



Federal Financial Management Business Use Cases for Agree-to-Reimburse

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PURPOSE

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

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

BUSINESS USE CASE STRUCTURE

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

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



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

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

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

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

Federal Financial Management Business Use Cases



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.



AGREE-TO-REIMBURSE BUSINESS USE CASES

070.FFM.L1.01 Federal to Federal Reimbursable Agreement
End-to-End Business Process: 070 Agree-to-Reimburse
Business Scenario(s) Covered
<ul style="list-style-type: none"> • Federal to Federal Reimbursable Agreement Modification • Commercial Third-Party Service Provider • Adjustment to Agreement Balance
Business Actor(s)
Finance Office, Federal Agency Seller; Federal Agency Buyer; Commercial Service Vendor
Synopsis
A reimbursable agreement to perform a service with another federal agency (Federal Agency Buyer) is established. The work under the agreement is partially performed by a Commercial Service Vendor. Costs are accumulated from the Federal Agency Seller's resources and invoices from the Commercial Service Vendor and are included in bills to the Federal Agency Buyer. After the initial agreement has been signed, modifications to the agreement are negotiated between the Federal Agency Seller and Buyer resulting in a lower price.
Assumptions and Dependencies
<ol style="list-style-type: none"> 1. There may or may not be automated (near/real-time or batch) interfaces between service areas/functions/activities or between provider solutions/systems. 2. There is no presumption as to which activities are executed by which actor, or which activities are automated, semi-automated, or manual. 3. Supporting information for general ledger transactions includes sub-ledger entries when sub-ledgers are used. 4. Appropriate attributes (e.g., object class and project) are included as part of the accounting string. 5. Relationships between use cases are described in the Framework for Federal Financial Management Use Cases found in the related overview document. 6. All predecessor activities required to trigger the Initiating Event have been completed. 7. Funds availability checks are performed against appropriations/fund accounts for obligating funds, and against obligations for disbursing funds in accordance with OMB A-11, Section 150.2. 8. There is no payment in advance for this reimbursable agreement. 9. The Federal Agency Seller is operating under the Economy Act. 10. A contract with the Commercial Service Vendor has already been established and the Commercial Service Vendor has already invoiced the Federal Agency Seller. 11. The procurement payment processing for contractor resources includes posting costs to cost pools (e.g., projects).



070.FFM.L1.01 Federal to Federal Reimbursable Agreement	
12. The payroll processing for government resources includes posting costs to cost pools (e.g., projects).	
13. The Federal Agency Seller bills and collects from the Federal Agency Buyer through the Intra-Governmental Payment and Collection (IPAC) System.	
14. The initial receivable is completely paid by the first collection.	
FFMSR ID Reference(s)	1.1.2; 1.1.5; 1.2.1; 2.2.4; 2.2.5; 2.2.6
Initiating Event	Federal Agency Seller and Federal Agency Buyer negotiate terms for a reimbursable agreement.

USE CASE 070.FFM.L1.01 FEDERAL TO FEDERAL REIMBURSABLE AGREEMENT				
Typical Flow of Events				
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
1	Establish federal payer information (FFM.060.010 Payer Set-up and Maintenance)		<ul style="list-style-type: none"> Payer information 	<ul style="list-style-type: none"> Established FM system payer
2	Establish a reimbursable agreement (FFM.050.010 Reimbursable Agreement Set-up and Maintenance)		<ul style="list-style-type: none"> Reimbursable agreement terms 	<ul style="list-style-type: none"> Reimbursable agreement
3	Establish cost pools/objects (e.g., projects) to accumulate costs (FFM.080.010 Cost Management Set-up and Maintenance)		<ul style="list-style-type: none"> Reimbursable agreement 	<ul style="list-style-type: none"> Established FM system cost pools/objects (e.g., projects)



USE CASE 070.FFM.L1.01 FEDERAL TO FEDERAL REIMBURSABLE AGREEMENT				
Typical Flow of Events				
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
4		a. Incur service costs by performing services (Program Mission Activity) b. Calculate and provide service usage metrics needed to allocate accumulated costs to Federal Agency Buyer (Program Mission Activity)	<ul style="list-style-type: none"> Reimbursable agreement terms Internal and vendor service costs Service usage information 	<ul style="list-style-type: none"> Accumulated service costs Service usage metrics
5	Determine allocation of accumulated costs to Federal Agency Buyer (FFM.080.020 Cost Accumulation and Allocation)		<ul style="list-style-type: none"> Service usage metrics 	<ul style="list-style-type: none"> Service costs allocated to Federal Agency Buyer
6	a. Generate service invoice, generate IPAC bill, and set up receivable (FFM.050.030 Reimbursable Invoicing) b. Recognize earned revenue for services provided (FFM.040.010 Revenue Processing)		<ul style="list-style-type: none"> Service costs allocated to Federal Agency Buyer 	<ul style="list-style-type: none"> Service invoice Appropriate receivable entry created with reference to source information Appropriate revenue recognition entries created with reference to source information



