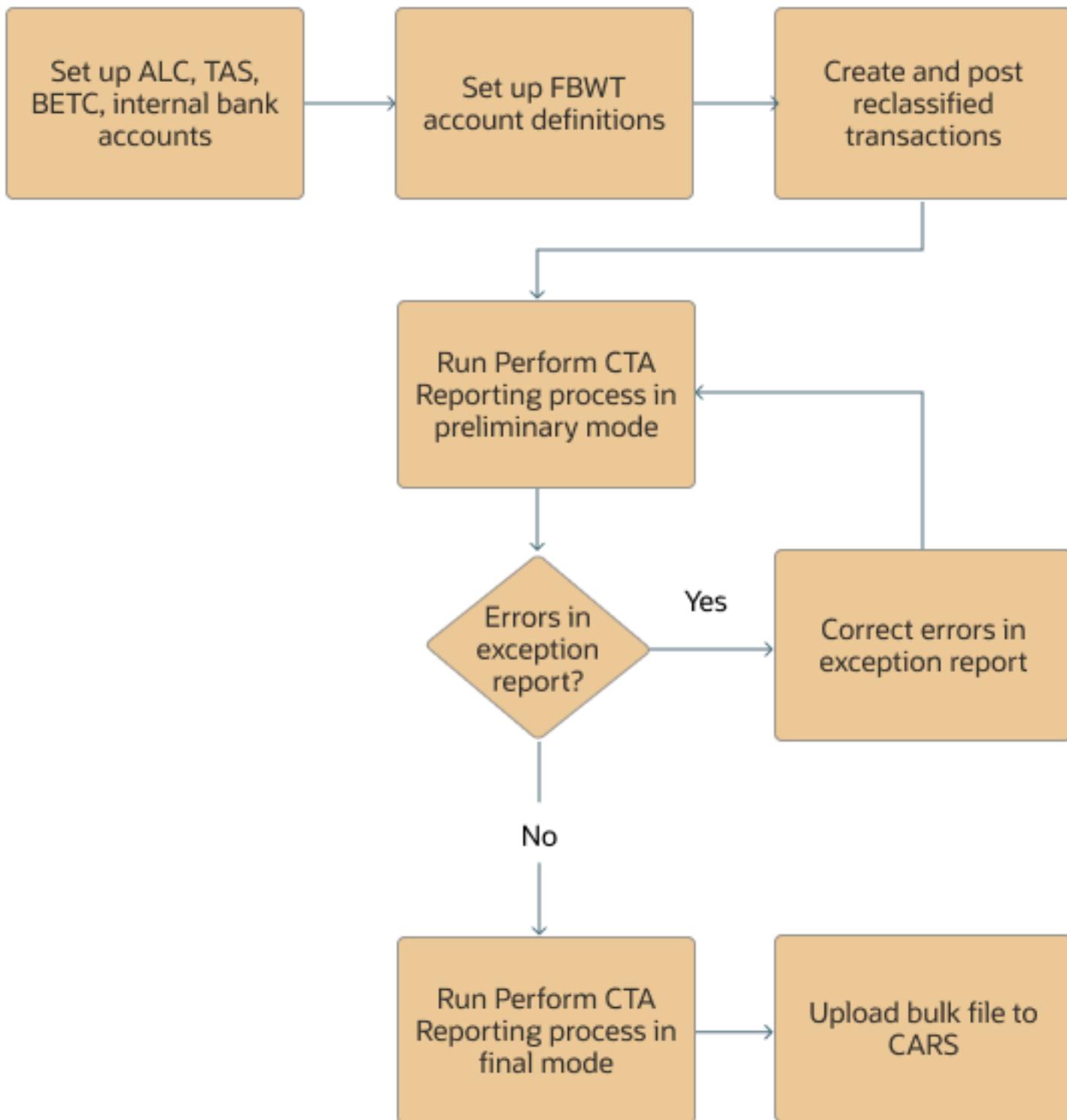
## Assumptions

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

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

## About the CTA Process

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



1. The agency defines the following:

- Agency Location Code (ALC)
- Treasury account symbol (TAS)
- Business Event Type Code (BETC)
- Internal bank accounts

2. On the Manage CTA FBWT Account Definitions window, the agency defines the accounts to be used in identifying the transactions that will be reported on the CTA bulk file. The agency must define the default ALC for each record to be used when the ALC can't be identified from a bank account. See *Add an FBWT Account Definition* in the Implementing U.S. Federal Financials Guide.

3. The agency creates and reports the payments and cash-originating transactions.

4. The agency processes the reclassification transactions that were created and posted using Payables and General Ledger journals by using the applicable data selection criteria. For more information, see *Payables Reclassifications Selection Criteria* and *General Ledger Reclassifications Selection Criteria*.

5. Run the Perform CTA Reporting process in the preliminary mode.

The process generates the CTA Detail Transaction Listing report and CTA Exception Listing report. The CTA Detail Transaction Listing report includes all the transactions on the CTA bulk file. The CTA Exception Listing report displays the TAS or Trading Partner TAS and BETC or Trading Partner BETC and includes the transactions with exceptions.

6. If there are errors in the exception report, correct the errors and run the Perform CTA Reporting process in the preliminary mode until there are no errors.

If there are no errors, go to Step 7.

**Note:** To resolve General Ledger exceptions, you must reverse the journal reclassification entries and post new reclassifications. The Perform CTA Reporting process will not process journals that have been reversed.

7. Run the Perform CTA Reporting process in the final mode.

On successful completion, the final run of the process generates the CTA bulk file in the format required by Treasury and a detailed transaction listing of all the transactions captured on the bulk file.

8. Submit the CTA bulk file to Treasury.

#### Related Topics

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

## Before You Run the Perform CTA Reporting Process

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

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

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

*Related Topics*

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

## Run the Perform CTA Reporting Process

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

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

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

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

### Perform CTA Reporting Process Parameters

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

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

6. In the **Schedule** tab, choose when you want to run the process:

- As soon as possible: This is the default.
- Using a schedule: Select the frequency and the start date for the process.

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

8. Click **Submit**.

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

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

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

#### Related Topics

- [About CTA Reports](#)



# 9 CTA Reports

## About CTA Reports

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

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

After you generate the CTA bulk file, you can view Payables reclassifications and their corresponding voided payments included in the bulk file by using Oracle Transactional Business Intelligence (OTBI) analysis. The CTA Payables Reclassifications report is an OTBI report where you can view real-time analysis of the reclassification payments included in the CTA bulk file.

