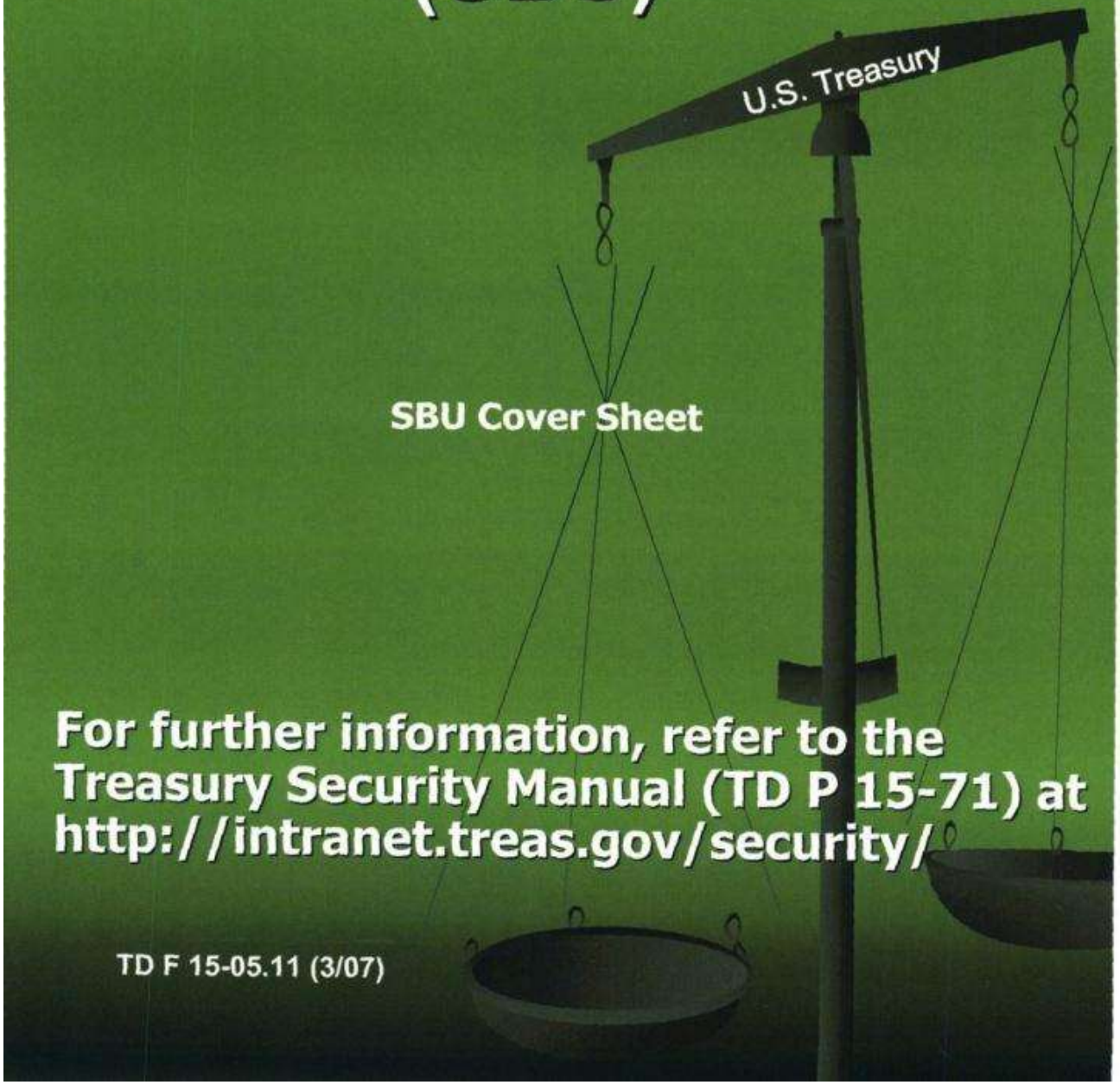
SENSITIVE BUT UNCLASSIFIED (SBU)



SBU Cover Sheet

For further information, refer to the Treasury Security Manual (TD P 15-71) at http://intranet.treas.gov/security/

TD F 15-05.11 (3/07)

Bank Management System

BMS 1.0

User Guide
For
Financial Institutions

V5.0 - August 2016

(Last Updated 06.28.2016)

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About BMS

Overview

BMS assists the U.S. Treasury-Bureau of the Fiscal Service in collecting expense information from its financial agents, analyzing those expenses, and approving the payments online to those banks. BMS also serves as a repository of historical expenses for research purposes.

BMS takes advantage of 21st century technology, providing browser-based access via a user interface that is intuitive, rich in function, and easy to use. It enables us to meet our customers' changing business needs quickly and efficiently.

The Bank Management System (BMS) provides

- An intuitive menu-driven user interface;
- A flexible, secure environment for supporting business services;
- Availability of data real-time to users without constraints;
- Streamlined processes offering operational efficiencies;
- An automated approval process;
- Enhanced Reporting capability.

Getting Started

PC and Browser Basic Viewing and Access Requirements

1. BMS is best viewed with a 1024 x 768 resolution.

   The process for setting your PC monitor resolution to 1024 x 768 will depend on the operating system version you are using. Refer to your operating system's Help feature to set your resolution. If BMS function buttons are not visible at the bottom of some of the screens, even with the recommended Resolution (1024 x 768), press F11 or select the Full Screen option under Internet Explorer Tools.

2. Set your Internet Explorer browser to enable pop-ups.

   The Pop-up Blocker option can usually be found under Internet Explorer Tools. It is likely that your IE browser is already set up to enable pop-ups. If not, the setting will probably need to be changed by a system security administrator. If you do not have system administrator authority, you will need to coordinate this through your local help desk.

3. Launch a new browser session before logging on to BMS.

   It is a best practice to launch a new browser session before logging on to BMS. This will also help clear your browser of any competing security certificates.

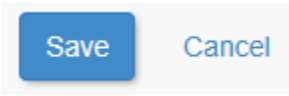
4. Navigate the application by using the BMS menus within the BMS screen area of your browser.

   - Do not use your browser's Back button to navigate.
   - Do not refresh the browser while you are working in BMS. Use of the browser controls will reset the browser and terminate your session in BMS.

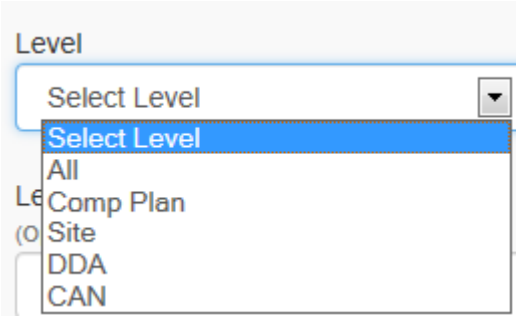
Graphical Controls

You will access BMS functions through various on-screen controls, such as buttons and menus.

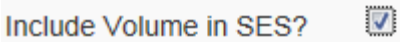
- Click a button to activate it. If the text on a button is black you can select it; if the text is gray, the action is not available.



- Click an item on a drop-down menu to select it.

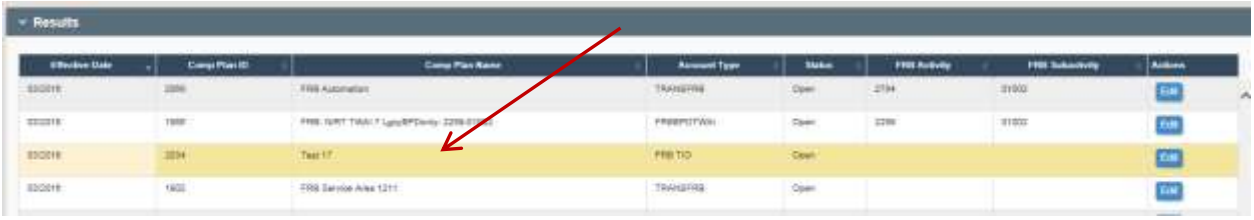


- Click a checkbox to select it.

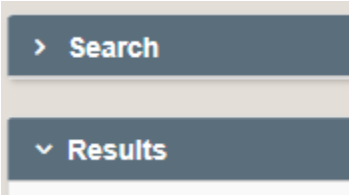


- Click a radio button to select it.

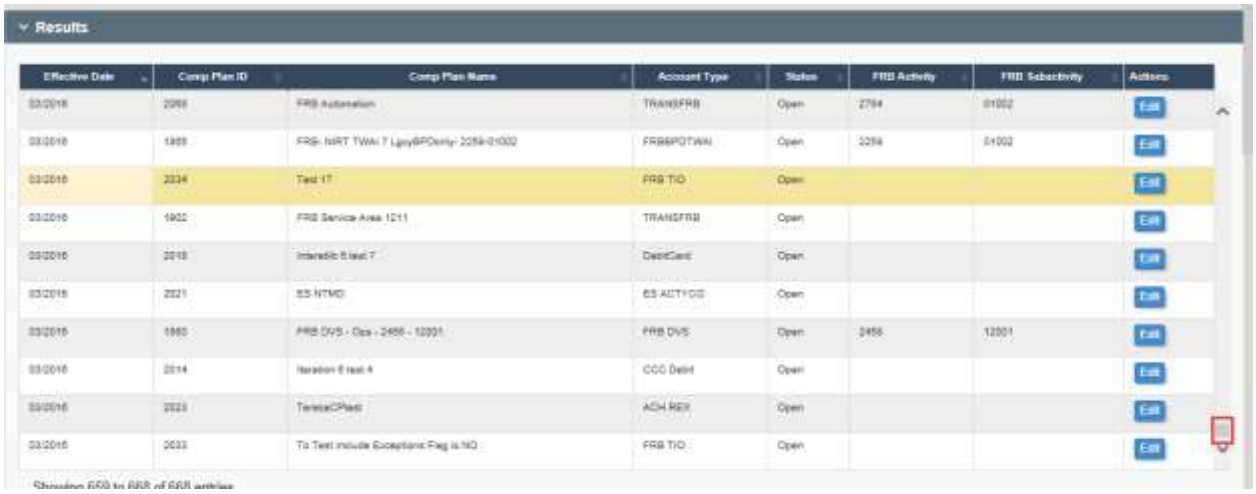
- Click an item in a list to select it.



- Chevron buttons expand/collapse views.



- Slide scroll bars to view all fields available.

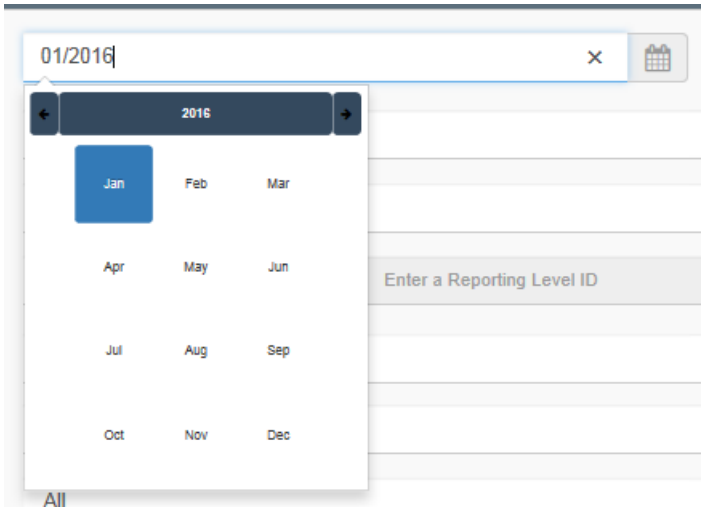


The count of records returned will be displayed below the Results grid.

Showing 1 to 10 of 4,167 entries

- Click a column header control to sort the data in ascending or descending order. The column header control can be applied to any column in the results window.

- Click the calendar icon to open an interactive calendar and select a date.



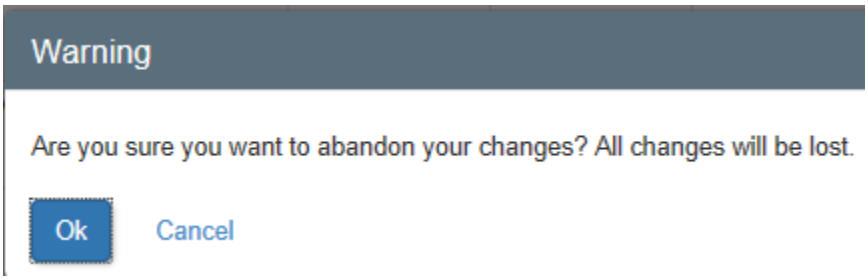
Helpful Features

- BMS displays the number of records returned from a search and the record numbers currently being displayed on the screen. The records are displayed in groups of 50.

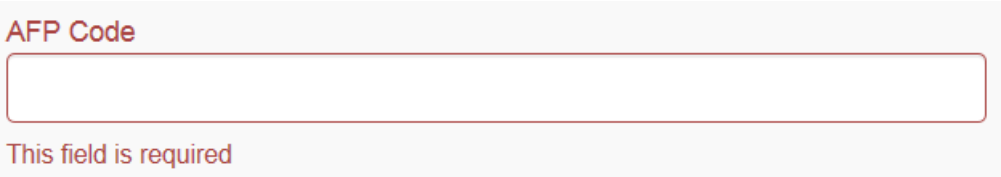
  Example: Showing 1 to 12 of 641 entries

- BMS displays alerts that indicate whent an action is needed in order to continue, an action is successful, or an error has occurred:

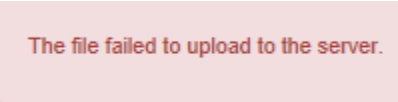
  1. Warning messages alert user before canceling/exiting a screen.



2. Required fields are outlined in red.



- Error messages alert the user an action has failed.



- Helpful information is provided on the BMS Home page.

1. System date and status is displayed in the upper right-hand corner of the screen.

2. Quick Links are displayed on the lower left-hand side of the screen.

3. User Notices are displayed in the lower center portion of the screen.

4. System information is displayed in the lower right-hand corner of the

screen.

5. Useful links are displayed across the bottom of the screen.

In-Screen Navigation

- Tab Sequence - Use the tab key to navigate to all sections in all screens/views, including fields within a view.
- Shift +Tab keys - Press these keys to tab backwards within a view.
- Scroll Bar - Use scroll bar on right side of screen to view multiple results within a window.

Function Keys

- F5 refreshes the view so that you can log back into BMS after a timeout.
- F6 moves the cursor to the address bar in Internet Explorer.
- F10 activates and deactivates the Internet Explorer menu bar.
- F11 activates and deactivates the full screen mode.

Session Time-out

Session timeout occurs after 20 minutes of inactivity. At 18 minutes of inactivity, you will receive the warning message “Your session is about to time out”. Press the Enter key to keep the session active or the F5 function key to refresh the view so that you can log back in.

Save frequently. If your session “times out” entered data may be lost.

In addition, you will be required to re-authenticate your session by entering your password hourly from the time you first access the application, regardless of your activity or inactivity in the application. Press the F5 function key to refresh the view so that you can log back in. If this happens during your data entry process, re-enter your password and continue entering your work as if there was no interruption.

User Roles: Financial Institutions

Overview

Financial Institutions' (FIs) monthly volumes and expenses for service provided must be reported to Fiscal Service on a monthly basis. BMS provides the ability to report Bank Management Information (BMI), receive Business Alert Messages (BAMs), review reports, and maintain user access. The security role and access group defined for a user determine the functions, Compensation Plans (Comp Plan), reporting levels, Association for Financial Professional (AFP) codes, prices, and other information available to that user.

The BMS areas of functionality are displayed across the top of the BMS main screen. Only those associated with the selected role will be displayed. Unless otherwise notes, these functions include a search feature that allows the user to customize their search and limit the results displayed.

Financial Institution Roles

FI users may be defined to one or more of the following roles.

- Bank Management Reporter
- Local Security Administrator

Bank Management Reporter Functions

The BMS areas of functionality are displayed across the top of the BMS main screen.

- **BMI**: This function provides the ability for authorized users to manually enter BMI, and create, upload and apply BMI via an Excel spreadsheet.

- **Profile**: This function provides the ability for authorized users to view Comp Plan Structure, including reporting levels, AFP codes groups, AFP codes, and prices.

- **Notifications**: This function provides the ability for all users to view Business Alert Messages (BAMs).

- **Queries & Reports**: These functions provide the ability to generate, view, and print reports and queries specific to the user's selected role.

- **User**: This function, which is available to all users, provides the ability for users to view and maintain their contact information

- **Help**: This function, which is available to all users, provides the ability to view and print the on-line User's Guide and view general information about BMS.

Local Security Administrator Functions

- **Notifications**: This function provides the ability for all users to view Business Alert Messages (BAMs).

- **Queries & Reports**: These functions provide the ability to generate, view, and print reports and queries specific to the user's selected role.

- **Security**: This function provides the ability for authorized users to search, update, and add, access groups.

- **User**: This function, which is available to all users, provides the ability for users to view and maintain their contact information.

- **Help**: This function, which is available to all users, provides the ability to view and print the online User's Guide and view general information about BMS.

BMI Menu

Overview

Users have the option of manually reporting BMI directly into the application or by uploading an Excel template. Regardless of the method used, the user must know the following for the services being reported:

- Statement Month
- Comp Plan ID and/or Comp Plan Name
- Reporting Levels
- AFP Codes
- Volumes for each Reporting Level and AFP Code

BMI can be reported to one or more of the following BMI Reporting Levels:

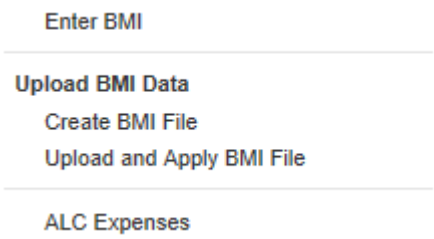
- Compensation Plan Level
- Site Level
- DDA Level
- CAN Level

The user has the ability to view derived and fixed expenses, search BMI reported for the month, replace or change volumes already reported for the month, and assign ALC expenses.

The specific functions, Comp Plans, reporting levels, AFP Codes, prices, and other information available to the user may vary depending on the user's security roles and data permissions.

BMI Functions

The following functions are available to authorized users through the BMI drop-down menu.



Specific menu options available to the user may vary depending on the user's role.

- **Enter BMI**: Allows authorized users to view derived and fixed expenses, enter their reporting volumes directly into BMS, search for volumes already reported, and modify or replace volumes previously reported for each open month.

- **Create BMI File**: Allows authorized users to begin the Upload BMI Data process by creating a BMI Expense Template file (also referred to as downloading a BMI file). BMS sends the file as an attachment in Excel format to the email address in the user's profile. The user populates the spreadsheet with the appropriate volumes and saves it.

- **Upload & Apply BMI File**: Allows authorized users to:

    - Upload BMI File - Completed Expense Template is uploaded to BMS after successfully passing initial system validation. If a file fails validation, an error message will display indicating source of error, and the file will not be uploaded in BMS.
    - Apply BMI File – Files that have successfully uploaded to BMS can be applied in the system and will pass a second-level validation. Users may also view created, upload and applied files.

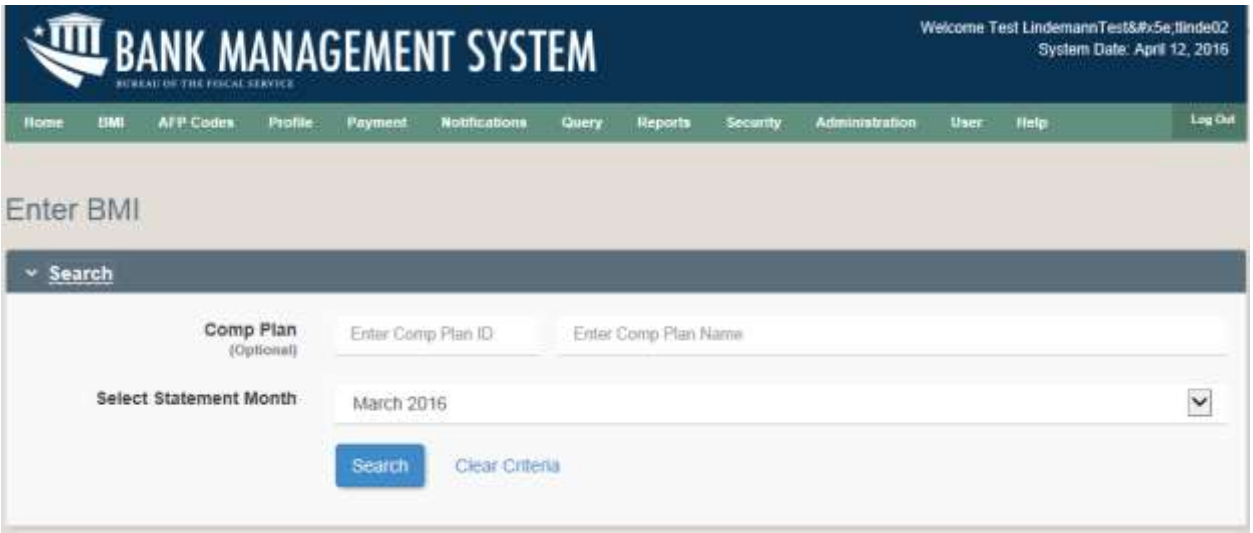
- **ALC Expenses**: Allows authorized users to view, assign, and update direct expenses to selected ALCs for a specific statement month and Comp Plan for which payments have been created.

Enter BMI – All Levels

This function allows authorized users to view derived and fixed expenses and enter reporting volumes directly into BMS, search for volumes, and modify or replace volumes previously reported for each open month.

Enter BMI at Plan Level

1. Select BMI on the main menu and choose Enter BMI on the drop-down.



Search fields (all optional) include:

- Comp Plan ID – Enter all or part of the Comp Plan ID or Comp Plan
- Comp Plan Name – Enter all or part of the Comp Plan Name (this field is optional)
- Statement Month – Defaults to the current Expense Month. From the 1st calendar day of the month through the 7th business day of the calendar month, the drop-down list will contain the current and prior calendar months. For late reporter Comp Plans, the drop-down menu will contain the previous cycle until the SES is created.

2. The authorized user may enter criteria in the Comp Plan ID/Comp Plan Name fields to limit search results or leave blank to return all records matching the specified statement month.

3. Click on Clear Criteria link to clear all search fields and return the screen to its original state.

4. A list of all comp plans to which the user has access displays in the Results window. Record count displays number of entries returned on search.

Results

Comp Plan ID	Comp Plan Name	Net Volume	Net Value
1026	[illegible]	2.00	$20.07
1029	[illegible]	1.00	$20.00
1043	[illegible]	1.00	$20.00
1049	[illegible]	1.00	$20.00
1055	[illegible]	1.00	$881.46
1075	[illegible]	1.00	$20.00
1076	[illegible]	1.00	$20.00
1080	[illegible]	228.00	$13182.77
1091	[illegible]	0.00	$0.00
1092	[illegible]	10099.00	$9999.00

Showing 1 to 10 of 142 entries

The following fields display in the Results window:

- Comp Plan ID
- Comp Plan Name
- Net Volume
- Net Value

5. Select a record in the Results window.

The Details window displays Comp Plan, Site, DDA and CAN tabs. Volume and Net Value display on the Details window header. Record count displays number of entries returned on the search.

