Federal Financial Management Business Use Cases for Procure-to-Pay

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TABLE OF CONTENTS

PURPOSE

Treasury's Office of Financial Innovation and Transformation (FIT) is the Line of Business (LoB) Managing Partner for the Federal Financial Management (FFM) service area. FIT has developed a library of FFM Business Use Cases which reflect the business needs of the financial management community. The library consists of the *Federal Financial Management Business Use Case Library Overview*, that provides the framework for understanding and using the business use cases, and a series of documents containing the business use cases organized within end-to-end business processes. A list of the available documents can be found in Appendix A.

This document contains the FFM business use cases associated with the Procure-to-Pay Business Process and should be used in conjunction with the *Federal Financial Management Business Use Case Library Overview*.

BUSINESS USE CASE STRUCTURE

The sections of the FFM business use cases are described below.

Business Use Case Identifier: includes information about the key underlying components. The notation for a business use case identifier is shown below.

Business Scenario(s) Covered: identifies differing situations or conditions that occur when executing an end-to-end business process and reflect the scope and complexity of federal government agency missions.

Business Actor(s): identifies the typical offices or roles performing events in the business use case.

Synopsis: provides a summary of the events that take place within the business use case.

Assumptions and Dependencies: includes context information about events that have occurred prior to the first event identified in the business use case or outside of the business use case and dependencies on events accomplished in other business use cases. There are several common assumptions that are established for all business use cases. Additional assumptions or dependencies are included if needed for the specific business use case.

FFMSR ID Reference(s): includes a list of the Federal Financial Management System Requirements (FFMSR) that apply for the business use case.

Initiating Event: identifies the event that triggers the initiation of the business use case.

Typical Flow of Events: includes the Federal Financial Management (FFM) and non-FFM events that may occur to complete the business scenario(s) included in the business use case. The non-FFM events are provided for business context. Also included are the inputs and outputs or outcomes that one would expect to occur during or as a result of the event.

| Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | Procure-to-Pay | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

PROCURE-TO-PAY BUSINESS USE CASES

040.FFM.L1.01 Expenditures Within a Single Fiscal Year
End-to-End Business Process: 040 Procure-to-Pay
Business Scenario(s) Covered
• Invoice into FM Solution   • Three-Way Match
Business Actor(s)
Procurement Office; Finance Office; Vendor
Synopsis
Goods previously ordered by a federal agency are received and accepted. An invoice is submitted by the vendor and paid by the agency after performing a three-way match.
Assumptions and Dependencies

1. There may or may not be automated (near/real-time or batch) interfaces between service areas/functions/activities or between provider solutions/systems.
2. There is no presumption as to which activities are executed by which actor, or which activities are automated, semi-automated, or manual.
3. Supporting information for general ledger transactions includes sub-ledger entries when sub-ledgers are used.
4. Appropriate attributes (e.g., object class and project) are included as part of the accounting string.
5. Relationships between use cases are described in the Framework for Federal Financial Management Use Cases found in the related overview document.
6. All predecessor activities required to trigger the Initiating Event have been completed.
7. Funds availability checks are performed against appropriations/fund accounts for obligating funds, and against obligations for disbursing funds in accordance with OMB A-11, Section 150.2.
8. The agency has purchased from the vendor before and the vendor has been set up in the FM system.
9. A federal agency has ordered the goods and the order or award obligation has already been established in the FM system.
10. The vendor uses an OMB-approved electronic invoicing solution to invoice the agency.
11. The vendor is not on the "Do Not Pay" list.
12. The invoiced amount matches the obligation amount.

FFMSR ID Reference(s)	1.1.2; 1.1.4; 2.1.2; 2.2.1; 2.2.2
Initiating Event	The Vendor delivers the goods to the requesting federal agency.

Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | **Procure-to-Pay** | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay

040.FFM.L1.01 Expenditures Within a Single Fiscal Year

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
1		Receive and accept delivery of vendor's goods (ACQ.040.020 Documentation of Delivery/Acceptance)	• Approved order or award • Vendor's goods	• Receipt information (receiving report, if used)
2	Receive receipt information (receiving report, if used) and accrue the expense (FFM.090.030 Accrual and Liability Processing)		• Receipt information (receiving report, if used)	• Appropriate accrual liability entry created with reference to source information
3	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated
4		a. Vendor enters invoice information into an OMB-approved electronic invoicing solution b. Program Office receives notification of vendor invoice submission and reviews and accepts vendor invoice (ACQ.040.020 Documentation of Delivery/Acceptance)	• Vendor invoice • Receipt information (receiving report, if used) • Approved order or award	• Accepted vendor invoice

040.FFM.L1.01 Expenditures Within a Single Fiscal Year

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
5	Receive accepted vendor invoice from OMB-approved electronic invoicing solution and perform a three-way match (FFM.030.070 Payment Processing - Commercial Payments)		• Accepted vendor invoice • Receipt information (receiving report, if used) • Approved order or award	• Successful three-way match • Validated vendor invoice
6		Request funds availability check (ACQ.040.020 Documentation of Delivery/Acceptance)	• Validated vendor invoice	• Request for funds availability check
7	Receive and process request for funds availability check (FFM.010.020 Fund Allocation and Control)		• Request for funds availability check	• Funds availability response
8		a. Approve vendor invoice b. Request processing of approved vendor invoice (ACQ.040.020 Documentation of Delivery/Acceptance)	• Funds availability response • Validated vendor invoice	• Approved vendor invoice • Request for processing of approved vendor invoice

| Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | Procure-to-Pay | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

040.FFM.L1.01 Expenditures Within a Single Fiscal Year

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
9	a. Receive and process approved vendor invoice and establish payable (FFM.030.070 Payment Processing - Commercial Payments) b. Liquidate obligation (FFM.030.020 Obligation Management)		• Approved vendor invoice • Request for processing of approved vendor invoice	• Appropriate payable entry created with reference to source information • Appropriate obligation liquidation entry created with reference to source information • Appropriate accrual reversal entry created with reference to source information
10		Request disbursement (ACQ.040.020 Documentation of Delivery/Acceptance)	• Approved vendor invoice	• Request for disbursement

| Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | **Procure-to-Pay** | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

040.FFM.L1.01 Expenditures Within a Single Fiscal Year				
Typical Flow of Events				
	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**
11	a. Receive and process disbursement request (FFM.030.070 Payment Processing - Commercial Payments) b. Initiate payment (FFM.030.070 Payment Processing - Commercial Payments) c. Generate disbursement schedule (FFM.030.110 Payment Disbursement) d. Certify payment of disbursement schedule (FFM.030.110 Payment Disbursement) e. Receive confirmation of disbursement (FFM.030.120 Payment Confirmation)		• Request for disbursement • Approved vendor invoice	• Appropriate payable entry liquidated with reference to source information • Appropriate disbursement-in-transit entry created with reference to source information • Certified disbursement schedule • Disbursement confirmation information • Appropriate disbursement-in-transit entry liquidated with reference to source information • Appropriate disbursement entry created with reference to source information • Vendor receives payment
12	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated

| Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | Procure-to-Pay | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

040.FFM.L1.02 Leased Property
End-to-End Business Process: 040 Procure-to-Pay
Business Scenario(s) Covered

• Operating Lease	• Capital Lease

Business Actor(s)
Finance Office; Acquisition Office; Property Office; Vendors, Program Office
Synopsis
Previously acquired office equipment is received through an operating lease to support a temporary workforce performing initial activities for a long-term project. The office equipment is returned at the end of the lease period and the lease is closed out. A single payment is made for the operating lease. In addition, heavy equipment needed for the long-term project has been acquired through a Request-to-Procure process using a five-year capital lease. The equipment is put into service. At the end of the capital lease period, the final payment is made and the lease is closed out. The equipment is owned by the government at the end of the lease.
Assumptions and Dependencies

