



**Debt Management Services  
FedDebt Workshop**

# **Bureau of the Fiscal Service Debt Management Services FedDebt Workshop**

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# Privacy!

- **Privacy Information is protected by law**  
**-The Privacy Act of 1974**
- **FedDebt maintains Privacy Information**
- **Access to FedDebt data and resources is a huge responsibility – be aware!**

# FedDebt Privacy Impact Assessment (PIA)

In the **FedDebt PIA**, we declare that FedDebt maintains information about:

**Individuals and commercial organizations**: name, Taxpayer Identification Number (TIN) (i.e., social security number, or employer identification number), date of birth, work and home address, and work and home phone numbers, financial information, and credit history.

**The indebtedness**: the original amount of the debt, the date the debt originated, the amount of the delinquency/default, the date of delinquency or default, basis of the debt, debt collection activity information, payments on the account, and amounts accrued for interest, penalties, and administrative costs.

# Privacy Data Protection Tips!

- Do not share your password with anyone; Do not retrieve information for someone who does not have authority to access that information.
- Lock up your FedDebt reports and other print-outs from FedDebt; retrieve all hard copy printouts in a timely manner.
- Ensure that access to application-specific sensitive data is based on your job function.
- Ensure that unauthorized individuals cannot view computer screen contents.
- Ensure that hard copies of sensitive information, when no longer required, are destroyed commensurate with the sensitivity of the data.
- Process only data that pertains to official business and is authorized to be processed on the system
- Do not read, alter, insert, copy, or delete any FMS data except in accordance with assigned job responsibilities. Ability to access data does not equate to authority to manipulate data. In particular, do not browse or search FMS data except in the performance of authorized duties.

# Password Tips!

You must protect user IDs and passwords from improper disclosure. **You are responsible for any access made under your user ID and password!!**

- Do not reveal passwords under any circumstances.
- Do not program login IDs or passwords into automatic script routines or programs.
- Do not share passwords with anyone else or use another person's password.
- Do not write passwords down.
- Change passwords at least every 45 days.
- Choose hard to guess passwords, using a minimum of eight alphanumeric and/or special characters.

# General Security Tips!

- Discontinue use of any system resources that show signs of being infected by a virus.
- Attend computer security awareness training held by your employing agency or organization.
- Ensure that security profiles are given based on your manager's approval.
- Ensure that sensitive information is protected against unauthorized access by encryption according to FMS standards when sending via electronic means (telecommunications networks, e-mail, and/or facsimile).

Report all security incidents of loss or compromise  
of sensitive data!

If there is an incident, call the Fiscal Service  
Help Desk at 202-874-HELP (4357).

***Remember –  
Security is Every User's  
Responsibility!***

# **FedDebt System Overview**

# What is FedDebt?

- Debt Management Services (DMS) web-based cross-servicing system
- Implemented in October 2005

# FedDebt Functionality

- Online debt referral
- Joint and Several debt processing
  - DMS demand letter sent to each debtor
  - Multiple payment agreements for a debt
- Inactivate one debtor from the debt without closing the entire account

# Debt Portfolio Management

- View and update debt and debtor information
- Enter payments
- Monitor financial transactions
- Generate reports

## **Debt Management Services FedDebt Fact Sheet**

The **FedDebt** cross-servicing application is an internet based debt/debtor system. It greatly enhances the services DMS previously offered the creditor agency by:

- allowing authorized access to a variety of internal and external users of the system
- enabling DMS to more effectively process and collect single as well as joint and several debts
- automated overnight generation of demand letters once the debt is placed in the system
- allowing for single payment agreements for debtors with multiple debts
- enabling a single debtor to be removed from a debt that has multiple debtors without closing the entire account

The implementation of FedDebt's cross-servicing application has also greatly improved the ease with which cross-servicing customers can manage their accounts by allowing creditor agencies to perform the following activities online:

- Submitting debts directly to DMS
- Accessing, monitoring and updating debtor information
- Entering financial transactions
- Accessing their specific agency profile and updating contact information
- Accessing a variety of reports which allow for accountability and reconciliation
- Specific accountability and reconciliation reports are:
  - Financial Activity Report
  - Return to Agency Report
  - Reconciliation Report

FedDebt System Access allows only one security user type per user. There are three user role types:

- 1) DMS users
- 2) Creditor Agency (CA) users
- 3) Private Collection Agency (PCA) users

There are a total of four Creditor Agency roles available to Agency users:

- Creditor Agency Analyst
- Creditor Agency Data Entry Clerk
- Creditor Agency Financial Supervisor
- Creditor Agency Supervisor

FedDebt passwords expire every 90 days.

FedDebt will automatically log a user out after 15 minutes of inactivity with a two minute warning beforehand.

User accounts that have not been accessed in 12 months or more will be removed from the FedDebt system. The user must reapply for access.

For more information about cross-servicing and/or the FedDebt application, please call 1-800-858-0725 or visit our website at <http://fms.treas.gov/debt>.

# FedDebt Online Functionality

## Creating a Case Online

1. Access the Internet.
2. Enter FedDebt Production URL: <https://feddebt.fms.treas.gov/FedDebtWeb>
3. On the FMS Enterprise Single Sign On Screen enter the following:
  - a. User ID
  - b. Password

FMS Enterprise Single Sign On Log In - Windows Internet Explorer

https://ssologin4.fms.treas.gov/esso/smfmsloginesso.fcc?TYPE=33554433&REALMOID=06-bd3bb4fd-2682-1023-b7b;

File Edit View Favorites Tools Help

FMS Enterprise Single Sign On Log In

Change Password | Forgot your Password? | Forgot your User Id? | Register

**fms**  
Enterprise Single Sign On

Log In To: <https://feddebt.fms.treas.gov/FedDebtWeb/>

Select an authentication method and enter your credentials

Log In using your FMS:

SSO User ID and Password ▶

SecurID Token

PKI Certificate

To log in using your FMS Single Sign On User ID and Password, please enter your User ID and Password.

User ID: AgencyUser01

Password: \*\*\*\*\*

Log In Reset

[Forgot your User Id?](#)

[Forgot your Password?](#)

WARNING  
WARNING  
WARNING

You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties. This computer and the automated systems, which run on it, are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law.

[Accessibility](#) | [Contacts](#) | [Privacy Policy](#)

U. S. Department of the Treasury - Financial Management Service

Trusted sites 100%

**Note:** FedDebt Role dictates functional capability. See FedDebt Role Information.

4. Select “**Login**”.

## FedDebt Online Functionality Creating A Case Online

5. You will be directed to the **Privacy Statement** screen.



6. Select “agree”

# FedDebt Online Functionality

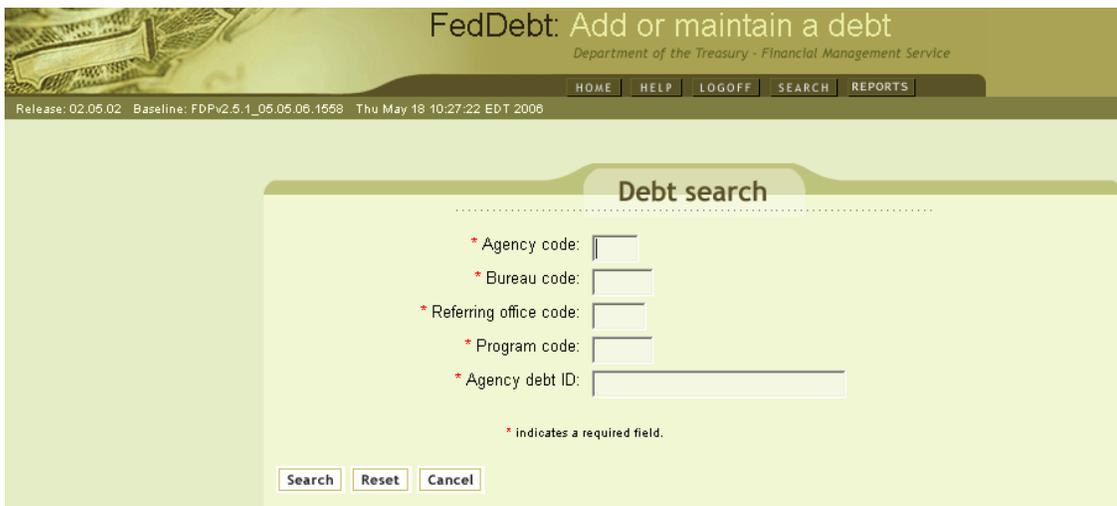
## Creating A Case Online

7. You will be directed to the **FedDebt: Main Menu** screen.
8. Under the **Add or maintain a debt** heading, select “**Create a new debt, debtor or case**”.

### Main Menu for Creditor Agency Supervisor Role



9. You will be directed to the FedDebt: **Debt search** screen.
10. Complete the fields on the Debt Search Screen.



11. Select “**Search**”.

# FedDebt Online Functionality

## Creating A Case Online

12. You will be directed to the **Add a debt** screen.
13. Enter debt information.  
Note: If debt has more than one debtor, select "**Joint & Several**" under **Debt liability** so additional debtors may be added to debt later.
14. Asterisks (\*) indicate required information.  
Note: The debt elements displayed are driven by your agency's profile for the selected program. When debt type is administrative, the **Admin debt class** is required.

FedDebt: Add or maintain a debt  
Department of the Treasury - Financial Management Service

Release: 04.13.01 Baseline: FDPR2\_03.10.10.1246 2010-12-02 11:39:40 244342

HOME HELP LOGOFF SEARCH REPORTS

### Add a debt

Agency Code: **01** Bureau code: **X201** Referring office code: **FDR** Program code: **XZ1T**  
Agency debt ID: **Test500**

Program classification: **Fines/Penalties**

\* Debt type: Administrative

\*\* Admin debt class:

\* Debt description: Consumer

\* Date debt incurred: (mm/dd/yyyy)

Debt liability: Individual

\* Delinquent date: (mm/dd/yyyy)

\* Expiration date: (mm/dd/yyyy)

Debt written off:

Referred to PCA:

Debt in foreclosure:

Judgment type:

Judgment date: (mm/dd/yyyy)

Guarantor exists: Unknown

# FedDebt Online Functionality Creating A Case Online

Continuation of **Debt** page.

\* Original amount:

As referred by agency:

Principal:

Admin cost:

Interest:

Penalty:

\* Balance:

Principal TAS:

Interest TAS:

Penalty TAS:

Admin cost TAS:

Health insurance carrier:

Beneficiary first name:

Beneficiary last name:

Credit bureau report status:

DMS will accrue interest for debts in this agency program:

Interest type:

Interest rate:  \* Last agency interest calculation date: (m)

DMS will accrue penalty fees for debts in this agency program:

Penalty rate:  \* Last agency penalty calculation date: (m)

Terms:

\* indicates a required field.  
\*\* required if debt type is "Administrative."

**Note:** The values for interest and penalty rates should be entered as whole numbers (e.g. 5.00 for 5%). **Unless your agency has a citation, interest and penalty is mandatory.**

15. When you have completed entering the necessary information, select **"Next"**.

# FedDebt Online Functionality

## Creating A Case Online

16. You will be directed to the **Debt summary** screen.

17. Select **“Add a debtor”**.

**Note:** At this point you must edit the debt elements or add a debtor. The **Save** button on this page is not functional at this time.

The screenshot shows the FedDebt web application interface. At the top, the title is "FedDebt: Add or maintain a debt" with the subtitle "Department of the Treasury - Financial Management Service". A navigation bar contains links for HOME, HELP, LOGOFF, SEARCH, and REPORTS. Below this, a release information string is visible: "Release: 04.13.01 Baseline: FDP22\_03.10.10.1248 2010-12-02 12:05:10.594012".

The main content area is titled "Debt summary" and contains the following information:

Agency: <b>FedDebt Training Agency</b>	Original amount of debt: <b>\$5,000.00</b>
Bureau: <b>General Training</b>	Referred administrative costs: <b>\$50.00</b>
Office: <b>FedDebt Training Facility</b>	Referred penalty: <b>\$35.00</b>
Program: <b>FedDebt Accounts Receivable</b>	Referred principal: <b>\$4,000.00</b>
Agency debt ID: <b>Test500</b>	Referred interest: <b>\$25.00</b>
Debt liability: <b>Individual</b>	Referred debt balance: <b>\$4,110.00</b>

Below the summary is a section titled "Debtors associated with this debt" which contains a table with the following headers:

Name	Agency debtor ID	TIN	Percent liability	Select information to edit
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At the bottom of the page, there are four buttons: "Save", "Edit debt", "Exit", and "Add a debtor".

# FedDebt Online Functionality

## Creating A Case Online

18. You will be directed to the **Debtor search** screen, select **"Add an individual debtor"**.

**Note:** If the debtor has previously been entered in FedDebt by your agency for another debt, search for the debtor by using **only** one of the search fields. A new debt can be entered for an existing debtor. This is dependent on your agency using the same Agency debtor ID. You will be required to review existing debtor information for accuracy.

FedDebt: Add or maintain a debt  
Department of the Treasury - Financial Management Service

HOME HELP LOGOFF SEARCH REPORTS

Release: 04.13.01 Baseline: FDPR2\_03.10.10.1248 2010-12-02 12:26:05.898129

### Debtor search

Agency code: 01 Bureau code: X201

\*\* Agency debtor ID:

\*\* FedDebt debtor ID:

\*\* TIN:  TIN type:

\*\* Last name:

First name:

\*\* To search, enter data in at least one of these fields. A search is not required to add a debtor.  
Search excludes deceased/dissolved and bankrupt debtors. Search excludes business debtors.

#### Debtor search results

Feddebt debtor ID	Agency debtor ID	TIN	Business or Last name	First name
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# FedDebt Online Functionality

## Creating A Case Online

19. You will be directed to the **Add an individual debtor** screen.
20. Enter required information. Asterisks (\*) indicate required fields. Once completed select **"Add contact information"**.

The screenshot shows a web browser window with the URL <https://feddebt-ppr.fms.treas.gov/FedDebtWeb/debtmanagement/searchDebtor.do>. The page title is "FedDebt: Add or maintain a debtor" and it is part of the "Department of the Treasury - Financial Management Service". The main heading is "Add an individual debtor".

On the left is a navigation menu with the following items: Individual debtor information (selected), Alias information, Property information, Employment information, Work contact information, Prison contact information, Bankruptcy trustee contact information, Attorney contact information, Third party contact information, and Case information.

The form fields include:

- Agency code: 01 Bureau code: X201
- \* Agency debtor ID: Rainey
- \* First name: Johnny Middle name: (empty)
- \* Last name: Rainey Generation: (dropdown menu)
- Gender: Male (dropdown menu)
- TIN: (empty) TIN type: SSN
- Date of birth: (empty)
- Date of last credit report: (empty)
- Date of last financial stmt: (empty)

At the bottom of the form, there is a button labeled "Add contact information" and a note: "\* indicates a required field". Below the form are buttons for "Next", "Cancel", and "Reset".

The browser status bar at the bottom shows "Done" and "Local intranet | Protected Mode: Off".

# FedDebt Online Functionality Creating A Case Online

## 21. Select “Add an address”.

**Note:** A mailing address is a required field. Phone number and email information are important if available, but optional fields.

The screenshot shows a web browser window displaying the FedDebt online interface. The browser title is "FedDebt: FedDebt - Windows Internet Explorer" and the address bar shows the URL "https://feddebt-ppr.fms.treas.gov/FedDebtWeb/debtmanagement/individualDebtor.do". The browser's address bar also shows "Bing" and "Page Safety Tools".

The main content area of the browser displays the FedDebt logo and the text "FedDebt: Add or maintain a debtor" with the subtitle "Department of the Treasury - Financial Management Service". Below this is a navigation bar with links for "HOME", "HELP", "LOGOFF", "SEARCH", and "REPORTS".

The main content area is titled "Add an individual debtor" and contains a form with the following fields and options:

- Agency code: 01 Bureau code: X201
- Agency debtor ID: Rainey
- First name: Johnny Middle name: (empty)
- Last name: Rainey Generation: (dropdown menu)
- Gender: Male (dropdown menu)
- TIN: (empty) TIN type: SSN
- Date of birth: (empty)
- Date of last credit report: (empty)
- Date of last financial stmt: (empty)

Below the form, there is a section for "Self Individual Contact 1" with a "Remove" button. At the bottom of the form, there are three buttons: "Add an address", "Add a phone", and "Add an email".

The browser's status bar at the bottom shows "Local intranet | Protected Mode: Off" and a zoom level of "150%".

# FedDebt Online Functionality Creating A Case Online

## 22. Select “Next Page”.

**Note:** Selecting next page will move you through each individual tab (**Alias information, Property information, etc.**) located in the shaded area of the screen on the left side. Select an individual tab to go directly to the input screen for that tab. If no other debtor information is to be added to the debt, select the **“Case Information”** tab. **“Reason” selection is only used when an update occurs at a later date.**

FedDebt: Add or maintain a debtor  
Department of the Treasury - Financial Management Service

Release: 04/10/2014 Search: FOL\_DEV14\_02\_11\_10\_11\_002 22100210 11 08/14/12

HOME HELP LOGOFF SEARCH REPORTS

**Individual debtor information**

Alias information

Property information

Employment information

Work contact information

Prison contact information

Bankruptcy trustee contact information

Attorney contact information

Third party contact information

Case Information

### Add an individual debtor

Agency code: 81 Bureau code: X201

\* Agency debtor ID: Rainey

\* First name: Johnny Middle name:

\* Last name: Rainey Generation:

Gender: Male

TIN: TIN type: SSN

Date of birth:

Date of last credit report:

Date of last financial stmt:

**Self Individual Contact 1** Remove

Add an address Add a phone Add an email

\* Address line 1: 200 Stormy Road

Address line 2:

\* City: Climate

State (US only): Wyoming

\* Zip code: 52643

\* Country: United States of America

Reason:

Remove

Add contact information

Next Cancel Reset

# FedDebt Online Functionality

## Creating A Case Online

### 23. Case information screen.

Note: If you are entering someone other than the primary debtor on a joint & several debt, you must select the “**Relationship to the primary debtor**”.