USE CASE 070.FFM.L1.01 FEDERAL TO FEDERAL REIMBURSABLE AGREEMENT				
Typical Flow of Events				
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
7	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		<ul style="list-style-type: none"> GL entries 	<ul style="list-style-type: none"> Appropriate GL accounts updated
8		Request interagency collection (Program Mission Activity)	<ul style="list-style-type: none"> Collection instructions 	<ul style="list-style-type: none"> Funds transferred to seller
9	a. Establish IPAC collection (FFM.030.030 Payment Processing - Intragovernmental Payments) b. Receive and process interagency collection information (FFM.050.040 Reimbursable Receipt Processing)		<ul style="list-style-type: none"> Notification of interagency collection 	<ul style="list-style-type: none"> IPAC collection entry Appropriate collection entries created with reference to source information Appropriate receivable adjustment entries created with reference to source information
10	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		<ul style="list-style-type: none"> GL entries 	<ul style="list-style-type: none"> Appropriate GL accounts updated



USE CASE 070.FFM.L1.01 FEDERAL TO FEDERAL REIMBURSABLE AGREEMENT				
Typical Flow of Events				
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
11		Complete negotiations to modify existing reimbursable agreement (Program Mission Activity)	<ul style="list-style-type: none"> Existing reimbursable agreement terms Service invoice Service usage metrics 	<ul style="list-style-type: none"> Modified reimbursable agreement terms
12	Update reimbursable agreement (FFM.050.010 Reimbursable Agreement Set-up and Maintenance)		<ul style="list-style-type: none"> Modified reimbursable agreement terms 	<ul style="list-style-type: none"> Modified reimbursable agreement
13		a. Incur additional service costs by continuing to perform services (Program Mission Activity) b. Calculate and provide service usage metrics needed to allocate accumulated costs to Federal Agency Buyer (Program Mission Activity)	<ul style="list-style-type: none"> Reimbursable agreement terms Internal and vendor service costs Service usage information 	<ul style="list-style-type: none"> Accumulated service costs Service usage metrics
14	Determine allocation of accumulated costs to Federal Agency Buyer (FFM.080.020 Cost Accumulation and Allocation)		<ul style="list-style-type: none"> Service usage metrics 	<ul style="list-style-type: none"> Service costs allocated to Federal Agency Buyer



USE CASE 070.FFM.L1.01 FEDERAL TO FEDERAL REIMBURSABLE AGREEMENT				
Typical Flow of Events				
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
15	a. Generate service invoice reflecting additional costs and agreement adjustments, generate IPAC bill, and establish receivable (FFM.050.030 Reimbursable Invoicing) b. Recognize earned revenue for services provided (FFM.040.010 Revenue Processing)		<ul style="list-style-type: none"> Modified reimbursable agreement Service costs allocated to buyer 	<ul style="list-style-type: none"> Service invoice IPAC bill entry Appropriate receivable entries created with reference to source information Appropriate revenue recognition entries created with reference to source information
16	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		<ul style="list-style-type: none"> GL entries 	<ul style="list-style-type: none"> Appropriate GL accounts updated
17		Request interagency collection (Program Mission Activity)	<ul style="list-style-type: none"> Collection instructions 	<ul style="list-style-type: none"> Funds transferred to seller



USE CASE 070.FFM.L1.01 FEDERAL TO FEDERAL REIMBURSABLE AGREEMENT				
Typical Flow of Events				
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
18	a. Establish IPAC collection (FFM.030.030 Payment Processing - Intragovernmental Payments) b. Receive and process interagency collection information (FFM.050.040 Reimbursable Receipt Processing)		<ul style="list-style-type: none"> Notification of interagency collection 	<ul style="list-style-type: none"> IPAC collection entry Appropriate collection entries created with reference to source information Appropriate receivable adjustment entries created with reference to source information
19	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		<ul style="list-style-type: none"> GL entries 	<ul style="list-style-type: none"> Appropriate GL accounts updated
20	Analyze and report on reimbursable costs, receivables and collections (FFM.050.070 Reimbursable Reporting)		<ul style="list-style-type: none"> GL account balances 	<ul style="list-style-type: none"> Earned unbilled information for trading partners Reimbursable cost, receivable, and collection reports



