# Defense Finance and Accounting Service

DFAS 7900.4-M
Financial Management Systems Requirements Manual
Volume 17, Disbursing

September, 2012

Strategy Policy and Requirements

SUBJECT: Description of Requirement Changes

The complete listing and description of the requirements changes, deletions, and additions by chapters and systems requirements can be found below.

**All changes in this volume are denoted by bold blue font.**

| VOLUME 17 - Disbursing | | |
|---|---|---|
| **Req ID** | **Change Type** | **Reason for Change** |
| **17.01.001** | **D** | **Duplicate of 17.09.029** |
| **17.03.001** | **D** | **Duplicate of 17.12.005** |
| **17.03.002** | **D** | **This is a compound requirement. It is covered by requirements 17.11.002, 17.14.003, 17.14.012 and 17.14.015.** |
| **17.03.003** | **D** | **This is a business rule, not a programmable or testable system requirement.** |
| **17.03.004** | **D** | **Per regulatory reference the requirement is applicable only to hard copies of cash disbursement vouchers that are validated manually by cashiers, and therefore not applicable to automated process. Processing classified payments is covered by a requiremen** |
| **17.03.005** | **D** | **It is not written as a system requirement. It is covered by a requirement 17.09.027** |
| **17.03.006** | **D** | **Duplicate of 17.11.037** |
| **17.04.002** | **D** | **Duplicate of 17.10.011** |
| **17.04.003** | **D** | **Duplicate of 17.10.011** |
| **17.04.004** | **D** | **Duplicate of 17.12.001** |
| **17.04.026** | **D** | **Duplicate of 17.10.010** |
| **17.05.005** | **D** | **Duplicate of 17.11.037** |
| **17.06.001** | **D** | **This is broad policy guidance, not a programmable or testable system requirement. A capability of the system to submit EFT payment data is covered by the requirement 17.14.024** |
| **17.06.011** | **A** | **New Requirement** |
| **17.06.012** | **A** | **New Requirement** |

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| 17.06.013 | A | New Requirement |
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| 17.06.016 | A | New Requirement |
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| 17.06.018 | A | New Requirement |
| 17.06.019 | A | New Requirement |
| 17.06.020 | A | New Requirement |
| 17.06.021 | A | New Requirement |
| 17.06.022 | A | New Requirement |
| 17.07.003 | D | Duplicate of 17.06.019 |
| 17.08.003 | D | Duplicate of 17.09.027 |
| 17.09.001 | A | New Requirement |
| 17.09.002 | A | New Requirement |
| 17.09.003 | A | New Requirement |
| 17.09.004 | A | New Requirement |
| 17.09.005 | A | New Requirement |
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| 17.09.007 | A | New Requirement |
| 17.09.008 | A | New Requirement |
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| 17.09.018 | A | New Requirement |
| 17.09.019 | A | New Requirement |
| 17.09.020 | A | New Requirement |
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| 17.09.022 | A | New Requirement |
| 17.09.023 | A | New Requirement |
| 17.09.024 | A | New Requirement |
| 17.09.025 | A | New Requirement |
| 17.09.026 | A | New Requirement |
| 17.09.027 | A | New Requirement |
| 17.09.028 | A | New Requirement |
| 17.09.029 | A | New Requirement |
| 17.10.001 | A | New Requirement |
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| 17.11.040 | A | New Requirement |

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| **17.18.003** | **A** | **New Requirement** |
| **17.18.004** | **A** | **New Requirement** |
| **17.18.005** | **A** | **New Requirement** |
| **17.18.006** | **A** | **New Requirement** |
| **17.18.007** | **A** | **New Requirement** |
| **17.18.008** | **A** | **New Requirement** |
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| **17.18.010** | **A** | **New Requirement** |
| **17.18.011** | **A** | **New Requirement** |
| **17.18.012** | **A** | **New Requirement** |

***Chart Legend:***

**A - Added FFMRs**

These are new requirements due to revised and updated source documents

**C - Changed FFMRs**

These requirements were contained in previous versions, but were changed for various reasons, as described in the Requirement Changes Appendix.

**D - Deleted FFMRs**

These requirements were removed from this version because they were no longer required by the source document or were redundant with another FFMR

Note: If there is no code in the requirements value added or change type columns for an FFMR, it is by definition, unchanged from previous versions.

# Defense Finance and Accounting Service

DFAS 7900.4-M
Financial Management Systems Requirements Manual
Volume 17, Disbursing

September 2012

Strategy, Policy and Requirements

SUBJECT: Financial Management Systems Requirements
**Volume 17, Disbursing**

1. PURPOSE

a. This Volume presents the financial management system design and implementation requirements for Department of Defense (DoD) military components' and agencies' Personnel Benefits functionality in financial management systems. This Volume is part of the publication which reissues Defense Finance and Accounting Service (DFAS) 7900.4-M, "Federal Requirements for Financial Management Systems," a multivolume Manual commonly known as the "Blue Book". This manual is a comprehensive compilation of the Federal Financial Management Improvement Act (FFMIA) and system requirements.

b. The Blue Book serves as a "roadmap" to Federal and DoD financial management system requirements by major financial management functional areas and their authoritative sources, and will assist managers who are responsible for financial management systems in planning, designing, enhancing, modifying, and implementing financial management systems. Managers are ultimately responsible for being knowledgeable of and complying with the various authoritative sources of financial requirements (both legislative and regulatory). Guidance and procedures are contained in several volumes located on the DFAS Reference Library at http://www.dfas.mil/dfasffmia/bluebook.html. Appendix 4 of the manual includes links to where authoritative sources may be accessed.

c. Adherence to these requirements will enable the DoD military components and agencies to meet Federal mandates and will help facilitate DFAS to progress toward reaching its strategic goal of providing services faster, better, and cheaper. The objective of this Volume is to promulgate the financial management systems requirements for system and program managers' use in developing Disbursing functionality.

2. APPLICABILITY. Requirements contained in this document are applicable to accounting and finance systems operated and maintained by the DoD.

3. POLICY

a. This Volume provides a synopsis of Federal and DoD financial system requirements, mandated by policy, for Disbursing financial management systems. It is a comprehensive compilation of financial management systems requirements mandated by Public Law 104-208, "Federal Financial Management Improvement Act of 1996" September 30, 1996.

b. This Volume incorporates revisions to existing financial system requirements from the authoritative sources **via highlighting the appropriate text in bolded blue font.** See description of requirement changes for a complete listing and description of the financial system requirements changes, deletions, and additions for this volume.

c. Users of this Volume may forward questions, comments and suggested changes to:

Defense Finance and Accounting Service
Strategy, Policy and Requirements
Attn: Financial Management Systems Requirements Branch
8899 East 56th Street
Indianapolis, IN 46249-0002
E-mail questions, comments, and suggestions to mailto: ffmiarequirements@dfas.mil

4. ORGANIZATIONAL RESPONSIBILITIES FOR FFMIA COMPLIANCE

DFAS functions as the primary Departmental entity responsible for producing a Trial Balance from the ERP general ledger and preparing the financial reports for the DoD. Much of the data used by DFAS to carry out the DoD's accounting and financial reporting functions—such as property and inventory values—originate in non-DFAS organizations or systems. Therefore, other organizations, primarily the military components and Defense agencies, should be held responsible for the compliance of their financial management systems with all applicable Federal requirements. Appendix 5 of DFAS 7900.4-M contains Federal and DoD guidance on FFMIA compliance, evaluation, and reporting.

5. PROCEDURES. Procedures are presented in each Volume of this Manual as appropriate.

6. RELEASABILITY. UNLIMITED. This Volume as part of DFAS 7900.4-M is approved for public release and may be accessed at http://www.dfas.mil/dfasffmia/bluebook.html.

7. EFFECTIVE DATE. This Volume is effective immediately.

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# DISBURSING INTRODUCTION

1. A Federal agency's Disbursing systems must be designed and implemented to:

    a. Operate in accordance with laws, regulations, and judicial decisions;
    b. Completely, accurately and promptly make disbursements;
    c. Completely, accurately and promptly generate disbursing records and transactions;
    d. Provide timely access to complete, correct, and accurate information to those within and outside of the agency who require the information;
    e. Interact timely and properly with core financial system; and
    f. Provide adequate internal controls to ensure that the disbursing system(s) is operating as intended.

2. Each federal agency is responsible for providing appropriate control over all payments made by it or on its behalf. Within the DoD architecture, various systems perform functions relating to payments. For example, fund control systems establish obligations and other systems record accounts payable. Still other systems actually make the payments. Finally, summary data regarding payments are provided to accounting systems for proprietary and budgetary accounting purposes.

| DISBURSING REQUIREMENTS | | | | | | | DFAS 7900.4-M, Vol. 17 | |
|---|---|---|---|---|---|---|---|---|
| **Chapter** | **Req Id** | **Change Type** | **Requirement** | **Federal Sources** | **DoD Sources** | **BPM Processes** | **End 2 End Process** | **DFMIG Rule Name** |
| Forms Creation and Use | 17.01.001 | D | Deleted: This volume prescribes the use of specific forms; see the DoD Forms Program website at http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm. Some DoD Components use their own specific forms in lieu of those prescribed. In many instances, currently-operating disbursing systems generate these forms. These systems need not be modified to incorporate the forms prescribed by this volume. Affected Components may continue to use existing systems and the forms they generate until they all are replaced by a standard DoD disbursing system. | | Source: DoDFMR Vol 05, Ch 1; Source Date: 8/1/2010; Source Number: 010103.B | Disburse | Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Procure-to-Pay Service-to-Satisfaction | Deferred_Maintenance_And_Cleanup_Costs_015 |
| Treasury Reporting | 17.03.001 | D | Deleted: The disbursing system should provide the functionality to compare Report Date (the month and year that transactions were entered into the Department of the Treasury's computer system) and Check Issue Date as part of the Comparison of Checks Issued Report function. | | Source: DoDFMR Vol 05, Ch 09; Source Date: 11/1/2010; Source Number: 090602.C.2. | Disburse | Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Procure-to-Pay Service-to-Satisfaction | Disbursing_Treasury_Reporting_016 |

| DISBURSING REQUIREMENTS | | | | | | | DFAS 7900.4-M, Vol. 17 | |
|---|---|---|---|---|---|---|---|---|
| **Chapter** | **Req Id** | **Change Type** | **Requirement** | **Federal Sources** | **DoD Sources** | **BPM Processes** | **End 2 End Process** | **DFMIG Rule Name** |
| Treasury Reporting | 17.03.002 | D | Deleted: Check Usage. Make checks payable to the payee stated on the disbursement voucher. Number disbursing vouchers sequentially with the lowest check number used to pay the lowest numbered disbursement voucher or the first name on a payroll. Maintaining this unbroken sequence facilitates check issue auditing and reporting. Automated systems producing disbursing vouchers must contain edit and validation controls ensuring exact information appearing on the vouchers is passed to the check printer. | Source: OFFM-NO-0106; Source Date: 1/1/2006; Source Number: PMD-35 | Source: DoDFMR Vol 05, Ch 11; Source Date: 9/1/2010; Source Number: 110206.C | Disburse | Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Procure-to-Pay Service-to-Satisfaction | Disbursing_Treasury_Reporting_012 |
| Treasury Reporting | 17.03.003 | D | Deleted: Automated Disbursement Vouchers. The entry of a check number on automated disbursement vouchers is not required so long as the voucher processing system maintains complete audit trails between disbursement vouchers and hard copy records. | | Source: DoDFMR Vol 05, Ch 11; Source Date: 9/1/2010; Source Number: 110206.E | Disburse | Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Procure-to-Pay Service-to-Satisfaction | Disbursing_Treasury_Reporting_013 |
| Treasury Reporting | 17.03.004 | D | Deleted: Voucher Validation. Validate the voucher by completing the Paid By (or Brief) block with the paying office location, DSSN, and business date of payment, using a typewriter, automated system, or rubber stamp for this purpose. Do not show the geographical location if the disbursing office has a classified address. | | Source: DoDFMR Vol 05, Ch 11; Source Date: 9/1/2010; Source Number: 110205.C | Disburse | Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Procure-to-Pay Service-to-Satisfaction | Disbursing_Treasury_Reporting_011 |

| DISBURSING REQUIREMENTS | | | | | | | DFAS 7900.4-M, Vol. 17 | |
|---|---|---|---|---|---|---|---|---|
| **Chapter** | **Req Id** | **Change Type** | **Requirement** | **Federal Sources** | **DoD Sources** | **BPM Processes** | **End 2 End Process** | **DFMIG Rule Name** |
| Treasury Reporting | 17.03.005 | D | Deleted: Disbursing Officer's Check Issue Reporting and Check Reconciliation. Was the post print verification completed for the check payment listing, checks, and check issue Level 8 data prior to releasing the checks and the check issue data through DCRM to the Department of the Treasury's Check Payment and Reconciliation (CP&R) system? When the check data is balanced, did the DO process automated or manual Level 8 data daily, weekly, or monthly to the Department of the Treasury through the DCRM? | | Source: DoDFMR Vol 05, Ch 7; Source Date: 11/1/2009; Source Number: Tbl 7-1, Items 5 and 6 | Disburse | Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Procure-to-Pay Service-to-Satisfaction | Disbursing_Treasury_Reporting_014 |
| Treasury Reporting | 17.03.006 | D | Deleted: Undeliverable Checks. The DO keeps a record of undeliverable checks using DD Form 2658 (Returned and Undeliverable Check/Bond Record), indicating the dates the checks are returned, check numbers, check dates, amounts, payees, voucher numbers, disposition, and dates of disposition. An electronic system is acceptable to record undeliverable checks provided it includes all of the information required on the DD Form 2658 and it is accessible for a 6-year 3-month period. | | Source: DoDFMR Vol 05, Ch 8; Source Date: 4/1/2011; Source Number: 080303 | Disburse | Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Procure-to-Pay Service-to-Satisfaction | Disbursing_Treasury_Reporting_015 |

| DISBURSING REQUIREMENTS | | | | | | | DFAS 7900.4-M, Vol. 17 | |
|---|---|---|---|---|---|---|---|---|
| **Chapter** | **Req Id** | **Change Type** | **Requirement** | **Federal Sources** | **DoD Sources** | **BPM Processes** | **End 2 End Process** | **DFMIG Rule Name** |
| Records Archiving, Reporting and Internal Controls | 17.04.002 | D | Deleted: DOs report deposit activity in connection with their financial reports. Each disbursing office prepares and submits the detailed deposit activity report formerly required by the respective Component. The net dollar value of these inputs ultimately is given to the Treasury, which also receives detailed reports from each depositary of all SFs 215 and SFs 5515 received from DOs, or issued by depositaries, as appropriate. | | Source: DoDFMR Vol 05, Ch 5; Source Date: 12/1/2010; Source Number: 050401.A | Disburse | Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Procure-to-Pay Service-to-Satisfaction | Depreciate_Amortize_Deplete_Asset_012 |
| Records Archiving, Reporting and Internal Controls | 17.04.003 | D | Deleted: Improperly Prepared/Reported Deposit Tickets and Debit Vouchers with Incorrect Date, Voucher Number, and DSSN. Deposit differences may result from preparation errors by the preparing disbursing office or the depositary, depending on where a given SF 215 or SF 5515 is prepared. Specific areas of these documents where proper preparation is most critical include the date, DSSN, voucher number, and amount blocks. Errors in any one or more of these blocks always result in deposit differences. These differences are detectable through daily monitoring of CA $HLINK II. When an error is detected in the DSSN or amount block, the DO or his/her designated representative can request the error be corrected via the “Agency Request Correct Voucher” function under the ALC Reconciler Role in CA$HLINK II. | | Source: DoDFMR Vol 05, Ch 5; Source Date: 12/1/2010; Source Number: 050402 | Disburse | Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Procure-to-Pay Service-to-Satisfaction | |

