



# Defense Finance and Accounting Service

DFAS 7900.4-M

## Financial Management Systems Requirements Manual Volume 17, Disbursing

September 2013

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.**

<b>VOLUME 17 - Disbursing</b>		
<b>Req ID</b>	<b>Change Type and Description</b>	<b>Reason for Change</b>
<b>17.06.013</b>	<b>D - Other</b>	<b>This military pay requirement was erroneously included into the disbursing volume of the Blue Book</b>
<b>17.06.023</b>	<b>A - New Based on Review of an Existing Authoritative source</b>	

**Chart Legend:**

**A - Added**

These are new requirements due to revised and updated source documents.

**C - Changed**

These requirements were contained in previous releases, but were changed for various reasons.

**D - Deleted**

These requirements were removed and are no longer required by the source documents.

Note: If there is no code in the requirements value added or change type columns, it is by definition unchanged.



# Defense Finance and Accounting Service

DFAS 7900.4-M

## Financial Management Systems Requirements Manual Volume 17, Disbursing

September 2013

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Strategy, Policy and Requirements

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

### 1. PURPOSE

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

b. The Blue Book establishes a base line for the DoD FM system requirements (further "system requirements"). It serves as a "roadmap" of system requirements grouped into major financial management functional areas and referenced to authoritative sources of their origins. The Blue Book is designed to assist FM system managers 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 of requirements may be accessed.

c. Adherence to the requirements contained in this volume and other volumes of the DFAS 7900.4-M shall enable DoD military components and agencies to meet Federal mandates and shall 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 systems requirements for program managers' use in developing Disbursing functionality.

### 2. APPLICABILITY:

Requirements contained within this document are applicable to Disbursing systems and modules operated and maintained by DoD.

### 3. POLICY:

a. This Volume was created in support of DoD efforts to comply with mandates and provisions of Public Law 104-208, "Federal Financial Management Improvement Act of 1996" September 30, 1996. The FFMIA provides the basis for the development and implementation of financial systems (to include mixed systems) that provide reliable financial management information. The intent of this Act is to provide standard guidance for Federal Agencies to follow in developing

usable systems that support federal manager responsibilities to:

1. Provide reliable and timely financial information for managing current operations, Prepare financial statements and other required financial and budget reports, and
2. Account for their assets reliably, in order to protect them from loss, misappropriation, or destruction

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 systems 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 and Requirements Branch  
8899 East 56th Street  
Indianapolis, IN 46249-0002

E-mail questions, comments, and suggestions to: [ffmiarequirements@dfas.mil](mailto:ffmiarequirements@dfas.mil)

#### 4. ORGANIZATIONAL RESPONSIBILITIES FOR FFMIA COMPLIANCE

a. Within DoD, various organizations operate financial management systems. In an overall scheme, many of these systems should be linked in an integrated network. However, these systems frequently “stand-alone” or “stovepipe” systems that are not logically integrated with other related systems. Critical financial data, instead of being transferred electronically between systems through well-controlled interfaces, are often transferred manually by means of journal vouchers, hardcopy spreadsheets, “data calls,” or other inefficient and error-prone methods.

b. 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 services 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 this Volume of DFAS 7900.4-M 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. This volume and other DFAS 7900.4-M volumes may be applicable to your system.

DISBURSING REQUIREMENTS

DFAS 7900.4-M, Vol. 17

Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Electronic Commerce	17.06.011		The system shall provide the capability to transmit payments or payroll files to the FRB by the electronic file transmission.	Source: DoDFMRVol5,Ch24,Sub2401; Source Date: 3/1/2012			Disbursing_Electronic_Commerce_005
Electronic Commerce	17.06.012		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: DoDFMRVol5,Ch17,Sub1703; Source Date: 3/1/2012			Disbursing_Electronic_Commerce_006
Electronic Commerce	17.06.013	D - Other	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: ; Source Date:	Manage Collections Manage Disbursements Manage Liabilities Manage Receivables		Military_Pay_051

DISBURSING REQUIREMENTS

DFAS 7900.4-M, Vol. 17

Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Electronic Commerce	17.06.014		The system shall provide the capability to process Retirement and Insurance Transfer System (RITS) transactions. RITS is a component of the Intra-Governmental Payment and Collection system (IPAC).	Source: DoDFMRVol5,Ch24,Sub2403; Source Date: 3/1/2012			Disbursing_Electronic_Commerce_008
Electronic Commerce	17.06.015		The system shall provide an automated functionality to send/receive financial transactions, data, information and reports to/from the Intra-Governmental Payment and Collection system (IPAC).	Source: OFFM-NO-0106,SMD-07; Source Date: 1/1/2006Source: OFFM-NO-0106,FBC-04; Source Date: 1/1/2006			Disbursing_Electronic_Commerce_009
Electronic Commerce	17.06.016		The system shall provide the capability to automatically issue a unique Intra-Governmental Payment and Collection (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 from having the same DRN.	Source: DoDFMRVol5,Ch24,Sub2403; Source Date: 3/1/2012			Disbursing_Electronic_Commerce_010
Electronic Commerce	17.06.017		The system shall provide the capability to process and account for the following types of the Intra-Governmental Payment and Collection system (IPAC) transactions: Payment, Collection, Adjustment and Zero Dollar.	Source: DoDFMRVol5,Ch24,Sub2403; Source Date: 3/1/2012			Disbursing_Electronic_Commerce_011

DISBURSING REQUIREMENTS

DFAS 7900.4-M, Vol. 17

Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Electronic Commerce	17.06.018		The system shall have edits to allow processing from a certified ready to pay file only the Intra-Governmental Payment and Collection system (IPAC) transactions containing all data elements mandated by Treasury's Financial Management Service. The system shall reject all transactions failed the edits.	Source: DoDFMRVol5,Ch24,Sub2403; Source Date: 3/1/2012Source: TFMVol1,Pt6,Ch4000,Sec4025; Source Date: 10/1/2011			Disbursing_Electronic_Commerce_012
Electronic Commerce	17.06.019		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: DoDFMRVol5,Ch24,Sub2403; Source Date: 3/1/2012			Disbursing_Electronic_Commerce_013
Electronic Commerce	17.06.020		The system shall provide the capability to generate for applicable entitlement systems electronic files containing IPAC transactions processed by Disbursing.	Source: DoDFMRVol5,Ch24,Sub2403; Source Date: 3/1/2012Source: DoDFMRVol5,Ch10,Sub1004; Source Date: 9/1/2011Source: DoDFMRVol5,Ch11,Sub1103; Source Date: 5/1/2012			Disbursing_Electronic_Commerce_014

DISBURSING REQUIREMENTS

Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Electronic Commerce	17.06.021		The system shall provide the capability to send files containing IPAC transactions processed by Disbursing back to the entitlement systems of their origins.	Source: DoDFMRVol5,Ch11,Sub1103; Source Date: 5/1/2012Source: DoDFMRVol5,Ch24,Sub2403; Source Date: 3/1/2012Source: DoDFMRVol5,Ch10,Sub1004; Source Date: 9/1/2011			Disbursing_Electronic _Commerce_015
Electronic Commerce	17.06.022		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: DoDFMRVol5,Ch24,Sub2403; Source Date: 3/1/2012			Disbursing_Electronic _Commerce_016
Electronic Commerce	17.06.023	A - New Based on Review of an Existing Authoritative source	<b>The system shall provide the capability to process Intra-Governmental Payment and Collection (IPAC) system transactions. The IPAC system's primary purpose is to provide an automated, standardized, interagency funds expenditure transfer mechanism for Federal Program Agencies (FPAs). It facilitates intragovernmental Federal e-commerce by transferring funds, with related descriptive data, from one FPA to another on a real-time basis.</b>	Source: TFMVol1,Pt6,Ch4000; Source Date: 11/1/2011Source: DoDFMRVol5,Ch24,Sub2403; Source Date: 3/1/2012			Disbursing_Electronic _Commerce_007

DISBURSING REQUIREMENTS

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Disbursing Offices, Officers and Agents	17.09.001		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: DoDFMRVol5,Ch2,Su b0201; Source Date: 5/1/2012Source: DoDFMRVol5,Ch19,S ub1905; Source Date: 8/1/2011			Disbursing_Disbursing _Offices_Officers_and _Agents_001
Disbursing Offices, Officers and Agents	17.09.002		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: DoDFMRVol5,Ch2,Su b0203; Source Date: 5/1/2012Source: DoDFMRVol5,Ch2,Su b0202; Source Date: 5/1/2012			Disbursing_Disbursing _Offices_Officers_and _Agents_002
Disbursing Offices, Officers and Agents	17.09.003		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: DoDFMRVol5,Ch2,Su b0202; Source Date: 5/1/2012Source: DoDFMRVol5,Ch2,Su b0203; Source Date: 5/1/2012			Disbursing_Disbursing _Offices_Officers_and _Agents_003
Disbursing Offices, Officers and Agents	17.09.004		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: DoDFMRVol5,Ch21,S ub2101; Source Date: 12/1/2010			Disbursing_Disbursing _Offices_Officers_and _Agents_004