070.FFM.L1.02 Reimbursable Agreement from the Buyer’s Perspective
End-to-End Business Process: 070 Agree-to-Reimburse
Business Scenario(s) Covered
<ul style="list-style-type: none"> • Reimbursable Agreement from the Buyer’s Perspective • IPAC Chargeback
Business Actor(s)
Finance Office; Program Office; Federal Agency Seller; Federal Agency Buyer; Service Provider
Synopsis
A reimbursable agreement was previously established between two federal agencies for a one-time service. The Federal Agency Seller is to provide the Federal Agency Buyer with services in support of an upcoming event; the Federal Agency Seller is required to be paid in advance for the services and pulls the collection. An IPAC is initiated to transfer the agreed funds before the event. Services are provided and the Federal Agency Buyer is not satisfied that they are as agreed. A dispute is initiated by the Federal Agency Buyer. The dispute is resolved and an IPAC chargeback is initiated to transfer the agreed refund from the Federal Agency Seller to the Federal Agency Buyer.
Assumptions and Dependencies
<ol style="list-style-type: none"> 1. There may or may not be automated (near/real-time or batch) interfaces between service areas/functions/activities or between provider solutions/systems. 2. There is no presumption as to which activities are executed by which actor, or which activities are automated, semi-automated, or manual. 3. Supporting information for general ledger transactions includes sub-ledger entries when sub-ledgers are used. 4. Appropriate attributes (e.g., object class and project) are included as part of the accounting string. 5. Relationships between use cases are described in the Framework for Federal Financial Management Use Cases found in the related overview document. 6. All predecessor activities required to trigger the Initiating Event have been completed. 7. Funds availability checks are performed against appropriations/fund accounts for obligating funds, and against obligations for disbursing funds in accordance with OMB A-11, Section 150.2. 8. The Federal Agency Seller has approved reimbursable authority and sufficient funding ceiling to provide the services to the Federal Agency Buyer. 9. The Federal Agency Buyer has obligated funds and validated funds availability to cover the advance. 10. The amount transferred from the Federal Agency Buyer to the Federal Agency Seller does not exceed the agreed upon amount. 11. Both agencies are properly registered in the IPAC system.



070.FFM.L1.02 Reimbursable Agreement from the Buyer's Perspective	
<p>12. Both agencies have all pertinent information to make an IPAC transfer.</p> <p>13. Both agencies follow IPAC business rules.</p> <p>14. The Federal Agency Buyer's request for the IPAC adjustment is within 90 days of the original IPAC transfer to the Federal Agency Buyer.</p>	
FFMSR ID Reference(s)	1.1.2; 1.1.5; 2.2.1; 2.2.2
Initiating Event	A federal agency agrees to prepay for one-time reimbursable services.



USE CASE 070.FFM.L1.02 REIMBURSABLE AGREEMENT FROM THE BUYER'S PERSPECTIVE				
Typical Flow of Events				
	FM Event	Non-FM Event	Input(s)	Output(s) / Outcome(s)
1		Federal Agency Seller requests an IPAC collection in advance for services to be provided (Service Provider Activity)	<ul style="list-style-type: none"> Reimbursable agreement 	<ul style="list-style-type: none"> Request for initiation of IPAC collection
2	a. Receive and process request for initiation of IPAC collection from Federal Agency Buyer (FFM.030.030 Payment Processing - Intragovernmental Payments) b. Create undelivered order with advance collection (FFM.050.010 Reimbursable Agreement Set-up and Maintenance) c. Receive notice of IPAC transfer (FFM.030.120 Payment Confirmation)		<ul style="list-style-type: none"> Request for initiation of IPAC collection Reimbursable agreement 	<ul style="list-style-type: none"> IPAC disbursement from Federal Agency Buyer Treasury Account Symbol (TAS)/Agency Location Code (ALC) to Federal Agency Seller TAS/ALC Appropriate Federal Agency Buyer advance entry created with reference to source information Appropriate Federal Agency Buyer undelivered order entry created with reference to source information Notice of IPAC transfer IPAC disbursement information
3		Receive notice of IPAC transfer (Service Provider Activity)	<ul style="list-style-type: none"> Notice of IPAC transfer IPAC disbursement information 	<ul style="list-style-type: none"> Request capture of advance information



