

Federal Financial Management (FFM)

Functions and Activities

March 31, 2022  
Version 1.0

Final Government Review in Progress

This document contains proposed updates to the currently published [Financial Management (FM) Standards](https://www.fiscal.treasury.gov/fmsc/financial-management-standards.html) and corresponding components of the [Federal Integrated Business Framework (FIBF)](https://ussm.gsa.gov/fibf-fm/) that support capabilities defined for solutions and services in the FM QSMO Marketplace. Proposed updates are reflective of feedback provided by Federal agencies and industry which are currently being reviewed for approval. Once approved, updated/final versions will be published accordingly.

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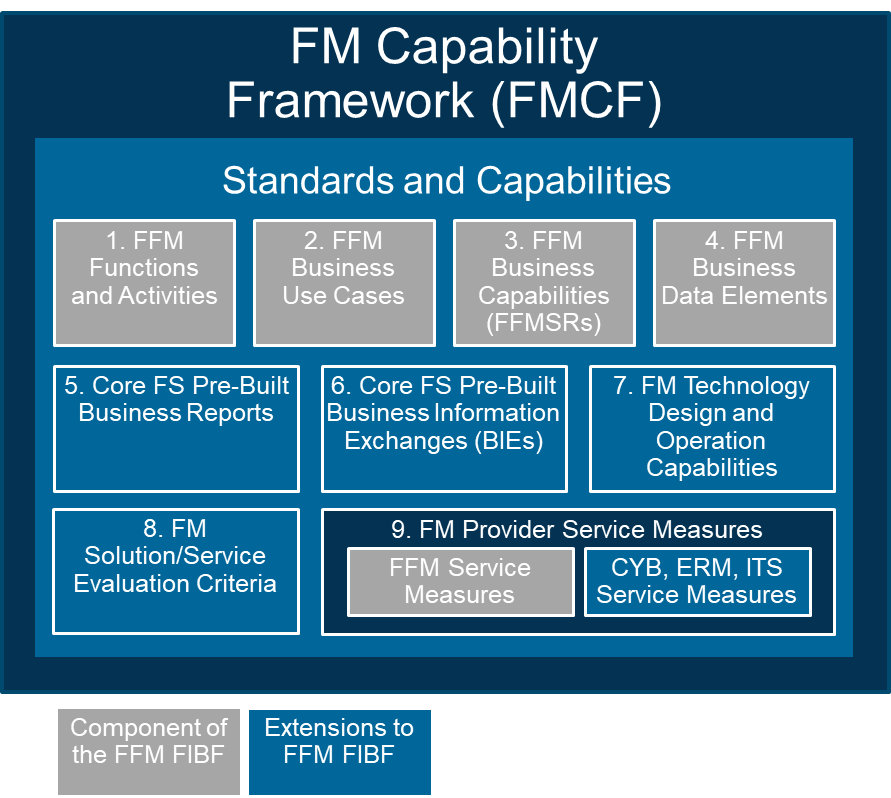
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# Introduction

The Federal Financial Management (FFM) Functions and Activities are part of the Federal Integrated Business Framework (FIBF). The FIBF is a model that enables the Federal government to coordinate and document common business needs across agencies, focusing on outcomes, data, and cross-functional end-to-end business processes. FIBF can be used to drive performance discussions and investment decisions, as a model for acquiring and implementing government-wide solutions, and to establish roles and responsibilities for end-to-end process service delivery. In the Federal Financial Management (FFM) Functional Area, the FFM FIBF documents are included in the Financial Management Capability Framework (FMCF) that provides the common set of standards and capabilities that are the foundation for all offerings in the Financial Management (FM) Quality Service Management Office (QSMO) Marketplace.



Refer to the Guide to the FM QSMO Marketplace for a description of each FMCF component and how the components relate to each other.

# Purpose

The Financial Management Functions and Activities List defines the Federal Financial Management (FFM) functions and activities that an agency performs to support its mission. The Federal Financial Management functional area has 11 functions (e.g., Payable Management) and 54 activities (e.g., Payment Disbursement). This list can be helpful when:

* Going through an acquisition with a software vendor as an authoritative reference for the scope of financial management capabilities.
* Determining the scope of the financial management activities performed by an agency that can then be linked to requirements and uses cases for further evaluation.
* Onboarding new staff as a general awareness of financial management activities.