1. There may or may not be automated (near/real-time or batch) interfaces between service areas/functions/activities or between provider solutions/systems.
2. There is no presumption as to which activities are executed by which actor, or which activities are automated, semi-automated, or manual.
3. Supporting information for general ledger transactions includes sub-ledger entries when sub-ledgers are used.
4. Appropriate attributes (e.g., object class and project) are included as part of the accounting string.
5. Relationships between use cases are described in the Framework for Federal Financial Management Use Cases found in the related overview document.
6. All predecessor activities required to trigger the Initiating Event have been completed.
7. Funds availability checks are performed against appropriations/fund accounts for obligating funds, and against obligations for disbursing funds in accordance with OMB A-11, Section 150.2.
8. Each vendor was selected during a Request-to-Procure process.
9. Assets being leased are owned by private entities.
10. Analysis has been completed and a determination made that one lease meets criteria for an operating lease and the other a capital lease, per FASAB guidelines.
11. Orders or awards and lease agreements for both leases have been completed and funds have been obligated. The obligated amount for capital lease includes present value of the lease payments as well as interest at the current Treasury interest rate.
12. The agency has used the vendor(s) before and the vendor(s) have/has been set up in the agency financial system.
13. Both vendors use an OMB-approved electronic invoicing solution to invoice the agency.
14. The vendors are properly registered in federal acquisition systems.
15. Neither vendor is on the Do Not Pay list.
16. The property record, which contains all needed data for effective personal property management (e.g., location, procurement, utilization, disposal, cost, evaluation, and control), for the operating lease has been established and includes all information required

Budget Formulation-to-Execution	Acquire-to-Dispose	Request-to-Procure	Procure-to-Pay	Bill-to-Collect	Record-to-Report	Agree-to-Reimburse	Apply-to-Perform	Hire-to-Retire	Book-to-Reimburse	Apply-to-Repay

040.FFM.L1.02 Leased Property	
FFMSR ID Reference(s)	1.1.2; 1.1.3; 1.1.4; 2.2.1; 2.2.2; 2.1.2
Initiating Event	Per terms of previously executed order or award and lease agreements, an agency receives leased equipment.

040.FFM.L1.02 Leased Property

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
1		a. Inspect and accept the operating leased equipment (PRM.010.010 Property Acquisition/Receipt) b. Estimate liability accrual for operating lease payments (PRM.010.010 Property Acquisition/Receipt) c. Request estimated liability accrual be established (PRM.010.010 Property Acquisition/Receipt) d. Update property records including custodian, location and value (PRM.010.060 Property Control and Accountability)	• Operating leased equipment • Operating lease agreement • Property record	• Accepted property • Property record • Estimated operating lease liability • Request for establishment of operating lease liability accrual

040.FFM.L1.02 Leased Property

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
2	Receive and process request to establish operating lease liability accrual (FFM.090.030 Accrual and Liability Processing)		• Accepted property • Request for establishment of operating lease liability accrual • Estimated operating lease liability • Property record	• Appropriate liability accrual entry created for operating lease equipment with reference to source information • Property record
3	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
040.FFM.L1.02 Leased Property				
Typical Flow of Events				
4		a. Inspect and accept the capital leased equipment (PRM.010.010 Property Acquisition/Receipt) b. Determine property value and other property information (PRM.010.050 Property Valuation) c. Estimate depreciation and liability accruals for capital lease (PRM.010.050 Property Valuation) d. Request estimated liability accruals be established (PRM.010.050 Valuation) e. Request estimated property value be established (PRM.010.050 Property Valuation) f. Update property record to including custodian, location and value (PRM.010.060 Property Control and Accountability)	• Capital leased equipment • Capital lease agreement • Property record	• Accepted property • Property record • Estimated capital lease property value • Estimated capital lease interest liability • Estimated capital lease principal liability • Estimated capital lease depreciation • Request for establishment of capital lease depreciation and liability accruals • Request for establishment of capital property value

Budget Formulation-to-Execution	Acquire-to-Dispose	Request-to-Procure	Procure-to-Pay	Bill-to-Collect	Record-to-Report	Agree-to-Reimburse	Apply-to-Perform	Hire-to-Retire	Book-to-Reimburse	Apply-to-Repay

040.FFM.L1.02 Leased Property

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
5	a. Receive and process request for establishment of capital lease depreciation and liability accruals (FFM.090.030 Accrual and Liability Processing) b. Accrue depreciation (FFM.090.030 Accrual and Liability Processing) c. Accrue interest liability (FFM.090.030 Accrual and Liability Processing) d. Accrue principal liability (FFM.090.030 Accrual and Liability Processing) e. Establish property valuation (FFM.020.010 Financial Asset Information Processing - Property, Plant, and Equipment)		• Accepted property • Request for establishment of capital lease depreciation and liability accruals • Estimated capital lease depreciation • Estimated capital lease interest liability • Estimated capital lease principal liability • Request for establishment of capital property value • Estimated capital lease property value	• Appropriate depreciation accrual entry created with reference to source information • Appropriate interest liability accrual entry created with reference to source information • Appropriate principal liability accrual entry created with reference to source information • Appropriate property valuation entry created with reference to source information • Property record
6	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated

040.FFM.L1.02 Leased Property

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
7		a. Operating lease vendor enters single and final invoice information into an OMB-approved electronic invoicing solution b. Program Office receives notification of operating lease vendor invoice submission and reviews and accepts vendor invoice (ACQ.040.020 Documentation of Delivery/Acceptance)	• Operating lease vendor invoice • Lease agreement	• Accepted operating lease vendor invoice
8	Receive accepted operating lease vendor invoice from OMB-approved electronic invoicing solution (FFM.030.070 Payment Processing - Commercial Payments)		• Accepted operating lease vendor invoice	• Appropriate payable entry created with reference to source information • Appropriate liability accrual reversal entry created with reference to source information • Validated vendor invoice
9		Request funds availability check (ACQ.040.020 Documentation of Delivery/Acceptance)	• Validated operating lease vendor invoice	• Request for funds availability check

040.FFM.L1.02 Leased Property

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
10	Receive and process request for funds availability check (FFM.010.020 Fund Allocation and Control)		• Request for funds availability check	• Funds availability response
11		a. Approve operating lease vendor single and final invoice b. Request for processing of approved vendor invoice (ACQ.040.020 Documentation of Delivery/Acceptance)	• Funds availability response • Validated operating lease vendor invoice	• Approved operating lease vendor invoice • Request for processing of approved vendor invoice
12	a. Receive and process approved vendor invoice and establish payable (FFM.030.070 Payment Processing - Commercial Payments) b. Liquidate obligation (FFM.030.020 Obligation Management)		• Approved vendor invoice • Request for processing of approved vendor invoice	• Appropriate payable entry created with reference to source information • Appropriate obligation liquidation entry created with reference to source information • Appropriate accrual reversal entry created with reference to source information
13		Request disbursement (ACQ.040.020 Documentation of Delivery/Acceptance)	• Approved vendor invoice	• Request for disbursement

040.FFM.L1.02 Leased Property

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
14	a. Receive and process disbursement request (FFM.030.070 Payment Processing - Commercial Payments) b. Initiate disbursement (FFM.030.070 Payment Processing - Commercial Payments) c. Generate disbursement schedule (FFM.030.110 Payment Disbursement) d. Certify payment of disbursement schedule (FFM.030.110 Payment Disbursement) e. Receive confirmation of disbursement (FFM.030.120 Payment Confirmation)		• Request for disbursement	• Appropriate payable entry liquidated with reference to source information • Appropriate disbursement-in -transit entry created with reference to source information • Certified disbursement schedule • Disbursement confirmation information • Appropriate disbursement-in -transit entry liquidated with reference to source information • Appropriate disbursement entry created with reference to source information • Vendor receives payment

040.FFM.L1.02 Leased Property

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
15	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated
16		a. Capital lease vendor enters initial invoice information into an OMB-approved electronic invoicing solution b. Program Office receives notification of capital lease vendor invoice submission and reviews and accepts vendor invoice (ACQ.040.020 Documentation of Delivery/Acceptance)	• Capital lease vendor invoice • Capital lease agreement	• Accepted capital lease vendor invoice
17	Receive accepted capital lease vendor invoice from OMB-approved electronic invoicing solution (FFM.030.070 Payment Processing - Commercial Payments)		• Accepted capital lease vendor invoice	• Appropriate payable entry created with reference to source information • Appropriate liability accrual reversal entry created with reference to source information • Validated vendor invoice

| Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | Procure-to-Pay | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

