A GUIDE TO FEDERAL REQUIREMENTS FOR FINANCIAL MANAGEMENT SYSTEMS

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FOREWORD

This guide provides a synopsis of Federal requirements for financial management systems. It was prepared by Defense Finance and Accounting Service (DFAS). The guide represents a comprehensive compilation of financial management systems requirements mandated by the Federal Financial Management Improvement Act of 1996. Requirements contained within this document are applicable to accounting and finance systems operated and maintained by DFAS as well as "feeder" systems owned by the military services and DoD component agencies.

The overall purpose of this guide is to help DoD managers comply with a myriad of financial requirements when planning, designing, enhancing, modifying, and implementing financial management systems. The guide serves as a "roadmap" to those Federal requirements by major functional areas. It includes references to the authoritative sources for the requirements. This document serves only as a guide for managers who are responsible for financial management systems—managers are still explicitly responsible for being knowledgeable of the various authoritative sources of financial requirements (both legislative and regulatory), and complying with the requirements. To assist managers, we have included in the "Introduction and Overview" internet addresses where authoritative sources of requirements may be accessed.

This version of the guide incorporates revisions to the authoritative sources up to and including the release of JFMIP SR-02-01 in November 2001. The initial release of this version of the guide (4.0) appeared in June 2002. Version 4.1 (October 2002) incorporated a major consistency and format edit of the document. Versions 4.1.1 (December 2002) and 4.1.2 (November 2004) contain some minor edits and corrections; for a copy of these send a request to bluebook@dfas.mil.

Users of this guide are asked to forward comments and suggested changes to:

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Cleveland, Ohio 44199
Attn: Accounting Services Strategic Business Office
Code AC

E-mail bluebook@dfas.mil

The electronic version may be accessed at http://www.dfas.mil/library/79004g.pdf. or via the DFAS e-Portal.

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SIGNIFICANT REVISIONS AND/OR UPDATES CONTAINED IN THIS VERSION

Since DFAS first published this guide in January 1998, a number of significant revisions in financial management systems requirements have occurred. For example, JFMIP has revised and re-issued several of its financial management systems requirements documents and DoD has revised and re-issued several Department of Defense Financial Management Regulations (DoDFMR). In addition, OMB has formally published a number of new SFFASs. Various requirements contained in the three previous versions of this guide have been deleted since they are no longer contained in current authoritative pronouncements. In addition, some requirements were quite similar or redundant with one another — whenever practical, redundant requirements have been merged. Within this version, we have clearly identified deleted and merged requirements while maintaining the integrity of assigned requirement numbers.

In this version, we have described these changes for each affected FFMR in an Appendix, "Description of Requirement Changes." Additionally, two columns have been added in each of the requirements chapters. One, labeled "VA", is used to indicate "Value Added" Requirements:

V–Value-Added These requirements are to be considered in addition to the mandatory requirements. (See the section on Mandatory and Value-Added Requirements later in this introductory chapter.)

The other, labeled "AT" for "Action Taken" documents the changes from Versions 2 and 3 by labeling the FFMR with one of the following actions:

A-Added FFMRs These are new requirements due to revised and updated source documents.

C-Changed FFMRs These requirements were contained in previous versions, but were changed for various reasons, as described in the Requirement Changes Appendix.

D-Deleted FFMRs These requirements were removed from this version because they were no longer required by the source document or were redundant with another FFMR.

Note: If there is no code in the AT column for an FFMR, it is, by definition, unchanged from previous versions.

INTRODUCTION AND OVERVIEW

The Department of Defense (DoD) is one of the largest and most complex organizations in the world. DoD annually reports hundreds of billions of dollars in assets. The Department is responsible for liabilities of about $1 trillion dollars. Each fiscal year DoD recognizes several hundred billion dollars of revenues, financing sources, and incurred expenses.

The Department, through its military services — the Army, the Navy, the Air Force, and the Marine Corps—and its combatant commands carries out its mission and programs on a worldwide basis. The scope of DoD's operations dwarfs those of most large corporations and many autonomous countries. All of those activities affect the department's financial status. Obviously, it is critical that DoD have high quality financial management systems, and data from its operational and support systems, to meet its financial requirement to efficiently and effectively perform its missions.

DoD operates hundreds of automated information systems — financial, non-financial, and mixed[1] — in executing its missions and programs. Although the Defense Finance and Accounting Service (DFAS) is responsible for the majority of the Department's finance (i.e. entitlement and disbursing) and accounting systems, DFAS is not responsible for all of the systems that produce financial management data all of its accounting systems. Non-DFAS systems that support other functional area, including acquisition, logistics, property management, and personnel, generate and process a significant amount of financial data that are ultimately used by the Department for management, analysis, and financial reporting.

DoD's auditors, over the past dozen years or so, have issued numerous reports that criticized DoD's financial management systems for their inability to capture, maintain, control, and report reliable and consistent information in a timely manner. During the last several years, substantial improvement of DoD's financial management has been a top priority of the Department's leadership. DoD's leaders concluded that the Department's financial management deficiencies were more fundamental and entrenched than previously recognized. The remedy has been the most comprehensive reform of financial management systems and practices in DoD history.[2]

A major component of DoD's reform initiatives is the consolidation and standardization of finance and accounting systems. The first step was to designate certain existing finance and accounting systems as migratory systems, into which similar systems (such as civilian pay, military pay, travel, etc.) were to be consolidated. Simultaneously, DoD undertook improving accounting systems to make them compliant with generally accepted accounting principles for Federal agencies. The ultimate goal of the improvement efforts is to make the accounting systems capable of providing accurate, timely, and auditable information to management and decision-makers, including the Congress.

In order for its accounting systems to produce accurate and auditable information, DoD needs to enhance many systems other than just the accounting systems. Within the Department,

[1] Mixed systems contain both financial and non-financial data.
[2] *Annual Report to the President and the Congress*, William S. Cohen, Secretary of Defense, April 1997, pg. 95.

dozens of systems provide financial data to the DFAS-operated systems. Much of this data, which flows through a myriad of "feeder systems," is not under adequate internal and data controls and does not comply with Federal requirements. Therefore, the Department has embarked on an effort to bring its critical feeder systems into compliance with applicable Federal requirements.[3]

Various laws and regulations provide specific criteria and requirements for Federal financial management systems. The following are synopses of the major laws and regulatory sources that materially affect DoD's financial management systems.

PRINCIPAL STATUTES MANDATING REQUIREMENTS FOR FINANCIAL MANAGEMENT SYSTEMS

The decade of the 1990s saw a tremendous change in emphasis by the Congress concerning the Federal government's financial management operations. No longer is almost exclusive emphasis on fund control and budget execution the primary driving force behind agencies' financial management operations. From late 1990 through 1996, the Congress passed a number of laws directing agencies to improve their financial management operations, systems, performance, internal controls, and financial reporting.

Chief Financial Officers (CFO) Act of 1990: The Congress, concerned about the overall state of financial management within the Federal sector, passed this law (Public Law 101-576) in November 1990. The Congress' objectives in passing the act were to: (1) bring more effective general and financial management practices to the Federal government; (2) provide for improvements in Federal agencies' systems of accounting, financial management, and internal control; and (3) provide for the production of complete, reliable, timely, and consistent financial information for the use of executive branch managers and the Congress in financing, managing, and evaluating Federal programs. This law requires each Federal agency to develop and maintain an integrated agency accounting and financial management system that includes a financial reporting capability and adequate internal controls. The system must, among other things, (1) comply with applicable accounting principles, standards, and requirements, and internal control standards, and (2) comply with the policies and requirements prescribed by the Director of the Office of Management and Budget (OMB). The law required, on a pilot basis, certain agencies (including the Air Force and the Army) to prepare annual consolidated financial statements and have them audited. The law also required agencies to prepare, and have audited, financial statements for revolving funds.

Government Performance and Results Act of 1993: In August 1993, the Congress passed this act (Public Law 103-62) to improve operations, programs, and management of Federal agencies. By the end of fiscal year 1997, the head of each Federal agency was to submit to OMB a strategic plan for program activities, including performance goals and objectives. Annually, beginning in fiscal year 1999, each agency was to present to OMB a performance plan covering each program activity set forth in the agency's budget. No later than March 31, 2000, and

[3] See the Department of Defense's *Financial Management Improvement Plan*, September 1999.

annually thereafter, each agency is required to submit to the President and the Congress a report on program performance for the previous fiscal year.

Government Management Reform Act of 1994: This law (Public Law 103-356) expanded the financial statement audit requirements of the CFO Act of 1990 to all "CFO Act" agencies. This law required the Navy and DoD to prepare, and have audited, their financial statements for the first time beginning with fiscal year 1996.

Federal Financial Management Act of 1996: This law requires each Federal agency to implement and maintain financial management systems that comply with applicable accounting standards and systems requirements. Specifically, agencies' financial management systems are to comply substantially with (1) Federal financial management systems requirements, (2) applicable Federal accounting standards, and (3) the United States Standard General Ledger (US SGL) at the transaction level. Auditors who conduct agency financial audits are required to report whether the agency's financial management systems substantially comply with the aforementioned requirements. In cases where the auditors find systems not in compliance with applicable requirements, the auditors are required to report the entity or organization responsible for the systems not in compliance. They must also report "all facts pertaining to the failure to comply with the requirements."

PRIMARY REGULATIONS AND OTHER GUIDANCE AFFECTING FINANCIAL MANAGEMENT SYSTEMS

Several agencies and organizations promulgate authoritative regulations and guidance relative to financial management systems with which Federal agencies are to comply. Principal among these are OMB, the Department of the Treasury, the General Accounting Office (GAO), the Joint Financial Management Improvement Program (JFMIP), and the Federal Accounting Standards Board (FASAB).

Office of Management and Budget: OMB formulates and coordinates management procedures and program objectives within and among Federal departments and agencies. Relative to financial management operations and systems, OMB publishes Federal accounting standards that FASAB has recommended, and which OMB, the Department of Treasury, and GAO have adopted. In addition, OMB has issued circulars and bulletins that established financial management requirements with which Federal agencies are to comply. Principal among these are Circulars A-127, A-123, A-130, and A-11, and Bulletins 97-01 and 98-08. Circular A-127 prescribes policies and standards for executive departments and agencies to follow in developing, operating, maintaining, evaluating, and reporting on financial management systems. Circular A-123 provides guidance to Federal managers on improving accountability and effectiveness of programs *and operations by establishing, assessing, correcting, and reporting on management controls. Circular A-130 prescribes policies regarding information resource management. Circular A-11 provides guidance on the preparation and submission of agency budget requests, including reporting on the agency's critical financial management systems. Bulletin 97-01 defines the form and content of Federal agencies' financial statements beginning with fiscal year 1998. Bulletin 98-08 provides guidance to Federal agencies' inspectors general

and financial management personnel on complying with the Federal Financial Management Improvement Act of 1996.

Treasury: The Department of the Treasury publishes various fiscal and accounting policies and requirements in its *Treasury Financial Manual*. Treasury provides guidance on central accounting and reporting, payroll deductions and withholdings, disbursing, collections. Treasury also officially publishes the US SGL and related information pertaining thereto.

General Accounting Office: Prior to the establishment of FASAB in 1990, GAO promulgated accounting standards for the Federal sector. GAO published such standards in Title 2 o/f GAO's *Policy and Procedures Manual for the Guidance of Federal Agencies*. However, the adopted Statements of Federal Financial Accounting Standards (SFFAS) have rendered most of the "Title 2" accounting standards inapplicable. GAO also establishes certain requirements for financial systems as well as internal control standards for the Federal government.

Joint Financial Management Improvement Program: JFMIP is a joint undertaking of OMB, the Treasury, GAO, and the Office of Personnel Management to improve financial management practices throughout the Federal government. JFMIP publishes financial management systems concepts, framework, and requirements. OMB incorporates JFMIP's systems concepts and requirements by reference in Circular A-127, thereby making the concepts and requirements applicable to Federal agencies.

Federal Accounting Standards Advisory Board: In October 1990, the Secretary of the Treasury, the Director of OMB, and the Comptroller General of the United States established FASAB to consider and recommend accounting principles for the Federal government. FASAB recommends accounting standards, which, if accepted by the Congress and adopted by the Board's sponsor (OMB, GAO, and Treasury), OMB publishes.

REQUIREMENTS CONTAINED IN THIS DOCUMENT

The CFO Act specifically requires each Federal agency to develop an integrated financial management system, which incorporates adequate internal controls and a financial reporting capability. The system must comply with applicable Federal principles, standards, and requirements. OMB, in Circular A-127, prescribes the policies and standards for agencies to follow in developing, operating, evaluating, and reporting on financial management systems.

In May 1996, DFAS established the Defense Accounting System Program Management Office to manage the consolidation, integration, and modernization of existing DFAS accounting systems. (DFAS has since reconstituted the Program Management Office as the Systems Integration Directorate.) The scope of the Directorate's efforts includes all migratory and legacy accounting systems that DFAS owns and operates. Except for ensuring that appropriate interfaces are in place, the Directorate's responsibility does not extend to the accounting and other financial management systems owned and operated by the military services and Defense agencies. However, the Directorate has compiled Federal accounting, financial management and

financial reporting requirements pertaining to those systems and related accounts. This document represents that compilation.

While this document represents an extensive compilation of Federal requirements applicable to DoD's financial management systems, it does not necessarily include all requirements that pertain to such systems. A myriad of requirements applicable to Federal financial management systems exists in dozens of different authoritative sources. This document contains hundreds of requirements promulgated by the central agencies and DoD. As such, the document represents a valuable tool for systems managers, operators, programmers, and accountants to use in planning, developing, implementing, modifying, and evaluating financial management systems. The intent of this document, as a tool, is to focus management's attention on the requirements financial management systems must satisfy. Management, however, is explicitly responsible for being knowledgeable of the actual laws and regulations and ensuring that their systems comply with them. Additionally, DoD has published the *Department of Defense Financial Management Regulations*, DoD 7000.14-R (DoD FMR), which contains Department-wide financial management policies and detailed requirements with which components are to comply. While this guide contains some of the systems requirements stipulated in the DoD FMR, it does not contain all.

DoD operates hundreds of systems to initiate, process, record, summarize, control, and report financial transactions and events. Overall, these systems are not integrated and, in many cases, do not adequately comply with applicable Federal financial management and accounting requirements. Currently, DoD, primarily through DFAS, has efforts underway to consolidate and standardize financial operations, systems, and locations. This compilation of Federal financial management systems requirements will support the standardization of financial management and accounting operations and enhance compliance with laws and regulations.

The requirements contained in this document represent specific requirements for financial management systems arranged by major functional categories. For example, separate sections cover requirements for general ledger functions, property accounting, inventory management and accounting, managerial cost accounting, grants, and loans. This document also provides the authoritative source citation(s) for each requirement.

The following are the major functional categories of requirements contained in this document:

1. General Ledger
2. Financial Reporting
3. Property, Plant and Equipment
4. Inventory, Operating Materials and Supplies, Stockpile Materials
5. Revenue (Including Financing Sources) and Accounts Receivable
6. Managerial Cost Accounting
7. Human Resources and Payroll
8. Funds Control and Budgetary Accounting
9. Accounts Payable (Payment Management)
10. Travel
11. Direct Loans

12. Guaranteed Loans
13. Grants
14. Audit Trails and System Controls
15. Seized Assets
16. Benefits

ORGANIZATIONAL RESPONSIBILITIES FOR ENSURING COMPLIANCE WITH REQUIREMENTS

Within DoD, various organizations operate financial management systems. While in an overall scheme, many of these systems should be linked in an integrated network; often the systems are "stand-alone" or "stovepiped" systems that are not logically integrated with other related systems. Critical financial data, instead of being transferred electronically between systems through well-controlled interfaces, are often transferred manually by means of journal vouchers, hardcopy spreadsheets, "data calls," or other inefficient and error-prone methods.

DFAS operates most DoD's core accounting systems and prepares the Department's various financial statements and reports. Therefore, DFAS is the primary Departmental entity responsible for general ledgers and financial reporting. (DFAS does not own nor operate and maintain every accounting system within the Department.) However, much of the data used by DFAS to carry out DoD's accounting and financial reporting functions—such as property and inventory values—originate in non-DFAS organizations or systems. Therefore, other organizations, primarily the military services and Defense agencies, should be held responsible for the compliance of their financial management systems with all applicable Federal requirements.

Mandatory and Value-Added Requirements

This document follows the JFMIP practice of identifying requirements as either mandatory or value-added. JFMIP defines mandatory requirements as follows, "The mandatory requirements describe what the system must do and consist of the minimum acceptable functionality necessary to establish a system or are based on Federal laws and regulations. Mandatory requirements are those against which agency heads evaluate their systems to determine substantial compliance with system requirements under the FFMIA. These requirements apply to existing systems in operations and new systems planned or under development."

JFMIP defines value-added requirements as follows, "The value-added requirements describe features or characteristics and may consist of any combination of the following: (1) using state-of-the-art technology, (2) employing the preferred or best business practices, or (3) meeting the special management needs of an individual agency. Value-added, optional, and other similar terminology may be used to describe this category of requirements. Agencies should consider value-added features when judging systems options. The need for these value-added features in agency systems is left to the discretion of each agency head.

Agencies may augment the mandatory requirements with value-added features or with agency unique requirements, which must be carefully defined to assure consistency with government-wide standard requirements. Further, each agency must also integrate the standard requirements with existing systems and with the major program systems that are unique to the agency."

In this document, all requirements are mandatory (as defined by JFMIP above), unless specifically identified as value-added; additionally, mandatory requirements usually use the term "must". We identify value-added requirements by adding a "v" to the requirement number; we then extract the requirement and place it in a separate appendix for the applicable chapter. Additionally, in keeping with the JFMIP practice, value-added requirements usually use the term "should". Therefore, it is important that users of this document make this distinction and not construe "should" as "must"; treat all such value-added requirements as defined by JFMIP above.

LEGEND FOR SOURCES OF FEDERAL FINANCIAL MANAGEMENT SYSTEMS REQUIREMENTS

Citation	Document Title Web Address	Date of Document
OMB	***Office of Management and Budget***	
	OMB Home Page	
*	http://www.whitehouse.gov/OMB/	
	OMB Bulletins	
	Selected OMB Bulletins	
*	http://www.whitehouse.gov/OMB/bulletins/index.html	
Bull. 97-01	Form and Content of Agency Financial Statements	Oct 1996
*	http://www.whitehouse.gov/omb/bulletins/full.doc	
	Technical Amendments to OMB Bulletin 97-01, *Form and Content of Agency Financial Statements*	Nov 1998
*	http://www.whitehouse.gov/OMB/bulletins/97-01.html	
	OMB Circulars	
Cir. A-11	Table of Contents	Jul 2000
*	http://www.whitehouse.gov/omb/circulars/a11/00toc.html	
Cir. A-11	Part 1 - Preparation and Submission of Budget Estimates	Jul 2000
*	http://www.whitehouse.gov/omb/circulars/all/s10_3.pdf	
Cir. A-11	Part 2 - Preparation and Submission of Strategic Plans, Annual Performance Plans, and Annual Program Performance Reports	Jul 2000
*	http://www.whitehouse.gov/omb/circulars/a11/s200_2.pdf	
Cir. A-11	Part 3 - Planning, Budgeting, and Acquisition of Capital Assets	Jul 2000
*	http://www.whitehouse.gov/omb/circulars/a11/s300_2.pdf	
Cir. A-11	Capital Programming Guide, Supplement to Part 3 Cir. A-11	Jul 1997
*	http://www.whitehouse.gov/omb/circulars/a11/cpgtoc.html	

Citation	Document Title Web Address	Date of Document
Cir. A-34 *	Table of Contents http://www.whitehouse.gov/omb/circulars/a034/toc99.html	Nov 2000
Cir. A-34 *	Instruction on Budget Execution http://www.whitehouse.gov/omb/circulars/a034/a-34.pdf	Nov 2000
Cir. A-125 *	5 CFR 1315: Prompt Payment; *Formerly OMB Circular A-125, "Prompt Payment"* http://www.fms.treas.gov/prompt/regs.html	Aug 2001
Cir. A-127 *	Circular No. A-127 Revised Subject: Financial Management Systems http://www.whitehouse.gov/omb/circulars/a127/a127.html	Jul 1993
Cir. A-127 *	OMB Circular A-127, Transmittal 2 Subject: Financial Management Systems http://www.whitehouse.gov/omb/circulars/a127transmittal2.html	Jun 1999
Cir. A-130 *	CIRCULAR NO. A-130, Revised, (Transmittal Memorandum No. 4), Subject: Management of Federal Information Resources http://www.whitehouse.gov/omb/circulars/a130/a130trans4.html	Nov 2000
JFMIP	***Joint Financial Management Improvement Program***	
	JFMIP Home Page	
*	http://www.jfmip.gov/jfmip	
	JFMIP Documents	
*	http://www.jfmip.gov/jfmip/systemrequirements.htm	
FFMSR-0 *	Framework for Federal Financial Management Systems http://www.jfmip.gov/jfmip/download/systemreqs/fedFinancialMgmt.pdf	Jan 1995
FFMSR-7 *	Inventory System Requirements http://www.jfmip.gov/jfmip/download/systemreqs/invntory.doc	Jun 1995
FFMSR-8 *	System Requirements for Managerial Cost Accounting http://www.jfmip.gov/jfmip/download/systemreqs/mancostguide.doc	Feb 1998

Citation	Document Title	Date of Document
	Web Address	
JFMIP SR-02-1	Core Financial System Requirements	Nov 2001
*	http://www.jfmip.gov/jfmip/download/document/ core_system_requirements.doc	
JFMIP SR-99-5	Human Resources & Payroll Systems Requirements	Apr 1999
*	http://www.jfmip.gov/jfmip/download/systemreqs/hrpay.doc	
JFMIP SR-99-8	Direct Loan System Requirements	Jun 1999
*	http://www.jfmip.gov/jfmip/download/systemreqs/dirloan.doc	
JFMIP SR-99-9	Travel System Requirements	Jul 1999
*	http://www.jfmip.gov/jfmip/download/systemreqs/travel.doc	
JFMIP SR-99-14	Seized Property and Forfeited Assets Systems Requirements	Dec 1999
*	http://www.jfmip.gov/jfmip/download/systemreqs/seized.doc	
JFMIP SR-00-1	Guaranteed Loan System Requirements	Mar 2000
*	http://www.jfmip.gov/jfmip/download/systemreqs/guarloan.pdf	
JFMIP SR-01-1	Benefit System Requirements	Sep 2001
*	http://www.jfmip.gov/jfmip/download/document/benefit_system_requirements.doc	
JFMIP SR-00-3	Grant Financial System Requirements	Jun 2000
*	http://www.jfmip.gov/jfmip/download/systemreqs/grants.pdf	
JFMIP SR-00-4	Property Management Systems Requirements	Oct 2000
*	http://www.jfmip.gov/jfmip/download/systemreqs/propertyfinal.pdf	
FASAB	***Federal Accounting Standards Advisory Board***	
	FASAB Home Page	
*	http://www.fasab.gov/	
	FASAB Standards and Concepts	
*	http://www.fasab.gov/concepts.htm	

Citation	Document Title	Date of Document
	Web Address	
	Listing of Documents Issued by FASAB/AAPC updated 11/05/2001	
*	http://www.fasab.gov/pdf/3nrv01.pdf	
	Federal Accounting Standards Advisory Board's Statement of Federal Financial Accounting Concepts	
SFFAC-1	Statement of Federal Financial Accounting Concepts Number 1: Objectives of Federal Financial Reporting	Sep 1993
*	http://www.fasab.gov/pdf/sffac-1.pdf	
SFFAC-2	Statement of Federal Financial Accounting Concepts Number 2: Entity and Display	Jun 1995
*	http://www.fasab.gov/pdf/sffac-2.pdf	
SFFAC-3	Statement of Recommended Accounting Concepts No 3: Management's Discussion and Analysis	Apr 1999
*	http://www.fasab.gov/pdf/sffac-3.pdf	
	Federal Accounting Standards Advisory Board's Statement of Federal Financial Accounting Standards	
SFFAS-1	Statement of Federal Financial Accounting Standards No 1: Accounting for Selected Assets and Liabilities	Mar 1993
*	http://www.fasab.gov/pdf/sffas-1.pdf	
SFFAS-2	Statement of Federal Financial Accounting Standards No 2: Accounting for Direct Loans and Loan Guarantees	Jul 1993
*	http://www.fasab.gov/pdf/sffas-2.pdf	
SFFAS-3	Statement of Federal Financial Accounting Standards No 3: Accounting for Inventory and Related Property	Oct 1993
*	http://www.fasab.gov/pdf/sffas-3.pdf	
SFFAS-4	Statement of Federal Financial Accounting Standards No 4: Managerial Cost Accounting Concepts and Standards for the Federal Government	Jul 1995
*	http://www.fasab.gov/pdf/sffas-4.pdf	

Citation	Document Title Web Address	Date of Document
SFFAS-5 *	Statement of Federal Financial Accounting Standards No 5: Accounting for Liabilities of the Federal Government http://www.fasab.gov/pdf/sffas-5.pdf	Sep 1995
SFFAS-6 *	Statement of Federal Financial Accounting Standards No 6: Accounting for Property, Plant, and Equipment (PP&E) http://www.fasab.gov/pdf/sffas-6.pdf	Jun 1996
SFFAS-7 *	Statement of Federal Financial Accounting Standards No 7: Accounting for Revenue and Other Financing Sources and Concepts for Reconciling Budgetary and Financial Accounting http://www.fasab.gov/pdf/impguid7.pdf	Apr 1996
SFFAS-8 *	Statement of Federal Financial Accounting Standards No 8: Supplementary Stewardship Reporting http://www.fasab.gov/pdf/sffas-8.pdf	Sep 1997
SFFAS-9 *	Statement of Federal Financial Accounting Standards No 9: Deferral of the Effective Date of Managerial Cost Accounting Standards for the Federal Government in SFFAS No.4 http://www.fasab.gov/pdf/9_defs.pdf	Oct 1997
SFFAS-10 *	Statement of Federal Financial Accounting Standards No 10: Accounting for Internal Use Software http://www.fasab.gov/pdf/fasab10.pdf	Jun 1998
SFFAS-11 *	Statement of Federal Financial Accounting Standards No 11: Amendments to Accounting for Property, Plant & Equipment: Definitional Changes Amends SFFAS-6 & SFFAS-8 http://www.fasab.gov/pdf/sffas6&8.pdf	Oct 1998
SFFAS-12 *	Statement of Federal Financial Accounting Standards No 12: Recognition of Contingent Liabilities Arising from Litigation Amends SFFAS-5 http://www.fasab.gov/pdf/sffasno5.pdf	Dec 1998
SFFAS-13 *	Statement of Federal Financial Accounting Standards No 13: Deferral of Para. 65.2-Material Revenue-Related Transactions Disclosures Amends SFFAS-7 http://www.fasab.gov/pdf/sffasno7.pdf	Jan 1998

Citation	Document Title Web Address	Date of Document
SFFAS-14	Statement of Federal Financial Accounting Standards No 14: Amendments to Deferred Maintenance Reporting Amends SFFAS-6 and SFFAS-8	Apr 1999
*	http://www.fasab.gov/pdf/sras14.pdf	
SFFAS-15	Statement of Federal Financial Accounting Standards No 15: Management's Discussion and Analysis	Apr 1999
*	http://www.fasab.gov/pdf/15_md&a.pdf	
SFFAS-16	Statement of Federal Financial Accounting Standards No 16: Amendments to Accounting for Property, Plant & Equipment: Measurement for Multi-Use Heritage Assets Amends SFFAS-6 and SFFAS-8	Jul 1999
*	http://www.fasab.gov/pdf/sras16.pdf	
SFFAS-17	Statement of Federal Financial Accounting Standards No 17: Accounting for Social Insurance	Aug 1999
*	http://www.fasab.gov/pdf/17_ss.pdf	
SFFAS-18	Statement of Federal Financial Accounting Standards No 18: Amendments to Accounting Standards for Direct Loans and Loan Guarantees	May 2000
*	http://www.fasab.gov/pdf/sffas18.pdf	
TFM	***Treasury Financial Manual***	
	Treasury Financial Manual Home Page	
*	http://www.fms.treas.gov/tfm/index.html	
1 TFM	Treasury Financial Manual - Volume 1	May 2001
*	http://www.fms.treas.gov/tfm/vol1/index.html	
TFM S2-01-03	U.S. Standard General Ledger	Jul 2001
*	http://www.fms.treas.gov/ussgl/	
	Final Federal Account Symbols and Titles: The FAST Book	Feb 2001
*	http://www.fms.treas.gov/fastbook/	

Citation	Document Title Web Address	Date of Document
DoD FMR	***DoD Financial Management Regulations***	
	DoDFMR Home Page	
*	http://www.dtic.mil/comptroller/fmr/	
	DoDFMR Recently Published Changes	
*	http://www.dtic.mil/comptroller/fmr/change.html	
1	Volume 1: General Financial Management Information, Systems and Requirements	Apr 2001
*	http://www.dtic.mil/comptroller/fmr/01/index. html	
2A	Volume 2a: Budget Formulation and Presentation (Chapters 1-3)	Jun 2000
*	http://www.dtic.mil/comptroller/fmr/02a/index. html	
2B	Volume 2b:Budget Formulation and Presentation (Chapters 4-19)	Jun 2000
*	http://www.dtic.mil/comptroller/fmr/02b/index. html	
3	Volume 3:Budget Execution - Availability and Use of Budgetary Resources	Dec 2000
*	http://www.dtic.mil/comptroller/fmr/03/index. html	
4	Volume 4:Accounting Policy and Procedures	Jan 2001
*	http://www.dtic.mil/comptroller/fmr/04/index. html	
5	Volume 5:Disbursing Policy and Procedures	Jan 2001
*	http://www.dtic.mil/comptroller/fmr/05/index. html	
6A	Volume 6a:Reporting Policy and Procedures	Jan 2001
*	http://www.dtic.mil/comptroller/fmr/06/index. html	
6B	Volume 6b:Form and Content of DoD Audited Financial Statements	Oct 2000
*	http://www.dtic.mil/comptroller/fmr/06b/index. html	
7A	Volume 7a:Military Pay Policy and Procedures-Active Duty and Reserve Pay	May 2001
*	http://www.dtic.mil/comptroller/fmr/07a/index. html	

Citation	Document Title Web Address	Date of Document
7B *	Volume 7b:Military Pay Policy and Procedures-Retired Pay http://www.dtic.mil/comptroller/fmr/07b/index. html	Jun 2001
7C *	Volume 7c:Special Military Pay/Personnel Programs and Operating Procedures http://www.dtic.mil/comptroller/fmr/07c/index. html	Nov 2000
8 *	Volume 8:Civilian Pay Policy and Procedures http://www.dtic.mil/comptroller/fmr/08/index. html	Feb 2001
9 *	Volume 9:Travel Policy and Procedures http://www.dtic.mil/comptroller/fmr/09/index. html	Sep 2000
10 *	Volume 10:Contract Payment Policy and Procedures http://www.dtic.mil/comptroller/fmr/10/index. html	May 2001
11A *	Volume 11a:Reimbursable Operations, Policy and Procedures http://www.dtic.mil/comptroller/fmr/11a/index.html	May 2001
11B *	Volume 11b:Reimbursable Operations, Policy and Procedures-Working Capital Funds (WCF) http://www.dtic.mil/comptroller/fmr/11b/index.html	Feb 1998
12 *	Volume 12:Special Accounts Funds and Programs http://www.dtic.mil/comptroller/fmr/12/index. html	Feb 2001
13 *	Volume 13:Non-appropriated Funds Policy and Procedures http://www.dtic.mil/comptroller/fmr/13/index. html	Aug 1994
14 *	Volume 14:Administrative Control of Funds and Anti-deficiency Act Violations http://www.dtic.mil/comptroller/fmr/14/index. html	Mar 2001
15 *	Volume 15:Security Assistance Policy and Procedures http://www.dtic.mil/comptroller/fmr/15/index. html	Feb 2000

DoDD	***DoD Directives***	
5200.28 *	DoD Directive 5200.28: Security Requirements for Automated Information Systems http://www.dtic.mil/whs/directives/corres/pdf/d520028_032188/d520028p.pdf	Mar 1998

Citation	Document Title Web Address	Date of Document
8000.1	DoD Directive 8000.1 MANAGEMENT OF DOD INFORMATION RESOURCES AND INFORMATION TECHNOLOGY	Feb 2002
*	http://www.dtic.mil/whs/directives/corres/html/80001.htm	
DoDI	***DoD Instructions***	
5200.40	DoD Instruction 5200.40 DOD INFORMATION TECHNOLOGY SECURITY CERTIFICATION AND ACCREDITATION PROCESS (DITSCAP)	Dec 1997
*	http://www.dtic.mil/whs/directives/corres/html/520040.htm	
DoD	***DoD Publications***	
	DoD 5000.2-R MANDATORY PROCEDURES FOR MAJOR DEFENSE ACQUISITION PROGRAMS (MDAPS) AND MAJOR AUTOMATED INFORMATION SYSTEM (MAIS) ACQUISITION PROGRAMS	Apr 2002
*	http://www.dtic.mil/whs/directives/corres/html/50002r.htm	
USC	***United States Code***	
	U.S. Code Home Page	
*	http://www4.law.cornell.edu/uscode/	
	U.S. Code Title 5 - Government Organization and Employees	Jan 2000
*	http://www4.law.cornell.edu/uscode/5/	
Sec. 8334	Deductions, Contributions, and Deposits	Jan 1999
*	http://www4.law.cornell.edu/uscode/5/8334.html	
Sec. 8701	Definitions	Jan 1999
*	http://www4.law.cornell.edu/uscode/5/8701.html	
Sec. 8906	Contributions	Jan 1999
*	http://www4.law.cornell.edu/uscode/5/8906.html	

Citation	**Document Title** **Web Address**	**Date of Document**
GAO	***General Accounting Office***	
GAO/AIMD 12.19.6 *	Federal Information System Controls Audit Manual (FISCAM) http://www.gao.gov/special.pubs/ai12.19.6.pdf	Jan 1999

CHAPTER 1
General Ledger
Introduction

The general ledger, as the central function of a core financial system, is the highest level of summarization within the system. The general ledger provides financial accountability for budgetary resources, stewardship over assets, reporting of cash/fund resources, and visibility of total costs. The general ledger maintains account balances by fund structure and individual general ledger accounts. All transactions to record financial events shall be posted, either individually or in summary, to a general ledger regardless of the origin of the transaction.

Subsidiary ledgers at various levels of detail support the general ledger. Such subsidiary ledgers may be maintained in the core financial system or in other systems. For example, detailed property records supporting the equipment account in the general ledger may be maintained in a system devoted to controlling and maintaining equipment.

The U.S. Government Standard General Ledger (U.S. SGL), under Volume I of the Treasury Financial Manual (TFM) Supplement Number 2, provides a uniform Chart of Accounts to be used in standardizing federal agency accounting which supports the preparation of standard external reports required by central agencies. The OMB Circular A-127, "Financial Management Systems," and the Federal Financial Management Improvement Act of 1996 (FFMIA) require implementation of the U.S. SGL at the transaction level throughout an agency's financial management systems. The U.S. SGL is composed of five major sections: (1) Chart of Accounts, (2) Account Definitions, (3) Accounting Transactions, (4) Data Elements, and (5) Report Crosswalks. Those federal executive agencies that serve on the U.S. SGL Board maintain the Chart of Accounts and Account Definitions. The FMS publishes the five sections of the U.S. SGL in the TFM and posts them on the Internet at: http://www.fms.treas.gov/ussgl.

The general ledger, as the ultimate overall control for capturing the effects of all financial events[4], ensures that debits equal credits for every recorded transaction in a single journal entry. The general ledger maintains accounts for assets, liabilities, equity, revenues, expenses, gains, losses, budgetary data, and “memorandum” information.

The general ledger defines the chart of accounts and transaction posting rules. It is used to update multiple accounts, including budgetary and proprietary accounts, for a single transaction or financial event. It provides for entering journal entries to post transactions, record account adjustments, and perform periodic closings. The general ledger is used as a primary source, to produce essential amounts for financial reports.

[4] A financial event is any event initiated or caused by either the agency or forces outside the agency that has financial consequences to the agency or Federal government. Generally, the consequences of financial events are recorded on the agency’s financial records. Payments of debts, collection of receivables, receipt of appropriations, incurrence of potential liabilities, signing of contracts, ordering goods or services use of resources, incurrence of costs and the passage of time are all examples of financial events.

General Ledger

Functional Requirements

1. Maintain Chart of Accounts
2. Maintain Transaction Posting Rules
3. Record Journal Entries
4. Post Transactions to Update the General Ledger
5. Perform Periodic General Ledger Postings

Req. ID	VA	AT	REQUIREMENTS GENERAL LEDGER	SOURCE(S)
01 Maintain Chart of Accounts				
01.01.01		C	The system must use a chart of accounts consistent with the basic numbering structure and account titles provided in the USSGL. *(Note: DoD organizations are responsible for implementing the USSGL in their financial management systems. The standard USSGL account attributes for required reporting of proprietary account information (FACTS I) and budgetary account information (FACTS II) are listed in section IV of the USSGL, which can be found on the Internet at* http://www.fms.treas.gov/ussgl).	FFMIA of 1996 (P.L. 104.208); JFMIP SR-02-01, req. GLA-01; OMB Circular A-127, 7C; "DoDFMR," Volume 01,Chapter 07, 070401;I TFM S2;
01.01.02		C	The system must be able to record financial events throughout the financial management system applying the requirements of the USSGL at the transaction level. The system must also ensure that: (1) data in financial reports is consistent with the USSGL; (2) Transactions recorded are consistent with USSGL posting rules, (3) supporting transaction detail for USSGL accounts are readily available.	OMB Circular A-127, 7C; I TFM S2;
01.01.03			[Version 2 - This requirement combined with 01.01.01.]	
01.01.04		C	The system must provide the capability to incorporate proprietary, budgetary, and memorandum (credit reform) accounts in the system, and maintain the relationships between the USSGL accounts. The proprietary and budgetary accounts must be self-balancing (total proprietary debits = total proprietary credits and total budgetary debits = total budgetary credits).	JFMIP SR-02-01, req. GLA-02; "DoDFMR," Volume 01, Chapter 07, 070201

Req. ID	V A	A T	REQUIREMENTS	SOURCE(S)
			GENERAL LEDGER	
01.01.06		C	The system design must reflect an agency-wide financial information classification structure that is consistent with the USSGL, provide tracking of specific program expenditures, and cover financial and financially related information.	OMB Circular A-127, 7A
01.01.07		C	The system must provide the capability to achieve consistency in budget and accounting classifications and synchronization between those classifications and organizational structure. Consistency will include maintaining data relationships between budget formulation classifications (budget function and sub function classification codes, per OMB Circular No. A-11), budget execution and accounting classifications (e.g., TAS/TAFS, internal fund, program, project, and activity), and the agency's organizational structure. *(Note: The Standard Fiscal Code (SFC), formerly the Budget and Accounting Classification Code (BACC), is a DFAS reengineering effort whose objective is to standardize data elements and fiscal codes for the purpose of recording accounting transactions department wide. The latest version of DFAS's Standard Fiscal Code (SFC) data elements and definitions can be obtained from the DFAS Systems Integration Directorate,* https://dfas4dod.dfas.mil/library/sfc.htm*. The Defense Data Dictionary System is the DoD repository containing standard data, definitions and structure; it is located at* http://datadmn.disa.mil/ddds/ddds40.html*. DoD is evolving to a tag based interchange between trading partners; see* http://diides.ncr.disa.mil/shade/index.cfm*; for more information, contact DFAS Advanced Data Technologies at 703-607-1166.)*	JFMIP SR-02-01, req. CFA-03
01.01.08		C	The system must provide a fund structure that identifies Treasury Account Symbol/Treasury Account Fund Symbol (TAS/TAFS) established by OMB and Treasury, and accommodates additional detail below the TAS level, such as an internal fund code to support fiscal year accounting, and appropriation sub-accounts used for reporting to Treasury. In addition, the fund structure must provide for additional detail below the appropriation level to support preparation of consolidated financial statements, external reporting to the Treasury Department via FACTS, reconciliation and elimination of intra governmental transactions, and internal reporting requirements, including managerial cost accounting.	JFMIP SR-02-01, req. CFA-04; I TFM S2, Part IV & Part V; I TFM Part II, Chapter 4000
01.01.09		C	The system must provide the capability to record and report financial management data in the same manner throughout the DoD Component reporting entity using uniform definitions.	"DoDFMR," Volume 01, Chapter 02,

Req. ID	VA	AT	REQUIREMENTS GENERAL LEDGER	SOURCE(S)
				1D
01.01.10		C	The system must have the capability to provide USSGL control accounts for detailed subsidiary accounts in the Core Financial System or external systems.	JFMIP SR-02-01, req. GLA-03
01.01.11		C	The system must provide the capability to include adequate controls to promote the accuracy of the accounts and the data produced from the accounts and create additional sub-accounts to the USSGL for agency specific tracking and control that will summarize to the appropriate USSGL accounts.	JFMIP SR-02-01, req. GLA-04; "DoDFMR," Volume 01, Chapter 02, 020206A
01.01.12		C	The system must provide the capability to process additions, changes and deletions to elements of the accounting classification design, and related valid domain values within accounting classifications, without extensive program or system changes (e.g., through on-line table updates).	JFMIP SR-02-01, req. CFA-11
01.01.13		C	The system must provide the capability to differentiate among the type of budgeting, accounting, and reporting treatments to be used based on various TAS/TAFS characteristics. At a minimum, the following fund characteristics must be supported in accordance with Treasury and OMB reporting and budget execution requirements: fund type (e.g., general fund, deposit fund, trust fund, special fund, revolving fund, receipt account); funding source (e.g., borrowing authority, contract authority, direct appropriation, spending authority from offsetting collections); budget status (e.g., on budget, off budget, or financing account); and TAS/TAFS status (e.g., annual, multiyear, and no-year).	JFMIP SR-02-01, req. CFA-05
01.01.14			[Version 3 - This requirement deleted.]	
01.01.15		C	The system must provide a program structure with sufficient levels of detail to allow reporting for all categories on which budgetary decisions are made, whether legally binding, as in appropriation limitations, or in the nature of policy guidance, as in Presidential pass-backs and congressional markup tables.	JFMIP SR-02-01, req. CFA-06
01.01.16		C	The system must provide the capability to establish an organizational structure based on responsibility segments, such as bureaus, divisions, and branches and provide for the ability to tie responsible organizational units to programs, projects and activities.	JFMIP SR-02-01, req. CFA-07
01.01.17		C	The system must provide the capability to support the management of multiple Agency Location Codes (ALC), (i.e.	JFMIP SR-02-01, req. CFA-

Req. ID	VA	AT	REQUIREMENTS GENERAL LEDGER	SOURCE(S)
			disbursing status symbol number) and associate the appropriate ALC with each transaction involving Fund balance with Treasury to facilitate external reporting (e.g., Financial Management Service (FMS)-224) and reconciliation with Treasury. Note: Treasury is developing Government-wide accounting requirements, which will require the Treasury fund symbol in addition to the Agency Location Code.	08
01.01.18		C	The system must provide an object class structure consistent with the standard object class codes contained in OMB Circular No. A-11 and the flexibility to accommodate additional levels (lower) in the object class structure.	JFMIP SR-02-01, req. CFA-10; OMB Circular A-11, Section 83
01.01.19		C	The system must provide the capability to allow standard transactions when recording accounting events. The standard transactions must specify the postings to the general ledger accounts, and update document balances and any related tables (e.g., available funding). The system must also allow the user to include proprietary, budgetary and memorandum accounts in the definition of a standard transaction.	JFMIP SR-02-01, req. CFB-01 and CFB-02
01.01.20		C	The system must provide the capability to differentiate between unexpired, expired and canceled funds, and be capable of providing edit checks to post budgetary transactions, such as obligations and recoveries of prior-year obligations, in accordance with the provisions of OMB Circular A-34 and USSGL posting rules displayed in Section III of the USSGL.	OMB Circular A-34; I TFM S2, Part III
01.01.21		C	The system must provide a project structure that is independent of the other accounting classification elements to allow multiple organizations, programs, and funding sources to be associated with a project.	JFMIP SR-02-01, req. CFA-09
01.01.22	V	C	[This requirement is Value Added. See Value Added Section for requirement description.]	
01.01.23		D	[Version 4. This requirement deleted.]	
01.01.24		A	The system must provide the capability to process additions, deletions, and changes to the chart of accounts without extensive program or system changes, (e.g., through on-line table updates).	JFMIP SR-02-01, req. GLA-07
01.01.25	V	A	[This requirement is Value Added. See Value Added Section for requirement description.]	

Req. ID	VA	AT	REQUIREMENTS GENERAL LEDGER	SOURCE(S)
01.01.26	V	A	[This requirement is Value Added. See Value Added Section for requirement description.]	
01.01.27		A	The system must be capable of allowing the user to enter, edit, and store accounting classification table changes so that the changes automatically become effective at any future date determined by the user.	JFMIP SR-02-01, req. CFA-12
01.01.28		A	The system must provide the capability to prohibit new transactions from posting to general ledger accounts that have been de-activated.	JFMIP SR-02-01, req. GLA-08
01.01.29	V	A	[This requirement is Value Added. See Value Added Section for requirement description.]	
01.01.30	V	A	[This requirement is Value Added. See Value Added Section for requirement description.]	
02 Maintain Transaction Posting Rules				
01.02.01			[Version 3. This requirement deleted.]	
01.02.02		C	The system must be designed to provide for effective and efficient interrelationships between software, hardware, personnel, procedures, controls, and data contained within the system. It must have the characteristics, including common data elements, common transaction processing, consistent internal controls, and efficient transaction entry.	OMB Circular A-127, 7B
01.02.03		C	The system must be capable of updating all applicable general ledger account balances (i.e., budgetary, proprietary and memorandum accounts) based on a single input transaction. Define, generate and post compound general ledger debit and credit entries for a single transaction, and accommodate all applicable debit and credit pairs (currently identified as 10 pairs or 20 accounts) when defining and processing a single transaction.	JFMIP SR-02-01, req. CFB-07 and CFB-08
01.02.04		C	The system must provide the capability to allow users to define and maintain standard rules that control general ledger account postings for all accounting events. The process of defining posting rules can be accomplished in a variety of ways, including (but not limited to) using transaction codes, screen templates, derivation rules, and others.	JFMIP SR-02-01, req. CFB-05

Req. ID	VA	AT	REQUIREMENTS	SOURCE(S)
			GENERAL LEDGER	
01.02.05		C	The system must be capable of allowing users to define and process system-generated transactions, such as automated accruals (e.g., payroll accrual entries), pre-closing and closing entries, cost assignment transactions, recurring payments, and transactions that generate other transactions in those cases where a single transaction is not sufficient. The system-generated closing entries must comply with the USSGL posting rules for budgetary and proprietary accounts.	OMB Circular A-127, 7C; I TFM S2; JFMIP SR-02-01, req. CFB-09
01.02.06		C	The system must provide the capability to automatically liquidate, partially or in full, the balance of open documents by line item. This capability will be used in the liquidation of various documents such as commitments, obligations, undelivered orders, payables, receivables, and advances, upon the processing of subsequent related transactions (e.g., liquidate an obligation upon entry of the related receiving report).	OMB Circular A-127, 7C; I TFM S2; JFMIP SR-02-01, req. CFB-10
01.02.07			[Version 3. This requirement deleted.]	
01.02.08			The system must be able to meet the agency financial management reporting and the performance measures requirements.	OMB Circular A-127, 7E
01.02.09		D	[Version 4. This requirement deleted.]	
01.02.10		C	The system must provide the capability to enable users to selectively require, omit, or set a default value for individual accounting classification elements. For example, a budget object class code value is not necessarily needed when recording depreciation expense.	JFMIP SR-02-01, req. CFB-06
01.02.11		C	The system must provide the capability to enter, edit, and store transactions in the current accounting period for automatic processing in a future accounting period, put transactions in a hold status (saved, but not processed or posted) within the Core system (i.e., importing transactions from a spreadsheet or database application is not acceptable), and allow users to select held transactions and continue processing at a later date.	JFMIP SR-02-01, req. CFB-20 and CFB-21
01.02.12	V	A	[This requirement is Value Added. See Value Added Section for requirement description.]	
01.02.13	V	A	[This requirement is Value Added. See Value Added Section for requirement description.]	

Req. ID	VA	AT	REQUIREMENTS GENERAL LEDGER	SOURCE(S)
03 Record Journal Entries				
01.03.01			[Version 3 - This requirement deleted.]	
01.03.02		C	The system must provide the capability to reject a transaction or provide a warning message when attempting to post a transaction that would cause general ledger debits and credits to be out-of-balance at a level below the TAS/TAFS (e.g., internal fund, organization level).	JFMIP SR-02-01, req. CFB-04
01.03.03			[Version 3 - This requirement deleted.]	
01.03.04			The system must ensure that simultaneous entries are made to budgetary accounts and proprietary accounts to record the following budgetary and proprietary accounting relationships: 1) Budget Authority (070701) 2) Expended Authority Unpaid (070702) 3) Expended Authority Paid (070703) 4) Reimbursements Earned but Uncollected (070704) 5) Reimbursements Earned and Collected (070705)	"DoDFMR, " Volume 01, Chapter 07, 0707; I TFM S2-00-01, section III
01.03.05			[Version 3 - This requirement deleted.]	
01.03.06		D	[Version 4 - This requirement deleted.]	
01.03.07		C	The Core Financial System must provide the capability to allow for accruals relating to contracts or other items that cross fiscal years.	JFMIP SR-02-01, req. GLB-01
01.03.08			[Version 3 - This requirement deleted.]	
01.03.09			[Version 3 - This requirement deleted.]	
01.03.10		C	The system must provide the capability to automatically generate selected recurring accrual entries and reversals in subsequent accounting periods (e.g., payroll accrual).	JFMIP SR-02-01, req. GLB-02; "DoDFMR," Volume 01, Chapter 02, App. 2B5
01.03.11		C	The system must be able to provide for the automatic generation of recurring month-end and year-end closing entries and automated rollover of the general ledger account balances.	"DoDFMR," Volume 01, Chapter 02, App. 2 B1

Req. ID	VA	AT	REQUIREMENTS	SOURCE(S)
			GENERAL LEDGER	
04 Post Transactions to Update the General Ledger				
01.04.01			The system must provide the capability to record transactions consistent with USSGL posting rules.	JFMIP SR-02-01, req. CFB-03
01.04.02		D	[Version 4 - This requirement deleted.]	
01.04.03		D	[Version 4 - This requirement deleted.]	
01.04.04			The system must distinguish between entity and non-entity assets.	SFFAS-1, 26
01.04.05		C	The system must distinguish between, and allow for the proper reporting of, entity cash, nonentity cash, and restricted cash.	SFFAS-1, 28-30
01.04.06		C	The system must recognize and record investments by DOD components in U.S. Treasury securities in accordance with Statement of Federal Financial Accounting Standards (SFFAS) 1.	SFFAS-1, 62-73
01.04.07		C	The system must provide the capability to perform on-line "drill downs" from general ledger summary balances to detail transactions and referenced documents (e.g., purchase orders, receiving reports, etc.).	JFMIP SR-02-01, req. GLC-02
01.04.08		A	For all transactions, the system must provide the capability to capture transaction dates (effective date of the transaction) and posting dates (date transaction posted to general ledger).	JFMIP SR-02-01, req. CFB-23
01.04.09		A	The system must provide the capability to automatically determine the posting date from the system date for all transactions and automatically associate a default accounting period for each transaction, but allow user to override.	JFMIP SR-02-01, req. CFB-24
05 Perform Periodic General Ledger Postings				
01.05.01		C	The system must be capable of posting to the current and prior months concurrently until the prior month closing is complete. The system must also provide and maintain on-line queries and reports on balances separately for the current and prior months. At a minimum, balances must be maintained on-line for both the current and prior months until the prior month closing is complete.	JFMIP SR-02-01, req. CFB-26 and CFB-27; "DoDFMR," Volume 01, Chapter 02, App. 2B2
01.05.02		C	The system must be capable of posting to the current fiscal year and prior fiscal year concurrently until prior yearend closing is complete. The system must be capable of providing and maintaining on-line queries and reports on balances separately for the current and prior fiscal years. At a minimum, balances must be maintained on-line for both the current and prior fiscal	JFMIP SR-02-01, req. CFB-28 and CFB-29; "DoDFMR," Volume 01,

Req. ID	VA	AT	REQUIREMENTS GENERAL LEDGER	SOURCE(S)
			years until the prior fiscal year closing is complete.	Chapter 02, App. 2B2
01.05.03			[Version 3 - This requirement deleted.]	
01.05.04		C	The system must provide the capability to automatically generate fiscal yearend pre-closing and closing entries as they relate to fund types.	JFMIP SR-02-01, req. GLB-06
01.05.05		C	The system must provide the capability to close an accounting period and prohibit subsequent postings to the closed period and automatically determine an accounting period's opening balances based on the prior accounting period's closing balances, without user intervention or adjustment. The rollover of general ledger balances must be accomplished in a detailed manner to maintain the USSGL attribute information required to satisfy FACTS I, and FACTS II reporting requirements.	JFMIP SR-02-01, req. GLB-03 and GLB-04
01.05.06		C	The system must be capable of performing multiple preliminary yearend closings, while maintaining the capability to post current and prior period data.	JFMIP SR-02-01, req. GLB-05; DoDFMR, Vol. 01, Chapter 02, App. 2B3
01.05.07		C	The system must provide on-line summary trial balances at the internal fund, organization, and TAS/TAFS levels. The trial balances must provide the following minimum data elements for each general ledger account: - The balance at the beginning of the accounting period, - The total amount of debits for the accounting period, - The total amount of credits for the accounting period, and - The cumulative ending balance for the accounting period. Grand totals for TAS/TAFS must be provided for beginning balance, current period activity and ending balance columns. The system must produce both pre-closing and post-closing trial balances at yearend. The system must support FACTS I and FACTS II reporting and analysis by producing on-line trial balances at the internal fund, organization, and TAS/TAFS levels. The trial balances must provide the data elements listed below for each general ledger account: 1. The related official USSGL account number; 2. The following items at the USSGL attribute level (i.e., separate amounts whenever there is more than one attribute domain value within an USSGL account): - The balance at the beginning of the accounting period, - The total amount of debits for the current accounting period, - The total amount of credits for the accounting period, and - The cumulative ending balance for the accounting period. Grand totals for each TAS/TAFS must be provided for beginning balance, current period activity, and	JFMIP SR-02-01, req. RC-03 and RC-04

Req. ID	VA	AT	REQUIREMENTS GENERAL LEDGER	SOURCE(S)
			ending balance columns. The system must produce both pre-closing and post-closing trial balances at year-end.	
01.05.08		C	The system must provide the capability to support access to current year and historical financial data.	JFMIP SR-02-01, req. RD-09
01.05.09			The system (Core Financial System) must electronically establish and update a Master Appropriation File (MAF) on the U.S. Treasury's Federal Agencies' Centralized Trial Balance System (FACTS).	I TFM 1-4030.10
01.05.10		C	The system must provide the capability for financial management data to be recorded as soon as practicable after the occurrence of the event, and shall be made available to managers by the fifth working day following the end of the reporting period. Other standards of timeliness may be established when the DoD Component has inventoried reports and set specific standards, with user participation. Finally, corrected data shall be available in time to meet external reporting requirements.	"DoDFMR," Volume 01, Chapter 02, App. 1B
01.05.11			[Version 3 - This requirement deleted.]	
01.05.12		D	[Version 4 - This requirement deleted.]	
01.05.13			The system must provide for the perpetuation of closing balances at the end of a period as the next period's opening balances; i.e., asset, liability, and capital balances must be perpetuated, not reconstructed at the beginning of each fiscal year.	"DoDFMR," Volume 01,Chapter 02, App. 2B
01.05.14		C	The Core Financial System must use financial data that can be traced directly to the USSGL accounts to produce reports providing financial information, whether used internally or externally.	OMB Circular A-127, 7C
01.05.15		C	The system must provide the capability to classify accounting transactions by Treasury Account Symbol/Treasury Account Fund Symbol (TAS/TAFS), internal fund code (see CFA-04 below), budget fiscal year, accounting quarter and month, program, organization, project, activity, cost center, object class, budget function (and sub function code), and the remaining USSGL attributes not specified above. The system must also define additional accounting classification elements and classify and report accounting transactions by each type of element. This will include relating Federal Account Symbols and Titles (FAST) structures established by Treasury in the system's fund structure for reporting purposes. This also will include (1) reporting requirements of Treasury FACTS I and FACTS II, and	JFMIP SR-02-01, req. CFA-01, CFA-02, GLA-05, and GLA-06; "DoDFMR," Volume 6B; OMB Bulletin 97-01, as amended; I TFM Part II, Chapter 4000; I TFM S2,

Req. ID	V A	A T	REQUIREMENTS GENERAL LEDGER	SOURCE(S)
			(2) intragovernmental reconciliations and eliminations in accordance with OMB Form and Content (OMB Bulletin 97-01, as amended) and the DoDFMR Volume 6B.	Part IV;
01.05.16		C	The system must provide the capability to select items for review based on user-defined criteria by type of transaction (e.g., by obligation transactions, vendor, date range). Examples of reasons to select items are payment certification and financial statement audits.	JFMIP SR-02-01, req. CFB-34
01.05.17		D	[Version 4 - This requirement deleted.]	
01.05.18			[Version 3 - This requirement deleted.]	
01.05.19		C	The system must provide for an automated yearend rollover of appropriate system tables into the new fiscal year.	JFMIP SR-02-01, req. GLB-07
01.05.20		C	The system must provide the capability to automatically determine and record the amount of upward or downward adjustments to existing obligations upon liquidation, cancellation or other adjustment. This is to include transactions entered directly to the Core system and those received from interfaced modules or systems.	JFMIP SR-02-01, req. CFB-11
01.05.21		A	When adjustments are made to existing obligations or previously recorded expenditures, the system must provide the capability to automatically distinguish between upward and downward adjustments to unexpired and expired budget authority, and generate the appropriate general ledger postings, without user intervention.	JFMIP SR-02-01, req. CFB-12
01.05.22		A	Relative to expired funds, the system must provide an overrideable error message when attempting to post (previously unrecorded) obligations to current year general ledger obligation accounts (e.g., USSGL accounts 4801, 4802).	JFMIP SR-02-01, req. CFB-13
01.05.23		A	When recording adjustments to prior year obligations (including previously expended authority), the system must provide the capability to automatically classify upward and downward adjustments as paid and or unpaid according to the status of the related obligation or expenditure. This is to include transactions entered directly to the Core Financial System and those received from interfaced modules or systems.	JFMIP SR-02-01, req. CFB-14
01.05.24		A	The system must be capable of automatically reversing entries by the following parameters: transaction or document type, date range, schedule numbers, transaction identification number (i.e.,	JFMIP SR-02-01, req. CFB-25

Req. ID	V A	A T	REQUIREMENTS	SOURCE(S)
			GENERAL LEDGER	
			document number) range, and trading partner.	
01.05.25	V	A	[This requirement is Value Added. See Value Added Section for requirement description.]	

General Ledger – Value Added Requirements

REQ. ID	REQUIREMENTS	SOURCE(S)
01.01.22V	The system should provide the capability to derive the full accounting classifications from abbreviated user input so that user input is minimized, data entry is made easier, and errors are controlled and reduced. Examples of methods include entering "shorthand codes," using a keyboard function to look up additional elements, "clicking" on a "pop-up menu," and scanning a bar code.	JFMIP SR-02-01, req. CFA-16
01.01.25V	The system should provide for an automated method to reclassify accounting data at the document level when a restructuring of the existing values pertaining to the mandatory accounting classification elements is needed and maintain an audit trail from the original postings to the final posting.	JFMIP SR-02-01, req. CFA-17
01.01.26V	The system should provide the capability to calculate progress payments to foreign vendors based on current exchange rates.	JFMIP SR-02-01, req. CFB-32
01.01.29V	The Core Financial System should provide the capability to have all functions of the system, including budgeting, spending, accounts payable, and accounts receivable, process and track transactions in both foreign currency and U.S. dollars.	JFMIP SR-02-01, req. CFB-31
01.01.30V	The Core financial system should provide the capability to have all functions of the system, including budgeting, spending, accounts payable, and accounts receivable, process and track transactions in both foreign currency and U.S. dollars.	JFMIP SR-02-01, req. CFB-31
01.02.12V	The system should provide the capability to perform validation checks for use of certain general ledger accounts associated with specific Record Type 7 authority (e.g., Imprest fund, borrowing authority) prior to posting a transaction.	JFMIP SR-02-01, req. CFB-30
01.02.13V	The system should provide the capability to validate all transactions involving Treasury and other disbursing centers for valid combinations of ALC and TAS/TAFS, as defined by the user.	JFMIP SR-02-01, req. CFA-15
01.05.25V	They system must provide the capability to maintain the agency's current and historical financial data (e.g., general ledger records, documents, transactions, lines, and vendor records) with no degradation to on-line or batch processing performance.	JFMIP SR-02-01, req. CFA-15

CHAPTER 2
Financial Reporting
Introduction

Financial reporting represents the culmination of the various processes that initiate, record, classify, and summarize an agency's financial transactions. An agency's core financial system is required to provide financial information in a timely and useful fashion to (1) support management's fiduciary role; (2) support budget formulation and execution; (3) support fiscal management of program delivery and program decision-making; (4) support internal and external reporting requirements, including the requirements for financial statements prepared in accordance with the form and content prescribed by OMB, reporting requirements prescribed by the Treasury, and legal, regulatory and other special management requirements of the agency; and (5) monitor the financial management system.

Naturally, information maintained in the core financial system must be provided to users in a variety of formats according to their needs. The general ledger, summarized in the form of a trial balance, provides financial data by fund, fiscal year, etc., for various reporting purposes. DoD, like other federal agencies, is required to periodically prepare a number of financial reports, including annual financial statements, budget execution reports, obligation reports, year-end closing statements, reports on reimbursements, and receivable reports. In addition to these reports, core systems are required to provide various management data to program and fiscal managers.

Federal agencies have traditionally prepared financial reports to monitor and control obligations and expenditure of budgetary resources. However, with the enactment of the Chief Financial Officers Act of 1990, the Congress called for the production of annual financial statements that fully disclose a Federal entity's financial position and results of operations. The Act also requires agencies to provide information with which the Congress, agency managers, the public, and others can assess management performance and stewardship.

OMB, through its "form and content" guidance, defines the structure and content of agencies' annual financial statements required by 31 U.S.C. 3515(d). This guidance establishes the format of the principal financial statements (balance sheet, statement of net cost, statement of changes in net position, etc.) and the content of various required disclosures accompanying the statements. DoD has also issued "form and content" guidance for the Department mirroring the OMB guidance. That guidance is contained in DoD FMR volume 6B.

This chapter contains disclosures specifically required by the various Statements of Federal Financial Accounting Standards. OMB Bulletin No. 97-015 incorporates these disclosure requirements. Within this version of the guide, certain financial reporting requirements have been moved to other chapters since they are related to the functionalities covered in those chapters. For example, financial reporting and disclosure requirements related to property, plant and equipment have been moved to chapter 3, "Property, Plant, and Equipment." Financial reporting requirements, including disclosures, apply only to material amounts/items.

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[5] OMB Bulletin No. 97-01, "Form and Content of Agency Financial Statements, " dated October 16, 1996, as revised

Financial Reporting

Req. ID	VA	AT	REQUIREMENTS	SOURCE(S)
			Financial Reporting	
01 Financial Reporting				
02.01.01			[Version 3 - This requirement deleted.]	
02.01.02		C	The system must provide the capability to automate the preparation of consolidated financial statements as required by the current OMB Bulletin on Form and Content of Agency Financial Statements.	JFMIP SR-02-01, req. RB-05
02.01.03		C	The system must provide data in hard copy and electronic formats required by the Department of the Treasury for the following reports: - FMS Form 224, Statement of Cash Transactions - FMS Form 1219, Statement of Accountability - FMS Form 1220, Statement of Transactions According to Appropriations, Funds, and Receipt Accounts	JFMIP SR-02-01, req. RB-01
02.01.04		C	The system must provide the capability to report on financial activity by any element of accounting classification (e.g., individual or hierarchical organization code, project code).	JFMIP SR-02-01, req. RA-02
02.01.05			[Version 3 - This requirement deleted.]	
02.01.06		D	[Version 4 - This requirement deleted.]	
02.01.07	V	C	[This requirement is Value Added. See Value Added Section for requirement description.]	
02.01.08		D	[Version 4 - This requirement deleted.]	
02.01.09			[Version 3 - This requirement deleted.]	
02.01.10		C	Financial reports shall result from an accounting and budgeting system that is an integral part of its total financial management system and one that contains sufficient discipline, internal controls and reliable data. In addition, interfaces with both logistics and acquisition systems should be provided.	"DoDFMR," Volume 06, Chapter 01, 010202
02.01.11		C	The financial reports and underlying financial system shall report on the total operations of the reporting entity and shall comply with the policies and procedures and related requirements as implemented in DoD Financial Management Regulation (DoDFMR Volume 6).	"DoDFMR," Volume 06, Chapter 01, 010203
02.01.12			Should circumstances warrant additional disclosures not specifically provided for in a report, the DoD components are	"DoDFMR," Volume 06,

Req. ID	VA	AT	REQUIREMENTS Financial Reporting	SOURCE(S)
			responsible for assuring that all appropriate disclosures considered necessary for fair presentation of their financial position are included in the report.	Chapter 01, 010204
02.01.13			Version 3 - This requirement deleted.]	
02.01.14		C	When required by the Office of the Secretary of Defense, the presentation of financial information from the preceding year shall be included in annual financial statements.	"DoDFMR," Volume 06, Chapter 01, 010207
02.01.15		C	The annual financial statements shall include consolidated comparative financial data from the immediate prior year if the DoD Component was in operation during the prior year. Such data shall be reported in a format consistent with the current years.	"DoDFMR," Volume 06, Chapter 01, 010207A
02.01.16		C	Reclassification of significant prior year amounts to achieve comparability shall be explained in the footnotes.	"DoDFMR," Volume 06, Chapter 01, 010207B
02.01.17		C	Footnotes and other explanations from prior-year statements necessary to disclose information regarding the prior-year data properly shall be included in the current-year statements.	"DoDFMR," Volume 06, Chapter 01, 010207C
02.01.18		C	Comparative financial statements need not be included in the first year that financial statements are prepared. Thereafter, comparative financial statements shall be included.	"DoDFMR," Volume 06, Chapter 01, 010207D
02.01.19		C	Expenses, losses, gains, transfers out, and financing sources related to the correction of an error in prior year financial statements and changes in DoD components, shall be reported as adjustments to previously reported results when material. On the other hand, all other expenses, financing sources, losses, gains, and transfers recognized in an accounting period, shall be reported in the operations of that period.	"DoDFMR," Volume 06, Chapter 01, 010208A
02.01.20		C	A change from one authorized accounting principle to another authorized accounting principle shall be reflected in a DoD component's financial statements as an adjustment to prior periods when the authorized principle was used if the changes would result in a material affect.	"DoDFMR," Volume 06, Chapter 01, 010208C
02.01.21			The nature of a material error in prior-period financial	"DoDFMR,"

Req. ID	VA	AT	REQUIREMENTS Financial Reporting	SOURCE(S)
			statements shall be disclosed in the financial statements of the period in which it is discovered.	Volume 06, Chapter 01, 010208D
02.01.22			[Version 3 - This requirement deleted.]	
02.01.23			[Version 3 - This requirement deleted.]	
02.01.24		C	FACTS I report(s) should correspond to department codes.	I TFM 2-4030.30
02.01.25			The system should report both entity and non-entity assets (as defined in SFFAS-1, paragraph 25) in an entity's custody or under its management in the entity's financial statements	SFFAS-1, 25, 26, 43
02.01.26			Cash (including Imprest funds) - as defined in SFFAS 1, paragraph 27 - should be recognized and reported as an asset.	SFFAS-1, 27
02.01.27			Financial statements should disclose the reasons for, and the nature of, any restrictions on an entity's cash.	SFFAS-1, 30
02.01.28- 02.01.32			[Version 3 - These requirements were deleted, due to move to other sections.]	
02.01.33- 02.01.34			[Version 3 - This requirement deleted.]	
02.01.35 - 02.01.37			[Version 3 - These requirements were deleted, due to move to other sections.]	
02.01.38			An entity (and its accounting system) should account for and report investments in securities issued by the US Treasury or other federal entities separately from investments in securities issued by nonfederal entities.	SFFAS-1, 67
02.01.39			An entity (and its accounting system) should disclose the market value of investments in market-based and marketable Treasury securities. Investments should be grouped by type of security, such as marketable or market-based Treasury securities.	SFFAS-1, 72
02.01.40- 02.01.50			[Version 3 - These requirements were deleted, due to move to other sections.]	
02.01.51			[Version 3 - This requirement deleted.]	
02.01.52- 02.01.60			[Version 3 - These requirements were deleted, due to move to other sections.]	