Details — Overall Comp Plan: Net Volume: 2.00 | Net Value: $20.07

Comp Plan | Site | DDA | CAN

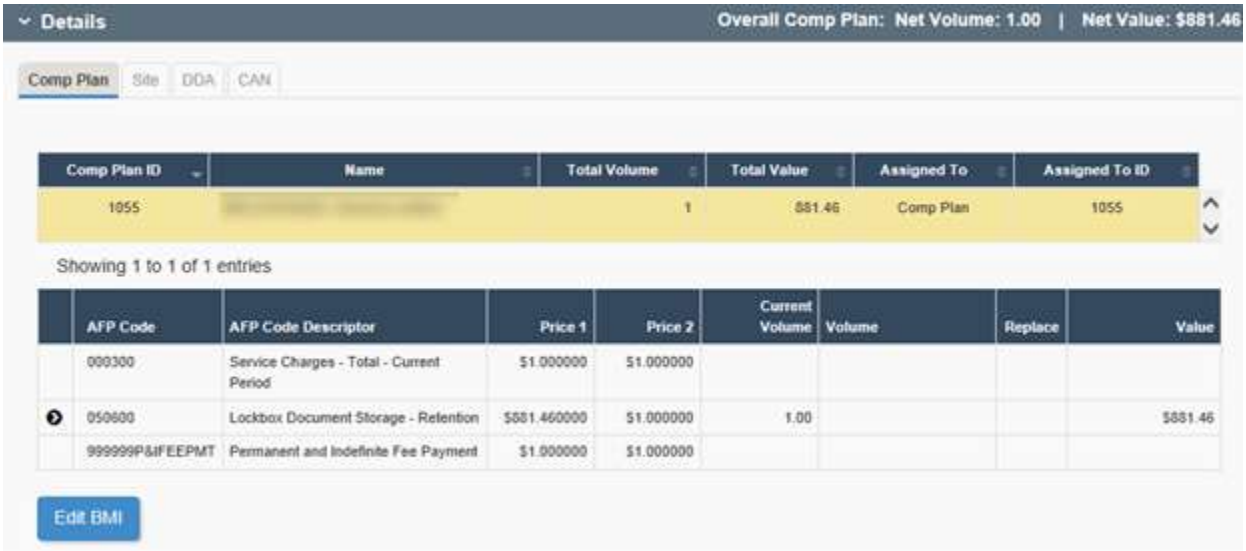
Comp Plan ID	Name	Total Volume	Total Value	Assigned To	Assigned To ID
1026	Wells Fargo - First Union Natl Bank TGA	0	0	Comp Plan	1026

Showing 1 to 1 of 1 entries

The following columns display on the Comp Plan tab:

- Comp Plan ID (default sort)
- Name
- Total Volume
- Total Value
- Assigned To
- Assigned To ID

6. Select the Comp Plan ID in the Details window to display APF codes associated with that level. Right arrow indicates an AFP Code with multiple entries.

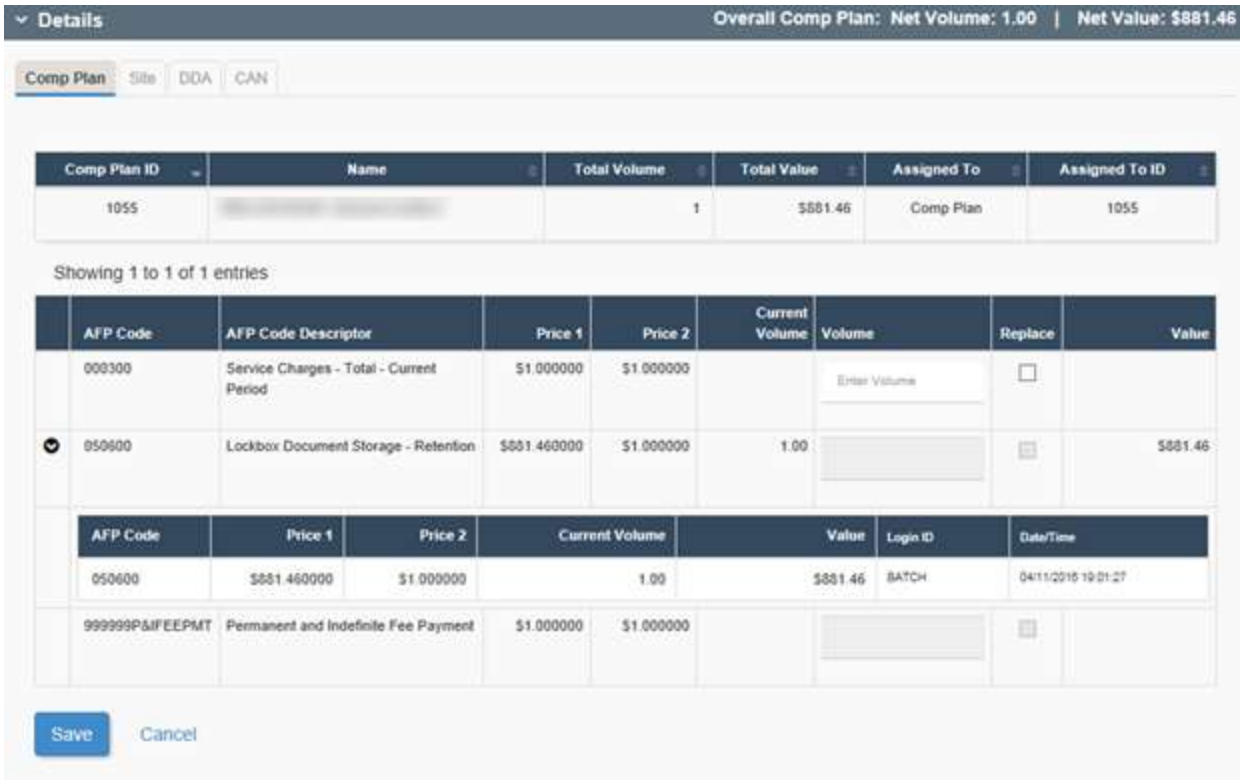


The following columns display for the reporting level:

- AFP Code
- Name
- Price 1 / Price 2
- Current Volume
- Volume (editable field)
- Replace (checkbox)
- Value (calculated field)

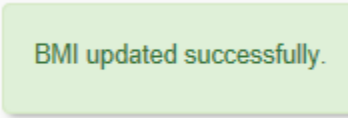
7. Click Edit BMI to enter BMI volumes.

   The Details window displays AFP Codes available for editing. Only reported volumes are available for editing (fixed/derived volumes are not available). Replace checkbox indicates the entered Volume replaces current volume. Blank checkbox indicates entered volume will be added to current volume. Note: Value is a system-calculated field.



8. Enter the desired BMI volumes and click Save to save volumes.

   - Confirmation message confirms successful BMI entry.



   - Error message indicates unsuccessful BMI entry.

9. Click the Cancel link in the Details window to cancel the BMI entry and return to the Details window.

10. Click the Clear Criteria link to clear all fields, remove the Results and Detail windows and restore the screen to its original state.

Enter BMI at the Site level

1. To Enter BMI data at the Site level, navigate to the Enter BMI search window and conduct a search. A list of comp plans to which the user has access displays in the Results window.

2. Select a comp plan in the Results window. Details window displays.

3. Select the Site tab in the Details window and refer to steps outlined in the Enter BMI at Plan Level (steps 2-11) section for detailed instructions on entering and saving BMI data.

Enter BMI at the DDA level

1. To Enter BMI data at the DDA level, navigate to the Enter BMI search window and conduct a search. A list of comp plans to which the user has access displays in the Results window.

2. Select a comp plan in the Results window. Details window displays.

3. Select the DDA tab in the Details window and refer to steps outlined in Enter BMI at Plan Level (steps 2-11) for detailed instructions on entering BMI data.

Enter BMI at the CAN level

1. To enter BMI data at the CAN level, navigate to the Enter BMI search window and conduct a search. A list of comp plans to which the user has access displays in the Results window.

2. Select a comp plan in the Results window. Details window displays.

3. Select the CAN tab in the details window and refer to steps outlined in Enter BMI at Plan Level (steps 2-11) for detailed instructions on entering BMI data.

Uploading & Applying BMI Files

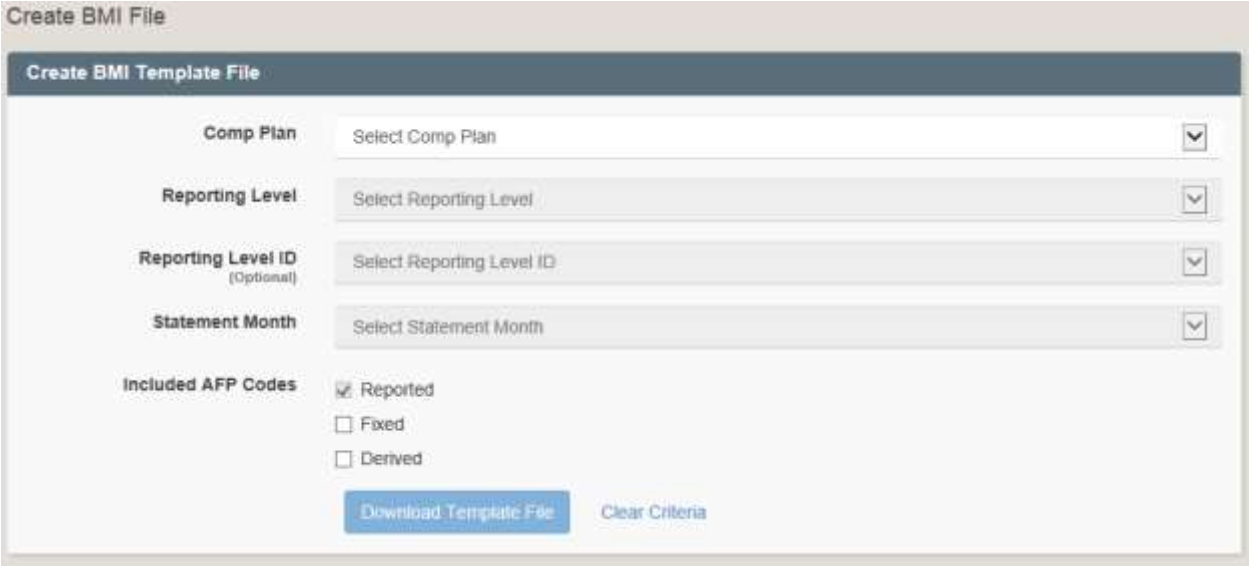
This function allows authorized users to create, upload, and apply BMI Expense files. This provides authorized users with an alternative to entering their reporting volumes directly into BMS.

Create BMI File

The authorized user may opt to enter BMI volumes using an Excel template (referred to as a BMI file) which is uploaded and applied in BMS. BMI files are downloaded directly from BMS, edited and saved to the user's own home directory or PC and uploaded and applied in BMS.

1. Select BMI on the main menu and choose Upload BMI Data-Create BMI file on the drop-down.

   The Create BMI Template File screen displays. Several search fields are available for selection. Include AFP Codes defaults to "Reported." Download Template file is disabled until Comp Plan is selected. Clear Criteria link is enabled.



   The following fields display on the Create BMI File screen:

   - Comp Plan (required field)
   - Reporting Level
   - Reporting Level ID

- Statement Month
- Include AFP Codes (checkbox)

2. Enter the desired search criteria and click the Download Template File button to download a BMI template file.

	A	B	C	D	E	F	G	H	I	J	K	
1	Statement Month/Year	Comp Plan ID	Reporting Level	Reporting Level ID	AFP Code	Source	Volume	Replace Flag	Current Volume as of 05/12/2016	Price 1	Price 2	AFP Code Descriptc
2	05/2016	1008	Comp Plan	1008	[illegible]	Reported	0.00		[illegible]	$0.000000	$1.000000	[illegible]
3	05/2016	1008	Comp Plan	1008	[illegible]	Reported	0.00		[illegible]	$0.010000	$1.000000	[illegible]
4	05/2016	1008	Comp Plan	1008	[illegible]	Reported	0.00		[illegible]	$0.000000	$1.000000	[illegible]
5	05/2016	1008	Site	865	[illegible]	Reported	0.00		[illegible]	$0.000000	$1.000000	[illegible]
6	05/2016	1008	Site	865	[illegible]	Reported	0.00		[illegible]	$1.000000	$1.000000	[illegible]
7	05/2016	1008	DDA	884	[illegible]	Reported	0.00		[illegible]	$1.000000	$1.000000	test scenario 17

Note: BMS supports only Excel 97-2003 file format.

The following columns appear on the BMI Template File:

- Statement month/year – Displays the reporting cycle month/year; not editable
- Comp Plan ID – Displays comp plan ID; not editable
- Reporting Level – Comp Plan, Site, DDA or CAN; not editable
- Reporting Level ID – Displays reporting level; not editable
- AFP Code – Displays AFP code
- Source – Derived, Fixed or Reported; not editable.
- Volume – Editable field for entering BMI volume; numeric only
- Replace Flag – X in this column indicates that the Volume entered in Column G of the BMI file replaces the Current volume listed in Column I. Note: Leaving the Replace Flag field blank will result in an increase/decrease to the Current Volume.
- Current Volume – Displays the current volume in BMS for a given AFP Code for the statement month/year of the reporting cycle; not editable.
- Price 1 / Price 2 – AFP Code pricing; not editable.
- AFP Code Descriptor – Description for the AFP Code displayed in Column E of the BMI file.

3. For every BMI entry, complete the following:
   - Enter BMI data in the Volume column (Column G).
   - Select Replace Flag as appropriate (if entered volume replaces current volume).

4. Save the file in Excel 97-2003 format.

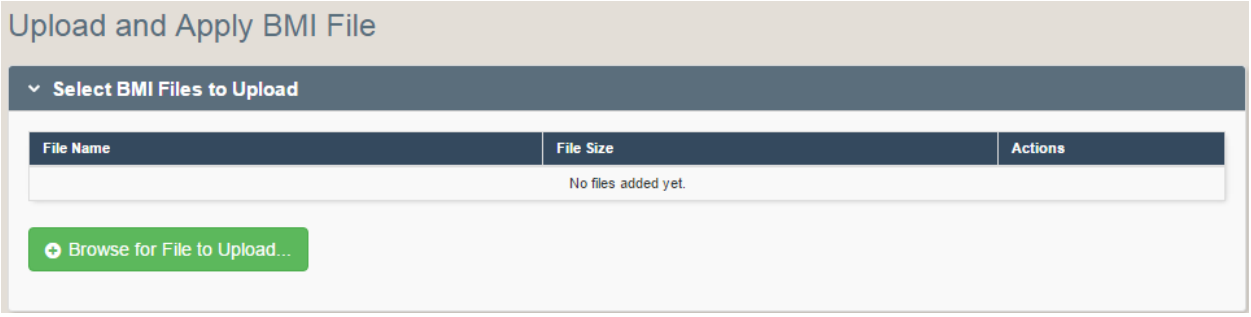
5. At any time, click Clear Criteria in the Search window to remove the Details and Results window, clear all fields and return the screen to its original state.

Upload BMI File

Completed BMI template files must be uploaded and applied in order to complete the BMI reporting process. Validation is performed during the Upload BMI File process to ensure only valid BMI data is reported to BMS. Files that fail the validation process will not be uploaded in BMS.

1. Select BMI on the main menu and choose Upload BMI Data-Upload and Apply BMI File from the drop-down.

   The Upload & Apply BMI File screen displays. Screen is set to initial values.

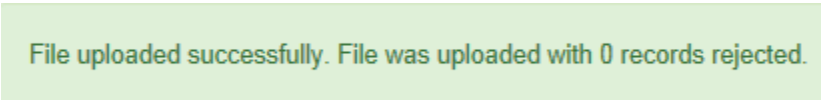


2. Click on Browse for File to Upload button. System directs user network drive.

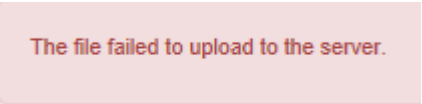
3. Locate and select BMI template file to be uploaded.

   System directs user back to Upload and Apply BMI File screen. File name is displayed in Select BMI Files to Upload window. File size displays. Submit and Delete buttons are enabled.

4. Click Submit button to upload file. Message displays confirming successful file upload.



Error message indicates unsuccessful file upload. Make necessary corrections and save and upload file again.



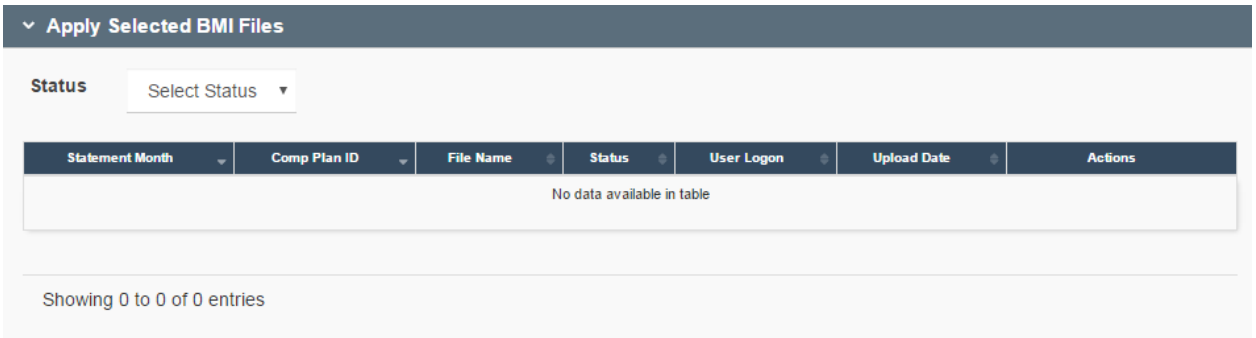
5. Click the Delete button in the Select BMI Files to Upload window to delete an uploaded file.

Apply BMI File

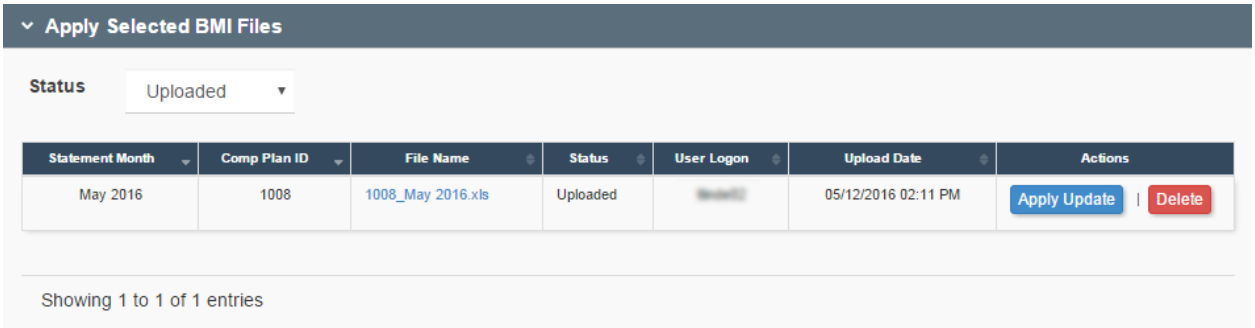
Authorized users may complete the Upload & Apply BMI Data process by applying uploaded BMI Files. Users may also view previously uploaded, created or applied BMI files.

1. Select BMI on the main menu and choose Upload BMI-Upload and Apply BMI File from the drop-down.

   The Apply Selected BMI Files window displays. Screen is set to initial values. Status drop-down menu is available. Column headings are sortable.



2. Select Uploaded in the Status drop-down menu to view previously uploaded BMI template files. Record count displays number of files with a status of Uploaded. Apply Update and Delete buttons are enabled.

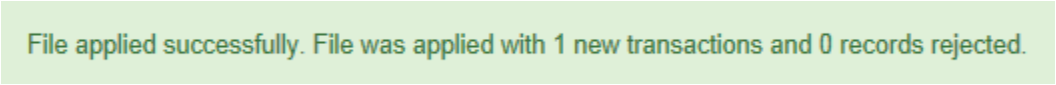


The following fields display in the Apply Selected BMI Files window:

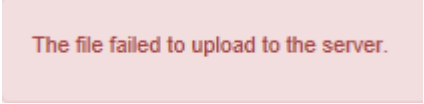
- Statement Month
- Comp Plan ID
- File Name (clickable link)
- Status
- User Logon
- Uploaded Date
- Actions (Apply/Delete buttons)

3. Click the Apply Update button to apply the BMI template file in BMS.

4. Message displays confirming successful file application.



Error message indicates unsuccessful file application. Make necessary corrections and upload then apply file again.

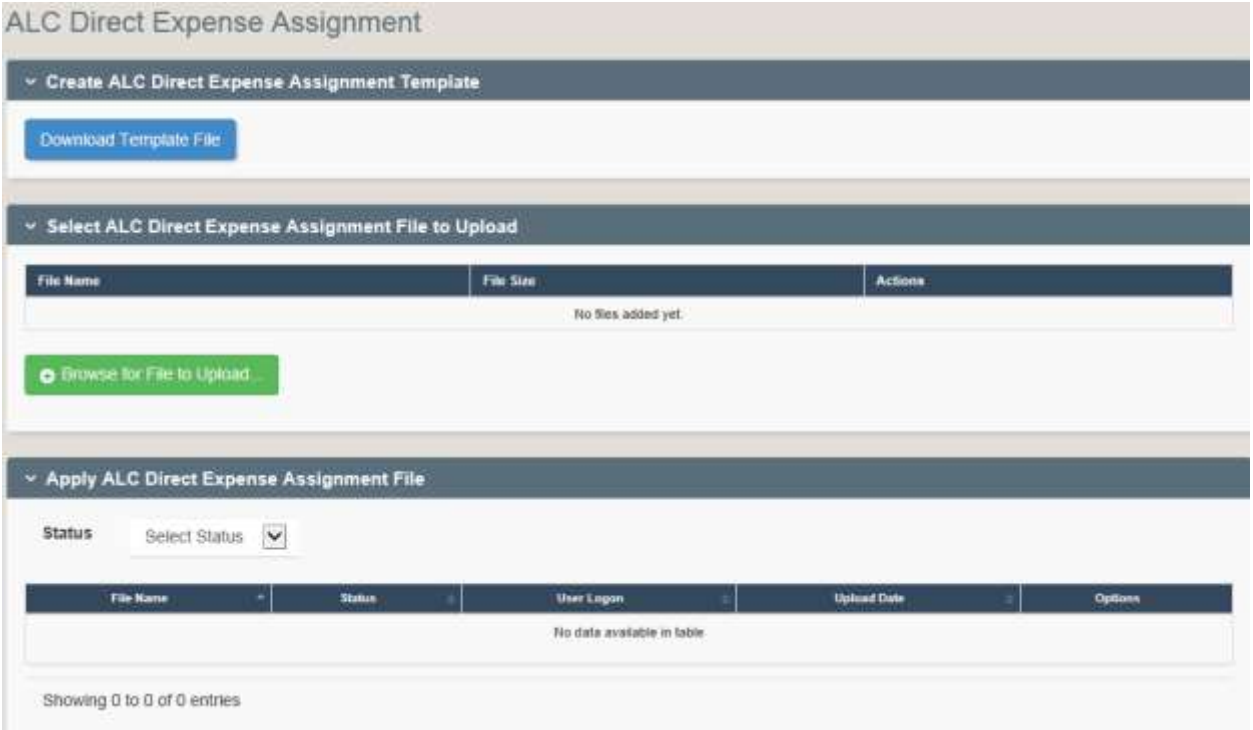


5. Click the Delete button in the Apply Selected BMI Files window to delete a created, uploaded or applied BMI Adjustments File.

