ATLAS Financials

Accounts Receivable User Manual

VERSION 1.1. LAST UPDATED MARCH 22, 2024

INTRODUCTION

The **ATLAS Financials** Accounts Receivable Module**,** built in partnership with CGFS, allows for FMC to collect on money owed by employees and vendors. The development of this application commenced in April 2023. A second stage of development will begin in 2024 to include a wider range of financial functions and responsibilities. Stay tuned for details.

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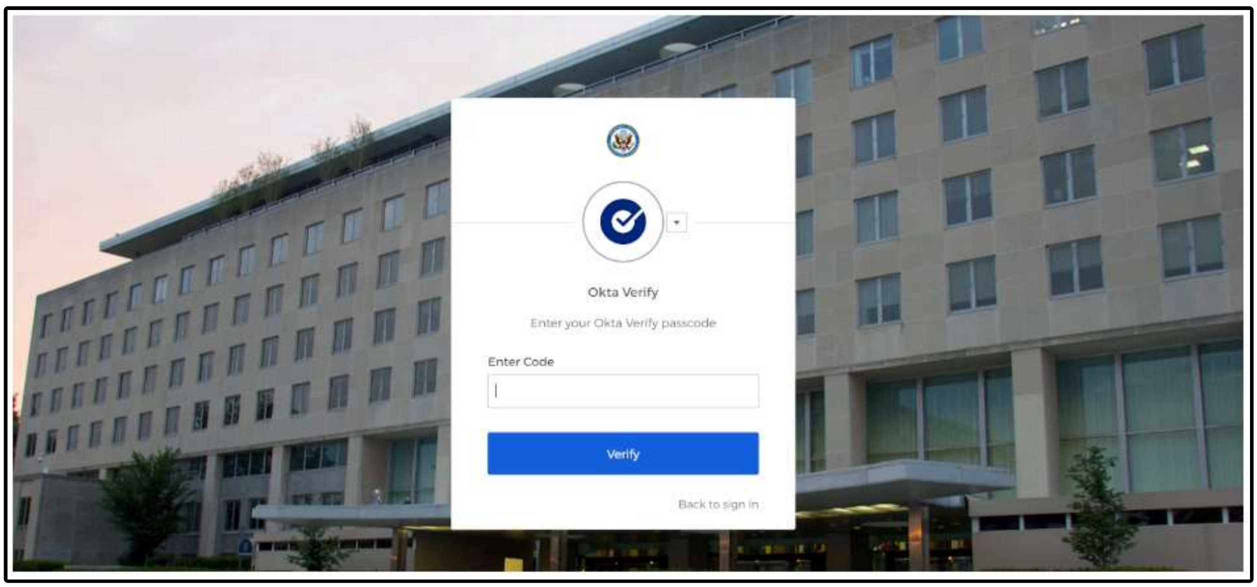
Logging In To ATLAS Financials

Having trouble remembering what [Service Provider, instance, etc.] means? No problem! Check out our ADG Glossary here: https://adgsupport.state.gov/hc/en-us/articles/15001670021267-ADG-Glossary

ATLAS Financials is available online at **financials.state.gov** and accessible via Okta Verify.

Users can sign in from any web browser by logging in via **Okta Verify**. (If you have SAFE, you have an Okta Verify account.) Don't have an Okta account? Reach out to Post's IMO section or submit a request to **adg-support@state.gov**.

Go to **financials.state.gov** and enter your Okta Verify username and password. Then, you will be asked to enter a code. Open the Okta Verify app on your smartphone, find the six-digit number for login.state.gov and enter it into the website. Be quick—the number changes every 30 seconds.

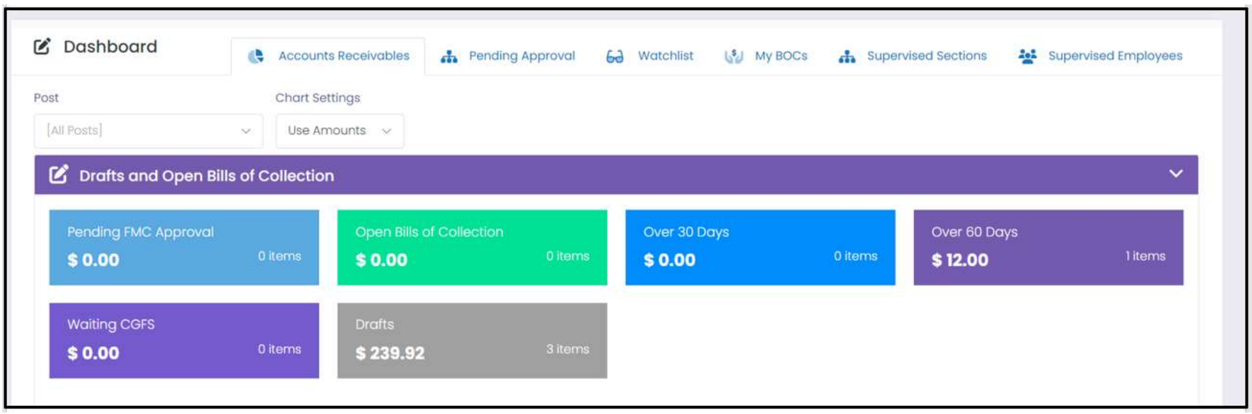


Once signed in, your browser will take you to ATLAS Financials automatically.

Welcome to ATLAS Financials!

My Dashboard

My Dashboard displays data for the Account Receivable, Pending Approval, Watchlist, My Initiated Bills of Collection, Supervised Sections and Supervised Employees tabs (permission-based). See image below:



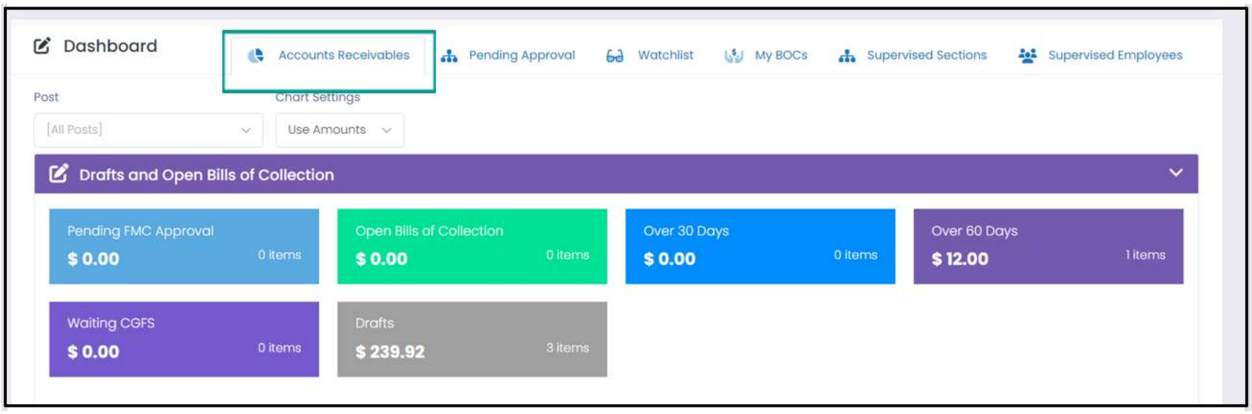
Note: *Supervisors can see an overview (not details) for BOCs assigned to their employees within the Supervised Employees tab.*

The following sections will explain the features and functions of the tabs within **My Dashboard**. Each tab corresponds to a page(s) within the user guide. Please continue following the guide to review the details of the tabs within My Dashboard.

Accounts Receivables Tab

The Accounts Receivables tab includes two interactive charts. These charts feature tiles that allow users to view more detailed information on Bills of Collection in **Draft** or **Open Status**. The Other Bill of Collection chart provides specific details on **Paid, Written Off**, and **Referred to CGFS** bills, with a feature that enables users to toggle within a specific time range. Additionally, users are able to filter between posts and select chart settings that will display amounts or BOC counts.

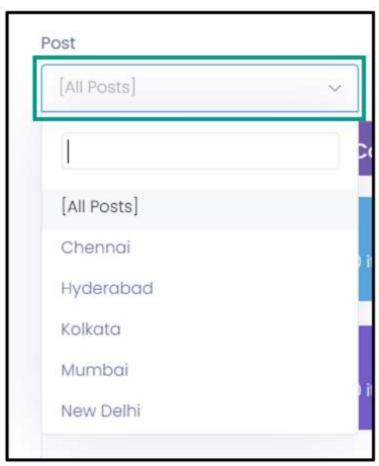
< Application Development Group >



Filtering by Post

<u>Post and Chart Settings</u>: To view posts available:

1. Navigate to the Account Receivable Tab.
2. Click on the **Post** dropdown menu to display all available posts.
3. Select another Post to update information within:
   - Draft and Open Bill of Collection chart,
   - Other Bills of Collection chart, according to the selected Post.



Filtering by Chart Settings

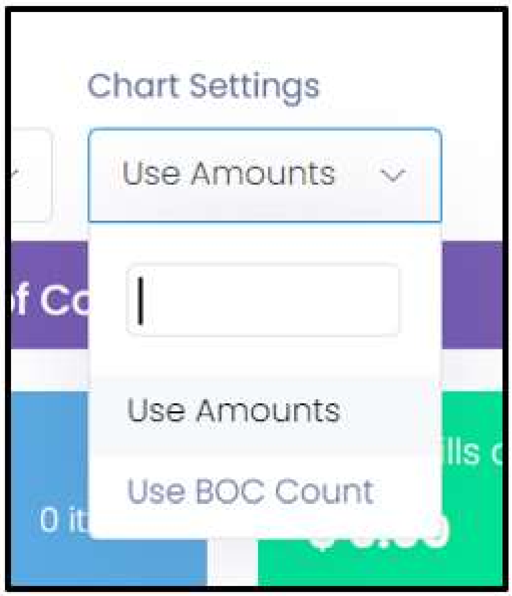
To access Chart Settings, click the **Chart Settings** dropdown.

