



United States Department of Agriculture
Office of the Chief Financial Officer
National Finance Center
Government Employees Services Division

Functional Requirements Document (FRD)

**Project#CR130003
(566568)**

**Project Title: Modification to ABCO for
Pay.gov - Phase II (Automation)**

**Date Prepared:
March 13, 2014
As of 3/11/15**

Scope :

The scope of this project is to create a modified process for the application of collections data handled by the USDA/NFC Debt Collection Form hosted by Pay.gov. It will mirror the existing systemic process implemented by ABCO for those collections received from the DOTS application.

Assumptions :

PAY.GOV is a secure site, used to process electronic payments, for debts owed to agencies of the federal government. As part of the Debt Management Improvement Plan, the Government Insurance and Collections Directorate's will use PAY.GOV to accept ACH (checking account) and plastic card (debt and credit) payments towards debts in ABCO. In order to facilitate the creation of these procedures, Treasury/IRS agreed to act as the test group for the project.

To simplify implementation, this venture was split into phases. The focus of phase one was to fashion the business processes and procedures necessary to record and apply the collections toward receivables in ABCO. Phase two automates the processing of the collections data. At the completion of this phase the National Finance Center will process collections for all of the agencies it services through PAY.GOV. Phase three will automate the processing of debit vouchers (NSF) for PAY.GOV collections.

The collections data processed by PAY.GOV will be obtained from an XML extract file. This file will come from the Collections Information Repository (CIR), a warehouse of financial data overseen by the Bureau of Fiscal Service (BFS), a branch of the United States Department of Treasury. While the BFS is responsible for overseeing the CIR, its administration and day-to-day operations are contracted to PNC Bank, PNC Financial Services Group Inc.; Baltimore Maryland. At present, the NFC does not have an existing security or network authorization to receive financial data from the PNC Bank networks or any of its affiliates. The Network Services Branch (NSB) and the Information Systems Security Branch (ISSB) have been advised.

The PNC Bank contacts for this project are as follows:

Primary:
Lynda Mackie
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W: 301-887-4750

Alternate:
Dennis Malatras
Dennis.malatras@pnc.com
W: 301-699-4026

Any questions in reference to the procedures and documentation required by PNC Bank to establish a secure connection for the exchange of financial data will be directed toward them.

The documentation and authorization, necessary to receive data from the PNC Bank networks must be completed to continue the projects implementation.

This FRD assumes that the following projects **Collection of Multiple Debts (291008), Collection Strategy Improvements - Group 1 (291013) and Debt Management Enhancements to the**

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	<p>Employee Personnel Page (290996) are complete.</p> <p>On 7/16/13 the DMSB Branch Chief requested the addition of Debt Voucher (I-Batch) to the project. This requirement was not included in the original SCR; however; SRB chose to accommodate the request.</p> <p>On 4/29/14 it was determined this project may have a dependency on project#215847 – The CARS Project. CARS will modernize the programs, screens and reports produced by ABCO with TAS and BETZ treasury symbols. It's desired that the implementation of this project is completed first. On 12/16/14 it was determined that the CARS project will not be a dependency.</p> <p>On 9/24/14 the DMSB branch chief agreed to the addition of a requirement to this project. The EPP application contains a link, to the USDA/NFC Pay.gov application, within the Employee Debt Summary Page screen. At present this link is only made visible to employees of the United States Department of Treasury's Internal Revenue Service (IRS-Agency 93). Once this project is moved into production, the Pay.gov link will be made visible to all users of the Employee Personnel Page.</p> <p>On 12/16/14 the developers requested that Debit Voucher be implemented as a separate project. SRB will take steps to implement this portion of the project independently.</p> <p>On 1/27/15 the CIR informed NFC they have updated their XML schema from 4.3 to 5.0 . This document has been revised to reflect the XML entities and attributes of the new schema.</p>
Test:	

Functional Requirements	
<input type="checkbox"/>	Payroll Applications Systems Branch (PASB) Requirements
	"Not Applicable"
<input type="checkbox"/>	Personnel Applications Systems Branch (PESB) Requirements
	"Not Applicable"
<input checked="" type="checkbox"/>	Administrative Applications Systems Branch (AASB) Requirements
<u>Administrative Billings and Collections (ABCO)</u>	
Procedures will be written to systemically apply the data for ACH and Plastic Card collections, handled by the USDA/NFC PAY.gov web application, to open receivable records within ABCO. These will mirror and	

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operate along side the existing C-Batch (SF-215 Credit) operations for financial data processed by the ABCO section.