### 24. Select “Next”.

The screenshot shows the 'FedDebt: Add or maintain a debtor' web interface. The header includes the title and 'Department of the Treasury - Financial Management Service'. A navigation bar contains links for HOME, HELP, LOGOFF, SEARCH, and REPORTS. A sidebar on the left lists various information categories, with 'Case information' selected and highlighted. The main content area is titled 'Case information' and contains the following fields:

- Percentage liability: 100%
- Relationship to primary debtor: Self
- Amount of last payment prior to referral: [text input]
- Date of last payment prior to referral: [date input (mm/dd/yyyy)]
- Date reported to credit bureau by FedDebt: [text input]
- Date last reported to credit bureau by agency: [date input (mm/dd/yyyy)]
- Credit bureau reporting:  Yes  No
- Contact to receive demand letter: Self Individual: Brown,Charlie (dropdown)
- Debtor disputed debt: [dropdown]
- Debtor disputed amount of debt: [dropdown]
- Disability waiver denied: [dropdown]
- Debt match bypass indicator(s):  BEN  I SAL  AN S  TAX  [ ]

At the bottom of the form are buttons for Previous, Next, Reset, and Cancel.

# FedDebt Online Functionality

## Creating A Case Online

25. You will be directed to the **Debt summary** screen.  
**Important Note:** This is your last opportunity to ensure all debt and debtor elements are correct. Please review all information to ensure its accuracy. Remember, when you select "Save" on this page you are submitting the debt.
26. Select "**Save**".

The screenshot shows the 'FedDebt: Add or maintain a debt' interface. At the top, it says 'Department of the Treasury - Financial Management Service'. Below that is a navigation bar with 'HOME', 'HELP', 'LOGOFF', 'SEARCH', and 'REPORTS'. A status bar at the bottom left shows 'Release: 04.13.01 Baseline: FDPR2\_03.10.10.1248 2010-12-02 12:31:36.128232'.

The main content area is titled 'Debt summary' and contains the following information:

Agency: FedDebt Training Agency	Original amount of debt: \$5,000.00
Bureau: General Training	Referred administrative costs: \$50.00
Office: FedDebt Training Facility	Referred penalty: \$35.00
Program: FedDebt Accounts Receivable	Referred principal: \$4,000.00
Agency debt ID: Test500	Referred interest: \$25.00
Debt liability: Individual	Referred debt balance: \$4,110.00

Below this is a section titled 'Debtors associated with this debt' which contains a table:

Name	Agency debtor ID	TIN	Percent liability	Select information to edit	
Brown, Charlie	FeddebtLab		100.0	Debtor Information <input type="button" value="Edit/view"/>	<input type="button" value="Remove"/>

At the bottom of the summary section are three buttons: 'Save', 'Edit debt', and 'Exit'.

## FedDebt Online Functionality Creating A Case Online

27. You will be directed to the **Debt summary confirmation** screen.
28. The following information is displayed on the screen:
  - FedDebt Debt ID** – System Generated
  - FedDebt Case ID** – System Generated
  - FedDebt Debtor ID** – System Generated
  - Agency Debtor ID** – Agency’s identifying number
  - Agency Debt ID** – Agency’s identifying number
  - TIN** (if available) – Individual debtor’s SSN or Business’s EIN
29. If there is any important information you need to provide regarding this debt or debtor, select “**Debt notes**” or “**Debtor notes**” and enter a note in the box provided.
30. Once you have completed entering the debt and debtor information, and there are no other debts or additional debtors to add to the existing debt, select “**Exit**”.

**FedDebt: Add or maintain a debt**  
Department of the Treasury - Financial Management Service

Release: 04.13.01 Baseline: FDPFR2\_03.10.10.1248 2010-12-02 13:00:14.30529

**Debt summary confirmation**

Agency: <b>FedDebt Training Agency</b> Bureau: <b>General Training</b> Office: <b>FedDebt Training Facility</b> Program: <b>FedDebt Accounts Receivable</b>	Original amount of debt: <b>\$5,000.00</b>
Agency debt ID: <b>Test500</b> Debt liability: <b>Individual</b> FedDebt debt ID: <b>2010001702</b>	Referred administrative costs: <b>\$50.00</b> Referred penalty: <b>\$35.00</b> Referred principal: <b>\$4,000.00</b> Referred interest: <b>\$25.00</b> Referred debt balance: <b>\$4,110.00</b>
<input type="button" value="Debt notes"/>	Current administrative costs: <b>\$50.00</b> Current penalty: <b>\$94.84</b> Current principal: <b>\$4,000.00</b> Current interest: <b>\$74.86</b> Current debt balance: <b>\$4,219.70</b>

Debtors associated with this debt

Name	Agency debtor ID	TIN	Percent liability	FedDebt debtor ID	FedDebt case ID	
Brown, Charlie	FeddebtLab		100.0	000903301	<u>2010001702A</u>	<input type="button" value="Debtor notes"/>

# FedDebt Online Functionality Manually Entering Payments

1. Access the Internet
2. Enter FedDebt Production URL: <https://feddebt.fms.treas.gov/FedDebtWeb>
3. On the FMS Enterprise Single Sign On screen enter the following:
  - a. User ID
  - b. Password

FMS Enterprise Single Sign On Log In - Windows Internet Explorer

https://ssologin4.fms.treas.gov/esso/smfmsloginesso.fcc?TYPE=33554433&REALMOID=06-bd3bb4fd-2682-1023-b7b;

File Edit View Favorites Tools Help

FMS Enterprise Single Sign On Log In

Change Password | Forgot your Password? | Forgot your User Id? | Register ?

**fms**  
Enterprise Single Sign On

Log In To: <https://feddebt.fms.treas.gov/FedDebtWeb/>

Select an authentication method and enter your credentials

Log In using your FMS:

SSO User ID and Password ▶

SecurID Token

PKI Certificate

To log in using your FMS Single Sign On User ID and Password, please enter your User ID and Password.

User ID: AgencyUser01

Password: \*\*\*\*\*

Log In Reset

[Forgot your User Id?](#)

[Forgot your Password?](#)

WARNING  
WARNING  
WARNING

You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties. This computer and the automated systems, which run on it, are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law.

Accessibility | Contacts | Privacy Policy  
U. S. Department of the Treasury - Financial Management Service

Trusted sites 100%

**Note:** FedDebt Role dictates functionality capability. See FedDebt Role Information.

4. Select “**Log In**”

# FedDebt Online Functionality Manually Entering Payments

5. You will be directed to the **Privacy Statement** page.



6. Select “agree”

7. You will be directed to the **FedDebt: menu** page.

8. Select **Financial transactions** under the **Financial processing** heading.

**Note:** The Creditor Agency Financial Supervisor role is the only agency user who can perform this function.



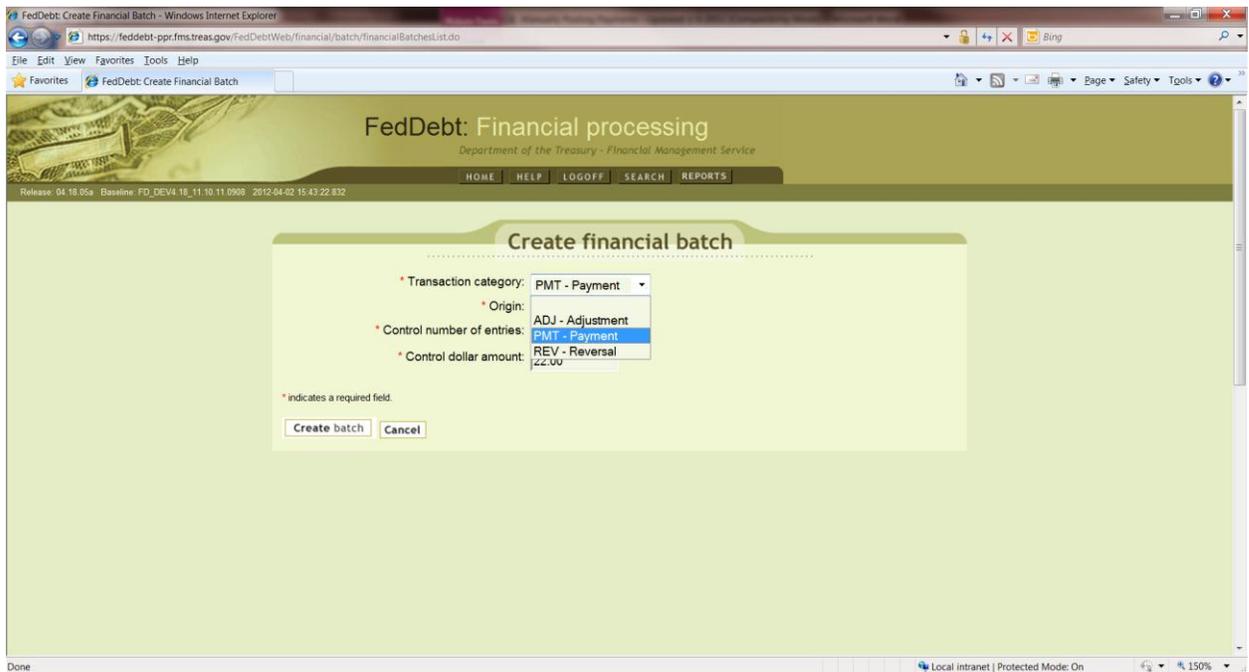
# FedDebt Online Functionality Manually Entering Payments

9. You will be directed to the **Financial batches** screen. Select 'Enter batch'.



10. You will be directed to the **Create financial batch** screen.

11. Select the type of transaction to be performed from the **Transaction category** drop down box.



# FedDebt Online Functionality Manually Entering Payments

12. Select **AGCY – Agency** from the **Origin** drop down box.

FedDebt: Financial processing  
Department of the Treasury - Financial Management Service

Release: 04-18-05a Baseline: FD\_DEV4 18\_11\_10-11-0908 2012-04-02 15:43:22.832

HOME HELP LOGOFF SEARCH REPORTS

### Create financial batch

\* Transaction category: PMT - Payment ▾  
\* Origin: AGCY - Agency ▾  
\* Control number of entries: AGCY - Agency  
\* Control dollar amount: 22.00

\* indicates a required field.

Create batch Cancel

13. Enter the number of transactions being performed in the **Control number of entries** field.
14. Enter the dollar amount of the transaction in the **Control dollar amount** field.  
**Note:** Only numerical digits are to be used in this field. Using “\$” in Control dollar amount field will result in an error message.

FedDebt: Financial processing  
Department of the Treasury - Financial Management Service

Release: 04-18-05a Baseline: FD\_DEV4 18\_11\_10-11-0908 2012-04-02 15:43:22.832

HOME HELP LOGOFF SEARCH REPORTS

### Create financial batch

\* Transaction category: PMT - Payment ▾  
\* Origin: AGCY - Agency ▾  
\* Control number of entries: 1  
\* Control dollar amount: 22.00

\* indicates a required field.

Create batch Cancel

Create Financial Batch

15. Select “**Create batch**”.

# FedDebt Online Functionality Manually Entering Payments

16. You will be directed to the **Financial batch entry** screen.

FedDebt: Financial processing  
Department of the Treasury - Financial Management Service

HOME HELP LOGOFF SEARCH REPORTS

Release: 04/18/05a Baseline: FD\_DEV4/18\_11/10/11/0908 2012-04-02 15:56:49.955

### Financial batch entry

Transaction category: **PMT** Origin: **AGCY** Batch number: **PMT20120402C0000617832** Batch status: **Pending**  
Program: **01/X201/FDR/XZ1T**

\* Control number of entries:  \* Control dollar amount:   
Current number of entries:  Current dollar amount:   
Remaining entries:  Remaining dollar amount:

Sel	Status	Type	FedDebt case ID	Originating transaction ID	Instrument number	Transaction amount	App	RPS	User ID
-----	--------	------	-----------------	----------------------------	-------------------	--------------------	-----	-----	---------

Transaction type:

\* indicates a required field.  
RPS - Reverse Payment To Suspense

17. Select the type of transaction from the **Transaction type** drop down box.

18. Select **“Add entry”**.

## FedDebt Online Functionality Manually Entering Payments

19. You will be directed to the **Create MIAPT transaction** screen.

FedDebt: Create Manual Identified Agency Payment (MIAPT) transaction - Windows Internet Explorer

https://feddebt-ppr.fms.treas.gov/FedDebtWeb/financial/batch/financialBatchEntriesList.do

File Edit View Favorites Tools Help

Favorites FedDebt: Create Manual Identified Ag...

FedDebt: Financial processing  
Department of the Treasury - Financial Management Service

HOME HELP LOGOFF SEARCH REPORTS

Release: 04.18.06a Baseline: FD\_DEV4.13\_11.10.11.0903 2012-04-02 18:10:28.097

### Create MIAPT transaction

\* Payment date:  (mm/dd/yyyy)

\*\* FedDebt Case ID:

\*\* Payment Agreement ID:

\* indicates a required field. \*\* enter data in one of these fields if payment is not being apportioned.  
\*\*\* payment agreement id is required for payment agreement payment.

20. Enter the date the debtor made the payment in the **Payment date** field.

21. Enter the appropriate **FedDebt Case ID** in the corresponding field.

22. Select **“Next”**

# FedDebt Online Functionality Manually Entering Payments

23. You will be directed to the **Enter manual identified agency payment (MIAPT)** screen.

FedDebt: Manual Identified Agency Payment (MIAPT) Payment Entry - Windows Internet Explorer  
https://feddebt-ppr.fms.treas.gov/FedDebtWeb/financial/transaction/addPayment.do

FedDebt: Manual Identified Agency P...

FedDebt: Financial processing  
Department of the Treasury - Financial Management Service

HOME HELP LOGOFF SEARCH REPORTS

Release: 04.18.05a Baseline: FD\_DEV4.18.11.10.11.0908 2012-04-02 18:11:00.868

### Enter manual identified agency payment (MIAPT)

Origin: AGCY FedDebt case ID: 2012001001A Payment date: 03/30/2012

Debtor name: Smith, Bobby  
Bureau: General Training  
Program: FedDebt Accounts Receivable

\* Payment amount: 22.00

\* Instrument type: [Dropdown]

\* Instrument number: [Dropdown]  
Bank Check  
Certified Check  
Credit Card  
Money Order  
Other Instrument  
Personal Check  
Wired/EFT

SF 215 number: [Text]  
Lockbox ID: [Text]

If type is credit card:

\* Credit card type: [Dropdown]

\* Authorization number: [Text]

\* indicates a required field.

Save Previous Cancel

24. Enter the amount of the payment in the **Payment amount** box.
25. Select the method of payment from the **Instrument type** drop down box.
26. If the instrument type is a check, enter the check number in the **Instrument number** box.
27. Select **Save** when finished.

# FedDebt Online Functionality Manually Entering Payments

28. You will be directed to the **Financial batch entry** screen.

29. Select **Cancel**.

The screenshot displays the FedDebt Financial processing interface. At the top, the header reads "FedDebt: Financial processing" with the subtitle "Department of the Treasury - Financial Management Service". A navigation bar includes links for HOME, HELP, LOGOFF, SEARCH, and REPORTS. Below the header, the page title is "Financial batch entry".

Transaction category: **PMT** Origin: **AGCY** Batch number: **PMT20101211C0000481504** Batch status: **Pending**  
Program: **01/X201/FDR/X21T**

\* Control number of entries:  \* Control dollar amount:   
Current number of entries: 1 Current dollar amount: **\$50.00**  
Remaining entries: 0 Remaining dollar amount: **\$0.00**

Sel	Status	Type	FedDebt case ID	Originating transaction ID	Instrument number	Transaction amount	App
<input type="checkbox"/>	Ready to Post	MIAPT	2010001303A	M00000000004416901	234567	50.00	

Transaction type:

\* indicates a required field.

# FedDebt Online Functionality Manually Entering Payments

30. You will be directed to the **Financial Batches** screen.

FedDebt: Financial processing  
Department of the Treasury - Financial Management Service

HOME HELP LOGOFF SEARCH REPORTS

Release: 04.18.05a Baseline: FD\_DEV4.18\_11.10.11.0903 2012-04-02 16:19:24.89

### Financial batches

Select	Batch status	Batch ID	Trans category	Origin	Control number of entries	Control amount	Current number of entries	Current amount
<input type="checkbox"/>	Pending	PMT20120402C0000617834	PMT	AGCY	1	22.00	1	22.00

Total number of transactions: 1

Enter batch Edit batch Remove batch

Save batch as pending Approve and process batch Notes

Refresh Exit

**Note:** The Creditor Agency Financial Supervisor who enters a batch cannot approve the batch. This is due to a system of checks and balances.

31. Select Exit.

# FedDebt Online Functionality

## Manually Posting Payments

1. Access the Internet
2. Enter FedDebt Production URL: <https://feddebt.fms.treas.gov/FedDebtWeb>
3. On the FMS Enterprise Single Sign On screen enter the following:
  - a. User ID
  - b. Password

FMS Enterprise Single Sign On Log In - Windows Internet Explorer

https://ssologin4.fms.treas.gov/esso/smfmsloginesso.fcc?TYPE=33554433&REALMOID=06-bd3bb4fd-2682-1023-b7b

FMS Enterprise Single Sign On Log In

Change Password | Forgot your Password? | Forgot your User Id? | Register

Log In To: <https://feddebt.fms.treas.gov/FedDebtWeb/>

Select an authentication method and enter your credentials

Log In using your FMS:

- SSO User ID and Password
- SecurID Token
- PKI Certificate

To log in using your FMS Single Sign On User ID and Password, please enter your User ID and Password.

User ID:

Password:

[Forgot your User Id?](#)  
[Forgot your Password?](#)

WARNING  
WARNING  
WARNING

You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties. This computer and the automated systems, which run on it, are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law.

Accessibility | Contacts | Privacy Policy  
U. S. Department of the Treasury - Financial Management Service

Trusted sites 100%

4. Select “Log In”
5. You will be directed to the **Privacy Statement** screen.

FedDebt: Privacy statement agreement  
Department of the Treasury - Financial Management Service

Fri Dec 03 10:52:53 CST 2010

This system may contain Government information which is restricted to authorized users ONLY. Unauthorized use, access, misuse, or modification of this computer system or the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may subject the individual to criminal and civil penalties pursuant to Title 26, United States Code, Section 552a (the Privacy Act). This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel.

ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

REMINDER: Pursuant to the Certification Agreement signed by each Creditor Agency, any person adding, changing or updating debt records via this system is certifying pursuant to 31 U.S.C. 3716, 31 U.S.C. 3720A, 5 U.S.C. 5514, and 28 U.S.C. 1746; that the information the person inputs about the debt and/or debtor is true and correct to the best of their knowledge.

Local intranet 100%

6. Select “agree”

# FedDebt Online Functionality Manually Posting Payments

7. You will be directed to the **FedDebt: menu** screen.

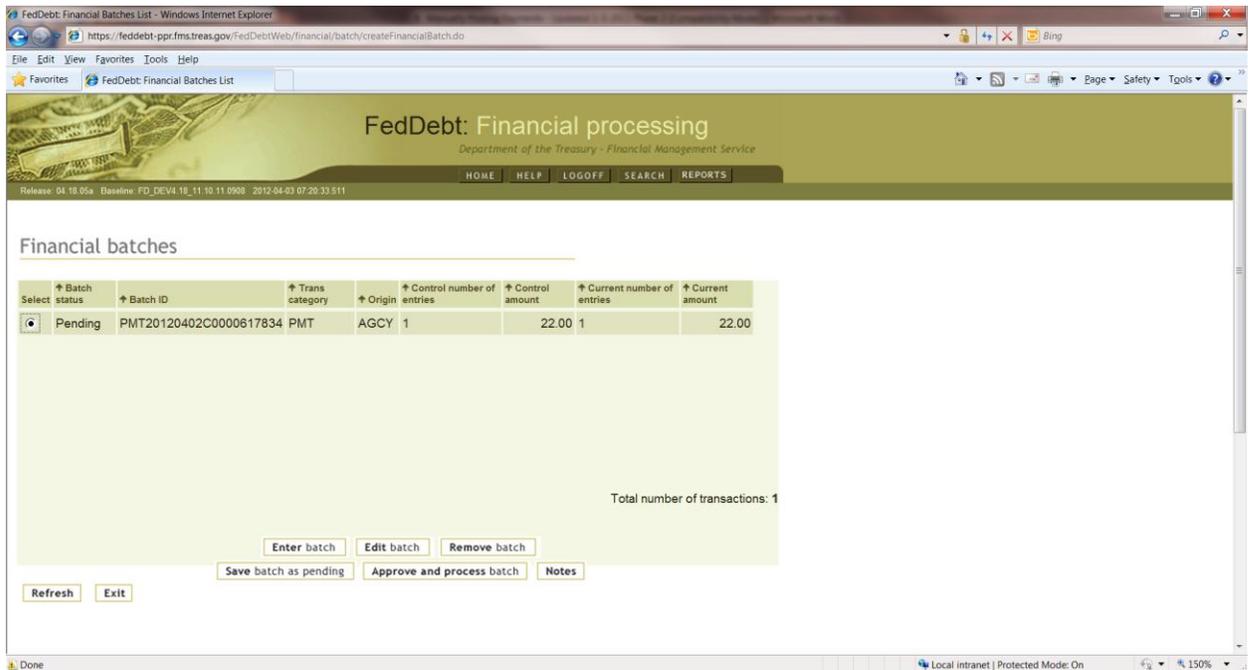


8. Select **Financial transactions** under the **Financial processing** heading.

**Note:** The Creditor Agency Financial Supervisor role is the only agency user who can perform this function. **The Creditor Agency Financial Supervisor who entered the payment cannot post the payment. This is due to a system of checks and balances.**

# FedDebt Online Functionality Manually Posting Payments

9. You will be directed to the **Financial batches** page.

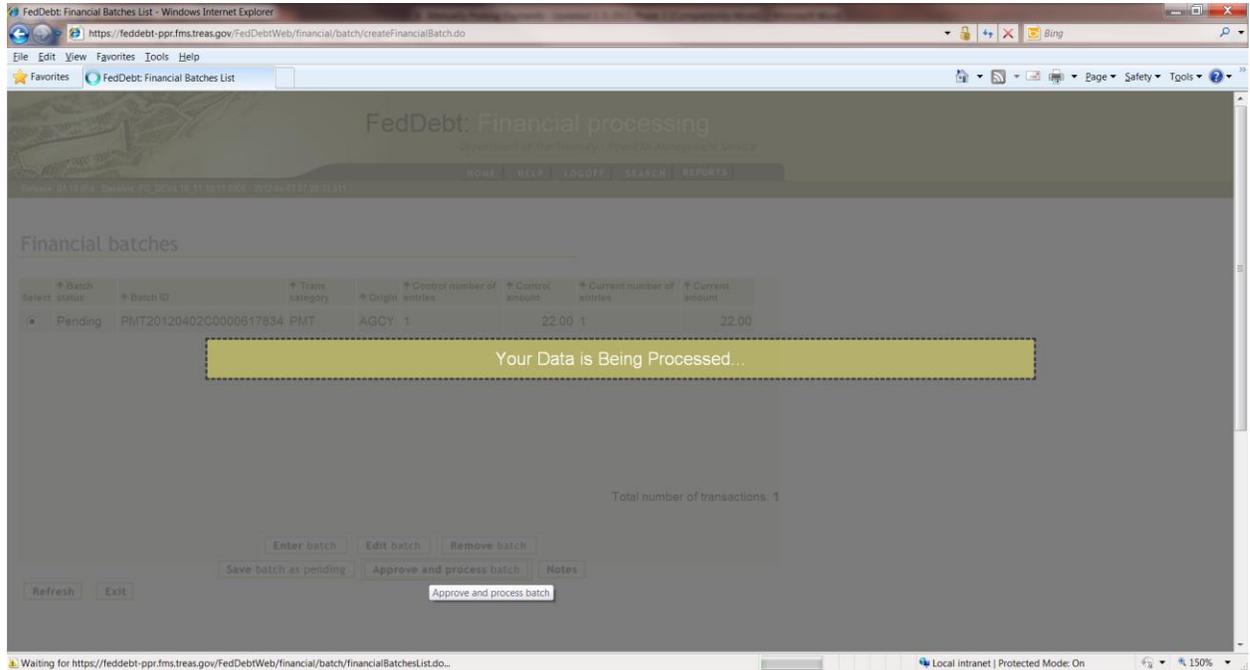


10. Select the radio button under the **select** heading box.

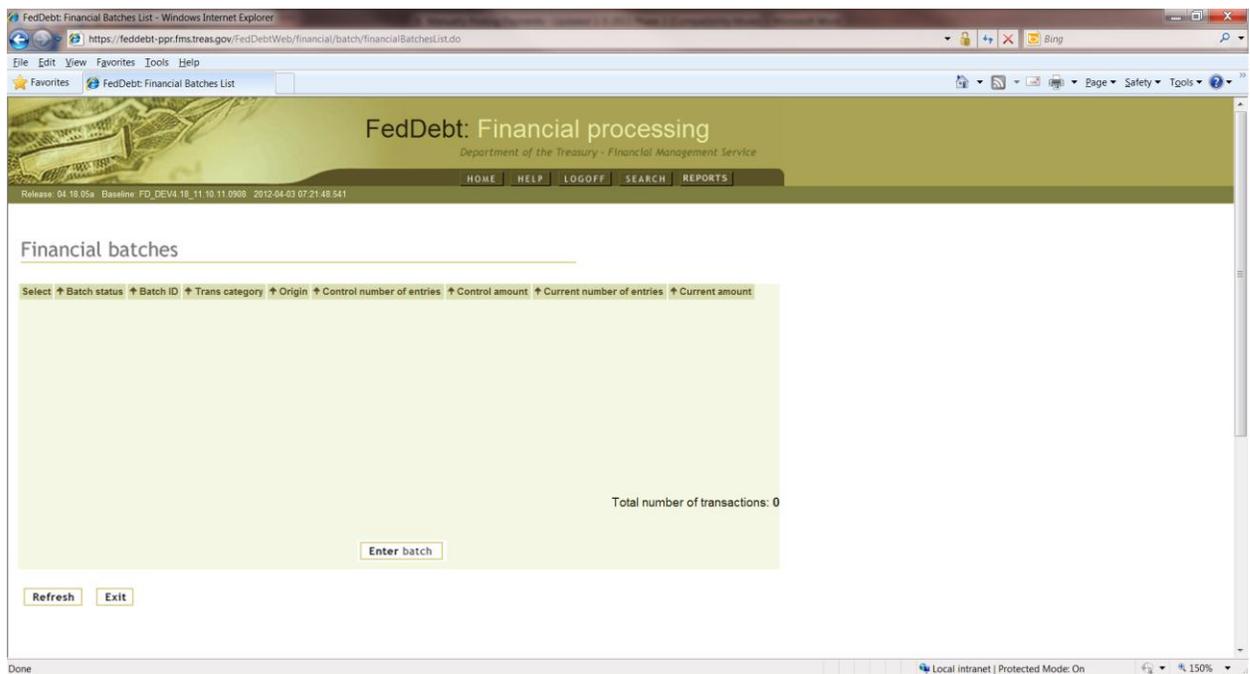
11. Select **“Approve and process batch”**

# FedDebt Online Functionality Manually Posting Payments

12. “Your Data is Being Processed” message will appear.



13. Select “Exit” to return to the FedDebt menu.



# FedDebt Online Functionality

## Researching a Case

1. Access the Internet
2. Enter FedDebt Production URL: <https://feddebt.fms.treas.gov/FedDebtWeb>
3. On the FMS Enterprise Single Sign On Screen enter the following:
  - a. User ID
  - b. Password

FMS Enterprise Single Sign On Log In - Windows Internet Explorer

https://ssologin4.fms.treas.gov/esso/smfmsloginesso.fc?TYPE=335544336REALM0ID=06-bd3bb4fd-2682-1023-b7b...

FMS Enterprise Single Sign On Log In

Change Password | Forgot your Password? | Forgot your User Id? | Register

Log In To: https://feddebt.fms.treas.gov/FedDebtWeb/

Select an authentication method and enter your credentials

Log In using your FMS:

SSO User ID and Password ▶

SecurID Token

PKI Certificate

To log in using your FMS Single Sign On User ID and Password, please enter your User ID and Password.

User ID: AgencyUser01

Password: \*\*\*\*\*

Log In Reset

[Forgot your User Id?](#)

[Forgot your Password?](#)

WARNING WARNING

You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties. This computer and the automated systems, which run on it, are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law.

Accessibility | Contacts | Privacy Policy

U. S. Department of the Treasury - Financial Management Service

**Note:** FedDebt Role dictates functionality capability. See FedDebt Role Information.

4. Select “Login”
5. You will be directed to the **Privacy Statement** screen.

FedDebt: Privacy statement agreement

Department of the Treasury - Financial Management Service

PM Dec 03 10:52:53 CST 2010

This system may contain Government information which is restricted to authorized users ONLY. Unauthorized use, access, misuse, or modification of this computer system or the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may subject the individual to criminal and civil penalties pursuant to Title 26, United States Code, Section 552a (the Privacy Act). This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel.

ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

REMINDER: Pursuant to the Certification Agreement signed by each Creditor Agency, any person adding, changing or updating debt records via this system is certifying pursuant to 31 U.S.C. 3716, 31 U.S.C. 3720A, 5 U.S.C. 5514, and 28 U.S.C. 1746, that the information the person inputs about the debt and/or debtor is true and correct to the best of their knowledge.

agree disagree

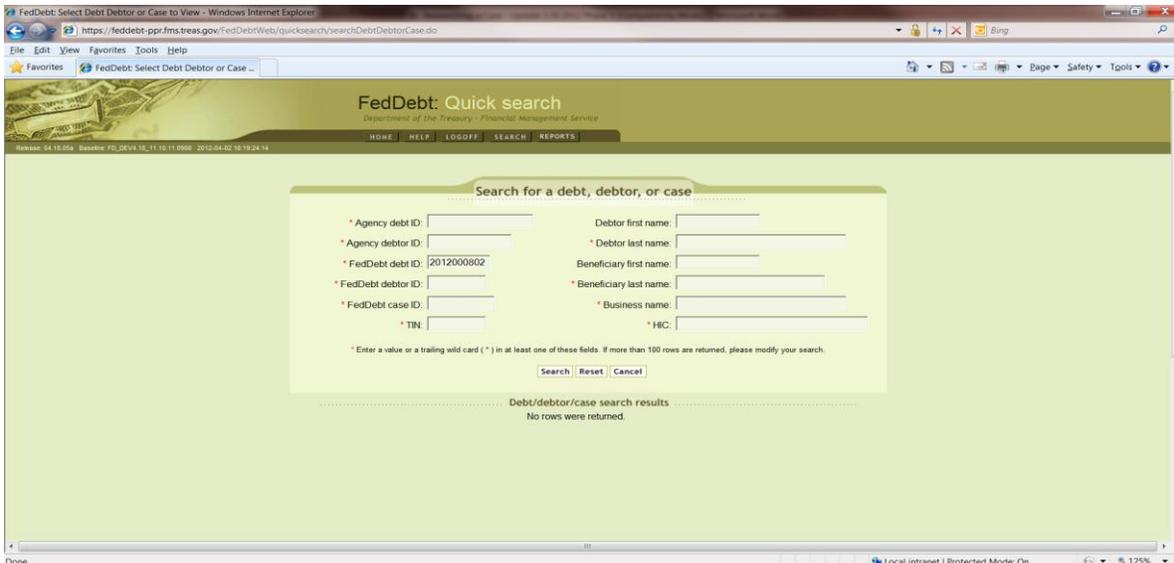
6. Select “agree”

# FedDebt Online Functionality Researching a Case

7. You will be directed to the **FedDebt: menu** screen.
8. Select Debt, debtor or case under the **Search for** heading.  
Note: All roles have the authority to view case data. Users will only be able to view information on the cases referred under the programs to which they have access.



9. You will be directed to the **Search for a debt, debtor, or case** screen.
10. Enter the criteria for the search and select **search**.  
Note: Any values which are entered in a field preceded by a red asterisk constitute valid search criteria.



# FedDebt Online Functionality Researching a Case

11. The underscored fields allow the user to view information under the headings:  
**FedDebt debt ID, FedDebt debtor ID or FedDebt case ID.**

**FedDebt: Quick search**  
Department of the Treasury - Financial Management Service

Release: 04/19/09    Baseline: FD\_DEB14\_10\_11\_0903    2012-05-31 15:07:23.91

**Search for a debt, debtor, or case**

\* Agency debt ID:       Debtor first name:   
 \* Agency debtor ID:       \* Debtor last name:   
 \* FedDebt debt ID: 2012000802      Beneficiary first name:   
 \* FedDebt debtor ID:       \* Beneficiary last name:   
 \* FedDebt case ID:       \* Business name:   
 \* TIN:       \* HIC:

\* Enter a value or a trailing wild card (\*) in at least one of these fields. If more than 100 rows are returned, please modify your search.

..... Debt/debtor/case search results ..... Showing rows 1-1 of 1

Select	FedDebt debt ID	Agency debt ID	FedDebt debtor ID	Agency debtor ID	FedDebt case ID	TIN	Business/Individual name	FedDebt case state	FedDebt case balance
<input type="radio"/>	<u>2012000802</u>	Test100	130681984	Rainey	<u>2012000802A</u>		Rainey Johnny	AT DMS	800.11

Functions: Manage AWG processing

# FedDebt Online Functionality Researching a Case

## 12. FedDebt debt ID screen

**Note:** This screen displays summary information pertaining to the debt. Select **Exit** to return to the previous page.

FedDebt: Debt Detail View - Windows Internet Explorer

File Edit View Favorites Tools Help

FedDebt: Quick search  
Department of the Treasury - Financial Management Service

HOME HELP LOGOFF SEARCH REPORTS

Release: 04.18.05a Baseline: FD\_DEV4 13\_11\_10 11:09:03 2012-03-30 15:20:58.339

### Debt detail view

**Debt information**

FedDebt debt ID:	2012000802	Agency code:	01
Bureau code:	X201	Referring office code:	FDR
Program code:	XZ1T	Program designation code:	01-X201-FDR-XZ1T
Agency debt ID:	Test100	Delinquent date:	2009-02-01
Debt type:	Administrative	Debt description:	Consumer
Admin debt class:	MSC	Original amount of debt:	500.00
Referred principal:	500.00		
Referred interest amount:	20.00	Referred administrative cost:	10.00
Referred penalty:	10.00	Referred debt balance:	540.00
Last agency interest calculation date:	2010-09-01	Last agency penalty calculation date:	2010-09-01
Interest rate:	6.0	Penalty rate:	6.0
Liability:	Individual	In foreclosure:	
Statute of limitations expiration date:	2025-02-04	Date debt incurred:	2008-01-01
Guarantor exists:	Unknown	Financing late CVF:	Additional
In foreclosure:		Judgment:	
Judgment date:		Entry method:	On-Line
Original award date:		Debt written off:	
Referred to PCA:		Current location:	BDMOC
Health insurance carrier:		Beneficiary:	
Terms:			

[View program profile](#)

----- Debtors associated with this debt -----

Name	FedDebt debtor ID	TIN	Agency debtor ID	FedDebt case ID		
Rainey Johnny	130681984		Rainey	2012000802A	<a href="#">Details</a>	<a href="#">View history</a>

[Exit](#)

# FedDebt Online Functionality

## Researching a Case

### 13. View program profile screen

**Note:** Displays program detail information provided by the agency (ex. collections tools, payment parameters, etc.). All roles have the authority to view the **program profile**. The **program profile** can be viewed from various areas in FedDebt.

