


# Federal Financial Management Business Use Cases for Agree-to-Reimburse

Release FY2027

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# Purpose

The Federal Financial Management (FFM) Business Use Cases reflect the business needs, or requirements that an agency must follow in the financial management community. This document is part of the FFM Business Use Case Library and contains the business use cases associated with the Agree-to-Reimburse Business Process. References in the FFM Business Use Cases to an "agency" or "federal agency" should be interpreted as applicable to other types of federal government organizations as well (i.e., applicable to any type of "federal entity"). The ***Federal Financial Management Business Use Case Library Overview*** should be referenced in conjunction with this document for guidance on understanding and applying the FFM Business Use Cases to agency financial operations.

# Business Use Case Structure

The sections of the FFM business use cases are described below.

**Business Use Case Identifier**: includes information about the key underlying components. The notation for a business use case identifier is as shown.

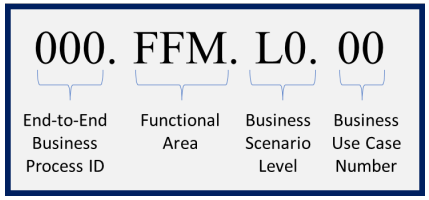



**Figure 1: The notation for a business use case identifier.**

**Business Scenario(s) Covered:** identifies differing situations or conditions that occur when executing an end-to-end business process and reflect the scope and complexity of federal government agency missions.

**Business Actor(s):** identifies the typical offices or roles performing events in the business use case.

**Synopsis:** provides a summary of the events that take place within the business use case.

**Assumptions and Dependencies:** includes context information about events that have occurred prior to the first event identified in the business use case or outside of the business use case and dependencies on events accomplished in other business use cases. There are

several common assumptions that are established for all business use cases. Additional assumptions or dependencies are included if needed for the specific business use case.

**Initiating Event:** identifies the event that triggers the initiation of the business use case.

**Typical Flow of Events:** includes the Federal Financial Management (FFM) and non-FFM events that may occur to complete the business scenario(s) included in the business use case. The non-FFM events are provided for business context. Also included are the inputs and outputs or outcomes that one would expect to occur during or as a result of the event.

# Change Log

| Item Changed | Summary of Change | Rationale |
|---|---|---|
| All Business Use Cases | • Removed FFMSR ID | Realign FFMSR scope with Financial Management Capability Framework (FMCF) |
| 070.FFM.L1.01 Intragovernmental Buy/Sell Activity – Seller's Perspective | • Modified Assumptions and Dependencies 2.12<br>• Modified FFM Event 2.d, 12.a, and 12.b Activity Reference<br>• Modified FFM Event 7.d and associated Output(s)/Outcome(s)<br>• Modified FFM Event 9.a and associated Input(s)<br>• Modified FFM Event 11 associated input(s) | Align with Treasury G-Invoicing terminology |
| 070.FFM.L1.02 Intragovernmental Buy/Sell Activity – Buyer's Perspective | • Modified Assumptions and Dependencies 2.6<br>• Modified FFM Event 6.a<br>• Modified FFM Event 6.b and associated Output(s)/Outcome(s) | Align with Treasury G-Invoicing terminology |

| Item Changed | Summary of Change | Rationale |
|---|---|---|
| 070.FFM.L1.03 Streamlined Intragovernmental Buy/Sell Activity – Seller's Perspective | • Added Business Use Case | Incorporate public feedback on Streamlined (7600EZ) Intragovernmental Buy/Sell Activity |
| 070.FFM.L3.01 Reimbursable Services for a Non-Federal Government Entity | • Modified Synopsis<br>• Modified Non-FFM Event 1.c and associated Output(s)/Outcome(s)<br>• Removed FFM Event 2.c and associated Inputs and Output(s)/Outcome(s)<br>• Removed FFM Events 3 and 4.d<br>• Modified new FFM Event 4.c and associated Input(s) and Output(s)/Outcome(s) | Incorporate public feedback on recognition of unearned revenue |

# Agree-to-Reimburse Business Use Cases

## 070.FFM.L1.01 Intragovernmental Buy/Sell Activity – Seller's Perspective

**End-to-End Business Process: 070 Agree-to-Reimburse**

**Business Scenario(s) Covered**

- Federal Agency Reimbursable Services
- Commercial Third-Party Service Vendor
- Federal Agency Incurred Costs Not Fully Recovered

**Business Actor(s)**

Finance Office, Federal Servicing Agency; Federal Requesting Agency; Commercial Service Vendor

**Synopsis**

Intragovernmental agreement general terms and conditions (GT&C) and an order to enable a Federal Servicing Agency to perform reimbursable services for a Federal Requesting Agency are established. The work specified in the order is partially performed by a Commercial Service Vendor. Costs are accumulated for the use of the Federal Servicing Agency's personnel resources and from invoices from the Commercial Service Vendor and the service price is determined. Intragovernmental performance information is provided periodically to the Federal Requesting Agency. After acceptance of the services, the intragovernmental settlement is executed.

**Assumptions and Dependencies**

General

1.1 There may or may not be automated (near/real-time or batch) interfaces between functional areas/functions/activities or between provider solutions/systems.

1.2 There is no presumption as to which activities are executed by which actor, or which activities are automated, semi-automated, or manual.

1.3 Supporting information for general ledger transactions includes sub-ledger entries when sub-ledgers are used.

1.4 Appropriate attributes (e.g., object class and project) are included as part of the accounting string.

## 070.FFM.L1.01 Intragovernmental Buy/Sell Activity – Seller's Perspective

1.5 Relationships between use cases are described in the Framework for Federal Financial Management Use Cases found in the related overview document.