# Federal Financial Management Functions

|  |  |
| --- | --- |
| **Function ID** | **Function Name** |
| [FFM.010](#_bookmark0) | Budget Execution |
| [FFM.020](#_bookmark1) | Financial Asset Information Management |
| [FFM.030](#_bookmark2) | Payable Management |
| [FFM.040](#_bookmark3) | Revenue Management |
| [FFM.050](#_bookmark4) | Reimbursable Management |
| [FFM.060](#_bookmark5) | Receivable Management |
| FFM.070 | Delinquent Debt Management |
| FFM.080 | Cost Management |
| FFM.090 | General Ledger Management |
| [FFM.100](#_bookmark6) | Financial Reconciliation |
| [FFM.110](#_bookmark7) | Financial / Performance Reporting |

# Summary of Updates in this Release

| **Activity Changed** | | **Summary of Change** | **Rationale** |
| --- | --- | --- | --- |
| FFM.010.010 | Budget Setup and Maintenance | Clarified references to funding levels | FM QSMO Marketplace RFI industry request for clarification |
| FFM.010.030 | Budgetary Reporting | Updated to reflect changes in budgetary resource reporting (SF-132, SF-133) | FM QSMO Marketplace RFI industry request for clarification |
| FFM.020  FFM.020.010  FFM.020.020  FFM.020.030  FFM.020.040  FFM.020.050  FFM.090.020 | Financial Asset Information Processing –  Property, Plant and Equipment  Loans  Heritage Assets  Oil and Gas Resources  Other Federal Assets  General Ledger Posting | Clarified aggregated or discrete level of asset financial information can be recorded in FFM | FM QSMO Marketplace RFI industry request for clarification |
| FFM.030.020 | Obligation Management | Clarified use of tolerance amounts/percentages between obligation-commitment amounts and expenditure-obligation amounts | FM QSMO Marketplace RFI industry request for clarification |
| FFM.030.030  FFM.050.010      FFM.050.020    FFM.050.030      FFM.050.040    FFN.050.050 | Payment Processing – Intragovernmental Payments  Reimbursable Agreement Setup and Maintenance  Reimbursable Invoicing  Reimbursable Receipt Processing  Reimbursable Reconciliation  Reimbursable Closeout | Updated to reflect impacts of G-Invoicing | Deployment of G-Invoicing Treasury Centralized Service |
| FFM.030.070  FFM.030.080  FFM.030.090  FFM.030.100 | Payment Processing - Commercial Payments  Grant Payments  Loan payments  Other Payments | Added references to CARES Act and missing references to DATA Act | Additional payment information required by Coronavirus Aid, Relief and Economic Security Act of 2019 (CARES Act) |
| FFM.030.070  FFM.030.090  FFM.030.100  FFM.090.030  FFM.110.010 | Payment Processing –  Commercial Payments  Loan payments  Other Payments  General Ledger Posting  Treasury Reporting | Clarified payment approval processing | FM QSMO Marketplace RFI industry request for clarification |
| FFM.060.050 | Public Receivable Monitoring and Maintenance | Clarified agency receivable monitoring activities | FM QSMO Marketplace RFI industry request for clarification |
| FFM.110.040 | Financial Performance and Operational Reporting | Added financial transaction information as an output; added pre-defined and user defined outputs of financial and master reference information | FM QSMO Marketplace RFI industry request for clarification |

# Definitions

* **Function ID**: The identifier for an FFM function.
* **Activity ID**: The identifier for an FFM activity.
* **Activity Name**: The name of the FFM activity.
* **Activity Definition**: The description of the activity along with its applicability.
* **Activity FFMSR Reference**: The FFMSR(s) that support the activity.
* **Activity Measure**: Measure(s) associated the activity where applicable.