Req. ID	VA	AT	REQUIREMENTS	SOURCE(S)
			Financial Reporting	
02.01.61			[Version 3 - This requirement deleted.]	
02.01.62 - 02.01.69			[Version 3 - These requirements were deleted, due to move to other sections.]	
02.01.70 - 02.01.76			[Version 3 - These requirements deleted.]	
02.01.77- 02.01.130			[Version 3 - These requirements were deleted, due to move to other sections.]	
02.01.131			[Version 3 - This requirement deleted.]	
02.01.132- 02.01.150			[Version 3 - These requirements were deleted, due to move to other sections.]	
02.01.151- 02.01.159			[Version 3 - These requirements deleted.]	
02.01.160			[Version 3 - This requirement was deleted, due to move to another section.]	
02.01.161		C	The Core Financial System must provide data in electronic formats required by the Department of the Treasury and OMB for the following reports: - FACTS I and FACTS II reporting - SF-133, Report on Budget Execution and Budgetary Resources	JFMIP SR-02-01, req. RB-02 and RB-03
02.01.162		D	[Version 4 - This requirement deleted.]	
02.01.163		C	The system must provide the capability to produce a report of transaction level details for the TAS/TAFS totals reported on the FMS Form 224, Statement of Cash Transactions.	JFMIP SR-02-01, req. RC-01
02.01.164		D	[Version 4 - This requirement deleted.]	
02.01.165		D	[Version 4 - This requirement deleted.]	
02.01.166		C	The system must provide the capability to produce reports and transmittable files using data maintained by the Core financial management system.	JFMIP SR-02-01, req. RA-01
02.01.167		C	The system must provide an integrated data query facility that supports ad hoc query access to agency financial data sources and provides data analysis-reporting tools.	JFMIP SR-02-01, req. RD-01
02.01.168		C	The system must provide the capability to preview a report,	JFMIP SR-02-

Req. ID	VA	AT	REQUIREMENTS Financial Reporting	SOURCE(S)
			form, or other query result before printing.	01, req. RD-08
02.01.169		C	The system must provide the capability to perform document cross-referencing in which a user can query on any document and identify the document numbers of associated transactions in the processing "chain" (e.g., querying on a purchase order would provide any amendments to purchase orders, receiving reports, requisitions, and invoices; querying on a receivable would provide any associated cash receipts).	JFMIP SR-02-01, req. FME-43
02.01.170		D	[Version 4 - This requirement deleted.]	
02.01.171		A	The system must provide the capability to allow users to create and submit parameter-based query scripts or store them in a common library for future use.	JFMIP SR-02-01, req. RD-02
02.01.172		A	The system must provide the capability to allow users to run queries on-line or in batch mode and to stage output for later access by authorized users.	JFMIP SR-02-01, req. RD-03
02.01.173		A	The system must provide the capability to allow users to automatically distribute copies of report/query results via e-mail to multiple pre-identified individuals or groups.	JFMIP SR-02-01, req. RD-04
02.01.174		A	The system must provide the capability to provide run-time controls to limit "run-away" queries and large data download requests.	JFMIP SR-02-01, req. RD-05
02.01.175		A	The system must provide the capability to support graphical output display on the desktop. The system should also support dynamic report reformatting, regrouping and drill-down to detail records from summary report lines.	JFMIP SR-02-01, req. RD-06
02.01.176		A	The system must provide the capability to allow authorized users to download selected financial data. This download capability must be able to automatically reformat downloaded information for direct access by common desktop applications (e.g., ASCII formatted).	JFMIP SR-02-01, req. RD-07
02.01.177	V	A	[This requirement is Value Added. See Value Added Section for requirement description.]	
02.01.178		A	For each TAS/TAFS that is subject to FACTS II reporting requirements, the system must provide the capability to produce a daily on-line Available Funds report(s). The report(s) must accommodate the following parameters: "internal fund", budget object class, organization, program, project, and activity and	JFMIP SR-02-01, req. RC-02

Req. ID	V A	A T	REQUIREMENTS	SOURCE(S)
			Financial Reporting	
			contain the following data elements as described below. At the internal fund level, report data on budget execution as follows: Total resources (by budget fiscal year and by authority type including warrant information) as follows: - Total authority brought forward, - Total appropriated for the budget fiscal year, - Total contract authority, - Total borrowing authority (realized and unrealized), and - Total estimated and total actual spending authority from - Funding distribution, including: - Total not yet apportioned, - Total apportioned, - Total allotted, and - Total allowances. Spending Activity, including: - Total amount of commitments, - Total obligations (including paid and unpaid), and - Total expenditures (including paid and unpaid). Balances available, such as: - Balance of apportionments available for allotment, - Balance of allowance available for commitment (uncommitted), and - Balance of allowances available for obligation (unobligated). When reporting on funds availability by the remaining parameters (i.e., at the organization, budget object class, program, project and activity level), the system must provide the same data noted above except "total resources" data are not required (all elements for funding distribution, spending and balances available are required). In addition, a summary inclusive of all of the parameters must be provided at the TAS/TAFS level with total amounts for each data element listed above.	
02.01.179		A	The system must provide the capability to provide an on-line transaction register at the internal fund, organization, and TAS/TAFS level, for each accounting period, that provides the following data elements: fiscal year, TAS/TAFS, internal fund, document number; document entry date, document entry time, document entry User ID, document transaction date, debit account number; debit account object class, debit amount, credit account number, credit account, object class, USSGL attribute domain headings, and USSGL attribute values associated with the transaction. The report must include all transactions that occurred within the accounting period specified.	JFMIP SR-02-01, req. RC-05

Financial Reporting – Value Added Requirements

REQ. ID	REQUIREMENTS	SOURCE(S)
02.01.07V	The system should provide the capability to report the financial information required for program management performance reporting.	JFMIP SR-02-01, req. RA-03
02.01.177V	The system should provide the following ad hoc query interface features: - Graphical display of data sources - The ability to "point and click" on selectable table, data, and link, - An active data dictionary to provide users with object definitions, - The ability to share user-developed query scripts with other authorized agency users, query optimization - On-line help.	JFMIP SR-02-01, req. RD-10

CHAPTER 3
Property, Plant and Equipment
Introduction

DoD owns and manages more physical assets than any other Federal agency. Annually, DoD reports tens of billions of dollars in property plant and equipment. In addition, the Department owns, manages, and controls thousands of pieces/units of National Defense assets (planes, missiles, ships, tanks, submarines, and the like). Within DoD, the three military departments and assorted Defense agencies operate and maintain property accountability systems that track, maintain visibility, manage, and report on DoD's mammoth PP&E holdings. These property accountability systems, for the most part, maintain records that are used to prepare general ledger balances for PP&E financial reporting.

Effective October 1, 1998 (fiscal year 1999), military equipment—previously presented as capitalized assets on the Department's statements of financial position—was recategorized as National Defense assets and was no longer required to be reported on the financial statements. Instead, information regarding such property is required to be presented as supplemental stewardship information accompanying the Department's financial statements. These changes were mandated by SFFAS No. 6, *Accounting for Property, Plant, and Equipment*, and SFFAS No. 8, *Supplementary Stewardship Reporting*.
NOTE: After the cut-off date for this version of this document, the FASAB voted to amend SFFAS 6 to delete the term National Defense PP&E, and, starting in FY2003, to require the reporting on the balance sheet of military equipment as General PP&E, reported at acquisition cost and depreciated. Users must be aware of this change. In this version, the term is still in used in its former Stewardship Asset context; changes to the applicable FFMR will be made in the next version of this document.

JFMIP published the "Property Management Systems Requirements" in October 2000 for Federal agencies' systems that are used to account for, track, control, and help manage property, plant, and equipment (PP&E).

Property, Plant and Equipment

Functional Requirements

1. Maintain/Update Property Information
2. Record Acquisition of Property, Plant, and Equipment
3. Record Asset Value Changes
4. Depreciate, Amortize, or Deplete Asset
5. Record Disposition/Retirement of Asset
6. Deferred Maintenance Costs and Cleanup Costs
7. Stewardship Property, Plant, and Equipment (Including Federal Mission PP&E)
8. Reporting

Req ID	VA	AT	REQUIREMENTS Property, Plant and Equipment	SOURCE(S)
01 Maintain/Update Property Information				
03.01.01			The property system should categorize PP&E assets as: - General PP&E (including land acquired for or in connection with other general PP&E), - National Defense PP&E, - heritage assets, and - stewardship land (i.e., land not included in general PP&E).	SFFAS-6, 21; SFFAS-11, 3; "DoDFMR," Volume 04, Chapter 06, 060102; JFMIP SR-00-4, 16
03.01.02			For entities operating as business-type activities, the property system must categorize all PP&E used in the performance of their mission as general PP&E whether or not it meets the definition of any other PP&E categories.	SFFAS-6, 24; "DoDFMR, "Volume 04, Chapter 06, 060103 A.5
03.01.03			The property system must include land and land rights acquired for, or in connection with, other general PP&E, as general PP&E. In some cases, general PP&E may be built on existing Federal lands. In this case, the land cost would often not be identifiable. In these instances, general PP&E shall include only land and land rights with an identifiable cost that was specifically acquired for or in connection with construction of general PP&E.	SFFAS-6, 25; "DoDFMR, "Volume 04, Chapter 06, 060103 A.2.c
03.01.04			[Version 3 - This requirement deleted.]	
03.01.05		C	The property system shall record the cost of General PP&E real property assets while under construction in the Construction-in-Progress account. Upon completion, the costs are reclassified from Construction-in-Progress to General PP&E (i.e., buildings, equipment, internal use software, other structures and buildings, and leasehold improvements) as the acquisition (recorded) cost of the asset.	"DoDFMR, "Volume 04, Chapter 06, 060202C2, 060105A2B

Req ID	VA	AT	REQUIREMENTS Property, Plant and Equipment	SOURCE(S)
03.01.06			The property system must identify capitalization criteria and allow authorized users to revise the capitalization criteria, including changing dollar limits and the useful life of assets by asset category.	DoDFMR, Volume 04, Chapter 06, 060103 A1D; JFMIP SR-00-4, 17
03.01.07			The property system must provide balances or detailed data to the general ledger property account and related accounts.	"DoDFMR," Volume 01, Chapter 02, 020206A
03.01.08-03.01.10			[Version 3 - These requirements deleted.]	
03.01.11			The property system should record the acquisition of a General PP&E asset with a dollar value supported by appropriate documentation.	"DoDFMR," Volume 04, Chapter 06, 060104B, 060106A3
03.01.12			The property system should identify as General PP&E agreements with foreign governments to occupy facilities where ALL of the following criteria are met: -The facilities are occupied or equipment is used without reimbursement to the host nation, -The DoD Component controls access to or use of the facility or equipment, -Use of the facility or equipment is for an unspecified length of time, and -The DoD Component maintains and repairs the facility or equipment.	"DoDFMR," Volume 04, Chapter 06, 060105C1A, B, C, D
03.01.13		C	The property system should maintain an individual subsidiary account for each construction project to facilitate the transfer of costs to the applicable general PP&E (see 03.01.05) or expense account.	"DoDFMR," Volume 04, Chapter 06, 060203B6
03.01.14			[Version 3 - This requirement deleted.]	
03.01.15			The property system must quantify heritage assets in terms of physical units (i.e., the number of Museums, Monuments and Memorials, Cemeteries and Archeological sites, Buildings and Structures, and Major Collections).	SFFAS-8, 46; "DoDFMR," Volume 6B, Chapter 11, 110302A
03.01.16			[Version 3 - This requirement was deleted, due to move to another section.]	

Req ID	VA	AT	REQUIREMENTS Property, Plant and Equipment	SOURCE(S)
03.01.17			[Version 3 - This requirement deleted.]	
02 Record Acquisition of Property, Plant, and Equipment				
03.02.01			The property system must record all General PP&E assets as follows: The acquisition cost and other costs necessary to bring the asset to an operable condition are capitalized if the total cost equals or exceeds the Department's capitalization threshold and the asset has an estimated useful life of two or more years. If the acquisition costs, including other costs necessary to bring the asset to an operable condition, do not equal or exceed the DoD capitalization threshold, the costs are expensed in the period incurred.	SFFAS-6, 26; "DoDFMR," Volume 04, Chapter 06, 060104a
03.02.02		C	The property system must generate the data required for the generation of general ledger entries necessary to record the acquisition of PP&E when title passes or when the asset is delivered, whichever occurs first.	"DoDFMR," Volume 04, Chapter 06, 060105A2A
03.02.03			The property system must include internal use software as General PP&E if it has a useful life of two years or more and the cost of the software equals or exceeds the capitalization threshold. Capitalized costs include - Purchase price, plus any material internal costs incurred for implementation - Those clearly identifiable with major new software projects and distinguishable from recurring maintenance - Type activities, - Costs incurred after technological feasibility has been established, and - Direct costs of developing major new software, initial training material, and documentation manuals incurred after technological feasibility has been established.	SFFAS-10, 15-27; "DoDFMR," Volume 04, Chapter 06, 060210B
03.02.04			The property system must record the cost of General PP&E assets acquired under a capital lease at its inception equal to the amount recognized as a liability plus any cash paid or other consideration given.	SFFAS-6, 29; "DoDFMR," Volume 04, Chapter 06, 060202C5, 060207
03.02.05			The property system must be able to record the cost of general PP&E acquired through donation, execution of a will or judicial process, excluding forfeiture, at its estimated fair value at the time it was acquired.	SFFAS-6, 30; "DoDFMR," Volume 04, Chapter 06, 060202C3

Req ID	VA	AT	REQUIREMENTS Property, Plant and Equipment	SOURCE(S)
03.02.06			The property system must record the cost for General PP&E transferred from another DoD Component or federal agency at the amount recorded on the transferring entity's books for the PP&E, NET of any accumulated depreciation. If the receiving DoD Component cannot reasonably ascertain those amounts, the cost of the asset shall be its fair value at the time of transfer.	SFFAS-6, 31; "DoDFMR," Volume 04, Chapter 06
03.02.07			The cost of general PP&E acquired through exchange shall be the fair value of the PP&E surrendered at the time of exchange. This guidance on exchanges applies only to exchanges between a DoD Component and a nonfederal entity. Exchanges between a DoD Component and another DoD component or federal agency shall be accounted for as a transfer.	SFFAS-6, 32; "DoDFMR," Volume 04, Chapter 06, 060202C4
03.02.08			The property system must record the cost of General PP&E acquired through seizure or forfeiture at fair market value, less an allowance for any liens or claims from a third party.	SFFAS-6, 33; "DoDFMR," Volume 04, Chapter 06, 060202C6
03.02.09			The property system must record PP&E when the title passes to the acquiring entity or when the PP&E is delivered to the entity or to an agent of the entity. In the case of constructed PP&E, it shall be recorded as construction in progress until it is completed and available for use, whether or not actually placed in use at that time. The balance shall be transferred to General PP&E at this time. The available for use date is NOT dependent on whether the building has been officially transferred, or whether final payment has been made and the contract closed out.	SFFAS-6, 34; "DoDFMR," Volume 04, Chapter 06, 060105A2B
03.02.10			If historical cost information for existing General PP&E has not been maintained, the property system must record the assets at estimated valuations. Estimates shall be based on: - The costs of similar assets at the time of acquisition, or - The current costs of similar assets discounted for inflation since the time of acquisition (i.e., by deflating current costs to costs at the time of acquisition by the general price index).	SFFAS-6, 40; "DoDFMR," Volume 04, Chapter 06, 060104B2A,
03.02.11- 03.02.15			Version 3 - These requirements deleted.]	
03.02.16			The property system must be able to record the value of Stewardship land in terms of physical quantities rather than in monetary values.	SFFAS-8, 75; "DoDFMR," Volume 6B,

Req ID	VA	AT	REQUIREMENTS Property, Plant and Equipment	SOURCE(S)
				Chapter 11, 110102A3
03.02.17 - 03.02.18		D	[Version 4 - These requirements were deleted. In Version 3 moved to another section.]	
03.02.19			The property system must maintain detailed information on property provided to contractors, to include real property (Government-owned Contractor Operated facilities) and DoD property transferred from one contract to another contract.	"DoDFMR," Volume 04, Chapter 06, 060108B
03.02.20			[Version 3 - This requirement deleted.]	
03 Record Asset Value Changes				
03.03.01			The property system should identify that the cost of an improvement shall be capitalized when the costs of the improvement increases the General PP&E asset capacity, size, efficiency, or useful life. Additionally, the cost of the improvement must equal or exceed the capitalization threshold, regardless of funding source.	"DoDFMR," Volume 04, Chapter 06, 060205A: JFMIP SR-00-4, 16
03.03.02-03.03.04			[Version 3 - These requirements deleted.]	
03.03.05			The property system must generate the journal entries, or the data required for journal entries, for recording changes in the valuation of general PP&E, as well as any resulting gains or losses.	DoDFMR, Volume 4, Chapter 6, 060106; JFMIP SR-00-4, 16
03.03.06			The property system must capitalize applicable improvements separately from the General PP&E asset improved and capture the date of the improvement.	DoDFMR, Volume 4, Chapter 6, 060205A; JFMIP SR-00-4, 19
03.03.07 – 03.03.09	V		[These requirements are Value Added. See the Value Added Section for requirements description.]	
04 Depreciate, Amortize, or Deplete Asset				
03.04.01			The property system must calculate depreciation/amortization expense through the systematic and rational allocation of the cost of general PP&E, less the estimated salvage/residual value, over the DoD standard recovery period of the general PP&E. Within the DoD, straight-line depreciation method must be used. Depreciation expense shall be recognized on all PP&E, except	SFFAS-6, 35; "DoDFMR," Volume 04, Chapter 06, 060206E, I JFMIP SR-00-

Req ID	V A	A T	REQUIREMENTS **Property, Plant and Equipment**	SOURCE(S)
			land and land rights of unlimited duration. Any changes in estimated life or salvage/residual value must be treated prospectively. The change must be accounted for in the period of the change and in future periods. No adjustments should be made to previously recorded depreciation or amortization.	4, 17
03.04.02			The property system must be able to record the estimated useful life of an asset for depreciation purposes based on the DoD standard recovery period.	"DoDFMR," Volume 04, Chapter 06, 060206F, J; JFMIP SR-00-4, 17
03.04.03			[Version 3 - This requirement deleted.]	
03.04.04			The property system must accumulate depreciation expense in a contra asset account: accumulated depreciation. It must also accumulate amortization expense in a contra asset account: accumulated amortization	SFFAS-6, 36; "DoDFMR," Volume 04, Chapter 06, 060206A; JFMIP SR-00-4, 17
03.04.05			[Version 3 - This requirement deleted.]	
03.04.06			The property system should stop depreciating general PP&E assets that have been removed from the general PP&E account in anticipation of disposal, retirement, or removal from service.	SFFAS-6, 39; "DoDFMR," Volume 04, Chapter 06, 060206L1
03.04.07			The property system should record accumulated depreciation/ amortization based on the recorded cost and the number of years the general PP&E has been in use relative to its estimated useful life.	SFFAS-6, 41
03.04.08 - 03.04.09			[Version 3 - These requirements deleted.]	
03.04.10			The property system must generate data required for generation of general ledger entries for depreciation and amortization expenses that include tracking the accumulated amounts as well as the current period expenses in separate accounts.	"DoDFMR," Volume 04, Chapter 06, 060206
03.04.11-03.04.18			[Version 3 - These requirements deleted.]	

Req ID	VA	AT	REQUIREMENTS Property, Plant and Equipment	SOURCE(S)
03.04.19			The property system must maintain subsidiary accounts for accumulated depreciation on the equipment that corresponds to those accounts.	"DoDFMR," Volume 04, Chapter 06, 60206
03.04.20			The property system must be able to depreciate capital lease assets for those activities authorized to enter into capital lease agreements. The depreciation expense and the accumulated depreciation should be reflected in the financial accounts.	SFFAS-6, 20; "DoDFMR," Volume 04, Chapter 06 060208
03.04.21		C	The property system must be able to calculate depreciation for donated assets (including assets procured from an appropriation other than the user's appropriation).	"DoDFMR," Volume 11B, Chapter 58, 10
03.04.22		C	For working capital funds, the property system must generate data required for generation of general ledger entries for the "other financing source" that equals the amounts of depreciation on donated assets.	"DoDFMR," Volume 11B, Chapter 58, 10
03.04.23			The property system must allow authorized users system access to change the estimated useful life of an asset, the depreciation method, and the estimated salvage value, and make adjustments to PP&E asset and contra-asset accounts on an exception basis.	JFMIP SR-00-4, 17
03.04.24 - 03.04.25			[Version 3 - These requirements were deleted, after move to another section.]	
03.04.26	V		[This requirement is Value Added. See the Value Added Section for requirement description.]	JFMIP SR-00-4, 19
03.04.27			Costs which either extend the useful life of existing general PP&E, or enlarge or improve its capacity shall be capitalized and depreciated/amortized over the remaining useful life of the associated general PP&E. (See 03.04.28 for specific DoD guidance.).	SFFAS-6, 37
03.04.28			The property system must depreciate applicable improvements separately from the General PP&E asset improved and capture the date of the improvement. Improvements shall be depreciated over the standard recovery periods provided in Table 6-7 of Chapter 06. Improvements that do not increase an asset's capacity, size, efficiency, or useful life, regardless of the cost of the improvement shall be expensed.	"DoDFMR," Volume 04, Chapter 06, 060205A; JFMIP SR-00-4, 19

Req ID	VA	AT	REQUIREMENTS Property, Plant and Equipment	SOURCE(S)
05 Record Disposition/Retirement of Asset				
03.05.01			[Version 3 - This requirement deleted.]	
03.05.02			The property system must record disposed assets in the property in-transit account when the disposed items are transferred to DRMS.	DoDFMR," Volume 04, Chapter 07, 070206D
03.05.03			The property system must remove assets from the property in-transit account when received and accepted by DRMS.	"DoDFMR," Volume 04, Chapter 07, 070206 D
03.05.04			The property system must maintain subsidiary accounts, or the data for subsidiary accounts, in order to manage and report on property awaiting disposal.	"DoDFMR," Volume 04, Chapter 07, 070206 F
03.05.05 - 03.05.06			[Version 3 - These requirements deleted.]	
03.05.07			The property system must remove general PP&E assets from the asset accounts along with associated accumulated depreciation/ amortization in the period of disposal. Any difference between the net book value of the PP&E and amounts realized must be recognized as a gain or a loss in the period that the general PP&E is disposed of, sold, or title is transferred to another non-federal entity.	SFFAS-6, 38; "DoDFMR," Volume 04, Chapter 06, 060206L1, 2, 3; JFMIP SR-00-4, 17
03.05.08	V		[This requirement is Value Added. See the Value Added Section for requirement description.]	
06 Deferred Maintenance Costs and Cleanup Costs				
03.06.01			The property system must record estimated environmental cleanup costs for PP&E assets when the assets are placed in service.	SFFAS-6, 94; JFMIP SR-00-4, 18; "DoDFMR," Volume 04, Chapter 14, 140203
03.06.02			The property system must record revised cleanup cost estimates made periodically to account for material changes due to inflation or deflation and for changes in regulations, plans, and/or technology. New cost estimates should be provided if there is evidence that material changes have occurred; otherwise estimates may be through indexing.	SFFAS-6, 96;

Req ID	VA	AT	REQUIREMENTS Property, Plant and Equipment	SOURCE(S)
03.06.03			During each period that general PP&E is in operation, the property system must record a portion of the estimated total cleanup costs as an expense. This expense allocation must be done in a systematic and rational manner based on the use or physical capacity of the associated PP&E, whenever possible. If physical capacity is not applicable or estimable, the estimated useful life of the associated PP&E may serve as the basis for allocating expenses to the period. Such allocation must begin during the first period that the PP&E is in operation.	SFFAS-6, 97, 98; "DoDFMR," Volume 04, Chapter 13, 130108
03.06.04			The property system must record a reduction in the liability for cleanup costs as payments are made (for the cleanup).	SFFAS-6, 100; "DoDFMR," Volume 04, Chapter 14, 140203
03.06.05			For stewardship assets, the property system must record total estimated cleanup costs during the expected life of the assets as an expense and establish a corresponding liability during the period that stewardship PP&E is placed into service.	SFFAS-6, 101; "DoDFMR," Volume 04, Chapter 14, 140201
03.06.06			The property system must adjust the cleanup cost liability when the costs are re-estimated. Adjustments to the liability must be recognized as an expense entitled, "changes in estimated cleanup costs from prior periods."	SFFAS-6, 102; "DoDFMR," Volume 04, Chapter 14, 140203
03.06.07			The property system must identify the method for assigning estimated total cleanup costs to current operating periods (e.g., physical capacity versus passage of time).	SFFAS-6, 108; "DoDFMR," Volume 6B, Chapter 10, 101502
03.06.08			The property system must recognize material changes in total estimated cleanup costs due to changes in laws, technology, or plans; such changes shall be disclosed. In addition, the portion of the change in estimate that relates to prior period operations shall be disclosed.	SFFAS-6, 110; "DoDFMR," Volume 04, Chapter 14, 140104
03.06.09			The property system must disclose the nature of estimates and information regarding possible changes due to inflation, deflation, technology, or alterations in applicable laws and regulations.	SFFAS-6, 111

Req ID	VA	AT	REQUIREMENTS Property, Plant and Equipment	SOURCE(S)
03.06.10			The property system may stratify critical and non-critical amounts of maintenance needed to return each major class of asset to its acceptable operating condition.	SFFAS-6, 84
03.06.11			The property system must record a liability for cleanup costs for stewardship PP&E that are in service at the effective date of this standard. An adjustment shall be made to the Net Position of the entity. The amount on the adjustments shall be shown as "a prior period adjustment" in any statements of Changes in Net Position that maybe required. The amounts involved shall be disclosed.	SFFAS-6, 106; "DoDFMR," Volume 6B, Chapter 14, Table 14-6
03.06.12			An entity shall recognize the offsetting change in any liability upon implementation of cleanup costs standards in SFFAS-6. The change shall be made to Net Position of the entity.	SFFAS-6, 105; "DoDFMR," Volume 6B, Chapter 14, Table 14-6
03.06.13			An entity must show as a prior period adjustment in its Statement of Changes in Net Position the amount of the liability that was changed due to implementing the cleanup costs standard in SFFAS-6.	SFFAS-6, 105; "DoDFMR," Volume 6B, Chapter 14, Table 14-6
03.06.14			An entity must recognize as a liability the cleanup costs for stewardship PP&E in service on the effective date of SFFAS-6 (October 1, 1997). An adjustment reflecting the liability shall be made to the Net Position of the entity. The adjustment shall be shown as a prior period adjustment.	SFFAS-6, 106; "DoDFMR," Volume 6B, Chapter 14, Table 14-6
03.06.15	V		[This requirement is Value Added. See the Value Added Section for requirement description.]	

07 Stewardship Property, Plant, and Equipment (Including Federal Mission PP&E)

03.07.01 - 03.07.09		D	[Version 4 - These requirements deleted, after move in Version 2.]	

08 Reporting

03.08.01			An entity's capitalization threshold(s) should be disclosed in its financial statements.	SFFAS-6, 13; "DoDFMR," Volume 6B,
03.08.02			[Version 2 - This requirement deleted.]	
03.08.03			An entity should disclose in its financial statements the following for general PP&E: the cost, associated accumulated depreciation, and book value by major class; the estimated	SFFAS-6, 45; "DoDFMR," Volume 6B,

Req ID	VA	AT	REQUIREMENTS Property, Plant and Equipment	SOURCE(S)
			useful lives for each major class; the method(s) of depreciation for each major class; capitalization threshold(s) including any changes in threshold(s) during the period; and restrictions on the use or convertibility of general PP&E.	Chapter 10, 101102
03.08.04			An entity shall disclose in its financial statements (Statement of Net Cost) the periodic cost of acquiring, constructing, improving, reconstructing, or renovating National Defense PP&E.	SFFAS-6, 53; "DoDFMR," Volume 6B, Chapter 05, 050202A
03.08.05-03.08.08			[Version 2 - These requirements deleted.]	
03.08.09			An entity shall disclose the cost of acquiring, constructing, improving, reconstructing, or renovating heritage assets as "Cost of Heritage Assets" in the Statement of Net Cost (including all costs incurred to bring the PP&E to its current condition and location).	SFFAS-6, 61; "DoDFMR," Volume 6B, Chapter 14, Table 14-6
03.08.10			The cost of heritage assets transferred from another Federal entity shall be the book value of the asset recorded on the transferring entity's books. An entity that receives heritage assets, by transfer from another Federal entity where the book value of the assets is not known, or through donation, shall disclose the market value, if known and material, in the notes to the Statement of Net Costs.	SFFAS-6, 61; "DoDFMR," Volume 6B, Chapter 14, Table 14-6
03.08.11			An entity that receives heritage assets by transfer from another Federal entity or through donation, where the value cannot be estimated, shall disclose in the notes to the Statement of Net Costs, information regarding the quantities and types of assets received.	SFFAS-6, 61; "DoDFMR," Volume 6B, Chapter 14, Table 14-6
03.08.12-03.08.15			[Version 2 - These requirements deleted.]	
03.08.16			An entity shall disclose the cost of acquiring stewardship land as "Cost of Stewardship Assets" in the Statement of Net Cost (including all costs incurred to bring the land to its current condition).	SFFAS-6, 69; "DoDFMR," Volume 6B, Chapter 14, Table 14-6
03.08.17			The cost of stewardship land transferred from another Federal entity shall be the book value of the asset recorded on the transferring entity's books.	SFFAS-6, 71; "DoDFMR," Volume 6B, Chapter 14, Table 14-6
03.08.18			An entity that receives stewardship land by transfer from another Federal entity where the book value of the assets is not known, or through donation, shall disclose the market value, if	SFFAS-6, 71; "DoDFMR," Volume 6B,

Req ID	V A	A T	REQUIREMENTS Property, Plant and Equipment	SOURCE(S)
			known and material, in the notes to the Statement of Net Costs.	Chapter 11, 110102A3
03.08.19			An entity that receives stewardship land by transfer from another Federal entity or through donation, where the value cannot be estimated, shall disclose in the notes to the Statement of Net Cost, information regarding the quantities and types of assets received.	SFFAS-6, 72; "DoDFMR," Volume 6B, Chapter 14, Table 14-6
03.08.20 - 03.08.21			[Version 2 - These requirements deleted.]	
03.08.22			An entity shall present in its Statement of Net Cost a line item for deferred maintenance amounts with a note reference in lieu of a dollar amount. No amounts shall be recognized for deferred maintenance.	SFFAS-6, 79; "DoDFMR," Volume 6B, Chapter 14, Table 14-6; "DoDFMR," Volume 6B,
03.08.23			An entity that discloses amounts for deferred maintenance may measure the amounts using condition assessment surveys or lifecycle forecasts.	SFFAS-6, 80; "DoDFMR," Volume 04, Chapter 06, 060109C
03.08.24			At a minimum, an entity must present in its financial statements, for all categories of PP&E (general PP&E, National Defense PP&E, heritage assets, and stewardship land): (1) the identification of each major class of asset, as determined by the entity, for which maintenance has been deferred, and (2) the method of measuring deferred maintenance for each major class of PP&E.	SFFAS-6, 83; "DoDFMR," Volume 6B, Chapter 12, 120203
03.08.25			If an entity uses the condition assessment survey method of measuring deferred maintenance, it should present in its financial statements the following for each major class of PP&E: (1) a description of requirements or standards for acceptable operating conditions, (2) any changes in the condition requirements or standards, and (3) the asset condition and the range estimate of the dollar amount of maintenance needed to return it to its acceptable operating condition.	SFFAS-6, 83; "DoDFMR," Volume 04, Chapter 06, 060109C1

Req ID	V A	A T	REQUIREMENTS Property, Plant and Equipment	SOURCE(S)
03.08.26			An entity that uses the total life cycle cost method of measuring deferred maintenance should present in its financial statements the following for each major class of PP&E: (1) the original date of the maintenance forecast and an explanation for any changes to the forecast, (2) the prior year balance of the cumulative deferred maintenance amount, (3) the dollar amount of maintenance that was defined by the professionals who designed, built or managed the PP&E, (4) the amount of maintenance actually performed during the period, (5) the difference between the forecast and actual maintenance,(6) any adjustments to the scheduled amounts deemed necessary by the managers of the PP&E, and (7) the ending cumulative balance for the reporting period for each class of the asset experiencing deferred maintenance.	SFFAS-6, 83; "DoDFMR," Volume 04, Chapter 06, 060109C2
03.08.27			If an entity elects to disclose in its financial statements critical and non-critical amounts of deferred maintenance for PP&E, then the disclosure shall include management's definition of these categories.	SFFAS-6, 84
03.08.28			An entity shall disclose in its financial statements the sources (laws and regulations) for cleanup requirements.	SFFAS-6, 107; "DoDFMR," Volume 06B
03.08.29			An entity must disclose in its financial statements the method for assigning estimated total cleanup costs to current operating periods.	SFFAS-6, 108; "DoDFMR," Volume 6B, Chapter 14, Table 14-6
03.08.30			An entity shall disclose in its financial statements the unrecognized portion of estimated cleanup costs associated with general PP&E.	SFFAS-6, 109; "DoDFMR," Volume 6B, Chapter 14, Table 14-6
03.08.31			An entity must disclose in its financial statements material changes in total estimated cleanup costs due to changes in laws, technology, or plans.	SFFAS-6, 110; "DoDFMR," Volume 06B,
03.08.32			An entity shall disclose in its financial statements the portion of the change in estimated cleanup costs that relates to prior period operations.	SFFAS-6, 110; "DoDFMR,"

Req ID	V A	A T	REQUIREMENTS Property, Plant and Equipment	SOURCE(S)
03.08.33			An entity shall disclose in its financial statements the nature of clean-up estimates and other related information regarding possible changes in estimates due to inflation, deflation, technology, or applicable laws and regulations.	Volume 06B, SFFAS-6, 111; "DoDFMR," Volume 06B, Chapter 14, Table 14-6
03.08.34			An entity must report National Defense PP&E as required supplementary stewardship information accompanying its financial statements. Reporting at the entity level for National Defense PP&E must be more specific than the Government level. At a minimum, the following information must be reported: (1) a description of the major types of mission PP&E by holding entity and the value assigned under the valuation method. (2) The value of National Defense PP&E added and withdrawn during the year, the increase or the decrease in the value resulting from revaluation of assets to latest acquisition cost, and the end-of-year value for each major type of property using the entity's valuation method. (3) A description of methods of acquisition and withdrawal, (4) the condition of the assets. This should be reported at the major program or category level; individual transactions, unless significant, need not be reported. and (5) a reference to the applicable note to the financial statements if deferred maintenance is reported for the assets.	SFFAS-8, 68; "DoDFMR," Volume 04, Chapter 06, 060303
03.08.35			An entity shall report National Defense PP&E using either the total cost or the latest acquisition cost method.	SFFAS-8, Chapter 3; "DoDFMR," Volume 6B, Chapter 11, 1102
03.08.36			An entity shall show no asset amounts on its balance sheet for National Defense PP&E.	SFFAS-8, 65
03.08.37			An entity shall show no assets on its balance sheet for stewardship land.	SFFAS-8, 75
03.08.38			At a minimum, an entity shall report the following information in its financial statements regarding stewardship land: (1) the number of physical units of stewardship land by category of major use, broken down within that category by principal holding agency, (2) the predominant use of the land shall be	SFFAS-8, 81, "DoDFMR," Volume 04, Chapter 06, 060305

Req ID	V A	A T	REQUIREMENTS **Property, Plant and Equipment**	SOURCE(S)
			considered the major use. Examples of a major use of stewardship land include forests and wildlife, grazing, parks, recreation, and historic sites. In case where land has multiple uses, none of which is predominant, a description of the multiple uses shall be presented, (3) acquisitions, withdrawals, and ending balances by major categories of use, with methods of acquisition and withdrawal identified. Reporting shall be at a major category level; individual transactions, unless significant, need not be reported, (4) the condition of the land, and (5) a reference to the note in the financial statements if deferred maintenance is reported for the land.	
03.08.39- 03.08.44			[Version 2 - These requirements deleted.]	
03.08.45			Using the same basis of accounting as used for financial statement purposes the property system must be able to measure the following: - Nonfederal Physical Property Investments, and - Research and Development Investments.	SFFAS-8, 84; "DoDFMR," Volume 6B, Chapter 11, 110102B1, 2
03.08.46			The property system must recognize and report cash grants related to nonfederal physical property programs as expenses in arriving at the net cost of operations.	SFFAS-8, 85

Property, Plant and Equipment – Value Added Requirements

REQ. ID	REQUIREMENTS	SOURCE(S)
03.03.07V	The property system should calculate and allocate interest expense for lease payments and apply the balance to reduce capital lease liability.	JFMIP SR-00-4, 19
03.03.08V	The property system should identify the type of cost recorded (e.g. acquisition cost, estimated fair market value, revaluation, present value).	JFMIP SR-00-4, 19
03.03.09V	The property system should capture the acquisition cost of individual items acquired through bulk purchase, when required by agency policy.	JFMIP SR-00-4, 19
03.04.26V	The property system should calculate depreciation on asset pools.	JFMIP SR-00-4, 19
03.05.08V	The property system should capture the estimated cost to demolish property, or otherwise dispose of property.	JFMIP SR-00-4, 19
03.06.15V	The property system should provide the capability to forecast or schedule maintenance requirements for future periods.	JFMIP SR-00-4, 19

CHAPTER 4
Inventory, Operating Materials and Supplies, Stockpile Materials
Introduction

The Department of Defense is the largest holder of inventory assets in the Federal government, owning and controlling such assets with net values exceeding $125 billion. The magnitude of the Department's inventory holdings and their significance to financial management and program operations require stringent systems of accountability and control. Inventory systems must be an integral part of DoD's total financial management system. JFMIP publishes inventory system requirements in FFMSR-7.

In addition to systems requirements promulgated by JFMIP, OMB has published specific accounting requirements for inventories and related assets in SFFAS-3, "Accounting for Inventory and Related Property." SFFAS-3 stipulates that inventories be accounted for at historical cost or methods which approximate historical costs. The Department has selected the moving average cost method for valuing its inventory and related materials. Components may request policy exceptions per the Director for Accounting Policy (ODCFO-AP).

INVENTORY (INCLUDING OPERATING MATERIALS AND SUPPLIES, AND STOCKPILE MATERIALS)

Functional Requirements

1. Inventory Recognition and Valuation
2. Determining Inventory Needs
3. Inventory in Storage
4. Inventory Undergoing Repair or in Production
5. Inventory Disposition
6. Inventory Program Planning and Monitoring
7. Operating Materials and Supplies
8. Stockpile Materials
9. Reporting

Req. ID	VA	AT	REQUIREMENTS INVENTORY	SOURCE(S)
01 Inventory Recognition and Valuation				
04.01.01		C	The system must categorize inventory, as defined in SFFAS 3, Paragraph 18, as (1) inventory held for sale, (2) excess, obsolete, or unserviceable inventory, or (3) inventory held for repair.	SFFAS-3, 18; FFMSR-7, 22;"DoDFMR ," Volume 6B, Chapter 10, 10-64
04.01.02		C	The system must record inventory when title passes or when the goods are delivered to the purchasing entity, whichever comes first.	SFFAS-3, 19; "DoDFMR," Volume 11B, Chapter 55, G.2
04.01.03		C	The system must recognize expenses related to the sale of inventory or its use in the provision of a service. It must also remove the cost of those goods from inventory.	SFFAS-3, 19; "DoDFMR," Volume 11B, Chapter 55, 55-8, G.2
04.01.04		C	The system must maintain separate accounts to identify transactions that result in inventory gains, losses, and adjustments.	"DoDFMR," Volume 11B, Chapter 55-4, E.4
04.01.05		C	The system must value inventory using the moving average cost (MAC) or other OUSD(C) Accounting Policy approved method. (This guidance has been modified to incorporate the changes addressed in the OUSD(C) MEMORANDUM, Jul 6 2001, Subject: Approved Valuation Method for Inventory Held for Sale and Operating Materials and Supplies).	SFFAS-3, 20; "DoDFMR," Volume 11B, Chapter 55, 55-7, G.*1* *(undergoing substantial*

Req. ID	VA	AT	REQUIREMENTS INVENTORY	SOURCE(S)
				revision)
04.01.06		C	When using historical cost, the system must include all appropriate purchase, transportation, and production costs incurred to bring the items to their current condition and location, if these costs are material. This requirement does not apply to immaterial amounts.	SFFAS-3, 21
04.01.07		C	The system must charge any abnormal costs, such as excessive handling or rework costs, to operations of the period.	SFFAS-3, 21
04.01.08			When using historical cost, the system must value donated inventory at its fair market value at the time of donation.	SFFAS-3, 21
04.01.09		C	The system must value inventory acquired through exchange of non-monetary assets (e.g., barter) at the fair market value of the asset received at the time of the exchange. It must record as a gain or loss any difference between the recorded amount of the asset surrendered and the fair market value of the asset received.	SFFAS-3, 21
04.01.10		C	The system must apply the moving average cost flow assumptions or other OUSD(C) Accounting Policy approved method in arriving at the historical cost of ending inventory and cost of goods sold. (This guidance has been modified to incorporate the changes addressed in the OUSD(C) MEMORANDUM, Jul 6 2001, Subject: Approved Valuation Method for Inventory Held for Sale and Operating Materials and Supplies).	"DoDFMR," Volume 11B, Chapter 55, 55-7, G.1,
04.01.11- 04.01.14		D	[Version 4 - These requirements deleted.]	
04.01.15			The system may value inventories at expected net realizable value if there is (1) an inability to determine approximate costs, (2) immediate marketability at quoted prices, and (3) unit interchangeability.	SFFAS-3, 26; FFMSR-7, 13
04.01.16		D	[Version 4 - This requirement deleted.]	
04.01.17		C	The system must record any subsequent adjustments to the net realizable value of excess, obsolete, and unserviceable inventory, or any loss (or gain) upon disposal, as a loss (or gain). The system must record excess, obsolete, and unserviceable inventory at its expected net realizable value. The system must record the difference between the carrying amount of the inventory before identification as excess, obsolete or unserviceable and its expected net realizable value as a loss (or gain) and the difference should be either separately reported or disclosed on the financial statements.	SFFAS-3, 30

Req. ID	VA	AT	REQUIREMENTS INVENTORY	SOURCE(S)
02 Determining Inventory Needs				
04.02.01			The system must record customer demand and replenishment lead time data for a period of years, analyze it for anomalies, and compute demand and lead time forecasts on a regular, frequent schedule.	FFMSR-7, 18
04.02.02		C	The system must compute and routinely update the ordering cost of each inventory item, which might include: (1) reviewing the stock position, (2) preparing the purchase request, (3) selecting the supplier, receiving, inspecting, and placing the material in storage, and (4) paying the vendor.	FFMSR-7, 18
04.02.03			The system must estimate and routinely update the per unit inventory holding cost, which is an estimate of the cost to hold each additional unit of inventory.	FFMSR-7, 18
04.02.04			The system must recompute the Economic Order Quantity (EOQ) on a regular, frequent schedule using the demand forecast, ordering cost, inventory holding cost, and unit cost of the material.	FFMSR-7, 19
04.02.05			The system must recompute the safety stock, if any, on a regular and frequent schedule.	FFMSR-7, 19
04.02.06			The system must recompute the reorder point level on a regular and frequent schedule.	FFMSR-7, 19
04.02.07			The system must determine if replenishment is needed on a regular and frequent schedule, basing the determination on net stock and reorder point (care should be taken to review current stock lists to ensure that obsolete item numbers are removed from the ordering system and replaced with current item numbers). New or improved items should also be entered into the system on a regular basis.	FFMSR-7, 19
04.02.08			The system must provide information on current inventories and historical usage necessary for capacity planning.	FFMSR-7, 19
04.02.09			The system must support the incorporation of component availability and anticipated lead times for delivering orders into a master production schedule.	FFMSR-7, 19
04.02.10		C	The system must record and send special orders, orders for services or goods to be manufactured to specification, and other similar orders in order to determine inventory needs.	FFMSR-7, 29
04.02.11			The system must support predefined inspection plans and quality	FFMSR-7, 19

Req. ID	VA	AT	REQUIREMENTS INVENTORY	SOURCE(S)
			standards.	
04.02.12			The system must be consistent with the Core Financial System in how it supports budget execution and funds control.	FFMSR-7, 19
04.02.13		C	The system must support the budgeting of resources for inventories by considering (1) projected customer orders based on historical customer activity, and (2) management decisions projecting future inventory needs.	FFMSR-7, 20
04.02.14			The system must identify available funds by inventory commodity.	FFMSR-7, 20
04.02.15			The system must distinguish available funds for items that are slow moving and are carried in the inventory for more than one accounting cycle.	FFMSR-7, 20
04.02.16			The system must be able to access the Core Financial System to ensure that funds are available prior to the approval of a request for acquisition of inventory items.	FFMSR-7, 20
04.02.17			The system must provide for reducing or terminating acquisitions when funds are limited or not available for new buys.	FFMSR-7, 20
04.02.18			The system must identify funds utilized and rates of fund utilization by inventory commodity.	FFMSR-7, 20
04.02.19			The system must control the availability of funds by inventory commodity.	FFMSR-7, 20
04.02.20			The system must calculate fund usage and project the date on which funds will be exhausted at the current rate of usage.	FFMSR-7, 20
04.02.21		C	The system must provide at least the following types of management information to determine inventory needs: demand, procurement lead time, procurement cycle, budget/resource requirements, assets, available funds, budgeted funds versus actual funds expended, and rates of fund utilization.	FFMSR-7, 20-21
04.02.22		A	The system must establish overall production targets necessary to fill customers' orders and meet operating schedules.	FFMSR-7, 19
03 Inventory in Storage				
04.03.01			The inventory system must be integrated, at a minimum, with the acquisition and Core Financial Systems to share information on items ordered, received, in storage, and sold, or otherwise disposed of.	FFMSR-7, 21
04.03.02			The system must record information on material returned by	FFMSR-7, 21

Req. ID	VA	AT	REQUIREMENTS INVENTORY	SOURCE(S)
			customers.	
04.03.03		C	The system must record information on receipts in sufficient detail to allow the matching of receipt, purchase order/contract, and invoice for payment purposes. Examples of data to collect include item numbers, quantities, units of measure, vendor, and purchase order number.	FFMSR-7, 21
04.03.04			The system must record the date of receipt to be used for purposes of the Prompt Pay Act and to monitor the timeliness of placing items into inventory. It will also be used to monitor the age of inventory items.	FFMSR-7, 21
04.03.05			The system must differentiate between partial receipts against an undelivered order and full receipts.	FFMSR-7, 21
04.03.06		C	The system must be able to perform quantity and price conversions between different units of measure. For example, the item purchased may be cases (CS) and the receiving activity unit of measure may be each (EA).	FFMSR-7, 21
04.03.07		C	The system must identify transportation discrepancies (i.e., any discrepancy between the government or commercial bill of lading received), and initiate the transportation discrepancy report (e.g., SF 361) and follow-up.	FFMSR-7, 22
04.03.08			The system must record the quantities and financial values of all items-in-transit if the title to inventory items transfers at the point of origin.	FFMSR-7, 22
04.03.09			The system must record the acceptance or rejection of new or returned items at their destination, the quantities of each and update inventory on hand information.	FFMSR-7, 22
04.03.10			The system must record the date of acceptance for purposes of the Prompt Pay Act.	FFMSR-7, 22
04.03.11			The system must provide information on items received and accepted in order to support the payment management function of the Core Financial System.	FFMSR-7, 22
04.03.12			The system must be able to provide customer credit/refund on items returned in accordance with the agency's return policy.	FFMSR-7, 22; "DoDFMR," Volume 11B, Chapter 55, 55-6, F5a/b

Req. ID	VA	AT	REQUIREMENTS INVENTORY	SOURCE(S)
04.03.13			The system must be able to identify shipping discrepancies (e.g., SF364) as well as product quality deficiencies (e.g., SF 368) between the items received and the information provided on shipping documents and purchase orders.	FFMSR-7, 22
04.03.14			The system must identify the intended location of the item and track its movement from the point of initial receipt to its final destination.	FFMSR-7, 22
04.03.15			The system must record identifiers, quantities, condition, location, and other elements necessary to establish physical control.	FFMSR-7, 22
04.03.16			The system must classify inventory items by commodity class to meet agency needs for management and control.	FFMSR-7, 22
04.03.17			The system must distinguish between the unit cost of an inventory item and its selling price.	FFMSR-7, 22
04.03.18		C	The system must include all appropriate purchase, transportation, and production costs in the cost of an item, if material. Also, the system shall maintain sufficient line item information to support the inventory valuation method used in the program planning and monitoring function of inventory management. This valuation will not necessarily equal the financial statement valuation. But must be reconcilable to the financial statement valuation.	FFMSR-7, 22
04.03.19			The system must provide financial information in the appropriate format, using the appropriate method, to other financial management systems used by the agency.	FFMSR-7, 22, 26
04.03.20			The system must provide the information needed to support the reconciliation between the inventory system's records and other systems' records.	FFMSR-7, 23
04.03.21			The system must provide support for physical verification of inventory balances by location and type.	FFMSR-7, 23
04.03.22			The system must record changes in physical condition, quantities, etc., based on the results of physical inventory verifications.	FFMSR-7, 23
04.03.23			If the agency maintains perpetual inventory records the system must provide for the matching of physical counts with inventory quantity and financial records through cycle counting or other inventory management techniques.	FFMSR-7, 23; "DoDFMR," Volume 11B, Chapter 55-4, E3
04.03.24			If the agency does not maintain perpetual inventory records the system must provide for reconciliation using beginning of period	FFMSR-7, 23

Req. ID	VA	AT	REQUIREMENTS INVENTORY	SOURCE(S)
			inventory balances, receipts, and dispositions up to the cutoff point for the physical inventory.	
04.03.25			The system must ensure the retention of records of physical inventory counts until (1) the count is reconciled, (2) all adjusting entries for the physical count are resolved and entered into the financial records, and (3) the next physical count is accomplished, reconciled, and entered into the records.	FFMSR-7, 23
04.03.26		C	The system must provide for identification of all errors arising from reconciliation processes that apply to a time period prior to the last inventory adjustment. The system must correct these errors to include appropriate adjustments to prior gains and losses.	FFMSR-7, 23
04.03.27			The system must record changes in the location of an inventory item, such as from one warehouse to another, and any associated changes in the person or organization responsible for stewardship of the item.	FFMSR-7, 23
04.03.28			The system must record losses as a result of destroyed, lost, or pilfered items. The system must also record the value and quantities of items in transit.	FFMSR-7, 23
04.03.29			The system must send the appropriate information to the core financial and cost accounting systems to ensure that they stay in balance with the inventory system when financial adjustments are required as a result of a physical verification.	FFMSR-7, 23
04.03.30			The system must adjust inventory item costs for significant differences between the amount recorded for the items upon receipt and the invoiced amounts paid for the goods.	FFMSR-7, 23
04.03.31			The system must generate financial transactions to record the transfer of inventory between accounts such as from inventory held for sale and excess, obsolete, and unserviceable inventory, or between other accounts.	FFMSR-7, 23
04.03.32		C	The system must value excess, obsolete, and unserviceable inventory at expected net realizable value. (This guidance is subject to modification; contact OUSD(C) Accounting Policy at 703-697-3200.)	FFMSR-7, 23; "DoDFMR," Volume 11B, Chapter 55, 55-15, H.3.c
04.03.33		C	The system must record any subsequent adjustments to the inventory's net realizable value upon disposal as a loss (or gain).	FFMSR-7, 24
04.03.34		D	[Version 4 - This requirement deleted.]	

Req. ID	VA	AT	REQUIREMENTS INVENTORY	SOURCE(S)
04.03.35			The system must compute the value of items on the property records by multiplying quantities on hand or on loan by the unit cost of the applicable item.	FFMSR-7, 24
04.03.36			The system must record the value and quantity of items shipped from contractors or vendors for which title has passed to the government.	FFMSR-7, 24
04.03.37		C	The system must record the value and quantity of items shipped from the inventory organization, if it retains accountability, to another organization until receipt by that organization. Adjustments to inventory valuations must be generated systemically to reflect net realizable value instead of historical cost or moving average cost when material is declared to be excess, obsolete, or unserviceable, and transferred to the disposal process. *(This guidance has been modified to incorporate the changes addressed in the OUSD(C) MEMORANDUM, Jul 6 2001, Subject: Approved Valuation Method for Inventory Held for Sale and Operating Materials and Supplies).*	FFMSR-7, 24
04.03.38		C	The system must, at the least, provide some management information about the following: unfilled orders, discrepancies, acceptance and rejection summaries, days supply, item expiration/shelf life, master inventory, cycle count, inactive stock, and inventory accuracy.	FFMSR-7, 24-25
04 Inventory Undergoing Repair or in Production				
04.04.01		C	The system must be able to record the transfer of an inventory item from its current status to the status of "in repair" and record the change in the financial category.	FFMSR-7, 25
04.04.02		C	The system must be able to account for inventory held for repair using the allowance method or the direct method. Contact OUSD(C) Accounting Policy for additional policy guidance.	SFFAS-3, 32; FFMSR-7, 25; "DoD FMR" Volume 11B, Chapter 55 *(undergoing substantial revision*)
04.04.03		C	The system must identify the costs of repair activities.	FFMSR-7, 25

Req. ID	V A	A T	REQUIREMENTS INVENTORY	SOURCE(S)
04.04.04		C	When using the allowance method, the system must value inventory held for repair at the same value as a serviceable item, but must also establish an allowance for repairs contra-asset account (i.e. repair allowance). Contact OUSD(C) Accounting Policy for additional policy guidance.	SFFAS-3, 32; "DoD FMR" Volume 11B, Chapter 55 *(undergoing substantial revision*)
04.04.05		C	When using the allowance method, the system must record the annual (or other period) credit(s) required to bring the repair allowance to the current estimated cost of repairs. They must be noted as current period operating expenses. Contact OUSD(C) Accounting Policy for additional policy guidance.	DoD FMR Volume 11B, Chapter 55 *(undergoing substantial revision*)
04.04.06		C	When using the allowance method, the system must charge (debit) the cost of repairs, as they are made, to the allowance for repairs account. Contact OUSD(C) Accounting Policy for additional policy guidance.	SFFAS-3, 32; "DoD FMR" Volume 11B, Chapter 55 *(undergoing substantial revision)*
04.04.07		C	When using the direct method, the system must value inventory held for repair at the same value as a serviceable item less the estimated repair costs. Contact OUSD(C) Accounting Policy for additional policy guidance.	SFFAS-3, 33; "DoD FMR" Volume 11B, Chapter 55 *(undergoing substantial revision*)
04.04.08		C	When using the direct method, and as repairs are actually made, the system must capitalize as the cost of the repair in the inventory account an amount up to the value of a serviceable item. Contact OUSD(C) Accounting Policy for additional policy guidance.	SFFAS-3, 33; "DoD FMR" Volume 11B, Chapter 55 *(undergoing substantial revision*)
04.04.09		C	When using the direct method, the system must identify any difference between the initial estimated repair cost and the actual repair cost and either debit or credit that difference to the repair expense account. Contact OUSD(C) Accounting Policy for additional policy guidance.	SFFAS-3, 33; "DoD FMR" Volume 11B, Chapter 55 *(undergoing substantial revision*)

Req. ID	VA	AT	REQUIREMENTS INVENTORY	SOURCE(S)
04.04.10		C	When transitioning to a new repair accounting method, the system must separately identify or estimate prior period amounts for repair to avoid overstating repair expenses for the first period that repair expense is accrued. The estimated amount to repair inventory that is attributable to prior periods shall be credited to the repair allowance under the repair allowance method or to the inventory account under the direct method, and reported as an adjustment to equity.	FFMSR-7, 25
04.04.11			[Version 3 - This requirement deleted.]	
04.04.12		C	The system must record the transfer of an inventory item from the status of "in repair" to its proper status and location. The system must provide information to the core financial system to record the change in financial category.	FFMSR-7, 26
04.04.13			[Version 3 - This requirement deleted.]	
04.04.14		C	The system must support the establishment of orders to be placed with a contractor or other government entity to perform production work on items needed.	FFMSR-7, 26
04.04.15		C	The system must project the production elements necessary to complete the production cycle. These production elements must reflect bills of material, manufacturing requirements, and production time to produce or repair products.	FFMSR-7, 26
04.04.16			The system must be able to support cost accumulation by work elements such as job order, activities, products, etc., and accept costs and other appropriate information from the cost accounting system.	FFMSR-7, 26
04.04.17		C	The system must track accumulated costs and include the value of direct materials, direct labor, and overhead, where applicable for work-in-process. Percentage of completion information should be used to value work-in-process.	FFMSR-7, 26
04.04.18			The system must record unit costs and the prices of products and services.	FFMSR-7, 26
04.04.19			The system must transfer work-in-process to finished goods for inventory categorization and accounting purposes.	FFMSR-7, 26
04.04.20			The system must identify the intended location of the item and track its movement from the point of initial receipt to its final destination.	FFMSR-7, 26
04.04.21			The system must record identifiers, quantities, condition, location, and other elements necessary to establish physical	FFMSR-7, 26

Req. ID	VA	AT	REQUIREMENTS INVENTORY	SOURCE(S)
			control.	
04.04.22			The system must classify inventory items by commodity class or type to meet agency needs for management and control.	FFMSR-7, 26
04.04.23			The system must provide at least the following types of management information regarding inventory-undergoing repair or in production: repair status, production order, and work-in-process tracking.	FFMSR-7, 27
04.04.24		A	The system must transfer an item to the disposal process, if the item is determined to be unserviceable.	FFMSR-7, 26
05 Inventory Disposition				
04.05.01		C	Upon sale or use of inventory in the provision of a service, the system must record the related expense and remove the cost of those goods from inventory.	FFMSR-7, 27; "DoDFMR," Volume 11B, Chapter 55, 55-16, H.4.b
04.05.02			The system must record changes in the location of the inventory items and the associated changes in the person or organization responsible for stewardship of the item.	FFMSR-7, 27
04.05.03			The system must record the transfer of an inventory item from the status of "on loan" to its proper status and location.	FFMSR-7, 28
04.05.04		C	The system must adjust the value of items being returned in worse condition or that are not returned at all. If the financial category needs to be changed to "held for repair" or "excess, obsolete, or unserviceable," the system must generate the appropriate accounting and financial transactions.	FFMSR-7, 28
04.05.05			The system must verify that the customer order is received from an eligible customer who is authorized to use the system and order the items.	FFMSR-7, 28
04.05.06			The system must record the fund citation provided by the customer so that it may be included on billings.	FFMSR-7, 28
04.05.07			The system must ensure that inventory items issued are limited to available funds provided by the customer.	FFMSR-7, 28
04.05.08			If available funds are expected to be exceeded because of price changes, the system must advise the customer of the new price. The system must withhold performance and/or shipment until the customer has provided the additional funds required or has been given an opportunity to cancel or reduce the order.	FFMSR-7, 28

Req. ID	VA	AT	REQUIREMENTS INVENTORY	SOURCE(S)
04.05.09		C	The system must establish and maintain customer records if customers are billed or if tracking of individual customer data, business history, and preferences are important to the program.	FFMSR-7, 28
04.05.10			The system must record relevant information, such as customer name, customer identification number, phone number, multiple customer addresses (ship to, bill to), key contracts, shipping restrictions, items and quantities ordered, date received and shipping location.	FFMSR-7, 28
04.05.11			If the customer is a federal agency, the system must record the fund citation provided.	FFMSR-7, 28
04.05.12			To support the customer order process, the system must, when insufficient stock is available to fulfill the total requirement, issue stock and back order the balance as policy permits.	FFMSR-7, 28
04.05.13			The system must determine and record the value of a customer order.	FFMSR-7, 29
04.05.14			The system must send a transaction to the Core Financial System to record receipt of an unfilled customer order.	FFMSR-7, 29
04.05.15			If the customer is not a federal agency, the system must record the budgetary resources only up to the amount of cash received, unless otherwise authorized by statute.	FFMSR-7, 29
04.05.16			If the customer is a federal agency, the system must record the budgetary resources for the entire amount.	FFMSR-7, 29
04.05.17		C	To support the customer order process, the system must, if checks or cash are received with the customer order, record it against the customer order and send the information to the receipt management function of the Core Financial System.	FFMSR-7, 29
04.05.18			The system must prepare picking lists to be used in pulling inventory items from storage and then reduce quantities on hand by the number of items removed.	FFMSR-7, 29
04.05.19			The system must provide information to customers on shipments of material so that the customers may establish financial controls, as applicable, over shipments in transit from suppliers and to establish the point of title transfer.	FFMSR-7, 29
04.05.20			The system must maintain records of items issued, including quantities, shipment methods, dates, destinations, etc., to assist in the resolution activities.	FFMSR-7, 29

Req. ID	VA	AT	REQUIREMENTS INVENTORY	SOURCE(S)
04.05.21			The system must compare customer order records to issue records and flag any differences for follow-up.	FFMSR-7, 29
04.05.22			The system must be able to determine the appropriate price for a particular customer order using pricing models and formulas.	FFMSR-7, 29
04.05.23			The system must provide quality controls to ensure that all appropriate costs have been provided to the pricing formula for a particular customer order.	FFMSR-7, 29
04.05.24			The system must develop the information necessary to prepare an initial invoice for a customer that provides adequate support for the prices charged.	FFMSR-7, 29
04.05.25			The system must either prepare the initial invoice itself or pass the necessary information to the Core Financial System to prepare the invoice.	FFMSR-7, 29
04.05.26			The system must provide the Core Financial System with the data necessary to establish the receivable and support subsequent administration of the receivables management and collection processes.	FFMSR-7, 29
04.05.27		C	The system must decrease the inventory account and increase the cost of goods sold account by the value of the inventory items sold.	FFMSR-7, 29
04.05.28			The system must record revenue and the appropriate offsetting account at the amount for which the inventory items are sold.	FFMSR-7, 29
04.05.29			The system must record the value of items issued from storage or shipped to customers when the title does not pass to the customer until a subsequent event occurs.	FFMSR-7, 29
04.05.30			The system must decrease the quantity of the inventory items on hand by the number of items sent to the disposal organization.	FFMSR-7, 30
04.05.31		C	The system must record confirmation of receipt of items by the disposal organization.	FFMSR-7, 30
04.05.32			The system must record asset transfers and/or losses as appropriate, and in accordance with SFFAS Number 3, for items designated as excess, obsolete, or unserviceable, including items: (1) transferred to other federal agencies under mandated federal utilization programs, (2) sold as scrap, or (3) donated to state and local governments under mandated federal donation	FFMSR-7, 30

Req. ID	VA	AT	REQUIREMENTS INVENTORY	SOURCE(S)
			programs.	
04.05.33			The system must be able to transfer balances between financial categories; for example, from "inventory held for sale" to "excess, obsolete, and unserviceable inventory."	FFMSR-7, 30
04.05.34			The system must account for the proceeds resulting from disposition of inventory items as scrap.	FFMSR-7, 30
04.05.35			The system must provide at least the following types of management information regarding the disposition of inventory: accountability of loaned items, stock availability, customer orders, inventory turnover, stock usage, losses, and disposals.	FFMSR-7, 30
06 Inventory Program Planning and Monitoring				
04.06.01			The system must establish price computation models or formulas to be used in calculating customer's bills.	FFMSR-7, 43
04.06.02			The system must provide methods to support pricing by groupings or commodities.	FFMSR-7, 31
04.06.03			The system must identify separate methods of pricing, as needed, based on statutory authority or other agency policy.	FFMSR-7, 31
04.06.04			The system must provide quality controls over input data to the pricing model to ensure that all appropriate costs are included and accurate.	FFMSR-7, 31
04.06.05		C	The system must establish methods or formulas to be used in valuing and accounting for inventory based on cost.	FFMSR-7, 31
04.06.06		C	The system must establish appropriate cost methods that apply to the various types of inventories held by an agency.	FFMSR-7, 31
04.06.07		C	The system must be able to maintain the net realizable value of inventory items.	FFMSR-7, 32
04.06.08		C	The system must establish methods or formulas to be used in valuing and accounting for inventory in the process of production based on cost.	FFMSR-7, 32
04.06.09		C	The system must establish appropriate cost methods that apply to the various types of inventories involved in the production process.	FFMSR-7, 32
04.06.10		C	The system must establish methods to capture and accumulate costs for work-in-process that account for repair or manufacturing performed by an independent third party such as contractors or other government activities.	FFMSR-7, 32

Req. ID	VA	AT	REQUIREMENTS INVENTORY	SOURCE(S)
04.06.11		C	The system must allow for work-in-process to be based on documented cost incurred.	FFMSR-7, 32
04.06.12			When the standard cost method is being used to record costs for work-in-process, the system must be able to record standard costs and actual costs for each inventory item, in order to support usage and cost variance analysis.	FFMSR-7, 32
04.06.13			The system must develop standard costs that will include anticipated amounts of material, labor, overhead, and other relevant cost factors.	FFMSR-7, 32
04.06.14			The system must track actual and standard cost variances for materials, labor, and overhead when a standard cost method is used.	FFMSR-7, 32
04.06.15			The system must establish exception thresholds; perform cost analysis, and monitor trends and variances.	FFMSR-7, 32
04.06.16			The system must record reasons for significant deviations between standard and actual costs.	FFMSR-7, 32
04.06.17			The system must be able to support adjustments of rates and dispositions of variances by performing periodic allocations.	FFMSR-7, 32
04.06.18			The system must match costs and revenues within the time periods in which they were incurred or realized to provide for the identification of gains or losses from sales.	FFMSR-7, 32
04.06.19			The system must support analysis of operations on an annual basis to determine if revenues are sufficient to cover the costs of the entire inventory program.	FFMSR-7, 33
04.06.20			The system must provide sufficient transaction audit trails to support the balances of inventory shown on the agency's general ledger, as well as any changes in those balances.	FFMSR-7, 33
04.06.21			The system must maintain the supporting documentation for inventory transactions until audited for accuracy and approved by external financial auditors, for a period of not less than 3 years. Retention may be longer when (1) required by regulations, (2) there is a possibility of legal action involving the inventories, or (3) contract terms or modifications require longer retention.	FFMSR-7, 33
04.06.22			The system must provide at least the following types of management information regarding inventory program planning	FFMSR-7, 34

Req. ID	VA	AT	REQUIREMENTS INVENTORY	SOURCE(S)
			and monitoring: costs per dollar of sales, operations costs, and performance measures.	
07 Operating Materials and Supplies				
04.07.01		C	The system must categorize operating materials and supplies, as defined in SFFAS 3, Paragraph 37, as (1) operating materials and supplies held for use, (2) excess, obsolete, and unserviceable operating materials and supplies, or (3) operating materials and supplies held for repair.	SFFAS-3, 37; "DoDFMR," Volume 04, Chapter 04, 040107 (undergoing substantial revision) "DoDFMR," Volume 6B, Chapter 10
04.07.02		C	The system must apply the consumption method of accounting when recognizing expenses for operating materials and supplies. Operating materials and supplies shall be recorded and reported as assets when produced or purchased.	SFFAS-3, 38; "DoDFMR," Volume 04, Chapter 04, 040105
04.07.03		C	The system must remove the cost of goods from operating materials and supplies and report them as an operating expense in the period they are issued to an end user for consumption in normal operations.	SFFAS-3, 39; "DoDFMR," Volume 04, Chapter 04, 040105A
04.07.04		C	The system may apply the purchases method to operating materials and supplies if (1) they are not significant amounts, (2) they are in the hands of the end user for use in normal operations, or (3) it is not cost-beneficial to apply the consumption method of accounting. The purchases method requires that operating materials and supplies be expensed when purchased.	SFFAS-3, 40; "DoDFMR," Volume 04, Chapter 04, 040105B
04.07.05		C	The system must value operating materials and supplies on the basis of historical cost as further defined in requirement 04.07.09, which shall include all appropriate purchase and production costs incurred to bring the items to their current condition and location. This requirement does not apply to immaterial amounts.	SFFAS-3, 42-3; "DoDFMR," Volume 04, Chapter 04, 040107A
04.07.06			The system must charge any abnormal costs, such as excessive handling or rework costs, to operations of the period.	SFFAS-3, 43; "DoDFMR," Volume 04, Chapter 04, 040107A

Req. ID	VA	AT	REQUIREMENTS INVENTORY	SOURCE(S)
04.07.07			The system must value donated operating materials and supplies at their fair market value at the time of donation.	SFFAS-3, 43; "DoDFMR," Volume 04, Chapter 04, 040107A
04.07.08			The system must value operating materials and supplies acquired through exchange of non-monetary assets at the fair market value of the asset received at the time of the exchange and record as a gain or loss any difference between the recorded amount of the asset surrendered and the fair market value of the asset received..	SFFAS-3, 43
04.07.09		C	The system may apply the moving average cost flow assumptions or other OUSD(C) Accounting Policy approved method in arriving at the historical cost of ending operating materials and supplies and cost of goods consumed. (This guidance has been modified to incorporate the changes addressed in the OUSD(C) MEMORANDUM, Jul 6 2001, Subject: Approved Method for Inventory Held for Sale and Operating Materials and Supplies.)	SFFAS-3, 44; "DoDFMR," Volume 04, Chapter 04, 040107A *(undergoing substantial revision*)
04.07.10 - 04.07.11		D	[Version 4 - These requirements deleted.]	
04.07.12		C	The system must value excess, obsolete, and unserviceable operating materials and supplies at their estimated net realizable value. (Subject to modification, contact OUSD(C) Accounting Policy at 703-697-3200).	SFFAS-3, 48; "DoDFMR," Volume 04, Chapter 04, 040107C4
04.07.13			The system must record as a loss (or gain) the difference between the carrying amount of the operating materials and supplies before identification as excess, obsolete, or unserviceable and their estimated net realizable value; and then either report it separately or disclose it in the financial statements.	SFFAS-3, 48; "DoDFMR," Volume 04, Chapter 04, 040107C4
04.07.14		C	The system must record any subsequent adjustments to the estimated net realizable value of excess, obsolete, and unserviceable operating materials and supplies upon disposal as a loss (or gain).	SFFAS-3, 48; "DoDFMR," Volume 04, Chapter 04, 040107C4

08 Stockpile Materials

04.08.01			The system must apply the consumption method of accounting for the recognition of expense for stockpile materials. These materials are recorded as assets and reported when produced or	SFFAS-3, 52; "DoDFMR," Volume 04,

Req. ID	VA	AT	REQUIREMENTS INVENTORY	SOURCE(S)
			purchased.	Chapter 04, 040105
04.08.02			The system must remove the cost of stockpile materials from stockpile materials and report it as an operating expense when issued for use or sale.	SFFAS-3, 52
04.08.03		C	The system must value stockpile materials, except for war reserve materials, on the basis of historical cost, which shall include all appropriate purchase, transportation and production costs incurred to bring the items to their current condition and location. This requirement does not apply to immaterial amounts.	SFFAS-3, 53"DoDFMR, " Volume 04, Chapter 04, 040106
04.08.04 - 04.08.05		D	[Version 4 - These requirements deleted.]	
04.08.06			The system must charge any abnormal costs, such as excessive handling or rework costs, to operations of the period.	SFFAS-3, 53;"DoDFMR ," Volume 04, Chapter 04, 040106
04.08.07		C	The system may apply the moving average cost flow assumptions, or other OUSD(C) Accounting Policy approved method, in arriving at the historical cost of stockpile materials. (See OUSD(C) Memorandum "Approved Method for Inventory Held for Sale and Operating Materials and Supplies" dated July 6, 2001.)	SFFAS-3, 53;"DoDFMR ," Volume 04, Chapter 04, 040106
04.08.08			The system must reduce the carrying amount of materials to the expected net realizable value for those materials that have suffered (1) a permanent decline in value to an amount less than their cost, or (2) damage or decay. The decline in value shall be recorded as a loss or an expense in the period in which it occurs.	SFFAS-3, 54
04.08.09			When stockpile materials are authorized for sale, the system must disclose those materials as stockpile materials held for sale.	SFFAS-3, 55
04.08.10			The system must value the stockpile materials held for sale using the same basis used before they were authorized for sale.	SFFAS-3, 55
04.08.11			The system must record/maintain any difference between the carrying amounts of the stockpile materials held for sale and their estimated selling price.	SFFAS-3, 55
04.08.12		C	When stockpile materials are sold, the system must remove the cost of stockpile materials from the stockpile materials account	SFFAS-3, 55

Req. ID	VA	AT	REQUIREMENTS INVENTORY	SOURCE(S)
			and report it as cost of goods sold. Any gain (or loss) upon disposal shall be recorded as a gain (or loss) at that time.	
09 Reporting				
04.09.01			An entity must disclose in its financial statements the general composition of inventory.	SFFAS-3, 35
04.09.02			An entity must disclose in its financial statements the basis for determining inventory values, including the valuation method and any cost flow assumptions.	SFFAS-3, 35
04.09.03			An entity must disclose in its financial statements changes from the prior year's accounting methods, if any.	SFFAS-3, 35
04.09.04		C	Unless otherwise presented on the financial statements an entity must disclose in its financial statements the balances for each of the following categories of inventory: inventory held for current sale; excess, obsolete and unserviceable inventory; and inventory held for repair, unless otherwise presented in the financial statements.	SFFAS-3, 35; "DoDFMR", Volume 6B, Chapter 10
04.09.05			An entity must disclose in its financial statements any restrictions on the sale of material.	SFFAS-3, 35
04.09.06			An entity must disclose in its financial statements the decision criteria and its changes for identifying the category to which inventory is assigned.	SFFAS-3, 35
04.09.07		D	[Version 4 - This requirement deleted.]	
04.09.08		C	The difference between the carrying amount of operating materials and supplies before its identification as excess, obsolete or unserviceable and its estimated net realizable value shall be recognized as a loss/gain and either reported separately or disclosed.	SFFAS-3, 48
04.09.09		C	An entity shall develop and disclose in its financial statements the criteria for identifying excess, obsolete, and unserviceable operating materials and supplies.	SFFAS-3, 49
04.09.10			An entity must disclose in its financial statements the general composition of operating materials and supplies.	SFFAS-3, 50
04.09.11			An entity must disclose in its financial statements the basis for determining the values of operating supplies and materials, including the valuation method and any cost flow assumptions.	SFFAS-3, 50
04.09.12			An entity should disclose in its financial statements any changes from the prior year's accounting methods pertaining to operating supplies and materials.	SFFAS-3, 50

Req. ID	VA	AT	REQUIREMENTS INVENTORY	SOURCE(S)
04.09.13		C	An entity must disclose in its financial statements the balances for each of the categories of operating materials and supplies described in SFFAS-3, paragraph 37 (held for use; held for repair; and excess, obsolete, unserviceable).	SFFAS-3, 50
04.09.14			An entity must disclose in its financial statements any restrictions on the use of material.	SFFAS-3, 50
04.09.15			An entity must disclose in its financial statements the decision criteria and its changes for identifying the category to which operating materials and supplies are assigned.	SFFAS-3, 50
04.09.16			An entity must disclose in its financial statements the stockpile materials authorized for sale using the same values used before they were authorized for sale.	SFFAS-3, 55
04.09.17		C	An entity must disclose in its financial statements any difference between the carrying amount of stockpile materials held for sale and their estimated selling price. An entity must also remove the cost of materials from stockpile materials and report the cost of stockpile material as cost of goods sold when sold.	SFFAS-3, 55
04.09.18			An entity must disclose in its financial statements the general composition of stockpile materials.	SFFAS-3, 56
04.09.19			An entity must disclose in its financial statements the basis for valuing stockpile materials, including the valuation method and any cost flow assumptions.	SFFAS-3, 56
04.09.20			An entity must disclose in its financial statements the changes from prior year's accounting methods, if any, for stockpile materials.	SFFAS-3, 56
04.09.21			An entity must disclose in its financial statements any restrictions on the use of stockpile materials.	SFFAS-3, 56
04.09.22			An entity must disclose in its financial statements the values for the balances of stockpile materials in each category described in SFFAS-3 (stockpile materials and stockpile materials held for sale).	SFFAS-3, 56
04.09.23			An entity must disclose in its financial statements the decision criteria and its changes for categorizing stockpile materials as held for sale.	SFFAS-3, 56

CHAPTER 5
Revenue (Including Financing Sources) and Accounts Receivable
Introduction

The Department of Defense, like most federal agencies, receives the vast majority of its operating funds through appropriations authorized by the Congress. From the proprietary accounting perspective, appropriations are accounted for as financing sources when used. Appropriations Used occurs when an entity acquires goods and services or provides grants that are authorized to be paid out of those appropriations. The Department annually uses over $200 billion of appropriated capital.