DISBURSING REQUIREMENTS

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Disbursing Offices, Officers and Agents	17.09.005		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: DoDFMRVol5,Ch19,Sub1901; Source Date: 8/1/2011			Disbursing_Disbursing_Offices_Officers_and_Agents_005
Disbursing Offices, Officers and Agents	17.09.006		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: DoDFMRVol5,Ch13,Sub1304; Source Date: 1/1/2011 Source: DoDFMRVol5,Ch19,Sub1901; Source Date: 8/1/2011			Disbursing_Disbursing_Offices_Officers_and_Agents_006
Disbursing Offices, Officers and Agents	17.09.007		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: DoDFMRVol5,Ch19,Sub1901; Source Date: 8/1/2011			Disbursing_Disbursing_Offices_Officers_and_Agents_007

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Disbursing Offices, Officers and Agents	17.09.008		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: DoDFMRVol5,Ch19,Sub1901; Source Date: 8/1/2011			Disbursing_Disbursing_Offices_Officers_and_Agents_008
Disbursing Offices, Officers and Agents	17.09.009		The system shall provide the capability to send to the applicable accounting system a file containing transactions processed by Disbursing.	Source: DoDFMRVol5,Ch19,Sub1901; Source Date: 8/1/2011			Disbursing_Disbursing_Offices_Officers_and_Agents_009
Disbursing Offices, Officers and Agents	17.09.010		The system shall provide the capability to segregate duties of preparation, certification, amendment and payment of a disbursing voucher.	Source: DoDFMRVol5,Ch1,Sub0103; Source Date: 8/1/2010			Disbursing_Disbursing_Offices_Officers_and_Agents_010
Disbursing Offices, Officers and Agents	17.09.011		The system shall provide the capability to support transferring of accountability process when an outgoing Disbursing Officer gets relieved by an incoming Disbursing Officer.	Source: DoDFMRVol5,Ch2,Sub0202; Source Date: 5/1/2012			Disbursing_Disbursing_Offices_Officers_and_Agents_011
Disbursing Offices, Officers and Agents	17.09.012		The system shall provide the capability to maintain the accountability of predecessor Disbursing Officers.	Source: DoDFMRVol5,Ch19,Sub1905; Source Date: 8/1/2011 Source: DoDFMRVol5,Ch22,Sub2201; Source Date: 2/1/2011			Disbursing_Disbursing_Offices_Officers_and_Agents_012

DISBURSING REQUIREMENTS

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Disbursing Offices, Officers and Agents	17.09.013		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: DoDFMRVol5,Ch22,Sub2201; Source Date: 2/1/2011 Source: DoDFMRVol5,Ch22,Sub2204; Source Date: 2/1/2011			Disbursing_Disbursing_Offices_Officers_and_Agents_013
Disbursing Offices, Officers and Agents	17.09.014		The system shall provide the capability to transfer accountability from a predecessor Disbursing Officer to a settlement Officer less any deficiency items.	Source: DoDFMRVol5,Ch22,Sub2204; Source Date: 2/1/2011			Disbursing_Disbursing_Offices_Officers_and_Agents_014
Disbursing Offices, Officers and Agents	17.09.015		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: DoDFMRVol5,Ch22,Sub2204; Source Date: 2/1/2011			Disbursing_Disbursing_Offices_Officers_and_Agents_015
Disbursing Offices, Officers and Agents	17.09.016		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: DoDFMRVol5,Ch22,Sub2204; Source Date: 2/1/2011			Disbursing_Disbursing_Offices_Officers_and_Agents_016

DISBURSING REQUIREMENTS

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Disbursing Offices, Officers and Agents	17.09.017		The system shall provide the capability for the authorized user to establish and modify Cash Holding Authority for a Disbursing Officer, Deputy Disbursing Officer, Agents and Cashiers.	Source: DoDFMRVol5,Ch3,Su b0301; Source Date: 9/1/2012			Disbursing_Disbursing_OfficesOfficers_and_Agents_017
Disbursing Offices, Officers and Agents	17.09.018		The system shall provide the capability to notify a Disbursing Officer, Deputy Disbursing Officer, Agents and Cashiers when their Cash Holding Authority limits have been exceeded.	Source: DoDFMRVol5,Ch5,Su b0501; Source Date: 12/1/2010			Disbursing_Disbursing_OfficesOfficers_and_Agents_018
Disbursing Offices, Officers and Agents	17.09.019		The system shall provide the capability to notify a Disbursing Officer when funds advanced to a Deputy, Agent, or Cashier exceed their Cash Holding Authority.	Source: DoDFMRVol5,Ch3,Su b0304; Source Date: 9/1/2012			Disbursing_Disbursing_OfficesOfficers_and_Agents_019
Disbursing Offices, Officers and Agents	17.09.020		The system shall provide the capability for an authorized user to establish time limits on the payability (negotiability) of U.S. Treasury checks.	Source: DoDFMRVol5,Ch8,Su b0803; Source Date: 4/1/2011			Disbursing_Disbursing_OfficesOfficers_and_Agents_020
Disbursing Offices, Officers and Agents	17.09.021		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: DoDFMRVol5,Ch7,Su b0701; Source Date: 9/1/2011			Disbursing_Disbursing_OfficesOfficers_and_Agents_021

DISBURSING REQUIREMENTS

Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Disbursing Offices, Officers and Agents	17.09.022		The system shall provide an automated capability to notify an authorized user about reordering 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: DoDFMRVol5,Ch7,Su b0702; Source Date: 9/1/2011			Disbursing_Disbursing _Offices_Officers_and _Agents_022
Disbursing Offices, Officers and Agents	17.09.023		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: DoDFMRVol5,Ch7,Su b0701; Source Date: 9/1/2011			Disbursing_Disbursing _Offices_Officers_and _Agents_023
Disbursing Offices, Officers and Agents	17.09.024		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: DoDFMRVol5,Ch19,S ub1903; Source Date: 8/1/2011			Disbursing_Disbursing _Offices_Officers_and _Agents_024
Disbursing Offices, Officers and Agents	17.09.025		The system shall have controls preventing the Disbursing Officer, deputies, and agents from processing payment transactions that they have personally certified.	Source: DoDFMRVol5,Ch33,S ub3302; Source Date: 8/1/2010			Disbursing_Disbursing _Offices_Officers_and _Agents_025

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Disbursing Offices, Officers and Agents	17.09.026		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: DoDFMRVol5,Ch33,S ub3307; Source Date: 8/1/2010			Disbursing_Disbursing _Offices_Officers_and _Agents_026
Disbursing Offices, Officers and Agents	17.09.027		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 document certified so that if anything on the document is changed, the electronic or digital signature is invalidated 4) Capable of being verified by a Disbursing Officer.	Source: DoDFMRVol5,Ch1,Su b0103; Source Date: 8/1/2010			Disbursing_Disbursing _Offices_Officers_and _Agents_027
Disbursing Offices, Officers and Agents	17.09.028		The system shall provide the capability to process and account for imprest funds transactions.	Source: DoDFMRVol5,Ch2,Su b0204; Source Date: 5/1/2012Source: OFFM-NO-0106,PMD-40; Source Date: 1/1/2006			Disbursing_Disbursing _Offices_Officers_and _Agents_028
Disbursing Offices, Officers and Agents	17.09.029		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 to manually input data/info.	Source: DoDFMRVol5,Ch1,Su b0101; Source Date: 8/1/2010			Disbursing_Disbursing _Offices_Officers_and _Agents_029

DISBURSING REQUIREMENTS

DFAS 7900.4-M, Vol. 17

Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Deposit and Transfer of Public Funds	17.10.001		The system shall provide the capability to process transactions accounting for deposit of financial items and instruments. In support of such transactions the system shall generate and populate SF 215 (Deposit Ticket), and/or allow an authorized user to input data into all applicable fields.	Source: TFMVol1,Pt5,Ch3000; Source Date: 5/1/2013Source: DoDFMRVol5,Ch5,Su b0503; Source Date: 12/1/2010			Disbursing_Deposit_and_Transfer_of_Public_Funds_001
Deposit and Transfer of Public Funds	17.10.002		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: DoDFMRVol5,Ch5,Su b0502; Source Date: 12/1/2010			Disbursing_Deposit_and_Transfer_of_Public_Funds_002
Deposit and Transfer of Public Funds	17.10.003		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: DoDFMRVol5,Ch13,Su b1303; Source Date: 1/1/2011Source: DoDFMRVol5,Ch5,Su b0503; Source Date: 12/1/2010			Disbursing_Deposit_and_Transfer_of_Public_Funds_003