<u>Changing Chart Settings:</u>

1. From the dropdown menu, select either "Use Amounts" or "Use BOC Count".
2. If you select Use Amounts:

- The BOC information in the Draft and Open Bill of Collection, and Other Bills of Collection charts will update to display amounts in USD.

3. If you select Use BOC Count:
    - The details will be updated to display the number of BOCs for each category.



Selecting a different post will update the information accordingly. Alternatively, you can type in the name of the post you're looking for, and the field will generate matching results. The information within the **Draft and Open Bill of Collection** and **Other Bills of Collection** charts will update according to the selected post.

Required Role(s) to view/edit this page: *Instance Administrator, Financial Management Officer, Accounts Receivables Administrator or Accounts Receivable Technician*

Draft and Open Bill of Collection (chart): This chart provides detailed information on Bills of Collection in Draft or Open Status. Additionally, it offers six tile options, each redirecting users to pages with various filter criteria to locate specific bills of collection records.

To customize Chart settings:

Access My Dashboard: Navigate to the My Dashboard section.

Locate the Charts: Identify the charts you want to customize

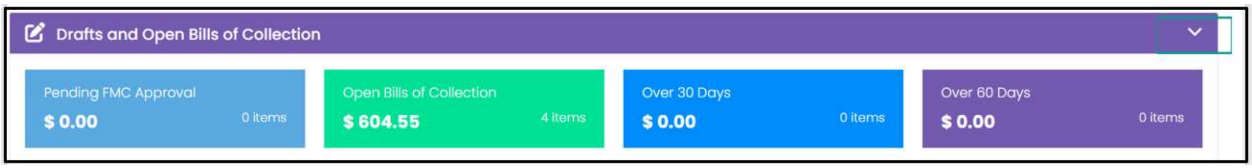
Expand or Hide Charts:

To expand a chart: Click on the down-arrow icon next to the chart.

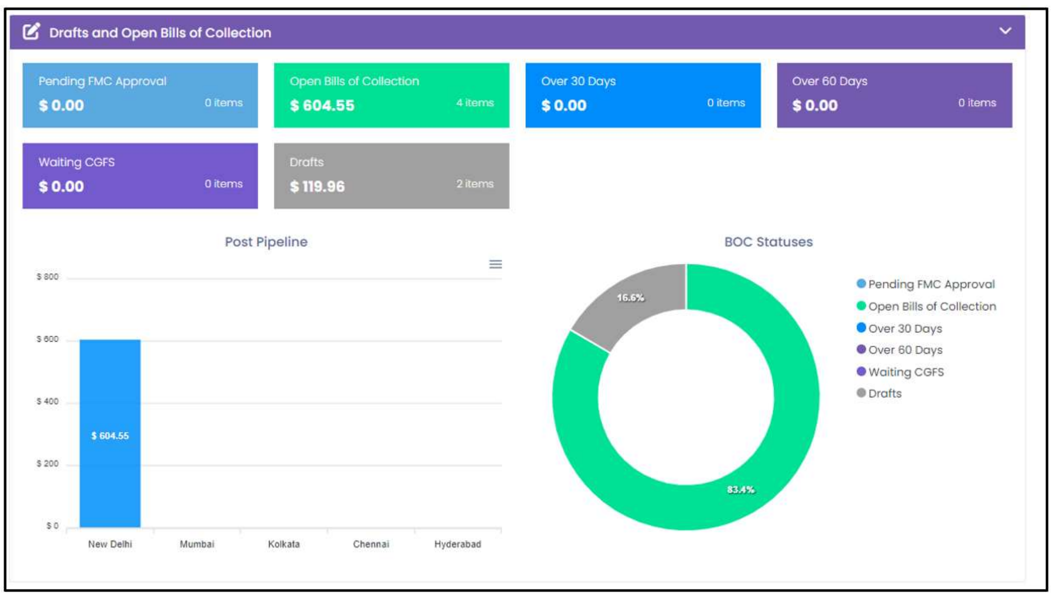
To hide a chart: Click on the down-arrow icon again to collapse it.

(refer to the green highlighted outline below)

Save Settings: Customize your My Dashboard by expanding or hiding charts as desired



Within the **Drafts and Open Bill of Collection** chart (located in the Accounts Receivable Tab), six tiles are available - see example below.

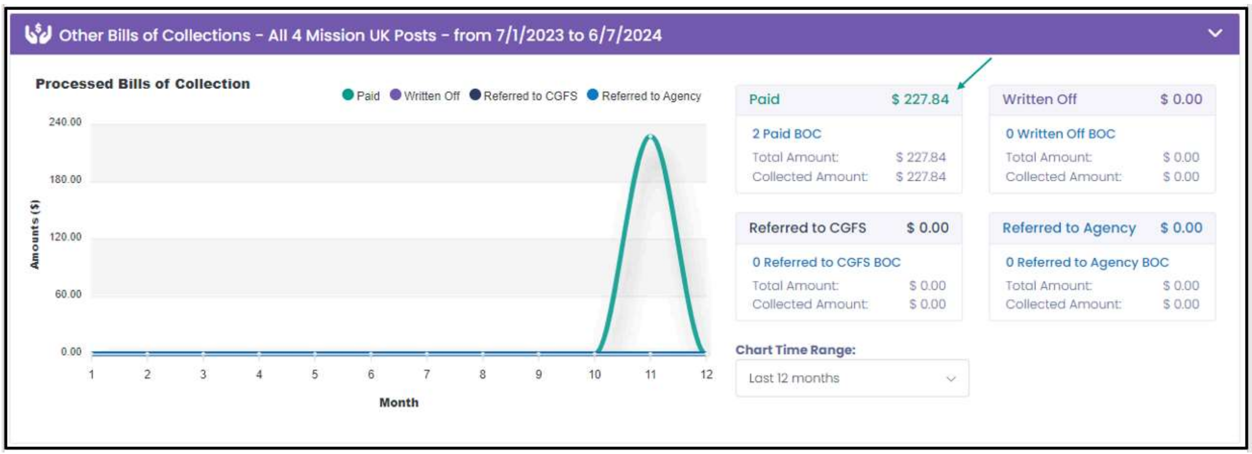


Clicking on any tile will redirect users to a separate page showcasing various Bill of Collection details and filter criteria.

Below are descriptions of each tile:

1. **Pending FMC Approval** - Bills of Collection awaiting FMC data/approval
2. **Open Bill of Collection** - Bills of Collection in an Open Status
3. **Over 30 Days** - Bill of collection statuses that have exceeded 30 days
4. **Over 60 Days** - Bill of collection statuses that have exceeded 60 days
5. **Waiting CGFS -** Bills of Collection that are awaiting CGFS review
6. **Drafts** - Bills of Collection in draft status

Other Bills of Collection (chart): This chart features an interactive graph that updates as the cursor hovers over different locations, displaying bill of collection details based on what's been paid, amounts written off, and items referred to CGFS or an Agency.



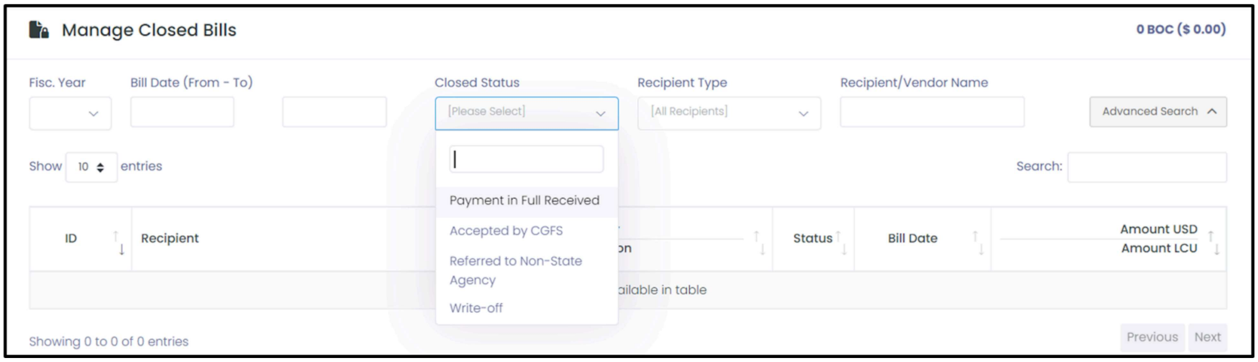
Note: When users click on the amounts within the Paid, Written Off, Referred to CGFS, or Referred to Agency boxes, they will be redirected to *Manage Closed Bills* pages. Please refer to the green highlighted arrow (above), indicating an interactive example.

