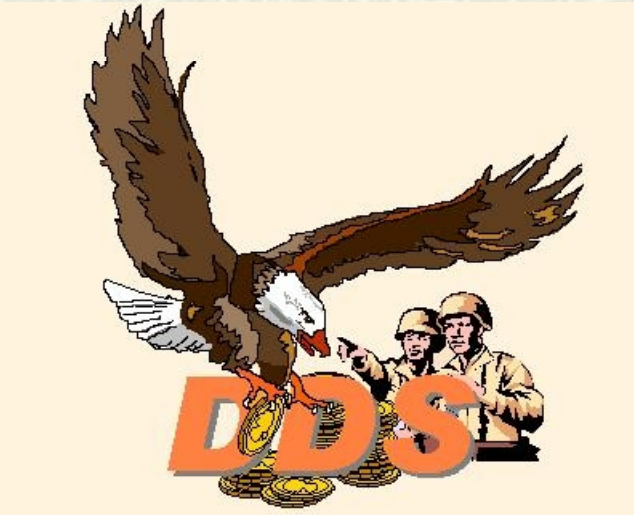
US ARMY FINANCIAL MANAGEMENT COMMAND



Deputy Disbursing Officer Training

United States Army Financial Management Command
(USAFMCOM)
Operational Support Team

AGENDA

- Action, Condition, Standard
- Regulation and Forms
- Disbursing Personnel
- Deputy Disbursing Officer Financial Systems
- Module 1: Introduction to Deployable Disbursing System (DDS)
  - What is Disbursing
  - DDS Log In
  - Set business day
  - Exchange rate set up
  - DDS function and navigation keys
- Module 2: Transfer of Accountability
- Module 3: EFT Transactions
- Module 4: EFT Rejects and Returns

AGENDA

- Module 5: Treasury Checks
  - Check for payment
  - Check for Cash
- Module 6: Dishonored Checks
- Module 7: Loss of Funds
- Module 8: Miscellaneous Processes
  - Deferred Vouchers
  - Query Transactions
  - Backout Processes
  - Vault Leger
  - Agent Info
  - Office Setup
  - Vouchers Series Setup
  - Upload APC Master File
  - Add an APC
  - DDS Help Menu

AGENDA

- Module 9: Limited Depositary Account
- Module 10: Advance an Agent
- Module 11: Clear a Disbursing Agent
- Module 12: Close Business Day (with Accounting Clerk)
- Module 13: Close Business Day (without Accounting Clerk)
- Module 14: End of Day Reports
- Module 15: Month End Closeout
- Module 16: Physical Security
- Module 17: System Requests
- Module 18: Spillage Prevention
- Module 19: Points of Contact

ACTION, CONDITION, STANDARD

- **ACTION:** Perform Deputy Disbursing Officer functions within a deployed environment utilizing functional financial systems.

- **CONDITION:** You have a requirement to open daily business, set the exchange rate, clear agent transactions, close the daily business, perform month end and Transfer of Accountability functions using a computer loaded with DDS Software, DoDFMR Volume 5, DDS Guide, access to OTCnet, ITS.gov, and standard office supplies and equipment.

- **STANDARD:** The students will have successfully conducted deputy disbursing officer functions using financial systems and receive a GO on the following:
  - **1. Properly open daily business and set the exchange rate.**
  - **2. Set-up user IDs and Profiles.**
  - **3. Properly advance/clear agent funds.**
  - **4. Accept/ Create Remote File Transfers from agents.**
  - **5. Perform disbursing operations.**
  - **6. Properly close daily business and review accounting file.**
  - **7. Properly complete end of day/month reports.**

REGULATION AND FORMS

- DoDFMR 7000.14-R, Vol 5 – Disbursing Policy And Procedures
  http://www.dod.mil/comptroller/fmr/05/index.html
- DD FORM 1081 (Statement of Agent Officer's Accountability)
  http://www.dod.mil/comptroller/fmr/05/05_19.pdf
- DD FORM 2665 (Daily Agent Accountability Summary)
  http://www.dod.mil/comptroller/fmr/05/05_19.pdf
- DD FORM 2657 (Daily Statement of Accountability)
  http://www.dod.mil/comptroller/fmr/05/05_19.pdf
- STANDARD FORM 1219 (Statement of Accountability)
  http://www.dod.mil/comptroller/fmr/05/05_19.pdf

DISBURSING PERSONNEL

- **Disbursing Officer (DO)** – is an individual acting under formal appointment that is accountable as the account (DSSN) holder. All transactions are completed under the account holder. (**SF 1219**)

- **Deputy Disbursing Officer (DDO)** – is an individual acting under formal appointment to perform any duty relating to public funds in the name of and for the account of the DO. Maintains the central location of the account holder's vault, prepares the account holder's end of month reports. Responsible for reporting any abnormality within the DSSN. (**DD Form 2657**)

- **Disbursing Manager (DM) –** Assists the DDO in day to day operations. Has overall functional control of the sections within disbursing. May also serve as Certifying Official.

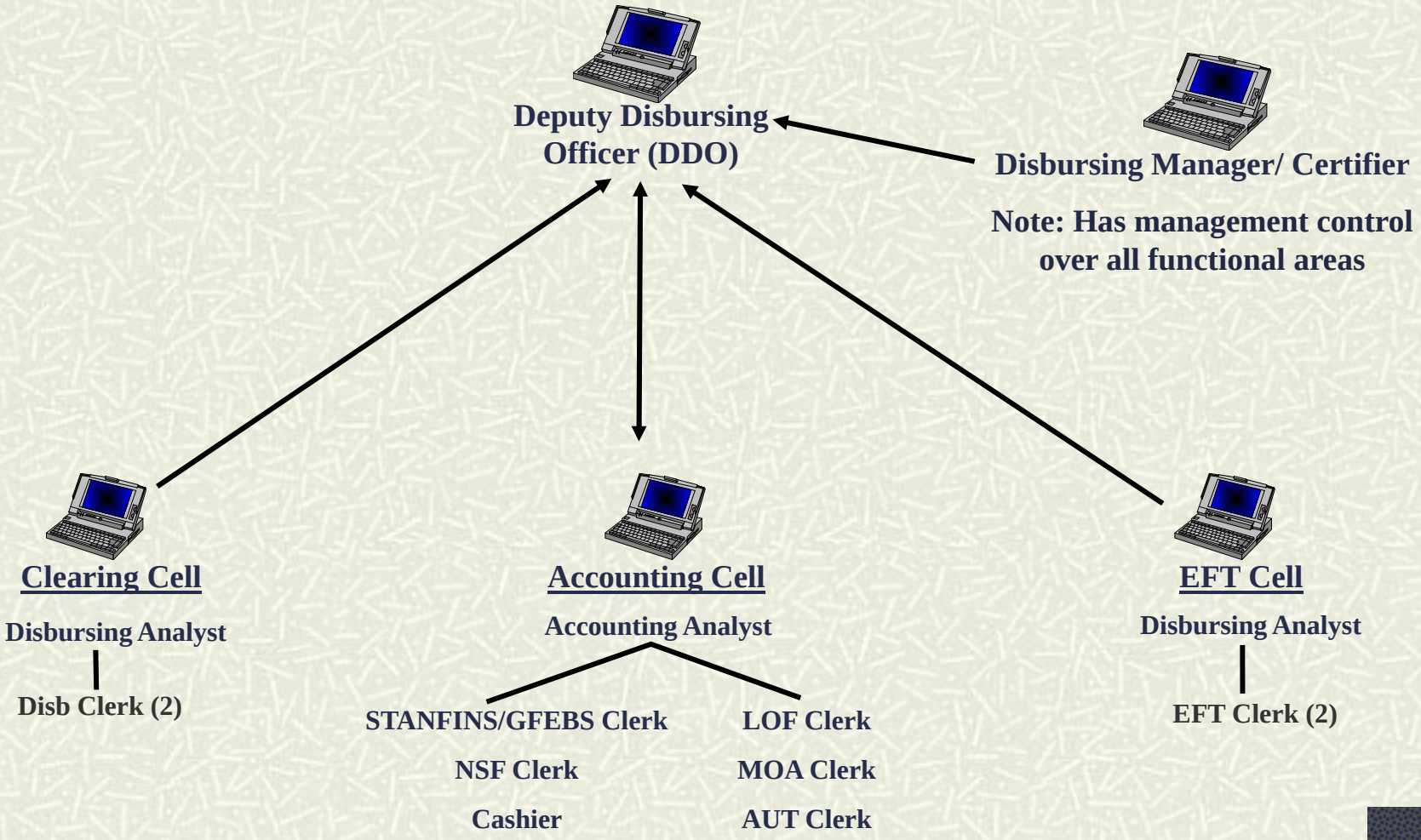
- **Disbursing Agent (DA)** – is an individual acting under formal appointment to perform any duty relating to public funds in the name of and for the account of the DO. (**DD Form 2665**)

- **Certifying Official (CO)** – is an individual under formal appointment by an external official outside of disbursing to certify that payments are proper and just.

- **Cashier** – is an individual designated by the DO to perform disbursements, collections, and accounting responsibilities. (**DD Form 2665**)

- **Paying Agent (PA)** – is an individual acting under formal appointment to perform any duty relating to public funds in the name of and for the account of the DO. (**SF 44**)

FMSU DISBURSING OFFICE SET-UP (RECOMMENDED)

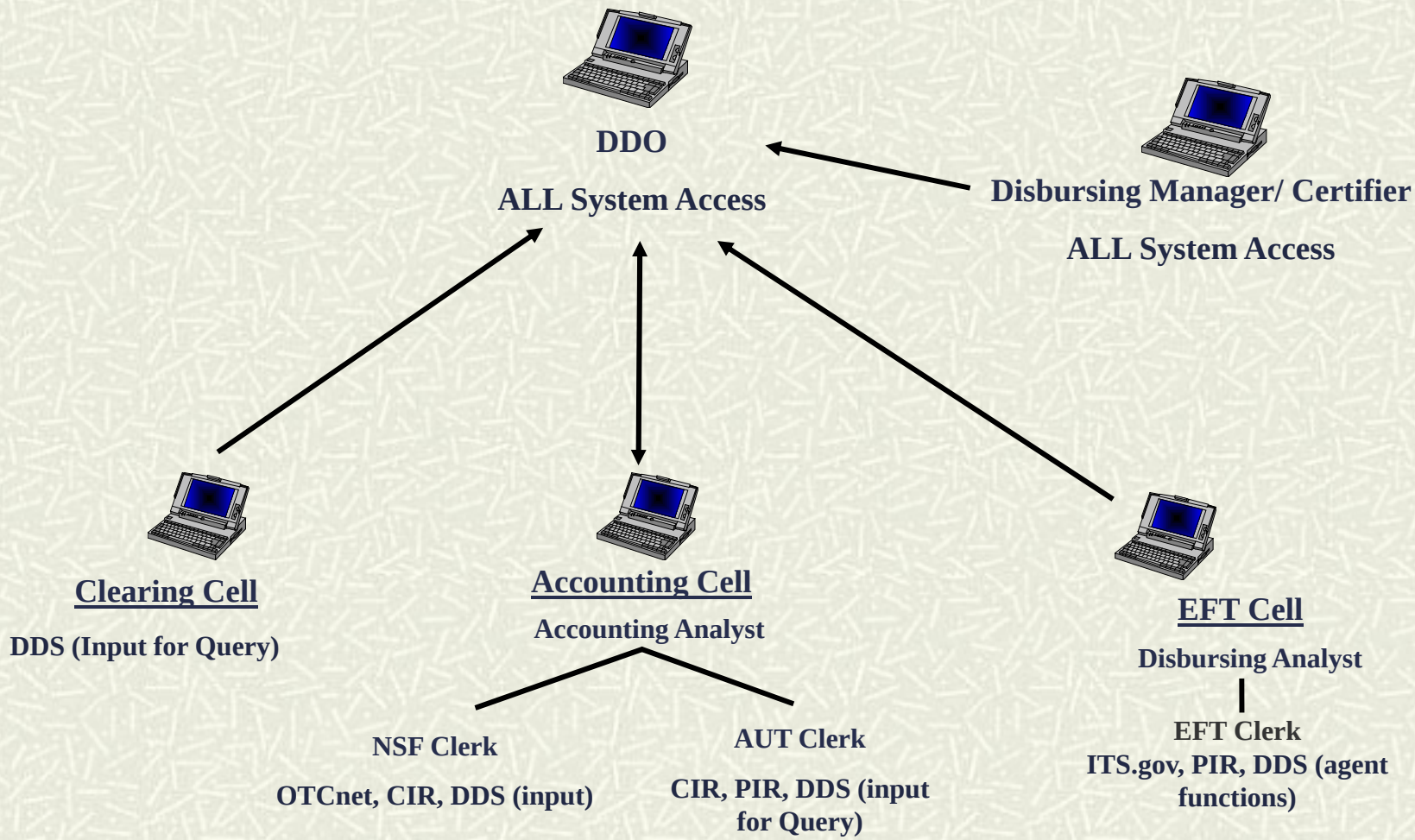


Note: A soldier can serve in more than one role within Accounting

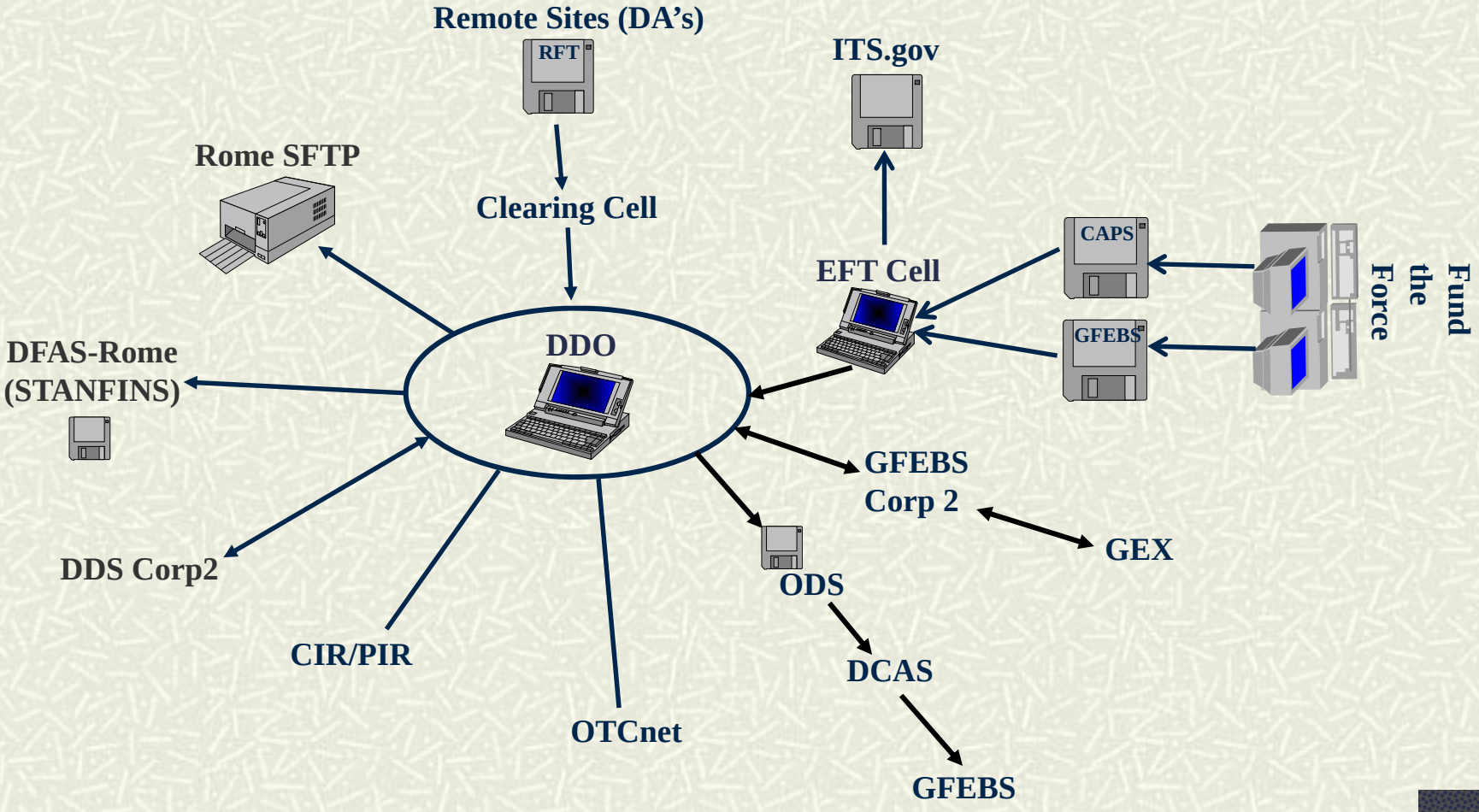
DDO FINANCIAL SYSTEMS

- The financial systems used within the Company Disbursing cell
  - Collection Information Repository (CIR)
  - Payment Information Repository (PIR)
  - International Treasury Services (ITS.gov)
  - OTCnet: Online and Offline
  - Deployable Disbursing System (DDS)

FMSU DISBURSING PERSONNEL SYSTEM ACCESS (RECOMMENDED)



SYSTEMS INTERFACES



INTRODUCTION TO DDS

INTRODUCTION TO DDS

What is disbursing?

Concept: All disbursing officers (DOs) are agents of the Treasury. Each DO is accountable to the Treasury for the cash items (including receivables) in his or her possession. The Statement of Accountability (SF 1219) is the DO's official monthly recording and reporting of their accountability to the Treasury. DOs maintain their daily accountability on the Daily Statement of Accountability (DD Form 2657). This form is similar and subsidiary to the SF 1219. DOs report disbursement and collection transactions on both the DD Form 2657 and the SF 1219, with collections reported as net of disbursements on the SF 1219.

=

INTRODUCTION TO DDS

DDS/Disbursing Sites

- **MAIN SITE** – The DO and DDO are located at the main site. Examples are:
  - Kandahar, Afghanistan (DSSN 8831)
  - Bagram, Afghanistan (DSSN 8830)

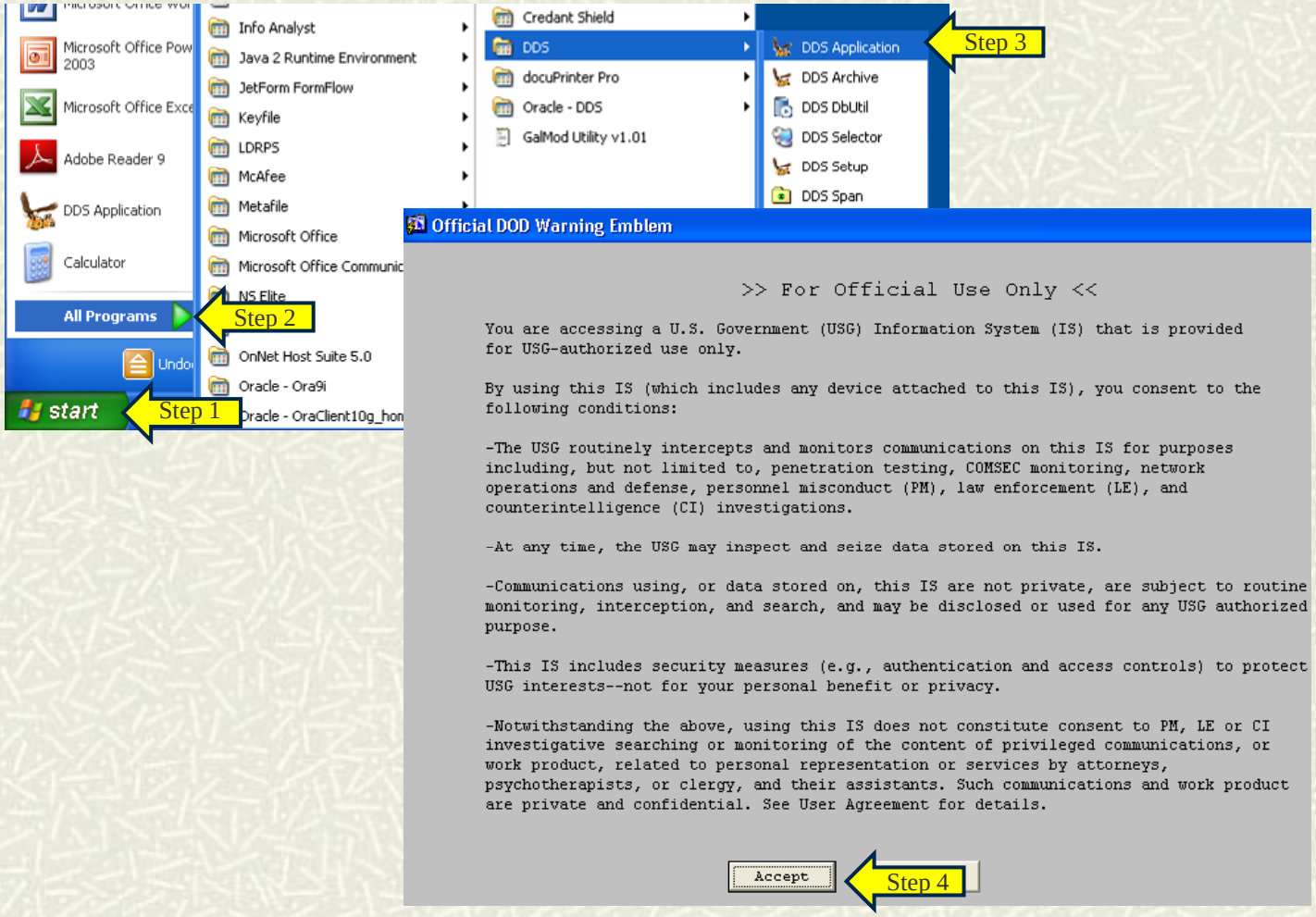
- **REMOTE SITE** – The DA is located at the remote site. The DA is assigned a portion of the DO funds. Examples of remote sites include, but are not limited to:
  - FOB Eggers, Afghanistan
  - Kabul, Afghanistan

- **FMST/STAND-ALONE** – A cashier is advanced funds as part of a team on behalf of a DDO/DA and is away from the main or remote site. The team is mobile and can go anywhere to provide service to the Soldiers on the battlefield.

- **CLIENT** – A system that has been set-up to map into another computer's database (DDO or DA). This system is normally used by a cashier when conducting normal day-to-day operations.

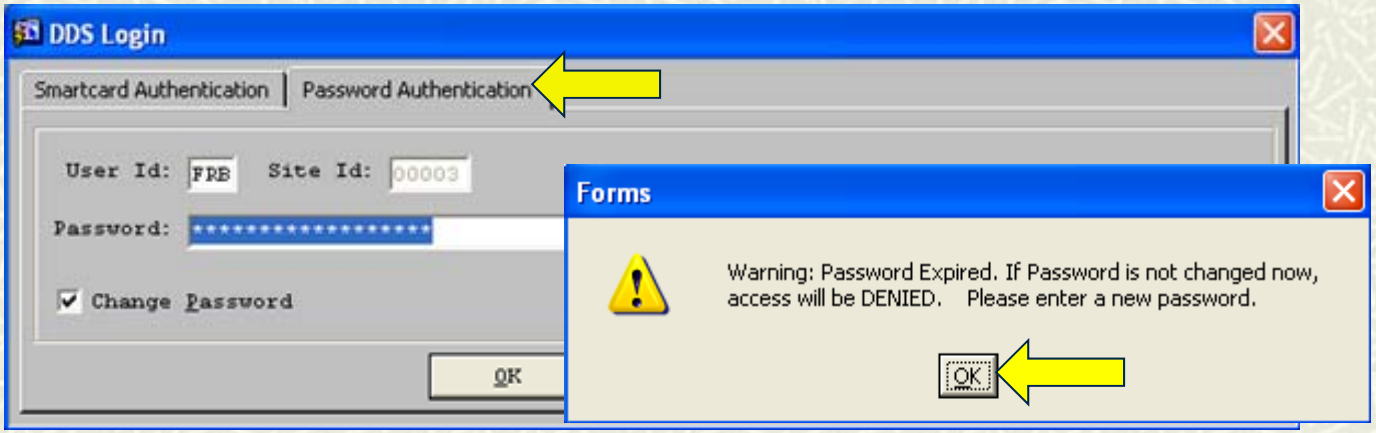
INTRODUCTION TO DDS

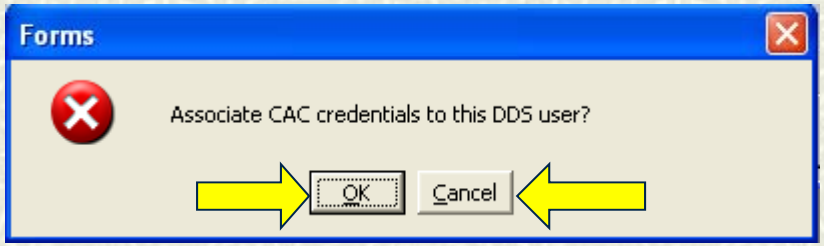
DDS Log in (1 of 4)



INTRODUCTION TO DDS

DDS Log in (2 of 4)





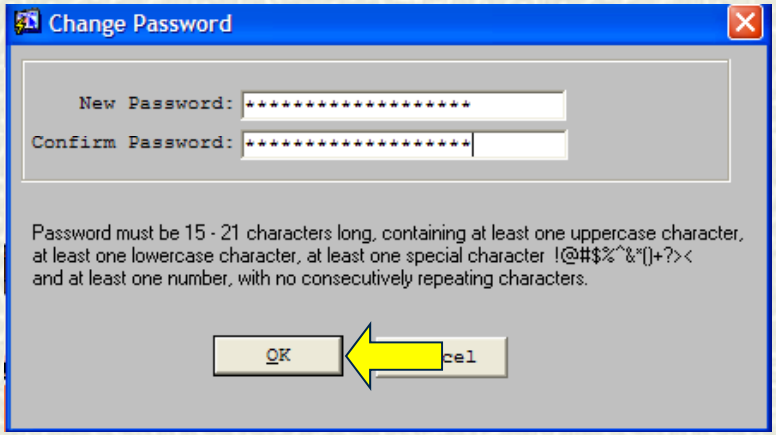
- **Selecting "Cancel" will lead you out of the Login process**
- **Selecting "OK" will display the "Read Common Access Card" screen**

INTRODUCTION TO DDS

DDS Log in (3 of 4)

- If "ok" was selected

- Select appropriate CAC reader (ensure CAC is inserted)
- Enter PIN
- Select "OK"
- The "Change Password" screen will display



Password must be 15-21 characters

Default Password for new users:
<u>NEW$1USERnew$1user</u>

****Must not contain profanity****

INTRODUCTION TO DDS

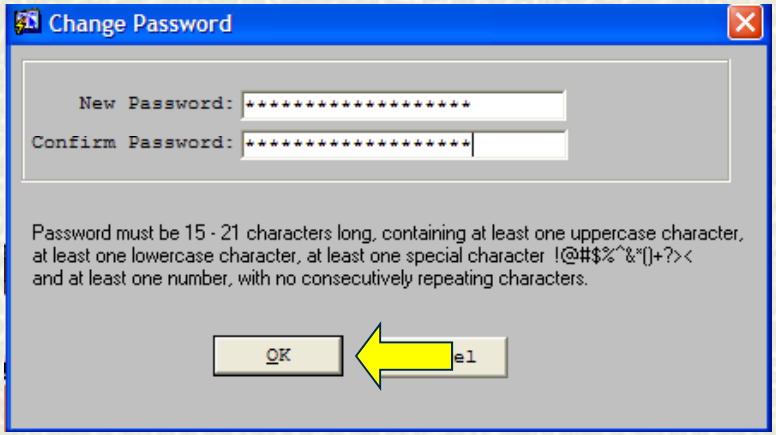
DDS Log in (4 of 4)

- If "cancel" is selected, then non-CAC card usage will need to be approved.
- A user with system admin capabilities will be needed to override the CAC card usage

Password must be 15-21 characters

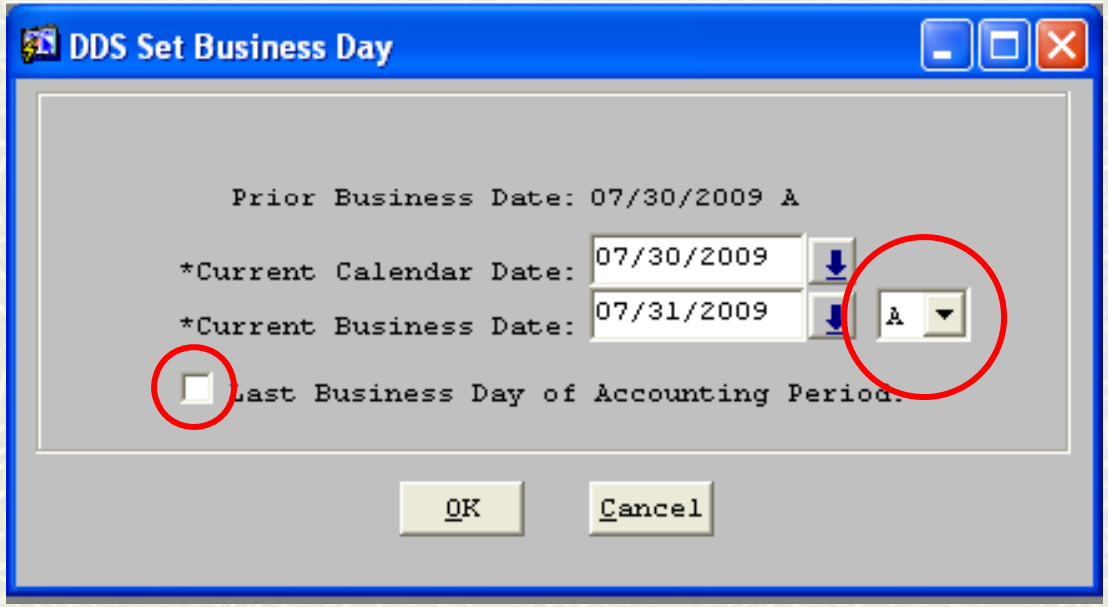
Default Password for new users:
NEW$1USERnew$1user

****Must not contain profanity****



INTRODUCTION TO DDS

Set Business Day



- **If business day will be the last one of the accounting period, the "Last Business Day" block must be checked**

- **If the block is not checked, the DDO will have the opportunity to select the block when completing the final DD Form 2657**

INTRODUCTION TO DDS

Exchange Rate Set-up (1 of 2)

Note: Before exiting exchange rate set up screen, click print button to generate "exchange rate sheet"

Enter the day's FC exchange rates here and they will appear in the grid below

This is the 3 or 5 day rate obtained from ITS.gov

08/29/2012 A *Currency Code: FC 2

☑ Daily Exchange Rates?

	Prior	*Current
Accommodation:	50	49
Prevailing:	50	49
Official:	50	49
Average:		
International EFT:	50	49

Curr Code	Accommodation	Prevailing	Official	Average	International EFT
F1	50	50	50		
FC	49	49	49		49

Accommodation rate is used to calculate FC amounts on accountability reports, vouchers or outgoing exchange transactions.

Prevailing (a.k.a reconversion) rate is used to calculate FC purchases (e.g., when a cashier receives foreign currency in exchange for US currency).

Official rate is used to calculate the U.S. dollar value of Limited Depositary Accounts (LDAs) and checks written from LDAs.

Average rate is used when the disbursing office uses the same exchange rate for all foreign currency transactions.

Rate utilized for foreign currency ITS.gov payments. Usually not the same rate as any of the previous rates.

Daily rates must be input and saved for all Currency codes (if applicable)

INTRODUCTION TO DDS

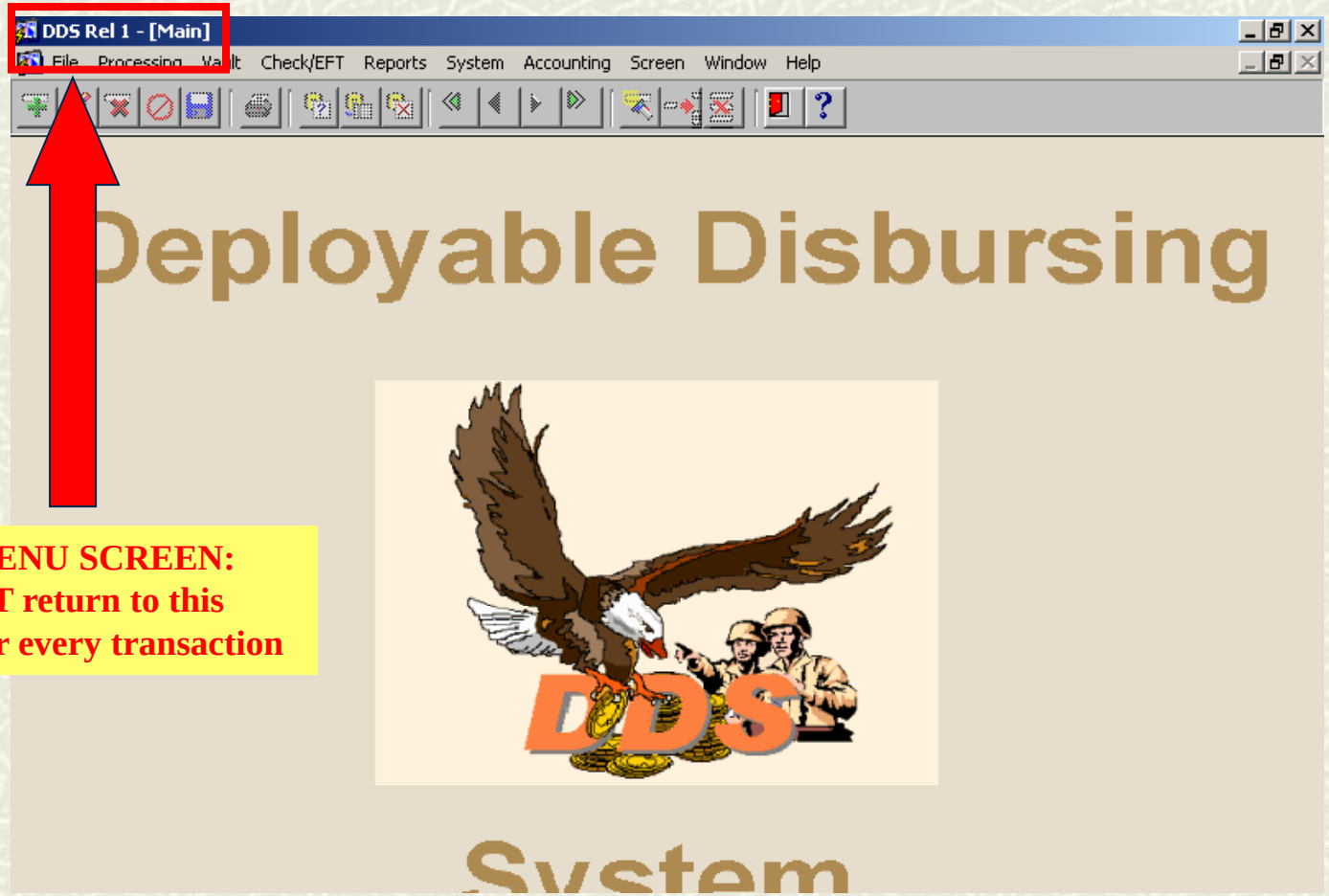
Exchange Rate Set-up (2 of 2)

DAILY EXCHANGE RATE SHEET
49 FC to the DOLLAR

DOLLAR	FC	DOLLAR	FC	DOLLAR	FC
1.00	49.00	41.00	2,009.00	81.00	3,969.00
2.00	98.00	42.00	2,058.00	82.00	4,018.00
3.00	147.00	43.00	2,107.00	83.00	4,067.00
4.00	196.00	44.00	2,156.00	84.00	4,116.00
5.00	245.00	45.00	2,205.00	85.00	4,165.00
6.00	294.00	46.00	2,254.00	86.00	4,214.00
7.00	343.00	47.00	2,303.00	87.00	4,263.00
8.00	392.00	48.00	2,352.00	88.00	4,312.00
9.00	441.00	49.00	2,401.00	89.00	4,361.00
10.00	490.00	50.00	2,450.00	90.00	4,410.00
11.00	539.00	51.00	2,499.00	91.00	4,459.00
12.00	588.00	52.00	2,548.00	92.00	4,508.00
13.00	637.00	53.00	2,597.00	93.00	4,557.00
14.00	686.00	54.00	2,646.00	94.00	4,606.00
15.00	735.00	55.00	2,695.00	95.00	4,655.00
16.00	784.00	56.00	2,744.00	96.00	4,704.00
17.00	833.00	57.00	2,793.00	97.00	4,753.00
18.00	882.00	58.00	2,842.00	98.00	4,802.00
19.00	931.00	59.00	2,891.00	99.00	4,851.00
20.00	980.00	60.00	2,940.00	100.00	4,900.00
21.00	1,029.00	61.00	2,989.00	101.00	4,949.00
22.00	1,078.00	62.00	3,038.00	102.00	4,998.00
23.00	1,127.00	63.00	3,087.00	103.00	5,047.00
24.00	1,176.00	64.00	3,136.00	104.00	5,096.00
25.00	1,225.00	65.00	3,185.00	105.00	5,145.00
26.00	1,274.00	66.00	3,234.00	106.00	5,194.00
27.00	1,323.00	67.00	3,283.00	107.00	5,243.00
28.00	1,372.00	68.00	3,332.00	108.00	5,292.00
29.00	1,421.00	69.00	3,381.00	109.00	5,341.00
30.00	1,470.00	70.00	3,430.00	110.00	5,390.00
31.00	1,519.00	71.00	3,479.00	111.00	5,439.00
32.00	1,568.00	72.00	3,528.00	112.00	5,488.00
33.00	1,617.00	73.00	3,577.00	113.00	5,537.00
34.00	1,666.00	74.00	3,626.00	114.00	5,586.00
35.00	1,715.00	75.00	3,675.00	115.00	5,635.00
36.00	1,764.00	76.00	3,724.00	116.00	5,684.00
37.00	1,813.00	77.00	3,773.00	117.00	5,733.00
38.00	1,862.00	78.00	3,822.00	118.00	5,782.00
39.00	1,911.00	79.00	3,871.00	119.00	5,831.00
40.00	1,960.00	80.00	3,920.00	120.00	5,880.00

INTRODUCTION TO DDS

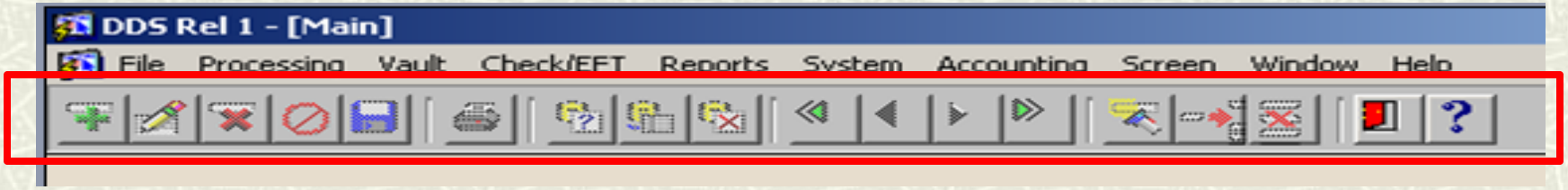
DDS Main Menu Screen



- **MAIN MENU SCREEN: User MUST return to this screen after every transaction**

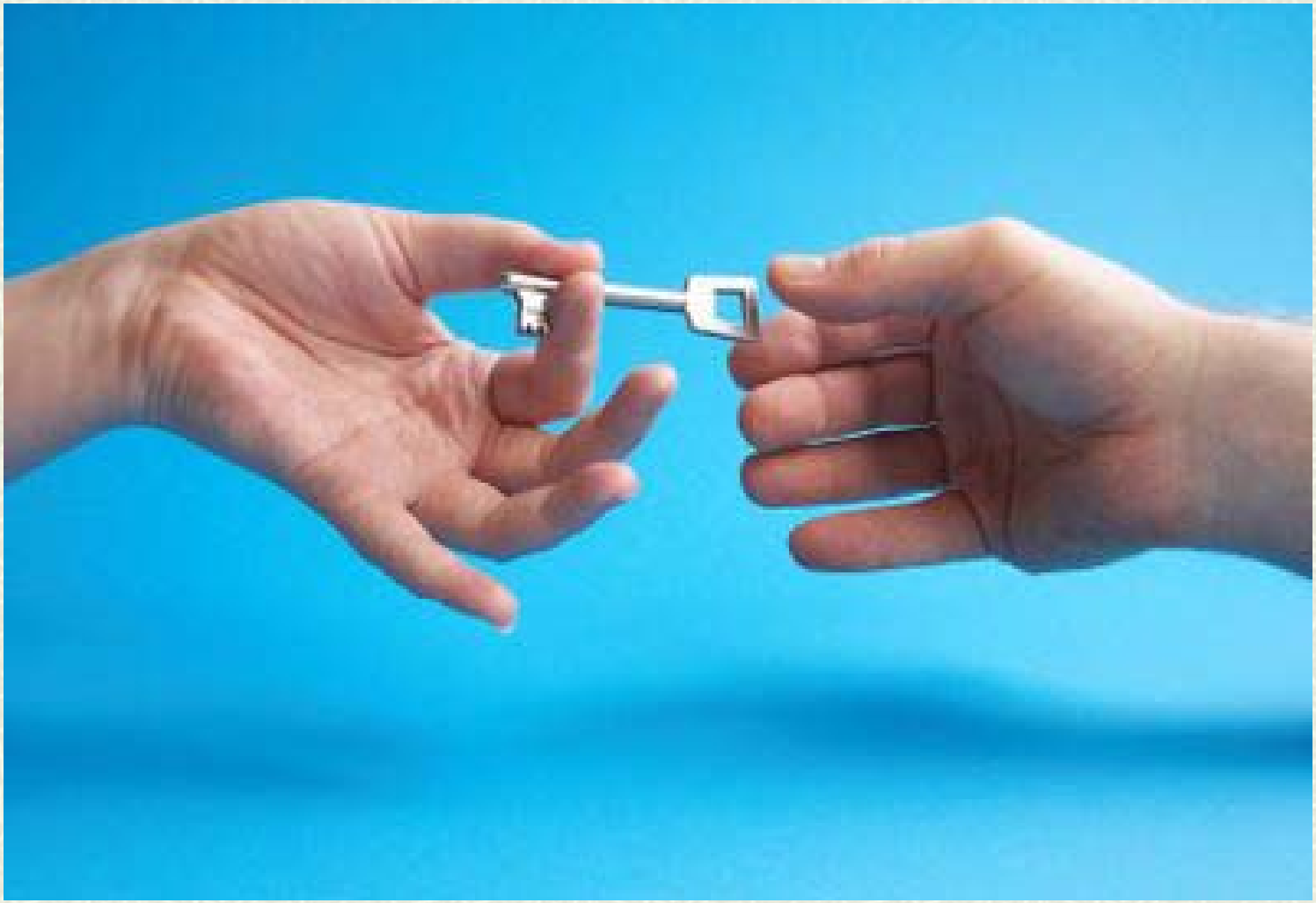
INTRODUCTION TO DDS

DDS Function and Navigation Keys



- Add New Record
- Edit Record
- Close Previewer/ Delete Record
- Cancel Fields
- Save
- Print
- Data Query
- Execute Query
- Exit/Cancel Query
- Move To First Page
- Page forward
- Page back
- Move To Last Page
- Search
- Create Detail Record
- Delete Detail Record
- Exit/ “Red Door Out”
- Help

TRANSFER OF ACCOUNTABILITY



TRANSFER OF ACCOUNTABILITY

- **Steps to take during TOA:**
  - Reconcile SF 1149 **(If DDO has one.)**
  - Verify funds with subagents
  - Verify loss of funds (DDS Balance vs. DD2667) and supporting documentation
  - Verify Non Sufficient Funds (NSF) checks and supporting documentation
  - Verify any duplicate, over or erroneous payments
  - Verify all outstanding Analysis of Unmatched Transactions (AUT) lines
  - Verify US Treasury Check stock on hand vs. numbers used in DDS
  - Create new DDO and vault code
  - Both DDO's verify funds
  - Conduct vault-to-vault transfer
  - New DDO confirms vault transfer
  - New DDO close DD Form 2657 (Ensure both blocks are checked)

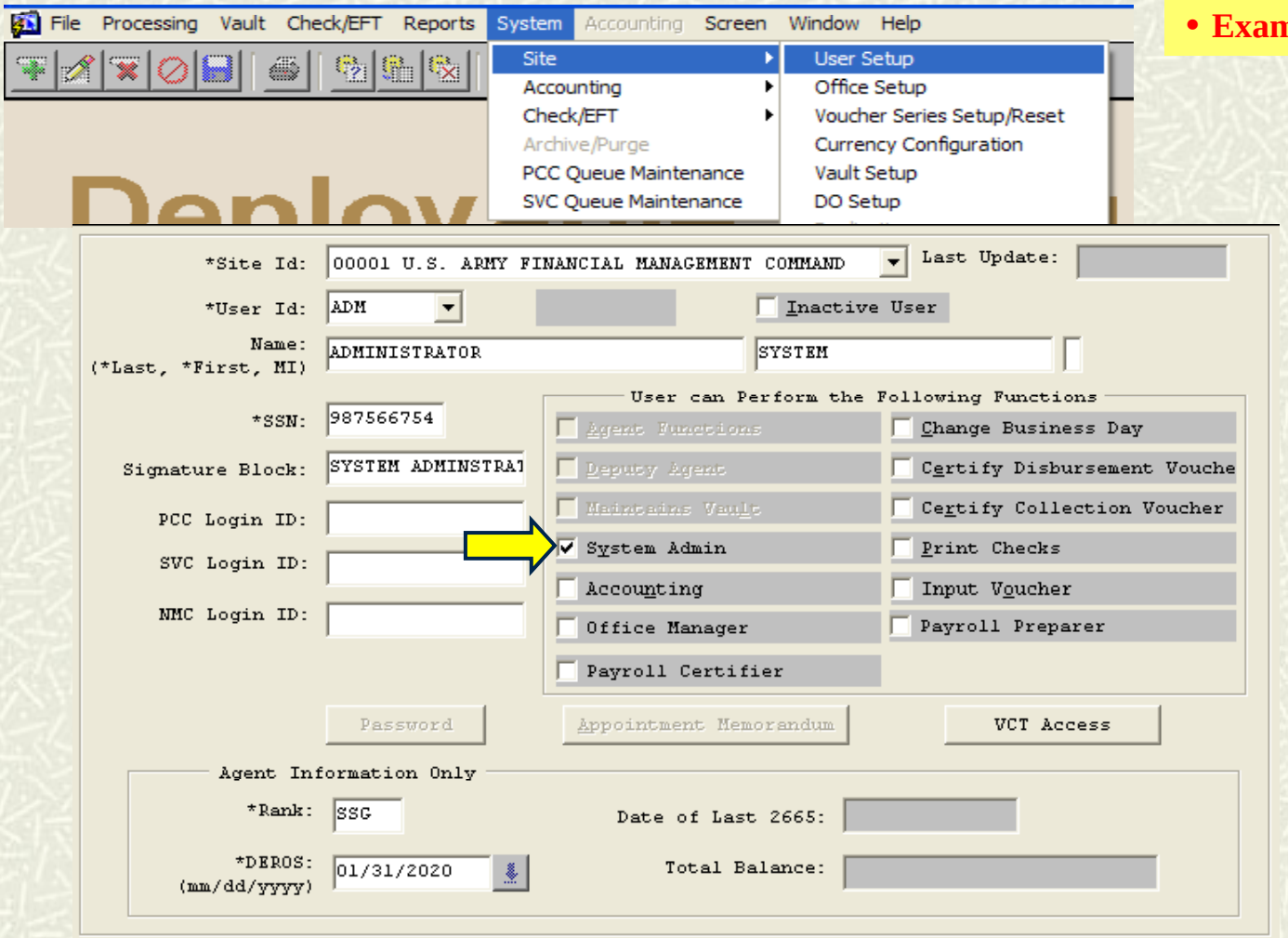
TRANSFER OF ACCOUNTABILITY

- **Steps to take during TOA:**
  - Create Level 8 Report
  - Finalize SF 1179
  - Create DELMARS Report **If necessary**
  - STANFINS Report (file generated for DFAS Rome)**If necessary**
  - Finalize SF 1219
  - Create new Disbursing Officer
  - Edit site name
  - Inactivate outgoing unit's users in DDS
  - Open Business Day
  - Terminate all agents under outgoing DO
  - Appoint all new agents under incoming DO

NOTE: A BLANK RFT TO THE DA'S DOES NOT UPDATE DO INFORMATION

TRANSFER OF ACCOUNTABILITY

Add Users To DDS (1 of 4)



- **Example of an Admin User**

•Functions performed:
✓User Setup
✓Site Setup
✓DO Setup
✓Archive/Purge
✓Overwriting of the CAC card login process and the password change authorization

TRANSFER OF ACCOUNTABILITY

Add Users To DDS (2 of 4)

- **Example of a certifier**

*Site Id: 00001 U.S. ARMY FINANCIAL MANAGEMENT COMMAND
Last Update:
*User Id: CER
Inactive User
Name: (*Last, *First, MI) CERTIFIER CERTIFIER C
*SSN: 323141212
Signature Block: CERTIFIER
PCC Login ID:
SVC Login ID:
NMC Login ID:

User can Perform the Following Functions

- Agent Functions
- Deputy Agent
- Maintains Vault
- System Admin
- Accounting
- Office Manager
- Payroll Certifier
- Change Business Day
- Certify Disbursement Vouche
- Certify Collection Voucher
- Print Checks
- Input Voucher
- Pay

Password
Appointment Memorandum

Agent Information Only
*Rank: SSG
Date of Last 2665:
*DEROS: (mm/dd/yyyy) 01/31/2020
Total Balance:

Appointee
CERTIFIER, CERTIFIER SSN 098904657

Agent Functions, Deputy Agent, Maintains Vault | Certify Disbursement Voucher

Appointing authority
DO or Commander Name: (*Last, *First, MI) COLE ANTHONY
*Title: DISBURSING OFFICER
*DOD Component/organization: USAFIMCOM
*Effective date: 02/24/2011
Additional responsibilities include:
Additional regulations:

OK Cancel Print DD 577

TRANSFER OF ACCOUNTABILITY

Add Users To DDS (3 of 4)

- **Example of a cashier**

*Site Id: 00001 U.S. ARMY FINANCIAL MANAGEMENT COMMAND
Last Update:
*User Id: CA1
Inactive User
Name: (*Last, *First, MI) CASHIER TRAINING
*SSN: 589124518
Signature Block: TRAINING CASHIER
PCC Login ID:
SVC Login ID:
NMC Login ID:

User can Perform the Following Functions

- Agent Functions
- Deputy Agent
- Maintains Vault
- System Admin
- Accounting
- Office Manager
- Payroll Certifier
- Change Business Day
- Certify Disbursement Vouche
- Certify Collection Voucher
- Print Checks
- Input Voucher

Password
Appointm[illegible]andum

Agent Information Only
*Rank: SPC
*DEROS: (mm/dd/yyyy) 01/31/2020
Date of Last 2665: 07/30/2[illegible]
Total Balance:

Note: Cashier must have "Print Checks" in order to perform EFT functions

Appointee
CASHIER, CASHIER SSN 123520947

Agent Functions, Deputy Agent, Maintains Vault | Certify Disbursement Voucher

Appointing authority
DO or Commander Name: (*Last, *First, MI) COLE ANTHONY
*Title DISBURSING OFFICER
*DOD Component/organization USAFMCOM
*Effective date 02/24/2011
*Type CASHIER
*Amount 100,000.00
Additional responsibilities include:
Additional regulations:

OK Cancel Print DD 577

Only if user is to process End of Day accounting reports

TRANSFER OF ACCOUNTABILITY

Add Users To DDS (4 of 4)

- **Example of a DDO**

*Site Id: 00001 US ARMY FINANCIAL MANAGEMENT COMMAND
Last Update: 01/11/2013 A
*User Id: DDO
Inactive User
Name: (*Last, *First, MI) FRANKLIN BENJAMIN
*SSN: 123456789
Signature Block: DEPUTY DISBURSING
PCC Login ID:
SVC Login ID:
NMC Login ID:

User can Perform the Following Functions

- Agent Functions
- Deputy Agent
- Maintains Vault
- System Admin
- Accounting
- Office Manager
- Payroll Certifie
- Change Business Day
- Certify Disbursement Vouche
- Certify Collection Voucher
- Print Checks
- Input Voucher

Password
Appointment Memo

Agent Information Only
*Rank: 1LT
*DEROS: (mm/dd/yyyy) 11/10/2015
Date of Last
Total Bal

Agent Functions, Deputy Agent, Maintains Vault | Certify Disbursement Voucher

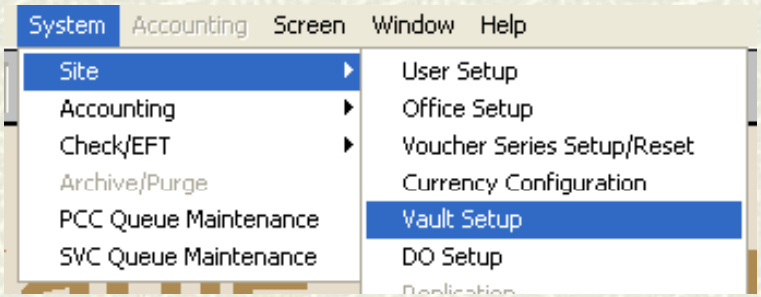
Appointing authority
DO or Commander Name: (*Last, *First, MI) SMITH JOHN
*Title: DISBURSING OFFICER
*DOD Component/organization: CAMP ALPHA
*Effective date: 02/11/2011
*Type: DEPUTY DISBURSING OFFICER
*Amount: 5,000,000.00
Additional responsibilities include:
Additional regulations:

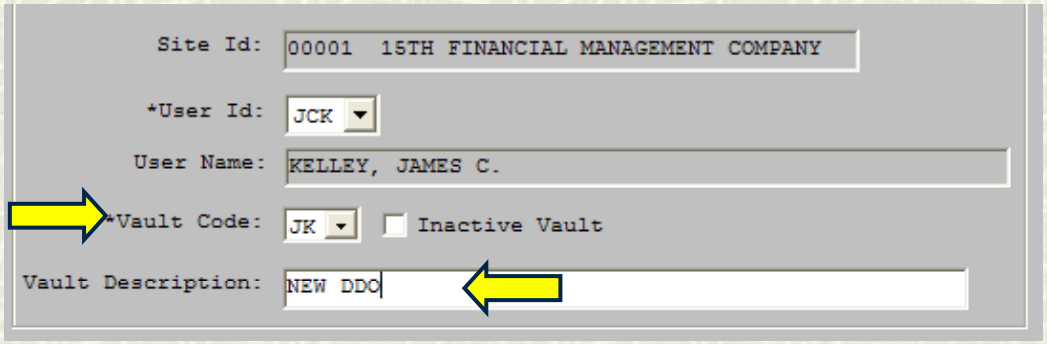
Only needed if function NOT performed by another user

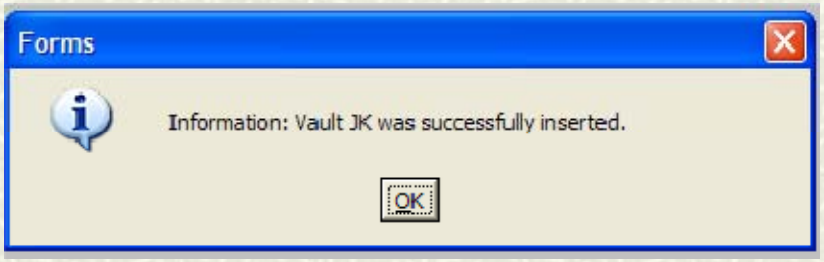
TRANSFER OF ACCOUNTABILITY

VAULT-TO-VAULT TRANSFER (1 of 3)

- There are four stages to taking over an account within DDS
  - ✓ Establish a new user (DDO)
  - ✓ Establish a new vault code for incoming DDO
  - ✓ Outgoing DDO initiates the vault to vault DD1081
  - ✓ Incoming DDO confirms and accepts DD1081



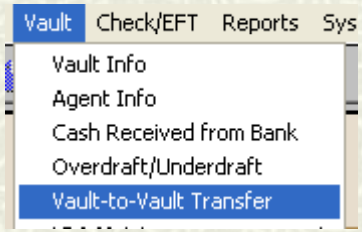




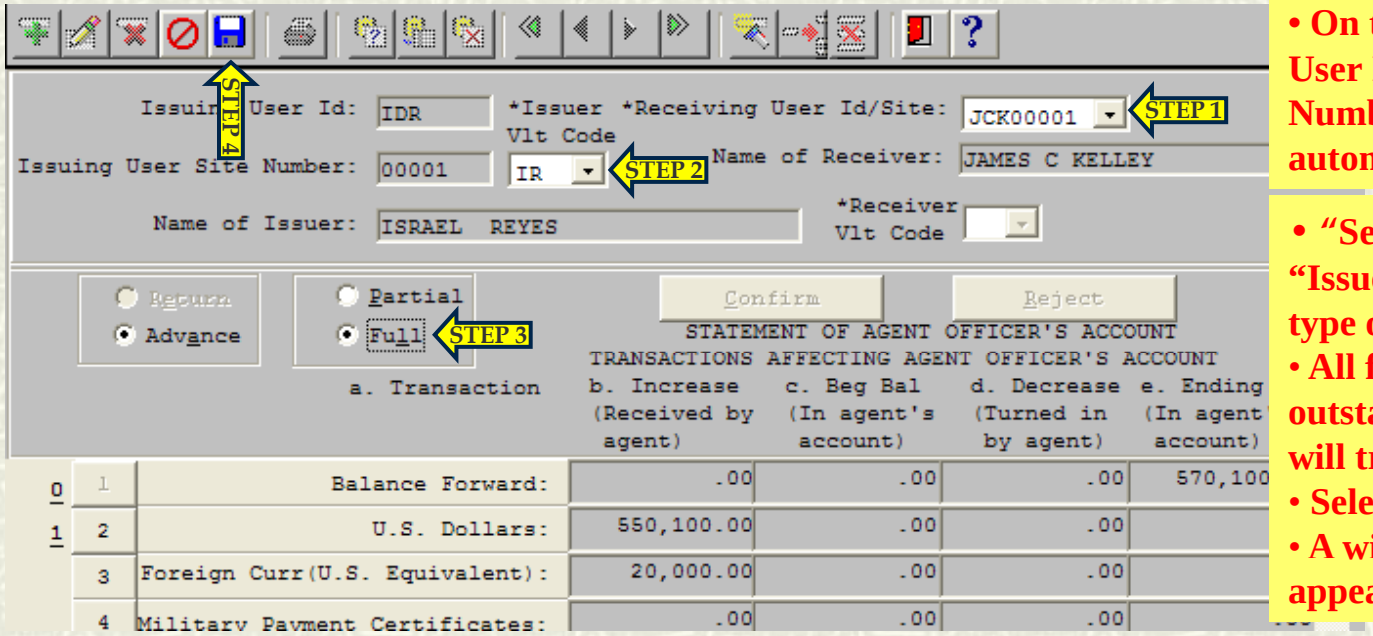
- Establish a new vault code:
  - ✓System; Site; Vault Setup
  - ✓ The screen will automatically default to the new vault manager.
  - ✓ The Vault Code will be initials (first/last name).
  - ✓ Do not check the "Inactive Vault" box. The DDO level may have several vaults active at a time at a main site.
  - ✓ Enter a description of the new DDOs vault.
  - ✓ Once all information is entered, select save and a window will appear stating the new vault was successfully inserted.

TRANSFER OF ACCOUNTABILITY

VAULT-TO-VAULT TRANSFER (2 of 3)



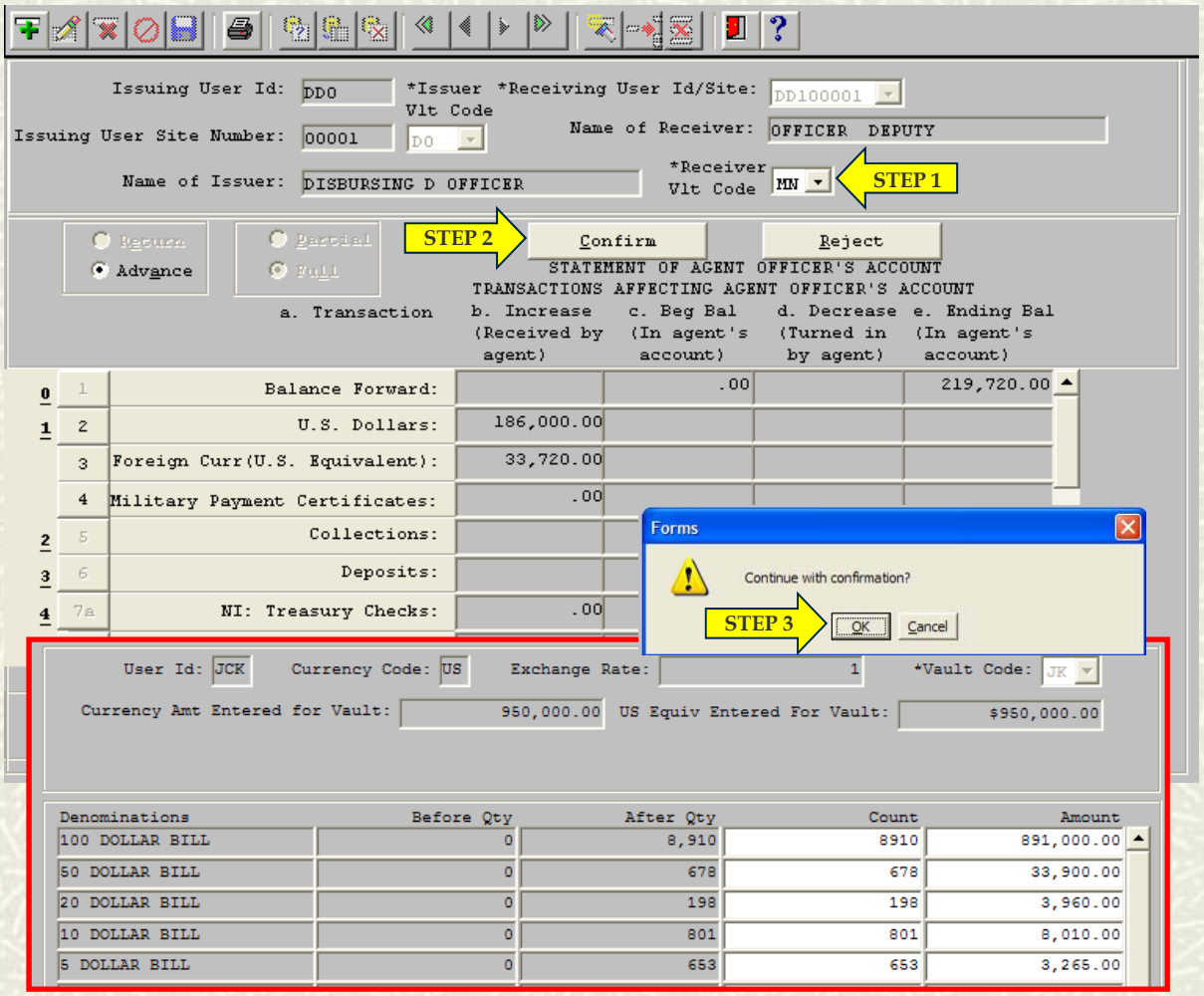
- **After vault setup, outgoing DDO will transfer funds to new DDO.**
  - **✓Vault**
  - **✓Vault-to-Vault Transfer**



- **On the V2V 1081, the "Issuing User ID", "Issuing User Site Number", and "Name of Issuer" will automatically populate**
- **"Select receiving user ID/Site", "Issuer vault code", and "Full" for type of advance**
- **All funds and documents outstanding under outgoing DDO will transfer over to new DDO.**
- **Select save**
- **A window with the DD 1081 will appear. DDO will print form**

TRANSFER OF ACCOUNTABILITY

VAULT-TO-VAULT TRANSFER (3 of 3)

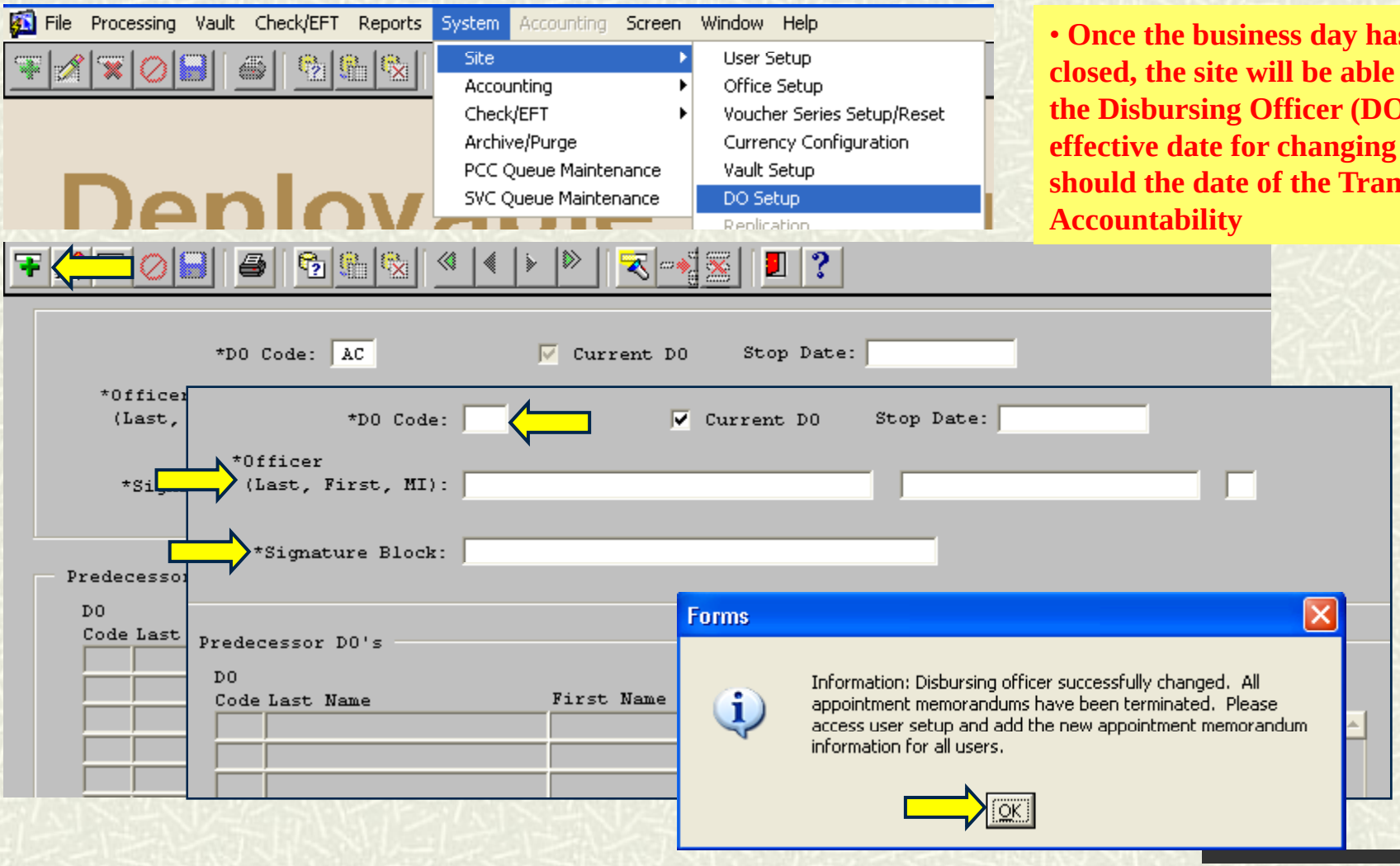


- The old and new DDO will then verify the funds in the vault against the ledger and the DD 1081
- Once the vault has been verified, the new DDO will log in and accept the funds.
- In order for the new DDO to accept the funds, the DDO will select:
  - ✓ Vault
  - ✓ Vault-to-Vault Transfer
- The vault will automatically switch from the out-going to the incoming DDO.

- A V2V 1081 will be available for the new DDO
- The new DDO will select the correct vault code under the "Receiver Vlt Code" and then "confirm."
- The new DDO will denominate the funds received according to the bills on-hand (on ledger or V2V 1081)

TRANSFER OF ACCOUNTABILITY

Change Disbursing Officer



- **Once the business day has been closed, the site will be able to change the Disbursing Officer (DO). The effective date for changing the DO should the date of the Transfer of Accountability**

TRANSFER OF ACCOUNTABILITY

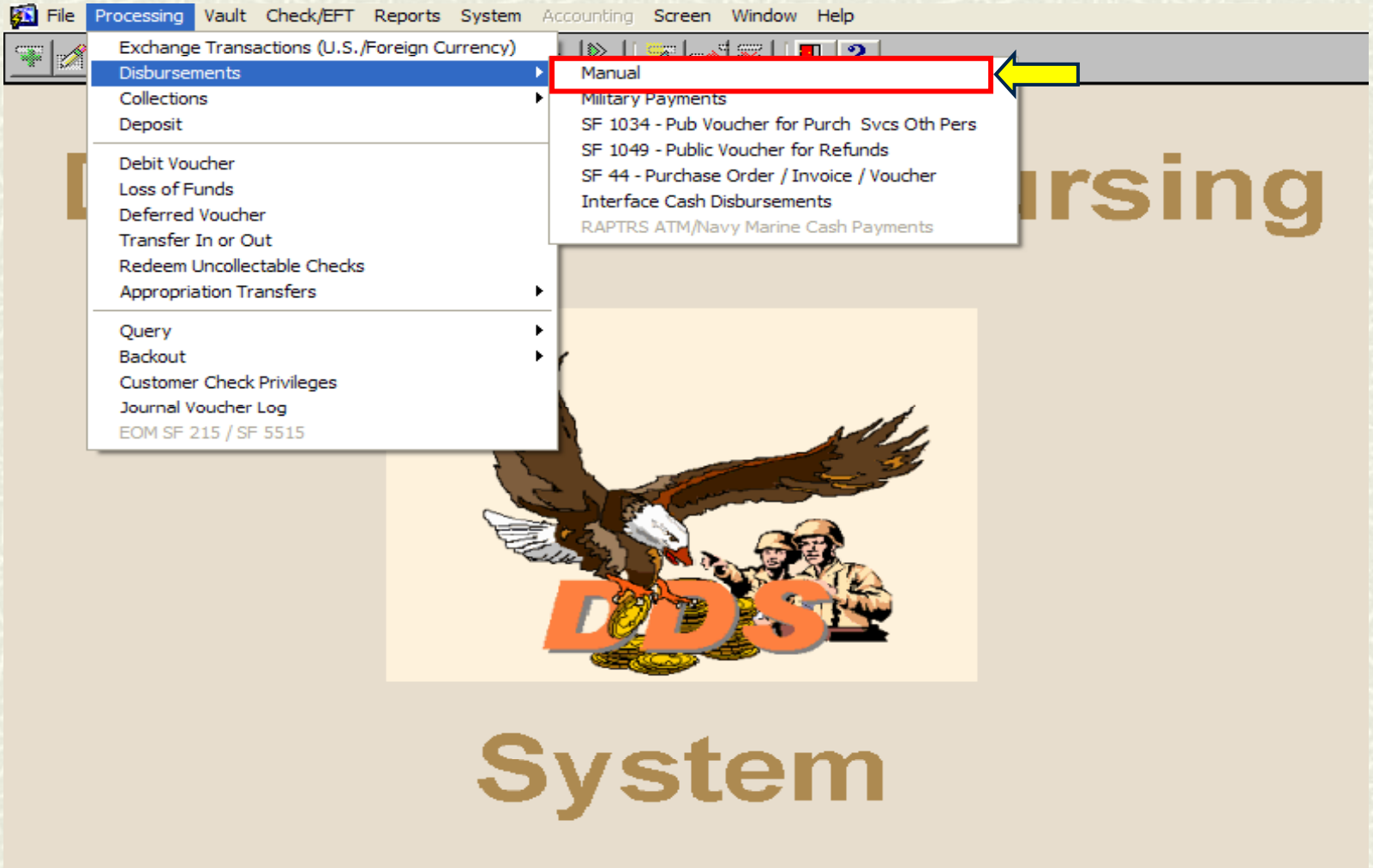
Helpful Reminders

- Ensure a good left seat/right seat ride is conducted.
- Ensure all passwords/User IDs are granted prior to outgoing unit's departure (OTCnet, DDS, Corps2 Server, ITS.gov, FRB email).
- Conduct a thorough cash verification during transition of all accountable items (cash, DD Form 1081's, batch-list/checks).
- Create new users for DDS, and AKO website.
- Delete/Inactivate outgoing personnel from DDS, and FRB email communications.
- Update and sign DA Form 3161 for FRB equipment and forward to USAFMCOM/ FRB.
- Obtain all current SOP's, Policy Letters, and Internal Control Inspection Checklists.