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Deposit and Transfer of Public Funds	17.10.004		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: DoDFMRVol5,Ch24,Sub2407; Source Date: 3/1/2012 Source: DoDFMRVol5,Ch24,Sub2408; Source Date: 3/1/2012 Source: Greenbook,Ch7; Source Date: 5/1/2007			Disbursing_Deposit_and_Transfer_of_Public_Funds_004
Deposit and Transfer of Public Funds	17.10.005		The system shall provide the capability to reconcile automatically the listing of Deposit Tickets (DT) and Debit Vouchers (DV) imported from Ca\$hLink II against DT/DV recorded in the system and generate a report of mismatches.	Source: DoDFMRVol5,Ch5,Sub0504; Source Date: 12/1/2010			Disbursing_Deposit_and_Transfer_of_Public_Funds_005
Deposit and Transfer of Public Funds	17.10.006		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: DoDFMRVol5,Ch5,Sub0504; Source Date: 12/1/2010			Disbursing_Deposit_and_Transfer_of_Public_Funds_006

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Deposit and Transfer of Public Funds	17.10.007		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 SF 5515 are generally prepared only by depositaries as adjustments to erroneous amounts on SF 215 and SF 5515 to return negotiable instruments that are dishonored, or to adjust SF 215 for counterfeit currency. All SF 5515 prepared by depositaries are reported automatically to Treasury through CASHLINK II. The depositary sends memorandum and confirmed copies of the SF 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: DoDFMRVol5,Ch5,Su b0504; Source Date: 12/1/2010			Disbursing_Deposit_and_Transfer_of_Public_Funds_007
Deposit and Transfer of Public Funds	17.10.008		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: DoDFMRVol5,Ch5,Su b0503; Source Date: 12/1/2010			Disbursing_Deposit_and_Transfer_of_Public_Funds_008

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Deposit and Transfer of Public Funds	17.10.009		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: DoDFMRVol5,Ch5,Su b0505; Source Date: 12/1/2010			Disbursing_Deposit_and_Transfer_of_Public_Funds_009
Deposit and Transfer of Public Funds	17.10.010		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, Transaction Reporting System (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,FBC-07; Source Date: 1/1/2006Source: DoDFMRVol5,Ch24,S ub2410; Source Date: 3/1/2012			Disbursing_Deposit_and_Transfer_of_Public_Funds_010
Deposit and Transfer of Public Funds	17.10.011		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: DoDFMRVol5,Ch5,Su b0504; Source Date: 12/1/2010			Disbursing_Deposit_and_Transfer_of_Public_Funds_011
U.S. Treasury Checks	17.11.001		The system shall provide the capability to process U.S. Treasury Check payments.	Source: DoDFMRVol5,Ch7,Su b0701; Source Date: 9/1/2011			Disbursing_U.S._Treasury_Checks_001

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
U.S. Treasury Checks	17.11.002		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 the systems shall have edits ensuring that exact information is passed to the check print file from the two original sources of the payment records. The check print file should contain at minimum the following elements: check's place issue, date, serial number, DSSN, payee, amount, signature of drawer, other special information (explanation for check issuance, specific information unique to the disbursing office, SSN and other identifying information).	Source: DoDFMRVol5,Ch11,S ub1102; Source Date: 5/1/2012Source: DoDFMRVol5,Ch7,Su b0703; Source Date: 9/1/2011Source: DoDFMRVol5,Ch11,S ub1103; Source Date: 5/1/2012			Disbursing_U.S._Treas ury_Checks_002
U.S. Treasury Checks	17.11.003		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: DoDFMRVol5,Ch7,Su b0701; Source Date: 9/1/2011			Disbursing_U.S._Treas ury_Checks_003
U.S. Treasury Checks	17.11.004		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,PMD-34; Source Date: 1/1/2006			Disbursing_U.S._Treas ury_Checks_004

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
U.S. Treasury Checks	17.11.005		The system shall have controls preventing a Disbursing Agent from issuing U.S. Treasury Checks.	Source: DoDFMRVol5,Ch2,Su b0202; Source Date: 5/1/2012			Disbursing_U.S._Treasury_Checks_005
U.S. Treasury Checks	17.11.006		The system shall have controls preventing issuance of U.S. Treasury check made payable to cash.	Source: DoDFMRVol5,Ch7,Su b0701; Source Date: 9/1/2011			Disbursing_U.S._Treasury_Checks_006
U.S. Treasury Checks	17.11.007		The system shall provide the capability, when security regulations require, of not showing on exchange-for-cash checks the name of the remitter or reference any invoices.	Source: DoDFMRVol5,Ch7,Su b0705; Source Date: 9/1/2011			Disbursing_U.S._Treasury_Checks_007
U.S. Treasury Checks	17.11.008		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: DoDFMRVol5,Ch7,Su b0701; Source Date: 9/1/2011			Disbursing_U.S._Treasury_Checks_008
U.S. Treasury Checks	17.11.009		The system shall provide the capability to permit the Blank Check Control Log to be used to control an issuance and return of checks between a DO and sites external to the disbursing office where the checks are prepared.	Source: DoDFMRVol5,Ch7,Su b0701; Source Date: 9/1/2011			Disbursing_U.S._Treasury_Checks_009

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
U.S. Treasury Checks	17.11.010		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: DoDFMRVol5,Ch7,Su b0703; Source Date: 9/1/2011			Disbursing_U.S._Treasury_Checks_010
U.S. Treasury Checks	17.11.011		The system shall provide the capability to issue the U.S. Treasury checks in strict numerical sequence within each series.	Source: DoDFMRVol5,Ch7,Su b0703; Source Date: 9/1/2011			Disbursing_U.S._Treasury_Checks_011
U.S. Treasury Checks	17.11.012		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: DoDFMRVol5,Ch7,Su b0701; Source Date: 9/1/2011			Disbursing_U.S._Treasury_Checks_012
U.S. Treasury Checks	17.11.013		The system shall have the capability to prevent issuance of 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: DoDFMRVol5,Ch7,Su b0703; Source Date: 9/1/2011 Source: TFMVol1,Pt4A,Ch2000,Sec2070; Source Date: 12/1/2012			Disbursing_U.S._Treasury_Checks_013
U.S. Treasury Checks	17.11.014		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: DoDFMRVol5,Ch7,Su b0702; Source Date: 9/1/2011			Disbursing_U.S._Treasury_Checks_014

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
U.S. Treasury Checks	17.11.015		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 the check print file from been sent to a check printing system (2) generate a report of all identified mismatches (3) notify an authorized user so an appropriate course of actions can be determined.	Source: DoDFMRVol5,Ch11,Sub1103; Source Date: 5/1/2012			Disbursing_U.S._Treasury_Checks_015
U.S. Treasury Checks	17.11.016		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 Disbursing Officer (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: DoDFMRVol5,Ch7,Sub0705; Source Date: 9/1/2011			Disbursing_U.S._Treasury_Checks_016

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
U.S. Treasury Checks	17.11.017		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: DoDFMRVol5,Ch7,Su b0705; Source Date: 9/1/2011			Disbursing_U.S._Treasury_Checks_017
U.S. Treasury Checks	17.11.018		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: DoDFMRVol5,Ch7,Su b0705; Source Date: 9/1/2011			Disbursing_U.S._Treasury_Checks_018
U.S. Treasury Checks	17.11.019		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 Disbursing Officer's accountability when credit is received from Treasury for the lost exchange-for-cash check.	Source: DoDFMRVol5,Ch7,Su b0705; Source Date: 9/1/2011			Disbursing_U.S._Treasury_Checks_019

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
U.S. Treasury Checks	17.11.020		When processing transactions for a correction of a duplicate U.S. Treasury check payment the system shall provide the capability, to generate, populate, and/or allow an authorized user to input data to all applicable fields of the SF 1184 (Unavailable Check Cancellation) and record all transactions that are generated. This functionality should be used when a Disbursing Officer (DO) receives an SF 5515 for a duplicate check to which the payee is entitled, the normal presumption is that the wrong original check number was entered on the second check. The DO submits an SF 1184 for the correct original check serial number in order to receive credit. The DO cross-references the SF 1184 with the memorandum copy of the SF 5515 since the disbursing office may, in the future, need a copy of the duplicate check for claim purposes.	Source: DoDFMRVol5,Ch7,Su b0706; Source Date: 9/1/2011			Disbursing_U.S._Treasury_Checks_020
U.S. Treasury Checks	17.11.021		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: DoDFMRVol5,Ch7,Su b0706; Source Date: 9/1/2011			Disbursing_U.S._Treasury_Checks_021
U.S. Treasury Checks	17.11.022		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: DoDFMRVol5,Ch7,Su b0706; Source Date: 9/1/2011			Disbursing_U.S._Treasury_Checks_022