040.FFM.L1.02 Leased Property

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
18		Request funds availability check (ACQ.040.020 Documentation of Delivery/Acceptance)	• Validated capital lease vendor invoice	• Request for funds availability check
19	Receive and process request for funds availability check (FFM.010.020 Fund Allocation and Control)		• Request for funds availability check	• Funds availability response
20		a. Approve capital lease vendor invoice b. Request for processing of approved vendor invoice (ACQ.040.020 Documentation of Delivery/Acceptance)	• Funds availability response • Validated capital lease vendor invoice	• Approved capital lease vendor invoice • Request for processing of approved vendor invoice
21	a. Receive and process approved vendor invoice and establish payable (FFM.030.070 Payment Processing - Commercial Payments) b. Liquidate obligation (FFM.030.020 Obligation Management)		• Approved vendor invoice • Request for processing of approved vendor invoice	• Appropriate payable entry created with reference to source information • Appropriate obligation liquidation entry created with reference to source information • Appropriate accrual reversal entry created with reference to source information

040.FFM.L1.02 Leased Property				
Typical Flow of Events				
	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**
22		Request disbursement (ACQ.040.020 Documentation of Delivery/Acceptance)	• Approved vendor invoice	• Request for disbursement
23	a. Receive and process disbursement request (FFM.030.070 Payment Processing - Commercial Payments) b. Initiate disbursement (FFM.030.070 Payment Processing - Commercial Payments) c. Generate disbursement schedule (FFM.030.110 Payment Disbursement) d. Certify payment of disbursement schedule (FFM.030.110 Payment Disbursement) e. Receive confirmation of disbursement (FFM.030.120 Payment Confirmation)		• Request for disbursement	• Appropriate payable entry liquidated with reference to source information • Appropriate disbursement-in -transit entry created with reference to source information • Certified disbursement schedule • Disbursement confirmation information • Appropriate disbursement-in -transit entry liquidated with reference to source information • Appropriate disbursement entry created with reference to source information • Vendor receives payment

040.FFM.L1.02 Leased Property

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
24	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated
25		a. Operating lease ends and equipment is returned b. Update property record c. Request close-out of operating lease (PRM.010.040 Property Transfer, Disposal, or Retirement)	• Property record • Operating lease agreement • Payment of final operating equipment invoice	• Returned equipment • Request for operating lease close-out • Property record
26	a. Receive and process request for close-out of operating lease (FFM.010.020 Fund Allocation and Control) b. Reverse remaining liability accruals, as needed (FFM.090.030 Accrual and Liability Processing) c. Deobligate remaining funds, as needed (FFM.030.020 Obligation Management)		• Request for operating lease close-out • Property Record • Operating lease agreement	• Appropriate liability accrual reversal entry made with reference to source information • Appropriate deobligation entry created with reference to source information • Property record

| | Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | Procure-to-Pay | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

040.FFM.L1.02 Leased Property

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
27	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated
28		a. Capital lease vendor enters final invoice information into an OMB-approved electronic invoicing solution b. Program Office receives notification of capital lease vendor invoice submission and reviews and accepts vendor invoice (ACQ.040.020 Documentation of Delivery/Acceptance)	• Capital lease vendor final invoice • Capital lease agreement	• Accepted capital lease vendor final invoice
29	Receive accepted capital lease vendor final invoice from OMB-approved electronic invoicing solution (FFM.030.070 Payment Processing - Commercial Payments)		• Accepted capital lease vendor final invoice	• Appropriate payable entry created with reference to source information • Appropriate liability accrual reversal entry created with reference to source information • Validated vendor invoice

040.FFM.L1.02 Leased Property

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
30		Request funds availability check (ACQ.040.020 Documentation of Delivery/Acceptance)	• Validated capital lease vendor final invoice	• Request for funds availability check
31	Receive and process request for funds availability check (FFM.010.020 Fund Allocation and Control)		• Request for funds availability check	• Funds availability response
32		a. Approve capital lease vendor final invoice b. Request for processing of approved vendor invoice (ACQ.040.020 Documentation of Delivery/Acceptance)	• Funds availability response • Validated capital lease vendor final invoice	• Approved capital lease vendor final invoice • Request for processing of approved vendor invoice
33	a. Receive and process approved invoice and establish payable (FFM.030.070 Payment Processing – Commercial Payments) b. Liquidate obligation (FFM.030.020 Obligation Management)		• Approved vendor invoice • Request for processing of approved vendor invoice	• Appropriate payable entry created with reference to source information • Appropriate obligation liquidation entry created with reference to source information • Appropriate accrual reversal entry created with reference to source information

040.FFM.L1.02 Leased Property

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
34		Request disbursement (ACQ.040.020 Documentation of Delivery/Acceptance)	• Approved vendor invoice	• Request for disbursement
35	a. Receive and process disbursement request (FFM.030.070 Payment Processing - Commercial Payments) b. Initiate disbursement (FFM.030.070 Payment Processing - Commercial Payments) c. Generate disbursement schedule (FFM.030.110 Payment Disbursement) d. Certify payment of disbursement schedule (FFM.030.110 Payment Disbursement) e. Receive confirmation of disbursement (FFM.030.120 Payment Confirmation)		• Request for disbursement	• Appropriate payable entry liquidated with reference to source information • Appropriate disbursement-in -transit entry created with reference to source information • Certified disbursement schedule • Disbursement confirmation information • Appropriate disbursement-in -transit entry liquidated with reference to source information • Appropriate disbursement entry created with reference to source information • Vendor receives payment

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040.FFM.L1.02 Leased Property

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
36	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated

040.FFM.L1.02 Leased Property

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
37		a. Final capital lease invoice is paid for heavy equipment and equipment becomes property of government (PRM.010.040 Property Transfer, Disposal, or Retirement) b. Record ownership of property in the property management system (PRM.010.060 Property Control and Accountability) c. Determine value of capital equipment adjusted by depreciation (PRM 010.050 Property Valuation) d. Request updated valuation of property (PRM 010.050 Property Valuation) e. Close-out of capital lease (PRM.010.040 Property Transfer, Disposal, or Retirement)	• Final capital lease payment • Property record • Capital lease agreement • Accrued depreciation	• Request for close-out of capital lease • Value of capital equipment adjusted by depreciation • Request for updated valuation of capital equipment adjusted by depreciation • Property record

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040.FFM.L1.02 Leased Property

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
38	a. Receive and process request for close-out capital lease (FFM.010.020 Fund Allocation and Control) b. Reverse any remaining interest and principal liability accruals, as needed (FFM.090.030 Accrual and Liability Processing) c. Deobligate remaining funds, as needed (FFM.030.020 Obligation Management) d. Receive and process request for updated valuation of capital equipment adjusted by depreciation (FFM.020.010 Financial Asset Information Processing - Property, Plant, and Equipment)		• Capital lease agreement • Property record • Request for close-out of capital lease • Value of capital equipment adjusted by depreciation • Request for updated valuation of capital equipment adjusted by depreciation	• Appropriate interest and principal liability accrual reversal entries created with reference to source information • Appropriate property valuation entry created with reference to source information • Appropriate deobligation entries created with reference to source information • Property record
39	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated

040.FFM.L1.03 Acquiring Services
End-to-End Business Process: 040 Procure-to-Pay
Business Scenario(s) Covered
• Acquiring Services
Business Actor(s)
Procurement Office; Finance Office; Program Office; Vendor
Synopsis
Services previously ordered by a federal agency are received and accepted. An invoice is submitted by the Vendor and paid by the agency.
Assumptions and Dependencies
1. There may or may not be automated (near/real-time or batch) interfaces between service areas/functions/activities or between provider solutions/systems.
2. There is no presumption as to which activities are executed by which actor, or which activities are automated, semi-automated, or manual.
3. Supporting information for general ledger transactions includes sub-ledger entries when sub-ledgers are used.
4. Appropriate attributes (e.g., object class and project) are included as part of the accounting string.
5. Relationships between use cases are described in the Framework for Federal Financial Management Use Cases found in the related overview document.
6. All predecessor activities required to trigger the Initiating Event have been completed.
7. Funds availability checks are performed against appropriations/fund accounts for obligating funds, and against obligations for disbursing funds in accordance with OMB A-11, Section 150.2.
8. The agency has purchased from the vendor before and the vendor has been set up in the FM system.
9. The federal agency has ordered and received the services and the order or award obligation has already been established in the FM system.
10. The vendor uses an OMB-approved electronic invoicing solution to invoice the agency.
11. The receiving report is optional unless required for matching.
12. The vendor is not on the Do Not Pay list.
13. The vendor is properly registered in federal acquisition systems.
14. The invoiced amount matches the obligation amount.