# FFM Functions and Activities

| **Function ID** | **Activity ID** | **Activity Name** | | **Activity Definition** | **Activity FFMSR Reference** | | **Activity Measure** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| FFM.010 | FFM.010.010 | Budget Setup and Maintenance | | Establish and maintain budgetary resource reporting attributes; Receive agency spend and operating plan; Establish and maintain appropriated fund subdivisions and associated funding levels before any of the appropriated funds are obligated, expended, or disbursed according to OMB apportionments and agency spend and operating plan; Set up the funds control structure, levels, and accounting segments; Record the Treasury Accounting Fund Symbol (TAFS)/ Program/ Project/ Activity (PPA) information and organizational information for fund subdivisions; Includes setting up direct, reimbursable, revolving, contract, borrowing, financing, liquidating, advanced appropriation, anticipated collections, and non- expenditure transfer funds; Includes recording appropriation warrants, apportionments, allotments, sub-allotments, allowances, allocations, reapportionments, transfer allocations, continuing resolutions, rescissions, and reprogramming actions | FFMSR 2.1.1  Recording Budget Authority | | Number of budget distribution lines | |
| FFM.010.020 | Fund Allocation and Control | | Implement controls designed to detect or prevent overspending for defined accounting segments; Execute statutory limitation control of funds restricting obligations and expenditures to amounts authorized by law; Execute administrative control of funds restricting obligation and expenditure from each account to the lower of the amount apportioned by OMB or the amount available for obligation and/or expenditure; Update funds control rules | FFMSR 2.1.2  Recording Budget Obligation and Outlays | |  | |
|  | FFM.010.030 | Budgetary Reporting | | Perform budgetary resource and budget execution analysis; Verify required budgetary resource and budget execution reporting information can be traced to general ledger account balances; Provide reviewed and approved cumulative budgetary resource and budget execution information to governing financial management authorities (e.g., OMB) for generation of SF-132 and SF-133; Provide reports of impacts from unusual events, such as sequestration, rescission, and deferrals; Provide reports on Antideficiency Act violations; Includes providing information needed for Budget Formulation | FFMSR 2.1.3  Reporting Budgetary Resources and Budget Execution; FFMSR 2.3.2  Verifying Traceability | |  | |
| FFM.020 | FFM.020.010 | Financial Asset Information Processing - Property, Plant, and Equipment | | Record aggregated or discrete financial asset information including asset type, category, value, and value adjustments (e.g., depreciation, impairment); Includes financial asset information processing for purchase and lease transactions, inventory, constructed assets, and software | FFMSR 1.1.3  Managing Financial Asset Information | |  | |
| FFM.020.020 | Financial Asset Information Processing - Loans | | Record aggregated or discrete financial asset information including asset type, category, value, and value adjustments (e.g., allowance for uncollectible amounts, subsidy allowance) | FFMSR 1.1.3  Managing Financial Asset Information | |  | |
| FFM.020.030 | Financial Asset Information Processing - Heritage Assets and Stewardship  Land | | Record aggregated or discrete financial asset information including asset type, category, value, and value adjustments (e.g., depreciation, impairment) | FFMSR 1.1.3  Managing Financial Asset Information | |  | |
| FFM.020.040 | Financial Asset Information Processing - Federal Oil and Gas Resources | | Record aggregated or discrete financial asset information including asset type, category, value, and value adjustments | FFMSR 1.1.3  Managing Financial Asset Information | |  | |
| FFM.020.050 | Financial Asset Information Processing - Other Federal Assets | | Record aggregated or discrete financial asset information including asset type, category, value, and value adjustments; Includes financial asset information processing for seized and forfeited assets and investments in Treasury securities | | FFMSR 1.1.3  Managing Financial Asset Information | |  |
| FFM.020.060 | Financial Asset Information Reporting | | Provide financial asset information (e.g., asset type, value) for financial reporting and reconciliation with information in the asset management systems | | FFMSR 1.1.3  Managing Financial Asset Information | |  |