| Chapter | Req Id | Change Type | Requirement | Federal Sources | DoD Sources | BPM Processes | End 2 End Process | DFMIG Rule Name |
|---|---|---|---|---|---|---|---|---|
| Records Archiving, Reporting and Internal Controls | 17.04.004 | D | Deleted: The disbursing system shall interface with Defense Check Reconciliation Module (DCRM) so as to provide functionality to review check issue data from the entitlement systems for accuracy, prior to releasing the checks and/or releasing the check issue data to DCRM. | | Source: DoDFMR Vol 05, Ch 07; Source Date: 11/1/2009; Source Number: Tbl 7-1, Items 1 and 3 | Disburse | Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Procure-to-Pay Service-to-Satisfaction | |
| Records Archiving, Reporting and Internal Controls | 17.04.026 | D | Deleted: Transaction information is submitted to the Treasury and the agency via the TRS. TRS reports this information to CA$HLINK II (until it is decommissioned), and the information is available in CA $HLINK II after the close of business. The transaction information includes both detailed payment information and summary SF 215 information. Both systems will allow the activity to download the information. DoDFMR Cite Reference changed from 204502.D to 240503.C | | Source: DoDFMR Vol 05, Ch 24,; Source Date: 6/1/2011; Source Number: 240503.C | Disburse | Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Procure-to-Pay Service-to-Satisfaction | Disbursing_Electronic_Commerce_003 |

| DISBURSING REQUIREMENTS | | | | | | | DFAS 7900.4-M, Vol. 17 | |
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| **Chapter** | **Req Id** | **Change Type** | **Requirement** | **Federal Sources** | **DoD Sources** | **BPM Processes** | **End 2 End Process** | **DFMIG Rule Name** |
| Savings Bonds | 17.05.005 | D | Deleted: Undeliverable or Returned Bonds. When the U.S. Postal Service returns a mailed bond to the FRB, Pittsburgh as undeliverable, the FRB, Pittsburgh sends the savings bond to the applicable DFAS Disbursing Officer (DO) who keeps a record of all bonds returned as undeliverable using an automated equivalent of DD Form 2658 (Returned and Undeliverable Check/Bond Record) following procedures in Chapter 8 of this volume for undeliverable Treasury checks. The record must in include at least the series, denomination, and serial number, and date of the bond; name, address, and SSN of the owner; date of return; disposition; and date of disposition. If the bond is later delivered in person to the purchaser of the bond, obtain the signature of the purchaser on the record. The DO makes every effort and uses all possible sources of information to deliver returned bonds. If delivery still cannot be made, the DO shall keep the bond for a period of 30-days. | | Source: DoDFMR Vol 05, Ch 23; Source Date: 10/1/2010; Source Number: 230201 | Disburse | Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Procure-to-Pay Service-to-Satisfaction | Disbursing_Treasury_Reporting_015 |
| Electronic Commerce | 17.06.001 | D | Deleted: Electronic Funds Transfer (EFT). EFT is mandatory within the Department of Defense (DoD). EFT utilizes the Federal Reserve Bank (FRB) and its computer network to deposit funds into the checking or savings account of an individual or business. For guidance on mandatory use of EFT, see Volume 7A, Appendix C (Military Pay); Volume 8, Chapter 1 (Civilian Pay); and Volume 9, Chapter 2 and Chapter 8 (Travel Pay). | | Source: DoDFMR Vol 05, Ch 24; Source Date: 6/1/2011; Source Number: 240102 | Disburse | Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Procure-to-Pay Service-to-Satisfaction | Disbursing_Electronic_Commerce_004 |

| Chapter | Req Id | Change Type | Requirement | Federal Sources | DoD Sources | BPM Processes | End 2 End Process | DFMIG Rule Name |
|---|---|---|---|---|---|---|---|---|
| Electronic Commerce | 17.06.011 | A | **The system shall provide the capability to transmit payment or payroll files to the FRB by electronic file transmission.** | | Source: DoDFMR Vol 05, Ch 24; Source Date: 3/1/2012; Source Number: 240103 Source: DoDFMR Vol 05, Ch 24; Source Date: 3/1/2012; Source Number: 240102 | | | Disbursing_Electronic_Commerce_005 |
| Electronic Commerce | 17.06.012 | A | **The system shall provide the capability to process and account for transactions associated with the EZPay Stored Value Cards. For such transactions the system shall generate and populate the Stored Value Card Inventory and Issuance Log and/or allow an authorized user to manually populate required data/ info. This log shall be used to maintain an inventory of card stock on hand and to control the release of cards to the issuing section or individual.** | | Source: DoDFMR Vol 05, Ch 17; Source Date: 3/1/2012; Source Number: 170302 | | | Disbursing_Electronic_Commerce_006 |

| Chapter | Req Id | Change Type | Requirement | Federal Sources | DoD Sources | BPM Processes | End 2 End Process | DFMIG Rule Name |
|---|---|---|---|---|---|---|---|---|
| Electronic Commerce | 17.06.013 | A | **To support the debt and payment process, the integrated personnel and pay system (process) shall create an out-bound interface file for the exchange service (e.g. Army, Air Force Exchange Service (AAFES)): 1. Frequency: After payroll processing 2. Purpose: Report the amount collected for AAFES debts 3. Scope: Army, Air Force, Navy, Marine Corps, Active, Reserve and Guard Component 4. Content: Member's SSN and name, debt reason, debt recipient, month collected and amount collected 5. Update Requirements: Used by AAFES for debt management and system updates.** | | Source: DoDFMR Vol 05, Ch 24; Source Date: 3/1/2012; Source Number: 2403 | | | Military_Pay_051 |
| Electronic Commerce | 17.06.014 | A | **The system shall provide the capability to process Retirement and Insurance Transfer System (RITS) transactions. RITS is a component of the IPAC.** | | Source: DoDFMR Vol 05, Ch 24; Source Date: 3/1/2012; Source Number: 240302 | | | Disbursing_Electronic_Commerce_008 |
| Electronic Commerce | 17.06.015 | A | **The system shall provide an automated functionality to send/receive financial transactions, data, information and reports to/from the IPAC system.** | Source: OFFM-NO-0106; Source Date: 1/1/2006; Source Number: SMD-07□Source: OFFM-NO-0106; Source Date: 1/1/2006; Source Number: FBC-04 | | | | Disbursing_Electronic_Commerce_009 |

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| Electronic Commerce | 17.06.016 | A | **The system shall provide the capability to automatically issue a unique IPAC Document Reference Number (DRN) to each IPAC transaction included into IPAC bulk files. DRN is the equivalent of a U.S. Treasury check number. The system shall have controls preventing transactions having the same DRN.** | | Source: DoDFMR Vol 05, Ch 24; Source Date: 3/1/2012; Source Number: 240303.C.2 | | | Disbursing_Electronic_Commerce_010 |
| Electronic Commerce | 17.06.017 | A | **The system shall provide the capability to process and account for the following types of IPAC of transactions: Payment, Collection, Adjustment and Zero Dollar.** | | Source: DoDFMR Vol 05, Ch 24; Source Date: 3/1/2012; Source Number: 240303.D | | | Disbursing_Electronic_Commerce_011 |
| Electronic Commerce | 17.06.018 | A | **The system shall have edits to allow processing from a certified ready to pay file only IPAC transactions that contain all data elements mandated by Treasury's Financial Management Service. The system shall reject all transactions failed the edits.** | Source: I TFM 6-4000; Source Date: 10/27/2011; Source Number: 4025.40 | Source: DoDFMR Vol 05, Ch 24; Source Date: 3/1/2012; Source Number: 240303.D | | | Disbursing_Electronic_Commerce_012 |
| Electronic Commerce | 17.06.019 | A | **The system shall provide the capability to generate electronic records of collection or disbursement vouchers (e.g., DD Form 1131, SF 1080 or SF 1034) for each processed IPAC bill or payment.** | | Source: DoDFMR Vol 05, Ch 24; Source Date: 3/1/2012; Source Number: 240303.C.4 | | | Disbursing_Electronic_Commerce_013 |

| Chapter | Req Id | Change Type | Requirement | Federal Sources | DoD Sources | BPM Processes | End 2 End Process | DFMIG Rule Name |
|---|---|---|---|---|---|---|---|---|
| Electronic Commerce | 17.06.020 | A | **The system shall provide the capability to generate for applicable entitlement systems electronic files containing IPAC transactions processed by Disbursing.** | | Source: DoDFMR Vol 05, Ch 24; Source Date: 3/1/2012; Source Number: 240303 Source: DoDFMR Vol 05, Ch 10; Source Date: 9/1/2011; Source Number: 100402 Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110308 | | | Disbursing_Electronic_Commerce_014 |
| Electronic Commerce | 17.06.021 | A | **The system shall provide the capability to send files containing IPAC transactions processed by Disbursing back to the entitlement systems of their origins.** | | Source: DoDFMR Vol 05, Ch 24; Source Date: 3/1/2012; Source Number: 240303 Source: DoDFMR Vol 05, Ch 10; Source Date: 9/1/2011; Source Number: 100402 Source: DoDFMR Vol 05, Ch 11; Source Date: 9/1/2010; Source Number: 110308 | | | Disbursing_Electronic_Commerce_015 |
| Electronic Commerce | 17.06.022 | A | **The system shall provide the capability to process unidentified IPAC transactions. Such transactions shall be credited or debited to account specified by U.S. Treasury (currently F3885.007)** | | Source: DoDFMR Vol 05, Ch 24; Source Date: 3/1/2012; Source Number: 240305.D | | | Disbursing_Electronic_Commerce_016 |

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| **Chapter** | **Req Id** | **Change Type** | **Requirement** | **Federal Sources** | **DoD Sources** | **BPM Processes** | **End 2 End Process** | **DFMIG Rule Name** |
| IPAC Transactions | 17.07.003 | D | Deleted: A collection or disbursement voucher (e.g., DD Form 1131, SF 1080 (Voucher for Transfer Between Appropriations and/or Funds) or SF 1034 (Public Voucher for Purchases and Services Other than Personal)) shall be prepared for each bill or payment entered in the system and processed through the DO in the same manner as other vouchers except that no check or cash payment is sent or received. | | Source: DoDFMR Vol 05, Ch 24; Source Date: 6/1/2011; Source Number: 240303.C.4 | Disburse | Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Procure-to-Pay Service-to-Satisfaction | Disbursing_IPAC_Transactions_002 |
| Certification | 17.08.003 | D | Deleted: Electronic and Digital Signatures. Electronic and digital signatures adopted by anyone electronically signing or certifying any type of financial document must be:1. Unique to that person;2. Under that person's sole control or custody;3. Linked to the document certified so that if anything on the document is changed, the electronic or digital signature is invalidated; and4. Capable of being verified by a DO. | | Source: DoDFMR Vol 05, Ch 1,; Source Date: 8/1/2010; Source Number: 010303.D | Disburse | Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Procure-to-Pay Service-to-Satisfaction | Disbursing_Certifying_Officers_002 |

| Chapter | Req Id | Change Type | Requirement | Federal Sources | DoD Sources | BPM Processes | End 2 End Process | DFMIG Rule Name |
|---|---|---|---|---|---|---|---|---|
| Disbursing Offices, Officers and Agents | 17.09.001 | A | **The system shall provide the capability to setup a Disbursing Office and allow an authorized user to input all necessary info/data. These items include, but not limited to: Disbursing Officer (DO) name, rank and effective date of his/her appointment, Disbursing Station Symbol Number (DSSN), Location of Disbursing Officer( unit identification code, name, and location), the beginning and ending serial number of all blank U.S. Treasury checks on hand within each check range.** | | Source: DoDFMR Vol 05, Ch 02; Source Date: 5/1/2012; Source Number: 020104 Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 190502 | | | Disbursing_Disbursing_Offices_Officers_and_Agents_001 |
| Disbursing Offices, Officers and Agents | 17.09.002 | A | **The system shall provide the capability for the Disbursing Officer (DO) to create, modify and/or delete system users of the following categories: Disbursing Officer (DO), Settlement Officer, Deputy Disbursing Officer (DDO), Disbursing Agent (DA), Certifying Officer, Collection Agent, Paying Agent, and Cashier.** | | Source: DoDFMR Vol 05, Ch 02; Source Date: 5/1/2012; Source Number: 0202 | | | Disbursing_Disbursing_Offices_Officers_and_Agents_002 |
| Disbursing Offices, Officers and Agents | 17.09.003 | A | **The system shall provide the capability for the Deputy Disbursing Officer (DDO) to create, modify and/or delete system users of the following categories: Paying Agent, Collection Agent and Cashier.** | | Source: DoDFMR Vol 05, Ch 02; Source Date: 5/1/2012; Source Number: 0202 | | | Disbursing_Disbursing_Offices_Officers_and_Agents_003 |
| Disbursing Offices, Officers and Agents | 17.09.004 | A | **The system shall provide the capability to set-up retention periods for different categories of electronic records and archive the records of processed transactions over these periods** | | Source: DoDFMR Vol 05, Ch 21; Source Date: 12/1/2010; Source Number: 210102.A | | | Disbursing_Disbursing_Offices_Officers_and_Agents_004 |

| Chapter | Req Id | Change Type | Requirement | Federal Sources | DoD Sources | BPM Processes | End 2 End Process | DFMIG Rule Name |
|---|---|---|---|---|---|---|---|---|
| Disbursing Offices, Officers and Agents | 17.09.005 | A | **The system shall provide the capability for an authorized user to open a new business day with a particular calendar date for the Disbursing Office, Remote Site or Disbursing Agent. The system shall allow data/info input and processing only when the business day is opened. The system shall have controls allowing to prevent opening of a new business day if another business day is not closed.** | | Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 190103 Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 190104 | | | Disbursing_Disbursing_Offices_Officers_and_Agents_005 |
| Disbursing Offices, Officers and Agents | 17.09.006 | A | **The system shall provide the capability to allow the Disbursing Officer, deputies, agents, and cashiers to begin their operations only after the business day is opened and all new foreign currency exchange rates are set in the system.** | | Source: DoDFMR Vol 05, Ch 13; Source Date: 1/1/2011; Source Number: 130401.B | | | Disbursing_Disbursing_Offices_Officers_and_Agents_006 |
| Disbursing Offices, Officers and Agents | 17.09.007 | A | **The system shall provide the capability for an authorized user to close the business day of the Disbursing Office, Remote Site or Disbursing Agent and thus prevent generation of transactions, and data/info input, deletion and modification. The system shall have controls allowing to close the business day for the Main Office only after the DD 2657 has been finalized, and for Remote Site and Disbursing Agent only after the DD 2665 have been finalized** | | Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 190103 Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 190104 | | | Disbursing_Disbursing_Offices_Officers_and_Agents_007 |