Manage Closed Bills Page

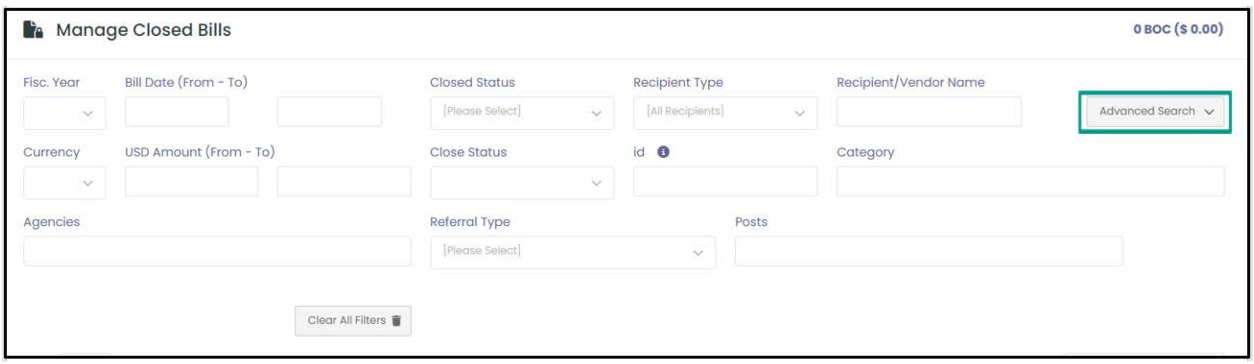
To view closed bills information:

1. Click on **Paid**, **Written Off**, **Referred to CGFS**, or **Referred to Agency**.
2. Navigate to the **Manage Closed Bills** page.

Users will be directed to the **Manage Closed Bills** page upon clicking on the amounts within the Paid, Written Off, Referred to CGFS, or Referred to Agency boxes. Within this page, they can filter by fiscal year, bill date, and closed status *(Paid in Full Received, Accepted by CGFS, Referred to Non-State Agency, or Written Off)*, as well as recipient type *(Employee, Non-Desk Employee, Vendor)*- see example below.

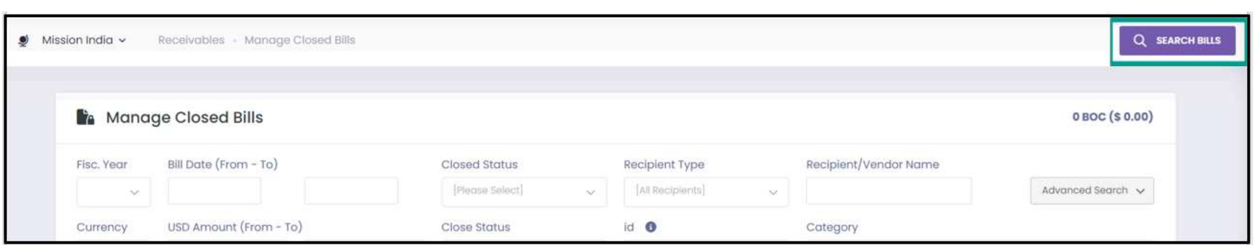


The Manage Closed Bills page also includes an **Advanced Search** option that offers additional in-depth fields to help you find specific records.



For example, you can search by currency, USD amount, ID, category, agencies, referral type, or posts.

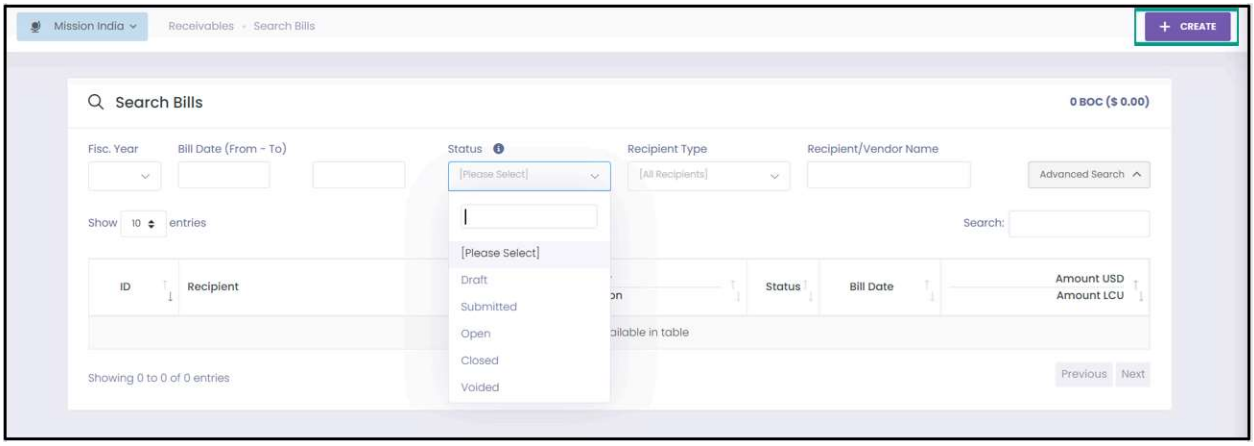
The **Manage Closed Bills** page also features a shortcut option that redirects to the **Search Bills** page- see example below.



To view the Search Bills page:

1. Click on **Search Bills**.
2. This page displays open bills and their associated statuses.

3. You can use filter criteria such as fiscal year, bill date, and recipient type.
4. Additionally, you can search by statuses including Closed, Draft, Open, Submitted, and Voided.

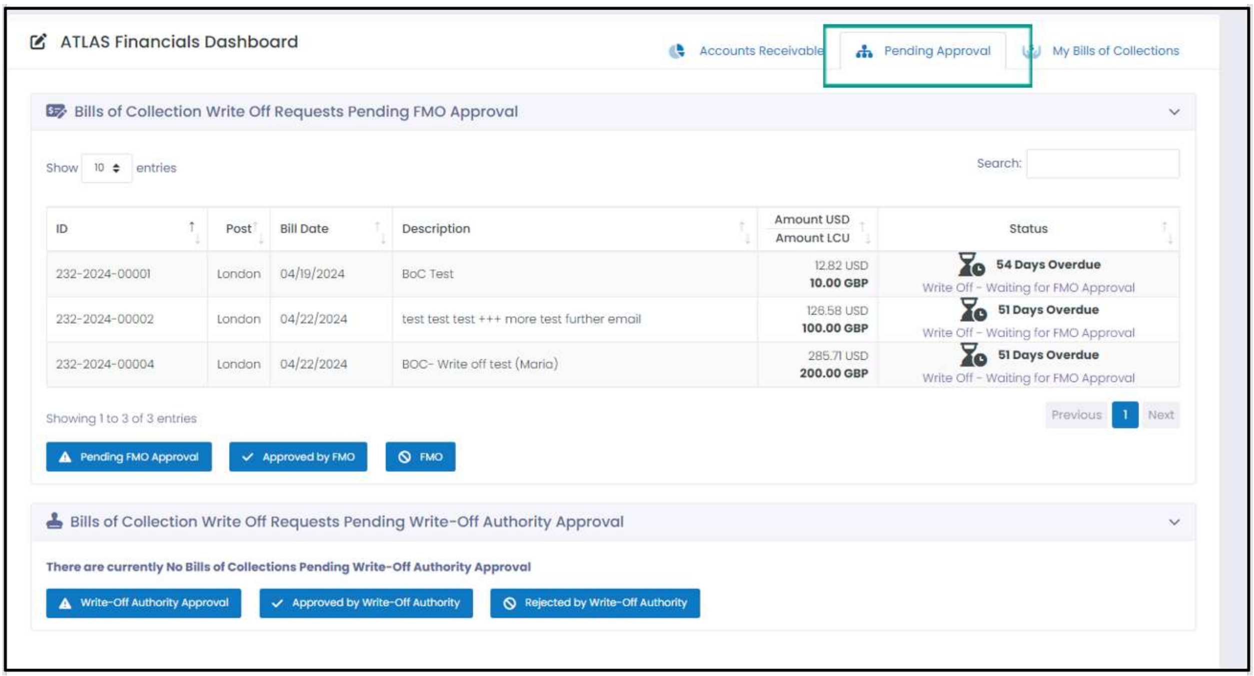


This page includes another shortcut option to the **Create Bill of Collection** page, where the system automatically generates records against which you can create BOCs.

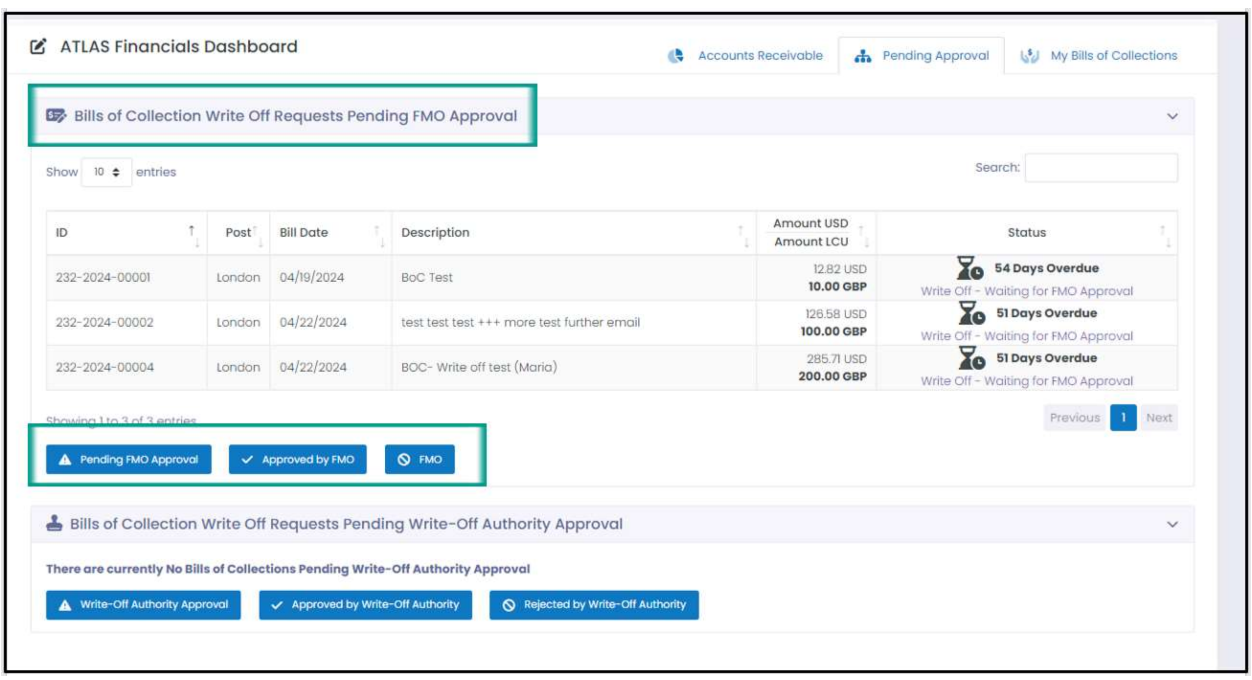
Return to **My Dashboard**, click on the **Accounts Receivable Tab** to continue following the user guide and to view the additional and final feature(s) of the Accounts Receivable Tab.

