

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

Version 2.0



Budget Formulation-to-Execution Procure Procure Pay Bill-to-Report Record-to-Reimburse Perform Retire Redirector Report Report Report Report Research Report Report Remove Perform Remove Report Report Report Report Report Report Report Remove Report Remove Report Remove Report Report Report Report Report Report Report Remove Report Remove Report Remove Report Report Remove Report Remove Remove Remove Remove Report Remove Remov

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Purpose

The Federal Financial Management (FFM) Business Use Cases reflect the business needs, or requirements that an agency must follow in the financial management community. This document is part of the FFM Business Use Case Library and contains the business use cases associated with the Procure-to-Pay Business Process. The *Federal Financial Management Business Use Case Library Overview* should be referenced in conjunction with this document for guidance on understanding and applying the FFM Business Use Cases to agency financial operations.

Appendix A provides a list of the documents in the FFM Business Use Case Library.

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 as shown.



Figure 1: The notation for a business use case identifier.

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.



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Request-toReport
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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.





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 functional 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. Vendors are established in the GSA System for Award Management (SAM) and in the Acquisition (ACQ) system. The vendor information is provided by the ACQ system to 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. Tolerance percentages or amounts between expenditure and obligation amounts have been established.

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

Турі	Typical Flow of Events				
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)	
1		 a. Receive delivery of vendor's goods b. Accept delivery of vendor's goods c. Provide vendor (payee) information d. Provide receipt of goods information (ACQ.040.020 Documentation of Delivery/Acceptance) 	 Approved order or award Vendor's goods 	 Vendor (payee) information Receipt of goods information (receiving report, if used) 	
2	 a. Receive and update vendor (payee) information b. Receive receipt of goods information (receiving report, if used) c. Accrue the expense (FFM.090.030 Accrual and Liability Processing) 		 Vendor (payee) information Receipt of goods information (receiving report, if used) 	 Updated vendor (payee) information 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	



Budget Formulation-to-Execution Procure Pay Procure Pay Bill-to-Collect Report Reimburse Record-to-Reimburse Report Reimburse Report Report Remove Pay Record-to-Reimburse Report Report Remove Report Remove Report Remove Report Remove Report Remove Remove Remove Report Remove Remove

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

Typical Flow of Events

Турі	Typical Flow of Events					
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)		
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 of goods information (receiving report, if used) Approved order or award 	Accepted vendor invoice		
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 of goods 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 		





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

Тур	Typical Flow of Events						
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)			
8		 a. Approve vendor invoice b. Provide vendor (payee) information c. Request processing of approved vendor invoice (ACQ.040.020 Documentation of Delivery/Acceptance) 	 Funds availability response Validated vendor invoice 	 Vendor (payee) information Approved vendor invoice Request for processing of approved vendor invoice 			



Budget Formulation-to-Execution Procure Pay Bill-to-Collect Report Reimburse Perform Reimburse Record-to-Reimburse Perform Reimburse Repay Record-to-Reimburse Record-to-Reimburse Record-to-Reimburse Record-to-Reimburse Record-to-Record-to-Reimburse Record-to-Reimburse Record-to-R

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

Typical Flow of Events

тур	Typical Flow of Events					
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)		
9	Receive and update vendor (payee) information		Vendor (payee) information	Updated vendor (payee) information		
	(FFM.030.010 Payee Setup and Maintenance)		Approved vendor invoiceRequest for processing of approved vendor invoice	entry created with reference to source		
	b. Receive and process approved vendor invoice (FFM.030.070 Payment Processing - Commercial Payments)			 information Appropriate obligation liquidation entry created with reference to source information 		
	c. Confirm difference between expenditure amount and obligation amount does not exceed tolerance percentage/amount (FFM.030.020 Obligation Management)			 Appropriate accrual reversal entry created with reference to source information 		
	d. Establish payable (FFM.030.070 Payment Processing - Commercial Payment					
	e. Liquidate obligation (FFM.030.020 Obligation Management)					
10		Request disbursement (ACQ.040.020 Documentation of Delivery/Acceptance)	Approved vendor invoice	 Request for disbursement 		



Budget Formulation-to-Execution Procure Procure Pay Bill-to-Reimburse Record-to-Reimburse Report Record-to-Reimburse Record-to-Reimburse Record-to-Reimburse Record-to-Reimburse Record-to-Reimburse Record-to-Reimburse Record-to-Record-to

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

Typical Flow of Events

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	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)	
11	a. Receive and process disbursement request (FFM.030.070 Payment Processing - Commercial		Request for disbursementApproved vendor invoice	Appropriate payable entry liquidated with reference to source information	
	Payments) b. Initiate payment (FFM.030.070 Payment Processing - Commercial Payments)			Appropriate disbursement- in-transit entry created with reference to source information	
	c. Generate disbursement schedule			Certified disbursement schedule	
	(FFM.030.110 Payment Disbursement)			Disbursement confirmation information	
	d. Certify payment of disbursement schedule (FFM.030.110 Payment Disbursement)			Appropriate disbursement- in-transit entry liquidated with reference to source information	
	e. Receive confirmation of disbursement (FFM.030.120 Payment Confirmation)			Appropriate disbursement entry created with reference to source information	
40				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.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.



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040.FFM.L1.02 Leased Property

Assumptions and Dependencies

- 1. There may or may not be automated (near/real-time or batch) interfaces between functional 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.
- 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. Vendors are established in the GSA System for Award Management (SAM) and in the Acquisition (ACQ) system. The vendor information is provided by the ACQ system to the FM 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. Tolerance percentages or amounts between expenditure and obligation amounts have been established.
- 17. 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

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.



Budget Formulation-to-Execution Dispose Procure Pay Procure Pay Bill-to-Collect Report Reimburse Record-to-Reimburse Report Reimburse Report Remburse Report Report Remburse Report Report Report Remburse Report Report Remburse Remains Report Remburse Remains Rema

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Typical Flow of	ypical Flow of Events						
FFM Event	N	on-FFM Event	Input(s)	Output(s) / Outcome(s)			
	b. c.	Inspect and accept the operating leased equipment (PRM.010.010 Property Acquisition/Receipt) Estimate liability accrual for operating lease payments (PRM.010.010 Property Acquisition/Receipt) Provide vendor (payee) information (PRM.010.010 Property Acquisition/Receipt) Request estimated liability accrual be established (PRM.010.010 Property Acquisition/Receipt) 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 Vendor (payee) information Request for establishment of operating lease liability accrual 			



Budget Formulation-to-Execution Dispose Procure Procure Pay Sill-to-Collect Report Record-to-Reimburse Apply-to-Perform Retire Record-to-Rejmburse Report Record-to-Rejmburse Report Record-to-Rejmburse Report Record-to-Reimburse Report Record-to-Reimburse Report Record-to-Reco

	Typical Flow of Events					
ıyţ	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)		
2	a. Receive and update vendor (payee) information b. Receive and process request to establish operating lease liability accrual (FFM.090.030 Accrual and Liability Processing)		 Vendor (payee) information Accepted property Request for establishment of operating lease liability accrual Estimated operating lease liability Property record 	 Updated vendor (payee) information 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		
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 capital lease depreciation and liability accrual for payments (PRM.010.050 Property Valuation) 	 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 Vendor (payee) information Request for establishment of capital 		



Budget Formulation-to-Execution Procure Pay Bill-to-Collect Report Reimburse Perform Reimburse Record-to-Reimburse Perform Reimburse Repay Record-to-Reimburse Record-to-Reimburse Record-to-Reimburse Record-to-Reimburse Record-to-Record-to-Reimburse Record-to-Reimburse Record-to-R

FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
	d. Provide vendor (paye information	• • • •	lease depreciation and liability accruals
	(PRM.010.010 Prope Acquisition/Receipt)	erty	 Request for establishment of capit
	e. Request estimated lia accruals be establish		property value
	(PRM.010.050 Valua	tion)	
	f. Request estimated property value be established		
	(PRM.010.050 Prope Valuation)	erty	
	g. Update property reco including custodian, location, and value	ord to	
	(PRM.010.060 Prope Control and Accountability)	erty	



