Defense Enterprise Accounting Management System
Process Flows and Narratives

Document 3 of 9

For

Information Technology Proposed Solution
Finance and Accounting Systems Modernization Initiative

GSA Contract #: GS-35F-4095H
Order No. FA4452-03-F-0111

30 April 2004

Prepared For:
Program Analysis and Financial Management/TCJ8
United States Transportation Command

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Preface

This document is intended to satisfy the deliverable under Task 3.3 Final Summary After Action Report.

Task Number	Task Title	Titles if Different from Task Name	Deliverable Enclosure Number	File Format
3.3	Final Summary After-Action Report		1	MS Word
3.4	**Requirements Document to include process flows, "To-Be" business model**, and Fit-Gap analysis	Requirements Traceability Matrix	2	MS Excel
		Process Flows And Narratives	**3**	**PDF(*.pdf)**
		Fit-Gap Analysis	4	Word
3.5	System Architecture and Feasibility Assessment	System Architecture Document	5	Popkin Library, Word, Excel
		Market Research Analysis	6	MS Word
3.8	Business Process Reengineering Document		7	MS Word
3.10	Implementation Plan		8	MS Word
3.11	Form Requirements & Implementation Plan		9	MS Word

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1. Purpose

The purpose of this Process Flows and Narratives Document is to collect and document "To-Be" process flow diagrams and their associated "To-Be" business model narratives that help represent the requirements of the Defense Enterprise Accounting Management System (DEAMS).

Each of the following Process Flows is a visual presentation of a key accounting scenario. Each of the following Narratives uses words to further describe the scenario represented by the Process Flow. Together, they provide a greater level of detail into the scenarios that will collectively serve as a job description for the new system, once deployed.

2. Overview

The Process Flow is a graphic diagram depicting a key accounting scenario. The Process Flow will map to one Narrative. The Narrative is a textual description of the requirements associated with a key accounting scenario that is visually depicted in the associated Process Flow. Many scenarios comprise the end-to-end financial process.

The Process Flows and Narratives are designed to collect the accounting and finance information by seven focus areas that highlight the DEAMS core requirements. These focus areas cover the following: Cash, Cost Accounting, Expense, General Ledger, Funds Control, Property Plant and Equipment, Reports Management, and Revenue. A listing of Process Flows and Narratives by focus area is located in Appendix C-- List of Process Flows and Narratives.

The Process Flows and Narratives are located in Appendix D--Process Flows and Narratives.

2.1.Process Flows Overview

An accounting scenario is modeled in a Process Flow. Each Process Flow is labeled and sequentially numbered. Process Flows and Narratives are grouped together using a combination of the numbering convention and the two-letter prefix label (representing the focus area) as follows:

Cash (CA)	General Ledger (GL)	Reports Management (RM)
Cost Accounting (CO)	Funds Control (FC)	Revenue (RV).
Expense (EX)	Property Plant & Equipment (PE)	

The Process Flows have process boxes and decision points depicted. Decision points are shown as a diamond. Rectangular boxes within each process flow represent processes that make up the scenario. In the Coordination Document Process Flow (EX 19.03) for example, the coordination process of a commitment document is number EX for Expense team, 19 for the sequential number assigned the flow, and 03 for the number of the process on the flow.

In a few cases where additional detail regarding a complex process was needed, an additional Process Flow was created to show the explosion of detail about that process. For example, Process Flow RV 08's process 03 was detailed on Process Flow RV 08.03

Shaded process boxes on the Process Flows represents touch points within the DEAMS system where one flow connects (interfaces) with another flow. These shaded boxes represent processes that have been detailed in the Narrative of another Process Flow.

Some boxes shown on the flow diagrams have boxes that have double lines on each end. These double lined boxes represent processes that are outside of DEAMS (external processes) and therefore may not be described in the Narrative.

2.2.Narratives Overview

The Narratives are broken down into component sections that provide details for each process. The first section is about the process itself, the second input(s), the third, step(s) and the fourth is output(s).

In the process information section, key information about the process, such as the name of the process along with a brief description of the process, is provided. Key Data Elements that are used within that process may also be listed.

In the input section, required information about inputs to the process, such as the source of input and the functional data associated with the input will be detailed. Other information about the input, such as the schedule, direction of flow, medium and functional data associated with those input(s) maybe detailed.

In the steps section, required information about steps that make up each process must be described in narrative along with the user role, automation level (manual, automatic) and security level required (i.e. create, update, read only etc). Identification of other step characteristics such as known edits may be included in the step narrative where appropriate.

Finally, in the output section, required information about outputs from the process, such as the destination and functional data associated with the output will be detailed. Other information about the output, such as the schedule, and medium maybe detailed.

Appendix A--Glossary of Terms and Acronyms

Acronym	Description
-A-	
A&F	Accounting and Finance
A/R	Accounts Receivable
ABIDES	Automated Budget Interactive Data Environment System
ABSS	Automated Business Services System
ACC/FIN	Accounting and Finance
ACL	Allowable Cabin Load
ACRN	Accounting Classification Reference Number
ADPE	Automated Data Processing Equipment
ADSN	Accounting Disbursing Station Number
AE	AeroMedical Evacuation
AEP	Accrued Expenditures Paid
AEU	Accrued Expenditures Unpaid
AF	Air Force
AFB	Air Force Base
AFM	ABIDES Funds Management
AFM	Air Force Manual
AHS	AMC History System
AIRCARD	Aviation Into-plane Reimbursement CARD
ALC	Agency Location Code
AMC	Air Mobility Command
AMCI	Military Airlift, Transportation Documentation, Data, Records & Reports
AMT	Amount
AO	Approving Official
AOB	Annual Operating Budget
AOP	Advice of Payment
AP	Accounts Payable
APOD	Airport of Destination
APOE	Airport of Embarkation
APPN	Appropriation
APVM	Automated Pre-Validation Module
AQ	Acquisition
ASIFICS	Airlift Services Industrial Fund Integrated Computer System
ATRAS	Automated Travel Record Accounting System
AVCARD	Contractor that handles the AIRCARD process
-B-	
BA	Budget Activity

Acronym	Description
BCL	Budgeted Cabin Load
BCN	By-Other Control Number
Blue Book	Another commonly used name for "Guide to Federal Requirements for Financial Management Systems"
BMMP	Business Management Modernization Program
BOS	Base Operating Support
BPA	Blanket Purchase Agreement
BPAC	Budget Program Activity Code (Acquisition)
BPR	Business Process Reengineering
BQ	System Designator for GAFS
-C-	
CAGE Code	Contractor and Government Entity Code
CAMPS	Consolidated Air Mobility Planning System
CBA	Centrally Billed Account
CBAS III	Command Budget Automated System III
CCA	Clinger-Cohen Act
CCR	Central Contractor Registration
CDB	Central Data Base – DFAS Cleveland Departmental Reporting System
CDS	Centralized Disbursing System
CEFT	Corporate Electronic Funds Transfer
CFO	Chief Financial Officer
CIC	Customer Identification Codes
CIP	Construction In Progress
CLIN	Contract Line Item Number
CMA	Centrally Managed Accounts
COA	Chart of Accounts
COE	Common Operating Environment
COINS	Commercial Operations Integrated System
Command Analysis	Methods and practices used at major command to track and identify trends for the purpose of making and/or recommending financial decisions.
CONOPS	Concept of Operations
COTS	Commercial-Off-The-Shelf (software package)
CPAS	Central Procurement Accounting System
CPN	Contract Payment Notice
CR	Continuing Resolution
CRA	Continuing Resolution Authority
CTO	Contracted Ticketing Office
CY	Current Year
-D-	
DAAS	Defense Automated Addressing System

Acronym	Description
DAASC	Defense Automated Addressing System Center
DBT	Database Transfer
DCAS	Defense Cash Accountability System
DCII	Defense Corporate Information Infrastructure
DCMS	Departmental Cash Management System
DCPS	Defense Civilian Payroll System
DD	Department of Defense Forms
DDRS	Defense Departmental Reporting System
DEAMS	Defense Enterprise Accounting and Management System
DEBX	Defense Electronic Business Exchange
DESC	Defense Energy Support Center
DFAMS	Defense Fuels Automated Management System
DFARS	Defense Federal Acquisition Regulation Supplement
DFAS	Defense Finance and Accounting Service
DFAS-DE	DFAS Denver
DFAS-IN	DFAS Indianapolis
DII	Defense Information Infrastructure
DJMS	Defense Joint Military Pay System
DOD	Department of Defense
DODI	Department of Defense Instructions
DODAAC	Department of Defense Activity Address(ing) Code
DODAAD	Department of Defense Activity Address Directory
DODFMR	Department of Defense Department of Defense Financial Management Regulation (same as FMR)
DRSN	Defense Red Switch Network
DSC	Defense Courier Service
DSSN	Disbursing Station Symbol Number
DTR	Defense Transportation Regulation
DTS	Defense Travel System
DUNS	Dun and Bradstreet (D&B) Data Universal Numbering System
-E-	
EDI	Electronic Data Interchange
EEIC	Element of Expense and Investment Code
EFT	Electronic Funds Transfer
EOD	End of Day
EOM	End of Month
EOY	End of Year
ERMS	Electronic Records Management System
ESP	Emergency and Special Program
Expiring Year Funds	Budget authority no longer available for new obligations only upward adjustments. Funds remain expired for five years then cancel.
-F-	

Acronym	Description
F&A	Finance and Accounting
FAR	Federal Acquisition Regulation
FARA	Federal Acquisition Reform Act
FAS	Fuels Automated System (obligation data)
FASAB	Federal Accounting Standards Advisory Board
FC	Fund Code
FEA	Financial Engineering Associates
FES	Fuels Automated System Enterprise Server
FFMIA	Federal Financial Management Improvement Act
Financial Management Board	Wing, Base, Group Commander and all organization level commanders, budget office and comptroller, established to help the Wing Commander in effective application of financial management responsibilities.
Financial Working Group	Develop budget submissions, unfunded requirements, and reprogramming request for approval of the FMB. Members are resource advisors, tenants, and wing budget office.
FIRST	Financial Information Resource System
FMB	Financial Management Board
FMR	Financial Management Regulation (DOD 7000.14-R)
FMS	Foreign Military Sales
FTE	Full Time Equivalent
FTP	File Transfer Protocol
FY	Fiscal Year
FWG	Financial Working Group
-G-	
GAAP	Generally Accepted Accounting Principals
GAFS	General Accounting and Finance System
GAFS-R	GAFS – Rehost
GAO	General Accounting Office
GATES	Global Airlift Transportation Execution System
GBL	Government Bill of Lading
GDSS/AHS	Global Decision Support System / AMC History System
GL	General Ledger
GL Proforma	Standard GL Account Transaction
GLA	General Ledger Account
GLAC	General Ledger Account Code
GMRA	Government Management Reform Act
GPRA	Government Performance Results Act
GUI	Graphical User Interface
-H-	
HAF-ACF	Headquarters Air Force – Accounting and Finance
HRM	Human Resource Management

Acronym	Description
HQ	Headquarters
HW	Hardware
-I-	
I&E	Installations and Environment
IAE	International Aeromedical Evacuation
IAPS	Integrated Accounts Payable System
IAW	In accordance with
ICAO	International Civil Aeronautical Organization
ID	Identification
IDD	Interface Design Document
Interfund	An automated electronic simultaneous disbursement/collection program for instantaneous cash collection.
IPAC	Intragovernmental Payment and Collection System
IRD	Interface Requirements Document
ISAG	Information Services Activity Group
IT	Information Technology
ITMRA	Information Technology Management Reform Act
ITS	IPAC Tracking System
ITS/IPAC	IPAC Tracking System/Integrated Payment and Collection (US Treasury)
-J-	
JFMIP	Joint Financial Management Improvement Program
JFTR	Joint Federal Travel Regulation
Journal Voucher	Manual entries/adjustments into a financial system as source or correcting entries.
JV	Journal Voucher
-K-	
-L-	
LOA	Line of Accounting
LOG	Logistics
-M-	
MAFR (H055)	Merged Accountability Fund Reporting
MAJCOM	Major Command (Air Force)
MAR	Minimum Activity Rate
MC	Minor Construction
MDS	Mission Design Series
MILCON	Military Construction
MILSBILLS	Military Standard Billing System
MIPR	Military Interdepartmental Purchase Request
MOCAS	Mechanization of Contract Administration Services
MOD	Contract Modification
MORD	Miscellaneous Obligation/Reimbursement Document

Acronym	Description
MTA	Military Transportation Authorization
Multi Year Funds	Budget authority available for new obligations in excess of one year. Typically these type funds are current for two to five years.
-N-	
NOA	Notice of Assignment
NOR	Net Operating Results
NULO	Negative unliquidated obligation
-O-	
O&M	Operation and Maintenance (Air Force)
OA	Obligation Authority
OAC	Operating Agency Code
OARS	Obligation Adjustment Reporting System
OBA	Operating Budget Authority
OBAN	Operating Budget Account Number
OCONUS	Outside Continental United States
OF	Optional Forms
OH	Overhead
OLVIMS	On-Line Vehicle Interactive Management System (reimbursements and refunds)
OMB	Office of Management and Budget
OPLOC	Operating Location
OSD	Office of the Secretary of Defense
OUSD(C)	Office of the Under Secretary of Defense Comptroller
OV	Operational View
OY	Operating Year
-P-	
PAX	Passenger
PBAS	Program Budget Accounting System
PC	Personal Computer
PCO	Procurement Contracting Officer
PEC	Program Element Code
PKI/PKE	DOD Public Key Infrastructure/Certification of PK Enabled Applications
PMI	Performance Measurement Indicator
PO	Purchase Order
POC	Point Of Contact
PowerTrack	A third-party reconciliation system
PPE	Property, Plant & Equipment
PPVM	Payment Pre-Validation Module
PR	Purchase Request
PROJ	Project
Proofing of	The process of validating that general ledger account codes used fall

Acronym	Description
Accounts	within the appropriate proof and that debits equal credits within the proof.
Proofs	A number of tables containing a set of general ledger account codes that are used for specific reasons.
PSP	Patient Support Pallet
PVAN	Pre-Validation Approval Number
-Q-	
QAE	Quality Assurance Evaluator
-R-	
RBA	Reimbursable Budget Authority
RC/CC	Responsibility Center/Cost Center Code
RCS	Reports Control System
RTS	Reserve Travel System
-S-	
SAAM	Special Assignment Airlift Mission
SACS	Standard Account Code Structure
SAF/FMB(O)	Secretary of Air Force / Financial Management Budget (Office)
SAF/FM	Assistant Secretary of the Air Force (Financial Management and Comptroller)
SAG	Sub-activity group
SBSS	Standard Base Supply System
SCE	SAAM Contingency and Exercise
SF	Standard Form
SFFAS	Statement of Federal Financial Accounting Standards
SLIN	Sub-contract Line Item Number
SMAS	Standard Material Accounting System
SME	Subject Matter Expert
SPB	Strategic Planning and Budgeting
SRAN	Stock Record Account Number
SSN or SSAN	Social Security Number
SUBPROJ	Subproject
SW	Software
-T-	
TA	Travel Authorization
TAC	Transportation Account Code
TAFS	Treasury Appropriation Fund Symbol
TB	Trial Balance
TBO	Transactions By Others
TCC	Transportation Component Command
TCMD	Transportation Control Movement Document
TCN	Transportation Control Number
TDY	Temporary Duty

Acronym	Description
TECH	Technical Infrastructure
TFM	Treasury Financial Manual
TFMS	Transportation Financial Management System
TFO	Transactions For Others
TGET	Transportation Global Edit Table
TIN	Taxpayer Identification Number
TMO	Transportation Management Office
TOA	Total Obligation Authority
TP	Trading Partner
TP-4	Transportation Priority Code-4
TRAC^{2}ES or TRACES	TRANSCOM Regulating And Command & Control Evacuation System
TRN	Trip Record Number
TTOPRS	Transportation Ticket Obligation/Payment/Refund System
TWCF	Transportation Working Capital Fund
-U-	
UCN	Unique Control Number
UCN	Universal Control Number
UID	Unit Identification Code
ULO	Unliquidated Obligation
UOO	Undelivered Order Outstanding
US	United States
USSGL	United States Standard General Ledger
USTC	US Transportation Command
USTRANSCOM	United States Transportation Command
-V-	
VPIS	Vendor Pay Inquiry System
-W-	
WAWF	Wide Area Work Flow
WCF	Working Capital Funds
WIMS	Work Information Management System
Wing	Level in the Air Force hierarchy. MAJCOM, Air Division, Wing, Group, Squadron, Flight.
WINS	Web Invoicing System
WIP	Work in Progress
-X-	
-Y-	
-Z-	

Appendix B--References

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Information describing all Air Force or Air Force Major Command Forms can be found on the Air Force Publishing web site, http://www.e-publishing.af.mil

Other web sites used to provide additional information are:

Legal research and information -- http://thomas.loc.gov/
Statutory & Regulatory Information:
Congressional Legislation
Public Law Web Site -- http://thomas.loc.gov/
US Code Web Site -- http://uscode.house.gov/
Code of Federal Regulations – http://www.access.gpo.gov/ecfr/

GAO -- http://web1.whs.osd.mil/

Department of the Treasury
Financial Management Services -- http://www.fms.treas.gov/

OMB Circulars -- http://www.whitehouse.gov/omb/

DOD
Acquisition -- http://www.acq.osd.mil/dp/dars
Comptroller -- http://www.dod.mil/comptroller/fmr/

DFAS -- https://dfas4dod.dfas.mil/centers/

Note -- This site provides URLs for all of the DFAS Centers and headquarters. From here you can drill down to the appropriate center and access the center's library.

Air Force -- http://afpubs.hq.af.mil

FASAB – http://www.fasab.gov

AMC FMB – https://www.amcfm.scott.af.mil

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DODFMR Website	http://www.dod.mil/comptroller/fmr
TFM Website	http://www.fms.treas.gov/index.html
OMB Bullet 01-09	http://www.whitehouse.gov/omb/bulletins/b01-09.html
OMB Circular A-11	http://www.whitehouse.gov/omb/circulars/a11/03toc.html
GAAP - FASAB (SFFAS)	http://www.fasab.gov/standards.html
TFM Vol 1, TL 610, Sec. 4060.40	http://www.fms.treas.gov/tfm/vol1/v1p2c400.html
COMSC Notice	http://www.msc.navy.mil/instructions/
BMMP Website	http://www.dod.mil/comptroller/bmmp/pages/arch_home.html
SAF/FM Website	http://www.saffm.hq.af.mil/
OSD Directive	http://www.defenselink.mil/comptroller/par/index.html
DOD Dictionary of Terms	http://www.dtic.mil/doctrine/jel/doddict/
DODI 7710.3	http://www.dtic.mil/whs/directives/corres/html/77103.htm
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TriAnnual Reporting	https://dfas4dod.dfas.mil/library/account-proc/TriAnnualReporting.pdf
DFAS Standard Vendor Pay Guide	https://dfas4dod.dfas.mil/systems/iaps/desktopguide.pdf

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US Tax Exemption Certificate

IAW DoD FMR 7000.14

Passenger Rate Example.pdf

SAAM's JCS Exercise and Contingency Guidance and Rates.doc

TRACES to GATES IDD Draft.doc

IAE CONOPS – Revision2.doc

DD Form 1249 SAAM Request Data Elements

DEAMS Cargo Mail and Pass Record Layout.xls

Transportation Global Edit Table in DEAMS.doc

GATES Manifest Status Receipt Report.xls

DEAMS-GATES IDD

COTS Scenario Development of AMC Unique Requirements.doc

GATES to ASIFICS Cargo Mail and Pass Record Layout.xls

AHS Record Layout.xls

SCE Business Rules.xls

ASIFICS-COINS IDD.doc

COINS Interface Design Document.doc

RCS:HAF-ACF(D) 7112

AE Rate Guidance DOD Rates.doc

AE Rate Guidance Non-DOD Rates.doc

AE Rate Guidance Non-US Rates.doc

AMC Unique Requirements in DEAMS.doc

CAMPS Record Layout.xls

DD Form 1131.pdf

DEAMS Cargo Manifest Format.xls

DEAMS Channel Business Rules.doc

GATES Manifest Status Receipt Report.xls

How to determine if a TCN is a duplicate in DEAMS.doc

Transportation Global Edit Tables TGET in DEAMS.doc

Validation of Channels for Revenue Calculations in DEAMS.doc

Version Control and Accounting for Manifests in DEAMS.doc

Appendix C-- List of Process Flows and Narratives

CA 01 Cash Management
CA 01.13 Analyze Output
CA 02 Daily-Monthly Cash Accountability Balancing
CA 03 Departmental Reporting of Cash Activities and Interfund Transactions
CA 03.01 Receive Daily Validation File from Departmental Cash Management Accountability System
CA 03.02 Identify Cash Collections & Disbursements Within Accounting System
CA 03.03 Receive Disbursements & Collections of Funds from Disbursing System
CA 03.06 Prepare Consolidated Report of Cash Activity & Interfund Transactions and Sub-Reports
CA 04 Treasury Balancing
CO 01 Cost Management - TWCF - Activity Level
CO 02 Removed - Not Required
CO 03 Cost Management - TWCF - Cost and Revenue Net Operating Results (NOR)
CO 04 Cost Management - TWCF Budget Execution Status
CO 05 Cost Management - General Funds Budget Execution
CO 06 Cost Management - TWCF - Business Area and Mission Level
CO 07 Cost Management - TWCF - Channel Passenger Revenue
CO 08 Cost Management - TWCF - Channel Cargo Revenue
CO 09 Cost Management - TWCF - Training Revenue
CO 10 Cost Management - TWCF - Exercise Revenue
CO 11 Cost Management - TWCF - SAAM Revenue
CO 12 Cost Management - General Funds Project Details - Part A
CO 13 Cost Management - General Funds Project Details - Part B
CO 14 Cost Management - General Funds Project Details - Part C
EX 01 Removed - Not Required
EX 02 Removed - Not Required
EX 03 Civilian Payroll Expenditure Posting
EX 04 Civilian Payroll Accrual Posting
EX 05 Removed - Not Required
EX 06 Accounts Payable Contract Finance Payments and Liquidation
EX 07 Accounts Payable Utility Payments
EX 08 Accounts Payable through PowerTrack Commercial Payments
EX 09 Accounts Payable Interfund Payments
EX 10 Accounts Payable Fuels Payment
EX 11 Accounts Payable Reimbursable Military InterDepartmental Purchase Request (MIPR)
EX 12 Accounts Payable Transaction By Others (TBO)
EX 13 Travel Obligations
EX 13.01 Travel Debt Payments
EX 13.02 Travel CBA Payments

EX 13.03 Travel Non CBA Payments
EX 14 Accounts Payable Entitlement Computation
EX 15 Initiate and Confirm Payment via Disbursing
EX 16 Transactions For Others (TFO) Pre-Validation Payment Station
EX 17 Transaction For Others (TFO) Pre-Validation Accountable Station
EX 18 Disbursement Adjustment Process (SF 1081)
EX 19 Commitment Processing (ABSS)
EX 20 Obligation Process (with Commitment)
EX 20.01 Obligation Process (without Commitments)
EX 21 Freight Payment
EX 22 Invoice and Acceptance
EX 23 Vendor Address and Remittance Data Load and Update
EX 24 Notice of Assignment
EX 25 Third-Party Payments
FC 01 General Funds Direct Authority
FC 02 General Funds Reimbursable Budget Executions
FC 03 Transportation Working Capital Fund (TWCF) AOB Operating and Capital
FC 04 Requests for Additional CY Funds or Reprogramming
FC 05 General Funds Continuing Resolution Authority (CRA)
FC 06 General Funds Expired Appropriations
FC 07 Cancelled Appropriations
GL 01 General Ledger Receipt of Source Data
PE 01 PPE Asset Capitalization (COTS)
RM 01 Reports & Management Info Process
RV 01 Revenue Generation without Advance
RV 01.05 Resolve Post Bill Disputes
RV 01.07 Resolve Pre Bill Disputes
RV 01.10 Record Open Accounts Receivable (Billed)
RV 02 Removed - Not Required
RV 03 Removed - Not Required
RV 04 Removed - Not Required
RV 05 Removed - Not Required
RV 06 Removed - Not Required
RV 07 Revenue Generation with Advance
RV 08 Channel Passenger
RV 08.03 Edit and Validate Channel Pax Transaction
RV 09 Removed - Not Required
RV 10 Channel Cargo
RV 10.02 Edit and Validate Channel Cargo Transaction
RV 11 Channel Mail
RV 12 Exercise and Training
RV 13 Organic SAAM (composite rate)
RV 14 Commercial SAAM (including Domestic SAAM)
RV 15 Organic Contingency
RV 16 Commercial Contingency

RV 17	International Air Evacuation
RV 17.04	Analyze and Compile IAE Data
RV 18	Supplemental
RV 19	Airlift Readiness Account
RV 20	Non-DOD Transportation Bills
RV 21	Removed - Not Required
RV 22	Removed - Not Required
RV 23	Removed - Not Required
RV 24	Removed - Not Required
RV 25	Removed - Not Required
RV 26	Removed - Not Required
RV 27	Removed - Not Required
RV 28	Medical Reimbursements
RV 29	Removed - Not Required
RV 30	Vendor Pay Overpay Refunds
RV 31	State Tax Refunds
RV 32	Member Overpayments (refunds)
RV 33	Removed - Not Required
RV 34	Removed - Not Required
RV 35	Miscellaneous Reimbursements
RV 36	General Funds Reimbursements
RV 37	Removed - Not Required
RV 38	Removed - Not Required
RV 39	Removed - Not Required
RV 40	Removed - Not Required
RV 41	Removed - Not Required
RV 42	Medical Supply (SMAS)
RV 43	Base Supply (SBSS)

Appendix D--Process Flows and Narratives

CA 01 Cash Management

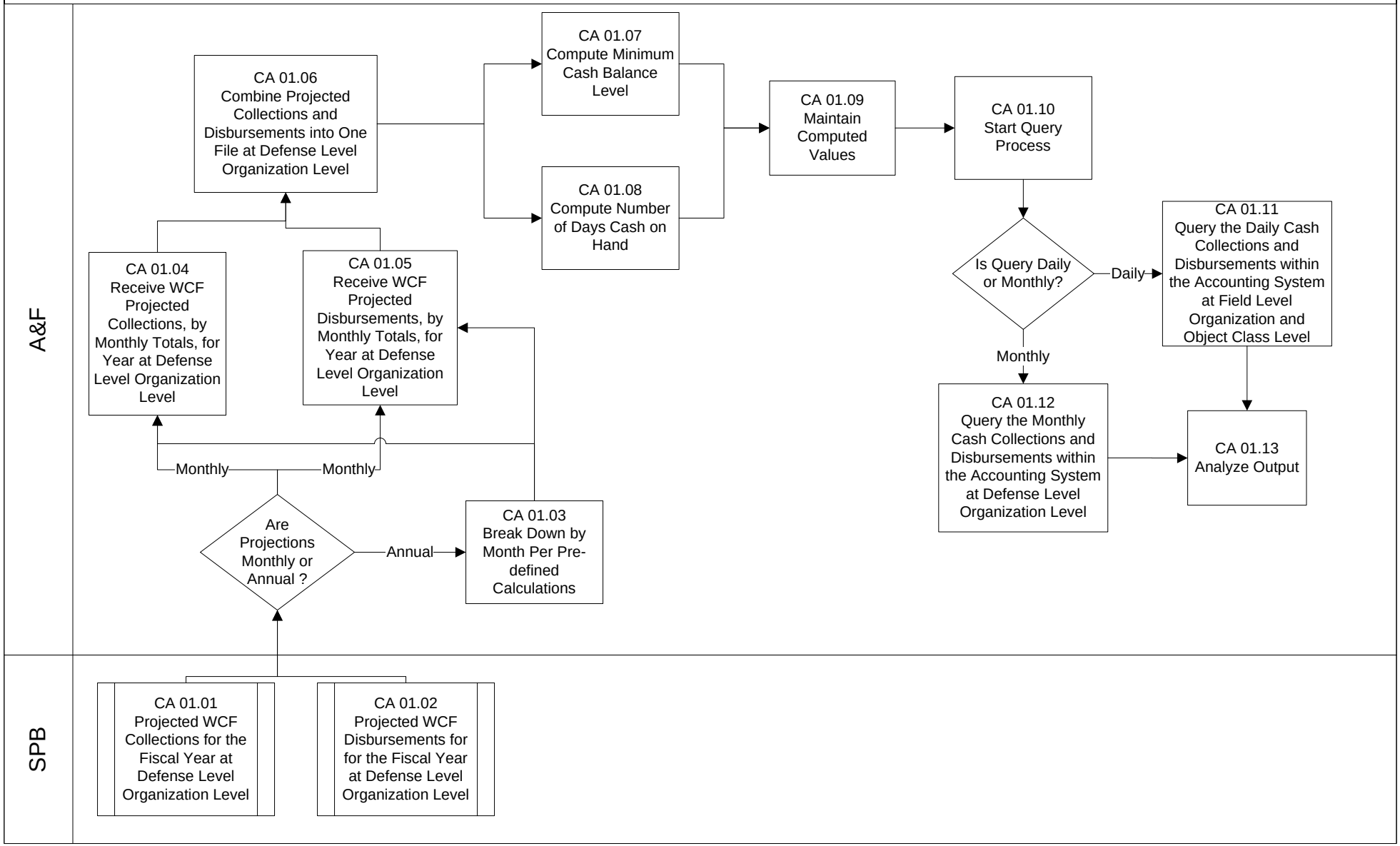

Diagram: CA 01 Cash Management

Cash Managers must monitor the cash balances of all Working Capital Funds in order to ensure balances do not fall below calculated number of days cash on hand and minimum cash balances necessary to remain operable.

Diagram: CA 01 Cash Management

Process: CA 01.03 Break Down by Month Per Pre-Defined Calculations

If projected collection and disbursement amounts are received from the Strategic Planning and Budgeting (SPB) Domain as annual amounts, these amounts must be sub-divided into user defined monthly totals.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization

Inputs

Source: SPB

Schedule: Annually

Direction: Pull

Medium: Electronic

Functional Data: Projected Disbursements and Collections : Annual Projected Collections and Disbursements for each Working Capital Fund

Steps

1 Process: The system shall distribute the annual projected disbursements and collections into monthly projections based upon user defined parameters includes operating and capital projections.

User Role: CASH MANAGEMENT ANALYST

Automation: Manual/Automatic

Security: Update

Edits: If amounts received are subdivided into monthly projections, ensure they balance back to annual projections.

Requirements:

Outputs

Destination: CA 01.04 and CA 01.05

Schedule: Annually

Medium: Electronic

Functional Data: Monthly Projected Collections and Disbursements : Monthly Projected Collections and Disbursements for Each Working Capital Fund

Diagram: CA 01 Cash Management

Process: CA 01.04 Receive WCF Projected Collections, by Monthly Totals, for Year at Defense Level Organization Level

Accounting system receives collections projected for the year and sub-divided by month to store for further computations.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization

Inputs

Source: CA 01.03 or Strategic Planning and Budgeting Domain if they provide monthly amounts

Schedule: Annually

Direction: System Internal

Medium: Electronic

Functional Data: Projected Monthly Collections : Projected Monthly Collections at the Defense Level Organization Level for Each Working Capital Fund

Steps

1 Process: The system shall receive and post the projected monthly collections for the year into the accounting system to use for further analysis.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits: Sum of monthly projected collections should equal annual projected collections

Requirements:

Outputs

Destination: CA 01.06

Schedule: Annually

Medium: Electronic

Functional Data: Projected Monthly Collections : Projected Collections into Working Capital Fund for fiscal year

Diagram: CA 01 Cash Management

Process: CA 01.05 Receive WCF Projected Disbursements, by Monthly Totals, for Year at Defense Level Organization Level

Accounting system receives disbursements projected for the year and sub-divided by month to store for further computations.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization

Inputs

Source: CA 01.03

Schedule: Annually

Direction: System Internal

Medium: Electronic

Functional Data: Projected Monthly Disbursements : Projected Monthly Disbursements at the Defense Level Organization Level for the Working Capital Fund

Steps

1 Process: The system shall receive and post the projected monthly disbursements for the year into the accounting system to use for further analysis.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits: Sum of monthly projected disbursements should equal annual projected disbursements.

Requirements:

Outputs

Destination: CA 01.06

Schedule: Annually

Medium: Electronic

Functional Data: Projected Monthly Disbursements : Projected Disbursements from the Working Capital Fund for Fiscal Year

Diagram: CA 01 Cash Management

Process: CA 01.06 Combine Projected Collections and Disbursements into One File at Defense Level Organization Level

The system shall combine the monthly projected collections and disbursements into one area to be available for further computations. The amounts shall remain as separate projected collections and disbursements and shall also be combined for a net cash position amount.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization

Inputs

Source: CA 01.04 and CA 01.05

Schedule: Annually

Direction: System Internal

Medium: Electronic

Functional Data: Projected Collections and Disbursements : Combine the Projected Monthy Collections and Disbursements into One Area and Compute a Net Cash Position

Steps

1 Process: The system shall combine the monthly projected Collections and Disbursements for each Working Capital Fund into one file.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits: Working Capital Fund only

Requirements:

2 Process: The system shall compute the net cash position (collections minus disbursements) amount for each Working Capital Fund and retain this data in one file.

User Role: Cash Manager

Automation: Automatic

Security: Read Only

Edits: Working Capital Funds Only

Requirements:

3 Process: The system shall maintain capital funds separate from operating funds.

User Role: Cash Manager

Automation: Automatic

Security: Read Only

Edits: Working Capital Funds Only

Requirements:

Outputs

Destination: CA 01.07 and CA 01.08

Schedule: Annually

Medium: Electronic

Functional Data: Projected Monthly Collections and Disbursements : Projected Monthly Collections and Disbursements into the Working Capital Funds for Fiscal Year and the Net Cash Position Amount

Diagram: CA 01 Cash Management

Process: CA 01.07 Compute Minimum Cash Balance Level

The system shall compute the minimum cash balance level necessary to continue operations.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization

Inputs

Source: CA 01.06, Number of Days to Consider

Schedule: Annually

Direction: System Internal

Medium: Electronic

Functional Data:

Monthly Disbursements :	Divided into a Daily Total
Number of Days to Consider :	7 to 10 Days (User Defined)
Estimated Capital Outlays :	Projected Figures from Stratetic Planning and Budgeting Domain

Steps

1 Process: The system shall divide the monthly disbursement amount by the number of days in the month (user defined).

User Role: CASH MANAGEMENT ANALYST

Automation: Manual/Automatic

Security: Create

Edits: Working Capital Funds Only

Requirements:

2 Process: The system shall then compute the minimum cash balance using the formula:
Projected daily operating disbursement rate times the number of days to consider (7 to 10) plus 1/2 estimated capital outlays.

User Role: CASH MANAGEMENT ANALYST

Automation: Manual/Automatic

Security: Create

Edits: Working Capital Funds Only

Requirements:

Outputs

Destination: CA 01.09

Schedule: Annually

Medium: Electronic

Functional Data:

Minimum Cash Balance :	Level for Cash Balances for each Working Capital Fund that the Balance Should Not Fall Below

Diagram: CA 01 Cash Management

Process: CA 01.08 Compute Number of Days Cash on Hand

The system shall compute the number of days cash on hand level necessary to continue operations.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization

Inputs

Source: The System and CA 01.06

Schedule: Annually

Direction: System Internal

Medium: Electronic

Functional Data:

Cumulative Disbursements Year to Date or Projected Disbursements :	User Defined
Number of Workdays in Month :	User Defined
Current Cash Balance :	From Within the system

Steps

1 Process: User defines using either cumulative actual disbursements year to date or projected disbursements for year.

User Role: CASH MANAGEMENT ANALYST

Automation: Manual

Security: Create

Edits: Working Capital Funds Only

Requirements:

2 Process: The system shall then compute the number of days cash on hand using the formula:

Cumulative actual disbursements (or projected to disburse totals) divided by number of workdays through the month equals cash disbursed per day.

User Role: NONE

Automation: Automatic

Security: Create

Edits: Working Capital Funds Only

Requirements:

3 Process: The system shall complete the calculation by using the equation:

Current cash balance within system divided by cash disbursed (or projected to disburse) per day equals number of days cash on hand.

User Role: NONE

Automation: Automatic

Security: Create

Edits: Working Capital Funds Only

Requirements:

Outputs

Destination: CA 01.09

Schedule: Annually

Medium: Electronic

Functional Data:

Number of Days Cash on Hand :	The Number of Days Cash on Hand for each Working Capital Fund Should Not Fall Below User Defined Parameter.

Diagram: CA 01 Cash Management

Process: CA 01.09 Maintain Computed Values

The system shall store calculated information for further analysis, once the minimum cash balance and number of days cash on hand values are computed.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization

Inputs

Source: CA 01.07 and CA 01.08

Schedule: Annually

Direction: System Internal

Medium: Electronic

Functional Data: Computed Values : Minimum Cash Balance and Number of Days Cash on Hand

Steps

1 Process: The system shall retain the minimum cash balance level and number of days cash on hand minimum level to analyze against actual balances in the COTS.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits: Working Capital Funds Only

Requirements:

Outputs

Destination: CA 01.10

Schedule: Annually

Medium: Electronic

Functional Data: Computed Values : Maintain the Minimum Cash Balance and Number of Days Cash on Hand Data for Further Analysis

Diagram: CA 01 Cash Management

Process: CA 01.10 Start Query Process

The system shall provide the capability to query the actual cash balances. This begins the process to compare the computed minimum cash balance and number of days cash on hand to the actual collections and disbursements within the accounting system or from the United States Treasury balances.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization

Inputs

Source: CA 01.09

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data: Actual Cash Balance in the system : Cash Balances for Each Working Capital Fund and Net Cash Amount

Steps

1 Process: The system shall provide the capability to query the actual cash balances within the system for each Working Capital Fund.

User Role: CASH MANAGEMENT ANALYST

Automation: Manual/Automatic

Security: Create

Edits: Working Capital Funds Only

Requirements:

Outputs

Destination: Decision Point to CA 01.11 or CA 01.12

Schedule: On Demand

Medium: Electronic

Functional Data: Cash Balances Within the system : Query Process Begins

Diagram: CA 01 Cash Management

Process: CA 01.11 Query the Daily Cash Collections and Disbursements within the Accounting System at Field Level Organization and Object Class Level

The system shall query the accounting system to identify actual disbursements and collections within a user defined time period at a lower level of detail to the projected collections and disbursements.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Object Class, Field Level Organization

Inputs

Source: CA 01.10 and The System

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Actual Cash Collections and Disbursements : At Element of Resource, Object Class Level, and Program Year for Each Working Capital Fund

Steps

1 Process: The system shall provide the capability to query the daily cash balances (net cash position) within the system at the Element of Resource and Object Class level for each Program Year

User Role: CASH MANAGEMENT ANALYST

Automation: Manual/Automatic

Security: Create

Edits: Working Capital Funds Only

Requirements:

Outputs

Destination: CA 01.13

Schedule: Daily

Medium: Electronic

Functional Data: Daily Cash Balances : At Element of Resource, Object Class Level, and Program Year for Each Working Capital Fund

Diagram: CA 01 Cash Management

Process: CA 01.12 Query the Monthly Cash Collections and Disbursements Within the Accounting System at Defense Level Organization Level

The system shall query the accounting system to identify actual collections and disbursements for the month.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization

Inputs

Source: CA 01.10

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data: Monthly Cash Balance : At the Department Limit Level and Program Year for Each Working Capital Fund

Steps

1 Process: The system shall allow for the query of the cash balance within the system at the Defense Level Organization level for each program year.

User Role: CASH MANAGEMENT ANALYST

Automation: Manual/Automatic

Security: Create

Edits: Working Capital Funds

Requirements:

Outputs

Destination: CA 01.13

Schedule: Monthly

Medium: Electronic

Functional Data: Monthly Cash Balances : Net Cash Position at the Department Limit Level and Program Year for Each Working Capital Fund

Diagram: CA 01 Cash Management

Process: CA 01.13 Analyze Output

The system shall provide the cash balance data for analysis to the projected collections and disbursements.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization

Inputs

Source: CA 01.11 and CA 01.12

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data: Output of Daily or Monthly Cash Balances : At the Level Defined by the Frequency of the Analysis (Daily or Monthly)

Steps

1 Process: The system shall provide the daily or monthly cash balances for cash management analysis.

User Role: CASH MANAGEMENT ANALYST

Automation: Automatic

Security: Read Only

Edits: Working Capital Funds Only

Requirements:

Outputs

Destination: CA 01.13.04

Schedule: On Demand

Medium: Electronic

Functional Data: Daily or Monthly Cash Balance : At Department Limit or Element of Resource, Object Class, and Program Year for each Working Capital Fund

CA 01.13 Analyze Output

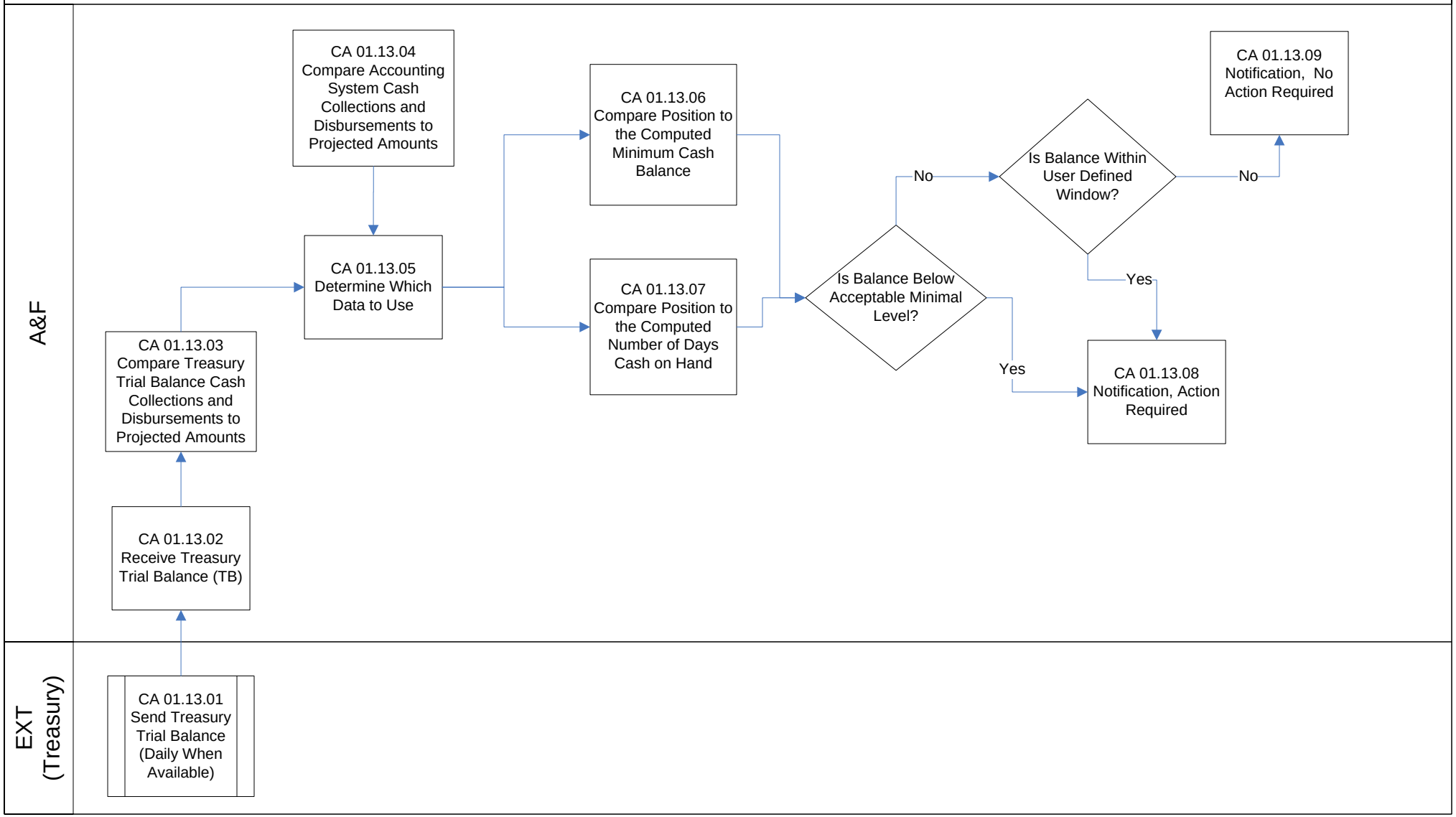

Diagram: CA 01.13 Analyze Output

The system shall provide the cash balance data for analysis to the projected collections and disbursements.

Diagram: CA 01.13 Analyze Output

Process: CA 01.13.02 Receive Treasury Trial Balance (TB)

The system shall receive and store the Treasury Trial Balance in accordance with timing by the Treasury. This is currently a monthly transmittal but is projected to occur daily.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Treasury Sub-Account Symbol

Inputs

Source: Treasury

Schedule: Monthly

Direction: Pull

Medium: Electronic

Functional Data: Treasury Trial Balance : Cash Balances at Treasury for Each Working Capital Fund at the Treasury Limit Level

Steps

1 Process: The system shall receive the Treasury Trial Balance Working Capital Fund cash balances and allow for a user to input the data if Treasury cannot provide data electronically.

User Role: CASH MANAGEMENT ANALYST

Automation: Manual/Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Destination: CA 01.13.03

Schedule: Monthly

Medium: Electronic

Functional Data: Treasury Trial Balance : Cash Balance Data from the Treasury Trial Balance for Each Working Capital Fund at the Treasury Limit Level

Diagram: CA 01.13 Analyze Output

Process: CA 01.13.03 Compare Treasury Trial Balance Cash Collections and Disbursements to Projected Amounts

The system shall use the collection and disbursement data from the Treasury Trial Balance to compare to the projected collections and disbursements stored within the accounting system and provide the differences.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Treasury Sub-Account Symbol

Inputs

Source: CA01.13.02

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data:

Treasury Trial Balance :	Cash Balance Data from the Treasury Trial Balance (Daily or Monthly)
Projected Collections and Disbursements :	Daily or Monthly Projected Collections and Disbursements

Steps

1 Process: The system shall compare the Treasury Trial Balance cash balances (collections and disbursements) to the projected collections and disbursements and compute differences.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Destination: CA 01.13.05

Schedule: Monthly

Medium: Electronic

Functional Data:

Difference Between Treasury and Projected Amounts :	Difference in Collections and Difference in Disbursements Between Treasury Trial Balance and Projected Amounts
Treasury Net Cash Balance :	Cash Balance at Treasury for Each Working Capital Fund

Diagram: CA 01.13 Analyze Output

Process: CA 01.13.04 Compare Accounting System Cash Collections and Disbursements to Projected Amounts

The system shall use the actual collection and disbursement data within the accounting system to compare to the projected collections and disbursements stored within the accounting system and provide the differences.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization

Inputs

Source: The System

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data:

Accounting System's Actual Collections and Disbursements :	Actual Collections and Disbursements in Accounting System
Projected Collections and Disbursements :	Daily or Monthly Projected Collections and Disbursements

Steps

1 Process: The system shall compute the difference between the actual collections and disbursements within the accounting system and the projected collections and disbursements.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Destination: CA 01.13.05

Schedule: Monthly

Medium: Electronic

Functional Data:

Difference Between Accounting System Cash Balances and Projected Amounts :	Difference in Collections and Difference in Disbursements Between the Accounting System and the Projected Amounts
Accounting System Net Cash Position :	Accounting System Cash Balance for each Working Capital Fund

Diagram: CA 01.13 Analyze Output

Process: CA 01.13.05 Determine Which Data to Use

A user shall determine which data (accounting system balances and/or Treasury Trial Balances) to use to compare to the calculated and stored minimum cash balance and the number of days cash on hand.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization

Inputs

Source: CA 01.13.03 and/or CA 01.13.04

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data:

Treasury Trial Balance :	Cash Balances at United States Treasury
Accounting System Cash Balances :	Cash Balances in Accounting System

Steps

1 Process: The system shall allow a user to select which data to compare to the minimum cash balance and the number of days cash on hand values stored in the accounting system.

User Role: CASH MANAGEMENT ANALYST

Automation: User Initiated in System

Security: Create

Edits:

Requirements:

Outputs

Destination: CA 01.13.06 and CA 01.13.07

Schedule: Monthly

Medium: Electronic

Functional Data:

Treasury Trial Balance Cash Balances OR :	Cash Balances at U. S. Treasury
Accounting System Cash Balances :	Cash Balances in Accounting System

Diagram: CA 01.13 Analyze Output

Process: CA 01.13.06 Compare Position to the Computed Minimum Cash Balance

The system shall compare the data selected in prior process step (actual accounting system data or Treasury Trial Balance data) to the computed minimum cash balance the system maintains.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization

Inputs

Source: CA 01.13.05

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data:

Treasury Trial Balance Cash Balances OR :	Cash Balances at U. S. Treasury
Accounting System Cash Balances :	Cash Balances in Accounting System

Steps

1 Process: The system shall compare the selected cash balances determined in step CA 01.13.05 to the computed minimum cash balance, computed in step CA 01.07 and shall compute the difference between these two amounts. It shall do this by net cash position for each working capital fund.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Destination: Decision Point

Schedule: Monthly

Medium: Electronic

Functional Data:

Difference Between Chosen Cash Balance to Computed Minimum Cash Balance :	Difference in Two Amounts

Diagram: CA 01.13 Analyze Output

Process: CA 01.13.07 Compare Position to the Computed Number of Days Cash on Hand

The system shall compare selected data to the computed number of days cash on hand the system maintains.

Key Data Element:

Inputs

Source: CA 01.13.05

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data:

Treasury Trial Balance Cash Balances OR :	Cash Balances at the U. S. Treasury
Accounting System Cash Balances :	Cash Balances in the Accounting System

Steps

1 Process: The system shall compute the actual number of days cash on hand using the cash balances decided upon in step CA 01.13.05 and the computation from step CA 01.08.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Destination: Decision Point

Schedule: Monthly

Medium: Electronic

Functional Data:

Actual Number of Days Cash on Hand :	Actual Number of Days Cash on Hand for Each Working Capital Fund

Diagram: CA 01.13 Analyze Output

Process: CA 01.13.08 Notification, Action Required

The system shall produce a notification that action is required. Upon the system's comparison of the data within the accounting system or on the Treasury Trial Balance to the minimum cash balance and number of days cash on hand stored values, the system shall provide a management notice with the message that action is required. This will occur when cash balances fall below necessary balances to continue operations or when balances fall within a user defined window which is close to falling below the necessary balances to continue operations.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization

Inputs

Source: CA 01.13.06, CA 01.13.07 to Decision Points

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data: Comparison of Actual to Planned : Actual Cash Balances Compared to Minimum Cash Balance and Actual Number of Days Cash on Hand Compared to Minimum Number of Days Cash on Hand

Steps

1 Process: The system shall produce a notification that action is required if the computed minimum cash balance or the number of days cash on hand is below the minimum level or is within a user defined window.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Diagram: CA 01.13 Analyze Output

Process: CA 01.13.09 Notification, No Action Required

Upon the system's comparison of the data within the accounting system or on the Treasury Trial Balance to the minimum cash balance and number of days cash on hand stored values, the system shall provide a management notice with the message that no action is required. This will occur when cash balances are greater than the necessary balances and are greater than a user defined window which is close to falling below the necessary balances to continue operations.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization

Inputs

Source: CA 01.13.06, CA 01.13.07 to Decision Points

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data: Comparison of Actuals to Planned : Actual Cash Balance Compared to Minimum Cash Balance and Actual Number of Days Cash on Hand Compared to Minimum Number of Days Cash on Hand

Steps

1 Process: If the comparison to the minimum cash balance and the number of days cash on hand is within acceptable levels, the system shall notify the user that no action is required.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

CA 02 Daily / Monthly Cash Accountability Balancing

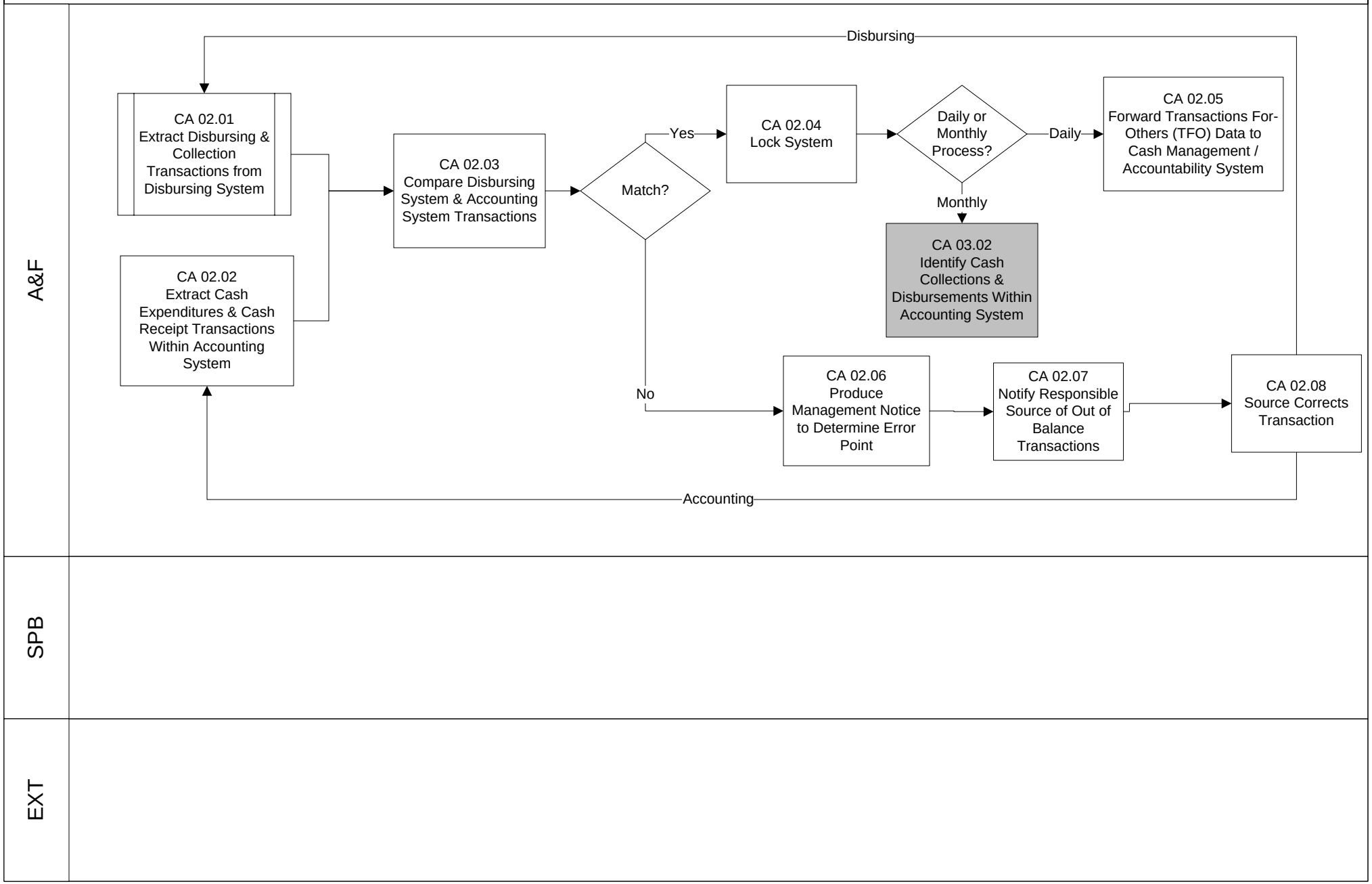

Diagram: CA 02 Daily/Monthly Cash Accountability Balancing

On a daily basis for a day's business or for the month to date, the accounting system must balance to the disbursing system for cash collected and disbursed.

Diagram: CA 02 Daily/Monthly Cash Accountability Balancing

Process: CA 02.02 Extract Cash Expenditures and Cash Receipt Transactions within Accounting System

The system shall allow a user to query the cash collections and disbursements for a user defined date or for the month to date at the appropriation level and by the type of collection or disbursement.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Type of Collection/Type of Disbursement

Inputs

Source: The System

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Daily Collections and Disbursements : Collections and Disbursements by Appropriation, Program Year, and by Type of Collection or Disbursement

Steps

1 Process: From a user's query, the system shall provide collection and disbursement summary totals by appropriation and by type of collection or disbursement. Collections include Treasury Receipts, reimbursements, negative reimbursements, and refunds (negative disbursements).

User Role: CASH REPORT PROCESSOR

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Destination: CA 02.03

Schedule: Daily

Medium: Electronic

Functional Data: Daily Collections and Disbursements : Summarized by Appropriation and Type of Collection or Disbursement

Diagram: CA 02 Daily/Monthly Cash Accountability Balancing

Process: CA 02.03 Compare Disbursing System and Accounting System Transactions

The system shall compare the queried collections and disbursements within the user defined data parameters to the queried collections and disbursements from the disbursing system within the same dates defined to determine if both systems are in balance.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Type of Collection/Type of Disbursement

Inputs

Source: CA 02.01 and CA 02.02

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data:

Accounting System Collections and Disbursements :	Summarized by Appropriation, Program Year, and Type of Collection or Disbursement
Disbursing System Collections and Disbursements :	Summarized by Appropriation, Program Year, and Type of Collection or Disbursement

Steps

1 Process: The system shall compare the accounting system records of cash collections and disbursements to the disbursing system's records of cash collections and disbursements.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Destination: Decision Point to CA 02.04 or CA 02.06

Schedule: Daily

Medium: Electronic

Functional Data: Comparison Report : Depicting if System is In or Out of Balance

Diagram: CA 02 Daily/Monthly Cash Accountability Balancing

Process: CA 02.04 Lock System

Once the accounting records balance to the collection and disbursement records, the system shall be locked to further input that would affect the cash balances. Permission may be granted to adjust records on a case-by-case basis.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Type of Collection/Type of Disbursement

Inputs

Source: CA 02.03 to Decision Point

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Comparison Report : In Balance Condition Between Accounting and Disbursing Systems

Steps

1 Process: When the accounting system cash records and the disbursing system cash records are in balance for a day's business, the accounting system shall allow a user to lock the system from further input that would affect cash balances.

User Role: CASH REPORT PROCESSOR

Automation: User Initiated in System

Security: Update

Edits:

Requirements:

Outputs

Destination: Decision Point to CA 03.02 or CA 02.05

Schedule: Daily

Medium: Electronic

Functional Data: Transactions For Others : All Cash Transactions for Other Accountable Stations to Transmit to Cash Management/Accountability System

Month End Process : Once Last Business Day in Balance, Preparation of End of Month Cash Report (CA 03)

Diagram: CA 02 Daily/Monthly Cash Accountability Balancing

Process: CA 02.05 Forward Transactions For-Others (TFO) Data to Cash Management/Accountability System

After balancing each business day, once the system is locked from further input to cash balances, the system shall identify all transactions for others (TFO) to forward to the Cash Management/Accountability System for distribution.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Type of Collection/Type of Disbursement, Accounting Installation

Inputs

Source: CA 02.04

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Transactions For Others : Transactions Paid for Another Accountable Station

Steps

1 Process: The system must forward all transactions paid or collected for another accountable station to the Cash Management/Accountability System.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Destination: Cash Management/Accountability System

Schedule: Daily

Medium: Electronic

Functional Data: Transactions For Others : Cash Transactions for Other Accountable Stations

Diagram: CA 02 Daily/Monthly Cash Accountability Balancing

Process: CA 02.06 Produce Management Notice to Determine Error Point

If the accounting balances for collections and disbursements do not match the disbursing system balances for collections and disbursements, the system shall produce a management notice to identify the out of balance condition and the source responsible for the error.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Type of Collection/Type of Disbursement

Inputs

Source: CA 02.03 to Decision Point

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Comparison of Accounting System to Disbursing System Collections and Disbursements : Comparison of Cash Balances at Appropriation, Program Year, and Type of Collection and Disbursement Level

Steps

1 Process: If the accounting system and disbursing system cash balances do not match, the system shall produce an error listing displaying the source of each out of balance transaction and error type.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Destination: CA 02.07

Schedule: Daily

Medium: Electronic

Functional Data: Out of Balance Notification : Source of Error and Corrective Action Needed

Diagram: CA 02 Daily/Monthly Cash Accountability Balancing

Process: CA 02.07 Notify Responsible Source of Out of Balance Transactions

Once responsible source is identified, the system shall send electronic notification to the source(s) pertaining to the corrective action and due date/time of the corrective action that the source must perform to balance the accounting system to the disbursing system.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Type of Collection/Type of Disbursement

Inputs

Source: CA 02.06

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Source of Error and Corrective Action Needed : Needed Correction Information

Steps

1 Process: From information provided as to source of error and corrective action needed, the system shall produce electronic notification of corrective action needed.

User Role: NONE

Automation: Automatic

Security: Create

Edits:

Requirements:

Outputs

Destination: CA 02.08

Schedule: Daily

Medium: Electronic

Functional Data: Error Report : Source of Error and Corrective Action Needed

Diagram: CA 02 Daily/Monthly Cash Accountability Balancing

Process: CA 02.08 Source Corrects Transaction

If the error is within the accounting system, the source of the transaction shall be allowed to make appropriate correction(s) within the system.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Type of Collection/Type of Disbursement

Inputs

Source: CA 02.07

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Error Report : Corrective Action Needed

Steps

1 Process: To allow the responsible source to correct the transaction as required, the system shall allow a user to unlock the system as appropriate to allow the correction(s)/adjustment(s).

User Role: CASH REPORT PROCESSOR

Automation: User Initiated in System

Security: Update

Edits:

Requirements:

Outputs

Destination: CA 02.01 and CA 02.02

Schedule: Daily

Medium: Electronic

Functional Data: Re-Balance Day's Business : Cash Accountant Re-Runs the Balancing Routine.

CA 03 Departmental Reporting of Cash Activities and Interfund Transactions

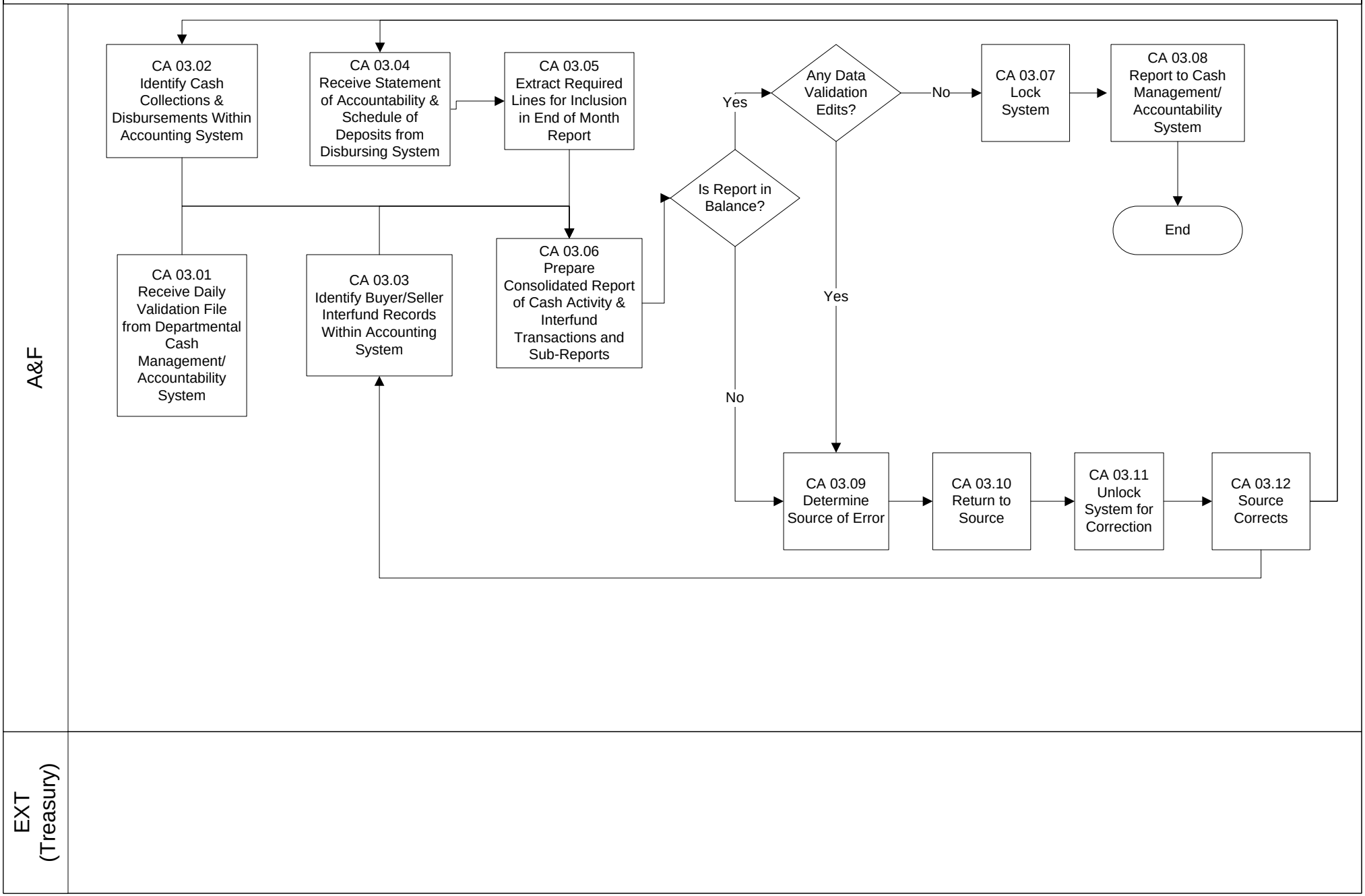

Diagram: CA 03.01 Departmental Reporting of Cash Activities and Interfund Transactions

At the end of each accounting month, the system shall report summarized cash transactions for inclusion in the Departmental cash reporting. This report includes all transactions for self, for others, acceptance of transactions by others, and interfund acceptances.

Diagram: CA 03.01 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.01 Receive Daily Validation File from Departmental Cash Management/Accountability System

The system must accept and post the daily transmission of all accounting line deletions and additions from the master validation tables within the Cash Management/Accountability System for the accounting system to validate its data against.

Key Data Element: To include but not limited to: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Major Command, Budget Activity, Budget Project, Budget Line Item, Field Level Organization, Object Class, Country Code/Case/Line, Accounting Installation

Inputs

Source: Defense Cash Management System/Defense Cash Accountability System

Schedule: Daily

Direction: Pull

Medium: Electronic

Functional Data: Accounting Lines : Lines to Be Deleted and Added to the system Tables

Steps

1 Process: System shall receive interface from the Departmental Cash Management/Accountability System or the Defense Cash Management/Accountability System containing all lines to be deleted from and added to the system tables.

User Role: NONE

Automation: Automatic

Security: N/A

Edits:

Requirements:

2 Process: System shall receive interface from the Departmental Cash Management/Accountability System or Defense Cash Management/Accountability System containing all lines to be added to the system tables.

User Role: NONE

Automation: Automatic

Security: N/A

Edits:

Requirements:

Outputs

Destination: CA 03.01.01 and CA 03.01.03

Schedule: Daily

Medium: Electronic

Functional Data: Accounting Lines : Lines to Be Deleted and Added to the system Tables

Diagram: CA 03.01 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.01.01 Accept Data to Delete Lines

The system shall first accept the lines to delete within the accounting system from the master data validation tables held in the Cash Management/Accountability System.

Key Data Element: To include but not limited to: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Major Command, Budget Activity, Budget Project, Budget Line Item, Field Level Organization, Object Class, Country Code/Case/Line, Accounting Installation

Inputs

Source: CA 03.01
Schedule: Daily
Direction: System Internal
Medium: Electronic
Functional Data: Accounting Lines : Lines to Delete in the system Tables

Steps

1 Process: The system shall accept the data to delete lines from the tables containing valid lines of accounting.
User Role: NONE
Automation: Automatic
Security: Delete
Edits:
Requirements:

Outputs

Destination: CA 03.01.02
Schedule: Daily
Medium: Electronic
Functional Data: Accounting Lines : Lines to Delete in the system Tables

Diagram: CA 03.01 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.01.02 Delete Lines

Upon notification from the Cash Management/Accountability System, the accounting system shall delete the lines no longer used or that can have no disbursement transactions posted against them. It can occur that a line can process collections to it but not disbursements against it.

Key Data Element: To include but not limited to: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Major Command, Budget Activity, Budget Project, Budget Line Item, Field Level Organization, Object Class, Country Code/Case/Line, Accounting Installation

Inputs

Source: CA 03.01.01

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Accounting Lines : Lines to Delete from the system Tables

Steps

1 Process: The system shall delete the lines of accounting from its edit tables upon data receipt from the Cash Management/Accountability System.

User Role: NONE

Automation: Automatic

Security: Delete

Edits:

Requirements:

Outputs

Destination: CA 03.01.05

Schedule: Daily

Medium: Electronic

Functional Data: Deleted Accounting Lines : Lines Deleted from the system Tables

Diagram: CA 03.01 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.01.03 Accept Data to Add Lines

The system shall accept the lines to add to the accounting system from the master data validation tables held in the Cash Management/Accountability System.

Key Data Element: To include but not limited to: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Major Command, Budget Activity, Budget Project, Budget Line Item, Field Level Organization, Object Class, Country Code/Case/Line, Accounting Installation

Inputs

Source: CA 03.01

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Accounting Lines : Lines to Add to the system Tables

Steps

1 Process: The system shall add the lines of accounting to its edit tables upon data receipt from the Cash Management/Accountability System.

User Role: NONE

Automation: Automatic

Security: Create

Edits:

Requirements:

Outputs

Destination: CA 03.01.04

Schedule: Daily

Medium: Electronic

Functional Data: Accounting Lines : Lines to Add to the system Tables

Diagram: CA 03.01 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.01.04 Add Lines

Upon notification from the Cash Management/Accountability System, the accounting system shall add new accounting data lines.

Key Data Element: To include but not limited to: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Major Command, Budget Activity, Budget Project, Budget Line Item, Field Level Organization, Object Class, Country Code/Case/Line, Accounting Installation

Inputs

Source: CA 03.01.03

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Accounting Lines : Lines to Add to the system Tables

Steps

1 Process: The system shall add the lines of accounting to its edit tables upon data receipt from the Cash Management/Accountability System.

User Role: NONE

Automation: Automatic

Security: Create

Edits: If line already exists in table.

Requirements:

Outputs

Diagram: CA 03.01 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.01.05 Search System for Cash Transactions Posted Against Lines Deleted from Edit Tables

Based upon the effective date of the deleted lines received in from the Cash Management/Accountability System, the accounting system shall search for instances when the line of accounting that is to be deleted was used.

Key Data Element: To include but not limited to: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Major Command, Budget Activity, Budget Project, Budget Line Item, Field Level Organization, Object Class, Country Code/Case/Line, Accounting Installation

Inputs

Source: CA 03.01.02

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Deleted Lines : Lines to Delete in the system Tables that Have Transactions Posted Against Them

Steps

1 Process: The system shall search for instances where a line to be deleted from the system edit table was used for a transaction. Search is limited to current month transactions not yet reported to Treasury.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Destination: Decision Point to CA 03.01.06 or CA 03.01.07

Schedule: Daily

Medium: Electronic

Functional Data: Deleted Lines : Lines to Delete in the system Tables that Have Transactions Posted Against Them

Diagram: CA 03.01 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.01.06 No Action Required

If the line of accounting to be deleted from the validation table was not used on accounting transactions already processed in the system for the accounting month, the system shall notify the user that no action is required.

Key Data Element: To include but not limited to: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Major Command, Budget Activity, Budget Project, Budget Line Item, Field Level Organization, Object Class, Country Code/Case/Line, Accounting Installation

Inputs

Source: CA 03.01.05

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Deleted Lines : Lines Deleted from the system Tables Were Not Used Within Existing Transactions in Database

Steps

1 Process: If a line to be deleted from the system tables was not previously used on a system transaction for the accounting month, the system shall notify the user that no action is required.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Diagram: CA 03.01 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.01.07 Provide Management Notice

If the line of accounting to be deleted from the validation table was used on a current month accounting transaction already processed in the system, the system shall notify the user to analyze if action is required.

Key Data Element: To include but not limited to: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Major Command, Budget Activity, Budget Project, Budget Line Item, Field Level Organization, Object Class, Country Code/Case/Line, Accounting Installation

Inputs

Source: CA 03.01.05 to Decision Point

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Lines of Accounting : Lines of Accounting to be Deleted from the system Tables Previously Used Against a Current Transaction

Steps

1 Process: The system shall provide notice if a line of accounting to be deleted from the system tables were used against a previously processed current month transaction for a user to determine course of action.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Destination: Decision Point to CA 03.01 08 or CA 03.01.09

Schedule: Daily

Medium: Electronic

Functional Data: Management Notice : Indication That a Line of Accounting to be Deleted from the system Tables was used Against a Current Transaction

Diagram: CA 03.01 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.01.08 No Action Required

After a user reviews the transactions posted against a line of accounting that is now to be deleted, if the user determines no action is required, the system shall allow the user to identify those lines as valid.

Key Data Element: To include but not limited to: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Major Command, Budget Activity, Budget Project, Budget Line Item, Field Level Organization, Object Class, Country Code/Case/Line, Accounting Installation

Inputs

Source: CA 03.01.07 through Decision Point

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data:

Steps

1 Process: The system shall provide the information for a user to make a decision to allow a transaction to remain as is in the system. This would occur if a line to be deleted from the system tables was previously used on a current month system transaction and the transaction must remain against the original line of accounting.

User Role: NONE

Automation: Manual/Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Diagram: CA 03.01 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.01.09 Notify Source(s) of Transaction (s) to Correct to New Data

The system shall send notification to the origin of accounting transactions that a line of accounting is deleted from the validation tables and can no longer be used. The notification shall advise the person to make corrective adjustments.

Key Data Element: To include but not limited to: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Major Command, Budget Activity, Budget Project, Budget Line Item, Field Level Organization, Object Class, Country Code/Case/Line, Accounting Installation

Inputs

Source: CA 03.01.07 through Decision Point

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Corrective Action : Notification to Adjust Line of Accounting Used on a Transaction

Steps

2 Process: If a user determines that correction action should occur, the system shall allow the user to process a transaction that would send electronic notification to the source of the transaction of the corrective action needed.

User Role: CASH REPORT PROCESSOR

Automation: Manual/Automatic

Security: Create

Edits:

Requirements:

Outputs

Destination: CA 03.01.10

Schedule: Daily

Medium: Electronic

Functional Data: Notification to Source : Corrective Action Needed

Diagram: CA 03.01 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.01.10 Allow By-Pass by Source to Reverse Original Entry

If corrective action needed, the system shall allow the deleted data be used to reverse the original transaction so the transaction can be posted against the correct account.

Key Data Element: To include but not limited to: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Major Command, Budget Activity, Budget Project, Budget Line Item, Field Level Organization, Object Class, Country Code/Case/Line, Accounting Installation

Inputs

Source: CA 03.01.09

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data:

Steps

1 Process: The system shall allow a user to reverse a transaction using a deleted line of accounting so the correct line of accounting can be used.

User Role: OTHER

Automation: Manual/Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: CA 03.01.11

Schedule: Daily

Medium: Electronic

Functional Data:

Diagram: CA 03.01 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.01.11 Source Adjusts Transaction

The user shall reverse the original transaction that is against a line of accounting deleted from the master validation tables and input the transaction against the proper line of accounting.

Key Data Element: To include but not limited to: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Major Command, Budget Activity, Budget Project, Budget Line Item, Field Level Organization, Object Class, Country Code/Case/Line, Accounting Installation

Inputs

Source: CA 03.01.10

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Accounting Transaction : Corrected to Contain the Valid Line of Accounting per the system Edit Tables

Steps

1 Process: The system shall allow the source of the transaction to process corrective entries.

User Role: OTHER

Automation: Manual

Security: Update

Edits:

Requirements:

Outputs

Destination: CA 03.06

Schedule: Daily

Medium: Electronic

Functional Data: Corrected Transaction : Transaction is Reported as Part of the Report of Cash Activity

CA 03.01 Receive Daily Validation File from Departmental Cash Management/Accountability System

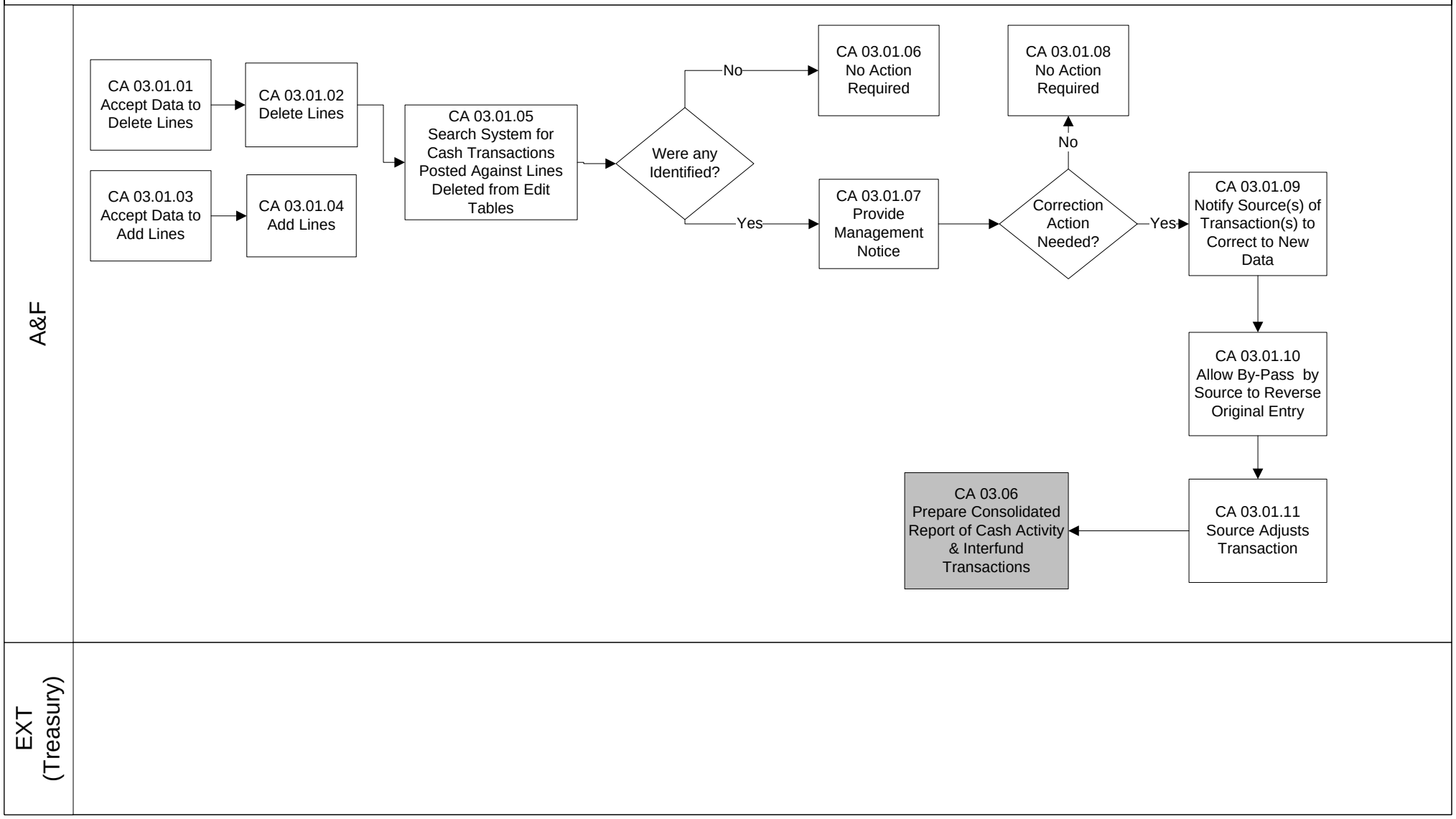

Diagram: CA 03 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.01.01 Accept Data to Delete Lines

The system shall first accept the lines to delete within the accounting system from the master data validation tables held in the Cash Management/Accountability System.

Key Data Element: To include but not limited to: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Major Command, Budget Activity, Budget Project, Budget Line Item, Field Level Organization, Object Class, Country Code/Case/Line, Accounting Installation

Inputs

Source: CA 03.01
Schedule: Daily
Direction: System Internal
Medium: Electronic
Functional Data: Accounting Lines : Lines to Delete in the system Tables

Steps

1 Process: The system shall accept the data to delete lines from the tables containing valid lines of accounting.
User Role: NONE
Automation: Automatic
Security: Delete
Edits:
Requirements:

Outputs

Destination: CA 03.01.02
Schedule: Daily
Medium: Electronic
Functional Data: Accounting Lines : Lines to Delete in the system Tables

Diagram: CA 03 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.01.02 Delete Lines

Upon notification from the Cash Management/Accountability System, the accounting system shall delete the lines no longer used or that can have no disbursement transactions posted against them. It can occur that a line can process collections to it but not disbursements against it.

Key Data Element: To include but not limited to: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Major Command, Budget Activity, Budget Project, Budget Line Item, Field Level Organization, Object Class, Country Code/Case/Line, Accounting Installation

Inputs

Source: CA 03.01.01

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Accounting Lines : Lines to Delete from the system Tables

Steps

1 Process: The system shall delete the lines of accounting from its edit tables upon data receipt from the Cash Management/Accountability System.

User Role: NONE

Automation: Automatic

Security: Delete

Edits:

Requirements:

Outputs

Destination: CA 03.01.05

Schedule: Daily

Medium: Electronic

Functional Data: Deleted Accounting Lines : Lines Deleted from the system Tables

Diagram: CA 03 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.01.03 Accept Data to Add Lines

The system shall accept the lines to add to the accounting system from the master data validation tables held in the Cash Management/Accountability System.

Key Data Element: To include but not limited to: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Major Command, Budget Activity, Budget Project, Budget Line Item, Field Level Organization, Object Class, Country Code/Case/Line, Accounting Installation

Inputs

Source: CA 03.01
Schedule: Daily
Direction: System Internal
Medium: Electronic
Functional Data: Accounting Lines : Lines to Add to the system Tables

Steps

1 Process: The system shall add the lines of accounting to its edit tables upon data receipt from the Cash Management/Accountability System.
User Role: NONE
Automation: Automatic
Security: Create
Edits:
Requirements:

Outputs

Destination: CA 03.01.04
Schedule: Daily
Medium: Electronic
Functional Data: Accounting Lines : Lines to Add to the system Tables

Diagram: CA 03 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.01.04 Add Lines

Upon notification from the Cash Management/Accountability System, the accounting system shall add new accounting data lines.

Key Data Element: To include but not limited to: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Major Command, Budget Activity, Budget Project, Budget Line Item, Field Level Organization, Object Class, Country Code/Case/Line, Accounting Installation

Inputs

Source: CA 03.01.03

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Accounting Lines : Lines to Add to the system Tables

Steps

1 Process: The system shall add the lines of accounting to its edit tables upon data receipt from the Cash Management/Accountability System.

User Role: NONE

Automation: Automatic

Security: Create

Edits: If line already exists in table.

Requirements:

Outputs

Diagram: CA 03 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.01.05 Search System for Cash Transactions Posted Against Lines Deleted from Edit Tables

Based upon the effective date of the deleted lines received in from the Cash Management/Accountability System, the accounting system shall search for instances when the line of accounting that is to be deleted was used.

Key Data Element: To include but not limited to: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Major Command, Budget Activity, Budget Project, Budget Line Item, Field Level Organization, Object Class, Country Code/Case/Line, Accounting Installation

Inputs

Source: CA 03.01.02

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Deleted Lines : Lines to Delete in the system Tables that Have Transactions Posted Against Them

Steps

1 Process: The system shall search for instances where a line to be deleted from the system edit table was used for a transaction. Search is limited to current month transactions not yet reported to Treasury.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Destination: Decision Point to CA 03.01.06 or CA 03.01.07

Schedule: Daily

Medium: Electronic

Functional Data: Deleted Lines : Lines to Delete in the system Tables that Have Transactions Posted Against Them

Diagram: CA 03 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.01.06 No Action Required

If the line of accounting to be deleted from the validation table was not used on accounting transactions already processed in the system for the accounting month, the system shall notify the user that no action is required.

Key Data Element: To include but not limited to: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Major Command, Budget Activity, Budget Project, Budget Line Item, Field Level Organization, Object Class, Country Code/Case/Line, Accounting Installation

Inputs

Source: CA 03.01.05

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Deleted Lines : Lines Deleted from the system Tables Were Not Used Within Existing Transactions in Database

Steps

1 Process: If a line to be deleted from the system tables was not previously used on a system transaction for the accounting month, the system shall notify the user that no action is required.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Diagram: CA 03 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.01.07 Provide Management Notice

If the line of accounting to be deleted from the validation table was used on a current month accounting transaction already processed in the system, the system shall notify the user to analyze if action is required.

Key Data Element: To include but not limited to: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Major Command, Budget Activity, Budget Project, Budget Line Item, Field Level Organization, Object Class, Country Code/Case/Line, Accounting Installation

Inputs

Source: CA 03.01.05 to Decision Point

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Lines of Accounting : Lines of Accounting to be Deleted from the system Tables Previously Used Against a Current Transaction

Steps

1 Process: The system shall provide notice if a line of accounting to be deleted from the system tables were used against a previously processed current month transaction for a user to determine course of action.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Destination: Decision Point to CA 03.01 08 or CA 03.01.09

Schedule: Daily

Medium: Electronic

Functional Data: Management Notice : Indication That a Line of Accounting to be Deleted from the system Tables was used Against a Current Transaction

Diagram: CA 03 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.01.08 No Action Required

After a user reviews the transactions posted against a line of accounting that is now to be deleted, if the user determines no action is required, the system shall allow the user to identify those lines as valid.

Key Data Element: To include but not limited to: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Major Command, Budget Activity, Budget Project, Budget Line Item, Field Level Organization, Object Class, Country Code/Case/Line, Accounting Installation

Inputs

Source: CA 03.01.07 through Decision Point

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data:

Steps

1 Process: The system shall provide the information for a user to make a decision to allow a transaction to remain as is in the system. This would occur if a line to be deleted from the system tables was previously used on a current month system transaction and the transaction must remain against the original line of accounting.

User Role: NONE

Automation: Manual/Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Diagram: CA 03 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.01.09 Notify Source(s) of Transaction (s) to Correct to New Data

The system shall send notification to the origin of accounting transactions that a line of accounting is deleted from the validation tables and can no longer be used. The notification shall advise the person to make corrective adjustments.

Key Data Element: To include but not limited to: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Major Command, Budget Activity, Budget Project, Budget Line Item, Field Level Organization, Object Class, Country Code/Case/Line, Accounting Installation

Inputs

Source: CA 03.01.07 through Decision Point

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Corrective Action : Notification to Adjust Line of Accounting Used on a Transaction

Steps

2 Process: If a user determines that correction action should occur, the system shall allow the user to process a transaction that would send electronic notification to the source of the transaction of the corrective action needed.

User Role: CASH REPORT PROCESSOR

Automation: Manual/Automatic

Security: Create

Edits:

Requirements:

Outputs

Destination: CA 03.01.10

Schedule: Daily

Medium: Electronic

Functional Data: Notification to Source : Corrective Action Needed

Diagram: CA 03 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.01.10 Allow By-Pass by Source to Reverse Original Entry

If corrective action needed, the system shall allow the deleted data be used to reverse the original transaction so the transaction can be posted against the correct account.

Key Data Element: To include but not limited to: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Major Command, Budget Activity, Budget Project, Budget Line Item, Field Level Organization, Object Class, Country Code/Case/Line, Accounting Installation

Inputs

Source: CA 03.01.09
Schedule: Daily
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: The system shall allow a user to reverse a transaction using a deleted line of accounting so the correct line of accounting can be used.
User Role: OTHER
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

Outputs

Destination: CA 03.01.11
Schedule: Daily
Medium: Electronic
Functional Data:

Diagram: CA 03 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.01.11 Source Adjusts Transaction

The user shall reverse the original transaction that is against a line of accounting deleted from the master validation tables and input the transaction against the proper line of accounting.

Key Data Element: To include but not limited to: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Major Command, Budget Activity, Budget Project, Budget Line Item, Field Level Organization, Object Class, Country Code/Case/Line, Accounting Installation

Inputs

Source: CA 03.01.10

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Accounting Transaction : Corrected to Contain the Valid Line of Accounting per the system Edit Tables

Steps

1 Process: The system shall allow the source of the transaction to process corrective entries.

User Role: OTHER

Automation: Manual

Security: Update

Edits:

Requirements:

Outputs

Destination: CA 03.06

Schedule: Daily

Medium: Electronic

Functional Data: Corrected Transaction : Transaction is Reported as Part of the Report of Cash Activity

CA 03.02 Identify Cash Collections & Disbursements Within Accounting System

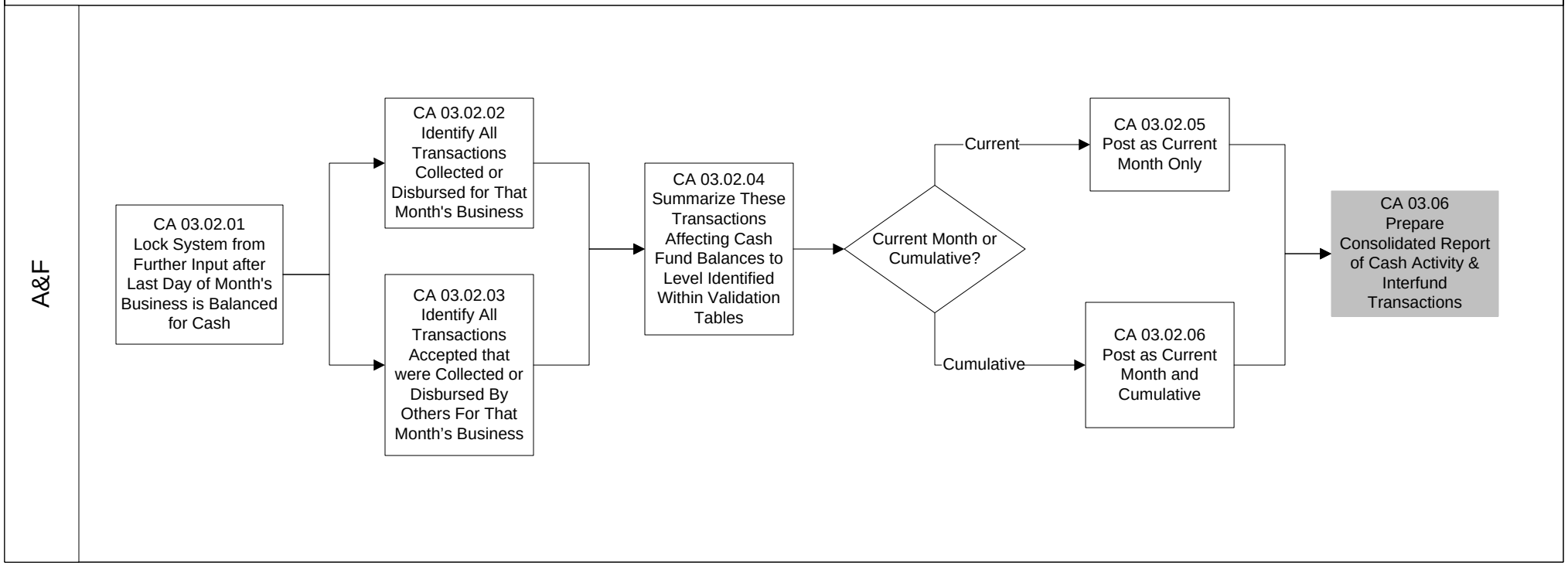

Diagram: CA 03.02 Departmental Reporting of Cash Activities and Interfund Transactions

At the end of each accounting month, the system shall report summarized cash transactions for inclusion in the Departmental cash reporting. This report includes all transactions for self, for others, acceptance of transactions by others, and interfund acceptances.

Diagram: CA 03.02 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.03 Identify Buyer/Seller Interfund Records Within Accounting System

The system shall identify buyer/seller interfund records to prepare them for the monthly reporting of Interfund transactions on the DD Form 1400. This includes summarizing the data to the Defense Level Organization level and type of transaction.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Buyer/Seller Code

Inputs

Source: EX 09.08 Update Requisition Unliquidated Obligation and Accrued Expenditures Paid Status and EX 09.14 Transfer Details to Appropriate Location

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data: Interfund Transactions : Interfund Transactions Accepted/Billed in Accounting System or Posted to a Suspense Account

Steps

1 Process: The system shall identify all buyer and seller interfund transactions recorded for the month to include those posted to suspense accounts.

User Role: NONE

Automation: Automatic

Security: N/A

Edits:

Requirements:

Outputs

Destination: CA 03.03.01

Schedule: Monthly

Medium: Electronic

Functional Data: Buyer Interfund Transactions : Interfund Transactions Accepted in Accounting System or Posted to a Suspense Account

Seller Interfund Transactions : Interfund Transactions Processed in Accounting System

Diagram: CA 03.02 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.03.01 Identify Interfund Transactions Processed Throughout the Month

The system shall identify which transactions from that accounting month were processed as interfund transactions.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Buyer/Seller Code

Inputs

Source: CA 03.03

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data: Interfund Transactions : Interfund Transactions Accepted/Billed in Accounting System or Posted to a Suspense Account

Steps

1 Process: The system shall identify all buyer and seller interfund transactions recorded for the month to include those posted to suspense accounts.

User Role: NONE

Automation: Automatic

Security: N/A

Edits:

Requirements:

Outputs

Destination: Decision Point to CA 03.03.02 or CA 03.03.03

Schedule: Monthly

Medium: Electronic

Functional Data: Buyer Interfund Transactions : Interfund Transactions Accepted in Accounting System or Posted to a Suspense Account

Seller Interfund Transactions : Interfund Transactions Processed in Accounting System

Diagram: CA 03.02 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.03.02 Summarize Buyer Interfund Transactions to the Defense Level Organization

The system shall summarize all accepted buyer interfund transactions to the Defense Level Organization Level to include those placed into a suspense account.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Buyer/Seller Code

Inputs

Source: CA 03.03.01

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data: Buyer Interfund Transactions : Interfund Transactions Accepted in Accounting System or Posted to a Suspense Account

Steps

1 Process: The system shall separately summarize buyer interfund transactions to the Defense Level Organization level to include those placed into a suspense account for reporting purposes.

User Role: NONE

Automation: Automatic

Security: N/A

Edits:

Requirements:

Outputs

Destination: CA 03.03.04

Schedule: Monthly

Medium: Electronic

Functional Data: Summarized Buyer Interfund Transactions : Interfund Transactions Accepted in Accounting System or Posted to a Suspense Account

Diagram: CA 03.02 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.03.03 Summarize Seller Interfund Transactions to the Defense Level Organization level

The system shall summarize all seller interfund transactions to the Defense Level Organization level.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Buyer/Seller Code

Inputs

Source: CA 03.03.01

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data: Seller Interfund Transactions : Interfund Transactions Processed in Accounting System

Steps

1 Process: The system shall separately summarize seller interfund transactions to the Defense Level Organization level for reporting purposes.

User Role: NONE

Automation: Automatic

Security: N/A

Edits:

Requirements:

Outputs

Destination: CA 03.03.04

Schedule: Monthly

Medium: Electronic

Functional Data: Summarized Seller Interfund Transactions : Interfund Transactions Processed in Accounting System

Diagram: CA 03.02 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.03.04 Balance to Detailed Information in Accounting System

The system shall balance the summarized buyer and seller transactions back to the detailed accounting records to ensure records are summarized correctly.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Buyer/Seller Code

Inputs

Source: CA 03.03.02 and CA 03.03.03

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data:

Summarized Buyer Interfund Transactions :	Interfund Transactions Accepted in Accounting System or Posted to a Suspense Account
Summarized Seller Interfund Transactions :	Interfund Transactions Processed in Accounting System

Steps

1 Process: The system shall balance the summarized buyer and seller interfund transactions to the detailed transactions within the accounting records to ensure summarized data is correct.

User Role: NONE

Automation: Automatic

Security: N/A

Edits: Summarized interfund transactions equal detailed interfund transactions.

Requirements:

Outputs

Destination: Decision Point to CA 03.06 or CA 03.03.06

Schedule: Monthly

Medium: Electronic

Functional Data:

Balanced Interfund Transactions :	Interfund Transactions Accepted/Billed in Accounting System or Posted to a Suspense Account

Diagram: CA 03.02 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.03.05 Notify Source to Correct

If detailed interfund transactions do not balance to the summarized amounts, the system notifies the source of the out of balance via electronic means.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Buyer/Seller Code

Inputs

Source: CA 03.03.04 through Decision Point

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data: Out of Balance Interfund Transactions : Interfund Transactions Accepted/Billed in Accounting System or Posted to a Suspense Account

Steps

1 Process: The system shall provide electronic notification to the source if the detailed interfund transactions do not balance to the summarized accounts to be included on the DD Form 1400 Report of Interfund Transactions. The notification shall contain the corrective action necessary.

User Role: NONE

Automation: Automatic

Security: Create

Edits:

Requirements:

Outputs

Destination: CA 03.03.06

Schedule: Monthly

Medium: Electronic

Functional Data: Corrective Action(s) for Interfund Transactions : Interfund Transactions Accepted/Processed in Accounting System or Posted to a Suspense Account

CA 03.03 Identify Buyer/Seller Interfund Records Within Accounting System

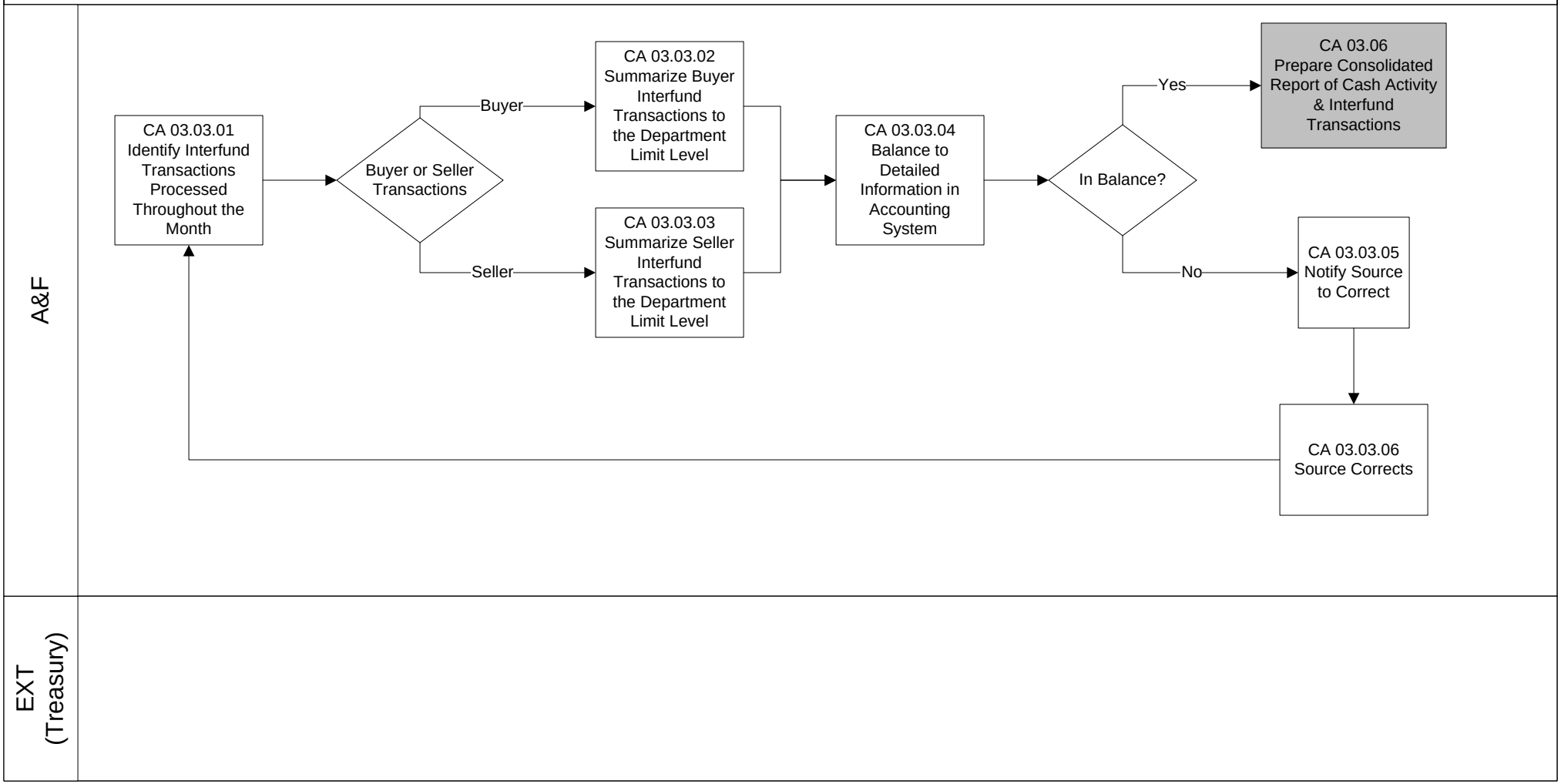

Diagram: CA 03.03 Departmental Reporting of Cash Activities and Interfund Transactions

At the end of each accounting month, the system shall report summarized cash transactions for inclusion in the Departmental cash reporting. This report includes all transactions for self, for others, acceptance of transactions by others, and interfund acceptances.

Diagram: CA 03.02 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.03.01 Identify Interfund Transactions Processed Throughout the Month

The system shall identify which transactions from that accounting month were processed as interfund transactions.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Buyer/Seller Code

Inputs

Source: CA 03.03

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data: Interfund Transactions : Interfund Transactions Accepted/Billed in Accounting System or Posted to a Suspense Account

Steps

1 Process: The system shall identify all buyer and seller interfund transactions recorded for the month to include those posted to suspense accounts.

User Role: NONE

Automation: Automatic

Security: N/A

Edits:

Requirements:

Outputs

Destination: Decision Point to CA 03.03.02 or CA 03.03.03

Schedule: Monthly

Medium: Electronic

Functional Data: Buyer Interfund Transactions : Interfund Transactions Accepted in Accounting System or Posted to a Suspense Account

Seller Interfund Transactions : Interfund Transactions Processed in Accounting System

Diagram: CA 03.02 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.03.02 Summarize Buyer Interfund Transactions to the Defense Level Organization

The system shall summarize all accepted buyer interfund transactions to the Defense Level Organization Level to include those placed into a suspense account.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Buyer/Seller Code

Inputs

Source: CA 03.03.01

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data: Buyer Interfund Transactions : Interfund Transactions Accepted in Accounting System or Posted to a Suspense Account

Steps

1 Process: The system shall separately summarize buyer interfund transactions to the Defense Level Organization level to include those placed into a suspense account for reporting purposes.

User Role: NONE

Automation: Automatic

Security: N/A

Edits:

Requirements:

Outputs

Destination: CA 03.03.04

Schedule: Monthly

Medium: Electronic

Functional Data: Summarized Buyer Interfund Transactions : Interfund Transactions Accepted in Accounting System or Posted to a Suspense Account

Diagram: CA 03.02 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.03.03 Summarize Seller Interfund Transactions to the Defense Level Organization level

The system shall summarize all seller interfund transactions to the Defense Level Organization level.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Buyer/Seller Code

Inputs

Source: CA 03.03.01

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data: Seller Interfund Transactions : Interfund Transactions Processed in Accounting System

Steps

1 Process: The system shall separately summarize seller interfund transactions to the Defense Level Organization level for reporting purposes.

User Role: NONE

Automation: Automatic

Security: N/A

Edits:

Requirements:

Outputs

Destination: CA 03.03.04

Schedule: Monthly

Medium: Electronic

Functional Data: Summarized Seller Interfund Transactions : Interfund Transactions Processed in Accounting System

Diagram: CA 03.02 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.03.04 Balance to Detailed Information in Accounting System

The system shall balance the summarized buyer and seller transactions back to the detailed accounting records to ensure records are summarized correctly.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Buyer/Seller Code

Inputs

Source: CA 03.03.02 and CA 03.03.03

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data:

Summarized Buyer Interfund Transactions :	Interfund Transactions Accepted in Accounting System or Posted to a Suspense Account
Summarized Seller Interfund Transactions :	Interfund Transactions Processed in Accounting System

Steps

1 Process: The system shall balance the summarized buyer and seller interfund transactions to the detailed transactions within the accounting records to ensure summarized data is correct.

User Role: NONE

Automation: Automatic

Security: N/A

Edits: Summarized interfund transactions equal detailed interfund transactions.

Requirements:

Outputs

Destination: Decision Point to CA 03.06 or CA 03.03.06

Schedule: Monthly

Medium: Electronic

Functional Data:

Balanced Interfund Transactions :	Interfund Transactions Accepted/Billed in Accounting System or Posted to a Suspense Account

Diagram: CA 03.02 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.03.05 Notify Source to Correct

If detailed interfund transactions do not balance to the summarized amounts, the system notifies the source of the out of balance via electronic means.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Buyer/Seller Code

Inputs

Source: CA 03.03.04 through Decision Point

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data: Out of Balance Interfund Transactions : Interfund Transactions Accepted/Billed in Accounting System or Posted to a Suspense Account

Steps

1 Process: The system shall provide electronic notification to the source if the detailed interfund transactions do not balance to the summarized accounts to be included on the DD Form 1400 Report of Interfund Transactions. The notification shall contain the corrective action necessary.

User Role: NONE

Automation: Automatic

Security: Create

Edits:

Requirements:

Outputs

Destination: CA 03.03.06

Schedule: Monthly

Medium: Electronic

Functional Data: Corrective Action(s) for Interfund Transactions : Interfund Transactions Accepted/Processed in Accounting System or Posted to a Suspense Account

Diagram: CA 03.02 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.03.06 Source Corrects

The system shall allow user to input necessary corrective transactions to balance the interfund processing and reporting.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Buyer/Seller Code

Inputs

Source: CA 03.03.05

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data: Corrective Action (s) for Interfund Transactions : Interfund Transactions Accepted/Billed in Accounting System or Posted to a Suspense Account

Steps

1 Process: Based upon notification of out of balances, the source corrects the interfund transaction.

User Role: OTHER

Automation: Manual

Security: Update

Edits:

Requirements:

Outputs

Destination: CA 03.03.01

Schedule: Monthly

Medium: Electronic

Functional Data: Corrected Action(s) for Interfund Transactions : Interfund Transactions Accepted/Billed in Accounting System or Posted to a Suspense Account

CA 03.06 Prepare Consolidated Report of Cash Activity & Interfund Transactions and Sub -Reports

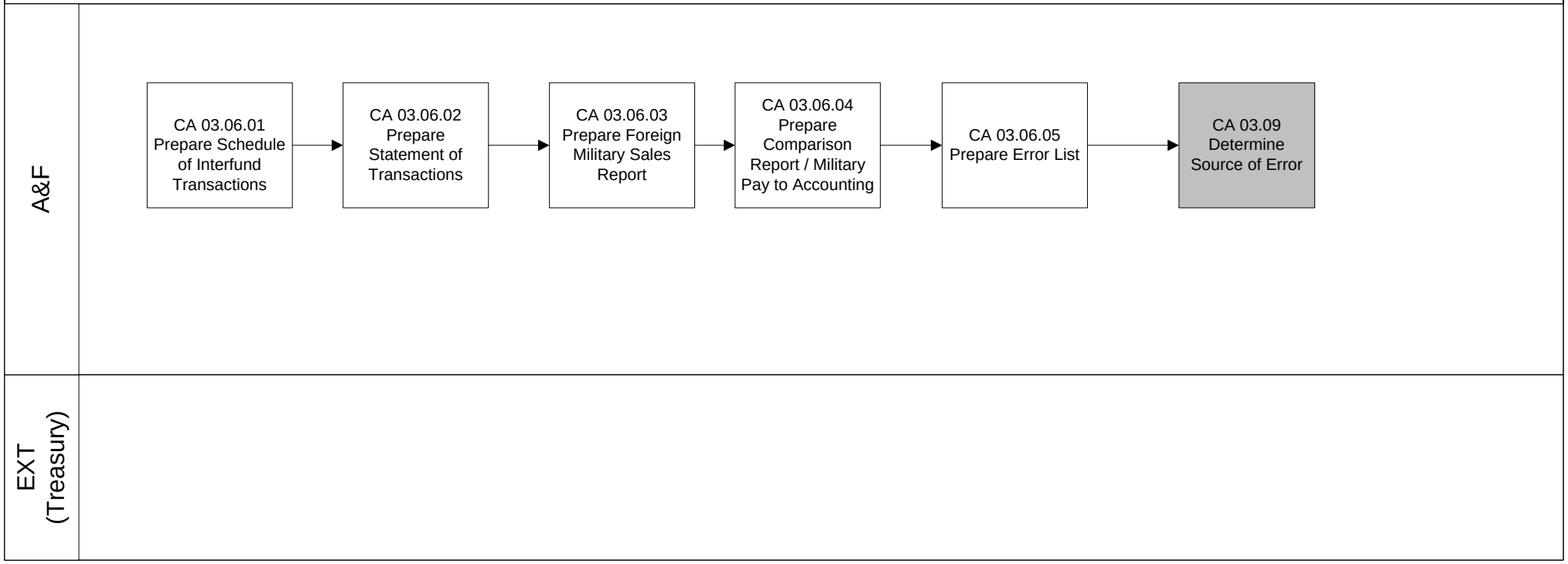

Diagram: CA 03.02 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.06.01 Prepare Schedule of Interfund Transactions

The system shall prepare a report of interfund transactions. Schedule includes summarized transactions at the Defense Level Organization level for buyer/seller interfund including suspense accounts when needed.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Buyer/Seller Code

Inputs

Source: CA 03.06

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data: Buyer Interfund Transactions : Summarized by Appropriation and Type of Interfund Transaction

Seller Interfund Transactions : Summarized by Appropriation and Type of Interfund Transaction

Steps

1 Process: The system shall prepare the DD Form 1400, Report of Interfund Transactions

User Role: NONE

Automation: Automatic

Security: Create

Edits: Part I seller total must equal Part II seller total.
Part IV buyer total must equal zero.

Requirements:

Outputs

Destination: Denver Departmental

Schedule: Monthly

Medium: Report

Functional Data: Buyer/Seller Interfund Transactions Report : Summarized by Appropriation and Type of Interfund Transaction

Diagram: CA 03.02 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.06.02 Prepare Statement of Transactions

The system shall prepare the summarized listing, by Defense Level Organization level, of all collections and disbursements processed through the accounting system and posted to the accounting records.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Type of Collection/Disbursement

Inputs

Source: CA 03.06

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data: Cash Collections and Disbursements : Summarized to the Department Limit and Program Year Level

Steps

1 Process: The system shall prepare a report (DD Form 1329) summarizing all transactions processed in the accounting system.

User Role: NONE

Automation: Automatic

Security: Create

Edits:

Requirements:

Outputs

Destination: Denver Departmental

Schedule: Monthly

Medium: Report

Functional Data: Cash Collections and Disbursements Report : Summarized to the Department Limit and Program Year Level

Diagram: CA 03.02 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.06.03 Prepare Foreign Military Sales Report

The system shall identify and produce a report on all foreign military sales open allotment reimbursements to the Defense Security Cooperation Agency. This data consolidates the foreign military sales open allotment reimbursements transactions to report to the Defense Security Cooperation Agency accounting department.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Country Code/Case/Line

Inputs

Source: CA 03.06

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data: FMS Open Allotment Reimbursements : Information to Include Country and Case Cited

Steps

1 Process: The system shall identify and produce a report on all foreign military sales (designated by Treasury Account Symbol 8242) open allotment reimbursements to the Defense Security Cooperation Agency.

User Role: NONE

Automation: Automatic

Security: Create

Edits: Foreign Military Sales (Treasury Account Symbol 8242) only.

Requirements:

Outputs

Destination: Defense Security Cooperation Agency

Schedule: Monthly

Medium: Report

Functional Data: FMS Open Allotment Reimbursements Report : Information to Include Country and Case Cited

Diagram: CA 03.02 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.06.04 Prepare Comparison Report/Military Pay to Accounting

The system shall produce a report of military pay transactions processed in the system and charged to the Centrally Managed Account for Military Pay. Report of transactions that were processed in the accounting system charged to the Centrally Managed Account for Military Pay.

Key Data Element: Treasury Department, Period of Availability, Treasury Main Account, Voucher Number, Project

Inputs

Source: CA 03.06

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data: Military Pay Transactions : Collections and Payments to Military Members Recorded in the Accounting System as Charged to the Centrally Managed Account for Military Pay

Steps

1 Process: The system shall produce a report of military pay transactions processed in the system and charged to the Centrally Managed Account for Military Pay. Report shall include Treasury Account Symbol, voucher number, date collected/paid, and project charged to (officer or enlisted)

User Role: NONE

Automation: Automatic

Security: Create

Edits: Only transactions charged to Treasury Account Symbol 3500.

Requirements:

Outputs

Destination: Military Pay Directorate

Schedule: Monthly

Medium: Report

Functional Data: Military Pay Transaction Report : Collections and Payments to Military Members Recorded in the Accounting System as Charged to the Centrally Managed Account for Military Pay

Diagram: CA 03.02 Departmental Reporting of Cash Activities and Interfund Transactions

Process: CA 03.06.05 Prepare Error List

The system shall produce a listing of the out of balance conditions within the monthly Report of Cash Activities prior to submission. When consolidating the Departmental Reporting of Cash Activities and Interfund Transactions, if the internal balancing produces out of balance conditions or if data elements edit against the edit tables, the system shall produce an error list with the cause of the out of balance or the edit.

Key Data Element: To include but not limited to: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Major Command, Budget Activity, Project, Budget Line Item, Field Level Organization, Object Class, Country Code/Case/Line

Inputs

Source: CA 03.06

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data: Out of Balances Within Cash Report : Out of Balance Conditions

Steps

1 Process: The system shall produce a listing of the out of balance conditions within the monthly Report of Cash Activities prior to submission.

User Role: NONE

Automation: Automatic

Security: Create

Edits: Balances on Statement of Transactions equal totals on SF 1219; Summarized Interfund Transactions equal Detailed Interfund Transactions; Balance on Statement of Transactions for Disbursements equal Summarized Lines of Accounting for Disbursements; Statement of Transactions for Reimbursements equal Summarized Lines of Accounting for Reimbursements.

Requirements:

Outputs

Destination: CA 03.09

Schedule: Monthly

Medium: Electronic

Functional Data: Error Listing : Listing of Out of Balance Conditions

CA 04 Treasury Balancing

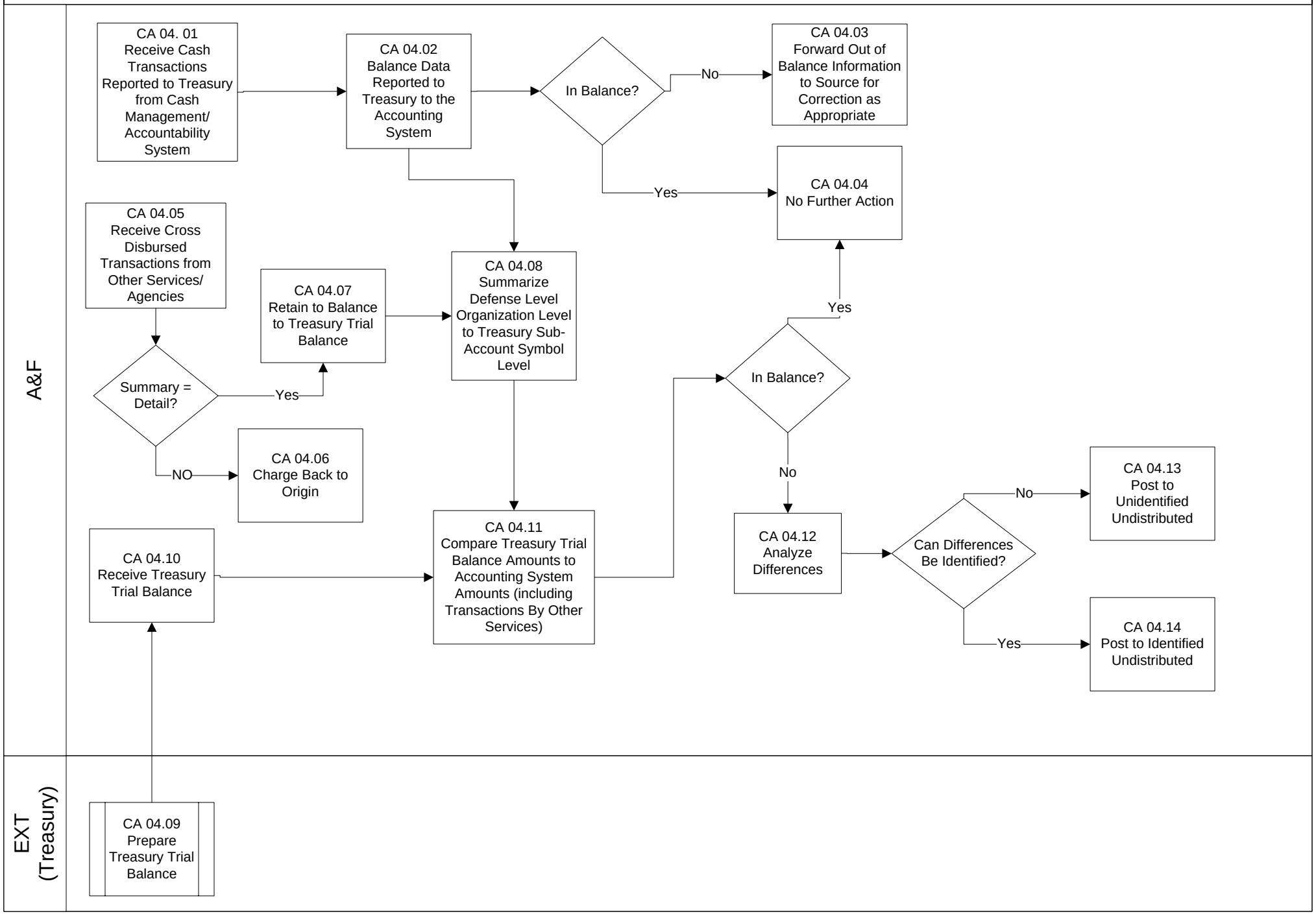

Diagram: CA 04 Treasury Balancing

The system must identify the various inputs and their use in order to balance to the United States Treasury Trial Balance cash balances.

Diagram: CA 04 Treasury Balancing

Process: CA 04.01 Receive Cash Transactions Reported to Treasury from Cash Management/Accountability System

The system shall receive the data transmitted to the United States Treasury as reported from the Cash Management/Accountability System

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization

Inputs

Source: Departmental Cash Management System (DCMS)/Defense Cash Accountability System (DCAS)

Schedule: Monthly

Direction: Pull

Medium: Electronic

Functional Data: Treasury Report : Data Sent to United States Treasury to Report Cash Balances

Steps

1 Process: The system shall receive the data transmitted to the United States Treasury as reported from the Cash Management/Accountability System

User Role: NONE

Automation: Automatic

Security: N/A

Edits:

Requirements:

Outputs

Destination: CA 04.02

Schedule: Monthly

Medium: Electronic

Functional Data: Cash Activity Data : Data Received from DCMS/DCAS

Diagram: CA 04 Treasury Balancing

Process: CA 04.02 Balance Data Reported to Treasury to the Accounting System

The system shall match the information received from the Cash Management/Accountability System to what is in the accounting system to ensure both are in balance.

Key Data Element: To include but not limited to: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Major Command, Budget Activity, Project, Budget Line Item, Field Level Organization, Object Class, Country Code/Case/Line, Accounting Installation

Inputs

Source: CA 04.01

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data: Cash Activity Data : Data Received from DCMS/DCAS

Cash Transactions Within Accounting System : Cash Transactions Within the Accounting System at Varying Levels, Dependent Upon Edit Criteria

Steps

1 Process: The system shall balance the summary cash totals for each appropriation (the Treasury Limit Level) reported by the Cash Management/Accountability System to the more detailed cash transaction summaries (level reported in CA 03.06) within the accounting system.

User Role: NONE

Automation: Automatic

Security: N/A

Edits:

Requirements:

Outputs

Destination: Decision Point to CA 04.03 or CA 04.04 and also to CA 04.08

Schedule: Monthly

Medium: Electronic

Functional Data: Out of Balance Conditions : Data Out of Balance to Include Data Elements, Amounts, and Source of Transaction

Diagram: CA 04 Treasury Balancing

Process: CA 04.03 Forward Out of Balance Information to Source for Correction as Appropriate

If an out of balance condition exists, the system shall produce a notice to forward to the source of the out of balance via electronic means for the source to correct as appropriate.

Key Data Element: To include but not limited to: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Major Command, Budget Activity, Project, Budget Line Item, Field Level Organization, Object Class, Country Code/Case/Line, Accounting Installation

Inputs

Source: CA 04.02 through Decision Point

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data: Out of Balance Conditions : Data Out of Balance to Include Data Elements, Amounts, and Source of Transaction

Steps

1 Process: If an out of balance condition exists, the system shall produce a notice to forward to the source of the out of balance via electronic means for the source to correct as appropriate.

User Role: NONE

Automation: Automatic

Security: Create

Edits:

Requirements:

Outputs

Destination: None, End of Process

Schedule: Monthly

Medium: Unknown

Functional Data:

Diagram: CA 04 Treasury Balancing

Process: CA 04.04 No Further Action

If the accounting system data matches to the Cash Management/Accountability System data, no further action is required. Also if accounting system cash balances balance to the Treasury Trial Balance, no further action is required.

Key Data Element: To include but not limited to: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Major Command, Budget Activity, Project, Budget Line Item, Field Level Organization, Object Class, Country Code/Case/Line, Accounting Installation

Inputs

Source: CA 04.02 through Decision Point

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data: Management Report : Depicting In Balance Condition Between Report to Treasury and Accounting System

Steps

Process: The system shall produce a management report indicating that no corrective action is necessary within the accounting system. Report to Treasury balances to the details in the accounting system. Report from Treasury balances to the details in the accounting system.

User Role: NONE

Automation: Automatic

Security: Create

Edits:

Requirements:

Outputs

Destination: None, End of Process

Schedule: Monthly

Medium: Unknown

Functional Data:

Diagram: CA 04 Treasury Balancing

Process: CA 04.05 Receive Cross Disbursed Transactions from Other Services/Agencies

If other services or agencies disbursed against the owner's funds, the system shall receive in the transactions disbursed or collected and retain these transactions in order to balance to the Treasury Trial Balance.

Key Data Element: To include but not limited to: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Major Command, Budget Activity, Project, Budget Line Item, Field Level Organization, Object Class, Country Code/Case/Line, Accounting Installation

Inputs

Source: External Systems

Schedule: Monthly

Direction: Pull

Medium: Electronic

Functional Data: Summary and Details of Cross Collected and Disbursed Transactions : Summary and Detail Transactions Collected or Paid by Another Accountable Station and Reported to Treasury

Steps

1 Process: The system shall receive data of transactions collected or paid on their behalf by another paying office.

User Role: NONE

Automation: Automatic

Security: N/A

Edits:

Requirements:

2 Process: The system shall differentiate between transactions previously received and posted versus those never received and posted.

User Role: NONE

Automation: Automatic

Security: N/A

Edits:

Requirements:

3 Process: The system shall retain previously unprocessed data to support balancing with Treasury Trial Balance

User Role: NONE

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: CA 04.06 or CA 04.07 through Decision Point

Schedule: Monthly

Medium: Electronic

Functional Data: In Balance Condition of Cross Collected and Disbursed Transactions : In Balance Condition of Transactions Collected or Paid by Another Accountable Station and Reported to Treasury

Diagram: CA 04 Treasury Balancing

Process: CA 04.06 Charge Back to Origin

The system shall process a charge back to the originator of the transaction if another service or agency incorrectly disbursed or collected against the owner's funds.

Key Data Element: To include but not limited to: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Major Command, Budget Activity, Project, Budget Line Item, Field Level Organization, Object Class, Country Code/Case/Line, Accounting Installation

Inputs

Source: CA 04.05 through Decision Point

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data: Invalid Transactions Cross Collected or Disbursed By Others : Transaction Details Not Balancing to Summary

Steps

1 Process: If the detailed transactions do not balance to the summary transaction in the crossed collected and/or disbursed transactions, the system shall allow the user to electronically reject and return the data.

User Role: TREASURY CASH ANALYST

Automation: Manual/Automatic

Security: Update

Edits:

Requirements:

2 Process: The system shall retain this action to use in balancing with the Treasury Trial Balance

User Role: NONE

Automation: Automatic

Security: N/A

Edits:

Requirements:

Outputs

Destination: External Systems

Schedule: Monthly

Medium: Electronic

Functional Data: Report of Invalid Transactions Cross Collected or Disbursed By Others : Report of Transaction Details Not Balancing to Summary

Diagram: CA 04 Treasury Balancing

Process: CA 04.07 Retain to Balance to Treasury Trial Balance

The system shall receive transactions disbursed and collected by other services and agencies that belong to the owner of the funds and shall retain these transactions in order to balance the cash balance of the funds to the Treasury balance.

Key Data Element: To include but not limited to: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Major Command, Budget Activity, Project, Budget Line Item, Field Level Organization, Object Class, Country Code/Case/Line, Accounting Installation

Inputs

Source: CA 04.05 through Decision Point

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data: Valid Crossed Collected and Disbursed Transactions : Data to Use to Balance With Treasury Trial Balance

Steps

1 Process: The system shall receive transactions disbursed and collected by other services and agencies that belong to the owner of the funds and shall retain these transactions in order to balance the cash balance of the funds to the Treasury balance.

User Role: NONE

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: CA 04.08

Schedule: Monthly

Medium: Electronic

Functional Data: Crossed Collected and Disbursed Transactions : Valid and In Balance Data to Use to Balance With Treasury Trial Balance

Diagram: CA 04 Treasury Balancing

Process: CA 04.08 Summarize Defense Level Organization Level to Treasury Sub-Account Symbol Level

The system shall summarize the transactions received that were collected or disbursed by other Departments or Agencies to the level reported to the United States Treasury to aide in balancing.

Key Data Element: To include but not limited to: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization, Major Command, Budget Activity, Project, Budget Line Item, Field Level Organization, Object Class, Country Code/Case/Line, Accounting Installation

Inputs

Source: CA 04.07

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data: Valid Crossed Collected and Disbursed Transactions : Data to Use to Balance With Treasury Trial Balance

Steps

1 Process: The system shall summarize the transactions received that were collected or disbursed by other Departments or Agencies and the transactions from within the accounting system to the Treasury Limit level.

User Role: NONE

Automation: Automatic

Security: Create

Edits:

Requirements:

Outputs

Destination: CA 04.11

Schedule: Monthly

Medium: Electronic

Functional Data: Summarized Cash Transactions : Summarized to the Treasury Limit Level

Diagram: CA 04 Treasury Balancing

Process: CA 04.10 Receive Treasury Trial Balance

The system shall receive and retain the Treasury Trial Balance to balance the accounting records for cash to the balances held at the United States Treasury.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Treasury Sub-Account Symbol

Inputs

Source: Treasury

Schedule: Monthly

Direction: Pull

Medium: Electronic

Functional Data: Treasury Trial Balance : Treasury Cash Balances at the Treasury Limit Level

Steps

1 Process: The system shall receive and retain the Treasury Trial Balance to balance the accounting records for cash to the balances held at the United States Treasury.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Destination: CA 04.11

Schedule: Monthly

Medium: Electronic

Functional Data: Treasury Trial Balance Data : Treasury Cash Balance Data at the Treasury Limit Level

Diagram: CA 04 Treasury Balancing

Process: CA 04.11 Compare Treasury Trial Balance Amounts to Accounting System Amounts (including Transactions By Other Services)

The system shall match the trial balance received from the United States Treasury to the accounting system cash balances to include transactions disbursed or collected by other services or agencies.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization

Inputs

Source: CA 04.08 and CA 04.10

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data:

Transactions By Others :	Summarized to Treasury Limit Level
Accounting System Cash Transactions :	Summarized to Treasury Limit Level
Treasury Trial Balance :	At Treasury Limit Level

Steps

1 Process: The system shall provide for comparison between the accounting system cash balances (to include transactions received in step CA 04.07) and the Treasury Trial Balance cash balances.

User Role: TREASURY CASH ANALYST

Automation: Manual/Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Destination: CA 04.04 or CA 04.12 through Decision Point

Schedule: Monthly

Medium: Electronic

Functional Data:

Management Report :	Depicting if System is In or Out of Balance With Treasury Cash Balances

Diagram: CA 04 Treasury Balancing

Process: CA 04.12 Analyze Differences

If the accounting system cash data does not balance to the Treasury Trial Balance, the system shall produce a report of the differences.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization

Inputs

Source: CA 04.11 through Decision Point

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data: Management Report : Depicting System is In or Out of Balance with Treasury Cash Balances

Steps

1 Process: If the accounting system and the Treasury Trial Balance are not in balance, the system shall provide the out of balance data for analysis and decision making.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Destination: CA 04.13 or CA 04.14 through Decision Point

Schedule: Monthly

Medium: Unknown

Functional Data: Differences in Balances : Identified or Unidentified Differences Between Treasury Trial Balance and Accounting System

Diagram: CA 04 Treasury Balancing

Process: CA 04.13 Post to Unidentified Undistributed

The system shall allow the difference to be posted to an unidentified undistributed account if the difference between the accounting system data and the Treasury Trial Balance cannot be identified. The system shall allow for systemic or manual posting.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization

Inputs

Source: CA 04.12 through Decision Point

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data: Differences in Balances : Unidentified Differences Between Treasury Trial Balance and Accounting System

Steps

1 Process: Differences between the Treasury Trial Balance and the accounting system that cannot be identified to specific transactions must be posted to the general ledger as unidentified undistributed. Collection and disbursement totals post to different general ledger accounts. System shall allow a user to post the undistributed transactions.

User Role: SGL JOURNAL ENTRY PROCESSOR

Automation: Manual

Security: Create

Edits:

Requirements:

Outputs

Destination: Posting to General Ledger

Schedule: Monthly

Medium: Internal

Functional Data: General Ledger Postings : Difference Between Treasury Trial Balance and Accounting System Not Identified to Detailed Transactions

Diagram: CA 04 Treasury Balancing

Process: CA 04.14 Post to Identified Undistributed

If the difference between the accounting system data and the Treasury Trial Balance can be identified, the system shall allow the difference to be posted to an identified undistributed account. The system shall allow for systemic or manual posting.

Key Data Element: Treasury Department, Transfer Department, Period of Availability, Treasury Main Account, Defense Level Organization

Inputs

Source: CA 04.12 through Decision Point

Schedule: Monthly

Direction: System Internal

Medium: Internal

Functional Data: Differences in Balances : Identified Differences Between Treasury Trial Balance and Accounting System

Steps

1 Process: Differences between the Treasury Trial Balance and the accounting system that can be identified to specific transactions must be posted to the general ledger as identified undistributed. Collection and disbursement totals are posted to different general ledger accounts. System shall allow a user to post the undistributed transactions.

User Role: SGL JOURNAL ENTRY PROCESSOR

Automation: Manual

Security: Create

Edits:

Requirements:

Outputs

Destination: Posting to General Ledger

Schedule: Monthly

Medium: Internal

Functional Data: General Ledger Postings : Difference Between Treasury Trial Balance and Accounting System Identified to Detailed Transactions

CO 01 Cost Management - TWCF - Activity Level

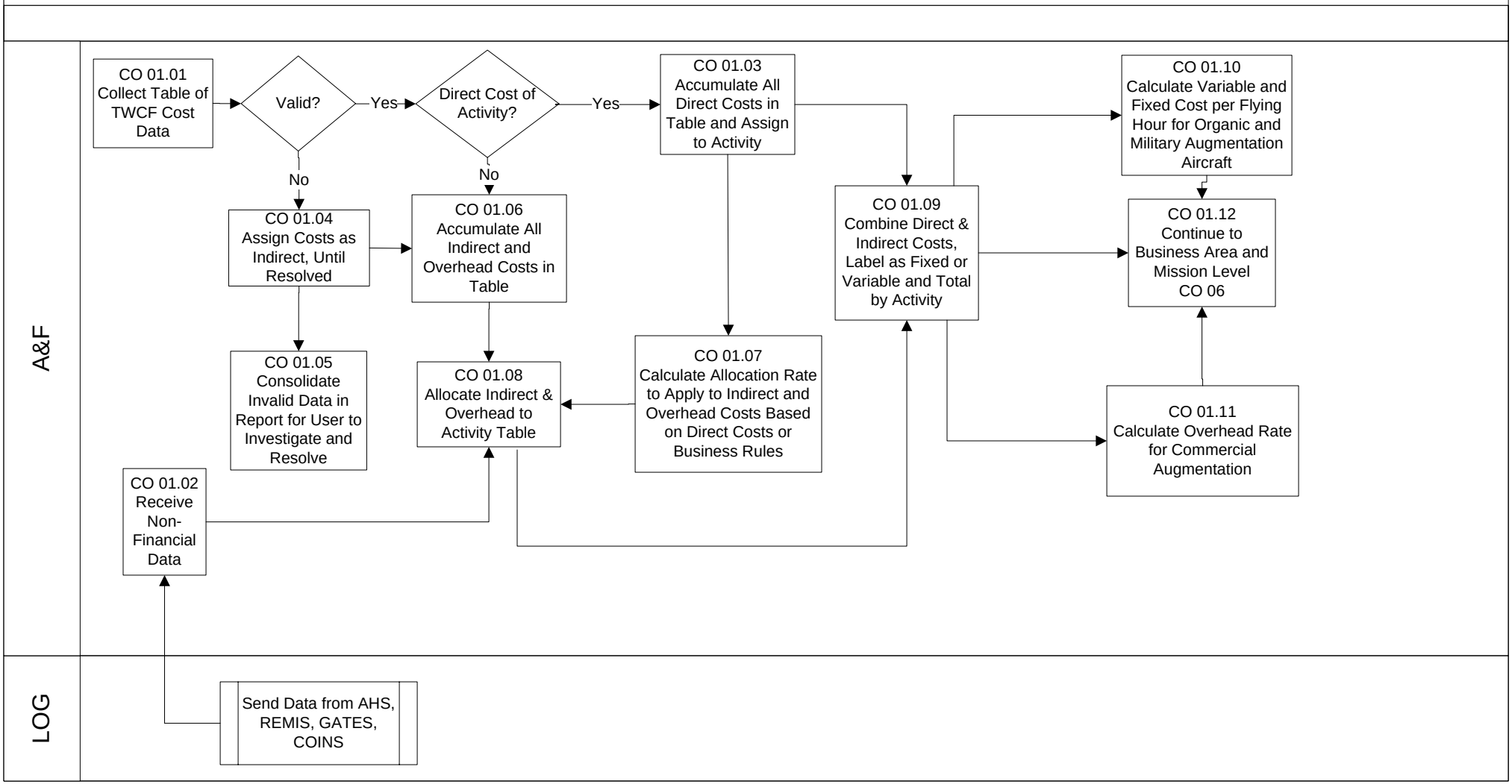

Diagram: CO 01 Cost Management-TWCF- Activity Level

This flow takes TWCF direct and indirect costs and breaks them into one of four activities, i.e., Organic, Commercial Augmentation, Military Augmentation, or Terminal.

Diagram: CO 01 Cost Management-TWCF- Activity Level

Process: CO 01.01 Collect Table of TWCF Costs

The system shall collect operating and capital costs for current and prior year.

Key Data Element: Require SACS to identify current and prior year TWCF cost information.

Inputs

Source: The System TWCF Cost Data
Schedule: On Demand
Direction: Push
Medium: Electronic
Functional Data: SACS : Line of Accounting to identify TWCF costs

Steps

1 Process: The system shall collect operating costs for current and prior year and TWCF capital costs.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Read Only
Edits:
Requirements: TRANSCOM

Outputs

Destination: CO 01.03 Accumulate All Direct Costs In Table and Assign to Activity, or CO 01.04 Assign Costs as Indirect, until Resolved
Schedule: On Demand
Medium: Internal
Functional Data: TWCF Costs : All TWCF costs collected in table

Diagram: CO 01 Cost Management-TWCF- Activity Level

Process: CO 01.02 Receive Non- Financial Data

The system shall receive non-financial data.

Key Data Element: Non-financial data (flying hours and mission ID from GDSS/AHS/REMIS; Cargo weight & number of passengers from GATES; Commercial mission ID, type aircraft, wide body/narrow body designation and costs from COINS.

Inputs

Source: Interfaces from NON-Financial domains

Schedule: On Demand

Direction: Push

Medium: Electronic

Functional Data:

Flying hours (AHS/REMIS) :	Identifies weapon system flying hours
Mission ID (AHS and COINS) :	Identifies mission data
Aircraft type (AHS and COINS) :	Identifies type aircraft
Cargo manifest from GATES :	Cargo shipment data

Steps

1 Process: The system shall interface non-financial data from other domains.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Read Only

Edits:

Requirements: TRANSCOM

Outputs

Destination: CO 01.08 allocate indirect and overhead to activity table

Schedule: On Demand

Medium: Electronic

Functional Data: Financial and non-financial data : Combined financial and non-financial data

Diagram: CO 01 Cost Management-TWCF- Activity Level

Process: CO 01.03 Accumulate all direct costs in table and assign to activity

The system shall accumulate all direct costs into a table and assign to an activity.

Key Data Element: Require SACS data (to include PEC and EEIC to identify TWCF direct activity costs)

Inputs

Source: The System, CO 01.01

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data: SACS data : Standard accounting data to identify TWCF funds, i.e., PEC denotes weapon system for organic activity. Separate PEC denotes terminal activity object class identifies commercial aug activity and mil aug activity.

Steps

1 Process: Create table to identify PEC costs to organic MDS: PEC 41118=C-141, PEC 41119=C-4 and PEC 41130=C-17

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Read Only

Edits:

Requirements: TRANSCOM

2 Process: The system shall create table to identify military augmentation costs in PEC 41122 to command and MDS: EEIC 58931=AFRC, 58932=ANG, 58020=AETC, 58934=PACAF, 58935=USAFE, 58936=ACC, 58937=AMC, 58938=AMC, 58939=AMC. Would like to add a shred in accounting structure to identify the aircraft type for each command.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements: TRANSCOM

3 Process: The system shall identify commercial aug as PEC 41122 EEIC 58910

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements:

4 Process: The system shall identify terminal costs as PE 41125.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements:

5 Process: The system shall collect direct activity costs based on steps 1-4.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements:

Diagram: CO 01 Cost Management-TWCF- Activity Level

Process: CO 01.03 Accumulate all direct costs in table and assign to activity

Outputs

Destination: CO 01.07 Calculate allocation rate to apply to indirect and overhead costs based on direct costs or business rules.

Schedule: On Demand

Medium: Internal

Functional Data: TWCF data : Direct costs assigned costs to activity.

Diagram: CO 01 Cost Management-TWCF- Activity Level

Process: CO 01.04 Assign costs as indirect, until resolved

The system shall assign costs as indirect until resolved.

Key Data Element: Edit capability for SACS data

Inputs

Source: The System, CO 01.01

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data: SACS : Standard accounting structure to identify costs

Steps

1 Process: The system shall assign costs as indirect, until resolved.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements: TRANSCOM

Outputs

Destination: CO 01.05 Consolidate invalid data in report for user to investigate and resolve and CO 01.06 Accumulate all indirect and overhead costs based on direct costs or business rules

Schedule: On Demand

Medium: Internal

Functional Data: Invalid costs : Costs that do not meet TWCF criteria. These invalid costs assigned as indirect.

Diagram: CO 01 Cost Management-TWCF- Activity Level

Process: CO 01.05 Consolidate invalid data in report for user to investigate and resolve

The system shall must consolidate invalid data into a report.

Key Data Element: Invalid TWCF costs

Inputs

Source: The System, CO 01.04
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data: SACS : Standard Accounting Structure

Steps

1 Process: The system shall consolidate invalid data.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements:

2 Process: The system shall create report for user to investigate and resolve.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Read Only
Edits:
Requirements: TRANSCOM

Outputs

Destination: Users
Schedule: On Demand
Medium: Internal
Functional Data: Invalid costs : Report listing invalid costs.

Diagram: CO 01 Cost Management-TWCF- Activity Level

Process: CO 01.06 Accumulate all indirect and overhead costs in a table

In this process the system must accumulate all indirect and overhead costs into a table.

Key Data Element: SACS data to include costs recorded in PEC 41122F. Exclude commercial augmentation (EEIC 58910) and Military Augmentation costs (EEIC 58920, 58932, 58934, 58935, 58936, 58937, 58938, and 58939).

Inputs

Source: The System, CO 01.01

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data: SACS : Standard Accounting Structure to identify Miscellaneous PEC 41122 and Object Class (EEIC)

Steps

1 Process: The system shall create table to accumulate all indirect and overhead costs.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements: TRANSCOM

Outputs

Destination: CO 01.08 Allocate Indirect and Overhead to Activity Table

Schedule: Monthly

Medium: Internal

Functional Data: Indirect and OH costs : Indirect and OH costs in a table

Diagram: CO 01 Cost Management-TWCF- Activity Level

Process: CO 01.07 Calculate Allocation Rate to apply to indirect and overhead costs based on direct costs or business rules

The system shall calculate the allocation rate to apply indirect and overhead costs based on direct costs or business rules.

Key Data Element: Total TWCF direct costs. Business rule table with allocation rules for ADPE systems. PP&E module with SACS. FTEs to include military personnel.

Inputs

Source: The System, CO 01.03

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data: SACS : Standard Accounting Structure (with object class detail)

FTEs : Full Time Equivalents

Steps

1 Process: The system shall create table with business rules for allocating costs. Table should include crosswalk from BPAC to project or system (1XXXX for operating and 2XXXX for capital). Capital areas are distinguished by the second digit of the BPAC, i.e. 21XXX=Minor Construction; 22XXX=Non-IT Systems and Equipment; 23XXX=ADPE Systems; and 24XXX= Software Development. The operating piece tied to ADPE systems is identified by a BPAC 101 with the last three digits coordinating to the appropriate capital system.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements: TRANSCOM

2 Process: The system shall calculate an allocate rate for the following indirect costs based on the appropriate business rule:
1. Allocate AMC base support costs to activity using manpower FTEs or manpower costs, including military personnel costs. AMC base support costs are recorded in various EEICs in OBAN 6589.
2. Allocate ADPE operations & maintenance costs (BPAC 1XXXX) to activity based on the rules for the type system. Allocate ADPE depreciation costs to activity based on capital expenses (BPAC 2XXXX from PP&E module) and the appropriate rules for the type system. If PP&E module not available, allocate ADPE depreciation costs to all activities based on pro-rata share of direct costs for all activities.
A. Allocate AIT, GATES, and PRC costs to Terminal Activity.
B. Allocate GDSS/AHS costs to organic, mil aug, and commercial aug based on count of mission legs (sorties) for each activity.
C. Allocate COINS and ACAS costs to Commercial Augmentation.
D. Allocate ASIFICS, ACFP, CAMPS, L-Band SATCOM costs to Organic, Military Augmentation, and Commercial Augmentation activities based on mission legs (sorties).
E. Allocate CAMS-FM/GO 81 costs to Organic or Mil Aug Activities based on mission legs (sorties).
F. Allocate DRSN, ERMS, AMC-C4S, Electronic Desktop, and TDC costs to all activities based on direct costs.
G. Allocate E&I and Wing LAN costs to Organic Activity.
H. Allocate System Integration to Organic and Mil Aug Activities based on mission or sortie count.
I. Do not allocate Bad Debt

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements: TRANSCOM

3 Process: The system shall calculate percent of direct costs in each activity and use that percentage to allocate all other indirect costs.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements:

Diagram: CO 01 Cost Management-TWCF- Activity Level

Process: CO 01.07 Calculate Allocation Rate to apply to indirect and overhead costs based on direct costs or business rules

Outputs

Destination: CO 01.08 Allocate Indirect and Overhead to Activity Table

Schedule: On Demand

Medium: Internal

Functional Data: TWCF Costs : Table of Business Rules for Allocating Costs

Diagram: CO 01 Cost Management-TWCF- Activity Level

Process: CO 01.08 Allocate Indirect & Overhead to Activity Table

The system shall allocate indirect and overhead to an activity table.

Key Data Element: Allocation criteria established in CO 01.07 to include: Total TWCF direct costs; Table with indirect and overhead costs; Table with business rules; Calculated percentage to spread indirect costs to activity; SACS info to include FY, $, PEC, object class, and BPAC, and Interface from Manpower with FTEs to include Military Personnel.

Inputs

Source: CO 01.07 and CO 01.06

Schedule: On Demand

Direction: Pull

Medium: Internal

Functional Data: SACS : Standard Accounting Structure to identify TWCF costs.

Allocation Rules : Table with rules for allocating indirect costs to a business activity.

Steps

1 Process: The system shall allocate indirect costs to activity based on criteria in CO 01.07.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements: TRANSCOM

Outputs

Destination: CO 01.09 Combine Direct and Indirect Costs and Label as Fixed or Variable and Total by Activity

Schedule: On Demand

Medium: Internal

Functional Data: Costs : Direct, indirect, and overhead costs assigned or allocated to an activity

Diagram: CO 01 Cost Management-TWCF- Activity Level

Process: CO 01.09 Combine Direct and Indirect Costs, Label as fixed or variable, and total by activity

The system shall combine Direct and Indirect Costs, Label as fixed or variable, and total by activity.

Key Data Element: All direct and indirect costs, EEIC (Object Class) and BPAC from SACS to determine whether cost is fixed or variable.

Inputs

Source: CO 01.03 and CO 01.08

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data: SACS : Line of Accounting to identify TWCF costs.

Steps

1 Process: The system shall combine direct and indirect costs.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements: TRANSCOM

2 Process: The system shall label activity costs as fixed or variable. A. Variable costs include: DLRs, aviation POL-FLY, fly supplies, crew TDY, % of engine costs (currently 40%) for the C5 and C-141, and % of CLS costs (currently 87%) for the C-17, B. Fixed costs include all other costs. Require capability to update criteria in system.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Read Only

Edits:

Requirements: TRANSCOM

3 Process: The system shall total costs by activity.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits:

Requirements: TRANSCOM

Outputs

Destination: CO 01.10 Calculate variable and fixed cost per flying hour for organic and military aug aircraft; and CO 01.11 Calculate Overhead Rate for Commercial Augmentation

Schedule: On Demand

Medium: Internal

Functional Data: Costs : Costs identified as fixed or variable.

Diagram: CO 01 Cost Management-TWCF- Activity Level

Process: CO 01.10 Calculate variable and fixed cost per flying hour for organic and military augmentation aircraft.

The system shall calculate variable and fixed cost per flying hour for organic and military augmentation aircraft.

Key Data Element: Military augmentation and organic activity costs, SACS, object class PEC, BPAC, flying hours by PEC.

