Oracle® U.S. Federal Financials

Implementation Guide

Release 11*i*

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Oracle U.S. Federal Financials Implementation Guide, Release 11*i*

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Preface

Intended Audience

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

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

- The principles and customary practices of your business area.

- Oracle U.S. Federal Financials

  If you have never used Oracle U.S. Federal Financials, Oracle suggests you attend one or more of the Oracle Financials training classes available through Oracle University.

- Oracle Self-Service Web Applications.

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

- The Oracle Applications graphical user interface.

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

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

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Structure

Related Documents

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

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

Online Documentation

All Oracle Applications documentation is available online (HTML or PDF).

- **PDF Documentation** – See the Online Documentation CD for current PDF documentation for your product with each release. This Documentation CD is also available on Oracle*MetaLink* and is update frequently.

- **Online Help** – You can refer to Oracle Applications Help for current HTML online help for your product. Oracle provides patchable online help, which you can apply to your system for updated implementation and end user documentation. No system downtime is required to apply online help.

- **Release Content Document** – See the Release Content Document for descriptions of new features available by release. The Release Content Document is available on Oracle*MetaLink*.

- **About Documents** – Refer to the About Document for information about your release, including feature updates, installation information, and new documentation or documentation patches that you can download. The About Document is available on Oracle*MetaLink*.

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Guides Related to All Products

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

Related Guides

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

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

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

User Guides Related to This Product

Oracle Receivables User Guide

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

Installation and System Administration

Oracle Applications Concepts

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

Installing Oracle Applications

This guide provides instructions for managing the installation of Oracle Applications products. In Release 11*i*, much of the installation process is handled using Oracle Rapid Install, which minimizes the time to install Oracle Applications and the Oracle technology stack, by automating many of the required steps. This guide contains instructions for using Oracle Rapid Install and lists the tasks you need to perform to finish your installation. You should use this guide in conjunction with individual product user's guides and implementation guides.

Upgrading Oracle Applications

Refer to this guide when upgrading Oracle Applications Release 11.0 products to Release 11*i*. This guide describes the upgrade process and lists database and product-specific upgrade tasks.

Maintaining Oracle Applications

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

Oracle Applications System Administrator's Guide

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

Oracle Alert User's Guide

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

Oracle Applications Developer's Guide

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

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

Other Implementation Documentation

Oracle Workflow Administrator's Guide

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

Oracle Workflow Developer's Guide

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

Oracle Workflow User's Guide

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

Oracle Workflow API Reference

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

Oracle Applications Flexfields Guide

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

Oracle eTechnical Reference Manuals

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

Do Not Use Database Tools to Modify Oracle Applications Data

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

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

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

When you use Oracle Applications to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. If you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has

changed your information because SQL*Plus and other database tools do not keep a
record of changes.

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Oracle U.S. Federal Financials Setup Overview

Overview

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

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

Oracle U.S. Federal Financials Setup Checklist

The table below shows the Oracle U.S. Federal Financials setup checklist. Each step is described in the following section, Oracle U.S. Federal Financials Setup Steps, page 1- 5 .

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

All required setup steps in this checklist must be completed.

Oracle U.S. Federal Financials Setup Checklist

Step Number	Setup Step	Type	Oracle Applications
Step 1.	Implement Function Security	required	System Administration
Step 2.	Create Additional Users	required	System Administration
Step 3.	Specify Profile Options	required with defaults	System Administration

Step Number	Setup Step	Type	Oracle Applications
Step 4.	A. Define Accounting Flexfield	required	General Ledger
	B. Define Calendar Period Types	required with defaults	General Ledger
	C. Define Calendar Periods	required	General Ledger
	D. Define Set of Books	required	General Ledger
Step 5.	Define Summary Accounts	required	General Ledger
Step 6.	Define Transaction Codes	required	General Ledger
Step 7.	Define Descriptive Flexfield in General Ledger	optional	General Ledger
Step 8.	Define Payment Terms	required	Payables
Step 9.	Define Financials Options	required	Payables
Step 10.	Define Payables Options	required	Payables
Step 11.	Define Bank Accounts	required	Payables
Step 12.	Define Descriptive Flexfield in Oracle Payables	optional	Payables
Step 13.	Define Transaction Flexfield Structure	optional	Receivables
Step 14.	Define Lookups	optional	Receivables
Step 15.	Define Payment Terms	required with defaults	Receivables
Step 16.	Define AutoAccounting	required	Receivables
Step 17.	Define Transaction Types	required with defaults	Receivables
Step 18.	Define Transaction Sources	required	Receivables
Step 19.	Define Receivables Activities	required	Receivables

Step Number	Setup Step	Type	Oracle Applications
Step 20.	Define Receipt Classes	required	Receivables
Step 21.	Define Receipt Sources	required	Receivables
Step 22.	Define Dunning Letters	optional	Receivables
Step 23.	Define Customer Profile Classes	required with defaults	Receivables
Step 24.	Define Customers	required	Receivables
Step 25.	Define Remit-To Addresses	required	Receivables
Step 26.	Define Units of Measure	required with defaults	Receivables
Step 27.	Define Lockboxes	optional	Receivables
Step 28.	Define Descriptive Flexfield in Receivables	optional	Receivables
Step 29.	A. Define Organizations	required	Purchasing
	B. Define Oracle Purchasing Lookups	optional	Purchasing
Step 30.	Set Up Suppliers	required	Purchasing
Step 31.	Define Descriptive Flexfield in Purchasing	optional	Purchasing
Step 32.	Define Descriptive Flexfield in Projects	optional	Projects
Step 33.	Set Up Oracle Workflow	optional	Workflow
Step 34.	Set Up Federal Seed Data	required	Federal Financials
Step 35.	Set Up Federal System Parameters	required	Federal Financials
Step 36.	Set Up Federal Options	required	Federal Financials
Step 37.	Set Up Treasury Account Codes	required	Federal Financials

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

Step Number	Setup Step	Type	Oracle Applications
Step 55.	Set Up Delinquent Invoice Referral	optional	Federal Financials
Step 56.	Set Up Finance Charges	required	Federal Financials
Step 57.	Set Up Transaction Code Mapping	optional	Federal Financials
Step 58.	Set Up Federal Receivable Types	required	Federal Financials
Step 59.	Set Up Year End Closing Definitions	required	Federal Financials

Oracle U.S. Federal Financials Setup Steps

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

Step 1. Implement Function Security

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

1. Navigate to the Menus window.

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

   • AP_NAVIGATE_GUI12

   • AR_NAVIGATE_GUI

   • PO_SUPERUSER_GUI

   The table below describes the values for setting up Enter Transaction Events security function.

Enter Transaction Events Security Function Setup

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

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

3. To implement function security, see the following:

- Overview of Function Security, *Oracle Applications System Administrator's Guide*

- Responsibilities Window, *Oracle Applications System Administrator's Guide*

- Menus Window, *Oracle Applications System Administrator's Guide*

Step 2. Create Additional Users

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

Navigate to the Users Window.

Each user can be assigned one or more responsibilities.

Access to Federal Financials is required for all features.

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

Step 3. Specify Profile Options

Set Up Profile Options Levels

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

The table below describes the profile option levels. An x indicates that a value can be placed at that level.

Profile Option Levels

Feature	Profile Option Name	Site	Application	Responsibility	User
Payment Format	FV:ECS ACH VENDOR TOTAL PAYMENTS	x			
Payment Format	FV:ECS CHECK TOTAL PAYMENTS	x			
Payment Format	FV:AGENCY_ ID_ABBREVIAT ION	x	x	x	x
Reason Codes	FV:USE INTEREST REASON CODES	x			

Feature	Profile Option Name	Site	Application	Responsibility	User
Reason Codes	FV:USE D ISCOUNT LOST REASON CODES	x			
AR/AP Netting	FV:Enable AR/A P Netting	x	x	x	x
AR/AP Netting	AP: Use Invoice Batch Controls	x	x	x	x
Third Party Payments	FV: Enable Third Party Payments	x	x	x	x
Enhanced Transaction Codes	FV:Enable Enhanced Transaction Code	x	x	x	
Payments	FV: Enable Cash Position Detail	x		x	
Budget Execution	FV: Archive BE Interface Records	x	x	x	x
Intra-governmental Payment and Collection (I PAC) System; Fund Balance with Treasury Reconciliation	FV: Download Treasury Files Directory	x	x	x	x
Intra-governmental Payment and Collection (I PAC) System; Fund Balance with Treasury Reconciliation	AP: Use Invoice Batch Controls			x	
AutoLockbox	FV: Enable Lockbox Finance Charge Application	x	x	x	
Reimbursable Agreements	FV: Verify Reimbursable Performance Dates	x	x	x	x
All features	FV_DEBUG_ FLAG	x	x	x	x

Feature	Profile Option Name	Site	Application	Responsibility	User
Transaction Codes	Enable Transaction Codes	x	x	x	x
Automatic Sequence Numbering of Payment Batches	FV: Enable Automatic Numbering	x			
Receipt Accounting Summarization	FV: Post Detailed Receipt Accounting	x	x		
Prepayment Tolerance	FV: Prepayment PO Required	x	x	x	
Payables Prepayment	FV: Split Invoice Distribution for prepayment application	x	x		
Central Contractor Registration	FV: CCR XML Server	x			
Central Contractor Registration	FV: Agency Proxy Server	x			
Central Contractor Registration	FV: CCR Certificate File	x			
Central Contractor Registration	FV: CCR XML Username	x			
Central Contractor Registration	FV: CCR XML Password	x			
GL Aliases	Flexfields: Shorthand Entry	x	x	x	x

Set Up Profile Option Values

The table below describes the profile option values.

Profile Option Values

Profile Option Name	Value	Description
FV:ECS ACH VENDOR TOTAL PAYMENT	Default is 60.	set the maximum number of payments for a payment schedule for ECS CCD+ Vendor Payment Format
FV:ECS CHECK TOTAL PAYMENTS	Default is 60.	set the maximum number of payments for a payment schedule for ECS NCR Check Payment Format
FV:AGENCY_ID_ABBREVIATION	four character code	set the agency identification code for the CTX ACH Vendor Payment Format and Bulk Data Payment Format
FV:USE INTEREST REASON CODES	Yes or No	if set to Yes, captures and reports interest reason code data
FV:USE DISCOUNT LOST REASON CODES	Yes or No	if set to Yes, captures and reports discount lost reason code data
FV:Enable AR/AP Netting	Yes or No	required for AR/AP Netting
FV: Enable Third Party Payments	Yes or No	if set to Yes, enables the Third Party Payment process
FV:Enable Enhanced Transaction Code	Yes or No	required to use enhanced transaction codes
FV: Enable Cash Position Detail	Yes or No	If set to Yes, the Cash Position Detail report automatically generates after a payment batch is built.
FV: Archive BE Interface Records	Yes or No	If set to Yes, budget execution transaction records are copied to the interface history table and purged from the interface table. If set to No, the records are not copied to the interface history table, but they are purged from the interface table.
FV: Download Treasury Files Directory	appropriate directory path	download directory for the IPAC Transaction Report and the Fund Balance with Treasury Reconciliation reports
FV: Enable Lockbox Finance Charge Application	Yes or No	If set to Yes, the Lockbox Finance Charge Application process automatically generates after the validation phase of AutoLockbox.
FV: Verify Reimbursable Performance Dates	Yes or No	required to enable the performance date validation in the Purchasing Distributions window and the Payables Invoice Distribution window

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

Profile Option Name	Value	Description
FV: CCR Certificate File	network or file system path the .cer file containing the CCR server certificate	Every SSL connection has a chain of certifying authorities. The CCR Certificate file can either be requested from CCR or generated manually through a web browser either by establishing the chain hierarchy and exporting all the certificates or by creating a chain file.
FV: CCR XML Username	CCR XML user name	This value is provided by DLIS when an agency completes CCR XML registration and is required to use CCR XML integration.
FV: CCR XML Password	CCR XML password	This value is provided by DLIS when an agency completes CCR XML registration and is required to use CCR XML integration.
Flexfields: Shorthand Entry	Yes or No	If set to Yes, GL aliases are enabled. If set to No, GL aliases are disabled.

To set profile options, see the following: and System Profile Values Window, *Oracle Applications System Administrator's Guide*.

- Overview of Setting User Profiles, *Oracle Applications System Administrator's Guide*

Step 4-A. Define Accounting Flexfield

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

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

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

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

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

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

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

    To define the Accounting Flexfield, see Overview of Flexfield Concepts, *Oracle Applications Flexfield Guide*.

2. When setting up the chart of accounts, separate various components of cash accounts to support the FMS Form 224 report or the FMS Form1219 and 1220 reports.

   For information on setting up the chart of accounts, see Overview of Flexfield Concepts, *Oracle Applications Flexfields Guide*.

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

   Navigate to the Key Flexfield Segments window.

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

   For information about dynamic insertion, see Dynamic Insertion, *Oracle Applications Flexfields Guide*.

Step 4-B. Define Calendar Period Types

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

Navigate to the Period Types window.

To define calendar period types, see Defining Period Types, *Oracle General Ledger User Guide*.

Step 4-C. Define Calendar Periods

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

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

• Set up the first day of the fiscal period as an adjusting period.

• Optionally, set up the last day of the fiscal year as an adjusting period.

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

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

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

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

Navigate to the Accounting Calendar window.

To set up calendar periods, see Defining Calendars, *Oracle General Ledger User Guide*.

Step 4-D. Define Set of Books

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

Navigate to the Set of Books window.

To define a set of books, see Defining Sets of Books, *Oracle General Ledger User Guide*.

Step 5. Define Summary Accounts

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

For information on defining summary accounts, see Defining Summary Accounts, *Oracle General Ledger User Guide*.

Step 6. Define Transaction Codes

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

Navigate to the Transaction Codes window.

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

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

To define transaction codes, see Defining Government Transaction Codes, *Oracle General Ledger User Guide*.

For information on Oracle U.S. General Ledger budget execution, see Budget Execution Setup, .

Step 7. Define Descriptive Flexfield in General Ledger

Journal Lines Descriptive Flexfield

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

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

- Trading Partner Descriptive Flexfield, page 1-13
- Public Law Code Descriptive Flexfield, page 1-14
- Advance Type Descriptive Flexfield, page 1-15
- Transfer Department ID Descriptive Flexfield, page 1-16
- Transfer Main Account Descriptive Flexfield, page 1-17

Trading Partner Descriptive Flexfield

1. Navigate to the Descriptive Flexfield Segments window.

2. Query the Enter Journals: Lines flexfield for Oracle General Ledger.

3. Click Segments.

   The Segments Summary window appears.

4. Create a record as described in the table below.

Segments Summary Record for Trading Partner

Field	Value
Number	user-defined value
Name	Trading Partner
Window Prompt	Trading Partner
Column	Select an attribute from the list of values to be used to store the Trading Partner value.
Value Set	FV_6_CHARS
Displayed	selected
Enabled	selected

5. Click Open.

   The Segments window appears.

6. Create a record as described in the table below.

Segment Record for Trading Partner

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

Public Law Code Descriptive Flexfield

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

1. Complete the steps described in Trading Partner Descriptive Flexfield, page 1-13 and create the records as described in the tables below.

Segments Summary Record for Public Law Code

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

Segment Record for Public Law Code

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

Advance Type Descriptive Flexfield

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

1. Complete the steps described in Trading Partner Descriptive Flexfield, page 1-13 and create the records as described in the tables below.

Segments Summary Record for Advance Type

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

Segment Record for Advance Type

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

Transfer Department ID Descriptive Flexfield

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

1. Complete the steps described in Trading Partner Descriptive Flexfield, page 1-13 and create the records as described in the tables below.

Segments Summary Record for Transfer Department ID

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

Segment Record for Transfer Department ID

Field	Value
Name	Transfer Department ID
Description	user-defined
Required Check Box	deselected
Range	blank

Transfer Main Account Descriptive Flexfield

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

1. Complete the steps described in Trading Partner Descriptive Flexfield, page 1-13 and create the records as described in the tables below.

Segments Summary Record for Transfer Main Account

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

Segment Record for Transfer Main Account

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

Step 8. Define Payment Terms

Define payment terms.

Navigate to the Payment Terms window.

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

To define payment terms, see Payment Terms, *Oracle Payables User Guide*.

Step 9. Define Financial Options

Define financial options and defaults.

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

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

Navigate to the Financials Options window.

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

For information on financial options, see the following:

- Defining Financials Options, *Oracle Payables User Guide*
- Supplier - Payables Financials Options, *Oracle Payables User Guide*

Step 10. Define Payables Options

Set up the following Payables options:

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

Navigate to the Payables Options window.

For information on the Payables Options window, see Defining Payables Options, *Oracle Payables User Guide*.

Step 11. Define Bank Accounts

Define bank accounts.

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

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

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

    Navigate to the Banks window.

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

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

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

    Bank accounts are required for the following:

    - interagency transactions
    - treasury confirmation
    - receivables management
    - FMS Form 224 Statement of Transactions
    - FMS Form 1219 Statement of Accountability and FMS Form 1220 Statement of Transactions

- payment formats

2. Enter bank account information for bank accounts with which the agency conducts business.

   Click Bank Accounts in the Banks window.

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

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

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

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

   For information on pooled accounts, see Bank Accounts Window Reference, *Oracle Payables User Guide*.

   To define bank accounts, see Banks, *Oracle Payables User Guide*.

3. Enter Supplier Bank Accounts and complete the following fields:

   - Enter S for Savings or C for Checking in the Account Type field of the Bank Accounts window.

   - Enter the Routing Transit Number in the Number field of the Banks window for the Bank Branch.

   - Enter the Depositor Account in the Number field of the Bank Accounts window.

   - Enter the ALC for Federal supplier in the Agency Location Code field in the Bank Accounts window.

     > **Note:** Supplier bank accounts are required for the following payment formats:
     >
     > - ECS CCD/CCD+
     > - ECS PPD/PPD+
     > - CTX ACH
     > - Bulk Data CCD+
     > - Bulk Data PPD+
     > - Consolidated Files

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

4. Enter Customer Bank Accounts and complete the following field:

   - Enter the ALC for Federal customers in the Agency Location Code field in the Bank Accounts window.

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

For information on customer bank accounts, see Defining Customer Bank Accounts,, *Oracle Payables User Guide*.

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

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

Step 12. Define Descriptive Flexfield in Payables

Invoice Distribution: Agreement Number

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

1. Navigate to the Descriptive Flexfield Segments window.

2. Query Invoice Distribution for Oracle Payables.

3. Click Segments.

The Segments Summary window appears.

4. Create a record as described in the table below.

Segments Summary Record

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

5. Click Open.

The Segments window appears.

6. Create a record as described in the table below.

Segment Record

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

Invoice Distribution Descriptive Flexfield: Treasury Symbol

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

1. Navigate to the Descriptive Flexfield Segments window.

2. Query the Invoice Distribution flexfield for Oracle Payables.

3. Click Segments.

   The Segments Summary window appears.

4. Create a record as described in the table below.

Segments Summary Record

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

5. Click **Open**.

   The Segments window appears.

6. Create a record as described in the table below.

Segment Record

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

7. Replace Segment2, under the Default Value in the table below, with the SEGMENT that corresponds to Fund Value segment in the Accounting Flexfield structure.

Step 13. Define Transaction Flexfield Structure

Define AR/AP Netting Line Transaction Flexfield

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

1. Navigate to the Descriptive Flexfield Segments window.

2. Query the Line Transaction Flexfield for Oracle Receivables.

3. In the Context Field Values region, create a new record as described in the table below.

Context Field Values for AR/AP Line Transaction Flexfield

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

4. Click Segments.

   The Segments Summary window appears.

5. Create the records as described in the table below.

Segments Summary Records

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

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

Define Accrue Finance Charges Line Transaction Flexfield

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

1. Navigate to the Descriptive Flexfield Segments window.

2. Query the Line Transaction Flexfield for Oracle Receivables.

3. In the Context Field Values region, create a new record as described in the table below.

Context Field Values for Accrue Finance Charges Line Transaction Flexfield

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

4. Click Segments.

   The Segments Summary window appears.

5. Create two records as described in the table below.

Segments Summary Records

Field	Value
Record 1	
Number	1
Name	Debit Memo Number
Window Prompt	Debit Memo Number
Column	INTERFACE_LINE_ATTRIBUTE1
Value Set	FV_CHARS
Displayed	selected
Enabled	selected
Record 2	
Number	2
Name	Debit Memo Line No
Window Prompt	Debit Memo Line No
Column	INTERFACE_LINE_ATTRIBUTE2
Value Set	INV_SRS_NUMBER
Displayed	selected
Enabled	selected
Record 3	

Field	Value
Number	3
Name	Finance Charge Type
Window Prompt	Finance Charge Type
Column	INTERFACE_LINE_ATTRIBUTE3
Value Set	FV_CHARGE_TYPE
Displayed	selected
Enabled	selected
Record 4	
Number	4
Name	Inv Payment Schedule ID
Window Prompt	Invoice Payment Schedule ID
Column	INTERFACE_LINE_ATTRIBUTE4
Value Set	FV_NUMBER
Displayed	selected
Enabled	selected

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

Define Accrue Finance Charges Invoice Transaction Flexfield

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

1. Navigate to the Descriptive Flexfield Segments window.

2. Query the Invoice Transaction Flexfield for Oracle Receivables.

3. In the Context Field Values region, create a new record as described in the table below.

Context Field Values for Accrue Finance Charges Invoice Transaction Flexfield

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

4. Click Segments.

   The Segments Summary window appears.

5. Create two records as described in the table below.

Segments Summary Records

Field	Value
Record 1	
Number	1
Name	Debit Memo Number
Window Prompt	Debit Memo Number
Column	INTERFACE_HEADER_ATTRIBUTE1
Value Set	FV_CHARS
Displayed	selected
Enabled	selected
Record 2	
Number	3
Name	Finance Charge Type
Window Prompt	Finance Charge Type
Column	INTERFACE_HEADER_ATTRIBUTE3
Value Set	FV_CHARGE_TYPE
Displayed	selected
Enabled	selected

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

To define Transaction Flexfield Structures, see Transaction Flexfields, *Oracle Receivables User Guide*.

Step 14. Define Lookups

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

In Receivables, navigate to the Receivables Lookups window.

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

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

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

The customer category is used as an attribute for reporting. The Receivables Activity Worksheet requires one customer category for Consumer Receivables and one customer category for Commercial Receivables.

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

To define Receivables Lookups, see Defining Receivables Lookups, *Oracle Receivables User Guide*.

Step 15. Define Payment Terms

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

If necessary, define additional payment terms.

In Receivables, navigate to the Payment Terms window.

To define payment terms, see Payment Terms, *Oracle Receivables User Guide*.

Step 16. Define AutoAccounting

Define AutoAccounting.

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

For information on setting up AutoAccounting, see AutoAccounting, *Oracle Receivables User Guide*.

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

Step 17. Define Transaction Types

Create transaction types for the SF 1080 Voucher for Transfers Between Appropriations and/or Funds, the SF 1081 Voucher and Schedule of Withdrawals and Credits, and IPAC transactions if transaction type is used to restrict the printing of these invoices.

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

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

Navigate to the Transaction Types window.

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

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

Transaction types are required for Federal Finance Charges, Receivable Types, and Report on Receivables Activity Worksheet.

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

The CM-AR/AP Netting transaction type must be set up as described in the table below.

CM-AR/AP Netting Transaction Type Setup

Field	Value
Name	CM-AR/AP Netting
Description	Credit Memo for AR/AP Netting Transaction
Class	Credit Memo
Open Receivable	Selected
Post to GL	Selected
Printing Option	Do Not Print
Transaction Status	Open
Allow Freight	Not Selected
Creation Sign	Negative Sign
Tax Calculation	Not Selected
Natural Application Only	Selected
Allow Overapplication	Not Selected
[Accounts]	Enter as defined in AutoAccounting.

To define transaction types, see Transaction Types, *Oracle Receivables User Guide*.