| FFM.030 | FFM.030.010 | Payee Setup and Maintenance | | Establish and maintain federal and nonfederal payee information; Validate payee information against other payee information sources (e.g., SAM, Do Not Pay List) | | FFMSR 2.2.1  Establishing Payables | | Number of payees established |
| FFM.030.020 | Obligation Management | | Establish and maintain tolerance percentages or amounts (if applicable) between obligation amounts and commitment amounts and between expenditure amounts and obligation amounts; Record commitments (if applicable); Record obligations for both procurement and non-procurement purchases; Confirm difference between obligation amount and commitment amount does not exceed tolerance percentage/amount (if applicable); Confirm difference between expenditure amount and obligation amount does not exceed tolerance percentage/amount (if applicable); Monitor undelivered orders balance/obligation status; Includes decommitments/modifications, liquidating commitments, de-obligations/ modifications, and liquidating obligations; Includes capturing obligation information as required to support the Digital Accountability and Transparency Act of 2014 (DATA Act) | | FFMSR 2.2.1  Establishing Payables | |  |
| FFM.030.030 | Payment Processing  - Intragovernmental Payments | | Record federal intragovernmental performance information retrieved from G-Invoicing; Route federal intragovernmental performance information for approval by appropriate party (as needed); Provide payment information to execute intragovernmental funds transfers; Retrieve settlement information from G-Invoicing; Confirm payments were settled properly; Record payment adjustments; Includes processing payments for incurred expenses and payments in advance | | FFMSR 2.2.1  Establishing Payables;  FFMSR 2.2.2  Making Payments | | Number of intragovernmental payments recorded |
|  | FFM.030.040 | Payment Processing - Payroll Payments | | Record payroll payments generated by payroll service; Reconcile payroll service information with financial management information; Record payment adjustments | FFMSR 2.2.1  Establishing Payables;  FFMSR 2.2.2  Making Payments | | Number of payroll payments recorded | |
| FFM.030.050 | Payment Processing - Travel Temporary Duty (TDY) and Local Payments | | Record approved vouchers for reimbursement of temporary duty (TDY) and local travel expenditures; Match travel vouchers to authorizing obligation documents; Generate payment transactions; Resolve payment issues; Record payment adjustments; Audit payments; Includes processing payments for E2s and SF-1164s, incurred expenses, and payments in advance | FFMSR 2.2.1  Establishing Payables;  FFMSR 2.2.2  Making Payments | | Number of TDY and local travel payments generated | |
| FFM.030.060 | Payment Processing - Travel PCS Payments | | Record approved vouchers for travel expenditures related to temporary and permanent change of station (TCS/PCS); Match travel vouchers to authorizing obligation documents; Generate payment transactions; Resolve payment issues; Record payment adjustments; Audit payments; Includes processing payments for incurred expenses and payments in advance | FFMSR 2.2.1  Establishing Payables;  FFMSR 2.2.2  Making Payments | | Number of PCS travel payments generated | |
|  | FFM.030.070 | Payment Processing - Commercial Payments | | Record receiving and acceptance reports; Receive and record invoices; Match invoice, order, acceptance and receiving report (as appropriate); Route invoices for approval by appropriate party (as needed); Net AR and AP for commercial vendors with outstanding balances; In accordance with federal regulations, calculate discounts for early payments, and interest and penalties for late payments; Hold payments that fail validation; Generate payment transactions; Resolve invoice and payment issues; Record credits and payment adjustments; Audit payments; Includes processing payments for incurred expenses, payments in advance, credit card statements, and non-travel temporary and permanent change of station (TCS/PCS) costs (e.g., relocation services vendor, household goods shipment); Includes capturing commercial payment information as required to support the Digital Accountability and Transparency Act of 2014 (DATA Act) and Coronavirus Aid, Relief and Economic Security Act of 2019 (CARES Act) reporting | FFMSR 2.2.1  Establishing Payables;  2.2.2  Making Payments | | Number of commercial payments generated | |