Budget Formulation-to-Execution Dispose Procure Procure Pay Bill-to-Collect Report Record-to-Reimburse Perform Reference Report Report

040.FFM.L1.02 Leased Property	
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	Typical Flow of Events					
٠ ١,	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)		
5	 a. Receive and process vendor (payee) information b. Receive and process request for establishment of capital lease depreciation and liability accruals (FFM.090.030 Accrual and Liability Processing) c. Accrue depreciation (FFM.090.030 Accrual and Liability Processing) d. Accrue interest liability (FFM.090.030 Accrual and Liability Processing) e. Accrue principal liability (FFM.090.030 Accrual and Liability Processing) f. Establish property valuation (FFM.020.010 Financial Asset Information Processing - Property, Plant, and Equipment) 		 Vendor (payee) information 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 	 Updated vendor (payee) information 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		



Budget Acquire-to-Dispose Request-to-Procure Pay Sill-to-Collect Report Reimburse Record-to-Reimburse Record-to-Reimburse Report Record-to-Reimburse Repay Record-to-Reimburse Repay Record-to-Reimburse Repay Record-to-Reimburse Repay Record-to-Reimburse Record-to-Reimburse Repay Record-to-Reimburse Repay Record-to-Reimburse Record-to-R

Typ	ical 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	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
10	Receive and process request for funds availability check (FFM.010.020 Fund Allocation and Control)		Request for funds availability check	Funds availability response



Budget Acquire-to-Dispose Request-to-Procure Picture Record-to-Report Remburse Reform Refine Record-to-Remburse Repay Record-to-Remburse Record-to-Remburse Repay Record-to-Remburse Record-to-Remburse Repay Record-to-Remburse Repay Record-to-Remburse Repay Record-to-Remburse Repay Record-to-Remburse Repay Record-to-Remburse Record-to-Remburse Record-to-Remburse Repay Record-to-Remburse Repay Record-to-Remburse Record-to-Remburse Record-to-Remburse Record-to-Remburse Record-to-Remburse Repay Record-to-Remburse Repay Record-to-Remburse Repay Record-to-Remburse Re

Typical Flow of Events						
FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)			
	 a. Approve operating lease vendor single and final invoice b. Provide vendor (payee) information c. Request processing of approved vendor invoice (ACQ.040.020 Documentation of Delivery/Acceptance) 	 Funds availability response Validated operating lease vendor invoice 	 Vendor (payee) information Approved operating lease vendor invoice Request for processing of approved vendor invoice 			



Budget Formulation-to-Execution Dispose Procure Pay Procure Pay Bill-to-Collect Report Reimburse Record-to-Reimburse Report Reimburse Report Remburse Report Report Remburse Report Report Report Remburse Report Report Remburse Remains Report Remburse Remains Rema

		al Flow of Events			
. 71			Non-FFM Event	Input(s)	Output(s) / Outcome(s)
12	a.	Receive and update vendor (payee) information (FFM.030.010 Payee Setup and Maintenance)		 Request for processing of 	 Updated vendor (payee) information Appropriate payable entry created with reference to source
	b.	Receive approved vendor invoice (FFM.030.070 Payment Processing - Commercial Payments)		approved vendor invoice	 information Appropriate obligation liquidation entry created with reference to source information
	c.	Confirm difference between expenditure amount and obligation amount does not exceed tolerance percentage/amount (FFM.030.020 Obligation Management)			Appropriate accrual reversal entry created with reference to source information
	d.	Establish payable (FFM.030.070 Payment Processing - Commercial Payments)			
	e.	Liquidate obligation (FFM.030.020 Obligation Management)			
13			Request disbursement (ACQ.040.020 Documentation of Delivery/Acceptance)	Approved vendor invoice	Request for disbursement



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Typ	pical Flow of Ev	ents					
	FFM Event		Non-FFM Event	li	nput(s)		Output(s) / Outcome(s)
14	Processing			•	Request for dis	bursement	entry liquidated with reference to source information
		ursement 70 Payment - Commercial					 Appropriate disbursement-in -transit entry created with reference to source information
	c. Generate di schedule	sbursement					 Certified disbursement schedule
	(FFM.030.1 Disburseme	10 Payment nt)					 Disbursement confirmation information
	d. Certify paym disbursemen (FFM.030.1 Disburseme	nt schedule 10 Payment nt)					 Appropriate disbursement-in -transit entry liquidated with reference to source information
	e. Receive cor disburseme (FFM.030.1) Confirmation	nt 20 Payment					 Appropriate disbursement entry created with reference to source information
							 Vendor receives payment
15	Post appropriate proprietary, and memorandum of general ledger (FFM.090.020 Ledger Posting	d/or entries to the (GL) General		•	GL entries		 Appropriate GL accounts updated



Budget Formulation-to-Execution Procure Pay Request-to-Procure Pay Bill-to-Collect Report Reimburse Report Reimburse Report Reimburse Repay Record-to-Reimburse Record-to-Reimburse Repay Record-to-Reimburse Repay Record-to-Reimburse Record-to-Record-to-Reimburse Record-to-Record-t

	Typical Flow of Events						
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)			
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	Validated capital lease vendor invoice			
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 			



Budget Formulation-to-Dispose Procure Pay Bill-to-Collect Record-to-Report Apply-to-Reimburse Apply-to-Reimburse Apply-to-Reimburse Apply-to-Reimburse Apply-to-Reimburse Record-to-Report Reimburse Apply-to-Reimburse Apply-

FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
0	a. Approve capital lease vendor invoice b. Provide vendor (payee) information c. Request processing of approved vendor invoice (ACQ.040.020 Documentation of Delivery/Acceptance)	 Funds availability response Validated capital lease vendor invoice 	 Vendor (payee) information Approved capital lease vendor invoice Request for processing of approved vendor invoice



Budget Formulation-to-Execution Dispose Procure Pay Procure Pay Bill-to-Collect Report Reimburse Record-to-Reimburse Report Reimburse Report Remburse Report Report Remburse Report Report Report Remburse Report Report Remburse Remains Report Remburse Remains Rema

	Typical Flow of Events						
<i>,</i>			Non-FFM Event	Input(s)	Output(s) / Outcome(s)		
21	c.	Receive and update vendor (payee) information (FFM.030.010 Payee Setup and Maintenance) Receive approved vendor invoice (FFM.030.070 Payment Processing - Commercial Payments) Confirm difference between expenditure amount and obligation amount does not exceed tolerance percentage/amount (FFM.030.020 Obligation Management) Establish payable (FFM.030.070 Payment Processing - Commercial Payments) Liquidate obligation (FFM.030.020 Obligation Management)		 Vendor (payee) information Approved vendor invoice Request for processing of approved vendor invoice 	 Updated vendor (payee) information 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 		
22		·	Request disbursement (ACQ.040.020 Documentation of Delivery/Acceptance)	Approved vendor invoice	Request for disbursement		



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



Budget Formulation-to-Execution Dispose Procure Procure Pay Sill-to-Collect Report Record-to-Reimburse Apply-to-Perform Retire Record-to-Rejmburse Report Record-to-Rejmburse Report Record-to-Rejmburse Report Record-to-Reimburse Report Record-to-Reimburse Report Record-to-Reco