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

Step 18. Define Transaction Sources

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

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

Navigate to the Transaction Sources window.

Transaction batch sources are required for receivables management.

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

The AR/AP Netting transaction batch source must be set up as described in the table below.

AR/AP Netting Transaction Batch Source Setup

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

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

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

The finance charge transaction batch source must be set up as described in the table below.

Finance Charge Transaction Batch Source Setup

Field	Value
Batch Source Region	
Name	user-defined
Description	user-defined
Type	Imported
Active	Selected
Automatic Batch Numbering	Not Selected
Automatic Transaction Numbering	Not Selected
Standard Transaction Type	blank or user-specified
Credit Memo Batch Source	blank
AutoInvoice Options Region	
Invalid Tax Rate	Correct
Invalid Line	Reject Invoice
Create Clearing	Not Selected
GL Date in a Closed Period	Reject
Allow Sales Credit	Selected
Grouping Rule	Default
Customer Information Region	
Sold To Customer	Id
Bill to Customer	Id
Bill to Address	Id
Bill to Contact	None
Ship to Customer	None
Ship to Address	None
Ship to Contact	None
Payment Method Rule	Value
Customer Bank Account	Value

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

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

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

Step 19. Define Receivables Activities

Create receivables activities.

In Receivables, navigate to the Receivables Activities window.

For each finance charge type, one finance charge debit memo is created by the finance charge accruals process for each late invoice. For each subsequent accrual of a particular

finance charge on an invoice, an adjustment is created for the original finance charge debit memo. This adjustment requires a receivables activity.

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

Receivables activities are required for receivables management.

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

To define receivables activities, see Receivables Activities, *Oracle Receivables User Guide*.

Step 20. Define Receipt Classes

Create receipt classes.

The billing agency defines a receipt class and payment method for the SF 1081 and the IPAC invoices in the Receipt Classes window. A primary bank account is assigned to the payment method for the SF 1081 and IPAC invoices in the Remittance Banks window, which is accessed by clicking Bank Accounts in the Receipt Classes window.

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

For information on receipt classes, see Receipt Classes, *Oracle Receivables User Guide*.

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

Step 21. Define Receipt Sources

Create receipt sources.

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

For information on receipt sources, see Receipt Sources, *Oracle Receivables User Guide*.

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

Step 22. Define Dunning Letters

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

Dunning letters are required for receivables management.

To create dunning letters, see Dunning Letters, *Oracle Receivables User Guide*.

Step 23. Define Customer Profile Classes

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

To define customer profile classes, see Defining Customer Profile Classes, *Oracle Receivables User Guide*.

Step 24. Define Customers

The following information applies to defining customers in Receivables:

- If using FACTS I or IPAC, enter a FEDERAL Customer Class for new and existing federal customers and enter a Trading Partner/Receiving Department Code in the Trading Partner Descriptive Flexfield in the Customers window.

- Receivables payment methods can be assigned in the Payment Methods tab of the Customer Addresses window.

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

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

In Receivables, navigate to the Customers window.

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

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

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

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

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

To define customers, see the following:

- Entering Parties and Customer Accounts, *Oracle Receivables User Guide*
- Customer Accounts Field Reference, *Oracle Receivables User Guide*

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

Step 25. Define Remit-To Addresses

Create remit-to addresses.

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

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

For information on remit-to addresses, see Remit-To Addresses, *Oracle Receivables User Guide*.

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

Step 26. Define Units of Measure

Define a unit of measure for EACH.

Navigate to the Units of Measure window.

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

The EACH unit of measure must be set up as described in the table below.

EACH Unit of Measure Setup

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

Step 27. Define Lockboxes

Lockboxes must be defined to use the Receivables AutoLockbox program.

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

Step 28. Define Descriptive Flexfields in Receivables

This section describes the following descriptive flexfields:

- Customer Information Descriptive Flexfield, page 1-37
- Adjustment Information Descriptive Flexfield, page 1-38

Customer Information Descriptive Flexfield

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

1. Navigate to the Descriptive Flexfield Segments window.

2. Query the Customer Information flexfield for Oracle Public Sector Receivables.

3. Click Segments.

   The Segments Summary window appears.

4. Create a record as described in the table below.

   Segments Summary Record for Customer Information

Field	Value
Number	user-defined value
Name	Trading Partner
Window Prompt	Trading Partner
Column	Select an attribute from the list of values to be used to store the Trading Partner value for the customer.
Value Set	FV_6_CHARS
Displayed	selected
Enabled	selected

5. Click Open.

   The Segments window appears.

6. Create a record as described in the table below.

   Segment Record for Customer Information

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

Adjustment Information Descriptive Flexfield

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

1. Navigate to the Descriptive Flexfield Segments window.

2. Query the Customer Information flexfield for Oracle Public Sector Receivables.

3. Click Segments.

   The Segments Summary window appears.

4. Create a record as described in the table below.

Segments Summary Record for Adjustment Information

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

5. Click Open.

   The Segments window appears.

6. Create a record as described in the table below.

Segment Record for Adjustment Information

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

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

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

Step 29A. Define Organizations

Define organizations and organization types for the agency.

Navigate to the Organization window.

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

Organizations and organization types are required for federal setup options.

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

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

To define organizations and organization types, see Creating an Organization, *Using Oracle HRMS - The Fundamentals*.

Step 29B. Define Oracle Purchasing Lookups

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

Navigate to the Lookups window.

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

To set up the Vendor Type Lookup to specify the Federal indicator, enter FEDERAL in the Name field. FACTS I account balances generated from customers with the Vendor Type Lookup set to FEDERAL are designated F when the US SGL account is defined as a Federal, Either Federal, or Non-Federal account in the FACTS Attributes window. All other balances are designated N.Pay Groups for Employee Payment Type must be set up to enable users to map pay groups in the Employee Payment Type Mapping window for using the ECS PPD/PPD+ payment format, Bulk Data PPD+, Bulk Data Salary/Travel NCR, Bulk Data NCR, and the ECS NCR Check Payment Format for Employee Payments.

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

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

Step 30. Set Up Suppliers

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

To set up suppliers:

1. Navigate to the Suppliers window.

2. Enter supplier information.

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

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

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

- ECS PPD/PPD+

- ECS NCR if the payments are related to Employees

- Bulk Data PPD+

- Bulk Data NCR if payments are related to Employees

- Bulk Data Salary/Travel NCR

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

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

- ECS CCD/CCD+

- ECS PPD/PPD+

- CTX ACH

- Bulk Data CCD+

- Bulk Data PPD+

- Consolidated Files

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

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

For information on suppliers, see Suppliers, *Oracle Payables User Guide*.

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

Step 31. Define Descriptive Flexfield in Purchasing

PO Distributions Descriptive Flexfield

Define the PO Distributions descriptive flexfield in the Descriptive Flexfield Segments window.

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

2. Query PO Distributions for Oracle Public Sector Purchasing.

3. Click Segments.

   The Segments Summary window appears.

4. Create a record as described in the table below.

Segments Summary Record for PO Distributions

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

5. Click Open.

   The Segments window appears.

6. Create a record as described in the table below.

Segment Record for PO Distributions

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

Requisition Headers Descriptive Flexfield

Define the Requisition Headers descriptive flexfield in the Descriptive Flexfield Segments window.

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

2. Query Requisition Headers for Oracle Public Sector Purchasing.

3. Click Segments.

   The Segments Summary window appears.

4. Create a record as described in the table below.

Segments Summary Record for Requisition Headers

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

5. Click **Open**.

   The Segments window appears.

6. Create a record as described in the table below.

Segment Record for Requisition Headers

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

PO Headers Descriptive Flexfield

Define the PO Headers descriptive flexfield in the Descriptive Flexfield Segments window.

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

2. Query PO Headers for Oracle Public Sector Purchasing.

3. Click Segments.

   The Segments Summary window appears.

4. Create a record as described in the table below.

Segments Summary Record for PO Headers

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

5. Click Open.

   The Segments window appears.

6. Create a record as described in the table below.

Segment Record for PO Headers

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

Receiving Transactions Descriptive Flexfield

Define the Receiving Transactions descriptive flexfield in the Descriptive Flexfield Segments window.

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

2. Query Receiving Transactions for Oracle Public Sector Purchasing.

3. Click Segments.

   The Segments Summary window appears.

4. Create a record as described in the table below.

Segments Summary Record for Receiving Transactions

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

5. Click **Open**.

   The Segments window appears.

6. Create a record as described in the table below.

Segment Record for Receiving Transactions

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

Vendors Descriptive Flexfield

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

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

2. Query Vendors for Oracle Public Sector Purchasing.

3. Click Segments.

   The Segments Summary window appears.

4. Create a record as described in the table below.

Segments Summary Record for Vendors

Field	Value
Number	user-defined value
Name	Trading Partner
Window Prompt	Trading Partner
Column	Select an attribute from the list of values to be used to store the Trading Partner value for the supplier.
Value Set	FV_6_CHARS
Displayed	selected
Enabled	selected

5. Click Open.

   The Segments window appears.

6. Create a record as described in the table below.

Segment Record for Vendors

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

Step 32. Define Descriptive Flexfield in Projects

Expenditure Items Descriptive Flexfield

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

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

   Setup - Flexfields - Descriptive - Segments

2. Query Expenditure Items for Oracle Projects.

3. Click Segments.

   The Segments Summary window appears.

4. Create a record as described in the table below.

Segments Summary Record for Expenditure Items

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

5. Click Open.

   The Segments window appears.

6. Create a record as described in the table below.

Segment Record for Expenditure Items

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

Step 33. Set Up Oracle Workflow

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

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

Step 34. Set Up Federal Seed Data

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

To set up federal seed data, see Federal Seed Data Setup, page 2- 1 .

Step 35. Set Up Federal System Parameters

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

- FACTS I Trading Partner for customers, vendors, and journals

- FACTS II Public Law Code, Advance Type, Transfer Department ID, Transfer Main Account for journals

- 220-9 Adjustment Status

- SF-224 Accomplished Date

- Transaction Date for requisitions, purchase orders, and receiving transactions

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

To set up federal system parameters, see Federal System Parameters Setup, page 3- 1 .

Step 36. Set Up Federal Options

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

To define and update federal setup options, see Federal Options Setup, page 4- 1 .

Step 37. Set Up Treasury Account Codes

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

To define treasury account codes, see Treasury Account Codes Setup, page 5- 1 .

Step 38. Set Up Federal Account Symbols

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

To define a federal account symbol, see Federal Account Symbols Setup, page 6- 1 .

Step 39. Set Up Budget Account Codes

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

To define budget account codes, see Budget Account Codes Setup, page 7- 1 .

Step 40. Set Up Appropriation Parameters

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

To define appropriation parameters, see Appropriation Parameters Setup, page 8- 1 .

Step 41. Set Up Budget Fiscal Year Mapping

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

To map budget fiscal year, see Mapping Budget Fiscal Year Setup, page 9- 1 .

Step 42. Set Up Oracle U.S. Federal General Ledger Budget Execution

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

To set up Oracle U.S. Federal General Ledger Budget Execution, see Budget Execution Setup, page 12- 1 .

Step 43. Set Up Prior Year Adjustments

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

To setup prior year adjustments, see Prior Year Adjustments Setup, page 13- 1 .

Step 44. Set Up Federal Reports Table

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

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

To set up the federal reports table, see Federal Reports Table Setup, page 14- 1 .

Step 45. Set Up Federal Report Definitions

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

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

To set up federal report definitions, see Federal Report Definitions Setup, page 15- 1 .

Step 46. Set Up Enhanced Transaction Codes

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

To define enhanced transaction codes, see Enhanced Transaction Codes Setup, page 16- 1 .

Step 47. Set Up Payment Terms Types

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

To define payment terms types, see Payment Terms Types Setup, page 17- 1 .

Step 48. Define Holiday and Non-Working Dates

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

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

Step 48. Define Holiday and Non-Working Dates

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

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

Step 49. Set Up Current Value of Funds

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

To set up current value of funds rates, see Current Value of Funds Setup, page 19- 1 .

Step 50. Set Up Treasury Offset Exclusion

Define criteria to exclude payments from agency offset.

To define payments for exclusion, see Treasury Offset Exclusion Setup, page 20- 1 .

Step 51. Set Up Employee Payment Type Mapping

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

To set up employee payment type mapping, see Employee Payment Type Mapping Setup, page 21- 1 .

Step 52. Set Up Third Party Payments

Set up third party payment relationships between suppliers.

To set up third party relationships, see Third Party Payments Setup, page 10- 1 .

Step 53. Set Up Automatic Sequence Numbering of Payment Batches

Set up automatic sequence numbering of payment batches.

To set up automatic sequence numbering, see Automatic Sequence Numbering of Payment Batches Setup, page 11- 1 .

Step 54. Set Up Receivables and Payables Netting

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

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

To set up receivables and payables netting, see Receivables and Payables Netting Setup, page 22- 1 .

Step 55. Set Up Delinquent Invoice Referral

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

To define delinquent invoice referral information, see Delinquent Invoice Referral Setup, page 23- 1 .

Step 56. Set Up Finance Charges

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

To define finance charges, see Finance Charges Setup, page 24- 1 .

Step 57. Set Up Transaction Code Mapping

Map finance transaction codes for the Cash Receipt process.

To map finance transaction codes, see Transaction Codes Mapping Setup, page 25- 1 .

Step 58. Set Up Federal Receivable Types

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

• Receivables Activity Worksheet

• Delinquent Invoices Eligible for Referral Report

• Delinquent Invoice Referral Report

• Invoice Status Report

To set up federal receivable types, see Receivable Types Setup, page 26- 1 .

Step 59. Set Up Year-End Closing Definitions

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

To define year-end closing definitions, see Year-End Closing Setup, page 27- 1 .

2

Federal Seed Data Setup

Overview

Oracle U.S. Federal Financials provides predefined lookups. The Define Federal Lookups window defines and updates federal lookups to help speed data entry and ensure accuracy.

The Load Federal Financial Seed Data procedure adds predefined seed data in Oracle Payables and Oracle General Ledger.

Use Federal lookups for processing agency transactions for further classification of the balancing segment of the accounting flexfield and for other features in Federal Financials as needed.

The federal lookups appear in the list of values for the appropriate field.

The Load Federal Financial Seed Data procedure adds the following:

- predefined payment formats and lookups to Payables

- predefined lookups to Receivables

- predefined sources and categories to General Ledger

Defining Federal Lookups Procedure

To define federal lookups:

1. Navigate to the Oracle Federal Financials Lookups window.

2. Enter information in the Oracle Federal Financials Lookups window as required.

Loading Federal Financial Seed Data Procedure

To load Federal Financial seed data:

1. Navigate to the Submit Request window.

2. In the Name field, select Load Federal Financial Seed Data from the list of values.

3. Click OK.

4. To load Federal Financial seed data, click Submit.

> **Note:** This procedure should be submitted after each upgrade of
> Federal Financials to load the seed data required for new or enhanced
> functionality.

3

Federal System Parameters Setup

Definition

The Define Federal System Parameters window stores the attribute column information for the following:

- FACTS I trading partner of the customer, vendor, and journal lines

- FACTS II public law code, advance type, transfer department ID, and transfer main account for journal lines

- 220-9 Adjustment Status

- FMS 224 reporting if using Oracle Projects

- FACTS Transaction Register transaction date for requisitions, purchase orders, and receiving transactions

These parameters remain constant across set of books and organizations.

Purpose

The FACTS I process derives the attribute column stored in the Define Federal System Parameters window to determine the Trading Partner Descriptive Flexfield attribute for the customer, vendor, or journal line. The value in the Trading Partner Descriptive Flexfield is reported on the FACTS I file to further categorize the general ledger account balances designated as F for Federal.

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

The Receivables Activity Worksheet process derives the attribute column stored in the Define Federal System Parameters window to determine the Adjustment Status Descriptive Flexfield attribute. Users use the value in the Adjustment Status Descriptive Flexfield for reporting in the Adjustments section.

The FMS 224 report process derives the attribute column stored in the Define Federal System Parameters window to determine the Accomplished Date of payment on expenditure items in Oracle Projects. The value in the Expenditure Item descriptive flexfield is used for reporting the Accomplished date on the FMS 224.

The FACTS Transaction Register process derives the attribute column stored in the Define Federal System Parameters window to determine the transaction date for requisitions, purchase orders, and receiving transactions in Oracle Purchasing.

Prerequisites

- The Customer Trading Partner Descriptive Flexfield must be defined for Customer Information in Oracle Receivables.

  To define the Customer Trading Partner Descriptive Flexfield for customer information, see Define Descriptive Flexfields in Receivables, page 1-37.

- The Vendor Trading Partner Descriptive Flexfield must be defined for Vendors in Oracle Purchasing.

  To define the Vendor Trading Partner Descriptive Flexfield for Vendors, see Define Descriptive Flexfield in Purchasing, page 1-41.

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

  To define the Enter Journals: Lines Descriptive Flexfield, see Define Descriptive Flexfield in General Ledger, page 1-13.

- The Adjustment Status Descriptive Flexfield must be defined for Adjustment Information in Receivables.

  To define the Adjustment Status Descriptive Flexfield for Adjustment Information, see Define Descriptive Flexfields in Receivables, page 1-37.

- The Expenditure Items Descriptive Flexfield must be defined for the Accomplished Date in Oracle Projects if using Projects and if users want the Projects Accomplished Date to be used in the FMS 224 report process. If this field is not populated, the FMS 224 report process uses the GL Posting date as the Accomplished Date.

  To define the Expenditure Item Descriptive Flexfield for the Accomplished Date, see Define Descriptive Flexfield in Projects, page 1-46.

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

  To define the Transaction Date for requisitions descriptive flexfield, see Define Descriptive Flexfield in Purchasing, page 1-41.

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

  To define the Transaction Date for purchase orders descriptive flexfield, see Define Descriptive Flexfield in Purchasing, page 1-41.

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

To define the Transaction Date for receiving transactions descriptive flexfield, see Define Descriptive Flexfield in Purchasing, page 1-41.

Defining Federal System Parameters Procedure

To define federal system parameters:

1. Navigate to the Define Federal System Parameters window.

2. Enter data in the Define Federal System Parameters window as described in Define Federal System Parameters Window Description, page 3-4 .

3. Save your work.

Define Federal System Parameters Window Description

Define Federal System Parameters Window Description, FACTS Attributes Tab

Field Name	Type	Features	Description
Customer Trading Partner	required	list of values	FACTS I customer attribute **Note:** Select the same attribute used in the Trading Partner Descriptive Flexfield for Customer Information.
Vendor Trading Partner	required	list of values	FACTS I vendor attribute **Note:** Select the same attribute used in the Trading Partner Descriptive Flexfield for Vendors.
Journal Trading Partner	optional	list of values	FACTS I journal attribute **Note:** Select the same attribute used in the Trading Partner Descriptive Flexfield for Enter Journals: Lines.
Public Law Code	optional	list of values	FACTS II public law code attribute **Note:** Select the same attribute used in the Public Law Code Descriptive Flexfield for Enter Journals: Lines.
Advance Type	optional	list of values	FACTS II advance type attribute **Note:** Select the same attribute used in the Advance Type Descriptive Flexfield for Enter Journals: Lines.

Field Name	Type	Features	Description
Transfer - Department ID	optional	list of values	FACTS II transfer department ID attribute; required when there is a value for Transfer - Main Account
			Note: Select the same attribute used in the Transfer - Department ID Descriptive Flexfield for Enter Journals: Lines.
Transfer - Main Account	optional	list of values	FACTS II transfer main account attribute; required when there is a value for Transfer - Department ID
			Note: Select the same attribute used in the Transfer - Main Account Descriptive Flexfield for Enter Journals: Lines.

Define Federal System Parameters Window Description, Reporting Attributes Tab

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

Define Federal System Parameters Window Description, Transaction Date Attributes

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

4

Federal Options Setup

Overview

The Federal Setup Options are required for the following:

- Payments
- Confirmation
- Posting
- Receivables management
- Interagency transactions
- SF 1080 Voucher for Transfers Between Appropriations and/or Funds
- SF 1081 Voucher and Schedule of Withdrawals and Credits
- IPAC transactions
- FMS Form 224 Statement of Transactions
- FMS Form 1219 Statement of Accountability and FMS Form 1220 Statement of Transactions
- SF 133 Report on Budget Execution
- FACTS II
- Receivables and payables netting
- Economically beneficial discount
- Enhanced transaction codes
- Cash Position Detail report
- Lockbox
- RFC identifier definition in the Banks window

The table below shows the fields in the Define Federal Options window that are used to meet specific federal requirements.

Federal Requirements Met by Define Federal Options Window

Field Name	Federal Requirements
Asset Discount Transaction Code	Posting
Expense Discount Transaction Code	Posting
Agency Location Code	Receivables Interagency Transactions
Federal Employer ID Number	Bulk Data Payment Formats
Disbursement in Transit Check Box	Confirmation
Disbursement in Transit Cash Transaction Code	Confirmation
Default ALC Check Box	Receivables Interagency Transactions
DUNS Number	Receivables Interagency Transactions
Interagency Paygroup	Payables Interagency Transactions
Enforce Tolerance Check Box	Prepayments
Tolerance %	Prepayments
Advance Limit	Prepayments
Enforce Tolerance Check Box	Payables Invoice Transactions
Shipment Tolerance %	Payables Invoice Transactions

Prerequisites

- Define the US SGL transaction codes in Oracle General Ledger.

  See Define Transaction Codes, page 1-13.

- Define an interagency paygroup in Oracle Payables.

  See Define Lookups, page 1-28.

- Define organizations and organization types in Oracle Purchasing.

  See Define Organizations, page 1-39.

- Define a bank account designating the Agency Location Code (ALC).

  See Define Bank Accounts, page 1-19.

Defining Federal Options Setup

To define federal options:

1. Navigate to the Define Federal Options window.

2. In the Discount Options region, select a valid US SGL or General Ledger transaction code.

3. In the Name field, select the agency's legal entity name, as defined in Oracle Purchasing.

4. To view data in the Address Location window, click Details.

5. In the Name field, select the operating unit name, if required.

6. In the Agency Location Code field, select a unique agency identifier for the Department of the Treasury, if the Default ALC check box is checked in the Interagency tab.

7. Enter the federal employer ID number, if required.

8. Check the Disbursement in Transit check box to enable disbursement in transit.

9. Enter a valid US SGL or General Ledger transaction code as the cash transaction code.

10. In the Interagency tab, check the Default ALC check box if the ALC defined in the Agency Location field is used as a default for Receivables interagency transactions.

11. Enter the DUNS (Dun and Bradstreet Universal Numbering System) number that is used in the IPAC process, if required.

12. Select the valid interagency paygroup.

13. In the Prepayments tab, check the Enforce Tolerance check box, if you want to enforce tolerance for prepayments.

14. In the Tolerance % field, enter the allowable variance between the prepayment amount matched to a purchase order shipment and the purchase order shipment.

15. In the Advance Limit field, enter the maximum dollar amount for employee prepayment transactions.

16. In the Payables tab, check the Enforce Tolerance check box.

17. In the Shipment Tolerance % field, enter the allowable variance between all invoice amounts matched to a purchase order shipment and the purchase order shipment.

> **Note:** You must define federal options for each operating unit, if Oracle Applications Multiple Organizations is implemented.

5

Treasury Account Codes Setup

Definition

Users can perform the following tasks in the Define Treasury Account Codes window:

- enter treasury account code information
- set up Federal Account Symbols
- select the appropriate fund type for the selected treasury account code
- identify available and unavailable receipt accounts
- identify rollup treasury account codes for reporting in Federal Agencies' Centralized Trial Balance System I (FACTS I)

Users define Treasury account codes in the Federal Account Symbols and Titles (FAST) Book, a supplement of the Treasury Financial Manual.

Purpose

Accounts are the basis for reporting for the Federal Government's financial transactions. They are classified as receipt or expenditure accounts and are assigned to a fund type and treasury account code or fund group based on their characteristics and the nature of the transactions that they support.