However, in addition to appropriations, DoD annually earns over $50 billion of revenues from providing goods and services to the public and other governmental entities. DoD's revenue arose as a result of exchange transactions, i.e., the Department provided goods and services in exchange for monetary resources. In any given year, DoD receives about $300 billion in revenues and financing sources (including interest earned, gains, donations, and other miscellaneous inflows of resources).

Accounting and systems requirements for recognizing revenue and financing sources and establishing and managing receivable/debts are primarily contained in JFMIP SR-99, SFFAS, reporting requirements of Treasury FACTS I and FACTS II, and intergovernmental reconciliations and eliminations in accordance with OMB Form and Content (OMB Bulletin 97-01, as amended) and the Department of Defense Financial Management Regulation ("DoDFMR"), Volume 6B.

This version of this document contains items requiring DUNS numbers (05.02.08 in this chapter). Per OUSD(C) Accounting Policy, this is "in advance of a recent request by OMB for comments on a proposed OMB memorandum that establishes such a requirement for DUNS for intra-governmental payments. The OMB needs to confer with the Department of the Treasury to develop clear and concise procedures for expanding payment requirements that must be carried out by people other than disbursing office personnel. Although the requirement for the DUNS takes the government closer to meeting its outsourcing/privatization goals, it places a severe burden in terms of knowledge/qualification requirements for government personnel responsible for all aspects of payment processing. The issue of intra-governmental payments involving both a payment and collection process is at the core of the implementation dilemma." Per OUSD(C) e-mail of 06SEP02, "The OMB has agreed to allow the DoD to utilize the Department of Defense Activity Address Code (DoDAAC) instead of Dun and Bradstreet's Data Universal Numbering System (DUNS) numbers to identify buying and selling activities." **NOTE:** A business may have more than one DUNS number, and the number(s) may change; questions regarding this paragraph may be directed to the DFAS-DSMA at bluebook@dfas.mil

Revenue (Including Financing Sources) and Accounts Receivable

Functional Requirements
1: Recognize Revenue (Including Financing Sources)
2: Establish Receivables, Maintain and Update Account Information
3: Generate Bills/Statements
4: Record Collections
5: Manage Delinquent Debt
6: Reporting

Req. ID	VA	AT	REQUIREMENTS Revenue	SOURCE(S)
01 Recognize Revenue (Including Financing Sources)				
05.01.01		D	[Version 4 - This requirement deleted.]	
05.01.02	V	C	[This requirement is Value Added. See Value Added Section for requirement description.]	
05.01.03			The system must recognize revenue when services are performed for the public or another government entity (except for specific services produced to order under a contract).	SFFAS-7, 36(a)
05.01.04			When specific goods are made to order under a contract or specific services are produced under a contract (either short or long term), the system must recognize revenue in proportion to the estimated total costs for the goods or services acquired to fulfill the contract.	SFFAS-7, 36(b)
05.01.05			When goods are kept in inventory so that they are available to customers when ordered, the system must recognize revenue only when the goods are delivered to the customer.	SFFAS-7, 36(c)
05.01.06			When services are rendered continuously over time, or the right to use an asset extends continuously over time (such as the use of borrowed money or the rental of space in a building), the system must recognize revenue in proportion to the passage of time or the use of the asset.	SFFAS-7, 36(d)
05.01.07			When an asset other than inventory is sold, the system must recognize any gain (or loss) when the asset is delivered to the purchaser.	SFFAS-7, 36(e)
05.01.08			When advance fees or payments are received, such as for large-scale, long-term projects, the system must recognize revenue only after costs are incurred from providing the goods and services (regardless of whether the fee or payment is refundable).	SFFAS-7, 37

Req. ID	V A	A T	REQUIREMENTS	SOURCE(S)
			Revenue	
05.01.09			To the extent that realization of the full amount of revenue is not probable due to returns, allowances, price predetermination, or other reasons apart from credit losses, the system must reduce recognized revenue by separate provisions (such as through the use of a sales return account) for amounts that can be reasonably estimated. The amount of such provisions must be reflected as revenue adjustments, rather than cost of operations, and must be separately shown.	SFFAS-7, 41
05.01.10			The system must recognize revenue arising from donations. Such inflows of resources must meet the recognition criteria for assets. (Revenue must be measured at the estimated fair market value of the contribution/donation.)	SFFAS-7, 62
05.01.11			The system must recognize appropriations used as a financing source. (Until used, appropriations are not a financing source but are recognized as capital, and placed in a capital account.)	SFFAS-7, 71-72
05.01.12			To the extent a government entity receives goods and services from another government entity without reimbursing the other entity for all related costs, the system must recognize an imputed financing source equal to the imputed cost. This offsets any effect of imputed cost on net results of operation for the period.	SFFAS-7, 73
05.01.13			To the extent that a government entity incurs costs, such as pension costs that are paid in total or in part by other entities the system must recognize an imputed financing source equal to the imputed costs.	SFFAS-7, 73
05.01.14			When interest is received on money borrowed in an intragovernmental transaction, the system must recognize the interest as exchange revenue when the source of the borrowed funds is predominantly exchange revenue. The system must recognize the interest as non-exchange revenue when the source of the borrowed funds is predominantly non-exchange revenue or other financing source.	SFFAS-7, 36(d)
05.01.15			The system must recognize unearned revenue when cash is received for advance fees or payments. The system must also recognize unearned revenue prior to the receipt of cash if the agency requests advances or progress payments, and such requests establish claims to cash based on legal provisions (such as payment due dates).	SFFAS-7, 37
05.01.16			The system must recognize exchange revenue regardless of whether the entity retains the revenue for its own use or transfers it to other entities.	SFFAS-7, 43

Req. ID	VA	AT	REQUIREMENTS Revenue	SOURCE(S)
05.01.17 - 05.01.19	V	C	[These requirements are Value Added. See Value Added Section for requirement descriptions.]	
05.01.20		D	[Version 4 - This requirement deleted.]	
05.01.21		A	The system should recognize exchange revenue in determining the net cost of operations of the reporting entity during the period.	SFFAS-7, 43

02 Establish Receivables, Maintain and Update Account Information

05.02.01 - 05.02.02		D	[Version 4 - These requirements deleted.]	
05.02.03		C	The system must provide the capability to record the establishment of receivables along with the corresponding revenues, expense reductions, or other offsets.	JFMIP SR-02-01, req. RMB-01
05.02.04		C	The system must provide the capability to automatically establish receivables to be paid under installment plans, including plans for which payments have been rescheduled. The system must also provide the capability to generate flexible repayment schedules for delinquent indebtedness.	JFMIP SR-02-01, req. RMB-06
05.02.05		C	The system must have the capability to accept transactions that generate receivables from other systems in a standard format for entry into the Core Financial System	JFMIP SR-02-01, req. RMB-02
05.02.06		C	The system must provide the capability to maintain accounts for reimbursable orders and identify government and non-government accounts that are designated as advance funding.	JFMIP SR-02-01, req. RMC-02
05.02.07		C	The system must provide the capability to maintain data for receivables referred to other Federal agencies and outside organizations for collections.	JFMIP SR-02-01, req. RMC-13
05.02.08		C	The system must provide the capability to maintain customer information to support receivable management processes. This includes, at a minimum: customer name, customer ID number, customer type (federal agency, state/local government, commercial entity, individual, employee), taxpayer identification number (TIN), customer address, contact names, contact telephone number, federal vs. non-federal indicator, six-digit trading partner codes, ALC number (for Federal customers), Internal Revenue Service (IRS) 1099 indicator,	JFMIP SR-02-01, req. RMA-01

Req. ID	VA	AT	REQUIREMENTS Revenue	SOURCE(S)
			comment field, date of last update, user ID of last update, and DUNS number.	
05.02.09		C	The system must provide the capability to update each customer account when billing documents are generated, collections are received, interest, penalty or administrative fees are applied, and when amounts are written-off or offset.	JFMIP SR-02-01, req. RMC-03
05.02.10		C	The system must provide the capability to automatically calculate interest charges using the appropriate Treasury Late Payment Charge rate and user-defined criteria (e.g., customer, customer type). In addition, the system must provide the capability to automatically generate a separate line item for interest charges on the customer bill.	JFMIP SR-02-01, req. RMC-04
05.02.11		D	[Version 4 - This requirement deleted.]	
05.02.12		C	The system must provide the capability to perform on-line queries of account activity (billing, collection, and adjustment) by customer and receivable.	JFMIP SR-02-01, req. RMC-16
05.02.13		C	The system must provide the capability to provide information on the age of receivables to allow for management and prioritization of collection activities. This is to include aging information on individual receivables and on a summary basis, such as by customer, type of customer, fund, and general ledger account.	JFMIP SR-02-01, req. RMC-08
05.02.14		C	The system must provide the capability to record the receipt of an advance repayment and an advance from others with a reference to the related reimbursable agreement (RA) obligation, whether or not an account receivable was previously established.	JFMIP SR-02-01, req. RMD-04
05.02.15		D	[Version 4 - This requirement deleted.]	
05.02.16		C	The system must provide the capability to record adjustments to bills and post to customer accounts.	JFMIP SR-02-01, req. RMB-13
05.02.17		C	The system must provide the capability to maintain customer account information for audit trail purposes and to support billing, reporting and research activities. This customer account information will include: account number, account balance, associated customer ID number, date due and age of accounts receivable, reimbursable order number, and travel order number, etc., where applicable.	JFMIP SR-02-01, req. RMA-02
05.02.18		D	[Version 4 - This requirement deleted.]	

Req. ID	VA	AT	REQUIREMENTS Revenue	SOURCE(S)
05.02.19		C	The system must provide the capability to maintain data on individual receivables and referenced transactions supporting the receivable.	JFMIP SR-02-01, req. RMC-01
05.02.20			[Version 3- This requirement deleted.]	
05.02.21		C	The system must provide the capability to track and report on the date and nature of a change in the status of an accounts receivable, including the following: in forbearance or in formal appeals process, in foreclosure, in wage garnishment, rescheduled, waived/unwaived, eligible for referral to Treasury for offset, referred to Treasury for offset, eligible for internal offset, eligible for referral to Treasury or a designated debt collection center for cross-servicing, referred to Treasury for cross- servicing, referred to private collection agency, referred to Department of Justice, offset, suspended, compromised, written-off, and closed out.	JFMIP SR-02-01, req. RMC-15
05.02.22 - 05.02.23		D	[Version 4 - These requirements deleted.]	
05.02.24		D	[Version 4 – The majority of this requirement was deleted, the remaining part was combined with 05.02.25. deleted.]	
05.02.25		C	For all non-federal agency receivables (due from the public). The system must record an allowance for uncollectible amounts to reduce the gross amount of receivables to net realizable value, and estimate the allowance for uncollectible amounts in accordance with SFFAS-1, paragraphs 46 - 51. The allowance for uncollectible amounts must be re-estimated on each annual financial reporting date and when information indicates that the latest estimate is no longer correct.	SFFAS-1, 45 - 51
05.02.26			The system must record an interest receivable for the amount of interest income earned but not received for an accounting period.	SFFAS-1, 53
05.02.27		C	The system must recognize no interest on accounts receivable or investments that are determined to be uncollectible unless the interest is actually collected. However, until the interest payment requirement is officially waived by the government entity or the related debt is written off, interest accrued on uncollectible accounts receivable should be disclosed.	SFFAS-1, 54 & 55
05.02.28		C	The system must provide the capability to uniquely record, classify, and report on reimbursable funds including: billing limit, amount obligated, amount expended, amount billed,	JFMIP SR-02-01, req. RMC-18

Req. ID	VA	AT	REQUIREMENTS Revenue	SOURCE(S)
			advanced amount (unearned revenue), and earnings and collections received, based on customer and customer agreement number. In addition, the system must provide the capability to query and report on these items by any of the accounting classification elements (e.g., fund or object class).	
05.02.29			The system must be able to distinguish between entity receivables and non-entity receivables.	SFFAS-1, 43
05.02.30			The system must account for interest receivable from federal entities separately from interest receivable from the public.	SFFAS-1, 56
05.02.31			The system must recognize interest receivable as it is earned on investments in interest-bearing securities and also on outstanding accounts receivable and other U.S. government claims against persons and entities in accordance with provisions in 31. U.S.C. 3717, Interest and Penalty Claims.	SFFAS-1, 53
05.02.32		A	The system must provide the capability to automatically calculate (as a percentage of gross receivables or related revenues) and record the allowance for loss on accounts receivable.	JFMIP SR-02-01, req. RMC-10
05.02.33		A	The system must provide the capability to allow the user to specify administrative and penalty amounts and record these amounts to different accounting classification elements for which the principle amount is recorded. The system must also provide the capability to automatically apply these charges to customer accounts and generate separate line items for the charges on the customer bills.	JFMIP SR-02-01, req. RMC-05
05.02.34		A	The system must provide the capability to perform on-line queries of miscellaneous cash receipts (applied to any Treasury fund symbol) by customer, when identified, and by accounting period.	JFMIP SR-02-01, req. RMC-17
05.02.35		A	The system must provide the capability to record billings and collections by line item in order to identify unique accounting classification codes.	JFMIP SR-02-01, req. RMB-07
03 Generate Bills/Statements				
05.03.01		C	The system must provide the capability to support the calculation and establishment of accounts receivable based upon billing source, event and time period, and type of claim. The system must also provide the capability to automatically	JFMIP SR-02-01, req. RMB-03 and RMB-04

Req. ID	VA	AT	REQUIREMENTS Revenue	SOURCE(S)
			generate related bills to customers. Bases used for billing may include: percentage of reimbursable obligations, accrued expenditures or costs, using data recorded by the cost accumulation function, fee schedules for goods or services provided, and payment schedules or other agreements with other entities. In addition, the system must also provide the capability to establish receivables and credit memos from vendors to whom the agency has made duplicate or erroneous payments.	
05.03.02		C	The system must provide the capability to print bills, accommodating the generation of standard forms, such as SF-1080s or SF-1081s, and turnaround documents to be used as a remittance advice. The system must also provide the capability to allow for customized text in generated billing documents.	JFMIP SR-02-01, req. RMB-09
05.03.03		C	The system must provide the capability to support bills and collections between Federal agencies through the use of electronic systems such as IPAC. The system must also provide supporting data to agencies billed, which can be used to verify the charges.	JFMIP SR-02-01, req. RMB-08
05.03.04			[Version 3 - This requirement deleted.]	
05.03.05		C	The system must provide the capability to allow transactions related to manually prepared bills to be entered by authorized personnel.	JFMIP SR-02-01, req. RMB-12
05.03.06		C	The system must provide the capability to date the bills with the system-generated date or with the date supplied by the user.	JFMIP SR-02-01, req. RMB-10
05.03.07		C	The system must provide the capability to generate monthly statements to customers showing account activity.	JFMIP SR-02-01, req. RMB-14
05.03.08			[Version 3 - This requirement deleted.]	
05.03.09		C	The system must provide the capability to automatically generate dunning (collection) letters for overdue receivables when accounts become delinquent, and incorporate, as appropriate, due process notices for referring delinquent accounts.	JFMIP SR-02-01, req. RMC-06
05.03.10			[Version 3 - This requirement deleted.]	
05.03.11		C	The system must provide the capability to allow users to customize the dunning process parameters and dunning letter text.	JFMIP SR-02-01, req. RMC-07
05.03.12		A	The system must be capable of uniquely identifying multiple	JFMIP SR-02-

Req. ID	VA	AT	REQUIREMENTS Revenue	SOURCE(S)
			types of bills (e.g., overpayments, user fee based, etc.) and the supporting data used to verify the specific charges.	01, req. RMB-05
05.03.13		A	The system must be capable of consolidating multiple accounts receivable for a customer onto one bill.	JFMIP SR-02-01, req. RMB-11
04 Record Collections				
05.04.01			[Version 2 - This requirement deleted.]	
05.04.02		C	The system must provide the capability to automatically offset payments to vendors for amounts due to the agency (e.g., outstanding accounts receivable, credit memo, and open advances). When an entire payment is offset, the system must create the appropriate notice to the vendor that the offset has been made.	JFMIP SR-02-01, req. RMD-13
05.04.03		C	The system must provide the capability to automatically record the application of complete and partial payments made by the debtor on a delinquent debt to administrative fees, penalties, interest, and then to principal, unless otherwise stated in program statute.	JFMIP SR-02-01, req. RMD-01
05.04.04		D	[Version 4 - This requirement deleted.]	
05.04.04 - 05.04.07			[Version 3 - This requirement deleted.]	
05.04.08		C	The system must provide the capability to process cash or credit card collections. The system must also match collections to the appropriate receivables and update related bills and customer accounts.	JFMIP SR-02-01, req. RMD-05
05.04.09		C	The system must provide the capability to electronically download monthly deposit and debit voucher confirmation information from Treasury and the banking system for comparison to activity in the agency's general ledger. The system must also produce a report of differences.	JFMIP SR-02-01, req. RMD-11
05.04.10		C	The system must provide the capability to apply collections to more than one receivable.	JFMIP SR-02-01, req. RMD-09
05.04.11		C	The system must provide the capability to record revenues, expenditure reductions, or other appropriate offsets associated with collections for which no receivable was previously established.	JFMIP SR-02-01, req. RMD-02

Req. ID	VA	AT	REQUIREMENTS Revenue	SOURCE(S)
05.04.12		D	[Version 4 - This requirement deleted.]	
05.04.13		C	The system must provide the capability to support the receipt of payment offset information from Treasury. The system must also apply offset collections to open receivables and generate the appropriate accounting entries to record the collections.	JFMIP SR-02-01, req. RMD-12
05.04.14		A	The system must provide the capability to re-open closed accounts to record collections after a waiver or write-off of a receivable has been recorded.	JFMIP SR-02-01, req. RMD-10
05.04.15		A	The system must provide the capability to support the receipt of collection files from banks for application to open receivables.	JFMIP SR-02-01, req. RMD-07
05.04.16		A	The system must provide the capability to apply collections back to the specific contract or purchase order award to reduce cumulative payments and expenditures (e.g., upon the refund of erroneous payments).	JFMIP SR-02-01, req. RMD-03
05.04.17		A	The system must provide the capability to record information associated with a collection at the time funds are applied to an open receivable document, including the deposit ticket number and date and ALC code.	JFMIP SR-02-01, req. RMD-06
05.04.18		A	The system must be capable of recording collections received against advance payments made.	JFMIP SR-02-01, req. RMD-08
05.04.19	V	A	[These requirements are Value Added. See Value Added Section for requirements description.]	
05.04.20	V	A	[This requirement is Value Added. See Value Added Section for requirement description.]	
05.04.21	V	A	[This requirement is Value Added. See Value Added Section for requirement description.]	

05 Manage Delinquent Debt

05.05.01			[Version 3 - This requirement deleted.]	
05.05.02		C	The system must provide the capability to provide information to allow for the automated reporting of delinquent accounts to commercial credit bureaus.	JFMIP SR-02-01, req. RMC-11
05.05.03 - 05.05.04			[Version 3 - These requirements deleted.]	
05.05.05		C	The system must provide the capability to automatically produce	JFMIP SR-02-

Req. ID	VA	AT	REQUIREMENTS Revenue	SOURCE(S)
			IRS-1099-C's in the amounts of debts forgiven which meet or exceed a user-defined dollar threshold (e.g., $600 or more).	01, req. RMC-19
05.05.06		C	The system must provide the capability to record the waiver and write-off of receivables, including interest, penalties, and administrative charges. In addition, the system must maintain data to monitor closed accounts.	JFMIP SR-02-01, req. RMC-14
05.05.07		C	The system must provide the capability to identify and report receivables that meet predetermined criteria for write-off, or referral and generate the appropriate entries.	JFMIP SR-02-01, req. RMC-09
05.05.08		C	To the extent that realization of the full amount of revenue is not probable due to credit losses (caused by the failure of the debtor to pay the established or negotiated price), the system must recognize an expense and increase the allowance for bad debts if the bad debts can be reasonably estimated. The amount of the bad debt expense should be separately shown.	SFFAS-7, 40
05.05.09			[Version 3 - This requirement deleted.]	
05.05.10		A	The system must provide the capability to automatically create files of delinquent accounts for electronic submission to collection agencies and appropriate governmental organizations.	JFMIP SR-02-01, req. RMC-12
06 Reporting				
05.06.01			The system must capture and report receivables from federal entities separately from receivables from nonfederal entities.	SFFAS-1, 42
05.06.02 - 05.06.03		D	[Version 4 - These requirements deleted.]	
05.06.04			The system must account for, and report on, advances and prepayments made to federal entities separately from advances and prepayments made to nonfederal entities.	SFFAS-1, 61
05.06.05			For an entity that provides goods or services to the public or another government entity, the system must support disclosure in its financial statements of any differences in the pricing policy from full cost or market pricing guidelines in exchange transactions with the public, as set forth in OMB Circular A-25 or in subsequent amendments in circulars that sets forth pricing guidance.	SFFAS-7, 46(a)
05.06.06			For an entity that provides goods or services to the public or another government entity, the system must support disclosure in its financial statements those exchange transactions with the public in which prices are set by law or executive order and are not based on full or market price.	SFFAS-7, 46(b)

Req. ID	VA	AT	REQUIREMENTS	SOURCE(S)
			Revenue	
05.06.07			For an entity that provides goods or services to the public or another government entity, the system must support disclosure in its financial statements the nature of those intragovernmental exchange transactions in which the entity provides goods or services at a price less than the full cost or does not charge a price at all. Disclosures must include an explanation of the amount and the reason for the disparity between the billing (if any) and full cost.	SFFAS-7, 46(c)
05.06.08			For an entity that provides goods or services to the public or another government entity, the system must disclose in its financial statements the full amount of the expected loss when specific goods are made to order under a contract, or specific services are produced to order under a contract, and a loss on the contract is probable and measurable.	SFFAS-7, 46(d)

Revenue (Including Financing Sources) and Accounts Receivable Value Added Requirements

REQ. ID	REQUIREMENTS	SOURCE(S)
05.01.02V	When a transaction with the public or another Government entity is at a price that is unusual or nonrecurring, the system should recognize a gain or loss rather than revenue or expense so as to differentiate such transactions.	SFFAS-7, 35
05.01.17V	The system should be able to provide a revenue source code structure to identify and classify types of revenue and receipts as defined by the user. For example, categories could be rental income, sales by product type, income by type of service performed and others.	JFMIP SR-02-01, req. CFA-14
05.01.18V	If an entity recognizes virtually no costs in connection with earning revenue it collects, the system should recognize this revenue when transferred to another collecting entity on a basis similar to that applied by the other entity.	SFFAS-7, 45.2
05.01.19V	If an entity recognizes virtually no costs in connection with earning revenue it collects, the system should recognize and measure exchange revenue under the exchanged revenue standards regardless of whether the related costs are recognized.	SFFAS-7, 45.3
05.04.19V	The system should provide the capability to include both the TAS/TAFS (s) and associated amount (s) when downloading monthly deposit and debit voucher confirmation information from the Treasury and the banking system for comparison to the agency general ledger.	JFMIP SR-02-01, req. RMD-15
05.04.20V	The system should provide the capability to interface with CA$HLINK in order to reconcile Treasury recorded collections to the collections recorded in the Core Financial System and generate exception reports.	JFMIP SR-02-01, req. RMD-16
05.04.21V	The system should provide the capability to record TAS/TAFS (s) associated with collections received on deposit tickets and debit vouchers.	JFMIP SR-02-01, req. RMD-14

CHAPTER 6
Managerial Cost Accounting
Introduction

Reliable information on the cost of DoD programs, operations, and activities is crucial for effective management of the Department. Managerial cost accounting is especially important for fulfilling the objective of assessing an agency's operating performance. Therefore, cost accounting should be a fundamental part of an agency's financial management system and, to the extent practicable, should be integrated with other parts of the system. Cost accounting should use a basis of accounting, recognition, and measurement appropriate for the intended purpose (such as costing of goods to be sold to other parties or costing the operations of a DoD organization). Cost information developed for different purposes should be drawn from a common data source, and output reports should be reconcilable to each other.

Cost accounting systems should be fully integrated with other agency systems in order to eliminate unnecessary duplication of transaction entries and to share data elements without rekeying or reformatting. By its nature, a cost accounting system requires more linkages with other agency systems than do most other financial management systems. For example, a cost accounting system needs to accept financial and nonfinancial (e.g., units) data from the core financial system, inventory system, payroll or labor distribution system, property management system, and others. Such data includes but is not limited to labor costs, material costs, depreciation, labor hours, exchange revenues, and number of items produced.

Cost accounting standards are published in SFFAS Number 4, Managerial Cost Accounting Concepts and Standards for the Federal Government. In February 1998, JFMIP published Managerial Cost Accounting System Requirements, which establishes specific functional requirements for cost accounting systems. In addition, DoD has established cost accounting requirements and processes in its Financial Management Regulation (DoD 7000.14-R).

Managerial Cost Accounting

Functional Requirements

1. System Administration
2. Data Capture
3. Cost Assignment
4. Cost and Revenue Accumulation
5. Cost Monitoring/Reporting
6. Core Financial System Requirements

Req. ID	VA	AT	REQUIREMENTS Managerial Cost Accounting	SOURCE(S)
01 System Administration				
06.01.01			The cost accounting system must support the information classification structure described in FFMSR-8, Chapter II, and use the data classification structure described there.	FFMSR-8, II-2
06.01.02		C	The cost accounting system must be integrated with the entity's overall accounting system including accessing the appropriate tables or data structures that define codes in other systems rather than maintaining its own duplicate set of tables or data structures.	FFMSR-8, III-2
06.01.03		D	[Version 4 - This requirement deleted.]	
06.01.04			The cost accounting system must allow authorized users to change data classification elements. The system should use the data classification elements for editing and reporting purposes.	FFMSR-8, III-2
06.01.05			[Version 3 - This requirement deleted.]	
06.01.06			The cost accounting system must maintain rules for assigning costs to cost objects. These rules must specify cost assignment method(s) used (direct tracing, cause-and-effect, allocation, etc) for an object and identify how the method(s) is applied.	FFMSR-8, III-2; SFFAS-4, 120-137
06.01.07-06.01.08		D	[Version 4 - These requirements deleted.]	
06.01.09-06.01.11			[Version 3 - These requirements deleted.]	
06.01.12			The cost accounting system must satisfy the "minimum criteria", including responsibility segments; full costing; costing methodology; performance measurement; reporting frequency; standard general ledger; precision of information; special situations; and documentation.	SFFAS-4, 71
06.01.13			[Version 3 - This requirement deleted.]	

Req. ID	VA	AT	REQUIREMENTS Managerial Cost Accounting	SOURCE(S)
06.01.14		D	[Version 4 - This requirement deleted.]	
02 Data Capture				
06.02.01		D	[Version 4 - This requirement deleted.]	
06.02.02		C	The cost accounting system must capture or share with other systems all data needed to determine the costs of outputs and the total net cost of the entity's operations, and must include appropriate disclosures of the components of net cost. The data capture must also include information on units produced.	FFMSR-8, III-4
06.02.03			The cost accounting system must be capable of capturing summary information on all costs and units from the Core Financial System, as well as any other systems of original entry for cost transactions.	FFMSR-8, III-4
06.02.04			The cost accounting system must allow for direct input of cost information by authorized users, with an appropriate audit trail, in order to capture costs that are not entered into any other system.	FFMSR-8, III-4
06.02.05			For costs entered directly into the cost accounting system, it must summarize and send them to the Core Financial System for reporting to the general ledger.	FFMSR-8, III-4
06.02.06-06.02.08			[Version 2 - These requirements deleted.]	
06.02.09	V	C	[This requirement is Value Added. See Value Added Section for requirement description.]	
06.02.10		C	The cost accounting system must include all direct costs that can be specifically identified with an output, such as those defined in SFFAS-4, paragraph 90.	SFFAS-4, 90; "DoDFMR," Volume 04, Chapter 19, 190101B
06.02.11		C	The cost accounting system must include all indirect costs that are jointly or commonly used to produce two or more types of outputs but are not specifically identifiable with any of the outputs, such as those defined in SFFAS-4, paragraph 91.	SFFAS-4, 91; "DoDFMR," Volume 04, Chapter 19, 190101B
06.02.12		C	The cost accounting system must include the cost elements presented in SFFAS-4, paragraphs 93 through 104.	SFFAS-4, 93-104

Req. ID	VA	AT	REQUIREMENTS Managerial Cost Accounting	SOURCE(S)
06.02.13		C	The cost accounting system must incorporate the cost of goods and services received from other entities (inter-entity costs) in the entity's full cost of goods and services.	SFFAS-4, 105
06.02.14			The "providing" entity's cost accounting system should record/recognize the full cost of goods and services provided to other entities regardless of whether full reimbursement is received.	SFFAS-4, 108
06.02.15			The "receiving" entity's cost accounting system should record/recognize the full cost of goods and services received from other entities as an expense or an asset.	SFFAS-4, 109
06.02.16			For non-reimbursed or partially reimbursed goods and services for which the providing entity does not provide complete cost information, the "receiving" entity should make and record a reasonable estimate of the costs.	SFFAS-4, 109
06.02.17			For material amounts, the "receiving" entity should recognize as a financing source the difference between the full cost of goods and services it receives from another entity and the reimbursement it made for those goods and services.	SFFAS-4, 109
06.02.18		C	The "providing" and "receiving" entities' cost accounting systems shall recognize individual inter-entity costs in accordance with SFFAS-4, 112.	SFFAS-4, 112
06.02.19		C	The cost accounting system should accumulate costs for responsibility segment(s) by type of resource (employees' labor, materials, utilities, etc.).	SFFAS-4, 119
06.02.20		C	The cost accounting system must draw information from the same common data source as the financial accounting and budgetary accounting systems.	SFFAS-4, 43-45; "DoDFMR," Volume 04, Chapter 19, 190102C
06.02.21		D	[Version 4 - This requirement deleted.]	
06.02.22		C	The cost accounting system must distinguish between funded and unfunded costs (in order to implement cost-based budgets).	"DoDFMR," Volume 04, Chapter 20, 200102B
06.02.23		C	The cost accounting system must include unallowable costs	"DoDFMR,"

Req. ID	VA	AT	REQUIREMENTS Managerial Cost Accounting	SOURCE(S)
			(costs for which the entity cannot legally be reimbursed by a customer) as a cost of operations.	Volume 04, Chapter 19, 190205
06.02.24			The cost accounting system may use standard costs for estimating, accumulating, and reporting the costs of direct material and direct labor only when the four criteria in "DoDFMR," Volume 04, Chapter 19, 190207A are met.	"DoDFMR," Volume 04, Chapter 19, 190207A1,2,3, 4
06.02.25			The cost accounting system shall group business unit general and administrative expenses in a separate indirect cost pool to be allocated to final cost outputs.	"DoDFMR," Volume 04, Chapter 19, 190210B
06.02.26			For allocating general and administrative expenses, items produced or worked on for stock or product inventory must be accounted for as final cost objectives as stipulated in "DoDFMR," Volume 04, Chapter 19,190210G.	"DoDFMR," Volume 04, Chapter 19, 190210G
06.02.27		C	The job order cost system must maintain or update all subsidiary accounts necessary to satisfy the management's information requirements. The job order cost system must be subsidiary to the general accounting system.	"DoDFMR," Volume 04, Chapter 20, 200201; and 200308
06.02.28		C	The job order cost accounting system must use job order numbers assigned by the appropriate cost accounting department for each defined cost output (objective).	"DoDFMR," Volume 04, Chapter 20, 200302
06.02.29 - 06.02.30		D	[Version 4 - These requirements deleted.]	
06.02.31		C	The job order cost system must accumulate unfounded costs (such as military labor, unfounded civilian labor, unfounded material, etc.) in accordance with "DoDFMR," Volume 04, Chapter 20, 200311.	"DoDFMR," Volume 04, Chapter 20, 200311
06.02.32			The job order cost system must account for all production costs (for example direct labor, direct material, and overhead) associated with producing a product/end item.	"DoDFMR," Volume 04, Chapter 20, 2004
06.02.33		C	The process cost accounting must maintain or update all subsidiary accounts necessary to satisfy the management information requirements. The process cost accounting system must be subsidiary to the general accounting system.	"DoDFMR," Volume 04, Chapter 21, 210201; and

Req. ID	VA	AT	REQUIREMENTS Managerial Cost Accounting	SOURCE(S) 210307
06.02.34		C	The process cost accounting system must clearly identify the cost centers and products to be produced.	"DoDFMR," Volume 04, Chapter 21, 210301
06.02.35			The process cost accounting system must utilize standard costs, accumulate actual costs, and identify variances between the two to allow for a managerial analysis of efficiency and effectiveness.	"DoDFMR," Volume 04, Chapter 21, 210303
06.02.36		D	[Version 4 - This requirement deleted.]	
03 Cost Assignment				
06.03.01		D	[Version 4 - This requirement deleted.]	
06.03.02		C	The cost accounting system must support one or more costing methodologies that comply with the principles in SFFAS-4. Recommended methodologies are activity based costing, job order costing, process costing and standard costing.	FFMSR-8, III-6
06.03.03			The cost accounting system must send the summarized impact of cost assignments to the Core Financial System for posting to the general ledger and for external reporting.	FFMSR-8, III-6
06.03.04			The cost accounting system must assign supporting segments' costs to the responsibility segments that received the goods and services (referred to as intra-entity cost assignments).	SFFAS-4, 122
06.03.05		C	The cost accounting system must assign the following costs to a responsibility segment's outputs:(1) the segment's direct and indirect costs, (2) other responsibility segments' costs assigned to the segment, and (3) inter-entity costs for goods and services received.	SFFAS-4, 123
06.03.06		C	The cost accounting system must assign costs that can be directly traced to an activity/output.	SFFAS-4, 139
06.03.07			The cost accounting system must assign indirect common costs to outputs or activities that share resources.	SFFAS-4, 140
06.03.08		C	The cost accounting system should assign indirect common costs to outputs or activities on a cause-and-effect basis, if feasible, or through reasonable allocation.	SFFAS-4, 140

Req. ID	V A	A T	REQUIREMENTS Managerial Cost Accounting	SOURCE(S)
06.03.09			The cost accounting system must allocate each type of cost only once, and on only one basis, to any output or activity (cost objective).	"DoDFMR," Volume 04, Chapter 19, 190202A & B
06.03.10			The cost accounting system must properly allocate costs between accounting periods.	"DoDFMR," Volume 04, Chapter 19, 190206
06.03.11			The cost accounting system must assign the cost of compensated absences to the accounting period(s) in which earned.	"DoDFMR," Volume 04, Chapter 19, 190208A
06.03.12			The cost accounting system shall allocate pro-rata, on an annual basis, the cost of compensated absences to the applicable outputs/activities of the entity.	"DoDFMR," Volume 04, Chapter 19, 190208B
06.03.13			The cost accounting system shall assign depreciation on tangible assets to the cost accounting periods in accordance with criteria stipulated in "DoDFMR," Volume 04, Chapter 19, 190209A.1-2. The assignment of depreciation cost will be consistent with the methods used by the core accounting system.	"DoDFMR," Volume 04, Chapter 19, 190209A
06.03.14			The cost accounting system shall allocate depreciation costs to outputs/activities in accordance with criteria stipulated in "DoDFMR," Volume 04, Chapter 19, 190209B,1-3.	"DoDFMR," Volume 04, Chapter 19, 190209B
06.03.15			The cost accounting system must allocate business unit general and administrative expenses to outputs based on their beneficial or causal relationship.	"DoDFMR," Volume 04, Chapter 19, 190210A
06.03.16			The cost accounting system must allocate business unit general and administrative expenses for the accounting period to final cost outputs by means of a cost input basis representing the total activity of the unit.	"DoDFMR," Volume 04, Chapter 19, 190210C
06.03.17			The cost accounting system must have the capability to allocate headquarters expenses to responsibility segments/outputs in accordance with "DoDFMR," Volume 04, Chapter 19, 190210D.1 & 2.	"DoDFMR," Volume 04, Chapter 19, 190210D
06.03.18		C	The cost accounting system must have the capability to segregate headquarters function expenses for responsibility	"DoDFMR," Volume 04,

Req. ID	VA	AT	REQUIREMENTS Managerial Cost Accounting	SOURCE(S)
			segments that perform headquarters functions and operational activities, and allocate those expenses to the benefiting or causing segments.	Chapter 19, 190210F
06.03.19			The cost accounting system must assign the cost of deferred compensation (except annual leave, sick leave and pension costs) to the appropriate cost accounting period, as stipulated in "DoDFMR," Volume 04, Chapter 19, 190215B, C & D.	"DoDFMR," Volume 04, Chapter 19, 190215B-D
06.03.20		C	The job order cost system must be able to update appropriate general ledger control accounts, such as work in process, construction in progress, cost of goods sold, etc.	DoDFMR, Volume 04, Chapter 20, 200202; and 200302
06.03.21		C	The job order cost system must add unfunded cost financed by other organizations or by prior appropriations to the shop rate charges and billed to non-DoD ordering activities.	"DoDFMR," Volume 04, Chapter 20, 200305B
06.03.22			General and administrative expenses are to be accumulated by the system in the activity's indirect cost accounts and equitably charged to customers by prorating the expenses to job orders.	"DoDFMR," Volume 04, Chapter 20, 200309
04 Cost and Revenue Accumulation				
06.04.01		C	The cost accounting system must send cost data to the appropriate system to calculate exchange revenue for goods or services made to order under a contract.	SFFAS-7, 36(b)
06.04.02			The cost accounting system must support the inventory system or other property systems by accumulating costs from multiple sources for inventory and related property that has been acquired, is being repaired, or is in production.	FFMSR-8, III-7
06.04.03		C	The cost accounting system must provide accumulated costs, including applicable indirect costs, to the inventory or other property system(s) for recording as to appropriate asset, expense or revenue type.	FFMSR-8, III-8
06.04.04			[Version 2 - This requirement deleted.]	
06.04.05		D	[Version 4 - This requirement deleted.]	

Req. ID	VA	AT	REQUIREMENTS Managerial Cost Accounting	SOURCE(S)
06.04.06		D	[Version 4 - This requirement deleted and requirement combined with another FFMR.]	
06.04.07		C	The cost accounting system must accumulate and maintain current period full cost and the total cost for each construction project and item of general property, plant and equipment under construction.	FFMSR-8, III-8
06.04.08			For completed projects, the cost accounting system must transfer construction in progress amounts to the appropriate asset account and pass the information to the Core Financial System and property management system(s) for asset valuation purposes.	FFMSR-8, III-8
06.04.09		C	The cost accounting system must capture and classify costs of acquiring, constructing, improving, and reconstructing or renovating heritage assets, federal mission (including national defense) PP&E, and stewardship land (including preparing it for use) for reporting as expenses in the period incurred.	FFMSR-8, III-9; SFFAS-8, 64&66; SFFAS-6, 53; SFFAS-6, 69; SFFAS-8, 77&80; SFFAS-6, 61
06.04.10			The cost accounting system must accumulate and maintain for 5 years costs that are related to stewardship assets (for stewardship reporting purposes).	FFMSR-8, III-9
06.04.11			The job order cost system must calculate actual shop rates from the same database used to prepare general ledger control account entries.	"DoDFMR," Volume 04, Chapter 20, 200305A
06.04.12-06.04.14		D	[Version 4 - These requirements deleted.]	
06.04.15		D	[Version 4 - This requirement deleted, in Version 3 requirement combined with 06.04.14.	
06.04.16 - 06.04.17		D	[Version 4 - These requirements deleted.]	
06.04.18		D	[Version 4 - This requirement deleted, after move to another FFMR.]	
06.04.19		A	The cost accounting system must accumulate costs in agency-defined cost centers that are associated with agency-defined performance measures.	FFMSR-8, III-9

Req. ID	VA	AT	REQUIREMENTS Managerial Cost Accounting	SOURCE(S)
06.04.20		A	The cost accounting system must accumulate numerically valued agency-defined output information.	FFMSR-8, III-9
06.04.21		A	The cost accounting system must calculate the unit cost of outputs.	FFMSR-8, III-10
05 Cost Monitoring/Reporting				
06.05.01			The cost accounting system must be able to provide cost data needed to produce the Statement of Net Costs for the agency's required financial statements.	FFMSR-8, III-9
06.05.02			The cost accounting system must be able to produce the data needed for reporting on stewardship resources.	FFMSR-8, III-8
06.05.03-06.05.05		D	[Version 4 - These requirements deleted, after move to another FFMR.]	
06.05.06			The cost accounting system must produce unit cost reports by output.	FFMSR-8, III-10
06.05.07			The cost accounting system must produce project, job order, and work order reports showing costs for a project from its inception up to the current date.	FFMSR-8, III-10
06.05.08			The cost accounting system must produce contract reports showing the revenues and costs associated with each contract. (i.e. customer orders).	FFMSR-8, III-10
06.05.09		C	The cost accounting system must provide to the reporting system, general management and administrative cost that can not be traced , assigned, or allocated to specific responsibility segments or outputs, for reporting in the entity's financial statement as costs not assigned to programs.	SFFAS-4, 92
06.05.10		D	[Version 4 - This requirement deleted, after movement of source references.]	
06.05.11			Inter-entity expenses, assets and financing sources must be eliminated for any consolidated financial statements covering both receiving and providing entities. All inter-entity costs are to be recognized based on the criteria in SFFAS-4, paragraph 112.	SFFAS-4, 109, 111 & 112
06.05.12		D	[Version 4 - This requirement deleted, after movement of source references.]	

Req. ID	V A	A T	REQUIREMENTS Managerial Cost Accounting	SOURCE(S)
06.05.13			The job order cost system must be able to produce required cost reports (such as month-end reports).	"DoDFMR," Volume 04, Chapter 20, 2005
06.05.14		C	The process cost accounting system must update the appropriate general ledger control accounts Inventory Held for Sale and the Work in Process (in-house) in accordance with posting logic identified in Table 21-1 of "DoDFMR" Volume 04, Chapter 21.	"DoDFMR," Volume 04, Chapter 21, 210202
06.05.15		D	[Version 4 - This requirement deleted, after movement of source references.]	
06.05.16			The process cost accounting system must produce required cost reports (such as month-end reports).	"DoDFMR," Volume 04, Chapter 21, 2104
06 Core Financial System Requirements				
06.06.01		C	The system must have the capability to use the accrual basis of accounting when recognizing costs and revenue. Cost recognition will take place in the period of time when the events occurred regardless of when ordered, received or paid for. Similarly, must provide the capability to recognize revenue when earned.	JFMIP SR-02-01, req. CMB-01
06.06.02		C	The system must have the capability to associate with the appropriate cost objects, the reductions of balances such as inventories, prepaid expenses and advance payments as the balances are used or liquidated.	JFMIP SR-02-01, req. CMB-02
06.06.03		C	The system must have the capability to use the agency's accounting classification elements to identify and establish unique cost objects (for the purpose of cost and revenue capture, accumulation and reporting). Cost objects might include: organizational units, programs, projects, activities, targeted outputs, specific contracts, specific customers, work orders, etc.	JFMIP SR-02-01, req. CMA-01
06.06.04		C	The system must have the capability to calculate prices, fees, and user charges for reimbursable agreements and other purposes using full cost, consistent with the guidance of OMB Circular No. A-25 User Charges.	JFMIP SR-02-01, req. CMA-08
06.06.05		C	The system must have the capability to identify all costs	JFMIP SR-02-

Req. ID	VA	AT	REQUIREMENTS Managerial Cost Accounting	SOURCE(S)
			incurred by the agency in support of activities of revolving funds, trust funds, or commercial functions, including the applicable portions of any related salaries and expense accounts identified with those activities.	01, req. CMA-05
06.06.06		C	The system must have the capability to track current cost information against prior month and prior-year-to date cost data for selected cost objects, and track progress against pre-determined plans. In addition, the system must also accumulate non-financial data relating to cost objects such as output units to allow the calculation of both total and unit costs. Finally, the system must transfer (and trace) cost data directly to and from other cost systems/applications that produce or allocate cost information.	JFMIP SR-02-01, req.CMA-04, CMA-06, and CMA-07.
06.06.07		C	The system must have the capability to distribute information (such as income statements and status of funds reports) on costs and revenue associated with cost objects.	JFMIP SR-02-01, req. CMC-01
06.06.08		C	The system must have the capability to distribute costs to other cost objects regardless of how they were originally assigned.	JFMIP SR-02-01, req. CMC-04
06.06.09		C	The system must have the capability to provide an audit trail that traces a transaction from its origin to the final cost object(s).	JFMIP SR-02-01, req. CMC-05
06.06.10		D	[Version 4 - This requirement is deleted.]	
06.06.11		C	The system must provide the capability to identify and record costs incurred by each cost object, including input of costs from feeder systems, such as inventory, travel, property management (depreciation), or payroll.	JFMIP SR-02-01, req. CMB-03
06.06.12		C	The system must provide the capability to assign indirect costs on a cause-and-effect basis, or allocate costs through any reasonable and consistent basis such as a percentage of total cost incurred, direct labor hours used, square footage, or metered usage.	JFMIP SR-02-01, req. CMB-04
06.06.13		C	The system must provide the capability to perform multi-layer overhead distributions that are user-defined (at least three levels of distribution) using multiple rates, fixed amount and other appropriate allocation methods.	JFMIP SR-02-01, req. CMB-05
06.06.14		C	The system must provide the capability to use historical information to conduct variance and time-series analyses, and to demonstrate the fairness and appropriateness of rates and charges that are based on actual historical costs.	JFMIP SR-02-01, req. CMC-03

Req. ID	VA	AT	REQUIREMENTS Managerial Cost Accounting	SOURCE(S)
06.06.15		C	To support the revolving fund function, the Core Financial System must provide the capability to use cost management in revolving funds, including working capital programs.	JFMIP SR-02-01, req. CMD-01
06.06.16		C	The system must create and track the funding associated with cost objects (e.g., contracts, work-orders, projects, reimbursable agreements) and provide funding status on fiscal year-to-date and project inception-to-date basis.	JFMIP SR-02-01, req. CMD-03
06.06.17		C	The system must support the aggregation of project cost and funding information to a higher level, for example linking the costs of a set of related projects for a particular customer on one report.	JFMIP SR-02-01, req. CMD-04
06.06.18		C	The system must provide the capability to verify funds availability for orders placed against a specific contract, work-order or agreement for a particular customer of the revolving fund operation.	JFMIP SR-02-01, req. CMD-05
06.06.19		C	The system must provide the capability to support funding of revolving fund contracts, work-orders, and projects through the use of advances, prepayments or reimbursements.	JFMIP SR-02-01, req. CMD-06
06.06.20-06.06.23		D	[Version 4 - These requirements deleted.]	
06.06.24		A	The system must provide the capability to allocate and distribute the full cost and revenue of cost objects as defined in SFFAS No. 4. Full cost includes: support costs provided by other responsibility segments, both internal and external; identifiable support costs provided by other Government agencies such as pension and other retirement benefits; unfunded costs such as accrued annual leave that accrue in the current reporting period; depreciation expense; and, amortization costs.	JFMIP SR-02-01, req. CMA-02
06.06.25		A	The system must provide the capability to allocate and distribute the full cost of goods and services provided by one Federal entity to another.	JFMIP SR-02-01, req. CMA-03
06.06.26		A	The system must provide the capability to provide consistent information on financial, budget, and program matters in different reports. For example, bills generated for customers in the receivables system should match customer status reports generated by the cost management system for the same periods.	JFMIP SR-02-01, req. CMC-02

Req. ID	V A	A T	REQUIREMENTS **Managerial Cost Accounting**	SOURCE(S)
06.06.27		A	The system must provide the capability to allocate working capital and revolving fund costs across organization and program lines and generate appropriate journal entries.	JFMIP SR-02-01, req. CMD-02

Managerial Cost Accounting
Value Added Requirement

REQ. ID	REQUIREMENTS	SOURCE(S)
06.02.09V	The cost accounting system should accumulate and report the full cost of the output. (Full cost of an output includes the costs of resources consumed by the responsibility segment that directly contribute to the output and the costs of identifiable supporting services provided by other responsibility segments and by other entities.)	SFFAS-4, 89, 90, 91; "DoDFMR," Volume 04, Chapter 19, 190101B

CHAPTER 7
Human Resources and Payroll
Introduction

A federal agency's human resources and payroll systems must be designed and implemented in order to:

-- operate in accordance with laws, regulations, and judicial decisions;
-- completely, accurately and promptly pay employees and withhold their deductions;
-- completely, accurately and promptly generate personnel/payroll records and transactions;
-- provide timely access to complete, correct, and accurate information to those within and outside of the agency who require the information;
-- interact timely and properly with core financial system; and
-- provide adequate internal controls to ensure that the personnel/payroll system(s) is operating as intended.

JFMIP has established requirements for Federal human resources and payroll systems in JFMIP SR-99-5. That document contains systems requirements for human resource and personnel management, time and attendance, and payroll processing. ***Those requirements are applicable to both civilian and military personnel/payroll systems.*** This chapter contains a sub-section entitled "Military Pay", but that sub-section is intended to include requirements *unique* to military payroll systems. The requirements in other sub-sections of this Chapter (particularly 01, 03, 04, and 06) apply to both civilian and military personnel/payroll systems. Users must exercise their own knowledge and judgment of the differences between military and civilian personnel/payroll systems in applying these requirements to the different systems.

Human resources and payroll functions are necessarily closely linked. An individual's payroll record is created only after Personnel has hired (enlisted/appointed) the person and has brought him/her onto the organization's rolls and established his/her salary, grade, entitlements, etc. Any changes to the basic authorizations and entitlements must be made by Personnel before being reflected in the payroll system.

Although DoD has been reducing the magnitude of its operations and the size of its workforce, it still employs over a half of a million civilians and over 2 million military personnel. The Department's personnel (civilian and military) costs and benefits annually total tens of millions of dollars and represent a significant portion of the Department's operating expenses.

Human Resources and Payroll

Functional Requirements

1: Human Resource Data Collection/Maintenance and Personnel Processing
2: Time and Attendance Processing
3: Leave Processing
4: Payroll Withholdings/Deductions Processing
5: Computing Gross Pay
6: Payroll Processing and Distribution
7: Military Pay
8: Reporting

Req. ID	VA	AT	REQUIREMENTS Human Resources and Payroll	SOURCE(S)
01 Human Resource Data Collection/Maintenance and Personnel Processing				
07.01.01 - 07.01.02			[Version 3 - These requirements deleted.]	
07.01.03			The human resources system must provide for support capabilities to electronically generate, approve, and process the full range of monetary and honorary awards for employees, and be flexible enough to tailor to individual agency needs.	JFMIP SR-99-5, 20
07.01.04			[Version 3 - This requirement deleted.]	
07.01.05			The human resources system must fully document the associate personnel actions with all regulatory required information such as legal authority and nature of actions.	JFMIP SR-99-5, 18
07.01.06			The human resources system must process (with both current and future effective dates) the full range of individual and mass personnel actions such as appointments, reinstatements, transfers, promotions, separations, retirements, terminations, furloughs, change to lower grades, reassignments, pay, movements, pay changes (including locality and national adjustments, allowances, differentials, premium pay, movement between pay plans or schedules, and pay and grade retention), and details. There is also a need for the capability to correct or cancel theses actions and to provide the necessary audit trail.	JFMIP SR-99-5, 18
07.01.07 - 07.01.08			[Version 3 - These requirements deleted.]	
07.01.09		C	The human resources system should maintain individual retirement data, including service history and fiscal history for each employee. Maintain separate records for military (post-1956) and civilian deposits.	JFMIP SR-99-5, 26

Req. ID	VA	AT	REQUIREMENTS Human Resources and Payroll	SOURCE(S)
07.01.10			The human resources system must record incumbent related information such as date of hire, service computation date, retirement service date, severance pay date, Civil Service Retirement System, Federal Employees Retirement System, Federal Employee Group Life Insurance and Thrift Saving Plan eligibility dates, Federal Employee Health Benefit enrollment date, step increase and prior military service information must also be recorded. There is also a need for the capability to correct or cancel these actions, and provide the necessary audit trail.	JFMIP SR-99-5, 18
07.01.11			The human resources system must provide for automatic data conversion and electronic transfer of required data to the OPM and other recipients of Government wide reporting information.	JFMIP SR-99-5, 29
07.01.12			The human resources system must enable managers and human resources staff to track past, current and pending personnel actions.	JFMIP SR-99-5, 18
07.01.13			[Version 3 - This requirement deleted.]	
07.01.14		C	The human resources system must generate a Monthly Employee Report (SF113A) and a Monthly FTE Report (SF 113G) to OPM.	JFMIP SR-99-5, 29
07.01.15-07.01.23			[Version 3 - These requirements deleted.]	
07.01.24			The human resources system must be able to provide organizational decision support for managers that will simplify their organization and position design decisions (e.g., Budget and Full Time Equivalent (FTE) management, activity based costing, work effort as related to performance measures and indicators).	JFMIP SR-99-5, 16
07.01.25			The human resources system should enable managers to electronically initiate the full range of recruitment-based actions (e.g., internal and external recruitment actions, reassignment actions, details) and flow these actions to the appropriate individuals and offices for approvals and processing.	JFMIP SR-99-5, 17
07.01.26		C	The human resources system using position-based requirements should provide expert or decision support to generate documentation needed to complete the recruitment process. This includes preparation of vacancy announcements, which contain specific selection criteria (e.g., knowledge, skills and abilities (KSAs), and conditions of employment).	JFMIP SR-99-5, 17

Req. ID	VA	AT	REQUIREMENTS Human Resources and Payroll	SOURCE(S)
07.01.28			The human resources system must accommodate external reporting needs including those required by Treasury, OPM, The Department of Labor, the Federal Retirement Thrift Investment Board, and others.	JFMIP SR-99-5, 28
07.01.29 - 07.01.30			[Version 3 - These requirements deleted.]	
07.01.31	V	C	[This requirement is Value Added. See Value Added Section for the requirement description.]	
07.01.32			[Version 3 - This requirement deleted.]	
07.01.33	V	C	[This requirement is Value Added. See Value Added Section for the requirement description.]	
07.01.34 - 07.01.35			[Version 3 - These requirements deleted.]	
07.01.36	V	C	[This requirement is Value Added. See Value Added Section for the requirement description.]	
07.01.37		D	[Version 4 - This requirement deleted, after move to another FFMR.]	
07.01.38			[Version 3 - This requirement deleted.]	
07.01.39			The human resources system must automatically generate personnel action reminders that will prompt management decisions on such actions as within-grade-increase, completion of probationary period and temporary appointments, and any similar time-sensitive actions. It also should enable on-line approval or disapproval of such recurring actions.	JFMIP SR-99-5, 18
07.01.40			[Version 3 - This requirement deleted.]	
07.01.41		C	The system must provide for both transfers for separating (inter-agency) or transferring (intra-agency) employees with the next regular payroll. Note: 1) "Transfers for separating," describes transferring from one agency to another. 2) "Transferring" describes a transfer within the same federal agency.	JFMIP SR-99-5, 29

Req. ID	VA	AT	REQUIREMENTS Human Resources and Payroll	SOURCE(S)
07.01.42			The human resources system must process management and employee requested personal actions by either the generation of paper SF-50 or the electronic storage of data associated with theSF-50. Also included in this process are those actions ancillary to employment, such as requesting security investigations, arranging physical examination and identifying drug testing requirements, requesting and approving SF-75 information, and the administration of the in-processing activities.	JFMIP SR-99-5, 18
07.01.43		D	[Version 4 - This requirement deleted, after move to another FFMR.]	
07.01.44			[Version 3 - This requirement deleted.]	
07.01.45			[Version 2 - This requirement deleted.]	
07.01.46			[Version 3 - This requirement deleted.]	
07.01.47			The human resources system must generate retention records for a Reduction in Force (RIF) based on competitive position, tenure, and retention requirements. The human resources system should also provide the capability to process reduction in force actions including the determination of retention rights, issuance of notices, and generation of required documentation.	JFMIP SR-99-5, 30; JFMIP SR-99-5, 17
07.01.48			The human resources system must preclude duplicate data entry by electronically producing position-embedded performance criteria necessary to generate individual performance appraisal plans.	JFMIP SR-99-5, 20
07.01.49	V	C	[This requirement is Value Added. See Value Added Section for the requirement description.]	
07.01.50	V	C	[This requirement is Value Added. See Value Added Section for the requirement description.]	
07.01.51	V	C	[This requirement is Value Added. See Value Added Section for the requirement description.]	
07.01.52			The human resources system must provide the capability to track and record the full range of employee, management, or third party generated appeals and grievances. This includes events such as performance and conduct cases, Uniform Labor Practices, and Labor contract administration.	JFMIP SR-99-5, 20
07.01.53			The human resources system tracking functionality must include	JFMIP SR-99-

Req. ID	VA	AT	REQUIREMENTS Human Resources and Payroll	SOURCE(S)
			such information as case nature, case date, case steps and resolution.	5, 20
07.01.54	V	C	[This requirement is Value Added. See Value Added Section for the requirement description.]	
07.01.55			The human resources system must preclude duplicate data entry by automatically accessing position and employee information already residing within the system.	JFMIP SR-99-5, 18
07.01.56 - 07.01.58	V	C	[These requirements are Value Added. See Value Added Section for the requirement descriptions.]	
07.01.59		C	The human resources system must provide the capability to produce pertinent information in response to classification appeals.	JFMIP SR-99-5, 16
07.01.60		C	The human resources system must provide a means for applicants and employees to apply as either external or internal candidates for vacant positions.	JFMIP SR-99-5, 17
07.01.61		C	The human resources system must have the capability to enable maximum employee access to self-service personnel benefits information and automated transaction processing so that employees may manage their own benefits.	JFMIP SR-99-5, 19
07.01.62			Benefits Administration systems coverage must include Federal Employees Health Benefits Life Event and Open Season Elections; Thrift Savings Plan Life Event and Open Seasons Elections; Federal Employees Group Life Insurance Live Event and Open Season Elections; Miscellaneous Changes (e.g., address, name, emergency contact information); Alternative data and processing entry points for individuals with disabilities in compliance with the American Disability Act.	JFMIP SR-99-5, 19
07.01.63		C	In support of work force development, the human resources system must provide the capability to use position and personal data already residing within the system to facilitate on-line initiation of the full range of work force development activities, which include nomination, approval, enrollment, evaluation, and personnel record documentation.	JFMIP SR-99-5, 21
07.01.64		C	In support of work force development functions, the human resources system must record essential data relative to the cost and source of developmental activities and enable analysis of such activities to determine future budget needs and return on investment.	JFMIP SR-99-5, 21

Req. ID	VA	AT	REQUIREMENTS Human Resources and Payroll	SOURCE(S)
07.01.65		C	In support of employee development programs, the human resources system must support the planning, development, delivery of training and career development programs to meet agency and employee needs, and track completion of training by employees.	JFMIP SR-99-9, 21
07.01.66		C	In support of developing training budgets, the human resources system should support the preparation of financial projections and implementation of controls, which maximize the utilization of training funds.	JFMIP SR-99-5, 21
07.01.67		C	To evaluate development and training activities, the human resources system must support the evaluation of the effectiveness and quality of course design, program content, delivery methodology and instructional value.	JFMIP SR-99-5, 21
2: Time and Attendance Processing				
07.02.01			[Version 3 - This requirement deleted.]	
07.02.02			In T&A systems, approvals shall be made individually for each employee, and an approval-automated signature shall be provided for each time and attendance reports.	"DoDFMR," Volume 08, Chapter 02, 020402B
07.02.03			The T&A system must collect actual hours or days worked, and other pay related data, e.g., piecework, fee basis units/ dollars, and differentials for each employee.	JFMIP SR-99-5, 22
07.02.04		C	The T&A system collect work and leave hours based upon an established tour of duty, including alternative work schedule/flextime hours information.	JFMIP SR-99-5, 22
07.02.05			[Version 3 - This requirement deleted.]	
07.02.06		C	The T&A system must support the collection of labor distribution hours based on the accounting classification code structure defined in the JFMIP Core Requirements document.	JFMIP SR-99-5, 27
07.02.07			The T&A system must provide capabilities for the collection of time and attendance data on a pay period basis, e.g., daily, weekly, biweekly, semi-monthly, and/or monthly basis.	JFMIP SR-99-5, 22
07.02.08			The T&A system must calculate and adjust weekly, biweekly, per pay period, hours based on Fair Labor Standards Act (FLSA), Title 5, and other statutory and regulatory requirements.	JFMIP SR-99-5, 22

Req. ID	VA	AT	REQUIREMENTS Human Resources and Payroll	SOURCE(S)
07.02.09			The T&A system must accept time and attendance data through various processing modes e.g., automated time entry or internet.	JFMIP SR-99-5, 22
07.02.10			The T&A system must support the correction of current and prior pay period time and attendance records.	JFMIP SR-99-5, 22
07.02.11			The T&A system must collect data on employees who work temporarily in other or multiple pay classifications.	JFMIP SR-99-5, 22
07.02.12			The T&A system must be able to capture data in days, fractions of hours, or other units of measure as required.	JFMIP SR-99-5, 22
07.02.13			The T&A system must generate reports to monitor T&A data.	JFMIP SR-99-5, 22
07.02.14			[Version 3 - This requirement deleted.]	
07.02.15			The T&A system must be able to receive electronic, or other appropriately documented, approvals from authorized approving officials, and then release data for further system processing.	JFMIP SR-99-5, 22
07.02.16			[Version 3 - This requirement deleted.]	
07.02.17		C	For a T&A system, a single automated code may be entered by the supervisor to approve the information contained in the file, provided that the data elements itemized in paragraph 020205, DoD FMR Vol. 8, Chapter 2, are contained in the file.	"DoDFMR," Volume 08, Chapter 02, 020402D
07.02.18			[Version 3 - This requirement deleted.]	
07.02.19		C	For a T&A system, an electronic authorization may be entered by the supervisor to approve the information contained in the file, provided that the data elements itemized in "DoDFMR," Volume 8, Chapter 2, paragraph 020402 are contained in the file.	"DoDFMR," Volume 08, Chapter 02, 020402
07.02.20			The T&A system must determine premium pay entitlements based on schedule tour; actual hours worked and leave data.	JFMIP SR-99-5, 22
07.02.21		C	The system must accumulate labor and cost information for use in budgeting and controlling costs; performance measurement; determining fees and prices for services; assessing programs; and management decision making. Labor costs are an integral part of determining and doing business.	JFMIP SR-99-5, 27
07.02.22		C	The system must accumulate work units by cost object (e.g., organization and activity), and responsibility center and be provided to other systems performing cost accounting functions.	JFMIP SR-99-5, 27

Req. ID	V A	A T	REQUIREMENTS Human Resources and Payroll	SOURCE(S)
07.02.23			To support time and attendance processing, the T&A system must edit T&A data at the earliest time to ensure that the data are complete, accurate, and in accordance with legal requirements.	JFMIP SR-99-5, 22
03 Leave Processing				
07.03.01			[Version 3 - This requirement deleted.]	
07.03.02			The payroll system must automatically convert leave taken in excess of available balance, based upon an established leave priority policy. When appropriate, provide for management review (e.g., to determine advance, leave without pay, or absence without leave).	JFMIP SR-99-5, 23
07.03.03			For each pay period, the payroll system must accrue each type of leave to which an employee is entitled, including partial accruals and carryovers. Special accrual rules for employees using donated leave, etc., must be accommodated.	JFMIP SR-99-5, 23
07.03.04			The payroll system must process variable leave accruals for part-time employees. The accruals shall be based on actual hours in a pay status.	JFMIP SR-99-5, 23
07.03.05			The payroll system must determine compensatory time or credit hours to be forfeited or paid as appropriate based on predetermined elapsed time limits; maximum carry over limits; and maximum earning ceilings.	JFMIP SR-99-5, 23
07.03.06			The payroll system must maintain detailed audit trail and control data that ensure that all reported leave hours have been processed accurately and that the hours used in pay calculations are correct.	JFMIP SR-99-5, 23
07.03.07			The human resources system must provide the capability to track and report pay associated with job-related injury time (continuation of pay (COP)).	JFMIP SR-99-5, 26
07.03.08			The payroll system must provide capabilities for fiscal year-end, leave-year- end and calendar year-end processing and forfeitures in accordance with established Government-wide and agency guidelines.	JFMIP SR-99-5, 23
07.03.09			The payroll system must process leave forfeiture and carryover for each employee.	JFMIP SR-99-5, 23

Req. ID	VA	AT	REQUIREMENTS Human Resources and Payroll	SOURCE(S)
07.03.10		C	The payroll system must modify leave accruals; and/ or balances for employees who change leave systems, or work schedules (i.e., full-time to part-time, etc.). Note: "change leave status" means "change in employee status for leave entitlement.	JFMIP SR-99-5, 23
07.03.11			The payroll system must process both current period and prior period leave transactions on an effective pay period basis.	JFMIP SR-99-5, 23
07.03.12			The payroll system must provide capabilities for recomputing leave balances resulting from prior-period hour adjustments or retroactive entitlement changes for each period, subsequent to the effective period of the change in the following period. Such recomputations will be processed in the following order: (1) retroactive entitlement changes, and then (2) prior period hour adjustments.	JFMIP SR-99-5, 23
07.03.13		D	[Version 4 - This requirement deleted.]	
07.03.14			[Version 3 - This requirement deleted.]	
07.03.15			The payroll system must maintain leave records that show for each employee or service member: 1) the rate of accrual for each type of leave, 2) the hours or days accrued, used, and available by leave type, 3) any advance leave authorized, including the date through which the leave is authorized, the type of leave advanced, and the total hours or days advanced, 4) any leave received or given under a leave sharing program authorized in 5 USC.6331 et reg., and 5) the number of hours for any leave ceiling, by type of leave.	"DoDFMR", Volume 08, Chapter 05, 050103; 050105; and 050202
07.03.16			[Version 3 - This requirement deleted.]	
07.03.17			The payroll system should process leave for each reported leave type at the end of each effective pay period. Process advances; accruals, and restored leave before usage are applied to the appropriate available balance.	JFMIP SR-99-5, 23
07.03.18			[Version 3 - This requirement deleted.]	