040.FFM.L1.02 Leased Property Typical Flow of Events FFM Event Non-FFM Event Input(s) Output(s) / Outcome(s) 25 a. Operating lease ends and • Property record Returned equipment equipment is returned Operating lease Request for operating b. Update property record agreement lease close-out c. Request close-out of Payment of final Property record operating lease operating equipment (PRM.010.040 Property invoice Transfer, Disposal, or Retirement) **26** a. Receive and process Request for operating Appropriate liability request for close-out of lease close-out accrual reversal entry operating lease made with reference to Property Record source information (FFM.010.020 Fund Operating lease Allocation and Control) Appropriate deobligation agreement entry created with b. Reverse remaining reference to source liability accruals, as information needed Property record (FFM.090.030 Accrual and Liability Processing) c. Deobligate remaining funds, as needed (FFM.030.020 Obligation Management) 27 Post appropriate budgetary, GL entries Appropriate GL accounts proprietary, and/or updated memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)



Budget Formulation-to-Execution Procure Procuce Procure Procure Procure Procure Procure Procure Procure Procuc

	Execution		,	- concer	
040.FFM.I	L1.02 Leased	d Property			

	40.FFM.L 1.02 Leased Property							
Тур	oical Flow of Events FFM Event	Non-FFM Event	In	put(s)	0	utput(s) / Outcome(s)		
28		a. Capital lease vendor enters final invoice information into an OMB- approved electronic invoicing solution	•	Capital lease vendor final invoice Capital lease agreement	1	Accepted capital lease vendor final invoice		
		b. Program Office receives notification of capital lease vendor invoice submission						
		c. Program Office reviews and accepts vendor invoice						
		(ACQ.040.020 Documentation of Delivery/Acceptance)						
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	•	Validated capital lease vendor final invoice		
30	i ayiiiciiis)	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		



Budget Formulation-to-Dispose Procure Procure Play Bill-to-Collect Report Agree-to-Reimburse Apply-to-Reimburse Apply-to-Reimburse Apply-to-Reimburse Apply-to-Reimburse Apply-to-Reimburse Apply-to-Reimburse Apply-to-Reimburse Repay O40.FFM.L1.02 Leased Property

Typical Flow of Events						
- 71	FFM Event Non-FFM Event Input(s)		Output(s) / Outcome(s)			
32		Approve capital lease vendor final invoice	•	Funds availability response	•	Vendor (payee) information
		b. Provide vendor (payee) information	•	Validated capital lease vendor final invoice	•	Approved capital lease vendor final invoice
		c. Request for processing of approved vendor invoice			•	Request for processing of approved vendor
		(ACQ.040.020 Documentation of Delivery/Acceptance)				invoice



Budget Formulation-to-Execution Dispose Procure Pay Procure Pay Bill-to-Collect Report Reimburse Record-to-Reimburse Report Reimburse Report Remburse Report Report Remburse Report Report Report Remburse Report Report Remburse Remains Report Remburse Remains Rema

	Typical Flow of Events							
		Non-FFM Event	Input(s)	Output(s) / Outcome(s)				
33	 a. Receive and update vendor (payee) information (FFM.030.010 Payee Setup and Maintenance) b. Receive approved invoice (FFM.030.070 Payment Processing – Commercial Payments) c. Confirm difference between expenditure amount and obligation amount does not exceed tolerance percentage/amount (FFM.030.020 Obligation Management) d. Establish payable (FFM.030.070 Payment Processing – Commercial Payments) e. Liquidate obligation (FFM.030.020 Obligation Management) 		 Vendor (payee) information Approved vendor invoice Request for processing of approved vendor invoice 	 Updated vendor (payee) information 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 				
34		Request disbursement (ACQ.040.020 Documentation of Delivery/Acceptance)	Approved vendor invoice	Request for disbursement				



Budget Formulation-to-Execution Dispose Procure Pay Sequest-to-Procure Pay Second-to-Report Record-to-Reimburse Perform Refere Report Remburse Repay Second-to-Remburse Rep

	Typical Flow of Events					
- , ,		FM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)	
35	a.	Receive and process disbursement request (FFM.030.070 Payment Processing - Commercial		Request for disbursement	entry liquidated with reference to source information	
	b.	Payments) Initiate disbursement (FFM.030.070 Payment Processing - Commercial Payments)			 Appropriate disbursement-in -transit entry created with reference to source information 	
	C.	Generate disbursement schedule			 Certified disbursement schedule 	
		(FFM.030.110 Payment Disbursement)			Disbursement confirmation information	
		Certify payment of disbursement schedule (FFM.030.110 Payment Disbursement) Receive confirmation of			 Appropriate disbursement-in -transit entry liquidated with reference to source information 	
		disbursement (FFM.030.120 Payment Confirmation)			 Appropriate disbursement entry created with reference to source information Vendor receives payment 	
36	promote get (F	ost appropriate budgetary, oprietary, and/or emorandum entries to the eneral ledger (GL) FM.090.020 General edger Posting)		GL entries	Appropriate GL accounts updated	



Budget Formulation-to-Execution Dispose Procure Procure Pay Sill-to-Collect Report Reimburse Perform Retire Report Regimburse Repay Record-to-Report Reimburse Report Remburse Remains Remains

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 equipmen 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)	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 		



Budget Formulation-to-Execution Dispose Procure Pay Solution Collect Report Reimburse Record-to-Reimburse Reply-to-Perform Retire Record-to-Rejmburse Repay Record-to-Reimburse Reply-to-Perform Retire Record-to-Rejmburse Reply-to-Perform Record-to-Reimburse Reply-to-Perform Record-to-Reimburse Reply-to-Reimburse Reply-to-Reimburse Reply-to-Reimburse Reply-to-Reimburse Record-to-Record

	Typical Flow of Events					
ı y			Non-FFM Event	Input(s)	Output(s) / Outcome(s)	
38	b.	Receive and process request for close-out capital lease (FFM.010.020 Fund Allocation and Control) Reverse any remaining interest and principal liability accruals, as needed (FFM.090.030 Accrual and Liability Processing) Deobligate remaining funds, as needed (FFM.030.020 Obligation Management) 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	pr m ge (F	ost appropriate budgetary, oprietary, and/or emorandum entries to the eneral ledger (GL) FM.090.020 General edger Posting)		GL entries	Appropriate GL accounts updated	



Budget Formulation-to-Execution Dispose Procure Procure Procure Repay Bill-to-Report Record-to-Reimburse Report Reduction Report Record-to-Reimburse Report Record-to-Reimburse Repay Record-to-Reimburse Record-to-Reimburse Record-to-Reimburse Record-to-Reimburse Record-to-Reimburse Record-to-Reimburse Record-to-Reimburse Record-to-Reimburse Record-to-Record-to-Reimburse Record-to-Reimburse Record-to-Record-t

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 functional 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 vendor is established in the GSA System for Award Management (SAM) and in the Acquisition (ACQ) system. The vendor information is provided by the ACQ system to 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. Tolerance percentages or amounts between expenditure and obligation amounts have been established.

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 Procure Pay Request-to-Procure Pay Bill-to-Collect Report Reimburse Report Reimburse Report Reimburse Repay Record-to-Reimburse Record-to-Reimburse Repay Record-to-Reimburse Repay Record-to-Reimburse Record-to-Record-to-Reimburse Record-to-Record-t

Typi	Typical Flow of Events					
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)		
1		 a. Receive vendor services b. Accept delivery of vendor's services c. Provide vendor (payee) information d. Provide receipt of services information (ACQ.040.020 Documentation of Delivery/Acceptance) 	 Approved order or award Vendor's services 	 Vendor (payee) information Receipt of services information (receiving report, if used) 		
2	 a. Receive and update vendor (payee) information b. Receive receipt of services information (receiving report, if used) c. Accrue the expense (FFM.090.030 Accrual and Liability Processing) 		 Vendor (payee) information Receipt of services information (receiving report, if used) 	 Updated vendor (payee) information 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 Procure Pay Request-to-Procure Pay Bill-to-Collect Report Reimburse Report Reimburse Report Reimburse Repay Record-to-Reimburse Record-to-Reimburse Repay Record-to-Reimburse Repay Record-to-Reimburse Record-to-Record-to-Reimburse Record-to-Record-t