The screenshot shows a web browser window displaying the FedDebt 'Agency program profile view' screen. The page title is 'FedDebt: Profiles' and it is part of the 'Department of the Treasury - Financial Management Service'. The browser address bar shows the URL: <https://feddebt-ppr.fms.treas.gov/FedDebtWeb/creditororg/viewprogramprofile.do?debtId=2012000802&forceInit=true>. The page content includes a navigation menu with 'HOME', 'HELP', 'LOGOFF', 'SEARCH', and 'REPORTS'. Below the navigation menu, the page displays the following information:

Agency: 01-FedDebt Training Agency	Effective date: 02/01/2012
Bureau: X201-General Training	End date: 12/31/9999
Office: FDR-FedDebt Training Facility	Agency location code: 88888888
Program: XZ1T-FedDebt Accounts Receivable	EIN: 999999999
TOP site ID: B5	Debt description: FedDebt Accounts Receivable

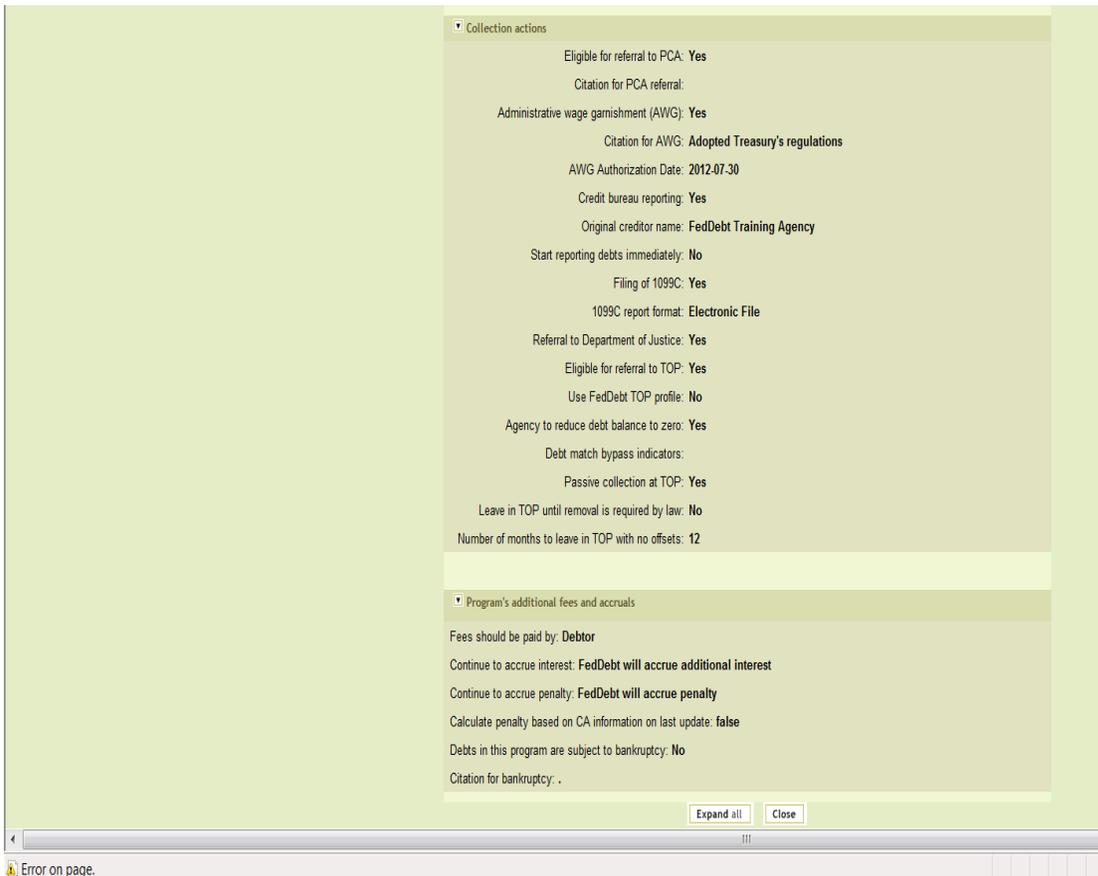
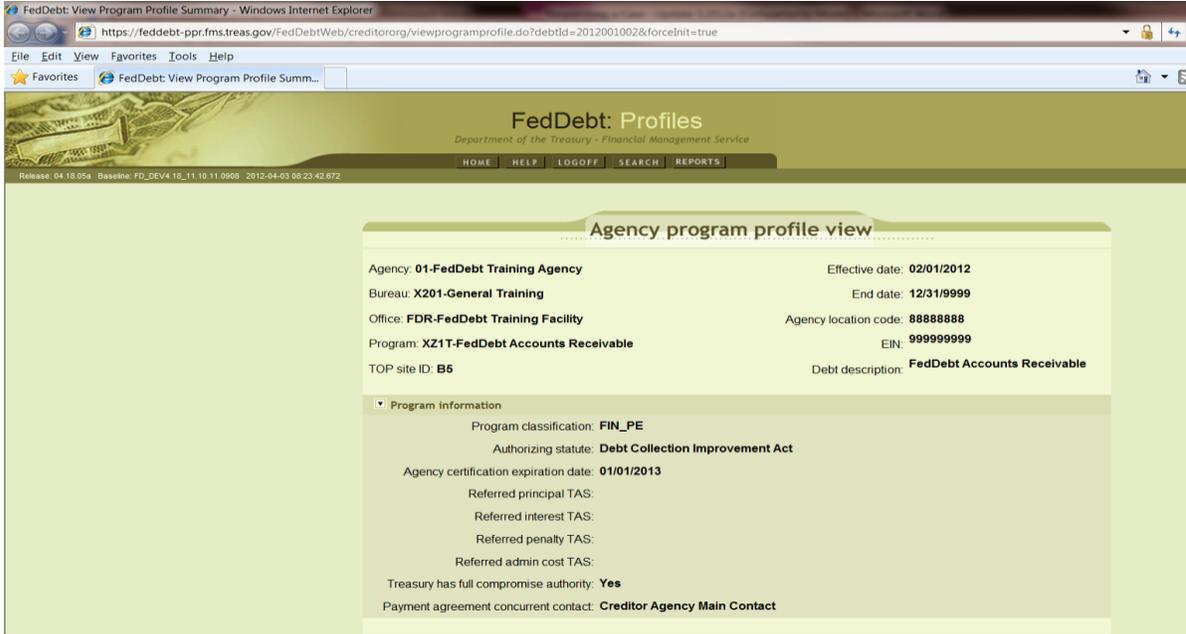
Below the table, there are three expandable sections:

- Program information
- Collection actions
- Program's additional fees and accruals

At the bottom of the page, there are two buttons: 'Expand all' and 'Close'. The browser status bar at the bottom shows 'Done' and 'Local intranet | Protected Mode: On'.

# FedDebt Online Functionality Researching a Case

14. Select **Expand all** on the **Agency program view** will yield the following screens. Select **Close** to return to the previous screen.



⚠ Error on page.

# FedDebt Online Functionality Researching a Case

## 15. Feddebt debtor ID screen

**Note:** Information pertaining to the debtor will be displayed.

FedDebt: Debtor Detail View - Windows Internet Explorer

File Edit View Favorites Tools Help

FedDebt: Quick search  
Department of the Treasury - Financial Management Service

HOME HELP LOGOFF SEARCH REPORTS

Release: 04.18.06a Baseline: FD\_DEV4:18\_11.10.11.0908 2012-05-30 15:21:32.33

### Debtor detail view

**Debtor information:** Rainey,Johnny

FedDebt debtor ID:	130681984	Agency code:	01
Agency debtor ID:	Rainey	Bureau code:	X201
TIN:		TIN type:	
Individual or business:	Individual	TIN valid:	false
Entry method:	On-Line	Gender:	M
Date of birth:		Date of death:	
Federal civilian employee:		Federal military employee:	

**Demand letter contact information**

Type	Title	Name	Address	Phone	Email
Self Individual			200 Stormy Road Climate, WY 52643 - US		
			600 Stormy Road Climate, WY 52643 - US		

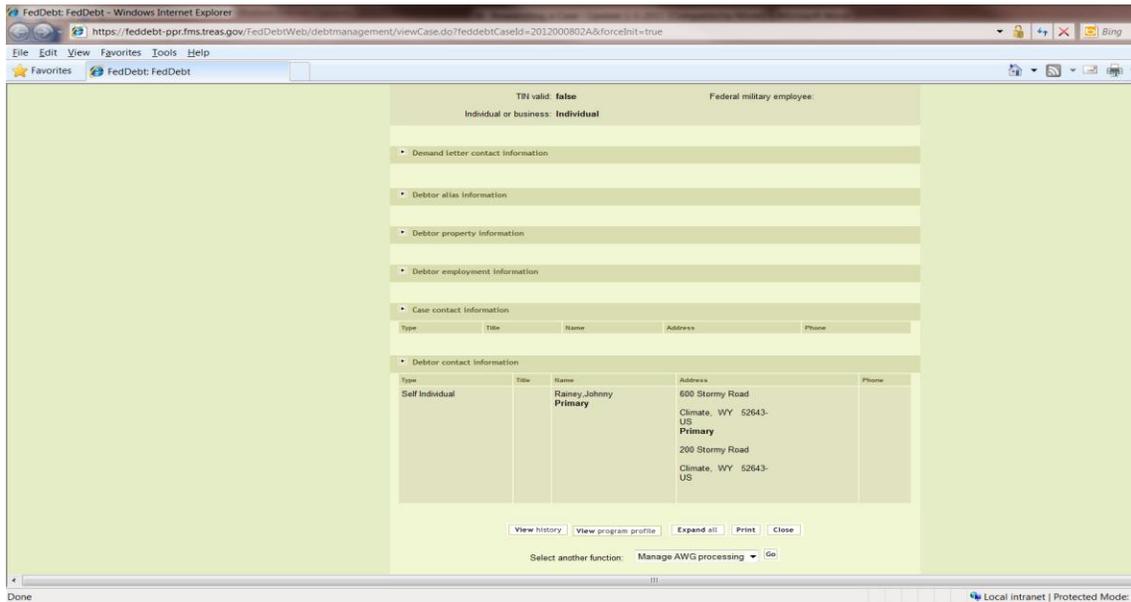
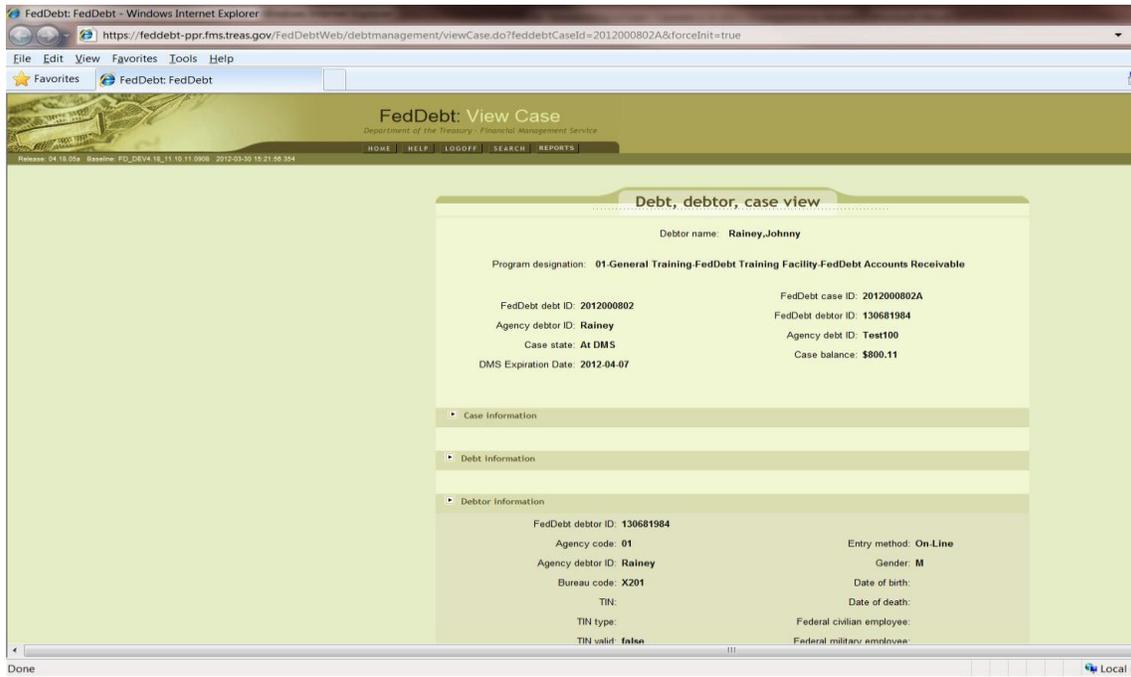
..... Debts associated with this debtor .....

FedDebt debt ID	Agency debt ID			
2012000802	Test100	<a href="#">Details</a>	<a href="#">View history</a>	<a href="#">View program profile</a>
		<a href="#">Exit</a>		

# FedDebt Online Functionality Researching a Case

## 16. FedDebt case ID screen

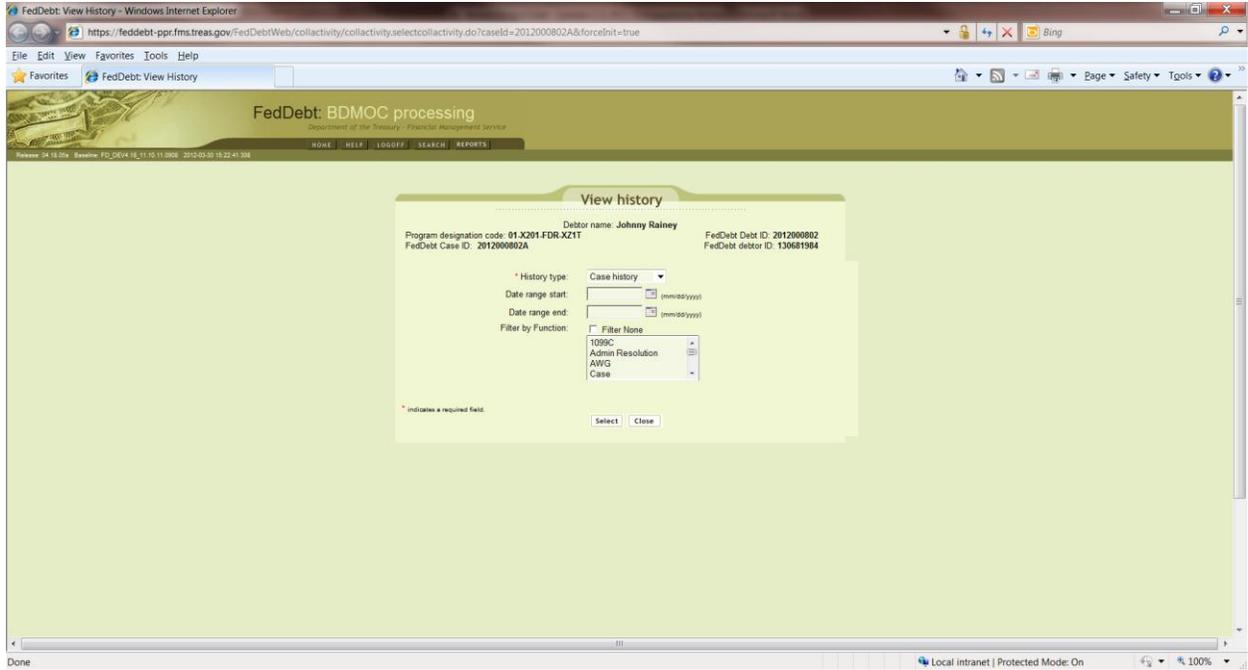
**Note:** This screen display information that was generated by FedDebt or provided by the agency.



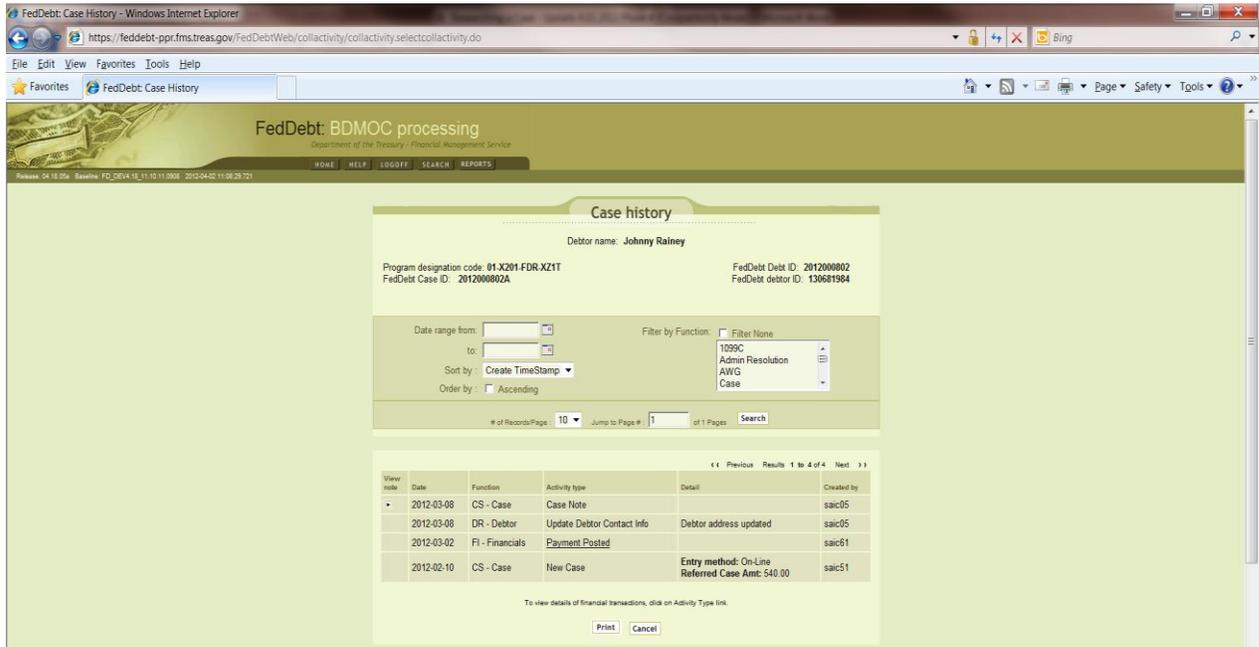
## 17. Scroll to the bottom of the page and click **View history**.

## FedDebt Online Functionality Researching a Case

18. **Case history** displays activities which may be viewed separately under the debt, debtor or financial history screens. If there are multiple debtors associated with a debt, each debtor will have his or her own case history.