1.6 All predecessor activities required to trigger the Initiating Event have been completed.

1.7 Funds availability checks are performed against appropriations/fund accounts for obligating funds, and against obligations for disbursing funds in accordance with OMB A-11, Section 150.2.

Business Use Case Specific

2.1 The Federal Requesting and Servicing Agencies have the statutory authority to engage in buy/sell activities (e.g., under the Economy Act).

2.2 The Federal Servicing Agency has a Treasury Appropriation Fund Symbol (TAFS) with a period of funding availability that aligns with the Federal Requesting Agency's TAFS period of funding availability and the intragovernmental agreement period of performance.

2.3 Intragovernmental organization (Federal Servicing Agency and Federal Requesting Agency) information has already been established in and is retrieved from the Treasury G-Invoicing system.

2.4 Although either the Federal Servicing or Requesting Agency can establish/adjust the agreement GT&C and order information and record/adjust performance completion information, the Federal Servicing Agency and Federal Requesting Agency agreed the Federal Servicing Agency will establish/adjust the agreement GT&C and order information (within agreed upon terms and conditions) and will record/adjust performance completion information against the order.

2.5 Intragovernmental agreement GT&C information is established/adjusted using the Treasury G-Invoicing system.

2.6 Although intragovernmental order, order approval, performance completion, and performance acceptance information can be established/adjusted in either the Treasury G-Invoicing system or the agency FM system, the order and performance information will be established/adjusted in the agency FM system and provided to the Treasury G-Invoicing system.

2.7 There is no payment in advance included in the reimbursable services intragovernmental agreement with the Federal Requesting Agency. The Federal Servicing Agency has already established its budget authority based on anticipated reimbursements and has sufficient funding in an existing Treasury account to perform the work prior to receiving reimbursement from the Federal Requesting Agency.

2.8 A contract with the Commercial Service Vendor has already been established and the Commercial Service Vendor has already invoiced the Federal Servicing Agency.

## 070.FFM.L1.01 Intragovernmental Buy/Sell Activity – Seller's Perspective

2.9 The commercial payment processing for service vendor resources includes identification of appropriate cost pools/objects (e.g., projects).

2.10 The recording of government personnel time and processing of payroll includes identification of the appropriate cost pools/costs (e.g., projects).

2.11 The price to be received for the reimbursable services is based on the direct and indirect costs incurred adjusted by other factors specified in the intragovernmental order.

2.12 The intragovernmental order requires the Federal Requesting Agency acceptance or adjustment of performance completion information within the agreed upon constructive receipt days (CRD), otherwise constructive receipt and settlement will automatically occur.

2.13 Performing a three-way settlement/funds transfer reconciliation between the agency FM system, the Treasury G-Invoicing system, and the Treasury Intra-Governmental Payment and Collection (IPAC) system is not necessary due to internal controls and negligible timing differences between Treasury systems' events. Agencies can rely on the Treasury G-Invoicing system settlement information to record intragovernmental buy/sell activity funds transfers in the agency FM system.

Federal Records Management

3.1 The types of digital objects received or created during FFM events (Business Use Case Inputs or Outputs) that are considered FFM Federal records (ERM.010.010, ERM.010.020) are specified with a superscript (FR). FFM Federal records are managed as temporary Federal records unless agency personnel designate a specific FFM federal record as having permanent value because of high dollar value, media attention, historical value, research value, or other extenuating circumstances.

3.2 FFM Federal records are retained for a period of 7 years from the FFM event date if the retention period for a specific type of FFM Federal record has not been established in the National Archives General Records Schedules (GRS) (ERM.010.030). If special circumstances occur such as an order, law, or business justification, the temporary Federal record's retention period is changed (ERM.030.040) or the permanent Federal record's retention period is extended (ERM.040.040).

3.3 During the retention period of an FFM Federal record: appropriate access levels are maintained (ERM.020.010); associated metadata (e.g., record identifier, creator, creation date, security classification, access rights) and an audit trail of changes to Federal record content, metadata, and access level are maintained (ERM.020.020); if a records hold is placed, the Federal record is locked down until the records hold is lifted to ensure no changes can be made (ERM.020.030); if needed to satisfy a Freedom of Information Act, Congressional, or e-discovery request, the Federal record is made available (ERM.020.040); and if needed because

## 070.FFM.L1.01 Intragovernmental Buy/Sell Activity – Seller's Perspective

of technology obsolescence, the Federal record is converted to an acceptable format and/or migrated to another repository to serve out its retention period (ERM.020.050).

3.4 Once an FFM Federal record has met its records retention period, it is approved for disposal and disposed (ERM.030.010, ERM.030.020, ERM.030.030) or prepared for transfer, transferred to NARA, and removed from the FFM solution (ERM.040.010, ERM.040.020, ERM.040.030).

**Initiating Event:** Federal Servicing Agency and Federal Requesting Agency have established intragovernmental agreement GT&C for reimbursable services.

## 070.FFM.L1.01 Intragovernmental Buy/Sell Activity – Seller's Perspective

**Typical Flow of Events**

| | FFM Event | Non-FFM Event | Input(s) | Output(s) / Outcome(s) |
|---|---|---|---|---|
| **1** | Retrieve Federal Requesting Agency (trading partner) organization information from Treasury and establish federal payer information<br>(FFM.060.010 Payer Setup and Maintenance) | | • Federal Requesting Agency (trading partner) organization information | • Federal payer information |
| **2** | a. Retrieve from Treasury and record intragovernmental agreement GT&C information<br>b. Establish and provide intragovernmental order information to Treasury<br>c. Retrieve from Treasury and record intragovernmental order approval information<br>d. Record an unfilled customer order without an advance<br>(FFM.040.010 Revenue Processing) | | • Federal payer information<br>• Intragovernmental agreement GT&C information, including general terms and conditions, scope, and responsibilities of Federal agency trading partners<br>• Reimbursable services information, including service requirements, quantities, pricing factors, and accounting data<br>• Intragovernmental order approval information | • Intragovernmental order information (FR)<br>• Appropriate unfilled customer order GL entries created with reference to source information |