ALC Expenses

ALC Direct Expenses function allows authorized users to view, assign, and update direct expenses to selected ALCs for a specific statement month and Comp Plan for which payments have been created.

Select BMI on the main menu and choose ALC Expenses from the drop-down. The ALC Direct Expense Assignment Template screen displays. Windows are available to create, upload and apply an ALC Direct Expense Assignment template.



Create ALC Direct Expense Assignment Template

1. Select the Download Template File button in the Create ALC Direct Expense Assignment Template window. A blank template downloads in a separate window in MS Excel format. The file contains five columns labeled CYCLE_D, COMP_PLAN_ID, ACCOUNT_TYPE_C, ALC_CODE and EXPENSE_A.

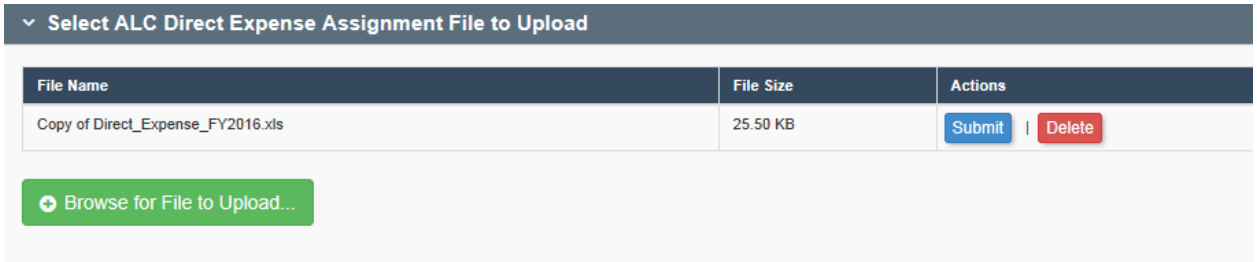
	A	B	C	D	E
1	CYCLE_D	COMP_PLAN_ID	ACCOUNT_TYPE_C	ALC_CODE	EXPENSE_A
2					
3					
4					

2. The authorized user may download the template to local drive or network. The file should remain in MS Excel format. ALC Direct Expense data may be entered in the file then saved, uploaded and applied in BMS.

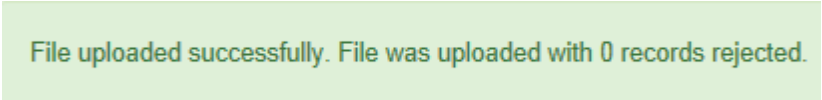
Upload ALC Direct Expense Assignment File

1. Select the Browse for File to Upload button in the Select ALC Direct Expense Assignment File to Upload window (middle pane on the ALC Direct Expense Assignment screen). System directs user to local/network drive.

2. Select the desired ALC Direct Expense Assignment File template. System directs user back to ALC Direct Expense Assignment screen. File is now listed in the Select ALC Direct Expense Assignment File to Upload window. File name and file size are displayed. Submit and Delete action buttons are enabled.



3. Message displays confirming the ALC Direct Expense file upload was successful.



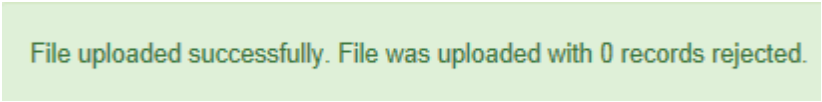
Error message displays indicating unsuccessful file upload. Make necessary changes and upload again.

Apply ALC Direct Expense Assignment File

1. In the Apply ALC Direct Expense Assignment File window, select “Uploaded’ on the Status menu to view uploaded BMI Adjustment Files. Columns display File Name, Status, User Logon and Uploaded Date fields. Apply Update and Delete buttons are enabled. Record count indicates number of entries in window.

2. Click on the Apply Update button to apply the uploaded BMI Adjustments file (Click on the Delete button to delete the uploaded BMI Adjustments file.)

3. Message displays confirming successful upload.



Error message displays indicating unsuccessful file application. Make necessary changes and upload and apply file again.

Profile Menu

Overview

BMS allows authorized users to view the Comp Plan Structure for selected Comp Plans available to them for their specific roles and permissions. Based on the search criteria provided by the user, BMS will display the Comp Plan structure in detail, including reporting levels, AFP code groups, AFP codes, and prices. It will also provide a Comp Plan Tree diagram of the Comp Plan's basic structure.

Compensation Plan Structure

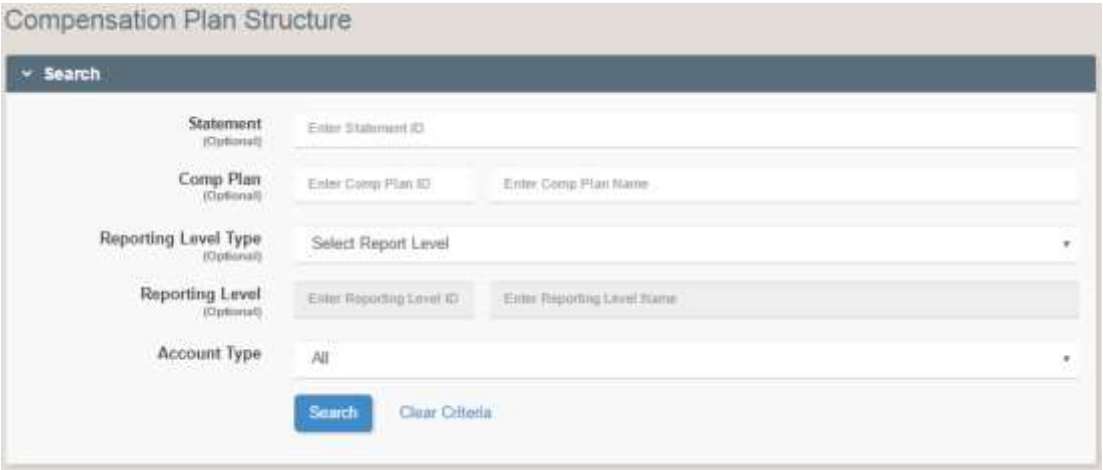
This function allows authorized users to view, update, add, and delete Comp Plan Structure Profiles, including reporting levels, and AFP Code, AFP Code Group, and ALCs assignments. It also provides a Comp Plan Tree 'visual' of the Comp Plan's basic structure.

Comp Plan Reporting Level

View Comp Plan Level

1. To view Comp Plan Structure, select Profile on the mail menu and choose Comp Plan Structure on the drop-down.

   The Comp Plan Structure Search window displays. Fields are available for selection. Search and Clear Criteria buttons are enabled.



The following fields display on the Compensation Plan Structure Search screen:

- Statement ID
- Comp Plan ID
- Comp Plan Name
- Reporting Level Type
- Account Type

2. Enter desired search criteria and click the Search button.

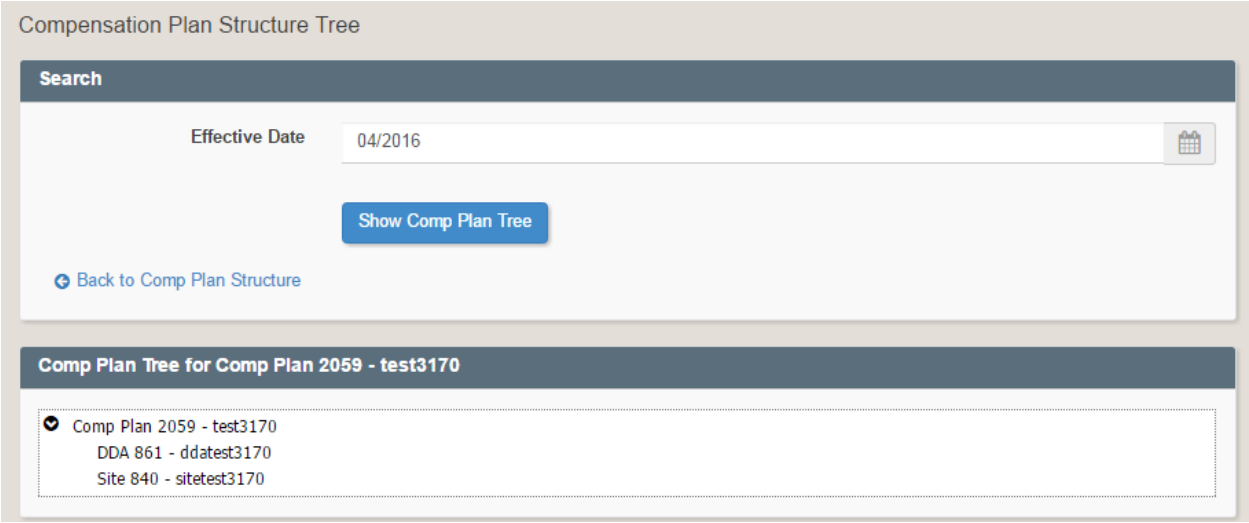
   The Results window displays records matching the search criteria to which the user has access. Columns are sortable. Record count displays number of entries returned on search. Comp Plan Tree button is enabled for each record.

   The following fields display in the Results window:

- Comp Plan ID
- Comp Plan Name
- Status
- Actions (Comp Plan Tree button)

3. To view the Comp Plan Tree, click the Comp Plan Tree button for the desired record.

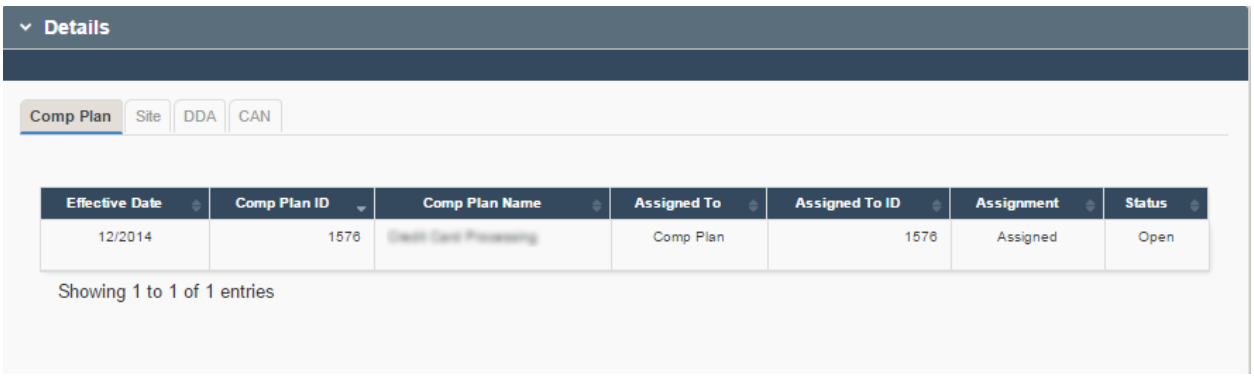
   The Compensation Plan Tree Structure screen displays. Effective Date field is enabled for editing. Tree hierarchy displays below. Chevron buttons allow for expanding/collapsing levels of the comp plan tree. Back to Comp Plan Structure link is enabled.



4. Select the Back to Comp Plan Structure link to return to the Compensation Plan Search window.

5. Select a record in the Results window.

   The Details window displays Comp Plan, Site, DDA and CAN tabs. Reporting level information displays on each tab. Columns are sortable.

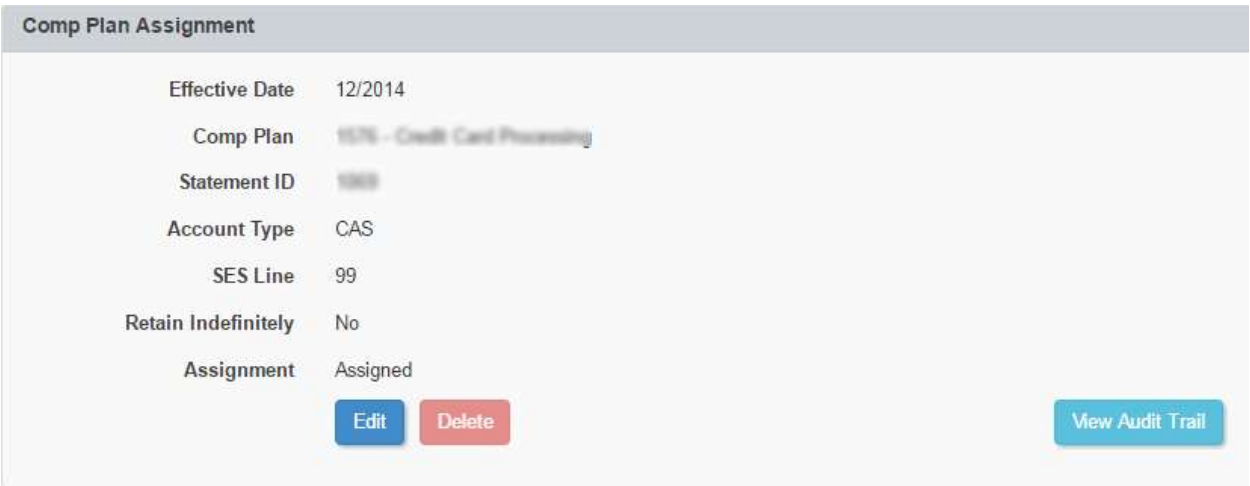


The following fields display on the Comp Plan reporting level tab:

- Effective date
- Comp Plan ID
- Comp Plan Name
- Assigned to
- Assigned to ID
- Assignment
- Status

6. On the Comp Plan tab, select a record in the details window.

   The Comp Plan Assignment window displays additional information about the selected record. Edit, Delete and View Audit Trail buttons are available.



   Note: Delete button is enabled only if Comp Plan has no BMI transactions.

   The following fields display in the Comp Plan Assignment window:

   - Effective Date
   - Comp Plan
   - Statement ID
   - Account Type
   - SES Line
   - Retain Indefinitely
   - Assignment

   AFP Code Assignments and AFP Code Group Assignments display for the Comp Plan level. Columns are sortable. Assign AFP Code and Assign AFP Code Group buttons are enabled. Edit, Remove Assignment and View Audit Trail buttons are enabled when an AFP Code or AFP Code Group is selected.

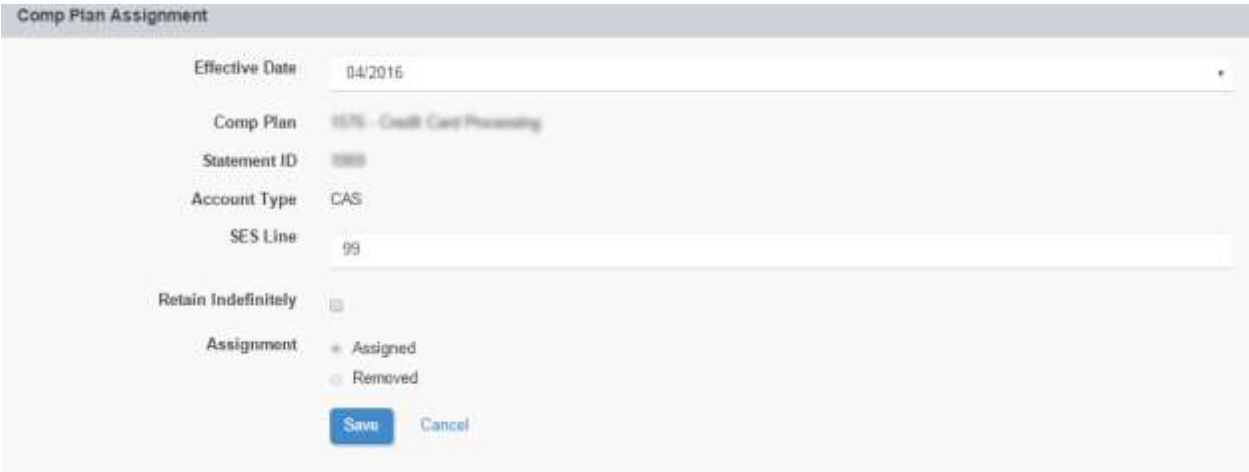
The following fields display in the AFP Code /AFP Code Group Assignments windows:

- Type
- Code
- Price 1
- Price 2
- Service
- Source
- Analysis
- Volume
- Include Volume
- Include ACES
- Descriptor/Name
- SES Information

Edit Comp Plan Level

1. To edit a Comp Plan level, conduct a search in the Comp Plan Profile search screen and select a record in the Results window. Click the Edit button in the Comp Plan Assignment window.

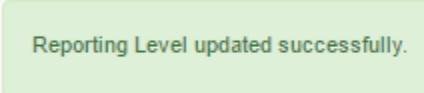
   The Comp Plan Assignment window opens for editing. Fields are available for selection. Save and Cancel buttons are enabled.



The following fields display on the Comp Plan Assignment window:

- Effective Date
- Comp Plan (not editable)
- Statement ID (not editable)
- Account Type (not editable)
- SES Line
- Retain Indefinitely
- Assignment

2. Enter the desired changes and click on the Save button to save changes. Message displays confirming successful Comp Plan edit.



Error message indicates unsuccessful Comp Plan edit. Make necessary corrections and save again.

3. Click the Cancel link in the Details window to cancel the edit.

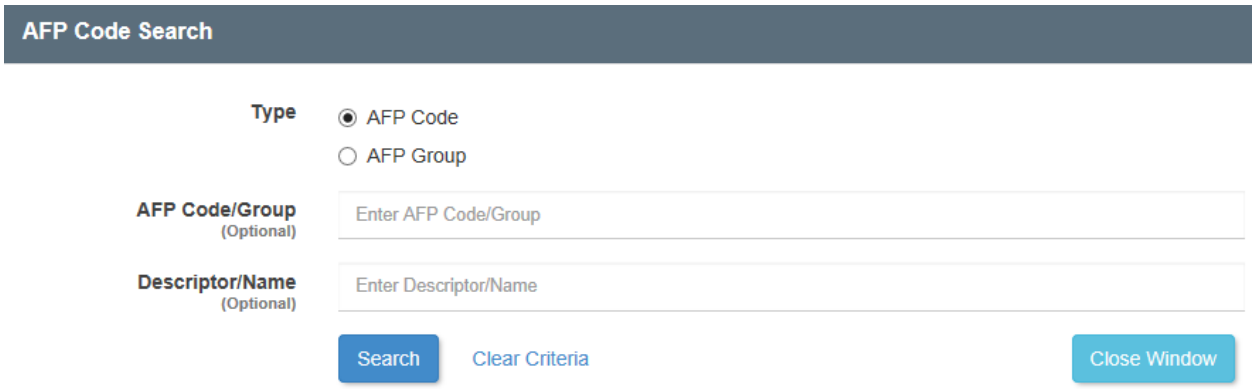
4. Click Clear Criteria in the Search window clear all fields, close the Details and Results windows and return the screen to its original state.

Assign AFP Code

5. To assign an AFP Code to the Comp Plan Level, select the desired comp plan in the Results window. The Details window displays. Within the Details window is the AFP Code Assignments window.

6. Click on Assign AFP Code button in the AFP Code Assignments window. AFP

Code Search pop-up window displays. Search, Clear Criteria and Close Window buttons are enabled.

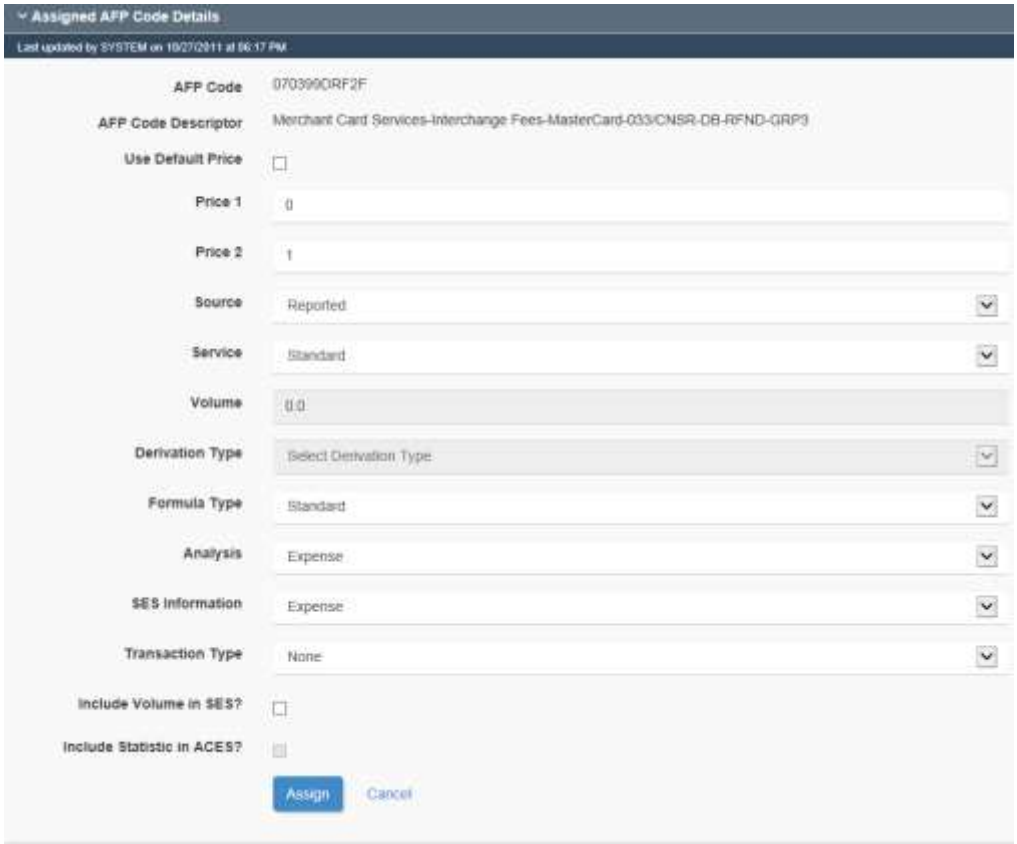


7. Enter search criteria in AFP Code Search screen:

    - AFP Code or AFP Group Type (required field)
    - AFP Code/Group field (optional)
    - Descriptor/Name field (optional)

8. Click Search buttons to return list of AFP Codes matching the search criteria. Results window displays below.

9. In the Results window, click Select to assign an AFP Code to the reporting level. The Assigned AFP Code Details window displays. Assign and Cancel buttons are enabled.



The following fields display in the AFP Codes Details window:

- AFP Code (not editable)
- AFP Code Descriptor (not editable)
- Use Default Price
- Price 1
- Price 2
- Source
- Service
- Volume
- Derivation Type
- Formula type
- Analysis
- SES Information
- Transaction Type
- Include Volume in SES
- Include Statistic in ACES
- FI Reporting

10. Make the desired selections and click on the Assign button to assign the AFP Code to the Comp Plan level. System returns the user to the AFP Code Assignments window.

11. Select Close Window to cancel an AFP Code Group/AFP Group assignment and return to the Comp Plan Assignment window.

12. Select Clear Criteria link in the Search window to clear any selections and return the Compensation Plan Structure screen to its original state.

Assign AFP Code Group

13. To assign an AFP Code Group to a Comp Plan Level, select the desired Comp Plan in the Results window. The Details window displays AFP Code Group Assignments window. Fields display for Code, Price 1/Price 2, Service, Source, Analysis, Volume, Include Volume, Include ACES, Descriptor and SES Information. Assign AFP Code Group button is enabled. Remove Assignment button is inactive.