Pending Approval Tab

The Pending Approval tab displays Bill of Collection write-off requests that are pending **FMO or Write-Off Authority approval.** It also provides details of the BOC, including its status, and the post from which the request originated. If you have the FMO or Write-Off Authority role within the system, there are two distinct dashboards dedicated to your approvals- *refer to FMO Dashboard and Write-Off Authority Dashboard within this guide for more information.*



Bill of Collection Write-Off Requests Pending **FMO Approval**: Within this section, there are three options: Pending FMO Approval, Approved by FMO, and Rejected by FMO- see image below.



Bills of Collection Write Off Requests Pending **Write-Off Authority Approval**:Within this section, there are three options: *Pending Approval, Approved by FMO, and Rejected by FMO*- see image below.

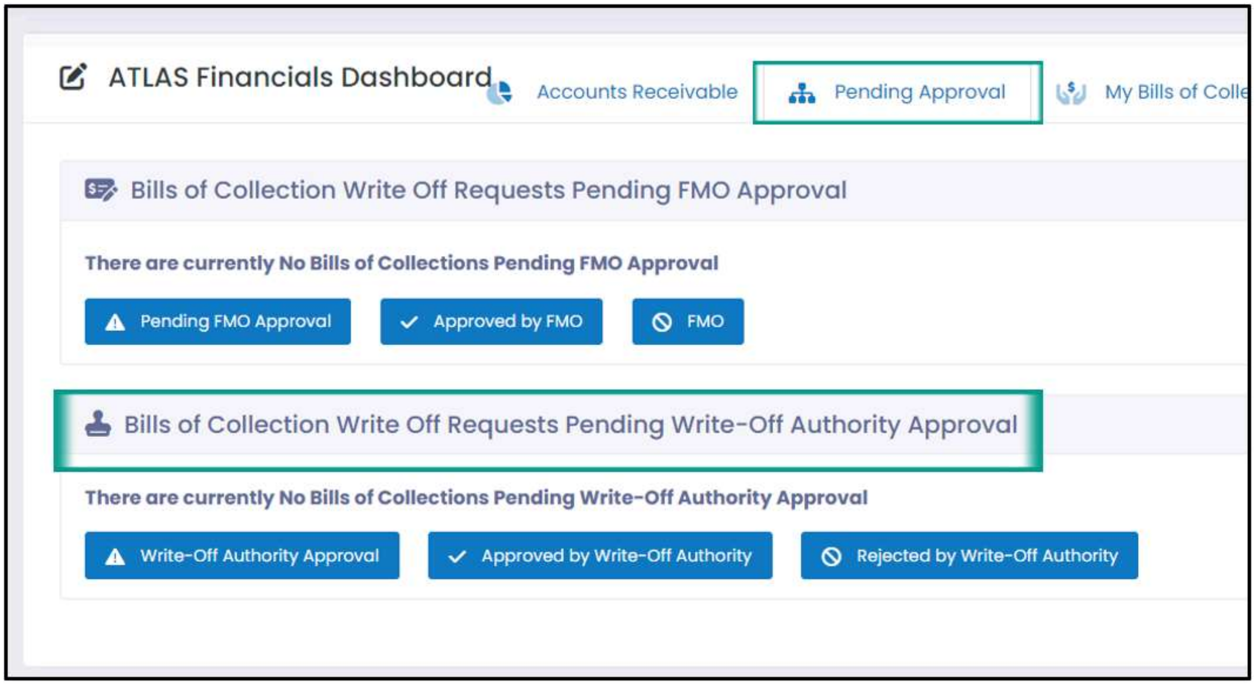
Clicking on any of these options will redirect you to specific pages that display either pending approvals, those approved by FMO, or rejected records—see the example below of the **Pending FMO Approval page.**

To view Pending, Approved, or Rejected requests **(FMO):**

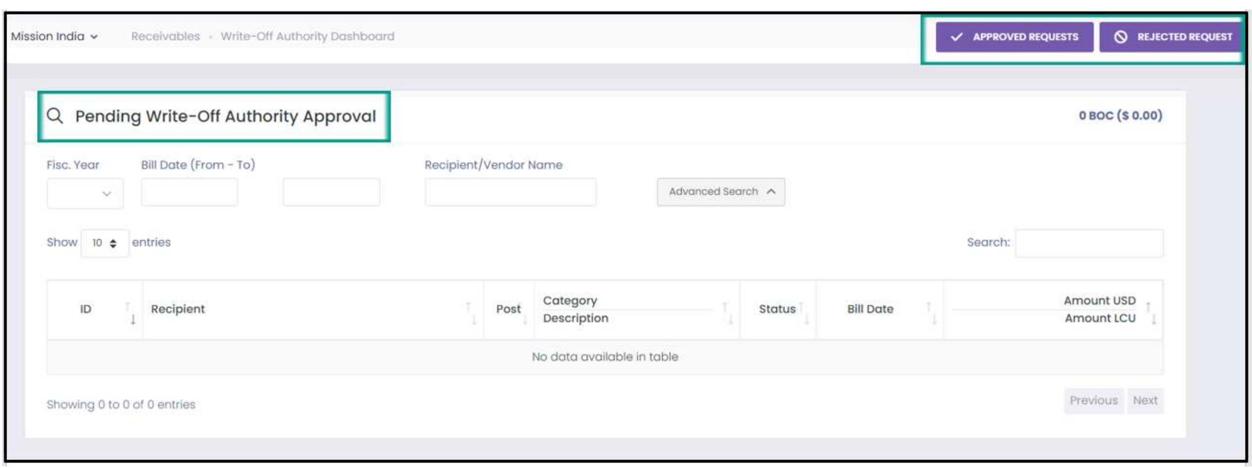
1. Navigate to **Receivables > FMO Dashboard**.
2. This page displays Pending FMO Approval along with Approved and Rejected requests.
3. Below is an example of the Pending FMO Approval page.

Note: The pages include shortcuts to other options. For example, in the image above, which shows the Pending FMO approvals page, you'll find Approved Requests and Rejected Request options in the upper right corner. Clicking on those will redirect you to their respective pages, and vice versa.

Bill of Collection Write Off Requests Pending **Write-Off Authority Approval:** Within this section, there are three options: *Pending Write Off Authority Approval, Approved by Write Off Authority, and Rejected by Write Off Authority*. See green highlighted outline below.

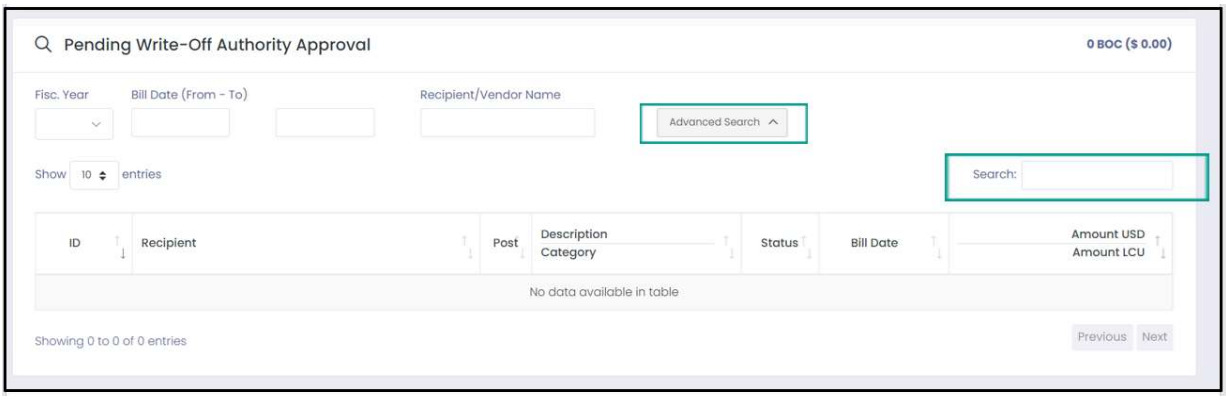


Clicking on any of these options will redirect you to specific pages that display either pending approvals, those approved by Write-Off Authority, or rejected records- see the example below of the **Pending Write Off- Authority Approval page-** see image below.



Note: The pages include shortcuts to other options. For example, in the image above, which shows the Pending Write Off Authority approvals page, you'll find Approved Request and Rejected Request options in the upper right corner. Clicking on those will redirect you to their respective pages, and vice versa.

Additional feature(s): Pending Approval, Approved by or Rejected pages for either the Bill of Collection write off request sections for both FMO and Write Off Authority have the same features.