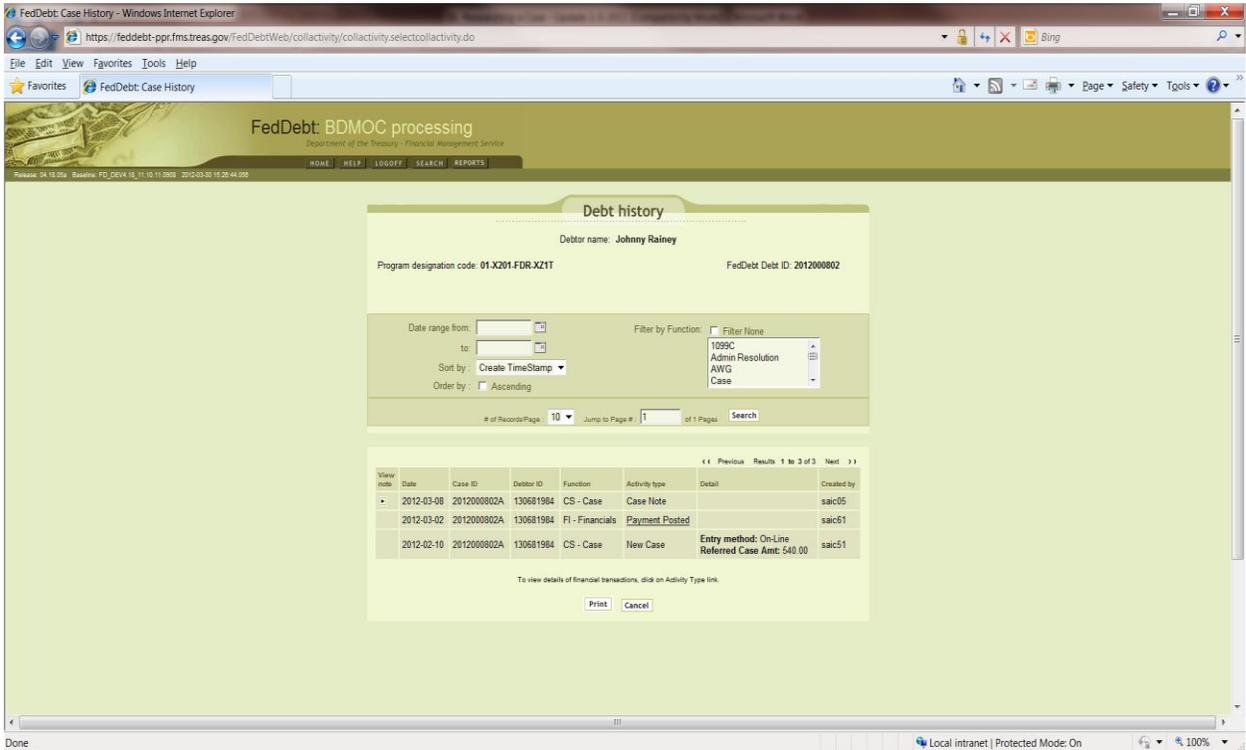


19. **Case history** will direct you to the history activities associated with a case on the case level. Select **Cancel** to return to the previous screen.

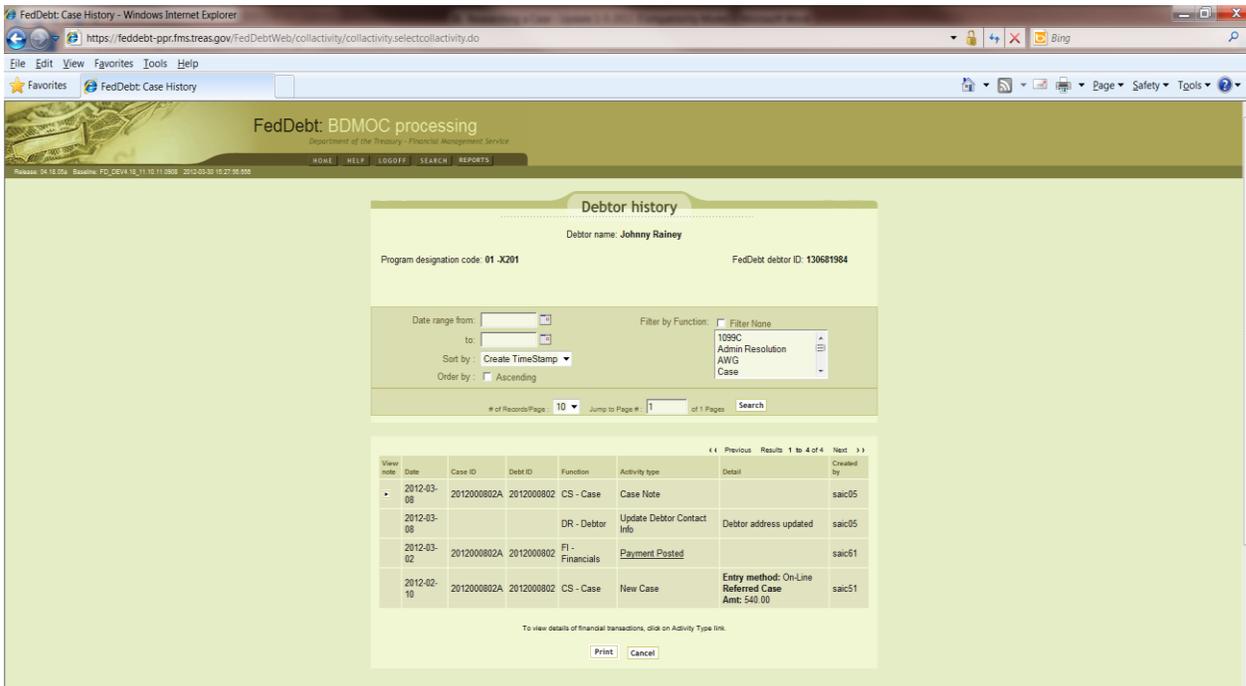


## FedDebt Online Functionality Researching a Case

20. **Debt history** will direct you the history activities associated with a case on the debt level. Select **Cancel** to return to the previous page.



21. Select the **Debtor history**, will display all activity associated with a particular debtor on an account. Select **Cancel** to return to previous screen.



## FedDebt Online Functionality Researching a Case

22. The **Case financial history** is accessed from the **View history** screen.  
**Note:** This history shows all financial (ex. payments, adjustments, reversals) transactions which occur on a case and are associated with a debtor.

Case financial history

Case ID:

Case ID: 2012000802A  
 ALC: 88888888  
 In PA: No  
 On Hold: No

Debt Location: DMS  
 Agency name: FedDebt Training Agency  
 Program name: FedDebt Accounts Receivable  
 TIN:  
 TIN valid: No  
 Debtor name: Rainey, Johnny

Balance summary    Transaction summary

Select	Trans date	Origin	Cat	Type	Amount	Actual fees	Interest	Penalty	Adjusted balance
<input type="checkbox"/>	02-10-2012	Agency	ITL	ITL	540.00	-	-	-	540.00
<input type="checkbox"/>	02-10-2012	SYSTEM	ADJ	IIPA	-	-	43.32	43.32	626.64
<input type="checkbox"/>	03-02-2012	SYSTEM	ADJ	IPA	-	-	1.73	1.73	630.10
<input type="checkbox"/>	03-02-2012	AGCY	PMT	MIAPT	25.00	5.77	-	-	610.87

## FedDebt Online Functionality Researching a Case

23. To view additional details pertaining to a specific transaction, select the radio button for that transaction. Scroll to the bottom of the page and select **Retrieve transaction details**.

FedDebt: Case Financial History - Balance Summary - Windows Internet Explorer

https://feddebt-ppr.fms.treas.gov/FedDebtWeb/collactivity/collactivity.selectcollactivity.do

File Edit View Favorites Tools Help

Favorites FedDebt: Case Financial History - Bala...

---

Case financial history

Case ID:

Debt Location: DMS  
 Agency name: FedDebt Training Agency  
 Program name: FedDebt Accounts Receivable  
 ALC: 88888888  
 In PA: No  
 On Hold: No

TIN:  
 TIN valid: No  
 Debtor name: Rainey,Johnny

Balance summary    Transaction summary

Select	Trans date	Origin	Cat	Type	Amount	Actual fees	Interest	Penalty	Adjusted balance
<input type="radio"/>	02-10-2012	Agency	ITL	ITL	540.00	-	-	-	540.00
<input type="radio"/>	02-10-2012	SYSTEM	ADJ	IIPA	-	-	43.32	43.32	626.64
<input type="radio"/>	03-02-2012	SYSTEM	ADJ	IPA	-	-	1.73	1.73	630.10
<input checked="" type="radio"/>	03-02-2012	AGCY	PMT	MIAPT	25.00	5.77	-	-	610.87

Total Overage Amount: \$0.00



# FedDebt Online Functionality Researching a Case

25. The **Case balance inquiry** screen can be accessed by selecting **Case balance** on the **Case financial history** screen.

The screenshot shows a web browser window with the following content:

**Case financial history**

Case ID:    
 Case ID: 2012000802A  
 ALC: 88888888  
 In PA: No  
 On Hold: No

Debt Location: DMS  
 Agency name: FedDebt Training Agency  
 Program name: FedDebt Accounts Receivable  
 TIN:  
 TIN valid: No  
 Debtor name: Rainey, Johnny

Balance summary										Transaction summary
Select	Trans date	Origin	Cat	Type	Amount	Actual fees	Interest	Penalty	Adjusted balance	
<input type="radio"/>	02-10-2012	Agency	ITL	ITL	540.00	-	-	-	540.00	
<input type="radio"/>	02-10-2012	SYSTEM	ADJ	IIPA	-	-	43.32	43.32	626.64	
<input type="radio"/>	03-02-2012	SYSTEM	ADJ	IPA	-	-	1.73	1.73	630.10	
<input type="radio"/>	03-02-2012	AGCY	PMT	MIAPT	25.00	5.77	-	-	610.87	

Total Overage Amount: **\$0.00**

# FedDebt Online Functionality Researching a Case

26. **Case balance inquiry** screen. Select **Exit** to return to the previous screen.

**Case balance inquiry**

Case ID:  As-of date:  (mm/dd/yyyy)

Case ID: 2012000802A  
Original liability: 100%  
Original location: BDMOC  
Debtor name: Johnny Rainey

As-of date: 04/02/2012  
Current liability: 100%  
Current location: BDMOC

<b>Referred balance components</b>		<b>Fees charged to debtor</b>	
Principal:	\$500.00	DMS fee:	\$5.77
Interest:	\$20.00	PCA fee:	\$0.00
Admin cost:	\$10.00	PCA bonus fee:	\$0.00
Penalty:	\$10.00	Total DOJ fees:	\$0.00
Referred balance:	\$540.00	DOJ fee:	\$0.00
		Court cost:	\$0.00
		Private counsel fee:	\$0.00
		TOP fee:	\$0.00
		Debtor fees balance:	\$5.77
<b>As-of date balance components</b>		<b>Total fees (actual plus potential)</b>	
Principal:	\$500.00	DMS fee:	\$190.56
Interest:	\$67.60	PCA fee:	\$0.00
Admin cost:	\$10.00	PCA bonus fee:	\$0.00
Penalty:	\$38.37	Total DOJ fees:	\$0.00
Adjusted balance:	\$615.97	DOJ fee:	\$0.00
		Court cost:	\$0.00
		Private counsel fee:	\$0.00
		TOP fee:	\$0.00
		Total fees balance:	\$190.56
<b>Remaining potential fees</b>		<b>Total overage:</b>	
DMS fee:	\$184.79		\$0.00
PCA fee:	\$0.00		
PCA bonus fee:	\$0.00		
DOJ fee:	\$0.00		
Potential fees balance:	\$184.79		
<b>As-of date balance</b>	<b>\$800.76</b>		

# FedDebt Online Functionality

## Processing a Recall Online

1. Access the Internet
2. Enter FedDebt Production URL: <https://feddebt.fms.treas.gov/FedDebtWeb>
3. On the FMS Enterprise Single Sign On Screen enter the following:
  - a. User ID
  - b. Password
4. Select “Login”

WARNING  
WARNING

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U. S. Department of the Treasury - Financial Management Service

**Note:** FedDebt Role dictates functionality capability. See FedDebt Role Information

5. You will be directed to the **Privacy Statement** page.

FedDebt: Privacy statement agreement  
Department of the Treasury - Financial Management Service  
Wed Dec 08 15:51:13 EST 2010

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ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

REMINDER: Pursuant to the Certification Agreement signed by each Creditor Agency, any person adding, changing or updating debt records via this system is certifying pursuant to 31 U.S.C. 3716, 31 U.S.C. 3720A, 5 U.S.C. 5514, and 28 U.S.C. 1746, that the information the person inputs about the debt and/or debtor is true and correct to the best of their knowledge.

agree disagree

6. Select “agree”

# FedDebt Online Functionality Processing a Recall Online

7. You will be directed to the **FedDebt: Main Menu** page.
8. Select **Recall search** under the **Collection Activities** heading.

## Main Menu for Creditor Agency Analyst Role



9. You will be directed to the **Recall Search** page.
10. Input **Search for** and select **Search by** criteria.



**Note:** FedDebt provides several **Search by** criteria. Only one can be chosen.

# FedDebt Online Functionality Processing a Recall Online

## 11. Select **Search**

The screenshot shows the 'Recall search' form in the FedDebt system. The search criteria are as follows:

- Search for: 2010001304A
- Search by: FedDebt case ID

Legend: \* indicates a required field.

Buttons: Search, Cancel

## 12. If searching by **Agency debt ID** or **Agency debtor ID**, the Agency and Bureau will automatically be generated.

The screenshot shows the 'Recall search' form in the FedDebt system. The search criteria are as follows:

- Search for: Test04
- Search by: Agency debt ID
- Agency: FedDebt Training Agency
- Bureau: General Training

Legend: \* indicates a required field. \*\* required if searching by agency debt ID or agency debtor ID.

Buttons: Search, Cancel

## FedDebt Online Functionality Processing a Recall Online

13. Select a **Reason for recall** from the drop-down box selection.

**Note:** The reasons displayed in the **Reason for recall** box are dependant on the recall search criteria selected in **step 10** above. Searching by **FedDebt case ID**, **FedDebt debt ID** or **Agency debt ID** will yield the recall reasons below.

FedDebt: Collection activities  
Department of the Treasury - Financial Management Service

Release: 04.13.01 Baseline: FDPFR2\_03.10.10.1246 2010-12-08 14:00:51 709384

HOME HELP LOGOFF SEARCH REPORTS

Recall case

FedDebt case ID: 2010001304A

\* Reason for recall: [dropdown menu]

Debtor name	Reason for recall	Agency debt ID
Little, Cissy	Debt referred in error Bankruptcy with automatic stay in effect Debt discharged in bankruptcy Debtor disabled with inability to pay Debtor deceased Debt forgiven by agency Debt collectible through internal agency offset Entity out of business Returned to agency roles	104

\* indicates a required field.

Recall Cancel

**Note:** Searching by **Debtor TIN** will yield the following recall reasons:

**Bankruptcy with automatic stay in effect**  
**Debt discharged in bankruptcy**  
**Debtor deceased**  
**Entity out of business**

**Note:** Searching by **FedDebt Debtor ID** and **Agency Debtor ID** will yield the following recall reasons:

**Debt referred in error**  
**Debt paid in full**  
**Bankruptcy with automatic stay in effect**  
**Debt discharged in bankruptcy**  
**Debtor disabled with inability to pay**  
**Debtor deceased**  
**Debt forgive by agency**  
**Debt collectible through internal agency offset**  
**Recalled for legal action other than collection**  
**Entity out of business**  
**Other**  
**Returned to agency roles**

# FedDebt Online Functionality Processing a Recall Online

14. If **death** or **bankruptcy** is reason for the recall, complete the additional fields depending on the reason.

The screenshot shows the 'FedDebt: Collection activities' web application. The page title is 'Supplemental recall information'. The recall reason is 'Debtor deceased' and the FedDebt case ID is '2010001304A'. The form includes fields for 'Bankruptcy date', 'Date deceased' (with '12/01/2010' entered), 'Date paid in full', 'Bankruptcy chapter', and 'File number'. There is a 'Case note' text area with a 'Spell check' button and 'Save' and 'Cancel' buttons. The browser status bar shows 'Done' and 'Internet'.

\* indicates a required field.

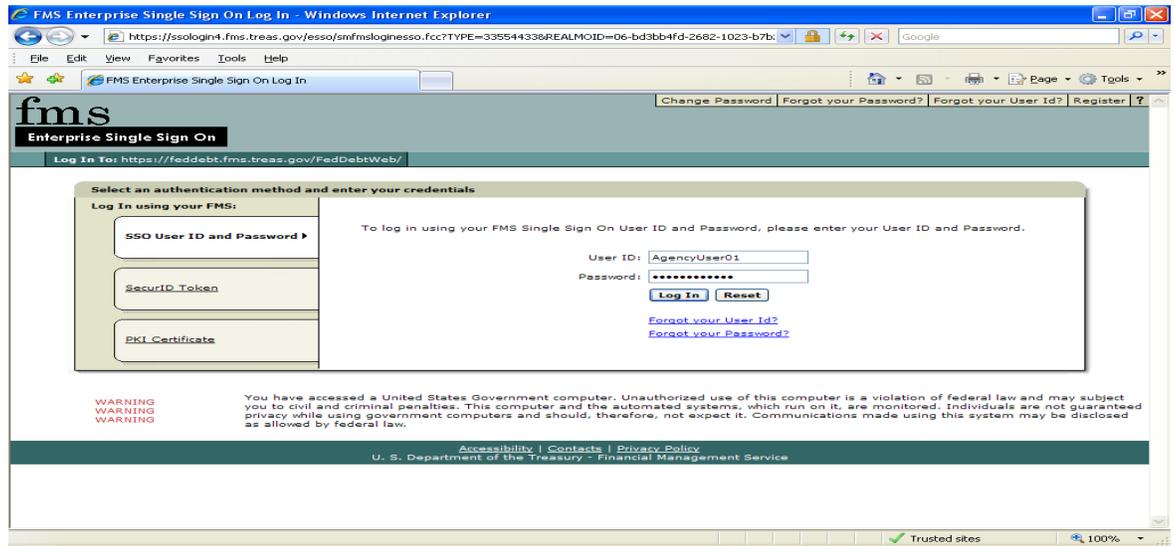
15. Select **“Recall”**
16. **Recall Request Confirmation** will be displayed.

The screenshot shows the 'FedDebt: Collection activities' web application displaying a 'Recall request confirmation' message. The message text reads: 'The recall request has been submitted. The Recall ID is: R2010000010.' There is an 'Exit' button below the message. The browser status bar shows 'Done' and 'Internet'.