## CTA Detail Transaction Listing

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

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

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

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

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

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

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

CTA Detail Transaction Listing		Report Date	2/14/23 3:40 AM	Page	2
Report Period -	Aug-22	Extract -	Journals, Payables		
Report Date -	31-Aug-22	ALC -	All		
Ledger -	USFed1 US	Run Mode -	Final		

Source Payables

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

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

#### ***CTA Detail Transaction Listing Report - Payables***

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

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

CTA Detail Transaction Listing Report Date 2/14/23 3:40 AM Page 1

Report Period - Aug-22 Extract - Journals, Payables  
Report Date - 31-Aug-22 ALC - All  
Ledger - USFed1 US Run Mode - Final

Source Journals

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

BETC Type	BETC	Journal Name	TAS	Account	Debit	Credit
Collection	COLL	Manual 2543092 14-FEB-2023 03:38:02	2018/230101	10100001	100.07	0.00
Collection	COLLAJ	Manual 2543092 14-FEB-2023 03:38:02	2018/241045	10100001	0.00	100.07
Total for ALC		02001086 (Treasury 1086)			100.07	100.07

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

**CTA Detail Transaction Listing Report - Journals**

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

## CTA Exception Listing

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

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

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

CTA Exception Listing		Report Date	2/14/23 4:08 AM	Page	1
Reported Period	Aug-22				
Reported Date	8/31/2022				
Ledger	USFed1 US				
Run Mode	Preliminary				
<b>Agency Location Code</b>	<b>02001086 (Treasury 1086)</b>				
<b>Journal Name</b>	Manual 2543291 14-FEB-2023 04:05:53				
TAS	BETC	Account Number	Debit	Credit	Exception Description
2018/230101	COLL	10100001	100.00	99.00	The journal must balance by BETC type and agency location code.
Total for	Manual 2543291 14-FEB-2023 04:05:53		100.00	99.00	

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

### **CTA Exception Listing Report**

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

# CTA Payables Reclassifications Analysis

If a CTA reclassification payment contains voided payment lines, you can view the details of the new and voided payments in the CTA Payables Reclassifications report.

The CTA Payables reclassifications report is a predefined Oracle Transactional Business Intelligence (OTBI) report where you can view real-time analysis of the reclassification payments included in the CTA bulk file. Use the OTBI analysis report to view historical information about the reclassification payments and their corresponding voided payments.

This report uses these subject areas:

- Payables Payments - Disbursements Real Time
- Payables Invoices - Transactions Real Time

## Before You Run the CTA Payables Reclassifications Report

An administrator must complete the required setup steps before you can run the CTA Payables Reclassifications Report.

For more information, see [Before Users Can Run CTA Payables Reclassifications Report](#).

## Run CTA Payables Reclassifications Report

You can run the CTA Payables Reclassifications report from the **Reports and Analytics** work area.

1. From the **Reports and Analytics** work area, click **Browse Catalog**.
2. On the Catalog page, in the **Folders** pane, go to **Shared Folders > Financials > US Federal Financials > Payments > CTA Payables Reclassifications**.
3. Click **CTA Payables Reclassifications Report** and open the report.
4. Set the parameters to be used in generating the report. You can select multiple values of the parameters.

Here are the report parameters:

Parameter	Description
Reclassification Status	The reclassification status of the payment, for example, Reclassified, To be reclassified, or Not applicable. The default value is To be reclassified.
Business Unit	The business unit associated with the invoices and the payment.
Supplier	The supplier associated with the invoices and the payment.
Payment	The payment number of the reclassification payment.
Period	The accounting period associated with the payment.

5. Click **Apply**.

Here's an example of the summary view of the CTA Payables Reclassifications Report output:

The following table describes the fields reported in the summary view of the report:

Field	Description
Business unit	The business unit associated with the invoices and the payment.
Supplier	The supplier associated with the invoices and the payment.
Payment Number	The payment number of the reclassification payment.
Voided Payment	The voided payment number for the payment.
Paid Amount	The amount paid for the payment.
Period	The accounting period associated with the payment.
Reclassification Status	The reclassification status of the payment.

6. To drill down to view the payment and invoice details for a reclassification payment, click the **Payment Number** link.

Here's an example of the detail view of the CTA Payables Reclassifications Report output:

7. The following table describes the fields reported in the detail view of the report:

Field	Description
Payment Number	The payment number of the reclassification payment.
Payment Status	The payment status of the reclassification payment, for example, Voided or Negotiable.
Invoice	The invoice number for the new or voided payment.

Field	Description
Installment	The installment number of the invoice for which payment has been made.
Invoice Line	The invoice line number for the new or voided payment.
Distribution Line	The distribution line number for the new or voided payment.
Discarded/Canceled	Indicates whether the invoice line is canceled or discarded. Yes indicates that the invoice line is canceled or discarded.
Invoice Accounting Date	The accounting date for the invoice associated with the payment.
Fund	The fund for the new or voided payment. This is derived from the invoice distribution account code combination.
TAS	The Treasury Account Symbol (TAS) associated with the fund for the new or voided payment.
BETC	The payment BETC associated with the invoice line.



# 10 GTAS

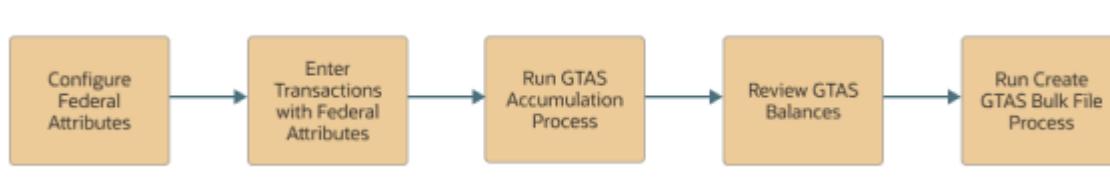
## About GTAS

The Governmentwide Treasury Account Symbol Adjusted Trial Balance System (GTAS) is a system of the Bureau of the Fiscal Service used to report agency trial balance data. Entities, including agencies, use GTAS to provide proprietary financial reporting information and information about budget execution to the Department of the Treasury.

GTAS combines budgetary and proprietary balances to report an agency's trial balance while enforcing the USSGL, and implementing edits and validations. Additionally, GTAS paves the way for more consistent and complete financial data and allows for better analytical reporting.

GTAS accepts only bulk file transmission for the full budgetary and proprietary trial balance data. GTAS interfaces daily with the GWA Central Accounting System (CARS) for balance and transaction data and is available for agency use 24 hours per day, seven days per week.