Req. ID	V A	A T	REQUIREMENTS Human Resources and Payroll	SOURCE(S)
07.03.19		C	Upon termination of an employee from federal employment, the payroll system must offset the dollar amount of advanced-leave balances (computed at the rate of pay in effect when the leave was taken) against the dollar amount of earnings for pay period of separation and any unused annual leave (based on the current pay rate), and calculate indebtedness for leave advances upon separation and accommodate requests for waiver of collections for leave advances.	JFMIP SR-99-5, 25
07.03.20		D	[Version 4 - This requirement deleted.]	
07.03.21		C	The payroll system must process leave accrual units for special category employees, e.g., firefighters, etc.	JFMIP SR-99-5, 23
07.03.22			To support leave processing, the payroll system must offset advanced sick leave balances against subsequent pay period accruals of sick leave.	JFMIP SR-99-5, 23
04 Payroll Withholdings/Deductions Processing				
07.04.01		C	The payroll system must provide data to establish receivables or follow up on types of leave that may result in an employee indebtedness, including health insurance premiums for employees on approved leave without pay and certain jury duty fees while on court leave.	JFMIP SR-99-5, 26; "DoDFMR," Volume 08, Chapter 05, 050107
07.04.02			The payroll system must provide for percentage computation of deductions that are subject to annual or regulatory limits (e.g., the current rate for federal taxes on supplement payments, Thrift Savings plans TSP contributions, and Social Security taxes).	JFMIP SR-99-5, 25
07.04.03			[Version 3 - This requirement deleted.]	
07.04.04			The payroll system must calculate the following deductions for each employee: (1) mandatory deductions (e.g., retirement, federal, state, local and FICA taxes), (2) voluntary deductions (e.g., state and local taxes for multiple taxing authorities, life insurance, health insurance, thrift saving, deductions, allotments, and bonds and pre-tax deductions for transportation benefits), and (3) involuntary deductions (e.g., IRS levies, garnishment and administrative debt collection).	JFMIP SR-99-5, 24, 25
07.04.05			The payroll system must provide the capability to handle deductions that apply to various pay periods and/or have specified limitations, e.g., garnishment pay-off amount .	JFMIP SR-99-5, 25
07.04.06			The payroll system must adjust taxable gross pay by deducting	JFMIP SR-99-

Req. ID	VA	AT	REQUIREMENTS Human Resources and Payroll	SOURCE(S)
			untaxed items (e.g., thrift saving deductions) and civil service retirement annuity offsets.	5, 25
07.04.07			[Version 3 - This requirement deleted.]	
07.04.08			The payroll system must pro-rate insurance premium deductions for part-time, seasonal, and applicable accessions and separating employee using the daily pro-ration rule.	JFMIP SR-99-5, 25
07.04.09			The payroll system must accelerate deductions for employees paid an annual salary in less than one year (e.g., teachers).	JFMIP SR-99-5, 25
07.04.10 - 07.04.11			[Version 3 - These requirements deleted.]	
07.04.12		C	The payroll system must subtract deductions calculated in the order of precedence specified by OPM or other laws and regulations, while ensuring that net pay is not negative. Follow appropriate rules for taking no deductions within a priority level or partial deductions, if allowed.	JFMIP SR-99-5, 25; "DoDFMR", Volume 08, Chapter 04, 040202
07.04.13			The payroll system must determine when a bond may be issued, given its type, denomination per pay deduction and balance from previous pay deductions.	JFMIP SR-99-5, 25
07.04.14			The payroll system must deduct some items in every pay period and others in selected pay periods only. e.g., discretionary allotments.	JFMIP SR-99-5, 25
07.04.15			The payroll system must offset the dollar amount of other receivables owed the agency against earnings for pay period of separation or, if applicable, lump sum payments.	JFMIP SR-99-5, 25
07.04.16-07.04.19		D	[Version 4 - These requirements deleted.]	
07.04.20			[Version 3 - This requirement deleted.]	
07.04.21		D	[Version 4 - These requirements deleted.]	
07.04.22		C	The payroll system must be able to determine, when garnishing for multiple court-ordered alimony and/or child support, if funds are sufficient to pay the garnishment orders. If earnings are not sufficient for all these payments, the garnishments filed earliest are withheld first.	"DoDFMR," Volume 08, Chapter 04, 040201I
07.04.23			The payroll system must be able to determine, when garnishing for both court-ordered alimony and child support, if funds are sufficient to pay both ordered in a single garnishment. If	"DoDFMR," Volume 08, Chapter 04,

Req. ID	VA	AT	REQUIREMENTS Human Resources and Payroll	SOURCE(S)
			earnings are not sufficient for both, a proportionate share should be provided to each to the extent gross pay is available.	040201I
07.04.24			When a bankruptcy court orders that a certain amount of net pay shall be paid an employee regardless of deductions, the payroll system must deduct the amount of net pay from gross pay first. Any remaining deductions shall then be withheld in accordance with "DoDFMR," Volume 08, Chapter 04, 040201 and 040202.	"DoDFMR," Volume 08, Chapter 04, 041301A
07.04.25			[Version 3 - These requirements deleted.]	
07.04.26		D	[Version 4 - This requirement deleted, after move to another FFMR.]	
07.04.27		C	The payroll system must compute the maximum variable deductions for levies, garnishments, and/or offsets based on appropriate limitations of each type of deduction.	JFMIP SR-99-5, 25
07.04.28			[Version 3 - This requirement deleted.]	
07.04.29		C	The payroll system should ensure that leave without pay (LWOP), furloughs for retirement, Office of Workers Compensation Program (OWCP), education, and military purposes is separately designated and does not affect Within Grade Increase (WGI), etc.	
07.04.30		D	[Version 4 - This requirement deleted.]	
07.04.31		C	The payroll system must electronically compare leave, benefits, and payments, for adjusted time and attendance data with prior period data and automatically compute differences.	JFMIP SR-99-5, 25
05 Computing Gross Pay				
07.05.01			The payroll system must process both current period and prior period adjustments as an integral part of the payroll cycle.	JFMIP SR-99-5, 24
07.05.02 - 07.05.03		D	[Version 4 - These requirements deleted.]	
07.05.04			The payroll system must compute pay for various types of employees, e.g., firefighters, law enforcement officers, emergency medical technicians, teachers, etc.	JFMIP SR-99-5, 24
07.05.05			The payroll system must (1) compute employee earnings for partial pay periods when entitlement dates do not coincide with the pay period's beginning and ending dates, and (2) process earnings adjustments on a begin-date/end-date basis.	JFMIP SR-99-5, 24

Req. ID	VA	AT	REQUIREMENTS Human Resources and Payroll	SOURCE(S)
07.05.06			The payroll system must calculate pay at the end of each period after properly authorized inputs have been received from the Time and Attendance Processing Function, and after personnel action processing is completed.	JFMIP SR-99-5, 24
07.05.07			The payroll system must calculate overtime based on FLSA or Title 5 requirements.	JFMIP SR-99-5, 24
07.05.08		C	The payroll system must calculate current and/or retroactive adjustments for allowances, premiums and differentials as defined by law or regulation. These may be set dollar amounts or computed as a percentage of pay, applying caps or other limitations when applicable.	JFMIP SR-99-5, 24
07.05.09			[Version 3 - This requirement deleted.]	
07.05.10			The payroll system must accommodate information requirements to support supplemental pay actions and recertified checks.	JFMIP SR-99-5, 24
07.05.11			[Version 3 - This requirement deleted.]	
07.05.12			The payroll system must not allow a single lump-sum pay advance that exceeds three months' net pay for those employees authorized a permanent change of station to a foreign area.	"DoDFMR," Volume 08, Chapter 03, 030901B
07.05.13			The payroll system must limit repayments of salary advances to civilians being made by payroll deduction to a maximum of 26 pay periods.	"DoDFMR," Volume 08, Chapter 03, 030905A
07.05.14		C	When an employee separates or transfers, the outstanding balance of a payroll advance shall be due in full. The payroll system must ensure advances of pay are recoverable from the employee or the employee's estate by deduction from accrued pay, amount of retirement credit, other amounts due the employee from the government, or by other methods as provided in DFAS Regulation Number 005.	"DoDFMR," Volume 08, Chapter 03, 030905C
07.05.15		C	The payroll system must provide the capability to allow additional payments on an advance when circumstances warrant and the employee has not received the full amount of the maximum possible advance consistent with the employee's pay grade.	"DoDFMR," Volume 08, Chapter 03, 030906G
07.05.16-07.05.19			[Version 3 - These requirements deleted.]	

Req. ID	V A	A T	REQUIREMENTS Human Resources and Payroll	SOURCE(S)
07.05.20			The payroll system must prohibit employees and service members engaged in civil payroll functions from maintaining or servicing their own payroll and personnel records.	"DoDFMR," Volume 08, Chapter 01, 010406A4
07.05.21			[Version 3 - This requirement deleted.]	
07.05.22		D	[Version 4 - This requirement deleted, after requirement moved to another FFMR.]	
07.05.23		C	To support pay processing, the payroll system must perform statutory limit and reasonableness tests on gross pay.	JFMIP SR-99-5, 24
07.05.24		C	The payroll system must compute gross pay as the sum of each rate of pay times the number of units related to it, minus retirement annuity offsets, if applicable, plus all appropriate allowances and/or other gross pay components.	JFMIP SR-99-5, 24
07.05.25		A	The payroll system must classify and total deductions, subtract total deductions from gross pay, and apply formulas or utilize tables to determine employer contributions required for certain payroll taxes and benefits.	JFMIP SR-99-5, 24 5USC8906(b)(3)
07.05.26		A	The system must process and compute pay and deductions for multiple positions under different appointment authorities, and different pay, leave, and benefit entitlements.	JFMIP SR-99-5, 24
07.05.27		A	The payroll system must support retirement calculations for all categories of employees under all applicable retirement programs to the agency.	JFMIP SR-99-5, 19
06 Payroll Processing and Distribution				
07.06.01		C	The payroll system must process prior period, current, and future period pay actions, based on effective dates.	JFMIP SR-99-5, 24
07.06.02-07.06.08			[Version 3 - These requirements deleted.]	
07.06.09			The payroll system must support payroll adjustments and regular calculations that cross fiscal and/or calendar years, and provide needed information to the Core financial and other information systems.	JFMIP SR-99-5, 25
07.06.10			The payroll system must record gross pay, deductions, and net pay while generating information to update other functions and systems, including the standard general ledger maintained in the	JFMIP SR-99-5, 25

Req. ID	VA	AT	REQUIREMENTS Human Resources and Payroll	SOURCE(S)
			Core Financial System	
07.06.11		C	The payroll system must allow employees to update personal information, at the employee's discretion, e.g., tax withholding information, savings bond information, electronic funds transfer information, and allotments.	JFMIP SR-99-5, 25
07.06.12			[Version 3 - This requirement deleted.]	
07.06.13			The payroll system must be able to generate payment for severance pay, not exceeding the amount authorized for each employee, on a pay period basis and provide for Department of Defense employees, the option of a lump sum payment.	JFMIP SR-99-5, 26
07.06.14			The payroll system must make electronic funds transfer payments as well as other methods of payments, including off-cycle and third party payments.	JFMIP SR-99-5, 26
07.06.15			[Version 3 - This requirement deleted.]	
07.06.16			The payroll system must be able to generate payments to the beneficiaries of employees owed unpaid compensation.	JFMIP SR-99-5, 26
07.06.17-07.06.21			[Version 3 - These requirements deleted.]	
07.06.22		C	The payroll system must be able to generate employee earnings statements detailing the compositions of gross pay, deductions, net pay for the current pay period and year to date (electronic and copies).	JFMIP SR-99-5, 28
07.06.23			[Version 3 - This requirement deleted.]	
07.06.24		C	The payroll system must maintain data that is reconciled to pass to the Core Financial System and cost accounting modules to update Fund Balances with Treasury and other asset, expense, and liability accounts, appropriation accounts, and relevant cost centers for payroll, including employer contributions.	JFMIP SR-99-5, 29
07.06.25		C	The payroll system must make information available to other functions to generate internal and external payroll reports not created directly in the Pay Processing function.	JFMIP SR-99-5, 26; JFMIP SR-99-5, 29
07.06.26			The payroll system must maintain each pay record by the pay period in which it was calculated and by the pay period to which it applies (the effective pay period).	JFMIP SR-99-5, 25
07.06.27		D	[Version 4 - This requirement deleted.]	

Req. ID	VA	AT	REQUIREMENTS Human Resources and Payroll	SOURCE(S)
07.06.28			The payroll system must produce all reports and vouchers necessary to recognize payroll expenses, establish related receivables, and disburse all related payments. It must also produce supporting detail registers or subsidiary ledgers.	JFMIP SR-99-5, 29
07.06.29			The payroll system must produce managerial reports to facilitate monitoring of human resources costs, leave authorizations, and personnel actions by human resources/payroll staff members and by operational supervisors or managers.	JFMIP SR-99-5, 28
07.06.30			[Version 3 - This requirement deleted.]	
07.06.31			The payroll system must provide for tax deduction reporting and reconciliation, as well as correction processing. These functions should be available for each tax authority (federal, state, local).	JFMIP SR-99-5, 29
07.06.32			The payroll system must derive summary totals for earnings, deductions, contributions, and paid hours for internal control purposes and to facilitate reconciliation.	JFMIP SR-99-5, 29
07.06.33		D	[Version 4 - This requirement deleted.]	
07.06.34			[Version 3 - This requirement deleted.]	
07.06.35		C	The payroll system must accommodate information requirements for accounting transactions for accruals of pay and benefits during the year. This process is to provide for accruing and reversing accounting information relative to pay and benefits based on posted time, scheduled tours, and partial pay period computations.	JFMIP SR-99-5, 26
07.06.36			The payroll system must provide a means for correcting accounting transactions for an employee for one or more past pay periods. The correction should also generate adjusting accounting transactions to reverse the improper charges and record the correct ones.	JFMIP SR-99-5, 26
07.06.37			The payroll system must notify agency payroll and personnel office staff of incorrect or missing data.	JFMIP SR-99-5, 29
07.06.38 - 07.06.39		D	[Version 4 - These requirements deleted.]	
07.06.40			The payroll system must provide a report for health benefit deductions not taken (e.g., for an employee on leave without pay).	JFMIP SR-99-5, 30
07.06.41			The payroll system must provide a report of employee debt,	JFMIP SR-99-

Req. ID	VA	AT	REQUIREMENTS Human Resources and Payroll	SOURCE(S)
			caused by prior-period adjustments or current-period computation, to be used in administrative collection.	5, 30
07.06.42			The payroll system must provide an output matrix of reports that describes a report by its title, purpose, frequency, distribution level, and the media used to distribute.	JFMIP SR-99-5, 29
07.06.43			[Version 3 - This requirement is now 07.01.47.]	
07.06.44-07.06.45			[Version 3 - These requirements deleted.]	
07.06.46		C	The payroll system must generate reports at specific time intervals or upon request, including reports that span fiscal year, calendar years, or other time periods.	JFMIP SR-99-5, 28
07.06.47		C	The payroll systems user outputs produced must include all vouchers and reports necessary to recognize payroll expenses and authorize related disbursements.	JFMIP SR-99-5, 28
07.06.48			[Version 3 - This requirement deleted.]	
07.06.49		D	[Version 4 - This requirement deleted.]	
07.06.50			[Version 3 - This requirement deleted.]	
07.06.51		C	The payroll system must be able to accept data from multiple media that recognizes the unique data input requirements of interface systems.	JFMIP SR-99-5, 31
07.06.52		C	The payroll system must subject all transactions from interfacing systems to the payroll system edits, validations, and error-correction procedures.	JFMIP SR-99-5, 31
07.06.53		D	[Version 4 - This requirement deleted.]	
07.06.54		C	The payroll system must be able to identify and process transactions that enter and update the standard human resources/payroll system from other systems.	JFMIP SR-99-5, 31
07.06.55 - 07.06.56			[Version 3 - This requirement deleted.]	
07.06.57		C	The payroll system must allow users to customize output for reporting and providing interfaces to other systems necessary to meet agency requirements for external processing (e.g., retirement processing, general ledger posting, budget formulation, budget reconciliation, and budget execution).	JFMIP SR-99-5, 31

Req. ID	VA	AT	REQUIREMENTS Human Resources and Payroll	SOURCE(S)
07.06.58 - 07.06.60			[Version 3 - These requirements deleted.]	
07.06.61		C	The payroll system must capture the overtime rate in effect when compensatory time is earned for future pay out.	JFMIP SR-99-5, 25
07.06.62		C	The payroll system must support the unemployment compensation for employees processing and responding to ES 931 Request for Wage and Separation Information-UCFE requests.	JFMIP SR-99-5, 26
07.06.63			To support pay processing, the payroll system must maintain data to support preparation of notifications of employee indebtedness.	JFMIP SR-99-5, 26
07.06.64 - 07.06.65		D	[Version 4 - These requirements deleted.]	
07.06.66 - 07.06.69	V	C	These requirements are Value Added. See Value Added Section for the requirement descriptions.]	
07.06.70		C	To support internal reporting functions, the system must provide the capability to generate routine reports that are prescribed by the functional users.	JFMIP SR-99-5, 28
07.06.71 - 07.06.72		D	[Version 4 - These requirements deleted.]	
07.06.73			To support reconciliation functions, the payroll system must provide disbursement voucher data for verification and certification of the payroll process.	JFMIP SR-99-5, 29
07.06.74			To support reconciliation functions, the payroll system must compile employee data related to health insurance enrollment for validations purposes.	JFMIP SR-99-5, 29
07.06.75-07.06.77		D	[Version 4 - These requirements deleted.]	
07.06.78		C	The system must maintain and/or dispose of personnel payroll records in accordance with Government-wide and agency specific guidelines.	JFMIP SR-99-5, 30
07.06.79		A	The agency system must provide for the reconciliation of human resources and payroll data within the system, for comparison and reconciliation with that of disbursing, accounting, and other administrative systems/subsystems/modules to ensure accuracy, completeness, and data integrity.	JFMIP SR-99-5, 29

Req. ID	V A	A T	REQUIREMENTS Human Resources and Payroll	SOURCE(S)
07 Military Pay				
07.07.01			The military pay system must compute a service member's monthly pay as if each month had 30 days.	"DoDFMR," Volume 7A, Chapter 02, 020201A
07.07.02			The military pay system must compute a service member's pay and allowances at the rate of 1/30 of the monthly rate for each day served when less than the full month is served.	"DoDFMR," Volume 7A, Chapter 02, 020201B
07.07.03			The military pay system must deduct 1/30th of 1 month's pay for each day the service member is in a non-pay status during a month.	"DoDFMR," Volume 7A, Chapter 02, 020202A,
07.07.04			The military pay system must compute a service member's forfeiture of pay and allowances for unauthorized absences and other lost time in accordance with Table 3-2, "DoDFMR," Volume 7A.	"DoDFMR," Volume 7A, Chapter 03, 030201
07.07.05			The military pay system must compute monthly pay by dividing the annual salary into 12 equal installments.	"DoDFMR," Volume 7A, Chapter 02, 020203
07.07.06			The military pay system must compute the pay of an enlisted member who accepts an appointment as an officer at the greater of: 1. The pay and allowances to which such member would be entitled if the member had remained in the last enlisted grade held before the appointment as an officer and had continued to receive increases in pay and allowances authorized for that grade, or 2. The pay and allowances to which the member thereafter becomes entitled as an officer.	"DoDFMR," Volume 7A, Chapter 02, 020301A

Req. ID	V A	A T	REQUIREMENTS Human Resources and Payroll	SOURCE(S)
07.07.07			The military pay system must compute the pay of a warrant officer who accepts an appointment as an officer at the greater of: 1. The pay and allowances to which the member thereafter becomes entitled as a commissioned officer, or 2. The pay and allowances to which such member would be entitled if the member had remained in the last warrant officer grade held before appointment as a commissioned officer and continued to receive increases in pay and allowances authorized for that grade, or 3. The pay and allowances to which entitled under subparagraph 020301A, "DoDFMR," Volume 7A, before appointment as an officer, in the case of an officer who was formerly an enlisted member.	"DoDFMR," Volume 7A, Chapter 02, 020301B
07.07.08			For reserve members called to active duty, the military pay system must compute the pay and allowances for the necessary travel time from the reservist's home to first duty station and from last duty station to home (except when released from active duty for retirement, dismissed, discharged from active duty or upon resignation).	"DoDFMR," Volume 7A, Chapter 02, 020501
07.07.09			For service members on authorized leave the military pay system must compute pay and allowances in accordance with Table 3-1,"DoDFMR," Volume 7A.	"DoDFMR," Volume 7A, Chapter 03, 030301, Table 3-1
07.07.10			The military pay system must compute pay and allowances for service members under investigation or determined to be serving in fraudulent enlistments for the periods shown in table 4-1, "DoDFMR", Volume 7A.	"DoDFMR," Volume 7A,Chapter 04, 0402
07.07.11			The military pay system must compute the basic pay and allowances for a service member whose physical condition would ordinarily warrant rejection for military service, yet was not discovered at time of enlistment/induction, see Table 4-1, "DoDFMR," Volume 7A.	"DoDFMR," Volume 7A, Chapter 04, 0405
07.07.12			The military pay system must compute special pay, continuation pay, bonuses, incentive pay, etc., for service members as authorized in "DoDFMR," Volume 7A, Chapters 5 - 24.	"DoDFMR," Volume 7A, Chapters 05-24
07.07.13			The military pay system must compute a service member's authorized allowances (BAS, BAQ, FSA, etc.) in accordance with "DoDFMR," Volume 7A, Chapters 25 - 31.	"DoDFMR," Volume 7A, Chapters 25-31
07.07.14			The military pay system must compute advance pay and allowances, as well as casual and partial pay, as authorized in	"DoDFMR," Volume 7A,

Req. ID	V A	A T	REQUIREMENTS Human Resources and Payroll	SOURCE(S)
			"DoDFMR," Volume7A, Chapter 32.	Chapter 32
07.07.15			The military pay system must compute payment for unused accrued leave for a service member who is discharged under honorable conditions.	"DoDFMR," Volume 7A, Chapter 35, 350101
07.07.16			The military pay system must compute a service members' allotments in accordance with "DoDFMR," Volume 7A, Chapters 41 - 43.	"DoDFMR," Volume 7A, Chapter 41-43
07.07.17			No pay is lost for unauthorized absence on the 31st day of the month, except when it is the first day of absence or when the employee is paid for the day under "DoDFMR," Volume 7A, Chapter 02, 020201A.	"DoDFMR," Volume 7A, Chapter 02, 020202B
07.07.18			The military system must consider that absence on the 28th of February in a non-pay status in a non-leap year results in loss of pay for 3 days. If member is absent only on the 28th day of February in a leap year, deduct the pay for 1 day for the 28th. If absence occurs on the 29th of February, deduct pay for 2 days. When payment is made under subparagraph 020201.B on the basis of each day actually served, deduct only for the actual period of unauthorized/authorized absence.	"DoDFMR," Volume 7A, Chapter 02, 020202C
07.07.19- 07.07.23		D	[Version 4 - These requirements deleted.]	
07.07.24			The military pay system must compute payment on behalf of mentally incompetent members, missing members, missing in actions members, or interned payment to dependents.	"DoDFMR," Volume 7A, Chapters 33-34
07.07.25			The military pay system must compute payments on behalf of deceased members.	"DoDFMR," Volume 7A, Chapter 36
07.07.26		C	The military pay system must compute benefits for members held as captives.	"DoDFMR," Volume 7A, Chapter 37
07.07.27			The military pay system must be able to compute payments to service academy cadets and midshipmen, prep school students, service academy officials and aviation cadets.	"DoDFMR," Volume 7A, Chapter 38-40
07.07.28		D	[Version 4 - This requirement deleted.]	
07.07.29			The military pay system must be able to compute deductions for Armed Forces Home, Service members group life insurance,	"DoDFMR," Volume 7A,

Req. ID	VA	AT	REQUIREMENTS Human Resources and Payroll	SOURCE(S)
			forfeitures of pay resulting from non-judicial punishment or from court martial sentence, and stoppages and collections not resulting from a court martial.	Chapters 46-50
07.07.30			The military pay system must be able to compute the deductions for voluntary private health insurance and dependent dental plans.	"DoDFMR," Volume 7A, Chapters 53-54
07.07.31			The military pay system must be able to compute pay and allowances for members of a reserve component not on extended active duty for the number of drills performed.	"DoDFMR," Volume 7A, Chapters 57-58
07.07.32			The military pay system must be able to compute payments to senior reserve officer training Corp personnel and stipend and financial assistance program recipients.	"DoDFMR," Volume 7A, Chapters 59-60
07.07.33			The military pay system must be able to compute bonuses for the members of the Individual Ready Reserves, make stipend payments to health professionals, and bonuses to Nurse Officer Candidates.	"DoDFMR," Volume 7A, Chapters 61-64

08 Reporting

07.08.01-07.08.08		D	[Version 4 - These requirements deleted.]

Human Resources and Payroll
Value Added Requirements

REQ. ID	REQUIREMENTS	SOURCE(S)
07.01.31V	The human resources system should support a full identification of position requirements. For example, managers should be able to annotate a position's unique requirements such as mobilization responsibilities, drug testing requirements, position sensitivity, financial disclosures obligations, position-based skill and competency requirements, and a wide variety of other position-based requirements that emerge and change over time.	JFMIP SR-99-5, 16
07.01.33V	The human resources system should automatically generate documents that facilitate related human resources activities (e.g., recruitment, performance management, and training development).	JFMIP SR-99-5, 16
07.01.36V	The human resources system should allow managers to structure organizations under their control and quickly develop classification documents through the use of standard position descriptions or generation of a new classification determination through the use of expert or decision support systems as appropriate to their requirement	JFMIP SR-99-5, 16
07.01.49V	The human resource system should be sufficiently flexible to allow for multiple performance rating configuration and evaluation methods.	JFMIP SR-99-5, 20
07.01.50V	The human resources system should provide for electronic routing, completion, approval, and recording of the performance plan and resulting rating from management and human resources office.	JFMIP SR-99-5, 20
07.01.51V	The human resources system should have the capability to create, monitor, and maintain performance improvement plans.	JFMIP SR-99-5, 20
07.01.54V	The human resources system should support the conversion of the paper Official Personnel Folder (OPF) to an electronic medium, which will help agencies to reduce the significant operational burden of maintaining paper OPFs while affording human resources professionals, managers and employees easier access to historical employment information.	JFMIP SR-99-5, 18
07.01.56V	The human resources system should facilitate full manager empowerment of delegated position classification authority.	JFMIP SR-99-5, 16
07.01.57V	The human resources system should provide sufficient flexibility to enable management to account for total work force utilization that can encompass the efforts and associated costs of contractors, military members, and volunteers.	JFMIP SR-99-5, 16
07.01.58V	The human resources system should have the flexibility to allow managers to electronically receive and act upon referral lists, resumes that contain appropriate candidates' qualification information, and fully take into account regulatory requirements.	JFMIP SR-99-5, 17

REQ. ID	REQUIREMENTS	SOURCE(S)
07.06.66V	To support reporting, reconciliation, and records retention functions, the system should maintain an employee history of the employment with the information comparable to that in the employee's OPF.	JFMIP SR-99-5, 28
07.06.67V	To support reporting, reconciliation, and records retention functions, the system should maintain a pay history showing gross pay by type, deductions by type, and net pay for each pay period.	JFMIP SR-99-5, 28
07.06.68V	To support reporting, reconciliation, and records retention functions, the system should maintain a time and attendance history showing hours, or days worked by type of pay for each pay period.	JFMIP SR-99-5, 28
07.06.69V	To support reporting, reconciliation, and records retention, the system should maintain a leave history showing beginning balances, leave accruals, leave usage, and ending balances, by type for each period.	JFMIP SR-99-5, 28

CHAPTER 8
Funds Control and Budgetary Accounting
Introduction

By law (31 U.S.C. 3512), each agency of the federal government is responsible for establishing and maintaining systems and internal controls that ensure that it does not obligate or disburse funds in excess of those appropriated and/or authorized by the Congress. The primary law governing the apportionment, obligation and expenditure of appropriated funds can be found in 31 U.S.C., Chapter 15, Appropriation Accounting. In addition, 31 U.S.C. 1341 and 1517--the Antideficiency Act--provide criminal penalties for knowingly authorizing or incurring over-obligations or expend was in excess of budgetary resources. Therefore, an agency's fund control system is the primary tool for ensuring that it complies with Congressional spending mandates.

An agency may have various systems, such as procurement and travel systems, which affect funds management by committing and obligating funds. These and other systems that affect fund management should access data and use other processes to verify that funds are available, and to update affected balances. Whenever possible and cost effective, these systems should access the funds availability editing activity (of the fund control system) before allowing an obligation to be incurred.

For purposes of budget formulation and execution, an agency's systems of accounting and internal controls should provide information on actual obligations, outlays, and budgetary resources. An agency is required to use United States Standard General Ledger accounts for budgetary accounting and reporting purposes.

Requirements for fund control systems are contained in JFMIP's "Core Requirements" (JFMIP SR-99-4) document. OMB Circular A-34, "Instructions on Budget Execution," and, to a lesser degree, OMB Circular A-11, "Preparation and Submission of Budget Estimates," setting government-wide policies for fund management to which a fund control system must conform.

The U.S. Treasury has issued a comprehensive illustrative guide, Budgetary Accounting in the Federal Government (last updated in September 1996), along with Reimbursables, A Supplement to Budgetary Accounting in the Federal Government, to provide information and proforma SGL entries for budgetary accounting.

Financial reporting represents the culmination of the various processes that initiate, record, classify, and summarize an agency's financial transactions. Financial reporting is a proprietary function, not a budgetary function, and the required information may be available as a product of the USSGL and its attributes. However, in keeping with this guide's cross-referencing function, there are Financial-reporting requirements for both Funds Control and Budgetary Accounting contained in this chapter.

Funds Control and Budgetary Accounting

Functional Requirements
1: Record Budget Authority/Fund Allocation
2: Maintain Fund Availability
3: Record Commitments, Obligations and Expenditures
4: Fund Analysis
5: Budgetary Accounting
6: Reporting

Req. ID	VA	AT	REQUIREMENTS Funds Control and Budgetary Accounting	SOURCE(S)
01 Record Budget Authority/Fund Allocation				
08.01.01		C	The system must provide the capability to record funding and related budget execution documents (e.g., warrants, apportionments, allotments) and limitations.	JFMIP SR-02-01, req. FMC-01
08.01.02		C	The system must provide the capability to control the use of funds against limitations consistent with appropriation and authorization language (including congressional intent and continuing resolutions) and administrative limitations established by agency management.	JFMIP SR-02-01, req. FMC-02
08.01.03			[Version 3 - This requirement deleted.]	
08.01.04		C	The system must provide the capability to verify that funds distributed do not exceed the amount of funds available for allotment or sub-allotment at each distribution level.	JFMIP SR-02-01, req. FMC-04
08.01.05			[Version 3 - This requirement deleted.]	
08.01.06-08.01.07			[Version 2 - This requirement deleted.]	
08.01.08		C	The system must provide the capability to allow users to track and record all changes to budget authority - including rescissions, supplemental, transfers between TAS/TAFS, reprogramming, limitations and changes to continuing resolutions prior to appropriation enactment - at multiple levels of distribution (at least five).	JFMIP SR-02-01, req. FMD-02
08.01.09		C	The system must provide the capability to record and control all types of budgetary authority, including appropriations, spending authority from offsetting collections, borrowing authority and contract authority and identify the type of authority and track obligations and expenditures by funding source.	JFMIP SR-02-01, req. FMC-06

Req. ID	VA	AT	REQUIREMENTS Funds Control and Budgetary Accounting	SOURCE(S)
08.01.10		C	The system must provide the capability to record the expiration and cancellation of appropriation authority in accordance with OMB Circular A-34 and the USSGL.	JFMIP SR-02-01, req. FMC-07
08.01.11		C	The system must be capable of establishing and maintaining operating/financial plans at or below the level of funds control.	JFMIP SR-02-01, req. FMA-01
08.01.12		C	The system must provide the capability to modify funding distribution (including apportionments and allotments) at multiple organizational levels (at least five).	JFMIP SR-02-01, req. FMD-04
08.01.13		C	The system must provide the capability to account for spending transactions at a lower level in the accounting classification than they are budgeted.	JFMIP SR-02-01, req. FMC-08
08.01.14			[Version 3 - This requirement deleted.]	
08.01.15			[Version 2 - This requirement deleted.]	
08.01.16			The system must be able to divide amounts apportioned and available for obligation by specific time periods (usually quarterly), activities, projects, objects, or by combinations of these categories.	"DoDFMR," Volume 03, Chapter 13, 130204.A
08.01.17		A	The system must provide the capability to account for budgetary resources at a lower level in the accounting classification than they are budgeted and controlled.	JFMIP SR-02-01, req. FMC-09
08.01.18		A	The system must be capable of preparing and electronically transmitting DD1105's (Apportionment and Reapportionment Schedules and associated financial information) to OMB and storing prepared requests as submitted for future use.	JFMIP SR-02-01, req. FMC-10
08.01.19	V	A	[This requirement is Value Added. See Value Added Section for the requirement description.]	
08.01.20		A	The system must provide the capability to establish operating/financial plans by month and quarter at any level of the organizational structure specified by the user.	JFMIP SR-02-01, req. FMA-02
08.01.21	V	A	[This requirement is Value Added. See Value Added Section for the requirement description.]	
08.01.22		A	The system must provide the capability to automatically withdraw (or cancel) uncommitted and unobligated allotments and sub-allotments for all or selected TAS/TAFS at the end of a	JFMIP SR-02-01, req. FMD-07

Req. ID	VA	AT	REQUIREMENTS Funds Control and Budgetary Accounting	SOURCE(S)
			specific fiscal period.	
08.01.23		A	The system must provide the capability to automatically withdraw (or cancel) uncommitted and unobligated allotments and sub-allotments for selected organizations at the end of a specific fiscal period.	JFMIP SR-02-01, req. FMD-08
08.01.24		A	The system must provide the capability to distribute the annual budget in accordance with the latest SF-132 Apportionment and Reapportionment Schedule approved by OMB.	JFMIP SR-02-01, req. FMD-09
08.01.25	V	A	[This requirement is Value Added. See Value Added Section for the requirement description.]	C
02 Maintain Fund Availability				
08.02.01		C	The system must provide the capability to perform on-line inquiry of funds availability prior to the processing of spending transactions (commitments, obligations, and expenditures).	JFMIP SR-02-01, req. FME-03
08.02.02		C	The system must be capable of overriding funds availability edits, including automatically releasing and processing transactions previously rejected for exceeding user-defined tolerances. The system must also be capable of producing a report or otherwise notify management of the over obligation of funds.	JFMIP SR-02-01, req. FME-08
08.02.03		C	The system must provide the capability to establish and modify multiple levels of funds control using elements of defined accounting classifications, including object class, program, organization, project, and fund.	JFMIP SR-02-01, req. FME-01
08.02.04		C	The system must provide the capability to establish and modify the system's response (either reject transaction or provide warning) to the failure of funds availability edits for each transaction type.	JFMIP SR-02-01, req. FME-02
08.02.05		D	[Version 4 - This requirement deleted.]	
08.02.06		C	The system must be capable of recording transactions that affect the availability of funds, including commitments, obligations, and expenditures.	JFMIP SR-02-01, req. FME-05
08.02.07		C	The system must provide the capability to automatically update all appropriate budgetary accounts and or tables to ensure that the system always maintains and reports the current status of funds.	JFMIP SR-02-01, req. FME-09

Req. ID	VA	AT	REQUIREMENTS Funds Control and Budgetary Accounting	SOURCE(S)
08.02.08			The system must ensure the amount reflected in the funds control structure agrees with the general ledger account balances at the end of each of update cycle.	"DoDFMR," Volume 01, Chapter 02, Addendum 2, 2.C.6
08.02.09		C	The system must provide the capability to determine funds availability based on whether funds cited are current, expired, or canceled and record appropriate accounting entries when de-obligation of expired funding occurs. Also, the system must not allow the use of de-obligated prior-year funds for current year expenditures.	JFMIP SR-02-01, req. FME-04
08.02.10		C	The system must provide the capability to provide for modification to spending documents (commitments, obligations and expenditures), including ones that change the dollar amount or the accounting classification cited and check for funds availability when changes are made.	JFMIP SR-02-01, req. FME-06
08.02.11		C	The system must provide the capability to check for funds availability when the obligation exceeds the commitment document or when the expenditure (upon receipt or disbursement) exceeds the obligating document due to quantity or price variances, additional shipping charges, etc., within tolerances. The system must also be capable of providing on-line notification when tolerances are exceeded or when variances are within tolerances, process and adjust the obligation accordingly.	JFMIP SR-02-01, req. FME-10
08.02.12		C	The system must provide the capability to allow for available fund balances to be based on reimbursable customer orders accepted. In the case of reimbursable orders from the public, ensure that an advance must also be received before additional funding authority is recorded.	JFMIP SR-02-01, req. FME-11
08.02.13		C	The system must be capable of tracking all activity related to an individual reimbursable agreement. When recording commitments, obligations, and expenditures incurred in support of reimbursable agreements, the system must check for funds availability against the amount authorized by the agreement and the corresponding start and end dates.	JFMIP SR-02-01, req. FME-12
08.02.14			The system must maintain the original funding amounts separate	"DoDFMR,"

Req. ID	VA	AT	REQUIREMENTS Funds Control and Budgetary Accounting	SOURCE(S)
			from the reprogramming amounts, yet be able to combine the two at the appropriate levels for funds control checking.	Volume 01, Chapter 02, 2.C.1
08.02.15			[Version 2- This requirement deleted.]	
08.02.16		D	[Version 4 - This requirement deleted.]	
08.02.17			In the case of multiple-year appropriation accounts whose periods of availability for obligation overlap, the system must apply reimbursable customer orders and their related transactions only to the most current accounts available during the period the orders were received.	"DoDFMR," Volume 03, Chapter 15, 150204.A.3.b
08.02.18			The system must be able to identify the unobligated balances and unpaid obligations of all expired appropriations at the time they expire.	"DoDFMR," Volume 03, Chapter 10, 100201.G.1
08.02.19			The system must identify the unobligated balances and unpaid obligations of all canceled appropriations at the time they are canceled.	"DoDFMR," Volume 03, Chapter 10, 100201.G.2
08.02.20			[Version 2 - This requirement deleted.]	
08.02.21		C	The system must be capable of providing on-line notification to users of transactions failing funds availability edits, and make the rejected transactions available for corrective action. This is to include transactions entered directly to the Core system and those received from external modules or systems.	JFMIP SR-02-01, req. FME-07 OMB Circular A-34, 50.2
08.02.22	V	A	[This requirement is Value Added. See Value Added Section for the requirement description.]	
03 Record Commitments, Obligations and Expenditures				
08.03.01		C	The system must provide the capability to include an application program interface (API) to accept financial data generated by external applications (e.g., the financial portion of mixed program systems, Electronic Data Interchange (EDI) translators, and modules such as travel or payroll). This interface must support the receipt of transactions for all Core accounting components, as well as, vendor information updates.	JFMIP SR-02-01, req. TD-01
08.03.02		C	The system must provide the capability to maintain information related to each commitment document, including amendments and must capture (1) requisition number, (2) appropriate accounting classification values, and (3) estimated amounts. The system must also provide the capability to input line item detail for commitment documents, including item description, unit price, quantity of goods and services, accounting	JFMIP SR-02-01, req. FME-15, FME-16

Req. ID	VA	AT	REQUIREMENTS Funds Control and Budgetary Accounting	SOURCE(S)
			information, and amounts.	
08.03.03		D	Version 4 - This requirement deleted.]	
08.03.04		C	The system must provide the capability to future-date, store, and automatically post commitment documents at the appropriate date. Also, the system must provide the capability to subject these documents to edit and validation procedures prior to posting and provide notification when transactions are posted.	JFMIP SR-02-01, req. FME-17
08.03.05			The system must be able to partially liquidate commitments in the case of partially obligated requisitions.	"DoDFMR," Volume 01, Chapter 02, Addendum 2, 2.c.5
08.03.06		C	The system must be capable of closing commitments by document and line item under the following circumstances: (1) automatically by the system upon issuance of an obligating document, (2) by an authorized user, and (3) automatically as part of the yearend pre-closing process.	JFMIP SR-02-01, req. FME-18
08.03.07			The system should be able to record commitments to cover contingent liabilities for price or quantity increases and other variables related to contracts.	"DoDFMR," Volume 03, Chapter 08, 080202.A
08.03.08			[Version 2 - This requirement deleted.]	
08.03.09		D	[Version 4 - This requirement deleted.]	
08.03.10		C	The system must have the capability to record obligations for which there are no related commitments.	JFMIP SR-02-01, req. FME-19
08.03.11		C	The system must provide the capability to maintain information related to obligation documents and related amendments, including obligating document number and type; vendor information, accounting classification elements, referenced commitment (if applicable); and dollar amounts.	JFMIP SR-02-01, req. FME-20
08.03.12		C	The system must provide the capability to future-date, store, and automatically post obligation documents at the appropriate date. Subject these documents to edit and validation procedures prior to posting and provide notification when transactions are posted.	JFMIP SR-02-01, req. FME-21
08.03.13		C	The system must provide the capability to allow multiple commitments to be combined into one obligating document and	JFMIP SR-02-01, req. FME-

Req. ID	VA	AT	REQUIREMENTS Funds Control and Budgetary Accounting	SOURCE(S)
			allow one commitment document to be split between multiple obligating documents.	23 and FME-24
08.03.14		C	The system must have the capability to allow authorized modifications and cancellations of posted obligating documents.	JFMIP SR-02-01, req. FME-26
08.03.15		C	The system must provide the capability to provide on-line access to all obligations by selection criteria (e.g., document number, vendor number, accounting classification elements).	JFMIP SR-02-01, req. FME-27
08.03.16		C	The system must have the capability to maintain an on-line history file of closed-out documents for a user-defined period of time.	JFMIP SR-02-01, req. FME-28
08.03.17		D	[Version 4 - This requirement deleted.]	
08.03.18		C	The system must provide the capability to close obligation documents under the following circumstances: (1) automatically by the system upon final payment for goods or services, or (2) by an authorized user. Upon the closing of an obligation, the system must provide the capability to automatically classify any de-obligation of excess funds to the appropriate budgetary status (i.e., expired, unexpired, available for obligation or unavailable).	JFMIP SR-02-01, req. FME-30
08.03.19		C	The system must be capable of recording blanket purchase agreements, and record, control, and track records of call.	JFMIP SR-02-01, req. FME-32
08.03.20		C	The system must provide the capability to record, control, and track delivery orders against a contract limitation.	JFMIP SR-02-01, req. FME-33
08.03.21		C	The system must provide the capability to record and maintain contracts and grants and related financial activity so that fiscal year-to-date and inception-to-date information can be presented.	JFMIP SR-02-01, req. FME-31
08.03.22		C	The system must provide the capability to record and maintain reimbursable agreements, (e.g., inter-agency agreements,) so that monthly, quarterly, and fiscal year-to-date as well as inception-to-date information can be presented.	JFMIP SR-02-01, req. FME-13
08.03.23		D	[Version 4 - This requirement deleted.]	
08.03.24		C	The system must provide the capability to record advance payments made, such as travel advances, contract advances, and grants and ensure that an obligation exists prior to recording an advance.	JFMIP SR-02-01, req. FME-34

Req. ID	VA	AT	REQUIREMENTS Funds Control and Budgetary Accounting	SOURCE(S)
08.03.25			The system should be able to record obligations for contingent liabilities for which the contingent condition(s) have materialized.	SFFAS-5, 109
08.03.26			The system must be able to cancel obligated and unobligated balances on September 30th of the 5th fiscal year after an appropriation's period of availability for incurring new obligations expires.	"DoDFMR," Volume 03, Chapter 15, 150307
08.03.27 - 08.03.28		D	[Version 4 - These requirements deleted.]	
08.03.29		A	The system must provide the capability to enter recurring obligation transactions that will be automatically posted at various time intervals such as monthly, quarterly or a specific number of days determined by the user.	JFMIP SR-02-01, req. FME-22
08.03.30		A	The system must provide the capability to reference multiple funding sources on a single commitment or obligation.	JFMIP SR-02-01, req. FME-25
08.03.31		A	The system must provide the capability to allow the vendor used on an obligation to be different from suggested vendor recorded on the related commitment document.	JFMIP SR-02-01, req. FME-29
08.03.32		A	The system must provide the capability to automatically link transactions in the spending chain, and bring forward accounting and non-financial information from one document to another, when the previously accepted document is referenced (e.g., commitment to obligation, obligation to receiving report).	JFMIP SR-02-01, req. FME-36
08.03.33	V	A	[This requirement is Value Added. See Value Added Section for the requirement description.]	JFMIP SR-02-01, req. FME-37
04 Fund Analysis				
08.04.01		C	The system must provide the capability to maintain current information on commitments and obligations according to the required accounting classification elements.	JFMIP SR-02-01, req. FME-38
08.04.02		C	The system must have the capability to track and report on the use of funds against operating/ financial plans.	JFMIP SR-02-01, req. FMA-03
08.04.03 - 08.04.04		D	[Version 4 - These requirements deleted.]	
08.04.05		C	The system must provide the capability to produce detailed listings and summary reports of commitments, obligations and expenditures by the elements of the defined accounting	JFMIP SR-02-01, req. FME-39

Req. ID	VA	AT	REQUIREMENTS Funds Control and Budgetary Accounting	SOURCE(S)
			classifications.	
08.04.06		C	The system must provide the capability to provide control features that ensure that the amounts reflected in the fund control structure agree with the related general ledger account balances at the end of each update cycle.	JFMIP SR-02-01, req. FME-40
08.04.07			[Version 3 - This requirement deleted.]	
08.04.08		C	The system must be capable of maintaining historical data on all commitment, obligation, payment and collection transactions.	JFMIP SR-02-01, req. FME-41
08.04.09			[Version 2 - This requirement deleted.]	
08.04.10		D	[Version 4 - This requirement deleted.]	
08.04.11			The system must be able to track obligation adjustments and disbursements that previously would have been chargeable to the cancelled appropriation account but were charged to current appropriations.	"DoDFMR," Volume 03, Chapter 10, 100201.G.3
08.04.12			The system must maintain appropriation and fund identification for current and prior years, including tracking those funds for which the period for obligation has expired.	"DoDFMR," Volume 03, Chapter 10, 100201.A
08.04.13			[Version 2 - This requirement deleted.]	
08.04.14		C	The system must provide the capability to maintain open documents to show the status of commitments, obligations, accruals, and disbursements by document line item.	JFMIP SR-02-01, req. FME-42
08.04.15 - 08.04.32	V	A	[These requirements are Value Added. See Value Added Section for the requirement descriptions.]	

05 Budgetary Accounting

08.05.01			[Version 3 - This requirement deleted.]	
08.05.02		D	[Version 4 - This requirement deleted.]	
08.05.03 - 08.05.04			[Version 3 - These requirements deleted.]	
08.05.05			[Version 2 - This requirement deleted.]	
08.05.06			[Version 3 - This requirement deleted.]	
08.05.07		C	The system must provide the capability to establish and maintain	JFMIP SR-02-

Req. ID	VA	AT	REQUIREMENTS Funds Control and Budgetary Accounting	SOURCE(S)
			user-defined variance tolerances by document type, percentage, and a not-to-exceed dollar threshold.	01, req. FMD-06
08.05.08		C	The system must be capable of recording budget authority at multiple levels of distribution (at least five).	JFMIP SR-02-01, req. FMD-01
08.05.09		C	The system must provide the capability to track actual amounts and verify commitments and obligations against the budget as revised, consistent with each budget distribution level.	JFMIP SR-02-01, req. FMD-03
08.05.10		D	[Version 4 - This requirement deleted.]	
08.05.11		C	The system must provide the capability to manage and control prior-year funds in the current year and support Public Law 101-510 (M-year legislation) by assuring that amounts paid out of current year funds to cover obligations made against a closed account do not exceed 1 percent of the current year appropriation.	JFMIP SR-02-01, req. FMD-05 and FMC-05
06 Reporting				
08.06.01		D	[Version 4 - This requirement deleted.]	
08.06.02			The system must support the entity's financial statements disclosure of two categories of funds within the entity's Fund Balance with Treasury account: the obligated balance not yet disbursed, and the unobligated balance.	SFFAS-1, 37
08.06.03			The system must support the entity's financial statements disclosure of restrictions on unobligated balances (such as balances restricted for future use and not apportioned for current use).	SFFAS-1, 38
08.06.04		C	The system must support the entity's reconciliation of discrepancies between its Fund Balance with Treasury general ledger account and the corresponding balance in the U.S. Treasury's account. The causes of such discrepancies must be described in the notes to financial statements.	SFFAS-1, 39
08.06.05			The system must support presenting: - Total budgetary resources available to the entity during the period, - The status of those resources, including obligations incurred, and - Any outlays.	SFFAS-7, (a)-(c)
08.06.06	V	C	[This requirement is Value Added. See Value Added Section	

Req. ID	VA	AT	REQUIREMENTS **Funds Control and Budgetary Accounting**	SOURCE(S)
			for the requirement description.]	
08.06.07			An entity should include in its financial statements a statement of reconciliation that explains the relationship between budgetary resources obligated during the period and the net cost of operations.	SFFAS-7, 80
08.06.08			The system must support the presentation of information in a way that clarifies the relationship between the obligation basis of budgetary accounting and the accrual basis of financial accounting.	SFFAS-7, 95
08.06.09	V	A	[This requirement is Value Added. See Value Added Section for the requirement description.]	JFMIP SR-02-01, req. FMC-11

Funds Control and Budgetary Accounting
Value Added Requirements

REQ. ID	REQUIREMENTS	SOURCE(S)
08.01.19V	The system should provide the capability to automatically prepare the formal allotment and sub-allotment documents and electronically distribute them to subordinate organizations.	JFMIP SR-02-01, req. FMC-12
08.01.21V	The system should provide the capability to create continuing resolution funding levels based on a percentage of prior-year funding.	JFMIP SR-02-01, req. FMC-13
08.01.25V	The system should provide the capability to request approval for reprogramming and request additional funds outside the periodic budget review process and allow such requests to be submitted, reviewed, revised, and approved.	JFMIP SR-02-01, req. FMD-10
08.02.22V	The system should provide the capability to automatically notify users when funds availability is reduced by transactions from external systems (e.g., credit card payments, and payroll).	JFMIP SR-02-01, req. FME-14
08.03.33V	The system should provide the capability to maintain the following additional data fields for each obligating document: requester's name, telephone number of requester, contract number/GSA schedule number, deliver to location (e.g., room number, division), comment field, contact name, COTR name, COTR telephone number, Prompt Pay indicator, approval date, and discount payment terms.	JFMIP SR-02-01, req. FME-37
08.04.15V	The system should provide the capability to prepare operating/financial plans based on multiple measures, including obligations, costs, labor hours, and full-time equivalents.	JFMIP SR-02-01, req. FMA-04
08.04.16V	The system should provide the capability to modify/revise an existing operating/financial plan by line item.	JFMIP SR-02-01, req. FMA-05
08.04.17V	The system should provide the capability to maintain original and modified operating/financial plans.	JFMIP SR-02-01, req. FMA-06
08.04.18V	The system should provide the capability to identify legal and administrative limitations on funds in operating/financial plans.	JFMIP SR-02-01, req. FMA-07
08.04.19V	The system should provide the capability to generate allotments and sub-allotments (including limitations based on approved changes to operating/financial plans).	JFMIP SR-02-01, req. FMA-08
08.04.20V	The system should provide the capability to enter operating/financial plans for future operating periods.	JFMIP SR-02-01, req. FMA-09
08.04.21V	The system should provide the capability to roll future plans into active budget plans based on future date or retrieval function.	JFMIP SR-02-01, req. FMA-10

REQ. ID	REQUIREMENTS	SOURCE(S)
08.04.22V	The system should provide the capability to report information for all categories on which budgetary decisions are made, whether legally binding (e.g., appropriation limitations) or in the nature of policy guidance and decision-making (e.g., Presidential/OMB pass-backs, congressional markup documents, or internal agency decisions).	JFMIP SR-02-01, req. FMB-01
08.04.23V	The system should provide the capability to populate the budget formulation system with prior-year budgeted and actual amounts.	JFMIP SR-02-01, req. FMB-02
08.04.24V	The system should provide the capability to perform projections of obligations, income, and expenditures at any level of the organizational structure (e.g., projecting obligations based on prior periods and applying these to a future period).	JFMIP SR-02-01, req. FMB-03
08.04.25V	The system should provide the capability to adjust projection rates (e.g., 90 percent, 100 percent, and 110 percent) and exclude specified obligations from projection.	JFMIP SR-02-01, req. FMB-04
08.04.26V	The system should provide the capability to create, store, and modify payroll forecasts, including anticipated monthly compensation and benefits, at the individual employee level.	JFMIP SR-02-01, req. FMB-05
08.04.27V	The system should provide the capability to incorporate overhead distribution as part of budget formulation.	JFMIP SR-02-01, req. FMB-06
08.04.28V	The system should provide the capability to develop budgets on-line and via upload from spreadsheets.	JFMIP SR-02-01, req. FMB-07
08.04.29V	The system should provide the capability to prepare budget submission guidance, budget narratives, and budget briefing packages on-line and via upload from desktop software applications.	JFMIP SR-02-01, req. FMB-08
08.04.30V	The system should provide the capability to distribute budget submission guidance to subordinate organizations electronically.	JFMIP SR-02-01, req. FMB-09
08.04.31V	The system should provide the capability to establish and maintain multiple budget cycles.	JFMIP SR-02-01, req. FMB-10
08.04.32V	The system should provide the capability to tie budget formulation to the agency's stated goals and objectives required by GPRA.	JFMIP SR-02-01, req. FMB-11

REQ. ID	REQUIREMENTS	SOURCE(S)
08.06.06V	The system must support the disclosure of the amount of SFFAS-7, 77 (a) - (i) budgetary resources obligated: - for undelivered orders at the end of the period, - the available borrowing and contract authority at the end of the period, - repayment requirements, financing sources for repayment, and any other terms of borrowing authority used, - any material adjustments that occurred during the reporting period to those budgetary resources that were available at the beginning of the year. An explanation should be included, - the existence, purpose, and availability of indefinite appropriations, - information about any legal arrangements affecting the use of unobligated balances of budget authority. Such information should include the time limits, purposes, and obligation limitations, - explanations of any material differences between the information required by SFFAS-7, paragraph 79, and the amounts described as "actual" in the Budget of the United States, - the amount of the difference, when recognized unfunded liabilities do not equal the total financing sources. The disclosure shall also include an explanation that identifies the relevant balance sheet accounts, and the amount of any capital infusion received during the reporting period. The amount of the difference, when recognized unfunded liabilities do not equal the total financing sources. The disclosure shall also include an explanation that identifies the relevant balance sheet accounts, and the amount of any capital infusion received during the reporting period.	SFFAS-7, 77 (a) - (i)
08.06.09V	The system should provide the capability to generate budgetary data in format required by OMB's MAX system.	JFMIP SR-02-01, req. FMC-11

CHAPTER 9
Accounts Payable (Payment Management)
Introduction

Each federal agency is responsible for providing appropriate control over all payments made by it or on its behalf. Title 5, Code of Federal Regulations, Part 1315 implements the Prompt Payment Act requirements that specify government policy for payments made by federal entities. Different payment and related processes are used for different programs (e.g., entitlement program payments, commercial payments, and intra-governmental payments), for different payment methods (check, electronic funds transfer [EFT], and card technology), and for payments issuing offices (e.g., by DoD disbursing offices, by the Department of the Treasury, or Department of State). Various systems in the DoD architecture perform functions relating to payments. For example, fund control systems establish obligations and other systems record accounts payable. Still other systems actually make the payments. Finally, summary data regarding payments are provided to accounting systems for proprietary and budgetary accounting purposes.

This version of this document contains items requiring DUNS numbers (09.01.05 in this chapter). Per OUSD(C) Accounting Policy, this is "in advance of a recent request by OMB for comments on a proposed OMB memorandum that establishes such a requirement for DUNS for intra-governmental payments. The OMB needs to confer with the Department of the Treasury to develop clear and concise procedures for expanding payment requirements that must be carried out by people other than disbursing office personnel. Although the requirement for the DUNS takes the government closer to meeting its outsourcing/privatization goals, it places a severe burden in terms of knowledge/qualification requirements for government personnel responsible for all aspects of payment processing. The issue of intra-governmental payments involving both a payment and collection process is at the core of the implementation dilemma." Per OUSD(C) e-mail of 06SEP02, "The OMB has agreed to allow the DoD to utilize the Department of Defense Activity Address Code (DoDAAC) instead of Dun and Bradstreet's Data Universal Numbering System (DUNS) numbers to identify buying and selling activities." NOTE: A business may have more than one DUNS number, and the number(s) may change; questions regarding this paragraph may be directed to the DFAS-DSMA at bluebook@dfas.mil.

Note: Throughout the chapter the terminology used for "vendor," etc. is that used in the source document. DoD uses special terminology for "vendor" and "contractor" ("commercial" is the terminology used to include both vendor and contractor). Users must understand that this document does NOT necessarily use the special DoD terminology for requirements that come from sources outside of DoD.

Accounts Payable (Payment Management)

Functional Requirements
- 1: Maintain and Update Payee Information
- 2: Recognize Liabilities/Establish Payables
- 3: Schedule Payments for Disbursement
- 4: Execute Payments
- 5: Confirm and Follow-up on Payments
- 6: Reporting

Req. ID	VA	AT	REQUIREMENTS Accounts Payable (Payment Management)	SOURCE(S)
01 Maintain Chart of Accounts				
09.01.01-09.01.03		D	[Version 4 - These requirements deleted.]	
09.01.04		C	The system must provide the capability to support payments made to third parties (payees) that act as an agent for the payee (vendor). Maintain information needed to produce IRS 1099s for the principal party rather than the agent.	JFMIP SR-02-01, req. PMA-02
09.01.05		C	The system must provide the capability to maintain payee (vendor) information to support obligation, accounts payable, and disbursement processes. The following payee information must be included: vendor name, vendor ID number, vendor type (e.g., Federal agency, state/local government, commercial entity, individual, employee), TIN, three or more payment addresses, three or more separate instances of banking information (i.e., account and routing numbers) for issuing payments, bank account type (check or savings), three or more contact names, three or more contact telephone numbers, Federal vs. Non-federal indicator, six-digit Trading Partner codes, entity type (e.g., small business, 8A, women owned business), multiple vendor payment methods (e.g., Electronic Funds Transfer (EFT), check), third-party information (e.g., payee TIN for notice of assignment), data Universal Numbering System (DUNS) number7,ALC number (for Federal vendors), subject to Prompt Pay indicator, Internal Revenue Service (IRS) -1099 indicator, W-2 indicator, comment field, date of last update, and User ID of last update. (Per OUSD(C) Accounting Policy, Disbursing Station Numbers [DSSNs], UICs, etc. should be associated and included with the ALC for payments.)	JFMIP SR-02-01, req. PMA-01
09.01.06		C	The system must provide the capability to provide queries and reports on payee information by user-defined criteria, such as payee name, payee number, and IRS 1099 reporting status.	JFMIP SR-02-01, req. PMA-05

Req. ID	VA	AT	REQUIREMENTS Accounts Payable (Payment Management)	SOURCE(S)
09.01.07		D	[Version 4 - This requirement deleted.]	
09.01.08			[Version 3 - This requirement deleted.]	
09.01.09		A	The system must provide the capability to prevent the duplicate entry of vendor records (e.g., by editing vendor ID numbers or vendor names) and provide an on-line warning message to the user when duplication is identified.	JFMIP SR-02-01, req. PMA-03
09.01.10		A	The system must provide the capability to track and maintain a history of changes to the vendor file, including vendor additions and purges, and changes to vendor specific information such as payment address, bank account and routing information, and payment type. The system must also provide the capability to maintain an audit trail of payments made to historical vendor information.	JFMIP SR-02-01, req. PMA-04
09.01.11		A	The system must provide the capability to activate and deactivate vendors that meet user selected criteria (e.g., such as length of time with no activity.)	JFMIP SR-02-01, req. PMA-06
09.01.12	V	A	[This requirement is Value Added. See Value Added Section for requirement description.]	
02 Recognize Liabilities/Establish Payables				
09.02.01		C	The system must provide the capability to warehouse payment vouchers for future scheduling.	JFMIP SR-02-01, req. PMB-04
09.02.02		C	The system must provide the capability to record an accrued liability upon receipt and acceptance of goods and services and properly identify them as capital asset, expense, prepaid expense, or construction.	JFMIP SR-02-01, req. PMB-01
09.02.03		C	The system must provide the capability to determine the due date and amount of vendor payments in accordance with Title 5, Part 1315 of the CFR which states, in part, that for agencies subject to prompt payment requirements, payment is due on either: (1) 30days after the receipt of a proper invoice for services and non-dairy products; (2) 10 days after the receipt of a proper invoice for dairy products; (3) the date specified in the contract; (4) in accordance with discount terms when discounts are offered and taken; or (5) in accordance with Accelerated Payments Methods.	JFMIP SR-02-01, req. PMB-14
09.02.04		C	The system must provide the capability to record additional shipping and other charges to adjust the payment amount, if they are authorized and within variance tolerances.	JFMIP SR-02-01, req. PMB-18

Req. ID	VA	AT	REQUIREMENTS Accounts Payable (Payment Management)	SOURCE(S)
09.02.05		C	The system must provide the capability to split an invoice into multiple payments on the appropriate due dates when items on the invoice have different due dates or discount terms.	JFMIP SR-02-01, req. PMB-16
09.02.06		C	The system must provide the capability to record discount terms and automatically determine whether taking the discount is economically justified, as defined in the U.S. Treasury Financial Manual, Volume I, Section 6-8040.	JFMIP SR-02-01, req. PMB-17
09.02.07		C	The system must provide the capability to automatically update the funds control and budget execution balances to reflect changes in the status of obligations and expended appropriations, as well as changes in amounts.	JFMIP SR-02-01, req. PMB-03
09.02.08			[Version 3 - This requirement deleted.]	
09.02.09		D	[Version 4 - This requirement deleted.]	
09.02.10		C	The system must provide the capability to establish payables and make payments on behalf of another agency, citing the other agency's funding information. For each disbursement made on behalf of another agency, the system must provide the capability to provide the information required (e.g., purchase order number or reimbursable agreement number and the ALC) by Central agency systems (e.g., Intra-governmental Payment and Collection System (IPAC)) to the appropriate Central agency system. Per OUSD(C) Accounting Policy, Disbursing Station Numbers [DSSNs], UICs, etc. should be associated and included with the ALC for payments.)	JFMIP SR-02-01, req. PMB-22
09.02.11		D	[Version 4 - This requirement deleted.]	
09.02.12		C	The system must provide the capability to allow a warehoused payment to be modified, cancelled, and put on hold.	JFMIP SR-02-01, req. PMB-05
09.02.13		C	The system must provide the capability to process credit memoranda for returned goods or other adjustments. The system must also provide the capability to apply the credit to the specific obligation that resulted in the credit, reducing the expenditure attributed to that obligation. If a credit is not fully liquidated by one payment, the system must provide the capability to maintain the balance of the credit (e.g., as an account receivable) for application against a future payment and creating the appropriate notice to the vendor that a credit has been applied to the affected payment.	JFMIP SR-02-01, req. PMC-29

Req. ID	VA	AT	REQUIREMENTS Accounts Payable (Payment Management)	SOURCE(S)
09.02.14		C	The system must provide the capability to reverse disbursement transactions for voided checks or for other payments that have not been negotiated.	JFMIP SR-02-01, req. PMD-08
09.02.15		C	The system must provide the capability to record obligations, expenses, assets, etc., associated with payments made through use of imprest funds, third-party drafts, and Government credit cards and establish payables to replenish the imprest fund.	JFMIP SR-02-01, req. PMB-19
09.02.16		C	The system must provide the capability to schedule payments of advances, prepaid expenses, loans, and grants, with the appropriate accounting entries for each.	JFMIP SR-02-01, req. PMB-21
09.02.17		C	The system must provide the capability to record expense or assets when goods have been received, or services performed, for items that were funded by advances, prepaid expenses, and grants and make the appropriate liquidations. The system must also provide the capability to verify funds availability and automatically update funds control account and or table balances to reflect obligation changes.	JFMIP SR-02-01, req. PMB-23
09.02.18		C	The system must provide the capability to automatically compute amounts to be disbursed, including discounts, interest, and penalties, in accordance with Title 5, Part 1315 of the CFR and generate the appropriate transactions to reflect the payment deductions and additions.	JFMIP SR-02-01, req. PMC-02
09.02.19		C	The system must define tolerances used for quantity variances between receiving reports and the obligating documents. The system should identify goods or services rejected if this tolerance is exceeded and provide for overrides by authorized personnel. (Per OUSD(C) Accounting Policy, for all override actions a history file should be automatically recorded for proper certification and post payment audits.)	"DoDFMR," Volume 01, Chapter 02, Add. 2 D3a
09.02.20			The system must use the correct interest rate (issued by the U.S Treasury every 6 months, beginning January 1 and July 1 of each year) for prompt payment of interest.	"DoDFMR," Volume 10, Chapter 07, 070306
09.02.21		D	[Version 4 - This requirement deleted, after move to another FFMR.]	
09.02.22			When an entity accepts title to goods, whether the goods are delivered or in transit, the system must recognize a liability for the unpaid amount of the goods. If invoices for those goods are not available when financial statements are prepared, then the amounts owed must be estimated.	SFFAS-1, 77

Req. ID	VA	AT	REQUIREMENTS Accounts Payable (Payment Management)	SOURCE(S)
09.02.23			The system must record interest payable for the amount of interest expense incurred and unpaid.	SFFAS-1, 81
09.02.24			The system must identify interest payable to federal entities separately from interest payable to the public.	SFFAS-1, 82
09.02.25			[Version 3 - This requirement deleted.]	
09.02.26			[Version 2 - This requirement deleted.]	
09.02.27			When evidence of performance is received, the system must record the transaction simultaneously in the budgetary accounts as accrued expenditures unpaid and in the proprietary accounts as accounts payable.	"DoDFMR," Volume 04, Chapter 09, 090102B
09.02.28			The system must identify those instances where an invoice is missing a receiving report or an acceptance and communicate that it is missing. It must also identify when goods or services have been received and accepted without an invoice being recorded.	"DoDFMR," Volume 01, Chapter 02, Add. 2 D3c
09.02.29		C	The system must provide the capability to record expenditures claimed against advance payments made, and automatically liquidate the advance either partially or fully, as appropriate. The system must also allow the recording of advance refunds.	JFMIP SR-02-01, req. FME-35
09.02.30			The system must allow transactions to be entered directly for those events that will result in payment but are not part of the normal commitment, obligation, and matching process.	"DoDFMR," Volume 01, Chapter 02, Add. 2 D5a
09.02.31		C	The system must reject interfacing system transactions, which do not have a valid vendor identified, except when overrides are properly authorized. (Per OUSD(C) Accounting Policy, for all override actions a history file should be automatically recorded for proper certification and post payment audits.)	"DoDFMR," Volume 01, Chapter 02, Add. 2 D8g
09.02.32			[Version 2 - This requirement deleted.]	
09.02.33		D	[Version 4 - This requirement deleted.]	
09.02.34			The system must reflect contractual holdbacks as liabilities.	"DoDFMR," Volume 04, Chapter 08, 080211
09.02.35			[Version 3 - This requirement deleted.]	