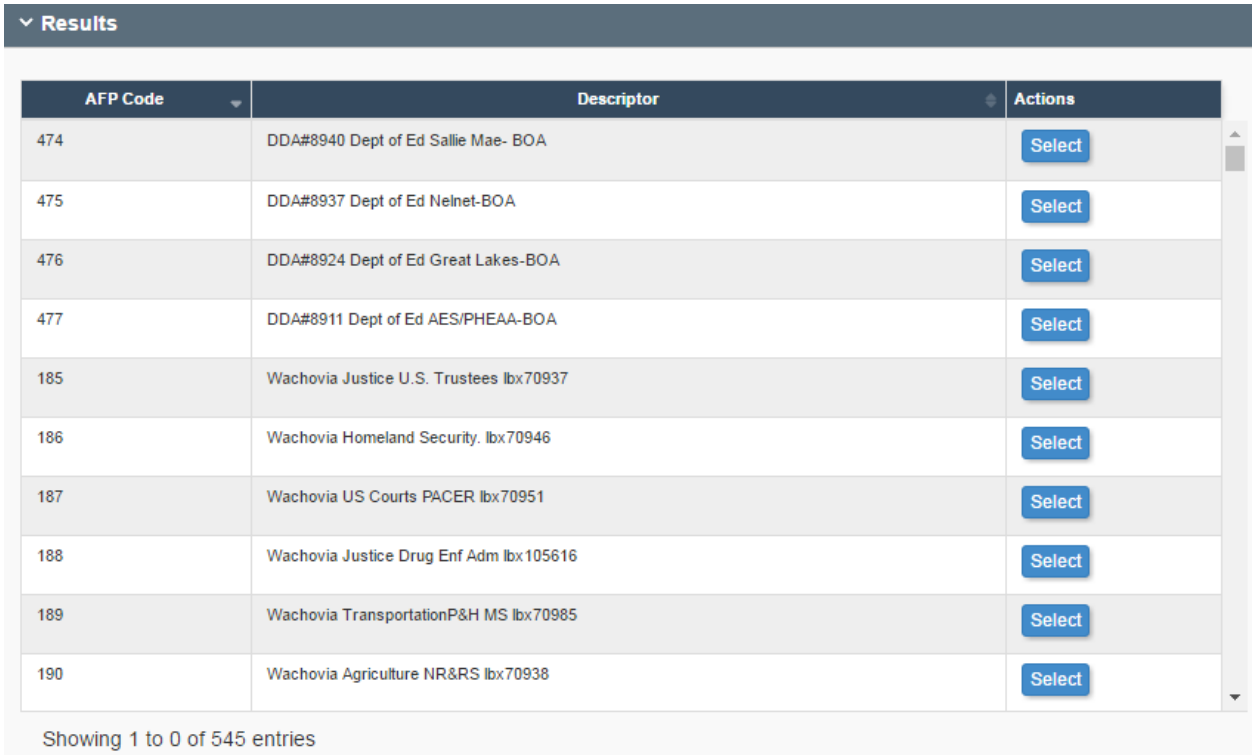
    Note: Only one AFP Code Group may be assigned to a reporting level.

14. Select the Assign AFP Code Group button. An AFP Code Group Search pop-up displays. Search, Clear Criteria and Close Window action buttons are enabled.

The following fields display in the AFP Code Group Search window:

- AFP Code/Group
- Descriptor/Name

15. Enter the desired search criteria in AFP Code Group Search window and click on the Search button. Results window displays all AFP Code Groups to which the user has access. Fields display for AFP Code Group, Descriptor and Actions (Select button).



Results

AFP Code	Descriptor	Actions
474	DDA#8940 Dept of Ed Sallie Mae- BOA	Select
475	DDA#8937 Dept of Ed Nelnet-BOA	Select
476	DDA#8924 Dept of Ed Great Lakes-BOA	Select
477	DDA#8911 Dept of Ed AES/PHEAA-BOA	Select
185	Wachovia Justice U.S. Trustees lbx70937	Select
186	Wachovia Homeland Security. lbx70946	Select
187	Wachovia US Courts PACER lbx70951	Select
188	Wachovia Justice Drug Enf Adm lbx105616	Select
189	Wachovia TransportationP&H MS lbx70985	Select
190	Wachovia Agriculture NR&RS lbx70938	Select

Showing 1 to 0 of 545 entries

16. Click the Select button next to the desired AFP Code Group to assign the AFP Code Group to the comp plan level. System returns user to the AFP Code Group Assignments window. AFP Code Group number displays in the header. List of AFP Codes associated with the AFP Code Group displays. Assign AFP Code Group button is now disabled. Remove Assignment button is enabled.

17. Click on the Clear Criteria link on the AFP Code Group Search pop-up to cancel an AFP Code Group assignment.

18. Click on the Close Window button to close the AFP Code Group Search pop-up and return to the AFP Code Group Assignments window.

19. Click on the Clear Criteria link in the Search window to clear all fields, remove the Results and Details windows and return the screen to its original state.

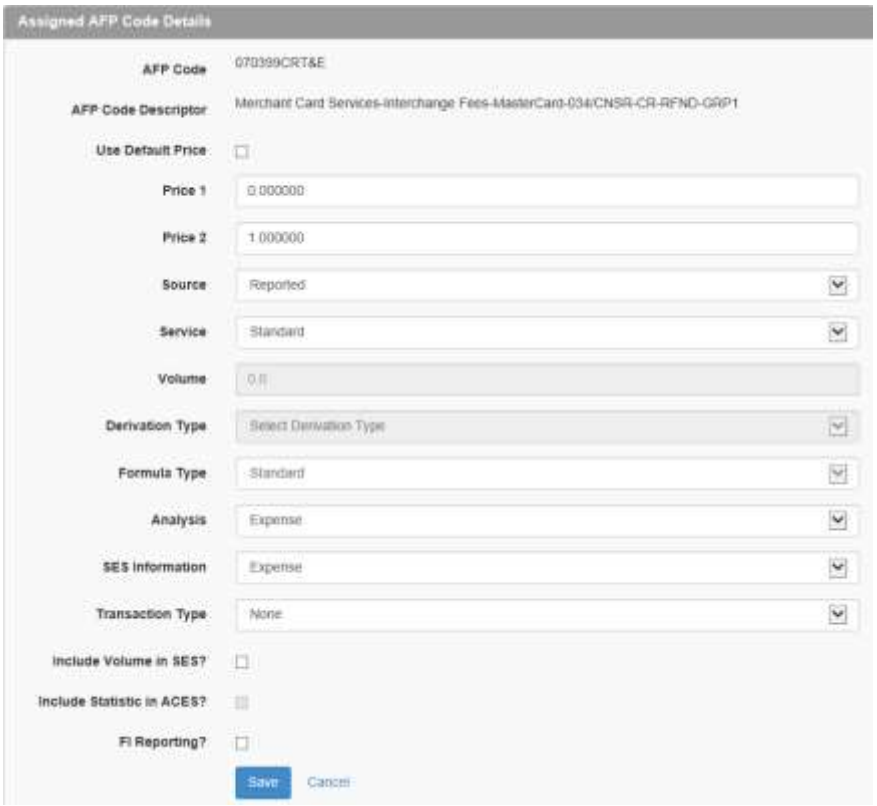
Edit AFP Code Assignment

20. To edit an AFP Code Assignment at the comp plan level, select the desired AFP Code Assignments window. The Edit button becomes enabled.

21. Click the Edit button in the AFP Code Assignments window. The Assigned AFP Code Details window displays. Several fields are available for editing and Save and Cancel buttons are enabled.

    The following fields display in the Assigned AFP Code Details window:

    - AFP Code (not editable)
    - AFP Code Name (not editable)
    - Use Default Price (checkbox)
    - Price 1
    - Price 2
    - Source
    - Service
    - Volume (not editable)
    - Derivation Type (not editable)
    - Formula Type
    - Analysis
    - SES Information
    - Transaction Type
    - Include in SES (checkbox)
    - Include Statistic in ACES (not editable)
    - FI Reporting



22. Make the desired changes and select the Save button to save the AFP Code Assignment.

23. Select the Cancel link to cancel changes and return to the AFP Code Assignments window.

24. Select the Clear Criteria link in the Search window to clear all fields, remove the Results and Details windows and return the screen to its original state.

Note: AFP Code Group assignments cannot be edited in the Comp Plan Structure. AFP Code Group assignments can only be added or removed within the Comp Plan Structure.

Remove AFP Codes Assignment

25. To remove an AFP Code Assignment from the Comp Plan reporting level, select the desired AFP Code in the AFP Code Assignments window. Edit, Assign AFP Code and Remove Assignment buttons are enabled. The View Audit Trail button is active.

26. Click on the Remove Assignment button to remove the AFP Code from the Comp Plan Structure. Pop-up window displays prompting user to confirm deletion:

- Select Cancel to cancel the deletion.
- Select OK to complete the deletion.

27. System returns user to the AFP Code Assignments window.

Remove AFP Code Group Assignment

28. To remove an AFP Code Group Assignment from the Comp Plan reporting level, select the desired AFP Code Group in the AFP Code Group Assignments window. The Remove Assignment button is enabled.

29. Click on the Remove Assignment button to remove the AFP Code Group Assignment. A pop-up message displays asking the user to confirm the removal.

30. Click on the Remove Assignment button to remove the AFP Code Group from the Comp Plan Structure. Pop-up window displays prompting user to confirm deletion:

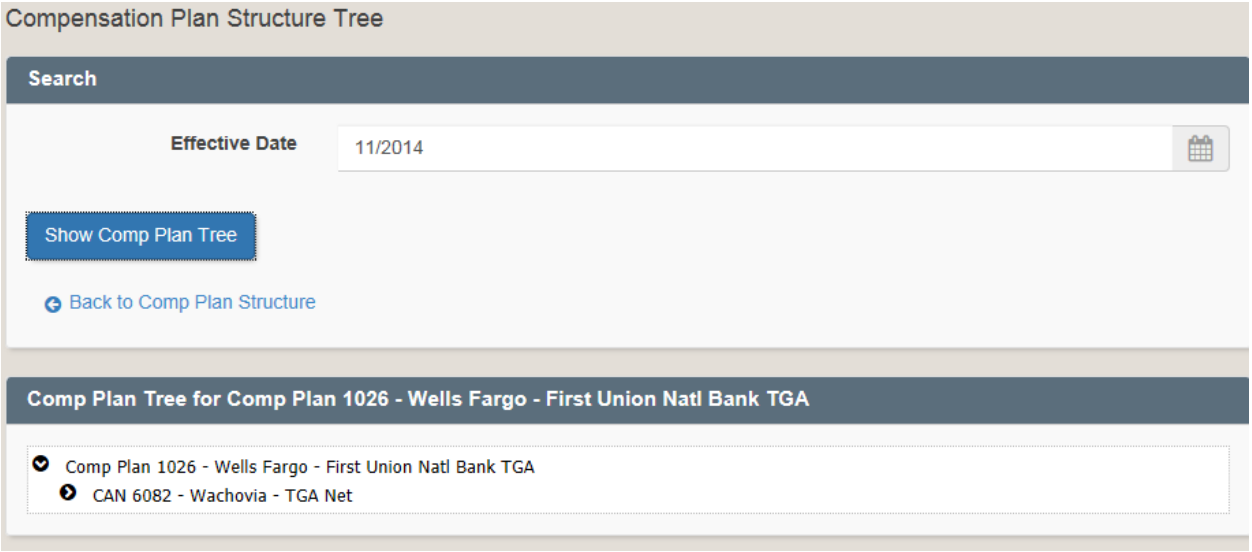
    - Select Cancel to cancel the deletion.
    - Select OK to complete the deletion.

31. System returns user to the AFP Code Group Assignments window.

Comp Plan Tree

32. To view the comp plan tree for a comp plan structure, enter desired search criteria on the Comp Plan Structure Search window and click the Search button. Comp plans to which the user has access display in the Results window.

33. Select the Comp Plan Tree button in the Results window. The Compensation Plan Structure Tree displays. Show Comp Plan Tree button is enabled. Back to Comp Plan Structure link is active. A hierarchal display of the comp plan structure tree is displayed.



34. Chevron buttons expand/remove to view a tree structure of Comp Plan, Site, DDA and CAN levels, as well as associated AFP Codes/AFP Code Groups. Data is read only.

35. Click on the Back to Comp Plan Structure link to return to the System returns user to the Compensation Plan Structure screen.

View Audit Trail

36. Click the View Audit Trail button in the Details window.

- List of record changes displays. Columns display for Reporting Level ID, Effective Date, Action, Modified By and Modified Date (default sort).
- Change History displays below. Columns display for Field Name, Before Change and After Change.

37. Click Close Window to close Audit Trail window.

Site Reporting Level

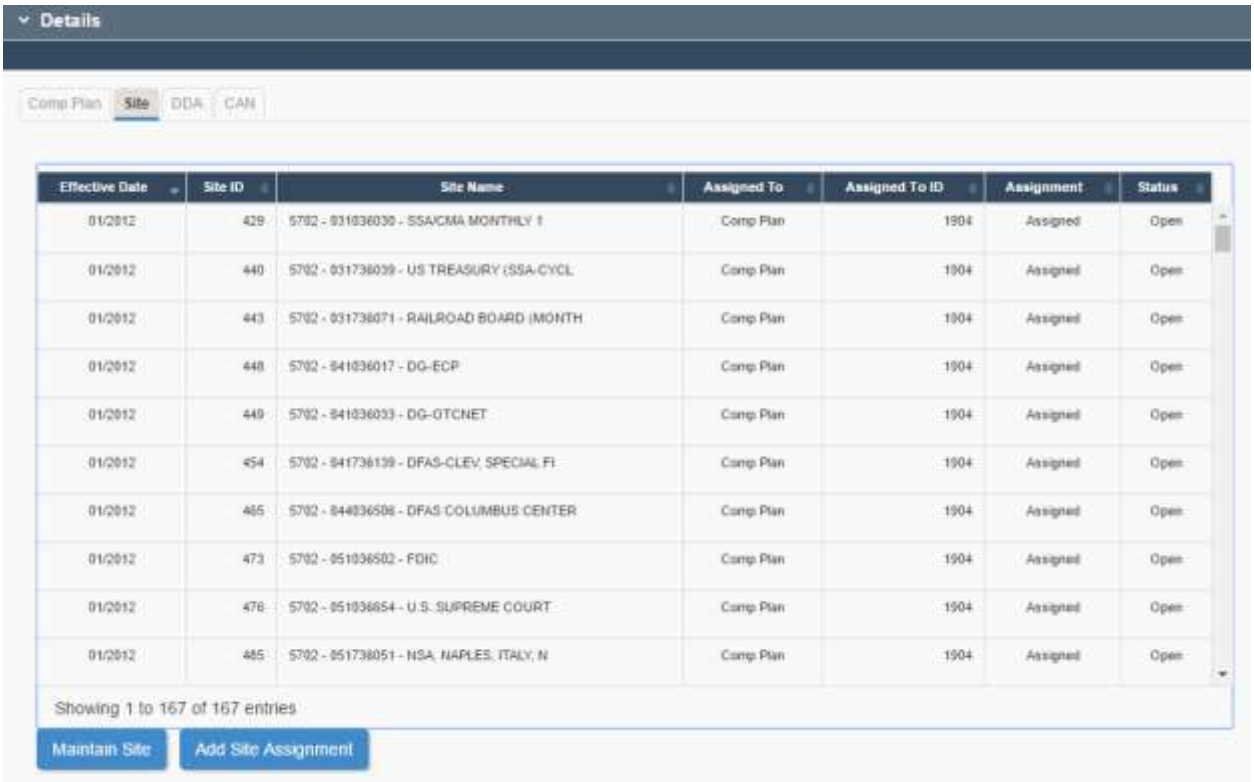
View Site Assignment

1. Select Profile on the main menu and choose Comp Plan Structure on the drop-down.

   The Comp Plan Structure Search window displays. Enter desired search criteria and click on the Search button. The Results window displays all comp plans to which the user has access.

2. Select a comp plan from the Results window. The Details window displays comp plan information including tabs for Comp Plan, Site, DDA and CAN levels. Record count displays the number of entries returned.

3. Click on the Site tab to view the Site reporting level. AFP Codes/AFP Code Groups associated with the Site level display. Records are sorted by Effective Date/Site ID. Maintain Site and Add Site Assignment buttons are enabled.



The following columns display in the Details window:

- Effective Date

- Site ID
- Site Name
- Assigned To
- Assigned To ID
- Assignment
- Status

Maintain Site Assignment

4. On the Site tab, select Maintain Site button. The Site Maintenance window displays. The authorized user may add, edit or delete a Site within the comp plan structure. Add Site button is enabled. Back to Comp Plan Structure Details link is active.

The following columns display:

- Side ID
- Site Name
- Status

5. Click on the Back to Comp Plan Structure Details link to the Compensation Plan Structure screen.

6. Click on the Clear Criteria link in the Search window to clear all fields, remove the Results and Details window and return the screen to its original state.

Add Site Assignment

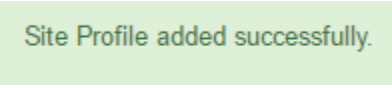
7. To add a Site Assignment to the Site reporting level, select the Site tab in the Comp Plan Structure Details window. Maintain Site and Add Site Assignment buttons are enabled.

8. Select the Add Site Assignment button. The Site Status window displays. Save and Cancel buttons are enabled.

The following fields display in the Site Status window:

- Site ID (not editable)
- Site Name
- Status (not editable)

9. Enter data in available fields and click the Save button to save the Site assignment. Message displays confirming successful Site addition.



Error message indicates that Site addition was not successful. Correct error(s) and save Site again.

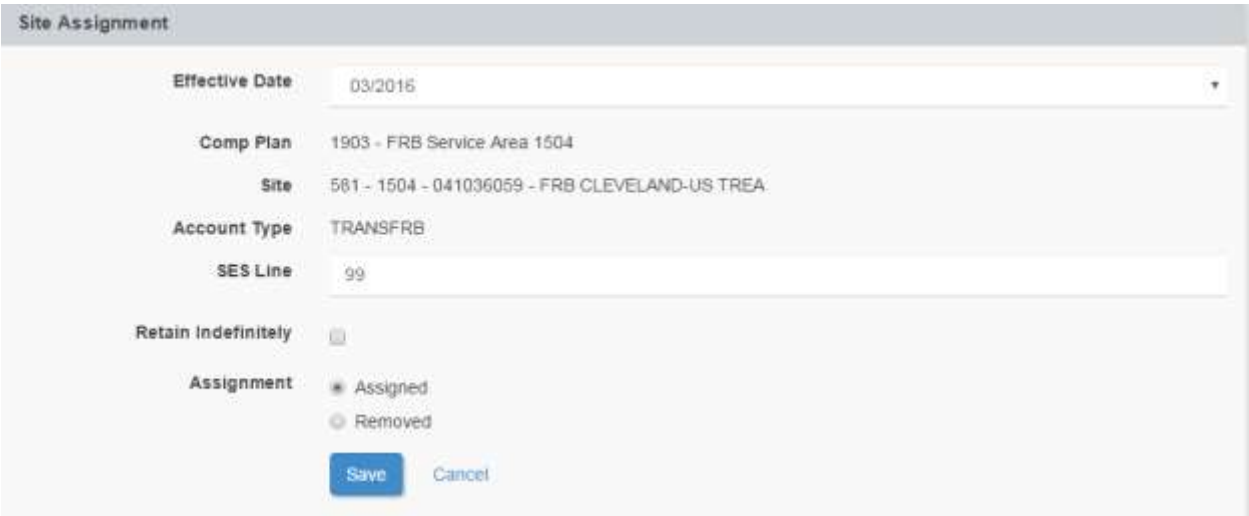
10. Click on the Cancel link to cancel the site assignment and return to the Site Details window.

11. Click on the Clear Criteria link in the Search window to clear all fields, remove the Results and Details window and return the screen to its original state.

Edit Site Assignment

12. To edit a Site Assignment, select a Site ID in the Comp Plan Structure Details window. The Site Assignment window displays. Edit, Add Site Assignment, Delete buttons are enabled. View Audit Trail buttons is active.

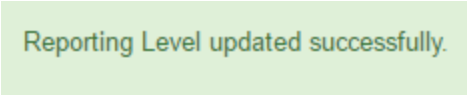
13. Click the Edit button. The Site Assignment window displays for editing. Save and Cancel buttons are enabled.



The following fields display in the Site Assignment window:

- Effective Date
- Comp Plan (not editable)
- Site (not editable)
- Account Type (not editable)
- SES Line
- Retain Indefinitely (checkbox)
- Assignment (radio buttons)

14. Make desired changes and click on the Save button. Message displays confirming successful edit.



If edit is not successful, error message displays. Make necessary corrections and Save again.

15. Select the Cancel link to cancel the edit and return to the Site Assignment window.

16. Select the Clear Criteria link in the Search window to clear all fields, remove the Results and Details windows and return the screen to its original state.

Remove Site Assignment

17. To delete a Site Assignment, select a Site ID in the Comp Plan Structure Details window. Site IDs associated with the Site level display.

18. Select a Side ID. The Site Assignment window displays. Note: If a Site ID has no BMI transactions the Delete button is enabled. Site IDs with associated BMI transactions cannot be deleted.

19. Click on the Delete button. A pop-up window displays prompting the user to confirm deletion.

    - Click OK to remove the site assignment.
    - Click Cancel to cancel the deletion and return to the Site Assignment window.

20. Select the Clear Criteria link in the Search window to clear all fields, remove the Results and Details windows and return the screen to its original state.

AFP Code/AFP Code Group Assignments at Site Level

21. The procedure for assigning AFP Codes/AFP Code Groups at the Site Level is the same as assigning AFP Codes/AFP Code Groups at the Comp Plan level. Please refer to for instructions on assigning/editing/removing AFP Codes/AFP Code Groups listed on Pages 34-41.

View Audit Trail

22. Click the View Audit Trail button in the Details window.

    - List of record changes displays. Columns display for Reporting Level ID, Effective Date, Action, Modified By and Modified Date (default sort).
    - Change History displays below. Columns display for Field Name, Before Change and After Change.

23. Click Close Window to close Audit Trail window.

DDA Reporting Level

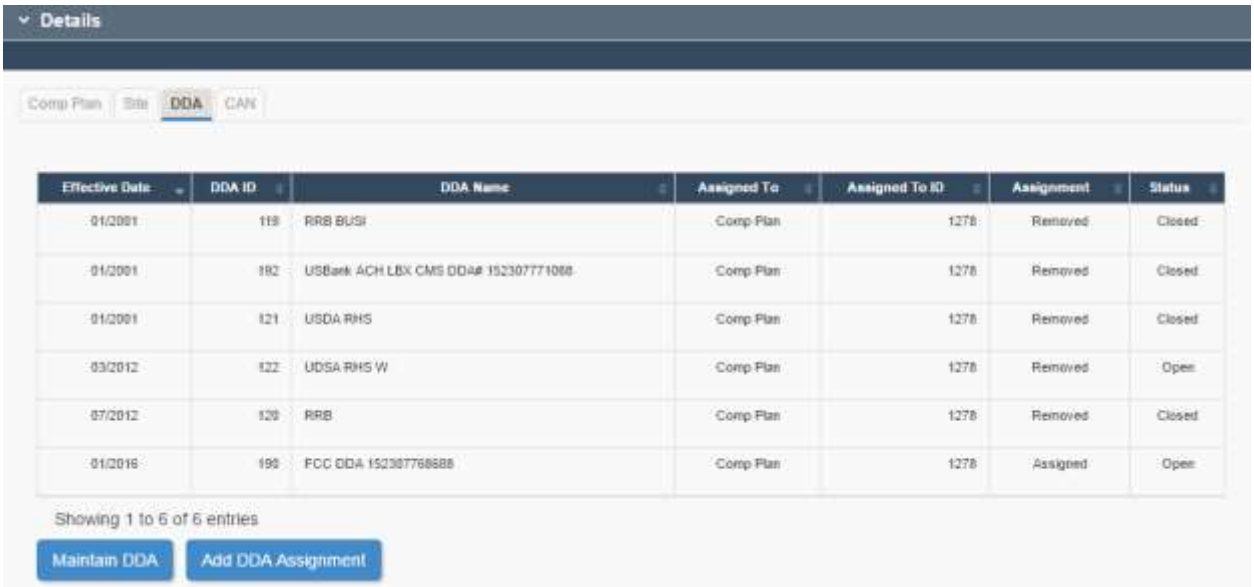
View DDA Assignment

1. Select Profile on the main men and choose Comp Plan Structure on the drop-down.

   The Comp Plan Structure Search window displays. Enter the desired search criteria and click on the Search button. The Results window displays all comp plans to which the user has access.