The following illustration and the steps that follow it describe the GTAS process flow in U.S. Federal Financials:



1. Configure USSGL accounts, USSGL account attributes, fund attributes, federal attributes, federal account attributes, and federal attribute supplemental rules.
2. Enter transactions using the federal attributes configured in Step 1.
3. Run the GTAS Accumulation process. This process retrieves data from the GL journal tables, associates the data with the GTAS attributes, and then uploads the data to the U.S. Federal Financials GTAS balance tables.
4. Review the GTAS balances data. If there are incorrect source data or attributes, make the changes and then run the GTAS Accumulation process again.
5. Run the Create GTAS Bulk File process. This process creates the GTAS bulk file which federal agencies can submit to Treasury.

## Before You Run the GTAS File Creation Processes

Before you run the GTAS (Governmentwide Treasury Account Symbol Adjusted Trial Balance System) file creation processes, you must ensure that you complete the prerequisite setup tasks.

Here are the setup tasks that you must complete:

- Configure the required attribute setup. See the related topics on how to configure the attributes.
- Enter transactions using the configured attributes.
- Ensure that the Manage GTAS Process privilege (ORA\_FV\_MANAGE\_GTAS\_PROCESS) is assigned to your role.

**Related Topics**

- [Manage USSGL Accounts](#)
- [Manage Fund Attributes](#)
- [Manage Federal Attributes](#)
- [Manage Federal Account Attributes](#)
- [Manage Federal Attribute Supplemental Rules](#)

## Process GTAS Accumulation Data

Run the GTAS accumulation process to retrieve GTAS source data and store that data in the federal GTAS balances table for reference.

The GTAS Trial Balance process references the data in the federal GTAS balances table to generate the trial balance report.

1. From the Navigator, select **Tools > Scheduled Processes**.
2. Click **Schedule New Process**.
3. On the Schedule New Process dialog box, select **Job** as the job type and then search for and select the **Create Federal Files** job.
4. In the Parameters section, complete the fields in the following table:

### **GTAS Accumulation Process Parameters**

Parameter	Description
Process Mode	Select GTAS Accumulation Process.
Ledger	Select the ledger that's used for selecting the data. You must select a federal ledger.  You can either select a ledger from the list of available ledgers or click <b>Search</b> to search for a ledger.
Fiscal Year	Select the fiscal year to be used for selecting the data.
From Period	Select the beginning period to be used for selecting the data.  <b>Note:</b> This field isn't required if the <b>Trial Balance Type</b> is <b>Preclosing, Adjustments only</b> .
To Period	Select the ending period to be used for selecting the data.

Parameter	Description
	<p><b>Note:</b> This field isn't required if the <b>Trial Balance Type</b> is <b>Preclosing, Adjustments only</b>.</p>
Treasury Account Symbol	<p>Select one or more treasury account symbols associated with the ledger. If you leave this field blank, all the available TAS values will be considered for generating the report.</p> <p><b>Note:</b> Only those treasury account symbols are available for selection for which the <b>Reporting</b> attribute is set to either <b>GTAS Reportable</b>, or <b>GTAS and DATA Act Reportable</b>. You can set the value of the <b>Reporting</b> attribute by using the <b>Manage Treasury Account Symbols</b> task in Functional Setup Manager.</p>
Trial Balance Type	<p>Select the trial balance type. You can select one of the following types:</p> <ul style="list-style-type: none"> <li>○ <b>Closing:</b> The process generates balances after the close of the fiscal year. This is the beginning balance based on the from period and to period parameter values and adjustment periods.</li> <li>○ <b>Preclosing:</b> The process generates the remaining appropriation balances before the close of the fiscal year. This is the beginning balance based on the from period and to period parameter values.</li> <li>○ <b>Preclosing, adjustments only:</b> The process generates the remaining appropriation balances before the close of the fiscal year for adjustment periods only.</li> </ul>
Adjustment Periods	<p>Select the adjustment periods to be used for selecting the data.</p> <p><b>Note:</b> This field is only enabled if you specify the <b>Trial Balance Type</b> as <b>Closing</b> or <b>Preclosing, adjustments only</b>.</p>
Recover Exceptions Only	<p>Specify whether to reassign the GTAS attributes only for exception transactions.</p> <ul style="list-style-type: none"> <li>○ <b>Yes:</b> Select only the exception transactions and reassign the GTAS attributes only for those transactions.</li> <li>○ <b>No:</b> Select all the transactions, including the processed transactions, and reassign the attributes for all the transactions.</li> </ul>
Run Transaction Register	<p>Select <b>Yes</b> to generate the GTAS Transaction Register report.</p>

**Note:** When selecting the from period parameter, ensure that the GTAS accumulation process has already been run for prior periods. If the process hasn't been run for prior periods, the process will fail.

5. Click **Submit**.

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

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

### Results:

On successful completion, the process generates the GTAS Accumulation Exception Report. Review the data in the report by clicking the output name link in the Output & Delivery section of the **Process Details** tab for the process.

### Related Topics

- [GTAS Accumulation Exception Report](#)

## Review GTAS Balances

You can review the GTAS balances that are generated after you run the GTAS Accumulation process.

Review the GTAS balances to check if there are inaccuracies with the journal source data or attributes before you create the GTAS bulk file. If inaccuracies exist, you can correct them and then rerun the GTAS Accumulation process.

1. On the Home page, select **U.S. Federal Financials** and then click **GTAS Balances Inquiry**.
2. On GTAS Balances, you can search for the balances by account combination, normal balance, or amount. You can also select a search filter such as ledger, USSGL account, or period.

You can click **Manage in Excel** to download the balances data to a Microsoft Excel spreadsheet.

The following table describes the fields on the GTAS Balances page:

Field	Description
Ledger	The ledger associated with the GTAS balance.
USSGL Account	The USSGL account associated with the GTAS balance.
Account Combination	The USSGL account code combination for the transactions for which the balance is generated.
Period	The period for which the balance amount is generated.
Amount	The GTAS balance amount.

## Review GTAS Balance Attributes

You can review the TAS components and GTAS attributes for a GTAS balance record.

1. On GTAS Balances, select the GTAS balance record for which you want to view the attributes and click **View Attributes**.
2. On the GTAS Balance Attributes drawer:
  - o Click the **TAS Components** tab to view the TAS components and their values.
  - o Click the **GTAS Attributes** tab to view the GTAS attributes and their values.

# Create GTAS Bulk File

After you run the GTAS accumulation process, you can run the GTAS Bulk File Creation process to create the GTAS bulk file.