EFT TRANSACTIONS

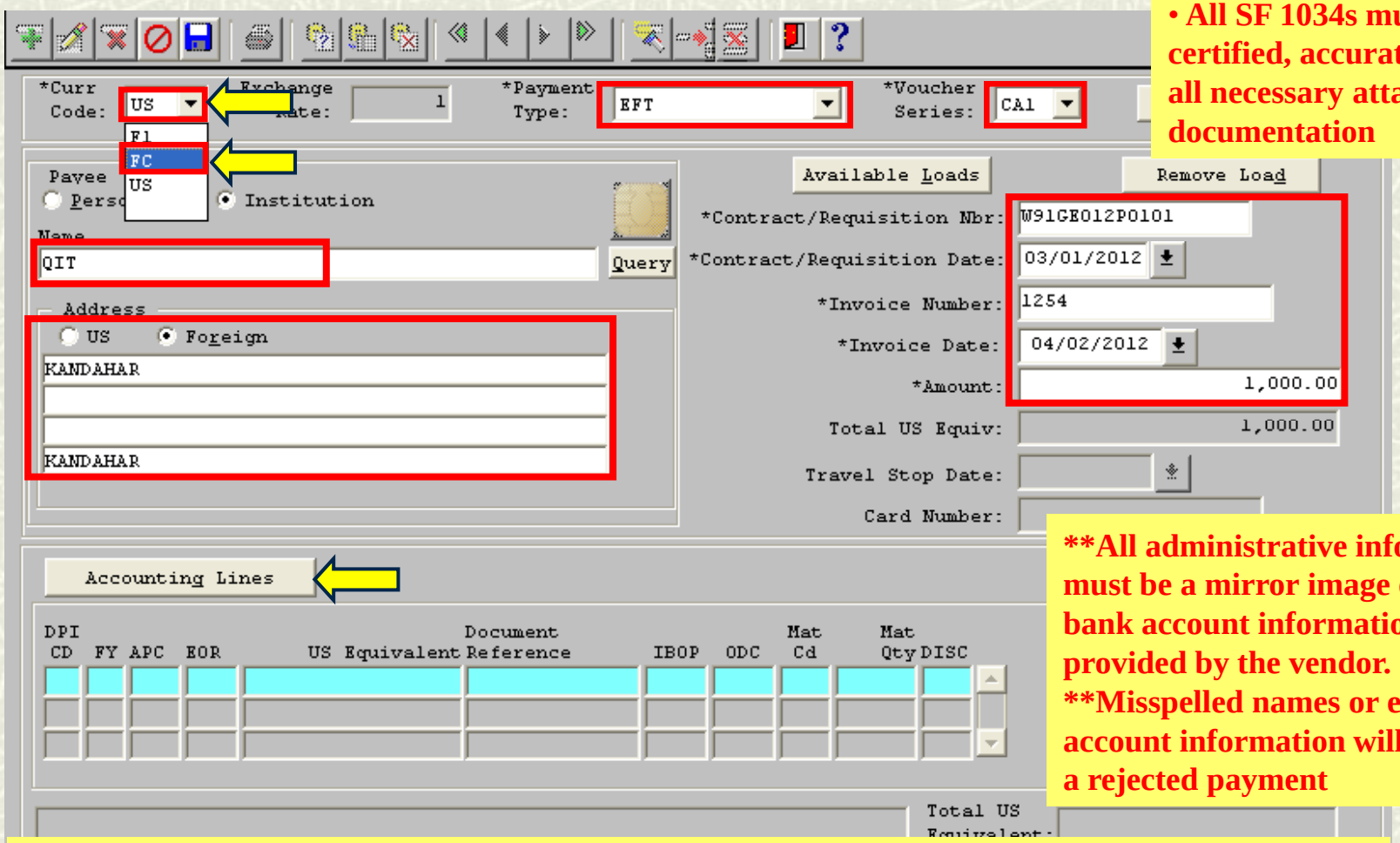
EFT TRANSACTIONS

Create A Manual Domestic Or International EFT (1 of 8)



EFT TRANSACTIONS

Create A Manual Domestic Or International EFT (2 of 8)



- **All SF 1034s must be pre-certified, accurate and with all necessary attached documentation**

****All administrative information must be a mirror image of the bank account information provided by the vendor.**
****Misspelled names or erroneous account information will result in a rejected payment**

- **Payment input must be done by someone with "Input Voucher" and "print check" functions**

EFT TRANSACTIONS

Create A Manual Domestic Or International EFT (3 of 8)

Payee: QIT | Voucher Type: | Curr Code: US | Voucher Amount: 1,000.00

US Equivalent: 1,000.00

*DPI Cd	*FY	*APC		EOR		*US Equivalent	Document Reference	IBOP	*ODC	Mat Cd	Mat Qty	Disc
7K	2	2141		26EB		1,000.00	W91KL098765432	US	2			N

INSERTING ACCOUNTING LINE

Total US Equivalent: 1,000.00

21 7K 2 2020 0000 90 0000 26EB US W91KL098765432 2141 009057

- **Information must be input directly from the certified SF 1034**

EFT TRANSACTIONS

Create A Manual Domestic Or International EFT (4 of 8)

• **Pay button becomes enabled**

*Curr Code: US | Exchange Rate: 1 | *Payment Type: EFT | *Voucher Series: CA1 | Pay

Payee
Person | Institution
Name: QIT | Query

Address
US | Foreign
KANDAHAR
KANDAHAR

Available Loads | Remove Load

*Contract/Requisition Nbr: W91GEU012P0101
*Contract/Requisition Date: 03/01/2012
*Invoice Number: 1254
*Invoice Date: 04/02/2012
*Amount: 1,000.00
Total US Equiv: 1,000.00
Travel Stop Date:
Card Number:

Accounting Lines

DPI CD	FY	APC	EOR	US Equivalent	Document Reference	IBOP	ODC	Mat Cd	Mat Qty	DISC
7K	2	2141	26EB	1,000.00	W91KL098765432	US	2			N

21 7K 2 2020 0000 90 0000 26EB US W91KL098765432 2141 009057 W8850

Total US Equivalent: 1,000.00

• **Clicking "pay" will take you to screen to enter EFT information**

EFT TRANSACTIONS

Create A Manual Domestic EFT (5 of 8)

Payee: QIT

Disbursement Amount: US 1,000.00

*Domestic EFT

PPD CCD CTX

*Account Type: Checking Savings

Payment: Casual Advance

*Routing Number: 11111111 8

*Account Number: 258963

Travel Order Number

Reason For Payment

*International EFT

IBAN SWIFT Other

SWIFT/Routing Nbr:

*IBAN/Acct Nbr:

Bank Name:

Address:

POC Name:

POC Phone Nbr:

Branch Name:

Invoice Number	Invoice Amount	Interest + Amount	Interest Days	Interest Rate%	Discount	Discount Days	Discount Rate%
1254	1,000.00						

OK Cancel Total Amount: 1,000.00

EFT TRANSACTIONS

Create A Manual International EFT (6 of 8)

Payee: QIT

Disbursement Amount: FC 150,000.00

*Domestic EFT

PPD CCD CTX

*Account Type: Checking Savings

Payment: Casual Advance

*Routing Number *Account Number

Travel Order Number

Reason For Payment: DELIVERY OF GOODS

*International EFT

IBAN SWIFT Other

SWIFT/Routing Nbr: SCBLFCKA

*IBAN/Acct Nbr: 5896

Bank Name:

Address:

POC Name:

POC Phone Nbr:

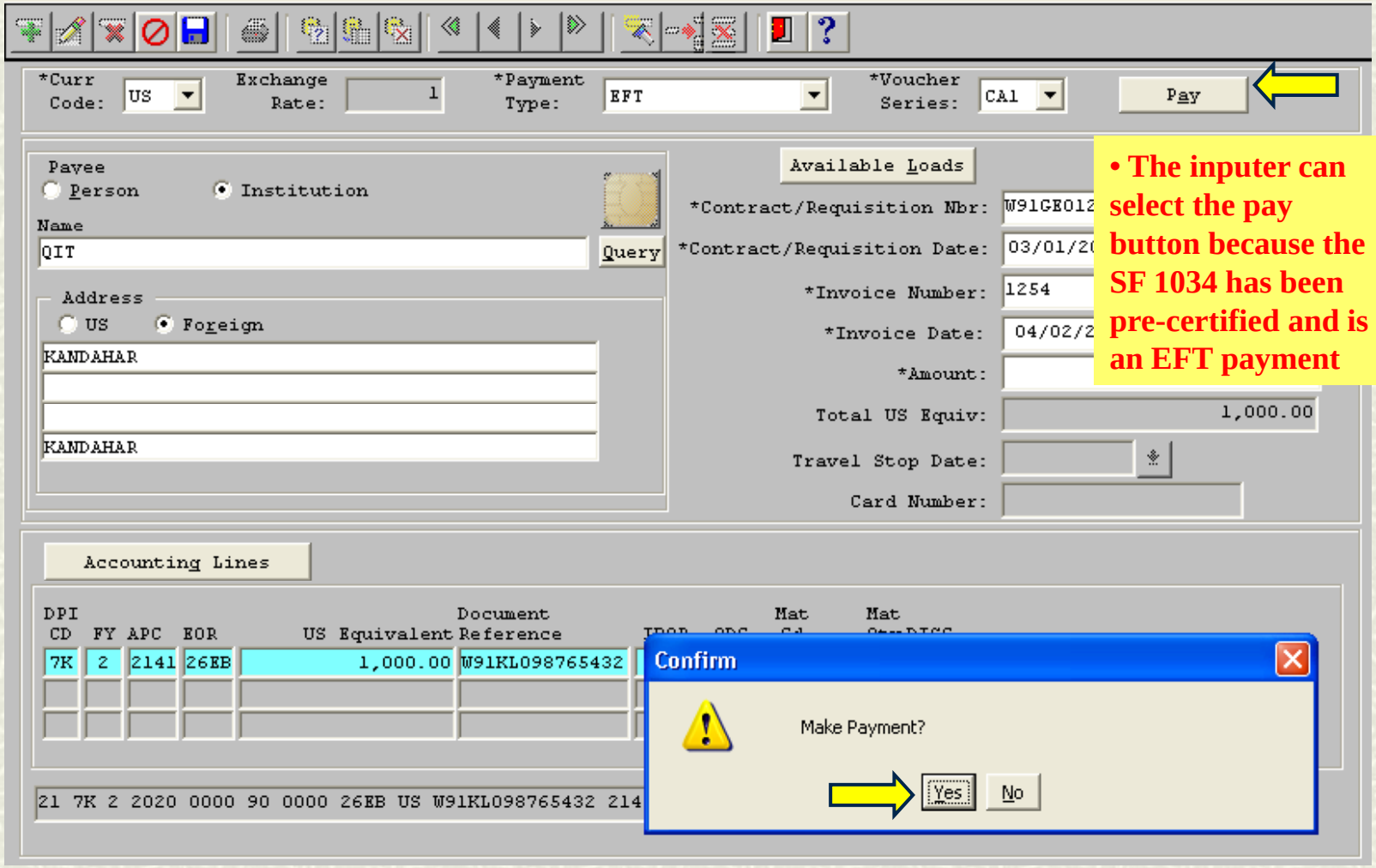
Branch Name: CENTRAL BANK OF AFGHANISTAN

Invoice Number	Invoice Amount	Interest + Amount	Interest Days	Interest Rate%	Discount	Discount Days	Discount Rate%
1254	150,000.00						

OK Cancel Total Amount: 150,000.00

EFT TRANSACTIONS

Create A Manual Domestic Or International EFT (7 of 8)



- **The inputer can select the pay button because the SF 1034 has been pre-certified and is an EFT payment**

EFT TRANSACTIONS

Create A Manual Domestic Or International EFT (8 of 8)

*Curr Code: US | Exchange Rate: 1 | *Payment Type: EFT | *Voucher Series: CA1 | Pay

Payee: Person / Institution
Name: QIT | Query
Address: US / Foreign
KANDAHAR
KANDAHAR

Available Loads | Remove Load
*Contract/Requisition Nbr: W91GE012P0101
*Contract/Requisition Date: 03/01/2012
*Invoice Number: 1254
*Invoice Date: 04/02/2012
*Amount: 1,000.00
Total US Equiv: 1,000.00

Accounting Lines

DPI CD	FY	APC	EOR	US Equivalent	Document Reference
7K	2	2141	26EB	1,000.00	W91KL0987654

21 7K 2 2020 0000 90 0000 26EB US W91KL098765432 2141 009057 W8850

Total US Equivalent: 1,000.00

Certifying Officer

Enter Certifying Officer's Name

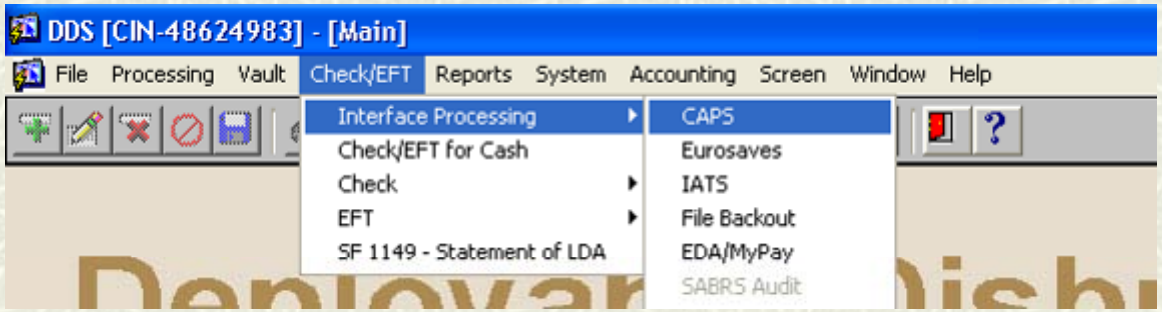
*Last Name	*First Name	MI
JONES	JANE	

OK | Cancel

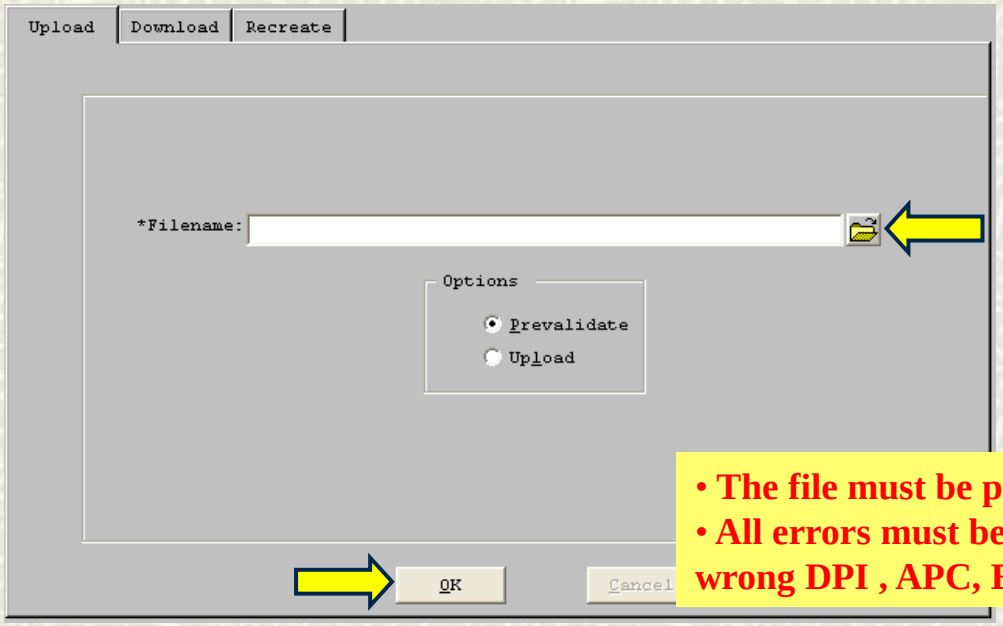
- **Enter name of certifier from the SF 1034**

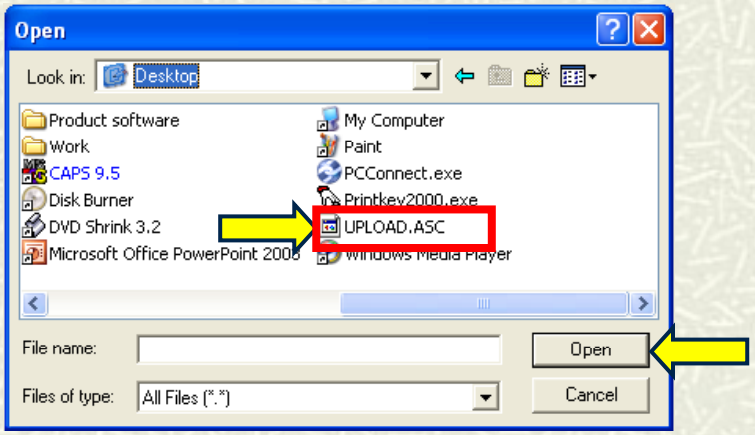
EFT TRANSACTIONS

Upload A CAPS-W Interface File (1 of 2)



- **CAPS-W has the capability to create a file that can be used by DDS for the purpose of processing EFT or Treasury Check payments. The file must be accompanied by all certified SF 1034s and their supporting documentation**





- **The file must be pre-validated prior to uploading.**
- **All errors must be corrected prior to uploading (i.e., wrong DPI , APC, EOR, FY)**

EFT TRANSACTIONS

Upload a CAPS-W Interface File (2 of 2)

- **Once the file has been pre-validated, select "upload"**

Accepted Number of Payments 8

Rejected Number of Payment 0

DDS
Error Report
CAPS

7/29/2009 12:25:27

Contract	Payment	Amt	Error

Accepted Number of Payments 8

Rejected Number of Payment 0

This is the 1st file uploaded on the bu

Upload | Download | Recreate

*Filename:

Options

Prevalidate

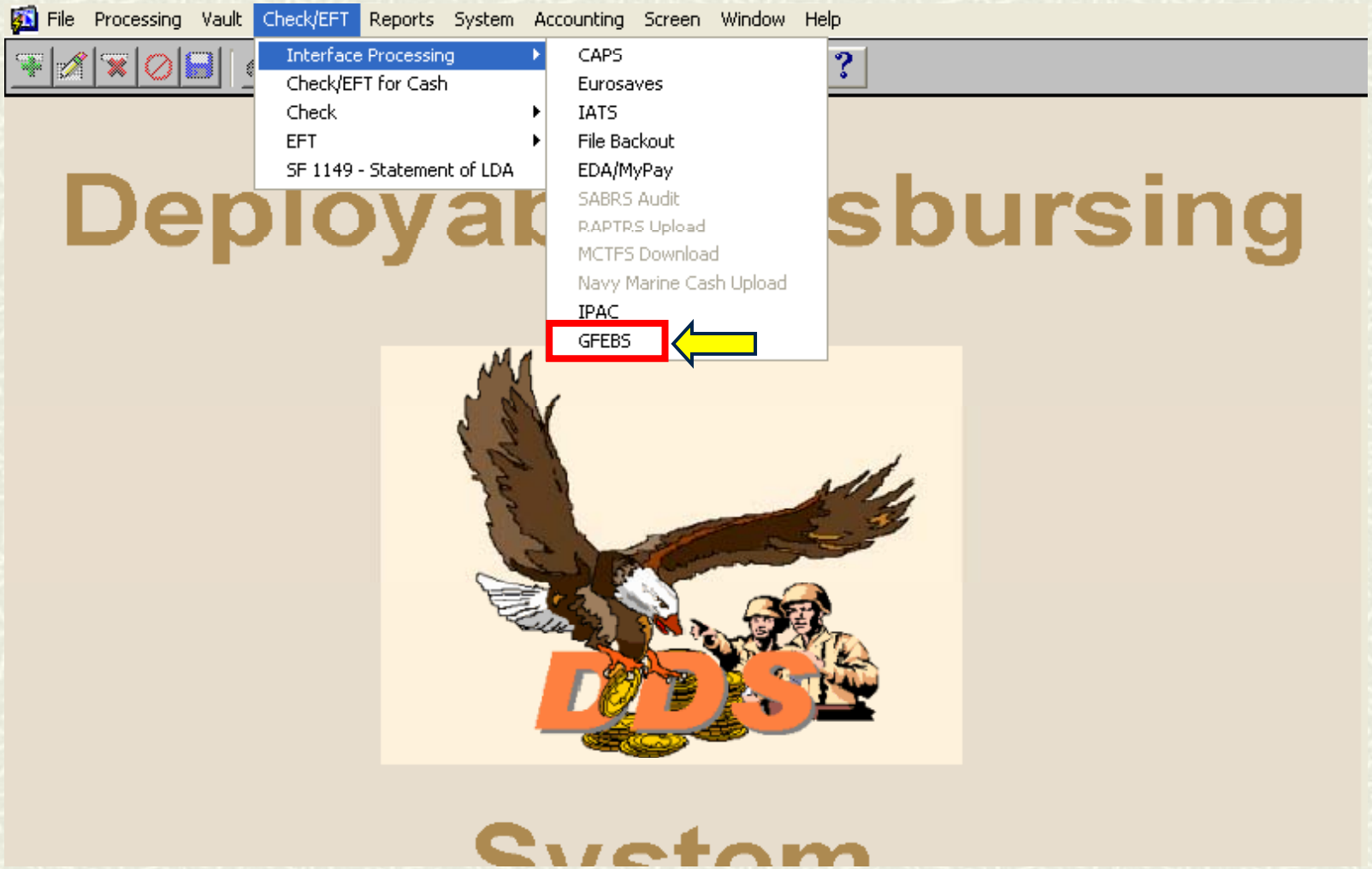
Upload

OK

Cancel

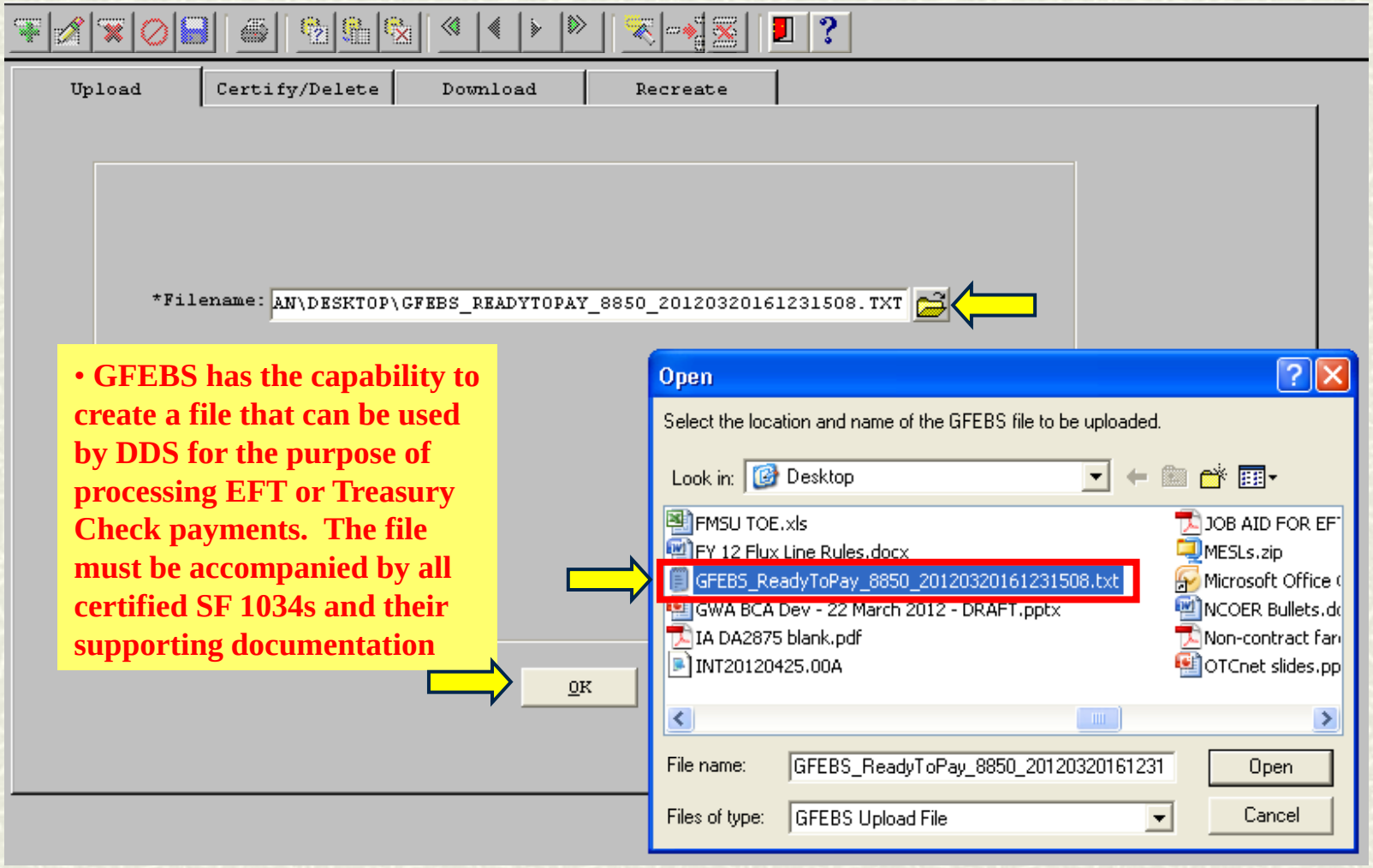
EFT TRANSACTIONS

Upload a GFEBS Ready to Pay Interface File (1 of 5)



EFT TRANSACTIONS

Upload a GFEBS Ready to Pay Interface File (2 of 5)



- **GFEBS has the capability to create a file that can be used by DDS for the purpose of processing EFT or Treasury Check payments. The file must be accompanied by all certified SF 1034s and their supporting documentation**

EFT TRANSACTIONS

Upload a GFEBS Ready to Pay Interface File (3 of 5)

Page: 1

DDS
GFEBS Upload Statistics
GFEBS_ReadyToPay_8850_20120320161231508.txt

04/27/2012 10:25:19

Accepted Number of Payments: 1

Rejected Number of Payments: 0

This is the 1st file uploaded on the business day 04/27/2012 A

Currency	Check Count	EFT Count
FC	0	1

Page: 2

DDS
GFEBS Upload Error Report
GFEBS_ReadyToPay_8850_20120320161231508.txt

04/27/2012 10:25:19

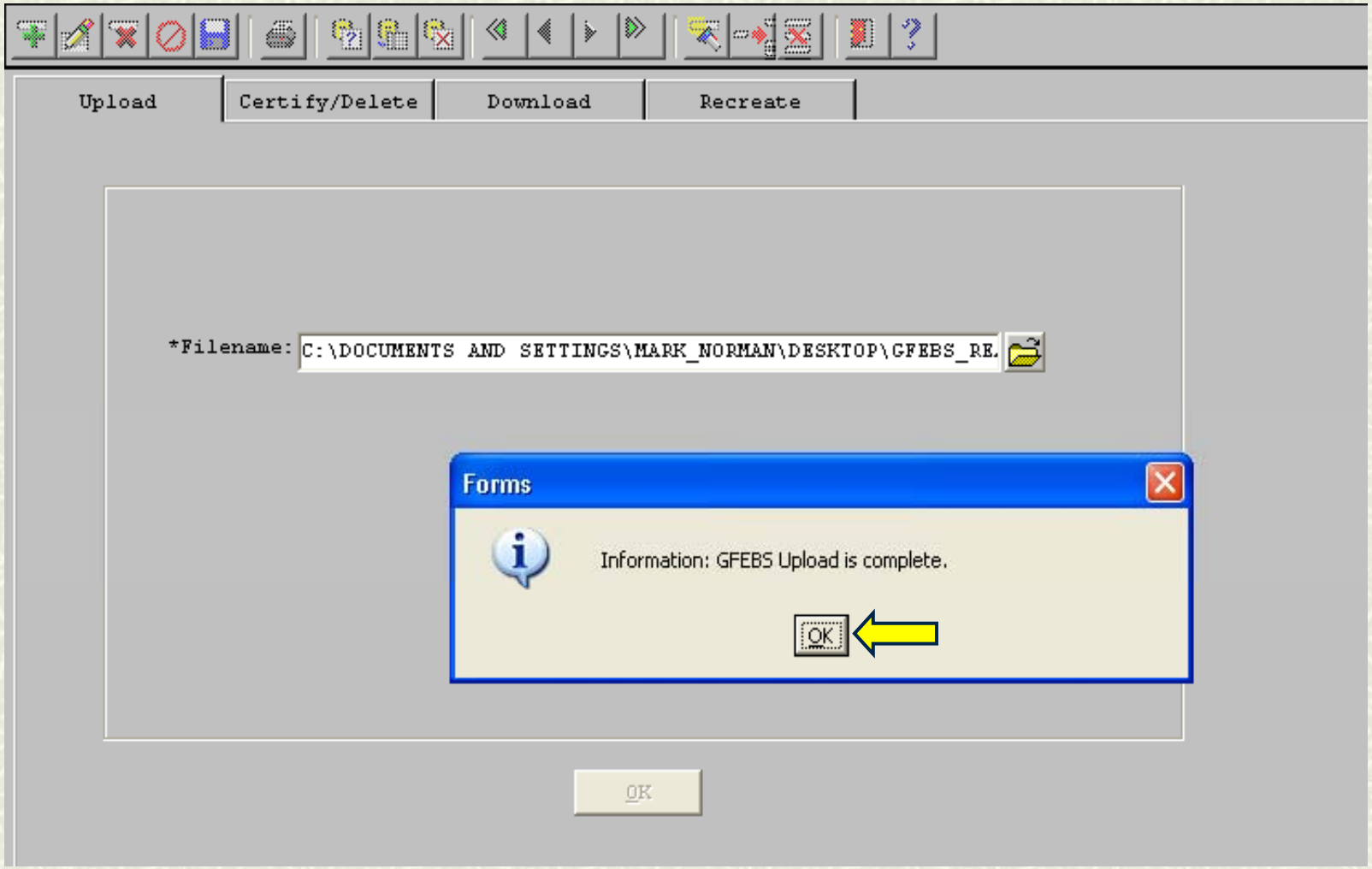
Error Type:

Control Number	Record Type	Contract Number	Error

- **The file can be processed with errors, the post payment file created by DDS will tell GFEBS which payments did not process**

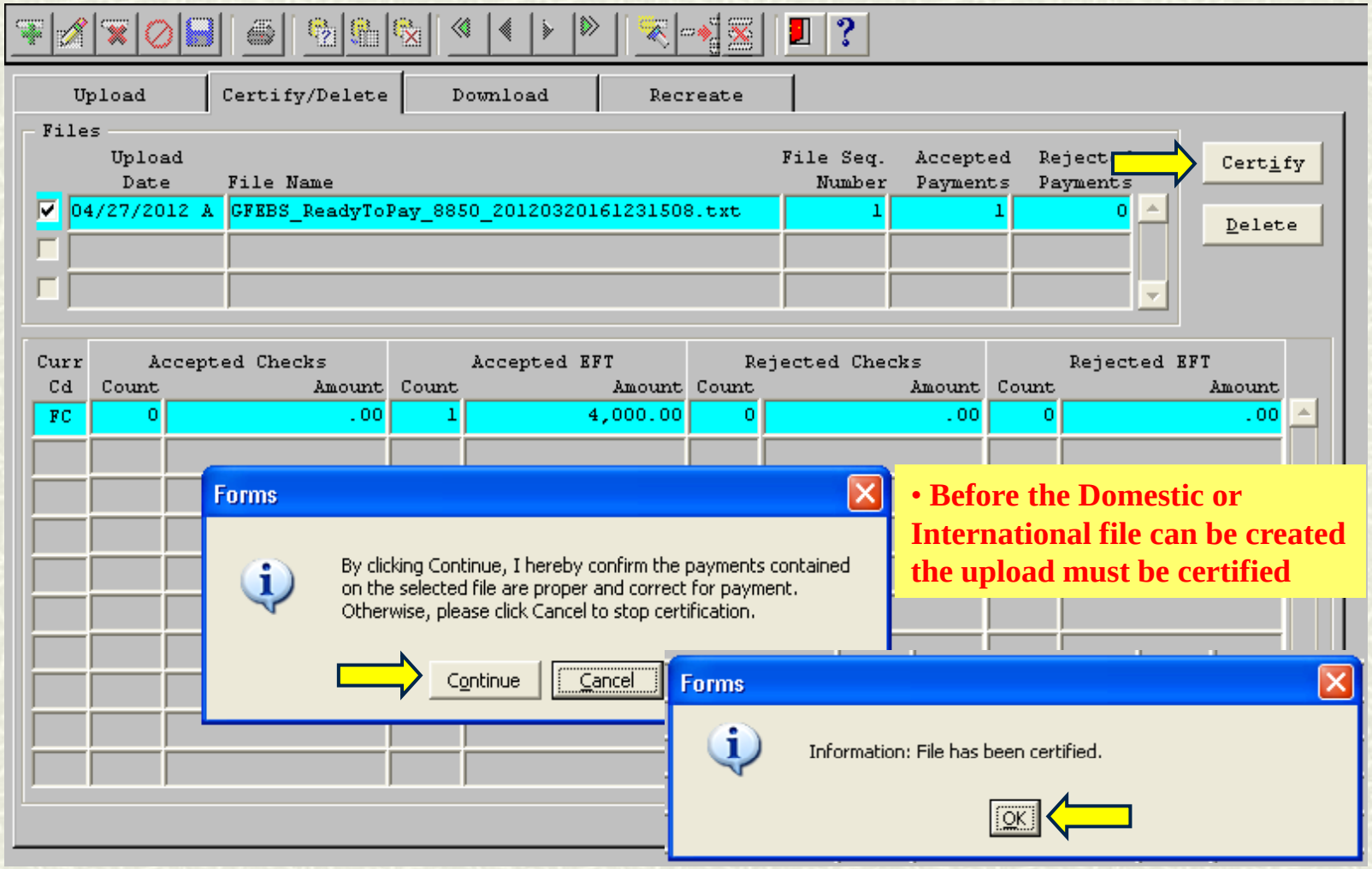
EFT TRANSACTIONS

Upload a GFEBS Ready to Pay Interface File (4 of 5)



EFT TRANSACTIONS

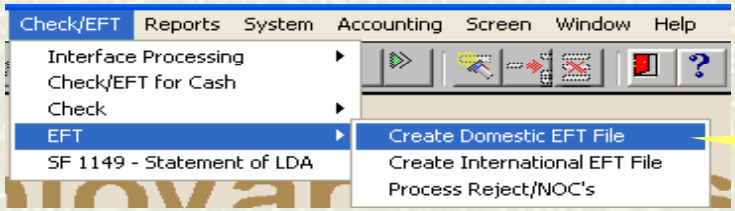
Upload a GFEBS Ready to Pay Interface File (5 of 5)



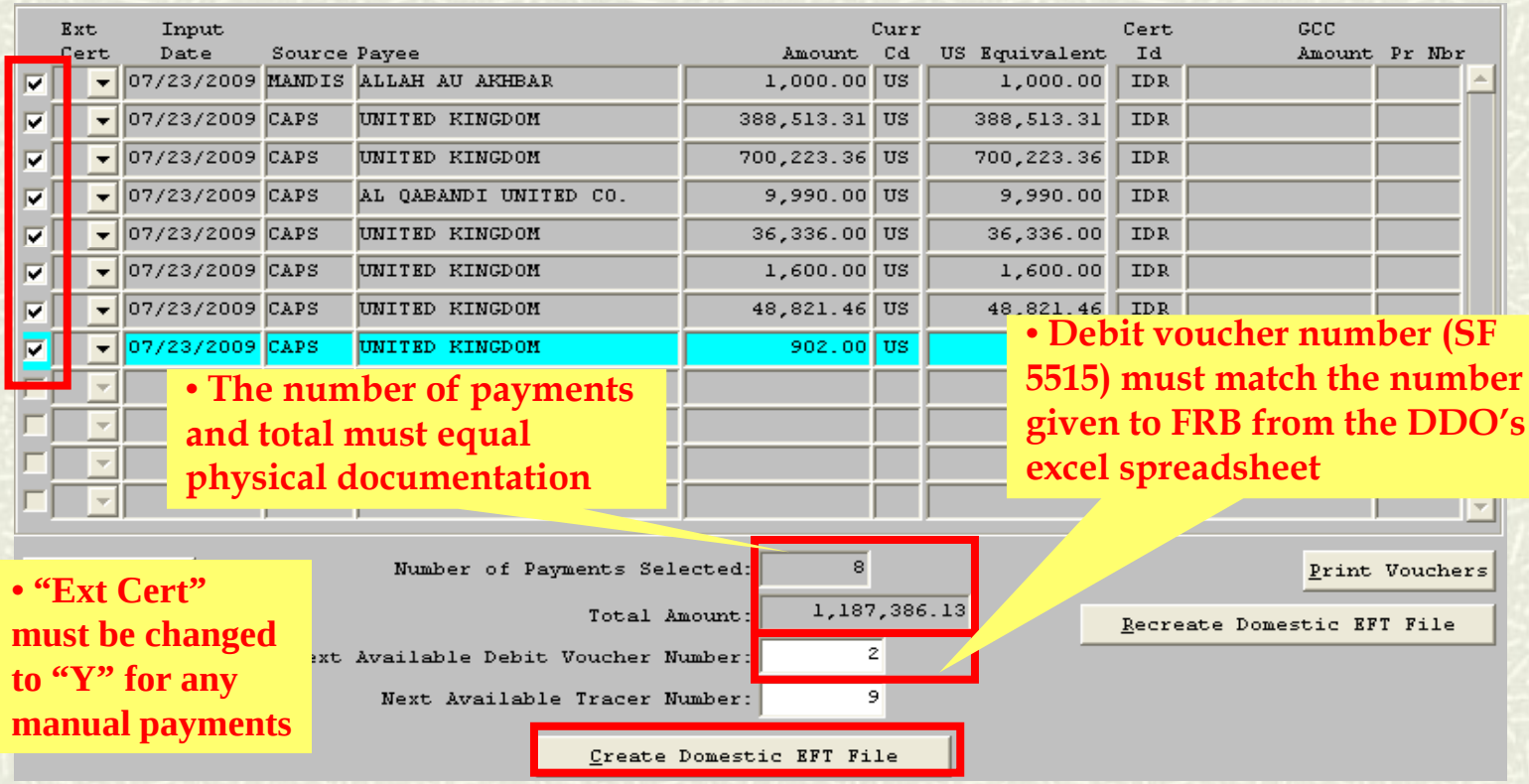
- **Before the Domestic or International file can be created the upload must be certified**

EFT TRANSACTIONS

Create A Domestic Or International EFT File (1of 4)



- **Depending on the bank info entered (ABA or SWIFT) the payment will automatically be put into either Domestic or International**



Ext Cert	Input Date	Source	Payee	Amount	Curr Cd	US Equivalent	Cert Id	GCC Amount	Pr Nbr
☑	07/23/2009	MANDIS	ALLAH AU AKHBAR	1,000.00	US	1,000.00	IDR		
☑	07/23/2009	CAPS	UNITED KINGDOM	388,513.31	US	388,513.31	IDR		
☑	07/23/2009	CAPS	UNITED KINGDOM	700,223.36	US	700,223.36	IDR		
☑	07/23/2009	CAPS	AL QABANDI UNITED CO.	9,990.00	US	9,990.00	IDR		
☑	07/23/2009	CAPS	UNITED KINGDOM	36,336.00	US	36,336.00	IDR		
☑	07/23/2009	CAPS	UNITED KINGDOM	1,600.00	US	1,600.00	IDR		
☑	07/23/2009	CAPS	UNITED KINGDOM	48,821.46	US	48,821.46	IDR		
☑	07/23/2009	CAPS	UNITED KINGDOM	902.00	US				

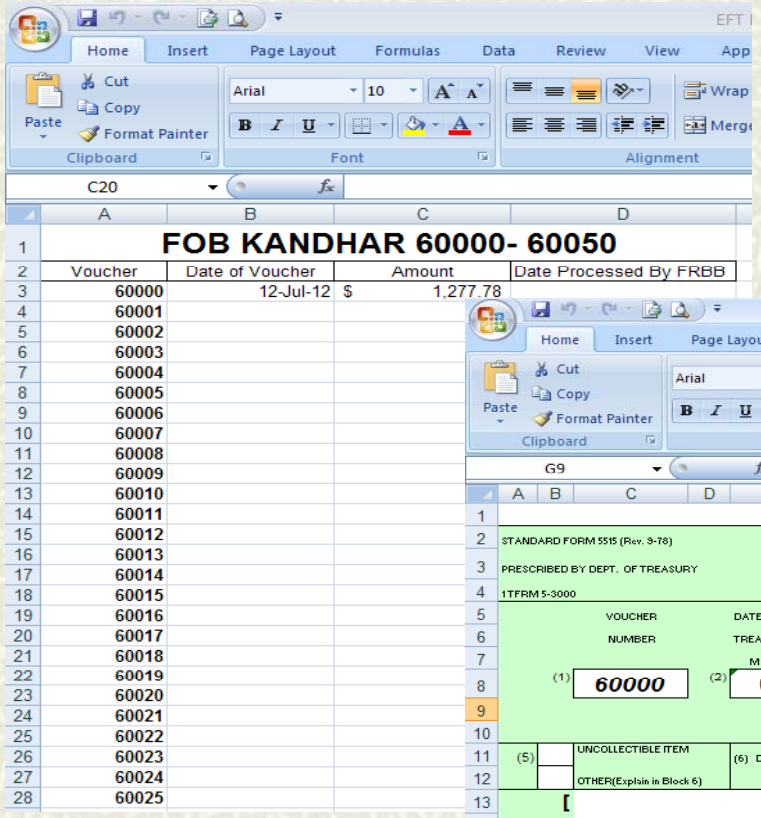
Number of Payments Selected: 8
Total Amount: 1,187,386.13
Next Available Debit Voucher Number: 2
Next Available Tracer Number: 9

Print Vouchers
Recreate Domestic EFT File
Create Domestic EFT File

- **The number of payments and total must equal physical documentation**
- **Debit voucher number (SF 5515) must match the number given to FRB from the DDO's excel spreadsheet**
- **"Ext Cert" must be changed to "Y" for any manual payments**

EFT TRANSACTIONS

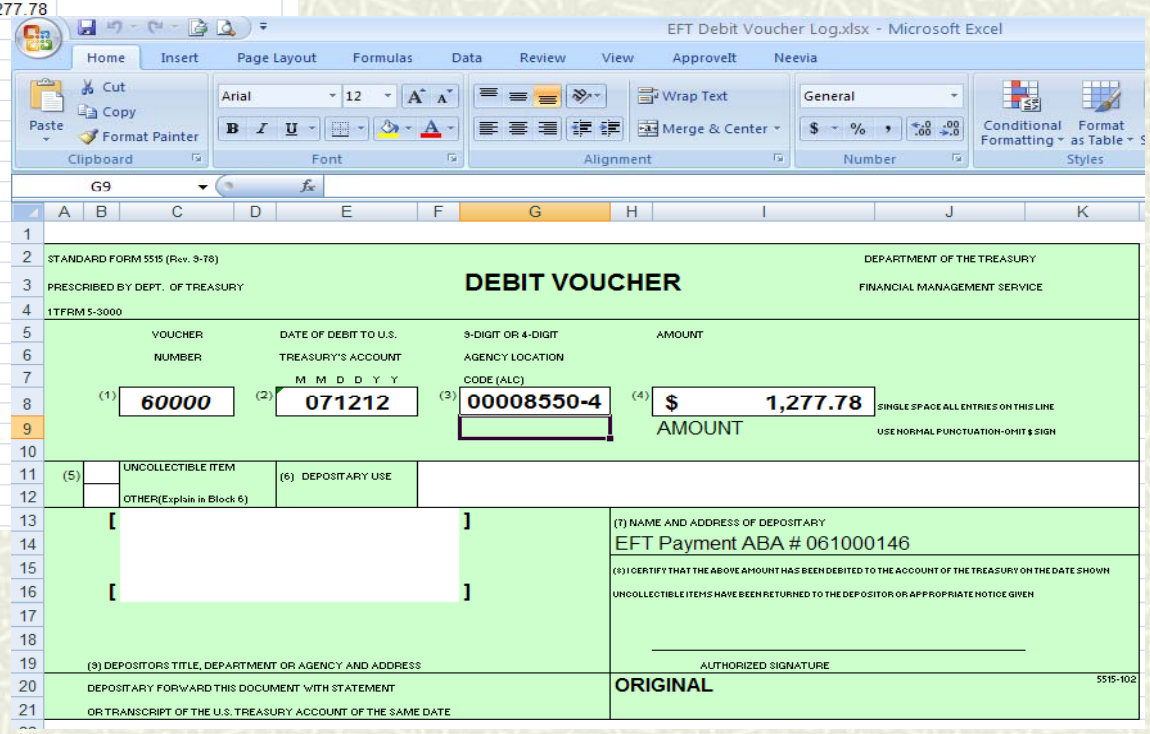
Create A Domestic Or International EFT File (2of 4)



FOB KANDHAR 60000- 60050

Voucher	Date of Voucher	Amount	Date Processed By FRBB
60000	12-Jul-12	$ 1,277.78	
60001			
60002			
60003			
60004			
60005			
60006			
60007			
60008			
60009			
60010			
60011			
60012			
60013			
60014			
60015			
60016			
60017			
60018			
60019			
60020			
60021			
60022			
60023			
60024			
60025			

- **DDO maintains internal Debit Voucher log**



STANDARD FORM 5515 (Rev. 9-78)
PRESCRIBED BY DEPT. OF TREASURY
1TFRM 5-3000

DEBIT VOUCHER

DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE

VOUCHER NUMBER	DATE OF DEBIT TO U.S. TREASURY'S ACCOUNT (M M D D Y Y)	9-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT
(1) 60000	(2) 071212	(3) 00008550-4	(4) $ 1,277.78

SINGLE SPACE ALL ENTRIES ON THIS LINE
AMOUNT
USE NORMAL PUNCTUATION-OMIT $ SIGN

(5) UNCOLLECTIBLE ITEM
OTHER(Explain in Block 6)
(6) DEPOSITARY USE

(7) NAME AND ADDRESS OF DEPOSITARY
EFT Payment ABA # 061000146

(8) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN DEBITED TO THE ACCOUNT OF THE TREASURY ON THE DATE SHOWN
UNCOLLECTIBLE ITEMS HAVE BEEN RETURNED TO THE DEPOSITOR OR APPROPRIATE NOTICE GIVEN

AUTHORIZED SIGNATURE

(9) DEPOSITORS TITLE, DEPARTMENT OR AGENCY AND ADDRESS

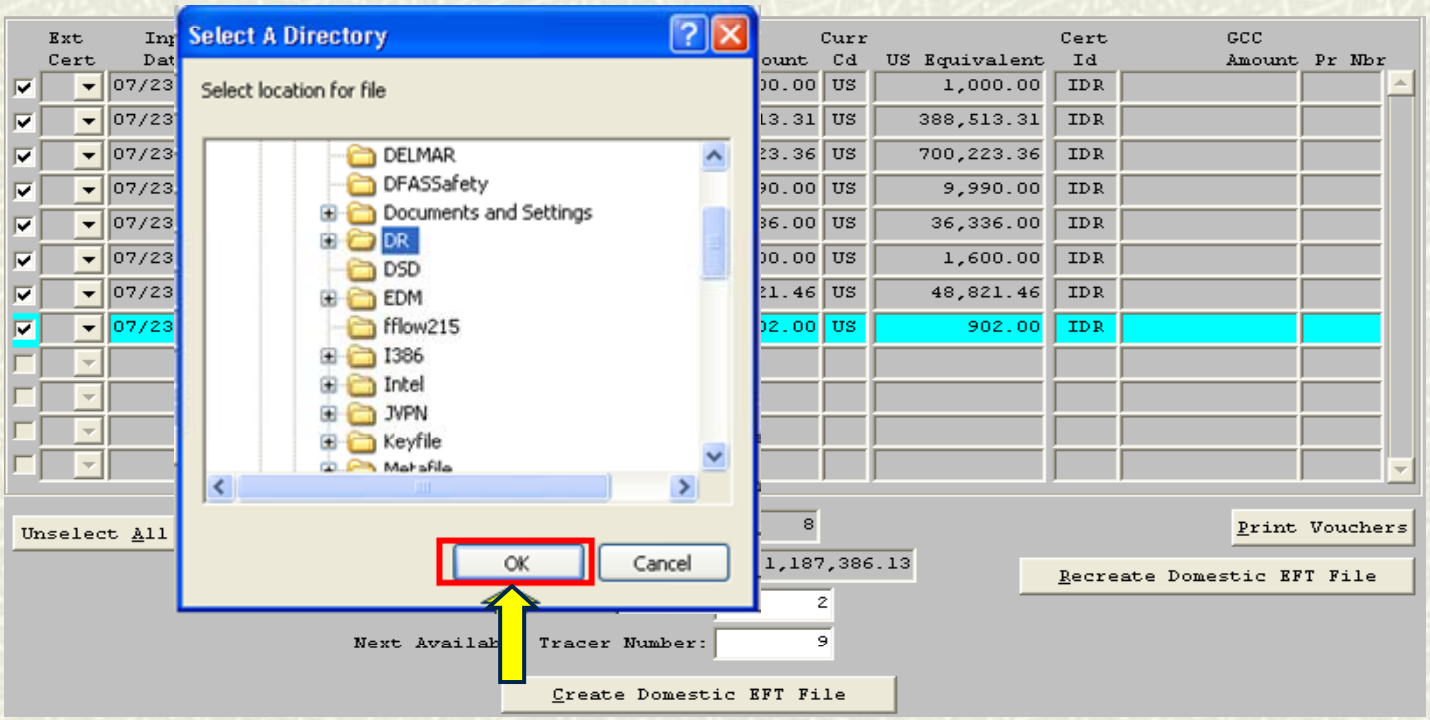
DEPOSITARY FORWARD THIS DOCUMENT WITH STATEMENT
OR TRANSCRIPT OF THE U.S. TREASURY ACCOUNT OF THE SAME DATE

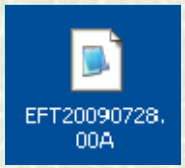
ORIGINAL

5515-102

EFT TRANSACTIONS

Create A Domestic Or International EFT File (3 of 4)





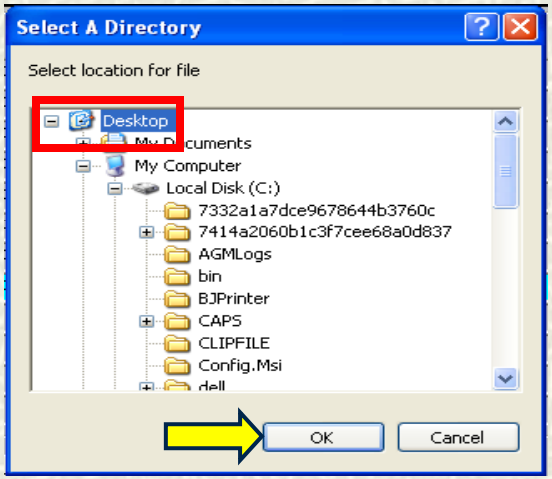
- **Domestic Payment**

- **The EFT file produced by DDS must be renamed and uploaded into ITS.gov for payment.**
- **The following names are used for Army sites:**
  - **Bagram INTYYYYMMDD.01B**
  - **Kandahar INTYYYYMMDD.01K**

- **International Payment**

EFT TRANSACTIONS

Create A Domestic Or International EFT File (4of 4)



EFT20090729.00A 07/29/2009 13:24:12

SF 5515 -- 2

EFT REPORT
DSSN: 8550
Office Rtn: 071036333
07/23/2009 A

Payee	SSN	DOV Nbr/ Purpose	Payroll No.	Tracer No.	RTN/ SWIFT Code	Account/ IBAN No.	Type	Curr Code	US Equivalent	Amount
UNITED KINGDOM		200005		0000010	074099995	12345678901234567	Checking	US	388,513.31	388,513.31
UNITED KINGDOM		200006		0000011	074099995	12345678901234567	Checking	US	700,223.36	700,223.36
AL QABANDI UNITED CO.		200007		0000012	074099995	12345678901234567	Checking	US	9,990.00	9,990.00
UNITED KINGDOM		200008		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
UNITED KINGDOM		200009								
UNITED KINGDOM		200010								
UNITED KINGDOM		200011								
ALLAH AU AKHBAR		200004								

STANDARD FORM 5515 (Rev 9-78)
PRESCRIBED BY DEPT. OF THE TREASURY
TFM 5-2000

DEBIT VOUCHER

DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE

VOUCHER NUMBER	DATE PRESENTED OR MAILED TO BANK M M Y Y D D	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT
(1) 2	(2) 070923	(3) 0008550-0	(4) 1,187,386.13

SINGLE SPACE ALL ENTRIES ON THIS LINE
USE NORMAL PUNCTUATION-OMIT $ SIGN

(5) [ ] UNCOLLECTIBLE ITEMS
[X] OTHER (Explain in Box 6)

(6) DEPOSITARY USE

15TH FINANCIAL MANAGEMENT COMPANY
CAMP LIBERTY
IRAQ APO AE 09165

(7) NAME AND ADDRESS OF DEPOSITARY
US TREASURY

(8) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN DEBITED TO THE ACCOUNT OF THE TREASURY ON THE DATE SHOWN. UNCOLLECTIBLE ITEMS HAVE BEEN RETURNED TO THE DEPOSITOR OR APPROPRIATE NOTICE GIVEN.

(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY AND ADDRESS
DEPOSITARY FORWARD THIS DOCUMENT WITH STATEMENT OR TRANSCRIPT OF THE U.S. TREASURY ACCOUNT OF THE SAME DATE

AUTHORIZED SIGNATURE

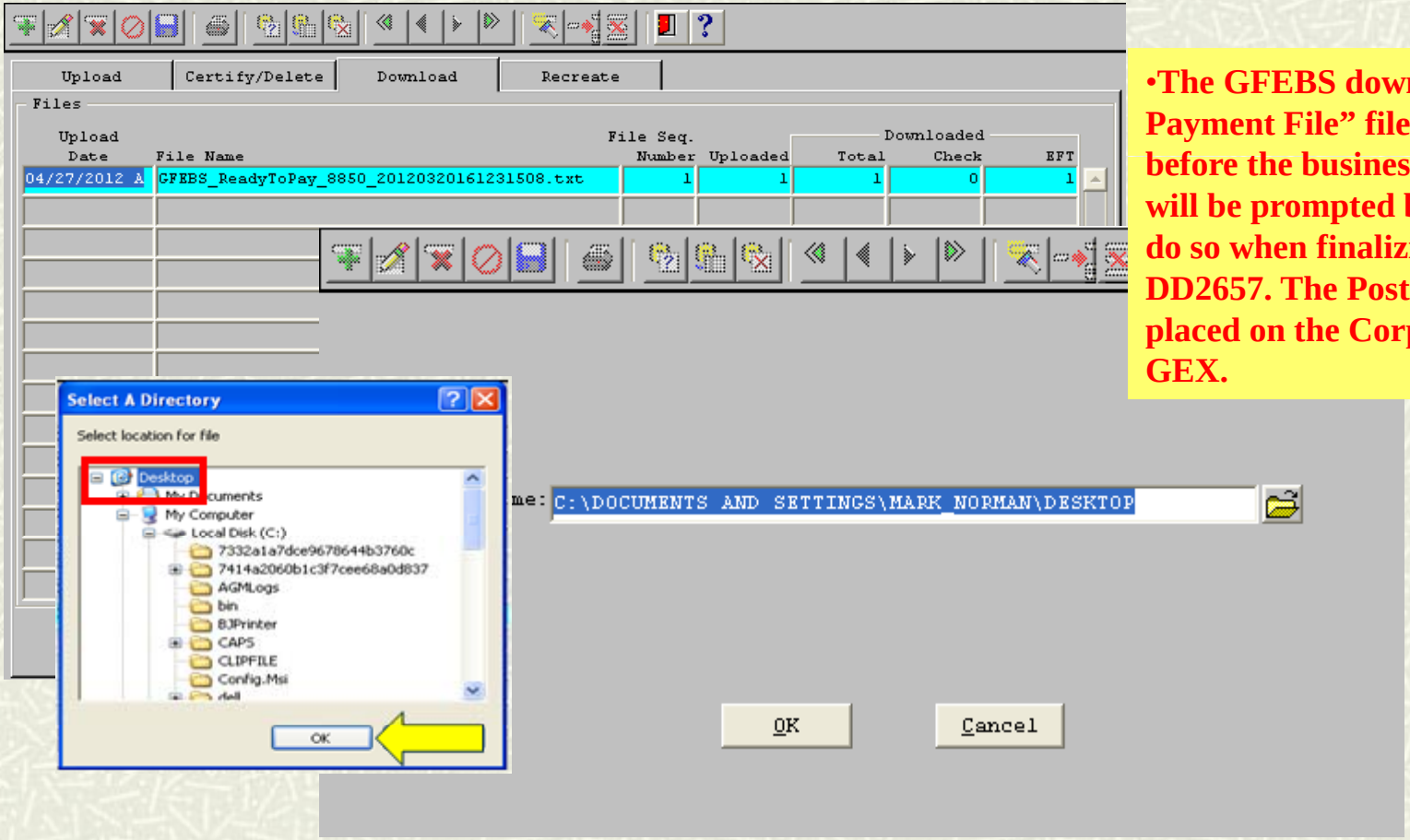
Debit Voucher Number: 2

EFT Items Debits to Federal Reserve Bank

Name	SSN	DOV Nbr/ Purpose	Payroll No.	Tracer No.	RTN	Account No.		
UNITED KINGDOM		200005		0000010	074099995	12345678901234567		
UNITED KINGDOM		200006		0000011	074099995	12345678901234567		
AL QABANDI UNITED CO.		200007		0000012	074099995	12345678901234567		
UNITED KINGDOM		200008		0000013	074099995	12345678901234567		
UNITED KINGDOM		200009		0000014	074099995	12345678901234567		
UNITED KINGDOM		200010		0000015	074099995	12345678901234567	Checking	48,821.46
UNITED KINGDOM		200011		0000016	074099995	12345678901234567	Checking	36,336.00
ALLAH AU AKHBAR		200004		0000009	111111118	123456789	Checking	1,000.00
Total:								$1,187,386.13

EFT TRANSACTIONS

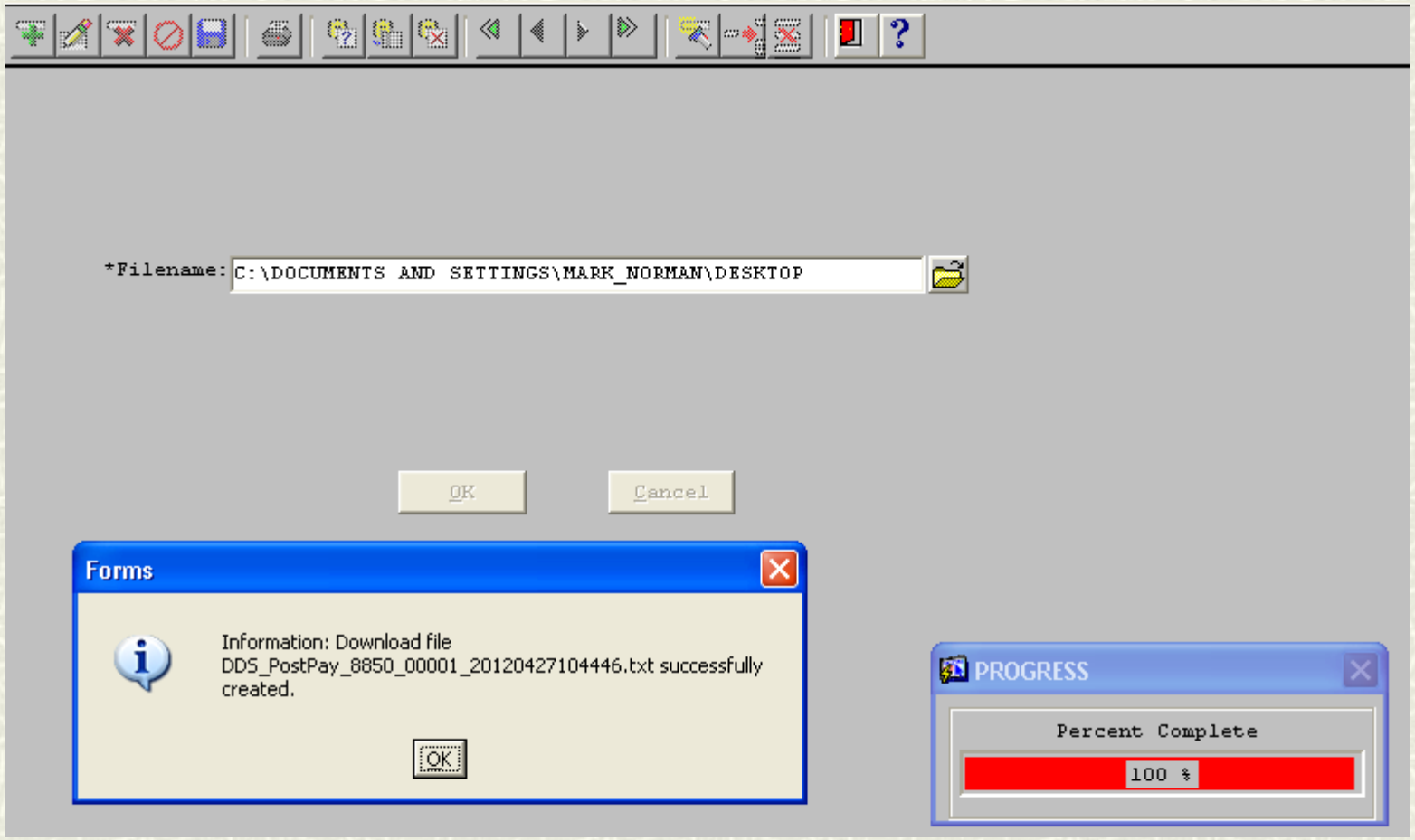
Create a GFEBS Download File (1 of 2)



- **The GFEBS download or "Post Payment File" file must be created before the business day is closed. You will be prompted by DDS if you fail to do so when finalizing your daily DD2657. The Post payment file will be placed on the Corp2 to be sent to GEX.**

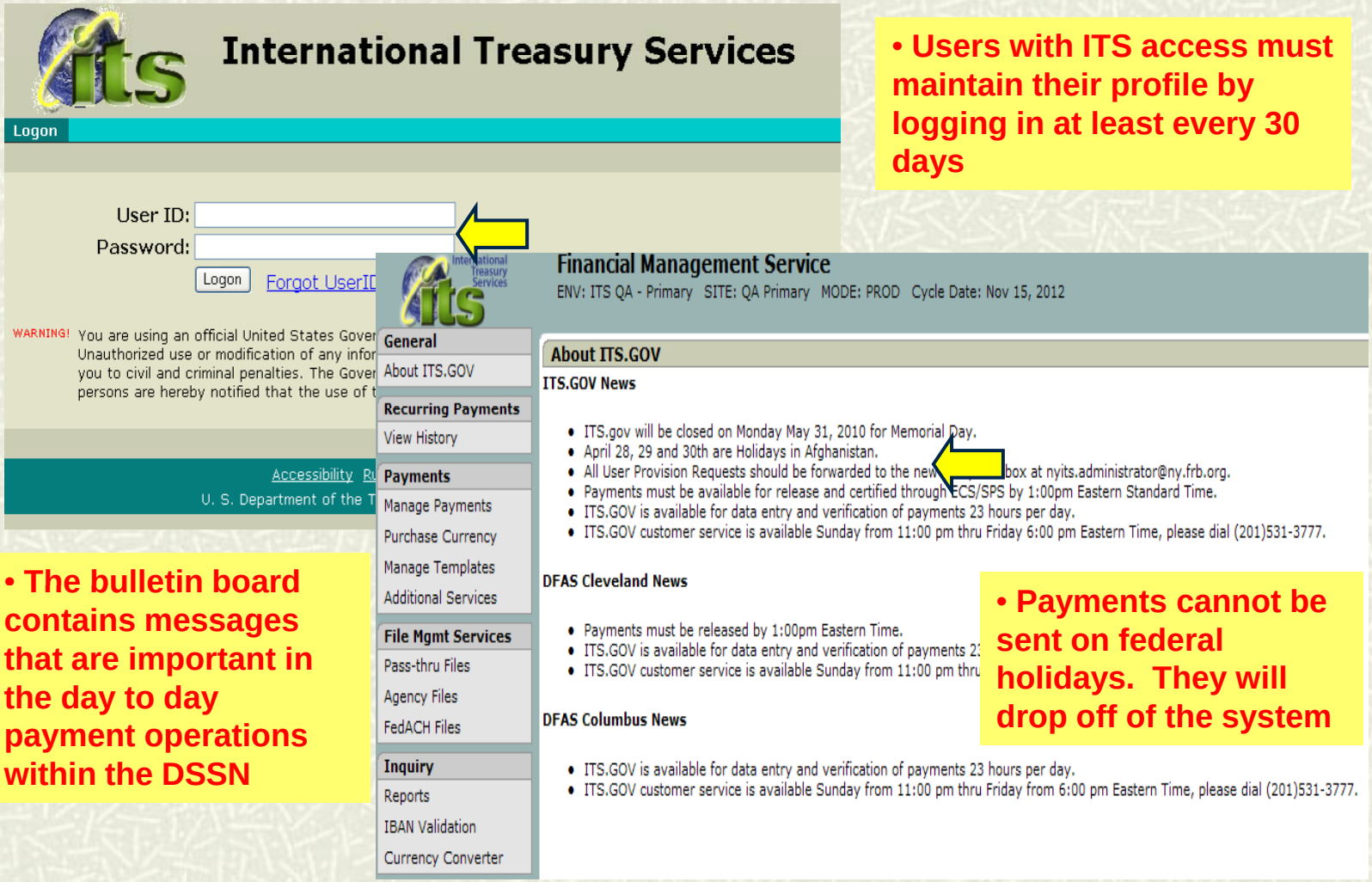
EFT TRANSACTIONS

Create a GFEBS Download File (2 of 2)



EFT TRANSACTIONS

Website: www.its.gov



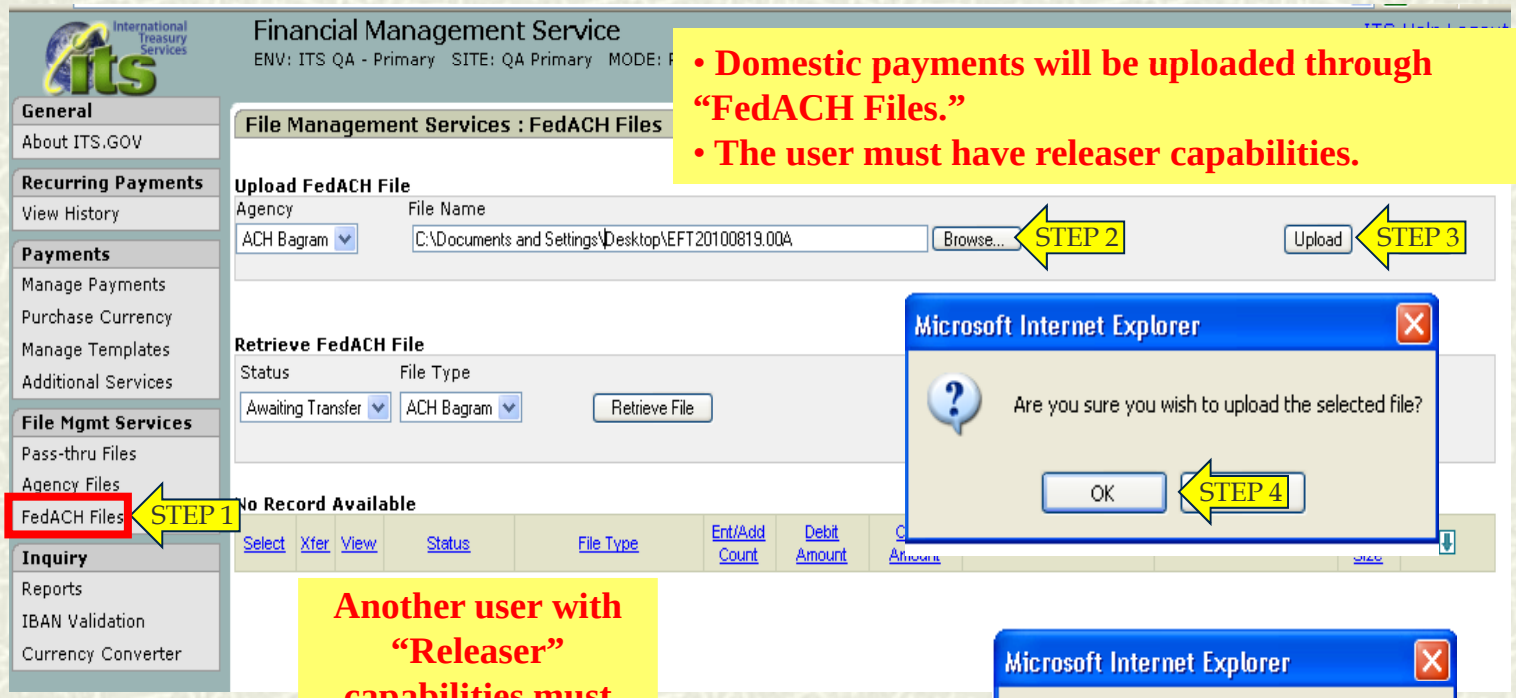
- **Users with ITS access must maintain their profile by logging in at least every 30 days**

- **The bulletin board contains messages that are important in the day to day payment operations within the DSSN**

- **Payments cannot be sent on federal holidays. They will drop off of the system**

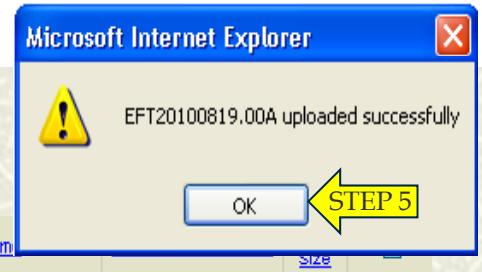
EFT TRANSACTIONS

Upload A Domestic EFT File



- **Domestic payments will be uploaded through "FedACH Files."**
- **The user must have releaser capabilities.**

Another user with "Releaser" capabilities must transfer the payment

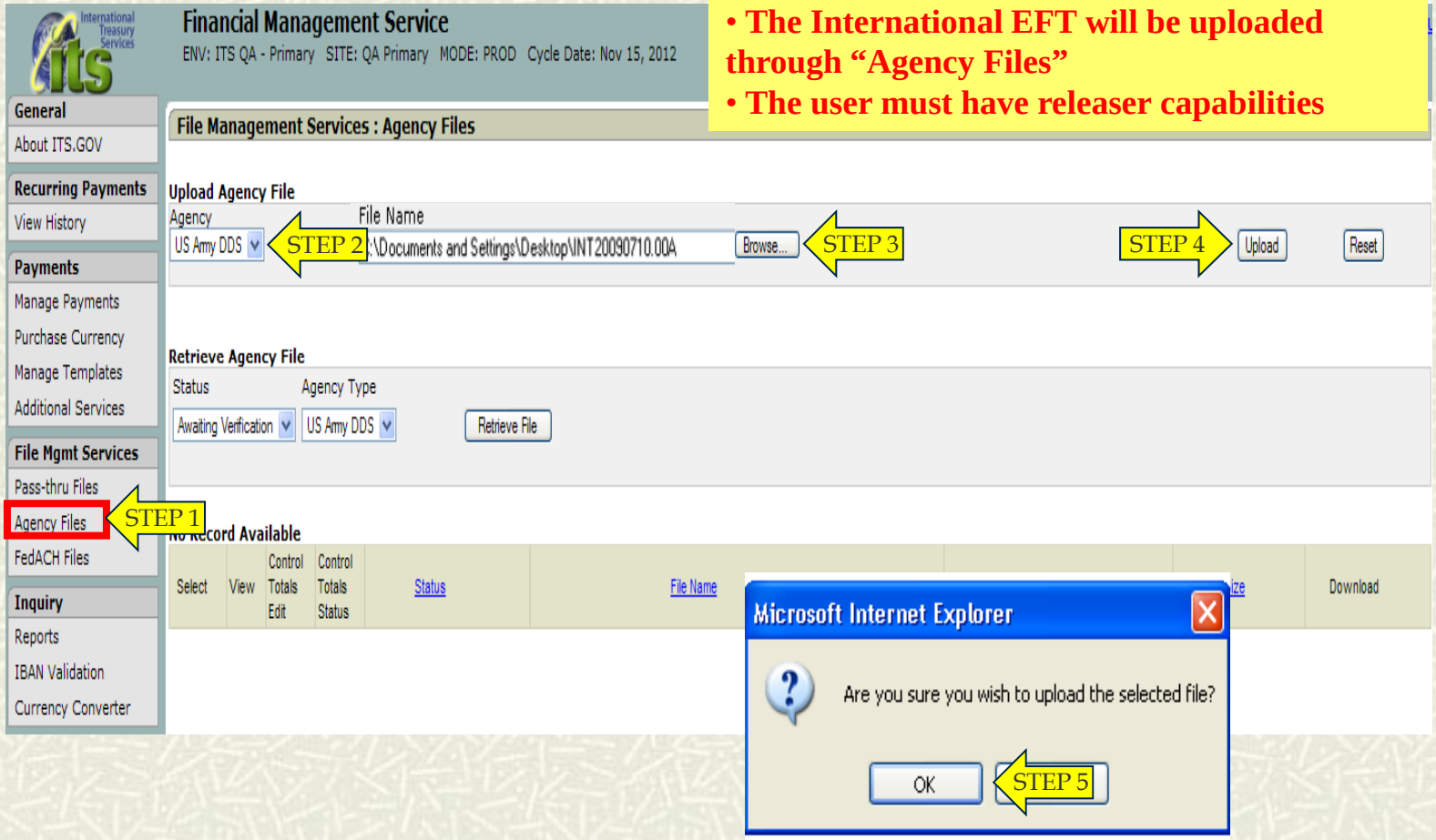


Select	Xfer	View	Status	File Type	Ent/Add Count	Debit Amount	Credit Amount	File Name		Size	
☐			Awaiting Transfer	ACH Bagram	2	0.00	1,000.00	EFT20100819.00A	2010-08-19 15:48:22	942	
☐	Select All	Delete									

EFT TRANSACTIONS

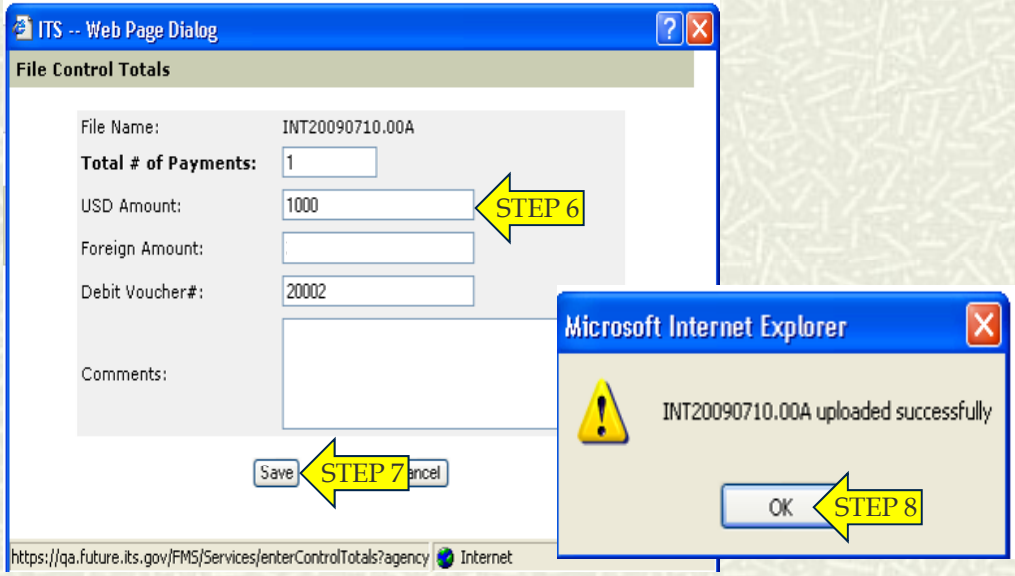
Upload An International EFT (1 of 3)

- **The International EFT will be uploaded through "Agency Files"**
- **The user must have releaser capabilities**

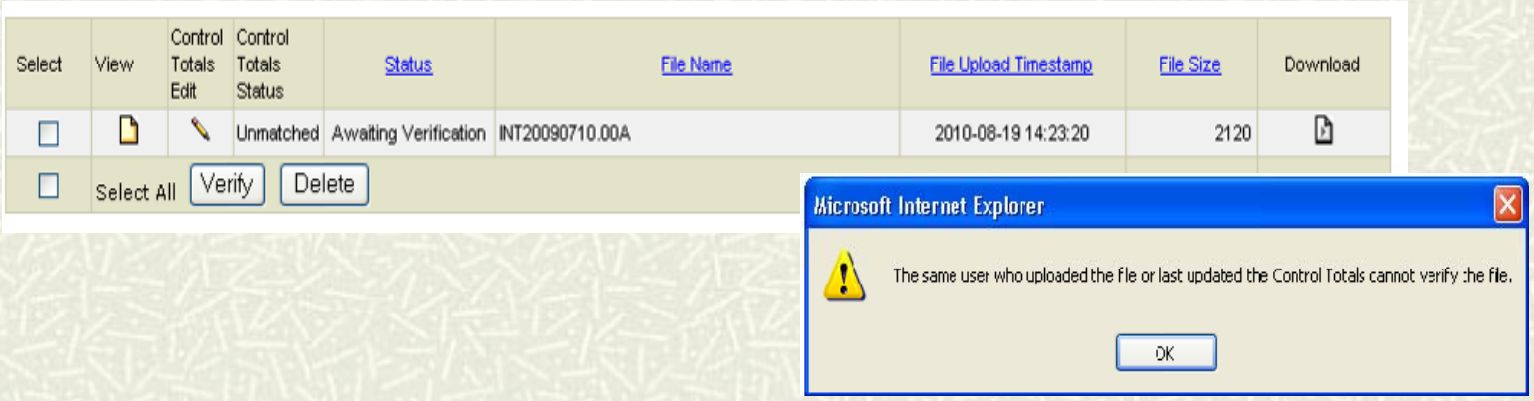


EFT TRANSACTIONS

Upload An International EFT (2 of 3)

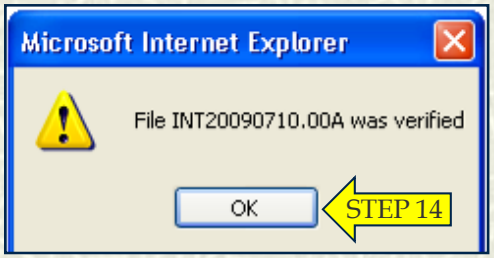


- On the totals screen, the user will list the number of payments, their USD value, and the debit voucher number used in DDS from the DDOs manual log
- Once the payment(s) has been uploaded, another user with releaser capabilities must verify the transaction



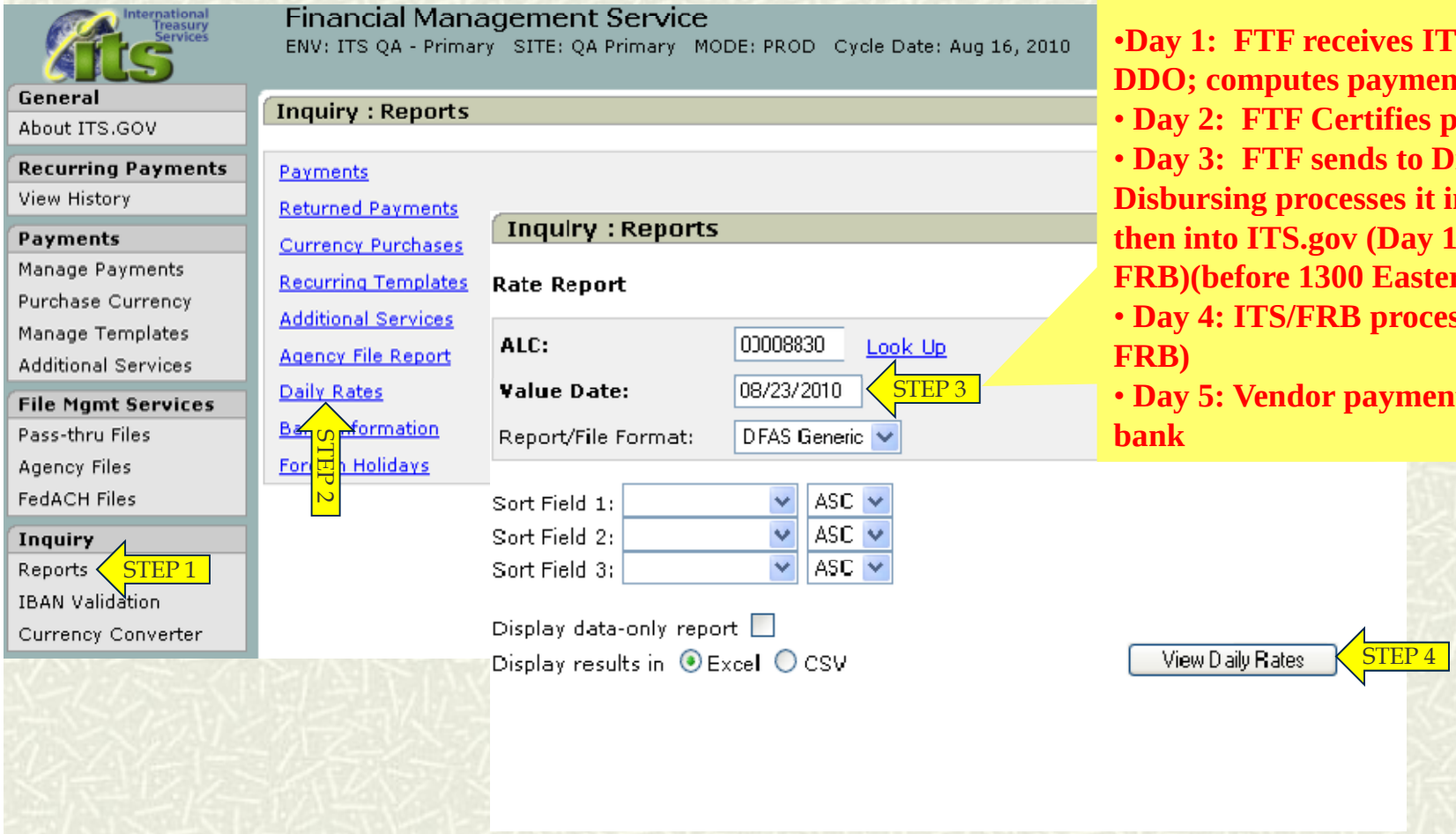
EFT TRANSACTIONS

Upload An International EFT (3 of 3)



EFT TRANSACTIONS

Access ITS.gov For Posting Of The Five Day Rate (1 of 2)



- Day 1: FTF receives ITS rate from DDO; computes payments
- Day 2: FTF Certifies payments
- Day 3: FTF sends to Disbursing Disbursing processes it into DDS, and then into ITS.gov (Day 1 for FRB)(before 1300 Eastern time)
- Day 4: ITS/FRB processes (Day 2 for FRB)
- Day 5: Vendor payment received by bank

EFT TRANSACTIONS

Access ITS.gov For Posting Of The Five Day Rate (2 of 2)

ITS.gov: Rate Report DFAS Generic

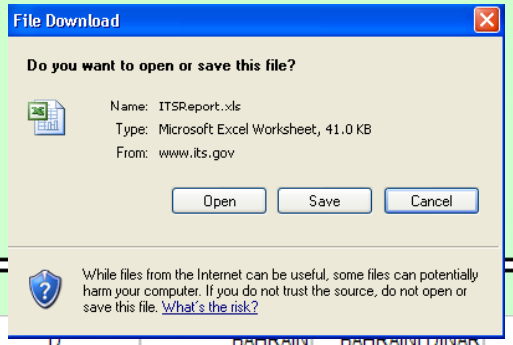
Requested by 00008831

Generated on 09/12/2012 13:57:24

Search Criteria

ALC:	00008831
Rate Precision:	8
Rate Type:	5Day
Value Date:	08/16/2012

Row #	Value Date	Currency	Rate (Divide)	Rate (Multiply)				Posted Date
1	08/16/2012	BHD	0.36540000	2.73672688	D	BAHRAIN	BAHRAINI DINAR	08/13/2012
2	08/16/2012	AUD	0.93400000	1.07066381	D	COCOS (KEELING); ISLANDS	AUSTRALIAN DOLLAR	08/13/2012
3	08/16/2012	XAF	511.39000000	0.00195546	D	CONGO	CFA FRANC BEAC	08/13/2012
4	08/16/2012	XOF	511.39000000	0.00195546	D	COTE D'IVOIRE	CFA FRANC BCEAO	08/13/2012
5	08/16/2012	EGP	5.74220000	0.17414928	D	EGYPT	EGYPTIAN POUND	08/13/2012
6	08/16/2012	EUR	0.80210000	1.24672734	D	EUROPEAN COUNTRIES	EURO	08/13/2012
7	08/16/2012	HUF	215.49000000	0.00464059	D	HUNGARY	FORINT	08/13/2012
8	08/16/2012	JPY	77.71000	0.01286836	D	JAPAN	YEN	08/13/2012
9	08/16/2012	KWD	0.27340000	3.65764440	D	KUWAIT	KUWAITI DINAR	08/13/2012
10	08/16/2012	KZT	141.69000000	0.00705766	D	KAZAKHSTAN	TENGE	08/13/2012
11	08/16/2012	ZAR	7.79260000	0.12832687	D	SOUTH AFRICA	RAND	08/13/2012



EFT Rejects or Returns

EFT Rejects or Returns

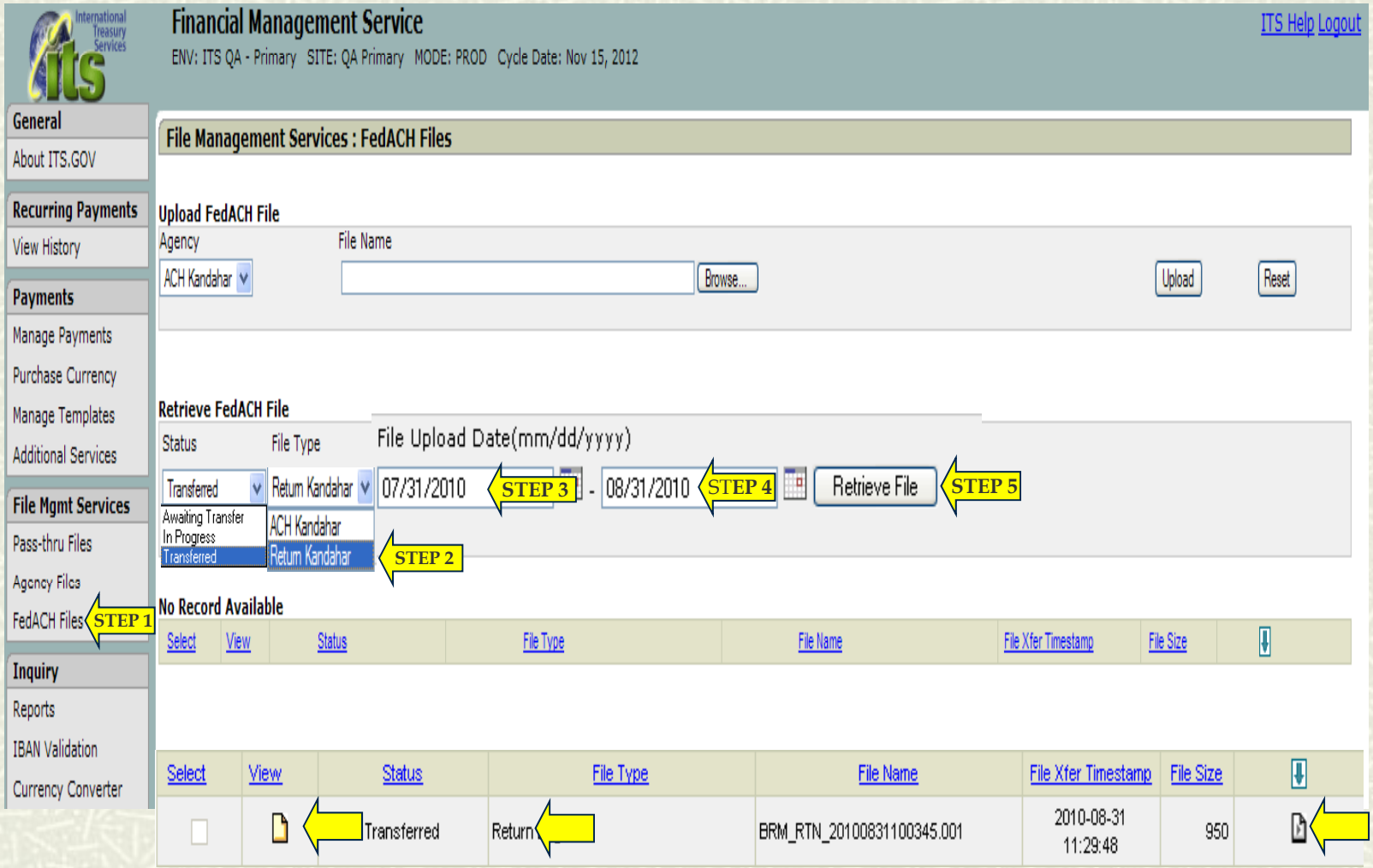
Reject: A reject is created by the Treasury when there is information that needs to be corrected before the payment is sent to the bank. i.e. invalid SWIFT code, vendor shows up on OFAC list.