2. Select a comp plan in the Results window. The Details window displays comp plan information including tabs for Comp Plan, Site DDA and CAN levels. Record count displays the number of entries returned.

3. Click on the DDA tab to view the DDA reporting level. All DDAs associated with the DDA level display. Maintain DDA and Add DDA Assignment buttons are enabled.



The following columns display in the Details window:

- Effective Date
- DDA ID
- DDA Name
- Assigned To
- Assigned To ID
- Assignment
- Status

Maintain DDA Assignment

4. On the DDA tab, select the Maintain DDA button. The DDA Maintenance window displays. From this screen the authorized user may add, edit, or delete DDAs within the comp plan structure. The Add DDA button is enabled. Back to Comp Plan Structure Details link is active.

The following columns display in the DDA Maintenance window:

- DDA ID
- DDA Name
- Status

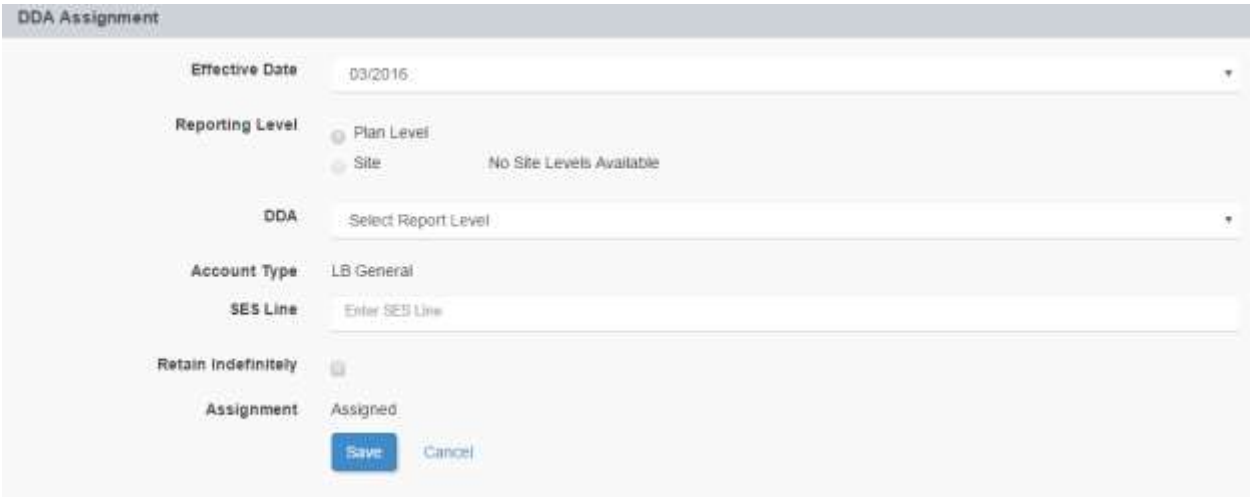
5. Click on the Back to Comp Plan Structure Details link to return to Compensation Plan Structure screen.

6. Click on the Clear Criteria link in the Search window to clear all fields, remove the Results and Details window and return the screen to its original state.

Add DDA Assignment

7. To add a DDA Assignment to the DDA reporting level, select the DDA tab in the Comp Plan Structure Details window. Maintain DDA and Add DDA Assignment buttons are enabled.

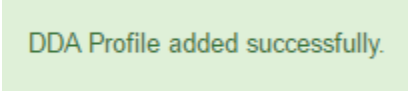
8. Select the Add DDA Assignment button. The DDA Assignment window displays. Save and Cancel buttons enabled.



The following fields display in the DDA Assignment window:

- Effective Date
- Reporting level
- DDA
- Account Type
- SES Line
- Retain Indefinitely
- Assignment (not editable)

9. Enter data in available fields and click the Save button. Message displays confirming successful DDA assignment.



If save was unsuccessful, error message displays. Make necessary corrections and Save again.

10. Click the Cancel link to cancel DDA level addition and return to DDA Maintenance window.

11. Click on the Back to Comp Plan Structure Details link to return to Comp Plan Structure Details window.

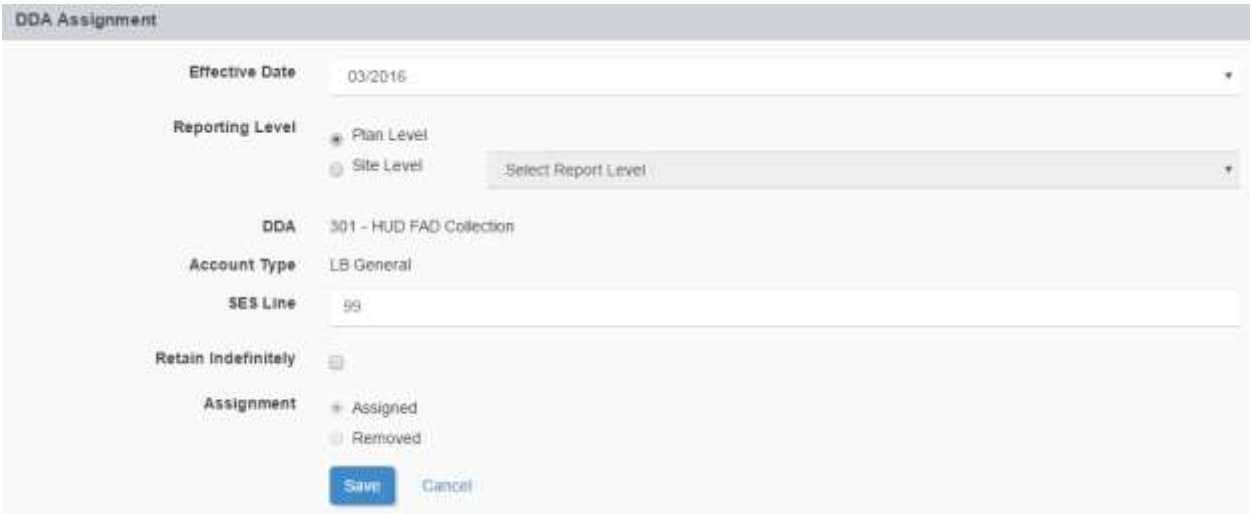
Edit DDA Assignment

12. To edit a DDA Assignment, select a DDA ID in the Comp Plan Structure Details window. The DDA Assignment window displays. Edit, Add DDA Assignment and Delete buttons are enabled. View Audit Trail buttons button is active.

The following fields display in the DDA Assignment window:

- Effective Date
- Reporting Level
- DDA (not editable)
- Account Type (not editable)
- SES Line
- Retain Indefinitely (checkbox)
- Assignment (radio buttons)

13. Click on the Edit button. The DDA Assignment window displays with fields available for editing.



14. Enter desired changes and click the Save button. Message displays confirming

successful edit.

Reporting Level updated successfully.

If the edit is not successful, an error message displays. Make necessary corrections and Save again.

15. Select the Cancel link to cancel the edit and return to the Site Assignment window.

16. Select the Clear Criteria link in the Search window to clear all fields, remove the Results and Details windows and return the screen to its original state.

Remove DDA Assignment

17. To delete a DDA Assignment, select the DDA ID in the Comp Plan Structure Details window. DDAs associated with the DDA reporting level display.

18. In the Results window, select a DDA Assignment to be deleted. The DDA Assignment window displays. Note: If a DDA ID has no BMI transactions, the Delete button is enabled. DDA IDs with associated BMI transactions cannot be deleted.

19. Click on the Delete button. A pop-up window displays prompting the user to confirm deletion.

    - Click OK to remove the site assignment.
    - Click Cancel to cancel the deletion and return to the Site Assignment window.

20. Select the Clear Criteria link in the Search window to clear all fields, remove the Results and Details windows and return the screen to its original state.

AFP Code/AFP Code Group Assignments at the DDA Level

21. The procedure for assigning AFP Codes/AFP Code Groups at the DDA levels the same as assigning AFP Codes/AFP Code Groups at the Comp Plan Level. Please refer to instructions on assigning/editing/removing AFP Codes and AFP Code Groups listed on Pages 34-41.

View Audit Trail

22. Click the View Audit Trail button in the Details window.

    - List of record changes displays. Columns display for Reporting Level ID, Effective Date, Action, Modified By and Modified Date (default sort).
    - Change History displays below. Columns display for Field Name, Before Change and After Change.

23. Click Close Window to close Audit Trail window.

CAN Reporting Level

View CAN Assignment

1. Select Profile> Comp Plan Structure main menu. The Comp Plan Structure Search window displays. Enter the desired search criteria and click on the Search button. The Results window displays all comp plans to which the user has access.

2. Select a comp plan in the Results window. The Details window displays comp plan information including tabs for Comp Plan, Site, DDA and CAN levels. Record count displays the number of entries returned.

3. Click on the CAN tab to view the CAN reporting level. CAN IDs associated with the CAN reporting level display. The Add CAN Assignment button is enabled.

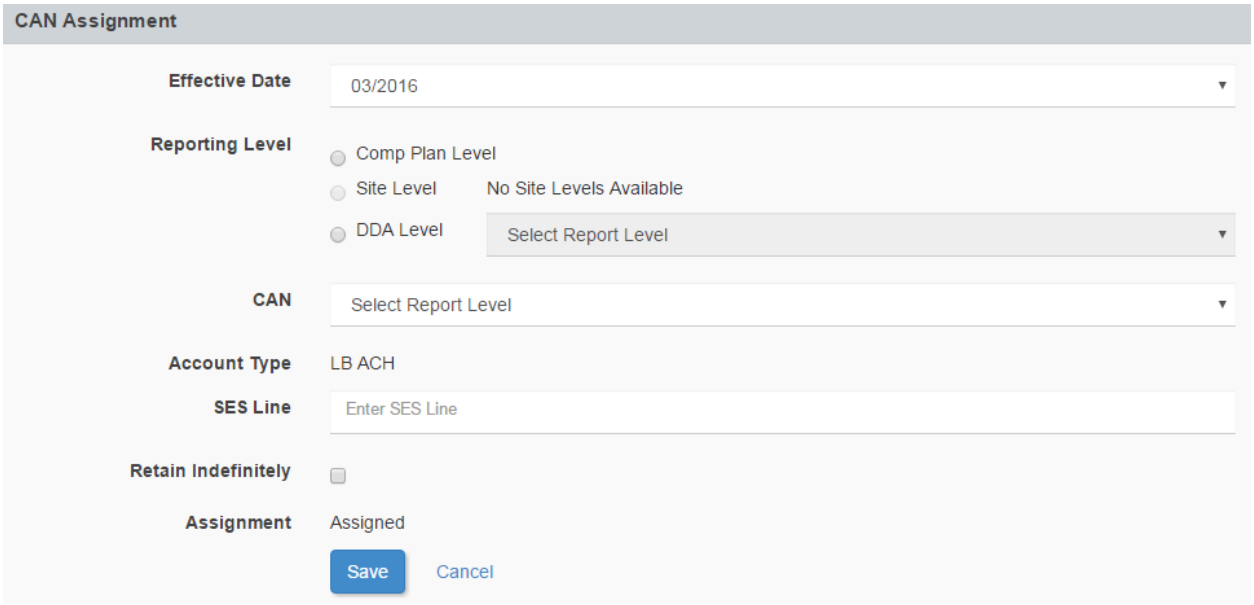
The following columns display in the Details window:

- Effective Date
- CAN ID
- CAN Name
- Assigned To
- Assigned To ID
- Assignment
- Status

Add CAN Assignment

1. To add a CAN Assignment to the CAN reporting level, select the CAN tab in the Comp Plan Structure Details window. Add CAN Assignment button is enabled.

2. Click the Add CAN Assignment button. The CAN Assignment window opens below. Save and Cancel buttons are enabled.



The following fields display in the CAN Assignment window:

- Effective Date
- Reporting level
- CAN
- Account Type (not editable)
- SES Line
- Retain Indefinitely
- Assignment (not editable)

3. Enter data in available fields and click the Save button. Message displays confirming successful assignment.

Reporting Level added successfully.

If save was unsuccessful, error message displays. Make necessary corrections and Save again.

4. Click the Cancel link to cancel a CAN Assignment and return to the Comp Plan Structure Details window.

5. Click the Clear Criteria link in the Search window to clear all fields, remove the Results and Details windows and return the screen to its original state.

Edit CAN Assignment

6. To edit a CAN Assignment, select a CAN ID in the Comp Plan Structure Details window. The CAN Assignment window displays. Edit, Add CAN Assignment and Delete buttons are enabled. The View Audit Trail button is active.

The following fields display in the CAN Assignment window:

- Effective Date
- Reporting Level
- CAN
- Account Type
- SES Line
- Retain Indefinitely
- Assigned

7. Enter data in available fields then click the Save button.

Message displays confirming successful CAN assignment.

Reporting Level updated successfully.

Error message indicates unsuccessful edit. Make necessary corrections and

Save again.

8. Select the Cancel link to cancel the edit and return to the CAN Assignment window.

9. Select the Clear Criteria link in the Search window to clear all fields, remove the Results and Details windows and return the screen to its original state.

Remove CAN Assignment

10. To delete a CAN Assignment, select the CAN ID in the Comp Plan Structure Details window. CANs associated with the CAN reporting level display.

11. In the Results window, select the CAN to be deleted. The CAN Assignment window displays. Click on the Delete button to delete the CAN assignment. Pop-up window displays prompting the user to confirm deletion.

    - Click OK to remove CAN level.
    - Click Cancel to cancel deletion.

12. Select the Clear Criteria link in the Search window to clear all fields, remove the Results and Details windows and return the screen to its original state.

AFP Code/AFP Code Group Assignments

24. The procedure for assigning AFP Codes/AFP Code Groups at the DDA levels is the same as assigning AFP Codes/AFP Code Groups at the Comp Plan Level. Please refer to instructions on assigning/editing/removing AFP Codes and AFP Code Groups listed on Pages 34-41.

View Audit Trail

25. Click the View Audit Trail button in the Details window.

    - List of record changes displays. Columns display for Reporting Level ID, Effective Date, Action, Modified By and Modified Date (default sort).
    - Change History displays below. Columns display for Field Name, Before Change and After Change.

26. Click Close Window to close Audit Trail window.

Notifications Menu

Overview

BMS provides the ability for authorized users to communicate information to users. The type of information and recipients are based on security access roles and permissions. These notifications will automatically display to the user already signed on to the application when the notification becomes active. If the user is not logged on at that time, the notification will appear the next time the user logs on, provided it has not yet expired. The user also has the ability to view all previously viewed, un-expired notifications available to them.

Business Alert Messages (BAMs)

This function, which is available to all users, allows the user to view all previously viewed, un-expired BAMs available to them. BAMs are used to notify users of important information.

1. Click the Notifications menu at the top of the screen.

2. On the drop-down menu, click Business Alert Messages. The Business Alert Messages screen will display.

3. The Business Alert Messages Results screen will display the number of records found and the list of active BAMs available to the user based on the user's role. The Effective Date and Time, Subject, and Expiration Date and Time will be displayed for each BAM and the list will be sorted by effective date in descending order.

4. Select a BAM from the list. The Details screen will display the message for the selected BAM.

Note: Once the expiration date and time is reached, the BAM will no longer appear in the list.

Queries

Overview

BMS provides the ability for users to generate queries and to view, save, print, and download these reports. Report availability is dependent on user security roles and permissions.

Note: Specific menu options available to the user may vary depending on the user's role.

- BAMs Query**:** This query allows authorized users to view and download Business Alert Messages (BAMs) that have been sent to their specific roles.

- BMI Detail Query**:** This query allows authorized users to view and download transaction details that were uploaded or entered via BMI Entry. The BMI Detail Query provides detailed information on BMI transactions reported by a Financial Institution or adjusted by Fiscal Service. In addition, the query provides a Totals section that provides a summary of all the transactions on the results section, as well as, additional information on a selected AFP Code, such as the descriptor, adjustment reason, the user that made the entry, and the date the entry was made.

- Cumulative Position Query**:** This query allows authorized users to view and download information on the Comp Plan's balance for a specified Month/Year.

- Transfer Delay Query**:** This query allows authorized users to view detailed Transfer Delay information by CAN, such as deposit date, settlement date, days delayed, transfer amount, and value of funds.

- Voucher Delays Query**:** This query allows authorized users to view detailed information of each Voucher Delay by CAN, such as voucher date, voucher number, voucher amount, and the value of funds.

- Payment Query: This query allows authorized users to view and download the FI version of a Summary Expense Statement (SES) for a specific statement month/year. The statement, available in PDF/Excel, includes payment information meeting the search criteria, such as status of the Comp Plan's payment, invoice number, a summary of expenses, as well as adjustments and adjustment reasons.

- Monthly Statement Profile Query**:** This query allows authorized users to view and download detailed information on the Monthly Statement Profile, such as status, contacts, and associated Comp Plans. For each associated Comp Plan and reporting period, additional information is provided, such as status, account type, and Cumulative Position.

- BMS Profile Query**:** This query allows authorized users to view information on the

FI Profile, Statement Profile, Comp Plan Profile, and CAN Profile, such as Status, Contacts, Account Type, and ABA. A query on any one of these profiles will allow the user to view associated information on the other three profiles.

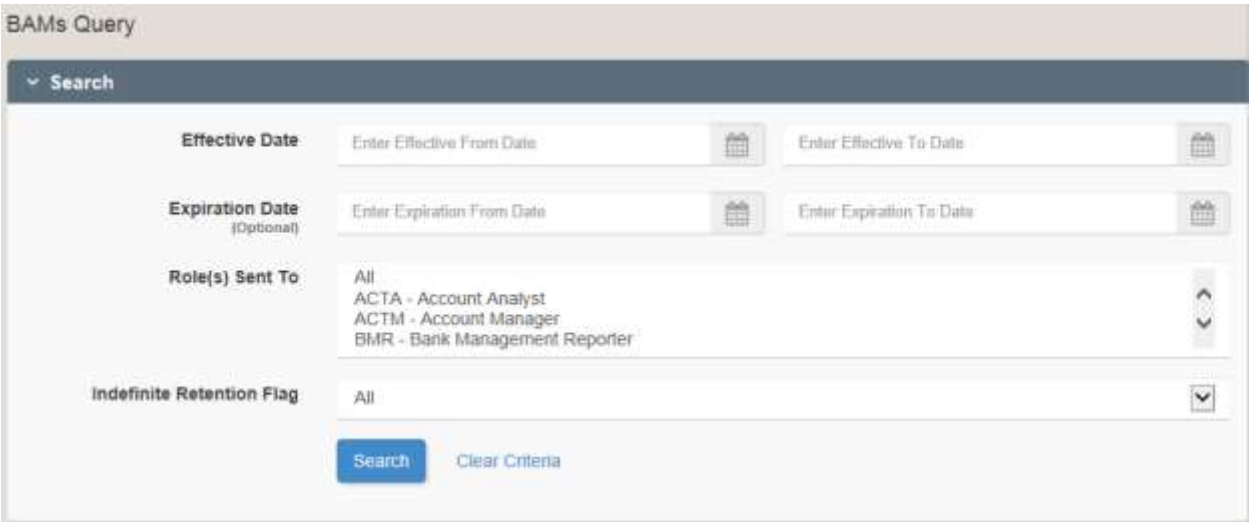
- Rates Query**:** This query allows authorized users to view, save, print, and download current and past daily rates used to calculate service prices for a specified Statement Month/Year, such as Fed Funds rate, Investment rate, Adjusted Investment rate, and Reserve Requirement rate.

- Value of Funds Calculator**:** This calculator allows authorized users to calculate a Value of Fund Delayed for a Voucher Delay or a Transfer Delay amount for a specified period.

BAMs Query

With this query, the authorized user has the ability to view, save, print, and download all Business Alert Messages (BAMs) that have been sent to specific user roles.

1. Select Query on the main menu and choose BAMs Query from the drop down. The BAMs Query displays. Several search fields are available for selection. Users may select an option in search drop-downs. Users may enter full or partial search criteria in fill-in search fields. Search and Clear Criteria buttons are enabled.



The following fields display in the Search window:

- Effective From Date
- Effective To Date
- Expiration From Date

- Expiration To Date
- Role(s) Sent To
- Indefinite Retention Flag

Note: User must enter an Effective To or Effective From Date. Date range may not exceed one year.

2. Enter the desired search criteria and click the Search button. Records matching the search criteria display in the Results window. Columns display for Effective Date, Expiration Data and Subject. Record Count displays number of entries returned on search. Data is view only. The Download All button is enabled.

   The authorized user may select the Download All button to download an Excel file containing all records displayed in the Results window.

3. Select a record in the Results window. The Details window displays additional information about the BAM. Record Count displays number of entries returned on search. Download Selected button is enabled.