Inputs

Source: CO 01.09
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data: Flying Hours : TWCF hours flown
SACS : Line of accounting to identify TWCF costs.

Steps

1 Process: The system shall collect TWCF variable and fixed costs.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Read Only
Edits:
Requirements: AF

2 Process: The system shall collect flying hours for all military aircraft by MDS and command
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Read Only
Edits:
Requirements: TRANSCOM

3 Process: The system shall divide variable costs and fixed costs per MDS and command by applicable flying hours per PEC to get variable cost per hour and fixed cost per hour by MDS and command.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Read Only
Edits:
Requirements: TRANSCOM

Outputs

Destination: CO 01.12 and CO 06.
Schedule: On Demand
Medium: Internal
Functional Data: Costs : Variable, fixed and total cost per hour for military aircraft.

Diagram: CO 01 Cost Management-TWCF- Activity Level

Process: CO 01.11 Calculate overhead rate for Commercial Augmentation

The system shall calculate overhead rate for Commercial Augmentation.

Key Data Element: SACS object class (EEIC), total direct and indirect costs

Inputs

Source: CO 01.09

Schedule: Monthly

Direction: Push

Medium: Internal

Functional Data: SACS : Line of accounting to identify TWCF costs

Steps

Process: The system shall calculate commercial augmentation overhead rate by determining what percentage of total commercial augmentation activity costs are indirect.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements: TRANSCOM

Outputs

Destination: CO 01.12 Continue to Cost Management -TWCF Business Area and Mission Level CO 06

Schedule: On Demand

Medium: Internal

Functional Data: Commercial Aug Costs : Calculated overhead rates for Commercial Augmentation.

Diagram: CO 01 Cost Management-TWCF- Activity Level

Process: CO 01.12 Continue to Business Area and Mission Level-CO 06

Continue to Business Area and mission level flow to break costs by business area.

Key Data Element: SACS object class (EEIC), total direct and indirect costs

Inputs

Source: CO 01.09, CO 01.10 and CO 01.11

Schedule: On Demand

Direction: Push

Medium: Internal

Functional Data: SACS : Line of Accounting to identify TWCF costs

Steps

1 Process: Continue to business area and mission level flow-CO 06

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Read Only

Edits:

Requirements: TRANSCOM

Outputs

Destination: CO 06 Cost Management -TWCF- Business AREA and Mission Level

Schedule: On Demand

Medium: Internal

Functional Data: TWCF Costs : Direct and indirect TWCF costs broken out by fixed and variable for each activity. Organic and Mil Aug cost per flying hour by MDS and Command, and overhead rate for Commercial Aug

CO 03 Cost Management - TWCF - Cost and Revenue Net Operating Results (NOR)

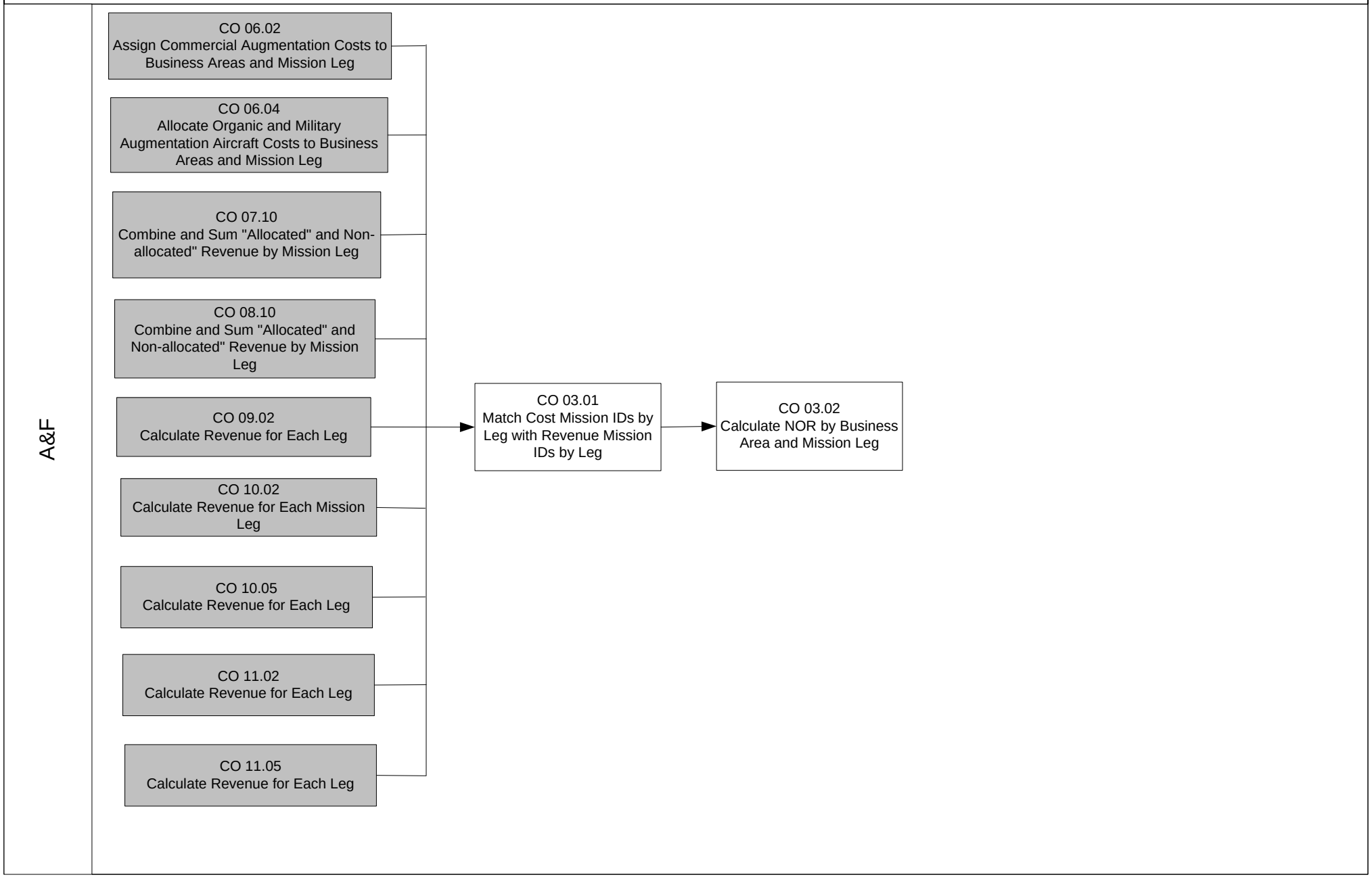

Diagram: CO 03 Cost Management-TWCF-Cost and Revenue Net Operating Results (NOR)

The system shall collect all revenue and cost data and perform calculation to determine net operating results.

Diagram: CO 03 Cost Management-TWCF-Cost and Revenue Net Operating Results (NOR)

Process: CO 03.01 Match Cost mission IDs by Leg with Revenue Mission IDs by Leg

The system shall be able to match Cost mission IDs by Leg with Revenue Mission IDs by Leg.

Key Data Element: Revenue flows (APOE, APOD, Mission ID, MDS, Flying hours and revenue Rates)

Inputs

Source: CO 06.02, CO 06.04, CO 07.10, CO 08.10, CO 09.02, CO 10.02, CO 10.05, CO 11.02, and CO 11.05

Schedule: On Demand

Direction: Push

Medium: Electronic

Functional Data: TWCF Revenue : Revenue by mission leg earned by TWCF

TWCF Cost Data : Cost by mission leg incurred by TWCF

Steps

1 Process: The system shall collect revenue by mission leg from C0 07.10, C0 08.10, C0 09.02, C0 10.02, C0 10.05, C0 11.02, C0 11.05.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Read Only

Edits:

Requirements: TRANSCOM

2 Process: The system shall collect operating costs by mission leg from C006.02, C006.04.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Read Only

Edits:

Requirements: TRANSCOM

Outputs

Destination: CO 03.02 Calculate NOR by business area and mission leg

Schedule: On Demand

Medium: Internal

Functional Data: TWCF Costs : Cost of operations for TWCF

TWCF Revenue : Revenue earned for TWCF operations

Diagram: CO 03 Cost Management-TWCF-Cost and Revenue Net Operating Results (NOR)

Process: CO 03.02 Calculate NOR by Business Area and Mission Leg

The system shall be able to perform calculation to subtract costs by mission leg from revenue by mission leg

Key Data Element: TWCF revenue and costs

Inputs

Source: CO 03.01

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data: TWCF Revenue : Revenue by mission leg earned by TWCF

TWCF cost data : cost by mission leg incurred by TWCF

Steps

1 Process: The system shall subtract cost by business area and mission leg from revenue by business area and mission leg to calculate NOR by business and mission leg.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements: TRANSCOM

Outputs

Destination: User

Schedule: On Demand

Medium: Electronic

Functional Data: TWCF NOR : Revenue minus costs

CO 04 Cost Management - TWCF Budget Execution Status (Revenue, Cost, and NOR)

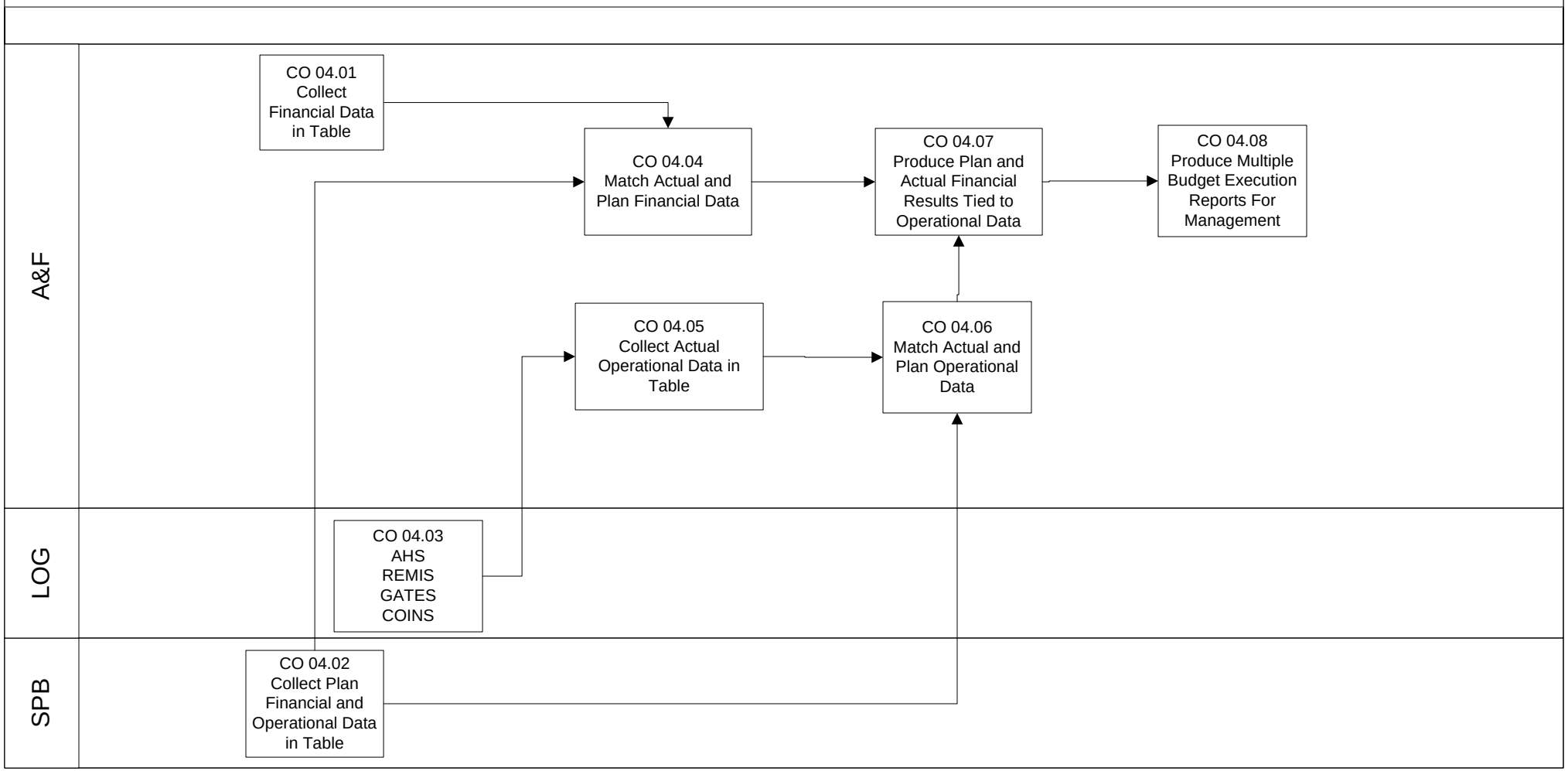

Diagram: CO 04 TWCF Budget Execution Status (Revenue cost and NOR)

Compares plan to actual financial and operational data.

Diagram: CO 04 TWCF Budget Execution Status (Revenue cost and NOR)

Process: CO 04.01 Collect Financial Data in Table

The system shall collect actual cost and revenue data from CO 03 and create table

Key Data Element: Activity, business area, business area type revenue, object class, fiscal year, month or quarter, actual cost and actual revenue; Capital project title, capital project number, capital category

Inputs

Source: Cost and revenue tables from CO 03
Schedule: Daily
Direction: System Internal
Medium: Electronic

Functional Data:	
Activity :	Aircraft type or aerial port
Business area :	Pax, Cargo, SAAM, JCS Ex. & Training
Business area revenue type :	(i.e., SAAM-J-Alert, International Commercial, Domestic Commercial, Discounts)
Object class :	Type of resource i.e. travel, supply
Fiscal year :	4-digit year
Month or quarter :	2-digit month or quarter
Actual cost :	Thousands
Actual revenue :	Thousands

Source: The system
Schedule: Monthly
Direction: System Internal
Medium: Electronic

Functional Data:	
Capital project title :	Project name (i.e., GDSS, minor construction, …)
Capital project number :	Project number or budget line item
Capital category :	Hardware, software, minor construction, non-ADP equipment
Object class :	Hardware contract, software contract, TDY, …
Fiscal year :	4-digit year
Month or quarter :	2-digit month or quarter
Actual obligations :	Thousands

Steps

1 Process: The system shall produce actual revenue and cost tables. Collect actual cost and revenue data from CO 03.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: N/A
Edits: N/A
Requirements: TRANSCOM

2 Process: The system shall produce tables of actual capital obligations.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: N/A
Edits: edit table with data element restrictions; data that does not pass edit is posted to table and marked for review.
Requirements: TRANSCOM

Diagram: CO 04 TWCF Budget Execution Status (Revenue cost and NOR)

Process: CO 04.01 Collect Financial Data in Table

Outputs

Destination:	CO 04.04/Match actual and plan financial data	
Schedule:	Daily	
Medium:	Electronic	
Functional Data:	Activity :	Aircraft type or aerial port
	Business area :	Pax, Cargo, SAAM, JCS Ex. & Training
	Business area revenue type :	(i.e., SAAM - J-Alert, International Commercial, Domestic Commercial, discounts)
	Object class :	Type of resource i.e. travel, supply
	Fiscal year :	4-digit year
	Month or quarter :	2 digit month or quarter
	Cost :	Thousands

Destination:	CO 04.04/Match actual and plan financial data	
Schedule:	Monthly	
Medium:	Electronic	
Functional Data:	Capital project title :	Project name (i.e., GDSS, minor construction, …)
	Capital project number :	Project number or budget line item
	Capital category :	Hardware, software, minor construction, non-ADP equipment
	Object class :	Hardware contract, software contract, TDY, …
	Fiscal year :	4-digit year
	Month or quarter :	2 digit month or quarter
	Actual obligations :	Thousands

Diagram: CO 04 TWCF Budget Execution Status (Revenue cost and NOR)

Process: CO 04.02 Collect planned financial and operational data in table

The system shall allow user to manually enter monthly cost and revenue data to create table by customer, activity, business area, object class and fiscal year.

Key Data Element: Activity, business area, business area type revenue, object class, fiscal year, month or quarter, plan cost and plan revenue; capital project title, capital project number, capital category; Appropriation symbol, installation or organization, plan end strength, plan full time equivalent; Aircraft, major command, flying hours; Customer, channel route, pounds; Passengers; Commercial augmentation type, workload.

Inputs

Source:	Manual entry	
Schedule:	On Demand	
Direction:	System Internal	
Medium:	Form	
Functional Data:	Activity (program element) :	Aircraft type or aerial port
	Business area :	Pax, Cargo, SAAM, JCS Ex. & Training
	Business area revenue type :	(i.e., SAAM-J-Alert, International Commercial, Domestic Commercial, Discounts)
	Object class :	Type of resource i.e. travel, supply
	Fiscal year :	4-digit year
	Month or quarter :	2-digit month or quarter
	Cost :	Thousands
	Revenue :	Thousands

Source:	manual entry	
Schedule:	On Demand	
Direction:	System Internal	
Medium:	Form	
Functional Data:	Capital project title :	Project name (i.e., GDSS, minor construction, …)
	Capital project number :	Project number or budget line item
	Capital category :	Hardware contract, software contract, TDY, …
	Fiscal year :	4-digit year
	Month or quarter :	2-digit month or quarter
	Plan obligations :	Thousands

Source:	Manual entry	
Schedule:	On Demand	
Direction:	System Internal	
Medium:	Form	
Functional Data:	Appropriation symbol :	97X4930.FD11
	Activity :	Aircraft or aerial port i.e., program element
	Installation or organization :	i.e. OBAN
	Plan end strength :	Onboard end of each month
	Plan full time equivalents :	Work years
	Fiscal year :	4-digit year
	Month or quarter :	2-digit month or quarter

Diagram: CO 04 TWCF Budget Execution Status (Revenue cost and NOR)

Process: CO 04.02 Collect planned financial and operational data in table

Source:	Manual entry	
Schedule:	On Demand	
Direction:	System Internal	
Medium:	Form	
Functional Data:	Aircraft :	C-5, C-141, C-130, C-17, KC-, KC-135
	Major command :	Organic and military augmentation
	Business area :	SAAM, Exercise, Training, Pax, Cargo
	Flying hours :	Number of flying hours
	Fiscal year :	4-digit year
	Month :	2-digit month or quarter

Source:	Manual entry	
Schedule:	On Demand	
Direction:	System Internal	
Medium:	Form	
Functional Data:	Customer :	Service or Defense Agency (CIC or customer number)
	Channel route :	Military APOD and APOE identifier
	Pounds :	Cargo weight
	Month or quarter :	2-digit month or quarter
	Fiscal year :	4-digit year

Source:	Manual entry	
Schedule:	On Demand	
Direction:	System Internal	
Medium:	Form	
Functional Data:	Customer :	Service or Defense Agency (CIC or customer number)
	Channel route :	Military APOD and APOE identifier
	passengers :	Passenger count
	Month or quarter :	2-digit month or quarter
	Fiscal year :	4-digit year

Source:	Manual entry	
Schedule:	On Demand	
Direction:	System Internal	
Medium:	Form	
Functional Data:	Commercial augmentation type :	International, domestic, passenger, cargo
	Business area :	SAAM, Exercise, Training, Pax, Cargo
	Workload :	Passenger or ton miles
	Fiscal year :	4-digit year
	Month or quarter :	2-digit month or quarter

Diagram: CO 04 TWCF Budget Execution Status (Revenue cost and NOR)

Process: CO 04.02 Collect planned financial and operational data in table

Source: Electronic
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data: Business area : SAAM, Exercise, Training, Pax, Cargo
Unit cost title : Passenger, cargo, C-5 training, C-17 training
Workload : Passenger miles, ton miles or flying hours
Fiscal year : 4-digit year
Month or quarter : 2-digit month or quarter

Source: Electronic
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data: Business area : SAAM, Exercise, Training, Pax, Cargo
Unit cost title : Passenger, Cargo, C-5 Training, C-17 Training
Unit cost : $/passenger miles, 4/ton miles or $/flying hours
Fiscal year : 4-digit year
Month or quarter : 2-digit month or quarter

Source: Manual entry
Schedule: On Demand
Direction: System Internal
Medium: Form
Functional Data: Aircraft : C-5, C-141, C-130, C-17, KC-, KC-135
Major command : Organic and military augmentation
Business area : SAAM, Exercise, Training, Pax, Cargo
Flying hours : Number of flying hours
Object class : type of resource i.e. travel, supply
Variable identification : Yes or No
Cost per flying hour : Dollars
Fiscal year : 4-digit year
Month or quarter : 2-digit month or quarter

Steps

1 Process: The system shall produce planned revenue and cost tables.
User Role: SYSTEM PROCESS UPDATE
Automation: Manual
Security: Create
Edits: edit table with data elements restrictions; total and business are cost and revenue equal AOB.
Requirements: TRANSCOM

Diagram: CO 04 TWCF Budget Execution Status (Revenue cost and NOR)

Process: CO 04.02 Collect planned financial and operational data in table

2 Process: The system shall produce capital obligation tables and collect TWCF capital obligations.
User Role: SYSTEM PROCESS UPDATE
Automation: Manual
Security: Create
Edits: edit table with data element restrictions. Total obligation authority by category and system balances to AOB. Monthly or quarterly balances to AOB.
Requirements: TRANSCOM

3 Process: The system shall produce plan FTE and ES tables. Collect planned FTEs and end-strength.
User Role: SYSTEM PROCESS UPDATE
Automation: Manual
Security: Create
Edits: Edit table with data element restrictions
Requirements: TRANSCOM

4 Process: The system shall produce planned flying hour tables. Collect planned flying hour data.
User Role: SYSTEM PROCESS UPDATE
Automation: Manual
Security: Create
Edits: Edit table with data element restrictions
Requirements: TRANSCOM

5 Process: The system shall collect planned cargo data and produce planned cargo data tables.
User Role: SYSTEM PROCESS UPDATE
Automation: Manual
Security: Create
Edits: Edit table with data element restrictions
Requirements: TRANSCOM

6 Process: The system shall collect planned passenger data and produced planned passenger data table.
User Role: SYSTEM PROCESS UPDATE
Automation: Manual
Security: Create
Edits: Edit table with data element restrictions
Requirements: TRANSCOM

7 Process: The system shall collect planned commercial augmentation workload and produce planned commercial augmentation workload tables.
User Role: SYSTEM PROCESS UPDATE
Automation: Manual
Security: Create
Edits: Edit table with data element restrictions
Requirements: TRANSCOM

8 Process: The system shall collect planned unit cost workload from AOB and produce planned unit cost workload tables.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: N/A
Edits: Edit table with data element restrictions
Requirements: TRANSCOM

Diagram: CO 04 TWCF Budget Execution Status (Revenue cost and NOR)

Process: CO 04.02 Collect planned financial and operational data in table

9 Process: The system shall collect planned unit cost from AOB and produce planned unit cost tables.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: N/A
Edits: Edit table with data element restrictions
Requirements: TRANSCOM

10 Process: The system shall collect planned cost per flying hour data and produce planned flying hour tables.
User Role: SYSTEM PROCESS UPDATE
Automation: Manual
Security: Create
Edits: Edit table with data element restrictions
Requirements: TRANSCOM

Outputs

Destination: CO 04.05/Match actual and spend plan cost and revenue data
Schedule: Daily
Medium: Report
Functional Data:

Activity :	Aircraft type or aerial port
Business area :	Pax, Cargo, SAAM, JCS Ex. & Training
Business area revenue type :	(i.e., SAAM - J-Alert, International Commercial, Domestic Commercial, discounts)
Object class :	Type of resource i.e. travel, supply
Fiscal year :	4-digit year
Month or quarter :	2 digit month or quarter
Cost :	Thousands
Revenue :	Thousands

Destination: CO 04.04/Match actual and plan financial data
Schedule: Monthly
Medium: Report
Functional Data:

Capital project title :	(i.e., SAAM - J-Alert, International Commercial, Domestic Commercial, discounts)
Capital project number :	Project number or budget line item
Capital category :	Hardware, software, minor construction, non-ADP equipment
Object class :	Hardware contract, software contract, TDY, …
Fiscal year :	4-digit year
Month or quarter :	2 digit month or quarter
Plan obligations :	Thousands

Diagram: CO 04 TWCF Budget Execution Status (Revenue cost and NOR)

Process: CO 04.02 Collect planned financial and operational data in table

Destination:	CO 04.08/Match actual and plan operational data	
Schedule:	Daily	
Medium:	Report	
Functional Data:	Appropriation symbol :	97X4930.FD11
	Activity :	Aircraft or aerial port i.e., program element
	Installation or organization :	i.e. OBAN
	Plan end strength :	Onboard end of each month
	Plan full time equivalents :	Work years
	Fiscal year :	4-digit year
	Month or quarter :	2 digit month or quarter

Destination:	CO 04.08/Match actual and plan operational data	
Schedule:	Daily	
Medium:	Report	
Functional Data:	Aircraft :	C-5, C-141,C-130, C-17, KC-, KC-135
	Major command :	Organic and military augmentation
	Business area :	SAAM, Exercise, Training, Pox, Cargo
	Flying hours :	Number of flying hours
	Fiscal year :	4-digit year
	Month :	2 digit month or quarter

Destination:	CO 04.05/Match actual and spend plan cost and revenue data	
Schedule:	Daily	
Medium:	Report	
Functional Data:	Customer :	Service or Defense Agency (CIC or customer number)
	Channel route :	Military APOD and APOE identifier
	Pounds :	Cargo weight
	Month or quarter :	2 digit month or quarter
	Fiscal year :	4-digit year

Destination:	CO 04.08/Match actual and plan operational data	
Schedule:	Daily	
Medium:	Report	
Functional Data:	Customer :	Service or Defense Agency (CIC or customer number)
	Channel route :	Military APOD and APOE identifier
	Passengers :	Passenger count
	Month or quarter :	2 digit month or quarter
	Fiscal year :	4-digit year

Diagram: CO 04 TWCF Budget Execution Status (Revenue cost and NOR)

Process: CO 04.02 Collect planned financial and operational data in table

Destination:	Table of plan commercial augmentation table	
Schedule:	Daily	
Medium:	Report	
Functional Data:	Commercial augmentation type :	International, domestic, passenger, cargo
	Business area :	SAAM, Exercise, Training, Pax, Cargo
	Workload :	Passenger or ton miles
	Fiscal year :	4-digit year
	Month or quarter :	2 digit month or quarter

Destination:	CO 04.08/Match actual and plan operational data	
Schedule:	On Demand	
Medium:	Electronic	
Functional Data:	Business area :	SAAM, Exercise, Training, Pax, Cargo
	Unit cost title :	Passenger, Cargo, C-5 training, C-17 training
	Workload :	Passenger miles, ton miles or flying hours
	Fiscal year :	4-digit year
	Month or quarter :	2 digit month or quarter

Destination:	CO 04.08/Match actual and plan operational data	
Schedule:	On Demand	
Medium:	Electronic	
Functional Data:	Business area :	SAAM, Exercise, Training, Pax, Cargo
	Unit cost title :	Passenger, Cargo, C-5 Training, C-17 Training
	Unit cost :	$/passenger miles, $/ton miles or $/flying hours
	Fiscal Year :	4-digit year
	Month or quarter :	2 digit month or quarter

Destination:	CO 04.08/Match actual and plan operational data	
Schedule:	Daily	
Medium:	Report	
Functional Data:	Aircraft :	C-5, C-141, C-130, C-17, KC-, KC-135
	Major command :	Organic and military augmentation
	Business area :	SAAM, Exercise, Training, Pox, Cargo
	Flying hours :	Number of flying hours
	Object class :	Type of resource i.e. travel, supply
	Variable identification :	Yes or No
	Cost per flying hour :	Dollars
	Fiscal year :	4-digit year
	Month or quarter :	2 digit month or quarter

Diagram: CO 04 TWCF Budget Execution Status (Revenue cost and NOR)

Process: CO 04.04 Match actual and plan financial data

The system shall be able to match plan and actual financial table in process CO 04.01 and CO 04.02

Key Data Element: Activity, Business area, Business area type revenue, Object class, Fiscal year, Month or quarter, plan cost, actual cost, plan revenue and actual revenue; Capital project title, capital project number, capital category;

Inputs

Source: CO 04.01 and CO 04.02
Schedule: Monthly
Direction: System Internal
Medium: Electronic

Functional Data:		
	Activity (program element) :	Aircraft type or aerial port
	Business area :	Pax, Cargo, SAAM, JCS Ex. & Training
	Business Area revenue type :	(i.e., SAAM-J-Alert, International Commercial, Domestic Commercial, Discounts)
	Object class :	Type of resource i.e. travel, supply
	Fiscal year :	4-digit year
	Month or quarter :	2-digit month or quarter
	Cost :	Thousands
	Revenue :	Thousands

Source: The system
Schedule: On Demand
Direction: System Internal
Medium: Electronic

Functional Data:		
	Capital project title :	Project name (i.e., GDSS, minor construction, …)
	Capital project number :	Project number or budget line item
	Capital category :	Hardware, software, minor construction, non-ADP equipment
	Object class :	Hardware contract, software contract, TDY, …
	Fiscal year :	4-digit year
	Month or quarter :	2-digit month or quarter
	Cost :	Thousands

Steps

1 Process: The system shall match actual and planned TWCF revenue, operating cost and net operating result in table. Match fields are activity, business area, business area revenue type, object class, fiscal year and month.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: N/A
Edits: Unmatched records are posted to table and marked for the user to review.
Requirements: TRANSCOM

2 Process: The system shall match TWCF actual and plan capital obligations using project number, capital category, object class, fiscal year and month or quarter.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: N/A
Edits: Unmatched records are posted to table and marked for the user to review
Requirements: TRANSCOM

Diagram: CO 04 TWCF Budget Execution Status (Revenue cost and NOR)

Process: CO 04.04 Match actual and plan financial data

Outputs

Destination:	CO 04.04	
Schedule:	Daily	
Medium:	Report	
Functional Data:	Activity (program element) :	Aircraft type or aerial port
	Business area :	Pox, Cargo, SAAM, JCS Ex. & Turn
	Business area revenue type :	(i.e., SAAM - J-Alert, International Commercial, Domestic Commercial, discounts)
	Object class :	Type of resource i.e. travel, supply
	Fiscal year :	4-digit year
	Month or quarter :	2 digit month or quarter
	Plan cost :	Thousands
	Actual cost :	Thousands
	Plan revenue :	Thousands
	Actual revenue :	Thousands

Destination:	CO 04.04/Match actual and plan financial data	
Schedule:	Daily	
Medium:	Report	
Functional Data:	Capital project title :	Project name (i.e., GDSS, minor construction, …)
	Capital project number :	Project number or budget line item
	Capital category :	Hardware, software, minor construction, non-ADP equipment
	Object class :	Hardware contract, software contract, TDY, …
	Fiscal year :	4-digit year
	Month or quarter :	2 digit month or quarter
	Plan obligations :	Thousands
	Actual obligations :	Thousands

Diagram: CO 04 TWCF Budget Execution Status (Revenue cost and NOR)

Process: CO 04.05 Collect actual operational data in table

The system shall be able to retrieve actual operational data from various systems.

Key Data Element: Aircraft, major command, business area, flying hours, fiscal year, month; Customer, channel route, pounds; Passengers; Commercial augmentation type, workload;

Inputs

Source:	The system	
Schedule:	Monthly	
Direction:	System Internal	
Medium:	Electronic	
Functional Data:	Appropriation symbol :	97X4930.1FD11
	Activity :	Aircraft or aerial port i.e.., program element
	Installation or organization :	i.e. OBAN
	Plan end strength :	Onboard end of each month
	Plan full time equivalents :	Work years
	Fiscal year :	4-digit year
	Month or quarter :	2-digit month or quarter

Source:	The system	
Schedule:	Monthly	
Direction:	System Internal	
Medium:	Electronic	
Functional Data:	Aircraft :	C-5, C-141, C-130, C-17, KC-, KC-135
	Major command :	Organic and military augmentation
	Business area :	SAAM, Exercise, Training, Pax, Cargo
	Flying hours :	Number of flying hours
	Fiscal year :	4-digit year
	Month :	2-digit month or quarter

Source:	The system	
Schedule:	Monthly	
Direction:	System Internal	
Medium:	Electronic	
Functional Data:	Customer :	Service or Defense Agency (CIC or customer number)
	Channel route :	Military APOD and APOE identifier
	Pounds :	Cargo weight
	Month or quarter :	2-digit month or quarter
	Fiscal year :	4-digit year

Diagram: CO 04 TWCF Budget Execution Status (Revenue cost and NOR)

Process: CO 04.05 Collect actual operational data in table

Source: The system
Schedule: Monthly
Direction: System Internal
Medium: Electronic
Functional Data:
- Customer : Service or Defense Agency (CC or customer number)
- Channel route : Military APOD and APOE identifier
- Passenger : Passenger count
- Month or quarter : 2-digit month or quarter
- Fiscal year : 4-digit year

Source: The system
Schedule: Monthly
Direction: System Internal
Medium: Electronic
Functional Data:
- Commercial augmentation type : International, domestic, passenger cargo
- Business area : SAAM, Exercise, Training, Pax, Cargo
- Workload : Passenger or ton miles
- Fiscal year : 4-digit year
- Month or quarter : 2-digit month or quarter

Steps

1 Process: The system shall produce planned FTE and ES tables. Collect actual FTEs and end-strength.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: N/A
Edits: Edit table with data element restrictions; data that does not pass edit is posted to table and marked for review.
Requirements: TRANSCOM

2 Process: The system shall produce planned flying hour tables. Collect planned flying hour data.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: N/A
Edits: Edit table with data element restrictions; data that does not pass edit is posted to table and marked for review.
Requirements: TRANSCOM

3 Process: The system shall produce planned cargo data tables. Collect planned cargo data.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: N/A
Edits: Edit table with data element restrictions; data that does not pass edit is posted to table and marked for review.
Requirements: TRANSCOM

4 Process: The system shall produce planned passenger data table. Collect planned passenger data.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: N/A
Edits: Edit table with data element restrictions; data that does not pass edit is posted to table and marked for review.
Requirements: TRANSCOM

Diagram: CO 04 TWCF Budget Execution Status (Revenue cost and NOR)

Process: CO 04.05 Collect actual operational data in table

5 Process: The system shall produce planned commercial augmentation workload tables. Collect planned commercial augmentation workload.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: N/A

Edits: Edit table with data element restrictions; data that does not pass edit is posted to table and marked for review.

Requirements: TRANSCOM

Outputs

Destination: CO 04.06/Match actual and plan operational data

Schedule: Monthly

Medium: Electronic

Functional Data:

Appropriation symbol :	97X4930.FD11
Activity :	Aircraft or aerial port i.e., program element
Installation or organization :	i.e., OBAN
Actual end strength :	Onboard end of each month
Actual full time equivalents :	Work years
Fiscal year :	4-digit year
Month or quarter :	2 digit month or quarter

Destination: CO 04.06/Match actual and plan operational data

Schedule: Monthly

Medium: Electronic

Functional Data:

Aircraft :	C-5, C-141, C-130, C-17, KC-, KC-135
Major command :	Organic and military augmentation
Business area :	SAAM, Exercise, Training, Pox, Cargo
Flying hours :	Number of flying hours
Fiscal year :	4-digit year
Month :	2 digit month or quarter

Destination: CO 04.06/Match actual and spend plan cost and revenue data

Schedule: Monthly

Medium: Electronic

Functional Data:

Customer :	Service or Defense Agency (CIC or customer number)
Channel route :	Military APOD and APOE identifier
Pounds :	Cargo weight
Month or quarter :	2 digit month or quarter
Fiscal year :	4-digit year

Destination: CO 04.06/Match actual and plan operational data

Schedule: Monthly

Medium: Electronic

Functional Data:

Customer :	Service or Defense Agency (CIC or customer number)
Channel route :	Military APOD and APOE identifier
Passenger :	Passenger count
Month or quarter :	2 digit month or quarter
Fiscal year :	4-digit year

Diagram: CO 04 TWCF Budget Execution Status (Revenue cost and NOR)

Process: CO 04.05 Collect actual operational data in table

Destination:	CO 04.06/Match actual and plan operational data	
Schedule:	Monthly	
Medium:	Electronic	
Functional Data:	Commercial augmentation type :	International, domestic, passenger, cargo
	Business area :	SAAM, Exercise, Training, Pax, Cargo
	Workload :	Passenger or ton miles
	Fiscal year :	4-digit year
	Month or quarter :	2 digit month or quarter

Diagram: CO 04 TWCF Budget Execution Status (Revenue cost and NOR)

Process: CO 04.06 Match plan and actual operational data

The system shall match plan and actual operational data.

Key Data Element: Aircraft, major command, business area, flying hours, fiscal year, month; Customer, channel route, pounds; Passengers; Commercial augmentation, workload.

Inputs

Source:	CO 04.02 and CO 04.05	
Schedule:	Monthly	
Direction:	System Internal	
Medium:	Electronic	
Functional Data:	Appropriation symbol :	97X4930.FD11
	Activity :	Aircraft or aerial port i.e.., program element
	Installation or organization :	i.e., OBAN
	Plan end strength :	Onboard end of each month
	Plan full time equivalents :	Work years
	Fiscal year :	4-digit year
	Month or quarter :	2-digit month or quarter

Source:	CO 04.02 and CO 04.05	
Schedule:	Monthly	
Direction:	System Internal	
Medium:	Electronic	
Functional Data:	Aircraft :	C-5, C-141, C-130, C-17, KC-, KC-135
	Major command :	Organic and military augmentation
	Business area :	SAAM, Exercise, Training, Pax, Cargo
	Flying hours :	Number of flying hours
	Fiscal year :	4-digit year
	Month or quarter :	2-digit month or quarter

Source:	CO 04.02 and CO 04.05	
Schedule:	Monthly	
Direction:	System Internal	
Medium:	Electronic	
Functional Data:	Customer :	Service or Defense Agency (TAC or customer number)
	Channel route :	Military APOD and APOE identifier
	Pounds :	Cargo weight
	Month or quarter :	2-digit month or quarter
	Fiscal year :	4-digit year

Diagram: CO 04 TWCF Budget Execution Status (Revenue cost and NOR)

Process: CO 04.06 Match plan and actual operational data

Source: CO 04.02 and CO 04.05
Schedule: Monthly
Direction: System Internal
Medium: Electronic
Functional Data:
- Customer : Service or Defense Agency (CIC or customer number)
- Channel route : Military APOD and APOE identifier
- Passengers : Passenger count
- Month or quarter : 2-digit month or quarter
- Fiscal year : 4-digit year

Source: CO 04.02 and CO 04.05
Schedule: Monthly
Direction: System Internal
Medium: Electronic
Functional Data:
- Commercial augmentation type : International, domestic passenger, cargo
- Business area : SAAM, Exercise, Training, Pax, Cargo
- Workload : Passenger or ton miles
- Fiscal year : 4-digit year
- Month or quarter : 2-digit month or quarter

Steps

1 Process: The system shall match actual and plan full time equivalents and end strength in table. Match fields are appropriations, activity, installation or organization, fiscal year and month.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: N/A
Edits: Unmatched records are posted to table and marked for the user to review.
Requirements: TRANSCOM

2 Process: The system shall match actual and plan flying hours in table. Match fields are aircraft, major command, business area, fiscal year and month.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: N/A
Edits: Unmatched records are posted to table and marked for the user to review.
Requirements: TRANSCOM

3 Process: The system shall match actual and plan cargo data in table. Match fields are customer, channel route, fiscal year and month.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: N/A
Edits: Unmatched are posted to table and marked for the user to review.
Requirements: TRANSCOM

Diagram: CO 04 TWCF Budget Execution Status (Revenue cost and NOR)

Process: CO 04.06 Match plan and actual operational data

4 Process: The system shall match actual and plan passenger data in table. Match fields are customer, channel route, fiscal year and month.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: N/A

Edits: Unmatched records are posted to table and marked for the user to review.

Requirements: TRANSCOM

5 Process: The system shall match actual and plan commercial augmentation workload in table. Match fields are commercial augmentation type, business area, fiscal year and month.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: N/A

Edits: Unmatched records are posted to table and marked for the user to review.

Requirements: TRANSCOM

Outputs

Destination: CO 04.06/Match actual and plan operational data

Schedule: Monthly

Medium: Electronic

Functional Data:

Appropriation symbol :	97X4930.FD11
Activity :	Aircraft or aerial port i.e., program element
Installation or organization :	i.e., OBAN
Actual end strength :	Onboard end of each month
Plan end strength :	Onboard end of each month
Actual full time equivalents :	Work years
Plan full time equivalents :	Work years
Fiscal year :	4-digit year
Month or quarter :	2 digit month or quarter

Destination: CO 04.06/Match actual and plan operational data

Schedule: Monthly

Medium: Electronic

Functional Data:

Aircraft :	C-5, C-141, C-130, C-17, KC-, KC-135
Major command :	Organic and military augmentation
Business area :	SAAM, Exercise, Training, Pax, Cargo
Actual flying hours :	Number of flying hours
Plan flying hours :	Number of flying hours
Fiscal year :	4-digit year
Month or quarter :	2 digit month or quarter

Diagram: CO 04 TWCF Budget Execution Status (Revenue cost and NOR)

Process: CO 04.06 Match plan and actual operational data

Destination:	CO 04.06/Match actual and spend plan cost and revenue data	
Schedule:	Monthly	
Medium:	Electronic	
Functional Data:	Customer :	Service or Defense Agency (TAC or customer number)
	Channel route :	Military APOD and APOE identifier
	Plan pounds :	Cargo weight
	Actual pounds :	Cargo weight
	Month or quarter :	2 digit month or quarter
	Fiscal year :	4-digit year

Destination:	CO 04.06/Match actual and plan operational data	
Schedule:	Monthly	
Medium:	Electronic	
Functional Data:	Customer :	Service or Defense Agency (CIC or customer number)
	Channel route :	Military APOD and APOE identifier
	Passenger :	Passenger count
	Month or quarter :	2 digit month or quarter
	Fiscal year :	4-digit year

Destination:	CO 04.06/Match actual and plan operational data	
Schedule:	Monthly	
Medium:	Electronic	
Functional Data:	Commercial augmentation type :	International, domestic, passenger, cargo
	Business area :	SAAM, Exercise, Training, Pax, Cargo
	Actual workload :	Passenger or ton miles
	Plan workload :	Passenger or ton miles
	Fiscal year :	4-digit year
	Month or quarter :	2 digit month or quarter

Diagram: CO 04 TWCF Budget Execution Status (Revenue cost and NOR)

Process: CO 04.07 Produce plan and actual financial results tied to operational data

The system shall produce planned and actual financial results tied to operational data.

Key Data Element:

Inputs

Source: CO 04.04
Schedule: Monthly
Direction: System Internal
Medium: Electronic

Functional Data:		
	Activity :	Aircraft type or aerial port
	Business area :	Pax, Cargo, SAAM, JCS Ex. & Training
	Object class :	Type of resource i.e. travel, supply
	Fiscal year :	4-digit year
	Month or quarter :	2-digit month or quarter
	Plan cost :	Thousands
	Actual cost :	Thousands

Source: CO 04.06
Schedule: Monthly
Direction: System Internal
Medium: Electronic

Functional Data:		
	Aircraft :	C-5, C-141, C-130, C-17, KC-, KC-135
	Major command :	Organic and military augmentation
	Business area :	SAAM, Exercise, Training, Pax, Cargo
	Actual flying hours :	Number of flying hours
	Plan flying hours :	Number of flying hours
	Fiscal year :	4-digit year
	Month or quarter :	2-digit month or quarter

Source: CO 04.06
Schedule: Monthly
Direction: System Internal
Medium: Electronic

Functional Data:		
	Commercial augmentation type :	International, domestic passenger, cargo
	Business area :	SAAM, Exercise, Training, Pax, Cargo
	Actual workload :	Passenger or ton miles
	Plan workload :	Passenger or ton miles
	Fiscal year :	4-digit year
	Month or quarter :	2-digit month or quarter

Diagram: CO 04 TWCF Budget Execution Status (Revenue cost and NOR)

Process: CO 04.07 Produce plan and actual financial results tied to operational data

Source: CO 04.04
Schedule: Monthly
Direction: System Internal
Medium: Electronic
Functional Data:

Activity :	Aircraft type or aerial port
Business area :	Pax, Cargo, SAAM, JCS Ex. & Training
Object class :	Type of resource i.e. travel, supply
Fiscal year :	4-digit year
Month or quarter :	2-digit month or quarter
Plan costs :	Thousands
Actual cost :	Thousands

Source: CO 04.06
Schedule: Monthly
Direction: System Internal
Medium: Electronic
Functional Data:

Aircraft :	C-5, C-141, C-130, C-17, KC-, KC-135
Major command :	Organic and military augmentation
Business area :	SAAM, Exercise, Training, Pax, Cargo
Actual flying hours :	Number of flying hours
Plan flying hours :	Number of flying hours
Fiscal year :	4-digit year
Month or quarter :	2-digit month or quarter

Source: CO 04.04
Schedule: Monthly
Direction: System Internal
Medium: Electronic
Functional Data:

Activity :	Aircraft type or aerial port
Business area :	Pax, Cargo, SAAM, JCS Ex. & Training
Object class :	Type of resource i.e. travel, supply
Fiscal year :	4-digit year
Month or quarter :	2-digit month or quarter
Plan cost :	Thousands
Actual costs :	Thousands

Diagram: CO 04 TWCF Budget Execution Status (Revenue cost and NOR)

Process: CO 04.07 Produce plan and actual financial results tied to operational data

Source:	CO 04.06	
Schedule:	Monthly	
Direction:	System Internal	
Medium:	Electronic	
Functional Data:	Appropriation symbol :	97X4930.1FD11
	Activity :	Aircraft or aerial port i.e., program element
	Installation or organization :	i.e. OBAN
	Actual end strength :	Onboard end of each month
	Plan full time equivalents :	Work years
	Fiscal year :	4-digit year
	Month or quarter :	2-digit month or quarter

Source:	CO 04.04	
Schedule:	Monthly	
Direction:	System Internal	
Medium:	Electronic	
Functional Data:	Activity :	Aircraft type or aerial port
	Business area :	Pax, Cargo, SAAM, JCS Ex. & Training
	Business area revenue type :	(i.e., SAAM-J-Alert, International Commercial, Domestic Commercial, Discounts)
	Object class :	Type of resource i.e. travel, supply
	Fiscal year :	4-digit year
	Month or quarter :	2-digit month or quarter
	Plan revenue :	thousands
	Actual revenue :	Thousands

Source:	CO 04.06	
Schedule:	Monthly	
Direction:	System Internal	
Medium:	Electronic	
Functional Data:	Customer :	Service or Defense Agency (CC or customer number)
	Channel route :	Military APOD and APOE identifier
	Passengers :	Passenger count
	Month or quarter :	2-digit month or quarter
	Fiscal year :	4-digit year

Diagram: CO 04 TWCF Budget Execution Status (Revenue cost and NOR)

Process: CO 04.07 Produce plan and actual financial results tied to operational data

Source: CO 04.04
Schedule: Monthly
Direction: System Internal
Medium: Electronic

Functional Data:		
	Activity :	Aircraft type or aerial port
	Business area :	Pax, Cargo, SAAM, JCS Ex. & Training
	Business area revenue type :	(i.e., SAAM-J-Alert, International Commercial, Domestic Commercial, Discounts)
	Object class :	type of resource i.e. travel, supply
	Fiscal year :	4-digit year
	Month or quarter :	2-digit month or quarter
	Plan revenue :	Thousands
	Actual revenue :	Thousands

Source: CO 04.02 and CO 04.05
Schedule: Monthly
Direction: System Internal
Medium: Electronic

Functional Data:		
	Customer :	Service or Defense Agency (CC or customer number)
	Channel route :	Military APOD and APOE identifier
	Plan pounds :	Cargo weight
	Actual pounds :	Cargo weight
	Month or quarter :	2-digit month or quarter
	Fiscal year :	4-digit year

Steps

1 Process: The system shall calculate ton miles by business area (except training) using flying hour table. Multiply flying hours times mile per flying hour factor for each aircraft type. Ton mile factor by aircraft type is stored in a table.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: N/A
Edits: NA
Requirements: TRANSCOM

2 Process: The system shall sum military and commercial workload (ton miles and passenger miles) by business area (except training).
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: N/A
Edits: NA
Requirements: TRANSCOM

3 Process: The system shall divide business area cost by workload total by business area (except training).
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: N/A
Edits: NA
Requirements: TRANSCOM

Diagram: CO 04 TWCF Budget Execution Status (Revenue cost and NOR)

Process: CO 04.07 Produce plan and actual financial results tied to operational data

4 Process: The system shall divide activity (aircraft) cost by flying hours for each aircraft type.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: N/A
Edits: NA
Requirements: TRANSCOM

5 Process: The system shall divide activity (aircraft) cost by flying hours for each aircraft type.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: N/A
Edits: NA
Requirements: TRANSCOM

6 Process: The system shall divide actual and plan appropriation, activity (aircraft), and installation cost by FTE's.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: N/A
Edits: NA
Requirements: TRANSCOM

7 Process: The system shall divide planned and actual passenger revenue by passenger count.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: N/A
Edits: NA
Requirements:

8 Process: The system shall calculate ton miles of channel workload. Multiply tons (2000 pounds per ton) moved by channel route distance for each. Distance is obtained from a table of channel route distances.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: N/A
Edits: NA
Requirements: TRANSCOM

9 Process: The system shall divide channel rate revenue by ton miles.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: N/A
Edits: NA
Requirements: TRANSCOM

Outputs

Destination: CO 04.08/Produce multiple budget execution reports for management.
Schedule: Monthly
Medium: Electronic
Functional Data: Business area : SAAM, Exercise, Training, Pax, Cargo
Unit cost title : Passenger, Cargo, C-5 training, C-17 training
Actual workload : Passenger miles, ton miles or flying hours

Diagram: CO 04 TWCF Budget Execution Status (Revenue cost and NOR)

Process: CO 04.07 Produce plan and actual financial results tied to operational data

Actual costs :	Thousands
Actual unit cost :	Cost divided by workload
Plan workload :	Passenger miles, ton miles or flying hours
Plan costs :	Thousands
Plan unit cost :	Cost divided by workload
Fiscal year :	4-digit year
Month or quarter :	2 digit month or quarter

Destination: CO 04.08/Produce multiple budget execution reports for management

Schedule: Monthly

Medium: Electronic

Functional Data:

Aircraft :	C-5, C-141, C-130, C-17, KC-, KC-135
Major command :	Organic and military augmentation
Business area :	SAAM, Exercise, Training, Pax, Cargo
Actual costs :	Thousands
Actual flying hours :	Number of flying hours
Actual cost per flying hour :	$ per hour
Plan costs :	Thousands
Plan flying hours :	Number of flying hours
Plan cost :	Per flying hour
Fiscal year :	4-digit year
Month or quarter :	2 digit month or quarter

Destination: CO 04.08/Produce multiple budget execution reports for management.

Schedule: Monthly

Medium: Electronic

Functional Data:

Appropriation symbol :	97X4930.FD11
Activity :	Aircraft or aerial port i.e., program element
Installation or organization :	i.e. OBAN
Actual full time equivalent :	Work years
Actual cost :	Civilian pay only
Actual cost :	Per FTE
Plan full time equivalents :	Work years
Plan cost :	Civilian pay only
Plan cost :	Per FTE
Fiscal year :	4-digit year
Month or quarter :	2 digit month or quarter

Diagram: CO 04 TWCF Budget Execution Status (Revenue cost and NOR)

Process: CO 04.07 Produce plan and actual financial results tied to operational data

Destination:	CO 04.08/Produce multiple budget execution reports for management.	
Schedule:	Monthly	
Medium:	Electronic	
Functional Data:	Plan revenue :	Thousands
	Actual revenue :	Thousands
	Plan passengers :	Cargo weight
	Actual passengers :	Cargo weight
	Plan revenue per passengers :	Cargo weight
	Actual revenue per passengers :	Cargo weight
	Month or quarter :	2 digit month or quarter
	Fiscal year :	4-digit year

Destination:	CO 04.08/Produce multiple budget execution reports for management	
Schedule:	Monthly	
Medium:	Electronic	
Functional Data:	Plan revenue :	Thousands
	Actual revenue :	Thousands
	Plan tons :	Cargo weight
	Actual tons :	Cargo weight
	Plan revenue per ton mile :	Cargo weight
	Actual revenue per ton mile :	Cargo weight
	Month or quarter :	2 digit month or quarter
	Fiscal year :	4-digit year

Diagram: CO 04 TWCF Budget Execution Status (Revenue cost and NOR)

Process: CO 04.07 Produce multiple budget execution reports for management

The system shall be able to produce budget status report for management review. The system shall be able to prepare report using table in CO 04.04.

Key Data Element:

Inputs

Steps

1 Process: Formulate information to populate reports.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: User

Schedule: On Demand

Medium: Electronic

Functional Data: Reports : Reports with financial and operational data in various formats.

Reports : Budget Execution Reports

CO 05 Cost Management - General Funds Budget Execution

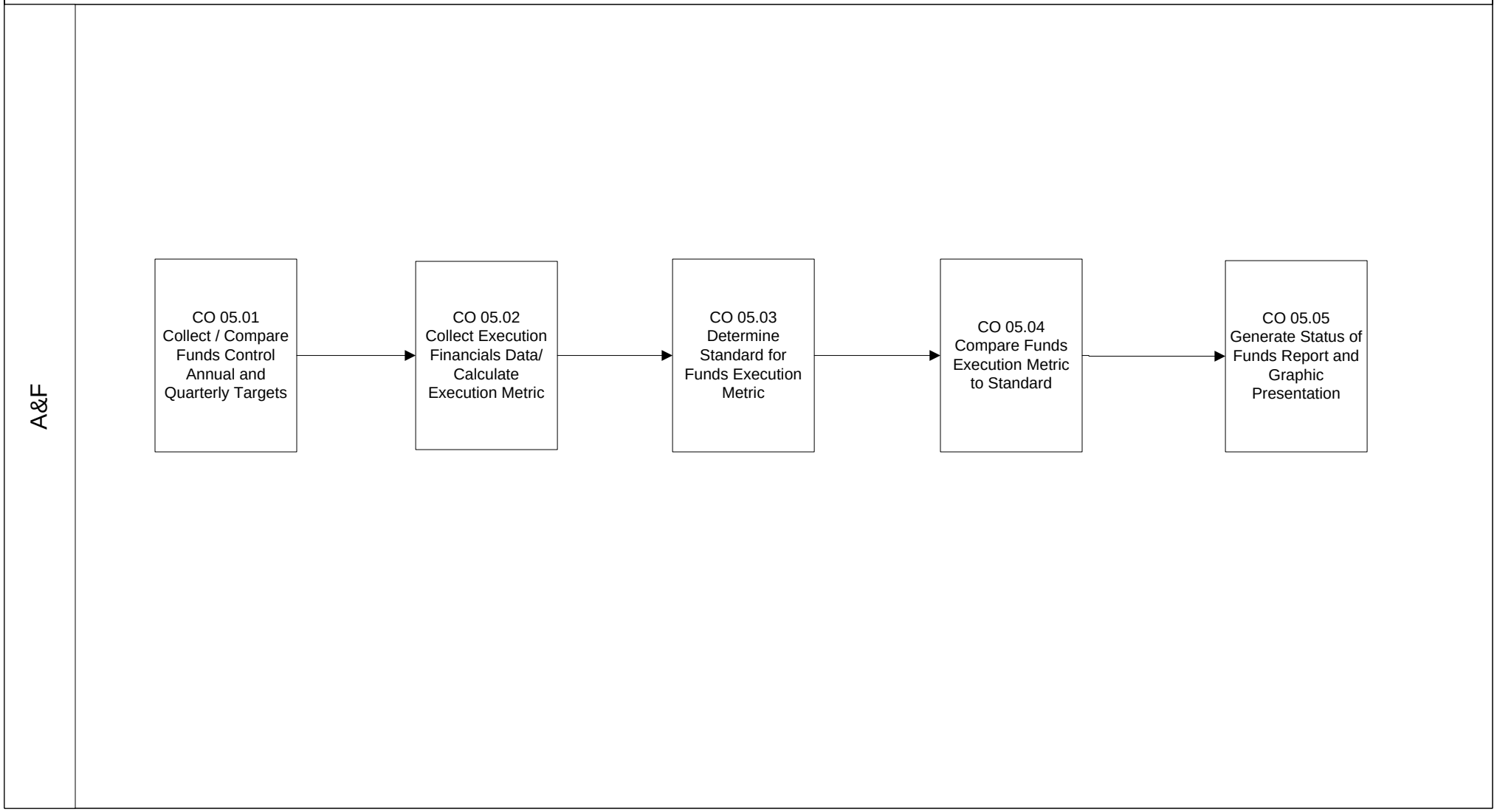

Diagram: CO 05 Cost Management - General Funds Budget Execution

The system shall collect all funds control and execution data, perform calculations to determine status of funds, and produce a report and graphic presentation for management information.

Diagram: CO 05 Cost Management - General Funds Budget Execution

Process: CO 05.01 Collect and Compare Funds Control Financial Data

The system shall be able to capture and compare timely financial data containing issuing and receiving agency annual and quarterly authority issued for funding document balancing purposes.

Key Data Element: Funds Control operation (issuing and receiving agencies); SACS data

Inputs

Source: The System
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data: SACS : Line of Accounting Information

Steps

1 Process: The system shall collect funds control data from issuing agency (annual and quarterly authority issued).
User Role: STRAIGHT LINE COST ACCRUAL ANALYST
Automation: Automatic
Security: Read Only
Edits:
Requirements: TRANSCOM

2 Process: The system shall collect funds control data from receiving agency (annual and quarterly authority issued).
User Role: STRAIGHT LINE COST ACCRUAL ANALYST
Automation: Automatic
Security: Read Only
Edits:
Requirements: TRANSCOM

3 Process: The system shall compare funds control data from issuing agency with funds control data from receiving agency (annual and quarterly authority issued).
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Read Only
Edits:
Requirements: TRANSCOM

Outputs

Destination: CO 05.02 Collect Execution Financials (SACS)/Calculate Execution Metric
Schedule: Monthly
Medium: Internal
Functional Data: Funds control data : Matched funds control data

Diagram: CO 05 Cost Management - General Funds Budget Execution

Process: CO 05.02 Collect Execution Financial Data/Calculate Execution Metrics

The system shall be able to capture timely financial data containing funding execution data for receiving agency (SACS obligation and commitment stages of accounting), and calculate a user-defined execution metric (i.e., percent of annual obligated, percent of annual committed).

Key Data Element: Budget Execution Data (SACS, BQ)

Inputs

Source: The System, CO 05.01
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data: Budget Execution Data : Line of accounting data

Steps

1 Process: The system shall collect execution data (SACS obligation and commitment stages of accounting) for receiving agency.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Read Only
Edits:
Requirements: TRANSCOM

2 Process: The system shall calculate user-defined execution metric (i.e., percent of annual obligated, percent of annual committed).
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements: TRANSCOM

Outputs

Destination: User
Schedule: On Demand
Medium: Electronic
Functional Data: Execution Metric : Percent of annual obligated/committed, etc.

Diagram: CO 05 Cost Management - General Funds Budget Execution

Process: CO 05.03 Determine standard for funds execution metric

User defines standard for funds execution metric (i.e., straight-line, phased, etc.).

Key Data Element: Budget Execution Data (SACS, BQ)

Inputs

Source: The System, CO 05.02

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data: Execution Standards : Metrics -- straight-line, phased, etc.

Steps

1 Process: User defines standard for funds execution metric (i.e., straight-line, phased, etc.)

User Role: STRAIGHT LINE COST ACCRUAL ANALYST

Automation: Automatic

Security: Read Only

Edits:

Requirements: TRANSCOM

Outputs

Destination: CO 05.04 Compare Fund Execution Metric to Standard

Schedule: On Demand

Medium: Electronic

Functional Data: Execution standards : Metrics -- straight-lined, phased, etc.

Diagram: CO 05 Cost Management - General Funds Budget Execution

Process: CO 05.04 Compare funds execution metric to standard

The system shall compare calculated funds execution metric to user defined standard.

Key Data Element: Budged Execution Data (SACS, BQ)

Inputs

Source: The System, CO 05.03
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data: Metrics : Compares calculated execution metric to user standards

Steps

1 Process: The system shall compare calculated funds execution metric to user defined standard.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Read Only
Edits:
Requirements: TRANSCOM

Outputs

Destination: CO 05.05 Generate Status of Funds Report and Graphic Presentation
Schedule: On Demand
Medium: Electronic
Functional Data: Metrics : Compare execution metric to user defined standard

Diagram: CO 05 Cost Management - General Funds Budget Execution

Process: CO 05.05 Generate Status of Funds Report and Graphic Presentation

The system shall generate status of funds report and user defined graphic presentation for management.

Key Data Element: Budget Execution Data (SACS, BQ)

Inputs

Source: The System, CO 05.04
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data: Report : Status of Funds Report with graphic presentation for management

Steps

1 Process: The system shall produce a Status of Funds report and user defined graphic presentation for management
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Update
Edits:
Requirements: TRANSCOM

Outputs

Destination: User accessible data
Schedule: On Demand
Medium: Electronic
Functional Data: Report : Status of Funds and graphic presentation

CO 06 Cost Management - TWCF - Business Area and Mission Level

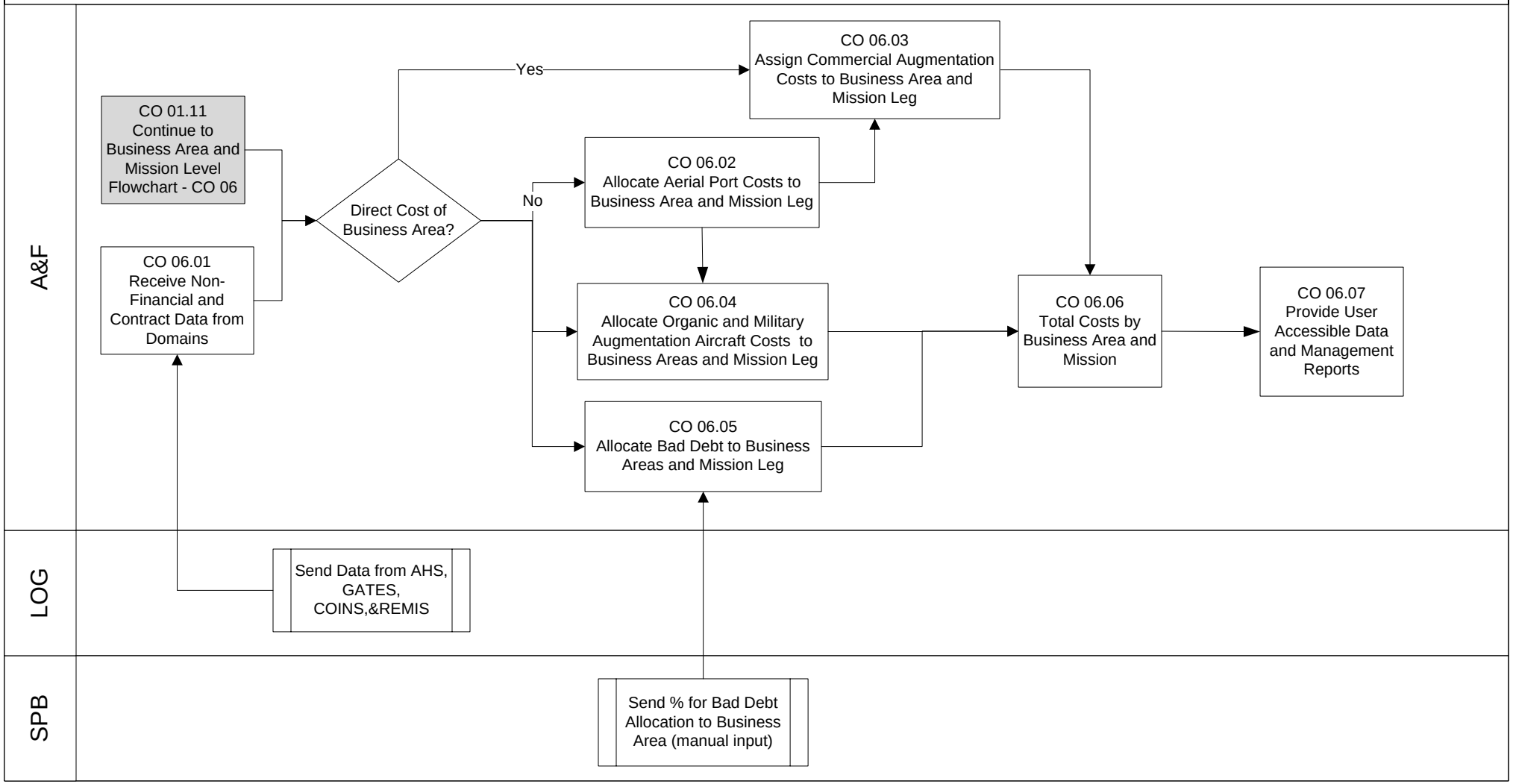

Diagram: CO 06 Cost Management - TWCF - Business Area and Mission Level

The system shall allocates costs to Business Area and Mission Level.

Diagram: CO 06 Cost Management - TWCF - Business Area and Mission Level

Process: CO 06.01 Receive Non- Financial and Contract Data from Domains

need narrative

Key Data Element: Mission ID, APOE, APOD, subcategory, contact costs, commercial fuel costs, commercial tax/customs cost, COINS miles calculator, miles, number of passengers moved, number of tons moved, flying hours, mission symbols

Inputs

Source: Interfaces from LOG Domain

Schedule: On Demand

Direction: Push

Medium: Electronic

Functional Data:

Mission ID :	Identifies the command and business area of mission
MDS :	Aircraft Type (i.e. C-130)
Flying Hours :	Flying time of mission
APOE :	Location where mission leg begins
APOD :	Location where mission leg ends
Commercial Aircraft Type :	Identifies the type of aircraft of commercial mission
Subcategory :	Identifies the Business Area of commercial mission
Allowable Cabin Load :	Identifies the commercial mission as pax or cargo
International Uniform Rates :	Rates used to calculate costs of each leg
Contract Costs :	Cost of each mission
Commercial Fuel Costs :	Fuel costs adjustments paid/received
Commercial Tax/Customs :	Tax and Customs paid to Commercial carriers
# of pax moved :	Pax moved on AMC missions
# of tons moved :	Cargo moved on AMC missions
Mission Symbol :	Identifies Business Area

Steps

1 Process: The system shall interface non-financial and contract data from domains.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Read Only

Edits:

Requirements: TRANSCOM

Outputs

Destination: CO 06.02 Receive Non-Financial and Contract Data from Domains

Schedule: On Demand

Medium: Internal

Functional Data:

Diagram: CO 06 Cost Management - TWCF - Business Area and Mission Level

Process: CO 06.02 Allocate Aerial Port Costs to Business Area and Mission Leg

The system shall Allocate Aerial Port Costs to Business Area and Mission Leg.

Key Data Element: Project code, RC/CC, number of passengers moved, number of tons moved, mission ID, APOE, APOD

Inputs

Source: CO 06.01 Receive Non-Financial and Contract Data from Domains

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data:

Project Code :	Identifies ADPE System
RC/CC :	Identifies Pax or Cargo Support
# of pax moved :	Pax moved on AMC missions
# of tons moved :	Cargo moved on AMC missions
Mission ID :	Identifies Business Area
APOE :	Location where mission leg begins
APOD :	Location where mission leg ends

Steps

1 Process: The system shall separate terminal costs into passenger and cargo.
- Create table to identify only AMC aerial ports
- Allocate ADPE PRC terminal costs to passenger
- Allocate ADPE TDC, GATES, Electronic Desktop, EMRS, DRSN and AMC-4-CS terminal costs to passengers and cargo based on the number of missions originating or terminating at AMC aerial ports
- Create table to identify whether RC/CC is pax or cargo
- Allocate all other terminal costs into passenger and cargo using RC/CC Table when applicable. If RC/CC is not applicable, use terminal personnel costs to allocate to passenger or cargo

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements: TRANSCOM

2 Process: Use AMC Aerial Port Table to sort number of GATES passengers originating or terminating at an AMC aerial port by Business Area based on Mission ID, then calculate percentage of passengers for each Business Area.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements: TRANSCOM

3 Process: Use AMC Aerial Port Table to sort number of GATES tons originating or terminating at an AMC aerial port by Business Area based on Mission ID, then calculate percentage of tons for each Business Area.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements: TRANSCOM

Diagram: CO 06 Cost Management - TWCF - Business Area and Mission Level

Process: CO 06.02 Allocate Aerial Port Costs to Business Area and Mission Leg

4 Process: Allocate terminal cargo passenger costs to Channel Passenger, SAAM, and Exercise Activities based on percentages above. Calculate average cost per passenger. Allocate to mission leg based on number of passengers times cost per passenger.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements: TRANSCOM

5 Process: Allocate terminal cargo costs to Channel Cargo, SAAM, Exercise and Training Activities based on percentages above. Calculate average cost per ton. Allocate to mission leg based on number of tons times cost per ton.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements: TRANSCOM

6 Process: Combine passenger and cargo SAAM and Exercise terminal costs by Business Area and leg.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements: TRANSCOM

Outputs

Destination: CO 06.03 Assign Commercial Augmentation Costs to Business Areas and Mission Leg, CO 06.04 Allocate Organic and Military Augmentation Aircraft Costs to Business Areas and Mission Leg

Schedule: On Demand

Medium: Internal

Functional Data: Aerial Port Costs : Aerial Port costs broken out by Business Area and Mission leg

Diagram: CO 06 Cost Management - TWCF - Business Area and Mission Level

Process: CO 06.03 Assign Commercial Augmentation Costs to Business Areas and Mission Leg

The system must be capable of assigning commercial augmentation costs to business areas and mission leg.

Key Data Element: Mission, ID, APOE, APOD, subcategory, contract costs, commercial fuel costs, commercial tax/customs cost, COINS miles calculator, miles

Inputs

Source: CO 06.01 Receive Non-Financial and Contract Data from Domains, CO 06.02 Allocate Aerial Port Costs to Business Areas and Mission Leg

Schedule: On Demand

Direction: Push

Medium: Internal

Functional Data:

Mission ID :	Links allocated terminal costs from CO 06.02
APOE :	Location where mission leg begins
APOD :	Location where mission leg ends
Subcategory :	Identifies the business area of mission
Contract Costs :	Cost of each mission
Commercial Fuel Costs :	Fuel cost adjustment paid/received
Commercial Tax/Customs Costs :	Tax and Customs paid to Commercial carriers
COINS Miles Calculator :	Calculates miles of each leg
Miles :	Miles of mission

Steps

1 Process: Assign contract commercial augmentation costs and miles to Business Areas based on Subcategory (COINS).

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements: TRANSCOM

3 Process: Apply overhead rate to all Business Areas by multiplying costs by Overhead rate calculated in CO 01.11.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements: TRANSCOM

3 Process: Calculate tax/custom cost per mile by dividing total tax/custom cost by total number of miles flown for Channel Passenger and Channel Cargo missions.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements: TRANSCOM

Diagram: CO 06 Cost Management - TWCF - Business Area and Mission Level

Process: CO 06.03 Assign Commercial Augmentation Costs to Business Areas and Mission Leg

4 Process: Calculate fuel adjustment cost per mile by dividing total fuel adjustment cost by number of miles flown for all Business Areas.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements: TRANSCOM

5 Process: Allocate tax/custom costs to Channel Pax and Channel Cargo Business areas by multiplying tax/custom cost per mile times number of miles flown in each Business Area.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements: TRANSCOM

6 Process: Allocate fuel adjustment costs to all Business Areas by multiplying fuel adjustment cost per mile times number of miles flown in each Business Area.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements: TRANSCOM

7 Process: For each mission, calculate miles of each leg segment in route using COINS miles calculator.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements: TRANSCOM

8 Process: Calculate percentage of miles of each leg on the mission.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Update
Edits:
Requirements: TRANSCOM

9 Process: Allocate contract cost of mission to leg based on percentage.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Update
Edits:
Requirements: TRANSCOM

10 Process: Assign terminal cost to leg based on CO 06.02, process 4 or 5.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Update
Edits:
Requirements: TRANSCOM

Diagram: CO 06 Cost Management - TWCF - Business Area and Mission Level

Process: CO 06.03 Assign Commercial Augmentation Costs to Business Areas and Mission Leg

11 Process: Sum allocated tax/custom, fuel adjustment overhead, terminal and contract cost for each leg.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements: TRANSCOM

Outputs

Destination: CO 06.06 Total Costs by Business Area and Mission

Schedule: On Demand

Medium: Internal

Functional Data:

Diagram: CO 06 Cost Management - TWCF - Business Area and Mission Level

Process: CO 06.04 Allocate Organic and Military Augmentation Aircraft Costs to Business Areas and Mission Leg

The system must be capable of allocating organic and military augmentation aircraft costs to business area and mission leg.

Key Data Element: PEC, EEIC, cost, flying hours, mission symbols

Inputs

Source: CO 06.01 Receive Non-Financial and Contract Data from Domains, CO 06.02 Allocate Aerial Port Costs to Business Areas and Mission Leg

Schedule: On Demand

Direction: Push

Medium: Internal

Functional Data:

PEC :	Identifies organic MDS
EEIC :	Identifies Military Augmentation Command and MDS
Cost :	Cost by PEC (Organic) or EEIC (Military Augmentation
Flying Hours :	Flying time of mission
Mission Symbol :	Identifies Business Area

Steps

1 Process: Pull Organic and Military Augmentation cost per hour for each Command and MDS..

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements: TRANSCOM

2 Process: Allocate organic and military augmentation REMIS TWCF flying hours to business area by Command and weapon system based on mission symbol.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements: TRANSCOM

3 Process: Allocate organic and military augmentation aircraft costs to business area by multiplying appropriate total cost per hour by business area flying hours.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements: TRANSCOM

4 Process: Allocate organic and military augmentation aircraft costs to mission leg by multiplying appropriate total cost per hour by mission leg flying hours from AHS.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements: TRANSCOM

Diagram: CO 06 Cost Management - TWCF - Business Area and Mission Level

Process: CO 06.04 Allocate Organic and Military Augmentation Aircraft Costs to Business Areas and Mission Leg

5 Process: Assign terminal cost to leg based on CO 06.02, process 4 or 5.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements: TRANSCOM

Outputs

Destination: CO 06.06 Total Costs by Business Area and Mission

Schedule: On Demand

Medium: Internal

Functional Data:

Diagram: CO 06 Cost Management - TWCF - Business Area and Mission Level

Process: CO 06.05 Allocate Bad Debt to Business Area and Mission Leg

The system must allocate bad debt expense to business area based on fixed percentages; identified in input table.

Key Data Element: Costs, EEIC, fixed percentages

Inputs

Source: CO 06.01 Receive Non-Financial and Contract Data from Domains

Schedule: On Demand

Direction: Push

Medium: Internal

Functional Data: Costs : Costs for EEIC 686

EEIC : Identifies Bad Debt

Fixed Percentages : Used to allocate to a Business Area

Steps

1 Process: Allocate bad debt costs of Channel Pax, Channel Cargo and SAAM business areas based on fixed percentages identified in input table.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements: TRANSCOM

Outputs

Destination: CO 06.06 Total Costs by Business Area and Mission

Schedule: On Demand

Medium: Internal

Functional Data: Bad Debt Costs : Allocated bad debt costs by Business Area

Diagram: CO 06 Cost Management - TWCF - Business Area and Mission Level

Process: CO 06.06 Total Costs By Business Area and Mission

The system must be able to total costs by business area.

Key Data Element: Costs by business area and mission leg, total costs by business area and mission leg

Inputs

Source: CO 06.03 Assign Commercial Augmentation Costs to Business Areas and Mission Leg, CO 06.04 Allocate Organic and Military Augmentation Aircraft Costs to Business Areas and Mission Leg, CO 06.05 Allocate Bad Debt to Business Areas and Mission Leg

Schedule: On Demand

Direction: Push

Medium: Internal

Functional Data: TWCF Costs : SACS

Steps

1 Process: Sum costs by Business Area and mission leg.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements: TRANSCOM

Outputs

Destination: CO 06.07 Provide User Accessible Data and Management Reports

Schedule: On Demand

Medium: Internal

Functional Data: Costs : Total costs by business area and mission leg

Diagram: CO 06 Cost Management - TWCF - Business Area and Mission Level

Process: CO 06.07 Provide User Accessible Data and Management Reports

The system must be able to provide accessible data and prepare management reports for users.

Key Data Element: Costs per flying hours, costs by mission leg, workload data, table with budgeted cabin load (BCL) information

Inputs

Source: CO 06.06 Total Costs by Business Area and Mission
Schedule: On Demand
Direction: Push
Medium: Internal
Functional Data:

Cost per Hour :	Cost per hour for each MDS
Costs by Leg :	Costs by leg after all allocations
Workload Data :	Number of pax and tons moved
BCL Table :	Identifies ton mile factor by aircraft type
All Other :	All other data created in previous flows

Steps

1 Process: Prepare performance measurements (unit cost, cost per flying hour, cost by mission leg, utilization).
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements: TRANSCOM

2 Process: Generate Reports.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements: TRANSCOM

3 Process: Provide analysis tool for decision-making purposes.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements: TRANSCOM

Outputs

Destination: Users
Schedule: On Demand
Medium: Internal
Functional Data:

Performance Measurements :	Data used to measure and analyze

CO 07 Cost Management - TWCF - Channel Passenger Revenue

A&F

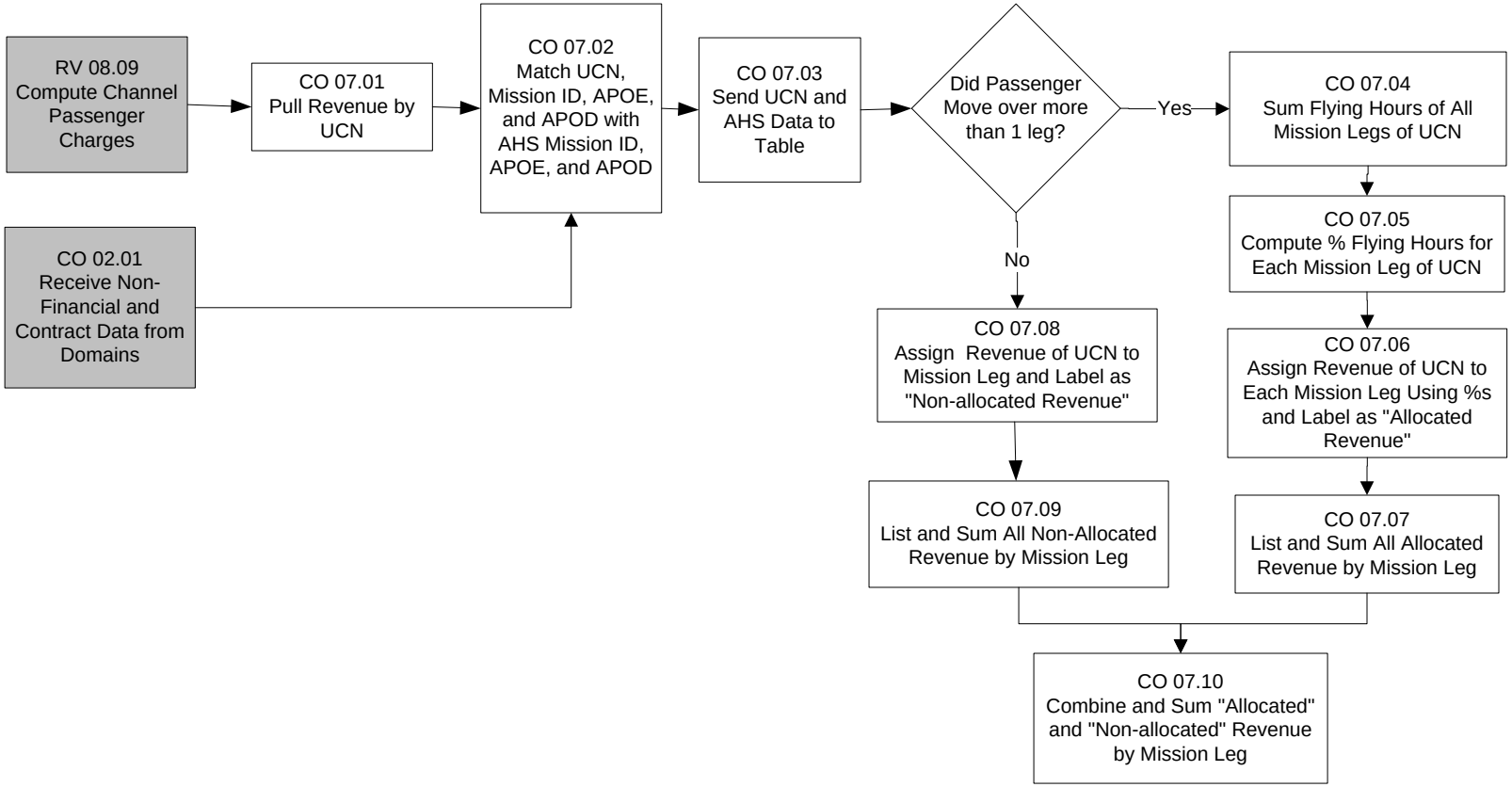

Diagram: CO 07 Cost Management - TWCF - Channel Passenger Revenue

The system shall be able to pull in revenue for computing and allocating cost for TWCF business area.

Diagram: CO 07 Cost Management - TWCF - Channel Passenger Revenue

Process: CO 07.01 Pull Revenue by UCN

The system shall be able to pull in revenue by Unique Control Number (UCN).

Key Data Element: Revenue earned by UCN

Inputs

Source: RV 08.09 Compute Channel Passenger Charges

Schedule: On Demand

Direction: Push

Medium: Electronic

Functional Data: UCN Revenue : Unique control number that identifies passenger dollars earned on passenger movement

Steps

1 Process: Pull in channel passenger revenue by UCN.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits:

Requirements: TRANSCOM

Outputs

Destination: CO 07.02 Match UCN, Mission ID, APOE, and APOD with AHS Mission ID, APOE and APOD

Schedule: On Demand

Medium: Internal

Functional Data: UCN Revenue : Dollars earned on passenger movement

Diagram: CO 07 Cost Management - TWCF - Channel Passenger Revenue

Process: CO 07.02 Match UCN, Mission ID, APOE and APOD with AHS Mission ID, APOE and APOD

The system shall be able to perform match of data (UCN, Mission ID, APOE APOD) between GATES data and AHS data.

Key Data Element: UCN, mission ID, APOD, APOE

Inputs

Source: CO 07.01 Pull Revenue by UCN

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data:

UCN :	Number unique to each passenger
Mission ID :	Number unique to each mission
APOE :	Location where mission leg begins
APOD :	Location where mission leg ends

Steps

1 Process: Match Mission ID, APOE and APOD of each mission leg of UCN with the Mission ID, APOD and APOE in AHS.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Read Only

Edits:

Requirements: TRANSCOM

Outputs

Destination: CO 07.03 Send UCN and AHS Data to Table

Schedule: On Demand

Medium: Internal

Functional Data:

Passenger Data :	Matched passenger data by mission IDs by leg

Diagram: CO 07 Cost Management - TWCF - Channel Passenger Revenue

Process: CO 07.03 Send UCN and AHS Data to Table

The system shall send and accumulate UCN and AHS data in a table.

Key Data Element: UCN, mission ID, APOE, APOD, revenue, flying hours

Inputs

Source: CO 07.02 Match UCN, Mission ID, APOE, and APOD with AHS Mission ID, APOE, and APOD

Schedule: On Demand

Direction: Push

Medium: Electronic

Functional Data:

UCN :	Unique control number to identify movement of a passenger
Mission ID :	Number unique to each mission
APOE :	Location where mission leg begins
APOD :	Location where mission leg ends
Revenue :	Dollars earned per passenger
Flying Hours :	Number of hours flown between APOE and APOD

Steps

1 Process: Create table using UCN, Revenue, Mission ID, APOD, APOE and Flying Hours.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements: TRANSCOM

Outputs

Destination: CO 07.04 Sum Flying Hours of All Mission Legs, CO 07.08 Assign Revenue of UCN to Mission Leg and Label as "Non-allocated Revenue"

Schedule: On Demand

Medium: Internal

Functional Data:

Diagram: CO 07 Cost Management - TWCF - Channel Passenger Revenue

Process: CO 07.04 Sum flying hours of all mission legs of UCN

The system shall be capable of totaling flying hours of all mission legs.

Key Data Element: UCN, mission ID, APOE, APOD, flying hours

Inputs

Source: CO 07.03 Send UCN and AHS Data to Table

Schedule: On Demand

Direction: Push

Medium: Internal

Functional Data:

UCN :	Control number that identifies passenger
Mission ID :	Number unique to each mission
APOE :	Location where mission leg begins
APOD :	Location where mission leg ends
Flying Hours :	Number of hours flown between APOE and APOD

Steps

1 Process: Sum flying hours for all mission legs of UCN identified by Mission ID, APOD and APOE.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements: TRANSCOM

Outputs

Destination: CO 07.05 Compute % Flying Hours for each Mission Leg of TCN

Schedule: On Demand

Medium: Internal

Functional Data:

Total Flying Hours for each UCN :	A total of flying hours of all legs for each UCN

Diagram: CO 07 Cost Management - TWCF - Channel Passenger Revenue

Process: CO 07.05 Compute Percentage of Flying Hours of Each Mission Leg of UCN

The system shall compute percentage of flying hours for each leg of mission.

Key Data Element: UCN, mission ID, APOE, APOD, flying hours

Inputs

Source: CO 07.04 Sum Flying Hours of All Mission Legs
Schedule: On Demand
Direction: Push
Medium: Internal
Functional Data:

UCN :	Control number that identifies passenger
Mission ID :	Number unique to each mission
APOE :	Location where mission leg begins
APOD :	Location where mission leg ends
Flying Hours :	Number of hours flown between APOE and APOD

Steps

1 Process: Compute percentage of flying hours for each mission leg within UCN.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements: TRANSCOM

2 Process: Weight percentages based on a process to be determined.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements: TRANSCOM

Outputs

Destination: CO 07.06 Assign Revenue of UCN to Each Mission Leg Using %s and Label as "Allocated Revenue"
Schedule: On Demand
Medium: Internal
Functional Data:

Percentage of Flying Hours :	Percentage for each Mission leg to be used to allocate revenue

Diagram: CO 07 Cost Management - TWCF - Channel Passenger Revenue

Process: CO 07.06 Assign revenue of UCN to each mission leg using percentages and label as "allocated revenue"

The system shall allocate revenue of UCN to mission leg using percentages and label as allocated revenue.

Key Data Element: UCN, mission ID, APOE, APOD, flying hour percentages

Inputs

Source: CO 07.05 Compute % Flying Hours for Each Mission Leg of TCN
Schedule: On Demand
Direction: Push
Medium: Internal
Functional Data:

UCN :	Control number that identifies a passenger
Mission ID :	Number unique to each mission
APOE :	Location where mission leg begins
APOD :	Location where mission leg ends
Flying Hours :	Number of hours flown between APOE and APOD
Revenue :	Dollars earned on movement of a passenger

Steps

1 Process: Assign revenue to each mission leg of UCN by multiplying UCN revenue by percent of flying hours for each mission leg.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements: TRANSCOM

2 Process: Label the revenue for each mission leg as "Allocated Revenue".
User Role: NONE
Automation: Automatic
Security: Create
Edits:
Requirements: TRANSCOM

Outputs

Destination: CO 07.07 List and Sum All Assigned Revenue by Mission Leg
Schedule: On Demand
Medium: Internal
Functional Data:

Diagram: CO 07 Cost Management - TWCF - Channel Passenger Revenue

Process: CO 07.07 List and sum all allocated revenue by mission leg

The system shall list and sum all assigned revenue by mission leg.

Key Data Element: Mission ID, APOE, APOD, revenue

Inputs

Source: CO 07.06 Assign Revenue of UCN to Each Mission Leg Using %s and Label as "Allocated Revenue"

Schedule: On Demand

Direction: Push

Medium: Internal

Functional Data:

UCN :	Control number that identifies a passenger
Mission ID :	Number unique to each mission
APOE :	Location where mission leg begins
APOD :	Location where mission leg ends
Revenue :	Dollars earned on movement of a passenger

Steps

1 Process: Sum allocated revenue for each mission leg from all UCNs.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements: TRANSCOM

Outputs

Destination: CO 07.10 Combine and Sum "Allocated and "Non-allocated" Revenue by Mission Leg

Schedule: On Demand

Medium: Internal

Functional Data:

Allocated Revenue :	Allocated revenue by leg that will be combined with non-allocated revenue.

Diagram: CO 07 Cost Management - TWCF - Channel Passenger Revenue

Process: CO 07.08 Assign Revenue of UCN to Mission Leg and Label as "Non-allocated Revenue"

The system shall assign UCN revenue to mission leg and label as "non-allocated"

Key Data Element: UCN, mission ID, APOE, APOD, revenue

Inputs

Source: CO 07.03 Send UCN and AHS Data to Table

Schedule: On Demand

Direction: Push

Medium: Internal

Functional Data:

UCN :	Control number that identifies a passenger
Mission ID :	Number unique to each mission
APOE :	Location where mission leg begins
APOD :	Location where mission leg ends
Revenue :	Dollars earned on movement of a passenger

Steps

1 Process: Label the revenue for mission leg as "Non-Allocated Revenue".

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements: TRANSCOM

Outputs

Destination: CO 07.09 List and Sum All Assigned Revenue by Mission Leg

Schedule: On Demand

Medium: Internal

Functional Data:

Revenue By Leg :	Non-allocated revenue of each mission leg of all Urns

Diagram: CO 07 Cost Management - TWCF - Channel Passenger Revenue

Process: CO 07.09 List and sum all non-allocated revenue by mission leg

The system shall list and sum all assigned revenue by mission leg.

Key Data Element: Mission ID, APOE, APOD, revenue

Inputs

Source: CO 07.08 Assign Revenue of UCN to Mission Leg and Label as "Non-allocated Revenue"

Schedule: On Demand

Direction: Push

Medium: Internal

Functional Data:

Mission ID :	Number unique to each mission
APOE :	Location where mission leg begins
APOD :	Location where mission leg ends
Revenue :	Dollars earned on movement of a passenger

Steps

1 Process: Sum assigned revenue for each mission leg from all UCNs.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements: TRANSCOM

Outputs

Destination: CO 07.10 Combine and Sum "Allocated" and "Non-allocated" Revenue by Mission Leg

Schedule: On Demand

Medium: Internal

Functional Data:

Non-allocated Revenue :	Non-allocated revenue by leg that will be combined with allocated revenue

Diagram: CO 07 Cost Management - TWCF - Channel Passenger Revenue

Process: CO 07.10 Combine and sum "allocated" and "non-allocated" revenue by mission leg

The system shall combine and sum "allocated" and "non-allocated" revenue by mission leg.

Key Data Element: Mission ID, APOE, APOD, revenue

Inputs

Source: CO 07.09 List and Sum All Assigned Revenue by Mission Leg, CO 07.07 List and Sum All Allocated Revenue by Mission Leg

Schedule: On Demand

Direction: Push

Medium: Internal

Functional Data:

Steps

1 Process: Sum "Allocated" and "Non-allocated" revenue for each mission leg.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements: TRANSCOM

Outputs

Destination: CO 03 Cost Management - TWCF - Cost and Revenue (NOR)

Schedule: On Demand

Medium: Report

Functional Data: Report : Report of non-allocated, allocated and total revenue by mission leg

CO 08 Cost Management - TWCF - Channel Cargo Revenue

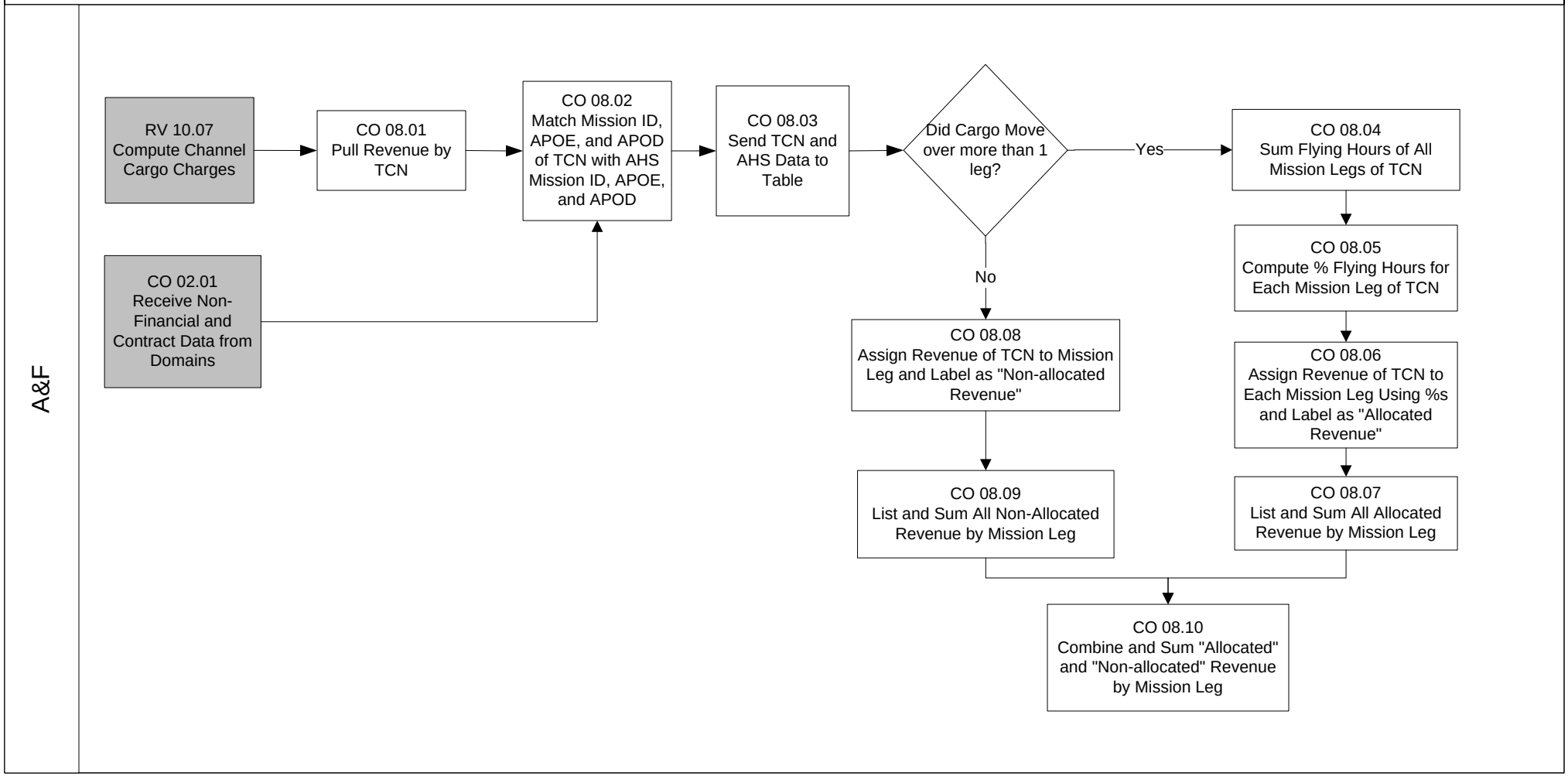

Diagram: CO 08 Cost Management - TWCF - Channel Cargo Revenue

The system shall be able to pull in revenue for computing and allocating cost for TWCF business area.

Diagram: CO 08 Cost Management - TWCF - Channel Cargo Revenue

Process: CO 08.01 Pull revenue by TCN

The system shall be able to pull in revenue by Transportation Control Number (TCN).

Key Data Element: TCN, revenue

Inputs

Source: Interfaces from RV 10.07

Schedule: On Demand

Direction: Push

Medium: Electronic

Functional Data: TCN : Control number that identifies box of cargo

Revenue : Dollars earned on box of cargo

Steps

1 Process: From RV 10.07 (compute channel charges) pull in revenue by TCN.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Read Only

Edits:

Requirements: TRANSCOM

Outputs

Destination: CO 08.02

Schedule: On Demand

Medium: Internal

Functional Data: TCN : Control number that identifies box of cargo

Revenue by TCN : Dollars earned on box of cargo

Diagram: CO 08 Cost Management - TWCF - Channel Cargo Revenue

Process: CO 08.02 Match mission ID, APOE and APOD of TCN with AHS mission ID, APOE and APOD

The system shall be able to perform match of data (TCN, APOE, APOD, Mission ID) between GATES data and AHS data.

Key Data Element: TCN, mission ID, APOD, APOE

Inputs

Source: CO 08.01
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data: Mission ID : Number unique to each mission
APOE : Location where mission leg begins
APOD : Location where mission leg ends

Steps

1 Process: Match mission ID, APOE, and APOD of each mission leg of TCN with the mission ID, APOD and APOE in AHS.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Outputs

Destination: CO 08.03
Schedule: On Demand
Medium: Electronic
Functional Data: Matched missions : Matched mission ID by leg

Diagram: CO 08 Cost Management - TWCF - Channel Cargo Revenue

Process: CO 08.03 Send TCN and AHS data to table

The system shall send and accumulate TCN and AHS data in a table.

Key Data Element: TCN, mission ID, APOE, APOD, revenue and flying hours

Inputs

Source: CO 08.02
Schedule: On Demand
Direction: Push
Medium: Electronic

Functional Data:		
	TCN :	Control number that identifies box of cargo
	Mission ID :	Number unique to each mission
	APOE :	Location where mission leg begins
	APOD :	Location where mission leg ends
	Revenue :	Dollars earned on box of cargo
	Flying hours :	Number of hours flown between APOE and APOD

Steps

1 Process: Create table using TCN, revenue, mission ID, APOD, APOE and flying hours.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements: TRANSCOM

Outputs

Destination: CO 08.04 and CO 08.08
Schedule: On Demand
Medium: Internal

Functional Data:		
	Mission data table :	Table that links matching TCN data with AHS data

Diagram: CO 08 Cost Management - TWCF - Channel Cargo Revenue

Process: CO 08.04 Sum flying hours of all mission legs of TCN

The system shall be capable of totaling flying hours of all mission legs.

Key Data Element: TCN, mission ID, APOE, APOD, flying hours

Inputs

Source: CO 08.03
Schedule: On Demand
Direction: Push
Medium: Internal
Functional Data:

TCN :	Control number that identifies box of cargo
Mission ID :	Number unique to each mission
APOE :	Location where mission leg begins
APOD :	Location where mission leg ends
Flying hours :	Number of hours flown between APOE and APOD

Steps

1 Process: Sum flying hours for all mission legs of TCN identified by mission ID, APOD and APOE.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements: TRANSCOM

Outputs

Destination: CO 08.05
Schedule: On Demand
Medium: Internal
Functional Data:

Total flying hours :	A total of flying hours of all legs for each TCN

Diagram: CO 08 Cost Management - TWCF - Channel Cargo Revenue

Process: CO 08.05 Compute percentage of flying hours for each mission leg of TCN

The system shall compute percentage of flying hours for each leg of mission.

Key Data Element: TCN, mission ID, APOE, APOD, flying hours

Inputs

Source: CO 08.04
Schedule: On Demand
Direction: Push
Medium: Internal

Functional Data:		
	TCN :	Control number that identifies box of cargo
	Mission ID :	Number unique to each mission
	APOE :	Location where mission leg begins
	APOD :	Location where mission leg ends
	Flying hours :	Number of hours flown between APOE and APOD

Steps

1 Process: Compute percentage of flying hours for each mission leg within TCN
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements: TRANSCOM

2 Process: Weight percentages based on a process to be determined.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements: TRANSCOM

Outputs

Destination: CO 08.06
Schedule: On Demand
Medium: Internal

Functional Data:		
	Percentage of flying hours :	Percentage for each missing leg to be used to allocate revenue

Diagram: CO 08 Cost Management - TWCF - Channel Cargo Revenue

Process: CO 08.06 Assign revenue of TCN to each mission leg using percentages and label as "allocated revenue"

The system shall allocate revenue of TCN to mission leg using percentages and label as allocated revenue.

Key Data Element: TCN, mission ID, APOE, APOD, flying hour percentages from CO 08.05, revenue from CO 08.03

Inputs

Source: CO 08.05
Schedule: On Demand
Direction: Push
Medium: Internal

Functional Data:		
	TCN :	Control number that identifies box of cargo
	Mission ID :	Number unique to each mission
	APOE :	Location where mission leg begins
	APOD :	Location where mission leg ends
	Flying hours :	Number of hours flown between APOE and APOD
	Revenue :	Dollars earned on box of cargo

Steps

1 Process: Assign revenue to each mission leg of TCN by multiplying TCN revenue times percent of flying hours for each mission leg.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements: TRANSCOM

Outputs

Destination: CO 08.07
Schedule: On Demand
Medium: Internal

Functional Data:		
	Revenue by leg :	Allocated revenue of each mission leg of all TCNs

Diagram: CO 08 Cost Management - TWCF - Channel Cargo Revenue

Process: CO 08.07 List and sum all allocated revenue by mission leg

The system shall list and sum all assigned revenue by mission leg.

Key Data Element: Mission ID, APOE, APOD, revenue

Inputs

Source: CO 08.06
Schedule: On Demand
Direction: Push
Medium: Internal
Functional Data:

Mission ID :	Number unique to each mission
APOE :	Location where mission leg begins
APOD :	Location where mission leg ends
Revenue :	Dollars earned on box of cargo

Steps

1 Process: Sum allocated revenue for each mission leg from all TCNs
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements: TRANSCOM

Outputs

Destination: CO 08.10
Schedule: On Demand
Medium: Internal
Functional Data:

Allocated revenue :	Allocated revenue by leg that will be combined with non-allocated revenue.

Diagram: CO 08 Cost Management - TWCF - Channel Cargo Revenue

Process: CO 08.08 Assign revenue of TCN to mission leg and label as "non-allocated revenue"

The system shall assign TCN revenue to mission leg and label as "non-allocated revenue"

Key Data Element: TCN, mission ID, APOE, APOD, revenue

Inputs

Source: CO 08.03
Schedule: On Demand
Direction: Push
Medium: Internal
Functional Data:

TCN :	Control number that identifies box of cargo
Mission ID :	Number unique to each mission
APOE :	Location where mission leg begins
APOD :	Location where mission leg ends
Revenue :	Dollars earned on box of cargo

Steps

1 Process: Label the revenue for mission leg as "non-allocated revenue"
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements: TRANSCOM

Outputs

Destination: CO 08.09
Schedule: On Demand
Medium: Internal
Functional Data:

Revenue by leg :	Non-allocated revenue of each mission leg of all TCNs

Diagram: CO 08 Cost Management - TWCF - Channel Cargo Revenue

Process: CO 08.09 List and sum all non-allocated revenue by mission leg

The system shall list and sum all assigned revenue by mission leg.

Key Data Element: Mission ID, APOE, APOD, revenue

Inputs

Source: CO 08.08
Schedule: On Demand
Direction: Push
Medium: Internal

Functional Data:		
	Mission ID :	Number unique to each mission
	APOE :	Location where mission leg begins
	APOD :	Location where mission leg ends
	Revenue :	Dollars earned on box of cargo

Steps

1 Process: Sum assigned revenue for each mission leg from all TCNs
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements: TRANSCOM

Outputs

Destination: CO 08.10
Schedule: On Demand
Medium: Internal

Functional Data:		
	Non0allocated revenue :	Non-allocated revenue by leg that will be combined with allocated revenue

Diagram: CO 08 Cost Management - TWCF - Channel Cargo Revenue

Process: CO 08.10 Combine and sum "allocated" and "non-allocated" revenue by mission leg

The system shall combine and sum "allocated" and "non-allocated" revenue by mission.

Key Data Element: Mission Id, APOE, APOD, revenue

Inputs

Source: The System
Schedule: On Demand
Direction: Push
Medium: Internal
Functional Data:

Mission ID :	Number unique to each mission
APOE :	Location where mission leg begins
APOD :	Location where mission leg ends
Revenue :	Dollars earned on box of cargo

Steps

1 Process: Sum "allocated" and "non-allocated" revenue for each mission leg.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements: TRANSCOM

Outputs

Destination: Users
Schedule: On Demand
Medium: Report
Functional Data:

Report :	Report of non-allocated, allocated and total revenue by mission leg

CO 09 Cost Management - TWCF - Training Revenue

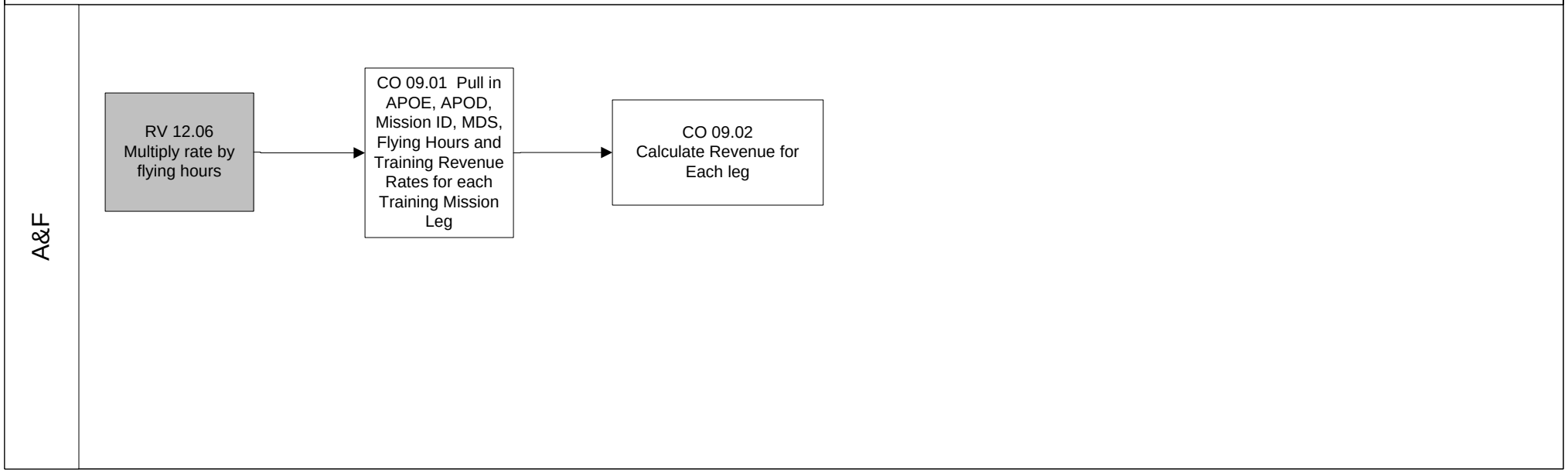

Diagram: CO 09 Cost Management - TWCF - Training Revenue

The system shall be able to pull in revenue for computing and allocating cost for TWCF business area.

Diagram: CO 09 Cost Management - TWCF - Training Revenue

Process: CO 09.01 Pull in APOE, APOD, Mission ID, MDS, Flying Hours and Training Revenue Rates for each Training Mission Leg

The system shall pull in APOE, APOD, Mission ID, MDS, Flying Hours and Training Revenue Rates for each Training Mission Leg.

Key Data Element: APOE, APOD, Mission ID, MDS, Flying Hours and Revenue Rates

Inputs

Source: Interface from RV 12.06
Schedule: On Demand
Direction: Push
Medium: Electronic
Functional Data:

APOE :	Location where mission leg begins
APOD :	Location where mission leg ends
Mission ID :	Number that identifies the Command flying the mission leg
MDS :	Identifies aircraft type
Flying hours :	Number of hours flown between APOE and APOD
Revenue rates :	Revenue rate per flying hour per MDS

Steps

1 Process: From RV 12.06 pull in APOE, APOD, Mission ID, MDS, flying hours and revenue rates
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Read Only
Edits:
Requirements: TRANSCOM

Outputs

Destination: CO 09.02
Schedule: On Demand
Medium: Internal
Functional Data:

Diagram: CO 09 Cost Management - TWCF - Training Revenue

Process: CO 09.02 Calculate Revenue for each Leg

The system shall calculate the revenue for each leg.

Key Data Element: APOE, APOD, mission ID, MDS, flying hours and revenue

Inputs

Source: CO 09.01
Schedule: On Demand
Direction: Push
Medium: Internal

Functional Data:		
	APOD :	Location where mission leg begins
	APOD :	Location where mission leg ends
	Mission ID :	Number that identifies the Command flying the mission leg
	MDS :	Identifies aircraft type
	Flying hours :	Number of hours flown between APOE and APOD
	Revenue rates :	Revenue rate per flying hour per MDS

Steps

1 Process: Sort by mission ID, then by leg (APOE to APOD)
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements: TRANSCOM

2 Process: Calculate revenue for each leg by multiplying flying hours times appropriate SAAM revenue rate.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements: TRANSCOM

Outputs

Destination: User accessible data
Schedule: On Demand
Medium: Electronic

Functional Data:		
	Revenue :	Revenue by each mission leg

CO 10 Cost Management - TWCF - Exercise Revenue

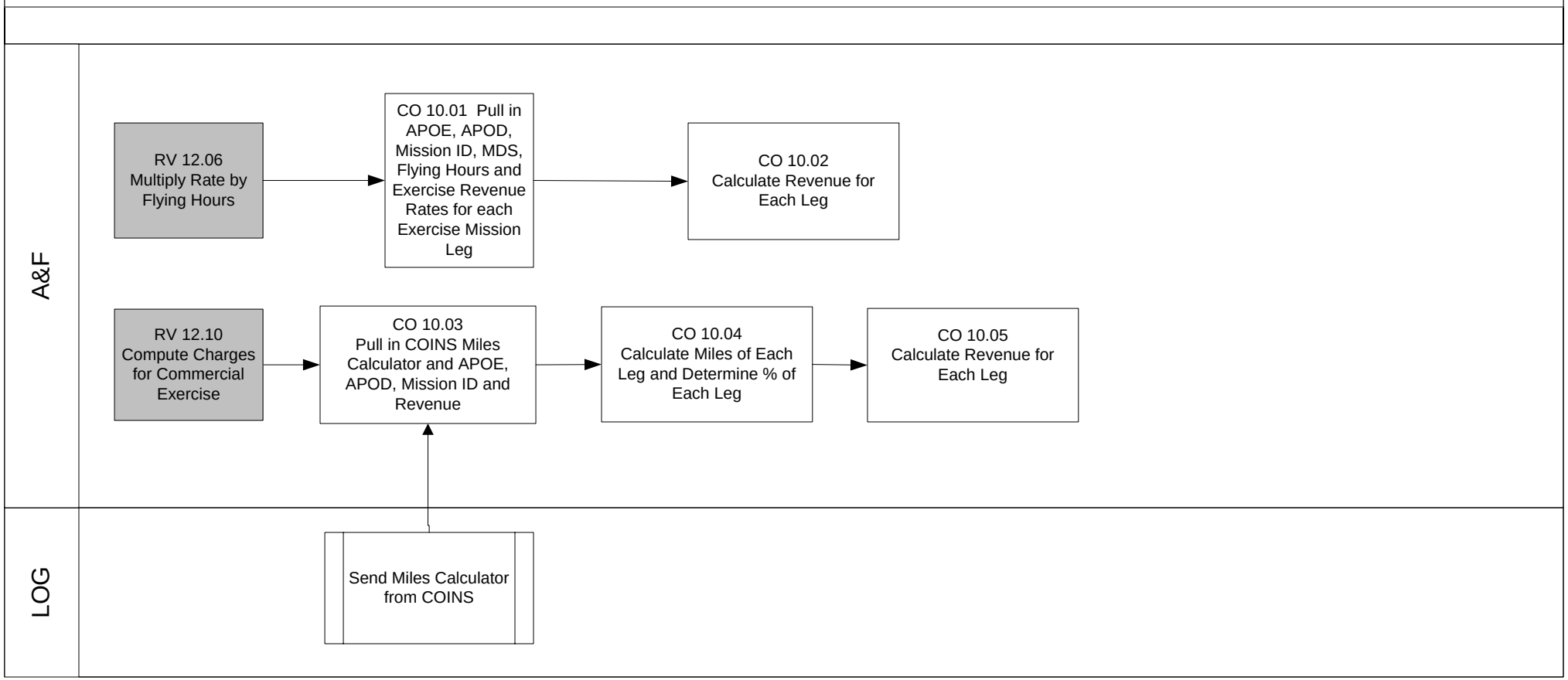

Diagram: CO 10 Cost Management - TWCF - Exercise Revenue

The system shall be able to pull in revenue for computing and allocating cost for TWCF business area.

Diagram: CO 10 Cost Management - TWCF - Exercise Revenue

Process: CO 10.01 Pull in APOE, APOD, Mission ID, MDS, Flying Hours and Exercise Revenue Rates for each Exercise Mission Leg

The system shall pull in APOE, APOD, Mission ID, Flying Hours and Revenue Rates for each mission leg.

Key Data Element: APOE, APOD, Mission ID, MDS, Flying Hours and Revenue Rates

Inputs

Source: Interface from RV 12.06
Schedule: On Demand
Direction: Push
Medium: Electronic
Functional Data:

APOE :	Location where mission leg begins
APOD :	Location where mission leg ends
Mission ID :	Number that identifies the Command flying the mission leg
MDS :	Identifies aircraft type
Flying hours :	Number of hours flown between APOE and APOD
Revenue rates :	Revenue rate per flying hour per MDS

Steps

1 Process: From RV 12.06 pull in APOE, APOD, Mission ID, MDS, flying hours and revenue rates.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Read Only
Edits:
Requirements: TRANSCOM

Outputs

Destination: CO 10.02
Schedule: On Demand
Medium: Internal
Functional Data:

Diagram: CO 10 Cost Management - TWCF - Exercise Revenue

Process: CO 10.02 Calculate Revenue for each Leg

The system shall calculate the revenue for each leg.

Key Data Element: APOE, APOD, mission ID, MDS, flying hours and revenue

Inputs

Source: CO 10.01
Schedule: On Demand
Direction: Push
Medium: Internal

Functional Data:		
	APOE :	Location where mission leg begins
	APOD :	Location where mission leg ends
	Mission ID :	Number that identifies the Command flying the mission leg
	MDS :	Identifies aircraft type
	Flying hours :	Number of hours flown between APOE and APOD
	Revenue rates :	Revenue rate per flying hour per MDS

Steps

1 Process: Sort by mission ID, then by leg (APOE to APOD)
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements: TRANSCOM

2 Process: Calculate revenue for each leg by multiplying flying hours times appropriate SAAM revenue rate.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements: TRANSCOM

Outputs

Destination: User accessible data
Schedule: On Demand
Medium: Electronic

Functional Data:		
	Revenue :	Revenue by each mission leg

Diagram: CO 10 Cost Management - TWCF - Exercise Revenue

Process: CO 10.03 Pull in COINS Miles Calculator and APOE, APOD, Mission ID and Revenue

The system shall pull in APOE, APOD, and Miles Calculator from COINS.

Key Data Element: APOE, APOD, and Miles Calculator from COINS

Inputs

Source: RV 12.10
Schedule: On Demand
Direction: Push
Medium: Electronic
Functional Data:

APOE :	Location where mission leg begins
APOD :	Location where mission leg ends
Miles calculator :	COINS function that computes miles of mission leg
Revenue :	Dollars earned for each mission
Mission ID :	Number unique to each mission

Steps

1 Process: Pull in mission ID, APOD, APOD from RV 12.10 and miles calculator from COINS.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Read Only
Edits:
Requirements: TRANSCOM

Outputs

Destination: CO 10.04
Schedule: On Demand
Medium: Internal
Functional Data:

Diagram: CO 10 Cost Management - TWCF - Exercise Revenue

Process: CO 10.04 Calculate Miles of Each Leg and Determine Percentage of each leg

The system shall calculate Miles of Each Leg and Determine Percentage of each leg.

Key Data Element: APOE, APOD and Miles Calculator

Inputs

Source: The System
Schedule: On Demand
Direction: Push
Medium: Internal
Functional Data: APOE : Location where mission leg begins
APOD : Location where mission leg ends
Miles calculator : COINS function that computes miles of mission leg

Steps

1 Process: Sum miles of all legs of mission.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements: TRANSCOM

2 Process: Compute percentage of miles for each mission leg.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements: TRANSCOM

Outputs

Destination: CO 10.05
Schedule: On Demand
Medium: Internal
Functional Data: Percentages : Percentage of miles for each mission leg

Diagram: CO 10 Cost Management - TWCF - Exercise Revenue

Process: CO 10.05 Calculate Revenue for each Leg

The system shall calculate the revenue for each leg.

Key Data Element: Mission ID Revenue, APOE, APOD, and Percentages

Inputs

Source: CO 10.04
Schedule: On Demand
Direction: Push
Medium: Electronic

Functional Data:		
	Mission ID :	Number unique to each mission
	Revenue :	Dollars earned for each mission
	APOE :	Location where mission leg begins
	APOD :	Location where mission leg ends
	Percentages :	Used to allocate revenue to mission leg

Steps

1 Process: Calculate mission leg revenue by multiplying Mission ID revenue by percentage of each leg.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements: TRANSCOM

Outputs

Destination: User accessible data
Schedule: On Demand
Medium: Internal

Functional Data:		
	Mission leg revenue :	Revenue by each mission leg

CO 11 Cost Management - TWCF - SAAM Revenue

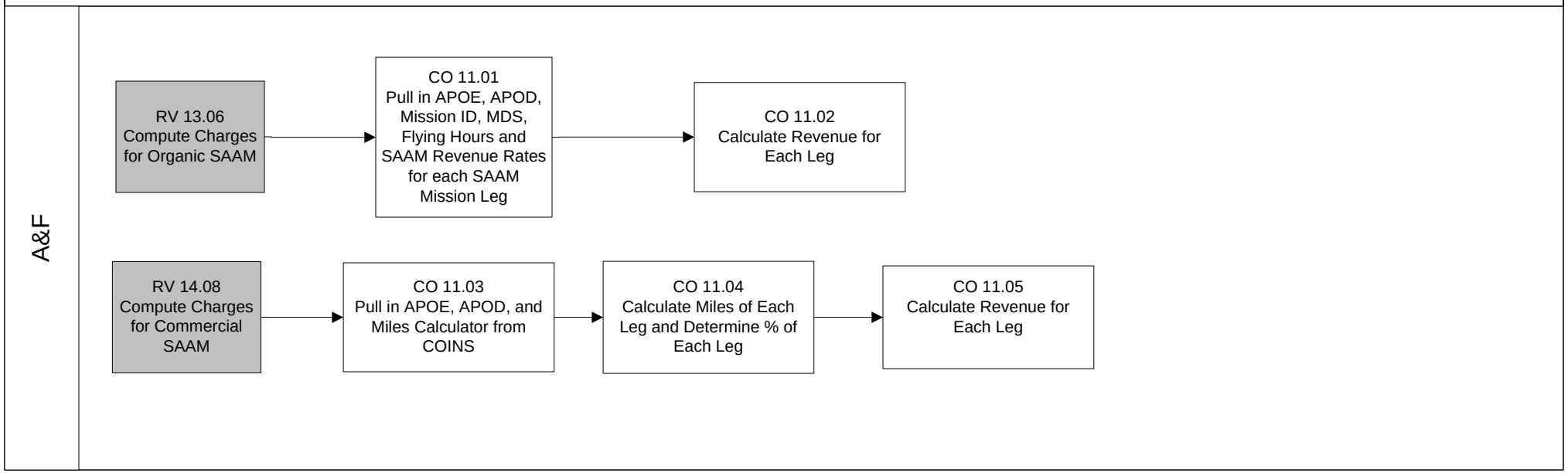

Diagram: CO 11 Cost Management-TWCF-SAAM Revenue

The system shall be able to pull in revenue for computing and allocating cost for TWCF business area.

Diagram: CO 11 Cost Management-TWCF-SAAM Revenue

Process: CO 11.01 Pull in APOE, APOD, Mission ID, MDS, Flying Hours and SAAM Revenue Rates for each SAAM mission leg

The system shall pull in APOE, APOD, Mission ID, MDS, Flying Hours and SAAM Revenue Rates for each SAAM mission leg.

Key Data Element: APOE, APOD, Mission ID, MDS, Flying Hours and Revenue Rates

Inputs

Source: RV 13.06
Schedule: On Demand
Direction: Push
Medium: Electronic
Functional Data:

APOE :	Location where mission leg begins
APOD :	Location where mission leg ends
Mission ID :	Number that identifies the Command flying the mission leg
MDS :	Identifies aircraft type
Flying Hours :	Number of hours flown between APOE and APOD
Revenue Rates :	Revenue rate per flying hour per MDS

Steps

1 Process: From RV 13.06 pull in APOE, APOD, Mission ID, MDS, Flying Hours, and Revenue Rates
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Read Only
Edits:
Requirements: TRANSCOM

Outputs

Destination: CO 11.02, CO 08.03, and CO 08.
Schedule: On Demand
Medium: Electronic
Functional Data:

Revenue :	Revenue by mission leg

Diagram: CO 11 Cost Management-TWCF-SAAM Revenue

Process: CO 11.02 Calculate Revenue for each Leg

The system shall calculate revenue for each leg.

Key Data Element: APOE, APOD, Mission ID, MDS, Flying Hours and Revenue

Inputs

Source: CO 11.01
Schedule: On Demand
Direction: Push
Medium: Internal

Functional Data:		
	APOE :	Location where mission leg begins
	APOD :	Location where mission leg ends
	Mission ID :	Number that identifies the Command flying the mission leg
	MDS :	Identifies aircraft type
	Flying Hours :	Number of hours flown between APOE and APOD
	Revenue Rates :	Revenue rate per flying hour per MDS

Steps

1 Process: Sort by mission ID, then by leg (APOE to APOD).
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements: TRANSCOM

2 Process: Calculate revenue for each leg by multiplying flying hours times appropriate SAAM revenue rate.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements: TRANSCOM

Outputs

Destination: Revenue by mission leg
Schedule: On Demand
Medium: Electronic

Functional Data:		
	Revenue :	Revenue by each mission leg

Diagram: CO 11 Cost Management-TWCF-SAAM Revenue

Process: CO 11.03 Pull in APOE, APOD, and Miles Calculator from Coins

The system shall pull in APOE, APOD, and Miles Calculator from COINS.

Key Data Element: APOE, APOD, Revenue, Mission ID, and Miles Calculator from COINS

Inputs

Source: RV 14.08 Compute Charges for Commercial SAAM

Schedule: On Demand

Direction: Push

Medium: Electronic

Functional Data:

APOE :	Location where mission leg begins
APOD :	Location where mission leg ends
Miles Calculator :	COINS function that computes miles of mission leg
Revenue :	Dollars earned for each mission
Mission ID :	Number unique to each mission

Steps

1 Process: Pull in Mission ID, APOE, APOD, from RV 14.08 and miles Calculator from COINS

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Read Only

Edits:

Requirements: TRANSCOM

Outputs

Destination: CO 11.4

Schedule: On Demand

Medium: Internal

Functional Data:

Diagram: CO 11 Cost Management-TWCF-SAAM Revenue

Process: CO 11.04 Calculate Miles of Each Leg and Determine Percentage of each leg

The system shall calculate Miles of Each Leg and Determine Percentage of each leg.

Key Data Element: APOE, APOD and Miles Calculator

Inputs

Source: CO 11.03
Schedule: On Demand
Direction: Push
Medium: Internal
Functional Data: APOE : Location where mission leg begins
APOD : Location where mission leg ends
Miles Calculator : COINS function that computes miles of mission leg

Steps

1 Process: The system will sum the miles of all legs of a mission together.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements: TRANSCOM

2 Process: The system will compute the percentage of miles for each mission leg.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements: TRANSCOM

Outputs

Destination: CO 11.05
Schedule: On Demand
Medium: Internal
Functional Data: Percentages : Percentage of miles for each mission leg

Diagram: CO 11 Cost Management-TWCF-SAAM Revenue

Process: CO 11.05 Calculate Revenue for each Leg

The system shall calculate the revenue for each leg.

Key Data Element: Mission ID Revenue, APOE, APOD, and Percentages

Inputs

Source: CO 11.04
Schedule: On Demand
Direction: Push
Medium: Electronic
Functional Data:

Mission ID :	Number unique to each mission
Revenue :	Dollars earned for each mission
APOE :	Location where mission leg begins
APOD :	Location where mission leg ends
Percentages :	Used to allocate revenue to mission leg

Steps

1 Process: The system will calculate mission leg revenue by multiplying Mission ID revenue by percentage of each leg
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements: TRANSCOM

Outputs

Destination: User accessible data.
Schedule: On Demand
Medium: Internal
Functional Data:

Mission Leg revenue :	Revenue by each mission leg

CO 12 Cost Management - General Funds Project Details - Part A

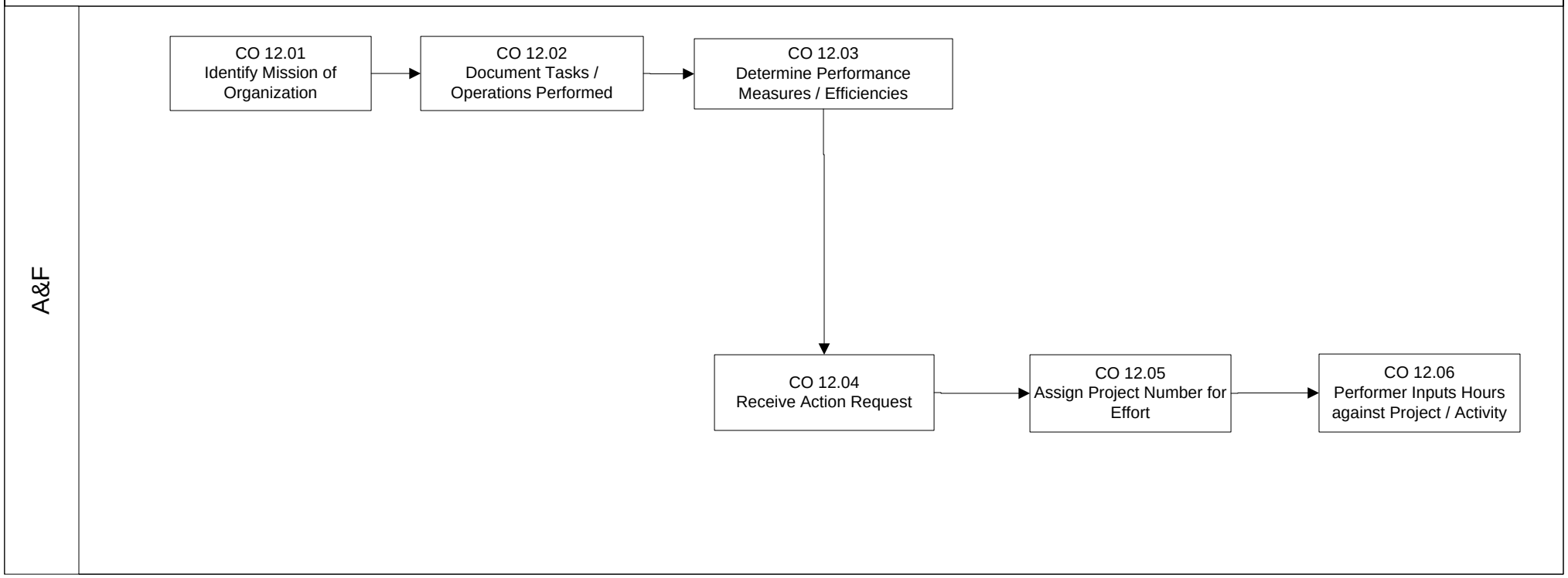

Diagram: CO 12 Cost Management - General Funds Project Details (Part A)

The system shall have the ability to do Job Order cost accounting and activity based costing. The system shall have the ability to transfer cost between cost centers. Cost information is captured for an effort that is initiated by an external or internal event. The event can be recurring or non-recurring. Information is captured at the lowest common denominator across USTRANSCOM and the Air Force - the Cost Center. The cost centers are then rolled up to the responsibility center. Costs are categorized as direct, indirect or overhead.

Diagram: CO 12 Cost Management - General Funds Project Details (Part A)

Process: CO 12.01 Identify Mission of Organization

The system shall be able to identify mission or organization. Each installation's mission sets the structure for the core activities it provides. These core activities are common across similar support functions within Air Force to include AMC. The cost center element is command across USTRANSCOM components. Core functions will be called core activities. Each activity is represented by a Project number which has a breakdown of major task/subtask necessary to complete a core activity.

Key Data Element: Organization mission, responsibility center, cost center

Inputs

Source: Organizations

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data:

Responsibility Center :	Group, Wing, Major Command, Air Force
Cost Center :	Flight, Squadron, Group
Organization Mission :	Purpose of organization, Objectives, goals
Fiscal Year :	4 digit
Month :	2 digit
Quarter :	2 digit

Steps

1 Process: Determine mission or organization.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits: only major edits

Requirements:

Outputs

Destination: CO 12.01

Schedule: On Demand

Medium: Electronic

Functional Data: RC/CC : Responsibility Center and Cost Center

Diagram: CO 12 Cost Management - General Funds Project Details (Part A)

Process: CO 12.02 Document Tasks/Operations Performed

The system shall be able to document task and operations performed

Key Data Element:

Inputs

Source: Manual entry
Schedule: On Demand
Direction: System Internal
Medium: Electronic

Functional Data:		
	Activity Name :	Identifies the Core Activity to be performed
	Task Number :	Identifies Tasks, Squadron, Group
	Cost Type :	Objective Class
	Fiscal Year :	4-digit year
	Month :	2-digit month or quarter
	Quarter :	2-digit month or quarter
	Week :	2-digits
	Day :	2-digits

Steps

1 Process: Input operations performed into the system.
User Role: OTHER
Automation: Manual
Security: Create
Edits: only major edits
Requirements:

Outputs

Destination: Table of core activities performed by organization
Schedule: On Demand
Medium: Electronic

Functional Data:		
	RC/CC :	Responsibility Center and Cost Center

Diagram: CO 12 Cost Management - General Funds Project Details (Part A)

Process: CO 12.03 Determine Performance Measures / Efficiencies

The system shall be able to determine performance measures and efficiencies.

Key Data Element:

Inputs

Source: Operations identified in C) 12.02

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data: Same as CO 12.02 : Same as CO 12.02

Steps

1 Process: Determine minimum, standard, and optimal performance level, assign performance goals, cost centers, responsibility center, and reporting period

User Role: OTHER

Automation: Automatic

Security: Create

Edits: only major edits

Requirements:

Outputs

Destination: CO 12.04

Schedule: On Demand

Medium: Electronic

Functional Data: RC/CC : Responsibility Center and Cost Center

Performance : Units of time, quantity, funding

Goals : % of planned time, quantity, funding

Diagram: CO 12 Cost Management - General Funds Project Details (Part A)

Process: CO 12.04 Receive Action Request

The system shall be able to receive action request.

Key Data Element: RC/CC, FY, month, quarter, week, organization mission

Inputs

Source: operations identified in CO 12.03

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data:

Responsibility Center :	Group, Wing, Major Command, Air Force
Cost Center :	Flight, Squadron, Group
Requisition Type :	External or internal, recurring or non-recurring
Fiscal Year :	4 digit
Month :	2 digit
Quarter :	2 digit
Requisition Number :	Assigned

Steps

1 Process: The system shall be able to receive requisition into organization.

User Role: OTHER

Automation: Automatic

Security: Create

Edits: major edits

Requirements:

Outputs

Destination: CO 12.05

Schedule: On Demand

Medium: Electronic

Functional Data:

RC/CC :	Responsibility Center and Cost Center
Requisition Number :	Assigned
Requisition status :	Acceptance, rejection, appended, modified, partial

Diagram: CO 12 Cost Management - General Funds Project Details (Part A)

Process: CO 12.05 Assign Project Number for Effort

The system shall be able to assign project number for effort.

Key Data Element: Cost center, project number, task/subtask, labor, week number, day, FY

Inputs

Source: CO 12.04

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data:

Project number :	Project number
Project number type :	Direct, indirect, overhead, composite, labor, leave, holiday
Project number structure :	Cost center, date, type, unique digits

Steps

1 Process: The project is created within the system. It is a combination for the cost center, project type, and the unique system generated digits to make the Project number unique to the efforts. Project Numbers are established at the beginning of a fiscal year. Numbers are assigned to an effort at the beginning of a new effort. Project number are created with a type characteristic; direct, indirect, overhead, special tracking etc.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits: only major edits

Requirements:

Outputs

Destination: CO 12.06

Schedule: On Demand

Medium: Electronic

Functional Data:

Project Number :	Identifies Collection Point for cost of Activity

Diagram: CO 12 Cost Management - General Funds Project Details (Part A)

Process: CO 12.06 Performer Inputs Hours against Project/Activity

The system shall be able to maintain the civilian and military calendar pay periods in order to structure and signal end of pay periods for employee and supervisors to respectively input and approve time for the current pay period. The system shall validate the hourly input against the personnel data to ensure that inputs are valid.

Key Data Element: Project Number, task/subtask, cost for SACS or user input through T & A module, labor codes, project type

Inputs

Source: CO 12.05
Schedule: On Demand
Direction: System Internal
Medium: Electronic

Functional Data:		
	Cost Center :	Organization performing the activity
	Project number :	Assigned
	Task/subtask :	Specific action performed to accomplish activity
	Labor hours :	Quantity of hours to accomplish task
	Week number :	T&A schedule week of the year
	Day :	Day of the week
	FY :	FY in which activity was performed

Steps

1 Process: The system shall collect Labor Cost by Project.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits: only major edits
Requirements:

Outputs

Destination: CO 13
Schedule: On Demand
Medium: Electronic

Functional Data:		
	Labor Hours :	Output labor hours for Project

CO 13 Cost Management - General Funds Project Details - Part B

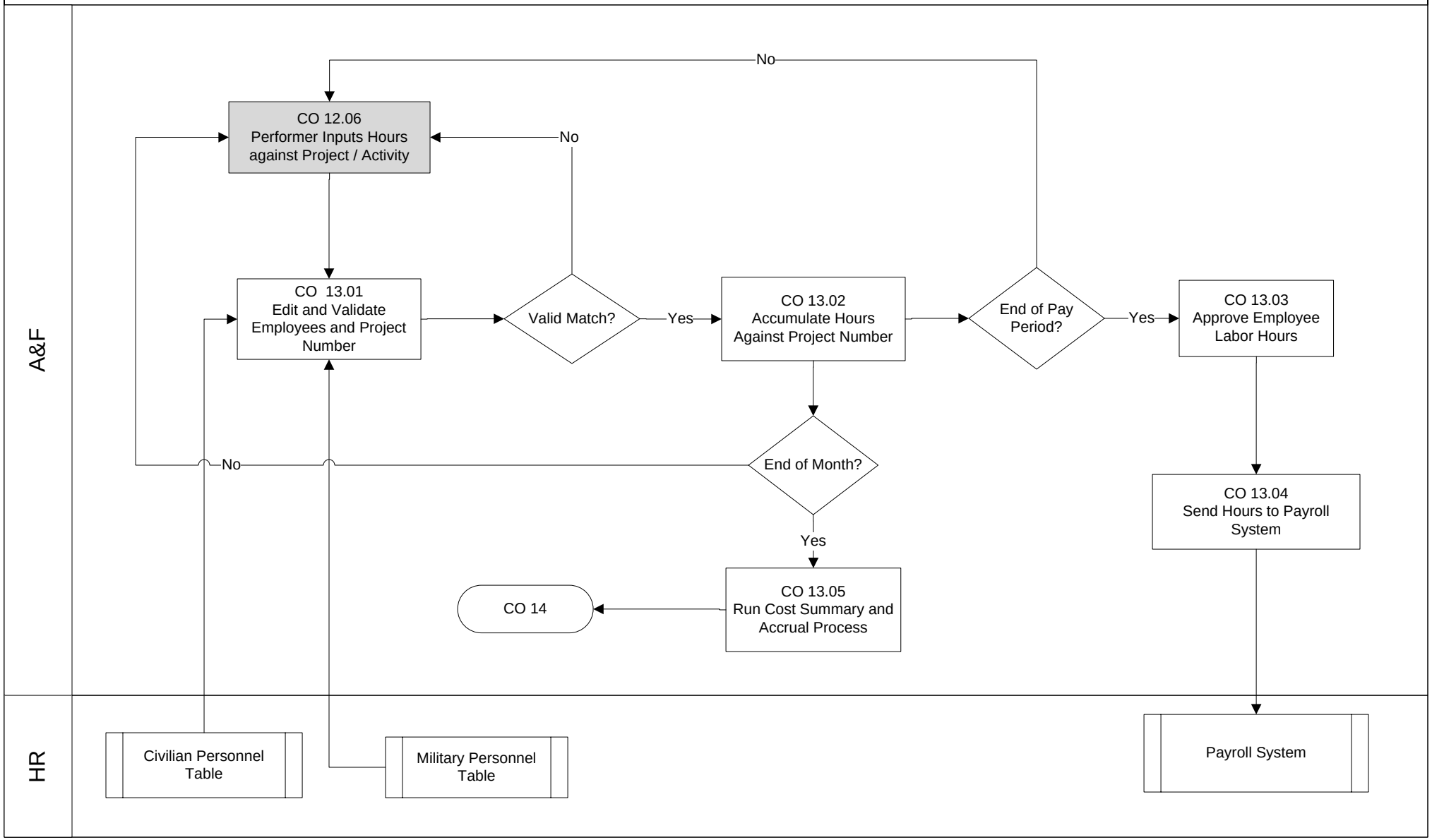

Diagram: CO 13 General Funds Project Details (Part B)

CO 13 Performs allocation of cost at the employee level. Allows breakout of actual labor expenditure and accrued labor expenditure.

Diagram: CO 13 General Funds Project Details (Part B)

Process: CO 13.01 Edit and Validate Employee and Project Number

Validate against civilian personnel table if civilian grade type. Validate against military personnel table if military personnel type.

Key Data Element: Military labor, civilian labor

Inputs

Source: CO 12.06
Schedule: Daily
Direction: System Internal
Medium: Electronic
Functional Data: Labor hours : Hours employee worked and were approved

Steps

1 Process: Validate against civilian personnel table if civilian grade type. Validate against military personnel table if military personnel type.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements: Blue Book
JFMIP
BMMP

Outputs

Destination: CO 13.02
Schedule: On Demand
Medium: Internal
Functional Data: Labor Hours : Validated Civilian and Military Labor Hours

Diagram: CO 13 General Funds Project Details (Part B)

Process: CO 13.02 Accumulate hours against project number

Determine if end of pay period. If not, loop back to perform input and go through systems edits for validation before the hours are accepted and accumulated against the Project Number

Key Data Element: Labor Hours

Inputs

Source: 13.02 Labor hours

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Labor Hours : Labor hours

Steps

1 Process: Determine if end of pay period. If not loop back to perform input and go through systems edits for validation before the hours are accepted and accumulated against the project number.

User Role: SYSTEM PROCESS UPDATE

Automation: Manual

Security: Create

Edits:

Requirements: Blue Book
JFMIP
BMMP

Outputs

Destination: CO 13.03

Schedule: On Demand

Medium: Electronic

Functional Data: Labor Hours : Accumulated Labor Hours

Diagram: CO 13 General Funds Project Details (Part B)

Process: CO 13.03 Approve employee labor hours

At the end of the pay period for civilians, a supervisor or a user of the system assigned to the cost center of the user with a privilege level higher than that of the employee for which time is to be approved will verify that the hours were worked. The approval process with check to ensure all civilian employees with time against Project Number have had action taken in the approval process. Then the approval process will initiate the transfer process to send hours to the civilian payroll system for the pay period.
For military personnel, an approval process will be accomplished to determine that capture of the hours against the appropriate project numbers is accurate for cost distribution. This approval will also be accomplished by the employee's supervisor or alternate within the cost center. The approver must be at least one privilege level above the employee in order to approve the respective labor hours. Military personnel will put their time in as either regular time against a project number or leave hours against a leave project number. The military employee profile must indicate any special pay entitlements (I.e., flight pay, combat pay, bonuses, etc). Capability will be available to show on screen time sheet generation for two previous payroll periods, current payroll period, and next payroll period for civilian employees. For military, must be able to view previous month hours distribution, current month distribution, and next month's projected distribution.

Key Data Element: Project Number, Task/subtask, cost from SACS or User Input through Time and Attendance Module, labor codes, project type

Inputs

Source: CO 13.02
Schedule: Weekly
Direction: System Internal
Medium: Electronic
Functional Data:

Project Number :	Unique Control number to collect cost of activity
Task/subtask :	Specific action performed to accomplish activity
Labor Codes :	Indicates the type of project number (i.e.., direct)
Labor hours :	Quantitative unit to measure actual time accumulated against project number

Steps

1 Process: Approve labor hours.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements: Blue Book
JFMIP
BMMP

Outputs

Destination: CO 13.04
Schedule: Weekly
Medium: Electronic
Functional Data:

RC/CC :	Responsibility Center and Cost Center
Time Sheet :	Contains labor hours accumulated to project number during the period. Also indicates total hours and distributed for the pay period.

Diagram: CO 13 General Funds Project Details (Part B)

Process: CO 13.04 Send hours to payroll system

This step will transmit the labor hours recorded and approved for the employee for the just ended pay period. If adjustments are necessary after file transmission, they will have to be input to the payroll system and reconciled to the sending system (the system) after the fact.

Key Data Element: Project number, labor hours, system designation automation (SDA), system parameters, pay period.

Inputs

Source: CO 13.03
Schedule: Daily
Direction: System Internal
Medium: Manual

Functional Data:		
	Project Number :	Identify unique Number for accumulation of hours
	Labor hours :	Total hours recorded for employee this period
	SDA :	Coordinated interface access to Civilian Payroll system
	Pay Period :	Weeks/days for which labor is being reported

Steps

1 Process: Send hours to payroll system.
User Role: SYSTEM PROCESS UPDATE
Automation: Manual
Security: Update
Edits:
Requirements: Blue Book
JFMIP
BMMP

Outputs

Destination: CO 13.05
Schedule: Daily
Medium: Electronic

Functional Data:		
	Labor hours :	Total hours recorded for employee this pay period
	Pay period :	Weeks/days for which labor is being reported
	SDA :	Coordinated interface access to civilian payroll system

Diagram: CO 13 General Funds Project Details (Part B)

Process: CO 13.05 Run Cost Summary and Accrual Process

This process performs the end of month process. Accumulates summary level information for all open project numbers. Canned reports will be run monthly indicating cost by cost center, by project number, roll up to responsibility center, roll up to major command, roll up to department, roll up to USTRANSCOM for components. Cost information will be ported to the system data mart for query and "what if" analysis type reports by individual users according to access level for data mart. Reconciliation of information provided by civilian payroll system back to the employee records as basis for allocating cost.

Key Data Element: Accumulated labor hours, cost center, completed project information, performance indicators, processing date

Inputs

Source: CO 13.04

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data:

Cost Center :	Organization assigned the cost
Completed projects :	Organization performing activity
Performance indicators :	Indicates monthly performance indicators
End of month indicator :	Indicates the end of a monthly period
Processing date :	System Parameter for monthly processing
Accumulated labor hours :	Indicated number of hours for the month per Project Number

Steps

1 Process: Run cost summary and accrual process.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements: Blue Book
JFMIP
BMMP

Outputs

Destination: CO 14

Schedule: Monthly

Medium: Electronic

Functional Data:

Unique Employee ID :	Identifies the employee in the system
Cost Center :	Cost Center to which employee assigned
Labor hours :	Labor hours reported from civilian payroll system
Payroll period :	Indicated period of payroll processing

CO 14 Cost Management - General Funds Project Details - Part C

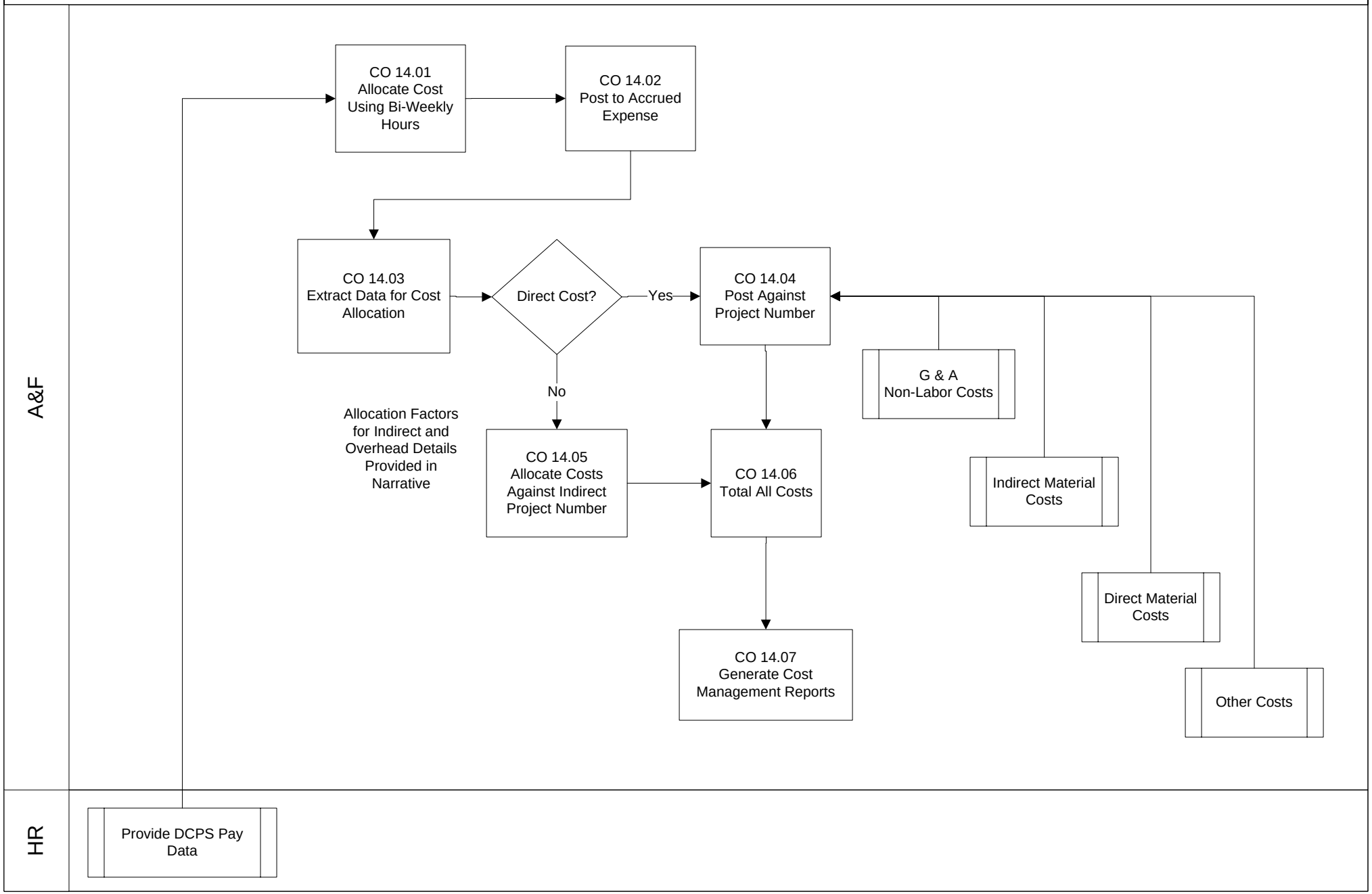

Diagram: CO 14 Cost Management - General Funds Project Details (Part C)

Performs allocation of cost at the employee level. Allows breakout of actual labor expenditure and accrued labor expenditure.