Return: A return is created when the payment makes it all the way to the bank, but the bank returns it to Treasury. Examples of returns are:

R02 – Account Closed
R03 – No Account/Unable to Locate Account
R04 – Invalid Account Number
R14 – Representative Payee Deceased or Unable to Continue in that Capacity
R15 – Beneficiary or Account Holder Deceased
R16 – Account Frozen
R22 – Invalid Individual ID Number

EFT Rejects or Returns

Retrieve A Domestic/ International ITS EFT Reject (1 of 2)



EFT Rejects or Returns

Retrieve A Domestic ITS EFT Reject (2 of 2)

Select	View	Status	File Type	File Name	File Xfer Timestamp	File Size	
☐		Transferred	Return Bagram	BRM_RTN_20100831100345.001	2010-08-31 11:29:48	950	
☐		Transferred	Return Bagram	BRM_RTN_20100830103359.001	2010-08-30 11:51:10	1900	

File name : BRM_RTN_20100830103359.001

File Contents:

```
101 071036333 691000134100830103 3A094101HQ 8TH FINANCE BATTALIOASF APPLICATION SUPERVI
5220368TH FINANCE CO                    071036333PPDINTL PYMT 1008301008162421021001200000001
621071036333                00031000000006654        ADDISON GROUP CONS CO   1021001200000001
79 R03071036330006654100830071036 33                                         021001200000001
82200000020007103633000000000000000003100000 071036333                       021001200000001
5220368TH FINANCE CO                    071036333PPDINTL PYMT 1008301008162421021001200000002
621071036333                00060000000006660        NAWI LOOI WARI CO. LTD  1021001200000002
79 R04071036330006660100830071036 33                                         021001200000002
82200000020007103633000000000000000006000000 071036333                       021001200000002
5220368TH FINANCE CO                    071036333PPDINTL PYMT 1008301008182421021001200000003
621071036333                00016970000006718        NESAR PANJSHAIRY        1021001200000003
79 R03071036330006718100830071036 33                                         021001200000003
82200000020007103633000000000000000001697000 071036333                       021001200000003
900000300000200000006002131089900000000000000010797000
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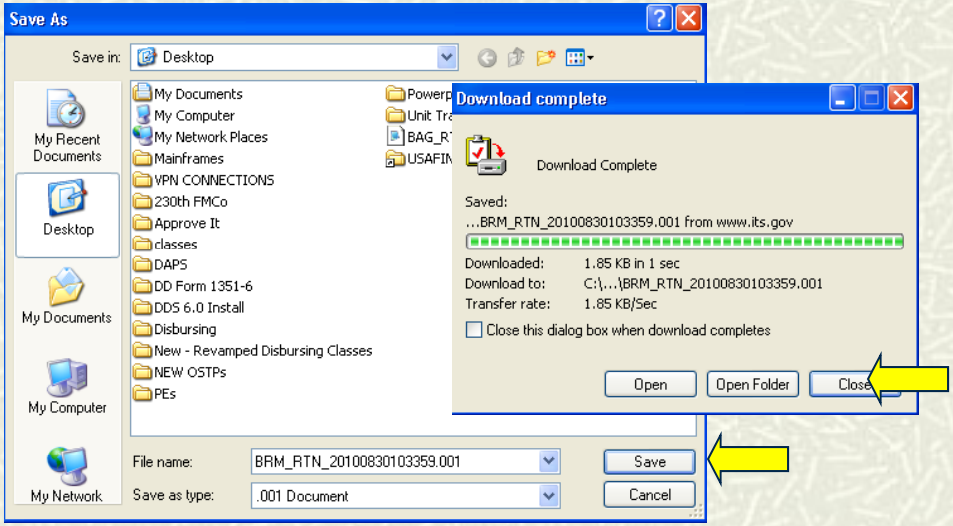
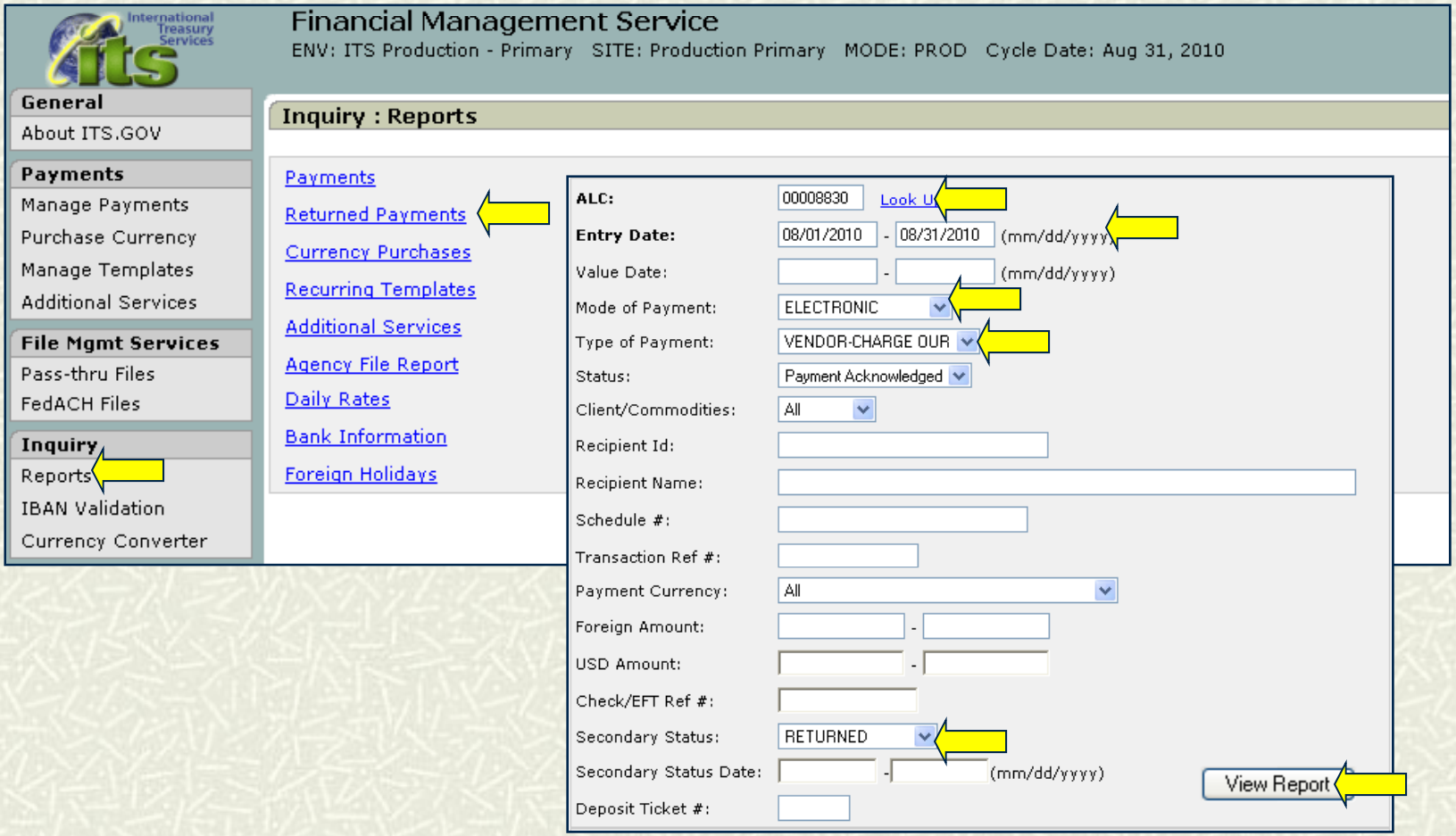
If the file is viewed.



EFT Rejects or Returns

Retrieve An International ITS EFT Reject (1 of 2)



EFT Rejects or Returns

Retrieve An International ITS EFT Reject (2 of 2)

ITS.gov: Returned Payment Summary w/ Formatted Detail New Search

Requested by 20005579
Generated on 08/31/2010 17:05:41
Search Criteria

Agency:	00008830
Entry Date:	08/01/2010 - 08/31/2010
Mode of Payment:	ELECTRONIC
Details of Charges	VENDOR-CHARGE OUR
Status:	PAYMENT ACKNOWLEDGED
Secondary Status:	RETURNED

View	Agency	Secondary Status Date	Deposit Ticket Number	Foreign Amount	USD Amount
	00008830	08/27/2010	0	7,025.92	7,025.92
	00008830	08/20/2010	0	1,450.00	1,450.00
	00008830	08/20/2010	0	1,100.00	1,100.00
	00008830	08/19/2010	0	14,700.00	14,700.00

Summary

ITS.gov
Returned Payment Detail Report
8/31/10 5:05:03 PM

ALC: 00008830 US ARMY - BAGRAM
Schedule Number: 0006369AFN
Recipient ID: 0006369
Mode of Payment: ELECTRONIC
Status: Payment Acknowledged
Sender's Reference: 0010080310026190
Check Number/ Wire Trace Number# G1402160134501
Release Date: 08/03/2010
Value Date: 08/05/2010
Debit Currency: USD
USD Amount: 21,817.37
Exchange Rate: 45.52

Secondary Status Date: 08/18/2010
Secondary Status: RETURNED
Deposit Ticket Number: 0
Return Reason:
08/18/2010 payment returned via fedach
Reason: Recipient account is closed

Payment Currency: AFN
Payment Amount: 993,126.59

Ordering Customer Name/Address
US ARMY - BAGRAM
8899 EAST 56TH ST
INDIANAPOLIS, IN 46249-3000

Intermediary Bank Name/Address

Recipient Name/Address
0802-01701964
CHAMPION LOGISTICS

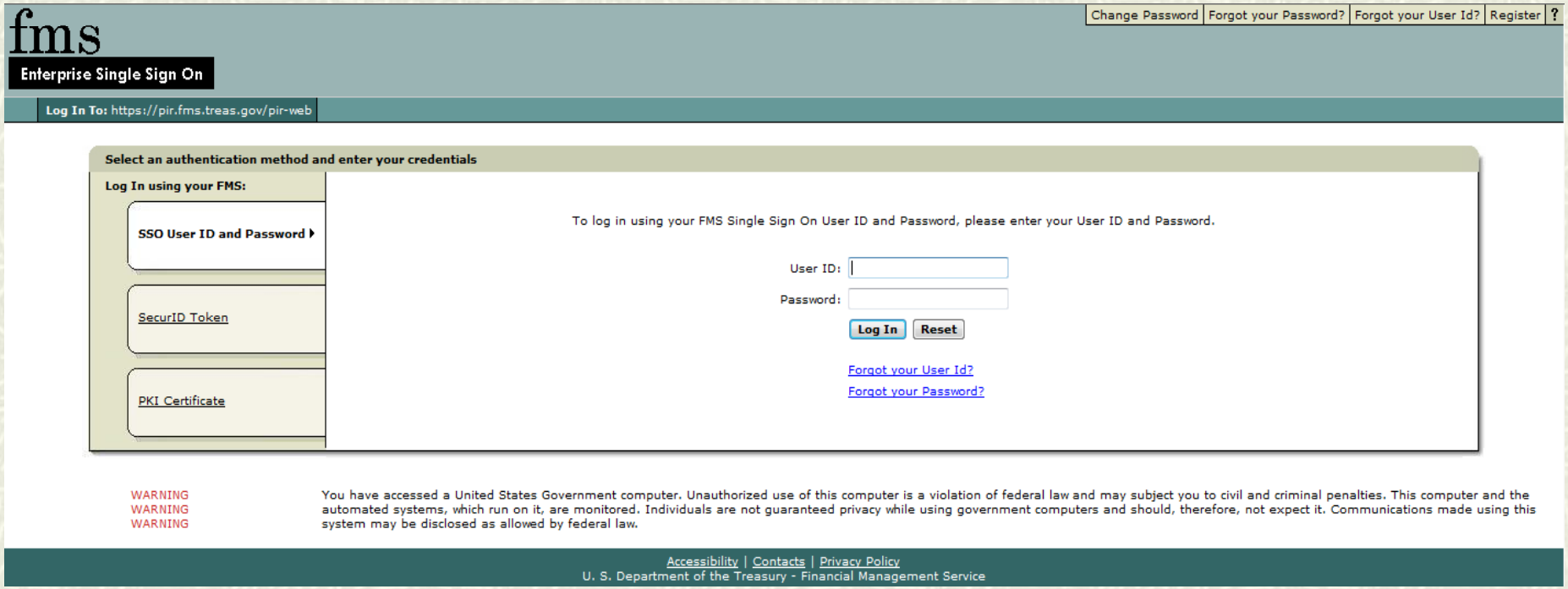
Recipient Bank Account/Name/Address
ALFHAFKAXXX

Recipient Information:
RMR*OI*CL-EGGERS-INV-103*PO*993126
NTE*PMT*GOODS/SERVICES RENDERED\

Bank to Bank Details

EFT Rejects or Returns

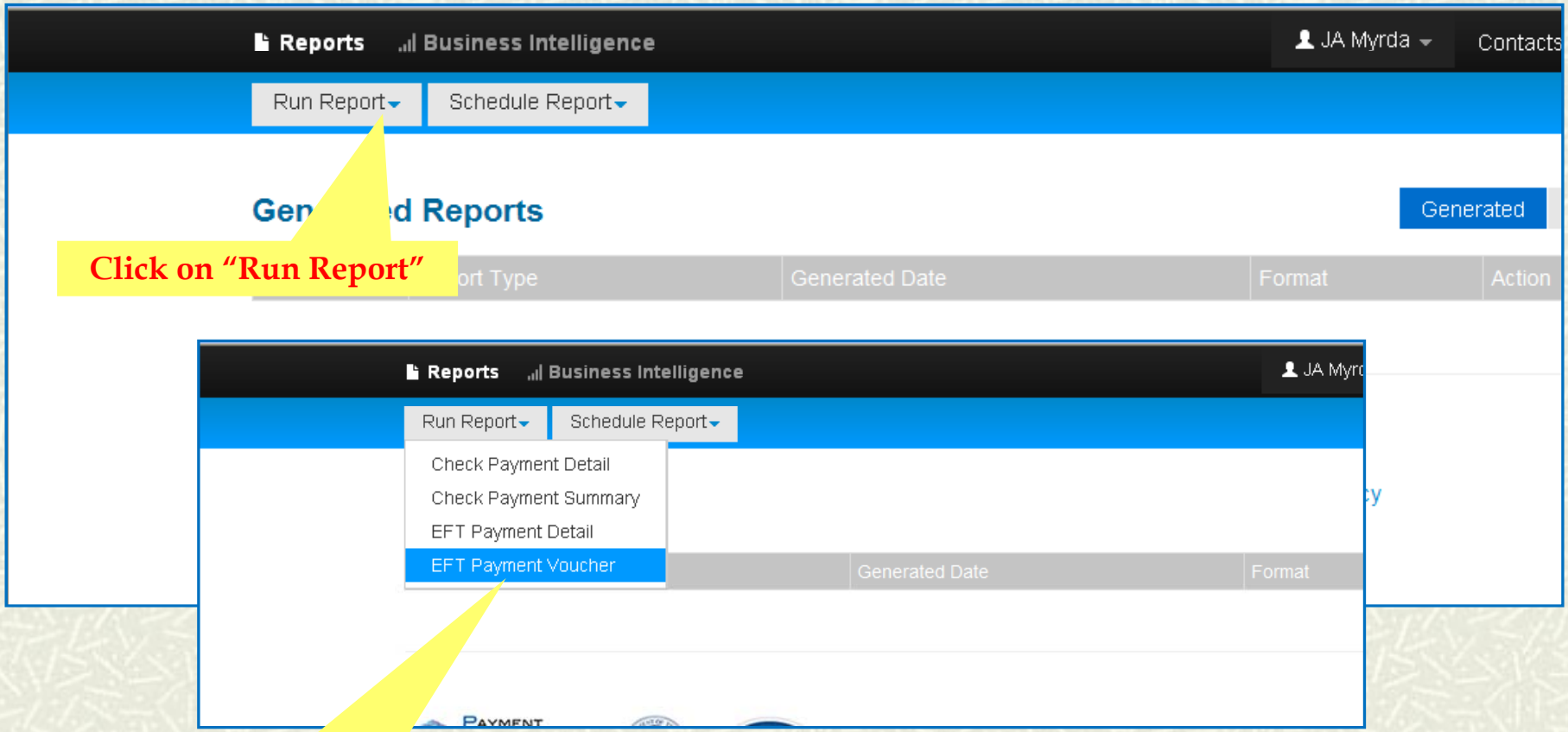
Access: PIR (1 of 4)



- **Once access is granted, a unique user ID and password will be given**
- **Upon entering the profile, the DoD warning message will appear**

EFT Rejects or Returns

Access: PIR (2 of 4)

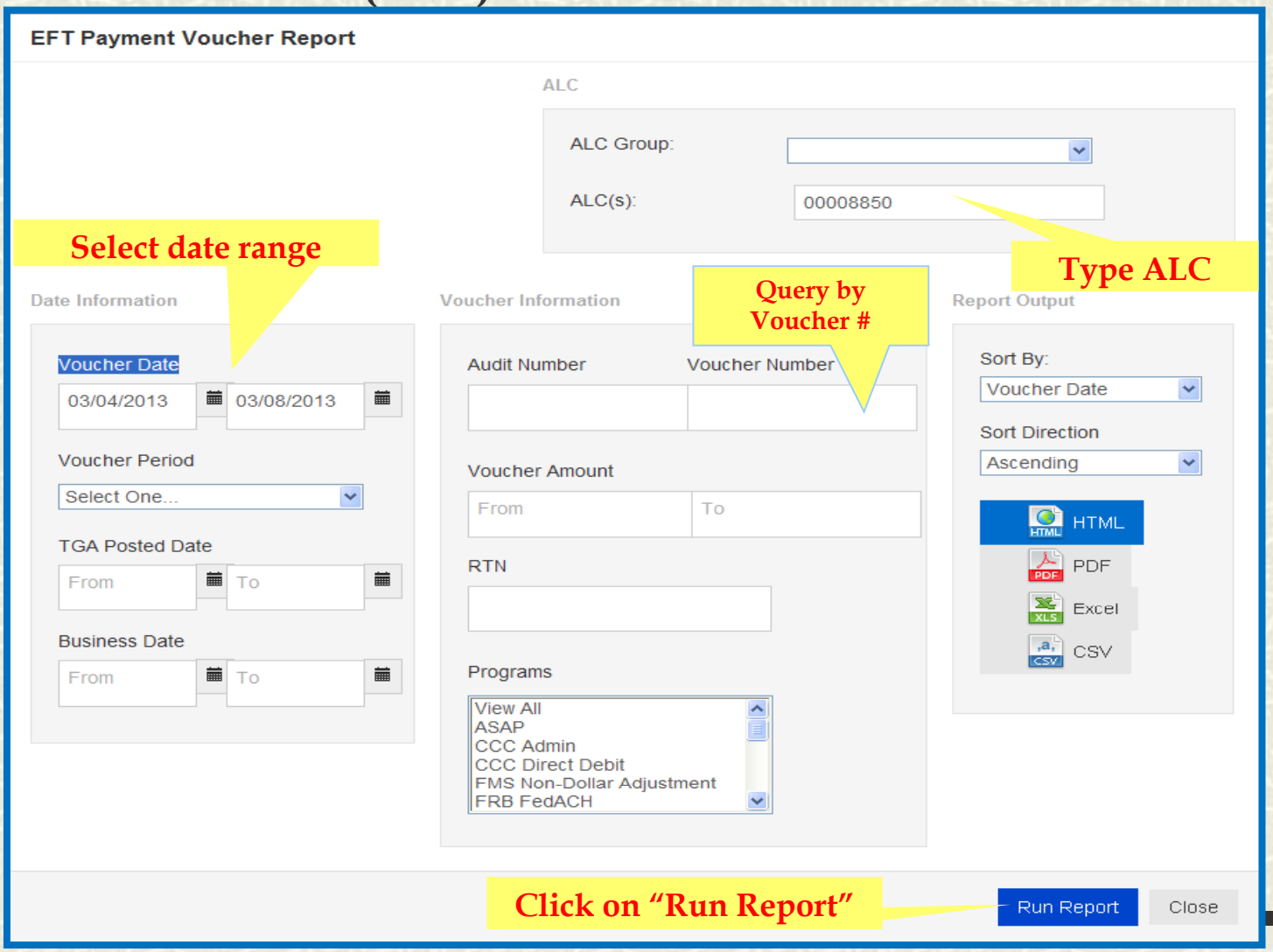


Click on "Run Report"

Click on "EFT Payment Voucher"

EFT Rejects or Returns

Access: PIR (3 of 4)



EFT Rejects or Returns

Access: PIR (4 of 4)

Report Created On: 03/04/2013 2:10 PM

EFT Payment Voucher Report

, Voucher Date From: 01/28/2013, Voucher Date To: 02/11/2013

Total Credit Amount:	$31,796.84	**Total Credit Count :**	2
Total Debit Amount:	$3,700,863.02	**Total Debit Count :**	29
Total Amount:	($3,669,066.18)	**Total Count of Vouchers :**	31

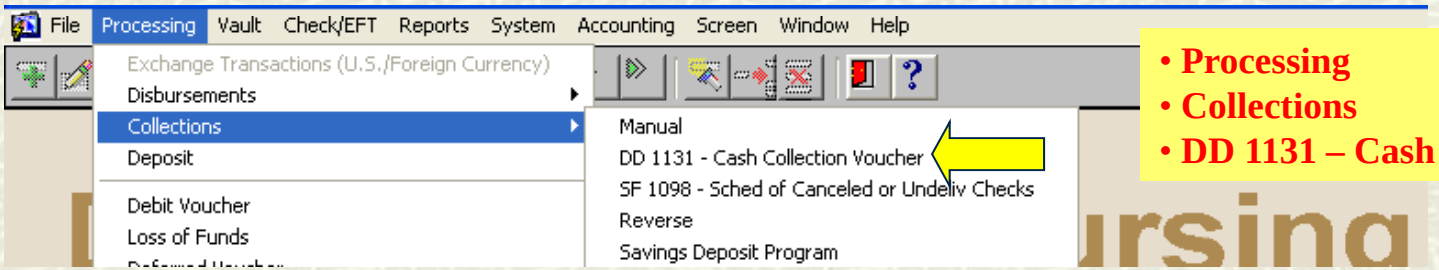
ALC	Voucher Number	Voucher Date	Voucher Amount	RTN	Program	TGA Posted Date	Business Date	DR/CR	Source System	Reason	Original Voucher
00008830	023433	01/29/2013	$10,804.96	021736052	ITS.gov	01/29/2013	01/29/2013	DEBIT	FRB CASHLINK		023433
00008830	023434	01/29/2013	$85,889.90	021736052	ITS.gov	01/29/2013	01/29/2013	DEBIT	FRB CASHLINK		023434
00008830	023435	01/29/2013	$313,606.09	021736052	ITS.gov	01/29/2013	01/29/2013	DEBIT	FRB CASHLINK		023435
00008830	025014	01/29/2013	$1,500,000.00	021736052	ITS.gov	01/29/2013	01/29/2013	DEBIT	FRB CASHLINK		025014
00008830	301254	01/29/2013	$28,520.00	061036903	FRB FedACH	01/29/2013	01/29/2013	CREDIT	FRB CASHLINK		
00008830	023438	01/30/2013	$9,000.00	021736052	ITS.gov	01/30/2013	01/30/2013	DEBIT	FRB CASHLINK		023438
00008830	023436	01/30/2013	$23,752.37	021736052	ITS.gov	01/30/2013	01/30/2013	DEBIT	FRB CASHLINK		023436
00008830	023437	01/30/2013	$37,409.25	021736052	ITS.gov	01/30/2013	01/30/2013	DEBIT	FRB CASHLINK		023437
00008830	023440	01/31/2013	$17,330.15	021736052	ITS.gov	01/31/2013	01/31/2013	DEBIT	FRB CASHLINK		023440
00008830	023441	01/31/2013	$21,800.00	021736052	ITS.gov	01/31/2013	01/31/2013	DEBIT	FRB CASHLINK		023441
00008830	023439	01/31/2013	$70,212.89	021736052	ITS.gov	01/31/2013	01/31/2013	DEBIT	FRB CASHLINK		023439
00008830	023442	02/01/2013	$16,600.00	021736052	ITS.gov	02/01/2013	02/01/2013	DEBIT	FRB CASHLINK		023442
00008830	023445	02/04/2013	$4,006.42	021736052	ITS.gov	02/04/2013	02/04/2013	DEBIT	FRB CASHLINK		023445
00008830	023444	02/04/2013	$8,519.18	021736052	ITS.gov	02/04/2013	02/04/2013	DEBIT	FRB CASHLINK		023444
00008830	023443	02/04/2013	$84,275.83	021736052	ITS.gov	02/04/2013	02/04/2013	DEBIT	FRB CASHLINK		023443
00008830	023446	02/04/2013	$531,271.69	021736052	ITS.gov	02/04/2013	02/04/2013	DEBIT	FRB CASHLINK		023446

"Credit" represents EFT reject/return

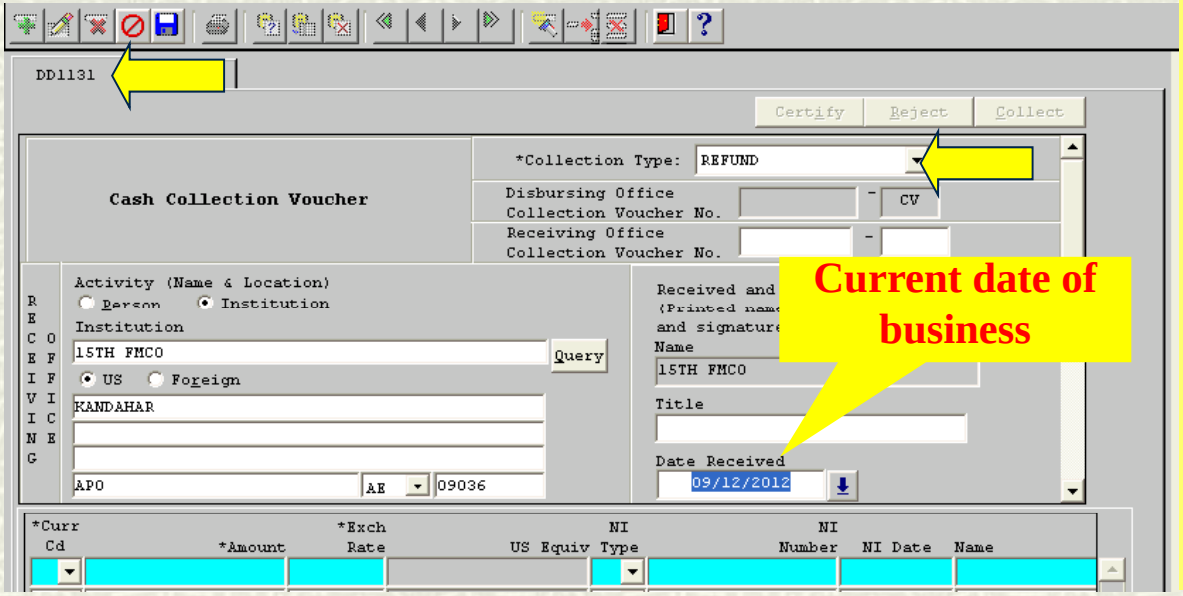
"Debit" represents EFT payment

EFT Rejects or Returns

Process A Manual (International or Domestic) EFT Reject (1 of 6)



- **Processing**
- **Collections**
- **DD 1131 – Cash Collection Voucher**



Current date of business

- **An EFT will reject for a number of reasons, so the DDO cell must check PIR daily for EFT rejects being posted**
- **Once the reject has posted, the DDO will retrieve the deposit ticket and have a "cashier" input it into DDS. The DD Form 1131 must be entered by someone with input capabilities and certified by someone with certifier capabilities**
- **The Deposit Ticket must be processed to mirror the one in PIR to account for the rejected EFT payment. Failure to do so will result in a line on the AUT report**

EFT Rejects or Returns

Process A Manual (International or Domestic) EFT Reject (2 of 6)

DISBURSING OFFICE

Activity (Name and location, include Zip Code)
1 15TH FINANCIAL MANAGEMENT COMPANY
CAMP LIBERTY IRAQ

Disbursing Officer (Name and title)
ANTHONY . COLE
DISBURSING OFFICER

DSSN
8550

Date Received (subject to collection)
01/15/2010 A

Period: From: 01/19/2010 To: 01/19/2010

Both dates are current business day

*Curr Cd	*Amount	*Exch Rate	US Equiv	NI Type	NI Number	NI Date	Name
US	1,000.00	1	1000.00	OT	123456	07/15/2009	SALAM CONSTRU

Deposit ticket number (SF 215) from PIR

Deposit ticket date (SF 215) from PIR

EFT Rejects or Returns

Process A Manual (International or Domestic) EFT Reject (3 of 6)

DD1131 | Remitters

Remitter Total: 0.00 Remitter 1 of 1

Date Received: 07/28/2012

*Name of Remitter Description of Remittance

EFT REJECT COLLECTION

Detail Description of Purpose for which Collections were received

DEPOSIT TICKET NUMBER: 12345
SALAM CONSTRUCTION
CONTRACT NUMBER: W931P139139
INVOICE NUMBER: 21456
REASON REJECTED: INVALID ACCT NUMBER (R04)

Accounting Lines

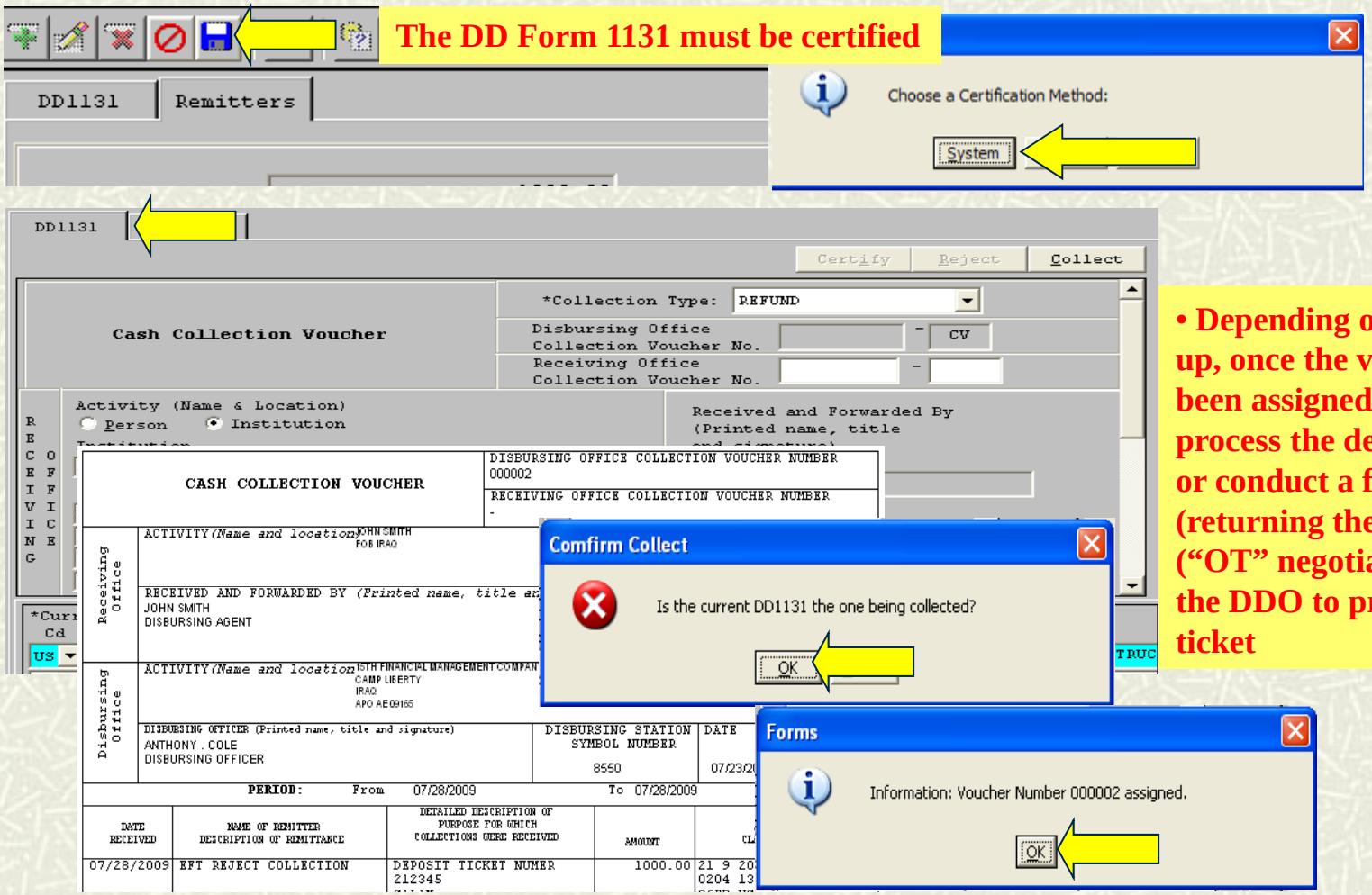
*DPI Cd	*FY	*APC	EOR	*US Equivalent	Document Reference	IBOP	*ODC	WCD	Mat Cd	Mat Qty	Disc
7K	2	0232	26EB	1,000.00	W931P139139	US	2				N

The accounting line must be exactly the same as the accounting line on the original payment (SF 1034). This will re-credit the appropriation since the payment never actually took place due to the reject

OK Cancel

EFT Rejects or Returns

Process A Manual (International or Domestic) EFT Reject (4 of 6)



- **Depending on the DDO cell set-up, once the voucher number has been assigned, the cashier may process the deposit ticket into DDS or conduct a full return to the DDO (returning the CCV and EFT reject ("OT" negotiable instrument)) for the DDO to process the deposit ticket**

EFT Rejects or Returns

Process A Manual (International or Domestic) EFT Reject (5 of 6)

File | Processing | Vault | Check/EFT | Reports | System | Accounting | Screen

- Exchange Transactions (U.S./Foreign Currency)
- Disbursements
- Collections
- Deposit

Deposit ticket date (SF 215) from PIR

Deposit ticket number (SF 215) from PIR

Input | Negotiable Instruments | Con...

Deposit To: US Treasury / LD Account

Currency Code: *To Account: US

*Date of Depos: 07/23/2009

Deposit Ticket: *Ticket Number: 000002

*Deposit Amount:

Bank: *Exchange Rate: 1 — US Equivalent: .00

System: Exchange Rate: 1 — US Equivalent:

Calculated Differences: Exchange Gain or Loss:

Deposited Items: *Currency Code: US

Type: Cash / Check / TC

Cash Amount:

VLT

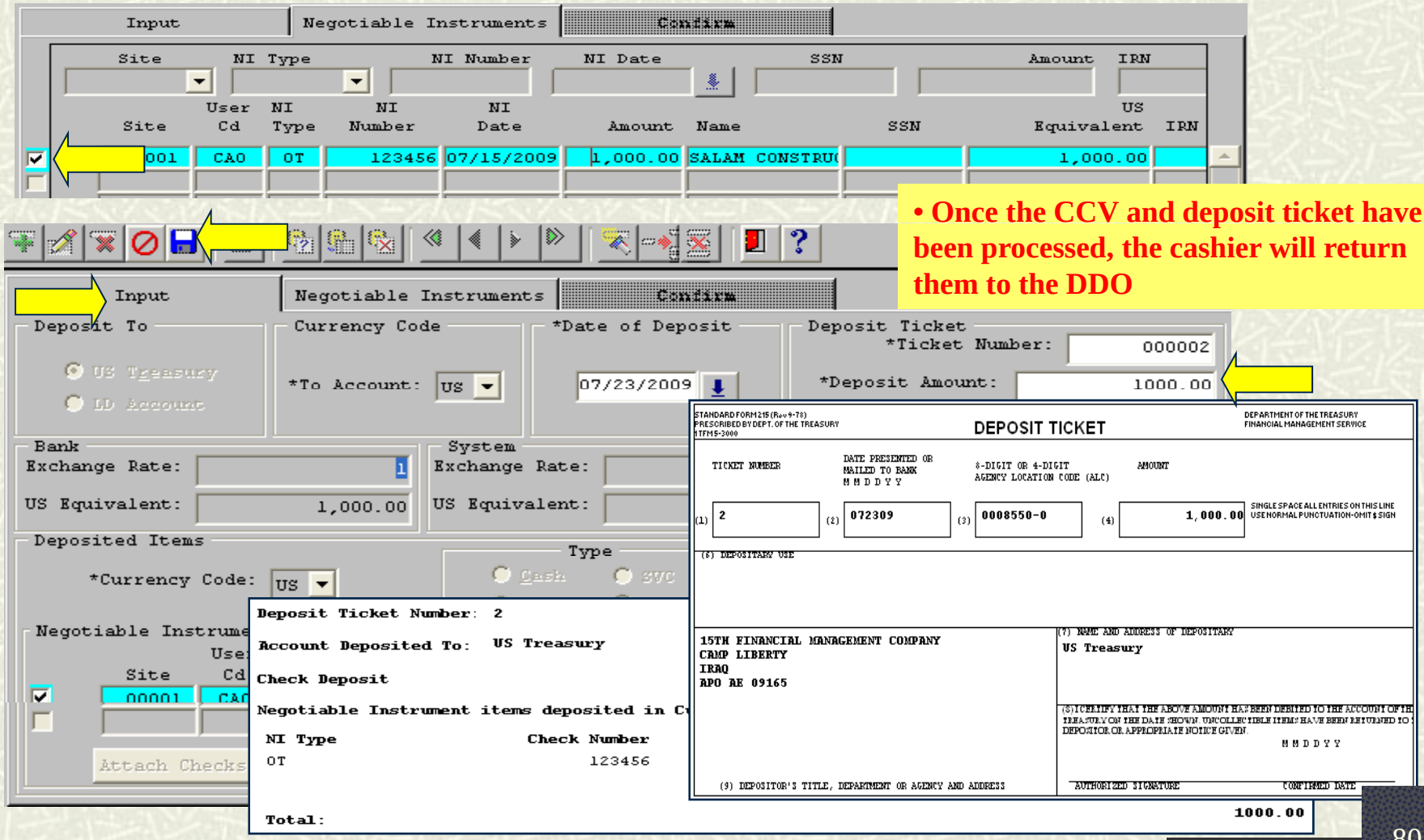
Negotiable Instruments

Site	User Cd	NI Type	NI Number	NI Date	Amount	Name	SSN	US Equivalent

Attach Checks — Total Amount: — Total US Equivalent:

EFT Rejects or Returns

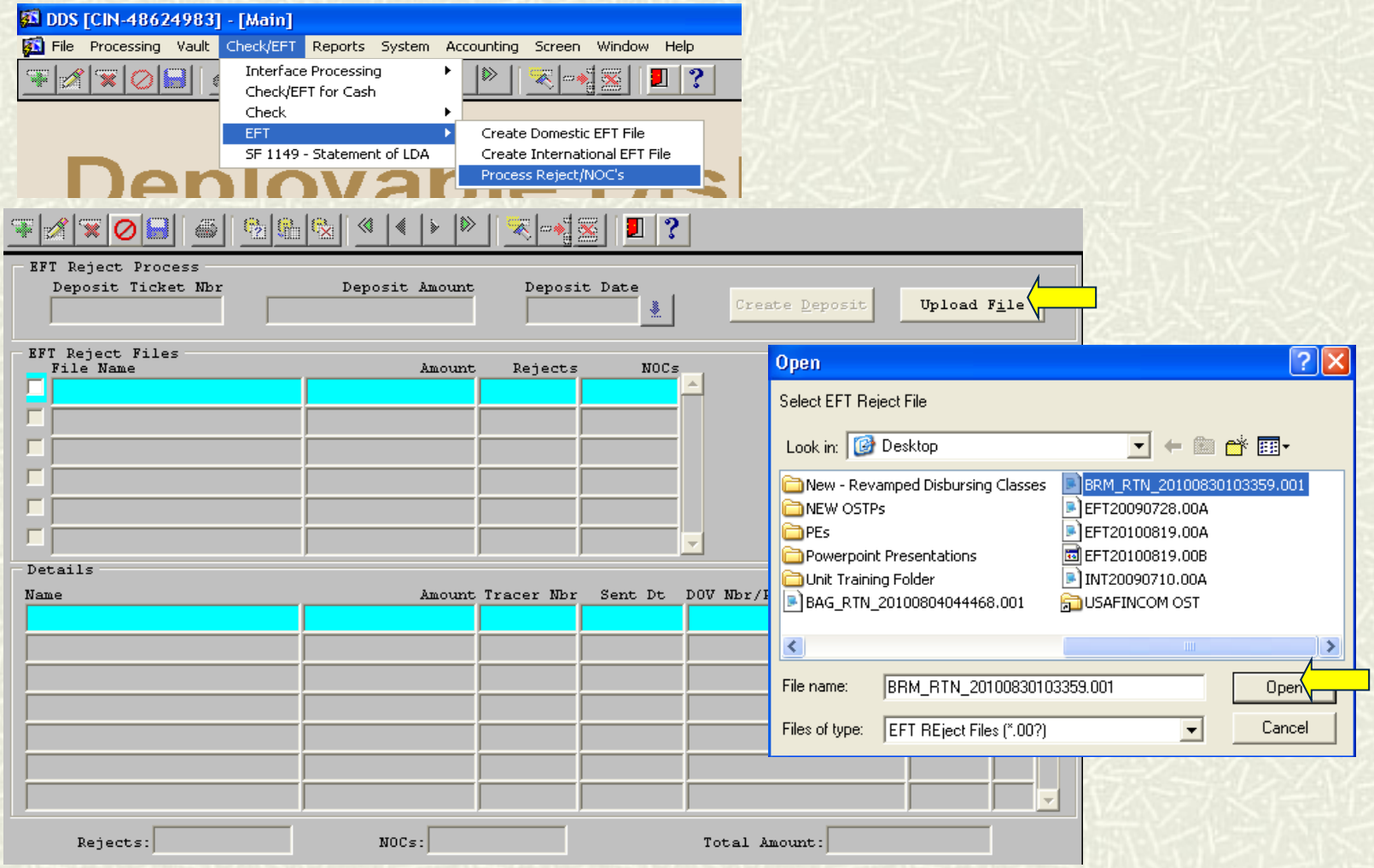
Process A Manual (International or Domestic) EFT Reject (6 of 6)



- **Once the CCV and deposit ticket have been processed, the cashier will return them to the DDO**

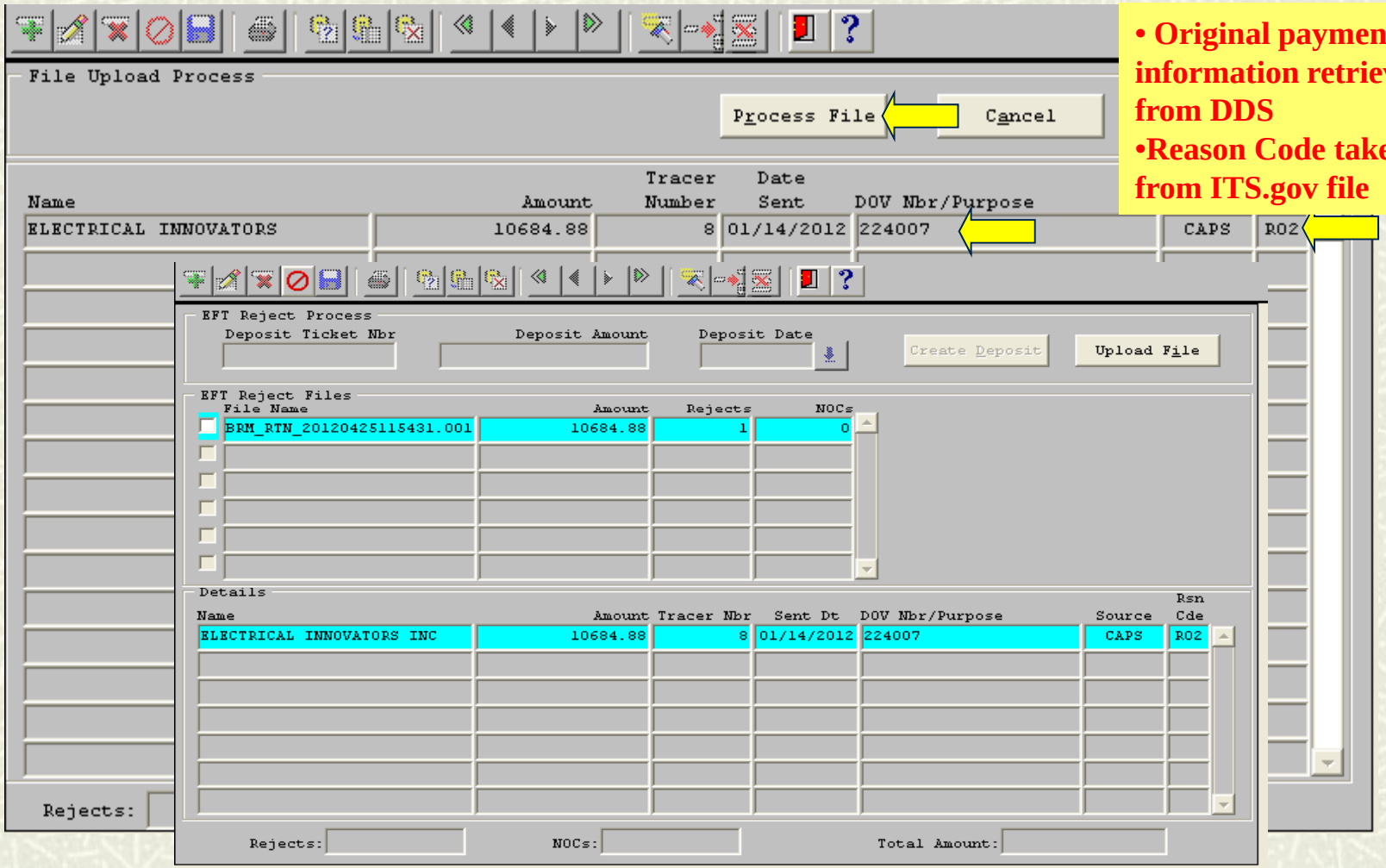
EFT Rejects or Returns

Process A Domestic ITS EFT Reject (1 of 5)



EFT Rejects or Returns

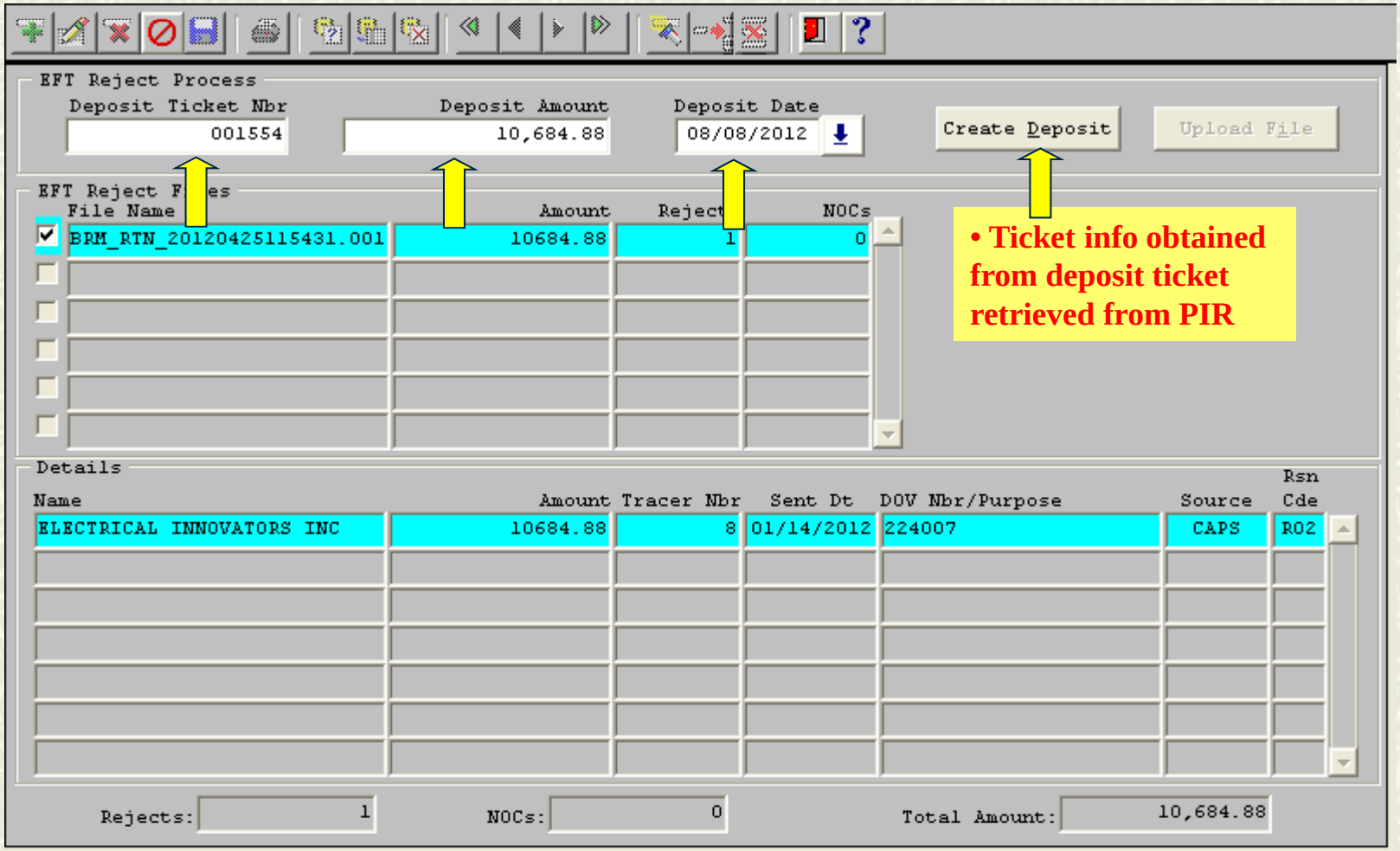
Process A Domestic ITS EFT Reject (2of 5)



- **Original payment information retrieved from DDS**
- **Reason Code taken from ITS.gov file**

EFT Rejects or Returns

Process A Domestic ITS EFT Reject (3 of 5)



- **Ticket info obtained from deposit ticket retrieved from PIR**

EFT Rejects or Returns

Process A Domestic ITS EFT Reject (4 of 5)

Collection Voucher Nbr-- 000000000010
Deposit Ticket Nbr-- 001554

08/29/2012 15:55:19

EFT Reject / NOC Listing
DSSN: 8850 SITE: 00001
Office Rtn: 314074269
08/29/2012 F

File Name: BRM_RTN_20120425115431.001

Name	DOV Nbr/ Purpose	Tracer No.	RTN/ SWIFT Code	Account/ IBAN No.	Curr Code	US Equivalent	RSN	Reason	
ELECTRICAL INNOVATORS	224007	8	02100120		US	10,684.88	R02	ACCOUNT CLOSED	10,684.88

- EFT Report
- Deposit Ticket
- DD Form 1131

Reason Code info provided on EFT Reject notice

STANDARD FORM 215 (Rev 9-76)
PRESCRIBED BY DEPT. OF THE TREASURY
TFM 5-3000

DEPOSIT TICKET

DEPARTMENT OF THE TR
FINANCIAL MANAGEME

TICKET NUMBER	DATE PRESENTED OR MAILED TO BANK M M D D Y Y	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC	AMOUNT
(1) 1554	(2) 080812	(3) 0008850-0	(4) 10,684.88

SINGLE SPACE ALL EN
USE NORMAL PUNCTU

(6) DEPOSITARY USE

U.S. ARMY FINANCIAL MANAGEMENT COMMAND
8899 EAST 56TH STREET
INDIANAPOLIS, IN 46249-3000

(7) NAME AND ADDRESS OF DEPOSITARY
US Treasury

(8) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN CREDITED TO THE ACCOUNT OF TH
TREASURY ON THE DATE SHOWN. UNCOLLECTIBLE ITEMS HAVE BEEN RETURNED TO
THE DEPOSITOR OR APPROPRIATE NOTICE GIVEN.

M M D D Y Y

(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY AND ADDRESS

AUTHORIZED SIGNATURE

CONFIRMED DATE

CASH COLLECTION VOUCHER

DISBURSING OFFICE COLLECTION VOUCHER NUMBER
000010
RECEIVING OFFICE COLLECTION VOUCHER NUMBER

Receiving Office
ACTIVITY (Name and location)
RECEIVED AND FORWARDED BY (Printed name, title and signature)
DATE

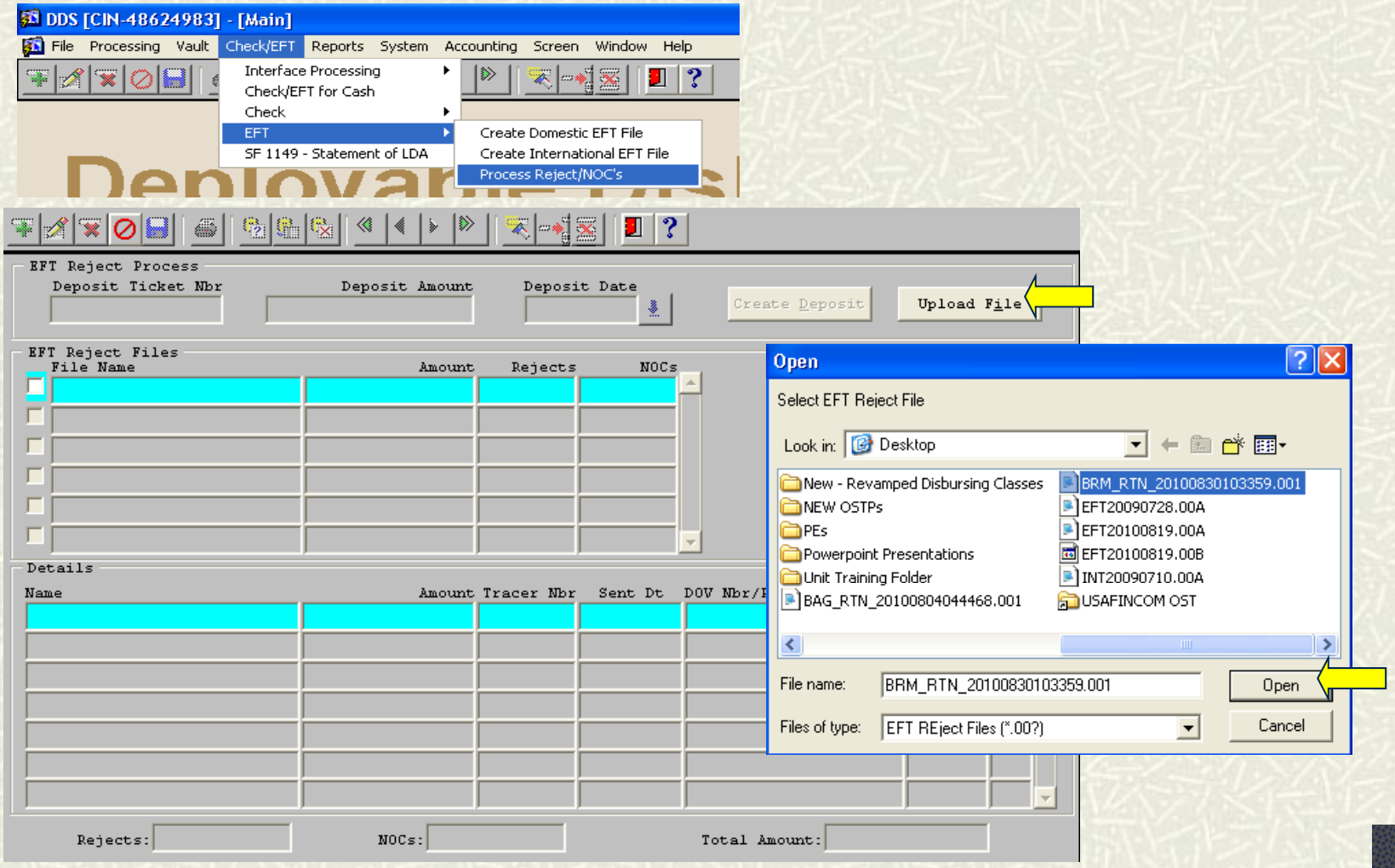
Disbursing Office
ACTIVITY (Name and location) U.S. ARMY FINANCIAL MANAGEMENT COMMAND
8899 EAST 56TH STREET
INDIANAPOLIS, IN 46249-3000
DISBURSING OFFICER (Printed name, title and signature)
OMAR S TYSON
DISBURSING OFFICER
DISBURSING STATION SYMBOL NUMBER
8850
DATE
20120829F

PERIOD: From To

DATE RECEIVED	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
08/29/2012	ELECTRICAL INNOVATORS Voucher: 224007 Tracer: 8		4202.00 6482.88	21 8d 2 2020 0000 90 0000 0000000000 233B US W91GPL01MM1157 3CCM S09076 21 8d 2 2020 0000 90 0000 0000000000 233B US W91GPL01MM1157 3CCM S09076

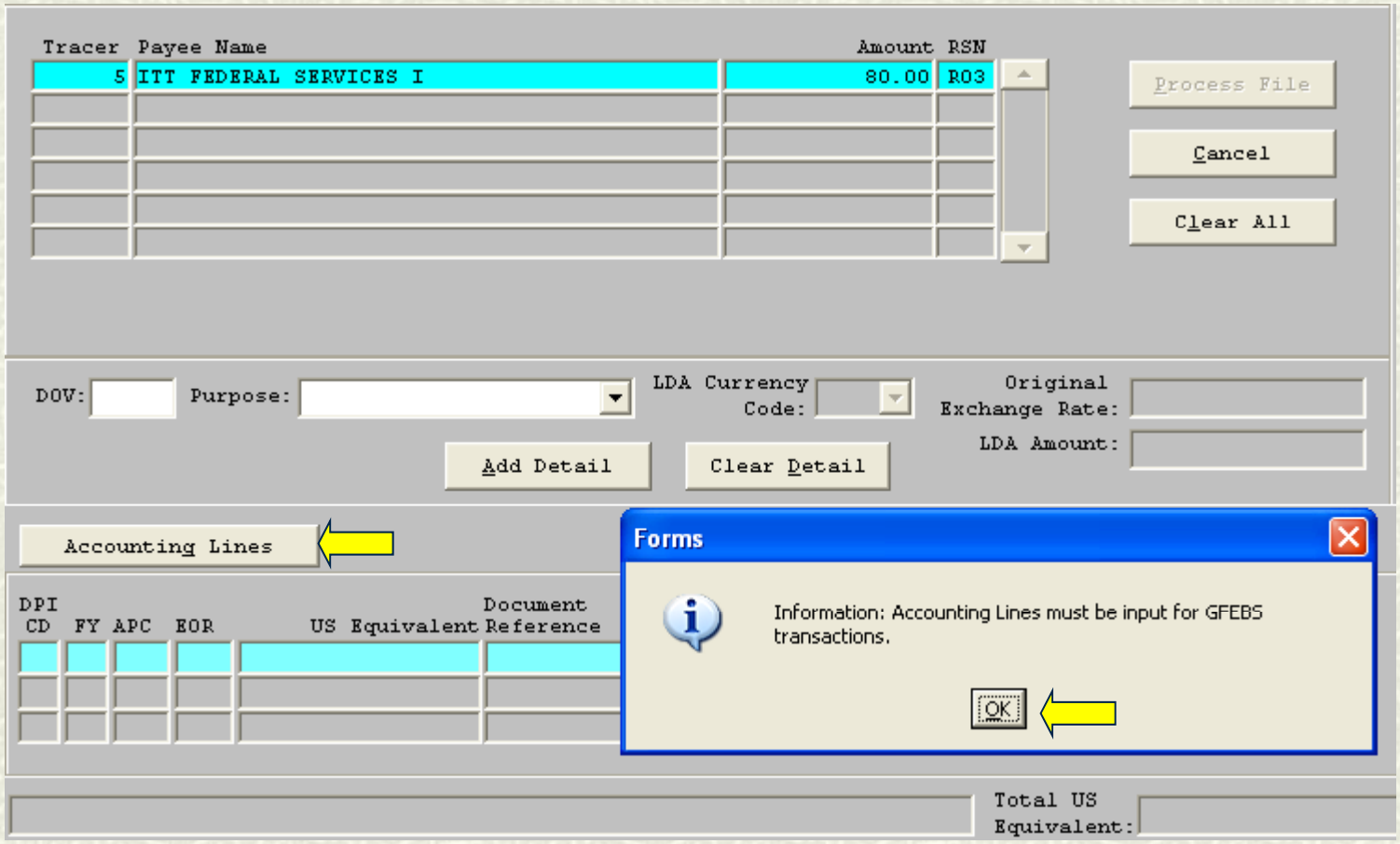
EFT Rejects or Returns

Process A Domestic ITS EFT Reject with GFEBS LOA (1 of 7)



EFT Rejects or Returns

Process A Domestic ITS EFT Reject with GFEBS LOA (2 of 7)



EFT Rejects or Returns

Process A Domestic ITS EFT Reject with GFEBS LOA (3 of 7)

Payee: ITT FEDERAL SERVICES I | Voucher Type: | Curr Code: US | Voucher Amount: 80.00 | US Equivalent: 80.00

*DPI Cd	*FY	*APC		EOR		*US Equivalent	Document Reference	IBOP	*ODC	WCD	Mat Cd	Mat Qty	Disc
7K	3	8AAB		0000		80.00	EF050000620600	US	2				

INSERTING ACCOUNTING LINE | Total US Equivalent: 80.00

21 3 2020 0000 8A 8AAB 00000000000 0000 US EF050000620600 8AAB 7K 000000 021001

OK | Cancel

- **Information must be input directly from the certified SF 1034 using TFO APC**

EFT Rejects or Returns

Process A Domestic ITS EFT Reject with GFEBS LOA (4 of 7)

Tracer	Payee Name	Amount	RSN
5	ITT FEDERAL SERVICES I	80.00	R03

Process File

Cancel

Clear All

DOV: 200005 Purpose:

LDA Currency Code:

Original Exchange Rate:

LDA Amount:

Add Detail

Clear Detail

Accounting Lines

DPI CD	FY	APC	EOR	US Equivalent	Document Reference	IBOP	ODC	WCD	Mat Cd	Mat Qty	DISC
7K	3	8AAB	0000	80.00	EF050000620600	US	2	W8850			N

21 3 2020 0000 8A 8AAB 00000000000 0000 US EF050000620600 8AAB 7K 000000 (

Total US Equivalent: 80.00

EFT Rejects or Returns

Process A Domestic ITS EFT Reject with GFEBS LOA (5 of 7)

File Upload Process

Process File | Cancel | Back

Name	Amount	Tracer Number	Date Sent	DOV Nbr/Purpose	Source	Rsn Cde
ITT FEDERAL SERVICES I	80.00	5	03/07/2013	200005	GFEBS	R03

Rejects: 1 NOCs: 0 Total Amount: 80.00

EFT Rejects or Returns

Process A Domestic ITS EFT Reject with GFEBS LOA (6 of 7)

EFT Reject Process

Deposit Ticket Nbr	Deposit Amount	Deposit Date
301256	80.00	03/08/2013

Create Deposit | Upload File

EFT Reject Files

File Name	Amount	Rejects	NOCs
BRM_RTN_20130307081845.001	80.00	1	0

• Ticket info obtained from deposit ticket retrieved from PIR

Details

Name	Amount	Tracer Nbr	Sent Dt	DOV Nbr/Purpose	Source	Rsn Cde
ITT FEDERAL SERVICES I	80.00	5	03/07/2013	200005	GFEBS	R03

Rejects: 1 NOCs: 0 Total Amount: 80.00

EFT Rejects or Returns

Process A Domestic ITS EFT Reject with GFEBS LOA (7 of 7)

- EFT Report
- Deposit Ticket
- DD Form 1131

Reason Code info provided on EFT Reject notice

08/29/2012 15:55:19

Collection Voucher Nbr-- 000000000010
Deposit Ticket Nbr-- 001554

EFT Reject / NOC Listing
DSSN: 8850 SITE: 00001
Office Rtn: 314074269
08/29/2012 F

File Name: BRM_RTN_20120425115431.001

Name	DOV Nbr/ Purpose	Tracer No.	RTN/ SWIFT Code	Account/ IBAN No.	Curr Code	US Equivalent	RSN	Reason	Amount
ELECTRICAL INNOVATORS	224007	8	02100120		US	10,684.88	R02	ACCOUNT CLOSED	10,684.88

STANDARD FORM 215 (Rev 9-78)
PRESCRIBED BY DEPT. OF THE TREASURY
TFM 5-3000

DEPOSIT TICKET

DEPARTMENT OF THE TR
FINANCIAL MANAGEME

TICKET NUMBER	DATE PRESENTED OR MAILED TO BANK M M D D Y Y	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC	AMOUNT
(1) 1554	(2) 080812	(3) 0008850-0	(4) 10,684.88

SINGLE SPACE ALLEN
USE NORMAL PUNCTU

(5) DEPOSITARY USE

U.S. ARMY FINANCIAL MANAGEMENT COMMAND
8899 EAST 56TH STREET
INDIANAPOLIS, IN 46249-3000

(7) NAME AND ADDRESS OF DEPOSITARY
US Treasury

(8) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN CREDITED TO THE ACCOUNT OF THE TREASURY ON THE DATE SHOWN. UNCOLLECTIBLE ITEMS HAVE BEEN RETURNED TO THE DEPOSITOR OR APPROPRIATE NOTICE GIVEN.
M M D D Y Y

(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY AND ADDRESS

AUTHORIZED SIGNATURE

CONFIRMED DATE

CASH COLLECTION VOUCHER

DISBURSING OFFICE COLLECTION VOUCHER NUMBER
000010
RECEIVING OFFICE COLLECTION VOUCHER NUMBER

Receiving Office
ACTIVITY (Name and location)
RECEIVED AND FORWARDED BY (Printed name, title and signature)
DATE

Disbursing Office
ACTIVITY (Name and location) U.S. ARMY FINANCIAL MANAGEMENT COMMAND
8899 EAST 56TH STREET
INDIANAPOLIS, IN 46249-3000
DISBURSING OFFICER (Printed name, title and signature)
OMAR S TYSON
DISBURSING OFFICER
DISBURSING STATION SYMBOL NUMBER
8850
DATE
20120829F

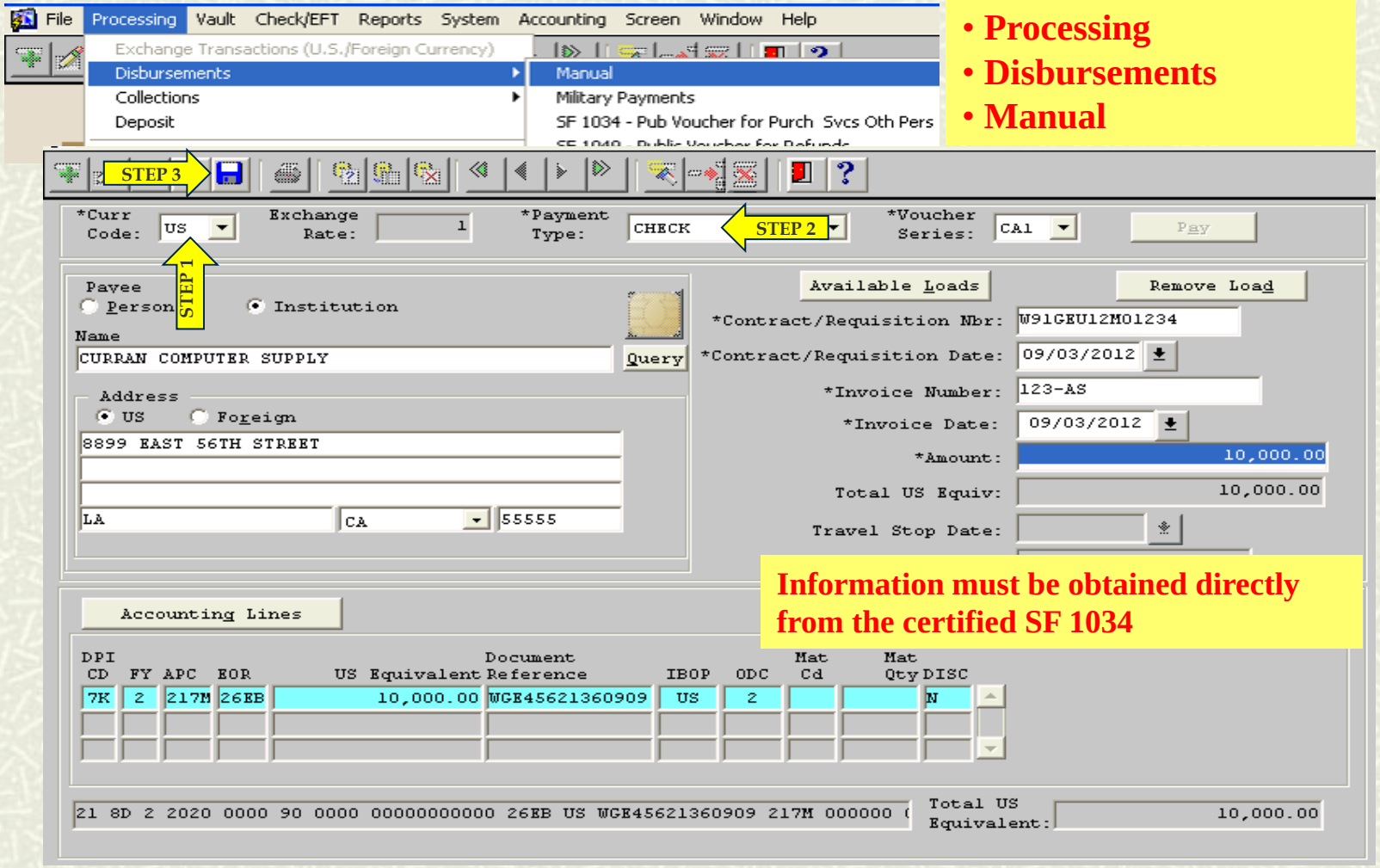
PERIOD: From To

DATE RECEIVED	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
08/29/2012	ELECTRICAL INNOVATORS Voucher: 224007 Tracer: 8		4202.00 6482.88	21 8d 2 2020 0000 90 0000 0000000000 233B US W91GPL01MM1157 3CCM S09076 21 8d 2 2020 0000 90 0000 0000000000 233B US W91GPL01MM1157 3CCM S09076

TREASURY CHECKS

TREASURY CHECKS

Create A Treasury Check (TC) For Manual Payment (1 of 3)



- **Processing**
- **Disbursements**
- **Manual**

Information must be obtained directly from the certified SF 1034

