



## PIR Standard Reporting Format (SRF) Checklist

### **PIR SRF Preparation Phase**

- Agency POC understands what the PIR does

<http://www.fms.treas.gov/pir/index.html>

**\*NOTE: Agencies can send a SRF even if they are not ready to send TAS/BETC. Also while an agency must be submitting its SRF in production to become a CARS reporter, SRF files may be sent in production by non-CARS reporters.**

- Agency POC identifies technical resource who will be responsible for creating the SRF for the agency  
(*Technical resource should be the person responsible for delivering requirements to IT programming staff or IT vendors*)
- Technical Resource reviews the SRF  
<http://www.fms.treas.gov/pir/PIR-Standard-Reporting-Format-v2.pdf>
- Technical Resource sets up a meeting with the AO team to discuss any questions or concerns  
[Email: PIR.Agency.Outreach@fms.treas.gov](mailto:PIR.Agency.Outreach@fms.treas.gov)
- Technical Resource work with Agency POC to determine a time line for SRF development, testing and production

### **PIR SRF Scheduling Phase**

- Agency POC submits testing time line to the Implementation Coordinator
- Implementation Coordinator confirms Test Phase Schedule & Reviews Expectations

### **PIR SRF Testing Phase – PHASE I – Validation of the file Format and Field Population**

- Agency creates SRF and emails it to PIR for initial validation  
[Email: PIR.Agency.Outreach@fms.treas.gov](mailto:PIR.Agency.Outreach@fms.treas.gov)
- Implementation Coordinator validates SRF and works with agency on needed corrections
- Agency makes corrections and resends for final validation

### **PIR SRF Testing Phase – PHASE II – Validation of Send Process**

- Agency writes a script to send the SRF to PIR  
*Agencies can utilize the current C:D script used to send in Check Issuance files to TCIS and create a new script for the SRF send to PIR, by modifying the following fields:*

*For run path insert:*

*For the file name: DEVE.CRNDM.\*agencyshortname\*.PIRDATA (Check SRF)*

*DEVE.CRNDM.\*agencyshortname\*.PIRACH (EFT SRF)*

*\*agencyshortname\* = The node name provided by the agency.*

- Implementation Coordinator confirms test date once Agency validates connection is in place
- Agency sends SRF file via C:D (T1 or C:D Enterprise Mailbox)
- Implementation Coordinator confirms file receipt
- Implementation Coordinator ensures SRF voucher data will match FRB CA\$HLINK data in order to send TAS/BETC to GWA. This will require a test file with production voucher data and only applies if the agency is ready for parallel CARS Reporting phase.

- Implementation Coordinator facilitates a call between Agency, PIR, TCIS and GWA to review results, as appropriate
  - If an agency does not send a Check SRF, TCIS involvement is not needed.
  - If an agency does not include TAS/BETC, GWA involvement is not needed.
- Retesting is scheduled as needed
- If retesting is not needed, agency signs off SRF Attestation and schedules a Production Date

### **PIR SRF Go Live Phase**

- Implementation Coordinator confirms Production Go Live date
- Implementation Coordinator communicates dates with TCIS, GWA and PIR Help Desk, as appropriate
- Agency makes necessary changes to send a SRF to the PROD environment
  - Modify file name : For the file name: PROD.CRNDM.\*agencyshortname\*.PIRDATA (Check SRF)*
  - PROD.CRNDM.\*agencyshortname\*.PIRACH (EFT SRF)*
  - \*agencyshortname\* = The node name provided by the agency*
- Agency discontinues sending TCIS issue file on SRF Go Live date.
- If Agency is in parallel CARS reporting phase, agency and Implementation Coordinator ensure that TAS/BETC data is being sent to GWA.

**\*Note: While an agency must be submitting its SRF in production to become a CARS reporter, SRF files may be sent in production by non-CARS reporters. Once an agency is ready for become a CARS Reporter, there are three phases: Preparation Phase (includes steps above), CARS Parallel Pilot Phase, and CARS Reporter Implementation Phase. (See CARS Reporter Checklist for more information)**