Diagram: CO 14 Cost Management - General Funds Project Details (Part C)

Process: CO 14.01 Allocate Cost using bi-weekly hours

Performs allocation of cost at the employee level. Allows breakout of actual labor expenditure and accrued labor expenditure.

Key Data Element: Unique employee ID, Labor hours, project number, cost center

Inputs

Source: DCPS
Schedule: Bi-Weekly
Direction: System Internal
Medium: Electronic

Functional Data:		
	Unique employee ID :	ID that identifies the employee or SSN if not available
	Labor hours :	hours employee worked and were approved
	Project number :	Project number to which hours were recorded
	Cost Center :	Organization performing activity

Steps

1 Process: Allocate costs using bi-weekly hours.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Read Only
Edits:
Requirements: Blue Book
Blue Book
BMMP

Outputs

Destination: CO 14.02
Schedule: Bi-Weekly
Medium: Electronic

Functional Data:		
	labor hours :	Hours employee worked and were approved
	project number :	Project number to which hours were recorded
	cost center :	Organization performing activity
	unique employee ID :	ID that identifies the employee or SSN if not available

Diagram: CO 14 Cost Management - General Funds Project Details (Part C)

Process: CO 14.02 Post to Accrued Expense

Actual Labor expense - summary of labor costs charged and paid this month.
Accrued expenditures paid -- labor expenditures from previous monthly processing crossing pay period.
Accrued expenditures unpaid -- labor expenditures from current monthly processing crossing pay period.
Post actual expenditures for the month. Post accrued expenditures paid that overlapped the pay period in the previous months processing. Post the accrued expenditures unpaid that were not paid during the current monthly processing.

Key Data Element: Monthly accrual expense captured for Standard General Ledger

Inputs

Source: CO 14.01

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data:

accrued labor expense :	Summary of labor cost charged and paid this month
accrued expenditure paid :	Labor expenditure from previous monthly processing crossing pay period
accrued expenditure unpaid :	Labor expenditure from current monthly processing crossing pay periods

Steps

1 Process: Post to accrued expense.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements: Blue Book
JFMIP
BMMP

Outputs

Destination: CO 14.03

Schedule: Bi-Weekly

Medium: Electronic

Functional Data:

accrued labor expense :	Summary of labor cost charged and paid this month
accrued expenditure paid :	Labor expenditure from previous monthly processing crossing pay periods
accrued expenditure unpaid :	Labor expenditure from current monthly processing crossing pay periods

Diagram: CO 14 Cost Management - General Funds Project Details (Part C)

Process: CO 14.03 Extract data for cost allocation

Validate against Civilian Personnel table if Civilian grade type. Validate against military Personnel Table if military personnel type.

Key Data Element: Total cost assigned to the cost center; total cost per direct project number; total cost per indirect project number; total cost to overhead project number.

Inputs

Source: CO 14.02

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data:

Cost Center :	Organization assigned the cost
Direct labor hours :	Basis for assigning indirect and overhead costs (increment one of the system)
Percent of indirect cost :	Allocated percentage of indirect cost
Percentage of Overhead :	Allocated percentage of overhead cost

Steps

1 Process: Extract data for cost allocation. Indirect and overhead costs must be allocated to direct project numbers. Review cost assigned to all non-direct project numbers. The identified cost allocation basis are: direct labor hours, square footage of building, computer processing time, and direct material. Determination of allocation basis is a policy decision to be made by senior management. This will be reviewed by the Executive Steering Group and then coordinated with Air Force, USTRANSCOM, Navy, Army, OSD where necessary. Additional allocation basis may be assigned at a later date if deemed necessary. For increment one, direct labor hours will be the basis for cost allocation, unless overruled by policy.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements: Blue Book
JFMIP
BMMP
TRANSCOM

Outputs

Destination: CO 14.04

Schedule: Monthly

Medium: Electronic

Functional Data: Total Cost assigned to cost center : Total cost assigned to cost center

Diagram: CO 14 Cost Management - General Funds Project Details (Part C)

Process: CO 14.04 Determine and Post Direct Cost for Cost Center

Process captures total direct cost for the cost center. If military direct labor cost for the cost center is greater than 5%, then estimated military direct labor cost is combined with direct civilian labor in the cost basis for distribution of the indirect and overhead cost. Receive direct cost from extraction process and assign to Direct Project Number to determine direct cost for each Core Activity of the Organization. Summarize the direct cost to determine direct cost for the Cost Center. Assign

Key Data Element: Direct Cost per cost center, Direct Cost per Direct Product Number

Inputs

Source: CO 14.03
Schedule: Monthly
Direction: System Internal
Medium: Electronic
Functional Data: Direct Cost : Cost identifiable to activity

Steps

1 Process: Determine and post direct cost for cost center
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Update
Edits:
Requirements: Blue Book
JFMIP
BMMP
TRANSCOM

Outputs

Destination: CO 14.06
Schedule: Monthly
Medium: Form
Functional Data: Cost Center : Cost Center to which direct costs is assigned
Direct Cost : Cost attributable directly to CORE functions of organization

Diagram: CO 14 Cost Management - General Funds Project Details (Part C)

Process: CO 14.05 Allocate Costs Against Indirect Project Number

Process captures indirect and overhead costs. Indirect cost is captured for those indirect Project Numbers supporting a specific direct Project Number(s). It can then be viewed with respect to the percentage of cost centers direct cost across the specific direct Projects supported. Overhead cost is viewed across the entire cost center. Receive indirect cost from extraction process and assign to indirect Project Number to determine indirect cost for cost center. Extract overhead cost for cost center and assign to Cost Center based on direct hours assigned to Cost Center. Assign indirect material cost, and other determined indirect cost attributable to the Core Activities of the Cost Center. Assign overhead cost attributable to the Cost Center based on direct labor hours

Key Data Element: Indirect Cost, Overhead Cost

Inputs

Steps

1 Process: Determine indirect and overhead costs for cost center.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements: Blue Book
JFMIP
BMMP
TRANSCOM

Outputs

Diagram: CO 14 Cost Management - General Funds Project Details (Part C)

Process: CO 14.06 Total All Costs

Receive direct cost, indirect cost, and overhead cost. System must have the capability to perform cost transfers for direct, indirect, and overhead cost to other cost center and responsibility centers. This can be accomplished by setting up a transfer Project Number to capture cost that must be transferred to another cost center. Total all cost received.

Key Data Element: Total Cost for Cost Center

Inputs

Source: CO 14.04 and CO 14.05
Schedule: Monthly
Direction: System Internal
Medium: Electronic
Functional Data: Cost Center Costs : Total Cost Center Cost

Steps

1 Process: Determine total cost center cost.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Update
Edits:
Requirements: Blue Book
JFMIP
BMMP
TRANSCOM

Outputs

Destination: CO 14.07
Schedule: Monthly
Medium: Electronic
Functional Data: Cost Center Costs : Total cost assigned to cost center

Diagram: CO 14 Cost Management - General Funds Project Details (Part C)

Process: CO 14.07 Generate Cost Management Reports

Generate cost reports for management. Initial reports for the respective cost center are available upon running the end of month Cost Summary. For extensive analysis across multiple cost center and responsibility centers, reference the system Data Mart. Routine canned reports must be available from the cost management module of the system package. For example, within a responsibility center, the Wing Commander, Resource Control Manager, or their designated alternate should be able to generate reports sublevel or rollup reports to the Wing or equivalent level within the Department of Defense without consulting the Data Mart for Direct, Indirect, and Overhead Cost.

Key Data Element: Cost Management Reports

Inputs

Source: CO 14.06

Schedule: Hourly

Direction: System Internal

Medium: Electronic

Functional Data: Cost Management Report requirements : Desired format and data elements of Management

Steps

1 Process: Generate cost reports for management.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements: TRANSCOM

Outputs

Destination: User accessible data

Schedule: Monthly

Medium: Electronic

Functional Data: Cost management reports : Canned Cost Management reports. Ad hoc reports will be performed in the system Data Mart

EX 03 Civilian Payroll Expenditure Posting

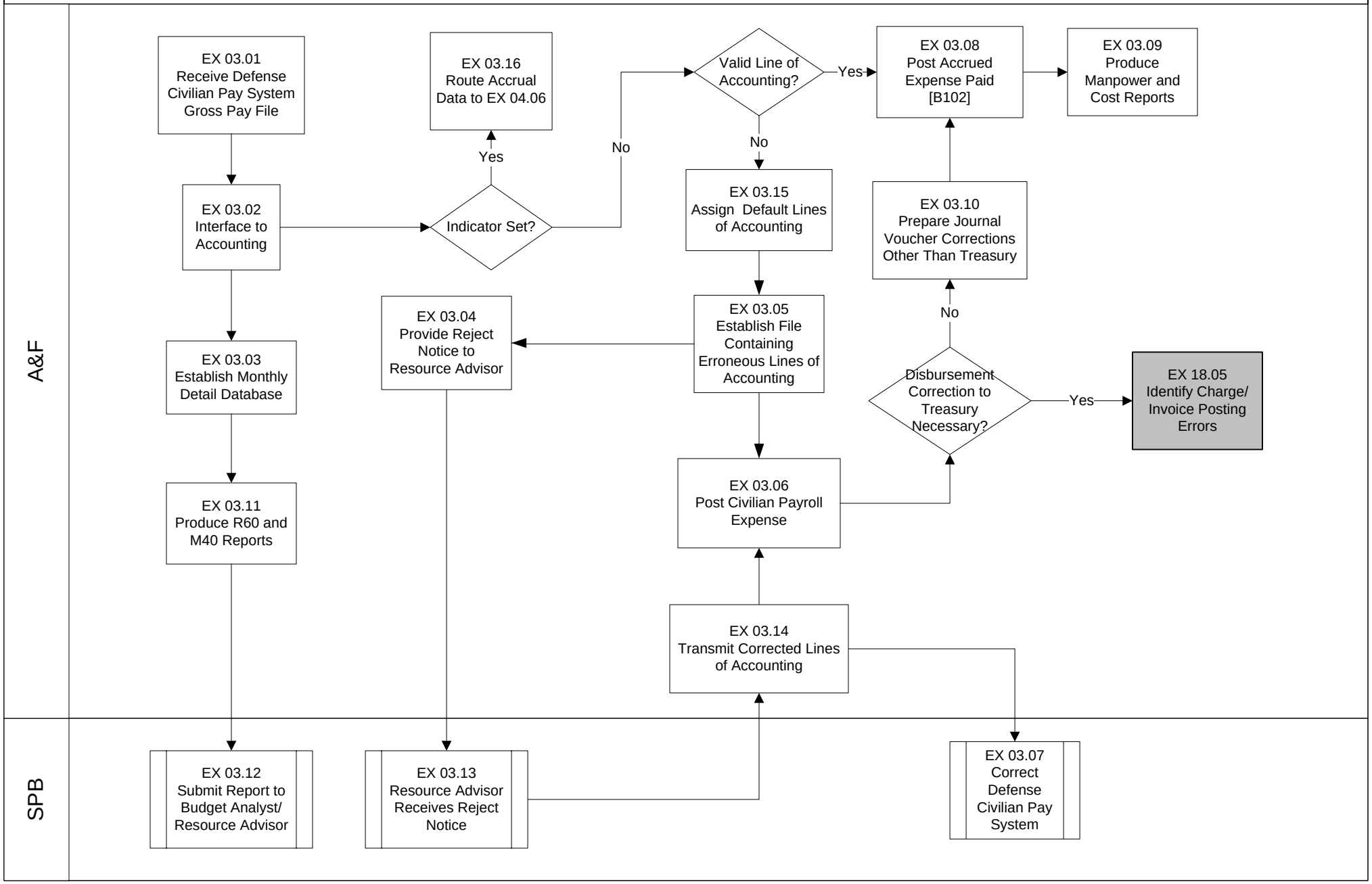

Diagram: EX 03 Post Civilian Payroll Expenditure

Record civilian payroll expenditures

Diagram: EX 03 Post Civilian Payroll Expenditure

Process: EX 03.01 Receive Defense Civilian Pay System Gross Pay File

File is received from Defense Civilian Payroll System (DCPS). The system shall ensure that the Header and Trailer Summary Records equal payroll details before data is accepted into the system. DCPS Gross Pay File is interfaced by both lines of accounting and employee pay detail.

Key Data Element: Line of Accounting, Employee Pay Detail

Inputs

Source: Defense Civilian Payroll System Gross Pay File
Schedule: Bi-Weekly
Direction: Push
Medium: Electronic
Functional Data: DCPS Gross Pay File : Line of Accounting and Employee Pay Detail

---

Source: EX 03.01
Schedule: Bi-Weekly
Direction: Push
Medium: Electronic
Functional Data:

Steps

Process: The execution program will verify Header and Trailer Summary Records are equal to payroll detail records before the interface into the System.
User Role: Other
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Outputs

Destination: EX03.02
Schedule: Bi-Weekly
Medium: Electronic
Functional Data: DCPS Gross Pay File : Lines of Accounting and Employee Pay Detail

Diagram: EX 03 Post Civilian Payroll Expenditure

Process: EX 03.02 Interface to the system Accounting

The system shall process the DCPS file into the system. Set indicator if payroll is last full payroll of the month. Validate DD592 Pay Voucher to Gross Pay File.

Key Data Element: Lines of Accounting and Employee Pay Detail

Inputs

Source: EX 03.01 Receive DCPS Gross Pay File
Schedule: Bi-Weekly
Direction: Push
Medium: Electronic
Functional Data: Defense Civilian Payroll System Gross Pay File : Lines of Accounting and Employee Pay Detail

Steps

1 Process: Process DCPS Gross Pay File into the system.
User Role: Other
Automation: Automatic
Security: Create
Edits:
Requirements:

2 Process: Set end of month indicator if payroll file is the last full payroll for the month.
User Role: Other
Automation: Automatic
Security: Read Only
Edits:
Requirements:

3 Process: Validate DD 592 Voucher to Gross Pay File. Adjust for differences.
User Role: Other
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

Outputs

Destination: Ex 03.03, Establish Monthly Detail Database
Schedule: Bi-Weekly
Medium: Electronic
Functional Data: Defense Civilian Payroll System Gross Pay File : Lines of Accounting and Employee Pay Detail

Destination: EX 03.08 Post Accrued Expense Paid
Schedule: Bi-Weekly
Medium: Electronic
Functional Data: Defense Civilian Payroll System Gross Pay File : Lines of accounting and Employee Pay Detail

Diagram: EX 03 Post Civilian Payroll Expenditure

Process: EX 03.02 Interface to the system Accounting

Destination: EX 03.15
Schedule: Bi-Weekly
Medium: Electronic
Functional Data: Defense Civilian Payroll System Gross Pay File : Lines of Accounting and Employee Pay Detail

Destination: EX 03.16
Schedule: Bi-Weekly
Medium: Electronic
Functional Data: Defense Civilian Payroll System Gross Pay File : Lines of Accounting and Employee Pay Detail

Diagram: EX 03 Post Civilian Payroll Expenditure

Process: EX 03.03 Establish Detail Database

The system shall create a detail database using both valid and invalid lines of accounting, and employee detail records.

Key Data Element: Employee payroll detail to the extent allowed by the privacy act and LOA Charge

Inputs

Source: EX 03.02 Interface to the system Accounting

Schedule: Bi-Weekly

Direction: Push

Medium: Electronic

Functional Data:

Steps

Process: Create database file equivalent to " Civilian Pay Accounting Interface System Detailed Directory" Listing PCNSH002LR6L (R60), and "Civilian Pay Accounting Interface System Personnel Cost" Report PCNSH002LM4L (M40).

User Role: Automatic

Automation: Automatic

Security: N/A

Edits:

Requirements:

Outputs

Destination: Ex 03.11 Produce R60 and M40 Reports

Schedule: Bi-Weekly

Medium: Electronic

Functional Data:

Diagram: EX 03 Post Civilian Payroll Expenditure

Process: EX 03.04 Provide Reject Notice to Resource Advisor

The system shall forward electronically the default line of accounting notice to the responsible point of contact. Points of Contact will be linked by Operating Budget Account Number (OBAN).

Key Data Element: Line of Accounting Charged

Inputs

Source: EX 03.05 Establish File Containing Erroneous Lines of Accounting
Schedule: Bi-Weekly
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: Link points of contact by Operating Budget Account Number.
User Role: Budget Project Planner
Automation: Automatic
Security: N/A
Edits:
Requirements:

2 Process: Forward electronically default lines of accounting to responsible Point of Contact.
User Role: Budget Analyst/Resource Advisor
Automation: Automatic
Security: N/A
Edits:
Requirements:

3 Process: The system will transmit subsequent follow-ups to next higher authority every three days. The follow-up notice will reflect a number indicating the number of times the follow-up notice has been sent. (First, Second, or Third)
User Role: Budget Analyst/Resource Advisor
Automation: Automatic
Security: N/A
Edits:
Requirements:

Outputs

Destination: EX 03.13 Resource Advisor Receives Reject Notice
Schedule: Bi-Weekly
Medium: Electronic
Functional Data:

Diagram: EX 03 Post Civilian Payroll Expenditure

Process: EX 03.05 Establish File Containing Erroneous Lines of Accounting

The system shall forward electronically a notification of erroneous lines of accounting to the Resource Advisor for correction. Erroneous lines of accounting will remain in this file until corrected.

Key Data Element: Lines of Accounting and Employee Pay Detail

Inputs

Source: EX 03.15 Assign Default Lines of Accounting

Schedule: Bi-Weekly

Direction: Push

Medium: Electronic

Functional Data:

Steps

Process: The system shall validate all lines of accounting based on accounting tables located within the System. If the match is not made, the system will generate an electronic notification error message indicating where the error is located in the line of accounting. EXAMPLE: Appropriation, FC, FY, Operating Agency Code/Operating Budget Account Number, Cost Center, Budget Authority and Program Element Code.

User Role: Budget Project Planner

Automation: Automatic

Security: N/A

Edits:

Requirements:

Outputs

Destination: EX 03.04 Provide Reject Notice to Resource Advisor, EX 03.06 Civilian Payroll Erroneous and Corrected Lines of Accounting

Schedule: Bi-Weekly

Medium: Electronic

Functional Data:

Diagram: EX 03 Post Civilian Payroll Expenditure

Process: EX 03.06 Civilian Payroll Erroneous and Corrected Lines of Accounting

The system shall generate SF 1081 or OF 1017G Journal Voucher to correct erroneous lines of accounting. The SF 1081 will be generated if correcting to Treasury is needed. The OF 1017G Journal Voucher will be generated if correction is needed for other than Treasury.

Key Data Element: Lines of Accounting

Inputs

Source: EX 03.05 Establish File Containing Erroneous Lines of Accounting
Schedule: Bi-Weekly
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

Process: Determine if collection requires the preparation of an SF 1018 or OF 1017 to correct the erroneous line of accounting.
User Role: BDGT MAINTAINER
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

Outputs

Destination: EX 18.05 Identify Charge/Invoice Posting Errors
Schedule: Bi-Weekly
Medium: Electronic
Functional Data:

Destination: EX 03.10
Schedule: Bi-Weekly
Medium: Electronic
Functional Data:

Diagram: EX 03 Post Civilian Payroll Expenditure

Process: EX 03.08 Post Accrued Expense Paid

The system shall record the accounting effect of recognizing the civilian payroll expense for the latest pay period.

Key Data Element: Fiscal Year, Operating Budget Account Number, Cost Center, Program Element Code

Inputs

Source: EX 03.10
Schedule: Bi-Weekly
Direction: System Internal
Medium: Electronic
Functional Data:

Source: EX 03.02, Interface to the System Accounting, EX 03.10 Prepare Journal Voucher Corrections Other Than Treasury
Schedule: Bi-Weekly
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: The system shall reduce the amount of the accrual generated at the beginning of the month for civilian payroll expenses by the amount of the actual payroll expenses.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Read Only
Edits:
Requirements: Blue Book

Outputs

Destination: EX 03.09 Produce Manpower and Cost Reports.
Schedule: Bi-Weekly
Medium: Electronic
Functional Data:

Diagram: EX 03 Post Civilian Payroll Expenditure

Process: EX 03.09 Produce Manpower and Cost Reports

The system shall produce "Civilian Manpower and Funding Report" (RCS DD-COMP(A/R)1092) and "Budgetary Management Reports" bi-weekly and monthly.

Key Data Element: LOA, Employee Identification to the extent allowed by Privacy Act, Amount, Hours, Element of Expense

Inputs

Source: EX 03.08 Post Accrued Expense Paid
Schedule: Bi-Weekly
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

Process: Create required payroll reports bi-weekly and monthly.
User Role: BDGT REPORT PROCESSOR
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Outputs

Destination: Finance & Accounting and Strategic Planning and Budget
Schedule: Bi-Weekly
Medium: Report
Functional Data:

Diagram: EX 03 Post Civilian Payroll Expenditure

Process: EX 03.10 Prepare Journal Voucher Corrections Other Than Treasury

The system shall generate Form OF 1017-G Journal Voucher when the following elements in the line of accounting are to be corrected: Operating Budget Account Number, Responsibility Center/Cost Center, Budget Authority, and Program Element Code.

Key Data Element: Lines of Accounting

Inputs

Source: EX 03.06, Civilian Payroll Erroneous and Corrected Lines of Accounting

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data:

Steps

Process: The system shall generate OF1017-G Journal Voucher/adjustment voucher. Voucher will require approval before system updates lines of accounting.

User Role: AP PAYMENT APPROVER

Automation: Automatic

Security: N/A

Edits:

Requirements:

Outputs

Destination: EX 03.08 Post Accrued Expense Paid

Schedule: Unknown

Medium: Electronic

Functional Data:

Diagram: EX 03 Post Civilian Payroll Expenditure

Process: EX 03.11 Produce R60 and M40 Reports

Produce M40 Civilian Pay Accounting Interface System Personnel Cost Report (PCN SH002LM4L) and R60 Civilian Pay Accounting Interface System Detailed Directory Listing (PCN SH002LR6L). M40 is a summary report of lines of accounting charged by Operating Agency Code, FC/Appropriation, Operating Budget Account Number/Budget Activity and Program Element Code. R60 is a detail listing of employees by name and social security number by Operating Agency Code/Operating Budget Account Number, Responsibility Center/Cost Center, and Program Element Code.

Key Data Element: LOA charged, Employee Identification to the extent allowed by Privacy Act, Amount, Hours, Element of Expense.

Inputs

Source: EX 03.03
Schedule: Bi-Weekly
Direction: Push
Medium: Electronic
Functional Data:

Steps

Process: Generate Report - Sort R60 by Operating Agency Code (OAC), Operating Budget Account Number (OBAN), Responsibility Center/Cost Center (RC/CC), Program Element Code (PEC) and Social Security Number.
User Role: Budget Analyst/Resource Advisor
Automation: Automatic
Security: N/A
Edits:
Requirements:

2 Process: Generate Report - Sort M40 by Operating Agency Code (OAC), FC/Appropriation, Operating Budget Account Number (OBAN), Budget Activity (BA) Responsibility Center/Cost Center (RC/CC), and Program Element Code (PEC).
User Role: Budget Analyst/Resource Advisor
Automation: Automatic
Security: N/A
Edits:
Requirements:

3 Process: Generate recap listing by Program Element Code (PEC).
User Role: Budget Analyst/Resource Advisor
Automation: Automatic
Security: N/A
Edits:
Requirements:

Outputs

Destination: EX 03.12
Schedule: Bi-Weekly
Medium: Report
Functional Data:

Diagram: EX 03 Post Civilian Payroll Expenditure

Process: EX 03.12 Submit Reports to Budget Analyst/Resource Advisor

R60 Civilian Pay Accounting Interface System Detailed Directory Listing represents the employee payroll details. M40 Civilian Pay Accounting Interface System Personnel Cost Report summarizes the costs of the detail records (R60) by Operating Agency Code, FC/Appropriation, Operating Budget Account Number, Budget Authority, Responsibility Center/Cost Center and Program Element Code. M40 and R60 must agree in total.

Key Data Element: LOA, Employee Identification to the extent allowed by Privacy Act, Amount, Hours Element of Expense.

Inputs

Source: EX 03.11
Schedule: Bi-Weekly
Direction: System Internal
Medium: Report
Functional Data:

Steps

Process: Notify Budget Analyst / Resource Advisor that reports are available for use and action as necessary.
User Role: Budget Analyst
Automation: Automatic
Security: N/A
Edits:
Requirements:

Outputs

Destination: Budget Analyst/Resource Advisor
Schedule: Bi-Weekly
Medium: Report
Functional Data:

Diagram: EX 03 Post Civilian Payroll Expenditure

Process: EX 03.13 Resource Advisor Receives Reject Notice

The system shall notify the Resource Advisor electronically of the default line of accounting. Corrective action is accomplished through manual steps.

Key Data Element: Lines of Accounting Employee Detail Payroll Record

Inputs

Source: EX 03.04 Provide Reject Notice to Resource Advisor
Schedule: Bi-Weekly
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: Review R60 Report to determine employee name.
User Role: Budget Analyst/Resource Advisor
Automation: Manual/Automatic
Security: Read Only
Edits:
Requirements:

2 Process: Contact Responsibility Center/Cost Center Time Keeper to determine where employee actually works.
User Role: Budget Analyst/Resource Advisor
Automation: Manual
Security: N/A
Edits:
Requirements:

3 Process: Review AF Form 3821 Employee Accounting Data for accuracy. If preparation is correct, contact Customer Account Representative to make correction for erroneous input.
User Role: Budget Analyst/Resource Advisor
Automation: Manual
Security: N/A
Edits:
Requirements:

4 Process: If AF Form 3821 Employee Accounting Data is in error, a new AF Form 3821 is created and forwarded to Customer Account Representative for input into DCPS.
User Role: Budget Analyst/Resource Advisor
Automation: Manual
Security: N/A
Edits:
Requirements:

Outputs

Destination: EX 03.14Transmit Corrected Lines of Accounting
Schedule: Bi-Weekly
Medium: Electronic
Functional Data:

Diagram: EX 03 Post Civilian Payroll Expenditure

Process: EX 03.14 Transmit Corrected Lines of Accounting

The system shall transmit the corrected lines of accounting along with the erroneous lines of accounting for the system's preparation of the SF 1081 or OF 1017-G Journal Voucher. Ref: EX 18.05

Key Data Element: Lines of Accounting.

Inputs

Source: EX 03.13 Resource Advisor Receives Reject Notice
Schedule: Bi-Weekly
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

Process: The system shall transmit corrected Lines of Accounting along with erroneous lines of accounting for the preparation of the SF 1081 or OF1017-G Journal Voucher whichever is applicable.
User Role: Budget Analyst/Resource Advisor
Automation: Automatic
Security: N/A
Edits:
Requirements:

Outputs

Destination: EX 03.07
Schedule: Unknown
Medium: Electronic
Functional Data:

Destination: EX 03.06 Civilian Payroll Erroneous and Corrected Lines of Accounting
Schedule: Unknown
Medium: Electronic
Functional Data:

Diagram: EX 03 Post Civilian Payroll Expenditure

Process: EX 03.15 Assign Default Lines of Accounting

The system shall assign a default line of accounting for those lines of accounting that do not pass the system validation tables. Default lines will be established for each Operating Agency Code (OAC) /Operating Budget Account Number (OBAN).

Key Data Element: Lines of Accounting

Inputs

Source: EX 03.02 Interface Accounting
Schedule: Bi-Weekly
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

Process: Match will be made based on Program Element Code (PEC) and Responsibility Center/Cost Center (RC/CC)
User Role: Budget Analyst/Resource Advisor
Automation: Automatic
Security: N/A
Edits:
Requirements:

Outputs

Destination: EX 03.05 Establish File Containing Erroneous Lines of Accounting
Schedule: Bi-Weekly
Medium: Electronic
Functional Data:

Diagram: EX 03 Post Civilian Payroll Expenditure

Process: EX 03.16 Route Accrual Request to EX 04

The system shall transmit the lines of accounting to record payroll accrual.

Key Data Element: Lines of Accounting

Inputs

Source: EX 03.02
Schedule: Bi-Weekly
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

Process: Receive lines of accounting to establish civilian payroll accrual.
User Role: Budget Analyst/Resource Advisor
Automation: Automatic
Security: N/A
Edits:
Requirements:

Outputs

Destination: EX 04.05
Schedule: Bi-Weekly
Medium: Electronic
Functional Data:

EX 04 Civilian Payroll Accrual Posting

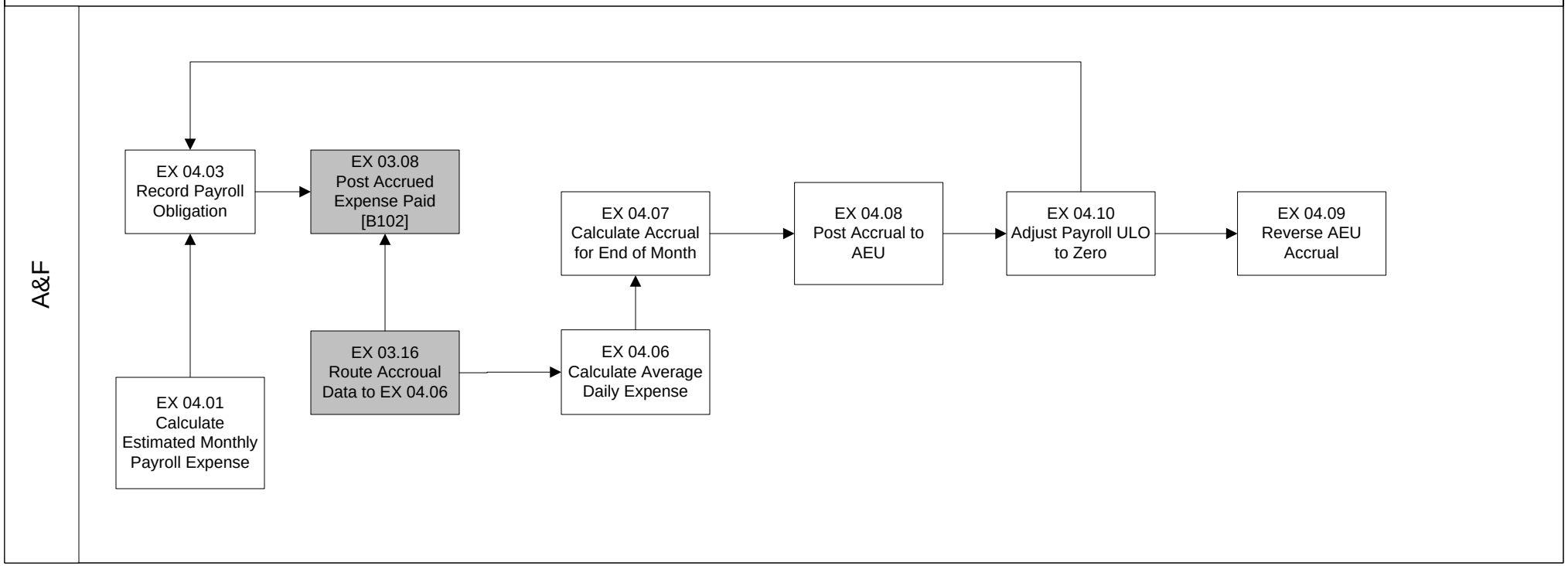

Diagram: EX 04 Civilian Payroll Accrual Posting

Record civilian payroll accruals and expenditures paid.

Diagram: EX 04 Civilian Payroll Accrual Posting

Process: EX 04.01 Calculate Estimated Monthly Payroll Expense

The system will calculate estimate for monthly payroll expense at the employee level.

Key Data Element: Lines of Accounting and Employee Payroll Detail

Inputs

Source: Employee Details within the System

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data: Lines of Accounting : Individual Names (as allowed by the privacy act)

Steps

Process: The system shall automatically calculate payroll expenses using the two previous payrolls excluding any retroactive payroll adjustments.

User Role: Budget Analyst/Resource Advisor

Automation: Automatic

Security: N/A

Edits:

Requirements:

Outputs

Destination: EX 04.03 Record Payroll Obligation

Schedule: Monthly

Medium: Electronic

Functional Data:

Diagram: EX 04 Civilian Payroll Accrual Posting

Process: EX 04.03 Record Payroll Obligation

The system shall receive lines of accounting to record civilian payroll monthly estimate.

Key Data Element: Lines Of Accounting

Inputs

Source: EX 04.10
Schedule: Monthly
Direction: System Internal
Medium: Electronic
Functional Data: Lines of Accounting Charged : Employee Pay Detail

---

Source: EX 04.01 Calculate Estimated Monthly Payroll Expense
Schedule: Monthly
Direction: System Internal
Medium: Electronic
Functional Data: Lines of Accounting Charged : Employee Pay Detail

Steps

Process: Receive lines of accounting to record estimate.
User Role: Automatic
Automation: Automatic
Security: Update
Edits:
Requirements:

Outputs

Destination: EX 03.08 Post Accrued Expense Paid
Schedule: Monthly
Medium: Electronic
Functional Data: Lines of Accounting Charged : Employee Pay Detail

Diagram: EX 04 Civilian Payroll Accrual Posting

Process: EX 04.06 Calculate Average Daily Expense

The system shall calculate the average daily payroll expense using the employee detail information in EX 03.02 for the current accounting period.

Key Data Element: Lines of Accounting and Employee Detail Pay Record

Inputs

Source: EX 03.16 Route Accrual Data to EX 04.06
Schedule: Bi-Weekly
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

Process: Use employee detail information from EX 03.02
User Role: Budget Project Planner
Automation: Automatic
Security: N/A
Edits:
Requirements:

Outputs

Destination: EX 04.07 Calculate Accrual for End of Month
Schedule: Bi-Weekly
Medium: Electronic
Functional Data:

Diagram: EX 04 Civilian Payroll Accrual Posting

Process: EX 04.07 Calculate Accrual for End of Month

The system shall calculate the payroll accrual for the end of the month using the number of days left in the month times the average cost per day. The average cost per day will be calculated using the actual payroll expenses during the current month.

Key Data Element: Lines of Accounting

Inputs

Source: EX 04.06
Schedule: Bi-Weekly
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

Process: The Budget Analyst/Resource Advisor may adjust for anything else that is known, e.g. a special project.
User Role: Budget Analyst
Automation: Manual/Automatic
Security: N/A
Edits:
Requirements:

Outputs

Destination: EX 04.08 Post Accrual to AEU
Schedule: Unknown
Medium: Electronic
Functional Data:

Diagram: EX 04 Civilian Payroll Accrual Posting

Process: EX 04.08 Post Accrual to AEU

The system shall record AEU for employee payroll expenses accrued, but not paid from the last pay period of the month through the end of the month.

Key Data Element: Lines of Accounting

Inputs

Source: EX 04.07 Calculate Accrual for End of Month
Schedule: Bi-Weekly
Direction: Push
Medium: Electronic
Functional Data:

Steps

Process: Verify that transaction type is accrual.
User Role: Automatic
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Outputs

Destination: Ex 04.10
Schedule: Monthly
Medium: Electronic
Functional Data:

Diagram: EX 04 Civilian Payroll Accrual Posting

Process: EX 04.09 Reverse AEU Accrual

At month end, the system shall automatically reverse the AEU established to record the accrued payroll expense from the last pay period of the month through the end of the month.

Key Data Element: Lines of Accounting

Inputs

Source: EX 04.10
Schedule: Bi-Weekly
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

Process: The system will automatically reverse accrual first day after end of month.
User Role: Other
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Outputs

Destination: End Processing
Schedule: Monthly
Medium: Electronic
Functional Data:

Diagram: EX 04 Civilian Payroll Accrual Posting

Process: EX 04.10 Adjust Payroll ULO to Zero

At month end the system shall reduce estimated monthly payroll obligation to zero.

Key Data Element: Lines of Accounting

Inputs

Source: EX 04.08 Post Accrual to AEU
Schedule: Monthly
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

Process: Reduce ULO to zero.
User Role: BDGT MAINTAINER
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

Outputs

Destination: Ex 04.09 Reverse AEU Accrual
Schedule: Monthly
Medium: Unknown
Functional Data:

Destination: EX 04.03 Record Payroll Obligation
Schedule: Monthly
Medium: Unknown
Functional Data:

EX 06 Accounts Payable Contract Finance Payments and Liquidation

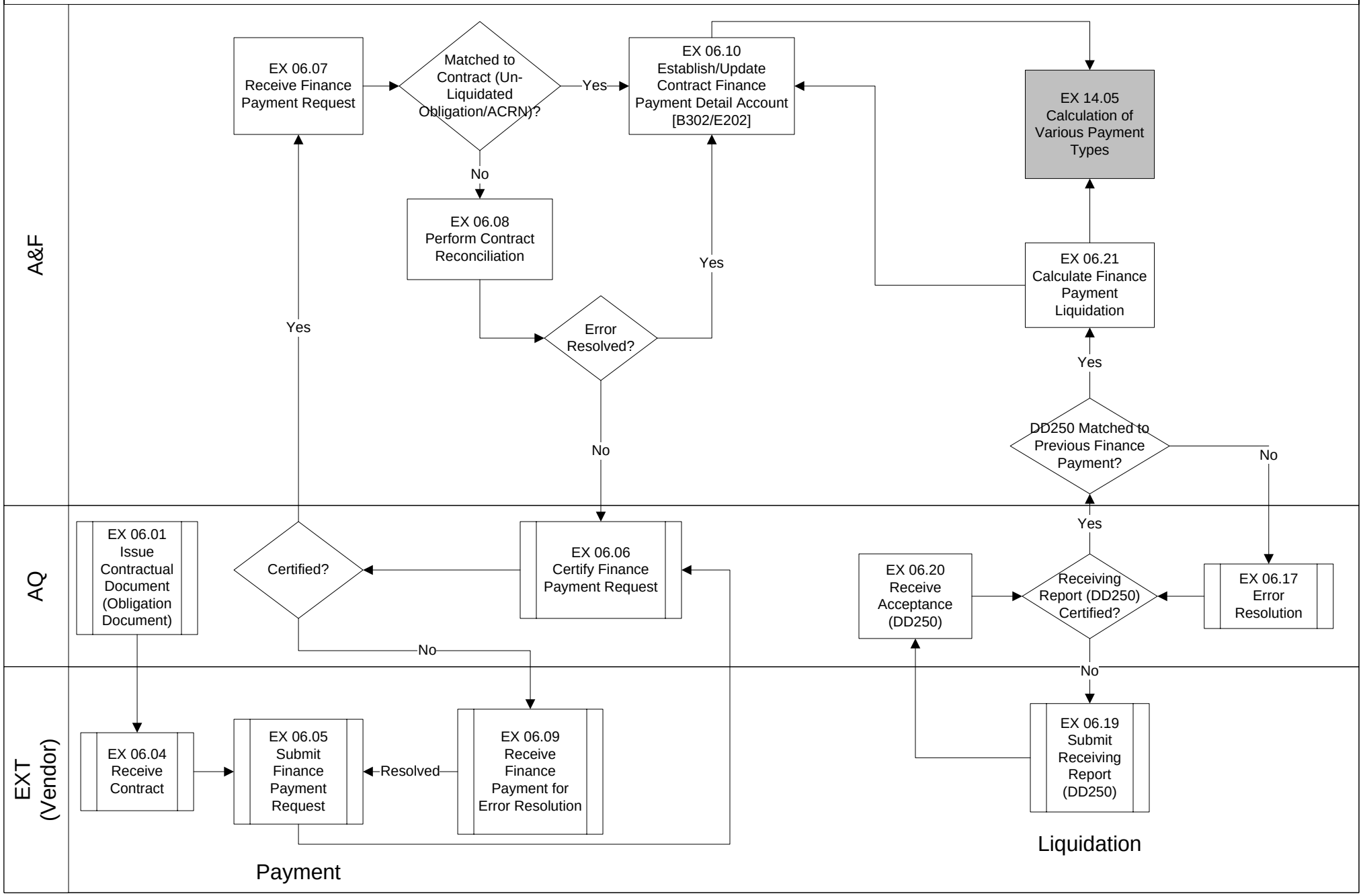

Diagram: EX 06 Accounts Payable Contract Finance Payments and Liquidation

This flow describes how to process Contract Finance Requests for payment and recording in the accounting system. Recoupment for Financing Payments is made when delivers are made and accepted. Update General Funds/General Ledger. Per cash management guidelines the system will make contract finance payments on a NET 14 day basis, but will pay the last billed deliverable on a NET 30 day basis per the Prompt Payment Act.

Diagram: EX 06 Accounts Payable Contract Finance Payments and Liquidation

Process: EX 06.07 Receive Finance Payment Request

Receive Finance Payment Request from Administrative Contracting Officer with certification. This process determines which ACRNs are authorized finance payments, sets up detail accounts where needed and determines amount to be paid from each before passing transaction on to the next process.

Key Data Element: Contract Number, ACRN, Dollar value, Percentage of Job Completion,

Inputs

Source: EX 06.06 Certify Finance Payment Request
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data:

Steps

1 Process: Identify Contract ACRNs that are authorized finance payments per contract terms.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements: Review for Progress Clause 52.232-16
Blue Book 52.232-16
JFMIP SR-00-3, 21
FFMSR-7, 22
JFMIP-SR-02-02

2 Process: From identified ACRNs, evenly spread the finance payment over all ACRNs with a unliquidated balance sufficient to cover the total finance payment request. If no ACRNs have a sufficient unliquidated balance, then divide the total request into parts so that it can then liquidate available ACRN balances.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

3 Process: If sufficient balances are not available on authorized ACRNs to cover the finance request, then send transaction to EX 06.08 Perform Contract Reconciliation.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

4 Process: Assign matched contract ACRN(s) to payment voucher to process the Contract Finance Request against.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements: JFMIP SR-02-01, req. CFB-33
JFMIP SR-02-01, req. GLC-01
FFMSR-7, 22

Diagram: EX 06 Accounts Payable Contract Finance Payments and Liquidation

Process: EX 06.07 Receive Finance Payment Request

5 Process: Route contract finance request with matched ACRNs to EX 06.10 Establish/Update Contract Finance Payment Detail Account.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Destination: EX 06.10 Establish/Update Contract Finance Payment Detail Account [B302/E202]

Schedule: On Demand

Medium: Electronic

Functional Data:

Destination: EX 06.08 Perform Contract Reconciliation

Schedule: On Demand

Medium: Electronic

Functional Data:

Diagram: EX 06 Accounts Payable Contract Finance Payments and Liquidation

Process: EX 06.08 Perform Contract Reconciliation

This process resolves the apparent error between the Contract Finance Request and available funds on contract designated for this purpose.

Key Data Element: Contract Number, CLIN, ACRN, Dollar Value

Inputs

Source: EX 06.07 Receive Finance Payment Request
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: Validate that gross obligations by ACRN are up to date per contract modifications and recorded correctly.
User Role: VENDOR PAYMENT PROCESSOR
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

2 Process: Validate that payments posted against finance payment ACRNs are posted correctly per invoice data.
User Role: VENDOR PAYMENT PROCESSOR
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

3 Process: Process identified corrections by appropriate correction voucher (SF 1081 or Journal Voucher).
User Role: VENDOR PAYMENT PROCESSOR
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

4 Process: Review contract ACRNs to see if corrections produced sufficient unliquidation balances to now process finance payment. If yes, then route to EX 06.10 Establish/Update Contract Finances Payment Detail Account.
User Role: VENDOR PAYMENT PROCESSOR
Automation: User Initiated in System
Security: Read Only
Edits:
Requirements:

5 Process: Review contract ACRNs to see if corrections produced sufficient unliquidated balances to now process finance payment. If unliquidated balances are still insufficient, then route transaction to EX 06.06 Certify Financial Payment Request
User Role: VENDOR PAYMENT PROCESSOR
Automation: User Initiated in System
Security: Read Only
Edits:
Requirements:

Diagram: EX 06 Accounts Payable Contract Finance Payments and Liquidation

Process: EX 06.08 Perform Contract Reconciliation

Outputs

Destination: EX 06.06 Certify Finance Payment Request
Schedule: On Demand
Medium: Internal
Functional Data:

Destination: EX 06.10 Establish/Update Contract Finance Payment Detail Account
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: EX 06 Accounts Payable Contract Finance Payments and Liquidation

Process: EX 06.10 Establish/Update Contract Finance Payment Detail Account

This process determines which ACRNs already have detailed finance accounts established, which accounts need to be established, posts expenditures to each account so that the total equals the value of the finance payment request and lastly, updates the work in process to general ledger accounts.

Key Data Element: Contract number, ACRN, CLIN, Dollar amount

Inputs

Source: EX 06.07 Receive Finance Payment Request
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data:

Source: EX 06.08 Perform Contract Reconciliation
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Source: EX 06.21
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: For each ACRN identified for a finance payment, check the contract accounting records to determine if a finance payment detail account has already been set up. If so, then post finance payment to ACRN as a Accrued Expense Paid (AEP).
User Role: NONE
Automation: Automatic
Security: Update
Edits:
Requirements: JFMIP SR-00-3, 18
JFMIP SR-02-01, req. FME-34
SFFAS-1, 79
Record Finance advances IAW DFARS 215 404-71-3

2 Process: For each ACRN identified for a finance payment, check the contract accounting records to determine if a finance payment detail account has already been set up. If not, then create a Finance Payment Detailed Account (9940 account) for that ACRN and post the finance payment as an Accrued Expense Paid (AEP).
User Role: NONE
Automation: Automatic
Security: Update
Edits:
Requirements: JFMIP SR-00-3, 18
JFMIP SR-02-01, req. FME-31

Diagram: EX 06 Accounts Payable Contract Finance Payments and Liquidation

Process: EX 06.10 Establish/Update Contract Finance Payment Detail Account

3 Process: Update the work in process to the Standard General Ledger Accounts for all payments made.
User Role: NONE
Automation: Automatic
Security: Update
Edits:
Requirements: JFMIP SR-02-01, req. CFB-33
JFMIP SR-00-3, 18

4 Process: When posting is completed, route the transaction to EX 14.05 Calculation of Various Payment Types.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Outputs

Destination: EX 14.05 Calculate Pay
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: EX 06 Accounts Payable Contract Finance Payments and Liquidation

Process: EX 06.21 Calculate Finance Payment Liquidation

This process describes how to liquidate the finance payment detail account, calculate net payment due the contractor, and update the Standard General Ledger Accounts for the receipt of the asset, upon receipt of a DD 250/invoice.

Key Data Element: Invoice, Contract Terms, Invoice and DD 250

Inputs

Source: Ex 06.17
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data:

Source: EX 06.20 Receive Acceptance
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data:

Steps

1 Process: From contract terms, determine liquidation rate percentage.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements: FAR 32.501
JFMIP SR-02-01, req. RMB-03 and RMB-04
JFMIP-SR-02-02 p.48 of 94
JFMIP SR-02-01, req. PMB-23

2 Process: Take total value of DD 250 and multiple by liquidation rate percentage.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements: JFMIP SR-02-01, req. RMB-01
JFMIP SR-02-01, req. RMB-03 and RMB-04
JFMIP-SR-02-02, p.37 of 94
JFMIP SR-02-01, req. PMB-21
JFMIP SR-02-01, req. FME-35

3 Process: DD 250 liquidation value from last step is used to liquidate contract finance payments recorded. If the total value of the DD 250 can be liquidated or brings all unliquidated accounts to zero balance, then process liquidation and pay DD 250 minus the liquidated recoupment. (DD 250 - liquidated finance value = net payment due contractor). Reduce the work in process general ledger account by the liquidated finance value calculated.
User Role: NONE
Automation: Automatic
Security: Update
Edits:
Requirements:

Diagram: EX 06 Accounts Payable Contract Finance Payments and Liquidation

Process: EX 06.21 Calculate Finance Payment Liquidation

4

Process: DD 250 liquidation value from last step is used to liquidate contract finance payments recorded. If the total value of the DD 250 can not be liquidated, then process liquidation for the value that will bring all contract finance details down to zero and then pay the DD 250 value minus the liquidated recoupment. (DD 250 - liquidated finance value = net payment due contractor). Reduce the work in process general ledger account by the liquidated finance value calculated.

User Role: NONE

Automation: Automatic

Security: Update

Edits:

Requirements:

5

Process: The Standard General Ledger Asset Accounts are updated with the full value of the DD 250 since this is the actual cost of the asset.

User Role: NONE

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: EX 06.10 Establish/Update Contract Finance Payment Detail Account

Schedule: On Demand

Medium: Internal

Functional Data:

Destination: EX 14.05 Calculate Pay

Schedule: On Demand

Medium: Electronic

Functional Data:

EX 07 Accounts Payable Utility Payments

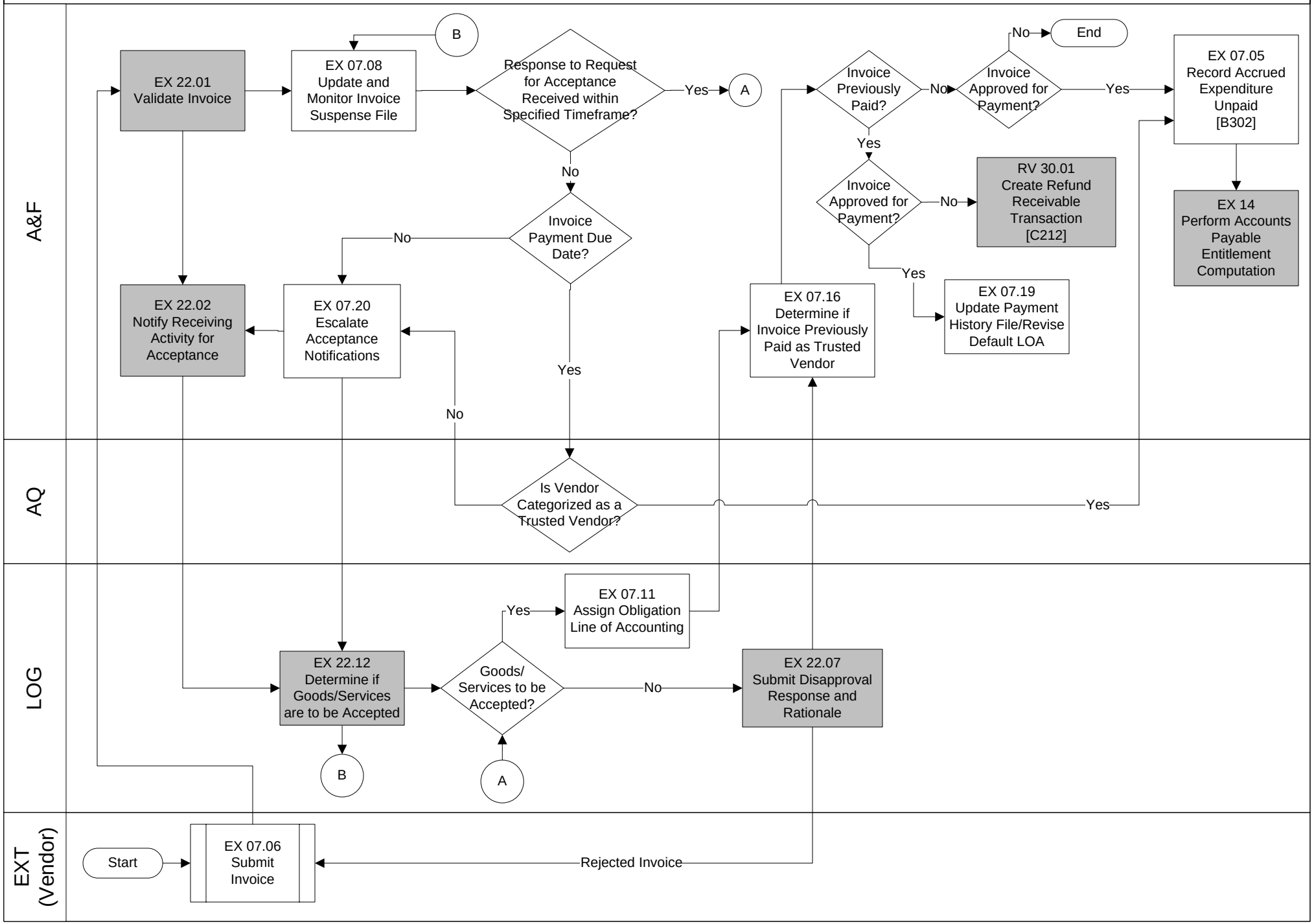

Diagram: EX 07 Accounts Payable Utility Payments

This flow describes how to process invoices for continuing utility services. This flow allows the payment of utility services under the trusted vendor concept. The system also monitors non-receipt of acceptance reports and sends escalated notifications when acceptance reports are past due. The process will also allow the system to automatically distribute utility costs to multiple lines of accounting.

Diagram: EX 07 Accounts Payable Utility Payments

Process: EX 07.05 Record Accrued Expenditures Unpaid

The system will automatically update accrued expenditure unpaid on invoice amount.

Key Data Element:

Inputs

Steps

1 Process: Update accrued expenditure unpaid from EX 07.08 update and monitor invoice suspense file based on vendors invoice.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Diagram: EX 07 Accounts Payable Utility Payments

Process: EX 07.08 Update and Monitor Invoice Suspense File

The system must electronically date stamp and monitor utility invoices to ensure invoices are paid within the payment terms to prevent the payment of interest penalty. The system should automatically determine if an acceptance has already been received. If an acceptance has not been received the system should generate a request for acceptance.

Key Data Element: Invoice

Inputs

Steps

Process: The system shall have the ability for authorized users to identify vendors as trusted vendors for the purpose of making payments prior to the receipt of an acceptance transaction.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Update
Edits:
Requirements:

Process: The system shall ensure that invoices from trusted vendors are scheduled for payment and the accrued expenditure is unpaid is recorded in sufficient time to effect payment on the payment due date.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Update
Edits:
Requirements:

Process: Determine if invoice is at or after payment due date. This process should be performed at least daily.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Update
Edits:
Requirements:

Process: The system shall automatically determine if an acceptance has been received for an invoice. This process should be performed at least daily.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Update
Edits:
Requirements:

Outputs

Diagram: EX 07 Accounts Payable Utility Payments

Process: EX 07.11 Assign Obligation Line of Accounting

This process allows the approving official to review the invoice and acceptance report on line. The approving official should be able to accept the default line of accounting as is or to distribute the cost to other lines of accounting contained in a cost distribution schedule. Authorized users should be allowed to update the cost distribution schedule as needed. The total dollar value of distributed cost should always be equal to the invoice amount. For utility type invoices the cost distribution schedule should either be part of the acceptance report or become a permanent attachment to the acceptance report. The cost distribution schedule should contain the following information.

Cost Distribution Schedule

Line of Accounting, Percent of Distribution Cost, Invoice Amount, Dollar Value of Distributed Cost

Key Data Element: Invoice, LOA

Inputs

Steps

1 Process: Approving official reviews invoice and line of accounting and accepts the line of accounting as is and electronically signs the acceptance.

User Role: SYSTEM PROCESS UPDATE

Automation: Manual/Automatic

Security: Update

Edits:

Requirements:

2 Process: Approving official reviews invoice and distributes cost to lines of accounting contained the cost distribution schedule.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Diagram: EX 07 Accounts Payable Utility Payments

Process: EX 07.16 Determine if Invoice Previously Paid as Trusted Vendor

The system should contain a list of trusted vendors. As part of the trusted vendor list there will be an attribute that will indicate which vendors are trusted vendors. The system should automatically determine if the invoice was previously paid to a trusted vendor.

Key Data Element: Invoice number, Trusted vendor list

Inputs

Steps

1 Process: If the system determines the invoice has not been previously paid as a trusted vendor and the invoice has been approved for payment send transaction to EX 07.05 Record Accrued Expenditure Unpaid [B302].
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Update
Edits: Invoice number
Requirements:

2 Process: If the system determines the invoice has not been previously paid as a trusted vendor and the invoice has not been approved for payment send transaction to end.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Update
Edits:
Requirements:

3 Process: If the system determines the invoice has been previously paid as a trusted vendor and the invoice has been approved for payment send transaction to EX 07.19 update payment history file/revise default LOA.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Update
Edits:
Requirements:

4 Process: If the system determines the invoice has been previously paid as a trusted vendor and the invoice has not been approved for payment send transaction to RV 30.01 Create Refund Receivable Transaction (C212).
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Update
Edits:
Requirements:

Outputs

Diagram: EX 07 Accounts Payable Utility Payments

Process: EX 07.19 Update Payment History File/Revise Default LOA

The system should automatically post acceptance reports for invoices previously paid without an acceptance to a payment history file/revise default LOA file. A payment history file/revise default LOA file should be created for each vendor. The history file should automatically match the invoice number on the acceptance report to the invoice number of the previously paid invoice. The system should automatically update the LOA or redistribute the LOA based on the acceptance document. The system should ensure that the total charges posted to the default line of accounting and the redistributed charges equals the dollar value of the invoice.

Update Payment History File/Revise Default LOA, Redistributed Charges, Vendor Name, Invoice No., Date of Invoice, Dollar Value of Invoice, Default Line of Accounting Charged, Line of Accounting, Dollar Value of Redistribution

Key Data Element:

Inputs

Steps

Process: The system should ensure that the total charges posted to the default line of accounting and the redistributed charges equals the dollar value of the invoice.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Update
Edits:
Requirements:

Process: The system should automatically update the LOA or redistribute the LOA based on the acceptance document.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Update
Edits:
Requirements:

Process: The system should automatically post acceptance reports for invoices previously paid without an acceptance to a payment history file/revise default LOA file.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Update
Edits:
Requirements:

Process: The system shall allow authorized users to establish default lines of accounting for each trusted vendor.
User Role: ACCEPTOR
Automation: Automatic
Security: Update
Edits:
Requirements:

Outputs

Diagram: EX 07 Accounts Payable Utility Payments

Process: EX 07.20 Escalate Acceptance Notification

The system should automatically send an escalated acceptance notification 5 days after the second notice unless otherwise specified by the commander. The system should calculate the payment date and insert in it in the escalation notice. The escalated notice should:

a. allow for up to three levels of notification
b. have a least once recipient at each level
c. allow for more than one recipient at each level

The escalate notification should include a brief statement that the invoice is for utility services and:

The invoice is from a trusted vendor and will be paid using the default line of accounting if an acceptance is not received by (insert payment date).

The invoice is not from a trusted vendor and will not be paid until an acceptance is received. If an acceptance report is not received by (insert payment date) interest penalty charges will accrue.

Key Data Element: Invoice

Inputs

Steps

1 Process: The system should automatically send an escalated acceptance notification by email to receiving individual or activity identified in the contract. The receiving individual or activity should also receive the same escalated notification when they log into the system.

The system should calculate the payment date and insert it in the escalation notice. The escalated notice should:
a. allow for up to three levels of notification
b. have at least one recipient at each level
c. allow for more than one recipient at each level

The escalate notification should include a brief statement that the invoice is for utility services and:

- o The invoice is from a trusted vendor and will be paid using the default line of accounting if an acceptance is not received by (insert payment date)
- o The invoice is not from a trusted vendor and will not be paid until an acceptance is received. If an acceptance report is not received by (insert payment date) interest penalty charges will accrue.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

EX 08 Accounts Payable through PowerTrack - Commercial Payments

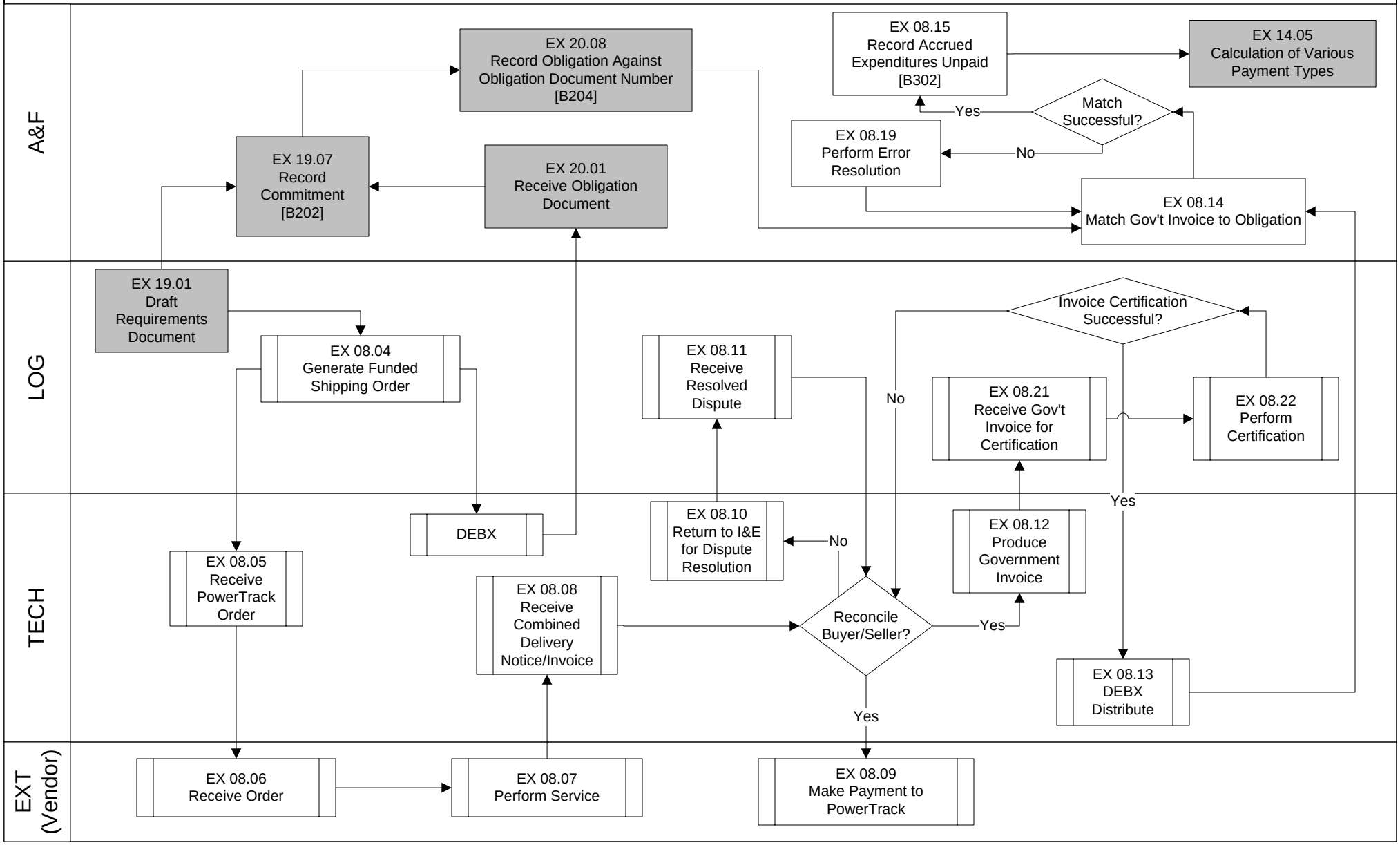

Diagram: EX 08 Accounts Payable through PowerTrack - Commercial Payments

This flow shows how PowerTrack will integrate with the system for posting commercial payments paid under PowerTrack to the system and the system's reimbursement back to PowerTrack for the initial payment to the vendor.

Diagram: EX 08 Accounts Payable through PowerTrack - Commercial Payments

Process: EX 08.14 Match Government Invoice to Obligation

This process matches government invoices brought into the system through DEBX to Obligated Shipping Orders in the system. A match results in routing the transaction on to the next processing point. All unsuccessful matches move the transaction to an error resolution process.

Key Data Element:

Inputs

Source: EX 08.13 DEBX Distribute
Schedule: Daily
Direction: Pull
Medium: Electronic
Functional Data:

Source: EX 08.19 Perform Error Resolution
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Source: EX 20.08 Record Obligation Against Obligation Document Number
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: Bring in DEBX government invoice file.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

2 Process: Run government invoice file against the system's open document obligation file (EX 20.08) and look for matches against the document number (Shipping number).
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

3 Process: For all successful matches send the resulting transaction to EX 08.15 Record Accrued Expenditures Unpaid.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Diagram: EX 08 Accounts Payable through PowerTrack - Commercial Payments

Process: EX 08.14 Match Government Invoice to Obligation

4 Process: Government Invoices that are not matched are sent to EX 08.19 Perform Error Resolution.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Outputs

Destination: EX 08.15 Record Accrued Expenditures Unpaid
Schedule: On Demand
Medium: Electronic
Functional Data:

Destination: EX 08.19 Perform Error Resolution
Schedule: On Demand
Medium: Unknown
Functional Data:

Diagram: EX 08 Accounts Payable through PowerTrack - Commercial Payments

Process: EX 08.15 Record Accrued Expenditures Unpaid

This process takes those matched transactions from EX 08.14 and updates the stage of accounting to Accrued Expenditures Unpaid from Obligations outstanding by the dollar amount of the transaction and against the line of accounting cited on the obligation document. The appropriate Standard General Accounts are also updated during this process.

Key Data Element: Shipping Number, Invoice Number, Line of Accounting, Dollar Value

Inputs

Source: EX 08.14 Match Government Invoice to Obligation
Schedule: Daily
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: For each matched transaction in the queue, update the stage of accounting from Unliquidated Obligation Outstanding (ULO) to Accrued Expenditures Unpaid (AEU).
User Role: NONE
Automation: Automatic
Security: Update
Edits:
Requirements:

2 Process: For each matched transaction in the queue, also update the Standard General Ledger Account.
User Role: NONE
Automation: Automatic
Security: Update
Edits:
Requirements:

3 Process: Route matched transaction to EX 14.05 Calculation of Various Payment Types.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Outputs

Destination: EX 14.05
Schedule: Daily
Medium: Electronic
Functional Data:

Diagram: EX 08 Accounts Payable through PowerTrack - Commercial Payments

Process: EX 08.19 Perform Error Resolution

This process resolves errors associated with invoices that do not match up to recorded obligations. Since these invoices represent expenditures that have already been paid by PowerTrack, the system needs to find the correct obligation or obligate additional funds in order for these invoices to be processed and recorded in the system.

Key Data Element: Shipping Number, Invoice Number, Line of Accounting, Dollar Value

Inputs

Source: EX 08.14 Match Government Invoice to Obligation
Schedule: Daily
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1
Process: By line of accounting, review outstanding obligations for a incorrectly posted obligation document to match to the invoice. If found, correct obligation document number and forward to EX 08.14.
User Role: AP PAYMENT APPROVER
Automation: Manual
Security: Update
Edits:
Requirements:

2
Process: By line of accounting, review outstanding obligations for a incorrectly posted obligation document to match to the invoice. If not found, route to EX 19.07 so that a commitment and obligation can be entered into the system to process the invoice against. Notify the funds holder of action taken by email.
User Role: AP PAYMENT APPROVER
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

Outputs

Destination: EX 08.14 Match Government Invoice to Obligation
Schedule: Daily
Medium: Electronic
Functional Data:

Destination: EX 20.01 Receive Obligation Document
Schedule: On Demand
Medium: Electronic
Functional Data:

EX 09 Accounts Payable Interfund Payments

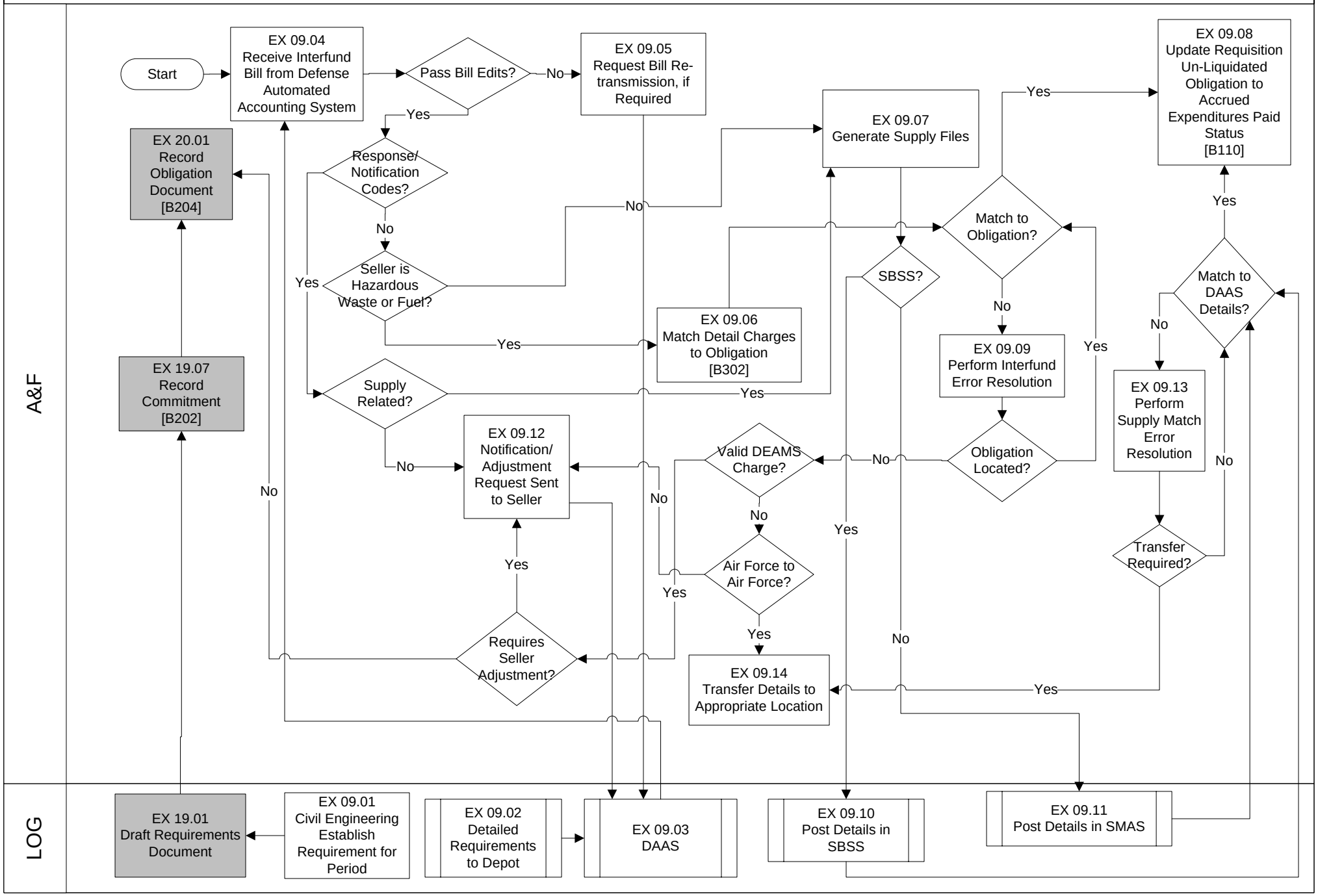

Diagram: EX 09 Accounts Payable Interfund Payments

Interfund billings are electronic charges for supply purchases made from the Military Standard Billing System (MILSBILLS). Files containing records of the system Interfund charges are received throughout the month from the Defense Automatic Addressing System Center (DAASC). In order to properly account for Interfund purchases in the system, the Interfund Detailed Billing File received from DAASC will be imported into the system via the Interfund (Incoming Expenses) Interface. Each Interfund charge received in the Interfund Detailed Billing File references the DoD requisition number entered into Logistics for the purchase. This flow depicts the steps required within the system to process and account for the interfund billings.

Diagram: EX 09 Accounts Payable Interfund Payments

Process: EX 09.04 Receive Interfund Bill from Defense Automated Accounting System

Inbound interfund bills are run through validations and populated within the system.

Key Data Element: DI CODE, BUYER DoDAAC, BILLING PERIOD, BILL NUMBER, SELLER DoDAAC, BUYER_FUND CODE, BUYER APPROP, BILL AMOUNT, STOCK NUMBER, DOCUMENT NUMBER

Inputs

Source: Defense Automatic Addressing System Center (DAASC)

Schedule: Daily

Direction: Pull

Medium: Electronic

Functional Data:

Steps

1 Process: Interfund Billing are staged for interface into the system. The system shall ensure only balanced and new billings are allowed in the interface table, as the transactions (processed and unprocessed) are included in end-of-month Treasury Cash reporting.

Each inbound file may contains a large number of billings from multiple Billing DoDAACs. Each contains ‘1’ summary line (FS*) and up to ‘494’ details. Although posting of interfund transactions is by detail record, reporting is by summary billing record. It is extremely important that the integrity of summary to detail matching concept be maintained throughout interfund process. Of all data elements found in the summary and detail card formats, only Bill Number and Fund Code are consistent within each billing; multiple sellers may use the same elements, therefore a potential for losing the original bill matching between Summary to Detail exists. The system shall create a "1-to-1" match between summary and details based on the assumption that all associated details will follow the summary card.

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT

Automation: Automatic

Security: Update

Edits: Duplicate Billings - The system shall ensure only unprocessed billings are successfully interfaced. A duplicate bill can be identified by the Summary record element combination of Di-Code, Bill Number, Seller DoDAAC, Billing Period, and Bill Amount. The validation should be performed against a bill history table or the AP Invoices Table and the Interfund Staging Table.
Out-of-Balance Accounts Payable Invoices – Out-of-balance condition bills occur where the Summary Record (FS*) is not backed-up monetarily with linked Detail Records. As a rule this should not happen since DAAS performs validations on records count, however file modification and data transfer errors are possible, therefore the interface shall perform the edit.
The system shall also ensure the Detail Record counts shown each Summary Card (Positions 5-7) matches the actual number of details received.
Note that Notification records (e.g. Di Codes FAE, FEF, FAR, FAS) shall not be included in the billing validations listed above.

Requirements:

2 Process: Interfund bills identified with errors shall not be included in Daily/Monthly Reporting, but rather be separated to an Exception Table and included on a Error Report.

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT

Automation: Automatic

Security: Update

Edits:

Requirements:

3 Process: If the bill passes initial bill validation it can be prepared for processing. The system shall have the capability to identify the types of billings received from DAAS, as processing procedures vary between fuel, supply, and hazardous waste.

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT

Automation: Automatic

Security: Update

Edits: The data element combinations that determine bill type is subject to change, therefore the edits shall be table driven to eliminate the need for programming.

Requirements:

Diagram: EX 09 Accounts Payable Interfund Payments

Process: EX 09.04 Receive Interfund Bill from Defense Automated Accounting System

4 Process: Notification Transactions received via DAAS shall be matched to the appropriate original system submission. If the notification is SMAS/SBSS, the transaction shall be included in the Outbound Interfund Interface to SMAS/SBSS.

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT

Automation: Automatic

Security: Update

Edits: Notification Codes are identified by the "Di Code" cited on the record. A complete list of Di-Codes, Meaning, and Formats are available in DoD 4000.25-7-M, Ch 4 and Appendix C1.

Requirements:

Outputs

Destination: EX 09.12 Notification/Adjustment Request Sent to Seller

Schedule: On Demand

Medium: Internal

Functional Data:

Destination: EX 09.05

Schedule: On Demand

Medium: Electronic

Functional Data: Interfund Bill Edit Failure : Report should identify bill summaries (FS*) failing edits. Report should contain the specific reason for each failed bill.

Destination: EX 09.07 Generate Supply Files

Schedule: Bi-Monthly

Medium: Internal

Functional Data:

Destination: EX 09.06 Match Detail Charges to Obligation

Schedule: On Demand

Medium: Internal

Functional Data:

Diagram: EX 09 Accounts Payable Interfund Payments

Process: EX 09.05 Request Bill Retransmission if Required

Valid Interfund Bill received from DAAS is out-of-balance or is missing detail charges/credits. If necessary, the system creates the Bill Request record to DAAS.

Key Data Element: Bill Number, Recipient DoDAAC, Year/Month of the Bill (YMM), Billing Office

Inputs

Source: EX 09.04 Receive Interfund Bill from Defense Automated Addressing System (DAAS)

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data: Interfund billings that fail edits : Should contain bills that are out-of-balance and/or missing details transactions

Steps

1 Process: The user verifies the error condition bill is outstanding on the DFAS-DE "Unmatched Seller Report" (lists all unaccepted bills by Buyer Activity).

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT

Automation: Manual/Automatic

Security: Update

Edits:

Requirements:

2 Process: If the user determines the bill is required, a "QB1" (Request for Bill from DAAS) is electronically submitted in the required format.

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT

Automation: Manual/Automatic

Security: Update

Edits: File format must be submitted in the format prescribed in DoD 4000.25-7-M.

Requirements:

3 Process: If the user determines the bill is not required, a delete functionality shall be available to remove both summary and detail lines from the exception table.

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT

Automation: Manual/Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: EX 09.03

Schedule: On Demand

Medium: Electronic

Functional Data:

Diagram: EX 09 Accounts Payable Interfund Payments

Process: EX 09.06 Match Detail Charges to Obligations

Inbound interfund billings identified as "Hazardous Waste" or "Fuel" are matched to the system's obligations.

Key Data Element: Buyer DoDAAC, Fund Code

Inputs

Source: EX 09.04 Receive Interfund Bill from Defense Automated Addressing System

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data:

Steps

1 Process: In the "as-is" environment, obligations for Hazardous Waste are established based on a yearly estimate. In the "to-be" will still want to allow the estimate (as a Commitment), however the obligations shall be established at the detail Document ID level.

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT

Automation: Manual/Automatic

Security: Update

Edits: The system shall ensure all edits are passed prior to matching a charge to an obligation. The GUI for the system should identify the error conditions for:
- Document ID on Charge/Credit does not match to a detail obligation in the system.
- The system's Obligation amount is not sufficient to cover the charge amount.
- The obligation is not Approved within the system.

Requirements:

2 Process: If the system utilizes a Payable invoice to offset the obligation document:
- The invoice number shall equal the Document Number and Suffix. If this Invoice Number already exists in Payables, include a dash “-“ plus a sequential number (beginning at “1”) shall be appended to the invoice number.
- The invoice shall not be allowed to accumulate interest penalty charges.
- All Interfund invoices shall be separated from invoices relating other processes (e.g. Vendor Payment Invoices).
- A corresponding receiving document (receipt) shall be created to for the amount of the invoice if the obligating document is a 3-way match. For audit trail purposes, the automatic receipt shall be identified as system produced.
- The Interfund invoices are payable immediately.
- Additional detail billing information shall be made available to fund holder. Within a description field the visible to users, invoices should contain: Di-Code, Stock Number, Fund Code, Bill Year-Month Credit, and Seller DoDAAC.
Interfund is a government transfer of funds, a negotiable check or EFT shall never be generated.
If the interfund charge/credit passes all edits, an Accrued Expenditures - Unpaid shall be posted to the General Ledger.

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: EX 09.08 Update Requisition Unliquidated Obligation to Accrued Expenditures Paid Status

Schedule: On Demand

Medium: Internal

Functional Data:

Destination: EX 09.09 Perform Interfund Error Resolution

Schedule: On Demand

Medium: Internal

Functional Data:

Diagram: EX 09 Accounts Payable Interfund Payments

Process: EX 09.07 Generate Supply Files

Interfund billings identified as Supply are included on Outbound Interfaces. SMAS and SBSS each receive a separate data file of charges/credits based on the Buyer DoDAAC and Fund Code cited on the summary record (FS*).

Key Data Element: DI CODE, BUYER DoDAAC, BILLING PERIOD, BILL NUMBER, SELLER DoDAAC, BUYER_FUND CODE, BUYER APPROP, BILL AMOUNT, STOCK NUMBER, DOCUMENT NUMBER

Inputs

Source: EX 09.04 Receive Interfund Bill from Defense Automated Addressing System

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data:

Steps

1 Process: For Base Supply (SBSS) and Medical Supply (SMAS) systems, balanced interfund files are to be provided by the system. The files the Supply systems receive shall only contain valid billings pertaining to their operation. The method of determining the bill type is based on the "Fund Code" and "Buyer DoDAAC".

The system will not contain the detail obligations for SBSS/SMAS interfund related requisitions, the detailed bills provided to the supply systems shall be processed internally by the applicable system.

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT

Automation: Automatic

Security: Create

Edits: Phase I Scott AFB SMAS Records include: Buyer DoDAAC "FM4407" and all instances of Fund Codes "17" and "6B"
Phase I Scott AFB SBSS Records include Fund Code "6C" along with the following Buyer DoDAACs: FB4409, FB4400, FB4402, FB4407, FG7075, FB4406, FE4691, FB4403, FB4401, FE4407, and FY1085
- The system shall flag billings as they are provided to Supply, as bills shall only be output one time (Supply should not receive duplicate bills).

Requirements:

Outputs

Destination: EX 09.10 Details Posted in SBSS

Schedule: On Demand

Medium: Electronic

Functional Data: ABQG5SUNDD70 File : SBSS MILSTRIP Summary/Details in the required file format.

Destination: EX 09.11 Details Posted in SMAS

Schedule: On Demand

Medium: Electronic

Functional Data: ABQG5MUNDD90 File : SMAS MILSTRIP Summary/Details in the required file format.

Diagram: EX 09 Accounts Payable Interfund Payments

Process: EX 09.08 Update Requisition Unliquidated Obligation to Accrued Expenditures Paid, Month Paid Status [B110]

Interfund detail payable invoices are moved to the applicable Treasury Cash General Ledger Account within the system.

Key Data Element: A/P Invoice Number, Stock Number, Di-Code, Seller DoDAAC, Fund Code, Amount

Inputs

Source: EX 09.09 Perform Interfund Error Resolution
Schedule: Daily
Direction: Pull
Medium: Electronic
Functional Data:

Source: EX 09.13
Schedule: Daily
Direction: Pull
Medium: Electronic
Functional Data:

Source: EX 09.06 Match Detail Charges to Obligation
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Source: EX 09.11 Details Posted in SMAS
Schedule: Daily
Direction: Pull
Medium: Electronic
Functional Data: Medical Daily Acceptance File : Detailed acceptances at requisition-level

Source: EX 09.10 Details Posted in SBSS
Schedule: Daily
Direction: Pull
Medium: Electronic
Functional Data: Daily Acceptance File (D29) : Detailed acceptances at requisition-level

Steps

1 Process: The system shall process each detail of a bill as a separate invoice into an expenditure status (liability to a payment) and update the applicable record with the payment general ledger date.
User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT
Automation: Automatic
Security: Create
Edits:
Requirements:

Diagram: EX 09 Accounts Payable Interfund Payments

Process: EX 09.08 Update Requisition Unliquidated Obligation to Accrued Expenditures Paid, Month Paid Status [B110]

2 **Process:** At end-of month, the DD1400 and RCS: HAF-ACF(M)7113 report the updated interfund status to DFAS-Denver. To automate the report functionality, the following actions are required within the system:
For each record loaded in the current month processing period:
If the invoice created for the record has been paid, update the record as “paid” in the month being processed. Update the staging table detail record with the appropriation that the invoice created was paid to. If a detail is not processed by the end-of-month cut-off, update the record as “suspensed” to the Treasury Appropriation “57 F 3885.2000” in the month being processed.
For each record that has been loaded in a prior month but has not yet been paid:
If the invoice created for the record has been paid update the record on staging table as “paid” in the month being processed. Update the staging table detail with the appropriation that the invoice created was paid to. If the detail is not processed by the end-of-month cut-off, do not update the record on staging table; it remains as “suspensed” to the Treasury Appropriation “57 F 3885.2000” in a prior month.

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: End-of-Month Treasury Reporting

Schedule: Monthly

Medium: Report

Functional Data:

RCS:HAF-ACF(M)7113 :	Monthly Report of Disbursements and Collections
DD1400 :	Monthly Statement of Interfund Transactions

Diagram: EX 09 Accounts Payable Interfund Payments

Process: EX 09.09 Perform Interfund Error Resolution

Interfund detailed charges/credits cannot be matched to the system's obligation document.

Key Data Element:

Inputs

Source: EX 09.06 Match Detail Charges to Obligation

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data:

Steps

1 Process: The system provides a detailed list of charges not passing edits to the applicable user. The list shall identify the edit (s) each Document Number failed.

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT

Automation: Automatic

Security: Update

Edits: - The system's Obligation Number shall match the DAAS Document Number.
- The system's Obligation shall have sufficient funding available to process the billing.
- The obligation located, not approved. The system shall provide the status of the obligation.

Requirements:

2 Process: Users correct obligations where necessary (e.g. Approves Obligation). If the valid obligation is found in the system under a different Obligation Number, the system user shall have the capability to update the DAAS Document Number to the appropriate system obligation within a user controlled GUI. The original Document number shall not be over-written, as the transaction audit trail must remain.

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT

Automation: Manual

Security: Update

Edits: The GUI shall identify field segments listed below. Note: Only the Document Number should allow user updates. All others should be updated automatically though bill processing procedures.

Summary and Detail Billing information to include: Bill Number, Seller DoDAAC, Buyer DoDAAC, Buyer Appropriation, Fund Code, Appropriation Charged, Year-Month, Amount (Summary/Detail), Di-Code, RID, Record Count, Recipient Status Code, Unit of Issue, Quantity, Document Number, Suffix, Stock Number, Supplementary Address, and Signal Code.
Additional information for Reporting, Aging, and Research: Document Number Update segment
Invoice Creation Status (if other than Payables used to offset obligations, cite equivalent), Invoice Creation Error, Month Document Invoice Paid, Appropriation Paid in the system, Month placed in Suspense

Requirements:

3 Process: If the Obligation is not found and the charge is determined to be valid to the system, the commitment/obligation shall be established.

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT

Automation: User Initiated in System

Security: Create

Edits:

Requirements:

4 Process: If the obligation is not found, the charge is not valid to the system, and the Accountable Station is within the DFAS-Denver network (e.g. Limestone, Dayton, Omaha) follow transfer procedures.

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT

Automation: User Initiated in System

Security: Update

Edits:

Requirements:

Diagram: EX 09 Accounts Payable Interfund Payments

Process: EX 09.09 Perform Interfund Error Resolution

5 Process: If the obligation is not found, the charge is not valid to the system, and the Accountable Station is not within the DFAS-Denver network, request billing adjustment via the Notification process.

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT

Automation: User Initiated in System

Security: Create

Edits:

Requirements:

Outputs

Destination: EX 09.08 Update Requisition Unliquidated Obligation to Accrued Expenditures Paid Status

Schedule: On Demand

Medium: Electronic

Functional Data:

Destination: EX 09 14 Transfer Details to Appropriate Location

Schedule: On Demand

Medium: Electronic

Functional Data:

Destination: EX 09.12 Notification/Adjustment Request Sent to Seller

Schedule: On Demand

Medium: Electronic

Functional Data:

Destination: EX 20.01 Receive Obligation Document

Schedule: On Demand

Medium: Internal

Functional Data:

Diagram: EX 09 Accounts Payable Interfund Payments

Process: EX 09.10 Post Details in SBSS

The Standard Base Supply System (SBSS) receives detailed billings from the system and processes the transactions internally against detailed requisitions. As charges are accepted throughout the month, the detailed acceptances are output to the system via a Daily "29" interface. For cash reporting purposes, the transactions are matched against the uncleared DAAS billing details housed in the system.

Key Data Element: DI CODE, BUYER DoDAAC, BILLING PERIOD, BILL NUMBER, SELLER DoDAAC, BUYER_FUND CODE, BUYER APPROP, BILL AMOUNT, STOCK NUMBER, DOCUMENT NUMBER

Inputs

Source: EX 09.07 Generate Supply Files

Schedule: On Demand

Direction: Push

Medium: Electronic

Functional Data: ABQG5SUNDD70 : System validated detail Interfund DAAS file

Steps

Outputs

Destination: EX 09.13

Schedule: Daily

Medium: Electronic

Functional Data:

Destination: EX 09.08 Update Requisition Unliquidated Obligation to Accrued Expenditures Paid Status

Schedule: Daily

Medium: Electronic

Functional Data: D29 Acceptance File : Detailed SBSS acceptance at requisition-level

Diagram: EX 09 Accounts Payable Interfund Payments

Process: EX 09.11 Post Details in SMAS

The Standard Materiel Accounting System (SMAS) receives detailed billings from the system and processes the transactions internally against detailed requisitions. As charges are accepted throughout the month, the detailed acceptances are output to the system in a daily interface. For cash reporting purposes, the transactions are automatically matched against uncleared DAAS billing details housed in the system.

Key Data Element: DI CODE, BUYER DoDAAC, BILLING PERIOD, BILL NUMBER, SELLER DoDAAC, BUYER_FUND CODE, BUYER APPROP, BILL AMOUNT, STOCK NUMBER, DOCUMENT NUMBER

Inputs

Source: EX 09.07 Generate Supply Files

Schedule: On Demand

Direction: Push

Medium: Electronic

Functional Data: ABQG5MUNDD90 : System validated detail Interfund DAAS file

Steps

Outputs

Destination: EX 09.13

Schedule: Daily

Medium: Electronic

Functional Data:

Destination: EX 09.08 Update Requisition Unliquidated Obligation to Accrued Expenditures Paid Status

Schedule: Daily

Medium: Electronic

Functional Data:

Diagram: EX 09 Accounts Payable Interfund Payments

Process: EX 09.12 Notification/Adjustment Request Sent to Seller

Request for Interfund Bill adjustments are submitted to the bill originator (based on Seller DoDAAC) via DAAS. Non SBSS/SMAS responses received from the Seller are matched against each submitted request.

Key Data Element: Di Code, Billing Advice Code, Billing Details

Inputs

Steps

1 Process: The user populates the appropriate "Advice Code" within the GUI based on completed billing research.

User Role: Interfund Interface Technician

Automation: Manual/Automatic

Security: Update

Edits: Submitted requests shall be in the format identified within the DoD 4000.25-7-M.
Data Elements not included in the applicable interfund bill summary/detail (e.g. Advice Code) shall be validated per the DoD 4000.25-7-M.
- Authorized Billing Advice Codes (BAC) are limited to the following list:
11 – Duplicate billing record received.
12 – Wrong amount billed.
13 – Wrong office billed.
14 – Bill received for materiel requisitioned as non-reimbursable.
15 – Bill received for unauthorized accessorial charge.
17 – Bill received for confirmed cancelled requisition.
18 – Bill received for back ordered materiel.
19 – Incomplete bill: Detail billing records do not support the amount billed.
20 – Bill received following billing office reply that an adjustment bill could not be rendered.
21 – TDR (SF 361) submitted over 60 days ago and adjustment bill not received.
23 – Promised adjustment not received.
24 – Reply to Product Quality Deficiency Report (SF 368) promised adjustment; however, adjustment billing not received.
26 – Reply to Report of Discrepancy (SF 364) indicated adjustment authorized; however, adjustment bill not received.
34 – Requisitioned materiel received. Request billing status.
35 – Shipment status received for materiel requisitioned for FMS. Request billing status.
41 – Request copy of billing.
42 – Duplicate summary level billing (same bill number).
43 – Duplicate summary level billing (different bill number).
44 – Duplicate summary level billing within second billing.
51 – Unable to process billing under interfund procedures.
52 – Billed by interfund when requisition or other document specified noninterfund billing.
55 – Refer to accompanying letter of explanation.
The system should populate the Document Identifier Codes based upon the “Di-Code” found on the detailed billing.

Valid follow-up Document Identifier Codes (per the DoD 4000-25.7M) include:
Non-Fuel –
FAC – Cancellation of Request for Adjustment of Non-Fuel Billing
FAE – Request for Adjustment of Non-Fuel Billing
FAF – Follow-up on Request for Adjustment of Non-Fuel Billing
FAR – Reply to Request for Adjustment of Non-Fuel Billing
FAS – Response to Follow-up on Request for Adjustment of Non-Fuel Billing
Valid Di-Codes for Non-Fuel are FA1, FA2, FB1, FB2, FC1, FC2, FD1, FD2, FE1, FE2, FF1, FF2, FG1, FG2, FK1, FK2, FL1, FL2, FN1, FN2, FQ1, FQ2, FR1, FR2, FU1, FU2, FV1, FV2, FW1, FW2, FX1, and FX2.

Fuel –
FJC – Cancellation of Request for Adjustment of Fuel Billing
FJE – Request for Adjustment of Fuel Billing
FJF – Follow-up on Request for Adjustment of Fuel Billing
FJR – Reply to Request for Adjustment of Fuel Billing
FJS – Reply to Follow-up on Request for Adjustment of Fuel Billing
Valid Di-Codes for Fuel are FJ1, FJ2, FP1, and FP2

Summary Level–
FDC – Cancellation of Request for Summary Level Billing Adjustment
FDE – Request for Summary Level Billing Adjustment
FDF – Follow-up on Request for Summary Level Billing Adjustment
FDR – Reply to Request for Summary Level Billing Adjustment
FDS – Response to Follow-up on Request for Summary Level Billing Adjustment
Valid Di-Codes for Summary Adjustment are FS1 and FS2.

Diagram: EX 09 Accounts Payable Interfund Payments

Process: EX 09.12 Notification/Adjustment Request Sent to Seller

Requirements:

The system shall automatically match (based on cited Document Number) DAAS responses with original adjustment requests. If no response is received within a specific period (currently 30-days) or the adjustment request is cancelled, the system shall perform the necessary follow-up action to the DAAS Seller. Per DoD 4000-25.7M, the valid responses from the Seller include:

A Series indicates “Request Denied” –
AA – Duplicate-billing record resulted from Receipt of duplicate requisition and resulting duplicate issue
AB – Billing Record reflected correct unit price, quantity, and extended amount
AC – Billing record was prepared in accordance with requisition, excess report, or request for adjustment
AD – Either non-reimbursable issue was not authorized or, if authorized, was not specified in the requisition
AE – Accessorial charge was authorized, requested, and furnished
AF – Materiel either was not back ordered or was issued following notification of back order
AG – Requested adjustment, not related to a discrepancy report, is less than a minimum dollar value prescribed for adjustments
AH – Prescribed record retention period has elapsed
AI – Adjustment was issued under bill number shown in pos. 54-58
AJ – Requisition or excess report did not specify billing under non-interfund procedures
AK – Copy of bill should be requested from the DAAS Office
AM – Discrepancy report required the return of the discrepant or deficient materiel and credit cannot be provided until the materiel is received by the depot. If materiel was shipped, initiate shipment tracer
AO – Request was not received within allowable timeframes
AP – Cancellation request not received within allowable timeframes.
AR – Reply to discrepancy report did not promise adjustment
AS – Reply was not furnished indicating that billing could not be rendered

C Series indicated Request Granted –
CA – Duplicate, adjustment, or corrected bill will be issued in the next billing cycle

D Series indicates Advisory Response –
DC – Materiel was issued on a non-reimbursable basis
DD – Billing or adjustment was rendered under bill number shown in pos. 54-58
DF – No record of cited document number or bill number is on file
DH – Billing or adjustment under the cited document number will be furnished in the next billing cycle
DI – Letter of explanation will follow

E Series indicates Request Rejected –
EA – Request is incomplete or contains invalid data; review and resubmit with correct data
EF – No record of duplicate billing under bill number(s) cited
EH – No duplicate billing. Duplicate summary billing record was not reported to Treasury
EI – No record of requisition or shipment, submit a copy of the document DD1348-1, DoD Single Line Item Release/Receipt Document, or equivalent.
EL – No record of a reply to a discrepancy report (ROD or QDR) authorizing adjustment; resubmit request with copy of reply
EM – No record of TDR (SF 361) is on file; resubmit request with copy of report

Outputs

Destination: EX 09.03 DAAS

Schedule: On Demand

Medium: Electronic

Functional Data: Outbound Seller Notifications : Discrepancies identified, request for billing adjustment

Diagram: EX 09 Accounts Payable Interfund Payments

Process: EX 09.13 Perform Supply Match Error Resolution

The processed interfund requisitions received from the Standard Base Supply (SBSS) and Standard Materiel Accounting System (SMAS) did not successfully match to outstanding detail DAAS transactions. All accepted transactions in the supply systems must mirror the system's Treasury Cash. This process identifies the steps necessary for working the differences.

Key Data Element:

Inputs

Source: EX 09.10 Details Posted in SBSS
Schedule: On Demand
Direction: Pull
Medium: Electronic
Functional Data:

Source: EX 09.11 Details Posted in SMAS
Schedule: On Demand
Direction: Pull
Medium: Electronic
Functional Data:

Steps

1 Process: The user identifies differences between Interfund DAAS details and Supply Acceptances utilizing a validation report available in the system. Differences may include Document Number or posted amount differences.
User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT
Automation: User Initiated in System
Security: Update
Edits: Document Number on Supply Acceptance feed shall match to a specific interfund Document Number
The sum of amounts posted in Supply by Document Number shall match the DAAS Document Amount
Requirements:

2 Process: The exception report (from Step 1) should be provided to the applicable SBSS or SMAS user via workflow functionality or email.
User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT
Automation: Automatic
Security: N/A
Edits:
Requirements:

Outputs

Destination: EX 09.08 Update Requisition Unliquidated Obligation to Accrued Expenditures Paid Status
Schedule: On Demand
Medium: Electronic
Functional Data:

Destination: EX 09.13 Transfer Details to Appropriate Location
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: EX 09 Accounts Payable Interfund Payments

Process: EX 09.14 Transfer Details to Appropriate Location

The Air Force network utilizes special procedures for transferring accountability to other Air Force Operating Locations. Details are provided to the applicable accountable station and departmental adjustments are shown on the monthly Treasury Report (7113) submitted to DCMS.

Key Data Element: Accountable Station "ADSN", DI CODE, BUYER DoDAAC, BILLING PERIOD, BILL NUMBER, SELLER DoDAAC, BUYER_FUND CODE, BUYER APPROP, BILL AMOUNT, STOCK NUMBER, DOCUMENT NUMBER

Inputs

Source: EX 09.09 Perform Interfund Error Resolution

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data:

Steps

1 Process: The user identifies the transactions "to be transferred" (using ADSN) to the non-system (external) Accountable Station. The transactions shall be provided via email or Workflow attachment in the same format as they were received. The transfer shall include the summary record, updated record count, updated amount, and associated detailed billing lines.

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT

Automation: User Initiated in System

Security: Update

Edits: Only transaction details determined to be non-system related that belong to a DFAS-Denver Accountable Station. The valid values shall be included in a table driven list on the GUI.

Requirements:

2 Process: The user populates the Transfer ADSN within the GUI to identify the bill and amount transferred on the 7113 Report

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT

Automation: User Initiated in System

Security: Update

Edits:

Requirements:

Outputs

Destination: RCS:HAF-ACF(M)7113

Schedule: Monthly

Medium: Electronic

Functional Data: Transfer records : Detail provided for Departmental reporting on 7113

EX 10 Accounts Payable Fuels Payment

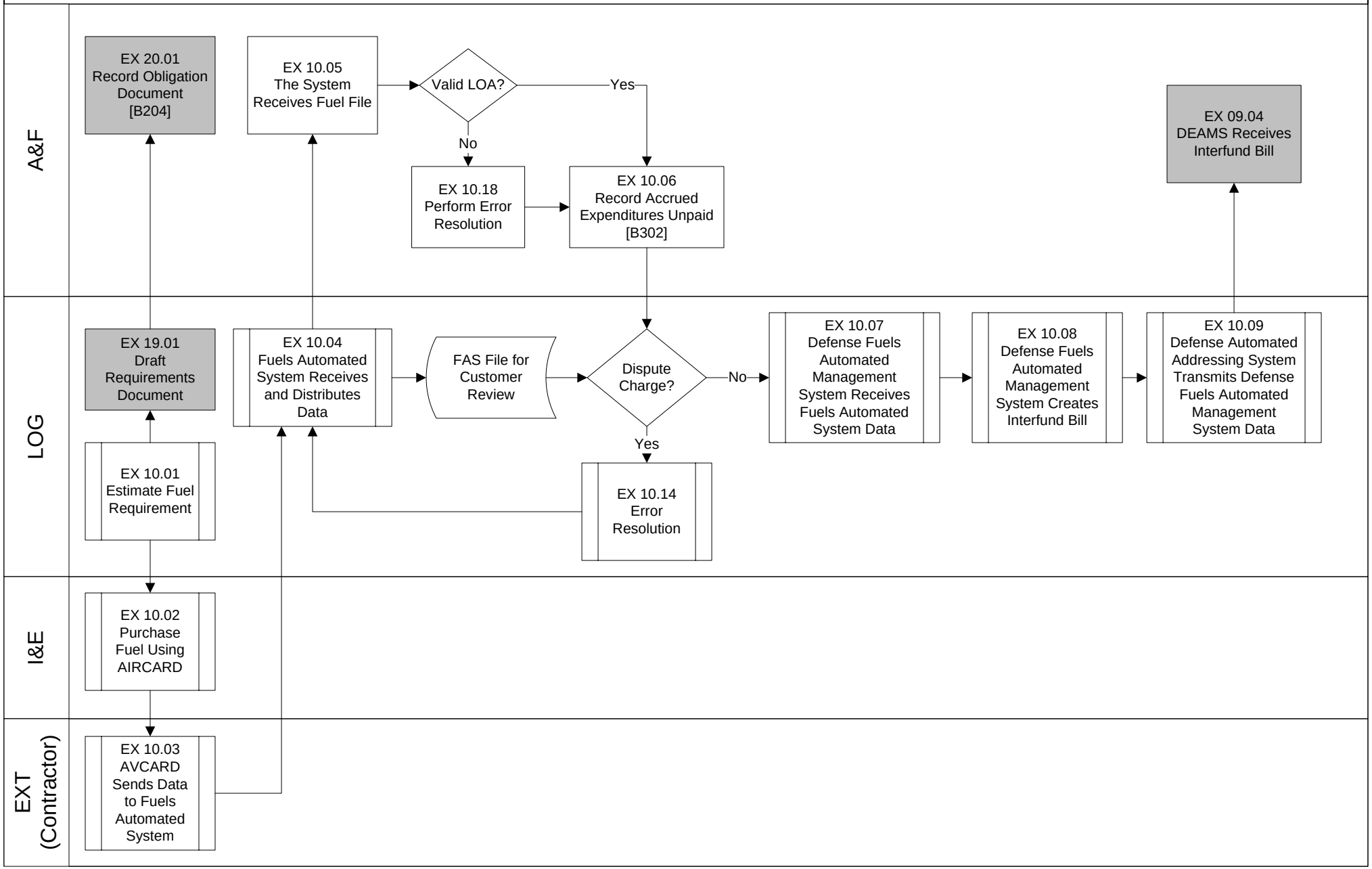

Diagram: EX 10 Accounts Payable Fuels Payment

Process to capture both contract (AIR Card) and non-contract fuel purchases. Assume that both contract and non-contract fuel transactions will flow through daily FAS/FES obligation file for direct Accrued Expenditures Unliquidated (AEU) posting.

Diagram: EX 10 Accounts Payable Fuels Payment

Process: EX 09.04 Receive Interfund Bill from Defense Automated Accounting System

The system receives DAAS interfund bill monthly for fuel charges. These charges will be matched to existing AEU. (DESC processes bills once each month during the last week. The system should process bills early enough in the month to allow sufficient time to clear any rejects. The processing of billings too late in the month may result in uncleared rejects that must be placed into Interfund Suspense.)

Key Data Element: LOA, Date of Transaction, Fuel $$, Price, Tail Number, Document Number

Inputs

Steps

1 Process: Receive/pull in DAAS interfund fuel file. DESC Interfund Bill Files received are processed using normal Interfund procedures.

User Role: OTHER

Automation: Automatic

Security: Create

Edits:

Requirements:

Outputs

Destination: Received interfund bill

Schedule: Monthly

Medium: Electronic

Functional Data: DAAS interfund file : DAAS interfund fuel file of monthly charges

Diagram: EX 10 Accounts Payable Fuels Payment

Process: EX 10.05 The System Receives Fuel File

The system receives FAS/FES Fuel Automated System (FAS) Enterprise Server (FES)) file daily from DESC (Defense Energy Support Center) to set up direct obligation, AEU, for fuel purchases. FAS/FES file must pass through LOA edit before the system records AEU (see next step, EX 10.14)

Key Data Element: LOA, SRAN, Document Number, Fuel $$, Tail Number, Fuel Transaction Date, Fuel Gallons

Inputs

Source: EX 10.04

Schedule: Daily

Direction: Pull

Medium: Electronic

Functional Data: Fuel purchase file : FAS/FES file identified by ADSN, document #, EEIC (LOA embedded in file)

Steps

1 Process: Pull in and process FAS/FES file; All DESC obligation files received must be processed through the system. Field site/ADSN, SRAN identify accountable station. EEIC identifies type of fuel purchase.
Per DFAS instruction - For obligation transactions misrouted to your Field Site, and received in the incoming file & processed in the system, transfer the obligation transaction to the Field Site accountable for that OAC/OBAN. If the volume of misrouted transactions is small, fax reject listing to appropriate Field Site DESC Fuel POC. If the volume of misrouted transactions is large, download file into PC & only those transactions for other Field Site, put in separate file (ASCII Text Format) and forward via email. The Field Site maintaining the accounting records for the Air Force Element can be found in the DFAS Denver Center Workload Realignment Section (https://dfas4dod.dfas.mil/centers/dfasde/wr/)

User Role: OBLIGATION PROCESSOR

Automation: Automatic

Security: Create

Edits: Document number (SRAN included), Field Site (ADSN), EEIC (expense element - 641,642,693,699)

Requirements:

Outputs

Destination: EX 10.18

Schedule: Daily

Medium: Electronic

Functional Data:

Destination: EX 10.06

Schedule: Daily

Medium: Electronic

Functional Data: Accepted Fuel file : FAS/FES fuel file identified by ADSN, document #, EEIC (LOA embedded in file)

Diagram: EX 10 Accounts Payable Fuels Payment

Process: EX 10.06 Record Accrued Expenditures Unpaid

Record direct obligation/AEU from validated document ID (and LOA) transactions within FAS/FES file for daily fuel transactions. Transactions must have passed LOA edit first to record AEU. Transactions that do not pass the LOA edit will require error resolution (see EX 10.18). The system must auto-post direct obligations.
If base analyst notices erroneous charges to his/her account after posting to AEU, analyst must work issue with fuel source to correct. The system is not involved in this process as accountants cannot reverse AEU (unless duplicate charge). Base analysts will resolve their own disputes and receive credit in future charge files. Also, if correction/credit cannot be posted to AEU before actual interfund bill is received and processed, erroneous charge must be paid and credit will follow next month.

Key Data Element: LOA, SRAN, Document Number, Fuel $$, Tail Number, Fuel Transaction Date, Fuel Gallons

Inputs

Source: EX 10.18
Schedule: Daily
Direction: System Internal
Medium: Electronic
Functional Data:

Source: EX 10.05
Schedule: Daily
Direction: System Internal
Medium: Electronic
Functional Data: Validated LOA file : LOA matched to LOA addresses set up previously

Steps

1 Process: Post AEU for those fuel charges that pass the LOA edits.
User Role: OBLIGATION PROCESSOR
Automation: Automatic
Security: Create
Edits: Document number (SRAN included), Field Site (ADSN), EEIC (641,642,693,699), LOA
Requirements:

Outputs

Destination: EX 10.14
Schedule: Daily
Medium: Electronic
Functional Data:

Destination: EX 10.07
Schedule: Daily
Medium: Electronic
Functional Data: Fuel obligation/AEU (must-pay) : Fuel purchases with valid LOA recorded (must-pay)

Diagram: EX 10 Accounts Payable Fuels Payment

Process: EX 10.18 Perform Error Resolution

Perform error resolution for those rejected fuel transactions that do not have valid LOA. Rejects are not to be recorded in accounting system. Error resolution involves the system accountant contacting base budget analyst to validate charges and supply LOA. If charges are valid, budget analyst supplies LOA, and the system establishes to accept fuel charges. If charges are not valid, base budget analyst works with fuel source to correct. The system will not be involved with invalid charges at this point.

Key Data Element: LOA, SRAN, Document Number, Fuel $$, Tail Number, Fuel Transaction Date, Fuel Gallons

Inputs

Source: EX 10.05

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Rejected fuel transactions : Fuel transactions without valid LOA are put in suspense account

Steps

1 Process: Hold rejected fuel transactions and contact base budget analyst for valid LOA. Base analyst to work rejects. Once valid LOA received, LOA is loaded and fuel charges are posted. If LOA is not valid, no action required by the System. Base analyst must work with fuel source to correct.

User Role: Fuels accountant

Automation: Manual/Automatic

Security: Update

Edits:

Requirements:

Outputs

Diagram: EX 10 Accounts Payable Fuels Payment

Process: EX 20.01 Record Obligation Document

Record obligation/MORD for rejects (no match with AEU during interfund processing) and EOY transactions that do not make final billing. Functional user inputs fuel requirements (EX 19.01) into the system through ABSS or its replacement for direct obligation. No commitment is set up.

Key Data Element: LOA, $$, Document Number, SRAN

Inputs

Source: EX 19.01

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data: Fuel EOY & rejects projected : Dollar amount of EOY transactions & possible future rejects

Steps

1 Process: See EX 20, Obligation Process; Process MORD/obligation into the system; MORD/obligation is to be used for rejects during interfund processing and EOY accruals.

User Role: BDGT PROJECT PLANNER

Automation: Automatic

Security: Create

Edits:

Requirements:

Outputs

Destination: Obligation Document Number

Schedule: On Demand

Medium: Electronic

Functional Data: Fuels EOY & Reject Projection : Obligation document

EX 11 Accounts Payable Reimbursable Military InterDepartmental Purchase Request (MIPR)

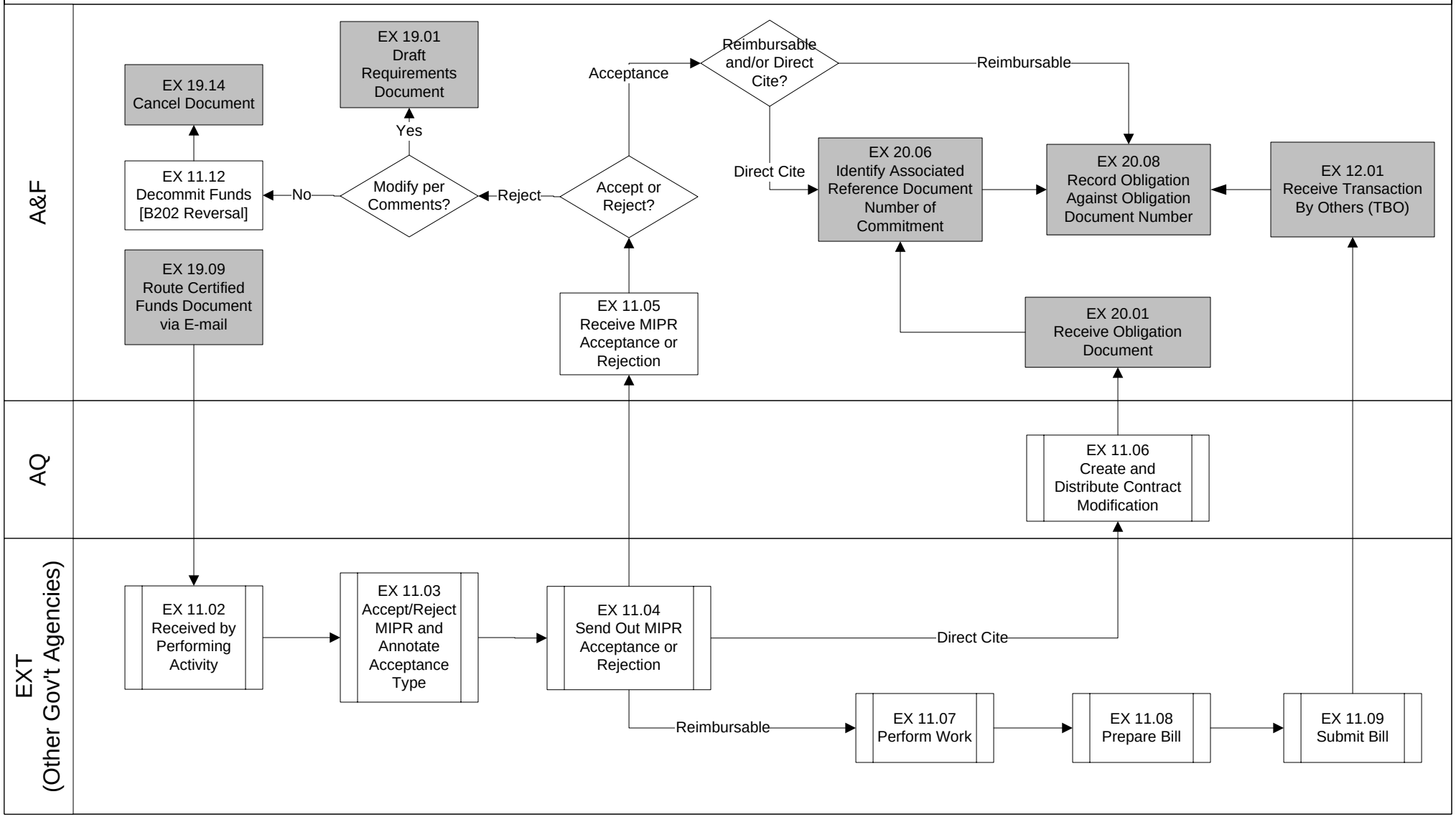

Diagram: EX 11 Accounts Payable Reimbursable Military Inter-Departmental Purchase Request (MIPR)

This Flow describes how a MIPR is processed, obligated and billed.

Diagram: EX 11 Accounts Payable Reimbursable Military Inter-Departmental Purchase Request (MIPR)

Process: EX 11.02 Received by Performing Activity

In this process the performing activity receives a MIPR via the system's notification.

Key Data Element: Fund Cite, Dollar Value

Inputs

Source: EX 19.09: Route Certified Funds Document
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: Performing Activity receives MIPR via the system or Email for review and acceptance.
User Role: RECEIVER
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

Outputs

Destination: EX 11.03 Accept/Reject MIPR and Annotate Acceptance Type
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: EX 11 Accounts Payable Reimbursable Military Inter-Departmental Purchase Request (MIPR)

Process: EX 11.03 Accept/Reject MIPR and Annotate Acceptance Type

Performing Activity must accept MIPR in one of three ways: reimbursable, direct cite or reject MIPR back to funding activity.

Key Data Element:

Inputs

Source: EX 11.02 Received by Performing Activity

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data:

Steps

1 Process: Review MIPR and do one of the following: accept reimbursable, accept direct cite, reject MIPR back to funding activity or Request Modification to MIPR. For Accept Reimbursable route acceptance to EX 11.04 Send Out MIPR Acceptance or Rejection.

User Role: RECEIVER

Automation: Manual/Automatic

Security: Update

Edits:

Requirements:

2 Process: Review MIPR and do one of the following: accept reimbursable, accept direct cite, reject MIPR back to funding activity or request modification to MIPR. For accept direct cite route acceptance to EX 11.04 Send Out MIPR Acceptance or Rejection.

User Role: RECEIVER

Automation: Manual/Automatic

Security: Update

Edits:

Requirements:

3 Process: Review MIPR and do one of the following: accept reimbursable, accept direct cite, reject MIPR back to funding activity or request modification to MIPR. For reject MIPR route acceptance to EX 11.04 Send Out MIPR Acceptance or Rejection.

User Role: RECEIVER

Automation: Manual/Automatic

Security: Update

Edits:

Requirements:

4 Process: Review MIPR and do one of the following: accept reimbursable, accept direct cite, reject MIPR back to funding activity or request modification to MIPR. For request modification to MIPR route acceptance to EX 11.04 Send Out MIPR Acceptance or Rejection.

User Role: RECEIVER

Automation: Manual/Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: EX 11.04 Send Out MIPR Acceptance or Rejection

Schedule: On Demand

Medium: Electronic

Functional Data:

Diagram: EX 11 Accounts Payable Reimbursable Military Inter-Departmental Purchase Request (MIPR)

Process: EX 11.04 Send Out MIPR Acceptance or Rejection

This process routes the MIPR acceptance to all affected parties based on type of acceptance.

Key Data Element:

Inputs

Source: EX 11.03 Accept/Reject MIPR and Annotate Acceptance Type
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: Send MIPR acceptance back to the system for processing.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

2 Process: The Accepting Office uses the system to route MIPR to using activities (contracting or base performing activity). For MIPR notification of users outside of the system, send email containing electronic copy of MIPR to user of the funding.
User Role: RECEIVER
Automation: Manual/Automatic
Security: Read Only
Edits:
Requirements:

Outputs

Destination: EX 11.05 Receive MIPR Acceptance or Rejection
Schedule: On Demand
Medium: Electronic
Functional Data:

Destination: EX 11.06 Create and Distribute Contract Modification
Schedule: On Demand
Medium: Electronic
Functional Data:

Destination: 11.07 Work Performed
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: EX 11 Accounts Payable Reimbursable Military Inter-Departmental Purchase Request (MIPR)

Process: EX 11.05 Receive MIPR Acceptance or Rejection

This process allows for receipt of MIPR acceptances. The system needs to review the MIPR Acceptance and correctly process it based on the type of acceptance.

Key Data Element: Type of Acceptance

Inputs

Source: EX 11.04
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1
Process: If MIPR is accepted all reimbursable then route to EX 20.08 Record Obligation Against Obligation Document Number.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

2
Process: If MIPR is accepted all direct cite then route to EX 20.06 Identify Associated Reference Document Number of Commitment.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

3
Process: If MIPR is accepted part direct cite and part reimbursable then route parts to EX 20.06 Identify Associated Reference Document Number of Commitment and EX 20.08 Record Obligation Against Obligation Document Number.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

4
Process: If MIPR is rejected in total then route transaction to EX 11.12 Decommit Funds.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

5
Process: If rejected MIPR contains comments requesting changes before MIPR can be accepted then route transaction to EX 19.01 Draft Requirements Documents for modification.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Diagram: EX 11 Accounts Payable Reimbursable Military Inter-Departmental Purchase Request (MIPR)

Process: EX 11.05 Receive MIPR Acceptance or Rejection

Outputs

Destination: EX 20.08 Record Obligation Against Obligation Document Number
Schedule: On Demand
Medium: Electronic
Functional Data:

Destination: EX 20.06 Identify Associated Reference Document Number of Commitment
Schedule: On Demand
Medium: Electronic
Functional Data:

Destination: EX 11.12 Decommit Funds
Schedule: On Demand
Medium: Electronic
Functional Data:

Destination: EX 19.01 Draft Requirements Document
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: EX 11 Accounts Payable Reimbursable Military Inter-Departmental Purchase Request (MIPR)

Process: EX 11.12 Decommit Funds

This process de-commits funds and updates the applicable Standard General Ledger Accounts for MIPRs that have been rejected by the Performing Activity.

Key Data Element:

Inputs

Source: EX 11.05 Receive MIPR Acceptance or Rejection
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1
Process: Decrease commitment balance and increase uncommitted value for the fund cite(s) on the MIPR.
User Role: NONE
Automation: Automatic
Security: Update
Edits:
Requirements:

2
Process: Update the Standard General Ledger Accounts in accordance with the de-commitment action.
User Role: NONE
Automation: Automatic
Security: Update
Edits:
Requirements:

Outputs

Destination: EX 19.14 Cancel Document.
Schedule: On Demand
Medium: Electronic
Functional Data:

EX 12 Accounts Payable Transaction By Others (TBO)

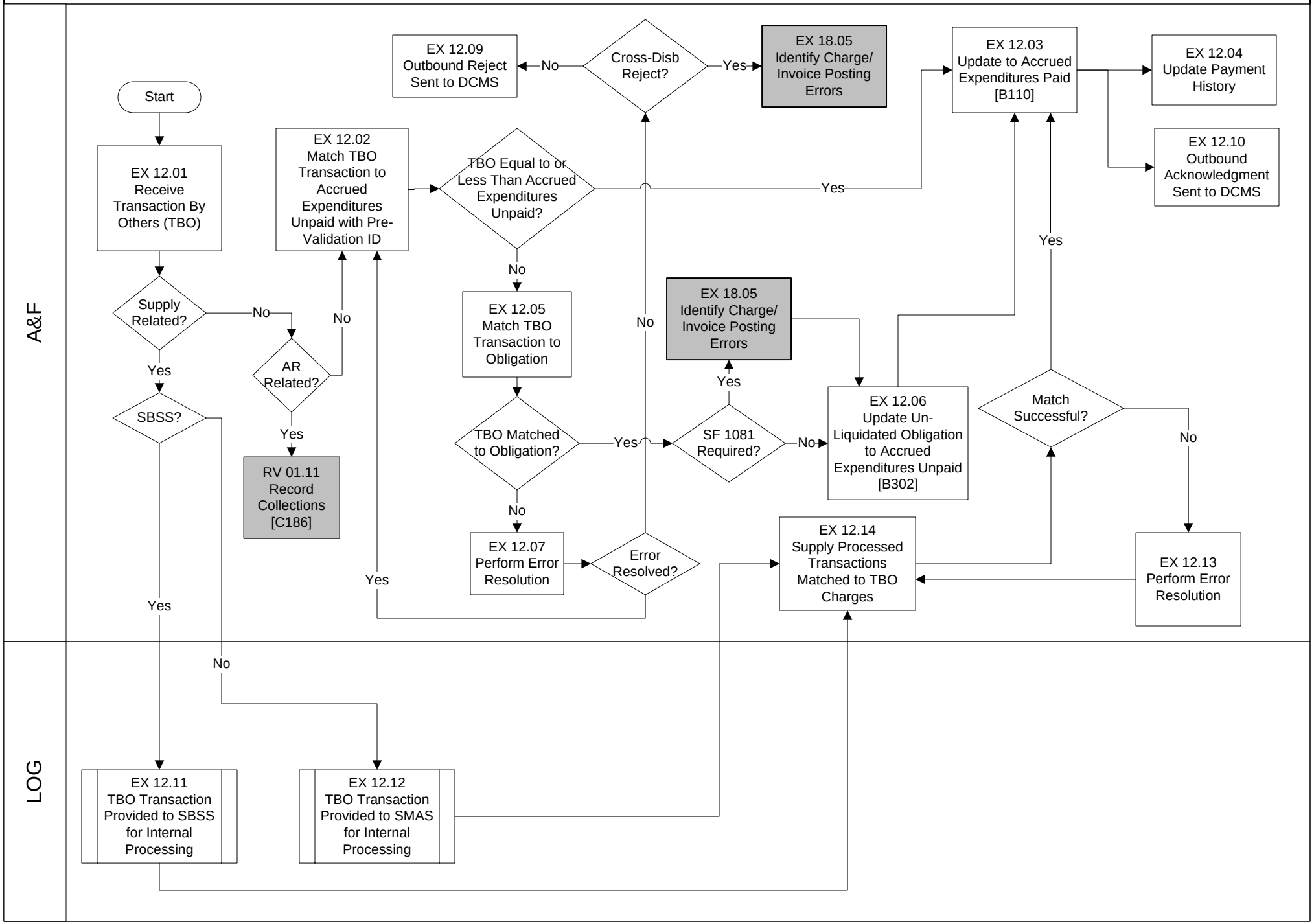

Diagram: EX 12 Accounts Payable Transaction By Others (TBO)

Transactions By Others are charges, credits, and reimbursements made by a Department of Defense (DoD) Disbursing Station on behalf of the system. The electronic transactions are received matched to system obligations/invoices and recorded in cash.

Diagram: EX 12 Accounts Payable Transaction By Others (TBO)

Process: EX 12.01 Receive Transaction By Others (TBO)

The by-other file is received from DCMS and prepared for initial system processing.

Key Data Element: By-Other Control Number (BCN), Document Number, CLIN, LOA, ACRN, Voucher Number, Payment Date

Inputs

Source: Departmental Cash Management System (DCMS) - DFB Module

Schedule: Daily

Direction: Pull

Medium: Electronic

Functional Data: 7112D Inbound : Charges, credits, and reimbursements disbursed by other DoD Stations on behalf of the system

Steps

1 Process: The system provides electronic email notification to the TBO Interface contacts that a file is ready for interface.

User Role: Analyst/Technician at DFAS Organization

Automation: Automatic

Security: Update

Edits:

Requirements:

2 Process: The system runs validity checks against the inbound transaction file.

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT

Automation: Automatic

Security: Create

Edits: The By-Other Control Numbers (BCN) cited on each inbound transaction is compared against the system's historical data. If a matching BCN is found the transaction is a duplicate and should be restricted from entering the system. The duplicate transaction should be provided to the system technician in a report that summarizes the validation.

Requirements:

3 Process: Immediately after valid transactions enter the system table, records citing the SBSS Fund Codes 61, 6H, or 6C are provided to the processing technician via a workflow report. The report should only cite new charges received from DCMS and include all data available from the staging table. If at a later date a transaction not citing a SBSS Fund Code is determined to be SBSS, the technician should have the capability to provide the data via workflow.

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT

Automation: Automatic

Security: Read Only

Edits:

Requirements:

4 Process: Immediately after valid transactions enter the system table, records citing the SMAS Fund Code 6B is provided to the processing technician via a workflow report. The report should only cite new charges received from DCMS and include all data available from the staging table. If at a later date a transaction not citing a SMAS Fund Code is determined to be SMAS, the technician should have the capability to provide the data via workflow.

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Diagram: EX 12 Accounts Payable Transaction By Others (TBO)

Process: EX 12.01 Receive Transaction By Others (TBO)

5

Process: Immediately after valid transactions enter the system table, records citing the MAFR Code (Transaction Type Code) “U” are identified as reimbursable transactions. Reimbursable transactions should offset a receivable within the Accounts Receivable module.

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: EX 12.02 Match TBO Transaction to Accrued Expenditures Unpaid with Pre-Validation ID

Schedule: Daily

Medium: Electronic

Functional Data:

Destination: EX 12.11 TBO Transaction Provided to SBSS for Internal Processing

Schedule: On Demand

Medium: Electronic

Functional Data: TBO Charges for SBSS : Detailed charge information received from DCMS

Destination: EX 12.12 TBO Transaction Provided to SMAS for Internal Processing

Schedule: Daily

Medium: Electronic

Functional Data: TBO Charges to SMAS : Detailed charge information received from DCMS

Diagram: EX 12 Accounts Payable Transaction By Others (TBO)

Process: EX 12.02 Match TBO Transaction to Accrued Expenditures Unpaid with Pre-Validation ID

TBO details are matched against Pre-Validated transactions in the Accrued Expenditures Unpaid stage of accounting.

Key Data Element: Pre-Validation Id, BCN, Amount, LOA

Inputs

Source: EX 12.01 Receive Transaction By-Others (TBO)
Schedule: Daily
Direction: Pull
Medium: Electronic
Functional Data:

Steps

1 Process: The system attempts to match the Pre-Validation ID cited on each non-Supply or Receivable TBO transaction against the Pre-Validation Number referenced in Accrued Expenditures Unpaid records.
User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT
Automation: Automatic
Security: Create
Edits: Only TBO charges citing a Pre-Validation ID are validated against the system AEU (Receipt).
Requirements:

2 Process: If successfully matched, verify the charge amount matches monetarily and proceed to updating Accrued Expenditures Paid. If the charge amount differs from the AEU, increase or decrease the AEU amount against the applicable obligation.
User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT
Automation: Automatic
Security: Create
Edits: Sufficient funds must be electronically verified on the obligating document prior to increasing the AEU.
Requirements:

Outputs

Destination: EX 12.05 Match TBO Transaction to Obligation
Schedule: On Demand
Medium: Internal
Functional Data:

Destination: EX 12.03 Update to Accrued Expenditures Paid
Schedule: Daily
Medium: Report
Functional Data: Pre-Validation Adjustments : The system should provide a report of Pre-Validation Adjustments processed by the system

Diagram: EX 12 Accounts Payable Transaction By Others (TBO)

Process: EX 12.03 Update to Accrued Expenditures Paid

Cash Disbursements and Collection received via by-others are recorded in cash.

Key Data Element: Amount, LOA, Invoice Number, Date Posted in Cash, BCN

Inputs

Source: EX 12.06
Schedule: Daily
Direction: Push
Medium: Electronic
Functional Data:

Source: EX 12.02 Match TBO Transaction to Accrued Expenditures Unpaid with Pre-Validation ID
Schedule: Daily
Direction: Pull
Medium: Electronic
Functional Data:

Source: EX 12.14 Supply Processed Transactions Matched to TBO Charges
Schedule: On Demand
Direction: Pull
Medium: Unknown
Functional Data:

Steps

1 Process: The system processes the non-SBSS/SMAS invoices from Accrued Expenditures Unpaid to Accrued Expenditures Paid. The invoices relating to SBSS/SMAS TBO charges shall be processed directly from Allotments - Realized Resources to Accrued Expenditures Paid, as the obligation balances are maintained within each logistics system.

For a complete audit-trail, the system shall update the TBO Staging Table with the updated "Paid" status and the date payment was recorded.

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT
Automation: Automatic
Security: Update
Edits:
Requirements:

Outputs

Destination: EX 12.04 Update Payment History
Schedule: On Demand
Medium: Internal
Functional Data:

Destination: EX 12.10 Outbound Acknowledgement Sent to DCMS
Schedule: Daily
Medium: Internal
Functional Data:

Diagram: EX 12 Accounts Payable Transaction By Others (TBO)

Process: EX 12.04 Update Payment History

Payment transactions update the obligation history.

Key Data Element: Invoice Number, Payment Number, BCN, Amount, Document Number, Payment Date

Inputs

Steps

1

Process: The system shall ensure all TBO payments invoices are maintained in a researchable area of the database for reconciliation purposes.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Diagram: EX 12 Accounts Payable Transaction By Others (TBO)

Process: EX 12.05 Match TBO Transaction to Obligation

TBO lines failing Pre-Validation matching or not containing a Pre-Validation Id are matched against the system's obligations.

Key Data Element: Document Number, CLIN, ACRN, Amount, BCN, LOA

Inputs

Source: EX 12.02 Match TBO Transaction to Accrued Expenditures Unpaid with Pre-Validation ID

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data:

Steps

1 Process: Without Pre-Validation, a high percentage of charges received as TBOs will not contain a valid Document Number, CLIN, or ACRN. The users should have the functionality to update the Document Number, CLIN, and ACRN cited in the transactions provided by the disbursing station.
- For situations where charges are received from DCMS that do not contain a valid CLIN, the following should be accomplished prior to AP Invoice creation:.
a) Where matching to a PO with multiple CLINs – The ACRN found in the TBO Staging Table should be used to look-up and populate the correct CLIN in the staging table for matching.
b) Where matching to a PO with a single CLIN – The interface should identify the charges matched to a PO with a single PO Line and add/update the staging table CLIN to reflect '001'.
The interface should only create Payable Invoices for records that are matched to "APPROVED" Purchase Orders that have sufficient funding at the PO Line level. Potentially, multiple TBO charges received in a daily DCMS file may cite an identical PO/CLIN combination. The PO fund validation must incorporate like records (PO Number and PO Line) found in the TBO Staging Table to prevent invoices from being suspended and ensure the correct status is shown.

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT

Automation: Automatic

Security: Update

Edits: - To ensure a sufficient audit trail is available for each record, the original Document Number, CLIN, and ACRN must be maintained in a "view-only" field on the TBO GUI.
- The interface should only create Payable Invoices for records that are matched to "APPROVED" Purchase Orders that have sufficient funding at the PO Line level. Potentially, multiple TBO charges received in a daily DCMS file may cite an identical PO/CLIN combination. The PO fund validation must incorporate like records (PO Number and PO Line) found in the TBO Staging Table to prevent invoices from being suspended and ensure the correct status is shown.

Requirements:

2 Process: The system matches the Document Number, CLIN and ACRN combination cited on the TBO charge to approved obligation documents in Purchasing.

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT

Automation: Automatic

Security: Update

Edits: TBO Document Id = PO Number
CLIN = PO Line Number, or
ACRN = PO ACRN

Requirements:

Diagram: EX 12 Accounts Payable Transaction By Others (TBO)

Process: EX 12.05 Match TBO Transaction to Obligation

3

Process: Successfully matched transactions should create the Accrued Expenditures Unpaid within the system and be easily identified within the staging table GUI. If a Payable invoice is used to offset the obligation document:
- The invoice number should equal the By-Other Control Number. If a TBO transaction is linked to multiple invoices, a "-" plus a sequential number (beginning at "1") should be appended to the invoice number.
- The invoice should not be allowed to accumulate interest penalty charges.
- All TBO invoices must be separated from invoices relating other processes (e.g. Vendor Payment Invoices).
- A corresponding receiving document (receipt) should be created to for the amount of the invoice if the obligating document is a 3-way match. For audit trail purposes, the automatic receipt should be identified at system produced.
- The TBO invoices are payable immediately.
- TBO is a government transfer of funds, a negotiable check or EFT should never be generated.

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT

Automation: Automatic

Security: Create

Edits:

Requirements:

4

Process: - If a TBO charge does not contain a valid CLIN or ACRN, however it can linked to a specific obligating document the system should:
A) Where only one CLIN or ACRN, match the charge amount to the cited obligation.
B) Where multiple CLIN or ACRN combinations exist, the system should only reference the existence of an obligating document on the GUI. Payable processing cannot occur in this instance without error resolution.

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT

Automation: Automatic

Security: Create

Edits:

Requirements:

5

Process: If the TBO charge cites a document number found within the system in status other than approved, the system should reference the obligation status on the GUI. Payable processing cannot occur in this instance without error resolution.

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT

Automation: Automatic

Security: Update

Edits:

Requirements:

6

Process: If the TBO charge matches successfully to a obligation that does not have sufficient funds, the status should be updated on the GUI and a notification to the obligation funds holder should be provided.

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: EX 12.06 Update Unliquidated Obligation to Accrued Expenditures Unpaid

Schedule: On Demand

Medium: Internal

Functional Data:

Destination: EX 12.07 Perform Error Resolution

Schedule: On Demand

Medium: Internal

Functional Data:

Diagram: EX 12 Accounts Payable Transaction By Others (TBO)

Process: EX 12.06 Update Unliquidated Obligation to Accrued Expenditures Unpaid

TBO transactions that successfully match to the system's obligations are moved to the Accrued Expenditures Unpaid stage of accounting.

Key Data Element:

Inputs

Source: EX 12.05 Match TBO Transaction to Obligation
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data:

Steps

1
Process: The system generates the appropriate general ledger updates.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Update
Edits:
Requirements:

2
Process: The system populates the updated TBO detail status on the GUI.
User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT
Automation: Automatic
Security: Update
Edits:
Requirements:

Outputs

Destination: EX 12.03 Update to Accrued Expenditures Paid
Schedule: On Demand
Medium: Internal
Functional Data:

Diagram: EX 12 Accounts Payable Transaction By Others (TBO)

Process: EX 12.07 Perform Error Resolution

TBO transactions failing the system's matching edits are researched and corrected.

Key Data Element: TBO Document Id, CLIN, ACRN, Amount, By Other Control Number (BCN), system Purchase Order Number, system CLIN, system ACRN, system Amount

Inputs

Source: EX 12.05 Match TBO Transaction to Obligation

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data:

Steps

1 Process: The TBO user shall have an automated means of providing error notifications with detailed reports to specified individuals. The reports include Unprocessed TBO Details with Status Codes and the Aging Report by Status.

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT

Automation: User Initiated in System

Security: Update

Edits:

Requirements:

2 Process: The system shall have functionality to "breakout" a single summary TBO charge to cite multiple obligations. Implement a TBO subform for the purpose of breaking out summarized TBO charges to match against detail PO Number and PO Lines. The form should be available to update TBO lines that have not already generated an AP Invoice.
a. The form shall allow the user to view a minimum of ten rows of data, however must have the capability to allow an unlimited number of Purchase Order/CLIN combinations for a single charge/credit.
b. The amounts entered in the subform should show a running subtotal on the form. This functionality will assist the user with balancing the TBO charge amount against the details populated in the subform.
c. Since matching to multiple Purchase Orders will effect multiple Purchasing Suppliers, each entry made in the subform should produce a separate invoice. Do not produce detailed invoices until ALL will pass edits.
d. Error messages produced on the main GUI should also be available on each line of the subform. The system shall have the capability to produce a SF1081 and produce the necessary 7113 Adjustments for subform entries that reference a Treasury Appropriation (Fund/Limit) other than the one cited on the original charge/credit.

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT

Automation: User Initiated in System

Security: Update

Edits: Partial TBO Acceptance to DCMS are not allowed, thus all lines related to a By-Other Control Number must be processed at the same time.

Requirements:

Diagram: EX 12 Accounts Payable Transaction By Others (TBO)

Process: EX 12.07 Perform Error Resolution

3

Process: Processing issues occur that require DFAS personnel to “chargeback” lines received from non-AF stations. All lines subject to chargeback will require automated SF1081 “Accept and Adjust” action. The interface should:
(1) Report the “97” TBO Acceptance on the DCMS Outbound 7112E
(2) Report the SF1081 to CDS
(3) Report the chargeback on the Outbound DCMS 7112D under the correct Treasury Account
(4) Populate the applicable “DJ” and “FJ” cards in the monthly 7113 Report.

User Role: TBO Interface Technician

Automation: Manual/Automatic

Security: Update

Edits: The current valid values for Treasury Chargeback are limited to:
'17 F3875.0600' Air Force Chargeback to Navy
'17 F 3875.0601' Air Force Chargeback to Marines
'17 F 3875.0900' Summary to Detail Chargeback to Cleveland
'17 F 3875.0901' Summary to Detail Chargeback to Kansas City
'21 F 3875.0600' Air Force Chargeback to Army
'21 F 3875.0900' Summary to Detail Chargeback to Indy
'97 F 3875.0600' Chargeback from Denver to Columbus (or DoD)
'97 F 3875.0900' Summary to Detail Chargeback to Columbus

- In addition to the chargeback account, a valid accountable station is required for processing the SF1081and the Outbound CDS/DCMS Interfaces. The value to be entered should be available in a “pick list” supplied from the DCMS Edit Validation Table.

- TBO charges identified as MOCAS related shall not be adjusted or charged back.

Requirements:

Outputs

Destination: EX 12.09 Outbound Reject Sent to DCMS
Schedule: Daily
Medium: Electronic
Functional Data: RCS:HAF-ACF(W)7112E : Reject or re-route of TBO charge

Destination: EX 18.05 Identify Charge/Invoice Posting Errors
Schedule: On Demand
Medium: Electronic
Functional Data: SF1081 : TBO adjustment voucher created

Diagram: EX 12 Accounts Payable Transaction By Others (TBO)

Process: EX 12.09 Outbound Reject Sent to DCMS

Transactions that require rejection or re-route back to Air Force stations are submitted as an outbound interface to the Departmental For and By Others Module (DFB) of DCMS.

Key Data Element: Rejection Code, BCN, Re-Route ADSN, Reason/Note

Inputs

Source: EX 12.07 Perform Error Resolution

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data:

Steps

1 Process: The user must be able to enter the reject/reroute on the TBO staging table. All information for a reject/reroute should be included on the TBO staging table to be filled in manually by the functional.

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT

Automation: User Initiated in System

Security: Update

Edits: User selection of valid reject codes should be limited to:
'01' Not applicable to this station
'02' Cannot be identified
'03' Contract transferred to another station
'04' Duplicate payment
'05' OAC/OBAN transferred to another station. - Add as a NOTE: Please enter notes into the DCMS By-Others record
'06' Voucher requested from paying ADSN not received. - Add as a NOTE: Please enter notes into the DCMS By-Others record
'07' Other - Add as a NOTE: Please enter notes into the DCMS By-Others record
Note: The Error Code values should be table-driven to prevent additional system programming.

- Reroute ADSN - Should be blank if the transaction is a reject. If a charge must be rerouted, the system must ensure that only valid Air Force accountable stations are selected per the Master Edit Validation Table (DCMS-DMB).

Requirements:

2 Process: The system should produce electronic “98” reject/reroute transactions for the DCMS Interface HAF-ACF(W)7112E

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT

Automation: Automatic

Security: Update

Edits: Transactions added to the HAF-ACF(W)7112E should only be reported once to DCMS.

Requirements:

Outputs

Destination: DCMS-DFB

Schedule: Daily

Medium: Electronic

Functional Data: RCS:HAF-ACF(W)7112E : DCMS Acceptance '97' and Reject/Re-Route '98' transactions

Diagram: EX 12 Accounts Payable Transaction By Others (TBO)

Process: EX 12.10 Outbound Acknowledgement Sent to DCMS

Outbound acknowledgement sent to the system.

Key Data Element: BCN, amount

Inputs

Steps

Process: The system shall have the capability to produce an outbound acceptance (&112E) for all processed (in GLA (1010XX) TBO charges. The system shall flag the submitted TOB records on the GUI to ensure a proper audit trail is available to the user. TBO transactions shall only be reported on the 7112E a single time.

User Role: NONE

Automation: Automatic

Security: Create

Edits:

Requirements:

Outputs

Diagram: EX 12 Accounts Payable Transaction By Others (TBO)

Process: EX 12.11 TBO Transactions Provided to SBSS for Internal Processing

The Standard Base Supply System (SBSS) receives detailed billings from the system and processes the transactions internally against detailed requisitions. As charges are accepted throughout the month, the detailed acceptances are output to the system via a Daily "29" interface. For cash reporting purposes, the transactions are matched against the uncleared TBO billings housed in the system.

Key Data Element: BCN, Document Number, Voucher Number, Disbursing Station, Amount

Inputs

Source: EX 12.01 Receive Transaction By Others (TBO)

Schedule: On Demand

Direction: Push

Medium: Report

Functional Data: SBSS TBO Charges : Detailed report of charges requiring SBSS action

Steps

Outputs

Destination: EX 12.14 Supply Processed Transactions Matched to TBO Charges

Schedule: On Demand

Medium: Electronic

Functional Data: SBSS Acceptances : Detailed feed of SBSS acceptances

Diagram: EX 12 Accounts Payable Transaction By Others (TBO)

Process: EX 12.12 TBO Transaction Provided to SMAS for Internal Processing

The Standard Materiel Accounting System (SMAS) receives detailed billings from the system and processes the transactions internally against detailed requisitions. As charges are accepted throughout the month, the detailed acceptances are output to the system in a daily interface. For cash reporting purposes, the transactions are automatically matched against uncleared TBO billings housed in the system.

Key Data Element: BCN, Document Number, Voucher Number, Disbursing Station, Amount

Inputs

Source: EX 12.01 Receive Transaction By Others (TBO)

Schedule: On Demand

Direction: Push

Medium: Report

Functional Data: SMAS TBO Charges : Detailed report of charges requiring SMAS action

Steps

Outputs

Destination: EX 12.14 Supply Processed Transactions Matched to TBO Charges

Schedule: On Demand

Medium: Electronic

Functional Data: Daily Acceptances : Detailed feed of SMAS acceptances

Diagram: EX 12 Accounts Payable Transaction By Others (TBO)

Process: EX 12.13 Perform Error Resolution

Transactions processed in SBSS/SMAS do not agree or match with the system TBO charge/credit received from DCMS.

Key Data Element: Document Number, Amount BCN, LOA

Inputs

Source: EX 12.14 Supply Processed Transactions Matched to TBO Charges

Schedule: On Demand

Direction: System Internal

Medium: Unknown

Functional Data:

Steps

1 Process: The user identifies differences between TBO charges and Supply Acceptances utilizing a validation report available in the system. Differences may include Document Number, posted amount, or LOA differences.

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT

Automation: User Initiated in System

Security: Read Only

Edits:

Requirements:

Outputs

Destination: EX 12.14 Supply Processed Transactions Matched to TBO Charges

Schedule: On Demand

Medium: Unknown

Functional Data:

Diagram: EX 12 Accounts Payable Transaction By Others (TBO)

Process: EX 12.14 Supply Processed Transactions Matched to TBO Charges

Supply acceptances transactions are matched to TBO Charges within the staging table.

Key Data Element: Document Number, Amount, BCN, Appropriation, Fund Code

Inputs

Source: EX 12.11 TBO Transaction Provided to SBSS for Internal Processing
Schedule: Daily
Direction: Pull
Medium: Unknown
Functional Data: Accepted SBSS TBO Charges : Detailed SBSS report or interface of processed TBO charges.

Source: EX 12.12 TBO Transaction Provided to SMAS for Internal Processing
Schedule: Daily
Direction: Pull
Medium: Unknown
Functional Data: Accepted SMAS Charges : Detailed SMAS report or interface of processed TBO charges.

Steps

1 Process: The system shall attempt to match received Supply acceptances against charges residing within the TBO staging table. The match shall key on the Document Number field found in SMAS/SBSS and the TBO staging table.

The TBO GUI shall have the capability to add or update the accepted supply amount in the event an automated means of supply acceptances is unavailable.

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

2 Process: If the SBSS/SMAS acceptances successfully match, the system shall perform the appropriate cash updates within the system. The matched amounts processed within the system shall be shown on the TBO GUI for each charge.

Only the SBSS/SMAS acceptances that sum to the TBO charge/credit amount shall be included in the DCMS Outbound Acknowledgement RCS:HAF-ACF(W)7112E interface.