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**Typical Flow of Events**

| | FFM Event | Non-FFM Event | Input(s) | Output(s) / Outcome(s) |
|---|---|---|---|---|
| **3** | Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL)<br>(FFM.090.020 General Ledger Posting) | | • GL entries | • Appropriate GL accounts updated (FR) |
| **4** | Establish cost pools/objects (e.g., project) to accumulate costs for reimbursable services<br>(FFM.080.010 Cost Management Setup and Maintenance) | | • Intragovernmental agreement GT&C information<br>• Intragovernmental order information | • Cost pool/object (e.g., project) information |
| **5** | | a. Incur service costs by performing services<br>b. Capture and provide service usage information needed to allocate accumulated costs to service users<br>(Program Mission Activity) | • Intragovernmental agreement GT&C information<br>• Intragovernmental order information<br>• Cost pool/object (e.g., project) information<br>• Service measurement information | • Commercial service vendor payment information<br>• Government payroll information<br>• Service usage information |

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**Typical Flow of Events**

| | FFM Event | Non-FFM Event | Input(s) | Output(s) / Outcome(s) |
|---|---|---|---|---|
| **6** | a. Accumulate direct and indirect costs for commercial service vendor and government personnel resources<br>b. Capture cost allocation basis from service usage information<br>c. Determine allocation of accumulated costs to Federal Requesting Agency<br>(FFM.080.020 Cost Accumulation and Allocation) | | • Cost pool/object (e.g., project) information<br>• Commercial service vendor payment information<br>• Government payroll information<br>• Service usage information<br>• Intragovernmental agreement GT&C information<br>• Intragovernmental order information | • Accumulated direct and indirect cost information<br>• Cost allocation basis information<br>• Federal Requesting Agency allocated service cost information |
| **7** | a. Analyze costs of services provided<br>(FFM.080.030 Cost Reporting)<br>b. Analyze intragovernmental project commitments, obligations, and expenditures for the performance period<br>(FFM.060.090 Intragovernmental | | • Cost pool/object (e.g., project) information<br>• Federal Requesting Agency allocated service cost information<br>• Intragovernmental order information | • Federal Servicing Agency cost analysis information<br>• Reimbursable Agreement Analysis report<br>• Federal Requesting Agency service price information<br>• Intragovernmental performance completion information (FR)<br>• Appropriate revenue recognition and receivable GL entries created with |

## 070.FFM.L1.01 Intragovernmental Buy/Sell Activity – Seller's Perspective

**Typical Flow of Events**

| | FFM Event | Non-FFM Event | Input(s) | Output(s) / Outcome(s) |
|---|---|---|---|---|
| | Receivable Monitoring and Reporting)<br>c. Determine price to be received for services provided and record earned revenue<br>(FFM.040.010 Revenue Processing)<br>d. Provide intragovernmental performance completion information to Treasury<br>(FFM.060.070 Intragovernmental Receivable Set-Up and Maintenance)<br>e. Record intragovernmental receivable<br>(FFM.060.070 Intragovernmental Receivable Set-Up and Maintenance) | | | reference to source information |

## 070.FFM.L1.01 Intragovernmental Buy/Sell Activity – Seller's Perspective

**Typical Flow of Events**

| | FFM Event | Non-FFM Event | Input(s) | Output(s) / Outcome(s) |
|---|---|---|---|---|
| **8** | Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL)<br>(FFM.090.020 General Ledger Posting) | | • GL entries | • Appropriate GL accounts updated (FR) |
| **9** | a. Retrieve from Treasury and record intragovernmental performance completion response with acceptance or adjustment information<br>b. Retrieve from Treasury and record intragovernmental settlement collection information<br>c. Close out intragovernmental receivable<br>(FFM.060.080 Intragovernmental Receivable Settlement) | | • Intragovernmental performance completion response with acceptance or adjustment information<br>• Intragovernmental settlement collection information | • Appropriate intragovernmental funds transfer collection and receivable closeout GL entries created with reference to source information |

## 070.FFM.L1.01 Intragovernmental Buy/Sell Activity – Seller's Perspective

**Typical Flow of Events**

| | FFM Event | Non-FFM Event | Input(s) | Output(s) / Outcome(s) |
|---|---|---|---|---|
| **10** | Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL)<br>(FFM.090.020 General Ledger Posting) | | • GL entries | • Appropriate GL accounts updated (FR) |
| **11** | Periodically analyze and report status of intragovernmental agreements, orders, performance, receivables, and settlement collections<br>(FFM.060.090 Intragovernmental Receivable Monitoring and Reporting) | | • GL account balances<br>• Intragovernmental agreement GT&C information<br>• Intragovernmental order information<br>• Intragovernmental performance information<br>• Intragovernmental settlement collection information | • Reimbursable Agreement Status report (FR) |

## 070.FFM.L1.01 Intragovernmental Buy/Sell Activity – Seller's Perspective

**Typical Flow of Events**

| | FFM Event | Non-FFM Event | Input(s) | Output(s) / Outcome(s) |
|---|---|---|---|---|
| **12** | a. Periodically evaluate status of intragovernmental agreements and orders (FFM.040.010 Revenue Processing)<br>b. Retrieve from Treasury and record intragovernmental agreement GT&C and order closeout information (FFM.040.010 Revenue Processing)<br>c. Close out cost pools/objects (e.g., project) associated with closed intragovernmental agreements and orders (FFM.080.010 Cost Management Setup and Maintenance) | | • Intragovernmental agreement GT&C, order, performance, receivable, and settlement collection information<br>• Intragovernmental agreement GT&C and order closeout information<br>• Cost pool/object (e.g., project) information | • Closed intragovernmental agreement GT&C and order<br>• Closed cost pool/object (e.g., project) information |