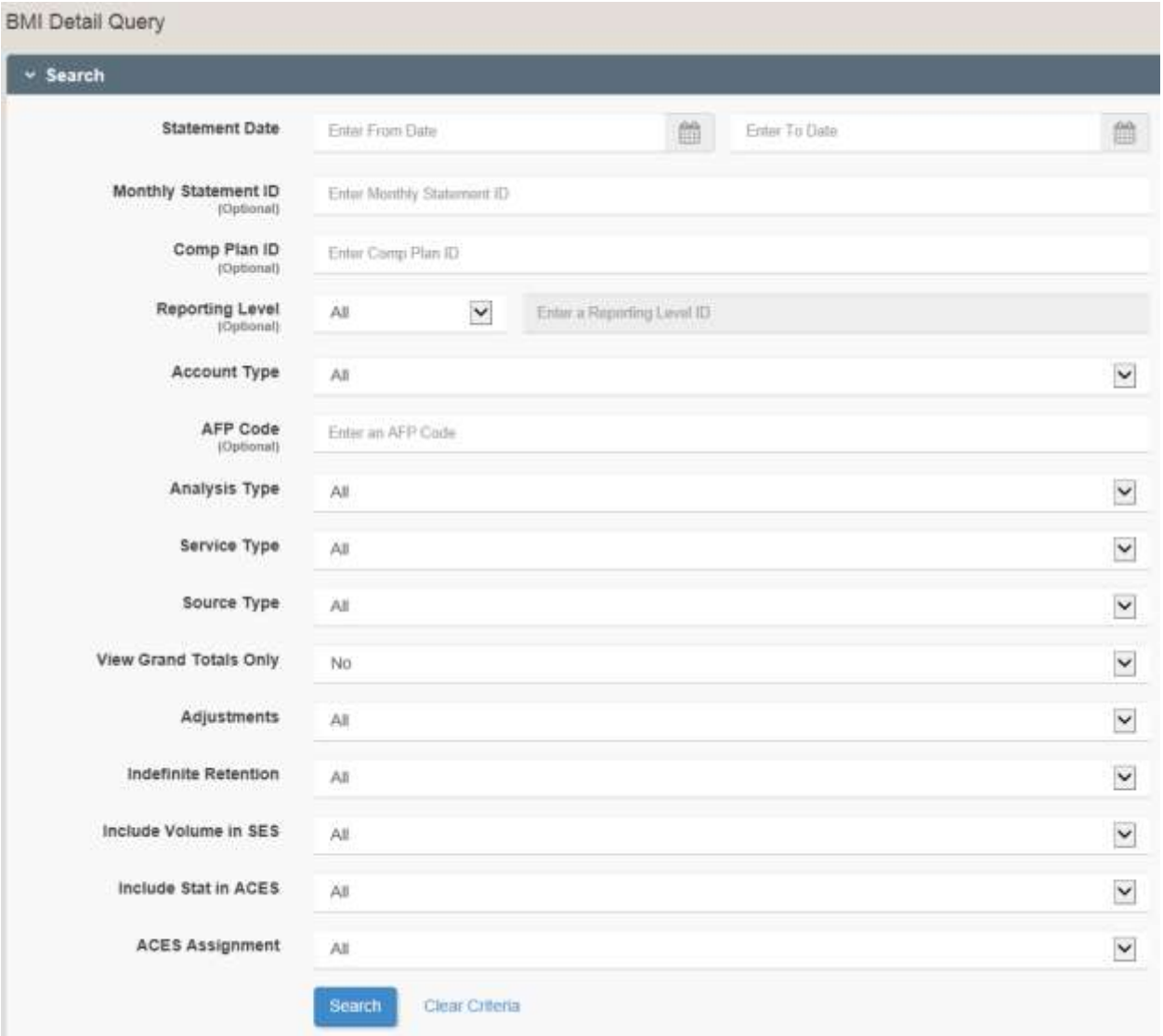
   The authorized user may select the Download Selected button to download an Excel file containing the BAM listed in the Details window.

4. Click the Clear Criteria link in the BAM Query Search window to clear all fields, remove the Results and Details window and return the screen to its original state.

BMI Detail Query

With this query, the authorized user has the ability to view, save, print, and download transaction details that were entered or uploaded to BMS. The BMI Detail Query provides detailed information on BMI transactions reported by a Financial Institution or adjusted by Fiscal Service. The query provides a Totals section that provides a summary of all the transactions on the results section, as well as additional information on a selected AFP Code, such as the descriptor, adjustment reason, the user that made the entry, and the date the entry was made.

1. Select Query on the main menu and choose BMI Detail query from the drop down. The BMI Detail Query Search window displays. Several search fields are available for selection. Users may select an option in search drop-downs. Users may enter full or partial search criteria in fill-in search fields. Save and Clear Criteria buttons are enabled.



The following fields display in Search window:

- Statement From/To Date (required field) – Date range may not exceed one year.
- Monthly Statement ID
- Comp Plan ID
- Reporting Level
- Account Type
- AFP Code
- Analysis Type
- Service Type
- Source Type
- View Grand Totals Only

- Adjustments
- Indefinite Retention
- Include Volume in SES
- Include Stat in ACES
- ACES Assignment

Note: User must enter an Effective To or Effective From Date. Date range may not exceed one year.

2. Enter the desired search criteria and click the Search button. Click one of the records displayed in the Results section of the screen. BMI data to which the user has access displays in the Results window. Record Count displays number of entries returned on search. Data is view only. Download Data button is enabled.

   The following columns display in the Results window:

   - Statement Date
   - Comp Plan ID
   - Reporting Level
   - Reporting Level ID
   - AFP Code
   - Volume
   - Price 1
   - Price 2
   - Value
   - Analysis
   - Service
   - Source

   The authorized user may click the Download Data button to download an Excel file containing all BMI records displayed in the Results window.

3. Select a record in the Results window. The Details window displays. Totals and Detail View tabs are available. Data is read only. Record Count displays number of entries returned on search.

   The following fields display on the Totals tab:
   - Total Volume
   - Total($) Adjustments
   - Total($) Statistic
   - Total($) Income
   - Total($) Expense
   - Net Total Value

   The following fields display on the Detail View tab:

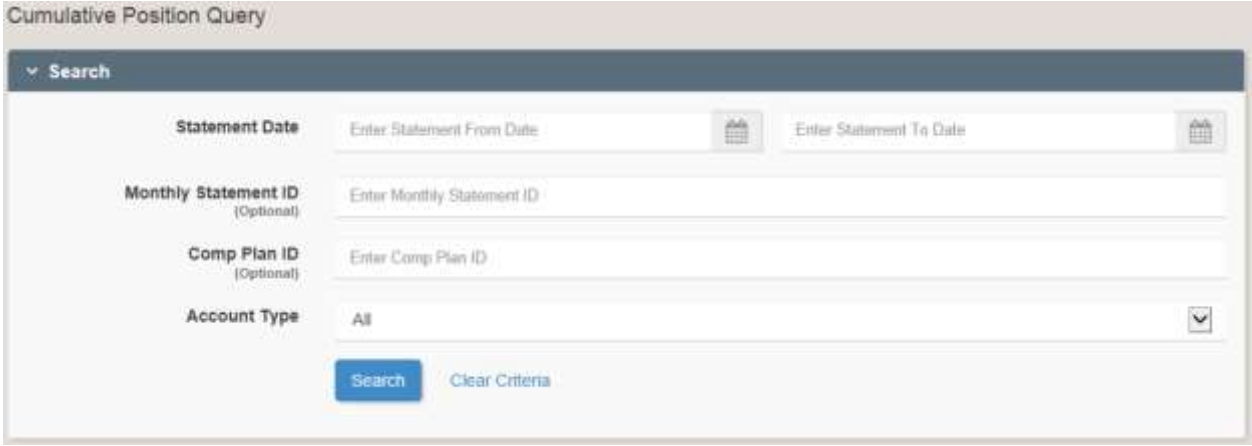
- Include Volume in SES
- Indefinite Retention
- Include Stat in ACES
- ACES Assignment
- AFP Code Descriptor
- Adjustment Code
- Adjustment Reason
- Login ID
- Date/Time

4. Click on the Clear Criteria link to clear all fields, remove the Results and Details windows and return the screen to its original state.

Cumulative Position Query

With this query, the authorized user has the ability to view, save, print, and download information on the Comp Plan's balance for a specified Month/Year.

1. Select Query on the main menu and choose Cumulative Position Query on the drop-down. The Cumulative Position Query Search screen displays. Search fields are available for selection. Users may select an option in search drop-downs. Users may enter full or partial search criteria in fill-in search fields. Search and Clear Criteria buttons are enabled.



The following fields display in the Search window:

- Statement From/To Date
- Monthly Statement ID
- Comp Plan ID
- Account Type

Note: User must enter a Statement From or Statement To Date. Date range may not exceed one year.

2. Enter the desired search criteria and click on the Search button. Records to which the user has access display in the Results window. The Details window displays Cumulative Position summary information. Record count displays number of entries returned on search. Data is view only. Download All button is enabled. Download Selected button is disabled.

3. Select a record in the Results window.

   The Details window displays detailed information related to the selected record.

   The following fields display in the Details window:

   - Total Monthly Analysis Payments
   - Net Gain/Loss
   - Cumulative Position

4. Click on Download All button in the Results window to download an Excel file containing all records in the Results window.

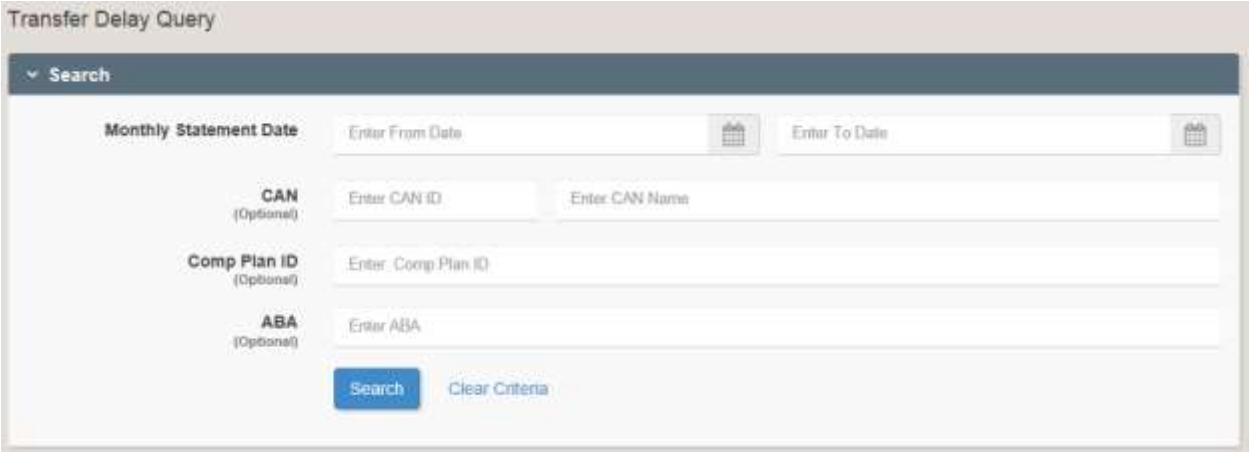
5. After selecting a record in the Results window, click on the Download Selected button to download an Excel file containing information on the selected record.

6. Click the Clear Criteria button to clear all fields, remove the Results and Details windows and return the screen to its original state.

Transfer Delay Query

With this query, the authorized user has the ability to view and download daily Transfer Delay information by CAN, such as deposit date, settlement date, days delayed, transfer amount, and value of funds.

1. Select Query on the main menu and choose Delay Queries – Transfer Delay Query on the drop-down. The Transfer Delay Query Search screen displays. Search fields are available. Users may select an option in search drop-downs. Users may enter full or partial search criteria in fill-in search fields. Search and Clear Criteria buttons are enabled.



The following fields display in the search window:

- Monthly Statement From/To Date
- CAN ID
- CAN Name
- Comp Plan ID
- ABA

Note: User must enter a From Date or To Date. Date range may not exceed one year.

2. Enter the desired search criteria and click on the Search button. Records to which the user has access display in the Results window. Download All and Run All buttons are enabled

The following columns display in the Results window:

- Monthly Statement Date
- CAN ID
- Comp Plan ID
- ABA
- FI Name

The Details window displays information related to Transfer Delays. Totals, T-Delay Info and Details tabs are available.

The following fields display on the Totals tab:

- Item Count
- Net Total Transfer Amount
- Net Total T-Delay

3. Select a record in the Results window to display additional information on the T-Day Delay Info tab related to the selected record.

   The following fields display on the T-Delay tab:

   - Deposit Date
   - Expected Settlement Date
   - Actual Settlement Date
   - Transfer Amount
   - Expedite Status
   - Delay Start Date
   - Delay End Date
   - Days Delayed
   - Value of T-Delay

4. Click the Download Selected button to download an Excel file containing summary and detail information related to the selected Transfer Delay record.

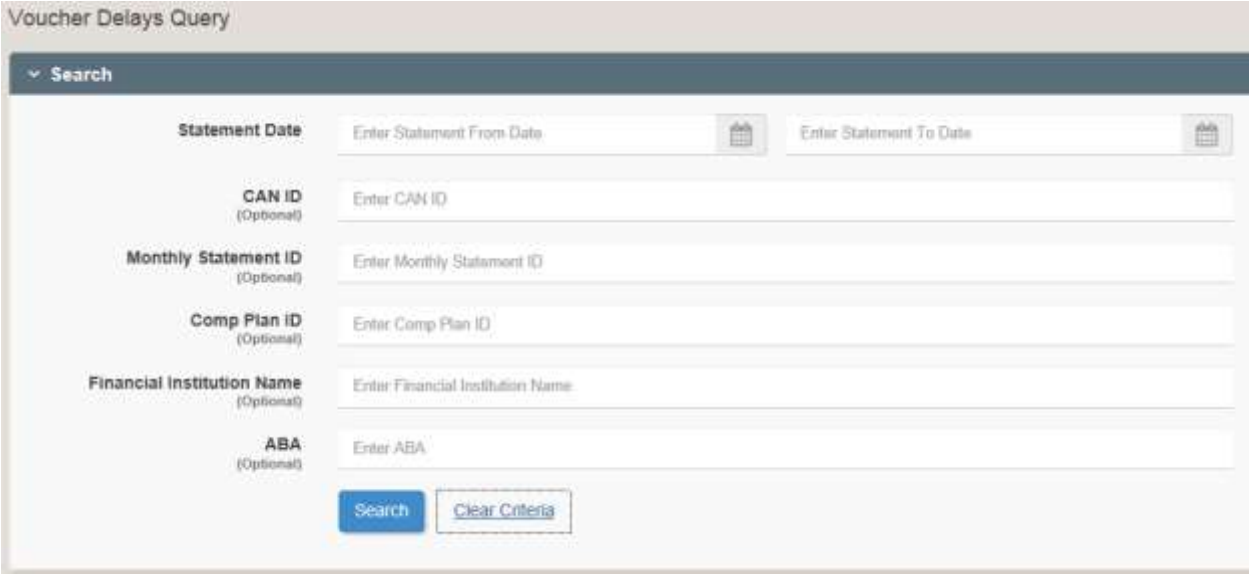
5. Click the Run Selected button to download a PDF file containing summary and detail information related to the Transfer Delay record.

6. Click the Clear Criteria button to clear all fields, remove the Results and Details windows and return the screen to its original state.

Voucher Delay Query

With this query, the authorized user has the ability to view and download information of each Voucher Delay by CAN, such as voucher date, voucher number, voucher amount, and the value of funds.

1. Select Query on the main menu and choose Voucher Delay Query on the drop-down. The Voucher Delay Query Search screen displays. Several search fields are available for selection. Users may select an option in search drop-downs. Users may enter full or partial search criteria in fill-in search fields. Search and Clear Criteria buttons are enabled.



The following fields display in the Search window:

- Statement Month From/ To Date
- CAN ID
- Monthly Statement ID
- Comp Plan ID
- Financial Institution Name
- ABA

Note: User must enter a Statement From or Statement To Date. Date range may not exceed one year.

2. Select a record in the Results window. The Details window displays additional information about the selected record. The Run Report button is enabled.

   The following columns display in the Details window:

   - Voucher Date
   - Deposit Date
   - Expedite Status
   - Voucher Number
   - Voucher Type
   - Voucher Amount
   - Start Date
   - End Date
   - Days Delayed
   - Average Daily Rate
   - Value of Funds

3. Click the Run Report button to download a PDF report containing information displayed in the Details window.

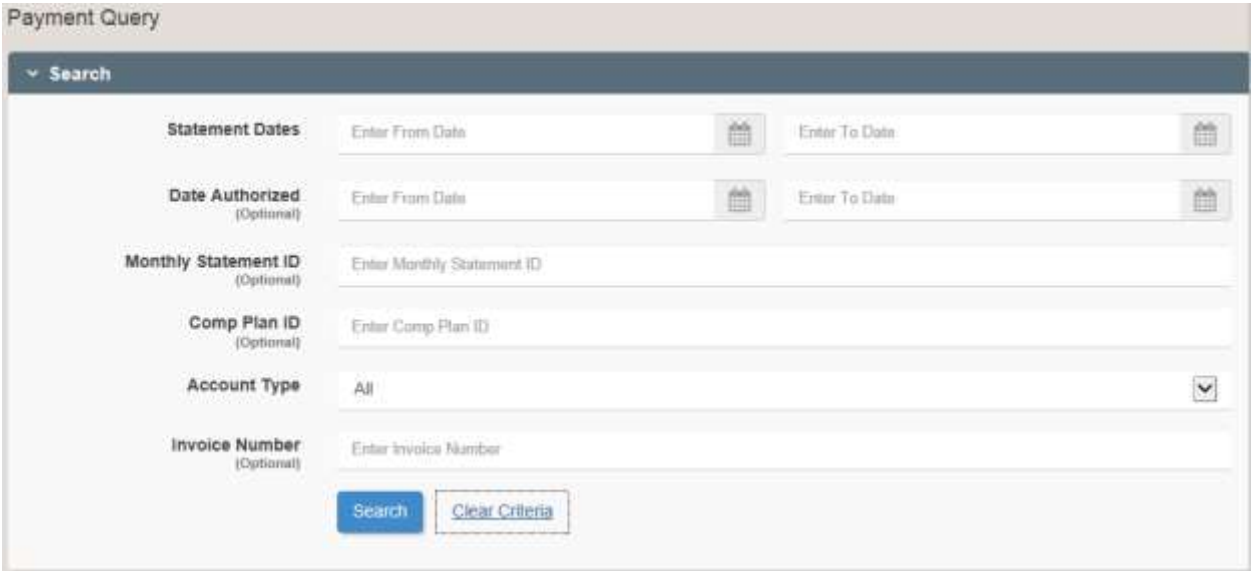
4. Click the Clear Criteria button in the Search window to clear all fields, remove the Results and Details windows and return the screen to its original state.

Payment Query

With this query, the authorized user has the ability to view and download the FI version of a Summary Expense Statement (SES) for a specific statement month/year. The statement, generated in PDF or Excel, includes payment information meeting the search criteria, such as status of the Comp Plan's payment, invoice number, a summary of expenses, as well as adjustments and adjustment reasons.

Please Note: This query is very similar to the SES Query. The difference is the SES Query includes audit trail and analysis information.

1. Select Query on the main menu and choose Payment Query on the drop-down. The Payment Query Search window displays. Several search fields are available for selection. Users may select an option in search drop-downs. Users may enter full or partial search criteria in fill-in search fields. Search and Clear Criteria buttons are enabled.



The following fields display on the Search window:

- Statement From Date
- Statement To Date

- Date Authorized From Date
- Date Authorized To date
- Monthly Statement ID
- Comp Plan ID
- Account Type
- Invoice Number

Note: User must enter a From Date or To Date. Date range may not exceed one year.

2. Enter the desired search criteria and click on the Search button. The Results window displays records to which the user has access. Record Count displays number of entries returned on search. Data is view only. Download All button is enabled.

   The following columns display in the Results window:

   - Statement Date
   - Statement ID
   - Comp Plan Name
   - Account Type
   - Payment Status
   - Payment Amount
   - Date Authorized
   - Expected ACH Settlement
   - Invoice Number

3. Select a record in the Results window. The Details window displays. SES and Adjustment Reason tabs are available. Record Count displays number of entries returned on search. Data is view only. Download Selected and Run Selected buttons are enabled.

   The following columns display on the SES tab:

   - Reporting Level
   - Reporting Level Name
   - Expense
   - Volume
   - Value of Funds
   - Investable Balances
   - Earnings on Investable Balances
   - Miscellaneous Adjustments
   - Prior Period Adjustments
   - Balance Due Fiscal Service

   The following columns display on the Adjustment Reasons tab:

- Reporting Level ID
- AFP Code
- Expense
- Volume
- Reason Code
- Additional Reason

4. Click on the Download All button in the Results window to download an Excel file containing records displayed in the Results window.

5. Click on Download Selected in the Details window to download an Excel file containing data displayed in the Details window.

6. Click on Run Selected in the Details window to download a PDF file containing data displayed in the Details window.

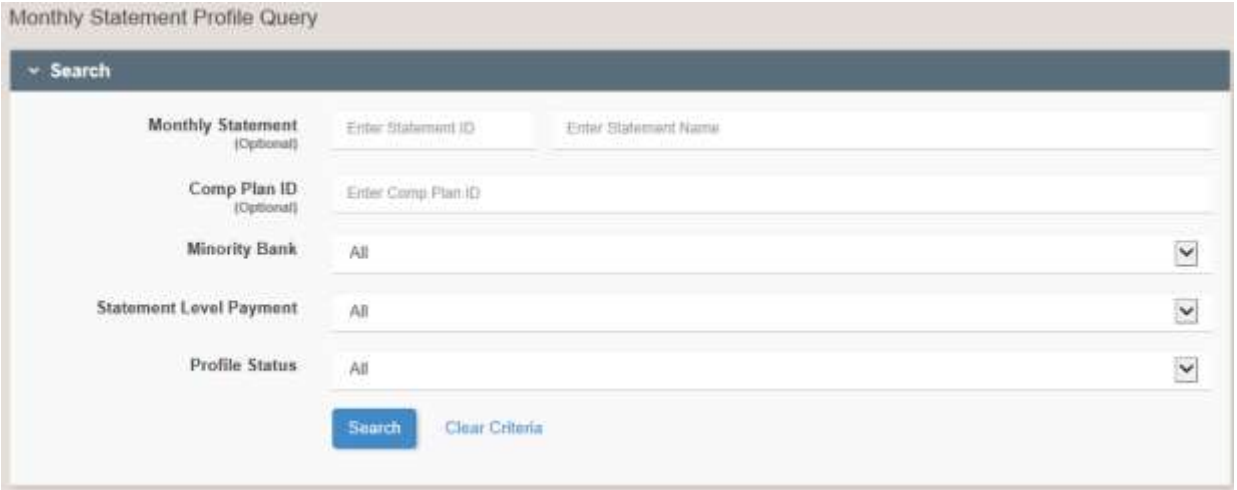
7. Click the Clear Criteria link in the Search window to clear all fields, remove the Results and Details windows and return the screen to its original state.

Monthly Statement Profile Query

With this query, the authorized user has the ability to view and download information on the Monthly Statement Profile, such as status, contacts, and associated Comp Plans. For each associated Comp Plan, additional information is provided, such as status, account type, and Cumulative Position.

1. Select Query on the main menu and choose Profile Queries – Monthly Statement Profile Query on the drop-down.

   The Monthly Statement Profile Query displays. Several search fields are available for selection. Users may select an option in search drop-downs. Users may enter full or partial search criteria in fill-in search fields. Search and Clear Criteria buttons are enabled.



2. Enter the desired search criteria and click on the Search button. Results display in the Results window. Record count displays number of entries returned. Data is view only.

   The following columns display in the Results window:

   - Monthly Statement ID
   - Statement Name.
   - Comp Plan ID
   - Status
   - Statement Date
   - Statement level Payment Flag
   - Minority Bank

3. Select a record in the Results window. The Details window displays information related to the selected record. Contact Information and Associated Comp Plans tabs are available for selection. Data is view only. Run Report button is enabled.

   The following fields display on the Contact Information tab:

   - Community
   - Role
   - Last Name
   - First Name
   - Phone
   - Email

   The fields display on the Associated Comp Plans tab:

   - Comp Plan ID
   - Comp Plan Name

- Comp Plan Status
- Account Type
- Comp Plan Type
- Threshold Amount
- Cumulative Position

4. Click on the Run Report button to download a PDF report containing information related to the selected record.

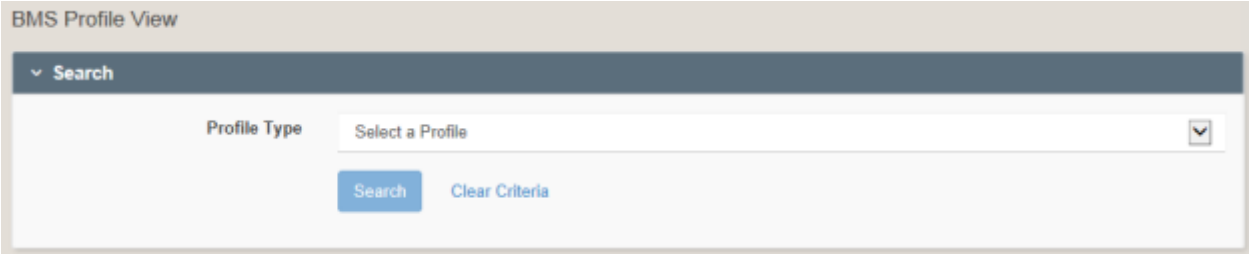
5. Select the Clear Criteria button in the Search window to clear all fields, remove the Results and Details windows and return the screen to its original state.