Req. ID	VA	AT	REQUIREMENTS Accounts Payable (Payment Management)	SOURCE(S)
09.02.36		D	[Version 4 - This requirement deleted.]	
09.02.37			When facilities or equipment are constructed according to contract specifications, the system must record a payable for the estimated work completed.	SFFAS-1, 79
09.02.38			The system must identify accounts payable not covered by budgetary resources.	SFFAS-1, 80
09.02.39			The system must record advances and prepayments (received from other entities for goods to be delivered or performed) as other current liabilities.	SFFAS-1, 85
09.02.40			[Version 3 - This requirement deleted.]	
09.02.41		C	The system must provide the capability to capture, store and process the following information for each vendor invoice, for audit trail, research and query purposes: invoice number, invoice date, invoice receipt date, invoice due date, invoice amount, unit price and quantity, description, discount terms, as applicable, obligating document reference(s), and vendor identification number and address code.	JFMIP SR-02-01, req. PMB-11
09.02.42 - 09.02.43		D	[Version 4 - These requirements deleted.]	
09.02.44			The system must allow vendors to be added to or deleted from the vendor file if there is proper authorization.	"DoDFMR," Volume 01, Chapter 02, Add.
09.02.45		D	[Version 4 - This requirement deleted.]	
09.02.46			The system must report current liabilities due to federal entities separately from those due to employees and the public.	SFFAS-1, 85
09.02.47		A	The system must provide the capability to apply credits against subsequent disbursements to the same vendor regardless of the funding source.	JFMIP SR-02-01, req. PMC-30
09.02.48		A	The system must provide the capability to accommodate an invoice number field of up to 30 characters or the current requirement of I TFM-6-5000.	JFMIP SR-02-01, req. PMB-13
09.02.49		A	The system must provide the capability to record "full" or "partial" receipt and acceptance of goods and services by line item.	JFMIP SR-02-01, req. PMB-02
09.02.50		A	The system must provide the capability to automatically match	JFMIP SR-02-

Req. ID	VA	AT	REQUIREMENTS Accounts Payable (Payment Management)	SOURCE(S)
			invoices to obligations and receiving reports by document and line item and provide for two-way matching (obligation and invoice) and three-way matching (obligation, receiving report, and receipt of invoice).	01, req. PMB-06
09.02.51		A	The system must provide the capability to process "obligate and pay" transactions where payment scheduling and obligation occurs simultaneously.	JFMIP SR-02-01, req. PMB-07
09.02.52		A	The system must be capable of referencing multiple obligations on a single invoice document.	JFMIP SR-02-1, req. PMB-08
09.02.53		A	The system must provide the capability to set up recurring payments in the system and automatically schedule items (e.g., contracts, leases, etc.) for payment on an interval determined by the user (i.e., weekly, bi-weekly, monthly, quarterly or other specified number of days).	JFMIP SR-02-01, req. PMB-09
09.02.54		A	The system must provide the capability to modify recurring payment information for changes in agreement terms, amounts, frequency, etc.	JFMIP SR-02-01, req. PMB-10
09.02.55		A	The system must provide the capability to edit the TIN field to ensure that it is a nine digit numeric field, does not include dashes, and is not all zeroes and allow for override for agency specific requirements. (Per OUSD(C) Accounting Policy, for all override actions a history file should be automatically recorded for proper certification and post payment audits.)	JFMIP SR-02-01, req. PMB-12
09.02.56		A	The system must provide the capability to manually override a system-calculated payment due date. (Per OUSD(C) Accounting Policy, for all override actions a history file should be automatically recorded for proper certification and post payment audits.)	JFMIP SR-02-01, req. PMB-15
09.02.57		A	The system must provide the capability to record detailed transactions associated with credit card purchases and allow users to change the accounting classification information by line item for specific transactions.	JFMIP SR-02-01, req. PMB-20
09.02.58		A	The system must provide the capability to indicate if a payment is partial or final. If final, automatically de-obligate any unliquidated balances.	JFMIP SR-02-01, req. PMB-24
09.02.59 -	V	A	[These requirements are Value Added. See Value Added	JFMIP SR-02-

Req. ID	VA	AT	REQUIREMENTS Accounts Payable (Payment Management)	SOURCE(S)
09.02.62			Section for requirement descriptions.]	01, req. PMB-25
09.02.63		A	The system must provide the capability to provide a warning message when the user attempts to input an external vendor invoice number that has already been recorded for the related vendor.	JFMIP SR-02-01, req. CFB-18
03 Schedule Payments for Disbursement				
09.03.01-09.03.02		D	[Version 4 - These requirements deleted.]	
09.03.03-09.03.04			[Version 3 - These requirements deleted.]	
09.03.05		C	The system must provide the capability to consolidate multiple payments to a single payee in accordance with TFM prescribed limitations (currently up to 14 lines of 55 characters each for check payments, up to 9,999 lines of 80 characters each for CTX payments). The system must also provide the capability to itemize all payments covered by the one check or EFT (CTX only), in addition, the system must allow for separate checks to a payee.	JFMIP SR-02-01, req. PMC-16
09.03.06			The system must be able to record the details (invoice numbers, voucher numbers, contract number, etc.) of a consolidated payment.	I TFM Part 4-2055.40
09.03.07			The system must be able to prepare separate schedules for the general classifications of payment, such as travel vouchers, vouchers payable in foreign currency, vendor payment vouchers, transportation vouchers, etc.	I TFM Part 4-2055.30
09.03.08			The system must cross reference each voucher to the voucher schedule by agency identification numbers and be able to match one with the other.	I TFM Part 4-2055.30
09.03.09			The system must assign a unique identification number to each voucher that will be used for accounting and auditing purposes.	I TFM Part 4-2045.40
09.03.10			The system must record, in the accounting classification space on each voucher, the account symbol or other reference number, which identifies the specific appropriation(s) affected.	I TFM Part 4-2035.10
09.03.11			The system must schedule payments that are $100 million or more by preparing multiple payment records.	I TFM Part 4-2020.50
09.03.12	V	C	[This requirement is Value Added. See Value Added Section	I TFM Part 6-

Req. ID	VA	AT	REQUIREMENTS Accounts Payable (Payment Management)	SOURCE(S)
			for requirement description.]	8535.20
09.03.13			The system must generate a report listing any payments scheduled on a particular day.	"DoDFMR," Volume 01, Chapter 02, Add. 2 D10h
09.03.14			The system must recognize payments for services of a continuing nature, which are performed under agency-vendor agreements. Such payments, which are for definite amounts at fixed intervals, may not be made without submission of vouchers.	I TFM Part 4-2025.30
09.03.15			[Version 3 - This requirement deleted.]	
09.03.16			The system must ensure that a comparison of the paid copy with the pending copy of the voucher-schedule is made. If any errors or alterations are noted, they must be reported immediately to the Inspector General's office and the disbursing officer.	I TFM Part 4-2055.20
09.03.17			The system must schedule payments in the currency billed unless the payee is located in a restricted country, or in an excess or near-excess currency country.	I TFM Part 4-2065.30
09.03.18			[Version 3 - This requirement deleted.]	
09.03.19			The system must generate a payment due date of 30 days if a due date is not specified in the contract.	5 CFR Part 1315
09.03.20			[Version 3 - This requirement deleted.]	
09.03.21		D	[Version 4 - This requirement deleted, after move to another FFMR.]	
04 Execute Payments				
09.04.01		C	The system must provide the capability to automatically identify and select payments to be disbursed in a particular payment cycle based on their due dates. It must also provide for on-line review and certification by an authorized certifying officer.	JFMIP SR-02-01, req. PMC-01
09.04.02		D	[Version 4 - This requirement deleted.]	
09.04.03			[Version 3 - This requirement deleted.]	
09.04.04		C	The system must provide the capability to automatically include relevant identification information on each remittance, including: vendor invoice number(s); obligating document	JFMIP SR-02-01, req. PMC-06

Req. ID	VA	AT	REQUIREMENTS Accounts Payable (Payment Management)	SOURCE(S)
			number or other reference number; and discount, interest and offset amounts, as applicable.	
09.04.05		C	The system must provide the capability to capture prompt payment information required by Title 5, Part 1315 of the CFR, including discounts taken, discounts lost, and interest paid.	JFMIP SR-02-01, req. PMC-05
09.04.06		C	The system must provide the capability to report totals by TAS/TAFS on each payment schedule/file.	JFMIP SR-02-01, req. PMC-33
09.04.07		C	The system must provide the capability to provide for various forms of payment to be used (i.e., check or EFT (e.g., Automated Clearing House (ACH) and wire)). In addition, the system must also provide the capability to capture, store, and process information needed to create EFT payments in accordance with Treasury standards, including American Bankers Association Routing Transit Number (RTN), recipient bank account number, and bank account type (checking or savings). This includes the capability to identify employees versus companies to ensure use of correct ACH formats. The system must also be capable of creating check files and EFT payment files in all formats (CTX (820 or Flat File), CCD, CCD+, PPD, and PPD+) using different media (telecommunications, tape, direct entry to Electronic Certification System (ECS), and third party upload through ECS).	JFMIP SR-02-01, req. PMC-11 and PMC-17
09.04.08		D	[Version 4 - This requirement deleted.]	
09.04.09		C	The system must provide the capability to process payment transactions from other systems, such as payroll and travel, identify whether the disbursement has already been made, and record the appropriate accounting entries. For those disbursements not already made, the system must provide the capability to schedule them for payment through the Core Financial System.	JFMIP SR-02-01, req. PMC-26
09.04.10			[Version 3 - This requirement deleted.]	
09.04.11		D	[Version 4 - This requirement deleted.]	
09.04.12		A	The system must provide the capability to automatically apply interest and discount across multiple accounting lines on an invoice in the same rule used to apply the original payment.	JFMIP SR-02-01, req. PMC-03
09.04.13		A	The system must provide the capability to apply the appropriate	JFMIP SR-02-

Req. ID	VA	AT	REQUIREMENTS Accounts Payable (Payment Management)	SOURCE(S)
			Treasury interest rate tables (e.g., Prompt Pay rate and Current Value of Funds rate).	01, req. PMC-04
09.04.14		A	The system must provide the capability to record user comments for each voucher/invoice.	JFMIP SR-02-01, req. PMC-07
09.04.15		A	The system must provide the capability to provide for up to 9,999 line items per invoice.	JFMIP SR-02-01, req. PMC-08
09.04.16		A	The system must provide the capability to record reason codes for returned and adjusted invoices, lost discounts, and late payments.	JFMIP SR-02-01, req. PMC-09
09.04.17		A	The system must provide the capability to track the status of invoices in the payment process, including those that were not accepted and returned to the vendor and those that are awaiting administrative approval. The system must also maintain the time and aging of approvals in relation to payments.	JFMIP SR-02-01, req. PMC-10
09.04.18		A	The system must provide the capability to generate ACH payments in Corporate Trade Exchange (CTX) (820 or Flat File), Cash Concentration or Disbursement (CCD), Cash Concentration or Disbursement Plus Addendum (CCD+), Prearranged Payment and Deposit (PPD), and Prearranged Payment and Deposit Plus Addendum (PPD+) formats.	JFMIP SR-02-01, req. PMC-12
09.04.19		A	The system must provide the capability to ensure that employee ACH payments are generated only as PPD or PPD+ payments.	JFMIP SR-02-01, req. PMC-13
09.04.20		A	The system must provide the capability to ensure that vendor ACH payments are generated only as CCD, CCD+ or CTX formats.	JFMIP SR-02-01, req. PMC-14
09.04.21		A	The system must provide the capability to prohibit the creation of an ACH payment in any format (PPD, PPD+, CCD+, or CTX) that does not contain a RTN and an account number.	JFMIP SR-02-01, req. PMC-15
09.04.22		A	The system must provide an edit on the RTN field. The field is a nine-digit numeric-only field. Prohibit fewer or more than nine characters, allow for only numeric characters, and prohibit the entry of all zeroes in this field. The system must edit RTN's against the data supplied in the Financial Organization Master File (or other verified update file) to ensure the validity of the check digit (Modulus 10 check).	JFMIP SR-02-01, req. PMC-18
09.04.23		A	The system must provide the capability to edit the invoice number field to ensure it is populated and prohibit the generation	JFMIP SR-02-01, req. PMC-

Req. ID	VA	AT	REQUIREMENTS Accounts Payable (Payment Management)	SOURCE(S)
			of a (vendor) payment that does not contain properly structured remittance information on the addendum.	19
09.04.24		A	The system must provide the capability to generate multiple payments using the same invoice number, to accommodate utility and telecommunication companies' use of an account number as a recurring invoice number.	JFMIP SR-02-01, req. PMC-20
09.04.25		A	The system must provide the capability to edit the ALC field to ensure it is an eight digit numeric field and allow for override (e.g., by agencies that have their own disbursing authority.) Per OUSD(C) Accounting Policy, for all override actions a history file should be automatically recorded for proper certification and post payment audits.)	JFMIP SR-02-01, req. PMC-21
09.04.26		A	The system must provide the capability to create one check file regardless of payee type (employee or vendor).	JFMIP SR-02-01, req. PMC-22
09.04.27		A	The system must provide the capability to combine payment files from multiple ALCs into a single file for transmission to Treasury and provide summary totals (items and dollars) by ALC and for the entire file for certification purposes.	JFMIP SR-02-01, req. PMC-23
09.04.28		A	The system must provide the capability to make CTX payments using a separate file. The transactions need to be balanced (sum of all the remittance records must equal the transaction total), the file must include a valid settlement date (next business day or later), and the file must be able to accommodate the inclusion of Credit Memos.	JFMIP SR-02-01, req. PMC-24
09.04.29		A	The system must provide the capability to schedule and disburse U.S. dollar payments (SF-1166) through the Treasury's ECS, containing up to the limit of 60 payments per schedule and 100 schedules for each ECS terminal per day.	JFMIP SR-02-01, req. PMC-25
09.04.30		A	The system must provide the capability to flag vouchers selected for payment that will disburse a fund into a negative cash position (reimbursable work can result in this type of transaction with appropriate authority).	JFMIP SR-02-01, req. PMC-28
09.04.31		A	The system must provide the capability to allow for the exclusion of payments from agency offset based on user-defined criteria including funding source, object class, vendor type and vendor number.	JFMIP SR-02-01, req. PMC-31
09.04.32		A	The system must provide, generate, and maintain a sequential numbering system for scheduling payments to the disbursing	JFMIP SR-02-01, req. PMC-

Req. ID	VA	AT	REQUIREMENTS Accounts Payable (Payment Management)	SOURCE(S)
			office and assign different schedule number ranges for different payment types, such as travel schedules, transportation schedules, payroll schedules, vendor schedules, etc. The system must require each schedule number to be unique.	32
09.04.33		A	The system must provide the capability to cancel an entire payment schedule or a single payment within a payment schedule, prior to transmission to Treasury, and allow for reversal of an entire schedule in a single, interactive action. The system must also perform the appropriate accounting reversals.	JFMIP SR-02-01, req. PMC-34
09.04.34		A	The system must provide the capability to cancel an entire payment schedule prior to actual disbursement by or upon rejection by Treasury and allow for reversal of an entire schedule in a single, interactive action. The system must perform the appropriate accounting reversals.	JFMIP SR-02-01, req. PMC-35
09.04.35-09.04.40	V	A	[These requirements are value added. See Value Added Section for the requirement description.]	
05 Confirm and Follow-up on Payments				
09.05.01		C	The system must provide information about each payment that reflects the stage of the scheduling process that the payment has reached, and the date each step was reached. Such stages include: - The date payment scheduled, - The date the schedule was sent to appropriate disbursing office, and - The date payment issued by appropriate disbursing office.	JFMIP SR-02-01, req. PMD-01
09.05.02		D	[Version 4 - This requirement deleted.]	
09.05.03		C	The system must provide the capability to automatically update the payment information when confirmation is received from the disbursing office, including the paid schedule number, payment date and check number or trace number.	JFMIP SR-02-01, req. PMD-03
09.05.04		C	The system must provide the capability to maintain a history for each payment made by the Core Financial System of the following information: - Vendor Invoice number, invoice amount - Vendor identification number - Vendor name - Payment address or banking information - Payment amount- Interest paid, when applicable - Discount taken, when applicable - Offset made, when applicable- Payment method (e.g., check,	JFMIP SR-02-01, req. PMD-02

Req. ID	VA	AT	REQUIREMENTS Accounts Payable (Payment Management)	SOURCE(S)
			EFT) - Referenced obligation number - Appropriation charged	
09.05.05		C	The system must have the capability to provide on-line access to vendor and payment information.	JFMIP SR-02-01, req. PMD-06
09.05.06		C	The system must provide on-line access to open documents based on agency selection criteria, including the accounting classification elements, document number, and vendor number.	JFMIP SR-02-01, req. PMD-07
09.05.07		D	[Version 4 - This requirement deleted.]	
09.05.08		C	The system must provide the Statement of Cash Transactions, FMS Form 224 data in hard copy and electronic formats required by the Department of the Treasury.	JFMIP SR-02-01, req. RB-01
09.05.09		C	The system must provide the Statement of Accountability, FMS Form 1219 data in hard copy and electronic formats required by the Department of the Treasury.	JFMIP SR-02-01, req. RB-01
09.05.10		C	The system must provide the Statement of Transactions According to Appropriations, Funds, and Receipt Accounts, FMS Form 1220 data in hard copy and electronic formats required by the Department of the Treasury.	JFMIP SR-02-01, req. RB-01
09.05.11			The system must maintain an on-line history file of closed out documents for a user-defined period of time.	"DoDFMR," Volume 01, Chapter 02, Add. 2 D2c
09.05.12		C	The system must provide the capability to automatically liquidate the in-transit amount and reclassify budgetary accounts from unpaid to paid when the payment confirmation updates the system.	JFMIP SR-02-01, req. PMD-04
09.05.13		A	The system must provide the capability to automatically generate transactions to reflect disbursement activity initiated by other agencies and recorded in Central agency electronic systems (such as IPAC). Capture related information required by the Central agency system for each transaction (e.g., purchase order number, reimbursable agreement number, ALC).	JFMIP SR-02-01, req. PMC-27
09.05.14		A	The system must provide the capability to record more than one check range for a payment schedule, along with a break in check numbers.	JFMIP SR-02-01, req. PMD-05

Req. ID	VA	AT	REQUIREMENTS Accounts Payable (Payment Management)	SOURCE(S)
09.05.15		A	The system must provide the capability to produce IRS-1099s (such as 1099-INT, 1099-MISC, 1099-C and 1099-G) in accordance with IRS regulations and current IRS acceptable format, including hard copy and electronic form. For example, when payment to a sole proprietor for services performed (not including cost of merchandise) exceeds a specified dollar amount (e.g.. $600) produce a 1099-M.	JFMIP SR-02-01, req. PMD-09
09.05.16		A	The system must provide the capability to electronically download monthly "Fund Balance with Treasury" and activity recorded by Treasury (and related warrant information) for comparison to cash activity in the agency's general ledger and produces a report of differences.	JFMIP SR-02-01, req. PMD-10
09.05.17-09.05.22	V	A	[These requirements are Value Added. See Value Added Section for the requirement description.]	
06 Reporting				
09.06.01			The system must generate aged requisitions.	"DoDFMR," Volume 01, Chapter 02, Add. 2 D10a
09.06.02			The system must generate aged outstanding obligating documents by entry date and expected receipt date.	"DoDFMR," Volume 01, Chapter 02, Add. 2 D10c
09.06.03			The system must generate aged receiving reports without an acceptance.	"DoDFMR," Volume 01, Chapter 02, Add. 2 D10b
09.06.04			The system must generate an aged, unmatched vendor invoice report.	"DoDFMR," Volume 01, Chapter 02, Add. 2 D10d
09.06.05			The system must report the number, amount, and relative frequency of interest penalties paid.	"DoDFMR," Volume 01, Chapter 02, Add. 2 D11d
09.06.06			The system must generate the status and procurement history for documents such as multi-task contracts, grants, and blanket purchase agreements.	"DoDFMR," Volume 01, Chapter 02, Add. 2 D2g

Req. ID	V A	A T	REQUIREMENTS Accounts Payable (Payment Management)	SOURCE(S)
09.06.07			The system must produce a detailed listing by level of funds control and specific contract for (1) commitment documents, (2) obligation documents, and (3) expenditure of funds.	"DoDFMR," Volume 01, Chapter 02, Add. 2 D10e
09.06.08			The system must generate a cash requirement projection report indicating the dollar amount of disbursements due to be made on a particular day.	"DoDFMR," Volume 01, Chapter 02, Add. 2 D10g
09.06.09 – 09.06.10			[Version 4 - These requirements deleted.]	

Accounts Payable (Payment Management)
Value Added Requirements

REQ. ID	REQUIREMENTS	SOURCE(S)
09.01.12V	The system should provide the capability to capture vendor information required when registering with the Central Contractor Registration (CCR) and track activity by CCR identifier.	JFMIP SR-02-01, req. PMA-07
09.02.59V	The system should provide the capability to automatically generate a payment voucher if the purchase order matches the receiver information and provide this option as a function of the matching process.	JFMIP SR-02-01, req. PMB-25
09.02.60V	The system should provide the capability to use the Fast Payment clause indicator on the obligating document to determine whether or not an accelerated payment is to be made.	JFMIP SR-02-01, req. PMB-26
09.02.61V	The system should provide the capability to compare discount terms on the invoice with discount terms on the related obligating document and notify the user when differences are identified.	JFMIP SR-02-01, req. PMB-27
09.02.62V	The system should provide the capability to provide a system-generated letter or e-mail to the vendor stating the reason for rejection or "notice of intent to disallow" an invoice within 7 days of receipt of invoice.	JFMIP SR-02-01, req. PMB-28
09.03.12V	The system must report disbursements of $50 million to $500 million to the U.S. Treasury two days in advance. For disbursements over $500 million a minimum of five days is required. The system must report to the U.S. Treasury the following information for disbursements totaling $50 million or more: - Name and address of the agency, department, bureau, or administration, - Name and telephone number of contact, - Agency location code (ALC) or Defense station symbol number (DSSN), - Account title and account symbol number, - Description of transaction, - Transaction settlement date, - Amount of disbursement, - Payment mechanism (wire transfer or check), - Check number for check payments, and - Payee name and address (Per OUSD(C) Accounting Policy, Disbursing Station Numbers [DSSNs], UICs, etc. should be associated and included with the ALC for payments.)	I TFM Part 6-8535.20
09.04.35V	The system should provide the capability to include the TAS/TAFS associated with each payment in the payment file when consolidating multiple payments to a single payee.	JFMIP SR-02-01, req. PMC-36

REQ. ID	REQUIREMENTS	SOURCE(S)
09.04.36V	The system should provide summary totals by TAS/TAFS when combining payment files for multiple ALCs into a single file for transmission to Treasury.	JFMIP SR-02-01, req. PMC-37
09.04.37V	The system should provide National Automated Clearing House Association (NACHA) payment formats for Non-Treasury Disbursing Offices.	JFMIP SR-02-01, req. PMC-38
09.04.38V	The system should provide the capability to split a single payment into separate bank accounts (e.g., benefit payments to recipients).	JFMIP SR-02-01, req. PMC-39
09.04.39V	The system should provide statistical sampling capabilities to support agency payment certification.	JFMIP SR-02-01, req. PMC-40
09.04.40V	The system should provide the capability to identify and report payment and deposit amounts at a detail suitable for reporting large dollar notifications as described in I TFM-6-8500, Cash Forecasting Requirements.	JFMIP SR-02-01, req. PMC-41
09.05.17V	The system should provide the capability to include the TAS/TAFS charged and the associated amount(s) in the history of each payment made by the Core Financial System.	JFMIP SR-02-01, req. PMD-11
09.05.18V	The system should provide an automated interface to the Department of Treasury system containing paid schedule data (i.e., Government On-line Accounting Link System (GOALS) Regional Finance Center Agency Link, or its successor).	JFMIP SR-02-01, req. PMD-12
09.05.19V	The system should provide e-mail notification to employees of travel payments made by disbursing offices.	JFMIP SR-02-01, req. PMD-14
09.05.20V	The system should provide the capability to track and report on aged, unmatched vendor invoices.	JFMIP SR-02-01, req. PMD-15
09.05.21V	The system should provide the capability to track and report on spending agency-wide by state and congressional district.	JFMIP SR-02-01, req. PMD-16
09.05.22V	The system should provide written notification to payees (vendors, travelers, etc.) of payments made by disbursing offices and allow for agency flexibility in defining the contents of the notifications.	JFMIP SR-02-01, req. PMD-13

CHAPTER 10
Travel

The General Services Administration (GSA) and the Office of Personnel Management (OPM) establish travel policies, rules, and regulations for the federal agencies. The Joint Federal Travel Regulations (JFTR) directly implements travel and transportation entitlements authorized by law for members of the Uniformed Services. The Joint Travel Regulations (JTR) prescribes travel and transportation allowances authorized for DoD civilian employees. DoD's travel policy and procedures are contained in volume 9 of the Department's Financial Management Regulation (DoD 7000.14-R). JFMIP has established specific requirements for agencies' systems that process, control, and report on employees' travel.

Travel

Functional Requirements
- 1: General Requirements
- 2: Travel Authorization
- 3: Travel Advances
- 4: Travel Vouchers
- 5: Local Travel
- 6: Sponsored Travel
- 7: Interface Requirements
- 8: Reporting
- 9: Temporary/Permanent Change of Station
- 10: System Administration

Req. ID	VA	AT	REQUIREMENTS Travel	SOURCE(S)
01 General Requirements				
10.01.01		D	[Version 4 - These requirements deleted, requirement incorporated in another FFMR.]	
10.01.02			The travel system must incorporate the preparation and approval of travel and transportation authorizing documents, including fund certification; preparation and authorization of emergency travel advances; and computation, preparation, and approval of travel vouchers.	JFMIP SR-99-9, 5
10.01.03		C	The travel system must record travel expenses in a chronological and systematic order.	JFMIP SR-99-9, 5
10.01.04			The travel system must document travel information so that it is easily and readily available for analysis, decision support, operational control management, and external regulatory reports.	JFMIP SR-99-9, 5
10.01.05 - 10.01.07			[Version 3 - These requirements deleted.]	
10.01.08		C	For centralized control and system administration, the travel system must maintain various tables, such as locality/M&IE allowances, locality/lodging rates, travelers/government credit card data, and rental car rates/types.	JFMIP SR-99-9, 5
10.01.09		C	The travel system must provide for interfacing with a Travel Management System (TMS), arranging tickets and transportation and processing of claims from vendors related to the travel and transportation documents.	JFMIP SR-99-9, 5
10.01.10 –	V	C	[These requirements are value added. See Value Added Section	

Req. ID	VA	AT	REQUIREMENTS Travel	SOURCE(S)
10.01.11			for requirement descriptions.]	
10.01.12		A	The travel system must provide the capability to provide the user with prompts and understandable, logically ordered screens to make the travel process as easy as possible.	JFMIP SR-99-9, 5
10.01.13		A	The travel system is required to provide the appropriate levels of security to protect the integrity of the travel process and the content of the system.	JFMIP SR-99-9, 5
10.01.14		A	The travel system must provide the capability to capture required standard data elements contained in the Federal Travel Regulation (FTR).	JFMIP SR-99-9, 10
10.01.15		A	The travel system must provide the ability to enter dates prior to, through, and beyond January 1, 2000.	JFMIP SR-99-9, 10
10.01.16	V	A	The travel system must provide for the use of mandated Federal travel charge cards.	JFMIP SR-99-9, 10
10.01.17		A	The travel system must provide by October 21, 2003, for appropriate electronic authentication technologies to verify the identity of the sender and the integrity of electronic content that satisfies OMB's implementation requirements of the Government Paperwork Elimination Act (GPEA), Public Law 105-277.	JFMIP SR-99-9, 10
10.01.18		A	The travel system must maintain and send a record of expenses for same day trip of more than 12 hours but less than 24 hours with no lodging to the payroll system to be included in the employee's Form W-2, Wage and Tax Statement. In addition, the system must report and send the employer's matching tax amounts.	JFMIP SR-99-9, 10
10.01.19		A	The travel system must be able to maintain the order of precedence for executing each travel step.	JFMIP SR-99-9, 10
10.01.20		A	The travel system must be able to change the order of precedence of the processing steps to handle unusual travel demands.	JFMIP SR-99-9, 10
10.01.21		A	The travel system must maintain an adequate separation of duties.	JFMIP SR-99-9, 10

02 Travel Authorization

10.02.01			The travel system must provide the capability to create and process travel authorizations and provide funds availability,	JFMIP SR-99-9, 11

Req. ID	VA	AT	REQUIREMENTS Travel	SOURCE(S)
			including unlimited open, limited open, and trip-by-trip.	
10.02.02 – 10.02.03		D	[Version 4 - These requirements deleted, moved to another FFMR.]	
10.02.04			The travel system must provide for determining whether the traveler is a holder of a government-issued charge card.	JFMIP SR-99-9, 11
10.02.05			[Version 3 - This requirement deleted.]	
10.02.06		D	[Version 4 - This requirement deleted.]	
10.02.07		C	The travel authorization system must provide the capability to create travel authorizations and provide funds availability when appropriate.	JFMIP SR-99-9, 11
10.02.08			The travel system must record detailed itinerary information.	JFMIP SR-99-9, 11
10.02.09			The travel system must calculate authorized per diem, meals, and incidental expenses (M&IE) based on the temporary duty location.	JFMIP SR-99-9, 11
10.02.10			The travel system must allow for special routing and approval levels for certain classes/conditions of travel as required by FTR 301-2.	JFMIP SR-99-9, 13
10.02.11		D	[Version 4 - This requirement deleted.]	
10.02.12			The travel system must provide the capability to process travel authorizations with split fiscal year funding and with multiple funding.	JFMIP SR-99-9, 11
10.02.13			[Version 3 - This requirement deleted.]	
10.02.14		D	[Version 4 - This requirement deleted, moved to another FFMR.]	
10.02.15			The travel system must allow correction, amendment, and cancellation of the travel authorization with appropriate reviewing and approving controls and allow for notification to the traveler and accounting office.	JFMIP SR-99-9, 11
10.02.16	V		[This requirement is value added. See Value Added Section for requirement description.]	
10.02.17			[Version 3 - This requirement deleted.]	

Req. ID	VA	AT	REQUIREMENTS Travel	SOURCE(S)
10.02.18		D	[Version 4 - This requirement deleted, moved to another FFMR.]	
10.02.19		D	[Version 4 - This requirement deleted.]	
10.02.20		D	[Version 4 - This requirement deleted.]	
10.02.21		D	[Version 4 - This requirement deleted, moved to another FFMR.]	
10.02.22	V	C	[This requirement is value added. See Value Added Section for requirement description.]	
10.02.23		D	[Version 4 - This requirement deleted.]	
10.02.24		D	[Version 4 - This requirement deleted, moved to another FFMR.]	
10.02.25		D	[Version 4 - This requirement deleted, moved to another FFMR.]	
10.02.26		D	[Version 4 - This requirement deleted.]	
10.02.27 10.02.32	V		[This requirement is value added. See Value Added Section for requirement description.]	
10.02.33 10.02.34	V	D	[Version 4 - These requirements deleted.]	
10.02.35	V		[This requirement is value added. See Value Added Section for requirement description.]	
10.02.36		D	[Version 4 - This requirement deleted, moved to another FFMR.]	
10.02.37	V	D	[Version 4 - This requirement deleted.]	
10.02.38 10.02.39	V		[.These requirements are value added. See Value Added Section for requirement description.]	
10.02.40	V	D	[Version 4 - This requirement deleted.]	
10.02.41	V	A	[This requirement is value added. See Value Added Section for requirement description.]	
10.02.42		A	The travel authorization system must allow for the option of specific authorization or prior approved travel arrangements, as required by the FTR-301.25, for:	JFMIP SR-99-9, 11

Req. ID	VA	AT	REQUIREMENTS **Travel**	SOURCE(S)
			(a) Use of premium-class service on common carrier transportation; (b) Use of a foreign air carrier; (c) Use of reduced fares for group or charter arrangements; (d) Use of cash to pay for common carrier transportation; (e) Use of extra-fare train service; (f) Travel by ship; (g) Use of a rental car; (h) Use of a Government aircraft; (i) Payment of a reduced per diem rate; (j) Payment of actual expense; (k) Travel expenses related to emergency travel; (l) Transportation expenses related to threatened law enforcement/investigative employees and members of their families; (m) Travel expenses related to travel to a foreign area; (n) Acceptance of payment from a non-Federal source for travel expenses, see chapter 304 of this subtitle; and (o) Travel expenses related to attendance at a conference.	
10.02.43		A	The travel authorization system must provide the capability to interface with the agency's Travel Management Center (TMC) or appropriate Commercial Reservation System (CRS), effective January 1, 2001.	JFMIP SR-99-9, 11
10.02.44		A	The system must provide the capability to display defined messages to the user regarding certification statements, Privacy Act Statement, standard clauses for required receipts, supporting documentation requirements, etc., and justification statements for use of special travel arrangements.	JFMIP SR-99-9, 11
03 Travel Advances				
10.03.01			The travel system must provide for entry, processing, approval, and the payment and liquidation of government funds for the tracking, aging, and control of the travel advance function.	JFMIP SR-99-9, 12
10.03.02			The travel system must be able to set, change, and apply established limits on travel advances.	JFMIP SR-99-9, 12
10.03.03			[Version 3 - This requirement deleted.]	
10.03.04			The travel system must provide data for automatic aging outstanding travel advances based on the end of trip date and generate follow-up notices to the travelers and administrative staff concerning delinquent advances effecting payroll offsets or other means of collection.	JFMIP SR-99-9, 12

Req. ID	VA	AT	REQUIREMENTS Travel	SOURCE(S)
10.03.05		C	The system should be able to process travel advances for direct deposit or give the traveler cash or cash equivalents such as cash, travelers checks, and third party drafts.	JFMIP SR-99-9, 12
10.03.06			[Version 2 - This requirement deleted.]	
10.03.07			The travel system must provide for limiting the allowed advance based upon transportation method (Government Transportation Request vs. non-GTR), subsistence rates, miscellaneous expenses, and traveler possession of or eligibility for a charge card.	JFMIP SR-99-9, 12
10.03.08 – 10.03.09			[Version 2 - These requirements deleted.]	
10.03.10			The travel system must provide for reporting to the Internal Revenue Service (IRS) delinquent travel advances as taxable income to the traveler.	JFMIP SR-99-9, 12
04 Travel Vouchers				
10.04.01			The travel system must provide for input by both travelers and designated officials at central and/or remote locations.	JFMIP SR-99-9, 13
10.04.02		D	[Version 4 - This requirement deleted.]	
10.04.03			The travel system must provide the capability to display defined messages to the user regarding required receipts for lodgings and authorized expenses incurred costing $75 or more, unused tickets, refunds, certificates, or any other supporting documentation that may be needed.	JFMIP SR-99-9, 13
10.04.04			In order to expedite the liquidation of an outstanding advance the travel system must be able to process partial claims against travel orders. (A travel order is the basis for a traveler's reimbursement.)	JFMIP SR-99-9, 13; "DoDFMR," Volume 09, Chapter 05, 050304
10.04.05			[Version 3 - This requirement deleted.]	
10.04.06			The travel system must provide the capability to calculate authorized mileage allowances and per diem amounts based on TDY location and other related information.	JFMIP SR-99-9, 13
10.04.07			The travel system must provide the capability to draw upon the information reflected on the travel authorization and/or government cash advance provided to the traveler, and using	JFMIP SR-99-9, 13

Req. ID	VA	AT	REQUIREMENTS Travel	SOURCE(S)
			that information the system should prepare the voucher/claim as required.	
10.04.08			[Version 3 - This requirement deleted.]	
10.04.09		D	[Version 4 - This requirement deleted, moved to another FFMR.]	
10.04.10			[Version 3 - This requirement deleted.]	
10.04.11			The travel system must process amended vouchers with appropriate reviewing and approving controls and provide the capability to update related systems modules.	JFMIP SR-99-9, 13
10.04.12			The travel system must provide the traveler with the capability to create and modify travel vouchers before final approval. The voucher then would be transferred to the approving official. The approving official would either deny and remand it to the traveler or approve it and forward it for payment.	JFMIP SR-99-9, 13
10.04.13			The travel system must have a tracking system that will allow travelers and payment offices to determine the status of any voucher/claim.	JFMIP SR-99-9, 13
10.04.14			The travel system must provide for the generation of notices to the traveler when information has not been submitted in a timely manner.	JFMIP SR-99-9, 13
10.04.15		D	[Version 4 - This requirement deleted, moved to another FFMR.]	
10.04.16 – 10.04.17			[Version 3 - These requirements deleted.]	
10.04.18			The system must provide for matching of travel vouchers with the travel authorizations and/or centrally issued passenger tickets and provide for audit of the claim in accordance with the Federal Travel Regulation (FTR) and Department of State Standardized Regulations (DSSR) for temporary duty travel of all civilian agency government travelers. (The Joint Travel Regulations (JTR) implements the FTR and DSSR for all DoD civilian employees.)	JFMIP SR-99-9, 14
10.04.19			The travel system must integrate the issuance and control of the travel advances with the travel voucher payment process to ensure that the advance is liquidated or collected prior to the issuance of a payment to the traveler; also provide the capability	JFMIP SR-99-9, 12

Req. ID	VA	AT	REQUIREMENTS Travel	SOURCE(S)
			not to liquidate when the traveler has been authorized a "retained" travel advance in accordance with FTR 301-51.	
10.04.20			The travel system must provide for a random sampling of travel vouchers for voucher audits, information requirements, or other purposes based on criteria as determined by the agency. (Statistical sampling requirements are contained in GAO's Title 7.)	JFMIP SR-99-9, 14
10.04.21			The travel system must maintain and report travel obligation and liquidation information.	JFMIP SR-99-9, 29
10.04.22			[Version 2 - This requirement deleted]	
10.04.23			The travel system should provide the capability to process more than one Relocation Income Tax allowance if reimbursement is received in more than one calendar year.	
10.04.24			The travel system must allow for recording the date of departure from, and arrival at, the official duty station or any other place when travel begins, ends, or requires overnight lodging.	JFMIP SR-99-9, 13
10.04.25			The travel system must provide the capability to compute M&IE allowance rates based on travel completed: a. More than 12 hours but less than 24 - 75 percent of the applicable M&IE rate, b. 24 hours or more, on:-Day of departure - 75 percent of the applicable M&IE rate -Full days of travel - 100 percent of the applicable M&IE rate -Last day of travel - 75 percent of the applicable M&IE rate, and c. Meals provided in accordance with FTR 301-11.	JFMIP SR-99-9, 13
10.04.26			The travel system must provide information to allow for offset of funds to indebtedness through salary offset, a retirement credit, or other amount owed the employee.	JFMIP SR-99-9, 13
10.04.27			The system must allow entering approved or official subsistence rates and mileage allowances when not available in the travel system.	JFMIP SR-99-9, 13
10.04.28 – 10.04.30	V		[These requirements are value added. See Value Added Section for requirement descriptions.]	
10.04.31		A	The travel system must provide the capability to calculate authorized mileage allowances and per diem amounts (including for non-work days, interrupted travel and reduced per diem rates) based on TDY location and other related information.	JFMIP SR-99-9, 13

Req. ID	VA	AT	REQUIREMENTS Travel	SOURCE(S)
05 Local Travel				
10.05.01			The travel system must produce the local travel voucher by entering selected data into the system to activate an obligation and payment of local travel.	JFMIP SR-99-9, 15
10.05.02-10.05.03			[Version 3 - These requirements deleted.]	
10.05.04			The travel system must be able to allow the user to assign the appropriate accounting classification data to update the accounting system.	JFMIP SR-99-9, 15
10.05.05			[Version 3 - This requirement deleted.]	
10.05.06			[Version 2 - This requirement deleted.]	
10.05.07		A	The travel system must provide the capability to compute mileage allowances.	JFMIP SR-99-9, 15
10.05.08		A	The travel system must provide for funds availability.	JFMIP SR-99-9, 15
06 Sponsored Travel				
10.06.01		C	The travel system must track and report the sponsored travel process for the acceptance of payment in-cash or in-kind acceptance of services from non-federal sources to defray in whole or in part the travel or related expenses of Federal employees in accordance with FTR 304.	JFMIP SR-99-9, 16
10.06.02		D	[Version 4 - This requirement deleted.]	JFMIP SR-99-9, 16
10.06.03			The system must ensure that sponsored travel be administratively approved prior to final approval of the travel order.	JFMIP SR-99-9, 16
10.06.04			[Version 2 - This requirement deleted.]	
10.06.05			The travel system should provide the capability to indicate the amounts and entitlements to be paid by the government and those to be paid by the sponsoring organization and show estimated amounts where actual amounts are unknown.	JFMIP SR-99-9, 16
10.06.06			[Version 2 - This requirement deleted.]	
10.06.07		C	The travel system must provide the capability to generate the appropriate sponsored travel accounting transactions to reflect the cost of the trip to be funded by the government and	JFMIP SR-99-9, 28

Req. ID	VA	AT	REQUIREMENTS Travel	SOURCE(S)
			transactions to record the receipt of income from non-federal sources. (As a value-added feature, this could be linked with an Accounts Receivable System.)	
10.06.08			[Version 3 - This requirement deleted.]	
07 Interface Requirements				
10.07.01			The travel system must provide travel activity transactions to the Core Financial System by generating accounting transactions as needed.	JFMIP SR-99-9, 28
10.07.02			The travel system must provide travel activity transactions to the Core Financial System by updating funds control.	JFMIP SR-99-9, 28
10.07.03			The travel system must provide travel activity transactions to the Core Financial System by updating the standard general ledger.	JFMIP SR-99-9, 28
10.07.04			The travel system must provide travel activity transactions to the Core Financial System by generating disbursement actions by electronic funds transfer (EFT).	JFMIP SR-99-9, 28
10.07.05			The travel system must provide a standard record format for interface of transactions from the travel system to the core financial systems.	JFMIP SR-99-9, 28
10.07.06			[Version 3 - This requirement deleted.]	
10.07.07			The travel system must provide for recording sufficient airline ticket information that is essential to the airline ticket payment process so that the accounting office may review the information, verify the amount cited on the airline bill, and determine if a refund is due or reconcile other ticketing differences so that correct payment is made.	JFMIP SR-99-9, 28
10.07.08-10.07.09	V		[Version 2 - These requirements deleted..]	
10.07.10-10.07.11	V		[These requirements are value added. See Value Added Section for requirement description.]	JFMIP SR-99-9, 28
10.07.12			The travel system must provide travel activity transactions to the core financial system by updating subsidiary systems/ modules.	JFMIP SR-99-9, 28
10.07.13		A	The travel system must provide interfaces with the accounts receivable module to allow salary offsets or the generation of management reports. This will support fiscal period cut-off or a demand for interim period reports.	JFMIP SR-99-9, 28

Req. ID	VA	AT	REQUIREMENTS Travel	SOURCE(S)
08 Reporting				
10.08.01		D	[Version 4 - This requirement deleted.]	
10.08.02- 10.08.08			[Version 3 - These requirements deleted.]	
10.08.09			The travel system must provide the capability to download data to spreadsheets or other analytical tools, and using those tools, provide the capability to run on-demand analysis reports (e.g. travel and cost comparisons).	JFMIP SR-99-9, 29
10.08.10 – 10.08.00			[Version 3 - These requirements deleted.]	
10.08.12			The travel system must provide travel data to GSA for oversight in accordance with FTR 300-70, Agency Reporting Requirements.	JFMIP SR-99-9, 29
10.08.13	V		The system should provide the capability to modify "HELP" facilities to meet specific requirements of the agency.	JFMIP SR-99-9, 29
10.08.14	V		The travel system should provide the capability to electronically transmit reports.	JFMIP SR-99-9, 29
09 Temporary/Permanent Change of Station				
10.09.01		D	[Version 4 - This requirement deleted.]	JFMIP SR-99-9, 17
10.09.02			The system must provide the capability to capture the effective date of the transfer.	JFMIP SR-99-9, 17
10.09.03			The travel system must provide the capability to capture the time limit for beginning travel and transportation not to exceed 2 years from the effective date of the employee's transfer or appointment and not to exceed 3 years when the 2-year limitation for completion of residence (sale and purchase or lease) transactions is extended one year by the head of the agency or his/her designee.	JFMIP SR-99-9, 17
10.09.04			The travel system must provide the capability to capture information for the required allowance alternative option selected when two or more members of the same immediate family are employed by the government, and in applying these alternatives, provide that other members of the immediate family not receive duplicate allowances.	JFMIP SR-99-9, 17

Req. ID	V A	A T	REQUIREMENTS Travel	SOURCE(S)
10.09.05			The system must provide the capability to process reimbursement for not more than one return trip during each agreed period of service at a post-of-duty for prior return of immediate family.	JFMIP SR-99-9, 17
10.09.06			The travel system must provide the capability to provide on screen instructions or prompts as to how calculations/formulas are performed for allowances.	JFMIP SR-99-9, 18
10.09.07			The travel system must allow for a "Remarks" field to enter comments.	JFMIP SR-99-9, 18
10.09.08			The travel system must allow for recomputing allowances and making appropriate adjustments.	JFMIP SR-99-9, 18
10.09.09			The system must provide for the capability to offset entitlements against any indebtedness to the Government.	JFMIP SR-99-9, 18
10.09.10			The travel system must provide for withholding Federal or Puerto Rico, state, local, hospital insurance and Federal Insurance Contribution Act (FICA) tax at the withholding rate applicable to supplemental wages on the original voucher when submitted. (Use the "gross-up formula" in FTR 302-11).	JFMIP SR-99-9, 18
10.09.11			The travel system must maintain a record of all relocation expenses (those taxable and nontaxable), regardless of what system paid the expenses, and send a record of the expenses, including temporary assignments that are expected to exceed one year, to the payroll system to be included in the employee's Form W-2, Wage and Tax Statement, or provided as a separate W-2 for relocation expenses. In addition, report and send the employer's matching tax amounts.	JFMIP SR-99-9, 18-19
10.09.12			The travel system must provide for the system to annually consolidate total amount of employee's WTA's, the amount of moving expense reimbursements, and RIT's paid during the applicable year and provide an itemized list to the employee to facilitate filing RIT claims and income tax returns.	JFMIP SR-99-9, 19
10.09.13			The travel system must, for Allowances for House hunting Trip, provide for the reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's date of travel. Must also allow for entering appropriate data for various options of method of reimbursements, including daily itemization of actual expenses.	JFMIP SR-99-9, 19

Req. ID	VA	AT	REQUIREMENTS Travel	SOURCE(S)
10.09.14			The travel system must provide the capability to set, change, and apply limits on travel advances for house hunting trips as set forth in FTR 302-4.	JFMIP SR-99-9, 19
10.09.15			The travel system must, for Allowances for House hunting Trip, provide the capability to provide the following required information: - Limited to employee and/or spouse . - Limited to one round trip; duration authorized by the agency under FTR 302-4, not to exceed 10 calendar days. - Specific distance limitations applicable to individual allowances for house hunting trips. - Both old and new official stations are located within the United States - Not assigned to Government or other prearranged housing at new official station. - Old and new stations are 75 or more miles apart - Not authorized for New appointees. - Not authorized for employees assigned under the Government Employee's Act.	JFMIP SR-99-9, 19-20
10.09.16			The travel system must, for Allowance for Enroute Travel and Transportation of Employee and Immediate Family, provide for the given reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's or new appointee's effective date of transfer or appointment. Must also allow for entering appropriate data for various options of method of reimbursements, including daily itemization of actual expenses for Actual Transportation costs for employee, and for transfer per diem for employee and immediate family.	JFMIP SR-99-9, 20
10.09.17		C	The travel system must, for Allowance for Enroute Travel and Transportation of Employee and Immediate Family, provide the capability to set, change, and apply limits on travel advances as Authorized for estimated per diem, mileage, common carrier (not less than $100) for employee and immediate family as set forth in FTR302-2, and Not Authorized for Overseas tour renewal agreement travel as set forth in FTR-302-2, separation for retirement as set forth in FTR 302-1, and Government Bill of Lading (GBL) or purchase order as set forth in FTR 302-7 and FTR 302-8.	JFMIP SR-99-9, 20-21
10.09.18			The travel system must, for Allowance for Enroute Travel and Transportation of Employee and Immediate Family, provide the capability to capture specific distance limitations applicable to change of official station (at least 10 miles from old station).	JFMIP SR-99-9, 21

Req. ID	VA	AT	REQUIREMENTS Travel	SOURCE(S)
10.09.19		C	The travel system must, for Allowance For Transportation of Household Goods, provide for the given reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee-s or new appointee-s effective date of transfer or appointment, and must also allow for entering appropriate data for various options of method of reimbursements, including daily itemization of actual expenses, for transportation temporary storage reimbursement.	JFMIP SR-99-9, 21
10.09.20		C	The travel system must, for Allowance For Transportation of Household Goods, provide the capability to capture the Weight limitation, temporary storage limitations, and non-temporary storage limitations.	JFMIP SR-99-9, 21-22
10.09.21			The travel system must, for Allowance For Transportation of Household Goods, provide the capability to set, change, and apply limits on travel advances as authorized for transportation and temporary storage of household goods as set forth in FTR 302-8, and not authorized for non-temporary storage of household goods as set forth in FTR 302-9.	JFMIP SR-99-9, 22
10.09.22			The travel system must, for Allowance For Transportation of Household Goods, provide access to Schedules of Commuted Rates and Government Bill of Lading rates for moving and storage of household goods and allow comparison.	JFMIP SR-99-9, 22
10.09.23		C	The travel system must, for Allowance for Transportation of Mobile Homes, provide for the given reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's or new appointee's effective date of transfer or appointment must also allow for entering appropriate data for various options of method of reimbursements, including daily itemization of actual expenses. Reimbursement consists of preparation costs, over water and overland transportation, and the total cannot exceed the maximum amount that would be allowable for transportation and 90 days- temporary storage of household goods.	
10.09.24			The travel system must, for Allowance for Transportation of Mobile Homes, provide the capability to set, change, and apply limits on travel advances set forth in FTR-302.7.	JFMIP SR-99-9, 22
10.09.25			The travel system must, for Allowance for Temporary Quarters Subsistence Expense, provide for the given reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's effective date of transfer and must also allow for entering appropriate data for various options of method of reimbursements, including daily itemization of actual	JFMIP SR-99-9, 22-23

Req. ID	VA	AT	REQUIREMENTS Travel	SOURCE(S)
			expenses, for reimbursement utilizing the fixed and actual methods, which may be reduced both by the number of days of the house hunting.	
10.09.26			The travel system must, for Allowance for Temporary Quarters Subsistence Expense, provide the capability to capture specific distance limitations applicable to eligibility for temporary quarters subsistence expenses Not to exceed 60 consecutive days (may extend an additional 60 consecutive days for compelling reasons), and identify employees not authorized for the allowance.	JFMIP SR-99-9, 23
10.09.27			The travel system must, for Allowance for Temporary Quarters Subsistence Expense, provide the capability to set, change, and apply limits on travel advances while occupying temporary quarters as set forth in FTR 302-5.	JFMIP SR-99-9, 23
10.09.28			The travel system must, for Residence Transaction Expense Reimbursement, provide for the given reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's effective date of transfer. For sale of old home, purchase of new home, settlement of an unexpired lease; on a prorated basis if not full title to the residence.	JFMIP SR-99-9, 23-24
10.09.29			The travel system must, for Residence Transaction Expense Reimbursement, provide the capability to set, change, and apply limits on travel advances as not authorized for residence transaction expense reimbursement as set forth in FTR 302-6.	JFMIP SR-99-9, 24
10.09.30			The travel system must, for Residence Transaction Expense Reimbursement, provide the capability to capture the settlement date time limitation (2 years from date employee reports for duty at new official station, which may extend 1 year) and identification of employees, not authorized for this reimbursement (new appointees, employees assigned under the Government Employees Training Act, and Foreign PCS employees.	JFMIP SR-99-9, 24
10.09.31			The system must, for Allowance for Relocation Services, provide for the reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's effect date of transfer, allowing for relocation services as a substitute for relocation allowances authorized (e.g. household goods management services as a substitute for transportation of household goods).	JFMIP SR-99-9, 24
10.09.32			The system must, for Allowance for Miscellaneous Expense, provide for the reimbursement maximums or limitations	JFMIP SR-99-9, 24

Req. ID	VA	AT	REQUIREMENTS Travel	SOURCE(S)
			applicable to regulatory provisions in effect on the employee's effective date of transfer or appointment. Must also allow for entering appropriate data for various options of method of reimbursements, including daily itemization of actual expenses, for minimum and Actual Reimbursements.	
10.09.33			The travel system must, for Allowance for Miscellaneous Expense, provide the capability to set, change, and apply limits on travel advances as not authorized for miscellaneous expenses allowance as set forth in FTR-302-3.	JFMIP SR-99-9, 24
10.09.34			The travel system must, for Allowance for Miscellaneous Expense, provide the capability to capture required information to identify employees not authorized to receive the allowance (employee's first assignment unless to an overseas location, new appointees, employees assigned under the Government Employees Training Act, and employees returning from overseas assignments for the purpose of separation).	JFMIP SR-99-9, 24-25
10.09.35			The travel system must, for Allowance for Property Management Services, provide the capability to capture the following required information: -Optional use by employee -Authorized to transfer to foreign area/transferred back to a different non-foreign area - Agency pays for services offered by a company, which assist the employees transferred to a non-foreign area from a foreign area in retaining and renting, rather than selling residence at Government expense - Up to a maximum of 24 months (2 years from effective date of transfer) - Agency may offset any expenses paid against subsequent reimbursement for sale of residence.	JFMIP SR-99-9, 25
10.09.36			The travel system must for Allowance for the Transportation of Privately Owned Vehicle (POV), provide for the reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's or new appointee's effective date of transfer or appointment. Agency pays entire costs from point of origin to destination- Commercial means- Government means as space available.	JFMIP SR-99-9, 25
10.09.37			The travel system must, for Allowance for Transportation of Privately Owned Vehicle (POV), provide the capability to set, change, and apply limits on travel advances for transportation and emergency storage of employee's privately owned vehicle (POV) as set forth in FTR 302-10.	JFMIP SR-99-9, 25
10.09.38			The travel system must, for Allowance for Transportation of	JFMIP SR-99-

Req. ID	VA	AT	REQUIREMENTS Travel	SOURCE(S)
			Privately Owned Vehicle (POV), provide the capability to capture restriction for both outside U.S. and within CONUS, and that rental car is not allowed at either duty station.	9, 25-26
10.09.39			The travel system must, for Withholding Tax Allowances, provide the capability to calculate in Year 1 a gross-up formula (compensate the employee for the initial tax, the tax on tax, etc.) for a Withholding Tax Allowance (WTA) payment amount to cover the employee's Federal or Puerto Rico withholding tax each time covered moving expense reimbursements are made, excluding other withholding tax obligations.	JFMIP SR-99-9, 26
10.09.40			The travel system must, for Withholding Tax Allowance, provide the capability of processing more than one WTA if reimbursement for moving expenses is received in more than 1 calendar year.	JFMIP SR-99-9, 26
10.09.41		C	The travel system must, for Relocation Income Tax (RIT) Allowance, provide the capability to capture the following Limited expenses or allowances covered by RIT: - enroute travel according to current IRS regulations - household goods shipment (including temporary storage over 30 days) - non-temporary storage expenses (before October 12, 1984) - mobile home/boat movement- temporary quarters - residence transactions (real estate) expense reimbursement - relocation services which constitute income to the employee - miscellaneous expenses allowance- property management services allowance - employees it is not authorized for include new appointees, - employees assigned under the government employees training act, and employees returning from overseas assignment for the purpose of separation.	JFMIP SR-99-9, 26
10.09.42			The travel system must, for Relocation Income Tax (RIT) Allowance, provide the capability to set, change, and apply limits on travel advances as not authorized for relocation income tax (RIT) allowance as set forth in FTR 302-11.	JFMIP SR-99-9, 26
10.09.43			The travel system must, for Relocation Income Tax (RIT) Allowance, allow for processing RIT claims involving two or more States with the selection of applicable taxing situations (average, highest, sum of the applicable state / local marginal tax rate) to determine applicable single State /Local Marginal Tax Rate.	JFMIP SR-99-9, 26

Req. ID	VA	AT	REQUIREMENTS Travel	SOURCE(S)
10.09.44			The travel system must, for Relocation Income Tax (RIT) Allowance, Provide the capability to calculate formulas for a Combined Marginal Tax Rate (CMTR), which includes a single rate for Federal or Puerto Rico Marginal Tax Rate, State's Marginal Tax Rate (applicable when States do not allow deduction of moving expenses), and Local Marginal Tax Rate.	JFMIP SR-99-9, 26-27
10.09.45			The travel system must, for Relocation Income Tax (RIT) Allowance, provide the capability to calculate a CMTR formula for Year 1 and for Year 2. (Formula adjusts the State and local tax rates to compensate for their deductibility from income for Federal or Puerto Rico tax purposes).	JFMIP SR-99-9, 27
10.09.46			The travel system must, for Relocation Income Tax (RIT) Allowance, provide the capability to calculate State gross-up formulas to be used when States do not allow deduction of moving expenses.	JFMIP SR-99-9, 27
10.09.47			The travel system must, for Relocation Income Tax (RIT) Allowance, allow for entering appropriate data for income level and filing status.	JFMIP SR-99-9, 26
10.09.48			The travel system must, for Home sale Program/ Home marketing incentive payments provide the capability to calculate maximums or limitations applicable to the following incentives: Agency pays transferred employee home marketing incentive for finding a bona fide buyer for employee's residence. May not exceed the lesser of: a. Five percent (5%) of the price the relocation services company paid the employee for residence, OR b. Actual savings the agency realized from the reduced fee/expenses it paid to the relocation services company.	JFMIP SR-99-9, 27
10.09.49			The travel system must, for Home sale Program/ Home marketing incentive payments provide the capability to capture the following required information: employee use relocation services companies under contract with the Government.	JFMIP SR-99-9, 27
10.09.50		A	The travel system must provide for the capability to display defined messages to the traveler and/or travel administrator regarding statements, justifications, and certifications.	JFMIP SR-99-9, 18

10 System Administration

10.10.01		D	[Version 4 - This requirement deleted.]	
10.10.02			The travel system must provide for flexible operational capability to allow for daily, weekly, biweekly, monthly, quarterly, and annual processing requirements.	JFMIP SR-99-9, 30

Req. ID	VA	AT	REQUIREMENTS Travel	SOURCE(S)
10.10.03-10.10.06		D	[Version 4 - These requirements deleted.]	
10.10.07			The travel system must provide the capability for backup and recovery of transactions.	JFMIP SR-99-9, 30
10.10.08 – 10.10.10		D	[Version 4 - These requirements deleted.]	

Travel – Value Added Requirements

REQ. ID	REQUIREMENTS	SOURCE(S)
10.01.10V	The travel system should provide an interface to an electronic routing or mail system.	JFMIP SR-99-9, 28
10.01.11V	The travel system should provide the capability to support electronic interface with the credit card company.	JFMIP SR-99-9, 28
10.02.16V	The travel system should provide for entry for retention of the traveler's profile (e.g., name, mailing address, internal number, e-mail address, bank account, Social Security Number (SSN), payment address, permanent duty station, organization, position title, office phone, tickets, and seating preferences, etc.) for subsequent travel actions.	JFMIP SR-99-9, 11
10.02.22V	The travel system should provide for the electronic routing of travel documents to reviewing and approving officials.	JFMIP SR-99-9, 10
10.02.27V	The travel system should provide the ability to address foreign currency conversions and fluctuations.	JFMIP SR-99-9, 10
10.02.28V	The travel system should provide the ability to electronically route approved documents based on agency defined criteria	JFMIP SR-99-9, 10
10.02.29V	The travel system should provide for on-line search capability based on user-defined parameters.	JFMIP SR-99-9, 10
10.02.30V	The travel system should provide the capability to allow a user to drill down from summary data to detail data.	JFMIP SR-99-9, 10
10.02.31V	The travel system should provide for a tracking system that will allow employees to determine the status of any travel document at any time.	JFMIP SR-99-9, 10
10.02.32V	The travel system should provide the capability to insert free form text or comments.	JFMIP SR-99-9, 10
10.02.33 V 10.02.34 V	[Version 4 - These requirements deleted.]	
10.02.35V	The travel system should provide for an automated interface of accounting codes and funds availability with the Core Financial System.	JFMIP SR-99-9, 11
10.02.37V	[Version 4 - This requirement deleted.]	
10.02.38V	The system should allow for processing an annual unlimited open travel authorization without recording an estimated obligation amount for each trip prior to travel.	JFMIP SR-99-9, 11
10.02.39V	The system should support the use of voice recognition in reservation system.	JFMIP SR-99-9, 11

REQ. ID	REQUIREMENTS	SOURCE(S)
10.02.40V	[Version 4 - This requirement deleted.]	
10.02.41V	The system should provide the capability to allow information in the system to be queried by field and viewed on-line to present specific data as requested.	JFMIP SR-99-9, 10
10.04.28V	Provide for a mechanism that allows the traveler to designate applicable amounts to be paid to a charge card contractor and/or reimbursement to the traveler (Split Disbursement).	JFMIP SR-99-9, 14
10.04.29V	The travel system should provide for electronic notification to travelers of payments made by disbursing offices or for disallowance of a claim for an expense. Allow for agency flexibility in defining message contents.	JFMIP SR-99-9, 14
10.04.30V	The system should provide the capability to enter the "Direct Billed" amount for costs such as on-line Payment and Collection (OPAC) billings by the Department of State employees stationed overseas, and lodging, airline, and car rental that are billed directly to the agency for payment, but not included in the calculation of payment to the traveler.	JFMIP SR-99-9, 14
10.07.10V	The travel system should provide for on-line funds validation.	JFMIP SR-99-9, 28
10.07.11V	The travel system should be capable of supporting electronic interface with relocation contractors.	JFMIP SR-99-9, 28
10.08.13V	The system should provide the capability to modify "HELP" facilities to meet specific requirements of the agency.	JFMIP SR-99-9, 29
10.08.14V	The travel system should provide the capability to electronically transmit reports.	JFMIP SR-99-9, 29
10.10.10 V	[Version 4 - This requirement deleted.]	

CHAPTER 11
Direct Loans

Federal agencies make billions of dollars of direct loans to American citizens and companies annually. Direct loans disbursed and outstanding are recognized as assets of the federal government. Due to the magnitude of federal loan activity, JFMIP has established specific requirements for those agency systems that are used to manage direct loan portfolios. Volume 12, Chapter 4 of the "DoDFMR." prescribes the Department of Defense's accounting requirements for direct loans. These also reflect the requirements of the Federal Accounting Standards Advisory Board's Statement of Federal Financial Accounting Standards (SFFAS) No. 2, "Accounting for Direct Loans and Loan Guarantees.

The JFMIP has established specific requirements for systems used to manage direct loan processes and portfolios. These requirements encompass the full scope of requirements for an automated direct loan system. Each Agency must evaluate whether it is practical to automate fully all of these functions or whether manual systems and processes are justified. Volume 12, Chapter 4 of the "DoDFMR" prescribes the Department of Defense's accounting requirements for direct loans. These requirements reflect the Federal Accounting Standards Advisory Board's Statement of Federal Financial Accounting Standards (SFFAS) No. 2, "Accounting for Direct Loans and Loan Guarantees," and subsequent amendments, SFFAS Nos. 18 and 19.

Direct Loans

Functional Requirements

1: Loan Extension: Application Screening Process
2: Loan Extension: Loan Origination Process
3: Account Servicing: Billing and Collection Process
4: Account Servicing: Account Status Maintenance Process
5: Portfolio Management: Portfolio Performance Process
6: Portfolio Program Financing Process
7: Portfolio Management: Portfolio Sales Process
8: Delinquent Debt Collection: Collection Action Process
9: Delinquent Debt Collection: Write-offs and Close-outs Process
10: Foreclose and Liquidate Collateral: Foreclosure on Collateral Process
11: Foreclose and Liquidate Collateral: Manage Liquidate Collateral Process
12: Cost of Post-1991 Direct Loans
13: Cross Servicing
14: Reporting

Req. ID	VA	AT	REQUIREMENTS Direct Loans	SOURCE(S)
01 - Loan Extension: Application Screening Process				
11.01.01			The direct loan system must record critical credit application data needed to support application screening.	JFMIP SR-99-8, 22
11.01.02			The direct loan system must provide access to application information to all agency staff participating in the screening and credit-granting decisions.	JFMIP SR-99-8, 22
11.01.03			The direct loan system must process and record collections of fees remitted with the application in both the direct loan system and the Core Financial System.	JFMIP SR-99-8, 22
11.01.04			The direct loan system must compare loan application information to agency program eligibility criteria.	JFMIP SR-99-8, 23
11.01.05			The direct loan system must check the appropriate system data files to determine whether the applicant has submitted a duplicate application or has had a recent loan application rejected. These situations may indicate attempts by applicants to subvert agency credit policies.	JFMIP SR-99-8, 23
11.01.06			The direct loan system must document that borrowers have certified that they have been unable to obtain credit from private financial sources, where such certification is a program requirement.	JFMIP SR-99-8, 23
11.01.07			The direct loan system must provide an automated interface with	JFMIP SR-99-

Req. ID	VA	AT	REQUIREMENTS Direct Loans	SOURCE(S)
			credit bureaus that allows an agency to obtain applicant credit history information (credit bureau report). For credit bureaus that do not have the capability for an automated interface, record credit history information entered by agency staff.	8, 23
11.01.08			The direct loan system must document that applicant financial data, repayment ability, and repayment history have been verified through the use of supplementary data sources such as employment and income data, financial statements, tax returns, and collateral appraisals, where this is a program requirement.	JFMIP SR-99-8, 23
11.01.09			The direct loan system must compare the applicant's creditworthiness information to system-stored program creditworthiness criteria and, where a program requirement, calculate a credit risk rating for the applicant.	JFMIP SR-99-8, 23
11.01.10			The direct loan system must document whether the Credit Alert Interactive Voice Response System (CAIVRS) identified the applicant as a borrower who is delinquent or has defaulted on a previous federal debt. The system must allow override if the agency determines that the account was referred to CAIVRS in error.	JFMIP SR-99-8, 23
11.01.11			The direct loan system must provide the information needed to compute the credit subsidy amount associated with a loan. It must do this by using projected cash flows and the applicable U.S. Treasury interest rate, in accordance with OMB Circular A-11, A-34, and SFFAS No. 2.	JFMIP SR-99-8, 23
11.01.12			The direct loan system must provide an automated interface with the Core Financial System to determine if sufficient funds are available in the Program Account to cover the subsidy cost. It must also determine if available lending limits in the Financing Account are sufficient to cover the face value of the proposed loan.	JFMIP SR-99-8, 23
11.01.13			The direct loan system must provide an automated interface with the Core Financial System to be able to commit funds for the loan if funds control is not done within the DL system.	JFMIP SR-99-8, 23
11.01.14			The direct loan system must update the application information store to reflect the status of the loan.	JFMIP SR-99-8, 23
11.01.15			The direct loan system must accept, identify, track, and report supervisor overrides of system-generated acceptance/rejection recommendations.	JFMIP SR-99-8, 23

Req. ID	VA	AT	REQUIREMENTS Direct Loans	SOURCE(S)
11.01.16			The direct loan system must create and maintain a system record of accepted and rejected loan applications.	JFMIP SR-99-8, 24
11.01.17			The direct loan system must generate a letter notifying the applicant of rejection or acceptance of the loan application.	JFMIP SR-99-8, 24
11.01.18			The direct loan system must be able to provide for an electronic application process using various media, such as a secure internet application (WEB site).	JFMIP SR-99-8, 22
2 - Loan Extension: Loan Origination Process				
11.02.01			The direct loan system must record loan terms and calculate disbursement schedules. It must also determine repayment amounts and schedules.	JFMIP SR-99-8, 24
11.02.02			The direct loan system must record the cohort and risk category, as defined in OMB Circular A-34, associated with the loan.	JFMIP SR-99-8, 24
11.02.03			The direct loan system must assign a unique account number to the loan that will remain unchanged throughout the life of the loan.	JFMIP SR-99-8, 24
11.02.04			The direct loan system must support the generation of loan documents for the borrower and the agency.	JFMIP SR-99-8, 24
11.02.05			The direct loan system must record information concerning the loan booking process, including date of booking.	JFMIP SR-99-8, 25
11.02.06			The direct loan system must record the applicable Treasury interest rate for the loan at the time of obligation, in accordance with OMB Circular A-34 and agency specific guidelines. This rate is used in subsidy calculations.	JFMIP SR-99-8, 25
11.02.07			The direct loan system must provide an automated interface with the Core Financial System to record the direct loan obligation, including the obligation for the subsidy. The interface must also allow for the liquidation of commitments previously recorded.	JFMIP SR-99-8, 25
11.02.08			The direct loan system must include in credit bureau reporting all commercial accounts in excess of a pre-determined amount.	JFMIP SR-99-8, 25
11.02.09			The direct loan system must calculate and deduct the loan application and origination fee from disbursements if not previously remitted by the applicant.	JFMIP SR-99-8, 25
11.02.10			The direct loan system must provide the capability to cancel, thus de-obligating, undisbursed loans.	JFMIP SR-99-8, 25

Req. ID	VA	AT	REQUIREMENTS Direct Loans	SOURCE(S)
11.02.11			The direct loan system must update debtor accounts to reflect management override of offsets.	JFMIP SR-99-8, 25
11.02.12			The direct loan system must record important information needed for each loan disbursement, including the amount and applicable Treasury interest rates (to support the computation of accrued interest expense on borrowings from the US Treasury), and subsidy re-estimates.	JFMIP SR-99-8, 25
11.02.13			The direct loan system must support the calculation of borrowings. The actual organization of the system processes between the direct loan system and Core Financial System is at the discretion of the agency.	JFMIP SR-99-8, 25
11.02.14			The direct loan system must provide an automated interface with the Core Financial System to initiate and record the disbursement by cohort, establish the receivable, and record the movement of the subsidy funds from the Program account to the Financing Account.	JFMIP SR-99-8, 25
11.02.15			The direct loan system must capture the estimated useful economic life of any pledged collateral and compare it to the proposed term of the loan.	JFMIP SR-99-8, 25
11.02.16			The direct loan system must document that transactions over a pre-determined amount have had a collateral appraisal by a licensed or certified appraiser.	JFMIP SR-99-8, 25
11.02.17			The direct loan system must compute the loan-to-value ratio and flag those loans with a ratio exceeding 100% (or more stringent standards set by the agency).	JFMIP SR-99-8, 25
11.02.18			The direct loan system must provide the following types of management information: approval and rejection monitoring, override exception, potential application fraud, detailed transaction history, exceptions, and disbursement management summaries.	JFMIP SR-99-8, 26
11.02.19			The direct loan system must be able to annotate on the borrower record that a disbursement was offset by U.S. Treasury on behalf of another government agency.	JFMIP SR-99-8, 25
03 - Account Servicing: Billing and Collection Process				
11.03.01			The direct loan system must calculate outstanding balances for each loan account invoiced. The calculation must include principal, interest, late charges, and other amounts due.	JFMIP SR-99-8, 29

Req. ID	VA	AT	REQUIREMENTS Direct Loans	SOURCE(S)
11.03.02			The direct loan system must identify loan accounts to be invoice based on agency program invoicing criteria and other loan account information, such as amount outstanding, most recent payment, payment amount due, and date due.	JFMIP SR-99-8, 29
11.03.03			The direct loan system must provide the capability to analyze escrow balances to adjust required deposit amounts. This will help prevent deficiencies in tax and insurance deposits and payments for housing and other long-term real estate loans.	JFMIP SR-99-8, 29
11.03.04			The direct loan system must generate and transmit a bill, payment coupon, invoice or other document that shows the borrower ID, amount due, date due, the date after which the payment will be considered late, and the current balance.	JFMIP SR-99-8, 29
11.03.05			The direct loan system must apply any collections, using the agency's program receipt application rules, to the appropriate liquidating or financing account. Collection sources could include cash, pre-authorized debit, check, or credit card.	JFMIP SR-99-8, 30
11.03.06			The direct loan system must record a prepayment (the early payoff of the entire loan balance or paying more than the scheduled monthly payment), a partial, full, or late payment indicator.	JFMIP SR-99-8, 30
11.03.07			The direct loan system must identify payments that cannot be applied and document why the payments cannot be applied.	JFMIP SR-99-8, 30
11.03.08			The direct loan system must be able to compare a borrower's pre-authorized debits, received from financial institutions and other external sources, to expected collections.	JFMIP SR-99-8, 30
11.03.09			The direct loan system must provide an automated interface with the Core Financial System to record the collection. If the direct loan system itself handles the collection processing, it must meet the requirements in the "Core Financial System Requirements" related to this activity and send summary data to the Core Financial System.	JFMIP SR-99-8, 30
11.03.10			The direct loan system must be able to provide a means for debtors to inquire into their account status such as electronic inquiry using a secure internet WEB site or an automated telephone program such as a voice response unit.	JFMIP SR-99-8, 29
11.03.11			The direct loan system must be able to apply components of payment (principle, interest, late fees) in accordance with established business rules.	JFMIP SR-99-8, 30

Req. ID	V A	A T	REQUIREMENTS Direct Loans	SOURCE(S)
11.03.12			The direct loan system must be capable of automatically capitalizing interest in accordance with established policy.	JFMIP SR-99-8, 30
11.03.13			The direct loan system must be able to provide an electronic means to receive payments such as Automated Clearing-house (ACH) and Electronic Debit Account (EDA).	JFMIP SR-99-8, 30
04 - Account Servicing: Account Status Maintenance Process				
11.04.01			The direct loan system must support evaluation of accounts proposed for modification by the agency or borrower by comparing loan data to the agency's program loan modification criteria.	JFMIP SR-99-8, 31
11.04.02			The direct loan system must calculate rescheduled loan terms, including repayment amounts and schedules, where appropriate. It must also calculate any change in the subsidy amount as a result of the loan modifications.	JFMIP SR-99-8, 31
11.04.03			To verify the availability of a subsidy the direct loan system must perform a funds control check through an automated interface with the Core Financial System.	JFMIP SR-99-8, 31
11.04.04			The direct loan system must produce selected loan account information listings for review by internal modification groups.	JFMIP SR-99-8, 31
11.04.05			The direct loan system must establish a new loan account and collateral record for each new debt instrument and assign a unique loan account number to the new account record.	JFMIP SR-99-8, 31
11.04.06			The direct loan system must update the loan information store to reflect the modified status of the loan, including changes in the value or status of any collateral.	JFMIP SR-99-8, 32
11.04.07			The direct loan system must provide an automated interface with the Core Financial System to record pre-1992 and post 1991direct loan modifications.	JFMIP SR-99-8, 32
11.04.08			The direct loan system must be able to generate a new loan document, which displays information concerning both the original and modified direct loan.	JFMIP SR-99-8, 32
11.04.09			The direct loan system must summarize payment activity to allow agency management to monitor the effectiveness of each activity in the collection process.	JFMIP SR-99-8, 32
11.04.10			The direct loan system must track the status of all loan accounts by summarizing loan activity at various critical points of the	JFMIP SR-99-8, 32

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			loan cycle such as status, i.e. current, delinquent, in collection, etc.	
11.04.11- 11.04.13			[Version 3 - These requirements deleted.]	
11.04.14			The direct loan system must be able to maintain a link between the new loan account established for the new debt instrument and the old loan account records.	JFMIP SR-99-8, 31
05 - Portfolio Management: Portfolio Performance Process				
11.05.01			The direct loan system must compare loan data to the agency's program portfolio evaluation criteria in order to identify loans that require review or evaluation.	JFMIP SR-99-8, 39
11.05.02			The direct loan system must compare loan data to the agency's program portfolio evaluation criteria to identify loans with the potential for graduation to private sector financing.	JFMIP SR-99-8, 39
11.05.03			The direct loan system must compute and maintain program performance trends such as: - number and dollar value of loans made, - number and amount of rescheduled loans, and - amount of loan write-offs.	JFMIP SR-99-8, 39-40
11.05.04			To help assess the credit soundness of a loan program the direct loan system must compute and maintain financial measures such as: - average loan to value ratio (for collateralized programs), - current loans as a percentage of total loans, - delinquent loans as a percentage of total current loans, - write-offs as a percentage of seriously delinquent loans, - overall portfolio risk rate, - recovery rates on defaulted loans.	JFMIP SR-99-8, 40
11.05.05			To help determine the effectiveness of use of agency resources the direct loan system must compute and maintain efficiency measures such as: - administrative cost per loan approved, - time required to process a loan application, - administrative cost per loan serviced, - administrative cost per delinquent dollar collected, and - net proceeds on real property sold compared to appraised value.	JFMIP SR-99-8, 40
06 - Portfolio Program Financing Process				
11.06.01			Together, the Core Financial System and the direct loan system must execute SF-1151's and record amounts borrowed from the U.S. Treasury to finance loans. They must also make	JFMIP SR-99-8, 41

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			adjustments to borrowings during the year to reflect changes in original estimates.	
11.06.02			Together, the Core Financial System and the direct loan system must be able to execute and record U.S. Treasury borrowings to finance interest payments to U.S. Treasury if insufficient funds are available to make the payment.	JFMIP SR-99-8, 41
11.06.03			Together, the Core Financial System and the direct loan system must track the amount of uninvested funds in the financing account. This function is needed to support the calculations of interest earnings.	JFMIP SR-99-8, 41
11.06.04			Together, the Core Financial System and the direct loan system must compute interest expense on borrowings and interest earnings on uninvested funds.	JFMIP SR-99-8, 41
11.06.05			Together, the Core Financial System and the direct loan system must execute and record the repayment of principal using SF-1151's, and interest to U.S. Treasury using SF-1081's.	JFMIP SR-99-8, 41
11.06.06			The Core Financial System and the direct loan system must execute and record the receipt of interest earnings from the U.S. Treasury on uninvested funds using SF-1081's.	JFMIP SR-99-8, 41
11.06.07			The direct loan system must be able to provide an automated interface with the Core Financial System to record all calculations.	JFMIP SR-99-8, 41
11.06.08			The direct loan system must support the re-estimate of the subsidy cost for each cohort and risk category of loans at the beginning of each fiscal year in accordance with OMB Circular A-34 and SFFAS No. 2.	JFMIP SR-99-8, 43
11.06.09			[Version 3 - This requirement deleted.]	
11.06.10			The direct loan system must compare the current year re-estimated subsidy cost to the prior year re-estimated loan subsidy cost to determine whether subsidy costs for a risk category increased or decreased.	JFMIP SR-99-8, 43
11.06.11			The direct loan system must transfer loan subsidy from those risk categories with an excess of loan subsidies to those risk categories in the same cohort that are deficient in loan subsidies. This will help provide adequate funding for each risk category.	JFMIP SR-99-8, 43

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11.06.12			The direct loan system must group those cohorts that need indefinite appropriation loan subsidy funds separately from those cohorts that have excess funds. The system must be able to request an apportionment and obligate funds to cover the subsidy increase for those cohorts of loans that have insufficient subsidy. The direct loan system must also be able to transfer excess subsidy of cohorts of loans to the Special Fund Receipt Account.	JFMIP SR-99-8, 43
11.06.13			[Version 3 - This requirement deleted.]	
11.06.14			The direct loan system must be able to account for working capital cash balance in accordance with OMB guidance.	JFMIP SR-99-8, 44
11.06.15			The direct loan system must record any costs incurred, which are funded by working capital.	JFMIP SR-99-8, 44
11.06.16			The direct loan system must compute the amount of Treasury interest earned by working capital funds and provide this amount to the Core Financial System.	JFMIP SR-99-8, 44
11.06.17			The direct loan system must maintain cash flow data that permits comparison of actual cash flows each year (and new estimates of future cash flows), as well as historical data from prior years to the cash flows used in computing the latest loan subsidy estimate.	JFMIP SR-99-8, 43
07 - Portfolio Management: Portfolio Sales Process				
11.07.01			The direct loan system must compare loan information to agency program criteria to select loans for inclusion in a potential sales pool.	JFMIP SR-99-8, 44
11.07.02			The direct loan system must provide the ad hoc query capability needed to provide information on selected loans.	JFMIP SR-99-8, 44
11.07.03			The direct loan system must record OMB/Treasury approval or disapproval of the sale/prepayment of a loan.	JFMIP SR-99-8, 44
11.07.04			The direct loan system must generate a prepayment offer to be sent to eligible borrowers for participation in the prepayment program.	JFMIP SR-99-8, 44
11.07.05			The direct loan system must record receipt of commitment letters from borrowers.	JFMIP SR-99-8, 44
11.07.06			[Version 3 - This requirement deleted.]	
11.07.07			The direct loan system must have an automated interface with	JFMIP SR-99-