## 070.FFM.L1.02 Intragovernmental Buy/Sell Activity – Buyer's Perspective

**End-to-End Business Process:** 070 Agree-to-Reimburse

**Business Scenario(s) Covered**

- Federal Agency One-Time Reimbursable Services
- Intragovernmental Advance on Performance
- Intragovernmental Performance Adjustment

**Business Actor(s)**

Finance Office; Program Office; Federal Servicing Agency; Federal Requesting Agency

**Synopsis**

Intragovernmental agreement general terms and conditions (GT&C) and an order are received and approved to enable a Federal Requesting Agency to receive one-time reimbursable services from a Federal Servicing Agency. The agreed-upon payment in advance for the reimbursable services is executed. Partial completion of services occurs. An adjustment to performance completion and advance payment reversal are executed.

**Assumptions and Dependencies**

General

1.1 There may or may not be automated (near/real-time or batch) interfaces between functional areas/functions/activities or between provider solutions/systems.

1.2 There is no presumption as to which activities are executed by which actor, or which activities are automated, semi-automated, or manual.

1.3 Supporting information for general ledger transactions includes sub-ledger entries when sub-ledgers are used.

1.4 Appropriate attributes (e.g., object class and project) are included as part of the accounting string.

1.5 Relationships between use cases are described in the Framework for Federal Financial Management Use Cases found in the related overview document.

1.6 All predecessor activities required to trigger the Initiating Event have been completed.

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1.7 Funds availability checks are performed against appropriations/fund accounts for obligating funds, and against obligations for disbursing funds in accordance with OMB A-11, Section 150.2.

Business Use Case Specific

2.1 The Federal Requesting and Servicing Agencies have the statutory authority to engage in buy/sell activities under the Economy Act.

2.2 Intragovernmental organization (Federal Servicing Agency and Federal Requesting Agency) information has already been established in and is retrieved from the Treasury G-Invoicing system.

2.3 Although either the Federal Servicing or Requesting Agency can establish/adjust the agreement GT&C and order information and record/adjust performance completion information, the Federal Servicing Agency and Federal Requesting Agency agreed the Federal Servicing Agency will establish/adjust the agreement GT&C and order information (within agreed upon terms and conditions) and will record/adjust performance completion information against the order.

2.4 Intragovernmental agreement GT&C is established/adjusted in the Treasury G-Invoicing system.

2.5 Although intragovernmental order, order approval, performance completion, and performance acceptance information can be established/adjusted in either the Treasury G-Invoicing system or the agency FM system, the order and performance information will be established/adjusted in the agency FM system and provided to the Treasury G-Invoicing system.

2.6 The intragovernmental order requires the Federal Requesting Agency acceptance or adjustment of performance completion information within the agreed upon constructive receipt days (CRD), otherwise constructive receipt and settlement will automatically occur.

2.7 Performing a three-way settlement/funds transfer reconciliation between the agency FM system, the Treasury G-Invoicing system and the Treasury Intra-Governmental Payment and Collection (IPAC) system is not necessary due to internal controls and negligible timing differences between the Treasury systems' events. Agencies can rely on the Treasury G-Invoicing system settlement information to record intragovernmental buy/sell activity funds transfers in the agency FM system.

Federal Records Management

3.1 The types of digital objects received or created during FFM events (Business Use Case Inputs or Outputs) that are considered FFM Federal records (ERM.010.010, ERM.010.020) are specified with a superscript (FR). FFM Federal records are managed as temporary Federal records unless agency personnel designate a specific FFM federal record as having permanent value because of high dollar value, media attention, historical value, research value, or other extenuating circumstances.

3.2 FFM Federal records are retained for a period of 7 years from the FFM event date if the retention period for a specific type of FFM Federal record has not been established in the National Archives General Records Schedules (GRS) (ERM.010.030). If special

## 070.FFM.L1.02 Intragovernmental Buy/Sell Activity – Buyer's Perspective

circumstances occur such as an order, law, or business justification, the temporary Federal record's retention period is changed (ERM.030.040) or the permanent Federal record's retention period is extended (ERM.040.040).

3.3 During the retention period of an FFM Federal record: appropriate access levels are maintained (ERM.020.010); associated metadata (e.g., record identifier, creator, creation date, security classification, access rights) and an audit trail of changes to Federal record content, metadata, and access level are maintained (ERM.020.020); if a records hold is placed, the Federal record is locked down until the records hold is lifted to ensure no changes can be made (ERM.020.030); if needed to satisfy a Freedom of Information Act, Congressional, or e-discovery request, the Federal record is made available (ERM.020.040); and if needed because of technology obsolescence, the Federal record is converted to an acceptable format and/or migrated to another repository to serve out its retention period (ERM.020.050).

3.4 Once an FFM Federal record has met its records retention period, it is approved for disposal and disposed (ERM.030.010, ERM.030.020, ERM.030.030) or prepared for transfer, transferred to NARA, and removed from the FFM solution (ERM.040.010, ERM.040.020, ERM.040.030).

**Initiating Event:** Federal Servicing Agency and Federal Requesting Agency have established intragovernmental agreement GT&C for a reimbursable service.