USE CASE 070.FFM.L1.02 REIMBURSABLE AGREEMENT FROM THE BUYER'S PERSPECTIVE				
Typical Flow of Events				
	FM Event	Non-FM Event	Input(s)	Output(s) / Outcome(s)
4	Receive and process request to capture advance information (FFM.030.030 Payment Processing - Intragovernmental Payments)		<ul style="list-style-type: none"> Request capture of advance payment information 	<ul style="list-style-type: none"> Appropriate Federal Agency Buyer expenditure entry created with reference to source information
5	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		<ul style="list-style-type: none"> GL entries 	<ul style="list-style-type: none"> Appropriate GL accounts updated
6		Federal Agency Buyer receives services and requests processing of receipt (Program Mission Activity)	<ul style="list-style-type: none"> Services received 	<ul style="list-style-type: none"> Request for processing of receipt of services
7	Receive and process receipt of services (FFM.050.040 Reimbursable Receipt Processing)		<ul style="list-style-type: none"> Request for processing of receipt of services 	<ul style="list-style-type: none"> Appropriate obligation liquidation entry created with reference to source information Appropriate undelivered order liquidation entry created with reference to source information



USE CASE 070.FFM.L1.02 REIMBURSABLE AGREEMENT FROM THE BUYER'S PERSPECTIVE

Typical Flow of Events

	FM Event	Non-FM Event	Input(s)	Output(s) / Outcome(s)
8		a. Federal Agency Buyer reviews IPAC disbursement information, reviews services received, finds that some services paid for were not performed, and disputes the IPAC disbursement amount b. Federal Agency Seller and Federal Agency Buyer resolve the dispute and agree on the amount to be refunded c. Federal Agency Buyer requests an IPAC adjustment (chargeback) (ACQ.040.020 Documentation of Delivery/Acceptance)	<ul style="list-style-type: none"> • IPAC disbursement information • Reimbursable agreement 	<ul style="list-style-type: none"> • Disputed IPAC collection • Dispute resolution • Request for initiation of IPAC collection (chargeback)



USE CASE 070.FFM.L1.02 REIMBURSABLE AGREEMENT FROM THE BUYER'S PERSPECTIVE

Typical Flow of Events

	FM Event	Non-FM Event	Input(s)	Output(s) / Outcome(s)
9	a. Receive and process initiation of IPAC collection (chargeback) (FFM.030.030 Payment Processing - Intragovernmental Payments) b. Receive notice of IPAC transfer (FFM.030.120 Payment Confirmation) c. Reverse obligation liquidation for disputed advance amount (FFM.030.020 Obligation Management) d. Adjust expenditure for amount actually paid (FFM.030.030 Payment Processing - Intragovernmental Payments) e. Deobligate Federal Agency Buyer disputed disbursement (FFM.030.020 Obligation Management)		<ul style="list-style-type: none"> Request for initiation of IPAC collection (chargeback) 	<ul style="list-style-type: none"> IPAC collection (chargeback) to Federal Agency Buyer TAS/ALC from Federal Agency Seller TAS/ALC IPAC collection confirmation information Appropriate Federal Agency Buyer obligation liquidation reversal entry created with reference to source information Appropriate Federal Agency Buyer expenditure entry adjusted with reference to source information Appropriate Federal Agency Buyer deobligation entry created with reference to source information Notice of IPAC transfer IPAC disbursement information



USE CASE 070.FFM.L1.02 REIMBURSABLE AGREEMENT FROM THE BUYER'S PERSPECTIVE

Typical Flow of Events

	FM Event	Non-FM Event	Input(s)	Output(s) / Outcome(s)
10	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		<ul style="list-style-type: none"> GL entries 	<ul style="list-style-type: none"> Appropriate GL accounts updated