Treasury account codes are required to run the following processes:

- FACTS I
- FACTS II
- Year-End Closing

> **Note:** FACTS II uses the term Treasury Account Code and FACTS I uses the term Fund Group to refer to the same field.

Treasury account codes are also required to enter data in the Define Federal Account Symbols window.

The following rollup groups are required by FACTS:

- clearing accounts
- deposit fund accounts
- unavailable receipt accounts for Treasury General Fund

- unavailable receipt accounts for Special and Trust Fund

Defining Treasury Account Codes Procedure

To define treasury account codes:

1. Navigate to the Define Treasury Account Codes window.

2. Enter data in each field of the window as described in theDefine Treasury Account Codes Window Description table, page 5- 3 .

3. Save your work.

Define Treasury Account Codes Window Description

Define Treasury Account Codes Window Description

Field Name	Type	Features	Description
Treasury Account Code	required		treasury account code; assigned by Department of Treasury
Rollup	optional	check box	if selected, indicates that this is a rollup treasury account code which is to be reported in FACTS I
Federal Account Symbol Name	required		treasury account code description; also called federal account symbol name
Fund Type	required	list of values	fund type, such as General Fund, Deposit Fund, Trust Fund, Special Fund, Revolving Fund Receipt Account, Management and Consolidated Working Fund, or Clearing Account
Receipt Account	optional	drop-down list	receipt account type; enabled when Fund Type is General Fund, Special Fund, or Trust Fund. Valid values include Available and Unavailable
FACTS I Rollup	optional	list of values	determines what rollup treasury account code or fund group that the selected treasury account code belongs to for FACTS I reporting; enabled if Rollup is not selected and Fund Type is Clearing Account or Deposit Fund; or if Receipt Account is Unavailable
[Descriptive Flexfield]	optional		user-customization field

6

Federal Account Symbols

Federal Account Symbols

A federal account symbol is a group of numbers that identifies the agency responsible for the appropriation and fund classification without regard to the period of availability to incur new obligations. The federal account symbol is the summary level of the treasury symbol.

A treasury symbol is a group or combination of numbers to identify the agency responsible for the appropriation, period of availability, and fund classification. Users define treasury symbols in accordance with a prescribed system of account classification and identification as set forth by the Department of Treasury.

In the Define Federal Account Symbols window, users enter fields such as financing account and cohort segment that are listed in the Federal Agencies' Centralized Trial-Balance System II (FACTS II). In addition, the Define Federal Account Symbols window contains fields that comprise an agency's treasury symbol, which is built dynamically from fields entered in this window. When building the treasury symbol, fields that are optional, such as department transfer, treasury appropriation fund symbol (TAFS) sub-account, or TAFS split code, and fields that do not have a value entered are not recorded as part of the treasury symbol, as shown in the table below.

Treasury Symbol Examples

Dept Code	Acct. Code	Dept Transfer	Time Frame	Years Available	Est. FY	Expiration	TAFS Sub-acct	TAFS Split Code	Treasury Symbol
69	2345	15	single	1	1999	1999			69-15-99-2345
69	2345	15	multi-year	3	1999	2001			69-15-9901-2345
69	2345	15	no-year		1999				69-15-X-2345
69	2345		single	1	1999	1999			69-99-2345
69	2345		multi-year	2	1999	2000	921		69-9900-2345-921
69	2345	10	multi-year	5	1999	2003	921	023	69-9903-2345-921-022
69	2345		no-year		1999				69-X-2345

Defining Federal Account Symbols

Use the Define Federal Account Symbols window to define a federal account symbol and its associated treasury symbols and appropriations.

Prerequisites

Before you can define federal account symbols, you must:

- Define treasury account codes. See: Treasury Account Codes Setup, page 5- 1 .

- For agencies that report cohorts, define an accounting flexfield segment that captures the cohort years.

- Define accounting periods. See: Defining Calendars, *Oracle General Ledger User Guide* and Adding Periods to Calendars, *Oracle General Ledger User Guide*.

To define federal account symbols:

1. Navigate to the Define Federal Account Symbols window.

2. Enter a Treasury Department Code.

3. Enter a Treasury Account Code.

4. Enter a Federal Account Symbol Name.

5. In the Financing Account field, enter *Direct*, *Guaranteed*, or *Non-financing*.

6. If the financing account is *Direct* or *Guaranteed*, enter in the Cohort Segment field the accounting flexfield segment that lists the cohort year.

7. In the Start Date field, enter the date this federal account symbol was established.

8. If applicable, in the End Date field enter the date that the agency is terminated and all associated treasury symbols cancelled.

9. Choose the Appropriation Year Dates tab. Use the Appropriation Year Dates tabbed region to define the Department of Treasury agency codes that receive funds through an allocation transfer.

10. In the Dept Transfer field, enter a number to identify this allocation transfer.

11. Enter the Time Frame for this appropriation.

12. If the time frame is *Multi-Year*, in the Years Available field enter the number of years the appropriation is available.

13. In the Year Established field, enter the year the appropriation was established.

14. If the time frame is *One Year* or *Multi-Year*, enter the appropriation Expiration date.

15. If the time frame is *One Year* or *Multi-Year*, enter the appropriation Cancellation date, if applicable.

16. Update the Treasury Symbol. The default treasury symbol is built in this way:

    - One-year appropriations - the fiscal year is last two digits of the established fiscal year.

    - Multi-year appropriations - fiscal year is last two digits of established fiscal year and last two digits of calculated expiration date.

    - No year or revolving appropriations - the fiscal year value is *X*.

17. Repeat steps 10 to 16 for any other allocation transfers.

18. Save your work.

19. Choose the Sub-accounts/Splits tab. Use the Sub-accounts/Splits tabbed region to define the sub-accounts for allocation transfers.

20. In the Sub-acct field, enter the account subdivision of the treasury symbol, as defined by the Department of Treasury.

21. In the Split Code field, enter the treasury symbol for the subdivision, as defined by the Office of Management and Budget (OMB) or the Department of Treasury.

22. In the Split Name field, enter the name of this subdivision.

23. If necessary, update the Treasury Symbol. The treasury symbol is a compilation of the department code, department transfer account code, fiscal year, main account code, TAFS sub-account, and TAFS split code. Optional fields that do not have a value entered are not included as part of treasury symbol.

24. Save your work.

7

Budget Account Codes Setup

Overview

The budget account is an administrative or functional subdivision of a budget agency and must have at least one federal account symbol associated with it. The Define Budget Account Codes window defines and updates an agency's budget account code information.

The federal account symbol must be established before defining the budget account because a budget account must be associated with a federal account symbol.

In the Define Budget Account Codes window, specify these values to describe the budget account:

- Budget status indicator
- Budget Enforcement Act (BEA) category
- Borrowing source values
- Function

Prerequisites

The federal account symbol to be associated with the budget account code must be established.

To define a federal account symbol, see Federal Account Symbols Setup, page 6- 1 .

Defining Budget Account Codes

To define budget account codes:

1. Navigate to the Define Budget Accounts window.

2. Enter the budget account code.

3. Enter the budget account name.

4. Select the Budget Enforcement Act (BEA) category, if required.

5. Select the Budget Status Indicator, if required.

6. Select the Borrowing Source, if required.

7. Select the Function, if required.

8. Enter any additional information about defining the budget accounts in the descriptive flexfield, if required.

9. Select the Federal Account Symbol Name, if required.

10. Enter any other information about the federal account symbol name in the descriptive flexfield, if required.

8

Defining Appropriation Parameters

Defining Appropriation Parameters

Use the Define Appropriation Parameters window to enter appropriation accounting information for treasury symbols. Appropriation parameters are required to process:

- Year-end closing definitions
- Year-end closing
- Funds inquiry
- SF 1081 Voucher and Schedule of Withdrawals and Credits
- IPAC Bulk File
- Funds Availability Reports
- FMS Form 224 Statement of Transactions
- FMS Form 1219 Statement of Accountability and FMS Form 1220 Statement of Transactions
- Payment formats
- FACTS I
- FACTS II
- Budget execution
- Financial statements

Prerequisites

Before you can define appropriation parameters, you must:

- Define natural account and balancing segment values. See: Define Accounting Flexfield, page 1-11.
- Define federal account symbols. See: Federal Account Symbols Setup, page 6- 1 .
- Define subfunction description values for the lookup type FV_BUDGET_ SUBFUNCTION. The lookup codes must contain the three digit OMB Budget Subfunction that is reported on FACTS I. See: Federal Seed Data Setup, page 2- 1 .

To define appropriation parameters:

1. Navigate to the Define Appropriation Parameters window.

2. Enter the Treasury Symbol that you want.

3. In the FMS 224 Type field, enter the account type: Disbursement Account, Receipt Account, Revolving Account.

4. Enter the Resource Type.

   If a budget execution transaction is entered for the treasury symbol, you cannot update this field.

5. In the Definite/Indefinite field, classify the appropriation according to the amount of budget authority indicated by appropriation law.

6. In the Custodial/Non-Custodial field, indicate the custodial value for FACTS I and consolidated financial statements: Custodial, Non-Custodial, or both.

7. In the Agency Information region, enter the Bureau ID and Business Line code of the agency.

8. In the Net Outlay Amounts region, enter the net outlay amounts by quarter, as reported by the Department of Treasury to federal agencies via the FMS Form 6653 - Undisbursed Appropriation Account Ledger.

   These values are used in the FACTS II edit check process for Edit Check 12.

9. In the Year End Processing region, enter the Preclosing Unexpended Amount.

   This value is used in the FACTS II edit check process for Edit Check 7.

10. Check the Close Requisitions box, if you want to close requisitions related to the treasury symbol during the year-end closing process.

11. Choose the Other Authorizations button to navigate to the Authorizations window.

Use the Authorizations window to list preclosing undisbursed dollar amounts and the associated authorizations. These values are used in the FACTS II edit check process for Edit Check 6.

12. Enter the first Authorization Code.

13. Enter the Preclosing Undisbursed Amount under this authorization.

14. Repeat steps 12 and 13 for the authorizations that you want.

15. Navigate to the Accounts tabbed region.

16. In the Fund Value field, enter or update the balancing segment for the first fund that you want.

17. In the Fund Category field, enter the fund allotment classification.

> **Note:** If a budget execution transaction is entered for a fund value, you cannot update the Fund Value and Fund Category fields.

18. In the Funds Available Accounting Information, enter or update the natural account segment for the Budget Authority, Unliquidated Commitments, Unliquidated Obligations, and Expenditures.

19. Choose the Subfunctions tab.

20. In the Subfunction Description, enter the OMB Budget subfunction code for this fund.

21. Choose the Other tab.

22. If necessary, check the Red Status box to indicate that the fund is in red status.

23. If necessary, check the Prior Year Recoveries box to indicate that the fund is available for prior year recoveries.

24. Repeat steps 16 to 23 for each fund that you want.

25. Save your work.

9

Mapping Budget Fiscal Year Setup

Definition

The Budget Fiscal Year Segment Mapping window defines the budget fiscal year segment of the Accounting Flexfield and maps the period year to the budget fiscal year segment values for each period year.

Purpose

The budget fiscal year mapping setup information is used as follows:

- In the PYA Transaction Pool procedure, this setup information determines which transactions are PYA transactions by detecting an incorrect match between the budget fiscal year segment value of the Accounting Flexfield and the general ledger transaction date.

- The Year of Budget Authority reported for FACTS II is determined from this setup information by comparing the reporting year to the budget fiscal year segment value of the Accounting Flexfield.

Prerequisites

- The budget fiscal year segment must be defined within the Accounting Flexfield structure.

  To define the budget fiscal year segment, see Define Accounting Flexfield, page 1-11.

- Accounting periods must be defined.

  To open and close accounting periods, see Defining Calendars, *Oracle General Ledger User Guide* and Adding Periods to Calendars, *Oracle General Ledger User Guide*.

Mapping Budget Fiscal Year Procedure

To map the period year to the budget fiscal year segment values for each fiscal year:

1. Navigate to the Budget Fiscal Year Segment Mapping window.

2. Enter data in each field of the Budget Fiscal Year Segment Mapping window as described in the Budget Fiscal Year Segment Mapping Window Description, page 9- 2 table.

3. Save your work.

Budget Fiscal Year Segment Mapping Window Description

Budget Fiscal Year Segment Mapping Window Description

Field Name	Type	Features	Description
BFY Segment	required	list of values	budget fiscal year segment of Accounting Flexfield
[Descriptive Flexfield]	optional	list of values	user-customization field
Period Year	required	list of values	general ledger period year
Segment Value	required	list of values	budget fiscal year segment value
[Descriptive Flexfield]	optional	list of values	user-customization field

10

Third Party Payments Setup

Overview

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

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

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

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

Assigning Third Party Payments

To set up third party payment assignments:

1. Navigate to the Third Party Payment Assignments window.
2. Enter the original supplier's name.
3. Enter the original supplier's site.

4. Enter the third party supplier's name.

5. Enter the third party supplier's site.

6. Enter the date on which the assignment begins. The date can be earlier than the system date because users can backdate payment batches.

7. Enter the date on which the assignment ends. The end date must be the same as or later than the system and start dates.

11

Automatic Sequence Numbering of Payment Batches Setup

Overview

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

FV: Enable Automatic Numbering Profile Option

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

Payment Batch Sequence Assignments Window

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

- initial value
- final value
- prefix, an optional value
- suffix, an optional value
- range of dates for the sequence

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

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

Examples of Valid and Invalid Records

Defining a Unique Assignments for One Pay Group

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

- Pay groups differ.

- The prefix and suffix combination differ.

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

Example A

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

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

Example B

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

Example C, as described in the table below is an invalid scenario because uniqueness is not guaranteed since the Pay Groups do not differ.

Example C

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

Reusing Prefixes and Suffixes

A prefix and suffix can never be reused. In order to guarantee unique payment batch numbers within an operating unit, users never reuse a prefix and suffix combination

per Pay Group assignment. To define a unique assignment depicting the proper use of a prefix and suffix combination, the following conditions must exist, along with the Pay Groups being different:

- Prefix-suffix combinations differ.

- Prefix-suffix combinations can never be reused.

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

Example D

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

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

Example E

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

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

Example F

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

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

Example G

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

Prerequisites

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

  To set up the FV: Enable Automatic Numbering profile option, see Specify Profile Options, page 1- 6 .

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

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

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

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

Assigning Automatic Sequence Numbering to Payment Batches

To assign automatic sequence numbering to payment batches:

1. Navigate to the Payment Batch Sequence Assignments window.

2. Enter the pay group. Each pay group is allowed to have one record per organization in this window.

3. Enter a beginning sequence value and optionally an ending sequence value.

4. Enter unique prefix and suffix sequence values. Only one prefix-suffix combination can be used per Pay Group irrespective of different organizations.

> **Note:** A separator can be added between the prefix or suffix and the sequence number. For example, if the sequence number is T-00001, enter the prefix as T-. If the sequence number is 00001-2005, enter the suffix as -2005.

5. Enter an automatic sequence numbering start date.

> **Tip:** It is recommended that users do not enter an end date.

12

Budget Execution Setup

Overview

Defining Budget Levels

Users can establish budget level hierarchies, specify document numbering schemes, and indicate whether workflow functionality is to be used for document routing in the Define Budget Levels window. As long as the budget levels remain constant from year to year, this setup task does not have to be repeated annually.

Defining Budget Users

Users can enable security for accessing and entering budgetary information in the Define Budget Users window. Budget level access can be set for each user, access rights granted to each user, and different access rights granted for transactions at different budgetary levels.

Defining Budget Distributions

Users can establish the Accounting Flexfield segments to which each fund is distributed at each budget level in the Define Budget Distributions window. Budget distributions can also be referred to as the limitation of a fund. Each fund value must be set up in the Define Budget Distributions window.

Defining Budget Transaction Types

Users can establish different budget transaction types and associate valid transaction codes to be used with the transaction type in the Define Budget Transaction Type window. For appropriation transactions, users also identify advance and transfer transaction types.

Prerequisites

- All required setup steps for Oracle U.S. Federal General Ledger must be completed before budget execution setup. In particular, transaction codes and associated credit and debit pairs must be defined in General Ledger.

  For information on setup steps for General Ledger, see Oracle U.S. Federal Financials Setup Overview, page 1-1 .

- All required setup steps for Federal Financials must be completed before beginning budget execution setup. In particular, the steps to define treasury

account codes, federal account symbols, and appropriation parameters must be completed because those steps define elements used in budget execution. Treasury symbols, fund values, and categories must be defined in the Appropriations Parameters window.

For information on defining treasury account codes, see Treasury Account Codes Setup, page 5- 1 .

For information on defining federal account symbols, see Federal Account Symbols Setup, page 6- 1 .

For information on setting up appropriation parameters, see Appropriation Parameters Setup, page 8- 1 .

• Budget levels must be defined and frozen before setting up budget users, budget distributions, and budget transaction types.

For information on setting up budget users in the Define Budget Users window, see Defining Budget Users, page 12- 3 .

For information on defining budget distributions in the Define Budget Distributions window, see Defining Budget Distributions Procedure, page 12- 4 .

For information on defining budget transaction types and transaction codes in the Define Budget Transaction Types window, see Defining Budget Transaction Types Procedure, page 12- 5 .

• User names must be valid names already defined by the system administrator for the Federal Administration responsibility.

To define users in Oracle Applications System Administration, see Create Additional Users, page 1- 6 .

Defining Budget Levels

To define budget levels:

1. Navigate to the Define Budget Levels window.

2. In the Level field, enter a unique number to indicate the hierarchical order of the budget level.

3. In the Description field, enter a budget level name.

4. In the Entry field, select an automatic or manual numbering system.

5. In the Type field, select an alphanumeric or numeric numbering type.

6. In the Next Number field, enter a positive number if the Automatic Entry and Numeric Types are selected.

7. To define additional budget levels, repeat the process starting at Step 2.

8. After all of the budget levels are defined, select the Freeze check box.

9. Optionally, select the Workflow check box to enable budget execution approval workflow functionality. Workflow functionality can be enabled or disabled at anytime.

Defining Budget Users

The Define Budget Users window enables transaction entry, modification, and approval based first on the user security group and then the access rights granted for each budget level. Users defined as a Group Superuser can approve transactions created by users belonging to any security group.

> **Note:** A user can be defined under one security group only.

To define budget users:

1. Navigate to the Define Budget Users window.

2. In the From field, enter the highest budget level to which the user has access.

3. In the To field, enter the lowest budget level to which the user has access.

4. To view budget data in the user's security group for the levels applicable to the user, select the View check box.

5. To view and modify budget data in the user's security group for the levels applicable to the user, select the Modify check box.

6. To enable the document owner to approve budget execution transactions for the budget access levels, select the Approve check box.

7. To view, modify, and approve budget data in any security group for applicable levels, select the Group Superuser check box.

8. In the Default Approver field, optionally select a default approver if the document approver does not have the authority to approve budget execution transactions for the budget access levels.

9. To change the approver in the Approve Document window, select the Change Forward To check box. If deselected, the default approver is used and the Forward check box in the Approve Document window is deselected.

10. In the User Information region, to grant users different access rights to different levels, enter the same user name on a new line, include the budget level or levels and specify the access rights.

11. In the User Information region, repeat Step 2 for all the users in the security group.

12. To set up additional security groups, repeat the process in Step 2 starting with the Security Group field.

Defining Budget Distributions Procedure

To define budget distributions:

1. Navigate to the Define Budget Distributions window.

2. In the Treasury Symbol field, enter the exact treasury symbol as derived from the Appropriation Parameters window.

3. In the Fund Value field, enter the fund value as derived from the Appropriation Parameters window.

4. In the Budget Level field, enter the budget level name.

5. In the Segments field, enter the segment derived from the Accounting Flexfield window.

6. In the Default Values field, enter the value for each flexfield segment value as defined in General Ledger.

7. In the Segment Name field, enable or disable the list of segments derived from the Accounting Flexfield.

8. Save your work.

9. In the Define Budget Distributions window, place the cursor in the next Budget Level field.

10. Repeat the process to enable or disable the segments for each budget level.

Defining Budget Transaction Types

To define budget transaction types:

1. Navigate to the Define Budget Transaction Types window.

2. In the Budget Level field, enter the budget level as defined in the Define Budget Levels window.

3. In the Transaction Type field, enter the user-defined transaction type which must be unique to a budget level.

4. In the Description field, enter the budget transaction type description.

5. In the Default Transaction Code field, enter the transaction code as defined in the US SGL transaction code window for the set of books.

6. In the Rollup Type field, optionally indicate if the transaction type is a subset of appropriation, deferral, rescission, or warrant.

7. In the Legislation Indicator field, optionally enter the legislation indicator. If the Rollup Type is Warrant, the legislation indicator is not applicable.

8. Optionally, select the Transfer check box to indicate that the transaction type records an appropriation transfer that involves another federal agency. This is only applicable to the first level.

9. Optionally, select the Updateable check box to indicate that more than one transaction code can be used for the transaction type.

10. Optionally, select the Advance check box to signify the transaction type captures appropriation advances. This is only applicable to the first level.

11. Optionally, select the PL Code check box to enable specific public law code related to appropriation. If selected, the PL Code field in the Enter Appropriations window is required.

12. In the Transaction Code field, enter a US SGL transaction code. This is only required if the Updateable check box is selected.

13

Prior Year Adjustments Setup

Overview

Federal agencies are required to track and report downward and upward adjustments for undelivered orders and accrued expenditures.

Define Offset Accounts and Transaction Codes

In the Define Offset Accounts and Transaction Codes window, users define the different combinations of PYA attributes and for each combination assigns the offset account and transaction codes to the different PYA attribute combinations. PYA attributes include the following:

- upward or downward adjustments

- unexpended or expended obligations

- paid or unpaid adjustments for anticipated, unanticipated, and reimbursable transactions

When the process creates the reclass entries, it reverses the account that is used in the Define Transaction Search Criteria window, such as 4610. The offset account is defined as the offset account to that reversal account. A setup example is as follows:

- If the attributes are unexpended, unpaid, the offset account is 4801.

- If the attributes are unexpended, paid, the offset account is 4802.

- If the attributes are expended, paid, the offset account is 4902.

- If the attributes are expended, unpaid, the offset account is 4901.

In addition, users can assign a transaction code that has additional entries as needed.

For each Fund Status, expired or unexpired, and PYA event, users are required to map a U.S. Standard General Ledger (US SGL) offset account. Optionally, users can map a transaction code for additional accounts.

The PYA Transaction Pool procedure uses the offset accounts and transaction codes set up in the Define Offset Accounts and Transaction Codes window to assign offset accounts and transaction codes to the transactions based on the PYA attribute settings assigned during the process.

For information on the PYA Transaction Pool procedure, see Generating the PYA Transaction Pool Procedure, *Oracle U.S. Federal Financials User's Guide*.

Example

The following is an example with general ledger entries. An invoice is matched to a purchase order where the invoice is less than the purchase order and it is a final match.

1. Purchase Order Created in September 2000, BFY 2000

   4610 $100

   4801 $100

2. Invoice Final Match for $80 in October 2000 (FY2001), BFY 2000 (BFY Mismatch)

   4801 $80 Reverse Original PO Entry Payables

   4610 $80 Reverse Original PO Entry Payables

   4610 $80 Invoice Entry Payables

   4901 $80 Invoice Entry Payables

   4801 $20 Close PO Purchasing

   4610 $20 Close PO Purchasing

   There is a 4610 Net $20 PYA Transaction Source Record.

   The PYA process determines whether the attributes are unexpired, anticipated, unexpended, unpaid, and downward.

   Define Offset Accounts and Transaction Code (TC) is set up as follows:

   Unexpired, Anticipated, Unexpended, Unpaid, Downward, 4801 (offset), DR 4871/CR 4310 TC Entry

   The resulting PYA Adjusting JE is as follows:

   4610 $20 PYA Source Reversal

   4801 $20 PYA Offset Account

   4871 $20 PYA TC Entry

   4310 $20 PYA TC Entry

Define Transaction Search Criteria

In the Define Transaction Search Criteria window, users define the include and exclude account code combination ranges that are scanned by the PYA Transaction Pool procedure. This range establishes the limits of the PYA Transaction Pool procedure as follows:

- limits the total number of transactions searched and pooled
- eliminates the selection of two PYA accounting truncations for a single transaction

Prerequisites

- Account attributes must be assigned to US SGL accounts for anticipated adjustments.