## 070.FFM.L1.02 Intragovernmental Buy/Sell Activity – Buyer's Perspective

**Typical Flow of Events**

| | FFM Event | Non-FM Event | Input(s) | Output(s) / Outcome(s) |
|---|---|---|---|---|
| **1** | Retrieve Federal Servicing Agency (trading partner) organization information from Treasury and establish federal payee information<br>(FFM.030.010 Payee Setup and Maintenance) | | • Federal Servicing Agency (trading partner) organization information | • Federal payee information |
| **2** | a. Retrieve from Treasury, review, and record intragovernmental agreement GT&C and order information<br>b. Record and provide intragovernmental order approval information to Treasury<br>c. Establish obligation for intragovernmental order<br>(FFM.030.020 Obligation Management) | | • Federal payee information<br>• Intragovernmental agreement GT&C information, including general terms and conditions, scope, and responsibilities of Federal agency trading partners<br>• Intragovernmental order information, including reimbursable service requirements, quantity, price, and accounting data | • Intragovernmental order approval information (FR)<br>• Appropriate obligation GL entries created with reference to source information |

## 070.FFM.L1.02 Intragovernmental Buy/Sell Activity – Buyer's Perspective

**Typical Flow of Events**

| | FFM Event | Non-FM Event | Input(s) | Output(s) / Outcome(s) |
|---|---|---|---|---|
| **3** | a. Retrieve from Treasury and record intragovernmental advance on performance information<br>b. Retrieve from Treasury and record intragovernmental settlement payment information<br>c. Record advance payment<br>(FFM.030.030 Payment Processing – Intragovernmental Payments) | | • Intragovernmental advance on performance information<br>• Intragovernmental settlement payment information | • Appropriate advance intragovernmental funds transfer payment and paid obligation GL entries created with reference to source information |
| **4** | Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL)<br>(FFM.090.020 General Ledger Posting) | | • GL entries | • Appropriate GL accounts updated (FR) |
| **5** | | Federal Requesting Agency receives services and finds that some services paid for were not performed<br>(Program Mission Activity) | • Intragovernmental agreement GT&C information<br>• Intragovernmental order information | • Service receipt information |

## 070.FFM.L1.02 Intragovernmental Buy/Sell Activity – Buyer's Perspective

**Typical Flow of Events**

| | FFM Event | Non-FM Event | Input(s) | Output(s) / Outcome(s) |
|---|---|---|---|---|
| **6** | a. Retrieve from Treasury, record, and review intragovernmental performance completion information<br>b. Provide intragovernmental performance completion response with adjustment information to Treasury<br>c. Record partial advance payment liquidation and partial obligation liquidation<br>(FFM.030.030 Payment Processing – Intragovernmental Payments) | | • Intragovernmental performance completion information<br>• Service receipt information | • Intragovernmental performance completion response with adjustment information (FR)<br>• Appropriate partial advance payment and obligation liquidation GL entries created with reference to source information |
| **7** | Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL)<br>(FFM.090.020 General Ledger Posting) | | • GL entries | • Appropriate GL accounts updated (FR) |

## 070.FFM.L1.02 Intragovernmental Buy/Sell Activity – Buyer's Perspective

**Typical Flow of Events**

| | FFM Event | Non-FM Event | Input(s) | Output(s) / Outcome(s) |
|---|---|---|---|---|
| **8** | | Federal Requesting Agency and Federal Servicing Agency resolve the service performance issue and agree on the amount of advance payment to be returned to the Federal Requesting Agency<br>(Program Mission Activity) | • Intragovernmental agreement GT&C information<br>• Intragovernmental order information<br>• Intragovernmental advance on performance information<br>• Service receipt information | • Advance payment adjustment information |
| **9** | a. Retrieve from Treasury and record adjusted intragovernmental advance performance, performance completion, and settlement payment information, and confirm adjustments were as expected<br>b. Record advance payment adjustment<br>(FFM.030.030 Payment Processing – Intragovernmental Payments) | | • Service receipt information<br>• Advance payment adjustment information<br>• Adjusted intragovernmental advance performance, performance completion, and settlement payment information | • Appropriate advance intragovernmental funds transfer payment adjustment GL entries created with reference to source information |

## 070.FFM.L1.02 Intragovernmental Buy/Sell Activity – Buyer's Perspective

**Typical Flow of Events**

| | FFM Event | Non-FM Event | Input(s) | Output(s) / Outcome(s) |
|---|---|---|---|---|
| **10** | Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL)<br>(FFM.090.020 General Ledger Posting) | | • GL entries | • Appropriate GL accounts updated (FR) |
| **11** | a. Periodically evaluate status of intragovernmental agreements and orders and identify those to be closed out<br>b. Record and provide to Treasury intragovernmental agreement GT&C and order closeout information<br>c. De-obligate any remaining funds associated with the closed out intragovernmental order<br>(FFM.030.020 Obligation Management) | | • Intragovernmental agreement GT&C, order, performance, and settlement payment information | • Intragovernmental agreement GT&C and order closeout information (FR)<br>• Appropriate de-obligation GL entries created with reference to source information |

## 070.FFM.L1.02 Intragovernmental Buy/Sell Activity – Buyer's Perspective

**Typical Flow of Events**

| | FFM Event | Non-FM Event | Input(s) | Output(s) / Outcome(s) |
|---|---|---|---|---|
| **12** | Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL)<br>(FFM.090.020 General Ledger Posting) | | • GL entries | • Appropriate GL accounts updated(FR) |

## 070.FFM.L1.03 Streamlined Intragovernmental Buy/Sell Activity – Seller's Perspective

**End-to-End Business Process: 070 Agree-to-Reimburse**

**Business Scenario(s) Covered**

- Federal Agency Reimbursable Services
- Streamlined Intragovernmental Buy/Sell Activity

**Business Actor(s)**

Finance Office, Federal Servicing Agency; Federal Requesting Agency

**Synopsis**

Intragovernmental agreement general terms and conditions (GT&C) for reimbursable government personnel training services are established. Streamlined intragovernmental order/performance information is established by the Federal Servicing Agency and the intragovernmental settlement is executed.