BMS Profile

With this query, the authorized user has the ability to view information on the FI Profile, Statement Profile, Comp Plan Profile, and CAN Profile, such as status, contacts, account type, and ABA. A query on any one of these profiles will allow the user to view associated information on the other three profiles.

1. Select Query on the main menu and choose Profile Queries – BMS Profile on the drop-down.

   The BMS Profile Search screen displays. Profile Type drop-down menu is available for selection. Search button is disabled. Clear Criteria buttons are enabled.



2. Select the desired profile type on the drop-down. Search screen displays the appropriate search fields and drop-downs.

3. Enter the desired search criteria and click on the Search button.

   The Results window displays records to which the user has access. Record Count displays number of entries returned on search. Data is view only.

   The following columns display in the Results window:

   - Statement Profile
     - Statement ID
     - Statement Name
   - Comp Plan Profile
     - Comp Plan ID
     - Comp Plan Name
   - CAN Profile
     - CAN ID
     - CAN Name
   - Financial Institution Profile
     - FI ABA
     - Financial Institution Name

4. Select a record in the Results window.

   The Details window displays Statement Profile, Comp Plan Profile, CAN Profile and Financial Institution Profile tabs containing additional information about the selected record. Data is view only.

   The following fields display in the Details window tabs:

   - Statement Profile
     - Statement Number
     - Minority Bank
     - Profile Status

   - Comp Plan Profile
     - Comp Plan

    - Payment Type
    - TIN #
    - Account Type
    - Plan Status

- CAN Profile
    - CAN
    - Account Type
    - DDA
    - FRB District
    - Comp Plan ID
    - Financial Institution ABA
    - Statement ID
    - Profile Status

- Financial Institution Profile
    - Financial Institution Name
    - ABA
    - ABA Status
    - Financial Institution Type
    - Profile Status

5. Click the Clear Criteria button in the Search window to clear all fields, remove the Results and Details windows and return the screen to its original state.

Rates Query

This query allows authorized users to view and download current and past daily rates used to calculate service prices for a specified Statement Month/Year, such as Fed Funds rate, Investment rate, Adjusted Investment rate, and Reserve Requirement rate.

1. Select Query on the main menu and choose Rates Query from the drop-down.

   The Rates Query Search window displays. Statement Date drop-down is available for selection. Search button is disabled. Clear Criteria button is enabled.

2. Select a statement date in the drop-down. Search button is enabled.

3. Click the Search button. The Results window displays records to which the user has access. Record count displays number of entries returned on search. Data is view only. Download Data button is enabled.

   The following columns display in the Results window:

   - Date of Rate
   - Fed Funds Rate
   - Investment Rate
   - Adjustment Investment Rate
   - Average Monthly Rate Factor for Average Negative Collected Balances
   - Average Monthly Rate Factor for Average Positive Collected Balance
   - Reserve Requirement

4. Click the Download Data button to download an Excel file containing information displayed in the Results window.

5. Click the Clear Criteria button in the Search window to clear all fields, remove the Results and Details windows and return the screen to its original state.

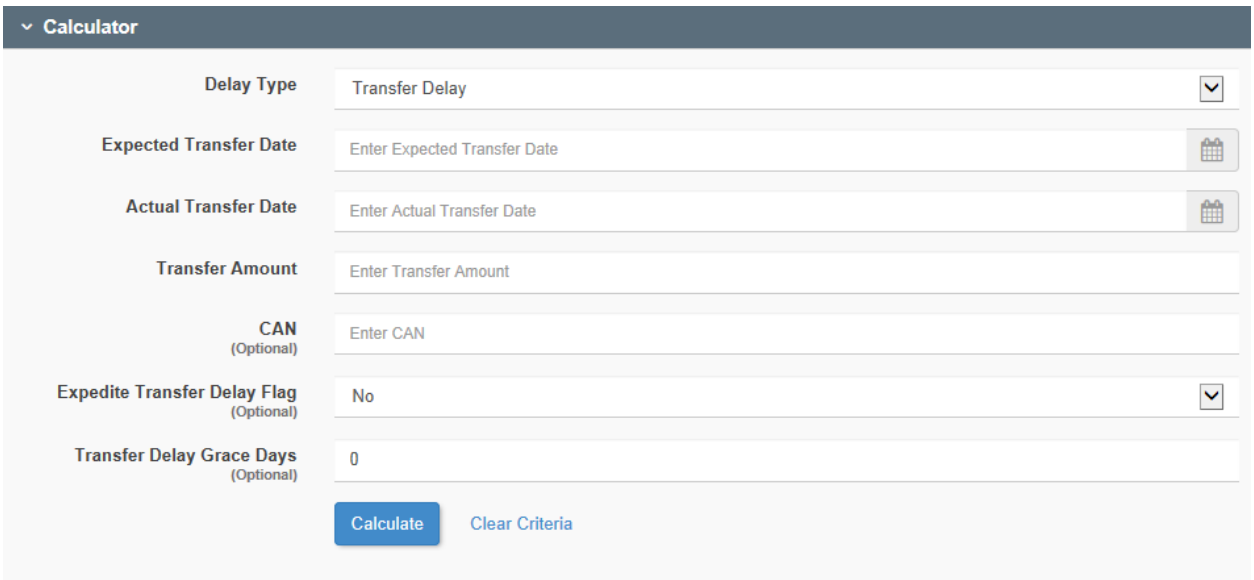
Value of Funds Calculator

With this calculator, the authorized user has the ability to calculate a Value of Funds Delayed for a Voucher Delay or a Transfer Delay amount for a specified period.

1. Select Query on the main menu and choose Value of Funds Calculator on the drop-down.

   The Value of Funds Calculator screen displays. Delay Type drop-down menu is available for selection.

2. Select Transfer Delay as the Delay Type on the Calculator screen to view the Transfer Delay Calculator screen. Search fields are available for selection. Users may select an option in search drop-downs. Users may enter full or partial search criteria in fill-in search fields. Search and Clear Criteria buttons are enabled.



The following fields display on the Transfer Delay Calculator screen:

- Delay Type (required field)
- Expected Transfer Date (required field)
- Actual Transfer Date (required field)
- Transfer Amount (required field)
- CAN
- Expedite Transfer Delay Flag
- Transfer Delay Grace Days

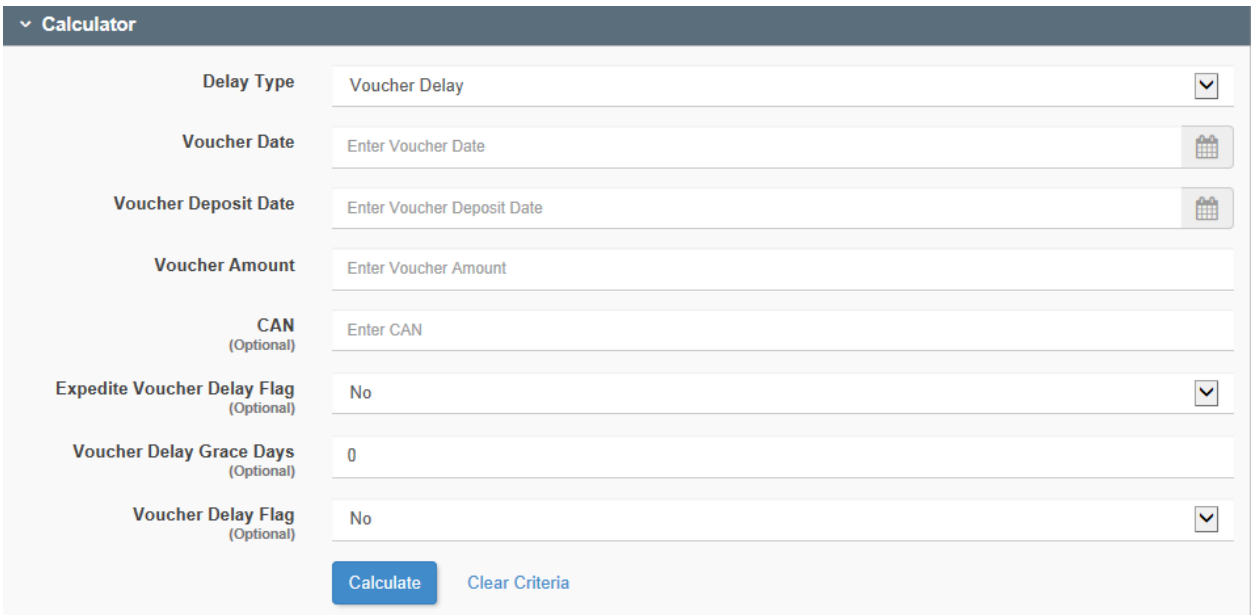
3. Enter the desired criteria on the Transfer Delay Calculator screen and click on the Calculate button.

The Transfer Delay Detail Information window displays the following fields:

- Delay Start Date
- Delay End Date

- Number of Days Delayed
- Transfer Amount
- Average Daily Rate
- Value of Funds Delayed

4. Select Voucher Delay as the Delay Type on the Calculator screen to view the Voucher Delay Calculator screen. Search fields are available for selection. Users may select an option in search drop-downs. Users may enter full or partial search criteria in fill-in search fields. Search and Clear Criteria buttons are enabled.



The following fields display on the Voucher Delay Calculator screen:

- Delay Type (required field)
- Voucher Date (required field)
- Voucher Deposit Date (required field)
- Voucher Amount (required field)
- CAN
- Expedite Voucher Delay Flag
- Voucher Delay Grace Days
- Voucher Delay Flag

5. Enter the desired criteria on the Transfer or Voucher Delay Calculator screen and click on the Calculate button.

The Voucher Delay Detail Information window displays the following fields:

- Delay Start Date

- Delay End Date
- Number of Days Delayed
- Transfer Amount
- Average Daily Rate
- Value of Funds Delayed

6. Click the Clear Criteria link in the Calculator screen to clear all fields, remove the Details window and return the screen to its original state.

Reports

Overview

BMS provides the ability for users to generate reports and to view, save, print, and download these reports as well as the reports automatically generated by the application. Report availability is dependent on user security roles and permissions.

Specific menu options available to the user may vary depending on the user's role.

- Monthly Statement Report**:** This report allows authorized users to view, save, and print the Monthly Statement generated in PDF for a specified FI and month/year after the account analysis cycle has ended and exception processing has been run. It lists all the transactions by Comp Plan, reporting period, and Reporting Level in summary and in detail. AFP Codes not reported against are not included in the report.

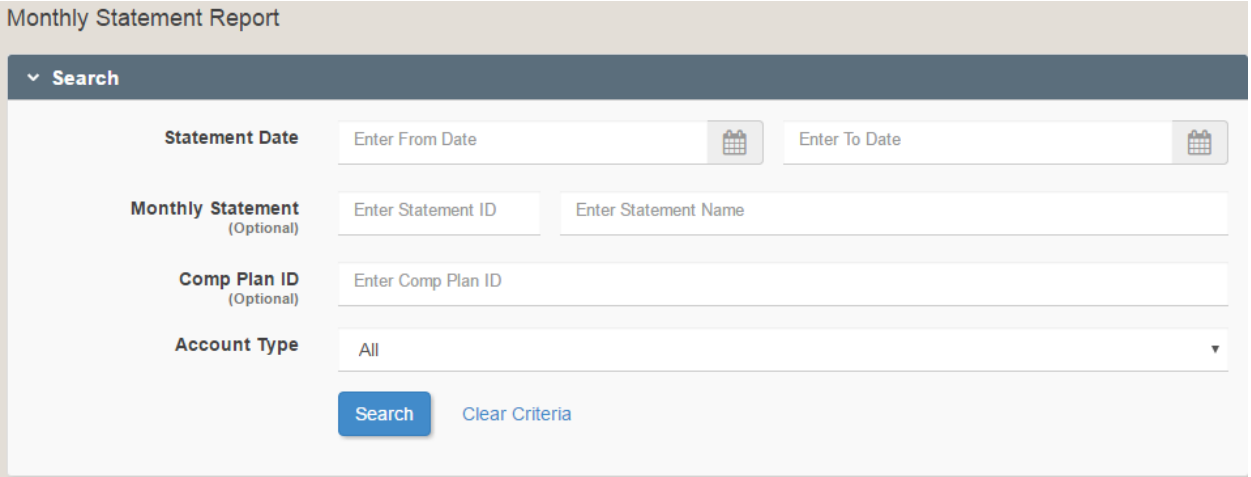
- Preview Comp Plan Statement: This query allows authorized users to view, save, and print the results of BMI activity and monthly analysis for a specific Comp Plan and Statement Month/Year. The Preview Comp Plan Statement, generated in PDF, lists all the transactions by Reporting Level in summary and in detail. AFP Codes not reported against are not included in the statement.

- View Scheduled Reports: This function allows authorized users to locate, view, save, and print reports automatically generated by BMS as well as reports generated by a user. If a user-generated report request exceeds the BMS time limit allotted to generate the report for immediate presentment on the screen, the user can access the completed report via this function.

Monthly Statement Report

With this report, the authorized user has the ability to view, save, and print the Monthly Statement generated in PDF for a specified FI and month/year after the account analysis cycle has ended and exception processing has been run. It lists all the transactions by Comp Plan and Reporting Level in summary and in detail. AFP Codes not reported against are not included in the report

1. Select Reports on the main menu and choose Monthly Statement Report from the drop-down.



The Monthly Statement Search screen displays. Search fields are available for selection. Search and Clear Criteria buttons are enabled. The following fields display on the Monthly Statement Report Search screen:

- Statement From Date (required field)
- Statement To Date
- Monthly Statement ID
- Monthly Statement Name
- Comp Plan ID
- Account Type

2. Enter the desired search criteria and click the Search button.

   The Results window displays records matching search criteria to which the user has access. Data is view only. Record count displays number of entries returned on search. Run Report button is disabled until record is selected.

   The following columns display in the Monthly Statement Report Results window:

   - Statement Date
   - Statement ID
   - Statement Name
   - Total Net Balance

3. Select a Monthly Statement Date in the Results window and click the Run Report button to download a PDF file containing additional information about the selected Monthly Statement.

   Downloaded report contains the following columns:

   - Contact Information

- Summary Information
- Monthly Analysis Payments
- Emergency Track Payments
- Net Gain or Loss
- BMI Detail
- Deposit Information

4. Click the Clear Criteria link in the Search window to clear all fields, remove the results window and return the screen to its original state.

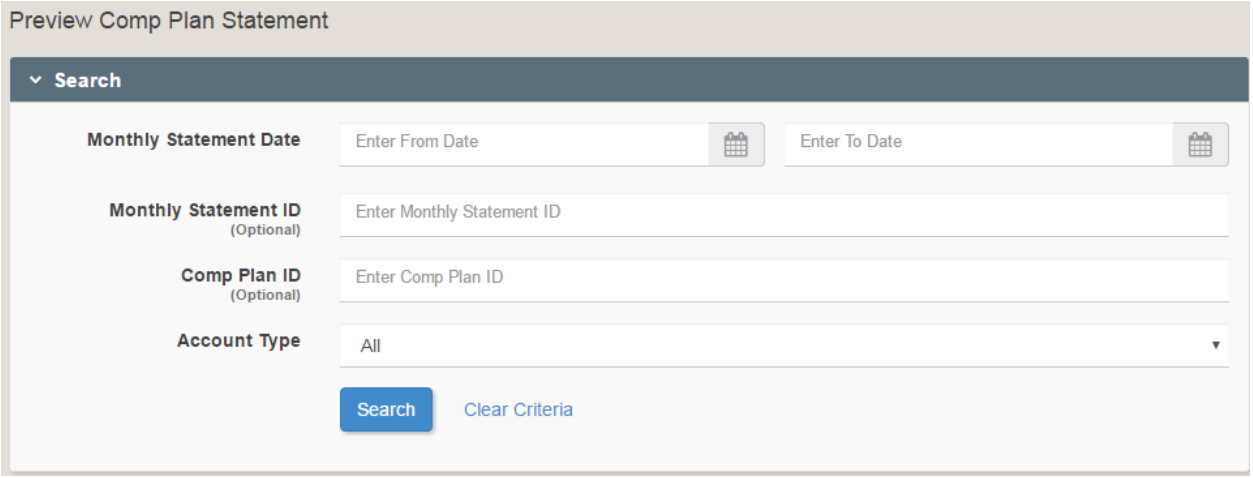
Preview Comp Plan Statement

With this query, the authorized user has the ability to view, save, and print the results of BMI activity and monthly analysis for a specific Comp Plan and Statement Month/Year. The Preview Comp Plan Statement, generated in PDF, lists all the transactions by Reporting Level in summary and in detail. AFP Codes not reported against are not included in the statement.

Note: Until the account analysis cycle has ended and a Monthly Statement is produced, the Bank Management Information on the Preview Comp Plan Statement may change because of adjustments processed by the Account Analyst.

1. Select Reports on the main menu and choose Preview Comp Plan Statement on the drop-down.

2. The Preview Comp Plan Statement Search screen displays. Several search fields are available for selection. Search and Clear Criteria buttons are enabled.



The following fields display on the Preview Comp Plan Statement Search screen:

- Monthly Statement From Date (required field)
- Monthly Statement To Date (required field)
- Monthly Statement ID
- Comp Plan ID
- Account Type

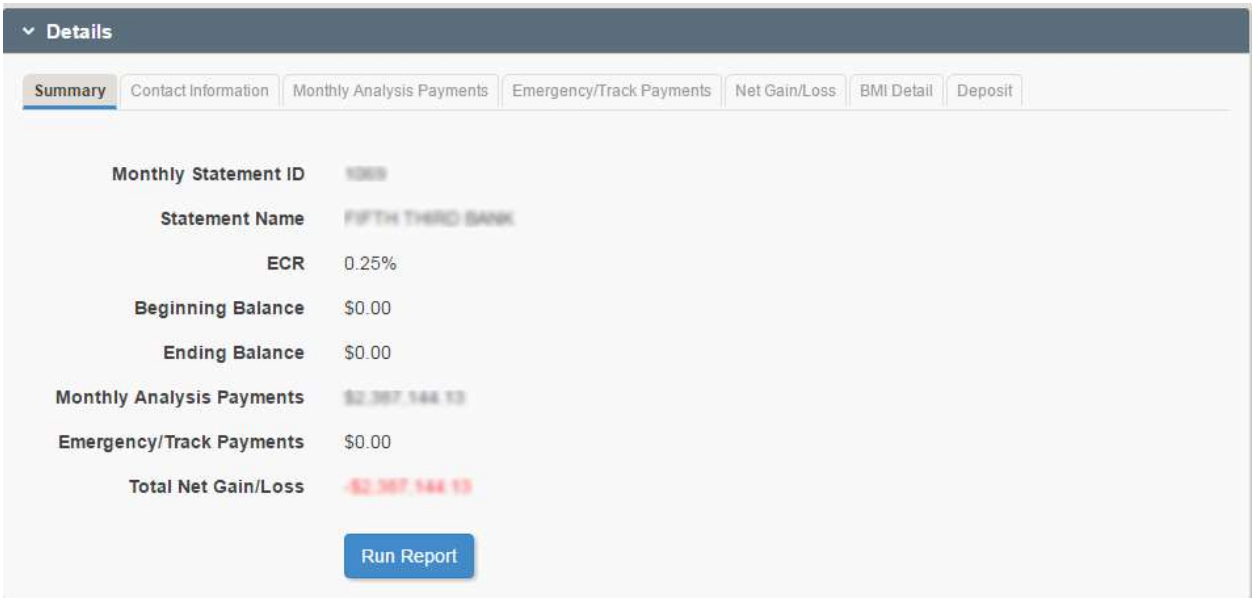
Note: Monthly Statement From/To date range cannot exceed one calendar year.

3. Enter the desired search criteria and click the Search button.

   The Results window displays records matching search criteria to which the user has access. Record count displays number of entries returned on the search.

4. Select a record in the Results window.

   The Details window displays additional information about the selected record. Summary, Contact Information, Monthly Analysis Payments, Emergency/Track Payments, Net Gain/Loss, BMI Detail and Deposit tabs display. Data is view only. Record count displays on tabs with multiple entries. Run Report button is enabled on all tabs.



The following fields display on the Summary tab:

- Monthly Statement ID
- Statement name
- ECR
- Beginning Balance

- Ending Balance
- Monthly Analysis Payments
- Emergency/Track Payments
- Total Net Gain/Loss

The following fields display on the Contact Information tab:

- Last Name
- First Name
- Phone Number
- Email Address

The following fields display on the Monthly Analysis Payments tab:

- Expense Month/Year
- AFP Code
- Volume
- Price 1
- Price 2
- Value

The following fields display on the Emergency/Track Payments tab:

- Emergency Type
- Monthly Statement Date
- Reason
- Beginning Balance
- Payment Amount
- Offset
- Ending Balance

The following fields display on the Net Gain/Loss tab:

- Comp Plan ID
- Site
- DDA
- CAN
- Reporting Level Name
- Income
- Expense
- Net Gain/Loss
- Total Net Gain/Loss

The following fields display on the BMI Detail tab:

- Comp Plan ID
- Site
- DDA
- CAN
- AFP Code
- Exceptions
- Analysis type
- Source
- Volume
- Price 1
- Price 2
- Value

The following fields display on the Deposit tab:

- Comp Plan ID
- Site
- DDA
- CAN
- Total Credits
- Total Debits
- Net Credits

5. Click the Run Report button to generate the Preview Comp Plan Statement in PDF format for the record selected. The statement consists of multiple sections. Only sections with data will appear.

    - Contact Information
    - Summary Information
    - Monthly Analysis Payments
    - Emergency/Track Payments
    - Net Gain or Loss
    - BMI Detail
    - Deposit Information

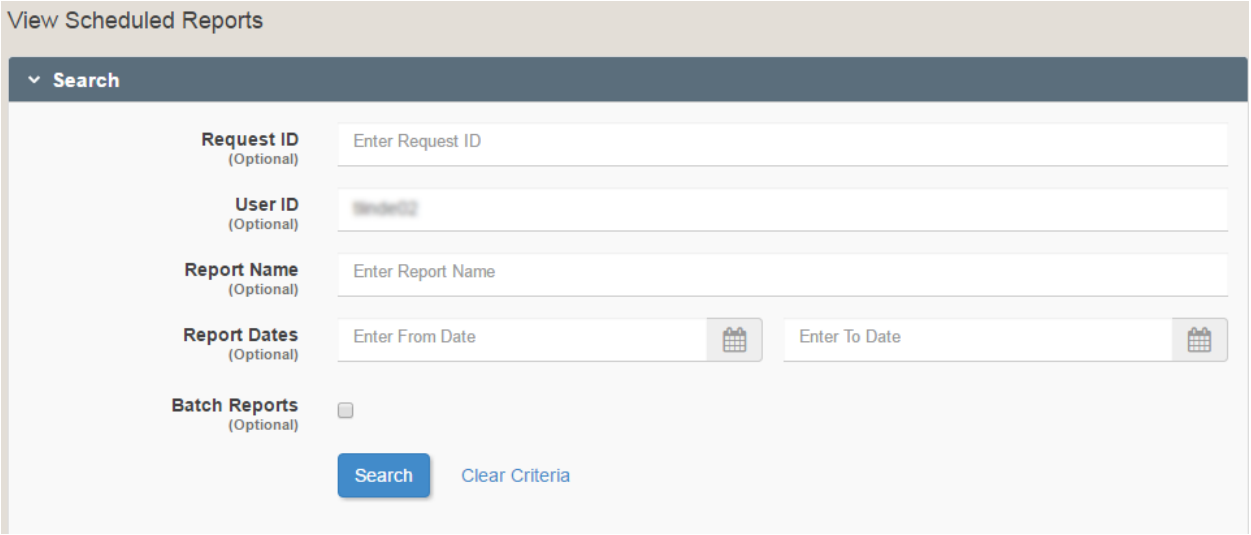
6. Click the Clear Criteria link in the Search window to clear all fields, remove the results window and return the screen to its original state.