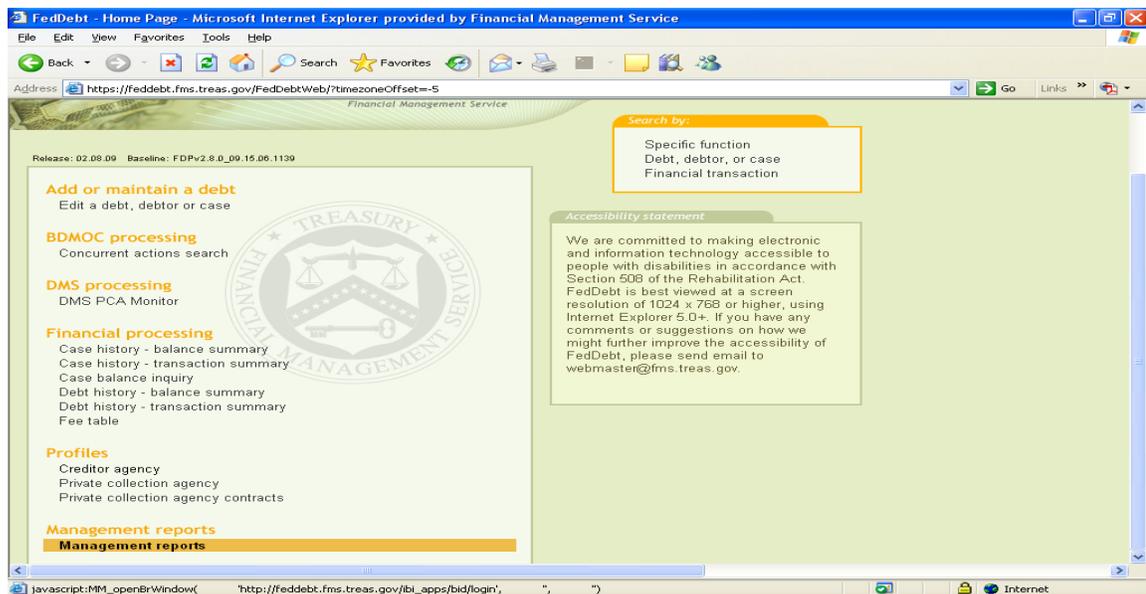
17. Select **Exit** to return to the FedDebt main menu page.

# FedDebt Online Functionality Retrieving Management Reports

1. Access the Internet
2. Enter FedDebt Production URL: <https://feddebt.fms.treas.gov/FedDebtWeb>
3. On the FMS Enterprise Single Sign On Screen enter the following:
  - a. User ID
  - b. Password

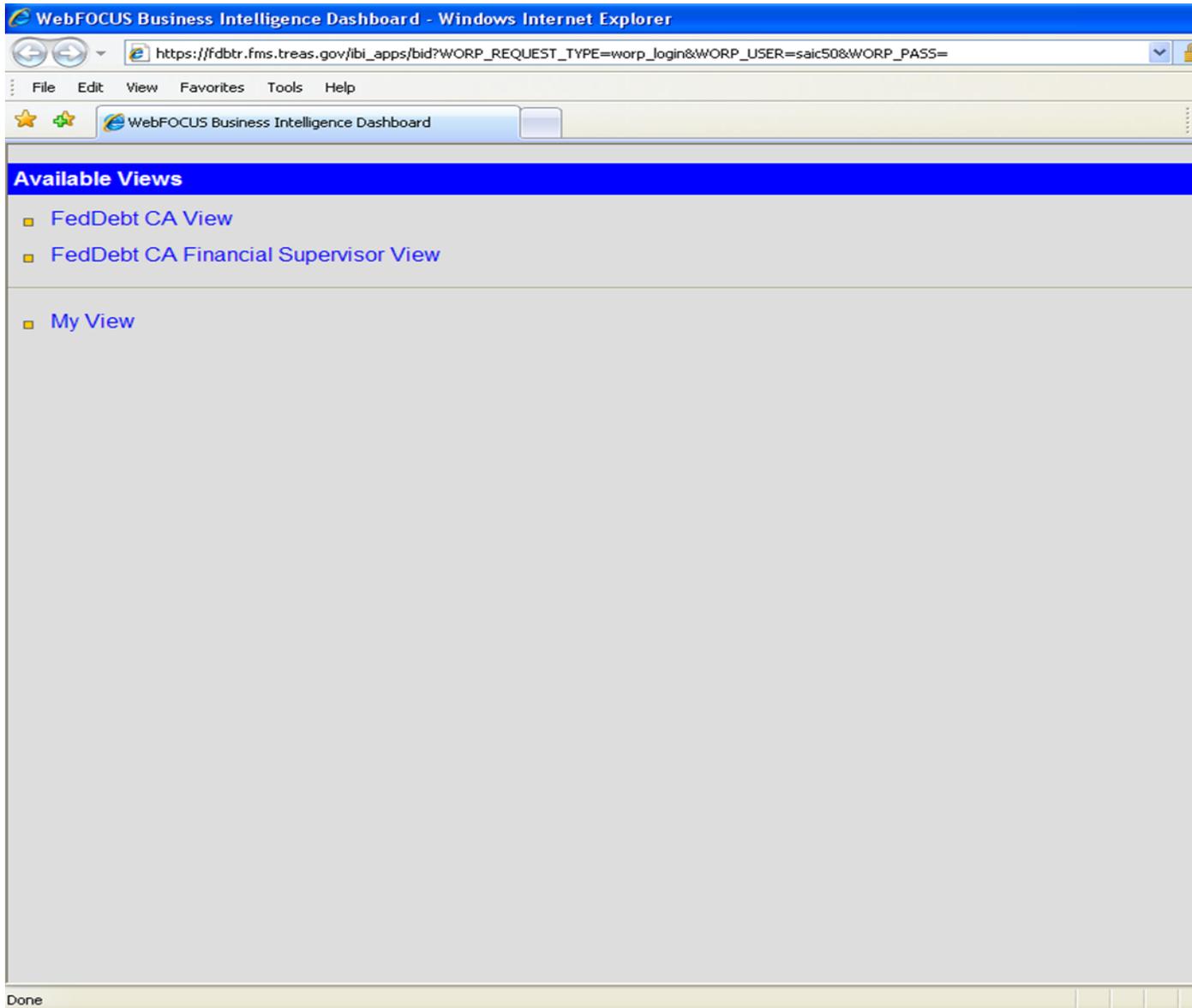


4. Select **Log In** and agree to the **Privacy Statement** page.
5. You will be directed to the **FedDebt: Main Menu** page.
6. Select **Management reports** under the **Management report** heading.



## FedDebt Online Functionality Retrieving Management Reports

7. You will be directed to the **WebFocus Business Intelligence Dashboard**.
8. Locate **Available Views** at the top of this screen.
9. Select your **View**  
**Note:** The following screens will be viewed from the **FedDebt CA Financial Supervisor View**. A user's view dictates which reports can be accessed.



FedDebt Online Functionality  
Retrieving Management Reports

**Retrieving the Reconciliation Report**

10. Select **ER1532 Agency Reconciliation Report** from the **Financials** tab.



## FedDebt Online Functionality Retrieving Management Reports

11. Choose the appropriate **Debt State** (All, Active, DMS, DOJ, PCA1, PCA2, Top or Passive at TOP) from the drop down menu.

**Note:** The **Agency, Bureau, Office,** and **Program** options, for which data will be received, will be pre-selected based on user authority.

12 Select the format in which the report should be generated.

13 Select **Run Now**.

**Agency Reconciliation Report ER1532**

Agencies:  
01 FedDebt Training Agency

Bureaus:  
X201 General Training

Offices:  
FDR FedDebt Training Facili

Programs:  
XZ1T FedDebt Accounts Rec

Debt State:  
ALL

Report format:  
 PDF  EXCEL  Text

Run Now Defer

**FEDDEBT**  
DEPARTMENT OF THE TREASURY, FINANCIAL MANAGEMENT SERVICE

TREASURY  
FINANCIAL MANAGEMENT SERVICE

Done

# FedDebt Online Functionality Retrieving Management Reports

## Agency Reconciliation Report:

Agency Reconciliation Report  
 Report Run Date: 05/14/2009  
 Agency: 01, Bureau: X201, Office: FDR, Program: XZ1T  
 Debt State: ALL

Ag.	Bur.	Off.	Prg.	FedDebt Debt ID	FedDebt Case ID	Agency Debt ID	TIN	L. Name/Bus.	F. Name	Balance	Principal	Interest	Penalty	Adm. Cost	Location	PCA	TOP
01	X201	FDR	XZ1T	2009000101	2009000101A	Foreign		Foreign	John	772.89	500.00	119.86	128.03	25.00	CA	.	N
01	X201	FDR	XZ1T	2009000301	2009000301A	Training 10		Debtor	Edward	1,124.93	920.00	91.15	88.78	25.00	CA	.	N
01	X201	FDR	XZ1T	2009000401	2009000401A	GEAUXSAINTS001		Smith	Joe	977.89	750.00	90.86	112.03	25.00	CA	.	N
01	X201	FDR	XZ1T	2009000501	2009000501A	123TEST		Smith	John	5,378.08	5,000.00	131.23	146.85	100.00	CA	.	N
01	X201	FDR	XZ1T	2009000801	2009000801A	thurs25		Ajax Corporation	.	51,558.87	50,000.00	1,012.33	246.54	300.00	CA	.	N
01	X201	FDR	XZ1T	2009001203	2009001203A	XYZ001			Jimmy	650.00	500.00	25.00	75.00	50.00	CA	.	N
*TOTAL AT CA										60,462.66	57,670.00	1,470.43	797.23	525.00			
*TOTAL COMB 01X201FDRXZ1T										60,462.66	57,670.00	1,470.43	797.23	525.00			
TOTAL DEBT COUNT FOR AT CA: 6																	
TOTAL DEBT COUNT FOR 01X201FDRXZ1T: 6																	

FedDebt Online Functionality  
Retrieving Management Reports

## Retrieving AdHoc Financial Activity Detail Report

14. Select **CAL00101 AdHoc Financial Activity Detail Report** from the **Financials** tab.

The screenshot displays the FedDebt CA Financial Supervisor view. At the top right, there are links for "Logoff", "Tree", and "Tools". The header includes the "FEDDEBT DEPARTMENT OF THE TREASURY FINANCIAL MANAGEMENT SERVICE" logo on the left and the "FedDebt Reports" logo on the right. Below the header, a navigation bar contains several tabs: "Financials" (highlighted in red), "Debt, Debtor, Case Processing", "PA & Debt Res", "Agency & Profile", "Reports", "History & Logs", and "Lib". A blue bar below the navigation bar also displays "Financials". The main content area lists several reports under the "Financials" folder icon:

- C40701 CA Unprocessable Report
- CAL00101 AdHoc Financial Activity Detail Report**
- CAL00102 AdHoc Financial Activity Summary Report
- ER1532 Agency Reconciliation Report
- K00901 Agency Payment Report
- K00902 Apportionment Report
- K05001 System Compromise Report
- T2062a Cash Trans Report

At the bottom left of the interface, the word "Done" is visible.

## FedDebt Online Functionality Retrieving Management Reports

15. Enter the **IPAC Reference #** and date range for which the data should be retrieved.  
**Note:** The **Agency, Bureau, Office,** and **Program** options, for which data will be received, will be pre-selected based on user authority.

FedDebt eReports - Windows Internet Explorer provided by Financial Management Service

https://fdbtr.fms.treas.gov/ibi\_apps/Controller?WORP\_REQUEST\_TYPE=WORP\_LAUNCH\_CGI&IBIMR\_action=MR\_RU

File Edit View Favorites Tools Help

FedDebt - Home Page WebFOCUS Business Intellig... FedDebt eReports

**CAL00101 REQUEST  
ADHOC FINANCIAL  
ACTIVITY REPORT** v7.16.0

Creditor Agency:

Bureau code:

Office code:

Program code:

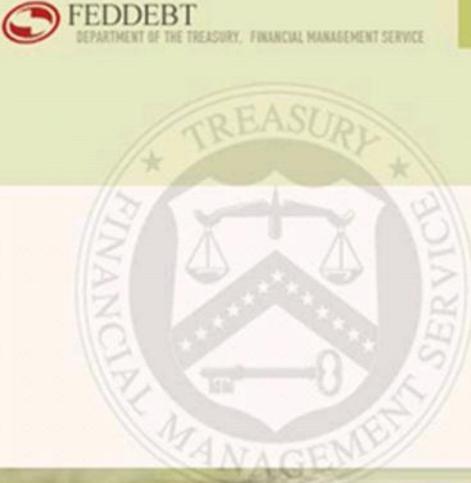
From Posting Dt (mm/dd/yyyy):

To Posting Dt (mm/dd/yyyy):

IPAC Reference# (= <15char):

ALC (= <8char):

Cash/Non-Cash/Category:



# FedDebt Online Functionality Retrieving Management Reports

## IPAC Detail Report (pulled using IPAC reference #)

IPAC Example.pdf - Adobe Acrobat Pro

**FedDebt Reports**  
v7.20.0

SENSITIVE BUT UNCLASSIFIED

**Ad-Hoc Financial Activity SUMMARY of Details**

**L00101\_S**

**Selections:**    Posting dates: 03/01/2009 to: 03/31/2009    Cash/Non/Category: ALL

Agency Code: 01  
 Bureau Code: X201    Office Code: FDR    Program Code: XZIT  
 ALC: ALL    IPAC Reference# (\*\*): 91250000

---

Agency: 01 FedDebt Training Agency  
 # Detail Transactions: 2

---

	Applied:	Applied:	Charged to Debtor:		
Principal:	-\$45.70	DMS Fee:	\$0.00	\$0.00	
Interest:	-\$1.41	PCA Fee:	\$0.00	\$0.00	
Penalty:	-\$1.70	PCA Bns:	\$0.00	\$0.00	Trans Amount: \$127.61
Admin Costs:	-\$40.00	TOP Fee:	\$34.00	\$34.00	Net Transfer: \$90.61
Overage:	\$0.00	DOJ Fee:	\$0.00	\$0.00	

Report Date: 03/31/2009 12:50:22    Page 1

SENSITIVE BUT UNCLASSIFIED

\*\* When an IPAC value is selected, matching data for all dates is retrieved, overriding user date selections.

# FedDebt Online Functionality Retrieving Management Reports

IPAC Example.pdf - Adobe Acrobat Pro

**FedDebt Reports**  
v7.20.0

SENSITIVE BUT UNCLASSIFIED

**Ad-Hoc Financial Activity Detail Report**

**L00101**

Posting dates: 03/01/2009 to: 03/31/2009      Cash/Non/Category: ALL  
 Agency: FedDebt Training Agency      Selected Agency: ALL  
 Agency Code: 01      Bureau Code: X201      Office Code: FDR  
 ALC: 00000000

---

IPAC Reference #: 91250000  
 Agency Case ID: Test001  
 Agency Debtor ID: Tester001  
 Feddebt Debt ID: -----  
 Debtor Name: Baby Doe

Feddebt Case ID: -----A  
 TIN: \*\*\*\*43254

	Applied:		Applied:	Charged: Y
Principal:	-\$23.75	DMS Fee:	\$0.00	\$0.00
Interest:	-\$0.74	PCA Fee:	\$0.00	\$0.00
Penalty:	-\$0.89	PCA Bus:	\$0.00	\$0.00
Admin Costs:	-\$20.00	TOP Fee:	\$17.00	\$17.00
Overage:	\$0.00	DOJ Fee:	\$0.00	\$0.00

*Program Code: XZIT*  
 Principal TFS: .  
 Interest TFS: .  
 Penalty TFS: .  
 Admin Cost TFS: .  
 Trans Category: PMT  
 Trans Type: ITO  
 Origin: TOP  
 Trans Date: 03/06/2009  
 Posting Date: 03/06/2009  
 Trans Amount: \$62.38  
 Net Transfer: \$45.38  
 IPAC Date: 03/13/2009

---

IPAC Reference #: 91250000  
 Agency Case ID: Test002  
 Agency Debtor ID: Tester 002  
 Feddebt Debt ID: -----  
 Debtor Name: Big Debtor

Feddebt Case ID: -----A  
 TIN: \*\*\*\*65615

	Applied:		Applied:	Charged: Y
Principal:	-\$23.75	DMS Fee:	\$0.00	\$0.00
Interest:	-\$0.67	PCA Fee:	\$0.00	\$0.00
Penalty:	-\$0.81	PCA Bus:	\$0.00	\$0.00
Admin Costs:	-\$20.00	TOP Fee:	\$17.00	\$17.00
Overage:	\$0.00	DOJ Fee:	\$0.00	\$0.00

*Program Code: XZIT*  
 Principal TFS: .  
 Interest TFS: .  
 Penalty TFS: .  
 Admin Cost TFS: .  
 Trans Category: PMT  
 Trans Type: ITO  
 Origin: TOP  
 Trans Date: 03/06/2009  
 Posting Date: 03/06/2009  
 Trans Amount: \$62.23  
 Net Transfer: \$45.23  
 IPAC Date: 03/13/2009

Report Date: 03/31/2009 12:50:22

SENSITIVE BUT UNCLASSIFIED

Page 2

## FedDebt Online Functionality Retrieving Management Reports

16. If no **IPAC** number is available, details can be pulled by **Agency ALC**. Enter date range for which the data should be retrieved, leave **ALL** for the **IPAC Reference #**, enter **Agency ALC**.  
**Note:** The **Agency, Bureau, Office, and Program** options, for which data will be received, will be pre-selected based on user authority.
17. Under the heading **Cash/Non-Cash Category**, select **Cash**.
18. Click the **Run Now** button.

FedDebt eReports - Windows Internet Explorer  
https://feddebt-ppr.fms.treas.gov/ibi\_apps/Controller?WORP\_REQUEST\_TYPE=WORP\_LAUNCH\_CGI&IBIMR\_action=MR\_RUN\_FEX&IBIMR\_d...