Typi	Typical Flow of Events					
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)		
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 of services information (receiving report, if used) Approved order or award 	Accepted vendor invoice		
5	Receive validated vendor invoice from OMB-approved electronic invoicing solution (FFM.030.070 Payment Processing - Commercial Payments)		Accepted vendor invoice	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		



Budget Formulation-to-Execution Procure Pay Request-to-Procure Pay Record-to-Report Reimburse Record-to-Reimburse Repay Record-to-Reimburse Record-to-Record

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
8		 a. Approve vendor invoice b. Provide vendor (payee) information c. Request processing of approved vendor invoice (ACQ.040.020 Documentation of Delivery/Acceptance) 	 Funds availability response Validated vendor invoice 	 Vendor (payee) information Approved vendor invoice Request for processing of approved vender invoice
	 a. Receive and update vendor (payee) information (FFM.030.010 Payee Setup and Maintenance) b. Receive approved vendor invoice (FFM.030.070 Payment Processing – Commercial Payments) c. Confirm difference between expenditure amount and obligation amount does not exceed tolerance percentage/amount (FFM.030.020 Obligation Management) d. Establish payable (FFM.030.070 Payment Processing – Commercial Payments) e. Liquidate obligation (FFM.030.020 Obligation (FFM.030.020 Obligation) 		 Vendor (payee) information Approved vendor invoice Request for processing of approved vendor invoice 	 Updated vendor (payee) information 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



Budget Formulation-to-Execution Procure Pay Secure Request-to-Procure Pay Secure Record-to-Report Record-to-Remburse Reply-to-Remburse Remburse Rem

	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
FFM Event	Request disbursement (ACQ.040.020 Documentation of Delivery/Acceptance)	Approved vendor	Request for disbursement
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- in-transit entry liquidated with reference to source information Appropriate disbursement entry created with reference to source information Vendor receives payment
	disbursement request (FFM.030.070 Payment Processing - Commercial Payments) D. Initiate disbursement (FFM.030.070 Payment Processing - Commercial Payments) C. Generate disbursement schedule (FFM.030.110 Payment Disbursement) Disbursement of disbursement schedule (FFM.030.110 Payment Disbursement) E. Receive confirmation of disbursement (FFM.030.120 Payment	disbursement request (FFM.030.070 Payment Processing - Commercial Payments) D. Initiate disbursement (FFM.030.070 Payment Processing - Commercial Payments) D. Generate disbursement schedule (FFM.030.110 Payment Disbursement) Disbursement of disbursement schedule (FFM.030.110 Payment Disbursement) Disbursement of disbursement) Disbursement Disbursement) Disbursement Disbursement)	disbursement request (FFM.030.070 Payment Processing - Commercial Payments) D. 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



040.FFM.L1.03 Acquiring Services

Typic	cal	Flow	of	Events
			_	

. 7 6	ypiour riow or Evolution				
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)	
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 Dispose Procure Procure Pay Bill-to-Report Record-to-Reimburse Perform Retire Remburse Report Remburse Report Remburse Report Remburse Report Remburse Remburse Report Remburse Remburse Report Remburse Remburse Report Remburse Remains Rema

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

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.





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

Assumptions and Dependencies

- 1. There may or may not be automated (near/real-time or batch) interfaces between functional 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 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. Vendors are established in the GSA System for Award Management (SAM) and in the Acquisition (ACQ) system. The vendor information is provided by the ACQ system to 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. Tolerance percentages or amounts between expenditure and obligation amounts have been established.
- 15. 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
	Work has been completed for each of the awards issued to three vendors from a single procurement request.



Budget Formulation-to-Execution Procure Procure Pay Request-to-Procure Pay Record-to-Report Record-to-Report Remburse Perform Refine Report Remburse Remburse Report Remburse Rembur

040.FFM.L2.01 Expenditures Across Fiscal Years Using Multi-Year Funds with Invoicing Options Typical Flow of Events FFM Event Non-FFM Event Output(s) / Outcome(s) Input(s) a. Receive and verify three Vendor monthly Vendor (payee) 1 vendor monthly financial information for each financial and and performance reports performance vendor reports b. Determine estimated Verified vendor monthly accrual of liability for financial and Order or award payment for each vendor performance reports Award information c. Provide vendor (payee) Estimated accrual of information for each liability for payment to vendor each vendor d. Request liability accruals be recorded (ACQ.040.020 Documentation of Delivery/Acceptance) 2 a. Receive and update vendor Vendor (payee) Updated vendor (payee) (payee) information information for information for each each vendor vendor b. Receive estimated accrual information Appropriate accrual Estimated accrual of liability for entries created with c. Accrue liability for payment to payment to each reference to source each vendor vendor information (FFM.090.030 Accrual and Liability Processing) Post appropriate budgetary, Appropriate GL accounts GL entries proprietary, and/or memorandum updated entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)



Budget Formulation-to-Execution Procure Pay Request-to-Procure Pay Bill-to-Report Record-to-Reimburse Perform Refire Remburse Report Reimburse Report Remburse Remburse Report Remburse Report Remburse Remburse Remburse Report Remburse Re

040.FFM.L2.01 Expenditures Across Fiscal Years Using Multi-Year Funds with Invoicing Options Typical Flow of Events FFM Event Non-FFM Event Output(s) / Outcome(s) Input(s) Receive Vendor 1 paper 4 Vendor 1 paper Request for two-way invoice at end of fiscal year match to validate Vendor invoice and request a two-way match 1 invoice for validation (ACQ.040.020 Documentation of Delivery/Acceptance) Receive Vendor 1 invoice and Vendor 1 invoice Successful two-way complete a two-way match match Award information (FFM.030.070 Payment Validated Vendor 1 Estimated accrual Processing - Commercial invoice of liability Payments) Request multi-year funds Validated Vendor 1 • Request for multi-year availability check funds availability check invoice (ACQ.040.020 Documentation of Delivery/Acceptance) Receive and process request for Request for multi-Multi-year funds multi-year funds availability vear funds availability response check availability check (FFM.010.020 Fund Allocation and Control) a. Approve Vendor 1 invoice • Multi-year funds Vendor (payee) availability information. b. Provide vendor (payee) response information Approved Vendor 1 Validated Vendor 1 invoice c. Request processing of invoice approved vendor invoice Request for processing of

(ACQ.040.020

Documentation of Delivery/Acceptance)

approved vendor invoice



Budget Formulation-to-Execution Procure Pay Sill-to-Collect Report Record-to-Reimburse Perform Retire Report Removed Pay Record-to-Reimburse Report Retire Report Removed Pay Record-to-Removed Record-to-Removed Removed Pay Record-to-Removed Record

040.FFM.L2.01 Expenditures Across Fiscal Years Using Multi-Year Funds with Invoicing Options Typical Flow of Events FFM Event Non-FFM Event Output(s) / Outcome(s) Input(s) a. Receive and update vendor Vendor (payee) Updated vendor (payee) (payee) information information information (FFM.030.010 Pavee Setup Approved Vendor 1 • Appropriate payable and Maintenance) invoice entry created with reference to source b. Receive approved Vendor 1 Request for invoice information processing of approved vendor Appropriate obligation (FFM.030.070 Payment liquidation entry created Processing - Commercial invoice with reference to source payments) information c. Confirm difference between expenditure amount and Appropriate accrual obligation amount does not reversal entry created exceed tolerance with reference to source percentage/amount information (FFM.030.020 Obligation Management) d. Establish payable (FFM.030.070 Payment Processing - Commercial Payments) e. Liquidate obligation (FFM.030.020 Obligation Management) 10 Request disbursement Request for Approved Vendor 1 • invoice disbursement (ACQ.040.020 Documentation of Delivery/Acceptance)



Budget Formulation-to-Execution Procure Pay Sill-to-Collect Report Record-to-Reimburse Perform Retire Report Removed Pay Record-to-Reimburse Report Retire Report Removed Pay Record-to-Removed Record-to-Removed Removed Pay Record-to-Removed Record