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT
Automation: Automatic
Security: Update
Edits: The Document Number in SMAS/SBSS matches the TBO charge/credit Document Number.
- The Supply Acceptance Amount shown on the TBO GUI shall equal the detail values submitted to the GL for cash update
Requirements:

Outputs

EX 13 Travel Obligations

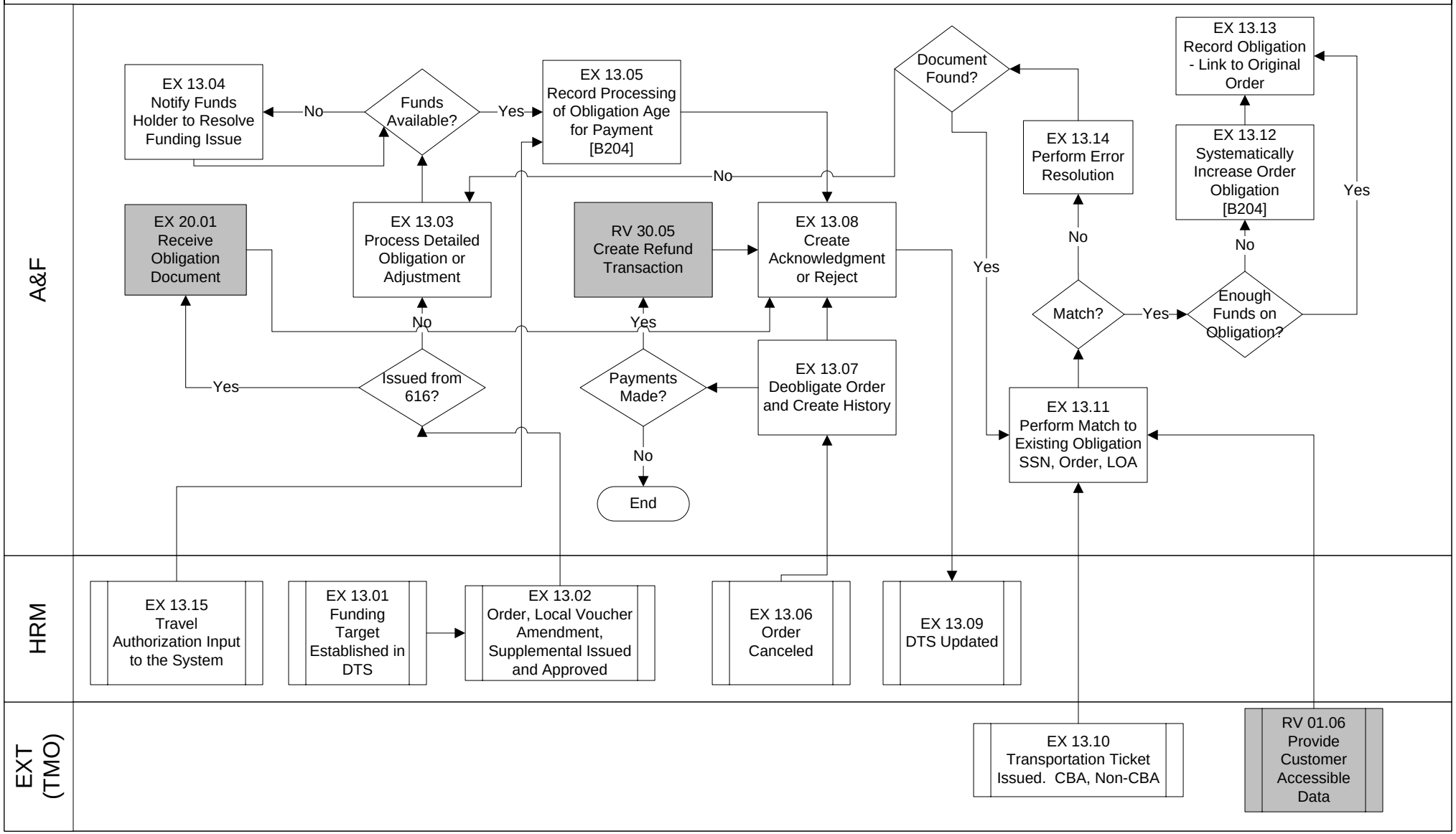

Diagram: EX 13 Travel Obligations

This flow covers travel obligations from various input files.
1. The system Travel Authorization (TA) process
2. Defense Travel System (DTS)
3. Manual TAs issued by organizations with no system access (Fund Cite Authorization Commitment)
4. Tickets issued by the Contracted Ticketing Office (CTO)
5. Military Transportation Authorizations (MTAs).

One key fact with DTS is that the fund authority is loaded up front to match the targets in the accounting system. Request functionality with the system and DTS to interface fund targets loaded into the system update DTS automatically.
Other Travel Authorizations (TAs), aka "Orders", are input directly to the system, the system will check funds control on manually entered TAs.
Tickets on the CTO's Centrally Billed Account (CBA) are subsequent obligations from TAs and therefore, are technically already obligated. However, the system should create a separate entry for these subsidiary obligations for reference and posting.

DTS outputs a file that flows through the Defense Electronic Business Exchange (DEBX). DEBX translates the data needed by the accounting system. This file is referred to as the 821 file. DEBX sends the Line of Accounting (LOA) and other detailed data to record the travel authorization in the system for subsequent reference on future transactions. The traveler's social security number is part of the document identifier along with the TA number assigned by DTS. DTS uses the Trip Record Number (TRN) as the official identifier. The LOA and fund targets in DTS are manually updated. There is no automated process to keep DTS in sync with the accounting system. An output file is created and passed to RTS with the order data entered into the system (Non-DTS orders).

Diagram: EX 13 Travel Obligations

Process: EX 13.03 Process Detailed Obligation or Adjustment

This process initially checks the system for fund availability for TAs. It also covers initial obligation for local vouchers and supplemental vouchers. Adjustment obligations would happen in the case of amendments to orders or settlement vouchers in DTS. The DTS 821 file will contain the Travel Authorization number assigned by DTS. Manual orders issued from a Funds Cite Authorization (FCA) commitment will process to EX 20.01 since these are manual documents received from units without access to the system.

Key Data Element: SSN, TA Number, Amount, Trip Record Number (DTS), LOA, Type Travel, Start date, Number days TDY

Inputs

Source: Manual Order Input
Schedule: On Demand
Direction: System Internal
Medium: Manual
Functional Data:

Source: DTS DEBX Interface
Schedule: Daily
Direction: Pull
Medium: Electronic
Functional Data: 821-00 DTS Record : Initial Travel Authorization or Local Voucher Obligation
821-01 DTS Record : Cancelled Order Obligation
821-05 DTS Record : Amendment or Adjustment to Travel Authorization
821-31 DTS Record : Obligation for Supplemental Voucher

Steps

1 Process: DTS DEBX Input. Using the different functional data descriptions, the system will transfer an obligation or obligation adjustment based on the type of transaction. Transaction acceptance is sent back to DTS via DEBX.
If 821-00, establish initial obligation in reference to the traveler's SSN
If 821-05, adjust the initial obligation
if 821-31, establish an obligation for supplemental payment, referencing the original TA.
User Role: Pull in data
Automation: Automatic
Security: N/A
Edits: Travel Authorization Number, Amount, trip record number(DTS), LOA, Type Travel
Requirements: DTS-PMO-IRD-TIB-101403-1.4

Outputs

Destination: EX 13.04
Schedule: On Demand
Medium: Internal
Functional Data:

Destination: EX 13.05 Record Processing of Obligation
Schedule: On Demand
Medium: Internal
Functional Data: Record Obligation : Record of Obligation for Travel

Diagram: EX 13 Travel Obligations

Process: EX 13.04 Notify Funds Holder to Resolve Funding Issue

After the system checks for funds available, the system will notify the funds holder to update targets in the system to allow the processing of the obligation. For DTS obligation, we assume that the targets in the accounting system match the targets in DTS, but there could be a disconnect since the systems DO NOT reconcile targets. Request functionality with the system and DTS to interface fund targets loaded into the system update DTS automatically. If funds reject in the system for a DTS obligation, a transaction acknowledgement needs to be produced for resolution (See Output).

Key Data Element: Target, Amount to Obligate, LOA

Inputs

Source: EX 13.03 Process Detailed Obligation or Adjustment

Schedule: On Demand

Direction: Pull

Medium: Electronic

Functional Data:

Steps

1 Process: If the system cannot process the obligation due to insufficient funds, it must produce a management notice to reflect the problem. The system will send a notice directly to the funds holder for resolution. Notice will contain the SSN, TA#, LOA and reason for the reject.

User Role: Automatic

Automation: Manual/Automatic

Security: Create

Edits: Email address, reason for reject

Requirements:

Outputs

Destination: DEBX

Schedule: Daily

Medium: Electronic

Functional Data: DTS 824A Record : Accounting Reject Notice to the system via DEBX

Destination: Funds Holder Resolution

Schedule: On Demand

Medium: Electronic

Functional Data:

Diagram: EX 13 Travel Obligations

Process: EX 13.05 Record Processing of Age for Payment

This is the actual posting of the travel obligation. Record using all the key data elements. System must allow for updates to these obligations with proper authorization levels. System should also allow for A&F to return the TA if there are other non-funding related problems.

Key Data Element: SSN, Travel Authorization Number, Amount, trip record number (DTS), LOA, Type Travel

Inputs

Source: EX 13.15
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data:

Source: EX 13.03 Process Detailed Obligation or Adjustment
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data:

Source: EX 13.04 Notify Funds Holder to Resolve Funding Issue
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data:

Steps

1 Process: Record the travel obligation into the accounting system.
User Role: Automatic
Automation: Automatic
Security: N/A
Edits:
Requirements:

Outputs

Destination: EX 13.08
Schedule: On Demand
Medium: Internal
Functional Data:

Diagram: EX 13 Travel Obligations

Process: EX 13.07 Deobligate Order and Create History

In case a trip is cancelled, the system must deobligate the TA first. When an advance was previously paid, the system must create a refund receivable transaction-RV30.05. As well, a DTS transaction acknowledgement must occur. Also, TAs canceled in the system only (non-DTS TAs), must be on the output file for RTS.

Key Data Element: SSN, TA Number, Amount, LOA, Trip Record Number, Transaction Status

Inputs

Source: EX 13.06 Order Cancelled
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data: DTS 821-A/R record : Establish accounts receivable due to authorization canceled with advance

Source: Manual Order Input
Schedule: On Demand
Direction: Pull
Medium: Manual
Functional Data:

Steps

1 Process: When a request to cancel a TA is received, the system needs to check for advances paid. DTS will send an AR transaction when it knows an advance was paid in DTS. The system check will validate the AR821 from DTS.
User Role: AP TRAVEL AUTHORIZATION PROCESSOR
Automation: Automatic
Security: N/A
Edits:
Requirements:

2 Process: Cancel TAs can be processed directly in the system. System will check for advances as well. If advance is present, system will create refund receivable. The refund transaction is accomplished on RV 30.05. RTS will send notification to the traveler.
User Role: AP TRAVEL AUTHORIZATION PROCESSOR
Automation: User Initiated in System
Security: Update
Edits:
Requirements:

Outputs

Destination: EX 13.08 Create DTS Acknowledgment or Reject
Schedule: On Demand
Medium: Electronic
Functional Data: DTS 824 File : Reject notice or Acceptance
RTS Output File : RTS0-O-001 RICE TDS.doc

Diagram: EX 13 Travel Obligations

Process: EX 13.08 Create Acknowledgement or Reject

This creates the required feedback to DTS and the Reserve Travel System (RTS) for the obligation transaction status. DTS status runs through DEBX. RTS will require an output file of all authorizations manually processed into the system since it is the entitlement system that makes non-DTS order payments. RTS is not an order writing system, so the TAs manually input to the system, must be fed back to RTS to assist in TA population.

Key Data Element: SSN, travel authorization number, amount, LOA, Trip Record Number, transaction status

Inputs

Source: EX 13.05 Record Processing of Obligation
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data: Transaction Status : Various transaction statuses the system generates to flag transactions

Steps

1 Process: Based on the status of the obligation processing within the system, the system will generate a transaction file for all obligations processed from the DTS DEBX file.
User Role: Automatic
Automation: Automatic
Security: N/A
Edits:
Requirements: IRD DTS-DEBX-DADS DEC03 V 1.4
Interim Guidance for Travel Accounting, Appendix C

2 Process: Create the TA output file for import to RTS. This export will creates TA records processed daily in the system for future entitlement payments processed in RTS. The file will be exported to diskette using the format provided by the interface team--RTS0-O-001 RICE TDS.doc - ATRAS Orders to RTS
User Role: Automatic
Automation: Manual/Automatic
Security: Create
Edits: SSN, TA#
Requirements: RTS0-O-001 RICE TDS.doc

Outputs

Destination: DEBX
Schedule: On Demand
Medium: Electronic
Functional Data: DTS 824A record : Reject notice
DTS 824P record : Obligation Accepted
DTS 824 record : Translation Failure

Destination: RTS Order Data File
Schedule: Daily
Medium: Electronic
Functional Data: RTS File Format : RTS0-O-001 RICE TDS.doc - ATRAS Orders to RTS

Diagram: EX 13 Travel Obligations

Process: EX 13.11 Perform Match to Existing Obligation SSN, Order, LOA

This step searches for a link to the original TA obligation to record a subsequent transportation ticket obligation (Commercial or Military airlift). Two sources of data, TMO and GATES. If match is found proceed to EX13.13, if not, go to EX 13.14. System will generate a report to reflect the outcome of the match. Include the key data elements in the report.

Key Data Element: SSN, TA#, LOA, amount, Ticket Number

Inputs

Source: CTO Ticket Obligation File
Schedule: On Demand
Direction: Pull
Medium: Electronic
Functional Data:

Source: RV 01.06 Provide Customer Accessible Data
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data:

Steps

1 Process: The system receives and processes the file created by the CTO and the file produced by RV 01.06. Format of the CTO input file is in the document named, TTOP-001 RICE TDS.doc.
User Role: AP TRAVEL AUTHORIZATION PROCESSOR
Automation: Automatic
Security: Create
Edits: SSN, TA number, Ticket#, LOA
Requirements: TTOP-001 RICE TDS.doc
JFMIP SR-99-0, 14
DoDFMFR Vol10, Chapt 13, para 130106D

2 Process: If the incoming file does not match to a SSN and TA in the system, then proceed to EX 13.14 Perform Error Resolution.
User Role: Automatic
Automation: Automatic
Security: N/A
Edits: SSN, Travel Authorization
Requirements:

3 Process: If the SSN and TA number match, then check for funds available. This is accomplished by comparing the amount left for obligation on the TA to the new obligation for the ticket.
User Role: Automatic
Automation: Automatic
Security: N/A
Edits: TA Number, Obligation available.
Requirements:

Outputs

Destination: EX 13.13 Record Obligation
Schedule: On Demand
Medium: Internal
Functional Data:

Match to authorization :	Means the match occurred on the input file to an authorization in the system
Fund Check :	Check authorization for funds available.

Diagram: EX 13 Travel Obligations

Process: EX 13.11 Perform Match to Existing Obligation SSN, Order, LOA

Destination: EX 13.14 Perform Error Resolution

Schedule: On Demand

Medium: Electronic

Functional Data: No Match : Means no match to authorization and resolution is required.

Diagram: EX 13 Travel Obligations

Process: EX 13.12 Systematically Increase Order Obligation

If the ticket cost exceeds the available order obligation, the system needs to adjust the obligation upward to allow processing to continue.

Key Data Element: Same

Inputs

Source: EX 13.11 Perform Match to Existing Obligation

Schedule: On Demand

Direction: Pull

Medium: Internal

Functional Data:

Steps

1 Process: If a match occurs, the system will compare ticket cost to available obligation balance. If the obligation balance is not enough, systematically increase the order obligation to match the ticket cost; then add 1 cent to keep the TA obligation open. Continue Processing. Generate a report and email to each fund holder affected by any upward adjustments--keep a flag on these records for later reporting. The report shall identify the amount of the automatic adjustment, original obligation balance, SSN, LOA, and TA#.

User Role: AP TRAVEL AUTHORIZATION PROCESSOR

Automation: Manual/Automatic

Security: Update

Edits: Ticket#, SSN, TA#, Email address, amount of adjustment

Requirements:

Outputs

Destination: EX 13.13 Record Obligation-Link to TA

Schedule: On Demand

Medium: Internal

Functional Data:

Diagram: EX 13 Travel Obligations

Process: EX 13.13 Record Obligation - Link to Original Order

Records ticket obligation with link to traveler SSN and TA#. This sets up the ticket for future payment/billing from either the CTO CBA bill or an AMC Passenger billing. For AMC tickets, an output file of all Tickets matching a TA will be created to link back with the revenue area to show an accurate match occurred. This will assist them with any problem billings. The system must provide the functionality to create, update or delete these type obligations since they are coming from an external source. This will allow adjustments when the wrong traveler information was referenced.

Key Data Element: SSN, TA#, Ticket#, LOA, Amount

Inputs

Source: EX13.11 Perform Match to Existing Obligation SSN, Order, LOA
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data:

Source: EX 13.12 Systematically Increase Order Obligation
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data:

Steps

1 Process: After match to existing order or creating the TA, the system will create a subsidiary obligation from the TA--TA will be decremented by the ticket amount.
User Role: AP TRAVEL AUTHORIZATION PROCESSOR
Automation: Manual/Automatic
Security: Create
Edits: None-System generated
Requirements:

Outputs

Diagram: EX 13 Travel Obligations

Process: EX 13.14 Perform Error Resolution

Error process when there is no match on the Transportation Authorization number or SSN. Bottom line is a ticket needs obligated and our first course of action is to find out if there is an obligation, but the numbers are not correct. The SSN and TA# are input externally from the system and it's possible that TMO or AMC input the wrong data.

Key Data Element: SSN, TA#, Ticket#, LOA, Amount

Inputs

Source: EX 13.11 Perform Match to Existing Obligation

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data:

Steps

1 Process: System should check for both open and closed TAs. If no TA is found, first research needs accomplished in the system to try and locate the TA or SSN. These errors with the match to SSN and TA# need put in a suspense file for resolution. The A&F technician will have the ability to change ONLY the SSN and/or TA# on the ticket input file. The system shall maintain a history record of all changes. The system shall have the ability to modify these fields to facilitate the matching of the ticket to an TA. Example would be if a traveler has a TA in the system numbered "TA1234" and the CTO entered the TA number as "TA1243", we should have the ability to change the input file data to match what is in the system. We should not have the ability to change the TA in the system since those TA numbers are assigned automatically and should not be incorrect. A report of any wrong SSNs and/or TA#s needs produced and sent back to the CTO so they can update their system. The report will show what was originally received and the changes that were made. Report will have original Ticket, LOA, SSN, TA# and new SSN/TA# when changed.

User Role: AP TRAVEL AUTHORIZATION PROCESSOR

Automation: Manual

Security: Create

Edits: SSN, TA#, LOA, Ticket#

Requirements: Current TTOPRS instructions
DFAS-DE 7010.3-R Appendix B

2 Process: System should check for both open and closed TAs. If no TA is found, one needs to be created. This manual-generated TA will be created using the same data as contained in the Ticket file and only be created for the amount of the ticket. The system shall have a process built to only have to click a button to populate the ticket file data to the accounting system. This process will take the SSN, TA#, LOA and amount of ticket to create a TA. If a TA is created in this process, then a report needs to be generated to the funds holder to notify them of the new obligation. The report will include the Key data elements above and a canned reason for the notice. The system shall clearly identify auto-generated obligations for later reporting and tracking.

User Role: AP TRAVEL AUTHORIZATION PROCESSOR

Automation: Manual

Security: Create

Edits: SSN, TA#, Ticket#, LOA, Amount, Reason for manual intervention

Requirements:

Outputs

Destination: EX 13.03 Process Detailed Obligation or Adjustment

Schedule: On Demand

Medium: Manual

Functional Data:

Destination: Ex 13.11 Perform Match to Existing Obligation SSN, Order, LOA

Schedule: On Demand

Medium: Internal

Functional Data:

Diagram: EX 13 Travel Obligations

Process: EX 13.15 Travel Authorization Input to the System

This step covers those Travel Authorizations (TAs) that are input directly into the system from the units. The system will have the ability to input, update or cancel TAs. This is basically the same functionality that the Automated Business Services System (ABSS) has. The system will not let the TA process continue if there are no funds available for the obligation amount. The system will assign the TA number for all orders created internally.

Key Data Element: SSN, TA Number, Amount, LOA, Type Travel, Start date, Number days TDY

Inputs

Source: Organization Input - HRM

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data:

Steps

1 Process: The organization inputs the TA directly into the system. At the time of input, the system will check for funds available. If no funds available, a warning will appear to tell the drafter they cannot submit the TA until funds are available. A notice will be emailed to the designated resource advisor in that organization for action. Notice will contain the Key Data Elements and a brief note that funds were not available.

User Role: AP TRAVEL AUTHORIZATION PROCESSOR

Automation: Manual/Automatic

Security: Create

Edits: SSN, TA Number, Amount, LOA, Type Travel, Start date, Number days TDY, email address

Requirements:

2 Process: The organization will approve the TA, usually the Orders Approving Official (AO). Once approved, the document will pass on to the next level in the approval flow. This approval flow is designated by each organization. As a minimum, there needs to be a drafter and an approver. They may want to add their resource advisor to the flow.

User Role: INFORMATION USER - MID-LEVEL MANAGER

Automation: Automatic

Security: Update

Edits: Approval status, remarks

Requirements: Same as ABSS Functionality

Outputs

Destination: EX 13.05 Record Processing of Obligation Age for Payment

Schedule: On Demand

Medium: Internal

Functional Data:

EX 13.01 Travel Debt Payments

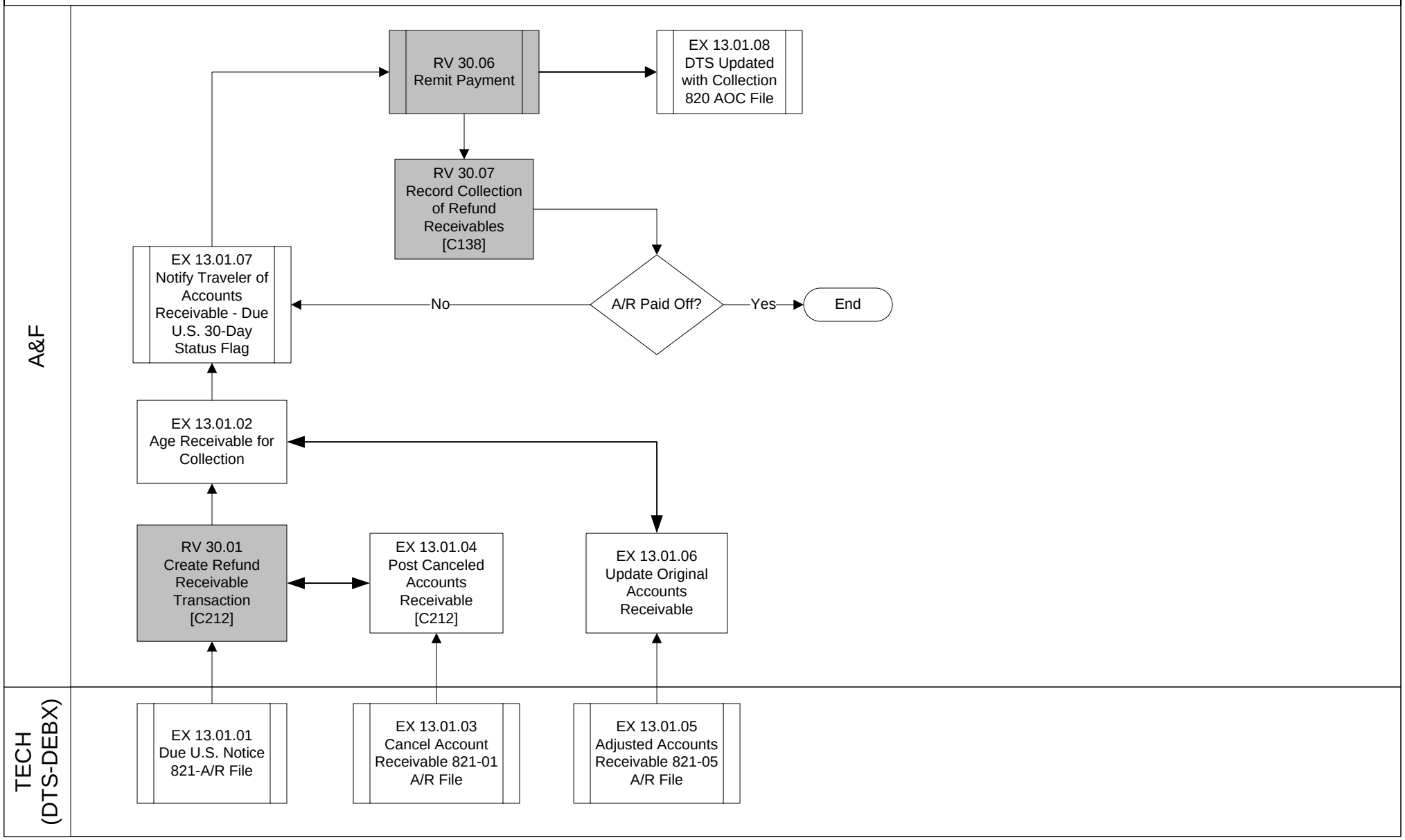

Diagram: EX 13.01 Travel Debt Payments

This flow covers the process of travel debt creation and closure. The entitlement systems will notify travelers of any indebtedness as a result of previous payments. The system will received two input files from the middleware processor which originate in the Defense Travel System (DTS) and the Reserve Travel System (RTS). There are many different coding structures to identify what type of over-payment needs to be processed. The middleware application will translate these prior to import to the system.

Diagram: EX 13.01 Travel Debt Payments

Process: EX 13.01.02 Age Accounts Receivable for Collection

Age Receivable to await the collection.

Key Data Element: SSN, TA#, Amount DUE US

Inputs

Source: RV 30.01 Create Refund Receivable Transaction
Schedule: On Demand
Direction: Pull
Medium: Electronic
Functional Data: DTS 821-A/R Record : DTS notice that a member is Due-US
RTS Frames : Certain TV frames will ID when a member is Due-US

Source: EX 13.01.06
Schedule: On Demand
Direction: Pull
Medium: Electronic
Functional Data: DTS 821-05 A/R Record : DTS notice for a corrected amount Due-US

Steps

1 Process: From Inputs, the AR setup by RV30.01 will be aged awaiting the collection.
User Role: AR ACCOUNT MAINTAINER
Automation: Automatic
Security: N/A
Edits:
Requirements:

Outputs

Diagram: EX 13.01 Travel Debt Payments

Process: EX 13.01.04 Post Canceled Accounts Receivable

Post canceled accounts receivable from input from DTS or RTS. Entitlement system will generate appropriate transactions.

Key Data Element: SSN, TA#, Amount, LOA

Inputs

Source: EX 13.01.03 Cancel Account Receivable 821-01 A/R File

Schedule: On Demand

Direction: Pull

Medium: Electronic

Functional Data: DTS 821-01 A/R Record : DTS notice that a Due-US is canceled

RTS Frames : Certain TV frames will ID when a Due-US no longer exists

Steps

1 Process: System to cancel the previously set up accounts receivable.

User Role: AR COLLECTION PROCESSOR

Automation: Manual/Automatic

Security: Delete

Edits: SSN, TA#, Amount, LOA

Requirements:

Outputs

Diagram: EX 13.01 Travel Debt Payments

Process: EX 13.01.06 Update Original Accounts Receivable

Update accounts receivable from the entitlement system. May also be from cross disbursing transactions from Middleware

Key Data Element: SSN, TA#, Amount, LOA

Inputs

Source: EX 13.01.05 Adjusted Accounts Receivable 821-05 A/R File

Schedule: On Demand

Direction: Pull

Medium: Electronic

Functional Data: DTS 821-05 A/R Record : DTS notice that a Due-US is adjusted

RTS Frames : Certain TV frames will ID when a Due-US needs adjusted

Steps

1 Process: Whenever an adjustment is received through the middleware, the system needs to make adjustment to the original AR.

User Role: AR COLLECTION PROCESSOR

Automation: Manual/Automatic

Security: Update

Edits:

Requirements: JFMIP SR-99-9
JFMIP SR-99-9, 13 Offsets

Outputs

Destination: EX 13.01.02 Age Receivable for Collection

Schedule: On Demand

Medium: Internal

Functional Data:

EX 13.02 Travel CBA Payments

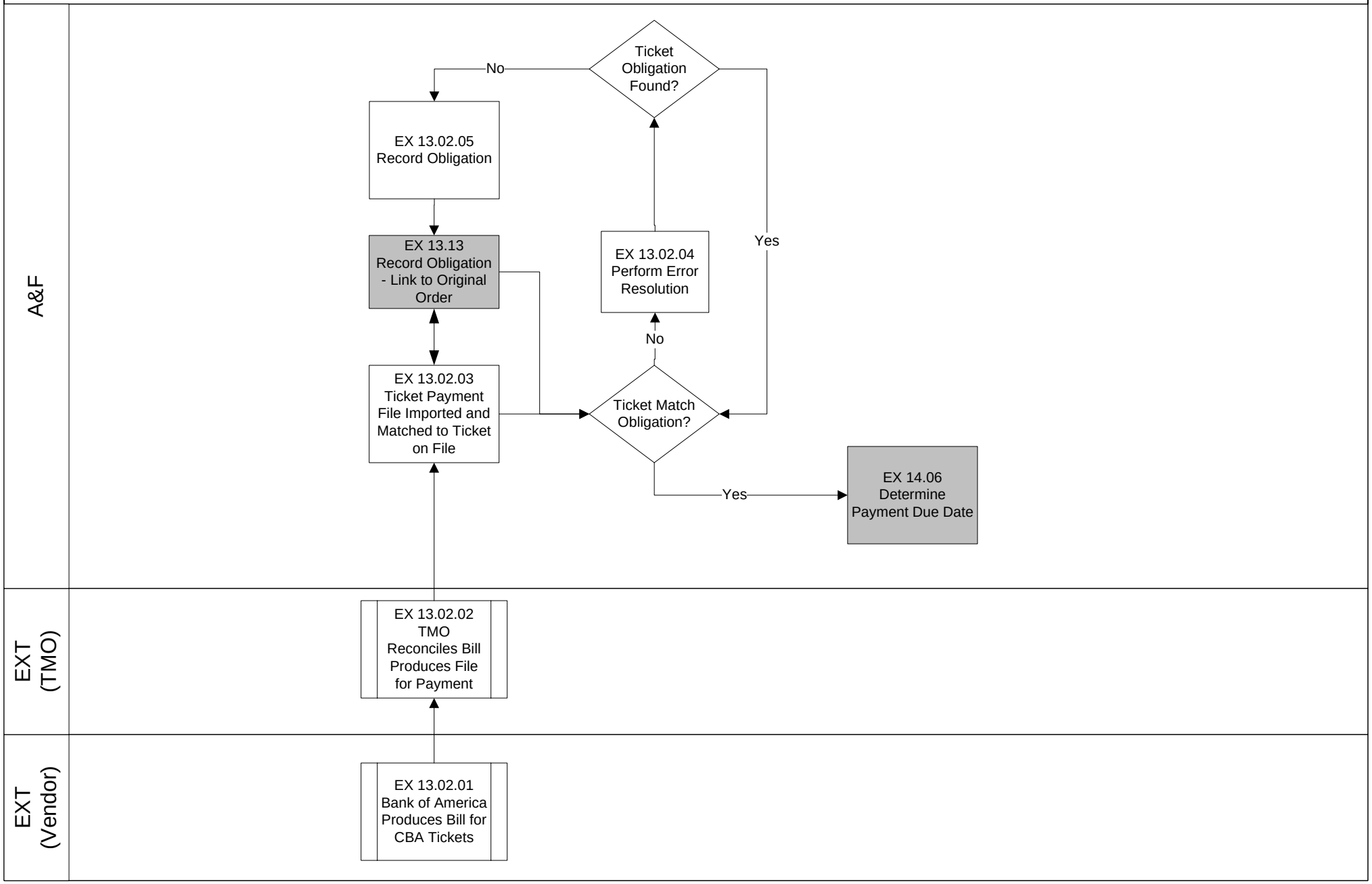

Diagram: EX 13.02 Record CBA Payments

Payment flow for commercial tickets issued by the local contracted ticketing office (CTO). This file will contain many different LOAs since CTOs issue travel tickets for all types of orders with all types of funding. All For-Self tickets should have an order loaded in the accounting system prior to this CBA. Different Software may be used by CTOs, but they are required to create standard output files to create obligations, payments and collections. There is a file generated once a month after the transportation/CTO offices reconcile the monthly credit card bill from Bank of America. This bill is sent to A&F to process. Common linked data is the traveler information, travel authorization (TA) number. AS-IS process is accomplished using the TTOPRS software created by DFAS-Denver. Functionality for the system will be similar to TTOPRS with exception of using the FSR, PSR. The system will only use Line of Accounting (LOA). The file received has the LOA included, but is only as accurate as the input by the TMO or CTO.

Diagram: EX 13.02 Record CBA Payments

Process: EX 13.02.03 Ticket Payment File Imported and Matched to Ticket on File

The import file specifications are on document TTOP-I-002 RICE TDS.doc. Various data is imported and used to document the ticket payment. The common link is the Ticket#, SSN and TA number. If the match is found, that line item is sent to schedule for payment. Since there are many different tickets involved on one invoice, all tickets must be matched (for-self) to make payment. For others LOAs will just be paid using the LOA provided. Along with the file, the CTO sends the hardcopy bill with copies of orders. Provide for manual input/update of imported tickets or those that may not have matched. A module to reconcile these tickets to obligations needs created, similar to the TTOPRS program.

Key Data Element: Contract#, Invoice/Control#, Name, SSN, TA#, Ticket#, Fare AMT or Ticket Refund AMT, Tax AMT, Ticketed Fare AMT, CTO Discount Fee AMT, Net Cost/Refund to Government, Document Type, Accounting Information (LOA), Accounting Station#

Inputs

Source: CTO Payment File
Schedule: Monthly
Direction: Pull
Medium: Electronic
Functional Data: Document Type T : Ticket Charge
Document Type R : Ticket Refund
Accounting Information : LOA as input by the TMO or CTO

Source: Manual Ticket Payment
Schedule: On Demand
Direction: System Internal
Medium: Manual
Functional Data:

Steps

1 Process: File received and Imported to the system CBA Ticket process.
User Role: AP TRAVEL PAYMENT PROCESSOR
Automation: Manual/Automatic
Security: Create
Edits: See Key data elements
Requirements: DFAS-DE 7010.3R Appendix B

2 Process: If SSN and Order number are matching in the accounting system, then link ticket payment to the ticket obligation on file. (For-Self Only). For other LOAs and CMAs, the ticket is paid directly from the funds. Possible to create a history record to record and allow for later query.
User Role: AP TRAVEL PAYMENT PROCESSOR
Automation: Manual/Automatic
Security: Create
Edits:
Requirements: JFMIP SR-99-9, 14

3 Process: If for-self fund and no match occurs, must perform error resolution at EX 13.02.04. There should normally not be any errors since these tickets were obligated from a previous interface on EX 13-Travel Obligations. Any ticket refunds need posted to the previously paid ticket in the system. Some refunds may occur on the same bill as the charge, thereby it being a wash transaction.
User Role: AP TRAVEL PAYMENT PROCESSOR
Automation: Manual
Security: Create
Edits: Ticket Number
Requirements:

Diagram: EX 13.02 Record CBA Payments

Process: EX 13.02.03 Ticket Payment File Imported and Matched to Ticket on File

Outputs

Destination: EX 14.06 Determine Payment Due Date
Schedule: On Demand
Medium: Internal
Functional Data:

Destination: EX 13.02.04 Perform Error Resolution
Schedule: On Demand
Medium: Internal
Functional Data:

Diagram: EX 13.02 Record CBA Payments

Process: EX 13.02.04 Perform Error Resolution

If no ticket number is matched in the system, one must research to determine why. All For-Self payments should have something on file, but there are times when no order was loaded. However, this error resolution should have been worked when the initial obligation file was processed from the CTO. When the CTO CBA file is imported, there should be an error listing available internally for the A/P processor to review and reconcile.

Key Data Element: Ticket#, SSN, TA#

Inputs

Source: EX 13.02.03
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: If ticket is found in the system, make changes to get the match. Have the system link the mis-matched ticket to the one found. If not proceed to EX 13.02.04 to obligate the ticket.
User Role: AP TRAVEL PAYMENT PROCESSOR
Automation: User Initiated in System
Security: Create
Edits: Ticket#
Requirements:

Outputs

Destination: EX 14.06 Determine Payment Due Date
Schedule: On Demand
Medium: Internal
Functional Data:

Destination: EX 13.02.05 Record Obligation
Schedule: On Demand
Medium: Manual
Functional Data:

Diagram: EX 13.02 Record CBA Payments

Process: EX 13.02.05 Record Obligation

Error resolution not successful. Obligation needs posted for payment processing. Research determines that the payment is valid and no TA was loaded. Obtain the TA obligating document and record.

Key Data Element: Contract#, Invoice/Control#, Name, SSN, TA#, Ticket#, Fare AMT or Ticket Refund AMT, Tax AMT, Ticketed Fare AMT, CTO Discount Fee AMT, Net Cost/Refund to Government, Document Type, Accounting Information (LOA), Accounting Station#

Inputs

Source: EX 13.02.04 Perform Error Resolution

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data:

Steps

1 Process: Record TA obligation to system. Accomplished after research that the order was not issued in the system. Once the TA is posted, proceed to step 2.

User Role: AP TRAVEL PAYMENT PROCESSOR

Automation: Manual

Security: Create

Edits: See key data elements

Requirements:

2 Process: Now the TA is obligated, the Ticket obligation can be recorded from the TA.

User Role: AP TRAVEL PAYMENT PROCESSOR

Automation: Manual

Security: Create

Edits: See Key data Elements.

Requirements:

Outputs

EX 13.03 Travel Non CBA Payments

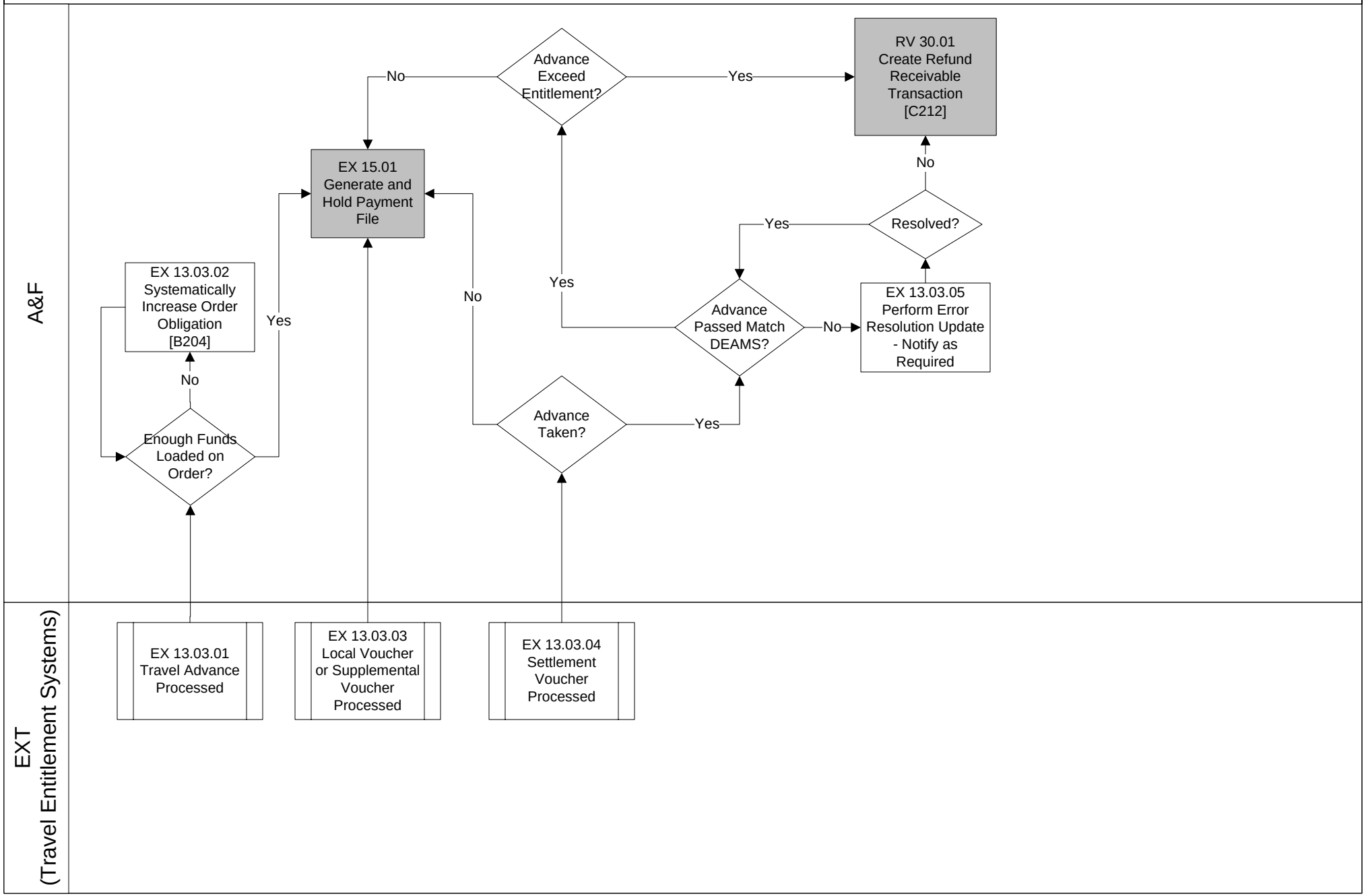

Diagram: EX 13.03 Travel - Non-CBA Payments

This flow covers all payments that are not Centrally Billed Accounts (CBAs). Vouchers for payment include, travel advances, settlements, local travel, and supplementals. The system will received two input files from the middleware processor which originate in the Defense Travel System (DTS) and the Reserve Travel System (RTS). There are many different coding structures to identify what type of payment needs to be processed. The middleware application will translate these prior to import to the system. Settlement vouchers received need checked in the system to determine if advances are present. If advances are present, then the system needs to match internal data to incoming date to reconcile. DTS settlements will already account for this, but there is a possibility an advance was paid by another station that was not entered into DTS, but would be in the system due to cross-disbursing. Local and supplemental voucher payments made in DTS produce an obligation in conjunction with the payment. For RTS local and supplemental payments, there is no matching obligation to post the payment against.

Diagram: EX 13.03 Travel - Non-CBA Payments

Process: EX 13.03.02 Systematically Increase Order Obligation

This step is to cover a funds shortage. This should not normally occur since TAs should have enough funds obligated to cover the travel. As well, travel technicians should not pay more funds than the TA has obligated. However, if the TA is short, the system needs to adjust accordingly.

Key Data Element: SSN, TA#, Voucher#(RTS only), Type Travel, Amount, LOA, Date Payment is Due

Inputs

Source: EX13.03.01 Travel Advance Processed

Schedule: On Demand

Direction: Pull

Medium: Electronic

Functional Data:

RTS TADV Transaction :	For-Self Advance processed in RTS
RTS TV06A Transaction :	For-others/Open Allotment advances processed in RTS
RTS XV04 Transaction :	Voucherless by-others/Civilian PCS For-Self paid in RTS
DTS 810-14 Record :	Advance paid in DTS
DTS 810-25 Record :	Scheduled Partial Payment paid in DTS

Steps

1 Process: All incoming advance payments (includes scheduled partial payments in DTS) will reconcile with the pre-existing TA on file in the system. If enough funds are on the TA, then the process continues.
If there are not enough funds, the system will increase the TA to accommodate the advance payment, then add $.01 to keep the TA open.
If the TA cannot be found at all, then the system needs to post the advance with reference to the TA# received in the interface.

User Role: AP TRAVEL PAYMENT PROCESSOR

Automation: Manual/Automatic

Security: Create

Edits: SSN, TA#, LOA

Requirements: JFMIP SR-99-9, 12
DFAS-DE 7077.2-M Section 30 - Travel accounting Process
PMO-IRD-TIB-101403-1.4

Outputs

Destination: EX 15.01 Generate and Hold Payment File

Schedule: Daily

Medium: Internal

Functional Data:

Diagram: EX 13.03 Travel - Non-CBA Payments

Process: EX 13.03.05 Perform Error Resolution Update - Notify as Required

When advances pass from the entitlement systems on settlement vouchers, a check to existing advances must be accomplished. Error resolution is a manual process in this case prompted by the system's notice. Since most all advances are paid from the servicing finance office's entitlement system, there should never be an error. However, there may be instances where an emergency advance was paid by another station that flowed into the system, but not to the entitlement system. If the system and the entitlement systems were designed later, the system could notify the entitlement system of any advances received externally (By-Others). This would prevent any errors at this step.

Key Data Element: SSN, TA#, Advance Voucher#

Inputs

Source: EX 13.03.04 Settlement Voucher Processed

Schedule: On Demand

Direction: Pull

Medium: Electronic

Functional Data:

RTS Type Transaction 86 Type Vendor 7 :	Transaction created by RTS when advance claimed less than advance on file
RTS Type Transaction 85 Type Vendor 7 :	Transaction created by RTS when advance claimed is greater than advance on file

Steps

1 Process: In the event an advance is recorded in the system that isn't accounted for from the entitlement system, a process must identify this fact. The resolution is a manual process that may require various steps to determine the problem. Once resolved, the processor links the proper Key Data Elements to allow the system to continue processing this transaction. If the advance in the system is determined to be valid absent the advance in the entitlement system, the processor must have the ability to cancel the payment and create an refund receivable.

User Role: AP TRAVEL PAYMENT PROCESSOR

Automation: Manual/Automatic

Security: Update

Edits: SSN, TA#, Advance Voucher#

Requirements:

Outputs

Destination: EX 15.01 Generate and Hold Payment File

Schedule: Daily

Medium: Internal

Functional Data:

Destination: RV 30.01 Create Refund Receivable Transaction

Schedule: On Demand

Medium: Manual

Functional Data:

Destination: Defense Travel System

Schedule: On Demand

Medium: Electronic

Functional Data: DTS 824A Record : Reject notice with note about advances not reconciling.

EX 14 Accounts Payable Entitlement Computation

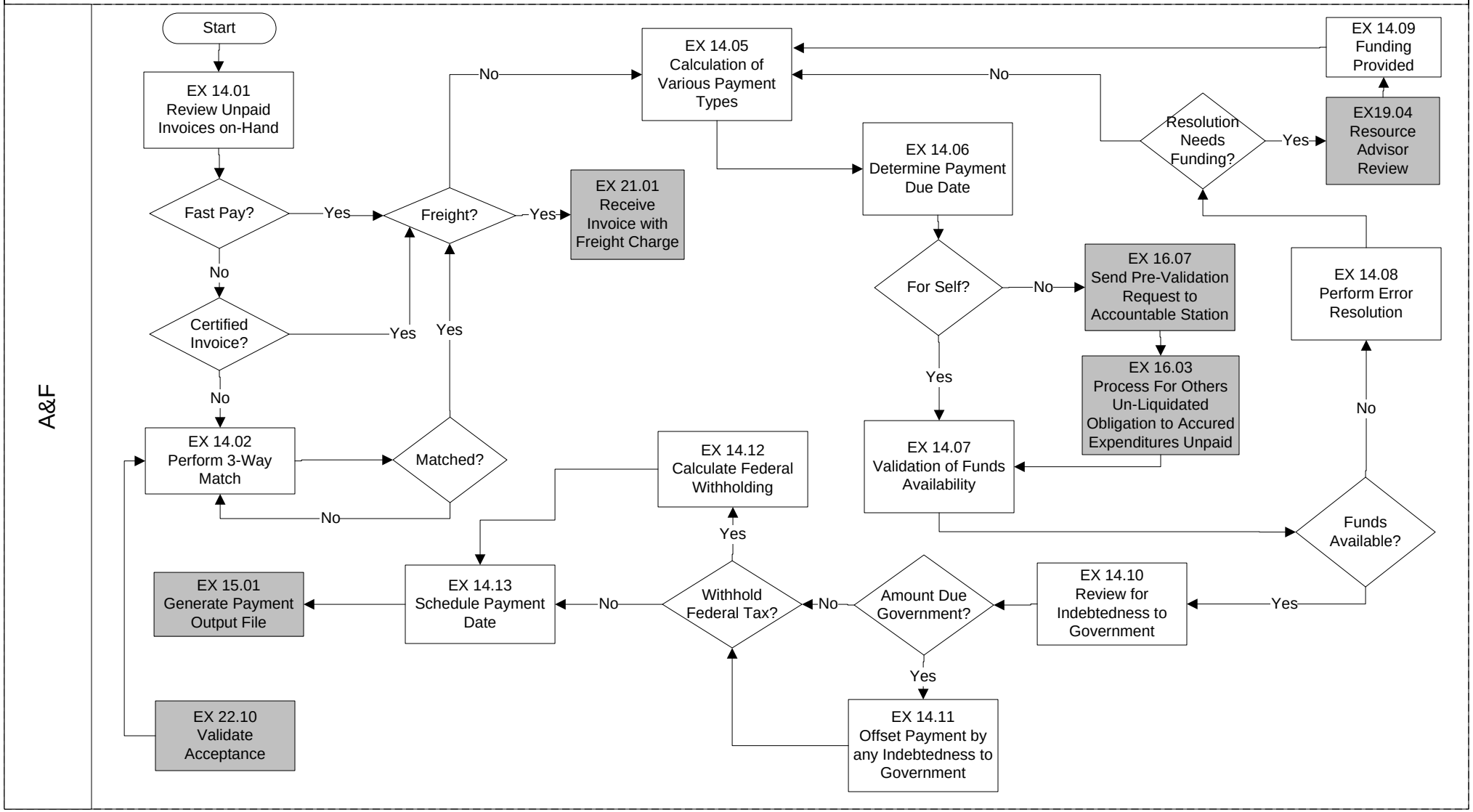

Diagram: EX 14 Accounts Payable Entitlement Computation

This Flow computes Accounts Payable entitlements under various situations (i.e. discounts, interest, contract finance payments, net 15,net 30 etc.) and creates a payment transaction (voucher) to send to the Central Disbursing System.

Diagram: EX 14 Accounts Payable Entitlement Computation

Process: EX 14.01 Review Unpaid Invoices On-Hand

This process identifies invoices that are ready for payment, combines the necessary electronic documentation (invoice, receiving report, obligation) and starts the transaction on the payment processing path.

Key Data Element: Contract Number, Delivery Order Number, Contract Line Number (include NSN in description if multiple CLINS exist on Purchase Order, Blanket Purchase Agreement (BPA), BPA Call Number

Inputs

Steps

1
Process: Review invoices that are in the Unpaid Invoices On-Hand File, to determine if an invoice is ready for payment processing.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements: JFMIP SR-02-01, req. PMB-05
JFMIP SR-02-01, req. CFB-18
JFMIP SR-02-01, req. CFB-18

2
Process: If the contract or Invoice contains the Fast Pay clause or indicator (FAR 52.213-1), then route the transaction to EX 14.05 after determining that freight is not billed. If invoice has freight charge then route to EX 21.01: Receive Invoice with Freight Charge.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements: FAR 52.213-1
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JFMIP SR-02-01, req. PMB-26

3
Process: Check to see if the invoice has been certified. If it has been certified, then route it to EX 14.05 if freight has not been invoiced. If freight has been invoiced, then route it to EX 21.01: Receive Invoice with Freight Charge.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements: DODFMR Vol 10 Chap
JFMIP-SR-02-02 p.30 of 94

Outputs

Destination: EX 14.02 Perform 3-Way Match
Schedule: On Demand
Medium: Internal
Functional Data: Contract Terms : Review clauses and terms

Destination: EX 21.01 Receive Invoice with Freight Charge
Schedule: On Demand
Medium: Internal
Functional Data:

Destination: EX 14.05 Calculation of Various Payment Types
Schedule: On Demand
Medium: Internal
Functional Data:

Diagram: EX 14 Accounts Payable Entitlement Computation

Process: EX 14.02 Perform 3-Way Match

Three-Way Match requires Contract match, invoice match (see section above), and receiving report match DD250 or other receiving document:
A receiving report is used to provide certification of receipt and acceptance of goods or services and must contain the following information:
a) Contract number/purchase order number. Must match the contractual document or the obligating document.
b) Adequate description of supplies or services to ensure identification of receipt and acceptance of goods or services ordered. For services, the description must include the period the services were rendered.
c) Quantities of supplies or services received or performed.
d) Receipt date. The receipt date is the date the goods or services were received or delivered. Utilities and services are provided throughout the billing period, therefore, they are considered to be received on the last day of the billing period.
e) Acceptance date. The date supplies or services were accepted. The acceptance date is the date the goods or services were inspected and determined to conform to the contract. The acceptance date can not be prior to the end of the service period or date of receipt of goods. This does not apply for authorized advance payments.
Note 1: Receipt and acceptance dates are separate events but may occur on the same date. A single date can be used if it certifies both receipt and acceptance, otherwise separate dates are required. Dates must identify if it is receipt or acceptance date.
Note 2: Constructive acceptance. Constructive acceptance applies if the acceptance date is more than 7 calendar days after date of receipt, unless the contract provides a longer acceptance period. Enter the constructive acceptance date in IAPS as the acceptance date if constructive acceptance applies. Ensure that a written explanation of the method used to determine the acceptance date is annotated on/attached to the receiving report.
Note 3: Utilities and services are provided throughout the billing period, therefore they are considered to be received on the last day of the billing period. Unless a specific acceptance period is provided in the contract, acceptance is considered to be the 7th day after receipt date or earlier if actual acceptance occurs before the constructive acceptance date.
f) Signature or approved electronic equivalent of government official authorized to accept supplies or services with brief block to include: Printed name, mailing address, and telephone number of designated government official accepting goods or services. Mailing address may be a commercial or organizational address. The state and zip code are required for organizational addresses. The telephone number may be a DSN or commercial number. An extension is not acceptable.

Key Data Element: Contract, Invoice, Receiving Report, CLIN, ACRN

Inputs

Source: EX 14.01 Review Unpaid Invoices On-Hand
Schedule: Daily
Direction: System Internal
Medium: Internal
Functional Data: Contract : Obligation Document
Invoice : Vendor bill
Receiving Report : SBSS/MEDLOG Interface, manual input

Source: EX 22.10: Validate Acceptance
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data:

Steps

1 Process: Review invoice, receiving report and contract on hand files to determine if a three match is successful by document number, down to the CLIN/ACRN level.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Diagram: EX 14 Accounts Payable Entitlement Computation

Process: EX 14.02 Perform 3-Way Match

2

Process: If a 3 way match is made, then determine if freight has been charged and if so, then route transaction to EX 21.01: Receive Invoice with Freight Charge. If freight has not been charged, then route transaction to EX 14.05: Calculation of Various Payment Types. When all matches have been found for this cycle, then end this process until next daily cycle begins.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Destination: EX 14.05 Calculation of Various Payment Types

Schedule: On Demand

Medium: Electronic

Functional Data: Receiving Report : DD 250

Diagram: EX 14 Accounts Payable Entitlement Computation

Process: EX 14.05 Calculation of Various Payment Types

Discounts: The system shall compute payment amounts and payment due dates in accordance with early payment discount offers from vendors when it's to the Government's advantage to do so based on the Government's cost of funds and the procedures set forth chapter 2, volume 10, DoD Financial Management Regulation 7000.14.R .

Vendors may offer multiple discount terms on both the contract and on invoices. The system shall automatically select and apply the most cost advantageous discount term that results in the greatest net savings to the Government when multiple discount terms are offered.

The system shall automatically tract and report quarterly and year-to-date statistics on lost discounts required to complete the Prompt Payment Act (PPA) Report (Q)1619. An example of the report is at appendix B, volume 10, DoD Financial Management Regulation 7000.14.R. The system shall automatically tract and report current quarter and year-to-date: number of discounts available, number taken, number not taken because not economically justified. The system shall automatically tract and report current quarter and year-to-date number and amount of economically justified discounts lost and the dollar amount of the lost discounts categorized by reason.

Interest: The system shall automatically compute and entitle late payment interest penalties and additional penalties required by the Prompt Pay Act as set forth in Office of Management and Budget 5CFR Part 1315 Prompt Payment; and chapter 7, volume 10, DoD Financial Management Regulation 7000.14.R.

Financing Payments: The system shall entitle and account for financing payments in accordance with the Federal Acquisition Regulation Part 32 Contract Financing and Defense Federal Acquisition Regulation Supplement (DFARS) Part 232 Contract Financing. Financing payments are payments made to a contractor prior to the Government's acceptance of supplies or services. Contract financing payments include – advance payments; performance-based payments; commercial and interim payments; progress payments based on cost under FAR clause 52-232-16, progress payments; progress payments based on a percentage or stage of completion, except those made under FAR clause 52.232-5, Payments Under Fixed-Price Architect-Engineer Contracts; and interim payments under a cost reimbursement contract, except for a cost reimbursement contract for services when Alternate I of FAR clause 52.232-25, Prompt Payment, is used. Unless falling into one of the exceptions listed in the FAR, contract financing payments are not subject to the interest penalty provisions of the Prompt Payment Act. DoD policy is to make contract financing payments as quickly as possible with a payment due date of 7 days after receipt of payment request for progress payments and 14 days for interim payments on cost type contracts.

Financing payments may be computed and liquidated on a whole contract basis, line item basis, or delivery item basis as stipulated in the contract. The Government recoups financing payments through the deduction of liquidations that would otherwise be due to the contractor for completed contract items.

The system shall account for financing payments and liquidations under the same procurement instrument identification number (PIIN) as the contract obligation; however, the financing transactions (payments and liquidations) shall be tracked separately from the contract's unliquidated obligation balance.

Cash Management: The System shall automatically schedule and forward vouchers for payments to the disbursing system so as to effect payment on the payment due date computed in accordance with the Prompt Payment Act or as stipulated in the terms of the applicable contract.

Offsets: The system shall automatically deduct outstanding delinquent debts owed by the payee to the Government from the amount otherwise due from the Government to the payee in accordance with the provisions of the Debt Collection Improvement Act of 1996.

The system shall automatically transfer amounts collected through offset with all the requisite data to identify the debtor and applicable account to the responsible Government entity in accordance with the method of payment (e.g., Intra-governmental Payment and Collection System (IPAC), EFT or check) agreed upon between the Defense Finance and Accounting Service and the responsible Government entity.

Payments to Third parties: The system shall have the capability to establish and automatically direct payments to a third party to comply with notices of assignment, court orders, Internal Revenue Service liens and levies, and debts owed to other Federal departments and agencies.

The system shall have adequate controls to ensure that a single system user acting alone cannot redirect payments to a third party.

Funds Availability: The system shall automatically preclude payment in excess of the amount obligated unless charges in excess of the obligated amount are authorized within the provisions of the contract. The system shall automatically entitle for payment the amount ordered, accepted or invoiced whichever is lest.

Quantity Variation. When the terms of the contract authorize a variation in quantity, , The system shall automatically generate an obligation adjustment to increase the amount obligated when the accepted quantity is greater than the ordered quantity but is equal to or less than the ordered quantity plus the authorized variance as stated in FAR clause 52.211-16 Variation in Quantity.

Diagram: EX 14 Accounts Payable Entitlement Computation

Process: EX 14.05 Calculation of Various Payment Types

Tax Withholding: The system shall automatically withhold taxes at the rates stipulated by the taxing entity from payments to those payees or types of payment so designated by the taxing entity as being subject to such withholding. For example, payees that fail to provide a taxpayer identification number (TIN) as required are subject to 31 percent withholding.

Fund Status Check: The system shall ensure that payments are not made against closed appropriations or appropriations for which authorization to disburse funds has been suspended unless approved by an authorized user.

Obligation Pre-validation: Prior to payment of transactions that are funded by another accountable station the system shall automatically request and receive confirmation of the validity of the fund cite using the designated pre-validation interfaces.

Contract Withholds: The system shall automatically with hold amounts otherwise due to the contractor in accordance with the contract terms as directed by the cognizant contracting officer.

CEFT Validation: To ensure that payment vouchers have the most current EFT routing information or check address, the system shall automatically request and receive payment remittance information from the Corporate EFT database between 48 and 24 hours before the payment vouchers are transmitted to the disbursing system for payment.

Advice of payment: The system shall automatically generate and format an advice of payment that will be forwarded to disbursing with each payment voucher. The advice of payment will include identifying and explanatory information to for all payment transactions included on the payment voucher.

Vendor Pay Inquiry System (VPIS): The system shall automatically transmit the status of contracts and payment requests to VPIS from receipt through final payment using the prescribed interface. The system will transmit to VPIS such data as the invoice number, date of invoice, invoice receipt date, scheduled payment date, scheduled payment amount, invoices unmatched to acceptances, acceptances unmatched to invoices, acceptance quantity, acceptance date.

Key Data Element: Contract CLIN and ACRN records, invoice, receiving report, contract terms

Inputs

Source: EX: 14.01 Review Unpaid Invoices On-Hand
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data: Contract CLIN : Contract Line Item Number/Item ordered

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Source: EX 14.02: Perform 3-Way Match
Schedule: Daily
Direction: System Internal
Medium: Internal
Functional Data:

Source: EX 14.08: Perform Error Resolution
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data:

Source: EX 14.09 Funding Provided
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data:

Diagram: EX 14 Accounts Payable Entitlement Computation

Process: EX 14.05 Calculation of Various Payment Types

Steps

1 Process: Based on matched items and the terms of the contract and invoice, determine what type of payment is required to correctly pay the vendor. The following payment types must be correctly identified and calculated; straight Net 30 days, take the most effective discount offered, if paid late per Prompt Payment Act calculate interest due vendor, several kinds of contract finance payments, contract payment withholds, voluntary price reductions, quantity variances allowed and Notice of Assignment to Third Party recipients. Also per contract terms identify those payments made that will require IRS 1099 reporting.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

2 Process: Determine the type of payment to be made, calculate correct payment amount per line of accounting (ACRN) and total all payments by invoice.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: EX 14.06 Determine Payment Due Date

Schedule: On Demand

Medium: Internal

Functional Data:

Diagram: EX 14 Accounts Payable Entitlement Computation

Process: EX 14.06 Determine Payment Due Date

The system must determine correct payment due dates based on Cash Management policies, Prompt Payment Act and FAR clauses. This is accomplished by reviewing dates on acceptances, invoice dates, and invoice received dates to determine the proper received date, which is then used by Prompt Payment Act and Cash Management procedures as the start date for aging. Invoice Discount terms are also reviewed and matched to the start date to determine the most effective discount to be taken if offered by the vendor per invoice or contract terms.

Key Data Element: Contract Number, Delivery Order Number, Contract Line Number (include NSN in description if multiple CLINS exist on Purchase Order, Blanket Purchase Agreement (BPA), BPA Call Number.

Inputs

Source: Ex 14.05 Calculation of Various Payment types

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data:

Steps

1 Process: Use invoice date, acceptance date and contract date, to determine the payment due date based on type of payment, contract and invoice terms, cash management policy or Prompt Payment Act requirements.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits: Contract Number, Adequate Item Description, Quantity Received, Receipt Date, and Acceptance Date

Requirements: FAR 32.904, 32.100-32.112
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JFMIP SR-02-01, req. PMB-05

2 Process: The system must review the line of accounting to determine if the payment is "For Self" or "For Other" using the ADSN. "For Self" payments are routed to EX 14.07: Validation of Funds Availability. "For Other" payments are routed to EX 16.07: Receive Transaction for Pre-Validation.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

3 Process: Before payments for an assigned day are released to central disbursing the system must review all payments for that day to see if the same vendor is being paid on multiple invoices. If so, the system must combine identified vendor invoices into a single payment voucher for that vendor.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits: Contract Number, Adequate Item Description, Quantity Received, Receipt Date, and Acceptance Date

Requirements: FAR 32.904
JFMIP-SR-02-02 p.37 of 94
JFMIP SR-02-01, req. PMB-05
JFMIP SR-02-01, req. PMC-36

Outputs

Destination: EX 14.07 Validation of Funds Availability

Schedule: On Demand

Medium: Internal

Functional Data:

Diagram: EX 14 Accounts Payable Entitlement Computation

Process: EX 14.06 Determine Payment Due Date

Destination: EX 16.07 Send Pre-Validation Request to Accountable Station

Schedule: On Demand

Medium: Internal

Functional Data:

Diagram: EX 14 Accounts Payable Entitlement Computation

Process: EX 14.07 Validation of Funds Availability

This process checks Line of Accounting for validity and checks to ensure that a sufficient unliquidate obligation balance is available for disbursement.

Key Data Element: Contract Number, Line of Accounting, Contract Line Item Description

Inputs

Source: EX 14.06 Determine Payment Due Date
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data:

Source: EX 16.03: Process For Others Un-Liquidated Obligation to Accrued Expenditures Unpaid
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data:

Steps

1 Process: Validate Line of accounting for completeness and correctness.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits: Appropriation, Fiscal Year, OBAN/OAC, BPAC, RCCC, BA, EEIC, ADSN, ESP code
Requirements: JFMIP-SR-02-02 p.40 of 94
JFMIP-SR-02-02 p.44 of 94
JFMIP SR-02-01, req. FME-30
SFFAS-1, 80
JFMIP SR-02-01, req. PMC-28

2 Process: Ensure funds cited are not closed accounts. If they are route the transaction to EX 14.08: Perform Error Resolution, to seek current year dollars to cover the closed account payment requirement.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits: General Ledger
Appropriation, Fiscal Year, OBAN/OAC, BPAC, RCCC, BA, EEIC, ADSN, ESP code
Requirements: JFMIP-SR-02-02 p.40 of 94
JFMIP SR-02-01, req. PMC-28

3 Process: Review unliquidated obligation balance of funds cited to ensure that sufficient funds exist to cover the disbursement. If funds are available, then route transaction to EX 14.10: Review for Indebtedness to Government. If funds are not available, then route transaction to EX 14.08: Perform Error Resolution.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits: Appropriation, Fiscal Year, OBAN/OAC, BPAC, RCCC, BA, EEIC, ADSN, ESP code
Requirements: FFMSR-7, 20
JFMIP SR-02-01, req. PMC-28

Outputs

Destination: EX 14.08 Perform Error Resolution
Schedule: On Demand

Diagram: EX 14 Accounts Payable Entitlement Computation

Process: EX 14.07 Validation of Funds Availability

Medium: Internal

Functional Data: Line of Accounting : The accounting data elements, Long line of accounting

---

Destination: EX 14.10 Review for Indebtedness to Government

Schedule: On Demand

Medium: Internal

Functional Data:

Diagram: EX 14 Accounts Payable Entitlement Computation

Process: EX 14.08 Perform Error Resolution

The system must identify funding errors and remove them from the payment processing flow so that they be reviewed and corrections made before they are resubmitted for later processing.

Key Data Element: Contract Number, CLIN, Line of Accounting

Inputs

Source: EX 14.07 Validation of Funds Availability
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data:

Steps

1 Process: Identify fund cite inconsistencies or unavailability of funds and suspend payment processing until a payment technician can research, make corrections and resubmit for payment.
User Role: NONE
Automation: Manual/Automatic
Security: Read Only
Edits: Appropriation, Fiscal Year, OBAN/OAC, BPAC, RCCC, BA, EEIC, ADSN, ESP code
Requirements: JFMIP SR-02-01, req. CFB-15
JFMIP SR-02-01, req. CFB-15

2 Process: If resolution of error does not result in the need for any additional funding, then route the transaction to EX 14.05: Calculation of Various Payment Types.
User Role: VENDOR PAYMENT PROCESSOR
Automation: Manual/Automatic
Security: Read Only
Edits:
Requirements:

3 Process: If resolution of error does result in the need for additional funding, then route the transaction to EX 19.04: Resource Advisor Review.
User Role: VENDOR PAYMENT PROCESSOR
Automation: Manual/Automatic
Security: Read Only
Edits:
Requirements:

Outputs

Destination: EX 19.04 Resource Advisor Review
Schedule: On Demand
Medium: Internal
Functional Data: CLIN : Contract Line Item Number

Destination: EX 14.05 Calculation of Various Payment Types
Schedule: On Demand
Medium: Internal
Functional Data:

Diagram: EX 14 Accounts Payable Entitlement Computation

Process: EX 14.09 Funding Provided

The system must be able to re-enter a transaction into the daily payment process workflow, that was taken out of the daily workflow for error resolution. This needs to be done so that normal electronic processing will perform the remainder of the workflow processing which will then result in a generated payment output transaction.

Key Data Element:

Inputs

Source: EX 19.04 Resource Advisor Review

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data:

Steps

1 Process: The payment transaction will return to the payment process, from the budget review with either additional funding loaded into the accounting system to cover the payment request or a new fund cite (for cancelled year requests for payment) will be given to process the payment transaction against.

User Role: VENDOR PAYMENT PROCESSOR

Automation: Automatic

Security: Read Only

Edits:

Requirements:

2 Process: When additional funds have been provided to cover the payment request, normal payment processing can resume. This is possible since the accounting system has been updated by the budget office, so that the cited line of accounting of the payment request (invoice) now has sufficient funding to cover the payment request.

User Role: VENDOR PAYMENT PROCESSOR

Automation: Automatic

Security: Update

Edits:

Requirements:

3 Process: When a new fund cite has been provided, the payment request must now be updated with the new fund cite, to include the code for use of current year funds to cover cancelled year payments, so that the transaction can continue processing and have a proper fund cite to record the expenditure against.

User Role: VENDOR PAYMENT PROCESSOR

Automation: Manual/Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: EX 14.05 Calculation of Various Payment Types

Schedule: On Demand

Medium: Internal

Functional Data:

Diagram: EX 14 Accounts Payable Entitlement Computation

Process: EX 14.10 Review for Indebtedness to Government

The system must access "List of Contractors Indebted to the United States" for offsetting any monies due from a contractor to the government. The list, normally referred to as the "Hold-up List," is the only publication of this type available to all government agencies. The list is published at least quarterly by the DFAS-IN.

Key Data Element: Vendor Name, Contract Number, Contract Terms, Dollar Total of Indebtedness

Inputs

Source: EX 14.07 Validation of Funds Availability
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data: 1 : 1

Steps

1 Process: Review the Accounts Receivable accounts to determine if any of the vendors scheduled for a payment is indebted to the government.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits: Vendor Record, Vendor Name, Contract Number, Contract Terms, Dollar Total of Indebtedness
Requirements: JJFMIP SR-02-01, req. CFB-35FMIP
JFMIP SR-02-01, req. RMA-01
JFMIP SR-02-01, req. PMA-01
JFMIP SR-02-01, req. PMA-03

2 Process: If a vendor indebtedness is identified, then route the payment(s) belonging to the indebted vendor to EX 14.11 Offset Payment by Any Indebtedness to Government.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits: Vendor Record, Vendor Name, Contract Number, Contract Terms, Dollar Total of Indebtedness
Requirements: JFMIP SR-02-01
FR449 BB Req 05.04.02
JFMIP SR-02-01, req. TI-06
JFMIP SR-02-01, req. RMC-13
JFMIP SR-02-01, req. RMA-01
JFMIP-SR-02-02 p.37 of 94

3 Process: For vendors with payments that do not have any government indebtedness, determine if the services being paid for require any Federal Tax to be withheld. If not, route transaction to EX 14.13: Schedule Payment Date. If taxes need to be withheld, then route transaction to EX 14.12: Calculate Federal Withholding.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Outputs

Destination: EX 14.11 Offset Payment by any Indebtedness to Government
Schedule: On Demand
Medium: Internal
Functional Data:

Diagram: EX 14 Accounts Payable Entitlement Computation

Process: EX 14.10 Review for Indebtedness to Government

Destination: EX 14.12 Calculate Federal Withholding
Schedule: On Demand
Medium: Internal
Functional Data:

Destination: EX 14.13 Schedule Payment Date
Schedule: On Demand
Medium: Internal
Functional Data:

Diagram: EX 14 Accounts Payable Entitlement Computation

Process: EX 14.11 Offset Payment by Any Indebtedness to Government

The system must apply Offsets, to the vendor payment due. In addition, the voucher needs to be updated for the fact that an Offset was applied to a specific debt and the Offset amount and details need to be routed to the Accounts Receivable associated with the debt to update the account.

Key Data Element: Contract Number, Vendor Name, Indebtedness Amount, Net Change to Indebtedness

Inputs

Source: EX 14.10 Review for Indebtedness to Government
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data:

Steps

1
Process: Reduce payment by amount of Offset and update payment voucher information to show the Offset.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits: Line of Accounting
Requirements: JFMIP SR-02-01
JFMIP SR-02-01, req. FME-36
JFMIP SR-02-01, req. PMA-03
JFMIP SR-02-01, req. PMC-31

2
Process: Reduce vendor indebtedness by recording the Offset to their accounts receivable account.
User Role: NONE
Automation: Automatic
Security: Update
Edits: Contract Number, Vendor Name, Indebtedness Amount, Net Change to Indebtedness, Vendor record
Requirements: JFMIP SR-02-01
JFMIP SR-02-01, req. RMA-01
JFMIP SR-02-01, req. RMA-01
JFMIP SR-02-01, req. RMC-01
SFFAS-1, 45 - 51

Outputs

Destination: EX 14.12 Calculate Federal Withholding
Schedule: On Demand
Medium: Internal
Functional Data:

Destination: EX 14.13 Schedule Payment Date
Schedule: On Demand
Medium: Internal
Functional Data:

Diagram: EX 14 Accounts Payable Entitlement Computation

Process: EX 14.12 Calculate Federal Withholding

Determine dollar value of Federal Tax to be withheld. Pay net amount to vendor and deposit Federal Tax in appropriate tax account for later deposit.

Key Data Element: Accounting Classification, Contract Number, Dollar Amount

Inputs

Source: EX 14.10:Review for Indebtedness to Government
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data:

Source: EX 14.11 Offset Payment by any Indebtedness to Government
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data:

Steps

1 Process: Calculate Federal Tax Withholding by applying the appropriate tax percentage to the gross payment amount.
User Role: NONE
Automation: Automatic
Security: Update
Edits: Dollar amount
Requirements: JFJFMIP SR-02-01, req. PMD-10MIP

2 Process: Subtract the calculated tax amount from the gross payment amount to arrive at net payment due the vendor. Update voucher information to show net amount paid to vendor and amount of Federal Taxes Withheld.
User Role: NONE
Automation: Automatic
Security: Update
Edits: Tax withheld value
Accounting classification
Requirements: JFMIP SR-02-01, req. PMA-05

3 Process: Voucher the deposit of the Federal Tax Withheld for the amount Withheld with the assigned Accounting Classification for Federal Tax Withheld. Setup account to track details of Federal Taxes Withheld so that IRS quarterly reporting can be accomplished and annual Vendor notification of taxes withheld.
User Role: Automatic
Automation: Automatic
Security: Create
Edits: Accounting Classification
Requirements: JFMIP SR-02-01, req. PMA-05

4 Process: Route payment transaction to EX 14.13: Schedule Payment Date
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Diagram: EX 14 Accounts Payable Entitlement Computation

Process: EX 14.12 Calculate Federal Withholding

Outputs

Destination: EX 14.13 Schedule Payment Date

Schedule: On Demand

Medium: Internal

Functional Data:

Diagram: EX 14 Accounts Payable Entitlement Computation

Process: EX 14.13 Schedule Payment Date

The system must schedule actual payment dates so that payments are sent to the vendor to meet the payment due date or the date that corresponds with discounts taken or interest paid.

Key Data Element: Acceptance date, receipt date, date of service, contract/invoice terms, invoice received date, date of modification/award

Inputs

Source: EX 14.10 Review for Indebtedness to Government
Schedule: Daily
Direction: System Internal
Medium: Internal
Functional Data:

Source: EX 14.11: Offset Payment by Any Indebtedness to Government
Schedule: Daily
Direction: System Internal
Medium: Internal
Functional Data:

Source: EX 14.12: Calculate Federal Withholding
Schedule: Daily
Direction: System Internal
Medium: Internal
Functional Data:

Steps

1 Process: Payments must be scheduled for payment so that the payment due date is met or the date that corresponds with discounts taken or interest paid is correct.
User Role: NONE
Automation: Automatic
Security: Update
Edits:
Requirements:

Outputs

Destination: EX 15.01 Generate Payment Output File
Schedule: Daily
Medium: Internal
Functional Data:

EX 15 Initiate and Confirm Payment via Disbursing

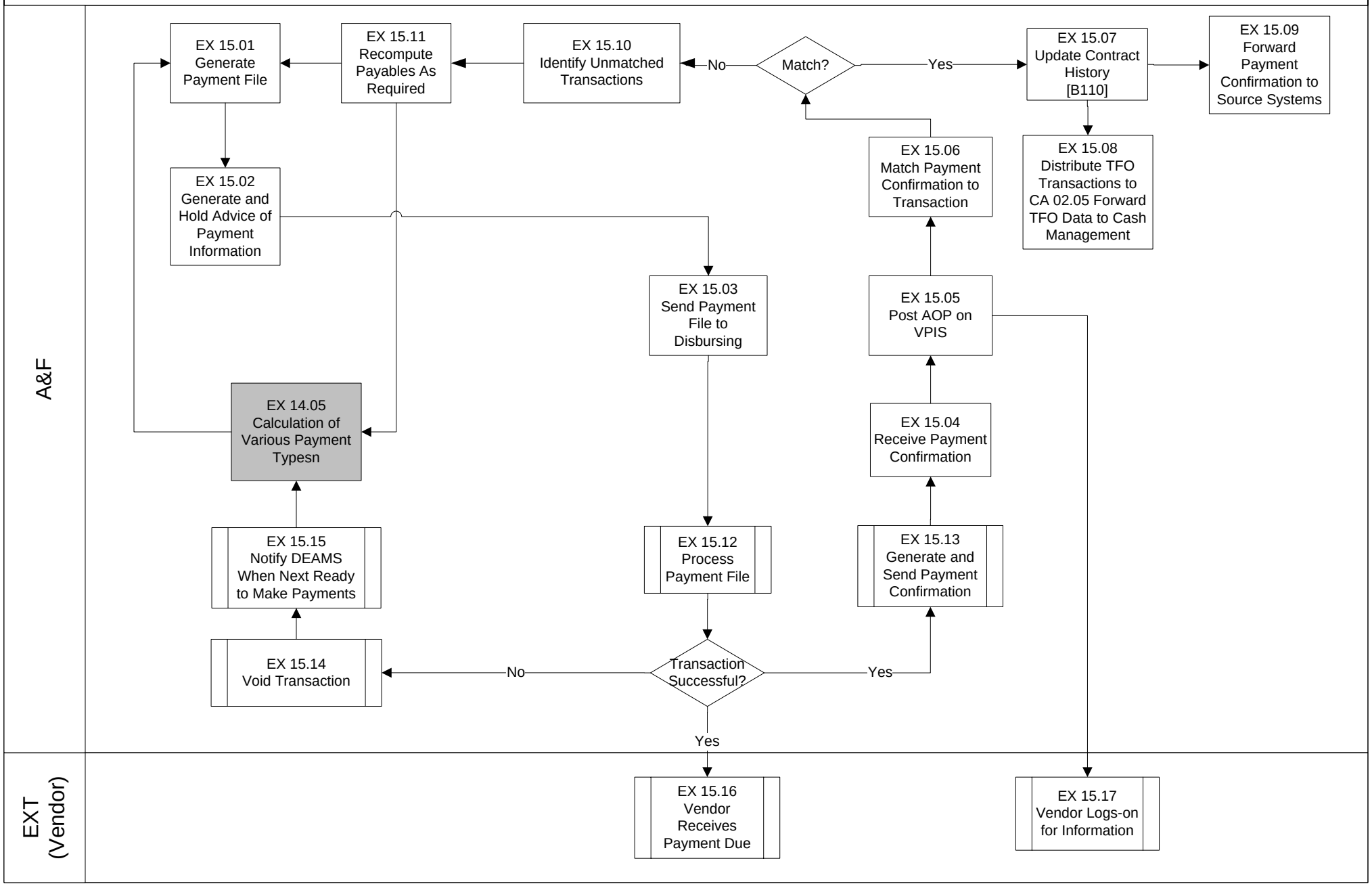

Diagram: EX 15 Initiate And Confirm Payment via Disbursing

In order to initiate a payment the system will have to send to the Disbursing Office (1) a payment file containing all relevant information to the payment, and (2) a payment voucher containing the signature of the certifying official attesting to the validity of the payment. Currently the payment file is sent to the Central Disbursing System (CDS) electronically as part of a daily batch file that follows strict format conventions. Currently the certified payment voucher is simultaneously hand-carried to a local agent of the Disbursing Office. In the To-Be scenario the CDS will eventually be upgraded to accept payment vouchers electronically. Once payment is made, the Disbursing Office will send payment confirmation back to the system electronically. Both the CDS and the system will provide Advice Of Payment based on the payment confirmation to the payment recipients.

Diagram: EX 15 Initiate And Confirm Payment via Disbursing

Process: EX 15.01 Generate Payment File

A payment file is necessary for each disbursement. It contains all the information needed for the disbursing system to make the payment. Each payment transaction being initiated by an entitlement system requires one or more disbursements. When payment is by check, several disbursements to the same vendor on the same day may be combined into a single check. However, the information pertaining to each of the combined transaction payments must be consolidated onto a single check stub. This constrains the number of payment transactions that can be practically combined within a single check.

Key Data Element:

Inputs

Steps

1 Process: (1) Content. The system shall collect the following data into a payment file for each transaction: the voucher number (see step 2), voucher preparation date, date the voucher is to be paid, the accounting classification, the country currency code and official exchange rate (when applicable), the name and address of the disbursing office, the amount to be disbursed, how payment is to be made (normally electronic funds transfer, but also possibly Treasury check, cash, or no check voucher), the payee name and address, the name and address of the payment destination (if different), the contract, and the invoice number and date (when applicable).

User Role: VENDOR PAYMENT PROCESSOR

Automation: Automatic

Security: Read Only

Edits:

Requirements:

2 Process: Voucher Numbers. The system shall assign voucher numbers consecutively at the start of each fiscal year for each entitlement source. When an entitlement source provides its own voucher number, the system shall use it in place of generating a new number. The voucher numbers must comply with the following conventions:

a. The first 3 characters are alphanumeric codes to be assigned according to following instructions from the CDS. The first position contains an alphanumeric functional area identification code. The second position contains an identification code for the Operating Location (OPLOC). The third position contains a site code. Positions 4 through 8 carry the sequence number of the voucher. Position 9 may be used to include a suffix letter, if necessary to distinguish two vouchers with the same number. Positions 10-12 may be used for a sub-voucher number. Cash collection and payment vouchers are to be numbered separately.

b. Cash Collection vouchers have a “C” in the first column. The Functional Area ID code shifts to column 2; the OPLOC and site codes shift to columns 3 and 4; the sequence number occupies columns 5 through 8 instead of 4 through 8.

c. The various codes are available, among other places, in the Interface Requirements Agreement Between Centralized Disbursing System And Integrated Accounts Payable System

User Role: VENDOR PAYMENT PROCESSOR

Automation: Manual/Automatic

Security: Update

Edits: Voucher Number. Manual override if Disbursing rejects due to duplication.

Requirements:

3 Process: Large Payments. The system shall send the payment file for very large payments sufficiently in advance of the payment date to allow time for the Disbursing Office to notify the Treasury Financial Management Service. A single payment or group of similar payments totaling $50 M must be reviewed by the Treasury Financial Management Service no later than 9:30 AM eastern time beginning two business days prior to the payment date. A single payment or group of similar payments totaling $500 M must be reviewed by the Treasury Financial Management Service beginning five business days prior to the payment date. The Disbursing Office faxes FMS Form 187 to 202 874-9945

User Role: DISBURSEMENT PROCESSOR

Automation: Manual/Automatic

Security: Create

Edits: FMS Form 187

Requirements: FMR5.110601

Diagram: EX 15 Initiate And Confirm Payment via Disbursing

Process: EX 15.01 Generate Payment File

4 Process: Notices Of Assignment. In cases of notices of assignment, The system shall direct the supporting disbursement system to send payments to the appropriate third party in lieu of the vendor. The account and remit-to information comes from process flow EX 24: Notice Of Assignment.

User Role: VENDOR PAYMENT PROCESSOR

Automation: Automatic

Security: Read Only

Edits:

Requirements:

5 Process: Offset Payments. In cases of offset payments, all or part of the payment will be made to third parties within the government to offset vendor indebtedness. The system shall generate a separate payment file for each offset within a payment, as well as one for any remaining pay still due the vendor. Each offset within a payment will have a separate remit-to address, amount to be paid, and line of accounting. This information comes from process EX 25: Third Party Payments.

User Role: VENDOR PAYMENT PROCESSOR

Automation: Automatic

Security: Read Only

Edits:

Requirements:

6 Process: Payments To Other Federal Agencies. Payments to other federal agencies will go through the Intra-Governmental Payment and Collection System (IPAC). Payments through IPAC do not require the disbursing system to make the payment (via check or electronic funds transfer), but the disbursing system does keep track of the funds. Rather, the US Treasury is directly notified to transfer funds between appropriations. The system shall send payments due other federal agencies through IPAC by using the IPAC Transaction System. (Currently the data are entered manually since the ITS requires a different format from the CDS. The system will eventually use an automated interface to enter IPAC transactions in batch daily.) In parallel, the system shall send a standard form 1080 or 1081 as a Miscellaneous Payment Voucher, pay type 0, to the disbursing system notifying them of the payment. (A Miscellaneous voucher is not paid by disbursing via standard means.)

User Role: VENDOR PAYMENT PROCESSOR

Automation: Manual/Automatic

Security: Update

Edits:

Requirements:

7 Process: Federal Tax Withholding. Payroll and certain other disbursements are subject to federal tax withholding. The system shall instruct the Disbursing Office the amount of federal tax to be withheld (calculated in process EX 14.12: Calculate Federal Withholding) in the payment file.

User Role: VENDOR PAYMENT PROCESSOR

Automation: Automatic

Security: Update

Edits:

Requirements:

8 Process: Payment File Creation Date. The system shall normally create the payment file on the business day prior to the requested payment date. The payment file must be complete in time to be included in the daily batch file from the system to the CDS.

User Role: VENDOR PAYMENT PROCESSOR

Automation: Manual/Automatic

Security: Update

Edits: Manual override of payment date permitted

Requirements:

Diagram: EX 15 Initiate And Confirm Payment via Disbursing

Process: EX 15.01 Generate Payment File

9

Process: Payment Vouchers. The system shall also create the associated payment vouchers and electronically route them to the appropriate certifying officials for printing and signature.

User Role: AP CERTIFICATION PROCESSOR

Automation: Manual/Automatic

Security: Read Only

Edits: Certifier signs hard copy for hand carrying to Disbursing

Requirements:

Outputs

Diagram: EX 15 Initiate And Confirm Payment via Disbursing

Process: EX 15.02 Generate & Hold Advice Of Payment Information

An Advice Of Payment notifies the vendor and other recipients that a payment has been sent, how it was sent, and why. It is currently sent to the parties receiving the pay by the disbursing office along with the payment. It will contain much of the same information being assembled here in the payment file. As a backup to the disbursing AOP, it will be posted to the Vendor Pay Inquiry System once payment is confirmed.

Key Data Element:

Inputs

Steps

1 Process: The system shall generate a first draft of an Advice Of Payment (AOP) at the same time it generates the payment file. It will not be complete, however, until payment confirmation can be included. The system shall not post the AOP until it receives payment confirmation from the Disbursing Office.

User Role: VENDOR PAYMENT PROCESSOR

Automation: Automatic

Security: Read Only

Edits:

Requirements:

2 Process: Required information includes the name and address of each recipient of part of the payment, as appropriate, as well as the amount being paid to each. That is, both the recipients of any offsets or a notice of assignment, and the vendor itself get an advice of payment. Also included are the payment voucher number, the invoice number if appropriate, descriptions of the delivered goods and services or time period covered (as appropriate) by this payment, the contract number and contract line-item number, and the check number or electronic funds transfer trace file.

User Role: VENDOR PAYMENT PROCESSOR

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Diagram: EX 15 Initiate And Confirm Payment via Disbursing

Process: EX 15.03 Send Payment File To Disbursing

Currently payment files are assembled and sent in batch to disbursing at least once daily. The disbursing system for all 3 USTRANSCOM components is anticipated to be the Centralized Disbursing System (CDS). The CDS has specific format requirements for inputting data.

Key Data Element:

Inputs

Steps

1 Process: The system shall collect all payment files to be paid the following business day into a batch file following the formats laid out in the "Interface Requirements Agreement Between Centralized Disbursing System And Integrated Accounts Payable System."

User Role: VENDOR PAYMENT PROCESSOR

Automation: Automatic

Security: Read Only

Edits:

Requirements:

2 Process: The system shall transmit the files to CDS by close of business.

User Role: VENDOR PAYMENT PROCESSOR

Automation: Automatic

Security: Read Only

Edits:

Requirements:

3 Process: The system shall transmit IPAC transactions to the IPAC Tracking System (ITS).

User Role: VENDOR PAYMENT PROCESSOR

Automation: Manual/Automatic

Security: Update

Edits: Currently ITS inputs must be keyed in by hand. This will hopefully change

Requirements:

Outputs

Diagram: EX 15 Initiate And Confirm Payment via Disbursing

Process: EX 15.04 Receive Payment Confirmation

The disbursing system notifies the accounting system that requested the payment when the payment has been sent. Payment confirmation does not include notification that the vendor has collected the payment. Hence this process may include cases where a confirmed payment is not delivered and is returned.

Key Data Element:

Inputs

Steps

1 Process: The payment confirmation contains all the information in the payment voucher, plus the payment date, plus the check number or electronic funds transfer (EFT) trace number.

User Role: DISBURSEMENT PROCESSOR

Automation: Automatic

Security: Create

Edits: Payment Date
Check Number
EFT Trace number

Requirements:

2 Process: Payment confirmation files are communicated back to the accounts payable system via a daily batch file. That file also includes a list of payment transactions that could not be completed and must be re-accomplished because of errors in the original payment file. These contain an alphanumeric reason code for the payment failure:
R02 Account Closed
R03 No Account/Unable To Locate Account
R04 Invalid Account Number
R14 Representative Payee Deceased Or Unable To Continue In That Capacity
R15 Beneficiary Or Account Holder (other than a representative payee) Deceased
R16 Account Frozen
R017 File Record Edit Criteria (Specify)

User Role: DISBURSEMENT PROCESSOR

Automation: Automatic

Security: Update

Edits: Reason Codes

Requirements:

3 Process: Confirmation of IPAC Transactions will come via the IPAC Tracking System.

User Role: VENDOR PAYMENT PROCESSOR

Automation: Automatic

Security: Read Only

Edits:

Requirements:

4 Process: The system shall receive the payment confirmation and save all the data contained therein.

User Role: VENDOR PAYMENT PROCESSOR

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Diagram: EX 15 Initiate And Confirm Payment via Disbursing

Process: EX 15.05 Post Advice Of Payment On VPIS

The CDS does send an advice of payment along with each payment transaction, but if the remit-to information for the payment is wrong, the vendor won't even know a payment was attempted. As a backup, upon receipt of payment confirmation, the system will post the already generated advice of payment on the Vendor Pay Inquiry System (VPIS). VPIS is an internet-accessible accounts-payable status display providing vendors the means to look up current information about their contracts at any time.

Key Data Element:

Inputs

Steps

1 Process: The system shall add the payment date and either the check number or the electronic funds transfer trace number, as appropriate, to the AOP file that has been on hold.

User Role: VENDOR PAYMENT PROCESSOR

Automation: Automatic

Security: Read Only

Edits:

Requirements:

2 Process: The system shall post the Advice Of Payment on the VPIS.

User Role: VENDOR PAYMENT PROCESSOR

Automation: Automatic

Security: Update

Edits:

Requirements:

3 Process: The Advice Of Payment will contain a conspicuous notice on its cover if a Notice Of Assignment or if offsets were taken.

User Role: VENDOR PAYMENT PROCESSOR

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Diagram: EX 15 Initiate And Confirm Payment via Disbursing

Process: EX 15.06 Match Payment Confirmation to Transaction

Theoretically the disbursing system and the system are acting on the same source data. But the data changes format, providing opportunity for error. One possibility for error includes payments being associated with the wrong transactions or no transactions at all.

Key Data Element:

Inputs

Steps

1 Process: The system shall automatically compare equivalent data fields in the payment confirmation file and the transaction file. The system shall flag any errors as a mismatch.

User Role: VENDOR PAYMENT PROCESSOR

Automation: Automatic

Security: Read Only

Edits:

Requirements:

2 Process: The system shall also flag as a mismatch any payment transactions not completed because of errors discovered by the disbursing system.

User Role: VENDOR PAYMENT PROCESSOR

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Diagram: EX 15 Initiate And Confirm Payment via Disbursing

Process: EX 15.07 Update Contract History

Once a correct payment transaction is accomplished, it must be recorded in the audit trail for the appropriate line(s) of accounting.

Key Data Element:

Inputs

Steps

1
Process: The system shall add all the information from the payment confirmation file into the audit trail for transaction.
User Role: VENDOR PAYMENT PROCESSOR
Automation: Automatic
Security: Read Only
Edits:
Requirements:

2
Process: The system shall include all transaction errors prior to successful payment accomplishment, such as payments in error leading to a corrective payment, payments that failed in delivery, and payments sent to the vendor but never collected.
User Role: VENDOR PAYMENT PROCESSOR
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

3
Process: The system shall update the Accrued Expenditures Unpaid (AEU) status of the unliquidated obligations associated with this payment from the status of Accrued Expenditures Unpaid to the status of Accrued Expenditures Paid.
User Role: VENDOR PAYMENT PROCESSOR
Automation: Automatic
Security: Read Only
Edits: AEU, AEP
Requirements:

Outputs

Diagram: EX 15 Initiate And Confirm Payment via Disbursing

Process: EX 15.08 Distribute TFO Transaction to CA 02.05: Forward TFO Data to Cash Management

When accomplishing Transactions For Others, the system is making payments for accountable stations not normally serviced by the system. Once payment has been made, the original accountable station must be notified so they may balance their accounts. Notification is done through the CA 02.05 process flow.

Key Data Element:

Inputs

Steps

8 Process: Send payment confirmation to CA 02.05: Forward TFO Data to Cash Management.

User Role: VENDOR PAYMENT PROCESSOR

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Diagram: EX 15 Initiate And Confirm Payment via Disbursing

Process: EX 15.09 Forward Payment Confirmation To Source System

If the payment transaction is initiated outside of the system, payment confirmation must be forwarded to the originator.

Key Data Element:

Inputs

Steps

1

Process: The system shall forward payment confirmation to the originator of the transaction, when appropriate. This may be the Reserve Travel System, the Standard Material Accounting System, the Standard Base Supply System, the Contracting Officer, and entitlement systems interfaced with the system in the future. The Defense Travel System gets payment confirmation directly from the CDS and does not need the system feedback.

User Role: VENDOR PAYMENT PROCESSOR

Automation: Manual/Automatic

Security: Update

Edits:

Requirements:

Outputs

Diagram: EX 15 Initiate And Confirm Payment via Disbursing

Process: EX 15.10 Identify Unmatched Transactions

In cases of a mismatch the error must be discovered and corrected.

Key Data Element:

Inputs

Steps

1 Process: The user uses system inquiries, personal memory of recent transactions, and communication with disbursing personnel to completely define the error and the corrections that must be made.

User Role: VENDOR PAYMENT PROCESSOR

Automation: Manual/Automatic

Security: Create

Edits:

Requirements:

2 Process: The system shall support queries that request lists of other transactions sharing at least one data field with the mismatched transactions.

User Role: VENDOR PAYMENT PROCESSOR

Automation: Manual

Security: Create

Edits:

Requirements:

Outputs

Diagram: EX 15 Initiate And Confirm Payment via Disbursing

Process: EX 15.11 Recompute Payables As Required

Because the original payment transaction failed in some way, a corrective payment transaction must be sent to disbursing.

Key Data Element:

Inputs

Steps

1 Process: The system shall check the payables calculations performed in process flow EX 14.05 Calculation of Various Payment Types, using the revised data. The system shall revise the payables as appropriate.

User Role: SYSTEM PROCESS UPDATE

Automation: Manual/Automatic

Security: Update

Edits:

Requirements:

Outputs

EX 16 Transactions For Others (TFO) Pre-Validation Payment Station

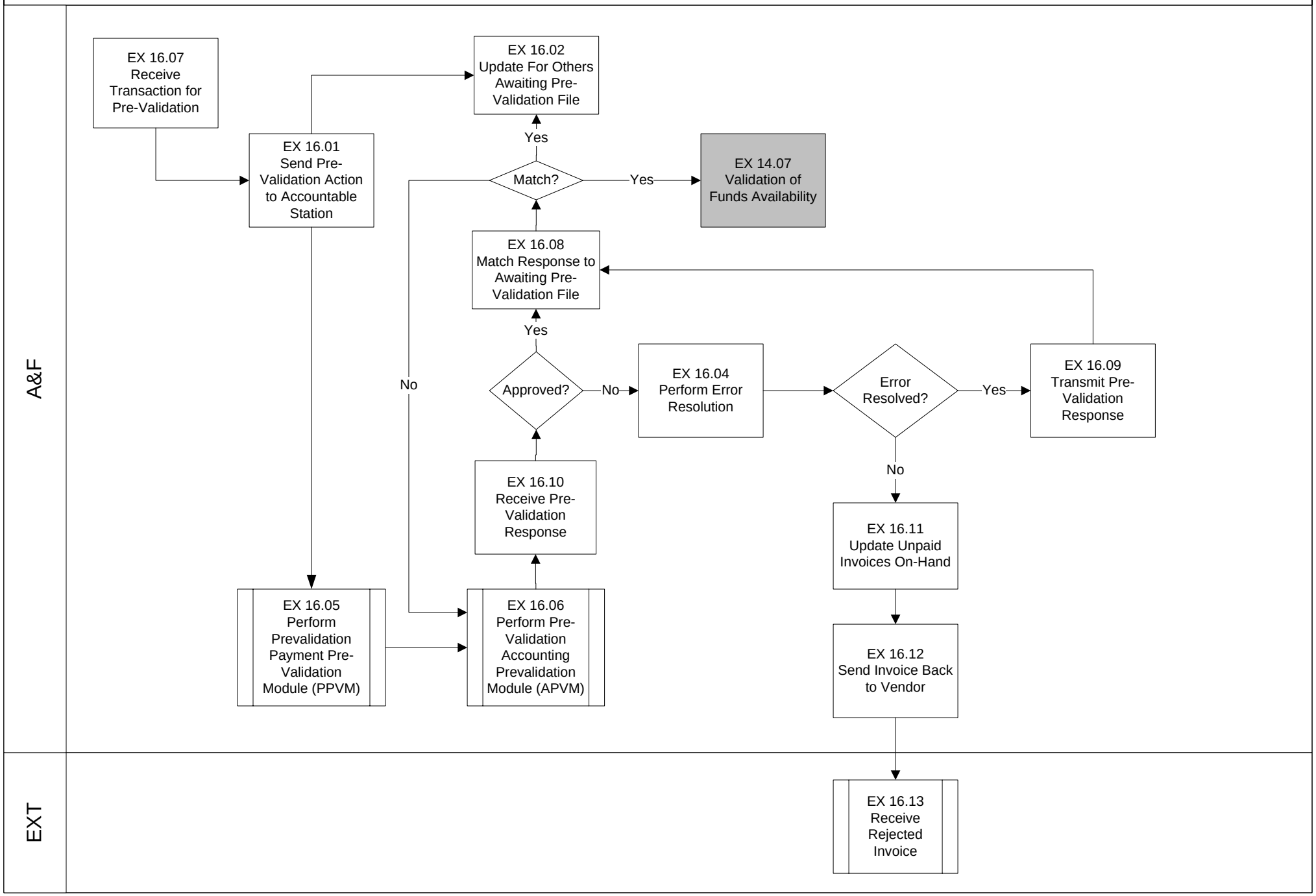

Diagram: EX 16 Transaction For Others (TFO) Pre-Validation Payment Station

This flow responds to a For-Others pending payment request by sending out a pre-validation request to the accountable station and receives a response from that accountable station to ensure that funds are available (set up in the AEU stage) before payment is made by the paying station. This flow maintains a list of pre-validation requests that have been sent out but have not yet been responded to.

Diagram: EX 16 Transaction For Others (TFO) Pre-Validation Payment Station

Process: EX 16.01 Send Pre-Validation Action to Accountable Station

This process sends a pre-validation request out to the accountable station through a centralized system (PPVM/APPVM) and should receive an answer to each request.

Key Data Element: Accounting Classification, Contract Number, Contract Line Item, Dollar Value of request

Inputs

Source: EX 16.07 Receive Transaction for Pre-Validation
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data: PPVM : Pay Prevalidation Module- See MOCAS
APVM : Accounting Prevalidation Module

Steps

1 Process: Determine what accountable station should receive the pre-validation request by using the ADSN and place request in a holding file.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits: ADSN
Requirements:

2 Process: Route the pre-validation requests from the holding file to the accountable stations by using the process in EX 16.05 Payment Pre-Validation Module.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits: ADSN
Requirements: JFMIP-SR-02-02 p.59 of 94

3 Process: For successful transmission, take holding file transactions and update EX 16.02 Update For Others Awaiting Pre-Validation File .
User Role: NONE
Automation: Automatic
Security: Read Only
Edits: Accounting Classification, Dollar Value of request, Contract Number, Invoice Number
Requirements: JFMIP-SR-02-02 p.39 of 94

4 Process: For unsuccessful transmission, identify problem, correct problem and submit file for retransmission.
User Role: OTHER
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

Outputs

Destination: EX 16.02 Update For Others Awaiting Pre-Validation File.
Schedule: Daily
Medium: Internal
Functional Data:

Diagram: EX 16 Transaction For Others (TFO) Pre-Validation Payment Station

Process: EX 16.01 Send Pre-Validation Action to Accountable Station

Destination: EX 16.05 Payment Pre-Validation Module

Schedule: Daily

Medium: Electronic

Functional Data:

Diagram: EX 16 Transaction For Others (TFO) Pre-Validation Payment Station

Process: EX 16.02 Update For Others Awaiting Pre-Validation File

This process sets up a control file of items sent out for pre-validation. When a response is received it is matched to the control file and the transaction is shown as having been responded to and placed in an inactive status.

Key Data Element: Document Number, line of accounting, dollar value

Inputs

Source: EX 16.01 Send Pre-Validation Request to Accountable Station
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Source: EX 16.08 Match Response to Awaiting Pre-Validation File
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: As transactions are identified for pre-validation a copy of the transaction is put into EX 16.02 Update For Others Awaiting Pre-Validation File for monitoring purposes.
User Role: NONE
Automation: Automatic
Security: Update
Edits:
Requirements:

2 Process: When the accountable station responses are received they are matched to the original payment station request issued and are then updated with a status of response received.
User Role: NONE
Automation: Automatic
Security: Update
Edits:
Requirements:

3 Process: Age all requests that are awaiting a response.
User Role: NONE
Automation: Automatic
Security: Update
Edits:
Requirements:

Outputs

Destination: None, this is a holding and matching file.
Schedule: Unknown
Medium: Unknown
Functional Data:

Diagram: EX 16 Transaction For Others (TFO) Pre-Validation Payment Station

Process: EX 16.04 Perform Error Resolution

This process resolves errors between the payment station and the accountable station in the posting obligation and disbursement records.

Key Data Element: Accounting Classification Line, dollar amount

Inputs

Source: EX 16.10 Receive Pre-Validation Response.
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data:

Steps

1 Process: Verify that all obligation documents have been recorded correctly by both stations. Establish gross obligation baseline by ACRN and CLIN. Correct errors as discovered.
User Role: A/P PAYMENT APPROVER
Automation: Manual
Security: Update
Edits:
Requirements: JFMIP-SR-02-02 p.59 of 94
JFMIP SR-02-01, req. PMB-09

2 Process: Review posted expenditures and verify that invoices have been paid correctly and that the payments are recorded as paid in the accountable stations records. Identify errors and prepare correction vouchers.
User Role: A/P PAYMENT APPROVER
Automation: Manual
Security: Update
Edits:
Requirements: JFMIP SR-02-01, req. CFB-15

3 Process: Payment station and accountable station should be in balance at this point. If this is true then process expenditure correct vouchers. If both stations are not "In Balance" then continue error resolution until records are brought into balance with one another.
User Role: AP PAYMENT APPROVER
Automation: Manual
Security: Update
Edits:
Requirements:

Outputs

Destination: EX 16.11 Update Unpaid Invoices On-Hand
Schedule: Daily
Medium: Electronic
Functional Data:

Destination: EX 16.09 Transmit Pre-Validation Response
Schedule: On Demand
Medium: Internal
Functional Data:

Diagram: EX 16 Transaction For Others (TFO) Pre-Validation Payment Station

Process: EX 16.07 Receive Transaction for Pre-Validation

This process receives For Others payment input from the payables Entitlement Computation module in order to start the Pre-Validation process required before payment is made.

Key Data Element:

Inputs

Source: EX 14.06 Determine Payment Due Date.
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: This process receives For Others payment transactions from EX 14.06 Determine Payment Due Date and prepares them for pre-validation processing.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

2 Process: Route transaction to EX 16.01 Send Pre-Validation Action to Accountable station.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Outputs

Destination: EX 16.01 Send Pre-validation Request to Accountable Station.
Schedule: Daily
Medium: Electronic
Functional Data:

Diagram: EX 16 Transaction For Others (TFO) Pre-Validation Payment Station

Process: EX 16.08 Match Response to Awaiting Pre-Validation File

This Process matches approved transactions to the file of Awaiting Pre-Validation Requests and updates the Awaiting File Status as received and also routes the approved transaction to EX 14.07 Validation of Funds Availability.

Key Data Element: Response from APPVM, Accounting Classification, Contract Number, Dollar Amount

Inputs

Source: EX 16.10 Receive Pre-Validation Response
Schedule: On Demand
Direction: Pull
Medium: Electronic
Functional Data:

Source: EX 16.09: Transmit Pre-Validation Response
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: Match incoming accountable station response to the outgoing request. If there is a match then route transaction to EX 14.07 Validation of Funds Availability and update EX 16.02 Update for Others Awaiting Pre-Validation File as having been responded to.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements: JFMIP-SR-02-02 p.44 of
JFMIP-SR-02-02 p.40 of 94
JFMIP SR-02-01, req. PMC-28

2 Process: Match incoming accountable station response to the outgoing request. If it does not match, then route transaction to EX 16.06: Accounting Pre-Validation Module.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Outputs

Destination: EX 16.02 Update For Others Awaiting Pre-Validation File.
Schedule: Daily
Medium: Electronic
Functional Data:

Destination: EX 16.06 Perform Prevalidation using Accounting Pre-Validation Module.
Schedule: Daily
Medium: Electronic
Functional Data:

Destination: EX 14.07 Validation of Funds Availability.
Schedule: On Demand
Medium: Internal
Functional Data:

Diagram: EX 16 Transaction For Others (TFO) Pre-Validation Payment Station

Process: EX 16.09 Transmit Pre-Validation Response

This process transmits a Pre-Validation Response after all errors have been resolved.

Key Data Element:

Inputs

Source: EX 16.04 Perform Error Resolution

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data:

Steps

1 Process: Transmits a corrected Pre-Validation Response to EX 16.08: Match Response to Awaiting Pre-Validation File.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Destination: EX 16.08 Match Response to Awaiting Pre-Validation File

Schedule: Daily

Medium: Electronic

Functional Data:

Diagram: EX 16 Transaction For Others (TFO) Pre-Validation Payment Station

Process: EX 16.10 Receive Pre-Validation Response

Receive transaction from APVM and convert to the system's format.

Key Data Element: Accounting Classification, Contract Number, Contract Line Item, Dollar Value of requirement

Inputs

Source: EX 16.06 Accounting Pre-Validation Module
Schedule: Daily
Direction: Pull
Medium: Electronic
Functional Data: APVM : Accounting Pre-Validation Process used for (MOCAS)

Steps

1 Process: Receive APVM Interface (Pre-Validation Response).
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements: JFMIP-SR-02-02 p.59 of 94

2 Process: Convert APVM format to system format and breakout by approved and not approved status. Approved transactions go to EX 16.08: Match Response to Awaiting Pre-Validation File. Disapproved transactions go to EX 16.04: Perform Error Resolution.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Outputs

Destination: EX 16.08 Match Response to Awaiting Pre-Validation File.
Schedule: Daily
Medium: Electronic
Functional Data:

Destination: EX 16.04 Perform Error Resolution.
Schedule: On Demand
Medium: Internal
Functional Data:

Diagram: EX 16 Transaction For Others (TFO) Pre-Validation Payment Station

Process: EX 16.11 Update Unpaid Invoices On-Hand

This process updates the Invoices On-Hand file to show that an invoice was returned to the vendor and the date of that return.

Key Data Element: Invoice Number, Vendor, Dollar Value

Inputs

Source: EX 16.04 Perform Error Resolution

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data:

Steps

1 Process: This process Updates EX 22.06 Return Invoice to Vendor to show that the invoice was return to vendor with comments and the date of return.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Destination: EX 16.12

Schedule: On Demand

Medium: Electronic

Functional Data:

Diagram: EX 16 Transaction For Others (TFO) Pre-Validation Payment Station

Process: EX 16.12 Send Invoice Back to Vendor

This process describes how an invoice will be returned to vendor

Key Data Element:

Inputs

Source: EX 16.11 Update Unpaid Invoices On-Hand
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1
Process: If email address is provided, then route invoice with comments back to vendor using email.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

2
Process: If email address is not provided, then print paper copy for mailing.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Outputs

Destination: EX 16.13 Receive Rejected Invoice
Schedule: On Demand
Medium: Electronic
Functional Data:

EX 17 Transactions For Others (TFO) Pre-Validation Accountable Station

A&F

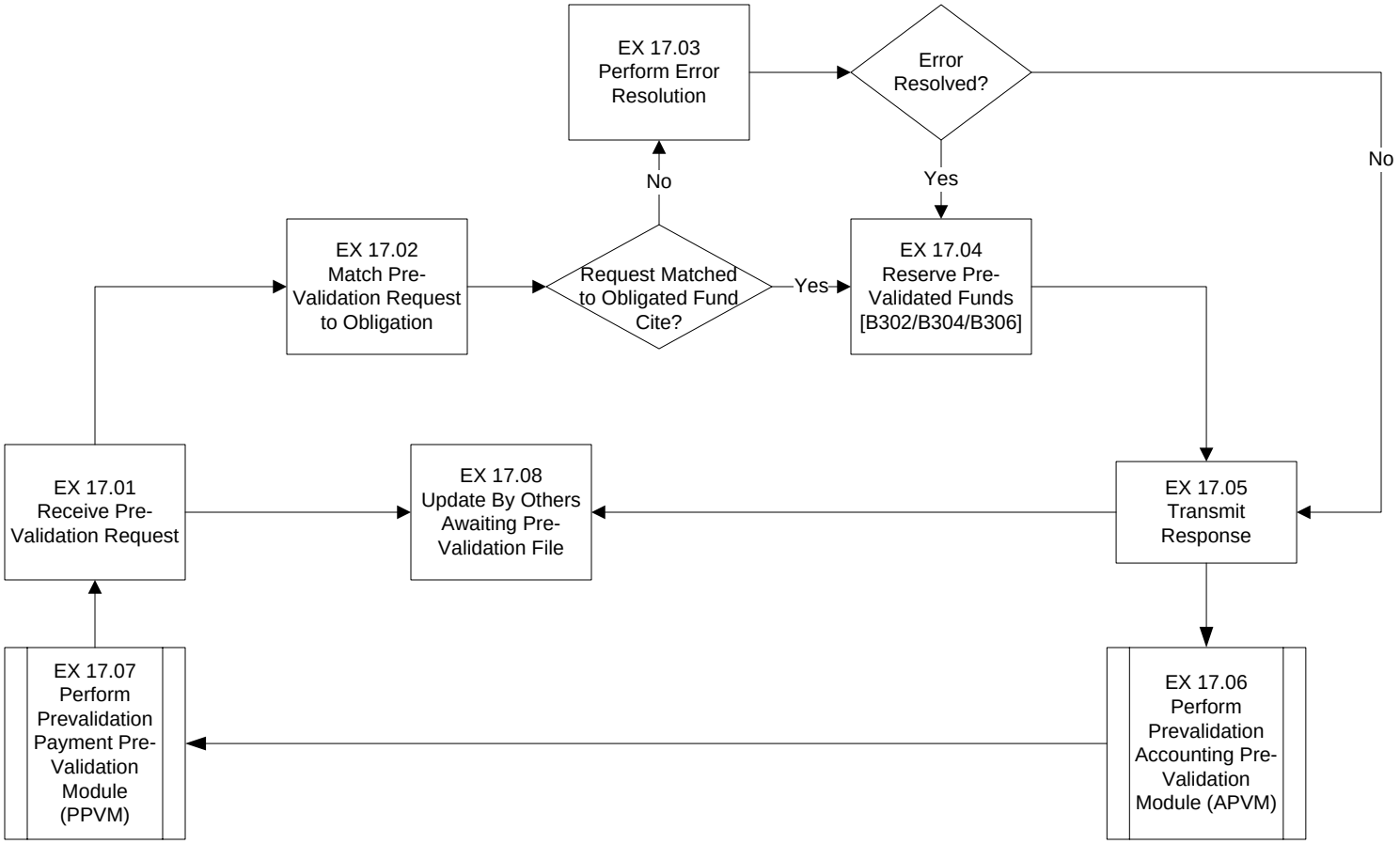

Diagram: EX 17 Transaction For Others (TFO) Pre-Validation - Accountable Station

This Flow receives a Pre-Validation request from the payment station and ends with the Accountable Station sending a reply back. Verifies Unliquidated Obligation balance (ULO), for approved Pre-validation requests updates its status to Accrued Expenditures Unpaid (AEU increase); utilizing the Accounting Pre-Validation Module (APVM) currently in use with MOCAS. The system will receive and transmit data between itself and these Pre-validation Modules.

Diagram: EX 17 Transaction For Others (TFO) Pre-Validation - Accountable Station

Process: EX 17.01 Receive Pre-Validation Request

The system receives a request from the Payment Pre-Validation Module (PPVM), requesting pre-validation approval for the payment.

Key Data Element: Line of Accounting, ADSN, Dollar Amount

Inputs

Source: EX 17.07 Payment Pre-Validation Module
Schedule: Daily
Direction: Pull
Medium: Electronic
Functional Data:

Steps

1
Process: Receive Request from PPVM.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

2
Process: Convert PPVM transaction to a system transaction.
User Role: NONE
Automation: Automatic
Security: Update
Edits:
Requirements:

3
Process: Route transaction to EX 17.02: Match Pre-Validation Request to Obligation with a copy going to EX 17.08: Update By Others Awaiting Pre-Validation File.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Outputs

Destination: EX 17.02 Match Pre-Validation Request to Obligation.
Schedule: Daily
Medium: Electronic
Functional Data:

Destination: EX 17.08 Update By Others Awaiting Pre-Validation File
Schedule: Daily
Medium: Electronic
Functional Data:

Diagram: EX 17 Transaction For Others (TFO) Pre-Validation - Accountable Station

Process: EX 17.02 Match Pre-Validation Request to Obligation

Match Contract Number, ACRN, Line of Accounting (LOA) to recorded obligation with sufficient ULO to cover the transaction amount.

Key Data Element: Contract Number, CLIN, ACRN, Line of Accounting (LOA),

Inputs

Source: EX 17.01 Receive Pre-Validation Request
Schedule: Daily
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: Determine if sufficient unliquidated obligation is available on cited Contract Number, ACRN, and Line of Accounting (LOA) to process awaiting payment.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements: JFMIP SR-02-01, req. GLC-01

2 Process: If sufficient unliquidated obligation exists then route transaction to EX 17.04: Reserve Pre-Validation Funds.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

3 Process: If sufficient unliquidated obligation value is not available, then route transaction to EX 17.03: Perform Error Resolution.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Outputs

Destination: EX 17.03 Perform Error Resolution
Schedule: Daily
Medium: Electronic
Functional Data:

Destination: EX 17.04 Reserve Pre-Validation Funds
Schedule: Daily
Medium: Electronic
Functional Data:

Diagram: EX 17 Transaction For Others (TFO) Pre-Validation - Accountable Station

Process: EX 17.03 Perform Error Resolution

The system identified errors within the LOA, quantity discrepancies and dollar discrepancies. A report shall be created describing the mismatch and discrepancy. The system and manual intervention will be used to match the data elements.

Key Data Element: Contract Number, CLIN, ACRN, Line of Accounting (LOA), unit of issue, quantity, dollar value

Inputs

Source: EX 17.02 Match Pre-Validation Request to Obligation
Schedule: Daily
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: The system identifies errors within the line of accounting, quantity discrepancies or dollar discrepancies.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements: JFMIP SR-02-01, req. CFB-15

2 Process: An error message shall be created describing the mismatch or discrepancy found by the system.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements: JFMIP SR-02-01, req. CFB-15

3 Process: Correct error message discrepancies through processing of missing obligations or correction of erroneous payment postings.
User Role: AP PAYMENT APPROVER
Automation: Manual/Automatic
Security: Update
Edits:
Requirements: JFMIP SR-02-01, req. CFB-15

4 Process: If corrections need to be made on the payment office side, then route transaction to EX 17.05: Transmit Response with comments attached.
User Role: AP PAYMENT APPROVER
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Outputs

Destination: EX 17.04 Reserve Pre-Validation Funds
Schedule: On Demand
Medium: Internal
Functional Data:

Destination: EX 17.05 Transmit Response
Schedule: Daily
Medium: Electronic
Functional Data:

Diagram: EX 17 Transaction For Others (TFO) Pre-Validation - Accountable Station

Process: EX 17.04 Reserve Pre-Validated Funds

Reserves funding for pre-validation payment request by posting an accrued expenditures unpaid transaction to the accounting system. Assigns Pre-Validation Approval Number (PVAN).

Key Data Element: Contract Number, CLIN, ACRN, Line of Accounting (LOA), unit of issue, quantity, dollar value, Pre-Validation Approval Number

Inputs

Source: EX 17.02: Match Pre-Validation Request to Obligation.
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Source: EX 17.03: Perform Error Resolution
Schedule: Daily
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: Update funds status to AEU in accountable records for the fund cite provided in the request.
User Role: NONE
Automation: Automatic
Security: Update
Edits:
Requirements: JFMIP SR-02-01, req. CFB-15
JFMIP SR-02-01, req. GLC-01

2 Process: Update Standard General Ledger Accounts to reflect the posting of the accrued expenditures unpaid dollar amount.
User Role: NONE
Automation: Automatic
Security: Update
Edits:
Requirements:

3 Process: Route transaction to EX 17.05: Transmit Response.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Outputs

Destination: EX 17.05 Transmit Response
Schedule: On Demand
Medium: Internal
Functional Data:

Diagram: EX 17 Transaction For Others (TFO) Pre-Validation - Accountable Station

Process: EX 17.05 Transmit Response

Sends Pre-Validation approval or disapproval to Payment Station. Also updates the By Others Awaiting Pre-Validation File, to show that individual requests have received a responded or are still awaiting a response.

Key Data Element: PVAN, Contract Number, CLIN, ACRN, Line of Accounting (LOA), unit of issue, quantity, dollar value, Pre-Validation Approval Number

Inputs

Source: EX 17.04: Reserve Pre-Validation Funds
Schedule: Daily
Direction: System Internal
Medium: Electronic
Functional Data:

Source: EX 17.03: Perform Error Resolution
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: Send Pre-Validation Approval Number (PVAN) or disapproval to payment station.
User Role: NONE
Automation: Automatic
Security: Update
Edits:
Requirements: JFMIP SR-02-01, req. CFB-15

2 Process: Route copy of the transaction to EX 17.08: Update By Others Awaiting Pre-Validation File.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Outputs

Destination: EX 17.06 Accounting Pre-Validation Module.
Schedule: Daily
Medium: Electronic
Functional Data:

Destination: EX 17.08 Update By Others Awaiting Pre-Validation File.
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: EX 17 Transaction For Others (TFO) Pre-Validation - Accountable Station

Process: EX 17.08 Update By Others Awaiting Pre-Validation File

This process sets up a control file for requests received for pre-validation. When a response is received it is matched to the control file and the transaction is shown as having been responded to and placed in an inactive status.

Key Data Element:

Inputs

Source: EX 17.01: Receive Pre-Validation Request
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Source: EX 17.05: Transmit Response
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: As transactions are received for pre-validation a copy of the transaction is put into EX 17.08: Updating By Others Awaiting Pre-Validation file for monitoring purposes.
User Role: NONE
Automation: Automatic
Security: Update
Edits:
Requirements:

2 Process: Accountable station responses are matched and set aside with status of response received.
User Role: NONE
Automation: Automatic
Security: Update
Edits:
Requirements:

3 Process: Age all requests that are awaiting a response.
User Role: NONE
Automation: Automatic
Security: Update
Edits:
Requirements:

Outputs

Destination: None, this is a holding and matching file.
Schedule: Unknown
Medium: Unknown
Functional Data:

EX 18 Disbursement Adjustment Process (SF 1081)

A&F

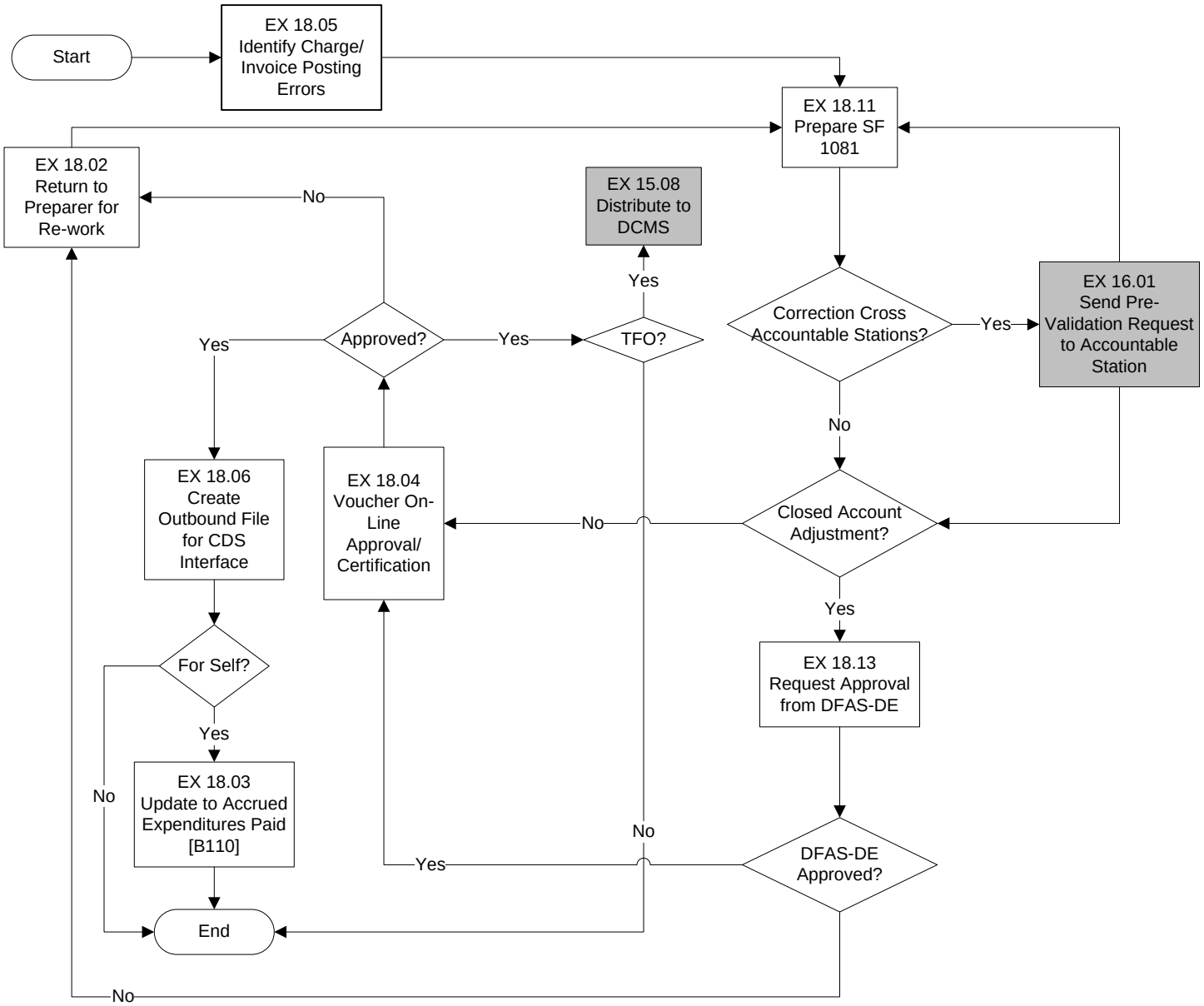

Diagram: EX 18 Disbursement Adjustment Process (SF1081)

The SF1081 (Voucher and Schedule of Withdrawals and Credits Adjustment) is the form used to transfer amounts between Treasury appropriations or funds and can be used for corrections of charges and credits. The Process Flow outlines the steps used to process the applicable adjustment.

Diagram: EX 18 Disbursement Adjustment Process (SF1081)

Process: EX 18.02 Return to Preparer for Re-work

The system must return the prepared SF1081 described in EX 18.11 for error correction.

Key Data Element: Certifier/Approver Reject Reason, Closed Account Authorization Number, Collection Station, Disbursing Station, Line of Accounting, MAFR Code, Amount, Description/Details of change, Prepare By Contact, Approved By Contact and Phone Number

Inputs

Source: EX 18.04 Voucher On-Line Approval/Certification

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data:

Steps

1 Process: Based on the Approver/Certifier workflow message, appropriate changes are made to the record via the Manual Voucher GUI. If deemed necessary, the user should have the option of "deleting" the transaction.

User Role: DFAS

Automation: User Initiated in System

Security: Update

Edits: The system should not allow "record deletion" after voucher number assignment-- a corrective voucher would be required to offset the questionable SF1081.

Requirements:

2 Process: If the SF1081 is revised, the originator or user with the same capability, re-submits the voucher for certification/approval.

User Role: DFAS

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: EX 18.11 Prepare SF1081

Schedule: On Demand

Medium: Electronic

Functional Data: SF1081 : Updated version of the SF1081 is submitted to the appropriate approving official

Diagram: EX 18 Disbursement Adjustment Process (SF1081)

Process: EX 18.03 Update to Accrued Expenditures Paid

The system must post For-Self related transactions to the applicable system General Ledger cash account.

Key Data Element: Disbursement Date, LOA, Voucher Number, Document Number, and Amount

Inputs

Source: EX 18.06 Create Outbound File for CDS Interface

Schedule: Daily

Direction: System Internal

Medium: Internal

Functional Data:

Steps

1 Process: Transactions associated with "For-Self" Treasury Report Codes have a direct relationship with a system record. Based on the Document Number reference (AP or AR Invoice), the system should posted the transaction to Accrued Expenditures Paid

User Role: AP VENDOR INVOICE PROCESSOR

Automation: Manual/Automatic

Security: Update

Edits: - Valid Treasury Report Codes: A and B are Expense related (Payables or Receivables). S and T relate to Reimbursements (Receivables only).
- The system must ensure the applicable subsidiary is updated prior to identifying the voucher as a Treasury Cash reconciled voucher.
- Transactions should not be posted to the Treasury Cash GLA until the Date of Disbursement or Collection.

Requirements:

Outputs

Diagram: EX 18 Disbursement Adjustment Process (SF1081)

Process: EX 18.04 Voucher On-Line Approval/Certification

The system must provide a review of voucher for final SF1081 Certification.

Key Data Element: Preparer, Closed Account Approver, Closed Account Authorization Number, Document Id, LOA, CLIN, ACRN, Description/Reference/Reason

Inputs

Source: EX 18.11 Prepare SF1081
Schedule: Daily
Direction: System Internal
Medium: Electronic
Functional Data:

Source: EX 18.13 Request Approval from DFAS-DE
Schedule: Daily
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: If the certifier approves the SF 1081 (to include extraneous data such as "Treasury Report Code") the next available CDS business data (CDS User controlled) is assigned to the SF 1081. The system shall assign the next available voucher numbers (Alpha/Numeric) 8 positions) to the 1081, (both Debit and Credit, unless IPAC into Treasury Suspense Account). If IPAC into Treasury Suspense Account the system only records a single voucher number.

User Role: Certifier
Automation: User Initiated in System
Security: Update
Edits: - Voucher Number assignment is sequential into each CDS assigned series. The system will have multiple voucher series, based on voucher type (e.g. Automated Vendor Payments, Travel Payments, and Manual Adjustments (DD1131, SF1081, SF1098)).
- The voucher sequence number must reset back to "1" at the beginning of the fiscal year (01-Oct-XX).
- The Disbursement/Collection Date and Voucher Number are tied together. The Disbursement/Collection Date must be equal to or greater than the previously assigned voucher number (within the same voucher series). A future voucher number cannot cite a past Disbursement Date. For instance, if voucher " DOV00010" is dated 17-Jul-XX then "DOV00011" cannot be dated 16-Jul-XX.
Requirements:

2 Process: Approved transactions citing Treasury Report Codes "C" or "U" are included in the Transaction For-Other Interface to DCMS Departmental For-By Other module (DFB).

User Role: DFAS
Automation: Automatic
Security: Create
Edits: Approved transactions not previously included in the interface. Each voucher should only be submitted once.
- Must have an assigned Voucher Number and Voucher Date
Requirements:

3 Process: If the SF1081 is incorrect as written, the Certifier returns the voucher to the originator using Workflow.

User Role: Certifier
Automation: Manual/Automatic
Security: Update
Edits: If returned to originator, the reason must be annotated.
The Voucher Number and Disbursement/Collection Date should not be assigned until "Approved" by the Certifier.
Requirements:

Diagram: EX 18 Disbursement Adjustment Process (SF1081)

Process: EX 18.04 Voucher On-Line Approval/Certification

Outputs

Destination: EX 15.08 Distribute to DCMS
Schedule: Daily
Medium: Electronic
Functional Data: Transactions For-Other Data : Detailed charges citing non-system DoD controlled funds

---

Destination: EX 18.02 Return to Preparer for Re-work
Schedule: On Demand
Medium: Electronic
Functional Data:

Destination: EX 18.06 Create Outbound File for CDS Interface
Schedule: Daily
Medium: Electronic
Functional Data: SF1081 : Certified SF1081

Diagram: EX 18 Disbursement Adjustment Process (SF1081)

Process: EX 18.05 Identify Charge/Invoice Posting Errors

The system must be able to identify transactions as requiring Treasury Adjustment. Identification may be by the system validation or manually by users.

Key Data Element: Document Number/Contract Number, Contract Line (CLIN), Accounting Classification Reference Number (ACRN), By-Other Control Number (if TBO), Employee (if DCPS), Original Disbursement Date, Original Disbursement Date Line of Accounting (LOA), Amount

Inputs

Source: DFAS Manual Input
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data:

Source: DCPS Transactions requiring adjustment to/from default LOA
Schedule: On Demand
Direction: Pull
Medium: Electronic
Functional Data: Gross Payroll File : Bi-Weekly file of charges/credits of employees

---

Source: Transaction By-Other (TBO)
Schedule: Daily
Direction: Pull
Medium: Electronic
Functional Data:

Source: IPAC Tracking System (ITS)
Schedule: Daily
Direction: Pull
Medium: Electronic
Functional Data:

Source: Accounts Receivable
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data: DD1131 : Cash Collection voucher

Steps

1 Process: For Contract Reconciliation, run a detailed report within the system that allows the user to view detailed charges or credits matched to specific obligations. Should be able to run the report by the following options:
Purchase Order (Document Number), CLIN, ACRN, Vendor, Vendor Id, Invoice Number, Begin Date Paid, End Date Paid, Begin Invoice Date, End Invoice Date, Amount Range (low to high).
The Report should include the following fields: Purchase Order (Document Number), CLIN, ACRN, Vendor, Vendor Id, Invoice Number, Payment Date (if applicable), Amount, Invoice Type, Invoice Date, Check/EFT Number (if applicable).

User Role: DFAS
Automation: User Initiated in System
Security: Read Only
Edits:
Requirements:

Diagram: EX 18 Disbursement Adjustment Process (SF1081)

Process: EX 18.05 Identify Charge/Invoice Posting Errors

2 Process: Analyze report to assist with identifying posting errors.
User Role: DFAS
Automation: Manual
Security: Update
Edits:
Requirements:

3 Process: If the record is DCPS related, determine whether the Accountable Station is internal to the system or if it crosses stations. Crossing stations will require Pre-Validation and a Transaction For-Other (TFO).
User Role: DFAS
Automation: Automatic
Security: N/A
Edits: Requires SF1081 if:
1) Inbound DCPS Treasury Appropriation does not equal the LOA matched to the system.
2) System DCPS record linked to the default LOA does not equal the final LOA after the corrective match is applied.
Requirements:

4 Process: If charge is a valid TBO line, however the appropriation cited on the charge is different than the system obligation (at the "Department", "Fiscal Year", "Symbol", and "Limit" level), a SF1081 must be accomplished to correct the Disbursing Stations.
User Role: DFAS
Automation: Automatic
Security: Create
Edits: - Must be a valid LOA per the DCMS Edit Validation Table.
- TBO charges identified as MOCAS related shall not be adjusted or charged back.
Requirements:

5 Process: If charge is not a valid TBO line and was disbursed by a non-Air Force Disbursing Station, a SF1081 is required to "Chargeback" the line under the appropriate Suspense appropriation.
User Role: DFAS
Automation: Automatic
Security: Create
Edits: Must be a valid Treasury LOA per the DCMS Edit Validation Table.
Requirements:

6 Process: Cash Collections that are initially input against the Accounts Receivable Treasury Suspense Account "57 F 3875" if the applicable subsidiary ledger (A/R&A/P) cannot be immediately identified. Once located the system user must prepare a SF1081 to offset the Suspense Account and load against a specific detail(s).
User Role: DFAS
Automation: Automatic
Security: Create
Edits: Must be a valid LOA per the DCMS Edit Validation Table.
Requirements:

7 Process: For Inbound IPAC/ITS processing, create a "1-sided" SF1081 charging the Suspense Account "57 F 3885.IPAC" for all daily transactions received (one voucher for each day of activity). As transactions are matched to a open obligation or receivable, a detailed SF1081 must be created to reverse Suspense and input against the LOA cited on the system obligation/receivable.
User Role: DFAS
Automation: Automatic
Security: Create
Edits: The initial IPAC reporting into Suspense is the only SF1081 that is 1-sided. All other SF1081 vouchers produced must zero balance (debit/credit).
Requirements:

Diagram: EX 18 Disbursement Adjustment Process (SF1081)

Process: EX 18.05 Identify Charge/Invoice Posting Errors

Outputs

Destination: EX 18.11 Prepare SF1081
Schedule: On Demand
Medium: Electronic
Functional Data:

Destination: EX 16.01 Send Pre-Validation Action to Accountable Station
Schedule: On Demand
Medium: Electronic
Functional Data: APVM/PPVM : Engine used to verify fund availability with other DoD Stations

Diagram: EX 18 Disbursement Adjustment Process (SF1081)

Process: EX 18.06 Create Outbound File for CDS Interface

The system must interface Certified SF1081 vouchers to the Centralized Disbursing System (CDS) for Treasury Cash accountability purposes.

Key Data Element: Voucher Number, Voucher Date, LOA, Amount, Algorithm

Inputs

Source: EX 18.04 Voucher On-Line Approval/Certification

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data:

Steps

1 Process: The system assigns the next available Voucher Disbursement/Collection Date to each transaction that is Approved-Never Interfaced. The date used is controlled by the CDS User Role. The date may be "rolled" by automatic means, however the capability to manually roll the date to the next date is required.

User Role: CDS User

Automation: Manual/Automatic

Security: Create

Edits: - SF1081 Vouchers must be Certified
- Treasury Report Codes A, B, C, E, F, and J for Disbursements tie to the CDS "Transaction Codes" 3=Disbursement 4=Refund;
Treasury Report Codes S, T, U, W, and X for Reimbursements tie to the CDS "Transaction Code" 2=Reimbursement.
- Treasury Report Code "ZT" for Receipts tie to the CDS "Transaction Code" 1=Receipt.

Requirements:

2 Process: The system assigns voucher numbers to SF1081 transactions that were included in the Voucher Disbursement/Collection Date update discussed in Step 1. The system must have the capability to track multiple "series" of voucher numbers.

User Role: DFAS

Automation: Automatic

Security: Update

Edits: - Voucher numbers cannot be repeated. Transactions citing duplicate numbers will error within CDS.

Requirements:

3 Process: The Outbound CDS Interface is created for all outstanding/approved SF1081 Adjustments

User Role: DFAS

Automation: Automatic

Security: Update

Edits: -SF1081 transactions can only be submitted to CDS once. Interfaced transactions should be flagged to prevent duplicate submission.
- All records pass DCMS Edit Validation rules
- Outbound Miscellaneous (MISC) can only contain SF1081 or SF1080 transactions.
- Transactions included within the file must only reference the same Disbursing or Collection Voucher Date.
- Each Outbound file contains a sequential sequence number incremented from the previous file submission. CDS will validate the sequence number before processing the file. Files failing the CDS edit will be placed in a internal CDS error directory.
- The Algorithm include in the Outbound file is validated by CDS prior to acceptance. Files failing the CDS edit will be placed in a internal CDS error directory.

Requirements:

4 Process: If the voucher adjustment is a For-Self transaction, the system should update the transaction to Accrued Expenditures Paid.

User Role: AP VENDOR INVOICE PROCESSOR

Automation: Automatic

Security: Update

Edits:

Requirements:

Diagram: EX 18 Disbursement Adjustment Process (SF1081)

Process: EX 18.06 Create Outbound File for CDS Interface

Outputs

Destination: Central Disbursing System
Schedule: Daily
Medium: Electronic
Functional Data: Outbound CDS Interface : Detailed interface file in the CDS "MISC" format
Voucher Control Log (DD2659) : Report containing vouchers Disbursed/Collected for a specific Business Date, by Voucher Series

Destination: EX 18.03 Update to Accrued Expenditures Paid
Schedule: Daily
Medium: Internal
Functional Data:

Diagram: EX 18 Disbursement Adjustment Process (SF1081)

Process: EX 18.11 Prepare SF1081

The system must capture required Treasury adjustment transactions within the system either through manual input or system input. After completion, the system Workflow transfers the voucher to the appropriate Approving Official.

Key Data Element: Year/Month of Voucher, Treasury Report Code, Collection Station, Disbursing Station, Line of Accounting, MAFR Code, Amount, Description/Details of change, Prepare By Contact, Prepared By Phone Number, and Approved By Contact

Inputs

Source: EX 18.05 Identify Charge/Invoice Posting Errors
Schedule: On Demand
Direction: System Internal
Medium: Form
Functional Data:

Source: EX 16.01 Send Pre-Validation Request to Accountable Station
Schedule: Daily
Direction: Push
Medium: Electronic
Functional Data: PPVM Response : "9" Record authorization is received (Funds Available)

Steps

1 Process: As transactions are matched to obligations/receivables, the system must validate that the LOA cited on the incoming record matches the LOA on the obligation/receivable. If they differ at the Department, Fiscal Year, Symbol, or Limit the system must produce the SF1081 to correct the initial Treasury reporting.

User Role: DFAS
Automation: Manual/Automatic
Security: Create
Edits: - LOA Appropriation information must follow the edits (values and Required/Not Required) identified within the daily detailed DMB feed received via DCMS.
Requirements:

Diagram: EX 18 Disbursement Adjustment Process (SF1081)

Process: EX 18.11 Prepare SF1081

2 Process: The system should auto-create the majority of the SF1081 vouchers produced, however transactions requiring manual creation should entered into a Graphical User Interface (GUI). All user enter information should be contained on the SF1081. Also, all information related to automated adjustments must be referenced (e.g. DCPS and TBO data elements received on the inbound interface feed to the system). Detailed GUI Requirements include:
The GUI screen should be constructed to capture other “Manual Voucher” (e.g.DD1131 or SF1098) requirements. The applicable data requirements should be altered based upon the user selection of the SF 1081 tab, pull down, or toolbar icon from the selection. The user must complete the form as follows:
ACCOUNTING PERIOD ENDING - Data is grayed out on input form. Data should be populated automatically in the format MMM DD,YYYY where date equals the last day of the month based upon the business date/transaction date.
TRANSACTION DATE - Data is grayed out on input form. Data should be populated in the format MM/DD/YYYY where date equals the business date applied by the CDS User.
DOCUMENT NO. - All LOA entries entered into the system must be validated against the DCMS-DMB Edit Validation Table. Records citing Treasury Report Codes: A, B, S, and T relate to the system "For-Self" transactions, a 'link' to a system record should be established (e.g. invoice paid under the wrong CLIN/ACRN) to the subsidiary entered correction record (A/P or Receivable Invoice). All For-Self entries should balance to the details posted to the General Ledger Treasury Cash Account “1010”.
AGENCY LOCATION CODE (ALC) – Customer Agency side - Preparer only. Same as DSSN. Create a pick list, 6 positions. Field is required and cannot be blank. Only allow user to pick from list and not add data. The default value should be ‘380100’
AGENCY LOCATION CODE (ALC) – Billing Agency side - Preparer only. Same as DSSN. Create a pick list, 6 positions. Field is required and cannot be blank. Only allow user to pick from list and not add data. The default value should be ‘380100’
CUSTOMER AGENCY VOUCHER NO. - Data is grayed out on input form. Data will be populated automatically.
BILLING AGENCY VOUCHER NO. - Data is grayed out on input form. Data will be populated automatically.
DEPARTMENT/BUREAU/ADDRESSS - Data should be linked to the ALC and will be auto-populated based upon ALC, if possible. Direct entry is allowed. Preparer only. The default value should reference the ‘380100’ ALC referenced below:
DEPARTMENT OF DEFENSE
DFAS-DE
6760 East Irvington Place
Denver CO 80279-5000
<blank line>
<blank line>
APPROPRIATION, FUND, OR RECEIPT SYMBOL, CUSTOMER AGENCY - User will select a button titled “Add/Edit Accounting Classification – Customer”. The selection will take the user to a GUI screen for input of accounting data for the customer agency. Entries should be validated per the DCMS Edit Validation Table. On validated accounting line segments, a value “pick-list” from the Edit Validation Table should be allowed-- entries must be restricted to the values in the list. The total amount is a rolling value as LOAs are being added. The “total” value should always be an absolute value. Maximum 13 positions. Format $99,999,999,999.99
APPROPRIATION, FUND, OR RECEIPT SYMBOL, BILLING AGENCY - User will select a button titled “Add/Edit Accounting Classification – Billing”. The selection will take the user to a GUI screen for input of accounting data for the billing agency. Entries should be validated per the DCMS Edit Validation Table. On validated accounting line segments, a value “pick-list” from the Edit Validation Table should be allowed-- entries must be restricted to the values in the list. The total amount is a rolling value as LOAs are being added. The “total” value should always be an absolute value. Maximum 13 positions. Format $99,999,999,999.99
DETAILS OF CHARGES OR REFERENCE TO ATTACHED SUPPORTING DOCUMENTS - User will input data into a continuous text box (approximately 14 lines, 72 characters). The field is mandatory. Spaces do not count as input. Default to capital letters. Mandatory field.
BILLING AGENCY CONTACT PREPARED BY - Data should be auto-populated based upon the USER ID from a security table followed by the USER’s site identification. (ex. Title (optional) First Name Last Name Site – TSGT MARY JONES DFAS OMAHA) all uppercase.
BILLING AGENCY CONTACT APPROVED BY - Data will be auto-populated based upon the USER ID from a security table.
BILLING AGENCY CONTACT TELEPHONE NO - Data will be auto-populated based upon the USER ID from a security table in the format (XXX) XXX-XXXX. Preparer’s commercial phone number
CERTIFICATION OF CUSTOMER OFFICE DATE - Data should be auto populated in the format MMM DD, YYYY where date equals the system date of voucher certification.
CERTIFICATION OF CUSTOMER SIGNATURE BLOCK - Data will be grayed out on input form. Data will be entered via “certification” requirement based upon the USER ID of the certification official in a three line format identifying full name, official’s title, and official’s office symbol auto-populated from the security table. Mandatory field
CERTIFICATION OF CUSTOMER TELEPHONE NO - Data will be grayed out on input form. Data will be entered via “certification” requirement based upon the USER ID of the certification official’s phone number in the format (XXX) XXX-XXXX. Certifier can change value however this field is mandatory. The system should maintain (at a minimum, but limited to) the following internal data fields:
PREPARED_BY user id – the person who last edited/released/deleted this draft.
TREASURY_REPORT_CODE - Valid entries include: A, B, C, E, F, and J for Disbursements; S, T, U, W, and X for Reimbursements; ZT for Receipt.
DATE_CREATEDDATE_RELEASEDFORM_STATUS – draft, released, deleted, rejected or final.
REJECTED_BY - user id of the Approver who rejected this Voucher.
DATE_REJECTED

Diagram: EX 18 Disbursement Adjustment Process (SF1081)

Process: EX 18.11 Prepare SF1081

REJECTION_REASON
DELETED_DATE – Date the original user deleted the draft(s). This can only happen before it was released.
DELETED_BY – USERID of the person who deleted the draft(s).
DELETED_REASON – The user is required to provide a reason for why they deleted the voucher. Printing the document – Although limited in number due to electronic certification, printing hardcopy vouchers must be supported. Default the number of copies printed to one but the user has the ability to change the value.

User Role: DFAS

Automation: Manual/Automatic

Security: Create

Edits: - All LOA entries entered in the system must be validated against the DCMS-DMB Edit Validation Table.
- Valid entries for the Treasury Report Code include: A, B, C, E, F, and J for Disbursements; S, T, U, W, and X for Reimbursements; ZT for Receipt.
Records citing Treasury Report Codes: A, B, S, and T relate to the system" For-Self" transactions, therefore a 'link' to a the system record should be established (e.g. invoice paid under the wrong CLIN/ACRN) to the subsidiary entered correction record.

Requirements:

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3 Process: The voucher is saved and forwarded to the appropriate individual for voucher approval via Workflow.

User Role: DFAS

Automation: User Initiated in System

Security: Create

Edits: - Approving Official must be within the same office hierarchy as the preparer.
- Adjustment entries (credit or debit) that cite a Treasury Report Code of "C" or "U" must have a Pre-Validation Approval Code prior to the Certification/Approval process.

Requirements:

Outputs

Destination: If Closed Account Adjustment, EX 18.13 Request Approval from DFAS-DE

Schedule: On Demand

Medium: Electronic

Functional Data:

Automatic Notification :	Method of identifying to the DFAS-Denver Approver that the system is requesting a Closed Account Approval Number
SF1081 :	Electronic Image of the document (Voucher and Schedule of Withdrawals and Credits in accordance with NSN 7540-00-634-4234) should accompany the Certification Request

---

Destination: If Closed Account Adjustment is not required, EX 18.04 Voucher On-Line Approval/Certification

Schedule: On Demand

Medium: Electronic

Functional Data:

Automatic Notification :	Electronic notification/request for Electronic Certification
SF1081 :	Electronic Image of the document should accompany the Certification Request

Diagram: EX 18 Disbursement Adjustment Process (SF1081)

Process: EX 18.13 EX 18.13 Request Approval from DFAS-DE

Cash Adjustments between appropriations that cite a "Closed" Treasury Appropriation must be approved by DFAS-Denver prior to Disbursement or Collection.

Key Data Element: Closed Account Authorization Number, Collection Station, Disbursing Station, Line of Accounting, MAFR Code, Amount, Description/Details of change, Prepare By Contact, Approved By Contact and Phone Number

Inputs

Source: EX 18.11 Prepare SF1081

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data: SF1081 : Electronic version of SF1081

Steps

1 Process: Electronic notification of Closed Account Adjustment is received along with a view of the actual SF1081.

User Role: DFAS Closed Account Approver

Automation: Manual/Automatic

Security: Update

Edits: Only SF1081's citing Closed Accounts should be received for approval.

Requirements:

2 Process: Closed Account Official signs into the system and Approves or Disapproves the SF1081. If Approved, the system should automatically assign a Closed Account Authorization Number. The Authorization Number should contain the fiscal year and sequence number (e.g. "2004-0001"). The sequence number should role back to "0" at the beginning of the new fiscal year (01-Oct-xx).

User Role: Certifier

Automation: Manual/Automatic

Security: Update

Edits: If Approved, the Closed Account Authorization Number should not be duplicated.
If Disapproved, the reason should be a required field for the SF1081 originator action.