FFMSR ID Reference(s)	1.1.2; 2.2.1; 2.2.2; 2.1.2
Initiating Event	The Vendor delivers services to the requesting federal agency.

| Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | Procure-to-Pay | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

040.FFM.L1.03 ACQUIRING SERVICES

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
1		Receive and accept delivery of vendor's services (ACQ.040.020 Documentation of Delivery/Acceptance)	• Approved order or award • Vendor's services	• Receipt information (receiving report, if used)
2	Receive receipt information (receiving report, if used) and accrue the expense (FFM.090.030 Accrual and Liability Processing)		• Receipt information (receiving report, if used)	• Appropriate liability accrual entry created with reference to source information
3	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated
4		a. Vendor enters invoice information into an OMB-approved electronic invoicing solution (Vendor External Activity) b. Program Office receives notification of vendor invoice submission and reviews and validates vendor invoice (ACQ.040.020 Documentation of Delivery/Acceptance)	• Vendor invoice • Receipt information (receiving report, if used) • Approved order or award	• Validated vendor invoice

040.FFM.L1.03 ACQUIRING SERVICES

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
5	Receive validated vendor invoice from OMB-approved electronic invoicing solution (FFM.030.070 Payment Processing - Commercial Payments)		• Validated vendor invoice	• Appropriate payable entry created with reference to source information • Appropriate liability accrual reversal entry created with reference to source information
6		Request funds availability check (ACQ.040.020 Documentation of Delivery/Acceptance)	• Validated vendor invoice	• Request for funds availability check
7	Receive and process request for funds availability check (FFM.010.020 Fund Allocation and Control)		• Request for funds availability check	• Funds availability response
8		a. Approve vendor invoice b. Request processing of approved vendor invoice (ACQ.040.020 Documentation of Delivery/Acceptance)	• Funds availability response • Validated vendor invoice	• Approved vendor invoice • Request for processing of approved vender invoice

| | Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | **Procure-to-Pay** | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

040.FFM.L1.03 ACQUIRING SERVICES

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
9	a. Receive and process approved vendor invoice and establish payable (FFM.030.070 Payment Processing – Commercial Payments b. Liquidate obligation (FFM.030.020 Obligation Management)		• Approved vendor invoice • Request for processing of approved vendor invoice	• Appropriate payable entry created with reference to source information • Appropriate obligation liquidation entry created with reference to source information • Appropriate accrual reversal entry created with reference to source information
10		Request disbursement (ACQ.040.020 Documentation of Delivery/Acceptance)	• Approved vendor invoice	• Request for disbursement

040.FFM.L1.03 ACQUIRING SERVICES

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
11	a. Receive and process disbursement request (FFM.030.070 Payment Processing - Commercial Payments) b. Initiate disbursement (FFM.030.070 Payment Processing - Commercial Payments) c. Generate disbursement schedule (FFM.030.110 Payment Disbursement) d. Certify payment of disbursement schedule (FFM.030.110 Payment Disbursement) e. Receive confirmation of disbursement (FFM.030.120 Payment Confirmation)		• Request for disbursement	• Appropriate payable entry liquidated with reference to source information • Appropriate disbursement-in-transit entry created with reference to source information • Certified disbursement schedule • Disbursement confirmation information • Appropriate disbursement-in-transit entry liquidated with reference to source information • Appropriate disbursement entry created with reference to source information • Vendor receives payment
12	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated

040.FFM.L2.01 Expenditures Across Fiscal Years Using Multi-Year Funds with Invoicing Options
End-to-End Business Process: 040 Procure-to-Pay
Business Scenario(s) Covered

• Multi-Year Funds Expenditure	• Vendor Submits Invoice to Program Office
• Multiple Funding Sources	• Two-Way Matching
• Receiving Report Accrual	• Progress Payment
• Credit Memo	• Final Payment
• Vendor Submits Paper Invoice	

Business Actor(s)
Program Office; Finance Office; Vendors
Synopsis
A procurement request for development of a complex project is prepared by a federal agency program with two funding sources used. The project is planned to take two years to complete and the program is using multi-year funds. To help meet local small business development goals, three awards were issued from the one procurement request. As work progresses, monthly financial and performance reports are submitted by the vendors and progress is inspected by the agency. Accrued liability is established from the financial and performance reports until invoices are received. One vendor (Vendor 1) is given a waiver to submit paper invoices and the vendor submits it to the Program Office. Electronic invoices are submitted by Vendor 2 and Vendor 3. Invoices are validated using a two-way match. An invoice from Vendor 3 is found not valid by the match, reflecting the agency was billed too much. A credit memo is requested and received from Vendor 3 and the invoice is paid. After the final payments are made to all vendors, the award still has some obligated funds and during award closeout, the remaining funds are de-obligated.
Assumptions and Dependencies

1. There may or may not be automated (near/real-time or batch) interfaces between service areas/functions/activities or between provider solutions/systems.
2. There is no presumption as to which activities are executed by which actor, or which activities are automated, semi-automated, or manual.
3. Supporting information for general ledger transactions includes sub-ledger entries when sub-ledgers are used.
4. Appropriate attributes (e.g., object class and project) are included as part of the accounting string.
5. Relationships between use cases are described in the Framework for Federal Financial Management Use Cases found in the related overview document.
6. All predecessor activities required to trigger the Initiating Event have been completed.
7. Funds availability checks are performed against appropriations/fund accounts for obligating funds, and against obligations for

040.FFM.L2.01 Expenditures Across Fiscal Years Using Multi-Year Funds with Invoicing Options	
disbursing funds in accordance with OMB A-11, Section 150.2. 8. The estimated duration of the project is two years and multi-year funds are used. 9. Some invoices are received in one fiscal year and payment will be due in the next. 10. The contract was awarded to three vendors in a previous Procure-to-Pay use case. 11. The vendors are properly registered in government systems and relevant vendor information has been established in the FM system. 12. The Vendors 2 and 3 use an OMB-approved electronic invoicing solution to invoice the agency. 13. None of the vendors are on the "Do Not Pay" list. 14. Award closeout includes reviewing final invoices and payments.	
FFMSR ID Reference(s)	1.1.2; 1.1.4; 2.1.2; 2.2.1; 2.2.2
Initiating Event	Work has been completed for each of the awards issued to three vendors from a single procurement request.

040.FFM.L2.01 Expenditures Across Fiscal Years Using Multi-Year Funds with Invoicing Options

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
1		a. Receive and verify three vendor monthly financial and performance reports b. Determine estimated accrual of liability and request liability accrual be recorded (ACQ.040.020 Documentation of Delivery/Acceptance)	• Vendor monthly financial and performance reports • Order or award • Award information	• Verified vendor monthly financial and performance reports • Estimated accrual of liability
2	Receive estimated accrual information and accrue liability for progress of each vendor (FFM.090.030 Accrual and Liability Processing)		• Estimated accrual of liability	• Appropriate accrual entries created with reference to source information

040.FFM.L2.01 Expenditures Across Fiscal Years Using Multi-Year Funds with Invoicing Options

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
3	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated
4		Receive Vendor 1 paper invoice at end of fiscal year and request a two-way match for validation (ACQ.040.020 Documentation of Delivery/Acceptance)	• Vendor 1 paper invoice	• Request for two-way match to validate Vendor 1 invoice
5	Receive Vendor 1 invoice and complete a two-way match (FFM.030.070 Payment Processing - Commercial Payments)		• Vendor 1 invoice • Award information • Estimated accrual of liability	• Successful two-way match • Validated Vendor 1 invoice
6		Request multi-year funds availability check (ACQ.040.020 Documentation of Delivery/Acceptance)	• Validated Vendor 1 invoice	• Request for multi-year funds availability check
7	Receive and process request for multi-year funds availability check (FFM.010.020 Fund Allocation and Control)		• Request for multi-year funds availability check	• Multi-year funds availability response

Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | **Procure-to-Pay** | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay

040.FFM.L2.01 Expenditures Across Fiscal Years Using Multi-Year Funds with Invoicing Options