  To assign account attributes to US SGL accounts, see Federal Report Definitions Setup, page 15- 1 .

- Transaction codes must be defined.

To define transaction codes, see Define Transaction Codes, page 1-13.

- Offset accounts must be defined in the natural segment of the Accounting Flexfield.

  To define offset accounts, see Define Accounting Flexfield, page 1-11.

- To load journal sources and journal categories for the PYA Journal Creation Process, the Load Federal Financials Seed Data process must be run.

  To run the Load Federal Financials Seed Data process, see Loading Federal Financial Seed Data Procedure, page 2- 2 .

- To record a payment outside of the system, define the Pay Group as Manual.

  To define the Pay Group, see Defining Lookup Codes, *Oracle Purchasing User Guide*.

Defining Offset Accounts and Transaction Codes Procedure

Fund Status	Fund Class	Apportioned	Expended/ Unexpended	Paid/ Unpaid	Upward/ Downward	Offset Account	Transaction Code	[ ]
Expired	Reimbursable	✔	Unexpended	Unpaid	Upward	4801	Expired-Up	
Expired	Reimbursable	✔	Expended	Unpaid	Upward	4901	Expended-Up-I	
Expired	Unanticipated	✔	Unexpended	Unpaid	Upward	4801	Expired-Up	
Expired	Unanticipated	✔	Unexpended	Unpaid	Downward	4801	Expired-Down	
Unexpired	Reimbursable	✔	Unexpended	Unpaid	Upward	4801	Unexp-Up	
Unexpired	Reimbursable	✔	Unexpended	Unpaid	Downward	4801	Unantic-Down	
Unexpired	Anticipated	✔	Unexpended	Unpaid	Upward	4801	Unexp-Up	
Unexpired	Anticipated	✔	Unexpended	Unpaid	Downward	4801	Antic-Down	
Expired	Reimbursable	✔	Expended	Unpaid	Downward	4901	Expended-Dov	
Expired	Unanticipated	✔	Expended	Unpaid	Upward	4901	Expended-Up-I	

To set up offset accounts and transaction codes:

1. Navigate to the Define Offset Accounts and Transaction Codes window.

2. Enter data in each field of the Define Offset Accounts and Transaction Codes window as required.

Defining Transaction Search Criteria Procedure

Type	From	To	[ ]
Include	0000.00-0103A.000000.0000	ZZZZ.X4048.ZZZZZZ.ZZZZ	
Exclude	0000.00-0103A.461100.0000	ZZZZ.X4048.ZZZZZZ.ZZZZ	
Exclude	0000.00-0103A.000000.0000	ZZZZ.X4048.4609ZZ.ZZZZ	

To define transaction search criteria in Federal Financials:

1. Navigate to the Define Transaction Search Criteria window.

2. Enter data in each field of the Define Transaction Search Criteria window as required.

> **Note:** For the process to work, users must include all ranges and exclude those ranges they wish to exclude. Users cannot include only the ranges they want to include and exclude all ranges.

> **Note:** Oracle recommends that users search on General Ledger account 4610.

14

Federal Reports Table Setup

Overview

This chapter describes how to set up federal reports tables in Oracle U.S. Federal Financials before generating the reports for the first time.

The setup procedures described in this chapter must be run before generating the following reports:

- Funds Available - Total Resources
- Funds Available - Funding Distributions
- Funds Available - Spending Activity
- Funds Available - Available Balances
- SF 133 Report on Budget Execution
- FACTS I
- FACTS II
- Balance Sheet
- Statement of Net Cost
- Statement of Changes in Net Position
- Statement of Budgetary Resources
- Statement of Financing
- Statement of Custodial Activity

Funds Availability Table Setup

The Funds Availability Table Setup procedure populates the following funds availability reports and the associated columns in the Funds Availability Report Definitions window:

- Funds Available - Total Resources report with the following columns:
    - Authority Brought Forward
    - Appropriated
    - Contract Authority
    - Borrowing Authority
    - Offsetting Collections

- Funds Available - Funding Distributions report with the following columns:

  - Total Not Yet Apportioned

  - Total Apportioned

  - Total Allotted

  - Total Allowances

  - Total Sub-Allowances

- Funds Available - Spending Activity report with the following columns:

  - Budget Authority

  - Commitments

  - Obligations

  - Expenditures

- Funds Available - Available Balances report with the following columns:

  - Apportionment Balance

  - Allotment Balance

  - Allowance Balance

  - Sub-Allowance Balance

    Note: The Funds Availability Table Setup procedure can be run multiple times. Running the procedure does not overwrite any updates to the Account Assignments but does overwrite any Column Name updates.

SF 133 Table Setup

The SF 133 Table Setup procedure populates the SF 133 Report Definitions window with the SF 133 lines and the associated US SGL accounts and Balance Type for each detail line type.

FACTS Table Setup

Note: Users can run the US SGL Accounts Table Setup procedure and the FACTS Attributes Table Setup procedure multiple times. Running these procedures could overwrite manual updates entered in the following windows:

- Define US SGL Accounts window

- FACTS Attributes window

- Define Other Authorization Codes window

US SGL Accounts Table Setup

The US SGL Accounts Table Setup procedure populates the Define US SGL Accounts window with the following information:

- valid US SGL accounts as defined by the Department of Treasury's Financial Management Service (FMS)

- normal balance values: debit, credit, or either

- FACTS reporting status: FACTS I, FACTS II, or both

- edit check criteria for US SGL accounts that are required for FACTS II reporting

> **Note:** Because this setup procedure populates the data that identifies an account's reporting type, such as FACTS I, FACTS II, or both, it is recommended that users run the US SGL Accounts Table Setup procedure before running the FACTS Attributes Table Setup procedure.

FACTS Attributes Table Setup

The FACTS Attributes Table Setup procedure populates the FACTS Attributes window with the required US SGL accounts, balance types, and attributes for FACTS reporting.

For information on the attributes required for FACTS I and FACTS II reporting published by the Department of Treasury, see the FMS website at the following URL:

`www.fms.treas.gov/ussgl`

This procedure also populates the Define Other Authorization Codes window with the following information:

- known authorization codes

- US SGL accounts and attributes used to validate edit checks for Fund Balance with Treasury reconciliation

After this setup procedure is successfully completed, users must verify that appropriate attributes are associated with the US SGL account on the FACTS Attributes window and the Define Other Authorization Codes window.

Financial Statement Table Setup

The Financial Statement Table Setup procedure populates the financial statement reports defined in the Treasury Financial Manual (TFM) and the associated report line information for each report. The information populated for the detail line type includes the US SGL account, Balance Type, and the various attributes required for the associated report.

Prerequisites

Agencies must comply with the US SGL to take full advantage of FACTS I and FACTS II. Agencies that expand their numbering system to accommodate agency-specific requirements must designate a parent account that is a four-digit US SGL account.

Setting Up the SF 133 Table

To populate the SF 133 Report Definitions window:

1. Navigate to the Submit Request window.

2. In the Request Name field, select SF 133 Table Set-up.

3. Click OK.

4. In the Use US SGL Accounts default? field, select Yes or No to use the US SGL account defaults.

5. To populate the report table with US SGL account information, in the Submit Request window, click Submit Request.

6. Perform the SF 133 Report Definitions Setup procedure to verify the data and to make modifications if needed.

   To perform the SF 133 Report Definitions Setup procedure, see Federal Report Definitions Setup, page 15- 1 .

Setting Up Funds Availability Table

To populate the Funds Availability Report Definitions window:

1. Navigate to the Submit Request window.

2. In the Name field, select Funds Availability Table Setup.

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

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

Setting Up US SGL Accounts Table

To populate the Define US SGL Accounts window:

1. Navigate to the Submit Request window.

2. In the Name field, select US SGL Account Table Setup.

3. To populate the Define US SGL Accounts window with US SGL account information, click Submit.

4. Perform the US SGL Accounts setup procedure to verify the populated data and to make modifications if required.

   To perform the US SGL Accounts setup procedure, see Federal Report Definitions Setup, page 15- 1 .

   > **Note:** Since various reports are generated based on the data populated in the US SGL Accounts window, it is imperative that the data is correct. Users should verify that the data has been populated and make modifications if required.

Setting Up FACTS Attributes Table

To populate the FACTS Attributes window and Define Other Authorization Codes window:

1. Navigate to the Submit Request window.

2. In the Request Name field, select FACTS Attributes Table Setup.

3. In the US SGL Accounts Used? (Y/N) field select Yes or No.

4. To populate the FACTS Attributes window with FACTS attributes information, click Submit.

5. Perform the FACTS Attributes setup procedure to verify the populated data and to make modifications if required.

To perform the FACTS Attributes setup procedure, see Federal Report Definitions Setup, page 15- 1 .

> **Note:** Since various reports are generated based on the data populated in the FACTS Attributes window, it is imperative that the data is correct. Users should verify that the data has been populated and make modifications if required.

Setting Up the Financial Statement Table

To run the Financial Statement Report Tables Setup Process:

1. Navigate to the Submit Request window.

2. In the Name field, select Financial Statements Table Setup.

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

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

5. Perform the Financial Statement Report Definitions setup procedure to verify the populated data and to make modifications if required.

To perform the Financial Statement Report Definitions setup procedure, see Federal Report Definitions Setup, page 15- 1 .

> **Note:** Since various reports are generated based on the data populated in the Financial Statement Report Definitions window, it is imperative that the data is correct. Users should verify that the data has been populated and make modifications, if required.

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Federal Report Definitions Setup

Overview

In the Federal Report Definitions windows, users customize reports by specifying report definitions and entering report data. Report definitions provide additional information to meet federal government reporting requirements.

Purpose

Federal report definitions setup is required for the following reports:

- FMS Form 224 Statement of Transactions

- FMS Form 1219 Statement of Accountability and FMS Form 1220 Statement of Transactions

- Funds Availability Reports, which includes the following:

  - Funds Available - Total Resources

  - Funds Available - Funding Distributions

  - Funds Available - Spending Activity

  - Funds Available - Available Balances

- SF 133 Report on Budget Execution

- Federal Agencies' Centralized Trial-Balance System (FACTS)

- Financial Statements, which includes the following:

  - Balance Sheet

  - Statement of Net Cost

  - Statement of Changes in Net Position

  - Statement of Budgetary Resources

  - Statement of Financing

  - Statement of Custodial Activity

For information on running these reports, see the following chapters:

- FMS Form 224 Statement of Transactions Report Procedures, *Oracle U.S. Federal Financials User's Guide*

- FMS Form 1219/1220 Report Procedures, *Oracle U.S. Federal Financials User's Guide*

- Funds Availability Reports Procedures, *Oracle U.S. Federal Financials User's Guide*

- SF 133 Report on Budget Execution Procedures, *Oracle U.S. Federal Financials User's Guide*

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

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

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

FMS Form 224 Setup

In the 224 and Reconciliation Report Definitions Setup window, users define the SGL accounts to report on the FMS Form 224. In addition, the Account Type and Agency Location Code (ALC) are assigned to the SGL accounts for default reporting. The Account Type determines the placement when it cannot be derived from the transaction or the FMS 224 Type of the treasury symbol. The transaction is reported to the ALC indicated for the SGL account when the ALC of the bank account cannot be determined.

FMS Form 1219/1220 Setup

In the FMS Form 1219/1220 Report Definitions Setup window, users define the Accounting Flexfield values to report on the FMS Form 1219 and FMS Form 1220. In addition, the ALC is assigned to the accounting flexfield for default reporting. The Account Type determines the placement when it cannot be derived from the transaction or the FMS 224 Type of the treasury symbol. The transaction is reported to the ALC indicated for the SGL account when the ALC of the bank account cannot be determined.

Funds Availability Setup

In the Funds Availability Report Definitions window, users can perform the following tasks:

- assign the appropriate accounts to the Funds Availability Report columns

- assign an unlimited number of Accounting Flexfield ranges to each report column for both child or parent values

- change the name of the column in the window to be displayed in the Funds Availability Report

Agencies should consider the following examples when assigning accounts to the following reports:

- Funds Available - Funding Distributions, page 15- 2

- Funds Available - Spending Activity, page 15- 4

Funds Available - Funding Distributions

The columns in this report represent amounts distributed not including activity against these amounts. For example, the Total Apportioned column represents amounts apportioned for a given period. This amount should not be reduced for amounts allotted. It is recommended that agencies define a separate account to store initial balances, including transfers, and another account to store activity against the initial balance. This enables agencies to easily segregate initial balances from activity that reduces that balance as described in the following example.

The table below describes the agency activity for Example 1:

Example 1: Agency Activity

Account	Total Apportioned
Account 4510 - Apportionments	(5,000,000)
Account 4610 - Allotments	(2,000,000)

The table below describes the entry to record the initial Apportionment for Example 1:

Example 1: Initial Apportionment

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

The table below describes the entry to record the Allotment for Example 1:

Example 1: Allotment

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

The table below describes the Balances for Example 1:

Example 1: Balances

Account	Total Apportioned
Account 4510 - Apportionments	(3,000,000) = (5,000,000) - 2,000,000
Account 4610 - Allotments	(2,000,000)

In this example, the Total Apportioned column cannot be determined because both initial balance and activity are stored in the same account.

The following example is the same as the previous example but with a separate account to store the initial apportionment.

The table below describes the entry to record the initial Apportionment for Example 2:

Example 2: Initial Apportionment

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

The table below describes the entry to record the Allotment for Example 2:

Example 2: Allotment

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

The table below describes the Balances for Example 2:

Example 2: Balances

Account	Total Apportioned
Account 451001 - Apportionments	(5,000,000)
Account 451002 - Apportionments Activity	2,000,000
Account 4610 - Allotments	(2,000,000)

In this example, the Total Apportioned column is easily determined by the 451001 account while activity is segregated in the 451002 account. This logic applies to all remaining columns in the Funds Available - Funding Distributions report.

Funds Available - Spending Activity

For the Funds Available - Spending Activity Report, agencies should follow the same logic as described in the previous example in the Funds Available - Funding Distributions, page 15- 2 section for the Budget Authority column only. This column represents the beginning budget balance not including activity. In order to capture the initial budget balance, agencies should consider defining two accounts, one to store the initial balance and another to store activity. For example, the following accounts could be defined:

- Account 461001 - Allotment
- Account 461002 - Allotment Activity

SF 133 Setup

In the SF 133 Report Definitions Setup window, users define the lines and the Accounting Flexfield values as well as the balance type for each detail line to report on the SF

133. The window is also used to define the sequence number for placement on the report and on the line label that is printed.

Agency Location Code (ALC) Setup

In the Agency Location Code Addresses window, the agency location code address details are entered and used in the FMS Form 224 report.

FACTS Setup

Define US SGL Accounts Window

The Define US SGL Accounts window captures all valid US SGL accounts as defined by the Department of Treasury, which includes the account attributes for prior year adjustments (PYA). Also, the Define US SGL Accounts window captures the criteria to perform many of the FACTS II edit checks.

If the Anticipated check box is selected in the Prior Year Adjustments tab, the anticipated balance is tracked by GL Balance for the US SGL account selected and the fund of the PYA transaction. A running total of all Anticipated amounts is tracked as the PYA transaction pool grows. Once the PYA transaction pool exceeds the Anticipated amount total, all future PYA transactions default to Unanticipated.

The SF133 Outlays tab captures criteria to perform Edit Check 8 - 133 Proof Edit as a quarterly edit in FACTS II.

The Cash Position tab designates the appropriate cash accounts for use in the calculation of the G/L Cash Balance in the Cash Position Detail Report.

References

For information on PYA, see Prior Year Adjustment Transaction Procedures, *Oracle U.S. Federal Financials User's Guide*.

For information on the FACTS II edit check process, see FACTS II Processing, *Oracle U.S. Federal Financials User's Guide*.

For information on the Cash Position Detail Report, see Cash Position Detail Report Procedures, *Oracle U.S. Federal Financials User's Guide*.

Define FACTS Attributes Window

In the Define FACTS Attributes window, users enter and associate attributes that pertain to specific US SGL accounts. The check box attributes indicate that the attribute must be reported for the US SGL account. However, the attribute is derived from values already captured in the system. Attributes defined using a list of values data entry field are reported as defined on the Define FACTS Attributes window.

Users can add, change, or delete records using the Define FACTS Attributes window. The Define FACTS Attributes Table setup procedure populates the Define FACTS Attributes window with the US SGL account, balance type, and applicable attributes. Accounts may need to be added or modified for the following reasons:

- The Department of Treasury's Financial Management Service (FMS) adds a new US SGL account that is not included in the US SGL Account Table Setup procedure.

- The Department of Treasury's FMS changes the balance type or attributes associated with a specific US SGL account.

- The agency expands its SGL account numbering system and the accounts are assigned different values in the attributes defined using the list of values, such as transaction partner.

Define Other Authorization Codes Window

The Define Other Authorization Codes window defines authorization codes, which are also known as record type 7 (RT7) codes. These authorization codes are an extension of the treasury symbol. Each authorization code has corresponding US SGL accounts that are used to record and report the different transaction types.

The table below summarizes the authorizations codes provided in the Treasury Financial Manual (TFM).

Authorization Code Summary

Authorization Code	Transaction Type or Description	US SGL Account
911	Investments Purchased at a Discount - Unrealized Discount	1611, 1621
921	Funds Held Outside the Treasury - Imprest Funds	1120, 1130
931	Investments Purchased at a Discount - Unamortized Premium and Discount	1611, 1612, 1613
941	Unfunded Contract Authority	4032, 4034, 4131, 4132, 4133, 4135, 4138, 4139B*
951	Authority to Borrow from the Department of Treasury	4042, 4044, 4141, 4142, 4143, 4145, 4148, 4149B*
962	Authority to Borrow from the Public	4042, 4044, 4141, 4142, 4143, 4145, 4148, 4149B*
971	Investments in Public Debt Securities	1610
972	Investments in Agency Securities	1620

Note: B* indicates the beginning balance.

The US SGL accounts associated with each authorization code are used in the edit checks to reconcile account balances to the Fund Balance with Treasury Account, US SGL Account 1010.

Program Reporting Codes Window

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

- define the segment of the Accounting Flexfield that is used to find the apportionment category attribute to report on FACTS II

- map values for the segment of the Accounting Flexfield to the program reporting code value

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

Financial Statements Setup

In the Financial Statement Report Definitions window, users enter or update financial statement reports.

Report Lines Window

The Report Lines window is applicable to all reports. This window defines the entire line by identifying such attributes as line type, name or label, or sequence number.

Report Line Details Window

The Report Lines Details window is different for each report and defines the attributes of the detail line data that makes up the line.

Report Line Calculations Window

For each report, a Report Line Calculations window enables the calculation type (sum, minus, or plus) necessary to calculate report line balances.

The Calculations button in the Report Lines window opens one of the following windows depending on which financial statement is selected:

- Report Line Calculations window used for the Statement of Financing, Statement of Custodial Activity, Balance Sheet, and Statement of Net Cost
- Report Line Calculations for Changes in Net Position window
- Report Line Calculations for Budgetary Resources window

Calculation Examples

This section describes report line calculation examples.

1. Subtract Line 1 from Line 2

Report Line Calculation Example 1

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

2. Sum Lines 6 through 9

Report Line Calculation Example 2

Calculation Sequence Number	Operator	Low	High
1	S (Sum)	Line 6	Line 9

3. Calculate (10-11-12-13-14)

Report Line Calculation Example 3

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

4. Calculate ((3+16)-17)

Report Line Calculation Example 4

Calculation Sequence Number	Operator	Low	High
1	+ (Plus)	Line 3	Line 16
2	- (Minus)	Sequence 1	Line 17

5. For the Statement of Changes in Net Position, there are two check boxes for Cumulative Results of Operations and Unexpended Appropriations to indicate which calculation for a given line is applicable to which column on the statement. A calculation may be applicable to either column or both. For example, the calculation on Line 3 is applicable to both columns.

The table below describes the format for Line 3 of the Statement of Changes in Net Position.

Report Line Calculation Example 5, Line 3

Calculation Sequence Number	Operator	Low	High	Cumulative Results	Unexpended Appropriations
1	+ (Plus)	Line 1	Line 2	X	X

However, Line 16 may consist of two different calculation sequences, one for each column.

The table below describes the format for Line 16 of the Statement of Changes in Net Position.

Report Line Calculation Example 5, Line 16

Calculation Sequence Number	Operator	Low	High	Cumulative Results	Unexpended Appropriations
1	+ (Plus)	Line 6	Line 15	X	
2	+ (Plus)	Line 4	Line 7		X

6. The column logic for the Statement of Changes in Net Position applies to the Statement of Budgetary Resources as described in Example 5, page 15- 8 . There are two check boxes for Budgetary Column and Non-Budgetary Financing Account Column. A calculation may be applicable to either column or both.

Footnotes Window

The Footnotes button in the Report Lines window opens the Footnotes window where users enter a note associated with a given line. The note is numbered by line and appears at the end of the financial statement as a footnote.

All notes are ordered by line number when printed. If users want to set up a report footnote, use Sequence number of zero and enter the text in the Footnotes window. This footnote is printed first before any line footnotes.

Prerequisites

- The Accounting Flexfield and set of books must be defined in Oracle General Ledger.

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

- SF 133 table setup must be completed.

  To set up the SF 133 Report table, see Federal Reports Table Setup, page 14- 1 .

- Agencies must comply with the US SGL to take full advantage of the FACTS II enhancement. Agencies that expand their numbering system to accommodate agency-specific requirements should designate a parent account that is a four-digit US SGL account.

- US SGL Account table setup must be completed.

  To set up the US SGL account table, see Federal Reports Table Setup, page 14- 1 .

- FACTS Attributes table setup must be completed.

  To set up the FACTS table, see Federal Reports Table Setup, page 14- 1 .

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

  To define bank accounts, see Define Bank Accounts, page 1-19.

- The Funds Availability Reports Table Setup process must be run to use the Funds Availability Report Definitions window.

  To set up the Funds Availability table, see Setting Up Funds Availability Table Procedure, page 14- 4 .

Setting Up FMS Form 224 Report Definitions
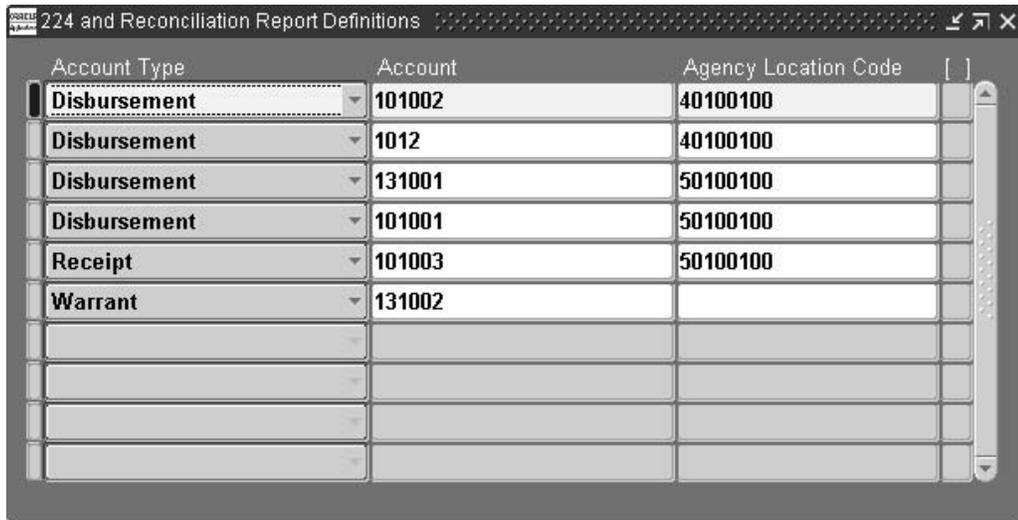
224 and Reconciliation Report Definitions

Account Type	Account	Agency Location Code	[ ]
Disbursement	101002	40100100	
Disbursement	1012	40100100	
Disbursement	131001	50100100	
Disbursement	101001	50100100	
Receipt	101003	50100100	
Warrant	131002		

To enter or update federal report definitions for this report:

1. Navigate to the 224 and Reconciliation Report Definitions window.

2. Enter data in each field of the 224 and Reconciliation Report Definitions window as described in the 224 and Reconciliation Report Definitions Window Description table, page 15-11.