Requirements:

3 Process: If Approved by Denver, a final approval request is provided to the Voucher Approver/Certifier within the hierarchy of the voucher originator. If Not Approved, notification is submitted to the originator along with the reason for rejection.

User Role: Certifier

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: EX 18.04 Voucher On-Line Approval/Certification

Schedule: On Demand

Medium: Electronic

Functional Data:

SF1081 :	Electronic Image of the document should accompany the Certification Request along with the audit trail of previous approvals/disapprovals
Closed Account Control Log :	Log of all adjustments related to Closed Accounts. Contains: Closed Account Authorization Number, Voucher Number, LOA, and Amount.

EX19 Document Entry and Commitment Processing (ABSS)

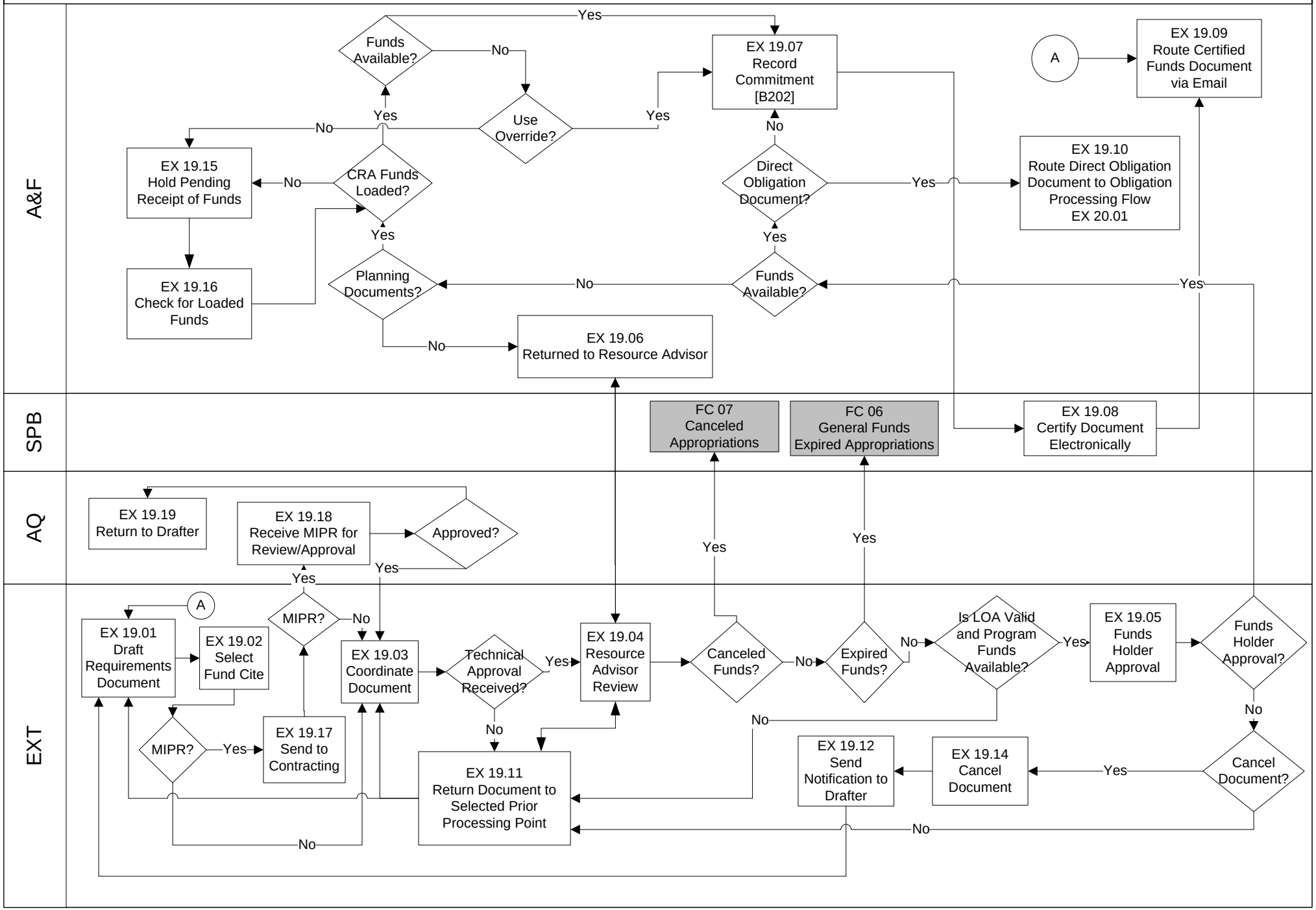


Diagram: EX 19 Document Entry and Commitment Processing (ABSS)

This FLOW describes how the user selects the proper form, then uses it to input requirement and financial data into the system. The system then routes this data to selected individuals for coordination, technical approval, validation of funds, funds certification, and posting of the commitment in the accounting system. Lastly, the system routes the certified funding document to the recipient of the funds.

Diagram: EX 19 Document Entry and Commitment Processing (ABSS)

Process: EX 19.01 Draft Requirements Document

The system must allow the User to select the proper form from Menu options and then use it to input requirement data. The system must allow the User to monitor the status of this Form data by standard document number at any point in the system.

Key Data Element: Document Number

Inputs

Source: Technical/functional requirements and financial data from drafter input.

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data: Technical Requirements : Individual Requirements

Steps

1 Process: Select form from menu.
User Role: REQUISITIONER
Automation: User Initiated in System
Security: Create
Edits: Retrieve form only from drop down menu.
Requirements: Electronic form generation of all commitment forms. See forms list.

2 Process: Automatic population of user and office data to maximum extent possible.
User Role: NONE
Automation: Automatic
Security: Create
Edits: Organizational data tables.
Requirements: Auto populates User and Office data to maximum extent.

3 Process: Input technical data required on the form.
User Role: REQUISITIONER
Automation: Manual
Security: Create
Edits:
Requirements: Lists of values containing user-specific technical data (standard clauses).

4 Process: Obtain document number from the system.
User Role: NONE
Automation: Automatic
Security: Create
Edits:
Requirements: Automatic, system-generated document numbers.

5 Process: Print paper copy if needed by user.
User Role: REQUISITIONER
Automation: Manual
Security: Read Only
Edits:
Requirements: Ability to print paper copy of document at any processing point.

Diagram: EX 19 Document Entry and Commitment Processing (ABSS)

Process: EX 19.01 Draft Requirements Document

6 Process: Route document to next point of workflow for coordination.
User Role: REQUISITIONER
Automation: Automatic
Security: Update
Edits:
Requirements: Electronic routing of documents for coordination, approval and certification. Allow for external interface.

7 Process: The user should be able to monitor document status using on-line inquires.
User Role: REQUISITIONER
Automation: User Initiated in System
Security: Read Only
Edits:
Requirements: Query response and displaying of documents organization-wide (current status and historical status).
JFMIP-SR-02-02

Outputs

Destination: EX 19.02 Select Fund Cite
Schedule: On Demand
Medium: Electronic
Functional Data:

AF 616 :	Commitment Funding Document
MIPR :	Commitment and Obligation Document
AF Form 9 :	Air Force Purchase Request - Commitment Document
AF Form 9L :	Increase/Change Letter
AF Form 185 :	Project Order
AF Form 406 :	Miscellaneous Obligation and Requirements Document
AF Form 973 :	Request and Authorization for Change of Administrative Orders
AF Form 4009 :	Government Purchase Card (IMPAC) Fund Cite
DD Form 250 :	Material Inspection and Receiving Report
DD Form 448 :	Military Interdepartmental Purchase Request (MIPR)
DD Form 448-2 :	MIPR Acceptance
DD Form 1348-6 :	Single Line Item Requisition System Document
DD Form 1556-1 :	Request, Authorization, Agreement, Certification of Training and Reimbursement
DD Form 1610 :	Request and Authorization for TDY Travel of DoD Personnel
AFMC Form 36 :	Purchase Request
AFMC Form 277 :	Reimbursable Order/Request for Support from Other Agencies
AFMC Form 376 :	Administrative Commitment Document
Optional Form 1017-G :	Journal Voucher

Diagram: EX 19 Document Entry and Commitment Processing (ABSS)

Process: EX 19.02 Select Fund Cite

The system will allow the user to assign the source of funding for these requirements, if known at this time. Once this is accomplished the form data is routed for further processing as assigned per form type or function.

Key Data Element: Line of Accounting

Inputs

Source: EX 19.01.
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1
Process: Select fund cite from menu items or key in data manually.
User Role: REQUISITIONER
Automation: Manual/Automatic
Security: Create
Edits: Each field in a fund cite must come from standard table values for that field.
Requirements: Automatic population fund cite data to the maximum extent possible.
Lists of values containing user-specific financial data.

2
Process: For Capital Assets the project field is required in order to process the asset in the Asset module.
User Role: REQUISITIONER
Automation: Manual/Automatic
Security: Create
Edits:
Requirements:

3
Process: Change foreign currency to US dollars.
User Role: NONE
Automation: Automatic
Security: Create
Edits:
Requirements: Automatic calculation of foreign currency exchange rates.

4
Process: Check form type. If MIPR, route transaction to EX 19.17 Send to Contracting.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

5
Process: Check form type. If not a MIPR, route transaction to EX 19.03 Coordinate Document.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Diagram: EX 19 Document Entry and Commitment Processing (ABSS)

Process: EX 19.02 Select Fund Cite

Outputs

Destination: EX 19.03
Schedule: On Demand
Medium: Electronic
Functional Data:

Destination: EX 19.17
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: EX 19 Document Entry and Commitment Processing (ABSS)

Process: EX 19.03 Coordinate Document

The system will allow the user to route form data to predefined points of contact based on document type to obtain coordination and approval. This routing can include individuals that may or may not have access to the system. Additional coordination points may be added to accommodate one time requirements.

Key Data Element: Document Number

Inputs

Source: EX 19.02
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Source: EX 19.11.
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: View document and supporting attached files.
User Role: RECEIVER
Automation: Manual/Automatic
Security: Update
Edits:
Requirements: Standard Graphical User Interface (GUI)

2 Process: Add or modify technical/financial data.
User Role: RECEIVER
Automation: Manual/Automatic
Security: Update
Edits:
Requirements: Automatic population of user and office data to the maximum extent possible.

3 Process: Review technical and/or financial data for correctness.
User Role: RECEIVER
Automation: Manual/Automatic
Security: Update
Edits:
Requirements: Validation of financial data elements throughout coordination and approval process.

4 Process: Attach supporting documentation to file.
User Role: RECEIVER
Automation: Manual/Automatic
Security: Update
Edits:
Requirements: Ability to attach transaction notes and supplemental information files to the document.

Diagram: EX 19 Document Entry and Commitment Processing (ABSS)

Process: EX 19.03 Coordinate Document

5 Process: Provide coordination or approval. If technical approval is received route to EX 19.04 Resource Advisor Review, otherwise route to EX 19.11.

User Role: REQUISITION APPROVER

Automation: Automatic

Security: Update

Edits:

Requirements: Electronic authentication of documents.

6 Process: Print paper copy if needed.

User Role: RECEIVER

Automation: User Initiated in System

Security: Read Only

Edits:

Requirements: Ability to print paper copy of document at any point.

Outputs

Destination: EX 19.04.

Schedule: On Demand

Medium: Electronic

Functional Data:

Destination: EX 19.11.

Schedule: On Demand

Medium: Electronic

Functional Data:

Diagram: EX 19 Document Entry and Commitment Processing (ABSS)

Process: EX 19.04 Resource Advisor Review

The system must allow Resource Advisor Review of all proposed funding forms. The Resource Advisor is reviewing for proper use of funds, is the requirement already in the budget or is it an unfunded requirement and is the line of accounting on the form correct?

Key Data Element: Line of Accounting (Fund Cite)

Inputs

Source: EX 19.03.
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: Retrieve funding document for review from Resource Advisor input file.
User Role: BDGT MAINTAINER
Automation: Manual/Automatic
Security: Create
Edits:
Requirements: Pending documents for review are contained in a central file with limited access by the Resource Advisor or designated backup person.

2 Process: Input standard user and Office data.
User Role: NONE
Automation: Manual/Automatic
Security: Create
Edits:
Requirements: Auto populates user and office data to maximum extent possible.

3 Process: Key in or modify financial data. If Fund cite has cancelled then coordinate with Flow FC07. If Fund cite is expired then coordinate with Flow FC 06.
User Role: BDGT MAINTAINER
Automation: Manual/Automatic
Security: Update
Edits:
Requirements: Lists of values containing user-specific funding data.

4 Process: For Capital Assets the project field is required in order to process the asset in the Asset module.
User Role: BDGT MAINTAINER
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

5 Process: Validate financial data. If problems are found, then route data to EX 19.11 Return Document to Selected Prior Processing Point.
User Role: BDGT MAINTAINER
Automation: Automatic
Security: Update
Edits:
Requirements: Validation of financial data elements throughout coordination and approval process.

Diagram: EX 19 Document Entry and Commitment Processing (ABSS)

Process: EX 19.04 Resource Advisor Review

6
Process: Change foreign currency to US dollars.
User Role: NONE
Automation: Automatic
Security: Update
Edits:
Requirements: Automatic calculation of foreign currency exchange rates.

7
Process: Attach supporting documentation to file, if required.
User Role: BDGT MAINTAINER
Automation: Manual/Automatic
Security: Update
Edits:
Requirements: Ability to attach transaction notes and supplemental information files to document.

8
Process: Print paper copy if needed.
User Role: BDGT MAINTAINER
Automation: User Initiated in System
Security: Read Only
Edits:
Requirements: Ability to print paper copy of document at any processing point.

9
Process: Provide coordination signature.
User Role: BDGT MAINTAINER
Automation: Manual/Automatic
Security: Update
Edits:
Requirements: Electronic authentication of documents.

10
Process: Route document for Funds Holder approval/disapproval.
User Role: NONE
Automation: Automatic
Security: Update
Edits:
Requirements: Electronic routing of documents for coordination, approval and certification.

11
Process: Monitor document status.
User Role: BDGT MAINTAINER
Automation: User Initiated in System
Security: Read Only
Edits:
Requirements: Query for and viewing of documents organization-wide (current status and historical status).

Outputs

Destination: EX 19.05
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: EX 19 Document Entry and Commitment Processing (ABSS)

Process: EX 19.04 Resource Advisor Review

Destination: EX 19.11
Schedule: On Demand
Medium: Electronic
Functional Data:

Destination: FC 07
Schedule: On Demand
Medium: Electronic
Functional Data:

Destination: FC 06
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: EX 19 Document Entry and Commitment Processing (ABSS)

Process: EX 19.05 Funds Holder Approval

The system must provide Funds Holder Approval, Disapproval or requests additional information by the Funds Holder fund. If additional information is requested the data will be routed back to a selected prior coordination point and then return to the Fund Holder for approval or disapproval.

Key Data Element: Line of Accounting, Dollar value, document number

Inputs

Source: EX 19.04
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1
Process: Retrieve funding document from Resource Advisor input file for review.
User Role: REQUISITION APPROVER
Automation: Manual/Automatic
Security: Update
Edits:
Requirements: Pending documents for review are contained in a central file with limited access by the Resource Advisor or designated backup person.

2
Process: Review document and any attachments.
User Role: REQUISITION APPROVER
Automation: Manual/Automatic
Security: Read Only
Edits:
Requirements:

3
Process: If document is approved, route document to EX 19.07 Record Commitment.
User Role: REQUISITION APPROVER
Automation: Automatic
Security: Update
Edits:
Requirements:

4
Process: If document is sent back with questions or comments, route document to EX 19.11 Return Document to Selected Prior Processing Point.
User Role: REQUISITION APPROVER
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

5
Process: If document is cancelled, route document to EX 19.14 Cancel Document.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Diagram: EX 19 Document Entry and Commitment Processing (ABSS)

Process: EX 19.05 Funds Holder Approval

Outputs

Destination: Record Commitment EX 19.07
Schedule: On Demand
Medium: Electronic
Functional Data:

Destination: EX 19.10
Schedule: On Demand
Medium: Electronic
Functional Data:

Destination: Return Document to Selected Prior Processing Point EX 19.11
Schedule: On Demand
Medium: Electronic
Functional Data:

Destination: Cancel Document EX 19.14
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: EX 19 Document Entry and Commitment Processing (ABSS)

Process: EX 19.06 Return to Resource Advisor

The system must allow the return of a funding document to the Resource Advisor due to insufficient funds available in the accounting system.

Key Data Element: Line of Accounting

Inputs

Source: EX 19.05
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1
Process: When sufficient funds are not available to commit per the amount on the document, check document number to see if it is a planning document for the new fiscal year. If so, route transaction to EX 19.15 Hold Pending Receipt of Funds.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

2
Process: When sufficient funds are not available to commit per amount on document and the document is not a planning document for the new fiscal year then return document to appropriate Resource Advisor based on fund cite.
User Role: NONE
Automation: Automatic
Security: Update
Edits: Uncommitted balance for fund cite.
Requirements: Before a reservation of funds can be made (committed), a sufficient funds balance must be available.

3
Process: Attach a comment to the document that states that sufficient funds are not available to process the document against the fund cite provided.
User Role: NONE
Automation: Automatic
Security: Update
Edits:
Requirements: Before a reservation of funds can be made (committed), a sufficient funds balance must be available.

Outputs

Destination: EX 19.14 Cancel Document.
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: EX 19 Document Entry and Commitment Processing (ABSS)

Process: EX 19.07 Record Commitment

The system should update the accounting records and General Ledger Accounts for the value of the commitment document.

Key Data Element: Line of Accounting and Dollar Value.

Inputs

Source: EX 19.05
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Source: EX 19.16
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: Check the document type to determine whether a commitment is needed. If not needed, route the transaction to EX 19.10Route Direct Obligation Document to Obligation Processing Flow.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

2 Process: For document types needing commitment, reduce the available funds balance and increase the commitment value by the document amount against the cited funding line.
User Role: NONE
Automation: Automatic
Security: Update
Edits: Fund cite, dollar value
Requirements: Funds can not be committed unless available to the Holder.

3 Process: Post transaction to the appropriate Standard General Ledger Accounts.
User Role: NONE
Automation: Automatic
Security: Update
Edits:
Requirements: Maintain Standard General Ledger Accounts.

Outputs

Destination: EX 19.08
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: EX 19 Document Entry and Commitment Processing (ABSS)

Process: EX 19.08 Certify Document Electronically

The system must provide for funds certification by an authorized person who has been assigned this authority in writing.

Key Data Element:

Inputs

Source: EX 19.07
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1
Process: Retrieve the funding document needing certification from the committed transaction file EX 19.07.
User Role: REQUISITION APPROVER
Automation: User Initiated in System
Security: Update
Edits:
Requirements: Pending documents for certification are contained in a central file with limited access by Certification Officials only.

2
Process: Review committed document for proper use and funds availability.
User Role: REQUISITION APPROVER
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

3
Process: Provide PKI Certification to the document if proper use of funds is confirmed.
User Role: REQUISITION APPROVER
Automation: Manual/Automatic
Security: Update
Edits:
Requirements: Funds must be available and proper for use to meet certification requirements.

Outputs

Destination: EX 19.09
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: EX 19 Document Entry and Commitment Processing (ABSS)

Process: EX 19.09 Route Certified Funds Document via Email

The system must route all certified funding documents, except MORDS, to the user of the funding. The transmission of these documents should be electronic if possible, but in some cases may require paper transmission.

Key Data Element: User address

Inputs

Source: EX 19.08 Certified Funding Document
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1
Process: Send document to user, if electronic address is provided.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements: Electronic transmission is the government preferred mode.

2
Process: Send document to initial system drafter (EX 19.01) if no user electronic address is provided.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements: Electronic transmission is the government preferred mode.

Outputs

Destination: Funding Document User
Schedule: On Demand
Medium: Electronic
Functional Data:

Destination: EX 19.01 Draft Requirements Document
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: EX 19 Document Entry and Commitment Processing (ABSS)

Process: EX 19.10 Route Direct Obligation Document to Obligation Processing Flow EX 20.01

The system must identify direct obligation documents which do not need a commitment or any further approvals or acceptances before obligation processing takes place.

Key Data Element: Document type

Inputs

Source: EX 19.05
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: Is the form a direct obligation document? If it is, route the transaction to Obligation Processing Flow EX 20.01.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits: Document type
Requirements:

Outputs

Destination: EX 20.01
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: EX 19 Document Entry and Commitment Processing (ABSS)

Process: EX 19.11 Return Document to Selected Prior Processing Point

The system must allow for a transaction to be reworked when a coordination point requires additions, deletions or changes to the transaction before further processing can proceed. The coordination point identifies to where the transaction must return. Once corrections or modifications have been made, the transaction will then begin the workflow process again at the next incomplete step.

Key Data Element: Designated processing points

Inputs

Source: EX 19.04 Resource Advisor Review
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Source: EX 19.05
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Source: EX 19.03
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: Return the document to the selected prior processing point as designated by the returning official.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

2 Process: If no prior designated point is identified, then processing for the document continues in the designated workflow at the next uncompleted coordination or approval step.
User Role: NONE
Automation: Automatic
Security: Update
Edits:
Requirements:

3 Process: If technical approval is received, then route document to EX 19.04 Resource Advisor Review.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Outputs

Destination: EX 19.01 Draft Requirements Document
Schedule: On Demand
Medium: Electronic

Diagram: EX 19 Document Entry and Commitment Processing (ABSS)

Process: EX 19.11 Return Document to Selected Prior Processing Point

Functional Data:

Destination: EX 19.03
Schedule: On Demand
Medium: Electronic
Functional Data:

Destination: EX 19.04
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: EX 19 Document Entry and Commitment Processing (ABSS)

Process: EX 19.12 Send Notification to Drafter

The system must send a document cancellation notice to the drafter, whenever the Funds Holder disapproves a document.

Key Data Element: Drafter's electronic address

Inputs

Source: EX 19.14
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: Send a document cancellation notification to the drafter of a document, in order to close out the processing of the document.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Outputs

Destination: EX 19.01
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: EX 19 Document Entry and Commitment Processing (ABSS)

Process: EX 19.14 Cancel Document

The system must remove the document from active status, updates and maintains audit trails and allows for inquiry until funds originally cited expire.

Key Data Element: Document Number

Inputs

Source: EX 19.05
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1
Process: Update the document transaction history to show cancelled document status.
User Role: NONE
Automation: Automatic
Security: Update
Edits: document number, fund cite
Requirements:

2
Process: Maintain document history for current inquiry until funds expire.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

3
Process: Route document to next process EX 19.12.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Outputs

Destination: EX 19.12
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: EX 19 Document Entry and Commitment Processing (ABSS)

Process: EX 19.15 Hold Pending Receipt of Funds

The system must allow for the processing of funding documents for new fiscal year startup or for funds released under CRA rules.

Key Data Element: Document number, Fiscal Year

Inputs

Source: EX 19.05
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1
Process: Hold documents identified as new fiscal year/CRA processing until funds are received and loaded in the accounting system.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

2
Process: Route to EX 19.16 Check for Loaded Funds on a daily basis.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Outputs

Destination: EX 19.16
Schedule: Daily
Medium: Electronic
Functional Data:

Diagram: EX 19 Document Entry and Commitment Processing (ABSS)

Process: EX 19.16 Check for Loaded Funds

This process checks for funds Loaded under new fiscal year or CRA rules.

Key Data Element: Document number, Fiscal Year

Inputs

Source: EX 19.15
Schedule: Daily
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1
Process: Check on a daily basis to determine if funds are loaded. Yes, check for funds availability.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits: fund cite budget availability
Requirements:

2
Process: Check to determine if funds are loaded. No, route to EX 19.15
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

3
Process: Check to determine if funds are available. Yes, route to EX 19.17 Record Commitment.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

4
Process: Check to determine if funds are available. No, determine if CRA override is approved.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

5
Process: CRA override, Yes route document to EX 19.17 Record Commitment.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Diagram: EX 19 Document Entry and Commitment Processing (ABSS)

Process: EX 19.16 Check for Loaded Funds

6 Process: CRA override, No route document to EX 19.15 Hold Pending Receipt of Funds.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Destination: EX 19.07

Schedule: Daily

Medium: Electronic

Functional Data:

Destination: EX 19.15

Schedule: Daily

Medium: Electronic

Functional Data:

Diagram: EX 19 Document Entry and Commitment Processing (ABSS)

Process: EX 19.17 Send to Contracting

This process identifies all MIPRs from the document flow and routes them to contracting where they are required to be reviewed and approved before the MIPR can be issued to another government activity. Contracting disapproves MIPRs because local contracting can provide the same service usually at a lower price.

Key Data Element: Services or tasks required

Inputs

Source: EX 19.02
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1
Process: Check form type to see if the form is a MIPR? Yes, route document to contracting EX 19.18.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits: Document type
Requirements:

2
Process: Check form type to see if the form is a MIPR? No, route document to Coordinate Document EX 19.03.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Outputs

Destination: EX 19.18
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: EX 19 Document Entry and Commitment Processing (ABSS)

Process: EX 19.18 Receive MIPR for Review/Approval

This process allows for required contracting review of all MIPRs before they are issued. Approved MIPRs are routed for additional MIPR processing. Disapproved MIPRs are routed back to the Drafter with comments and guidance for further processing of their requirements document.

Key Data Element: Services or tasks required.

Inputs

Source: EX 19.17
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1
Process: Review required services or tasks to determine if services can only be provided by other government activities. Yes, route MIPR to EX 19.03 Coordinate Document.
User Role: PROCUREMENT APPROVER
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

2
Process: Review required services or tasks to determine if services can only be provided by other government activities. No, route MIPR to EX 19.19 Return to Drafter.
User Role: PROCUREMENT APPROVER
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

Outputs

Destination: EX 19.03
Schedule: On Demand
Medium: Electronic
Functional Data:

Destination: EX 19.19
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: EX 19 Document Entry and Commitment Processing (ABSS)

Process: EX 19.19 Return to Drafter

This process returns MIPR to drafter with comments and guidance from contracting to modify the MIPR or cancel the MIPR and process a Form 9 in its place to purchase the documented required services or tasks.

Key Data Element: Required services or tasks.

Inputs

Source: EX 19.18
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: Route MIPR to drafter for modification or cancellation.
User Role: NONE
Automation: Automatic
Security: Update
Edits:
Requirements:

Outputs

Destination: EX 19.01 Draft Requirements Document
Schedule: On Demand
Medium: Electronic
Functional Data:

EX 20 Obligation Process (with Commitment)

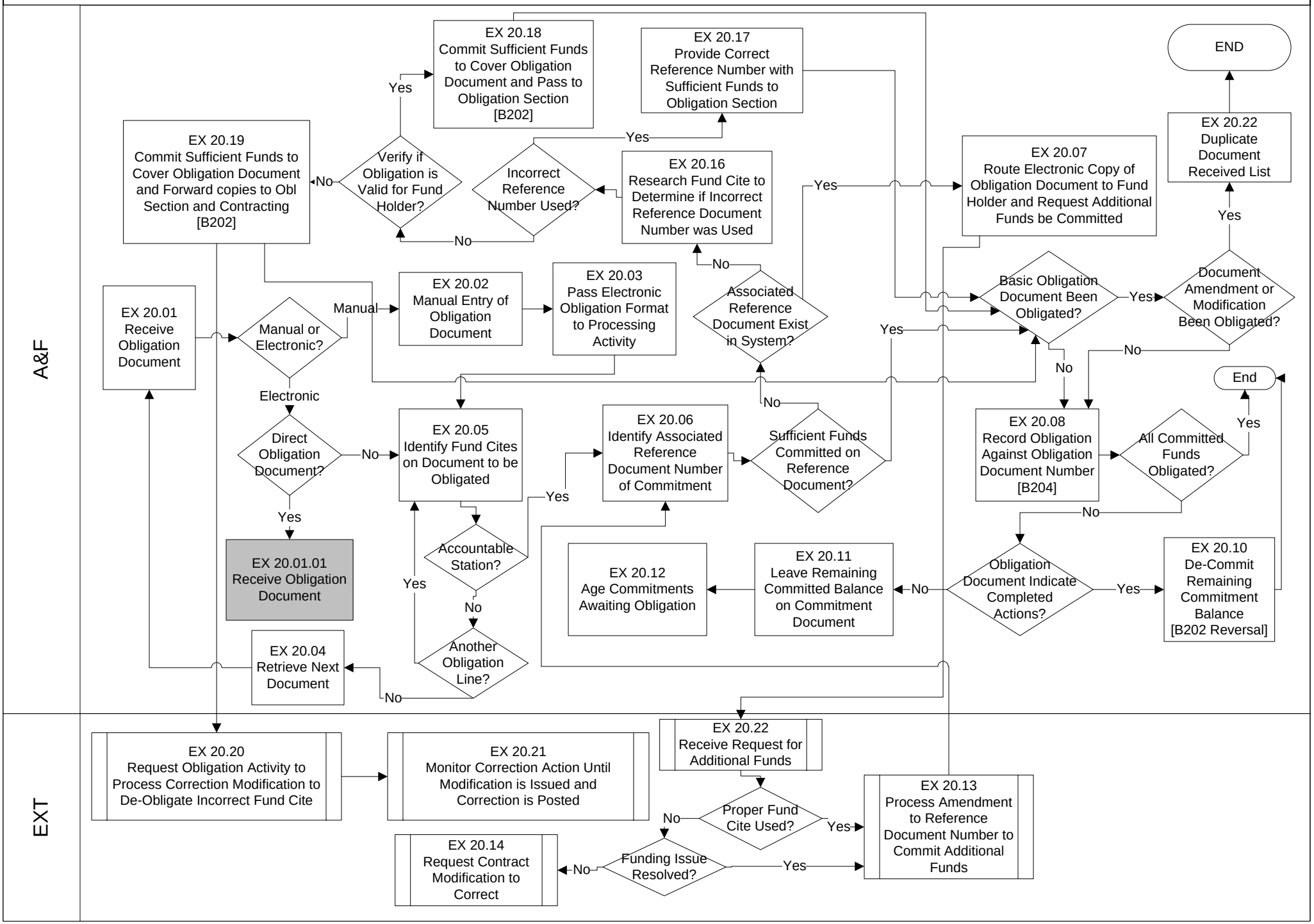


Diagram: EX 20 Obligation Process (with Commitment)

This Flow describes how the system will process an obligation, tries to match it to its associated funding (commitment), and If, unsuccessful sends the obligation transaction to the Funds Holder for resolution of the funding issue. Once the match is made or the funding issues are resolved, this flow results in a recorded obligation awaiting liquidation from the Accounts Payable Flows.

Diagram: EX 20 Obligation Process (with Commitment)

Process: EX 20.01 Receive Obligation Document

The system will receive manual and electronic obligation documents and enter them into the accounting system.

Key Data Element: Document Number, LOA, Reference Document Number

Inputs

Source: Paper copy or Electronic Format
Schedule: On Demand
Direction: Pull
Medium: Unknown
Functional Data:

Steps

1
Process: Is obligation document paper or electronic? If paper provide documents to EX20.02: Manual Entry of Obligation Document.
User Role: RECEIVER
Automation: Manual/Automatic
Security: N/A
Edits:
Requirements:

2
Process: Is obligation document paper or electronic? If electronic route to EX 20.05: Identify Fund Cites on Document to be Obligated.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements: FFMSR-7, 22; "DoDFMR," Volume 11B, Chapter 55, 55-6, F5a/b

3
Process: If document is a direct Obligation type document route to EX 20.01.01 Receive Obligation Document.
User Role: NONE
Automation: Manual/Automatic
Security: Read Only
Edits:
Requirements:

Outputs

Destination: EX 20.02
Schedule: On Demand
Medium: Electronic
Functional Data:

Destination: EX 20.05 Identify Fund cites on Document to be Obligated
Schedule: On Demand
Medium: Electronic
Functional Data:

Destination: EX 20.01.01
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: EX 20 Obligation Process (with Commitment)

Process: EX 20.02 Manual Entry of Obligation Document

This process takes any paper obligation documents and manually enters them into the accounting system for further electronic processing.

Key Data Element:

Inputs

Source: Paper copy Obligation document.
Schedule: On Demand
Direction: Pull
Medium: Manual
Functional Data:

Steps

1 Process: Enter obligation data from paper copy into the accounting system for further processing.
User Role: RECEIVER
Automation: Manual/Automatic
Security: Create
Edits:
Requirements:

Outputs

Destination: EX 20.03
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: EX 20 Obligation Process (with Commitment)

Process: EX 20.03 Pass Electronic Copy Obligation Format to Processing Activity.

This process routes electronic formatted Obligation documents to the EX 20.05 Identify Fund Cites on Document to be Obligated.

Key Data Element: Type of Document

Inputs

Source: EX 20.02: Manual Entry of Obligation Document
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: Route electronic copy to EX 20.05: Identify Fund Cites on Document to be Obligated.
User Role: Automatic
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Outputs

Destination: EX 20.05 Identify Fund cites on Document to be Obligated
Schedule: On Demand
Medium: Electronic
Functional Data: Obligation Documents : i.e. Contracts, POs, MIPRs, MORDs etc.

Diagram: EX 20 Obligation Process (with Commitment)

Process: EX 20.04 Retrieve Next Document

This process determines if more lines of accounting need processing on the current document and, if not, routes the system back to the Obligation Document File to start processing the next document.

Key Data Element: Line of Accounting

Inputs

Source: EX 20.05: Identify Funds Cites on Document to be Obligated.

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data:

Steps

1 Process: When last accounting line of obligation document has been processed, then retrieve the next obligation document for processing from EX 20.01: Receive Obligation Document.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Destination: EX 20.01 Receive Obligation Document

Schedule: On Demand

Medium: Electronic

Functional Data:

Diagram: EX 20 Obligation Process (with Commitment)

Process: EX 20.05 Identify Fund Cites on Document to be Obligated

This process describes how each obligation document is reviewed to determine what lines of accounting need to be obligated.

Key Data Element: Line of Accounting

Inputs

Source: EX 20.01: Receive Obligation Document
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Source: EX 20.03
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: Locate the line(s) of accounting on the obligation document.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

2 Process: Review line of accounting to determine if the system is accountable station.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

3 Process: If the system is accountable station, then route to EX 20.06Identify Associated Reference Document Number of Commitment.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

4 Process: If the system is not accountable station, look at the next line of accounting on document. If no more lines then EX 20.04Retrieve Next Document.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Outputs

Destination: EX 20.06 Identify Associated Reference Document Number of Commitment
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: EX 20 Obligation Process (with Commitment)

Process: EX 20.05 Identify Fund Cites on Document to be Obligated

Destination: EX 20.04 Retrieve Next Document .

Schedule: On Demand

Medium: Electronic

Functional Data:

Diagram: EX 20 Obligation Process (with Commitment)

Process: EX 20.06 Identify Associated Reference Document Number of Commitment

This process identifies the commitment document which funds the obligation by checking to see if the reference document number of the obligation is committed in the system.

Key Data Element: Reference Document Number

Inputs

Source: Ex 20.05 Identify Funds Cites on Document to be Obligated
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: For fund cites requiring obligation, identify the reference document number associated with that obligation.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

2 Process: If the reference document number can not be located in the system or if insufficient funds are committed, then route the document to EX 20.16 Research Fund Cite to Determine if Incorrect Reference Document Number was Used.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

3 Process: Check to see if the Reference Document exists in the system. If it does, then route document to EX 20.07 Route Electronic Copy of Obligation Document to Fund Holder and Request Additional Funds be Committed.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

4 Process: Check to see if the Reference Document exists in the system. If it doesn't, then route the document to EX 20.16 Research Fund Cite to Determine if Incorrect Reference Document Number was Used.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

5 Process: If the reference document number can be located in the system and it has sufficient funds committed, then route the document to EX 20.08 Record Obligation Against Obligation Document Number.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Diagram: EX 20 Obligation Process (with Commitment)

Process: EX 20.06 Identify Associated Reference Document Number of Commitment

6

Process: If the reference document number can be located in the system and it has sufficient funds committed, but the document number is already obligated, then route the document to EX 20.22 Duplicate Document Received List.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Destination: EX 20.08 Record Obligation Against Obligation Document Number

Schedule: On Demand

Medium: Electronic

Functional Data:

Destination: EX 20.16

Schedule: On Demand

Medium: Electronic

Functional Data:

Destination: EX 20.22 Duplicate Document Received List

Schedule: On Demand

Medium: Electronic

Functional Data:

Destination: EX 20.07

Schedule: On Demand

Medium: Electronic

Functional Data:

Diagram: EX 20 Obligation Process (with Commitment)

Process: EX 20.07 Route Electronic Copy of Obligation Document to Fund Holder and Request Additional Funds be Committed

This process identifies those obligation documents where the reference document commitment is insufficient to cover the obligation value. In these cases the document needs to be sent to the Funds Holder for commitment of additional funds or resolution of any other errors between the funding and obligation offices.

Key Data Element:

Inputs

Source: EX 20.06: Identify Associated Reference Document Number of Commitment.

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data:

Steps

1 Process: This step routes those obligation documents that have insufficient funds committed to cover their obligation value. These documents are routed to the Funds Holder, per the fund cite, for resolution.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

2 Process: At this step the Funds Holder reviews the obligation document to determine if his fund cite has been properly charged. If so, then the funds holder needs to process an amendment to his commitment document and route the obligation document back to EX 20.06.

User Role: BDGT MAINTAINER

Automation: Manual/Automatic

Security: Update

Edits:

Requirements:

3 Process: At this step the Funds Holder reviews the obligation document to determine if his fund cite has been properly charged. If not, then the funds holder needs to request a contract modification correction. Pending correction, funds need to be committed to cover the issued obligation so that it can be recorded.

User Role: BDGT MAINTAINER

Automation: Manual/Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: EX 22.02

Schedule: On Demand

Medium: Unknown

Functional Data:

Diagram: EX 20 Obligation Process (with Commitment)

Process: EX 20.08 Record Obligation Against Obligation Document Number

This process takes Obligations documents that have been correctly matched and funded and updates the funding status from committed to obligated for each line of accounting. The Standard General Ledger accounts are also updated to reflect these obligations.

Key Data Element:

Inputs

Source: EX 20.06: Identify Associated Reference Document Number of Commitment.

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data:

Steps

1 Process: Check to see if the Obligation Document Number and ACRN have been previously obligated. If not, update the document and fund cite with new obligation value. Also, update the Standard General Ledger Accounts.

User Role: NONE

Automation: Automatic

Security: Update

Edits:

Requirements:

2 Process: Check to see if the Obligation Document Number and ACRN have been previously obligated. If so, check to see if this amendment or modification has been previously obligated. If not, then update document and fund cite with new obligation value. Also, update the Standard General Ledger Accounts.

User Role: NONE

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: If commitment balance is not needed for further processing then route to EX 20.10 De-Commit Remaining Commitment Balance.

Schedule: On Demand

Medium: Electronic

Functional Data:

Destination: If commitment balance is not needed for further processing then route to EX 20.10 De-Commit Remaining Commitment Balance.

Schedule: On Demand

Medium: Electronic

Functional Data:

Destination: EX 20.22 Duplicate Document Received List.

Schedule: On Demand

Medium: Electronic

Functional Data:

Diagram: EX 20 Obligation Process (with Commitment)

Process: EX 20.10 De-Commit Remaining Commitment Balance

This process identifies those commitment balances that are no longer needed for future obligations against cited task. Therefore, the commitments are invalid and should be de-committed.

Key Data Element:

Inputs

Source: EX 20.08 Record Obligation Against Obligation Document Number

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data:

Steps

1 Process: Check obligation document to determine if the comment for reference document number is marked "Final". When marked "Final" the commitment balance is no longer needed for further task obligations and should be de-committed.

User Role: NONE

Automation: Automatic

Security: Update

Edits:

Requirements:

2 Process: The Standard General Ledger Accounts need to be updated to reflect the de-commitment action.

User Role: NONE

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: Commitment balance is zero and Commitment Document is no longer in an active status.

Schedule: On Demand

Medium: Electronic

Functional Data:

Diagram: EX 20 Obligation Process (with Commitment)

Process: EX 20.11 Leave Remaining Committed Balance on Commitment Document

This process identifies those commitments that are still needed for future obligations against cited task. They therefore are valid and need to stay committed.

Key Data Element:

Inputs

Source: EX 20.08 Record Obligation Against Obligation Document Number

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data:

Steps

1 Process: Check obligation document to determine if the comment for "Reference Document Number" is marked "Partial" or no comment at all. Either marking indicates that the commitment balance is needed for further task obligations and therefore that commitment should stay recorded.

User Role: NONE

Automation: Manual/Automatic

Security: Read Only

Edits:

Requirements:

2 Process: Route transaction to EX 20.12 Age Commitments Awaiting Obligation.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Destination: EX 20.12 Age Commitments Awaiting Obligation.

Schedule: On Demand

Medium: Electronic

Functional Data:

Diagram: EX 20 Obligation Process (with Commitment)

Process: EX 20.12 Age Commitments Awaiting Obligation

This process ages outstanding commitments as a measure to identify possible invalid commitments, which should be researched during the Tri-Annual Review. All commitment balances start the ageing process from the last date of creation or last update.

Key Data Element:

Inputs

Source: EX20.11 Leave Remaining Committed Balance on Commitment Document.

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data:

Steps

1 Process: All unobligated commitment balances should be aged, starting with the last update to the record. This information is needed to identify commitment balances that should be reviewed for validity (Tri-Annual Review).

User Role: NONE

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Diagram: EX 20 Obligation Process (with Commitment)

Process: EX 20.16 Research Fund Cite to Determine if Incorrect Reference Document Number was Used

This process is used to locate the source of funding for an obligation document which does not cite a reference document number that is already committed in the accounting system. In some situations the obligation activity does not reference the funding document given to them, but uses that funding on their own purchase request which is then cited on the obligation document.

Key Data Element: Line of Accounting, Dollar Value, Base which Obligates the funds

Inputs

Source: EX 20.06.
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: List all outstanding commitments with the same exact fund cite as the obligation document.
User Role: OBLIGATION PROCESSOR
Automation: Automatic
Security: Read Only
Edits:
Requirements:

2 Process: Review this list for the same dollar amount or base that obligated the funds to find a match.
User Role: OBLIGATION PROCESSOR
Automation: Manual/Automatic
Security: Read Only
Edits:
Requirements:

3 Process: If a match is made then route the transaction to EX 20.17 Provide Correct Reference Number with Sufficient Funds to Obligation Section.
User Role: OBLIGATION PROCESSOR
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

4 Process: If a match is not made then determine if the obligation is valid for the Fund Holder. If not route the transaction to EX 20.19 Commit Sufficient Funds to Cover Obligation Document and Forward Copies to Obligation Section and Contracting.
User Role: OBLIGATION PROCESSOR
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

5 Process: If a match is not made then determine if the obligation is valid for the Fund Holder. If valid, route the transaction to EX 20.18m Commit Sufficient Funds to Cover Obligation Document and Pass to Obligation Section.
User Role: OBLIGATION PROCESSOR
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

Diagram: EX 20 Obligation Process (with Commitment)

Process: EX 20.16 Research Fund Cite to Determine if Incorrect Reference Document Number was Used

Outputs

Destination: EX 20.17 Provide Correct Reference Number with Sufficient Funds to Obligation Section
Schedule: On Demand
Medium: Electronic
Functional Data:

Destination: EX 20.18
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: EX 20 Obligation Process (with Commitment)

Process: EX 20.17 Provide Correct Reference Number with Sufficient Funds to Obligation Section

This process resolves errors due to the fact that the "Reference Document Number" cited in the obligation document does not have a commitment in the system. Research into documents with the same exact line of accounting usually discloses the original committed reference document number.

Key Data Element: Reference Document Number, Line of Accounting, Dollar Amount

Inputs

Source: EX 20.16: Research Fund Cite to Determine if Incorrect Reference Document Number was Used .

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data:

Steps

1 Process: Query the obligation line of accounting to determine all commitment documents posted against it. By searching for obligation station location and/or dollar value, determine if another commitment document provided the funding. If so, then provide correct reference document number and route to EX 20.08.

User Role: OBLIGATION PROCESSOR

Automation: Manual/Automatic

Security: Read Only

Edits:

Requirements:

2 Process: If no other commitment document exists that matches to the obligation document, then a commitment must be posted to the system so that the Obligation Document can be Obligated. Provide notification to Funds Holder by Email of commitment action taken.

User Role: OBLIGATION PROCESSOR

Automation: Manual/Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: EX 20.08 Record Obligation Against Obligation Document Number

Schedule: On Demand

Medium: Electronic

Functional Data:

Diagram: EX 20 Obligation Process (with Commitment)

Process: EX 20.18 Commit Sufficient Funds to Cover Obligation Document and Pass to Obligation Section

This process describes how to process an obligation document that cites the Funds Holder line of accounting where no commitment funding document has been posted to the system.

Key Data Element: Obligation Document Number, Line of Accounting, Dollar Value

Inputs

Source: EX 20.16 Research Fund Cite to Determine if incorrect Reference Document Number was Used

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data:

Steps

1 Process: If no other commitment document exists that matches to the obligation document, then a commitment must be posted to the system so that the obligation document can be obligated. Notify Funds Holder of action taken by sending email notification.

User Role: OBLIGATION PROCESSOR

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: EX 20.08 Record Obligation Against Obligation Document Number

Schedule: On Demand

Medium: Electronic

Functional Data:

Diagram: EX 20 Obligation Process (with Commitment)

Process: EX 20.19 Commit Sufficient Funds to Cover Obligation Document and Forward copies to Obligation Section and Contracting

This process allows for processing off an obligation document within the required OSD timelines while at the same time the incorrectly cited Fund Holder is taking contractual action to fix the problem for the long term.

Key Data Element:

Inputs

Source: EX 20.16: Research Fund Cite to Determine if incorrect Reference Document Number was Used
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: If no other commitment document exists that matches to the obligation document, then a commitment must be posted to the system so that the obligation document can be obligated. Notify Funds Holder of action taken by email. Also update the Standard General Ledger Accounts for the commitment action.
User Role: OBLIGATION PROCESSOR
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

2 Process: Route incorrect obligation document to contracting and request a modification be written to De-Obligate incorrect fund cite and replace with a correct fund cite.
User Role: OBLIGATION PROCESSOR
Automation: Manual/Automatic
Security: Read Only
Edits:
Requirements:

Outputs

Destination: EX 20.08 Record Obligation Against Obligation Document Number
Schedule: On Demand
Medium: Electronic
Functional Data:

Destination: EX 20.20
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: EX 20 Obligation Process (with Commitment)

Process: EX 20.22 Duplicate Document Received List

This process checks for duplicate obligation document numbers and, if found, routes these documents to a Duplicate Document Received List for future review.

Key Data Element: Document Number to include amendment or modification number.

Inputs

Source: EX 20.06: Identify Associated Reference Document Number of Commitment.

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data:

Steps

1 Process: When either the Basic, Amendment, or Modification number is already obligated in the system, then this transaction may be a duplication and should not be obligated without further review. Identify transaction as possible duplicate.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

2 Process: Route possible duplicate obligation transaction to the Duplicate Document Received List for further manual review by obligating personnel.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

EX 20.01 Obligation Process (without Commitment)

A&F

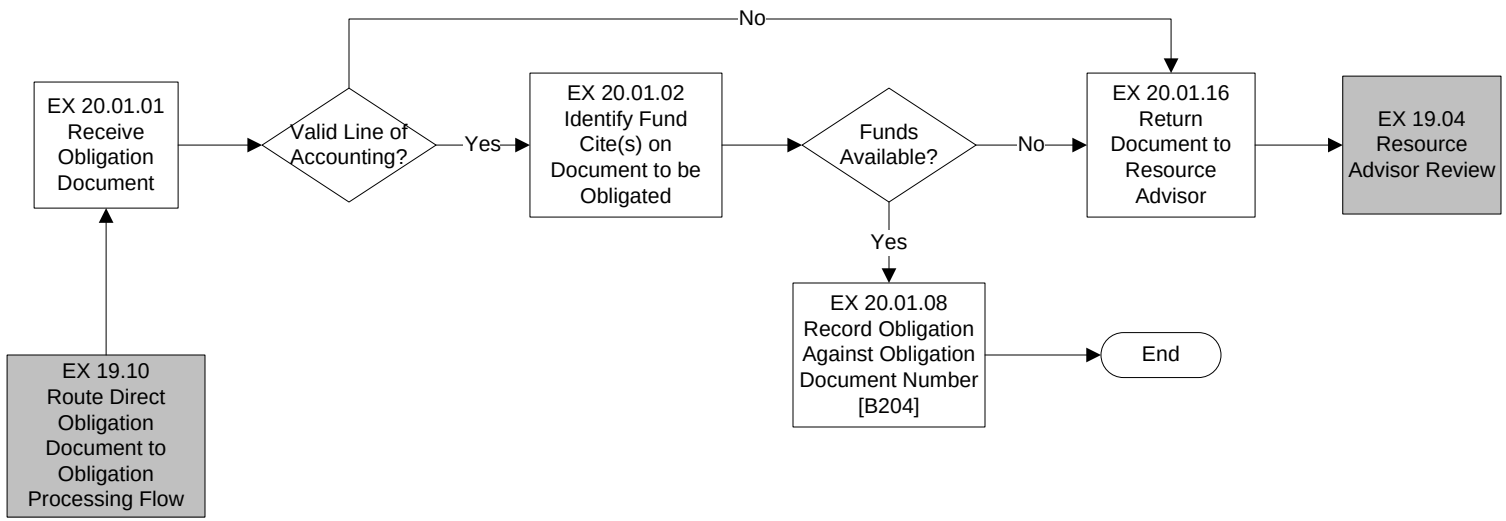


Diagram: EX 20.01 Obligation Process (without Commitment)

This Flow describes how those documents which need direct obligation (no commitment established) are processed.

Diagram: EX 20.01 Obligation Process (without Commitment)

Process: EX 20.01.01 Receive Obligation Document

The system will receive direct obligation documents from EX 19.10 and must process them either as an obligation or reject them back to the Resource Advisor for insufficient funds.

Key Data Element: Document Type, Line of Accounting, Dollar Value

Inputs

Source: EX 19.10
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1
Process: Receive document for processing from EX 19.10.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

2
Process: Valid Lines of Accounting, if not valid route document to Return Document to Resource Advisor EX 20.01.16, with comment that line of accounting is invalid and which element(s) failed.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Outputs

Destination: EX 20.01.02
Schedule: On Demand
Medium: Electronic
Functional Data:

Destination: EX 20.01.16
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: EX 20.01 Obligation Process (without Commitment)

Process: EX 20.01.02 Identify Fund Cite(s) on Document to be Obligated

The system must be able to identify all fund cites on documents that need obligation. This is accomplished by identifying the ADSN of the accountable station in the fund cite.

Key Data Element: Line of Accounting

Inputs

Source: EX 20.01.01
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1
Process: Identify fund cite(s) to be obligated on document.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

2
Process: Review each fund cite separately and determine if funds are available at the target level for obligation. If funds are available, then route transaction to EX 20.01.08 Record Obligation Against Obligation Document Number.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

3
Process: Review each fund cite separately and determine if funds are available at the target level for obligation. If funds are not available, then route transaction to EX 20.01.16 Return Document to Resource Advisor, with comment that funds are not available.
User Role: NONE
Automation: Automatic
Security: Update
Edits:
Requirements:

Outputs

Destination: EX 20.01.16
Schedule: On Demand
Medium: Electronic
Functional Data:

Destination: EX 20.08 Record Obligation Against Obligation Document Number
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: EX 20.01 Obligation Process (without Commitment)

Process: EX 20.01.08 Record Obligation Against Obligation Document Number

The system must process these obligation documents by decreasing the Budget Authorization target (uncommitted and unobligated balance) instead of looking for a committed value, since no commitment has been previously established.

Key Data Element:

Inputs

Source: EX 20.01.02
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: For each identified fund cite to be obligated, reduce Budget Authorization value by amount charged to fund cite and increase obligated value by the same amount.
User Role: NONE
Automation: Automatic
Security: Update
Edits:
Requirements:

2 Process: For each fund cite identified update the Standard General Ledger Accounts by the amount charged to each fund cite.
User Role: NONE
Automation: Automatic
Security: Update
Edits:
Requirements:

Outputs

Destination: Obligated Funds against Document Number Awaiting Liquidation.
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: EX 20.01 Obligation Process (without Commitment)

Process: EX 20.01.16 Return Document to Resource Advisor

The system must direct obligation documents that use fund cites which, do not have sufficient funds to post the obligation against, and return these documents back to the approving Resource Advisor for action.

Key Data Element: Line of Accounting, Dollar Amount

Inputs

Source: EX 20.01.02
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Source: EX 20.01.01
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: Review fund cite to determine which Resource Advisor to return document to.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

2 Process: Route document to identified Resource Advisor along with any comments that the system has provided.
User Role: NONE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

3 Process: Update document status as to current holder of document.
User Role: NONE
Automation: Automatic
Security: Update
Edits:
Requirements:

Outputs

Destination: EX 19.04 Resource Advisor Review
Schedule: On Demand
Medium: Electronic
Functional Data:

EX 21 Freight Payment

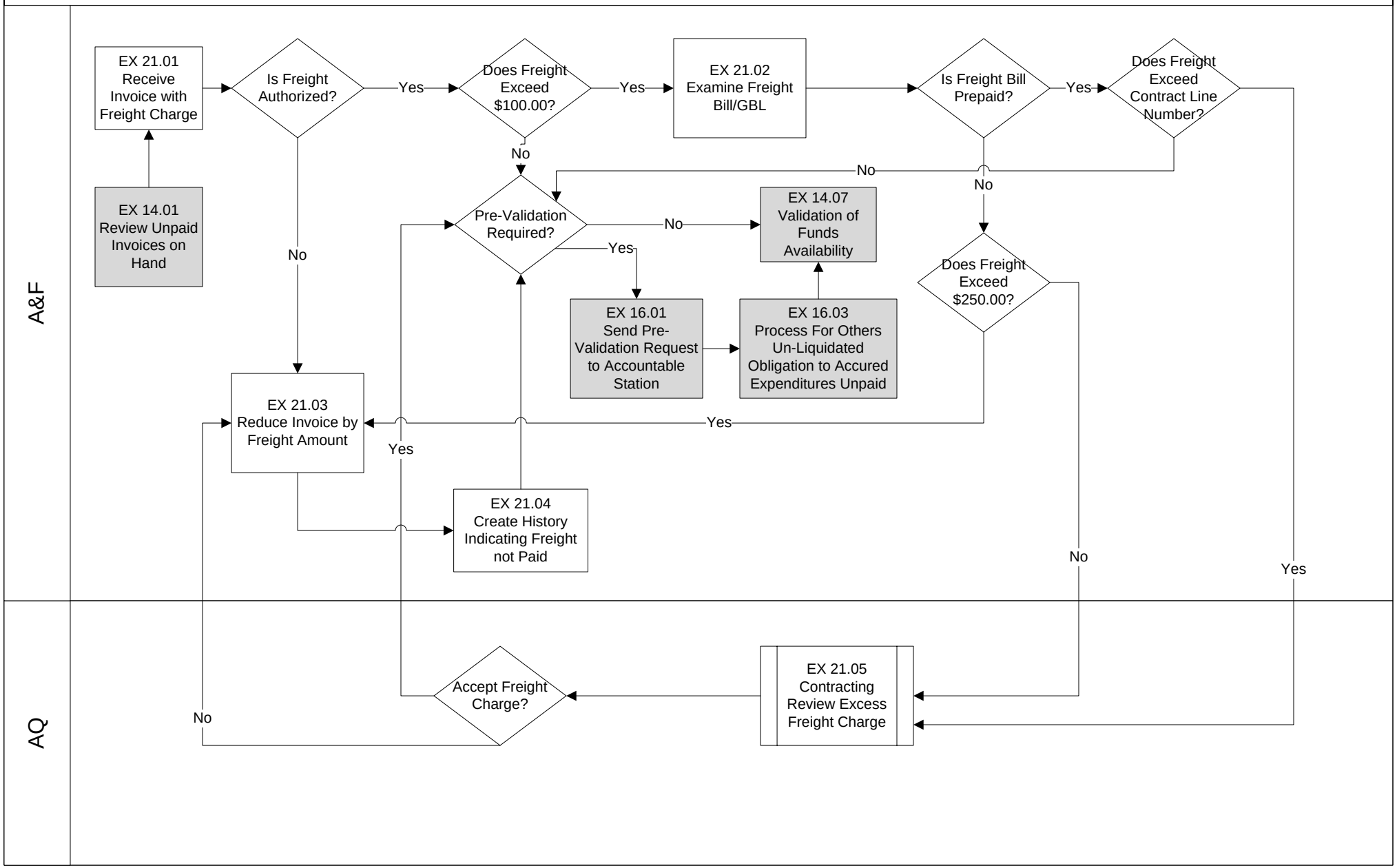


Diagram: EX 21 Freight Payment

This flow covers contracts that have authorize freight charges and cases where vendors bill for freight charges that are not contractually authorized. The Federal Acquisition Regulation (FAR) 47.303-17 governs contractor prepaid transportation payments. Per regulation guidance freight costs are reviewed, some invoice payments are adjusted, and the vendor informed of the cause for the reduction.

Diagram: EX 21 Freight Payment

Process: EX 21.01 Receive Invoice with Freight Charge

Receive Invoice from invoice warehouse.

Key Data Element: Contract Number, Contract Line Item, Invoice/Contract Dollar Amount, Freight Payment Indicator

Inputs

Source: EX 14.01: Review Unpaid Invoices on Hand

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data:

Steps

1 Process: Compare contract line item to freight item to determine if freight is authorized. For freight authorized, does the freight charge exceed $100.00? If so, then route transaction to EX 21.02 Examine Freight Bill/GBL.

User Role: Automatic

Automation: Automatic

Security: Read Only

Edits: Contracting system
Code for FOB type
Contract line item for freight
Invoice from Vendor
Freight charge listed separately

Requirements: FAR 47.303-17
JFMIP-SR-02-02
JFMIP-SR-02-02

2 Process: Compare contract line item to freight item to determine if freight is authorized. For freight not authorized, does it exceed 100.00? If freight exceeds $100.00, then route transaction to EX 21.02 Examine Freight Bill/GBL.

User Role: Automatic

Automation: Manual/Automatic

Security: Create

Edits:

Requirements:

2 Process: When freight is authorized, does the freight bill exceed $100.00? If not, determine if payment needs prevalidation. For "For Self" payments, no prevalidation is required so route transaction to EX 14.07 Validation of Funds Availability. " For Others" payments need prevalidation, so route these transactions to EX 16.01 Send Pre-Validation Action to Accountable Station.

User Role: Automatic

Automation: Automatic

Security: Read Only

Edits:

Requirements:

3 Process: If freight is not authorized by the contract, then route the transaction to EX 21.03 Reduce Invoice by Freight Amount.

User Role: Automatic

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Destination: EX 21.02 Examine Freight Bill/GBL

Schedule: On Demand

Diagram: EX 21 Freight Payment

Process: EX 21.01 Receive Invoice with Freight Charge

Medium: Internal
Functional Data:

Destination: EX 21.03 Reduce Invoice by Freight Amount
Schedule: On Demand
Medium: Electronic
Functional Data:

Destination: EX 16.01 Send Pre-validation Request to Accountable Station
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: EX 21 Freight Payment

Process: EX 21.02 Examine Freight Bill/GBL

Examine documents to ensure freight was shipped and does not exceed the maximum government rate.

Key Data Element: Contract Dollar Value/Invoice Dollar Value

Inputs

Source: EX 21.01: Receive Invoice with Freight Charge

Schedule: On Demand

Direction: Pull

Medium: Internal

Functional Data:

Steps

1 Process: Examine freight documents to ensure freight was shipped and does not exceed the maximum government rate.

User Role: Automatic

Automation: Automatic

Security: Read Only

Edits:

Requirements:

2 Process: For invoice's with freight charges over $100 and supported by a prepaid freight bill that does not exceed the contract line item amount, determine if it is a For Self or For Other Payment. For Self payments go to EX 14.07 Validation of Funds Availability. For Others payments go to EX 16.01 Send Pre-Validation Action to Accountable Station.

User Role: Automatic

Automation: Automatic

Security: Read Only

Edits:

Requirements: Vendor Pay Guide

3 Process: If a proper prepaid freight bill is not provided or contracting does not approve the unsupported charge over $100, then route transaction to EX 21.03 Reduce Invoice by Freight Amount.

User Role: Automatic

Automation: Automatic

Security: Read Only

Edits:

Requirements: FAR 47.303-17
FFMSR-7, 22
JFMIP SR-02-01, req. PMC-07

4 Process: If freight is over $100, but $250 or less and no prepaid bill is provided or the freight charge exceeds the contract line item (excessive), then route invoice to contracting officer to determine if contract should be modified. Contracting officers rely on transportation management for advice. If freight is not accepted, then route transaction to EX 21.03 Reduce Invoice by Freight Amount.

User Role: Automatic

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Destination: EX 21.03 Reduce Invoice by Freight Amount

Schedule: On Demand

Medium: Internal

Functional Data:

Diagram: EX 21 Freight Payment

Process: EX 21.03 Reduce Invoice by Freight Amount

Calculate the invoice by subtracting the amount of the unpaid freight charge from the invoice total.

Key Data Element: Contract Number, Contract Line Item, Invoice/Contract Dollar Amount , Freight Payment Indicator

Inputs

Source: EX 21.01 Receive Invoice with Freight Charge
Schedule: On Demand
Direction: Pull
Medium: Internal
Functional Data:

Steps

1
Process: Reduce invoice amount by the amount of the unpaid freight charge.
User Role: Automatic
Automation: Manual/Automatic
Security: Update
Edits:
Requirements: JFMIP SR-02-01, req. FME-30
JFMIP SR-02-01, req. PMC-07

2
Process: Annotate freight not paid on SF-1034 Payment Voucher.
User Role: Automatic
Automation: Automatic
Security: Read Only
Edits:
Requirements: JFMIP-SR-02-02 p.37 of 94

3
Process: Route invoice copy to EX 21.04 Create History Indicating Freight Not Paid.
User Role: Automatic
Automation: Automatic
Security: Read Only
Edits:
Requirements: N/A

Outputs

Destination: EX 21.04 Create History Indicating Freight Not Paid
Schedule: On Demand
Medium: Form
Functional Data:

Diagram: EX 21 Freight Payment

Process: EX 21.04 Create History indicating Freight not Paid

Updates data warehouse and Vendor Pay Inquiry System.

Key Data Element: Contract Number, Contract Line Item, Invoice/Contract Dollar Amount , Freight Pay

Inputs

Source: 21.03 Reduce Invoice By Freight Amount
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data:

Steps

1 Process: Annotate freight not paid on payment voucher (SF-1034).
User Role: Automatic
Automation: Automatic
Security: Read Only
Edits:
Requirements: JFMIP SR-02-01, req. PMB-15

2 Process: Update the Vendor Pay Inquiry System (VPIS).
User Role: Automatic
Automation: Automatic
Security: Read Only
Edits:
Requirements: JFMIP SR-02-01, req. PMB-15
JFMIP SR-02-01, req. PMC-10
JFMIP SR-02-01, req. PMD-06

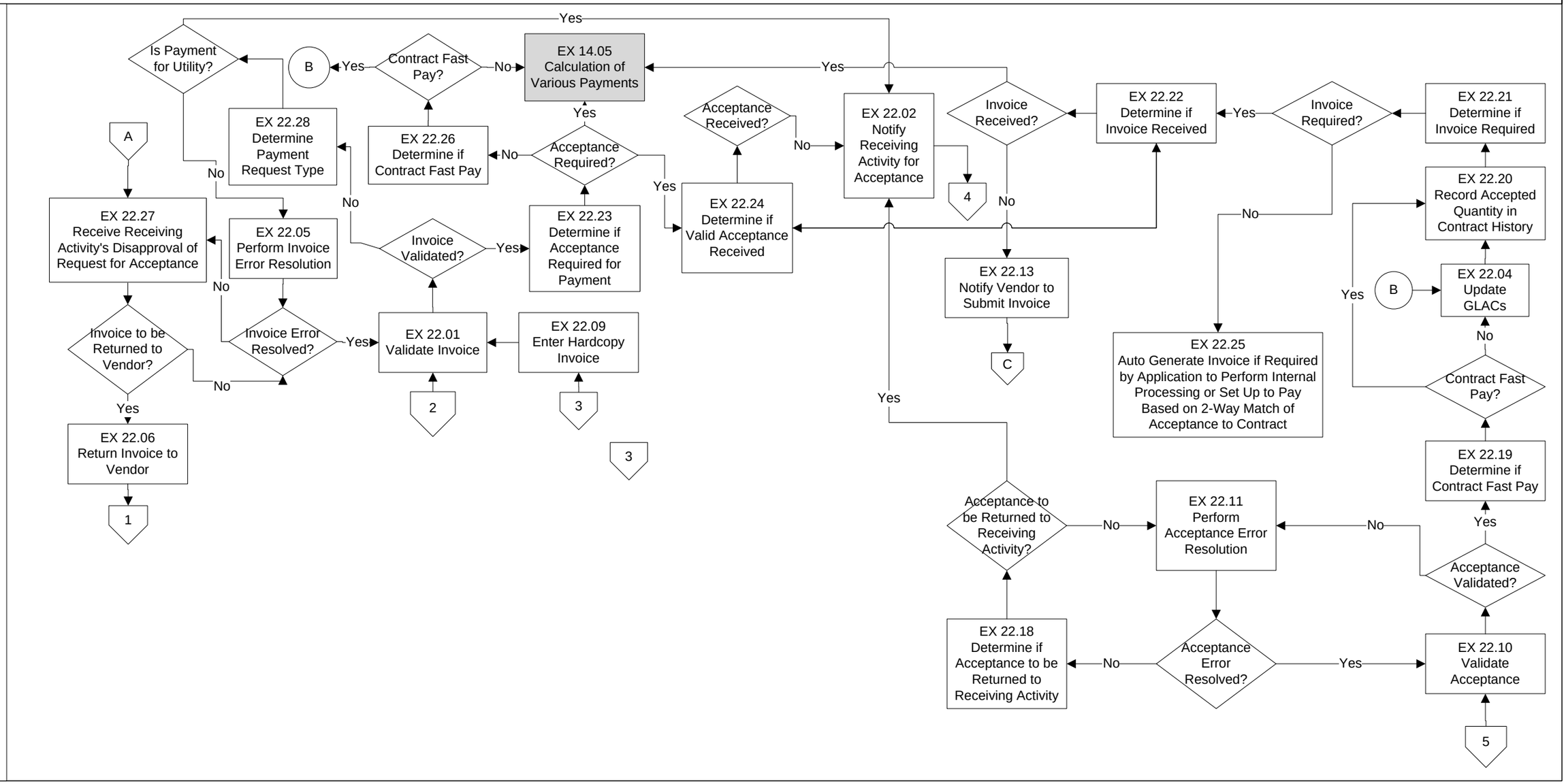
3 Process: Update transaction history within the system warehouse to indicate any changes to freight paid.
User Role: Automatic
Automation: Automatic
Security: Read Only
Edits:
Requirements: JFMIP SR-02-01, req. PMA-04
JFMIP SR-02-01, req. PMB-15
JFMIP SR-02-01, req. PMC-07

Outputs

Destination: EX 14.07
Schedule: On Demand
Medium: Electronic
Functional Data:

EX 22 Invoice and Acceptance (Page 1)

A&F



EX 22 Invoice and Acceptance (Page 2)

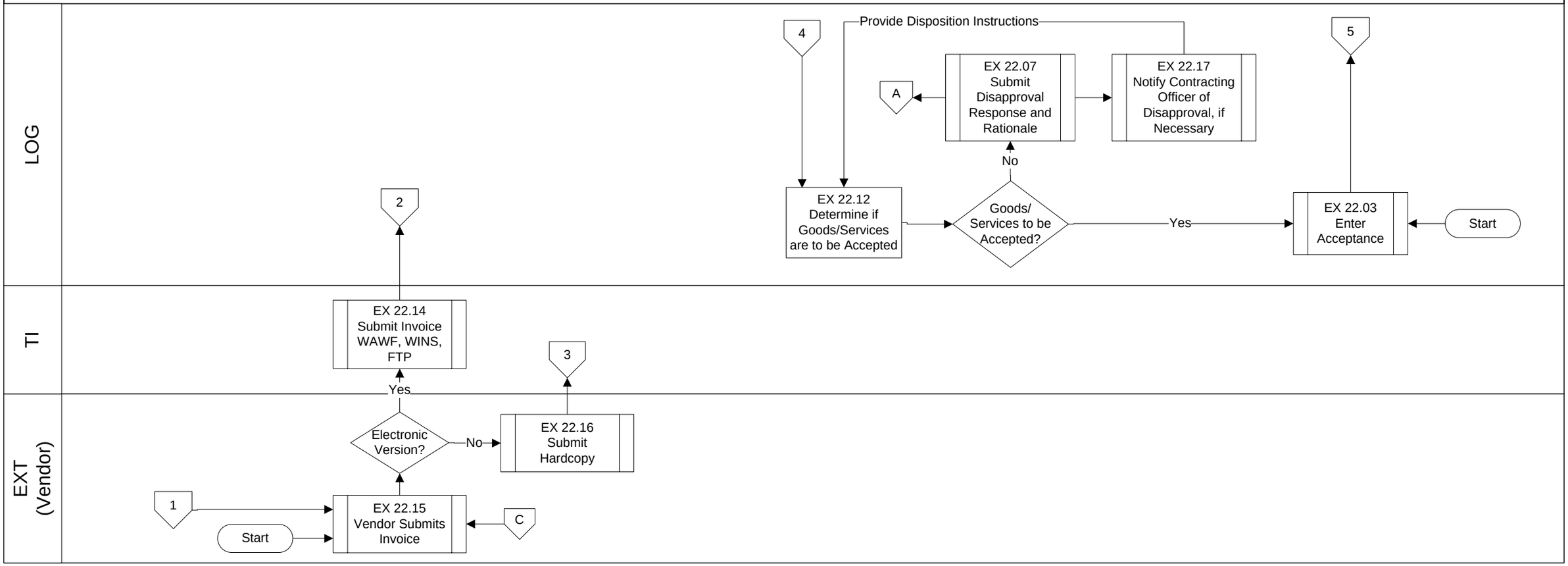


Diagram: EX 22 Invoice and Acceptance

This flow receives electronically transmitted and hardcopy invoices and acceptance reports for validation and processing. The flow validates invoices and acceptance report information to contract information contained in the system. The system also validates invoices and acceptance reports that are received through Wide Area Work Flow (WAWF), File Transfer Protocol (FTP) and the Web Invoicing System (WINS) as well as hard copy invoices.

Diagram: EX 22 Invoice and Acceptance

Process: EX 22.01 Validate Invoice

This processes validates invoices to ensure that the invoice contains sufficient information to match it to a contract contained in the system. The system must generate aged invoice reports that show invoices that have not yet been matched to an acceptance report. The system should also identify and prevent duplicate invoices from being processed by the system.

Key Data Element: Contract Number or Delivery Order, Contractor Name, CLIN/SLIN, Quantity Shipped. Unit of Measure, and Amount

Inputs

Steps

1

Process: The system compares invoice information to contract information contained in the system. If invoice does not pass edits invoice is sent 22.05 Perform Invoice Error Resolution. If invoice passes contract edits then the invoice is sent to Ex 22.23 Determine if Acceptance required for payment. The only time the unique identification code (UID) code is required on an invoice is when the invoice is also serving as a receiving report per DFARS contract clause 212.211-7003, Item Identification and Valuation.

User Role: Accounts Payable Technician

Automation: Automatic

Security: Update

Edits: Contract Number or Delivery Order, Contractor Name, CLIN/SLIN, Quantity Shipped. Unit of Measure, Amount and Unique Identification Number (UID) Note: UID code is only required if the contract contains DFARS contract clause 212.211-7003, Item Identification and Valuation.

Requirements:

Outputs

Diagram: EX 22 Invoice and Acceptance

Process: EX 22.02 Notify Receiving Activity for Acceptance

The system must have on-line ability for government representative to review or create acceptance reports and compare products/services to the contract terms. The system should either send an electronically pre populated acceptance or allow the user to create an acceptance create an receipt of an invoice. The system should display a copy of the invoice and auto populate the acceptance report with the information listed in paragraph h below. The system should allow government representatives preparing an acceptance to change quantities received or accept the pre-populated acceptance report without changes. The user must have the capability to digitally sign acceptance and/or receiving report.

a. User roles should restrict access to contracts or delivery orders for based on user roles.

b. The system should provide the user with a list of contracts or delivery orders based on user roles or the user should be able to manually input the contract number or delivery order.

c. If the contract or delivery order is in the system, it should auto populate the required data fields.

d. If the contract number or delivery order is not in the system it should allow the user to input the acceptance report. The system should create a suspense file for acceptance reports that do not match a contract number or delivery order in the system. The system should continually look for a matching contract or delivery order. If the system does not find a matching contract within 5 work days the system should provide the user with a electronic notification to contact the contracting officer. If an acceptance and/or receiving report remains in suspense 5 workdays after first notice was sent then escalate notification to commander or designated representative.

e. System must accept manually generated acceptance reports.

f. After review the government representative digitally signs the acceptance and/or receiving report.

g. Provide user with a message that the receipt or acceptance submitted successfully processed.

h. Receipt and acceptance must contain the following required fields:

1. Contractor/Vendor Identification Number (e.g., DUNS+4, CAGE, TIN)
2. *Contractor/Vendor Name
3. *Contract Number or Delivery Order
4. *UID
5. Shipment number
6. *CLIN/SLIN
7. Item description
8. *Quantity Ship/Received
9. *Unit of Measure
10. *Unit Price
11. Amount
12. *Date of receipt or date of acceptance
13. *Printed name, title, telephone number, mailing address and signature

* Users must NOT be able to change or alter these fields. If these fields need to be changed or altered users should contact the appropriate contracting officer. User must be able to enter the quantity accepted in Acceptance and/or Receipt document if different from quantity ship/received column.
Reference hyperlink on Invoice and Acceptance flow EX 22 for illustration and description of Acceptance & Receipt document. The system must electronically date stamp receipt of all acceptances. This file should contain a folder that shows valid invoices that do not have a matched acceptance report. The folder should contain the following information.

Invoices Without Acceptance Document

Contract No. CLIN/SLIN Qty Shipped Unit of Measure Unit Price Amount Invoice # Invoice Date
Reference hyperlink at EX 22.02 for illustration and description of Acceptance document.

Key Data Element:

Inputs

Diagram: EX 22 Invoice and Acceptance

Process: EX 22.02 Notify Receiving Activity for Acceptance

Steps

1

Process: Before notifying the receiving activity to submit an acceptance the system should check to see if acceptance is waiting for match to invoice. If acceptance is waiting for match the system should automatically match acceptance and invoice.

User Role: AP CERTIFICATION PROCESSOR

Automation: Automatic

Security: Create

Edits:

Requirements:

2

Process: If notification was not previously sent immediately send a notification to receiving activity requesting an acceptance document. The system default for sending out follow-up notifications after the initial request should be 5 days unless otherwise specified by the commander. If the receiving organization does not provide a receiving report within 5 days or the number of days specified by the commander, send a second electronic notification letter through channels. The escalated notification must:

1. Allow for up to three levels of notification
2. Have at least one recipient at each level
3. Allow for more than one recipient at each level

The escalated notification should include a brief statement of the facts:

1. a list of the missing documents
2. the amount of cash discounts involved, if any, or
3. dollar value of possible interest penalties for late payment and
4. the actions previously taken to obtain the supporting documents in a timely manner.

User Role: Requesting Activity

Automation: Automatic

Security: Create

Edits:

Requirements:

Outputs

Diagram: EX 22 Invoice and Acceptance

Process: EX 22.03 Enter Acceptance

The system should allow receiving activities to manually input acceptance report information upon receipt of goods or service. The system should electronically date stamp and maintain a history of all acceptances as they are entered and routed through the system.

Key Data Element: Contact number, CLIN/SLIN, unit of measure, unit price, quantity received, amount, date of acceptance, printed name, title, telephone number, mailing address and signature of government representative

Inputs

Steps

1

Process: The receiving activity enters acceptance report information when an item is received and accepted. Required information on acceptance document is: Contact number, CLIN/SLIN, unit of measure, unit price, quantity received, amount, date of acceptance, printed name, title, telephone number, mailing address and signature of government representative.

User Role: RECEIVER

Automation: Manual

Security: Update

Edits: Contract Number
CLIN/SLIN

Requirements:

Outputs

Diagram: EX 22 Invoice and Acceptance

Process: EX 22.04 Update GLACs

Record Accrued Expenditures Unpaid.

Key Data Element: Object Class, Amount, Vendor

Inputs

Steps

Process: The system shall automatically update GLACs for accrued expenditures unpaid based on the dollar value of the acceptance report.

User Role: NONE

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Diagram: EX 22 Invoice and Acceptance

Process: EX 22.05 Perform Invoice Error Resolution

This process requires human intervention to resolve errors on invoices that did not pass the invoice edit validation. The system should allow the reviewer to correct minor invoice discrepancies or over ride the invoice system edits. The system should maintain a history of and provide a daily report of overrides. The override report should contain:

a. The user name that approved the override
b. Date of override
c. A list of items changed on the invoice

Key Data Element: Contract Number or Delivery Order, Contractor Name, CLIN/SLIN, Quantity Shipped. Unit of Measure, and Amount

Inputs

Steps

1 Process: Invoices do not have to be totally free of defects in order to be proper and to create a valid demand upon the government. If the activity making the payment can determine from the invoice and contract that:

1. The goods or services being billed were in fact properly ordered under a specific contractual document, and received from the business concern designated in the order.

2. Payment is being requested by the same business concern.

Then correct invoice and send invoice to EX 22.01 Validate Invoice

User Role: AP VENDOR INVOICE PROCESSOR
Automation: Manual
Security: Update
Edits:
Requirements:

2 Process: If the invoice requires a contract modification the system should provide the user with the option to send an electronic notification to the contacting office.

User Role: AP CERTIFICATION PROCESSOR
Automation: Automatic
Security: Update
Edits:
Requirements:

3 Process: If the invoice does not match a contact in the system send a message to contracting office to input contract. System should suspense invoice and send follow-up every 5th day.

User Role: AP CERTIFICATION PROCESSOR
Automation: Automatic
Security: Update
Edits:
Requirements:

Diagram: EX 22 Invoice and Acceptance

Process: EX 22.05 Perform Invoice Error Resolution

4 Process: If the invoice requires the contractor to correct the invoice, return the invoice electronically along with the reason for return. The user should be able to electronically select the reason for returning an invoice from the listed below.

The attached invoice for purchase order number _____is returned due to lack of one or more of the following items required by the FAR 32.905(F) and DFAS-DE 7010.2-R:

_____a. The Contract Number/Purchase Order Number/Call Number is missing, incomplete, or invalid. Please ensure that you are referencing the correct Contract Number/Purchase Order Number /Call Number when you resubmit your invoice.

_____b. The Vendor Name on your invoice differs from the Vendor Name reflected on the Contract/Purchase Order. Please contact the issuing contracting office to obtain a Vendor Name change modification.

_____c. Itemization of supplies or services, unit price, and total amount claimed and invoiced for do not match the detail line items on the Contract/Purchase Order. Please verify against your contract and re-invoice.

_____d. According to the terms of your Contract/Purchase Order, this invoice must be submitted to the office referenced on your Contract/Purchase Order for certification. In the future to expedite payment, submit all invoices to the appropriate address.

_____e. This invoice was paid on Voucher Number _____, dated _____. Or was charged to a Government Purchase Card.

_____f. The Contract/Purchase Order was paid in full. Charges previously billed on invoice number _____.

_____g. Electronic Funds Transfer (EFT) registration in the Central Contracting Registration (CCR) database is missing, incorrect, or not current. Please ensure your CCR registration is correct and resubmit your invoice.

_____h. Invoice contains improper alterations. Improper alterations include use of white out, taping, and cutting or pasting. A proper alteration is made by drawing a single line (that does not obliterate the original data), and adding the correct information.

_____i. A receipt reflecting the freight charge claimed must accompany transportation charges over $100.

_____j Other:

User Role: AP PAYMENT APPROVER

Automation: Manual/Automatic

Security: Update

Edits:

Requirements:

Outputs

Diagram: EX 22 Invoice and Acceptance

Process: EX 22.06 Return Invoice to Vendor

The system should electronically date stamp and maintain a history of all invoices that are returned to the vendor.

Key Data Element:

Inputs

Steps

1 Process: System should continuously check for matching contract. If the contract is not found system on the 7 day the system should electronically return invoice to vendor with a notice to contact the contracting office.

User Role: VENDOR PAYMENT PROCESSOR

Automation: Automatic

Security: Update

Edits:

Requirements:

2 Process: If no electronic address available return invoice to vendor via US postal service.

User Role: VENDOR PAYMENT PROCESSOR

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Diagram: EX 22 Invoice and Acceptance

Process: EX 22.07 Submit Disapproval Response and Rationale.

This process allows the receiving activity to provide an electronic response to EX 22.02 notify receiving activity for acceptance other than preparing an acceptance document. The acceptance report should provide the receiving activity with the following options.

0 Item(s) or service not received
0 Item(s) damaged dot not pay
0 Item(s) or service does not conform to contract, item to be returned to vendor/contractor.

Key Data Element:

Inputs

Steps

1 Process: If the receiving activity determines that the item(s) or services not received the system should suspend the notify receiving activity acceptance notification. The system should continuously look for an submitted acceptance. If an acceptance is not received within 5 days the system should automatically generate a follow-up.

n to provide an electronic response to the acceptance request other than preparing an acceptance document by choosing from a list of options. For example,

0 Item(s) or service not received
0 Item(s) damaged do not pay
0 Item(s) or service do not conform to contract, item should be returned to vendor/contractor.

User Role: RECEIVER
Automation: Automatic
Security: Update
Edits:
Requirements:

2 Process: The receiving activity submits a disapproval response. If the response is Item(s) damaged do not pay or Item(s) or service do not conform to contract, item(s) should be returned to vendor/contractor. Send transaction to EX 22.27 Receive Receiving Activity Disapproval of Request for Acceptance and EX 22.17 Notify Contracting Officer of Disapproval If Necessary.

User Role: RECEIVER
Automation: Automatic
Security: Update
Edits:
Requirements:

Outputs

Diagram: EX 22 Invoice and Acceptance

Process: EX 22.09 Enter Hardcopy Invoice

This process allows manual entry of hardcopy invoices. All hardcopy invoices are to be mailed to the designated DFAS office for manual input into the system. The system should also be able to capture an image of the hardcopy invoice and store image in a history file for future reference. The system should provide the user with an invoice input screen. The user should be able to view and select a contract from a menu or type the contract number to determine if the contract information has already been received in the system. If the contract file is in the system the system should auto populate the invoice screen with the key data elements. The system should allow for input of invoice even though the contract information has not been received in the system. The system should electronically date stamp and maintain a history of all invoices as they enter are routed through the system.

Key Data Element: Contract Number or Delivery Order, Contractor Name, CLIN/SLIN, Quantity Shipped, Unit of Measure, and Amount

Inputs

Steps

1 Process: Key data elements are manually entered into the system from the invoice.

User Role: AP CERTIFICATION PROCESSOR

Automation: Manual

Security: Create

Edits:

Requirements:

Outputs

Diagram: EX 22 Invoice and Acceptance

Process: EX 22.10 Validate Acceptance

This processes validates acceptance to ensure that the acceptance contains sufficient information to match to invoice and contract information contained in the system. The system must generate aged reports that show acceptances that do not have a matching invoice. The system should also identify and prevent duplicate acceptances from being input into the system.

Key Data Element: Contract Number or Delivery Order, Contractor Name, CLIN/SLIN, Quantity Shipped. Unit of Measure, and Amount

Inputs

Steps

1 Process: The system compares edit information on acceptance report with contract information contained in the system. The only time the unique identification (UID) code is required is if the contract contains DFARS contract clause 212.211-7003, Item Identification and Valuation. If acceptance passes edits send to Ex 22.19 Determine If Contract Fast Pay. If acceptance does not pass edits send 22.11 Perform Acceptance Error Resolution.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Contract Number or Delivery Order, Contractor Name, CLIN/SLIN, Quantity Shipped. Unit of Measure, and Amount

Requirements:

Outputs

Diagram: EX 22 Invoice and Acceptance

Process: EX 22.11 Perform Acceptance Error Resolution

This process requires human intervention to resolve errors on acceptance reports that did not pass the acceptance edit validation. The probable cause is due to manual input of acceptance that bypassed the acceptance edits. The reviewer should have access to all contracts in the system. The reviewer should be able to search or sort contracts by contract number to determine if the contract input on the acceptance was incorrect. The system should also allow the reviewer to correct minor acceptance discrepancies. The system should maintain a history of and provide a daily report of corrections. The report should contain:

1. The user name that made the correction
2. Date of correction
3. A list of items changed on the acceptance

Key Data Element:

Inputs

Steps

1 Process: User compares acceptance report information to contract information contained in the system and corrects minor discrepancy. Send transaction to EX 22.10. If user can not resolve acceptance error resolution send transaction to Ex 22.18.

User Role: OTHER

Automation: Manual

Security: Update

Edits:

Requirements:

Outputs

Diagram: EX 22 Invoice and Acceptance

Process: EX 22.12 Determine If Goods/Services Are To Be Accepted

The receiving activity determines if the goods or services have been received and conform to contract specifications.

Key Data Element: Contract Number or Delivery Order, Contractor Name, CLIN/SLIN, Quantity Shipped. Unit of Measure, and Amount

Inputs

Steps

1 Process: If the receiving activity determines that goods or services are to be accepted. Receiving activity inputs acceptance document in EX 22.03.

User Role: RECEIVER

Automation: Manual/Automatic

Security: Update

Edits:

Requirements:

2 Process: If the receiving activity determines that goods or services are not to be accepted. Receiving activity submits disapproval response and rational EX 22.07.

User Role: RECEIVER

Automation: Automatic

Security: Update

Edits:

Requirements:

3 Process: If the receiving activity determines that the goods or service has not been received the system should suspense the invoice for follow-up.

User Role: ACCEPTOR

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Diagram: EX 22 Invoice and Acceptance

Process: EX 22.13 Notify Vendor To submit Invoice

This process requests an invoice from a vendor after an acceptance has been on hand for 31 days with no matching invoice.

Key Data Element:

Inputs

Steps

1 Process: If an invoice is not received by the 31 day after date of acceptance report, send only one electronic notification to the contractor requesting an invoice. Include with the request for invoice a Release from Contract Obligation. Request that the contractor return either an invoice or the completed and signed Release of Contract Obligation. The system must maintain the evidence of vendor follow-up in the system. Proposed copy of notification attached.
Invoice Follow-up/Release from Obligation letter

Sample of Invoice Follow-Up Letter

In consideration of the fact that the company records of ___(Company Name)_____show no balance due for items furnished the United States Government, due for items furnished the United States Government, in the amount of $_____ under Contract Number_____
dated _____.

I hereby relieve and forever discharge all responsibility of the United States Government to pay for said supplies or service. I further acknowledge and affirm that (Company Name) has received adequate information from the United States Government relative to shipment of material or receipt of services in question to enable submission of proper documentation.

In witness whereof I have hereunto set my hand and seal in behalf of said company this ____day of 200X_.

By
TITLE

User Role: OTHER

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Diagram: EX 22 Invoice and Acceptance

Process: EX 22.18 Determine if Acceptance To Be Returned To Receiving Activity

This process requires human intervention to determine if acceptance should be returned to receiving activity.

Key Data Element:

Inputs

Steps

1 Process: If user can not find contract in the system, the system should return acceptance to receiving activity indicating that contract is not recorded in the system. Send transaction to 22.02

User compares acceptance report information to contract information contained in the system and determines that a contract is not in the system. The system should suspend the acceptance report and send an electronic notification to the contracting office to load the contract.

User Role: OTHER

Automation: Manual

Security: Update

Edits:

Requirements:

Outputs

Diagram: EX 22 Invoice and Acceptance

Process: EX 22.19 Determine if Contract Fast Pay

This process determines if invoice is paid under fast pay procedures.

Key Data Element: Fast Pay Procedure clause 52.213-1

Inputs

Steps

1

Process: The system should determine if fast pay procedure clause is contained in contract. If contract contains fast pay clause send transaction to EX 22.20. If contract does not contain fast pay clause send transaction to EX 22.04 to update GLAC's.

User Role: OTHER

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Diagram: EX 22 Invoice and Acceptance

Process: EX 22.20 Record Accepted Quantity In Contract History

The system should automatically record accepted quantities as well as any adjustment to quantities in a contract history file. A contract history file should be created for each contract. The quantity accepted times the unit price should always be equal to or less than the amount paid. If not the system should create a management notice that the amount paid exceeds the quantity-accepted times the unit price. The history file should contain the following information and be available for on screen review.

Contract History

Contract Number	CLISN/SLIN	Invoice No	Qty Ordered	Qty Billed	Qty Accepted	Qty Paid	Unit Price	Amount Paid
10	5.00	50.00						

Key Data Element: Contract number, CLIN/SLIN, qty ordered, qty billed, qty accepted, qty paid, amount paid

Inputs

Steps

1 Process: Human intervention will be required to determine if a refund should be requested from the contractor or if a corrected acceptance report is needed from the receiving activity.

User Role: AP PAYMENT APPROVER

Automation: Manual

Security: Update

Edits:

Requirements:

Outputs

Diagram: EX 22 Invoice and Acceptance

Process: EX 22.21 Determine if Invoice Required

This process determines if an invoice is required. Payment for continuing services such as rents, janitorial services, or utilities performed under agency-contractor agreements providing payment at fixed periodic intervals does not require an invoice.

Key Data Element:

Inputs

Steps

1 Process: The system should automatically determine if contract is for recurring services. If contract is not for recurring services, a invoice is required. Send transaction to EX 22.22.

User Role: OTHER

Automation: Automatic

Security: Update

Edits:

Requirements:

2 Process: The system should automatically determine if contract is for recurring services. If contract is for recurring services, no invoice is required. Send transaction to EX 22.25.

If the system determines that no invoice is required for recurring payments send transaction to EX 22.25. The system should auto generate an invoice if required by application or internal processing to set up to pay based on 2-way match of acceptance to contract.

User Role: OTHER

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Diagram: EX 22 Invoice and Acceptance

Process: EX 22.22 Determine If Invoice Received

This process determines if an invoice has been received to match with a acceptance report.

Key Data Element:

Inputs

Steps

1 Process: The system should automatically determine if a matching invoice is on hand for acceptance. If system determines that a matching invoice is on hand send to invoice and acceptance to EX 14.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements:

2 Process: If system determines that no matching invoice is on hand send to EX 22.13 Notify vendor to submit invoice.

User Role: AP CERTIFICATION PROCESSOR

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Diagram: EX 22 Invoice and Acceptance

Process: EX 22.23 Determine If Acceptance Required For Payment

The system should automatically determine if an acceptance is required for payment. If the system should create a report for acceptances that fall under the fast pay procedures. The report should include the contract number and invoice date. The system should automatically send a request for an acceptance if one is not received within 5 days after receipt of invoice.

Key Data Element:

Inputs

Steps

1 Process: If the service is for recurring service or maintenance type contract no acceptance report is required. Send to end.

User Role: OTHER

Automation: Automatic

Security: Update

Edits:

Requirements:

2 Process: If contract contains fast pay procedure clause no receiving report is required to make payment. However, a receiving report is required to be submitted later therefore send transaction to EX 22.02 folder that shows valid invoices that do not have a matched acceptance report.

User Role: OTHER

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Diagram: EX 22 Invoice and Acceptance

Process: EX 22.24 Determine If Valid Acceptance Received

The system should automatically determine if a valid acceptance has been received. based on edit information on contract and acceptance data.

Key Data Element:

Inputs

Steps

1 Process: The system should automatically determine that valid acceptance based on edit information on contract and acceptance. If acceptance has been received send transaction to EX 22.22.

User Role: OTHER

Automation: Automatic

Security: Update

Edits: Contract Number or Delivery Order, Contractor Name, CLIN/SLIN, Quantity Shipped. Unit of Measure, Amount and Unique Identification Number (UID) Note: UID code is only required if the contract contains DFARS contract clause 212.211-7003, Item Identification and Valuation.

Requirements:

2 Process: If the system determines that valid acceptance has not been received send transaction to EX 22.02.

User Role: OTHER

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Diagram: EX 22 Invoice and Acceptance

Process: EX 22.25 Auto Generate Invoice if Required by Application to Perform Internal Processing or Set Up to Pay Based on 2-Way Match of Acceptance to Contract

Depending on the software, the system may need to auto generate an invoice to perform internal processing. For example, payments for continuing services such as rents, janitorial services, which are performed under agency-contractor agreements providing payments at fixed periodic intervals may be made without an invoice being submitted from the contractor. The amount paid normally will be the base amount specified in the contractual document.

Process to be determined by vendor based on software.

Key Data Element:

Inputs

Steps

Outputs

Diagram: EX 22 Invoice and Acceptance

Process: EX 22.26 Determine If Contract Fast Pay

This process determines if invoice is paid under Fast Pay Procedures. The system should be able to determine if the contract contains fast pay procedures clause 52.213-1.

Key Data Element: Fast Pay Procedure clause 52.213-1

Inputs

Steps

1

Process: System should determine if fast pay procedure clause is contained in contract. If contract contains fast pay clause send transaction to EX 22.04 update GLAC's. If contract does not contain fast pay clause send transaction to B.

User Role: OTHER

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Diagram: EX 22 Invoice and Acceptance

Process: EX 22.27 Receive Receiving Activity's Disapproval Of Request For Acceptance

This process determines if an invoice should be returned to the vendor. The system should be able to return an invoice to contractors using electronic means.

Key Data Element:

Inputs

Steps

1 Process: If response the response from EX 22.07 is item(s) or service not received send transaction the system should auto generate follow-up as defined in step 1 of EX 22.07.

User Role: OTHER

Automation: Automatic

Security: Update

Edits:

Requirements:

2 Process: If response the response from EX 22.07 is item(s) or service damaged do not pay or items or service does not conform to contract, item to be returned to contractor then return invoice to vendor. Send transaction to Ex 22.06 Return Invoice to vendor.

User Role: CONTRACTING OFFICER

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Diagram: EX 22 Invoice and Acceptance

Process: EX 22.28 Determine Payment Request Type

The system should determine the type of goods or services ordered based on assigned vendor identification code. The file should contain a unique user identification code for services such as phone, gas and electricity that do not normally match to a contract. The system should have a vendor identification file with an attached default line of accounting for each unique vendor identification code. The system must allow authorized users to update the unique vendor identification codes and default lines of accounting. The system must also allow the receiving to accept the goods/services and/or change the default line of accounting. The system should also allow the user to not accept the goods/services.

Key Data Element: Invoice Name

Inputs

Steps

1 Process: User determines that invoice is for utility services and assigns a default line of accounting.
User Role: AP CERTIFICATION PROCESSOR
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

2 Process: If user determines that invoice is not for utility services send transacting to EX 22.05 perform invoice error resolution.
User Role: AP CERTIFICATION PROCESSOR
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

Outputs

Note: The following receipt & acceptance illustration is provided to exemplify the type of data that needs to be displayed. The illustration should not be construed as a specific requirement. Another format is acceptable as long as it contains the minimum information contained in the illustration.

Acceptance & Receipt Illustration

Contractor/Vendor Name						
Address						
Contractor/Vendor Name						
Contract or Delivery Order No.						
UID						
CLIN/SLIN	Item Description	Quantity Ship/Received	Quantity Accepted	Unit	Unit Price	Amount

ACCEPTANCE CERTIFICATE

☐ Acceptance

Acceptance has been made by me or under my supervision and the goods or services received conform to contract, except as noted herein or on supporting documents.

Printed: Name, title, telephone number, mailing address

Date Received: YYYY/MM/D

Date Accepted: YYYY/MM/D

Electronic Signature

Signature of Authorized Government Representative

○ Partial Shipment

○ Complete Shipment

Submit

Print

EX 23 Vendor Address and Remittance Data Load and Update

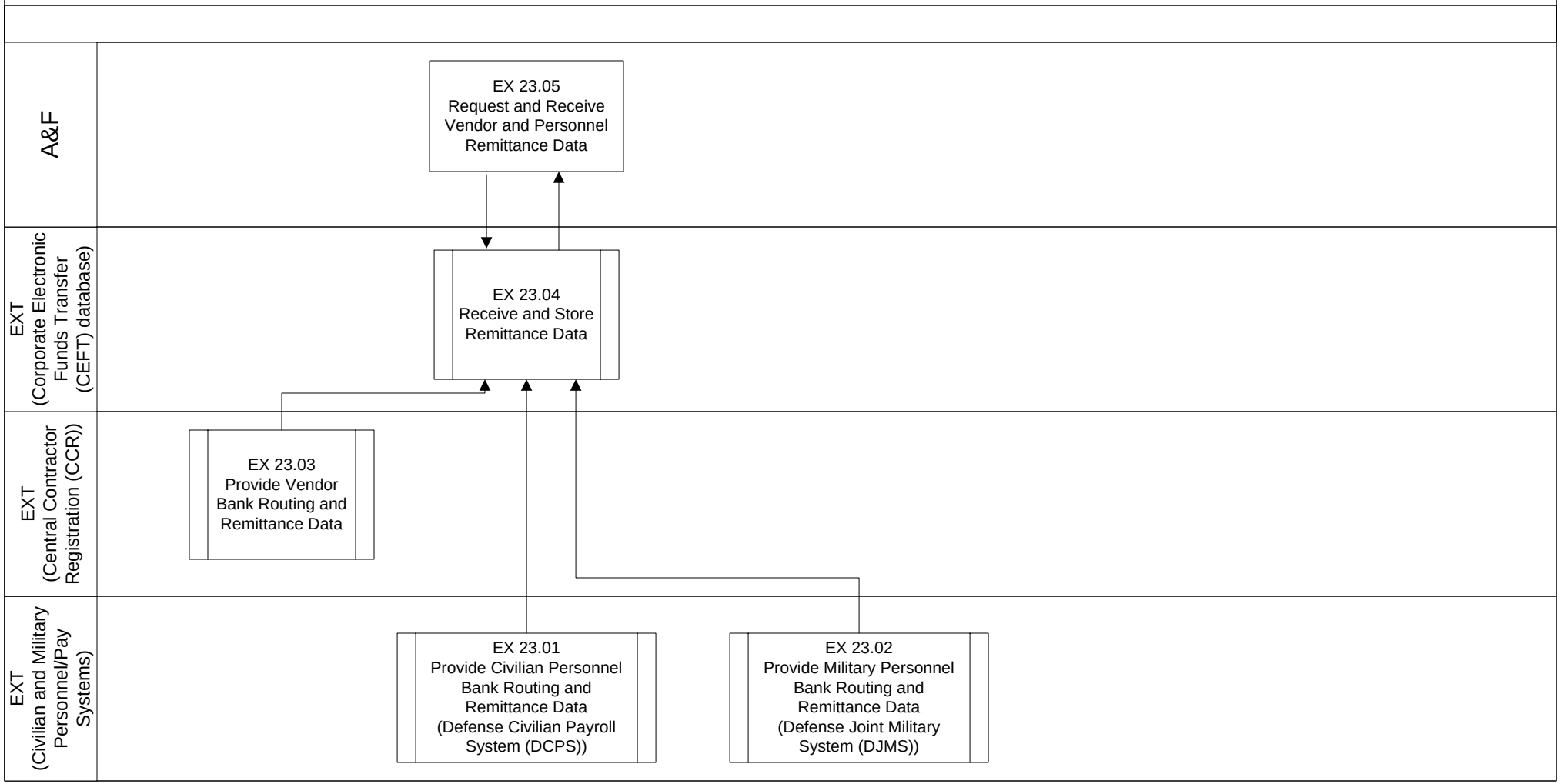


Diagram: EX 23 Vendor Address and Remittance Data Load and Update

As part of the accounts payable operations, the system must pass vendor remittance data to the Centralized Disbursing System (CDS) for each payee. The system will receive information about vendors such as vendor address, points of contact, phone numbers, email addresses, and payment remittance information, e.g., method of payment, check mailing address or bank name, bank routing number, account name, and account number, through a daily interface with the Corporate Electronic Funds Transfer (CEFT) database.

For purpose of this process description remittance data and payments pertaining to DoD personnel will be handled in a manner similar to that for vendors. The system will be used to account for all DoD employee related expenses, and to generate payments for miscellaneous expenses that are outside the scope of the civilian and military payroll systems, and the Defense Travel System. Remittance data for DoD personnel will be obtained through CEFT. Payroll system changes will be passed to CEFT in conjunction with each pay cycle.

The majority of vendors doing business with DoD are required to be registered in the Central Contractor Registration (CCR). The office responsible for CEFT maintenance may enter vendor data directly into CEFT for those vendors that are not required to register in CCR. Before generating a payment voucher for a payee, the system will submit a request to CEFT to obtain the latest vendor information loaded in CEFT. CEFT will send the requested vendor data to the system the following day.

Diagram: EX 23 Vendor Address and Remittance Data Load and Update

Process: EX 23.05 Request and Receive Vendor and Personnel Remittance Data

This process describes the methods of how vendor data, e.g., name, address, remit to address, or EFT information is requested, received and updated in the system.

Key Data Element:

Inputs

Source: EX 23.04 Receive and Store Remittance Data

Schedule: Daily

Direction: Pull

Medium: Electronic

Functional Data:

Steps

1 Process: When a contract or invoice is entered in the system, the system will collect sufficient data to generate a CEFT inquiry if the transaction pertains to a vendor for which there is no vendor record.

User Role: OTHER

Automation: Manual/Automatic

Security: N/A

Edits:

Requirements:

2 Process: The system shall automatically submit daily requests for CEFT data using the format prescribed in the Central Contractor Registration Layout Input to CEFT Batch Query record for contracts and invoices related to new vendors and all scheduled payments. (See interface specifications for record details).

User Role: OTHER

Automation: Automatic

Security: Read Only

Edits:

Requirements:

3 Process: The system shall automatically generate and transmit the CEFT Batch Query Record for all scheduled payments in sufficient time to receive and update payee remittance data with the latest available CEFT data prior to submitting payment vouchers to the supporting disbursing system.

User Role: OTHER

Automation: Automatic

Security: N/A

Edits:

Requirements:

4 Process: The system shall automatically update its vendor records based on the Output from the CEFT Batch Query. (See interface specifications for record details).

User Role: OTHER

Automation: Automatic

Security: N/A

Edits:

Requirements:

Diagram: EX 23 Vendor Address and Remittance Data Load and Update

Process: EX 23.05 Request and Receive Vendor and Personnel Remittance Data

5
Process: The system shall automatically generate a report or file that can be queried by a user to identify all "record not found" responses and any other error messages received from CEFT in response to the system's request for vendor data.
User Role: AP VENDOR INVOICE PROCESSOR
Automation: Automatic
Security: Read Only
Edits:
Requirements:

6
Process: The system shall automatically generate a report or file that can be queried by a user to identify any CEFT responses that fail the system's edits.
User Role: OTHER
Automation: Automatic
Security: Read Only
Edits:
Requirements:

7
Process: The system shall automatically generate a report or file that can be queried by a user to identify CEFT responses that were successfully added to system's edits.
User Role: OTHER
Automation: Automatic
Security: Read Only
Edits:
Requirements:

8
Process: The system shall not send payment vouchers to the supporting disbursing system for payees with a CEFT Record Status Code of "D" - deleted, "E" - Expired, "S" - Suspended, or that otherwise fail to be validated by CEFT.
User Role: OTHER
Automation: Automatic
Security: Read Only
Edits:
Requirements:

9
Process: The system shall automatically generate a report or file that can be queried by a user to identify all responses with a CEFT Record Status Code of "D" - deleted, "E" - Expired;, "S" - Suspended, or "W" - Warning. The "W" status code is used to identify a name change. The report or file should display the previous names and the updated names.
User Role: OTHER
Automation: Automatic
Security: Read Only
Edits:
Requirements:

10
Process: The system shall maintain sufficient records to show payee remittance data for each payment voucher sent to the supporting disbursing system for the statutorily required retention period.
User Role: OTHER
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Diagram: EX 23 Vendor Address and Remittance Data Load and Update

Process: EX 23.05 Request and Receive Vendor and Personnel Remittance Data

11
Process: The system must provide authorized users the ability to manually enter requests for CEFT data.
User Role: AP PAYMENT APPROVER
Automation: Manual/Automatic
Security: Create
Edits:
Requirements:

12
Process: Vendor or employee records that are manually entered directly in the system shall require entry by a specifically authorized user and approval by a different authorized user designated to perform that role or responsibility.
User Role: OTHER
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

Outputs

Destination: EX 23.04 Receive and Store Remittance Data
Schedule: Daily
Medium: Electronic
Functional Data:

EX 24 Notice of Assignment

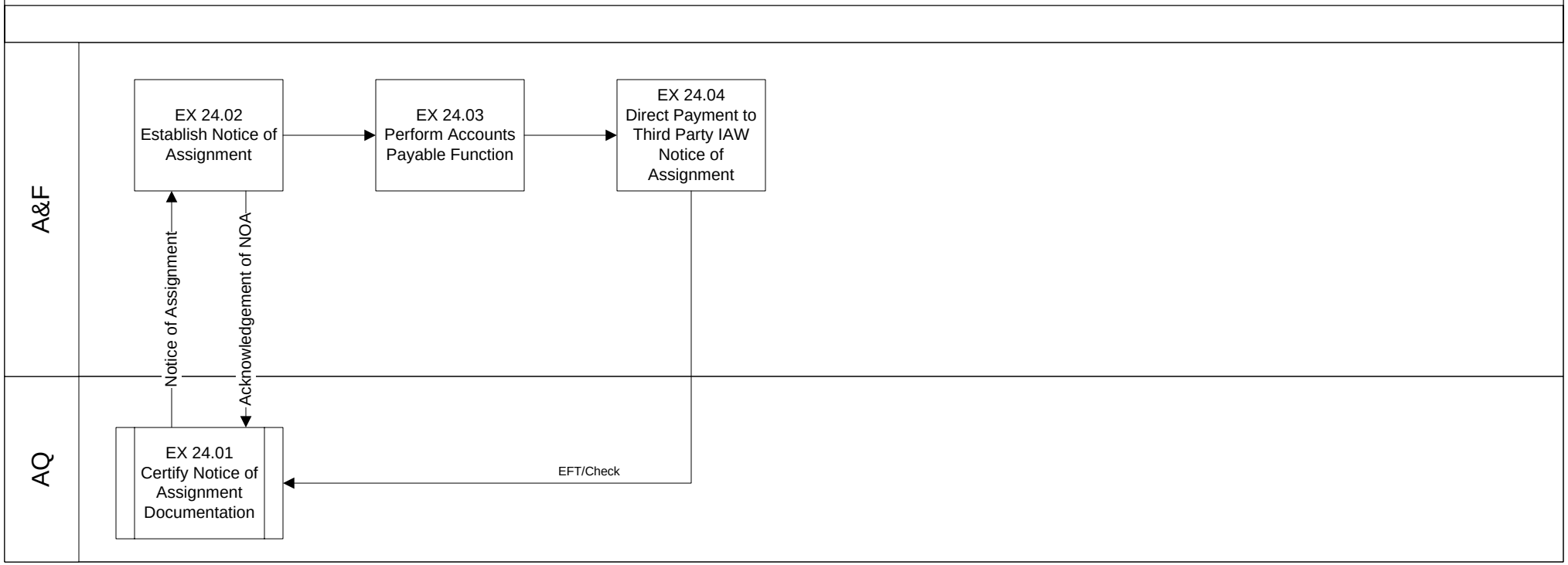


Diagram: EX 24 Notice of Assignment

Under certain conditions the FAR authorizes all payments due a vendor under a specific contract to be assigned to a third party to whom the vendor is indebted. The Notice Of Assignment (NOA) originates as a request generated by the vendor and certified by the contracting officer. Once certified, the Notice Of Assignment will remain in effect through the life of the contract. If the debt is satisfied before the end of the contract, the vendor must request a cancellation of the NOA, which the contracting office must again certify. This is called a Release Of Assignment.

Diagram: EX 24 Notice of Assignment

Process: EX 24.02 Establish Notice of Assignment

The system shall accept and store information regarding notices of assignment for the contracts it services.

Key Data Element:

Inputs

Source: EX 24.01
Schedule: On Demand
Direction: Push
Medium: Electronic
Functional Data:

Steps

1
Process: The system shall accept and store information regarding notices of assignment for the contracts it services. Before accepting this data the system shall require consistent entries by at least one authorized user plus a second authorized approver, both specifically assigned responsibility to perform these roles.
User Role: VENDOR PAYMENT PROCESSOR
Automation: Automatic
Security: Read Only
Edits:
Requirements:

2
Process: The system shall take note of the following NOA information: the appropriate contract number, the appropriate contract line item numbers, the name of the third party, the postal/ electronic-funds-transfer address of the third party, and the financial account of the third party where the funds are to be deposited.
User Role: VENDOR PAYMENT PROCESSOR
Automation: Automatic
Security: Read Only
Edits:
Requirements:

3
Process: Upon approval to effect a Notice Of Assignment, the system shall distribute electronic notifications identifying the parties involved to the responsible contracting office and other parties designated by the Finance and Accounting Office.
User Role: VENDOR PAYMENT PROCESSOR
Automation: Automatic
Security: Update
Edits:
Requirements:

Outputs

Destination: EX 24.03
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: EX 24 Notice of Assignment

Process: EX 24.03 Perform Accounts Payable Function

The system will adjust its accounts payable function to accommodate the Notice of Assignment (NOA).

Key Data Element:

Inputs

Source: EX 24.02 Establish Notice of Assignment

Schedule: On Demand

Direction: Push

Medium: Electronic

Functional Data:

Steps

1 Process: Whenever the system creates a payment file, it shall use this information to determine whether an NOA applies. If it does, the system shall direct the supporting disbursing office to send payments to the appropriate third party. If not, the system shall next check for third party offsets, EX 25: Third Party Payments

User Role: VENDOR PAYMENT PROCESSOR

Automation: Automatic

Security: Read Only

Edits:

Requirements:

2 Process: The system shall create a payment file with the “remit to” field for the appropriate account number and address of the third party as set forth in the NOA.

User Role: VENDOR PAYMENT PROCESSOR

Automation: Automatic

Security: Read Only

Edits:

Requirements:

3 Process: The system shall include the Notice Of Assignment information in the Advice Of Payment (AOP) file.

User Role: VENDOR PAYMENT PROCESSOR

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Diagram: EX 24 Notice of Assignment

Process: EX 24.04 Direct Payment to Third Party IAW Notice Of Assignment

The system will confirm that payment was correctly made to assignee.

Key Data Element:

Inputs

Source: EX 24.03 Perform Accounts Payable Function

Schedule: On Demand

Direction: Push

Medium: Electronic

Functional Data:

Steps

1 Process: After disbursing sends payment to third party, it will send payment confirmation back to the system

User Role: DISBURSEMENT PROCESSOR

Automation: Automatic

Security: Create

Edits:

Requirements:

2 Process: In response, the system shall send an Advice Of Payment to both the third party (to aid it in confirming payment receipt) and to the vendor (to confirm that the payment due it was indeed made)

User Role: VENDOR PAYMENT PROCESSOR

Automation: Automatic

Security: Create

Edits:

Requirements:

3 Process: If the assigned payments are subject to 1099 reporting, the system shall maintain the requisite payment data to report the income under the contractor's taxpayer identification number

User Role: VENDOR PAYMENT PROCESSOR

Automation: Automatic

Security: Create

Edits:

Requirements:

Outputs

Destination: Payment Recipients

Schedule: On Demand

Medium: Electronic

Functional Data:

EX 25 Third-Party Payments

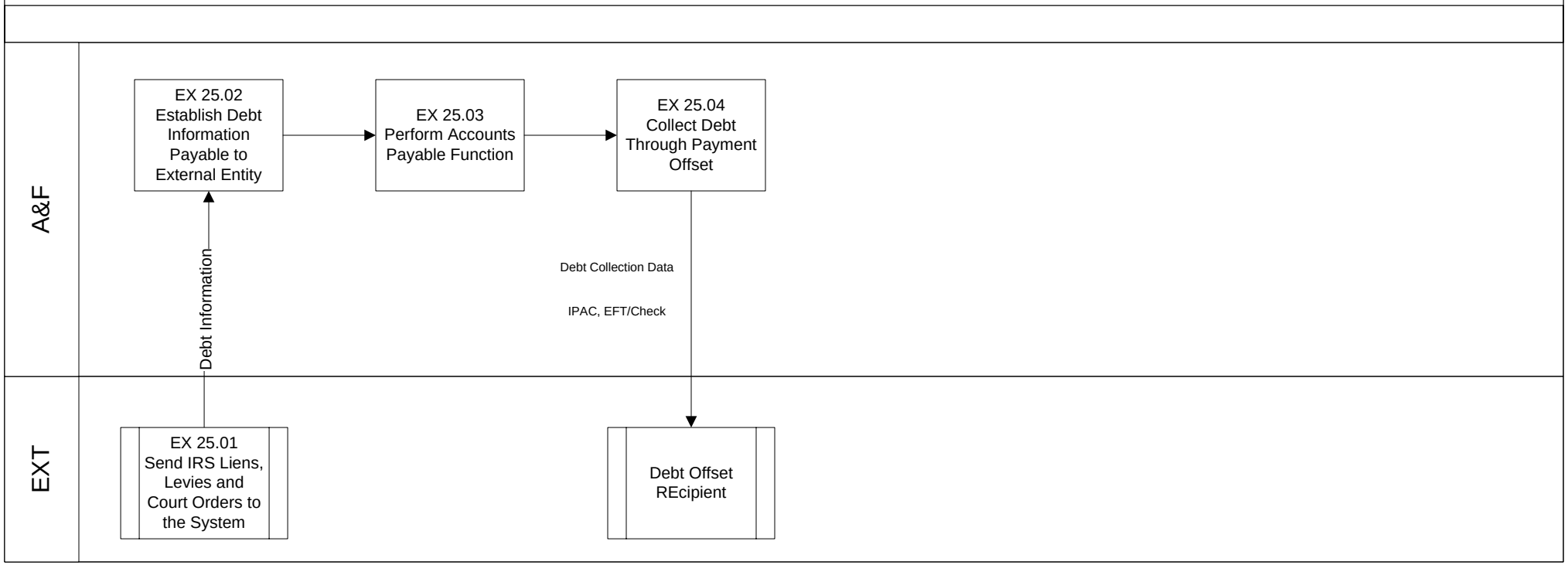


Diagram: EX 25 Third Party Payments

Under certain conditions accounts payable may offset the amount the Government owes a vendor by the amount the vendor owes the Government. Before calculations of payment due the vendor are completed, the system will search for vendor indebtedness to the Government that qualifies for offset payments.

Diagram: EX 25 Third Party Payments

Process: EX 25.02 Establish Debt Information Payable to External Entity

The system must be able to check every payment transaction regarding whether offset payments are applicable.

Key Data Element:

Inputs

Steps

1 Process: The system must be able to capture data for use to effect offsets for the contracts it services. This data would ideally come through interfaces with creditor agencies or the Federal Debt Management Office in Columbus, but it may need to be keyed in manually. Either way, before accepting offset data the system shall require consistent entries by at least one authorized user plus a second authorized approver, both specifically assigned responsibility to perform these roles.

User Role: VENDOR PAYMENT PROCESSOR

Automation: Manual/Automatic

Security: Create

Edits:

Requirements:

2 Process: The information shall include the name, telephone, and address (postal and electronic) of the vendor; the amount of the vendor's indebtedness to the creditor; the name, telephone, and address (postal and electronic) of the creditor, and the financial account of the creditor where the funds are to be deposited.

User Role: VENDOR PAYMENT PROCESSOR

Automation: Manual/Automatic

Security: Create

Edits:

Requirements:

3 Process: The system shall establish and maintain a table of currently active vendor Government debts for all vendors the system serves. Whenever a payment file is being created, the system shall attempt to match the payee with the vendors listed in this table.

User Role: VENDOR PAYMENT PROCESSOR

Automation: Automatic

Security: Read Only

Edits:

Requirements:

4 Process: If a match is found, the system shall apply the appropriate offset within the accounts-payable function. Otherwise the system shall assign the full payment to the vendor and exit this flow.

User Role: VENDOR PAYMENT PROCESSOR

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Diagram: EX 25 Third Party Payments

Process: EX 25.03 Perform Accounts Payable Function

The system must be able to adjust payment files to implement offset payments.

Key Data Element:

Inputs

Steps

1 Process: The system shall subtract any approved offsets from the amount due the vendor provided that the total amount debited does not exceed the amount to be issued in the payment. If the amount of the vendor's indebtedness exceeds the amount to be issued in the payment, the system shall track the remaining debt for the possibilities of future offsets. The system shall adjust the "remit to:" information in the payment file to include the recipients of the offsets as well as the original payee. The system shall assign the appropriate payment quantities to each remit-to address.

User Role: VENDOR PAYMENT PROCESSOR

Automation: Manual/Automatic

Security: Update

Edits: Provide means for contracting officer approval, when appropriate.

Requirements:

2 Process: The system shall flag the offsets to be processed through the Intra-governmental Payment And Collections (IPAC) System.

User Role: VENDOR PAYMENT PROCESSOR

Automation: Automatic

Security: Read Only

Edits:

Requirements:

3 Process: The system shall include the offset information in the Advice Of Payment (AOP) file, which is further described in process EX 15.01: Generate Payment File.

User Role: VENDOR PAYMENT PROCESSOR

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Diagram: EX 25 Third Party Payments

Process: EX 25.04 Collect Debt Through Payment Offset

Once the debt is offset, the system must ensure all payment participants are notified about the execution of the transaction.

Key Data Element:

Inputs

Steps

1 Process: After IPAC processes the offsets with the appropriate federal agency, it will send payment confirmation back to the system via the IPAC Tracking System.

User Role: VENDOR PAYMENT PROCESSOR

Automation: Manual/Automatic

Security: Create

Edits: Payment confirmation from IPAC may need to be manually keyed into the system

Requirements:

2 Process: In response, the system shall send an AOP to each of the payment recipients; i.e. the vendor and each recipient of an offset.

User Role: VENDOR PAYMENT PROCESSOR

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

FC 01 - General Funds Direct Budget Execution (Includes Multi-Year Funds)

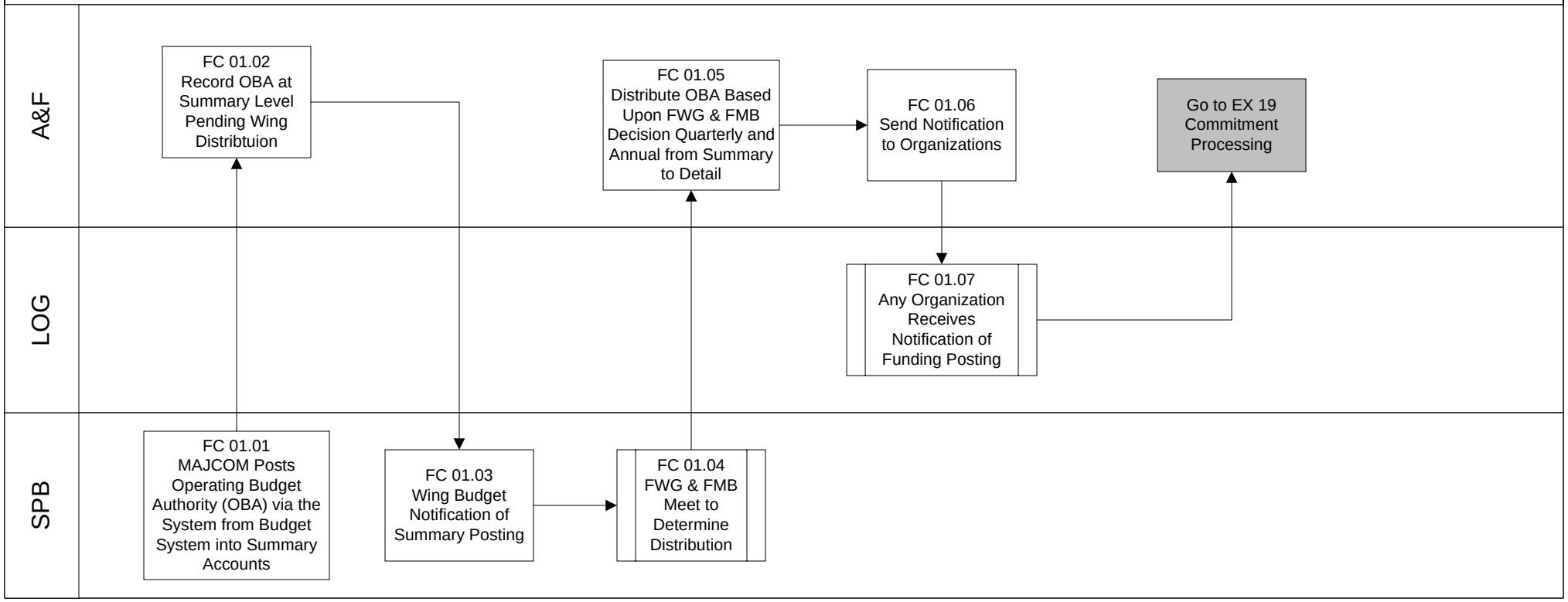


Diagram: FC 01 General Funds Direct Budget Execution (Includes Multi-Year Funds)

Operating Budget Authority is issued once the President signs the appropriations bill for the fiscal year. Monies are passed from Office of Management and Budget (OMB) to Department of Defense (DoD) to Secretary of the Air Force/Financial Management (SAF/FM) to Major Command (MAJCOM) and finally to the Wing budget office with the exception of centrally managed funds. Wing budget controls execution through the loading and monitoring of annual and quarterly targets.
In increment three, SAF/FMB will push funding through to MAJCOM using the system and posting journal entries.

Diagram: FC 01 General Funds Direct Budget Execution (Includes Multi-Year Funds)

Process: FC 01.01 MAJCOM Posts Operating Budget Authority (OBA) via the System from Budget System into Summary Accounts

The system shall receive funding and process through CBAS for creation of funding documents and create summary journal in the system for Scott AFB.

Key Data Element: Reimbursement or Direct indicator, OAC, OBAN, APPN, FY, Expiring Year, BA or PROJ

Inputs

Source: PBAS - paper, AFM - electronic, FIRST - electronic

Schedule: On Demand

Direction: Push

Medium: Unknown

Functional Data: Operating Budget Authority (OBA) : Funding Document

Steps

1 Process: MAJCOM posts the document to CBAS, ABIDES Funds Management (AFM) or FIRST to prepare fund distribution for all bases and provides information to the system for Scott AFB.

User Role: Command Budget Analyst

Automation: Manual/Automatic

Security: Create

Edits:

Requirements:

2 Process: The system shall receive information from MAJCOM and create journal entry for the system at summary level

User Role: Command Budget Analyst

Automation: Manual

Security: N/A

Edits:

Requirements:

Outputs

Destination: Funding document for the base and summary input for the system

Schedule: On Demand

Medium: Unknown

Functional Data:

Destination: The system summary budgetary entries

Schedule: On Demand

Medium: Unknown

Functional Data:

Diagram: FC 01 General Funds Direct Budget Execution (Includes Multi-Year Funds)

Process: FC 01.02 Record OBA at Summary Level Pending Wing Distribution

The system shall post the summary journal and update G/L summaries accounts created by MAJCOM to the system for further base distribution.

Key Data Element: OAC, OBAN, APPN, FY, Expiring, YR, BA, Reimbursement/Direct indicator,

Inputs

Source: FC 01.01 Create summary journal

Schedule: On Demand

Direction: Push

Medium: Internal

Functional Data: Air Staff Budget Authorization/Allocation or Operating Budget Authority : Issuance of funds

Steps

1 Process: The system shall systemically post journal and update G/L summary accounts

User Role: OTHER

Automation: User Initiated in System

Security: Update

Edits:

Requirements:

Outputs

Destination: The system summary budgetary entries

Schedule: On Demand

Medium: Electronic

Functional Data:

Diagram: FC 01 General Funds Direct Budget Execution (Includes Multi-Year Funds)

Process: FC 01.03 Wing budget notification of summary posting

The system shall provide workflow notification of summary posting. Workflow notification of summary postings to G/L in the system. Wing must reverse summary and post to detail accounts

Key Data Element: Reimbursement or Direct indicator, OAC, OBAN, APPN, FY, Expiring Year, BA, PROJ, SAG, SUBPROJ, Workcenter, object class, program element, contingency code

Inputs

Source: FC 01.02 Summary posting and funding document received

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data:

Steps

1 Process: The system shall provide workflow notification of summary posting.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Destination: Budget Analyst/Resource Advisor

Schedule: On Demand

Medium: Electronic

Functional Data:

Diagram: FC 01 General Funds Direct Budget Execution (Includes Multi-Year Funds)

Process: FC 01.05 Distribute OBA Based Upon FWG & FMB Decision Quarterly and Annual from Summary to Detail

The system shall allow creation of journal based upon minutes from meeting that determined distribution. Financial Management Board and Financial Working Group meet to determine distribution to the base. The summary journal is reversed and the details are posted. Workflow notification is then sent to base budget analysts and resource advisors.

Key Data Element: Reimbursement or Direct Indicator, OAC, OBAN, APPN, FY, expiring year, BA, PROJ, SAG, SUBPROJ Workcenter, object class, program element, contingency code

Inputs

Steps

1 Process: The system shall allow creation of journal entries based upon minutes from FWG & FMB meeting that determine and approve distribution.

User Role: NONE

Automation: Manual

Security: Create

Edits:

Requirements:

Outputs

Destination: G/L update of detail budgetary accounts and reversal of summary accounts

Schedule: On Demand

Medium: Internal

Functional Data:

Diagram: FC 01 General Funds Direct Budget Execution (Includes Multi-Year Funds)

Process: FC 01.06 Send Notification to Organizations

The system shall send automatic notification to organizations and resource advisors indicating the posting of annual and quarterly amounts.

Key Data Element: OAC, OBAN, APPN, FY, Expiring, YR, BA, Reimbursement/Direct Indicator

Inputs

Source: FC 01.05

Schedule: On Demand

Direction: Push

Medium: Internal

Functional Data: Issuance of Funds : Issuance of funds from FWG & FMB Authorization/Allocation or Operating Budget Authority

Steps

1 Process: The system shall systemically notify users.

User Role: OTHER

Automation: User Initiated in System

Security: Update

Edits:

Requirements:

Outputs

Destination: The system summary budgetary entries

Schedule: On Demand

Medium: Electronic

Functional Data:

FC 02 - General Funds Reimbursement Earned Authority

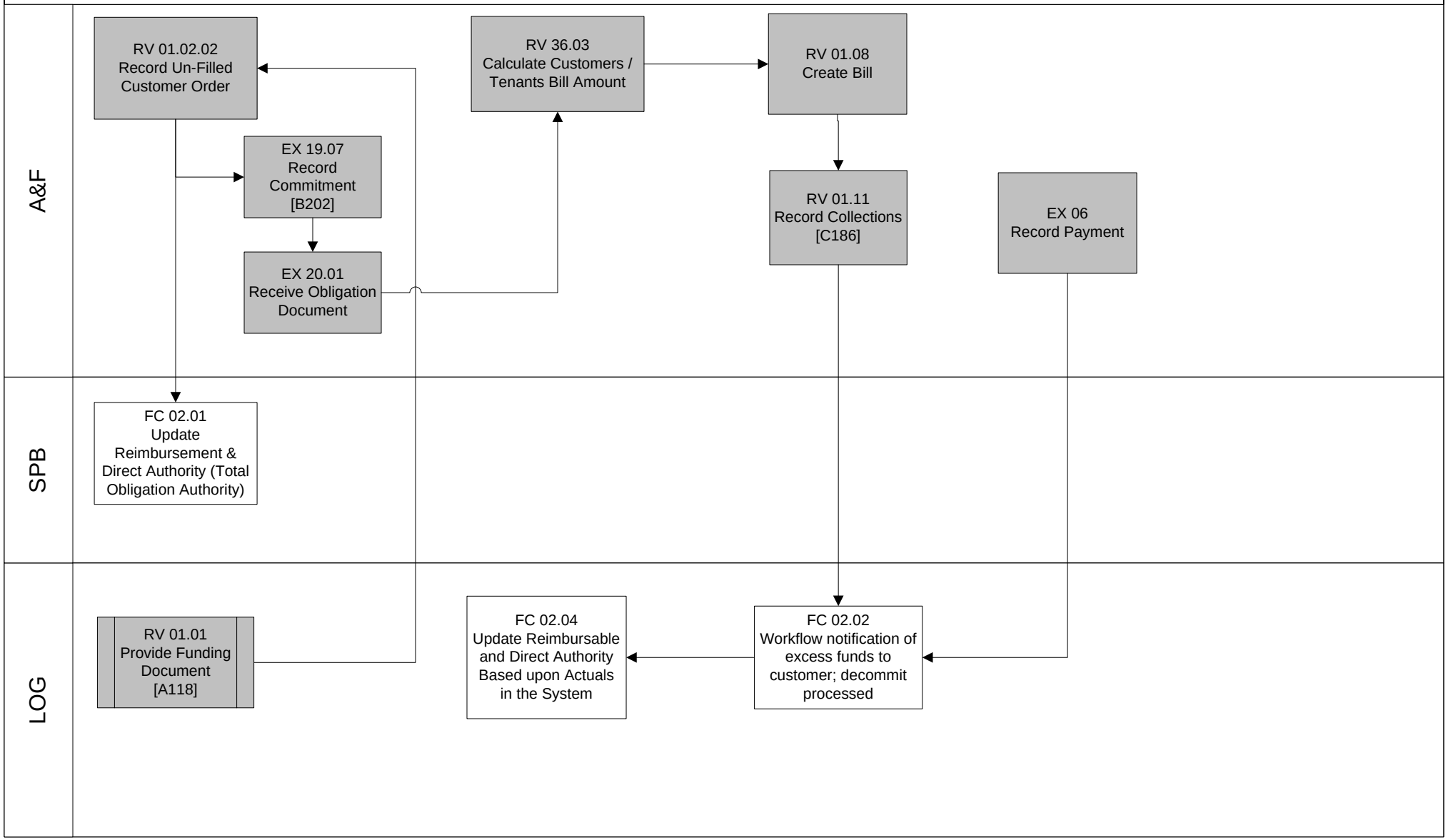


Diagram: FC 02 General Funds Reimbursement Earned Authority

For the purpose of reimbursements, no Reimbursable Budget Authority (RBA) is issued for operations and maintenance (O&M). Users of General Funds are only authorized to record reimbursable authority based upon unfilled, filled or collected customer orders in the general accounting system. In a typical situation, the provider uses their funds on the contractual document with reimbursable source code linked to a customer and records a corresponding entry in receivables to offset the amount chargeable to the customer. This follows through all stages of accounting.

Diagram: FC 02 General Funds Reimbursement Earned Authority

Process: FC 02.01 Update Reimbursement & Direct Authority (Total Obligation Authority)

The system shall provide workflow notification to SPB for updating total obligation authority amounts. This notice must be generated once Revenue has recorded receipt of the funding document from the customer.

Key Data Element: SAC to include TP information and reimbursable source code

Inputs

Source: Funding document for Reimbursable Authority, I. e., MIPR, Project Order, etc.
Schedule: On Demand
Direction: Push
Medium: Unknown
Functional Data: MIPR or Project order or other funding document : Customer provided funds

Source: FC 02.03
Schedule: On Demand
Direction: Push
Medium: Electronic
Functional Data:

Steps

1 Process: The system shall provide workflow notification to SPB for updating total obligation authority amounts.
User Role: NONE
Automation: Automatic
Security: Create
Edits:
Requirements:

Outputs

Destination: Create journal entry to update G/L
Schedule: On Demand
Medium: Internal
Functional Data:

Diagram: FC 02 General Funds Reimbursement Earned Authority

Process: FC 02.02 Workflow notification of excess funds to customer; decommit processed

The system shall be able to send electronic notification once the SF1080 billing has processed in Accounts Receivable and Accounts Payable, and determine the excess amount to be released back to the customer.

Key Data Element:

Inputs

Source: RV 01.11
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data:

Steps

1 Process: The system shall compute residual amount upon payment of the contract and return excess to customer.
User Role: OTHER
Automation: Automatic
Security: Create
Edits:
Requirements:

Outputs

Destination: FC 02.04
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: FC 02 General Funds Reimbursement Earned Authority

Process: FC 02.04 Update Reimbursable and Direct Authority Based upon Actuals in the System

The system shall compute the adjustments to reimbursement authority and direct authority for amounts returned to customer. The system shall ensure funding is in balance with most current operating budget authority document received and recorded in system.

Key Data Element:

Inputs

Source: FC 02.02
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data:

Steps

1 Process: The system shall automatically adjust funding levels in reimbursements and direct.
User Role: OTHER
Automation: Automatic
Security: Create
Edits:
Requirements:

Outputs

Destination: G/L entries to update TOA in the G/L
Schedule: On Demand
Medium: Electronic
Functional Data:

FC 03 Transportation Working Capital Fund (TWCF) AOB Operating and Capital

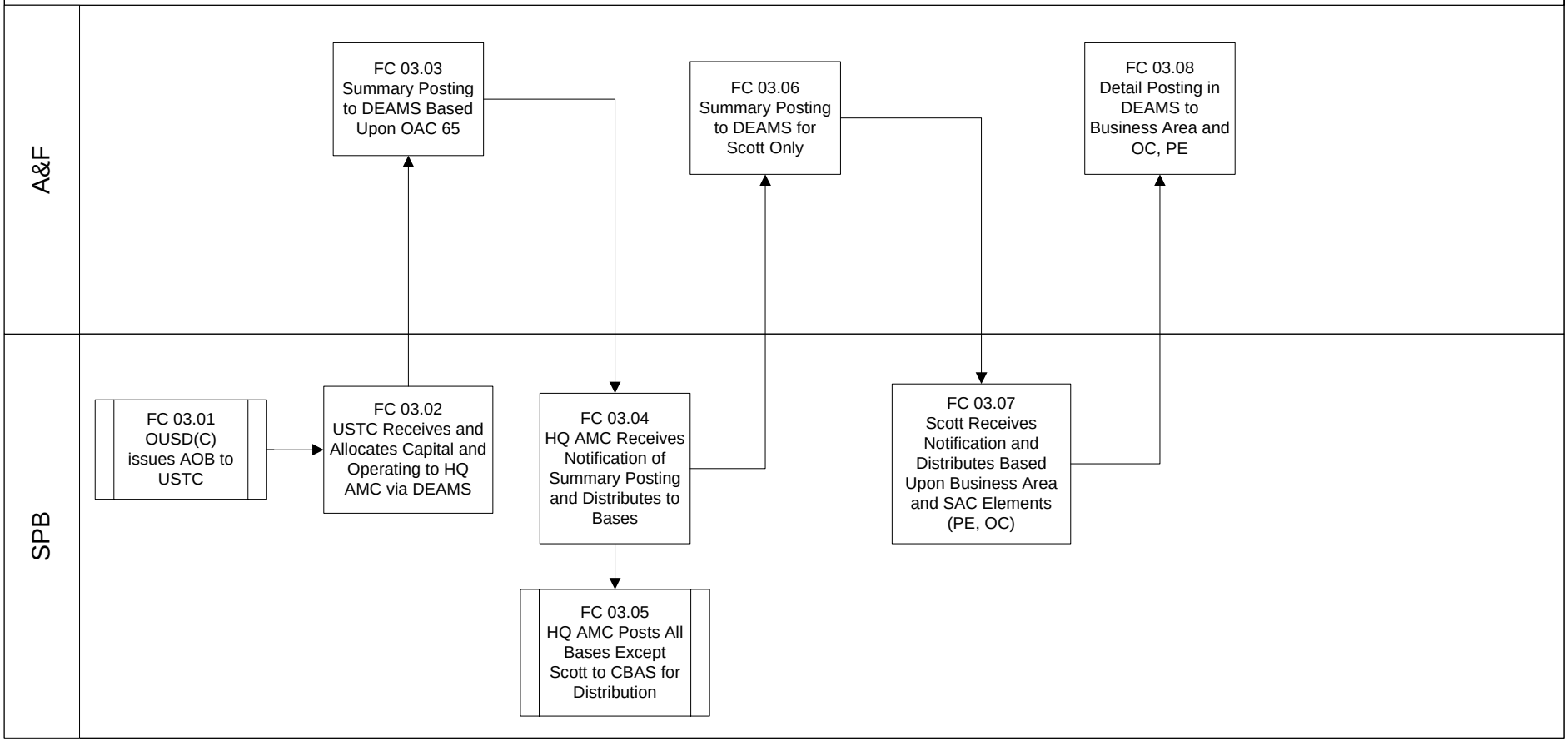


Diagram: FC 03 Transportation Working Capital Fund AOB Operating and Capital

A revolving fund is an account or fund that relies on sales revenue rather than direct appropriations to finance its operations. Revolving Fund Activities are provided with Annual Operating and Capital Budgets. The Annual Operating Budget (AOB) includes all direct, indirect, and general & administrative costs, including expenses for depreciation of assets. Costs include labor, non-labor, materials, supplies, utilities, real property maintenance, personnel and payroll support. The Capital Budget includes funding of investment items for industrial equipment, construction, telecommunications equipment, IT infrastructure, and software.

Diagram: FC 03 Transportation Working Capital Fund AOB Operating and Capital

Process: FC 03.02 USTC Receives and Allocates Capital and Operating to HQ AMC via the system

Receive funding document from OUSD.

Key Data Element: APPN, Program Year, OAC, OBAN, Activity Group, Operating or Capital (ADPE & Telecom or Software or MILCON), Carry over or new authority.

Inputs

Source: FC 03.01

Schedule: Annually

Direction: Push

Medium: Manual

Functional Data: Annual Operating Budget (AOB) : Annual authorization of operating and capital

Steps

1 Process: The system shall create journal upon the recording of the receipt of AOB into the system at summary level for further distribution to TCC's.

User Role: OTHER

Automation: Manual

Security: Create

Edits:

Requirements:

Outputs

Destination: FC 03.03

Schedule: Annually

Medium: Internal

Functional Data:

Diagram: FC 03 Transportation Working Capital Fund AOB Operating and Capital

Process: FC 03.03 Summary Posting to the system Based Upon OAC 65

The system shall systemically post journal. Systemically post journal created in FC 03.02

Key Data Element: APPN, Program Year, OAC, OBAN, Activity Group, Operating or Capital (ADPE & Telecom or Software or MILCON), Carry over or new authority.

Inputs

Source: FC 03.02
Schedule: Annually
Direction: System Internal
Medium: Internal
Functional Data:

Steps

1 Process: The system shall systemically post journal.
User Role: OTHER
Automation: User Initiated in System
Security: Update
Edits:
Requirements:

Outputs

Destination: FC 03.04
Schedule: Annually
Medium: Internal
Functional Data:

Diagram: FC 03 Transportation Working Capital Fund AOB Operating and Capital

Process: FC 03.04 HQ AMC Receives Notification of Summary Posting and Distributes to Bases

The AMC component issues funds to HQ account and bases using CBAS funds control module. Operating and Capital funds are issued by program element, project and object class.

Key Data Element: APPN, Program Year, OAC, OBAN, Activity Group, Operating or Capital (ADPE & Telecom or Software or MILCON), Carry over or new authority.

Inputs

Source: FC 03.03

Schedule: Annually

Direction: System Internal

Medium: Internal

Functional Data:

Steps

1 Process: The system shall send workflow notification to HQ AMC to reverse summary journal and posts detail journal by OBAN for Scott AFB.

User Role: OTHER

Automation: Manual/Automatic

Security: Create

Edits:

Requirements:

Outputs

Destination: FC 03.06

Schedule: Annually

Medium: Internal

Functional Data:

Diagram: FC 03 Transportation Working Capital Fund AOB Operating and Capital

Process: FC 03.06 Summary Posting to the system for Scott Only

Systemically post journal into the system.

Key Data Element: APPN, Program Year, OAC, OBAN, Activity Group, Operating or Capital (ADPE & Telecom or Software or MILCON), Carry over or new authority,

Inputs

Source: FC 03.04
Schedule: Annually
Direction: System Internal
Medium: Internal
Functional Data:

Steps

1 Process: The system shall systemically post journal.
User Role: OTHER
Automation: Automatic
Security: Update
Edits:
Requirements:

Outputs

Destination: Updated budgetary summary accounts FC 03.07
Schedule: Annually
Medium: Internal
Functional Data:

Diagram: FC 03 Transportation Working Capital Fund AOB Operating and Capital

Process: FC 03.07 Scott Receives Notification and Distributes Based Upon Business Area and SAC Elements (PE, OC)

The AMC component issues funds to HQ account and bases using CBAS funds control module. Operating and Capital funds are issued by Program element, project and object class.

Key Data Element: APPN, Program Year, OAC, OBAN, Activity Group, Operating or Capital (ADPE & Telecom or Software or MILCON), Carry over or new authority.

Inputs

Source: FC 03.06

Schedule: Annually

Direction: System Internal

Medium: Internal

Functional Data:

Steps

1 Process: The system shall send workflow notification to Wing budget office to reverse summary journal and create detail journal by required lower level accounting elements for Scott AFB.

User Role: OTHER

Automation: Manual/Automatic

Security: Create

Edits:

Requirements:

Outputs

Destination: FC 03.08

Schedule: Annually

Medium: Internal

Functional Data:

Diagram: FC 03 Transportation Working Capital Fund AOB Operating and Capital

Process: FC 03.08 Detail Posting in the system to Business Area and OC, PE

The system shall reverse summary and post detail journal per budget direction. Upon recommendation from Financial Management Board and Financial Working Group, funds are further distributed to AMC organizations on base. Operating and Capital funds are issued by program element, project, work center, and object class.

Key Data Element: APPN, Program Year, OAC, OBAN, Activity Group, Operating or Capital (ADPE & Telecom or Software or MILCON), Carry over or new authority.

Inputs

Source: FC 03.07

Schedule: Annually

Direction: System Internal

Medium: Internal

Functional Data: Summary journal from MAJCOM : Reverse summary journal and post to detail workcenters/business lines

Steps

1 Process: The system shall reverse summary and post detail journal per budget direction.

User Role: OTHER

Automation: Manual/Automatic

Security: Create

Edits:

Requirements:

Outputs

Destination: General ledger journal entry

Schedule: Annually

Medium: Internal

Functional Data:

FC 04 Request for Additional CY Funds or Reprogramming

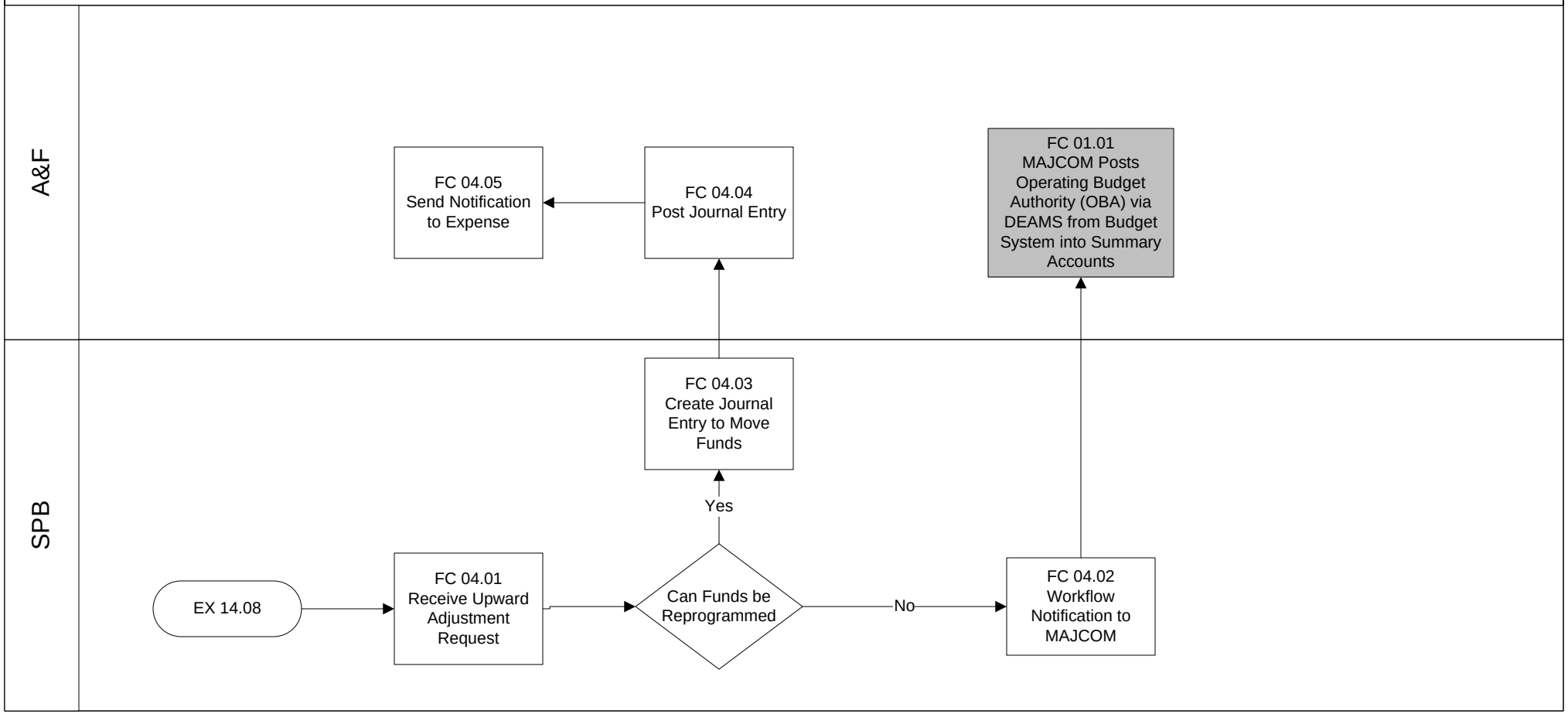


Diagram: FC 04 Request for Additional Current Year Funding or Re-programming

Accounts Payable may have incoming by others where the obligation is less than the expense. In these instances request for additional funding flows through budget for increase to current year by request for additional funds from MAJCOM or re-programming may be authorized

Diagram: FC 04 Request for Additional Current Year Funding or Re-programming

Process: FC 04.01 Receive Upward Adjustment Request

The request for additional current year funding must be submitted through budget. Two things may happen, either reprogram or request money from higher headquarters.

Key Data Element: OAC, OBAN, APPN, FY, Expiring YR, BA, Reimbursement/Direct indicator,

Inputs

Source: EX 14.08
Schedule: On Demand
Direction: Push
Medium: Internal
Functional Data: Workflow : Notification for additional funds workflow

Steps

1 Process: The system shall not allow to pay bill if greater than obligation amount. Therefore a request for additional funds is submitted.
User Role: A/P PAYMENT APPROVER
Automation: Automatic
Security: Create
Edits:
Requirements:

Outputs

Destination: FC 04.02
Schedule: On Demand
Medium: Internal
Functional Data:

Diagram: FC 04 Request for Additional Current Year Funding or Re-programming

Process: FC 04.02 Workflow Notification to MAJCOM

Request for additional current year money is submitted to MAJCOM via workflow. If approved then follow procedures in FC 01 process flow.