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
8		a. Approve Vendor 1 invoice and request disbursement b. Request processing of approved vendor invoice (ACQ.040.020 Documentation of Delivery/Acceptance)	• Multi-year funds availability response • Validated Vendor 1 invoice	• Approved Vendor 1 invoice • Request for processing of approved vendor invoice
9	a. Receive and process approved Vendor 1 invoice and establish payable (FFM.030.070 Payment Processing - Commercial Payments) b. Liquidate obligation (FFM.030.020 Obligation Management)		• Approved Vendor 1 invoice • Request for processing of approved vendor invoice	• Appropriate payable entry created with reference to source information • Appropriate obligation liquidation entry created with reference to source information • Appropriate accrual reversal entry created with reference to source information
10		Request disbursement (ACQ.040.020 Documentation of Delivery/Acceptance)	• Approved Vendor 1 invoice	• Request for disbursement

Version: 1/12/2018

040.FFM.L2.01 Expenditures Across Fiscal Years Using Multi-Year Funds with Invoicing Options

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
11	a. Receive and process Vendor 1 invoice disbursement request (FFM.030.070 Payment Processing - Commercial Payments) b. Initiate payment (FFM.030.070 Payment Processing - Commercial Payments) c. Generate disbursement schedule (FFM.030.110 Payment Disbursement) d. Certify payment of disbursement schedule (FFM.030.110 Payment Disbursement) e. Receive confirmation of disbursement (FFM.030.120 Payment Confirmation)		• Request for disbursement • Approved Vendor 1 invoice	• Appropriate payable entry liquidated with reference to source information • Appropriate disbursement-in-transit entry created with reference to source information • Certified disbursement schedule • Disbursement confirmation information • Appropriate disbursement-in-transit entry liquidated with reference to source information • Appropriate disbursement entry created with reference to source information • Vendor 1 receives payment
12	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated

040.FFM.L2.01 Expenditures Across Fiscal Years Using Multi-Year Funds with Invoicing Options

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
13		a. Vendor 2 and Vendor 3 enter invoice information into an OMB-approved electronic invoicing solution at end of fiscal year b. Program Office receives notification of vendor invoice submission and reviews and accepts both vendor invoices (ACQ.040.020 Documentation of Delivery/Acceptance)	• Vendor 2 and Vendor 3 invoices	• Accepted Vendor 2 and Vendor 3 invoices
14	Receive accepted vendor invoices from OMB-approved electronic invoicing solution and perform a two-way match for Vendor 2 and Vendor 3 invoices (FFM.030.070 Payment Processing - Commercial Payments)		• Accepted Vendor 2 and Vendor 3 invoices • Award information • Estimated accrual of liability	• Successful two-way match for Vendor 2 • Validated Vendor 2 invoice • Unsuccessful two-way match for Vendor 3 invoice
15		Request multi-year funds availability check (ACQ.040.020 Documentation of Delivery/Acceptance)	• Validated Vendor 2 invoice • Unsuccessful two-way match information for Vendor 3 invoice	• Request for multi-year funds availability check • Request credit memo from Vendor 3

040.FFM.L2.01 Expenditures Across Fiscal Years Using Multi-Year Funds with Invoicing Options

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
16	Receive and process request for multi-year funds availability check (FFM.010.020 Fund Allocation and Control)		• Request for multi-year funds availability check	• Multi-year funds availability response
17		a. Approve Vendor 2 and Vendor 3 invoices and request disbursement b. Request processing of approved Vendor 2 and Vendor 3 invoices (ACQ.040.020 Documentation of Delivery/Acceptance)	• Multi-year funds availability response • Validated Vendor 2 and Vendor 3 invoices	• Approved Vendor 2 and Vendor 3 invoices • Request for processing of approved Vendor 2 and Vendor 3 invoices
18	a. Receive and process approved Vendor 2 and Vendor 3 invoices and establish payables (FFM.030.070 Payment Processing - Commercial Payments) b. Liquidate obligation (FFM.030.020 Obligation Management)		• Approved Vendor 2 and Vendor 3 invoices • Request for processing of approved Vendor 2 and Vendor 3 invoices	• Appropriate payable entry created with reference to source information • Appropriate obligation liquidation entry created with reference to source information • Appropriate accrual reversal entry created with reference to source information
19		Request disbursement (ACQ.040.020 Documentation of Delivery/Acceptance)	• Approved Vendor 2 and Vendor 3 invoices	• Request for disbursement

| Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | **Procure-to-Pay** | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

040.FFM.L2.01 Expenditures Across Fiscal Years Using Multi-Year Funds with Invoicing Options

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
20	a. Receive and process Vendor 2 and Vendor 3 disbursement request (FFM.030.070 Payment Processing -Commercial Payments b. Initiate payments (FFM.030.070 Payment Processing -Commercial Payments c. Generate disbursement schedule (FFM.030.110 Payment Disbursement) d. Certify payment of disbursement schedule (FFM.030.110 Payment Disbursement) e. Receive confirmation of disbursements (FFM.030.120 Payment Confirmation)		• Request for disbursement • Approved Vendor 2 and Vendor 3 invoices	• Appropriate payable entries liquidated with reference to source information • Appropriate disbursement-in-transit entry created with reference to source information • Certified disbursement schedule • Disbursement confirmation information • Appropriate disbursement-in-transit entry liquidated with reference to source information • Appropriate disbursement entry created with reference to source information • Vendor 2 and Vendor 3 receive payment
21	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated

| | Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | Procure-to-Pay | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

040.FFM.L2.01 Expenditures Across Fiscal Years Using Multi-Year Funds with Invoicing Options

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
22		Request processing of Vendor 3 credit memo received in program office (ACQ.040.020 Documentation of Delivery/Acceptance)	• Credit memo from Vendor 3 for accidental overbilling on previous invoice	• Request for processing of Vendor 3 credit memo
23	Receive and process Vendor 3 credit memo (FFM.030.070 Payment Processing - Commercial Payments)		• Request for processing of Vendor 3 credit memo	• Appropriate accrual entry created with reference to source information • Appropriate Vendor 3 receivable entry created with reference to source information
24		a. Vendor 3 enters invoice information into an OMB-approved electronic invoicing solution at end of fiscal year b. Program Office receives notification of vendor invoice submission and reviews and accepts Vendor 3 invoices (ACQ.040.020 Documentation of Delivery/Acceptance)	• Vendor 3 invoice	• Request for processing of Vendor 3 invoice

| | Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | **Procure-to-Pay** | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

040.FFM.L2.01 Expenditures Across Fiscal Years Using Multi-Year Funds with Invoicing Options

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
25	a. Receive and process Vendor 3 final invoice (FFM.030.070 Payment Processing - Commercial Payments) b. Liquidate Vendor 3 receivable (FFM.030.060 Public Receivable Credit Memo and Adjustment Processing) c. Perform two-way match of final Vendor 3 invoice (FFM.030.070 Payment Processing - Commercial Payments)		• Vendor 3 invoice • Vendor 3 credit memo information • Award information • Estimated accrual of liability	• Successful two-way match • Validated Vendor 3 invoices, as offset by credit memo
26		Request funds availability check (ACQ.040.020 Documentation of Delivery/Acceptance)	• Validated Vendor 3 invoices, as offset by credit memo	• Request for funds availability check
27	Receive and process request for funds availability check (FFM.010.020 Fund Allocation and Control)		• Request for funds availability check	• Funds availability response
28		a. Approve Vendor 3 final invoice and request disbursement b. Request processing of approved Vendor 3 invoice (ACQ.040.020 Documentation of Delivery/Acceptance)	• Funds availability response • Validated Vendor 3 invoice	• Approved Vendor 3 invoice • Request for processing of approved Vendor 3 invoice

| | Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | **Procure-to-Pay** | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

040.FFM.L2.01 Expenditures Across Fiscal Years Using Multi-Year Funds with Invoicing Options

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
29	a. Receive and process approved Vendor 3 invoice and establish payable (FFM.030.070 Payment Processing - Commercial Payments) b. Liquidate obligation (FFM.030.020 Obligation Management)		• Approved Vendor 3 invoice • Request for processing of approved Vendor 3 invoice	• Appropriate payable entry created with reference to source information • Appropriate obligation liquidation entry created with reference to source information • Appropriate accrual reversal entry created with reference to source information
30		Request disbursement (ACQ.040.020 Documentation of Delivery/Acceptance)	• Approved vendor invoice	• Request for disbursement

| | Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | **Procure-to-Pay** | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

040.FFM.L2.01 Expenditures Across Fiscal Years Using Multi-Year Funds with Invoicing Options