File Edit View Favorites Tools Help

**CAL00101 REQUEST  
ADHOC FINANCIAL  
ACTIVITY REPORT** v7.16.0

Creditor Agency:  
ALL  
01 FedDebt Training Agenc

Bureau code:  
ALL  
X201 General Training

Office code:  
ALL  
FDR FedDebt Training Fac

Program code:  
ALL  
XZ1T FedDebt Accounts R

From Posting Dt (mm/dd/yyyy):  
03/01/2009

To Posting Dt (mm/dd/yyyy):  
03/31/2009

IPAC Reference# (=<15char):  
ALL

ALC (=<8char): 12345678

Cash/Non-Cash/Category:  
Cash

Run Now Defer

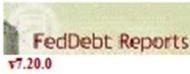
**FEDDEBT**  
DEPARTMENT OF THE TREASURY, FINANCIAL MANAGEMENT SERVICE

TREASURY  
FINANCIAL MANAGEMENT SERVICE

# FedDebt Online Functionality Retrieving Management Reports

## IPAC Detail Report (pulled using ALC)

IPAC Example 2.pdf - Adobe Acrobat Pro



SENSITIVE BUT UNCLASSIFIED  
**Ad-Hoc Financial Activity SUMMARY of Details**

**L00101\_S**

**Selections:**      **Posting dates:** 03/01/2009 to: 03/31/2009      **Cash/Non/Category:** ALL

**Agency Code:** 01      **Office Code:** FDR      **Program Code:** XZIT  
**Bureau Code:** X201      **IPAC Reference# (\*\*):** ALL  
**ALC:** 12345678

---

**Agency:** 01 FedDebt Training Agency  
**# Detail Transactions:** 2

---

	Applied:		Applied:	Charged to Debtor:		
<b>Principal:</b>	-\$45.70	<b>DMS Fee:</b>	\$ 0.00	\$ 0.00		
<b>Interest:</b>	-\$1.41	<b>PCA Fee:</b>	\$ 0.00	\$ 0.00		
<b>Penalty:</b>	-\$1.70	<b>PCA Bns:</b>	\$ 0.00	\$ 0.00		
<b>Admin Costs:</b>	-\$40.00	<b>TOP Fee:</b>	\$34.00	\$34.00	<b>Trans Amount:</b>	\$127.61
<b>Overage:</b>	\$ 0.00	<b>DOJ Fee:</b>	\$ 0.00	\$ 0.00	<b>Net Transfer:</b>	\$90.61

Report Date: 03/31/2009 12:50:22  
\*\* When an IPAC value is selected, matching data for all dates is retrieved, overriding user date selections.

SENSITIVE BUT UNCLASSIFIED

Page 1

# FedDebt Online Functionality Retrieving Management Reports

<b>FedDebt Reports</b> v7.20.0		SENSITIVE BUT UNCLASSIFIED			L00101	
<b>Ad-Hoc Financial Activity Detail Report</b>						
Posting dates: 03/01/2009 to: 03/31/2009		Cash/Non/Category: ALL				
Agency: FedDebt Training Agency		Selected Agency: ALL				
Agency Code: 01	Bureau Code: X201	Office Code: FDR				
ALC: 12345678						
IPAC Reference #: 912500000					Program Code: AZIT	
Agency Case ID: Test001					Principal TFS: .	
Agency Debtor ID: Tester001					Interest TFS: .	
Feddebt Debt ID: -----		Feddebt Case ID: -----A			Penalty TFS: .	
Debtor Name: Baby Doe		TIN: ****43254			Admin Cost TFS: .	
					Trans Category: PMT	
					Trans Type: ITO	
					Origin: TOP	
					Trans Date: 03/06/2009	
					Posting Date: 03/06/2009	
					Trans Amount: 562.38	
					Net Transfer: 545.38	
					IPAC Date: 03/13/2009	
					Program Code: AZIT	
					Principal TFS: .	
					Interest TFS: .	
					Penalty TFS: .	
					Admin Cost TFS: .	
					Trans Category: PMT	
					Trans Type: ITO	
					Origin: TOP	
					Trans Date: 03/06/2009	
					Posting Date: 03/06/2009	
					Trans Amount: 562.38	
					Net Transfer: 545.23	
					IPAC Date: 03/13/2009	

		SENSITIVE BUT UNCLASSIFIED			Page	
Report Date: 03/31/2009 12:50:22						

FedDebt Online Functionality  
Retrieving Management Reports

## Retrieving the New Case Entry Report

19. Select **B00301 New Case Entry** from the **Debt, Debtor, Case Processing** tab.



## FedDebt Online Functionality Retrieving Management Reports

20. Enter the appropriate date range for the report using the **MM/DD/YYYY** format.  
**Note:** The **Agency, Bureau, Office,** and **Program** options, for which data will be received, will be pre-selected based on user authority.
21. Select the format in which the report should be generated.
22. Select **Run**.

FedDebt eReports - Windows Internet Explorer

https://fdbtr.fms.treas.gov/lbi\_apps/Controller?WORP\_REQUEST\_TYPE=WORP\_LAUNCH\_CGI&IBIMR\_action=MR\_RUN\_FEX&IBIMR\_domain=fdc

File Edit View Favorites Tools Help

FedDebt eReports

CAB00301 Request New v7.15.0  
Case Entry

Enter From Date: 01/01/2009

Enter to date: 03/13/2009

Agency:  
none  
01 FedDebt Training Agen

Bureau:  
none  
X201 General Training

Office:  
none  
FDR FedDebt Training Fac

Program:  
ALL  
XZ1T FedDebt Accounts R

Userid: ALL

Print:  
 Debtor Name  Debtor IDs

Select report output type:  
 PDF  EXCEL  Text

Run

FEDDEBT  
DEPARTMENT OF THE TREASURY, FINANCIAL MANAGEMENT SERVICE

TREASURY  
FINANCIAL MANAGEMENT SERVICE

# FedDebt Online Functionality Retrieving Management Reports

New Case Entry report:

**FedDebt Reports**  
v7.15.8

**B00301**

**NEW CASE ENTRY REPORT**  
**DATE RANGE: 01/01/2009 TO: 03/13/2009**

**AGENCY: - FedDebt Training Agency**  
**BUREAU: - General Training**  
**REFERRING OFFICE: - FedDebt Training Facility**

Agency File ID	FedDebt Debt ID	FedDebt Case ID	DEBTOR NAME	Tin	Referred Balance	Entry	Entry Date
123TEST	2009-000501	2009000501A	John, Smith	--	\$ 5,300.00	Manual	02/27/2009
Danielle	2009-000502	2009000502A	John, Smith	--	107,000.00	Manual	02/27/2009
Example01	2009-000001	2009000001A	Bobbie, Debtor	--	650.00	Manual	01/15/2009
Example01	2009-000001	2009000001B	John, Debtor	--	650.00	Manual	01/15/2009
Example03	2009-000002	2009000002A	Music Mega Store and More	--	5,200.00	Manual	01/15/2009
Example04	2009-000003	2009000003A	Chris, Creos	--	1,070.00	Manual	01/15/2009
Example05	2009-000201	2009000201A	Ima, Example	--	9,175.00	Manual	02/05/2009
Foreman	2009-000101	2009000101A	John, Foreman	--	725.00	Manual	01/23/2009
GEAUXSAINTS001	2009-000401	2009000401A	Joe, Search	--	800.00	Manual	02/26/2009
Training 10	2009-000301	2009000301A	Edward, Debtor	--	1,225.00	Manual	02/11/2009

Total number of Debts for XZ1T FedDebt Accounts Receivable : 9      Amount : 131,145.00

Total number of Debts for above pgms in FDR FedDebt Training Facility : 9      Amount : 131,145.00

# FedDebt Online Functionality Retrieving Management Reports

## Retrieving the Creditor Agency RTA Summary

23. Select **P00101 Creditor Agency RTA Summary** from the **PA & Debt Resolution** tab.

The screenshot shows a web browser window titled "WebFOCUS Business Intelligence Dashboard - Windows Internet Explorer". The address bar contains the URL: [https://feddebt-ppr.fms.treas.gov/ibi\\_apps/Controller?WORP\\_REQUEST\\_TYPE=WORP\\_INIT\\_VIEW&WORP\\_MPV=ap\\_gbv](https://feddebt-ppr.fms.treas.gov/ibi_apps/Controller?WORP_REQUEST_TYPE=WORP_INIT_VIEW&WORP_MPV=ap_gbv). The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". A "Favorites" bar is visible below the menu bar.

The main content area features the "FEDDEBT DEPARTMENT OF THE TREASURY FINANCIAL MANAGEMENT SERVICE" logo on the left. The background image shows the U.S. Capitol building and a stack of money. The text "FedDebt Reports" is displayed in red on the right. Below the header, a navigation bar contains several tabs: "Financials", "Debt, Debtor, Case Processing", "PA & Debt Res" (which is highlighted in red), "Agency & Profile", "Reports", "History & Logs", and "Library".

Under the "PA & Debt Resolution" tab, a blue header reads "PA & Debt Resolution". Below this, a list of reports is displayed, each with a small icon to its left:

- N00701 PA Resolution Report
- N00802 CA Concurrences Report
- P00101 Creditor Agency RTA Report
- P00101 Creditor Agency RTA Summary
- P01003 Recall Status for CA Report
- P01801 Granted Admin Resolutions
- P06022 Creditor Agency POD Report
- T1879A RTA Debts Statistics Report
- T1990a Active Debts in PA Report
- T1994A Entered Disputes Report

Done

## FedDebt Online Functionality Retrieving Management Reports

24. Enter the date range in **MM/DD/YYYY** format.  
**Note:** The **Agency, Bureau, Office,** and **Program** options, for which data will be received, will be pre-selected based on user authority.
25. Choose the appropriate **Debt Return Reason (Uncollectable, debtor deceased, bankruptcy, entity out of business, paid in full, recall, etc.)** from the drop down menu.
26. Select the format in which the report should be generated.
27. Click Run.

**FedDebt eReports - Windows Internet Explorer provided by Financial Management Service**

https://fdbtr.fms.treas.gov/jibi\_apps/Controller?WORP\_REQUEST\_TYPE=WORP\_LAUNCH\_CGI&IBIMF

File Edit View Favorites Tools Help

FedDebt - Home Page WebFOCUS Business Intellig... FedDebt eReports

### Creditor Agency RTA Summary

CXP001.01 v7.19.0

01 FedDebt Training Agency Agency

X201 General Training Bureau

FDR FedDebt Training Facility Office

XZ1T FedDebt Accounts Receivable Program

01/01/2011 Return Date On or After

09/30/2011 Return Date On or Before

Debt Return Reason:

ALL

Single debt or case overrides agency, bureau, et

FedDebt Debt ID

Agency Debt ID

FedDebt Case ID

Select report output type:

PDF  EXCEL  Text

Run

Done

# FedDebt Online Functionality Retrieving Management Reports

## Creditor Agency RTA Summary:



SENSITIVE BUT UNCLASSIFIED

Creditor Agency RTA Summary Report

P001.01

Dated: 11/04/11 12.08.43

For Agency Code 01  
For Office Code FDR  
For cases closed after 01/01/2011  
For Return Reason: All

For Bureau Code X201  
For Program Code XZ1T  
For cases returned before 09/30/2011

Agency Debt ID	Agency Debtor ID	TIN	Debtor Name	Balance	Return Reason	Return Date	Compromised	Forgiven amount
123098	567890		ABC Fabric Inc.	\$12,785	Entity Out of Business	2011/06/27	No	\$0.00
9999999	9999999		Joe Smith, MD	\$1,003	In Bankruptcy	2011/03/07	No	\$0.00
ABCDEF	JunABC		Tomorrow Jennifer	\$8,543	In Bankruptcy	2011/06/24	No	\$0.00
DEBTID01	DEBTORA		SMITH JAMES	\$1,285	Recall Approved	2011/08/10	No	\$0.00
Debt # 3	Debtor # 3		Jetson George	\$41,200	Recall Approved	2011/03/28	No	\$0.00
Debt Number One	abc123		Debtor Fred	\$1,316	Recall Approved	2011/03/22	No	\$0.00
TSTDDEBT1	TSTDDBTR1		DOE JAMES	\$676	Recall Approved	2011/04/06	No	\$0.00
Test101	BetSmi		Smith Betty	\$355	Recall Approved	2011/04/28	No	\$0.00
Test102	Wings		Wings-2-Go	\$6,381	Recall Approved	2011/04/26	No	\$0.00
Test104	DanBoi		Boister Danny	\$667	Recall Approved	2011/04/12	No	\$0.00
Test105	BobBro		Brown Bobby	\$970	Recall Approved	2011/03/30	No	\$0.00
Test107	Browning		Browning Charlie	\$6,453	Recall Approved	2011/03/30	No	\$0.00
Test108	GreThu		Thumb Greenie	\$486	Recall Approved	2011/03/29	No	\$0.00
Test109	Flowers		Flowers Lilly	\$324	Recall Approved	2011/03/28	No	\$0.00
Test110	Little		Little David	\$704	Recall Approved	2011/03/28	No	\$0.00
Test111	LitJoh		Little John	\$5,932	Recall Approved	2011/03/03	No	\$0.00
abc123	BCN01		Dog Brown	\$634	In Bankruptcy	2011/06/27	No	\$0.00
te01	Gin245		Jones George	\$758	Dead	2011/06/27	No	\$0.00
<b>TOTAL</b>				<b>\$90,470</b>				<b>\$0.00</b>

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Page 1 of 1

Zero balances appear blank

For Joint debts, entire balance shows for first debtor, and no balance shows for second

# FedDebt Online Functionality Retrieving Management Reports

## Retrieving the Creditor Agency POD Report

28. Select **P06022 Creditor Agency POD Report** from the **PA & Debt Res** tab.

The screenshot shows a web browser window titled "WebFOCUS Business Intelligence Dashboard - Windows Internet Explorer". The address bar contains the URL: [https://feddebt-ppr.fms.treas.gov/ibi\\_apps/Controller?WORP\\_REQUEST\\_TYPE=WORP\\_INIT\\_VIEW&WORP\\_MPV=ap\\_gbv](https://feddebt-ppr.fms.treas.gov/ibi_apps/Controller?WORP_REQUEST_TYPE=WORP_INIT_VIEW&WORP_MPV=ap_gbv). The browser menu includes File, Edit, View, Favorites, Tools, and Help. A Favorites bar shows "WebFOCUS Business Intelligence Das...".

The main content area features the "FEDDEBT DEPARTMENT OF THE TREASURY FINANCIAL MANAGEMENT SERVICE" logo on the left and a banner with "FedDebt Reports" and "Welcome to Feddebt CA Financial Sup" on the right. Below the banner is a navigation menu with tabs: Financials, Debt, Debtor, Case Processing, PA & Debt Res (selected), Agency & Profile, Reports, History & Logs, and Library.

The "PA & Debt Resolution" section is active, displaying a list of reports:

- PA & Debt Resolution
- N00701 PA Resolution Report
- N00802 CA Concurrences Report
- P00101 Creditor Agency RTA Report
- P00101 Creditor Agency RTA Summary
- P01003 Recall Status for CA Report
- P01801 Granted Admin Resolutions
- P06022 Creditor Agency POD Report
- T1879A RTA Debts Statistics Report
- T1990a Active Debts in PA Report
- T1994A Entered Disputes Report

Done

## FedDebt Online Functionality Retrieving Management Reports

29. The **Agency**, **Bureau**, **Office**, and **Program** options, for which data will be received, will be pre-selected based on user authority.
30. Select the format in which the report should be generated.
31. Select **Run**.

FedDebt eReports - Windows Internet Explorer

https://feddebt-ppr.fms.treas.gov/ibi\_apps/Controller?WORP\_REQUEST\_TYPE=WORP\_LAUNCH\_CGI&IBIMR\_action=MR\_RUN\_FEX&IBIMR\_dor...

File Edit View Favorites Tools Help

### CAP06022 Creditor Agency Proof of Debt Request Report

Agency:  
01 FedDebt Training Agency

Bureau:  
X201 General Training

Office:  
FDR FedDebt Training Facility

Program:  
XZ1T FedDebt Accounts Receivable

Sort by:  
# of Days Since Request (Hi to Lo)  
# of Days Since Request (Lo to Hi)  
Referred Principal Balance (Hi to Lo)

Report format:  
 Excel  PDF

Run

DEPARTMENT OF THE TREASURY, FINANCIAL MANAGEMENT SERVICE

TREASURY  
FINANCIAL MANAGEMENT SERVICE

Done

## FedDebt Online Functionality Retrieving Management Reports

### Creditor Agency POD Report:

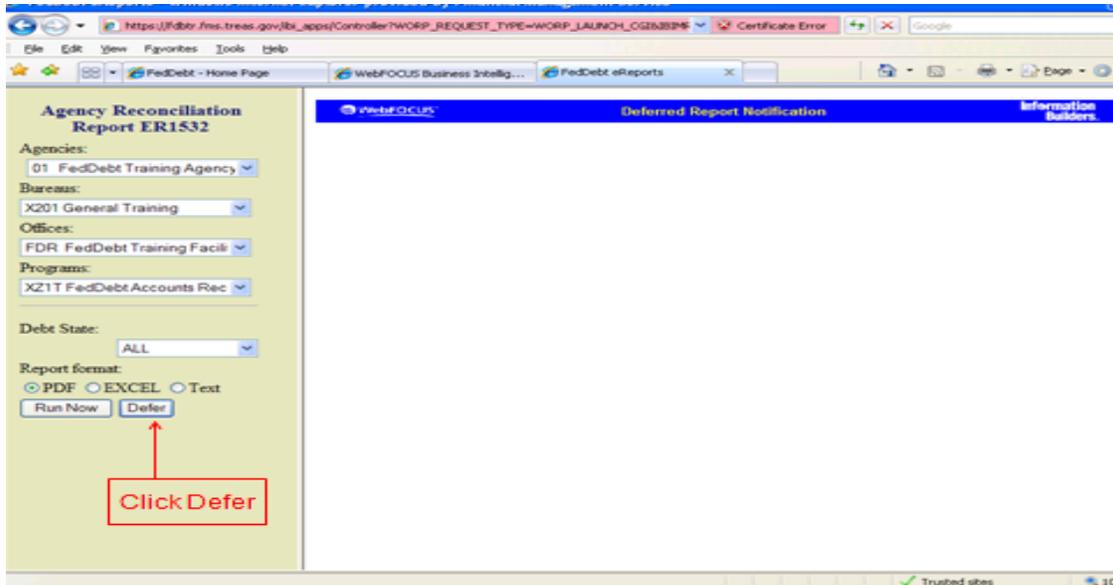
	A	B	C	D	E	F	G	H	I	J	K	L	M
2	v7.25.6a												FCP06022
3	<b>Creditor Agency Proof of Debt Request</b>												
4	Agency: FedDebt Training Agency							Bureau: General Training					
5	Office: FedDebt Training Facility							Program: FedDebt Accounts Rec					
6	Sorted By: # of Days Since Request												
7	Date Report Generated: 03/29/2012												
8													
9													
10	<b>FedDebt Case ID</b>	<b>Agency Debt ID</b>	<b>Agency Debtor ID</b>	<b>TIN</b>	<b>Debtor Name</b>	<b>HIC</b>	<b>Beneficiary Name</b>	<b>Debt Paid in Full/System Compromised?</b>	<b>Referred Principal Balance</b>	<b>Remaining Principal Balance</b>	<b>Date of Delinquency</b>	<b>Date POD Requested</b>	<b># of Days since POD Requested</b>
11													
12	2009000501A	123TEST	Smith12345	--	John Smith	na		No	\$5,300.00	\$5,300.00	02/27/2009	03/07/2012	23
13	2009000502A	Danielle	45890-023	--	Salie Danielle	na	na	No	\$107,000.00	\$107,000.00	11/06/2002	03/20/2012	10
14	2009000001A	Example01	Deb1234	--	Music Mega Store	na		No	\$650.00	\$650.00	07/01/2008	03/22/2012	8
15	2009000309A	Example04	ZXY12345	--	Bobbie Debtor	na	na	No	\$1,225.00	\$1,225.00	04/19/2010	03/28/2012	2
16	FAX ALL PODs to: (855) 567-8821												
17													
18	SENSITIVE BUT UNCLASSIFIED												
19													

## FedDebt Online Functionality Retrieving Management Reports

### Running Reports in DEFERRED Mode

Reports that contain a large amount of data may cause the system to 'time out' if using the **Run Now** option. In such situations, select the **Defer** option instead of **Run Now**. This will enable the report to run in the background, and you will be able to continue with other work while the report is running.