TREASURY CHECKS

Create A Treasury Check (TC) For Manual Payment (2 of 3)

*Curr Code: US | Exchange Rate: 1 | *Payment Type: CHECK | *Voucher Series: CA1 | Pay

Payee: Person / Institution

Name: CURRAN COMPUTER SUPPLY | Query

Address: US / Foreign

8899 EAST 56TH STREET

LA | CA | 55555

Available Loads | Remove Load

*Contract/Requisition Nbr: W91GEU12M01234

*Contract/Requisition Date: 09/03/2012

*Invoice Number: 123-AS

*Invoice Date: 09/03/2012

*Amount: 10,000.00

Total US Equiv: 10,000.00

Accounting Lines

DPI CD	FY	APC	EOR	US Equivalent	Document Reference
7K	2	217M	26EB	10,000.00	WGE4562136090

21 8D 2 2020 0000 90 0000 00000000000 26EB US WGE45621360909 217M 000000 (

Total US Equivalent: 10,000.00

Certifying Officer

Enter Certifying Officer's Name

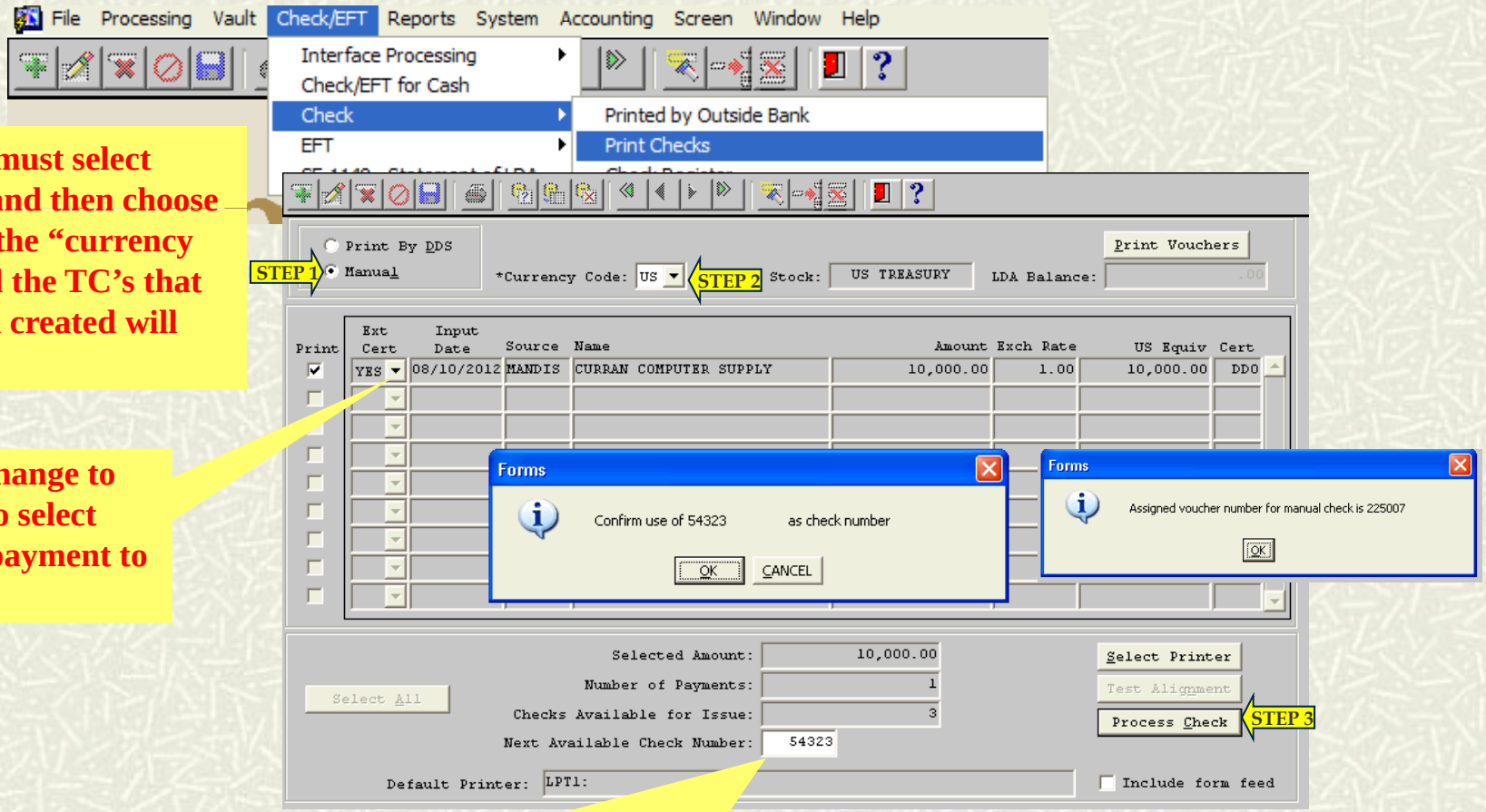
*Last Name: CERTIFIER | *First Name: CERT | MI

OK | Cancel

Name of certifier that signed the SF1034

TREASURY CHECKS

Create A Treasury Check (TC) For Manual Payment (3 of 3)



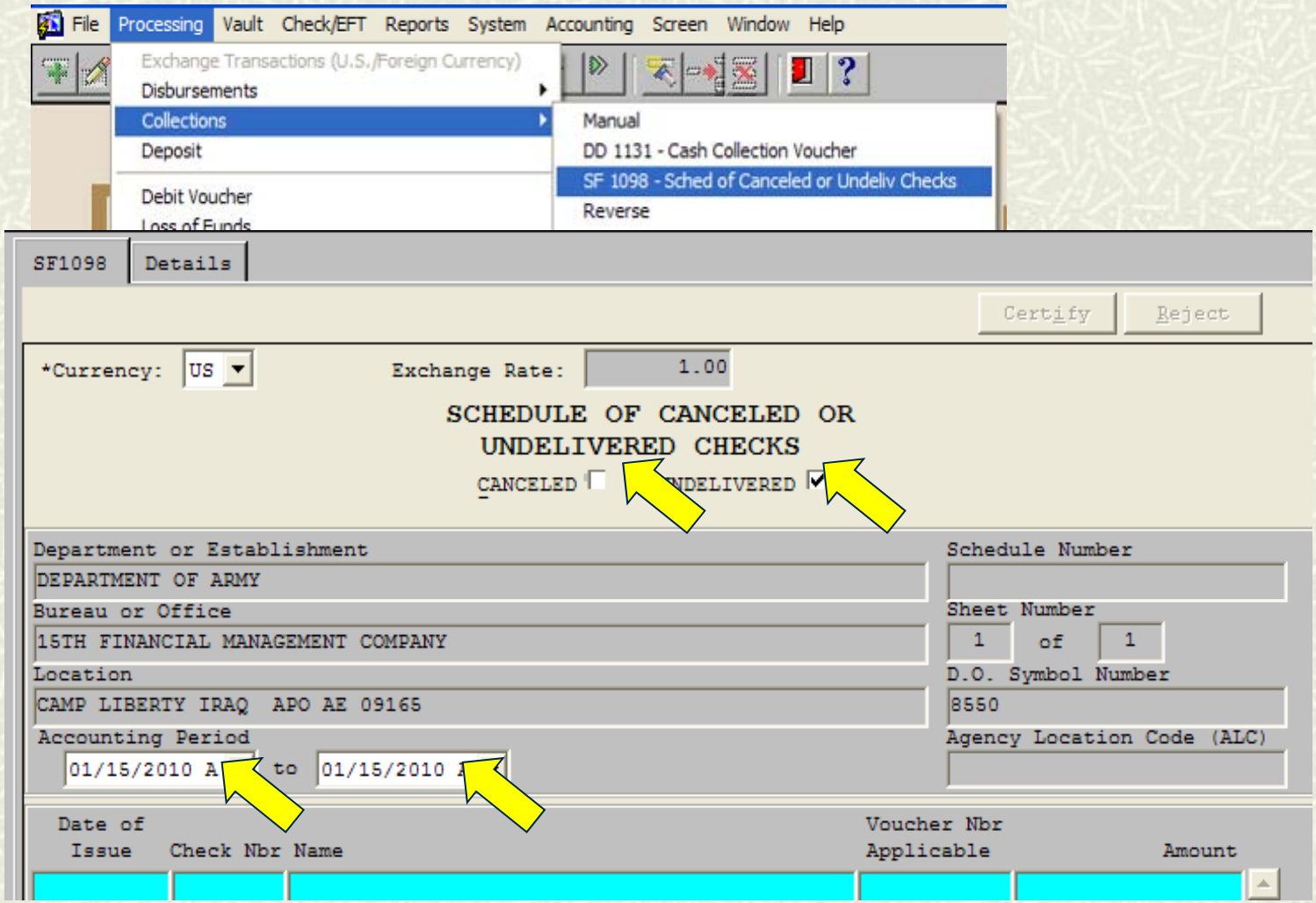
The user must select Manual, and then choose "US" for the "currency code" and the TC's that have been created will populate

Must change to "yes" to select check payment to process

Ensure the next available check number is correct (if not, this will effect the level 8 report)

TREASURY CHECKS

Canceled Or Undelivered Checks (SF 1098) (1 of 4)



TREASURY CHECKS

Canceled Or Undelivered Checks (SF 1098) (2 of 4)

SF1098 | Details

Currency Code: US

*Check Nbr: 1007
*Check Date: 01/15/2010
Voucher Number: 200003
*Amount: 1,000.00
*Exchange Rate: 1.00
US Equivalent: 1,000.00
Select

Payee Information
Person | Institution | Interface
Name
FOWLERS FAMILY CAR WASH

Accounting Lines

DPI CD	FY	APC	EOR	US Equivalent	Document Reference	IBOP	ODC
	9	0232	0000	1,000.00	W9D3117M01	US	2

21 9 2020 0000 22 0204 13519800000 0000 US W9D3117M01 0232 0000

- Select the "details" tab in order to enter the TC number to be marked as canceled or undeliverable
- Enter the TC number:
  - The information for the TC should appear
  - If no information appears, the TC information will need to be entered manually
- Once the correct TC information is displayed, choose the "Select" key in order to add the check to the front of the SF 1098
- Choose the "SF 1098" tab in order to verify and save

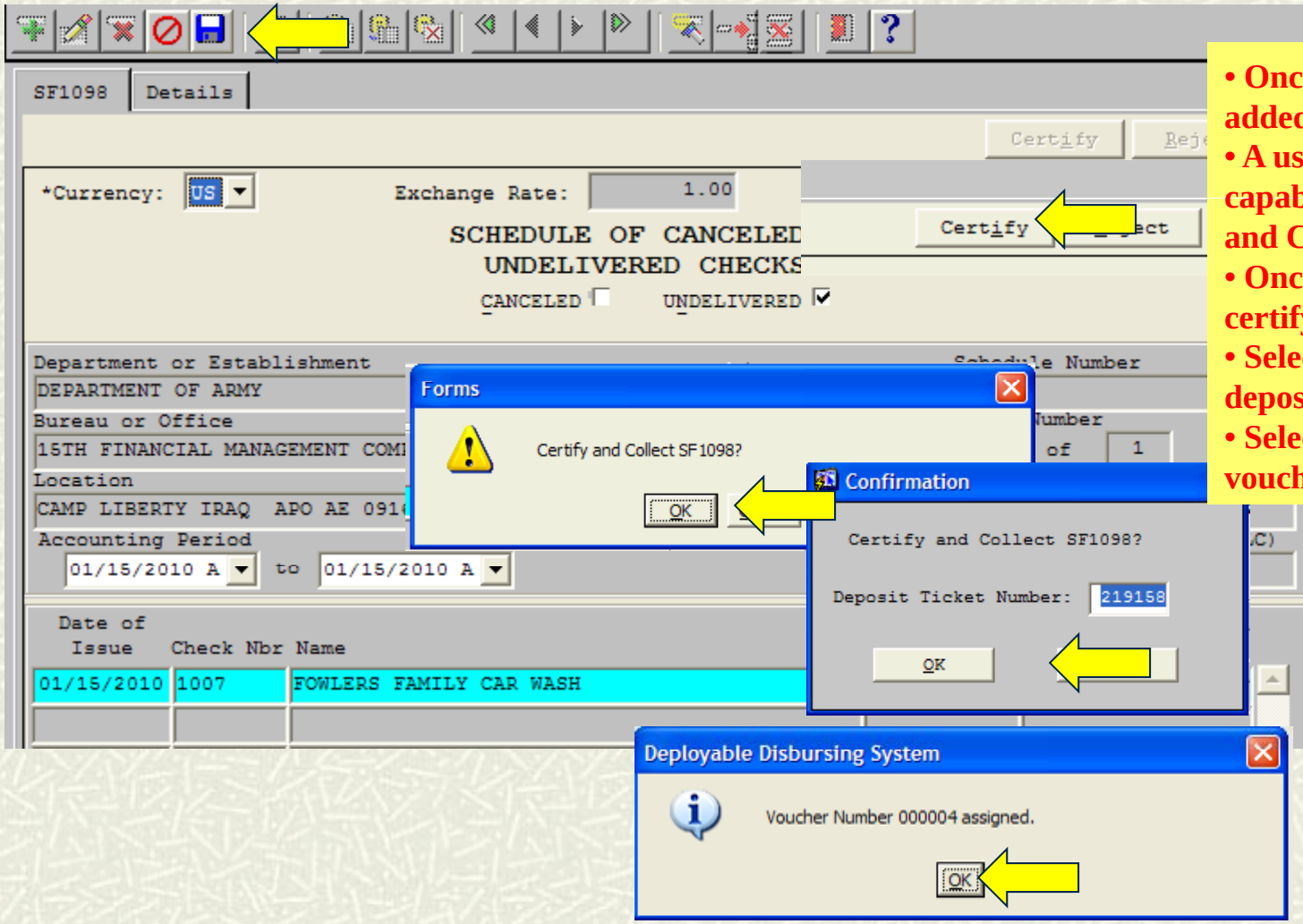
SF1098

Currency Code: US

*Check Nbr:
*Check Date:
Voucher Number:
*Amount:
*Exchange Rate: 1.00
US Equivalent:
Select

TREASURY CHECKS

Canceled Or Undelivered Checks (SF 1098) (3 of 4)



- Once all information has been added, select the save button
- A user with certifier capability will need to log in and Certify the voucher
- Once certified, select “ok” to certify and collect
- Select “ok” for the assigned deposit ticket number
- Select “ok” for the assigned voucher number

TREASURY CHECKS

Canceled Or Undelivered Checks (SF 1098) (4 of 4)

Page: 1

STANDARD FORM 1098
revised July 1980
Department of the
Treasury
1 TFRM 4-7000
1098-110

SCHEDULE OF CANCELED OR
UNDELIVERED CHECKS

CANCELED: [ ] UNDELIVERED: [X]

DEPARTMENT OR ESTABLISHMENT DEPARTMENT OF ARMY	SCHEDULE NUMBER 000004
BUREAU OR OFFICE 15TH FINANCIAL MANAGEMENT COMPANY	SHEET NUMBER
LOCATION 15TH FINANCIAL MANAGEMENT COMPANY CAMP LIBERTY IRAQ APO AE 09165	D.O. SYMBOL NO. 8550
ACCOUNTING PERIOD 01/15/2010 A to 01/15/2010 A	AGENCY LOCATION CODE (ALC)

DATE OF ISSUE	CHECK NUMBER	PAYEE	VOUCHER NUMBER APPLICABLE	AMOUNT	SYMBOL OF APPROPRIATION OR FUND TO BE CREDITED
01/15/2010	1007	FOWLERS FAMILY CAR WASH	200003	1000.00	21 9 2020

STANDARD FORM 215 (Rev 9-78)
PRESCRIBED BY DEPT. OF THE TREASURY
1TFM5-2000

DEPOSIT TICKET

DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE

TICKET NUMBER	DATE PRESENTED OR MAILED TO BANK M M D D Y Y	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT
(1) 900012	(2) 011510	(3) 0008550-0	(4) 1,000.00

SINGLE SPACE ALL ENTRIES ON THIS LINE
USE NORMAL PUNCTUATION-OMIT $ SIGN

(6) DEPOSITARY USE

15TH FINANCIAL MANAGEMENT COMPANY
CAMP LIBERTY
IRAQ APO AE 09165

(7) NAME AND ADDRESS OF DEPOSITARY
US Treasury

(8) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN DEBITED TO THE ACCOUNT OF TH
TREASURY ON THE DATE SHOWN. UNCOLLECTIBLE ITEMS HAVE BEEN RETURNED TO
DEPOSITOR OR APPROPRIATE NOTICE GIVEN.

M M D D Y Y

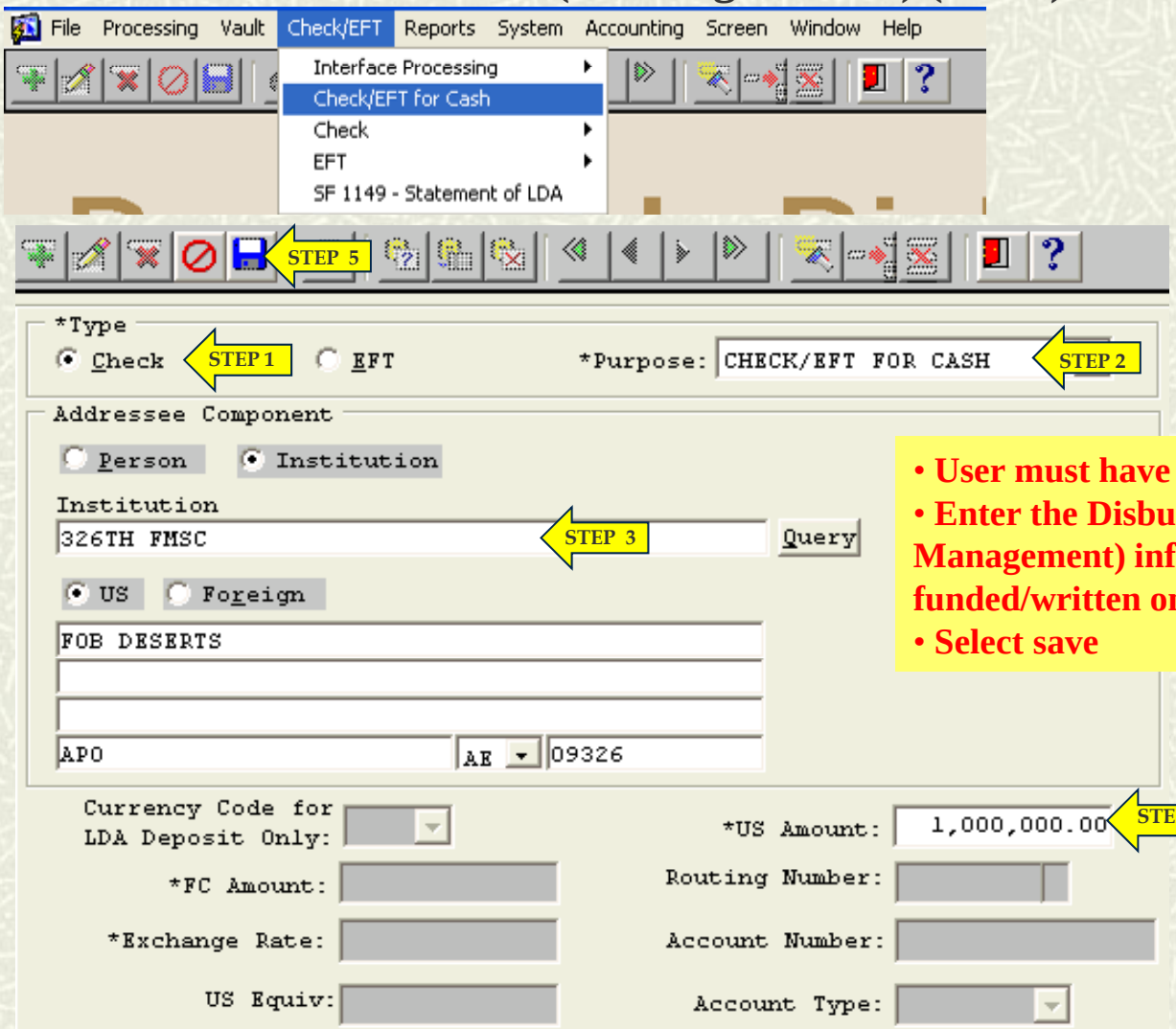
(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY AND ADDRESS

AUTHORIZED SIGNATURE CONFIRMED DATE

- **Once the voucher has been certified, the SF 1098 print screen will appear; the user may print or exit**
- **Once the user exits, the deposit ticket information will appear (page 2 is the deposit ticket)**

TREASURY CHECKS

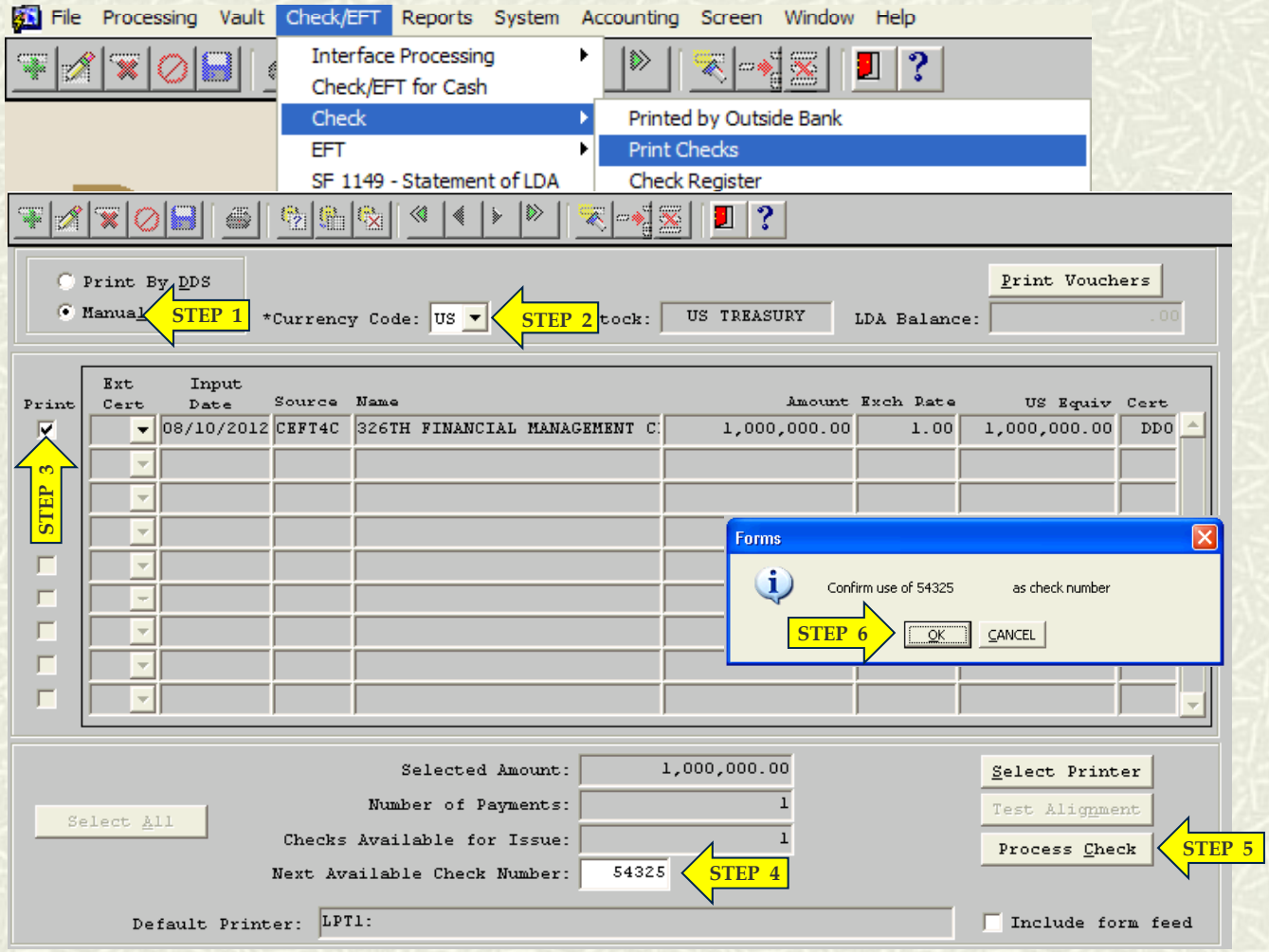
Process A Check For Cash (Funding Mission) (1 of 3)



- User must have "Print Checks" capability
- Enter the Disbursing Office (Cash Management) information, amount to be funded/written on the Treasury Check
- Select save

TREASURY CHECKS

Process A Check For Cash (Funding Mission) (2 of 3)

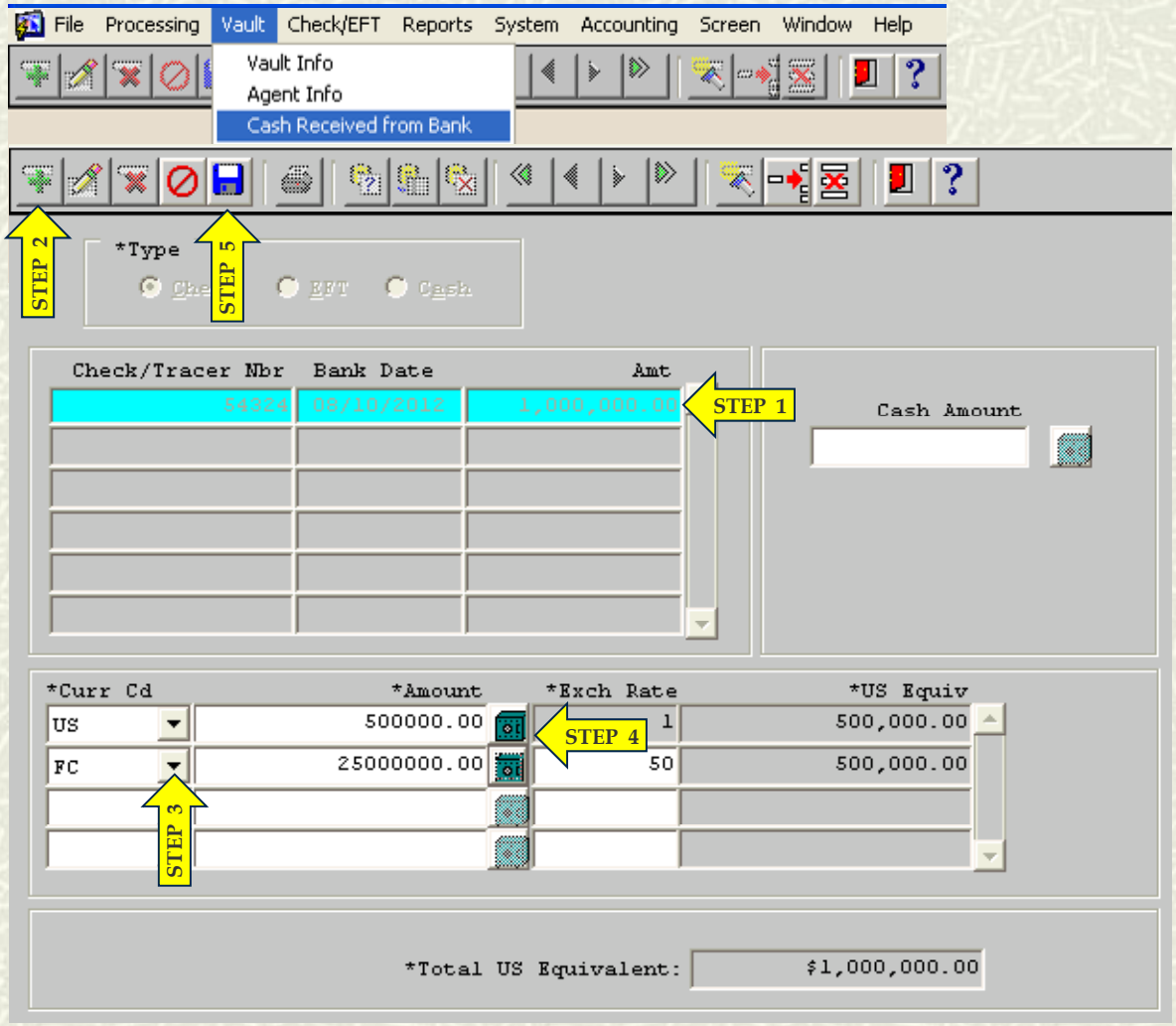


The user must select Manual, and then choose "US" for the "currency code" and the TC's that have been created will populate

- **Check the appropriate box for the check desired**
- **Ensure the next available check number is correct (if not, this will effect the level 8 report)**
- **Select the "process check" key to assign the check number**

TREASURY CHECKS

Process A Check For Cash (Funding Mission) (3 of 3)



Once the funding mission has been completed and the funds are on hand, select "vault" and then "Cash Received from Bank"

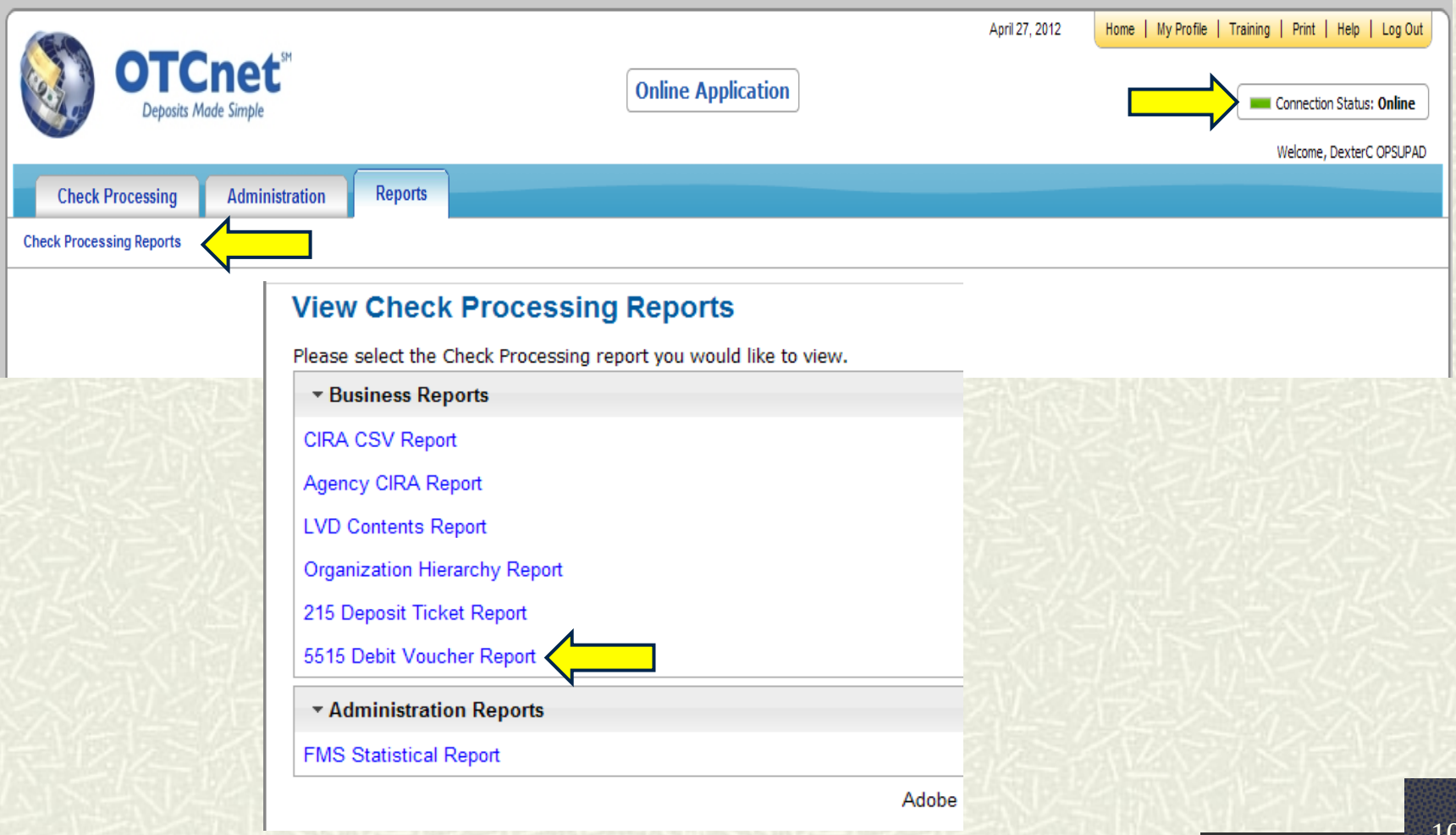
- **Highlight the TC to be negotiated**
- **Select the add new record key and the currency code will become enabled**
- **Select the currency that you have on hand**
- **Enter the amount of the currency on hand**
- **Select the Vault and denominate the currency on hand**

Must click "create detail record" to add additional currencies

DISHONORED CHECKS

DISHONORED CHECKS

Retrieving OTC Net SF 5515 Debit Voucher (1 of 4)



DISHONORED CHECKS

Retrieving OTC Net SF 5515 Debit Voucher (2 of 4)

5515 Debit Voucher Report

Run once daily and covers all retired items settled for that business day.

Report Filters

Start Date

From: 04/27/2012

To: 04/27/2012

Report Format: HTML

Include Subordinate OTC Endpoint: (•) Yes ( ) No

5515 Debit Voucher Report

From Date: 12/01/2009 To Date: 12/31/2009

Location: U S ARMY **Fiscal Agent:** FRB Cleveland

Location Name: 0000557912 **Description:** FOB Hammer Baghdad **Settlement Date:** 12/01/2009

Debit Voucher Number	Unique Transaction ID	Date of original Transaction	Original CA$H LINK	$ Amount	Cashier ID	Return Reason Code
300674	17082877022500000522	10/19/2009	006882	$1.00	Nicole Loritts	06 - - Returned per ODFI Request

Summary number of transactions: 1

Summary of total dollars: $1.00

Location Name: 0000557901 **Description:** Camp Liberty **Settlement Date:** 12/03/2009

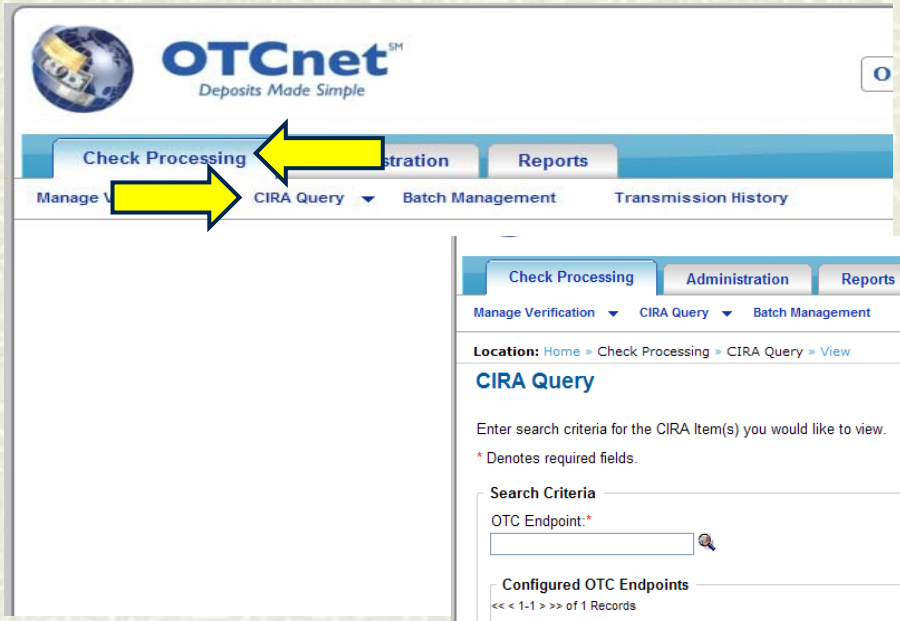
Debit Voucher Number	Unique Transaction ID	Date of original Transaction	Original CA$H LINK	$ Amount	Cashier ID	Return Reason Code
300676	15091477021590002119 3	12/01/2009	007048	$100.00	Michael J Kilpatrick	16 - - Account Frozen

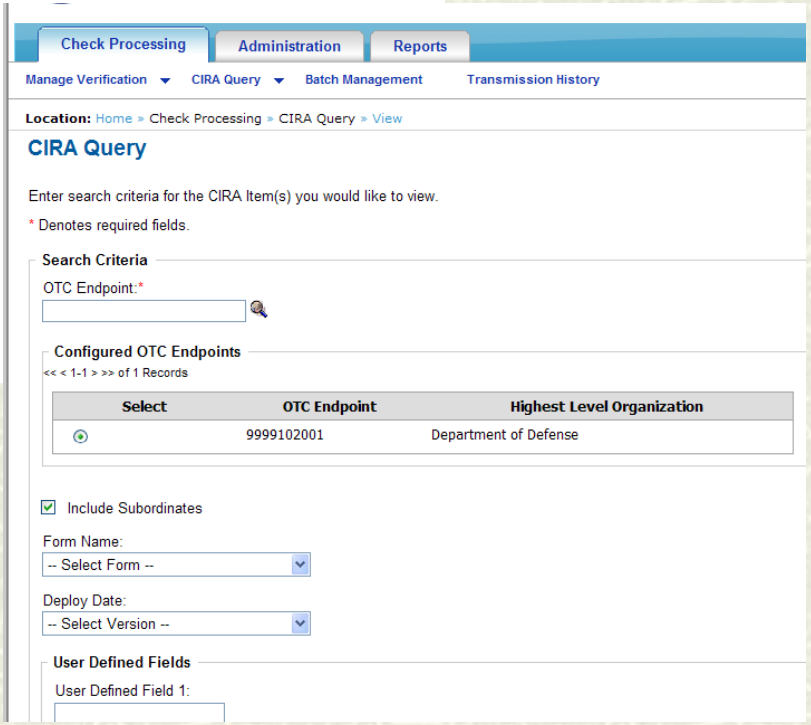
Summary number of transactions: 1

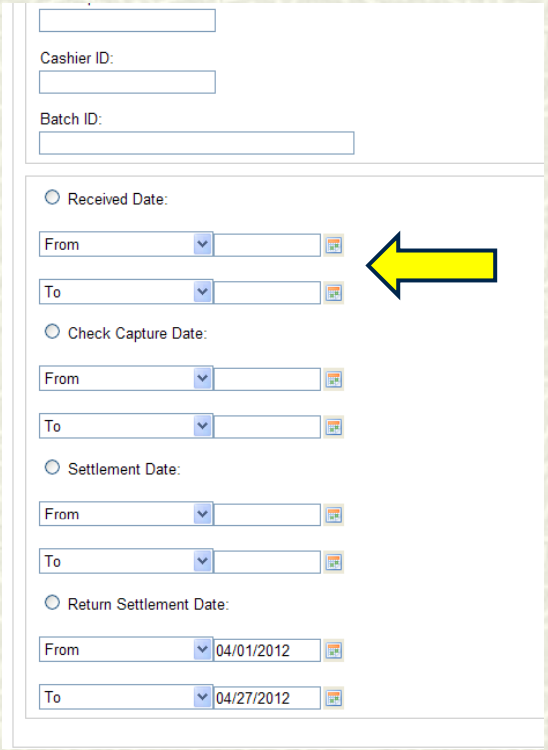
Summary of total dollars: $100.00

DISHONORED CHECKS

Retrieving Check Image from OTCnet (1 of 2)







DISHONORED CHECKS

Retrieving Check Image from OTCnet (2 of 2)

Cancel | Clear | Search

Count

Total Records:	8
Total Check Amount:	2965.00

Click the IRN number if you would like to view additional details.

<< < 1 - 8 > >> of 8 Records

IRN	OTC Endpoint	ALC + 2	Capture Date	Bank Routing Number	Account Number	Check Amount	Cashier ID	Item Type	Processing Method	Batch ID
18111477020920000010 7	9999102001	9999102001	04/05/2012 09:12:18	043312373	12130981	$125.00	fmopiq01	Personal	Customer Present	D6108332-A272-4D69-9843-2F96CAA62CEC
1811147702(							fmopiq01	Personal	Customer Present	D6108332-A272-4D69-9843-
1811147702(						0	fmopiq01	Personal		
1811147702(						0	fmopiq01	Personal		
1811147702(						0	fmopiq01	Personal		
1811147702(						0	fmopiq01	Personal		
1811147702(						0	fmopiq01	Personal		
1811177702(						0	fmopho01	Personal		

<< < 1 - 8 > >> of 8

CIRA Details

View CIRA Item Details

The following is the current information for the CIRA item.

Check Details

IRN:	18111477020920000010 8
Settlement Status:	Settled
ALC or DSSN Code:	9999102001
Capture Date:	04/05/2012 09:15:20
Received Date:	04/05/2012
Bank Account Number:	12129331
Bank Routing Number:	800000051
Check Number:	2239
Check Amount:	65.00
Batch ID:	D6108332-A272-4D69-9843-2F96CAA62CEC
Cashier ID:	fmopiq01
Item Type:	Personal
Processing Method:	Customer Present
215/Deposit Ticket Number:	607405
5515/Debit Voucher Number:	
Settlement Date:	04/10/2012
Return Settlement Date:	

User Defined Fields

SSN	619735257

User Defined Fields

SSN 619735257

Check Image

TEST IMAGE-TEST IMAGE-TEST IMAGE

DATE

PAY TO THE ORDER OF $

Check Standardization

SAMPLE - NOT NEGOTIABLE

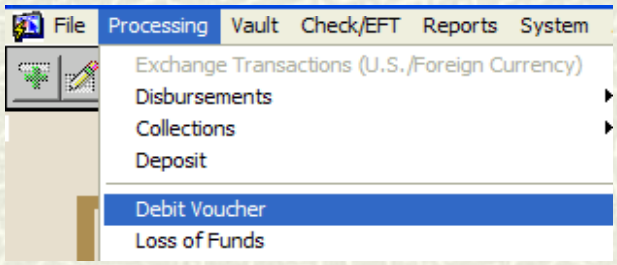
⑆800000051⑆ 12129331⑈ 2239

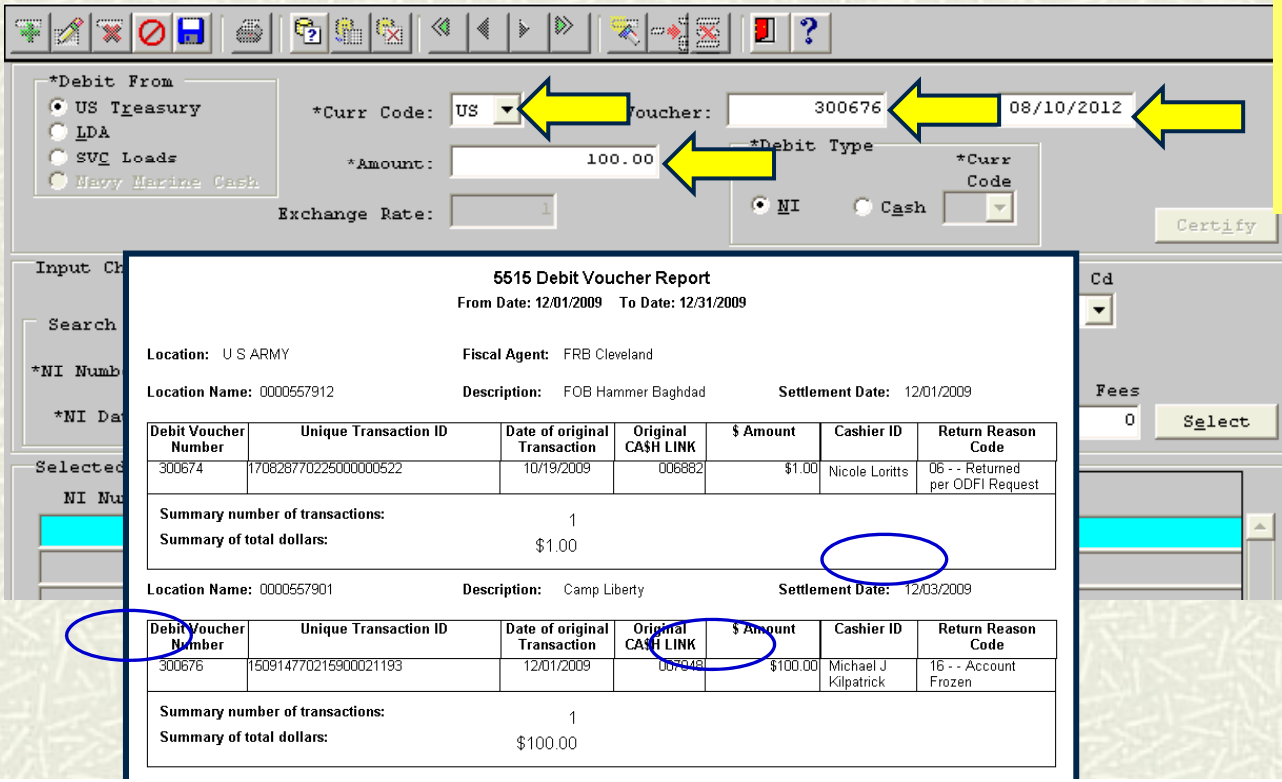
TEST IMAGE

Check History

DISHONORED CHECKS

Input A Debit Voucher For A Dishonored Check (1 of 4)





- **Once the debit voucher appears on OTCnet for a NSF check, a debit voucher must be created in DDS**
- **Enter "US" for the currency code**
- **Enter debit voucher number and date from the OTCnet SF 5515**
- **This will open the query buttons**

DISHONORED CHECKS

Input A Debit Voucher For A Dishonored Check (2 of 4)

*Debit From
US Treasury
LDA
SVC Loads
Navy Marine Cash

STEP 2

*Curr Code: US
*Debit Voucher: 300676
*Date: 08/10/2012
*Amount: 100.00
Exchange Rate: 1

*Debit Type
NI
Cash
*Curr Code

Certify

STEP 1

Input Check

*Amount 100.00
*Exch Rate 1
*US Equivalent 100.00
*DO Cd OT

Search By
*NI Number: 6352
STEP 1
*NI Date: 01/23/2012

Person
Institution
*Last Name YOUNG
*First Name VICTOR
MI
*SSN 767188765
Fees 0
Select

STEP 3

Selected Checks

NI Number	NI Date	Amount	Curr Code	Exchange Rate	US Equivalent	Name

Amount Selected:

Unselect

- **Enter the check number**
- **Select the execute query button**
- **Once the check has appeared, choose the "select" key to add to the "selected checks"**
- **The "certify" tab will open up**

DISHONORED CHECKS

Input A Debit Voucher For A Dishonored Check (3 of 4)

*Debit From
- US Treasury
- LDA
- SVC Loads
- Navy Marine Cash

*Curr Code: US
*Debit Voucher: 300676
*Date: 08/10/2012
*Amount: 100.00
Exchange Rate: 1

*Debit Type
- NI
- Cash

*Curr Code

Certify

Input Check

*Amount | *Exch Rate: 1 | *US Equivalent | *DO Cd: OT

Search By
*NI Number:
*NI Date:

Person | Institution
*Last Name | *First Name | MI | *SSN

Fees: 0.00

Select

Selected Checks

NI Number	NI Date	Amount	Curr Code	Exchange Rate	US Equivalent	Name
6352	01/23/2012	100.00	US	1	100.00	VICTOR YOUNG

Amount Selected: 100.00

Unselect

- **Verify the check selected matches information on the OTCnet SF 5515**
- **Click the certify tab**

DISHONORED CHECKS

Input A Debit Voucher For A Dishonored Check (4 of 4)

Page: 1

Debit Voucher Number: 300676

Account Debited From: US Treasury

Check Deposit

Negotiable Instrument items debited in Currency Code: US

NI Type

PC

IRN:

Total:

Page: 2

STANDARD FORM 5515 (Rev 9-78)
PRESCRIBED BY DEPT. OF THE TREASURY
TFM 5-3000

DEBIT VOUCHER

DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE

VOUCHER NUMBER	DATE PRESENTED OR MAILED TO BANK M M Y Y D D	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC	AMOUNT
(1) 300676	(2) 081210	(3) 0008850-0	(4) 100.00

SINGLE SPACE ALL ENTRIES ON THIS LINE
USE NORMAL PUNCTUATION-OMIT $ SIGN

(5) [X] UNCOLLECTIBLE ITEMS
[ ] OTHER (Explain in Box 6)

(6) DEPOSITARY USE

U.S. ARMY FINANCIAL MANAGEMENT COMMAND
8899 EAST 56TH STREET
INDIANAPOLIS, IN 46249-3000

(7) NAME AND ADDRESS OF DEPOSITARY
US TREASURY

(8) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN DEBITED TO THE ACCOUNT OF THE TREASURY ON THE DATE SHOWN. UNCOLLECTIBLE ITEMS HAVE BEEN RETURNED TO THE DEPOSITOR OR APPROPRIATE NOTICE GIVEN.

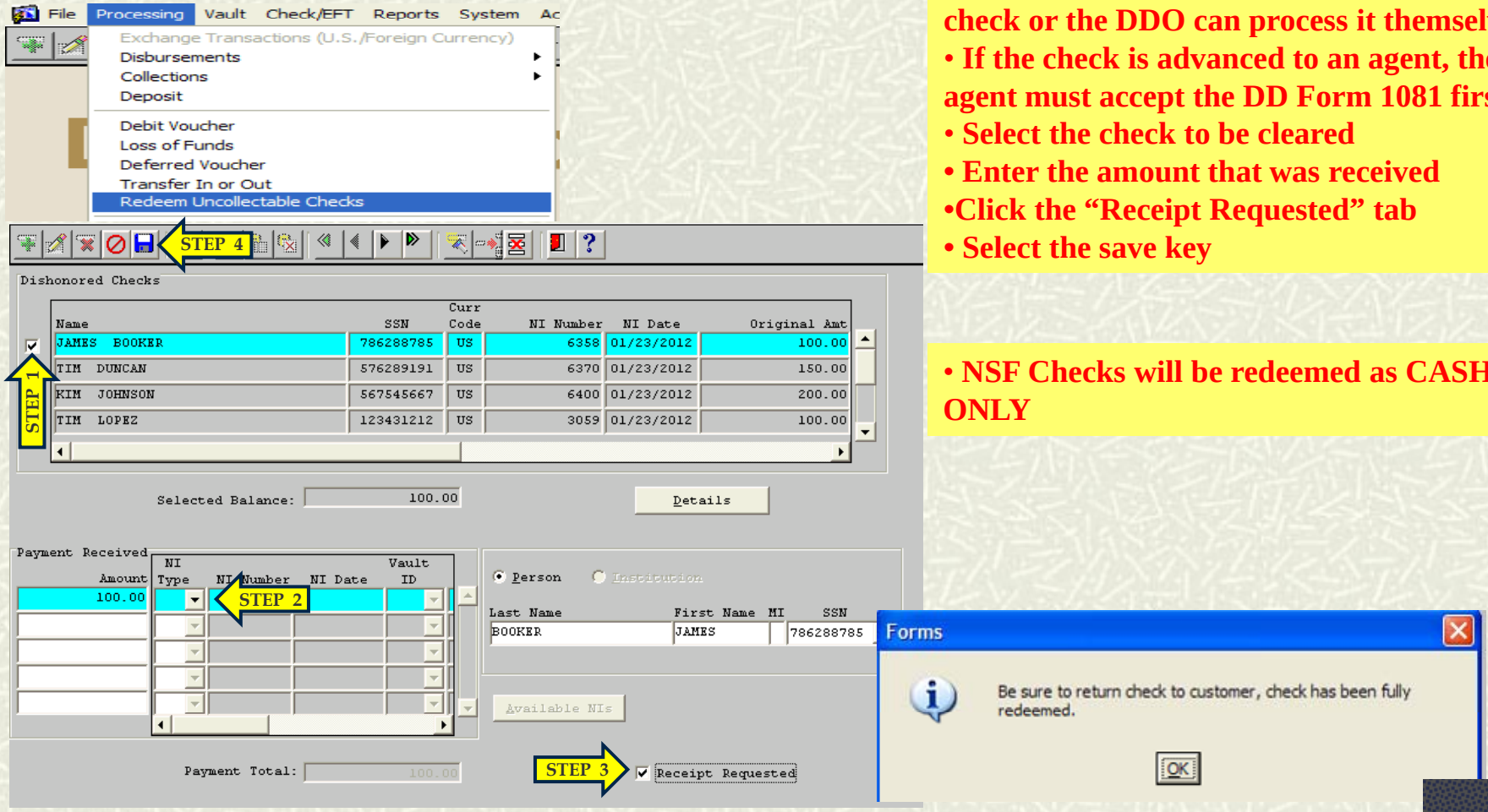
(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY AND ADDRESS
DEPOSITARY FORWARD THIS DOCUMENT WITH STATEMENT OR TRANSCRIPT OF THE U.S. TREASURY ACCOUNT OF THE SAME DATE

AUTHORIZED SIGNATURE

- **DDS will system generate a SF 5515**
- **NSF clerk will create a DD 139 to be processed for a service member**

DISHONORED CHECKS

Clear A Dishonored Check (1 of 2)



- The DDO will advance an agent the NSF check or the DDO can process it themselves
- If the check is advanced to an agent, the agent must accept the DD Form 1081 first
- Select the check to be cleared
- Enter the amount that was received
- Click the "Receipt Requested" tab
- Select the save key

- NSF Checks will be redeemed as CASH ONLY

DISHONORED CHECKS

Clear A Dishonored Check (2 of 2)

Page: 1

)/03/2012 14:18 50

Uncollectable Checks Statement

Vault: DDO
Customer Name: BOOKER, JAMES

Payment this Transaction

Amount	NI Type	NI #
100.00		

Payments Received

CURRENCY CODE: US ***NI #:*** 6358 ***NI DATE:*** 01/23/2012

Name: JAMES BOOKER SSN: *****8785 Amount: 100.00 Service Charge: .00

Payment Date	Amount Applied	NI Type	NI #
08/10/2012	100.00		

Remaining Balance: .00

Disbursing Officer Name: TYSON, OMAR S

LOSS OF FUNDS

LOSS OF FUNDS

Types of losses

Minor: A physical loss of less than $750 without evidence of theft or fraud within the disbursing office is considered a minor loss.

Major: A physical loss is a major loss if it meets one of the following criteria.

A. Equal to or greater than $750.
B. Any loss resulting from a theft regardless of the dollar amount.
C. Any loss, regardless of the dollar amount, where there is evidence of fraud within the disbursing office; for example, embezzlement or fraudulent acts by disbursing personnel, whether acting alone or in collusion with others.

LOSS OF FUNDS

Investigation Requirements

1. **Minor Physical Losses:**

a. **$300 or Less (No Fraud)** The DO or deputy DO (if the DO is not collocated with the deputy DO) will conduct the investigation and complete the written investigatory report (See Figure 6-2). If the loss is attributable to the DO, then the investigation will be conducted by the primary deputy DO along with the written investigatory report. **Under no circumstances will the individual incurring the loss prepare his or her own written investigatory report**. In all cases, the written investigatory report must be completed and submitted to DFAS-NPD/IN within 30 days from discovery of the loss.

b. **Over $300 (No Fraud)** Someone other than the DO or disbursing office personnel (e.g., a member of the Cash Verification Team) must be appointed by the Commander to conduct the investigation and complete the written investigatory report. **The individual appointed to investigate the loss must have knowledge of disbursing office operations**, especially of the required internal controls, pertinent laws, and applicable directives. In all cases, the written investigatory report must be completed and submitted to DFAS-NPD/IN within 30 days from discovery of the loss through the Commander.

LOSS OF FUNDS

Investigation Requirements (cont.)

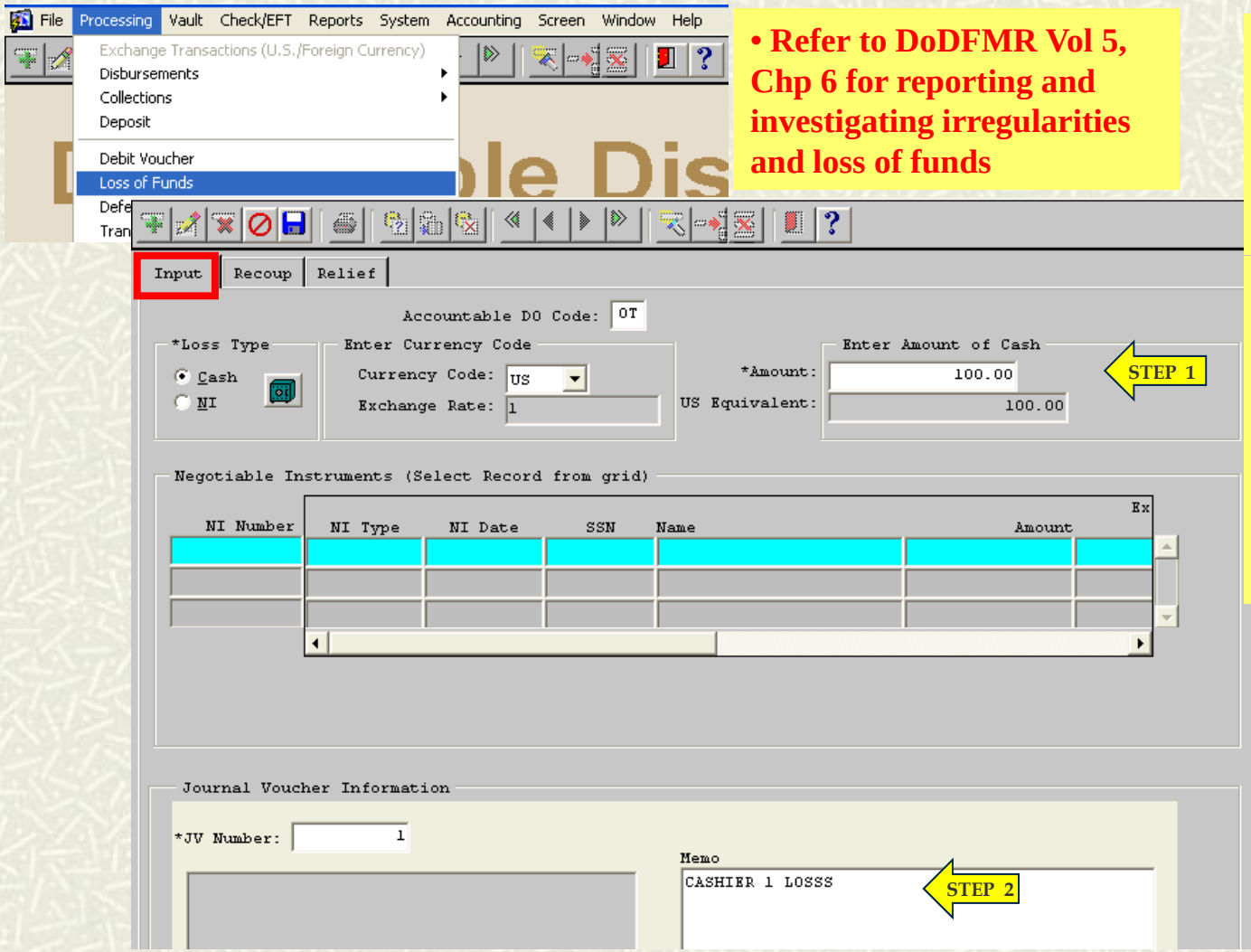
2. **Major Physical Losses -** An investigating officer (IO) must be appointed when there is a major physical loss:

a. The following individuals have the authority to appoint an IO:

(1) The Commander of the DO who incurred the loss.
(2) In instances where the accountable individual is not located with the DO, the Commander over that individual will appoint the IO. For example, Commander of a disbursing agent located in Afghanistan would appoint an IO when the agent incurs a loss and the DO is located in Indianapolis.
(3) In those instances where the Commander is not authorized to convene an investigation, the Commander must request an investigation through the chain of command.

LOSS OF FUNDS

Input Loss Of Funds

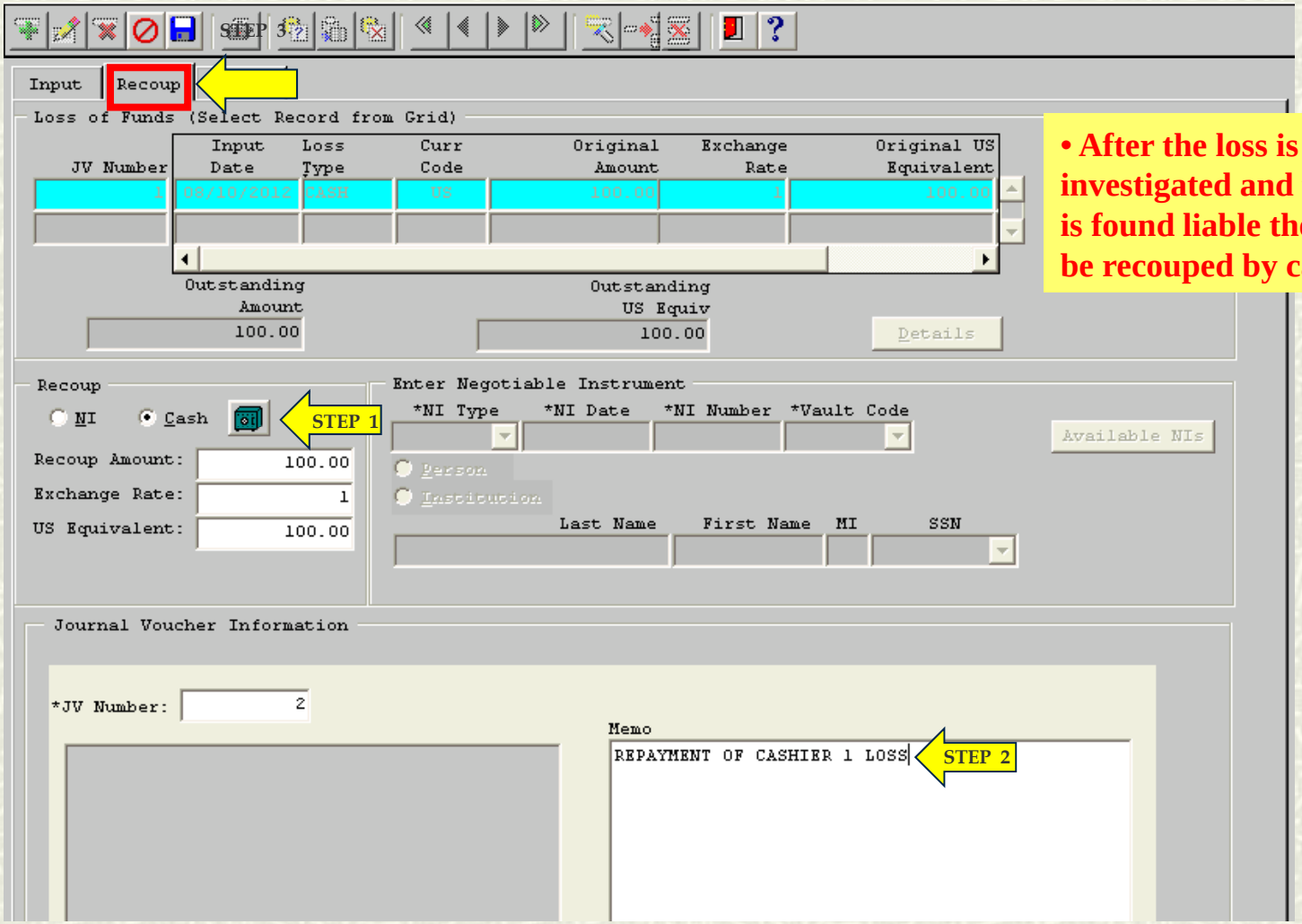


- **Refer to DoDFMR Vol 5, Chp 6 for reporting and investigating irregularities and loss of funds**

Process allows authorized users to input loss of funds data to account for a physical loss of currency or negotiable instrument. The system will allow only one currency per loss transaction. Upon save, the system will generate a Journal Voucher (OF 1017-G)

LOSS OF FUNDS

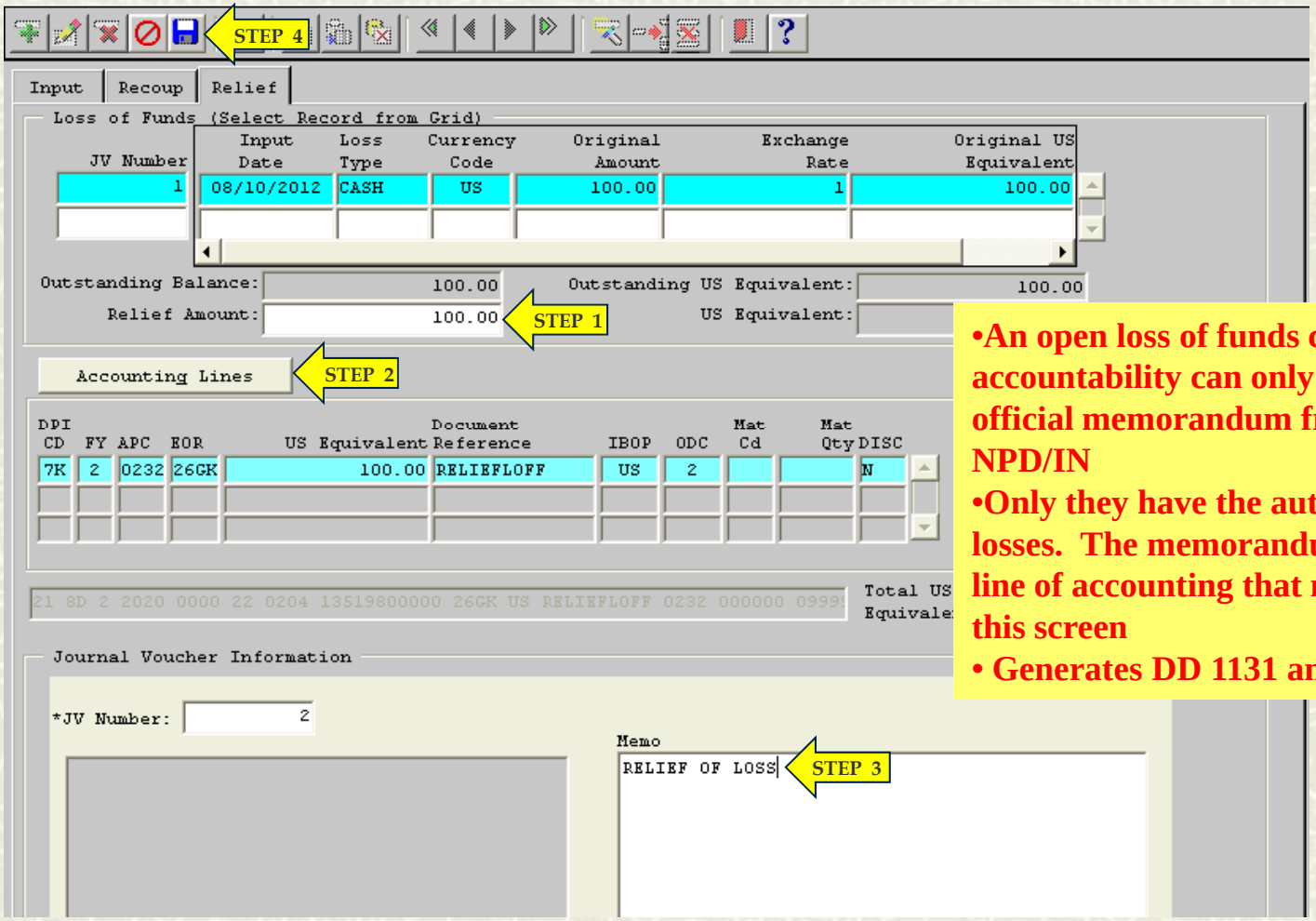
Recoup a Loss of Funds Cash



- **After the loss is investigated and the Agent is found liable the loss can be recouped by cash or NI**

LOSS OF FUNDS

Relief for a Loss of Funds



- An open loss of funds case in the DDO's accountability can only be "Relieved" via official memorandum from DFAS-NPD/IN
- Only they have the authority to relieve losses. The memorandum will contain the line of accounting that must be utilized on this screen
- Generates DD 1131 and SF 1034

LOSS OF FUNDS

DD FORM 2667

- The DD2667 is a "living" document with running totals.
- Separate DD2667 will be maintained for overages

SUBSIDIARY ACCOUNTABILITY RECORD

1. DSSN	2. PURPOSE OF RECORD
8850	LOSS OF FUNDS

3. NAME OF DISBURSING OFFICER	4. ADDRESS
MAJ SMITH	KANDAHAR

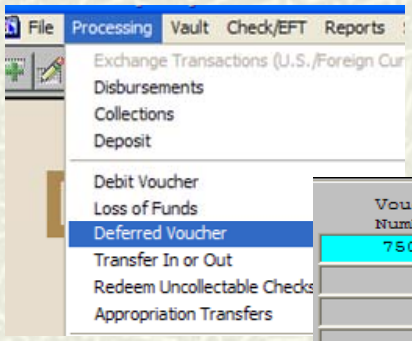
5. DATE	6. REFERENCE OR EXPLANATION	7. INCREASE	8. DECREASE	9. BALANCE
1 SEP 12	CASHIER 1 LOSS	$100.00		$100.00
2 SEP 12	PAYING AGENT TEN LOSS	$1,000.00		$1,100.00
5 SEP 12	CASHIER 1 RECOUP FROM 1 SEP 12		$100.00	$1,000.00
30 SEP 12	PAYING AGENT TEN RECOUP PARTIAL LOSS BALANACE:$500		$500.00	$500.00
4 OCT 12	DA 12 LOSS	$2,500.00		$3,000.00
5 OCT 12	PAYING AGENT TEN RECOUP PARTIAL LOSS BALANCE:$0		$500.00	$2,500.00