**Assumptions and Dependencies**

General

1.1 There may or may not be automated (near/real-time or batch) interfaces between functional areas/functions/activities or between provider solutions/systems.

1.2 There is no presumption as to which activities are executed by which actor, or which activities are automated, semi-automated, or manual.

1.3 Supporting information for general ledger transactions includes sub-ledger entries when sub-ledgers are used.

1.4 Appropriate attributes (e.g., object class and project) are included as part of the accounting string.

1.5 Relationships between use cases are described in the Framework for Federal Financial Management Use Cases found in the related overview document.

1.6 All predecessor activities required to trigger the Initiating Event have been completed.

1.7 Funds availability checks are performed against appropriations/fund accounts for obligating funds, and against obligations for disbursing funds in accordance with OMB A-11, Section 150.2.

## 070.FFM.L1.03 Streamlined Intragovernmental Buy/Sell Activity – Seller's Perspective

Business Use Case Specific

2.1 The Federal Requesting and Servicing Agencies have the statutory authority to engage in buy/sell activities (e.g., under the Economy Act).

2.2 The Federal Servicing Agency has a Treasury Appropriation Fund Symbol (TAFS) with a period of funding availability that aligns with the Federal Requesting Agency's TAFS period of funding availability and the intragovernmental agreement period of performance.

2.3 Intragovernmental organization (Federal Servicing Agency and Federal Requesting Agency) information has already been established in and is retrieved from the Treasury G-Invoicing system.

2.4 Although either the Federal Servicing or Requesting Agency can establish/adjust the agreement GT&C and order information and record/adjust performance completion information, the Federal Servicing Agency and Federal Requesting Agency agreed the Federal Servicing Agency will establish/adjust the agreement GT&C and order information (within agreed upon terms and conditions) and will record/adjust performance completion information against the order.

2.5 Intragovernmental agreement GT&C information is established/adjusted using the Treasury G-Invoicing system.

2.6 Although intragovernmental order and performance completion information can be established/adjusted in either the Treasury G-Invoicing system or the agency FM system, the order and performance information will be established/adjusted in the agency FM system and provided to the Treasury G-Invoicing system.

2.7 There is no payment in advance included in the reimbursable services intragovernmental agreement with the Federal Requesting Agency. The Federal Servicing Agency has already established its budget authority based on anticipated reimbursements and has sufficient funding in an existing Treasury account to perform the work prior to receiving reimbursement from the Federal Requesting Agency.

2.8 Performing a three-way settlement/funds transfer reconciliation between the agency FM system, the Treasury G-Invoicing system, and the Treasury Intra-Governmental Payment and Collection (IPAC) system is not necessary due to internal controls and negligible timing differences between Treasury systems' events. Agencies can rely on the Treasury G-Invoicing system settlement information to record intragovernmental buy/sell activity funds transfers in the agency FM system.

Federal Records Management

3.1 The types of digital objects received or created during FFM events (Business Use Case Inputs or Outputs) that are considered FFM Federal records (ERM.010.010, ERM.010.020) are specified with a superscript (FR). FFM Federal records are managed as temporary

## 070.FFM.L1.03 Streamlined Intragovernmental Buy/Sell Activity – Seller's Perspective

Federal records unless agency personnel designate a specific FFM federal record as having permanent value because of high dollar value, media attention, historical value, research value, or other extenuating circumstances.

3.2 FFM Federal records are retained for a period of 7 years from the FFM event date if the retention period for a specific type of FFM Federal record has not been established in the National Archives General Records Schedules (GRS) (ERM.010.030). If special circumstances occur such as an order, law, or business justification, the temporary Federal record's retention period is changed (ERM.030.040) or the permanent Federal record's retention period is extended (ERM.040.040).

3.3 During the retention period of an FFM Federal record: appropriate access levels are maintained (ERM.020.010); associated metadata (e.g., record identifier, creator, creation date, security classification, access rights) and an audit trail of changes to Federal record content, metadata, and access level are maintained (ERM.020.020); if a records hold is placed, the Federal record is locked down until the records hold is lifted to ensure no changes can be made (ERM.020.030); if needed to satisfy a Freedom of Information Act, Congressional, or e-discovery request, the Federal record is made available (ERM.020.040); and if needed because of technology obsolescence, the Federal record is converted to an acceptable format and/or migrated to another repository to serve out its retention period (ERM.020.050).

3.4 Once an FFM Federal record has met its records retention period, it is approved for disposal and disposed (ERM.030.010, ERM.030.020, ERM.030.030) or prepared for transfer, transferred to NARA, and removed from the FFM solution (ERM.040.010, ERM.040.020, ERM.040.030).

**Initiating Event:** Federal Requesting Agency requests government personnel training services from Federal Servicing Agency.