Key Data Element: OAC, OBAN, APPN, FY, Expiring YR, BA, Reimbursement/Direct indicator,

Inputs

Source: FC 04.01

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data: OBA : If approved, post as you would using FLOW FC01 OBA

Steps

1 Process: If fund can not be re-programmed at the base level, then the system shall provide workflow request with supporting documentation to MAJCOM to request additional funds.

User Role: OTHER

Automation: User Initiated in System

Security: Create

Edits:

Requirements:

Outputs

Destination: MAJCOM budget analyst FC 01.01

Schedule: On Demand

Medium: Internal

Functional Data:

Diagram: FC 04 Request for Additional Current Year Funding or Re-programming

Process: FC 04.03 Create Journal Entry to Move Funds

The system shall review funding to determine if excess is available and create journal to move and send workflow notification.. Reprogram money when authorized by the funding document.

Key Data Element: OAC, OBAN, APPN, FY, Expiring YY, BA, Reimbursement/Direct indicator

Inputs

Source: FC 04.01
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data:

Steps

1 Process: The system shall review funding to determine if excess is available in another workcenter and same BA or Project. If so create journal to move and send workflow notification.
User Role: OTHER
Automation: User Initiated in System
Security: Create
Edits:
Requirements:

Outputs

Destination: FC 04.04
Schedule: On Demand
Medium: Internal
Functional Data:

Diagram: FC 04 Request for Additional Current Year Funding or Re-programming

Process: FC 04.04 Post Journal Entry

Auto post journal in system to reprogram money

Key Data Element: OAC, OBAN, APPN, FY, Expiring YR, BA, Reimbursement/Direct indicator,

Inputs

Source: G/L

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data: Create journal : Reprogram money within the system between workcenters or program elements

Steps

1 Process: The system shall systemically post journal.

User Role: OTHER

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: Workflow notification to resource advisor and budget analyst notifying of monies moved

Schedule: On Demand

Medium: Internal

Functional Data:

Diagram: FC 04 Request for Additional Current Year Funding or Re-programming

Process: FC 04.05 Send Notification to Expense

The system shall send notification to expense once the journal has posted in the system to reporgram money.

Key Data Element: OAC, OBAN, APPN, FY, Expiring, YR, BA, Reimbursement/Direct Indicator

Inputs

Source: G/L

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data: Create Journal : Reprogram money within the system between workcenters or program elements

Steps

Process: The system shall systematically send notification.

User Role: OTHER

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: Workflow notification to expense, resource advisor and budget analyst notifying of monies moved

Schedule: On Demand

Medium: Internal

Functional Data:

FC 05 General Funds Continuing Resolution Authority (CRA)

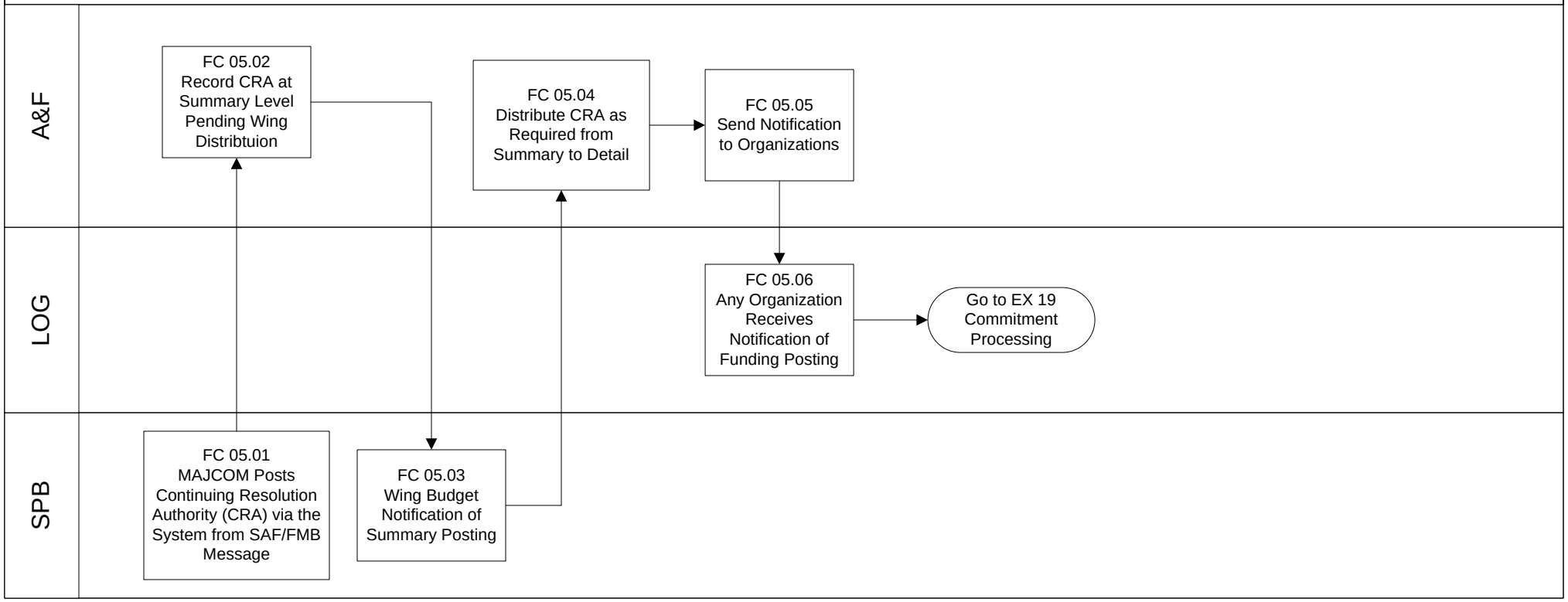


Diagram: FC 05 General Funds Continuing Resolution Authority (CRA)

Continuing Resolutions (CRs) are joint resolutions (passed by the House and the Senate and signed by the President) that provide continuing appropriations for a fiscal year. Continuing resolutions are enacted when Congress has not yet passed one or more appropriations bills for a fiscal year or when the President has vetoed congressionally passed appropriations bills. Lacking appropriations, most programs cannot incur new obligations. Continuing Resolutions usually do not appropriate specific sums of money. Instead CR's provide calculated percentages or "formulas" for calculating the amounts available for continuing programs at minimal levels. Continuing resolutions provide funds for projects and activities. In most cases, the term "programs and projects" refers to appropriation accounts, but not always. When there is no authority issued, a letter is received from SAF/FMBO through the MAJCOM to the Wing expressing to proceed in a prudent manner.

Diagram: FC 05 General Funds Continuing Resolution Authority (CRA)

Process: FC 05.01 MAJCOM Posts Continuing Resolution Authority (CRA) via the System from SAF/FMB Message

SAF/FMB receives notification of CRA signed by the President. In turn a message or letter is sent to MAJCOM to proceed in a prudent manner and lacking appropriations, most programs cannot incur new obligations for new projects.

Key Data Element: OAC, APPN, FY, Expiring Year, BA, Project,

Inputs

Source: FC 05.01
Schedule: On Demand
Direction: Push
Medium: Unknown
Functional Data: Message or Letter from SAF/FMB : Receive Notification from Higher Headquarters

Steps

1 Process: The system shall receive message and allow MAJCOM to create journal from SAF/FMB guidance.
User Role: Command Budget Analyst
Automation: Manual
Security: N/A
Edits:
Requirements:

2 Process: The system shall create summary journal in the system for Scott AFB with workflow notification to proceed in a prudent manner.
User Role: Command Budget Analyst
Automation: Manual/Automatic
Security: Create
Edits:
Requirements:

Outputs

Destination: FC 05.02
Schedule: On Demand
Medium: Unknown
Functional Data:

Diagram: FC 05 General Funds Continuing Resolution Authority (CRA)

Process: FC 05.02 Record CRA at Summary Level Pending Wing Distribution

Summary journal created in FC 05.01 is posted to the G/L. Post as established in flow FC 01

Key Data Element: OAC, OBAN, APPN, FY, Expiring Yr, BA, Reimbursement/Direct indicator,

Inputs

Steps

Process: unk

User Role: NONE

Automation: Automatic

Security: N/A

Edits:

Requirements:

Outputs

Diagram: FC 05 General Funds Continuing Resolution Authority (CRA)

Process: FC 05.03 Wing Budget Notification of Summary Posting

Through workflow the base is notified of the summary posting and must take action to further distribute.

Key Data Element:

Inputs

Steps

Outputs

Diagram: FC 05 General Funds Continuing Resolution Authority (CRA)

Process: FC 05.04 Distribute CRA as Required from Summary Journal

The base creates a journal to reverse summary postings and distribute to details. This journal is posted to the G/L.

Key Data Element:

Inputs

Steps

Outputs

Diagram: FC 05 General Funds Continuing Resolution Authority (CRA)

Process: FC 05.05 Send Notification to Organizations

Notification is sent to organizations on base informing of the distribution of funds.

Key Data Element:

Inputs

Steps

Outputs

Diagram: FC 05 General Funds Continuing Resolution Authority (CRA)

Process: FC 05.06 Any Organization Receives Notification of Funding Posting

Organizations acknowledge receipt and begin processing. This items links to EX Commitment Processing.

Key Data Element:

Inputs

Steps

Outputs

FC 06 General Funds Expired Appropriations

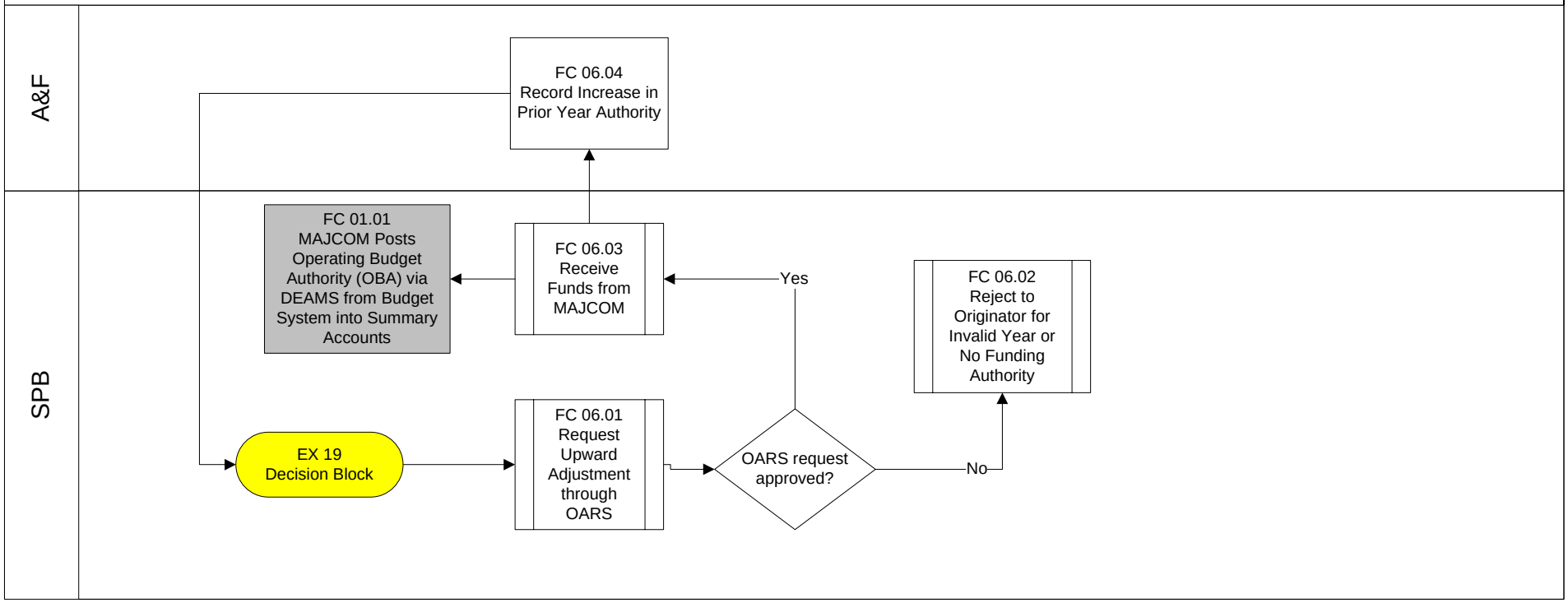


Diagram: FC 06 General Funds Expired Appropriations

In November 1990, Congress passed, and the President signed, Public Law 101-5101, which superseded prior reporting requirements. This law requires that agencies keep any remaining budget authority for five years after the appropriation expires to use in paying unliquidated obligations and liabilities on the books at expiration. For the purpose of expired appropriations, the final funding document is issued as of 30 Sep the last year the appropriation is available for obligation. The only time a new document may be issued is upon a valid upward adjustment and determination has been made as to bona fide need rule. Submission for upward adjustments is accomplished within the budget domain using Obligation Adjustment Request System (OARS). Reference OMB circular A-34, expired appropriations.

Diagram: FC 06 General Funds Expired Appropriations

Process: FC 06.01 Request Upward Adjustment Through OARS

Expense team commitment processing initiates the upward adjustment. Budget submits a requests through the (OARS) Obligation Adjustment Request System to MAJCOM

Key Data Element: OAC, OBAN, APPN, FY, Expiring YR, BA, Reimbursement/Direct indicator,

Inputs

Source: Notification of additional funds needed from expense team

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data: Operating Budget Authority (OBA) : A sequential funding document is issued upon approval.

Steps

1 Process: The system shall send internal notification requesting additional funds for upward adjustment.

User Role: OTHER

Automation: User Initiated in System

Security: Read Only

Edits:

Requirements:

Outputs

Destination: Budget Analyst/Resource Advisor

Schedule: On Demand

Medium: Internal

Functional Data:

Diagram: FC 06 General Funds Expired Appropriations

Process: FC 06.02 Reject to Originator for Invalid Year or No Funding Authority

Send workflow notification to expense to continue and establish NULO.

Key Data Element: OAC, OBAN, APPN, FY, Expiring YR, BA, Reimbursement/Direct indicator,

Inputs

Source: The system fund control and MAJCOM funds control
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data:

Source: Fund Control
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data:

Steps

1 Process: The system shall send notification to expense to establish a NULO with correct contingency code (ESP).
User Role: OTHER
Automation: User Initiated in System
Security: Read Only
Edits:
Requirements:

Outputs

Destination: Budget report
Schedule: On Demand
Medium: Internal
Functional Data:

Destination: Expense team
Schedule: On Demand
Medium: Internal
Functional Data: Authorization to post NULO : Journal entry approval with proper codes

Diagram: FC 06 General Funds Expired Appropriations

Process: FC 06.03 Receive Funds from MAJCOM

OARS request approved and MAJCOM prepares funding document and creates summary journal in the system. This in turn links back to flow FC 01 for continuation of processing.

Key Data Element: OAC, OBAN, APPN, FY, Expiring YR, BA, Reimbursement/Direct indicator,

Inputs

Steps

Outputs

Diagram: FC 06 General Funds Expired Appropriations

Process: FC 06.04 Record Increase in Prior Year Authority

The system shall send workflow notification of funds received and recorded to expense to continue processing. Send workflow notice to expense indicating additional funds have been received and recorded.

Key Data Element: OAC, OBAN, APPN, FY, Expiring YR, BA, Reimbursement/Direct indicator,

Inputs

Source: FC 06.03
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data:

Steps

1 Process: The system shall send workflow notification of funds received and recorded to expense to continue processing.
User Role: OTHER
Automation: User Initiated in System
Security: Read Only
Edits:
Requirements:

Outputs

Destination: EX 19
Schedule: On Demand
Medium: Internal
Functional Data:

FC 07 - Cancelled Appropriations

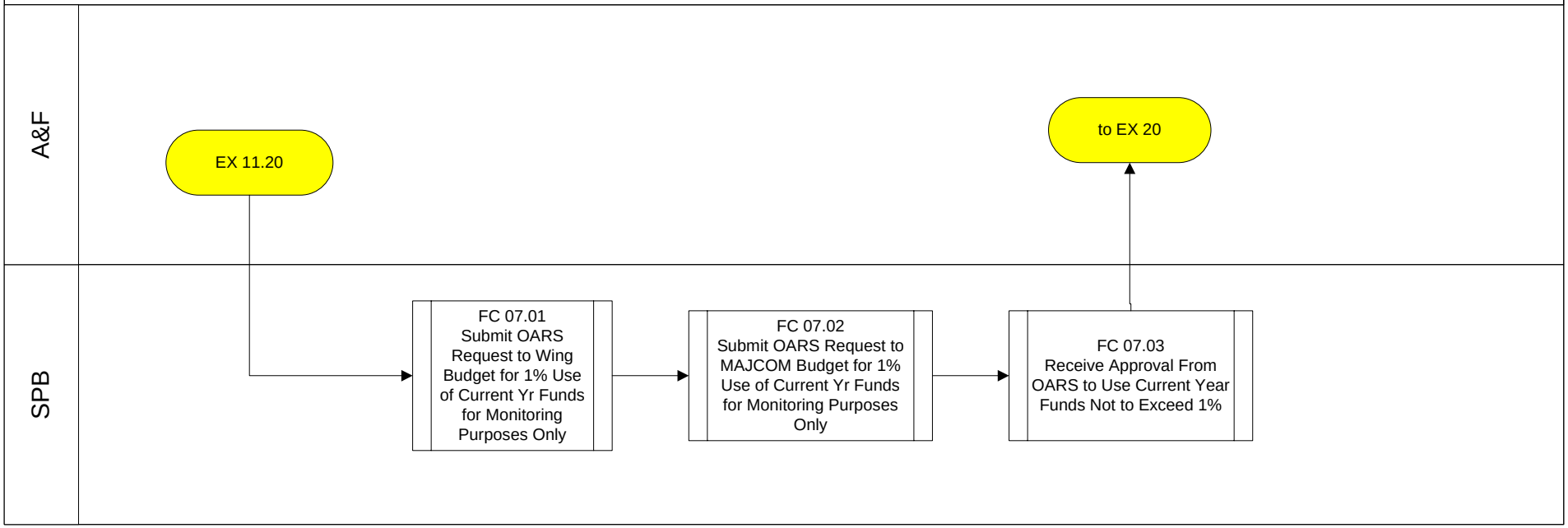


Diagram: FC 07 Cancelled Appropriations

In November 1990, Congress passed, and the President signed, Public Law 101-5101, which superseded prior reporting requirements. This law requires that agencies keep any remaining budget authority for five years after the appropriation expires to use in paying unliquidated obligations and liabilities on the books at expiration. At the end of that five-year period for that Treasury Appropriation Fund Symbol (TAFS):

- All budgetary resources, both obligated and unobligated, are canceled;
- Fund balance is returned to Treasury; and
- Any receivables and payables are canceled for that TAFS, but remain.

Canceled payables must be paid from funds of subsequent appropriations available for the same general purpose as the one from which the payables were canceled. These payments are subject to the 1 percent limitation rule (the sum of all items paid from a current appropriation for all past canceled appropriations may not exceed 1 percent of the current appropriation). Further guidance is provided in OMB Circular No. A-11, Section 130.10 for canceled obligations and payables. At the time a TAFS is canceled, any collectible account receivable is re-established in a miscellaneous receipt account. Upon collection, the funds are deposited to Treasury miscellaneous receipt account 3200 – Collections of Receivables from Canceled Accounts.

Diagram: FC 07 Cancelled Appropriations

Process: FC 07.01 Submit OARS Request to Wing Budget for 1% Use of Current Yr Funds for Monitoring Purposes Only

Expense submits a workflow notification to budget for a canceled year payment based upon receipt of an invoice. Budget records the request in OARS for tracking of the 1% of current year funding authorized.

Key Data Element: OAC, OBAN, APPN, FY, Expiring YR, BA, Reimbursement/Direct indicator,

Inputs

Source: EX 20

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data: Workflow notification from expense team : Expense teams requests the use of current year funding to cover cancelled invoice received

Steps

1 Process: System shall generate OARS request to track the use of 1% limitation on current year funding for canceled year to Wing Budget office.

User Role: OTHER

Automation: User Initiated in System

Security: Read Only

Edits:

Requirements:

Outputs

Destination: FC 07.02

Schedule: On Demand

Medium: Unknown

Functional Data:

Diagram: FC 07 Cancelled Appropriations

Process: FC 07.02 Submit OARS Request to MAJCOM Budget for 1% Use of Current Yr Funds for Monitoring Purposes Only

Wing Budget submits a workflow notification to MAJCOM for a cancelled year payment based upon receipt of an invoice. MAJCOM updates the request in OARS for tracking of the 1% current year funding authorized.

Key Data Element: OAC, OBAN, APPN, FY, Expiring YR, BA, Reimbursement/Direct indicator,

Inputs

Source: FC 07.01

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data: Workflow Notification from Expense Team : Expense teams requests the use of current year funding to cover cancelled invoice received.

Steps

1 Process: The system shall generate OARS request to track the use of 1% limitation on current year funding for cancelled year to Wing Budget Office.

User Role: OTHER

Automation: User Initiated in System

Security: Read Only

Edits:

Requirements:

Outputs

Destination: FC 07.03

Schedule: On Demand

Medium: Unknown

Functional Data: Ensure expense populates the proper G/L accounts for closed and current year accounts using proper contingency code (formerly ESP) : DR 4350 CR 4201 and DR 4610 CR 4901

Diagram: FC 07 Cancelled Appropriations

Process: FC 07.03 Receive Approval from OARS to Use Current Year Funds not to Exceed 1%

Budget receives and sends notification to expense to use current year funds with contingency code assigned to track 1% spending in the system. Expense must ensure proper budgetary accounts are posted for canceled and current year when processing the payment.

Key Data Element: OAC, OBAN, APPN, FY, Expiring YR, BA, Reimbursement/Direct Indicator

Inputs

Source: FC 07.02

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data:

Steps

Process: The system shall send workflow notification to expense and authorize use of current year funds for payment.

User Role: OTHER

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Destination: EX 20

Schedule: On Demand

Medium: Internal

Functional Data: DR 4350 CR 4201 and DR 4610 CR 4901 : Ensure expense populates the proper G/L accounts for closed and current year accounts using proper contingency code (formerly ESP)

GL 01 General Ledger Receipt of Source Data

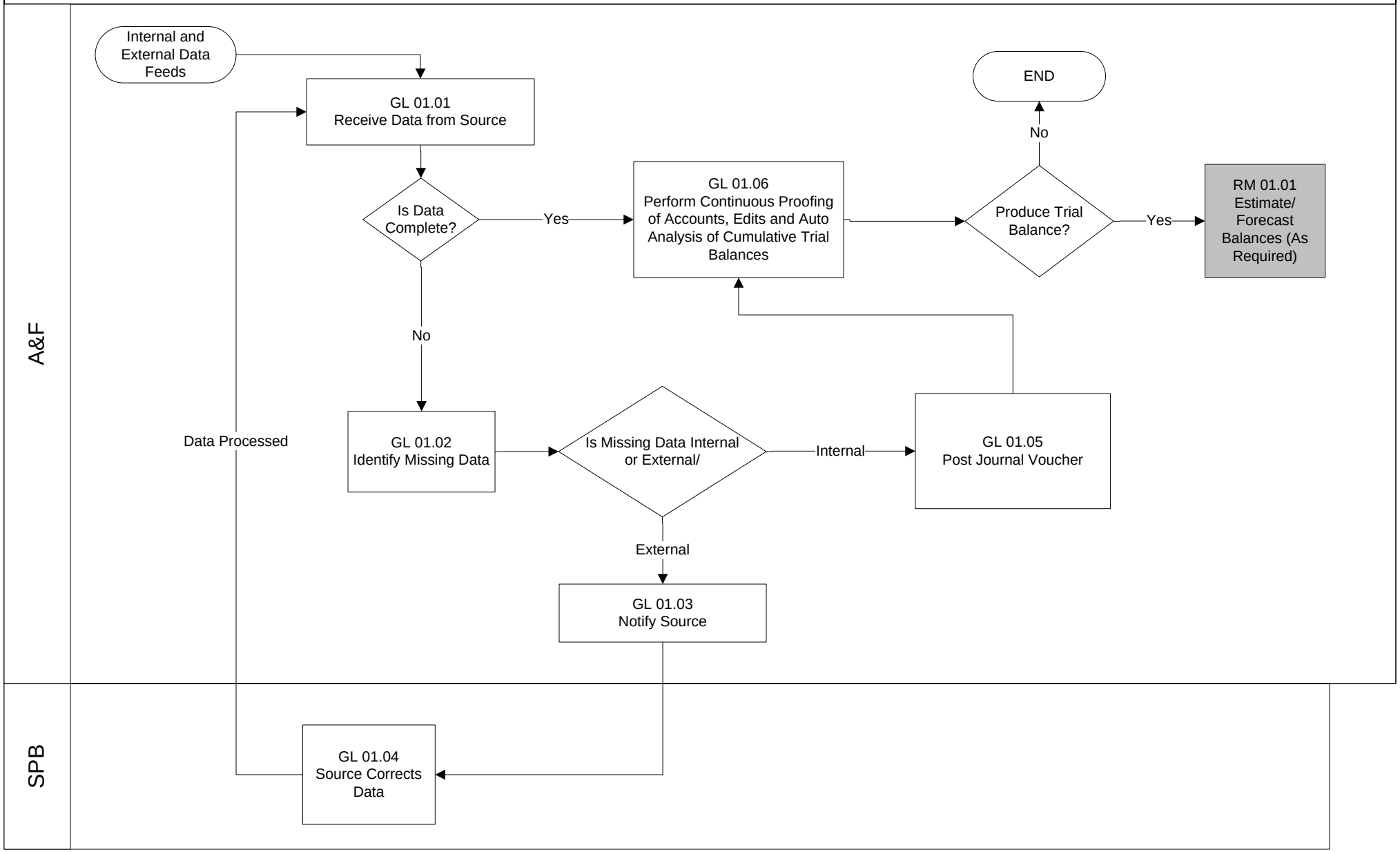


Diagram: GL 01 General Ledger Receipt of Source Data

The system shall accept receipt of data into the source system for general ledger update used for the creation of interim trial balance reports.

Diagram: GL 01 General Ledger Receipt of Source Data

Process: GL 01.01 Receive Data from Source

The system will be capable of receiving data from various feeder systems as well as direct input into the accounting (system – single source input) system for near real time updates to the general ledger. Updates to the general ledger will be transaction driven and occur when a financial event takes place. The General Ledger will be USSGL compliant per the Treasury Financial Manual (reference http://fms.treas.gov/ussgl/current.html). The Chart of Accounts provides the basic structure for the USSGL (reference system attribute legend and system COA documents). When recording financial events both budgetary and proprietary accounts will post simultaneously to the general ledger and will be self-balancing. In addition, recording of financial events will post to the general ledger for the proper accounting period using the accrual method of accounting. This means the system must record financial events in the general ledger at the lowest level and to the proper accounting period to include concurrent periods until the prior period is complete. The system will be USSGL compliant in accordance with the Treasury Financial Manual to include the Standard Account Code Structure still being developed as of this publication for a further explanation of the Standard Account Code Structure (Reference Standard Account Code Structure Deliverable document).

Key Data Element: USSGL, Standard Account Code, Line of Accounting, type transactions

Inputs

Source: External Interfaces
Schedule: On Demand
Direction: Pull
Medium: Electronic
Functional Data:

Steps

1 Process: The system shall have a point of original entry to receive transactions and record financial events into the general ledger.
User Role: SGL EXTERNAL INFORMATION GENERATOR
Automation: Manual/Automatic
Security: Create
Edits:
Requirements:

2 Process: The system shall accept direct input of source data into the system to include single source system input of financial events.
User Role: SGL EXTERNAL INFORMATION GENERATOR
Automation: Manual
Security: Create
Edits:
Requirements:

3 Process: The system shall accept journal vouchers from internal source.
User Role: SGL EXTERNAL INFORMATION GENERATOR
Automation: Manual/Automatic
Security: Create
Edits:
Requirements:

4 Process: The system shall accept corrections of reject transactions.
User Role: SGL EXTERNAL INFORMATION GENERATOR
Automation: Manual
Security: Update
Edits:
Requirements:

Outputs

Destination: GL 01.06
Schedule: On Demand
Medium: Electronic

Diagram: GL 01 General Ledger Receipt of Source Data

Process: GL 01.01 Receive Data from Source

Functional Data:

Destination: GL 01.02

Schedule: On Demand

Medium: Electronic

Functional Data:

Diagram: GL 01 General Ledger Receipt of Source Data

Process: GL 01.02 Identify Missing Data

The system shall identify missing data. This process is dependent on a determination if data received from the source system is complete.
If the outcome of the decision is “no” then go to Identify Missing Data GL 01.02. This process examines incoming interfaces to determine if the interface file is complete. The system will ensure receipt of all expected interface files per interface agreements with feeder systems. The system will track receipt of these files and/or near real time transactions and provide management reports for missing transactions and/or files.
If the outcome of the decision is “yes” then go to Perform Continuous Proofing of Accounts, Edits, and auto analysis of cumulative trial balances GL 01.06.

Key Data Element: Standard Account Code, USSGL, LOA

Inputs

Source: GL 01.01 through decision point
Schedule: On Demand
Direction: Pull
Medium: Electronic
Functional Data:

Steps

1 Process: The system must be capable of automatically tracking daily interface files and providing reports indicating if files are complete or incomplete.
User Role: SGL FINANCIAL DATA MAINTAINER
Automation: Automatic
Security: Create
Edits:
Requirements:

2 Process: Review data in the accounting system to ensure all transactions that should be in the system for a particular accounting/reporting period are entered in the system.
User Role: SGL FINANCIAL INFORMATION ANALYZER
Automation: Manual
Security: Read Only
Edits:
Requirements:

Outputs

Destination: GL 01.03
Schedule: On Demand
Medium: Electronic
Functional Data:

Destination: GL 01.05
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: GL 01 General Ledger Receipt of Source Data

Process: GL 01.03 Notify Source

The system shall notify the source for correction if the source fails to transmit or submit missing or incomplete data.

Key Data Element: USSGL, Standard Account Code, Line of Accounting, type transactions

Inputs

Source: GL 01.02 through Decision Point

Schedule: On Demand

Direction: Push

Medium: Electronic

Functional Data:

Steps

1 Process: Determine if missing or incomplete data is received from an external or internal source. External source is defined as actions needed to be performed by another domain. Internal source is defined as actions taken by ACC/FIN.

User Role: SGL DATA ENTRY VALIDATOR

Automation: Manual

Security: Read Only

Edits:

Requirements:

Outputs

Destination: GL 01.04

Schedule: On Demand

Medium: Electronic

Functional Data:

Diagram: GL 01 General Ledger Receipt of Source Data

Process: GL 01.04 Sources Corrects Data

Other domains have been notified and are responsible for ensuring that the necessary actions are taken to affect the correction. This is accomplished through transmitting another interface or by direct input to the System. Instances whereby time does not permit input or interface, provides supporting information/data to ACC/FIN for their journal voucher updating of the System.

Key Data Element: Interface files

Inputs

Source: GL 01.03
Schedule: On Demand
Direction: Push
Medium: Electronic
Functional Data:

Steps

1 Process: Other Domains correct missing or incomplete data and provide new or corrected data (transaction to record the financial event).
User Role: SGL JOURNAL ENTRY PROCESSOR
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

2 Process: Other Domains provide information for journal voucher
User Role: SGL DATA ENTRY VALIDATOR
Automation: Automatic
Security: Create
Edits:
Requirements:

Outputs

Destination: GL 01.01
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: GL 01 General Ledger Receipt of Source Data

Process: GL 01.05 Post Journal Voucher

The system shall post journal voucher or accept a correction to the transaction. If missing or incomplete data is internal, but too late to update the trail balance, process a journal voucher. Missing or incomplete data that cannot be corrected by the source (external) prior to pre-established required reporting dates may require preparation of a journal voucher (automated) to record the financial event within the same accounting month (accrual accounting).

Key Data Element: debit/credit amounts, description

Inputs

Source: GL 01.02 through Decision Point
Schedule: On Demand
Direction: Push
Medium: Electronic
Functional Data:

Steps

1 Process: Prepare journal vouchers to record financial events.
User Role: SGL JOURNAL ENTRY PROCESSOR
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

2 Process: Approval of Journal Voucher for auto post to general ledger.
User Role: SGL DATA ENTRY VALIDATOR
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

Outputs

Destination: GL 01.06
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: GL 01 General Ledger Receipt of Source Data

Process: GL 01.06 Perform Continuous Proofing of Accounts, Edits, and Auto Analysis of Cumulative Trial Balances

The system must enable constant proofing of accounts, validation of data, automated preliminary analysis of the G/L. Continuous update of the G/L accounts is driven by the need to perform analysis on a constant basis.

Key Data Element: Normal Dr/Cr balances, Dr=Cr, automatic reconciliations, estimate and forecasted balances

Inputs

Source: GL 01.05
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Source: GL 01.01 through decision point
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: The system shall continuous reviewing of GL to ensure that the data is accurate according to originating transaction/interface.
User Role: SGL FINANCIAL DATA MAINTAINER
Automation: Automatic
Security: Create
Edits:
Requirements:

2 Process: The system shall ensure all proofs are self balancing.
User Role: SGL FINANCIAL INFORMATION ANALYZER
Automation: Manual/Automatic
Security: Read Only
Edits:
Requirements:

3 Process: The ongoing analysis is ensuring that variances and thresholds are not exceeded and anticipated accruals/ estimates are available as well as reversal of previous period accruals.
User Role: SGL FINANCIAL INFORMATION ANALYZER
Automation: Automatic
Security: Create
Edits:
Requirements:

4 Process: The system shall ensure that all journal vouchers and accruals from previous period needing to be reversed are reversed.
User Role: SGL FINANCIAL DATA MAINTAINER
Automation: Automatic
Security: Create
Edits:
Requirements:

Outputs

Destination: RM 01.01
Schedule: On Demand
Medium: Electronic

Diagram: GL 01 General Ledger Receipt of Source Data

Process: GL 01.06 Perform Continuous Proofing of Accounts, Edits, and Auto Analysis of Cumulative Trial Balances

Functional Data:

PE 01 - PPE Asset Capitalization

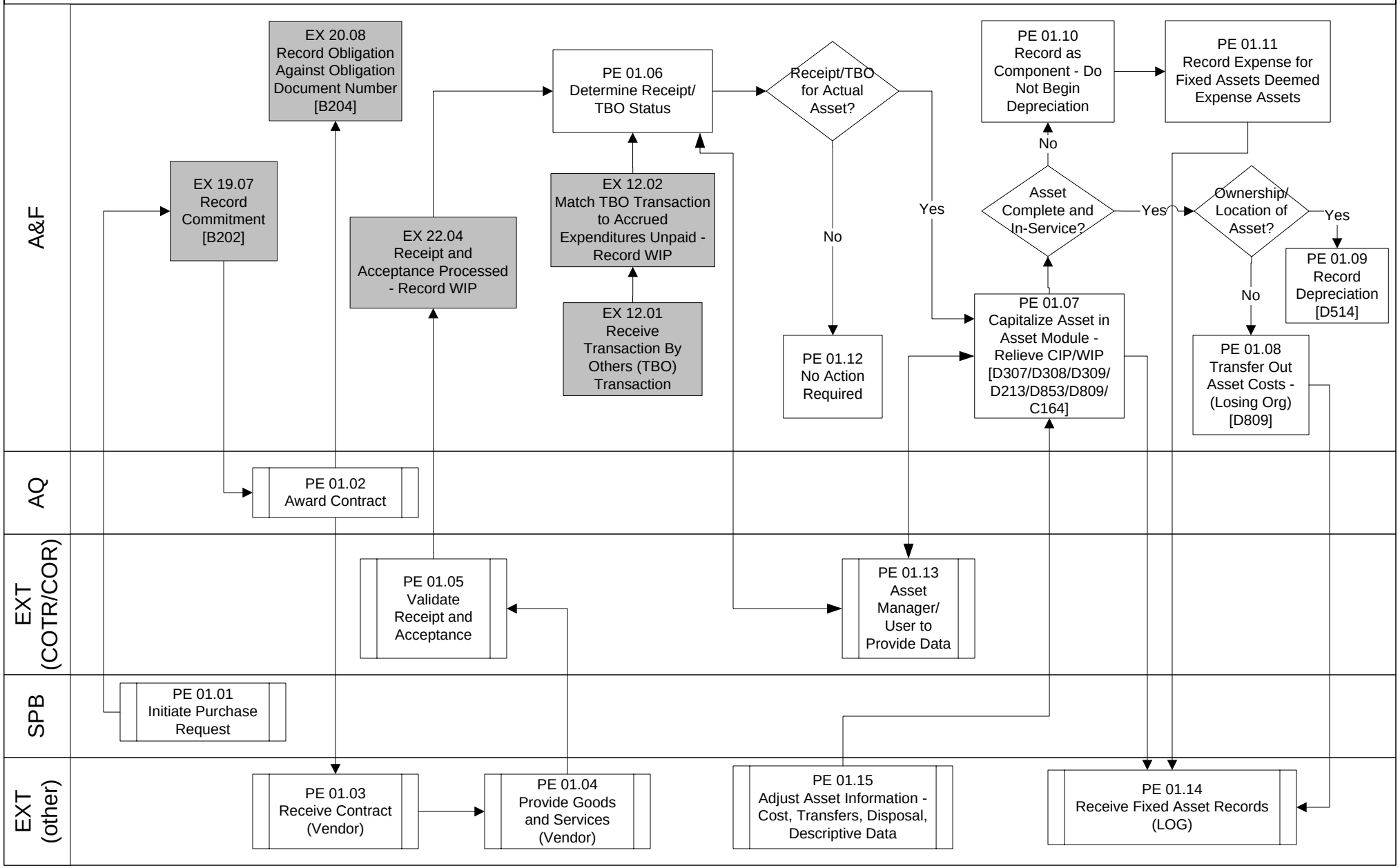


Diagram: PE 01 PPE Asset Capitalization (system)

Process to record and report fixed assets within the system

Diagram: PE 01 PPE Asset Capitalization (system)

Process: EX 12.01 Receive Transaction By Others Transaction

See EX 12; Fixed assets are identified within LOA. When TBOs received, fixed asset transactions are identified within LOA (BPAC "2" identifies capital, further breakdown of BPAC identifies whether minor construction (MC), equipment or IT hardware (HW) or software (SW).

Key Data Element: LOA, Document number, CLIN, ACRN, $$

Inputs

Steps

1 Process: See EX 12 - Receive TBO transactions. Fixed assets are identified within LOA.

User Role: AP INTRA-AGENCY PAYMENTS AND COLLECT

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Diagram: PE 01 PPE Asset Capitalization (system)

Process: EX 12.02 Match TBO Transaction to Accrued Expenditures Unpaid - Record WIP

Accounting event triggers recording of CIP/WIP. Fixed assets identified in LOA. TBO transactions to match with MIPR or contract number. Need to pick up asset costs in project-related process to work with asset module.

Key Data Element: Document number, CLIN, ACRN, $$, see EX12.02 requirements

Inputs

Steps

Outputs

Diagram: PE 01 PPE Asset Capitalization (system)

Process: EX 19.07 Record Commitment

The system must record commitment; see EX 19.02 & 19.04; The system shall identify program/project for capital/investment requirements. Program/project and asset module to work together for total asset cost.

Key Data Element: LOA, $$, quantity, project code

Inputs

Steps

Process: See EX 19.07; record commitment from ABSS input

User Role: COMMITMENTS PROCESSOR

Automation: Automatic

Security: Create

Edits:

Requirements:

Outputs

Diagram: PE 01 PPE Asset Capitalization (system)

Process: EX 20.08 Record Obligation

Record obligation; See EX 20; Program/project identification from requirements/commitment stage needs to continue through accounting process. Program/project & asset module to work together for total asset costs.

Key Data Element: Contract / Mod number, $$, quantity, LOA, project code, Commitment ID, Vendor Name & ID, Terms, Duns # & Cage #

Inputs

Steps

Process: See Ex 20.08; record obligation

User Role: OBLIGATION PROCESSOR

Automation: Automatic

Security: Create

Edits:

Requirements:

Outputs

Diagram: PE 01 PPE Asset Capitalization (system)

Process: EX 22.04 Receipt and acceptance processed - record CIP/WIP

See EX 22; All capital transactions are first recorded in CIP/WIP account before being capitalized and moved to fixed asset module. When receipt is for end item asset (see PE 01.12), UID/asset ID data needs to be captured.

Key Data Element: Document number, terms, $$, quantity, unit of measure, invoice date, ACRN, CLIN, UID/asset ID

Inputs

Steps

Process: See EX 14

User Role: the system accountant

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Diagram: PE 01 PPE Asset Capitalization (system)

Process: PE 01.06 Determine Receipt / TBO Status

Receipt data and Transaction By Others (TBO) transactions are reviewed to determine if actual fixed asset was received. Once asset is received, asset record is initiated/updated with receipt data (accounting & custodial) for capitalization into asset module.

Receipts - Review of receiving report data will/should identify whether actual end-item fixed asset was received. If receipt data is for incremental payment, no action is required as costs will continue to accumulate in CIP/WIP until asset is received. If receipt data is for actual receipt of asset, mark asset for capitalization into asset module. Accumulated costs (review CIP/WIP, program/project data, and contract terms) will be capitalized. If all costs/payments not yet received, contact COTR and/or program manager for assistance. Asset should be capitalized and future costs added to asset value. The system shall process receipt data for accounting and property accountability purposes. The system shall include the following data fields, at a minimum - acquisition cost, net book value, fair market value, useful life, salvage value, depreciation method, disposal, capital improvements, receipt date, acceptance date, service date, estimated service date, estimated receipt date, item description, item location, item condition, quantity & unit of measure, asset ID number, contract or procurement number, invoice or receiving report number, transaction date, name and address of shipper/vendor, shipping address, method of acquiring, current user and ownership status, current use status, identity of property custodian and/or accountable organization.

TBO – Asset receipt data is not included in TBO transaction files; only accounting data is received (appropriation, document ID, contract number, $$). Receipt data is sent to paying station, not the system. At a minimum, monthly review of obligation balances for TBOs is necessary to highlight possible receipt of asset when unliquidated balance is $0, is near $0, or there is no activity for a few months. Program manager must validate acceptance of an asset for each TBO, and equipment custodian can supply relevant custodial and accounting data. System shall allow for manual receipt input.

Key Data Element: Document number, $$, LOA (asset type, project code, FY), quantity, UID/asset ID, receipt date, service date, salvage value, useful life,

Inputs

Source: Recorded CIP/WIP - receipt & by other transactions

Schedule: On Demand

Direction: System Internal

Medium: Report

Functional Data: Recorded CIP/WIP transactions : Recorded CIP/WIP transactions

Steps

1 Process: Mark records for capitalization into asset module for those assets received. Update record with accounting and custodial data, if available. Minimum accounting data required – asset type, acquisition cost, receipt date, useful life (by exception), salvage value (by exception).

User Role: FIXED ASSET PROCESSOR

Automation: Manual/Automatic

Security: Update

Edits:

Requirements:

2 Process: Create report/data pull of all capital CIP/WIP records with $0 obligation balance but no asset receipt on file. Notify program manager by email to access his/her records to determine asset status.

User Role: FIXED ASSET PROCESSOR

Automation: Manual/Automatic

Security: N/A

Edits:

Requirements:

3 Process: Create report/data pull of CIP/WIP accounts that had no activity for at least one month. Notify program manager by email to access his/her records to determine asset status.

User Role: FIXED ASSET PROCESSOR

Automation: Manual/Automatic

Security: Create

Edits:

Requirements:

Diagram: PE 01 PPE Asset Capitalization (system)

Process: PE 01.06 Determine Receipt / TBO Status

4

Process: Create report/data pull of unliquidated obligation balances for those assets capitalized. Notify program manager by email to access his/her records to determine if additional payments are expected or if deobligation is needed.

User Role: FIXED ASSET PROCESSOR

Automation: Manual/Automatic

Security: Update

Edits:

Requirements:

5

Process: Approve assets for capitalization.

User Role: FIXED ASSET MANAGER

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: fixed asset module

Schedule: Monthly

Medium: Internal

Functional Data: Asset record for capitalization : Asset record for capitalization

Diagram: PE 01 PPE Asset Capitalization (system)

Process: PE 01.07 Capitalize Asset in Asset Module - Relieve CIP/WIP

All fixed assets received are capitalized in asset module. CIP/WIP is relieved and permanent asset is recorded. Determination of asset status from program manager is key in determining whether asset is complete or a component and where asset is located. The system shall accumulate costs by program/project and subsequently capitalize the asset in the asset module. System shall have drilldown capability.
Once fixed assets are recorded, fixed asset accountant records all changes or updates to asset records. Most changes are initiated from and dependent on input from outside the accounting system. System shall allow for manual updates of asset records directly in the asset module for all cost, descriptive, transfers and disposal activities.

Key Data Element: Asset type, $$, project code, UID/asset ID, quantity, dates (service, receipt, acceptance), salvage value, useful life, custodial data

Inputs

Steps

1 Process: Initiate asset capitalization in asset module for those fixed assets received and approved for capitalization. Record receipt data but no service date unless validated by program manager. Complete accounting and custodial data input to extent possible before processing.
User Role: FIXED ASSET PROCESSOR
Automation: Manual/Automatic
Security: N/A
Edits:
Requirements:

2 Process: Create report/data pull of all current capitalized assets by program/project. Notify program manager to access system to review his/her records. Main information needed is service date and location of asset. Program manager to provide update by email.
User Role: FIXED ASSET PROCESSOR
Automation: Manual/Automatic
Security: Create
Edits:
Requirements:

3 Process: Update asset records per program manager response.
User Role: FIXED ASSET PROCESSOR
Automation: Manual/Automatic
Security: Create
Edits:
Requirements:

4 Process: Approve capitalization and update general ledger; relieve (CR) CIP/WIP and record permanent asset (DR).
User Role: FIXED ASSET MANAGER
Automation: Automatic
Security: Update
Edits:
Requirements: Blue Book
JFMIP
BMMP

Diagram: PE 01 PPE Asset Capitalization (system)

Process: PE 01.07 Capitalize Asset in Asset Module - Relieve CIP/WIP

5 Process: Update asset records for the following situations.

Cost Changes – Any increases/decreases to asset cost usually flow through accounting system. Adjustments to asset costs can be processed at any stage. Cost changes can include reclassification of expense charges to capitalized assets (e.g. labor costs). Costs are accumulated in a program/project then reclassified from expense to capital and subsequently depreciated.

Descriptive Data Change – Most descriptive data changes do not affect asset balances or generate accounting transactions (e.g. asset description). However, changes to useful life, salvage value, and location can affect asset balances and must be validated by program manager and approved by fixed asset accounting manager for processing. Location changes affecting ownership of asset are processed as a transfer-out.

Transfer-Out – If asset is identified as owned by and located at another organization after asset is recorded in asset module, asset record must be transferred-out. Equipment custodian and program manager must validate information. Fixed asset accounting manager approves processing.

Transfer-In and Donated – Equipment custodian official will identify assets received by the organization from outside the accounting system. Program manager must approve asset for inclusion into his program/project. Minimum data needed: asset type, asset ID, net book value or fair market value, remaining useful life, salvage value (if any), location, transfer/service date, custodial data (optional).

Asset Retirement/Disposal – Program manager will identify assets for disposal, and equipment custodian official will validate disposal date. Disposals may be handled by transfer to another Federal organization. Accounting transaction is needed.

User Role: FIXED ASSET PROCESSOR

Automation: Manual/Automatic

Security: Update

Edits:

Requirements:

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6 Process: Approve updates to capitalized assets that affect asset balances.

User Role: FIXED ASSET MANAGER

Automation: Automatic

Security: Update

Edits:

Requirements: Blue Book
JFMIP
BMMP

Outputs

Diagram: PE 01 PPE Asset Capitalization (system)

Process: PE 01.08 Transfer-out asset costs (Losing Org)

Once asset is received and capitalized in asset module, ownership/location status of asset is needed. Asset may reside at a different location and still be owned (controlled/benefited) by funded organization. No transfer is required, but location information needs to be noted. However, many times the asset is sent directly to a different location and is controlled and benefited by the other organization. These instances require an asset transfer transaction from the funded organization to the using organization. Program manager is responsible for providing asset location and ownership information. The system shall process asset transfers.

Key Data Element: Asset type, $$, Project code, UID/asset ID, location, quantity, service date, salvage value, useful life

Inputs

Source: Validated Asset "ownership" report

Schedule: Monthly

Direction: System Internal

Medium: Internal

Functional Data: Fixed asset report of complete assets : Fixed asset report of complete assets

Steps

1 Process: Create report/data pull of all capitalized assets by program/project. Notify program manager by email to access system to review his/her records. Program manager to respond by email with location/ownership status of individual assets/records.

User Role: FIXED ASSET PROCESSOR

Automation: Automatic

Security: Create

Edits:

Requirements:

2 Process: Update asset location data per program manager input. If asset deemed owned by organization, no transfer action required. Initiate transfer-out transaction for those assets located elsewhere and deemed owned by other funded organization. Input date of transfer and gaining organization information.

User Role: FIXED ASSET PROCESSOR

Automation: Manual/Automatic

Security: N/A

Edits:

Requirements:

3 Process: Approve transfer-out and update general ledger.

User Role: FIXED ASSET MANAGER

Automation: Automatic

Security: Create

Edits:

Requirements: Blue Book
JFMIP
BMMP

Outputs

Diagram: PE 01 PPE Asset Capitalization (system)

Process: PE 01.09 Record Depreciation

In order for depreciation on fixed assets to begin, asset must be in-use/complete and owned/controlled by the organization. Questions of completeness and ownership must be answered by program manager. If asset is complete and owned by funded organization, depreciation commences. Backdated service dates must calculate depreciation from service date. The system shall automatically calculate depreciation based on FMR Vol 4, Chap 6 guidelines for asset types.

Key Data Element: Asset type, $$, project code, UID/asset ID, quantity, service date, receipt date, acceptance date, salvage value, useful life, depreciation method and schedule

Inputs

Source: Recorded Capital Asset Record (owned)

Schedule: Monthly

Direction: System Internal

Medium: Internal

Functional Data: Recorded capital asset record : Recorded capital asset record

Steps

1 Process: Create report/data pull of all capitalized assets with no in-service date by program/project. Notify program manager to access system to review his/her records. Program manager to respond by email with service date and location/ownership of asset.

User Role: FIXED ASSET PROCESSOR

Automation: Manual/Automatic

Security: Create

Edits:

Requirements:

2 Process: Update asset record per program manager input. Service date triggers commencement of depreciation.

User Role: FIXED ASSET PROCESSOR

Automation: Manual/Automatic

Security: Update

Edits:

Requirements:

3 Process: Approve commencement of depreciation. Update general ledger with depreciation expense and accumulated depreciation.

User Role: FIXED ASSET MANAGER

Automation: Manual/Automatic

Security: Update

Edits:

Requirements: Blue Book
JFMIP
BMMP

Outputs

Destination: Updated depreciable capital asset record (owned & in-service)

Schedule: Monthly

Medium: Internal

Functional Data: Depreciation expense : depreciation expense

Diagram: PE 01 PPE Asset Capitalization (system)

Process: PE 01.10 Record as Component - Do Not Begin Depreciation

When asset is received and capitalized into asset module, need to determine if asset is a component/subasset or a complete asset. All individual fixed assets received with costs under $100K must be recorded as a component. If a component, in-service date is not recorded and depreciation does not begin. The system shall allow parent/child assets. The system shall allow for future estimated in-service date for assets.

Key Data Element: Asset type, $$, Project code, UID/asset ID, quantity, service date, salvage value, useful life

Inputs

Steps

1 Process: Create report/data pull of all current capitalized assets with no service date by program/project. Notify program manager to access system to review his/her records. Program manager to determine service date – is asset in-use (complete), or is asset a component? Program manager to provide update by email. Request expected service date from program manager if asset is component.

User Role: FIXED ASSET PROCESSOR

Automation: Manual/Automatic

Security: N/A

Edits:

Requirements:

2 Process: Update asset record per program manager response. Verify service date is not recorded if asset is deemed a component. Also, depreciation is not taken until asset is in service. No accounting transaction is needed.

User Role: FIXED ASSET PROCESSOR

Automation: Manual/Automatic

Security: Update

Edits:

Requirements:

Outputs

Diagram: PE 01 PPE Asset Capitalization (system)

Process: PE 01.11 Record Expense for Fixed Assets Deemed Expense Assets

Assets under $100K acquisition costs and recorded in asset module must be identified as a component. If asset is in use and no other components are expected to complete the asset to over $100K, change asset status from capital to expense. The system shall be able to reclassify costs from capital to expense.

Key Data Element:

Inputs

Source: Capitalized assets less than $100K acquisition cost

Schedule: Monthly

Direction: System Internal

Medium: Internal

Functional Data: Capitalized components under $100K : Capitalized components under $100K

Steps

1 Process: Create report/data pull of all capitalized assets with acquisition costs less than $100K. Notify program manager to access system to review his/her records. Program manager to validate asset status. If no other components/costs are expected to meet $100K threshold, asset should have been expensed and asset expense transaction is necessary. If other assets are expected to complete asset, request expected completion date.

User Role: FIXED ASSET PROCESSOR

Automation: Manual/Automatic

Security: Create

Edits:

Requirements:

2 Process: Update asset record per program manager input.

User Role: FIXED ASSET PROCESSOR

Automation: Manual/Automatic

Security: Update

Edits:

Requirements:

3 Process: Approve asset expense transaction.

User Role: FIXED ASSET MANAGER

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: Expense assets

Schedule: Monthly

Medium: Internal

Functional Data:

Diagram: PE 01 PPE Asset Capitalization (system)

Process: PE 01.12 No Action Required - Leave in CIP/WIP

Reviewing capital transactions for CIP/WIP accounts - if asset is not received, asset costs continue to accumulate in CIP/WIP (and program/project). The system shall accumulate costs by program/project.

Key Data Element: Contract #, MIPR #, LOA, $$, project, quantity

Inputs

Source: Asset CIP/WIP accounts by program/project

Schedule: Monthly

Direction: System Internal

Medium: Unknown

Functional Data: Asset CIP/WIP accounts : Asset CIP/WIP accounts

Steps

1 Process: Review of receipt and acceptance to verify if actual end-item asset was received. No action required if asset not received - costs continue to accumulate in CIP/WIP and related project.

User Role: FIXED ASSET PROCESSOR

Automation: Manual/Automatic

Security: N/A

Edits:

Requirements:

Outputs

Destination: Capital asset CIP/WIP accounts

Schedule: Monthly

Medium: Internal

Functional Data: Validate capital asset CIP/WIP accounts : Validated capital asset CIP/WIP accounts

RM 01 Reports & Management Info Process

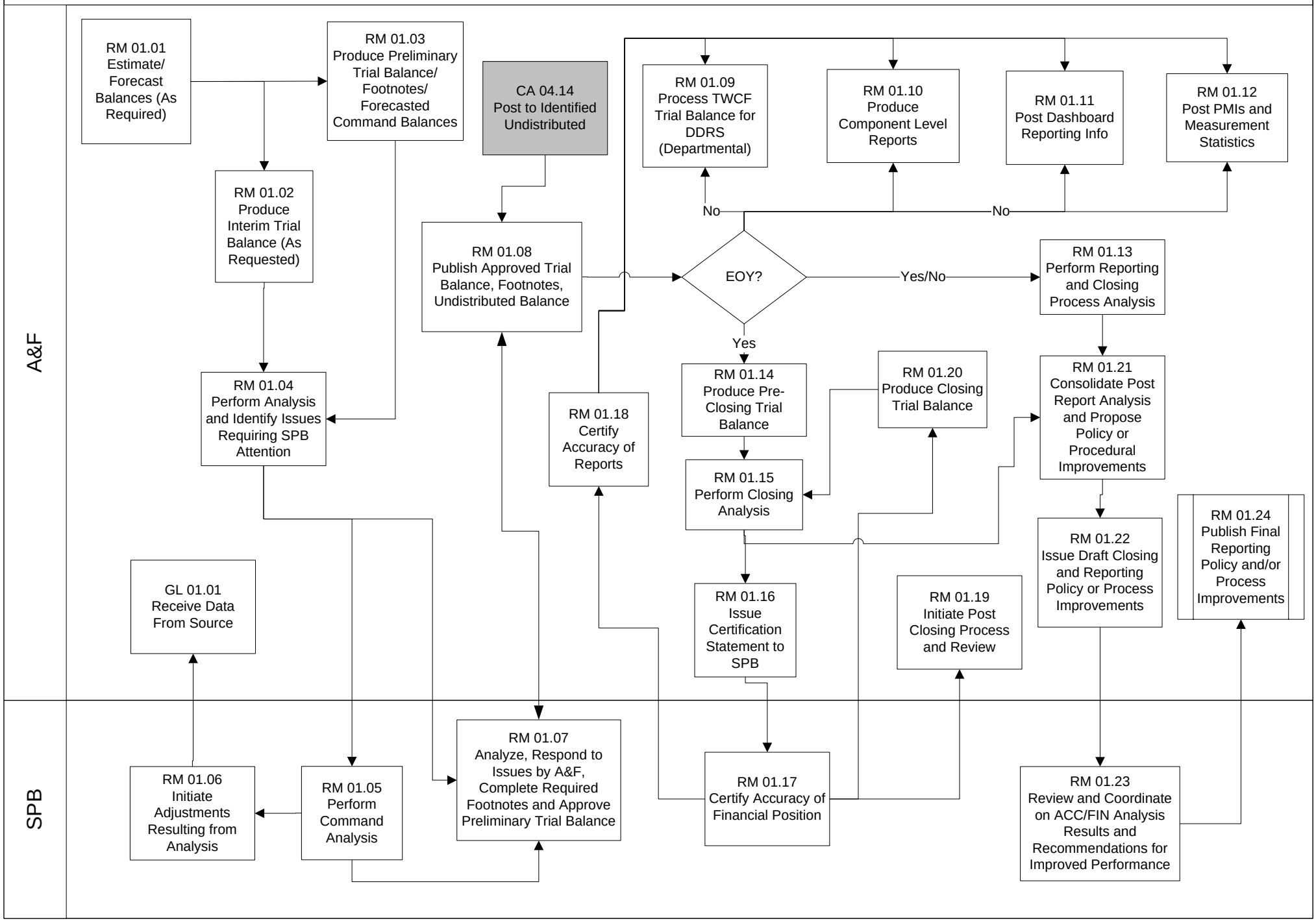

Diagram: RM 01 Reports and Management Information Process

The system shall be able to produce, analyze, correct, approve and submit interim, end-of-month, pre-closing and closing trial balance reports.

Diagram: RM 01 Reports and Management Information Process

Process: RM 01.01 Estimate/Forecast Balances (As Required)

The system shall accept the decision to produce a trial balance. This process may occur multiple times throughout the month.

Key Data Element: Interim TB, automatic reconciliations, forecasted and estimated balances

Inputs

Source: GL 01.06
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Steps

1 Process: If the need to pull Trial Balance does not exist, the process ends.
User Role: SGL FINANCIAL DATA MAINTAINER
Automation: Automatic
Security: Create
Edits:
Requirements:

2 Process: The system shall auto search the trial balance for missing accruals or data.
User Role: SGL MANAGEMENT INFORMATION GENERATOR
Automation: Automatic
Security: Read Only
Edits:
Requirements:

3 Process: If the need exists to produce a TB, the system shall provide estimates for missing accruals or data which corrects or ensures that accounts are not overstated or understated.
User Role: SGL MANAGEMENT INFORMATION GENERATOR
Automation: Automatic
Security: Create
Edits:
Requirements:

Outputs

Destination: RM 01.02
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: RM 01 Reports and Management Information Process

Process: RM 01.02 Produce Interim Trial Balance (As Requested)

The system shall be able produce an interim trial balance and associated analytical reports (that may occur throughout the month) as required. These reports are utilized to determine the financial condition of the associated general fund or Working Capital Fund appropriations/business line/programs. Since reports are produced as required, managers can continually monitor their programs anytime during the month without having to wait until after the end-of-month to receive and review their financial reports. The process of continually monitoring reports throughout the month is imperative in meeting the accelerated reporting schedule for Chief Financial Officer (CFO) financial reports.

Definition of Interim, Soft Close and Hard Close as applied to trial balance reports can be found in the Glossary.

Key Data Element: Interim TB with automatic reconciliations,

Inputs

Source: RM 01.01
Schedule: On Demand
Direction: Pull
Medium: Electronic
Functional Data:

Steps

1 Process: The system shall produce interim trial balances as required.
User Role: SGL MANAGEMENT INFORMATION GENERATOR
Automation: User Initiated in System
Security: Create
Edits:
Requirements:

Outputs

Destination: RM 01.04
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: RM 01 Reports and Management Information Process

Process: RM 01.03 Produce Preliminary Trial Balance / Footnotes / Forecasted Command Balances

The system shall produce preliminary trial balances, footnotes and forecast command balances. The preliminary (soft close) TB is the TB produced at the end of a reporting period. It includes all balances to include accruals, forecasted balances, and footnotes.

Key Data Element: Preliminary TB with automatic reconciliations, accruals, actual and forecasted balances

Inputs

Source: RM 01.01
Schedule: Monthly
Direction: Pull
Medium: Electronic
Functional Data:

Source: RM 01.01
Schedule: Quarterly
Direction: Pull
Medium: Electronic
Functional Data:

Source: RM 01.01
Schedule: Annually
Direction: Pull
Medium: Electronic
Functional Data:

Steps

1 Process: The system shall produce preliminary trial balances as required.
User Role: SGL MANAGEMENT INFORMATION GENERATOR
Automation: User Initiated in System
Security: Create
Edits:
Requirements:

Outputs

Destination: RM 01.04
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: RM 01 Reports and Management Information Process

Process: RM 01.04 Perform Analysis and Identify Issues Requiring SPB Attention

The system shall perform analysis of the interim/preliminary trial balance for completeness and identify issues requiring SPB attention. A trial balance and associated analytical reports occur throughout the month as required. Customers and Acc/Fin domain use these reports to determine the financial condition of the associated General Fund or Working Capital Fund appropriations/business line/programs. Since reports are produced as required, managers can continually monitor their programs anytime during the month without having to wait until after the end-of-month to receive and review their financial reports.

Key Data Element: Interim/Preliminary TB, automatic reconciliations, accruals and forecasted balances

Inputs

Source: RM 01.02
Schedule: On Demand
Direction: Push
Medium: Electronic
Functional Data:

Source: RM 01.03
Schedule: On Demand
Direction: Push
Medium: Electronic
Functional Data:

Steps

1 Process: The system shall analyze the interim/preliminary trial balance for completeness.
User Role: SGL FINANCIAL INFORMATION ANALYZER
Automation: Manual/Automatic
Security: Read Only
Edits:
Requirements:

2 Process: The system shall ensure propriety of reporting data through predetermined system edits.
User Role: SGL FINANCIAL INFORMATION ANALYZER
Automation: Automatic
Security: Create
Edits:
Requirements:

3 Process: Assessment of interim/preliminary trial balance to include expected relationships of accounting data such as: abnormal balances, changes outside of established account thresholds, debits and credits must equal zero.
User Role: SGL FINANCIAL INFORMATION ANALYZER
Automation: Manual/Automatic
Security: Read Only
Edits:
Requirements:

4 Process: The system shall forward issues requiring SPB attention. SPB performs Command Analysis (evaluate variance analysis, risked-based materiality limits, actual versus budget, etc).
User Role: SGL FINANCIAL INFORMATION ANALYZER
Automation: Manual/Automatic
Security: Create
Edits:
Requirements:

Diagram: RM 01 Reports and Management Information Process

Process: RM 01.04 Perform Analysis and Identify Issues Requiring SPB Attention

Outputs

Destination: RM 01.05 and RM 01.07

Schedule: On Demand

Medium: Electronic

Functional Data:

Diagram: RM 01 Reports and Management Information Process

Process: RM 01.05 Perform Command Analysis

SPB performs command analysis. A Trial Balance and associated analytical reports occur throughout the month as required. Customers and A&F Domain use these reports to determine the financial condition of the associated General Fund or Working Capital Fund appropriations/business line/ programs. Since reports are produced as required, managers can continually monitor status of their programs anytime during the month without having to wait until after the end-of-month to receive and review their financial reports.

Key Data Element: Interim/Preliminary TB with automatic reconciliations, ad hoc reports, accruals and forecasted balances

Inputs

Source: RM 01.04
Schedule: On Demand
Direction: Push
Medium: Electronic
Functional Data:

Source: RM 01.07
Schedule: On Demand
Direction: Push
Medium: Manual
Functional Data:

Steps

1 Process: SPB performs Command Analysis (evaluate variance analysis, risked-based materiality limits, actual versus budget) and provides adjustments directly in the system or processes through an interface feed.
User Role: BDGT MAINTAINER
Automation: Manual/Automatic
Security: Read Only
Edits:
Requirements:

2 Process: SPB determines if adjustments are needed, inputs them when time permits or provides A&F domain with support for journal voucher entry.
User Role: BDGT REPORT PROCESSOR
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

Outputs

Destination: RM 01.06
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: RM 01 Reports and Management Information Process

Process: RM 01.06 Initiate Adjustments Resulting from Analysis

SPB using the results of the analysis in RM 01.05, processes the adjustments as required. Adjustments are either processed through an interface feed or journal voucher.

Key Data Element: Interim/Preliminary TB, automatic reconciliations, ad hoc reports, actual and forecasted balances

Inputs

Source: RM 01.05
Schedule: On Demand
Direction: Push
Medium: Manual
Functional Data:

Steps

1 Process: When time permits, SPB makes the adjustments. Otherwise, SPB prepares the adjustment and forwards to A&F domain for input.
User Role: BDGT REPORT PROCESSOR
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

Outputs

Destination: GL 01.01
Schedule: On Demand
Medium: Unknown
Functional Data:

Diagram: RM 01 Reports and Management Information Process

Process: RM 01.07 Analyze, Respond to Issues by A&F, Complete Required Footnotes, and Approve Preliminary Trial Balance

SPB receives issues requiring further detailed analysis from the A&F Domain.

Key Data Element: Interim/Preliminary TB, automatic reconciliations, ad hoc reports, actual and forecasted balances

Inputs

Source: RM 01.04
Schedule: On Demand
Direction: Push
Medium: Electronic
Functional Data:

Source: RM 01.08
Schedule: On Demand
Direction: Push
Medium: Electronic
Functional Data:

Steps

1 Process: The Budget Maintainer will analyze in detail the data and outstanding issues needing resolution to supplement the reporting process.
User Role: BDGT MAINTAINER
Automation: Manual
Security: Read Only
Edits:
Requirements:

2 Process: If analysis determines that accounting adjustments are required, forward to RM 01.05.
User Role: BDGT MAINTAINER
Automation: Manual
Security: Update
Edits:
Requirements:

3 Process: Prepare detailed footnotes and forward to RM 01.08 for inclusion in the published reports.
User Role: BDGT REPORT PROCESSOR
Automation: Manual
Security: Update
Edits:
Requirements:

4 Process: Approve the Preliminary Trial Balance
User Role: BDGT REPORT PROCESSOR
Automation: Manual
Security: Update
Edits:
Requirements:

Outputs

Destination: RM 01.08
Schedule: Monthly
Medium: Electronic

Diagram: RM 01 Reports and Management Information Process

Process: RM 01.07 Analyze, Respond to Issues by A&F, Complete Required Footnotes, and Approve Preliminary Trial Balance

Functional Data:

Diagram: RM 01 Reports and Management Information Process

Process: RM 01.08 Publish Approved Trial Balance, Footnotes, Undistributed Balance

The system shall create the final month end, quarterly, and annual trial balances for issuance/submission.

Key Data Element: TB, ad hoc reports, actual and forecasted balances

Inputs

Source: CA 04.14
Schedule: Monthly
Direction: Pull
Medium: Electronic
Functional Data:

Source: RM 01.07
Schedule: Monthly
Direction: Push
Medium: Electronic
Functional Data:

Steps

1 Process: The system shall pull undistributed balances from cash management to populate the General Ledger. This is a manual process for Increments 1 and 2 but will become an automatic feed in Increment 3.
User Role: SGL JOURNAL ENTRY PROCESSOR
Automation: Automatic
Security: Update
Edits:
Requirements:

2 Process: The system shall push approved trial balance and footnotes to internal and external customers.
User Role: SGL MANAGEMENT INFORMATION GENERATOR
Automation: Automatic
Security: Read Only
Edits:
Requirements:

Outputs

Destination: RM 01.09, 01.10 , 01.11, 01.12, 01.13, 01.14
Schedule: Monthly
Medium: Electronic
Functional Data:

Diagram: RM 01 Reports and Management Information Process

Process: RM 01.09 Process TWCF Trial Balance for DDRS (Departmental)

The system shall assume the role of producing all trial balances (with the implementation of increment 3 which will encompass all Air Force). However, the phasing in of the system by increments will require modified methods until such time increment 3 is fully operational.

Increment 1

TWCF – The system will have the general ledger for: the headquarters function; HQ AMC; and DCS. The general ledger for these three activities will need to feed GAFS-R for consolidation of all USTC components at departmental level. Departmental uses GAFS-R today as a conversion tool for creating trial balances in a format acceptable in DDRS. GAFS-R produces the following reports: AR 1307, SF 133, DD Comp 725 and FMS 2108.

GF – The system will produce trial balances for HQ USTC; AMC; all Scott AFB tenants and forward them to GAFS-R. Departmental will convert, using GAFS-R, remaining Air Force DBT data into trial balances. The GAFS-R produced trial balances and the system trial balances will then be merged resulting for producing reports. The system feed must also be in a format that is conducive for producing the standard AF reports each major command and SAF/FM.

Increment 2

TWCF – All trial balances will be in the system with implementation of this increment. The system will provide the capability for user access at all levels for journal voucher entry. The cost allocation would no longer need to be sent to departmental for posting. The system will produce the AR 1307, SF 133, DD Comp 725 and FMS 2108 and all customer management information. The system will feed TWCF trial balances directly to DDRS for CFO processing and reporting.

GF – The system will produce trial balances for all remaining AMC bases. Any AMC activities that are tenants elsewhere will go the system in increment 3. The GAFS-R produced trial balances and the system trial balances will then be merged resulting for producing reports. The system feed must also be in a format that is conducive for producing the standard AF reports each major command and SAF/FM.

Increment 3

Other Air Force WCF and Defense Agencies WCF – The decision will need to be made on whether or not to expand the system for replacing SMAS, DIFMS, H069G, CDC (Cleveland input for ISAG) and the other Defense Agencies Denver currently reports.

GF – With the inclusion of all Air Force general funds comes the first opportunity for capturing and reporting Air Force GF trial balances. The SAC structure should allow for reporting not only by the former fund code level but at lower activity levels by base.

Key Data Element: Trial Balance in DDRS format

Inputs

Source: RM 01.08
Schedule: Monthly
Direction: Pull
Medium: Electronic
Functional Data:

Source: RM 01.08
Schedule: Quarterly
Direction: Pull
Medium: Electronic
Functional Data:

Steps

1 Process: The system shall inform DDRS Personnel that all updates are complete.
User Role: SGL FINANCIAL DATA MAINTAINER
Automation: Manual/Automatic
Security: N/A
Edits:
Requirements:

Diagram: RM 01 Reports and Management Information Process

Process: RM 01.09 Process TWCF Trial Balance for DDRS (Departmental)

Outputs

Destination: None, End of Process

Schedule: Monthly

Medium: Unknown

Functional Data:

Diagram: RM 01 Reports and Management Information Process

Process: RM 01.10 Produce Component Level Reports

The system must be able to accumulate, consolidate and generate the component level reports. General Funds trial balances are fed directly to GAFS-R for consolidation of component level reporting and feed to DDRS. DDRS produces monthly Financial Reports. (data requirements are listed in the system Reports and Management Information Catalog.)

Increment 1

TWCF – the system will have the general ledger for: the headquarters function; HQ AMC; and DCS. The general ledger for these three activities will need to feed GAFS-R for consolidation of all USTC components at departmental level. Departmental uses GAFS-R today as a conversion tool for creating trial balances in a format acceptable in DDRS. GAFS-R produces the following reports: AR 1307, SF 133, DD Comp 725 and FMS 2108.

GF – the system will produce trial balances for HQ USTC; AMC; all Scott AFB tenants and forward them to GAFS-R. Departmental will convert, using GAFS-R, remaining Air Force DBT data into trial balances. The GAFS-R produced trial balances and the system trial balances will then be merged resulting for producing reports. The system feed must also be in a format that is conducive for producing the standard AF reports each major command and SAF/FM.

Increment 2

TWCF – All trial balances will be in the system with implementation of this increment. The system will provide the capability to for user access at all levels for journal voucher entry. The cost allocation would no longer need to be sent to departmental for posting. DEMAS will produce the AR 1307, SF 133, DD Comp 725 and all customer management information. The system will feed TWCF trial balances directly to DDRS for CFO processing and reporting.

GF – The system will produce trial balances for all remaining AMC bases. Any AMC activities that are tenants elsewhere will go the system in increment 3. The GAFS-R produced trial balances and the system trial balances will then be merged resulting for producing reports. The system feed must also be in a format that is conducive for producing the standard AF reports each major command and SAF/FM.

Increment 3

Other Air Force WCF and Defense Agencies WCF – The decision will need to be made on whether or not to expand the system for replacing SMAS, DIFMS, H069G, CDC (Cleveland input for ISAG) and the other Defense Agencies Denver currently reports.

GF – With the inclusion of all Air Force general funds comes the first opportunity for capturing and reporting Air Force GF trial balances. The SAC structure should allow for reporting not only by the former fund code level but at lower activity levels by base.

Key Data Element: General Funds TBs in GAFS-R format

Inputs

Source: RM 01.08
Schedule: Monthly
Direction: Pull
Medium: Electronic
Functional Data:

Source: RM 01.08
Schedule: Quarterly
Direction: Pull
Medium: Electronic
Functional Data:

Source: RM 01.08
Schedule: Annually
Direction: Pull
Medium: Electronic
Functional Data:

Diagram: RM 01 Reports and Management Information Process

Process: RM 01.10 Produce Component Level Reports

Steps

1 Process: The system shall inform GAFS-R personnel that all updates are available.

User Role: SGL FINANCIAL DATA MAINTAINER

Automation: Manual/Automatic

Security: Create

Edits:

Requirements:

Outputs

Diagram: RM 01 Reports and Management Information Process

Process: RM 01.11 Post Dashboard Reporting Info

The system shall enable that pre-designated information is fed to the dashboard for update. (data requirements are listed in the system Reports and Management Information Catalog.)

Key Data Element: Pre-designated formatted data

Inputs

Source: RM 01.08
Schedule: Monthly
Direction: Pull
Medium: Electronic
Functional Data:

Source: RM 01.08
Schedule: Quarterly
Direction: Pull
Medium: Electronic
Functional Data:

Source: RM 01.08
Schedule: Annually
Direction: Pull
Medium: Electronic
Functional Data:

Steps

1 Process: The system shall inform SPB and Acc Fin managers that current month information is available.
User Role: SGL MANAGEMENT INFORMATION GENERATOR
Automation: Automatic
Security: Create
Edits:
Requirements:

Outputs

Diagram: RM 01 Reports and Management Information Process

Process: RM 01.12 Post PMIs and Measurement Statistics

The system shall update performance management information and measurements with current reporting information. (data requirements are listed in the system Reports and Management Information Catalog.)

Key Data Element: Pre-designated formatted data

Inputs

Source: RM 01.08
Schedule: Monthly
Direction: Pull
Medium: Electronic
Functional Data:

Source: RM 01.08
Schedule: Quarterly
Direction: Pull
Medium: Electronic
Functional Data:

Source: RM 01.08
Schedule: Annually
Direction: Pull
Medium: Electronic
Functional Data:

Steps

1 Process: The system shall inform Acc Fin managers that current PMI data is available.
User Role: SGL MANAGEMENT INFORMATION GENERATOR
Automation: Automatic
Security: Create
Edits:
Requirements:

Outputs

Diagram: RM 01 Reports and Management Information Process

Process: RM 01.13 Perform Reporting and Closing Process Analysis

The system shall perform reporting and closing process analysis. The system shall enable continuous process improvement analysis internal to the accounting and finance reporting and closing process. Reference as an example TB accelerated reporting 21 day plan.

Key Data Element: Lessons Learned

Inputs

Source: RM 01.08
Schedule: Annually
Direction: Pull
Medium: Electronic
Functional Data:

Source: RM 01.08
Schedule: Quarterly
Direction: Pull
Medium: Electronic
Functional Data:

Source: RM 01.08
Schedule: Monthly
Direction: Pull
Medium: Electronic
Functional Data:

Steps

1 Process: Review current reporting process issues, lessons learned and recommended improvements for future reporting.
User Role: SGL FINANCIAL INFORMATION ANALYZER
Automation: Manual
Security: N/A
Edits:
Requirements:

Outputs

Destination: RM 01.21
Schedule: Monthly
Medium: Electronic
Functional Data:

Diagram: RM 01 Reports and Management Information Process

Process: RM 01.14 Produce Pre-Closing Trial Balance

The system must provide the capability to automatically generate fiscal year-end pre-closing entries (F100 series). This process flow indicates the creation of the end-of-year trial balance reports. The federal government closes its books as of the end of each fiscal year. Generally, the end of year closing process is similar to textbook accounting, however there are differences. Appropriations typically have limited time periods that close and cancel according to set rules. In addition, revolving funds are ongoing appropriations (no-year) and do not have the same rules as appropriated funds. For example, in some instances resources realized from a decrease in prior year obligations for Working Capital Funds may be used to increase current year resource authority for current year obligations. Budgetary accounts are unique from commercial accounting in that they track the receipt and outlay of budget resources and require special treatment regarding the end of year closing process. The end-of-year posting of pre-closing and closing entries in the general ledger is sequential. A hierarchy certification process for end-of-year reports is required. The pre-closing process (Adjusted Trial Balance) occurs before the posting of the closing entries (Closing Trial Balance). The pre-closing trial balance must be approved before initiating the end of year closing process. The system-generated end-of-year pre-closing and closing entries must comply with regulatory guidance. The (TFM) provides guidance :
http://fms.treas.gov/ussgl/current.html,
Section III, category F, Yearend Pre-Closing and Closing Entries. DoD unique guidance is contained in the Department of Defense Financial Management Regulation (DODFMR), DOD 7000.14-R
http://www.dod.mil/cpmptroller/fmr/)in various volumes.

Key Data Element: GLACs, and automatic reconciliations, actual and forecasted balances

Inputs

Source: RM 01.08
Schedule: Annually
Direction: Pull
Medium: Electronic
Functional Data:

Steps

1 Process: The system must provide the capability to automatically generate fiscal year-end pre-closing entries (F100 series). These closing entries must accommodate the closing and canceling of fiscal years by appropriation as directed by Public Law. Reference DoD FMR Vol 3, Chapter 10 and DFAS-DE 7010.1-R Chapter 25. Budgetary accounts also require unique closing logic depending on the appropriation. The system must have the capability to produce draft reports for review (soft close) before producing the final financial reports.
User Role: SGL MANAGEMENT INFORMATION GENERATOR
Automation: Automatic
Security: Create
Edits:
Requirements:

2 Process: The system must be able to produce Trial Balance and financial management reports.
User Role: SGL EXTERNAL INFORMATION GENERATOR
Automation: Automatic
Security: Create
Edits:
Requirements:

Outputs

Destination: RM 01.15
Schedule: Annually
Medium: Electronic
Functional Data:

Diagram: RM 01 Reports and Management Information Process

Process: RM 01.15 Perform Closing Analysis

The system must be able to analyze/validate the results of producing the pre-closing trial balance.

Key Data Element: Pre-Closing TB with automatic reconciliations, accruals and forecasted balances

Inputs

Source: RM 01.14 and RM 01.20
Schedule: Annually
Direction: Pull
Medium: Electronic
Functional Data:

Source: RM 01.20
Schedule: Annually
Direction: Pull
Medium: Electronic
Functional Data:

Steps

1 Process: The system must review results of adjusted trial balance.
User Role: SGL FINANCIAL INFORMATION ANALYZER
Automation: Manual/Automatic
Security: Create
Edits:
Requirements:

Outputs

Destination: RM 01.16 and RM 01.21
Schedule: Annually
Medium: Electronic
Functional Data:

Diagram: RM 01 Reports and Management Information Process

Process: RM 01.16 Issue Certification Statement to SPB

The system must be able to send pre-closing Trial Balance to SPB to certify the accuracy of their financial position.

Key Data Element: TB, ad hoc reports, actual and forecasted balances

Inputs

Source: RM 01.15
Schedule: Annually
Direction: Push
Medium: Electronic
Functional Data:

Steps

1 Process: The system must be able to send pre-closing trial balance and certification statement to SPB.
User Role: REPORT APPROVER
Automation: Automatic
Security: Create
Edits:
Requirements:

Outputs

Destination: RM 01.17
Schedule: Annually
Medium: Electronic
Functional Data:

Diagram: RM 01 Reports and Management Information Process

Process: RM 01.17 Certify Accuracy of Financial Position

SPB receives the Pre-Closing Trial Balance and Certification Statement for certification. Ref, DFAS.DE 7220-1R.

Key Data Element: Pre-Closing TB, with supporting schedules,

Inputs

Source: RM 01.16
Schedule: Annually
Direction: Push
Medium: Electronic
Functional Data:

Steps

1 Process: Certify accuracy of the Financial Position by electronic certification.
User Role: REPORT APPROVER
Automation: User Initiated in System
Security: Update
Edits:
Requirements:

Outputs

Destination: RM 01.20
Schedule: Annually
Medium: Electronic
Functional Data:

Diagram: RM 01 Reports and Management Information Process

Process: RM 01.18 Certify Accuracy of Reports

The system shall be able to receive Electronic Certification. ACC/FIN Certification of End-of-Year trial balances with SPB certification of accuracy received from the customer.

Key Data Element: Year End Trial Balance w/ supporting schedules and certification letter

Inputs

Source: RM 01.17
Schedule: Annually
Direction: Pull
Medium: Electronic
Functional Data:

Source: RM 01.17
Schedule: Annually
Direction: Push
Medium: Electronic
Functional Data:

Steps

1 Process: The system shall be able to receive Electronic Certification from SPB.
User Role: SGL FINANCIAL DATA MAINTAINER
Automation: User Initiated in System
Security: Update
Edits:
Requirements:

2 Process: ACC/FIN certifies the propriety of the end of year reports.
User Role: BDGT REPORT PROCESSOR
Automation: User Initiated in System
Security: Update
Edits:
Requirements:

3 Process: ACC/FIN forwards end of year reports and certifications for DDRS as well as to internal and external customers.
User Role: SGL MANAGEMENT INFORMATION GENERATOR
Automation: Manual/Automatic
Security: N/A
Edits:
Requirements:

Outputs

Destination: RM 01.09, 01.10, 01.11, 01.12
Schedule: Annually
Medium: Electronic
Functional Data:

Diagram: RM 01 Reports and Management Information Process

Process: RM 01.19 Initiate Post Closing Process and Review

The system shall initiate post closing process, review and perform roll up end of year General Ledger Accounts to generate beginning balances for the next fiscal year.

Key Data Element: Post Closing Year-end process

Inputs

Source: RM 01.17
Schedule: Annually
Direction: Push
Medium: Electronic
Functional Data:

Steps

1 Process: The system shall perform Hard Close Process. Roll the final position for the year - closing balances to the beginning balances for the new fiscal year (October, Accounting period 1).
User Role: SGL FINANCIAL DATA MAINTAINER
Automation: Automatic
Security: Create
Edits:
Requirements:

Outputs

Destination: None
Schedule: Annually
Medium: Electronic
Functional Data:

Diagram: RM 01 Reports and Management Information Process

Process: RM 01.20 Produce Closing Trial Balance

The system shall produce closing trial balance. Upon approval and certification of the Adjusted Trial Balance, the system shall initiate the end of year closing trial balance. These closing entries must accommodate the closing and canceling of fiscal years by appropriation as directed by Public Law. The system must have the capability to produce draft reports for review (soft close) before producing the final financial reports.

Key Data Element: General Ledger, Closing Year-end TB

Inputs

Source: RM 01.17
Schedule: Annually
Direction: Push
Medium: Electronic
Functional Data:

Steps

1 Process: Closing Process – This process includes F200 series of closing entries per the TFM.
User Role: SGL PERIOD CLOSER
Automation: Automatic
Security: Create
Edits:
Requirements:

Outputs

Destination: RM 01.15
Schedule: Annually
Medium: Electronic
Functional Data:

Diagram: RM 01 Reports and Management Information Process

Process: RM 01.21 Consolidate Post Report Analysis and Propose Policy or Procedural Improvements

The system shall combine reporting of closing (if applicable) and reports analysis with proposed improvements for future reporting.

Key Data Element: Lessons Learned

Inputs

Source: RM 01.13
Schedule: Monthly
Direction: Pull
Medium: Electronic
Functional Data:

Source: RM 01.13
Schedule: Quarterly
Direction: Pull
Medium: Electronic
Functional Data:

Source: RM 01.13
Schedule: Annually
Direction: Pull
Medium: Electronic
Functional Data:

Source: RM 01.15
Schedule: Annually
Direction: Pull
Medium: Electronic
Functional Data:

Steps

1 Process: Receive lessons learned from external domains combined with internal lessons learned and analysis.
User Role: SGL FINANCIAL INFORMATION ANALYZER
Automation: Automatic
Security: Create
Edits:
Requirements:

2 Process: Recommended resolution for issues identified.
User Role: SGL FINANCIAL INFORMATION ANALYZER
Automation: Manual
Security: N/A
Edits:
Requirements:

Outputs

Diagram: RM 01 Reports and Management Information Process

Process: RM 01.22 Issue Draft Closing and Reporting Policy or Process Improvements

To ensure continued process improvement draft reporting policy with proposed improvements for future reporting is initiated.

Key Data Element: Lessons Learned

Inputs

Source: RM 01.21
Schedule: On Demand
Direction: Push
Medium: Electronic
Functional Data:

Steps

1 Process: Issuing proposed policy or process improvements to external domains for review and coordination.
User Role: SGL MANAGEMENT INFORMATION GENERATOR
Automation: Automatic
Security: Create
Edits:
Requirements:

Outputs

Diagram: RM 01 Reports and Management Information Process

Process: RM 01.23 Review and Coordinate on ACC/FIN Analysis Results and Recommendations for Improved Performance

To ensure continued process improvement draft reporting policy with proposed improvements for future reporting is initiated.

Key Data Element: Lessons Learned

Inputs

Source: RM 01.22
Schedule: On Demand
Direction: Push
Medium: Electronic
Functional Data:

Steps

1 Process: Receive for review the ACC/FIN analysis results and recommendations for improved performance.
User Role: BDGT REPORT PROCESSOR
Automation: Manual
Security: N/A
Edits:
Requirements:

2 Process: Review the ACC/FIN analysis and prepare comments
User Role: BDGT REPORT PROCESSOR
Automation: Manual
Security: N/A
Edits:
Requirements:

3 Process: Coordinate comments to be incorporated in the Final Reporting Policy and Process Improvements document
User Role: BDGT REPORT PROCESSOR
Automation: Manual
Security: Update
Edits:
Requirements:

Outputs

Diagram: RM 01 Reports and Management Information Process

Process: RM 01.24 Publish Final Reporting Policy and/or Process Improvements

Issuing revised policy and process improvements for implementation.

Key Data Element: Lessons Learned

Inputs

Source: RM 01.23

Schedule: On Demand

Direction: Push

Medium: Electronic

Functional Data:

Steps

1 Process: Issue, reviewed and coordinated reporting policy and procedural changes.

User Role: SGL MANAGEMENT INFORMATION GENERATOR

Automation: Automatic

Security: Create

Edits:

Requirements:

Outputs

RV 01 Revenue Generation without Advance

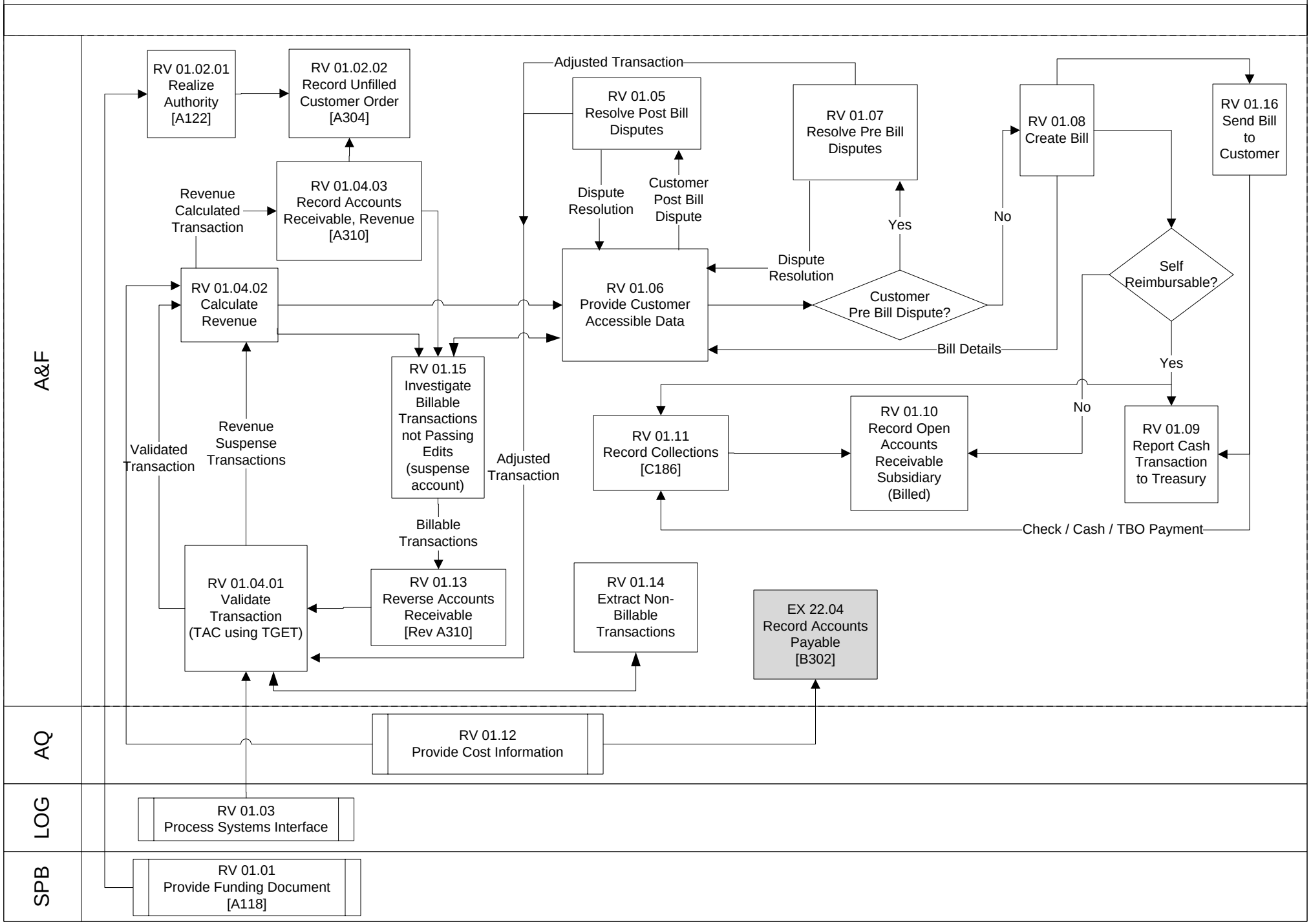

Diagram: RV 01.01 Revenue Generation without Advance

The system recognizes, bills, collects and adjusts revenue transactions for TWCF and general funds. TWCF earns revenue from airlift services within various business areas. Revenue computations vary by area. General fund revenue focuses on reimbursables and refunds receivables.

Diagram: RV 01.01 Revenue Generation without Advance

Process: RV 01.01 Provide Funding Document

Budget domain provides funding documents (i.e., MIPRs) to establish an obligation against the customer's funds and record an unfilled customer order for the performing activity.

Key Data Element: Funding Document for Reimbursable Authority / MIPR

Inputs

Source: Funding Document for Reimbursable Authority/MIPR

Schedule: On Demand

Direction: Pull

Medium: Electronic

Functional Data:

Line Of Accounting :	Funds to charge
Customer :	Who to charge
Dollar amount :	Amount of MIPR

Steps

Process: Budget domain provides funding document to reimburse performing activity for anticipated requests for service. This document is usually a reimbursable MIPR.

User Role: BDGT MAINTAINER

Automation: Manual/Automatic

Security: Update

Edits: Validation of LOAs

Requirements:
Blue Book
JFMIP
AF
TRANSCOM
BMMP

Outputs

Destination: RV 01.02.01 Realize Authority

Schedule: On Demand

Medium: Internal

Functional Data:

Funding Document :	Budget documentation providing funding

Diagram: RV 01.01 Revenue Generation without Advance

Process: RV 01.02.01 Realize Authority

Record realization of anticipated authority in the budgetary accounts

Key Data Element: Funding Document for Reimbursable Authority / MIPR

Inputs

Source: RV 01.01 Provide Funding Document

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data: Line of Accounting : Funds to charge

Customer : Who to charge

Dollar Amount : amount of MIPR

Steps

Process: Record realization of anticipated authority in budgetary accounts.

User Role: SGL FINANCIAL DATA MAINTAINER

Automation: Manual/Automatic

Security: Update

Edits: Validation of amounts posted to budgetary accounts

Requirements: Blue Book
JFMIP
AF
TRANSCOM
BMMP

Outputs

Destination: RV 01.02.02 Record Unfilled Customer Order

Schedule: On Demand

Medium: Internal

Functional Data: Funding Document : Budget documentation providing funding

Diagram: RV 01.01 Revenue Generation without Advance

Process: RV 01.02.02 Record Unfilled Customer Order

Record an unfilled customer order and anticipated reimbursement in the budgetary accounts.

Key Data Element: Customer Number, MIPR Number

Inputs

Source: RV 01.02.01 Realize Authority, RV 01.04.03 Record Accounts Receivable, Revenue

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data:

Customer :	Who to charge
MIPR Number :	Audit of funding document
MIPR amount :	Reimbursable amount posted to performing activity

Steps

Process: Record an unfilled customer order and anticipated reimbursement in the budgetary accounts.

User Role: SGL FINANCIAL DATA MAINTAINER

Automation: Manual/Automatic

Security: Update

Edits: Validation of amounts posted to budgetary accounts

Requirements: JFMIP
AF
TRANSCOM
BMMP

Outputs

Diagram: RV 01.01 Revenue Generation without Advance

Process: RV 01.03 Process Systems Interface

The process flow begins with an interface from systems belonging to other domains (i.e., logistics, acquisition, installation and environment, etc.).

Key Data Element: Manifest data, Contract data, Installation data (data identified in IRDs)

Inputs

Source: Logistics/operational Systems
Schedule: On Demand
Direction: Pull
Medium: Electronic
Functional Data: Feeder System Transactions : Data / Transactions from feeder systems

Source: Logistics
Schedule: On Demand
Direction: Pull
Medium: Electronic
Functional Data:

Steps

Process: Interfaces from various systems (i.e., logistics, acquisition, installation and environment, etc.) will pass data/transactions to the system.
User Role: NONE
Automation: Manual/Automatic
Security: Update
Edits: Pre-determined edits will be provided to ensure only transactions relating to the system are passed to the system
Requirements: AF
TRANSCOM

Outputs

Destination: RV 01.04.01 Validate Transaction (TAC using TGET)
Schedule: On Demand
Medium: Internal
Functional Data: External System Interface Data/Transactions : The System is updated with data / transactions from external system interfaces

Diagram: RV 01.01 Revenue Generation without Advance

Process: RV 01.04.01 Validate Transaction (TAC using TGET)

Edits are performed on data fields provided from systems interfaces for missing / erroneous characters. Transportation account codes (TAC) will then be validated using the Transportation Global Edit Table (TGET) for the working capital fund.

Key Data Element: TACs, LOAs, Manifest data, Contract data, Installation data (data identified in IRDs)

Inputs

Source: RV 01.03 Process Systems Interfaces, RV 01.05 Resolve Post Bill Disputes, RV 01.07 Resolve Pre Bill Disputes, RV 01.13 Reverse Accounts Receivable; RV 01.14 Extract Non-Billable Transactions

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data:

TAC :	Transportation Account Codes identifying a bill payer
LOA :	Line of accounting to charge a customer
Interface Data :	Transactions received from various external interfaces used to support customer bills

Steps

Process: If transaction is determined to be a "non-billable" transaction, it will not pass through the system. It will be sent to process RV 01.04 Non-Billable Transactions.

User Role: NONE

Automation: Automatic

Security: Update

Edits: non-billable TACs

Requirements: AF
TRANSCOM

Process: If transaction does not pass edits, it will be flagged as such and continue to process through the system for revenue calculation.

User Role: NONE

Automation: Automatic

Security: Update

Edits: none

Requirements: AF
TRANSCOM

Process: If transactions pass edits, the system will continue to process through the system

User Role: NONE

Automation: Automatic

Security: Update

Edits: none

Requirements: AF
TRANSCOM

Process: The system will identify a bill payer based on transaction data received.

User Role: NONE

Automation: Automatic

Security: Update

Edits: Pre-determined edits will be provided to ensure correct customer is billed.

Requirements: AF
TRANSCOM

Diagram: RV 01.01 Revenue Generation without Advance

Process: RV 01.04.01 Validate Transaction (TAC using TGET)

Process: Multiple filters, edits, validations and business rule checks are performed against transactions received from various external interfaces

User Role: NONE

Automation: Automatic

Security: Update

Edits: Pre-determined edits will be provided to ensure valid transaction

Requirements: AF
TRANSCOM

Outputs

Destination: RV 01.04.02 Calculate Revenue, RV 01.14 Extract Non-Billable Transactions

Schedule: On Demand

Medium: Internal

Functional Data:

Validated Transactions :	Passes all the edits and ready for revenue calculation
Revenue Suspense Transactions :	Not passing edits but must have revenue calculated for A/R purposes
Non-Billable Transactions :	approved transactions that are not billable

Diagram: RV 01.01 Revenue Generation without Advance

Process: RV 01.04.02 Calculate Revenue

TWCF revenue is calculated based on tariff rates, flying hour rates, and contract costs. For the general funds, reimbursable revenue is cost based and charged to multiple customers based on usage.

Key Data Element: Channel Rates, Flying Hour Rates, Commercial Costs, Customer Number

Inputs

Source: RV 01.04.01 Validate Transaction (TAC using TGET); RV 01.12 Provide Cost Information

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data:

Channel Rates :	Pre-established tariff rates posted on the AMC/A8 web page
Flying Hour Rates :	Pre-established flying hour rates by aircraft posted on the AMC/A8 web page
Commercial Costs :	Contract costs that may be used to calculate billing charges
Customer Number :	A number established within the system to identify a bill payer - these numbers will also be used to determine if an additional surcharge is appropriate (i.e., Non-DoD percentage, and Non-Government percentage)

Steps

Process: Multiple rate tables and business rules will be used to calculate revenue by business area.

User Role: BDGT MAINTAINER

Automation: User Initiated in System

Security: Update

Edits: none

Requirements: AF
TRANSCOM

Process: Billing rates will be applied to transactions. The system will calculate revenue using pre-determined rates for DoD customers. Additional charges will be applied to Non-DoD and Non-Government customers based on a pre-determined percentage of DoD rate.

User Role: BDGT MAINTAINER

Automation: User Initiated in System

Security: Update

Edits: Customer Number will be used to determine proper billing rate

Requirements: AF
TRANSCOM

Outputs

Destination: RV 01.04.03 Record Accounts Receivable, Revenue; RV 01.06 Provide Customer Accessible Data; RV 01.15 Investigate Billable Transactions Not Passing Edits (Suspense Account)

Schedule: On Demand

Medium: Internal

Functional Data: Calculated Revenue : Earned and Unearned Revenue

Diagram: RV 01.01 Revenue Generation without Advance

Process: RV 01.04.03 Record Accounts Receivable, Revenue

Record the recognition of reimbursements/revenue earned in the performing activity for services provided on a reimbursable order without an advance. As transactions are billed, the system will reduce the unfilled customer orders and track remaining amount of MIPR. Unbilled revenue will be identified as an accrual.

Key Data Element: G/L Pro forma, Sales Code, Amount, Business Area, Fiscal Year, Customer Number, MIPR Number

Inputs

Source: RV 01.04.02 Calculate Revenue

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data:

Budgetary and Proprietary Accounts :	General ledger accounts are updated to record revenue and receivables
Sales Code :	Is part of the LOA to identify the customer
Business Area :	Separates revenue into various categories, which are billed using various ways of calculating revenue
Customer Number :	Relates to a rate that will be charged to customer, a mailing address, and possibly an LOA
MIPR Number :	After revenue is calculated and ready for billing to a customer, the system will adjust the available balance of the customer's MIPR

Steps

1 Process: Update general ledger in both budgetary and proprietary accounts to record revenue and receivables.

User Role: SGL FINANCIAL DATA MAINTAINER

Automation: Automatic

Security: Update

Edits:

Requirements: AF
TRANSCOM

2 Process: The system will reduce the available balance of customer's MIPR when transactions are billed.

User Role: A/R RECEIVABLES PROCESSOR

Automation: Automatic

Security: Update

Edits:

Requirements: AF
TRANSCOM

3 Process: The system will identify unbilled revenue transactions as an accrual.

User Role: A/R RECEIVABLES PROCESSOR

Automation: Automatic

Security: Update

Edits:

Requirements: AF
TRANSCOM

Outputs

Destination: RV 01.02.02 Record Unfilled Customer Order; RV 01.15 Investigate Billable Transactions not Passing Edits (Suspense Account)

Schedule: On Demand

Medium: Electronic

Functional Data:

Diagram: RV 01.01 Revenue Generation without Advance

Process: RV 01.05 Resolve Post Bill Disputes

Customers may dispute their bill based on erroneous charges. If a valid dispute, the charge may be reversed, charged to another customer, or refunded. If the dispute is invalid, the system will notify customer that no further action will be taken. The system must identify that transactions on this bill are being disputed.

Key Data Element: Transaction Serial Number, Billing Data

Inputs

Source: RV 01.06, Provide Customer Accessible Data

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data:

Transaction Serial Number :	A system generated number to uniquely identify each transaction that enters the system
Billing Data :	All revenue transactions identified on a bill to the customer along with billing information identified on the SF 1080/AF 819.
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Steps

1 Process: This process is exploded into another Diagram RV 01.05 flow

User Role: NONE

Automation: User Initiated in System

Security: N/A

Edits:

Requirements:

2 Process: Leave as is: Refund/Re-Bill/Write-off

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements:

3 Process: Notify customer of decision and reasons of actions taken.

User Role: Input data into notification systemSYSTEM PROCESS UPDATE

Automation: Manual/Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: RV 01.04.01 Validate Transaction (TAC using TGET); RV 01.06 Provide Customer Accessible Data

Schedule: On Demand

Medium: Electronic

Functional Data:

Customer Disputed Bill or Transaction :	Customer Dispute

Diagram: RV 01.01 Revenue Generation without Advance

Process: RV 01.06 Provide customer accessible data

System will provide customers a pre-bill file and post- bill file giving them the capability to identify and report discrepancies for all business areas. The system will route customer's feedback to the appropriate analyst. The customer will have 10 days to review/resolve discrepancies in a pre-bill dispute. Unless the customer can prove the transaction is a valid dispute, the transaction will automatically send to a bill.

System will compare GATES transactions against EX 13 travel obligations for channel passenger transactions. If there is a match, the travel obligation can be recorded as an accounts payable. This will allow the user to establish travel obligations in the system if necessary for those transactions that did not match. If there is a travel obligation without a GATES transaction, this information can be compared against suspense transactions identified in RV 01.15.

Key Data Element: Transportation Data (APOE, ADOD, DoDAAC, TAC, UCN, TCN, Weight/Cube, etc.)

Inputs

Source: RV 01.04.02 Calculate Revenue; RV 01.05 Resolve Post Bill Disputes; RV 01.07 Resolve Pre Bill Disputes; and RV 01.08 Create Bill; RV 01.15 Investigate Billable Transactions not Passing Edits (suspense account)

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data: Transportation Data : Used to determine proper customer to bill and billing data needed to identify the charge

Charges : Billing transaction with calculated revenue amount

Steps

1 Process: The system will notify customers they have 10 days to access, view, and resolve issues relating to transactions/charges that have been identified for billing.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Read Only

Edits:

Requirements: AF, TRANSCOM

2 Process: Customer will have capability to identify a pre-bill dispute and provide documentation/justification as to why they deem the charge a dispute. The system's revenue analysts will determine if the customer dispute is valid and notify customer of appropriate action. (I.e., reverse the charge and refund/credit the customer, rebill the charge to another customer, write-off the charge, or advise the customer that the charge is valid).

User Role: INFORMATION USER INTERNAL REVIEW

Automation: User Initiated in System

Security: Read Only

Edits:

Requirements: AF, TRANSCOM

3 Process: The system will hold transactions for customer pre-bill review for 10 days.

User Role: SYSTEM PROCESS UPDATE

Automation: User Initiated in System

Security: Read Only

Edits:

Requirements: AF, TRANSCOM

4 Process: If the customer has not disputed the charge after 10 days, the transaction will forward to a bill.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: N/A

Edits:

Requirements: AF, TRANSCOM

Diagram: RV 01.01 Revenue Generation without Advance

Process: RV 01.06 Provide customer accessible data

5 Process: Customer will also have capability to view suspense transactions. If they determine a transaction belongs to them, they will notify a revenue analyst to bill the charge to them allowing them to clear an outstanding obligation on their records.

User Role: INFORMATION USER INTERNAL REVIEW

Automation: User Initiated in System

Security: Read Only

Edits:

Requirements: AF, TRANSCOM

6 Process: If the customer identifies a transaction belonging to them, they will identify a revenue analyst and the analyst will forward the transaction to RV 01.04.01 to begin the validation process.

User Role: INFORMATION USER INTERNAL REVIEW

Automation: User Initiated in System

Security: Read Only

Edits:

Requirements: AF, TRANSCOM

7 Process: System will compare channel passenger transactions against travel obligations posted to EX 13 by SSN, Travel Order, and date of travel. If there is a match, the travel obligation can be posted as an accounts payable. If there is no match, an obligation can be established. Travel obligations that didn't match against the revenue transactions, can be used to clear transactions that were placed into suspense.

User Role: A/R RECEIVABLES PROCESSOR

Automation: Manual/Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: RV 01.05 Resolve Post Bill Dispute; RV 01.07 Resolve Pre-Bill Dispute; and RV 01.08 Create Bill; RV 01.15 Investigate Billable Transactions not Passing Edits (Suspense Account)

Schedule: On Demand

Medium: Electronic

Functional Data: Customer Access : Provides Customer Access to their transactions

RV 01.07 Resolve Pre Bill Disputes

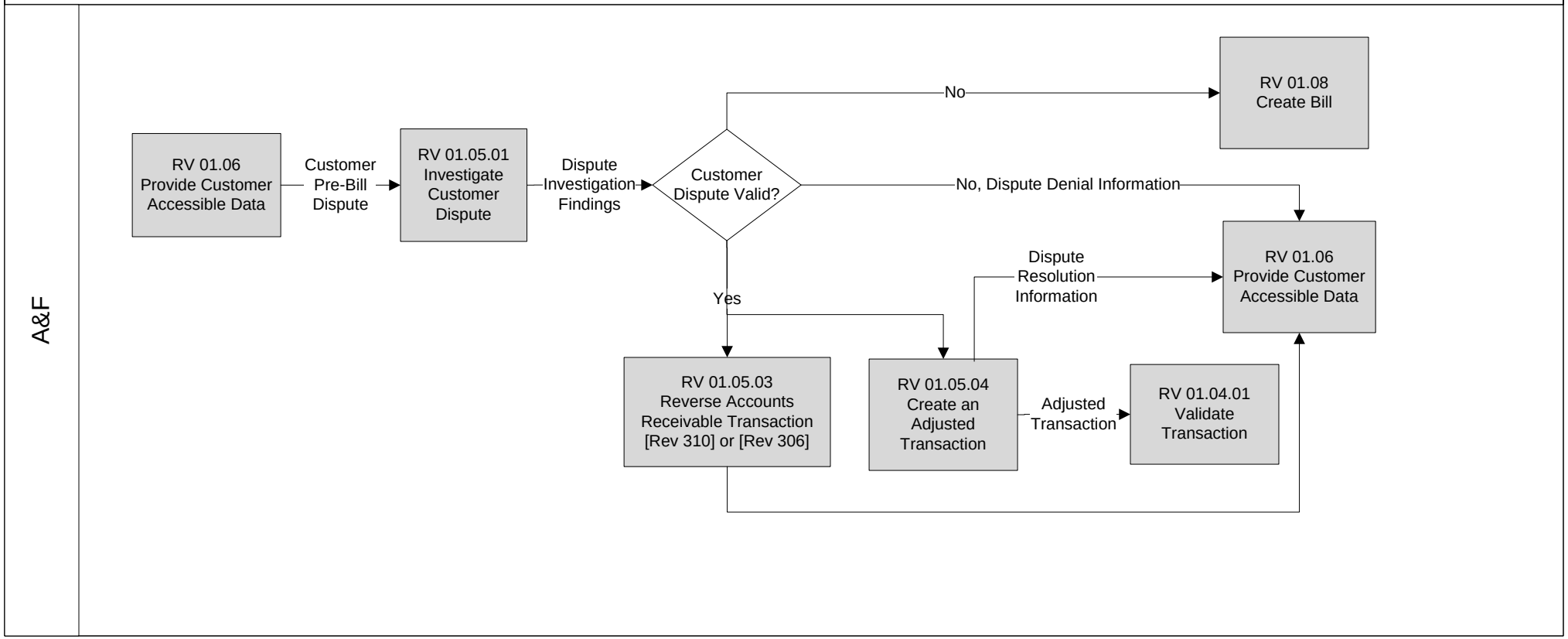

Diagram: RV 01.01 Revenue Generation without Advance

Process: RV 01.07 Resolve Pre Bill Dispute

This process is for customer action. The customer will have 10 days to resolve the dispute before bill will be generated.

Key Data Element: Transaction Serial Number, Billing Data

Inputs

Source: RV 01.06 Provide Customer Accessible Data

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data:

Transaction Serial Number :	A system generated number to uniquely identify each transaction that enters the system
Billing Data :	All revenue transactions identified on a bill to the customer along with billing information identified on the SF 1080/AF 819.

Steps

1 Process: This process is exploded into another Diagram RV 01.07 flow.

User Role: SYSTEM PROCESS UPDATE

Automation: Manual

Security: Update

Edits:

Requirements:

2 Process: Process refund, rebill, or write-off

User Role: Update A/R records

Automation: Manual/Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: RV 01.06 Provide Customer Accessible Data; RV 01.04.01 Validate Transaction (TAC using TGET)

Schedule: On Demand

Medium: Electronic

Functional Data:

Customer Disputed Transaction :	Pre bill dispute process for customers

Diagram: RV 01.01 Revenue Generation without Advance

Process: RV 01.08 Create Bill

System will generate a bill based on edited/validated transactions including customer address, a detailed statement of charges, and payment/voucher information required for an SF 1080. The bill may include data elements necessary to transmit via EDI.

Key Data Element: Rate Tables, LOA, Customer Address, Customer Number, Channel, Aircraft Type, Sales Code, Bill Number, Voucher Number, Servicing DFAS Agent, Manifest data, AHS Flying Hour data, COINS Contract data, Reimbursable Cost data, Detailed Statement of Charges

Inputs

Source: RV 01.06 Provide Customer Accessible Data

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data:

Bill Number :	Tracking Number (TBD)
Bill Data :	Customer, Dollar Amount, Detailed List of Charges.
Flying Hour and Channel Rate Tables :	Set rates as published on the AMC/A8 web page
Cost/Contract Data :	Transactions received from feeder systems
Detailed Statement of Charges :	Listing to support charges billed to customer (I.e., manifest data, TAC, APOE, APOD, etc.) This listing will be separated by business area and provide required billing information/rates/flying hours to support the calculated charges.
Billing Data :	All revenue transactions identified on a detailed statement of charges along with billing information identified on the SF 1080/AF 819.
Voucher Number :	System will automatically provide numbers relating to the collection amount and disbursement of the bill.
Customer Number :	A code (TBD) indicating who the customer is with a billable address

Steps

1 Process: The system will consolidate all transactions by customer number to create a detailed statement of charges to support the SF 1080/AF 819. A new bill number will be assigned for each detailed statement of charges.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements: AF, USTRANSCOM

2 Process: The system will then create an SF 1080/AF 819 to charge the customer. An SF 1080 will be used to bill government entities and transfer customer funds to the performing activity (self-reimbursement). LOAs will be printed on each bill to reflect both collection and disbursement LOAs. Collection LOAs will include revenue totals and amounts collect for other (non-DoD charges). Disbursement LOAs will be the total amount disbursed from the customer's funds. An AF 819 will be used to bill contractors (public).

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements: AF, TRANSCOM

3 Process: Voucher numbers will be assigned to self-reimbursed bills to track both collections and disbursements.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements: AF, TRANSCOM

Diagram: RV 01.01 Revenue Generation without Advance

Process: RV 01.08 Create Bill

Outputs

Destination: RV 01.06 Provide Customer Accessible Data; RV 01.16 Send Bill to Customer; RV 01.09 Report Cash Transaction to Treasury

Schedule: On Demand

Medium: Electronic

Functional Data: Created Bill : Bill created

Diagram: RV 01.01 Revenue Generation without Advance

Process: RV 01.09 Report Cash Transactions to Treasury

The system will prepare a file for interfacing Central Disbursing System (CDS)/IPAC Tracking System (ITS). This will transfer amounts between Treasury appropriations. This data must reconcile to general ledger updates to collections and accounts receivable.

Key Data Element: Voucher Number, LOAs, Amounts

Inputs

Source: RV 01.08 Create Bill; RV 01.16 Send Bill to Customer

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data:

Voucher Numbers :	System will automatically provide numbers relating to the collection amount and disbursement of the bill.
LOA :	Line of Accounting to charge a customer
Amounts :	Totals collected/disbursed for each LOA

Steps

1 Process: Create the CDS File

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

2 Process: Create IPAC output payment file to ITS system

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Diagram: RV 01.01 Revenue Generation without Advance

Process: RV 01.10 Record Open Accounts Receivable Subsidiary (Billed)

Bills that are not self-reimbursed will be maintained in an open accounts receivable subsidiary. The system must identify the status of the bill whether it be open, partially-paid, disputed, rebilled, transferred for collection, written off, paid in full, etc.

Key Data Element: Bill Number, Customer Number, Sales Code, Uncollected Amount

Inputs

Steps

Process: This process is exploded into another Diagram RV 01.10 flow.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Read Only

Edits:

Requirements: AF, USTRANSCOM

Outputs

Diagram: RV 01.01 Revenue Generation without Advance

Process: RV 01.11 Record Collections

Collections may be received by check, cash, credit card, TBO, self-reimbursement, EDI, etc.
The system must record collection of receivables in the performing agency for reimbursable services in the general ledger. Record monthly collections to cash collections-operating. At the End of Month (EOM), a Journal Voucher (JV) will redistribute a portion of cash collections-operating to cash collections-capital using a pre-determined percentage received from the budget domain.

These transactions must be included in the file to CDS for reporting to Treasury.

Key Data Element: Voucher Number, LOAs, Bill Number, Sales Code, Amount

Inputs

Source: RV 01.08 Create Bill; RV 01.16 Send Bill to Customer

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data:

Voucher Number :	System will automatically provide numbers relating to the collection amount and disbursement of the bill.
LOA :	Line of accounting to charge a customer
Bill Number :	Tracking Number (TBD)
Sales Code :	Part of the LOA to identify the Service, Agency, Contractors, etc.
Amount :	Totals collected/disbursed for each LOA

Steps

1 Process: The system will update general ledger to collect cash and reduce receivables/increase advance from others.

User Role: SGL FINANCIAL DATA MAINTAINER

Automation: Manual/Automatic

Security: Update

Edits:

Requirements: AF, USTRANSCOM

2 Process: Accept incoming interfaces via IPAC, by-others and lockbox transactions

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements:

3 Process: Update customer records and general ledger accounts

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: RV 01.10 Record Open Accounts Receivable Subsidiary (Billed)

Schedule: On Demand

Medium: Internal

Functional Data:

Diagram: RV 01.01 Revenue Generation without Advance

Process: RV 01.12 Provide Cost Information

The system will use commercial expense transactions to calculate reimbursable revenue for TWCF chartered missions and general funds relating to utilities, communications, medical, etc.

Key Data Element: Contract Costs and Expenses related to BOS

Inputs

Source: Expense Invoices and COINS Interface

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data: Contract Costs : Contract costs for services that have been received but may not have yet been paid

Steps

Process: The system will accept COINS transactions / invoices from the acquisition domain. These costs will then be used to calculate revenue and be billed to a customer.

User Role: SYSTEM PROCESS UPDATE

Automation: Manual/Automatic

Security: Create

Edits: See ASIFICS-COINS IDD.doc

Requirements: AF
TRANSCOM

Outputs

Destination: RV 01.04.02 Calculate Revenue; EX 22.04 Record Accounts Payable

Schedule: On Demand

Medium: Internal

Functional Data: Processed Transactions : processed transactions from contract costs to be billed for reimbursement from customer

Diagram: RV 01.01 Revenue Generation without Advance

Process: RV 01.13 Reverse Accounts Receivable

General Ledger will be updated when suspense transactions are updated.

Key Data Element: G/L Pro forma

Inputs

Source: RV 01.15 Investigate Billable Transactions not Passing Edits (suspense account)

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data: Budget and Proprietary Accounts : Updated to reverse previously recorded revenue and receivables

- : --

Steps

1 Process: Update general ledger in both proprietary and budgetary accounts to reverse previously recorded revenue (earned and unearned) and receivables.

User Role: SGL FINANCIAL DATA MAINTAINER

Automation: Manual/Automatic

Security: Update

Edits:

Requirements: AF, USTRANSCOM

2 Process: Record accounts payable

User Role: SYSTEM PROCESS UPDATE

Automation: Manual/Automatic

Security: Create

Edits:

Requirements:

Outputs

Destination: RV 01.04.01 Validate Transaction (TAC using TGET)

Schedule: On Demand

Medium: Internal

Functional Data: Reverse previously recorded transactions : Previously recorded suspense transactions are reversed in both budgetary and proprietary accounts.

Diagram: RV 01.01 Revenue Generation without Advance

Process: RV 01.14 Extract Non-Billable Transactions

This process accepts transactions that do not require billing and are designated with a non-billable TAC. Revenue is not calculated and no further action is required except to monitor for abuse.

Key Data Element: non-billable TACs

Inputs

Source: RV 01.04.01 Validate Transaction (TAC using TGET)
Schedule: On Demand
Direction: Push
Medium: Internal
Functional Data: Non-Billable TACs : TACs assigned for shipment of cargo or passengers that do not require billing

Steps

Process: Monitoring of TACs determines TAC is billable
User Role: A/R ACCOUNT MAINTAINER
Automation: Automatic
Security: Update
Edits:
Requirements: AF
TRANSCOM

Process: Receive pre-determined non-billable TACs
User Role: A/R ACCOUNT MAINTAINER
Automation: Automatic
Security: Update
Edits: Non-billable TACs
Requirements: AF
TRANSCOM

Outputs

Destination: RV 01.04.01 Validate Transaction (TAC using TGET)
Schedule: On Demand
Medium: Internal
Functional Data: Billable TAC : Transaction is billable

Diagram: RV 01.01 Revenue Generation without Advance

Process: RV 01.15 Investigate Billable Transactions not Passing Edits (suspense account)

An analyst will research suspense transactions for all business areas to determine if transaction should be billed. If so, return the transaction for revalidation and subsequent billing.

For passenger transactions, RV 01.06 will provide the customer transactions that have passed edits and are ready to be billed. Transactions will also be used to match travel obligations. When transactions match, the system will move the travel obligation to a payable state. The unmatched travel obligations will be used to identify a bill payer for passenger suspense transactions.

Key Data Element: Manifest data

Inputs

Source: RV 01.04.02 Calculate Revenue; RV 01.04.03 Record Accounts Receivable, Revenue; RV 01.06 Provide Customer Accessible Data

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data: Manifest Data : Transactions that are fed from system interfaces relating to channel airlift

Steps

1 Process: Transactions that cannot pass validation edits are processed through for revenue calculation and then held in a "suspense" account. A revenue analyst will research the transaction to try to identify a proper bill payer (i.e., locate proper documentation - TCMD, travel order, etc.)

User Role: A/R ACCOUNT MAINTAINER

Automation: User Initiated in System

Security: Update

Edits:

Requirements: AF
TRANSCOM

2 Process: Request necessary information

User Role: A/R ACCOUNT MAINTAINER

Automation: Manual

Security: N/A

Edits:

Requirements: AF, USTRANSCOM

3 Process: Use requested data to update suspense records for re-input to billing module.

User Role: A/R ACCOUNT MAINTAINER

Automation: Manual/Automatic

Security: Update

Edits:

Requirements: AF, USTRANSCOM

4 Process: System will also provide an unmatched travel obligation listing to help identify passenger suspense transactions.

User Role: A/R RECEIVABLES PROCESSOR

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: RV 01.06 Provide Customer Accessible Data, RV 01.13 Reverse Accounts Receivable

Schedule: On Demand

Medium: Internal

Diagram: RV 01.01 Revenue Generation without Advance

Process: RV 01.15 Investigate Billable Transactions not Passing Edits (suspense account)

Functional Data: Suspense Transactions : Transactions that have been placed in suspense for review

Diagram: RV 01.01 Revenue Generation without Advance

Process: RV 01.16 Send Bill to Customer.

Both self-reimbursed bills and bills requesting payment are sent to the customer and servicing DFAS agent. Customers may make payment by check, cash, credit card, TBO, EDI or other buyer-initiated reimbursement.

Key Data Element: Customer Number, Customer Address, Servicing DFAS Agent

Inputs

Source: RV 01.08 Create Bill

Schedule: On Demand

Direction: Push

Medium: Electronic

Functional Data:

Customer Number :	Number used to ID individual customers. These number will also be used to determine the proper surcharge to bill (I.e., Non-DoD percentage, and Non-government percentage)
Customer Address :	The mailing address/email address for billing
Servicing DFAS Agent :	Disbursing agent for organizations outside the scope of the system

Steps

Process: After bills are created, open bills will be sent to customers for collection and self-reimbursed bills will be sent to customers for their information. A report of self-reimbursed amounts will be forwarded for treasury accountability.

User Role: A/R ACCOUNT MAINTAINER

Automation: Automatic

Security: Read Only

Edits: Self-reimbursed amounts

Requirements: AF, USTRANSCOM

Outputs

Destination: RV 01.11 Record Collections, RV 01.09 Report Cash transaction to Treasury

Schedule: On Demand

Medium: Electronic

Functional Data:

Bills Sent to Customers :	Bills are provided to customers

RV 01.05 Resolve Post Bill Disputes

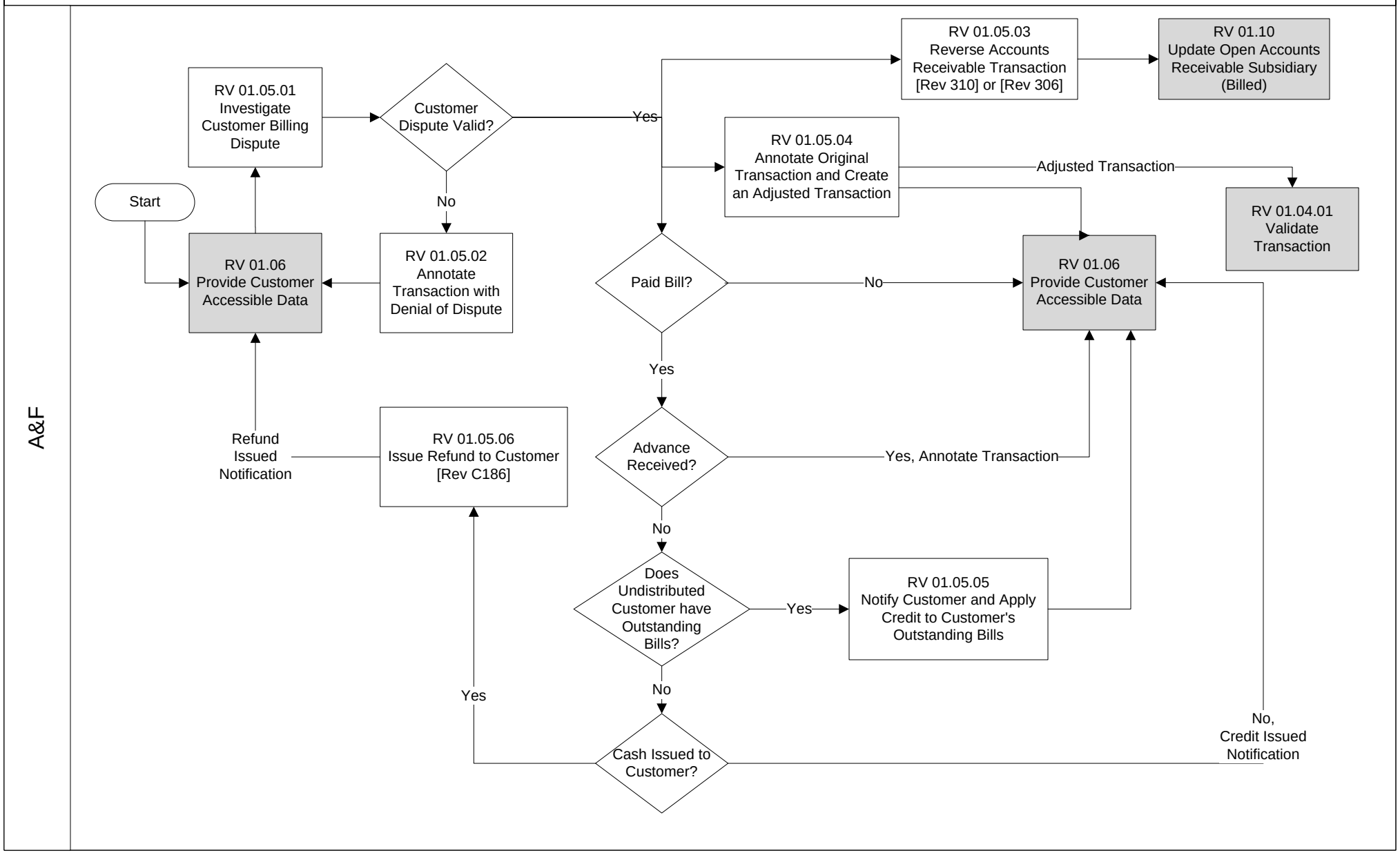

Diagram: RV 01.05 Resolve Post Bill Disputes

Customers may dispute their bill based on erroneous charges. If a valid dispute, the charge may be reversed, charged to another customer, or refunded. If the dispute is invalid, the system will notify customer that no further action will be taken.

Diagram: RV 01.05 Resolve Post Bill Disputes

Process: RV 01.05.01 Investigate Customer Billing Dispute.

Acknowledge the customer's dispute within the system, and then research the transactions to determine if the customer was charged in error.

Key Data Element: transaction serial number, customer number, detail statement of charges

Inputs

Source: RV 01.06 Provide Customer Accessible Data

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data:

Detail Statement of Charges :	Mission Data Elements
Customer Number :	Identifies Who Was Billed
Transaction Serial Number :	Standard document number

Steps

Process: Research the system data elements, make phone calls (POCs, Operating Locations, Customer POCs), send emails, etc. to determine if dispute is valid or invalid

User Role: Revenue Analyst

Automation: Manual/Automatic

Security: Update

Edits:

Requirements: Blue Book
JFMIP
AF
TRANSCOM
BMMP

Outputs

Destination: RV 01.05.02, RV 01.05.03, RV 01.05.04, RV01.06, RV01.05.05, RV01.05.06

Schedule: On Demand

Medium: Internal

Functional Data:

Research Findings :	Determination of Valid / Invalid dispute

Diagram: RV 01.05 Resolve Post Bill Disputes

Process: RV 01.05.02 Annotate Transaction With Denial of Dispute

If customer dispute is not valid, annotate the transaction and send an electronic notification to the customer.

Key Data Element: Transaction serial number, customer number, detail statement of charges

Inputs

Source: RV 01.05.01 Investigate Customer Billing Dispute

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data:

Bill Number :	Tracking Number (TBD)
Customer Number :	Identifies Who Was Billed
Transaction Serial Number :	Standard document number
Detail Statement of Charges :	Mission Data Elements

Steps

1 Process: Identify Bill Number, Customer Number and Transaction Serial Number

User Role: Revenue Analyst

Automation: Manual/Automatic

Security: Update

Edits: Bill Number, Customer Number, Transaction Serial Number

Requirements: TRANSCOM

2 Process: Annotate transaction with denial of dispute

User Role: Revenue Analyst

Automation: Manual/Automatic

Security: Update

Edits: Audit Trail

Requirements: Blue Book
JFMIP
AF
TRANSCOM
BMMP

Outputs

Destination: RV 01.06 Provide Customer Accessible Data

Schedule: On Demand

Medium: Electronic

Functional Data: Updated Customer Accessible Data : Customer Accessible Data Updated with findings

Diagram: RV 01.05 Resolve Post Bill Disputes

Process: RV 01.05.03 Reverse Accounts Receivable Transactions

If the dispute is valid, reverse the original charge in both budgetary and proprietary accounts.

Key Data Element: G/L Pro forma

Inputs

Source: RV 01.05.01 Investigate Customer Billing Dispute

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data: Budgetary and Proprietary Accounts : Accounts used to reverse earned revenue

Steps

Process: Update general Ledger both proprietary and budgetary accounts

User Role: Revenue Analyst

Automation: Manual/Automatic

Security: Update

Edits: Audit trail

Requirements: Blue Book
JFMIP
AF
TRANSCOM
BMMP

Outputs

Diagram: RV 01.05 Resolve Post Bill Disputes

Process: RV 01.05.04 Annotate Original Transaction and Create an Adjusted Transaction

Annotate and update the transaction to reflect the adjustment (i.e., correct the TAC, correct the rate, etc.).

Key Data Element: Flying hour data, detail statement of charges, flying hour and channel rate tables, bill number, customer number

Inputs

Source: RV 01.05.01 Investigate Customer Billing Dispute

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data:

Detail Statement of Charges :	Data elements to be determined (i.e., TAC, TCN, weight, etc.)
Flying Hour Data :	AHS data for SAAM, Contingency and Exercise Missions
Flying Hour and Channel Rate Tables :	Set rates as published on the AMC/A8 web page
New Transaction Serial Number :	Relates to the original transaction serial number to create an audit trail

Steps

Process: Correct the invalid transaction, which will create an adjusted transaction linking original and adjusted transactions

User Role: Revenue Analyst

Automation: Manual/Automatic

Security: Update

Edits: Original transaction and adjusted transaction

Requirements: Blue Book
JFMIP
AF
TRANSCOM
BMMP

Process: Annotate and notify customer of corrective action

User Role: Revenue Analyst

Automation: Manual/Automatic

Security: Update

Edits: Original transaction and adjusted transaction

Requirements: TRANSCOM

Outputs

Destination: RV 01.04.01 Validate Transaction (TAC using TGET) RV01.06

Schedule: On Demand

Medium: Electronic

Functional Data:

Annotated Original Transaction :	Original transaction annotated with dispute resolution
Adjusted Transaction :	Adjusted transaction for re-validation

Diagram: RV 01.05 Resolve Post Bill Disputes

Process: RV 01.05.05 Notify Customer and Apply Credit to Customer's Outstanding Bill

If the customer has another outstanding bill, credit the disputed transaction charge against the open receivable.

Key Data Element: Customer number, bill number, transaction serial number (standard document number)

Inputs

Source: RV 01.05.04 Annotate Original Transaction and Create an Adjusted Transaction RV01.05.01

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data:

Bill Number :	Tracking Number (TBD)
Customer Number :	Identifies Who Was Billed
Transaction Serial Number :	Used to create an audit trail

Steps

1 Process: Determine if customer has an outstanding bill. Apply charge. Post to transaction.

User Role: Revenue Analyst

Automation: Manual/Automatic

Security: Update

Edits: Audit Trail

Requirements: Blue Book
JFMIP
AF
TRANSCOM
BMMP

2 Process: Annotate and notify customer of corrective action.

User Role: Revenue Analyst

Automation: Manual/Automatic

Security: Update

Edits: Audit Trail

Requirements: Blue Book
JFMIP
AF
TRANSCOM
BMMP

Outputs

Destination: RV 01.06 Provide Customer Accessible Data

Schedule: On Demand

Medium: Internal

Functional Data:

Applied Credit :	Credit applied against customer's outstanding bill
Updated Accounts :	Updated accounts receivable subsidiary

Diagram: RV 01.05 Resolve Post Bill Disputes

Process: RV 01.05.06 Issue Refund to Customer

Customer requests a refund, budgetary and proprietary accounts will be adjusted. A refund may be issued to the customer via check, TBO, EDI, etc.

Key Data Element: LOA, customer number, bill number, voucher number, servicing DFAS Agent

Inputs

Source: RV01.05.01
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data:

Bill Number :	Bill number of the disputed transaction
Customer Number :	Code tied to customer's address
Transaction Serial Number :	Used to create an audit trail

Steps

1 Process: Determine how the refund will be processed (i.e., check, TBO, etc.)
User Role: Revenue Analyst
Automation: Manual/Automatic
Security: Update
Edits: Audit Trail
Requirements: Blue Book
JFMIP
AF
TRANSCOM
BMMP

2 Process: Process Refund
User Role: Revenue Analyst
Automation: Manual/Automatic
Security: Update
Edits: Audit Trail
Requirements: Blue Book
JFMIP
AF
TRANSCOM
BMMP

3 Process: Annotate and notify customer of corrective action
User Role: Revenue Analyst
Automation: Manual/Automatic
Security: Update
Edits: Audit Trail
Requirements: Blue Book
JFMIP
AF
TRANSCOM
BMMP

Outputs

Destination: RV 01.06 Provide Customer Accessible Data
Schedule: On Demand

Diagram: RV 01.05 Resolve Post Bill Disputes

Process: RV 01.05.06 Issue Refund to Customer

Medium: Internal

Functional Data: Refund : refunded erroneous charge to customer

RV 01.10 Record Open Accounts Receivable (Billed)

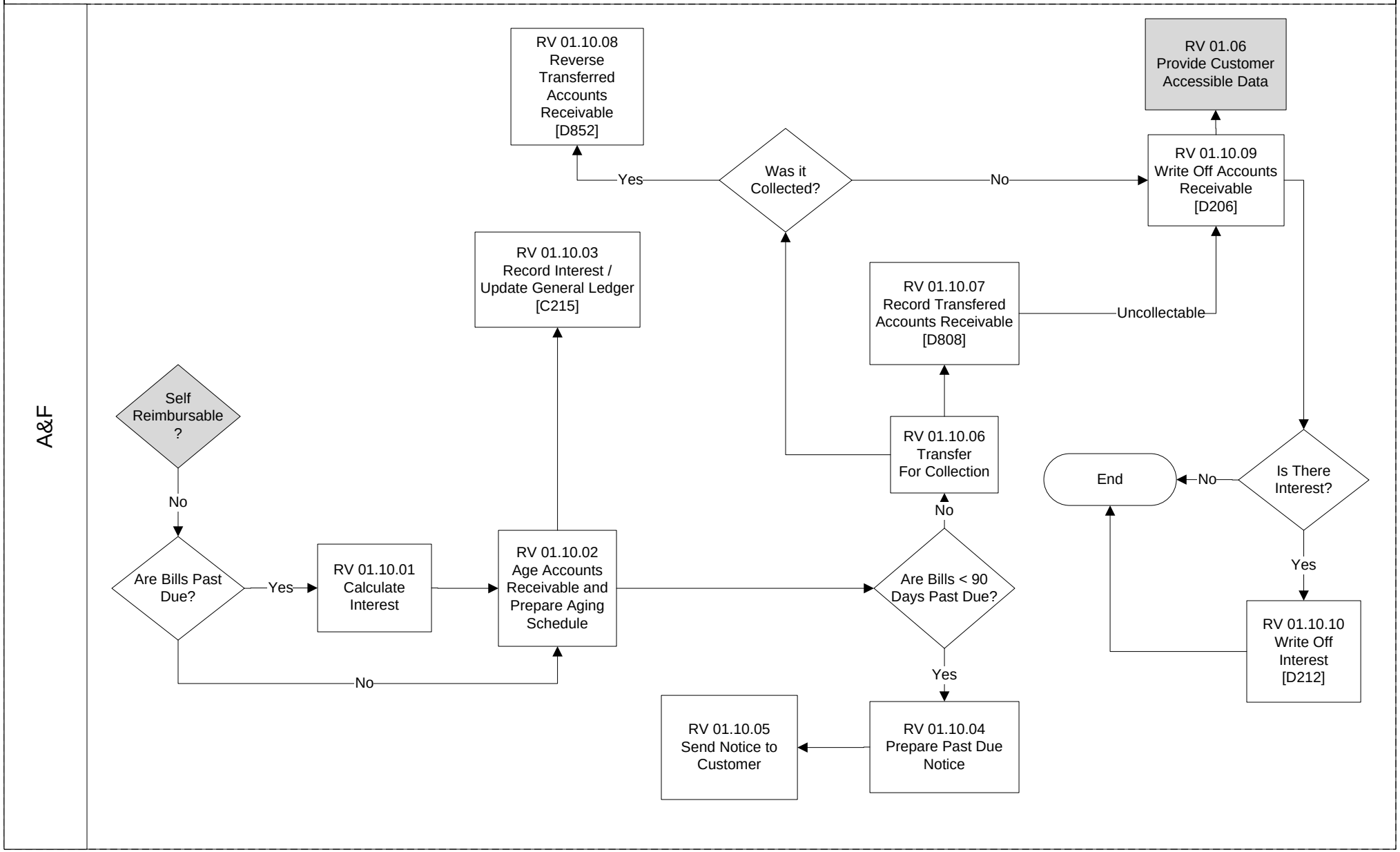

Diagram: RV 01.10 Record Open Accounts Receivable (Billed)

An open accounts receivable is established when a bill is forwarded to a customer who has not provided an advance. Various stages of open accounts receivable require established processes outlined in the Financial Management Regulation (FMR). We must be able to identify the status of each bill (I.e., open, partially-paid, disputed, rebilled, transferred, written off, paid in full, etc.)

Diagram: RV 01.10 Record Open Accounts Receivable (Billed)

Process: RV 01.10.01 Calculate Interest

System will calculate interest on delinquent receivables. The interest rate is established by the Secretary of Treasury and distributed by DFAS-Columbus.

Key Data Element: Original Date of Bill, Established Interest Rate

Inputs

Source: RV 01.10 Record Open Accounts Receivable Subsidiary
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data: Original Date of Bill : Date the Bill was Forwarded to Customer
Interest Rate : Established by Secretary of Treasury

Steps

1 Process: Identify delinquent Accounts Receivable based on date of bill and current date.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Read Only
Edits:
Requirements:

2 Process: Apply Interest Rate
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: N/A
Edits: Interest Rate Table
Requirements: JFMIP
AF
TRANSCOM
BMMP

3 Process: Apply Calculated Interest to Bill
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Update
Edits:
Requirements: JFMIP
AF
TRANSCOM
BMMP

Outputs

Destination: RV 01.10.02 Age Accounts Receivable and Prepare Aging Schedule
Schedule: On Demand
Medium: Electronic
Functional Data: Calculated Interest : Interest applied to delinquent open receivables

Diagram: RV 01.10 Record Open Accounts Receivable (Billed)

Process: RV 01.10.02 Age Accounts Receivable and Prepare Aging Schedule

System will age all open accounts receivables according to established categories and prepare the aging schedule.

Key Data Element: Bill Number, Bill Date, Customer Number, Surcharge, Balance, Aging Categories

Inputs

Source: RV 01.10.01 Calculate Interest

Schedule: On Demand

Direction: Push

Medium: Internal

Functional Data:

Bill Number :	Tracking Number (TBD)
Bill Date :	Original date of the bill
Customer Number :	Identifies Who Was Billed
Surcharge :	Additional charge for Non-DoD and non-Government customers
Balance :	Amount Unpaid
Aging Categories :	Bill Number, Customer Number, Surcharge (if any), 0-31, 31-60, 61-90, 91-180, 181-365, 366-2 years, Balance

Steps

1 Process: Apply appropriate aging category to open receivable using Bill Date, Current Date and Aging Categories

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements: JFMIP
AF
TRANSCOM
BMMP

2 Process: Prepare Aging Schedule

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements: JFMIP
AF
TRANSCOM
BMMP

Outputs

Destination: RV 01.10.03 Record Interest / Update General Ledger; RV 01.10.07 Prepare Past Due Notice RV01.10.04

Schedule: On Demand

Medium: Electronic

Functional Data: Aging Schedule : A management tool for tracking delinquent accounts

Diagram: RV 01.10 Record Open Accounts Receivable (Billed)

Process: RV 01.10.03 Record Interest / Update General Ledger

System will record interest calculated on past due bills and update the General Ledger.

Key Data Element: Interest Amount, General Ledger Account Codes

Inputs

Source: RV 01.10.02 Age Accounts Receivable and Prepare Aging Schedule

Schedule: On Demand

Direction: Push

Medium: Electronic

Functional Data: Interest Amount : Dollar amount added to the bill for interest charges

General Ledger Account Codes : Account Codes used to update the General Ledger

Steps

1 Process: Identify bills that have interest added

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Read Only

Edits: Bills with interest

Requirements:

2 Process: Update the General Ledger Account Codes

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: General Ledger Account Codes

Requirements: JFMIP
AF
TRANSCOM
BMMP

Outputs

Diagram: RV 01.10 Record Open Accounts Receivable (Billed)

Process: RV 01.10.04 Prepare Past Due Notice

System will prepare a notification for the customer regarding a delinquent account.

Key Data Element: Bill Number, Customer Number, Bill Date, Balance

Inputs

Source: RV 01.10.02 Age Accounts Receivable and Prepare Aging Schedule
Schedule: On Demand
Direction: Push
Medium: Electronic
Functional Data: Bill Number : Tracking Number (TBD)
Customer Number : Identifies Who Was Billed
Bill Date : Original Date of Bill
Balance : Amount Open

Steps

Process: Prepare notification for customer
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Update
Edits:
Requirements: JFMIP
AF
TRANSCOM
BMMP

1 Process: Identify past due accounts using Bill Date and Current Date
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Update
Edits: Bill Date
Requirements:

Outputs

Destination: RV 01.10.05 Send Notice to Customer
Schedule: On Demand
Medium: Electronic
Functional Data: Past Due Notice : Past Due Notice

Diagram: RV 01.10 Record Open Accounts Receivable (Billed)

Process: RV 01.10.05 Send Notice to Customer

This process forwards past due notices to the customers with delinquent bills.

Key Data Element: Past Due Notice

Inputs

Source: RV 01.10.04 Prepare Past Due Notice

Schedule: On Demand

Direction: Push

Medium: Electronic

Functional Data: Past Due Notice : Prepared notification to customer with delinquent bills

Steps

Process: Forward past due notices

User Role: Revenue Analyst

Automation: Automatic

Security: Update

Edits:

Requirements: JFMIP
AF
TRANSCOM
BMMP

Outputs

Diagram: RV 01.10 Record Open Accounts Receivable (Billed)

Process: RV 01.10.06 Transfer for Collection

System will transfer open accounts receivables greater than 90 days old to another organization acting as the collection agency. Bills are transferred to DFAS-Denver, DFAS-Columbus or Air Force, depending on the customer.

Key Data Element: Bill Number, Customer Number, Original Date of Bill, Balance, Collection Action or Write Off

Inputs

Source: RV 01.10.02 Age Accounts Receivable and Prepare Aging Schedule
Schedule: On Demand
Direction: Push
Medium: Electronic
Functional Data:

Bill Number :	Tracking Number (TBD)
Customer Number :	Identifies Who Was Billed
Original Date of Bill :	Date the Bill was Forwarded to Customer
Balance :	Amount Unpaid
Collection Action :	Customer Pays the Bill
Uncollectible :	Bill Determined Uncollectible

Steps

1 Process: Identify Bill Number, Customer Number, Original Date of Bill, and Balance
User Role: Analyst/Technician at DFAS Organization
Automation: Automatic
Security: Read Only
Edits: Bill Number, Customer Number, Original Date of Bill, Balance
Requirements: TRANSCOM
DFAS

2 Process: Contact customer to initiate collection action.
User Role: Analyst/Technician at DFAS
Automation: Manual/Automatic
Security: Update
Edits:
Requirements: JFMIP
AF
TRANSCOM
BMMP
DFAS

3 Process: Determine bill uncollectible. Provide supporting documentation.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Update
Edits:
Requirements: JFMIP
AF
TRANSCOM
BMMP

Outputs

Destination: RV 01.10.07 Record Transferred Accounts Receivable
Schedule: On Demand
Medium: Internal

Diagram: RV 01.10 Record Open Accounts Receivable (Billed)

Process: RV 01.10.06 Transfer for Collection

Functional Data: Bill Determined Uncollectible : Supporting documentation justifies write off

Diagram: RV 01.10 Record Open Accounts Receivable (Billed)

Process: RV 01.10.07 Record Transferred Accounts Receivable

System will update general ledger with accounts that are to be transferred to another agency for collection. The general ledger update will remove the bill from "open receivable" status. System must identify these bills as transferred for collection even though they are no longer in an accounts receivable status.

Key Data Element: Bill Number, Customer Number, Original Date of Bill, Balance, Collection Action or Write Off

Inputs

Source: RV 01.10.06 Transfer for Collection
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data:

Bill Number :	Tracking Number (TBD)
Customer Number :	Identifies Who Was Billed
Original Date of Bill :	Date the Bill was Forwarded to Customer
Balance :	Amount Unpaid
Collection Action :	Customer Pays the Bill
Uncollectible :	Bill Determined Uncollectible

Steps

1 Process: Update general ledger to reflect transfer of receivable for collection action.
User Role: A/R RECEIVABLES PROCESSOR
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

2 Process: Annotate who the request for transfer was sent to.
User Role: A/R REIMBURSABLE MANAGER
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

Outputs

Destination: RV 01.10.09 Write Off Accounts Receivable
Schedule: On Demand
Medium: Electronic
Functional Data:

Diagram: RV 01.10 Record Open Accounts Receivable (Billed)

Process: RV 01.10.08 Reverse Transferred Accounts Receivable

System will reverse the general ledger posting which transferred open receivables to transferred status so that a collection can be processed.