Federal agencies can submit the bulk file to Treasury to meet the Office of Management and Budget's reporting requirements for Governmentwide Treasury Account Symbol Adjusted Trial Balance System (GTAS).

**Note:** Run the GTAS Bulk File Creation process only after the GTAS Accumulation process completes successfully. Otherwise, the report will not generate the bulk file data.

The GTAS Bulk File Creation process creates the GTAS balances in a format that can be uploaded to Treasury.

1. From the Navigator, select **Tools > Scheduled Processes**.
2. Click **Schedule New Process**.
3. On the Schedule New Process dialog box, select **Job** as the job type and then search for and select the **Create Federal Files** job.
4. In the Parameters section, complete the fields in the following table:

## *Create GTAS Bulk File Process Parameters*

Parameter	Description
Process Mode	Select <b>GTAS Bulk File Creation Process</b> .
Ledger	Select the ledger that's used for selecting the data. You must select a federal ledger.  You can either select a ledger from the list of available ledgers or click <b>Search</b> to search for a ledger.
Fiscal Year	Select the fiscal year to be used for creating the bulk file.
From Period	Indicates the first period that will be used for generating the report. This field is populated with the first nonadjustment period value of the fiscal year that you selected.
To Period	Select the ending period to be used for creating the bulk file.
Treasury Account Symbol	Select one or more Treasury Account Symbols associated with the ledger. If you leave this field blank, all the available TAS values will be considered for creating the bulk file.  <b>Note:</b> Only those Treasury Account Symbols are available for selection for which the <b>GTAS</b> attribute is set to either <b>GTAS Reportable</b> or <b>GTAS and DATA Act Reportable</b> . You can set the value of the <b>Reporting</b> attribute by using the <b>Manage Treasury Account Symbols</b> task in Functional Setup Manager.

**5. Click **Submit**.**

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

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

**Results:**

On successful completion, the process generates the GTAS Bulk File Interface Report. Click the output name link in the Output & Delivery section of the **Process Details** tab to view the report. Click **Republish** to access the report in the text file format which you can submit to Treasury.

# 11 GTAS Reports

## About GTAS Reports

The Create Federal Files process generates reports to support the Office of Management and Budget's reporting requirements for GTAS (Governmentwide Treasury Account Symbol Adjusted Trial Balance System).

The following table describes the reports generated by the Create Federal Files process based on the process mode parameter:

### ***Create Federal Files Process Reports***

Process Mode	Report
GTAS Accumulation Process	GTAS Accumulation Exception Report
GTAS Trial Balance	GTAS Trial Balance Report
GTAS Bulk File Creation Process	GTAS Bulk File Interface Report GTAS Bulk File Exception Report

The GTAS Accumulation process also generates the GTAS Transaction Register Report if you set the **Run Transaction Register** parameter as Yes.

**Note:** You should run the GTAS Accumulation process before running the GTAS Trial Balance and GTAS Bulk File Creation processes. Otherwise, the reports will be generated without any data.

## GTAS Accumulation Exception Report

The GTAS Accumulation Exception Report is generated when you run the GTAS Accumulation process.

When you run the GTAS Accumulation process, it performs the following validations and generates the exceptions in the report:

- The assigned attribute value matches the list of values for the USSGL account on the USSGL Accounts table.
- The attribute is required for USSGL account and a value can be determined.

The following image shows the header details on the GTAS Accumulation Exception Report that's generated using sample data:

Report Parameters	
Ledger	FED1 US
From Period	Oct-19
To Period	Oct-19
Treasury Account Symbol	[FED1,069X0156]
Adjustment Periods	1_Oct-19

TAS Components						
ATA	AID	BPOA	EPOA	AV	MAIN	SUB
	069			X	0156	000

Exceptions	
Line Number	Description
1	Prior Year Adjustment Code: Attribute is required for USSGL 488100 and a value cannot be determined.
1	Apportionment Category B Program Code: Attribute is required for USSGL 488100 and a value cannot be determined.
1	Budget Object Class: Attribute is required for USSGL 488100 and a value cannot be determined.
1	Disaster Emergency Fund Code: Attribute is required for USSGL 488100 and a value cannot be determined.
1	Program Report Category Code: Attribute is required for USSGL 488100 and a value cannot be determined.
2	Prior Year Adjustment Code: Attribute is required for USSGL 465000 and a value cannot be determined.
2	Disaster Emergency Fund Code: Attribute is required for USSGL 465000 and a value cannot be determined.

The following image is a continuation of the preceding image and shows the transaction details on the GTAS Accumulation Exception Report that's generated using sample data:

Transaction Number		Source	Category														
MNPO01		Purchasing	Purchase Order														
Line Number	USSGL	Account	Debit	Credit	GL Date	Posted Date	ATC	DRC	ACC	ACB	PRC	FNF	TPA	TPM			
1	488100	H075180118DA-0-0-0-0-48810001-2019-2019-2019-0-0		\$51.00	31-Oct-19	5-Nov-24		D	A								
2	465000	H075180118DA-0-0-0-0-46500001-2019-2019-2019-0-0	\$51.00		31-Oct-19	5-Nov-24		D	A								
Transaction Number Total			\$51.00	\$51.00													
Treasury Account Symbol Total			\$51.00	\$51.00													

The following image is a continuation of the preceding image and shows the transaction details for the remaining federal attributes on the report:

Transaction Number		Source	Category													
MNPO01		Purchasing	Purchase Order													
Line Number	USSGL	Account	Debit	Credit	NBC	CSC	ENC	BEA	BSC	CNC	BII	PYA	CCY	DEF C	RT	BOC
1	488100	H075180118DA-0-0-0-0-48810001-2019-2019-2019-0-0		\$51.00				D					2019			
2	465000	H075180118DA-0-0-0-0-46500001-2019-2019-2019-0-0	\$51.00					D					2019			
Transaction Number Total			\$51.00	\$51.00												
Treasury Account Symbol Total			\$51.00	\$51.00												

This table describes the fields that appear on the report:

### GTAS Accumulation Exception Report Fields

Field	Description
Report Parameters	Lists the report parameters such as the ledger name, period range, TAS, and adjustment periods.
TAS Components	Lists the TAS components.
Exceptions	Lists the exceptions generated for each transaction line. For example, an exception might be generated for an attribute that was overridden in the federal attribute supplemental rules.
Transaction Details	Provides the transaction details for each USSGL account. This section includes the following details: <ul style="list-style-type: none"> <li>• Transaction number</li> </ul>

Field	Description
	<ul style="list-style-type: none"><li>Source and category of the journal transactions</li><li>USSGL account number and parent account number for the journal line</li><li>Debit and credit amounts</li><li>GL date and the date on which the journals were posted</li><li>Attributes assigned to the account such as ATC (Authority Type Code), DRC (Reimbursable Flag Indicator), and so on.</li></ul>

## GTAS Transaction Register Report

The GTAS Transaction Register Report is generated when you run the GTAS Accumulation process with the **Run Transaction Register** parameter set as **Yes**.