| FFM.030.080 | Payment Processing - Grant Payments | | Record requests for grant payment; Match grant payment requests to obligating documents; Route grant payment requests for approval by appropriate party (as needed); Generate payment transactions; Resolve payment issues; Record credits and payment adjustments; Audit payments; Includes processing payments for incurred expenses and payments in advance; Includes capturing grant and cooperative agreement payment information as required to support the Digital Accountability and Transparency Act of 2014 (DATA Act) and Coronavirus Aid, Relief and Economic Security Act of 2019 (CARES Act) reporting | FFMSR 2.2.1  Establishing Payables;  FFMSR 2.2.2  Making Payments | | Number of grant payments generated | |
| FFM.030.090 | Payment Processing - Loan Payments | | Record requests for loan payment; Match loan payment requests to obligating documents; Route loan payment requests for approval by appropriate party (as needed); Generate payment transactions; Resolve payment issues; Record payment adjustments; Audit payments; Includes capturing loan payment information as required to support the Digital Accountability and Transparency Act of 2014 (DATA Act) and Coronavirus Aid, Relief and Economic Security Act of 2019 (CARES Act) | FFMSR 2.2.1  Establishing Payables;  FFMSR 2.2.2  Making Payments | | Number of loan payments generated | |
|  | FFM.030.100 | Payment Processing - Other Payments | | Record receiving reports; Record invoices; Match invoice, order, and receiving report (as appropriate); Route invoices for approval by appropriate party (if needed); Complete foreign exchange conversions for foreign payments; Generate payment transactions; Resolve invoice and payment issues; Record payment adjustments; Audit payments; Includes processing payments for incurred expenses and payments in advance; Includes capturing payment information for other forms of financial assistance as required to support the Digital Accountability and Transparency Act of 2014 (DATA Act) and Coronavirus Aid, Relief and Economic Security Act of 2019 (CARES Act) | FFMSR 2.2.1  Establishing Payables;  FFMSR 2.2.2  Making Payments | | Number of foreign and miscellaneous payments generated | |
| FFM.030.110 | Payment Disbursement | | Generate disbursement schedules from payment transactions; Perform quality assurance validations; Certify disbursement schedules; Warehouse disbursement schedules for transmission to Treasury | FFMSR 2.2.2  Making Payments | | Number of disbursement schedules generated | |
| FFM.030.120 | Payment Confirmation and Issue Resolution | | Record disbursement status, confirmation, and identification information; Provide disbursement status, confirmation, and identification information | FFMSR 2.2.2  Making Payments | |  | |
| FFM.030.130 | Payment Reporting | | Provide invoice status, payment transaction, Prompt Pay, Electronic Funds Transfer (EFT) payment, and improper payment information; Generate and provide payment reports to IRS and payee when applicable (e.g., 1099-MISC); Provide disbursement summary and detail information to support financial reconciliation activities; Includes providing payment information to Travel Management, Grants Management, and Loans Management functions, as applicable | FFMSR 2.2.3  Reporting on Payments | |  | |
| FFM.040 | FFM.040.010 | Revenue Processing | | Record federal government revenue or other financing source information; Perform revenue reconciliations; Resolve issues; Record revenue adjustments | FFMSR 1.1.5  Managing Revenues and Other Financing Sources | |  | |
| FFM.040.020 | Revenue Reporting | | Provide revenue and other financing sources disclosure and supplementary information for agency and government-wide reporting | FFMSR 1.1.5  Managing Revenues and Other Financing Sources | |  | |
| FFM.050 | FFM.050.010 | Reimbursable Agreement Setup and Maintenance | | Establish and maintain customer, agreement, and unfilled customer order (UCO) information; Retrieve and provide agreement general terms and conditions (GT&C) and order information with G-Invoicing; Establish projects, as appropriate, to accumulate costs; Request advance payments; Includes setup and maintenance of Interagency Agreements (IAA) and federal and nonfederal agreements; Includes all pertinent customer information for trading partner processing | FFMSR 1.1.5  Managing Revenues and Other Financing Sources; FFMSR  2.2.4 Establishing Receivables | | Number of reimbursable agreements established | |
| FFM.050.020 | Reimbursable Invoicing | | Review costs incurred for delivering goods/services; Provide earned unbilled information to trading partners; Incorporate cost information when generating invoices; Generate nonfederal invoices and federal intragovernmental performance information; Generate customer account statements; Establish and monitor receivables; Provide federal intragovernmental performance information to G-Invoicing | FFMSR 1.1.5  Managing Revenues and Other Financing Sources;  FFMSR  2.2.4 Establishing Receivables | | Number of reimbursable receivables established | |