Key Data Element: Bill Number, Customer Number, Original Date of Bill, Balance, Collection Action or Write Off

Inputs

Source: RV 01.10.06 Transfer for Collection

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data:

Bill Number :	Tracking Number (TBD)
Customer Number :	Identifies Who Was Billed
Original Date of Bill :	Date the Bill was Forwarded to Customer
Balance :	Amount Unpaid
Collection Action :	Customer Pays the Bill
Uncollectible :	Bill Determined Uncollectible

Steps

1 Process: System will reverse the general ledger posting transferring the bill for collection to another agency as a payment has been received.

User Role: A/R RECEIVABLES PROCESSOR

Automation: Manual/Automatic

Security: Update

Edits:

Requirements:

Outputs

Diagram: RV 01.10 Record Open Accounts Receivable (Billed)

Process: RV 01.10.09 Write Off Accounts Receivable

System will identify transferred accounts that are determined to be uncollectible and prepare write off. The write off will be against revenue if an allowance account has not been established by recording a bad debt expense.

Key Data Element: Bill Number, Customer Number, Balance

Inputs

Source: RV 01.10.06 Transfer for Collection
Schedule: On Demand
Direction: Pull
Medium: Electronic
Functional Data: Bill Number : Tracking Number (TBD)
Customer Number : Identifies Who Was Billed
Balance : Amount Unpaid

Steps

1 Process: Identify Bill Number, Customer Number and Balance
User Role: Revenue Analyst
Automation: Automatic
Security: Read Only
Edits: Bill Number, Customer Number and Balance
Requirements: TRANSCOM

2 Process: Provide documentation to justify write off
User Role: Revenue Analyst
Automation: Manual
Security: Update
Edits:
Requirements: TRANSCOM

3 Process: Write off balance
User Role: Revenue Analyst
Automation: Manual/Automatic
Security: Update
Edits: Bill Number, Customer Number, Balance
Requirements: JFMIP
AF
TRANSCOM
BMMP

Outputs

Diagram: RV 01.10 Record Open Accounts Receivable (Billed)

Process: RV 01.10.10 Write Off Interest

System will write off interest applied to a bill that is being written off.

Key Data Element: Bill Number, Customer Number, Interest Amount

Inputs

Source: RV 01.10.09 Write Off Accounts Receivable

Schedule: On Demand

Direction: Push

Medium: Electronic

Functional Data:

Bill Number :	Tracking Number (TBD)
Customer Number :	Identifies Who Was Billed
Interest Amount :	Interest applied to bill

Steps

Process: Write off interest amount

User Role: Revenue Analyst

Automation: Manual/Automatic

Security: Update

Edits: Bill Number, Customer Number and Interest Amount

Requirements: JFMIP
AF
TRANSCOM
BMMP

Process: Identify Bill Number, Customer Number, and Interest Amount

User Role: Revenue Analyst

Automation: Manual/Automatic

Security: Read Only

Edits: Bill Number, Customer Number and Balance

Requirements: TRANSCOM

Outputs

RV 07 Revenue Generation with Advance

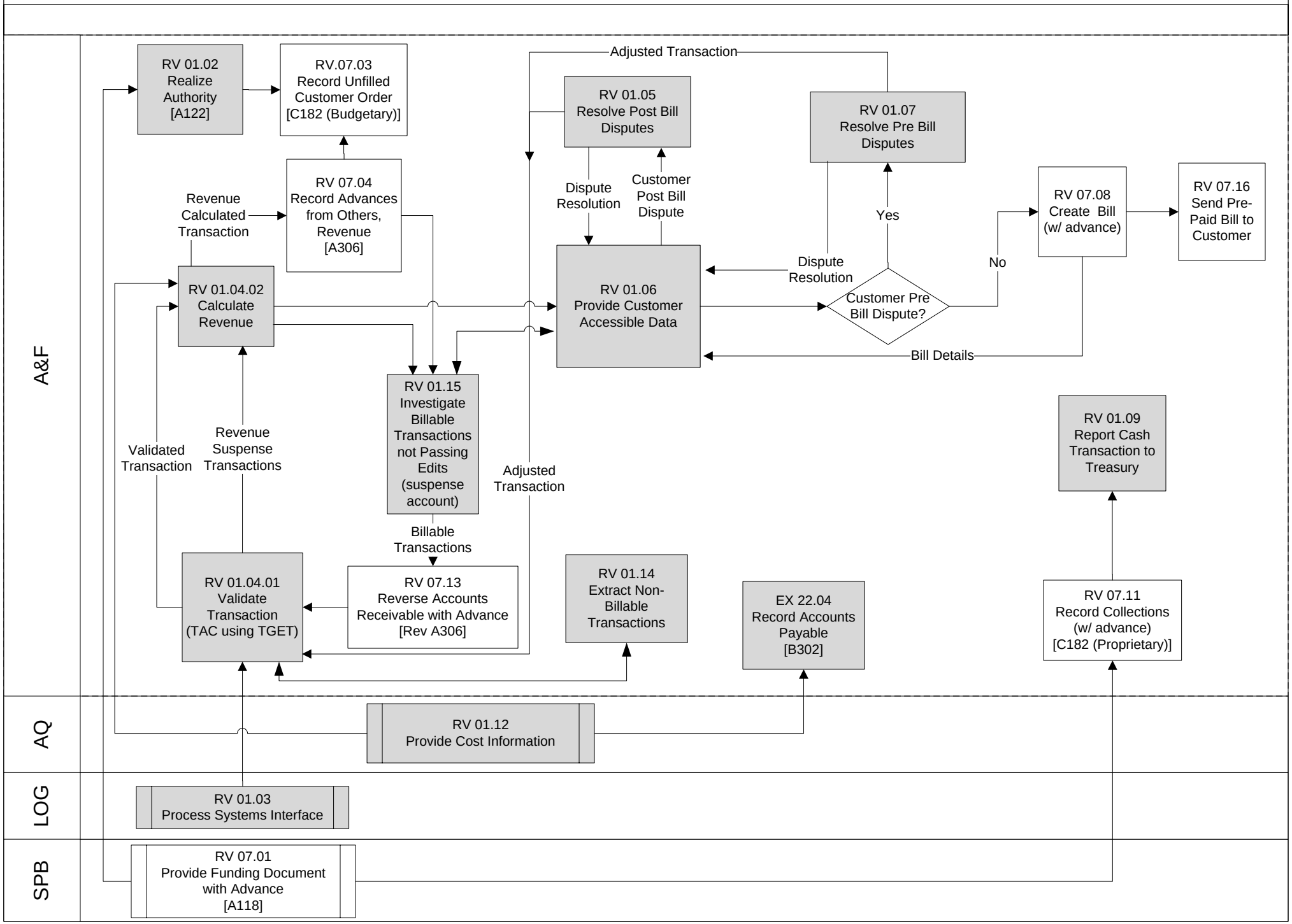

Diagram: RV 07 Revenue Generation With Advance

The system recognizes, bills, collects and adjusts revenue transactions for TWCF and general funds. TWCF earns revenue from airlift services within various business areas. Revenue computations vary by area. General fund revenue focuses on reimbursables.

Diagram: RV 07 Revenue Generation With Advance

Process: RV 01.01.02 Calculate Revenue

TWCF revenue is calculated based on tariff rates, flying hour rates, and contract costs. For the general funds reimbursable revenue is cost based and charged to multiple customers based on usage.

Key Data Element: Channel Rates, Flying Hour Rates, Commercial Costs, Customer Number

Inputs

Steps

Outputs

Diagram: RV 07 Revenue Generation With Advance

Process: RV 01.02 Realize Revenue (w/advance)

Record realization of anticipated authority in the budgetary accounts.

Key Data Element: Advance Payment

Inputs

Source: RV 07.01 Provide Funding Document with Advance
Schedule: On Demand
Direction: Push
Medium: Unknown
Functional Data:

Steps

1 Process: Record Advance
User Role: SYSTEM PROCESS UPDATE
Automation: Manual/Automatic
Security: Create
Edits:
Requirements:

2 Process: Record Unfilled Customer Order
User Role: Record
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

3 Process: Transmit data to provide Customer Viewable data
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Update
Edits:
Requirements:

Outputs

Destination: RV 07.03 Record Unfilled Customer Order
Schedule: On Demand
Medium: Internal
Functional Data:

Diagram: RV 07 Revenue Generation With Advance

Process: RV 01.03 Process Systems Interface

This process has been detailed in Flow RV 01 Revenue Generation without Advance.

Key Data Element:

Inputs

Steps

Outputs

Diagram: RV 07 Revenue Generation With Advance

Process: RV 01.04.01 Validate Transaction (TAC using TGET)

Edits are performed on data transactions for missing/erroneous characters provided from systems interfaces. Transportation Account Codes (TAC) will then be validated using the Transportation Global Edit Table (TGET) for the working capital fund.

Key Data Element: TACs, LOAs, Manifest data, Contract data, Installation data (data identified in IRDs)

Inputs

Steps

Outputs

Diagram: RV 07 Revenue Generation With Advance

Process: RV 01.05 Resolve Post Bill Disputes (w/ advance)

Customers may dispute their bill based on erroneous charges. If a valid dispute, the charge may be reversed, charged to another customer, or refunded. If the dispute is invalid, the system will notify customer that no further action will be taken.

Key Data Element: Transaction Serial Number

Inputs

Source: RV 01.06 Provide Customer Accessible Data
Schedule: On Demand
Direction: Pull
Medium: Internal
Functional Data:

Steps

1 Process: Evaluate dispute
User Role: SYSTEM PROCESS UPDATE
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

2 Process: Decide correct course of action
User Role: SYSTEM PROCESS UPDATE
Automation: Manual
Security: Update
Edits:
Requirements:

3 Process: Refund, rebill, issue credit memo
User Role: SYSTEM PROCESS UPDATE
Automation: Manual
Security: Update
Edits:
Requirements:

4 Process: Notify customer of action taken.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits:
Requirements:

Outputs

Destination: RV 01.06 Provide Customer Accessible Data and RV 01.04.01 Validate Transaction (TAC using TGET)
Schedule: On Demand
Medium: Internal
Functional Data:

Diagram: RV 07 Revenue Generation With Advance

Process: RV 01.06 Provide customer accessible data

This process has been detailed in Flow RV 01 Revenue Generation without Advance.

Key Data Element:

Inputs

Steps

Outputs

Diagram: RV 07 Revenue Generation With Advance

Process: RV 01.07 Resolve Pre Bill Disputes (w/ advance)

Following the investigation of the dispute, the analyst may accept the dispute in the system and then select appropriate action (i.e., reverse the transaction, create an adjusted transaction, or accept the transaction as is).

Key Data Element: Original Transportation Transaction

Inputs

Source: RV 01.06 Provide Customer Accessible Data
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data:

Steps

1 Process: Evaluate customer dispute
User Role: SYSTEM PROCESS UPDATE
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

2 Process: Make a decision on customer's claim
User Role: SYSTEM PROCESS UPDATE
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

3 Process: Process necessary corrections, if any required
User Role: Process Corrections
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

4 Process: Notify customer of action taken
User Role: Notify Customer
Automation: Automatic
Security: Create
Edits:
Requirements:

Outputs

Destination: RV 01.06 Provide Customer Accessible Data and RV 01.04.01 Validate Transaction (TAC using TGET)
Schedule: On Demand
Medium: Internal
Functional Data:

Diagram: RV 07 Revenue Generation With Advance

Process: RV 01.09 Report Cash Transactions to Treasury

System will prepare a file for interfacing CDS. This will transfer amounts between Treasury appropriations. This data must reconcile to general ledger updates for collections and advances from others.

Key Data Element: Voucher Number, LOAs, Amounts

Inputs

Source: RV 07.11 Record Collections (w/advance)
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data:

Steps

Process: Account for transaction
User Role: SYSTEM PROCESS UPDATE
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

Process: Determine type of transaction
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Update
Edits:
Requirements:

Outputs

Diagram: RV 07 Revenue Generation With Advance

Process: RV 01.12 Provide Cost Information

System will use commercial expense transactions to calculate reimbursable revenue for TWCF chartered missions and general funds relating to utilities, communications, medical, etc.

Key Data Element: Contract Cost and Expenses Related to BOS

Inputs

Steps

Outputs

Diagram: RV 07 Revenue Generation With Advance

Process: RV 01.15 Investigate Billable Transactions not Passing Edits (suspense account)

An analyst will research suspense transactions to determine if transaction should be billed. If so, return the transaction for revalidation and subsequent billing. If not, the transaction is ended, but available in a history file.

Key Data Element: Manifest data, Non-Billable TACs

Inputs

Steps

Outputs

Destination: RV 01.13 Reverse Accounts Receivable; RV 01.06 Provide Customer Accessible Data

Schedule: On Demand

Medium: Electronic

Functional Data:

Diagram: RV 07 Revenue Generation With Advance

Process: RV 07.01 Provide Funding Document with Advance

Customer provides an advance in lieu of a funding document. The system will generate an unfilled customer order for the performing activity.

Key Data Element: Advance Payment, Voucher Number

Inputs

Source: Funding Documents with Advance

Schedule: On Demand

Direction: Pull

Medium: Electronic

Functional Data:

Advance Payment :	Customer provides cash prior to services being performed
Voucher Number :	System will automatically provide a voucher number relating to the collection of the advance payment

Steps

1 Process: Budget domain provides cash to reimburse performing activity for anticipated requests for service.

User Role: BDGT MAINTAINER

Automation: Manual/Automatic

Security: Update

Edits: Ensure funding is applied against proper customer number

Requirements: JFMIP, AF, TRANSCOM, BMMP

2 Process: The system will assign a collection voucher number against the cash received from the customer.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits: Ensure vouchered amount matches amount of cash received.

Requirements: JFMIP, AF,TRANSCOM, BMMP

Outputs

Destination: RV 01.02.01 Realize Authority

Schedule: On Demand

Medium: Internal

Functional Data:

Advance payment is received and identified to proper customer :	Ensure payment matches proper customer

Diagram: RV 07 Revenue Generation With Advance

Process: RV 07.03 Record Unfilled Customer Order

Record an unfilled customer order in the budgetary accounts.

Key Data Element: Customer Number, MIPR Number, MIPR Amount

Inputs

Source: RV 01.02 Realize Authority

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data:

Customer Number :	Who to charge
MIPR Number :	Audit of funding document
MIPR amount :	Advance amount posted to performing activity

Steps

1 Process: Record an unfilled customer order in budgetary accounts.

User Role: A/R COLLECTION PROCESSOR

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Diagram: RV 07 Revenue Generation With Advance

Process: RV 07.04 Record Advances from Others, Revenue

Record the recognition of reimbursements/revenue earned in the performing activity for services provided on a reimbursable order with an advance. As transactions are billed, the system will reduce the unfilled customer orders and track remaining amount of advance. Unbilled revenue will be identified as an accrual.

Key Data Element: G/L Pro forma, Sales Code, Amount, Business Area, Fiscal Year, Customer Number, MIPR Number

Inputs

Source: RV 01.04.02 Calculate Revenue

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data:

Budgetary and Proprietary Accounts :	General ledger accounts are updated to record revenue and receivables
Sales Code :	Is part of the LOA to identify the customer
Business Area :	separates revenue into various categories, which are billed using various ways of calculating revenue
Customer Number :	Relates to a rate that will be charged to customer, a mailing address, and possibly an LOA
MIPR Number :	After revenue is calculated and ready for billing to a customer, the system will adjust the available balance of the customer's MIPR

Steps

1 Process: Update general ledger in both budgetary and proprietary accounts to record revenue and receivables.

User Role: SGL FINANCIAL DATA MAINTAINER

Automation: Automatic

Security: Update

Edits:

Requirements: AF
TRANSCOM

2 Process: The system will reduce the available balance of customer's advance when transactions are billed.

User Role: A/R RECEIVABLES PROCESSOR

Automation: Automatic

Security: Update

Edits:

Requirements: AF
TRANSCOM

3 Process: The system will identify unbilled revenue transactions as an accrual.

User Role: A/R RECEIVABLES PROCESSOR

Automation: Automatic

Security: Update

Edits:

Requirements: AF
TRANSCOM

Outputs

Destination: RV 07.03 Record Unfilled Customer Order; RV 01.15 Investigate Billable Transactions not Passing Edits (Suspense Account)

Schedule: On Demand

Medium: Electronic

Functional Data:

Diagram: RV 07 Revenue Generation With Advance

Process: RV 07.08 Create bill (w/ advance)

System will generate a bill based on edited/validated transactions including customer address, a detailed statement of charges, and payment/voucher information required for an SF 1080. The bill may include data elements necessary to transmit via EDI.

With an advance, process an SF 1080 identified as "No Remittance Required"

Key Data Element: Rate Tables, LOA, Customer Address, Customer Number, Channel, Aircraft Type, Sales Code, Bill Number, Servicing DFAS Agent, Manifest data, AHS Flying Hour data, COINS Contract data, Reimbursable Cost data

Inputs

Source: RV 01.06 Provide Customer Accessible Data

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data:

Flying Hour and Channel rate tables :	Set rates as published on the AMC/A8 web page
Cost/Contract Data :	Transactions received from feeder systems
Detailed Statement of Charges :	Listing to support charges billed to customer (I.e., manifest data, TAC , APOE, APOD, etc.) This listing will be separated by business area and provide required billing information/rates/flying hours to support the calculated charges.
Billing data :	All revenue transactions identified on a detailed statement of charges.

Steps

1 Process: The system will consolidate all transactions by customer number to create a detailed statement of charges to support a bill. A new bill number will be assigned for each detailed statement of charged.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements: AF, TRANSCOM

2 Process: The system will then create a "no charge" bill and apply balance against the customer's advance

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements: AF, TRANSCOM

Outputs

Destination: RV 07.16 Send Pre-Paid Bill to Customer

Schedule: On Demand

Medium: Internal

Functional Data:

Created "no charge" bill for customer :	No Charge bill created

Diagram: RV 07 Revenue Generation With Advance

Process: RV 07.11 Record Collections (w/ advance)

Collections may be received by check, cash, TBO, self-reimbursement, EDI, etc.
System must record collection of advance in the performing agency for reimbursable services in the general ledger (proprietary accounts only). Record monthly collections to cash collections-operating. At the EOM, a JV will redistribute a portion of cash collections-operating to cash collections-capital using a pre-determined percentage received form the budget domain.

These transactions must be included in the file to CDS for reporting to Treasury.

Key Data Element: G/L Pro forma, Amount

Inputs

Source: RV 07.01 Provide Funding Document with Advance

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data:

Budget and Proprietary Accounts :	Updated to record collection of unearned income.
Amount :	The amount of check, cash, TBO, self-reimbursement, EDI, etc. received as an advance

Steps

1 Process: The system will update general ledger to collect cash, TBO, self-reimbursement, EDI, etc. received as an advance.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements: AF, TRANSCOM

Outputs

Destination: RV 01.09 Perform Cash Accountability (Treasury)

Schedule: On Demand

Medium: Electronic

Functional Data:

Updated Budgetary and Proprietary Account to Record Collection of Advance. :	Update to record collections

Diagram: RV 07 Revenue Generation With Advance

Process: RV 07.16 Send Pre-Paid Bill to Customer

Bills covered by an advance are sent to the customer and servicing DFAS agent. These bills require no payment

Key Data Element: Customer Number, Customer Address

Inputs

Source: RV 07.08 Create Bill

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data:

Customer number - :	A number established within the system to identify a bill payer - these numbers will also be used to determine if an additional surcharge is appropriate (i.e., Non-DoD percentage, and Non-Government percentage)
Customer Address :	Mail address/email address that the bill will be forwarded to

Steps

1 Process: After the pre-paid bills are created, they will be sent to customers for their information

User Role: A/R ACCOUNT MAINTAINER

Automation: Automatic

Security: Create

Edits:

Requirements: AF, TRANSCOM

Outputs

Diagram: RV 07 Revenue Generation With Advance

Process: RV 22.04 Record Accounts Payable

Record the expense and accrue a liability relating to the receipt of goods or services in the budgetary and proprietary accounts.

Key Data Element: Object Class, Amount, Vendor

Inputs

Steps

Outputs

RV 08 Channel Passenger

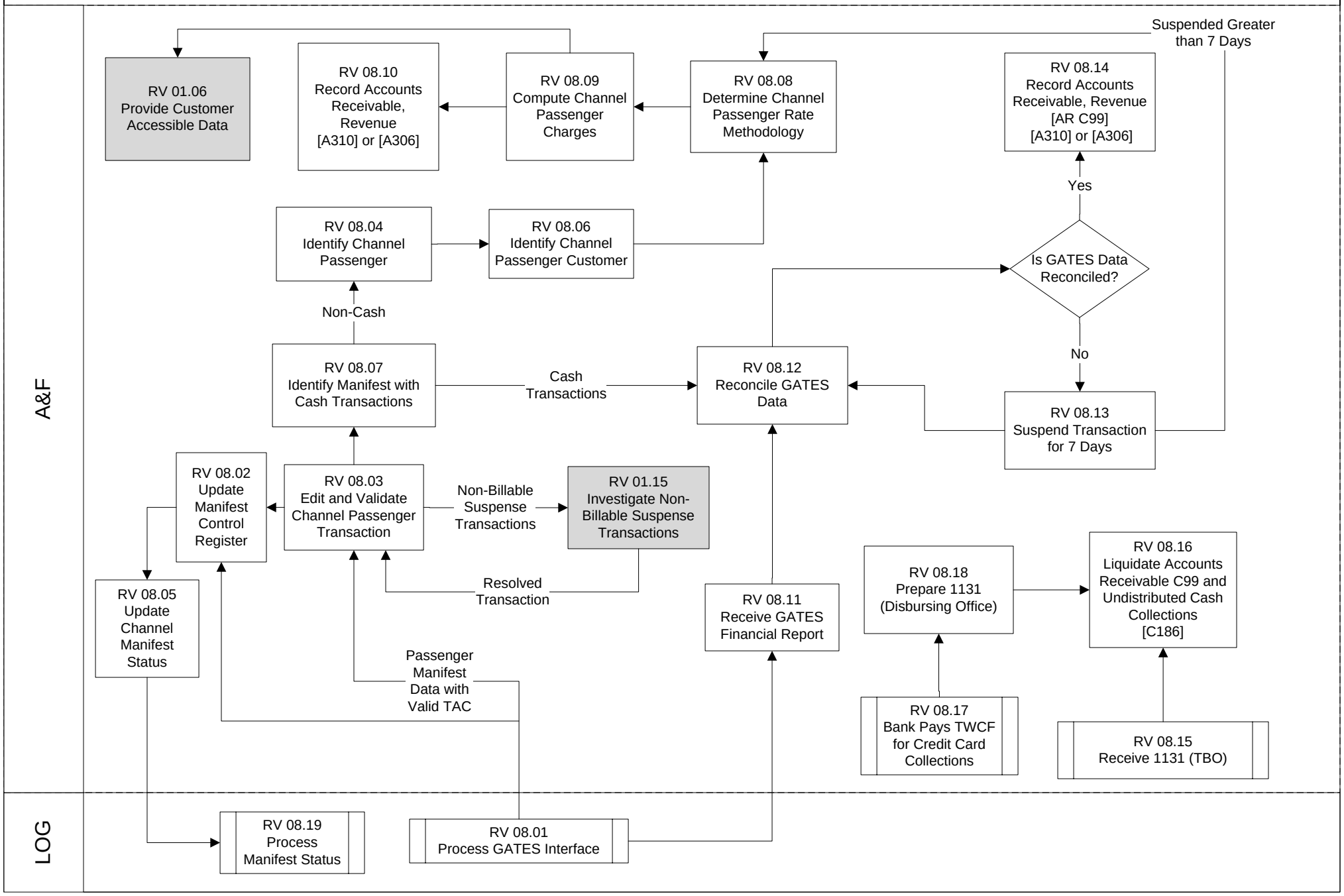

Diagram: RV 08 Channel Passenger

This flow addresses the processing of Transportation Working Capital (TWCF) Airlift Passenger Manifests. Depicted herein the passenger manifest, made up of 72 different fields are accounted for edited, validated, and determined to be billable or non-billable before further processing. Invalid data will not enter the financials of the system. Manifests that fail edits or validations are coded in a way to define the problem and then suspended (held back), requiring the attention of Financial Specialists. Valid billable data will have the customer data appended to it's record, revenue calculations performed followed by recording/updating applicable financial accounts. Finally the data will be presented to the customer in RV 01.06.

Diagram: RV 08 Channel Passenger

Process: RV 08.01 Process Gates Interface

In this process the logistics feeder system GATES provides TWCF passenger movement data in the form of a manifest for billing to the customer. Manifest must contain a valid Transportation Account Code (TAC).

Key Data Element: See the system Cargo Mail and Passenger Record Layouts.xls (pass tab)

Inputs

Steps

1 Process: Receive and process inbound Passenger Manifests from the GATES feed.

User Role: SYSTEM PROCESS UPDATE

Automation: User Initiated in System

Security: Create

Edits: See the system Cargo Mail and Passenger Record Layouts.xls

Requirements:

Outputs

Destination: RV 08.03 Edit and Validate Channel Passenger Transaction RV 08.11 Receive GATES Financial Report RV 08.02 Update Manifest Control Register

Schedule: Daily

Medium: Electronic

Functional Data: TWCF Passenger Manifests : Complete list of Passengers moved from Point A to Point B

Diagram: RV 08 Channel Passenger

Process: RV 08.02 Update Manifest Control Register

Consider the manifest control register and update to ascertain compliance with manifest control rules insuring all ports manifests are accounted for.

Key Data Element: Manifest Data

Inputs

Source: RV 08.01 Process GATES Interface and RV 8.03 Edit and Validate Channel Passenger Transaction

Schedule: Daily

Direction: Pull

Medium: Electronic

Functional Data: Manifest Data (Manifesting Station, Fiscal Year, Manifest Type, Manifest Serial Number) : Defines the manifest data

Steps

1 Process: Update Manifest Status - By Manifesting Station, account for missing manifest, provide feeder system GATES with a receipt and status for each manifest (missing, approved, voided, etc.,) record status by manifesting station in the system.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Read Only

Edits: SEE Version Control and Accounting for Manifests.doc

Requirements:

2 Process: Check the manifest number to see if it has been received before (check for duplicates)

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See Version Control and Accounting for Manifests.doc

Requirements:

3 Process: Check the manifest number to see if it is the next consecutive number (check for missing manifests).

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See Version Control and Accounting for Manifests.doc

Requirements:

Outputs

Destination: RV 08.05 Update Channel Manifest Status

Schedule: Daily

Medium: Electronic

Functional Data: Manifest Data and Manifest Status Code (Manifesting Station, Fiscal Year, Manifest Type, Manifest Serial Number) Approved : Flat file formatted as outlined in the IDD

Diagram: RV 08 Channel Passenger

Process: RV 08.03 Edit and Validate Channel Passenger Transaction

Edit the channel passenger transactions and validate to ensure they possess all the data elements necessary to process a bill, otherwise send the channel passenger transactions to a suspense file requiring Financial Specialist attention or are coded and recorded as non-billable movement RV 01.15.

Key Data Element: See the system Cargo Mail and Passenger Record Layouts.xls

Inputs

Source: RV 08.01 Process GATES Interface

Schedule: Daily

Direction: Pull

Medium: Electronic

Functional Data: GATES TWCF Passenger Data : Lifted Manifests

Steps

1 Process: Edit and Validate Manifested TWCF Passenger Manifest data elements.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See the system Cargo Mail and Passenger Record Layouts.xls (passenger Tab), Channel Business Rules.doc and Transportation Global Edit Table in the system.doc

Requirements: DTR

2 Process: Update Manifest Status - By Manifesting Station, account for missing manifest, provide feeder system GATES with a receipt and status for each manifest. Record status by manifesting station in the system.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Valid Status Codes

Requirements: Interface Design Document

3 Process: Apply Channel Passenger Business Rules.

User Role: SYSTEM PROCESS UPDATE

Automation:

Security: Update

Edits: See Channel Business Rules.doc (Channel Passenger)

Requirements:

Outputs

Destination: RV 08.02 Update Manifest Control Register, RV 08.07 Identify Manifest with Cash Transactions and RV 01.15 Investigate non-billable suspense transactions

Schedule: Daily

Medium: Electronic

Functional Data:

Manifest Status Report to GATES RV 08.02 :	Flat file formatted as outlined in the GATES - The System IDD
Billable Passenger Transactions to RV 08.07 :	Validated Passenger details to be used to identify cash transactions
Non-billable Passenger Transactions to RV 01.15 :	This has initially been determined as non-billable but will be reviewed by Revenue Analyst periodically

Diagram: RV 08 Channel Passenger

Process: RV 08.03 Edit and Validate Channel Passenger Transaction

Passenger Transactions Failing Edits, Rules or Validation to RV 01.15 :	Data requiring Transportation Specialist or Revenue Analyst attention

Diagram: RV 08 Channel Passenger

Process: RV 08.04 Identify Passenger Channel

Derive the channel Port of Embarkation and Port of Debarkation in order to ascertain the validity of the channel over which the passenger traveled.

Key Data Element: Manifesting Station, Mission ID, POE and POD

Inputs

Source: RV 08.07 Identify Manifest with Cash Transactions

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: TWCF Passenger Data : Validated transactions

Steps

1 Process: Apply Business Rules to Key Data Elements

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See Validation of Channels for Revenue Calculations in the system.doc and the system Channel Business Rules.doc (Channel Passenger)

Requirements:

Outputs

Destination: RV 08.06 Identify Channel Passenger Customer

Schedule: Daily

Medium: Internal

Functional Data: Validated Channel Passenger Transactions Moving over a Validated AMC Airlift Channel : Billable Passenger Transactions

Diagram: RV 08 Channel Passenger

Process: RV 08.05 Update Channel Passenger Manifest Status

Update the channel passenger manifest status.

Key Data Element: Manifest identification

Inputs

Source: RV 08.02 Update Manifest Control Register

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data:

Steps

1 Process: Update the channel passenger manifest status by setting the status code, the applicable condition code, MISSI (missing), APPVD (approved), VOID (revised), DUPL(duplicate), CANCEL (canceled lift)

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Valid condition codes of MISSI (missing), APPVD (approved), VOID (revised), DUPL(duplicate), CANCEL (canceled lift).

Requirements:

2 Process: Send Manifest Status Update back to GATES (gates) site.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See GATES Manifest Status Receipt Report.xls

Requirements:

Outputs

Destination: RV 08.19 Process Manifest Status

Schedule: Daily

Medium: Electronic

Functional Data: Manifest Receipt Data : Update for Feeder GATES

Diagram: RV 08 Channel Passenger

Process: RV 08.06 Identify Channel Passenger Customer

Identify the customer so as to determine which rate to use and how to apply it.

Key Data Element: TAC, POE/POD, DODAACs

Inputs

Source: RV 08.04 Identify Passenger Channel

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Complete Valid Passenger Transactions : TAC, SSN, Order Number etc.,

Steps

1 Process: Update transaction with Customer derived from the TGET.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Edits are done in the TGET module.

Requirements:

Outputs

Destination: RV 08.08 Determine Channel Passenger Rate Methodology

Schedule: Daily

Medium: Electronic

Functional Data: Validated Passenger Transaction Including the Customer ID : Complete Transaction ready for application of rate

Diagram: RV 08 Channel Passenger

Process: RV 08.07 Identify Manifest with Cash Transactions

In this process the cash transactions that should have occurred in GATES are matched to the resultant computations performed by system.

Key Data Element: Account Codes, Total Paid, Quantity of Baggage, Type Travel Code

Inputs

Source: RV 08.03 Edit and Validate Channel Passenger Transaction

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Derived Financial Passenger Data : Computations performed by the system to determine if cash charges should have been collected

Steps

1 Process: Determine if charges should have been applied and cash collected from the traveler.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See Channel Business Rules.doc and the system Cargo Mail and Pass Record Layouts.xls

Requirements:

2 Process: Using result of step 1, compare results with the Flight Financial Report from feeder system GATES.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Account Codes, Total Paid, Quantity of Baggage, Type Travel Code

Requirements:

3 Process: If the financial results reconcile record cash RV 08.14 (Record Accounts Receivable, Revenue) else RV 08.13 (Suspend Transaction for 7 days)

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Revenue Calculations must not be a negative number.

Requirements:

Outputs

Destination: RV 08.04 Identify Passenger Channel and RV 08.12 Reconcile GATES Data

Schedule: Daily

Medium: Electronic

Functional Data: Passenger Movement Transactions : Determination has been made as to whether or cash was/should have been collected

Diagram: RV 08 Channel Passenger

Process: RV 08.08 Determine Channel Passenger Rate Methodology

Determine the correct rate methodology for computing customers charges for billing.

Key Data Element: TAC - (Customer ID)

Inputs

Source: RV 08.06 Identify Channel Passenger Customer and RV 08.13 Suspend Transaction for 7 days

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Complete Valid Passenger Transactions : TAC has been validated through the TGET which also provided the Customer ID

Steps

1 Process: Key data elements considered to determine the proper rate methodology for computing the charges. Is customer DoD, Non-DoD or other Government?

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Minimum calculated charge must be 25$. See Channel Business Rules.doc

Requirements:

Outputs

Destination: RV 08.09 Compute Channel Passenger Charges

Schedule: Daily

Medium: Electronic

Functional Data: Billable Valid Passenger Transaction : Passenger Transaction with rate

Diagram: RV 08 Channel Passenger

Process: RV 08.09 Compute Channel Passenger Charges

In this process the charges are computed based on the type customer and passed to the system record A/R module.

Key Data Element: Valid Rate and algorithm

Inputs

Source: RV 08.08 Determine Channel Passenger Rate Methodology

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Billable Valid Passenger Transaction with a Rate : Transaction for Revenue Calculation

Steps

1 Process: Compute Charges applying Tariff Rate for the Channel the passenger traveled times the number of seats used plus any additional charges such as excess baggage not paid in advance.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Rate and Algorithm: Passenger revenue must be computed as the sum of passenger movement rate plus the excess bags charge. (Passenger Revenue = Passenger Movement Rate + Excess Bags Charge) or Passenger revenue must be computed as the sum of passenger movement charges DoD rate plus excess bags charge. (Passenger Revenue = Passenger Movement Charges DoD Rate + Excess Bags Charge)

Requirements:

Outputs

Destination: RV 01.06 Provide Customer Accessible Data, RV 08.10 Record Accounts Receivable and Revenue, and EX 13.11 Perform Match to Existing Obligation SSN, Order, LOA

Schedule: Daily

Medium: Electronic

Functional Data:

Complete Billable Passenger Transaction with Calculated Revenue to RV 08.10 :	Updates A/R
Complete Billable Passenger Transaction with Calculated Revenue to RV 01.06 :	Provides Customer Accessible Data
Complete Billable Passenger Transaction with Calculated Revenue to EX 13.11 Perform Match to Existing Obligation SSN, Order, LOA :	Lifted Passenger Manifest Data for clearing obligations

Diagram: RV 08 Channel Passenger

Process: RV 08.10 Record Accounts Receivable, Revenue

Record the recognition of reimbursements/revenue earned in the performing activity for services provided on a reimbursable order. As transactions are billed, the system will reduce the unfilled customer order and track remaining amount of MIPR/advance. Unbilled revenue will be identified as an accrual.

Key Data Element: G/L Pro forma and amount

Inputs

Source: RV 08.09 Compute Channel Passenger Charges

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data: Budgetary and Proprietary Accounts : General ledger accounts are updated to record revenue and receivables

Steps

1 Process: Update general ledger in both budgetary and proprietary accounts to record revenue and receivables.

User Role: SGL FINANCIAL DATA MAINTAINER

Automation: Automatic

Security: Update

Edits: System will update GL transaction code A306 or A310

Requirements: AF
TRANSCOM

2 Process: The system will reduce the available balance of customer's MIPR/advance when transactions are billed.

User Role: A/R RECEIVABLES PROCESSOR

Automation: Automatic

Security: Update

Edits:

Requirements: AF
TRANSCOM

3 Process: The system will identify unbilled revenue transactions as an accrual.

User Role: A/R RECEIVABLES PROCESSOR

Automation: Automatic

Security: Update

Edits:

Requirements: AF
TRANSCOM

Outputs

Diagram: RV 08 Channel Passenger

Process: RV 08.11 Receive GATES Financial Report

In this process the GATES Financial Report is received and processed.

Key Data Element: Mission Data, Manifest Data and Passenger Charges

Inputs

Source: RV 08.01 Process GATES Interface

Schedule: Daily

Direction: Push

Medium: Electronic

Functional Data: Manifest and Mission Data : Financial data by Passenger Manifest.

Steps

1 Process: Record Financial Report elements by Passenger Manifest into the System.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Read Only

Edits: See GATES - the system Interface Design Document (TBD).doc

Requirements:

Outputs

Destination: RV 08.12 Reconcile GATES Data

Schedule: Daily

Medium: Electronic

Functional Data: Cash Collected at the Aerial Port : Data elements that report cash collected at the port for passenger travel related charges

Diagram: RV 08 Channel Passenger

Process: RV 08.12 Reconcile GATES Data

In this process the GATES data from the passenger manifest and from the financial report are compared.

Key Data Element: Account Codes, Total Paid, Quantity of Baggage, Type Travel Code

Inputs

Source: RV 08.07 Identify Manifest with Cash Transactions , RV 08.11 Receive GATES Financial Report and RV 08.13 Suspend Transaction for 7 days

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data:

TWCF Passenger Manifest Financial Report :	Data representing cash collected at the port
TWCF Passenger Manifest Data :	Data used by the system to determine whether or not cash should have been collected (RV 08.07)

Steps

1 Process: Check to see if the cash transactions agree with the calculations made by the system from the Passenger Manifest data. If yes record accounts RV 08.14 (Record Accounts Receivable, Revenue), else RV 08.13 (Suspend Transaction for 7 Days)

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Revenue calculations must not be a negative number. See the system Channel Business Rules.doc

Requirements:

Outputs

Destination: RV 08.13 Suspend Transaction for 7 Days and RV 08.14 Record Accounts Receivable, Revenue

Schedule: Daily

Medium: Electronic

Functional Data:

Cash Transactions from the Port and Passenger Manifest :	Matched and mismatched cash transactions

Diagram: RV 08 Channel Passenger

Process: RV 08.13 Suspend Transactions for 7 days.

In this process the unmatched cash transactions are held for 7 days pending receipt of a matching transaction.

Key Data Element: Account Codes, Total Paid, Quantity of Baggage, Type Travel Code

Inputs

Source: RV 08.12 Reconcile GATES Data

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: TWCF Passenger Cash Transactions : Unmatched cash transactions

Steps

1 Process: Hold unmatched financial transaction data for a period not to exceed 7 days awaiting a matching transaction.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: None

Requirements:

2 Process: If no match is made within 7 days continue processing to RV 08.08 Determine Channel Passenger Rate Methodology for billing customer.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Date entered system is greater than 7 days.

Requirements:

Outputs

Destination: RV 08.08 Determine Channel Passenger Rate Methodology or RV 08.12 Reconcile GATES Data

Schedule: Daily

Medium: Electronic

Functional Data: TWCF Passenger Cash Transactions : Unmatched transactions are fed back to be reconciled for 7 days and then if still unmatched forward to be added to a bill.

Diagram: RV 08 Channel Passenger

Process: RV 08.14 Record Accounts Receivable, Revenue (A/R C99)

In this process the appropriate general ledger accounts are updated to record the recognition of revenue (both earned and unearned) and receivables for channel passenger missions receiving cash collections at the ports.

Key Data Element: G/L Pro forma and amounts

Inputs

Source: RV 08.12 Reconcile GATES Data

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data:

Budgetary and Proprietary Accounts :	General Ledger accounts are updated to record revenue and receivables
amounts :	Dollar amount of accounts receivable, revenue, and unearned revenue

Steps

1 Process: Update appropriate accounts receivable and revenue amounts into the budgetary and proprietary general ledger accounts.

User Role: A/R RECEIVABLES PROCESSOR

Automation: Automatic

Security: Update

Edits: System will update GL transaction codes A306 or A310

Requirements:

Outputs

Destination: End Processing

Schedule: Daily

Medium: Electronic

Functional Data:

Diagram: RV 08 Channel Passenger

Process: RV 08.15 Receive 1131 (TBO)

System will accept TBO transactions for cash collections made at the ports.

Key Data Element: See DD Form 1131

Inputs

Source: GATES Interface

Schedule: Daily

Direction: Push

Medium: Electronic

Functional Data: Cash and Credit Card Transactions from Passenger Travel provided by the Aerial Port : — Identification/capture of key DD Form 1131 data elements

Steps

1 Process: System will accept by-others transactions for cash collections made at ports outside of the system.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits: See DD Form 1131

Requirements:

Outputs

Destination: RV 08.16 Liquidate Accounts Receivable C99 and Undistributed Cash Collections

Schedule: Daily

Medium: Electronic

Functional Data: SF 1131 Data Elements From GATES : — Financial Transactions created at the Aerial Port for Passenger Travel

Diagram: RV 08 Channel Passenger

Process: RV 08.16 Liquidate Accounts Receivable C99 and Undistributed Cash Collections

System will record cash collection and reduce receivables for transactions that were paid by cash at ports outside of the system that are received through the by others cycle. System will also record cash collection for payment received from the bank for credit card payments received at the port.

Key Data Element: Cash amounts, customer, type of transaction

Inputs

Source: RV 08.15 Receive 1131 (TBO)

Schedule: On Demand

Direction: Push

Medium: Electronic

Functional Data: Cash Data : Cash transaction data

Steps

1 Process: Compare transactions received through the by-others and credit card receipts from the bank against previously established receivables created when cash collected/credit card payments were made at the port.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements:

2 Process: Update general ledger to record cash into the system and reduce receivable established when cash/credit card payment was made at the port.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: End Processing

Schedule: Daily

Medium: Electronic

Functional Data:

Diagram: RV 08 Channel Passenger

Process: RV 08.17 Bank Pays TWCF for Credit Card Collections

System accepts reimbursement from the bank for credit card payments made at the Aerial Port by the passenger using his/her Personal Credit Card.

Key Data Element: Passenger Identification Data and Banking Transaction Data

Inputs

Source: Bank

Schedule: Daily

Direction: Push

Medium: Electronic

Functional Data: Credit Card Transactions : Cash Transactions using Travelers Credit Card

Steps

1 Process: Match credit card receipts from the bank against previously established receivables for collections at the port.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits: See Financial Transactional Agreement for Banking Data Exchange (TBD).

Requirements:

Outputs

Destination: RV 08.18 Prepare 1131 (Disbursing Office)

Schedule: Daily

Medium: Electronic

Functional Data: Receipts : Cash transactions from bank

Diagram: RV 08 Channel Passenger

Process: RV 08.18 Prepare SF 1131 (Disbursing Office)

Create a DD 1131 to record payment from the bank for credit card collections.

Key Data Element: See DD Form 1131

Inputs

Source: RV 08.17 Bank Pays TWCF for Credit Card Collections

Schedule: Daily

Direction: Push

Medium: Electronic

Functional Data: Credit Card Transactions from the Bank (Aerial Ports) : Details of transactions from the Aerial Port - charges for Excess Baggage or Travel Costs

Steps

1 Process: A DD 1131 will be prepared to collect check from the bank for reimbursement of credit card payments made at the ports.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits: See data exchange agreement (TBD)

Requirements:

Outputs

Destination: RV 08.16 Liquidate Accounts Receivable C99 and Undistributed Cash Collections

Schedule: Daily

Medium: Electronic

Functional Data: Credit Card Transaction : Transaction to Liquidate Accounts

Diagram: RV 08 Channel Passenger

Process: RV 08.19 Process Manifest Status

In this process a report is created for the feeder system (GATES) that will be use by them to update their manifest control registers as well as those of the station submitting the manifest.

Key Data Element: Manifest Data, Manifest Status, Mission Data

Inputs

Source: RV08.05 Update Channel Manifest Status
Schedule: Daily
Direction: System Internal
Medium: Electronic
Functional Data: Manifest Status : Report that reflects what the system did with a manifest submitted for billing

Steps

1 Process: Prepare Manifest Status Report for GATES.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits: See GATES Manifest Status Receipt Report.xls (Manifest Data, Manifest Status, Mission Data)
Requirements:

2 Process: FTP Manifest Status Report to GATES.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Create
Edits: See GATES Manifest Status Receipt Report.xls and the system - GATES IDD (TBD)
Requirements:

Outputs

Destination: End Processing
Schedule: Daily
Medium: Electronic
Functional Data: Manifest Status Receipts : Report Manifest Status to feeder system GATES

RV 08.03 Edit and Validate Channel Passenger Transaction

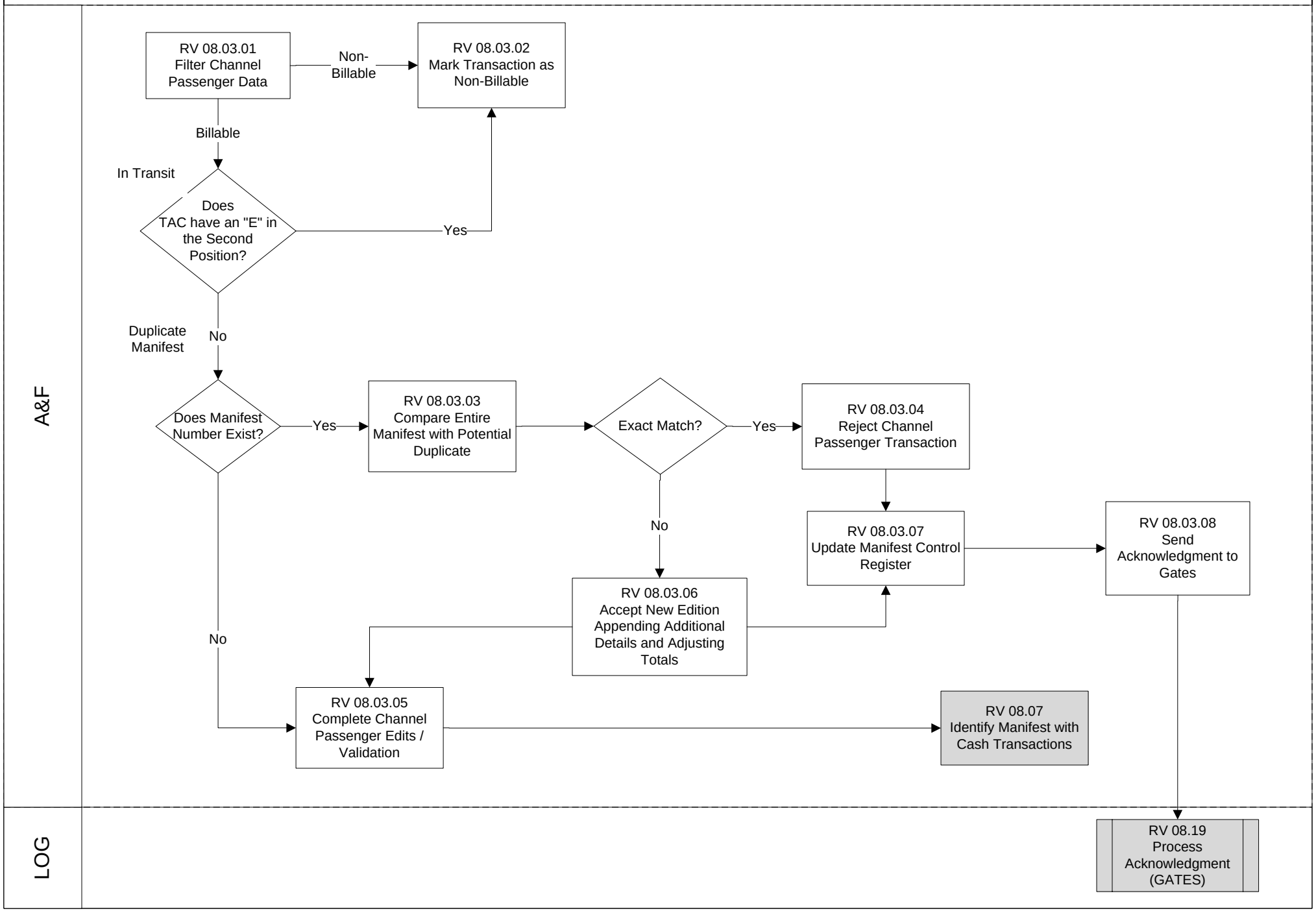

Diagram: RV 08.03 Edit and Validate Channel Passenger Transaction

This flow addresses the processing of TWCF passenger movement manifested by AMC in GATES. Depicted herein the manifests, made up of 72 different fields are accounted for, edited, validated, and determined to be billable or non-billable before further processing. Invalid data will not enter the financials of the system. Manifests that fail edits or validations are coded in a way to define the problem and then suspended (held back), requiring the attention of the Transportation Specialists. Valid billable data will have the customer data appended to the record, revenue calculations performed followed by recording/updating applicable financial accounts. Finally the data will be presented to the customer in RV 01.06.

Diagram: RV 08.03 Edit and Validate Channel Passenger Transaction

Process: RV 08.03.01 Filter Channel Passenger Data

In this block multiple filters, edits validations and business rule checks are taking place. Some functionality of this process is to filter out non-billable Airlift Missions through interpretation of the Airlift Mission ID, check for duplicate manifests as new editions. Additionally, checks are made for Intransit Passenger movement.

Key Data Element: See Validation of Channels for Revenue Calculations in the system, the system Channel Business Rules, the system Cargo Mail and Pass Record Layouts.xls (Pax Tab)

Inputs

Source: RV 08.03 Edit and Validate Channel Passenger Transaction

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Complete Passenger Manifest : Manifest must have a Mission Header and at least one detail

Steps

1 Process: Filter and separate Missions into two bill categories - Channel Billable and Non-Billable

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See Validation of Channels for Revenue Calculations in the system, the system Channel Business Rules, the system Cargo Mail and Pass Record Layouts.xls (Pax Tab)

Requirements:

2 Process: Continue processing but with only billable data.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See Validation of Channels for Revenue Calculations in the system, the system Channel Business Rules, the system Cargo Mail and Pass Record Layouts.xls (Pax Tab)

Requirements:

3 Process: Mark Non-billable data and send to RV 08.03.02 (Mark Transaction as Non-Billable).

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: RV08.03.02 Mark Transaction as Non-Billable , RV 08.03.03 Compare Entire Manifest with Potential Duplicate and RV 08.03.05 Complete Channel Passenger Edits/Validation

Schedule: Daily

Medium: Electronic

Functional Data: Billable Passenger Transactions : Complete manifests containing billable channel data ready for further processing

Diagram: RV 08.03 Edit and Validate Channel Passenger Transaction

Process: RV 08.03.02 Mark Transaction as Non-Billable

In this process non-billable details are recorded and held. Transactions herein may be reintroduced into RV 08.03 if an analyst or the system were to discover details should be billed.

Key Data Element: TAC, POE/POD, Manifest Data and Mission ID

Inputs

Source: RV 08.03.01 Filter Channel Passenger Data

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Passenger Movement Details : Transactions that are not considered billable in initial process

Steps

1 Process: Update details to a non-billable status.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Valid Transaction Status Code would indicate a non-billable detail. (TBD)

Requirements:

Outputs

Destination: End Processing

Schedule: Daily

Medium: Electronic

Functional Data: Passenger Movement Details : Transactions that were not considered billable during initial processing but maybe reintroduced if later determined to be billable

Diagram: RV 08.03 Edit and Validate Channel Passenger Transaction

Process: RV 08.03.03 Compare Entire Manifest with Potential Duplicate

Check for duplicate manifests by checking the inbound manifests against the current manifest register.

Key Data Element: See the system Cargo Mail and Pass Record Layouts.doc (Pass Tab)

Inputs

Source: RV 08.03.01 Filter Channel Passenger Data

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Complete Billable Passenger Movement Record : Manifest Data consisting of multiple fields of data from GATES

Steps

1 Process: Check manifest control register in the system for an exact match to the incoming Manifest Data.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Manifest Data made up of (Manifesting Station, Fiscal Year, Manifest Type, and Manifest Serial Number).

Requirements:

2 Process: If an exact match is found then compare the details on the previous edition of the manifest, with this submission.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: TAC, Passengers Name, UCN, PID, Travel Authorization Number and POE/POD.

Requirements:

3 Process: If the Manifest Data and the details are an exact match to a manifest previously received - REJECT the inbound manifest entirely (RV 08.03.04 Reject Channel Passenger Transaction) and record the action for audit purposes. Also create a receipt for the feeder system (GATES).

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Valid Manifest Status (TBD)

Requirements:

4 Process: If the Manifest Data is an exact match to the previous one BUT one or more details are different; append new details to previous edition, adjust manifest totals, update the version number and prepare a receipt for the feeder system (GATES).

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Valid Manifest Status code of VOID (revised).

Requirements:

Outputs

Destination: RV 08.03.04 Reject Channel Passenger Transaction or RV 08.03.06 Accept New Edition Appending Additional Details and Adjusting Totals

Schedule: Daily

Medium: Electronic

Functional Data: Passenger Movement Transactions : Manifests that have completed the Duplicate Checking Function

Diagram: RV 08.03 Edit and Validate Channel Passenger Transaction

Process: RV 08.03.04 Reject Channel Passenger Transaction

This process addresses the disposition of rejected manifests determined to be exact duplicates.

Key Data Element: See the system Cargo Mail and Pass Record Layouts.xls

Inputs

Source: RV 08.03.03 Compare Entire Manifest with Potential Duplicate

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Complete Passenger Movement Records : Manifest determined to be an exact match of one already received

Steps

1 Process: Update Manifest Status and Reject Exact Duplicate Manifest. Duplicate is retained for audit purposes in the Reject File. Manifest Control Register will reflect that the duplicate was rejected but retain any previous manifest status on the same manifest rejected.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See the system Cargo Mail and Pass Record Layouts.xls

Requirements:

Outputs

Destination: RV 08.03.07 Update Manifest Control Register

Schedule: Daily

Medium: Electronic

Functional Data: Manifest Status : Manifests that has completed the Duplicate Checking Function and found to be an exact duplicate

Diagram: RV 08.03 Edit and Validate Channel Passenger Transaction

Process: RV 08.03.05 Complete Channel Passenger Edits / Validation

The same actions being accomplished in RV 08.03 are being completed.

Key Data Element: See the system Cargo Mail and Pass Record Layouts.xls (Pass Tab)

Inputs

Source: RV 08.03.01 Filter Channel Passenger Data and RV 08.03.06 Accept New Edition Appending Additional Details and Adjusting Totals

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Passenger Movement Data from the system Filter Module : Data feed from filtered and suspense routines

Steps

1 Process: After Intransit Determination and Duplicate Manifest check is completed; resume processing of passenger details from filter.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See the system Cargo Mail and Pass Record Layouts.xls (Pass Tab), Validation of Channels for Revenue Calculations in the system.doc and the system Channel Business Rules.doc

Requirements:

Outputs

Destination: RV 08.07 Identify Manifest with Cash Transactions

Schedule: Daily

Medium: Electronic

Functional Data: Validated Passenger Movement Transactions : Passenger Transactions from suspense or filter module ready for further processing

Diagram: RV 08.03 Edit and Validate Channel Passenger Transaction

Process: RV 08.03.06 Accept New Edition Appending Additional Details and Adjusting Totals

The system has determined that at least one version of the Passenger manifest does exist and that the version of manifest being processed has one or more new details on it. The version of the manifest will be updated and the totals adjusted. Additionally, the new passenger movement record will be processed along with the original manifest.

Key Data Element: See the system Cargo Mail and Pass Record Layouts.xls (Pass Tab)

Inputs

Source: RV 08.03.03 Compare Entire Manifest with Potential Duplicate

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: New Version of a Passenger Manifest : Manifest that has been previously recorded coming in again from feeder system GATES

Steps

1 Process: Update the system with new details adjusting manifest totals and completing the edits and validations (RV 08.03.05 Complete Channel Passenger Edits/Validation)

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See the system Channel Business Rules.doc

Requirements:

Outputs

Destination: RV 08.03.07 Update Manifest Control Register and RV 08.03.05 Complete Channel Passenger Edits/Validation

Schedule: Daily

Medium: Electronic

Functional Data: Updated Version of a Passenger Manifest : Revised Version of a Passenger Manifest with adjusted details and totals

Diagram: RV 08.03 Edit and Validate Channel Passenger Transaction

Process: RV 08.03.07 Update Manifest Control Register

The manifest status is updated to record missing, duplicate, approved rejected or other and is reported to the feeder system GATES

Key Data Element: Manifest Data, Manifesting Station and Status Codes

Inputs

Source: RV 08.03.04 Reject Channel Passenger Transaction and RV 08.03.06 Accept New Edition Appending Additional Details and Adjusting Totals

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: the system generated Status code for a Passenger Manifest : Status of manifest e.g., missing, duplicate, approved, updated, rejected

Steps

1 Process: Update Manifest Status - By Manifesting Station, account for manifests, provide feeder system (GATES) with a receipt and status for each manifest, record status by manifesting station in the system.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Manifest Data, Manifesting Station and applicable Status Code; missing, approved, duplicate, cancel, rejected

Requirements:

Outputs

Destination: RV 08.03.08 Send Acknowledgement to GATES

Schedule: Daily

Medium: Electronic

Functional Data: Manifest Status : File that reports what the The System did with each manifest processed

Diagram: RV 08.03 Edit and Validate Channel Passenger Transaction

Process: RV 08.03.08 Send Acknowledgement to GATES

A report is created for the feeder system (GATES) that will be used by them to update their manifest control registers as well as those of the station submitting the manifest.

Key Data Element: Manifest Data, Manifest Status, Mission Data

Inputs

Source: RV 08.03.07 Update Manifest Control Register

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Manifest Status : Report that reflects what the system did with a manifest submitted for billing

Steps

1 Process: Prepare Manifest Status Report for GATES.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits: See GATES Manifest Status Receipt Report.xls (Manifest Data, Manifest Status, Mission Data). Status Codes of missing, approved, duplicate, cancel or rejected.

Requirements:

2 Process: FTP Manifest Status Report to GATES server.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits: See GATES Manifest Status Receipt Report.xls and the system - GATES IDD.doc (TBD)

Requirements:

Outputs

Destination: End Processing

Schedule: Daily

Medium: Electronic

Functional Data: Manifest Status Receipts : Report Manifest Status to feeder system GATES

RV 10 Channel Cargo

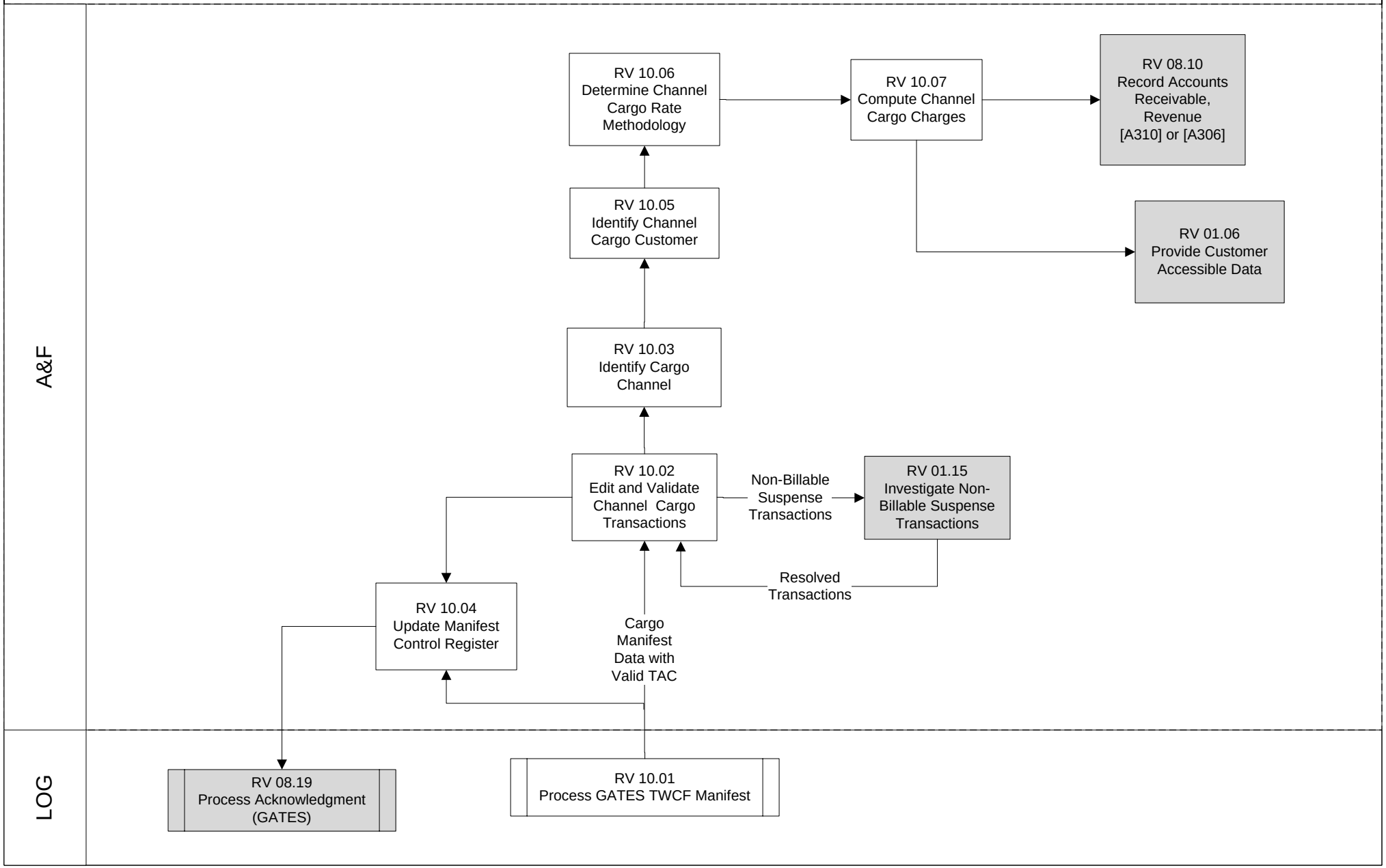

Diagram: RV 10 Channel Cargo

This flow addresses the processing of Transportation Working Capital Fund (TWCF) airlift cargo manifested data. Depicted herein the manifest, made of 97 different fields are accounted for, edited, validated, and determined to be billable or non-billable before further processing. Invalid manifest data must not be allowed to update the financials of the system. Manifests that fail edits or validations are coded in a way to define the problem and then suspended (held back), requiring the attention of Transportation Specialists. Valid data will have the customer data appended to its record, revenue calculations performed followed by recording to applicable accounts. Finally the valid complete details will be presented to the customer in RV 01.06. The format of an airlift manifest is outlined in Defense Transportation Regulations (DTR). The format has not changed since 1971. Elements used are clearly defined in applicable publications and easily edited and validated.

Diagram: RV 10 Channel Cargo

Process: RV 10.01 Process GATES TWCF Manifest

In this process the logistics feeder system Global Airlift Transportation Execution System (GATES) provides Transportation Working Capital Fund (TWCF) shipment data by Transportation Control Number (TCN) to the system for billing of the customer.

Key Data Element: See the system Cargo Mail and Passenger Record Layouts.xls

Inputs

Source: External
Schedule: Daily
Direction: Push
Medium: Electronic
Functional Data:

Steps

1 Process: Receive GATES Feed
User Role: SYSTEM PROCESS UPDATE
Automation: User Initiated in System
Security: Create
Edits:
Requirements:

Outputs

Destination: RV 10.02 Edit and Validate Channel Cargo Transaction RV10.04 Update Manifest Control Register
Schedule: Daily
Medium: Electronic
Functional Data: TWCF Manifested Cargo Detail Data Complete list of TCNs moved from point A to point B.
:

Diagram: RV 10 Channel Cargo

Process: RV 10.02 Edit and Validate Channel Cargo Transactions

In this process the channel cargo transactions are edited and validated to insure they possess all the data elements necessary bill the airlift customer, otherwise they are sent to suspense requiring Transportation Specialist attention or may be filed as a non-billable shipment.

Key Data Element: See the system Cargo Mail and Pass Record Layouts.xls and Cargo Manifest Format.xls

Inputs

Source: RV 10.01 Process GATES TWCF Manifest RV 01.15 Investigate Non-Billable Suspense Transactions

Schedule: Daily

Direction: Pull

Medium: Electronic

Functional Data: GATES TWCF Shipment Detail Data Manifested : Lifted Manifests

Steps

1 Process: Edit and validate Manifested TWCF Channel Cargo Detailed data elements

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See cargo manifest format.xls and the system Cargo Mail and Pass Record Layouts.xls

Requirements: DTR

2 Process: Apply Channel Cargo Business rules

User Role: SYSTEM PROCESS UPDATE

Automation:

Security: Update

Edits: See Channel Business Rules.doc

Requirements:

3 Process: Update Manifest Status - By Manifesting Station, account for missing manifest, provide feeder system GATES with a receipt and status for each manifest (missing, approved, voided, etc.,) record status by manifesting station in the system.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Valid Status Codes

Requirements: Interface Design Document

Outputs

Destination: RV 10.03 Identify Cargo Channel RV 10.04 Update Manifest Control Register and RV 01.15 Investigate Non-Billable Suspense Transactions

Schedule: Daily

Medium: Electronic

Functional Data: Manifest Status Report to GATES RV 10.04 Update Manifest Control Register : Flat file formatted as outlined in the GATES to the System IDD

Billable Cargo Transactions to RV 10.03 Identify Cargo Channel : Validated TCN data to be used to derive channel, customer and rate to apply

Diagram: RV 10 Channel Cargo

Process: RV 10.02 Edit and Validate Channel Cargo Transactions

Non-billable Cargo Transactions to RV 01.15 Investigate Non-Billable Suspense Transactions :	This has initially been determined as non-billable but will be reviewed by Revenue Analyst periodically
Cargo Transactions Failing Edits, Rules or Validation to RV 01.15 Investigate Non-Billable Suspense Transactions :	Data requiring Transportation Specialist or Revenue Analyst attention

Diagram: RV 10 Channel Cargo

Process: RV 10.03 Identify Cargo Channel

In this process the channel Port of Embarkation and Port of Debarkation is derived in order to ascertain whether this is a valid AMC Channel or not.

Key Data Element: Manifesting Station, Mission ID, POE and POD

Inputs

Source: RV 10.02 Edit and Validate Channel Cargo Transaction

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: TWCF Cargo Data : Validated transactions

Steps

1 Process: Apply Business rules to Key Data Elements

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See Validation of Channels for Revenue Calculations in the system.doc

Requirements:

Outputs

Destination: RV 10.05 Identify Channel Cargo Customer

Schedule: Daily

Medium: Internal

Functional Data: Validated Channel Cargo Transactions Moving Over a Validated AMC Airlift Channel : Billable Cargo Transactions

Diagram: RV 10 Channel Cargo

Process: RV 10.04 Update Manifest Control Register

In this process the manifest status is updated to record missing, duplicate, approved, rejected etc., and reported to the feeder system GATES.

Key Data Element: Manifest Data, Manifesting Station and Status Codes

Inputs

Source: RV 10.02 Edit and Validate Channel Cargo Transaction RV 10.01 Process GATES TWCF Manifest

Schedule: Daily

Direction: System Internal

Medium: Internal

Functional Data: Cargo Manifest Status : Code assigned by the system to report and record each reporting stations status on each manifest processed that day

Steps

1 Process: Update Manifest Status - By Manifesting Station, account for missing manifest, provide feeder system GATES with a receipt and status for each manifest (missing, approved, voided, etc.), record status by manifesting station in the system.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Manifest Data, Manifesting Station and Status Codes

Requirements:

Outputs

Destination: RV 08.19 Process Acknowledgement (GATES)

Schedule: On Demand

Medium: Electronic

Functional Data: Manifest status report : Flat file formatted IAW the GATES to the System IDD

Diagram: RV 10 Channel Cargo

Process: RV 10.05 Identify Channel Cargo Customer

In this process the customer is identified so as to ascertain which rate to use and how to apply it.

Key Data Element: TAC and DODAACS

Inputs

Source: RV 10.03 Identify Cargo Channel

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Complete Valid Cargo Transactions : TCNs, DoDAACs, TACs

Steps

1 Process: Assign system generated customer ID.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Internally assigned Customer ID, Alpha Numeric

Requirements:

Outputs

Destination: RV 10.06 Determine Channel Cargo Rate Methodology

Schedule: Daily

Medium: Electronic

Functional Data: Validated Cargo Transaction including the Customer ID : Complete Transaction ready for application of applicable Rate (DoD, Non-Dod, Other Government)

Diagram: RV 10 Channel Cargo

Process: RV 10.06 Determine Channel Cargo Rate Methodology

In this process the correct rate methodology is determined for computing customers' charges for billing.

Key Data Element: Transportation Control Number, Transportation Account Number, Weight, Cube and Transportation Priority

Inputs

Source: RV 10.05 Identify Channel Cargo Customer

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Complete Valid Cargo Transactions : TCNs, DoDAACs, TACs

Steps

1 Process: Key data elements considered to determine the proper rate methodology for computing the charges.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Minimum calculated charge must at least $25. Weight or cube cannot be blank or a negative number. See Channel Business Rules.doc

Requirements:

Outputs

Destination: RV 10.07 Compute Channel Cargo Charges

Schedule: Daily

Medium: Electronic

Functional Data: Billable Valid Cargo Transaction with a Rate : Transaction for Revenue Calculation

Diagram: RV 10 Channel Cargo

Process: RV 10.07 Compute Channel Cargo Charges

In this process the cargo charges are computed and passed to the system record A/R etc., module.

Key Data Element: Valid Rate and Algorithm

Inputs

Source: RV 10.06 Determine Channel Cargo Rate Methodology

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Billable Valid Cargo Transaction with a Rate : Transaction for Revenue Calculation

Steps

1 Process: Compute Cargo Revenues Charges.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Rate and Algorithm (other than TP-4): Cargo revenue must be computed as the product of cargo weight multiplied by the applicable regional rate. (Cargo Revenue = Cargo Weight * Regional Cargo Rate)
TP-4 Algorithm: TBD

Requirements:

Outputs

Destination: RV 08.10 Record Accounts Receivable, Revenue; RV 01.06 Provide Customer Accessible Data

Schedule: Daily

Medium: Electronic

Functional Data: Complete Billable Cargo Transaction with Calculated Revenue to RV 10.08 record Accounts Receivable, Revenue, Un-Earned Revenue for Channel Cargo : Updates A/R

Complete Billable Cargo Transaction with Calculated Revenue to RV 01.06 Provide Customer Accessible Data : Provides Customer Accessible Data

RV 10.02 Edit and Validate Channel Cargo Transaction

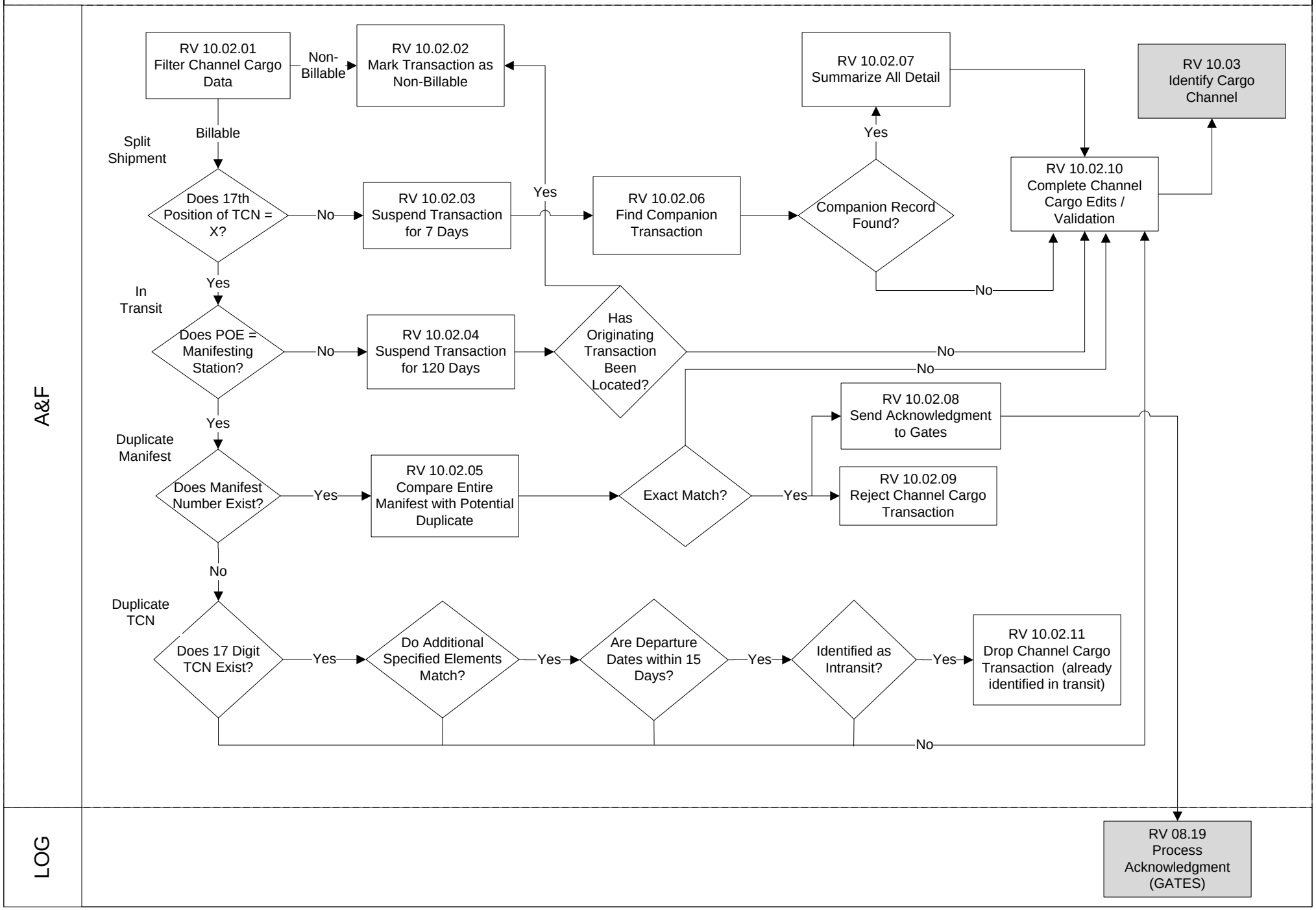

Diagram: RV 10.02 Edit and Validate Channel Cargo Transaction

This flow addresses the processing of Transportation Working Capital Fund (TWCF) airlift cargo manifested data. Depicted herein the manifests, made of 97 different fields have edits, validations and business rules applied to them. Additionally, a determination is made as to it's billable status. Manifest data that fails must not be allowed to enter the financials of the system. Manifest data that fail edits or validations are flagged in way to define the problem and then suspended (held back), requiring the attention of Transportation Specialists. The format of an airlift manifest is as outlined in Defense Transportation Regulations (DTR). The format has not changed since 1971. Elements used are clearly defined in applicable publications and easily edited and validated.

Diagram: RV 10.02 Edit and Validate Channel Cargo Transaction

Process: RV 10.02.01 Filter Channel Cargo Data

In this block multiple filters, edits, validations and business rule checks are taking place. Primary functionality of this process is to filter out non-billable Airlift Missions through interpretation of the Airlift Mission ID.

Key Data Element: TCN, POE/POD, Manifest Data, Mission ID

Inputs

Source: RV 10.02 Edit and Validate Channel Cargo Transaction

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Complete Cargo/Mail Manifest : Manifest must have a mission Header and at least one detail

Steps

1 Process: Filter and separate missions into two bill categories - Channel Billable and Non-Billable

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See Channel Business Rules.doc, System Scenario Development of AMC Unique Requirements.doc

Requirements:

2 Process: Continue processing of Channel Billable data

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See Channel Business Rules.doc, System Scenario Development of AMC Unique Requirements.doc and GATES to ASIFICS Cargo Mail and Pass Record Layouts.xls

Requirements:

3 Process: Mark non-billable data and send to RV 10.02.02 (Mark Transaction as Non-Billable)

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: RV 10.02.02 Mark Transaction as Non-Billable, RV 10.02.03 Suspend Transaction for 7 Days, RV 10.02.04 Suspend Transaction for 120 Days, RV 10.02.05 Compare Entire Manifest with Potential Duplicate, RV 10.02.11 Drop Channel Cargo Transaction and RV10.02.10

Schedule: Daily

Medium: Electronic

Functional Data: Billable Cargo/Mail Shipments : Complete manifests containing billable channel data ready for further processing

Diagram: RV 10.02 Edit and Validate Channel Cargo Transaction

Process: RV 10.02.02 Mark Transaction as Non-Billable

In this process non-billable details are recorded and held. Transactions herein may be reintroduced into RV 10.02 if an analyst were to discover details are billable.

Key Data Element: TCN, POE/POD, Manifest Data and Mission ID

Inputs

Source: RV 10.02.01 Filter Channel Cargo RV10.02.04 Suspend Transaction for 120 Days

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Cargo/Mail Shipment Details : Transactions that are not considered billable in initial process

Steps

1 Process: Code non-billable details

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Valid Transaction status code assigned by System

Requirements:

Outputs

Destination: End Processing

Schedule: Daily

Medium: Electronic

Functional Data: Cargo/Mail Shipment Details : Transactions that were not considered billable during initial processing but maybe reintroduced if later determined to be billable

Diagram: RV 10.02 Edit and Validate Channel Cargo Transaction

Process: RV 10.02.03 Suspend Transactions for 7 days

In this process Billable Channel Cargo Transactions that were determined to be split shipments are recorded and suspended for a variable number of days (currently 7). It is necessary to suspend split shipments so as to allow the other parts of the mission to be completed. When the mission is completed, all split shipments must be "added together" and the total cost of the mission passed to the next processing step.

Key Data Element: TCNs, TACs, POE/POD, Pieces, Weight and Cube

Inputs

Source: RV 10.02.01 Filter Channel Cargo Data

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Split Cargo Shipment Data : TCNs with Split Shipment Code not equal to an X

Steps

1 Process: Suspend Split TCNs

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See Channel Business Rules.doc and System Scenario Development of AMC Unique Requirements.doc

Requirements:

2 Process: Age Split TCNs

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See Channel Business Rules.doc

Requirements:

3 Process: Update and summarize split cargo shipment details as received

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See System Scenario Development of AMC Unique Requirements.

Requirements:

Outputs

Destination: RV 10.02.06 Find Companion Transaction

Schedule: Daily

Medium: Electronic

Functional Data:

Diagram: RV 10.02 Edit and Validate Channel Cargo Transaction

Process: RV 10.02.04 Suspend Transactions for 120 days.

In this process we determine whether a shipment is Intransit or not.

Key Data Element: POE/POD, Manifesting Station

Inputs

Source: RV 10.02.01 Filter Channel Cargo

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Valid Channel Cargo/Mail details : POE and POD are compared to Manifesting Station

Steps

1 Process: Determine whether a shipment is Intransit or not by comparing the POE to the manifesting station. If the two are not equal the detail is considered intransit and should be suspended (currently 120 days).

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits: See System Scenario Development of AMC Unique Requirements.doc

Requirements:

2 Process: Records determined to be Intransit require further processing: It must determined as to whether or not the shipment found to be intransit has been received on an originating manifest.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See System Scenario Development of AMC Unique Requirements.doc

Requirements:

3 Process: If the shipment has been located on an originating manifest then this record would be sent to RV 10.02.02 (Mark Transaction as Non-Billable) after 120 days

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See System Scenario Development of AMC Unique Requirements.doc

Requirements:

4 Process: If the shipment is never found on an originating manifest then after aging the intransit record for 120 days it will be billed using the rate from the details POE to the POD.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See System Scenario Development of AMC Unique Requirements.doc

Requirements:

Outputs

Destination: RV 10.02.02 Mark Transaction as Non-Billable or RV 10.02.10 Complete Channel Cargo Edits/Validation

Schedule: Schedule

Medium: Electronic

Functional Data: Billable or Non-billable Cargo Details : Shipments from the Intransit Routine aged 120 days

Diagram: RV 10.02 Edit and Validate Channel Cargo Transaction

Process: RV 10.02.05 Compare Entire Manifest with Potential Duplicate

In this process we are checking for duplicate manifests by checking the inbound manifests against the current manifest register.

Key Data Element: See GATES to ASIFICS Cargo Mail and Pass Record Layouts.xls

Inputs

Source: RV 10.02.01 Filter Channel Cargo

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Complete Cargo/Mail Manifests : Airlift Manifest Data consisting of multiple fields of data from GATES

Steps

1 Process: Check manifest control register in the system for an exact match to the incoming manifest data.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Manifest data (Manifesting Station, Fiscal Year, Manifest Type and Manifest Serial number)

Requirements:

2 Process: If an exact match is found do a compare on the details.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements:

3 Process: If the Manifest Data and the details are an exact match to a manifest previously received - Reject the Manifest entirely (RV 10.02.09) and record the action for audit purposes and receipt reporting back to feeder system.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements:

4 Process: If the Manifest Data is an exact match to one previously recorded BUT one or more details are different - update the version control on the Manifest register, append new details to previously recorded manifest adjusting totals and prepare receipt for feeder system.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: RV 10.02.10 Complete Channel Cargo Edits/Validation and RV 10.02.08 Send Acknowledgement to GATES or RV 10.02.09 Reject Channel Cargo Transaction

Schedule: Daily

Medium: Electronic

Functional Data: Cargo/Mail Manifests : Manifests that have completed the Duplicate Checking Function

Diagram: RV 10.02 Edit and Validate Channel Cargo Transaction

Process: RV 10.02.06 Find Companion Transaction

In this process the system is matching aged split cargo transactions for billing.

Key Data Element: TCN, POE/POD, Manifest Data, Age

Inputs

Source: RV 10.02.03 Suspend Transaction for 7 Days

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Billable Split Cargo Transactions : Transactions previously processed and aged 7 days

Steps

1 Process: Find and tag split transactions that have aged 7 days

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: TCN, Age, Pieces, Weight, Cube and Manifest Data. See GATES to ASIFICS Cargo Mail and Pass Record Layouts.xls

Requirements:

2 Process: Summarize and update details associated with matching split transactions

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See GATES to ASIFICS Cargo Mail and Passenger Record Layouts.xls, System Scenario Development of AMC Unique Requirements.doc and Channel Business Rules.doc

Requirements:

3 Process: Complete Channel Cargo Edits and Validations

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See GATES to ASIFICS Cargo Mail and Passenger Record Layouts.xls, System Scenario Development of AMC Unique Requirements.doc and Channel Business Rules.doc

Requirements:

4 Process: Identify Valid Airlift Channel for Rate application.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Channel Business Rules.doc and Validation of Channels for Revenue Calculations in the system.

Requirements:

Outputs

Destination: RV 10.02.07 Summarize All Detail or RV 10.02.10 Complete Channel Cargo Edits/Validation

Schedule: Schedule

Medium: Electronic

Functional Data: Aged Spilt Cargo Transaction : Split Cargo Transaction(s) ready for billing

Diagram: RV 10.02 Edit and Validate Channel Cargo Transaction

Process: RV 10.02.07 Summarize All Detail

Matched Aged Split Cargo Transactions details are summed up for billing.

Key Data Element: TCN, Pieces Weight Cube, POE/POD, Manifest Data

Inputs

Source: RV 10.02.06 Find Companion Transaction

Schedule: Schedule

Direction: System Internal

Medium: Electronic

Functional Data: Aged Split Cargo Transactions : Billable Split TCNs

Steps

1 Process: Summarize manifest details associated with aged split cargo transaction

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See Channel Business Rules.doc and System Scenario Development of AMC Unique Requirements.

Requirements:

2 Process: Complete Channel edits and validation

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See GATES to ASIFICS Cargo Mail and Pass Record Layouts.xls

Requirements:

3 Process: Validate Channel

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See Validation of Channels for Revenue Calculations in the system.doc

Requirements:

Outputs

Destination: RV 10.02.10 Complete Channel Cargo Edits/Validation

Schedule: Schedule

Medium: Electronic

Functional Data: Aged Split Shipments : TCN splits that have been "summed up" as one shipment ready for billing.

Diagram: RV 10.02 Edit and Validate Channel Cargo Transaction

Process: RV 10.02.08 Send Acknowledgement to GATES

In this process an update to the Manifest Control Register takes place as well as coding of the Duplicate Manifest for reporting to the feeder system GATES.

Key Data Element: See GATES to ASIFICS Cargo Mail and Pass Record Layouts.xls and Cargo Manifest Format.xls

Inputs

Source: RV 10.02.05

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Manifest Status Determination/Update : The system code to indicate a DUPLICATE MANIFEST

Steps

1 Process: Create/Update Manifest Control Register to reflect duplicate status

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See GATES Manifest Status Receipt Report.xls

Requirements:

Outputs

Destination: RV 08.19 Process Acknowledgement

Schedule: Daily

Medium: Electronic

Functional Data: Manifest Status Receipts : Report Manifest Status to feeder system GATES

Diagram: RV 10.02 Edit and Validate Channel Cargo Transaction

Process: RV 10.02.09 Reject Channel Cargo Transaction

This process addresses the disposition of rejected manifests determined to be exact duplicates.

Key Data Element: See GATES to ASIFICS Cargo Mail and Pass Record Layouts.xls

Inputs

Source: RV 10.02.05 Compare Entire Manifest with Potential Duplicate

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Complete Cargo/Mail Manifest : Manifest determined to be an exact match of one already received

Steps

1 Process: Record and Reject Exact Duplicated Manifest

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Delete

Edits: See GATES to ASIFICS Cargo Mail and Pass Record Layouts.xls

Requirements:

Outputs

Destination: End Processing

Schedule: Daily

Medium: Electronic

Functional Data:

Diagram: RV 10.02 Edit and Validate Channel Cargo Transaction

Process: RV 10.02.10 Complete Channel Cargo Edits / Validation

In this process the same actions being accomplished in RV 01.04.01 (Validate Transaction (TAC using TGET), RV 10.02 (Edit and Validate Channel Cargo Transaction) and RV 11.01 (Edit and Validate Channel Mail Transaction) are being completed.

Key Data Element: See GATES to ASIFICS Cargo Mail and Pass Record Layouts.xls and Cargo Manifest Format.xls

Inputs

Source: RV 10.02.01 Filter Channel Cargo Data, RV10.02.06 Find Companion Transaction, RV 10.02.07 Summarize All Detail, RV 10.02.04 Suspend Transaction for 120 Days, RV 10.02.05 Compare Entire Manifest with Potential Duplicate

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Shipment Data from the system Filter routine : Data feed from filtered and suspense routines

Steps

1 Process: Continue processing of details from suspense or filter

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See GATES to ASIFICS Cargo Mail and Pass Record Layouts.xls, Validation of Channels for Revenue Calculations in the system.doc, Channel Business Rules.doc

Requirements:

Outputs

Destination: RV 10.03 Identify Cargo Channel

Schedule: Daily

Medium: Electronic

Functional Data: Validated Cargo/Mail Transactions : TCNs transactions from suspense or filter module ready for further processing

Diagram: RV 10.02 Edit and Validate Channel Cargo Transaction

Process: RV 10.02.11 Drop Channel Cargo Transaction (Already Identified Intransit)

In this flow check for duplicate TCNs using incoming manifests and TCNs already on file.

Key Data Element: See How Does ASIFICS determine if a TCN is a duplicate.doc

Inputs

Source: RV 10.02.01 Filter Channel Cargo Data

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Transportation Control Number (TCN) : Shipment tracking number (TCN) to be checked for duplication

Steps

1 Process: Look for an existing exact match of all 17 digits of the TCN. If a match is made go to Step 2 else RV 10.02.10 (Complete Channel Cargo Edits/Validation)

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Read Only

Edits: See How Does ASIFICS determine if a TCN is a duplicate.doc

Requirements:

2 Process: If an exact match is found in Step 1 then check additional fields of Weight, Volume, Consignee, Consignor and APOD

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Read Only

Edits: SEE How Does ASIFICS determine if a TCN is a duplicate.doc

Requirements:

3 Process: If matches were made in steps 1 and 2 then additional checks are required: The Manifest Service Date (lift date) on the manifests containing the TCN must be within 15 days of each other. If the latter is true - a FINAL check is required in Step 4. If the latter is not true go to RV 10.02.10 (Complete Channel Cargo Edits/Validation)

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

4 Process: If Steps 1 thru 3 have been determined to be true the FINAL determination of TCN duplicate check is: Has the TCN being considered been previously identified as INTRANSIT shipment. If true go to RV 10.02.11 (Drop Channel Cargo Transaction) else go to RV 10.02.10 (Complete Channel Cargo Edits/Validation).

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Destination: End Processing

Schedule: Daily

Medium: Electronic

Functional Data:

RV 11 Channel Mail

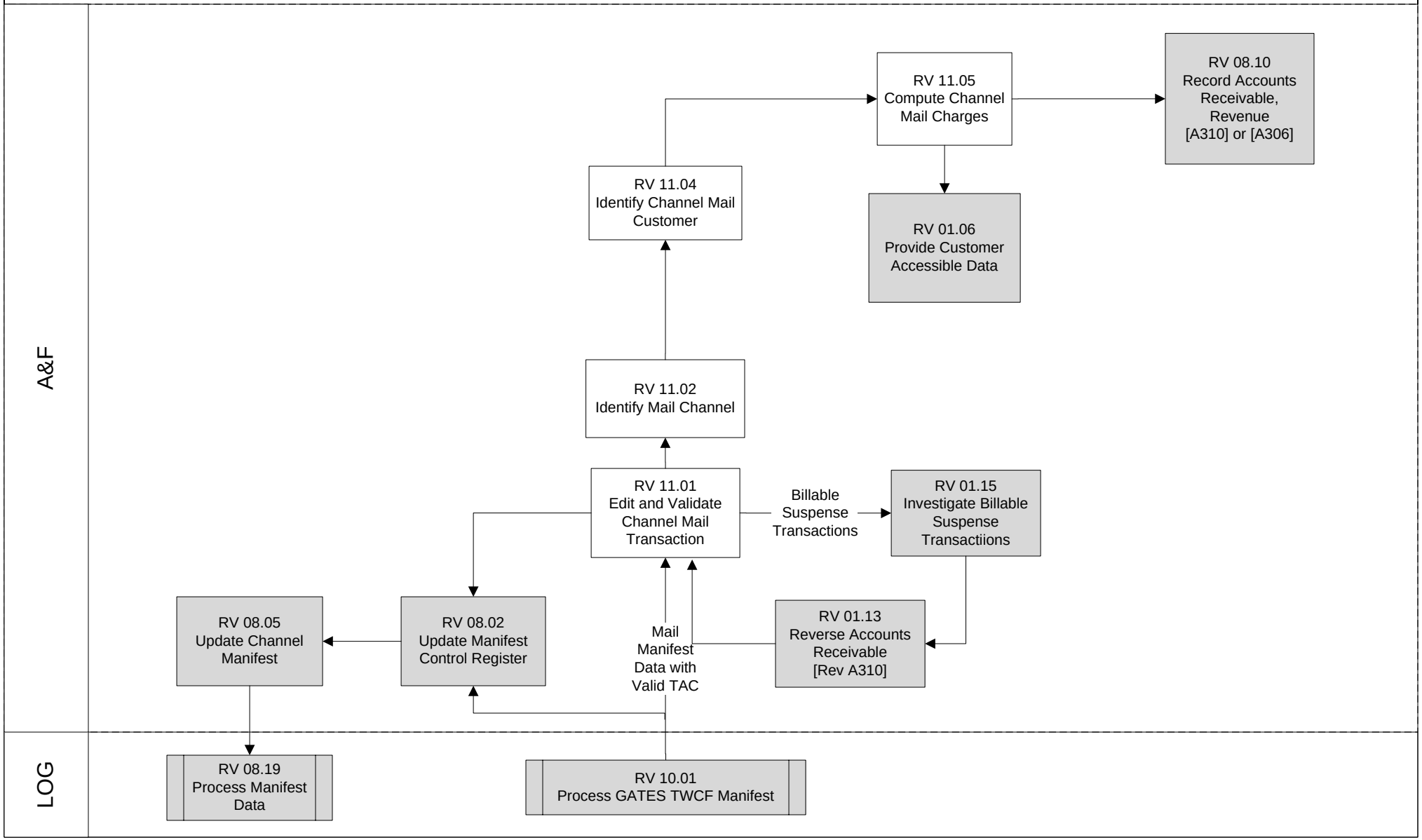

Diagram: RV 11 Channel Mail

This flow addresses the processing of Transportation Working Capital Fund (TWCF) airlift mail manifested data. Depicted herein the manifest, made up of 97 different fields are accounted for, edited, validated, and determined to be billable or non-billable before further processing. Invalid manifest data must not be allowed to update the financials of the system. Manifests that fail edits or validations are coded in way to define the problem and then suspended (held back), requiring the attention of Transportation Specialists. Valid data will have the customer data appended to its record, revenue calculations performed, followed by recording applicable financial accounts. Finally, the valid complete details will be presented to the customer in RV 01.06. The format of an airlift manifest is outlined in Defense Transportation Regulations (DTR). The format has not changed since 1966. Elements used are clearly defined in applicable publications and easily edited and validated.

Diagram: RV 11 Channel Mail

Process: RV 11.01 Edit and validate Channel Mail Transaction

In this process the logistics feeder system Global Airlift Transportation Execution System (GATES) provides Transportation Working Capital Fund (TWCF) shipment data by Transportation Control Number (TCN) to the system for billing of the customer.

Key Data Element: See the system Cargo Mail and Pass Record Layout.xls and Cargo manifest format.xls (mail row)

Inputs

Source: RV 10.01 Process GATES TWCF Manifest and RV 01.15 Investigate Billable Suspense Transactions

Schedule: Daily

Direction: Pull

Medium: Electronic

Functional Data: GATES TWCF Shipment Detail Data Manifested : Lifted Manifests

Steps

1 Process: Edit and validate manifested TWCF Channel Mail data elements
Split Mail movement details (60/40) and retain original record marked as non-billable.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See the system Cargo Mail and Pass Record Layout.xls and Cargo manifest format.xls (mail row on cargo tab)

Requirements:

2 Process: Apply Channel Business Rules

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See Channel Business Rules.doc

Requirements:

3 Process: Update Manifest Status - By manifesting station, account for missing manifest, provide feeder system GATES with a receipt and status for each manifest (missing, approved, voided etc.,) record status by manifesting station in the system.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Valid Status Codes assigned by System

Requirements: Interface Design Document

Outputs

Destination: RV 01.15 Investigate Billable Suspense Transactions, RV 11.02 Identify Mail Channel and RV 08.02 Update Manifest Control Register

Schedule: Daily

Medium: Electronic

Functional Data:

Manifest Status Report to GATES RV 08.02 :	Flat File formatted as outlined in the GATES - the System IDD
Billable Mail Transactions to RV 11.02 :	Validated TCN data to be used to derive channel, customer and rate to apply
Non-billable Mail Transactions to RV 01.15 :	This has initially been determined as non-billable but will be reviewed by Revenue Analyst periodically

Diagram: RV 11 Channel Mail

Process: RV 11.01 Edit and validate Channel Mail Transaction

Mail Transactions Failing Edits, Rules or Validation to RV 01.15 :	Data requiring Transportation Specialist or Revenue Analyst attention

Diagram: RV 11 Channel Mail

Process: RV 11.02 Identify Mail Channel

In this process the channel Port of Embarkation and Port of Debarkation is derived in order to ascertain whether this is a valid AMC Channel or not.

Key Data Element: Manifesting Station, Mission ID, POE and POD

Inputs

Source: RV 11.01 Edit and Validate Channel Mail Transaction

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: TWCF Mail Data : Validated transactions

Steps

1 Process: Apply Business Rules to Key Data Elements

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See Validation of Channels for Revenue Calculations per reference documents provided.

Requirements:

Outputs

Destination: RV 11.04 Identify Channel Mail Customer

Schedule: Daily

Medium: Internal

Functional Data: Validated Channel Mail Transactions that moved over a Validated AMC Airlift Channel : Billable Mail Transactions

Diagram: RV 11 Channel Mail

Process: RV 11.04 Identify Channel Mail Customer

In this process the customer is identified so as to ascertain which rate to use and how to apply it.

Key Data Element: TAC and DODAACs

Inputs

Source: RV 11.02 Identify Mail Channel

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Complete Valid Mail Transactions : TCNs, DoDAACs, TACs

Steps

1 Process: Assign system generated customer ID.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Internally assigned Customer ID, Alpha Numeric

Requirements:

Outputs

Destination: RV 11.05 Compute Channel Mail Charges

Schedule: Daily

Medium: Electronic

Functional Data: Validated Mail Transaction Including the Customer ID : Complete Transaction ready for application of rate

Diagram: RV 11 Channel Mail

Process: RV 11.05 Compute Channel Mail Charges

In this process mail movement charges are computed and split between two customers for billing. The calculated charges are then recorded in A/R.

Key Data Element: Weight, TAC and Customer ID

Inputs

Source: RV 11.04 Identify Channel Mail Customer

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data: Billable Valid Mail Transaction : Transaction for Revenue Calculation

Steps

1 Process: Calculate Revenue for mail and spread it between two customers; ARMY (60%) and AIR FORCE (40%).

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: TAC, Weight and Customer ID.
See Channel Business Rules.doc
Standard Algorithm : Mail revenue must be computed as the product of mail weight multiplied by the applicable regional rate.
(Mail Revenue = Mail Weight * Regional Cargo Rate)

Requirements:

Outputs

Destination: RV 08.10 Record Accounts Receivable, Revenue; RV 01.06 Provide Customer Accessible Data

Schedule: Daily

Medium: Electronic

Functional Data: Complete Billable Mail Transaction with Calculated Revenue to RV 11.06 : Updates A/R

Complete Billable Mail Transaction with Calculated Revenue to RV 01.06 : Provides Customer Accessible Data

RV 12 Exercise and Training

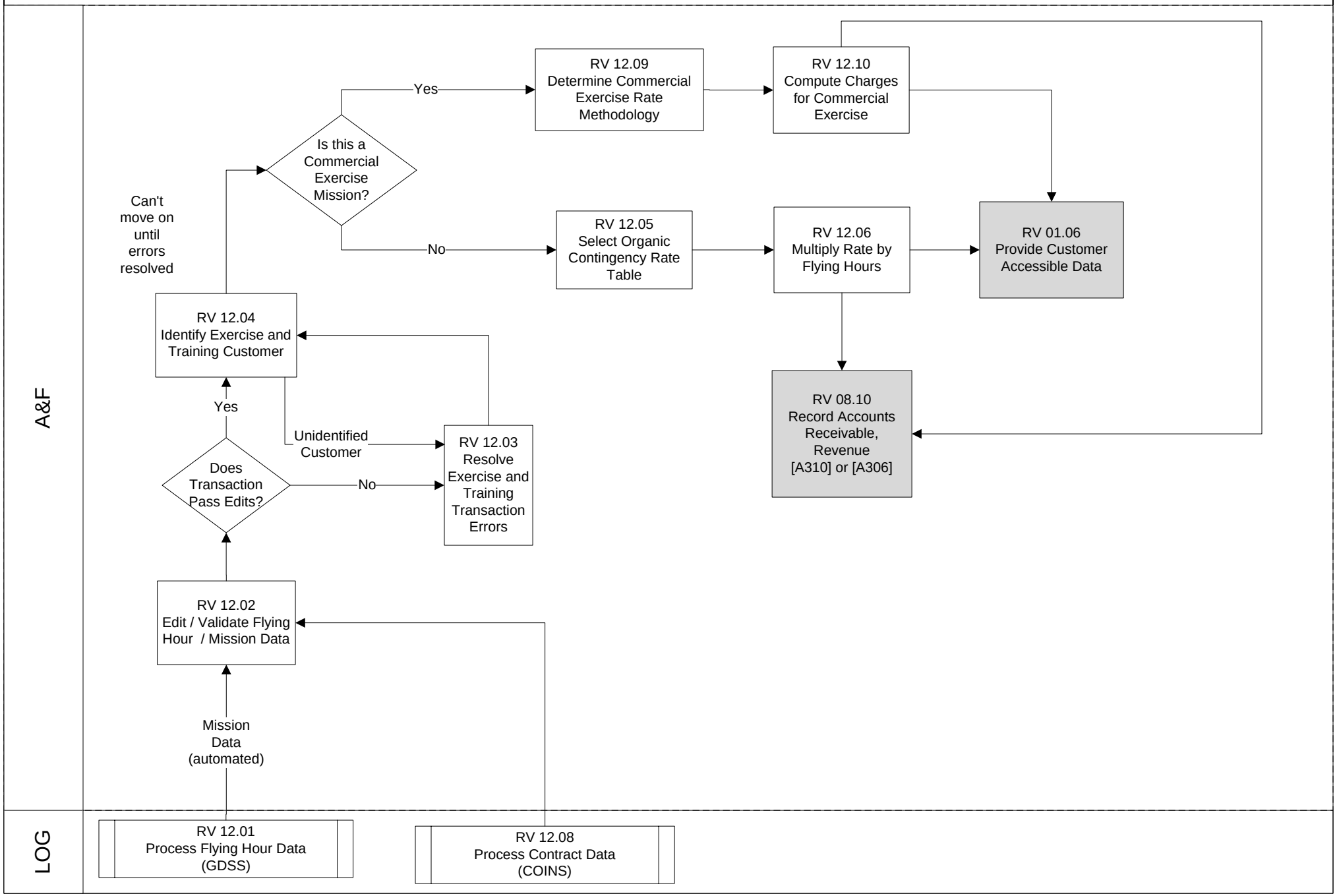

Diagram: RV 12 Exercise and Training

This flow depicts the process for computing charges and recording revenue derived from the airlift flown in support of exercises and for training. Exercise and training is a business area where aircraft support is flown primarily for the purpose of training and the charges are computed based on flying hours.

Diagram: RV 12 Exercise and Training

Process: RV 12.01 Process Flying Hour Data

In this process the flying hour data which is used to compute the revenue and bill for exercise and training is processed into the system from AHS/GDSS.

Key Data Element: See AHS Record Layout.xls

Inputs

Source: External

Schedule: Daily

Direction: Pull

Medium: Electronic

Functional Data: Exercise and Training Flying Hour Data : Data from flying hour feeder system

Steps

1 Process: Process incoming flying hour data from AHS

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See AHS Record Layout.xls and SCE Business Rules.xls

Requirements:

Outputs

Destination: RV 12.02 Edit/Validate Flying Hour/Mission Data

Schedule: Daily

Medium: Electronic

Functional Data: Flying Data from AHS/GDSS : Data elements to support Exercise and Training Charges

Diagram: RV 12 Exercise and Training

Process: RV 12.02 Edit/Validate Flying Hour/Mission Data

In this process the flying hour data is edited and validated to ensure it possesses all the data elements necessary to create billing, otherwise it is sent to a suspense file for additional processing.

Key Data Element: See AHS Record Layout.xls

Inputs

Source: RV 12.01 Process Flying Hour Data (GDSS) and RV 12.08 Process Contract Data (COINS)

Schedule: Daily

Direction: Push

Medium: Electronic

Functional Data: Flying Hour Data and Contract Data : Data from COINS and AHS for edits and validation

Steps

1 Process: Validate TAC through TGET if Mission is an organic Contingency.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: SEE Transportation Global Edit Table TGET in the system.

Requirements:

2 Process: Edit and validate the key data elements from AHS and COINS

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See AHS Record layout.xls and SCE Business Rules.xls

Requirements:

Outputs

Destination: RV 12.03 Resolve Exercise and Training Transaction Errors and RV 12.04 Identify Exercise and Training Customer

Schedule: Daily

Medium: Electronic

Functional Data: Valid Complete Exercise and Training Data to RV 12.04 : Billable Exercise and Training Transactions that require a customer determination

Exercise and Training data that Failed Validation/Edits to RV 12.03 : Mission Data elements requiring resolution

Diagram: RV 12 Exercise and Training

Process: RV 12.03 Resolve Exercise and Training Transaction Errors

In this process all the items are resolved that were placed in suspense because the proper data elements such as ability to identify customer or compute charges was either incomplete or missing.

Key Data Element: See AHS Record Layout.xls

Inputs

Source: RV 12.02 Edit/Validate Flying Hour/Mission Data and RV 12.04 Identify Exercise and Training Customer

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Exercise and Training Data that Failed Validations/Edits : Data requires resolution by an analyst

Steps

1 Process: Resolve Edits, Validations and or missing missions

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: SCE Business Rules.xls

Requirements:

Outputs

Destination: RV 12.04 Identify Exercise and Training Customer

Schedule: On Demand

Medium: Electronic

Functional Data: Exercise and Training Mission Data : Data that has been corrected and is ready for additional processing

Diagram: RV 12 Exercise and Training

Process: RV 12.04 Identify Exercise And Training Customer

In this process the customer is identified using mission data and or the Transportation Account Code.

Key Data Element: See SCE Business Rules.xls and AHS Record Layout.xls

Inputs

Source: RV 12.02 Edit/Validate Flying Hour/Mission Data and RV 12.03 Resolve Exercise and Training Transaction Errors

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Valid Flying Hour Mission Data : Billable Mission Data Requiring Customer Data

Steps

1 Process: Identify customer by analysis of the TAC through TGET or using Mission Data.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See SCE Record Layout.xls and SCE Business Rules.xls. Valid Customer ID (TBD)

Requirements:

Outputs

Destination: RV 12.03 Resolve Exercise and Training Transaction Errors and RV 12.09 Determine Commercial Exercise Rate Methodology or RV 12.05 Select Organic Contingency Rate Table

Schedule: Daily

Medium: Electronic

Functional Data: Valid Commercial and Organic Exercise and Training Data : Exercise and Training Data for Billing

Diagram: RV 12 Exercise and Training

Process: RV 12.05 Select Organic Contingency Rate Table

In this process we have determined that the Exercise/Training Mission is an Organic (Military) Mission and must process for billing using the Organic Rate.

Key Data Element: See SCE Business Rules.xls

Inputs

Source: RV 12.04 Identify Exercise and Training Customer

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Exercise and Training Mission Data - Organic : Mission Data for Rate application

Steps

1 Process: Apply Organic Contingency Rate (Contingency is the same as Exercise/Training would be)

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See SCE Business Rules.xls

Requirements:

Outputs

Destination: RV 12.06 Multiply Rate by Flying Hours

Schedule: Daily

Medium: Electronic

Functional Data: Complete Organic Exercise Training Mission Data : Ready for rate application

Diagram: RV 12 Exercise and Training

Process: RV 12.06 Multiply Rate by Flying Hours

In this process the organic (military) rate(s) are applied to the total flying hours for calculation of the customers charges.

Key Data Element: See SCE Business Rules.xls

Inputs

Source: RV 12.05 Select Organic Contingency Rate Table

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Complete Organic Exercise Training Mission Data : — Ready for rate application

Steps

1 Process: Multiply rate by flying hours

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See SCE Business Rules.xls

Requirements:

Outputs

Destination: RV 01.06 Provide Customer Accessible Data; RV 08.10 Record Accounts Receivable, Revenue

Schedule: Daily

Medium: Internal

Functional Data: Complete Organic Exercise and Training Mission Data to RV 01.06 : — Transaction Ready for Billing

Complete Organic Exercise and Training Mission Data for Recording to A/R : — Data to update A/R and Revenue

Diagram: RV 12 Exercise and Training

Process: RV 12.08 Process Contract Data (COINS)

The system will receive COINS expense data. This data will be used to calculate revenue for Commercial Augmentation of the Exercise/Training Mission.

Key Data Element: See COINS Interface Design Document.doc

Inputs

Source: External

Schedule: Daily

Direction: Push

Medium: Electronic

Functional Data: Contract Airlift Data : Transactions supporting Commercial Airlift Augmentation of Exercise and Training Missions

Steps

1 Process: Process inbound file from COINS interface

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits: See COINS Interface Design Document.doc and SCE Business Rules.xls

Requirements:

Outputs

Destination: RV 12.02 Edit/Validate Flying Hour/ Mission Data

Schedule: Daily

Medium: Electronic

Functional Data: Contract Data from COINS : Contract Airlift Data requiring editing and validation

Diagram: RV 12 Exercise and Training

Process: RV 12.09 Determine Commercial Exercise Rate Methodology

In this process the system will apply SCE Business Rules in the application of Commercial Airlift charges to the customer of the Exercise and Training mission(s) using COINS expense transactions.

Key Data Element: See SCE Business Rules.xls

Inputs

Source: RV 12.04 Identify Exercise and Training Customer

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Exercise and Training Mission Data - Commercial : Mission Data for Rate application

Steps

1 Process: Determine applicable charges based on customer

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See SCE Business Rules.xls

Requirements:

Outputs

Destination: RV 12.10 Compute Charges for Commercial Exercise

Schedule: Daily

Medium: Electronic

Functional Data: Complete Commercial Exercise Training Mission Data : Ready for rate application

Complete Commercial Exercise and Training Mission Data for Recording to A/R : Data to update A/R and Revenue

Diagram: RV 12 Exercise and Training

Process: RV 12.10 Compute Charges for Commercial Exercise

In this process charges are calculated by customer and rate(s) to be applied based on the Commercial Airlift provided in support of Exercise and Training mission(s).

Key Data Element: See AHS Record Layout.xls

Inputs

Source: RV 12.09 Determine Commercial Exercise Rate Methodology

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Complete Commercial Exercise Training Mission Data : Ready for rate application

Steps

1 Process: Calculate Customer Charges

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See SCE Business Rules.xls

Requirements:

Outputs

Destination: RV 08.10 Record Accounts Receivable, Revenue

Schedule: Daily

Medium: Electronic

Functional Data: Complete Organic Exercise and Training Mission Data to RV 01.06 : Transaction Ready for Billing

RV 13 Organic SAAM (composite rate)

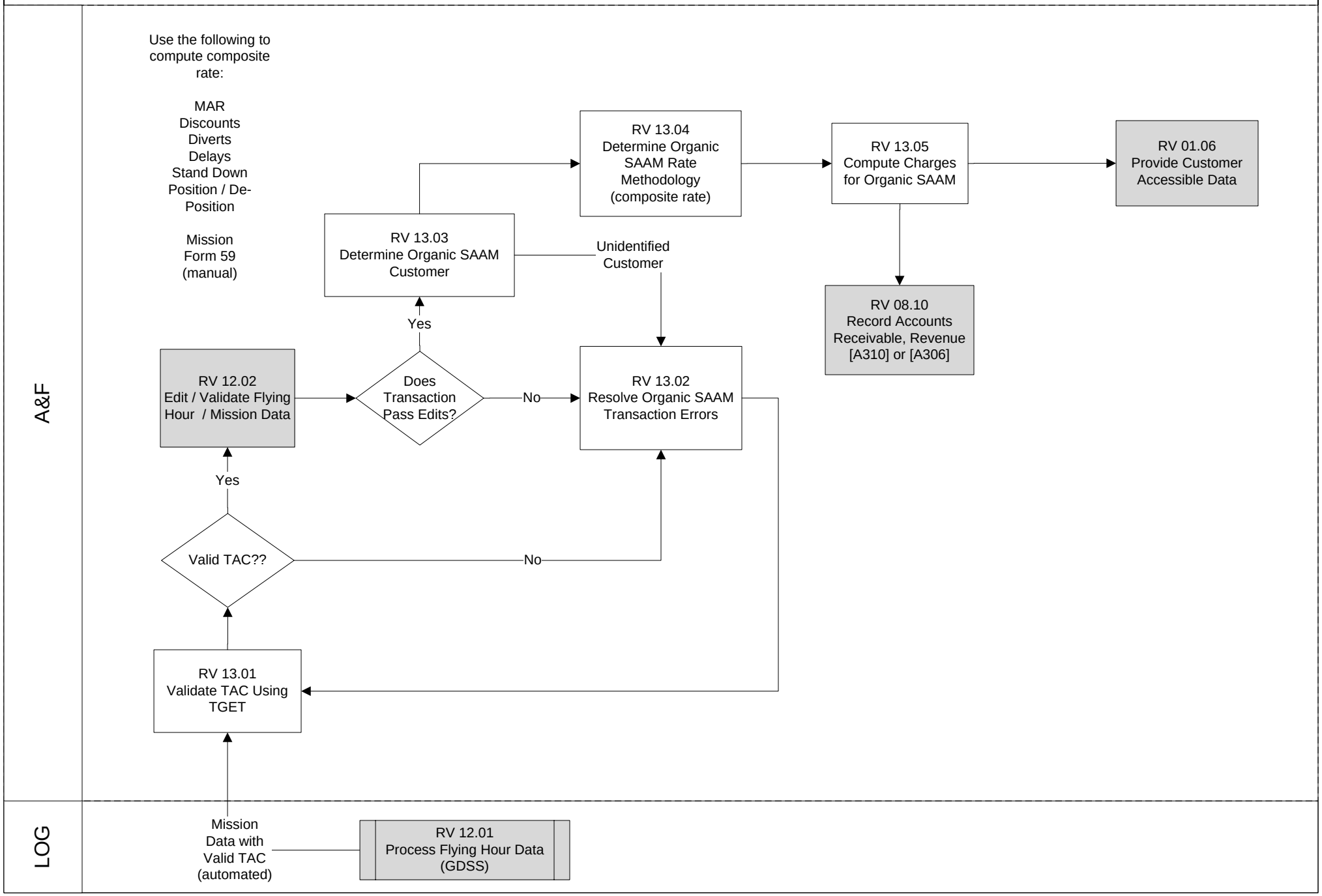

Diagram: RV 13 Organic SAAM (Composite Rate)

An Organic Special Airlift Assignment Mission (SAAM) uses AMC owned aircraft. Customers requesting a SAAM require the use of the whole plane and are charged at the flying hour rate. The flying hour rate changes according to the aircraft required to complete the mission, I.e., C17, C5, etc.

Additional data elements used to compute a composite rate are: MAR, diverts, delays, stand-downs, position/depositioning.

Diagram: RV 13 Organic SAAM (Composite Rate)

Process: RV 13.01 Validate TAC Using Transportation Global Edit Table (TGET)

In this process the transportation account code is validated using the TGET. The TGET contains lines of accounting and will reside in the system. The TAC will be pulled from external systems into the system and matched to a line of accounting in the TGET.

Key Data Element: Receiving a 4-digit (alpha/numeric) TAC from COTS

Inputs

Source: RV 12.01 Process Flying Hour Data and RV 13.02 Resolve Organic SAAM Transaction Errors
Schedule: Daily
Direction: System Internal
Medium: Electronic
Functional Data: TAC : 4-digit alpha/numeric code

Steps

1 Process: Retrieve TAC from the system
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Update
Edits: Valid TAC
Requirements: TRANSCOM

2 Process: Validate TAC against TGET
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Update
Edits: Valid TAC
Requirements: TRANSCOM

3 Process: Match TAC with LOA in TGET
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Update
Edits: Valid TAC
Requirements: TRANSCOM

Outputs

Destination: RV 12.02 Edit/Validate Flying Hour / Mission Data and RV 13.02 Resolve Organic SAAM Transaction Errors
Schedule: Daily
Medium: Internal
Functional Data: Valid TAC with LOA : Validating the TAC in the TGET with the LOA

Diagram: RV 13 Organic SAAM (Composite Rate)

Process: RV 13.02 Resolve Organic SAAM Transaction Errors

In this process the invalid TAC and invalid/incomplete LOA data elements are resolved.

Key Data Element: TAC, flying hours, type of aircraft, rates, business rules

Inputs

Source: RV 12.02 Edit/Validate Flying Hour / Mission Data, RV 13.01 Validate TAC using TGET and RV13.03 Determine Organic SAAM Customer

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data:

Invalid 4-digit TAC :	The TAC does not match the table of valid TACs
Invalid/incomplete LOA :	The TGET does not have an LOA for TAC
Flying hours :	Total number of flying hours for the mission
Type Aircraft :	C5, C17, etc.
Rates :	Rates taken from the Flying hour rate table.

Steps

1 Process: Identify and resolve invalid TAC and/or LOA. Resolve mission data elements, I.e., flying hours, type aircraft, etc. by researching Form 59s in AHS is required.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements: TRANSCOM

Outputs

Destination: RV 13.01 Validate TAC Using TGET

Schedule: On Demand

Medium: Internal

Functional Data:

Valid TAC :	TAC validated by the TGET
Valid LOA :	LOA validated by the TGET
Mission Data Elements :	Corrected Mission Data elements (flying hours, etc.)

Diagram: RV 13 Organic SAAM (Composite Rate)

Process: RV 13.03 Determine Organic SAAM Customer

In this process the TAC is used to identify the customer and address.

Key Data Element: TAC

Inputs

Source: RV 12.02 Edit/Validate Flying Hour/Mission Data
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data: TAC : 4-digit code for identifying customer and LOA

Steps

1 Process: Retrieve TAC from the system
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Update
Edits: Edit TAC against customer address table to find a match
Requirements: TRANSCOM

2 Process: Identify customer's name and address from TAC
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Update
Edits:
Requirements:

3 Process: Forward invalid data to RV 13.02 for resolution
User Role: A/R RECEIVABLES PROCESSOR
Automation: Automatic
Security: Update
Edits:
Requirements:

Outputs

Destination: RV 13.02 Resolve Organic SAAM Transaction Errors and RV 13.04 Determine Organic SAAM Rate Methodology
Schedule: On Demand
Medium: Internal
Functional Data: Valid TAC : TAC with valid customer name and address

Diagram: RV 13 Organic SAAM (Composite Rate)

Process: RV 13.04 Determine Organic SAAM Rate Methodology (composite rate)

In this process the rates will be determined using a composite rate. The following will be used to compute rate: MAR, Diverts, Delays, Stand Down, Positioning/Depositioning

Key Data Element: Rate table for flying hours

Inputs

Source: RV 13.03 Determine Organic SAAM Customer
Schedule: On Demand
Direction: System Internal
Medium: Electronic
Functional Data: Rate Table : Composite rate table for flying hours

Steps

1 Process: Determine appropriate rate according to aircraft type.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Update
Edits: Flying hour rate and aircraft type
Requirements: TRANSCOM

Outputs

Destination: RV 13.05 Compute Charges for Organic SAAM
Schedule: On Demand
Medium: Internal
Functional Data: Appropriate Rate : Rate to be charged for the mission

Diagram: RV 13 Organic SAAM (Composite Rate)

Process: RV 13.05 Compute Charges for Organic SAAM

In this process the charges are computed for organic SAAM missions using the composite rate.

Key Data Element: Flying hour rate

Inputs

Source: RV 13.04 Determine Organic SAAM Rate Methodology

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data: Flying hour rate : Composite flying hour rate

Steps

1 Process: Calculate charges using flying hour rate.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Calculation

Requirements: JFMIP
AF
TRANSCOM
BMMP

Outputs

Destination: RV 01.06 Provide Customer Accessible Data; RV 08.10 Record Accounts Receivable, Revenue

Schedule: On Demand

Medium: Internal

Functional Data: Calculated Charge : Calculated charge

RV 14 Commercial SAAM (Including Domestic SAAM)

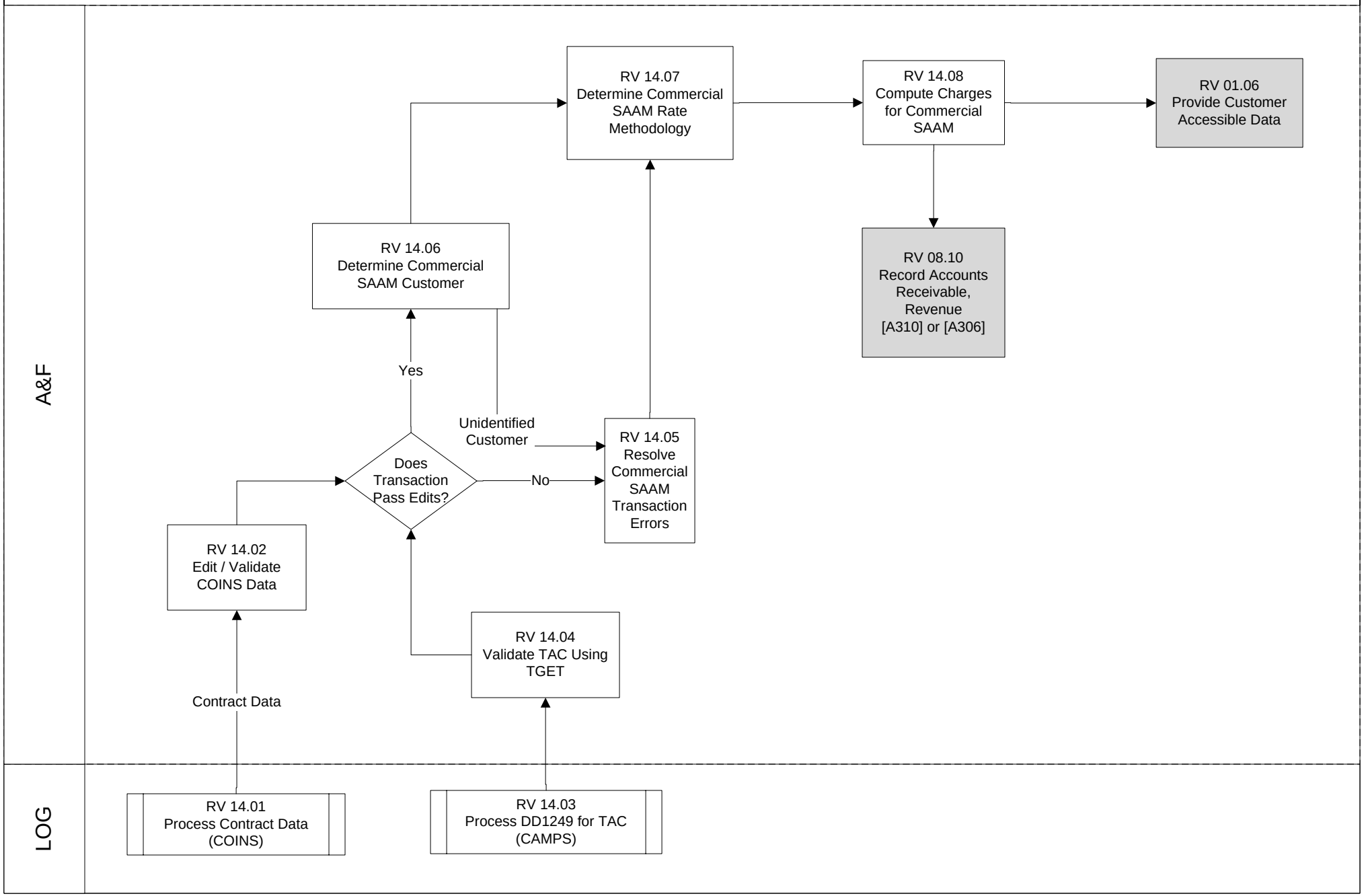

Diagram: RV 14 Commercial SAAM (Including Domestic SAAM)

This flow depicts the process for computing charges and recording revenue for commercial (leased non-government aircraft) SAAMs (Special Assignment Airlift Missions). A SAAM mission is based on a customer's request to rent an entire aircraft, and a commercial airline is contracted to provide the service. A SAAM mission may be made up of multiple mission leg segments. A mission should not be billed until the mission has been completed. COINS provides executed mission information and revenue amounts based on contracted data, and CAMPS is a planning system, which provides the bill payer and data used to determine whether or not the customer is due a discount. Customers are given a 10 percent discount if they request a mission 30 days in advance with no significant change prior to mission start. COINS revenue amount should include a surcharge for both commercial and domestic SAAMs.

Diagram: RV 14 Commercial SAAM (Including Domestic SAAM)

Process: RV 14.01 Process Contract Data (COINS)

COINS interface will provide mission information and calculated revenue amounts for commercial SAAMs.

Key Data Element: COINS Data

Inputs

Source: External COINS Interface
Schedule: On Demand
Direction: Pull
Medium: Electronic
Functional Data: COINS Data : Data elements identified in the COINS Interface Design Document

Steps

1 Process: System will interface with COINS.
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Update
Edits: COINS Interface Design Document
Requirements:

Outputs

Destination: RV 14.02 Edit/Validate COINS Data
Schedule: On Demand
Medium: Electronic
Functional Data: Mission data : Received from COINS
Calculated revenue : Revenue amounts received from COINS

Diagram: RV 14 Commercial SAAM (Including Domestic SAAM)

Process: RV 14.02 Edit/Validate COINS Data

COINS data is edited and validated to insure all data elements present and accurate.

Key Data Element: COINS Data

Inputs

Source: RV 14.01 Process Contract Data COINS

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data: COINS Data : Data elements identified in the COINS Interface Design Document

Steps

1 Process: The system will edit and validate COINS data. A match will be on the SAAM mission number against data that will also interface from CAMPS.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: COINS Interface Design Document

Requirements:

Outputs

Destination: RV 14.05 Resolve Commercial SAAM Transaction Errors; RV 14.06 Determine Commercial SAAM Customer

Schedule: On Demand

Medium: Electronic

Functional Data: Contract Airlift Data : Validated COINS Commercial SAAM Mission Data

Diagram: RV 14 Commercial SAAM (Including Domestic SAAM)

Process: RV 14.03 Process DD 1249 for TAC (CAMPS)

CAMPS interface will extract data currently provided on a DD 1249 to include a TAC/bill payer and information relating to when the mission was requested to determine whether or not a 10 percent discount can be given.

Key Data Element: Transportation Account Code (TAC), Customer Data, and Date of customer's request

Inputs

Source: External CAMPS Interface

Schedule: On Demand

Direction: Pull

Medium: Electronic

Functional Data: Customers SAAM Request : Customers Airlift requirements and availability for movement

Steps

1 Process: The system will interface with CAMPS. A match will be on the SAAM mission number against data that will also interface from COINS.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: CAMPS Record Layout.xls

Requirements:

Outputs

Destination: RV 14.04 Validate TAC Using TGET

Schedule: On Demand

Medium: Internal

Functional Data: SAAM Mission Number : Code assigned to identify the type of mission

TAC : Valid four-digit transportation account code

Diagram: RV 14 Commercial SAAM (Including Domestic SAAM)

Process: RV 14.04 Validate TAC using TGET

In this process the TAC is validated against the TGET file.

Key Data Element: TAC and LOA

Inputs

Source: RV 14.03 Process DD 1249 for TAC (CAMPS)

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data: TAC : Identifies who to bill

Steps

1 Process: Match the TAC against the TGET file

User Role: Revenue Analyst

Automation: Automatic

Security: Create

Edits: TAC validated thru the TGET table will derive the billable LOA.
See Transportation Global Edit Table in the system.doc

Requirements:

Outputs

Destination: RV 14.05 Resolve Commercial SAAM Transaction Errors and RV 14.06 Determine Commercial SAAM Customer

Schedule: On Demand

Medium: Electronic

Functional Data: Valid TAC : Validated Transportation Account Code

Valid LOA : Validated LOA that identifies the Bill Payer

Diagram: RV 14 Commercial SAAM (Including Domestic SAAM)

Process: RV 14.05 Resolve Commercial SAAM Transaction Errors

Transaction errors are resolved. Mission leg segments will be held in suspense until the mission is completed.

Key Data Element: See document ASIFICS-COINS IDD.doc, DD Form 1249 SAAM Request Data Elements

Inputs

Source: RV 14.02 Edit/Validate COINS Data; RV 14.04 Validate TAC using TGET; and RV 14.06 Determine Commercial SAAM Customer

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data: CAMPS, COINS and SAAM Mission Data : Data requiring update

Steps

1 Process: Review and resolve transaction errors.

User Role: Revenue Analyst

Automation: Automatic

Security: Update

Edits: SCE Business Rules.xls

Requirements:

Outputs

Destination: RV 14.07 Determine Commercial SAAM Rate Methodology

Schedule: On Demand

Medium: Electronic

Functional Data: Corrected Commercial SAAM Data : Validated COINS Commercial SAAM Mission Data

Diagram: RV 14 Commercial SAAM (Including Domestic SAAM)

Process: RV 14.06 Determine Commercial SAAM Customer

The system will determine bill payer based on TAC.

Key Data Element: TAC

Inputs

Source: RV 14.02 Edit/Validate COINS Data and RV 14.04 Validate TAC Using TGET

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data: TAC : Identifies who to bill

Steps

1 Process: TAC will determine customer.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: CAMPS Customer Data and TAC

Requirements:

Outputs

Destination: RV 14.05 Resolve Commercial SAAM Transaction Errors; RV 14.07 Determine Commercial SAAM Rate Methodology

Schedule: On Demand

Medium: Electronic

Functional Data: Valid Customer : Who to bill

Diagram: RV 14 Commercial SAAM (Including Domestic SAAM)

Process: RV 14.07 Determine Commercial SAAM Rate Methodology

In this process the rate methodology is determined. COINS provides revenue data based on mission execution and CAMPS will provide information relating to when the mission was requested to determine if a discount can be given.

Key Data Element: COINS data

Inputs

Source: RV 14.05 Resolve Commercial SAAM Transaction Errors and RV 14.06 Determine Commercial SAAM Customer

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data: Business Rules : Rules needed to determine rate methodology

Steps

1 Process: System will calculate rate based on COINS data and apply a 10 percent discount if the mission was requested 30 days prior to lift without any major changes.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: RV 14.08 Compute Charges for Commercial SAAM

Schedule: On Demand

Medium: Electronic

Functional Data: Determined Rate : Business rules for rate methodology

Diagram: RV 14 Commercial SAAM (Including Domestic SAAM)

Process: RV 14.08 Compute charges for Commercial SAAM

In this process the charges are computed.

Key Data Element:

Inputs

Source: RV 14.07 Determine Commercial SAAM Rate Methodology

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data: Rate Factors : Factors used to determine charges such as type of aircraft, type of customer and composite rates.

Steps

1 Process: Compute Charges

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: COINS interface

Requirements:

Outputs

Destination: RV 01.06 Provide Customer Accessible Data; RV 08.10 Record Accounts Receivable, Revenue

Schedule: On Demand

Medium: Electronic

Functional Data:

RV 15 Organic Contingency

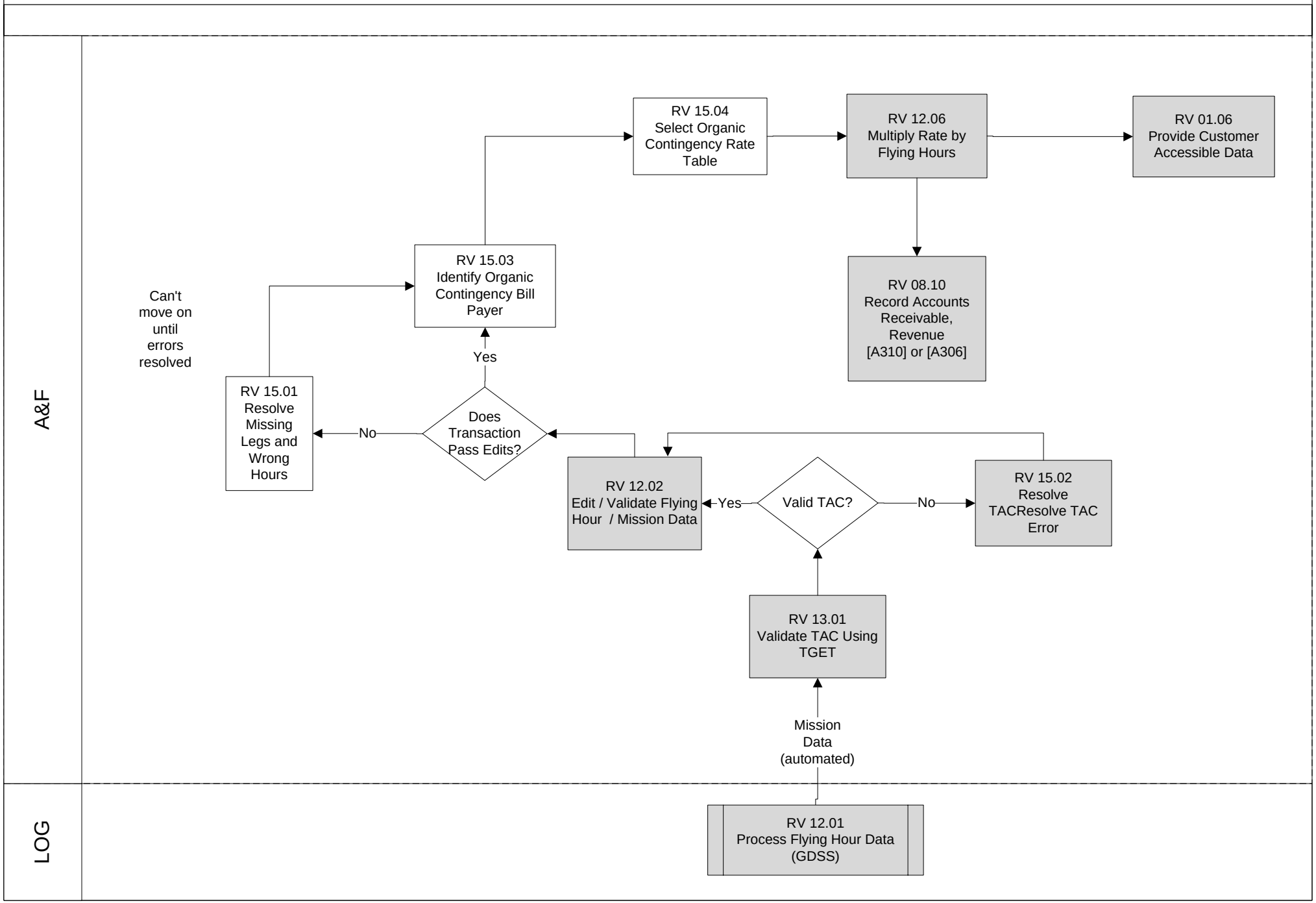

Diagram: RV 15 Organic Contingency

RV 15 Contingency Missions are airlift missions supporting an emergency involving military forces caused by natural disasters, terrorists or by required military operations. These missions move cargo/passengers from/to points within/without the established AMC channel route structure. Organic Contingency rates are based on mission flying hours from GDSS/AHS as well as aircraft rates developed by budget.

Diagram: RV 15 Organic Contingency

Process: RV 15.01 Resolve Missing Legs and Wrong Hours

The system must perform a sanity check between departure and arrival times by mission segment in order to determine whether any legs of the overall mission may be missing.

Key Data Element: Flying Hours, Mission Data

Inputs

Source: RV 12.02 Edit/Validate Flying Hour/Mission Data
Schedule: Daily
Direction: System Internal
Medium: Electronic
Functional Data: Flying Hours : Time between actual departure and actual arrival
Mission Data : Mission Number, Arrival and Departure air fields, Arrival and departure times

Steps

1 Process: Resolve Missing Legs and Wrong Hours
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Update
Edits: Reference AHS record layout.xls
Requirements:

Outputs

Destination: RV 15.03 Identify Organic Contingency Bill Payer
Schedule: Daily
Medium: Electronic
Functional Data: Mission Data : Mission Number, Arrival and Departure air fields, Arrival and departure times

Diagram: RV 15 Organic Contingency

Process: RV 15.03 Identify Organic Contingency Bill Payer

A bill payer will be identified based on a TAC assigned against the mission.

Key Data Element: Mission Data and TAC

Inputs

Source: RV 12.02 Edit/Validate Flying Hour / Mission Data and RV 15.01 Resolve Missing Legs and Wrong Hours

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data: Mission data : Mission Number

TAC : TAC has been validated through the TGET which also provided the Customer ID

Steps

1 Process: Retrieve TAC from the system

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Edit TAC against customer address table to find a match

Requirements:

2 Process: Identify TAC with customer's name and address from a customer address table.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits:

Requirements:

Outputs

Destination: RV 15.04, Select Organic Contingency Rate Table

Schedule: On Demand

Medium: Internal

Functional Data:

Diagram: RV 15 Organic Contingency

Process: RV 15.04 Select Organic Contingency Rate Table

Contingency missions will be billed based on flying hour rate tables as published on the AMC/A8 web page.

Key Data Element: Rate table

Inputs

Source: RV 15.03 Identify Organic Contingency Bill Payer

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Flying Hour Rate Table : Previously established flying hour rates based on type of aircraft

Steps

1 Process: Determine appropriate rate according to aircraft type.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Flying hour rate and aircraft type

Requirements: TRANSCOM

Outputs

Destination: RV 12.06 Multiply Rate by Flying Hours

Schedule: Daily

Medium: Internal

Functional Data:

RV 16 Commercial Contingency

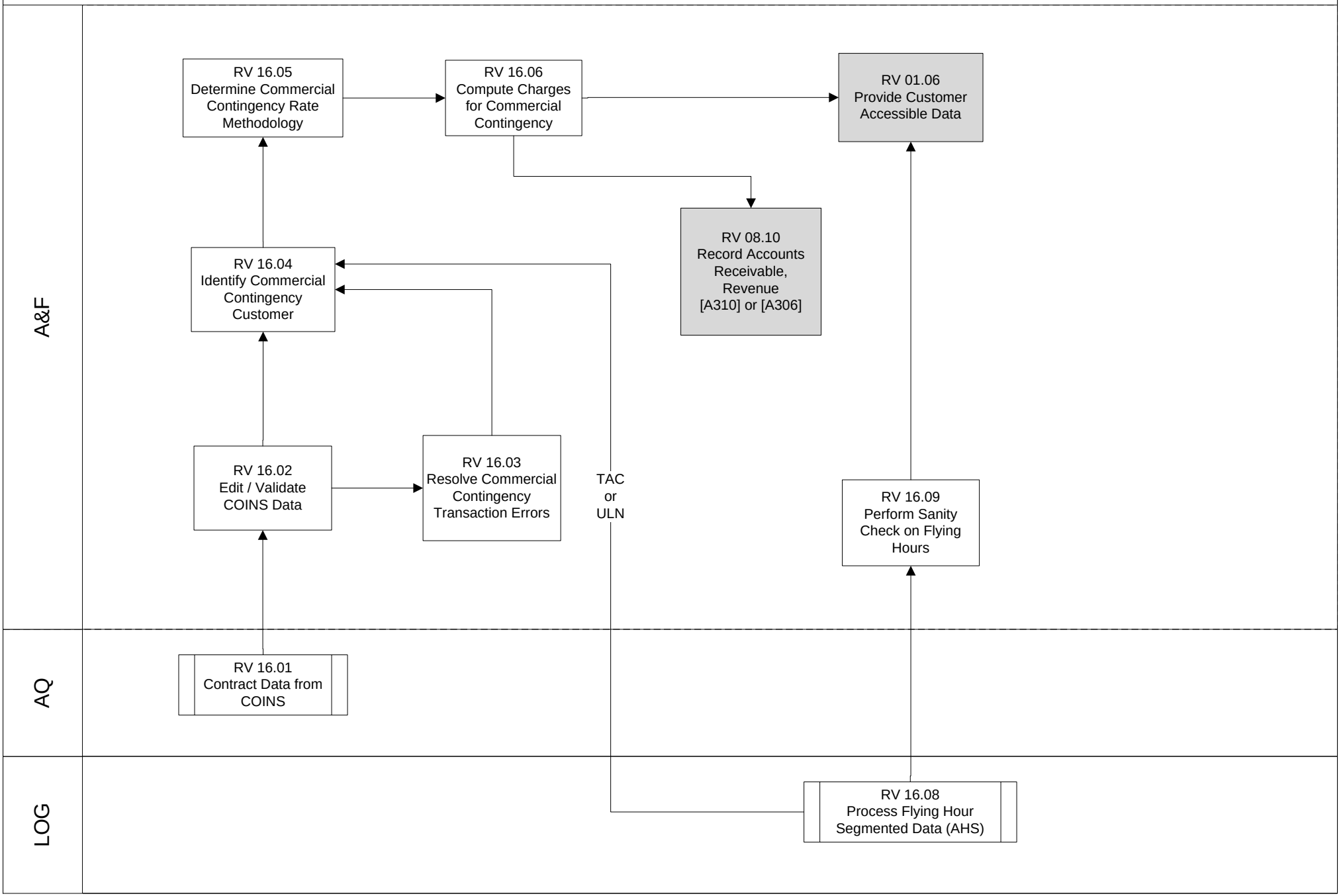

Diagram: RV 16 Commercial Contingency

Commercial contingency is a business area where leased commercial airplanes i.e.., B727, B747, L1011, DC-8, etc., are contracted to augment the contingency mission. Contingency mission are required when natural and man made disasters occur, as well as war and warlike crises.

Diagram: RV 16 Commercial Contingency

Process: RV 16.01 Process Contract Data from COINS

In this process contract data associated with the contracting of commercial aircraft is passed to the system from the Commercial Operations Integrated Systems (COINS). This data will be used for customer billing and accounting.

Key Data Element: Mission ID, Customer ID, Type Load Data, Aircraft Type, Mileage Data, ACL, Rates, Number of Trips

Inputs

Source: Logistical and operational systems

Schedule: Daily

Direction: Push

Medium: Electronic

Functional Data: Complete Contractual Data by Mission From COINS : Data supporting the contracting of Commercial Aircraft in support of a contingency consisting of 38 fields.

Steps

1 Process: COINS sends data to the system

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits: SEE COINS Interface Design Document.doc

Requirements:

Outputs

Destination: RV 16.02 Edit/Validate Data from COINS

Schedule: Daily

Medium: Electronic

Functional Data: Complete Contractual Data by Mission From COINS : Data supporting the contracting of Commercial Aircraft in support of a contingency consisting of 38 fields.

Diagram: RV 16 Commercial Contingency

Process: RV 16.02 Edit/Validate COINS Data

In this process the COINS data is edited/validated to ensure the proper elements are present, valid and complete to allow for recording revenue and customer billing.

Key Data Element: Mission ID, Customer ID, Type Load Data, Aircraft Type, Mileage Data, ACL, Rates, Number of Trips

Inputs

Source: RV 16.01

Schedule: Daily

Direction: Push

Medium: Electronic

Functional Data:

Complete Contractual Data by Mission From COINS :	Data supporting the contracting of Commercial Aircraft in support of a contingency consisting of 38 fields.

Steps

1 Process: Perform edits and validations on COINS data

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See COINS Interface Design Document.doc and SCE Business Rules.doc

Requirements:

Outputs

Destination: RV 16.03 Resolve Commercial Contingency Transaction Errors and RV 16.04 Identify Commercial Contingency Customer

Schedule: Daily

Medium: Electronic

Functional Data:

Processed contractual data to RV 16.04 Identify Commercial Contingency Customer :	Data elements that have been edited and validated for customer billing
Processed contractual data with errors to RV 16.03 Resolve Commercial Contingency Transaction Errors :	Data elements that have been edited but did not pass

Diagram: RV 16 Commercial Contingency

Process: RV 16.03 Resolve Commercial Contingency Transaction Errors

In this process the transaction errors discovered in RV 16.02 (Edit/Validate COINS Data) are held pending resolution for customer billing.

Key Data Element: Mission ID, Customer ID, Type Load Data, Aircraft Type, Mileage Data, ACL, Rates, Number of Trips

Inputs

Source: RV 16.02 Edit/Validate COINS Data

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Processed contractual data with errors to RV 16.03 Resolve Commercial Contingency Transaction Errors : Data elements that have been edited but did not pass

Steps

1 Process: Resolve Errors

User Role: SYSTEM PROCESS UPDATE

Automation: Manual/Automatic

Security: Update

Edits: See SCE Business Rules.doc and COINS Interface Design Document.doc

Requirements:

Outputs

Destination: RV 16.04 Identify Commercial Contingency Customer

Schedule: Daily

Medium: Electronic

Functional Data: Updated Contract Airlift Data : Corrected Commercial Contingency Data

Diagram: RV 16 Commercial Contingency

Process: RV 16.04 Identity Commercial Contingency Customer

In this process the customer is identified through the use of identifiers such as the Transportation Account Code (TAC) or LOA from the CAMPS feed or the Unit Line Number (ULN) from the Air History System feed. Additionally, determine if split billing is required between one or more customers if more than one customer was airlifted on the same aircraft.

Key Data Element: TAC, LOA, ULN and Mission ID

Inputs

Source: RV 16.02 Edit/Validate COINS Data, RV 16.03 Resolve Commercial Contingency Transaction Errors, RV 16.08 Process Flying Hour Segmented Data (GDSS)

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Valid Commercial Contingency Mission Data : Contingency Mission data lacking customer ID

Steps

1 Process: COINS and AHS data must be matched using the Mission Id.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See AHS Record Layout.xls, COINS Interface Design Document.doc and SCE Business Rules.xls

Requirements:

2 Process: Identify bill payer(s) and assign system internal code for the customer based on the billing data passed by COINS and AHS.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Valid Customer ID (TBD)

Requirements:

Outputs

Destination: RV16.05 Determine Commercial Contingency Rate Methodology

Schedule: Daily

Medium: Electronic

Functional Data: Valid Commercial Contingency Airlift Data : Updated Record ready for rate application and revenue calculations

Diagram: RV 16 Commercial Contingency

Process: RV 16.05 Determine Commercial Contingency Rate Methodology

In this process the rate methodology is determined by evaluating the Mission Data and the Customers requirements.

Key Data Element: Business Rules, Expense Data

Inputs

Source: RV 16.04 Identify Commercial Contingency Customer

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Valid Commercial Contingency Mission Data : Contingency Mission Data By Customer

Steps

1 Process: Determine costs to bill customer for commercial contingency mission.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See COINS Interface Design Document.doc and SCE Business Rules.doc

Requirements:

Outputs

Destination: RV 16.06 Compute Charges for Commercial Contingency

Schedule: Daily

Medium: Electronic

Functional Data: Complete Commercial Contingency Data : Validated Commercial Contingency Airlift Data ready for Revenue calculation

Diagram: RV 16 Commercial Contingency

Process: RV 16.06 Compute Charges for Commercial Contingency

In this process the charges are computed by applying algorithms in Business Rules.

Key Data Element: Business Rules

Inputs

Source: RV 16.05 Determine Commercial Contingency Rate Methodology

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Valid Commercial Contingency Mission Data : Contingency Mission Data By Customer ready for Revenue Calculation

Steps

1 Process: Compute Customer(s) Charges

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Cost Data from COINS

Requirements:

Outputs

Destination: RV 01.06 Provide Customer Accessible Data and RV 01.04.01 Validate Transaction (TAC using TGET)

Schedule: Daily

Medium: Electronic

Functional Data: Commercial Contingency Billable Record to RV 01.06 Provide Customer Accessible Data : Provides Customer Accessible Data

Record A/R for Revenue to RV 16.07 Record Accounts Receivable and Revenue for Commercial Contingency : Updates A/R

Diagram: RV 16 Commercial Contingency

Process: RV 16.08 Process Flying Hour Segmented Data (AHS)

In the process GDSS(AHS) data is checked for supporting Mission Data to include on a Commercial Contingency Customers Statement of Detailed Charges.

Key Data Element: See AHS Record Layout.xls

Inputs

Source: External

Schedule: Daily

Direction: Push

Medium: Electronic

Functional Data: GDSS AMC History System (AHS) File : Contains Commercial Contingency Mission Data (POE/POD, Mission ID etc.,)

Steps

1 Process: Extract billing data and send to RV 16.04 (Identify Commercial Contingency Customer)

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Create

Edits: See AHS Record Layout.xls

Requirements:

2 Process: Send complete mission data to RV 16.09 (Perform Sanity Check on Flying Hours)

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Mission data - check for missing leg segments.