## 070.FFM.L1.03 Streamlined Intragovernmental Buy/Sell Activity – Seller's Perspective

**Typical Flow of Events**

| | FFM Event | Non-FFM Event | Input(s) | Output(s) / Outcome(s) |
|---|---|---|---|---|
| **1** | Retrieve Federal Requesting Agency (trading partner) organization information from Treasury and establish federal payer information<br>(FFM.060.010 Payer Setup and Maintenance) | | • Federal Requesting Agency (trading partner) organization information | • Federal payer information |
| **2** | Retrieve from Treasury and record intragovernmental agreement GT&C information<br>(FFM.040.010 Revenue Processing) | | • Federal payer information<br>• Intragovernmental agreement GT&C information, including general terms and conditions, scope, and responsibilities of Federal agency trading partners | • Agreed upon intragovernmental agreement GT&C information |

## 070.FFM.L1.03 Streamlined Intragovernmental Buy/Sell Activity – Seller's Perspective

**Typical Flow of Events**

| | FFM Event | Non-FFM Event | Input(s) | Output(s) / Outcome(s) |
|---|---|---|---|---|
| **3** | a. Establish intragovernmental order information<br>(FFM.040.010 Revenue Processing)<br>b. Provide intragovernmental order/performance completion information to Treasury<br>(FFM.060.070 Intragovernmental Receivable Set-Up and Maintenance)<br>c. Record intragovernmental receivable<br>(FFM.060.070 Intragovernmental Receivable Set-Up and Maintenance) | | • Agreed upon intragovernmental agreement GT&C information | • Intragovernmental order/performance completion information (FR)<br>• Appropriate revenue recognition and receivable GL entries created with reference to source information |
| **4** | Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL)<br>(FFM.090.020 General Ledger Posting) | | • GL entries | • Appropriate GL accounts updated (FR) |

## 070.FFM.L1.03 Streamlined Intragovernmental Buy/Sell Activity – Seller's Perspective

**Typical Flow of Events**

| | FFM Event | Non-FFM Event | Input(s) | Output(s) / Outcome(s) |
|---|---|---|---|---|
| **5** | a. Retrieve from Treasury and record intragovernmental settlement collection information<br>b. Close out intragovernmental receivable<br>(FFM.060.080 Intragovernmental Receivable Settlement) | | • Intragovernmental settlement collection information | • Appropriate intragovernmental funds transfer collection and receivable closeout GL entries created with reference to source information |
| **6** | Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL)<br>(FFM.090.020 General Ledger Posting) | | • GL entries | • Appropriate GL accounts updated (FR) |

## 070.FFM.L3.01 Reimbursable Services for a Non-Federal Government Entity

**End-to-End Business Process:** 070 Agree-to-Reimburse

**Business Scenario(s) Covered**

- Payment in Advance
- Excess Advance Payment

**Business Actor(s)**

Finance Office; Program Office; Foreign Government Agency

**Synopsis**

Based on a reimbursable work agreement and order, a project is established to provide technical assistance services to a Foreign Government Agency. As specified in the agreement, an advance payment for personnel payroll and travel costs is requested and payment is received. Federal agency personnel payroll and travel costs are accumulated. The technical assistance services end and a cost analysis determines the advance payment exceeds costs. The excess advance payment funds are transferred to the General Fund of the U.S. Government.

**Assumptions and Dependencies**

General

1.1 There may or may not be automated (near/real-time or batch) interfaces between functional areas/functions/activities or between provider solutions/systems.

1.2 There is no presumption as to which activities are executed by which actor, or which activities are automated, semi-automated, or manual.

1.3 Supporting information for general ledger transactions includes sub-ledger entries when sub-ledgers are used.

1.4 Appropriate attributes (e.g., object class and project) are included as part of the accounting string.

1.5 Relationships between use cases are described in the Framework for Federal Financial Management Use Cases found in the related overview document.

1.6 All predecessor activities required to trigger the Initiating Event have been completed.

## 070.FFM.L3.01 Reimbursable Services for a Non-Federal Government Entity

1.7 Funds availability checks are performed against appropriations/fund accounts for obligating funds, and against obligations for disbursing funds in accordance with OMB A-11, Section 150.2.

Business Use Case Specific

2.1 The agency is authorized to enter into a reimbursable work agreement with a foreign government agency.

2.2 Reimbursable work agreement and order information is established/maintained in a Program Mission system.

2.3 The agency has an account authorized by the Treasury to hold collections from non-Federal entities for reimbursable services.

2.4 Public receipts (i.e., payments submitted by non-Federal entities to the Federal government) are collected using Treasury services such as Pay.gov and the Electronic Check Processing (ECP) system.

2.5 Foreign currency conversion is executed by the Federal Reserve Bank System prior to the Treasury receiving the funds.

2.6 The agency uses the Treasury Collections Information Repository (CIR) to retrieve entity payer and summary and detail public receipt collection information.

2.7 The recording of government personnel time and processing of payroll includes identification of the appropriate cost pools/objects (e.g., projects).

2.8 The processing of government personnel travel expenses includes identification of the appropriate cost pools/objects (e.g., projects).

2.9 The agency does not have any special authorities specifically stating that payments may be made to a non-Federal foreign entity; therefore, any advance payment funds not used to cover reimbursable work obligations or outlays are returned via an agency clearing Treasury account to the General Fund of the U.S. Government.

Federal Records Management

3.1 The types of digital objects received or created during FFM events (Business Use Case Inputs or Outputs) that are considered FFM Federal records (ERM.010.010, ERM.010.020) are specified with a superscript (FR). FFM Federal records are managed as temporary Federal records unless agency personnel designate a specific FFM federal record as having permanent value because of high dollar value, media attention, historical value, research value, or other extenuating circumstances.

3.2 FFM Federal records are retained for a period of 7 years from the FFM event date if the retention period for a specific type of FFM Federal record has not been established in the National Archives General Records Schedules (GRS) (ERM.010.030). If special circumstances occur such as an order, law, or business justification, the temporary Federal record's retention period is changed (ERM.030.040) or the permanent Federal record's retention period is extended (ERM.040.040).

## 070.FFM.L3.01 Reimbursable Services for a Non-Federal Government Entity

3.3 During the retention period of an FFM Federal record: appropriate access levels are maintained (ERM.020.010); associated metadata (e.g., record identifier, creator, creation date, security classification, access rights) and an audit trail of changes to Federal record content, metadata, and access level are maintained (ERM.020.020); if a records hold is placed, the Federal record is locked down until the records hold is lifted to ensure no changes can be made (ERM.020.030); if needed to satisfy a Freedom of Information Act, Congressional, or e-discovery request, the Federal record is made available (ERM.020.040); and if needed because of technology obsolescence, the Federal record is converted to an acceptable format and/or migrated to another repository to serve out its retention period (ERM.020.050).