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| Disbursing Offices, Officers and Agents | 17.09.008 | A | **The system shall provide the capability to generate a file to be exported into applicable accounting system containing all transactions processed by Disbursing. The system shall have controls allowing the generation of the file only after DD 2657( daily) or SF 1219 (monthly) are finalized.** | | Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 1901 | | | Disbursing_Disbursing_Offices_Officers_and_Agents_008 |
| Disbursing Offices, Officers and Agents | 17.09.009 | A | **The system shall provide the capability to send to the applicable accounting system a file containing transactions processed by Disbursing** | | Source: DoDFMR Vol 04, Ch 01; Source Date: 9/1/2008; Source Number: 010304.C Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 190103 | | | Disbursing_Disbursing_Offices_Officers_and_Agents_009 |
| Disbursing Offices, Officers and Agents | 17.09.010 | A | **The system shall provide the capability to segregate duties of preparation, certification, amendment and payment of a disbursing voucher.** | | Source: DoDFMR Vol 05, Ch 01; Source Date: 8/1/2010; Source Number: 010303.B | | | Disbursing_Disbursing_Offices_Officers_and_Agents_010 |
| Disbursing Offices, Officers and Agents | 17.09.011 | A | **The system shall provide the capability to support administrative and transferring of accountability sides of a process of relieving Outgoing Disbursing Officer by Incoming DO(s)** | | Source: DoDFMR Vol 05, Ch 02; Source Date: 5/1/2012; Source Number: 020202.E | | | Disbursing_Disbursing_Offices_Officers_and_Agents_011 |

| Chapter | Req Id | Change Type | Requirement | Federal Sources | DoD Sources | BPM Processes | End 2 End Process | DFMIG Rule Name |
|---|---|---|---|---|---|---|---|---|
| Disbursing Offices, Officers and Agents | 17.09.012 | A | **The system shall provide the capability to maintain the accountability of predecessor Disbursing Officers.** | | Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 190503.C Source: DoDFMR Vol 05, Ch 22; Source Date: 2/1/2011; Source Number: 220101 | | | Disbursing_Disbursing_Offices_Officers_and_Agents_012 |
| Disbursing Offices, Officers and Agents | 17.09.013 | A | **The system shall provide the capability to support the process of settlement of Disbursing Officer Accounts. The system shall automatically populate in the signature block of all vouchers, financial documents and accountability reports the following, "By (name of settlement officer), settlement officer for (name and DSSN of accountable officer)", when DO is relieved and settlement officer is appointed.** | | Source: DoDFMR Vol 05, Ch 22; Source Date: 2/1/2011; Source Number: 2201 | | | Disbursing_Disbursing_Offices_Officers_and_Agents_013 |
| Disbursing Offices, Officers and Agents | 17.09.014 | A | **The system shall provide the capability to transfer accountability from a predecessor Disbursing Officer to the settlement Officer less any deficiency items.** | | Source: DoDFMR Vol 05, Ch 22; Source Date: 2/1/2011; Source Number: 2204 | | | Disbursing_Disbursing_Offices_Officers_and_Agents_014 |

| Chapter | Req Id | Change Type | Requirement | Federal Sources | DoD Sources | BPM Processes | End 2 End Process | DFMIG Rule Name |
|---|---|---|---|---|---|---|---|---|
| Disbursing Offices, Officers and Agents | 17.09.015 | A | **The system shall provide the capability to process transactions accounting for negotiable instruments received by a settlement officer to offset a deficiency in the account of a former DO. In support of such transaction the system shall generate and populate an OF 1017-G (Journal Voucher), and/or allow an authorized user to populate all applicable fields.** | | Source: DoDFMR Vol 05, Ch 22; Source Date: 2/1/2011; Source Number: 220401.D | | | Disbursing_Disbursing_Offices_Officers_and_Agents_015 |
| Disbursing Offices, Officers and Agents | 17.09.016 | A | **The system shall provide the capability to process transactions accounting for the removal of deficiencies from the accounts of former DOs by collection from the responsible individual. The system shall generate and populate an OF 1017-G (Journal Voucher), and/or allow an authorized user to populate all applicable fields.** | | Source: DoDFMR Vol 05, Ch 22; Source Date: 2/1/2011; Source Number: 220402.C | | | Disbursing_Disbursing_Offices_Officers_and_Agents_016 |
| Disbursing Offices, Officers and Agents | 17.09.017 | A | **The system shall provide the capability for the authorized user to establish and modify Cash Holding Authority for the Disbursing Officer, Deputy Disbursing Officer, Agents and Cashiers.** | | Source: DoDFMR Vol 05, Ch 03; Source Date: 8/1/2011; Source Number: 030104□Source: DoDFMR Vol 05, Ch 03; Source Date: 8/1/2011; Source Number: 030103 | | | Disbursing_Disbursing_Offices_Officers_and_Agents_017 |

| Chapter | Req Id | Change Type | Requirement | Federal Sources | DoD Sources | BPM Processes | End 2 End Process | DFMIG Rule Name |
|---|---|---|---|---|---|---|---|---|
| Disbursing Offices, Officers and Agents | 17.09.018 | A | **The system shall provide the capability to notify the Disbursing Officer, Deputy Disbursing Officer, Agents and Cashiers when their Cash Holding Authority limits have been exceeded.** | | Source: DoDFMR Vol 05, Ch 03; Source Date: 8/1/2011; Source Number: 030104.B Source: DoDFMR Vol 05, Ch 05; Source Date: 12/1/2010; Source Number: 050101 | | | Disbursing_Disbursing_Offices_Officers_and_Agents_018 |
| Disbursing Offices, Officers and Agents | 17.09.019 | A | **The system shall provide the capability to notify the Disbursing Officer when funds advanced to a Deputy, Agent, or Cashier exceed their Cash Holding Authority.** | | Source: DoDFMR Vol 05, Ch 03; Source Date: 8/1/2011; Source Number: 030401.B | | | Disbursing_Disbursing_Offices_Officers_and_Agents_019 |
| Disbursing Offices, Officers and Agents | 17.09.020 | A | **The system shall provide the capability for an authorized user to establish time limits on the payability (negotiability) of U.S. Treasury checks.** | | Source: DoDFMR Vol 05, Ch 05; Source Date: 4/1/2011; Source Number: 080301 | | | Disbursing_Disbursing_Offices_Officers_and_Agents_020 |
| Disbursing Offices, Officers and Agents | 17.09.021 | A | **The system shall provide the capability to notify an authorized user when numbers of U.S. Treasury checks issued approach 99,99,999. In support of such capability the system shall allow a user to input a check number that would trigger this notification.** | | Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070103.E | | | Disbursing_Disbursing_Offices_Officers_and_Agents_021 |

| Chapter | Req Id | Change Type | Requirement | Federal Sources | DoD Sources | BPM Processes | End 2 End Process | DFMIG Rule Name |
|---|---|---|---|---|---|---|---|---|
| Disbursing Offices, Officers and Agents | 17.09.022 | A | **The system shall provide the automated capability to notify an authorized user about the need to reorder the U.S. Treasury checks when the check stock falls to the 9-month supply-on-hand level. In support of such capability the system shall be able to calculate automatically an average monthly usage of the U.S. Treasury checks based on the Disbursing Office's historical data of the check usage.** | | Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070201 | | | Disbursing_Disbursing_Offices_Officers_and_Agents_022 |
| Disbursing Offices, Officers and Agents | 17.09.023 | A | **The system shall provide the capability for the Disbursing Officer or an authorized user to assign to a deputy operating outside of the main Disbursing Office a range of numbers (serial numbers or inventory control numbers) for U.S. Treasury Checks.** | | Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070108 Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070109 | | | Disbursing_Disbursing_Offices_Officers_and_Agents_023 |
| Disbursing Offices, Officers and Agents | 17.09.024 | A | **The system shall provide the capability to process transactions accounting for funds that are in transit to or from another DSSN, e.g., cash not yet received for which Treasury checks have been issued, mutilated or decomposed currency forwarded to an FRB (or in the case of foreign currency, to the central DO) for which reimbursement has not yet been received, and cash transferred to other DSSNs for which a U.S. Treasury check has not yet been received.** | | Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 190304.I | | | Disbursing_Disbursing_Offices_Officers_and_Agents_024 |

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| Disbursing Offices, Officers and Agents | 17.09.025 | A | **The system shall have controls preventing the Disbursing Officer, deputies, and agents to process payment transactions that they have personally certified.** | | Source: DoDFMR Vol 05, Ch 33; Source Date: 8/1/2010; Source Number: 330205 | | | Disbursing_Disbursing_Offices_Officers_and_Agents_025 |
| Disbursing Offices, Officers and Agents | 17.09.026 | A | **The system shall provide an authorized user with a capability to electronically sign and certify individual vouchers/payment records or summary vouchers/ready-to-pay files.** | | Source: DoDFMR Vol 05, Ch 33; Source Date: 8/1/2010; Source Number: 330703 | | | Disbursing_Disbursing_Offices_Officers_and_Agents_026 |
| Disbursing Offices, Officers and Agents | 17.09.027 | A | **The system shall provide the capability to electronically certify or digitally sign any type of financial document. Electronic and digital signatures must be: 1) Unique to that person 2) Under that person's sole control or custody 3) Linked to the documen** | | Source: DoDFMR Vol 05, Ch 01; Source Date: 8/1/2010; Source Number: 010303 | | | Disbursing_Disbursing_Offices_Officers_and_Agents_027 |
| Disbursing Offices, Officers and Agents | 17.09.028 | A | **The system shall provide the capability to process and account for imprest funds transactions.** | | Source: DoDFMR Vol 05, Ch 02; Source Date: 5/1/2012; Source Number: 0207 | | | Disbursing_Disbursing_Offices_Officers_and_Agents_028 |
| Disbursing Offices, Officers and Agents | 17.09.029 | A | **The system shall provide the capability to generate the exact replicas of all applicable to disbursing operations forms listed on the DoD Forms Program website. The system shall have the capability to automatically populate the forms and where applicable allow an authorized user manual data/info input.** | | Source: DoDFMR Vol 05, Ch 01; Source Date: 8/1/2010; Source Number: | | | Disbursing_Disbursing_Offices_Officers_and_Agents_029 |

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| Deposit and Transfer of Public Funds | 17.10.001 | A | **The system shall provide the capability to process transactions accounting for deposit of financial items and instruments. In support of such transaction the system shall generate and populate SF 215 (Deposit Ticket), and/or allow an authorized user to input data into all the applicable fields.** | Source: I TFM 5-3000; Source Date: 3/1/2008; Source Number: 3010 | Source: DoDFMR Vol 05, Ch 05; Source Date: 12/1/2010; Source Number: 0503 | | | Disbursing_Deposit_and_Transfer_of_Public_Funds_001 |
| Deposit and Transfer of Public Funds | 17.10.002 | A | **The system shall provide the capability to process transactions accounting for deposit of the following manually processed financial instruments: (1) U.S. Treasury checks and (2) Other negotiable instruments (e.g. personal checks, money orders, travelers checks, credit union share drafts and corporate checks) (3) Cash. In support of such transactions the system shall generate and/or populate a separate SF 215 (Deposit Ticket) for each group of the financial instruments.** | Source: I TFM 5-2000; Source Date: 10/4/2001; Source Number: 2035 | Source: DoDFMR Vol 05, Ch 05; Source Date: 12/1/2010; Source Number: 050202 | | | Disbursing_Deposit_and_Transfer_of_Public_Funds_002 |
| Deposit and Transfer of Public Funds | 17.10.003 | A | **The system shall provide the capability to establish, maintain and update a status of an SF 215 (Deposit Ticket), to one of the following: undeposited, deposited and confirmed.** | | Source: DoDFMR Vol 05, Ch 05; Source Date: 12/1/2010; Source Number: 050301.B Source: DoDFMR Vol 05, Ch 13; Source Date: 1/1/2011; Source Number: 130307 | | | Disbursing_Deposit_and_Transfer_of_Public_Funds_003 |

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| Deposit and Transfer of Public Funds | 17.10.004 | A | **The system shall provide the capability to process transactions accounting for checks deposited electronically either through Paper Check Conversion Over the Counter (PCC OTC) or OTCnet Check Capture. The system shall be directly interfaced with or have file upload/download capabilities to/from PCC-OTC or OTCnet Check Capture systems. In support of such transactions the system shall generate and populate SF 215 (Deposit Tickets) and/or allow an authorized user to populate all applicable fields.** | Source: Green Book Ch 7; Source Date: 5/1/2007; Source Number: 7-8 | Source: DoDFMR Vol 05, Ch 24; Source Date: 3/1/2012; Source Number: 240703 Source: DoDFMR Vol 05, Ch 24; Source Date: 3/1/2012; Source Number: 2408 | | | Disbursing_Deposit_and_Transfer_of_Public_Funds_004 |
| Deposit and Transfer of Public Funds | 17.10.005 | A | **The system shall provide the capability to reconcile automatically the listing of Deposit Tickets and Debit Vouchers imported from Ca$hLink II against DT/DV recorded in the system and generate a report of mismatches.** | | Source: DoDFMR Vol 05, Ch 05; Source Date: 12/1/2010; Source Number: 050401.D | | | Disbursing_Deposit_and_Transfer_of_Public_Funds_005 |
| Deposit and Transfer of Public Funds | 17.10.006 | A | **The system shall provide the capability to process a reversal of a deposit transaction. In support of such transaction the system shall generate and populate an OF 1017-G (Journal Voucher), and/or allow an authorized user to populate applicable fields.** | | Source: DoDFMR Vol 05, Ch 05; Source Date: 12/1/2010; Source Number: 050403.C | | | Disbursing_Deposit_and_Transfer_of_Public_Funds_006 |

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| Deposit and Transfer of Public Funds | 17.10.007 | A | **The system shall provide the capability for both an automated processing of or manual input of data for two types of a SF 5515: (1) received from the U.S. Treasury. These SFs 5515 are generally prepared only by depositaries as adjustments to erroneous amounts on SFs 215 and SFs 5515 to return negotiable instruments that are dishonored, or to adjust SFs 215 for counterfeit currency. All SFs 5515s prepared by depositaries are reported automatically to Treasury through CA$HLINK II. The depositary sends memorandum and confirmed copies of the SFs 5515 and supporting documents to the DO for recording and reporting. (2) received from the Federal Reserve Bank for electronic payments processed from a payment file.** | | Source: DoDFMR Vol 05, Ch 05; Source Date: 12/1/2010; Source Number: 050404 | | | Disbursing_Deposit_and_Transfer_of_Public_Funds_007 |
| Deposit and Transfer of Public Funds | 17.10.008 | A | **The system shall provide the capability to process transactions accounting for reversing the SF 5515 received from a financial institution. In support of such transaction the system shall generate and populate an SF 5515 (Debit Voucher), and/or allow an authorized user to populate all applicable fields.** | | Source: DoDFMR Vol 05, Ch 05; Source Date: 12/1/2010; Source Number: 050302 | | | Disbursing_Deposit_and_Transfer_of_Public_Funds_008 |

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| Deposit and Transfer of Public Funds | 17.10.009 | A | **The system shall provide the capability to process transactions accounting for shipment of funds. In support of such transactions the system shall generate and populate the DD 165 (Shipment of Funds), and/or allow an authorized user to input data into applicable fields on the form. The DD Form 165 is required for any shipment containing coin or currency regardless of amount including mutilated currency and unfit coins (U.S. and foreign).** | | Source: DoDFMR Vol 05, Ch 05; Source Date: 12/1/2010; Source Number: 050501 Source: DoDFMR Vol 05, Ch 05; Source Date: 12/1/2010; Source Number: 050502 | | | Disbursing_Deposit_and_Transfer_of_Public_Funds_009 |
| Deposit and Transfer of Public Funds | 17.10.010 | A | **The system shall provide the automated capability to reconcile recorded deposit and collection transaction data with data residing in U.S. Treasury government wide financial systems (e.g. CA$HLINK II, TRS). In support of such function the system shall have the capabilities to: (1) import applicable reports from U.S. Treasury government wide financial system (2) identify differences/mismatches/discrepancies (3) provide functionality for their resolutions.** | Source: OFFM-NO-0106; Source Date: 1/1/2006; Source Number: FBC-07 | Source: DoDFMR Vol 05, Ch 24; Source Date: 3/1/2012; Source Number: 2410 | | | Disbursing_Deposit_and_Transfer_of_Public_Funds_010 |
| Deposit and Transfer of Public Funds | 17.10.011 | A | **The system shall provide the capability to generate and populate a Deposit Activity Report, and/or allow an authorized user to input data/info into all applicable fields.** | | Source: DoDFMR Vol 05, Ch 05; Source Date: 12/1/2010; Source Number: 050406 | | | Disbursing_Deposit_and_Transfer_of_Public_Funds_011 |

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| U.S. Treasury Checks | 17.11.001 | A | **The system shall provide the capability to process U.S. Treasury Check payments.** | | Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070101 | | | Disbursing_U.S._Treasury_Checks_001 |
| U.S. Treasury Checks | 17.11.002 | A | **The system shall provide the capability to generate U.S. Treasury check print file(s) from: (1) certified ready to pay files received from an entitlement system and (2) payments generated internally by the Disbursing Office. In support of such capability** | | Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110210.B.4.c□Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110306.C□Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070303□Source: DoDFMR Vol 05, | | | Disbursing_U.S._Treasury_Checks_002 |
| U.S. Treasury Checks | 17.11.003 | A | **The system shall provide the capability to generate a check print file for payroll payments several days prior to the scheduled pay day to ensure timely delivery of checks to designated payees. In support of such capability the system shall allow an authorized user to set a number of business days preceding the pay day for triggering a generation of the check print file.** | | Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070105.B | | | Disbursing_U.S._Treasury_Checks_003 |
| U.S. Treasury Checks | 17.11.004 | A | **The system must provide automated functionality to generate one bulk check payment print file regardless of payee type (employee or vendor).** | Source: OFFM-NO-0106; Source Date: 1/1/2006; Source Number: PMD-34 | | | | Disbursing_U.S._Treasury_Checks_004 |