| FFM.050.030 | Reimbursable Receipt Processing | | Monitor/confirm funds were transferred from federal agency trading partners; Receive payments from nonfederal trading partners or payment information from Treasury; Match funds transfers/collections to nonfederal invoices or federal intragovernmental performance information; Prepare and record collections and deposits for non-federal receipts; Process returned negotiable instruments (e.g., returned check because of insufficient funds or closed account) for non-federal receipts; Includes processing of unbilled (advance) and billed collections, and researching and resolving collections not clearly identified to an agreement | FFMSR 1.1.5  Managing Revenues and Other Financing Sources;  FFMSR 2.2.5  Managing Debt | | Number of reimbursable funds transfers/ collections processed | |
| FFM.050.040 | Reimbursable Reconciliation | | Reconcile federal reimbursable order, intragovernmental performance, and funds transfer information with G-Invoicing; Reconcile reimbursable activity on nonfederal orders; Resolve reconciliation issues; Work with trading partner to resolve unsettled invoices; Apply credit and debit memos and adjustments to nonfederal invoices; Assess interest, penalties and administrative fees on nonfederal unpaid invoices; Determine whether to transfer nonfederal receivable for delinquent debt collection; Provide adjustments to federal intragovernmental performance information to G-Invoicing | FFMSR 1.1.5  Managing Revenues and Other Financing Sources;  FFMSR 2.2.5  Managing Debt | | Number of reimbursable reconciliation adjustments applied | |
| FFM.050.050 | Reimbursable Closeout | | Review orders' financial status to confirm final costs were accumulated and invoiced; Liquidate unfilled customer order balances; Close orders; Provide federal intragovernmental order information to G-Invoicing | FFMSR 1.1.5  Managing Revenues and Other Financing Sources;  FFMSR 2.2.5  Managing Debt | | Number of reimbursable agreements closed | |
| FFM.050.060 | Reimbursable Reporting | | Analyze and report on reimbursable orders, costs, invoices/federal intragovernmental performance, receivables, and receipts/funds transfers; Provide nonfederal deposit summary and detail information to support financial reconciliation activities | FFMSR 1.1.5  Managing Revenues and Other Financing Sources;  FFMSR 2.2.6  Reporting on Debt | |  | |
| FFM.060 | FFM.060.010 | Payer Setup and Maintenance | | Establish and maintain federal and nonfederal payer information | FFMSR 2.2.4  Establishing Receivables | |  | |
| FFM.060.020 | Public Receivable Setup and Billing Invoicing | | Record receivables; Generate invoices and remit to debtors; Establish Installment Payment Plans (i.e., recurring billing invoices) for receivables; Includes applying cost information when generating invoices | FFMSR 1.1.5  Managing Revenues and Other Financing Sources;  FFMSR 2.2.4  Establishing Receivables | | Number of public receivables established | |
| FFM.060.030 | Public Receipt Processing | | Receive direct payments made by public or payment information from Treasury; Match payments received to invoices and payer account or determine they are miscellaneous receipts (e.g., user fees retained by the agency or other collections that must be deposited to the General Fund of the U.S. Government); Prepare and record collection deposits; Process credits for instances of overpayment; Process returned negotiable instruments (e.g., returned check because of insufficient funds or closed account); Includes receipt and processing of miscellaneous receipts, processing of billed and unbilled collections, and researching and resolving collections not clearly identified to an agreement | FFMSR 1.1.5  Managing Revenues and Other Financing Sources;  FFMSR 2.2.5  Managing Debt | | Number of public receipt collections recorded | |
| FFM.060.040 | Credit Memo and Adjustment Processing | | Communicate with federal agency and debtor; Resolve issues; Record receivable credit memos and adjustments | FFMSR 1.1.5  Managing Revenues and Other Financing Sources;  FFMSR 2.2.5  Managing Debt | | Number of public receivable credit memos and adjustments recorded | |
| FFM.060.050 | Public Receivable | Analyze status of receivables; Contact debtors; Assess  interest, penalties, and administrative fees; Monitor age of receivables; Determine whether to transfer receivables for delinquent debt collection | | FFMSR 1.1.5  Managing Revenues and Other Financing Sources; | |  | |