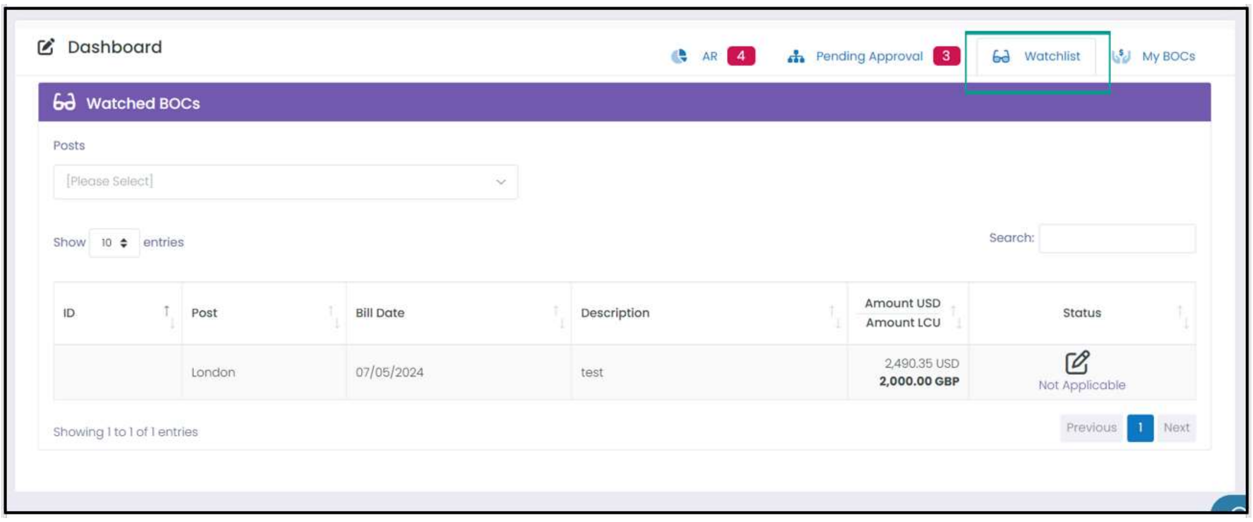


Note: *Advanced Search* and *Search* options offer additional in-depth fields to help you find specific records. For example, you can search by currency, USD amount, ID (Drafts BOC temporary ID or unique ID), category, agencies, referral type, or posts.

Required Role(s) to view/edit this page: *Instance Administrator, Financial Management Officer or Write-off Authority*

Watchlist Tab

The Watchlist tab will give users visibility of Bills of Collections they wish to be notified about. There are options: not to receive email notifications of changes, to be notified of every status change, or to be notified only when the status changes to open or closed.

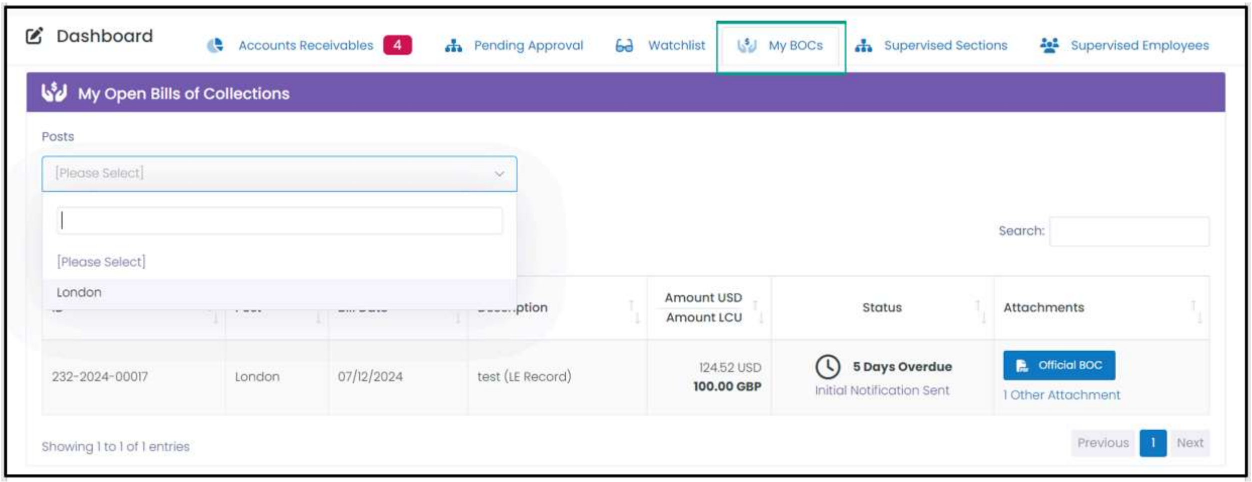


To add users to a watchlist, navigate to the watchlist section within a BOC (see image below).

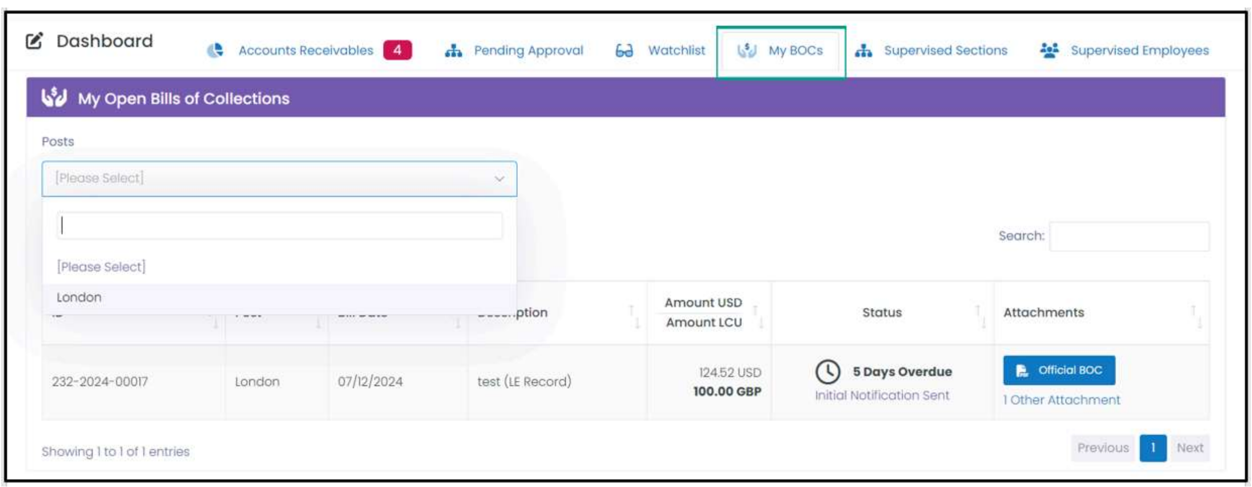
1. To add yourself to a watchlist, click on the blue button **Add Me to the Watchlist**. You will automatically be added to this BOC's watchlist section.
2. To add another user, click on the **+ Add** button, search for the user you'd like to add.
3. There is also a delete option available if you'd like to remove someone later on.

My Bill of Collections (BOCs) Tab

My BOCs tab allows you to view all records where you are the BOC Recipient. This section is divided into two parts: **My Open Bills of Collections**, *which displays all the BOCs that currently have an open status*, and **My Closed Bills of Collections**, *which displays all BOCs assigned to you that are currently in a closed status.*



My Open Bills of Collections: which displays all the BOCs that currently have an open status and initiated by your account. If applicable, you also have the ability to select **Posts** to see other Bills of Collection details. There is a search functionality that will allow you to filter by specific criteria related to the BOCs.



My Closed Bills of Collections: Displays all BOCs that currently have a closed status. If applicable, you also have the ability to select **Posts** to see other Bills of Collection details. There is a search functionality that will allow you to filter by specific criteria related to the BOCs.

Additional feature(s): Choose to view entries in increments of 10, 25, 50, or view all records. Additionally, within the Attachments field you can click *Official BOC* to see the uploaded attachment(s).

Attachments: To view an Attachment, click **Official BOC >** you will be able to preview and download any associated attachments.

You can also use the page indicator to navigate to the next page by clicking **Next** or **Previous** when needed.

To open the attachment:

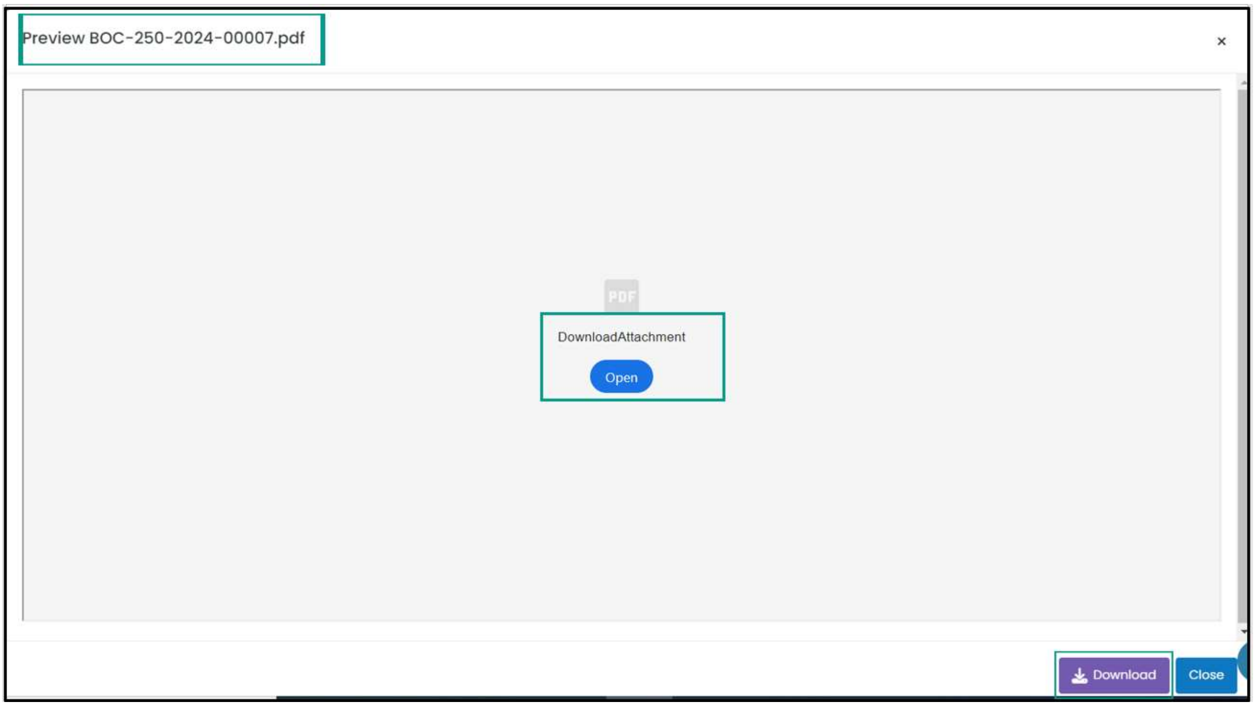
1. Click **Open** at the center of the attachment box.