040.FFM.L2.01 Expenditures Across Fiscal Years Using Multi-Year Funds with Invoicing Options Typical Flow of Events FFM Event Non-FFM Event Output(s) / Outcome(s) Input(s) a. Receive and process Vendor 11 Request for Appropriate payable 1 invoice disbursement entry liquidated with disbursement reference to source request Approved Vendor 1 information (FFM.030.070 Payment invoice **Processing - Commercial Appropriate** Payments) disbursement- in-transit entry created with b. Initiate payment reference to source (FFM.030.070 Payment information Processing - Commercial Payments) Certified disbursement schedule c. Generate disbursement schedule Disbursement confirmation information (FFM.030.110 Payment Disbursement) **Appropriate** disbursement- in-transit d. Certify payment of entry liquidated with disbursement schedule reference to source (FFM.030.110 Payment information Disbursement) **Appropriate** e. Receive confirmation of disbursement entry disbursement created with reference to (FFM.030.120 Payment source information Confirmation) Vendor 1 receives payment Post appropriate budgetary, 12 GL entries Appropriate GL accounts proprietary, and/or memorandum updated entries to the general ledger (GL (FFM.090.020 General Ledger Posting)



Budget Formulation-to-Execution Procure Procure Pay Request-to-Procure Pay Record-to-Report Record-to-Report Remburse Perform Refine Report Remburse Remburse Report Remburse Rembur

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



Budget Formulation-to-Execution Procure Procure Pay Sill-to-Collect Report Record-to-Reimburse Perform Retire Report Remburse Remburse Remburse Report Remburse Remb

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) Receive and process request for Request for multi-Multi-year funds multi-year funds availability availability response year funds check availability check (FFM.010.020 Fund Allocation and Control) 17 a. Approve Vendor 2 invoice Multi-year funds Vendor (payee) availability information b. Provide vendor (payee) response information Approved Vendor 2 Validated Vendor 2 invoice c. Request processing of approved Vendor 2 invoice Request for processing of invoice approved Vendor 2 (ACQ.040.020 invoice Documentation of Delivery/Acceptance)



Budget Formulation-to-Execution Procure Pay Sill-to-Collect Report Record-to-Reimburse Pay Agree-to-Perform Retire Remburse Report Report Remburse Remburse Report Remburse Report Remburse Remburse Remburse Report Remburse Remb

040.FFM.L2.01 Expenditures Across Fiscal Years Using Multi-Year Funds with Invoicing Options Typical Flow of Events FFM Event Non-FFM Event Output(s) / Outcome(s) Input(s) a. Receive and update vendor Vendor (payee) Updated vendor (payee) 18 (payee) information information information (FFM.030.010 Pavee Setup Approved Vendor 2 • Appropriate payable and Maintenance) invoice entry created with reference to source b. Receive approved Vendor 2 Request for invoice information processing of approved Vendor 2 • Appropriate obligation (FFM.030.070 Payment liquidation entry created Processing - Commercial invoice with reference to source Payments) information c. Confirm difference between expenditure amount and Appropriate accrual obligation amount does not reversal entry created exceed tolerance with percentage/amount reference to source (FFM.030.020 Obligation information Management) d. Establish payables (FFM.030.070 Payment Processing - Commercial Payments) e. Liquidate obligation (FFM.030.020 Obligation Management) 19 Request disbursement Request for Approved Vendor 2 • invoice disbursement (ACQ.040.020 Documentation of Delivery/Acceptance)



Budget Formulation-to-Execution Require-to-Dispose Request-to-Pay Record-to-Collect Report Record-to-Reimburse Record-to-Reimburse Report Reimburse Report Remains Record-to-Reimburse Report Remains Record-to-Remains Record-to-Re

040.FFM.L2.01 Expenditures Across Fiscal Years Using Multi-Year Funds with Invoicing Options Typical Flow of Events FFM Event Non-FFM Event Output(s) / Outcome(s) Input(s) a. Receive and process Vendor 20 Request for Appropriate payable 2 disbursement request entries liquidated with disbursement reference to source (FFM.030.070 Payment Approved Vendor 2 information **Processing -Commercial** invoice **Payments Appropriate** disbursement- in-transit b. Initiate payments entry created with (FFM.030.070 Payment reference to source **Processing -Commercial** information **Payments** Certified disbursement Generate disbursement schedule schedule Disbursement (FFM.030.110 Payment confirmation information Disbursement) **Appropriate** d. Certify payment of disbursement- in-transit disbursement schedule entry liquidated with (FFM.030.110 Payment reference to source Disbursement) information e. Receive confirmation of **Appropriate** disbursements disbursement entry (FFM.030.120 Payment created with reference to Confirmation) source information Vendor 2 receives payment Post appropriate budgetary, 21 GL entries Appropriate GL accounts proprietary, and/or memorandum updated entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)



Budget Formulation-to-Execution Procure Pay Request-to-Procure Pay Bill-to-Report Record-to-Reimburse Perform Refire Remburse Report Reimburse Report Remburse Remburse Report Remburse Report Remburse Remburse Remburse Report Remburse Re

040.FFM.L2.01 Expenditures Across Fiscal Years Using Multi-Year Funds with Invoicing Options Typical Flow of Events FFM Event Non-FFM Event Output(s) / Outcome(s) Input(s) 22 a. Receive credit memo from • Credit memo from Vendor (payee) Vendor 3 in the program Vendor 3 for information office accidental Request for processing of overbilling on b. Provide vendor (payee) Vendor 3 credit memo previously information submitted invoice c. Request processing of Vendor 3 credit memo (ACQ.040.020 Documentation of Delivery/Acceptance) a. Receive and update vendor 23 Vendor (payee) Updated vendor (payee) (payee) information information information b. Process Vendor 3 credit Request for Appropriate payable entry created with memo processing of Vendor 3 credit reference to source (FFM.030.070 Payment information Processing - Commercial memo Payments) Vendor 3 re-submits Vendor 3 re-24 Request for processing of Vendor 3 re-submitted invoice information into an submitted invoice OMB- approved electronic invoice invoicing solution at end of fiscal year b. Program Office receives notification of vendor invoice submission and reviews and accepts Vendor 3 re-submitted invoice (ACQ.040.020 Documentation of Delivery/Acceptance)



Budget
Formulation-toDispose Procure
Procure
Procure-toPay
Request-toPay
Record-toReport
Report
Remburse
Report
Refine
Refine
Reford
Refine
Reford
Refine
Report
Refine
R

040.FFM.L2.01 Expenditures Across Fiscal Years Using Multi-Year Funds with Invoicing Options Typical Flow of Events FFM Event Non-FFM Event Output(s) / Outcome(s) Input(s) Perform two-way match of re-25 Credit memo from Successful two-way submitted Vendor 3 invoice Vendor 3 match (FFM.030.070 Payment Validated Vendor 3 re-Vendor 3 re-Processing - Commercial submitted invoice submitted invoice, as Payments) offset by credit memo Award information 26 Request funds availability Validated Vendor 3 • Request for funds availability check check re-submitted invoice. as offset by credit (ACQ.040.020 Documentation of memo Delivery/Acceptance) 27 Receive and process request for Request for funds Funds availability funds availability check availability check response (FFM.010.020 Fund Allocation and Control) 28 a. Approve Vendor 3 re-Funds availability Vendor (payee) submitted invoice, as offset response information by credit memo Validated Vendor 3 • Approved Vendor 3 b. Provide vendor (payee) re-submitted invoice. invoice information as offset by credit Request for processing of c. Request processing of memo approved Vendor 3 approved Vendor 3 invoice invoice (ACQ.040.020 Documentation of Delivery/Acceptance)



Budget Formulation-to-Execution Require-to-Dispose Request-to-Procure Pay Sill-to-Collect Report Record-to-Reimburse Report Reimburse Report Reimburse Report Reimburse Report Reimburse Report Reimburse Report Reimburse Report Remove Reimburse Report Remove Remo