View Scheduled Reports

With this function, the authorized user has the ability to locate, view, save, and print reports automatically generated by BMS as well as reports generated by the user. If a user generated report request exceeds the BMS time limit allotted to generate the report for immediate presentment on the screen, the user can access the completed report via this function.

1. Select Reports on the main menu and choose View Scheduled Reports from the drop-down.

   The View Scheduled Reports Search screen displays. Several optional search fields are available for selection. System inserts User ID into User ID field. Search and Clear Criteria buttons are enabled.



The following fields display on the View Scheduled Reports Search screen:

- Request ID
- User ID (system inserts User ID)
- Report Name
- Report From Date
- Report To Date
- Batch Reports

2. Enter the desired search criteria and click the Search button.

   The Results window displays reports matching the search criteria. Record Count displays number of entries returned on search. Active report link is active (Report Name). Delete button is enabled.

   The following fields display in the Results window:

- Request ID
- Report Name (shown as active link)
- Creation Date/Time
- Created By
- Status

- Action (Delete button)

3. Click on a Report Name link to download an Excel/PDF copy of the report (file format varies according to report listed).

   Note: Report Status must be “Complete” in order to view/download the report.

4. Click the Delete button in the Action column to delete the report. A pop-up message prompts the user to confirm the delete request.

   Note: Delete button will only be clickable for the reports created by the user. The delete button will be grayed out for reports created during the batch process or by other users.

5. Click the Clear Criteria link in the Search window to clear all fields, remove the results window and return the screen to its original state.

Security

Overview

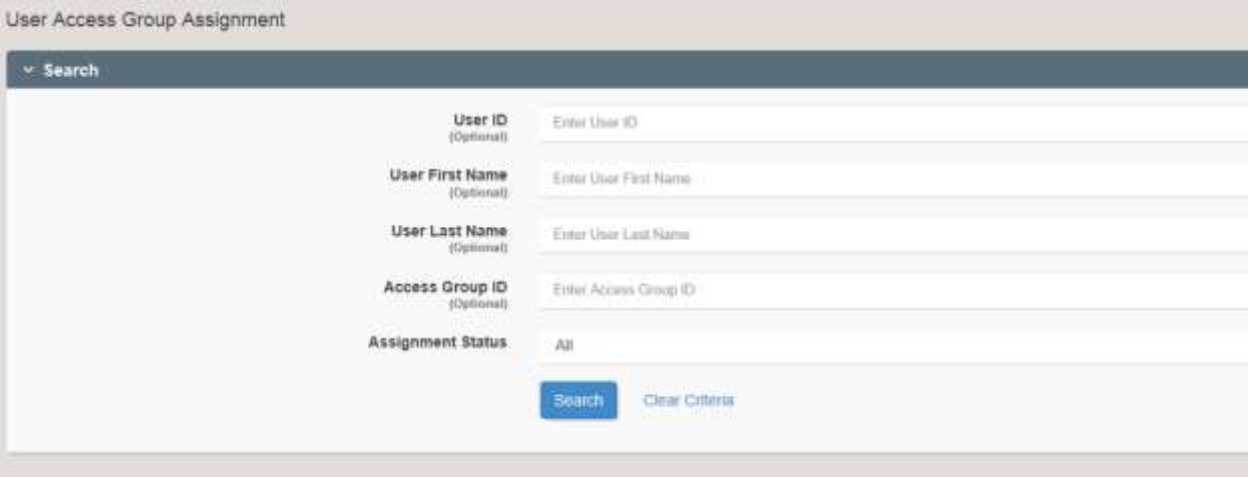
BMS provides the ability for authorized users to search and update access groups. Access groups filter the approved views for a particular user or group of users. The specific functions and information available to the user may vary depending on the user's security roles and permissions.

Note: Provisioning of users access is managed through the Treasury's IBM Tivoli Identity Manager Application. To Create, Modify, Suspend, Restore, and Delete a user's BMS access, please refer to the ITIM enrollment and the approval process outlined in Appendix I.

User Access Group Assignment

1. Select Security on the main menu and choose User Access Group Assignment from the drop-down.

   The User Access Group Assignment Search screen displays. Several optional search fields are available for selection. Search and Clear Criteria buttons are enabled.



   The following fields are displayed on the Access Group Search screen:

   - User ID
   - User First Name
   - User Last Name
   - Access Group ID
   - Assignment Status

2. Enter the desired search criteria and click the Search button.

   The Results window displays records matching search criteria to which the user has access. Columns display for User ID, User Name, Access Group ID, and Assignment Status. Record count displays number of entries returned on search.

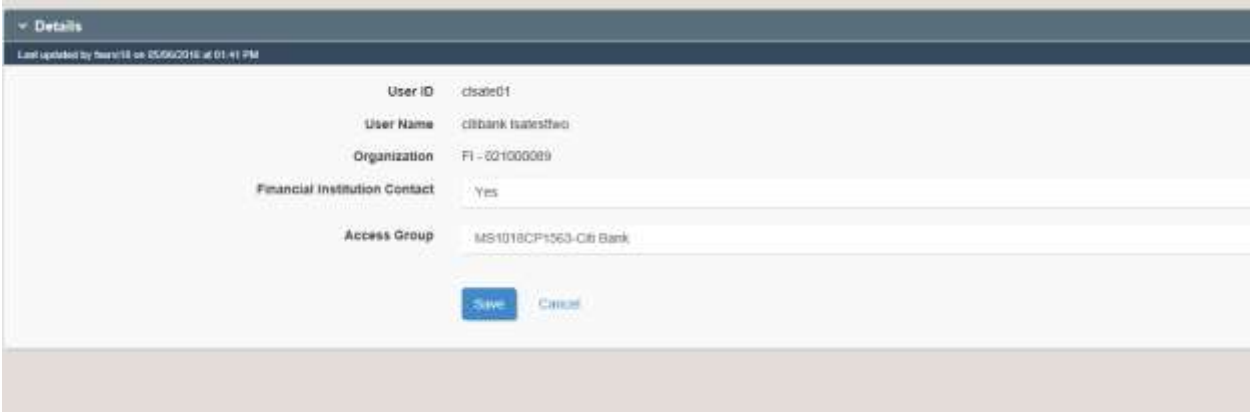
3. Select a record in the Results window.

   The Details window displays additional information about the selected record. Approve, Reject, Edit, and View Audit Trail buttons are enabled.

4. Click the Clear Criteria button in the Search screen to clear all fields, remove the Results and Details windows and return the screen to its original state.

Edit User Access Group Assignment

1. To Edit a User Access Group Assignment, select a record in the Results window and click on the Edit button in the Details window. The Financial Institution Contact and Access Group dropdown fields are available for edit.



2. Click Save to confirm all changes. A message appears confirming successful updates.

3. Select the Clear Criteria in the Search window link to clear all fields, remove the Details and Results windows and return the screen to its original state.

Approve Pending User Access Group Assignment

1. To Approve a Pending User Access Group Assignment, select Pending from the Assignment Status drop down in the Search menu. Then click Search. Only pending records which the user has permissions to view will be displayed.

2. Select a record in the Results window and click on the Approve button in the Details window.

   Note: The Approve button will only be enabled for records with a Pending assignment status which the user has permissions to approve. A user can not approve their changes.

3. A message appears confirming successful updates.

4. Select the Clear Criteria in the Search window link to clear all fields, remove the Details and Results windows and return the screen to its original state.

Reject Pending User Access Group Assignment

1. To Reject a Pending User Access Group Assignment, select Pending from the Assignment Status drop down in the Search menu, then click Search. Only

pending records which the user has permissions to view will be displayed.

2. Select a record in the Results window and click on the Reject button in the Details window.

   Note: The Reject button will only be enabled for records with a Pending assignment status which the user has permissions to approve. A user can not approve their changes.

3. A message appears confirming successful updates.

View Audit Trail

1. Click the View Audit Trail button in the Details window.

   - List of record changes displays. Columns display for User ID, Action, Modified By and Modified Date (default sort).
   - Change History displays below. Columns display for Field Name, Before Change and After Change.

2. Click Close Window to close Audit Trail window.

User Menu

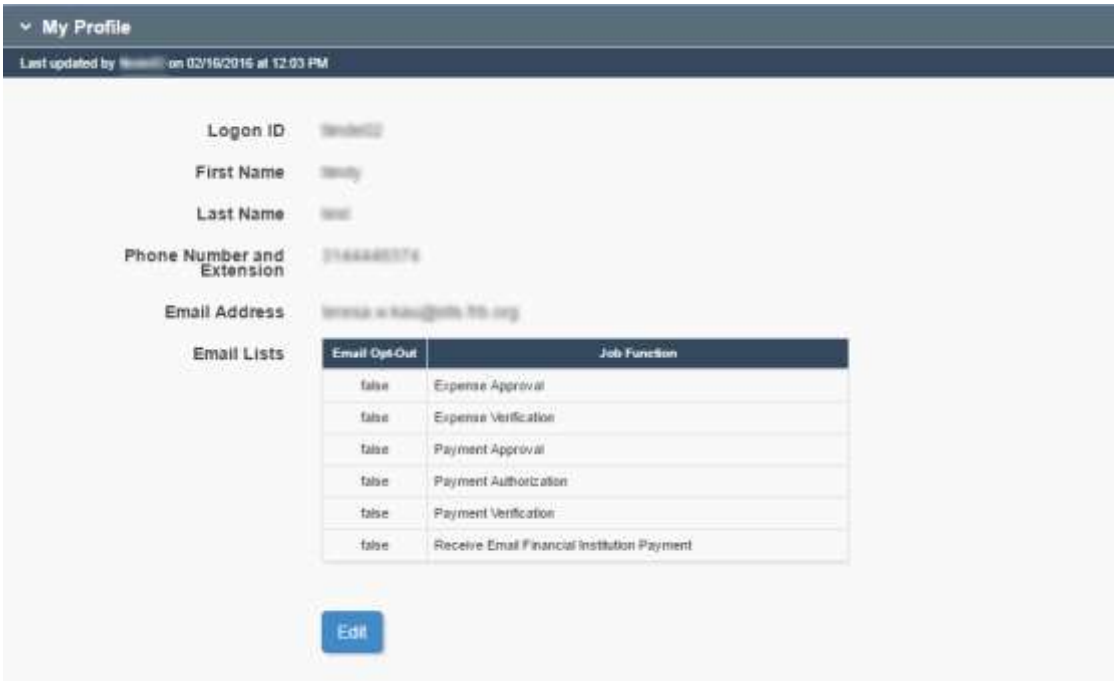
Overview

BMS provides the ability for all users to view and manage their profile.

My Profile

This function, which is available to all users, allows the user to view and maintain their user profile.

1. Select User on the main menu and choose My Profile on the drop-down.



The My Profile screen displays the following fields:

- Logon ID
- First Name
- Last Name
- Phone Number and Extension
- Email Address
- Email Lists

Note: The Email Address is used by BMS to deliver BMI Expense Template files and emails informing and/or reminding the user that an SES is awaiting their action.

2. Click the Edit button to update the Email Opt-Out column of the Email Lists table.
3. Click the Save button. A confirmation message will tell you the status of the updates.
4. Click the Cancel button to ignore all updates and return all fields to their original values.

Help Menu

Overview

BMS provides the ability for all users to access the online User's Guide and to view helpful information about the BMS application.

Help Contents

This function allows authorized users to access the Financial Institution online User's Guide.

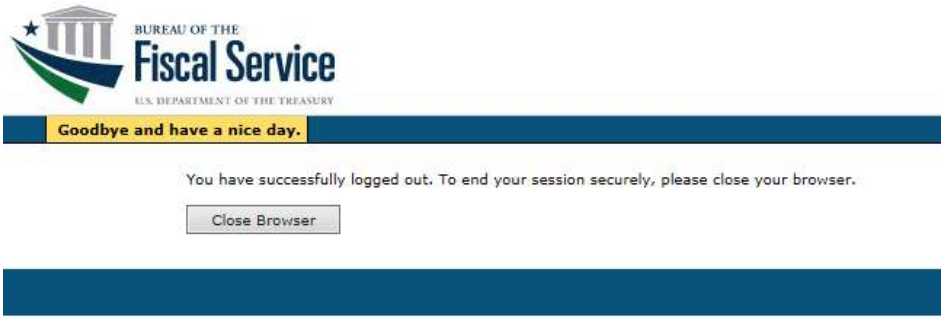
1. Click the Help menu at the top of the screen.
2. On the drop-down menu, click Help Contents. The Financial Institution version of the BMS User Guide will open in a separate browser window.

Log Out

This function, which is available to all users, allows the user to log out of the BMS application.

Click the Log Out link at the top right corner of the screen.

The user is logged out of BMS application. A message alerting the user that they have successfully logged out is displayed.



Appendix I- Local Security Administrator Guide

Introduction

This guide contains two sections. The first is directed to all individuals accessing BMS. The second is intended for Local Security Administrators (LSAs) at Financial Institutions responsible for managing the access of others.

- BMS is a single sign-on application user ITIM for user provisioning to provide enhanced sign-on and password functionality to all Treasury applications.
- The User Name, Treasury User ID, Logon ID and User ID are terms used interchangeably within the application when setting up additional LSAs or users when changing passwords.

Accessing the Application

Logging On

Log onto https://reg.fms.treas.gov/itimext

- Remember to bookmark the site!
- The web address above will go directly to ITIM. After BMS is in production, the Manage Users navigation item will also take users to ITIM.
- The user ID and password will be provided in two separate e-mails from ITIM.
- Enter the User ID and password. Immediately change the password. See password guidelines in the next section.
- All first-time users will need to read and accept the Rules of Behavior for ITIM. These rules explain your responsibilities regarding your logon ID and password. If you reject the Rules of Behavior, you will be redirected to the logon screen and you will be unable to access the BMS application. Users are encouraged to read the Legal and Privacy Notices that are specific to BMS.
- After the Rules of Behavior have been accepted, you will be directed to the Answer Secondary Authentication Questions and Shared Secret page of ITIM. You must answer at least three of the questions in order to access BMS.
- After these questions have been answered, you must enter a shared secret. The shared secret is a value used to validate your identity should you require assistance in resetting your password. Although this value is a secret, it is OK to reveal the value to a LSA or help desk administrator when resetting your account. The shared secret must be at least three characters long.

- After the shared secret has been entered, click Next.
- A confirmation page will be displayed confirming that the following have been completed:
  - Fiscal Service Rules of Behavior Agreement and
  - Secondary Authentication Questions.
- Click Return to Application to be directed to the BMS Welcome page
- When signing onto BMS in the future, the BMS Welcome page will be displayed.

Password Guidelines

Passwords must be at least eight characters; only two of those characters may be repeated. Passwords must include ALL of the following:

- At least one uppercase letter
- At least one lowercase letter
- At least one number
- At least one special character (examples: !@#$%^&*)

  Example: P@s$Word1

Note: Passwords should not be stored on your hard drive even if there is a "remember password" feature. Your password should never be shared with anyone else or used by anyone else. You are responsible for all activity that occurs under your User ID.

Password Use and Suspension

- LSAs or users will be logged out after 30 minutes of inactivity on ITIM pages or BMS pages.
  - If a user or LSA attempts to perform a function on ITIM or BMS after 30 minutes of inactivity, the logon page will appear for the user to log on again. The user should then log back in.
- LSAs or users will be suspended after three unsuccessful attempts to log on and will need to contact an LSA to receive a temporary password. Temporary passwords are system-generated and will be e-mailed by ITIM.
- Passwords will expire every 90 days. LSAs or users who have not changed their password within 90 days will be automatically directed to the Password Change Request page after logging onto BMS.
- BMS access will be inactivated after 90 days of inactivity and suspended automatically after 12 months of inactivity. Please log on to the system regularly to ensure your access is maintained.

- If you choose to change your password, go to BMS's ITIM sign-on page (https://reg.fms.treas.gov/itimext) and choose Change Password in the upper right corner.
- Passwords should not include information stored in the user's profile.
- An identical password cannot be used for ten consecutive password changes.
- You should always exit BMS and ITIM by selecting the Log Out link. If the "X" is selected on the upper-right corner of the browser, you will remain logged on for a 30-minute period. After you log out, be sure to close the browser.

Forgot Password or Treasury User ID

If you have forgotten your password, go to the ITIM website and click on Forgot Password.

1. Enter your Treasury logon (User ID). Click Next.
2. Answer the secondary authentication questions correctly and click Next. If the secondary authentication questions are answered incorrectly, after the third failed attempt you will receive notice that you must contact the LSA.
3. Enter and confirm your new password. Click Next.
4. Click Finish. Begin using your new password the next time you sign onto BMS.
5. Be sure to close all of your browser windows before logging into BMS again. If you have forgotten your User ID, go to the ITIM website and click Forgot User ID.
6. Enter your e-mail address and click Next.
7. Your User ID will be emailed to you by ITIM.
8. Click Finish.

LSA Functionality

LSA Roles and Responsibilities

1. Grants access to BMS and ITIM (IBM Tivoli Identity Manager) for other employees at the financial institution.
    - Require that you have at least one backup LSA to assist you in performing security administration for BMS.
    - As an LSA, you cannot change your own access. Another LSA must change it for you.
2. Manage user accounts
    - Issues a temporary password when other LSA or user has forgotten his/her password.

- Assigns a temporary password when other LSA or user has been suspended. Passwords are suspended after three failed attempts to log on.
- Inactivates password for other LSA or user who do not need access for a short period of time. If someone temporarily leaves your department and/or institution, he/she will continue to have access to the system through the Internet and have an active password unless you inactivate the password.
- Deletes users when another LSA or user leaves your financial institution. This is important because passwords are not automatically suspended until they have been inactive for 12 months.

LSA User Setup and Changes

To have access to BMS the user must have an identity created and then an account. The user identity only gives the individual the user name and password. This identity can be used for other Treasury applications. After the user has an identity, an account is created which gives the user access to BMS.

Important Note: All users must have a unique email address. The application does not allow an email address to be used more than once. A user can only have one logon ID.

Setting Up An Identity

1. Sign onto ITIM (https://reg.fms.treas.gov/itimext).
2. Click on Organization > New External Identity.
3. Enter the user's External information.
4. Select the Corporate tab.
    a. In the Identity Organization field, click the Search button and search for your financial institution's ABA number. Select the radio button for your ABA number and click the Add button.
    b. In the Sponsoring Application field, select the Search button and search for BMS. Select the radio button next to BMS (SSO) and click the Add button and Done.
5. Select the Contact tab and enter the user's contact information.
6. Select between Schedule for Now and Schedule for Later. Click the Submit button.

Once the identity has been created, the system will automatically generate the User ID and the password. The creator of the identity will receive an email stating that the add process in ITIM has completed. The owner of the identity (the actual user) will also receive an email containing the user id and a separate email containing the password.

If the Identity already exists because it was created in UPS for another application (like TT&L Plus), there will be an item in the To-Do List saying Identity with Same Name Already Exists. This must be approved and that user will now appear in ITIM for an account to be created for them. The system determines that the identity already exists based on matching the email address.

Creating an Account

Once a user has an identity, an account must be created for the user to have access to BMS. The account setup must be entered by one LSA and approved by a second LSA.

To Setup Account:

1. Sign onto ITIM (https://reg.fms.treas.gov/itimext).
2. Select the Search menu and click on Person.
3. Enter the Search criteria and click Search.
4. Click on the Select link for the individual.
5. Select the Manage Accounts link.
6. Click on the New button.
7. Select the BMS radio button and click Submit.
8. To add someone as an LSA, set the Managed Organizations by clicking the Search button and entering your institution's ABA number. Click checkbox next to your ABA, click Add, then Done.
9. For both an LSA and a user, add entitlements by clicking the Click to Modify link.
10. In the ABA Number field, enter your institution's ABA number.
11. For the Role, select LSA from the drop down for an LSA user. Select FI for any other user within your organization.
12. Click Add and make sure it appears in the Existing table.
13. Click Save and Close.
14. Set the Schedule for Now or Schedule for Later and click Submit.

To Approve Account:

1. Sign onto ITIM (https://reg.fms.treas.gov/itimext).
2. ITIM displays Your To-Do List on the first page. Any pending requests will be listed here.
3. Select the Account Approval link.
4. The Requestee is the person receiving the access to BMS. To view the access role being granted (LSA or FI), select the View Request Data.
5. Click on the Approve link.

The user who the account was created for will receive an email from ITIM saying that the account was successfully created.

Modifying an Identity

1. Sign onto ITIM (https://reg.fms.treas.gov/itimext).
2. Select the Search menu and click on Person.
3. Enter the Search criteria and click Search.
4. Click on the Select link for the individual.
5. Select the Manage Personal Info link.
6. Update information for the user.

Updating personal information for a user will result in ITIM sending an email to that user notifying them that their information has been updated.

Reset Password

A password can be reset for an LSA or user who has forgotten his/her password or had it compromised.

1. Sign onto ITIM (https://reg.fms.treas.gov/itimext).
2. Select the Search menu and click on Person.
3. Enter the Search criteria and click Search.
4. Click on the Select link for the individual.
5. Select Manage Passwords link.
6. Click the Submit button.

The user will then receive an email from ITIM with a temporary password. The user will then need to reset the password the next time they log into BMS.

Suspend, Restore, or Remove Access

An LSA or user can access BMS from any PC; therefore it is important to remove access temporarily or permanently.

Suspend and Restore an LSA or User

If an LSA or user will be out of your financial institution for a period of time, their access can be temporarily suspended. When the person returns, you can restore that person again.

1. Sign onto ITIM (https://reg.fms.treas.gov/itimext).
2. Select the Search menu and click on Person.
3. Enter the Search criteria and click Search.
4. Click on the Select link for the individual.
5. Select the Manage Accounts link.
6. Select the checkbox for the line that has BMS as the Service.
7. Click the Suspend or Restore button.

Remove Access

You must remove access for an LSA or user if he/she leaves your financial institution.

1. Sign onto ITIM (https://reg.fms.treas.gov/itimext).
2. Select the Search menu and click on Person.
3. Enter the Search criteria and click Search.
4. Click on the Select link for the individual.
5. Select the Manage Accounts link.
6. Select the checkbox for the line that has BMS as the Service.
7. Click the Suspend or Restore button.

Reports

An LSA user will be able to access reports directly in ITIM about their users. The following reports are available.

- BMS Users and Roles Report
- BMS Suspended Accounts Report
- BMS Recertification Report