The ABCO program will receive pre-processed files from the PADS application, containing the financial data. If ABCO is unable to retrieve the file from PADS, this procedure should be halted. The collections file will be retrieved by another means for system processing.

SF-215 DEPOSIT PROCESSING FOR PAY.GOV COLLECTIONS

A deposit voucher (or deposit ticket) is a set of values which uniquely identify a monetary deposit.

A deposit voucher has the following fields:

- **Voucher Number** – a unique number identifying the deposit.
- **Voucher Amount** – the total amount of the deposit.
- **Voucher Date** – the date the deposit was made.
- **Document Count** – the total number of items in the deposit.

Within the CIR Extract file the values of the EDA XML Entity Summary, hold the data for the deposit voucher (or deposit ticket). A deposit voucher line will have a **VchrFormCd** with a value of 215.

From the **Vchr** attribute within the **Sumry** entity the values taken from the SF-215 deposit ticket are as follows:

- **VchrNr** is the value for a deposit Voucher Number.
- **VchrDt** is the Voucher Date.

ABCO will process the PAY.GOV collections similar to the existing process for collections received from the DOTS application. The data file received from PADS will be read by ABCO and manipulated to create an output data file for ABCO-NFC490 records. These records will then fall into the existing process utilized to create and apply collections to bills and receivables in ABCO.

ABCO Batch Header Record

The data in the **Vchr** attribute of the **Sumry** entity will be applied to create the ABCO-BATCH-HDR record (AT03101/AT03000A).

An ABCO-BATCH-HDR record contains the following elements:

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- BATCH-SEQ-NO
- COLLECTION-ALC
- DATE-BATCHED
- DOCUMENT-COUNT
- BATCH-TYPE
- CONTROL-TOTAL
- DATE-SF215
- SF215-NUMBER

Each of the summary line values will be applied to the record as follows:

- Take the last four digits of the **VchrNr** and add the character 'Z' to the front (Ex: **Z9143**). This will become the value for the element **BATCH-SEQ-NO**.
- The value of the element **BATCH-TYPE** will be **C**.
- The value of **CONTROL-TOTAL** will be calculated.
- The element **DATE-BATCHED** will be the current system date.
- The value of **DOCUMENT-COUNT** will be calculated.
- Take the value of **VchrDt**. Modify the year to make it a two digit number. The month, day and modified year will become the value of the element **DATE-SF215**.
- The six-digit **VchrNr** will become the value of the element **SF215-NUMBER**.
- The value of the element **COLLECTION-ALC** will be **12400001**.

This record will be stored.

(Please see **Figure 1** at the end of this document).

NFC-490 Collections Record

The information for the collection will be entered into an ABCO-NFC490 record (AT42101/AT49010A). This data is housed in the attribute **UDF**. This attribute is encapsulated within the entities as follows:

1. **CollRpt – Collection Report**
2. **Sumry - Summary**
3. **BT – Business Transaction**
4. **BT_PgmDta - Business Transaction Program Data**

A **Sumry** entity can have one or more **BT** attributes; each one represents a collection record.

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From the **BT_PgmDta** attribute the value for the **ID** label will be documented. This is the **Pay.gov Tracking Number** and it must be a part of the 490 record. The following **UDF** attributes hold the data for the collection record:

- **UDF ID = 1, CUI_Ind = 0, Lab = Name**
- **UDF ID = 2, CUI_Ind = 0, Lab = Address**
- **UDF ID = 3, CUI_Ind = 0, Lab = Phone**
- **UDF ID = 4, CUI_Ind = 0, Lab=Debtor 1**
- **UDF ID = 5, CUI_Ind = 0, Lab = Debtor 2**
- **UDF ID = 6, CUI_Ind = 0, Lab = Debtor 3**
- **UDF ID= 7, CUI_Ind = 0, Lab = Debtor 4**
- **UDF ID = 8, CUI_Ind = 0, Lab = Debtor 5**
- **UDF ID = 9, CUI_Ind = 0, Lab = Debtor 6**
- **UDF ID = 10, CUI_Ind = 0, Lab = Comments**