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
31	a. Receive and process disbursement request (FFM.030.070 Payment Processing -Commercial Payments) b. Initiate payment (FFM.030.070 Payment Processing -Commercial Payments) c. Generate disbursement schedule (FFM.030.110 Payment Disbursement) d. Certify payment of disbursement schedule (FFM.030.110 Payment Disbursement) e. Receive confirmation of disbursement (FFM.030.120 Payment Confirmation)		• Request for disbursement • Approved Vendor 3 invoice	• Appropriate payable entry liquidated with reference to source information • Appropriate disbursement-in-transit entry created with reference to source information • Certified disbursement schedule • Disbursement confirmation information • Appropriate disbursement-in-transit entry liquidated with reference to source information • Appropriate disbursement entry created with reference to source information • Vendor 3 receives payment
32	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated
33		Request award closeout (ACQ.040.040 Contract Closeout)	• Award information • Final invoices' information	• Award closeout information

| Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | Procure-to-Pay | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

040.FFM.L2.01 Expenditures Across Fiscal Years Using Multi-Year Funds with Invoicing Options

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
			• Confirmed payments	
34	Receive request for award closeout and liquidate outstanding obligations and accruals (FFM.090.030 Accrual and Liability Processing)		• Award closeout information	• Appropriate obligation liquidation entries created with reference to source information • Appropriate accrual reversal entries created with reference to source information
35	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated

| Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | Procure-to-Pay | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

040.FFM.L2.02 Four-Way Match

End-to-End Business Process: 040 Procure-to-Pay

Business Scenario(s) Covered

Four-Way Matching	Prompt Payment

Business Actor(s)

Procurement Office; Finance Office; Requestors Receiving Office; Vendor

Synopsis

The Procurement Office has established a single award to a Vendor for goods to fulfill two procurement requests from different offices within the same federal agency (Requestor). The goods were ordered and delivered to the federal agency receiving location (Receiving Office) and receipt information (Receiving Report) is created. The goods were transferred to the requesting federal agency offices (Requestors). One of the Requestors (Requestor 1) inspected and accepted only some of the goods; the other Requestor (Requestor 2) accepted all the goods delivered. The Vendor invoices the agency for the delivered goods. The agency approves for payment based on the Requestors' acceptance reports. The agency makes its payment five (5) days after the date the payment was due.

Assumptions and Dependencies

1. There may or may not be automated (near/real-time or batch) interfaces between service areas/functions/activities or between provider solutions/systems.
2. There is no presumption as to which activities are executed by which actor, or which activities are automated, semi-automated, or manual.
3. Supporting information for general ledger transactions includes sub-ledger entries when sub-ledgers are used.
4. Appropriate attributes (e.g., object class and project) are included as part of the accounting string.
5. Relationships between use cases are described in the Framework for Federal Financial Management Use Cases found in the related overview document.
6. All predecessor activities required to trigger the Initiating Event have been completed.
7. Funds availability checks are performed against appropriations/fund accounts for obligating funds, and against obligations for disbursing funds in accordance with OMB A-11, Section 150.2.
8. The contract was awarded to a vendor in a previous Procure-to-Pay use case.
9. The vendor has already been set up in the FM system.
10. The vendor uses an OMB-approved electronic invoicing solution to invoice the agency.
11. The vendor submits a valid and proper invoice in compliance with Prompt Pay requirements.
12. The vendor provides Electronic Funds Transfer (EFT) information in compliance with Prompt Pay requirements.
13. The vendor is not on the "Do Not Pay" list.

FFMSR ID Reference(s)	1.1.2; 1.1.4; 2.1.2; 2.2.1; 2.2.2
Initiating Event	The Vendor ships the goods to the Federal Agency Receiving Office.

040.FFM.L2.02 Four-Way Match

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
1		Receive the goods and create receipt information (Receiving Report) (ACQ.040.020 Documentation of Delivery/Acceptance)	• Approved order or award • Vendor's goods	• Receipt information (Receiving Report)
2	Receive receipt information (Receiving Report) and accrue the expense (FFM.090.030 Accrual and Liability Processing)		• Receipt information (Receiving Report)	• Appropriate accrual liability entry created with reference to source information
3	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated
4		a. Inspect and accept some, but not all, of the goods, return unaccepted goods, and create acceptance report (Requestor 1) b. Inspect and accept all the goods delivered and create an acceptance report (Requestor 2) (ACQ.040.020 Documentation of Delivery/Acceptance)	• Approved order or award • Vendor's goods • Receipt information (Receiving Report)	• Acceptance report (Requestor 1) • Acceptance report (Requestor 2)

	040.FFM.L2.02 Four-Way Match			
Typical Flow of Events				
	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**
5	Receive acceptance reports and adjust the accrued expense (FFM.090.030 Accrual and Liability Processing)		• Acceptance report (Requestor 1) • Acceptance report (Requestor 2)	• Appropriate accrual adjustment entries created with reference to source information
6	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated
7		a. Vendor enters invoice information into an OMB-approved electronic invoicing solution b. Program Office receives notification of vendor invoice submission and reviews and accepts vendor invoice unaware some of the goods were not accepted (ACQ.040.020 Documentation of Delivery/Acceptance)	• Vendor invoice • Receipt information (Receiving Report) • Approved order or award	• Accepted vendor invoice

040.FFM.L2.02 Four-Way Match

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
8	Receive accepted vendor invoice from OMB-approved electronic invoicing solution and perform a four-way match of invoice to the award, receipt information (Receiving Report), and acceptance reports (FFM.030.070 Payment Processing - Commercial Payments)		• Accepted vendor invoice • Acceptance report (Requestor 1) • Acceptance report (Requestor 2) • Receipt information (Receiving Report) • Approved order or award	• Unsuccessful four-way match • Invalidated vendor invoice • Appropriate accrual adjustment entry created with reference to source information
9		a. Program Office requests corrected invoice reflecting results of acceptance reports b. Vendor enters corrected invoice information into an OMB-approved electronic invoicing solution c. Program Office receives notification of vendor invoice submission and reviews and accepts corrected vendor invoice (ACQ.040.020 Documentation of Delivery/Acceptance)	• Invalidated vendor invoice • Acceptance report (Requestor 1) • Acceptance report (Requestor 2) • Receipt information (Receiving Report)	• Request to vendor for corrected invoice • Accepted corrected vendor invoice

040.FFM.L2.02 Four-Way Match

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
10	Receive accepted vendor invoice from OMB-approved electronic invoicing solution and perform a four-way match of corrected invoice to the award, receipt information (Receiving Report), and acceptance reports (FFM.030.070 Payment Processing - Commercial Payments)		• Accepted corrected vendor invoice • Acceptance report (Requestor 1) • Acceptance report (Requestor 2) • Receipt information (Receiving Report) • Order or award	• Successful four-way match • Validated corrected vendor invoice • Appropriate accrual adjustment entry created with reference to source information
11		Request funds availability check (ACQ.040.020 Documentation of Delivery/Acceptance)	• Validated corrected vendor invoice	• Request for funds availability check
12	Receive and process request for funds availability check (FFM.010.020 Fund Allocation and Control)		• Request for funds availability check	• Funds availability response
13		a. Approve corrected invoice b. Request processing of approved vendor invoice (ACQ.040.020 Documentation of Delivery/Acceptance)	• Funds availability response • Validated corrected vendor invoice	• Request for processing of approved vendor invoice

Budget Formulation-to-Execution → Acquire-to-Dispose → Request-to-Procure → **Procure-to-Pay** → Bill-to-Collect → Record-to-Report → Agree-to-Reimburse → Apply-to-Perform → Hire-to-Retire → Book-to-Reimburse → Apply-to-Repay

040.FFM.L2.02 Four-Way Match				
Typical Flow of Events				
	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**
14	a. Receive and process approved vendor invoice and establish payable (FFM.030.070 Payment Processing – Commercial Payments) b. Liquidate obligation (FFM.030.020 Obligation Management)		• Approved vendor invoice • Request for processing of approved vendor invoice	• Appropriate payable entry created with reference to source information • Appropriate obligation liquidation entry created with reference to source information • Appropriate accrual reversal entry created with reference to source information
15		Request disbursement (ACQ.040.020 Documentation of Delivery/Acceptance)	• Approved vendor invoice	• Request for disbursement

| Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | Procure-to-Pay | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