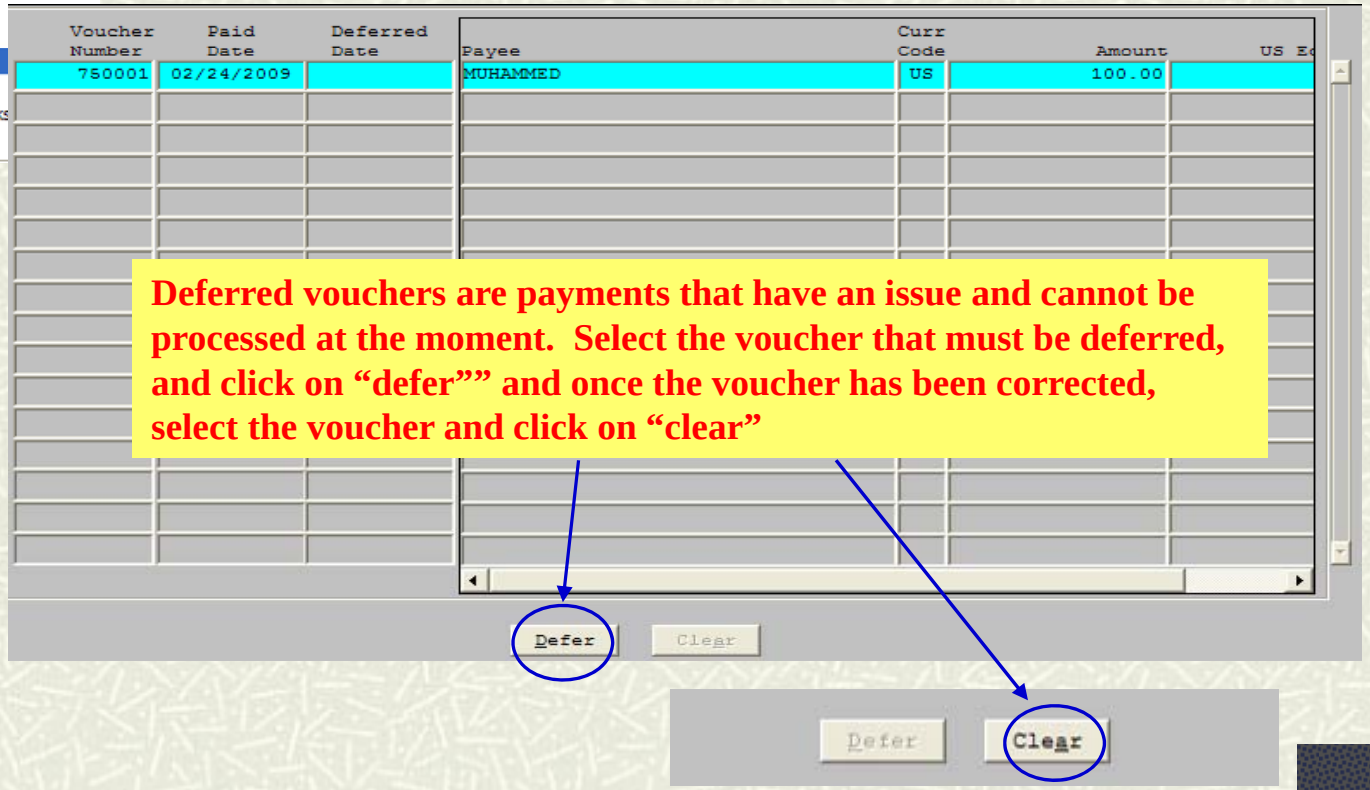
MISC PROCESSES

MISC PROCESSES

Deferred Voucher

- Deferred vouchers can be advanced to site that originally returned them to the DDO

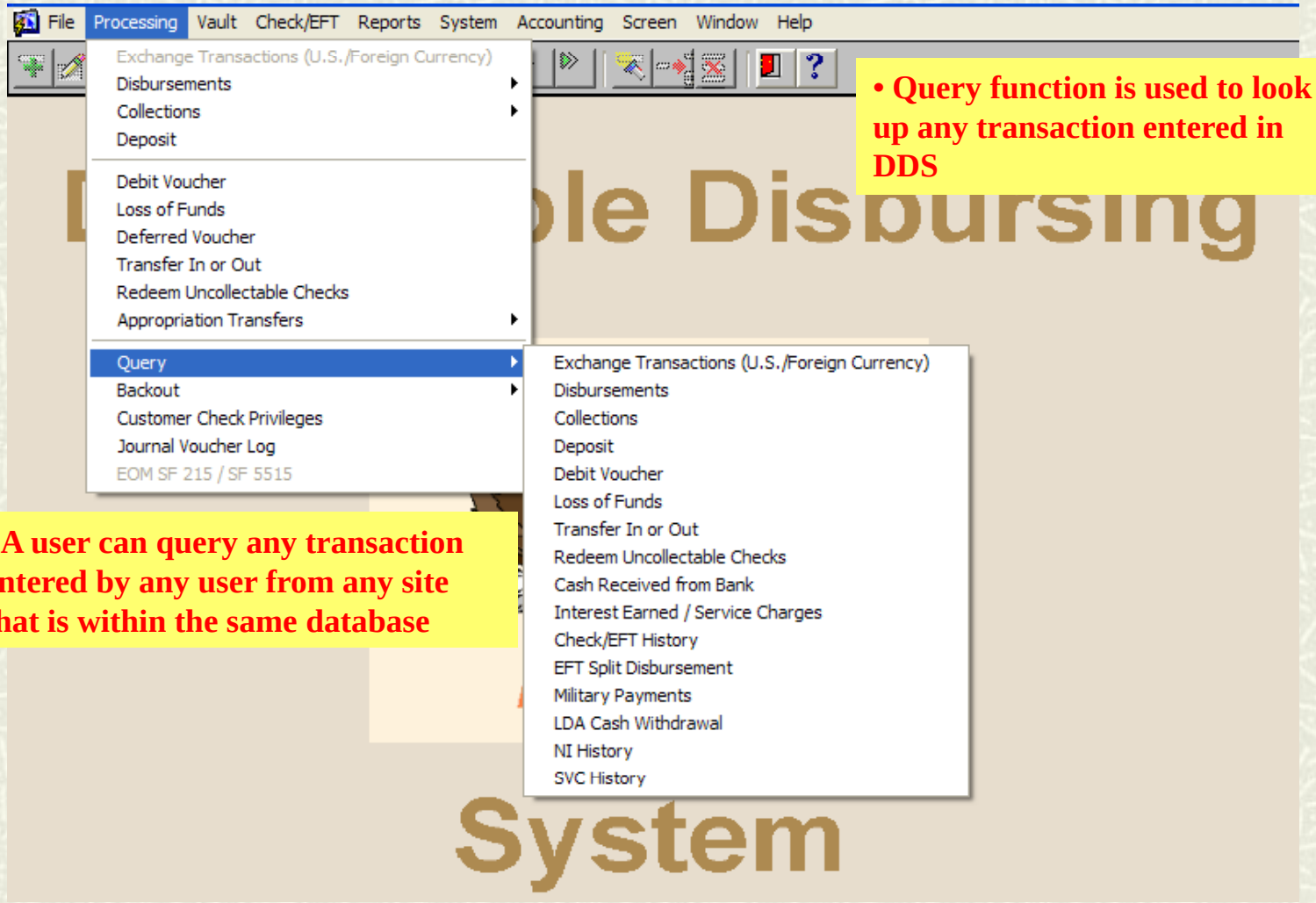




Deferred vouchers are payments that have an issue and cannot be processed at the moment. Select the voucher that must be deferred, and click on "defer"" and once the voucher has been corrected, select the voucher and click on "clear"

MISC PROCESSES

Query Transactions

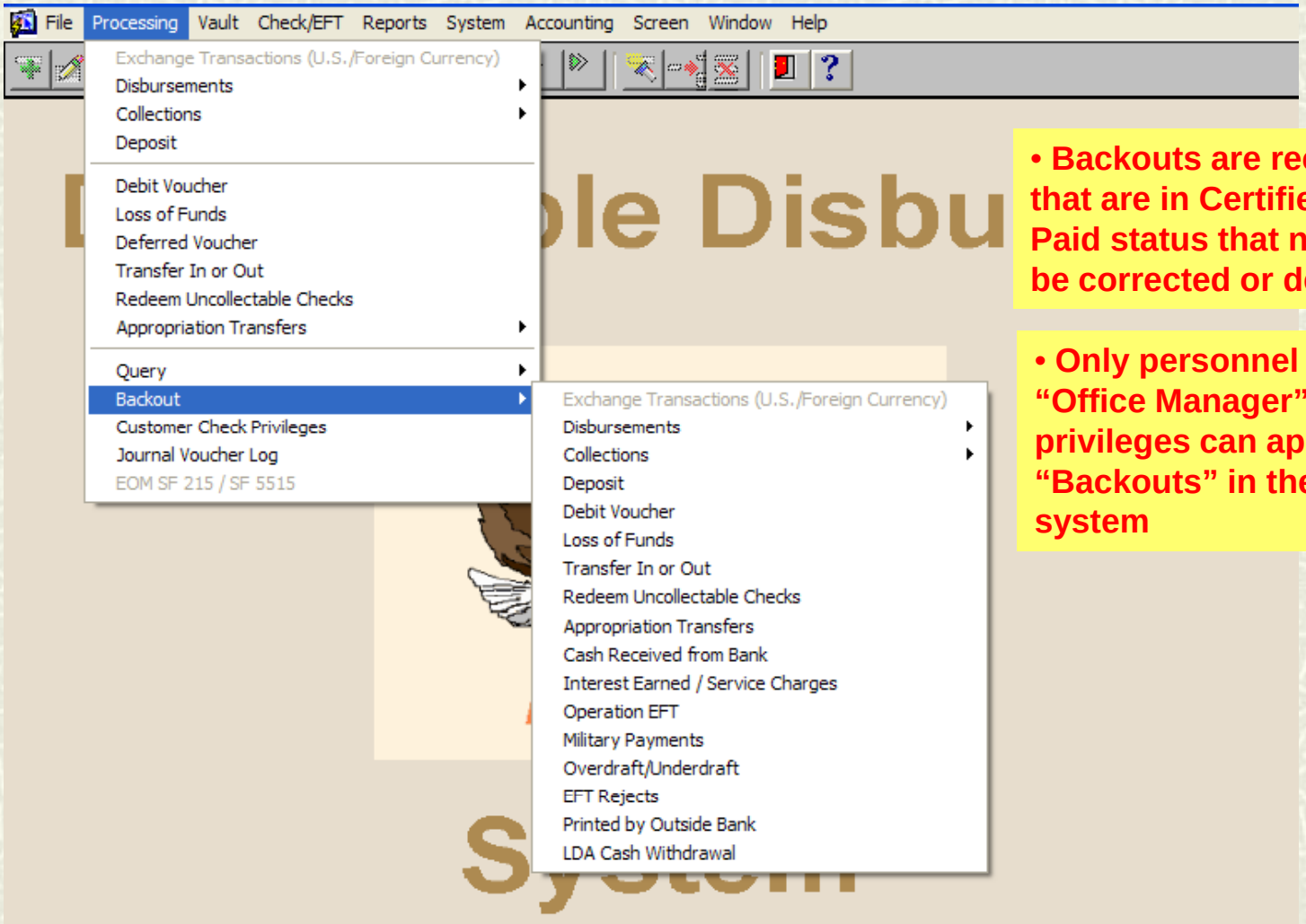


- **Query function is used to look up any transaction entered in DDS**

- **A user can query any transaction entered by any user from any site that is within the same database**

MISC PROCESSES

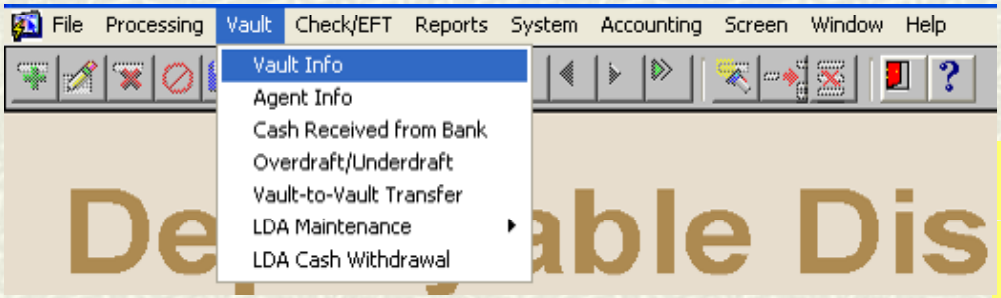
Backout Processing



- **Backouts are records that are in Certified or Paid status that need to be corrected or deleted**
- **Only personnel with "Office Manager" privileges can approve "Backouts" in the system**

MISC PROCESSES

Vault Ledger



- **Allows users with "Maintains Vault" or "Office Manager" privileges to view the denominational breakdown of U.S. and Foreign Currency (FC) in the vault.**

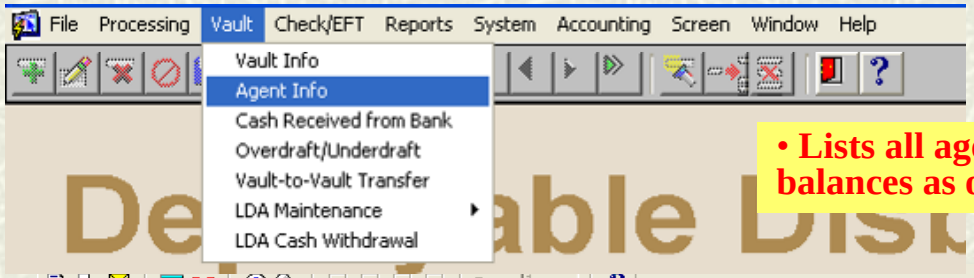
*User Id: JCK Vault Code: JK Currency Code: US

Denomination	Quantity	Amount
100 DOLLAR BILL	8910	891,000.00
50 DOLLAR BILL	678	33,900.00
20 DOLLAR BILL	198	3,960.00
10 DOLLAR BILL	801	8,010.00
5 DOLLAR BILL	653	3,265.00
1 DOLLAR BILL	9865	9,865.00

Amount: 950,000.00 Amount U.S.Eq: 950,000.00
Neg Inst Amount: 0.00 Neg Inst Amount U.S.Eq: 0.00

MISC PROCESSES

Agent Info



- **Lists all agents with funds outstanding and their balances as of the last DD Form 1081.**

Agent Information
07/19/2010 A

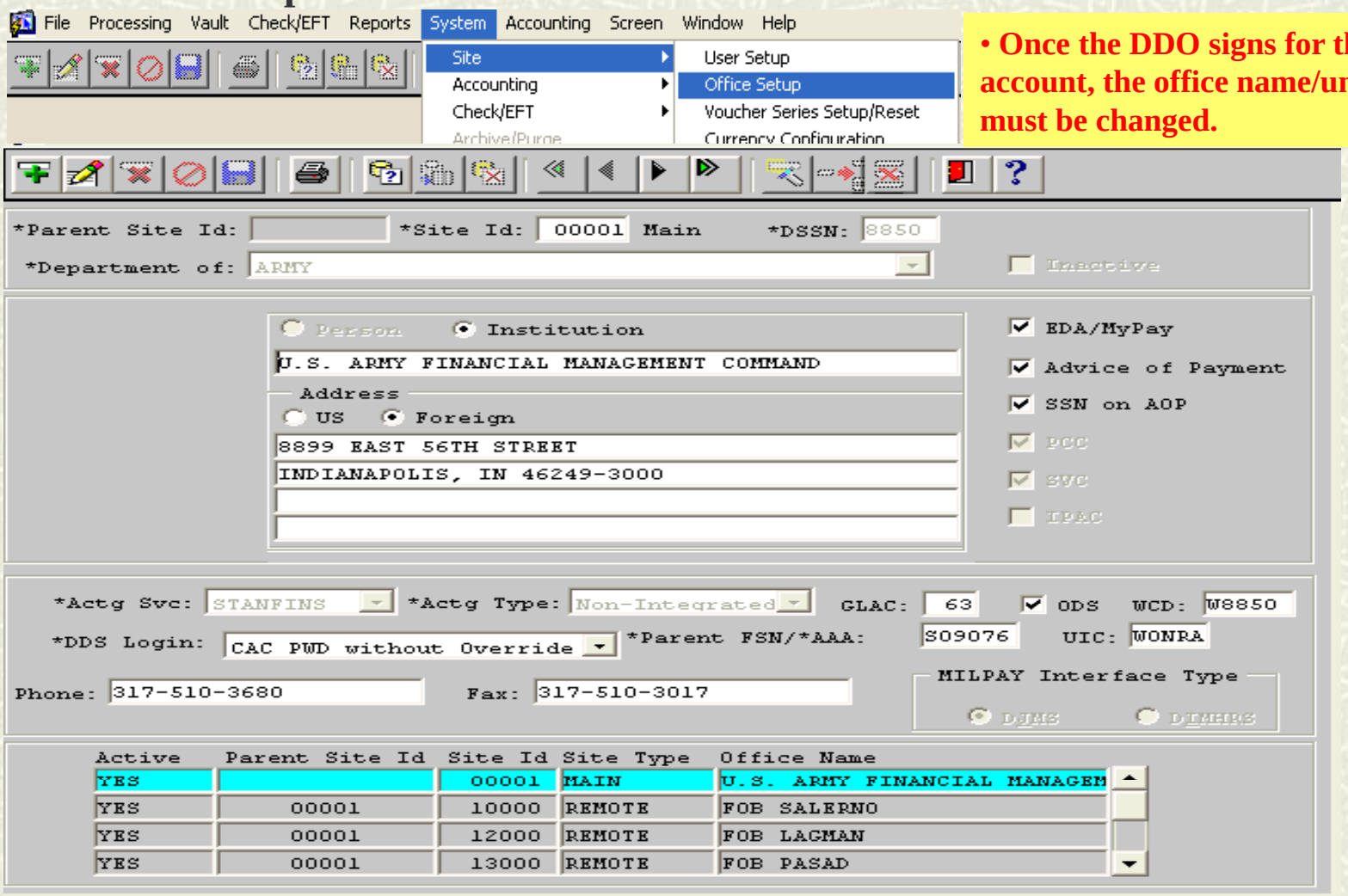
08/18/2010 11:07:11

Parent Site	Site	User		Last DD1081	Curr Cd	Exch Rt	Cash Bal	Cash US Equiv	NI Bal	NI US Equiv	Other Bal
00000	00001	###	Office Accountability		FC	100	4,000,000.00	40,000.00000	.00	.00000	
					US	1	700,100.00	700,100.00000	1,000.00	1,000.00000	1,478,300.00000
					Total Funds			2,219,400.00000			
00000	00001	IDR	Reyes, Israel D (Vault)		FC	100	4,000,000.00	40,000.00000	.00	.00000	
					US	1	700,100.00	700,100.00000	1,000.00	1,000.00000	0.00000
					Total Funds			741,100.00000			
00001	10001	###	Sanchez, Pablo	07/05/2010C 1	FC	100	2,000,000.00	20,000.00000	.00	.00000	
					US	1	178,200.00	178,200.00000	.00	.00000	0.00000
					Total Funds			198,200.00000			
00001	20001	###	Arguello, Carlos	07/05/2010C 1	FC	100	2,000,000.00	20,000.00000	.00	.00000	
					US	1	300,000.00	300,000.00000	.00	.00000	0.00000
					Total Funds			320,000.00000			
00001	30001	###	Penn, Gennaro	07/05/2010C 1	FC	100	2,000,000.00	20,000.00000	.00	.00000	
					US	1	300,000.00	300,000.00000	.00	.00000	0.00000
					Total Funds			320,000.00000			
00001	40001	###	Pannell, Yanitza	07/05/2010B 1	FC	100	2,000,000.00	20,000.00000	.00	.00000	
					US	1	300,000.00	300,000.00000	.00	.00000	0.00000
					Total Funds			320,000.00000			
00001	50001	###	West, Maranne	07/05/2010B 1	FC	100	2,000,000.00	20,000.00000	.00	.00000	
					US	1	300,000.00	300,000.00000	.00	.00000	0.00000
					Total Funds			320,000.00000			

TRIAL

MISC PROCESSES

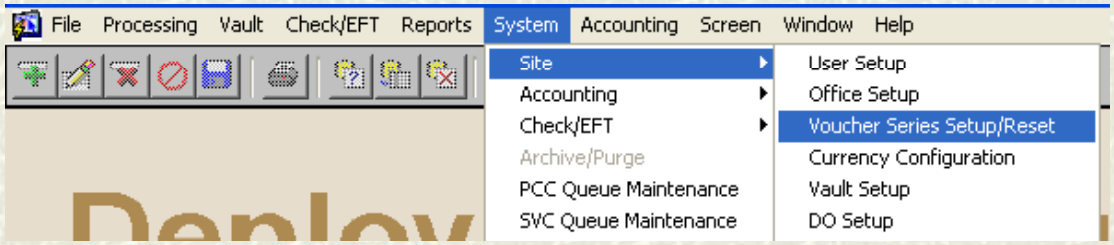
Office Set-up

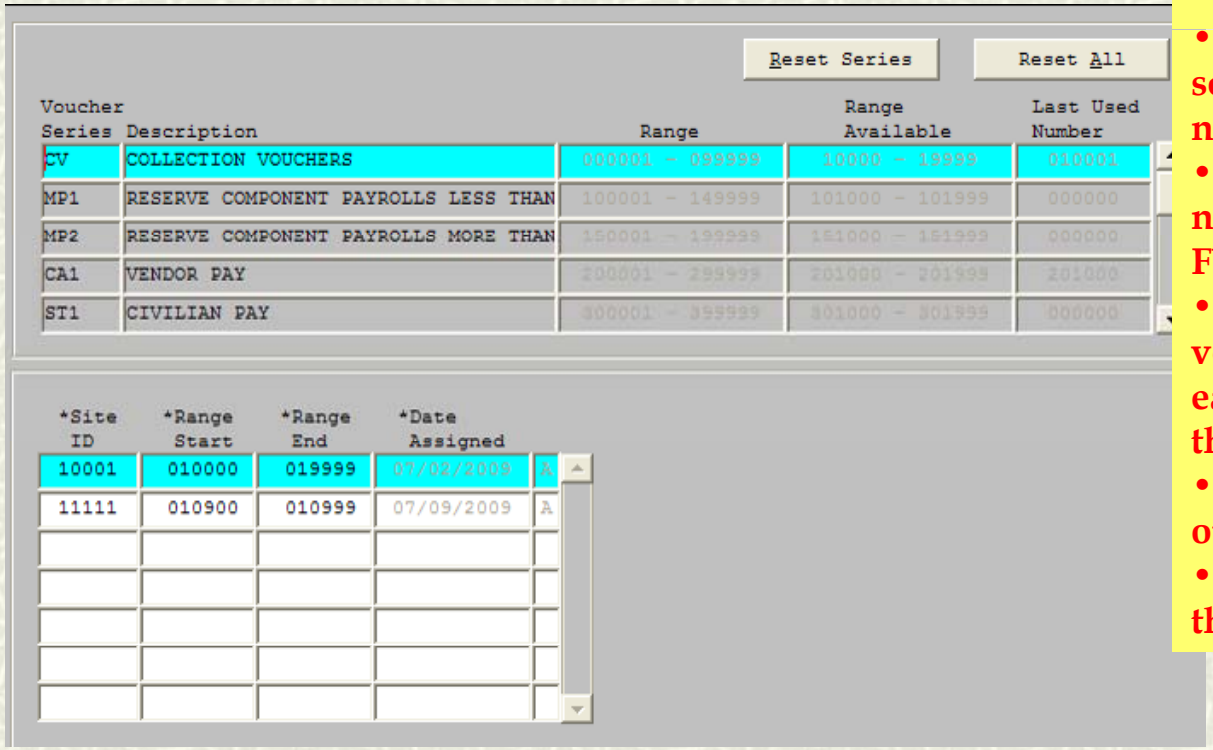


- **Once the DDO signs for the account, the office name/unit must be changed.**

MISC PROCESSES

Voucher Series Set-up/ Reset

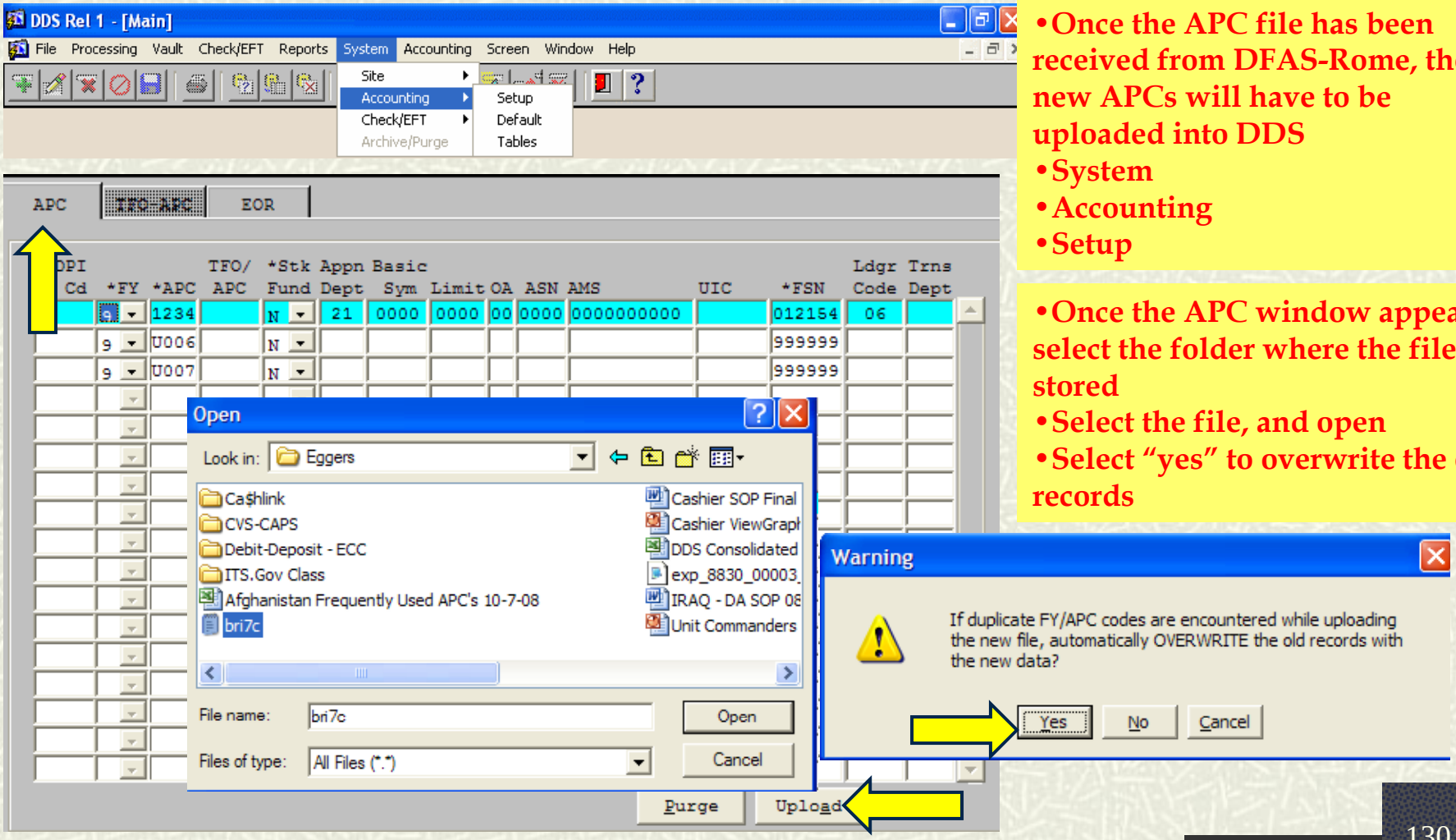




- The DDO will review the voucher series, and make adjustments where needed
- The DDO will reset their voucher numbers at the beginning of each FY
- The DDO will forward the voucher series numbers assigned to each DA for them to update/reset their numbers
- The Reset Series button will clear out the vouchers for a specific set
- The Reset All button will clear all the vouchers in the system

MISC PROCESSES

Upload An APC File (1 of 2)

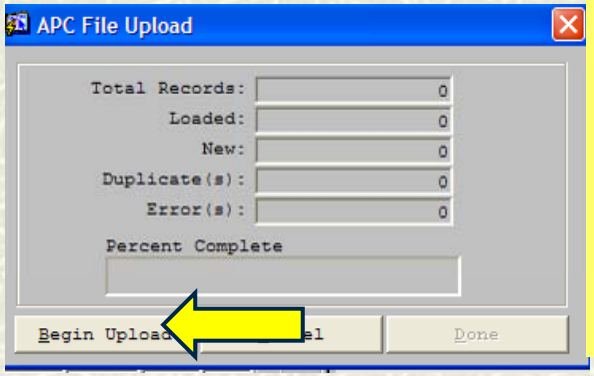


- Once the APC file has been received from DFAS-Rome, the new APCs will have to be uploaded into DDS
  - System
  - Accounting
  - Setup

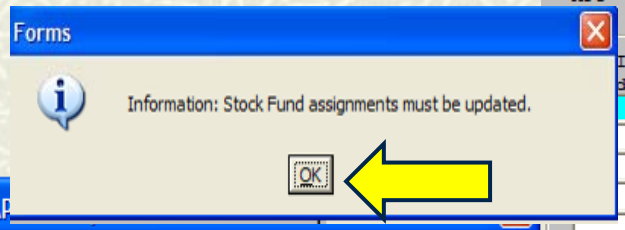
- Once the APC window appears, select the folder where the file is stored
  - Select the file, and open
  - Select "yes" to overwrite the old records

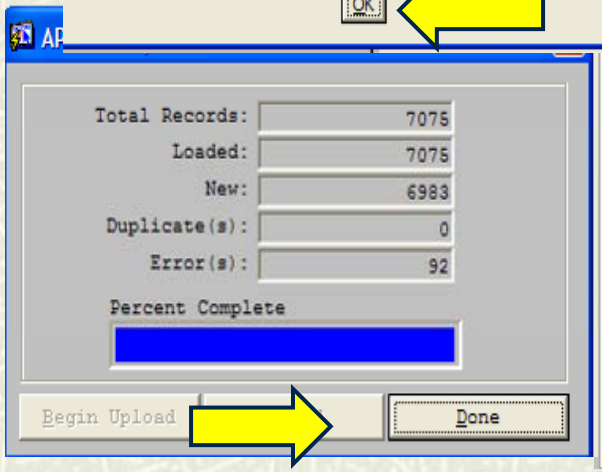
MISC PROCESSES

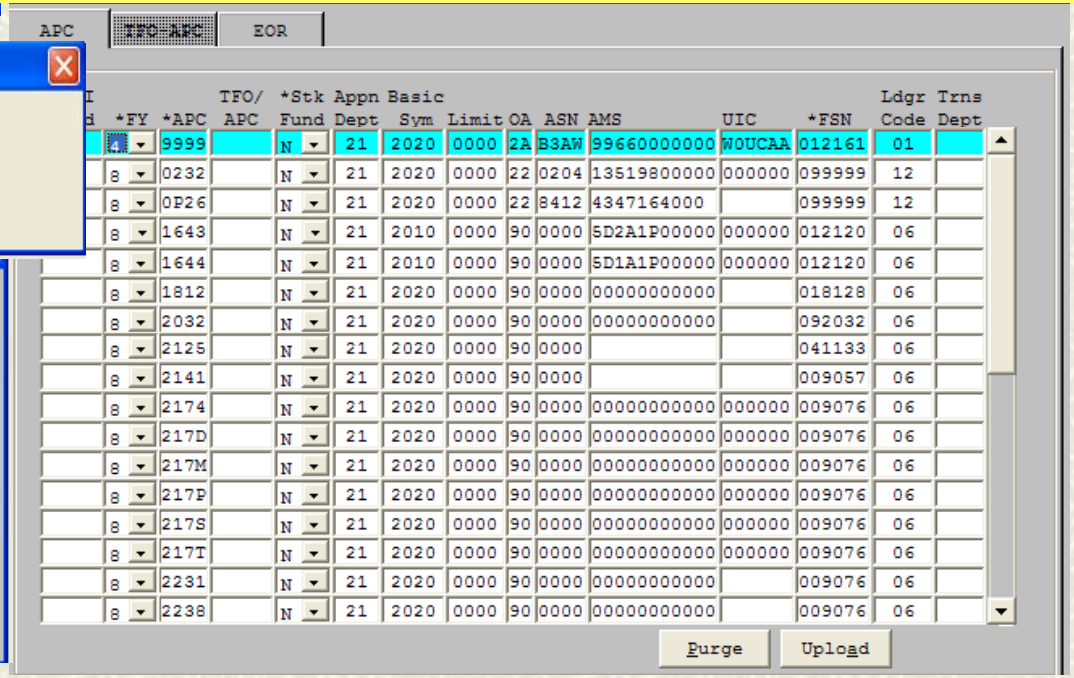
Upload An APC File (2 of 2)



- A window will open for the upload to begin, and select "begin upload"
- Once "begin upload" is selected, a window will appear stating to update the Stock Fund assignments, select "ok"
- The process will begin, and when complete, the "done" key will become enabled
- Select "done" and the APC window will be refreshed with the new list of APCs



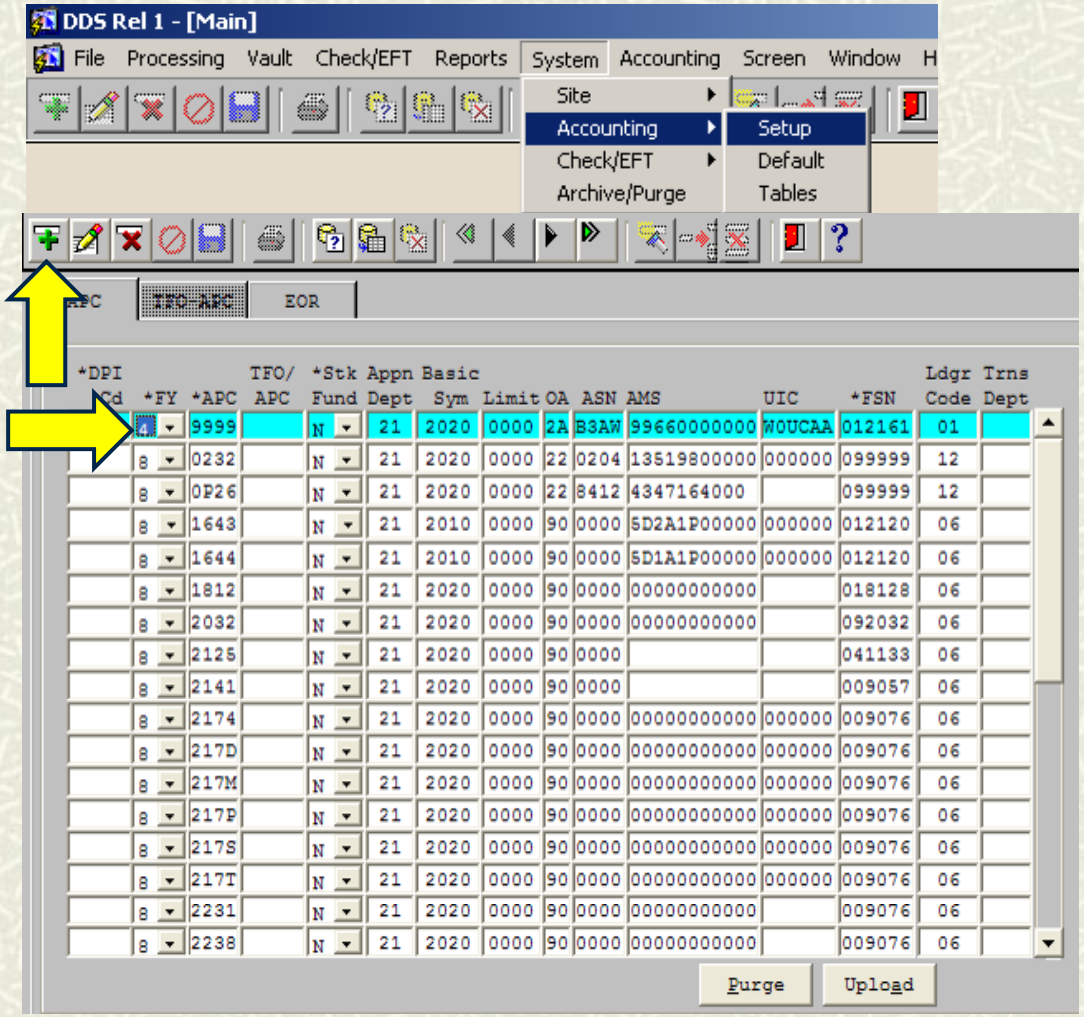




*FY	*APC	TFO/ APC	*Stk Fund	Appn Dept	Basic Sym	Limit	OA	ASN	AMS	UIC	*FSN	Ldgr Code	Trns Dept
4	9999		N	21	2020	0000	2A	B3AW	99660000000	W0UCAA	012161	01	
8	0232		N	21	2020	0000	22	0204	13519800000	000000	099999	12	
8	0P26		N	21	2020	0000	22	8412	4347164000		099999	12	
8	1643		N	21	2010	0000	90	0000	5D2A1P00000	000000	012120	06	
8	1644		N	21	2010	0000	90	0000	5D1A1P00000	000000	012120	06	
8	1812		N	21	2020	0000	90	0000	00000000000		018128	06	
8	2032		N	21	2020	0000	90	0000	00000000000		092032	06	
8	2125		N	21	2020	0000	90	0000			041133	06	
8	2141		N	21	2020	0000	90	0000			009057	06	
8	2174		N	21	2020	0000	90	0000	00000000000	000000	009076	06	
8	217D		N	21	2020	0000	90	0000	00000000000	000000	009076	06	
8	217M		N	21	2020	0000	90	0000	00000000000	000000	009076	06	
8	217P		N	21	2020	0000	90	0000	00000000000	000000	009076	06	
8	217S		N	21	2020	0000	90	0000	00000000000	000000	009076	06	
8	217T		N	21	2020	0000	90	0000	00000000000	000000	009076	06	
8	2231		N	21	2020	0000	90	0000	00000000000		009076	06	
8	2238		N	21	2020	0000	90	0000	00000000000		009076	06	

MISC PROCESSES

Add An APC

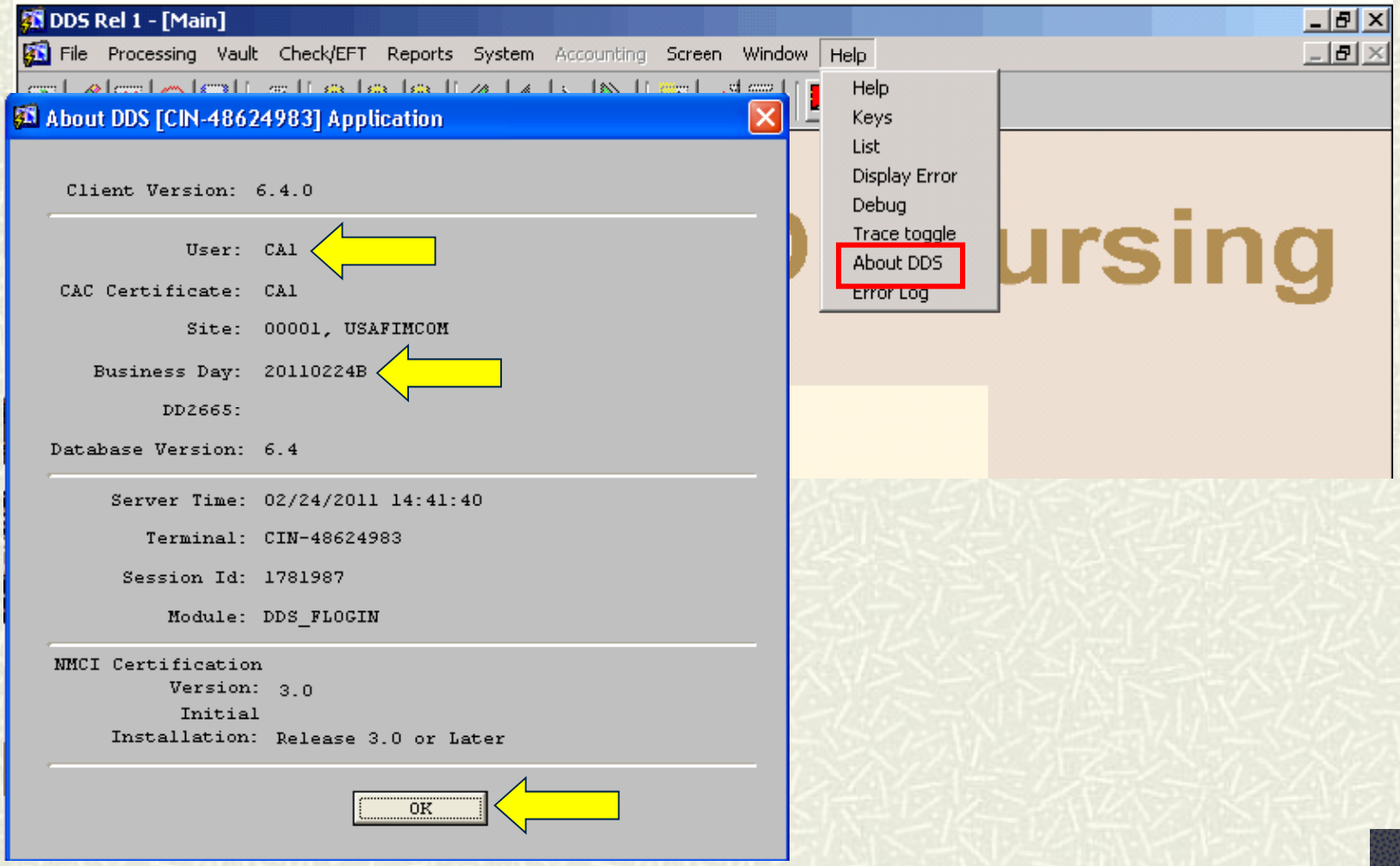


*****The Finance Office will receive a LOA that is not listed in DDS and need to add one**

- **Select the "add" record key**
- **Once selected, a blank line will appear. The DDO will need to complete the LOA with a min. of "FY", "APC", and "FSN."**
- **If the DDO has more information, then it should be input at that time**
- **Once all of the information has been entered, the DDO will select the "save" key**

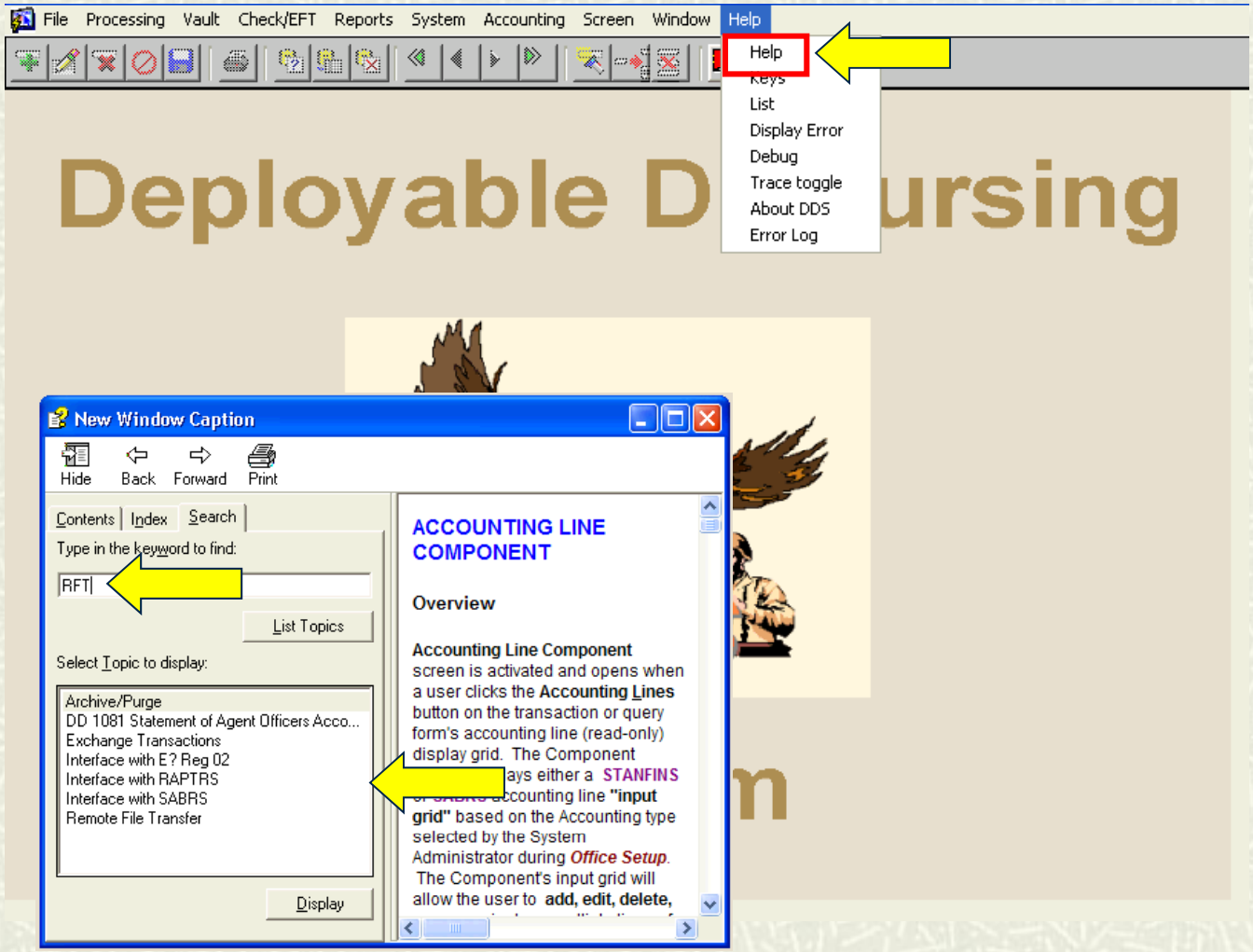
MISC PROCESSES

DDS Help Menu(1 of 2)



MISC PROCESSES

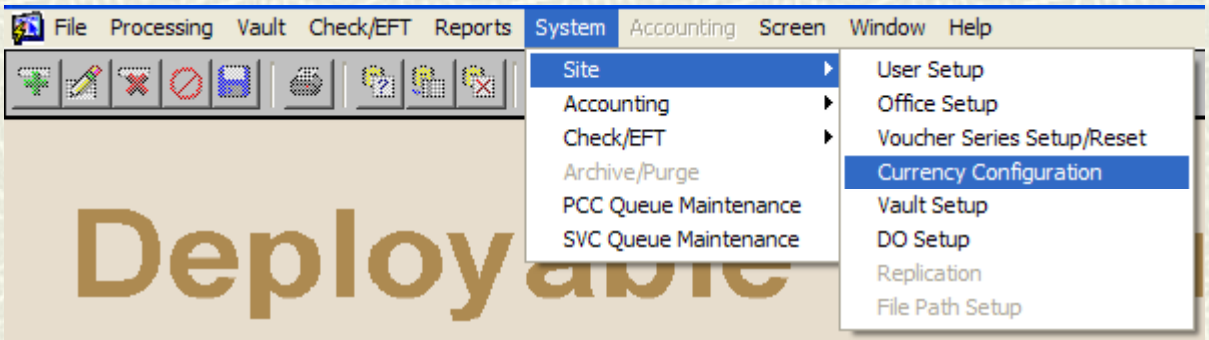
DDS Help Menu(2 of 2)

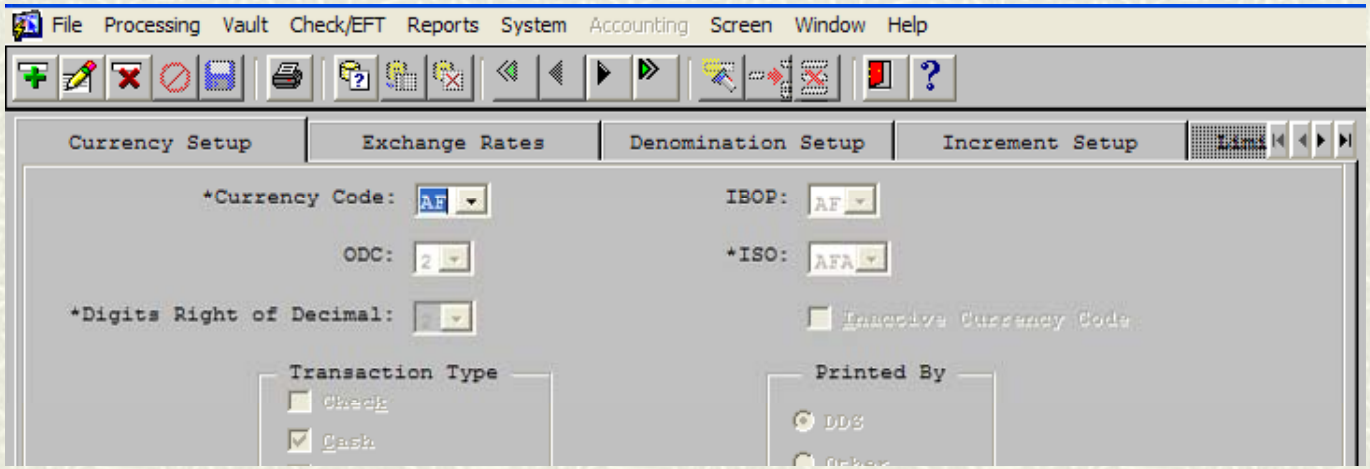


LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES

LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES

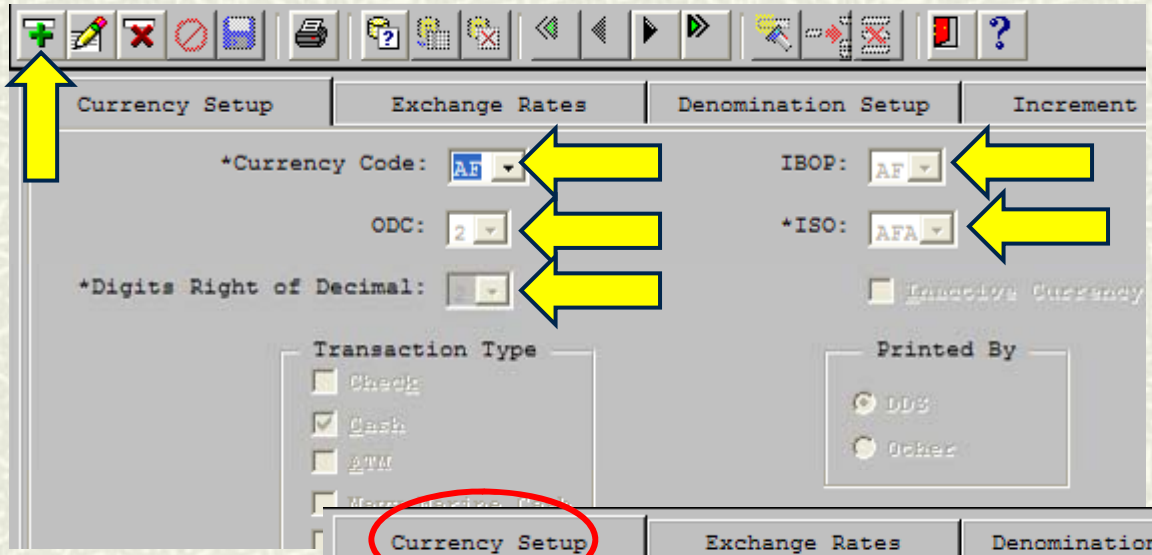
Establish An LDA Within DDS (1 of 4)



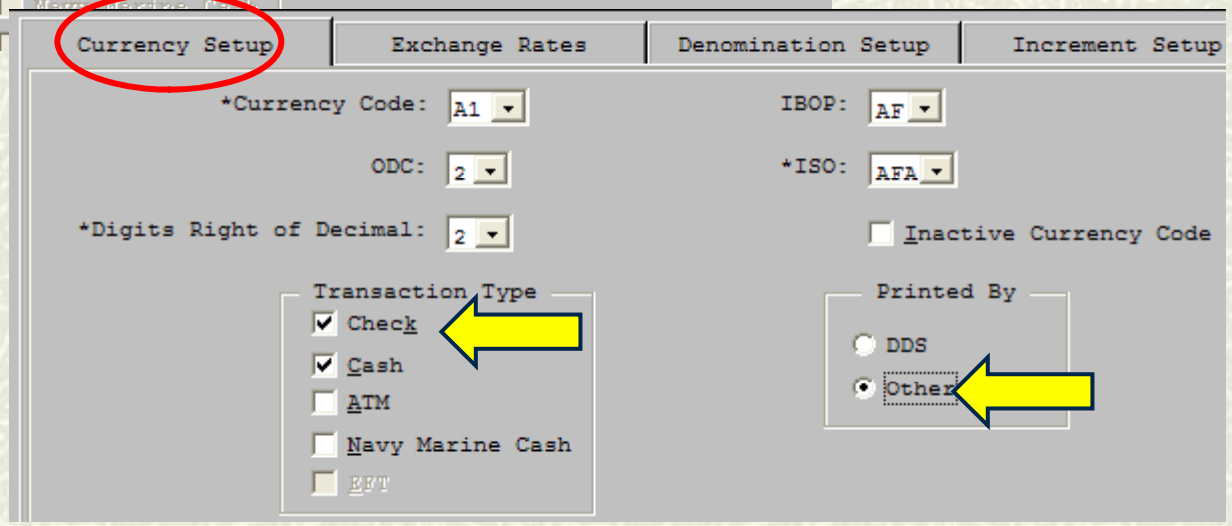


LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES

Establish An LDA Within DDS (2 of 4)



Note Since the LDA is set-up based on an existing currency, all entries should match *except* for the currency code, transaction type (check) and printed by (other)**



LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES

Establish An LDA Within DDS (3 of 4)

Currency Setup | Exchange Rates | Denomination Setup | Increment Set

Currency Code: A1

☑ Daily Exchange Rates?

Daily Exchange Rates - or - Average Rate

Accommodation:	50		
Prevailing:	50	Rate:	
Official:	50		

Note The exchange rate should be the same as the currency the LDA was built on**

Note The denominations will be set-up the same as the currency the LDA was built on**

Currency Setup | Exchange Rates | Denomination Setup

Currency Code: A1

*Denomination	*Value
1000 AFGHANI	1000
500 AFGHANI	500
100 AFGHANI	100

LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES

Establish An LDA Within DDS (4 of 4)

Exchange Rates | Denomination Setup | Increment Setup | Limited Depositary | Def

Currency Code: A1

Person | Institution

AFGHANISTAN INTERNATIONAL BANK (AIB)

Address

US | Foreign

2ND HOUSE ON THE LEFT

BEHIND THE ARMANI HIGH SCHOOL

32112 KABUL, AFGHANISTAN

*Account Number: 111111111111111111

POC: POC SAMEER CENA

Phone Number: 222-222-2222

LD Balance

Note The banking information should be exactly the same information as listed on the bank statement**

Denomination Setup | Increment Setup | Limited Depositary | Default Acctng Lines

Currency Code: A1

Accounting Lines

Type	DPI CD	FY	APC	EOR	Document Reference

Type	*FY	*APC	EOR	Document Reference
GAIN	9	U006	0000	
LOSS	9	U007	0000	

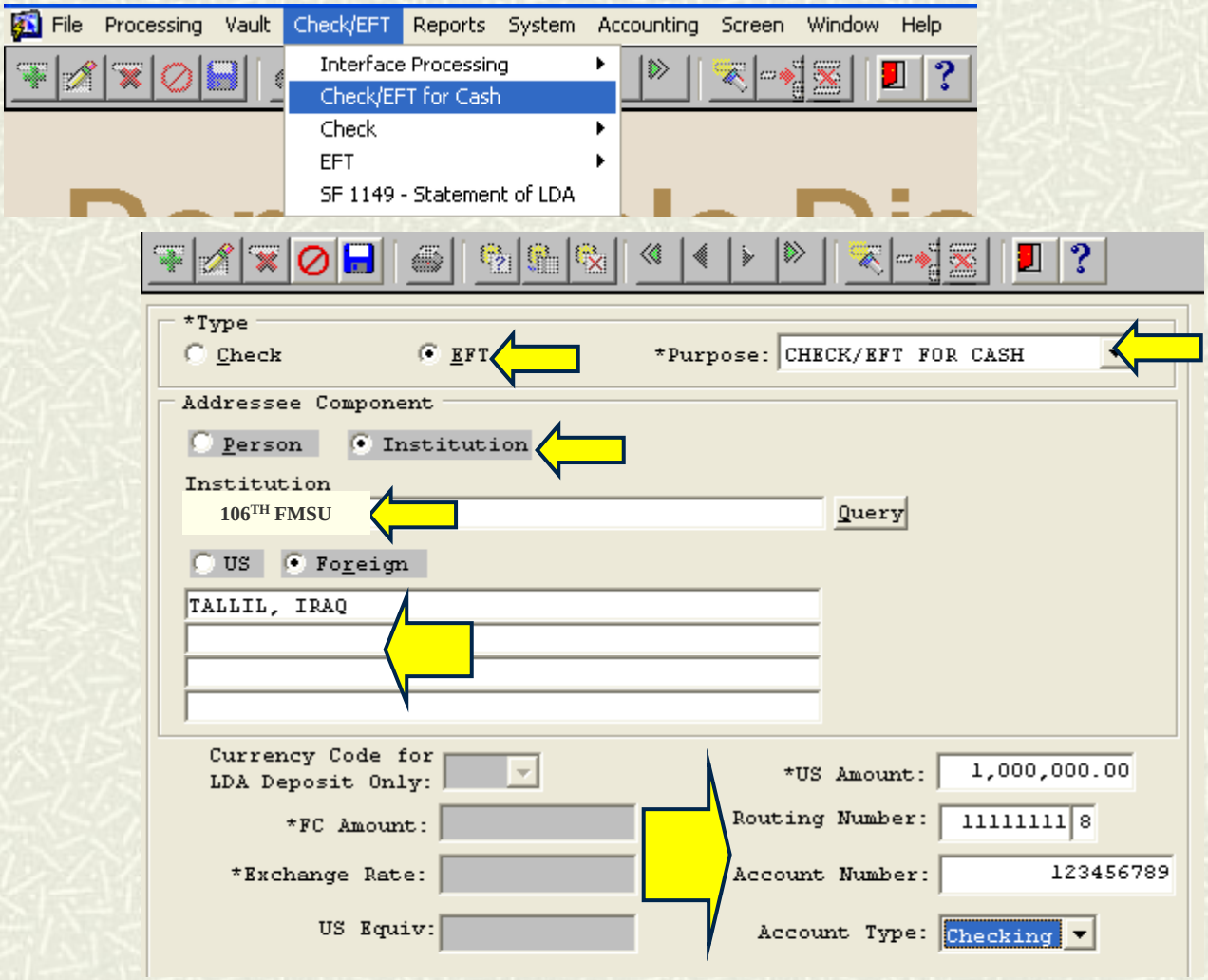
Currency | Exchange Rate

Currency Code: A1

The last action will be to save the LDA information

LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES

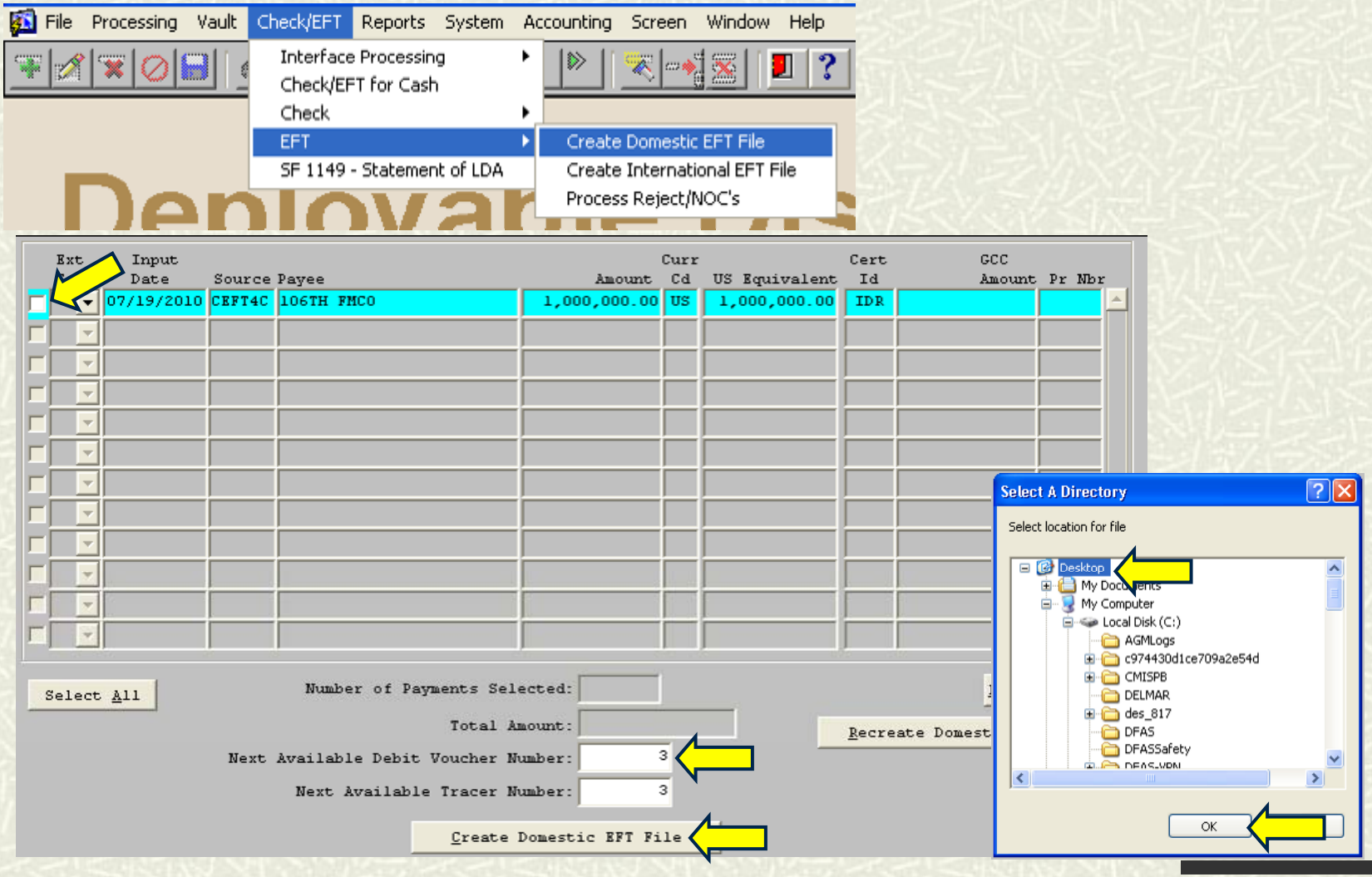
Deposit Funds To DDO's LDA (1 of 11)



- The DDO will input an EFT for cash
- The DDO will select "institution" and put the name of the organization with address
- The amount of the EFT will be for the US Dollar amount to be sent through ITS.gov at the "spot rate"
- The Routing Number, Account Number, and Account Type do not matter at this time as the interface file for LDA funding does not work and will not be used

LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES

Deposit Funds To DDO's LDA (2 of 11)



LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES

Deposit Funds To DDO's LDA (3 of 11)

EFT20100819.00B 08/19/2010 15:35:00

SF 5515 -- 3

EFT REPORT
DSSN: 8550 SITE: 00001
Office Rtn: 314074269
07/19/2010 A

Payee	SSN	DOV Nbr/ Purpose	Payroll No.	Tracer No.
106TH FMCO		CHECK/EFT FOR CASH		0000003

EFT20100819.00B 08/19/2010 15:35:00

SF 5515 -- 3

EFT REPORT
DSSN: 8550 SITE: 00001
Office Rtn: 314074269
07/19/2010 A

EFT Error Listing

Payee	Voucher Type	Amount	Error Message
			*** NO ERRORS OCCURRED ***

Debit Voucher Number: 3

EFT Items Debits to Federal Reserve Bank

Name	SSN	DOV Nbr/ Purpose	Payroll No.	Tracer No.	RTN
106TH FMCO		CHECK/EFT FOR CASH		0000003	111111118

Total:

STANDARD FORM 5515 (Rev 9-78)
PRESCRIBED BY DEPT. OF THE TREASURY
1TFM 5-3000

DEBIT VOUCHER

DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE

VOUCHER NUMBER	DATE PRESENTED OR MAILED TO BANK M M Y Y D D	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC	AMOUNT
(1) 3	(2) 071019	(3) 0008550-0	(4) 1,000,000.00

SINGLE SPACE ALL ENTRIES ON THIS LINE
USE NORMAL PUNCTUATION-OMIT $ SIGN

(5) [ ] UNCOLLECTIBLE ITEMS
[X] OTHER (Explain in Box 6)

(6) DEPOSITARY USE

USAFIMCOM
DFAS INDIANAPOLIS

(7) NAME AND ADDRESS OF DEPOSITARY
US TREASURY

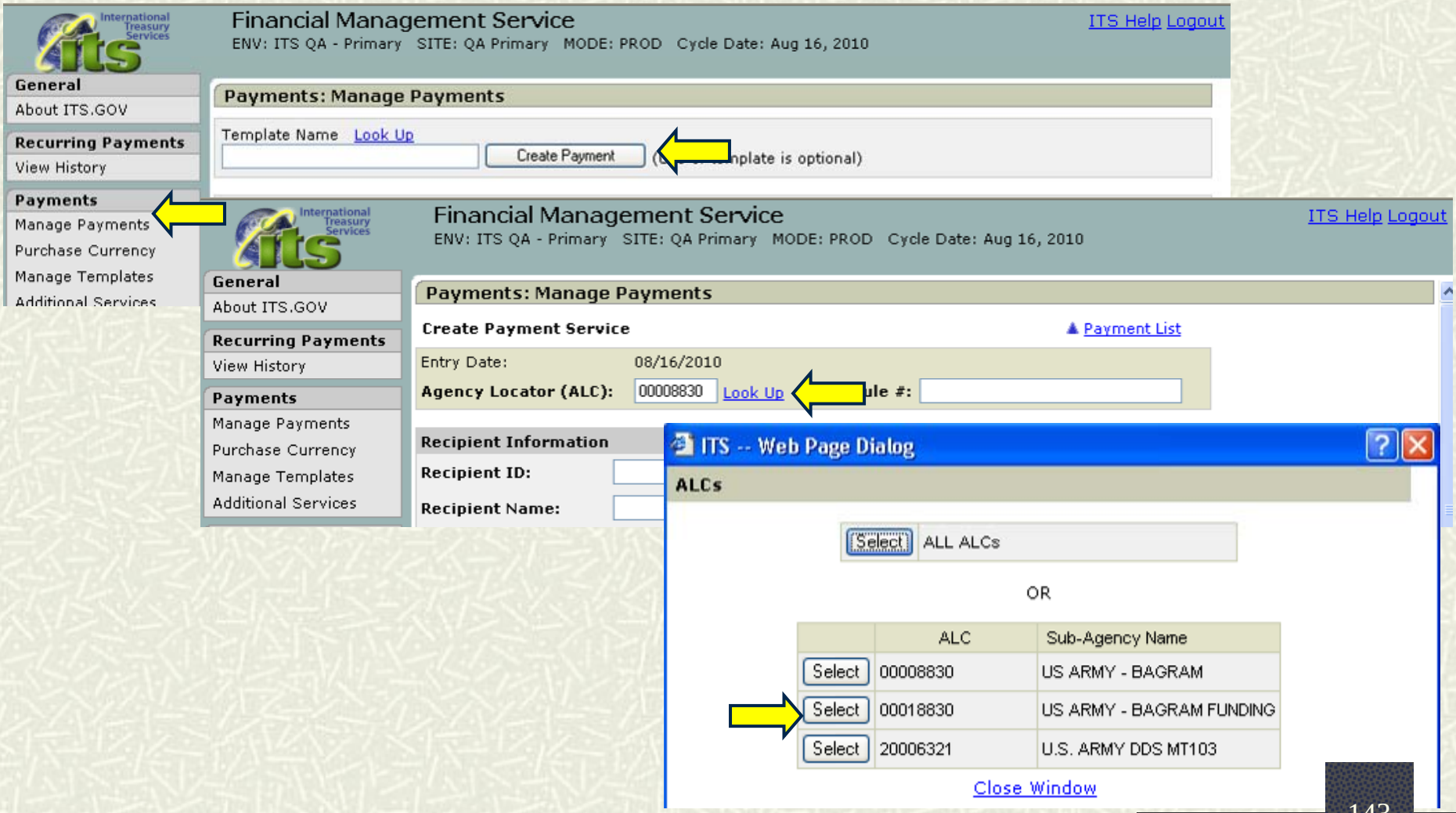
(8) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN CREDITED TO THE ACCOUNT OF THE TREASURY ON THE DATE SHOWN. UNCOLLECTIBLE ITEMS HAVE BEEN RETURNED TO THE DEPOSITOR OR APPROPRIATE NOTICE GIVEN.

(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY AND ADDRESS
DEPOSITARY FORWARD THIS DOCUMENT WITH STATEMENT OR TRANSCRIPT OF THE U.S. TREASURY ACCOUNT OF THE SAME DATE

AUTHORIZED SIGNATURE

LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES

Deposit Funds To DDO's LDA (4 of 11)



LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES

Deposit Funds To DDO's LDA (5 of 11)

Payments: Manage Payments

Create Payment Service — Payment List

Entry Date: 08/16/2010

Agency Locator (ALC): 00018830 **Schedule #:** 00003

Recipient Information

Recipient ID: 374TH FINANCIAL MANAGEMENT COMPA

Recipient Name: CPT BUTLER

Recipient Address: BAGRAM AIR BASE
APO AE 09112

Bank Information

Account Type: CHECKING

IBAN/Account #: 123456789

Bank ID Format: SWIFT

Bank SWIFT Address: AFIBAFKA Show SWIFT Detail

Bank Number:

Bank Name:

Bank Address:

Bank Detail: /ACC/

LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES

Deposit Funds To DDO's LDA (6 of 11)

Payment Information

Type of Payment: VENDOR-CHARGE OUR

Voucher Number:

Mode of Payment: ELECTRONIC

Clients/Commodities:

Recipient Country: AFGHANISTAN - AF

Show Intermediary Bank Fields

Value Date: 08/18/2010 (mm/dd/yyyy)

Payment Currency: AFN - AFGHANISTAN AFGHANI

US Dollar Amount: 1000000

Foreign Amount:

Show Point of Origin

Show Disbursing Account Data

Show Regulatory Report Data

Show Payment Details

Save

Microsoft Internet Explorer

Payment was created.
Request status: Awaiting Verification.

Click OK if you would like to enter another payment for this schedule number.
Click Cancel if you would like to enter a new schedule number or if you are finished entering payments.

OK

LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES

Deposit Funds To DDO's LDA (7 of 11)

Financial Management Service
ENV: ITS QA - Primary SITE: QA Primary MODE: PROD Cycle Date: Aug 16, 2010
ITS Help Logout

General
About ITS.GOV
Recurring Payments
View History
Payments
Manage Payments
Purchase Currency
Manage Templates
Additional Services
File Mgmt Services
Pass-thru Files
Agency Files
FedACH Files
Inquiry
Reports
IBAN Validation
Currency Converter

Payments: Manage Payments

Template Name Look Up
Create Payment (Use of template is optional)

Status: Awaiting Verification
ALC Look Up: 00018830
View Payments

View	Status	Value Date	Schedule #	Agency Locator (ALC)	Entry Date	Recipient Name	Instructed Amount
	Awaiting Verification	08/18/2010	00003	00018830	08/16/2010	CPT BUTLER	1,000,000.0

Agency Files
FedACH Files
Inquiry
Reports
IBAN Validation
Currency Converter

Payment Information

Type of Payment: VENDOR-CHARGE OUR
Voucher Number:
Mode of Payment: ELECTRONIC
Client/Commodities:
Recipient Country: AFGHANISTAN-AF
Aggregated Payment: NO
Value Date:
Instructed Currency:
Payment Currency:
Instructed Amount: 1,000,000.00
Point of Origin Name:
Point of Origin Address:
Payment Details:

Microsoft Internet Explorer
Are you sure that you want to verify this payment?
OK

Microsoft Internet Explorer
Payment verified
OK

Comment:

Verify | for Correction | Delete Payment

LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES

Deposit Funds To DDO's LDA (8 of 11)

Payments: Manage Payments

Template Name Look Up

Create Payment (Use of template is optional)

Status: Awaiting Release

ALC Look Up: 00018830

View Payments

	Select	Value Date	Schedule #	ALC	Payment Currency	# of Payments	US $ Amount	Foreign Amount
▸	☐	08/18/2010	00003	00018830	AFN	1	1,000,000.00	
					Total:	0	0	0
					Total equivalent USD Amou			

☐ Select all | Release | rk for Correction | Expand all | Collaps

Microsoft Internet Explorer

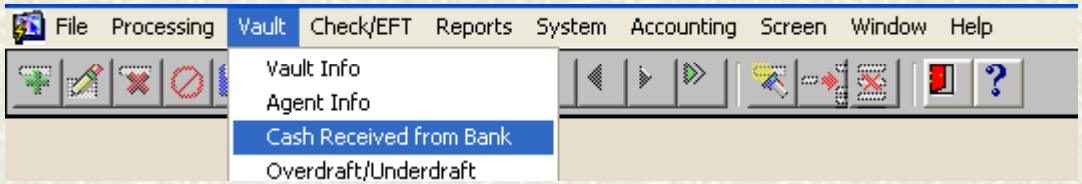
Release Success :
Total payments = 1
Total US Amount = 1,000,000.00
Total Equivalent USD Amount = 1,000,000.00
Total Foreign Amount = 0

Release Fail :
Total payments = 0
Total US Amount = 0
Total Equivalent USD Amount = 0
Total Foreign Amount = 0

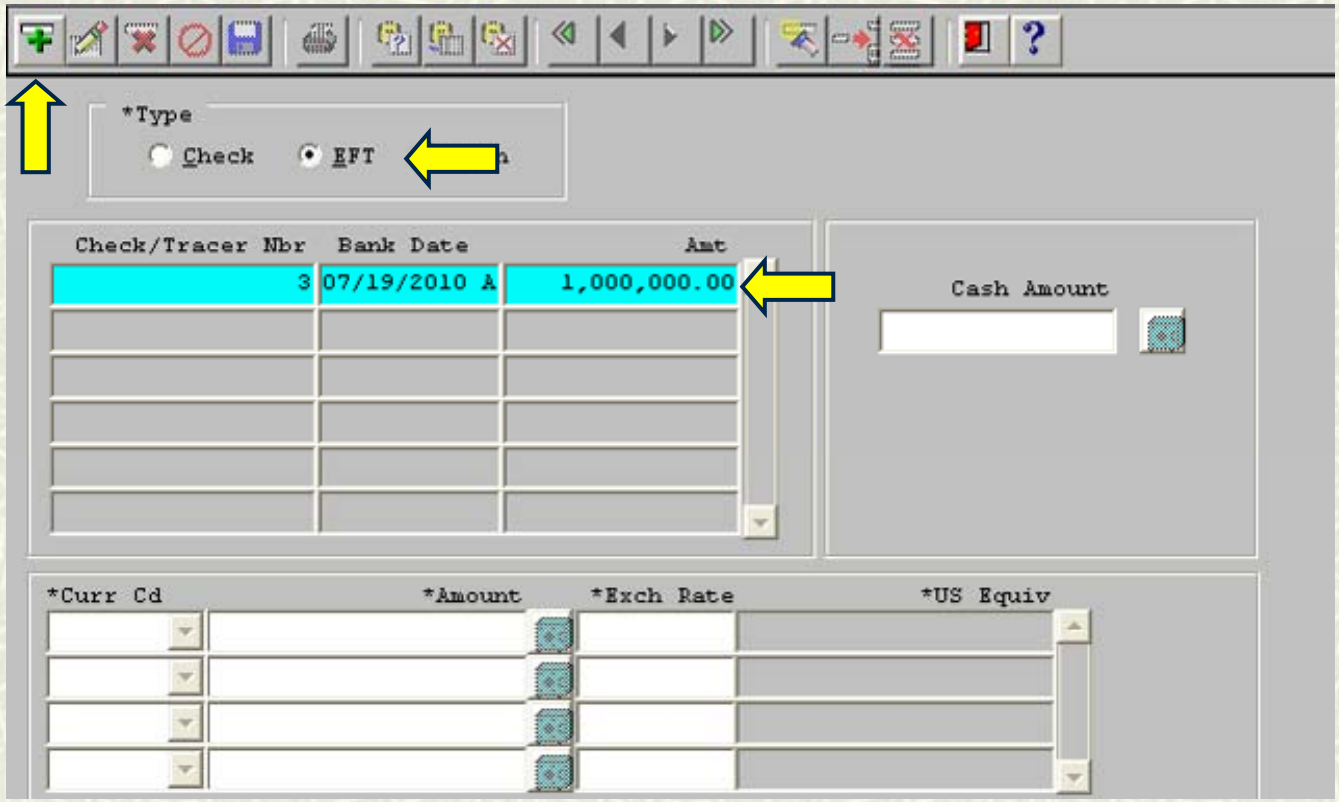
OK

LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES

Deposit Funds To DDO's LDA (9 of 11)



NOTE: Funds should not be added until they are verified in LDA account



LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES

Deposit Funds To DDO's LDA (10 of 11)

*Type
Check EFT Cash

Check/Tracer Nbr	Bank Date	Amt
	07/19/2010 A	1,000,000.00

Cash Amount

*Curr Cd	*Amount	*Exch Rate
F1	100000000.00	100

*Total US Equivalent:

User Id: IDR Currency Code: F1 Exchange Rate: 100 *Vault Code: IR

Currency Amt Entered for Vault: 100,000,000.00 US Equiv Entered For Vault: $1,000,000.00

Currency Amt to Distribute: 100,000,000.00 Remaining Currency Amt to Distribute: .00

Denominations	Before Qty	After Qty	Count	Amount
1000 AFGHANI	0	100,000	100000	100,000,000.00
1 AFGHANI	0	0	0	.00
MUTILATED	0	0	0	.00

Total Currency Amt Entered: 100,000,000.00 Total US Equiv Entered: $1,000,000.00

OK Cancel Clear

LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES

Deposit Funds To DDO's LDA (11 of 11)

File | Processing | Vault | Check/EFT | Reports | System | Accounting | Screen | Window | Help

- Exchange Transactions (U.S./Foreign Currency)
- Disbursements
- Collections
- Deposit

Input | Negotiable Instruments | Confirm

Deposit To: US Treasury / LD Account

Currency Code: *To Account: F1

*Date of Deposit: 07/19/2010

Deposit Ticket: *Ticket Number: 000001

*Deposit Amount: 100000000.00

Bank: Exchange Rate: 100; US Equivalent: 1,000,000.00

System: Exchange Rate: 100; US Equivalent: 1,000,000.00

Calculated Differences: Exchange Gain or Loss: .00

Deposited Items: *Currency Code: F1; Type: Cash / Check / US TC; *Cash Amount: 100000000.00; VLT

Negotiable Instruments: Vlt Cd | Site | User Cd | NI Type | NI Number | NI Date | Amount | Name | SSN | US Equivalent

User Id: TDB | Currency Code: F1 | Exchange Rate: 100 | *Vault Code: IB

Currency Amt Entered for Vault: 100,000,000.00 | US Equiv Entered For Vault: $1,000,000.00

Currency Amt to Distribute: 100,000,000.00 | Remaining Currency Amt to Distribute: .00

Denominations	Before Qty	After Qty	Count	Amount
1000 AFGHANI	100,000	0	100000	100,000,000.00
1 AFGHANI	0	0	0	.00
MUTILATED	0	0	0	.00

Total Currency Amt Entered: 100,000,000.00 | Total US Equiv Entered: $1,000,000.00

OK | Clear

Page: 1

Deposit Ticket Number: 1

Account Deposited To: AIB 123456789

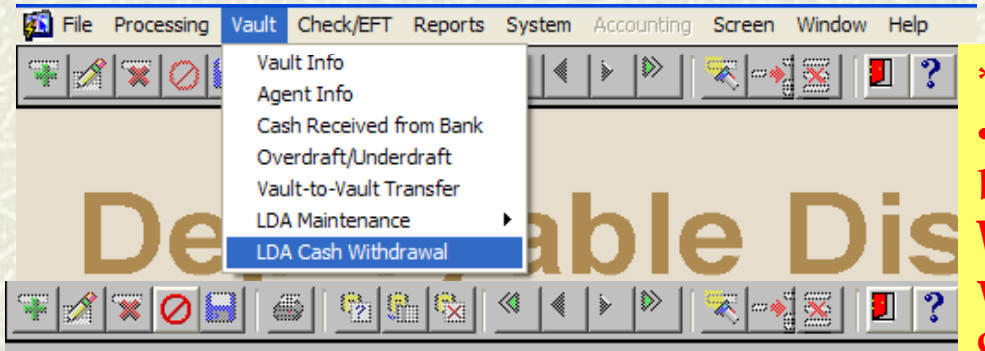
Cash Deposit

Cash items deposited in Currency Code: F1

Denominations	Amount
1000 AFGHANI	100,000.00
Total:	100000000.00

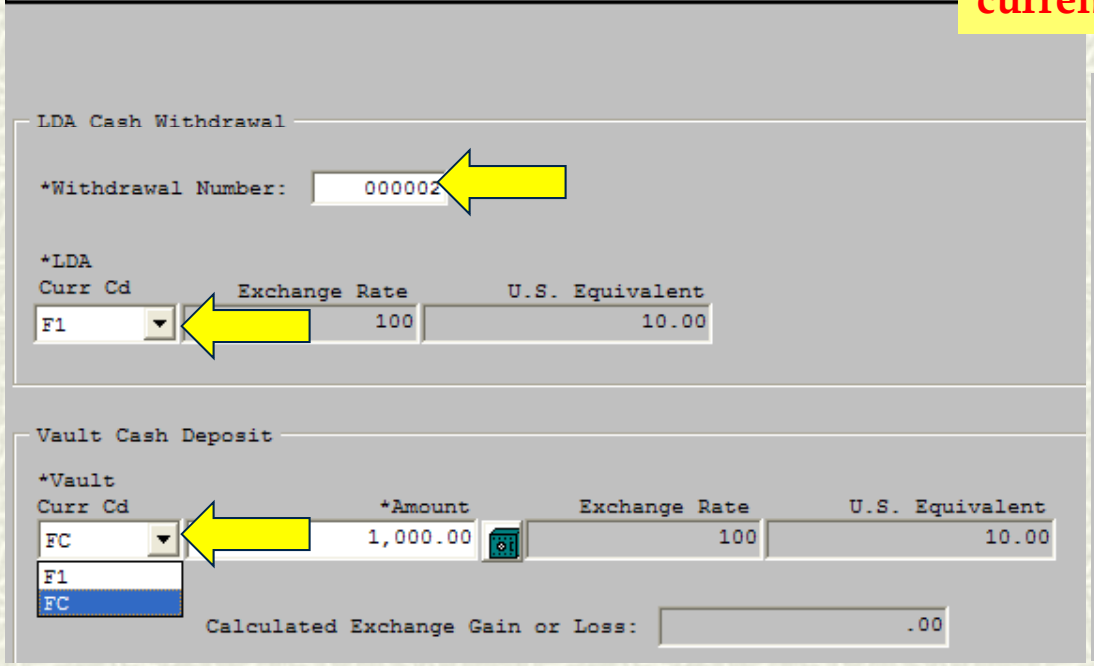
LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES

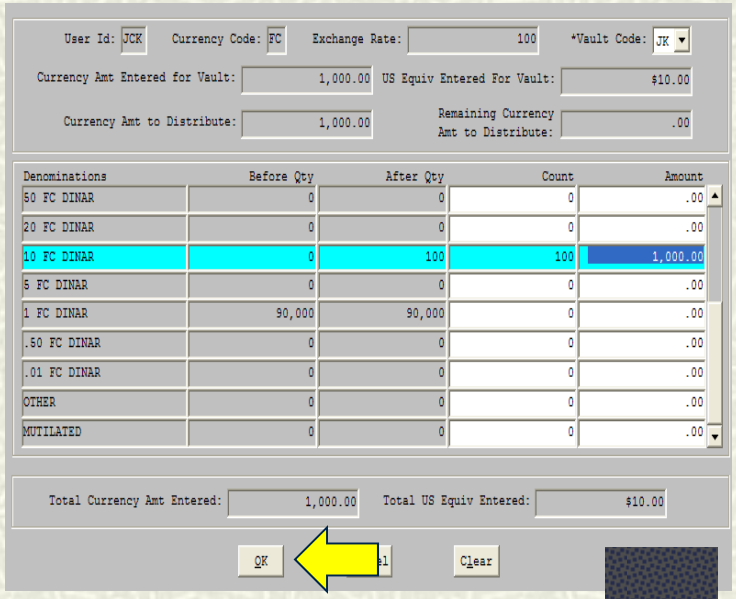
Cash Withdrawal From An LDA (1 of 2)



****Note - For local withdrawal's only. ****

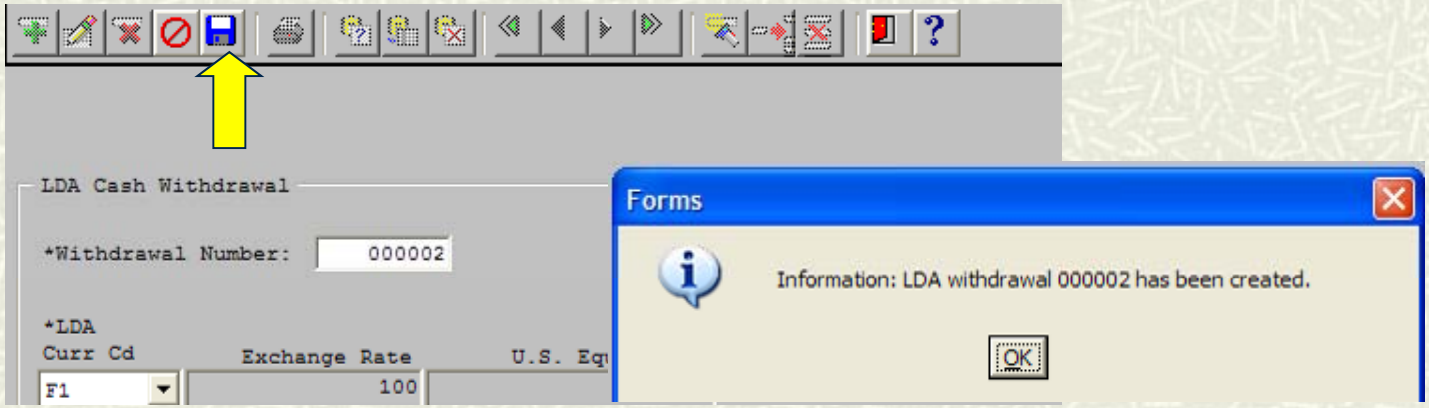
- **When needing <u>local currency</u> from the bank, the DDO will select LDA Cash Withdrawal from the LDA. The DDO will select the LDA account, and then the currency <u>actually on hand</u>.**

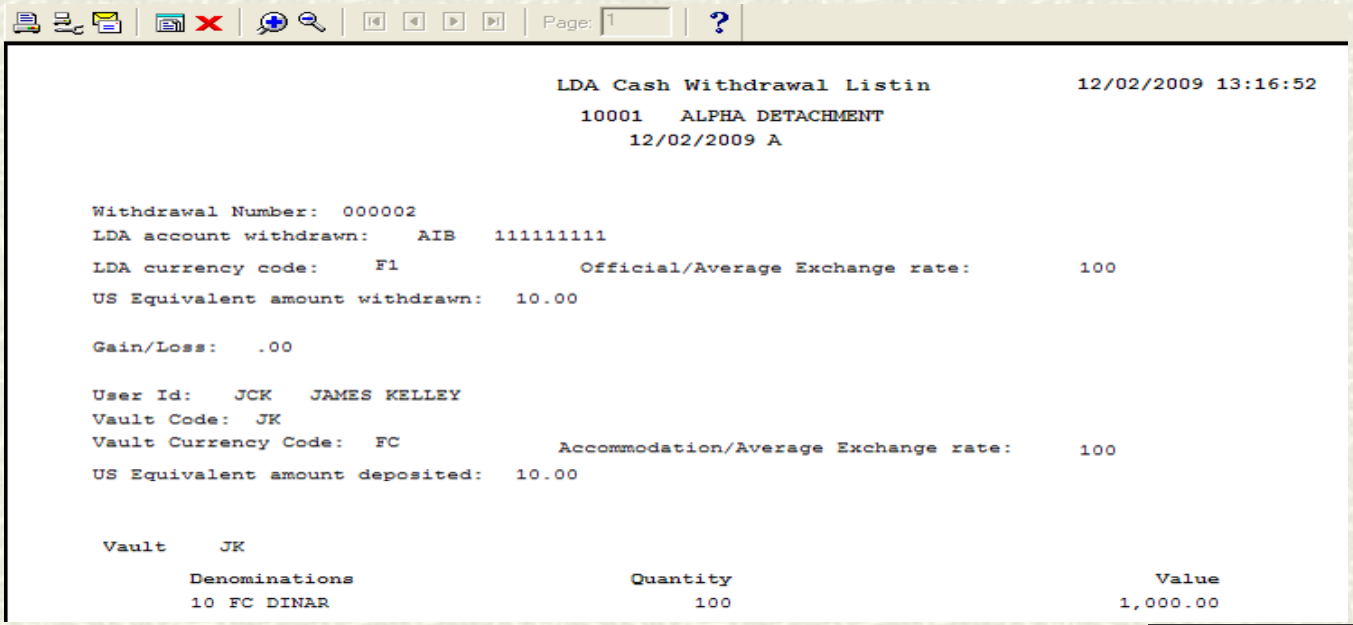




LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES

Cash Withdrawal From An LDA (2 of 2)