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
U.S. Treasury Checks	17.11.023		The system shall provide the capability to process transactions accounting for recording and resolving U.S. Treasury check issue overdrafts.	Source: DoDFMRVol5,Ch7,Su b0706; Source Date: 9/1/2011			Disbursing_U.S._Treasury_Checks_023
U.S. Treasury Checks	17.11.024		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: DoDFMRVol5,Ch7,Su b0706; Source Date: 9/1/2011			Disbursing_U.S._Treasury_Checks_024
U.S. Treasury Checks	17.11.025		The system shall provide the capability to process the resolution of the check overdraft issues using one of three methods: 1) By a collection supported by an OF 1017-G (Journal Voucher) 2) By a Supplemental Charge to Appropriation and supported by an SF 1034 (or a one-sided SF 1080) or 3) By a Supplemental Charge to Military Pay supported by an SF 1034 (or one-sided SF 1081).	Source: DoDFMRVol5,Ch7,Su b0706; Source Date: 9/1/2011			Disbursing_U.S._Treasury_Checks_025
U.S. Treasury Checks	17.11.026		The system shall provide the capability to process transactions accounting for recording and resolving U.S. Treasury check issue underdrafts.	Source: DoDFMRVol5,Ch7,Su b0706; Source Date: 9/1/2011			Disbursing_U.S._Treasury_Checks_026

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
U.S. Treasury Checks	17.11.027		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: DoDFMRVol5,Ch7,Su b0706; Source Date: 9/1/2011			Disbursing_U.S._Treasury_Checks_027
U.S. Treasury Checks	17.11.028		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: DoDFMRVol5,Ch7,Su b0706; Source Date: 9/1/2011			Disbursing_U.S._Treasury_Checks_028
U.S. Treasury Checks	17.11.029		The system shall provide the capability to resolve check issue underdraft by a 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: DoDFMRVol5,Ch7,Su b0706; Source Date: 9/1/2011			Disbursing_U.S._Treasury_Checks_029

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
U.S. Treasury Checks	17.11.030		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 month's check issue errors that are detected by a disbursing office less than 1 year after the month of the check issue. 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. The system shall also have controls in place preventing application of this functionality for check issue discrepancies less than \$1.01 or over a year old from the issue month of the check.	Source: DoDFMRVol5,Ch7,Su b0706; Source Date: 9/1/2011			Disbursing_U.S._Treasury_Checks_030
U.S. Treasury Checks	17.11.031		The system shall prevent a reporting of adjustments to the Treasury of overpayments by US Treasury check for amounts less than \$1.00.	Source: DoDFMRVol5,Ch7,Su b0706; Source Date: 9/1/2011			Disbursing_U.S._Treasury_Checks_031
U.S. Treasury Checks	17.11.032		The system shall prevent a 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: DoDFMRVol5,Ch7,Su b0706; Source Date: 9/1/2011			Disbursing_U.S._Treasury_Checks_032
U.S. Treasury Checks	17.11.033		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: DoDFMRVol5,Ch8,Su b0802; Source Date: 4/1/2011			Disbursing_U.S._Treasury_Checks_033

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
U.S. Treasury Checks	17.11.034		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: DoDFMRVol5,Ch8,Su b0802; Source Date: 4/1/2011			Disbursing_U.S._Treasury_Checks_034
U.S. Treasury Checks	17.11.035		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: DoDFMRVol5,Ch8,Su b0802; Source Date: 4/1/2011			Disbursing_U.S._Treasury_Checks_035
U.S. Treasury Checks	17.11.036		The system shall provide the capability to process voided U.S. Treasury checks. In support of such capability the system shall allow to distinguish between the 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: DoDFMRVol5,Ch8,Su b0802; Source Date: 4/1/2011			Disbursing_U.S._Treasury_Checks_036

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
U.S. Treasury Checks	17.11.037		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: DoDFMRVol5,Ch8,Su b0803; Source Date: 4/1/2011			Disbursing_U.S._Treasury_Checks_037
U.S. Treasury Checks	17.11.038		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: DoDFMRVol5,Ch8,Su b0803; Source Date: 4/1/2011			Disbursing_U.S._Treasury_Checks_038
U.S. Treasury Checks	17.11.039		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: DoDFMRVol5,Ch8,Su b0803; Source Date: 4/1/2011			Disbursing_U.S._Treasury_Checks_039
U.S. Treasury Checks	17.11.040		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: DoDFMRVol5,Ch8,Su b0803; Source Date: 4/1/2011			Disbursing_U.S._Treasury_Checks_040

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
U.S. Treasury Checks	17.11.041		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: DoDFMRVol5,Ch8,Su b0803; Source Date: 4/1/2011 Source: DoDFMRVol5,Ch8,Su b0804; Source Date: 4/1/2011			Disbursing_U.S._Treasury_Checks_041
U.S. Treasury Checks	17.11.042		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: DoDFMRVol5,Ch8,Su b0804; Source Date: 4/1/2011			Disbursing_U.S._Treasury_Checks_042
U.S. Treasury Checks	17.11.043		The system shall provide the capability to process transactions accounting for unavailable check cancellations. In support of 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: DoDFMRVol5,Ch8,Su b0804; Source Date: 4/1/2011			Disbursing_U.S._Treasury_Checks_043

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
U.S. Treasury Checks	17.11.044		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: DoDFMRVol5,Ch8,Su b0804; Source Date: 4/1/2011			Disbursing_U.S._Treasury_Checks_044
U.S. Treasury Checks	17.11.045		The system shall support a 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: TFMVol1,Pt4,Ch7000, Sec7045.20; Source Date: 8/1/2007Source: DoDFMRVol5,Ch8,Su b0804; Source Date: 4/1/2011			Disbursing_U.S._Treasury_Checks_045
U.S. Treasury Checks	17.11.046		The system shall provide the capability to process transactions accounting for a credit or charge to the 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 data/info from the SF 1081 manually.	Source: DoDFMRVol5,Ch8,Su b0804; Source Date: 4/1/2011			Disbursing_U.S._Treasury_Checks_046

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
U.S. Treasury Checks	17.11.047		The system shall provide the capability to process transactions accounting for a canceled unavailable U.S. Treasury check that is negotiated by a financial institution after cancellation by Treasury. In support of such transactions 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: TFMVol1,Pt4,Ch7000, Sec7050.30; Source Date: 8/1/2007Source: DoDFMRVol5,Ch8,Su b0804; Source Date: 4/1/2011			Disbursing_U.S._Treasury_Checks_047
U.S. Treasury Checks	17.11.048		The system shall provide the capability to process transactions accounting for clearance of a credit or charge to the Disbursing Officer's **F3880 (Unavailable Check Cancellations and Overpayments (Suspense)) account, returning the funds to the appropriation charged or like fund that has been identified. 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: TFMVol1,Pt4,Ch7000, Sec7050.35; Source Date: 8/1/2007Source: DoDFMRVol5,Ch8,Su b0804; Source Date: 4/1/2011			Disbursing_U.S._Treasury_Checks_048

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
U.S. Treasury Checks	17.11.049		The system shall provide the capability to process transactions accounting for a 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 Government On-Line Accounting Link Information Access System II (GOALS II) / Intra-Governmental Payment and Collection (IPAC) system; the transmission will include any detailed identifying information provided in the original check issue data submission.	Source: DoDFMRVol5,Ch8,Su b0805; Source Date: 4/1/2011			Disbursing_U.S._Treasury_Checks_049

DISBURSING REQUIREMENTS

Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
U.S. Treasury Checks	17.11.050		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: DoDFMRVol5,Ch8,Su b0805; Source Date: 4/1/2011			Disbursing_U.S._Treasury_Checks_050

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Check Issue Reconciliation and Reporting	17.12.001		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 updating 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: DoDFMRVol5,Ch9,Su b0901; Source Date: 9/1/2012			Disbursing_Check_Issue_Reconciliation_and_Reporting_001
Check Issue Reconciliation and Reporting	17.12.002		The system shall provide the capability to create an electronic media file with U.S. Treasury check issue data and upload it into the Defense Check Reconciliation Module (DCRM).	Source: DoDFMRVol5,Ch9,Su b0901; Source Date: 9/1/2012			Disbursing_Check_Issue_Reconciliation_and_Reporting_002
Check Issue Reconciliation and Reporting	17.12.003		The system shall provide an automated capability to update status of each check payment submitted through the Defense Check Reconciliation Module (DCRM). In support of such capability the system shall import confirmation/processing reports from DCRM.	Source: DoDFMRVol5,Ch9,Su b0901; Source Date: 9/1/2012			Disbursing_Check_Issue_Reconciliation_and_Reporting_003