040.FFM.L2.01 Expenditures Across Fiscal Years Using Multi-Year Funds with Invoicing Options Typical Flow of Events FFM Event Non-FFM Event Output(s) / Outcome(s) Input(s) a. Receive and update vendor 29 Vendor (payee) Updated vendor (payee) (payee) information information information b. Receive approved Vendor 3 Approved Vendor 3 • Appropriate payable invoice invoice entry created with reference to source (FFM.030.070 Payment Request for Processing - Commercial information processing of Payments) approved Vendor 3 • Appropriate obligation Confirm difference between liquidation entry created invoice with reference to source expenditure amount and obligation amount does not information exceed tolerance Appropriate accrual percentage/amount reversal entry created (FFM.030.020 Obligation with reference to source Management) information d. Establish payable (FFM.030.070 Payment Processing - Commercial Payments) e. Liquidate obligation (FFM.030.020 Obligation Management) 30 Request disbursement Request for Approved vendor disbursement invoice (ACQ.040.020 Documentation of

Delivery/Acceptance)



Budget
Formulation-toDispose Procure
Procure
Procure-toPay
Request-toPay
Record-toReport
Report
Remburse
Report
Refine
Refine
Reford
Refine
Reford
Refine
Report
Refine
R

040.FFM.L2.01 Expenditures Across Fiscal Years Using Multi-Year Funds with Invoicing Options Typical Flow of Events FFM Event Non-FFM Event Output(s) / Outcome(s) Input(s) 31 a. Receive and process Request for Appropriate payable disbursement request entry liquidated with disbursement reference to source (FFM.030.070 Payment Approved Vendor 3 information **Processing -Commercial** invoice Payments) **Appropriate** disbursement- in-transit b. Initiate payment entry created with (FFM.030.070 Payment reference to source **Processing -Commercial** information Payments) Certified disbursement Generate disbursement schedule schedule Disbursement (FFM.030.110 Payment confirmation information Disbursement) **Appropriate** d. Certify payment of disbursement- in-transit disbursement schedule entry liquidated with (FFM.030.110 Payment reference to source Disbursement) information e. Receive confirmation of **Appropriate** disbursement disbursement entry (FFM.030.120 Payment created with reference to Confirmation) source information Vendor 3 receives payment Post appropriate budgetary, 32 GL entries Appropriate GL accounts proprietary, and/or memorandum updated entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)



Budget
Formulation-toDispose Procure
Procure
Procure-toPay
Request-toPay
Record-toReport
Report
Remburse
Report
Refine
Refine
Reford
Refine
Reford
Refine
Report
Refine
R

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

Тур	Typical Flow of Events				
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)	
33		Request award closeout (ACQ.040.040 Contract Closeout)	 Award information Final invoices' information Confirmed payments 	Award closeout information	
34	Receive request for award closeout and liquidate outstanding obligations and accruals (FFM.090.030 Accrual and		Award closeout information	 Appropriate obligation liquidation entries created with reference to source information Appropriate accrual 	
	Liability Processing)			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	



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.



Budget Formulation-to-Dispose Procure Procure Procure Regulation Record-to-Regulation-to-Description Record-to-Regulation-to-Record-to-R

040.FFM.L2.02 Four-Way Match

Assumptions and Dependencies

- 1. There may or may not be automated (near/real-time or batch) interfaces between functional 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 is established in the GSA System for Award Management (SAM) and in the Acquisition (ACQ) system. The vendor information is provided by the ACQ system to 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.
- 14. Tolerance percentages or amounts between expenditure and obligation amounts have been established.

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.



Budget Formulation-to-Execution Dispose Procure Pay Procure Pay Bill-to-Collect Report Reimburse Record-to-Reimburse Report Reimburse Report Remburse Report Report Remburse Report Report Report Remburse Report Report Remburse Remains Report Remburse Remains Rema

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Турі	cal Flow of Events			
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
1		 a. Receive goods b. Provide vendor (payee) information c. Create receipt of goods information (Receiving Report) (ACQ.040.020 Documentation of Delivery/Acceptance) 	Approved order or awardVendor's goods	 Vendor (payee) information Receipt of goods information (Receiving Report)
2	 a. Receive and update vendor (payee) information b. Receive receipt of goods information (Receiving Report) c. Accrue the expense (FFM.090.030 Accrual and Liability Processing) 		 Vendor (payee) information Receipt of goods information (Receiving Report) 	 Updated vendor (payee) information 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



Budget Formulation-to-Execution Dispose Procure Pay Procure Pay Bill-to-Collect Report Reimburse Record-to-Reimburse Report Reimburse Report Remburse Report Report Remburse Report Report Report Remburse Report Report Remburse Remains Report Remburse Remains Rema

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Typi	cal Flow of Events			
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
4		 a. Inspect and accept some, but not all, of the goods, return unaccepted goods (Requestor 1) b. Inspect and accept all of the goods delivered (Requestor 2) c. Provide vendor (payee) information d. Create an acceptance report (Requestor 1) e. Create an acceptance report (Requestor 2) (ACQ.040.020 Documentation of Delivery/Acceptance) 		
5	a. Receive and update vendor (payee) information b. Receive acceptance reports c. Adjust the accrued expense (FFM.090.030 Accrual and Liability Processing)		 Vendor (payee) information Acceptance report (Requestor 1) Acceptance report (Requestor 2) 	 Updated vendor (payee) information 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



Budget | Acquire-to- | Request-to- | Procure-to- | Bill-to- | Record-to- | Remburse | Retire | Redimburse | Reply-to- | Redimburse | Reply-to- | Remburse | Remburse | Reply-to- | Remburse | Remb

	cal Flow of Events	1011		
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
7		 a. Vendor enters invoice information into an OMB-approved electronic invoicing solution b. Program Office receives notification of vendor invoice submission and reviews the vendor invoice c. Program Office 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
8	 a. Receive accepted vendor invoice from OMB-approved electronic invoicing solution b. 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 of goods information (Receiving Report) Approved order or award 	 Unsuccessful four-way match Invalidated vendor invoice



Budget Formulation-to-Execution Dispose Procure Pay Procure Pay Bill-to-Collect Report Reimburse Record-to-Reimburse Report Reimburse Report Remburse Report Report Remburse Report Report Report Remburse Report Report Remburse Remains Report Remburse Remains Rema

	FFM.L2.02 Four-way Ma	lcn		
	cal Flow of Events	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
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 reviews the invoice d. Program Office accepts corrected vendor invoice d. Program Office accepts corrected vendor invoice (ACQ.040.020 Documentation of Delivery/Acceptance) 	 Invalidated vendor invoice Acceptance report (Requestor 1) Acceptance report (Requestor 2) Receipt of goods information (Receiving Report) 	 Request to vendor for corrected invoice Accepted corrected vendor invoice
10	 a. Receive accepted vendor invoice from OMB-approved electronic invoicing solution b. Perform a four-way match of corrected invoice to the award, receipt of goods 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 of goods information (Receiving Report) Order or award 	 Successful four-way match Validated corrected vendor invoice



Budget Formulation-to-Execution Dispose Procure Procure Pay Sill-to-Collect Report Record-to-Reimburse Apply-to-Perform Retire Record-to-Rejmburse Report Record-to-Rejmburse Report Record-to-Rejmburse Report Record-to-Reimburse Report Record-to-Reimburse Report Record-to-Reco

Гур	ical Flow of Events			
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
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		Approve corrected invoice	 Funds availability response 	Vendor (payee) information
		 b. Provide vendor (payee) information c. Request processing of approved vendor invoice (ACQ.040.020 Documentation of Delivery/Acceptance) 	Validated corrected vendor invoice	 Request for processing of approved vendor invoice