| Monitoring and Maintenance |
| FFM.060.060 | Public Receivable and Collection Reporting | Provide receivable and collection status information to support federal receivable and collection reporting activities; Provide public receivable information to credit reporting agencies; Provide deposit summary and detail information to support financial reconciliation activities; Generate Treasury Report on Receivables (TROR); Includes providing receivable and collection information to Loans Management and Sales Order and Fulfillment Management functions, as applicable | | FFMSR 1.1.5  Managing Revenues and Other Financing Sources;  FFMSR 2.2.6  Reporting on Debt | |  | |
| FFM.070 | FFM.070.010 | Delinquent Debt Collection | Generate and send dunning notices, with due process language, to alert the payers of debt delinquent status; Determine allocation of amounts collected (e.g., first to penalties, second to administrative costs, third to interest, then to accounts receivable); Update receivables based on agency negotiated installment plan or compromise agreement; Request agency internally offset a federal payment; Consult agency’s legal counsel to determine whether to refer debts to the Department of Justice for litigation or use other litigation authority; Refer debts to Treasury’s Debt Management Services (DMS) for cross-servicing based on agency advice and as soon as due process requirements are met (i.e., 120 days delinquent); Includes processing of fines, penalties, and administrative fees | | FFMSR 2.2.5 Managing Debt | | Number of delinquent debts referred to Treasury for collection | |
| FFM.070.020 | Delinquent Debt Write-off and Closeout | Make recommendations to agency to write off delinquent debts older than two years; Appropriately classify written-off debts as currently not collectible (CNC) or closed out | | FFMSR 2.2.5  Managing Debt | | Number of delinquent debts written off | |
| FFM.070.030 | Delinquent Debt Reporting | Provide delinquent debt status information to support federal receivable and collection reporting activities; Provide delinquent debt information to credit reporting agencies; Provide deposit summary and detail information to support financial reconciliation activities; Generate and provide cancellation of debt reports to IRS and debtor; Generate Treasury Report on Receivables (TROR) | | FFMSR 2.2.6  Reporting on Debt | |  | |
| FFM.080 | FFM.080.010 | Cost Management Setup and Maintenance | Set up and maintain projects/responsibility segments/ cost centers, cost pools and cost objects to assign, allocate, or accumulate costs; Establish project/ responsibility segment/ cost center spend limits | | FFMSR 1.2.1  Determining Costs | |  | |
|  | FFM.080.020 | Cost Accumulation and Allocation | Accumulate direct and indirect costs; Capture cost allocation basis; Determine cost allocations and Intragovernmental entity costs by cost object/pool and project/responsibility segment/cost center | | FFMSR 1.2.1  Determining Costs | |  | |
| FFM.080.030 | Cost Reporting | Analyze and report on costs by cost object and project/responsibility segment/cost center; Includes providing cost information to budget formulation and reimbursable and public receivable invoicing activities | | FFMSR 1.2.1  Determining Costs | |  | |
| FFM.090 | FFM.090.010 | General Ledger Setup and Maintenance | Establish and maintain general ledger account classifications, categories, and subcategories consistent with the USSGL accounts; Establish and maintain proprietary and budgetary account attributes; Establish and maintain attributes to support agency financial performance and operations reporting | | FFMSR 1.1.1  Defining GL Accounts and Attributes; FFMSR 1.4.1  Defining Federal Funding Attributes to Align Financial Management Information with Performance Goals | |  | |
| FFM.090.020 | General Ledger Posting | Receive general ledger account transaction information provided by supporting financial management operations; Prepare manual journal vouchers and route for approval (as needed); Post general ledger proprietary, budgetary, and memorandum account transactions; Includes posting adjustments to the general ledger, discrete and aggregated transactions from subledgers, and transactions funded, obligated, or expended over multiple years to general ledger accounts that do not close | | FFMSR 1.1.2  Posting GL Transactions | |  | |