070.FFM.L3.02 Reimbursable Agreement with Private Sector with Payments-in-Advance	
End-to-End Business Process: 070 Agree-to-Reimburse	
Business Scenario(s) Covered	
<ul style="list-style-type: none"> • Reimbursable Agreement with Private Sector • Payment in Advance 	<ul style="list-style-type: none"> • Non-Government Source Funds Collection • Government Property Leased to Public
Business Actor(s)	
Finance Office; Program Office; Private Sector Entity (PSE)	
Synopsis	
A reimbursable agreement is established between a federal agency (lessor) and a PSE (lessee) to lease federal office space. Per the agreement, the entire amount is paid in advance and revenue is recognized as earned when monthly lease payments are due. The liability for the advance is reduced each month as revenue is recognized. The lease ends, and the full amount of the security deposit is refunded. The agreement is closed.	
Assumptions and Dependencies	
<ol style="list-style-type: none"> 1. There may or may not be automated (near/real-time or batch) interfaces between service areas/functions/activities or between provider solutions/systems. 2. There is no presumption as to which activities are executed by which actor, or which activities are automated, semi-automated, or manual. 3. Supporting information for general ledger transactions includes sub-ledger entries when sub-ledgers are used. 4. Appropriate attributes (e.g., object class and project) are included as part of the accounting string. 5. Relationships between use cases are described in the Framework for Federal Financial Management Use Cases found in the related overview document. 6. All predecessor activities required to trigger the Initiating Event have been completed. 7. Funds availability checks are performed against appropriations/fund accounts for obligating funds, and against obligations for disbursing funds in accordance with OMB A-11, Section 150.2. 8. The Program Office is authorized to enter into a reimbursable agreement with the private sector. 9. All terms and conditions, are documented in the reimbursable agreement. While OMB Circular A-11 allows for use of working capital funds if available, the agreement with the PSE requires collection in advance. 10. The agency has an account authorized by the Treasury to hold the advance collections. 	
FFMSR ID Reference(s)	1.1.2; 1.1.4; 1.1.5; 2.2.1; 2.2.2; 2.2.4; 2.2.5



070.FFM.L3.02 Reimbursable Agreement with Private Sector with Payments-in-Advance	
Initiating Event	The Program Office and PSE negotiate terms for a reimbursable agreement.

USE CASE 070.FFM.L3.02 REIMBURSABLE AGREEMENT WITH PRIVATE SECTOR WITH PAYMENTS-IN-ADVANCE

Typical Flow of Events				
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
1		a. Request that the reimbursable agreement be established b. Receive advance per reimbursable agreement, including security deposit c. Request deposit and processing of the advance (Program Mission Activity)	<ul style="list-style-type: none"> Reimbursable agreement terms Collection of advance 	<ul style="list-style-type: none"> Request to establish the reimbursable agreement Request for deposit and processing of collection of advance
2	a. Receive and process request to establish the reimbursable agreement (FFM.050.010 Reimbursable Agreement Set-up and Maintenance) b. Receive and process request to deposit and process advance (FFM.050.030 Reimbursable Invoicing) c. Establish liability for the advance (FFM.090.030 Accrual and Liability Processing)		<ul style="list-style-type: none"> Reimbursable agreement terms Request to establish the reimbursable agreement Request for deposit and processing of advance 	<ul style="list-style-type: none"> Reimbursable agreement Appropriate receivable entry created with reference to source information Appropriate advance deposit information created with reference to source information Appropriate advance liability entry created with reference to source information



USE CASE 070.FFM.L3.02 REIMBURSABLE AGREEMENT WITH PRIVATE SECTOR WITH PAYMENTS-IN-ADVANCE				
Typical Flow of Events				
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
3	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		<ul style="list-style-type: none"> GL entries 	<ul style="list-style-type: none"> Appropriate GL accounts updated
4		a. Request revenue recognition for monthly lease collection b. Request liquidation of advance liability as appropriate (Program Mission Activity)	<ul style="list-style-type: none"> Reimbursable agreement terms 	<ul style="list-style-type: none"> Request for revenue recognition for monthly lease collection Request for liquidation of advance liability as appropriate
5	a. Receive and process request to recognize revenue for monthly lease collection (FFM.040.010 Revenue Processing) b. Receive and process request for liquidation of advance liability as appropriate (FFM.090.030 Accrual and Liability Processing)		<ul style="list-style-type: none"> Request for revenue recognition for monthly lease collection Request for liquidation of advance liability as appropriate 	<ul style="list-style-type: none"> Appropriate revenue recognition entry created with reference to source information Appropriate advance liability liquidation entry created with reference to source information