040.FFM.L2.02 Four-Way Match

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
16	a. Receive and process disbursement invoice payment request (FFM.030.070 Payment Processing - Commercial Payments) b. Initiate payment (FFM.030.070 Payment Processing - Commercial Payments) c. Generate disbursement schedule (FFM.030.110 Payment Disbursement) d. Certify payment of disbursement schedule (FFM.030.110 Payment Disbursement) e. Receive confirmation of disbursement (FFM.030.120 Payment Confirmation)		• Request for disbursement	• Appropriate payable entry liquidated with reference to source information • Certified disbursement schedule • Appropriate disbursement-in-transit entry created with reference to source information • Disbursement confirmation information • Appropriate disbursement-in-transit entry liquidated with reference to source information • Appropriate disbursement entry created with reference to source information • Vendor receives payment

040.FFM.L2.02 Four-Way Match			
Typical Flow of Events			
	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**
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17		a. Validate that the invoice was proper and paid five (5) days after the due date b. Use current interest calculator to determine interest due c. Request funds availability check (ACQ.040.020 Documentation of Delivery/Acceptance)	• Vendor request for interest payment because invoice payment was received five (5) days after due date • Federal interest calculator	• Validated claim for 5-day interest payment • Amount of interest due • Request for funds availability check
18	Receive and process request for funds availability check (FFM.010.020 Fund Allocation and Control)		• Request for funds availability check • Amount of interest due	• Funds availability response
19		a. Approve claim for five-day interest payment b. Request processing of approved five-day interest payment (ACQ.040.020 Documentation of Delivery/Acceptance)	• Funds availability response • Validated claim for five-day interest payment	• Approved claim for five-day interest payment
20	Receive and process approved claim for five-day interest payment (FFM.030.070 Payment Processing – Commercial		• Approved claim for five-day interest payment	• Appropriate payable entry created with reference to source information

Budget Formulation-to-Execution	Acquire-to-Dispose	Request-to-Procure	Procure-to-Pay	Bill-to-Collect	Record-to-Report	Agree-to-Reimburse	Apply-to-Perform	Hire-to-Retire	Book-to-Reimburse	Apply-to-Repay

040.FFM.L2.02 Four-Way Match

Typical Flow of Events

	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**
21		Request disbursement (ACQ.040.020 Documentation of Delivery/Acceptance)	• Approved vendor invoice	• Request for disbursement
22	a. Receive and process disbursement request (FFM.030.070 Payment Processing - Commercial Payments) b. Initiate payment (FFM.030.070 Payment Processing - Commercial Payments) c. Generate disbursement schedule (FFM.030.110 Payment Disbursement) d. Certify payment of disbursement schedule (FFM.030.110 Payment Disbursement) e. Receive confirmation of disbursement (FFM.030.120 Payment Confirmation)		• Request for disbursement	• Appropriate payable entry liquidated with reference to source information • Certified disbursement schedule • Appropriate disbursement-in-transit entry created with reference to source information • Disbursement confirmation information • Appropriate disbursement-in-transit liquidated with reference to source information • Appropriate disbursement entry created with reference to source information • Vendor receives payment

040.FFM.L2.02 Four-Way Match

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
23	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated

| Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | **Procure-to-Pay** | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

040.FFM.L2.03 Purchase Card
End-to-End Business Process: 040 Procure-to-Pay
Business Scenario(s) Covered

• Purchase Card	• Non-Matching
• PCard Purchase of Operating Materials and Supplies	

Business Actor(s)
Federal Employee Purchase Card Holder; Finance Office; Vendor; Purchase Card Company
Synopsis
A request for an item is submitted by a federal Program Office employee. The item requested is within the threshold of a purchase card so the item is ordered by the Program Office administrative assistant (Federal Employee Purchase Card Holder) from a Vendor's catalog using the purchase card and the item is delivered to the Program Office. The Program Office's purchase card account statement is received by the administrative assistant from the Purchase Card Company, and is reconciled with the Program Office's purchase card receipts without discrepancies. The purchase card account statement is approved by an authorized official in the Program Office for payment and payment is made to the Purchase Card Company.
Assumptions and Dependencies

1. There may or may not be automated (near/real-time or batch) interfaces between service areas/functions/activities or between provider solutions/systems.
2. There is no presumption as to which activities are executed by which actor, or which activities are automated, semi-automated, or manual.
3. Supporting information for general ledger transactions includes sub-ledger entries when sub-ledgers are used.
4. Appropriate attributes (e.g., object class and project) are included as part of the accounting string.
5. Relationships between use cases are described in the Framework for Federal Financial Management Use Cases found in the related overview document.
6. All predecessor activities required to trigger the Initiating Event have been completed.
7. Funds availability checks are performed against appropriations/fund accounts for obligating funds, and against obligations for disbursing funds in accordance with OMB A-11, Section 150.2.
8. The Program Office does not require funds be committed or obligated for purchase card purchases.
9. The Program Office administrative assistant is an authorized purchase card holder and has the appropriate delegation of authority to make the purchase.
10. The Vendor does not fall under a blocked merchant category code.
11. The requested item has been ordered and received before the purchase card account statement arrives.

FFMSR ID Reference(s)	1.1.2; 2.1.2; 2.2.1; 2.2.2
Initiating Event	Program Office administrative assistant receives the purchase card account statement.

Budget Formulation-to-Execution → Acquire-to-Dispose → Request-to-Procure → **Procure-to-Pay** → Bill-to-Collect → Record-to-Report → Agree-to-Reimburse → Apply-to-Perform → Hire-to-Retire → Book-to-Reimburse → Apply-to-Repay

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
	Use Case 040.FFM.L2.03 Purchase Card			
	Typical Flow of Events			
	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**
1		a. Validate purchase card account statement against receipts b. Reconcile purchase card account statement c. Request funds availability check (ACQ.050.030 Purchase Card Reconciliation)	• Purchase card account statement • Purchase card receipts • Prior month purchase card account statement • Record of prior month approved payment	• Validated and reconciled purchase card account statement (non-matching) • Request for funds availability check
2	Receive and process request for funds availability check (FFM.010.020 Funds Allocation and Control)		• Request for funds availability check	• Funds availability response
3		Approve purchase card account statement and request payment (ACQ.050.030 Purchase Card Reconciliation)	• Funds availability response • Validated purchase card account statement	• Approved purchase card account statement • Request for payment

Budget Formulation-to-Execution → Acquire-to-Dispose → Request-to-Procure → **Procure-to-Pay** → Bill-to-Collect → Record-to-Report → Agree-to-Reimburse → Apply-to-Perform → Hire-to-Retire → Book-to-Reimburse → Apply-to-Repay

Use Case 040.FFM.L2.03 Purchase Card				
Typical Flow of Events				
	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**
4	a. Receive and process approved purchase card account statement (no-way match) (FFM.030.070 Payment Processing - Commercial Payments) b. Initiate payment (FFM.030.070 Payment Processing - Commercial Payments) c. Generate disbursement schedule (FFM.030.110 Payment Disbursement) d. Certify payment of disbursement schedule (FFM.030.110 Payment Disbursement) e. Receive confirmation of disbursement (FFM.030.120 Payment Confirmation)		• Approved purchase card account statement • Request for payment	• Certified disbursement schedule • Appropriate disbursement-in-transit entry created with reference to source information • Disbursement confirmation information • Appropriate disbursement-in-transit entry liquidated with reference to source information • Appropriate disbursement entry created with reference to source information • Purchase Card Company receives payment
5	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated

| Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | **Procure-to-Pay** | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

040.FFM.L2.04 Novation

End-to-End Business Process: 040 Procure-to-Pay

Business Scenario(s) Covered

- Novation

Business Actor(s)

Procurement Office, Finance Office; Vendor

Synopsis

Vendor 1 is purchased by Vendor 2. Vendor 1 is under contract to the government and has not completed the contracted work. The work is to be completed by Vendor 2. An invoice is submitted along with the novation request by Vendor 2. The novation request is forwarded for approval and the invoice is returned to Vendor 2 pending novation approval. The novation agreement and its effective date, a list of all impacted contracts, and other documentation is submitted by Vendor 1 upon request. Upon novation approval, changes are made to vendor information and any open financial management documents to reflect the impact of the novation. Additionally, the invoice is resubmitted and paid.