The Pay.gov application will allow the user to make up to six (6) payments. The attributes with **UDF ID= 4-9; Lab= Debtor 1-6** hold the collection information entered into the form and each must be checked for data. Each of the **Debtor 1-6** attributes contains these fields:

- **Debtor** is the user's debtor number.
- **Bill** is the user's bill number (receivable number).
- **Debt** is the bill number for a receivable in CLAIMS.
- **Amount** is the amount of the payment.

The ABCO-NFC490 record contains the following elements:

- | | |
|------------------------|----------------------|
| • BATCH-SEQ-NO | • BATCH-TYPE |
| • DOCUMENT-SEQ-NO | • DEPARTMENT-CODE |
| • BILL-NO-1-9 | • BILL-NO-10 |
| • CHECK-ID-NO | • COLLECTED-AMT |
| • COLLECTION-ALC | • COLLECTION-CNTL-NO |
| • DATE-COLLECTION-CNTL | • DATE-OF-CHECK |
| • DEBTOR-ID-1-9 | • DEBTOR-ID-10-16 |
| • REMITTER | • SYSTEM-CODE |
| • DO-CODE | • TERMINAL-IDENT |

Each of the debtor values will be applied to the record as follows:

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- Take the last four digits of the **VchrNr** and add the character ‘**Z**’ to the front (Ex: **Z9143**). This will become the value for the element **BATCH-SEQ-NO**.
- The value of the element **BATCH-TYPE** will be **C**.
- The value **DOCUMENT-SEQ-NO** will be calculated.
- The value of **DEPARTMENT-CODE** will be the first two positions of the value **Debtor**.
- The value of **SYSTEM-CODE** will be **92**.
- The value of **TERMINAL-IDENT** will be computed.
- The first eight positions of the **CHECK-ID-NO** will be the value of the **ID** label of the **BT_PgmDta** entity, **which is the PAY.GOV Tracking Number**. When the field **Debt** has a value the last two positions of the element **CHECK-ID-NO** will contain the value ‘**22**’ for payments toward a receivable in **CLAIMS**. If the field is blank, then the value of the last two positions will be ‘**11**’ for a Collections receivable.
- The field **Amount** shall be split at the decimal point. The dollar amount will be represented as a nine digit number, with leading zeros. The portion after the decimal point will remain unchanged. This will be the value of the element **COLLECTED-AMT**.
- Take the value of **VchrDt**, from the voucher line. Modify the year to make it a two digit number. The month, day and modified year will become the value of the elements **DATE-COLLECTION-CNTL** and **DATE-OF-CHECK**.
- The field **Bill** will be the value of the elements **BILL-NO-1-9** and **BILL-NO-10**.
- The field **Debtor** will be the value of the elements **DEBTOR-ID-1-9** and **DEBTOR-ID-10-16**.
- The value of the element **COLLECTION-ALC** will be **12400001**.
- The six-digit **VchrNr**, from the voucher line, will become the value of the element **COLLECTION-CNTL-NO**.
- The value of the element **REMITTER** will be **PAYG**.

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This record will be stored. Each NFC-490 record will fall into the existing ABCO process to balance a batch as well as create the collections record and apply it to the bills and receivables in ABCO.
(Please see Figure 2 at the end of this document)

Payroll Web Systems Branch (PWSB) Requirements

Employee Personnel Page (EPP)

When this process goes to the production environment, the EPP application will modify the code for the **Employee Debt Summary Page**. It will make the URL for the USDA/NFC Pay.gov application visible to all users of the application.

Administrative Web Systems Branch (AWSB) Requirements

Pre-Authorization Debt System (PADS)

The PADS application will pull down the XML extract file from the PNC Bank/Collection Information Repository (CIR) server containing the collections data processed for the USDA/NFC application via Pay.gov.

It will parse the XML tags, and extract the data necessary to create the collection record. The data will be saved to a file for processing by ABCO.