To download an attachment:

1. Click the **Download** button in the bottom right corner.

To exit:

1. Click the **Close** option to return to the My Initiated Bills tab.

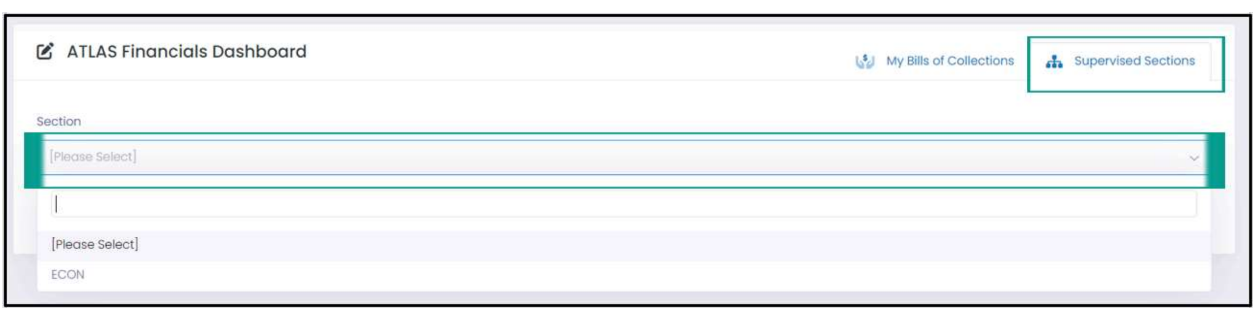


Required Role(s) to view/edit this page: *Every role within the system will have a Bills of Collection tab.*

Supervised Sections Tab

The Supervised Sections tab displays the open and closed bills of collections for Sections where you have been assigned as Section Head (role). Section Heads can see the overall information (not details) on the BOC assigned to their Sections.

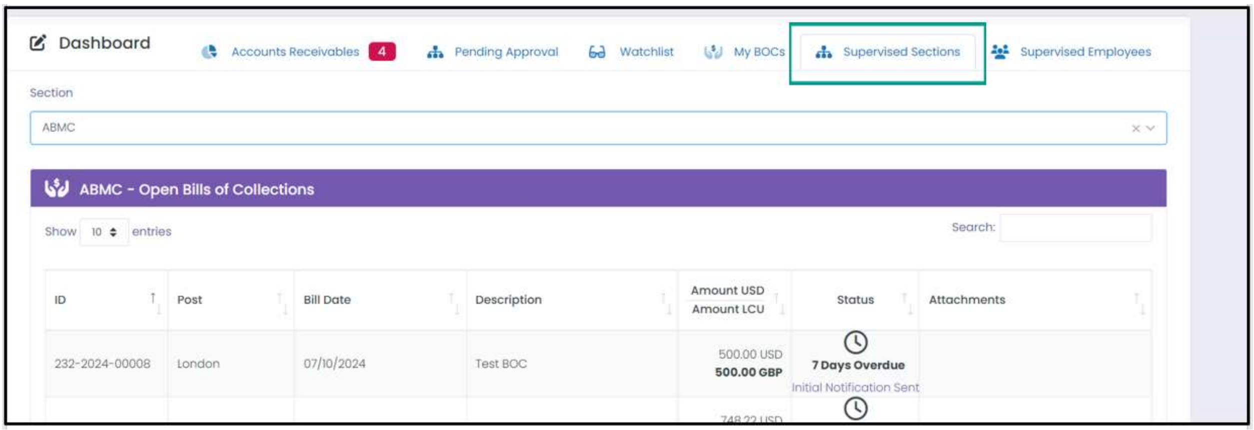
To view Sections, click on **Section > a list of sections** to which you have been assigned as Section Head (role) will appear.



Required Role(s) to view/edit this page: *Section Head*

Viewing Bill of Collections (BOCs):

1. Click on the section (e.g., "Open" or "Closed") you want to view information about the BOCs.
2. The records associated with that section will be displayed, showing detailed information about the respective Bill of Collections.



Additional feature(s): Choose to view entries in increments of 10, 25, 50, or view all records. There is a search functionality that allows you to filter by specific criteria related to the BOCs. Anything you type in will automatically update the results/entries in the sections. You can also use the page indicator to navigate to the next page by clicking 'Next' or 'Previous' when needed.

Supervised Employees Tab

If you have the supervisor role, the Supervised Employees tab provides a list of each employee you supervise. Within this tab, you can view both open and closed bills of collections associated with these employees. Detailed tables display the information for each bill of collection.

Viewing Supervised Employees:

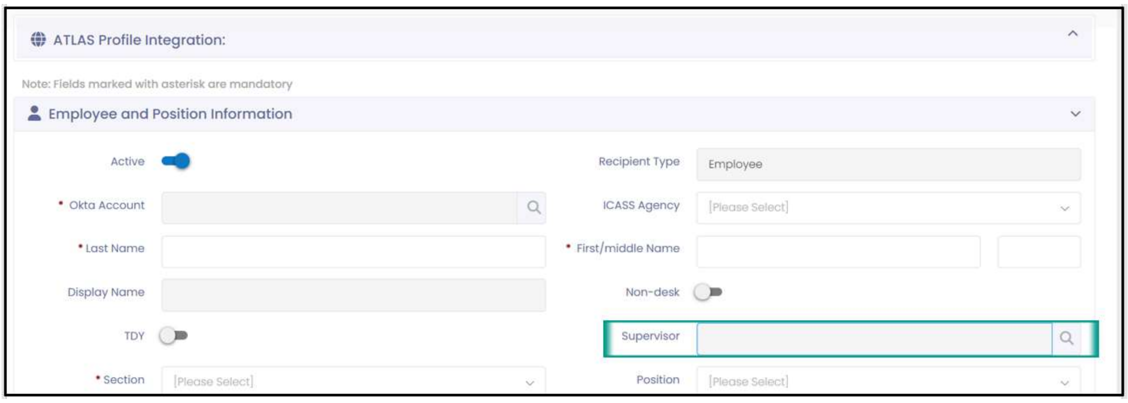
1. Click on the **Supervised Employees** tab.
2. Select **Employee** from the dropdown or menu.
3. A list will appear, showing employees to whom you have been assigned as supervisor.

How to Add a Supervisor

Adding a Supervisor to a Recipient Record:

1. When creating a recipient record, locate the supervisor field.

2. Add the user to the supervisor field.
3. Once added, the recipient's record will appear in the supervisor's **Supervised Employees Tab**.



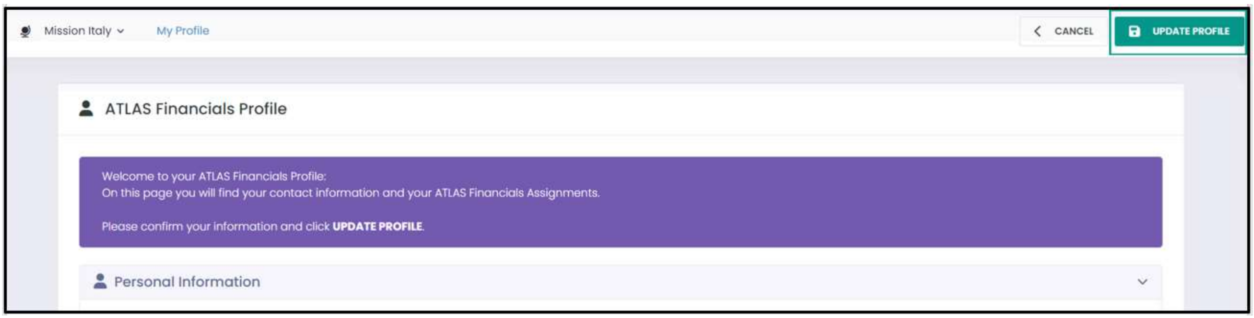
Viewing Supervised Employee Records:

1. Click on the supervised employee's name or profile.
2. Two sections will appear:
   - **Open Bill of Collections:** Displays detailed information about records associated with the supervised employee that are currently open.
   - **Closed Bill of Collections:** Displays detailed information about records associated with the supervised employee that are closed.
3. Each section includes:
   - **Search Feature:** Use this feature to find records based on specific information (e.g., record ID, date, status).
   - **Show Feature:** Adjust this setting to increase the number of entries displayed per section.