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| U.S. Treasury Checks | 17.11.005 | A | **The system shall have controls preventing a Disbursing Agent from issuing U.S. Treasury Checks.** | | Source: DoDFMR Vol 05, Ch 02; Source Date: 5/1/2012; Source Number: 020205.B | | | Disbursing_U.S._Treasury_Checks_005 |
| U.S. Treasury Checks | 17.11.006 | A | **The system shall have controls preventing issuance of U.S. Treasury check made payable to "cash".** | | Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070105.A | | | Disbursing_U.S._Treasury_Checks_006 |
| U.S. Treasury Checks | 17.11.007 | A | **The system shall provide the capability, when security regulations require, to not show on exchange-for-cash checks the name of the remitter or reference any invoices.** | | Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070502 | | | Disbursing_U.S._Treasury_Checks_007 |
| U.S. Treasury Checks | 17.11.008 | A | **The system shall provide the capability to generate and populate the Blank Check Control Log, and/or allow an authorized user to input data into all applicable fields. This log is used for maintaining a perpetual inventory of un-numbered and pre-numbered U.S. Treasury check stocks on hand, controlling the receipt and release of checks and recording of lost or stolen checks.** | | Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070108 Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070110 | | | Disbursing_U.S._Treasury_Checks_008 |
| U.S. Treasury Checks | 17.11.009 | A | **The system shall provide the capability to permit the Blank Check Control Log to be used to control issuance and return of checks between the DO and sites external to the disbursing office where the checks are prepared.** | | Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070109 | | | Disbursing_U.S._Treasury_Checks_009 |

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| U.S. Treasury Checks | 17.11.010 | A | **The system shall provide the capability to register transactions accounting for issuance of the U.S. Treasury checks. In support of such capability the system shall generate and populate a Record of Checks Issued.** | | Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070305 | | | Disbursing_U.S._Treasury_Checks_010 |
| U.S. Treasury Checks | 17.11.011 | A | **The system shall provide the capability to issue the U.S. Treasury checks in strict numerical sequence within each series.** | | Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070301 | | | Disbursing_U.S._Treasury_Checks_011 |
| U.S. Treasury Checks | 17.11.012 | A | **The system shall provide the capability to assign a unique 8-digit check number to each record of the check print file when making payments with unnumbered check stock.** | | Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070103.C□Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070103.F | | | Disbursing_U.S._Treasury_Checks_012 |
| U.S. Treasury Checks | 17.11.013 | A | **The system shall have capability to prevent issuance of a the US Treasury check for the amount more than $99,999,999.99. When such situation occurs the system shall have the capability to issue a sufficient number of the US Treasury checks equal to the total required amount if the amount exceeds $99,999,999.99.** | Source: I TFM 4-2000; Source Date: 2/9/1998; Source Number: 2020.40 | Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070301 | | | Disbursing_U.S._Treasury_Checks_013 |
| U.S. Treasury Checks | 17.11.014 | A | **The system shall provide the capability to create a print file for the Emergency Check Stock and allow an authorized user to set a range of check serial numbers in the 90-99 million range.** | | Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070204 | | | Disbursing_U.S._Treasury_Checks_014 |

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| U.S. Treasury Checks | 17.11.015 | A | **The system shall provide the capability to run verification of a check print file against original sources of the records included in the file: certified pending payment files and individual certified payment transactions generated internally by the Disbursing Office. If any mismatches are identified the system shall (1) preclude check print file from been sent to check printing system (2) generate report of all identified mismatches (3) notify an authorized user so an appropriate course of actions can be determined** | | Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110306.C | | | Disbursing_U.S._Treasury_Checks_015 |
| U.S. Treasury Checks | 17.11.016 | A | **The system shall provide the capability for an authorized user to generate an exchange for cash U.S. Treasury check for the following purposes: a)exchange transaction for an eligible individual b)advancing funds to a deputy, agent, or cashier c) obtaining operating or accommodation cash by DO and Deputy DO d)remitting collections for the sale of postal money orders to the U.S. Post Office e)remitting collections for personal messages of military personnel to Western Union, inscribed to "Western Union" In support of such transactions the system shall generate and populate an OF 1017-G (Journal Voucher), and/or allow an authorized user to populate all applicable fields.** | | Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 0705 | | | Disbursing_U.S._Treasury_Checks_016 |

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|---|---|---|---|---|---|---|---|---|
| U.S. Treasury Checks | 17.11.017 | A | **The system shall provide the capability to process returned to the Disbursing Officer exchange-for-cash checks which were originally issued only as advances of funds to deputies, agents, and/or cashiers. The system shall prevent recording of these checks as canceled. The system also shall have edits preventing processing of exchange-for-cash checks which were originally issued for all other purposes.** | | Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070504 | | | Disbursing_U.S._Treasury_Checks_017 |
| U.S. Treasury Checks | 17.11.018 | A | **The system shall have controls to prevent the reissuance to an individual of an exchange-for-cash check that has been lost, stolen or destroyed prior to the receipt of credit from Treasury for the original check.** | | Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070505.A | | | Disbursing_U.S._Treasury_Checks_018 |
| U.S. Treasury Checks | 17.11.019 | A | **The system shall provide the capability for an authorized user to prepare a SF 1080 (No-Check-Drawn) to transfer the credit from Unavailable Check Cancellations and Overpayments, Suspense, **F3880, to offset the loss of funds in the DOs accountability whe** | | Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070505.B | | | Disbursing_U.S._Treasury_Checks_019 |

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| U.S. Treasury Checks | 17.11.020 | A | **The system shall provide the capability to generate, populate, and/or allow an authorized user to input data to all applicable fields for the SF 1184 (Unavailable Check Cancellation) and to record all transactions that are generated for purpose of correction of serial number for submission to Treasury to correct a duplicate check number issued to an entitled payee.** | | Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070601 | | | Disbursing_U.S._Treasury_Checks_020 |
| U.S. Treasury Checks | 17.11.021 | A | **The system shall provide the capability for a user to process correcting entries on the SF 1179 when incorrect check issue information has been reported to the Department of the Treasury and identified on FMS Form 5206.** | | Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070602.A | | | Disbursing_U.S._Treasury_Checks_021 |
| U.S. Treasury Checks | 17.11.022 | A | **The system shall provide the capability to issue a supplemental U.S. Treasury Check, if the Disbursing Officer receives a valid claim from a payee for an underpayment of $1 or less.** | | Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070602.B | | | Disbursing_U.S._Treasury_Checks_022 |
| U.S. Treasury Checks | 17.11.023 | A | **The system shall provide the capability to process transactions accounting for recording and resolving U.S. Treasury check issue overdrafts.** | | Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070603 | | | Disbursing_U.S._Treasury_Checks_023 |

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| U.S. Treasury Checks | 17.11.024 | A | **The system shall provide the capability to process transactions accounting for check issue overdrafts discovered after submission of financial reports to Treasury. In support of such transaction the system shall generate and populate an OF 1017-G (Journal Voucher), and/or allow an authorized user to populate all applicable fields** | | Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070603.E | | | Disbursing_U.S._Treasury_Checks_024 |
| U.S. Treasury Checks | 17.11.025 | A | **The system shall provide the capability to process the resolution of the check overdraft issues using one of three methods: 1) By collection supported by an OF 1017-G (Journal Voucher) 2) By Supplemental Charge to Appropriation and supported by SF 1034 (or a one-sided SF 1080) or 3) By Supplemental Charge to Military Pay supported by an SF 1034 (or one-sided SF 1081)** | | Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070603.F | | | Disbursing_U.S._Treasury_Checks_025 |
| U.S. Treasury Checks | 17.11.026 | A | **The system shall provide the capability to process transactions accounting for recording and resolving U.S. Treasury check issue underdrafts.** | | Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070604 | | | Disbursing_U.S._Treasury_Checks_026 |
| U.S. Treasury Checks | 17.11.027 | A | **The system shall provide the capability to record valid check issue underdrafts through the preparation of a DD Form 1131 giving credit for the value of the underdraft to deposit fund "Accounts Payable, Check Issue Underdrafts"** | | Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070604.A | | | Disbursing_U.S._Treasury_Checks_027 |

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| U.S. Treasury Checks | 17.11.028 | A | **The system shall provide the capability to resolve check issue underdrafts by issuing a Supplemental Check. In support of such transaction the system shall generate and populate, or allow an authorized user populate an SF 1034 charging "Accounts Payable - Check Issue Underdrafts, fund account **X6999" and a check shall be drawn in favor of the original payee.** | | Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070604.E.1 | | | Disbursing_U.S._Treasury_Checks_028 |
| U.S. Treasury Checks | 17.11.029 | A | **The system shall provide the capability to resolve check issue underdraft by a By Credit to an Appropriation. In support of such capability the system shall generate and populate or allow an authorized user populate the DD Form 1131 and charge "Accounts Payable - Check Issue Underdrafts, fund account **X6999" and credit the appropriation charged on the original payment voucher** | | Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070604.E.2 | | | Disbursing_U.S._Treasury_Checks_029 |
| U.S. Treasury Checks | 17.11.030 | A | **The system shall provide the capability to process transactions accounting for a check issue discrepancy of $1.01 or more for any prior month or current months check issue errors that are detected by the disbursing office less than 1 year after the month** | | Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070605.B | | | Disbursing_U.S._Treasury_Checks_030 |
| U.S. Treasury Checks | 17.11.031 | A | **The system shall prevent the reporting of adjustments to the Treasury of overpayments by US Treasury check for amounts less than $1.00.** | | Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070605.A | | | Disbursing_U.S._Treasury_Checks_031 |

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| U.S. Treasury Checks | 17.11.032 | A | **The system shall prevent the reporting of adjustments to the Treasury of underpayments by US Treasury checks for amounts less than $1.00 unless a supplemental check is issued.** | | Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070605.A | | | Disbursing_U.S._Treasury_Checks_032 |
| U.S. Treasury Checks | 17.11.033 | A | **The system shall provide the capability to process spoiled U.S. Treasury checks. Checks spoiled during the check issue process fall into two categories: (1) not reported to U.S. Treasury (2) reported to U.S. Treasury as issued with a dollar value greater than zero.** | | Source: DoDFMR Vol 05, Ch 08; Source Date: 4/1/2011; Source Number: 080201 | | | Disbursing_U.S._Treasury_Checks_033 |
| U.S. Treasury Checks | 17.11.034 | A | **The system shall provide the capability to generate and populate Record of Spoiled Checks. This record must include the original spoiled check number and date; the original voucher number; the replacement check number and date; the voucher number of SF 1098 or recertified payment, whichever is applicable; the payee; and the amount of payment.** | | Source: DoDFMR Vol 05, Ch 08; Source Date: 4/1/2011; Source Number: 080201.D | | | Disbursing_U.S._Treasury_Checks_034 |
| U.S. Treasury Checks | 17.11.035 | A | **The system shall provide the capability to generate and populate the Certificate of Destruction, and/or allow an authorized user to input all applicable/required data/info. It is used to document the destruction of the spoiled checks.** | | Source: DoDFMR Vol 05, Ch 08; Source Date: 4/1/2011; Source Number: 080201.E.1 | | | Disbursing_U.S._Treasury_Checks_035 |

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| U.S. Treasury Checks | 17.11.036 | A | **The system provide the capability to process voided U.S. Treasury checks. In support of such capability the system shall allow to distinguish between following categories of checks : (1) checks that are misprinted or mutilated during the issue process or are determined not to be proper payments, and have not been reported as check issues with a dollar amount greater than zero (2) destroyed unused checks (3) lost or stolen blank checks.** | | Source: DoDFMR Vol 05, Ch 08; Source Date: 4/1/2011; Source Number: 080202 | | | Disbursing_U.S._Treasury_Checks_036 |
| U.S. Treasury Checks | 17.11.037 | A | **The system shall provide the capability to process transactions accounting for returned and undelivered U.S. Treasury checks and bonds. In support of such transactions the system shall generate and populate the DD Form 2658 (Returned and Undeliverable Check/Bond Record) and/or allow an authorized user to input data/info into the applicable fields.** | | Source: DoDFMR Vol 05, Ch 08; Source Date: 4/1/2011; Source Number: 080303 | | | Disbursing_U.S._Treasury_Checks_037 |
| U.S. Treasury Checks | 17.11.038 | A | **The system shall notify an authorized user when the DD Form 2658 contains records of undelivered U.S. Treasury checks that have not been further processed with a date of return greater than 3 days.** | | Source: DoDFMR Vol 05, Ch 08; Source Date: 4/1/2011; Source Number: 080303.B | | | Disbursing_U.S._Treasury_Checks_038 |
| U.S. Treasury Checks | 17.11.039 | A | **The system shall provide the capability to send an electronic record of the DD Form 2658 to the appropriate entitlement area regarding the receipt of a returned check or bond.** | | Source: DoDFMR Vol 05, Ch 08; Source Date: 4/1/2011; Source Number: 080303 | | | Disbursing_U.S._Treasury_Checks_039 |

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| U.S. Treasury Checks | 17.11.040 | A | **The system shall provide the capability to process transactions accounting for canceled and undelivered U.S. Treasury checks. In support of such transaction the system shall generate and populate SF 1098 (Schedule of Canceled or Undelivered Checks), and/or allow an authorized user to populate all applicable fields.** | | Source: DoDFMR Vol 05, Ch 08; Source Date: 4/1/2011; Source Number: 080304.A | | | Disbursing_U.S._Treasury_Checks_040 |
| U.S. Treasury Checks | 17.11.041 | A | **The system shall provide the capability to generate and populate a report showing a status of the Disbursing Officer suspense accounts (**F3875, **F3880,etc)** | | Source: DoDFMR Vol 05, Ch 08; Source Date: 4/1/2011; Source Number: 080304.B Source: DoDFMR Vol 05, Ch 08; Source Date: 4/1/2011; Source Number: 080410.E | | | Disbursing_U.S._Treasury_Checks_041 |
| U.S. Treasury Checks | 17.11.042 | A | **The system shall provide the capability to process transactions accounting for issuance of recertified U.S. Treasury checks. For recording such transaction the system shall generate, populate the DD Form 2662 (Recertified Payment Register), and/or allow an authorized user to input data/info to the applicable fields. DD 2662 provides a cross-reference and control over unavailable check cancellations and issuance of recertified check payments.** | | Source: DoDFMR Vol 05, Ch 08; Source Date: 4/1/2011; Source Number: 080402 | | | Disbursing_U.S._Treasury_Checks_042 |

| Chapter | Req Id | Change Type | Requirement | Federal Sources | DoD Sources | BPM Processes | End 2 End Process | DFMIG Rule Name |
|---|---|---|---|---|---|---|---|---|
| U.S. Treasury Checks | 17.11.043 | A | **The system shall provide the capability to process transactions accounting for unavailable check cancellations In support if such transactions the system shall generate and populate an SF 1184 (Unavailable Check Cancellation), and/or allow an authorized user to input data/info into all applicable fields. The SF 1184 is used to stop payment, obtain photocopies, or check the payment status of unavailable U.S. Treasury checks.** | | Source: DoDFMR Vol 05, Ch 08; Source Date: 4/1/2011; Source Number: 080403 | | | Disbursing_U.S._Treasury_Checks_043 |
| U.S. Treasury Checks | 17.11.044 | A | **The system shall provide the capability to create daily an electronic media file containing SF 1184 (Unavailable Check Cancellation (UCC)) and upload it into the Defense Check Reconciliation Module (DCRM) Unavailable Check Cancellation (UCC) subsystem. This subsystem transfers SF 1184 records to the U.S. Treasury biweekly.** | | Source: DoDFMR Vol 05, Ch 08; Source Date: 4/1/2011; Source Number: 080404 | | | Disbursing_U.S._Treasury_Checks_044 |
| U.S. Treasury Checks | 17.11.045 | A | **The system shall support manual or automated processing of received the Daily Advice of Status (DAS). U.S. Treasury issues DAS on every SF 1184 (Unavailable Check Cancellation (UCC)) received from a disbursing office.** | Source: I TFM 4-7000; Source Date: 8/1/2007; Source Number: 7045.20.c | Source: DoDFMR Vol 05, Ch 08; Source Date: 4/1/2011; Source Number: 080407 | | | Disbursing_U.S._Treasury_Checks_045 |