If PADS is unable to retrieve this file from the PNC Bank/CIR networks, a system message will be sent to ABCO stating that the file was not retrieved.

(Please see Figure 3-4 at the end of this document.)

Human Resources Applications Branch (HRAB) Requirements

"Not Applicable"

Signature of Systems Requirements Branch Chief:	Date:
Lisa Stafford (Chief) /s/	3/11/15

Signature of Web Requirements Branch Chief:	Date:
Alisa R. Wells (Chief) /s/	3/11/15

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```

AT03101          *** ABCO TRANSACTION SYSTEM ***          03/20/14
                  EDIT BATCH HEADER                          06:42
AT03000A

EATCH:CZ9143     CNTL TOTAL:0000008287 22      DATE:Current Date

DOC COUNT:000

COLLECTIONS ONLY
CONTROL NO:011241      CONTROL DATE:02 12 15      COLLECTION ALC:12400001

                                SF215 Header Record (C-Batch)
                                566568 - Pay.gov

EM          DEDELETE/ACTIVATE      PF06: ANOTHER HEADER      PF07: BALANCE BATCH
P          ENTER DOCUMENTS          Control Date              Control
PF01: RETURN TO MENU              Number              TERMINATE

<Vchr ID="12400001-011241" PartInd="0" VchrFormCd="215" VchrDt="2015-02-12" VchrNr="011241" SmrzdDtlCnt="6"
  AgcyCmtTxt="USDA NFC DEBT COLLECTION" CoinCrncyTotAmt="0" CrncyTotAmt="0" NonDomCollInd="0" TaxBkdwnCnt="0" />
<Tot SumryTotInp          TotCrAmt="8287.22" TotCrCnt="6" TotDbtAmt="0" TotCnt="6" />
</Sumry>
  
```

Figure 1: Batch Header Record

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```

AT42101          *** ABCO TRANSACTION SYSTEM ***          12/04/13
BATCH:CZ9143    NFC490 COLLECTIONS                      12:22
AT49010A
CNTLNG009143    CNTL DATE:02 24 14          COLLECTION ALC: 12400001

DEBTOR NO:HS 437555136ER 92

BILL NO:320102377          AMOUNT:000002417 89

OVERRIDE:          SEQNO: 001

CHECK ID: 25JOLNEU11          CKDATE:02 12 15
REMITTER:PAYG
    
```

Annotations in the screenshot:

- Red circle around "25JOLNEU11" with label "Pay.gov Tracking Number".
- Red circle around "11 => Collection" and "22 => CLAIMS" with label "11 => Collection 22 => CLAIMS".
- Red circle around "02 12 15" with label "Voucher Date (VchrDt)".

Bottom section of the screenshot:

```

COLLECTION HAS BEEN ADDED
ENTER
PF05: DELETE ACTIVATE    PF06: BATCH HEADER          PF07: ANOTHER BATCH
PF08: NEXT PAGE          PF10: OVERRIDE/ACTIVATE
PF01: MENU                PF11: PREVIOUS PAGE         CLEAR: TERMINATE
    
```

ABCO-NFC490 Record
566568 -Pay.gov

```

<BT_PgmDta ID="25JOLNEU" AgcyFormNr="USDANFC Debt 2" AgcyFormNm="USDA National Fin
NON-IRS Employees Only)" BmsDt="2015-02-11" FormRvsnFileNm="USDA_NFC_Debt_v1.xdp
UserDtaCnt="11">
  <UDF ID="1" CUI_Ind="0" Lab="Name">
    <![CDATA[ Angele K Rogers  ]]>
  </UDF>
  - <UDF ID="2" CUI_Ind="0" Lab="Address">
    <![CDATA[ 420 Firethorn Drive, Gretna, LA 70056  ]]>
  </UDF>
  - <UDF ID="3" CUI_Ind="0" Lab="Phone">
    <![CDATA[ 504-394-8291  ]]>
  </UDF>
  - <UDF ID="4" CUI_Ind="0" Lab="Debtor 1">
    <![CDATA[ Debtor: HS437555136ER92 - Bill: 325106126 - Debt: - Amount: $2,417.89  ]]>
  </UDF>
  + <UDF ID="5" CUI_Ind="0" Lab="Debtor 2">
  + <UDF ID="6" CUI_Ind="0" Lab="Debtor 3">
  + <UDF ID="7" CUI_Ind="0" Lab="Debtor 4">
  + <UDF ID="8" CUI_Ind="0" Lab="Debtor 5">
  + <UDF ID="9" CUI_Ind="0" Lab="Debtor 6">
  + <UDF ID="10" CUI_Ind="0" Lab="Note:">
  + <UDF ID="11" CUI_Ind="0" Lab="FormData">
</BT_PgmDta>
</BT>
    
```