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Check Issue Reconciliation and Reporting	17.12.004		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 applicable fields. This report summarizes the total dollar amount of the current month checks issues submitted by transmittals (listing each check series individually) and show current and prior months' adjustments to check issue totals.	Source: DoDFMRVol5,Ch9,Su b0902; Source Date: 9/1/2012			Disbursing_Check_Issue_Reconciliation_and_Reporting_004
Check Issue Reconciliation and Reporting	17.12.005		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 the Defense Check Reconciliation Module (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: DoDFMRVol5,Ch9,Su b0906; Source Date: 9/1/2012			Disbursing_Check_Issue_Reconciliation_and_Reporting_005
Check Issue Reconciliation and Reporting	17.12.006		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: DoDFMRVol5,Ch9,Su b0903; Source Date: 9/1/2012			Disbursing_Check_Issue_Reconciliation_and_Reporting_006

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Check Issue Reconciliation and Reporting	17.12.007		The system shall provide the capability to process a transaction accounting for a check issue discrepancy identified by the U.S. Treasury after the 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 Disbursing Officer, 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: TFMVol1,Pt4,Ch6000, Sec6045.10; Source Date: 12/1/2001Source: DoDFMRVol5,Ch7,Su b0706; Source Date: 9/1/2011Source: DoDFMRVol5,Ch9,Su b0903; Source Date: 9/1/2012			Disbursing_Check_Issue_Reconciliation_and_Reporting_007
Check Issue Reconciliation and Reporting	17.12.008		The system shall provide the capability to summarize net dollar amount adjustments to prior months U.S. Treasury checks 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: DoDFMRVol5,Ch9,Su b0903; Source Date: 9/1/2012			Disbursing_Check_Issue_Reconciliation_and_Reporting_008

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Check Issue Reconciliation and Reporting	17.12.009		The system shall provide the capability to perform post-print verification of the 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 Department of the Treasury's Check Payment and Reconciliation (CP&R) system.	Source: DoDFMRVol5,Ch7,Su b0706; Source Date: 9/1/2011			Disbursing_Check_Issue_Reconciliation_and_Reporting_009
Collections	17.13.001		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 (5) Electronic Funds Transfer Payments from a payee (6) Debit card receipts (7)Credit Union share drafts (8) Bank drafts (9) US Treasury checks (10) Undeliverable checks (11) Dishonored checks (12) Corporate checks (13) Personal checks (14) Travelers' checks (15) Credit Card receipts (16) Food stamps.	Source: DoDFMRVol5,Ch8,Su b0803; Source Date: 4/1/2011Source: DoDFMRVol5,Ch10,S ub1004; Source Date: 9/1/2011Source: DoDFMRVol5,Ch10,S ub1002; Source Date: 9/1/2011Source: DoDFMRVol5,Ch12,S ub1201; Source Date: 4/1/2011Source: DoDFMRVol5,Ch24,S ub2402; Sou			Disbursing_Collections_001
Collections	17.13.002		The system shall provide the capability to process and separately account for the following types of collections: Receipt, Reimbursement and Refund.	Source: DoDFMRVol5,Ch10,S ub1001; Source Date: 9/1/2011			Disbursing_Collections_002

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Collections	17.13.003		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: DoDFMRVol5,Ch10,Sub1001; Source Date: 9/1/2011			Disbursing_Collections_003
Collections	17.13.004		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: DoDFMRVol5,Ch10,Sub1005; Source Date: 9/1/2011			Disbursing_Collections_004
Collections	17.13.005		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 applicable fields. The DD 2659 summarizes daily collection transactions and maintains perpetual inventory of voucher numbers.	Source: DoDFMRVol5,Ch10,Sub1004; Source Date: 9/1/2011			Disbursing_Collections_005
Collections	17.13.006		The system shall provide the capability to assign collection voucher numbers consecutively starting at the beginning of each fiscal year.	Source: DoDFMRVol5,Ch10,Sub1005; Source Date: 9/1/2011			Disbursing_Collections_006

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Collections	17.13.007		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: DoDFMRVol5,Ch10,Sub1004; Source Date: 9/1/2011			Disbursing_Collections_007
Collections	17.13.008		The system shall provide the capability for an authorized user to electronically validate a collection voucher.	Source: DoDFMRVol5,Ch10,Sub1003; Source Date: 9/1/2011			Disbursing_Collections_008
Collections	17.13.009		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: DoDFMRVol5,Ch10,Sub1005; Source Date: 9/1/2011			Disbursing_Collections_009
Collections	17.13.010		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: DoDFMRVol5,Ch10,Sub1005; Source Date: 9/1/2011			Disbursing_Collections_010
Collections	17.13.011		The system shall provide the capability to receive from an entitlement system and process a ready to collect file containing collection transactions.	Source: DoDFMRVol5,Ch10,Sub1002; Source Date: 9/1/2011			Disbursing_Collections_011

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Collections	17.13.012		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: DoDFMRVol5,Ch10,Sub1005; Source Date: 9/1/2011			Disbursing_Collections_012
Collections	17.13.013		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: DoDFMRVol5,Ch10,Sub1005; Source Date: 9/1/2011			Disbursing_Collections_013
Collections	17.13.014		The system shall provide the following capabilities: 1) to send collection reject files back to the applicable entitlement system 2) to send individually rejected collection transactions back to their originator if such transactions were generated internally by the disbursing office.	Source: DoDFMRVol5,Ch10,Sub1005; Source Date: 9/1/2011			Disbursing_Collections_014
Collections	17.13.015		The system shall provide the capability to generate for the applicable entitlement systems post collection files containing collection transactions processed by Disbursing.	Source: DoDFMRVol5,Ch10,Sub1004; Source Date: 9/1/2011			Disbursing_Collections_015

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Collections	17.13.016		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: DoDFMRVol5,Ch10,S ub1002; Source Date: 9/1/2011			Disbursing_Collections_016
Collections	17.13.017		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: DoDFMRVol5,Ch10,S ub1002; Source Date: 9/1/2011			Disbursing_Collections_017

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Collections	17.13.018		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 transaction for others (TFO). Upon determining the correct accounting classification, the system shall generate an SF 1080 (TFO) to clear the suspense account.	Source: DoDFMRVol5,Ch10,S ub1004; Source Date: 9/1/2011			Disbursing_Collections_018
Collections	17.13.019		The system shall provide the capability for an authorized user to process overages of funds.	Source: DoDFMRVol5,Ch10,S ub1004; Source Date: 9/1/2011			Disbursing_Collections_019

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Collections	17.13.020		The system shall provide the capability to process collections of Overpayments and Underpayments by \$10 or less. For the overpayment of such amount the system shall generate and populate the DD Form 1131(Collection Voucher), and/or allow an authorized user to populate all the applicable fields. The collection should be credited to U.S. Treasury designated receipt account (**1099, Fines, Penalties, and Forfeitures). For the underpayment of \$10 or less the system shall generate and populate an SF 1081, and/or allow an authorized user to populate all applicable fields. It should be charged to the DoD Component's Operations and Maintenance (O&M) account and credit the applicable appropriation (or receivable).	Source: DoDFMRVol5,Ch10,Sub1004; Source Date: 9/1/2011			Disbursing_Collections_020
Collections	17.13.021		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: DoDFMRVol5,Ch10,Sub1005; Source Date: 9/1/2011			Disbursing_Collections_021
Collections	17.13.022		The system shall be provide the capability to process transactions supported by the DD Form 707 (Report of Deposit) received from commissaries.	Source: DoDFMRVol5,Ch10,Sub1005; Source Date: 9/1/2011			Disbursing_Collections_022

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Disbursements	17.14.001		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 user 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) an 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: DoDFMRVol5,Ch11,Sub1101; Source Date: 5/1/2012			Disbursing_Disbursements_001
Disbursements	17.14.002		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 Depository Check.	Source: DoDFMRVol5,Ch11,Sub1102; Source Date: 5/1/2012			Disbursing_Disbursements_002

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Disbursements	17.14.003		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: DoDFMRVol5,Ch11,Sub1103; Source Date: 5/1/2012			Disbursing_Disbursements_003
Disbursements	17.14.004		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: DoDFMRVol5,Ch11,Sub1103; Source Date: 5/1/2012			Disbursing_Disbursements_004
Disbursements	17.14.005		The system shall provide the capability to receive and process from entitlement systems certified ready to pay files containing payment transactions.	Source: DoDFMRVol5,Ch11,Sub1101; Source Date: 5/1/2012			Disbursing_Disbursements_005