Required Role(s) to view/edit this page: *Supervisor / Section Head. The Supervised Employees tab may be empty if you are not designated as a Supervisor.*

My Profile

The ATLAS Financials Profile page displays your contact information and assignments. It consists of two sections: **Personal Information** and **Post Assignments**. You can update your details by clicking on the **Update Profile** button and confirming the information- see green highlighted outline below.



The **Personal Information** section allows you to keep your profile updated, while the **Post Assignments** section provides an overview of your current responsibilities.

Note: In the **Watch My Drafted BOC** section, you can choose whether you would like to receive notifications about updates to your BOC. You have the option to be notified or not notified of any changes.

Updating Your Profile:

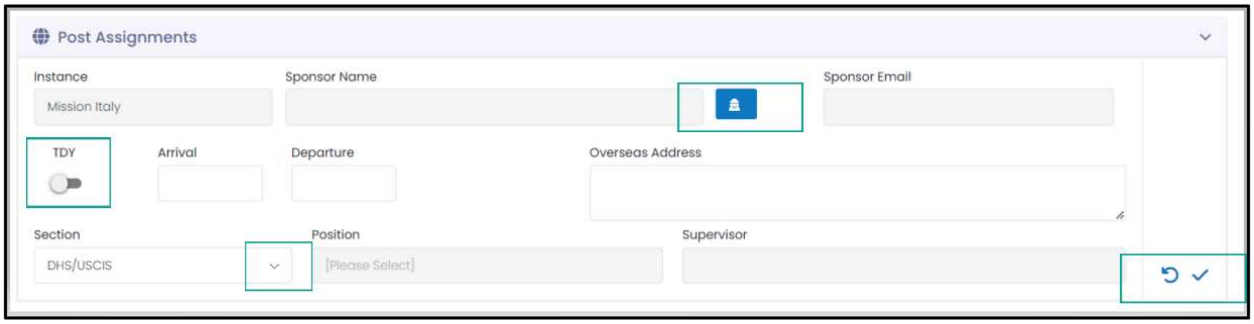
1. Click on **Edit**.
2. Update your details.
3. Click **Save**.

Managing Post Assignments:

1. Within the **Post Assignments** section, locate the assignment you want to modify.
2. Include a Sponsor and mark the assignment as TDY (if applicable).
3. Use the down arrow next to the Section field to select the corresponding Section for the assignment.

To update your Post Assignment, click on **Edit >** update Instance click **Save**.

If any changes need to be undone, there is an option to **undo or save** changes at the bottom, right next to the Supervisor field.



Receivables (All menu options)

Overview: The following information will provide a general summary of all the pages within the Receivables menu and the functionalities within those pages. A note indicating the roles that have access to each page has been included at the bottom of every section. For further information on roles and their abilities, please see the Roles section within this user manual.

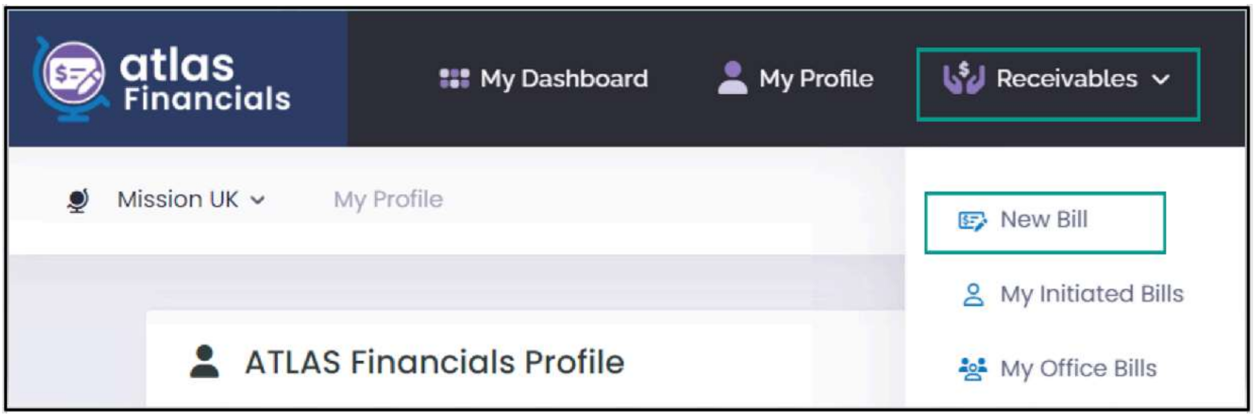
The Receivables menu dropdown provides options for managing Bills of Collection (BOCs). Your access to specific pages and dashboards is determined by your role(s) and permissions.

> While having certain roles may grant access to pages, it does not guarantee the ability to perform all responsibilities associated with those pages. For detailed information on roles within the system and their corresponding abilities, please refer to the **Roles** section of this user manual.

New Bill

When users click on the **New Bill** page, the system will automatically generate records against which users can create Bills of Collections. To create a bill of collection, you have two options: create a BOC against records already in the system or create a recipient and associate them with a bill of collection.

To create a new bill, navigate to **Receivables > New Bill**.



Creating New Bills of Collection (BOCs):

- **Option 1:** Create New BOC
  - Navigate to **Receivables**.
  - Click on **New Bill**.
  - Select **Create new BOC**.
- **Option 2:** Create New Recipient
  Use Option 2 when a BOC needs to be created for a Recipient not yet in the system.
  - Navigate to **Receivables**.
  - Click on **New Bill**.
  - Choose **Create New Recipient**.

Completing the Bill of Collection (BOC):

1. Fill out the **Post and Recipient Details** section.
2. Provide information in the **Bills of Collection Details** section.
3. Add any necessary attachments.
4. Input fiscal strip data as required.

NOTE: Clicking on the Name/Record ID of any record will redirect you to a page that displays the record's details. This feature is the same throughout the application.

Post and Recipient Details: This section should contain information about the Recipient, including their name, overseas address, contact information, employment type, and any other required details. *Required information is marked with a red asterisk.*

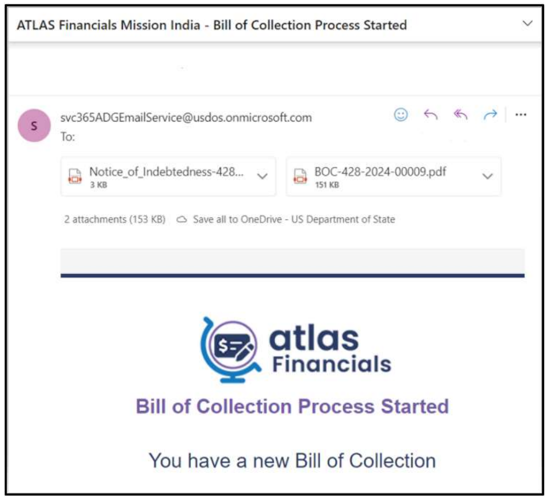
When creating a new bill against the records the system has generated- some fields will already be populated with Recipient and Bill of Collection details- see example below.

Save Draft and Send Initial Notification: At the top right of the **Create New Bill of Collection** page, you have the option to **Save Draft**, allowing you to save and continue adding information later. The **Send Initial Notification** option can be used to start the BOC clock, but only after a BOC Fiscal Strip is attached.

1. **Draft (Saved):** Certain fields must be completed to save a draft. Once a draft has been saved- it can be found in the **Drafts** page within the Receivables menu- highlighted in green in the image below.
2. **Send Initial Notification:** When you click on **Send Initial Notification**, a prompt will ask, "*Are you sure you want to start the clock on the Bill of Collection?*" If you click **OK**, the notification will be processed, and you will be redirected to the **Search Bills** page where sent notifications can be viewed.

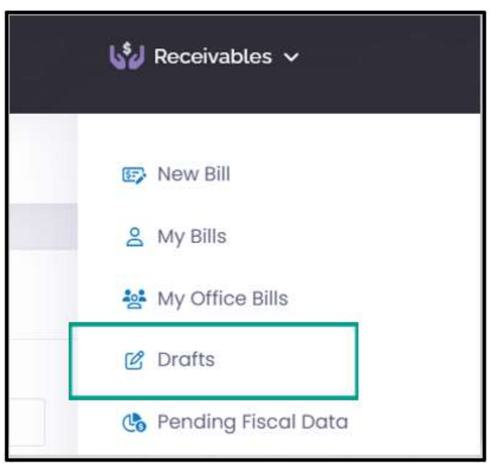
When a BOC is officially submitted, it is assigned a unique official number that consists of the Post Code, the Year, in a sequential order. A unique official number cannot be created while the BOC is in draft status, as there may be changes to the post, the year, or the start of the BOC clock. All drafts require a draft number, which is an identifiable number used while the BOC is being processed; this is where the "ID" comes from. The ID remains when the BOC clock starts, but on screen, it is replaced with the official number.

NOTE: Below is an example of the Outlook email notification received once the initial notification is sent. Notice the attachments that are included in the initial notification- Notice of Indebtedness and Bill of Collection documents.



Viewing Saved Drafts:

1. Save the draft.
2. To view the saved draft, navigate to **Receivables**.
3. Click on **Drafts**.
4. Look for the draft you created.
5. The draft is highlighted in green in the image below.