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			the Core Financial System to record the receipt of a prepayment and the changes in subsidy costs.	8, 45
11.07.08			The direct loan system must identify loans with incomplete documentation in the loan information store and generate a request for information to ensure loan files are complete.	JFMIP SR-99-8, 45
11.07.09			The direct loan system must generate documents and other information necessary to finalize the sales agreement with the purchaser.	JFMIP SR-99-8, 45
11.07.10			The direct loan system must update the loan information store to identify loans sold using information received from the underwriter.	JFMIP SR-99-8, 45
11.07.11			The direct loan system must provide an automated interface with the Core Financial System to record the sale of receivables, the proceeds, changes in subsidy costs, and calculate the related gain or loss in accordance with SFFAS No. 2.	JFMIP SR-99-8, 45
11.07.12			The direct loan system must provide at least the following types of management information: detailed transaction history, standard management control/activity, portfolio sale historical payments, portfolio sale performance, and program credit reform status.	JFMIP SR-99-8, 46
11.07.13			The direct loan system must be able to update the loan information store with any provided information.	JFMIP SR-99-8, 45
08 - Delinquent Debt Collection: Collection Action Process				
11.08.01			The direct loan system must identify delinquent commercial and consumer accounts for reporting to credit bureaus (preferably by electronic interface) and CAIVRS by comparing reporting criteria to delinquent loan data.	JFMIP SR-99-8, 50
11.08.02			The direct loan system must calculate outstanding balances, including interest, penalties, and administrative charges, and include this information in credit bureau reports.	JFMIP SR-99-8, 50
11.08.03			The direct loan system must generate (or include in demand letters) a notice to inform consumer borrowers of the referral of a delinquent debt to a credit bureau and CAIVRS in accordance with regulations.	JFMIP SR-99-8, 50
11.08.04			The direct loan system must maintain a record of each account	JFMIP SR-99-

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			reported to credit bureaus to allow tracking of referred accounts.	8, 50
11.08.05			The direct loan system must prepare data on appropriate medium, on a monthly basis, of delinquent debtors to be included in the CAIVRS database.	JFMIP SR-99-8, 50
11.08.06			The direct loan system must generate and transmit dunning letters to debtors with past-due loan accounts.	JFMIP SR-99-8, 50
11.08.07			The direct loan system must identify debtors who do not respond to dunning letters within a specified time period.	JFMIP SR-99-8, 50
11.08.08			The direct loan system must track demand letters and borrower responses to document borrower due process notification (and borrower willingness and ability to repay debt).	JFMIP SR-99-8, 50
11.08.09			The direct loan system must track and document debtor appeals received in response to demand for payment.	JFMIP SR-99-8, 50
11.08.10			The direct loan system must provide automated support to the collection process. Support could be provided for activities such as contacting a delinquent borrower by phone; documenting contacts with a debtor and the results; documenting installment payments, rescheduling agreements, and debt compromise; generating management reports; and tracking the performance of individual agency collectors.	JFMIP SR-99-8, 50-51
11.08.11			The direct loan system must identify accounts eligible for referral to the Treasury Offset Program (TOP), which is the administrative offset program administered by the Department of the Treasury.	JFMIP SR-99-8, 51
11.08.12			[Version 3 - This requirement deleted.]	
11.08.13			The direct loan system must generate written notification to the borrower that includes the following: the nature and the amount of the debt; the intention of the agency to collect the debt through administrative offset; an explanation of the rights of the debtor; an offer to provide the debtor an opportunity to inspect and copy the records of the agency with respect to the debt; and an offer to enter into a written repayment agreement with the agency.	JFMIP SR-99-8, 51
11.08.14			The direct loan system must be able to transmit to TOP eligible new debts, and increase, decrease, or delete previously reported debts.	JFMIP SR-99-8, 51

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11.08.15			[Version 3 - This requirement deleted.]	
11.08.16			The direct loan system must update the loan information store to reflect TOP status.	JFMIP SR-99-8, 51
11.08.17			The direct loan system must update the Core Financial System to record collections from TOP.	JFMIP SR-99-8, 51
11.08.18			[Version 3 - This requirement deleted.]	
11.08.19			[Version 3 - This requirement deleted.]	
11.08.20			The direct loan system must interface with the Core Financial System to record receipts remitted to the agency.	JFMIP SR-99-8, 52
11.08.21			The direct loan system must compare delinquent account data to agency program collection agency referral criteria to select delinquent loan accounts for referral to collection agencies.	JFMIP SR-99-8, 52
11.08.22			The direct loan system must sort and group delinquent loan accounts based on type of debt (consumer or commercial), age of debt, and location of debtor.	JFMIP SR-99-8, 52
11.08.23			The direct loan system must calculate outstanding interest, penalties, and administrative charges for each delinquent loan account to be referred.	JFMIP SR-99-8, 52
11.08.24			The direct loan system must assign selected delinquent loan account groupings to appropriate collection agencies based on collection agency selection criteria for agency programs.	JFMIP SR-99-8, 52
11.08.25			The direct loan system must document that the delinquent account has been referred to a collection agency.	JFMIP SR-99-8, 52
11.08.26			The direct loan system must generate and receive electronic transmissions of account balance data and status updates to and from collection agencies.	JFMIP SR-99-8, 52
11.08.27			The direct loan system must record receipts remitted to the collection agency and forwarded to the agency.	JFMIP SR-99-8, 52
11.08.28			The direct loan system must update the loan information store to reflect receipts, adjustments, and other status changes, including rescheduling, compromise, and other resolution decisions.	JFMIP SR-99-8, 52
11.08.29			The direct loan system must accept and match collection agency invoices with agency records.	JFMIP SR-99-8, 52

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11.08.30			The direct loan system must be able to request, reconcile, and record returned accounts from collection agencies.	JFMIP SR-99-8, 52
11.08.31			The direct loan system must interface with the Core Financial System to be able to record collections processed through collection agencies.	JFMIP SR-99-8, 52
11.08.32			The direct loan system must compare delinquent loan account information against the agency's litigation referral criteria to identify delinquent loan accounts eligible for referral. It must also support identification of accounts to be referred to counsel for filing of proof of claim based on documentation that a debtor has declared bankruptcy.	JFMIP SR-99-8, 52
11.08.33			The direct loan system must provide an electronic interface with credit bureaus to obtain credit bureau reports that will enable assessment of the debtor's ability to repay before a claim is referred to legal counsel.	JFMIP SR-99-8, 52
11.08.34			The direct loan system must calculate the outstanding balance, including principal, interest penalties, and administrative charges, for each delinquent loan account to be referred to legal counsel.	JFMIP SR-99-8, 52
11.08.35			The direct loan system must generate the Claims Collection Litigation Report (CCLR). The CCLR is used to capture collection actions and current debtor information and transmit this information to Department of Justice (DOJ).	JFMIP SR-99-8, 52
11.08.36			The direct loan system must receive electronic transmissions of account data and status updates to and from the Department of Justice's Central Intake Facility, or the agency's Office of General Counsel's (OGC) automated system for referrals.	JFMIP SR-99-8, 53
11.08.37			The direct loan system must update the loan status to reflect referrals for litigation so that the loan can be excluded from other collection actions, and to alert the agency to obtain approval from counsel before accepting voluntary debtor payment.	JFMIP SR-99-8, 53
11.08.38			The direct loan system must match agency litigation referrals with the Department of Justice listing of agency litigation referrals.	JFMIP SR-99-8, 53
11.08.39			The direct loan system must record and track recovery of judgment decisions.	JFMIP SR-99-8, 53

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11.08.40			The direct loan system must update the loan information store to reflect receipts and adjustments.	JFMIP SR-99-8, 53
11.08.41			The direct loan system must interface with the Core Financial System to record any collections resulting from litigation.	JFMIP SR-99-8, 53
11.08.42			The direct loan system must be able to identify, at the end of the notification period, the debtors that remain delinquent and are eligible for referral.	JFMIP SR-99-8, 51
11.08.43			The direct loan system must be able to offset delinquent debts internally before referral to TOP, where applicable.	JFMIP SR-99-8, 51
11.08.44			The direct loan system must be able to apply collections received through the TOP process to debtor accounts in accordance with applicable payment application rules.	JFMIP SR-99-8, 51
11.08.45			The direct loan system must be able to record offset fees in accordance with agency program requirements.	JFMIP SR-99-8, 51
11.08.46			The direct loan system must be able to process agency refunds given to borrowers erroneously, offset and transmit this information to Treasury in a timely manner.	JFMIP SR-99-8, 51
11.08.47			The direct loan system must be able to record refunds given by US Treasury and adjust the loan information store accordingly.	JFMIP SR-99-8, 51
11.08.48			The direct loan system must be able to generate written notice informing the borrower of the agency's intention to initiate proceedings to collect the debt through deductions from pay, the nature and amount of the debt to be collected, and the debtor's rights.	JFMIP SR-99-8, 51
11.08.49			The direct loan system must be able to document that the wage garnishment order was sent to the employer.	JFMIP SR-99-8, 51
11.08.50			The direct loan system must be able to provide ad hoc reporting capability needed to monitor the amounts recovered through non-Federal wage garnishment.	JFMIP SR-99-8, 52
11.08.51			The direct loan system must be able to document that the agency provided debtors a hearing, when requested.	JFMIP SR-99-8, 52
11.08.52			The direct loan system must be able to apply collections received through wage garnishment according to agency application rules.	JFMIP SR-99-8, 52

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11.08.53			The direct loan system must be able to generate payment to the collection agency for services rendered through the Core Financial System.	JFMIP SR-99-8, 52
11.08.54			The direct loan system must be able to track filing of pleadings and other motions, including proofs of claims in bankruptcy, to ensure swift legal action and to monitor litigation activity.	JFMIP SR-99-8, 53
09 - Delinquent Debt Collection: Write-offs and Close-outs Process				
11.09.01			The direct loan system must compare delinquent loan account information to agency program write-off criteria to select delinquent loan accounts for possible write-off.	JFMIP SR-99-8, 54
11.09.02			The direct loan system must classify debtors based on financial profile and ability to repay.	JFMIP SR-99-8, 54
11.09.03			The direct loan system must produce a CCLR for each loan account to be referred to agency counsel or the Department of Justice for approval of termination of collection action. It must also update the loan status to reflect the referral.	JFMIP SR-99-8, 54
11.09.04			The direct loan system must update the loan information store to reflect approval or disapproval by agency counsel or the Department of Justice for termination of collection action.	JFMIP SR-99-8, 54
11.09.05			The direct loan system must update the loan information store and provide an automated interface with the Core Financial System to record the write-off of the receivable.	JFMIP SR-99-8, 54
11.09.06			The direct loan system must maintain a suspense file of inactive (written-off) loan accounts.	JFMIP SR-99-8, 54
11.09.07			The direct loan system must reactivate written-off loan accounts at a system user's request if the debtor's financial status or the account status changes.	JFMIP SR-99-8, 54
11.09.08			The direct loan system must compare loan account data to agency closeout criteria to identify debtor accounts eligible for closeout and 1099-C reporting.	JFMIP SR-99-8, 54
11.09.09			[Version 3 - This requirement deleted.]	
11.09.10			The direct loan system must prepare and send a Form 1099-C to the IRS if the debtor has not responded within the required time period.	JFMIP SR-99-8, 54
11.09.11			The direct loan system must update the loan information store to	JFMIP SR-99-

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			reflect receipts, adjustments, and other status changes, including rescheduling, compromise, and other resolution decisions.	8, 54
11.09.12			The direct loan system must retain electronic summary records of closed out account activity for a period of five years for use in the agency's screening of new loan applications.	JFMIP SR-99-8, 54
11.09.13			The direct loan system must have indicators of the financial well-being of a debtor, including debtor financial statements, credit bureau reports, and payment receipt history.	JFMIP SR-99-8, 54
10 - Foreclose and Liquidate Collateral: Foreclosure on Collateral Process				
11.10.01			The direct loan system must be able to compare delinquent account data to collateral foreclosure selection criteria.	JFMIP SR-99-8, 55
11.10.02			The direct loan system must be able to sort and group selected delinquent accounts by type of collateral (single family or multifamily, commercial, farm, etc.), location, loan-to-value ratios, and the amount of debt.	JFMIP SR-99-8, 55
11.10.03			The direct loan system must be able to calculate outstanding principal, interest, penalties, and administrative charges for each loan account selected for review for foreclosure.	JFMIP SR-99-8, 55
11.10.04			The direct loan system must transmit a foreclosure notice to the borrower.	JFMIP SR-99-8, 56
11.10.05			The direct loan system must transmit information necessary for the foreclosure to the Department of Justice and/or the agency's Office of General Counsel, as applicable.	JFMIP SR-99-8, 56
11.10.06			The direct loan system must record the results of the foreclosure proceedings and title conveyance to the agency.	JFMIP SR-99-8, 56
11.10.07			The direct loan system must provide an automated interface of data on acquired collateral to the property management system for management and liquidation of the property.	JFMIP SR-99-8, 56
11.10.08			The direct loan system must provide an automated interface to the Core Financial System that permits it to record the value of the property acquired and to reduce the receivable amount.	JFMIP SR-99-8, 56
11.10.09			The direct loan system must be able to generate or provide the information needed to manually prepare IRS Form 1099-A, Acquisition or Abandonment of Secured Property.	JFMIP SR-99-8, 56
11 - Foreclose and Liquidate Collateral: Manage Liquidate Collateral Process				
11.11.01			The direct loan system must generate payments to property	JFMIP SR-99-

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			management contractors for services rendered.	8, 57
11.11.02			The direct loan system must track, record, and classify operations and maintenance expenses related to the acquired collateral.	JFMIP SR-99-8, 57
11.11.03			The direct loan system must document rental income and other collections related to the acquired collateral.	JFMIP SR-99-8, 57
11.11.04			The direct loan system must post the expenses and income to the Core Financial System through an automated interface.	JFMIP SR-99-8, 57
11.11.05			The direct loan system must update the loan information store to record receipts resulting from the liquidation of acquired collateral and the disposition of the collateral.	JFMIP SR-99-8, 57
11.11.06			The direct loan system must provide an automated interface to the Core Financial System and the property management system to record disposal of the property and associated receipts.	JFMIP SR-99-8, 57
11.11.07			The direct loan system must identify any deficiency balances remaining for the loan after collateral liquidation to allow for further collection activities.	JFMIP SR-99-8, 57
11.11.08			The direct loan system must provide at least the following types of management information: detailed transaction history, standard management control or activity, exceptions, offsetting agency description, trend analysis or performance, collection contractor compensation, and collateral management activity and expense.	JFMIP SR-99-8, 58-59
12 - Cost of Post-1991 Direct Loans				
11.12.01	C		The direct loan system must record Post-1991 direct loans as assets at the present value of their estimated net cash inflows. (The difference between the outstanding principal of the loans and the present value of their net cash inflows is recognized as a subsidy cost allowance.)	SFFAS-2, 22; "DoDFMR," Volume 12, Chapter 04, 040202A
11.12.02	C		The direct loan system must record a subsidy expense for Post-1991 direct loans disbursed during a fiscal year. The amount of the subsidy expense equals the present value of estimated cash outflows over the life of the loans minus the present value of estimated cash inflows, discounted at the interest rate of marketable Treasury securities with a similar maturity term, and applicable to the period during which the loans are disbursed.	SFFAS-2, 24, "DoDFMR," Volume 12, Chapter 04, 040202C
11.12.03	C		The direct loan system must record, for the fiscal year during	SFFAS-2, 25;

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			which new direct loans are disbursed, the components of subsidy expense of those new direct loans separately among interest subsidy costs, default costs, fees and other collections, and other subsidy costs.	"DoDFMR," Volume 12, Chapter 04, 040202C1
11.12.04	C		The direct loan system must record the present value of fees and other collections as a deduction from subsidy costs.	SFFAS-2, 28; "DoDFMR," Volume 12, Chapter 04, 040202C4
11.12.05	C		The direct loan system must amortize the subsidy cost allowance for direct loans by the interest method using the interest rate that was originally used to calculate the present value of the direct loans when the direct loans that were disbursed. (The amortized amount is recognized as an increase or decrease in interest income.)	SFFAS-2, 30; "DoDFMR," Volume 12, Chapter 04, 040202D
11.12.06	C		The direct loan system must re-estimate the subsidy cost allowance for direct loans each year as of the date of the financial statements. This includes interest rate re-estimates and technical/default re-estimates. Each program re-estimate should be measured and disclosed in these two components separately.	SFFAS-2, 32; SFFAS-18, 9; "DoDFMR," Volume 12, Chapter 04, 040202D2
11.12.07	C		The direct loan system must record any increase or decrease in the subsidy cost allowance resulting from the re-estimates as a subsidy expense (or a reduction in subsidy expense). The expense must be recorded for the current reporting period.	SFFAS-2, 32; SFFAS-18, 9; "DoDFMR," Volume 12, Chapter 04, 040202D2
11.12.08	C		The direct loan system must record interest accrued on direct loans, including amortized interest, as interest income.	SFFAS-2, 37; "DoDFMR," Volume 12, Chapter 04, 040202F
11.12.09	C		The direct loan system must record interest due from the U.S. Treasury on uninvested funds as interest income.	SFFAS-2, 37; "DoDFMR," Volume 12, Chapter 04, 040202F

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11.12.10	C		The direct loan system must record interest accrued on debt to the U.S. Treasury as interest expense.	SFFAS-2, 37; "DoDFMR," Volume 12, Chapter 04, 040202F
11.12.11	C		The direct loan system must record losses and liabilities of direct loans obligated before October 1, 1992, when it is more likely than not that the direct loans will not be totally collected.	SFFAS-2, 39; "DoDFMR," Volume 12, Chapter 04, 040202G
11.12.12	C		The direct loan system must record re-estimate of the allowance of the uncollectible amounts for pre-1992 direct loans each year as of the date of the financial statements.	SFFAS-2, 39; "DoDFMR," Volume 12, Chapter 04, 040202G
11.12.13	C		The direct loan system must record the amount of the modification cost of direct loans as a modification expense when the loans are modified.	SFFAS-2, 45; "DoDFMR," Volume 12, Chapter 04, 040202I
11.12.14	C		The direct loan system must record any difference between the change in book value and the cost of modification of direct loans as a gain or loss.	SFFAS-2, 48; "DoDFMR," Volume 12, Chapter 04, 040202I3
11.12.15	C		For post-1991 direct loans the direct loan system must record, as a financing source, the modification adjustment transfer paid or received to offset any gain or loss.	SFFAS-2, 48; "DoDFMR," Volume 12, Chapter 04, 040202I3
11.12.16	C		The direct loan system must record any difference between the book value loss (or gain) and the cost of modification on a sale of a direct loan as a gain or loss.	SFFAS-2, 55; "DoDFMR," Volume 12, Chapter 04, 040202I3
11.12.17	C		The direct loan system must record acquired loans at the present value of the estimated net cash inflows expected from selling the loans or from collecting payments from the borrowers,	SFFAS-2, 59; "DoDFMR," Volume 12,

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			discounted at the original discount rate.	Chapter 04, 040202L2
13 - Cross Servicing				
11.13.01			The direct loan system must be able to identify the volume and type of debts serviced.	JFMIP SR-99-8, 36
11.13.02			The direct loan system must be able to identify the tools used by the agency to collect its own debt.	JFMIP SR-99-8, 36
11.13.03			The direct loan system must be able to provide one or more years of information on the average age of debt over 180 days.	JFMIP SR-99-8, 36
11.13.04			The direct loan system must be able to calculate the amount of debt collected using various collection tools.	JFMIP SR-99-8, 36
11.13.05			The direct loan system must be able to accrue late charges, as required by referring agency.	JFMIP SR-99-8, 36
11.13.06			The direct loan system must be able to provide information to referring agency sufficient for the referring agency to satisfactorily complete the Report on Receivables Due From the Public.	JFMIP SR-99-8, 36
11.13.07			The direct loan system must be able to track, by portfolio, age of debt referred, dollar and number of referrals, collections on referred debts and report to Treasury on a monthly basis.	JFMIP SR-99-8, 36
11.13.08			The direct loan system must be able to provide information to referring agency as needed, i.e. collections received.	JFMIP SR-99-8, 36
11.13.09			The direct loan system must be able to provide ad hoc reporting capability needed to satisfy referring agencies unique information requests such as, length of workout agreements, percent of debt that can be compromised, etc.	JFMIP SR-99-8, 36
11.13.10			The direct loan system must be able to compare delinquent loan account information to statutory criteria to select delinquent loan accounts for possible referral.	JFMIP SR-99-8, 35
11.13.11			The direct loan system must be able to generate notification to the debtor of the agency's intent to refer the debt to a debt collection center.	JFMIP SR-99-8, 35
11.13.12			The direct loan system must be able to update the loan information store.	JFMIP SR-99-8, 35
11.13.13			The direct loan system must be able to identify accounts that can	JFMIP SR-99-

Req. ID	VA	AT	REQUIREMENTS Direct Loans	SOURCE(S)
			no longer be serviced by agency personnel.	8, 35
11.13.14			The direct loan system must be able to identify accounts with monetary adjustments that must be reported to the debt collection center.	JFMIP SR-99-8, 36
11.13.15			The direct loan system must be able to provide ad hoc reporting capability needed to monitor the accounts referred to a debt collection center and the amounts recovered.	JFMIP SR-99-8, 36
11.13.16			The direct loan system must be able to interface with the Core Financial System to record receipts remitted to the agency.	JFMIP SR-99-8, 36
11.13.17			The direct loan system must be able to apply collections received from the debt collection center according to agency application rules.	JFMIP SR-99-8, 36
11.13.18			The direct loan system must be able to record collection fees in accordance with agency program requirements.	JFMIP SR-99-8, 36
11.13.19			The direct loan system must be able to process agency or debt collection center refunds, notify debt collection center as appropriate, and update the loan information store.	JFMIP SR-99-8, 36
11.13.20			The direct loan system must be able to notify debt collection center of adjustments, recall of debt, or collections received by the agency on the referred debt.	JFMIP SR-99-8, 36
11.13.21			The direct loan system must be able to remove from the accounting and financial records accounts that the debt collection center recommends should be written off.	JFMIP SR-99-8, 36
14 - Reporting				
11.14.01	C		The system must support disclosure of the nature of the modifications of direct loans, the discount rate used to calculate the modification expense, and the basis for recognizing a gain or loss related to the modifications.	SFFAS-2, 56; "DoDFMR," Volume 12, Chapter 04, 040202K
11.14.02	C		The system must provide information to support the reconciliation between the beginning and ending balances of the subsidy cost allowance for direct loans, in accordance with the disclosure requirements of SFFAS No 18, 'Amendments to Accounting Standards for Direct Loans and Loan Guarantees' in SFFAS No. 2.	SFFAS-18, 10; "DoDFMR," Volume 12, Chapter 04, 040202N

CHAPTER 12
Guaranteed Loans

Annually Federal agencies guarantee billions of dollars of loans made by various lending institutions to American citizens and companies. Outstanding guaranteed loans represent liabilities to the federal government. Due to the magnitude of federal loan activity, the JFMIP has established specific requirements for agencies' systems used to manage guaranteed loan processes and portfolios. These requirements encompass the full scope of requirements for an automated guaranteed loan system. Each Agency must evaluate whether it is practical to automate fully all of these functions or whether manual systems and processes are justified. Volume 12, Chapter 4 of the "DoDFMR" prescribes the Department of Defense's accounting requirements for loan guarantees. These requirements reflect the requirements of the Federal Accounting Standards Advisory Board's Statement of Federal Financial Accounting Standards (SFFAS) No. 2, "Accounting for Direct Loans and Loan Guarantees," and subsequent amendments, SFFAS Nos. 18 and 19

Guaranteed Loans

Functional Requirements

1: Lender Management: Lender Eligibility
2: Lender Management: Lender/Service Monitoring
3: Guarantee Extension and Maintenance: Guarantee Origination
4: Guarantee Extension and Maintenance: Guaranteed Loan Maintenance
5: Portfolio Management: Portfolio Performance
6: Portfolio Management: Program Financing
7: Acquired Loan Servicing: Claim Processing
8: Acquired Loan Servicing: Account Status Maintenance
9: Foreclosure and Liquidate Collateral: Foreclose on Collateral
10: Foreclose and Liquidate Collateral: Manage/Liquidate Collateral
11: Delinquent Debt Collection: Collection Actions
12: Accounting Requirements
13: Reporting

Req. ID	VA	AT	REQUIREMENTS Guaranteed Loans	SOURCE(S)
01 Lender Management: Lender Eligibility				
12.01.01			A guaranteed loan system must record and update lender application information, ensuring that all required data is present and valid (e.g., Taxpayer Identification Number (TIN).	JFMIP SR-00-01, 22
12.01.02			A guaranteed loan system must document that any required lender application fee has been received and calculated correctly.	JFMIP SR-00-01, 22
12.01.03			A guaranteed loan system must provide an automated interface with the Core Financial System to record the receipt of any application fee.	JFMIP SR-00-01, 22
12.01.04			A guaranteed loan system must compare lender application information against information on firms currently debarred or suspended from participating in a government contract or delinquent on a debt to the government.	JFMIP SR-00-01, 23
12.01.05	V		[This requirement is value added. See the Value Added Section for description of requirement.]	
12.01.06			A guaranteed loan system must compare lender application information against information concerning the lender's financial credentials gathered from banking regulatory agencies, rating services, and other information sources.	JFMIP SR-00-01, 23
12.01.07			A guaranteed loan system must compare lender application information against lender performance data gathered from other	JFMIP SR-00-01, 23

Req. ID	VA	AT	REQUIREMENTS Guaranteed Loans	SOURCE(S)
			credit agencies.	
12.01.08			A guaranteed loan system must update the lender information store to reflect the agency's decision on the lender application.	JFMIP SR-00-01, 23
12.01.09	V		[This requirement is value added. See the Value Added Section for description of requirement.]	
12.01.10			A guaranteed loan system must maintain data on lender disapprovals as a historical reference to support effective monitoring of future lenders.	JFMIP SR-00-01, 23
12.01.11	V		[This requirement is value added. See the Value Added Section for description of requirement.]	
12.01.12			A guaranteed loan system must record relevant data concerning the lender agreement.	JFMIP SR-00-01, 23
12.01.13	V		[This requirement is value added. See the Value Added Section for description of requirement.]	
12.01.14			A guaranteed loan system must document that the agency and lender have consummated the lender agreement.	JFMIP SR-00-01, 24
12.01.15			A guaranteed loan system must provide a tracking mechanism to identify expiring agreements needing renewal.	JFMIP SR-00-01, 24
02 Lender Management: Lender/Service Monitoring				
12.02.01			A guaranteed loan system must compare lender/servicer financial and performance information against agency portfolio evaluation criteria to identify lenders/service for regular or special review.	JFMIP SR-00-01, 25
12.02.02		C	A guaranteed loan system must have the capability to compute performance statistics for effective monitoring, including delinquency rates, default rates, and claim rates.	JFMIP SR-00-01, 25
12.02.03			[Version 3 - This requirement deleted.]	
12.02.04			A guaranteed loan system must compute a quantified risk for each lender/service. The risk is quantified by weighting appropriate risk factor (e.g., loan volume, delinquency rate, default rate) based on the correlation between the risk factor and lender/ service performance.	JFMIP SR-00-01, 25
12.02.05			A guaranteed loan system must compare the quantified lender/servicer risk to risk rating criteria to assign a risk rating to each lender/servicer.	JFMIP SR-00-01, 25

Req. ID	VA	AT	REQUIREMENTS Guaranteed Loans	SOURCE(S)
12.02.06	V		[This requirement is value added. See the Value Added Section for description of requirement.]	JFMIP SR-00-01, 25
12.02.07			A guaranteed loan system must provide historical information on lenders and services identified for review to the review team. The preferred method is by electronic means.	JFMIP SR-00-01, 25
12.02.08 12.02.12	V		[These requirements are value added. See Value Added Section for description of the requirement.]	
12.02.13			A guaranteed loan system must update the status of lenders and servicers that do not comply with agency standards for continued program participation or do not correct deficiencies identified through reviews in a reasonable period of time. The system must also provide data to support corrective action plans such as penalties and/or sanctions.	JFMIP SR-00-01, 26
12.02.14	V		[This requirement is value added. See the Value Added Section for description of requirement.]	
12.02.15			A guaranteed loan system must record penalties and/or sanctions imposed by the agency review board on those lenders or servicers found to be in serious and frequent non-compliance with federal problem standards.	JFMIP SR-00-01, 26
12.02.16			[Version 3 - This requirement deleted.]	
12.02.17			A guaranteed loan system must record critical data on the lender's guarantee request to support the guarantee evaluation process.	JFMIP SR-00-01, 29
12.02.18			A guaranteed loan system must provide access to guarantee request information to each individual participating in the guarantee decision.	JFMIP SR-00-01, 29
12.02.19	V		[This requirement is value added. See the Value Added Section for description of requirement.]	
12.02.20			A guaranteed loan system must compare borrower information on the lender's guarantee request to agency program borrower eligibility criteria.	JFMIP SR-00-01, 29
12.02.21			A guaranteed loan system must check the appropriate system data files to determine whether a lender has recently submitted a duplicate guarantee request for the applicant, or a guarantee request for the applicant has been previously denied.	JFMIP SR-00-01, 30
12.02.22	V		[This requirement is value added. See the Value Added Section	

Req. ID	VA	AT	REQUIREMENTS Guaranteed Loans	SOURCE(S)
			for description of requirement.]	
12.02.23			A guaranteed loan system must compare the applicant's credit worthiness information to system-stored program credit worthiness criteria and assign a credit risk rating to the applicant, unless specifically excluded by program requirement.	JFMIP SR-00-01, 30
12.02.24	V		[This requirement is value added. See the Value Added Section for description of requirement.]	
12.02.25			A guaranteed loan system must document whether the applicant has previously defaulted on debt to the federal government.	JFMIP SR-00-01, 30
12.02.26			A guaranteed loan system must compute the credit subsidy amount associated with the guaranteed loan using projected cash flows and the applicable Treasury interest rate in accordance with OMB Circular A-34, A-11, and SFFAS No 2.	JFMIP SR-00-01, 30
12.02.27			A guaranteed loan system must provide an automated interface with the Core Financial System to determine if sufficient funds are available in the program account and if available lending limits in the financing account are sufficient to cover the subsidy cost and the face value of the proposed guarantee.	JFMIP SR-00-01, 30
12.02.28			A guaranteed loan system must reflect the approved guarantee status.	JFMIP SR-00-01, 30
12.02.29			A guaranteed loan system must accept, identify, track, and report supervisor overrides of system-generated acceptance/rejection recommendations.	JFMIP SR-00-01, 30
12.02.30			A guaranteed loan system must create and maintain a system record of rejected guarantee requests.	JFMIP SR-00-01, 30
12.02.31 – 12.02.32	V		[These requirements are value added. See the Value Added Section for description of requirements.]	
03 Guarantee Extension and Maintenance: Guarantee Origination				
12.03.01			A guaranteed loan system must record the cohort and risk category, as defined in OMB Circular A-34, associated with the guaranteed loan.	JFMIP SR-00-01, 31
12.03.02			A guaranteed loan system must assign a unique account number to the guaranteed loan that remains unchanged throughout the life of the guarantee.	JFMIP SR-00-01, 31
12.03.03			A guaranteed loan system must generate a guarantee	JFMIP SR-00-

Req. ID	VA	AT	REQUIREMENTS Guaranteed Loans	SOURCE(S)
			endorsement to confirm that the loan is guaranteed and transmit it to the lender.	01, 31
12.03.04			A guaranteed loan system must calculate and record the guarantee origination fee in accordance with the terms and conditions of the guarantee agreement.	JFMIP SR-00-01, 31
12.03.05	V		[This requirement is value added. See the Value Added Section for description of requirement.]	JFMIP SR-00-01, 32
12.03.06			A guaranteed loan system must record collections of origination fees received.	JFMIP SR-00-01, 31
12.03.07			[Version 2 - This requirement deleted.]	
12.03.08			A guaranteed loan system must provide an automated interface with the Core Financial System to record the guaranteed loan commitment, the obligation for the related subsidy, and the origination fee, receivable, and collection.	JFMIP SR-00-01, 31
12.03.09	V		[This requirement is value added. See the Value Added Section for description of requirement.]	
12.03.10		C	A guaranteed loan system must have the capability to record information on loan disbursements by the lender, including amounts and applicable Treasury interest rates, to support interest computations and subsidy re-estimates, unless specifically excluded by program requirements.	JFMIP SR-00-01, 32
12.03.11			A guaranteed loan system must provide an automated interface with the Core Financial System to record the outlay of subsidy from the program account to the financing account related to the lender loan disbursement.	JFMIP SR-00-01, 32
12.03.12		D	[Version 4 - This requirement deleted.]	
12.03.13	V		[This requirement is value added. See the Value Added Section for description of requirement.]	
04 Guarantee Extension and Maintenance: Guaranteed Loan Maintenance				
12.04.01			A guaranteed loan system must support reevaluation of the modified loans in accordance with OMB Circular A-34 and program policy.	JFMIP SR-00-01, 33
12.04.02			A guaranteed loan system must reflect the modified status of the guaranteed loan.	JFMIP SR-00-01, 33
12.04.03			A guaranteed loan system must establish a new loan account and collateral record for each new debt instrument and assign a	JFMIP SR-00-01, 33

Req. ID	VA	AT	REQUIREMENTS Guaranteed Loans	SOURCE(S)
			unique loan account number to the new account record. Also, it must maintain a link between the new loan account established for the new instrument and the old loan account records.	
12.04.04			A guaranteed loan system must perform a funds control check to verify the availability of subsidy through an automated interface with the Core Financial System.	JFMIP SR-00-01, 33
12.04.05			A guaranteed loan system must provide an automated interface with the Core Financial System to record the subsidy changes associated with the guaranteed loan modification.	JFMIP SR-00-01, 33
12.04.06			A guaranteed loan system must compare guaranteed loan data to guaranteed fee criteria to determine which lenders owe guarantee fees.	JFMIP SR-00-01, 33
12.04.07			A guaranteed loan system must compute the amount of the guarantee fee.	JFMIP SR-00-01, 33
12.04.08			A guaranteed loan system must identify lenders with overdue fee payments and calculate penalties on loans for which lenders have not submitted guaranteed fee payments.	JFMIP SR-00-01, 33
12.04.09			[Version 3 - This requirement deleted.]	
12.04.10			A guaranteed loan system must generate invoices, including penalties assessed for late payment, for guarantee fee payments due from lenders.	JFMIP SR-00-01, 33
12.04.11			A guaranteed loan system must provide an automated interface with the Core Financial System to record the receipt of guarantee fees from lenders.	JFMIP SR-00-01, 33
12.04.12			A guaranteed loan system must identify guaranteed loans requiring interest supplement payments.	JFMIP SR-00-01, 34
12.04.13			A guaranteed loan system must compare current interest rates to the interest rates in the agreement to determine the appropriate levels of interest supplements required.	JFMIP SR-00-01, 34
12.04.14			A guaranteed loan system must record the interest supplement payment as an interest subsidy expense and a loan guarantee interest supplement liability.	JFMIP SR-00-01, 34
12.04.15			A guaranteed loan system must provide an automated interface with the Core Financial System to initiate and record disbursements for interest supplement payments. If the guaranteed loan itself handles the payment processing, it must meet the requirements in the Core Financial System	JFMIP SR-00-01, 34

Req. ID	VA	AT	REQUIREMENTS Guaranteed Loans	SOURCE(S)
			Requirements related to payments and send summary data to the Core Financial System.	
12.04.16- 12.04.19	V		[These requirements are value added. See Value Added Section for description of the requirements.]	
05 Portfolio Management: Portfolio Performance				
12.05.01			A guaranteed loan system must receive and document loan guarantee information from lenders.	JFMIP SR-00-01, 37
12.05.02		C	A guaranteed loan system must have the capability to maintain standard information on the history and status of each guaranteed loan (e.g., borrower identification, amount and nature of debt, loan originator, holder, and/or servicer).	JFMIP SR-00-01, 37
12.05.03			A guaranteed loan system must maintain data from the lender, which identifies delinquent accounts and potential defaults.	JFMIP SR-00-01, 37
12.05.04			A guaranteed loan system must accept lender data by cohort and risk category.	JFMIP SR-00-01, 37
12.05.05			A guaranteed loan system must provide agency access to the loan status information.	JFMIP SR-00-01, 37
12.05.06			A guaranteed loan system must compute and maintain program performance trends such as: - number and dollar value of loans made, - average loan size, - loans made by geographical region, - number and amount of defaulted loan accounts, - number and amount of claims paid, and - amount of loan write-offs.	JFMIP SR-00-01, 38
12.05.07			A guaranteed loan system must compute and maintain financial measures to help assess the credit soundness of a loan program, such as: - overall portfolio risk rate, - average loan to value ratio (for collateralized program), - write-offs as a percentage of seriously delinquent acquired loans, - net proceeds on real property sold compared to appraised value, - loan loss rates, - recovery rates, and - loan currency rate.	JFMIP SR-00-01, 38

Req. ID	VA	AT	REQUIREMENTS Guaranteed Loans	SOURCE(S)
12.05.08			A guaranteed loan system must compute and maintain portfolio data to help determine the effectiveness of use of agency resources, such as: - administrative cost per loan guarantee approved, - administrative cost per acquired loan serviced, - administrative cost per dollar collected, and - time required to process a loan guarantee application.	JFMIP SR-00-01, 38
12.05.09			A guaranteed loan system must receive and record lender substitution and/or transfer data, i.e., secondary market sales.	JFMIP SR-00-01, 37
06 Portfolio Management: Program Financing				
12.06.01			A guaranteed loan system must execute SF-1151's, and also record amounts borrowed from the Treasury to cover shortfalls in subsidy estimates temporarily.	JFMIP SR-00-01, 39
12.06.02			A guaranteed loan system must track the amount of uninvested funds in the financing account as needed to support interest earnings calculations.	JFMIP SR-00-01, 39
12.06.03			A guaranteed loan system must compute interest expense on borrowings and interest earnings on uninvested funds.	JFMIP SR-00-01, 39
12.06.04			A guaranteed loan system must execute and record receipt of interest earnings from the Treasury on uninvested funds using SF-1081's.	JFMIP SR-00-01, 39
12.06.05			A guaranteed loan system must support the re-estimate of the subsidy cost for each cohort and risk category of loans at the beginning of each fiscal year in accordance with OMB Circular A-34 and SFFAS No. 2.	JFMIP SR-00-01, 41
12.06.06		C	A guaranteed loan system must have the capability to maintain cash flow data that permits comparison of actual cash flows each year as well as historical data from prior years to the cash flows used in computing the latest loan subsidy estimate.	JFMIP SR-00-01, 42
12.06.07			[Version 2 - This requirement deleted.]	
12.06.08			A guaranteed loan system must compare the current year re-estimated subsidy cost to the prior years re-estimated subsidy costs to determine whether subsidy costs for a risk category increased or decreased.	JFMIP SR-00-01, 42
12.06.09			A guaranteed loan system must transfer loan subsidies from those risk categories with an excess of loan subsidies to those risk categories in the same cohort that are deficient in loan subsidies to provide adequate funding for each risk category.	JFMIP SR-00-01, 42

Req. ID	VA	AT	REQUIREMENTS Guaranteed Loans	SOURCE(S)
12.06.10			A guaranteed loan system must group those cohorts that need indefinite appropriation loan subsidy funds separately from those cohorts that have excess funds. The system must also support the request for an apportionment and obligation of funds to cover the subsidy increase for those cohorts of loans that have insufficient subsidy of cohorts of loans to the Special Receipt Account.	JFMIP SR-00-01, 42
12.06.11-12.06.14			[Version 3 - These requirements deleted.]	
12.06.15			A guaranteed loan system must execute and record repayment of principal using SF-1151's, and repayment of interest to the U.S. Treasury using SF-1081's.	JFMIP SR-00-01, 39
12.06.16			A guaranteed loan system must provide at least the following types of management information: detailed transaction history, profile of guaranteed loan portfolio, and program credit reform status.	JFMIP SR-00-01, 42
07 Acquired Loan Servicing: Claim Processing				
12.07.01			A guaranteed loan system must record key claim data, maintain data on original and if applicable, final claims.	JFMIP SR-00-01, 44
12.07.02			A guaranteed loan system must compare the claim application information to the agency's program claim application evaluation criteria.	JFMIP SR-00-01, 44
12.07.03			A guaranteed loan system must suspend processing for claims that are incomplete; and the claims should remain in suspension until they are corrected.	JFMIP SR-00-01, 44
12.07.04			A guaranteed loan system must identify claims not meeting agency program requirements and notify the lender of the rejection.	JFMIP SR-00-01, 44
12.07.05			A guaranteed loan system must document and track information on accepted and rejected claims and the reason for the rejections.	JFMIP SR-00-01, 45
12.07.06			A guaranteed loan system must reflect the status of the claim.	JFMIP SR-00-01, 45
12.07.07			A guaranteed loan system must calculate the claim payment to be made, making adjustments for any disallowed amounts or authorized debt collection activities.	JFMIP SR-00-01, 45
12.07.08			A guaranteed loan system must provide an automated interface	JFMIP SR-00-

Req. ID	VA	AT	REQUIREMENTS Guaranteed Loans	SOURCE(S)
			with the Core Financial System to initiate a disbursement of the claim payment to the lender. If the guaranteed loan system processes payments, it must meet the requirements in the Core Financial System Requirements related to payments data to the Core Financial System.	01, 45
12.07.09			A guaranteed loan system must record acquired loan information and establish appropriate accounting entries such as receivables.	JFMIP SR-00-01, 45
12.07.10			[Version 3 - This requirement deleted.]	
12.07.11		A	A guaranteed loan system must have the capability to develop edits to address claims issues.	JFMIP SR-00-01, 45
12.07.12		A	A guaranteed loan system must have the capability to record or track claims errors.	JFMIP SR-00-01, 45
12.07.13		A	A guaranteed loan system must have the capability to support underlying details.	JFMIP SR-00-01, 45
08 Acquired Loan Servicing: Account Status Maintenance				
12.08.01			[Version 3 - This requirement deleted.]	
12.08.02			[Version 3 - This requirement deleted.]	
12.08.03			A guaranteed loan system must identify accounts that should be written-off.	JFMIP SR-00-01, 45
12.08.04			A guaranteed loan system must identify accounts for which collection is to be pursued.	JFMIP SR-00-01, 45
12.08.05			A guaranteed loan system must calculate outstanding balances for each loan account invoiced, including principal, interest, late charges, and other amounts due.	JFMIP SR-00-01, 46
12.08.06			A guaranteed loan system must identify loan accounts to be invoiced based on agency program invoicing criteria and loan account information.	JFMIP SR-00-01, 46
12.08.07			A guaranteed loan system must generate and transmit an invoice to each borrower. At a minimum, the invoice must include borrower ID, amount due, date due, the date after which the payment will be considered late, and the current balance.	JFMIP SR-00-01, 46
12.08.08			A guaranteed loan system must provide for automatic acceleration of delinquent installment payment notes based on an acceleration clause indicator.	JFMIP SR-00-01, 46

Req. ID	V A	A T	REQUIREMENTS Guaranteed Loans	SOURCE(S)
12.08.09			A guaranteed loan system must track and age receivables by type.	JFMIP SR-00-01, 46
12.08.10			A guaranteed loan system must provide an automated interface with the Core Financial System to record accrual of interest, administrative charges, and penalties for delinquent loan accounts.	JFMIP SR-00-01, 46
12.08.11			A guaranteed loan system must apply collections according to agency program receipt application rules to the appropriate liquidating or financing account.	JFMIP SR-00-01, 46
12.08.12			A guaranteed loan system must include a partial, full, or late payment indicator.	JFMIP SR-00-01, 47
12.08.13			A guaranteed loan system must identify payments that cannot be applied and document the reasons why the payments cannot be applied.	JFMIP SR-00-01, 47
12.08.14			[Version 3 - This requirement deleted.]	
12.08.15			A guaranteed loan system must provide an automated interface with the Core Financial System to record the collection. If the guaranteed loan system processes collections, it must meet the requirements in the Core Financial System Requirements related to collections and send summary data to the Core Financial System.	JFMIP SR-00-01, 47
09 Foreclosure and Liquidate Collateral: Foreclose on Collateral				
12.09.01			A guaranteed loan system must provide information on collateral for use in the foreclosure process.	JFMIP SR-00-01, 48
12.09.02			A guaranteed loan system must update the acquired loan information store with additional information obtained during the foreclosure preparation process, such as recent appraisal values and property condition.	JFMIP SR-00-01, 48
12.09.03			A guaranteed loan system must calculate outstanding principal, interest, penalties, and administrative charges for each loan with collateral to be foreclosed.	JFMIP SR-00-01, 48
12.09.04			A guaranteed loan system must provide information to generate a foreclosure notice to the borrower.	JFMIP SR-00-01, 48

Req. ID	VA	AT	REQUIREMENTS Guaranteed Loans	SOURCE(S)
12.09.05			A guaranteed loan system must transmit information necessary for the foreclosure to the Department of Justice and/or agency Office of General Counsel, as applicable.	JFMIP SR-00-01, 48
12.09.06			A guaranteed loan system must record the results of the foreclosure proceedings and title conveyance to the agency.	JFMIP SR-00-01, 48
12.09.07			A guaranteed loan system must provide an automated interface of data on acquired collateral to the property management system for management and liquidation of the property.	JFMIP SR-00-01, 48
12.09.08			A guaranteed loan system must provide an automated interface to the Core Financial System to record the value of the property acquired and to reduce the receivable amount.	JFMIP SR-00-01, 48
12.09.09		C	[This requirement deleted, it's now 12.13.03.]	
10 Foreclose and Liquidate Collateral: Manage/Liquidate Collateral				
12.10.01			A guaranteed loan system must generate payments to property management contractors for services rendered.	JFMIP SR-00-01, 49
12.10.02			A guaranteed loan system must track, record, and classify operations and maintenance expenses related to the acquired collateral.	JFMIP SR-00-01, 49
12.10.03			A guaranteed loan system must document rental income and other collections related to the acquired collateral.	JFMIP SR-00-01, 49
12.10.04			A guaranteed loan system must post the expenses and income to the Core Financial System through an automated interface.	JFMIP SR-00-01, 49
12.10.05			A guaranteed loan system must update the acquired loan information store to record receipts resulting from the liquidation and disposition of the collateral.	JFMIP SR-00-01, 49
12.10.06			A guaranteed loan system must identify any deficiency balances remaining for the loan after collateral liquidation for further collection activities.	JFMIP SR-00-01, 49
12.10.07			A guaranteed loan system must provide an automated interface to the Core Financial System and the property management system to record disposal of the property and associated receipts.	JFMIP SR-00-01, 49
12.10.08			A guaranteed loan system must provide at the least the following types of management information: guaranteed loan claim activity, summary data of claim losses paid out, detailed transaction history, standard management control/activity, exceptions, portfolio sale historical payments, portfolio sales	JFMIP SR-00-01, 50

Req. ID	VA	AT	REQUIREMENTS Guaranteed Loans	SOURCE(S)
			performance, and collateral management activity and expense.	
11 : Delinquent Debt Collection: Collection Actions				
12.11.01			A guaranteed loan system must identify delinquent commercial and consumer accounts for reporting to credit bureaus (preferably by electronic interface) by comparing reporting criteria to delinquent loan data.	JFMIP SR-00-01, 52
12.11.02			A guaranteed loan system must calculate outstanding balances, including interest, penalties, and administrative charges and include this information in credit bureau records.	JFMIP SR-00-01, 52
12.11.03			A guaranteed loan system must generate (or include in demand letters) a notice to inform the borrower of the referral of a delinquent debt to a credit bureau, in accordance with regulations.	JFMIP SR-00-01, 52
12.11.04 – 12.11.05	V		[These requirements are value added. See the Value Added Section for description of requirements.]	
12.11.06			A guaranteed loan system must generate and transmit dunning letters to debtors with past-due loan accounts.	JFMIP SR-00-01, 53
12.11.07			A guaranteed loan system must identify debtors who do not respond to dunning letters within a specified time period.	JFMIP SR-00-01, 53
12.11.08			A guaranteed loan system must track demand letters and borrower responses in order to document borrower due process notification (and borrower willingness and ability to repay debt).	JFMIP SR-00-01, 53
12.11.09			A guaranteed loan system must track and document debtor appeals received in response to demands for payment.	JFMIP SR-00-01, 53
12.11.10		C	A guaranteed loan system must have the capability to provide automated support to the collection process. Support could be provided for activities such as documenting contacts with a debtor and the results; documenting installment payments, rescheduling agreements, and debt compromise; generating management reports; and tracking the performance of individual agency collectors.	JFMIP SR-00-01, 53
12.11.11			A guaranteed loan system must identify accounts eligible for referral to the Treasury Offset Program (TOP).	JFMIP SR-00-01, 53
12.11.12			[Version 3 - This requirement deleted.]	

Req. ID	VA	AT	REQUIREMENTS Guaranteed Loans	SOURCE(S)
12.11.13			A guaranteed loan system must generate written notification to the borrower that includes the following: - the nature and the amount of the debt, - the intention of the agency to collect the debt through administrative offset, - an explanation of the rights of the debtor, - an offer to provide the debtor an opportunity to inspect and copy the records of the agency with respect to the debt, -and an offer to enter into a written repayment with the agency.	JFMIP SR-00-01, 53
12.11.14			A guaranteed loan system must identify, at the end of the notification period, the debtors that remain delinquent and are eligible for referral.	JFMIP SR-00-01, 53
12.11.15			A guaranteed loan system must generate written notices informing the borrower of the agency's intention to initiate proceedings to collect the debt through deduction from pay, the nature and amount of the debt to be collected, and the debtors rights.	JFMIP SR-00-01, 54
12.11.16			A guaranteed loan system must update the information store to reflect TOP status.	JFMIP SR-00-01, 54
12.11.17			[Version 3 - This requirement deleted.]	
12.11.18			A guaranteed loan system must apply collections received through the TOP process to debtor accounts in accordance with applicable payments application rules.	JFMIP SR-00-01, 54
12.11.19			[Version 3 - This requirement deleted.]	
12.11.20			A guaranteed loan system must interface with the Core Financial System to record receipts remitted to the agency.	JFMIP SR-00-01, 54
12.11.21			A guaranteed loan system must compare delinquent account data to agency's program collection referral criteria to select delinquent loan accounts for referral to collection agencies.	JFMIP SR-00-01, 54
12.11.22			A guaranteed loan system must sort and group delinquent loan accounts based on type of debt, age of debt, and location of debtor.	JFMIP SR-00-01, 54
12.11.23			A guaranteed loan system must calculate outstanding interest, penalties, and administrative charges for each delinquent loan account to be referred.	JFMIP SR-00-01, 54
12.11.24			A guaranteed loan system must assign selected delinquent loan account groupings to appropriate collection agencies based on collection agency selection criteria for agency programs.	JFMIP SR-00-01, 54

Req. ID	V A	A T	REQUIREMENTS Guaranteed Loans	SOURCE(S)
12.11.25			A guaranteed loan system must document that the delinquent account has been referred to a collection agency.	JFMIP SR-00-01, 54
12.11.26			A guaranteed loan system must generate and receive electronic transmissions of account balance data and status updates to and from collection agencies.	JFMIP SR-00-01, 55
12.11.27			A guaranteed loan system must record receipts remitted to the collection agency and forwarded to the agency.	JFMIP SR-00-01, 55
12.11.28			A guaranteed loan system must update the acquired loan information store to reflect receipts, adjustments, and other status changes, including rescheduling, compromise, and other resolution decisions.	JFMIP SR-00-01, 55
12.11.29			A guaranteed loan system must accept and match collection agency invoices with agency records.	JFMIP SR-00-01, 55
12.11.30			A guaranteed loan system must request, reconcile, and record returned accounts from collection agencies.	JFMIP SR-00-01, 55
12.11.31			A guaranteed loan system must interface with the Core Financial System to record collections processed through collection agencies.	JFMIP SR-00-01, 55
12.11.32			A guaranteed loan system must compare delinquent loan account information against the agency's litigation referral criteria to identify delinquent loan accounts eligible for referral. Support identification of accounts to be referred to counsel for filing of proof of claim based on documentation that a debtor has declared bankruptcy.	JFMIP SR-00-01, 55
12.11.33			A guaranteed loan system must provide an electronic interface with credit bureaus to obtain credit bureau reports that will enable assessment of the debtor's ability to repay before a claim is referred to legal counsel.	JFMIP SR-00-01, 55
12.11.34			A guaranteed loan system must calculate the outstanding balance, including principal, interest penalties, and administrative charges, for each delinquent loan account to be referred to legal counsel.	JFMIP SR-00-01, 55
12.11.35			A guaranteed loan system must generate the Claims Collection Litigation Report (CCLR). The CCLR is used to capture collection actions and current debtor information and transmit this information to DOJ.	JFMIP SR-00-01, 55

Req. ID	V A	A T	REQUIREMENTS Guaranteed Loans	SOURCE(S)
12.11.36			A guaranteed loan system must receive electronic transmissions of account data and status updates to and from DOJ's Central Intake Facility or the agency's Office of General Counsel's (OGC) automated system for referrals.	JFMIP SR-00-01, 55
12.11.37			A guaranteed loan system must update the loan status to reflect referral for litigation so that the loan can be excluded from other collection actions and to alert the agency to obtain approval from counsel before accepting voluntary debtor payment.	JFMIP SR-00-01, 55
12.11.38			A guaranteed loan system must track filing of pleadings and other motions, including proofs of claims in bankruptcy to ensure swift legal action and to monitor litigation activity.	JFMIP SR-00-01, 55
12.11.39			A guaranteed loan system must match agency litigation referrals with DOJ listing of agency litigation referrals.	JFMIP SR-00-01, 55
12.11.40			A guaranteed loan system must record and track recovery of judgment decisions.	JFMIP SR-00-01, 55
12.11.41			A guaranteed loan system must update the loan information store to reflect receipts and adjustments.	JFMIP SR-00-01, 55
12.11.42			A guaranteed loan system must interface with the Core Financial System to record any collections resulting from litigation.	JFMIP SR-00-01, 55
12.11.43			A guaranteed loan system must offset delinquent debts internally before referral to TOP, where applicable.	JFMIP SR-00-01, 53
12.11.44			A guaranteed loan system must transmit to TOP eligible new debts, and increase, decrease, or delete previously reported debts.	JFMIP SR-00-01, 53
12.11.45			A guaranteed loan system must record offset fees in accordance with agency program requirements.	JFMIP SR-00-01, 54
12.11.46			A guaranteed loan system must update the Core Financial System to record collections from TOP.	JFMIP SR-00-01, 54
12.11.47			A guaranteed loan system must process agency refunds given to borrowers erroneously and offset and transmit this information to Treasury in a timely manner.	JFMIP SR-00-01, 54
12.11.48			A guaranteed loan system must record refunds given by Treasury and adjust the loan information store accordingly.	JFMIP SR-00-01, 54
12.11.49			A guaranteed loan system must document that the wage	JFMIP SR-00-

Req. ID	VA	AT	REQUIREMENTS Guaranteed Loans	SOURCE(S)
			garnishment order was sent to the employer.	01, 54
12.11.50			A guaranteed loan system must provide ad hoc reporting capability needed to monitor the amount recovered through nonfederal wage garnishment.	JFMIP SR-00-01, 54
12.11.51			A guaranteed loan system must document that agency provided debtors a hearing, when requested.	JFMIP SR-00-01, 54
12.11.52			A guaranteed loan system must apply collections received through wage garnishment according to agency application rules.	JFMIP SR-00-01, 54
12.11.53	V		[This requirement is value added. See the Value Added Section for description of requirement.]	
12.11.54	V		[This requirement is value added. See the Value Added Section for description of requirement.]	
12.11.55			A guaranteed loan system must generate payment to the collection agency for services rendered through the core financial system.	JFMIP SR-00-01, 55
12.11.56		A	A guaranteed loan system must have the capability to compare delinquent loan account information to agency program write-off criteria to select delinquent loan accounts for possible loan write-off.	JFMIP SR-00-01, 56
12.11.57		A	A guaranteed loan system must have the capability to classify debtors based on financial profile and ability to repay. Indicators of the financial well being of a debtor include debtor financial statements, credit bureau reports, and payment receipt history.	JFMIP SR-00-01, 56
12.11.58		A	A guaranteed loan system must have the capability to produce a CCLR for each loan account to be referred to agency counsel or the (DOJ) for approval of termination of collection action. The system must update the loan status to reflect the referral.	JFMIP SR-00-01, 56
12.11.59		A	A guaranteed loan system must have the capability to update the loan information store to reflect approval or disapproval by agency counsel or the DOJ for termination of collection action.	JFMIP SR-00-01, 56
12.11.60		A	A guaranteed loan system must have the capability to update the loan information store and provide an automated interface with the Core Financial System to record the write-off of the receivable.	JFMIP SR-00-01, 56

Req. ID	VA	AT	REQUIREMENTS Guaranteed Loans	SOURCE(S)
12.11.61		A	A guaranteed loan system must have the capability to maintain a suspense file of inactive (written-off) loan accounts.	JFMIP SR-00-01, 57
12.11.62		A	A guaranteed loan system must have the capability to reactivate written-off loan accounts at a system user's request if the debtor's financial status or the account status changes.	JFMIP SR-00-01, 57
12.11.63		A	A guaranteed loan system must have the capability to compare loan account data to agency closeout criteria to identify debtor accounts eligible for closeout and 1099-C reporting.	JFMIP SR-00-01, 57
12.11.64		A	A guaranteed loan system must have the capability to prepare and send a Form 1099-C to the IRS if the debtor has not responded within the required time period.	JFMIP SR-00-01, 57
12.11.65		A	A guaranteed loan system must have the capability to update the loan information store to reflect receipts, adjustments, and other status changes, including rescheduling, compromise, and other resolution decisions.	JFMIP SR-00-01, 57
12.11.66		A	A guaranteed loan system must have the capability to retain electronic summary records of closeout account activity for a period of five years for use in agency screening of new loan applications.	JFMIP SR-00-01, 57
12.11.67		A	A guaranteed loan system must have the capability to provide at least the following types of management information: detailed transaction history, standard management control/activity, exceptions, trend analysis/performance, and collection contractor compensation.	JFMIP SR-00-01, 58
12 : Accounting Requirements				
12.12.01			A guaranteed loan system must record as a liability the present value of estimated net cash outflows of the outstanding Post-1991 guaranteed loans. Disclosure is made of the face value of loans outstanding and the amount guaranteed.	SFFAS-2, 23; "DoDFMR," Volume 12, Chapter 04, 040202B
12.12.02			A guaranteed loan system must record a subsidy expense for Post-1991 guaranteed loans disbursed during a fiscal year. The amount of the subsidy expense equals the present value of estimated cash outflows over the life of the loans minus the present value of estimated cash inflows, discounted at the interest rate of marketable Treasury securities with a similar maturity term, applicable to the period during which the loans are disbursed.	SFFAS-2, 24; "DoDFMR," Volume 12, Chapter 04, 040202B

Req. ID	VA	AT	REQUIREMENTS Guaranteed Loans	SOURCE(S)
12.12.03			For the fiscal year during which new guaranteed loans are disbursed, a guaranteed loan system must record the components of the subsidy expense of new loan guarantees separately among interest subsidy costs, default costs, fees and other collections, and other subsidy costs.	SFFAS-2, 25; "DoDFMR," Volume 12, Chapter 04, 040202C1
12.12.04			A guaranteed loan system must record default costs for loan guarantees that result from any anticipated deviation, other than prepayments, by the borrowers from the payment schedule in the loan contracts	SFFAS-2, 27; "DoDFMR," Volume 12, Chapter 04, 040202C3
12.12.05			A guaranteed loan system must accrue and compound interest on loan guarantee liabilities at the interest rate that was originally used to calculate the present value of the loan guarantee liabilities when the guaranteed loans were disbursed. (The accrued interest is recorded as interest expense.)	SFFAS-2, 31; "DoDFMR," Volume 12, Chapter 04, 040202D1
12.12.06			A guaranteed loan system must compute a re-estimate of the subsidy cost allowance for loan guarantee liabilities each year as of the date of the financial statements. This includes interest rate re-estimates and technical/default re-estimates. Each program re-estimate must be measured and disclosed in these two components separately.	SFFAS-2, 32; SFFAS-8, 9; "DoDFMR," Volume 12, Chapter 04, 040202D2
12.12.07			A guaranteed loan system must record any increase or decrease in the subsidy cost allowance or the loan guarantee liability resulting from the re-estimates as a subsidy expense (or a reduction in subsidy expense). The expense must be recorded for the current reporting period.	SFFAS-2, 32; SFFAS-8, 9; "DoDFMR," Volume 12, Chapter 04, 040202D2
12.12.08			A guaranteed loan system must record interest accrued on the liability of loan guarantees as interest expense.	SFFAS-2, 37; "DoDFMR," Volume 12,
12.12.09			A guaranteed loan system must record costs for administering credit activities, such as salaries, legal fees, and office costs, that are for credit policy evaluation, loan and loan guarantee origination, closing, servicing, monitoring, maintaining accounting and computer systems; and other credit administrative purposes, as administrative expense.	SFFAS-2, 38; "DoDFMR," Volume 12, Chapter 04, 040202F
12.12.10			A guaranteed loan system must record losses and liabilities for	SFFAS-2, 39;

Req. ID	VA	AT	REQUIREMENTS Guaranteed Loans	SOURCE(S)
			loan guarantees committed before October 1, 1992, when it is more likely than not that the loan guarantee will require a future cash outflow to pay default claims.	"DoDFMR," Volume 12, Chapter 04, 040202G
12.12.11			A guaranteed loan system must record the liability for loan guarantees for pre-1992 loan guarantees. The liability must be re-estimated each year as of the date of the financial statements.	SFFAS-2, 39; "DoDFMR," Volume 12, Chapter 04, 040202G1
12.12.12			A guaranteed loan system must record modification costs as an expense when loan guarantees are modified.	SFFAS-2, 49; "DoDFMR," Volume 12,
12.12.13			A guaranteed loan system must record any difference between the change in liability and the cost of modification of loan guarantees as a gain or loss.	SFFAS-2, 52; "DoDFMR," Volume 12, Chapter 04, 040202J3
12.12.14			A guaranteed loan system must record, for post-1991 loan guarantees, the modification adjustment transfer paid or received to offset the gain or loss as a financing source.	SFFAS-2, 52; "DoDFMR," Volume 12, Chapter 04, 040202J3
12.12.15		C	A guaranteed loan system must, for loan sales with recourse, record estimated potential losses under guarantee obligations (liabilities) at their present value.	SFFAS-2, 54
12.12.16			A guaranteed loan system must record when property is transferred from borrowers to a federal credit program, through foreclosure or other means, in partial or full settlement as compensation for losses that the government sustained under post-1991 loan guarantees. (The foreclosed property is an asset recorded at the present value of estimated future net cash inflows discounted at the original discount rate.)	SFFAS-2, 57; "DoDFMR," Volume 12, Chapter 04, 040202L
13 : Reporting				
12.13.01		D	[Version 4 - This requirement deleted.]	
12.13.02			The system must support the disclosure of the nature of the modifications of loan guarantees, the discount rate used in calculating the modification expense, and the basis for recognizing a gain or loss related to the modification, in notes to the financial statements.	SFFAS-2, 56; "DoDFMR," Volume 12, Chapter 04, 040202K

Req. ID	VA	AT	REQUIREMENTS	SOURCE(S)
			Guaranteed Loans	
12.13.03			The guaranteed loan system shall provide information to support the reconciliation between the beginning and ending balances of the loan guarantee liability, in accordance with the disclosure requirements of SFFAS No. 18, 'Amendments to Accounting Standards for Direct Loans and Loan Guarantees' in SFFAS No. 2.	SFFAS-18, 10; "DoDFMR," Volume 12, Chapter 04, 040202N

Guaranteed Loans – Value Added Requirements

REQ. ID	REQUIREMENTS	SOURCE(S)
12.01.05V	A guaranteed loan system should compare lender application information against qualification requirements and provide the results to principal officers and staff.	JFMIP SR-00-01, 23
12.01.09V	A guaranteed loan system should generate and electronically transmit a notice to inform the lender of approval or disapproval of the lender's application.	JFMIP SR-00-01, 23
12.01.11V	A guaranteed loan system should record text comments related to approval or disapproval of the lender application.	JFMIP SR-00-01, 23
12.01.13V	A guaranteed loan system should generate the lender agreement for signature by the lender.	JFMIP SR-00-01, 24
12.02.06V	A guaranteed loan system should enter high-risk lenders/servicers on a problem watch list and generate a notice to each affected.	JFMIP SR-00-01, 25
12.02.08V	A guaranteed loan system should provide for scheduling and tracking of the review team's activities.	JFMIP SR-00-01, 25
12.02.09V	A guaranteed loan system should document review results including date of review, name(s) of reviewer(s), and any deficiencies and associated explanations.	JFMIP SR-00-01, 25
12.02.10V	A guaranteed loan system should record text comments relevant to the review process.	JFMIP SR-00-01, 25
12.02.11V	A guaranteed loan system should generate a notice to inform the lender/servicer of a finding of non-compliance (electronically, where appropriate), including any penalties or sanctions, and the right to appeal.	JFMIP SR-00-01, 26
12.02.12V	A guaranteed loan system should document and track corrective action plans agreed to by the agency and the lender/servicer, including proposed resolution dates, and update lender/servicer data to reflect any changes in status resulting from the corrective actions.	JFMIP SR-00-01, 26
12.02.14V	A guaranteed loan system should document and track appeals received from the lender/servicer and agency appeal decisions and generate a decision notice to the lender/servicer.	JFMIP SR-00-01, 26
12.02.19V	A guaranteed loan system should record text comments relevant to the guarantee decision.	JFMIP SR-00-01, 29
12.02.22V	A guaranteed loan system should document that the lender obtained a credit bureau report.	JFMIP SR-00-01, 30

REQ. ID	REQUIREMENTS	SOURCE(S)
12.02.24V	A guaranteed loan system should document that borrower financial data, repayment ability, and repayment history have been verified.	JFMIP SR-00-01, 30
12.02.31V	A guaranteed loan system should notify the lender of approval or disapproval (electronically where applicable).	JFMIP SR-00-01, 30
12.02.32V	A guaranteed loan system should provide at least the following types of management information: lender eligibility activity, completed reviews, lender performance, and exceptions.	JFMIP SR-00-01, 26-27
12.03.05V	A guaranteed loan system should transmit the origination fee invoice to the lender.	JFMIP SR-00-01, 32
12.03.09V	A guaranteed loan system should provide the capability to receive electronic transmission of disbursement data by the lender.	JFMIP SR-00-01, 32
12.03.13V	A guaranteed loan system should provide the capability for reporting loan-closing information.	JFMIP SR-00-01, 32
12.04.16V	A guaranteed loan system should capture the estimated useful economic life of the pledged collateral and compare it to the proposed term of the loan.	JFMIP SR-00-01, 34
12.04.17V	A guaranteed loan system should document that transactions over a predetermined amount identified by program requirements have a collateral appraisal by a licensed or certified appraiser.	JFMIP SR-00-01, 34
12.04.18V	A guaranteed loan system should compute the loan-to-value ratio and flag those loans with a ratio exceeding applicable program requirements.	JFMIP SR-00-01, 34
12.04.19V	A guaranteed loan system should provide at least the following types of management information: approval and rejection monitoring, override exception, potential application fraud, approval/rejection statistics, detailed transaction history, median loan-to-value ratio, loan guarantee fee collection, loan guarantee periodic fee collection, and exceptions.	JFMIP SR-00-01, 35
12.11.04V	A guaranteed loan system should maintain a record of each account reported to credit bureaus to allow tracking of referred accounts.	JFMIP SR-00-01, 52
12.11.05V	A guaranteed loan system should prepare data on appropriate medium, on a monthly basis, of delinquent debtors to be included in the CAIVRS database.	JFMIP SR-00-01, 53
12.11.53V	The system should identify delinquent commercial and consumer accounts for reporting to CAIVRS by comparing reporting criteria to delinquent loan data.	JFMIP SR-00-01, 52
12.11.54V	The system should generate (or include in demand letters) a notice to inform the borrower of the referral of a delinquent debt to CAIVRS in accordance with regulations.	JFMIP SR-00-01, 52

CHAPTER 13
Grants

Various federal agencies operate grant programs in which they provide financial assistance to researchers, corporations, universities and colleges, etc. for research, or specified activities/projects. Grant programs, for which payments are made, should be based on specific program objectives.

Agencies involved in grant programs are required to determine grantees' eligibility, execute grant agreements, award funds, and administer the grant. Grant payments may be made in advance or on a reimbursable basis as costs are incurred by the grantee.