Assumptions and Dependencies

1. There may or may not be automated (near/real-time or batch) interfaces between service areas/functions/activities or between provider solutions/systems.
2. There is no presumption as to which activities are executed by which actor, or which activities are automated, semi-automated, or manual.
3. Supporting information for general ledger transactions includes sub-ledger entries when sub-ledgers are used.
4. Appropriate attributes (e.g., object class and project) are included as part of the accounting string.
5. Relationships between use cases are described in the Framework for Federal Financial Management Use Cases found in the related overview document.
6. All predecessor activities required to trigger the Initiating Event have been completed.
7. Funds availability checks are performed against appropriations/fund accounts for obligating funds, and against obligations for disbursing funds in accordance with OMB A-11, Section 150.2.
8. The government has decided the novation is in its best interest.
9. The Contracting Officer completes the necessary contract modification for the novation and validates Vendor 2 information with federal acquisition information.
10. The novation request is approved by whomever the agency has provided the authority.
11. Both vendors have done work for the agency and have been set up in the financial management system.
12. Both vendors are properly registered in all appropriate government acquisition systems.
13. Neither vendor is on the Do Not Pay list.
14. Vendor 2 is notified that payment will be delayed pending approval of the novation when the invoice is returned.

FFMSR ID Reference(s)	1.1.2; 1.1.4; 2.1.2; 2.2.1; 2.2.2
Initiating Event	The government receives a novation request along with an invoice from Vendor 2.

| | Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | Procure-to-Pay | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

USE CASE 040.FFM.L2.04 NOVATION

Typical Flow of Events

	FM Event	Non-FM Event	Input(s)	Output(s) / Outcome(s)
1		a. Return invoice pending approval of novation request (ACQ.040.020 Documentation of Delivery/Acceptance) b. Identify and request additional documentation and certification requirements for novation (ACQ.040.030 Contract Modification) c. Request processing of a liability accrual for the invoice(ACQ.040.020 Documentation of Delivery/Acceptance)	• Vendor 2's invoice • Novation request	• Returned invoice • Request for additional documentation and certifications for novation • Request for processing of a liability accrual
2	Receive and process request for processing of a liability accrual (FFM.090.030 Accrual and Liability Processing)		• Returned invoice • Request for processing of a liability accrual	• Appropriate liability accrual entry created with reference to source information
3	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated

| | Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | **Procure-to-Pay** | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

USE CASE 040.FFM.L2.04 NOVATION				
Typical Flow of Events				
	FM Event	**Non-FM Event**	**Input(s)**	**Output(s) / Outcome(s)**
4		a. Receive additional documentation and certifications and approve novation request (ACQ.040.030 Contract Modification) b. Request update to Vendor 1 and Vendor 2 payee information (e.g., contract information for vendor 2) (ACQ.040.030 Contract Modification) c. Request for update to Vendor 1 and Vendor 2 financial management records to reflect novation (ACQ.040.020 Documentation of Delivery/Acceptance)	• Complete novation request documentation, including Vendor 1's contract list and associated contracts	• Approved novation request • Request for update to Vendor 1 and Vendor 2 payee information (e.g., contract information for vendor 2) • Request to update vendor 1 and 2 financial management records to reflect novation

	USE CASE 040.FFM.L2.04 NOVATION			
	Typical Flow of Events			
	FM Event	**Non-FM Event**	**Input(s)**	**Output(s) / Outcome(s)**
5	a. Receive and process request for update to Vendor 1 and Vendor 2 payee information (e.g., contract information for vendor 2) b. Receive and process request to update Vendor 1 and Vendor 2 financial management records to reflect novation (FFM.030.010 Payee Set-up and Maintenance)		• Request updates to Vendor 1 and Vendor 2 payee information (e.g., contracts they support) • Request to update Vendor 1 and Vendor 2 financial management records to reflect novation	• Vendor 1 and Vendor 2 payee information updated • Appropriate Vendor 1 and Vendor 2 financial management records updated with reference to source information
6	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated
7		a. Receive Vendor 2 invoice b. Accept invoiced Vendor 2 goods and services (ACQ.040.020 Documentation of Delivery/Acceptance)	• Vendor 2 invoice resubmittal • Vendor 2 goods and services	• Receipt information (receiving report, if used) • Validated Vendor 2 invoice

	USE CASE 040.FFM.L2.04 NOVATION			
	Typical Flow of Events			
	FM Event	**Non-FM Event**	**Input(s)**	**Output(s) / Outcome(s)**
8	a. Receive receipt information (receiving report, if used) information and reverse liability accrual (FFM.090.030 Accrual and Liability Processing) b. Create payable (FFM.030.070 Payment Processing - Commercial Payments		• Receipt information (receiving report, if used) • Validated Vendor 2 invoice	• Appropriate liability accrual reversal entry created with reference to source information • Appropriate payable entry created with reference to source information
9		Request funds availability check (ACQ.040.020 Documentation of Delivery/Acceptance)	• Validated Vendor 2 invoice	• Request for funds availability check
10	Receive and process request for funds availability check (FFM.010.020 Fund Allocation and Control)		• Request for funds availability check	• Funds availability response
11		a. Approve vendor invoice b. Request processing of approved vendor invoice (ACQ.040.020 Documentation of Delivery/Acceptance)	• Validated vendor invoice • Funds availability response	• Approved vendor invoice • Request for processing of approved vendor invoice

	USE CASE 040.FFM.L2.04 NOVATION			
	Typical Flow of Events			
	FM Event	**Non-FM Event**	**Input(s)**	**Output(s) / Outcome(s)**
12	a. Receive and process approved vendor invoice and establish payable (FFM.030.070 Payment Processing - Commercial Payments) b. Liquidate obligation (FFM.030.020 Obligation Management)		• Approved vendor invoice • Request for processing of approved vendor invoice	• Appropriate payable entry created with reference to source information • Appropriate obligation liquidation entry created with reference to source information • Appropriate accrual reversal entry created with reference to source information
13		Request disbursement (ACQ.040.020 Documentation of Delivery/Acceptance)	• Approved vendor invoice	• Request for disbursement

USE CASE 040.FFM.L2.04 NOVATION				
Typical Flow of Events				
	FM Event	**Non-FM Event**	**Input(s)**	**Output(s) / Outcome(s)**
14	a. Receive and process disbursement request (FFM.030.070 Payment Processing - Commercial Payments) b. Initiate disbursement (FFM.030.070 Payment Processing - Commercial Payments) c. Generate disbursement schedule (FFM.030.110 Payment Disbursement) d. Certify payment of disbursement schedule (FFM.030.110 Payment Disbursement) e. Receive confirmation of disbursement (FFM.030.120 Payment Confirmation)		• Request for disbursement	• Appropriate payable entry liquidated with reference to source information • Appropriate disbursement-in-transit entry created with reference to source information • Certified disbursement schedule • Disbursement confirmation information • Appropriate disbursement-in-transit entry liquidated with reference to source information • Appropriate disbursement entry created with reference to source information • Vendor receives payment

| | Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | Procure-to-Pay | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

USE CASE 040.FFM.L2.04 NOVATION

Typical Flow of Events

	FM Event	Non-FM Event	Input(s)	Output(s) / Outcome(s)
15	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated

| Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | Procure-to-Pay | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

APPENDIX A   LINKS TO FIT BUSINESS USE CASE LIBRARY DOCUMENTS

FFM Business Use Case Library Overview	FFM Business Use Case Library Overview
010 Budget Formulation-to-Execution	FFM Use Cases 010 Budget Formulation-to-Execution
020 Acquire-to-Dispose	FFM Use Cases 020 Acquire-to-Dispose
030 Request-to-Procure	FFM Use Cases 030 Request-to-Procure
040 Procure-to-Pay	FFM Use Cases 040 Procure-to-Pay
050 Bill-to-Collect	FFM Use Cases 050 Bill-to-Collect
060 Record-to-Report	FFM Use Cases 060 Record-to-Report
070 Agree-to-Reimburse	FFM Use Cases 070 Agree-to-Reimburse
080 Apply-to-Perform	FFM Use Cases 080 Apply-to-Perform
090 Hire-to-Retire	FFM Use Cases 090 Hire-to-Retire
100 Book-to-Reimburse	FFM Use Cases 100 Book-to-Reimburse
110 Apply-to-Repay	FFM Use Cases 110 Apply-to-Repay