|  | FFM.090.030 | Accrual and Liability/Asset Processing | Record, adjust, and liquidate budgetary and financial (proprietary) accruals, Record allowance for uncollectible amounts; Record actual and estimated liabilities; Includes, but is not limited to, intragovernmental liabilities, accrued employees' wages and entitlement benefits, and other liabilities | | FFMSR 1.1.4  Managing Financial Liability Information; FFMSR 1.1.5  Managing Revenues and Other Financing Sources;  FFMSR 1.2.1  Determining Costs | |  | |
| FFM.090.040 | Period End Closing | Close and open accounting periods; Record period-end accounting entries; Includes month-end and year-end closings and closing non-fiduciary and fiduciary accounts | | FFMSR 1.1.2  Posting GL Transactions | |  | |
| FFM.100 | FFM.100.010 | Reconciliation of General Ledger and Subledgers | Reconcile general ledger account relationships/ tie- points; Verify general ledger account balances can be traced to aggregated or discrete agency transactions and aggregated or discrete agency transactions can be traced to the point of origination and source documents; Identify and record corrections | | FFMSR 2.3.2  Verifying Traceability | |  | |
| FFM.100.020 | Reconciliation of Intragovernmental Activity | Manage intragovernmental suspense activity; Reconcile intragovernmental activity transactions; Resolve issues; Record adjustments; Includes non- expenditure transfer transactions | | FFMSR 1.1.2  Posting GL Transactions;  FFMSR 1.1.3  Managing Financial Asset Information; FFMSR 1.1.4  Managing Financial Liability Information; FFMSR 1.2.1  Determining Costs | |  | |
|  | FFM.100.030 | Reconciliation with Treasury Balance | Record Treasury's general ledger account balance and transaction data for the agency; Prepare general ledger account, disbursement, and deposit reconciliation information required by Treasury; Review, reclassify, and reconcile fund activity and balances; Includes reconciliation of fund balance, general ledger accounts, disbursements, and deposits with Treasury | | FFMSR 2.3.1  Reconciling Fund Balance with Treasury | |  | |
| FFM.110 | FFM.110.010 | Treasury Reporting | Prepare statements of accountability and foreign currency reports; Verify required financial reports can be traced to general ledger account balances; Provide reviewed and approved financial reporting information to Treasury; Includes, but is not limited to, Government-wide Treasury Account Symbol Adjusted Trial Balance System (GTAS) reporting, transactional posting to the Central Accounting Reporting System (CARS), and reporting to USAspending.gov | | FFMSR 1.3.1  Providing GL Information;  FFMSR 2.3.2  Verifying Traceability | |  | |
| FFM.110.020 | Financial Statement Preparation | Prepare financial statements and footnotes required by OMB Circular A-136; Verify financial statements and other required financial reports can be traced to general ledger account balances and are compiled in accordance with the USSGL Crosswalks; Determine and record eliminations required to generate consolidated financial statements; Includes generating variance analyses for timely submissions, balance sheet, statement of net cost, statement of changes in net position, statement of budgetary resources, , statement of custodial activity, statement of social insurance, statement of changes in social insurance amounts and required supplementary information. | | FFMSR 1.3.1  Providing GL Information;  FFMSR 2.3.2  Verifying Traceability | |  | |
|  | FFM.110.030 | Cash Forecasting and Reporting | Prepare cash flow projections; Report large dollar requirements for deposits and disbursements | | FFMSR 2.2.2  Making Payments; FFMSR 2.2.3  Reporting on Payments;  FFMSR 2.2.5 Managing Debt | |  | |
| FFM.110.040 | Financial  Performance and  Operational  Reporting | Provide general ledger and financial transaction information for agency-specific financial reports; Verify required financial reports can be traced to general ledger account balances; Provide financial performance and operational information to agency program offices; Includes providing pre-defined and user-defined outputs of financial and master reference information | | FFMSR 1.3.1  Providing  GL Information;  FFMSR 1.4.1  Defining Federal  Funding Attributes  to Align Financial  Management  Information with  Performance  Goals;  FFMSR 2.3.2  Verifying Traceability | | FFM.110.040 | |
| FFM.110.050 | Internal Control/  Compliance  Reviews | Implement standard internal control and compliance  assurance procedures; Provide documentation to  satisfy “Prepared By Client” requests from auditors;  Prepare cycle memos; Provide sample information and  documentation for compliance with other guidance,  such as OMB Circular A-123; Record adjustments  based on audit findings | | FFMSR 2.3.2  Verifying Traceability | |  | |