224 and Reconciliation Report Definitions Window Description

224 and Reconciliation Report Definitions Window Description

Field Name	Type	Features	Description
Account Type	required	drop-down list	Account type; Disbursement, Receipt, Warrant, Non-Expenditure Transfer, Non-224 Disbursements, and Non-224 Receipts **Note:** Default value is Disbursement. The values used in the FMS 224 process are Disbursement and Receipt.
Account	required	list of values	natural account segment of Accounting Flexfield
Agency Location Code	required	list of values	default ALC that is to be reported if an ALC from a bank account cannot be determined for a transaction; values include the ALCs defined for internal account use bank accounts in Payables or Receivables

Setting Up FMS Form 1219/1220 Report Definitions Procedure

To enter or update federal report definitions for this report:

1. Navigate to the FMS Form 1219/1220 Report Definitions window.

2. Enter data in each field of the FMS Form 1219/1220 Report Definitions window as described in FMS Form 1219/1220 Report Definitions Window Description table, page 15-12.

3. Save your work.

FMS Form 1219/1220 Report Definitions Window Description

FMS Form 1219/1220 Report Definitions Window Description

Field Name	Type	Features	Description
Accounting Flexfield	required	list of values	defined segments of Accounting Flexfield. At least one segment must be entered.
Description	default, display only		describes the selected Accounting Flexfield values
Agency Location Code	required	list of values	Agency Location Code. Default ALC reported if an ALC from a bank account cannot be determined for a transaction; values include the ALCs defined for internal bank accounts in Payables or Receivables.

Setting Up Funds Availability Report Definitions Procedure

To set up funds availability report definitions:

1. Navigate to the Funds Availability Report Definitions window.

2. Enter data in each field of the Funds Availability Report Definitions window as described in the Funds Availability Report Definitions Window Description table, page 15-13.

3. Save your work.

Funds Availability Report Definitions Window Description

Funds Availability Report Definitions Window Description

Field Name	Type	Features	Description
Report	display only		report name
Column	display only		column name, which is not displayed in the Fund Availability reports
Column Name	display only		user column name; column names displayed in the Funds Availability reports
From	required	list of values	account from which to begin report generation
To	optional	list of values	account to end report generation

Setting Up SF 133 Report Definitions Procedure

To change or update federal report definitions for this report:

1. Navigate to the SF133 Report Definitions window.

2. Enter data in each field of the SF133 Report Definitions window as described in the SF133 Report Definitions Window Description table, page 15-14.

3. Save your work.

SF133 Report Definitions Window Description

SF133 Report Definitions Window Description

Field Name	Type	Features	Description
Sequence Number	required		report sequence number
Type	required	drop-down list	line type; Detail, Label, Total, Subtotal, or Subtotal-Do Not Display; defaults to Detail line type
Line Number	optional		report line number
Line Label	required		label corresponding to report line number
Natural Balance	required if Type field is Detail or Total	drop-down list	account balance type; Debit, Credit, Credit(+), or Debit(-) **Note:** Debit indicates debit displayed as positive and credit displayed as negative; Credit indicates credit displayed as positive and debit displayed as positive; Credit(+) indicates credit displayed as positive value; Debit(-) indicates balance displayed as negative value.
Fund Category	optional	drop-down list	used to determine budget authority required for line number; A - Direct, A - Reimbursable, B - Direct, B - Reimbursable, C - Direct, or C - Reimbursable
Accounting Flexfield	required	list of values	defined segments of Accounting Flexfield. Enter at least one segment.

Field Name	Type	Features	Description
Balance Type	required	drop-down list	type of balance; Beginning, Begin-End, Ending, End-Begin; Debit Only, or Credit Only
			Note: Beginning indicates balance at the beginning balance for the first nonadjusting period of the fiscal year; Ending indicates the ending balance for the period requested; Begin - End indicates beginning balance for the first nonadjusting period of the fiscal year less the ending balance for the period requested; End - Begin indicates ending balance for the period requested less the beginning balance for the first nonadjusting period of the fiscal year; Debit Only indicates the ending balance for the period requested and is only displayed if the balance is debit; and Credit Only indicates the ending balance for the period requested and is only displayed if the balance is a credit.
Additional Information	optional		additional information for Accounting Flexfield
			Note: Enter rescission in the Additional Information field if rescission account.

Setting Up Agency Location Code Addresses Procedure

To set up agency location code addresses:

1. Navigate to the Agency Location Code Addresses window.

2. In the ALC Code field, select the agency location code.

    > **Note:** Only agency location codes associated with internal bank accounts for the set of books are displayed.

    > **Note:** Multiple bank accounts may use the same ALC but each ALC is only displayed once.

3. Click Details.

    The ALC Address Details window appears.

4. Enter the address details and click OK.

    The address details are now displayed in the Address field of the Agency Location Code Addresses window.

    > **Note:** All agency location code addresses must be entered in the Agency Location Code Addresses window otherwise a warning will be generated when the reports are run listing the ALCs with missing address details.

Setting Up US SGL Accounts Procedure

To set up US SGL accounts:

1. Navigate to the Define US SGL Accounts window.

2. Enter data in each field of the Define US SGL Accounts window as described in the Define US SGL Accounts Window Description tables, page 15-18.

3. Save your work.

Define US SGL Accounts Window Description, Total Resources Tab

Define US SGL Accounts Window Description, Total Resources Tab

Field Name	Type	Features	Description
US SGL Acct	required		US SGL account number
Description	required		US SGL account name
Normal Balance	required	pop-up window	normal balance; includes debit, credit, or either
Enabled	required	check box	if selected, indicates if US SGL account is enabled; if deselected, account is disabled
FACTS Reporting	required	pop-up window	FACTS reporting type; includes I, II or I and II
Begin/End	optional	pop-up window	balance to be included in total resource edit; includes beginning, ending, or calculation ending minus beginning
Debit/Credit	optional	pop-up window	balance type to be included in total resource edit; includes debit only, credit only, or either
[Descriptive Flexfield]	optional		user-customization field

Define US SGL Accounts Window Description, Status of Resources Tab

The table below describes the Define US SGL Accounts window, Status of Resources tab. For information on the header columns, see the Define US SGL Accounts Window Description table, page 15-18.

Define US SGL Accounts Window Description, Status of Resources Tab

Field Name	Type	Features	Description
Begin/End	optional	pop-up window	balance to be included in status of resource edit; includes beginning, ending, or calculation ending minus beginning
Debit/Credit	optional	pop-up window	balance type to be included in total resource edit; includes debit only, credit only, or either
[Descriptive Flexfield]	optional		user-customization field

Define US SGL Accounts Window Description, SF133 Outlays Tab

The table below describes the Define US SGL Accounts window, SF133 Outlays tab. For information on the header columns, see theDefine US SGL Accounts Window Description table, page 15-18.

Define US SGL Accounts Window Description, SF 133 Outlays Tab

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

Define US SGL Accounts Window Description, Year End Closing Tab

The table below describes the Define US SGL Accounts window, Year End Closing tab. For information on the header columns, see theDefine US SGL Accounts Window Description table, page 15-18.

Define US SGL Accounts Window Description, Year End Closing Tab

Field Name	Type	Features	Description
Anticipated Items	optional	check box	selected for accounts that report anticipated items
Resource/Equity	optional	pop-up window	account type; includes resource or equity
Begin/End	optional	pop-up window	balance type to include in resource or equity edit; includes beginning or ending
Fund Balance with Treasury	optional	check box	indicates which account to include in edit check for Fund Balance with Treasury
[Descriptive Flexfield]	optional		user-customization field

Define US SGL Accounts Window Description, Cancellations Tab

The table below describes the Define US SGL Accounts window, Cancellations tab. For information on the header columns, see the Define US SGL Accounts Window Description table, page 15-18.

Define US SGL Accounts Window Description, Cancellations Tab

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

Define US SGL Accounts Window Description, Footnote Explanations Tab

The table below describes the Define US SGL Accounts window, Footnote Explanations tab. For information on the header columns, see theDefine US SGL Accounts Window Description table, page 15-18.

Define US SGL Accounts Window Description, Footnote Explanations Tab

Field Name	Type	Features	Description
General	optional	check box	if selected, indicates that footnote entry is required if balances exist in account
Negative Receivables	optional	check box	if selected, indicates Receivables US SGL accounts that require footnote entry if account reports a negative balance
Negative Payables	optional	check box	if selected, indicates Payables US SGL accounts that require footnote entry if account reports a negative balance
[Descriptive Flexfield]	optional		user-customization field

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

The table below describes the Define US SGL Accounts window, FMS Form 224 Validation tab. For information on the header columns, see theDefine US SGL Accounts Window Description table, page 15-18.

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

Field Name	Type	Features	Description
Disbursements	optional	check box	if selected, indicates disbursement account is used in the net outlays calculation
Collections	optional	check box	if selected, indicates collections account is used in the net outlays calculation
Balance Type	optional	drop-down list	balances to be included in outlays edit; includes ending or calculation minus ending
[Descriptive Flexfield]	optional		user-customization field

Define US SGL Accounts Window Description, Prior Year Adjustments Tab

The table below describes the Define US SGL Accounts window, Prior Year Adjustments tab. For information on the header columns, see theDefine US SGL Accounts Window Description table, page 15-18.

Define US SGL Accounts Window Description, Prior Year Adjustments Tab

Field Name	Type	Features	Description
Anticipated	optional	check box	indicates account type. If selected the Anticipated account is used in the calculation to determine if a pooled transaction is anticipated or unanticipated.
[Descriptive Flexfield]	optional		user-customization field

Define US SGL Accounts Window Description, Cash Position Tab

The table below describes the Define US SGL Accounts window, Cash Position tab. For information on the header columns, see the Define US SGL Accounts Window Description table, page 15-18.

Define US SGL Accounts Window Description, Cash Position Tab

Field Name	Type	Features	Description
Cash Position	required	check box	if selected, indicates that the US SGL account is available as a Cash Position account
[Descriptive Flexfield]	optional		user-customization field

Defining FACTS Attributes Procedure
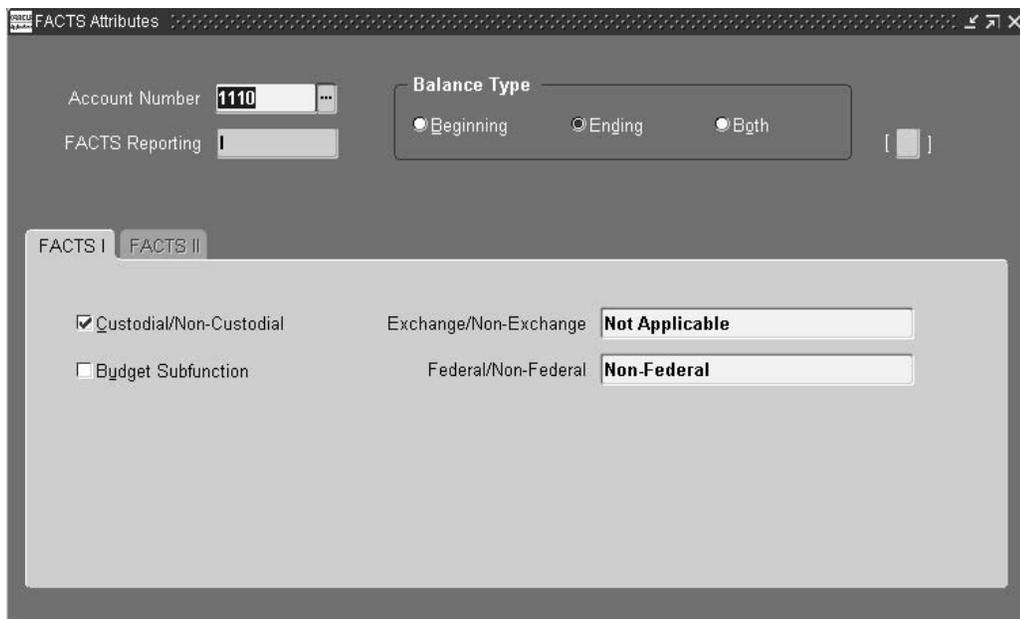
To define FACTS attributes:

1. Navigate to the FACTS Attributes window.

2. Enter data in each field of the FACTS Attributes window as described in the FACTS Attributes Window Description table, page 15-23.

3. Save your work.

FACTS Attributes Window Description

FACTS Attributes Window Description, FACTS I Tab

Field Name	Type	Features	Description
Account Number	required	list of values	account number
FACTS Reporting	display only		FACTS reporting type; I, II or I and II
Beginning	optionally required	radio button	beginning balance type
Ending	optionally required	radio button	ending balance type
Both	optionally required	radio button	beginning and ending balance types
Descriptive Flexfield	optional		user-customization field
Custodial/Non-Custodial	optional	check box	if selected, indicates that the Custodial/Non-Custodial value must be reported for account number
Budget Subfunction	optional	check box	if selected, indicates that the Budget Subfunction value must be reported for account number

Field Name	Type	Features	Description
Exchange/Non-Exchange	required	list of values	associates account number with appropriate Exchange/Non-exchange value; includes Either Exchange or Non-exchange, Exchange, Non-exchange, or Not Applicable
			Note: If the value is set to Either Exchange or Non-exchange, the account is identified as an exception until the appropriate value is selected for the account.
Federal/Non-Federal	required	list of values	associates account number with appropriate Federal/Non-Federal value; includes Either Federal or Non-Federal, Federal, Non-Federal, or Not Applicable
			Note: If the value is set to Either Federal or Non-Federal, Federal Financials determines the value from the supplier or customer record or the Journal Trading Partner descriptive flexfield.

FACTS Attributes Window Description, FACTS II Tab

Field Name	Type	Features	Description
Public Law Code	optional	check box	if selected, indicates that public law code must be reported for account number
Reimbursable Flag	optional	check box	if selected, indicates reimbursable flag must be reported for account number
Availability Time	required	list of values	if selected, identifies period of availability for account number; includes available, available in a subsequent period, not applicable

Field Name	Type	Features	Description
BEA Category	optional	check box	if selected, indicates that Budget Enforcement Act (BEA) category must be reported for account number
Apportionment Category	optional	check box	if selected, indicates that apportionment category must be reported for account number
Transaction Partner	required	list of values	associates account number with valid transaction partner code; includes federal, non-federal, non-federal exception, not applicable
Borrowing Source	optional	check box	if selected, indicates that borrowing source must be reported for account number
Definite/Indefinite Flag	optional	check box	if selected, indicates that definite/indefinite flag must be reported for account number
Authority Type	required	list of values	associates account number with appropriate authority type; includes advance appropriation, appropriation, borrowing authority, contract authority, proceeds of loan asset sales with recourse, reappropriation, spending authority from offsetting collections, not applicable
Legislation Indicator	optional	check box	if selected, indicates that legislation indicator must be reported for account number
Advance Flag	optional	check box	if selected, indicates that advances for appropriations must be reported
Function	optional	check box	if selected, indicates that function must be reported for account number

Field Name	Type	Features	Description
Deficiency Flag	optional	check box	if selected, indicates that deficiency flag must be reported for account number
Transfer Indicator	optional	check box	if selected, indicates that accounts that report transfer account information must be reported

Defining Other Authorization Codes Procedure

To define additional authorization codes:

1. Navigate to the Define Other Authorization Codes window.

2. Enter data in each field of the Define Other Authorization Codes window as described in the Define Other Authorization Codes Window Description table, page 15-27.

3. Save your work.

Define Other Authorization Codes Window Description

Define Other Authorization Codes Window Description

Field Name	Type	Features	Description
Authorization Code	required		authorization code
Description	required		authorization code description
Borrowing Source	optional		borrowing source type; include treasury for Code 951 or public for Code 962
Borrowing	optionally required	radio button	borrowing type authorization code
Contract	optionally required	radio button	contract type authorization code
Other	optionally required	radio button	other type authorization code
[Descriptive Flexfield]	optional		user-customization field
US SGL Account	required		US SGL account that corresponds to authorization code
Description	display only		US SGL account name
Beginning/Ending	required		balance type; beginning or ending; corresponds to values entered for the US SGL account in Define FACTS Attributes window
Transaction Partner	display only		transaction partner
[Descriptive Flexfield]	optional		user-customization field

Defining Program Reporting Codes Procedure

To define the program reporting codes:

1. Navigate to the Program Reporting Codes window.

2. Enter data in each field of the Program Reporting Codes window as described in the Contacts Window Description table, page 15-29.

3. Save your work.

Program Reporting Codes Window Description

Program Reporting Codes Window Description

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

Setting Up Financial Statement Report Window Procedure
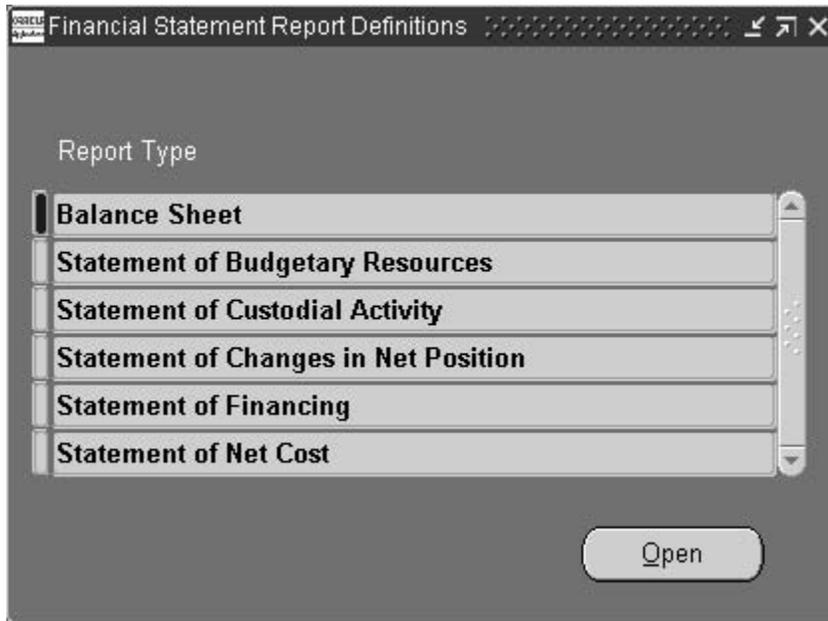
To view or edit the Financial Statement Report Definitions Window:

1. Navigate to the Financial Statement Report Definitions window.

2. Query or enter data in the Financial Statement Report Definitions Window as described in the Financial Statement Report Definitions Window Description table, page 15-30 and the succeeding tables.

3. Save your work.

Financial Statement Report Definitions Window Description

Financial Statement Report Definitions Window Description

Field Name	Type	Features	Description
Report Type	display only		financial statement name
Open		button	opens the report lines region for the selected financial statement
Sequence Number	required		report sequence number

Field Name	Type	Features	Description
Type	required	drop-down list	line type; includes Label, Detail (+), Detail (-), Subtotal, Total, or Footnote.
			If users select Detail (+) or Detail (-), the Report Line Details region is enabled for data entry. If users select Detail (-), a minus sign is displayed in front of the amount.
			If users select Label, the Report Line Details region is not enabled for data entry.
			If users select Subtotal or Total, calculations must be entered in the Calculations window.
			If users select Footnote, they must enter a not associated with the given line. The footnote appears at the end of the financial statement. If users want to set up a report footnote, they must use sequence number of zero and enter text in the footnotes window. This footnote is printed first before any line footnotes.
Number	optional		line number
Line Label	required		shows the line exactly as it should appear on the report. For example, if the line should be indented three spaces, the user places three spaces at the beginning of the Line Label before typing in the description for that line.
Natural Balance	optional	drop-down list	account balance type; Debit or Credit
			For debit, if the sum of the line is a debit, a positive is displayed and if the sum of the line is credit, a negative is displayed.
			For credit, if the sum of the line is a debit, a negative is displayed and if the sum of the line is a credit, a positive is displayed.

Field Name	Type	Features	Description
By Recipient	optional	check box	applies to Statement of Custodial Activity only. If selected, the process displays the line amounts broken down by vendor or customer as applicable. This applies specifically to Line 11 of the Statement of Custodial Activity. The process displays Line 11 amounts by customer or vendor name on the report.
Details		button	opens the Report Line Details window for the selected report
Calculations		button	opens the Report Line Calculations window for the selected report
Footnotes		button	opens the Footnotes window for the selected report and enables users to enter a footnote applicable to specific line or report

Report Line Details for Balance Sheet Window Description

Report Line Details for Balance Sheet Window Description

Field Name	Type	Features	Description
Accounting Flexfield	optional	list of values	defined segments of Accounting Flexfield
Balance Type	required	drop-down list	balance type. Only ending balance can be selected for Balance Sheet.
Fed Non Fed	optional	drop-down list	Federal or Non-Federal
Flexfield Needs Further Definition	optional	check box	indicates users must define a further breakdown of the Accounting Flexfield so that the account balances are not overstated. **Note:** For those accounts that are on multiple lines and require additional flexfield breakout which could not be seeded, the account is loaded in the Financial Statement Report Setup process with this field selected. Unless this check box is deselected, the report displays 0 (zero) for the flexfield balance.

Report Line Details for Statement of Budgetary Resources Window Description

Report Line Details for Statement of Budgetary Resources Window Description

Field Name	Type	Features	Description
Accounting Flexfield	optional	list of values	defined segments of Accounting Flexfield
Balance Type	required	drop-down list	balance type. Ending indicates the ending balance for the period being processed; Beginning indicates the beginning balance for the fiscal year; and Ending - Beginning indicates the ending balance for the period being processed minus the beginning balance for the fiscal year.

Field Name	Type	Features	Description
Fund Category	optional	list of values	fund category
Fund Status	optional	list of values	fund status; Expired, Unexpired, or Both
Flexfield Needs Further Definition	optional	check box	indicates users must define a further breakdown of the Accounting Flexfield so that the account balances are not overstated. **Note:** For those accounts that are on multiple lines and require additional flexfield breakout which could not be seeded, the account is loaded in the Financial Statement Report Setup process with this field selected. Unless this check box is deselected, the report displays 0 (zero) for the flexfield balance.
Bud Col.	optional	check box	indicates the report detail line is applicable to the Budgetary column on the Statement of Budgetary Resources
NBFA Col.	optional	check box	indicates the report detail line is applicable to the Nonbudgetary Financing Account column on the Statement of Budgetary Resources

Report Line Details for Statement of Custodial Activity Window Description

Report Line Details for Statement of Custodial Activity Window Description

Field Name	Type	Features	Description
Accounting Flexfield	optional	list of values	defined segments of Accounting Flexfield
Balance Type	required	drop-down list	balance type. Ending indicates the ending balance for the period being processed; B indicates the beginning balance for the fiscal year; and Ending - Beginning indicates the ending balance for the period being processed minus the beginning balance for the fiscal year.
Cust/Non-Cust	optional	list of values	Custodial or Noncustodial
Flexfield Needs Further Definition	optional	check box	indicates users must define a further breakdown of the Accounting Flexfield so that the account balances are not overstated. **Note:** For those accounts that are on multiple lines and require additional flexfield breakout which could not be seeded, the account is loaded in the Financial Statement Report Setup process with this field selected. Unless this check box is deselected, the report displays 0 (zero) for the flexfield balance.