USE CASE 070.FFM.L3.02 REIMBURSABLE AGREEMENT WITH PRIVATE SECTOR WITH PAYMENTS-IN-ADVANCE				
Typical Flow of Events				
	FFM Event	Non-FFM 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)		<ul style="list-style-type: none"> GL entries 	<ul style="list-style-type: none"> Appropriate GL accounts updated
7		a. Provide notice of lease expiration b. Inspect the property and determine a full refund of the security deposit is due c. Request refund of security deposit (Program Mission Activity)	<ul style="list-style-type: none"> Lease term expiration without renewal Reimbursable agreement terms 	<ul style="list-style-type: none"> Request for refund of security deposit
8	a. Receive and process request for refund of security deposit (FFM.050.060 Reimbursable Closeout) b. Establish refund payable (FFM.030.070 Payment Processing – Commercial Payments) c. Liquidate security deposit liability (FFM.090.030 Accrual and Liability Processing)		<ul style="list-style-type: none"> Request for refund of security deposit Reimbursable agreement terms 	<ul style="list-style-type: none"> Appropriate security deposit refund payable entry created with reference to source information Appropriate security deposit liability liquidation entry created with reference to source information



USE CASE 070.FFML3.02 REIMBURSABLE AGREEMENT WITH PRIVATE SECTOR WITH PAYMENTS-IN-ADVANCE				
Typical Flow of Events				
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
9		Request funds availability check (Program Mission Activity)	<ul style="list-style-type: none"> Validated security deposit refund 	<ul style="list-style-type: none"> Request for funds availability check
10	Receive and process request for funds availability check (FFM.030.020 Obligation Management)		<ul style="list-style-type: none"> Request for funds availability check 	<ul style="list-style-type: none"> Funds availability response
11		a. Approve security deposit refund b. Request processing of approved vendor invoice (Program Mission Activity)	<ul style="list-style-type: none"> Funds availability response Validated security deposit refund 	<ul style="list-style-type: none"> Approved security deposit refund Request for processing of approved vendor invoice
12	a. Receive and process approved vendor invoice and establish payable (FFM.030.070 Payment Processing - Commercial Payments) b. Liquidated obligation (FFM.030.020 Obligation Management)		<ul style="list-style-type: none"> Approved vendor invoice Request for processing of approved vendor invoice 	<ul style="list-style-type: none"> Appropriate payable entry created with reference to source information Appropriate obligation liquidation entry created with reference to source information Appropriate accrual reversal entry created with reference to source information
13		Request disbursement (ACQ.040.020 Documentation of Delivery/Acceptance)	<ul style="list-style-type: none"> Approved vendor invoice 	<ul style="list-style-type: none"> Request for disbursement



USE CASE 070.FFM.L3.02 REIMBURSABLE AGREEMENT WITH PRIVATE SECTOR WITH PAYMENTS-IN-ADVANCE				
Typical Flow of Events				
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
14	a. Receive and process disbursement request (FFM.030.070 Payment Processing - Commercial Payments) b. Initiate disbursement (FFM.030.070 Payment Processing - Commercial Payments) c. Generate disbursement schedule (FFM.030.110 Payment Disbursement) d. Certify payment of disbursement schedule (FFM.030.110 Payment Disbursement) e. Receive confirmation of disbursement (FFM.030.120 Payment Confirmation)		<ul style="list-style-type: none"> Request for disbursement 	<ul style="list-style-type: none"> Appropriate payable entry liquidated with reference to source information Appropriate disbursement-in-transit entry created with reference to source information Certified disbursement schedule Disbursement confirmation information Appropriate disbursement-in-transit entry liquidated with reference to source information Appropriate disbursement entry created with reference to source information PSE receives payment
15	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (FFM.090.020 General Ledger Posting)		<ul style="list-style-type: none"> GL entries 	<ul style="list-style-type: none"> Appropriate GL accounts updated



USE CASE 070.FFM.L3.02 REIMBURSABLE AGREEMENT WITH PRIVATE SECTOR WITH PAYMENTS-IN-ADVANCE				
Typical Flow of Events				
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
16		Request close out of reimbursable agreement (Program Mission Activity)	<ul style="list-style-type: none"> Reimbursable agreement project code 	<ul style="list-style-type: none"> Request for close out of reimbursable agreement
17	Receive and process request for close out of reimbursable agreement (FFM.050.060 Reimbursable Closeout)		<ul style="list-style-type: none"> Request for close out of reimbursable agreement 	<ul style="list-style-type: none"> Appropriate close order entries created with reference to source information
18	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		<ul style="list-style-type: none"> GL entries 	<ul style="list-style-type: none"> Appropriate GL accounts updated



APPENDIX A LINKS TO FIT BUSINESS USE CASE LIBRARY DOCUMENTS

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