This report lists all the journals that are summarized and reported in the GTAS bulk file. The report includes USSGL journal line activity at the GTAS attribute level of detail.

Data for this report is obtained from the following sources:

- The GTAS attributes for each GL account are determined based on the configuration of the federal attributes.
- The transaction data is obtained from GL journal activities.

GL accounts that meet one or more of the following criteria are excluded from the report:

- The account doesn't have a parent account defined in the USSGL table.
- The account has a parent account defined in the USSGL table but it's disabled.

The following image shows the transactions reported on the GTAS Transaction Register Report that's generated using sample data:

Report Parameters	
Ledger	FED1 US
From Period	Oct-19
To Period	Oct-19
Treasury Account Symbol	[FED1,069X0156]
Adjustment Periods	1_Oct-19

TAS Components						
ATA	AID	BPOA	EPOA	AV	MAIN	SUB
069				X	0156	000

Transaction Number		Source		Category		Period End Accrual	ATC	DRC	ACC	ACB	PRC	FNF	TPA	TPM	
Line Number	USSGL	Account		Debit	Credit										
1	610000	H075180118DA-0-0-0-0-61000001-2019-2019-2019-0-0		\$34.00		31-Oct-19	6-Nov-24						F	014	0680
2	211000	H075180118DA-0-0-0-0-21100001-2019-2019-2019-0-0			\$34.00	31-Oct-19	6-Nov-24						F	014	0680
Transaction Number Total				\$34.00	\$34.00										
Treasury Account Symbol Total				\$34.00	\$34.00										

The following image is a continuation of the preceding image and shows the transaction details for the remaining federal attributes on the GTAS Transaction Register Report:

Report Parameters						
Ledger	FED1 US					
From Period	Oct-19					
To Period	Oct-19					
Treasury Account Symbol	[FED1,069X0156]					
Adjustment Periods	1_Oct-19					

TAS Components						
ATA	AID	BPOA	EPOA	AV	MAIN	SUB
	069			X	0156	000

Transaction Number	Source	Category
MNPO01	Receipt Accounting	Period End Accrual
Line Number	USSGL	Account
1	610000	H075180118DA-0-0-0-61000001-2019-2019-2019-0-0
2	211000	H075180118DA-0-0-0-0-21100001-2019-2019-2019-0-0
Transaction Number Total		\$34.00
Treasury Account Symbol Total		\$34.00

# GTAS Trial Balance Report

## Run GTAS Trial Balance Process

After you run the GTAS Accumulation process, you can run the GTAS Trial Balance process to generate the trial balance report that includes USSGL balances at the GTAS attribute level of detail.

The GTAS Trial Balance process retrieves data from the federal balances table to derive the trial balance for each USSGL account and federal attribute combination.

1. From the Navigator, select **Tools > Scheduled Processes**.
2. Click **Schedule New Process**.
3. On the Schedule New Process dialog box, select **Job** as the job type and then search for and select the **Create Federal Files** job.
4. In the Parameters section, complete the fields in the following table:

### ***GTAS Trial Balance Process Parameters***

Parameter	Description
Process Mode	Select GTAS Trial Balance.
Ledger	Select the ledger that's used for selecting the data. You must select a federal ledger.  You can either select a ledger from the list of available ledgers or click <b>Search</b> to search for a ledger.
Fiscal Year	Select the fiscal year to be used for generating the report.
From Period	Indicates the first period that will be used for generating the report. This field is populated with the first nonadjustment period of the fiscal year that you selected.
To Period	Select the ending period to be used for generating the report.
Treasury Account Symbol	Select one or more Treasury Account Symbols associated with the ledger. If you leave this field blank, all the available TAS values will be considered for generating the trial balance data.  <b>Note:</b> Only those Treasury Account Symbols are available for selection for which the <b>Reporting</b> attribute is set to either <b>GTAS Reportable</b> , or <b>GTAS and DATA Act Reportable</b> . You can set the value of the <b>Reporting</b> attribute by using the <b>Manage Treasury Account Symbols</b> task in Functional Setup Manager.

5. Click **Submit**.

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

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

**Results:**

On successful completion, the process generates the GTAS Trial Balance Report. Review the trial balance data in the report by clicking the output name link in the **Output & Delivery** section of the **Process Details** tab for the process.

*Related Topics*

- [GTAS Trial Balance Report](#)

## GTAS Trial Balance Report

The GTAS Trial Balance report includes USSGL balances at the GTAS attribute level of detail. The report displays trial balance data including the beginning balance, ending balance, and the debits and credits for the reporting period.

The following image shows an example of the GTAS Trial Balance Report generated using sample data:

<p>Ledger FED1 US Period Sep-20 Treasury Account Symbol 07515/160118</p>									
<p><b>TAS Components</b></p>									
ATA	AID	BPOA	EPOA	AV	MAIN	SUB			
075	2015	2016			0118	000			
Acct No	Beginning Balance	Current Period Debits	Current Period Credits	Ending Balance	ATC	DRC	ACC	ACB	PRC
211000	\$1,000.00	\$400.00	\$0.00	\$1,400.00					F
490100	\$1,000.00	\$400.00	\$0.00	\$1,400.00		D	A	2222	
480100	\$1,000.00	\$400.00	\$0.00	\$1,400.00		D	A	2222	

The following image is a continuation of the preceding image and shows the remaining federal attributes on the report.

<p>Ledger FED1 US Period Sep-20 Treasury Account Symbol 07515/160118</p>										Report Date 3/6/24 5:07 AM		
										Page 2		
<p><b>TAS Components</b></p>												
ATA	AID	BPOA	EPOA	AV	MAIN	SUB						
075	2015	2016			0118	000						
Acct No	NBC	CSC	BEA	BSC	ENC	CNC	BII	PYA	CCY	DEFC	RT	BOC
211000						S						
490100			D					B		S		1111
480100			D					B		S		1111

# GTAS Bulk File Interface Report

The GTAS Bulk File Interface report is generated when you run the GTAS Bulk File Creation process. This report shows the contents of the bulk file in a user-friendly format.