| Chapter | Req Id | Change Type | Requirement | Federal Sources | DoD Sources | BPM Processes | End 2 End Process | DFMIG Rule Name |
|---|---|---|---|---|---|---|---|---|
| U.S. Treasury Checks | 17.11.046 | A | **The system shall provide the capability to process transactions accounting for the credit or charge to budget clearing account **F3880 (Unavailable Check Cancellations and Overpayments (Suspense)). In support of such transactions the system shall process automatically an electronic record of an SF 1081 (Voucher and Schedule of Withdrawals and Credits) received from the U.S. Treasury or allow an authorized user to input this data/info manually.** | | Source: DoDFMR Vol 05, Ch 08; Source Date: 4/1/2011; Source Number: 080410.A | | | Disbursing_U.S._Treasury_Checks_046 |
| U.S. Treasury Checks | 17.11.047 | A | **The system shall provide the capability to process transaction accounting for canceled unavailable U.S. Treasury check that is negotiated by a financial institution after cancellation by Treasury. In support of such transaction the system shall automatically process an electronic record of an SF 1081, received from the U.S. Treasury, reversing the credit to **F3880 or other account designated by Treasury or allow manual input of the data/info from the SF 1081.** | Source: I TFM 4-7000; Source Date: 8/1/2007; Source Number: 7050.30 | Source: DoDFMR Vol 05, Ch 08; Source Date: 4/1/2011; Source Number: 080410.A.2 | | | Disbursing_U.S._Treasury_Checks_047 |
| U.S. Treasury Checks | 17.11.048 | A | **The system shall provide the capability to process transactions accounting for clearance of the credit or charge from the DOs **F3880 (Unavailable Check Cancellations and Overpayments (Suspense)) account, returning the funds to the appropriation charged o** | Source: I TFM 4-7000; Source Date: 8/1/2007; Source Number: 7050.35 | Source: DoDFMR Vol 05, Ch 08; Source Date: 4/1/2011; Source Number: 080410.B | | | Disbursing_U.S._Treasury_Checks_048 |

| Chapter | Req Id | Change Type | Requirement | Federal Sources | DoD Sources | BPM Processes | End 2 End Process | DFMIG Rule Name |
|---|---|---|---|---|---|---|---|---|
| U.S. Treasury Checks | 17.11.049 | A | **The system shall provide the capability to process transactions accounting for limited playability check cancellation. In support of such capability the system shall automatically process electronic records of received an SF 1081(Voucher and Schedule of Withdrawals and Credits) or allow manual input of this data/info. U.S. Treasury sends limited payability cancellation credits monthly with an SF 1081 and a listing of checks canceled; the listing will include identifying information for the checks canceled. Where possible, Treasury sends the proceeds of these canceled checks through the GOALS II/IPAC system; the transmission will include any detailed identifying information provided in the original check issue data submission.** | | Source: DoDFMR Vol 05, Ch 08; Source Date: 4/1/2011; Source Number: 080504 | | | Disbursing_U.S._Treasury_Checks_049 |

| Chapter | Req Id | Change Type | Requirement | Federal Sources | DoD Sources | BPM Processes | End 2 End Process | DFMIG Rule Name |
|---|---|---|---|---|---|---|---|---|
| U.S. Treasury Checks | 17.11.050 | A | **The system in support of processing Claims of Nonpayment of the Underlying Obligation by the U.S. Treasury checks shall provide the capability for a user to: a) verify that the original check was either mass canceled or canceled under limited payability b) verify that credit for the check was received from Treasury and transferred by the accounting office to the original appropriation charged when the check was issued c)verify that the original check was not spoiled or voided and reissued using a check bearing another serial number d) verify that the original check was not previously replaced by a recertified payment check** | | Source: DoDFMR Vol 05, Ch 08; Source Date: 4/1/2011; Source Number: 080508 | | | Disbursing_U.S._Treasury_Checks_050 |

| Chapter | Req Id | Change Type | Requirement | Federal Sources | DoD Sources | BPM Processes | End 2 End Process | DFMIG Rule Name |
|---|---|---|---|---|---|---|---|---|
| Check Issue Reconciliation and Reporting | 17.12.001 | A | **The system shall provide the capability to transmit a file containing U.S. Treasury check issue data in the Level 8 format to the U.S. Treasury for update to the Treasury Check Information System (TCIS). In support of such capability the system shall be interfaced with or have file upload/download capability to/from Defense Check Reconciliation Module (DCRM). The Department of Defense (DoD) uses DCRM as a management control and reporting system for U.S. Treasury checks issued by the DoD for direct submission of the check issue detail to the Treasury. The DCRM sends the check issue file via the Treasury's preferred method of transmission, Connect: Direct, an encrypted electronic host-to-host file** | | Source: DoDFMR Vol 05, Ch 09; Source Date: 11/1/2010; Source Number: 090102 | | | Disbursing_Check_Issue_Reconciliation_and_Reporting_001 |
| Check Issue Reconciliation and Reporting | 17.12.002 | A | **The system shall provide the capability to create electronic media file with U.S. Treasury check issue data and upload it into the Defense Check Reconciliation Module (DCRM).** | | Source: DoDFMR Vol 05, Ch 09; Source Date: 11/1/2010; Source Number: 090102 | | | Disbursing_Check_Issue_Reconciliation_and_Reporting_002 |
| Check Issue Reconciliation and Reporting | 17.12.003 | A | **The system shall provide an automated capability to update status of each check payment submitted through DCRM. In support of such capability the system shall import confirmation/processing reports from DCRM.** | | Source: DoDFMR Vol 05, Ch 09; Source Date: 11/1/2010; Source Number: 090102 | | | Disbursing_Check_Issue_Reconciliation_and_Reporting_003 |

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|---|---|---|---|---|---|---|---|---|
| Check Issue Reconciliation and Reporting | 17.12.004 | A | **The system shall provide the capability to generate and populate SF 1179 (Month-End Check Issue Summary), and/or allow an authorized user to populate all the applicable fields. This report summarizes the total dollar amount of the current month checks iss** | | Source: DoDFMR Vol 05, Ch 09; Source Date: 11/1/2010; Source Number: 0902 | | | Disbursing_Check_Issue_Reconciliation_and_Reporting_004 |
| Check Issue Reconciliation and Reporting | 17.12.005 | A | **The system shall support check issue reconciliation process. It shall allow to identify check issue/reporting discrepancies by importing/inputting data/info either from U.S. Treasury's Comparison of Checks Issued Report or DCRM two-part check issue balancing report called the SF 1219 Statement of Accountability to DCRM Check Issues Reported. The system as well shall provide the capability to clear the identified discrepancies.** | | Source: DoDFMR Vol 05, Ch 09; Source Date: 11/1/2010; Source Number: 090602□Source: DoDFMR Vol 05, Ch 09; Source Date: 11/1/2010; Source Number: 090601 | | | Disbursing_Check_Issue_Reconciliation_and_Reporting_005 |
| Check Issue Reconciliation and Reporting | 17.12.006 | A | **The system shall provide the capability to process transactions accounting for check issue discrepancies that were identified after 12 months from a check issue date, the period of its negotiability. In support of such transactions the system shall generate populate an OF 1017-G (Journal Voucher), and/or allow an authorized user to populate all applicable fields.** | | Source: DoDFMR Vol 05, Ch 09; Source Date: 11/1/2010; Source Number: 090303.B | | | Disbursing_Check_Issue_Reconciliation_and_Reporting_006 |

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|---|---|---|---|---|---|---|---|---|
| Check Issue Reconciliation and Reporting | 17.12.007 | A | **The system shall provide the capability to process transaction accounting for check issue discrepancy identified by the U.S. Treasury after check has been negotiated. In support of such functionality the system shall have in place an automatic or manual processing of received FMS Form 5206 (Advice of Check Issue Discrepancy). The form is computer-generated and contains a complete description of the discrepancy. The Treasury furnishes three copies of the form and a copy of the check referenced on it to the DO, who is responsible for making the required adjustment. The form is a correcting entry and changes the amount reported on the check issue report to the actual amount on the face of the check.** | Source: I TFM 4-6000; Source Date: 12/1/2001; Source Number: 6045.10 | Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070602 Source: DoDFMR Vol 05, Ch 09; Source Date: 11/1/2010; Source Number: 090302 | | | Disbursing_Check_Issue_Reconciliation_and_Reporting_007 |
| Check Issue Reconciliation and Reporting | 17.12.008 | A | **The system shall provide the capability to summarize net dollar amount adjustments to prior months U.S. Treasury check issued. In support of such capability the system shall generate and populate an OF 1017-G (Journal Voucher), and/or allow an authorized user to populate all applicable fields.** | | Source: DoDFMR Vol 05, Ch 09; Source Date: 11/1/2010; Source Number: 090304.A | | | Disbursing_Check_Issue_Reconciliation_and_Reporting_008 |

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|---|---|---|---|---|---|---|---|---|
| Check Issue Reconciliation and Reporting | 17.12.009 | A | **The system shall provide the capability to repform a post-print verification of a check payment listing, checks, and check issue Level 8 data prior to releasing the checks and the check issue data through Defense Check Reconciliation Module (DCRM) to the** | | Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: Table 7-1 | | | Disbursing_Check_Issue_Reconciliation_and_Reporting_009 |
| Collections | 17.13.001 | A | **The system shall provide the capability to process and account for collection transactions of the following financial instruments: (1) US Currency and Coins (2) Foreign Currency and Coins (3) Money orders (4) Returned Electronic Funds Transfer payments** | | Source: DoDFMR Vol 05, Ch 10; Source Date: 9/1/2011; Source Number: 100202.C□Source: DoDFMR Vol 05, Ch 10; Source Date: 9/1/2011; Source Number: 100405□Source: DoDFMR Vol 05, Ch 10; Source Date: 9/1/2011; Source Number: 100103□Source: DoDFMR Vol 05, Ch 12 | | | Disbursing_Collections_001 |
| Collections | 17.13.002 | A | **The system shall provide the capability to process and separately account for the following types of collections: Receipt, Reimbursement and Refund.** | | Source: DoDFMR Vol 05, Ch 10; Source Date: 9/1/2011; Source Number: 1001 | | | Disbursing_Collections_002 |

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|---|---|---|---|---|---|---|---|---|
| Collections | 17.13.003 | A | **The system shall provide the capability to process and account for two types of refunds: (1) Collection - supported by the DD Form 1131 with a positive amount using the same accounting classification as the one on the original disbursement voucher. (2) Negative Disbursement - supported by applicable disbursement voucher with offsets (bracketed) amounts, and considered as reductions in disbursements rather than collections** | | Source: DoDFMR Vol 05, Ch 10; Source Date: 9/1/2011; Source Number: 100103 | | | Disbursing_Collections_003 |
| Collections | 17.13.004 | A | **The system shall provide the capability process transactions accounting for vouchered collections. In support of such transactions the system shall generate and populate DD Form 1131 (Collection Voucher), and/or allow an authorized user to input data/info in applicable fields.** | | Source: DoDFMR Vol 05, Ch 10; Source Date: 9/1/2011; Source Number: 100507.A | | | Disbursing_Collections_004 |
| Collections | 17.13.005 | A | **The system shall provide the capability to generate and populate the DD Form 2659 (Collection) Voucher Control Log, and/or allow an authorized user to input data/info into the applicable fields. The DD 2659 summarizes daily collection transactions and maintains perpetual inventory of voucher numbers.** | | Source: DoDFMR Vol 05, Ch 10; Source Date: 9/1/2011; Source Number: 100405 | | | Disbursing_Collections_005 |
| Collections | 17.13.006 | A | **The system shall provide the capability to assign collection voucher numbers consecutively starting at the beginning of each fiscal year.** | | Source: DoDFMR Vol 05, Ch 10; Source Date: 9/1/2011; Source Number: 100502 | | | Disbursing_Collections_006 |

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|---|---|---|---|---|---|---|---|---|
| Collections | 17.13.007 | A | **The system shall provide the capability for the Disbursing Officer to assign a range of numbers of Collection vouchers to deputies, agents and cashiers operating outside of the main Disbursing Office.** | | Source: DoDFMR Vol 05, Ch 10; Source Date: 9/1/2011; Source Number: 100405 | | | Disbursing_Collections_007 |
| Collections | 17.13.008 | A | **The system shall provide the capability for an authorized user to electronically validate a collection voucher.** | | Source: DoDFMR Vol 05, Ch 10; Source Date: 9/1/2011; Source Number: 100301.C | | | Disbursing_Collections_008 |
| Collections | 17.13.009 | A | **The system shall have edits to ensure that a collection voucher created internally in the disbursing office contains all required data/info to include accounting classification, otherwise it shall not be available to a cashier, agent or another authorized user to process the collection.** | | Source: DoDFMR Vol 05, Ch 10; Source Date: 9/1/2011; Source Number: 100501.A | | | Disbursing_Collections_009 |
| Collections | 17.13.010 | A | **The system shall provide the capability for a cashier, agent or another authorized user, to reject a collection voucher back to its originator for a correction if it fails verification edits or contains incorrect data/info.** | | Source: DoDFMR Vol 05, Ch 10; Source Date: 9/1/2011; Source Number: 100501.A | | | Disbursing_Collections_010 |
| Collections | 17.13.011 | A | **The system shall provide the capability to receive from an entitlement system and process a ready to collect file containing collection transactions** | | Source: DoDFMR Vol 05, Ch 10; Source Date: 9/1/2011; Source Number: 100201 | | | Disbursing_Collections_011 |

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| Collections | 17.13.012 | A | **The system shall have edits to ensure that individual collection transactions included into the ready to collect file received from an entitlement system contain all required data/info, to include accounting classification. The system shall allow further processing of only transactions that passed all the edits and automatically reject the ones that failed them.** | | Source: DoDFMR Vol 05, Ch 10; Source Date: 9/1/2011; Source Number: 100501.A | | | Disbursing_Collections_012 |
| Collections | 17.13.013 | A | **The system shall provide the capability to generate for each applicable entitlement system a collection reject file containing transactions rejected from an original collection file received from such system.** | | Source: DoDFMR Vol 05, Ch 10; Source Date: 9/1/2011; Source Number: 100501.A | | | Disbursing_Collections_013 |
| Collections | 17.13.014 | A | **The system shall provide the capability to send collection reject files back to the applicable entitlement system and individual rejected collection transactions back to their originator if the transaction was generated internally by the disbursing office.** | | Source: DoDFMR Vol 05, Ch 10; Source Date: 9/1/2011; Source Number: 100501.A | | | Disbursing_Collections_014 |
| Collections | 17.13.015 | A | **The system shall provide the capability to generate for the applicable entitlement systems post collection files containing collection transactions processed by Disbursing.** | | Source: DoDFMR Vol 05, Ch 10; Source Date: 9/1/2011; Source Number: 100402 | | | Disbursing_Collections_015 |

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| Collections | 17.13.016 | A | **The system shall provide the capability to process transactions accounting for collection of unidentified remittances into the appropriate budget clearing account or deposit fund. For such transaction the system shall generate and populate the DD Form 1131 (Collection Voucher), and/or allow a user to populate all the applicable fields. Upon determining the proper accounting classification, the system shall allow to generate an SF 1081(Voucher and Schedule of Withdrawals and Credits) to charge the appropriate budget clearing account or deposit fund and credit the proper appropriation or fund.** | | Source: DoDFMR Vol 05, Ch 10; Source Date: 9/1/2011; Source Number: 100201.A.2 | | | Disbursing_Collections_016 |
| Collections | 17.13.017 | A | **The system shall provide the capability to process transactions accounting for unvouchered collections (dishonored checks cashed, losses of funds, etc.). In support of such transactions the system shall generate and populate an OF 1017-G (Journal Voucher), and/or allow an authorized user to input data into all applicable fields.** | | Source: DoDFMR Vol 05, Ch 10; Source Date: 9/1/2011; Source Number: 100201.B | | | Disbursing_Collections_017 |