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Disbursements	17.14.006		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 a 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: DoDFMRV015,Ch11,Sub1102; Source Date: 5/1/2012			Disbursing_Disbursements_006
Disbursements	17.14.007		The system shall have edits to ensure that the certified ready to pay files for payroll payments are in a Prearranged Payment and Deposit (PPD) format for Electronic Funds Transfers.	Source: OFFM-NO-0106,PMD-25; Source Date: 1/1/2006			Disbursing_Disbursements_007
Disbursements	17.14.008		The system shall have edits to ensure that the certified ready to pay files for vendor payments are in a Corporate Trade Exchange (CTX) format for Electronic Funds Transfers.	Source: OFFM-NO-0106,PMD-26; Source Date: 1/1/2006			Disbursing_Disbursements_008

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Disbursements	17.14.009		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: DoDFMRVol5,Ch11,Sub1102; Source Date: 5/1/2012			Disbursing_Disbursements_009
Disbursements	17.14.010		The system shall reject from a certified ready to pay file Electronic Funds Transfer payment records exceeding the maximum amount of \$99,999,999.99.	Source: TFMVol1,Pt4A,Ch2000,Sec2070; Source Date: 12/1/2012			Disbursing_Disbursements_010
Disbursements	17.14.011		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: DoDFMRVol5,Ch11,Sub1102; Source Date: 5/1/2012			Disbursing_Disbursements_011
Disbursements	17.14.012		The system shall provide the capability to assign a disbursing voucher number to each payment transaction/voucher consecutively starting at the beginning of each fiscal year.	Source: DoDFMRVol5,Ch11,Sub1103; Source Date: 5/1/2012			Disbursing_Disbursements_012
Disbursements	17.14.013		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: DoDFMRVol5,Ch11,Sub1102; Source Date: 5/1/2012			Disbursing_Disbursements_013
Disbursements	17.14.014		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: DoDFMRVol5,Ch11,Sub1103; Source Date: 5/1/2012			Disbursing_Disbursements_014

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Disbursements	17.14.015		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: DoDFMRVol5,Ch11,Sub1103; Source Date: 5/1/2012			Disbursing_Disbursements_015
Disbursements	17.14.016		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, disbursing station symbol number (DSSN), voucher number, Electronic Funds Transfer trace number if paid by EFT or the check number if paid by check.	Source: DoDFMRVol5,Ch11,Sub1103; Source Date: 5/1/2012			Disbursing_Disbursements_016
Disbursements	17.14.017		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: DoDFMRVol5,Ch11,Sub1103; Source Date: 5/1/2012			Disbursing_Disbursements_017
Disbursements	17.14.018		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: DoDFMRVol5,Ch11,Sub1103; Source Date: 5/1/2012			Disbursing_Disbursements_018

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Disbursements	17.14.019		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: DoDFMRVol5,Ch11,Sub1103; Source Date: 5/1/2012			Disbursing_Disbursements_019
Disbursements	17.14.020		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: DoDFMRVol5,Ch11,Sub1103; Source Date: 5/1/2012			Disbursing_Disbursements_020
Disbursements	17.14.021		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: DoDFMRVol5,Ch11,Sub1103; Source Date: 5/1/2012			Disbursing_Disbursements_021
Disbursements	17.14.022		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: DoDFMRVol5,Ch11,Sub1103; Source Date: 5/1/2012			Disbursing_Disbursements_022
Disbursements	17.14.023		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: DoDFMRVol5,Ch11,Sub1103; Source Date: 5/1/2012			Disbursing_Disbursements_023

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Disbursements	17.14.024		The system shall have the capability to sent/receive electronically data/info to/from the Federal Reserve Bank via the Automated Clearing House.	Source: DoDFMRVol5,Ch11,Sub1103; Source Date: 5/1/2012			Disbursing_Disbursements_024
Disbursements	17.14.025		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: DoDFMRVol5,Ch11,Sub1103; Source Date: 5/1/2012 Source: DoDFMRVol5,Ch5,Sub0504; Source Date: 12/1/2010			Disbursing_Disbursements_025
Disbursements	17.14.026		The system shall provide the capability to receive notification/confirmation from the Federal Reserve Bank (FRB) whether submitted EFT payment files were accepted for processing.	Source: DoDFMRVol5,Ch11,Sub1103; Source Date: 5/1/2012			Disbursing_Disbursements_026
Disbursements	17.14.027		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: DoDFMRVol5,Ch11,Sub1103; Source Date: 5/1/2012			Disbursing_Disbursements_027

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Disbursements	17.14.028		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: DoDFMRVol5,Ch11,Sub1103; Source Date: 5/1/2012			Disbursing_Disbursements_028
Disbursements	17.14.029		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: Greenbook,Ch9; Source Date: 10/1/2007 Source: DoDFMRVol5,Ch11,Sub1103; Source Date: 5/1/2012			Disbursing_Disbursements_029
Disbursements	17.14.030		The system shall have the capability to process transactions accounting for the disposition of collections received for deposit fund accounts. Such disposition is processed as a withdrawal of 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: DoDFMRVol5,Ch11,Sub1104; Source Date: 5/1/2012			Disbursing_Disbursements_030
Disbursements	17.14.031		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: DoDFMRVol5,Ch11,Sub1105; Source Date: 5/1/2012			Disbursing_Disbursements_031

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Disbursements	17.14.032		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: DoDFMRVol5,Ch11,Sub1107; Source Date: 5/1/2012Source: TFMVol1,Pt6,Ch8500, App3; Source Date: 3/1/2012Source: TFMVol1,Pt6,Ch8500, Sec8535.20; Source Date: 3/1/2012Source: TFMVol1,Pt6,Ch8500, App4; Source Date: 3/1/2012Source: TFMVol1,Pt6,Ch8500, Ap			Disbursing_Disbursements_032
Disbursements	17.14.033		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,PMD-22; Source Date: 1/1/2006			Disbursing_Disbursements_033
Disbursements	17.14.034		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: DoDFMRVol5,Ch11,Sub1102; Source Date: 5/1/2012			Disbursing_Disbursements_034
Disbursements	17.14.035		The system shall provide the capability to defer/undefer paid vouchers and account for them.	Source: DoDFMRVol5,Ch11,Sub1103; Source Date: 5/1/2012			Disbursing_Disbursements_035

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Disbursements	17.14.036		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: DoDFMRVol5,Ch11,Sub1103; Source Date: 5/1/2012			Disbursing_Disbursements_036
Disbursements	17.14.037		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,PMD-21; Source Date: 1/1/2006			Disbursing_Disbursements_037

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Disbursements	17.14.038		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 Numbers (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,PMD-23; Source Date: 1/1/2006			Disbursing_Disbursements_038
Disbursements	17.14.039		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: DoDFMRVol5,Ch11,Sub1103; Source Date: 5/1/2012			Disbursing_Disbursements_039

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Disbursements	17.14.040		The system shall provide the capability to receive a Notification of Change (NOC) from the Federal Reserve Bank or Receiving Depository 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: Greenbook,Ch6; Source Date: 11/1/2010			Disbursing_Disbursements_040
Disbursing Operations in Foreign Currency	17.15.001		The system shall provide the capability to process and account for transactions in foreign currencies.	Source: DoDFMRVol5,Ch12,Sub1201; Source Date: 4/1/2011			Disbursing_Disbursing_Operations_in_Foreign_Currency_001
Disbursing Operations in Foreign Currency	17.15.002		The system shall provide the capability for an authorized user to establish Rate of Exchange for each foreign currency used in disbursing operations.	Source: DoDFMRVol5,Ch13,Sub1304; Source Date: 1/1/2011			Disbursing_Disbursing_Operations_in_Foreign_Currency_002
Disbursing Operations in Foreign Currency	17.15.003		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: DoDFMRVol5,Ch16,Sub1601; Source Date: 2/1/2011			Disbursing_Disbursing_Operations_in_Foreign_Currency_003
Disbursing Operations in Foreign Currency	17.15.004		The system shall provide a capability to compute and maintain Recomputed Rate of exchange for each applicable foreign currency used in disbursing operations.	Source: DoDFMRVol5,Ch13,Sub1304; Source Date: 1/1/2011			Disbursing_Disbursing_Operations_in_Foreign_Currency_004

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Disbursing Operations in Foreign Currency	17.15.005		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: DoDFMRVol5,Ch13,S ub1304; Source Date: 1/1/2011			Disbursing_Disbursing _Operations_in_Foreig n_Currency_005
Disbursing Operations in Foreign Currency	17.15.006		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). The file shall contain transactions from a 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: DoDFMRVol5,Ch12,S ub1201; Source Date: 4/1/2011Source: DoDFMRVol5,Ch24,S ub2409; Source Date: 3/1/2012			Disbursing_Disbursing _Operations_in_Foreig n_Currency_006
Disbursing Operations in Foreign Currency	17.15.007		The system shall be interfaced or have data/info upload/download capability with the International Treasury Services system for submission of ITS.gov payment files.	Source: DoDFMRVol5,Ch12,S ub1201; Source Date: 4/1/2011Source: DoDFMRVol5,Ch24,S ub2409; Source Date: 3/1/2012			Disbursing_Disbursing _Operations_in_Foreig n_Currency_007
Disbursing Operations in Foreign Currency	17.15.008		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: DoDFMRVol5,Ch12,S ub1204; Source Date: 4/1/2011			Disbursing_Disbursing _Operations_in_Foreig n_Currency_008