Grants

Functional Requirements
- 1: Commitments
- 2: Decommitments
- 3: Obligations
- 4: Payments
- 5: Cost Accruals
- 6: Financial Reports
- 7: Grant Closeout
- 8: General Systems Requirements
- 9: Interest Collections

Req. ID	VA	AT	REQUIREMENTS Grants	SOURCE(S)
01 Commitments				
13.01.01			[Version 3 - This requirement deleted.]	
13.01.02- 13.01.07	V		[These requirements are value added. See Value Added Section for description of the requirement.]	
02 Decommitments				
13.02.01- 13.02.05			[Version 3 - These requirements deleted.]	
13.02.06- 13.02.10	V		[These requirements are value added. See Value Added Section for description of the requirement.]	
03 Obligations				
13.03.01 – 13.03.02			[Version 3 - These requirements deleted.]	
13.03.03			The system must be able to record obligations of funds. It must also be able to maintain chronological order of commitments, obligations, and payments for multiple appropriations or other funding sources.	JFMIP SR-00-3, 18
13.03.04			The system must be able to capture data elements such as: - Grant Number- Grantee or Recipient Name - Grantee Identifier - Grant Purpose - Dollar Amount - Accounting Classification Data - Tax Payer Identification - CFDA Number.	JFMIP SR-00-3, 18 & 20
13.03.05			The system must allow for transactions to be posted to the	JFMIP SR-00-

Req. ID	V A	A T	REQUIREMENTS Grants	SOURCE(S)
			standard general ledger (SGL).	3, 20
13.03.06			The system must support the preparation and review of a grant agreement document and provide for approval or disapproval of obligations.	JFMIP SR-00-3, 18
13.03.07			The system must support the processing of approved obligations through the following edit checks: - verify authority of obligating officials - validate grant obligation against edits in the Core Financial System - verify funds availability - validate input data, including the CFDA number - provide controls to prevent a duplicate obligation	JFMIP SR-00-3, 18
04 Payments				
13.04.01-13.04.03			[Version 3 - These requirements deleted.]	
13.04.04			The system must have the ability to perform edit checks on payment request for missing data elements, clerical errors, and internal logic. The system must also have the ability to perform non-routine edit checks installed by the Federal awarding agency such as: - verification whether the grantee is delinquent in submitting financial reports - verification of funds availability - controls to prevent processing a duplicate payment.	JFMIP SR-00-3, 21
13.04.05			The system must be able to flag a grantee's account if the grantee is subject to sanctions requiring the withholding of payments.	JFMIP SR-00-3, 24
13.04.06			The system must be able to support the disbursement of funds to the grantee's financial institution in addition to posting the transaction to the Standard General Ledger.	JFMIP SR-00-3, 24
13.04.07			The system must be capable of recording the receipt of payment requests from grantees.	JFMIP SR-00-3, 21
13.04.08			The system must support optional data elements in payment request such as: - Grantee Name and Identifier - Amounts Requested - Grantee Official Authorized to Submit Request - Authorized Grantee's Information - Amount of Funds Authorized - Amount Approved - Amount Disallowed	JFMIP SR-00-3, 21

Req. ID	VA	AT	REQUIREMENTS Grants	SOURCE(S)
			- Program Funding Codes - Appropriation Code(s).	
13.04.09			The system must have the ability to review payment request.	JFMIP SR-00-3, 21
05 Cost Accruals				
13.05.01-13.05.05			[Version 3 - These requirements deleted.]	
13.05.06			The system must maintain various data such as: - internal historical financial data - criteria/structure of agency programs - relevant external information on the timing and nature of recipients' cash flows	JFMIP SR-00-3, 25
13.05.07			The system must maintain the amounts disbursed to grantees during each year and the amounts of expenses reported by the grantee. Other data such as grant award amounts and remittances should be included in the information database.	JFMIP SR-00-3, 25
13.05.08			The system must either have a format structured to facilitate accrual accounting or provide an alternate process that will calculate an accrual estimate.	JFMIP SR-00-3, 25
13.05.09			The system must support the following process steps: - Initiate the Accrual Process - Update AP Program Accrual Files - Run AP Program Accrual File - Review/Approve Program Results/Approve - Post the Grant Accrual Amount.	JFMIP SR-00-3, 26
06 Financial Reports				
13.06.01 – 13.06.02			[Version 3 - These requirements deleted.]	
13.06.03		D	[Version 4 - This requirement deleted.]	
13.06.04			The system must be able to receive financial reports electronically that will feed automatically into the grants financial report process.	JFMIP SR-00-3, 32
13.06.05			The system must be able to review reports and verify for: - completeness- mathematical correctness - validity of information such as grant numbers and award numbers - proper certification- assurance that amounts reported as expenditures do not exceed the balance of funds available	JFMIP SR-00-3, 32

Req. ID	V A	A T	REQUIREMENTS Grants	SOURCE(S)
			- provide controls to prevent processing duplicate reports - reports failing the edit process are returned to the grantee.	
13.06.06			The system must be capable of preparing specific transactions relating to the expenditure of funds. These transactions must be posted to the Standard General Ledger.	JFMIP SR-00-3, 32
13.06.07			The system must maintain sufficient and appropriate information for reconciliation with the agency's Core Financial System.	JFMIP SR-00-3, 32
13.06.08			The system must support the initiation of the financial report process by providing the ability to: - review electronic files of the grant and grantee - select and review specific items (data) from these files - compare the selected data to data previously stored in the FRP	JFMIP SR-00-3, 30
13.06.09			The system must be capable of updating the FRP file. Data should include the grantee's identification number, types of grants received, grant identifying number, dollar amounts, time period of performance, grantee's financial history by grant, and other data considered important by the granting agency.	JFMIP SR-00-3, 30
07 Grant Closeout				
13.07.01			The system must support the following major processes for grant closeout: - Financial Status Report (FSR) Closing Process - Federal Cash Transaction Report (FCTR) Process - Post Closing Collections- Reconciliation	JFMIP SR-00-3, 34
08 General Systems Requirements				
13.08.01			The system must provide system flexibility in accepting data input from multiple media so that it can recognize the unique data input requirements of interface systems.	JFMIP SR-00-3, 36
13.08.02			The system must subject all transactions from interfacing systems to the grant financial system edits and validation.	JFMIP SR-00-3, 36
13.08.03			The system must provide system capability to customize data input, processing rules, and edit criteria. It must also provide flexibility in defining internal operational procedures and in supporting agency requirements.	JFMIP SR-00-3, 36
13.08.04			The system must provide the capability to identify and process information from other systems that enter and update the standard grant financial system.	JFMIP SR-00-3, 36

Req. ID	VA	AT	REQUIREMENTS Grants	SOURCE(S)
13.08.05			The system must provide the capability to allow users to customize output for reporting and providing interfaces to other systems necessary to meet agency requirements for external processing (e.g., general ledger posting, budget formulation, budget reconciliation and budget execution).	JFMIP SR-00-3, 36
13.08.06			The system must capture the transaction dates in order to ensure compliance with the Cash Management Improvement Act.	JFMIP SR-00-3, 36
13.08.07			The system must capture information to comply with reporting and referral requirements of the Debt Collection Improvement Act of 1996.	JFMIP SR-00-3, 36
13.08.08			The system must capture information necessary to report on property, plant, and equipment in the hands of grantees as required by Statement of Federal Financial Accounting Standards No. 6 (SFFAS No. 6) Accounting for Property, Plant and Equipment.	JFMIP SR-00-3, 36
13.08.09			The system must capture financial information necessary to comply with OMB Circular A-110 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (11/19/93, amended 9/30/99).	JFMIP SR-00-3, 36
09 Interest Collections				
13.09.01		A	The system must support interest earned on advances of Federal funds by state agencies, instrumentalities, and fiscal agents as governed by the Cash Management Improvement Act (CMIA) of 1996.	JFMIP SR-00-3, 33
13.09.02		A	The system must support interest earned on Federal advances by other grantee organizations as governed by OMB Circular A-110, Grants Management Common Rule, or program regulations as applicable.	JFMIP SR-00-3, 33

Grants – Value Added Requirements

REQ. ID	REQUIREMENTS	SOURCE(S)
13.01.02V	The system should support the process of initiating commitment requests including the following data elements: - commitment request identifier - requisition date - corresponding proposal identifier - funding dollar amount - fund code(s)/appropriation code(s) - accounting code - budget year(s) of funding - name of the individual initiating the commitment - object classification - catalog of federal domestic assistance (CFDA) number	JFMIP SR-00-3, 13
13.01.03V	The system should support the ability to direct request commitment to Approving Official(s).	JFMIP SR-00-3, 13
13.01.04V	The system should support the ability to review approved commitment requests against edits such as: - verify authority of approving officials - validate commitment data input by requestor - verify accounting code(s) - verify funds availability - provide controls to prevent processing a duplicate document.	JFMIP SR-00-3, 13-14
13.01.05V	The system should be capable of committing funds and posting transactions to the standard general ledger (SGL).	JFMIP SR-00-3, 14
13.01.06V	The system should support notifying the procurement/grants office to start negotiation of grant with potential grantee.	JFMIP SR-00-3, 14
13.01.07V	The system should support the decision to fund a grant, which occurs after the proposal application process (involving application receipt, review, and selection) has been completed.	JFMIP SR-00-3, 13
13.02.06V	The system should support the initiation of decommitment requests. The request should be automatically transmitted to the proper financial official(s). The system should also be capable of maintaining organization specific budgetary and program data regarding request.	JFMIP SR-00-3, 16
13.02.07V	The system should be able to process approved decommitments through a series of edit checks such as: (1) verify authority of Approving Official(s) (2) validate data input by requestor, CFDA Number.	JFMIP SR-00-3, 16
13.02.08V	The system should be able to decommit funds and post the transaction to the standard general ledger.	JFMIP SR-00-3, 16

REQ. ID	REQUIREMENTS	SOURCE(S)
13.02.09V	The system should support notifying program office staff of decommitments processed.	JFMIP SR-00-3, 16
13.02.10V	The system should support conversion of outstanding commitments to valid obligations or their decommitment before the expiration date of the funds committed.	JFMIP SR-00-3, 16

CHAPTER 14
Audit Trails and System Controls

Financial management systems must be able to record and keep track of financial transactions and related information in order to provide a basis for central financial control. Audit trails--documentation of transactions from their inception to final disposition and reporting in the books of original entry--are critical to providing support for transactions and account balances. While audit trails are essential to auditors and system evaluators, they are also necessary for the day-to-day operations of systems. Reliable audit trails permit verification of transactions to ensure that they are properly recorded, classified, coded and posted to all affected accounts. Additionally, audit trails allow for the detection and tracing of rejected or suspended transactions and correction in a timely manner. All transactions, including computer-generated computations, must be traceable to individual source records. Adequate audit trails allow tracing from source documents of financial events to general ledger account balances through successive levels of summarization and financial reports/statements. Tracing summarized information backward from the reporting entity level to the transaction source level is a tedious and demanding job, however, documentation is accessible through the successive levels of summarization if the audit community has the available resources.

Commensurate with reliable documentation for transactions are adequate systems controls and documentation. Financial management systems must comply with a myriad of functional and technical requirements to ensure that DoD's financial management and accounting objectives are met in an economical and efficient manner. OMB, JFMIP, GAO, and DoD promulgate systems requirements. The design of an accounting system must include the required interfaces with other systems or connections within the various segments of the immediate accounting system. System documentation should be detailed and comprehensive and include the internal controls incorporated in the system. Such documentation should be in enough detail to be understood by computer personnel and/or systems accountants assigned to develop applicable software. Documentation also provides information used to test systems to ensure that they process transactions and financial data in accordance with requirements.

Audit Trails and System Controls

Functional Requirements
1: Audit Trails (Transaction Documentation)
2: System Controls and Documentation
3: General Controls

Req. ID	VA	AT	REQUIREMENTS Audit Trails and System Controls	SOURCE(S)
01 Audit Trails (Transaction Documentation)				
14.01.01		C	A system must have the capability to provide audit trails to trace transactions from their initial source through all stages of related system processing. The initial source may be source documents, transactions originating from other systems (e.g., feeder systems), or internal system-generated transactions.	JFMIP SR-02-01, req. CFB-33
14.01.02		D	[Version 4 - This requirement deleted.]	
14.01.03		C	A system must have the capability to provide the ability to selectively retrieve archived data based on user-defined criteria such as date, accounting period, or vendor.	JFMIP SR-02-01, req. TI-06
14.01.04		C	A system must provide the capability to provide the system administrator with the capability to control the archiving process. The system must include the capability to establish and maintain user-defined archival criteria, such as date, accounting period, closed items, and vendors inactive for a specific time period. The system must allow selective action on those documents that meet the criteria.	JFMIP SR-02-01, req. TI-04
14.01.05		C	A system must provide the capability to record subsequent activity related to a closed document under a unique document ID and provide an audit trail that associates the new activity with the transaction history of the original document.	JFMIP SR-02-01, req. GLC-03
14.01.06			[Version 3 - This requirement deleted.]	
14.01.07		C	A system must provide the capability to retain archived data and system records in accordance with Federal regulations established by the National Archives and Records Administration, GAO, and the National Institute of Standards and Technology (NIST).	JFMIP SR-02-01, req. TI-05
14.01.08			[Version 3 - This requirement deleted.]	
14.01.09		C	A system must provide the capability to provide audit trails that identify document input, change, approval, and deletions by	JFMIP SR-02-01, req. CFB-

Req. ID	VA	AT	REQUIREMENTS Audit Trails and System Controls	SOURCE(S)
			user.	35
14.01.10			[Version 3 - This requirement deleted.]	
14.01.11- 14.01.12		D	[Version 4 - These requirements deleted.]	
14.01.13			[Version 3 - This requirement deleted.]	
14.01.14		C	A system must be capable of controlling the correction and reprocessing of all erroneous transactions through the use of error/suspense files.	JFMIP SR-02-01, req. CFB-15
14.01.15		C	A system must provide the capability to provide the capability to maintain erroneous transactions until either corrected and posted or deleted at the specific request of a user.	JFMIP SR-02-01, req. CFB-15
14.01.16- 14.01.19			[Version 3 - These requirements deleted.]	
14.01.20			A system must record the number, type, and dollar amount of transactions received from each customer, including those transactions generated by DFAS. It must also ensure that all transactions are processed in a timely manner and entered accurately into the finance and accounting systems.	"DoDFMR," Volume 06, Chapter 02, 020203B2
14.01.21		C	A system must identify transactions failing to pass edits and/or otherwise not entered so that they are controlled, assigned for research and correction by DFAS and/or the customer, and to the degree feasible, are temporarily recorded in a suspense account in the accounting system.	"DoDFMR," Volume 06, Chapter 02, 020203B4
14.01.22- 14.01.23			[Version 3 - This requirement deleted.]	
14.01.24		C	Major sources of data provided to the accounting and reporting systems must be documented and a copy of the documentation provided to the customer for their information and appropriate action, if required.	"DoDFMR," Volume 06, Chapter 02, 020203B8
14.01.25		C	A system must provide the capability to compare amounts in the general ledger accounts with the amounts in the related subsidiary records and create reports for those accounts that are out of balance. This capability must be available for all open accounting period balances and at frequencies defined by the user, such as daily, weekly and monthly.	JFMIP SR-02-01, req. GLC-01

Req. ID	V A	A T	REQUIREMENTS Audit Trails and System Controls	SOURCE(S)
14.01.26		C	A system must be capable of including an application program interface (API) to accept financial data generated by external and applications (e.g., the financial portion of mixed program, systems Electronic Data Interchange (EDI) translators, and modules such as travel or payroll). This interface must support the receipt of transactions for all Core accounting components, as well, as vendor information updates. In addition, a system must be able to process API submitted transactions using the same business rules, program logic, and edit table entries as are used by the application in editing transactions submitted on-line (e.g., via user interface). Also, a system must be able to hold API submitted transactions that do not pass required edits in suspense pending appropriate corrective action by the user. Suspense processing must include the ability to: view, update, or delete suspended transactions, and automatically re-process suspended transactions. A system must be able to perform the validation edits specified by Treasury to ensure the accuracy of data reporting (at least) on a monthly basis. See the FACTS II Client Bulk Users Guide for examples. transmitted for FACTS I and FACTS II	JFMIP SR-02-01, req. TD-01, TD-02, TD-03, and RB-04
14.01.27			The number, type, and dollar amount of transactions transmitted by the customer, must be received and tracked by the system to ensure they are properly processed and recorded.	"DoDFMR," Volume 06, Chapter 02, 020203B1
14.01.28			The system must include all transactions received from customers, as well as generated by DFAS, with the effective date of the current reporting period in the data reported for that reporting period.	"DoDFMR," Volume 06, Chapter 02, 020203B1
14.01.29		C	The system must be capable of capturing the six-digit trading partner code (as specified by Treasury) when processing all transactions that directly involve another Federal entity (i.e., both parties to a transaction are Federal entities).	JFMIP SR-02-01, req. CFB-22
14.01.30		C	The system must be capable of providing controls to prevent the creation of duplicate transactions.	JFMIP SR-02-01, req. CFB-17
14.01.31		A	The system must provide the capability to provide immediate, on-line notification to the user of erroneous transactions, advise reason for error, and provide the ability to enter corrections on-line.	JFMIP SR-02-01, req. CFB-16
14.01.32		A	The system must provide the capability to reject or suspend interfaced transactions that contain accounting classification	JFMIP SR-02-01, req. CFA-

Req. ID	V A	A T	REQUIREMENTS Audit Trails and System Controls	SOURCE(S)
			elements or domain values that have been deactivated or discontinued.	13
14.01.33		A	The system must update other systems or other parts of the Core Financial System by electronic means wherever appropriate; Unnecessary duplication of the transaction entry must be avoided.	OMB Circular A-127, 7B
02 System Controls and Documentation				
14.02.01		C	The system must provide the capability to provide audit trails to identify changes made to system parameters and tables that would affect the processing or reprocessing of any financial transactions.	JFMIP SR-02-01, req. TI-08
14.02.02		C	The system must provide the capability to provide internal controls with the API (e.g., control totals, record counts) to ensure the integrity of received and processed transactions. Specifically, a system must: - provide integrated security features that are configurable by the system administrator to control access to the application, functional modules, transactions, and data. The application's integrated security features should be compliant with the National Institute of Standards and Technology (NIST) Security Standards, - ensure that the agency's access policies are consistently enforced against all attempts made by users or other integrated system resources including software used to submit ad-hoc data query requests or to generate standard reports, - require the use of unique user identifications and passwords for authentication purposes. Passwords must be non-printing and non-displaying. The application must allow the enforcement of password standards (e.g., minimum length and use of alpha, numeric and special character). The application must also allow for the establishment of a specified period for password expiration and accommodate prohibiting the user from reusing recent passwords, - enable the system administrator to define functional access rights (e.g., to modules, transactions, approval authorities) and data access rights (e.g., record create, read, update and delete) by assigned user ID, functional role (e.g., payable technician) and owner organization, and - permit the system administrator to assign multiple levels of approval to a single user, but prevent that user from applying more than one level of approval to a given document in order to conform to the principle of separation of duties.	JFMIP SR-02-01, req. TD-04, TH-01 - TH-05
14.02.03		C	The system must provide the capability to include a process-scheduling capability that enables the operator to initiate,	JFMIP SR-02-01, req. TI-01

Req. ID	VA	AT	REQUIREMENTS Audit Trails and System Controls	SOURCE(S)
			monitor, and stop-scheduled processes (e.g., on-line availability, batch jobs, and system maintenance).	
14.02.04		C	The system must provide the capability to maintain an audit logging capability to record access activity including: all log-in/log-out attempts by user and workstation, user submitted transactions, initiated processes, system override events; and direct additions, changes or deletions to application maintained data.	JFMIP SR-02-01, req. TH-07
14.02.05-14.02.08			[Version 3 - These requirements deleted.]	
14.02.09		C	A system must provide the capability to process API (application program interface) submitted transactions using the same business rules, program logic, and edit table entries as are used by the application in editing transactions submitted on-line (e.g., via user interface).	JFMIP SR-02-01, req. TD-02
14.02.10		D	[Version 4 - This requirement deleted.]	
14.02.11			Financial management systems that contain sensitive information shall incorporate the appropriate security controls that will ensure compliance with the Computer Security Act of 1987 and OMB Circular A-130.	OMB Circular A-127, 7H
14.02.12		C	All documentation for the system (software, operating system user manual, operating procedures, etc.) shall be kept up-to-date and readily available for examination.	OMB Circular A-127, 7I
14.02.13		C	A system's user documentation shall be in sufficient detail to permit a person with a general knowledge of the agency's programs and systems to obtain a comprehensive understanding of the entire operation of the system.	OMB Circular A-127, 7I
14.02.14			The system's technical system documentation such as requirements documents, systems specifications and operating instructions shall be adequate to enable technical personnel to operate the system in an effective and efficient manner.	OMB Circular A-127, 7I
14.02.15		C	On going maintenance of the financial management system shall be performed to enable the system to continue to operate in an efficient and effective manner.	OMB Circular A-127, 7L
14.02.16			An overall design for financial and mixed systems shall be based on the financial and programmatic information and processing needs of the agency.	OMB Circular A-127, 8A

Req. ID	VA	AT	REQUIREMENTS Audit Trails and System Controls	SOURCE(S)
14.02.17- 14.02.25			[Version 3 - These requirements deleted.]	
14.02.26		D	[Version 4 - This requirement deleted, it is now 14.03.14.]	
14.02.27		D	[Version 4 - This requirement deleted, it is now 14.03.15.]	
14.02.28		D	[Version 4 - This requirement deleted, it is now 14.03.16.]	
14.02.29		D	[Version 4 - This requirement deleted, it is now 14.03.17.]	
14.02.30		D	[Version 4 - This requirement deleted, it is now 14.03.18.]	
14.02.31		D	[Version 4 - This requirement deleted, it is now 14.03.19.]	
14.02.32			[Version 3 - This requirement deleted.]	
14.02.33		D	[Version 4 - This requirement deleted, it is now 14.03.20.]	
14.02.34		D	[Version 4 - This requirement deleted, it is now 14.03.21.]	
14.02.35		D	[Version 4 - This requirement deleted, it is now 14.03.22.]	
14.02.36			[Version 3 - This requirement deleted.]	
14.02.37		D	[Version 4 - This requirement deleted, it is now 14.03.23.]	
14.02.38		D	[Version 4 - This requirement deleted, it is now 14.03.01.]	
14.02.39		D	[Version 4 - This requirement deleted, it is now 14.03.04.]	
14.02.40		D	[Version 4 - This requirement deleted, it is now 14.03.24.]	
14.02.41			[Version 3 - This requirement deleted.]	
14.02.42		C	The system must have the capability to provide internal controls with the application program interface (API) (e.g., control totals, record counts) to ensure the integrity of received and processed transactions.	JFMIP SR-02-01, req. TD-04
14.02.43		C	The system must have the capability to validate the fields for all accounting classification elements required to process the transaction prior to posting. For example, fields pertaining to TAS/TAFS, object class, vendor code, organization, and others.	JFMIP SR-02-01, req. CFB-19
14.02.44			The system environment must provide for adequate training and appropriate support to the users based on the level, responsibility	OMB Circular A-127, 7K

Req. ID	V A	A T	REQUIREMENTS Audit Trails and System Controls	SOURCE(S)
			and roles of individual users, to enable the users of the systems at all levels to understand, operate and maintain the system.	
14.02.45		A	The system must have the capability to provide the ability to query the audit log by type of access, date and time stamp range, user identification, or terminal ID.	JFMIP SR-02-01, req. TH-08
03 General Controls				
14.03.01		A	Upon completion of a system's implementation tests, an agency official must certify that an accounting system meets all applicable Federal policies, regulations, and standards, and that the results of the tests demonstrate that the installed security safeguards are adequate for the application.	OMB Circular A-130, III-A3b2e
14.03.02		A	The accreditation of a system must be supported by a certification plan, a risk analysis of the system in its operational environment, an evaluation of the security safeguards, and a certification report, all approved by the DAA, and a vulnerability assessment. Accreditation of computers embedded in a system may be at the system level.	DoDD 5200.28, D.9.d
14.03.03		A	Changes affecting the security of a system must be anticipated. Any changes to the system or associated environment that affect the accredited safeguards or result in changes to the prescribed security requirements shall require reaccreditation. Reaccreditation shall take place before the revised system is declared operational. Minimally, a system shall be reaccredited every 3 years, regardless of changes. There shall be an evaluation plan for the system showing progress towards meeting full compliance with stated security requirements through the use of necessary computer security safeguards.	DoDD 5200.28, D.9.a; D.9.g.
14.03.04		A	All Agencies shall implement and maintain a program to assure that adequate security is provided for all agency information collected, processed, transmitted, stored or disseminated.	OMB Circular A-130, III-A3
14.03.05		A	Each designated approving authority (DAA) shall implement and maintain the DITSCAP for security C&A of DoD Component and DoD contractor IT systems and networks under their jurisdiction	DoDI 5200.40, 5.1.5
14.03.06		A	Use a disciplined life cycle approach to manage information resources form acquisition to retirement. Every acquisition program shall establish program goals-thresholds and objectives-for the minimum number of cost, schedule, and performance parameters that describe the program over its life cycle. Security policy shall be considered throughout the life	DoDD 8000.1, 4.4.5 DoD 5000.2-R, C1.1 DoDD 5200.28, D.9

Req. ID	V A	A T	REQUIREMENTS Audit Trails and System Controls	SOURCE(S)
			cycle of a system from the beginning of concept development, through design, development, operation, and maintenance until replacement or disposal.	
14.03.07		A	The system developer is responsible for ensuring the early and continuous involvement of the users, information system security officers, data owners, and DAA(s) in defining and implementing security requirements of the system. There shall be an evaluation plan for the system showing progress towards meeting full compliance with stated security requirements through the use of necessary computer security safeguards and system controls. The Operational Test Agency (OTA) shall test and evaluate all hardware and software alterations that materially change system performance (operational effectiveness and suitability). This includes system upgrades and changes to correct deficiencies identified during Test and Evaluation.	DoDD 5200.28, D.9.a DoD 5000.2-R, C3.6.1.7
14.03.08		A	Each file or data collection in the system shall have an identifiable source throughout its life cycle. Its accessibility, maintenance, movement, and disposition shall be governed by security clearance, formal access approval, and need-to-know.	DoDD 5200.28, Encl 3, A.7
14.03.09		A	Ensure that data ownership is established for each system, to include accountability, access rights, and special handling requirements.	DoDD 5200.28, E.9.f
14.03.10		A	Incorporate personal security controls such as: separation of duties, least privilege and individual accountability into the application and application rules as appropriate.	OMB Circular A-130, Appendix III, Section 3b(2).c
14.03.11		A	Contingency plans and backup functions shall be developed and tested to provide reasonable continuity of system support if events occur that prevent normal operations. If data is modified or destroyed, procedures must be in place to recover. The plans should be tested periodically under realistic operational conditions.	DoDD 5200.28, D.9.f; Encl 3, A.9
14.03.12		A	Where required, as specified in OMB Circular No. A-130 (reference (j)), a program for developing and testing contingency plans shall be established to ensure that system security controls function reliably and, if not, that adequate backup functions are in place to ensure that security functions are maintained continuously during interrupted service. If data is modified or destroyed, procedures must be in place to recover. The objective of contingency planning is to provide reasonable continuity of system support if events occur that prevent normal	DoDD 5200.28, D.9.f; DoDD 5200.28 Encl 3, A.9

Req. ID	V A	A T	REQUIREMENTS Audit Trails and System Controls	SOURCE(S)
			operations. The plans should be tested periodically under realistic operational conditions.	
14.03.13		D	[Version 4 - This requirement deleted.]	
14.03.14		A	An accounting system shall protect government information commensurate with the risk and magnitude of harm that could result from the loss, misuse, unauthorized access to, or modification of such information.	OMB Circular A-130, 8a1(g)
14.03.15		A	An accounting system shall record, preserve, and make accessible sufficient information to: (1) ensure the adequate management and accountability of an agency program, and (2) protect the legal and financial rights of the Federal Government.	OMB Circular A-130, 8a1(j)
14.03.16		A	An accounting system shall have records management and archival functions built into the design, development, and implementation of the information system.	OMB Circular A-130, 8a1(k)
14.03.17		A	An accounting system shall collect or create only the information necessary for the proper performance of agency functions and which has practical utilities.	OMB Circular A-130, 8a1(k)2
14.03.18		A	An accounting system must use electronic collection techniques where such techniques reduce the compliance burden on the public, increase the efficiency of government programs, reduce the cost to the government and the public, and/or provide better service to the public.	OMB Circular A-130, 8a1(k)3
14.03.19		A	An accounting system must provide adequate and proper documentation of agency financial activities.	OMB Circular A-130, 8a1(k)4a
14.03.20		A	An accounting system shall limit the sharing of information that identifies individuals or contains proprietary information to that which is legally authorized, and impose appropriate conditions on use where a continuing obligation to ensure the confidentiality of the information exists.	OMB Circular A-130, 8a9c
14.03.21		A	An accounting system must be designed and documented in a manner that ensures effective and accurate operations. The design should allow easy modification as the system's environment changes.	OMB Circular A-127, 8A
14.03.22		A	A system must limit collection of information, which identifies individuals to that which is legally authorized and necessary for the proper performance of agency functions.	OMB Circular A-130, 8a9b
14.03.23		A	Appropriate administrative, physical, and technical safeguards must be built into an existing accounting system and all new	OMB Circular A-130, III-

Req. ID	VA	AT	REQUIREMENTS Audit Trails and System Controls	SOURCE(S)
			applications.	A3a
14.03.24		A	A system must have adequate controls to protect information that is shared with other systems.	OMB Circular A-130, III-A3b2f
14.03.25		A	The system must be certified and accredited for operational use. The completed certification and accreditation process must include a risk assessment, security testing, contingency planning, and a vulnerability assessment.	DoDD 5200.28, D.9.d

CHAPTER 15
Seized Assets

The United States Government's authority to seize and take ownership (forfeiture) of private property from individuals involved in civil and criminal wrongdoing has been in place for many years. However, within the last decade much more emphasis has been placed on the use of forfeiture--particularly in the "war" against illegal drugs-- to provide economic punishment for criminals and their enterprises. Numerous agencies have forfeiture authority (including DoD), although the two principal agencies engaged in this law enforcement activity are the Department of Justice and the Department of Treasury.

Due to the importance and materiality of activities related to the seizure of property by the government, the JFMIP has prescribed certain requirements for financial systems that track the status of seized assets from the time of seizure to final disposition.

Seized Assets

Functional Requirements
- 1: Seizure Activities
- 2: Asset Custody Activities
- 3: Asset Disposition Activities
- 4: Interfacing Systems
- 5: Forfeiture Activities
- 6: Reporting and Other Requirements

Req. ID	VA	AT	REQUIREMENTS Seized Assets	SOURCE(S)
01 Seizure Activities				
15.01.01			The system must provide a unique identifier for seized property that will facilitate tracking the asset through seizure, holding, and disposition.	JFMIP SR-99-14, 16
15.01.02			The system must provide timely recording of the date of seizure, the type of asset, the location where it was seized, the storage location, the owner(s) if known, and the entities involved in the seizure.	JFMIP SR-99-14, 16
15.01.03			The system must provide timely and accurate recording of the originally assigned value of the asset and any subsequent updates to the valuation.	JFMIP SR-99-14, 16
15.01.04			The system must provide timely recording of any mortgage and claim liabilities against each asset seized for forfeiture or Internal Revenue Code enforcement.	JFMIP SR-99-14, 16
15.01.05			The system must provide the capability to obtain the current information on processing status of any seized property in the database by use of an automated query mechanism.	JFMIP SR-99-14, 16
15.01.06			The system must provide the information needed to enable routine verification of the legal authority for that seizure, including the ability to verify that the agency seizure/forfeiture criteria have been observed.	JFMIP SR-99-14, 16
15.01.07			The system must be capable of correcting, amending, and canceling the seizure authorization for property under seizure and provide reports to responsible program officials on this activity.	JFMIP SR-99-14, 16
15.01.08			The system must provide information necessary for prompt payment of properly authorized and billed services, and interact with the Core Financial System to accomplish this task.	JFMIP SR-99-14, 16

Req. ID	VA	AT	REQUIREMENTS Seized Assets	SOURCE(S)
15.01.09			[Version 3 - This requirement deleted.]	
15.01.10			The system must allocate and record all appropriate costs of the seizure on a basis consistent with the type of property and the nature of the seizure.	JFMIP SR-99-14, 16
02 Asset Custody Activities				
15.02.01			The system must capture, record, and maintain accurate information on the current legal status, geographic location, responsible custodian, and current recorded value of seized property and forfeited assets in custody.	JFMIP SR-99-14, 17
15.02.02			The system must provide a record documenting that advertising and the issuance of notice of the property seized have been accomplished, if required.	JFMIP SR-99-14, 17
15.02.03			The system must have the capability to provide information to enable seized cash to be deposited promptly into cash holding accounts, if required.	JFMIP SR-99-14, 17
15.02.04			The system must have the capability to track and promptly record the deposit of revenue generated by seized businesses and cash on a basis consistent with the nature of the property.	JFMIP SR-99-14, 17
15.02.05			The system must have the capability to segregate forfeited assets from property in a seized or detained status.	JFMIP SR-99-14, 17
15.02.06			The system must have the capability to allocate and record all appropriate costs and revenues on a basis consistent with the type of the property and the nature of the custodial action.	JFMIP SR-99-14, 17
15.02.07			The system must have the capability to record and account for all theft, loss, and damage expenses by identification number.	JFMIP SR-99-14, 17
15.02.08			The system must have the capability to provide accurate and timely reconciliation between the seizing agency's seizure records and property records of custodians being used to maintain, store, and dispose of seized property.	JFMIP SR-99-14, 17
15.02.09			The system must be able to provide information to allow the independent verification that each item of seized property or each forfeited asset is in the physical or constructive custody of the government and that the recorded quantity, legal status, geographic location, and value are accurate.	JFMIP SR-99-14, 17
15.02.10			The system must be able to provide information to allow an	JFMIP SR-99-

Req. ID	VA	AT	REQUIREMENTS Seized Assets	SOURCE(S)
			independent verification that all billed contractor/vendor services were actually performed.	14, 17
15.02.11			The system must have the capability to record and track cost bonds, as appropriate.	JFMIP SR-99-14, 17
15.02.12 – 15.02.13			[Version 3 - These requirements deleted.]	
15.02.14			The system must have the capability to provide information to promptly pay all contractors or vendors performing maintenance/management services and interact with the Core Financial System to accomplish this task.	JFMIP SR-99-14, 17
15.02.15 – 15.02.16			[Version 3 - These requirements deleted.]	
15.02.17			The system must have the capability to record the forfeiture, as appropriate.	JFMIP SR-99-14, 17
15.02.18			[Version 3 - This requirement deleted.]	
15.02.19			The system must have the capability to record information on the legal authority for forfeitures as appropriate.	JFMIP SR-99-14, 17
03 Asset Disposition Activities				
15.03.01			The system must have the capability of recording each disposition, including the unique identifier of the property or asset, type of property or assets, type of disposition, the individuals responsible for authorizing and executing the actions, the value at time of disposition or the gross proceeds generated from the disposition, and to whom the asset or property was released or transferred.	JFMIP SR-99-14, 19
15.03.02	V		[This requirement is value added. See the Value Added Section for description of requirement.]	
15.03.03			The system must have the capability to record all appropriate costs and revenues on a basis consistent with the type of the property and the nature of the disposal action.	JFMIP SR-99-14, 19
15.03.04			The system must be able to verify that proper authorization exists for all dispositions.	JFMIP SR-99-14, 19
15.03.05			[Version 3 - This requirement deleted.]	
15.03.06			The system must have the capability to record and account accurately for all distributions of excess revenues over expenses.	JFMIP SR-99-14, 19

Req. ID	VA	AT	REQUIREMENTS Seized Assets	SOURCE(S)
15.03.07			The system must be able to provide a complete accounting for both the applicable central fund balances and any related deposit fund balance.	JFMIP SR-99-14, 19
15.03.08			[Version 3 - This requirement deleted.]	
15.03.09			The system must have the capability to provide an audit trail for assets distributed to other entities.	JFMIP SR-99-14, 19
15.03.10			The system must have the capability to record the deposit into the applicable accounts of all proceeds from the sale of forfeited or abandoned assets.	JFMIP SR-99-14, 19
15.03.11			The system must be capable of recording the transfer of cash from the applicable deposit fund to the applicable central fund account.	JFMIP SR-99-14, 19
15.03.12 – 15.03.13	V		[These requirements are value added. See the Value Added Section for description of requirements.]	
15.03.14			The system must be able to support the payment of contractors, innocent owners, or approved claimants.	JFMIP SR-99-14, 19
15.03.15			The system must accurately record a partial distribution of an asset.	JFMIP SR-99-14, 19
04 Interfacing Systems				
15.04.01 – 15.04.08	V		[These requirements are value added. See the Value Added Section for description of requirements.]	
05 Forfeiture Activities				
15.05.01			The system must provide a unique identifier for the property that will facilitate tracking through seizure, holding, and disposition.	JFMIP SR-99-14, 18
15.05.02			The system must record in a timely manner, the date of seizure, the type of property, the location where it was seized, the storage location, owner(s) if known, and any other entity involved in the seizure.	JFMIP SR-99-14, 18
15.05.03			The system must timely and accurately record the original assigned value and any subsequent updates to the valuation.	JFMIP SR-99-14, 18
15.05.04			The system must timely record any mortgage and claim liabilities against each asset seized for forfeiture.	JFMIP SR-99-14, 18
15.05.05			The system must be capable of obtaining the current information on processing status of any abandoned property or forfeited assets in the database by use of any automated query mechanism.	JFMIP SR-99-14, 18

Req. ID	VA	AT	REQUIREMENTS Seized Assets	SOURCE(S)
15.05.06			The system must maintain information necessary to enable routine verification of the legal authority for the seizure. This information must include the ability to verify that the agency seizure or forfeiture criteria have been observed.	JFMIP SR-99-14, 18
15.05.07			The system must maintain information necessary for prompt payment of properly authorized and billed services, and interact with the Core Financial System to accomplish this task.	JFMIP SR-99-14, 18
15.05.08		C	The system must support the recording and capture of all appropriate costs of the forfeiture process on a basis consistent with the type of property.	JFMIP SR-99-14, 18

06 Reporting and Other Requirements

15.06.01 – 15.06.07	V		[These requirements are value added. See the Value Added Section for description of requirements.]
15.06.08	V		[Version 2 - This requirement deleted.]
15.06.09 – 15.06.10	V		[These requirements are value added. See the Value Added Section for description of requirements.]

Seized Assets – Value Added Requirements

REQ. ID	REQUIREMENTS	SOURCE(S)
15.03.02V	The system should have the capability to flag low-value and time-sensitive assets to assure their timely recording and liquidation.	JFMIP SR-99-14, 19
15.03.12V	The system should have the capability to periodically test asset disposition transactions to ensure that the process is not being victimized by insider transactions.	JFMIP SR-99-14, 19
15.03.13V	The system should be able to ensure that all billed contractor services were actually performed.	JFMIP SR-99-14, 19
15.04.01V	The system should be able to provide the flexibility to accept data input from multiple media that recognize the user agencies' unique data input requirements.	JFMIP SR-99-14, 22
15.04.02V	The system should be able to customize data input, processing rules, and edit criteria; and to give agencies with flexibility in defining internal operational procedures and in supporting agency requirements.	JFMIP SR-99-14, 22
15.04.03V	The system should be able, if necessary, to identify and process transactions from other systems that enter and update the standard seized property and forfeited assets system.	JFMIP SR-99-14, 22
15.04.04V	The system should provide the capability to upload and download data in an interface environment.	JFMIP SR-99-14, 22
15.04.05V	The system should be able to provide multiple-media output reports and to recognize the user agencies' unique data output requirements.	JFMIP SR-99-14, 22
15.04.06V	The system should allow users to customize output for their reporting needs. It should also have interfaces to other systems that are necessary to link financial and program results and meet agency requirements for external processing. (e.g., general ledger posting, budget reconciliation and execution, cost accumulation).	JFMIP SR-99-14, 22
15.04.07V	The system should be able to transmit information on the results of seizure transactions and forfeiture transactions to the Core Financial System requirements itemized by in the Core Financial System Requirements for the following purposes: - generating requests for disbursements- updating the standard general ledger- generating obligation records- generating requests for funds transfer - updating funds control.	JFMIP SR-99-14, 22
15.04.08V	The system should have the capability to subject all transactions from interfacing systems to standard seized property and forfeited assets system edits, validations, and error-correction procedures.	JFMIP SR-99-14, 22

REQ. ID	REQUIREMENTS	SOURCE(S)
15.06.01V	The system should be able to measure the time interval for the entire process and for: - Cash seizure to deposits into holding account - Seizure to noticing- petition receipt to petition ruling - Seizure to forfeiture- forfeiture to disposal - Equitable sharing request to sharing decision - Forfeiture to equitable sharing disbursement	JFMIP SR-99-14, 20
15.06.02V	The system should periodically record the results of individual contract compliance audits of valuation, custodial, disposition, and maintenance activities.	JFMIP SR-99-14, 20
15.06.03V	The system should periodically compare the date that each seizure or forfeiture event is captured in the system and the date the event actually occurred. The system should also compare the results to establish management data entry goals.	JFMIP SR-99-14, 20
15.06.04V	The system should periodically calculate trends in theft, loss, or damage to seized property or forfeited assets.	JFMIP SR-99-14, 20
15.06.05V	The system should maintain a record of preliminary estimates of the timing and the financial results (net dollar value realized, the percentage of the currently recorded appraised value realized, and the percentage of value lost) for each forfeited asset.	JFMIP SR-99-14, 20
15.06.06V	The system should periodically calculate trends in the ratio of property management and disposal costs to gross sales proceeds for all assets sold and comparisons of results to established management goals.	JFMIP SR-99-14, 20
15.06.07V	The system should periodically calculate trends in the ratio of gross sales proceeds to appraise or market value of all assets sold by asset type or comparison to established management goals.	JFMIP SR-99-14, 20
15.06.08V	[Version 2 - This requirement deleted.]	
15.06.09V	The system should accumulate performance information on all vendors and contractors (both private and government) that perform custodial or maintenance services.	JFMIP SR-99-14, 20
15.06.10V	The system should have the capability to record periodic assessment of management control structure to ensure, to the extent possible, that seized property and forfeited assets are safeguarded against loss from unauthorized use or disposition and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements.	JFMIP SR-99-14, 20

CHAPTER 16
Benefits

In fiscal year 2001, Federal agencies disbursed over half-trillion dollars in Federal non-health care benefits (hereafter referred to as benefits) to millions of recipients. Therefore, the JFMIP has established requirements for Federal benefits systems in JFMIP SR-01-01.

The term "benefit" has been widely used in reference to Federal programs. Use of the term has encompassed programs such as food stamps, Medicare, Veterans Health care, unemployment benefits, and others. In fact, there is no steadfast universal definition of a Federal benefit program. However, following the JFMIP, for purposes of this document, a Federal benefit program excludes health care related programs, such as Medicare, Veterans Health, Tricare, and others whose primary functions involve reimbursement for services provided and providing direct care. The JFMIP identifies five main categories that comprise Federal benefit programs, they are: retirement, disability, death, survivor, and other. These benefit program generally include all or most of the following:

-- the program is classified as "mandatory" rather than discretionary under the Budget Enforcement Act classification:
-- the Federal Government owns and operates the systems used in daily operations;
-- the majority of monetary payments are provided directly to individuals or a designee as opposed to reimbursement to service providers;
-- the Federal Government determines the exact amount of the benefit payment;
-- a "fixed amount" recurring payment is frequently involved.

Benefits

Functional Requirements
1: Claims Acceptance and Tracking
2: Claims Processing
3: Reporting
4: Quality Assurance and Maintenance

Req. ID	VA	AT	REQUIREMENTS Audit Trails and System Controls	SOURCE(S)
01 Claims Acceptance and Tracking				
16.01.01		A	The benefit system must capture all applicable mandatory data elements (i.e., universal and appropriate categorical), which include: - Name and address of claim holder (person on whose record benefit is earned/due) - SSN of claim holder - Birth date of the claim holder - Date of initial claim - Claimant information, if other than claim holder, including: - name, address, SSN, and birth date; - the claimant's relationship to claim holder, when different from the claim holder (e.g., self, spouse, child, dependent parent) - Name and relationship of a representative payee, including estate executors or legal guardians, when applicable - The specific benefit(s) for which the claim is made - Claimant address - Bank information for direct deposit, if applicable including American Bank Association routing number, claimant bank account number, and account type - Type of evidence/proofs required and submitted when applicable - Status of the claim (e.g. approved, pending, denied) - For benefit systems relating to taxable programs, information needed to determine withholding amount such as: - withholding status (e.g., married, single, or exempt) - tax number of withholding allowances - back-up withholding - additional voluntary amount of tax withholding	JFMIP SR-01-01, 14 & 42
16.01.02		A	The benefit system must maintain all of the data elements specified in the "Application Information Stores" (reference listing in 16.01.01) so information is readily accessible through standard online queries or reports, until the claim is approved and a master record is established, or until a final determination is made denying the claim.	JFMIP SR-01-01, 14 & 42

Req. ID	VA	AT	REQUIREMENTS Audit Trails and System Controls	SOURCE(S)
16.01.03		A	The benefit system must provide for electronic acceptance of benefit applications by fiscal year 2003. If an agency anticipates receipt by electronic means of 50,000 or more submittals of a particular form, the system must allow multiple methods of electronic signatures for the submittal of such form, whenever feasible and appropriate. Additionally, the system must provide for the electronic acknowledgement of electronic forms that are successfully submitted.	JFMIP SR-01-01, 14
16.01.04		A	The benefit system must capture all correspondence, including due process requests submitted by various electronic mediums and automatically associate the correspondence with the specific claim for the required action. For manually submitted correspondence, the benefit system must provide for associating the correspondence with the specific or existing claimant master record for the required action.	JFMIP SR-01-01, 14 36 & 42
16.01.05		A	The benefit system must incorporate input and completeness controls to ensure only complete applications are accepted by the system when electronic methods (e.g., web based, telecommunications) are used to facilitate claim form acceptance.	JFMIP SR-01-01, 14
16.01.06		A	The benefit system must provide the capability to flag a claimant's paper based application as incomplete and to suspend further processing of the application until it is properly completed as specified by program requirements.	JFMIP SR-01-01, 14
16.01.07		A	The benefit system must store incomplete applications in accordance with agency policies, and provide for automatic purging of incomplete applications after a time period specified by the agency.	JFMIP SR-01-01, 14
16.01.08		A	For each claim, the benefit system must associate a unique identifier (e.g., initials or user code) of the employee assigned to review the claim.	JFMIP SR-01-01, 14
16.01.09		A	The benefit system must utilize an alternative application procedure that accommodates persons with disabilities (e.g., blind, missing limbs).	JFMIP SR-01-01, 14
16.01.10		A	The benefit system must provide the capability to track the status of due process or other appeal proceedings when applicable, after an initial claim has been denied.	JFMIP SR-01-01, 14
16.01.11	V	A	[This requirement is value added. See the Value Added Section for description of requirement.]	

Req. ID	VA	AT	REQUIREMENTS Audit Trails and System Controls	SOURCE(S)
16.01.12	V	A	[This requirement is value added. See the Value Added Section for description of requirement.]	
16.01.13	V	A	[This requirement is value added. See the Value Added Section for description of requirement.]	
02 Claims Processing				
16.02.01		A	The benefit system must utilize claimant data that has been submitted electronically in an automated fashion without manual intervention (i.e., avoid re-entering data from one component to another).	JFMIP SR-01-01, 15
16.02.02		A	The benefit system must have the ability to date and time stamp due process requests and other time sensitive correspondence (incoming and outgoing) that has been received/sent through electronic mediums.	JFMIP SR-01-01, 15
16.02.03		A	The benefit system must accommodate automated case workload distribution by providing for various claim routing options as determined and maintained by the system administrator. For example, provide for the ability to route claims for manual validation.	JFMIP SR-01-01, 15
16.02.04		A	The benefit system must indicate if the benefit payment calculation or verification thereof occurred manually.	JFMIP SR-01-01, 15
16.02.05		A	The benefit system must provide the user the ability to update a claimant's master record with the results of a manual claim validation or manual verification of the benefit payment amount, or create a new master record if none exists.	JFMIP SR-01-01, 15
16.02.06		A	The benefit system must have the ability to capture what information is needed from the claimant in order to complete an incomplete claim.	JFMIP SR-01-01, 15
16.02.07	V	A	[This requirement is value added. See the Value Added Section for description of requirement.]	
16.02.08		A	The benefit system must incorporate a notification mechanism that informs users (claim evaluators and supervisors) when an application(s) has not completed processing within a time frame that can be specified by the agency.	JFMIP SR-01-01, 15
16.02.09		A	The benefit system must facilitate user queries on individual claims. Specifically, for all claims that have been received and recorded in the system, the system must be able to retrieve data maintained in the application information stores by querying the claim holders' (or claimant if different) information. For	JFMIP SR-01-01, 16

Req. ID	V A	A T	REQUIREMENTS Audit Trails and System Controls	SOURCE(S)
			example, data must be retrievable by query on full name, and Social Security Number (SSN) or taxpayer ID number.	
16.02.10		A	For denied claims, the benefit system must accommodate explanation codes to indicate the reason why the claim has been denied.	JFMIP SR-01-01, 16
16.02.11		A	The benefit system must automatically create a claimant master record using the claimant information for initial claims that are approved, when a master record for the claimant did not previously exist. The master record must contain all of the following mandatory data elements: - all applicable mandatory data elements (Universal and appropriate categorical) specified within the application information data stores - general information such as: case status, benefit type, chronology of key dates - award data such as: total award, gross and or net monthly payment as appropriate - payment history such as: prior disbursements, collections including principal and interest - special Collection Activity Data such as: delinquent debt activity and status.	JFMIP SR-01-01, 16 & 46
16.02.12		A	The benefit system must automatically update an existing claimant master record (i.e., claimant already receives a different type of benefit administered by the agency) to reflect the status (pending, approved, or rejected) of additional claims for other benefits the agency administers that are sought by the claimant.	JFMIP SR-01-01, 16
16.02.13		A	The benefit system must automatically merge the mandatory claimant data maintained in the application information stores into the appropriate master record after a claim has been approved and a claimant master record has been established.	JFMIP SR-01-01, 16
16.02.14		A	The benefit system must provide the capability to generate statistics on approved and rejected claim applications.	JFMIP SR-01-01, 16
16.02.15		A	The benefit system must provide the capability to accept, identify, track, and report manual overrides of system-generated acceptance/rejection recommendations.	JFMIP SR-01-01, 16
16.02.16		A	The benefit system must allow a user who has the proper access to reverse or affirm an initial decision regarding the denial of a benefit, and process the claim accordingly.	JFMIP SR-01-01, 16
16.02.17		A	The benefit system must provide the capability to review all	JFMIP SR-01-

Req. ID	VA	AT	REQUIREMENTS Audit Trails and System Controls	SOURCE(S)
			prior employee notations or decisions made while processing a benefit claim.	01, 16
16.02.18	V	A	[This requirement is value added. See the Value Added Section for description of requirement.]	
16.02.19	V	A	[This requirement is value added. See the Value Added Section for description of requirement.]	
16.02.20		A	The benefit system must have the ability to automatically compare information contained in application(s) that have been submitted by claimants against agency program eligibility criteria (i.e., screen applications for eligibility).	JFMIP SR-01-01, 16
16.02.21		A	The benefit system must have the ability to accept the manual validation of a claim.	JFMIP SR-01-01, 16
16.02.22		A	The benefit system must provide for maintaining separate eligibility criteria and processing routines by type of claim.	JFMIP SR-01-01, 16
16.02.23		A	The benefit system must provide for establishment of various age limitations depending on the type of benefit for automatic verification of program eligibility. For example, the system should allow for age attainment verification (e.g., generally a claimant must be at least 60 years of age to be eligible for SSA retirement benefits).	JFMIP SR-01-01, 16
16.02.24		A	The benefit system must provide the ability to cross-validate applicant information against data maintained for other benefit payment programs which are internal to the administering agency to ensure compliance with all program requirements (e.g., ensure that applicant has not filed for multiple conflicting benefits).	JFMIP SR-01-01, 17
16.02.25		A	The benefit system must provide features to indicate that the applicant submitted required evidence. For example, allow user to record receipt of a school certification pertaining to a claimant or his/her dependent child.	JFMIP SR-01-01, 17
16.02.26		A	The benefit system must provide features to create and maintain a system record of accepted and rejected claim applications.	JFMIP SR-01-01, 17
16.02.27		A	The benefit system must provide tools to check the appropriate data files to determine whether the applicant has submitted a duplicate application or had a recent benefit application rejected.	JFMIP SR-01-01, 17
16.02.28		A	The benefit system must provide features to determine whether payments being made to the claimant in relation to other internal benefit payment programs affect the claimant's eligibility or	JFMIP SR-01-01, 17

Req. ID	VA	AT	REQUIREMENTS Audit Trails and System Controls	SOURCE(S)
			payment amount for the benefit under consideration, whenever legally permitted (i.e., permitted by statute or regulation).	
16.02.29		A	The benefit system must allow the user to put the processing of a claim on hold (suspend) while verifying questionable information, and to release hold (suspended) status as appropriate.	JFMIP SR-01-01, 17
16.02.30 – 16.02.32	V	A	[These requirements are value added. See the Value Added Section for description of requirements.]	
16.02.33		A	The benefit system must have the ability to determine if the effective date of the claim has been reached (e.g., the effective date of a retirement claim), and initiate subsequent processing.	JFMIP SR-01-01, 17
16.02.34		A	The benefit system must provide features to compute the amount of both recurring and non-recurring benefit payments based on all available information (e.g., applicant data, and specific benefit program criteria).	JFMIP SR-01-01, 17
16.02.35		A	The benefit system must determine the ending date for recurring payments of limited duration.	JFMIP SR-01-01, 17
16.02.36		A	The benefit system must calculate the amount of recurring payment, or capture the amount of the claimant's recurring payment that has been determined externally, when processing an approved claim for benefits.	JFMIP SR-01-01, 17
16.02.37		A	The benefit system must provide flexibility in maintaining pay rates. For example, use tables that are easily maintained by the user.	JFMIP SR-01-01, 17
16.02.38		A	The benefit system must provide for adjusting the amount of payment when the claimant is receiving offsetting monetary amounts. For example, military retired pay is offset on a dollar for dollar basis against veterans compensation payments, and for individuals under age 65, Social Security benefits are offset at a predetermined ratio for every dollar earned by claimants above the established threshold amount.	JFMIP SR-01-01, 17-18
16.02.39		A	The benefit system must identify whether the claimant retired under provisions of voluntary separation incentive and capture the amount of the incentive, for Federal and Uniformed Service retirement systems.	JFMIP SR-01-01, 18
16.02.40		A	The benefit system must compute the base amount of retirement pay by determining the "highest paid 36 months (or other number as required by law, regulation or statute) of paid service, for Federal and Uniformed Service retirement systems.	JFMIP SR-01-01, 18

Req. ID	VA	AT	REQUIREMENTS Audit Trails and System Controls	SOURCE(S)
16.02.41		A	The benefit system must determine the creditable years of service based on dates of employment or active military service.	JFMIP SR-01-01, 18
16.02.42		A	The benefit system must provide features to calculate the claimant's and/or related dependent's age based on the birth date provided in an application or other verified source for subsequent use in determining claimant eligibility.	JFMIP SR-01-01, 18
16.02.43		A	The benefit system must provide for user defined reasonableness/tolerable limit checks on the amounts of benefit payments that are calculated by the system.	JFMIP SR-01-01, 18
16.02.44		A	The benefit system must flag or suspend processing of a claim that fails reasonableness edits to facilitate manual verification of the amount computed.	JFMIP SR-01-01, 18
16.02.45		A	The benefit system must enable approved users to have the ability to resume the processing of a claim that was suspended for failing a reasonableness edit, and subsequently verified as accurate.	JFMIP SR-01-01, 18
16.02.46		A	The benefit system must allow a user to initiate the calculation of a claimant's benefit amount, at any time, based on claimant data that exists when the request is made.	JFMIP SR-01-01, 18
16.02.47		A	The benefit system must have the ability to record the amount of manually computed benefit payments.	JFMIP SR-01-01, 18
16.02.48		A	The benefit system must provide for automatic system initiated calculation and or recalculation of benefit amount by claim type, based on a specific user defined event such as claim validation and approval, court order, claimant initiated withholding change, etc.	JFMIP SR-01-01, 18
16.02.49		A	The benefit system must provide features to calculate and send overpayment information (date of occurrence, claimant name, and overpayment amount) to Receivables/Collections subsidiary ledger.	JFMIP SR-01-01, 18
3: Reporting				
16.03.01		A	The benefit system must provide features to compute and maintain performance trends such as: - number and dollar value of benefit payments made - average benefit payment - benefit payments made by operating levels and geographic region	JFMIP SR-01-01, 35

Req. ID	VA	AT	REQUIREMENTS Audit Trails and System Controls	SOURCE(S)
16.03.02		A	The benefit system must provide features to compute and maintain efficiency measures to help determine the effectiveness of use of agency resources (at the local level and the national level) such as: - number of applications processed - number of awards - number of denials -	JFMIP SR-01-01, 35
16.03.03		A	The benefit system must provide features to compute the length of time claimants have received benefits (average number of months and years, and report(s) showing the number of individuals receiving benefits for by duration (e.g., 1-5 years, 6-10 years) for the entire claimant population.	JFMIP SR-01-01, 35
16.03.04	V	A	[This requirement is value added. See the Value Added Section for description of requirement. These requirements are value added.]	
16.03.05		A	The benefit system must provide for issuing standard notices for a variety of user defined events. For example, the benefit system must provide capabilities to notify claimant of decisions affecting payment amount or cessation of payments.	JFMIP SR-01-01, 35
16.03.06		A	The benefit system must allow the user to add custom text for each standard correspondence type.	JFMIP SR-01-01, 35
16.03.07		A	The benefit system must allow user to record that the U.S. Postal Service has returned correspondence as undeliverable.	JFMIP SR-01-01, 35
04 Quality Assurance and Maintenance				
16.04.01		A	The benefit system must provide capabilities to select benefit claims based on agency program evaluation criteria (such as attainment of certain dollar thresholds - cumulative and per payment, excessive length of benefit payment life) for subsequent review.	JFMIP SR-01-01, 37
16.04.02		A	The benefit system must provide the ability to monitor and update a claimant's master records to reflect changes in circumstances affecting a claimant's eligibility or the amount of payment.	JFMIP SR-01-01, 37
16.04.03		A	The benefit system must provide capabilities to capture properly reported matters such as: - death - change in amount of earned/unearned income - change of residence	JFMIP SR-01-01, 37-38

Req. ID	VA	AT	REQUIREMENTS Audit Trails and System Controls	SOURCE(S)
			- marriage, divorce, or separation - absence from the U.S. - change in disability condition - eligibility for other benefits - changes in net worth/resources of claimant - change in school attendance - change in composition of household - change in citizenship or alien status	
16.04.04		A	The benefit system must provide for the recording of notes or comments by customer service representatives and associate with the claimant's master record, and maintain a history of notes taken.	JFMIP SR-01-01, 38
16.04.05		A	The benefit system must provide capabilities to record the method used to independently verify the death of a claimant before terminating benefits (phone contact, signature verification, or personal contact with next of kin).	JFMIP SR-01-01, 38
16.04.06		A	The benefit system must provide the ability to maintain a schedule of continuing disability reviews (when applicable) at the individual claim holder level, and maintain the status of the schedule within the claimant’s master record.	JFMIP SR-01-01, 38
16.04.07		A	The benefit system must provide capabilities to track the status of appeal proceedings when a change is made affecting a current claimant's level of benefits.	JFMIP SR-01-01, 38
16.04.08		A	The benefit system must provide features to record termination of benefit payment including: - event/reason for termination (e.g., death, increase in income) - date of event (thus effective date of benefit cessation)	JFMIP SR-01-01, 38
16.04.09 – 16.04.13	V	A	[These requirements are value added. See the Value Added Section for description of requirements.]	

Benefits – Value Added Requirements

REQ. ID	REQUIREMENTS	SOURCE(S)
16.01.11V	The benefit system should maintain a system record of pending claims and the status of other information including: - where in the process an ongoing claim is located - who is holding claim - what actions are needed to complete the claim - whether additional information is needed - accommodation of explanation codes to indicate the reason why the claim is pending.	JFMIP SR-01-01, 15
16.01.12V	The benefit system should allow the user to update the status of the following items: - where in the process an ongoing claim is located - who is holding claim- what actions are needed to complete the claim - whether additional information is needed - accommodation of explanation codes to indicate the reason why the claim is pending	JFMIP SR-01-01, 15
16.01.13V	If an agency anticipates receipt by electronic means of 50,000 or more submittals of a particular form, the system should allow multiple methods of electronic signatures for the submittal of such form, whenever feasible and appropriate.	JFMIP SR-01-01, 14
16.02.07V	The benefit system should provide for electronic approvals of claims at all levels of the approval process, whenever feasible.	JFMIP SR-01-01, 15
16.02.18V	The benefit system should provide the capability to record an estimated completion date for pending claims.	JFMIP SR-01-01, 16
16.02.19V	The benefit system should have the ability, where multiple claims exist for the same claimant, to process the claims sequentially based on order of precedence.	JFMIP SR-01-01, 16
16.02.30V	The benefit system should provide ability to inform applicant of potential eligibility for other internal benefit payment programs.	JFMIP SR-01-01, 17
16.02.31V	The benefit system should have the ability to automatically validate survivor applicant information against information about the deceased or former spouse or related former guardian that is maintained in a master record database.	JFMIP SR-01-01, 17
16.02.32V	The benefit system should automatically validate dates of employment, earnings and other claimant-specific data provided on the application for benefits against the work history and earnings information reported to central agencies such as the Internal Revenue Service (IRS), SSA, and OPM when permitted by statute, or against other verified claimant-specific information maintained by the agency.	JFMIP SR-01-01, 17

REQ. ID	REQUIREMENTS	SOURCE(S)
16.03.04V	The benefit system should provide features to automatically compute and maintain efficiency measures to help determine the effectiveness of use of agency resources (at the local level and the national level) such as: - administrative cost per application approved -time required to process a claim application	JFMIP SR-01-01, 35
16.04.09V	The benefit system should provide features to determine if benefits are commensurate with claimant's gender.	JFMIP SR-01-01, 38
16.04.10V	The benefit system should have the ability to select benefit payment calculations based on statistical sampling techniques for the purpose of verifying calculations.	JFMIP SR-01-01, 38
16.04.11V	The benefit system should provide the ability to generate a random sample of claimants to periodically survey regarding their satisfaction with the agency's benefit payment claims process (from initial contact with agency to receipt of benefit payment).	JFMIP SR-01-01, 38
16.04.12V	The benefit system should allow users to suspend payment to claimants, when fraud is suspected, or death has been reported but not yet verified by an authoritative source (e.g., SSA).	JFMIP SR-01-01, 38
16.04.13V	The benefit system should allow users to cancel a previously recorded suspected death on a claimant, and place the claimant back in a payment status if appropriate. *[Note: This requirement should be considered as a mandatory requirement if the system has the capability given in 16.04.12v.]*	JFMIP SR-01-01, 38

APPENDIX
Description of Requirement Changes

REQ-ID	DESCRIPTION OF CHANGE
	General Ledger
01.01.01A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. Per OUSD(C) AP request, the issuance number for all sources citing the Treasury Financial Manual (TFM), particularly the United States Government Standard General Ledger (USSGL) Supplement (I TFM S2), were excluded from the source reference. The document section (I TFM 2) does not and will not change, and is sufficient for citing the reference. The text of the Note in the requirement was changed to reflect that both FACTS I and FACTS II attributes are now listed in Section IV of the USSGL, per OUSD(C) AP.
01.01.02A	Per OUSD(C) AP request, the issuance number for all sources citing the Treasury Financial Manual (TFM), particularly the United States Government Standard General Ledger (USSGL) Supplement (I TFM S2), were excluded. The document section (I TFM S2) does not and will not change, and is sufficient for citing the reference.
01.01.04A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. Per OUSD(C) AP request, the text was revised (total proprietary debits = total proprietary credits and total budgetary debits = total budgetary credits) to clarify that the proprietary accounts and budgetary account must balance within themselves.
01.01.05A	Per OUSD(C) request inserted the word, "budgetary".
01.01.06A	The format changed from U.S. SGL to USSGL.
01.01.07A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
01.01.08A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. Per OUSD(C) AP request, the issuance number for all sources citing the Treasury Financial Manual (TFM), particularly the United States Government Standard General Ledger (USSGL) Supplement (I TFM S2), were excluded. The document section (I TFM S2) does not and will not change, and is sufficient for citing the reference.
01.01.09A	The requirement was re-written in the DoDFMR. This change reflects the new requirement.
01.01.11A	The requirement was re-written in the DoDFMR. The change reflects the new requirement. JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
01.01.12A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.

REQ-ID	DESCRIPTION OF CHANGE
	General Ledger
01.01.13A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
01.01.15A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
01.01.16A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
01.01.17A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. Note added per OUSD(C) AP.
01.01.18A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
01.01.19A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
01.01.20A	The JFMIP aspects of this requirement are redundant with 01.01.13. Therefore, just the portion pertaining to OMB Circular A-34 was retained. Per OUSD(C) AP request, the issuance number for all sources citing the Treasury Financial Manual (TFM), particularly the United States Government Standard General Ledger (USSGL) Supplement (I TFM S2), were excluded from the source reference. The document section (I TFM S2) does not and will not change, and is sufficient for citing the reference.
01.01.21A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
01.01.22A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. Changed the system "must" to "should". The inclusion of this requirement is catalog under "Value Added".
01.01.23A	This requirement is redundant with 01.03.02, and it was deleted.
01.01.24A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.

REQ-ID	DESCRIPTION OF CHANGE
	General Ledger
01.01.25A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The inclusion of this requirement is catalog under "Value Added".
01.01.26A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The inclusion of this requirement is catalog under "Value Added".
01.01.27A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
01.01.28A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
01.01.29A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The inclusion of this requirement is catalog under "Value Added".
01.01.30A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The inclusion of this requirement is catalog under "Value Added".
01.02.02A	Previously, this requirement also referenced JFMIP SR-99-4, 7. SR-99-4 has been revised and now assigns a requirement number to each requirement. This requirement was not assigned a specific requirement number in the new document. As such, the reference to JFMIP has been removed. The reference to OMB remains.
01.02.03A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
01.02.04A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The requirement text was revised to reflect the JFMIP requirement text.
01.02.05A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. Per OUSD(C) AP request, the following text was added, "The system-generated closing entries must comply with the USSGL posting rules for budgetary and proprietary accounts."

REQ-ID	DESCRIPTION OF CHANGE
	General Ledger
01.02.06A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
01.02.09A	Redundant with 08.05.09, this requirement deleted.
01.02.10A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
01.02.11A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the requirement was revised to reflect the current JFMIP requirement text.
01.02.12A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
01.02.13A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
01.03.02A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the requirement was revised to reflect the current JFMIP requirement text.
01.03.06A	This requirement is redundant with 14.01.01, 14.02.12, 14.02.13, and 14.02.14 and is no longer specifically mentioned in JFMIP. It is now deleted.
01.03.07A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
01.03.10A	The requirement was re-written in the DoDFMR. The change reflects the new requirement. JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
01.03.11A	The requirement was re-written in the DoDFMR Volume 01, Chapter 02, Appendix 2 B1. The change reflects the new requirement. Deleted reference to B5 not addressed in this requirement.
01.04.01A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.

REQ-ID	DESCRIPTION OF CHANGE
	General Ledger
01.04.02A	This is a system control requirement and is captured in 14.01.25; thus requirement is deleted as redundant.
01.04.03A	This is a system control requirement and is captured in 14.01.29; thus requirement is deleted as redundant.
01.04.05A	The requirement was re-written in the DoDFMR. The change reflects the new requirement. Changed the system "should" to "must".
01.04.06A	The requirement was re-written in the DoDFMR. The change reflects the new requirement. Changed the system "should" to "must".
01.04.07A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. In JFMIP SR-02-01, part of the earlier version of this requirement was combined into GLC-01 (FFMR 14.01.25) and part of it was expanded as GLC-03. The changed and expanded requirement, GLC-03, remains here as 01.04.07.
01.04.08A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
01.04.09A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
01.05.01A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
01.05.02A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
01.05.04A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
01.05.05A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
01.05.06A	The requirement was re-written in the DoDFMR. The change reflects the new requirement. JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.

REQ-ID	DESCRIPTION OF CHANGE
	General Ledger
01.05.07A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
01.05.08A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. Also, the previous version of this requirement now has a mandatory and value added component; this requirement is now just the mandatory component, see 01.05.25 for the value added component."
01.05.10A	The requirement was re-written in the DoDFMR. The change reflects the new requirement.
01.05.12A	The text of this FFMR is located in the introduction to the General Ledger Management Function section on pg. 24 of JFMIP SR-02-01, and is not a JFMIP requirement. The content of the requirement is met by FFMRs under the following processes: - General Ledger Account Definition (GLA) requirements - Accruals, Closing, and Consolidation (GLB) requirements - General Ledger Analysis and Reconciliation (GLC) requirements This requirement is deleted based on the above.
01.05.14A	The format changed from U.S. SGL to USSGL. JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, as this requirement is no longer specifically mentioned in the JFMIP SR-02-01.
01.05.15A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
01.05.16A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
01.05.17A	This requirement is deleted as redundant with 02.01.164.
01.05.19A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP Requirement text.
01.05.20A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP Requirement text.
01.05.21A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. The addition of this requirement reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.

REQ-ID	DESCRIPTION OF CHANGE
	General Ledger
01.05.22A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. The addition of this requirement reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
01.05.23A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. The addition of this requirement reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
01.05.24A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. The addition of this requirement reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
01.05.25A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement and implements the inclusion of the JFMIP Requirements text. This is the value-added component of the previous versions of 01.05.08.

REQ-ID	DESCRIPTION OF CHANGE
	Financial Reporting
02.01.02A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the 2001 JFMIP requirement text.
02.01.03A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the 2001 JFMIP requirement text.
02.01.04A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the 2001 JFMIP requirement text.
02.01.06A	This requirement was designated JFMIP, requirement R-12 in the 1999 Core Financial System Requirements document. The JFMIP Core Requirements Reference document listed this requirement as deleted in the 2001 Core Financial System Requirements Document. Review of JFMIP SR-02-01 confirmed that the requirement was deleted.
02.01.07A	DFAS Guide Requirement 02.01.07 is identified as JFMIP requirement R-16 in the JFMIP Core Requirements Cross Reference, and reclassified as "value added" requirement RA-03 in the JFMIP SR-02-01 Core Financial System Requirements document. The DFAS Guide requirement was restated to reflect JFMIP SR-02-01 requirement RA-03 verbiage.
02.01.08A	This requirement was designated JFMIP, requirement R-17 in the 1999 Core Financial System Requirements document. The JFMIP Core Requirements Reference document listed this requirement as deleted in the 2001 Core Financial System Requirements Document. Review of JFMIP SR-02-01 confirmed that the requirement was deleted.
02.01.10A	This requirement was revised to reflect a change in the requirement's text.
02.01.11A	This requirement was revised to reflect a change in the requirement's text.
02.01.14A	This requirement was revised to reflect a change in the requirement's text.
02.01.15A	This requirement was revised to reflect a change in the requirement's text.
02.01.17A	This requirement was revised to reflect a change in the requirement's text.
02.01.18A	This requirement was revised to reflect a change in the requirement's text.
02.01.19A	This requirement was revised to reflect a change in the requirement's text, i.e.; "prior period" changed to "prior year".
02.01.20A	Text added, "If the changes would result in a material affect."
02.01.24A	Text revised to more clearly state the requirement.

REQ-ID	DESCRIPTION OF CHANGE
	Financial Reporting
02.01.161A	This requirement was designated JFMIP requirement R-19 in the 1999 Core Financial System Requirements document. The JFMIP Core Requirements Reference document listed this requirement as deleted in the 2001 Core Financial System Requirements Document. However, JFMIP SR-02-01 requirements RB-01, RB-02, and RB-03 collectively address the elements of the original requirement. As a result the verbiage was edited to reflect the JFMIP requirement verbiage.
02.01.162A	This requirement was designated JFMIP, requirement R-18 in the 1999 Core Financial System Requirements document. The JFMIP Core Requirements Reference document listed this requirement as deleted in the 2001 Core Financial System Requirements Document. Review of JFMIP SR-02-01 confirmed that the requirement was deleted.
02.01.163A	The change in the requirement verbiage reflects the new language of JFMIP requirement RC-01.
02.01.164A	This requirement was designated JFMIP, requirement R-18 in the 1999 Core Financial System Requirements document. The JFMIP Core Requirements Reference document listed this requirement as deleted in the 2001 Core Financial System Requirements Document. Review of JFMIP SR-02-01 confirmed that the requirements were deleted.
02.01.165A	This requirement was designated JFMIP, requirement R-18 in the 1999 Core Financial System Requirements document. The JFMIP Core Requirements Reference document listed this requirement as deleted in the 2001 Core Financial System Requirements Document. Review of JFMIP SR-02-01 confirmed that the requirements were deleted.
02.01.166A	The 1999 JFMIP Core requirements document listed this requirement as R-03. The Requirements Reference document listed R-03 as consolidated into JFMIP requirement RA-01. The change in the requirement verbiage reflects the new language of JFMIP requirement RA-01.
02.01.167A	The 1999 JFMIP Core requirements document listed this requirement as R-04. The Requirements Reference document listed R-04 as consolidated into JFMIP requirement RD-01. The change in the requirement verbiage reflects the new language of JFMIP requirement RD-01.
02.01.168A	The 1999 JFMIP Core requirements document listed this requirement as R-04. The Requirements Reference document listed R-05 as JFMIP requirement RD-08. The change in the requirement verbiage reflects the new language of JFMIP requirement RD-08.
02.01.169A	The 1999 JFMIP Core requirements document listed this requirement as R-06. The Requirements Reference document listed R-06 as JFMIP requirement FME-43. The change in the requirement verbiage reflects the new language of JFMIP requirement FME-43. The original requirement text was revised to reflect the 2001 JFMIP SR-02-01 text for JFMIP requirement FME-43.
02.01.16A	This requirement was revised to reflect a change in the requirement's text.