Here's an example of the GTAS Bulk File Interface report in the text format generated using sample data:

The following image is an example of the GTAS Bulk File Interface report in the PDF format:

Ledger	FED1 US
Period	Sep-20

The following image is a continuation of the preceding image and shows the remaining federal attributes on the report:

Ledger	FED1 US	Report Date	3/6/24 5:06 AM											
Period	Sep-20	Page	2											
<b>TAS Components</b>														
ATA	AID	BPOA	EPOA	AV	MAIN	SUB								
075	2015	2016			0118	000								
USSGL	AMOUNT	BEA	BSC	ENC	CNC	BII	PYA	CCY	DEFC	RT	BOC			
211000	\$1,000.00				S									
211000	\$1,400.00				S									
490100	\$1,400.00	D					B			S		1111		
480100	\$1,400.00	D					B			S		1111		
490100	\$1,000.00	D					B			S		1111		
480100	\$1,000.00	D					B			S		1111		

The report displays USSGL accounts and amounts that are summarized based on unique combinations of attribute values. The lines for each USSGL account with identical attributes are summed and reported as one total amount for a unique combination of attributes.



# 12 DATA Act Reporting

## About DATA Act Reporting

The Digital Accountability and Transparency Act (DATA Act) requires agencies to report data monthly to the US Department of the Treasury using the data elements and format instruction in Report Submission Specification (RSS). The RSS was developed for agencies to provide more detailed information and tie together financial obligations (purchase orders) and outlays (expenditures) including standard data elements. DATA Act requires agencies to standardize the data elements used to record procurement and financial assistance transactions so there is consistency across the federal government.

There are three DATA Act interfaces that report financial data based on the Treasury specification for the DATA Act. The interfaces are listed below.

- General Ledger Data:
  - File A - Appropriation Account Data
  - File B - Object Class and Program Activity
- Purchasing, Accounts Payable and General Ledger Data:
  - File C - Award Financial (Procurement and Grants)

Files A, B, and C report USSGL account balances at different levels of detail. File A reports appropriation level balances. File B reports the same balances as File A, but at the Program Activity, Object Class, and Disaster Emergency Fund Code (DEFC) level. File C reports balances at an even lower level of detail adding in FAIN and PIID award attributes.

File C is a hybrid file containing both detailed transactions and summary balance columns. Obligation and expenditure data must be extracted to produce File C. The detailed transactions that are extracted and meet the reporting criteria must be summarized at the GL account level and maintained for each quarterly reporting period. Also, a cumulative total must be calculated. The GL account balances based on the detail transactions will be used in predefined formulas to create the column totals for reporting.

## DATA Act Prerequisites

Before you run the DATA Act file creation processes, you must ensure that you complete the following prerequisite setup tasks:

- Configure the required attribute setup. See the related topics on how to configure the attributes.
- Enter transactions using the configured attributes.
- Ensure that the Manage DATA Act Process privilege is assigned to your role.
- Define natural account value set values for all the USSGL accounts for the ledger.

*Related Topics*

- [Manage USSGL Accounts](#)
- [Manage Fund Attributes](#)
- [Manage Federal Attributes](#)
- [Manage Federal Account Attributes](#)
- [Manage Federal Attribute Supplemental Rules](#)
- [Manage Federal DATA Act Balances](#)
- [Define Natural Account Value Set Values for DATA Act](#)

## DATA Act File Flow

The DATA Act process will first populate all staging tables with logic defined as follows:

1. TAS components are derived from the fund using the Fund Attributes page.
2. Balance fields are defined on the DATA Act Balances page and contain the calculation using USSGL accounts and operators.
3. File formats for Files A, B, and C are defined in the DATA Act Balance Sequencing page. Each file type is listed along with reportable balance fields in reporting order.
4. The file type is defined in DATA Act Balance Sequencing, but selected as a parameter when running the process.
5. The files are then created according to the defined sequencing.
6. The agency first reviews the file and then sends it to Treasury for reporting.

## DATA Act File Formatting

Data for Files A, B, and C is submitted in separate CSV formatted files. Consistent with the CSV format, each file adheres to the following layout:

- All values are separated using a comma symbol.
- Each row of values is separated by a newline character.
- Header row – The first row of the file contains a comma-separated list of the data element names for which values may be present in that file.
- Content rows – Each content row contains an identical number of comma-separated data element values as the Header Row. Data values occur in the same order as their respective element name order in the Header Row. Required elements of numeric type are not reportable as a blank, but are reported as zero. Optional elements of numeric type may be blank.

## DATA Act File Creation

The Create Federal Files process generates Files A, B, and C to support DATA Act.

To run the Create Federal Files process for DATA Act files:

1. From the Navigator, select **Tools > Scheduled Processes**.
2. Click **Schedule New Process**.
3. On the Schedule New Process dialog box, select Job as the job type and then search for and select the Create Federal Files job.
4. Click **OK**.
5. In the Parameters section, complete the fields in the following table:

#### **DATA Act Process Parameters**

Parameter	Description
Process Mode	Select DATA Act File Creation Process.
Ledger	Select the ledger that's used for selecting the data. You must select a federal ledger.  You can either select a ledger from the list of available ledgers or click <b>Search</b> to search for a ledger.
Fiscal Year	Select the fiscal year to be used for selecting the data.
From Period	Indicates the first period that will be used for generating the report. This field is populated with the first nonadjustment period of the fiscal year that you selected.
To Period	Select the ending period to be used for selecting the data.
Treasury Account Symbol	Select one or more Treasury Account Symbols associated with the ledger. If you leave this field blank, all the available TAS values will be considered for generating the report.  <b>Note:</b> Only Treasury Account Symbols with the <b>Reporting</b> attribute set to <b>GTAS and DATA Act Reportable</b> are displayed. You can set the value of the <b>Reporting</b> attribute by using the <b>Manage Treasury Account Symbols</b> task in Functional Setup Manager.
Adjustment Periods	Select the adjustment periods to be used for selecting the data.
Report Type	File A: Appropriations Account File B: Object and Program Activity  File C: Award Financial
Reprocess	Select <b>Yes</b> to recalculate balances for accounting periods that were previously run.

6. Click **Submit**.

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

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

# DATA Act Files

## DATA Act File A

Includes the appropriations account detail information. Data for DATA Act File A is selected from the GL Balances table.

## DATA Act File B

Includes Object Class, Program Activity Code and Disaster Emergency Fund Code (DEFC) for the account balances reported in File A. Data for DATA Act File B is selected from the Journal Lines table. Federal Attributes (Program Activity Name, Program Activity Name, Object Class, Direct Reimbursable Funding Source, Program Activity Reporting Key (PARK), Prior Year Adjustment (PYA) and DEFC) are assigned using the mapping defined in Federal Attributes.