32. Select **Defer** at the bottom of the Report Option page.



33. Message will be generated indicating that the report has been successfully submitted for deferred execution. Close screen by clicking on red X.

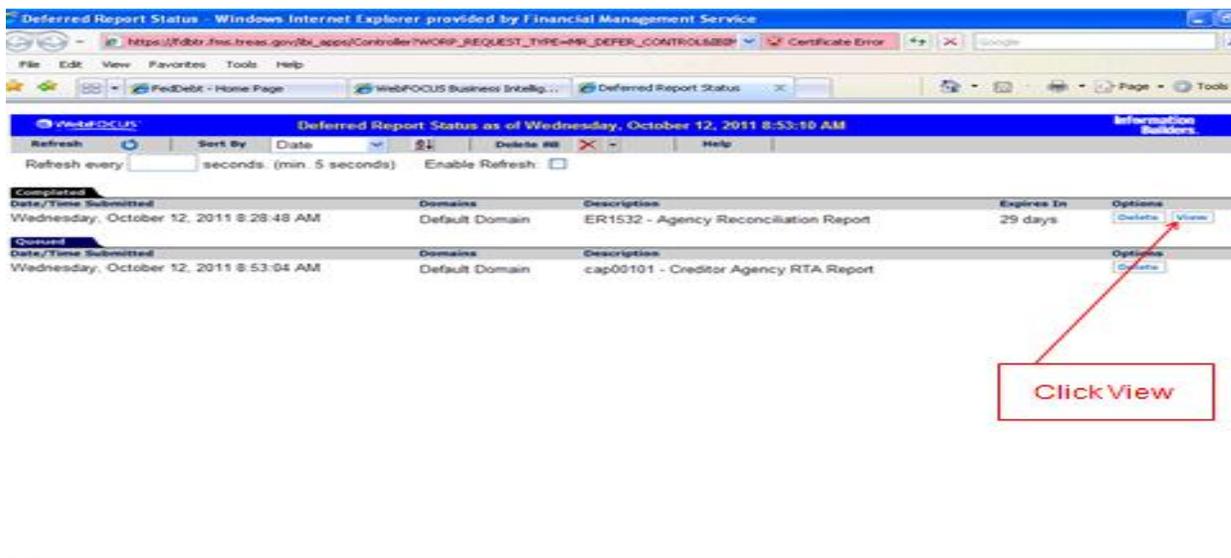


## FedDebt Online Functionality Retrieving Management Reports

34. Click on **Utilities** located at the top right hand corner of the **FedDebt Reports** menu screen and then select **Deferred Status**.



35. Click **View** to review report.



## FedDebt Online Functionality Retrieving Management Reports

36. The report will be displayed, and you will be able to print or save the report from this point.

**SENSITIVE BUT UNCLASSIFIED**

Agency Reconciliation Report  
Report Run Date: 10/12/2011  
Agency 01, Bureau: X201, Office: FDR, Program: XZ1T  
Debt State: ALL

Agn.	Bur.	Off.	Prog.	FedDebt Debt ID	Agency Case ID	Agency Debt ID	TIN	L. Name/Bus.	F. Name	Balance	Principal	Interest	Penalty	Adm. Cost	Location	PCA	TOP
01	X201	FDR	XZ1T	2011012101	2011012101A	Test101		Smith	Betty	364.74	250.00	37.37	42.37	25.00	CA	-	N
01	X201	FDR	XZ1T	2011012102	2011012102A	Test102		Wings-2-Go	Danny	6,360.64	5,000.00	720.27	620.27	40.00	CA	-	N
01	X201	FDR	XZ1T	2011012104	2011012104A	Test104		Bolser	Danny	666.72	500.00	85.86	55.86	25.00	CA	-	N
01	X201	FDR	XZ1T	2011012105	2011012105A	Test105		Brown	Bobby	970.42	700.00	137.71	87.71	45.00	CA	-	N
01	X201	FDR	XZ1T	2011012107	2011012107A	Test107		Browning	Charlie	6,453.02	5,000.00	666.51	721.51	35.00	CA	-	N
01	X201	FDR	XZ1T	2011012108	2011012108A	Test108		Thumb	Greenie	485.50	400.00	59.78	25.72	.00	CA	-	N
01	X201	FDR	XZ1T	2011012109	2011012109A	Test109		Flowers	Lily	323.76	200.00	61.88	61.88	.00	CA	-	N
01	X201	FDR	XZ1T	2011012110	2011012110A	Test110		Little	David	703.78	500.00	98.99	91.99	25.00	CA	-	N
01	X201	FDR	XZ1T	2011012111	2011012111A	Test111		Little	John	5,932.18	4,000.00	951.09	951.09	30.00	CA	-	N
01	X201	FDR	XZ1T	2011012301	2011012301A	DEBTID01		SMITH	JAMES	1,284.99	1,000.00	158.66	128.33	.00	CA	-	N
01	X201	FDR	XZ1T	2011012401	2011012401A	9999999		Joe Smith, MD		1,003.00	1,000.00	1.00	1.00	.00	CA	-	N
01	X201	FDR	XZ1T	2011012501	2011012501A	Debt Number One		Fred		1,916.10	1,000.00	108.05	108.05	100.00	CA	-	N
01	X201	FDR	XZ1T	2011012603	2011012603A	Debt # 3		Jetson	George	41,199.66	41,199.66	.00	.00	.00	CA	-	N
01	X201	FDR	XZ1T	2011013001	2011013001A	TRITDEBT1		DOE	JAMES	675.67	500.00	77.12	88.55	10.00	CA	-	N
01	X201	FDR	XZ1T	2011013601	2011013601A	ABCDEF		Tomorrow	Jennifer	8,543.14	7,000.00	519.07	679.07	45.00	CA	-	N
01	X201	FDR	XZ1T	2011013701	2011013701A	abc123		Dog	Brown	634.30	500.00	67.15	67.15	.00	CA	-	N
01	X201	FDR	XZ1T	2011013702	2011013702A	1801		Jones	George	757.62	650.00	43.91	63.91	.00	CA	-	N
01	X201	FDR	XZ1T	2011013704	2011013704A	123096		ABC Fabric Inc.		12,784.94	10,000.00	1,392.47	1,392.47	.00	CA	-	N
*TOTAL AT CA																	
*TOTAL CDMS 01X201FDRXZ1T										90,470.28	79,399.66	5,502.79	5,198.83	381.00			
TOTAL DEBT COUNT FOR AT CA: 18																	
TOTAL DEBT COUNT FOR 01X201FDRXZ1T: 18																	

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37. When finished, remember to select **Logoff** at the top of the FedDebt Reports main menu screen to return to the **FedDebt Main Menu** page.

**FEDDEBT**  
Department of the Treasurer  
FINANCIAL MANAGEMENT SERVICES

Welcome to Feddebt CA Financial Supervisor view

Logoff | Home | Tools | Recent | Favorites | Views | Utilities | Help

Financials | Debt, Debtor, Case Processing | PA & Debt Res | Agency & Profile | Reports | History & Logs | Library

Financials

- C48781 CA Unprocessable Report
- CAL89181 Adhbc Financial Activity Detail Report
- CAL89182 Adhbc Financial Activity Summary Report
- ER1532 Agency Reconciliation Report
- K88981 Agency Payment Report
- K88982 Apportionment Report
- K85881 System Compromise Report
- T2662a Cash Trans Report

Select

## FedDebt Creditor Agency Management Reports

Number	Name	Description	View	
			CA	CA Financial Supervisor
<b>Financials</b>				
C40701	CA Unprocessable Report	Identifies online transactions which have been edited or deleted by a financial supervisor	X	X
CAL00101	AdHoc Financial Activity Detail Report	Indicates how payments to the agencies are distributed among the debts owed		X
CAL00102	AdHoc Financial Activity Summary Report	Itemizes the financial activity which has occurred during a specified time period; provides the net dollar amounts for each category of activity		X
ER1532	Agency Reconciliation Report	Provides an inventory of the debts located in an agency's portfolio; supplies a variety of information on the case including the debtor's name and TIN and the debt's balance, location and status in TOP	X	X
K00901	Agency Payment Report	Shows payments and reversals for a specific agency; runs at the program level and shows the origin of all agency payments		X
K00902	Apportionment Report	Allows users to see how payments to the lockbox are distributed among the debts on a case	X	X
K05001	System Compromise Report	Specifies which debts have been returned to the agency due to a system compromise		X
<b>Debt, Debtor, Case Processing</b>				
B00301	New Case Entry	Provides a listing of the cases entered into FedDebt during a specified time period	X	X
T2205a	Financial Transactions for Individual Debtor	Displays detailed information regarding financial transactions which posted to a case during a specific time period	X	X
<b>PA &amp; Debt Resolution</b>				
N00701	PA Resolution Report	Enables users to obtain statistical information regarding debtors in payment agreements	X	X
N00802	CA Concurrences Report	Displays all concurrences that are required to activate payment agreements in FedDebt; addresses overdue and current concurrences	X	X

## FedDebt Creditor Agency Management Reports

Number	Name	Description	View	
			CA	CA Financial Supervisor
P00101	Creditor Agency RTA Report	Specifies which debts have been returned to the agency during a specified timeframe	X	X
P01003	Recall Status for CA Report	Lists the recalls requested in a specified date range	X	X
P06022	Creditor Agency POD Report	Contains fields identifying the debt and debtor, as well as the referred and remaining debt balances, and the number of days since the POD was requested.	X	X
<b>Agency Profile &amp; Processing</b>				
A00101	CA Profile Report	Allows the creditor agency to view all data elements for an individual profile	X	X
A00102	Agency Contact Report	Supplies contact information for those involved in debt collection with FMS	X	X
A00104	Creditor Agency Profile History Report	Indicates which changes have been made to an agency's profile over a specified period of time	X	X
<b>Reports</b>				
Q10212	Cases Referred to TOP by Bureau	Cumulative monthly report of cases referred to TOP; shows the dollar amount referred to TOP, number of case, bureau name, and agency code for the month	X	X
<b>History &amp; Logs</b>				
C73701	Ad Hoc DOJ Referral Candidate Debts Report	Identifies all debts that are potential leads for DOJ referral based on user-defined parameters	X	X
C73702	Ad hoc Debts in DOJ Processing State Report	Lists all debts that have been designated as 'pending DOJ', marked for 'at DOJ', or unmarked for 'at DOJ'	X	X
C73801	Cases In 1099C Processing	Displays cases for which a 1099C has or has not been issued or for which a 1099C is pending during a specified time frame	X	X
C73803	Cases Eligible for 1099C Marking	Indicates which cases were marked as eligible for 1099C based on the date closed	X	X

## **FedDebt Return Reason Codes**

A - Manual RTA  
B - In bankruptcy  
C - Congressional dispute  
D - Debtor death  
E - Out of business  
F - Paid in full – debt is paid in full without payment agreement  
G - Wrong debtor  
H - Previously resolved  
M - Miscellaneous dispute  
P - Satisfied PA – returned with balance is compromised under payment agreement  
P - Satisfied PA – returned with zero balance is paid in full under payment agreement  
R - Recall approved  
S - Satisfied compromise – system compromise of debt with balance of \$25.00 or less  
T - Complaint  
V - Previously paid  
W - Disability - inability to pay  
X - Dispute timer expired  
Z - Uncollectible

## **PCA Return Codes (found in Case History)**

F – Cannot be found  
I – Has insufficient income  
J – Incarcerated longer than 9 months  
S – Financial statement not provided or unreliable  
X – Refuses to pay

## **PCA Recommended Actions (Found in Case History)**

C – Continue collection efforts  
L – Recommend litigation  
R – Return to originating agency

List of Disposition Codes for RTA:

Event	Disposition	Disposition Code for RTA
Debt becomes uncollectible	Uncollectible Reasons a debt becomes uncollectible: (1) Debt is returned from PCA (either PCA 1 or 2) with a recommended action of returned to agency 2) Debt expires at PCA2 and is not at TOP 3) Debt is ineligible for PCA Distribution (to either PCA 1 or 2), @BDMOC timer expires and debt is not at TOP	Z
<b>Administrative Resolution</b>		
AR approved for Death	Dead	D
AR approved for Bankruptcy	In Bankruptcy	B
AR approved for DWIP	Disability with Inability to Pay	W
AR approved for EOB	Entity out of business	E
<b>Valid Dispute – Stop Collection Activity</b>		
CCAA – Complaint	CA agrees – Complaint – Stop Collection Activity	T
DAAA – Debt amount incorrect	CA agrees – Debt amount is incorrect – Stop collection activity	Y
CNAA – Congressional	CA agrees – Congressional Dispute – Stop Collection Activity	C
MDAA – Miscellaneous	CA agrees – Miscellaneous Dispute – Stop Collection Activity	M
VDWD – Wrong Debtor	CA agrees – Wrong Debtor – Stop Collection Activity	G
VDPP – Previously Paid	CA agrees – Previously Paid – Stop Collection Activity	V
VDPR – Previously Resolved	CA agrees – Previously Resolved – Stop Collection Activity	H
TE00 – Timer Expires		X

Payment Agreement		
PA Satisfied/Compromised	Satisfied PA	P
PA PIF	Satisfied PA	P
Financials		
PIF	PIF	F
System Compromised	Satisfied/System Compromise	S
Recall Approved		
Debt Referred in Error	Recall Approved	R
Debt Paid in Full	Recall Approved	R
Bankruptcy with automatic stay in effect	Recall Approved	R
Debt discharged in Bankruptcy	Recall Approved	R
Debtor is disabled with inability to pay	Recall Approved	R
Debtor is deceased	Recall Approved	R
Agency is forgiving the debt	Recall Approved	R
Agency can collect through internal offset	Recall Approved	R
Debt is recalled for legal action	Recall Approved	R
Entity out of business	Recall Approved	R
Other	Recall Approved	R
Returned to agency roles – Receive Benefits	Recall Approved	R
AWG terminated due to a Legal Outcome – Route for Recall		R
AWG is terminated from a hearing resolution – Route for Recall		R
Manual RTA		
Manual RTA		A

## FedDebt Return Reasons (Codes)

**Uncollectible (Z)** - Indicates the debt was returned after all collection efforts have been exhausted with no success in collecting the debt. An example would be a debt has been returned from both PCA's uncollected and was either was removed from TOP because of the Agency Profile (reached Statute of Limitations date, no offset within prescribed time, etc.) or was not eligible for TOP (agency profile doesn't allow referral to TOP or no TIN provided).

**Satisfied compromise (S)** – Indicates a system compromise of a debt with balance of \$25.00 or less

**Satisfied PA (P)** – Returned with balance indicates the debt was compromised under payment agreement.

**Satisfied PA (P)** – Returned with zero balance indicates the debt was paid in full under payment agreement.

**Paid in full (F)** – Indicates the debt was paid in full without payment agreement.

**Manual RTA (A)** - This is used to return debts that are not returned systematically. Examples are system glitches or reasons not otherwise defined by the system, ie. "debtor incarcerated longer than 9 months".

**Debtor death (D)** – Indicates the debt is being returned because proof of death was received and substantiated.

**In bankruptcy (B)** - Indicates the debt is being returned because proof of bankruptcy was received and substantiated

**Disability - inability to pay (W)** – Indicates the debt was returned because debtor proved they were disabled with no means to repay the debt.

**Out of business (E)** - Indicates the debt was returned because the business is no longer in operation and has no assets available.

**Complaint (T)** - Indicates the debt was returned because of a legitimate, validated complaint.

**Congressional dispute (C)** – Indicates the debt was returned because of a substantiated dispute through a congressional office.

**Miscellaneous dispute (M)** - Indicates the debt was returned because the debt was disputed by the debtor and the dispute was validated by the creditor agency. An example would be the debtor claims to have previously paid or otherwise resolved the debt with the agency and the agency concurs.

**Wrong debtor (G)** – Indicates the debt was returned because the agency submitted wrong debtor on the debt.

**Previously paid (V)** – Indicates the debt is being returned because debtor provided proof that debt was previously paid.

**Previously resolved (H)** – Indicates the debt is being returned because debtor provided proof that debt was previously resolved.

**Dispute timer expired (X)** – Indicates the debt was returned for because the agency did not respond timely to a dispute.

**Recall approved (R)** - Indicates the debt was recalled by the agency and approved by the system or the recall analyst.