REQ-ID	DESCRIPTION OF CHANGE
	Financial Reporting
02.01.170A	This requirement was designated JFMIP, requirement R-07 in the 1999 Core Financial System Requirements document. The JFMIP Core Requirements Reference document listed this requirement as deleted in the 2001 Core Financial System Requirements Document. Review of JFMIP SR-02-01 confirmed that the requirement was deleted.
02.01.171A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. The addition of this requirement reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
02.01.172A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. The addition of this requirement reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
02.01.173A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. The addition of this requirement reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
02.01.174A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. The addition of this requirement reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
02.01.175A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. The addition of this requirement reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
02.01.176A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. The addition of this requirement reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
02.01.177A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. The addition of this requirement reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
02.01.178A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. The addition of this requirement reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
02.01.179A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. The addition of this requirement reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.

REQ-ID	DESCRIPTION OF CHANGE
	Property, Plant and Equipment
03.01.05A	Per OUSD-ATL replaced "ADP" with "internal use" and deleted "and other fixed assets."
03.01.13A	This requirement was revised to reflect a change in the requirement's text, i.e., delete "real property", and add "general PP&E (see. 03.01.05)."
03.02.02A	This requirement was revised to reflect a change in the requirement's text
03.02.17A	In Version 3, this requirement was combined with 06.04.13. That requirement was deleted from Version 4, as it was redundant with 06.04.09.
03.02.18A	In Version 3, this requirement was combined with 06.04.13. That requirement was deleted from Version 4, as it was redundant with 06.04.09.
03.04.21A	Changed "should" to "must" in keeping with the standard mandatory/value-added convention, as noted by OUSD-ATL
03.04.22 a	Changed "should" to "must" in keeping with the standard mandatory/value-added convention, as noted by OUSD-ATL. Also, delete "journal entries" and add, "required for generation of general ledger entries".
03.05.07A	Deleted the part of the sentence in the third line, "disposal, retirement or removal from service", per OUSD-ATL, which also states, "If the FMR needs to be changed, we will change that next go around."
03.07.01A	In Version 2, this requirement was combined with 06.04.12. That requirement was deleted from Version 4, as it was redundant with 06.04.09.
03.07.02A	In Version 2, this requirement was combined with 06.04.14. That requirement was deleted from Version 4, as it was redundant with 06.04.09.
03.07.03A	In Version 2, this requirement was combined with 06.04.14. That requirement was deleted from Version 4, as it was redundant with 06.04.09.
03.07.06A	In Version 2, this requirement was combined with 06.04.13. That requirement was deleted from Version 4, as it was redundant with 06.04.09.
03.07.08A	In Version 2, this requirement was combined with 06.04.16. That requirement was deleted from Version 4, as it was a policy requirement, not a system requirement.
03.07.09A	In Version 2, this requirement was combined with 06.04.17. That requirement was deleted from Version 4, as it was redundant with 06.04.09.

REQ-ID	DESCRIPTION OF CHANGE
	Inventory, Operating Materials and Supplies, Stockpile Materials
04.01.01A	Deleted "(2) inventory held in reserve" and renumbered, reference DoDFMR Volume 6B, Chapter 10, 10-64, per OUSD(C) Accounting Policy; therefore deleted the reference to DoDFMR 11B, Chapter 10 as outdated. Updated the regulation to reflect "as defined in SFFAS 3, Paragraph 18" rather than Paragraph 17.Also, updated the source to incorporate "DoDFMR," Volume 11B, Chapter 55, 55-8, G.3. Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect. "(Note: DoD FMR 11B identifies a fifth category - (5) inventory in transit.)" Text was deleted per OUSD(C) Accounting Policy direction, including source reference "55-8, G.3.
04.01.02A	Per OUSD(C) Accounting Policy, add, "whichever comes first" to the end of the requirement.
04.01.03A	Replaced the word "record" with the word "recognize".
04.01.04A	Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect.
04.01.05A	Replaced "historical cost or latest acquisition cost" with "moving average cost." This replacement was per the OUSD(C) MEMO. Added "(This guidance has been modified to incorporate the changes addressed in the OUSD(C) MEMORANDUM, Jul 6 2001, Subject: Approved Valuation Method for Inventory Held for Sale and Operating Materials and Supplies)" to the end of the requirement. Added, "(undergoing substantial revision)" to the end of the source. Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect. Per OUSD(C) Accounting Policy, added "or other OUSD(C) Accounting Policy approved method".
04.01.06A	Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect. Per OUSD(C) Accounting Policy, added, " if these costs are material" to the end of the first sentence. Per OUSD(C) Accounting Policy, added, "This requirement does not apply to immaterial amounts" to the end of the requirement.
04.01.07A	Deleted the words "when using historical cost" and modified "to the cost of operations of the period" to reflect "to operations of the period."
04.01.09A	Deleted "when using historical cost.
04.01.10A	Modified requirement per the "Memorandum for Deputy Under Secretary of Defense (Comptroller)" dated July 6, 2001.Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200.)" Added" (This guidance has been modified to incorporate the changes addressed in the OUSD(C) MEMORANDUM, Jul 6 2001, Subject Approved Valuation Method for Inventory Held for Sale and Operating Materials and Supplies)" to the requirement. Per OUSD(C)

REQ-ID	DESCRIPTION OF CHANGE
	Inventory, Operating Materials and Supplies, Stockpile Materials
	Accounting Policy, "In addition, any other valuation method may be used if the results reasonably approximate those of one of the above historical methods." was deleted. Per OUSD(C) Accounting Policy, the SFFAS-3, 22 reference was deleted.
04.01.11A	This requirement has been deleted per "Memorandum for Deputy Under Secretary of Defense (Comptroller)" dated July 6, 2001; the moving average cost inventory valuation method will be replacing the acquisition cost method.
04.01.12A	This requirement has been deleted per "Memorandum for Deputy Under Secretary of Defense (Comptroller)" dated July 6, 2001; the moving average cost inventory valuation method will be replacing the acquisition cost method.
04.01.13A	This requirement has been deleted per "Memorandum for Deputy Under Secretary of Defense (Comptroller)" dated July 6, 2001; the moving average cost inventory valuation method will be replacing the acquisition cost method.
04.01.14A	This requirement has been deleted per "Memorandum for Deputy Under Secretary of Defense (Comptroller)" dated July 6, 2001; the moving average cost inventory valuation method will be replacing the acquisition cost method.
04.01.16A	Per OUSD(C) Accounting Policy, this requirement has been deleted. Per OUSD(C) MEMO Jul 6 2001 replaced "latest acquisition cost" with "moving average cost." Added, "(undergoing substantial revision)" to the source.
04.01.17A	Incorporated the statement "and should be either separately reported or disclosed on the financial statements" at the end of the requirement.
04.02.02A	Incorporated the number (4) requirement into the (3) requirement. Renumber the other requirements.
04.02.10A	Incorporated "and send" into the first sentence of the requirement.
04.02.13A	Added the phrase "by considering (1) projected customer orders based on historical customer activity, and (2) management decisions projecting future inventory needs."
04.02.21A	Replaced the "time requirements" with "budget/resource requirements" and replaced "actual use" with "actual funds expended."
04.02.22A	Requirement inadvertently omitted from DFAS Guide Version 3.
04.03.03A	Added the phrase "Examples of data to collect include item numbers, quantities, units of measure, vendor, and purchase order number" to the requirement.
04.03.06A	Incorporated the phrase "For example, the item purchased may be cases (CS) and the receiving activity unit of measure may be each (EA)" into the requirement.
04.03.07A	Incorporated "(i.e., any discrepancy between the government or commercial bill of lading received)" and "(e.g., SF 361)" to reflect the regulation within the FFMR. Incorporated "and follow-up" at the end of the phrase.

REQ-ID	DESCRIPTION OF CHANGE
	Inventory, Operating Materials and Supplies, Stockpile Materials
04.03.18A	Substituted the phrase "planning, programming and budgeting function of inventory management" to reflect "program planning and monitoring function of inventory management". *Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect.*
04.03.26A	The original requirement was modified to include the following phrase "The system must correct these errors to include appropriate adjustments to prior gains and losses".
04.03.32A	Added "(This guidance is subject to modification, contact OUSD(C) Accounting Policy at 703-697-3200.)" per OUSD(C). Deleted "(This guidance may be subject. To modification Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect.
04.03.33A	Incorporated the requirement to record any adjustments to inventory upon disposal "as a loss (or gain)". Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect.
04.03.34A	This requirement has been deleted per "Memorandum for Deputy Under Secretary of Defense (Comptroller)" dated July 6, 2001; the moving average cost inventory valuation method will be replacing the acquisition cost method.
04.03.37A	This requirement has been modified per "Memorandum for Deputy Under Secretary of Defense (Comptroller)" dated July 6, 2001; the moving average cost of inventory will be replacing the acquisition cost method.
04.03.38A	Deleted "financial quantities".
04.04.01A	Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect.
04.04.02A	Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect. Per OUSD(C) Accounting Policy, "DoD FMR" Volume 11B, Chapter 55 (undergoing substantial revision) was added to the source reference. Per OUSD(C) Accounting Policy, "Contact OUSD(C) Accounting Policy for additional policy guidance." was added to text of the requirement.
04.04.03A	Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect.
04.04.04A	Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect. Per OUSD(C) Accounting Policy, "DoD FMR" Volume 11B, Chapter 55 (undergoing substantial revision) was added to the source reference. Per OUSD(C) Accounting Policy, "Contact OUSD(C) Accounting Policy for additional policy guidance." was added to text of the requirement.

REQ-ID	DESCRIPTION OF CHANGE
	Inventory, Operating Materials and Supplies, Stockpile Materials
04.04.05A	Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect. Per OUSD(C) Accounting Policy, "DoD FMR" Volume 11B, Chapter 55 (undergoing substantial revision) was added to the source reference. Per OUSD(C) Accounting Policy, "Contact OUSD(C) Accounting Policy for additional policy guidance." was added to text of the requirement.
04.04.06A	Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect. Per OUSD(C) Accounting Policy, "DoD FMR" Volume 11B, Chapter 55 (undergoing substantial revision) was added to the source reference Per OUSD(C) Accounting Policy, "Contact OUSD(C) Accounting Policy for additional policy guidance." was added to text of the requirement.
04.04.07A	Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect. Per OUSD(C) Accounting Policy, "DoD FMR" Volume 11B, Chapter 55 (undergoing substantial revision) was added to the source reference. Per OUSD(C) Accounting Policy, "Contact OUSD(C) Accounting Policy for additional policy guidance." was added to text of the requirement.
04.04.08A	Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect. Per OUSD(C) Accounting Policy, "DoD FMR" Volume 11B, Chapter 55 (undergoing substantial revision) was added to the source reference. Per OUSD(C) Accounting Policy, "Contact OUSD(C) Accounting Policy for additional policy guidance." was added to text of the requirement.
04.04.09A	Per OUSD(C) Accounting Policy, "DoD FMR" Volume 11B, Chapter 55 (undergoing substantial revision) was added to the source reference. Per OUSD(C) Accounting Policy, "Contact OUSD(C) Accounting Policy for additional policy guidance." was added to text of the requirement.
04.04.10A	Added "FFMSR-7, 25" as a new source.
04.04.12A	Incorporated the phrase "The system must provide information to the core financial system to record the change in financial category" into the requirement.
04.04.14A	Added, "on items needed" to the end of the requirement.
04.04.15A	Added, "These production elements must reflect bills of material, manufacturing requirements, and production time to produce or repair products" to the requirement.
04.04.17A	"Percentage of completion information should be used to value work-in-process" was an addition to the requirement.
04.04.24A	Requirement inadvertently omitted from DFAS Guide Version 3.

REQ-ID	DESCRIPTION OF CHANGE
	Inventory, Operating Materials and Supplies, Stockpile Materials
04.05.01A	Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect.
04.05.04A	Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect.
04.05.09A	Added "or if tracking of individual customer data, business history, and preferences are important to the program" to the end of the requirement.
04.05.17A	Replaced "receivables" with "receipt management function of the core financial management system".
04.05.27A	Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect.
04.05.31A	Changed "from" to "by", per OUSD(C) and added "of items " to the requirement.
04.06.05A	Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect.
04.06.06A	Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect.
04.06.07A	Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect.
04.06.08A	Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect.
04.06.09A	Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect.
04.06.10A	Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect.
04.06.11A	Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect.
04.07.01A	Per OUSD(C) Accounting Policy, deleted "operating materials and supplies held in reserve for future use" and renumbered; added "DoDFMR", Volume 6B, Chapter 10, as reference. Replaced "SFFAS 3, Paragraph 36" with "SFFAS 3, Paragraph 37". Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect. Per OUSD(C) Accounting Policy the text "(undergoing revision) was added.
04.07.02A	Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect.

REQ-ID	DESCRIPTION OF CHANGE
	Inventory, Operating Materials and Supplies, Stockpile Materials
04.07.03A	Added "to an end user for consumption in normal operations" to the end of the requirement.
04.07.04A	Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect.
04.07.05A	Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect. Per OUSD(C) Accounting Policy, added, "This requirement does not apply to immaterial amounts" to the end of the requirement. Per OUSD(C) Accounting Policy, added, "as further defined in requirement 04.07.09".
04.07.09A	Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect. Deleted "first-in, first-out (FIFO) and weighted average" cost flow assumptions. Added "in accordance with the OUSD(C) MEMORANDUM, Jul 6 2001, Subject: Approved Method for Inventory Held for Sale and Operating Materials and Supplies" to the end of the requirement. Added, "(undergoing substantial revision)" to the end of the source. Per OUSD(C) Accounting Policy direction, added "or other OUSD(C) Accounting Policy approved method" text.
04.07.10A	Per OUSD(C) Accounting Policy, this requirement has been deleted.
04.07.11A	Per OUSD(C) Accounting Policy, this requirement has been deleted.
04.07.12A	Per OUSD(C), added, "(Subject to modification, contact OUSD(C) Accounting Policy at 703-697-3200)". Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect.
04.07.14A	Modified "Net Realizable Value" to reflect "Estimated Net Realizable Value." Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect.
04.08.03A	Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect. Per OUSD(C) Accounting Policy added, "This requirement does not apply to immaterial amounts".
04.08.04A	This requirement has been deleted per "Memorandum for Deputy Under Secretary of Defense (Comptroller)" dated July 6, 2001; the moving average cost inventory valuation method will be replacing the acquisition cost method.
04.08.05A	Per OUSD(C) Accounting Policy, this requirement has been deleted.
04.08.07A	Per OUSD(C) Accounting Policy, rewrote the requirement and added the note Regarding the OUSD(C) Memorandum.
04.08.12A	Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect.

REQ-ID	DESCRIPTION OF CHANGE
	Inventory, Operating Materials and Supplies, Stockpile Materials
04.09.01A	This is a mandatory requirement change "should" to "must".
04.09.02A	This is a mandatory requirement change "should" to "must".
04.09.03A	This is a mandatory requirement change "should" to "must".
04.09.04A	Per OUSD(C) Accounting Policy deleted "inventory held in reserve for future sale" and added the associated "DoDFMR" reference. Incorporated "unless otherwise presented in the financial statements" into the end of the requirement. Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect. This is a mandatory requirement change "should" to "must".
04.09.05A	This is a mandatory requirement change "should" to "must".
04.09.06A	This is a mandatory requirement change "should" to "must".
04.09.07A	Per OUSD(C) Accounting Policy, this requirement has been deleted. Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect.
04.09.08A	Replaced "reported separately or disclosed" with "either reported separately or disclosed". Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect. This is a mandatory requirement change "shall" to "must".
04.09.09A	Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect. This is a mandatory requirement change "shall" to "must".
04.09.13A	Per OUSD(C) Accounting Policy replaced "future use" with "repair". Deleted "(This guidance may be subject to modification. Contact OUSD(C) Accounting Policy at 703.697.3200)." The policy referenced is currently in effect. This is a mandatory requirement change "should" to "must".
04.09.17A	Modified the second sentence of the requirement to state "An entity should also remove the cost of materials from stockpile materials and report the cost of stockpile material as cost of goods sold when sold". This is a mandatory requirement change "should" to "must".
04.09.18A	This is a mandatory requirement change "should" to "must".
04.09.19A	This is a mandatory requirement change "should" to "must".
04.09.20A	This is a mandatory requirement change "should" to "must".
04.09.21A	This is a mandatory requirement change "should" to "must".
04.09.22A	This is a mandatory requirement change "should" to "must".

REQ-ID	DESCRIPTION OF CHANGE
	Inventory, Operating Materials and Supplies, Stockpile Materials
04.09.23A	This is a mandatory requirement change "should" to "must".

REQ-ID	DESCRIPTION OF CHANGE
	Revenue (Including Financing Sources) and Accounts Receivable
05.01.01A	This FFMR is redundant with requirements 05.01.03 - 05.01.07.
05.01.02A	This FFMR is value added. The policy defines the non-recurring event/price and the journal voucher is manually entered in the system. The system is not required to automatically identify the unusual prices/events. Also, changed system “must” to system “should”.
05.01.17A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The crosswalk between the 1999 and 2001 core requirements did not provide a reference for this requirement. Upon further review of JFMIP SR 02-01 this requirement was found to match the old requirement. Also, changed system “must” to system “should”.
05.01.18A	This requirement is value added because the situation the requirement relates to is exceptional and does not occur in DoD. Also, changed system “must” to system “should”.
05.01.19A	This requirement is value added because the situation the requirement relates to is exceptional and does not occur in DoD. Also, changed system “must” to system “should”.
05.01.20A	No occurrence of paragraph 45.1 could be found in SFFAS-7. This requirement is deleted.
05.01.21A	This requirement moved from 06.04.18
05.02.01A	This requirement is redundant with 05.02.03.
05.02.02A	This requirement is redundant with 05.02.03.
05.02.03A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.02.04A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.02.05A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.02.06A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.

REQ-ID	DESCRIPTION OF CHANGE
	Revenue (Including Financing Sources) and Accounts Receivable
05.02.07A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.02.08A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.02.09A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.02.10A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.02.11A	This requirement is redundant with 05.05.06.
05.02.12A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.02.13A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.02.14A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.02.15A	This requirement is redundant with 05.04.03. RMD-01, originally mapped to this requirement, belongs in the collection section 05.04.XX.
05.02.16A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.02.17A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.02.18A	This requirement is redundant with 05.02.08.
05.02.19A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.

REQ-ID	DESCRIPTION OF CHANGE
	Revenue (Including Financing Sources) and Accounts Receivable
05.02.21A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.02.22A	This requirement was designated JFMIP requirement RM-31 in the 1999 Core Financial System Requirements document. The JFMIP Core Requirements Reference document listed this requirement as deleted in the 2001 Core Financial System Requirements Document. Review of JFMIP SR-02-01 confirmed that the requirement was deleted.
05.02.24A	Per OUSD(C) request, the last sentence was inserted at the end of 05.02.25. The remaining text is deleted as redundant with 05.05.06 and 05.05.07.
05.02.25A	PER OUSD(C) request, the last sentence was deleted from 05.02.24, and inserted at the end of 05.02.25.
05.02.27A	Added text from SFFAS 1, 55: "However, until the interest payment requirement is officially waived by the government entity or the related debt is written off, interest accrued on uncollectable accounts receivable should be disclosed."
05.02.28A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.02.32A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.02.33A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.02.34A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.02.35A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.03.01A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.03.02A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.

REQ-ID	DESCRIPTION OF CHANGE
	Revenue (Including Financing Sources) and Accounts Receivable
05.03.03A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.03.05A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.03.06A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.03.07A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.03.09A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.03.11A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.03.12A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.03.13A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.04.02A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.04.03A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.04.04A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This update reflects that replacement and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. This requirement is deleted due to the following: 1) The DFAS Guide Version 3 requirement was developed from the introductory paragraph for the "Collection Process" rather than from an actual requirement. 2) The crosswalk between the 1999 and 2001 core requirements does not provide a reference for this requirement.

REQ-ID	DESCRIPTION OF CHANGE
	Revenue (Including Financing Sources) and Accounts Receivable
05.04.08A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.04.09A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.04.10A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.04.11A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.04.12A	This requirement is redundant with 05.02.08.
05.04.13A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.04.14A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.04.15A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.04.19A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.04.20A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.04.21A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.05.02A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.05.05A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.

REQ-ID	DESCRIPTION OF CHANGE
	Revenue (Including Financing Sources) and Accounts Receivable
05.05.06A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.05.07A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.05.08A	This requirement was revised to closely reflect wording from the source requirement.
05.05.10A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
05.06.01A	This requirement was re-worded to replace "capture" with "report" receivables.
05.06.02A	This requirement is redundant with 05.02.30.
05.06.03A	This requirement is redundant with 01.01.01 and 01.01.02

REQ-ID	DESCRIPTION OF CHANGE
	Managerial Cost Accounting
06.01.02A	DoD FMR mandates the integration of the cost accounting module with the core financial system. The change in text provides clarity and includes the integration statement.
06.01.03A	This requirement is not applicable to DoD.
06.01.07A	This requirement is redundant with 14.02.11.
06.01.08A	This requirement is redundant with 14.01.07.
06.01.14A	The text of this requirement states that job order cost accounting systems comply with requirements in DoDFMR" Volume 4, Chapter 20, and process cost accounting system comply with requirements in DoDFMR" Volume 4, Chapter 21. Requirements from both chapters are cited throughout chapter 6. This requirement is redundant and therefore deleted for version 4.0.
06.02.01A	This requirement is redundant, covered in 06.02. 06.02.03, and 06.02.04.
06.02.02A	The FFMR will be re-worded to add "or share with other systems", after the phrase "must capture".
06.02.09A	This requirement changed from "Mandatory" to "Value Added". The use of "should" in the original requirement infers "value added".
06.02.10A	The FFMR re-worded to add, "that can be specifically identified with an output", thus adding clarity to the requirement.
06.02.11A	Text reworded to added clarity to the description of this requirement.
06.02.12A	The FFMR will be re-worded to replace "identify and tabulate" with "include".
06.02.13A	The FFMR will be re-worded to replace "identify and tabulate" with "incorporate" and to delete "calculating".
06.02.18A	The wording was changed to replace "the materiality of" with "individual", add "accordance with SFFAS-4, 112."
06.02.19A	Removed the text, "and for each output (good or service) produced."
06.02.20A	Removed the text, "must be integrated with the entity's core accounting system and each system" and "Costs must be reconcilable between various output reports."
06.02.21A	This requirement is non-testable and therefore obsolete.
06.02.22A	The word "should" was replaced with "must".
06.02.23A	The word "should" was replaced with "must".

REQ-ID	DESCRIPTION OF CHANGE
	Managerial Cost Accounting
06.02.27A	The requirement text changed to include context of "DoDFMR," Volume 04, Chapter 20, 200308 texts.
06.02.28A	The FFMR reworded to add, "cost" to "appropriate accounting department" to read "appropriate cost accounting department". Changed system "will" to "must".
06.02.29A	This requirement is deemed obsolete and deleted.
06.02.30A	This requirement is redundant with 14.01.01.
06.02.31A	This requirement is mandatory. The use of "should" in the original requirement infers "value added", and is changed to "must".
06.02.33A	The text of this requirement was added to include context of source reference "DoDFMR," Volume 04, Chapter 21, 210307.
06.02.34A	The word "should" was replaced with "must".
06.02.36A	This requirement is redundant with 14.01.01.
06.03.01A	The text of this requirement was originally cited to page III-6 of FFMSR-8, but could not be located in FFMSR-8. No occurrence of similar text could be located in FFMSR-8 as well. Therefore this requirement is deemed obsolete and deleted.
06.03.02A	Text reworded to added clarity to the description of this requirement.
06.03.05A	The FFMR reworded to add, "responsibility" to "segment's outputs”.
06.03.06A	Text reworded to added clarity to the description of this requirement.
06.03.08A	The FFMR reworded to replace "services" with "activities".
06.03.18A	The FFMR reworded to add, "causing" to "segments".
06.03.20A	Add "DoDFMR" Volume 04, Chapter 20, 200302 to references.
06.03.21A	The FFMR reworded to delete "DoD" and to state "other organizations.”
06.04.01A	Source cited back to SFFAS-7. Also, text reworded to added clarity to the description of this requirement.
06.04.03A	The FFMR reworded, to better reflect contents of the requirement.
06.04.05A	This requirement could not be traced back to the source document that references the billing function in both FASAB and JFMIP. The source needs to be modified: FFMSR-8, III-8. We could not find the source that references the billing (both FASAB and JFMIP).
06.04.06A	The requirement is redundant and combined with 06.04.07.

REQ-ID	DESCRIPTION OF CHANGE
	Managerial Cost Accounting
06.04.07A	The FFMR re-written for clarity.
06.04.09A	The FFMR re-written for clarity, and CHANGE Reference as follows: FFMSR-8, III-9; SFFAS-8, 64&66; SFFAS-6, 53; SFFAS-6, 69; SFFAS-8, 77&80; SFFAS-6, 61.
06.04.12A	This requirement is redundant with 06.04.09.
06.04.13A	This requirement is redundant with 06.04.09.
06.04.14A	This requirement is redundant with 06.04.09.
06.04.15A	Combined with 06.04.14 in Version 3, deleted in Version 4.
06.04.16A	This requirement is a policy requirement, not a system requirement.
06.04.17A	This requirement is redundant with 06.04.09.
06.04.18A	This requirement moved to 05.01.21. Changed reference to SFFAS-7, 43
06.04.19A	This requirement should be moved to section 06.04 (Cost and Revenue Accumulation). This requirement moved from 06.05.03.
06.04.20A	This requirement should be moved to section 06.04 (Cost and Revenue Accumulation). This requirement moved from 06.05.04.
06.04.21A	This requirement should be moved to section 06.04 (Cost and Revenue Accumulation). This requirement moved from 06.05.05.
06.05.03A	This requirement should be moved to section 06.04 (Cost and Revenue Accumulation). This requirement moved to 06.04.19.
06.05.04A	This requirement should be moved to section 06.04 (Cost and Revenue Accumulation). This requirement moved to 06.04.20.
06.05.05A	This requirement should be moved to section 06.04 (Cost and Revenue Accumulation). This requirement moved to 06.04.21.
06.05.09A	This FFMR reword to add clarity to description.
06.05.10A	This requirement is redundant with 06.02.27 and 06.03.20. Source moved to 06.03.20.
06.05.12A	This requirement is redundant with 06.02.27. The source was moved to 06.02.27.
06.05.14A	This requirement was changed to match the verbiage in "DoDFMR," Volume 04, Chapter 21, 210202.
06.05.15A	Requirement text is redundant with 06.02.33. Source reference moved to 06.02.33.

REQ-ID	DESCRIPTION OF CHANGE
	Managerial Cost Accounting
06.06.01A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
06.06.02A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
06.06.03A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
06.06.04A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
06.06.05A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
06.06.06A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
06.06.07A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
06.06.08A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
06.06.09A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
06.06.10A	This requirement is redundant with 06.06.03.
06.06.11A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
06.06.12A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
06.06.13A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.

REQ-ID	DESCRIPTION OF CHANGE
	Managerial Cost Accounting
06.06.14A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
06.06.15A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
06.06.16A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
06.06.17A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
06.06.18A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
06.06.19A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
06.06.20A	This requirement was not found in the Core Accounting Requirements document. After researching the current JFMIP release no similar match could be found for this requirement. There are no references to direct or indirect cost assignments within the Working Capital and Revolving Fund portion of JFMIP SR-02-01. This requirement was deemed obsolete and deleted.
06.06.21A	This requirement was not found in the Core Accounting Requirements document. After researching the current JFMIP release no similar match could be found for this requirement. There are no references to multiple assignment methods within the Working Capital and Revolving Fund portion of JFMIP SR-02-01. This requirement was deleted and deemed obsolete.
06.06.22A	This requirement was not found in the Core Accounting Requirements document. After researching the current JFMIP release no similar match could be found for this requirement. There are no references to the generation of summary statements by revolving fund customer and/or project within the Working Capital and Revolving Fund portion of JFMIP SR-02-01. This requirement was deemed obsolete and deleted.
06.06.23A	This requirement was not found in the Core Accounting Requirements document. After researching the current JFMIP release no similar match could be found for this requirement. There are no references to billing customers based on appropriate fee structures in support of the revolving fund process.

REQ-ID	DESCRIPTION OF CHANGE
	Managerial Cost Accounting
06.06.24A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
06.06.25A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
06.06.26A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
06.06.27A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.

REQ-ID	DESCRIPTION OF CHANGE
	Human Resource and Payroll
07.01.09A	The requirement of this FFMR changed to add "human resources" identifying the type of system impacted.
07.01.14A	The words, "human resources" replaces "personnel".
07.01.26A	Corrected wording in the requirement by removing "and abilities" from -...skills and abilities (KSAs), and conditions of employment).
07.01.31A	This is a non-mandatory requirement, thus deemed value added.
07.01.33A	This is a non-mandatory requirement, thus deemed value added.
07.01.36A	This is a non-mandatory requirement, thus deemed value added.
07.01.37A	Determine to be a requirement in computing gross pay, moved to 07.05.26.
07.01.41A	The text "human resources" was removed from the FFMR as requirements applicable to multiple types of systems. Also, "inter-agency" and "intra-agency" were added.
07.01.43A	Determine to be a requirement in computing gross pay, moved to 07.05.27.
07.01.49A	This is a non-mandatory requirement, thus deemed value added.
07.01.50A	This is a non-mandatory requirement, thus deemed value added.
07.01.51A	This is a non-mandatory requirement, thus deemed value added.
07.01.54A	This is a non-mandatory requirement, thus deemed value added.
07.01.56A	This is a non-mandatory requirement, thus deemed value added.
07.01.57A	This is a non-mandatory requirement, thus deemed value added.
07.01.58A	This is a non-mandatory requirement, thus deemed value added.
07.01.59A	The requirement of this FFMR changed to add "human resources" identifying the type of system impacted.
07.01.60A	The requirement of this FFMR changed to add "human resources" identifying the type of system impacted.
07.01.61A	The requirement of this FFMR changed to add "human resources" identifying the type of system impacted.
07.01.63A	The requirement of this FFMR changed to add "human resources" identifying the type of system impacted.
07.01.64A	The requirement of this FFMR changed to add "human resources" identifying the type of system impacted.

REQ-ID	DESCRIPTION OF CHANGE
	Human Resource and Payroll
07.01.65A	The requirement of this FFMR changed to add "human resources" identifying the type of system impacted.
07.01.66A	The requirement of this FFMR changed to add "human resources" identifying the type of system impacted.
07.01.67A	The requirement of this FFMR changed to add "human resources" identifying the type of system impacted.
07.02.04A	The text was edited and the second sentence was removed because it was redundant with 07.02.02.
07.02.06A	The text was edited and the word "accounting" was inserted before "classification code".
07.02.17A	Reworded to closely reflect the requirement of the applicable DoDFMR.
07.02.19A	The text of this FFMR was edited to add clarity. Additionally, changed "single automated code" to "electronic authorization", the reference in the text from "020205" to "020402," and the reference in the margin from "020702" to "020402."
07.02.21A	The text of this FFMR was edited in Version 4.0 to insert the word "labor" before "and cost information".
07.02.22A	The text of this FFMR was edited in Version 4.0 to remove the word "T&A". This requirement is now 07.06.79.
07.03.10A	Added the Note: "change leave status" means "change in employee status for leave entitlement."
07.03.13A	This requirement is redundant with 07.03.03 and 07.03.06.
07.03.19A	The text of this FFMR was edited to move the phrase "Upon termination of an employee from federal employment," to the beginning of the paragraph.
07.03.20A	This FFMR is redundant with other FFMRs in section 07.03.
07.03.21A	The text of this FFMR was edited to remove "human resources" and replace "should" with "must".
07.04.01A	Removed the word "life" from the text, and replaced "should" with "must".
07.04.12A	This requirement was also addressed in 07.04.21. The FFMR 07.04.21 was deleted, and the reference moved to 07.04.12.
07.04.16A	This FFMR is redundant with 07.04.04.
07.04.17A	This FFMR is redundant with 07.05.24, and is addressed in FFMR 07.05.25.
07.04.18A	This FFMR is redundant with new FFMR 07.05.25.

REQ-ID	DESCRIPTION OF CHANGE
	Human Resource and Payroll
07.04.19A	This FFMR is obsolete.
07.04.21A	This FFMR is redundant with 07.04.12.
07.04.22A	The FFMR re-worded to match the DoDFMR," Volume 08, Chapter 04, 040201I verbiage.
07.04.26A	The first half of the FFMR is redundant with 07.04.01, moving the source to 07.04.01, and the second half of the FFMR is redundant with requirements in section 07.03.
07.04.27A	The FFMR will be re-worded to replace "should" with "must".
07.04.29A	The "human resources system", should be changed to "payroll system" to remain consistent with the other FFMRs in section 07.04.
07.04.30A	This FFMR is redundant with 07.04.12.
07.04.31A	The FFMR will be re-worded to change "human resources” to "payroll" and replace "should" with "must".
07.05.02A	This FFMR is redundant with 07.05.08.
07.05.03A	This FFMR is redundant with 07.05.08.
07.05.08A	The following change made, inserted, "current and/or retroactive adjustments for" after "calculate".
07.05.14A	The FFMR re-worded to match the DoDFMR," Volume 08, Chapter 03, 030905C verbiage.
07.05.15A	The text of this FFMR was revised to match the actual "DoDFMR," text.
07.05.22A	Moved to 07.06.79, and deleted FFMR.
07.05.23A	The text of this FFMR was revised, changing "shall" to "must".
07.05.24A	Removed and a new requirement created, "The system must also classify and total deductions, subtract total deductions from gross pay, and apply formulas or utilize tables to determine employer contributions required for certain payroll taxes and benefits". This new requirement is FFMR 07.05.25.
07.05.25A	This requirement split off from FFMR 07.05.24. Also added additional source reference.
07.05.26A	This requirement moved from 07.01.37.
07.05.27A	This requirement moved from 07.01.37.
07.06.01A	The text of this FFMR was revised, changing "shall" to "must".

REQ-ID	DESCRIPTION OF CHANGE
	Human Resource and Payroll
07.06.11A	Removed the words "human resources" from the text of the requirement, and changed the word, "should" to "must".
07.06.22A	The FFMR re-worded to add "must".
07.06.24A	The FFMR re-worded to add "system" to "The payroll".
07.06.25A	The text of this FFMR was revised, changing "shall" to "must" and moved source JFMIP SR-99-5, 29 from 07.06.27.
07.06.27A	This FFMR is redundant with 07.06.25.
07.06.33A	This FFMR is redundant with 07.06.10 and 07.06.25.
07.06.35A	The text of this requirement was edited to include FFMR 07.06.64.
07.06.38A	This FFMR is redundant with other FFMRs (maintain, storage, and audit trail requirements in chapter 7 and 14 FFMRs.)
07.06.39A	This FFMR is redundant with 07.06.28.
07.06.46A	Remove "human resources" to maintain consistency, and replaced "should" with "must".
07.06.47A	Remove "human resources" to maintain chapter consistency.
07.06.49A	This FFMR is obsolete.
07.06.51A	Remove "human resources" to maintain chapter consistency. Also, re-worded to replace "should" with "must".
07.06.52A	Remove "standard human resources" from the original requirement to maintain chapter consistency.
07.06.53A	This FFMR is obsolete.
07.06.54A	Remove "human resources" to maintain chapter consistency.
07.06.57A	Remove "human resources" to maintain chapter consistency. Also re-worded to change "should" to "must".
07.06.61A	Remove "To maintain data" from the original requirement text.
07.06.62A	Remove "human resources" to maintain chapter consistency, and replaced "should" with "must".
07.06.64A	This FFMR is obsolete.
07.06.65A	This FFMR is obsolete.

REQ-ID	DESCRIPTION OF CHANGE
	Human Resource and Payroll
07.06.66A	In accordance with the "Revision Rules Per DFAS-DSMA, the FFMR was reworded to exclude "payroll" from "payroll system" and to replace "must" with "should". [See Appendix. This requirement is value added.]
07.06.67A	In accordance with the "Revision Rules Per DFAS-DSMA, the FFMR was reworded to exclude "payroll" from "payroll system" and to replace "must" with "should". [See Appendix. This requirement is value added.]
07.06.68A	In accordance with the "Revision Rules Per DFAS-DSMA, the FFMR was reworded to exclude "payroll" from "payroll system" and to replace "must" with "should". [See Appendix. This requirement is value added.]
07.06.69A	In accordance with the "Revision Rules Per DFAS-DSMA, the FFMR was reworded to exclude "payroll" from "payroll system" and to replace "must" with "should". [See Appendix. This requirement is value added.]
07.06.70A	In accordance with the "Revision Rules Per DFAS-DSMA, the FFMR was reworded to exclude "payroll" from "payroll system".
07.06.71A	This FFMR is redundant with 02.01.164 and 02.01.167.
07.06.72A	This FFMR is redundant with 07.01.41.
07.06.75A	This FFMR is redundant with 07.06.51, 07.06.53, 07.06.54, and 07.06.57.
07.06.76A	This FFMR is redundant with 07.06.65.
07.06.77A	This FFMR is redundant with 07.06.73.
07.06.78A	The text of this FFMR was reworded to take out the word "payroll" from "payroll system", and to add "personnel" to "payroll records".
07.06.79A	[This requirement moved from 07.05.22.]
07.07.19A	This requirement is redundant with 07.03.09
07.07.20A	This requirement is redundant with various requirements in sections 07.05 and 07.06.
07.07.21A	This requirement is redundant with 07.05.24.
07.07.22A	This requirement is redundant with 07.04.04.
07.07.23A	This requirement is redundant with 07.07.13.
07.07.26A	Inserted "must" to replace "to" in the original requirement.
07.07.28A	This requirement is redundant with 07.04.04.

REQ-ID	DESCRIPTION OF CHANGE
	Human Resource and Payroll
07.08.01A	This FFMR is obsolete upon creation of the Benefits chapter. Chapter 16 - Benefits is now included in the DFAS Guide. Refer to Chapter 16 for benefits related requirements.
07.08.02A	This FFMR is obsolete upon creation of the Benefits chapter. Chapter 16 - Benefits is now included in the DFAS Guide. Refer to Chapter 16 for benefits related requirements.
07.08.03A	This FFMR is obsolete upon creation of the Benefits chapter. Chapter 16 - Benefits is now included in the DFAS Guide. Refer to Chapter 16 for benefits related requirements.
07.08.04A	This FFMR is obsolete upon creation of the Benefits chapter. Chapter 16 - Benefits is now included in the DFAS Guide. Refer to Chapter 16 for benefits related requirements.
07.08.05A	This FFMR is obsolete upon creation of the Benefits chapter. Chapter 16 - Benefits is now included in the DFAS Guide. Refer to Chapter 16 for benefits related requirements.
07.08.06A	This FFMR is obsolete upon creation of the Benefits chapter. Chapter 16 - Benefits is now included in the DFAS Guide. Refer to Chapter 16 for benefits related requirements.
07.08.07A	This FFMR is obsolete upon creation of the Benefits chapter. Chapter 16 - Benefits is now included in the DFAS Guide. Refer to Chapter 16 for benefits related requirements.
07.08.08A	This FFMR is obsolete upon creation of the Benefits chapter. Chapter 16 - Benefits is now included in the DFAS Guide. Refer to Chapter 16 for benefits related requirements.

REQ-ID	DESCRIPTION OF CHANGE
	Funds Control and Budgetary Accounting
08.01.01A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.01.02A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.01.04A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.01.08A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.01.09A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.01.10A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.01.11A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.01.12A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.01.13A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.01.17A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.

REQ-ID	DESCRIPTION OF CHANGE
	Funds Control and Budgetary Accounting
08.01.18A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
08.01.19A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text. This requirement was deemed value added.
08.01.20A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text. This requirement was deemed value added.
08.01.21A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text. This requirement was deemed value added.
08.01.22A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text. This requirement was deemed value added.
08.01.23A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text. This requirement was deemed value added.
08.01.24A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text. This requirement was deemed value added.
08.01.25A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text. This requirement was deemed value added.

REQ-ID	DESCRIPTION OF CHANGE
	Funds Control and Budgetary Accounting
08.02.01A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.02.02A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.02.03A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.02.04A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.02.05A	In JFMIP SR-02-01 this requirement is combined with 08.02.02 and is designated FME-08. Therefore, this requirement is redundant with 08.02.02 and is being deleted.
08.02.06A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.02.07A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.02.09A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.02.10A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.02.11A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.

REQ-ID	DESCRIPTION OF CHANGE
	Funds Control and Budgetary Accounting
08.02.12A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.02.13A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.02.16A	The text and source for this requirement changed. Replacing this requirement would be redundant with 08.02.21; therefore, this requirement is being deleted.
08.02.21A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text. OMB Circular reference added.
08.02.22A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text. This requirement was deemed value added. This requirement is deemed value added.
08.03.01A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.03.02A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.03.03A	The corresponding JFMIP SR-02-01, requirement is FME-04. Replacing this requirement with FME-04 would be redundant with 08.02.09; therefore, this requirement is being deleted.
08.03.04A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.03.06A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.

REQ-ID	DESCRIPTION OF CHANGE
	Funds Control and Budgetary Accounting
08.03.09A	The corresponding JFMIP SR-02-01, requirement is FME-05. Replacing this requirement with FME-05 would be redundant with 08.02.06. Therefore, this requirement is being deleted.
08.03.10A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.03.11A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.03.12A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.03.13A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.03.14A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.03.15A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.03.16A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.03.17A	This requirement is deleted; it is redundant with 14.01.09.
08.03.18A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.

REQ-ID	DESCRIPTION OF CHANGE
	Funds Control and Budgetary Accounting
08.03.19A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.03.20A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.03.21A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.03.22A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.03.23A	This requirement is deleted; it is redundant with 09.02.15.
08.03.24A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.03.27A	This requirement was designated JFMIP requirement FD-59 in the 1999 Core Financial System Requirements document. The JFMIP Core Requirements Reference document listed this requirement as deleted in the 2001 Core Financial System Requirements Document. Review of JFMIP SR-02-01 confirmed that the requirement was deleted.
08.03.28A	This FFMR is redundant with FFMRs 01.01.01, 01.01.02, and 01.01.04
08.03.29A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.03.30A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.03.31A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.

REQ-ID	DESCRIPTION OF CHANGE
	Funds Control and Budgetary Accounting
08.03.32A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.03.33A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text. This requirement was deemed value added.
08.04.01A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.04.02A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.04.03A	In JFMIP SR-02-01 this requirement is combined with 08.04.02 and is designated FMA-03. Therefore, this requirement is redundant with 08.04.02 and is being deleted.
08.04.04A	In JFMIP SR-02-01 this requirement is combined with 08.04.02 and is designated FMA-03. Therefore, this requirement is redundant with 08.04.02 and is being deleted.
08.04.05A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.04.06A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.04.08A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.04.10A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This requirement is no longer specifically mentioned in JFMIP SR-02-01.
08.04.14A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.

REQ-ID	DESCRIPTION OF CHANGE
	Funds Control and Budgetary Accounting
08.04.15A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text. This requirement was deemed value added.
08.04.16A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text. This requirement was deemed value added.
08.04.17A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text. This requirement was deemed value added.
08.04.18A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text. This requirement was deemed value added.
08.04.19A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text. This requirement was deemed value added.
08.04.20A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text. This requirement was deemed value added.
08.04.21A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text. This requirement was deemed value added.
08.04.22A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text. This requirement was deemed value added.

REQ-ID	DESCRIPTION OF CHANGE
	Funds Control and Budgetary Accounting
08.04.23A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text. This requirement was deemed value added.
08.04.24A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text. This requirement was deemed value added.
08.04.25A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text. This requirement was deemed value added.
08.04.26A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text. This requirement was deemed value added.
08.04.27A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text. This requirement was deemed value added.
08.04.28A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text. This requirement was deemed value added.
08.04.29A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text. This requirement was deemed value added.

REQ-ID	DESCRIPTION OF CHANGE
	Funds Control and Budgetary Accounting
08.04.30A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text. This requirement was deemed value added.
08.04.31A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text. This requirement was deemed value added.
08.04.32A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text. This requirement was deemed value added.
08.05.02A	This FFMR is redundant with other budgetary related FFMRs.
08.05.07A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.05.08A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.05.09A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.05.10A	This requirement is redundant with 08.01.12. Funding distribution requirements such as this one belong in section 08.01. "Record Budget Authority/Fund Allocation".
08.05.11A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
08.06.01A	Per OUSD(C) request, this requirement was deleted from Version 4.0 because Funds Balance with Treasury is a proprietary account, not a budgetary account, and as such, does not apply to funds control or budgetary accounting. SFFAS-1, 31-36.

REQ-ID	DESCRIPTION OF CHANGE
	Funds Control and Budgetary Accounting
08.06.04A	Per OUSD(C) request, the following text changes were made: 1. "Reconciliation" replaced "explanation" 2. "General ledger" inserted after "with Treasury"
08.06.06A	Changed "must" to "should". This requirement was deemed value added.
08.06.09A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.

REQ-ID	DESCRIPTION OF CHANGE
	Accounts Payable (Payment Management)
09.01.01A	This requirement was deleted.
09.01.02A	This requirement was deleted.
09.01.03A	This requirement was deleted.
09.01.04A	Added note from OUSD(C) Accounting Policy.
09.01.05A	Added note from OUSD(C) Accounting Policy.
09.01.06A	Added note from OUSD(C) Accounting Policy.
09.01.07A	This requirement was designated JFMIP requirement PM-06 in the 1999 Core Financial System Requirements document. The JFMIP Core Requirements Reference document listed this requirement as deleted in the 2001 Core Financial System Requirements Document. Review of JFMIP SR-02-01 confirmed that the requirement was deleted.
09.01.09A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
09.01.10A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
09.01.11A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text.
09.01.12A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text of the original requirement was revised to reflect the new JFMIP requirement text. This requirement deemed to be a value added.
09.02.01A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The reference for PMB-11, removed, as it is included in 09.02.41. The new requirement has been edited and information added to it by JFMIP
09.02.02.a	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The new requirement has been edited.

REQ-ID	DESCRIPTION OF CHANGE
	Accounts Payable (Payment Management)
09.02.03A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The new requirement has been revised by JFMIP.
09.02.04A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The new requirement is revised slightly from the original.
09.02.05A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The new requirement is slightly different than the original.
09.02.06A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The only change was from "also determine" to "automatically determine".
09.02.07A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The new requirement has been edited by JFMIP.
09.02.09A	This requirement was designated JFMIP requirement PM-14 in the 1999 Core Financial System Requirements document. The JFMIP Core Requirements Reference document listed this requirement as deleted in the 2001 Core Financial System Requirements Document. Review of JFMIP SR-02-01 confirmed that the requirement was deleted.
09.02.10A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The new requirement has an additional sentence explaining the guidelines for disbursements made on behalf of another agency. Also added note from OUSD(C) Accounting Policy.
09.02.11A	This requirement was designated JFMIP requirement PM-17 in the 1999 Core Financial System Requirements document. The JFMIP Core Requirements Reference document listed this requirement as deleted in the 2001 Core Financial System Requirements Document. Review of JFMIP SR-02-01 confirmed that the requirement was deleted.
09.02.12A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The new requirement has been modified.

REQ-ID	DESCRIPTION OF CHANGE
	Accounts Payable (Payment Management)
09.02.13A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The new requirement has been modified slightly. Also, as of Dec 2001 OPAC is obsolete, requirement modified to exclude OPAC from references.
09.02.14A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The new requirement has been edited by JFMIP.
09.02.15A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The new requirement has been edited slightly and no longer includes the explanation on the treatment of Imprest funds in the DoD.
09.02.16A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The new requirement has been edited slightly.
09.02.17A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The new requirement has been edited by JFMIP.
09.02.18A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The new requirement has been edited.
09.02.19A	Added note from OUSD(C) Accounting Policy.
09.02.21A	This requirement was moved to 14.01.33.
09.02.29A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The new requirement has been edited.
09.02.31A	Added note from OUSD(C) Accounting Policy.
09.02.33A	This requirement is redundant with 09.02.39.
09.02.36A	This requirement is redundant with 09.02.34 and 09.02.39.

REQ-ID	DESCRIPTION OF CHANGE
	Accounts Payable (Payment Management)
09.02.41A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The reference to PMB-04 I removed as it is covered in 09.02.01. The new requirement has been edited by JFMIP.
09.02.42A	This requirement was designated JFMIP requirement PM-09 in the 1999 Core Financial System Requirements document. The JFMIP Core Requirements Reference document listed this requirement as deleted in the 2001 Core Financial System Requirements Document. Review of JFMIP SR-02-01 confirmed that the requirement was deleted.
09.02.43A	This requirement is redundant with 08.03.11.
09.02.45A	This requirement was designated JFMIP requirement PM-24 in the 1999 Core Financial System Requirements document. The JFMIP Core Requirements Reference document listed this requirement as deleted in the 2001 Core Financial System Requirements Document. Review of JFMIP SR-02-01 confirmed that the requirement was deleted.
09.02.47A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.02.48A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.02.49A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.02.50A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.02.51A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.02.52A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.02.53A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.02.54A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.

REQ-ID	DESCRIPTION OF CHANGE
	Accounts Payable (Payment Management)
09.02.55A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. Also added note from OUSD(C) Accounting Policy.
09.02.56A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. Also added note from OUSD(C) Accounting Policy.
09.02.57A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.02.58A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.02.59A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. This requirement is value added
09.02.60A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. This requirement is value added
09.02.61A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. This requirement is value added
09.02.62A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. This requirement is value added
09.02.63A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.03.01A	Treasury does not cut checks for DoD. Therefore this requirement was deemed obsolete and deleted.
09.03.02A	Treasury does not cut checks for DoD. Therefore this requirement was deemed obsolete and deleted.

REQ-ID	DESCRIPTION OF CHANGE
	Accounts Payable (Payment Management)
09.03.05A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The new requirement was edited by JFMIP and now contains more detailed information regarding text limitations.
09.03.12A	The text from 09.03.21 was added to 09.03.12, and delete 09.03.21. Also added note from OUSD(C) Accounting Policy. This FFMR is categorized as Value-added; the payment will be paid as they become due regardless of when Treasury has been notified.
09.03.21A	This FFMR was deleted and the contents moved to 09.03.12.
09.04.01A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The new requirement has been edited by JFMIP.
09.04.02A	This requirement was designated JFMIP requirement PM-29 in the 1999 Core Financial System Requirements document. The JFMIP Core Requirements Reference document listed this requirement as deleted in the 2001 Core Financial System Requirements Document. Review of JFMIP SR-02-01 confirmed that the requirement was deleted.
09.04.04A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The new requirement has been edited slightly from the previous requirement.
09.04.05A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The new requirement has been edited by JFMIP.
09.04.06A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The new requirement has been edited by JFMIP.
09.04.07A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The new requirement references two sources, which have been combined into one paragraph.
09.04.08A	This requirement was designated JFMIP requirement PM-38 in the 1999 Core Financial System Requirements document. The JFMIP Core Requirements Reference document listed this requirement as deleted in the 2001 Core Financial System Requirements Document. Review of JFMIP SR-02-01 confirmed that the requirement was deleted.

REQ-ID	DESCRIPTION OF CHANGE
	Accounts Payable (Payment Management)
09.04.09A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The new requirement has been edited by JFMIP.
09.04.11A	This requirement was designated JFMIP requirement PM-41 in the 1999 Core Financial System Requirements document. The JFMIP Core Requirements Reference document listed this requirement as deleted in the 2001 Core Financial System Requirements Document. Review of JFMIP SR-02-01 confirmed that the requirement was deleted.
09.04.12A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.04.13A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.04.14A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.04.15A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.04.16A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.04.17A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.04.18A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.04.19A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.04.20A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.04.21A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP

REQ-ID	DESCRIPTION OF CHANGE
	Accounts Payable (Payment Management)
	requirement number in accordance with the DFAS-DSMA revision rules.
09.04.22A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.04.23A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.04.24A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.04.25A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. Also added note from OUSD(C) Accounting Policy.
09.04.26A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.04.27A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.04.28A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.04.29A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.04.30A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.04.31A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.04.32A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.04.33A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.

REQ-ID	DESCRIPTION OF CHANGE
	Accounts Payable (Payment Management)
09.04.34A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.04.35A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.04.36A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.04.37A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.04.38A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.04.39A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.04.40A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
09.05.01A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The new requirement has not changed form the previous version.
09.05.02A	This requirement was designated JFMIP requirement PM-46 in the 1999 Core Financial System Requirements document. The JFMIP Core Requirements Reference document listed this requirement as deleted in the 2001 Core Financial System Requirements Document. Review of JFMIP SR-02-01 confirmed that the requirement was deleted.
09.05.03A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The new requirement has been edited by JFMIP.
09.05.04A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The new requirement ahs been edited and revised by JFMIP.

REQ-ID	DESCRIPTION OF CHANGE
	Accounts Payable (Payment Management)
09.05.05A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. There is no change to the previous requirement, only the reference updates.
09.05.06A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The new requirement has been edited slightly to include two more items to include in the selection criteria.
09.05.07A	This requirement was designated JFMIP requirement PM-54 in the 1999 Core Financial System Requirements document. The JFMIP Core Requirements Reference document listed this requirement as deleted in the 2001 Core Financial System Requirements Document. Review of JFMIP SR-02-01 confirmed that the requirement was deleted.
09.05.08A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The new requirement has is essentially the same as the old one, but the new one correctly states the name of the report and is written as a complete sentence.
09.05.09A	SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The new requirement has been edited slightly to require the system to provide the report to the Treasury.
09.05.10A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The new requirement has been edited slightly from the original, but the requirement is essentially the same.
09.05.12A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The new requirement has been edited by JFMIP.
09.05.13A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. Also, as of Dec 2001 OPAC is obsolete, requirement modified to exclude OPAC from references.
09.05.14A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules
09.05.15A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules

REQ-ID	DESCRIPTION OF CHANGE
	Accounts Payable (Payment Management)
09.05.16A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules
09.05.17A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules
09.05.18A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules
09.05.19A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules
09.05.20A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules
09.05.21A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules
09.05.22A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules
09.06.09A	This requirement was deleted.
09.06.10A	This requirement was deleted.

REQ-ID	DESCRIPTION OF CHANGE
	Travel
10.01.01A	This requirement deleted, text combined with 10.01.02.
10.01.03A	Replaced this requirement per JFMIP SR-99-9, 5. Wording changed to adhere to requirement.
10.01.08A	Correct requirement source document from JFMIP SR 99-9 30 to JFMIP SR, 99-9 5.
10.01.09A	The requirement edited to remove the "effective January 1, 2001".
10.01.10A	The FFMR Value Added requirement was re-worded to replace "must" with "should".
10.01.11A	The FFMR Value Added requirement was re-worded to replace "must" with "should".
10.01.12A	Requirement inadvertently omitted from DFAS Guide Version 3.
10.01.13A	Requirement inadvertently omitted from DFAS Guide Version 3.
10.01.14A	This requirement belongs in section 10.01. This requirement moved from 10.02.18.
10.01.15A	This requirement should be is section 10.01. This requirement moved from 10.02.21. Changed to match JFIMP text to avoid misinterpretation, as noted by DFAS-DFP.
10.01.16A	This requirement belongs in section 10.01. This requirement moved from 10.02.24.
10.01.17A	Per the JFMIP working group, this requirement belongs in section 10.01. This requirement moved from 10.02.25.
10.01.18A	This requirement belongs in section 10.01. This requirement moved from 10.02.36. This requirement has been deleted; DFAS-DFP noted it was not correct, and it could not be found in JFMIP SR-99-9.
10.01.19A	This requirement belongs in section 10.01. This requirement moved from 10.02.02.
10.01.20A	This requirement belongs in section 10.01. This requirement moved from 10.02.03.
10.01.21A	This requirement belongs in section 10.01. This requirement moved from 10.02.14.
10.02.02A	This requirement moved to 10.01.19.
10.02.03A	This requirement moved to 10.01.20.
10.02.06A	Redundant with all of Chapter 10. FFMR in section 10.07 specifically requires this ability as a prerequisite.
10.02.07A	This requirement changed to match JFMIP text.
10.02.11A	This requirement has been deleted, it could not be found in JFMIP SR-99-9.
10.02.14A	This requirement belongs in section 10.01. This requirement moved to 10.01.21.

REQ-ID	DESCRIPTION OF CHANGE
	Travel
10.02.18A	This requirement belongs in section 10.01. This requirement moved to 10.01.14.
10.02.19A	This requirement is obsolete because it is a system architecture requirement rather than a financial management requirement.
10.02.20A	This requirement moved to 10.01.19.
10.02.21A	This requirement should be is section 10.01. This requirement moved to 10.01.15.
10.02.22A	The FFMR Value Added requirement was re-worded to replace "must" with "should".
10.02.23A	This requirement is redundant with 14.01.01.
10.02.24A	This requirement belongs in section 10.01. This requirement moved to 10.01.16.
10.02.25A	Per the JFMIP working group, this requirement belongs in section 10.01. This requirement moved to 10.01.17.
10.02.26A	This requirement deleted.
10.02.33A	This Value Added requirement has been deleted, it could not be found in JFMIP SR-99-9.
10.02.34A	This Value Added requirement has been deleted, it could not be found in JFMIP SR-99-9.
10.02.36A	This requirement belongs in section 10.01. This requirement moved to 10.01.18.
10.02.37A	This Value Added requirement is redundant with 10.02.22.
10.02.40A	This Value Added requirement has been deleted, it could not be found in JFMIP SR-99-9.
10.02.41A	New Value Added Requirements in Version 4
10.02.42A	New Requirements in Version 4
10.02.43A	New Requirements in Version 4
10.02.44A	This requirement belongs in section 10.02. This requirement moved from 10.04.09
10.03.05A	The first sentence of the requirement deleted, "The travel system must allow for properly authorized and approved travel advance transactions." Could not find requirement word for the statement.
10.04.02A	This requirement is redundant with 10.04.07.
10.04.09A	This requirement belongs in section 10.02. This requirement moved to 10.02.44.

REQ-ID	DESCRIPTION OF CHANGE
	Travel
10.04.15A	This requirement moved to 10.07.13
10.04.29A	The FFMR Value Added requirement was re-worded to replace "must" with "should".
10.04.31A	Requirement inadvertently omitted from DFAS Guide Version 3.
10.05.07A	Requirement inadvertently omitted from DFAS Guide Version 3.
10.05.08A	Requirement inadvertently omitted from DFAS Guide Version 3.
10.06.01A	The FFMR will be re-worded to add the phrase "sponsored travel".
10.06.02A	This requirement addresses the normal travel authorization process, which is address throughout this requirement. Requirements deleted as redundant.
10.06.07A	The FFMR will be re-worded to add the phrase "sponsored travel process".
10.07.13A	This requirement belongs in section 10.02. This requirement moved from 10.04.15.
10.08.01A	This requirement is redundant with 02.01.164 and 02.01.167.
10.09.01A	This requirement deleted, it's redundant with 02.01.164/167 & 10.09.ALL
10.09.17A	This source was inaccurately reflected in Version three (3) of the DFAS Guide.
10.09.19A	The FFMR will be re-worded to add the word "transportation" to temporary storage reimbursement.
10.09.20A	The source was inaccurately reflected in Version three (3) of the DFAS Guide.
10.09.23A	The extension authorized for special circumstances and plus mileage.
10.09.41A	Added "include new appointees, employees assigned under the government employees training act, and employees returning from overseas assignment for the purpose of separation" to the end of the requirement per JFMIP SR-99-9, 26.
10.09.50A	Requirement inadvertently omitted from DFAS Guide Version 3.
10.10.01A	This requirement is redundant with 14.02.02 and 14.02.11.
10.10.03A	This requirement is redundant with requirements in section 10.10.
10.10.04A	This requirement is redundant with 10.04.03 and 10.04.09.
10.10.05A	This requirement is redundant with 10.04.01 and 10.06.02.
10.10.06A	This requirement is redundant with 10.02.25.
10.10.08A	This requirement is redundant with 14.02.04

REQ-ID	DESCRIPTION OF CHANGE
	Travel
10.10.09A	This requirement is redundant with redundant with 14.01.07.
10.10.10A	This Value Added requirement has been deleted, it could not be found in JFMIP SR-99-9.

REQ-ID	DESCRIPTION OF CHANGE
	Direct Loans
11.12.01A	Edited Original Reference to include “DoDFMR” source reference.
11.12.02A	Edited Original Reference to include “DoDFMR” source reference.
11.12.03A	Edited Original Reference to include “DoDFMR” source reference.
11.12.04A	Edited Original Reference to include “DoDFMR” source reference.
11.12.05A	Edited Original Reference to include “DoDFMR” source reference.
11.12.06A	Edited Original Reference to include “DoDFMR” source reference.
11.12.07A	Edited Original Reference to include “DoDFMR” source reference.
11.12.08A	Edited Original Reference to include “DoDFMR” source reference.
11.12.09A	Edited Original Reference to include “DoDFMR” source reference.
11.12.10A	Edited Original Reference to include “DoDFMR” source reference.
11.12.11A	Edited Original Reference to include “DoDFMR” source reference.
11.12.12A	Edited Original Reference to include “DoDFMR” source reference.
11.12.13A	Edited Original Reference to include “DoDFMR” source reference.
11.12.14A	Edited Original Reference to include “DoDFMR” source reference.
11.12.15A	Edited Original Reference to include “DoDFMR” source reference.
11.12.16A	Edited Original Reference to include “DoDFMR” source reference.
11.12.17A	Edited Original Reference to include “DoDFMR” source reference.
11.14.01A	Edited Original Reference to include “DoDFMR” source reference.
11.14.02A	Edited Original Reference to include “DoDFMR” source reference.

REQ-ID	DESCRIPTION OF CHANGE
	Guaranteed Loans
12.02.02A	A guaranteed loan system must "compute performance statistics" according to JFMIP. DFAS Guide Version 3 stated, "a guaranteed loan system must compare performance statistics."
12.03.10A	Requirement updated to include the phrase, "unless specifically excluded by program requirements."
12.03.12A	This requirement is redundant with 12.03.11.
12.04.19A	This requirement is value added according to JFMIP. Requirement reworded "must" changed to "should".
12.05.02A	Misspelled word in DFAS Guide Version 3 requirement.
12.06.06A	Included the statement from JFMIP, "as well as historical data from prior years" to the requirement
12.07.11A	New requirements added to DFAS Guide Version 4.
12.07.12A	New requirements added to DFAS Guide Version 4.
12.07.13A	New requirements added to DFAS Guide Version 4.
12.09.09A	This requirement moved to 12.13.03.
12.11.10A	Punctuation error in DFAS Guide Version 3.
12.11.56A	New requirements added to DFAS Guide Version 4.
12.11.57A	New requirements added to DFAS Guide Version 4.
12.11.58A	New requirements added to DFAS Guide Version 4.
12.11.59A	New requirements added to DFAS Guide Version 4.
12.11.60A	New requirements added to DFAS Guide Version 4.
12.11.61A	New requirements added to DFAS Guide Version 4.
12.11.62A	New requirements added to DFAS Guide Version 4.
12.11.63A	New requirements added to DFAS Guide Version 4.
12.11.64A	New requirements added to DFAS Guide Version 4.
12.11.65A	New requirements added to DFAS Guide Version 4.
12.11.66A	New requirements added to DFAS Guide Version 4.

REQ-ID	DESCRIPTION OF CHANGE
	Guaranteed Loans
12.11.67A	New requirements added to DFAS Guide Version 4.
12.12.15A	Replaced "resource" with the correct word, "recourse." Cross reference to the "DoDFMR" was not found, so the "DoDFMR" reference was deleted from the source
12.13.01A	This requirement is redundant with 12.12.01.

REQ-ID	DESCRIPTION OF CHANGE
	Grants
13.06.03A	This requirement is redundant with 13.06.08 and 13.06.09.
13.09.01A	Requirement inadvertently omitted from DFAS Guide Version 3.
13.09.02A	Requirement inadvertently omitted from DFAS Guide Version 3.

REQ-ID	DESCRIPTION OF CHANGE
	Audit Trails and System Controls
14.01.01A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The requirement itself was also edited by JFMIP.
14.01.02A	In the process of updating SR-02-01, JFMIP combined the verbiage from 14.01.01 and 14.01.02 into CFB-33. 14.01.02 should be deleted as both .01 and .02 have the same reference and same verbiage.
14.01.03A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP.
14.01.04A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP.
14.01.05A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP.
14.01.07A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The requirement was edited by JFMIP and it no longer includes the clause "prevent the purging of transactions prior to the proper period in accordance with regulations governing the retention of the document and transaction".
14.01.09A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
14.01.11A	This requirement was designated JFMIP requirement R-26 in the 1999 Core Financial System Requirements document. The JFMIP Core Requirements Reference document listed this requirement as deleted in the 2001 Core Financial System Requirements Document. Review of JFMIP SR-02-01 confirmed that the requirement was deleted.
14.01.12A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. In JFMIP SR-02-01 this requirement is combined with three other references as follows: CFB-35 is covered by 14.01.09, therefore deleted from this FFMR. GLC-03 is covered by 14.01.05, therefore deleted from this FFMR. GLC-01 is covered by 14.01.25, therefore deleted from this FFMR.
14.01.14A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The revised requirement is worded just slightly different than the original with no change in the overall meaning.

REQ-ID	DESCRIPTION OF CHANGE
	Audit Trails and System Controls
14.01.15A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The requirement has been edited such that erroneous transactions can now be deleted when requested by a user, rather than by an authorized user.
14.01.21A	The text of this requirement was edited to be consistent with the "DoDFMR," text.
14.01.24A	Removed "at a high level" to be consistent with the "DoDFMR," text.
14.01.25A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The requirement was changed by JFMIP. The resulting changes are included here.
14.01.26A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
14.01.29A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The requirement has been modified. It no longer requires the system to track intra-governmental balances related to other Federal Agencies.
14.01.31A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
14.01.32A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
14.01.31A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
14.01.32A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This addition reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
14.01.33A	This requirement was moved from 09.02.21.
14.02.01A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The new requirement has a few words different than the old one. No change to the meaning of the requirement.

REQ-ID	DESCRIPTION OF CHANGE
	Audit Trails and System Controls
14.02.02A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
14.02.03A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. The text in the new requirement is similar to the original text, but the system is no longer required to alert the system manager to malfunctions.
14.02.04A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
14.02.09A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
14.02.10A	This FFMR is redundant with other FFMRs that directly cite OMB Circular A-130. OMB Circular A-127, 6.
14.02.12A	The FFMR is going to be reworded to say "All documentation for the system".
14.02.13A	The FFMR is going to be re-worded to take out the examples stated in the FFMR to match the OMB statement.
14.02.15A	Added "and efficient" to be consistent with the "DoDFMR" text.
14.02.26A	This requirement is a general control requirement and was subsequently moved to the general control subchapter. This requirement is now 14.03.14.
14.02.27A	This requirement is a general control requirement and was subsequently moved to the general control subchapter. This requirement is now 14.03.15.
14.02.28A	This requirement is a general control requirement and was subsequently moved to the general control subchapter. This requirement is now 14.03.16.
14.02.29A	This requirement is a general control requirement and was subsequently moved to the general control subchapter. This requirement is now 14.03.17.
14.02.30A	This requirement is a general control requirement and was subsequently moved to the general control subchapter. This requirement is now 14.03.18.
14.02.31A	This requirement is a general control requirement and was subsequently moved to the general control subchapter. This requirement is now 14.03.19.
14.02.33A	This requirement is a general control requirement and was subsequently moved to the general control subchapter. This requirement is now 14.03.20.

REQ-ID	DESCRIPTION OF CHANGE
	Audit Trails and System Controls
14.02.34A	This requirement is a general control requirement and was subsequently moved to the general control subchapter. This requirement is now 14.03.21.
14.02.35A	This requirement is a general control requirement and was subsequently moved to the general control subchapter. This requirement is now 14.03.22.
14.02.37A	This requirement is a general control requirement and was subsequently moved to the general control subchapter. This requirement is now 14.03.23.
14.02.38A	This requirement is a general control requirement and was subsequently moved to the general control subchapter. This requirement is now 14.03.01.
14.02.39A	14.02.39 This requirement is a general control requirement and was subsequently moved to the general control subchapter. This requirement is now 14.03.04.
14.02.40A	This requirement is a general control requirement and was subsequently moved to the general control subchapter. This requirement is now 14.03.24.
14.02.42A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules.
14.02.43A	JFMIP SR-99-4 was replaced by JFMIP SR-02-01, effective date November 2001. This change reflects this replacement, and implements the inclusion of the JFMIP requirement number in accordance with the DFAS-DSMA revision rules. New requirement is similar to the old one. The new one requires the system to validate the fields before posting, which is a good addition.
14.02.45A	This is a new JFMIP requirement.
14.03.01A	This requirement is a general control requirement and was moved to the general control subchapter. This requirement was moved from 14.02.38. Also text modified to remove "that an accounting system meets all applicable Federal policies, regulations, and standards, and that".
14.03.02A	New requirement.
14.03.03A	New requirement.
14.03.04A	This requirement is a general control requirement and was moved to the general control subchapter. This requirement was moved from 14.02.39.
14.03.05A	New requirement.
14.03.06A	New requirement.
14.03.07A	New requirement.
14.03.08A	New requirement.

REQ-ID	DESCRIPTION OF CHANGE
	Audit Trails and System Controls
14.03.09A	New requirement.
14.03.10A	New requirement.
14.03.11A	New requirement.
14.03.12A	New requirement.
14.03.13A	New requirement. Just before releasing version 4, it was decided not to add this item; rather than renumbering subsection 3, it was treated as deleted.
14.03.14A	This requirement was moved from 14.02.26
14.03.15A	This requirement was moved from 14.02.27
14.03.16A	This requirement was moved from 14.02.28
14.03.17A	This requirement was moved from 14.02.29
14.03.18A	This requirement was moved from 14.02.30
14.03.19A	This requirement was moved from 14.02.31.
14.03.20A	This requirement was moved from 14.02.33.
14.03.21A	This requirement was moved from 14.02.34.
14.03.22A	This requirement was moved from 14.02.35
14.03.23A	This requirement was moved from 14.02.37.
14.03.24A	This requirement was moved from 14.02.40.
14.03.25A	New requirement.
15.04.08A	Value added requirements are presented as, "the system should " - the phrase was incorrect in DFAS Guide Version 3.

REQ-ID	DESCRIPTION OF CHANGE
	Seized Assets
15.05.08A	Page number incorrect.
15.06.10A	New requirement in DFAS Guide Version 4. Changed "must" to "should" in keeping with the standard mandatory/value-added convention, as noted by OUSD-ATL.

REQ-ID	DESCRIPTION OF CHANGE
	Benefits
16.00.00A	The JFMIP has established requirements for Federal benefits systems in JFMIP SR-01-01. All requirements in Chapter 16 are considered addition, as this is a newly formed section in Version 4 of the Guide to Federal Requirements for Financial Systems.
16.01.01A	Note: The JFMIP requirement reads: "Capture all applicable mandatory data elements (i.e., universal and appropriate categorical) specified in the "Application Information Stores" section (see p. 42) of this document." This requirement includes the mandatory universal data elements listed on page 42 to prevent the reader from having to reference the source document. The reader must also review the categorical data elements to determine which are appropriate.