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Disbursing Operations in Foreign Currency	17.15.009		The system shall provide the capability to process and account for accommodation exchange transactions conducted in foreign currencies.	Source: DoDFMRVol5,Ch12,Sub1204; Source Date: 4/1/2011			Disbursing_Disbursing_Operations_in_Foreign_Currency_009
Disbursing Operations in Foreign Currency	17.15.010		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: DoDFMRVol5,Ch12,Sub1204; Source Date: 4/1/2011			Disbursing_Disbursing_Operations_in_Foreign_Currency_010
Disbursing Operations in Foreign Currency	17.15.011		The system shall provide the capability to process transactions accounting for a procurement of foreign funds.	Source: DoDFMRVol5,Ch13,Sub1302; Source Date: 1/1/2011			Disbursing_Disbursing_Operations_in_Foreign_Currency_011
Disbursing Operations in Foreign Currency	17.15.012		The system shall provide the capability to process transactions accounting for foreign currencies sent to the U.S. Treasury designated repository as mutilated or unfit.	Source: DoDFMRVol5,Ch13,Sub1303; Source Date: 1/1/2011			Disbursing_Disbursing_Operations_in_Foreign_Currency_012
Disbursing Operations in Foreign Currency	17.15.013		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 a Disbursing Officer, Deputy Disbursing Officer, 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: DoDFMRVol5,Ch13,Sub1304; Source Date: 1/1/2011			Disbursing_Disbursing_Operations_in_Foreign_Currency_013

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Disbursing Operations in Foreign Currency	17.15.014		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: DoDFMRVol5,Ch13,Sub1304; Source Date: 1/1/2011			Disbursing_Disbursing_Operations_in_Foreign_Currency_014
Disbursing Operations in Foreign Currency	17.15.015		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: DoDFMRVol5,Ch16,Sub1601; Source Date: 2/1/2011			Disbursing_Disbursing_Operations_in_Foreign_Currency_015

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Disbursing Operations in Foreign Currency	17.15.016		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: DoDFMRVol5,Ch16,Sub1602; Source Date: 2/1/2011			Disbursing_Disbursing_Operations_in_Foreign_Currency_016
Limited Depository Checking Accounts	17.16.001		The system shall provide the capability to establish separate Limited Depository Accounts for each applicable foreign currency and set time limits on the payability (negotiability) of Limited Depository Account checks.	Source: DoDFMRVol5,Ch14,Sub1402; Source Date: 4/1/2012			Disbursing_Limited_Depository_Checking_Accounts_002
Limited Depository Checking Accounts	17.16.002		The system shall provide the capability to process transactions accounting for payments made with Limited Depository checks.	Source: DoDFMRVol5,Ch14,Sub1403; Source Date: 4/1/2012			Disbursing_Limited_Depository_Checking_Accounts_001
Limited Depository Checking Accounts	17.16.003		The system shall provide the capability to produce a Limited Depository 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: DoDFMRVol5,Ch14,Sub1403; Source Date: 4/1/2012			Disbursing_Limited_Depository_Checking_Accounts_003

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Limited Depositary Checking Accounts	17.16.004		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: DoDFMRVol5,Ch14,Sub1403; Source Date: 4/1/2012			Disbursing_Limited_Depositary_Checking_Accounts_004
Limited Depositary Checking Accounts	17.16.005		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: DoDFMRVol5,Ch14,Sub1403; Source Date: 4/1/2012			Disbursing_Limited_Depositary_Checking_Accounts_005
Limited Depositary Checking Accounts	17.16.006		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: DoDFMRVol5,Ch14,Sub1403; Source Date: 4/1/2012			Disbursing_Limited_Depositary_Checking_Accounts_006
Limited Depositary Checking Accounts	17.16.007		The system shall provide the capability to process transactions accounting for voided Limited Depositary checks. The Disbursing Officer can void checks based on the payee's none-entitlement to the payment, or an error in the way the check is drawn.	Source: DoDFMRVol5,Ch14,Sub1404; Source Date: 4/1/2012			Disbursing_Limited_Depositary_Checking_Accounts_007

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Limited Depository Checking Accounts	17.16.008		The system shall provide the capability to process transactions accounting for spoiled Limited Depository 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: DoDFMRVol5,Ch14,Sub1404; Source Date: 4/1/2012			Disbursing_Limited_Depository_Checking_Accounts_008
Limited Depository Checking Accounts	17.16.009		The system shall provide the automated capability to identify and mark Limited Depository Account checks as 'Uncurrent when they have not been negotiated by a Limited Depository within applicable period of negotiability (limited-payability) set in the system.	Source: DoDFMRVol5,Ch14,Sub1405; Source Date: 4/1/2012			Disbursing_Limited_Depository_Checking_Accounts_009
Limited Depository Checking Accounts	17.16.010		The system shall provide the capability to generate and populate separate listings of uncurrent, voided and spoiled Limited Depository checks.	Source: DoDFMRVol5,Ch14,Sub1404; Source Date: 4/1/2012 Source: DoDFMRVol5,Ch14,Sub1405; Source Date: 4/1/2012			Disbursing_Limited_Depository_Checking_Accounts_010

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Limited Depository Checking Accounts	17.16.011		The system shall provide the capability to process transaction accounting for a purchase of foreign currency in the amount represented by the outstanding Limited Depository checks identified on the Uncurrent Check listing. Such transaction results in the increase of the Limited Depository 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: DoDFMRVol5,Ch14,Sub1405; Source Date: 4/1/2012			Disbursing_Limited_Depository_Checking_Accounts_011
Limited Depository Checking Accounts	17.16.012		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: DoDFMRVol5,Ch14,Sub1409; Source Date: 4/1/2012 Source: DoDFMRVol5,Ch14,Sub1405; Source Date: 4/1/2012			Disbursing_Limited_Depository_Checking_Accounts_012
Limited Depository Checking Accounts	17.16.013		The system shall provide a capability to process transactions accounting for cancellation of Limited Depository checks.	Source: DoDFMRVol5,Ch14,Sub1406; Source Date: 4/1/2012			Disbursing_Limited_Depository_Checking_Accounts_013

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Limited Depository Checking Accounts	17.16.014		The system shall provide the capability to process transactions accounting for Limited Depository 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: DoDFMRVol5,Ch14,Sub1409; Source Date: 4/1/2012 Source: DoDFMRVol5,Ch14,Sub1408; Source Date: 4/1/2012			Disbursing_Limited_Depository_Checking_Accounts_014
Limited Depository Checking Accounts	17.16.015		The system shall provide the capability to generate and populate Schedule of Deposits of Limited Depository Account and/or allow an authorized user to populate all applicable fields.	Source: DoDFMRVol5,Ch14,Sub1409; Source Date: 4/1/2012			Disbursing_Limited_Depository_Checking_Accounts_015
Limited Depository Checking Accounts	17.16.016		The system shall provide the capability to generate and populate an SF 1149 (Statement of Designated Depository Account), and/or allow an authorized user to input data into all applicable fields. This form shall be generated for each Limited Depository Account.	Source: DoDFMRVol5,Ch14,Sub1409; Source Date: 4/1/2012			Disbursing_Limited_Depository_Checking_Accounts_016
Limited Depository Checking Accounts	17.16.017		The system shall provide the capability to process transactions accounting for Limited Depository 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: DoDFMRVol5,Ch14,Sub1409; Source Date: 4/1/2012			Disbursing_Limited_Depository_Checking_Accounts_017

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Accountability Reports	17.17.001		The system shall provide the capability to process transactions accounting for an advance and return of funds and accountable items between the Disbursing Officer, deputies, cashiers and agents. In support of such transactions the system shall generate and populate the DD Form 1081(Statement of Agent Officer's Account), and/or allow an authorized user to input data/info into applicable fields. DD Form 1081 is a summary of cash transactions and receipt for cash and vouchers on hand whenever a settlement of the account occurs. This form summarizes cash transactions for the period covered by the turn-in.	Source: DoDFMRVol5,Ch19,Sub1901; Source Date: 8/1/2011 Source: DoDFMRVol5,Ch19,Sub1904; Source Date: 8/1/2011			Disbursing_Accountability_Reports_001
Accountability Reports	17.17.002		The system shall provide the capability for the Disbursing Officer, Deputy Disbursing Officer, Agent, or Cashier to indicate whether the DD Form 1081 is for an Advance or Return.	Source: DoDFMRVol5,Ch19,Sub1904; Source Date: 8/1/2011			Disbursing_Accountability_Reports_002
Accountability Reports	17.17.003		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: DoDFMRVol5,Ch19,Sub1904; Source Date: 8/1/2011			Disbursing_Accountability_Reports_003
Accountability Reports	17.17.004		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: DoDFMRVol5,Ch19,Sub1904; Source Date: 8/1/2011			Disbursing_Accountability_Reports_004