Budget Formulation-to-Execution Procure Pay Bill-to-Collect Report Reimburse Perform Retire Record-to-Reimburse Repay Record-to-Reimburse Repay Record-to-Reimburse Repay Record-to-Reimburse Repay Record-to-Reimburse Repay Record-to-Reimburse Repay Record-to-Reimburse Record-to-Reimburse Repay Record-to-Reimburse Repay Record-to-Reimburse Record-to-Record

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
14	 a. Receive and update vendor (payee) information (FFM.030.010 Payee Setup and Maintenance) b. Receive approved vendor invoice (FFM.030.070 Payment Processing – Commercial Payments) c. Confirm difference between expenditure amount and obligation amount does not exceed tolerance percentage/amount (FFM.030.020 Obligation Management) d. Establish payable (FFM.030.070 Payment Processing – Commercial Payments) e. Liquidate obligation (FFM.030.020 Obligation (FFM.030.		 Vendor (payee) information Approved vendor invoice Request for processing of approved vendor invoice 	Updated vendor (payee) information
15	Management)	Request disbursement (ACQ.040.020 Documentation of Delivery/Acceptance)	Approved vendor invoice	Request for disbursement



Budget Formulation-to-Execution Dispose Procure Pay Procure Pay Bill-to-Collect Report Reimburse Record-to-Reimburse Report Reimburse Report Remburse Report Report Remburse Report Report Report Remburse Report Report Remburse Remains Report Remburse Remains Rema

Тур	ical 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		Request for disbursement	 Appropriate payable entry liquidated with reference to source information
	Processing - Commercial Payments)			 Certified disbursement schedule
	b. Initiate payment (FFM.030.070 Payment Processing - Commercial Payments)			 Appropriate disbursement-in-transit entry created with reference to source information
	c. Generate disbursement schedule (FFM.030.110 Payment			 Disbursement confirmation information
	Disbursement) d. Certify payment of disbursement schedule (FFM.030.110 Payment Disbursement)			 Appropriate disbursement-in-transit entry liquidated with reference to source information
	e. Receive confirmation of disbursement (FFM.030.120 Payment Confirmation)			 Appropriate disbursement entry created with reference to source information
	Commination			 Vendor receives payment



Budget Formulation-to-Execution Procure Pay Request-to-Procure Pay Bill-to-Collect Report Reimburse Report Reimburse Report Reimburse Repay Record-to-Reimburse Record-to-Reimburse Repay Record-to-Reimburse Repay Record-to-Reimburse Record-to-Record-to-Reimburse Record-to-Record-t

	cal Flow of Events	lG1		
тург	cal Flow of Events FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
17		a. Receive vendor request for interest payment because invoice payment was received five (5) days after due date b. Validate that the invoice was proper and paid five (5) days after the due date c. Use current interest calculator to determine interest due d. Request funds availability check (ACQ.040.020 Documentation of Delivery/Acceptance)	 Vendor request for interest payment Federal interest calculator 	 Validated vendor claim for five-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 checkAmount of interest due	 Funds availability response
19		 a. Approve vendor claim for five-day interest payment b. Provide vendor (payee) information c. Request processing of approved vendor interest payment (ACQ.040.020 Documentation of Delivery/Acceptance) 		 Vendor (payee) information Approved vendor claim for five- day interest payment



Budget Formulation-to-Execution Dispose Procure Procure Pay Sill-to-Collect Report Record-to-Reimburse Apply-to-Perform Retire Record-to-Rejmburse Report Record-to-Rejmburse Report Record-to-Rejmburse Report Record-to-Reimburse Report Record-to-Reimburse Report Record-to-Reco

Турі	ical Flow of Events			
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
20	 a. Receive and update vendor (payee) information b. Receive approved vendor claim for five-day interest payment (FFM.030.070 Payment Processing - Commercial Payments) 		 Vendor (payee) information Approved vendor claim for five-day interest payment 	 Updated vendor (payee) information Appropriate payable entry created with reference to source information
21		Request disbursement (ACQ.040.020 Documentation of Delivery/Acceptance)	 Approved vendor claim for five-day interest payment 	Request for disbursement



Budget Formulation-to-Execution Procure Pay Bill-to-Collect Report Reimburse Perform Retire Record-to-Reimburse Repay Record-to-Reimburse Repay Record-to-Reimburse Repay Record-to-Reimburse Repay Record-to-Reimburse Repay Record-to-Reimburse Repay Record-to-Reimburse Record-to-Reimburse Repay Record-to-Reimburse Repay Record-to-Reimburse Record-to-Record

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



040.FFM.L2.03 Purchase Card

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

Business Scenario(s) Covered

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

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.



Budget Formulation-to-Execution Dispose Procure Procure Pay Sill-to-Pay Record-to-Report Report Report Remburse Perform Refine Remburse Report Remburse Remburse Remburse Report Remburse Report Report Remburse Report Remburse Remburse Report Report Remburse Report Remburse Remburse Report Remburse Re

040.FFM.L2.03 Purchase Card

Assumptions and Dependencies

- 1. There may or may not be automated (near/real-time or batch) interfaces between functional 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 is established in the GSA System for Award Management (SAM) and in the Acquisition (ACQ) system. The vendor information is provided by the ACQ system to the FM system.
- 11. The Vendor does not fall under a blocked merchant category code.
- 12. 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-toExecution

Request-toProcure

Procure-toPay

Procure-toPay

Procure-toPay

Procure-toPay

Record-toReport

Remburse

Report

Remburse

Apply-toRetire

Remburse

Remburse

Report

Remburse

Report

Remburse

Re

Use Case 040.FFM.L2.03 Purchase Card

Typ	oical 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 receipts Prior month purchase card account statement 	 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		 a. Approve purchase card account statement b. Provide vendor (payee) information c. Request payment (ACQ.050.030 Purchase Card Reconciliation) 	 Funds availability response Validated purchase card account statement 	 Vendor (payee) information Approved purchase card account statement Request for payment



Budget | Acquire-to- | Request-to- | Procure-to- | Bill-to- | Record-to- | Remburse | Retire | Redimburse | Reply-to- | Redimburse | Reply-to- | Remburse | Remburse | Reply-to- | Remburse | Remb

Use Case 040.FFM.L2.03 Purchase Card

Typ		al Flow of Events			
	F	FM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
4	a.	Receive and update vendor (payee) information		Vendor (payee) informationApproved purchase card	Updated vendor (payee) informationCertified disbursement
		(FFM.030.010 Payee Setup and Maintenance)		account statement	schedule
	b.	Receive and process approved purchase card account statement (no- way match)		Request for payment	 Appropriate disbursement- in-transit entry created with reference to source information
		(FFM.030.070 Payment Processing - Commercial Payments)			 Disbursement confirmation information
	C.	,			 Appropriate disbursement- in-transit entry liquidated with reference to source information
	d.	Generate disbursement schedule (FFM.030.110 Payment Disbursement)			 Appropriate disbursement entry created with reference to source information
	e.	Certify payment of disbursement schedule (FFM.030.110 Payment Disbursement)			 Purchase Card Company receives payment
	f.	Receive confirmation of disbursement			
		(FFM.030.120 Payment Confirmation)			



general ledger (GL) (FFM.090.020 General

Ledger Posting)

Use Case 040.FFM.L2.03 Purchase Card

Typical Flow of Events

FFM Event

Non-FFM Event

Footree-to-Pay

Request-to-Procure-to-Pay

Record-to-Reimburse

Record-to-Reco



Budget Formulation-to-Execution Procure Procure Pay Bill-to-Collect Report Regimburse Perform Apply-to-Perform Retire Report Remburse Perform Retire Report Report Remburse Report Remburse Report Remburse Report Remburse

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.