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|---|---|---|---|---|---|---|---|---|
| Collections | 17.13.018 | A | **The system shall provide the capability to process transactions accounting for collections for other agencies. In support of such transactions the system shall generate and populate DD Form 1131 (Collection Voucher), and or allow and authorized user to populate all the applicable fields. If the accounting classification cannot be immediately determined the collection should be processed it into applicable budget clearing or deposit fund accounts. The system shall have edits preventing processing of this transaction as TFO. Upon determining the correct accounting classification, the system shall generate an SF 1080 (TFO) to clear the suspense account.** | | Source: DoDFMR Vol 05, Ch 10; Source Date: 9/1/2011; Source Number: 100403 | | | Disbursing_Collections_018 |
| Collections | 17.13.019 | A | **The system shall provide the capability for an authorized user to process overages of funds.** | | Source: DoDFMR Vol 05, Ch 10; Source Date: 9/1/2011; Source Number: 100404 | | | Disbursing_Collections_019 |
| Collections | 17.13.020 | A | **The system shall provide the capability to process collections of Overpayments and Underpayments by $10 or less. For overpayment of such amount the system shall generate and populate the DD Form 1131(Collection Voucher), and/or allow an authorized user to** | | Source: DoDFMR Vol 05, Ch 10; Source Date: 9/1/2011; Source Number: 100406 | | | Disbursing_Collections_020 |

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| Collections | 17.13.021 | A | **The system shall provide the capability to process a transaction/voucher that is used simultaneously for both a disbursement and collection (SF 1081, SF 1080, etc) as a disbursement transaction/voucher.** | | Source: DoDFMR Vol 05, Ch 10; Source Date: 9/1/2011; Source Number: 100505 | | | Disbursing_Collections_021 |
| Collections | 17.13.022 | A | **The system shall be provide the capability to process transactions supported by the DD Form 707 (Report of Deposit) received from commissaries.** | | Source: DoDFMR Vol 05, Ch 10; Source Date: 9/1/2011; Source Number: 100507.D | | | Disbursing_Collections_022 |
| Disbursements | 17.14.001 | A | **The system shall provide the capability to process and account for disbursing transactions. For each disbursing transaction the system shall generate and populate, and or allow an authorized person to populate all applicable fields of the following disbursing vouchers: (1) an SF 1034 (Public Voucher for Purchases and Services Other Than Personal) (2) an SF 1080 (Voucher for Transfers Between Appropriations and/or Funds) (3) an SF 1081 (Voucher and Schedule of Withdrawals and Credits) (4) SF 44 (Purchase Order-Invoice-Voucher). The system shall have edits allowing to ensure that each disbursing voucher contains all required essential data elements.** | | Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110101□Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110210.B | | | Disbursing_Disbursements_001 |

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| Disbursements | 17.14.002 | A | **The system shall provide the capability to process and account for the following types of disbursements: (1) EFT (2) International Treasury Services (ITS.gov) for foreign payments (3) U.S. Treasury check (4) Cash (5) No check/voucher for transfer (6) Limited Depositary Check** | | Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110210.B.4 | | | Disbursing_Disbursements_002 |
| Disbursements | 17.14.003 | A | **The system shall provide the capability to generate and populate the DD Form 2659 (Disbursement) Voucher Control Log, and/or allow an authorized user to input data/info into applicable fields. The DD 2659 summarizes daily disbursement transactions and maintains perpetual inventory of voucher numbers assigned for each disbursement voucher received or prepared in the disbursing office** | | Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110302□Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110301 | | | Disbursing_Disbursements_003 |
| Disbursements | 17.14.004 | A | **The system shall provide the capability for the Disbursing Officer to assign a range of numbers of Disbursing vouchers to deputies, agents and cashiers operating outside of the main Disbursing Office.** | | Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110302 | | | Disbursing_Disbursements_004 |
| Disbursements | 17.14.005 | A | **The system shall provide the capability to receive and process from entitlement systems certified ready to pay files containing payment transactions.** | | Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110102 | | | Disbursing_Disbursements_005 |

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|---|---|---|---|---|---|---|---|---|
| Disbursements | 17.14.006 | A | **The system when processing a ready to pay file received from an entitlement system shall have the following edits: (1) allowing the file to be further processed only if it has been properly certified. Otherwise the system shall rejected the file and send notification to the entitlement system. (2) allowing to reject from the certified ready to pay file individual transactions if : a) the following data elements are missing: Voucher Heading and Date, Accounting Classification, Amount to be Disbursed, Method of Disbursement, Payee Name and Taxpayer Identification Number (TIN)( if payee is a person) b) each charge to an appropriation or fund is coded with an incomplete accounting classification c) a sum of the accounting lines does not match total amount to be disbursed.** | | Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110210 | | | Disbursing_Disbursements_006 |
| Disbursements | 17.14.007 | A | **The system shall have edits to ensure that the certified ready to pay files for payroll payments are in a PPD format for Electronic Funds Transfers.** | Source: OFFM-NO-0106; Source Date: 1/1/2006; Source Number: PMD-25 | | | | Disbursing_Disbursements_007 |
| Disbursements | 17.14.008 | A | **The system shall have edits to ensure that the certified ready to pay files for vendor payments are in a CTX format for Electronic Funds Transfers.** | Source: OFFM-NO-0106; Source Date: 1/1/2006; Source Number: PMD-26 | | | | Disbursing_Disbursements_008 |

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|---|---|---|---|---|---|---|---|---|
| Disbursements | 17.14.009 | A | **The system shall provide the capability to generate reject files for each applicable entitlement system. The file shall contain transactions rejected from a certified ready to pay file due to failing the system's validation edits. The system shall produce for each reject file a listing of included transactions.** | | Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110210.A | | | Disbursing_Disbursements_009 |
| Disbursements | 17.14.010 | A | **The system shall reject from certified ready to pay file Electronic Funds Transfer payment records that exceeds the maximum amount of $99,999,999.99.** | Source: I TFM 4-2000; Source Date: 2/9/1998; Source Number: 2020.40 | | | | Disbursing_Disbursements_010 |
| Disbursements | 17.14.011 | A | **The system shall provide the capability to send a reject file back to the respective entitlement system. The reject file contains transactions rejected by disbursing from a validated certified ready to pay file.** | | Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110210.A.2 | | | Disbursing_Disbursements_011 |
| Disbursements | 17.14.012 | A | **The system shall provide the capability to assign disbursing voucher numbers to each payment transaction/voucher consecutively starting at the beginning of each fiscal year** | | Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110301 | | | Disbursing_Disbursements_012 |
| Disbursements | 17.14.013 | A | **The system when generating a disbursing voucher shall have edits to ensure that multiple lines of accounting charged to the same appropriation are totaled and consolidated by the appropriation.** | | Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110210.B.2 | | | Disbursing_Disbursements_013 |

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| Disbursements | 17.14.014 | A | **The system shall provide the capability to consolidate and pay by one check multiple check payments to the same payee scheduled on the same calendar day.** | | Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110306.C | | | Disbursing_Disbursements_014 |
| Disbursements | 17.14.015 | A | **The system, when processing U.S. Treasury check payments, shall number disbursing vouchers sequentially with the lowest check number used to pay the lowest numbered disbursement voucher or the first name on a payroll. Maintaining this unbroken sequence facilitates check issue auditing and reporting.** | | Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110306.C | | | Disbursing_Disbursements_015 |
| Disbursements | 17.14.016 | A | **The system shall provide the capability to generate for applicable entitlement system a post payment file containing transactions processed by Disbursing. The file shall contain for each record all info/data elements of a certified ready to pay file plus: a payment date, paying office location, DSSN, voucher number, Electronic Funds Transfer trace number if paid by EFT or the check number if paid by check.** | | Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110308□Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110302□Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110306□Source: DoDFMR Vol 05, Ch 11; | | | Disbursing_Disbursements_016 |

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| Disbursements | 17.14.017 | A | **The system shall provide the capability to reconcile a post payment file transactions with the original ready to pay file transactions, and generate a listing of identified mismatches.** | | Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110308.A | | | Disbursing_Disbursements_017 |
| Disbursements | 17.14.018 | A | **The system shall provide the capability to send post payment files to the applicable entitlement system along with the listings of identified mismatches between the certified ready to pay files and the post payment files.** | | Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110308 | | | Disbursing_Disbursements_018 |
| Disbursements | 17.14.019 | A | **The system shall provide the capability to receive from an entitlement system and process a cancel payment request for payment records that have been already sent to the system/Disbursing Office on a certified ready to pay file, but have not been paid yet.** | | Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110303 | | | Disbursing_Disbursements_019 |
| Disbursements | 17.14.020 | A | **The system shall provide the capability to reject from a certified pending payment file all transactions listed on a cancel payment request received from an entitlement system/area.** | | Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110303 | | | Disbursing_Disbursements_020 |
| Disbursements | 17.14.021 | A | **The system shall provide the capability to notify an entitlement system/area about actions taken on a received cancel payment request: (1) the request is received (2) the request is processed. It shall be supported by a listing of rejected/canceled payments and a listing of payments that were not stopped/canceled accompanied by explanations/reasons.** | | Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110303 | | | Disbursing_Disbursements_021 |

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| Disbursements | 17.14.022 | A | **The system shall provide the capability to create a file containing all required disbursement payment data/info necessary for issuance of printed and electronic Advices of Payments.** | | Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110310 | | | Disbursing_Disbursements_022 |
| Disbursements | 17.14.023 | A | **The system shall have the capability to send an approved Advice of Payments (AOP) file to a printing system for paper AOPs and to a system capable of providing electronic delivery option for electronic AOPs.** | | Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110310 | | | Disbursing_Disbursements_023 |
| Disbursements | 17.14.024 | A | **The system shall have the capability to sent/receive electronically data/info to/from the Federal Reserve Bank via the Automated Clearing House.** | | Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110316 | | | Disbursing_Disbursements_024 |
| Disbursements | 17.14.025 | A | **The system shall provide the capability to generate an EFT payment file to be submitted to the Federal Reserve Bank. The file shall be produced from certified ready to pay files received from entitlement systems and generated internally by the Disbursing Office. In support of such capability the system shall generate and populate either an SF 5515 (Debit Voucher or FRB's summary of Automated Clearing House (ACH) activity report in lieu of the SF 5515.** | | Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110316 Source: DoDFMR Vol 05, Ch 05; Source Date: 12/1/2010; Source Number: 050404.B | | | Disbursing_Disbursements_025 |

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|---|---|---|---|---|---|---|---|---|
| Disbursements | 17.14.026 | A | **The system shall provide the capability to receive notification/confirmation from the FRB whether submitted EFT payment files were accepted for processing.** | | Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110316.A | | | Disbursing_Disbursements_026 |
| Disbursements | 17.14.027 | A | **The system shall provide the capability to automatically process Electronic Funds Transfer returns. In support of such capability the system shall generate and populate or allow an authorized user to populate all the applicable fields of the following forms: the DD Form 1131 (Collection Voucher) and an SF 215 (Deposit Ticket). The system shall record and account for transactions generated by these forms.** | | Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110316.B | | | Disbursing_Disbursements_027 |
| Disbursements | 17.14.028 | A | **The system shall provide the capability to send an electronic record of the DD 1131 (Collection Voucher) supporting returned EFT payments to the appropriate entitlement system along with any rejection information received from a financial institution.** | | Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110316.B | | | Disbursing_Disbursements_028 |
| Disbursements | 17.14.029 | A | **The system, when generating a payment file to be processed through Automated Clearing House (ACH), shall assign a fifteen-digit number for each ACH transaction. The first eight digits are the Disbursing Office's routing number and the last seven digits are the trace item number.** | Source: Green Book; Source Date: 10/1/2001; Source Number: 9-7 | Source: DoDFMR Vol 05, Ch 24; Source Date: 5/1/2012; Source Number: 110302 | | | Disbursing_Disbursements_029 |

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|---|---|---|---|---|---|---|---|---|
| Disbursements | 17.14.030 | A | **The system shall have the capability to process transactions accounting for disposition of collections received for deposit fund accounts by withdrawing funds for application to an Appropriation, Receipt Account, or Other Deposit Fund Account. In support of such transactions the system shall generate and automatically populate SF 1081 (Voucher and Schedule of Withdrawals and Credits), and/or allow an authorized user to input data/info into the applicable fields.** | | Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110401.A.3 | | | Disbursing_Disbursements_030 |
| Disbursements | 17.14.031 | A | **The system shall provide the capability to process and account for payments supporting advance pool agreements received from an entitlement system on certified ready to pay file.** | | Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 1105 | | | Disbursing_Disbursements_031 |

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|---|---|---|---|---|---|---|---|---|
| Disbursements | 17.14.032 | A | **The system shall provide the capability to generate the following reports or their equivalents : (1) FMS 187 (Advance Notice of Large Deposits or Payments of $50 Million or More) (2) FMS Form 188 (Advance Reporting of U.S. Military Pay) (3) FMS Form 189 (Advance Reporting of Defense Department Payments to Vendors) (4) FMS Form 190 (Advance Reporting of U.S. Military Retiree Pay). In support of such capability the system shall be able to receive from an entitlement system and process data necessary for timely generation and submission of these reports or their equivalents to Treasury's FMS via the CASH TRACK Web site or in other acceptable form.** | Source: I TFM 6-8500; Source Date: 3/29/2012; Source Number: 8540 | Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 1107 | | | Disbursing_Disbursements_032 |
| Disbursements | 17.14.033 | A | **The system must provide automated functionality to export National Automated Clearing House Association (NACHA) payment formats for Non-Treasury Disbursing Offices.** | Source: OFFM-NO-0106; Source Date: 1/1/2006; Source Number: PMD-22 | | | | Disbursing_Disbursements_033 |
| Disbursements | 17.14.034 | A | **The system shall have edits preventing a user from making a payment generated internally within the system / Disbursing Office if it has not been certified in the system.** | | Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110210.A | | | Disbursing_Disbursements_034 |
| Disbursements | 17.14.035 | A | **The system shall provide the capability to defer/undefer paid vouchers and account for them.** | | Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110311 | | | Disbursing_Disbursements_035 |

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| Disbursements | 17.14.036 | A | **The system shall provide the capability to process and account for payments from a contingency fund. In support of such transactions the system shall generate and populate the DD Form 281 (Voucher for Emergency or Extraordinary Expense Expenditures), and/or allow an authorized user to populate all applicable fields.** | | Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110313 | | | Disbursing_Disbursements_036 |
| Disbursements | 17.14.037 | A | **To system must provide automated functionality to export Automated Clearing House (ACH) payment files in the following formats: Corporate Trade Exchange (CTX) 820 file; CTX Flat File; Cash Concentration or Disbursement (CCD); CCD Plus Addendum (CCD+); Prearranged Payment and Deposit (PPD); Prearranged Payment and Deposit Plus Addendum (PPD+).** | Source: OFFM-NO-0106; Source Date: 1/1/2006; Source Number: PMD-21 | | | | Disbursing_Disbursements_037 |

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| Disbursements | 17.14.038 | A | **The system must provide automated functionality before releasing ACH payment file to the FRB to validate that payment data passes the following edits: (1) Routing Transit Number (RTNs) exist in the Financial Organization Master File (FOMF) or other verified update file, for the financial institution (2) RTNs pass the Modulus 10 check on the validity of the check digit (3) RTNs for domestic banks are nine-digits, numeric-only, and not all zeroes (4) RTNs for foreign banks are eight-digits, alpha-numeric, and not all zeroes (5) Agency Location Codes (ALCs) are eight-digits and numeric only (6) Taxpayer Identification Numbers are nine-digits, numeric-only, and not all zeroes.** | Source: OFFM-NO-0106; Source Date: 1/1/2006; Source Number: PMD-23 | | | | Disbursing_Disbursements_038 |
| Disbursements | 17.14.039 | A | **The system shall provide the capability to process payments which are classified for security purposes. In support of such capability the system shall allow an authorized user to indicate in the electronic personal profiles of the disbursing personnel their security clearance levels and use this indicator for restriction/management of their access to processing classified payments.** | | Source: DoDFMR Vol 05, Ch 11; Source Date: 5/1/2012; Source Number: 110312 | | | Disbursing_Disbursements_039 |