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

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

Field Name	Type	Features	Description
Accounting Flexfield	optional	list of values	defined segments of Accounting Flexfield
Balance Type	required	drop-down list	balance type. Ending indicates the ending balance for the period being processed and Beginning indicates the beginning balance for the fiscal year.
Exch/Non-Exch	optional	list of values	Exchange or Non-Exchange
Cust/Non-Cust	optional	list of values	Custodial or Non-custodial
Flexfield Needs Further Definition	optional	check box	indicates users must define a further breakdown of the Accounting Flexfield so that the account balances are not overstated. **Note:** For those accounts that are on multiple lines and require additional flexfield breakout which could not be seeded, the account is loaded in the Financial Statement Report Setup process with this field selected. Unless this check box is deselected, the report displays 0 (zero) for the flexfield balance.
Cum Res.	optional	check box	indicates that the report detail line is applicable to the Cumulative Results of Operation column in the Statement of Changes in Net Position
Unexp Approp.	optional	check box	indicates that the report detail line is applicable to the Unexpended Appropriations column in the Statement of Changes in Net Position

Report Line Details for Statement of Financing Window Description

Report Line Details for Statement of Financing Window Description

Field Name	Type	Features	Description
Accounting Flexfield	optional	list of values	defined segments of Accounting Flexfield
Balance Type	required	drop-down list	balance type. Ending indicates the ending balance for the period being processed; Ending - Beginning indicates the ending balance for the period being processed minus the beginning balance for the fiscal year; and Credit Ending - Beginning indicates the ending balance for the period being processed minus the beginning balance for the fiscal year if the balance is credit.
Fed Non-Fed	optional	drop-down list	Federal or Non-Federal
Exch/Non-Exch	optional	list of values	Exchange or Non-Exchange
Flexfield Needs Further Definition	optional	check box	indicates users must define a further breakdown of the Accounting Flexfield so that the account balances are not overstated. **Note:** For those accounts that are on multiple lines and require additional flexfield breakout which could not be seeded, the account is loaded in the Financial Statement Report Setup process with this field selected. Unless this check box is deselected, the report displays 0 (zero) for the flexfield balance.

Report Lines Details for Statement of Net Cost Window Description

Report Line Details for Statement of Net Cost Window Description

Field Name	Type	Features	Description
Accounting Flexfield	optional	list of values	defined segments of Accounting Flexfield
Balance Type	required	drop-down list	balance type. Only ending balance can be selected for Statement of Net Cost.
Fed Non-Fed	optional	drop-down list	Federal or Non-Federal
Exch/Non-Exch	optional	list of values	Exchange or Non-Exchange
Cust/Non-Cust	optional	drop-down list	Custodial or Non-custodial
Flexfield Needs Further Definition	optional	check box	indicates users must define a further breakdown of the Accounting Flexfield so that the account balances are not overstated. **Note:** For those accounts that are on multiple lines and require additional flexfield breakout which could not be seeded, the account is loaded in the Financial Statement Report Setup process with this field selected. Unless this check box is deselected, the report displays 0 (zero) for the flexfield balance.

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

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

Field Name	Type	Features	Description
Calculation Sequence Number	required		calculation sequence number; can only access window if type is Subtotal or Total
Operator	required	drop-down list	calculation type; plus (+), minus (-), or sum

Field Name	Type	Features	Description
Low	required	list of values	report line numbers and calculation sequence numbers for selected line for low range
			Users can select a mix of report lines and calculations sequences. For example, select a Low range that is a Report Line Number and a High range that is a Calculation Sequence Number.
			At least one Low-High range must be given for each line that is a Subtotal or Total type.
			Users must save each calculation sequence record before entering the next row.
			Users cannot delete a record where the calculation sequence number is in another Low/High range. Users must first delete the record where the sequence number is in the Low/High range.
High	required	list of values	report line numbers and calculation sequence numbers for selected line for High range
			Users can select a mix of report lines and calculations sequences. For example, select a Low range that is a Report Line Number and a High range that is a Calculation Sequence Number.
			At least one Low-High range must be given for each line that is a Subtotal or Total type.
			Users must save each calculation sequence record before entering the next row.
			Users cannot delete a record where the sequence number is in another Low/High range. Users must first delete the record where the sequence number is in the Low/High range.

Report Line Calculations for Budgetary Resources Window Description

Report Line Calculations for Budgetary Resources Window Description

Field Name	Type	Features	Description
Calculation Sequence Number	conditionally required		calculation sequence number; can only access if type is Subtotal or Total
Operator	required	drop-down list	calculation type; plus (+), minus (-), or sum.
Low	required	list of values	report line numbers and calculation sequence numbers for selected line for Low range
			Users can select a mix of report lines and calculations sequences. For example, select a Low range that is a Report Line Number and a High range that is a Calculation Sequence Number.
			At least one Low-High range must be given for each line that is a Subtotal or Total type.
			Users must save each calculation sequence record before entering the next row.
			Users cannot delete a record where the calculation sequence number is in another Low/High range. Users must first delete the record where the sequence number is in the Low/High range.

Field Name	Type	Features	Description
High	required	list of values	report line numbers and calculation sequence numbers for selected line for High range
			Users can select a mix of report lines and calculations sequences. For example, select a Low range that is a Report Line Number and a High range that is a Calculation Sequence Number.
			At least one Low-High range must be given for each line that is a Subtotal or Total type.
			Users must save each calculation sequence record before entering the next row.
			Users cannot delete a record where the sequence number is in another Low/High range. Users must first delete the record where the sequence number is in the Low/High range.
Budget Col.	optional	check box	indicates that the calculation for the report detail line is applicable to the Budgetary column in the Statement of Budgetary Resources
NBFA Col	optional	check box	indicates that the calculation for the report detail line is applicable to the Non-Budgetary Financing Account column in the Statement of Budgetary Resources

Report Line Calculations for Changes in Net Position Window Description

Report Line Calculations for Changes in Net Position Window Description

Field Name	Type	Features	Description
Calculation Sequence Number	conditionally required		calculation sequence numbering only access window it type is Subtotal or Total
Operator	required	drop-down list	calculation type; plus (+), minus (-), or sum
Low	required	list of values	report line numbers and calculation sequence numbers for selected line for Low range
			Users can select a mix of report lines and calculations sequences. For example, select a Low range that is a Report Line Number and a High range that is a Calculation Sequence Number.
			At least one Low-High range must be given for each line that is a Subtotal or Total type.
			Users must save each calculation sequence record before entering the next row.
			Users cannot delete a record where the calculation sequence number is in another Low/High range. Users must first delete the record where the sequence number is in the Low/High range.

Field Name	Type	Features	Description
High	required	list of values	report line numbers and calculation sequence numbers for selected line for High range
			Users can select a mix of report lines and calculations sequences. For example, select a Low range that is a Report Line Number and a High range that is a Calculation Sequence Number.
			At least one Low-High range must be given for each line that is a Subtotal or Total type.
			Users must save each calculation sequence record before entering the next row.
			Users cannot delete a record where the sequence number is in another Low/High range. Users must first delete the record where the sequence number is in the Low/High range.
Cum Res	optional	check box	indicates that the calculation for the report detail line is applicable to the cumulative results column
Unexp Approp	optional	check box	indicates that the calculation for the report detail line is applicable to the unexpended appropriations column

Footnotes Window Description

Footnotes Window Description

Field Name	Type	Features	Description
[Text Box]	optional		note associated with a given line that appears as a footnote at the end of a financial statement

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Enhanced Transactions

Managing Enhanced Transactions

Use the Define Enhanced Transactions window to assign transaction codes to events in Receivables, Payables, Purchasing, and Federal Financials. Defining enhanced transactions lets you create accounting rules based on the transaction codes available to transaction events that belong to Financials application activities. You can assign a default transaction code to an event, as well as assign a list of alternative transaction codes available for the event.

The Define Enhanced Transactions window displays different fields depending on the application and activity that you choose. You can define enhanced transactions for these activities:

Payables Activities
- Matched invoices
- Unmatched invoices
- Payment batches
- Payments

Receivables Activities
- Transactions: invoices, debit memos, credit memos, credit transactions, commitments.
- Miscellaneous collections and receipts
- Invoice collections
- Adjustments and chargebacks
- Tax and freight
- Federal cash receipts

Purchasing Activities
- Requisitions
- Autocreate purchase orders
- Standard and planned purchase order
- Purchase order releases
- Purchase order matched receipts
- Other receipts

Defining Enhanced Transactions for the Receivables Transactions Activity

Use these guidelines to define enhanced transactions for the Receivables Transactions activity:

- Transaction types - You define enhanced transactions for each transaction type within the Transactions activity. You can assign more than one transaction event to a transaction type. Each transaction event can have its own receivables account, revenue account, and one or more transaction codes. This allows users to select a different transaction event for each transaction line item.

- Assigning accounts - You can assign a Revenue account to a transaction event. The Receivables account defaults from the account defined for the transaction type.

- Credit transactions - To define transaction events for credit transactions, select Transactions in the Activity Name field and leave the Transaction Type and Revenue Account fields blank.

Defining Enhanced Transactions for Payables and Purchasing

You can assign a responsibility and user to Payables or Purchasing activities in these ways:

- Limit the activity to a particular combination of responsibility and user only.

- Limit the activity to either a particular responsibility and or a particular user.

- Leave the Responsibility and User fields blank to make the activity available to all responsibilities and users, except the responsibilities and users assigned to other activities.

You can assign a charge account to these Purchasing activities:

- Requisitions

- Standard/Planned Purchase Orders

- Releases

Defining Enhanced Transactions

To define enhanced transactions:

1. Navigate to the Define Enhanced Transactions window.

2. Enter the Application that you want.

3. Enter the Activity Name that you want.

4. If you entered a Payables or Purchasing activity, optionally assign a Responsibility and/or User to the activity.

   The activity is restricted to the responsibility, user, or responsibility and user that you specify. If you leave the fields blank, the activity is available to all responsibilities and users, except responsibilities and users assigned to other activities.

5. If you entered the Transactions Receivables activity, enter a Transaction Type.

   > **Note:** If you are defining enhanced transactions for a credit activity, leave the Transaction Type field blank.

6. Enter the Transaction Event to associate transaction codes with.

7. If you entered a Purchasing activity of Requisitions, Standard/Planned Purchase Orders, or Releases, optionally enter a default Charge Account for the transaction event.

8. If you entered the Receivables Transactions activity, optionally enter a default Receivables Account and default Revenue Account for the transaction event.

9. Enter a Default Transaction Code to use for this transaction event.

10. Check the Required box if the default transaction code is required for this transaction event.

11. Check the Updateable box if you want to let users update the default transaction code or the transaction code list.

12. Check the Transaction Code List box to create a list of additional transaction codes that users can assign to this transaction event.

13. In the Transaction Code List region, enter the additional Transaction Codes available to users for this transaction event.

14. Save your work.

Using Enhanced Transactions

Use the Enter Transaction Events window to assign transaction codes to Payables, Receivables, and Purchasing transaction events. The Enter Transaction Events window displays the transaction codes that you defined for a transaction event for entry in the appropriate transaction or line item.

Payables Enhanced Transactions

In Payables, you can use enhanced transaction codes for matched and unmatched invoices, payment batches, payments, prepayments.

- **Matched and Unmatched Invoices** - Use the Invoices window. Each time you enter an invoice, the Enter Transaction Events window appears.

  If an invoice is matched to a purchase order, the proprietary charge account is copied from the purchase order distributions. The proprietary liability account is created along with the charge account.

- **Payment Batches** - Use the Payment Batches window.

  The proprietary accounting entries for liabilities and payments are based on the system setup.

- **Payments** - Use the Payments window.

  The proprietary accounting entries for liabilities and payments are based on the system setup.

- **Prepayments** - Use the Apply/Unapply Prepayments window. The Transaction Code field in the Payables Distributions window is automatically populated with the transaction code after the prepayment application is completed.

  The proprietary accounting entries for liabilities and payments are based on the system setup.

Receivables Enhanced Transactions

In Receivables, you can use enhanced transaction codes for invoices, adjustments, and receipts.

- **Transactions** - Use the Transactions window. Transactions include invoices, credit memos, debit memos, deposits, and guarantees.

  After you enter a transaction type and choose the Transaction Code field in the More tabbed region, the Enter Transaction Events window appears. When you choose a transaction code, this populates the Transaction Code field, Default Tax field, and the Receivable and Revenue lines.

The proprietary accounts for the first line of the invoice are generated when you enter the transaction type. Each time enter an invoice line, the Enter Transaction Events window reappears for you to enter a new transaction code.

- **Adjustments** - Use the Credit Transactions window. The Enter Transaction Events window appears when you choose More from the drop-down list.

- **Receipts Matched to Invoices** - Use the Receipts window. The Enter Transaction Events window appears when you choose Cash in the Receipt Type drop-down list and click in the Trans Code field.

  All proprietary entries are made based on system setup.

- **Miscellaneous Receipts** - Use the Receipts window. The Enter Transaction Events window appears when you choose Miscellaneous in the Receipt Type drop-down list and click in the Trans Code field.

  If there are no defaults for an invoice, then enter a receivables activity and payment method to generate the proprietary entries.

- **Federal Cash Receipts** - Use the Cash receipts window.

Purchasing Enhanced Transactions

In Purchasing, you can use enhanced transaction codes for requisitions and purchase orders.

- **Requisitions** - Use the Requisitions window. If a charge account is set up for the transaction event, the charge account defaults along with the transaction code.

  Each time you add a new requisition, the Enter Transaction Events window reappears.

- **AutoCreate Purchase Orders** - Use the AutoCreate Documents window.

  Most purchase orders are automatically created from requisitions in which proprietary charge accounts are copied from the requisition lines.

- **Standard and Planned Purchase Orders** - Use the Purchase Orders window. If a charge account is set up for the transaction event, the charge account defaults along with the transaction code.

- **Planned Purchase Order Releases and Blanket Releases** - Use the Releases window.

- **Purchase Order Matched Receipts** - Use the Details region of the Receipts window.

- **Unmatched Receipts** - Use the Lines region of the Receipts window.

Prerequisites

Before you can use enhanced transactions, you must:

- Define enhanced transactions. See: Defining Enhanced Transactions, page 16- 3 .

- Set the FV: Enable Enhanced Transaction Codes profile option to *Yes*. See: Specify Profile Options, .

To use enhanced transactions:

1. Navigate to the window that you want and enter the first transaction.

    The Enhanced Transaction Events window appears.

2. Enter the Form Activity for this transaction.

    If you enter an activity that does not have transaction events defined, the Enter Transaction Events window is disabled.

3. Enter the Transaction Event to use for this activity.

4. Enter the Transaction Code to use for this event.

5. Click OK.

    The transaction code defaults to the appropriate place in the window. The Enter Transaction Events window reappears for each new line item or transaction for you to enter transaction codes.

6. If you do not want the Enter Transaction Events window to reappear, check the "Do not display this window again" box.

    The same transaction code defaults to all other line items in the transaction and the Enter Transaction Events window does not reappear.

17

Payment Terms Types Setup

Definition

The Define Payment Terms Types window specifies payment terms for the Due Date Calculation process. The payment term automatically calculates the payment due date in compliance with the Prompt Payment Act.

The Prompt Payment Act requires federal agencies to calculate the payment due date of a vendor invoice by using the later of the date the invoice was received or the date goods or services were accepted by the agency. The payment period begins with the date selected.

Purpose

Payment Terms Types are required to run the following:

- due date calculation
- Prompt Payment Statistical Report
- Payments Without Reason Codes Report

The Terms Type option, specified in the Define Payment Terms Types window, is required for Due Date Calculation and for compliance with the Prompt Payment Act.

The Payment Terms Type also defaults to purchase orders and invoices generated for a specific vendor.

> **Note:** If Prompt Pay is not selected as the Payment Terms Type, invoices are not included in the due date calculation, and the Terms Date Basis in the standard Payables is used as the due date.

Prerequisites

- Payment terms must be set up in Payables before processing payments for the first time.

  To define payment terms, see Define Payment Terms, .

- Invoice Received Date must be selected as the Terms Date Basis in the Supplier region of the Payables Options window before processing payments for the first time. This must be set up in Payables.

  To define system options and defaults, see Define Payables Options, page 1-19.

Defining Payment Terms Types Procedure

To define payment terms options:

1. Navigate to the Define Payment Terms Types window.

2. Enter data in each field of the window as described in the Define Payment Terms Types Window Description table, page 17- 3 .

3. Save your work.

Define Payment Terms Types Window Description

Define Payment Terms Types Window Description

Field Name	Type	Features	Description
Name	required	list of values	terms
Description	default, display only		description of terms
Terms Type	required	list of values	payment terms types
Description	default, display only		describes payment terms type
Constructive Acceptance Days	optional		number of days to accept goods or services after receipt of goods or services
Invoice Return Days	optional		number of days to return invoice when defective supplier invoices are returned
[Descriptive Flexfield]	optional		user-customization field

18

Holiday and Non-Working Dates Setup

Definition

In the Holiday/Non-Working Dates window, users enter nonworking or holiday dates to be used in the Prompt Payment Due Date Calculation process.

For information on the Prompt Payment Due Date Calculation process, see Prompt Payment Process, .

Purpose

The Holiday/Non-Working Dates window enables users to enter and update dates to be used in the calculation of Payable Invoice due date.

> **Note:** Weekends do not need to be entered in the Holiday/Non-Working Dates window. The Prompt Payment Due Date Calculation process considers weekends in the calculation of the payable invoice due date.

Defining Holiday/Non-Working Dates Procedure
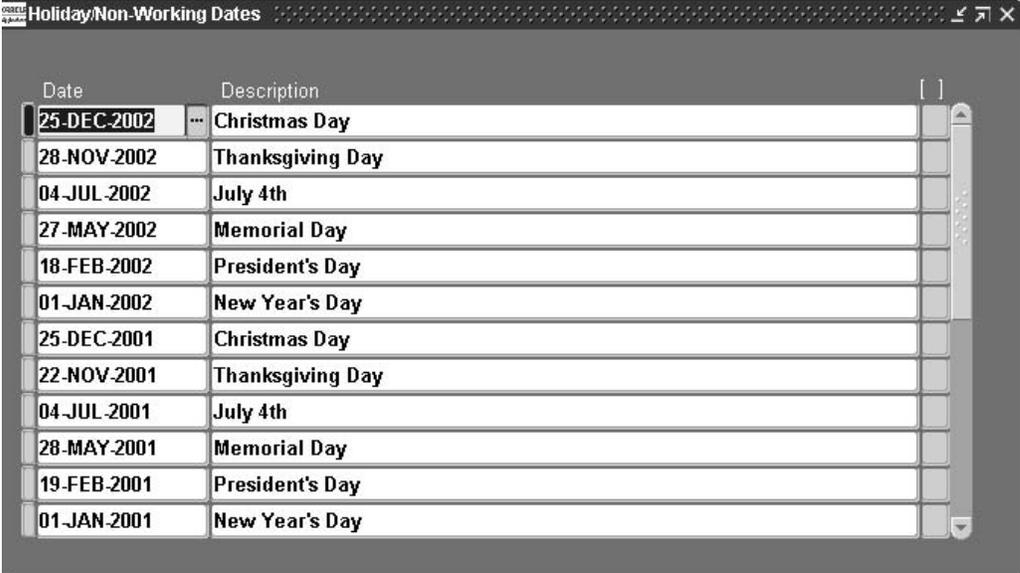
To define the holidays and non-working days for the agency:

1. Navigate to the Holiday/Non-Working Dates window.

2. Enter data in each field of the Holiday/Non-Working Dates window as described in the Holiday/Non-Working Dates Window Description, page 18- 2 table.

3. Save your work.

Holiday/Non-Working Dates Window Description

Holiday/Non-Working Dates Window Description

Field Name	Type	Features	Description
Date	required	list of values: pop-up calendar	date of holiday or other date that must not be considered for use in due date calculation
Description	optional		description of date field; for example, President's Day
[Descriptive Flexfield]	optional		user-customization field

19

Current Value of Funds Setup

Overview

In the Define Fund Rates window, users enter and view the current value of funds rate or average annual rate of Department of Treasury tax and loan accounts. The rate determines whether it is beneficial to take a vendor discount for early payment.

Prerequisites

- Access to the Define Fund Rates window is required.

    To define users in Oracle Applications System Administration that have access to the Define Fund Rates window, see Create Additional Users, page 1- 6 .

Defining Current Value of Funds Procedure

Entering Fund Rates

To enter a new current value of funds rate:

1. Navigate to the Define Fund Rates window.

2. Enter a new fund rate.

3. Enter the effective start date of the new rate. The date must be later than the most recent start date.

    The fund rate and relevant start and end dates are automatically displayed.

    > **Note:** The To field is blank for the current date.

    > **Note:** Once saved, current value of funds rates cannot be modified or deleted. If an incorrect rate is entered and saved, a new rate starting the next day can be entered.

Viewing Fund Rates

To view current value of funds rates:

1. Navigate to the Define Fund Rates window.

2. View the fund rates displayed in the Value of Funds History region.

3. Scroll through the list to find the rate for a specific period.

20

Treasury Offset Exclusion Setup

Overview

The Treasury Offset Program (TOP) is a centralized debt collection program developed by the Financial Management Service (FMS) and operated through its Regional Financial Centers (RFCs). TOP is designed to assist agencies in the collection of delinquent debt owed to the Federal government. TOP enables the RFCs to match delinquent debtor files against payment files. When a match occurs, the payment is intercepted and the debt is offset up to the amount of the debt.

In the Treasury Offset Exclusion Criteria window, users can exclude payments from agency offset based on the following user-defined criteria:

- supplier name, supplier number, supplier site
- supplier types
- accounting distributions
- pay group

Treasury payment formats contain a TOP Offset Eligibility flag that identifies payment records that are subject to offset.

Excluding Payments from Agency Offset

To exclude payments from agency offset:

1. Navigate to the Treasury Offset Exclusion Criteria window.

2. In the Show field, select Suppliers from the drop-down list.

3. Enter a supplier name In the Supplier Name field or enter a supplier number in the Supplier Number field.

    > **Note:** If the supplier name is entered, the Supplier Number field is automatically populated and if the supplier number is entered, the Supplier Name field is automatically populated.

4. In the Supplier Site field, enter the corresponding vendor sites for the supplier name per the operating unit associated with the user's responsibility. The value All signifies that all supplier sites for the supplier are exempt from agency offset. This field is not enabled until after a supplier name or supplier number is entered.

5. In the Show field, select Accounting from the drop-down list.

6. In the From and To fields, enter the accounting distribution low and high values. These are the accounting flexfield definitions by which payments can be excluded from the Treasury offset process. Values entered in the From field are defaulted in the To field but can be amended as required.

    > **Note:** Not all segments need to be entered.

7. In the Show field, select Pay Groups from the drop-down list.

8. In the Pay Group field, select a pay group from the list of values. For example, if the pay group is designated as ECS CK, then all invoices with a pay group set to ECS CK are exempt from Treasury offset.

21

Employee Payment Type Mapping Setup

Definition

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

- ECS PPD/PPD+ Employee Payment Formats

- ECS NCR Check Payment Format

- Bulk Data PPD+ Payment Formats

- Bulk Data Salary/Travel NCR Payment Formats

- Bulk Data NCR Payment Formats

- SPS PPD/PPD+ Employee Payment Formats

- SPS NCR Check Payment Format

This is accomplished by mapping the pay groups established in the Oracle Public Sector Purchasing Lookup window to the Payment Types defined by the Financial Management System (FMS). One payment type can be associated with multiple pay groups.

Purpose

The following steps describe the process related to the Employee Payment Type Mapping window:

1. Users enter the different Employment Payment Types as part of the QuickCodes for Pay Group in the Oracle Public Sector Purchasing Lookup window.

   To define Pay Group lookup codes, see Defining Lookup Codes, *Oracle Purchasing User Guide*.

2. In the Employee Payment Type Mapping window, users map the Pay Groups entered to the seeded values for the ECS Employee Payment Type.