Budget Formulation-to-Execution Procure Procure Procure Procure Procure Report Report Remove Report Remove Perform Retire Report Report Report Report Report Report Remove Perform Retire Report Report Report Report Report Report Report Remove Perform Retire Report Report Report Report Report Report Report Remove Perform Retire Report Remove Perform R

040.FFM.L2.04 Novation

Assumptions and Dependencies

- 1. There may or may not be automated (near/real-time or batch) interfaces between functional 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. Vendors are established in the GSA System for Award Management (SAM) and in the Acquisition (ACQ) system. The vendor information is provided by the ACQ system to the FM system.
- 12. Neither vendor is on the Do Not Pay list.
- 13. The government has already received and accepted Vendor 2's goods and services.
- 14. When the invoice is returned, Vendor 2 is notified that payment will be delayed pending approval of the novation.
- 15. Tolerance percentages or amounts between expenditure and obligation amounts have been established.

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 Acquire-to-Dispose Request-to-Procure Picture Record-to-Report Remburse Reform Record-to-Remburse Repay Record-to-Remburse Record-to-Remburse Repay Record-to-Remburse Record-to-Remburse Repay Record-to-Remburse Record-to-Remburse Repay Record-to-Remburse Repay Record-to-Remburse Record-

Use Case 040.FFM.L2.04 Novation

Typical Flow of Events FM Event Non-FM Event Input(s) Output(s) / Outcome(s) a. Return Vendor 2 invoice Vendor 2 invoice Vendor (payee) pending approval of information Novation request novation request Returned invoice (ACQ.040.020 Request for additional Documentation of documentation and Delivery/Acceptance) certifications for novation b. Identify and request Request for processing of additional documentation a liability accrual and certification requirements for novation (ACQ.040.030 Contract Modification) c. Provide vendor (payee) information (ACQ.040.020 Documentation of Delivery/Acceptance d. Request processing of a liability accrual for the invoice (ACQ.040.020 Documentation of Delivery/Acceptance)



Budget
Formulation-toExecution

Request-toProcure

Request-toProcure

Record-toReport

Record-toRemburse

Record-toReimburse

Report

Record-toReimburse

Report

Refine

Report

Ту	pic	cal Flow of Events			
	F	M Event	Non-FM Event	Input(s)	Output(s) / Outcome(s)
2	b	. Receive and update vendor (payee) information (FFM.030.010 Payee Setup and Maintenance) c. Receive and process request for processing of a liability accrual (FFM.090.030 Accrual and Liability Processing)		 Vendor (payee) information Returned invoice Request for processing of a liability accrual 	 Updated vendor (payee) information Appropriate liability accrual entry created with reference to source information
3	p m g (I	Post appropriate budgetary, roprietary, and/or nemorandum entries to the eneral ledger (GL) FFM.090.020 General edger Posting)		GL entries	Appropriate GL accounts updated



Budget
Formulation-toExecution
Dispose
Procure
Procure
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Procure-toProcure
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Procure
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Procure-toRecord-toRecord-toReport
Record-toReimburse
Report
Record-toReimburse
Report
Record-toReimburse
Record-toReimburse
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Record-toRecord-toReimburse
Record-toRec

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Тур	pical 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
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 for update 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



Budget Formulation-to-Dispose Request-to-Procure Procure Reimburse Report Reimburse Report Reimburse Report Reimburse Report Reimburse Repay

Typ	oical Flow of Events			
	FM Event	Non-FM Event	Input(s)	Output(s) / Outcome(s)
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		Receive and accept resubmitted Vendor 2 invoice (ACQ.040.020 Documentation of Delivery/Acceptance)	Vendor 2 invoice resubmittal	Accepted Vendor 2 invoice
8	Receive accepted vendor invoice (FFM.030.070 Payment Processing - Commercial Payments		Accepted Vendor 2 invoice	Validated Vendor 2 invoice
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



Typ	oical Flow of Events			
	FM Event	Non-FM Event	Input(s)	Output(s) / Outcome(s)
11		 a. Approve vendor invoice b. Provide vendor (payee) information c. Request processing of approved vendor invoice (ACQ.040.020 Documentation of Delivery/Acceptance) 	 Validated Vendor 2 invoice Funds availability response 	 Vendor (payee) information Approved vendor invoice Request for processing of approved vendor invoice



Budget Formulation-to-Dispose Request-to-Procure Procure Reimburse Report Reimburse Report Reimburse Report Reimburse Report Reimburse Repay

		043C 040.1 1 WI.LZ.04 140	vation			
Тур	oica	al Flow of Events				
	FI	M Event	Non-FM Event	Input(s)	Output(s) / Outcome(s)
12	a.	Receive and update vendor (payee) information (FFM.030.010 Payee Setup and Maintenance)		 Vendor (payee) information Approved vendor invoice Request for processing of approved vendor invoice 	inform Appro	ted vendor (payee) nation priate payable entry ed with reference to e information
	b.	Receive approved vendor invoice (FFM.030.070 Payment Processing - Commercial Payments)		approved veridor invoice	liquida with re inform	opriate obligation ation entry created eference to source nation opriate accrual
	C.	Confirm difference between expenditure amount and obligation amount does not exceed tolerance percentage/amount (FFM.030.020 Obligation Management)			revers	sal entry created with ence to source
		Establish payable (FFM.030.070 Payment Processing - Commercial Payments)				
	e.	Liquidate obligation (FFM.030.020 Obligation Management)				
13			Request disbursement (ACQ.040.020 Documentation of Delivery/Acceptance)	Approved vendor invoice	• Requ	est for disbursement



Budget Acquire-to-Dispose Request-to-Procure Pay Sill-to-Collect Report Reimburse Record-to-Reimburse Record-to-Reimburse Report Redire Record-to-Reimburse Repay Record-to-Reimburse Repay Record-to-Reimburse Repay Record-to-Reimburse Repay Record-to-Reimburse Repay Record-to-Reimburse Repay Record-to-Reimburse Record-to-Reco

Тур	oical	Flow of Events			
	FM	Event	Non-FM Event	Input(s)	Output(s) / Outcome(s)
14	d (Receive and process disbursement request FFM.030.070 Payment		Request for disbursement	liquidated with reference to source information
	F	Processing - Commercial Payments)			Appropriate disbursement-in-transit propriet area to distribute and the second s
	(nitiate disbursement FFM.030.070 Payment Processing - Commercial			entry created with reference to source information
	F	Payments) Generate disbursement			 Certified disbursement schedule
	S	schedule FFM.030.110 Payment			Disbursement confirmation information
	g. C	Disbursement) Certify payment of disbursement schedule (FFM.030.110 Payment Disbursement)			 Appropriate disbursement-in-transit entry liquidated with reference to source information
	h. F	Receive confirmation of disbursement (FFM.030.120 Payment Confirmation)			Appropriate disbursement entry created with reference to source information
4.5	Daa	t ammunuinta lavalaratami			Vendor receives payment
15	prop men gen (FFI	ot appropriate budgetary, orietary, and/or morandum entries to the eral ledger (GL) M.090.020 General ger Posting)		GL entries	Appropriate GL accounts updated







Appendix A: FFM Business Use Case Library Documents

Library Document Content

FFM Business Use Case Libra

010 Budget Formulation-to-Execution

020 Acquire-to-Dispose

030 Request-to-Procure

040 Procure-to-Pay

050 Bill-to-Collect

060 Record-to-Report

070 Agree-to-Reimburse

080 Apply-to-Perform

090 Hire-to-Retire

100 Book-to-Reimburse

110 Apply-to-Repay

Business Use Case Document Name

FFM Business Use Case Library Overview

FFM Use Cases 010 Budget Formulation-to-Execution

FFM Use Cases 020 Acquire-to-Dispose

FFM Use Cases 030 Request-to-Procure

FFM Use Cases 040 Procure-to-Pay

FFM Use Cases 050 Bill-to-Collect

FFM Use Cases 060 Record-to-Report

FFM Use Cases 070 Agree-to-Reimburse

FFM Use Cases 080 Apply-to-Perform

FFM Use Cases 090 Hire-to-Retire

FFM Use Cases 100 Book-to-Reimburse

FFM Use Cases 110 Apply-to-Repay