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|---|---|---|---|---|---|---|---|---|
| Disbursements | 17.14.040 | A | **The system shall provide the capability to receive a Notification of Change (NOC) from the Federal Reserve Bank or Receiving Depositary Institution and forward it to the appropriate entitlement system. NOC is a method used by a financial institution to notify a Federal agency to correct or change account information in an entry the Federal agency processed through the ACH** | Source: Green Book Ch 6; Source Date: 11/1/2010; Source Number: 6-2 | | | | Disbursing_Disbursements_040 |
| Disbursing Operations in Foreign Currency | 17.15.001 | A | **The system shall provide the capability to process and account for transactions in foreign currencies.** | | Source: DoDFMR Vol 05, Ch 12; Source Date: 4/1/2011; Source Number: 120104 | | | Disbursing_Disbursing_Operations_in_Foreign_Currency_001 |
| Disbursing Operations in Foreign Currency | 17.15.002 | A | **The system shall provide the capability for an authorized user to establish Rate of Exchange for each foreign currency used in disbursing operations.** | | Source: DoDFMR Vol 05, Ch 13; Source Date: 1/1/2011; Source Number: 1304 | | | Disbursing_Disbursing_Operations_in_Foreign_Currency_002 |
| Disbursing Operations in Foreign Currency | 17.15.003 | A | **The system shall provide the capability to maintain a separate exchange rate for a foreign currency if it is carried for accommodation exchange transactions at a different exchange rate than that used for disbursements. If the two rates are used for the same currency the system shall maintain separate accountability for the currency at each rate.** | | Source: DoDFMR Vol 05, Ch 16; Source Date: 2/1/2011; Source Number: 160102 | | | Disbursing_Disbursing_Operations_in_Foreign_Currency_003 |

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| Disbursing Operations in Foreign Currency | 17.15.004 | A | **The system shall provide a capability to compute and maintain Recomputed Rate of exchange for each applicable foreign currency used in disbursing operations.** | | Source: DoDFMR Vol 05, Ch 13; Source Date: 1/1/2011; Source Number: 130402.A | | | Disbursing_Disbursing_Operations_in_Foreign_Currency_004 |
| Disbursing Operations in Foreign Currency | 17.15.005 | A | **The system shall provide the capability to convert foreign currency input, transactions and balances into a U.S. dollars equivalent and vice versa based on maintained in the system foreign currency exchange rates.** | | Source: DoDFMR Vol 05, Ch 12; Source Date: 4/1/2011; Source Number: 120402.G Source: DoDFMR Vol 05, Ch 13; Source Date: 1/1/2011; Source Number: 1304 | | | Disbursing_Disbursing_Operations_in_Foreign_Currency_005 |
| Disbursing Operations in Foreign Currency | 17.15.006 | A | **The system shall provide the capability to generate an ITS.gov payment file containing payment transactions in foreign currency to be processed by International Treasury Services (ITS.GOV). The file shall contain transactions from certified ready to pay files received from entitlement systems and created internally within the system/Disbursing Office. All transactions included in the file must pass all required validation edits.** | | Source: DoDFMR Vol 05, Ch 12; Source Date: 4/1/2011; Source Number: 120104.C | | | Disbursing_Disbursing_Operations_in_Foreign_Currency_006 |
| Disbursing Operations in Foreign Currency | 17.15.007 | A | **The system shall be interfaced or have data/info upload/download capability with the International Treasury Services system for submission ITS.gov payment files, receiving confirmation, processing and rejections reports.** | | Source: DoDFMR Vol 05, Ch 12; Source Date: 4/1/2011; Source Number: 120104.C | | | Disbursing_Disbursing_Operations_in_Foreign_Currency_007 |

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| Disbursing Operations in Foreign Currency | 17.15.008 | A | **The system shall, upon collection of foreign currency, provide the capability to capture source of the currency, miscellaneous receipt accounts or other Department of the Treasury accounts to be credited, and identify any restrictions on the use of the currency** | | Source: DoDFMR Vol 05, Ch 12; Source Date: 4/1/2011; Source Number: 120402.J | | | Disbursing_Disbursing_Operations_in_Foreign_Currency_008 |
| Disbursing Operations in Foreign Currency | 17.15.009 | A | **The system shall provide the capability to process and account for accommodation exchange transactions conducted in foreign currency.** | | Source: DoDFMR Vol 05, Ch 12; Source Date: 4/1/2011; Source Number: 120404 | | | Disbursing_Disbursing_Operations_in_Foreign_Currency_009 |
| Disbursing Operations in Foreign Currency | 17.15.010 | A | **The system shall provide the capability to generate and populate the DD Form 2664 (Currency Exchange Record), and/or allow an authorized user to populate all applicable fields. The system shall generate the DD Form 2664 for Disbursing Officers, deputies, agents, and cashiers making foreign currency accommodation exchanges on a daily basis.** | | Source: DoDFMR Vol 05, Ch 12; Source Date: 4/1/2011; Source Number: 120404.D | | | Disbursing_Disbursing_Operations_in_Foreign_Currency_010 |
| Disbursing Operations in Foreign Currency | 17.15.011 | A | **The system shall provide the capability to process transactions accounting for a procurement of foreign funds.** | | Source: DoDFMR Vol 05, Ch 13; Source Date: 1/1/2011; Source Number: 1302 | | | Disbursing_Disbursing_Operations_in_Foreign_Currency_011 |
| Disbursing Operations in Foreign Currency | 17.15.012 | A | **The system shall provide the capability to process transactions accounting for foreign currency sent to the U.S. Treasury designated repository as mutilated or unfit.** | | Source: DoDFMR Vol 05, Ch 13; Source Date: 1/1/2011; Source Number: 130309 | | | Disbursing_Disbursing_Operations_in_Foreign_Currency_012 |

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| Disbursing Operations in Foreign Currency | 17.15.013 | A | **The system shall provide the capability to compute and account for daily gains or losses of the foreign currency cash balances due to exchange rate fluctuation by DO, DDO, agent, cashier in order to keep personal liability accurate. The system may consolidate the net change for all currencies on a single DD Form 1131 or SF 1034, as appropriate.** | | Source: DoDFMR Vol 05, Ch 13; Source Date: 1/1/2011; Source Number: 130401.C | | | Disbursing_Disbursing_Operations_in_Foreign_Currency_013 |
| Disbursing Operations in Foreign Currency | 17.15.014 | A | **The system shall provide the capability to account for Gains and Losses Due to Rounding resulted from individual transactions when conversion of foreign currency into U.S. currency occurs. In support of such transactions the system shall generate and automatically populate, and/or allow an authorized user to input data into all applicable areas on a Certificate of Adjustment Due to Rounding. The system may consolidate the net Gain or Loss reflected on the certificate on a single DD Form 1131 or SF 1034, as appropriate.** | | Source: DoDFMR Vol 05, Ch 13; Source Date: 1/1/2011; Source Number: 130402.B | | | Disbursing_Disbursing_Operations_in_Foreign_Currency_014 |

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| Disbursing Operations in Foreign Currency | 17.15.015 | A | **The system shall provide the capability to generate and automatically populate the DD Form 2663 (Foreign Currency Control Record). This form shows current balances of foreign currency on hand (all foreign currency held by cashiers, in the vault, or by other agents of the DO) and in limited depositary accounts (LDAs), as well as the detailed transactions that increase or decrease these balances. The system shall generate separate DD Form 2663 for each type of foreign currency used, for accommodation exchange foreign currency if it is carried at a different exchange rate than that used for disbursements. The system also shall provide the capability to maintain separate DD Forms 2663 for foreign currency on hand and foreign currency in LDAs.** | | Source: DoDFMR Vol 05, Ch 16; Source Date: 2/1/2011; Source Number: 160103 | | | Disbursing_Disbursing_Operations_in_Foreign_Currency_015 |
| Disbursing Operations in Foreign Currency | 17.15.016 | A | **The system shall provide the capability to generate and populate the following quarterly Foreign Currency Reports: A) Cumulative Report of Foreign Currency Purchased With U.S. Dollars from Sources Outside the U.S. Government. B) Report of the Balance of Foreign Currency Held Under Dollar Accountability. C) Report of Foreign Exchange Received by DOs and Credited Immediately to Miscellaneous Receipt Accounts of the Department of the Treasury.** | | Source: DoDFMR Vol 05, Ch 16; Source Date: 2/1/2011; Source Number: 1602 | | | Disbursing_Disbursing_Operations_in_Foreign_Currency_016 |

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| Limited Depositary Checking Accounts | 17.16.001 | A | **The system shall provide the capability to establish separate Limited Depositary Accounts for each applicable foreign currency and set time limits on the payability (negotiability) of Limited Depositary Account checks** | | Source: DoDFMR Vol 05, Ch 14; Source Date: 4/1/2012; Source Number: 140201 Source: DoDFMR Vol 05, Ch 14; Source Date: 4/1/2012; Source Number: 140203.B | | | Disbursing_Limited_Depositary_Checking_Accounts_002 |
| Limited Depositary Checking Accounts | 17.16.002 | A | **The system shall provide the capability to process transactions accounting for payments made with Limited Depositary checks.** | | Source: DoDFMR Vol 05, Ch 14; Source Date: 4/1/2012; Source Number: 1403 | | | Disbursing_Limited_Depositary_Checking_Accounts_001 |
| Limited Depositary Checking Accounts | 17.16.003 | A | **The system shall provide the capability to produce a Limited Depositary Account Check Print File and send it to the check printing system/device. The file shall contain transactions from certified ready to pay files received from entitlement systems and created internally within the system/Disbursing Office. All transactions included in the file must pass all required validation edits.** | | Source: DoDFMR Vol 05, Ch 14; Source Date: 4/1/2012; Source Number: 140301.A | | | Disbursing_Limited_Depositary_Checking_Accounts_003 |
| Limited Depositary Checking Accounts | 17.16.004 | A | **The system shall provide the capability to register transactions accounting for issuance of Limited Depositary checks. In support of such capability the system shall generate and populate a Record of Checks Issued.** | | Source: DoDFMR Vol 05, Ch 14; Source Date: 4/1/2012; Source Number: 140301.B | | | Disbursing_Limited_Depositary_Checking_Accounts_004 |

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| Limited Depositary Checking Accounts | 17.16.005 | A | **The system shall provide the capability to facilitate an automatic or manual reconciliation process between Disbursing Officer Record of Check Issues with Periodic Statement of Limited Depositary Account received from a financial institution.** | | Source: DoDFMR Vol 05, Ch 14; Source Date: 4/1/2012; Source Number: 140302.B Source: DoDFMR Vol 05, Ch 14; Source Date: 4/1/2012; Source Number: 140103.B | | | Disbursing_Limited_Depositary_Checking_Accounts_005 |
| Limited Depositary Checking Accounts | 17.16.006 | A | **The system shall provide the capability to process transactions accounting for interest earned on interest-bearing Limited Depositary Accounts. In support of such capabilities the system shall generate and populate the DD Form 1131 (Cash Collection Voucher), and/or allow an authorized user to populate all applicable fields.** | | Source: DoDFMR Vol 05, Ch 14; Source Date: 4/1/2012; Source Number: 140305 | | | Disbursing_Limited_Depositary_Checking_Accounts_006 |
| Limited Depositary Checking Accounts | 17.16.007 | A | **The system shall provide the capability to process transactions accounting for voided Limited Depositary checks. The Disbursing Officer can void checks based on the payees none-entitlement to the payment, or an error in the way the check is drawn.** | | Source: DoDFMR Vol 05, Ch 14; Source Date: 4/1/2012; Source Number: 140402 | | | Disbursing_Limited_Depositary_Checking_Accounts_007 |

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| Limited Depositary Checking Accounts | 17.16.008 | A | **The system shall provide the capability to process transactions accounting for spoiled Limited Depositary checks. Spoiled checks are the ones which physical appearance don't much required standards: mutilated, torn, not whole, smudged, or unreadable; or resulted from erroneous the preparation of the check, e.g., voucher correct but the check data does not match the voucher.** | | Source: DoDFMR Vol 05, Ch 14; Source Date: 4/1/2012; Source Number: 140403 | | | Disbursing_Limited_Depositary_Checking_Accounts_008 |
| Limited Depositary Checking Accounts | 17.16.009 | A | **The system shall provide the automated capability to identify and mark Limited Depositary Account checks as "Uncurrent" when they have not been negotiated by a Limited Depositary within applicable period of negotiability (limited-payability) set in the system.** | | Source: DoDFMR Vol 05, Ch 14; Source Date: 4/1/2012; Source Number: 140501 | | | Disbursing_Limited_Depositary_Checking_Accounts_009 |
| Limited Depositary Checking Accounts | 17.16.010 | A | **The system shall provide the capability to generate and populate separate listings of uncurrent, voided and spoiled Limited Depositary checks.** | | Source: DoDFMR Vol 05, Ch 14; Source Date: 4/1/2012; Source Number: 140502.A□Source: DoDFMR Vol 05, Ch 14; Source Date: 4/1/2012; Source Number: 140402□Source: DoDFMR Vol 05, Ch 14; Source Date: 4/1/2012; Source Number: 140403 | | | Disbursing_Limited_Depositary_Checking_Accounts_010 |

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| Limited Depositary Checking Accounts | 17.16.011 | A | **The system shall provide the capability to process transaction accounting for a purchase of foreign currency in the amount represented by the outstanding Limited Depositary checks identified on the Uncurrent Check listing. Such transaction results in the increase of the Limited Depositary Account balance. A DO completes the purchase by issuing a U.S. Treasury check payable to the Department of the Treasury for the U.S. dollar equivalent shown on the Uncurrent Check listing. The system shall support such transaction by generating and populating OF 1017-G (Journal Voucher ), and/or allowing an authorized user to populate all applicable fields.** | | Source: DoDFMR Vol 05, Ch 14; Source Date: 4/1/2012; Source Number: 140502.A.3 | | | Disbursing_Limited_Depositary_Checking_Accounts_011 |
| Limited Depositary Checking Accounts | 17.16.012 | A | **The system shall provide the capability to process transactions accounting for the transfer of the proceeds of uncurrent checks. In support of such transactions the system shall generate and populate an OF 1017-G (Journal Voucher) , and/or allow an authorized user to populate all applicable fields** | | Source: DoDFMR Vol 05, Ch 14; Source Date: 4/1/2012; Source Number: 140502.A.3 Source: DoDFMR Vol 05, Ch 14; Source Date: 4/1/2012; Source Number: 140905 | | | Disbursing_Limited_Depositary_Checking_Accounts_012 |
| Limited Depositary Checking Accounts | 17.16.013 | A | **The system shall provide a capability to process transactions accounting for cancellation of Limited Depositary checks** | | Source: DoDFMR Vol 05, Ch 14; Source Date: 4/1/2012; Source Number: 1406 | | | Disbursing_Limited_Depositary_Checking_Accounts_013 |

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| Limited Depositary Checking Accounts | 17.16.014 | A | **The system shall provide the capability to process transactions accounting for Limited Depositary Check issue overdrafts and underdrafts. In support of such transaction the system shall generate and populate an OF 1017-G (Journal Voucher), and/or allow an authorized user to populate all applicable fields.** | | Source: DoDFMR Vol 05, Ch 14; Source Date: 4/1/2012; Source Number: 140802 Source: DoDFMR Vol 05, Ch 14; Source Date: 4/1/2012; Source Number: 140905 Source: DoDFMR Vol 05, Ch 14; Source Date: 4/1/2012; Source Number: 140804 | | | Disbursing_Limited_Depositary_Checking_Accounts_014 |
| Limited Depositary Checking Accounts | 17.16.015 | A | **The system shall provide the capability to generate and populate Schedule of Deposits of Limited Depositary Account and/or allow an authorized user to populate all applicable fields** | | Source: DoDFMR Vol 05, Ch 14; Source Date: 4/1/2012; Source Number: 140902.H | | | Disbursing_Limited_Depositary_Checking_Accounts_015 |
| Limited Depositary Checking Accounts | 17.16.016 | A | **The system shall provide the capability to generate and populate an SF 1149 (Statement of Designated Depositary Account), and/or allow an authorized user to input data into all applicable fields. This form shall be generated for each Limited Depositary Account.** | | Source: DoDFMR Vol 05, Ch 14; Source Date: 4/1/2012; Source Number: 140903 | | | Disbursing_Limited_Depositary_Checking_Accounts_016 |