## DATA Act File C

Reports detailed transactions and summary balances at the Award level. This process selects data from General Ledger, Purchasing, and Payables tables. Then federal attributes (Program Activity Code, Program Activity Name, Object Class, Direct Reimbursable Funding Source, Disaster Emergency Fund Code, Parent Award ID, PARK, PYA, PIID, URI, and FAIN ) are assigned using the mapping in Federal Attributes. File C reports balances and details from transactions that comprise the balances.

For information regarding the balance fields for each file type, see: <https://fiscal.treasury.gov/data-transparency/gsdm-current.html>

# 13 Intra-Governmental Payment and Collection

## About Intra-Governmental Payment and Collection

The US Federal government uses Intra-Governmental Payment and Collection (IPAC) to process payments (as a buyer) and collections (as a seller) for transactions between federal agencies.

The funds from the transactions stay within the Treasury and are transferred electronically as debits and credits to the agencies' accounts.

Agencies use the IPAC broker to record payments that have been made on their behalf and to start the transfer of funds to collect payment from another agency based on the goods and services delivered.

Information is downloaded from and uploaded to the IPAC broker daily. There are five different transaction types that can be sent to IPAC via an outbound file or received from IPAC via an inbound file. The file format is defined by Treasury. Outbound and inbound files contain records related to transactions within Oracle Fusion Accounts Payable (AP), Accounts Receivable (AR), or Procurement.

Each of the transactions in the inbound file needs to be processed and updated based on the transaction type.

Transaction types include:

- Payments
- Collections
- Adjustments
- Zero-dollar transactions
- SGL information

Payments and collections are the primary transaction types processed through IPAC. How records are processed or generated for the files depends on whether the agency is the buyer or the seller of goods and services and whether the buyer or seller started the transaction. The buyer buys and pays for goods and services, while the seller delivers and collects payments for goods and services. A seller can request and receive funds via IPAC and notify the buyer via the IPAC bulk file.

There are various types of transactions. These include:

- Buying and selling
- Investments and borrowings
- Benefits
- Transfers
- Custodial and nonentity transactions

## Before You Can Manage IPAC Data

You must be a user with the assigned privilege ORA\_FV\_MANAGE\_IPAC\_DATA\_PRIV to manage IPAC data.

## Run the Load Interface File for Import Process

Use the Load Interface File for Import process to load the IPAC inbound data to the interface table.

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

- Transfer File: This process transfers the IPAC transactions data file to the fin/federal/import account folder in the content management server.
- Load File to Interface: This process loads the IPAC transactions data file in the content management server to the interface table.

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

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

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

The process populates the interface table with the IPAC data when all the three processes - Transfer File, Load File to Interface, and Load Interface File for Import - complete without warnings or errors. Data with errors will not be loaded to the interface table.

8. Click the attachment in the Log and Output section to verify the data that's loaded to the interface table.

### What to do next

Run the Import IPAC Transaction Information process to import the IPAC inbound data to U.S. Federal Financials.

### Related Topics

- [Run the Import IPAC Transaction Information Process](#)

## Run the Import IPAC Transaction Information Process

Use the Import IPAC Transaction Information process to import the IPAC inbound data to Oracle U.S. Federal Financials.

1. On the Home page, select U.S. Federal Financials and then click **Import IPAC Transaction Information** from the Quick Actions list.  
You can also access Scheduled Processes from the **Tools** menu in the Navigator, and then search for the process by job.
2. In Process Details, identify when you want to run the process:
  - o As soon as possible: This is the default.
  - o Using a schedule: Click Advanced to set up a schedule for running the process. This displays the Advanced Options page where you can create a schedule and set up a notification to notify you about the process.
3. Click **Submit**.

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

## View the IPAC Transaction Data

After the Import IPAC Transaction Information process completes successfully, you can view the IPAC data imported to U.S. Federal Financials transaction tables.

You can view both inbound and outbound IPAC data.

1. On the Home page, select U.S. Federal Financials and then click **IPAC Data** from the Quick Actions list.
2. On IPAC Data, select **Inbound** or **Outbound** from the context selector drop-down list, depending on whether you want to view inbound or outbound IPAC data. You can use the search field to filter your data by using search criteria.

You can also click **Export to Excel** to download the IPAC transactions data to a Microsoft Excel spreadsheet and view the data.

### Results:

You can view the following fields on the IPAC Data page:

- Load Date
- Status
- Message
- Customer Name (only for outbound data)
- Transaction Type
- Transaction ID
- Invoice Amount

- Invoice Number

To view the remaining fields, click the **Columns** icon.

# 14 Year-End Close

## About Year-End Close

The year-end close 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.

This process includes liquidation of unobligated commitments, generation of closing entries in general ledger, and carrying forward obligated balances to the next fiscal year.

**Note:** The U.S. Federal Financials year-end close process is different from the Oracle Fusion General Ledger year-end close process. For more information about the Oracle Fusion Cloud General Ledger year-end close process, see *Overview of Closing Journals*.

The recommended sequence of tasks to perform a U.S. Federal Financials year-end close is:

1. Verify prerequisites for year-end close are completed.
2. Close open requisitions in Purchasing.
3. Generate year-end preclosing journal entries in unposted mode.
4. Review preclosing journals with US Federal Year-End Close Journal Status Report.
5. Generate year-end preclosing journal entries in posted mode.
6. Carry forward open purchase orders using the Carry Forward Purchase Order Budgetary Control Balances process.
7. Generate year-end closing journal entries in unposted mode.
8. Review US Federal Year-End Closing Journal Status Report.
9. Generate year-end closing journal entries in post mode.

## Prerequisites for Year-End Close

Before you perform a U.S. Federal Financials year-end close, you must ensure all setup tasks have been completed.

Before you can create closing journal entries for year-end close, an administrator must configure the year-end closing rules using the Calculation Manager of Oracle Fusion General Ledger. You access the Calculation Manager using the Create Allocation Rules task in the Journals work area. You configure the closing rules to define the General Ledger accounts to be closed (source account) and the corresponding GL accounts to which the closed balance will be moved (target account).

### Related Topics

- [About U.S. Federal Financials Year-End Close](#)

## Close Open Requisitions

When you close open requisitions, the amount from the closed transactions is returned to the Allotment account (USSGL account 461000).

Due to the potential large volume of open requisitions, a mass cancellation process is necessary. Fusion Procurement provides for cancellation of requisition lines in batches using a spreadsheet.