```
                                LDA Cash Withdrawal Listin          12/02/2009 13:16:52
                                  10001   ALPHA DETACHMENT
                                      12/02/2009 A

Withdrawal Number:  000002
LDA account withdrawn:    AIB   111111111
LDA currency code:    F1              Official/Average Exchange rate:        100
US Equivalent amount withdrawn:  10.00

Gain/Loss:   .00

User Id:   JCK   JAMES KELLEY
Vault Code:  JK
Vault Currency Code:  FC             Accommodation/Average Exchange rate:     100
US Equivalent amount deposited:  10.00

 Vault    JK
        Denominations                    Quantity                              Value
        10 FC DINAR                          100                            1,000.00
```

LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES

Advance Funds To Disbursing Agent's LDA (1 of 2)

SEQUENCE # 1 **STATEMENT OF AGENT OFFICER'S ACCOUNT** 12/02/2009 16:08:33

DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NUMBER	AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS (Include ZIP Code/APO number and Telephone number)
ANTHONY COLE CAMP LIBERTY IRAQ APO AE 09165 DSSN 8550	PABLO SANCHEZ 111111119 CAMP ALPHA

TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

TRANSACTIONS a	INCREASE (Received by Agent) b	BEGINNING BALANC (In Agent's Account) c	DECREASE (Turned in by Agent) d	ENDING BALANCE (In Agent's Account) e
1. BALANCE FORWARD		1,010,256.41		1,010,356.41
2. U.S. DOLLARS				
3. FOREIGN CURRENCY	100.00			
4. MILITARY PAYMENT CERTIFICATE				

- DDO will contact the local bank and have funds transferred from their LDA to the DA's LDA.
- The DDO will conduct an LDA Cash Withdrawal in DDS. The withdrawal will be from the LDA, and the deposit will be the LDA currency.
- The DDO will then advance the DA the LDA withdrawal.
- The DA will accept the advance and then create a deposit ticket to the LD Account.

Input | Negotiable Instruments | Confirm

Deposit To: US Treasury / LD Account — STEP 1

Currency Code: *1 F1 — STEP 2

*Date of Deposit: 12/02/2009 — STEP 3

Deposit Ticket: *Ticket Number: 000004 — STEP 4

Deposit Amount: 10000.00 — STEP 5

Bank: Exchange Rate: 100; US Equivalent: 100.00

System: Exchange Rate: 100; US Equivalent: 100.00

Calculated Differences: Exchange Gain or Loss: .00

Deposited Items: *Currency Code: F1 — STEP 6

Type: Cash / Check — STEP 7

*Cash Amount: 10000.00

VLT — STEP 8

Negotiable Instruments

Vlt Cd	Site	User Cd	NI Type	NI Number	NI Date	Amount	Name	SSN	US Equivalent

LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES

Advance Funds To Disbursing Agent's LDA (2 of 2)

User Id: JCK Currency Code: F1 Exchange Rate: 100 *Vault Code: JK

Currency Amt Entered for Vault: 10,000.00 US Equiv Entered For Vault: $100.00

Currency Amt to Distribute: 10,000.00 Remaining Currency Amt to Distribute: .00

Denominations	Before Qty	After Qty	Count	Amount
25000 FC DINAR	0	0	0	.00
5000 FC DINAR	0	0	0	.00
1000 FC DINAR	0	0	0	.00
10000 FC DINAR	0	0	0	.00
500 FC DINAR	0	0	0	.00
250 FC DINAR	0	0	0	.00
100 FC DINAR	100	0	100	10,000.00
50 FC DINAR	0	0		
20 FC DINAR	0	0		

Total Currency Amt Entered: 10,000.00 Total US Equiv Ent

OK Cancel Clear

Input Negotiable Instruments Confirm

Deposit To: US Treasury / LD Account

Currency Code: *To Account: F1

*Date of Deposit: 12/02/2009

Deposit Tick *Ticke *Deposit Am

Bank System Calculat

Page: 1

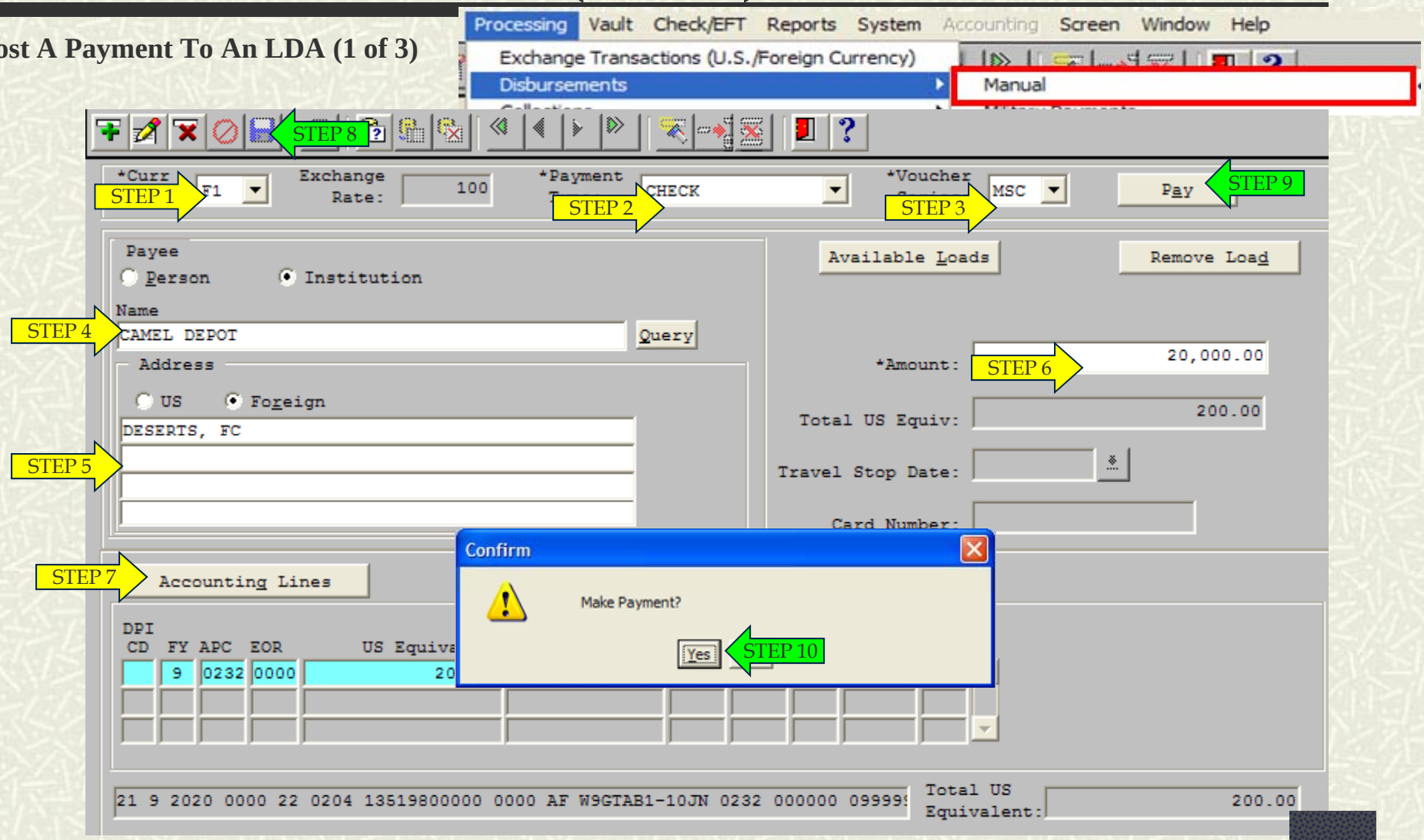
12/02/2009 1

Deposit Ticket Number: 4
Account Deposited To: AIB 111111111
Cash Deposit
Cash items deposited in Currency Code: F1

Denominations	Amount
100 FC DINAR	100.00
Total:	10000.00

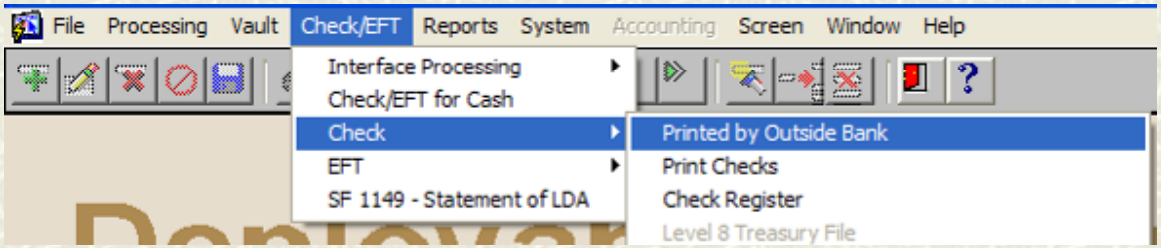
LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES

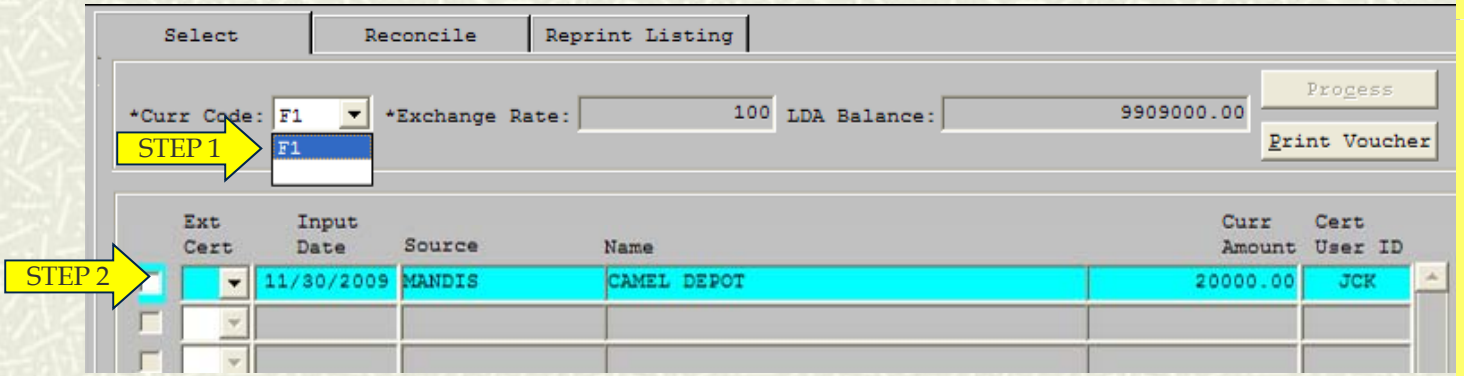
Post A Payment To An LDA (1 of 3)



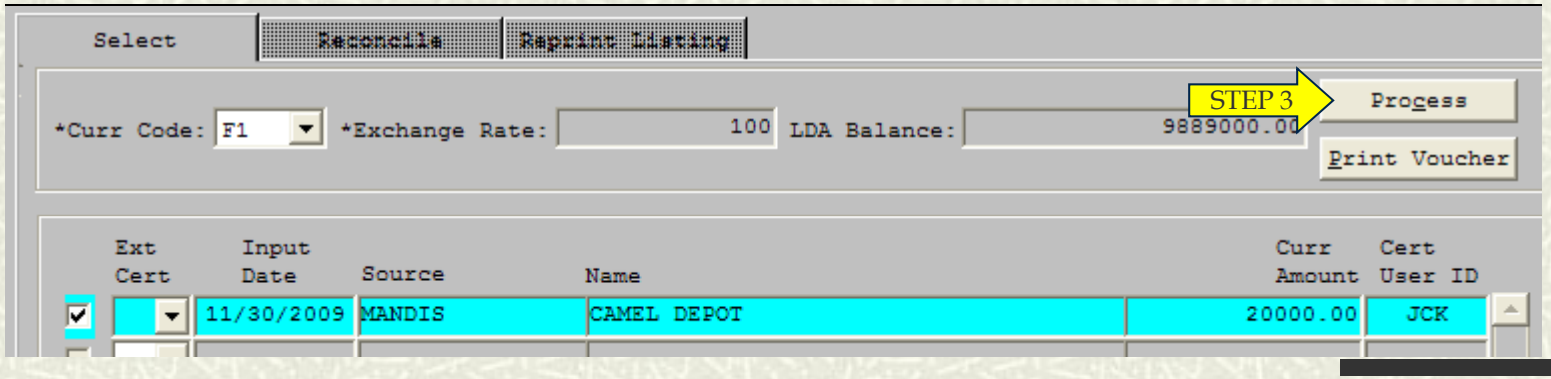
LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES

Post A Payment To An LDA (2 of 3)



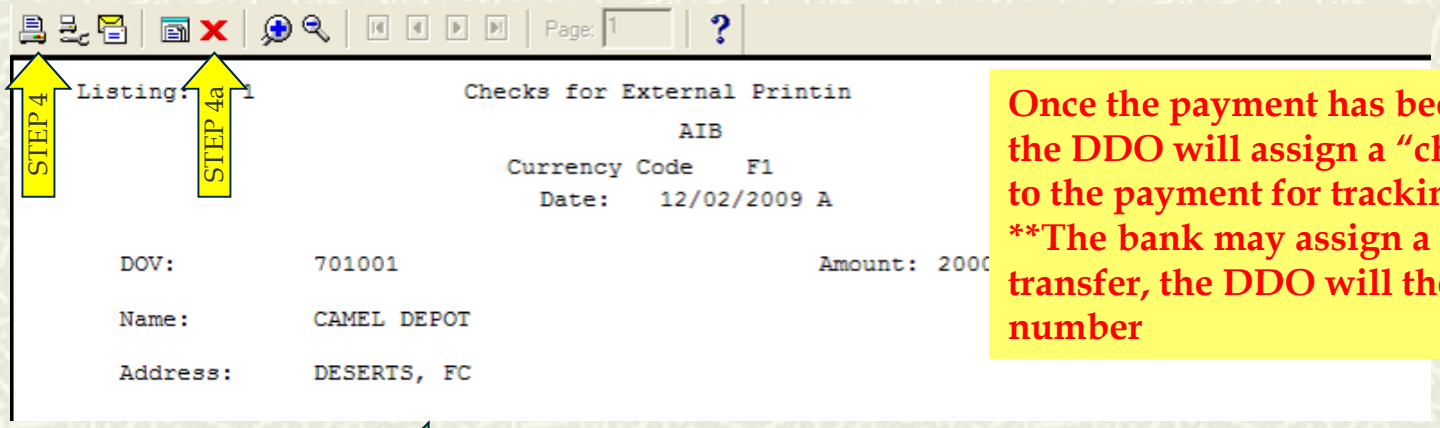


- Once the payment has been entered, the DDO must wait for confirmation from the bank
- Once confirmation is received from the bank that the transfer has been made, the DDO will select the payment and process the voucher

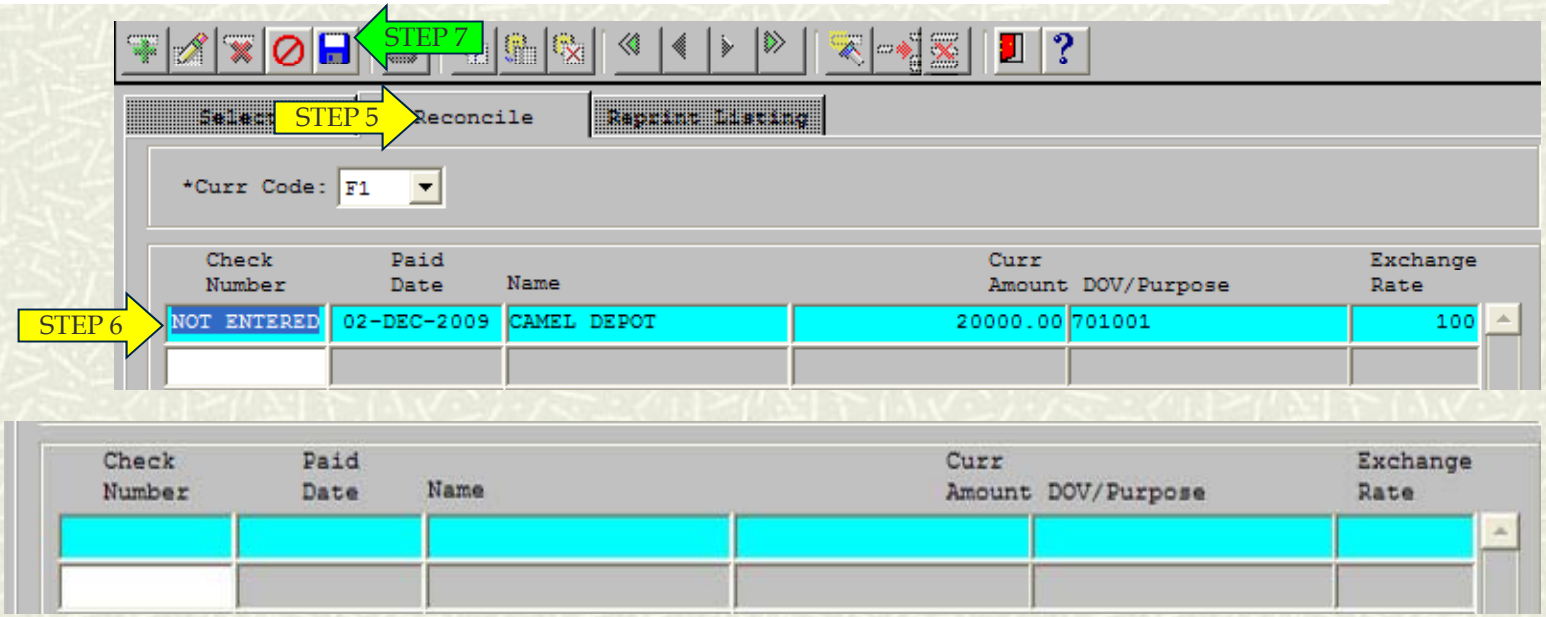


LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES

Post A Payment To An LDA (3 of 3)

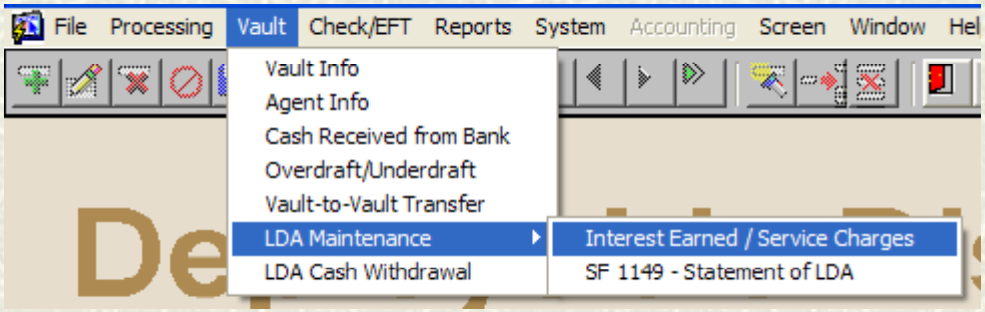


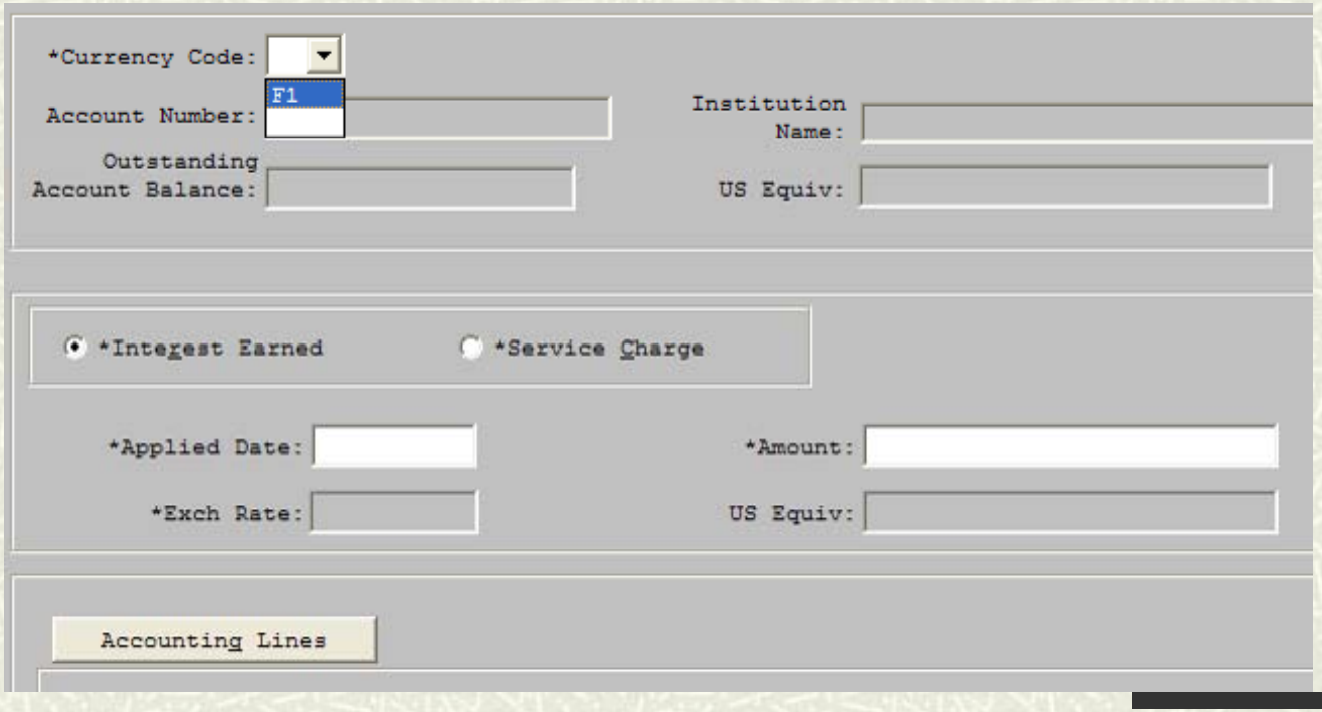
Once the payment has been processed, the DDO will assign a "check number" to the payment for tracking purposes
****The bank may assign a number to each transfer, the DDO will then use that number**



LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES

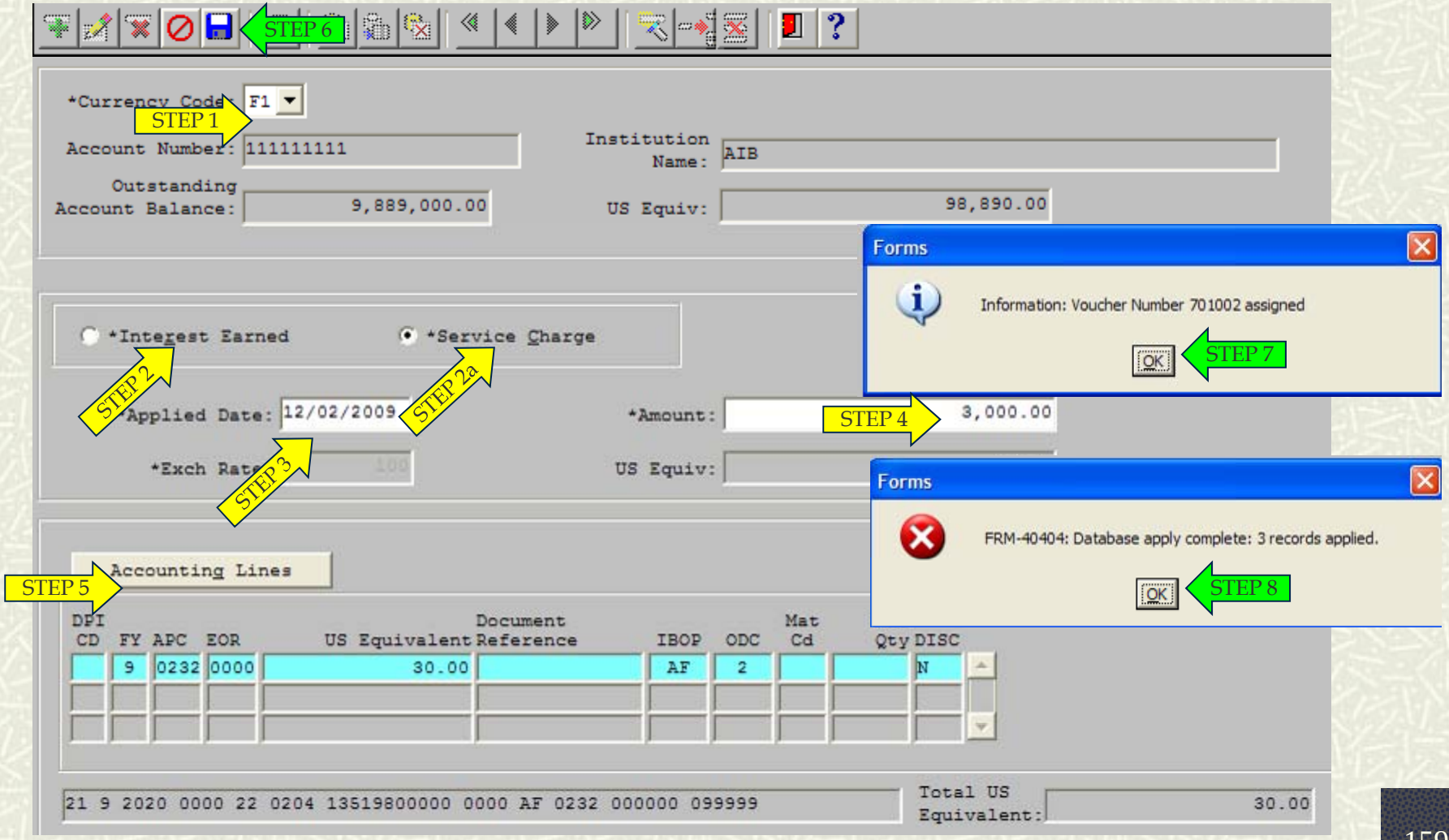
Post Interest/ Service Charges To An LDA (1 of 3)





LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES

Post Interest/ Service Charges To An LDA (2 of 3)



LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES

Post Interest/ Service Charges To An LDA (3 of 3)

Page: 1

Standard Form 1034
Revised October 1987
Department of the Treasury
1 TFM 4-2000

PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

VOUCHER NO.
701002

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION
ARMY
ALPHA DETACHMENT
CAMP ALPHA

DATE VOUCHER PREPARED
11/30/2009

SCHEDULE NO.

CONTRACT NUMBER AND DATE

REQUISITION NUMBER AND DATE

PAID BY
ALPHA DETACHMENT
CAMP ALPHA
8550
12/02/2009

PAYEE'S NAME AND ADDRESS
AIB
AFGHANISTAN

DATE INVOICE RECEIVED
12/02/2009

DISCOUNT TERMS

PAYEE'S ACCOUNT NUMBER

SHIPPED FROM TO WEIGHT

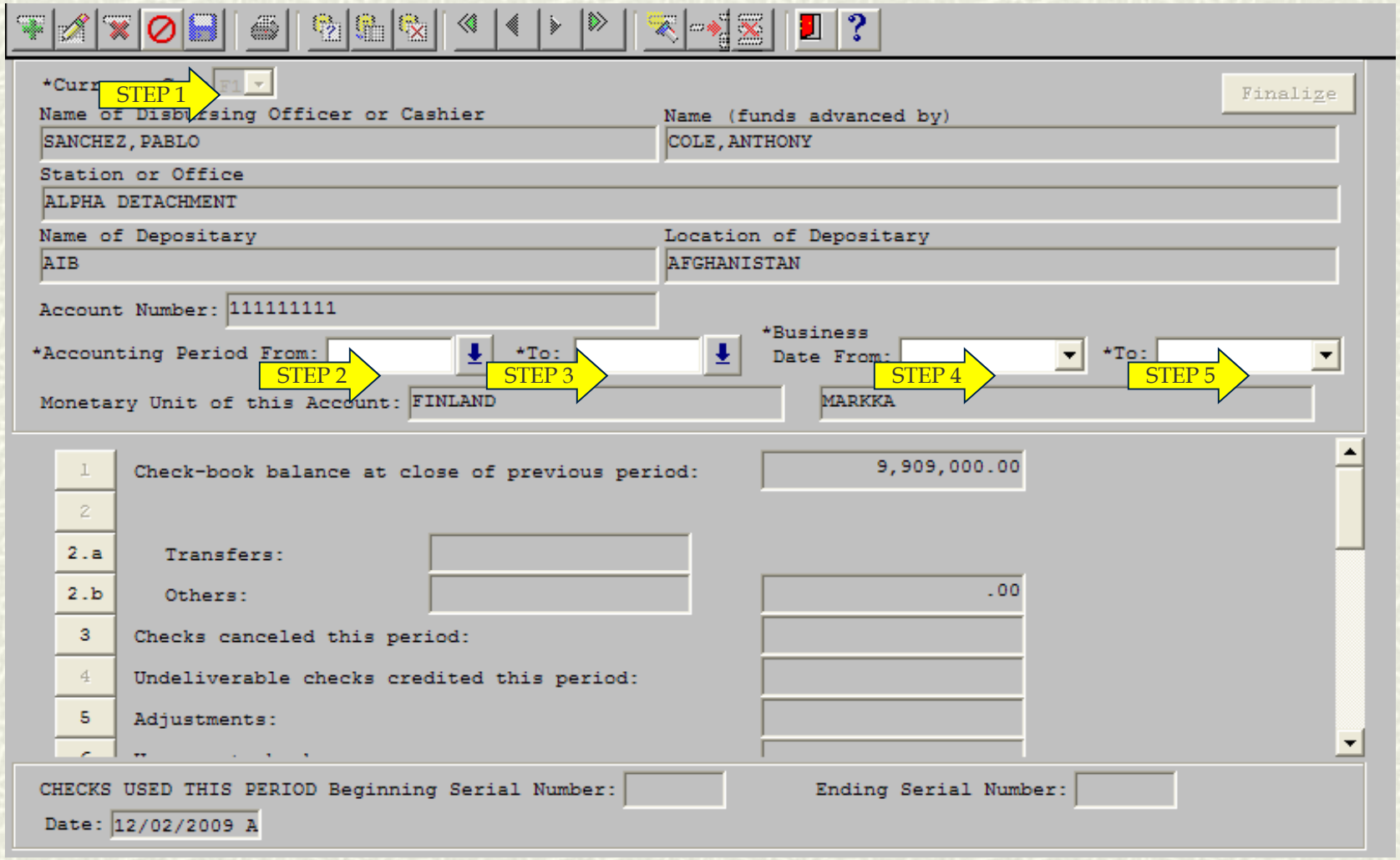
GOVERNMENT BL NUMBER

NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)	QUANTITY	UNIT PRICE COST	UNIT PRICE PER	AMOUNT (1)
12/02/2009	12/02/2009	Service Charge AIB Account Number 111111111 12/02/2009 F1 3,000.00	1	3,000.00	Each	3,000.00

Service Charges will be processed on an SF 1034
Interest will be processed on a DD Form 1131

LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES

Reconcile LDA (1 of 3)



LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES

Reconcile LDA (2 of 3)

1	Check-book balance at close of previous period:		STEP 6 9,909,000.00	
2				
2.a	Transfers:	.00		
2.b	Others:	.00	.00	
3	Checks canceled this period:		.00	
4	Undeliverable checks credited this period:			
5	Adjustments:			
6	Uncurrent checks:		.00	
7	TOTAL TO BE ACCOUNTED FOR:			9,909,000.00
8	Total checks drawn this period:		.00	
9	Uncollectible checks returned by depositary:			
10	Adjustments:			
11	TOTAL:			.00
12	Check-book balance at close of period:		STEP 7	9,909,000.00
	RECONCILIATION			
13	Balance per bank statement:		STEP 8	
14	Add: Deposits in transit:			.00
15	TOTAL:			.00
16	Deduct: Outstanding checks:			.00
17	Deduct: Deposits not credited by:			
18	Balance per check book:		STEP 9	.00
19	U.S. dollar equivalent:			.00
20	Rate of Exchange:	100	per: 1	

The DDO must ensure that the interest, service charges, checks drawn, deposits, and transfers are added to the SF 1149 prior to finalizing. Line 12 and 18 must be in balance prior to finalizing.

LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES

Reconcile LDA (3 of 3)

*Currency Code

Name of Disbursing Officer or Cashier: SANCHEZ, PABLO

Name (funds advanced by): COLE, ANTHONY

STEP 10 — Finalize

Page: 1

11/30/2009 17:09:25

STANDARD FORM 1149
Revised March 1982
Dept. of the Treasury
1 TFRM 4-8000

STATEMENT OF DESIGNATED DEPOSITARY ACCOUNT

NAME OF DISBURSING OFFICER OR CASHIER	NAME (*Funds advanced by*)
SANCHEZ, PABLO	COLE, ANTHONY

STATION OR OFFICE
ALPHA DETACHMENT

NAME OF DEPOSITARY	LOCATION OF DEPOSITARY
AIB	AFGHANISTAN

111111111

ACCOUNTING PERIOD	
From 12/02/2009	To 12/02/2009

MONETARY UNIT OF THIS ACCOUNT
Finland Markka

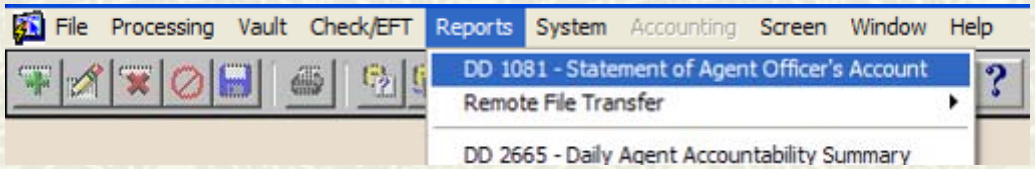
(SEE REVERSE SIDE FOR LINE INSTRUCTIONS

1. Check-book balance at close of previous period 9,909,000.00
2. Deposits to official credit:
   Transfers .00

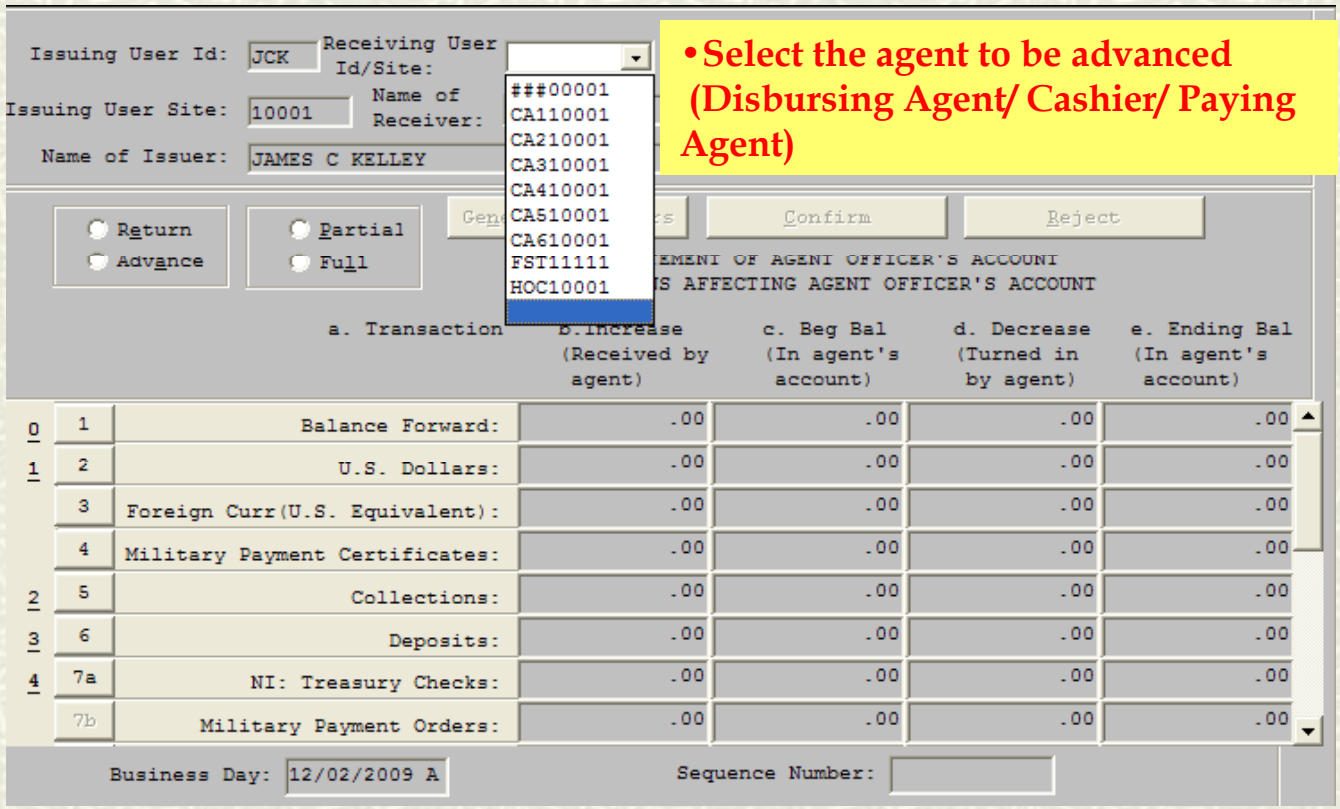
ADVANCE AN AGENT

ADVANCE AN AGENT

Advance An Agent (1 of 4)



**Ensure the agent has already been created



- Select the agent to be advanced (Disbursing Agent/ Cashier/ Paying Agent)

ADVANCE AN AGENT

Advance An Agent (2 of 4)

Issuing User Id: JCK
Receiving User Id/Site: CA110001
Issuing User Site: 10001
Name of Receiver: CASHIERONE CASHIERONE
Name of Issuer: JAMES C KELLEY

Return / Advance / Partial / Full
Generate Vouchers | Confirm | Reject

STATEMENT OF AGENT OFFICER'S ACCOUNT
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

	a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
1	Balance Forward:	.00	1,750.00	.00	.00
2	U.S. Dollars:	.00	.00	.00	.00
3	Foreign Curr(U.S. Equivalent):				

- Once the user ID has been selected, their name and advance will automatically populate

Curr Code	On Hand	Amount	Exch Rate	US Equiv
US	1,000,000.00	.00		.00

U.S. Dollar: .00
Foreign Currency (U.S. Equivalent):
Military Payment Certificates:

Clear | OK | Cancel

- Select the currency to advance.
(block 2 – US/ block 3 – FC)
- Once selected, another window will appear.
- Click the small vault to denominate from the DDO's vault.

ADVANCE AN AGENT

Advance An Agent (3 of 4)

User Id: TS1 Currency Code: US Exchange Rate: 1 *Vault Code: TS

Currency Amt Entered for Vault: 250,000.00 US Equiv Entered For Vault: $250,000.00

Denominations	Before Qty	After Qty	Count	Amount
100 DOLLAR BILL	0	0	0	.00
50 DOLLAR BILL	0	0	0	.00
20 DOLLAR BILL	0	0	0	.00
10 DOLLAR BILL	0	0	0	.00
5 DOLLAR BILL	0	0	0	.00
2 DOLLAR BILL	0	0	0	.00
1 DOLLAR BILL	1,000,000	750,000	250000	250,000.00
1 DOLLAR COIN	0	0	0	.00
50 CENTS	0	0	0	.00

Total Currency Amt Entered: 250,000.00 Total US Equiv Entered: $250,000.00

OK Cancel Clear

- The DDO will denominate the currency advanced.
- Once denomination is complete, select "ok."

Hand	Amount	Exch Rate	US Equiv
.00	250,000.00	1	250,000.00

U.S. Dollar: 250,000.00

Foreign Currency (U.S. Equivalent):

Military Payment Certificates:

Clea OK Cancel

- Once selected, a window will appear stating the amount pulled from the DDOs vault.
- Select "ok."

ADVANCE AN AGENT

Advance An Agent (4 of 4)

Issuing User Id: JCK
Receiving User Id/Site: CA110001
Issuing User Site: 10001
Name of Receiver: CASHIERONE CASHIERONE
Name of Issuer: JAMES C KELLEY

Return / Advance — Partial / Full — Generate Vouchers — Confirm — Reject

STATEMENT OF AGENT OFFICER'S ACCOUNT
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

		a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0	1	Balance Forward:	.00	1,750.00	.00	1,750.00
1	2	U.S. Dollars:	250,000.00	.00	.00	.00
	3	Foreign Curr(U.S. Equivalent):	.00	.00	.00	.00
	4	Military Payment Certificates:	.00	.00	.00	.00
2	5	Collections:	.00	.00	.00	.00
3	6	Deposits:	.00	.00	.00	
4	7a	NI: Treasury Checks:	.00	.00	.00	
	7b	Military Payment Orders:	.00	.00	.00	
5	7c.1	NI: EFT For Cash:	.00	.00	.00	
	7c.2	NI: Dishonored Checks:	.00	.00	.00	
	7c.3	Other Negotiable Instruments:	.00	.00	.00	
6	8	Paid Vouchers:	.00	.00	.00	
	9	Incorrect Vouchers Ret:	.00	.00	.00	
	10.1	Overdrafts:	.00	.00	.00	
7	10.2	Loss of Funds:	.00	.00	.00	
	10.3	Transfers In and Out:	.00	.00	.00	
	10.4	Stored Value Card Load:	.00	.00	.00	.00
	11	Stored Value Card Sales:	.00	.00	.00	.00
	12	Total Funds:	.00	1,750.00	.00	1,750.00

12	Total Funds:	.00	251,750.00	.00	251,750.00

- Amount advance will now populate the DD Form 1081.
- Click block 12 to recalculate the columns.
- Block 12 will now update with the total amount advanced to the agent.

Page: 1

SEQUENCE # STATEMENT OF AGENT OFFICE

DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NUMBER
ANTHONY COLE
CAMP LIBERTY
IRAQ
APO AE 09165

DSSN 8550

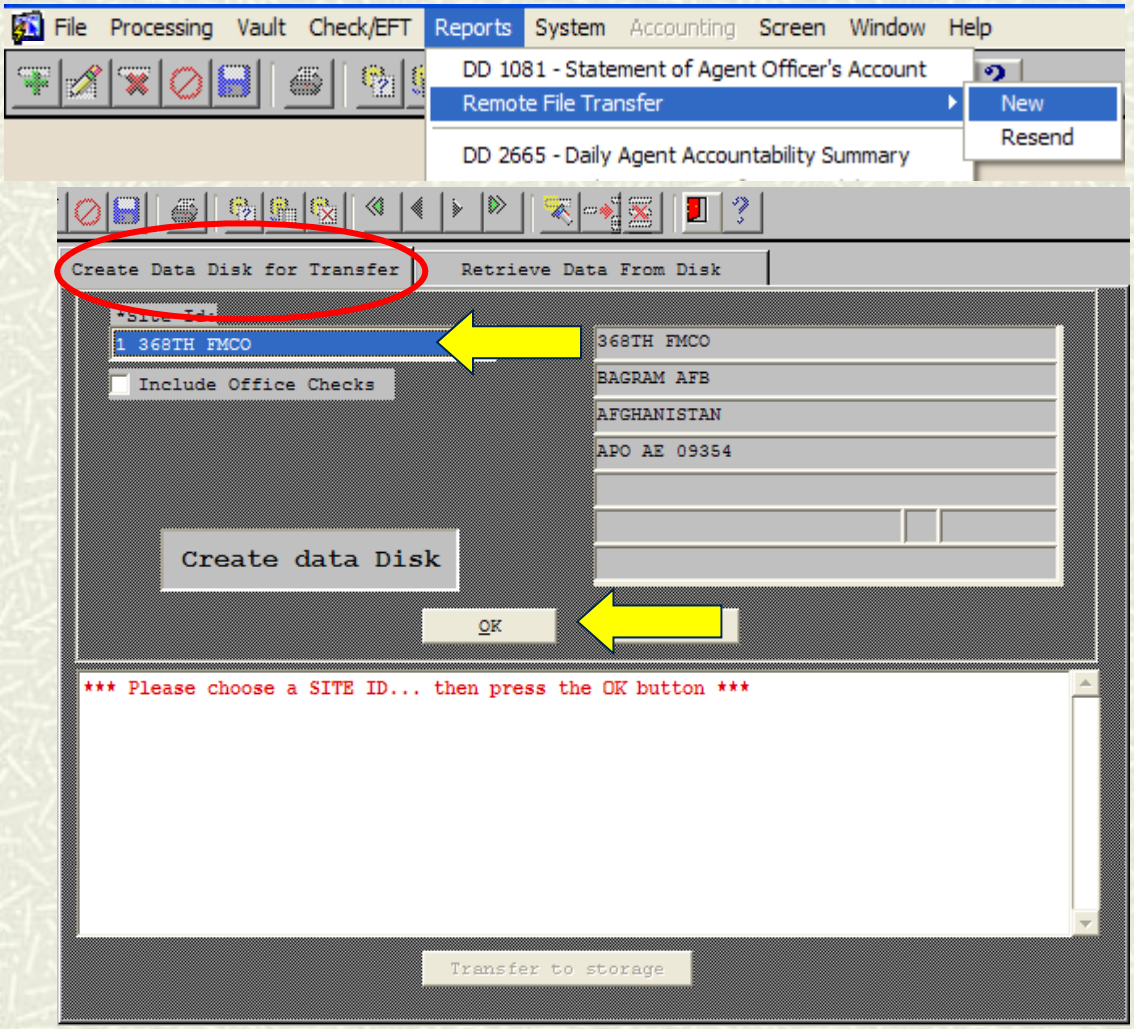
AGENT OF (Include
CASHIER
1111111
CAMP AL

TRANSACTIONS AFFECTING AGENT OFF

TRANSACTIONS | INCREASE | BEGINNIN

ADVANCE AN AGENT

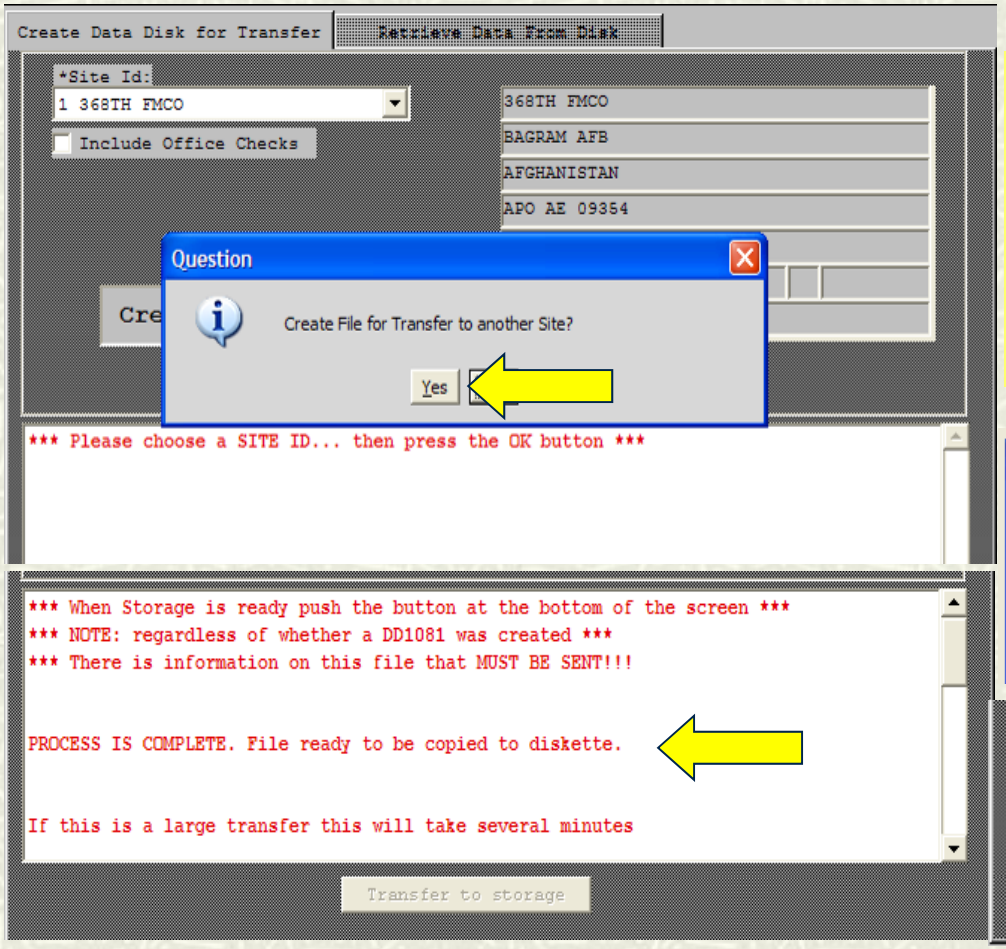
Create A Remote File Transfer (RFT) (1 of 3)



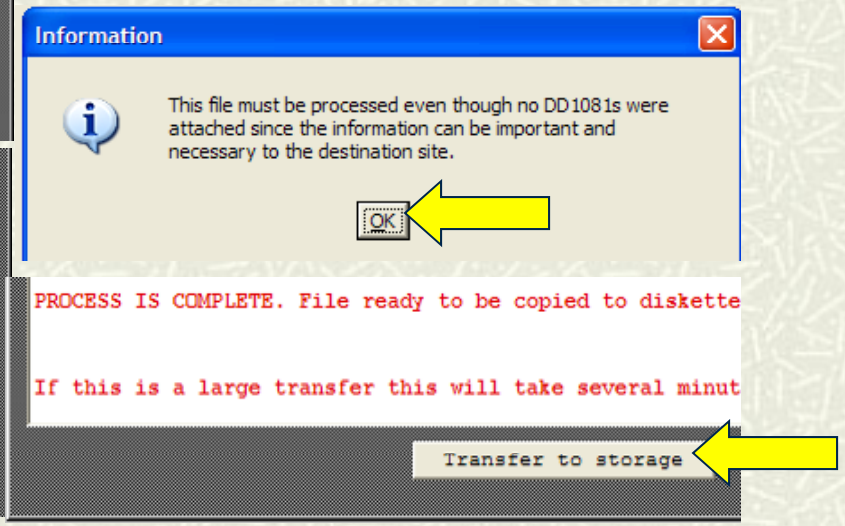
- **Once "new" is selected, a window will appear with 2 tabs.**
- **DDS defaults to the "create data disk for transfer."**
- **Select the appropriate Site ID that DDS should be transferring with.**
- **Select "ok" to generate the RFT file.**

ADVANCE AN AGENT

Create A Remote File Transfer (RFT) (2 of 3)

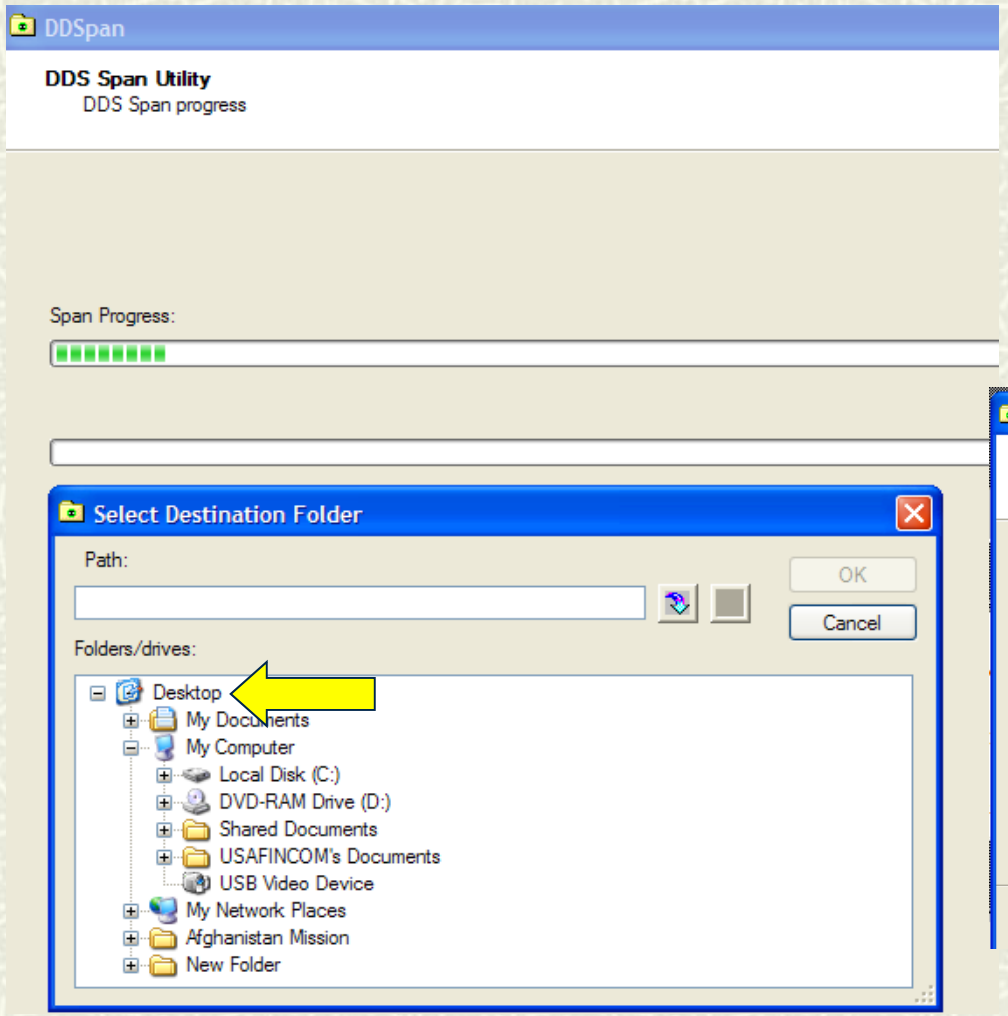


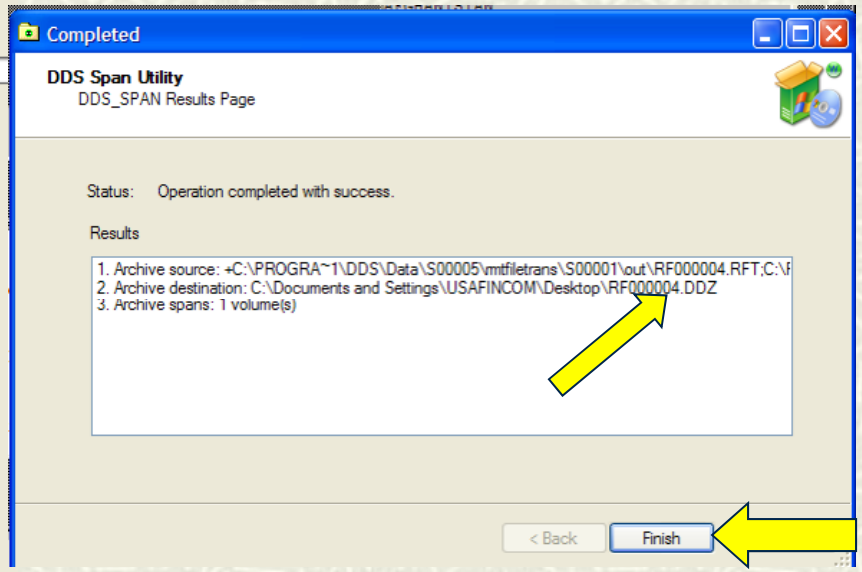
- **Once the RFT has been created, the remarks window will state that the file has been created, and the "transfer to storage" key will become enabled.**
- **Select the "transfer to storage" key, and place in the folder where the RFT files will be maintained.**



ADVANCE AN AGENT

Create A Remote File Transfer (RFT) (3 of 3)





CLEAR A DISBURSING AGENT

CLEAR A DISBURSING AGENT

Example of DA business to DDO (1 of 2)

- All documentation must be verified and reviewed ***BEFORE*** Remote File Transfer (RFT) is processed in DDS

- DD Form 1081 (with RFT # in upper right hand corner)
- DD Form 2665
- OTCnet approved and transmitted check batches
  - ✓ OTCnet Deposit Ticket
  - ✓ DDS Deposit Ticket (with DDS Check Listing)
  - ✓ OTCnet Batch-List
- SVC Sales
  - ✓ EagleCash Excel Deposit Ticket
  - ✓ EagleCash Excel Sales tracker
  - ✓ DDS Deposit Ticket (with DDS Sales Listing)
  - ✓ "Settlement Report" slip(s) from POS devices(s)
- SCV Loads
  - ✓ EagleCash Excel Debit Voucher
  - ✓ EagleCash Excel Load tracker
  - ✓ DDS Debit Voucher (with DDS Load Listing)
  - ✓ Load Transaction Detail Report(s)

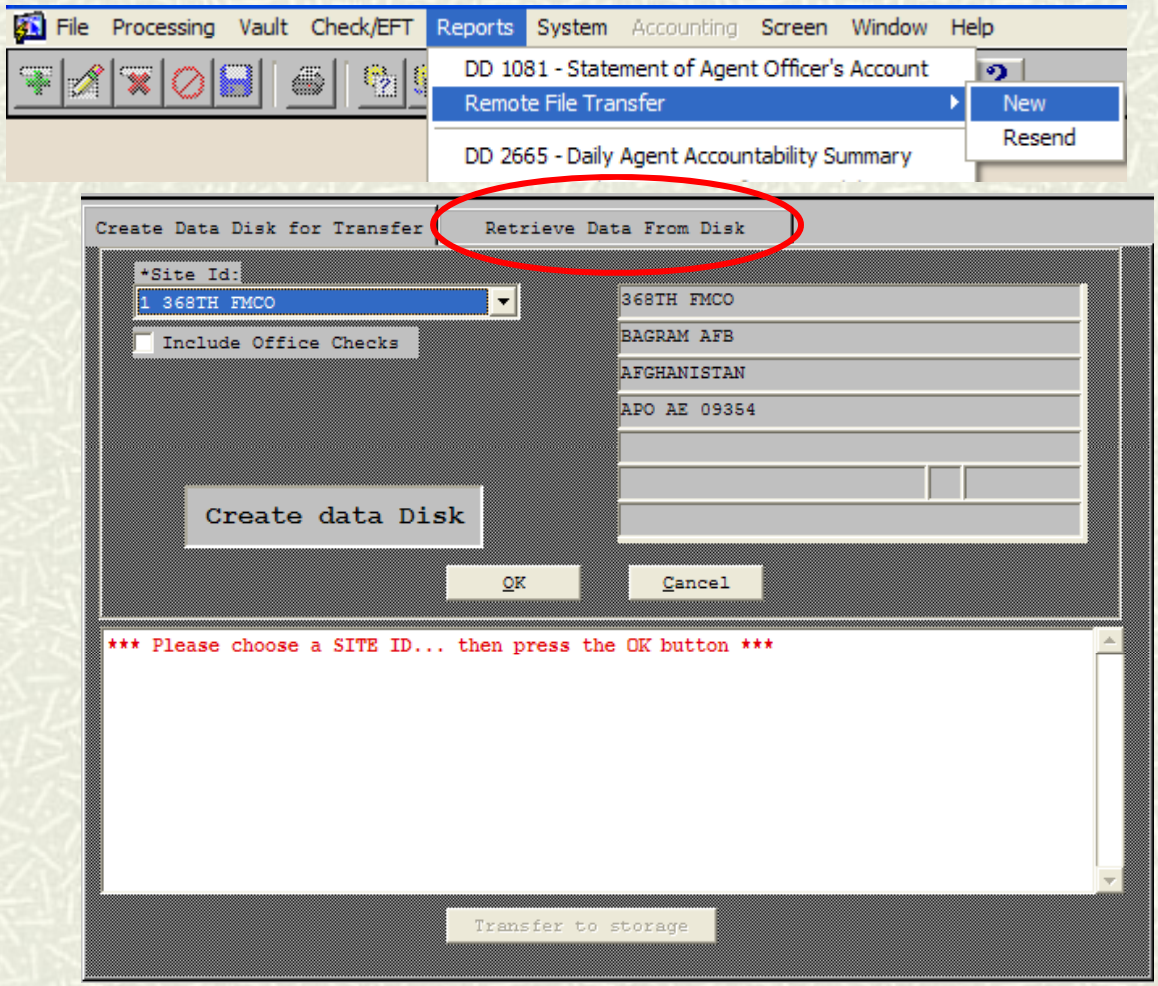
CLEAR A DISBURSING AGENT

Example of DA business to DDO (2 of 2)

- Cash Collection Vouchers (DD1131) in voucher number sequence
  - ✓ DD1131 for SDP Cash: Must have copy of ID card
  - ✓ DD1131 for SDP SVC: Must have copy of ID card, copy of sales receipt
  - ✓ DD1131 for SDP PC: Must have copy of ID, copy of check
  - ✓ DD1131 for foreign currency gain by exchange
  - ✓ DD1131, misc types: Must be supported by appropriate documentation
- Paid Vouchers in voucher number sequence
  - ✓ Local Pays: DDS DD117, DDS DD1351-6, manual DD1351-6
  - ✓ Paying Agents: Cover SF1034, with supporting SF44s and appropriate clearance memorandums
  - ✓ SF 1034 for foreign currency gain by exchange
- OF 1017-G (if any on hand)

CLEAR A DISBURSING AGENT

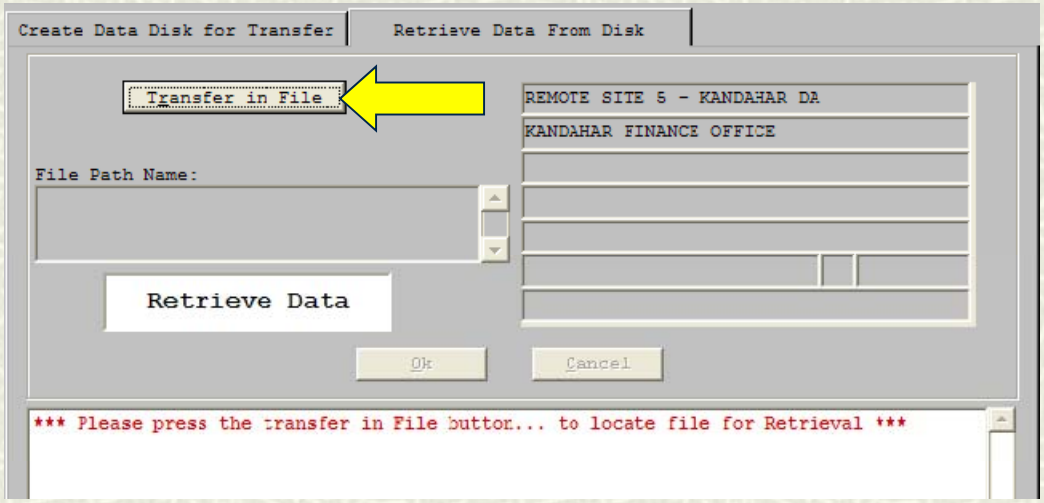
Retrieve A Remote File Transfer (RFT) (1 of 3)



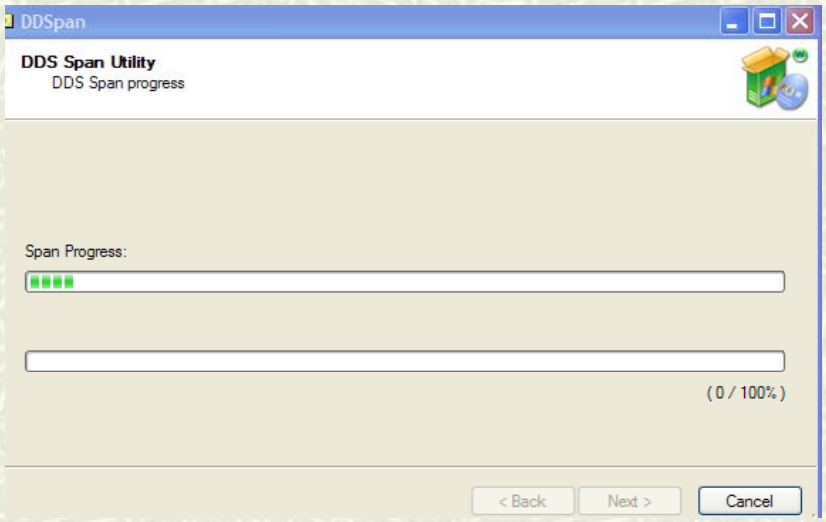
- **Once "new" is selected, a window will appear with 2 tabs.**
- **DDS defaults to the "create data disk for transfer." Select the "Retrieve Data From Disk" tab.**

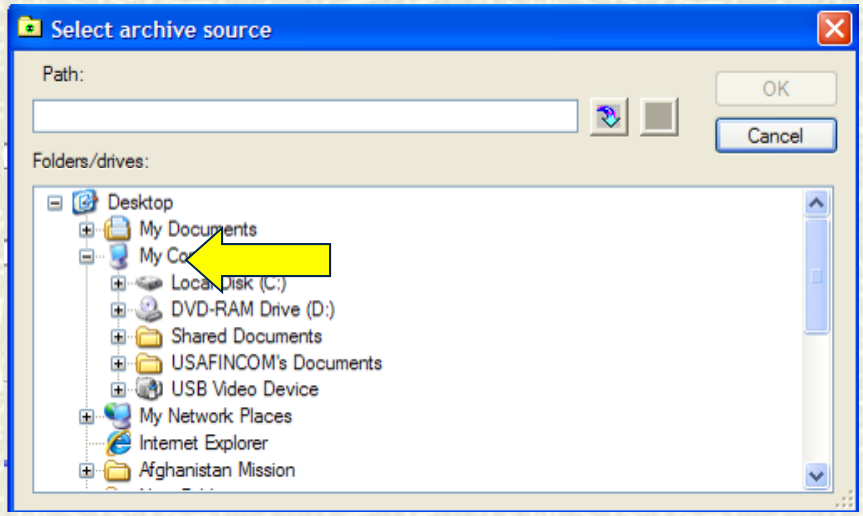
CLEAR A DISBURSING AGENT

Retrieve A Remote File Transfer (RFT) (2 of 3)



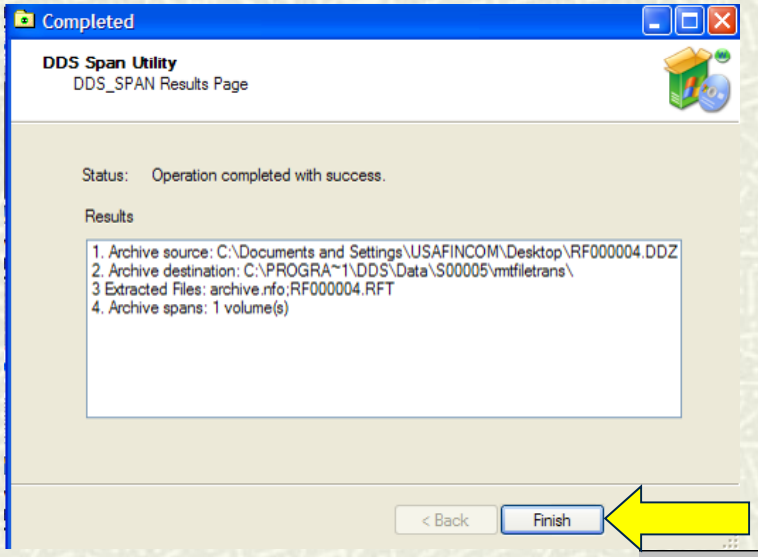
- Select the "transfer in file" button.
- A window will appear asking for the location of the file.
- Once the file location has been identified, select "ok," and the file will be brought into a que and the "OK" button will become available.



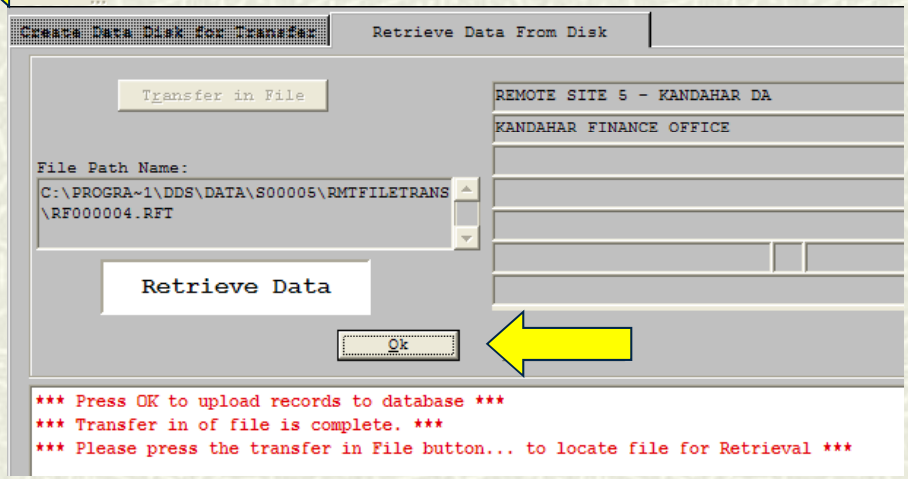


CLEAR A DISBURSING AGENT

Retrieve A Remote File Transfer (RFT) (3 of 3)



- Once the file has been brought in, select "ok" to upload the file into DDS.
- Once uploaded, the user will then go to DD Form 1081 to accept funds. **The RFT may have only carried admin data.



CLEAR A DISBURSING AGENT

Confirm DA 1081(1 of 3)

Issuing User Id: CA1 Receiving User Id/Site: JCK10001

Issuing User Site: 10001 Name of Receiver: JAMES C KELLEY

Name of Issuer: CASHIERONE CASHIERONE

Return / Advance — Partial / Full — Generate Vouchers — Confirm — Reject

STATEMENT OF AGENT OFFICER'S ACCOUNT
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

		a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0	1	Balance Forward:		1,500.00		1,510.00
1	2	U.S. Dollars:			1,500.00	
	3	Foreign Curr(U.S. Equivalent):			10.00	
	4	Military Payment Certificates:				
2	5	Collections:				
3	6	Deposits:				
4	7a	NI: Treasury Checks:				
	7b	Military Payment Orders:				

Forms

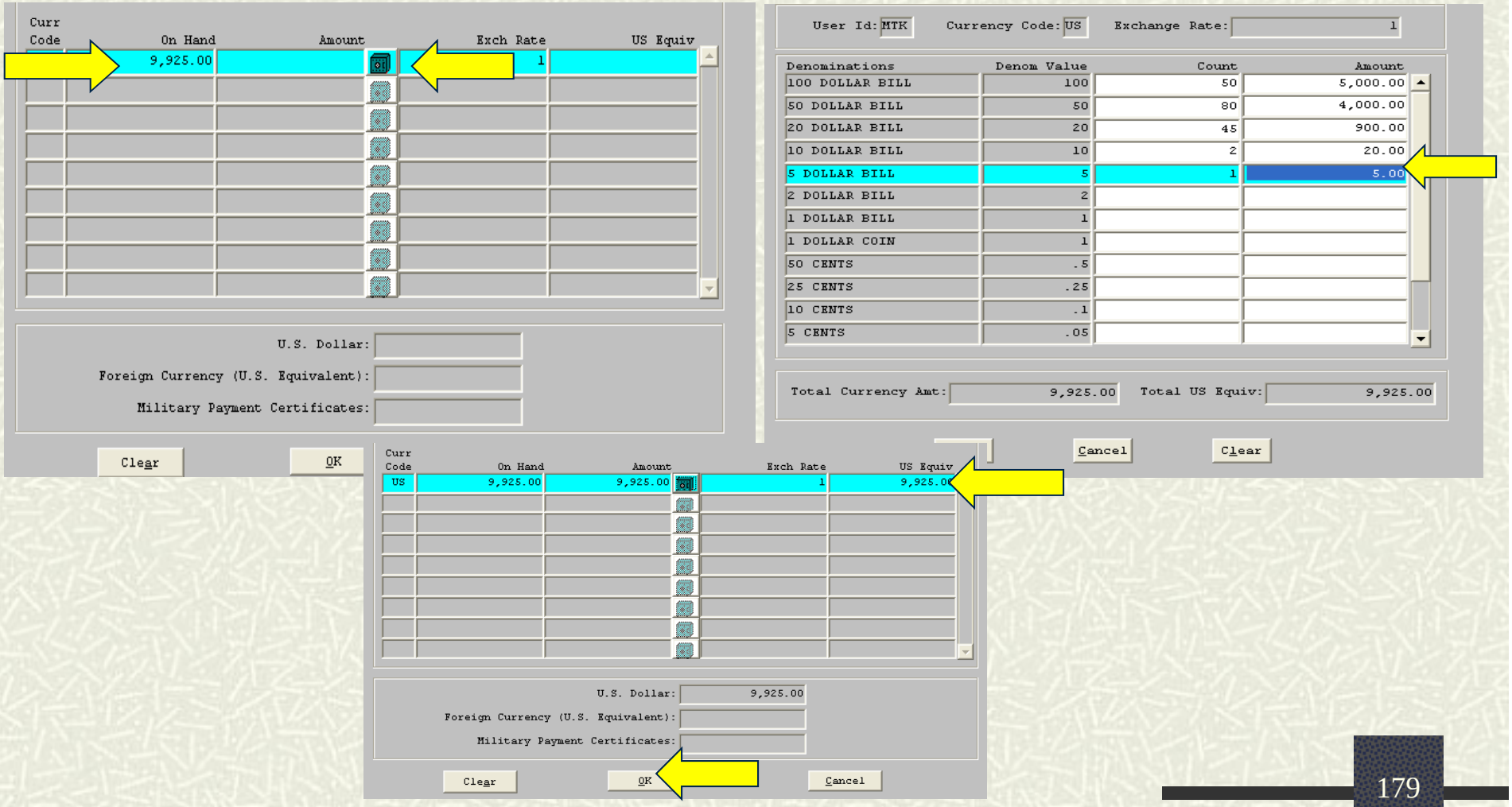
Information: Incoming DD1081 must be processed

OK

Business Day: 12/02/2009 A Sequence Number: 3

CLEAR A DISBURSING AGENT

Confirm DA 1081(2 of 3)



CLEAR A DISBURSING AGENT

Confirm DA 1081(3 of 3)

Page: 1

SEQUENCE # 3 **STATEMENT OF AGENT OFFICER'S ACCOUNT** 09/12/2012 14:30:28

DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NUMBER	AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS (*Include ZIP Code/APO number and Telephone number*)
OMAR S TYSON 8899 EAST 56TH STREET INDIANAPOLIS, IN 46249-3000 DSSN 8850	FOBSHINDAD DISBURSINGAGENT *****8167 FOB SHINDAD

TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

TRANSACTIONS a	INCREASE (Received by Agent) b	BEGINNING BALANCE (In Agent's Account) c	DECREASE (Turned in by Agent) d	ENDING BALANCE (In Agent's Account) e
1. BALANCE FORWARD		94,444.44		106,989.44
2. U.S. DOLLARS				
3. FOREIGN CURRENCY				
4. MILITARY PAYMENT CERTIFICATE				
5. COLLECTIONS	11,800.00			
6. DEPOSITS			5,965.00	
7. NEGOTIABLE INSTRUMENTS				
A. TREASURY CHECKS				
B. MILITARY PAYMENT ORDERS				
C. OTHER(Specify)(EFT for Chk,dishnrd Chk)				
8. PAID VOUCHERS			395.00	
9. INCORRECT VOUCHERS RETURNED				
10. CHK ISSUE OVRDRFT, LOF, TFRS, SVC LOAD	745.00			
11. STORED VALUE CARD SALES				
12. TOTAL FUNDS IN HANDS OF AGENT OFFICER		106,989.44		100,629.44

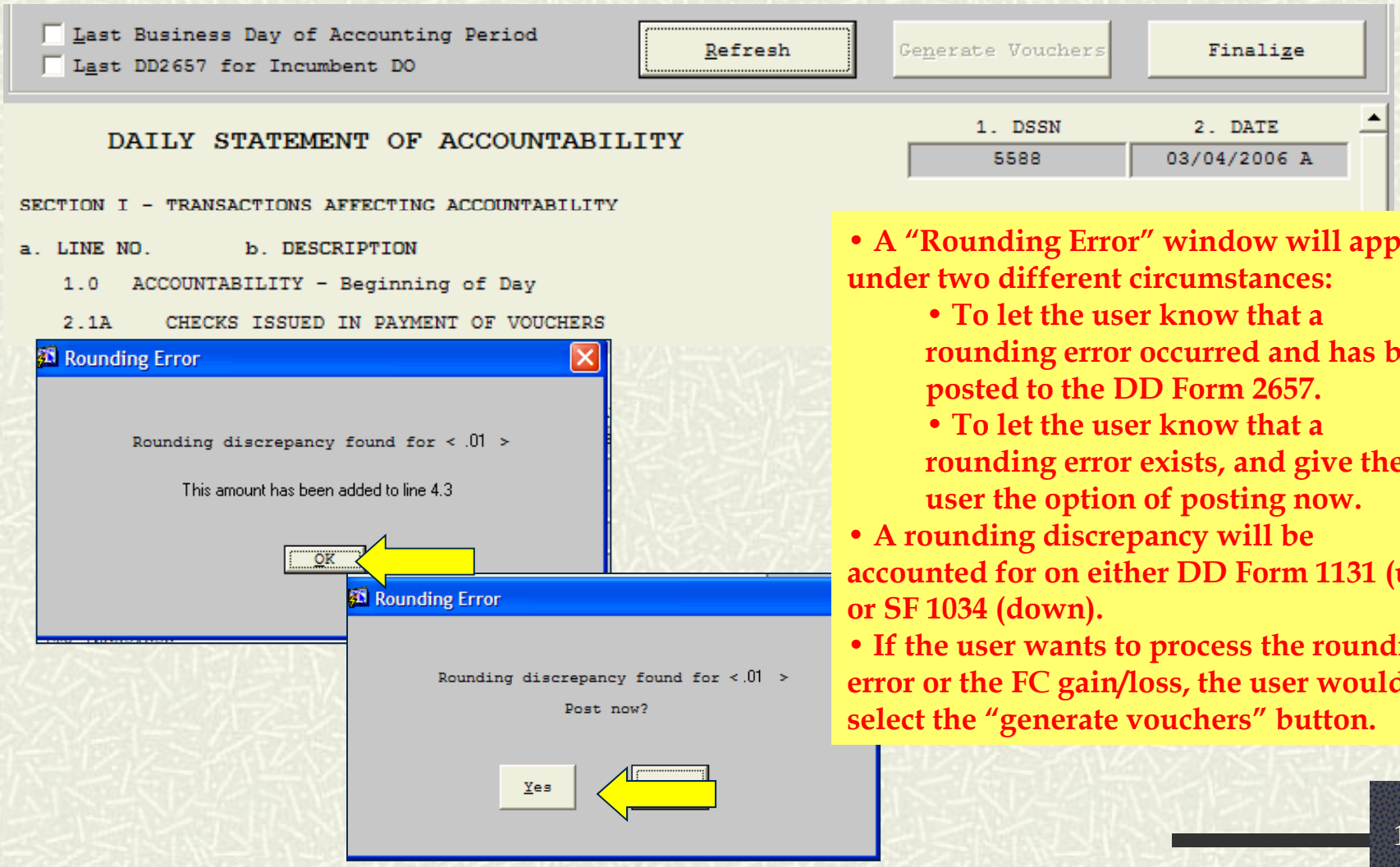
STATEMENTS

DISBURSING OFFICER	AGENT OFFICER
☐ ON ADVANCE: I HAVE ENTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE ABOVE NAMED AS AGENT OFFICER.	☐ ON ADVANCE: I, AS AGENT OFFICER, HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE. I HAVE ASSUMED PECUNIARY RESPONSIBILITY THEREFORE. I WILL NOTIFY THE DISBURSING OFFICER

CLOSE BUSINESS DAY (With Accounting Clerk)

CLOSE BUSINESS DAY (With Accounting Clerk)

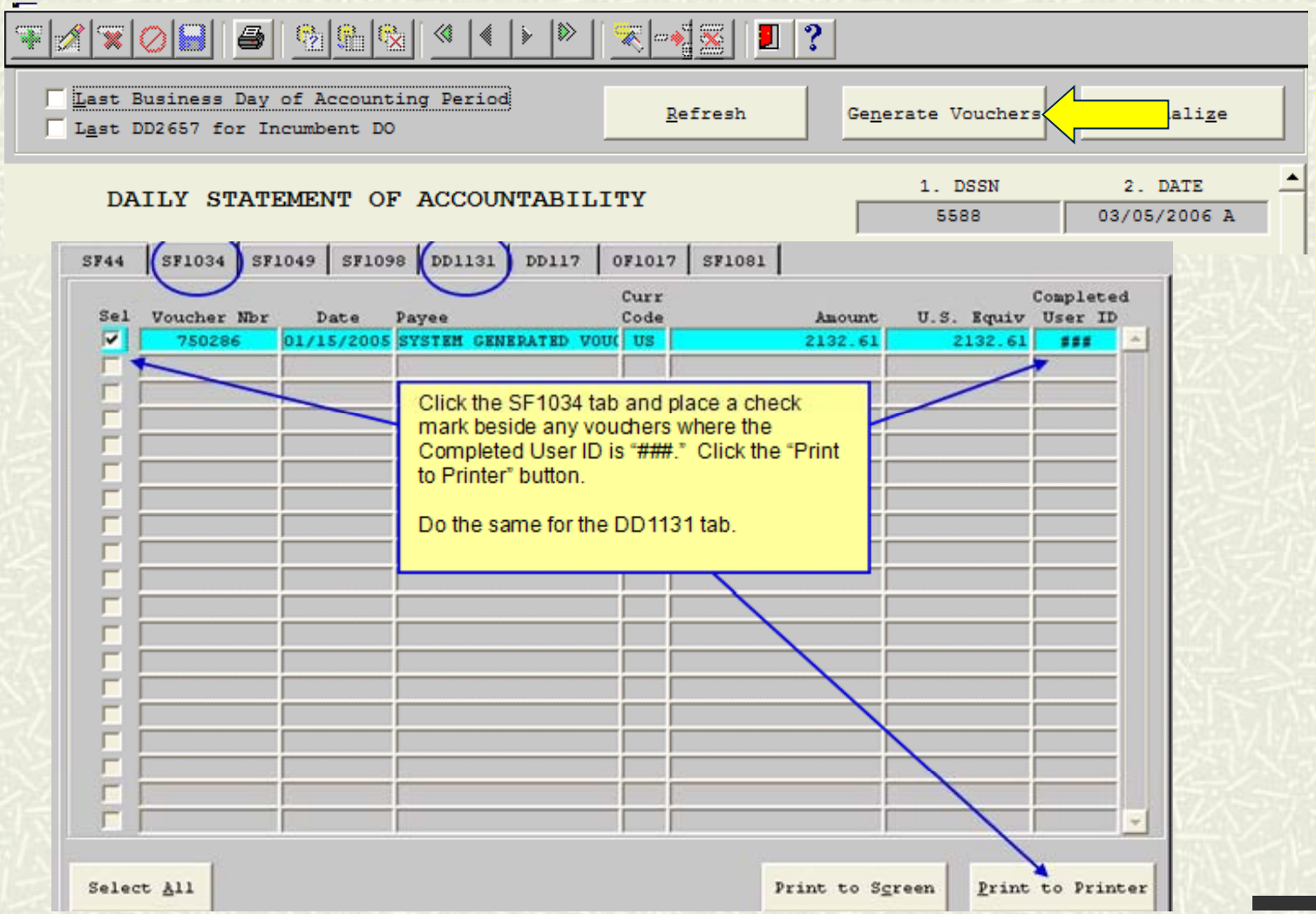
Finalize End of Day DD Form 2657 (1 of 10)



- A "Rounding Error" window will appear under two different circumstances:
  - To let the user know that a rounding error occurred and has been posted to the DD Form 2657.
  - To let the user know that a rounding error exists, and give the user the option of posting now.
- A rounding discrepancy will be accounted for on either DD Form 1131 (up) or SF 1034 (down).
- If the user wants to process the rounding error or the FC gain/loss, the user would select the "generate vouchers" button.

CLOSE BUSINESS DAY (With Accounting Clerk)

Generate Exchange Gain/Loss Vouchers (2 of 10)



- **If the user wants to process the FC gain/loss, the user would select the "generate vouchers" button.**

CLOSE BUSINESS DAY (With Accounting Clerk)

Finalize End of Day DD Form 2657 (3 of 10)

DAILY STATEMENT OF ACCOUNTABILITY

1. DSSN	2. DATE
5588	03/05/2006 A

SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY

a. LINE NO.	b. DESCRIPTION	c. TODAY	d. MONTH-TO-DATE
1.0	ACCOUNTABILITY - Beginning of Day	19,832,644.91	23,175,539.61
2.1A	CHECKS ISSUED IN PAYMENT OF VOUCHERS	16,457.22	163,282.24
2.1B	CHECKS ISSUED - ALL OTHERS	6,819.70	19,657.68
2.3	OTHER TRANSACTIONS (do not report on SF 1219)		
2.37	TRANSFERS FROM OTHER DOs		
2.8	IPAC PAYMENTS AND COLLECTIONS		
2.9	TOTAL ACCOUNTABILITY INCREASES	23,276.92	182,939.92

- **Block 1 – DSSN**
- **Block 2 - Date**
- **Line 1.0c – Beginning Accountability.**
- **Line 1.0d – Month-To-Date Accountability.**
- **Line 2.1Ac – Treasury Check (TC) payments.**
- **Line 2.1Bc – TCs issued – All Others.**
  - **$ amount from Lines 2.1Ac and 2.1Bc must equal total on TC Register for the day.**
- **Line 2.37c – Transfers from other DOs. (Funding mission/$ turn-in) Must receive a copy of the other DO/DDOs DD Form 2657 for verification.**
- **Line 2.9c – Total Accountability Increases for the day/month.**

CLOSE BUSINESS DAY (With Accounting Clerk)

Finalize End of Day DD Form 2657 (4 of 10)

4.1A	GROSS DISBURSEMENTS	18,457.22	3,599,350.59
4.1B	LESS - REFUNDS	18,720.80	20,854.14
4.1C	NET DISBURSEMENTS	-263.58	3,578,496.45
4.1D	LESS - RECEIPTS	27,020.59	38,277.92
4.1E	LESS - REIMBURSEMENTS	71,418.86	71,418.86
4.1F	NET EXPENDITURES	-98,703.03	3,468,799.67

- **Line 4.1Ac – The total of all US$ payments.**
- **Line 4.1Bc – The total of all US$ CCV refunds.**
- **Line 4.1Cc – Total Net Disbursements. Line 4.1Ac minus Line 4.1Bc.**
- **Line 4.1Dc – The total of all US$ CCV receipts.**
- **Line 4.1Ec – The total of all US$ CCV reimbursements.**
- **Line 4.1Fc – Total Net Expenditures. Line 4.1Cc plus 4.1Dc plus 4.1Ec. (Line 4.1D and 4.1E are negative amounts in accountability.)**

CLOSE BUSINESS DAY (With Accounting Clerk)

Finalize End of Day DD Form 2657 (5 of 10)

4.2A	DEPOSITS PRESENTED OR MAILED TO BANK	117,160.25	255,838.67
4.2B	EFT DEBIT VOUCHERS	-10,024.15	-213,647.57
4.3	OTHER TRANSACTIONS (do not report on SF 1219)		
4.37	TRANSFERS TO OTHER DOs		
4.9	TOTAL ACCOUNTABILITY DECREASES	18,457.22	3,521,014.92
5.0	ACCOUNTABILITY - END OF DAY	19,837,464.61	19,837,464.61

- **Line 4.2Ac – The total of all SF 215s minus all SF 5515s for returned checks (NSF).**
- **Line 4.2Bc – The total of all US$ EagleCash Loads and EFT payments. (Amount should appear as a negative amount.)**
- **Line 4.3c – Should be blank.**
- **Line 4.37c – Transfers to other DOs. (Funding mission/$ turn-in) Must receive a copy of the other DO/DDOs DD Form 2657 for verification.**
- **Line 4.9c – The total decrease in accountability.**
- **Line 5.0c – End of Day Accountability.**

CLOSE BUSINESS DAY (With Accounting Clerk)

Finalize End of Day DD Form 2657 (6 of 10)

LINE NO.	b. DESCRIPTION	c.DAILY INCREASE	d.DAILY DECREASE	e.MONTH-TO-DATE
6.1	DESIGNATED DEPOSITARY	2,666.67	400.01	16,980,002.83
6.2A	U.S. CURRENCY/COINAGE ON HAND		2,666.67	1,732,746.24
6.2B	FOREIGN CURRENCY/COINAGE ON HAND			967,524.27
6.3A	UNDEPOSITED COLLECTIONS - GENERAL			
6.3B	OTHER UNDEPOSITED INSTRUMENTS ON HAND	117,160.25	117,160.25	149,419.56
6.4	CUSTODY OR CONTINGENCY CASH			

- Line 6.1c – Total of all increases to the LDA (Deposits, Interest, and rounding gains).