3. Users process invoices and select the corresponding Pay Group for their employee payments.

4. Once the Payment Batch is generated, it extracts the value for the Pay Group in the invoice and points to the Employee Payment Type Mapping window to report the established value for the selected Pay Group in the payment file.

Prerequisites

- Define the Pay Groups required for ECS PPD/PPD+, NCR Check, Bulk Data PPD+, Bulk Data Salary/Travel NCR, Bulk Data NCR, SPS PPD/PPD+, and SPS NCR payment formats and the Employee Payment Types for Pay Groups in the Oracle Public Sector Purchasing Lookup window.

  To define Pay Groups, see Define Oracle Purchasing Lookups, page 1-40.

Mapping Employee Payment Type Procedure
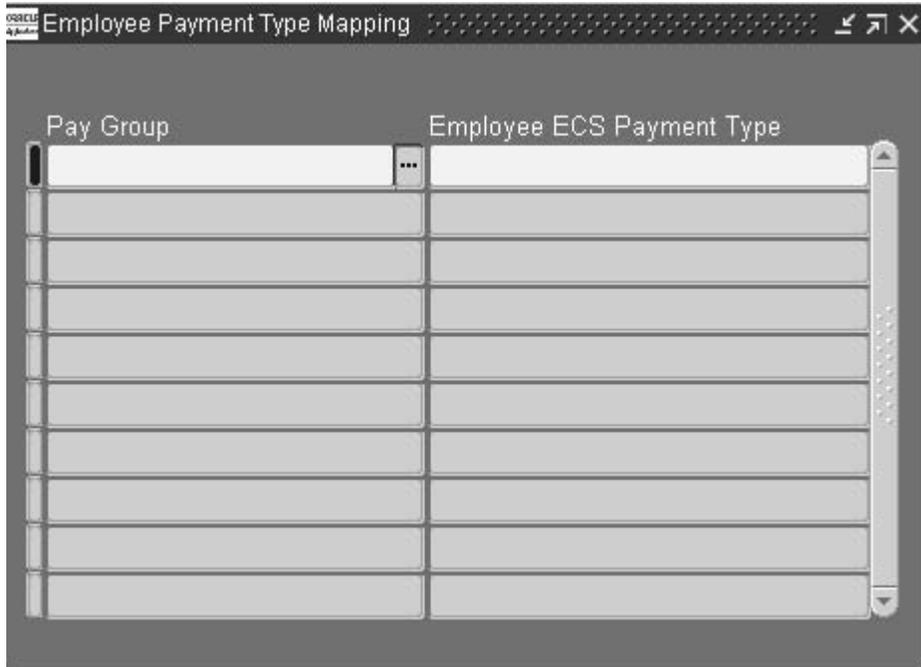
To map Pay Groups to Employee Payment Types:

1. Navigate to the Employee Payment Type Mapping window.

2. Enter data in the Employee Payment Type Mapping as described in the Employee Payment Type Mapping Window Description, page 21- 2 table.

3. Save your work.

Employee Payment Type Mapping Window Description

Employee Payment Type Mapping Window Description

Field Name	Type	Features	Description
Pay Group	required	list of values	Pay Groups
Employee ECS Payment Type	required	list of values	employee payment type, such as salary, tax, or travel

22

Setting Up Receivables and Payables Netting

Setting Up Receivables and Payables Netting

Set up Receivables and Payables netting to help manage Receivables collections by offsetting Receivables due against Payables to vendors who are also customers.

Setting up Receivables and Payables netting involves these tasks:

- Set up Receivables eligibility - Define rules to determine the Receivables invoices that are eligible for offset.

- Set up customer and vendor cross-references - Create cross-references for customers who are vendors. The cross-reference link matches appropriate Receivables and Payables invoices for each customer/vendor.

Prerequisites

Before you can set up Receivables and Payables netting, you must:

- Define these lookups with the value AR/AP Netting:

  - Payables Lookup type CHECK BATCH STATUS.

  - Payables Lookup type SOURCE.

  - Receivables Lookup type INVOICING_REASON.

- Define the Receivables Line Transaction flexfield. See: Define Transaction Flexfield Structure, .

- Define Receivables and Payables netting collector call actions. See: Define Lookups, page 1-28.

- Define the transaction type CM-AR/AP Netting. See: Define Transaction Types, page 1-29.

- Define Receivables and Payables netting invoice source. See: Define Transaction Sources, page 1-30.

- Define units of measure. See: Define Units of Measure, .

- Set up Receivables AutoInvoice. See: Overview of AutoInvoice, .

- Set up Payables Open Interface Import. See: Submitting the Payables Open Interface Import, .

Setting Up Receivables Eligibility

Use the Receivables Eligibility window to designate the ranges of Receivables invoices that are eligible for offset to Payables activity.

To set up Receivables eligibility:

1. Navigate to the Receivables Eligibility window.

2. In the Invoices Past Due Days region, enter in the Low field the minimum number of days that Receivables invoices can be past due to be eligible for offset.

3. If necessary, enter in the High field the maximum number of days that Receivables invoices can be past due. If you leave the High field blank, then all invoices above the minimum are eligible.

4. Enter the Effective Dates for this Receivables eligibility. If you do not enter a To date, the setup remains active.

5. If necessary, enter default AR and AP Transaction Codes. Federal Financials uses the default AR transaction code to create Receivables credit memos and the default AP transaction code to create Receivables debit memos.

6. Enter the Collector Call Action Codes to Include in offset and Exclude from offset, regardless of the number of days the invoice is past due.

7. Save your work.

Defining Customer and Vendor Cross-References

Use the Customer Vendor Cross Reference window to define cross-references between customers and vendors. If applicable, you can define more than one cross-reference for the same company. Receivables invoices for the customers you define here are eligible for offset against Payables to the vendor or vendors that you cross-reference them to.

To set up customer and vendor cross-references:

1. Navigate to the Customer Vendor Cross Reference window.

2. Enter the first Customer Name and Customer Number.

3. Enter the Vendor Name and Vendor Number of the vendor to cross-reference to this customer.

4. Save your work.

5. Repeat steps 2 to 4 for each cross-reference that you want to define.

23

Delinquent Invoice Referral Setup

Overview

In the Delinquent Invoice Referral Definitions window, users define control information to be used during the electronic submission of overdue invoices to Debt Management Services (DMS).

The Delinquent Invoice Referral Definitions window stores information required by the Delinquent Invoice Referral process. The window includes these:

- Agency identifier

- Program codes

- Transmission file count

Setting Up the Delinquent Invoice Referral

To set up delinquent invoice referral definitions:

1. Navigate to the Delinquent Invoice Referral Definitions window.

2. Enter an Agency ID.

3. Select Account Class that is used to derive the program segment value.

4. Enter the agency identifier description.

5. Select a program segment of the accounting flexfield.

6. Enter any additional information in the flexfield if it is defined for Agency ID.

7. Enter the program code as assigned by DMS.

8. Enter the description for the program code.

9. Enter any additional information in the flexfield if it is defined for the program code.

10. Select the segment value from the program segment selected in the agency definitions region.

24

Finance Charges Setup

Overview

In the Define Finance Charges window, enter finance charge types and determine how they are used in assigning and accruing finance charges in receivables management.

For information on assigning and accruing finance charges, see Receivables Management Procedures, *Oracle U.S. Federal Financials User's Guide*.

Prerequisites

- Define Receivables lookups, transaction types, and transaction batch sources in Oracle Receivables.

  See Oracle U.S. Federal Financials Setup Overview, page 1- 1 .

- Define transaction types for each organization in Receivables, if Oracle Applications Multiple Organizations Support is implemented.

  See Define Transaction Types, page 1-29.

  To implement Oracle Applications Multiple Organizations Support, see *Multiple Organizations in Oracle Applications*.

Defining Finance Charges

To define the finance charges used by the organization:

1. Navigate to the Define Finance Charges window.

2. Under the Charges tab, enter a name and description for the charge type.

3. Enter the number of days for the grace period before the first accrual.

4. In the First Accrual field, enter the number of days after the due date for the first accrual.

5. In the Transaction Type field, select the debit memo transaction type that is assigned to the charge type.

    > **Note:** The debit memo is generated to a single fund as directed by the Department of Treasury.

6. Select the receivable activity.

7. In the Invoice Suffix field, enter the last digits of the invoice number used at end of the debit memo number created for that finance charge type.

8. Check the Enabled check box to activate the charge type.

    > **Note:** You can stop the accrual of existing invoices that are assigned to that charge with the Enabled check box.

9. Select the category of the charge, if required.

10. Enter the priority for the charge type to indicate the order of payment among charge types when cash received.

11. Enter the number of days between accruals.

    Note: Zero indicates a one-time charge.

12. Select the transaction batch source.

13. Select the default transaction code used to create finance charge debit memos.

14. Enter the either rate percentage or flat amount.

15. Select the accrual method as simple.

16. Select the frequency of accrual, if required.

17. Select the date range between which the charge type must be active.

18. Under the Customers tab, select the receivables customer class.

19. Check the Enabled check box if the charge type must be accrued for receivables customer class.

25

Transaction Codes Mapping Setup

Overview

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

Mapping Transaction Codes

To map transaction codes:

1. Navigate to the Transaction Codes Mapping window.

2. Enter a document type.

3. In the Debit Memo field, select a finance charge transaction code.

4. Select a finance charge receipt transaction code.

5. Enter a transaction code effective start date. The same finance charge or debit memo transaction code can exist as long as the dates do not overlap.

6. Optionally, enter the date when the transaction code is no longer effective.

Related Topics

For information on the Cash Receipt Process, see Receivables Management Process, *Oracle U.S. Federal Financials User's Guide*.

26

Receivable Types Setup

Definition

Linking transaction types to receivable types is a setup procedure in Oracle U.S. Federal Financials. A receivable type is a receivable category.

Receivable types are linked to transaction types in the Receivable Types window. The Receivable Types window includes the following types of receivables:

- direct loans
- defaulted guaranteed loans
- administrative

Purpose

In the Receivable Types window, users associate transaction types defined in Federal Financials to one of three receivable types. The linkage between receivable types and transaction types is required for the following:

- assigning an invoice status
- generating the Invoice Status report

    The Invoice Status report tracks and displays changes in invoice status for past due invoices including the Receivable Type of the invoice.

- generating the Delinquent Invoices Eligible for Referral report
- generating the Delinquent Invoice Referral process

    The Delinquent Invoice Referral process creates an electronic file of invoices that meet the criteria to be referred to the Federal Management System (FMS) for collection. The file designates the receivable type of the invoice.

Prerequisites

- Transaction types must be set up in Oracle Receivables.

    To define transaction types, see Define Transaction Types, page 1-29.

Setting Up Receivable Types Procedure

To enter or update receivable types:

1. Navigate to the Receivable Types window.

2. Enter data in each field of the Receivables Type window as described in Receivable Types Window Description table, page 26- 2 .

3. Save your work.

Receivable Types Window Description

Receivable Types Window Description

Field Name	Type	Features	Description
Receivable Type	required	list of values	receivable type
Transaction Type	required	list of values	transaction type
Description	display only		populates when transaction type is selected from the list of values
[Descriptive Flexfield]	optional		user-customization field

27

Year-End Closing Setup

Overview

Federal accounting rules require agencies to perform an annual year-end close and submit financial reports providing the status of their appropriations or funds.

The Year End Closing window enables users to set up the year-end close sequence order and define from and to accounts for creation of general ledger records.

Prerequisites

- The Accounting Flexfield must be defined and dynamic insertion must be enabled to create accounts as transactions are entered.

  To define the Accounting Flexfield and enable dynamic insertion, see Define Accounting Flexfield, page 1-11.

- Treasury account codes must defined.

  To define treasury account codes, see Treasury Account Codes Setup, page 5- 1 .

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

  To enter and update appropriation parameters, see Appropriation Parameters Setup, page 8- 1 .

Setting Up Year-End Closing Definitions Procedure

To set year-end close definitions:

1. Navigate to the Year End Closing window.

2. In the Appropriation Time Frame field, select an appropriation period from the list of values.

   > **Note:** In order to execute the Year-End Close process, a Year-End Close record must be defined for each time frame with at least one sequence and one line of account information in the Year End Closing window.

3. Optionally, in the Federal Account Symbol Name field, select a treasury account code description, also called the federal account symbol name.

4. Optionally, in the Treasury Account Code field, select a treasury account code assigned by the Department of Treasury.

5. Optionally, in the Treasury Symbol field, select a treasury symbol for the time frame and appropriation group selected.

6. In the Sequence Number field, enter the sequence order for processing.

7. In the Appropriation Status field, select Expired, Unexpired, or Cancelled. If the appropriation time frame is One Year, then the values include Expired and Cancelled only.

8. In the From field, select a general ledger from account.

> **Note:** The same From account should not be used more than once for the same appropriation timeframe, treasury account code, treasury symbol, and appropriation status combination.

9. In the To field, select a general ledger to account.

> **Note:** This list includes nonparent SGL accounts only.

> **Note:** Sequences can be copied by selecting Tools from the menu. See the Copy Year-End Information Procedure, page 27- 3 in this chapter.

Copying Year-End Information Procedure
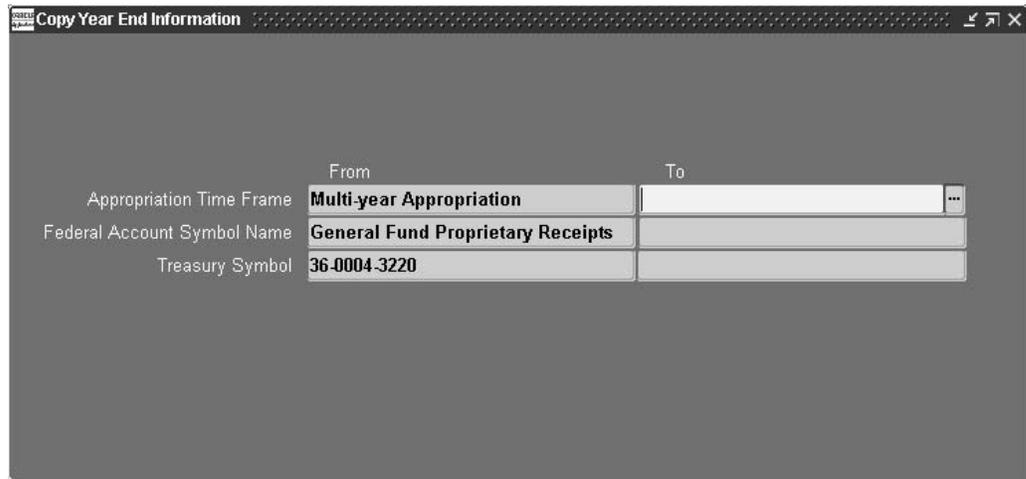
To copy year-end information:

1. Perform the Year-End Closing Definitions procedure described in Setting Up Year-End Closing Definitions Procedure, page 27- 2 .

2. Optionally, query on one or more of the following fields in the Year End Closing window:

   • Appropriation Time Frame

   • Federal Account Symbol Name

   • Treasury Symbol

3. Navigate to the Copy Year End Information window.

4. In the Appropriation Time Frame To field, select an appropriation period from the list of values.

5. Optionally, in the Federal Account Symbol Name To field, enter a treasury account code description, also called the federal account symbol name.

6. Optionally, in the Treasury Symbol To field, select a treasury symbol for the time frame and appropriation group selected.

Glossary

1096 Annual Summary and Transmittal of U.S. Information Returns

The Debt Collection Act of 1982 states that a 1096 Annual Summary and Transmittal of U.S. Information Returns report must accompany Copy A of the 1099-C Cancellation of Debt report that is submitted to the Internal Revenue Service.

1099-C Cancellation of Debt

The Debt Collection Act of 1982 requires that a 1099-C Cancellation of Debt report must be submitted to the Internal Revenue Service for each debtor for whom a debt of $600.00 or more is cancelled during the calendar year.

Accrue Finance Charges

A process in Oracle U.S. Federal Financials that creates a debit memo for each Finance Charge Type associated with each newly overdue invoice; and adjusts existing finance charge debit memos for each Finance Charge Type associated with old overdue invoices.

ACH

See Automated Clearing House (ACH).

adjusted trial balance (ATB)

Balance for an SGL account and related attributes that make up a portion of a FACTS II submission as of a specific date for a specific treasury appropriation fund symbol.

adjustment

The method prescribed by the Department of Treasury under the IPAC system that allows a customer to charge a billing agency to remedy an incorrect billing.

advance appropriation

New budget authority appropriations that become available one or more fiscal years beyond the fiscal year for which the appropriation was passed.

advance funding

Budget authority appropriations provided in an appropriations act to be used, if necessary, to cover obligations incurred late in the fiscal year for benefit payments in excess of the amount specifically appropriated in the act for that year, where the budget authority is charged to the appropriation for the program for the fiscal year following the fiscal year for which the appropriations is passed.

Agency Location Code (ALC)

An 8-digit numeric symbol identifying the agency accounting and/or reporting office with disbursing authority. Any 4-digit ALC is preceded by four zeros.

allotment

Funds within an apportionment designated for specific programs or projects in an agency.

allowance

A subdivision of an allotment. Typically, managers distribute funds throughout the agencies to levels lower than the allotment to cover programs and projects for more specific purposes. An allowance cannot exceed the amount allotted. However, obligations and expenditure can exceed an individual allowance but must not exceed the total allotment in accordance with the Antideficiency Act.

anticipated

Estimated cancellations or downward adjustments of prior-year obligations anticipated for recovery in the current fiscal year; only used in unexpired multiyear or no-year funds. These amounts are reported on the SF-132, Request for Apportionment as a Budgetary Resource.

Antideficiency Act

A regulation applying to federal agencies that establishes budgetary limitations at required levels within an agency.

Apply Cash Receipts

A procedure in Federal Financials to enter manual cash receipts for customers and invoices to be applied, as appropriate, to previously created finance charge debit memos, invoices, or on account.

apportionment

An agency request to the Office of Management and Budget to acquire funds to be used in designated quarters of the fiscal year. Agencies divide apportionments into allotments, which are converted into commitments, obligations, and expended authority.

appropriation

Funds provided to federal agencies through legislation. An appropriation is designated as multi-year, which can be used for a specified period of time in excess of one year; no-year, which can be used indefinitely; and single-year. which can only be used in the current year.

appropriation warrant

An official document that establishes the individual amounts that Congress appropriates by treasury symbol.

AR/AP Netting Preliminary Report

A preliminary report generated by the Receivables and Payables Netting process that allows agencies to review receivables and payables netting transactions prior to running the final process.

Assign Finance Charges

A process in Federal Financials that selects customers and invoices for which finance charges are to be accrued during the Accrue Finance Charges process, based on customer classes specified in the Define Finance Charges window.

AR/AP Netting Final Report

A report that lists the offset transactions that are generated by the Receivables and Payables Netting process.

Assign Finance Charges Report

An internal report that provides information on customers and invoices assigned finance charges.

ATB

See adjusted trial balance (ATB).

Automated Clearing House (ACH)

Primary electronic funds transfer (EFT) system used by agencies to make payments and to collect funds. The ACH is a distribution and settlement point for transmitting funds electronically between an originating financial institution and a receiving financial institution. Funds are transferred through the use of several format options targeted specifically to meet the Federal Government's needs.

Federal Government ACH payments originated in the Prearranged Payment and Deposit (PPD) with or without addenda, Cash Concentration of Disbursement (CCD) with or without addenda or Corporate Trade Exchange (CTX) formats.

automated interagency bill

A bill that exists on a computerized database, although it can be printed out in hard copy format.

billing agency fund

The accounting classification that is adjusted, billed, or credited by the billing agency.

borrowing authority

A budget authority that permits obligations and outlays to be financed by borrowing.

budget account definition

An administrative or functional subdivision of a budget agency. A budget account must have at least one federal account symbol associated with it.

budget authority

Authority provided by law to incur financial obligations that result in outlays. Specific forms of budget authority include appropriations, borrowing authority, contract authority, and spending authority from offsetting collections.

budgetary resource

An amount available to enter into obligations in a given year. Budgetary resource comprises new budget authority for that year, including spending authority from offsetting collections, and unobligated balances of budget authority provided in previous years, including recoveries of prior year obligations and transfers.

Budgetary Accounting Guide

A publication issued by the Financial Management Service that provides information on year-end closing requirements for federal agencies.

bulk data payment formats

The bulk data payment format enables users to submit via Bulk files to Treasury RFC vendor or Employee payments.

Bulk data processes create the following payment files:

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

cash equivalent transactions

Transaction in which the Government makes outlays or receives collections in a form other than cash, or the cash does not accurately measure the cost of the transaction.

cash receipts

Cash payments collected to satisfy an exchange of cash for goods and/or services.

certifier

A person, typically a high level official at an agency, who verifies the accuracy of year-end submissions for the agency or a portion of the agency. Certifiers can either certify or reject submissions that were entered by preparers.

Circular A-125, Prompt Payment

A publication issued by the Office of Management and Budget that documents the Prompt Payment Act.

Circular A-34, Instructions on Budget Execution

A publication issued by the Office of Management and Budget that provides information on the SF 133 Report on Budget Execution.

clearing accounts

Accounts established to temporarily hold general, special, or trust collections or disbursements pending clearance to the applicable receipt or expenditure account in the budget.

close out

An event that occurs concurrently with, or subsequent to, an agency decision to write off a debt for which the agency has determined that future additional collection attempts would be futile. At close out, an agency reports to the IRS the amount of the closed out debt as income to the debtor on IRS Form 1099-C in accordance with Treasury requirements. No additional collection action can be taken by the agency after issuing the IRS Form 1099-C.

cohort

Direct loans obligated or loan guarantees committed by a program in the same year, even if disbursements occur in subsequent years or the loans are modified. Modified pre-1992 direct loans constitute a single cohort; modified pre-1992 loan guarantees constitute a single cohort. For loans subsidized by no-year or multi-year appropriations, the cohort may be defined by the year of appropriation or the year of obligation. For information on proper determination, the Office of Management and Budget (OMB) can be contacted.

commitment

The reservation of funds in anticipation of legal obligations.

consolidated payment files

Submitted electronically to Treasury's RFC on a daily basis and combines the records for multiple payment batches into one. Consolidated Payment Files are generated for the following:

- CTX
- Bulk Data CCD+
- Bulk Data PPD+

contract authority

Budget authority that permits obligation to be incurred in advance of either an appropriation of the cash to make outlays to liquidate the obligations or offsetting collections.

cost

Cash value of the resources allocated to a particular program. When used in connection with federal credit programs, cost means the estimated long term cost to the government of a direct loan or loan guarantee, calculated on a net present value basis, excluding administrative costs and any incidental effects on governmental receipts or outlays.

credit program account

An account into which an appropriation for the cost of a direct loan or loan guarantee program is made and from which such cost is disbursed to a financing account for the program.

cross-servicing

Passing a debt to a designated collection center or private collection agency in an effort to collect the amount due.

CSV file

A file format that separates data fields with commas (commas delimited). The character data is usually surrounded by quotes. This file format is frequently used to import and export data between different programs.

CTX ACH format

The Corporate Trade Exchange (CTX) ACH Format process that produces the payment output files to pay vendors using electronic data transmission sent directly to Treasury's RFC.

current value of funds

The average annual rate of the Department of Treasury tax and loan accounts. The rate is used to determine whether taking a vendor discount for early payment is economically beneficial.

Debt Collection Act of 1982

A set of regulations governing the receivables management and collections practices of federal agencies.