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Accountability Reports	17.17.005		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: DoDFMRVol5,Ch19,Sub1904; Source Date: 8/1/2011			Disbursing_Accountability_Reports_005
Accountability Reports	17.17.006		The system shall provide the capability for a recipient of the DD 1081 to return incorrect items back to the accountable individual.	Source: DoDFMRVol5,Ch19,Sub1904; Source Date: 8/1/2011			Disbursing_Accountability_Reports_006
Accountability Reports	17.17.007		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: DoDFMRVol5,Ch19,Sub1903; Source Date: 8/1/2011			Disbursing_Accountability_Reports_007
Accountability Reports	17.17.008		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: DoDFMRVol5,Ch19,Sub1903; Source Date: 8/1/2011			Disbursing_Accountability_Reports_008
Accountability Reports	17.17.009		The system shall provide the capability for a user to sign the DD Form 2665 electronically.	Source: DoDFMRVol5,Ch19,Sub1903; Source Date: 8/1/2011 Source: DoDFMRVol5,Ch1,Sub0103; Source Date: 8/1/2010			Disbursing_Accountability_Reports_009

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Accountability Reports	17.17.010		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: DoDFMRVol5,Ch19,Sub1903; Source Date: 8/1/2011			Disbursing_Accountability_Reports_010
Accountability Reports	17.17.011		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: DoDFMRVol5,Ch19,Sub1901; Source Date: 8/1/2011			Disbursing_Accountability_Reports_011
Accountability Reports	17.17.012		The system shall provide a capability for the 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: DoDFMRVol5,Ch19,Sub1901; Source Date: 8/1/2011			Disbursing_Accountability_Reports_012
Accountability Reports	17.17.013		The system shall prevent an authorized user from opening a new DD Form 2665 if the DD Form 2665 for the previous business day has not been closed-out / finalized.	Source: DoDFMRVol5,Ch19,Sub1901; Source Date: 8/1/2011			Disbursing_Accountability_Reports_013
Accountability Reports	17.17.014		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: DoDFMRVol5,Ch19,Sub1902; Source Date: 8/1/2011			Disbursing_Accountability_Reports_014

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Accountability Reports	17.17.015		The system shall provide the capability for the Disbursing Officer or Deputy Disbursing Officer to sign DD Form 2657 electronically.	Source: DoDFMRVol5,Ch19,Sub1902; Source Date: 8/1/2011 Source: DoDFMRVol5,Ch1,Sub10103; Source Date: 8/1/2010			Disbursing_Accountability_Reports_015
Accountability Reports	17.17.016		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: DoDFMRVol5,Ch19,Sub1901; Source Date: 8/1/2011 Source: DoDFMRVol5,Ch19,Sub1905; Source Date: 8/1/2011			Disbursing_Accountability_Reports_016
Accountability Reports	17.17.017		The system shall allow a Disbursing Officer to certify the SF 1219 only if corresponding DD Form 2657 for the reporting period has been electronically signed/finalized in the system.	Source: DoDFMRVol5,Ch19,Sub1905; Source Date: 8/1/2011			Disbursing_Accountability_Reports_017
Accountability Reports	17.17.018		The system shall provide the capability to use a 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 Disbursing Officer (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: DoDFMRVol5,Ch19,Sub1905; Source Date: 8/1/2011			Disbursing_Accountability_Reports_018

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Accountability Reports	17.17.019		The system shall provide the Disbursing Officer or Deputy Disbursing Officer (when authorized) with the capability to electronically sign/certify the SF 1219.	Source: DoDFMRVol5,Ch19,Sub1905; Source Date: 8/1/2011 Source: DoDFMRVol5,Ch1,Sub0103; Source Date: 8/1/2010			Disbursing_Accountability_Reports_019
Accountability Reports	17.17.020		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: DoDFMRVol5,Ch24,Sub2403; Source Date: 3/1/2012 Source: TFMVol1,Pt2,Ch5100,Sec5120; Source Date: 3/1/2012			Disbursing_Accountability_Reports_020
Accountability Reports	17.17.021		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. A Disbursing Officer makes any necessary adjustments only on a succeeding month's SF 1219.	Source: DoDFMRVol5,Ch19,Sub1905; Source Date: 8/1/2011			Disbursing_Accountability_Reports_021
Accountability Reports	17.17.022		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: DoDFMRVol5,Ch19,Sub1905; Source Date: 8/1/2011			Disbursing_Accountability_Reports_022
Miscellaneous Activities and Transactions	17.18.001		The system shall provide the capability to process and account for transactions associated with redemption of the U.S. savings bonds.	Source: DoDFMRVol5,Ch23,Sub2303; Source Date: 6/1/2012			Disbursing_Miscellaneous_Activities_and_Transactions_001

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Miscellaneous Activities and Transactions	17.18.002		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: DoDFMRVol5,Ch23,Sub2303; Source Date: 6/1/2012			Disbursing_Miscellaneous_Activities_and_Transactions_002
Miscellaneous Activities and Transactions	17.18.003		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: DoDFMRVol5,Ch23,Sub2303; Source Date: 6/1/2012			Disbursing_Miscellaneous_Activities_and_Transactions_003
Miscellaneous Activities and Transactions	17.18.004		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: DoDFMRVol5,Ch18,Sub1802; Source Date: 12/1/2012			Disbursing_Miscellaneous_Activities_and_Transactions_004
Miscellaneous Activities and Transactions	17.18.005		The system shall provide the capability to process and account for un-vouchered overage of funds	Source: DoDFMRVol5,Ch19,Sub1903; Source Date: 8/1/2011			Disbursing_Miscellaneous_Activities_and_Transactions_005
Miscellaneous Activities and Transactions	17.18.006		The system shall provide the capability to process and account for an un-vouchered shortage of funds.	Source: DoDFMRVol5,Ch19,Sub1903; Source Date: 8/1/2011			Disbursing_Miscellaneous_Activities_and_Transactions_006

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Miscellaneous Activities and Transactions	17.18.007		The system shall provide the capability to process and account for transactions involving traveler's checks.	Source: DoDFMRVol5,Ch3,Su b0308; Source Date: 9/1/2012			Disbursing_Miscellaneous_Activities_and_Transactions_007
Miscellaneous Activities and Transactions	17.18.008		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: DoDFMRVol5,Ch4,Su b0401; Source Date: 12/1/2011			Disbursing_Miscellaneous_Activities_and_Transactions_008
Miscellaneous Activities and Transactions	17.18.009		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: DoDFMRVol5,Ch11,Su b1102; Source Date: 5/1/2012 Source: DoDFMRVol5,Ch7,Su b0705; Source Date: 9/1/2011			Disbursing_Miscellaneous_Activities_and_Transactions_009
Miscellaneous Activities and Transactions	17.18.010		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 the original collection by generating the DD Form 1131 (Collection Voucher).	Source: DoDFMRVol5,Ch4,Su b0403; Source Date: 12/1/2011			Disbursing_Miscellaneous_Activities_and_Transactions_010

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Miscellaneous Activities and Transactions	17.18.011		The system shall provide the capability for the Disbursing Officer or Deputy DO to advance dishonored checks to their deputies/agents/cashiers.	Source: DoDFMRVol5,Ch19,Sub1903; Source Date: 8/1/2011			Disbursing_Miscellaneous_Activities_and_Transactions_011
Miscellaneous Activities and Transactions	17.18.012		The system shall provide the capability to register transactions accounting for overages and losses of funds discovered in the disbursing officer's account. To support such capability the system shall generate and populate the DD 2667 (Subsidiary Accountability Record), and/or allow an authorized user to input data into all applicable fields. The system shall maintain two separate cumulative DD Form 2667, one for overages and another one for losses of funds.	Source: DoDFMRVol5,Ch6,Sub0602; Source Date: 10/1/2011 Source: DoDFMRVol5,Ch6,Sub0605; Source Date: 10/1/2011			Disbursing_Miscellaneous_Activities_and_Transactions_012

**ACRONYMS**

ALC	Agency Location Code
ATM	Automated 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
DSSN	Disbursing Station Symbol Number
ECS	Electronic Certification System
EFT	Electronic Funds Transfer
FFMIA	Federal Financial Management Improvement Act
FPA	Federal Program Agencies
FRB	Federal Reserve Bank
IDD	International Direct Deposit
IPAC	Intra-governmental Payment and Collection
NACHA	National Automated Clearing House 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