- Line 6.1d – Total of all decreases to the LDA (Checks written, service charges, and rounding losses).
- Line 6.2Ac – Total of all US currency on hand.
- Line 6.2Bc – Total of all FC currency on hand.
  - Lines 6.2Ae and 6.2Be should be the total amount of cash on hand (should match the vault ledger).
- Line 6.3Ac – Should be blank.
- Line 6.3Bc – Any undeposited negotiable instruments (DA returned checks without Deposit Ticket).
- Line 6.3Bd – Checks that have been cleared with a deposit ticket.
- Line 6.4c – Should be blank.

CLOSE BUSINESS DAY (With Accounting Clerk)

Finalize End of Day DD Form 2657 (7 of 10)

7.1	DEFERRED VOUCHERS			
7.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS			
7.2B	ACCOUNTS RECEIVABLE - OTHER			
7.3	LOSS OF FUNDS			
7.4	DISHONORED CHECKS RECEIVABLE			500.00
8.0	TOTAL INCUMBENT DO ACCOUNTABILITY	123,979.95	117,560.26	19,837,064.60

- **Line 7.1c – Total of all increases in deferred vouchers to the DAs.**
- **Line 7.2Ac – Should be blank. If there are any journal vouchers documenting an overdraft, that total will display here.**
- **Line 7.2Bc – Should be blank.**
- **Line 7.3c – Total of all losses of funds.**
- **Line 7.3e – Total of all losses of funds month to date.**
- **Line 7.4c – Total of all increases in NSF checks.**
- **Line 7.4e - Total of all NSFs month to date.**
- **Line 8.0 – This is the current DO's total accountability. If there are no unresolved accounts receivable from a previous DO then this amount is also the total accountability for the DSSN.**

CLOSE BUSINESS DAY (With Accounting Clerk)

Finalize End of Day DD Form 2657 (8 of 10)

LINE NO.	b. DESCRIPTION	c.DAILY INCREASE	d.DAILY DECREASE	e.MONTH-TO-DATE
9.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS			
9.2B	ACCOUNTS RECEIVABLE - OTHER			
9.3	LOSS OF FUNDS			
9.4	OTHER			
10.0	TOTAL PREDECESSOR DO's ACCOUNTABILITY			

CTION IV - DISTRIBUTION OF ACCOUNTABILITY - COMBINED

LINE NO.	b. DESCRIPTION	c.DAILY INCREASE	d.DAILY DECREASE	e.MONTH-TO-DATE
11.0	TOTAL DSSN ACCOUNTABILITY	123,979.95	117,560.26	19,837,064.60

- Line 9.2A –
- Line 9.2B –
- Line 9.3 –
- Line 9.4 –
- Line 10.0 –
- Line 11.0 – The current DO's accountability (Line 8.0) is added to the predecessor DO's accountability (Line 10.0) and totaled in Line 11.0.

CLOSE BUSINESS DAY (With Accounting Clerk)

Finalize End of Day DD Form 2657 (9 of 10)

☐ Last Business Day of Accounting Period
☐ Last DD2657 for Incumbent DO

Refresh | Generate Vouchers | Finalize

Step 1

DAILY STATEMENT OF ACCOUNTABILITY

1. DSSN	2. DATE
8850	08/10/2012 B

SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY

a. LINE NO.	b. DESCRIPTION	c. TODAY	d. MONTH-TO-DATE
1.0	ACCOUNTABILITY - Beginning of Day	13,383,835.61	13,383,835.61
2.1A	CHECKS ISSUED IN PAYMENT OF VOUCHERS	84,625.00	84,625.00
2.1B	CHECKS ISSUED - ALL OTHERS	2,000,000.00	2,000,000.00
2.3	OTHER TRANSACTIONS (do not report on SF 1219)		
2.37	TRANSFERS FROM OTHER DOs		
2.8	IPAC PAYMENTS AND COLLECTIONS		
2.9	TOTAL ACCOUNTABILITY INCREASES	2,084,625.00	2,084,625.00
3.0	GROSS ACCOUNTABILITY	15,468,460.61	15,468,460.61
4.1A	GROSS DISBURSEMENTS	203,420.00	203,420.00
4.1B	LESS - REFUNDS	178,607.00	178,607.00
4.1C	NET DISBURSEMENTS	24,813.00	24,813.00
4.1D	LESS - RECEIPTS	11,800.00	11,800.00
4.1E	LESS - REIMBURSEMENTS		

STANFINS data is availble for processing for ODS

ODS interface STANFINS sites must create STANFINS and EDA files each business day, STANFINS Data is available but user does not have processing privileges.

OK

Step 2

- **ODS, EDA and STANFINS files must be created by the Accounting Clerk after the DD2657 is finalized *but must be created before the next days business is closed*.**

CLOSE BUSINESS DAY (With Accounting Clerk)

Final DD2657(10 of 10)

Page: 1

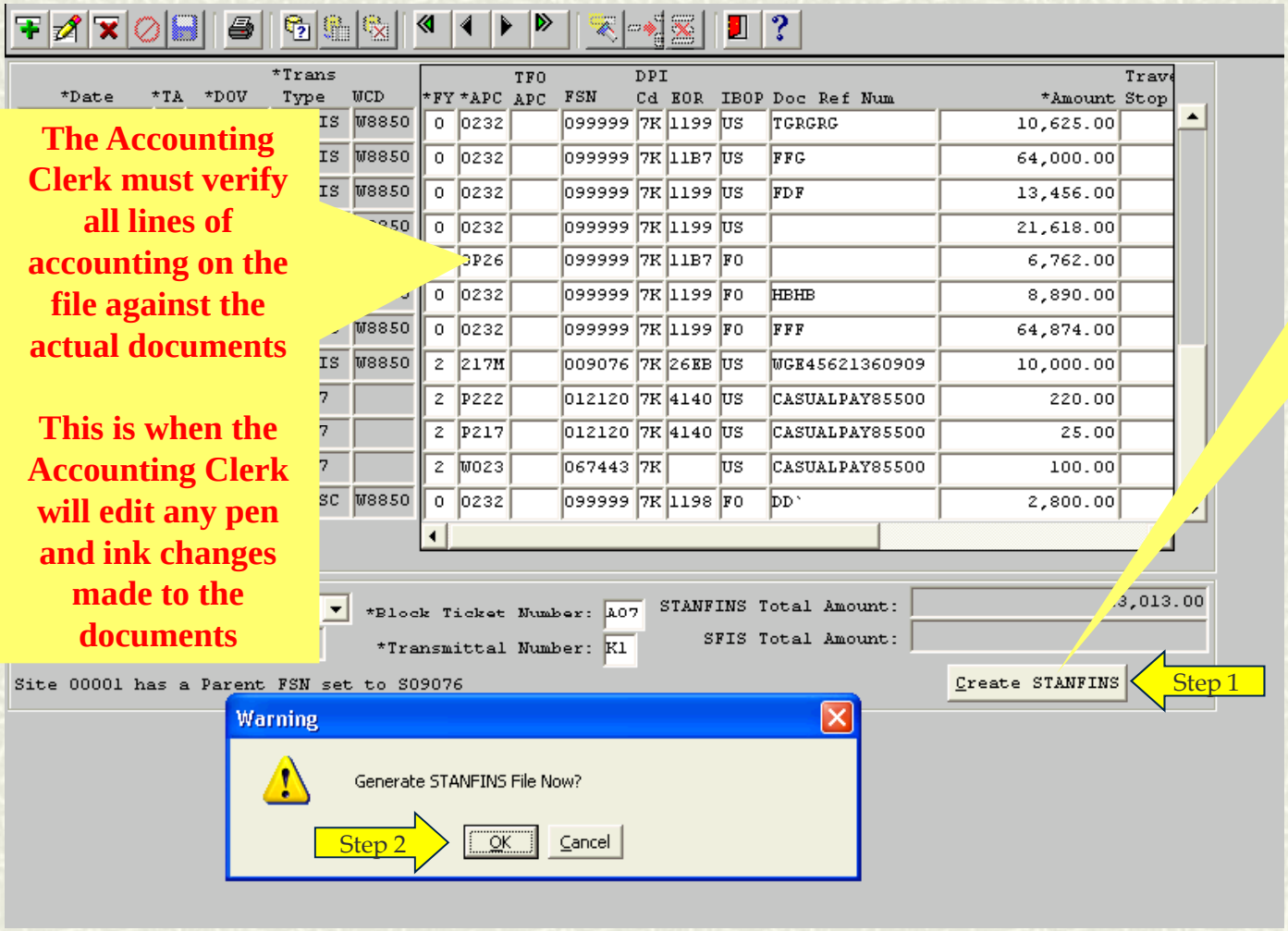
DAILY STATEMENT OF ACCOUNTABILITY			1. DSSN 8850	2. DATE 05/08/2012 A
SECTION 1 - TRANSACTIONS AFFECTING ACCOUNTABILITY				
a. LINE	b. DESCRIPTION		c. TODAY	d. MONTH-TO-DATE
1.0	ACCOUNTABILITY - Beginning of Day		78,319,111.11	69,319,111.11
2.1A	INCREASES	CHECKS ISSUED IN PAYMENT OF VOUCHERS		11,267.63
2.1B		CHECKS ISSUED - ALL OTHERS		
2.3		OTHER TRANSACTION (Do not report on SF 1219)		
2.34		DISCREPANCIES IN DO ACCOUNT-CREDITS(Do not use this line)		
2.36		PAYMENTS BY ANOTHER DO (Do not use this line)		
2.37		TRANSFERS FROM OTHER DOs		
2.8		IPAC PAYMENTS AND COLLECTIONS		
2.9		TOTAL ACCOUNTABILITY INCREASES		11,267.63
3.0	GROSS ACCOUNTABILITY		78,319,111.11	69,330,378.74
4.1A		Gross Disbursements	555,140.36	590,462.95
4.1B		Less - Refunds		
4.1C		Net Disbursements	555,140.36	590,462.95
4.1D		Less - Receipts		.10
4.1E		Less - Reimbursements		
4.1F	DECREASES	NET EXPENDITURES	555,140.36	590,462.85
4.2A		DEPOSITS PRESENTED OR MAILED TO BANK		
4.2B		EFT DEBIT VOUCHERS	-83.59	-9,024,138.45
4.3		OTHER TRANSACTIONS (Do not report on SF 1219)		
4.34		DISCREPANCIES IN DO ACCOUNT-DEBITS (Do not use this line)		
4.36		PAYMENTS FOR OTHER DOs (Do not use this line)		
4.37		TRANSFERS TO OTHER DOs		
4.9		TOTAL ACCOUNTABILITY DECREASES	555,056.77	-8,433,675.60
5.0	ACCOUNTABILITY - End of Day		77,764,054.34	77,764,054.34

SECTION II - DISTRIBUTION OF ACCOUNTABILITY - INCUMBENT DO				
a. LINE	b. DESCRIPTION	c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
6.1	DESIGNATED DEPOSITARY			9,000,000.00
6.2A	U.S. CURRENCY/COINAGE ON HAND			60,000,000.00
6.2B	FOREIGN CURRENCY/COINAGE ON HAND		555,056.77	8,764,054.34
6.3A	UNDEPOSITED COLLECTIONS - GENERAL			
6.3B	OTHER UNDEPOSITED INSTRUMENTS ON HAND			

- **Print and save the DD2657 per local SOP**
- **Business will be closed**

CLOSE BUSINESS DAY (With Accounting Clerk)

STANFINS File(1 of 2)



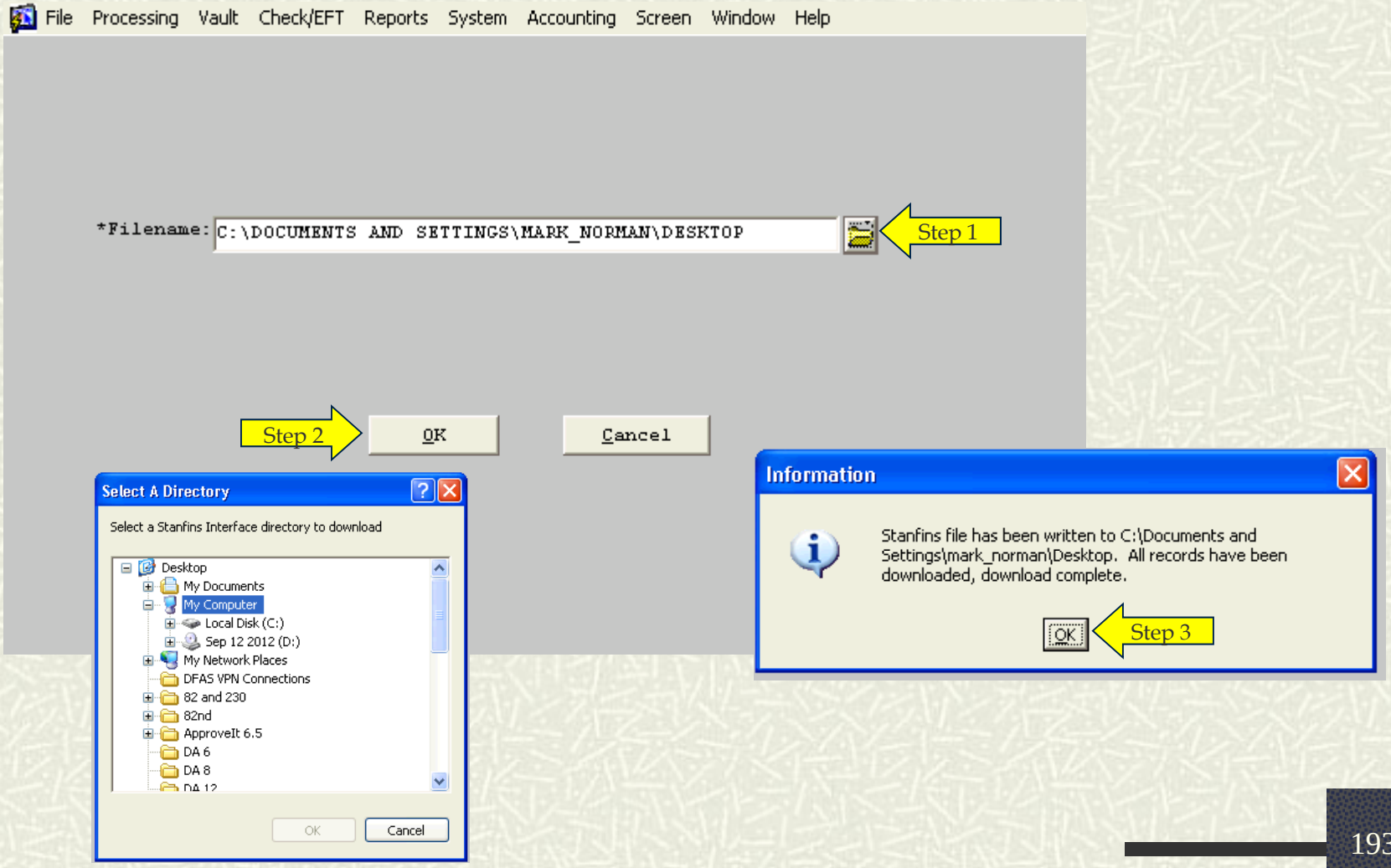
The Accounting Clerk must verify all lines of accounting on the file against the actual documents

This is when the Accounting Clerk will edit any pen and ink changes made to the documents

The STAFINS, EDA and ODS files are created after the DDO finalizes the DD2657

CLOSE BUSINESS DAY (With Accounting Clerk)

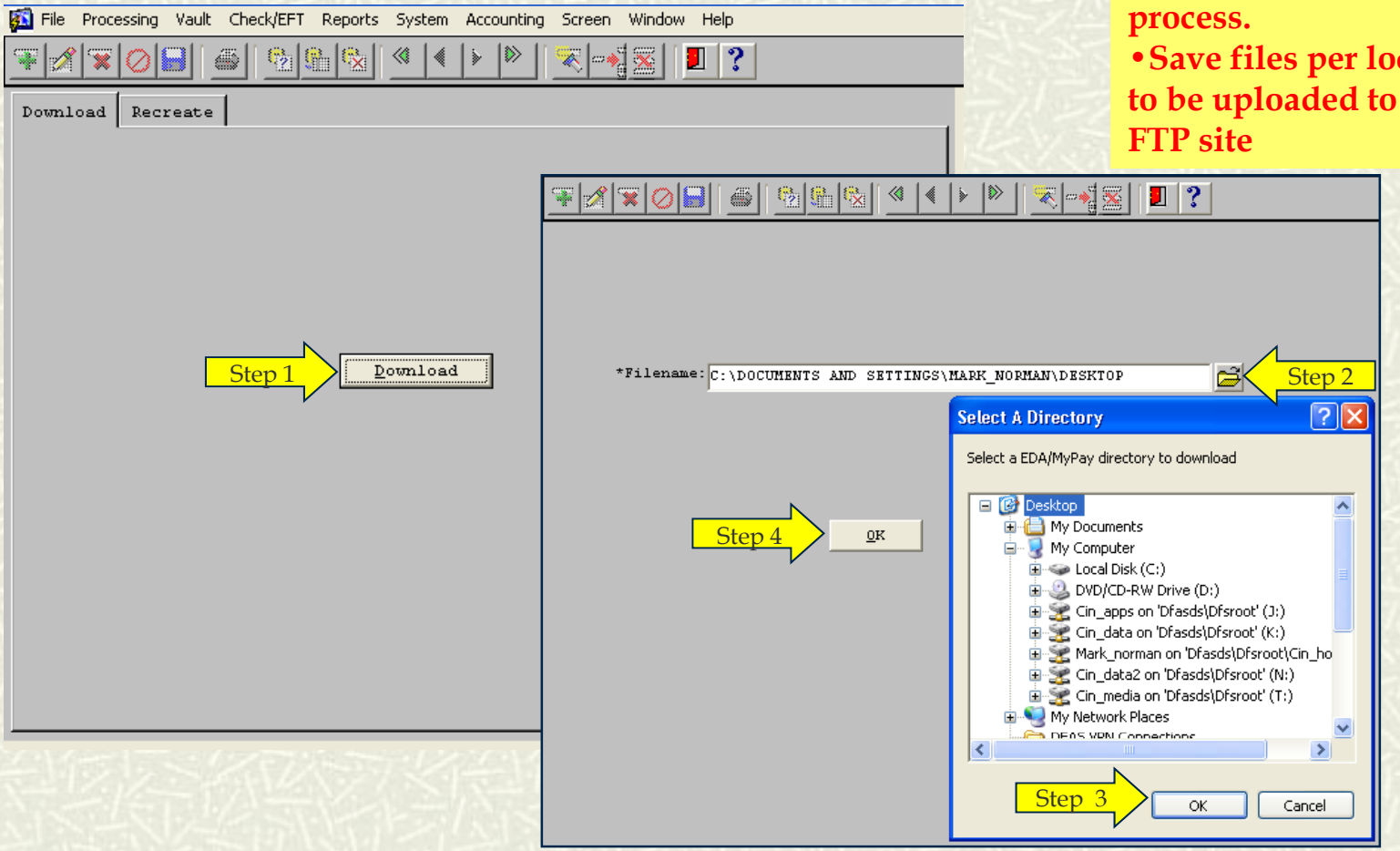
STANFINS File(2 of 2)



CLOSE BUSINESS DAY (With Accounting Clerk)

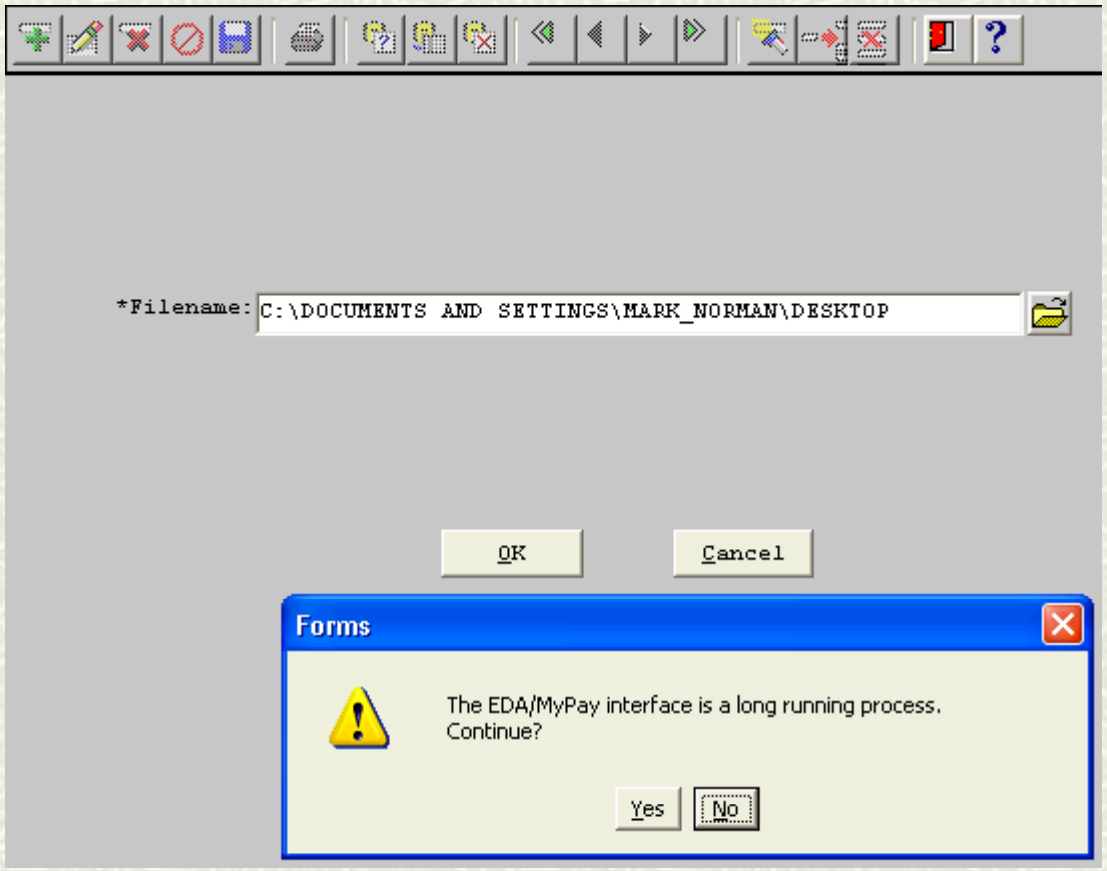
Creating EDA files (1 of 2)

- Multiple files will be generated during this process.
- Save files per local SOP to be uploaded to EDA FTP site



CLOSE BUSINESS DAY (With Accounting Clerk)

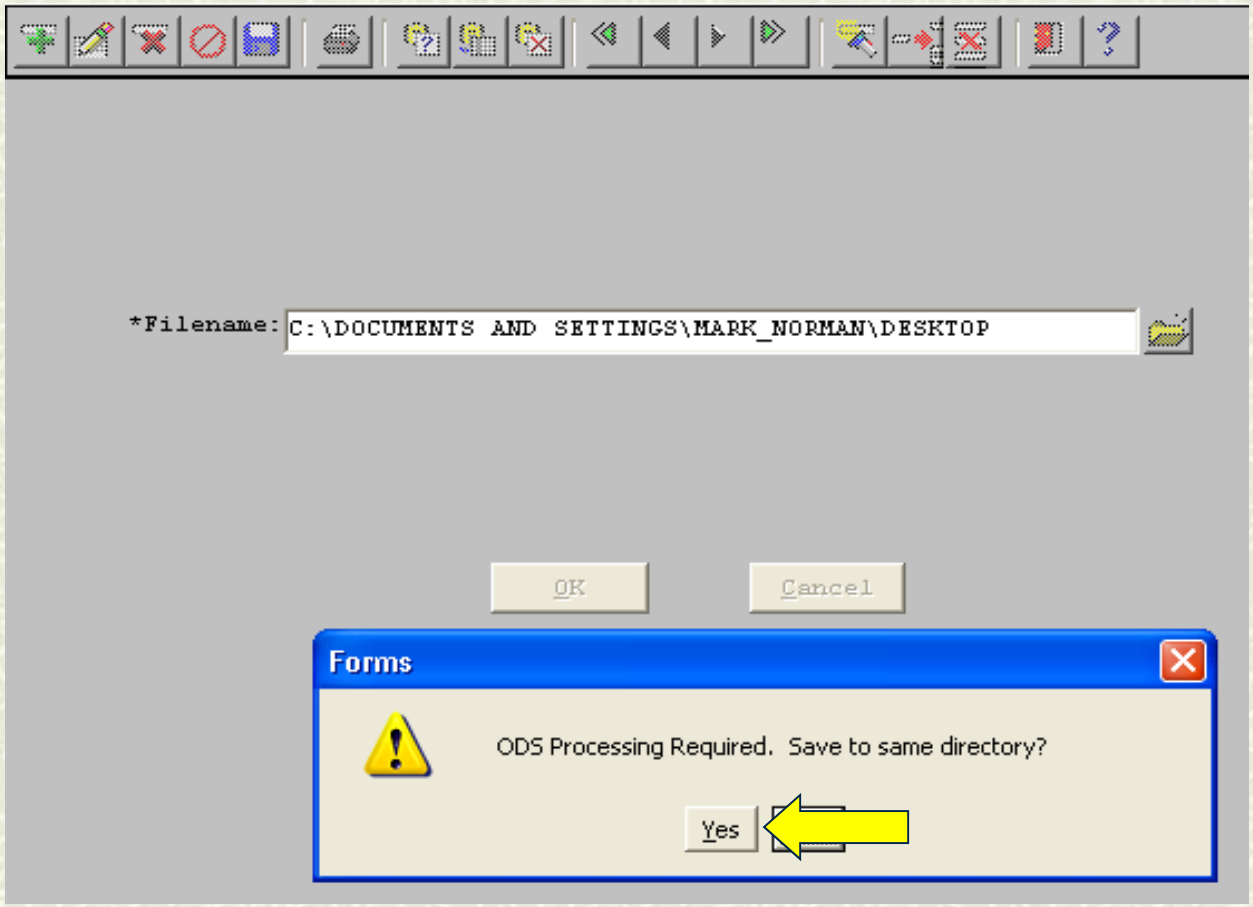
Creating EDA files (2 of 2)



- **After the EDA file is created the screen to create ODS file will pop up**

CLOSE BUSINESS DAY (With Accounting Clerk)

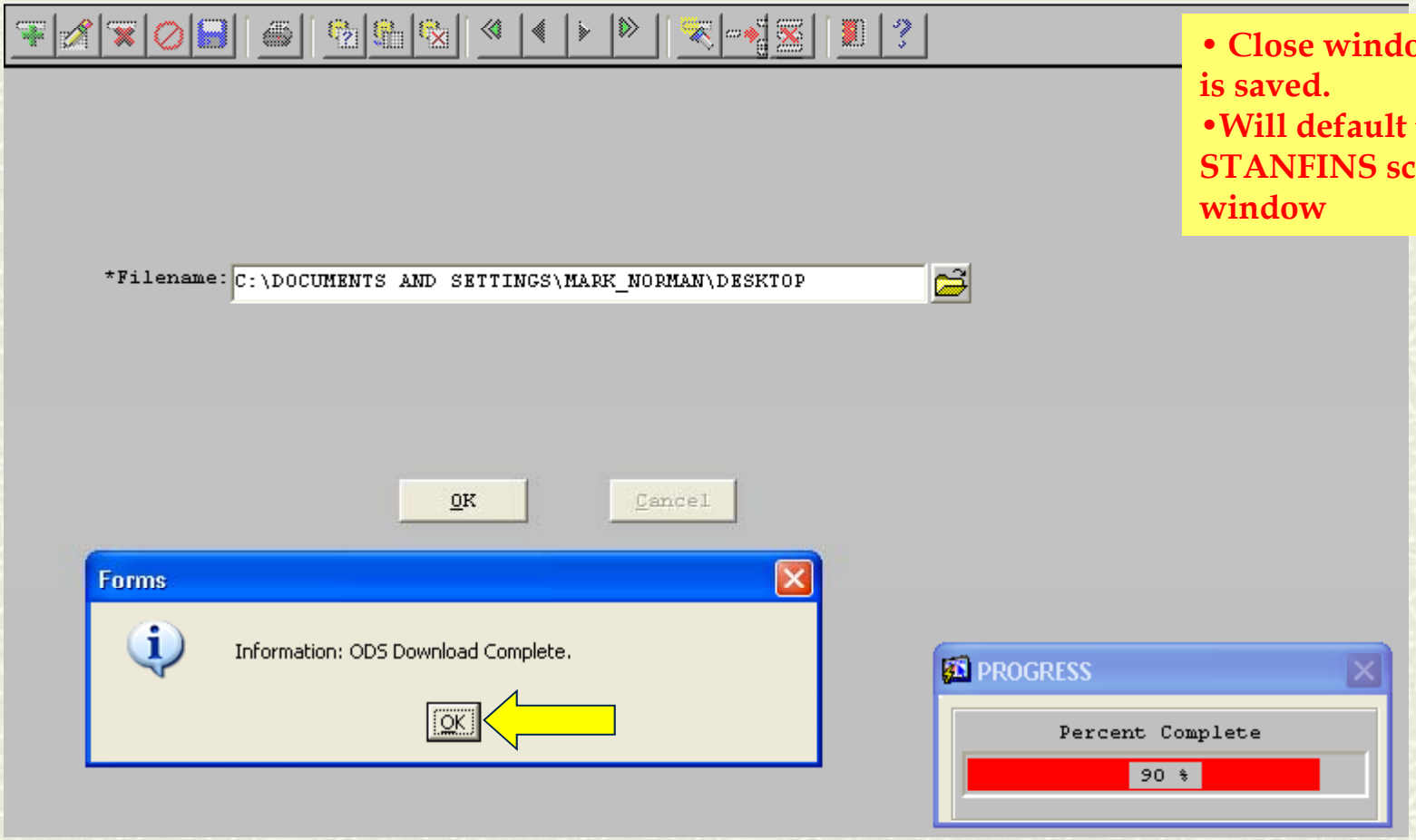
Create ODS file(1 of 2)



- **Save file per local SOP**

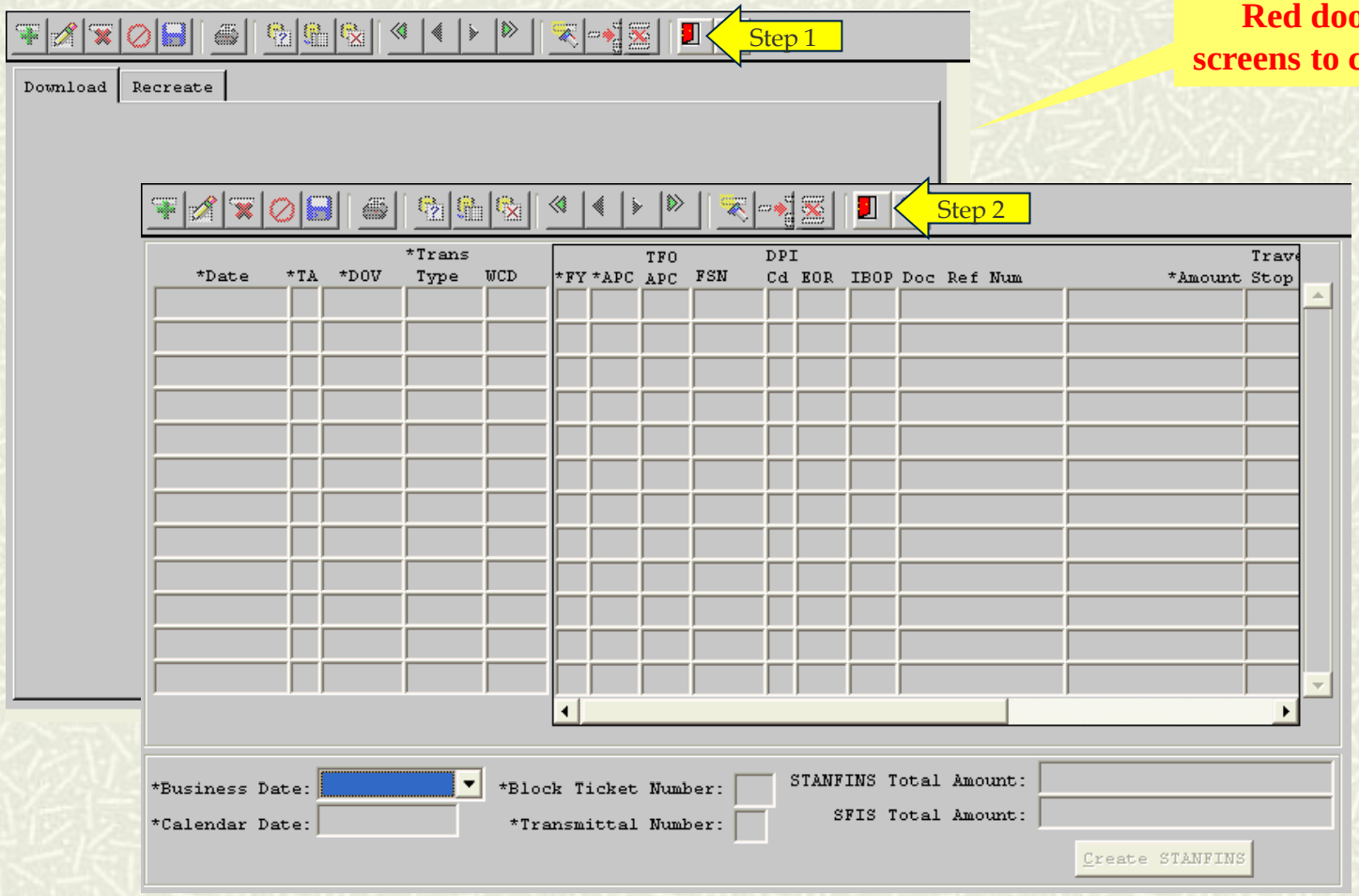
CLOSE BUSINESS DAY (With Accounting Clerk)

Create ODS file(2 of 2)



- Close window after file is saved.
- Will default to STANFINS screen close window

CLOSE BUSINESS DAY (With Accounting Clerk)

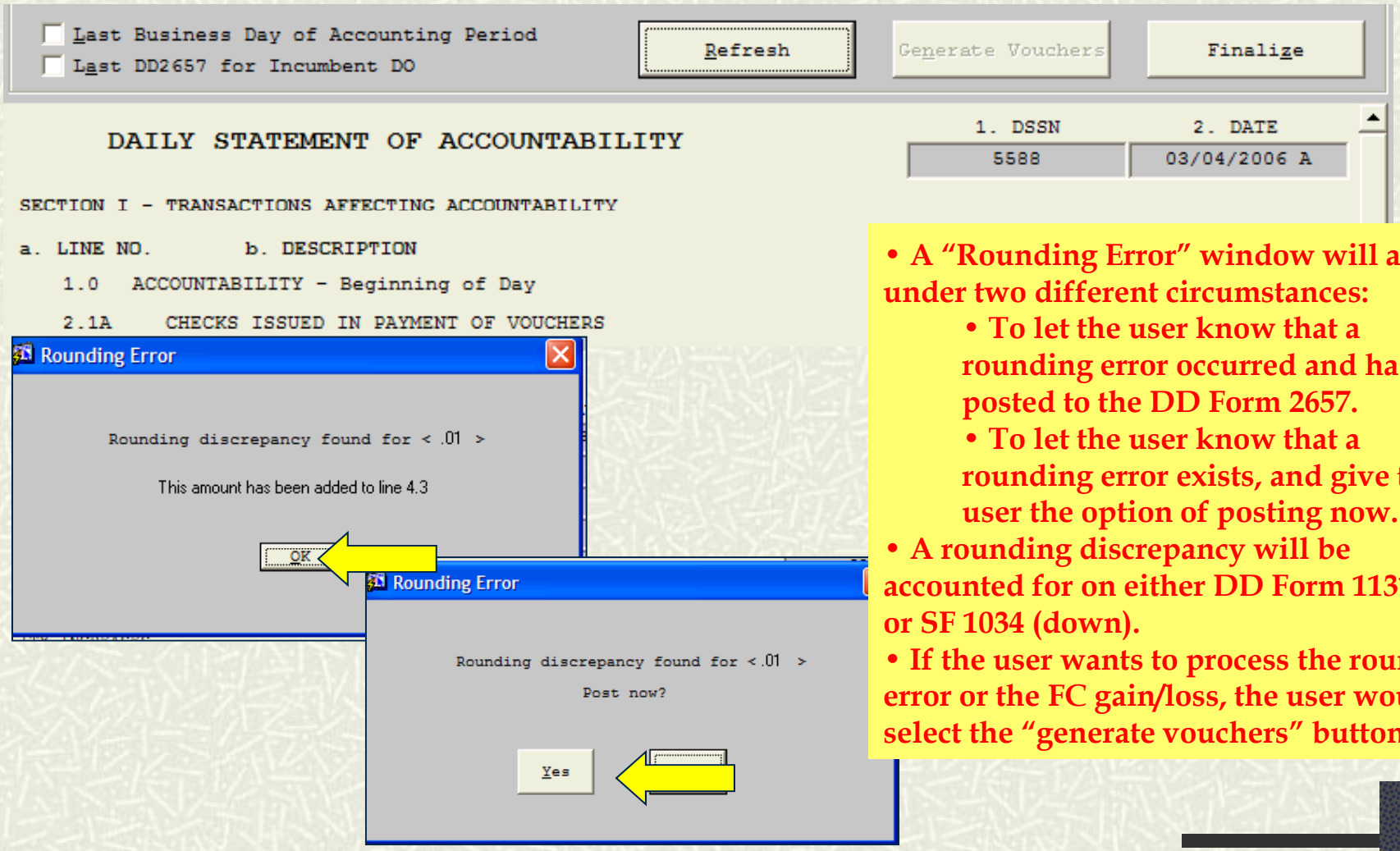


Red door out of both screens to complete process

CLOSE BUSINESS DAY (Without Accounting Clerk)

CLOSE BUSINESS DAY (Without Accounting Clerk)

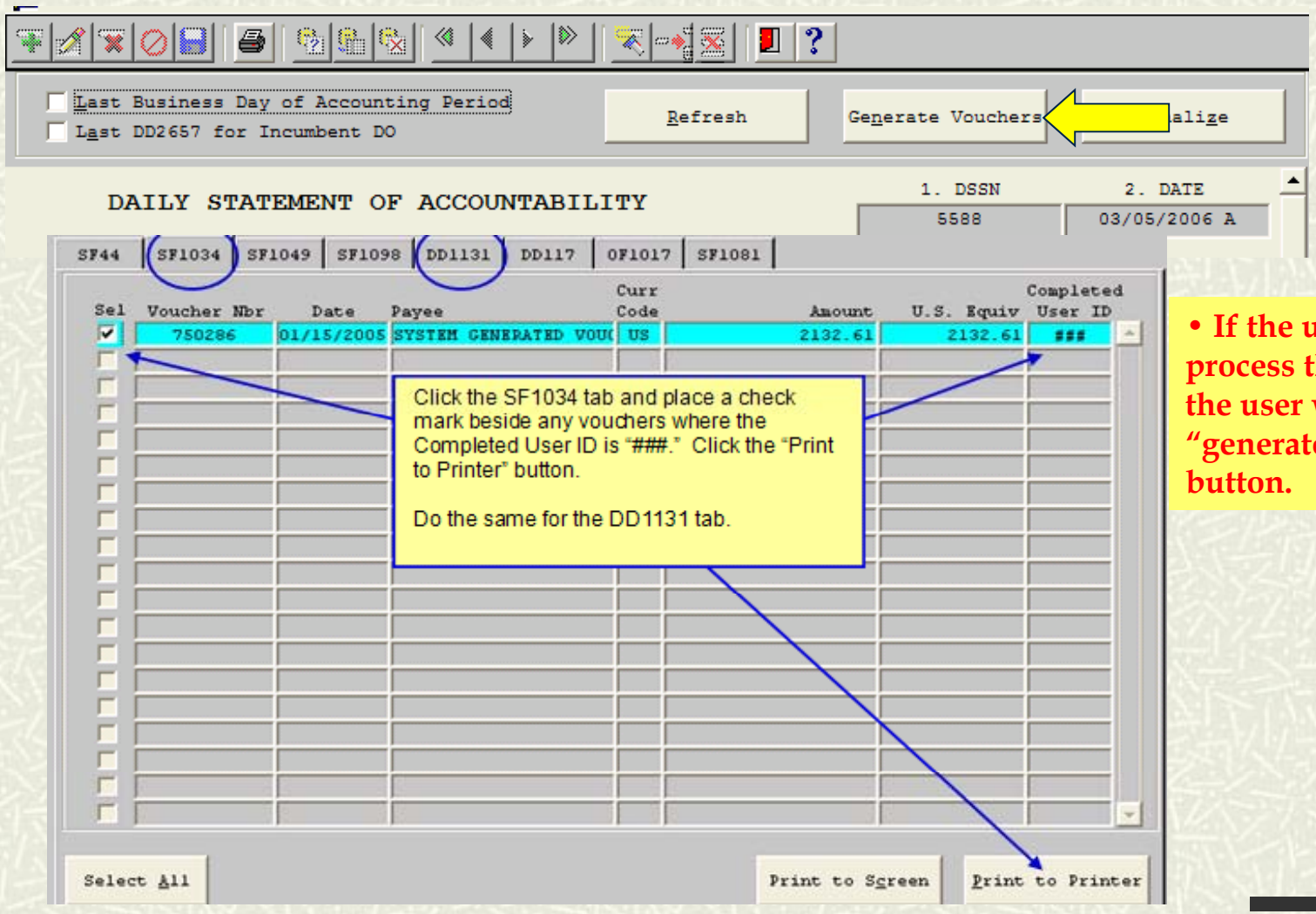
Finalize End of Day DD Form 2657



- A "Rounding Error" window will appear under two different circumstances:
  - To let the user know that a rounding error occurred and has been posted to the DD Form 2657.
  - To let the user know that a rounding error exists, and give the user the option of posting now.
- A rounding discrepancy will be accounted for on either DD Form 1131 (up) or SF 1034 (down).
- If the user wants to process the rounding error or the FC gain/loss, the user would select the "generate vouchers" button.

CLOSE BUSINESS DAY (Without Accounting Clerk)

Generate Exchange Gain/Loss Vouchers



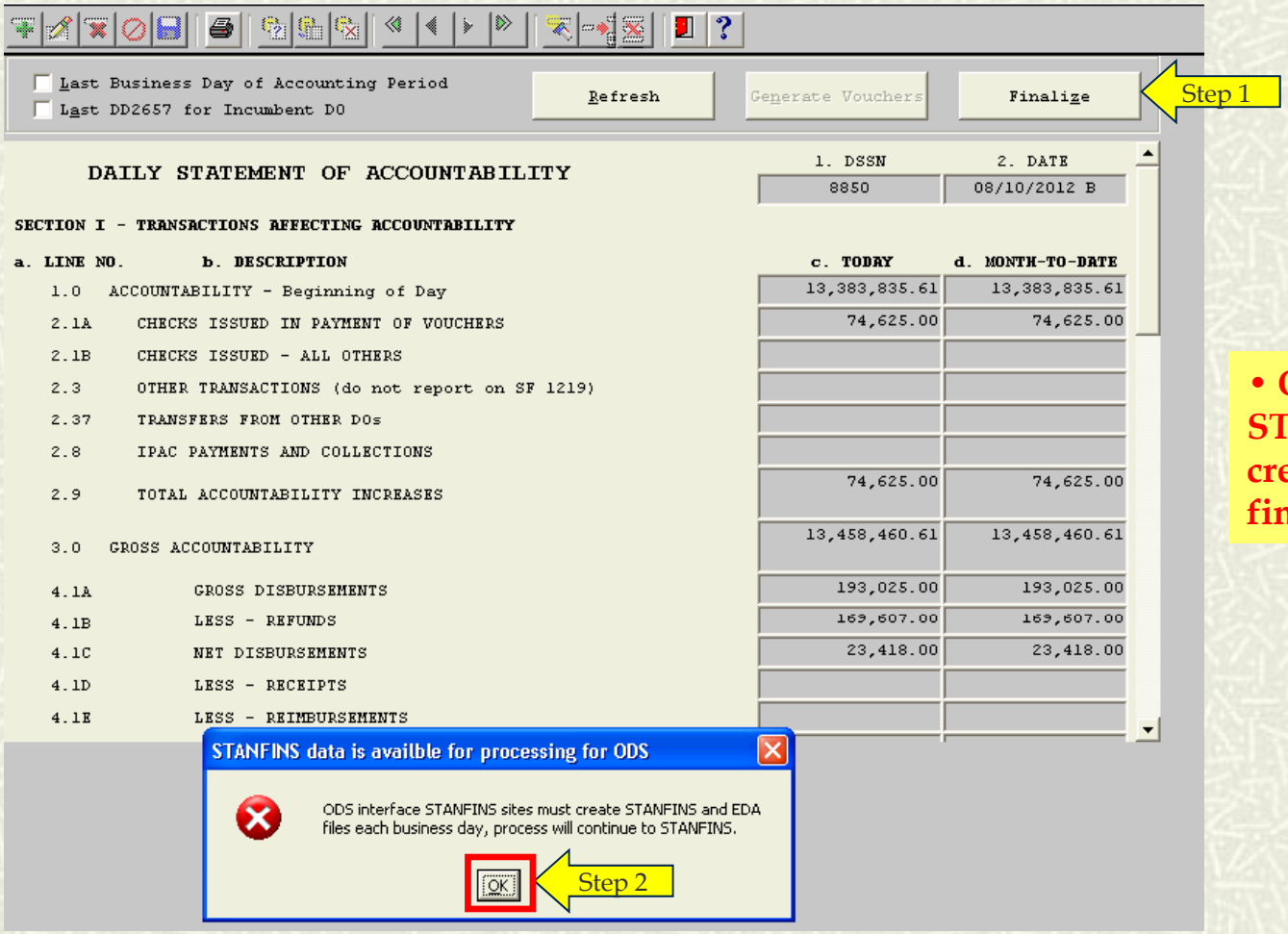
Click the SF1034 tab and place a check mark beside any vouchers where the Completed User ID is "###." Click the "Print to Printer" button.

Do the same for the DD1131 tab.

- **If the user wants to process the FC gain/loss, the user would select the "generate vouchers" button.**

CLOSE BUSINESS DAY (Without Accounting Clerk)

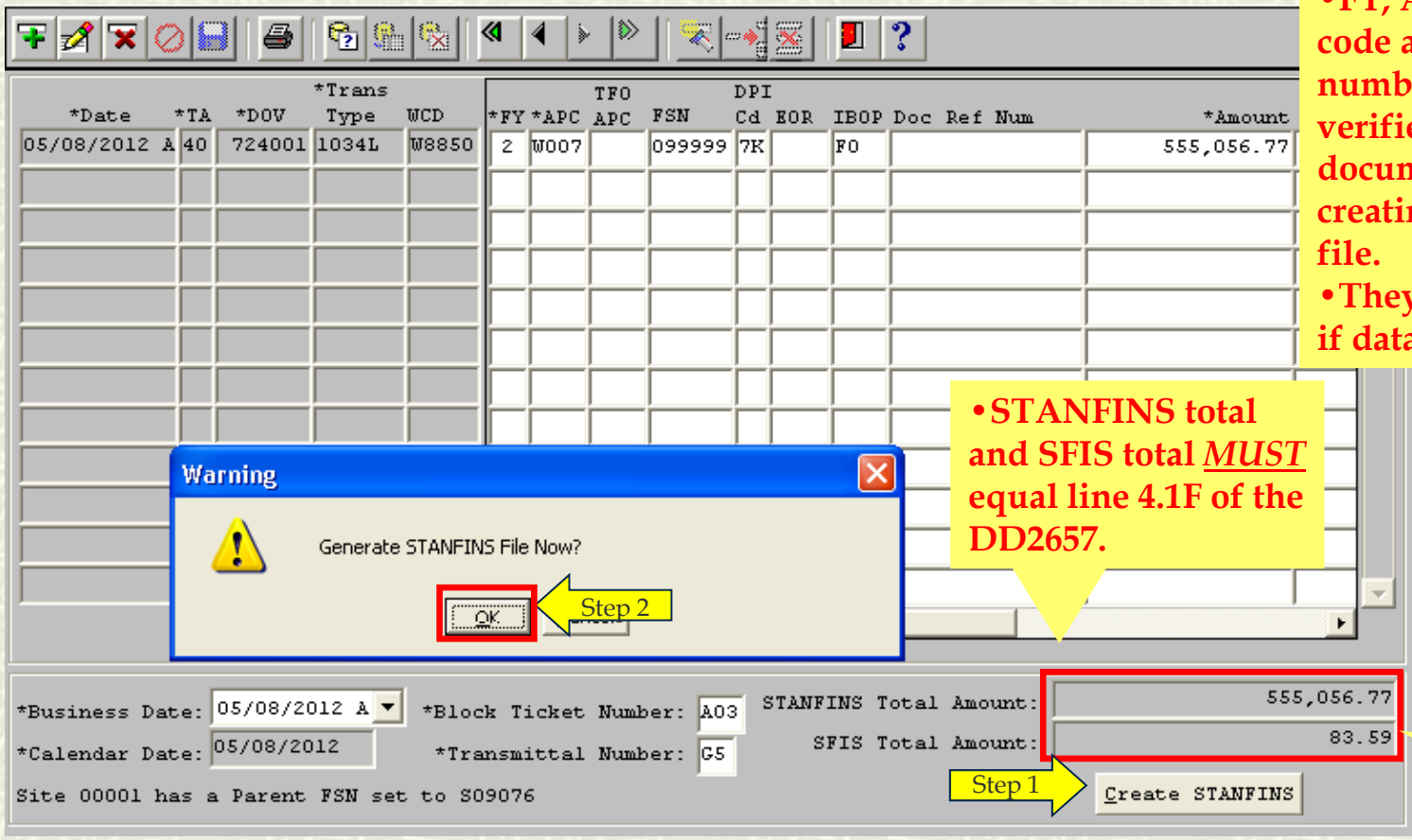
Finalize End of Day DD Form 2657



- **ODS, EDA and STANFINS files will be created during the finalize process.**

CLOSE BUSINESS DAY (Without Accounting Clerk)

Create STANFINS File when created by DDO(1 of 2)



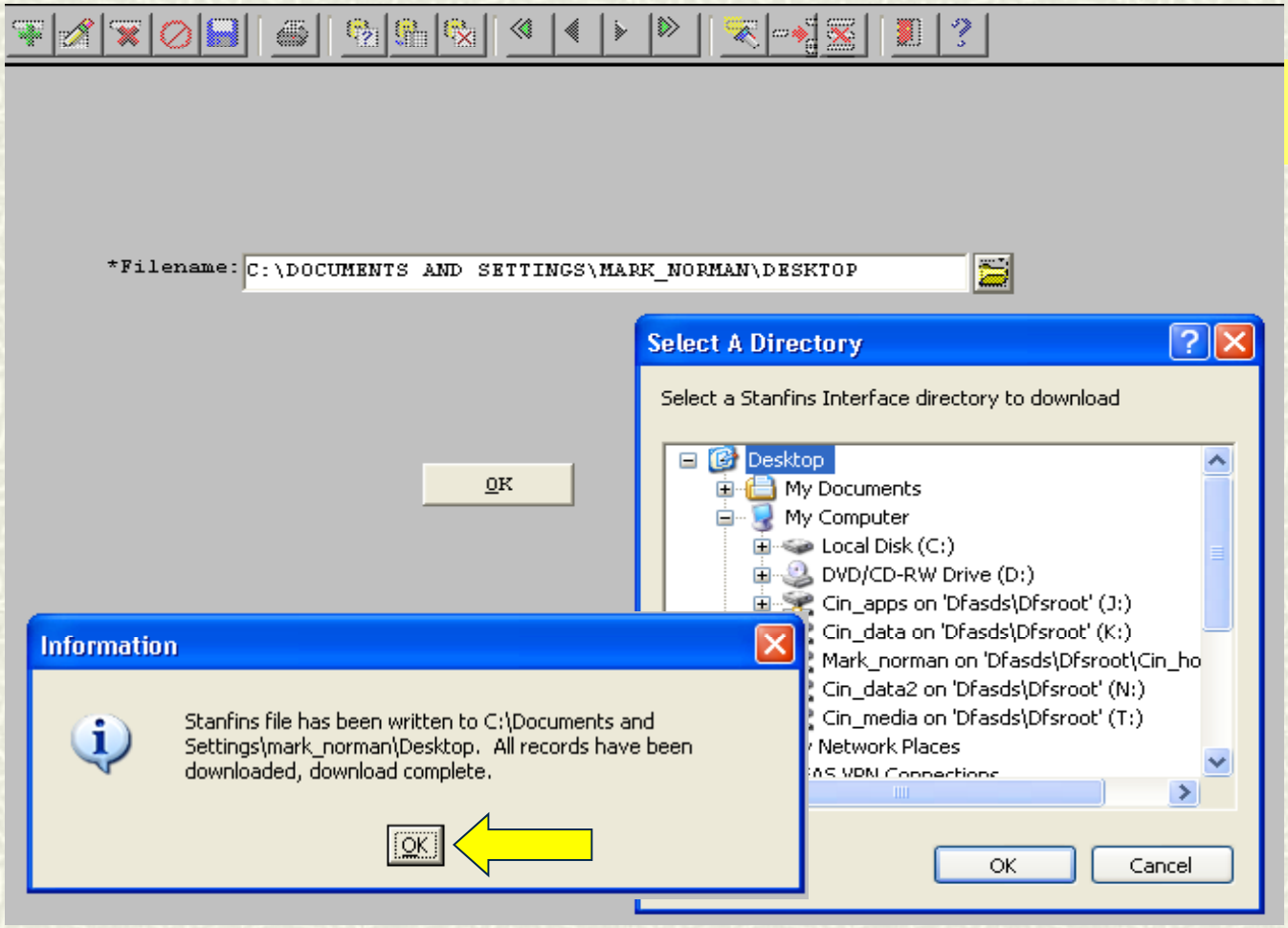
- FY, APC, EOR, DPI code and documents numbers must be verified with physical documentation *prior* to creating the STANFINS file.
- They can be edited here if data is incorrect.

- STANFINS total and SFIS total *MUST* equal line 4.1F of the DD2657.

- Total of all GFEBS Post Payment files

CLOSE BUSINESS DAY (Without Accounting Clerk)

Create STANFINS File when created by DDO(2 of 2)

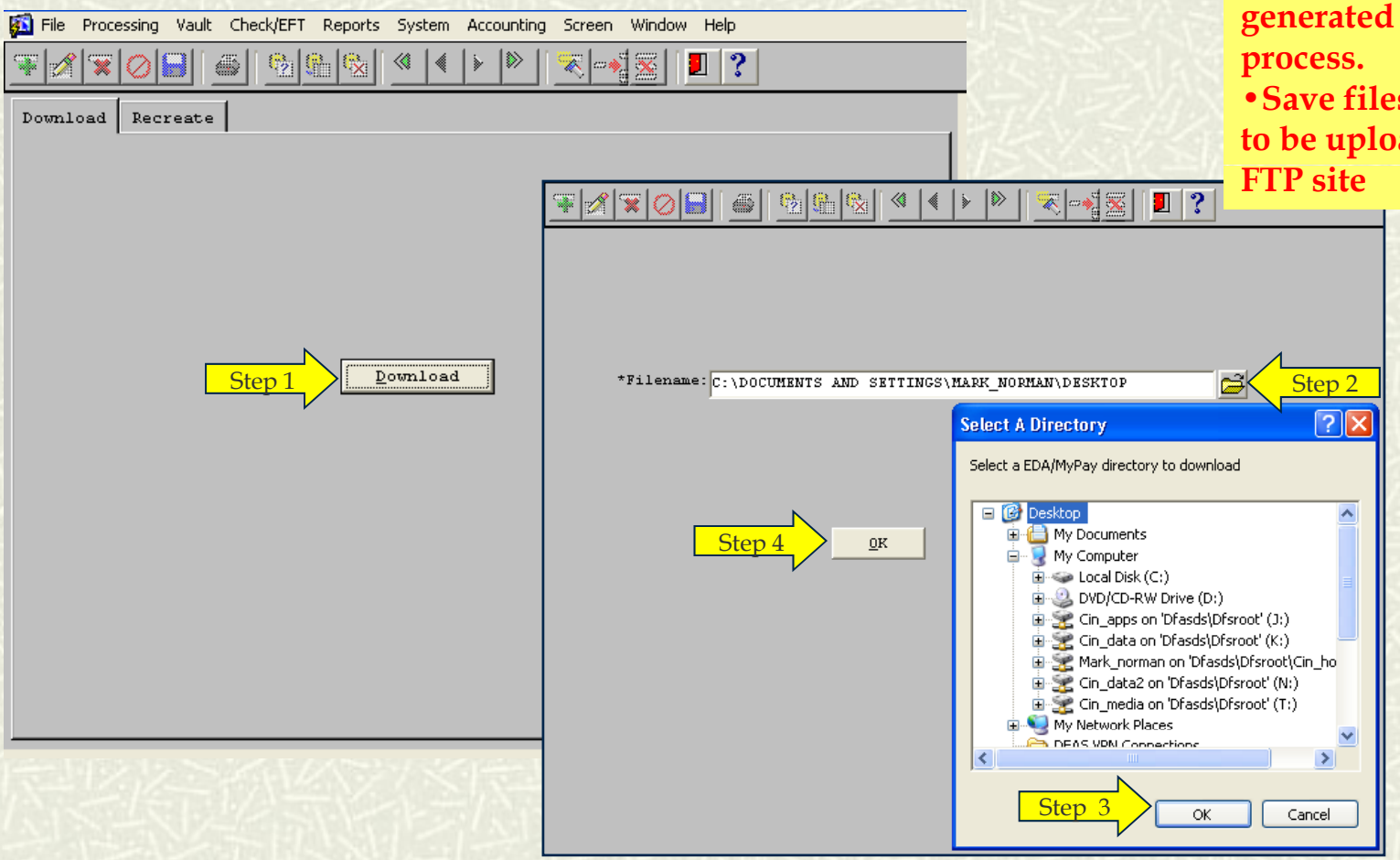


- **Save files per local SOP to be sent to DFAS Rome**

CLOSE BUSINESS DAY (Without Accounting Clerk)

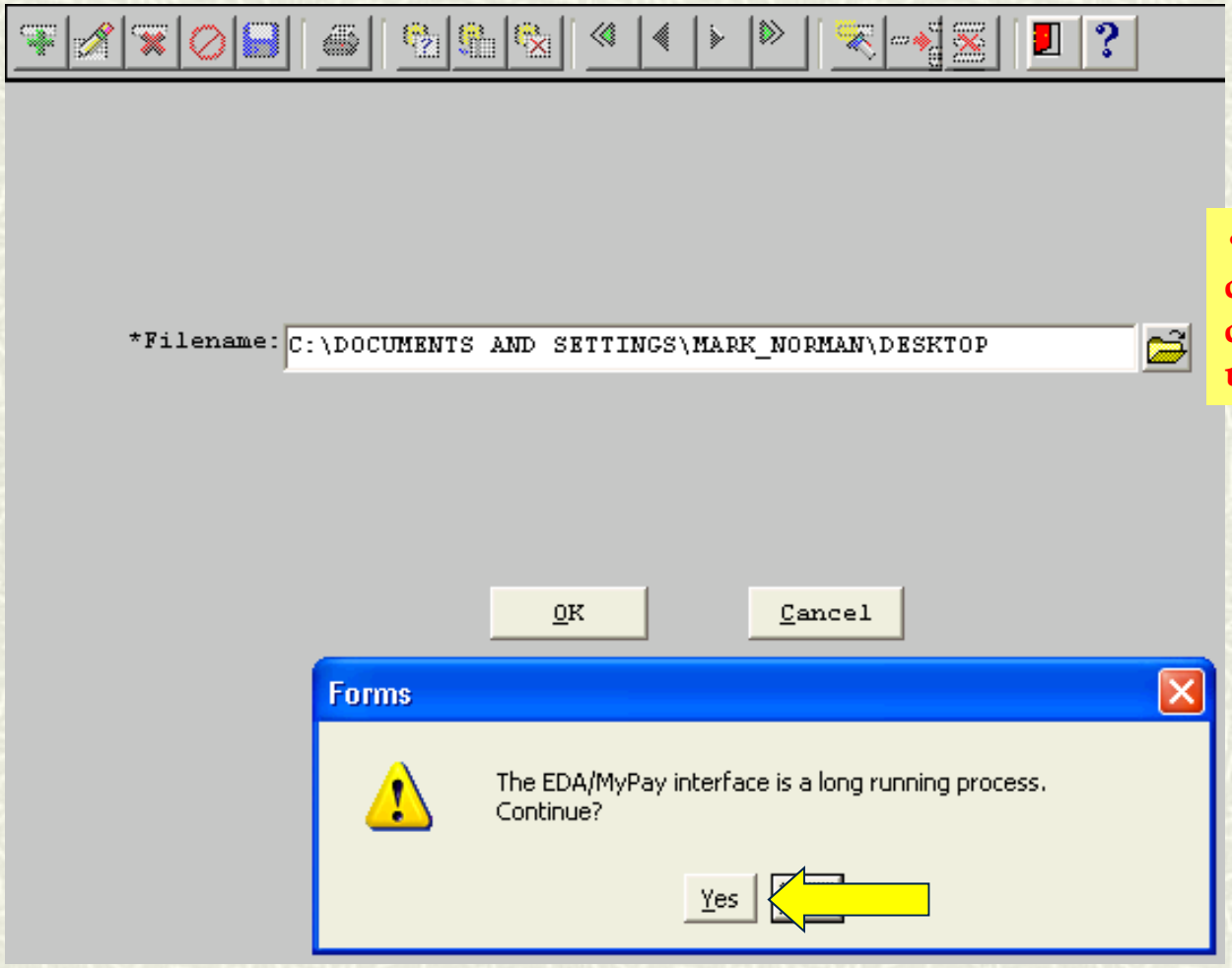
Creating EDA files (1 of 2)

- Multiple files will be generated during this process.
- Save files per local SOP to be uploaded to EDA FTP site



CLOSE BUSINESS DAY (Without Accounting Clerk)

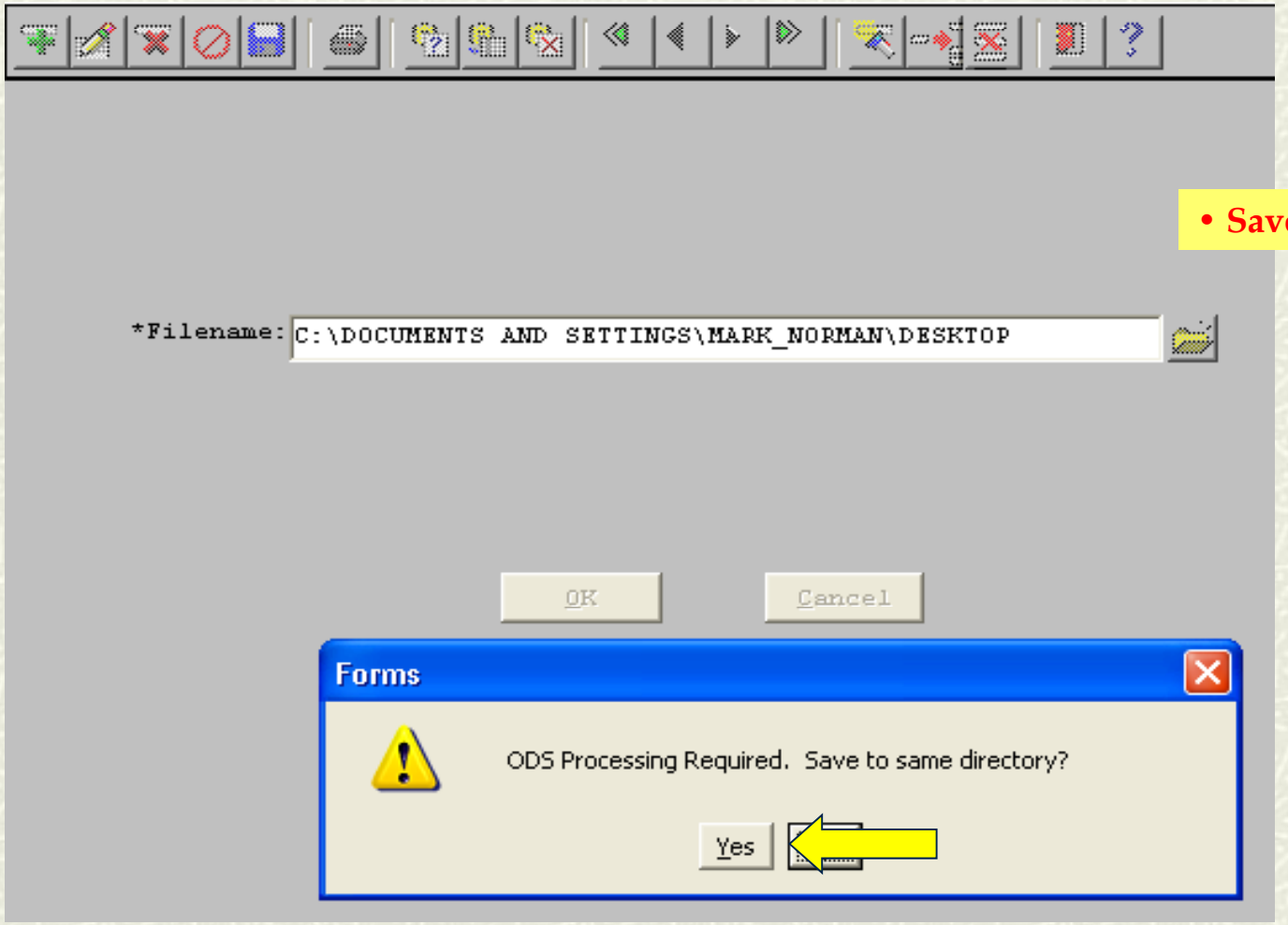
Creating EDA files (2 of 2)



- **After the EDA file is created the screen to create ODS file will pop up**

CLOSE BUSINESS DAY (Without Accounting Clerk)

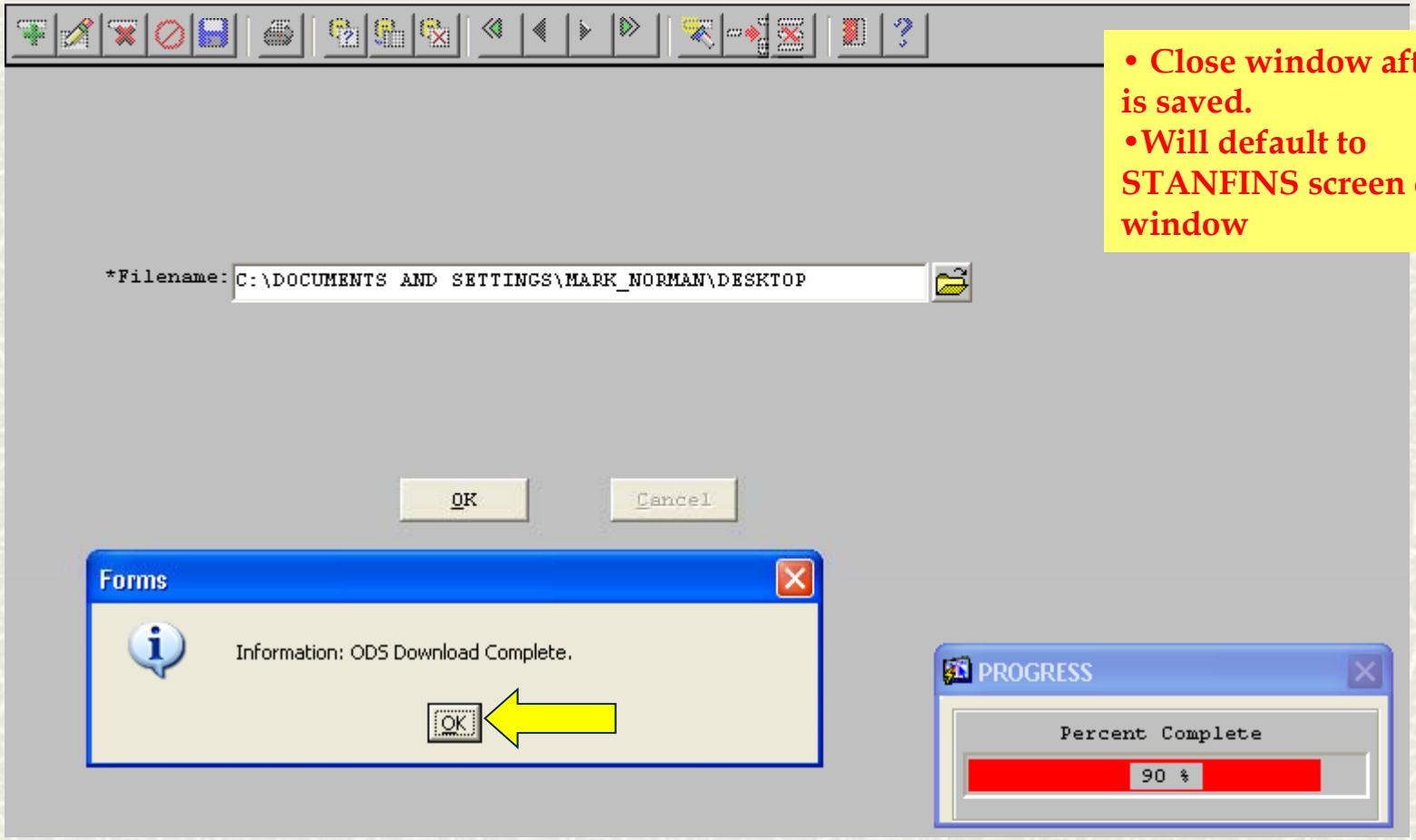
Create ODS file(1 of 2)



- **Save file per local SOP**

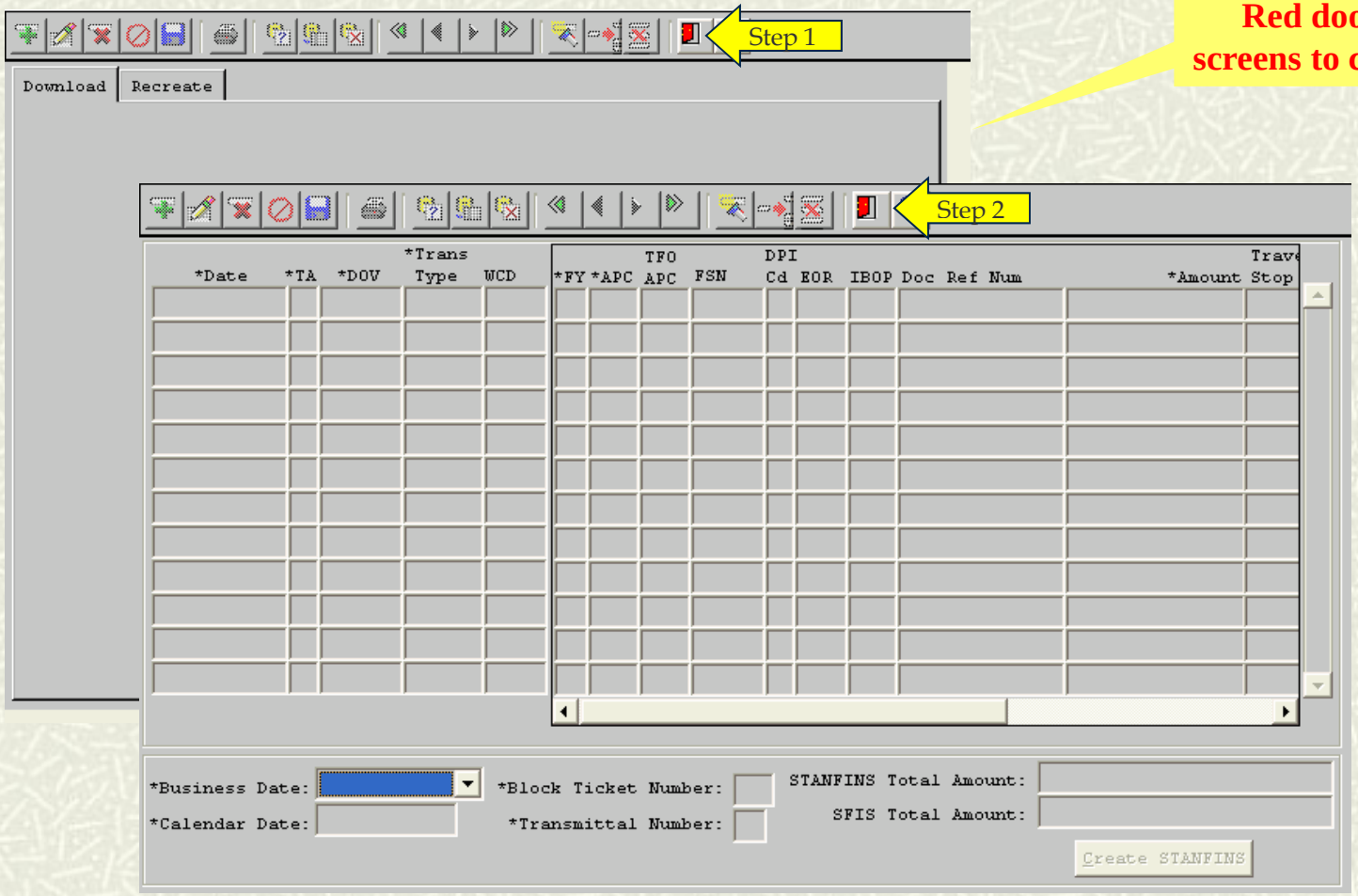
CLOSE BUSINESS DAY (Without Accounting Clerk)

Create ODS file(2 of 2)



- **Close window after file is saved.**
- **Will default to STANFINS screen close window**

CLOSE BUSINESS DAY (Without Accounting Clerk)



Red door out of both screens to complete process

CLOSE BUSINESS DAY (Without Accounting Clerk)

Finalize End of Day DD Form 2657

Page: 1

DAILY STATEMENT OF ACCOUNTABILITY			1. DSSN 8850	2. DATE 05/08/2012 A
SECTION 1 - TRANSACTIONS AFFECTING ACCOUNTABILITY				
a. LINE		b. DESCRIPTION	c. TODAY	d. MONTH-TO-DATE
1.0		ACCOUNTABILITY - Beginning of Day	78,319,111.11	69,319,111.11
2.1A	INCREASES	CHECKS ISSUED IN PAYMENT OF VOUCHERS		11,267.63
2.1B		CHECKS ISSUED - ALL OTHERS		
2.3		OTHER TRANSACTION (Do not report on SF 1219)		
2.34		DISCREPANCIES IN DO ACCOUNT-CREDITS(Do not use this line)		
2.36		PAYMENTS BY ANOTHER DO (Do not use this line)		
2.37		TRANSFERS FROM OTHER DOs		
2.8		IPAC PAYMENTS AND COLLECTIONS		
2.9		TOTAL ACCOUNTABILITY INCREASES		11,267.63
3.0		GROSS ACCOUNTABILITY	78,319,111.11	69,330,378.74
4.1A		Gross Disbursements	555,140.36	590,462.95
4.1B		Less - Refunds		
4.1C		Net Disbursements		
4.1D		Less - Receipts		
4.1E		Less - Reimbursements		
4.1F	DECREASES	NET EXPENDITURES		
4.2A		DEPOSITS PRESENTED OR MAILED TO BANK		
4.2B		EFT DEBIT VOUCHERS		
4.3		OTHER TRANSACTIONS (Do not report on SF		
4.34		DISCREPANCIES IN DO ACCOUNT-DEBITS (Do		
4.36		PAYMENTS FOR OTHER DOs (Do not use this		
4.37		TRANSFERS TO OTHER DOs		
4.9		TOTAL ACCOUNTABILITY DECREASES		
5.0		ACCOUNTABILITY - End of Day		
SECTION II - DISTRIBUTION OF ACCOUNTABILITY - INCUMBENT DO				
a. LINE		b. DESCRIPTION		
6.1		DESIGNATED DEPOSITARY		
6.2A		U.S. CURRENCY/COINAGE ON HAND		
6.2B		FOREIGN CURRENCY/COINAGE ON HAND		
6.3A		UNDEPOSITED COLLECTIONS - GENERAL		
6.3B		OTHER UNDEPOSITED INSTRUMENTS ON HAND		
6.4		CUSTODY OR CONTINGENCY CASH		
6.5		FUNDS WITH AGENTS		
6.6		ADVANCES TO CONTRACTORS		
6.7		CASH IN TRANSIT		
6.8		PAYROLL CASH		
6.9		OTHER		
7.1		DEFERRED VOUCHERS		
7.2A		ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS		
7.2B		ACCOUNTS RECEIVABLE - OTHER		
7.3		LOSS OF FUNDS		
7.4		DISHONORED CHECKS RECEIVABLE		
7.5				
7.6				
7.7				
8.0		TOTAL INCUMBENT DO ACCOUNTABILITY	555,056.77	77,764,054.34
SECTION III - DISTRIBUTION OF ACCOUNTABILITY - PREDECESSOR DOs				
a. LINE		b. DESCRIPTION	c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
9.2A		ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS			
9.2B		ACCOUNTS RECEIVABLE - OTHER			
9.3		LOSS OF FUNDS			
9.4		OTHER			

File View Help

Page: 1

Agent Information
05/08/2012 A

05/08/2012 10:29:13

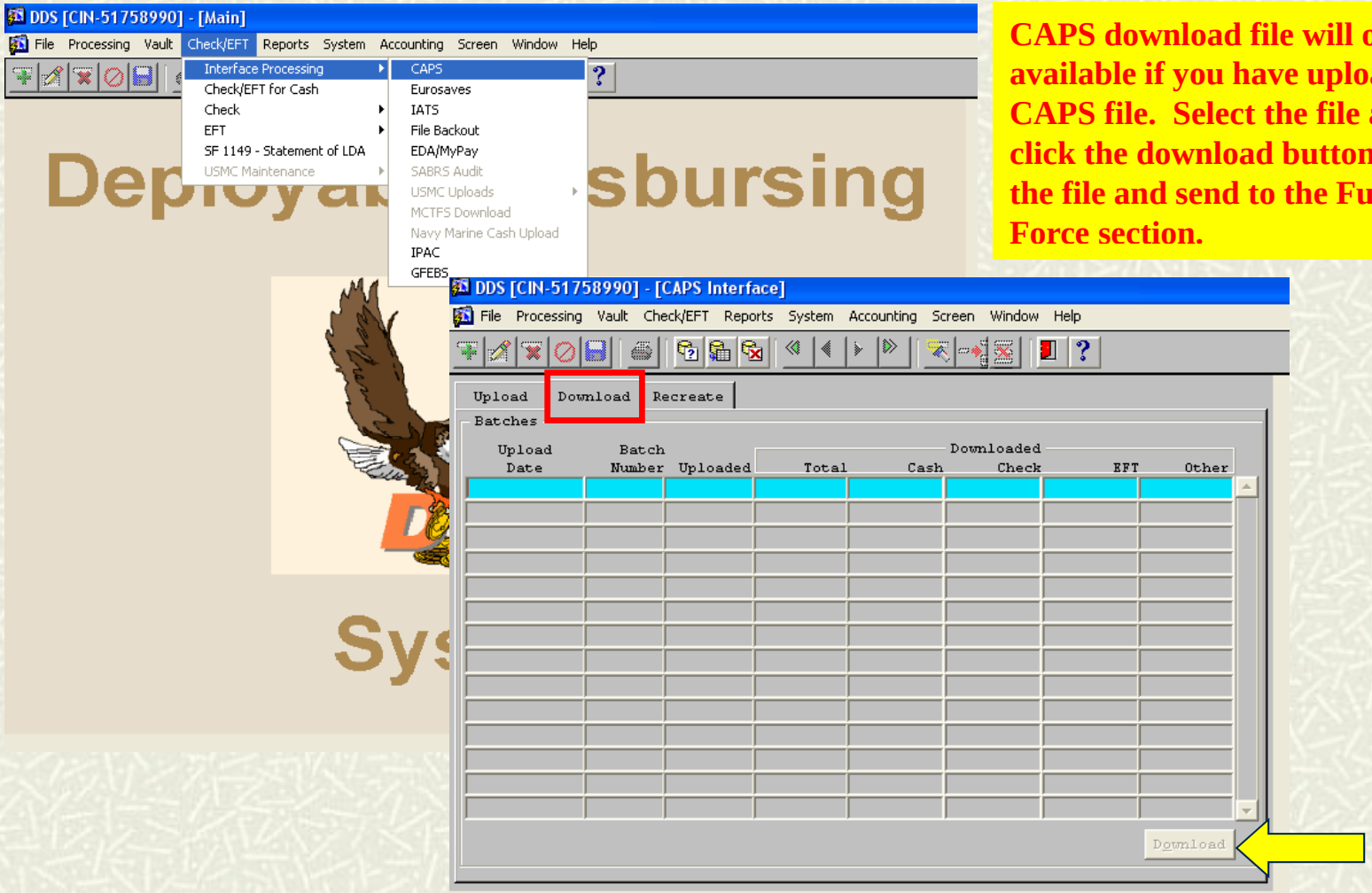
Parent Site	Site	User		Last DD1081	Curr Cd	Exch Rt	Cash Bal	Cash US Equiv	NI Bal	NI US Equiv	Other Bal
00000	00001	###	Office Accountability		FC	47.85	419,360,000.00	8,764,054.33647	.00	.00000	
					US	1	60,000,000.00	60,000,000.00000	.00	.00000	9,000,000.00000
					Total Funds			77,764,054.33647			
00000	00001	DDO	Officer, Disbursing D (Vault)		FC	47.85	419,360,000.00	8,764,054.33647	.00	.00000	
					US	1	60,000,000.00	60,000,000.00000	.00	.00000	0.00000
					Total Funds			68,764,054.33647			

- **Close window after file is saved.**

END OF DAY REPORTS

END OF DAY REPORTS

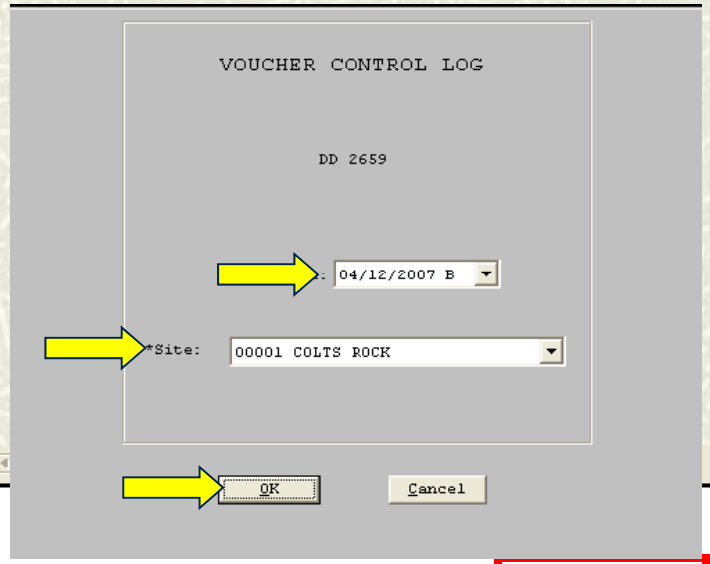
Create CAPS Download file



CAPS download file will only be available if you have uploaded a CAPS file. Select the file and click the download button. Save the file and send to the Fund the Force section.

END OF DAY REPORTS

DD Form 2659 - Voucher Control Log



The Voucher Control Log is used to list ALL Vouchers used for the entire site ID. It is not broken down by cashier/agent.

VOUCHER CONTROL LOG

Site Id: 10001

1.DISBURSEMENTS	3. DATE
2.COLLECTIONS XXXX	12/02/2009 A

4. VOUCHER NUMBER	5. PAYEE (Disbursements) REMITTER (Collections)	6. AMOUNT	7.FORM OF PAYMENT OR REMITTANCE a.CASH	b.CHECK	c. EFT	d.OTHER
010002	COLL	10.00	X			
	Site Total	10.00				

VOUCHER CONTROL LOG

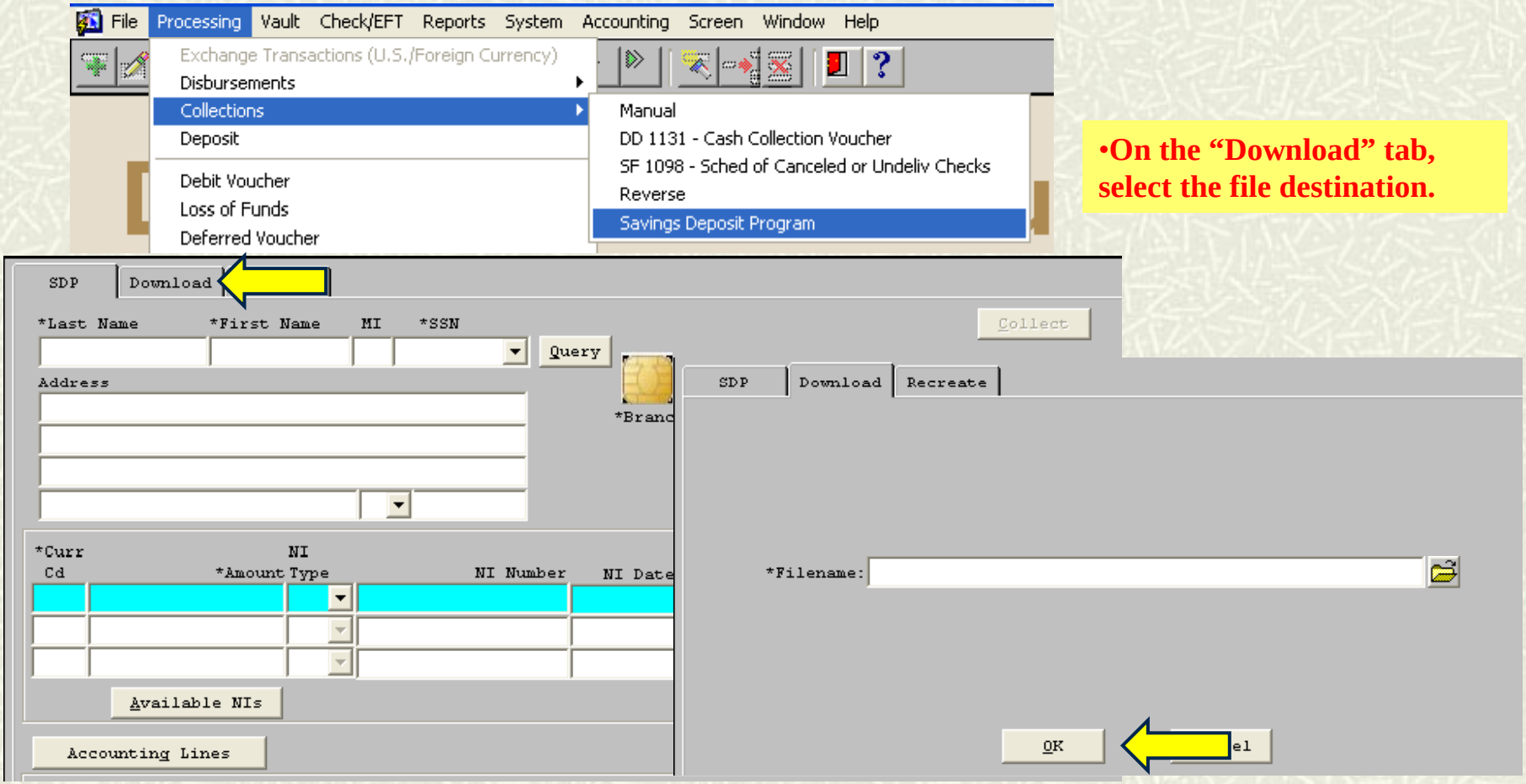
Site Id: 10001

1.DISBURSEMENTS XXXX	3. DATE
2.COLLECTIONS	12/02/2009 A

4. VOUCHER NUMBER	5. PAYEE (Disbursements) REMITTER (Collections)	6. AMOUNT	7.FORM OF PAYMENT OR REMITTANCE a.CASH	b.CHECK	c.EFT	d.OTHER
201001	CAMEL DEPOT	200.00		X		
701001	CAMEL DEPOT	200.00		X		

END OF DAY REPORTS

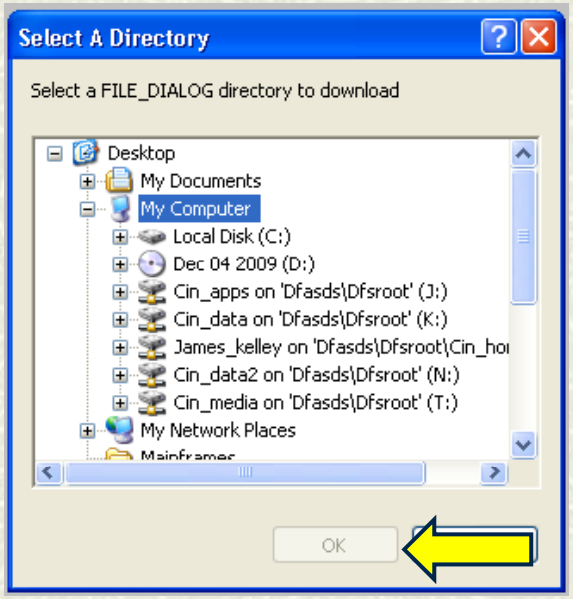
Create A Savings Deposit Program Interface File (1 of 2)



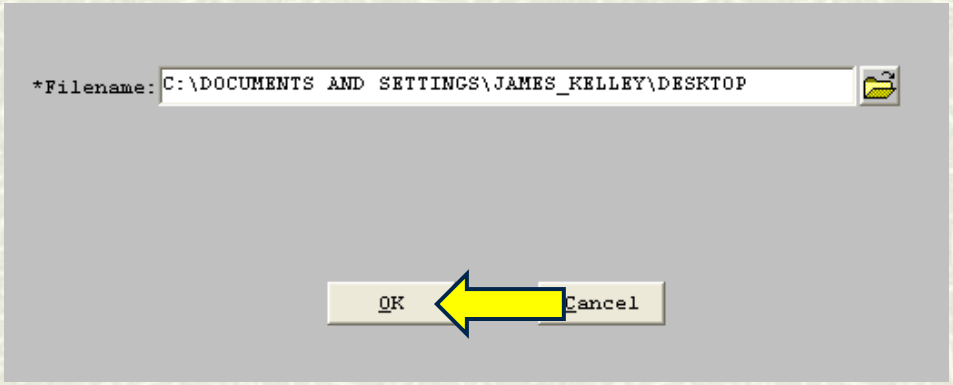
- **On the "Download" tab, select the file destination.**

END OF DAY REPORTS

Create A Savings Deposit Program Interface File (2 of 2)



- **Once the correct folder destination is set, select "OK."**
- **Email the file to DFAS-CL.**



Page: 1

07/19/2010 11:43:14

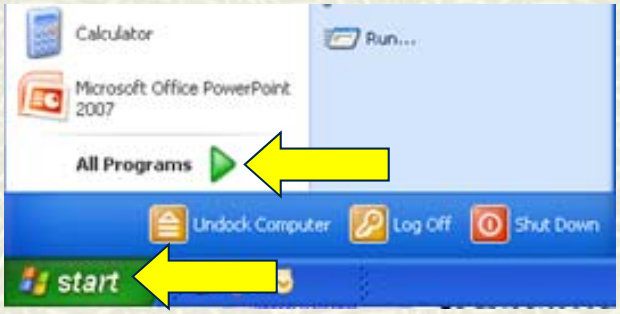
DDS

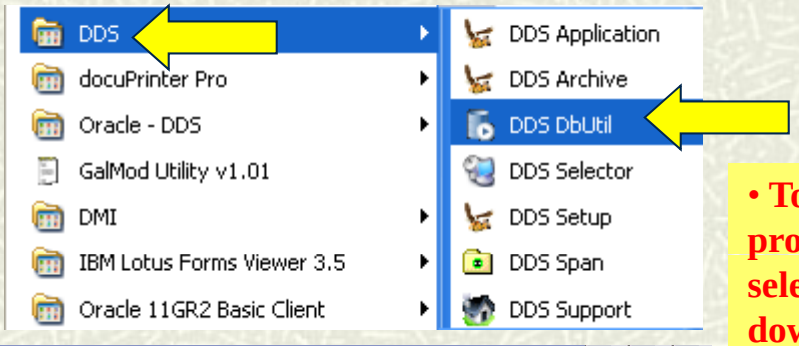
Savings Deposit List

NBR	CV NUM	SSN	NAME	BRANCH	EFF DATE	AMOUNT	DSSN	APC	RPTD	LongName
0001	000001	*****7477	JONES	ARMY	20100715	$ 1,000.00	8550	023WZ	N	JONES MIKE
0002	000002	*****1771	TESTE	ARMY	20100715	$ 100.00	8550	00202	N	TESTER TESTER

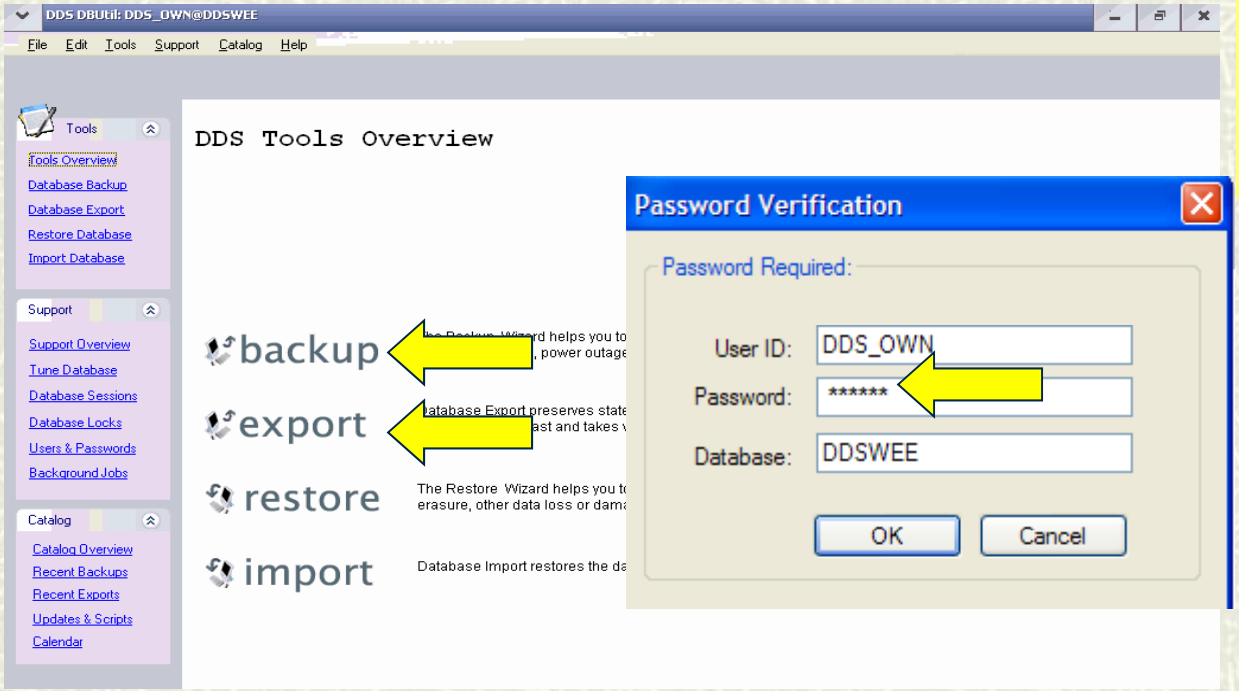
END OF DAY REPORTS

DDS DB Utility Log-in Screen



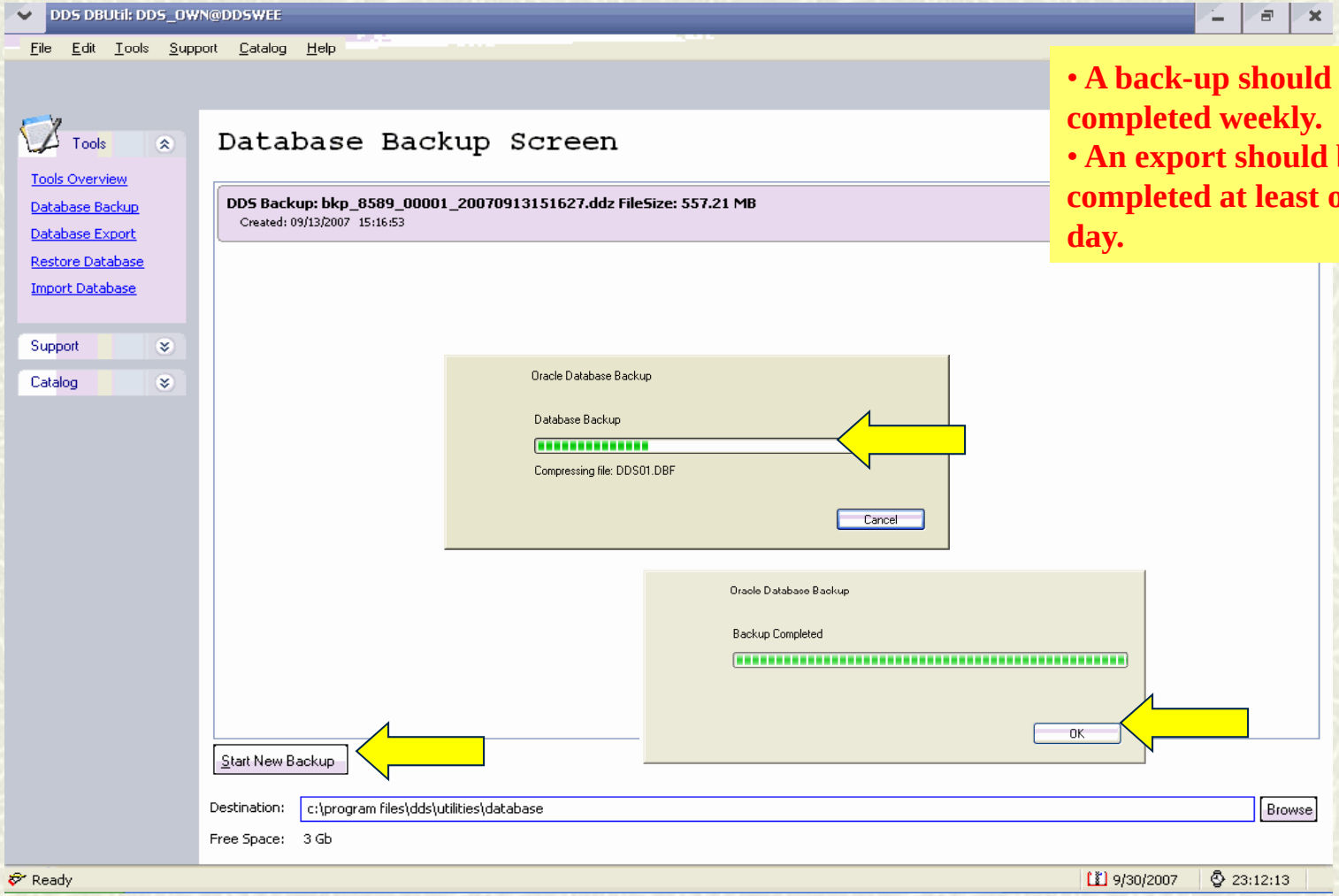


- **To access the DB Utility program, the user will select it from the DDS drop down list under the start menu.**
- **The password is "test01" and all other information should already be prefilled.**



END OF DAY REPORTS

DDS DB Utility Back-Up and Export Screen



- **A back-up should be completed weekly.**
- **An export should be completed at least once per day.**

MONTH END CLOSEOUT

MONTH END CLOSEOUT

- End of Month (or Transfer of Accountability) Accountability Reports must be completed by the DDO (outgoing DDO). The following reports must be completed in this order prior to finalizing the DD Form 2657 and SF 1219:

  - SF 1149**If the DDO has an LDA**
  - DD Form 2657 (with the "last day of accounting period" block checked)
  - Level 8 Report
  - SF 1179
  - DELMARS Report
  - SF 1219

- The accounting period normally ends on approximately the 25th of each calendar month; however, this date is subject to DFAS Rome posting the date as well as end of FY cut-off.

MONTH END CLOSEOUT

Reconcile LDA (1 of 3)

*Curr

STEP 1

Finalize

Name of Disbursing Officer or Cashier: SANCHEZ,PABLO

Name (funds advanced by): COLE,ANTHONY

Station or Office: ALPHA DETACHMENT

Name of Depositary: AIB

Location of Depositary: AFGHANISTAN

Account Number: 111111111

*Accounting Period From: STEP 2 *To: STEP 3

*Business Date From: STEP 4 *To: STEP 5

Monetary Unit of this Account: FINLAND MARKKA

1	Check-book balance at close of previous period:	9,909,000.00
2		
2.a	Transfers:	
2.b	Others:	.00
3	Checks canceled this period:	
4	Undeliverable checks credited this period:	
5	Adjustments:	

CHECKS USED THIS PERIOD Beginning Serial Number: Ending Serial Number:

Date: 12/02/2009 A

MONTH END CLOSEOUT

Reconcile LDA (2 of 3)

1	Check-book balance at close of previous period:		STEP 6 9,909,000.00	
2				
2.a	Transfers:	.00		
2.b	Others:	.00	.00	
3	Checks canceled this period:		.00	
4	Undeliverable checks credited this period:			
5	Adjustments:			
6	Uncurrent checks:		.00	
7	TOTAL TO BE ACCOUNTED FOR:			9,909,000.00
8	Total checks drawn this period:		.00	
9	Uncollectible checks returned by depositary:			
10	Adjustments:			
11	TOTAL:			.00
12	Check-book balance at close of period:		STEP 7	9,909,000.00
	RECONCILIATION			
13	Balance per bank statement:		STEP 8	
14	Add: Deposits in transit:			.00
15	TOTAL:			.00
16	Deduct: Outstanding checks:			.00
17	Deduct: Deposits not credited by:			
18	Balance per check book:		STEP 9	.00
19	U.S. dollar equivalent:			.00
20	Rate of Exchange:	100	per: 1	

The DDO must ensure that the interest, service charges, checks drawn, deposits, and transfers are added to the SF 1149 prior to finalizing. Line 12 and 18 must be in balance prior to finalizing.

MONTH END CLOSEOUT

Reconcile LDA (3 of 3)

*Currency Code

Name of Disbursing Officer or Cashier: SANCHEZ, PABLO

Name (funds advanced by): COLE, ANTHONY

STEP 10 — Finalize

Page: 1

11/30/2009 17:09:25

STANDARD FORM 1149
Revised March 1982
Dept. of the Treasury
1 TFRM 4-8000

STATEMENT OF DESIGNATED DEPOSITARY ACCOUNT

NAME OF DISBURSING OFFICER OR CASHIER	NAME (*Funds advanced by*)
SANCHEZ, PABLO	COLE, ANTHONY

STATION OR OFFICE
ALPHA DETACHMENT

NAME OF DEPOSITARY	LOCATION OF DEPOSITARY
AIB	AFGHANISTAN

111111111

ACCOUNTING PERIOD	
From 12/02/2009	To 12/02/2009

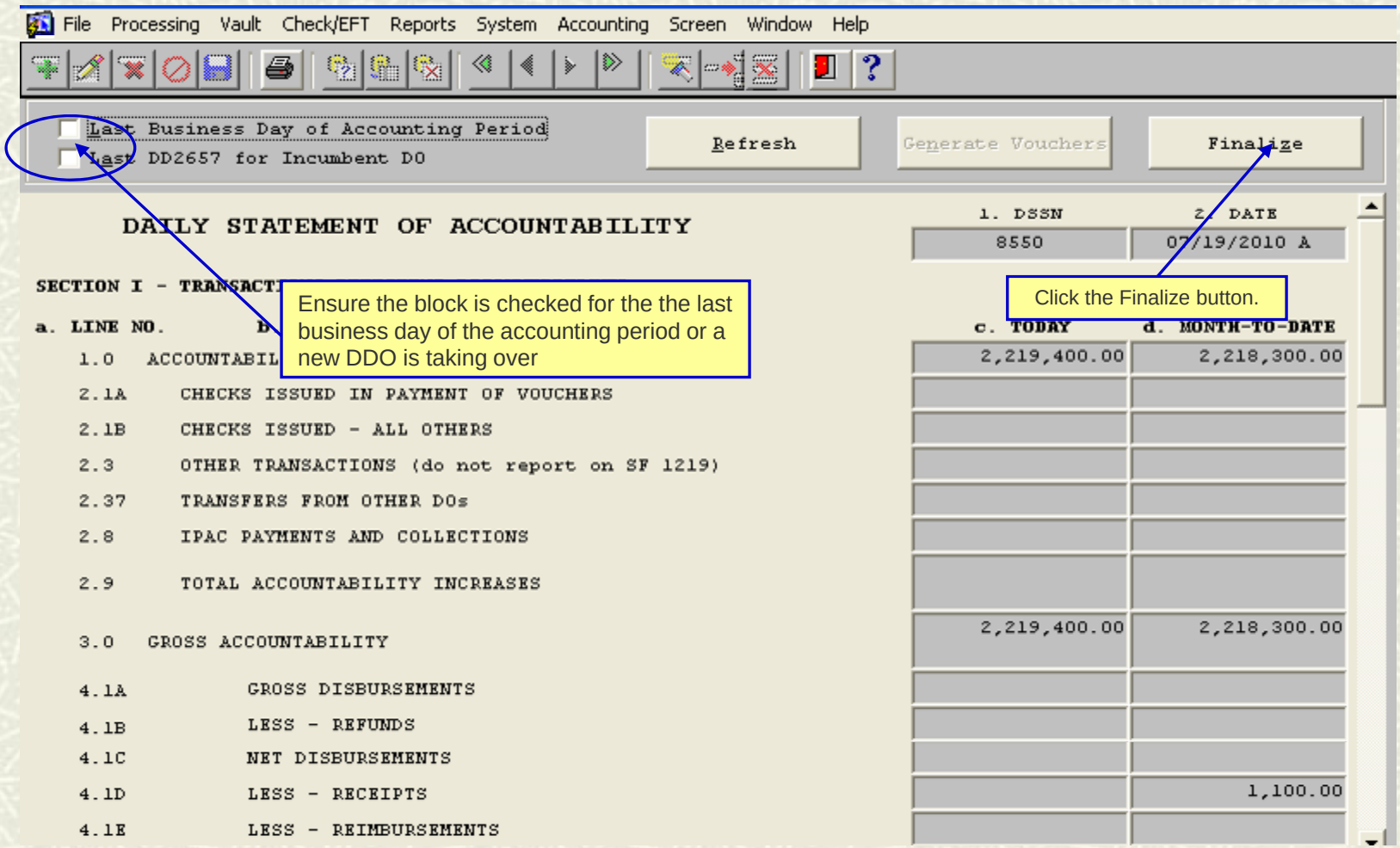
MONETARY UNIT OF THIS ACCOUNT
Finland Markka

(SEE REVERSE SIDE FOR LINE INSTRUCTIONS

1. Check-book balance at close of previous period 9,909,000.00
2. Deposits to official credit:
   Transfers .00

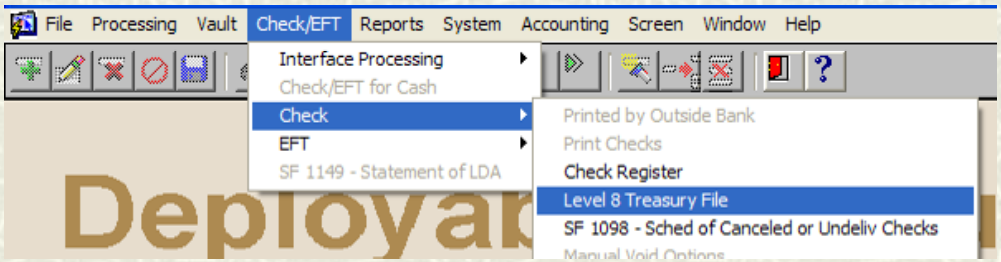
MONTH END CLOSEOUT

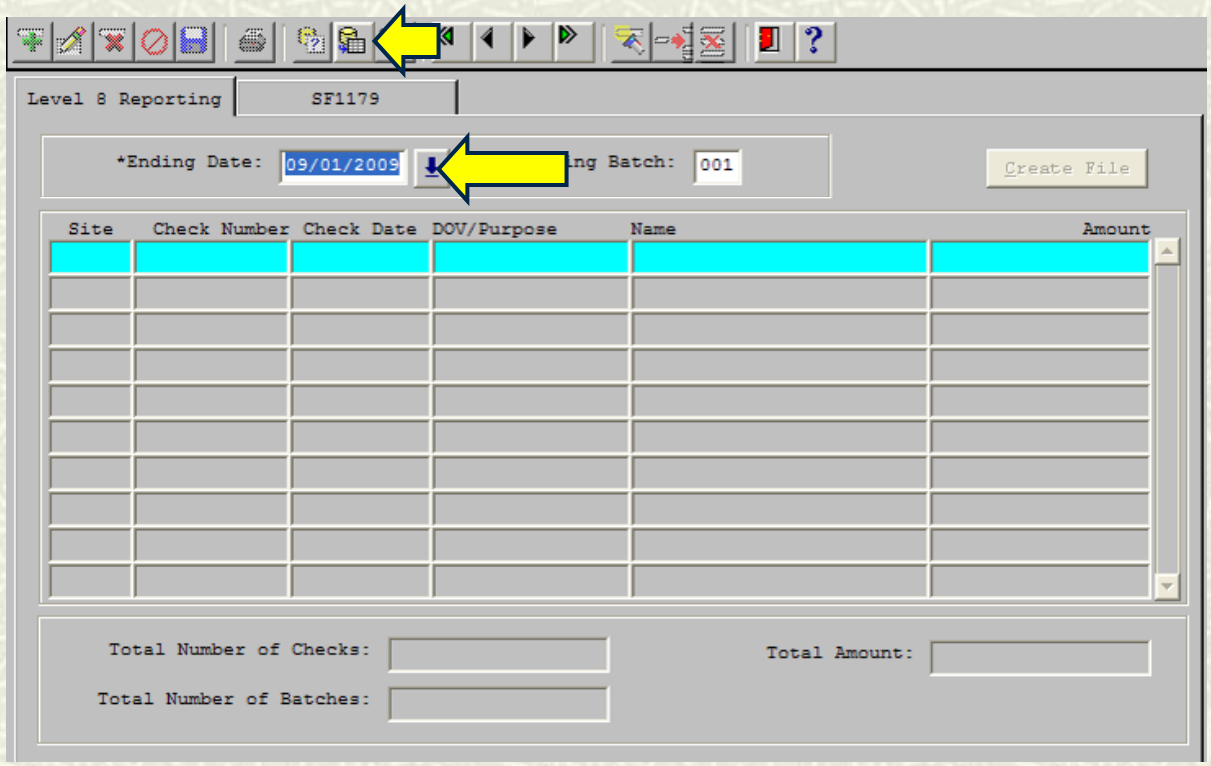
Finalize DD Form 2657



MONTH END CLOSEOUT

Level 8 Report (1 of 2)





MONTH END CLOSEOUT

Level 8 Report (2 of 2)

Level 8 Reporting | SF1179

*Ending Date: 10/01/2009 *Beginning Batch: 001 Create File

Site	Check Number	Check Date	DOV/Purpose	Name	Amount
1	00001002	10/01/2009	CHECK/EFT FOR CAS	326TH FMC - CASH MANAGEMEN	10000000.00

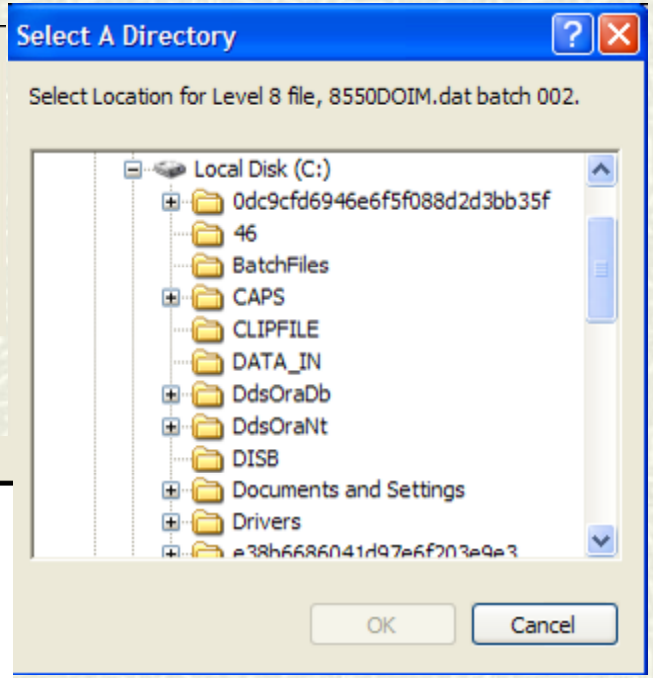
Page: 1

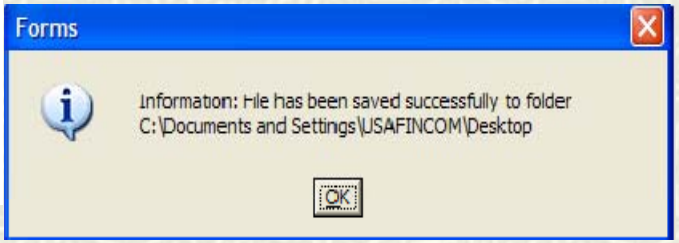
10/01/2009 16:38:03

File Name T8910002.lvl

LEVEL 8 REPORT
PROCESS MONTH 102009
Batch Number 2

Check Number	Date	DOV/ Purpose	Name	Amount
1003	10/01/2009	CHECK/EFT FOR CASH	326TH FMC - CASH MANAGEMENT	1,000,000.00





MONTH END CLOSEOUT

SF 1179 (Treasury Check Issue Summary)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Level 8 Reporting | SF1179

Process Month: 10 Process Year: 2009 Finalize

Batch Number	Begin Check	End Check	Begin Date	End Date	Total Amount
001	00001002	00001002	10/01/2009	10/01/2009	10,000,000.00
002	00001003	00001003	10/01/2009	10/01/2009	1,000,000.00

Page: 1

STANDARD FORM NO. 1179 (Rev 11/98)
DEPARTMENT OF THE TREASURY
FINACIAL MANAGEMENT SERVICE

NSN 7540-00-663-1396 1179-105

Page 1 of 2

MONTH END CHECK ISSUE SUMMARY

DISBURSING OFFICE NAME/MAILING ADDRESS
15TH FINANCIAL MANAGEMENT COMPANY
CAMP LIBERTY
IRAQ
APO AE 09165

TELEPHONE NO. COMMERCIAL OR FTS

D.O. NAME (TYPE)
ANTHONY COLE

D.O. SIGNATURE

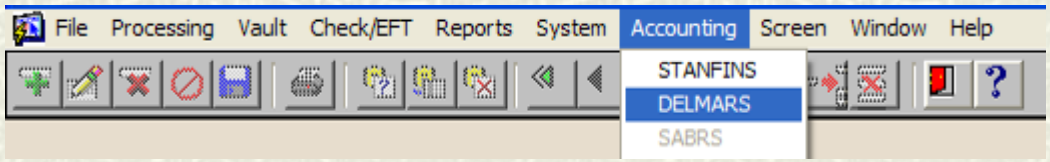
CHECK SYMBOL
8550

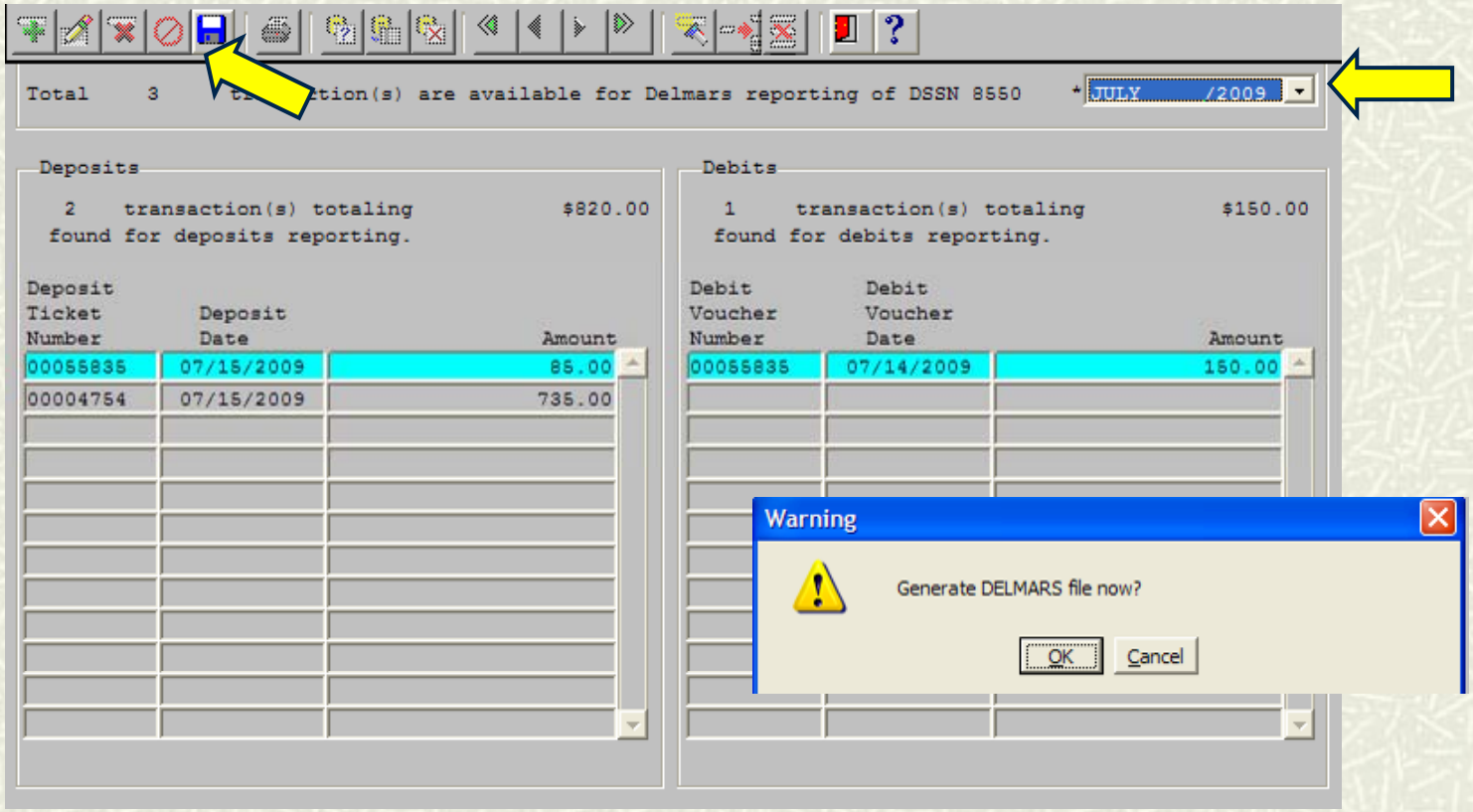
MONTH AND YEAR FOR WHICH RENDERED
October 2009

D.O. SYMBOL NO.	CHECK SYMBOL NO.	BEGINNING CHECK NO.	ENDING CHECK NO.	REPORTING METHOD	TOTAL DOLLAR AMOUNT OF ISSUES (FOR EACH TRANSMITTAL)
8550	8550	00001002 00001003	00001002 00001003	Connect:Direct DCRM	10,000,000.00 1,000,000.00

MONTH END CLOSEOUT

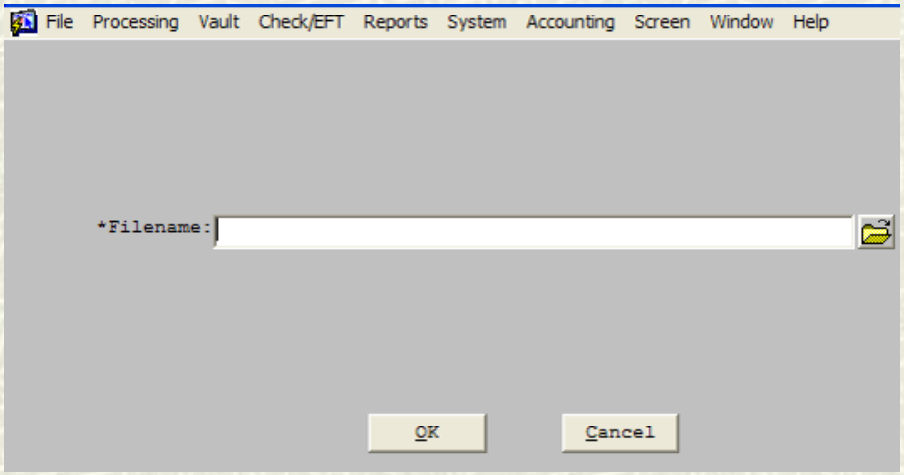
DELMARS Report (Debits And Deposits) (1 of 2)

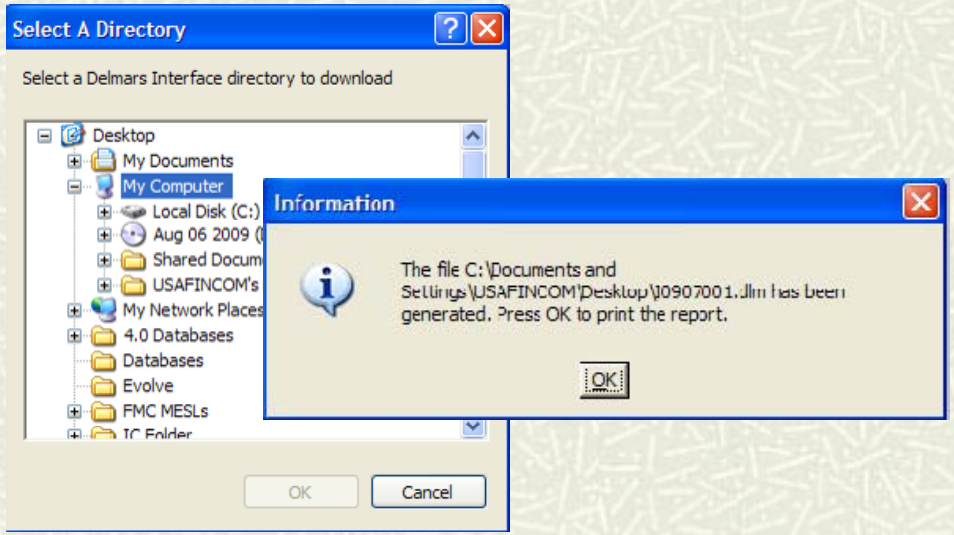


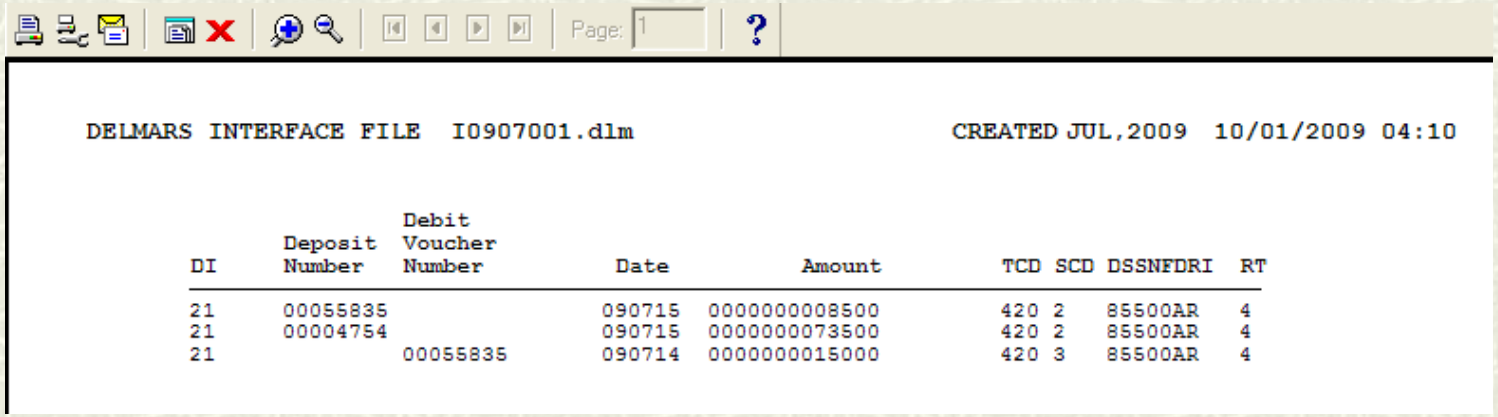


MONTH END CLOSEOUT

DELMARS Report (Debits And Deposits) (2 of 2)





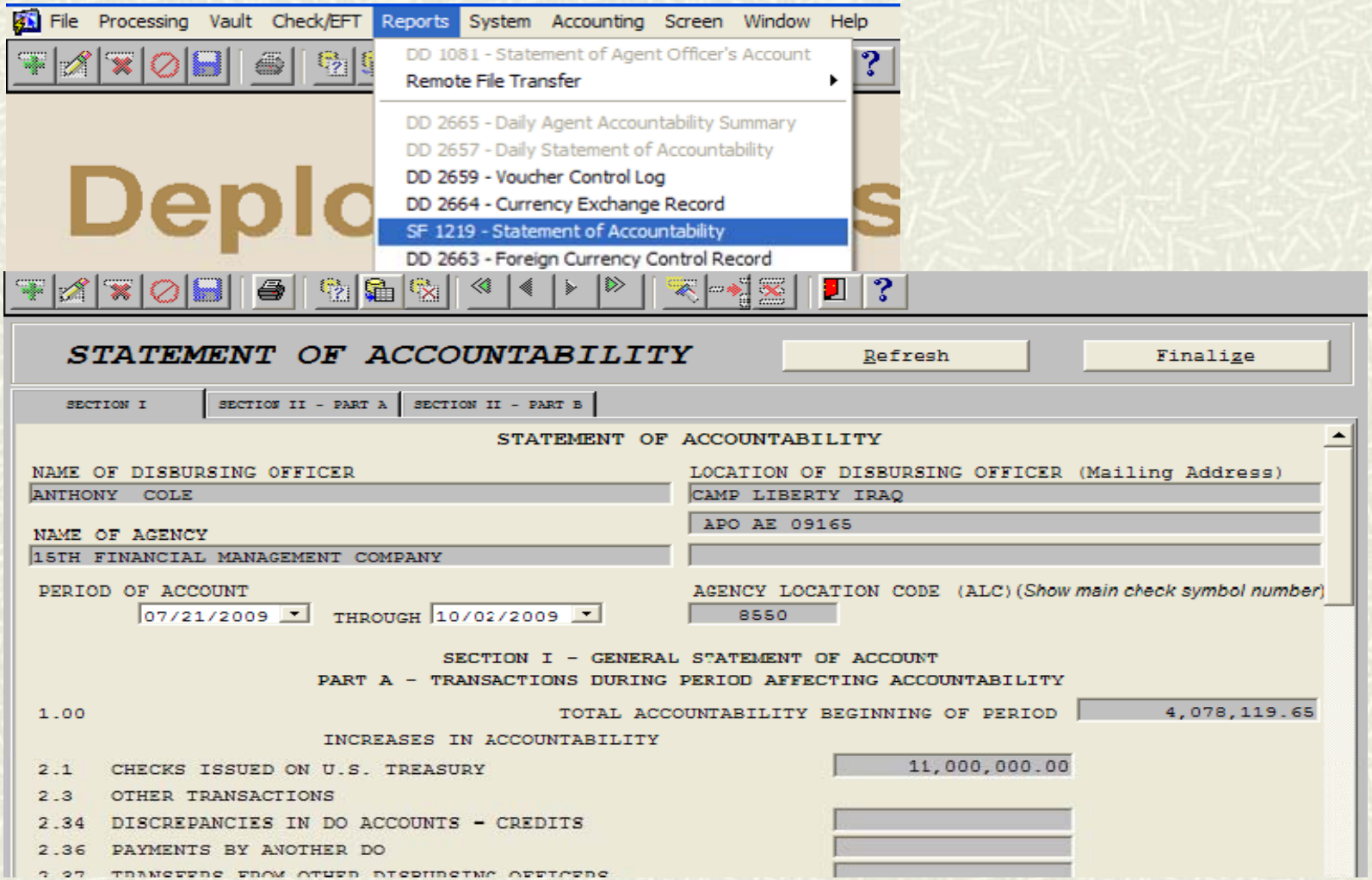


DELMARS INTERFACE FILE I0907001.dlm CREATED JUL,2009 10/01/2009 04:10

DI	Deposit Number	Debit Voucher Number	Date	Amount	TCD	SCD	DSSNFDRI	RT
21	00055835		090715	0000000008500	420	2	85500AR	4
21	00004754		090715	0000000073500	420	2	85500AR	4
21		00055835	090714	0000000015000	420	3	85500AR	4

MONTH END CLOSEOUT

Finalize SF 1219 (1 of 2)



MONTH END CLOSEOUT

Finalize SF 1219 (2 of 2)

Page: 1

STANDARD FORM 1219 (EG)
Revised 4-82
Department of the Treasury
1 TFRM 2-3100

STATEMENT OF ACCOUNTABILITY

NAME OF DISBURSING OFFICER ANTHONY COLE	LOCATION OF DISBURSING OFFICER (*Mailing address*) CAMP LIBERTY IRAQ APO AE 09165
NAME OF AGENCY 15TH FINANCIAL MANAGEMENT COMPANY	
PERIOD OF ACCOUNT FROM: 07/21/2009 THROUGH: 10/02/2009	AGENCY LOCATION CODE (ALC) (*Show main check symbol number*) 8550

SECTION 1. - GENERAL STATEMENT OF ACCOUNT

PART A. - TRANSACTIONS DURING PERIOD AFFECTING ACCOUNTABILITY

1.00	TOTAL ACCOUNTABILITY BEGINNING OF PERIOD		$ 4,078,119.65
2.0	INCREASES IN ACCOUNTABILITY		
2.1	CHECKS ISSUED ON U.S. TREASURY	11,000,000.00	
2.3	OTHER TRANSACTIONS		
2.34	DISCREPANCIES IN D.O. ACCOUNTS - CREDITS		
2.36	PAYMENTS BY ANOTHER D.O.		
2.37	TRANSFERS FROM OTHER DISBURSING OFFICERS		
2.8	IPAC PAYMENTS AND COLLECTIONS		
2.9	TOTAL INCREASES IN ACCOUNTABILITY		$ 11,000,000.00
3.0	SUBTOTAL		$ 15,078,119.65
4.0	DECREASES IN ACCOUNTABILITY		
4.1	NET DISBURSEMENTS	30,725.00	
4.2	DEPOSITS PRESENTED OR MAILED TO BANK	670.00	
4.3	OTHER TRANSACTIONS		
4.3 4	DISCREPANCIES IN D.O. ACCOUNTS - DEBITS		
4.3 6	PAYMENTS FOR ANOTHER D.O.		
4.3 7	TRANSFERS TO OTHER DISBURSING OFFICERS		