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| **Chapter** | **Req Id** | **Change Type** | **Requirement** | **Federal Sources** | **DoD Sources** | **BPM Processes** | **End 2 End Process** | **DFMIG Rule Name** |
| Limited Depositary Checking Accounts | 17.16.017 | A | **The system shall provide the capability to process transactions accounting for Limited Depositary Account adjustments due to service charges. In support of such capability the system shall generate and populate an OF 1017-G (Journal Voucher), and/or allow an authorized user to populate all applicable fields** | | Source: DoDFMR Vol 05, Ch 14; Source Date: 4/1/2012; Source Number: 140903.B.10 | | | Disbursing_Limited_Depositary_Checking_Accounts_017 |
| Accountability Reports | 17.17.001 | A | **The system shall provide the capability to process transactions accounting for an advance and return of funds and accountable items between Disbursing Officer, deputies, cashiers and agents. In support of such transaction system shall generate and populat** | | Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 190105□Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 1904 | | | Disbursing_Accountability_Reports_001 |
| Accountability Reports | 17.17.002 | A | **The system shall provide the capability for the Disbursing Officer, Deputy Disbursing Officer, Agent, or Cashier to indicate that the DD Form 1081 is for an Advance or Return.** | | Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 190402.I□Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 190403.J | | | Disbursing_Accountability_Reports_002 |
| Accountability Reports | 17.17.003 | A | **The system shall provide the capability to accept and process multiple DD Form's 1081, only in the same sequence as they were generated by the advancing/returning source.** | | Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 190401 | | | Disbursing_Accountability_Reports_003 |

| Chapter | Req Id | Change Type | Requirement | Federal Sources | DoD Sources | BPM Processes | End 2 End Process | DFMIG Rule Name |
|---|---|---|---|---|---|---|---|---|
| Accountability Reports | 17.17.004 | A | **The system shall provide the capability to automatically populate the beginning balance of the new DD Form 1081 with the amount of ending balance of the last processed DD Form 1081 for the same accountable person.** | | Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 190402.A | | | Disbursing_Accountability_Reports_004 |
| Accountability Reports | 17.17.005 | A | **The system shall provide the capability for the an authorized user to verify and confirm/disconfirm that electronic records of funds and financial documents reported on the DD Form 1081 (Statement of Agent Officer's Account) are in agreement with their physical count.** | | Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 190403.J.2 | | | Disbursing_Accountability_Reports_005 |
| Accountability Reports | 17.17.006 | A | **The system shall provide the capability for a recipient of the DD 1081 to return incorrect items back to the originator.** | | Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 190402 | | | Disbursing_Accountability_Reports_006 |
| Accountability Reports | 17.17.007 | A | **The system shall provide the capability to generate and populate the DD Form 2665 (Daily Agent Accountability Summary), and/or allow an authorized user to input data into all applicable fields. It is a stand-alone document that provides a complete picture** | | Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 1903 | | | Disbursing_Accountability_Reports_007 |
| Accountability Reports | 17.17.008 | A | **The system shall provide the capability to automatically populate the beginning balance on the DD Form 2665 for a deputy, agent or cashier from the ending balance of their last submitted DD Form 2665.** | | Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 190303.A | | | Disbursing_Accountability_Reports_008 |

| Chapter | Req Id | Change Type | Requirement | Federal Sources | DoD Sources | BPM Processes | End 2 End Process | DFMIG Rule Name |
|---|---|---|---|---|---|---|---|---|
| Accountability Reports | 17.17.009 | A | **The system shall provide the capability for a user to sign the DD Form 2665 electronically** | | Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 190308 Source: DoDFMR Vol 05, Ch 01; Source Date: 8/1/2010; Source Number: 010303.D | | | Disbursing_Accountability_Reports_009 |
| Accountability Reports | 17.17.010 | A | **The system shall require all deputies/agents/cashiers assigned to the Main Disbursing Office, Remote Site or Disbursing Agent to submit their DD Forms 2665 respectively to Disbursing Officer, Deputy or Disbursing Agent as part of the daily business close-out process** | | Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 190301 | | | Disbursing_Accountability_Reports_010 |
| Accountability Reports | 17.17.011 | A | **The system shall prevent all deputies/agents/cashiers assigned to the Main Disbursing Office, Remote Site or Disbursing Agent from closing out and submitting their DD Forms 2665 to Disbursing Officer, Deputy or Disbursing Agent respectively if they have not returned on the DD Form 1081 all required accountable items.** | | Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 1904 | | | Disbursing_Accountability_Reports_011 |
| Accountability Reports | 17.17.012 | A | **The system shall provide a capability for Disbursing Officer, Deputy Disbursing Officer and Disbursing Agent to balance and finalize the DD Form 2665 submitted to them by all deputies/agents/cashiers assigned to the Main Disbursing Office, Remote Site or Disbursing Agent.** | | Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 190102.A | | | Disbursing_Accountability_Reports_012 |

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| **Chapter** | **Req Id** | **Change Type** | **Requirement** | **Federal Sources** | **DoD Sources** | **BPM Processes** | **End 2 End Process** | **DFMIG Rule Name** |
| Accountability Reports | 17.17.013 | A | **The system shall prevent an authorized user from an opening of a new DD Form 2665 if the DD Form 2665 for the previous business day has not being close-out / finalized.** | | Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 190102 | | | Disbursing_Accountability_Reports_013 |
| Accountability Reports | 17.17.014 | A | **The system shall provide the capability to generate and automatically populate a DD Form 2657 (Daily Statement of Accountability) for each day the Disbursing Officer (DO) conducts business.** | | Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 1902 | | | Disbursing_Accountability_Reports_014 |
| Accountability Reports | 17.17.015 | A | **The system shall provide the capability for the Disbursing Officer or Deputy Disbursing Officer to sign DD Form 2657 electronically.** | | Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 190209□Source: DoDFMR Vol 05, Ch 01; Source Date: 8/1/2010; Source Number: 010303.D | | | Disbursing_Accountability_Reports_015 |
| Accountability Reports | 17.17.016 | A | **The system shall provide the capability to generate and automatically populate or allow an authorized user to populate applicable fields on an SF 1219 (Statement of Accountability) for each accounting period (month).** | | Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 190107□Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 190501 | | | Disbursing_Accountability_Reports_016 |

| Chapter | Req Id | Change Type | Requirement | Federal Sources | DoD Sources | BPM Processes | End 2 End Process | DFMIG Rule Name |
|---|---|---|---|---|---|---|---|---|
| Accountability Reports | 17.17.017 | A | **The system shall allow DO to certify the SF 1219 only if corresponding DD Form 2657 for the reporting period has been electronically signed/finalized in the system.** | | Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 190501□Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 190503.B.5□Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 190504 | | | Disbursing_Accountability_Reports_017 |
| Accountability Reports | 17.17.018 | A | **The system shall provide the capability to use the calendar month as a default reporting period for the SF 1219. The system also shall allow an authorized user to modify dates for a reporting period if it is necessary. Exceptions to the calendar month as the reporting period depend on situations such as when a DO is relieved from disbursing duties before the last day of the month, or when a DO commences disbursing duties on other than the first day of the month.** | | Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 190502.E | | | Disbursing_Accountability_Reports_018 |
| Accountability Reports | 17.17.019 | A | **The system shall provide the Disbursing Officer or Deputy Disbursing Officer (when authorized) with the capability to electronically sign/certify the SF 1219.** | | Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 190504□Source: DoDFMR Vol 05, Ch 01; Source Date: 8/1/2010; Source Number: 010303.D | | | Disbursing_Accountability_Reports_019 |

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| **Chapter** | **Req Id** | **Change Type** | **Requirement** | **Federal Sources** | **DoD Sources** | **BPM Processes** | **End 2 End Process** | **DFMIG Rule Name** |
| Accountability Reports | 17.17.020 | A | **The system shall provide the capability to process correcting entries on the SF 1219. In support of such capability the system shall process automatically electronic data or allow an authorized user to input data manually from received an FMS Form 6652 (Statement of Differences, Disbursing Office Transaction).** | Source: I TFM 2-5100; Source Date: 3/29/2012; Source Number: 5120 | Source: DoDFMR Vol 05, Ch 24; Source Date: 3/1/2012; Source Number: 240305.C | | | Disbursing_Accountability_Reports_020 |
| Accountability Reports | 17.17.021 | A | **The system shall have controls preventing corrections/amendments to be done to the SF 1219 if it has been already finalized and submitted to the U.S. Treasury. DO makes any necessary adjustments only on a succeeding month's SF 1219.** | | Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 190507 | | | Disbursing_Accountability_Reports_021 |
| Accountability Reports | 17.17.022 | A | **The system shall have the capability to store electronic images or generate electronic records of documents supporting adjustment entries on the supplemental or succeeding month's SF 1219 (Statement of Accountability)** | | Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 190507 | | | Disbursing_Accountability_Reports_022 |
| Miscellaneous Activities and Transactions | 17.18.001 | A | **The system shall provide the capability to process and account for transactions associated with redemption of the U.S. savings bonds.** | | Source: DoDFMR Vol 05, Ch 23; Source Date: 10/1/2010; Source Number: 2303 | | | Disbursing_Miscellaneous_Activities_and_Transactions_001 |

| Chapter | Req Id | Change Type | Requirement | Federal Sources | DoD Sources | BPM Processes | End 2 End Process | DFMIG Rule Name |
|---|---|---|---|---|---|---|---|---|
| Miscellaneous Activities and Transactions | 17.18.002 | A | **The system shall provide the capability to process transactions accounting for deposit of redeemed Savings Bonds to Federal Reserve Bank. In support of such transactions the system shall generate and populate the DD Form 215 (Deposit Ticket), and/or allow an authorized user to populate all applicable fields.** | | Source: DoDFMR Vol 05, Ch 23; Source Date: 10/1/2010; Source Number: 230302.B | | | Disbursing_Miscellaneous_Activities_and_Transactions_002 |
| Miscellaneous Activities and Transactions | 17.18.003 | A | **The system shall provide the capability to generate and populate an IRS Form 1099 -INT, and/or allow an authorized user to populate all applicable fields when interest paid for redeemed U.S. Treasury bond is equal to or greater than $10.00.** | | Source: DoDFMR Vol 05, Ch 23; Source Date: 10/1/2010; Source Number: 230302.D | | | Disbursing_Miscellaneous_Activities_and_Transactions_003 |
| Miscellaneous Activities and Transactions | 17.18.004 | A | **The system shall provide the capability to process transactions accounting for the destruction of U.S. currency and coins, Foreign currency and coins and U.S. Treasury Checks. To document such transactions the system shall have the capability to generate and populate the DD Form 2669 (Destruction Schedule), and/or allow an authorized user to populate all applicable fields.** | | Source: DoDFMR Vol 05, Ch 18; Source Date: 1/1/2010; Source Number: 180201 | | | Disbursing_Miscellaneous_Activities_and_Transactions_004 |
| Miscellaneous Activities and Transactions | 17.18.005 | A | **The system shall provide the capability to process and account for un-vouchered overage of funds** | | Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 190303.G | | | Disbursing_Miscellaneous_Activities_and_Transactions_005 |

| Chapter | Req Id | Change Type | Requirement | Federal Sources | DoD Sources | BPM Processes | End 2 End Process | DFMIG Rule Name |
|---|---|---|---|---|---|---|---|---|
| Miscellaneous Activities and Transactions | 17.18.006 | A | **The system shall provide the capability to process and account for an un-vouchered shortage of funds** | | Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 190303.L | | | Disbursing_Miscellaneous_Activities_and_Transactions_006 |
| Miscellaneous Activities and Transactions | 17.18.007 | A | **The system shall provide the capability to process and account for transactions involving traveler's checks.** | | Source: DoDFMR Vol 05, Ch 03; Source Date: 8/1/2011; Source Number: 030610 | | | Disbursing_Miscellaneous_Activities_and_Transactions_007 |
| Miscellaneous Activities and Transactions | 17.18.008 | A | **The system shall provide the capability to process and account for accommodation exchange transactions conducted in U.S. currency for the following payable in U.S. currency negotiable instruments: U.S. Treasury Checks; Traveler's Checks; Money Orders; third-party checks; state and local government checks; credit card checks; business checks; and personal checks.** | | Source: DoDFMR Vol 05, Ch 04; Source Date: 12/1/2011; Source Number: 0401□Source: DoDFMR Vol 05, Ch 04; Source Date: 12/1/2011; Source Number: 040102 | | | Disbursing_Miscellaneous_Activities_and_Transactions_008 |
| Miscellaneous Activities and Transactions | 17.18.009 | A | **The system shall provide the capability to generate and populate Journal Voucher Control Log, and/or allow an authorized user to populate all applicable fields. JV Log provides perpetual inventory of numbers assigned to all issued OF 1017-G (Journal Vouchers). The Log also may contain the following fields: Date, Reference, Explanation, Debit Amount, Credit Amount, Prepared By, and Approved By.** | | Source: DoDFMR Vol 05, Ch 07; Source Date: 9/1/2011; Source Number: 070502□Source: DoDFMR Vol 05, Ch 07; Source Date: 5/1/2012; Source Number: 110202.A | | | Disbursing_Miscellaneous_Activities_and_Transactions_009 |

| Chapter | Req Id | Change Type | Requirement | Federal Sources | DoD Sources | BPM Processes | End 2 End Process | DFMIG Rule Name |
|---|---|---|---|---|---|---|---|---|
| Miscellaneous Activities and Transactions | 17.18.010 | A | **The system shall provide the capability to process and account for transactions associated with dishonored checks. These are checks that were processed by the Disbursing Office and later returned unpaid by a depositary on an SF 5515. In support of such capability the system shall reverse an original collection by generating the DD Form 1131 (Collection Voucher).** | | Source: DoDFMR Vol 05, Ch 04; Source Date: 12/1/2011; Source Number: 040301 | | | Disbursing_Miscellaneous_Activities_and_Transactions_010 |
| Miscellaneous Activities and Transactions | 17.18.011 | A | **The system shall provide the capability for the Disbursing Officer or Deputy DO to advance dishonored checks to their deputies/agents/cashiers.** | | Source: DoDFMR Vol 05, Ch 19; Source Date: 8/1/2011; Source Number: 190304.L | | | Disbursing_Miscellaneous_Activities_and_Transactions_011 |
| Miscellaneous Activities and Transactions | 17.18.012 | A | **The system shall provide the capability to register transactions accounting for overages and losses of funds discovered in the disbursing officers account. To support such capability the system shall generate and populate the DD 2667 (Subsidiary Accoun** | | Source: DoDFMR Vol 05, Ch 06; Source Date: 10/1/2011; Source Number: 060204.B.2 Source: DoDFMR Vol 05, Ch 06; Source Date: 10/1/2011; Source Number: 060502 | | | Disbursing_Miscellaneous_Activities_and_Transactions_012 |

## ACRONYMS

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|---|---|
| ALC | Agency Location Code |
| ATM | Automatic Teller Machine |
| CCD | Cash Concentration or Disbursement |
| CCD+ | Cash Concentration or Disbursement Plus Addendum |
| CCR | Central Contractor Registration |
| CFR | Code of Federal Regulations |
| CP&R | Check Payment & Reconciliation |
| CTX | Corporate Trade Exchange |
| DCRM | Defense Check Reconciliation Module |
| DD | Direct Deposit |
| DDMS | Defense Debt Management System |
| DFAS | Defense Finance and Accounting Service |
| DO | Disbursing Office |
| DoD | Department of Defense |
| DoDFMR | DoD Financial Management Regulation |
| DSSN | Disbursing Station Symbol Number |
| ECS | Electronic Certification System |
| EFT | Electronic Funds Transfer |
| FFMIA | Federal Financial Management Improvement Act |
| FRB | Federal Reserve Bank |
| IDD | International Direct Deposit |
| IPAC | Intra-governmental Payment and Collection System |
| NACHA | National Association |
| OFFM | Office of Federal Financial Management |
| OMB | Office of Management and Budget |
| PACER | Payments Claims and Enhanced Reconciliation |
| PP&E | property, plant, and equipment |
| PPD | Prearranged Payment and Deposit |
| PPD+ | Prearranged Payment and Deposit Plus Addendum |
| RCB | Return Check and Bond |
| RFC | Regional Financial Center |
| RTN | Routing Transit Number |
| SB | Savings Bond |
| SPO | Split Pay Option |
| SPS | Secure Payment System |

| | |
|---|---|
| SSN | Social Security Number |
| TAFS | Treasury Appropriation Fund Symbol |
| TFM | Treasury Financial Manual |
| USSGL | United States Standard General Ledger |