Annotations in the screenshot:

- Red circle around "25JOLNEU" with label "Payment Record".
- Red circle around "Angele K Rogers" with label "Form Data".
- Red circle around "325106126" with label "Debtor Number".
- Red circle around "325106126" with label "Bill Number".
- Red circle around "325106126" with label "Debt Number (CLAIM #)".
- Red circle around "\$2,417.89" with label "Amount".
- Red circle around "HS437555136ER92" with label "Pay.gov Tracking Number".

Figure 2: NFC-490 Collections Record

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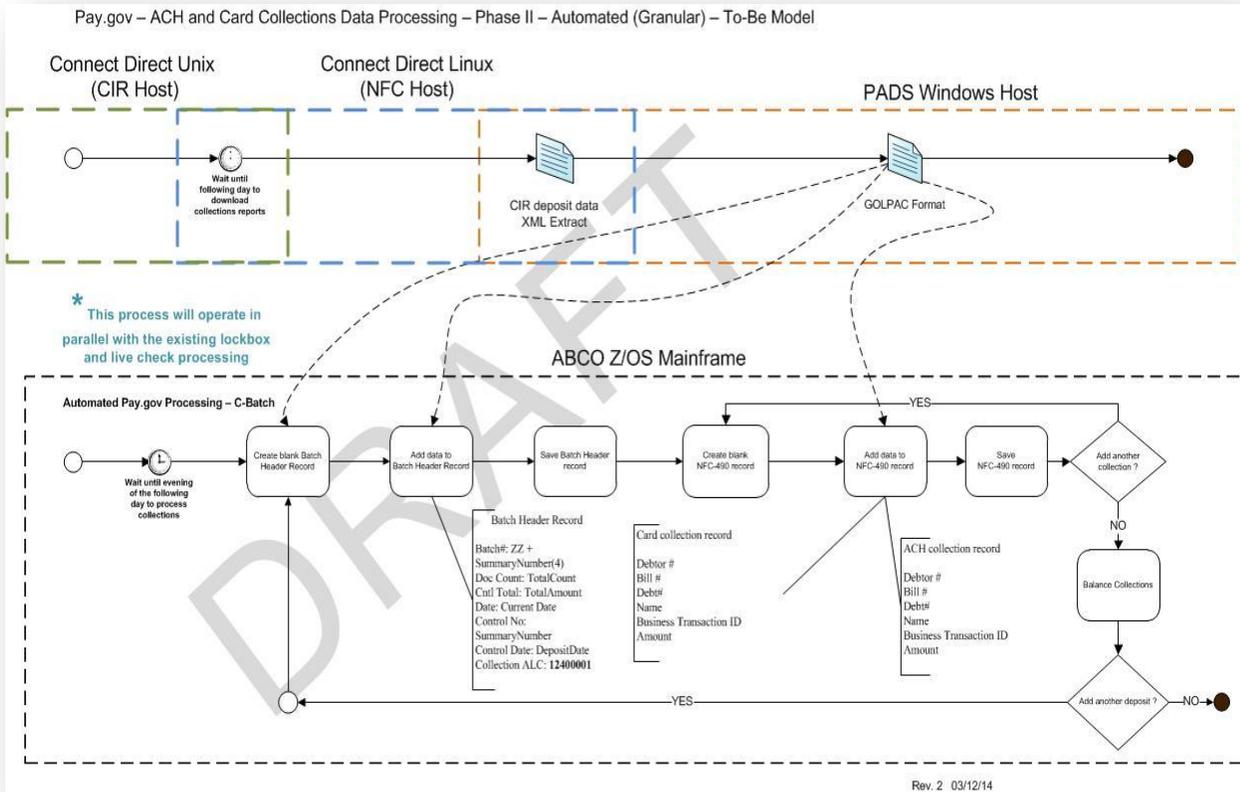