Requirements:

Outputs

Destination: RV 16.04 Identify Commercial Contingency Customer and RV16.09 Perform Sanity Check on Flying Hours

Schedule: Daily

Medium: Electronic

Functional Data: AHS Mission Data : Data elements for inclusion on customers statement of detail charges

Diagram: RV 16 Commercial Contingency

Process: RV 16.09 Perform Sanity Check on Flying Hours

In this process a logic check is performed on flying hours to determine if all mission legs have been captured because mission legs are shown to the customer on their statement of detail charges and must be accounted for.

Key Data Element: Flying Hours

Inputs

Source: RV 16.08 Process Flying Hour Segmented Data (GDSS)

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: AHS Mission Data : Used in this flow only as statement of detail charges input

Steps

1 Process: Using the flying hours recorded perform calculations to determine if any mission leg segments are missing. If a segment is missing, calculate flying hours for leg segment missing and include in customers statement of detail charges (RV 01.06 Provide Customer Accessible Data).

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Flying Time Calculations

Requirements:

Outputs

Destination: RV 01.06 Provide Customer Accessible Data

Schedule: Daily

Medium: Electronic

Functional Data: AHS Mission Data without Missing Leg Segments : Data to be appended to customers data for billing that will show their complete mission

RV 17 International Air Evacuation

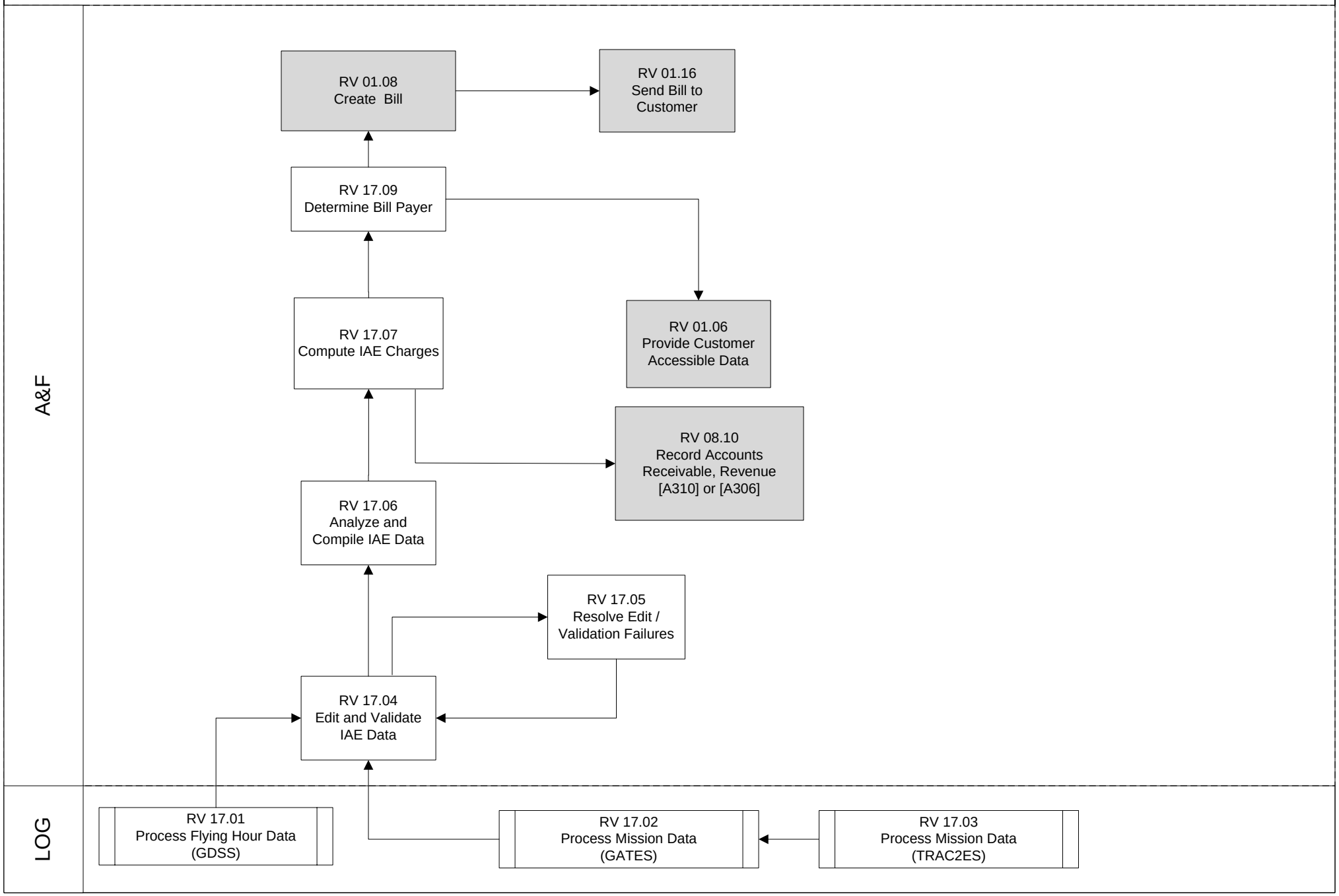

Diagram: RV 17 International Air Evacuation

This process involves the airlift movement of patients and medical / non-medical attendants from Continental U.S. (CONUS) to Outside Continental U.S. (OCONUS) and return, and is billed at the flying hour rate. The airlift movements are provided by organic lift (AMC owned aircraft), military augmentation (theatres, Guard or Reserve assets), or commercial augmentation.

Diagram: RV 17 International Air Evacuation

Process: RV 17.01 Process Flying Hour Data (GDSS)

This process provides mission data on IAE missions flown and documented in GDSS(AHS) to the system.

Key Data Element: Mission Data Elements

Inputs

Source: GDSS(AHS)

Schedule: Daily

Direction: Push

Medium: Electronic

Functional Data:

Mission ID :	Unique Identifier for the Mission (12 character code constructed according to mission requirements)
Mission Type :	Identifies the Type of Mission, I.e., "L" indicates Medevac mission
Tail Number :	Used for tracking purposes
Type Aircraft :	Aircraft Type (I.e. C-17, C-5, etc))
DTG for Departure and Arrival :	Date and Time Group - Year, Day of Year and Time
Departing and Arrival ICAO :	4-digit code for arriving and departing stations
Flying Hours :	Hours Flown for the SAAM Mission

Steps

1 Process: Interface with the system to provide Mission Data Elements to the system.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Mission Data Elements

Requirements: USTRANSCOM

Outputs

Destination: RV 17.04 Analyze and Compile IAE Data

Schedule: Daily

Medium: Electronic

Functional Data:

Mission ID :	Unique Identifier for the Mission (12 character code constructed according to mission requirements)
Mission Type :	Indicates the type of mission, I.e., "L" indicates a medevac mission
Tail Number :	Used for tracking purposes
Type Aircraft :	Aircraft Type (I.e. C-130)
DTG for Departure and Arrival :	Date and Time Group - Year, Day of Year and Time
Departing and Arrival ICAO :	4-digit code indicating arriving and departing stations
Flying Hours :	Hours Flown for the SAAM Mission

Diagram: RV 17 International Air Evacuation

Process: RV 17.02 Process Mission Data (GATES)

This process involves the interface from GATES to the system providing additional IAE mission data elements. These elements consisting of the entire Patient Movement Record but in the form of a Passenger Manifest originate in TRAC2ES.

Key Data Element: Number of litter Patients, Ambulatory Patients, Medical Attendants/Equipment, Patient Support Pallet and TAC

Inputs

Source: RV 17.03

Schedule: Daily

Direction: Push

Medium: Electronic

Functional Data:

Number of Litter Patients :	One litter is equal to 3 seats
Ambulatory Patients :	A single seat for each ambulatory patient
Attendants/Equipment :	A single seat for each attendant
TAC :	4-digit code indicating who the customer is (bill payer)
Patient Support Pallet :	463L Pallet configured with Airline Seats and Litters

Steps

1 Process: GATES extracts Patient Manifested data and sends to the system.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See the system Channel Cargo Mail and Pass Record Layouts.xls

Requirements: USTRANSCOM

Outputs

Destination: RV 17.04 Analyze and Compile IAE Data

Schedule: On Demand

Medium: Electronic

Functional Data:

Number of Litter Patients :	One litter is equal to 3 seats
Ambulatory Patients :	One single seat for each ambulatory patient
Attendants/Equipment :	One single seat for each attendant
TAC :	4-digit code indicating customer (bill payer)
Patient Support Pallet :	463L Pallet Configured with Airline Seats and Litters
Passenger (Patient) Manifest :	Complete list of Patients and Attendants moved from Point A to Point B

Diagram: RV 17 International Air Evacuation

Process: RV 17.03 Process Mission Data (TRAC2ES)

This process involves an interface from TRAC2ES to GATES providing Patient movement data from TRAC2ES that is not available from the GDSS system.

Key Data Element: See TRAC2ES to GATES IDD Draft.doc

Inputs

Source: TRAC2ES

Schedule: Daily

Direction: Pull

Medium: Electronic

Functional Data: Complete Patient Movement Record (PMR) : Elements for GATES to use in it's creation of the Passenger (Patient) Manifest for the system

Steps

1 Process: Interface with GATES to provide IAE data to GATES

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See TRAC2ES to GATES IDD.doc (Draft)

Requirements: AMC, USTRANSCOM

Outputs

Destination: RV 17.02 Process Mission Data (GATES)

Schedule: Daily

Medium: Electronic

Functional Data: Complete Patient Movement Record (PMR) : Elements for GATES to use in it's creation of the Passenger (Patient) Manifest for the system

Diagram: RV 17 International Air Evacuation

Process: RV 17.04 Edit and Validate IAE Data

This process provides for the edits and validation of IAE mission data elements received from GDSS(AHS) and GATES.

Key Data Element: Patient (Passenger) Movement Manifest

Inputs

Source: RV 17.01 Process Flying Hour Data, RV 17.02 Process Mission Data, RV 17.05 Resolve Edit/Validation Failures

Schedule: Daily

Direction: Push

Medium: Electronic

Functional Data:

Mission ID :	Unique Identifier for the mission
Mission Type :	Identifies the type of mission
Tail Number :	Aircraft Tail Number
Type Aircraft :	Aircraft Type (I.e. C-130)
DTG for Departure and Arrival :	Date and Time Group - Year, Day of Year and Time
Departing and Arrival ICAO :	Airport Identification (I.e. JFK)
Flying Hours :	Hours Flown
Spaces Used :	Number of spaces used for patients/attendants
Number of Litter Patients :	One litter is equal to 3 seats
Ambulatory Patients :	One single seat for each ambulatory patient
Attendants/Equipment :	One single seat for each attendant
TAC :	4-digit code indicating customer (bill payer)
Patient Support Pallet :	463L Pallet Configured with Airline Seats and Litters
Passenger (Patient) Manifest :	Complete list of Patients and Attendants moved from Point A to Point B
Corrected Mission and Manifest Data from RV 17.05 Resolve Edit/Validation Failures :	Corrected/updated IAE Mission and Manifest Data

Steps

1 Process: Perform edits and validations on data from GATES and AHS.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See the system Cargo Mail and Pass Record Layouts.xls

Requirements: JFMIP
AF
TRANSCOM
AMC
BMMP

Outputs

Destination: RV 17.06 Analyze and Complete IAE Data

Schedule: Daily

Medium: Internal

Diagram: RV 17 International Air Evacuation

Process: RV 17.04 Edit and Validate IAE Data

Functional Data:	Validated Patient (Passenger) Movement Data :	Patient (Passenger) data elements that have passed edits and validations

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Destination:	RV 17.05 Resolve Edit Validation Failures
Schedule:	Daily
Medium:	Internal
Functional Data:	Mission Data Failures : Mission Data Failures

Diagram: RV 17 International Air Evacuation

Process: RV 17.05 Resolve Edit/Validation Failures

This process involves mission data elements not passing edits business rules and/or validation procedures. Manual research and resolution required.

Key Data Element: Mission Data Elements and Patient (Passenger) Manifests

Inputs

Source: RV 17.04 Edit and Validate IAE Data

Schedule: Daily

Direction: System Internal

Medium: Internal

Functional Data: Mission and Manifest Data : Data / Transactions from feeder systems that require an analyst scrutiny and updating

Steps

1 Process: Receive Mission and Manifest Data that has failed edits/validations or business rules, i.e., missing mission legs, unreasonable flying hours between two or more points or incomplete manifest data.

User Role: Revenue Analyst

Automation: Manual/Automatic

Security: Update

Edits: See AHS Record Layout.xls, IAE CONOPS-Revision2.doc and TRAC2ES to GATES IDD Draft.doc

Requirements: TRANSCOM
AMC

2 Process: Perform Research to Resolve Errors.

User Role: Revenue Analyst

Automation: Manual/Automatic

Security: Update

Edits:

Requirements: TRANSCOM
AMC

3 Process: Correct Mission and/or Manifest Data

User Role: Revenue Analyst

Automation: Manual/Automatic

Security: Update

Edits:

Requirements: TRANSCOM
AMC

Outputs

Destination: RV 17.04 Edit and Validate IAE Data

Schedule: Daily

Medium: Electronic

Functional Data: Corrected Mission and Manifest Data to RV 17.04 Edit and Validate IAE Data : Corrected/updated IAE Mission and Manifest Data

Diagram: RV 17 International Air Evacuation

Process: RV 17.06 Analyze and Compile IAE Data

This process takes valid mission/manifest data elements and analyzes, compiles, and formats the data.

Key Data Element: Mission Data Elements and Patient (Passenger) Manifest Data

Inputs

Source: RV 17.04 Edit and Validate IAE Data

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Valid Mission/Manifest Data Elements : Mission/Manifest Data Elements - edited and validated

Steps

1 Process: Compile edited and validated Mission/Manifest Data Elements for Revenue calculation.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See IAE CONOPS-Revision2.doc

Requirements: TRANSCOM
AMC

Outputs

Destination: RV 17.07 Compute IAE Charges

Schedule: Daily

Medium: Electronic

Functional Data: Valid Mission/Manifest Data Elements : Mission Data elements in a format ready to compute charges

Diagram: RV 17 International Air Evacuation

Process: RV 17.07 Compute IAE Charges

This process provides the capability of computing IAE charges using either the flying hour methodology if a SAAM or the Tariff Rate Table if a patient traveling on a channel mission as if a passenger.

Key Data Element: POE/POD, Travel Status, Flying Hours by Aircraft Type, TAC and Patient Support Pallet

Inputs

Source: RV 17.06 Analyze and Compile IAE Data

Schedule: Daily

Direction: System Internal

Medium: Internal

Functional Data: Valid Mission/Manifest Data Elements : Mission Data elements in a format ready to compute charges

Steps

1 Process: If a SAAM Mission was used to move Patient(s), compute charges by mission, based on Aircraft Type apply appropriate Flying Hour Rate.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See SAAMs JCS Exercise and Contingency Guidance and Rates.doc

Requirements: JFMIP
AF
AMC
TRANSCOM
BMMP

2 Process: If Channel Mission was used to move a Patient(s), Compute Charges based on Manifest Elements using the Passenger Tariff Rate for the Channel (APOE/APOD) over which the Patient traveled and as outlined in AE rate guidance.doc(s) (DoD, Non-DoD or NONUS)

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See Passenger Rate Example.pdf (PAX RATE - Dollars column)

Requirements: JFMIP
AF
AMC
TRANSCOM
BMMP

3 Process: If a Contingency Mission was used to move a Patient, compute charges by mission, based on Aircraft Type apply appropriate Flying Hour Rate.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See SAAMs JCS Exercise and Contingency Guidance and Rates.doc

Requirements: JFMIP
AF
AMC
TRANSCOM
BMMP

Diagram: RV 17 International Air Evacuation

Process: RV 17.07 Compute IAE Charges

4 **Process:** If Channel Mission, SAAM or Contingency was used to move a Patient(s) and space was encumbered on the aircraft, compute Charges as outlined in AE rate guidance.doc(s) (DoD, Non-DoD or NONUS)

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: RV 01.06 Provide Customer Accessible Data

Schedule: Daily

Medium: Electronic

Functional Data: Valid Mission/Manifest Data with Calculated Billing Data : Complete mission data with appropriate billable charges

Destination: RV 08.10 Record Accounts Receivable, Revenue

Schedule: Daily

Medium: Electronic

Functional Data: Valid Mission Billing Data : Mission Data with appropriate Billable Charges

Destination: RV 17.09 Determine Bill Payer

Schedule: Daily

Medium: Electronic

Functional Data: Valid Mission Billing Data : Mission Data with appropriate Billable Charges

Diagram: RV 17 International Air Evacuation

Process: RV 17.09 Determine Bill Payer

This process requires the identification of the proper bill payer (customer).

Key Data Element: Customer Address Directory and TGET

Inputs

Source: RV 17.07 Compute IAE Charges

Schedule: Daily

Direction: System Internal

Medium: Internal

Functional Data: Customer Address Directory : Functional Address Directory

Steps

1 Process: Determine Bill payer (DoD, Non-DoD, NONUS) using the TGET.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See Transportation Global Edit Table TGET in the system.doc

Requirements: JFMIP
AF
AMC
TRANSCOM
BMMP

2 Process: Using the Bill Payer Data from the TGET derived the customer address from the customer address module.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: RV 01.06 Provide Customer Accessible Data and RV 01.08 Create Bill

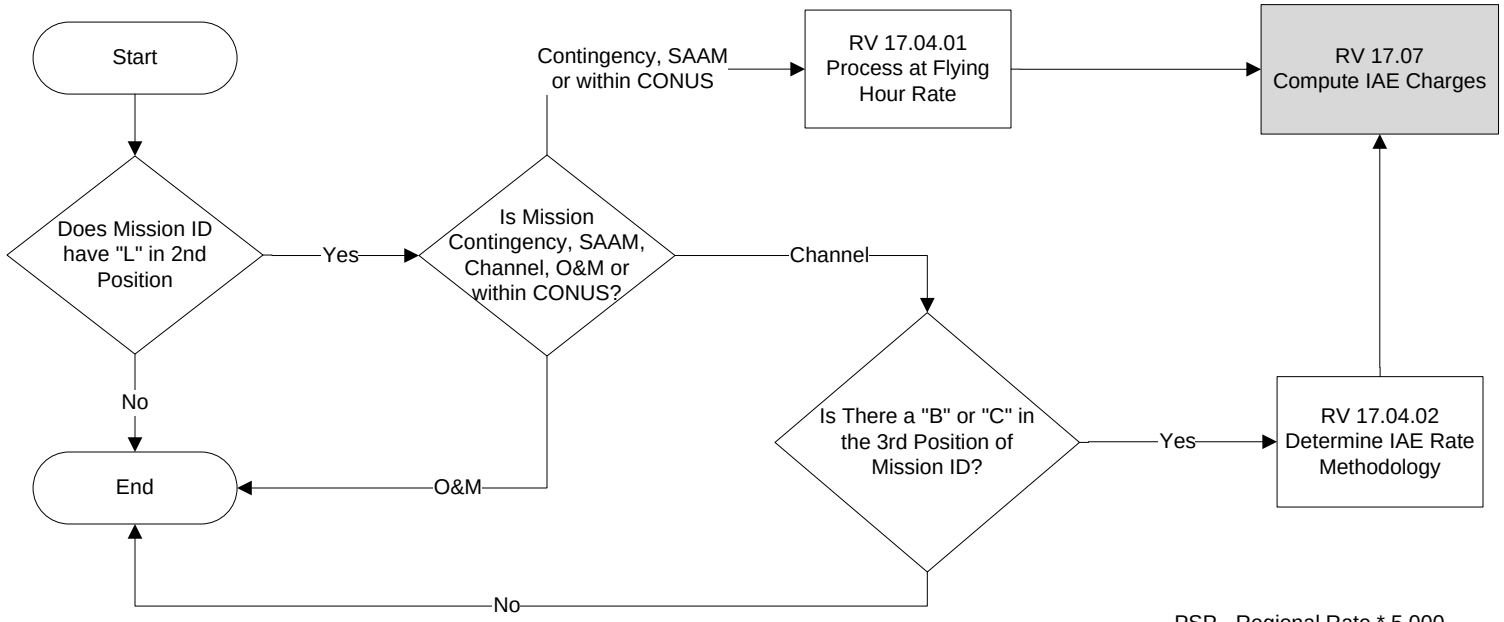
Schedule: Daily

Medium: Electronic

Functional Data: Billing Data : Billing Data with Customer Name and Address

RV 17.04 Edit and Validate IAE Data

A&F



PSP - Regional Rate * 5,000
Single Seat - Passenger
Litter (not on PSP) PAX Rate * 3
AE Crea and Equipment - Apply Composite Rate
Attendant - Equal Passenger

Diagram: RV 17.04 Analyze and Compile IAE Data

In this flow the computation of International Aeromedical Evacuation (IAE) revenue and accounts receivable is developed and the preparation of the bill is explained. IAE is the business area which handles the air movement of patients in the DoD medical system.

Diagram: RV 17.04 Analyze and Compile IAE Data

Process: RV 17.04.01 Process at Flying Hour Rate

In this process the Contingencies, SAAMs, and CONUS to CONUS missions are processed at a flying hour rate.

Key Data Element: Mission Data

Inputs

Source: RV 17.04 Edit and Validate IAE Data

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Valid Mission/Manifest Data Elements : Mission Data elements in a format ready to compute charges

Steps

1 Process: If a Mission is determined to be a Contingency, SAAM or flown within the CONUS - process the mission and calculate charges as outlined in IAE CONOPRS-Revision 2.doc and AE Rate Guidance (DoD,Non-DoD,NONUS).doc(s)

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: SEE AHS Record Layout.xls

Requirements:

Outputs

Destination: RV 17.07 Compute IAE Charges

Schedule: Daily

Medium: Electronic

Functional Data: Valid Mission Data Elements : Mission Data elements in a format ready to compute charges

Diagram: RV 17.04 Analyze and Compile IAE Data

Process: RV 17.04.02 Determine IAE Rate Methodology

In this process the IAE rate methodology is determined.

Key Data Element: Mission Identification, type of mission, business rules

Inputs

Source: RV 17.06 Analyze and Compile IAE Data

Schedule: Daily

Direction: System Internal

Medium: Electronic

Functional Data: Valid Manifest Data Elements : Manifest Data elements in a format ready to compute charges

Steps

1 Process: Determine rate methodology through analysis of mission and manifest data. Ascertain the Passenger Tariff rate for the Channel (APOE/APOD) over which the patient traveled. Additionally determine if additional charges should be applied for encumbered space occupied by the Patient Support Pallet (PSP), Medical Equipment or Litters other than those on the PSP.

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: See IAE CONOPS-Revision 2.doc and AE Rate guidance (DoD,Non-DoD,NONUS).doc(s)

Requirements:

Outputs

Destination: RV 17.07 Compute IAE Charges

Schedule: Daily

Medium: Electronic

Functional Data: Valid Mission/Manifest Data Elements : Mission Data elements in a format ready to compute charges

RV 18 Supplemental Revenue

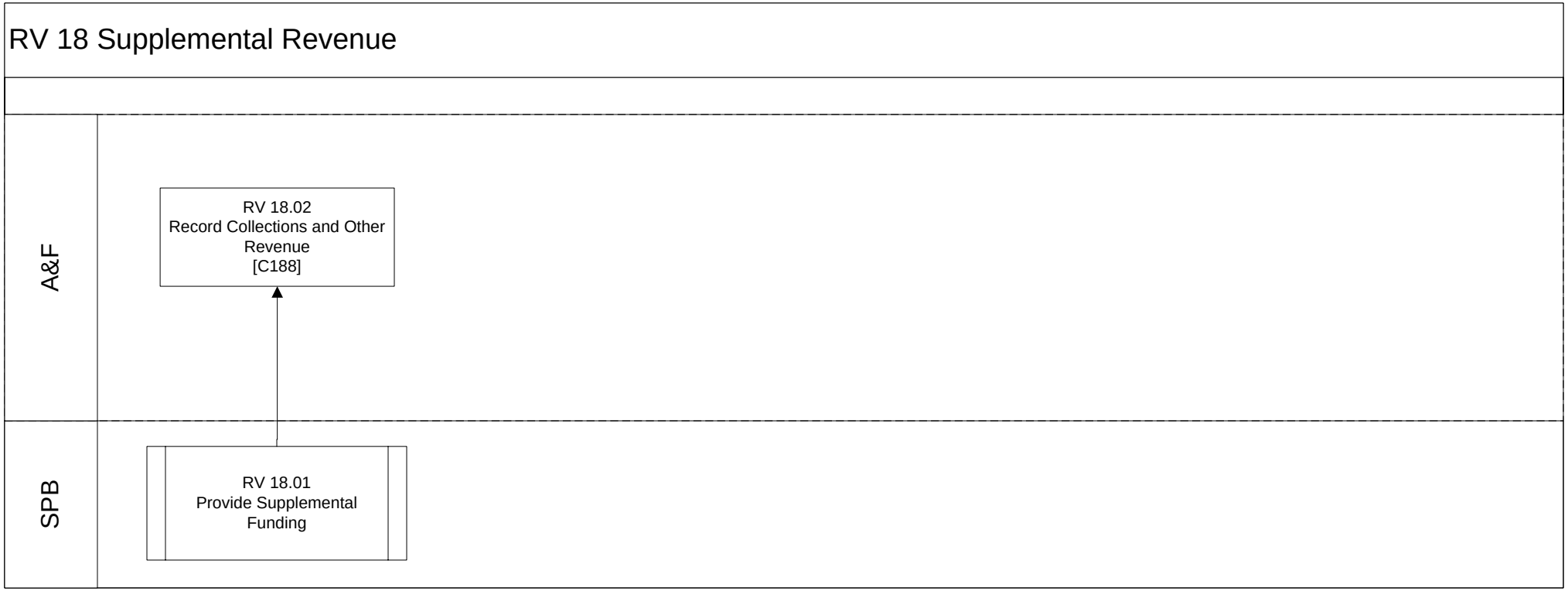


Diagram: RV 18 Supplemental Revenue

This flow depicts the handling of supplemental funding. Supplemental funding is additional funding that can be provided at any time of the fiscal year for various reasons such as an urgent need to pay for an unexpected increase in utilities.

Diagram: RV 18 Supplemental Revenue

Process: RV 18.01 Provide Supplemental Funding

In this process supplemental funding is received to offset an unexpected increase in expenses. This funding may be received as cash or provided on an additional funding document.

Key Data Element: supplemental funding

Inputs

Source: External

Schedule: On Demand

Direction: Pull

Medium: Manual

Functional Data: supplemental funding : Additional funding to offset an unexpected increase in expenses

Steps

1 Process: Additional funding is received to supplement an unexpected increase in expenses.

User Role: ACCEPTOR

Automation: Manual

Security: Create

Edits:

Requirements:

Outputs

Destination: RV 18.02 Record Collections and Other Revenue

Schedule: On Demand

Medium: Electronic

Functional Data:

Diagram: RV 18 Supplemental Revenue

Process: RV 18.02 Record Collections and Other Revenue

In this process the general ledger accounts are updated to correctly post receipt of the supplemental funding.

Key Data Element: G/L Pro forma and amount

Inputs

Source: RV18.01Provide Supplemental Funding

Schedule: On Demand

Direction: System Internal

Medium: Electronic

Functional Data: Budgetary and Proprietary Accounts : General Ledger accounts are updated to record revenue and receivables

Steps

1 Process: The system will update general ledger to collect cash and increase revenue.

User Role: SGL FINANCIAL DATA MAINTAINER

Automation: Manual/Automatic

Security: Update

Edits:

Requirements:

Outputs

RV 19 Airlift Readiness Account

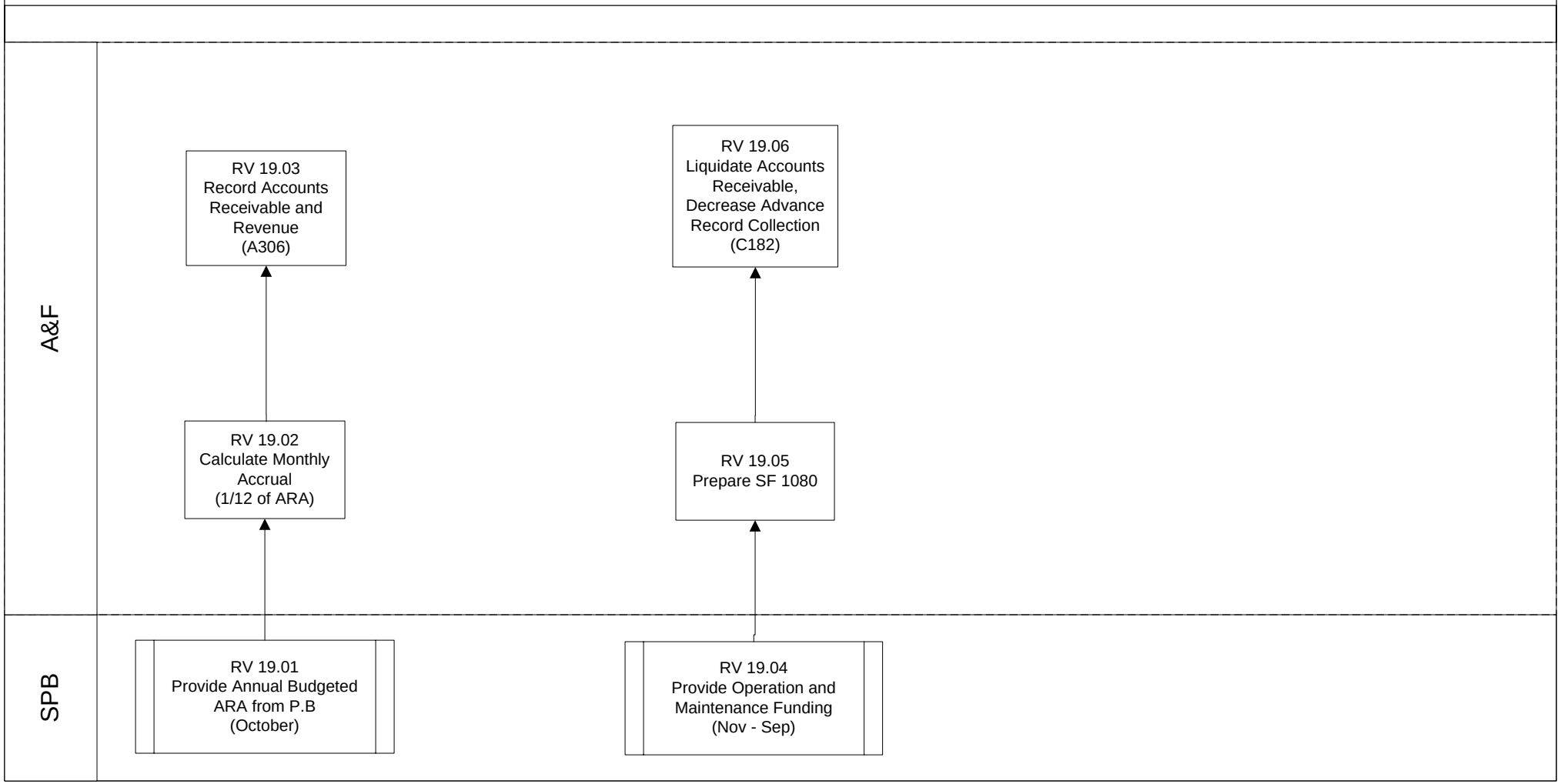


Diagram: RV 19 Airlift Readiness Account (ARA)

The ARA is an amount identified in the budget domain through the president's budget to meet a projected "zero net operating result." Since the TWCF is required to set their airlift rates to be commercially competitive, projected expenses may exceed projected revenue. (The difference is the ARA, which the Air Force will reimburse to the TWCF to ensure they can be ready to support a war effort.)

Diagram: RV 19 Airlift Readiness Account (ARA)

Process: RV 19.01 Provide annual Budgeted ARA from PB

In this process the annual approved amount of airlift readiness funding from the President's Budget (PB) is provided to TWCF.

Key Data Element: Annual ARA amount

Inputs

Source: Higher headquarters.
Schedule: On Demand
Direction: Push
Medium: Electronic
Functional Data: ARA : Amount provided by Air Force to TWCF for readiness or training.

Steps

1 Process: Budget domain provides cash based on annual budgeted amount.
User Role: A/R COLLECTION PROCESSOR
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

Outputs

Destination: RV 19.02 Calculate Monthly Accrual
Schedule: Annually
Medium: Electronic
Functional Data:

Diagram: RV 19 Airlift Readiness Account (ARA)

Process: RV 19.02 Calculate Monthly Accrual (1/12 of ARA)

In this process the monthly accrual is calculated.

Key Data Element: Annual ARA amount

Inputs

Source: RV 19.01 Provide Annual Budgeted ARA from President's Budget

Schedule: Annually

Direction: Pull

Medium: Electronic

Functional Data: Monthly Accrual : Monthly amount of ARA moved from unearned revenue to earned revenue (usually 1/12 per month)

Steps

1 Process: Calculate monthly amount

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: RV 19.03 Record Accounts Receivable and Revenue

Schedule: Monthly

Medium: Electronic

Functional Data:

Diagram: RV 19 Airlift Readiness Account (ARA)

Process: RV 19.03 Record Accounts Receivable and Revenue

Update appropriate accounts receivable and revenue amounts into the budgetary and proprietary accounts. The amounts and GLACs used will vary depending on when this funding is received and which month of the fiscal year is being recorded.

Key Data Element: G/L Pro forma and ARA Monthly Amount

Inputs

Source: RV 19.02 Calculate Monthly Accrual (1/12 of ARA)

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data:

Budgetary and Proprietary Accounts :	General Ledger accounts are updated to record revenue and receivables
ARA Monthly Amount :	One twelfth of budgeted ARA amount

Steps

1 Process: Update appropriate accounts receivable and revenue amounts into the budgetary and proprietary general ledger accounts

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Diagram: RV 19 Airlift Readiness Account (ARA)

Process: RV 19.04 Provide Operation and Maintenance funding

In this process the annual O&M budget is approved and ARA funding is provided from higher headquarters.

Key Data Element: ARA Funding

Inputs

Source: Higher Headquarters
Schedule: Annually
Direction: Push
Medium: Electronic
Functional Data: ARA Funding : Air Force Reimbursement for TWCF Readiness

Steps

1 Process: Budget domain provides ARA funding.
User Role: A/R REIMBURSABLE MANAGER
Automation: Manual/Automatic
Security: Update
Edits:
Requirements:

Outputs

Destination: RV 19.05 Prepare SF 1080
Schedule: Annually
Medium: Electronic
Functional Data:

Diagram: RV 19 Airlift Readiness Account (ARA)

Process: RV 19.05 Prepare SF 1080

In this process the SF 1080 is prepared to collect the ARA.

Key Data Element: Annual ARA Amount, Voucher Amount

Inputs

Source: RV 19.04 Provide Operation and Maintenance Funding (Nov-Sep)

Schedule: Annually

Direction: Pull

Medium: Electronic

Functional Data: Voucher Amount : Amount of allotment received

ARA Funding : Air Force Reimbursement for TWCF Readiness

Steps

1 Process: The system will prepare an SF 1080 to transfer funds from AF to TWCF based on Operation and Maintenance funding received.

User Role: Accountant & resource POC

Automation: Manual/Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: RV 19.06 Liquidate Accounts Receivable, Decrease Advance, Record Collection

Schedule: Annually

Medium: Electronic

Functional Data:

Diagram: RV 19 Airlift Readiness Account (ARA)

Process: RV 19.06 Liquidate Accounts Receivable, Decrease Advance, Record Collection

In this process the appropriate general ledger accounts are updated to record the recognition of revenue and liquidate receivables for ARA.

Key Data Element: G/L Pro forma and amount

Inputs

Source: RV 19.05 Prepare SF 1080

Schedule: Monthly

Direction: System Internal

Medium: Electronic

Functional Data:

Budgetary and Proprietary Accounts :	General Ledger accounts are updated to record revenue and receivables
Amounts :	Dollar amount of accounts receivable, revenue, and unearned revenue

Steps

1 Process: Update appropriate accounts receivable, advance, and collection accounts.

User Role: A/R RECEIVABLES PROCESSOR

Automation: Manual/Automatic

Security: Update

Edits:

Requirements:

Outputs

RV 20 Non-DoD Rate Methodology for Transportation Bills

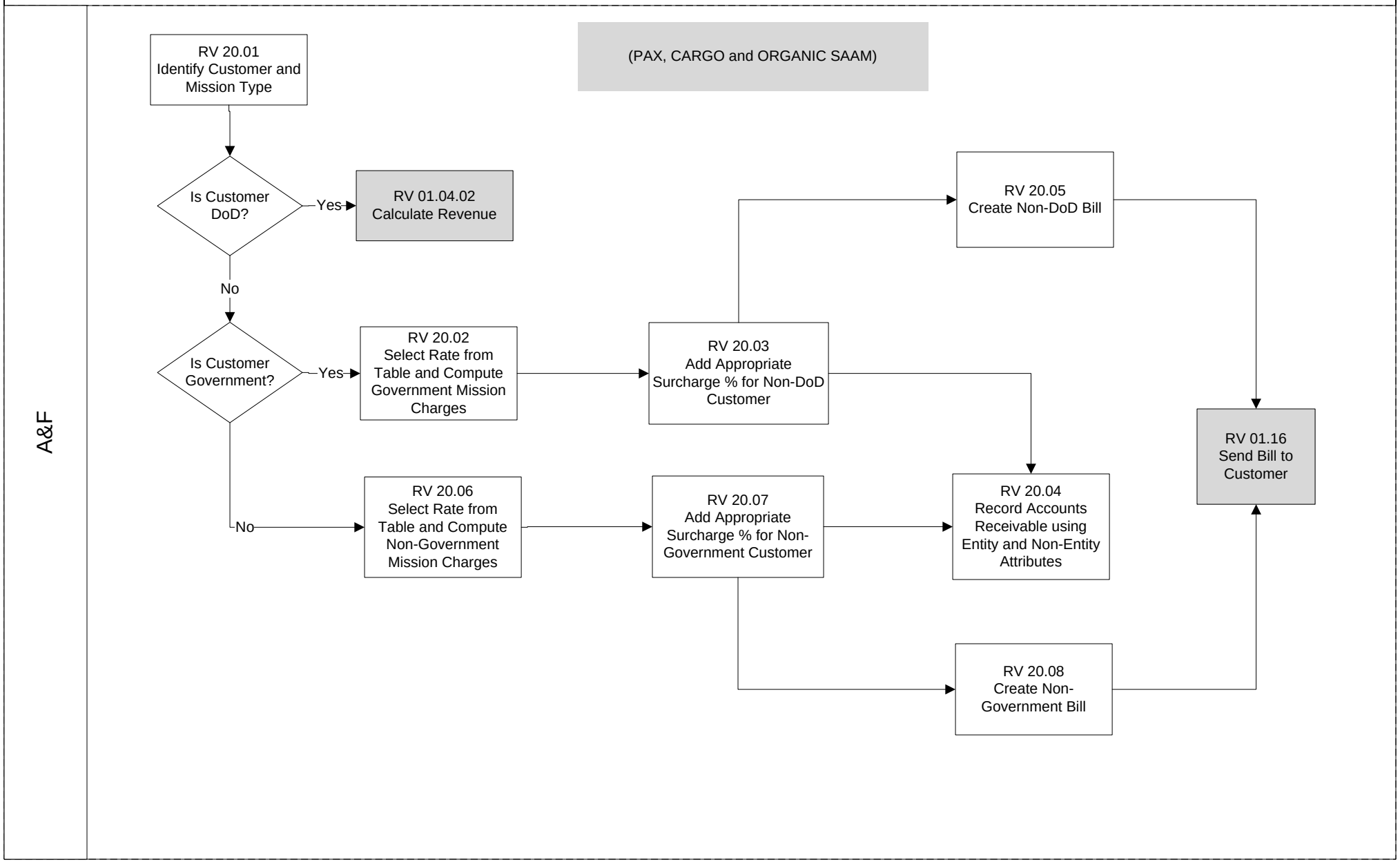


Diagram: RV 20 Non-DoD Rate Methodology for Transportation Bills

This process results in an additional surcharge to non-DoD US Government or non-US Government and Foreign Military Sales customers IAW DoD FMR 7000.14. The additional charge is excluded from TWCF revenue and is recorded as an accounts receivable non-entity attribute. Business areas affected are Passenger and Cargo Channel Missions and Organic SAAM Missions. The 1080 reflects the charge and is returned to Air Force appropriations and the US Treasury accounts

Diagram: RV 20 Non-DoD Rate Methodology for Transportation Bills

Process: RV 20.01 Identify Customer and Mission Type

Identify the customer as DoD or Government using one of the following criteria: Sales Code, Customer Number or Appropriation. Identify the Mission Type as Passenger, Cargo or SAAM Mission.

Key Data Element: Sales Code, Customer Number, Appropriation, Passenger, Cargo, Organic SAAM

Inputs

Source: The system
Schedule: Daily
Direction: System Internal
Medium: Electronic
Functional Data:

Sales Code :	2-digit code indicating Service, agency, contractor, etc.
Customer Number :	TBD code to identify customer
Appropriation :	Accounting Classification for Customer
Passenger Mission :	Passenger mission - Identified by mission ID
Cargo Mission :	Cargo mission - Identified by mission ID
SAAM Mission :	SAAM mission - Identified by mission ID

Steps

1 Process: Identify Sales Code, Customer Number or Appropriation to:
Determine if customer is DoD - go to RV 01.04.02 Calculate Revenue
Determine if Customer is Government - go to RV 20.02 Select Rate from Table and compute mission charges
Determine if Customer is Non-Government - go to RV 20.06 Select Rate from Table and compute mission charges
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Update
Edits: Sales Code, Customer Number or Appropriation
Requirements:

2 Process: Identify Mission Type by Decoding the Mission ID
User Role: SYSTEM PROCESS UPDATE
Automation: Automatic
Security: Update
Edits: Mission ID Decoder Table
Requirements: AF
TRANSCOM

Outputs

Destination: RV 01.04.02 Calculate Revenue
Schedule: On Demand
Medium: Internal
Functional Data:

Customer Type :	DoD
Sales Code :	2-digit code indicating service, agency, contractor, etc.
Customer Number :	TBD code to identify customer
Appropriation :	Appropriation Identification
Mission Type :	Identify Mission Type from Mission ID

Diagram: RV 20 Non-DoD Rate Methodology for Transportation Bills

Process: RV 20.01 Identify Customer and Mission Type

Destination:	RV 20.02 Select Rate from Table and Compute Government Mission Charges	
Schedule:	On Demand	
Medium:	Internal	
Functional Data:	Customer Type :	Government (Non-DoD)
	Sales Code :	2-digit code indicating Service, agency, contractor, etc.
	Customer Number :	TBD code to identify customer
	Appropriation :	Accounting Classification for Customer
	Mission Type :	Identify Mission Type from Mission ID

Destination:	RV 20.06 Select Rate from Table and Compute Non-Government Mission Charges	
Schedule:	On Demand	
Medium:	Internal	
Functional Data:	Customer Type :	Non-Government
	Sales Code :	2-digit code indicating service, Agency, Contractor, etc.
	Customer Number :	TBD code to identify customer
	Appropriation :	Appropriation Identification
	Mission Type :	Identified Mission Type from Mission ID

Diagram: RV 20 Non-DoD Rate Methodology for Transportation Bills

Process: RV 20.02 Select Rate from Table and Compute Government Mission Charges

The customer is identified as Government (Non-DoD) and appropriate mission charges are computed.

Key Data Element: aircraft type (for SAAM mission only), flying hour rate table, passenger channel rate table, cargo channel rate table

Inputs

Source: RV 20.01

Schedule: Daily

Direction: Push

Medium: Electronic

Functional Data:

Aircraft Type :	Type of Aircraft (C-141, C-5, C-17, etc.)
Flying Hour Rate Table :	Table used to compute SAAM mission charges
Passenger and Cargo Channel Rate Table :	Used to compute channel mission charges

Steps

1 Process: Identify Aircraft Type
Select Appropriation Rate Table
Compute Mission Charges

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: aircraft type and appropriate rate table

Requirements: AF
TRANSCOM

Outputs

Destination: RV 20.03 Add Appropriate Surcharge % for Non-DoD Customer

Schedule: On Demand

Medium: Internal

Functional Data:

Mission Charge :	Computed Mission Charges for Government Customer

Diagram: RV 20 Non-DoD Rate Methodology for Transportation Bills

Process: RV 20.03 Add Appropriate Surcharge % for Non-DoD Customer

A surcharge percentage to be determined is added for Non-DoD customers at the transaction level detail

Key Data Element: Transaction Detail, Surcharge Amount

Inputs

Source: RV 20.02

Schedule: Daily

Direction: Push

Medium: Electronic

Functional Data: Transaction Detail : Mission Data Elements (TBD)

Surcharge Percentage : Percentage (TBD)

Steps

1 Process: Identify Transaction Level Detail
Add Appropriate Surcharge to Each Line
Summarize Dollar Amounts
one total for Mission Charges
one total for surcharges

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Ensure each transaction level detail has a % surcharge added

Requirements: AF
TRANSCOM

Outputs

Destination: RV 20.04, RV 20.05

Schedule: On Demand

Medium: Internal

Functional Data: Transaction Details with Surcharge : Transaction level details with summarized surcharges and mission charges

Diagram: RV 20 Non-DoD Rate Methodology for Transportation Bills

Process: RV 20.04 Record Accounts Receivable using Entity and Non-Entity Attributes

This process records the earned revenue in Accounts Receivable using the Entity attribute. The unearned revenue is recorded in Accounts Receivable using the Non-Entity attribute

Key Data Element: Earned/unearned revenue charges, entity and non-entity attributes

Inputs

Source: RV 20.03, RV20.07

Schedule: Daily

Direction: Push

Medium: Electronic

Functional Data:

Earned Revenue Charges :	Mission Charges
Unearned Revenue Charges :	Surcharges
Entity Attributes :	Earned revenue mission charges
Non-Entity Attributes :	Unearned revenue surcharges

Steps

1 Process: Earned Revenue is Recorded in the A/R Entity Attribute
Unearned Revenue is Recorded in the A/R Non-Entity Attribute

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements: AF
TRANSCOM

Outputs

Destination: General Ledger

Schedule: Daily

Medium: Internal

Functional Data: General Ledger Updates : G/L updates with earned/unearned revenue

Diagram: RV 20 Non-DoD Rate Methodology for Transportation Bills

Process: RV 20.05 Create Non-DoD Bill

This is the 1080 billing process that captures total dollar amount billed for Non-DoD mission charges, and total dollar amount billed for the non-DoD surcharges with a summary total of both. Attached to the 1080 bill is the Detail Statement of Charges that provides a supporting transaction level detail.

Key Data Element: Total dollar amount for non-DoD mission charges, total dollar amount for non-DoD surcharges, summary dollar amount for both, detail statement of charges

Inputs

Source: RV 20.03

Schedule: Daily

Direction: Push

Medium: Electronic

Functional Data:

Non-DoD Mission Charges :	Transportation charges for the airlift mission
Non-DoD Surcharges :	Additional charges for non-DoD customers
Detail Statement of Charges :	Mission data elements

Steps

1 Process: Record Total Non-DoD Mission Charges and Total Non-DoD surcharges on 1080 Bill

User Role: Accountant

Automation: Automatic

Security: Update

Edits:

Requirements: AF
TRANSCOM

2 Process: Summarize Mission Charges and Surcharges on 1080 Bill

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements: AF
TRANSCOM

3 Process: Prepare Detail Statement of Charges using transaction level detail

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements: AF
TRANSCOM

4 Process: Attach Detail Statement of Charges to 1080 Bill

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements: AF
TRANSCOM

Diagram: RV 20 Non-DoD Rate Methodology for Transportation Bills

Process: RV 20.05 Create Non-DoD Bill

5 Process: Add Appropriation Data as Required

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements: AF
TRANSCOM

Outputs

Destination: RV 01.16 Send Bill to Customer

Schedule: On Demand

Medium: Internal

Functional Data: Completed 1080 Bill : Completed 1080 Bill for Non-DoD customer w/ detail charges

Diagram: RV 20 Non-DoD Rate Methodology for Transportation Bills

Process: RV 20.06 Select Rate from Table and Compute Non-Government Mission Charges

The customer is non-government, select rate from non-government rate table, select aircraft type and compute charges.

Key Data Element: aircraft type (for SAAM mission only), flying hour rate table, passenger channel rate table, cargo channel rate table

Inputs

Source: RV 20.01

Schedule: Daily

Direction: Push

Medium: Electronic

Functional Data:

Aircraft Type :	Aircraft Type (I.e. C-141, C-5, C-17, etc.)
Flying Hour Rate Table :	Flying Hour Rate table for SAAM mission charges
Passenger Channel Rate Table :	Used to compute Passenger Channel Mission Charges
Cargo Channel Rate Table :	Used to compute Cargo Channel Mission Charges

Steps

1 Process: Identify Aircraft Type

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Aircraft Type

Requirements: AF
TRANSCOM

2 Process: Select Appropriate Rate Table

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Read Only

Edits: Appropriate Table

Requirements: AF
TRANSCOM

3 Process: Compute Mission Charges

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements: AF
TRANSCOM

Outputs

Destination: RV 20.07 Add Appropriate Surcharge % for Non-Government Customer

Schedule: On Demand

Medium: Internal

Functional Data:

Mission Charge for Non-Government Customer :	Computed Mission Charges for Non-Government

Diagram: RV 20 Non-DoD Rate Methodology for Transportation Bills

Process: RV 20.07 Add Appropriate Surcharge % for Non-Government Customer

A surcharge percentage (to be determined) is added for non-government customers at the transaction level detail

Key Data Element: Transaction Detail, Surcharge Amount

Inputs

Source: RV 20.06

Schedule: Daily

Direction: Push

Medium: Electronic

Functional Data: Transaction Detail : Mission Data Elements (TBD)

Surcharge Percentage : Surcharge Percentage (TBD)

Steps

1 Process: Identify Transaction Level Detail
Add Appropriate Surcharge to Each Line
Summarize Dollar Amounts
One total for Mission Charges
One total for Surcharges

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits: Ensure each transaction level detail has a % charge added

Requirements: AF
TRANSCOM

Outputs

Destination: RV 20.04, RV 20.08

Schedule: On Demand

Medium: Internal

Functional Data: Transaction Level Details : Details with Surcharge Added and Summarized by Surcharges and Mission Charges

Diagram: RV 20 Non-DoD Rate Methodology for Transportation Bills

Process: RV 20.08 Create Non-Government Bill

This is the 1080 billing process that captures total dollar amount billed for non-government mission charges, and total dollar amount billed for the non-government surcharges with a summary total of both. Attached to the 1080 bill is the Detail Statement of Charges that provides supporting transaction level detail.

Key Data Element: total dollar amount for non-government mission charges, total dollar amount for non-government surcharges, summary dollar amount for both, detail statement of charges

Inputs

Source: RV 20.07

Schedule: Daily

Direction: Push

Medium: Electronic

Functional Data:

Non-Government Mission Charges :	Transportation charges for airlift mission
Non-Government Surcharge :	Additional charge for non-government customer
Detail Statement of Charges :	Mission data elements

Steps

1 Process: Record total non-government mission charges and total non-government surcharges on 1080 bill

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements: AF
TRANSCOM

2 Process: Summarize mission charges and surcharges on 1080 bill

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements: AF
TRANSCOM

3 Process: Prepare detail statement of charges using transaction level detail

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements: AF
TRANSCOM

4 Process: Attach detail statement of charges to 1080 bill

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements: AF
TRANSCOM

Diagram: RV 20 Non-DoD Rate Methodology for Transportation Bills

Process: RV 20.08 Create Non-Government Bill

5 Process: Add appropriate data as required

User Role: SYSTEM PROCESS UPDATE

Automation: Automatic

Security: Update

Edits:

Requirements: AF
TRANSCOM

Outputs

Destination: RV 01.16 Send Bill to Customer

Schedule: On Demand

Medium: Internal

Functional Data: Completed 1080 bill for Non-Government Customers with Detail Statement of Charges : completed 1080 bill for non-government customers with detail statement of charges attached

RV 28 Medical Reimbursements

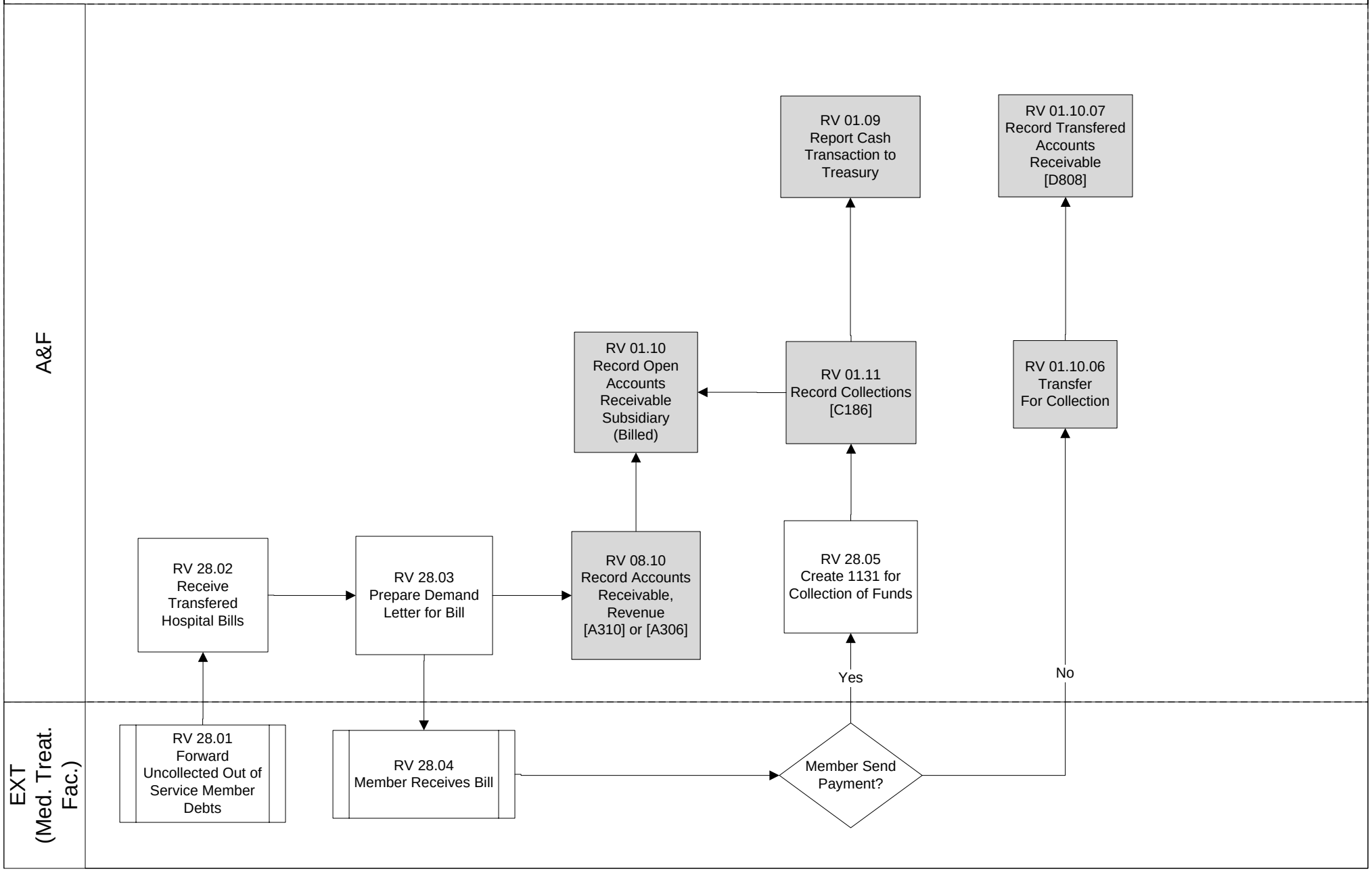


Diagram: RV 28 Medical Reimbursements

Out-of-service members must pay the Medical Treatment Facilities (MTF) for supplies and services that are eligible to them only on a reimbursable basis.

Diagram: RV 28 Medical Reimbursements

Process: RV 28.01 Forward Uncollected Out-of-Service Member Debt

The MTF provides supplies and services to eligible personnel on a reimbursable basis. They are responsible for maintaining individual debtor records and collecting amounts due. The MTF submits the hospital bill to Accounting and Finance.

Key Data Element: Itemized Bill, amounts, dates, patient name, patient's sponsor, SSN, address

Inputs

Source: Medical Treatment Facility (MTF) Billing Records
Schedule: On Demand
Direction: Push
Medium: Unknown
Functional Data:

Itemized Bill :	Itemize supplies and/or services used
Amounts :	Dollar amount due
Dates :	Date supply or service was delivered
Patient Name :	Who incurred the charges
Patient's Sponsor :	Patient Support
SSN :	Social Security Number
Address :	Patient's billing address

Steps

1 Process: Forward unpaid MTF bill to Accounting and Finance
User Role: OTHER
Automation: Manual
Security: N/A
Edits:
Requirements: AF

Outputs

Destination: RV 28.02 Receive Transferred Hospital Bills
Schedule: On Demand
Medium: Unknown
Functional Data:

Patient Bill :	Unpaid Charges for supplies and services at a MTG
Patient Name :	Who incurred the charges
Customer Name :	Who the bill will be sent to
Customer Address :	Where the bill will be sent if other than patient
Amount :	Unpaid portion of patient's bill

Diagram: RV 28 Medical Reimbursements

Process: RV 28.02 Receive Transferred Hospital Bills

An individual in Accounting and Finance will receive the unpaid bill from MTF and review for minimum data to bill.

Key Data Element: Itemized bill, amount, dates, patient name, patient's sponsor, SSN, address

Inputs

Source: RV 28.01 Forward Uncollected Out of Service Member Debts
Schedule: On Demand
Direction: Push
Medium: Unknown
Functional Data:

Patient Bill :	Unpaid charges for supplies and services at a MTF
Patient name :	Who incurred the charges
Customer Name :	Who the bill will be sent to
Customer Address :	Where the bill will be sent
Amount :	Unpaid portion of patient's bill

Steps

1 Process: An individual in Accounting and Finance will receive the unpaid bill from MTF and review for minimum data to bill.
User Role: RECEIVER
Automation: Manual
Security: N/A
Edits:
Requirements: AF

Outputs

Destination: RV 28.03 Prepare Demand Letter for Bill
Schedule: On Demand
Medium: Electronic
Functional Data:

Patient Bill :	Unpaid charges for supplies and services at a MTF
Patient Name :	Who incurred the charges
Customer Name :	Who the bill will be sent to
Customer Address :	Where the bill will be sent if other than patient
Amount :	Unpaid portion of patient bill

Diagram: RV 28 Medical Reimbursements

Process: RV 28.03 Prepare Demand Letter for Bill

The system will generate a demand letter for the unpaid MTF bill citing amounts unpaid for supplies and services.

Key Data Element: Itemized bill of MTF supplies and services, amounts, dates, patient name, patient's sponsor, address

Inputs

Source: RV 28.02 Receive Transferred Hospital Bills
Schedule: On Demand
Direction: System Internal
Medium: Internal
Functional Data:

Patient Bill :	Unpaid charges for supplies and services at a MTF
Patient Name :	Who incurred the charges
Customer name :	Who the bill will be sent to
Customer address :	Where the bill will be sent
Amount :	Unpaid portion of patient's bill

Steps

1 Process: The system generates a demand letter for the unpaid MTF bill citing amounts unpaid for supplies and services.
User Role: A/R ACCOUNT MAINTAINER
Automation: Automatic
Security: Create
Edits:
Requirements: AF

Outputs

Destination: RV 28.06 Member Receives Bill
Schedule: On Demand
Medium: Unknown
Functional Data:

Patient Bill :	Unpaid charges for supplies and services at a MTF
Patient Name :	Who incurred the charges
Customer Name :	Who the bill will be sent to
Customer Address :	Where the bill will be sent if other than patient
Amount :	Unpaid portion of patient bill

Diagram: RV 28 Medical Reimbursements

Process: RV 28.04 Member Receives Bill

Out-of-service member receives the bill requesting the unpaid amount of the MTF supplies and services be paid

Key Data Element: Itemized bill of MTF supplies and services, amounts, dates, patient name, patient's sponsor, address

Inputs

Source: RV 28.03 Prepare Demand Letter for Bill
Schedule: On Demand
Direction: Push
Medium: Unknown
Functional Data:

Patient Bill :	Unpaid charges for supplies and services at a MTF
Patient Name :	Who incurred the charges
Customer Name :	Who the bill will be sent to
Customer Address :	Where the bill will be sent
Amount :	Unpaid portion of patient's bill

Steps

1 Process: Out-of-service member receives the bill requesting the unpaid amount of the MTF supplies and services to paid.
User Role: OTHER
Automation: Manual
Security: N/A
Edits:
Requirements: AF

Outputs

Destination: 28.05 Create 1131 for Collection of Funds
Schedule: On Demand
Medium: Manual
Functional Data:

Payment :	Cash, check or credit card

Diagram: RV 28 Medical Reimbursements

Process: RV 28.05 Create D1131 for Collection of Funds

The system will create the DD1131, cash collection voucher, to document the receipt of cash

Key Data Element: Name of remitter, Check #, amount, accounting classification, date received, disbursing office, activity name and location, disbursing officer, DSSN

Inputs

Source: RV 28.04 Member Receives Bill

Schedule: On Demand

Direction: Push

Medium: Unknown

Functional Data:

Name of Remitter :	Bill Payer
Check Number :	Number on Check
Amount :	Payment amount
Accounting Classification :	Customer Fund Cite

Steps

1 Process: Out-of-service members must pay the Medical Treatment Facilities (MTF) for supplies and services that are eligible to them only on a reimbursable basis.

User Role: OTHER

Automation: Manual

Security: N/A

Edits:

Requirements: AF

Outputs

Destination: RV 28.05 Create 1131 for Collection of Funds

Schedule: On Demand

Medium: Manual

Functional Data: Cash, Check or Credit Card : Payment

RV 30 Vendor Pay Overpayments (refunds)

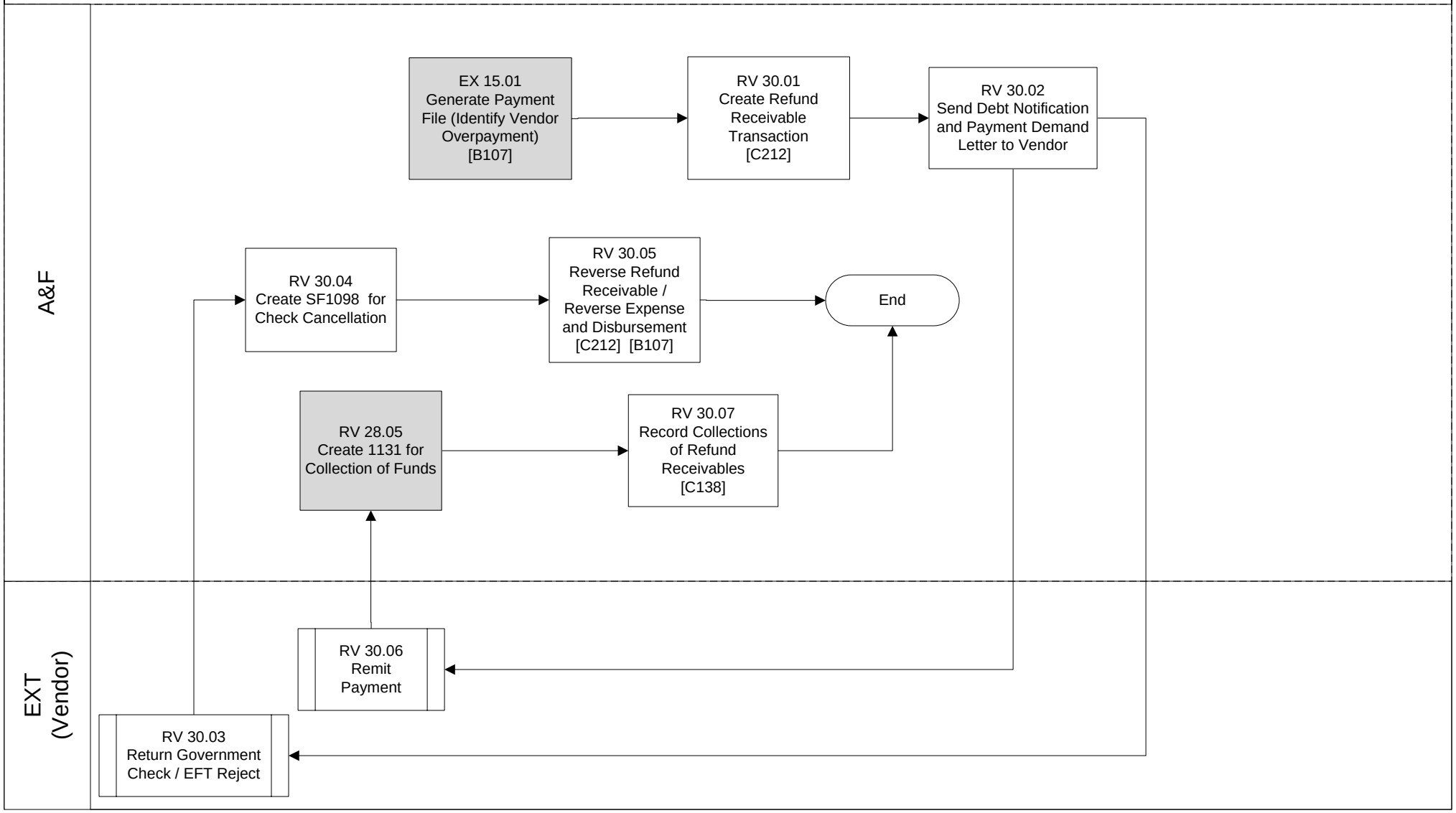


Diagram: RV 30 Vendor Pay Overpayments (Refunds)

Through various edits, the system identifies vendor overpayments in the accounts payable/expense module. The system will start the recoupment process with the vendor by creating a refunds receivable transaction along with a Payment Demand Letter. The process concludes with a collection of the overpayment, a returned government check, or an EFT reject.

Diagram: RV 30 Vendor Pay Overpayments (Refunds)

Process: RV 30.01 Record Refund Receivable Transaction

The system will generate a refund receivable for expenses that do not create budgetary resources until collected.

Key Data Element: G/L Pro forma, attribute, and amount

Inputs

Source: EX 15.01 Generate Payment File (Identify Vendor Overpayment)

Schedule: On Demand

Direction: System Internal

Medium: Internal

Functional Data: G/L Pro forma : Proprietary entry only

Attribute : Differentiate from A/R

Amount : Overpayment

Steps

1 Process: The system will process a refund receivable transaction by recording a debit to G/L 1310, accounts receivable, and a credit to 6790, other expenses not requiring budgetary resources.

User Role: NONE

Automation: Automatic

Security: Create

Edits: General Ledger Table

Requirements: Blue Book
JFMIP

Outputs

Destination: RV 30.02 Send Debt Notification Letter and Payment Demand Letter to Vendor

Schedule: On Demand

Medium: Internal

Functional Data: Vendor data : Name, number, address

Diagram: RV 30 Vendor Pay Overpayments (Refunds)

Process: RV 30.02 Send Debt Notification and Payment Demand Letter to Vendor

The system will prepare a Debt Notification and Payment Demand Letter to vendor acknowledging the overpayment and/or erroneous payment to the vendor. The system will utilize information already available in the Vendor Pay/Expense module.

Key Data Element: Vendor Data

Inputs

Source: EX 15.01 Generate Payment File (Identify Vendor Overpayment); RV 30.01 Create Refund Receivable Transaction
Schedule: On Demand
Direction: Push
Medium: Internal
Functional Data: Vendor Data : Vendor name, address, CEFT
General Ledger : Refunds receivable

Steps

1 Process: Prepare a debt notification and payment demand letter to vendor.
User Role: NONE
Automation: Automatic
Security: Create
Edits:
Requirements: JFMIP
Blue Book

Outputs

Destination: RV 30.03 Return Government Check/EFT Rejects
Schedule: On Demand
Medium: Unknown
Functional Data: Vendor Data : Vendor name, address, CEFT
Amount : Overpayment

Diagram: RV 30 Vendor Pay Overpayments (Refunds)

Process: RV 30.03 Return Government Check/EFT Rejects

The vendor will return a government check if the payment is erroneous - meaning the payment was issued to the wrong vendor. EFT rejects will process similarly.

Key Data Element: Government Check, EFT Reject

Inputs

Source: RV 30.02 Send Debt Notification and Payment Demand Letter to Vendor

Schedule: On Demand

Direction: Push

Medium: Unknown

Functional Data: Government Check : The original check paid to the wrong vendor

EFT Reject : CEFT, DUNNS, CAGE, DUNNS, plus four, amount

Steps

1 Process: The vendor will return a government check if the payment is erroneous - meaning the payment was issued to the wrong vendor. EFT rejects will process similarly.

User Role: NONE

Automation: Manual/Automatic

Security: N/A

Edits:

Requirements: Blue Book
JFMIP

Outputs

Destination: RV 30.04 Create SF 1098 for Check Cancellation

Schedule: On Demand

Medium: Unknown

Functional Data: Check Data : Check number, payee, amount

EFT Data : CEFT, DUNNS, CAGE, DUNNS plus four, amount

Diagram: RV 30 Vendor Pay Overpayments (Refunds)

Process: RV 30.04 Create SF 1098 for Check Cancellation

The system will create an SF 1098 for Check Cancellation

Key Data Element: Check number, payee, amount

Inputs

Source: RV 30.03 Return of Government Check

Schedule: On Demand

Direction: Push

Medium: Unknown

Functional Data: Check Data : Number, payee, amount

Steps

1 Process: The system will create an SF 1098 for Check Cancellation

User Role: A/R ACCOUNT MAINTAINER

Automation: User Initiated in System

Security: Create

Edits: Edit against payment file

Requirements: Blue Book
JFMIP

Outputs

Destination: RV 30.05 Reverse Refund Receivable/Reverse Expense and Disbursement

Schedule: On Demand

Medium: Internal

Functional Data: G/L Pro forma and amount : General Ledger Proprietary and Budgetary Accounts

Diagram: RV 30 Vendor Pay Overpayments (Refunds)

Process: RV 30.05 Reverse Refund Receivable/Reverse Expense and Disbursement

The system will reverse the General Ledger transactions that established the refunds receivable and the expense generated from the overpayment. The reversal process is initiated by the government check cancellation.

Key Data Element: G/L Pro forma, attribute, amount

Inputs

Source: RV 30.04. Create SF 1098 for Check Cancellation

Schedule: On Demand

Direction: Push

Medium: Internal

Functional Data: Check Data : Check number, payee, and amount

Steps

1 Process: Reverse the General Ledger transaction establishing the refund receivable by recording a debit to other expenses not requiring budgetary resources and a credit to refund receivable. Also, credit expense and debit disbursement based on the cancellation of the government check.

User Role: NONE

Automation: Automatic

Security: N/A

Edits: General Ledger Table

Requirements: Blue Book
JFMIP

Outputs

Diagram: RV 30 Vendor Pay Overpayments (Refunds)

Process: RV 30.07 Record Collections of Refunds Receivable

To record the collection of refunds receivable for expenses incurred in the current year that create budgetary resources when collected.

Key Data Element: G/L Pro forma, amount

Inputs

Source: RV 30.06 Remit Payment and RV 28.05 Create 1131 for Collection of Funds

Schedule: On Demand

Direction: Push

Medium: Internal

Functional Data: Vendor Data : Vendor name, account identification, address

DD 1131 Data : Date Collected, reference expense type

Steps

1 Process: The system will record the proprietary entry to record the collection and liquidate the refund receivable. Also, the System will liquidate the original expense when the overpayment was made and liquidate other expenses not requiring budgetary resources.

User Role: NONE

Automation: Automatic

Security: Read Only

Edits: General Ledger Table

Requirements: Blue Book
JFMIP

Outputs

RV 31 Tax Refunds

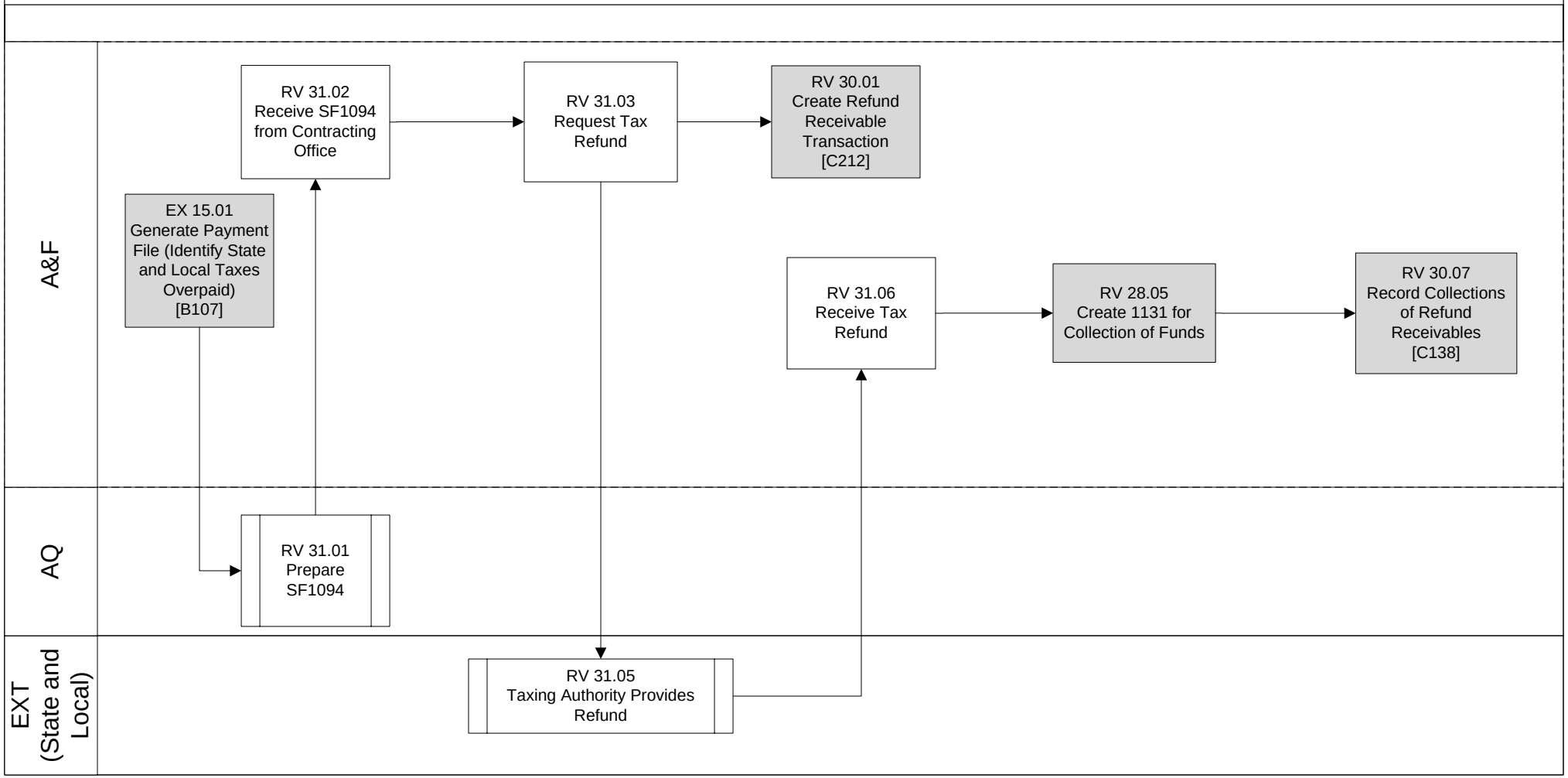


Diagram: RV 31 Tax Refunds

State and local taxes may be refundable and are initially identified in the Accounts Payable/Expense module. This process begins after this identification occurs. The system will prepare a Demand Letter requesting a State/Local tax refund and create a General Ledger transaction. Upon receipt, the system will process the collection and liquidate the refund receivable.

Diagram: RV 31 Tax Refunds

Process: RV 31.02 Receive SF 1094 from the Contracting Office

Prior to requesting a refund, the system will receive the SF 1094 from contracting. The Contracting Officer prepares the SF 1094, US Tax Exemption Certificate, or exemption certificate required by the state or local authorities (in duplicate) and forwards to Accounting and Finance.

Key Data Element: SF 1094

Inputs

Source: RV 31.01 Prepare SF 1094

Schedule: On Demand

Direction: Push

Medium: Unknown

Functional Data: SF 1094 Data : Tax Exemption Certificate Number, Name of the Taxing Authority, the Payment Voucher Number

Steps

1 Process: The system will receive the SF 1094 from contracting with required data.

User Role: A/R COLLECTION PROCESSOR

Automation: User Initiated in System

Security: Create

Edits: Edit to Payment Voucher Log

Requirements: JFMIP
Blue Book

Outputs

Destination: RV 31.03 Request Tax Refund

Schedule: On Demand

Medium: Internal

Functional Data: SF 1094 Data : Tax Exemption Certificate Number

Diagram: RV 31 Tax Refunds

Process: RV 31.03 Request Tax Refund

The system will prepare a Payment Demand Letter to the State/Local tax authority to request a refund on state and local taxes paid. The system will utilize information already available in the Vendor/Pay/Expense module, such as, the payment voucher number reflecting an overpayment of state/local taxes.

Key Data Element: SF 1094 data

Inputs

Source: RV 31.02 receive SF 1094 from Contracting Office

Schedule: On Demand

Direction: Push

Medium: Unknown

Functional Data:

SF 1094 Data :	Tax Exemption Certificate Number
Name of Taxing Authority :	State or Local Entity
Payment Voucher Number :	Document used to support overpayment of taxes
Date Refund was Claimed :	Date on the Demand Letter Requesting a Refund

Steps

1 Process: Prepare a payment demand letter to the state/local taxing authority.

User Role: NONE

Automation: Automatic

Security: Create

Edits:

Requirements: Blue Book
JFMIP

Outputs

Destination: RV 30.01 Create Refund Receivable Transaction, and RV 31.05 Taxing Authority Provides Refund

Schedule: On Demand

Medium: Unknown

Functional Data:

SF 1094 Data :	Tax Exemption Certificate Number
Name of Taxing Authority :	State or Local Entity
Payment Voucher Number :	Document used to support overpayment of taxes

Diagram: RV 31 Tax Refunds

Process: RV 31.06 Receive Tax Refund

Input data regarding the receipt of the state/local tax refund from the Taxing Authority into the system.

Key Data Element: Refund check data

Inputs

Source: RV 31.05 Taxing Authority Provides Refund

Schedule: On Demand

Direction: Push

Medium: Unknown

Functional Data: Refund check Data : Check number, date, amount, reference number

Steps

1 Process: Input check data for the state/local tax refund into the system.

User Role: A/R COLLECTION PROCESSOR

Automation: Manual

Security: N/A

Edits: Amount, reference number

Requirements: Blue Book
JFMIP

Outputs

Destination: RV 28.05 Create 1131 for Collection of Funds

Schedule: On Demand

Medium: Internal

Functional Data: Refund check data : Check number, date, amount, reference number

RV 32 Member Overpayments (refunds)

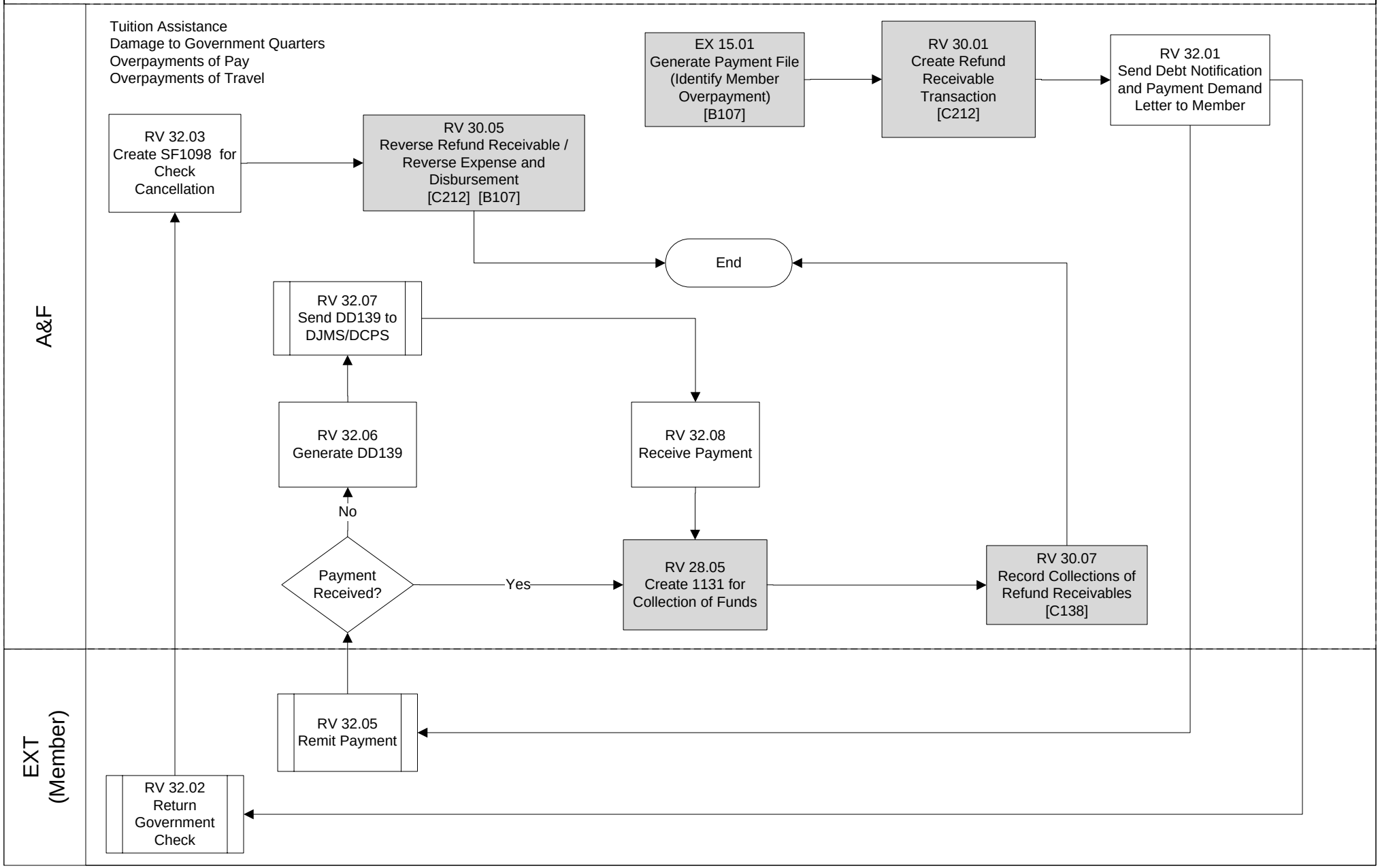


Diagram: RV 32 Member Overpayments (Refunds)

Through various edits, the system identifies member overpayments in the accounts payable/expense module. Member overpayments (refunds) include: tuition assistance, damage to government quarters, overpayments of pay and travel. The system will start the recoupment process with the member by creating a refunds receivable transaction along with a Payment Demand letter. The process concludes with a collection of the overpayment from the member with a returned government/personal check, cash, EFT reject, or payroll deduction.

Diagram: RV 32 Member Overpayments (Refunds)

Process: RV 32.01 Send Debt Notification and Payment Demand Letter to Member.

The system will prepare a Debt Notification and Payment Demand Letter to member acknowledging the overpayment and/or erroneous payment to the member. The system will utilize information already available in the Accounts Payable/Expense module.

Key Data Element: Member's data, overpayment data

Inputs

Source: EX 15.01 Generate Payment File (Identify Member Overpayment); RV 30.01 Create Refund Receivable Transaction
Schedule: On Demand
Direction: Push
Medium: Internal
Functional Data: Member's data : Name, SSN, address, organization
Overpayment Data : Payment voucher number, amount
Description : Why the member was overpaid

Steps

1 Process: Prepare and send a debt notification and payment demand letter to the member.
User Role: NONE
Automation: Automatic
Security: Create
Edits:
Requirements: Blue Book
JFMIP

Outputs

Destination: RV 32.02 Return Government Check/EFT Rejects; RV 32.05 Remit Payment
Schedule: On Demand
Medium: Unknown
Functional Data: Member's Data : Name SSN, address, organization
Overpayment Reference : Payment voucher number, amount

Destination: RV 32.02 Return Government Check/EFT Rejects
Schedule: On Demand
Medium: Unknown
Functional Data: Member's Data : Name SSN, address, organization
Overpayment Reference : Payment voucher number, amount

Diagram: RV 32 Member Overpayments (Refunds)

Process: RV 32.03 Create SF 1098 for Check Cancellation

The system will create an SF 1098 for Check Cancellation.

Key Data Element: Government check number, payee, amount

Inputs

Source: RV 32.02 Return of Government Check

Schedule: On Demand

Direction: Push

Medium: Unknown

Functional Data: Check Data : Number, payee, amount

Steps

1 Process: The system will create an SF 1098 for Check Cancellation

User Role: A/R COLLECTION PROCESSOR

Automation: User Initiated in System

Security: Create

Edits: Edit against payment voucher file

Requirements: Blue Book
JFMIP

Outputs

Destination: RV 32.04 Reverse Refund Receivable/Reverse Expense and Disbursement

Schedule: On Demand

Medium: Internal

Functional Data: G/L Pro forma : Budgetary and proprietary transactions

Attribute : Distinguish refund receivable from accounts receivable

Amount : Overpayment/check amount

Diagram: RV 32 Member Overpayments (Refunds)

Process: RV 32.06 Generate DD 139

The system will generate a DD139 to adjust member's pay if the member fails to remit payment. The DD139 is sent to Defense Joint Military Pay System (DJMS) or Defense Civilian Pay System (DCPS) to process the withholding of the member's pay.

Key Data Element: Member's pay data, Explanation, amount

Inputs

Source: RV 32.05 Remit Pay and RV 32.01 Send Debt Notification and Payment Demand Letter to Member
Schedule: On Demand
Direction: Pull
Medium: Form
Functional Data: Member's Data : Name, SSN, pay grade, grade/rank, organization
Description : Explanation of why member's pay is being withheld
Amount : Amount of withholding

Steps

1 Process: Prepare DD139, Pay Adjustment Authorization, to withhold member's pay.
User Role: A/R COLLECTION PROCESSOR
Automation: User Initiated in System
Security: Create
Edits: Member's payroll data
Requirements: Blue Book
JFMIP

Outputs

Destination: RV 32.07 Send D139 to DJMS/DCPS
Schedule: On Demand
Medium: Electronic
Functional Data: Member's Data : Name, SSN, pay grade, grade/rank, organization
Description : Explanation for why member's pay is being withheld
Amount : Amount of withholding

Diagram: RV 32 Member Overpayments (Refunds)

Process: RV 32.07 Send DD139 to DJMS/DCPS

The system will electronically submit the DD139 to the appropriate payroll office for processing. Payroll withholding will take place in DJMS or DCPS. (DJMS is the military pay system; whereas, DCPS is the civilian pay system.)

Key Data Element: DD139 (Pay Adjustment Authorization)

Inputs

Source: RV 32.06 Generate DD139 to DJMS/DCPS
Schedule: On Demand
Direction: Push
Medium: Report
Functional Data: Member's Data : Name, SSN, pay grade grade/rank, organization
Description : Explanation of why member's pay is being withheld
Amount : Amount of withholding

Steps

1 Process: Submit DD139 electronically to withhold member's pay and collect into the appropriate appropriation.
User Role: A/R COLLECTION PROCESSOR
Automation: Automatic
Security: N/A
Edits:
Requirements: Blue Book
JFMIP

Outputs

Destination: RV 32.08 Receive Payment
Schedule: On Demand
Medium: Electronic
Functional Data: Collection Data : Appropriation, amount, reference document
Member Data : Name, SSN

Diagram: RV 32 Member Overpayments (Refunds)

Process: RV 32.08 Receive Payment

The system will receive payment from member electronically. Collection of the member's funds will be processed and accounted for in the appropriate appropriation and reported in the interface for Treasury reporting.

Key Data Element: Collection data, Member's pay data

Inputs

Source: RV 32.07 Send DD139 to DJMS/DCPS

Schedule: On Demand

Direction: Push

Medium: Electronic

Functional Data: Member's pay Data : Name, SSN, pay grade, grade/rank, organization

Description : Explanation for why member's pay is being withheld

Collection Data : Appropriation, amount, reference document

Steps

1 Process: The system will receive payment from member electronically and collect into the appropriate appropriation.

User Role: A/R COLLECTION PROCESSOR

Automation: Automatic

Security: Create

Edits: LOA

Requirements: Blue Book
JFMIP

Outputs

Destination: RV 28.05 Create 1131 for Collection of Funds

Schedule: On Demand

Medium: Form

Functional Data: DD1131 Data : Date received, DSSN, Name of Remitter, reason, amount, LOA

RV 35 Miscellaneous Reimbursements

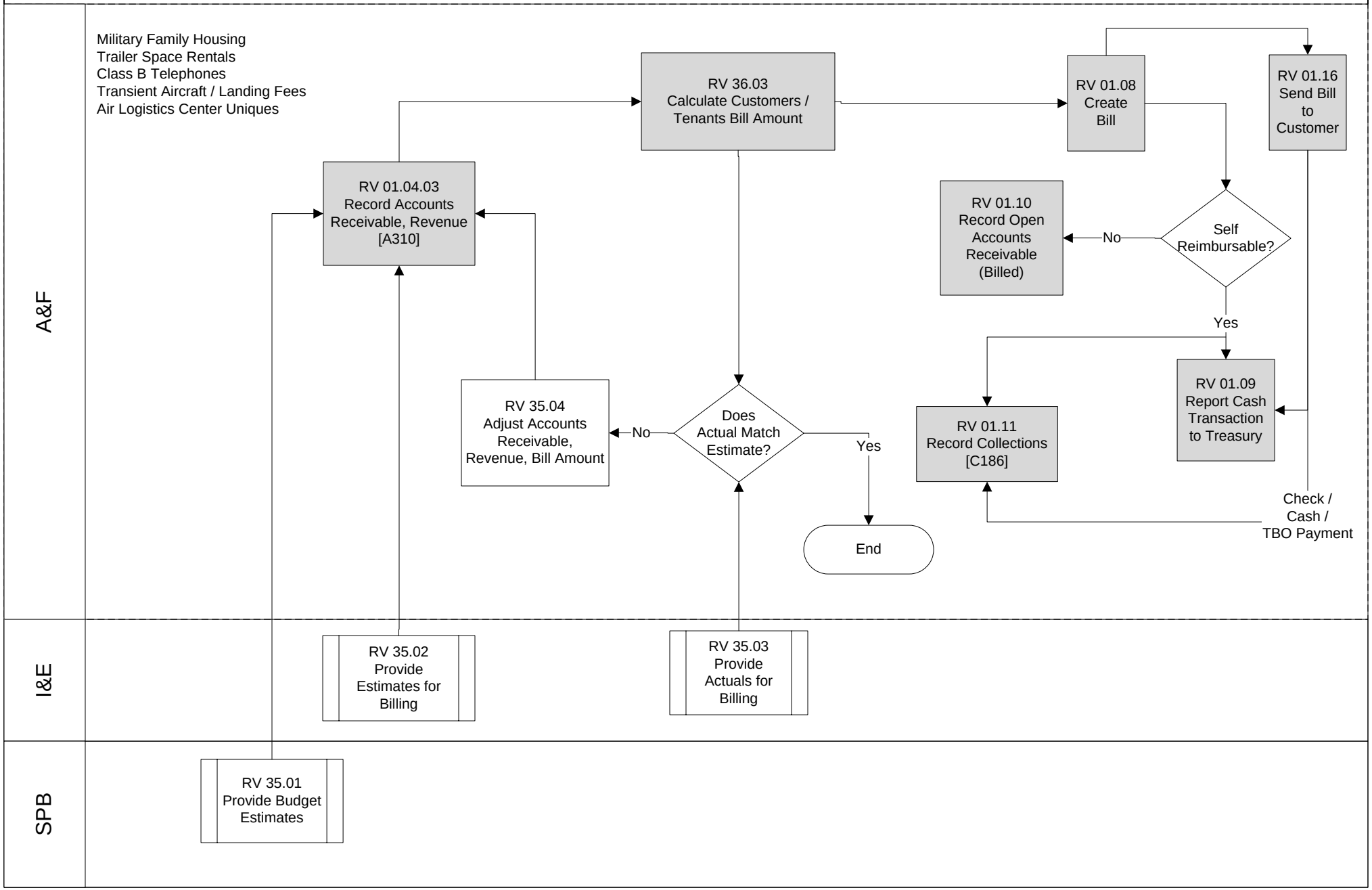


Diagram: RV 35 Miscellaneous Reimbursements

Miscellaneous reimbursements are typically done for: Military Family Housing, Trailer Space Rentals, Class B Telephones, Transient Aircraft/Landing Fees, and Air Logistic Center Uniques. Reimbursements are amounts earned and collected for goods or services furnished to the public or to another government agency. Reimbursements may be applied to an appropriation account as a source of funds to cover obligations incurred in procuring the goods, replenishing materiel from stock, or performing a service.

Diagram: RV 35 Miscellaneous Reimbursements

Process: RV 35.04 Adjust Bill Amount and Accounts Receivable

The system will record accounts receivable and calculate the customers/tenants bill amount based on estimates provided by installation activities, such as, civil engineering and the communications group, or budget. Occasionally, the calculated bill amount and accounts receivable will need to be adjusted due to the actual cost being provided by either the installation activities or the Accounts Payable/Expense module in the system. The adjustment amount is the difference between estimated and actual costs during the billing period (month or quarter).

Key Data Element: Estimated costs, Actual costs

Inputs

Source: RV 35.01 Provide Budget Estimates, RV 35.02 Provide Estimates for Billing and RV 35.03 Provide Actual Costs for Billing

Schedule: On Demand

Direction: Push

Medium: Unknown

Functional Data: Actual cost : Actual cost provided by installation, budget, or A/P and Expense

Cost estimate : Letters/reports provided by installation activities or budget

Steps

1 Process: Calculate the adjusted bill amount and adjusted accounts receivable amount by subtracting the estimated bill amount from the actual bill amount per customer/tenant.

User Role: A/R SALES INVOICE PROCESSOR

Automation: Manual/Automatic

Security: N/A

Edits: LOA

Requirements: Blue Book
JFMIP

Outputs

Destination: RV 01.04.03 Record Accounts Receivable, Revenue; RV 36.03 Calculate Customer/Tenants Bill Amount

Schedule: On Demand

Medium: Internal

Functional Data: Adjusted A/R amount : Difference between estimated and actual costs for reimbursement

Adjusted Bill amount : Difference between estimated and actual costs for reimbursement by tenant/customer

RV 36 General Fund Reimbursements

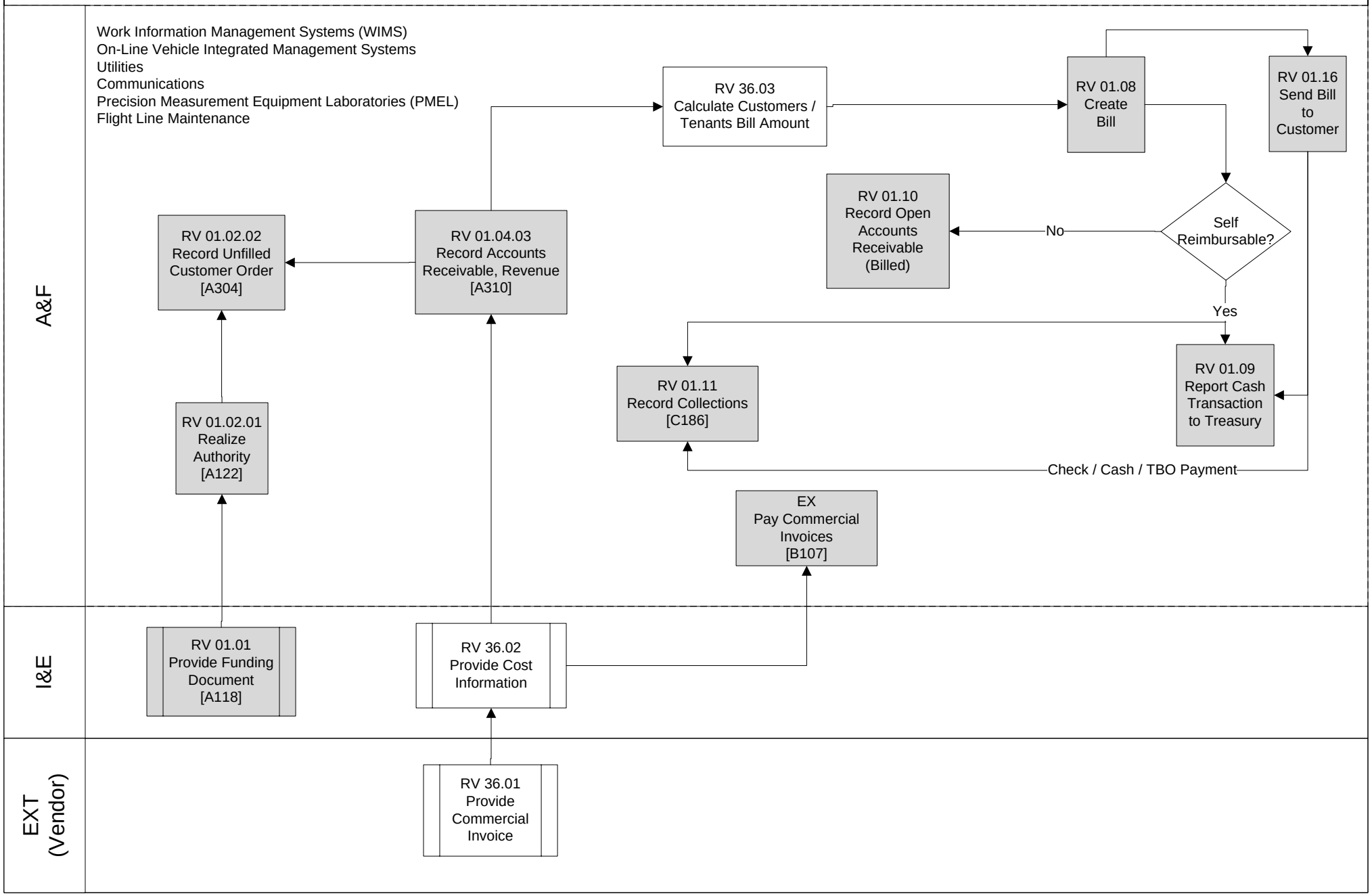


Diagram: RV 36 General Fund Reimbursements

General Fund Reimbursements are typically done for: Work Information Management System (WIMS), On-Line Vehicle Integrated Management Systems (OLVIMS) Utilities, Communications, Precision Measurement Equipment Laboratories (PMEL), and Flight Line Maintenance. Reimbursements are amounts earned and collected for goods or services furnished to the public or to another government agency. Reimbursements may be applied to an appropriation account as a source of funds to cover obligations incurred in procuring the goods, replenishing materiel from stock, or performing a service.

Diagram: RV 36 General Fund Reimbursements

Process: RV 36.03 Calculate Customers/Tenants Bill Amount

The system will calculate the customers/tenants bill amount based on a commercial invoice, and/or cost estimates provided by installation activities, such as, civil engineering and the communications group, or cost data recorded in the Accounts Payable/Expense module in the system. The customers/tenant bill may be prorated based on costs of labor hours, supplies, and materials used or by a formula. The bill calculation will depend upon the frequency of billing, I.e., monthly or quarterly.

Key Data Element: Customer/Tenant data, cost data

Inputs

Source: RV 36.01 Provide Commercial Invoice, and RV 36.02 Provide Cost Information

Schedule: On Demand

Direction: Push

Medium: Electronic

Functional Data:

Invoice :	Commercial bill, e.g., communications, utilities, flight line maintenance
Cost Data :	Cost estimate or actuals
Cost allocation :	Billed amount is prorated to the tenant/customer based on usage

Steps

1 Process: Calculate the customer/tenant bill using cost data obtained from a commercial invoice, cost estimates, or cost data recorded in the Accounts Payable/Expense module in the system. Allocate cost to the customer/tenant bill based on usage or other formula, as necessary.

User Role: A/R SALES INVOICE PROCESSOR

Automation: Automatic

Security: N/A

Edits: LOA

Requirements: Blue Book
JFMIP

Outputs

Destination: RV 01.08 Create Bill

Schedule: On Demand

Medium: Electronic

Functional Data:

Customer/Tenant Bill :	Unpaid charges for military family housing, supplies, and services
Customer/Tenant Name :	Who the bill will be sent to
Customer/Tenant Address :	Where the bill will be sent if other than patient
Description :	Explanation of services/goods provided
Amount :	Dollars to be reimbursed to a government activity

RV 42 Medical Supply (SMAS)

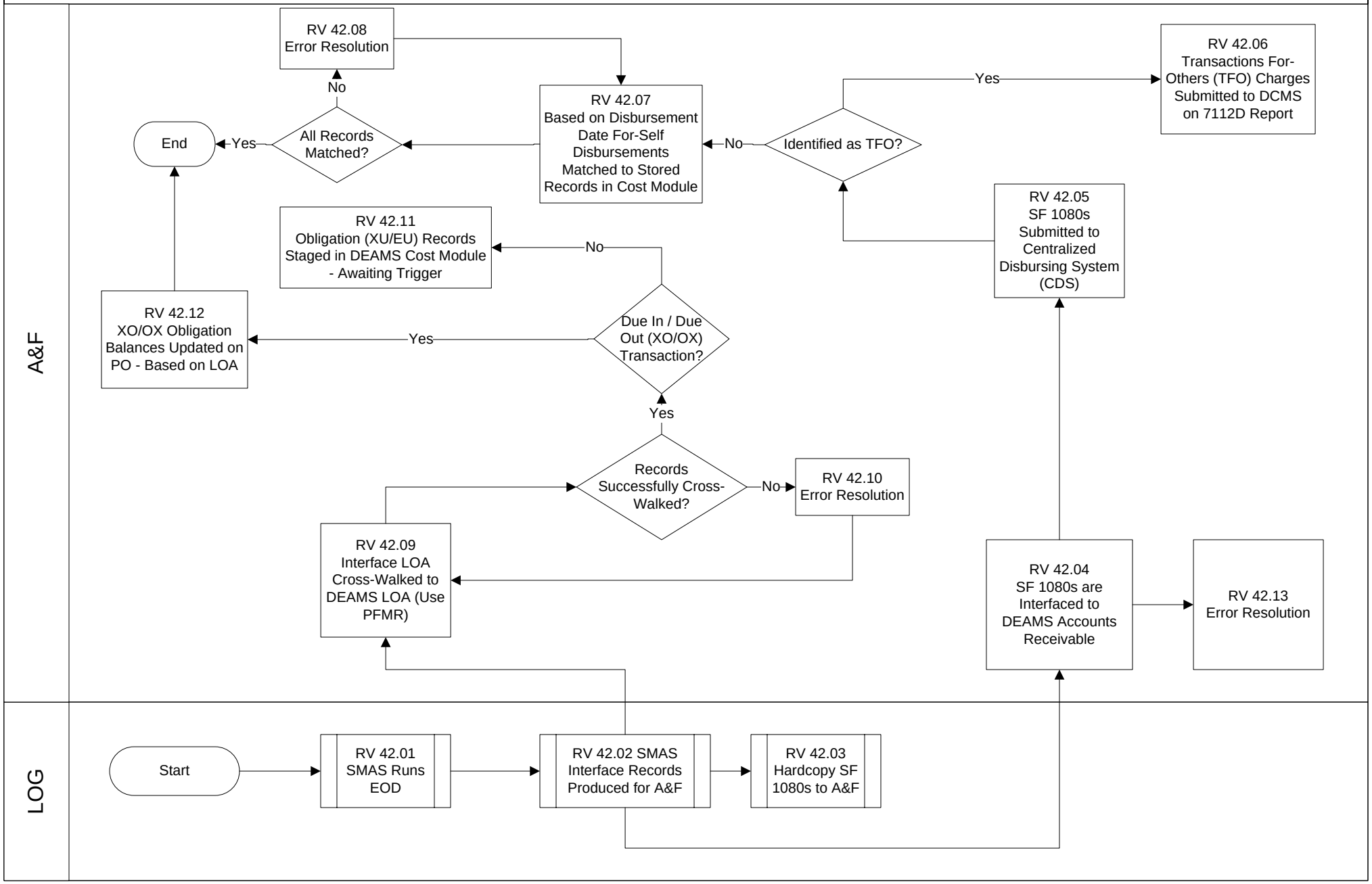


Diagram: RV 42.01 Medical Supply (SMAS)

The Standard Materiel Accounting System (SMAS) handles all aspects of accounting activities, to include Trial Balance creation. However SMAS does not handle entitlement processing such as Vendor Payments or Cash Collections. The flow outlines the method of integrating the billing and collection of transactions interfaced from SMAS with the system.

Diagram: RV 42.01 Medical Supply (SMAS)

Process: RV 42.02 Interface Records Produced for A&F

SMAS produces detailed billing and collection records for accounting and finance billing/reporting action.

Key Data Element: PFMR, LOA, Obligation Amount, Issue/Expense Amount, Source Indicator, Record Code

Inputs

Source: RV 42.01 SMAS Runs EOD
Schedule: Weekly
Direction: Pull
Medium: Electronic
Functional Data:

Steps

Outputs

Destination: RV 42.09 Interface LOA Cross-Walked to the System LOA (Use PFMR)
Schedule: Weekly
Medium: Electronic
Functional Data:

Destination: RV 42.04 SF 1080s are Automatically Interfaced to the System with Disbursement Date and Voucher Number
Schedule: Weekly
Medium: Electronic
Functional Data:

Diagram: RV 42.01 Medical Supply (SMAS)

Process: RV 42.04 SF1080s are interfaced to the system Accounts Receivable

The SF1080 run produces the processing files to record the SF1080 reimbursements and expenditures.

Key Data Element: Disbursement Voucher Number, Collection Voucher Number, Effective Date, LOA Data, Action Code, Post Code

Inputs

Source: RV 42.02 Interface Records Produced for A&F

Schedule: Weekly

Direction: Pull

Medium: Electronic

Functional Data:

Steps

1 Process: SMAS provides a daily interface of medical Treasury Cash transactions, to include SF 1080 expenditures and reimbursement. The system shall identify the transaction type using the "Post Code" cited on each record:

XR – Reimbursable Debit
RX – Reimbursable Credit
UE – For-Self Customer Disbursement
EU – For-Self Customer Refund
OX – For-Other Customer Disbursement
XO – For-Other Customer Refun

User Role: A/R RECEIVABLES PROCESSOR

Automation: Automatic

Security: Create

Edits:

Requirements:

2 Process: The inbound records do not cite the billed PFMR Code, but rather identify the complete LOA. Since the SMAS for-self obligations are setup based on PFMR, the system shall use a data-element lookup to identify the staged obligation records for the For-Self Customer records (UE/EU). The key data-elements include: MFP/Project Subproject, EEIC, RC/CC, ESP Code, Fund Code, Fiscal Year, OBY Year, and ASN/OBAN.

User Role: A/R REIMBURSABLE MANAGER

Automation: Automatic

Security: Update

Edits:

Requirements:

3 Process: Reimbursable (XR/RX) and For-Other (OX/XO) records are only used for CDS, 7112, and 7113 Reporting. The system shall have the capability to include the records while maintaining a sufficient audit trail. The records shall be validated against the Treasury Validation Edit table to prevent Treasury reporting errors. Failed records require error resolution.

User Role: A/R REIMBURSABLE MANAGER

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: RV 42.05 SF1080s Submitted to Centralized Disbursing System (CDS)

Schedule: Weekly

Medium: Electronic

Functional Data:

Diagram: RV 42.01 Medical Supply (SMAS)

Process: RV 42.04 SF1080s are interfaced to the system Accounts Receivable

Destination: RV 42.13 Input to Accounts Receivable

Schedule: Weekly

Medium: Electronic

Functional Data:

Diagram: RV 42.01 Medical Supply (SMAS)

Process: RV 42.05 SF1080s Submitted to Centralized Disbursing System (CDS)

The SF1080 vouchers are submitted to CDS for cash accountability.

Key Data Element: Collection Voucher Number, Disbursement Voucher Number, Voucher Date, LOA, Transaction Type, Amount

Inputs

Source: RV 42.04

Schedule: Weekly

Direction: Pull

Medium: Electronic

Functional Data:

Steps

1 Process: The Outbound CDS Interface is created for all outstanding-approved SF 1080 billings. The vouchers shall be submitted utilizing the assigned voucher numbers and dates.

User Role: A/R RECEIVABLES PROCESSOR

Automation: Automatic

Security: Create

Edits:
- SF 1080 transactions can only be submitted once. Interfaced transactions shall be flagged to prevent duplicate submission.
- Transactions included in the file must only reference the same Disbursement or Collection Date.
- The Outbound Miscellaneous (MISC) can only contain SF1081 or SF 1080 vouchers.
- All records must pass Treasury Edit Validation rules.

Requirements:

Outputs

Destination: RV 42.06

Schedule: Weekly

Medium: Electronic

Functional Data: Outbound CDS Interface Voucher Control Log (DD2659) : Detailed interface file in the MISC Format. Report containing vouchers Disbursed/Collected for a specific CDS Business Date, by Voucher Series

Destination: RV 42.06 Transactions For-Others (TFO) Charges Submitted to DCMS on 7112D Report

Schedule: Weekly

Medium: Electronic

Functional Data:

Diagram: RV 42.01 Medical Supply (SMAS)

Process: RV 42.06 Transaction For-Others (TFO) Charges Submitted to DCMS on 7112D

DoD Disbursements or Collections For-Other are submitted on the 7112D report to the Departmental Cash Management System (DCMS).

Key Data Element: Collection Voucher Number or Disbursement Voucher Number, Voucher Date, Billed LOA, Amount

Inputs

Source: RV 43.05 SF 1080s Submitted to Centralized Disbursing System (CDS)
Schedule: Weekly
Direction: Pull
Medium: Electronic
Functional Data:

Steps

1 Process: The transactions interfaced to the System with MAFR Code "C" shall be reported on the 7112D.
User Role: A/R RECEIVABLES PROCESSOR
Automation: Automatic
Security: Create
Edits: - The Customer LOA shall be validated using the Edit Validation Table received via DCMS-DFB
Requirements:

Outputs

Destination: Departmental Cash Management System (DCMS)
Schedule: Weekly
Medium: Electronic
Functional Data: 7112D : Detailed charges citing non-system DoD controlled funds

Diagram: RV 42.01 Medical Supply (SMAS)

Process: RV 42.07 Based on Disbursement Date, For-Self Disbursements Matched to Stored Records in Cost Module

The staged SMAS For-Self obligation records staged in the Cost module are trigger to produce a cash disbursement on the SF1080 disbursement date.

Key Data Element: Voucher Date, Voucher Number, Charged LOA, Amount

Inputs

Source: RV 43.05 SF 1080s Submitted to Centralized Disbursing System (CDS)
Schedule: Weekly
Direction: Pull
Medium: Electronic
Functional Data:

Source: RV 42.08 Error Resolution
Schedule: Weekly
Direction: Pull
Medium: Electronic
Functional Data:

Steps

1 Process: The system processes the expenditures through the Cost module. The System shall tie the Voucher Number to each transaction processed to ensure a sufficient audit trail is available.
User Role: A/R COLLECTION PROCESSOR
Automation: Automatic
Security: Create
Edits:
Requirements:

2 Process: For non-TFO related transactions - On the SF 1080 Disbursement Date, the System shall match each certified SF 1080 against the staged AEU records in the Cost module. The match shall occur on: Disbursement Date and a combination of LOA data elements.
User Role: A/R CUSTOMER PAYMENT PROCESSOR
Automation: Automatic
Security: Create
Edits: - the system shall validate the values match prior to processing the disbursements.
-the system shall ensure SBSS and SMAS records can be differentiated.
Requirements:

Outputs

Destination: RV 42.08 Error Resolution
Schedule: Weekly
Medium: Electronic
Functional Data:

Unmatched SBSS/SMAS Charge Details to SF1080 Voucher :	Exception Report of unmatched SF1080s and Staged Obligations
Matched SBSS/SMAS Charge Details to SF1080 Voucher :	Report of Matching SF1080s and Obligations

Diagram: RV 42.01 Medical Supply (SMAS)

Process: RV 42.08 Error Resolution

For-Self Disbursements that do not match the customer, obligations are re-worked.

Key Data Element: Voucher Date, Voucher Number, Charged LOA, Amount

Inputs

Source: RV 42.07 Based on Disbursement Date, For-Self Disbursements Matched to Stored Records in Cost Module

Schedule: Weekly

Direction: Pull

Medium: Electronic

Functional Data:

Steps

1 Process: The system shall provide on-line notification to a to-be-determined system user(s) whenever a For-Self SF 1080 cannot be matched to a “E” Record (s). The notification shall include detailed information relating to the SF 1080 and the mismatched “E” Records, if available.

User Role: A/R RECEIVABLES PROCESSOR

Automation: User Initiated in System

Security: Read Only

Edits:

Requirements:

2 Process: Since the SMAS sends both Obligations and Billings, mismatched transactions will be caused by:

a. Cited “E” Record PFMR not located in the system crosswalk.
b. Insufficient funds available for the cited PFMR.

User Role: A/R RECEIVABLES PROCESSOR

Automation: Automatic

Security: Read Only

Edits:

Requirements:

Outputs

Destination: RV 42.07 Based on Disbursement Date, For-Self Disbursements Matched to Stored Records in Cost Module

Schedule: Weekly

Medium: Electronic

Functional Data:

Diagram: RV 42.01 Medical Supply (SMAS)

Process: RV 42.09 Interface LOA Cross-Walked to the system LOA (Use PFMR)

Inbound SMAS charges/credits are matched to a valid system LOA keying on the Project Funds Management Record (PFMR) number.

Key Data Element: PFMR, LOA, Obligation Amount, Issue/Expense Amount, Source Indicator, Record Code

Inputs

Source: RV 42.02 SMAS Interface Records Produced for A&F
Schedule: Weekly
Direction: Pull
Medium: Electronic
Functional Data:

Source: RV 42.10 Error Resolution
Schedule: Weekly
Direction: Pull
Medium: Electronic
Functional Data:

Steps

1 Process: There are multiple types of records received from SMAS. The system shall identify the specific types of transactions by keying on “Record Code” of each transaction. The record codes include:

E - Cost Center Report - Separate records for net reimbursable issues, obligations, and target of Stock Fund materiel to each PFMR controlled organization for each fund code OACOBAN/ASN-BPAC detail RC/CC-EEIC combination.

R – Reconciliation Record - Cumulative YTD totals for expense, obligations, and target of Stock Fund materiel to each PFMR-controlled organization for each fund code OAC-OBAN/ ASN-BPAC detail RC/CC-EEIC combination.

Z –Monthly General Fund General Ledger Summary Transaction - Separate records for net change for the month for each general fund debit and credit GLA. The system shall disregard all “Z” Records, functionality resides within SMAS.

User Role: A/R RECEIVABLES PROCESSOR
Automation: Automatic
Security: Update
Edits:
Requirements:

2 Process: The system shall have a crosswalk table available to correctly charge/credit the internal system customers. The crosswalk shall include a valid Medical PFMR linked to the appropriate system LOA. As entries are added to the crosswalk table, the system shall ensure that only valid LOA combinations are entered.

User Role: A/R RECEIVABLES PROCESSOR
Automation: Automatic
Security: Update
Edits:
Requirements:

Diagram: RV 42.01 Medical Supply (SMAS)

Process: RV 42.09 Interface LOA Cross-Walked to the system LOA (Use PFMR)

3 Process: The system shall identify the processing status of each “E” record received from SMAS, to include but not limited to:

a. Successfully staged for disbursement or collection (include the date to be processed).

b. Disbursement/collection created in the system (include the SF 1080 voucher number and date processed).

c. Cited “E” Record PFMR not located in the system crosswalk.

d. Insufficient funds available for the cited PFMR

User Role: A/R RECEIVABLES PROCESSOR

Automation: Automatic

Security: Update

Edits:

Requirements:

4 Process: “R” records reflect the cumulative year-to-date total of issue/expense amounts processed by the SBSS and or medical materiel areas. The system shall compare the for-self PFMR balances within the system against the balances cited on each “R” Record. When reconciliation is to be accomplished, only the latest “R” records shall be used. It is imperative that all “E” records as of the same date as the “R” records have been interfaced, and any rejects reentered before requesting a reconciliation report. (For example: If “R” records are produced on the 15th of the month and a reconciliation is desired, the “R” records as of the 15th along with “E” records through the 15th, should be processed in the system. The system shall create the reconciliation report similar to the legacy “Supply Target/Expense/Obligation Reconciliation List.” Description and examples of the list are available in DFAS-DE 7077.2-M CH 48.

User Role: A/R RECEIVABLES PROCESSOR

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Destination: RV 42.10 Error Resolution

Schedule: Weekly

Medium: Electronic

Functional Data: SBSS/SMAS Interface Unmatched Records (NBQI00) : Detailed list of Unmatched interface records

Destination: RV 42.12 XO/OX Obligation Balances Updated on PO - Based on LOA

Schedule: Weekly

Medium: Electronic

Functional Data:

Destination: RV 42.11 Obligation (XU/UE) Records Staged in the System Cost Module - Awaiting Trigger

Schedule: Weekly

Medium: Electronic

Functional Data: SBSS/SMAS Interface Matched Records (I00) : Detailed list of transactions passing edits

Diagram: RV 42.01 Medical Supply (SMAS)

Process: RV 42.10 Error Resolution

The SMAS obligations that do not successfully match to a system LOA are researched and resolved.

Key Data Element: PFMR, LOA, Obligation Amount, Issue/Expense Amount, Source Indicator, Record Code

Inputs

Source: RV 42.09 Interface LOA Cross-Walked to the System LOA

Schedule: Weekly

Direction: Pull

Medium: Electronic

Functional Data:

Steps

1 Process: The system shall insure that only “E” Records that pass all up-front edits are staged for disbursement/collection. The system shall provide on-line notification to a to-be-determined system user(s) whenever a reject occurs. The notification shall include all SMAS interfaced data and the error message related to the reject. The user(s) shall have a GUI available to add, remove, or modify elements to the PFMR crosswalk table. As previously stated, the system shall ensure that only valid LOA combinations are entered within the crosswalk table.

User Role: OTHER

Automation: User Initiated in System

Security: Update

Edits: PFMR crosswalk entries shall be validated. The crosswalk cannot contain a valid LOA.

Requirements:

Outputs

Destination: RV 42.09 Interface LOA Cross-Walked to the System LOA

Schedule: Weekly

Medium: Electronic

Functional Data:

Diagram: RV 42.01 Medical Supply (SMAS)

Process: RV 42.11 Obligation (XU/EU) Records Staged in the system Cost Module - Awaiting Trigger

The Expense transactions received from SMAS are prepared for the system expenditure processing.

Key Data Element: PFMR, the system LOA, Issue/Expense Amount, As-of-Date, Source Indicator

Inputs

Source: RV 42.09 Interface LOA Cross-Walked to the system LOA

Schedule: Weekly

Direction: Pull

Medium: Electronic

Functional Data:

Steps

1 Process: The system shall populate all “E” Record transactions that are tied to a valid PFMR/LOA combination into a Cost Staging Table. The staged transactions shall be triggered for expenditure processing via the applicable SF 1080 on the voucher disbursing date.

User Role: A/R RECEIVABLES PROCESSOR

Automation: Automatic

Security: Create

Edits:

Requirements:

2 Process: At end-of-month, the system shall ensure all outstanding SMAS “E” records are updated to the Accrued Expenditures- Unpaid stage of accounting (4901). The transactions shall be posted at the detailed level as cited in the PFMR Crosswalk table. As the transactions are “triggered” in a future period, the Accrued Expenditures – Unpaid should be updated to an expenditures/refunds (4902).

User Role: A/R RECEIVABLES PROCESSOR

Automation: Automatic

Security: Create

Edits:

Requirements:

Outputs

Diagram: RV 42.01 Medical Supply (SMAS)

Process: RV 42.12 XO/OX Obligation Balances Updated on PO - Based on LOA

The SMAS Due-In/Due-Out transactions are matched to an obligation record based on the cited LOA.

Key Data Element: PFMR, the system LOA, UOO Amount, As-of-Date, Source Indicator

Inputs

Source: RV 42.09 Interface LOA Cross-Walked to the system LOA

Schedule: Weekly

Direction: Pull

Medium: Electronic

Functional Data:

Steps

1 Process: The Due-In/Due-Out transactions are identified by the amount populated in the “Obligation Amount” segment of the inbound interface. The system shall post the validated PFMR records into a single purchasing obligation. The transactions shall be separated by LOA and be identified individually (with the cited PFMR Code and transaction date) for audit-trail purposes.

User Role: A/R RECEIVABLES PROCESSOR

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Diagram: RV 42.01 Medical Supply (SMAS)

Process: RV 42.13 Error Resolution

SF1080 billings received from SMAS that cannot be linked to the system's records or do not pass Treasury Validation Table edits.

Key Data Element: Customer, Bill Number, Amount, Reimbursable LOA, Document Number

Inputs

Source: RV 42.04 SF 1080s are interfaced to the system Accounts Receivable

Schedule: Weekly

Direction: Pull

Medium: Electronic

Functional Data:

Steps

1 Process: The system shall provide a notification to the applicable system user(s) if errors are received upon SF 1080 import. The notification shall include detail information along with the applicable error message. Error messages include, but are not limited to:

a. The SMAS billing LOA does not pass Treasury edit.
b. The billing cannot be cross-walked to a valid PFMR.

This action shall be allowed via an on-line GUI.

User Role: A/R RECEIVABLES PROCESSOR

Automation: User Initiated in System

Security: Create

Edits: Entered LOA shall be validated against the Edit Validation Table.

Requirements:

Outputs

Destination: Receivable Setup in the System

Schedule: Weekly

Medium: Electronic

Functional Data: SBSS/SMAS Aging Report : Supply Detailed Aging Report of open Receivables

RV 43 Base Supply (SBSS)

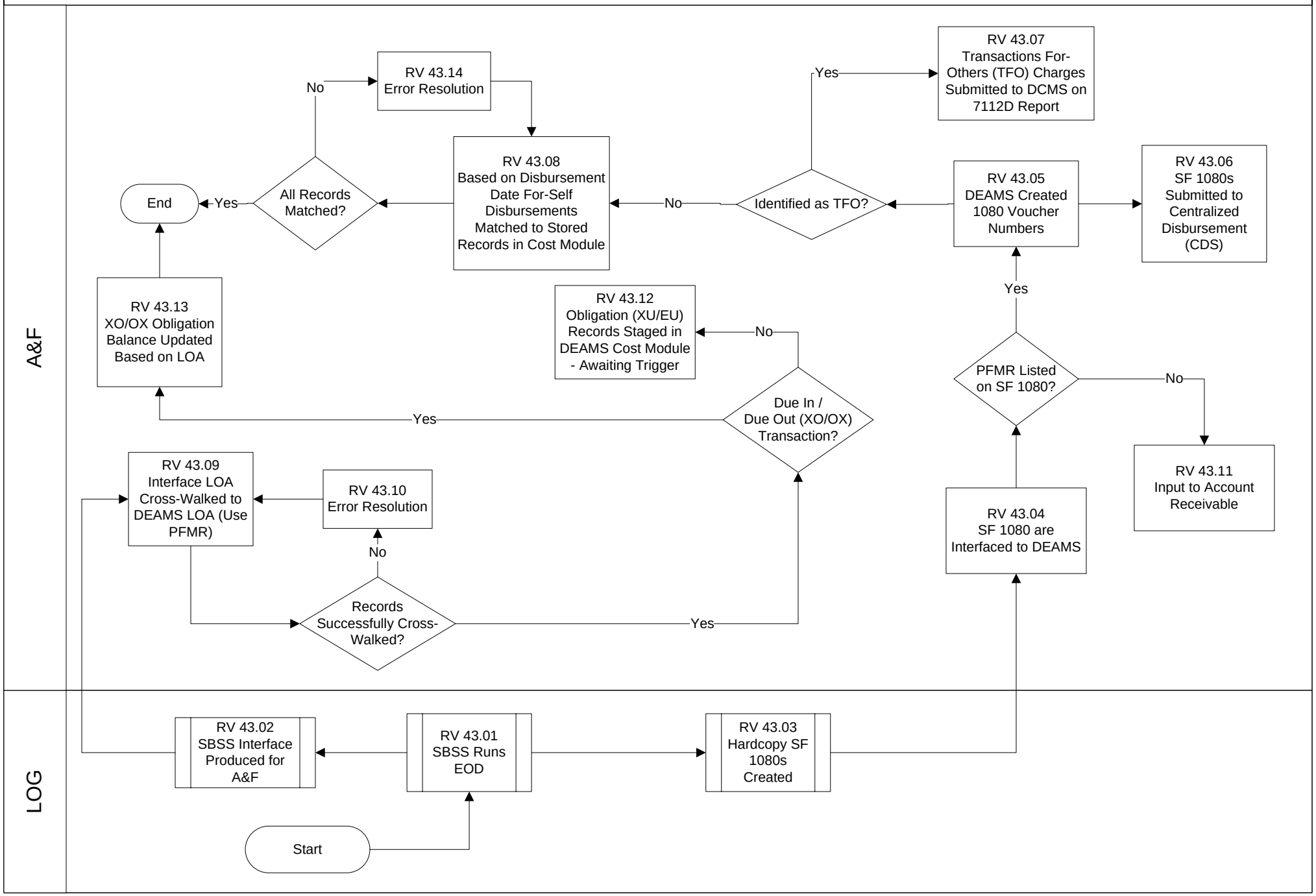


Diagram: RV 43 Base Supply (SBSS)

The Standard Materiel Accounting System (SMAS) handles all aspects of accounting activities for the Standard Base Supply System, to include Trial Balance creation. However SMAS does not handle entitlement processing such as Vendor Payments or Cash Collections. The flow outlines the method of integrating the billing and collection of transactions interfaced from SBSS with the system.

Diagram: RV 43 Base Supply (SBSS)

Process: RV 43.02 SBSS Interface Produced for A&F

SBSS produces detailed obligation records for billing and updating Due-In/Due-Out obligations.

Key Data Element: PFMR, LOA, Obligation Amount, Issue/Expense Amount, Source Indicator, Record Code

Inputs

Steps

Outputs

Destination: RV 43.09 Interface LOA Cross-Walked to the System LOA (Use PFMR)

Schedule: Weekly

Medium: Electronic

Functional Data: SBSS Detailed Expense and Obligation Records : SBSS E, R, & S Records

Diagram: RV 43 Base Supply (SBSS)

Process: RV 43.04 SF1080s are interfaced to the system Accounts Receivable

The SBSS generates a SF1080 print file for Accounting and Finance billing purposes.

Key Data Element: Customer, PFMR, detailed billing details, detailed collection details, amount

Inputs

Steps

1 Process: The system shall interface the SF 1080 billing data received via the SBSS bill print file into Accounts Receivable. Key details associated with the bills include:

a. Billed Office Customer – The system shall use the information to identify the appropriate customer that the bill should be linked against. This is vital to determining the Payment Method used for processing (For-self, TFO, IPAC, or Mail-out).

b. Billing Office LOA – The For-Self accounting line that is to be reimbursed (debit or credit is possible). The system shall have the capability to report age uncollected and report collected billings by Sales Code. The system shall validate the cited LOA against the Edit Validation Table to ensure validity.

c. Billing Office Amount – For-Self reimbursable amount cited on the bill.

d. Billed Office LOA – The customer accounting line that is being charged/credited. The system shall use the LOA cited within the PFMR Crosswalk table rather than the SF 1080 cited value. This will ensure that only complete and validated LOAs are populated for Treasury and TFO/IPAC reporting. This is possible as each reimbursable transaction references the Debt/PFMR Code. Note: Mail-out billings will not contain a PFMR/Debt Code or a Billed Office LOA.

e. Billed Office Amount – Amount cited on the bill that is charged/credited to the customer.

User Role: A/R RECEIVABLES PROCESSOR

Automation: Automatic

Security: Create

Edits: The incoming SF 1080s must match to the system's customers. The cited Debit Code must match to the system's PFMR Crosswalk Table.

Requirements:

2 Process: SF 1080 vouchers are required to be certified/approved by the billing supervisor. The system shall have the capability to complete the certification by electronic means, such as Workflow. Rejected SF 1080s shall be available for error resolution.

User Role: A/R RECEIVABLES PROCESSOR

Automation: Automatic

Security: Create

Edits: The system shall ensure on-line approval is completed prior to Self-Reimbursement (IPAC/TFO) processing.

Requirements:

Outputs

Destination: RV 43.11

Schedule: Weekly

Medium: Electronic

Functional Data: SBSS SF1080 Vouchers : Print file of the vouchers is output to the system

Diagram: RV 43 Base Supply (SBSS)

Process: RV 43.05 The system Creates SF1080 Voucher Numbers

The SF1080 vouchers that cite a Debt Code on the Billed Office LOA are Self-Reimbursement and require input assignment of a disbursement and collection voucher number along with the Disbursement Date.

Key Data Element: Disbursement Date, Collection Voucher Number, Disbursement Voucher Number, Debt Code

Inputs

Source: RV 43.04 SF 1080s are Interfaced to the system

Schedule: Weekly

Direction: System Internal

Medium: Electronic

Functional Data:

Steps

1 Process: The system shall automatically assign the voucher numbers and the voucher date for each approved-never interfaced SF 1080. The system shall key on the Payment Method for voucher number assignment:

a. Transaction For-Other (TFO) – The system shall assign two voucher numbers, both a collection and a disbursement voucher number is required.

b. For-Self – The system shall assign two voucher numbers, both a collection and a disbursement voucher number is required. The system shall generate a voucher date and voucher numbers only for those for-self SF 1080s successfully matching to a “E” Record PFMR with sufficient funds.

c. IPAC – The system shall assign a single collection voucher number to record the for-self reimbursement.

d. Mail-out – The system shall not assign a voucher number. If a check is received from the customer, the voucher number will be assigned upon receipt of the customer funds. If the funds are received via IPAC or TBO, no voucher number assignment will be necessary unless a Treasury adjustment is needed.
The system shall have the capability to produce the SF 1080 document electronically for review. The voucher numbers and date shall be included on the voucher.

User Role: A/R REIMBURSABLE MANAGER

Automation: User Initiated in System

Security: Update

Edits: The SF 1080 must be certified. The voucher number assigned cannot be re-assigned—transactions citing duplicate numbers will error within CDS.

Requirements:

2 Process: The system assigns the voucher date and voucher numbers based upon the next available date provided by the CDS users.

User Role: A/R RECEIVABLES PROCESSOR

Automation: Automatic

Security: Create

Edits:

Requirements:

Outputs

Destination: RV 43.06 SF 1080s Submitted to Centralized Disbursing (CDS)

Schedule: Weekly

Medium: Internal

Functional Data:

Destination: RV 43.08 Based on Disbursement Date, For-Self Disbursements Matched to Stored Records in Cost Module

Schedule: Weekly

Medium: Electronic

Functional Data:

Diagram: RV 43 Base Supply (SBSS)

Process: RV 43.05 The system Creates SF1080 Voucher Numbers

Destination: RV 43.07 Transactions For-Others (TFO) Charges Submitted to DCMS on 7112D Report

Schedule: Weekly

Medium: Electronic

Functional Data:

Diagram: RV 43 Base Supply (SBSS)

Process: RV 43.06 SF1080s Submitted to Centralized Disbursing System (CDS)

The SF1080 vouchers are submitted to CDS for cash accountability.

Key Data Element: Collection Voucher Number, Disbursement Voucher Number, Voucher Date, LOA, Amount

Inputs

Source: The system Creates SF 1080 Voucher Numbers

Schedule: Weekly

Direction: System Internal

Medium: Electronic

Functional Data:

Steps

1 Process: The Outbound CDS Interface is created for all outstanding-approved SF 1080 billings. The vouchers shall be submitted utilizing the assigned voucher numbers and dates.

User Role: A/R RECEIVABLES PROCESSOR

Automation: Automatic

Security: Create

Edits:
- SF 1080 transactions can only be submitted once. Interfaced transactions shall be flagged to prevent duplicate submission.
- Transactions included in the file must only reference the same Disbursement or Collection Date.
- The Outbound Miscellaneous (MISC) can only contain SF1081 or SF 1080 vouchers.
- All records must pass Treasury Edit Validation rules.

Requirements:

Outputs

Destination: Centralized Disbursing System

Schedule: Weekly

Medium: Electronic

Functional Data: Outbound CDS Interface Voucher Control Log (DD2659) : Detailed interface file in the MISC Format. Report containing vouchers Disbursed/Collected for a specific CDS Business Date, by Voucher Series

Diagram: RV 43 Base Supply (SBSS)

Process: RV 43.07 Transactions For-Others (TFO) Charges Submitted to DCMS on 7112D

DoD Disbursements or Collections For-Other are submitted on the 7112D report to the Departmental Cash Management System (DCMS)

Key Data Element: Collection Voucher Number or Disbursement Voucher Number, Voucher Date, Billed LOA, Amount

Inputs

Source: RV 43.05 The system Created SF 1080 Voucher Numbers

Schedule: Weekly

Direction: System Internal

Medium: Electronic

Functional Data:

Steps

1 Process: The SF 1080 billings that link to customers citing a TFO Payment Method shall be included within the 7112D Report.

User Role: A/R COLLECTION PROCESSOR

Automation: Automatic

Security: Create

Edits: - The Customer LOA shall be validated using the Edit Validation Table received via DCMS-DFB

Requirements:

Outputs

Destination: Departmental Cash Management System

Schedule: Weekly

Medium: Electronic

Functional Data: RCS:HAF-ACF(D)7112 : Transactions charged to other DoD locations.

Diagram: RV 43 Base Supply (SBSS)

Process: RV 43.08 Based on Disbursement Date, For-Self Disbursements Matched to Stored Records in Cost Module

The staged SBSS For-Self obligation records staged in the Cost module are triggered to produce a cash disbursement on the SF1080 disbursement date.

Key Data Element: Voucher Date, Voucher Number, Charged LOA, Amount

Inputs

Source: RV 43.05 The system Created SF 1080 Voucher Numbers

Schedule: Weekly

Direction: System Internal

Medium: Electronic

Functional Data:

Steps

1 Process: The system shall match the SF 1080 voucher citing a Payment Method of “For-Self” against the outstanding “E” records staged in Cost. The system shall match the Debt Code/PFMR Code cited on the SF 1080 record against the “E” Record PFMR.

User Role: A/R RECEIVABLES PROCESSOR

Automation: Automatic

Security: Create

Edits: - The “E” Record PFMR must match the SF 1080 Debt Code.
- The “E” Record balance (by PFMR) must match the SF 1080 Disbursement Amount

Requirements:

2 Process: If successfully matched, the system shall move the outstanding “E” record balance to expenditures paid (4902). The expenditure shall only be processed on the CDS Disbursement/Collection date shown on the matched SF 1080. The system shall reference the matched voucher number and voucher date within the Costing Module.

User Role: A/R RECEIVABLES PROCESSOR

Automation: Automatic

Security: Create

Edits:

Requirements:

Outputs

Destination: RV 43.14 Error Resolution

Schedule: On Demand

Medium: Report

Functional Data:

Unmatched SBSS/SMAS Charge Details to SF1080 Voucher :	Records failing the system expenditure posting
Matched SBSS/SMAS Charge Details to SF1080 Voucher :	Records successfully posting to the system as an expenditure

Diagram: RV 43 Base Supply (SBSS)

Process: RV 43.09 Interface LOA Cross-Walked to the system LOA (Use PFMR)

Inbound SBSS charges/credits are matched to a valid system LOA, keying on the Project Funds Management Record (PFMR) number.

Key Data Element: PFMR, LOA, Obligation Amount, Issue/Expense Amount, Source Indicator, Record Code

Inputs

Source: RV 43.02 SBSS Interface Produced for A&F
Schedule: Weekly
Direction: Pull
Medium: Electronic
Functional Data: SBSS Detailed Obligation and Expense Records : SBSS E, R, & S Records

Source: RV 43.10 Error Resolution
Schedule: Weekly
Direction: Pull
Medium: Electronic
Functional Data:

Steps

1 Process: There are multiple types of records received from the SBSS. The system shall identify the specific types of transactions by keying on “Record Code” of each transaction. The record codes include:

S - Monthly Stock Fund Reimbursement Summary Transactions - Separate record for each Stock Fund fund code-SRAN-sales code-debtor code for gross sales and gross sales returns. S records are output each time SF 1080 billings are produced.

E - Cost Center Report - Separate records for net reimbursable issues, obligations, and target of Stock Fund materiel to each PFMR controlled organization for each fund code OACOBAN/ASN-BPAC detail RC/CC-EEIC combination.

R – Reconciliation Record - Cumulative YTD totals for expense, obligations, and target of Stock Fund materiel to each PFMR-controlled organization for each fund code OAC-OBAN/ ASN-BPAC detail RC/CC-EEIC combination.

Z –Monthly General Fund General Ledger Summary Transaction - Separate records for net change for the month for each general fund debit and credit GLA.

Prior to interfacing the records, the system shall verify the value of the Debtor Code cited on each “S” record against the sum of the “E” records by PFMR. If there is not a matching “S” record for the For-Self “E” Records, SBSS did not run the SF 1080 bills. The next interface from SBSS containing “S” records will be a sum of the current “E” records plus the prior “E” records.

There will not be an available “E” record for the following conditions:

a. The “S” record does not contain a “Debtor Code” – The associated bill is a “mail-out” (to a non self-reimbursable customer), the system shall verify the interfaced SF 1080 vouchers match to the applicable “S” record.

b. The “ADSN cited on the “S” record is not associated to the system (For-Other station) – The associated bill is a Self-Reimbursable billing (via IPAC or TFO), the system shall verify the interfaced SF 1080 vouchers match to the applicable “S” record.

User Role: A/R RECEIVABLES PROCESSOR
Automation: User Initiated in System
Security: Update
Edits:
Requirements:

Diagram: RV 43 Base Supply (SBSS)

Process: RV 43.09 Interface LOA Cross-Walked to the system LOA (Use PFMR)

2 Process: The system shall have a crosswalk table available to correctly charge/credit the internal system customers. The crosswalk shall include a valid Supply PFMR linked to the appropriate system LOA. As entries are added to the crosswalk table, the system shall ensure that only valid LOA combinations are entered.

User Role: A/R RECEIVABLES PROCESSOR

Automation: User Initiated in System

Security: Update

Edits:

Requirements:

3 Process: The system shall identify the processing status of each “E” record received from SBSS, to include but not limited to:

a. Successfully staged for disbursement or collection (include the date to be processed).

B. Disbursement/collection created in the system (include the SF 1080 voucher number and date processed).

c. Cited “E” Record PFMR not located in the system crosswalk.

d. Insufficient funds available for the cited PFMR

User Role: A/R RECEIVABLES PROCESSOR

Automation: User Initiated in System

Security: Update

Edits:

Requirements:

4 Process: “R” records reflect the cumulative year-to-date total of issue/expense amounts processed by the SBSS and or medical materiel areas. The system shall compare the for-self PFMR balances within the system against the balances cited on each “R” Record. When reconciliation is to be accomplished, only the latest “R” records shall be used. It is imperative that all “E” records as of the same date as the “R” records have been interfaced, and any rejects reentered before requesting a reconciliation report. (For example: If “R” records are produced on the 15th of the month and a reconciliation is desired, the “R” records as of the 15th along with “E” records through the 15th, should be processed in the system. The system shall create the reconciliation report similar to the legacy “Supply Target/Expense/Obligation Reconciliation List.” Description and examples of the list are available in DFAS-DE 7077.2-M CH 48.

User Role: A/R JOURNAL ADJUSTMENT PROCESSOR

Automation: User Initiated in System

Security: Update

Edits:

Requirements:

Outputs

Destination: RV 43.13 XO/OX Obligations Balance Updated Based on LOA

Schedule: Weekly

Medium: Electronic

Functional Data: SBSS/SMAS Interface Matched Records (I00) : Interfaced records passing edits

Destination: RV 43.12 Obligation (XU/EU) Records Staged in the System Cost Module - Awaiting Trigger

Schedule: Weekly

Medium: Electronic

Functional Data:

Diagram: RV 43 Base Supply (SBSS)

Process: RV 43.09 Interface LOA Cross-Walked to the system LOA (Use PFMR)

Destination: RV 43.10 Error Resolution

Schedule: Weekly

Medium: Electronic

Functional Data: SBSS/SMAS Interface Unmatched Records (I00) : Interface records failing edits

Diagram: RV 43 Base Supply (SBSS)

Process: RV 43.10 Error Resolution

The SBSS obligations that do not successfully match to a system LOA are researched and resolved.

Key Data Element: PFMR, LOA, Obligation Amount, Issue/Expense Amount, Source Indicator, Record Code

Inputs

Source: Interface LOA Cross-Walked to the system LOA (Use PFMR)

Schedule: Weekly

Direction: Push

Medium: Electronic

Functional Data:

Steps

1 Process: The system shall insure that only “E” Records that pass all up-front edits are staged for disbursement/collection. The system shall provide on-line notification to a to-be-determined system user(s) whenever a reject occurs. The notification shall include all SBSS interfaced data and the error message related to the reject. The user(s) shall have a GUI available to add, remove, or modify elements to the PFMR crosswalk table. As previously stated, the system shall ensure that only valid LOA combinations are entered within the crosswalk table.

User Role: OTHER

Automation: User Initiated in System

Security: Update

Edits: PFMR crosswalk entries shall be validated. The crosswalk cannot contain a valid LOA.

Requirements:

Outputs

Destination: Interface LOA Cross-Walked to the System LOA (Use PFMR)

Schedule: Weekly

Medium: Electronic

Functional Data:

Diagram: RV 43 Base Supply (SBSS)

Process: RV 43.11 Input to Accounts Receivable

SF1080 billings received from SBSS cannot be linked to the system's records or require re-work.

Key Data Element: Customer, PFMR-Debt Code, detailed billing details, detailed collection details, amount

Inputs

Source: RV 43.04 SF 1080s are Interfaced to the system

Schedule: Weekly

Direction: Pull

Medium: Electronic

Functional Data:

Steps

1 Process: The system shall provide a notification to the applicable system user(s) of any error received upon SF 1080 import or supervisor reject. The notification shall include detail information along with the applicable error message. Error messages include, but are not limited to:

a. The billing produced by SBSS cannot be linked to system customer.

b. The billing produced by SBSS is linked to an inactive system customer

c. The billing references a PFMR/Debt Code not found within the PFMR Crosswalk table

The majority of corrections will require input to the system (e.g. add new customer record), however the system shall have the capability to allow user update of the Customer. This action shall be allowed via an on-line GUI. The system shall allow the technician the capability to submit or re-submit the SF 1080 for approval.

User Role: NONE

Automation: Automatic

Security: N/A

Edits:

Requirements:

Outputs

Diagram: RV 43 Base Supply (SBSS)

Process: RV 43.12 Obligation (XU/EU) Records Staged in the system Cost Module - Awaiting Trigger

The Expense transactions received from SBSS are prepared for the system expenditure processing.

Key Data Element: PFMR, the system LOA, Issue/Expense Amount, As-of-Date, Source Indicator

Inputs

Source: RV 43.09 Interface LOA Cross-Walked to the system LOA (Use PFMR)

Schedule: Weekly

Direction: Pull

Medium: Electronic

Functional Data:

Steps

1 Process: The system shall populate all “E” Record transactions that are tied to a valid PFMR/LOA combination into a Cost Staging Table. The staged transactions shall be triggered for expenditure processing via the applicable SF 1080 on the voucher disbursing date.

User Role: A/R COLLECTION PROCESSOR

Automation: Automatic

Security: Create

Edits:

Requirements:

2 Process: At end-of-month, the system shall ensure all outstanding SBSS “E” records are updated to the Accrued Expenditures- Unpaid stage of accounting (4901). The transactions shall be posted at the detailed level as cited in the PFMR Crosswalk table. As the transactions are “triggered” in a future period, the Accrued Expenditures – Unpaid should be updated to an expenditures/refunds (4902).

User Role: A/R RECEIVABLES PROCESSOR

Automation: Automatic

Security: Create

Edits:

Requirements:

Outputs

Diagram: RV 43 Base Supply (SBSS)

Process: RV 43.13 XO/OX Obligation Balances Updated based on LOA

The SBSS Due-In/Due-Out transactions are matched to an obligation record based on the cited LOA.

Key Data Element: PFMR, the system LOA, UOO Amount, As-of-Date, Source Indicator

Inputs

Source: RV 43.09 Interface LOA Cross-Walked to the system LOA (Use PFMR)

Schedule: Weekly

Direction: Pull

Medium: Electronic

Functional Data:

Steps

1 Process: The Due-In/Due-Out transactions are identified by the amount populated in the “Obligation Amount” segment of the inbound interface. The system shall post the validated PFMR records into a single purchasing obligation. The transactions shall be separated by LOA and be identified individually (with the cited PFMR Code and transaction date) for audit-trail purposes.

User Role: A/R RECEIVABLES PROCESSOR

Automation: Automatic

Security: Update

Edits:

Requirements:

Outputs

Diagram: RV 43 Base Supply (SBSS)

Process: RV 43.14 Error Resolution

For-Self Disbursements that do not match the customer obligation are re-worked.

Key Data Element: Voucher Date, Voucher Number, Charged LOA, Amount

Inputs

Source: Based on Disbursement Date, For-Self Disbursements Matched to Stored Records in Cost Module

Schedule: Weekly

Direction: Pull

Medium: Electronic

Functional Data:

Steps

1 Process: The system shall provide on-line notification to a to-be-determined system user(s) whenever a For-Self SF 1080 cannot be matched to a “E” Record (s). The notification shall include detailed information relating to the SF 1080 and the mismatched “E” Records, if available.

User Role: A/R RECEIVABLES PROCESSOR

Automation: User Initiated in System

Security: Update

Edits:

Requirements:

2 Process: Since the SBSS sends both Obligations and Billings, mismatched transactions will be caused by:

a. Cited “E” Record PFMR not located in the system crosswalk.
b. Insufficient funds available for the cited PFMR.

User Role: A/R RECEIVABLES PROCESSOR

Automation: User Initiated in System

Security: Update

Edits:

Requirements:

Outputs

Destination: Based on Disbursement Date, For-Self Disbursements Matched to Stored Records in Cost Module

Schedule: Weekly

Medium: Electronic

Functional Data: Unmatched SBSS/SMAS Charge Details to SF1080 Voucher : Exception Report of Unmatched/Unpaid details