Debt Collection Improvement Act of 1966

The DCIA provides that any nontax debt or claim owed to the U. S. Government that is 180 days delinquent, with certain exceptions, will be referred to the Department of the Treasury for collection. Debt that is in litigation or foreclosure with a collection agency or designated Federal debt collection center or that will be disposed of under an asset sales program is exempt from transfer to the Secretary.

deposit fund

An account established to record amounts held temporarily by the government until ownership is determined, such as earnest money paid by bidders for mineral leases, or held by the government as an agent for others, such as State and local income taxes withheld from Federal employees' salaries and not yet paid to the State or local government. Deposit fund transactions are excluded from the budget totals because the funds are not owned by the government. Since increases in deposit fund balances reduce Treasury's need to borrow, they are a means of financing a deficit or a surplus.

direct loan

A disbursement of funds by the government to a non-federal borrower under a contract requiring repayment of such funds with or without interest. The term includes the purchase or participation in a loan made by a non-federal lender. It also includes the sale of a government asset on credit terms of more than 90 days duration.

disbursement in transit

A liability account used for payments pending Department of Treasury confirmation of disbursement.

discretionary spending

Budgetary resources, except those provided to fund mandatory spending programs, provided in appropriations acts.

Due Date Calculation

A process in Federal Financials that determines the due date on the payment schedule by using the later of the Invoice Received Date or the Goods/Services Acceptance or Receipt Date.

economically beneficial discounts

Discounts offered by suppliers that federal agencies are required to take pursuant to the Prompt Payment Act. An agency must take available discounts for early payment unless they are not economically beneficial. Discounts are not beneficial if an agency can realize a greater return by keeping its money invested until a later payment due date.

ECS

See Electronic Certification System (ECS).

ECS ACH Vendor Payment Format

A process that allows federal agencies to produce payment output files used to pay Automated Clearing House (ACH) vendors.

ECS CCD/CCD+ Vendor payment format

The ECS Cash Concentration or Disbursement Vendor Payment Format process that produces the payment output file for Treasury disbursed payments using ECS. The

CCD+ format includes an addenda record which further identifies the invoice number and provides additional information about payment records.

ECS NCR Check payment format

The ECS National Cash Registry (NCR) Check Payment Format process that produces the payment output file for Treasury-disbursed payments to pay vendors or employees by check using ECS.

ECS NCR Check Payment Format

A process that allows federal agencies to format payments for electronic submission to a central disbursing office of the Department of Treasury.

ECS PPD/PPD+ Vendor payment format

The ECS Prearranged Payment and Deposit (PPD/PPD+) Employee Payment Formats process that produces the payment output file that is used by Treasury Regional Finance Centers (RFC) to disburse consumer payments. The PPD+ format includes an addenda record which further identifies the invoice number and provides additional information about payment records. PPD/PPD+ payments include the following:

Electronic Certification System (ECS)

A Department of Treasury electronic payment system used by federal agencies to transmit vendor payment information to the Department of Treasury for accomplishment.

entity code

A seven-digit code assigned by the Department of Treasury that identifies the preparer of the FACTS data. Each Entity is responsible for one or more appropriations or NOTES reports.

expended

Obligations where services are performed by employees, contractors, vendors, carriers, grantees, lessors, and other Government funds; goods and tangible property is received; and amounts becoming owed under programs for which no current service is required, such as annuities, insurance claims, other benefit payments, and loans.

expended authority

Portion of an agency's budget authority that has been expended.

expenditure

The issuance of checks, disbursement of cash, or electronic transfer of funds made to liquidate a federal obligation. Outlays during a fiscal year may be for payment of obligations incurred in prior years or in the same year. Expenditures can exceed obligations but cannot exceed allotted funds in accordance with the Antideficiency Act.

expenditure transaction

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

FACTS I

See Federal Agencies' Centralized Trial-Balance System I (FACTS I).

FACTS II

See Federal Agencies' Centralized Trial-Balance System II (FACTS II).

federal account symbol

A group of numbers used to identify the agency responsible for the appropriation and fund classification without regard to the period of availability to incur new obligations. The federal account symbol is the summary level of the treasury symbol.

Federal Agencies' Centralized Trial-Balance System I (FACTS I)

A data entry system used by federal program agencies (FPAs) to report mainly proprietary US SGL accounts to create the consolidated financial statements of the Federal Government.

Federal Agencies' Centralized Trial-Balance System II (FACTS II)

A data entry system used by federal program agencies (FPAs) to report budget execution data that fulfill several reporting requirements of the Office of Management and Budget (OMB) and the Department of Treasury.

federal report definitions

Report information, set up in the Federal Report Definitions windows that is used to customize reports by specifying report content and entering report data to meet Federal Government reporting requirements.

Federal Setup Options

Specially defined and updated information used by federal agencies and maintained in Federal Financials. Federal Options are required for some new features and reports. The Define Federal Options window is used to enter the information.

Federal Vertical Transfer to GL

A process in Federal Financials that creates the budgetary and proprietary entries required by federal accounting rules when taking discounts on payments. Where applicable, the request set uses the disbursement in transit liability account in place of the fund balance cash account when payments are posted.

Finance Charge Types

Finance charge information entered in the Define Finance Charges window that is used to assign and accrue finance charges in Receivables.

Financial Management Service (FMS)

A division of the Department of Treasury that oversees the U.S. Federal Government's accounting and reporting system, publishes financial information, functions as central disburser and collections agent, and helps federal agencies to develop uniform accounting and reporting systems.

financing account

The non-budget account or accounts associated with each credit program account for post-1991 direct loans or loan guarantees. It holds balances, receives the subsidy cost payment from the credit program account, and includes all other cash flows to and from the government. Separate financing accounts are required for direct loans and loan guarantees.

FMS

See Financial Management Service (FMS).

FMS Form 224 Statement of Transactions Exception Report

A report that shows transactions included or omitted from the FMS Form 224 Statement of Transactions Report that may require review or correction.

FMS Form 224 Statement of Transactions Report

A report used to provide information to the Treasury about the financial condition and operations of federal agencies for which Treasury disburses.

forbearance

Act of surrendering the right to enforce a valid claim usually in return for a binding promise to perform a specified act. Forbearance sometimes refers to an agreement by a lender to refrain from taking legal action when a mortgage is in arrears, as long as the borrower complies with a satisfactory arrangement to pay off the past due balance by a future date.

An involuntary payment of a debt secured by collateral by seizing the collateralized property.

foreign currency fund accounts

Accounting mechanisms established by the Treasury to account for foreign currency that is acquired without payment of U.S. dollars. Use of these amounts requires appropriations or payment with appropriated dollars unless otherwise authorized by law. Foreign currency fund accounts are established with a two-digit agency prefix assigned by Treasury, the symbol FT, and a three-digit foreign currency account code.

forward funding

Budget authority appropriations that become available for obligation in the last quarter of the fiscal year for the financing of ongoing grant programs during the next fiscal year.

fund/budgetary accounting

The legal requirement that federal agencies establish accounts for segregating revenues, other resources, related liabilities, obligations, and balances in order to carry out specific activities or achieve certain objectives in accordance with special regulations, restrictions, or limitations. One of the most important laws requiring federal agencies to adhere to fund accounting concepts is the Antideficiency Act.

fund group

Last four characters of the treasury symbol. The four-digit identifier that corresponds to the Treasury Account Symbol in the Federal Account Symbols and Titles (FAST) book. The Treasury Appropriation/Fund Group is the combination or roll-up of all fiscal years reported for each agency appropriation or fund account symbol.

Note: FACTS II uses the term Treasury Account Code and FACTS I uses the term Fund Group to refer to the same field.

fund parameters

Information maintained about each fund in Federal Financials. Fund parameters define additional information associated with the balancing segment of the Accounting Flexfield.

fund type

Major classification for the different account types, such as General Fund, Clearing Account, and Special Fund.

fund value

The Federal Government obtains monies from many sources. The use of the monies is governed by the appropriations process. Agencies segregate their accounts into funds to assure compliance with legal requirements. Monies obtained from general taxation and revenue powers and from business operations are accounted for in the following types of funds: General Fund, Special Funds, Revolving Funds, Management Funds, Trust Funds, and Deposit Funds. There can be multiple fund values per treasury symbol, but a fund value can be assigned to one and only one treasury symbol. For reporting purposes, fund values roll up to the treasury symbol.

funds available

The total amount of allotted funding still available for spending by an agency.

Funds Available

A procedure in Federal Financials for agencies to view funds available at both detail and summary levels and to compare budget amounts to actual fund values.

general fund

Accounts for receipts not set aside by law for a specific purpose, the process of general borrowing, and the expenditure of these monies.

Government Online Accounting Link System (GOALS)

A government-wide telecommunications network established to reduce dependence on labor-intensive paper-based processes and to provide an efficient method for accounting and reporting functions.

Government Results and Performance Act (GRPA)

A Federal Government regulation requiring agencies to report on financial performance through a series of regulatory reports.

GRPA

See Government Results and Performance Act (GRPA).

Holiday/Non-Working Dates

Holiday and non-working dates entered in the Define Holiday/Non-Working Dates window that is used by the Due Date Calculation process to determine a payment schedule in compliance with the Prompt Payment Act.

Identification of Federal Employees Report

A report that provides information on federal employees indebted to the Federal Government.

Interagency Transfers

A window in Federal Financials used by the customer agency to store information regarding the billing agency fund involved in an interagency transaction.

interagency transactions

Transfers between Treasury agencies that involve two or more different appropriation, fund, or receipt accounts and are classified as expenditure transactions.

Interest, Administrative and Penalty (IPA)

Interest, Administrative and Penalty are finance charges associated with the Federal Government. Federal Financials creates debit memos for Finance Charge Type associated with overdue invoices.

intragovernmental fund

See revolving fund.

Intra-governmental Payment and Collection System (IPAC)

A government-owned and operated system that performs intra-governmental funds transfers.

IPA

See Interest, Administrative and Penalty.

IPAC

See Intra-governmental Payment and Collection System (IPAC).

JFMIP

See Joint Financial Management Improvement Program (JFMIP).

Joint Financial Management Improvement Program (JFMIP)

A cooperative effort among major agencies of the Federal Government to arrive at a common set of financial management standards as mandated by the President of the United States. Representatives from major agencies serve on a committee charged with formulating these standards.

liquidating account

The budget account that includes all cash flows to and from the government resulting from pre-1992 direct loans or loan guarantees. Cash flows associated with modified direct loans and loan guarantees are treated as exceptions. The liquidating accounts are the old credit accounts, whose transactions are counted on a cash basis in calculating budget outlays and the deficit. Liquidating accounts are not subject to credit reform accounting except for the effects of modifications.

loan guarantee

Any guarantee, insurance, or other pledge with respect to the payment of all or a part of the principal or interest on any debt obligation of a non-federal borrower to a non-federal lender. It does not, however, include the insurance of deposits, shares, or other withdrawable accounts in financial institutions.

MAF

See master account file (MAF).

mandatory spending

Spending controlled by laws other than appropriation acts, including spending for entitlement programs and spending for the food stamp program.

master account file (MAF)

Treasury account fund symbols that are reported in FACTS II. The MAF also contains the preparer and certifier IDs for each fund symbol.

Multi-Fund Accounts Receivable (MFAR)

Enables users to post receivables invoices, receipts, debit memos, credit memos, and adjusting entries to multiple balancing segment values or fund.

nonexpenditure transfer

See transfer.

normal balance indicator

Normal condition of the balance in an SGL account, that is, debit or credit.

object class

A uniform classification identifying obligations of the Federal Government by the types of goods or services purchased, such as personnel compensation, supplies and materials, and equipment, without regard to the agency involved or the purpose of the programs for which they are used.

obligation

Allotment funds obligated for goods or services that have been ordered, but not yet received. Obligated funds are not available for spending by an agency.

Office of Management and Budget (OMB)

A U.S. Federal Government office that helps the President of the United States oversee the preparation of the federal budget and supervise the administration of federal agencies. The OMB also oversees and coordinates the administration's procurement, financial management, information, and regulatory policies.

Offset

The amount the Treasury Department pays a customer for receivable invoices that have been outstanding for at least 181 days but less than 10 years. For example, if Customer A owes Agency A $150 and if Agency B owes Customer A $200, then the Treasury Department will pay Customer A $50. The $50 the Treasury Department pays Customer A is offset by the amount Customer A owes Agency A.

offsetting collections

Collections that by law are credited directly to expenditure accounts.

offsetting receipts

Collections that are deducted from gross budget authority and outlays, rather than added to receipts, and that are not authorized to be credited to expenditure accounts.

OMB

See Office of Management and Budget (OMB).

outlay

Payment to liquidate an obligation other than the repayment of debt principal. Outlays are the measure of government spending. Outlays generally are equal to cash disbursements but also are recorded for cash-equivalent transactions, such as the

subsidy cost of direct loans, and loan guarantees, and interest accrued on public issues of the public debt.

Payment Terms Types

Payment terms, specified in the Define Payment Terms Types window, used to automatically calculate the payment due date in compliance with the Prompt Payment Act. The payment term also defaults to purchase orders and invoices generated for a specific vendor.

posting

A feature in Federal Financials that supports federal accounting rules requiring that discounts taken on payments be posted to the corresponding budgetary as well as proprietary accounts in General Ledger. Discounts are treated as expense or asset reversals increasing budgetary authority while making funds available in an agency's budget for other purposes. The Federal Vertical Transfer to GL process automatically generates posting entries for the amount of the discount taken. For agencies using a disbursement in transit liability account, that account is used in place of the fund balance account when payments are posted.

pass-through

A process by which an agency refers debts to FMS for subsequent referral to a Private Collection Agency (PCA). FMS takes no collection action when debts are referred to FMS for pass-through other than referring the debts to a PCA. The pass-through process enables FMS to assess and monitor fully the performance of its PCA contractors.

preparer

Representative from the federal program agencies (FPA) who prepares the adjusted trial balance (ATB) information for one or more treasury appropriation fund symbol (TAFS) accounts.

Prompt Payment Act

A set of laws applying to federal agencies mandating how and when to pay commercial obligations. The act requires agencies to pay interest on overdue invoices and to take discounts offered by suppliers unless doing so would not prove economically beneficial.

Prompt Payment Due Date Report

An internal report that provides information about invoices within a specific payment batch for which a due date adjustment was made.

Prompt Payment Exception Report

An internal report that provides information about payments that have an invalid due date.

Prompt Payment Statistical Report

A report that provides detailed statistical information about payments within a specific date range.

public enterprise fund

See revolving fund.

Receivable Type

A receivable category. Preseeded receivable types include Direct Loans, Defaulted Guaranteed Loans, and Administrative receivables. Receivable types are linked to transaction types in the Receivable Types window.

Receivables and Payables Netting

A feature that allows agencies to manage the collection of receivables by offsetting receivables against payables for vendors who are also customers.

Receivables Management

The processing and application of collections on receivables. Receivables management for federal agencies involves compliance with the requirements set forth in the Debt Collection Act of 1982.

recission

Legislative action that cancels new budget authority or the availability of unobligated balances of budget authority prior to the time the authority would otherwise have expired.

Regional Finance Center (RFC)

Disburses public monies on behalf of federal civilian agencies.

Report on Budget Execution

See SF 133 Report on Budget Execution.

record type 7 (RT7)

A three-digit numeric code attached to the end of the treasury appropriation fund symbol that identifies specific kinds of fund resources such as Fund Held Outside the Treasury, Authority to Borrow from the Treasury, and Unrealized Discounts.

reimbursement or reimbursable work

A sum that is received by the Federal Government as a repayment for commodities sold or services furnished either to the public or to another government account and that is authorized by law to be credited directly to specific appropriation and fund accounts. These amounts are deducted from the total obligations incurred (and outlays) in determining net obligations (and outlays) for such accounts. Reimbursement between two accounts for goods or services are an expenditure transaction or transfer.

reimbursable obligation

Obligation financed by offsetting collections credited to an expenditure account in payment for goods and services provided by that account.

Receivables Activity Worksheet

A report that provides information on the status of receivables, including direct loans, defaulted guaranteed loans, administrative receivables, and footnotes.

revolving fund

A fund that conducts continuing cycles of business-like activity in which the fund charges for the sale of products or services and uses the proceeds to finance its spending, usually without requirement for annual appropriations. Public enterprise funds conduct

business-like operations mainly with the public; and intragovernmental revolving funds conduct business-like operations mainly within and between government agencies.

Routing Transfer Number (RTN)

Devised by the American Bankers Association (ABA) to identify the specific financial institution responsible for the payment of a negotiable instrument. The RTN system has evolved to designate participants in automated clearinghouses, electronic funds transfer, and online banking. Every financial institution has a designated RTN. A valid RTN must have nine digits of which the first two digits are 01 through 12 through 32.

RT7

See record type 7 (RT7).

sequence assignment

A pay group that has an initial value, final value, and a start date assigned at a minimum, and that database sequence was created for the pay group based on this information. Optionally, users can also include prefix, suffix, and an end date in this setup.

SF 133 Report on Budget Execution

An Office of Management and Budget report used to list the sources of budget authority and the current status of budgetary resources by individual fund.

SF 1081 Voucher and Schedule of Withdrawals and Credits

A document used by federal agencies to complete interagency expenditure transactions involving two or more appropriation, fund, or receipt accounts.

SF 1166 ECS

The SF 1166 ECS is an electronic voucher and schedule of payments. The following methods are available for creating an SF 1166 ECS:

- the agency's ECS computer via keyboard entry

- the agency's PC using the off-line ECS software via keyboard entry, downloaded to magnetic diskette, then uploaded to the agency's ECS computer by an authorized ECS data entry operator

- creation in another agency computer system to FMS specified formats, downloaded to a magnetic diskette, then uploaded to the agency's ECS computer by an authorized ECS data entry operator

special fund receipt accounts

All collections not earmarked by law for a specific purpose.

Statement of Transactions

See FMS Form 224 Statement of Transactions Report.

Status of Obligations Report

An internal report used to measure financial performance against operating plan objectives. The report assists federal agencies in determining if the procurement process has been completed for each obligation.

subsidy

Estimated long-term cost to the government of a direct loan or loan guarantee, calculated on a net present value basis, excluding administrative costs. In net present value terms, it is the portion of the direct loan disbursement that the government does not expect to recover, or the portion of expected payments for loan guarantees that will not be offset by collections. The subsidy may be for post-1991 direct loan obligations or loan guarantee commitments, for re-estimates of post-1991 loans or guarantees, or for modifications of any direct loans or loan guarantees.

summary schedules

Submitted electronically to Treasury's RFCs on a daily basis and include certification for Bulk Data files sent to Treasury. Summary Schedules are generated for the following:

- Bulk Data CCD+

- Bulk Data PPD+

- Bulk Data Salary/Travel NCR

- Bulk Data NCR

surplus warrant

A warrant document that withdraws unobligated balances of an appropriation after the period of availability has expired. A surplus occurs when receipts exceed outlays.

TAFS

See treasury appropriation fund symbol (TAFS).

TAFS split

Subdivides a treasury appropriation fund symbol. Splits are established for programmatic or administrative reasons.

TAFS status

Indicates the status of a specific TAFS account. The following definitions apply: unexpired indicates the TAFS can incur new obligation; expired indicates that the TAFS can liquidate obligations or make adjustments, but cannot incur new obligations; cancelled indicates that the TAFS will have no more reportable activity.

Taxpayer Identification Number (TIN)

A number that identifies a taxpayer. The taxpayer identification number can be an employee identification number or a social security number.

TC

See Transaction Code.

TFM

See Treasury Financial Manual (TFM).

TIN

See Taxpayer Identification Number (TIN).

Transaction Code (TC)

A transaction code is a mechanism to bundle one or more accounting transactions (debit/credit pairs) under one code. When a TC is referenced on a data entry window, General Ledger automatically generates the additional accounting entries that have been defined for that TC.

Transmittal Letters (T/L)

Sequentially numbered transmittal letters signed by the Commissioner of the Department of Treasury's FMS that accompany Treasury Financial Manual (TFM) chapter releases. These letters release the following:

- changes or additions to existing chapters and new chapters

- summaries of the new or revised material

- instructions for the addition or substitution of material

- regulations or published instructions that are superseded or rescinded

TOP

See Treasury Offset Program (TOP).

Trading Partner

The Treasury department code of the other federal entity involved in transactions with the reporting entity.

transfer

Move budgetary resources from one budget account to another. Depending on the circumstances, the budget may record a transfer as an expenditure transfer, which means a transfer that involves an outlay, or as a nonexpenditure transfer, which means a transfer that does not involve an outlay.

Treasury

Refers to the U.S. Department of Treasury. Among other roles, the Treasury formulates and recommends economic, fiscal, and tax policies; and serves as financial agent for the Federal Government.

treasury account code (TAC)

Four-digit identifier typically corresponding to the last four digits of the treasury symbol. A numeric or alphanumeric account symbol used to classify transactions with fund types.

Note: FACTS II uses the term Treasury Account Code and FACTS I uses the term Fund Group to refer to the same field.

treasury appropriation fund symbol (TAFS)

Code that represents the department, account symbol, and period of availability to incur new obligations. This is also referred to as treasury symbol.

Treasury Financial Manual (TFM)

The Treasury's official publication for financial accounting and reporting of all receipts and disbursements of the Federal Government. The Financial Management Service of the Treasury issues the TFM to provide policies, procedures, and instructions for federal departments and agencies.

Treasury Offset Program (TOP)

A centralized debt collection program developed by FMS and operated through its RFC. TOP enables the RFCs to match delinquent debtor files against payment files. When a match occurs, the payment is intercepted and the debt is offset up to the amount of the debt.

treasury symbol

A seven digit code that identifies the appropriation from which agencies can create spending transactions. The first two digits are the agency code; the third digit is the fund fiscal year; and the last four digits are the type of fund.

treasury undisbursed balance

Fund balance, which is cash, for a TAFS account at a point in time, for example, as of September 30th.

trust fund

Type of account designated by law as a trust fund for receipts and offsetting receipts set aside for specific purposes and for the expenditure of these receipts.

trust fund groups

Monies collected and spent by the government through trust fund accounts.

TSV (Tab Separated Values)

A file format that uses tab characters (ASCII 9) as separators between fields (tab delimited). Unlike comma delimited (CSV) files, the character data is not usually surrounded by quotes. This file format is used to transfer data between different programs.

unanticipated

Cancellations or downward adjustments of prior-year obligations that are not anticipated for recovery in the current fiscal year; only used in unexpired multiyear or no-year funds.

unexpended

A binding agreement that results in immediate or future outlays. Budgetary resources must be available before obligations can be incurred legally. Unexpended obligations are services that have not been performed or goods that have not been received.

unobligated balance

Cumulative amount of budget authority that is not obligated and that remains available for obligation under law.

U.S. Government Standard General Ledger account (US SGL)

Accounts used to record, classify, and report accounting events in a uniform manner throughout the Federal Government. US SGL accounts provide control over all financial transactions and resource balances; in combination with other attributes, satisfy basic financials and budget execution reporting requirements of the OMB and Department of Treasury; and integrate proprietary and budgetary accounting.

US SGL

See U.S. Government Standard General Ledger account (US SGL).

Voucher and Schedule of Withdrawals and Credits

See SF 1081 Voucher and Schedule of Withdrawals and Credits.

Waive Finance Charges

A process in Federal Financials that allows users to waive subsequent finance charges for selected customers or invoices.

warrant

An official document issued by the Secretary of the Treasury, pursuant to the law, that establishes the amount of money authorized to be withdrawn from the central accounts maintained by the Treasury.

write-off

An event that occurs when an agency officially determines, after all appropriate collection tools and techniques have been used, that a debt or a portion of a debt is uncollectible. The uncollectible amount is removed from an entity's receivables; however, collection attempts can be made after receivables are removed.

year-end closing

The process required by the Office of Management and Budget in which agencies liquidate unobligated commitments, generate closing entries to be posted to General Ledger, and carry forward obligated balances to the next fiscal year.

year-end closing definitions

Information set up in the Define Federal Year-End Close window. The Define Federal Year-End Close window is used to define from and to accounts for creation of year-end closing General Ledger entries and to set up the year-end closing sequence order.

Year-End Closing Execution Report

An internal report that provides information on accounts for which closing entries were generated during the Year-End Closing process.

year-end closing process

A set of activities that allows federal agencies to comply with Office of Management and Budget requirements regarding the closing of appropriation accounts, preparing for the next fiscal year, and reporting on those activities.

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