Figure 3: Automated Processing of CIR Collections File

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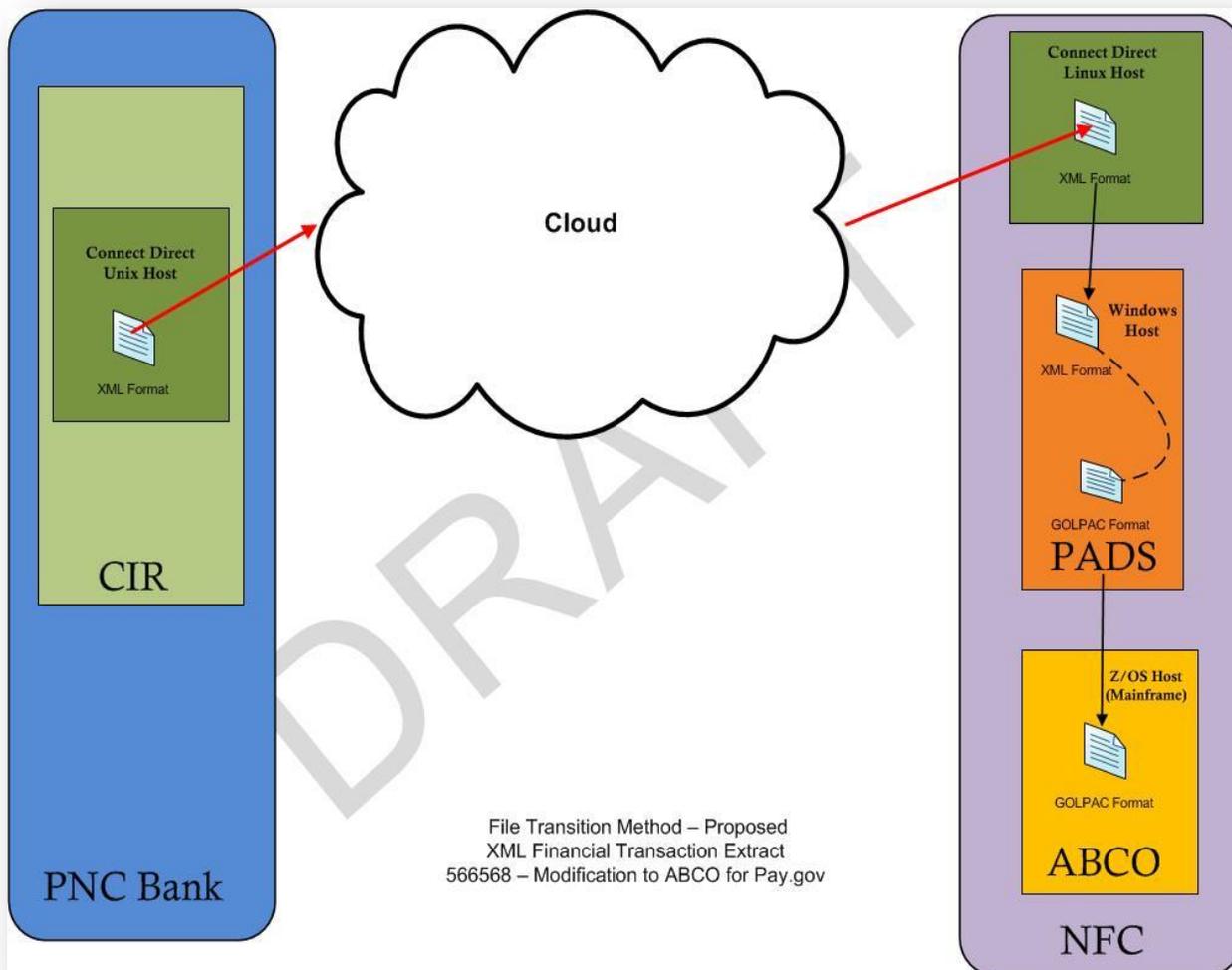


Figure 5: XML Financial Transaction Extract Transformation