**Note:** To use the spreadsheet, you must download and install the “Download Desktop Integration Installer” from the Tools menu.

To close open requisitions:

1. In the Procurement work area, click **Purchase Requisitions > More Tasks > Cancel Requisition Lines in Spreadsheet**.
2. Enter the required values and click **Create Spreadsheet**.
3. Open the spreadsheet and double-click in the **Mark for Cancellation** column to identify the requisition line for cancellation.
4. Enter a reason for the cancellation.
5. Click **Upload** to submit the cancellation.

The line status will change to: Row updated successfully.

## Generate General Ledger Preclosing Entries Using Allocations

Preclosing entries can be predefined entries or manual adjustments. For example, an accrual could be made prior to creating closing entries. It's recommended that these entries are created in a separate preclosing accounting period and if automated, a separate preclosing rule set should be defined in the Calculation Manager.

You should run the year-end close report without posting the allocations first. The purpose of this is for you to review the results of the closing report prior to running the final year-end close report. You can run the unposted year-end close report multiple times. You must manually delete the journal batch to remove the prior results. In unposted mode, journal entries are created but not posted to the GL.

When you select to not post the journals, they can be deleted to make corrections before rerunning the same rule. You can delete journal batches that aren't approved or posted in Manage Journals under Batch Options.

**Note:** This process doesn't check for existing duplicates of the rule.

To view the resulting journals, navigate to:

1. Navigate to Manage Journals task from the Journals work area.
2. Click the Journal link to review the journal.
3. Hover over the Account cell to see more detail.

*Related Topics*

- [Create an Allocation Rule](#)

## Purchase Order Obligation Balances Carry Forward

During the year-end close process, all open purchase orders, except those associated with a canceled TAS, must be updated with a budget date in the new fiscal year.

During year-end close, the automated Carry Forward Purchase Order Budgetary Control Balances process is used to roll forward all open purchase orders, excluding those associated with a canceled TAS, by assigning a budget date in the new fiscal year. When the process runs, no accounting or budgetary control updates are generated, ensuring that it only makes the budget date change needed for the new fiscal year while preserving the integrity of all existing encumbrance, obligation, and budget balances.

**Note:** It's recommended that you run the Carry Forward Purchase Order Budgetary Control Balances process on or after the first day of the new fiscal year.

These are the steps that the Carry Forward PO Budgetary Control Balances process performs:

- Finally closes open purchase orders for a specific ledger using the date defined by the Budgetary Control **Default Date Rule** configuration.
- Reopens POs with the date specified by the user in the process parameters.
  - Note:** Budget period must be open for both the final close and reopen budget dates.
- Optionally carries forward budget for the purchase order balance based on the parameter **Include budget for purchase orders in the carry forward to year**.
- Lists the carry forward purchase orders and budget details.

## Considerations for Carrying Forward Purchase Order Obligation Balances

To meet federal year-end requirements and ensure that no accounting is generated for the purchases orders that are rolled over to a new fiscal year, there are considerations that you need to keep in mind.

- Ensure that the **Default Date Rule** configuration on the Budgetary Control page is set to **System date**. This ensures that the required federal accounting entries are generated in the correct accounting period.
- Deselect the following parameters for the Carry Forward PO Budgetary Control Balances process to ensure that purchase orders don't update the funds available and the budget in the current or new fiscal year:
  - Keep funds available unchanged in the carry forward from year
  - Include budget for purchase orders in the carry forward to year

The following table lists the available parameters for the Carry Forward Purchase Order Budgetary Control Balances process and the recommended settings for U.S. Federal year-end purchase orders:

Parameter	Description	Recommended Setting
Finally Close Through Budget Date	Carries forward all the open purchase order shipments with a budget date up to this date.	Set this parameter to the last day of the fiscal year being closed, for example, 9/30/24.
Reopen Budget Date	Moves the purchase order shipments that are carried forward to this new budget date.	Set this parameter to the first day of the fiscal year being opened, for example, 10/1/24.
Keep funds available unchanged in the carry forward from year	Reduces budget in the carry forward from year when the process is run in the final mode.	Deselect this parameter.
Include budget for purchase orders in the carry forward to year	Creates budget for the purchase order obligation amounts carried forward when the process is run in the final mode.	Deselect this parameter.

## Generate General Ledger Closing Entries Using Allocations

Generate year-end closing journal entries by a defined closing rule.

This task shows you how to generate general ledger closing entries using allocations.

To generate general ledger allocations:

1. From the Navigator, select **General Accounting > Journals**.
2. From the Journals work area, click **Generate General Ledger Allocations** in the **Tasks** list.
3. Define the following parameter values under Basic Options to generate general ledger allocations to create year-end close journal entries:

Parameter	Description
Rule or Rule Set	Name of the rule set created by the administrator.
Journal Category	Federal Year-End Preclose or Federal Year-End Close
Conversion Rate Type	Corporate (Populate period end rates.)
Post Allocations	Check box to identify if allocations should be posted.

4. Click **Submit**.

## Undo Year-End Close

There are circumstances when a year-end close must be undone.

To perform this step, the posted journal batches created from year-end close rule sets must be reversed. You can reverse journals manually by selecting a reversal action in the user interface. On the Edit Journal page, select Reverse from the Batch Actions menu to reverse a journal batch.

**Note:** Unposted entries can be deleted and posted entries must be reversed.

*Related Topics*

- [Journal Reversals](#)

## Review US Federal Year-End Close Journal Status Report

The US Federal Year-End Close Journal Status Report is automatically generated upon completion of the Federal Year-End Closing process.

The US Federal Year-End Close Journal Status Report can be used with the GTAS Trial Balance report by comparing journal totals to ending balances on the GTAS Trial Balance report. You can generate the year-end close journal entries without posting the allocations several times by deleting the journal batch and then rerunning the closing rule set.

This report lists the closing entries created for posting to General Ledger and is used to compare to GL account balances as well as balances on the GTAS Trial Balance Report. This report provides amount totals by Fund, Treasury Symbol, and Treasury Account Code values.

**Note:** The US Federal Year-End Close Journal Status Report is an Oracle Transaction Business Intelligence (OTBI) report, year-close setup must be completed.

To view the US Federal Year-End Close Journal Status Report report:

1. From the Navigator, select Others > Financial Reporting Center.
2. Select the US Federal Year-End Close Journal Status Report.

*Related Topics*

- [Prerequisite Setup for Year-End Closing Rules](#)
- [Cancel Requisition Lines Using a Spreadsheet](#)
- [Set Up Desktop Integration for Excel](#)