3.4 Once an FFM Federal record has met its records retention period, it is approved for disposal and disposed (ERM.030.010, ERM.030.020, ERM.030.030) or prepared for transfer, transferred to NARA, and removed from the FFM solution (ERM.040.010, ERM.040.020, ERM.040.030).

**Initiating Event:** The reimbursable work agreement and order for technical assistance services is established with a foreign government agency.

## 070.FFM.L3.01 Reimbursable Services for a Non-Federal Government Entity

**Typical Flow of Events**

| | FFM Event | Non-FFM Event | Input(s) | Output(s) / Outcome(s) |
|---|---|---|---|---|
| **1** | | a. Request non-federal payer be established<br>b. Request reimbursable services project be established<br>c. Request advance payment of personnel payroll and travel costs<br>(Program Mission Activity) | • Reimbursable work agreement and order information including non-federal entity information and estimated personnel payroll and travel cost information | • Request to establish a project<br>• Request to establish a non-federal payer<br>• Request for advance payment |
| **2** | a. Establish cost pools/objects (e.g., project) to accumulate costs and set spend limits<br>(FFM.080.010 Cost Management Setup and Maintenance)<br>b. Establish non-federal payer information<br>(FFM.060.010 Payer Setup and Maintenance) | | • Request to establish a project<br>• Request to establish a non-federal payer | • Cost pool/object (e.g., project) information<br>• Updated non-federal payer information |

## 070.FFM.L3.01 Reimbursable Services for a Non-Federal Government Entity

**Typical Flow of Events**

| | FFM Event | Non-FFM Event | Input(s) | Output(s) / Outcome(s) |
|---|---|---|---|---|
| **3** | a. Retrieve from Treasury and record public receipt collection information for the advance payment<br>(FFM.060.030 Public Receipt Processing)<br>b. Record unearned (deferred) revenue<br>(FFM.040.010 Revenue Processing)<br>c. Record advance payment liability<br>(FFM.090.030 Accrual and Liability/Asset Processing) | | • Request for advance payment<br>• Public receipt collection information for the advance payment | • Appropriate collection, deferred revenue and advance payment liability GL entries created with reference to source information |
| **4** | Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL)<br>(FFM.090.020 General Ledger Posting) | | • GL entries | • Appropriate GL accounts updated (FR) |

## 070.FFM.L3.01 Reimbursable Services for a Non-Federal Government Entity

**Typical Flow of Events**

| | FFM Event | Non-FFM Event | Input(s) | Output(s) / Outcome(s) |
|---|---|---|---|---|
| **5** | | a. Provide initial technical assistance services<br>b. Capture personnel time associated with the services provided<br>c. Capture personnel travel expenses associated with services provided<br>(Program Mission Activity) | • Reimbursable work agreement and order information<br>• Cost pool/object (e.g., project) information | • Government personnel payroll and travel expense information |
| **6** | a. Accumulate personnel payroll and travel costs<br>(FFM.080.020 Cost Accumulation and Allocation)<br>b. Determine and record earned revenue for initial services provided<br>(FFM.040.010 Revenue Processing)<br>c. Partially liquidate advance payment liability for initial services provided<br>(FFM.090.030 Accrual and Liability/Asset Processing) | | • Cost pool/object (e.g., project) information<br>• Government personnel payroll and travel expense information | • Accumulated service cost information<br>• Appropriate earned revenue and advance payment liability liquidation GL entries created with reference to source information |

## 070.FFM.L3.01 Reimbursable Services for a Non-Federal Government Entity

**Typical Flow of Events**

| | FFM Event | Non-FFM Event | Input(s) | Output(s) / Outcome(s) |
|---|---|---|---|---|
| **7** | Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL)<br>(FFM.090.020 General Ledger Posting) | | • GL entries | • Appropriate GL accounts updated (FR) |
| **8** | | a. Receive notification that additional technical assistance services are not needed<br>b. Request project closeout<br>(Program Mission Activity) | • Notification additional technical assistance services are not needed | • Request to close project |

## 070.FFM.L3.01 Reimbursable Services for a Non-Federal Government Entity

**Typical Flow of Events**

| | FFM Event | Non-FFM Event | Input(s) | Output(s) / Outcome(s) |
|---|---|---|---|---|
| **9** | a. Analyze costs of services provided<br>(FFM.080.030 Cost Reporting)<br>b. Determine excess advance payment and generate a journal voucher to reclassify excess advance payment to an agency clearing Treasury account<br>(FFM.090.020 General Ledger Posting)<br>c. Liquidate remaining balance of advance payment liability<br>(FFM.090.030 Accrual and Liability/Asset Processing)<br>d. Close out cost pools/objects (e.g., project)<br>(FFM.080.010 Cost Management Setup and Maintenance) | | • Request to close project<br>• Cost pool/object (e.g., project) information<br>• Accumulated service cost information | • Service cost analysis information<br>• Appropriate agency clearing Treasury account reclassification and advance payment liability liquidation GL entries created with reference to source information<br>• Closed cost pool/object (e.g., project) information |

## 070.FFM.L3.01 Reimbursable Services for a Non-Federal Government Entity

**Typical Flow of Events**

| | FFM Event | Non-FFM Event | Input(s) | Output(s) / Outcome(s) |
|---|---|---|---|---|
| **10** | Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger<br>(FFM.090.020 General Ledger Posting) | | • GL entries | • Appropriate GL accounts updated (FR) |