4.3 9			
4.9	TOTAL DECREASES IN ACCOUNTABILITY		$ 31,395.00
5.00	TOTAL ACCOUNTABILITY CLOSE OF PERIOD		$ 15,046,724.65

PHYSICAL SECURITY

PHYSICAL SECURITY

Standard Form 700

- **SF 700 should be placed inside the security container.**
- **An additional copy of the form with either the combination or an extra key should be placed in an envelope and forwarded to the DDO for safekeeping. The envelope should be sealed, signed across the sealed opening, and clear tape placed over the signature to ensure that the envelope is not compromised.**
- **The DDO/DO may authorize the DA to keep the envelope at the installation/STB S-2.**
- **A memo should be generated to maintain on hand that identifies where the extra set of keys/combination is located. The memo will be located out of view of the public.**

SECURITY CONTAINER INFORMATION

INSTRUCTIONS

1. COMPLETE PART 1 AND PART 2A (ON END OF FLAP).
2. DETACH PART 1 AND ATTACH TO INSIDE OF CONTAINER.
3. MARK PARTS 2 AND 2A WITH THE HIGHEST CLASSIFICATION STORED IN THIS CONTAINER.
4. DETACH PART 2A AND INSERT IN ENVELOPE.
5. SEE PRIVACY ACT STATEMENT ON REVERS.

1. AREA OR POST (if required)	2. BUILDING (if required)	3. ROOM NO.
4. ACTIVITY (DIVISION, BRANCH, SECTION OR OFFICE)		5. CONTAINER NO.
6. MFG & TYPE CONTAINER	7. MFG & TYPE LOCK	8. DATE COMBINATION CHANGED
9. NAME AND SIGNATURE OF PERSON MAKING CHANGE		

10. Immediately notify one of the following persons if this container is found open and unattended.

EMPLOYEE NAME	HOME ADDRESS	HOME PHONE

1. ATTACH TO INSIDE OF CONTAINER

700-101
NSAI3540-01-214-5372

STANDARD FORM 700 (8-85)
Prescribed by GSA/ISOO
32 CFR 2003

WARNING

WHEN COMBINATION ON PART 2A IS ENCLOSED, THIS ENVELOPE MUST BE SAFEGUARDED IN ACCORDANCE WITH APPROPRIATE SECURITY REQUIREMENTS.

DETACH HERE

CONTAINER NUMBER

COMBINATION

turns to the (Right) (Left) stop at
turns to the (Right) (Left) stop at
turns to the (Right) (Left) stop at
turns to the (Right) (Left) stop at

WARNING

THIS COPY CONTAINS CLASSIFIED INFORMATION WHEN COMBINATION IS ENTERED.
UNCLASSIFIED UPON CHANGE OF COMBINATION

2A INSERT IN ENVELOPE

SF700 (8-85)
Prescribed by GSA/ISOO
32 CFR 2003

PHYSICAL SECURITY

Standard Form 701

ACTIVITY SECURITY CHECKLIST

DIVISION/BRANCH/OFFICE	ROOM NUMBER	MONTH AND YEAR
Disbursing Agent, Camp Al Asad, Iraq	DA Office	Aug 2006

Irregularities discovered will be promptly reported to the designated Security Office for corrective action

Statement
I have conducted a se[illegible] inspection of this work area and [illegible]ed all the items [illegible] below.

TO (If Required)	FROM (If required)	THROUGH (If required)
Finance Office Camp Arifjan, Kuwait	Finance Office Camp Al Asad, Iraq	

ITEM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1. Security containers have [illegible] locked and checked.																															
2. Desks, wastebaskets and other surfaces and receptacles are free of classified material.																															
3. Windows and doors have been locked (where appropriate).																															
4. Typewriter ribbons and ADP devices (e.g., disks, tapes) containing classified material have been removed and properly stored.																															
5. Security alarm(s) and equipment have been activated (where appropriate).																															
INITIAL FOR DAILY REPORT	WIW																														
TIME																															

STANDARD FORM 701 (8-85)

- **SF 701 should be placed on the inside side of the secured area's door.**
- **The form should be initialed on the appropriate day's block prior to leaving for the day.**

PHYSICAL SECURITY

Standard Form 702

SECURITY CONTAINER CHECK SHEET

TO (If required)	THRU (If required)

CERTIFICATION

I CERTIFY, BY MY INITIALS BELOW, THAT I HAVE OPENED, CLOSED OR CHECKED THIS SECURITY CONTAINER IN ACCORDANCE WITH PERTINENT AGENCY REGULATIONS AND OPERATING INSTRUCTIONS.

MONTH/YEAR

DATE	OPENED BY		CLOSED BY		CHECKED BY		GUARD CHECK (If required)	
	INITIALS	TIME	INITIALS	TIME	INITIALS	TIME	INITIALS	TIME

- **SF 702 should be placed on the outside side of the secured container's door.**
- **The form should be initialed each time the container is opened or closed.**

SYSTEM REQUESTS

SYSTEM REQUESTS

DDS Corp2

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)

PRIVACY ACT STATEMENT

AUTHORITY: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.
PRINCIPAL PURPOSE: To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.
ROUTINE USES: None.
DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

TYPE OF REQUEST: ☐ INITIAL ☐ MODIFICATION ☐ DEACTIVATE ☐ USER ID _____ | DATE (YYYYMMDD)

SYSTEM NAME (Platform or Applications) | LOCATION (Physical Location of System)

PART I (To be completed by Requestor)

1. NAME (Last, First, Middle Initial) | 2. ORGANIZATION
3. OFFICE SYMBOL/DEPARTMENT | 4. PHONE (DSN or Commercial)
5. OFFICIAL E-MAIL ADDRESS | 6. JOB TITLE AND GRADE/RANK
7. OFFICIAL MAILING ADDRESS | 8. CITIZENSHIP ☐ US ☐ FN ☐ OTHER | 9. DESIGNATION OF PERSON ☐ MILITARY ☐ CIVILIAN ☐ CONTRACTOR
10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) ☐ I have completed Annual Information Awareness Training. DATE (YYYYMMDD)
11. USER SIGNATURE | 12. DATE (YYYYMMDD)

PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)

13. JUSTIFICATION FOR ACCESS

14. TYPE OF ACCESS REQUIRED: ☐ AUTHORIZED ☐ PRIVILEGED
15. USER REQUIRES ACCESS TO: ☐ UNCLASSIFIED ☐ CLASSIFIED (Specify category) ☐ OTHER _____
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested. ☐ | 16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)
17. SUPERVISOR'S NAME (Print Name) | 18. SUPERVISOR'S SIGNATURE | 19. DATE (YYYYMMDD)
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT | 20a. SUPERVISOR'S E-MAIL ADDRESS | 20b. PHONE NUMBER
21. SIGNATURE OF INFORMATION OWNER/OPR | 21a. PHONE NUMBER | 21b. DATE (YYYYMMDD)
22. SIGNATURE OF IAO OR APPOINTEE | 23. ORGANIZATION/DEPARTMENT | 24. PHONE NUMBER | 25. DATE (YYYYMMDD)

DD FORM 2875, AUG 2009 PREVIOUS EDITION IS OBSOLETE. Adobe Professional 8.0

26. NAME (Last, First, Middle Initial)
27. OPTIONAL INFORMATION (Additional Information)

PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION

28. TYPE OF INVESTIGATION | 28a. DATE OF INVESTIGATION (YYYYMMDD)
28b. CLEARANCE LEVEL | 28c. IT LEVEL DESIGNATION ☐ LEVEL I ☐ LEVEL II ☐ LEVEL III
29. VERIFIED BY (Print name) | 30. SECURITY MANAGER TELEPHONE NUMBER | 31. SECURITY MANAGER SIGNATURE | 32. DATE (YYYYMMDD)

PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION

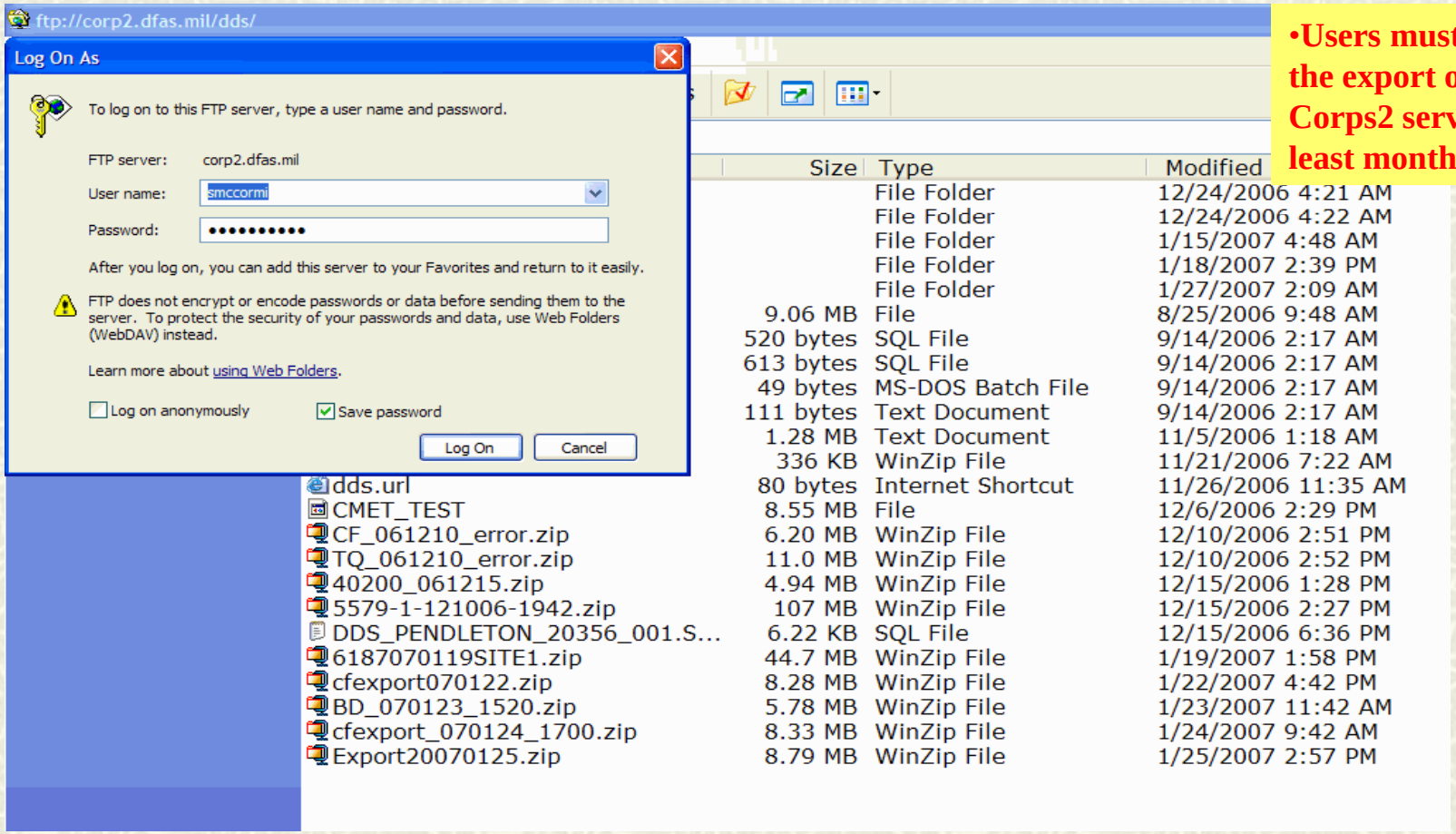
TITLE	SYSTEM	ACCOUNT CODE
	DOMAIN	
	SERVER	
	APPLICATION	
	DIRECTORIES	
	FILES	
	DATASETS	
DATE PROCESSED (YYYYMMDD)	PROCESSED BY (Print name and sign)	DATE (YYYYMMDD)
DATE REVALIDATED (YYYYMMDD)	REVALIDATED BY (Print name and sign)	DATE (YYYYMMDD)

DD FORM 2875 (BACK), AUG 2009 Reset

- **Can only be submitted over SIPR-net, should be completed during the TOA.**

SYSTEM REQUESTS

DDS Corp2



- **Users must place the export on the Corps2 server at least monthly.**

SYSTEM REQUESTS

ITS.gov Access Request (1 of 3)

ITS.gov Organization Enrollment and User ID Request Form for Federal Agencies

Section I - Organization Information

Date: _____ Action: [ ] NEW [ ] CHANGE Agency Location Codes (ALCs): _____

Federal Agency Name: _____

Mailing Address: _____

_____

City, State, Zip, Country: _____

Contacts:

Primary Contact Name: _____ Secondary Contact Name: _____

Phone: _____ Fax: _____ Phone: _____ Fax: _____

E-Mail Address: _____ E-Mail Address: _____

Verification Levels:

One [ ] - This requires two u ete a payment. One user to data enter the payment, followed by one user to verify the payment to FMS.

Two [ ] - This requires three users to complete a payment. One user to data enter the payment, followed by one user to verify the data entry infor the payment to FMS.

Payment Types (Please check all that apply):

[ ] Benefit

[ ] Vendor

[ ] Salary

[ ] Miscellaneous

* Note: All III Sections of the Enrollment Form MUST be completed to process your request.

"(FRBNY USE ONLY – ABA:_____)"

Form Date: 03_13_07 FRBNY- Agency 1

- Requests are completed only for those deemed to have a need to access ITS.gov.
- All 3 pages must be completed and forwarded to the Disbursing Officer (DO) for approval.
- The DO approves and then forwards the request to the theater POC.
- The theater POC reviews and forwards to FRB-NY.
- FRB-NY will process the request and send a confirmation back to the theater POC.
- Once the theater POC confirms the access, FRB-NY will forward the access request to the individual.

SYSTEM REQUESTS

ITS.gov Access Request (2 of 3)

ITS.gov Organization Enrollment and User ID Request Form for Federal Agencies

Section II – Individual User Information

+ **Date** _____ **Action:** [ ] NEW [ ] CHANGE **Agency Location Codes (ALCs):** _____

NAME Include First Name, Middle Initial, and Last Name. Each individual MUST sign in the appropriate space on the user responsibility statement.	**TELEPHONE NUMBER**	**E-MAIL**	**USER ROLES*** * Select one (1) user role for each individual						
			Payor *(Allows to Create & Verify Payments)*	**Releaser Only** *(Allows to Release Payments)*	**Releaser** *(Allows to Create, Verify & Release Payments)*	**Payment Inquiry** *(View Only access)*	**Payment Creator** *(Allows to Create Payments)*	**Template Only** *(Allows to Manage Template)*	**Approver** *Allows to approve Payments)*
[ ] Add [ ] Change [ ] Delete									
[ ] Add [ ] Change [ ] Delete									
[ ] Add [ ] Change [ ] Delete									

+ **Current Users Only**: Indicate the existing individual's logon ID in this column for any changes to a user's functions or access.

Section III – Authorizing Official's Signature

_____ **Signature**

_____ **Title**

_____ **Name**

_____ **Phone Number**

_____ **Date**

Form Date: 03_13_07 FRBNY - Agency 2

SYSTEM REQUESTS

ITS.gov Access Request (3 of 3)

INTERNATIONAL TREASURY SERVICES (ITS).gov
USER RESPONSIBILITY STATEMENT and RULES OF BEHAVIOR

ITS.gov users are entrusted with Financial Management Service (FMS) information technology resources (IT). Please print, review, and sign the following FMS User Responsibility Statement and Rules of Behavior. Convert the signed document to a PDF format document and send via email attachment to NYITS.ADMINISTRATOR@FRBNY.ORG. If the signed document cannot be scanned, send via fax to the Federal Reserve Bank of New York (FRBNY) at fax number (201) 531-3607.

LOGON ID AND PASSWORD:

The Federal Reserve Bank (FRB) of New York will e-mail the individual logon ID and mail the temporary password. The password, which is under your sole control, provides protection for you and us. The pattern of your logon ID may be known by others and the logon ID is displayed on the screen when entered, but your password is not displayed and not known by anyone other than you. **After initial logon, all ITS.gov users must access the system at least every 90 days to remain active.** If your account is inactivated because it has not been used new paperwork must be submitted to the Federal Reserve Bank of New York to reissue your ID. If at any time during the log-on process the individual's logon ID or password should become suspended please contact the FRBNY Customer Support Hotline at (201) 531-3777.

USER RESPONSIBILITIES:

Once assigned a logon ID and temporary password from the Federal Reserve Bank of New York, you agree to be responsible for the consequences that result from the disclosure or use of your password. To avoid compromising your password, you agree that you will:

- not make your password known to anyone or put it in written form unsecured.
- prevent others from watching you enter your password and guessing your password (for example, you should not use names of persons, places, or things that are identified with you).
- password **MUST** be at least 8 characters, contact the Federal Reserve Bank of New York for the proper format.
- log off the system whenever you leave your computer unattended.

Your password expires after 90 calendar days, or immediately if a password is suspended, lost or compromised. We encourage all users to change their passwords timely. In addition, you must report unauthorized use and if you feel that someone may know your password, you should contact the FRBNY Customer Support Hotline at (201) 531-3777 to have your password changed immediately.

RULES OF BEHAVIOR:

The following Rules of Behavior are the minimum rules for external users who are requesting a user account for ITS.gov:

1. You must conduct only authorized business on the system.
2. Your level of access to the FMS system, ITS.gov, is limited to ensure your access is no more than necessary to perform your legitimate tasks or assigned duties. If you believe you are being granted access that you should not have, you must immediately notify the ITS.gov Help Desk at FRBNY at (201) 531-3777.
3. You must maintain the confidentiality of your authentication credentials such as your password. Do not reveal your authentication credentials to anyone; you should never be asked to reveal your credentials.
4. Do not share passwords with anyone else or use another person's password.
5. You must follow proper logon/logoff procedures. You must manually logon to your session; do not store your password locally on your system or utilize any automated logon capabilities. You must promptly logoff when session access is no longer needed. If a logoff function is unavailable, you must close your browser. Never leave your computer unattended while logged into the system.
6. You must report all security incidents or suspected incidents (e.g., lost passwords, improper or suspicious acts) related to the FMS system to the ITS.gov Help Desk at (201) 531-3777.
7. You must not attempt to circumvent any ITS.gov security control mechanisms.
8. You must not establish any unauthorized interfaces between FMS applications and other non-FMS systems.
9. Users must utilize anti-virus protection mechanisms on any systems connecting to the FMS ITS.gov application.
10. Your access to the FMS system is governed by, and subject to, Federal law, including, but not limited to, the Privacy Act, 5 U.S.C. 552a, if the applicable FMS system maintains individual Privacy Act information. Your access to the FMS system constitutes your consent to the retrieval and disclosure of the information within the scope of your authorized access, subject to the Privacy Act, and applicable Federal laws.
11. You must safeguard system resources against waste, loss, abuse, unauthorized use or disclosure, and misappropriation.
12. You must not process classified national security information on the system.
13. You must not browse, search or reveal FMS system information except in accordance with that which is required to perform your legitimate tasks or assigned duties. You must not retrieve information, or in any other way disclose information, for someone who does not have authority to access that information.
14. By your signature acknowledging acceptance you must agree to these rules.
15. You should contact your FMS Information System Security Officer or the ITS.gov Help Desk at FRBNY at (201) 531-3777 if you do not understand any of these rules.

ACCEPTANCE

I have read the above Rules of Behavior for External Users of the Financial Management Service (FMS) System, ITS.gov. By my signature below, I acknowledge and agree that my access to this FMS system is covered by, and subject to, such Rules. Further, I acknowledge and accept that any violation by me of these Rules may subject me to civil and/or criminal actions and that FMS retains the right, at its sole discretion, to terminate, cancel or suspend my access rights to ITS.gov at any time, without notice.

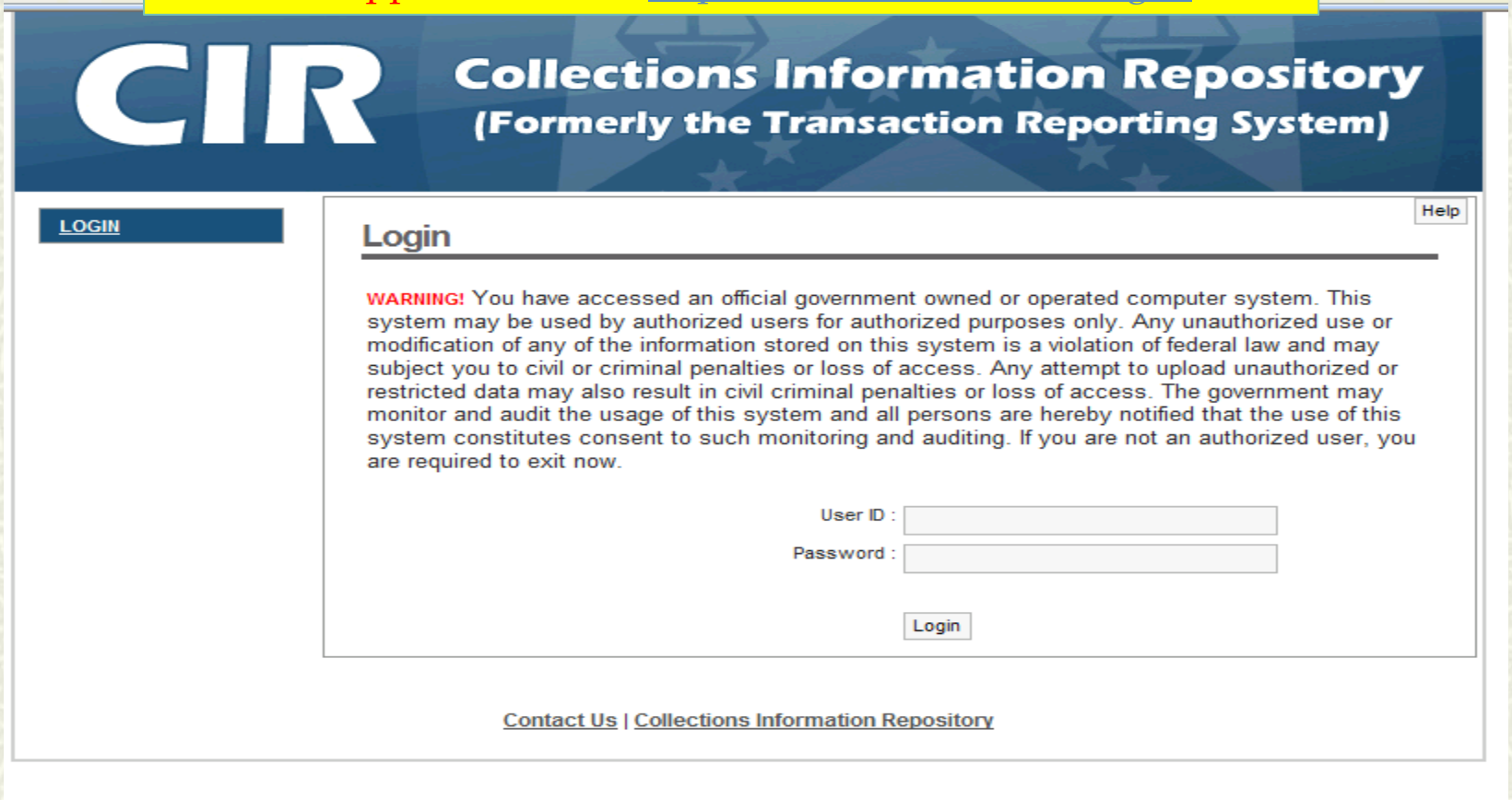
User's Legal Name: _____ (printed

User's Signature: _____ Date: _____

Form Date 8/13/2010 FRBNY - Agency 4

Collections Information Repository (CIR)

The application link : https://www.trs.fms.treas.gov



SYSTEM REQUESTS

OTCnet

- **Request will be made through the theater POC at the FMSC.**
- **https://www.OTCnet.fms.treas.gov**

SYSTEM REQUESTS

PIR

- **Request will be made through the theater POC at the FMSC.**
- **https://pir.fms.treas.gov/pir-web**

Spillage Prevention

99% of the time the documentation will not be stamped with SECRET or TOP SECRET

Scope and Responsibilities

- The Disbursing office must ensure that documentation received in their office does not qualify as "Classified" in accordance with the "DFAS Secret/Top Secret Documentation Classification Matrix" and Local FMSC Policy

- Disbursing the front line of defense to make sure sensitive information is not "Spilled" by becoming available to personnel lacking the proper clearance or that they are scanned into an Unclassified electronic platform (NIPR). Classified Spillages can be devastating to our mission in theater, may cause harm to Soldiers and local nationals and will cause you and your team their "Clearance" by means of UCMJ action and relief.

- Unnecessary documentation must be returned to the originating activity in order to be properly handled and forwarded through the appropriate channels. Do not take it in and process it unless it is completely necessary for payment.

- If any documentation is encountered, review the FMSC policy and notify your FMSU Internal Control section prior to processing and/or scanning it.

DFAS Secret/Top Secret Classification Matrix

INFORMATION ON VOUCHER REVEAILING:	CLASS.	REMARKS
Physical Security Vulnerabilities and vulnerability to terrorist attacks	**SECRET**	Building specs to include "vulnerability" wording
Future detailed travel itinerary of USCENTCOM Commander	**SECRET**	Dates of future TDY for General or equivalent SES
Future detailed travel itinerary of General/Flag Officers and civilian equivalent	**Classified**	Dates of future TDY
Limitations and vulnerabilities of U.S. Forces in the combat area	**SECRET**	Vehicles which need more armor, specific details about vulnerabilities
Participating units, including types, vulnerabilities, locations, quantities, readiness status, deployments, redeployments, and details of movement of U.S. friendly forces	**SECRET**	Same vulnerabilities: speifics relating number of weapons, food service identified location
Essential elements of friendly information (EEFI)	**SECRET**	Radio signals, where uniforms are produced from, type and amount, hours of work
Deployment/Redeployment of units	**Classified**	Manifest: Future
Force Protection/Threat analysis specifics	**SECRET**	Vulnerability assesments
Identification of forward Headquarters (Maps, Grid coordinates)	**SECRET**	If specific locations are mentioned, the use of maps and pinpointing
Information concerning CI/HUMINT and other sensitive intelligence sources and methods. This includes Small Reward Program and payments for information. Any name, sources, locations, or lists of recovered weapons or ammunition. Any name other than "Anonymous" or "Classified", no other pseudonyms permitted.	**SECRET**	Sources are identified, listing of names, informants, payments for information
Intelligence information obtained from CI/HUMINT without a name or a source	**Confidential**	No sources or names are identified, subject is addressed
Any discussion of specific threat levels or counter measures	**SECRET**	
Specific boundaries of bases or combat positions	**SECRET**	
Rules of Engagement for U.S. Forces	**SECRET**	
U.S. issue d badges for base access	**SECRET**	Copies of originals
Specific informant names	**SECRET**	Informant notes
Naming a payee of rewards/payee signature	**SECRET**	Any person who received a reward for information regardingintelligence involving persons, weapons, or sensitive information
Payments under the rewards program, solatium payments, weapons-for-cash payments, and condolence payments	**SECRET**	Rewards, no JAG, open allotment

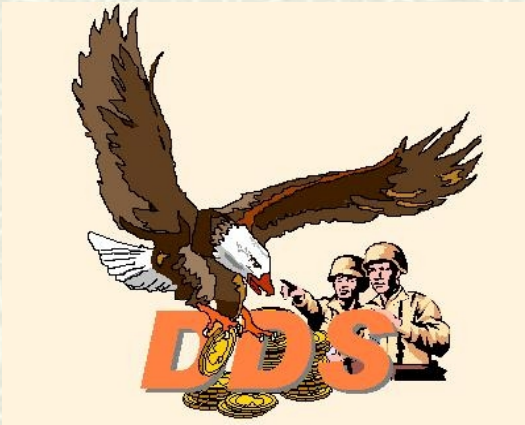
Available network platforms

- SIPRNet (Secure Internet Protocol Router Network)- The SIPRNET is a system of interconnected computer networks used by the United States Department of Defense to transmit classified information (up to and including information classified SECRET by packet switching over the TCP/IP protocols in a 'completely secure' environment.
  - ✓ Scan Classified documentation to this system only
- NIPRNet (Non-Secure Internet Protocol Router Network)- The Non-secure Internet Protocol Router Network (abbreviated as "NIPRNet," but commonly written "NIPRNET") is used to exchange sensitive but Unclassified information between "internal" users as well as providing users access to the Internet.
  - ✓ Do not scan Classified documentation to this system

POINTS OF CONTACT

POINTS OF CONTACT

DDS/USAFMCOM OST

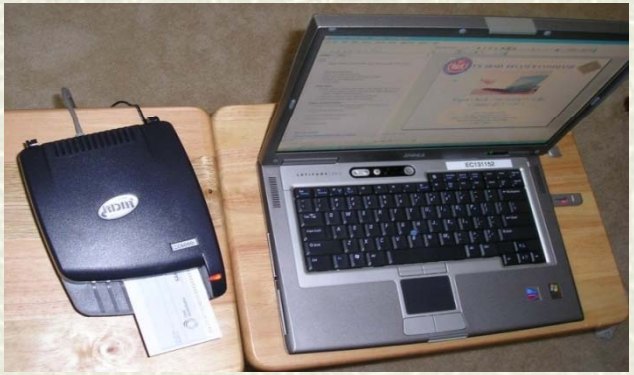


- **DDS Help Desk:**
  - **Commercial: (317) 212-1490**
  - **DSN: (318) 699-1490**
  - **Blackberry: (317) 209-6328**
- **Email address: cin-ddshelpdesk@dfas.mil**

- **Training**
  - **USAFMCOM OST (317) 212-3016**

POINTS OF CONTACT

OTCnet HELP DESK INFORMATION



- **Policy and Hardware Requests**
  - **(317) 212-3640**

- **OTCnet Customer Service Center:**
  - **DSN phone number for military personnel: 510-428-6824, option 1, then option 2, then option 4.**
  - **OTCnet Mailbox: FMS.OTCChannel@citi.com**
  - **Website: www.OTCnet.fms.treas.gov**

POINTS OF CONTACT

Eaglecash Help Desk Information

- **ECC Customer Service Center**
  - **Hours of Operation**
    - **0100 – 1900 hours ET**
    - **Monday – Friday (excluding Federal Holidays)**
  - **DSN: (312) 955-3555**
  - **US Toll Free: 1-877-973- 8982**
  - **Fax: (617) 973-3898**
  - **Email: EagleCash on AKO:**
  - **https://www.us.army.mil/suite/page/387344**
    (for the latest SOP, Quick Reference Guides, Bulletins, and Newsletters, etc.)

QUESTIONS?