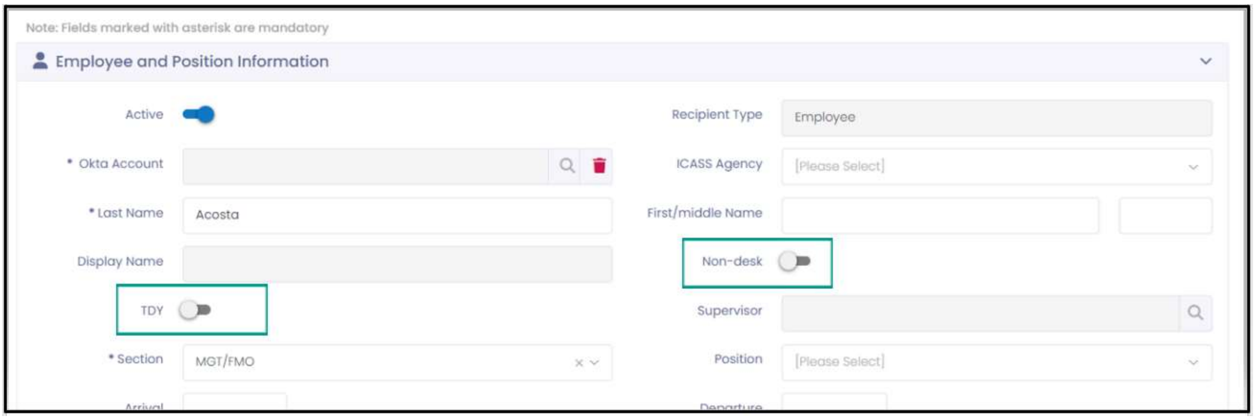


Editing the Recipient:

1. Click on the magnifying glass icon next to the current recipient.
2. Search for the recipient by name or email address.
3. Alternatively, click on the **Edit** button to modify or remove the current recipient.

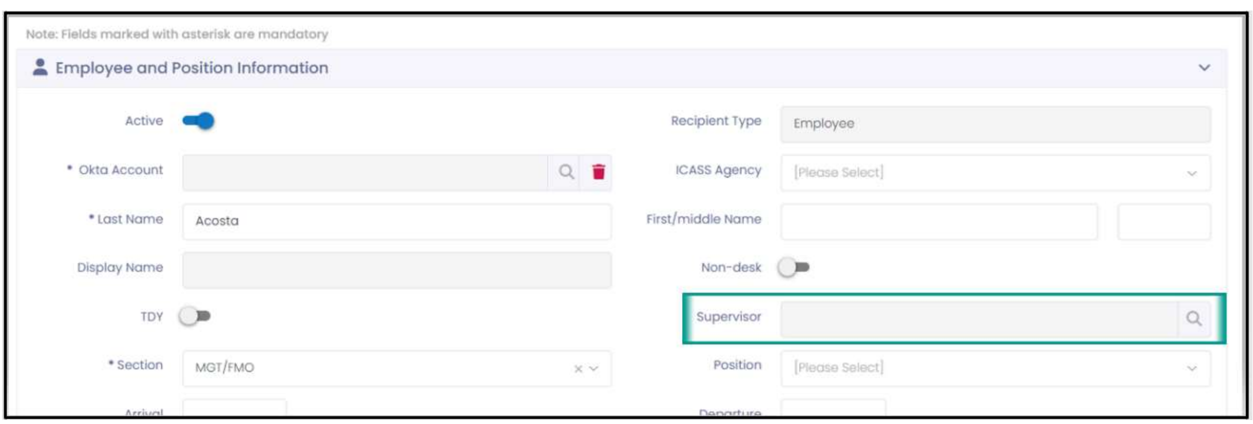
NOTE: Clicking on the **Edit** option will redirect you to the **Employee and Position Information** page. Here, you can update the Employee and Position Information, Emails and Phone Numbers, and Sponsor information as needed. Additional options within the Recipient edit page below.

TDY and Non-Desk Employee Toggles: Toggle the TDY option as needed to indicate that this is a TDY assignment. The Non-Desk option serves as a shortcut feature to quickly change the Recipient type- see green highlighted outline below.



Supervisor: Include a Supervisor for the Recipient. The assigned Supervisor will have visibility to this record within the **Supervised Employees** tab on **My Dashboard**. For more information, please refer to the Supervised Employees tab section in this user guide.

NOTE: A Supervisor must be added for all Non-Desk Employees



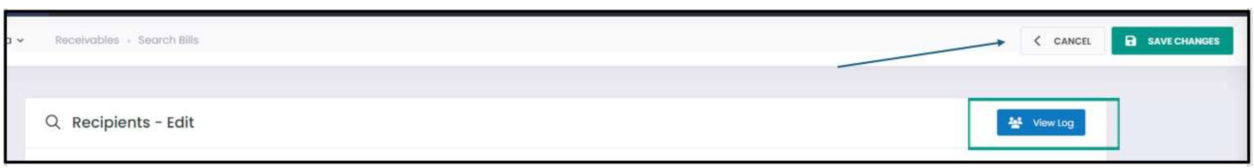
Sponsor: The selected Sponsor will receive notifications containing the ID of any pending bill of collection for the Recipient.

Selecting a Sponsor:

1. Click on **Select**.
2. Choose **Search for a Sponsor** by name or email address.
3. When choosing a sponsor, note that they will be notified about any outstanding payments remaining at post after the recipient departs.

Instance Admin have the authority to select sponsors, opting for individuals who can visit cashiers and make payments on behalf of the recipients. It's important that the chosen sponsor is fully aware of the collection process.

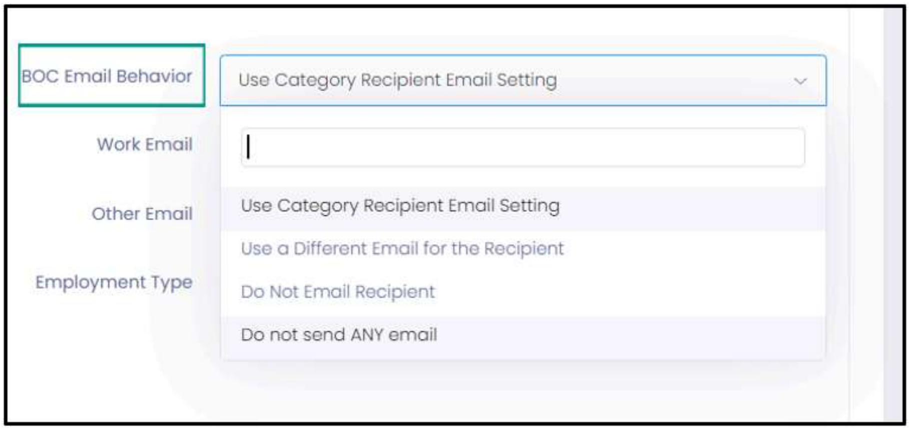
View Log: To view any changes made to a record, click on 'View Log.' This feature provides details on when changes were made and what specific changes were implemented.



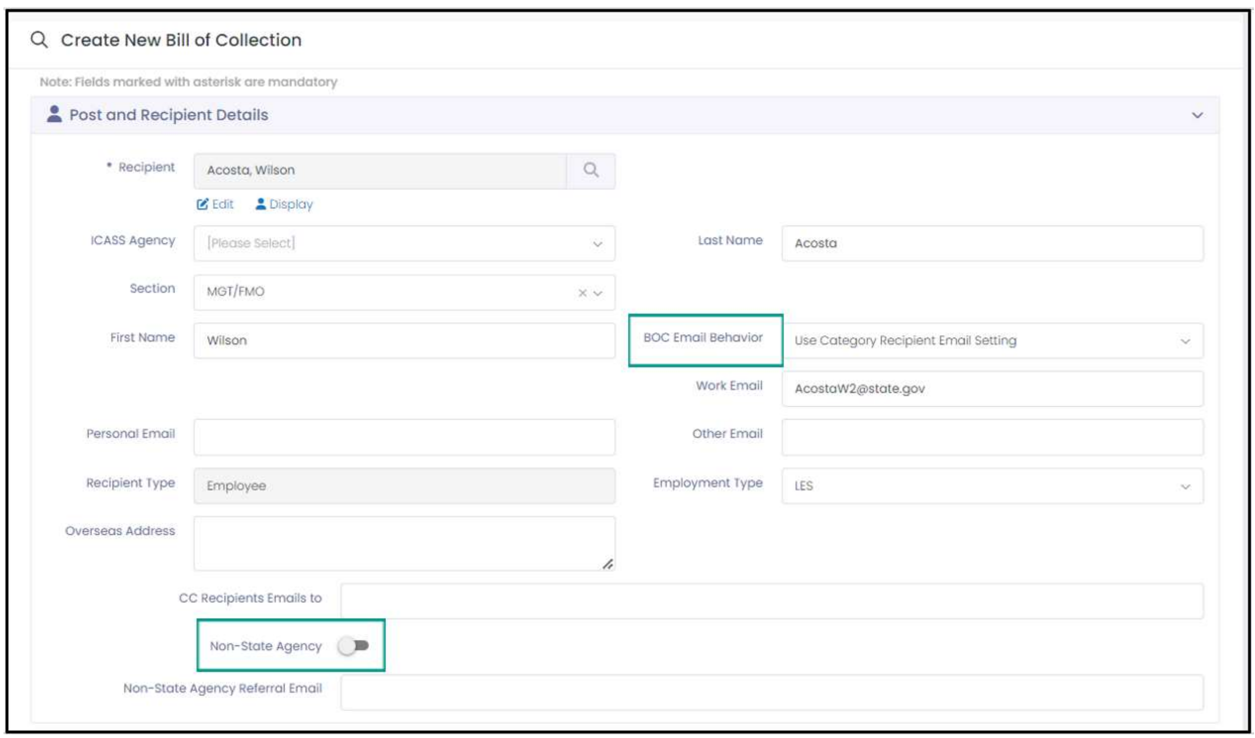
NOTE: Remember to click the **Save Changes** button, to save all updates made. Or Click the **Cancel** button, indicated by the green arrow in the image below, to return to the **New Bill** page.

New Bill (continued)**:**

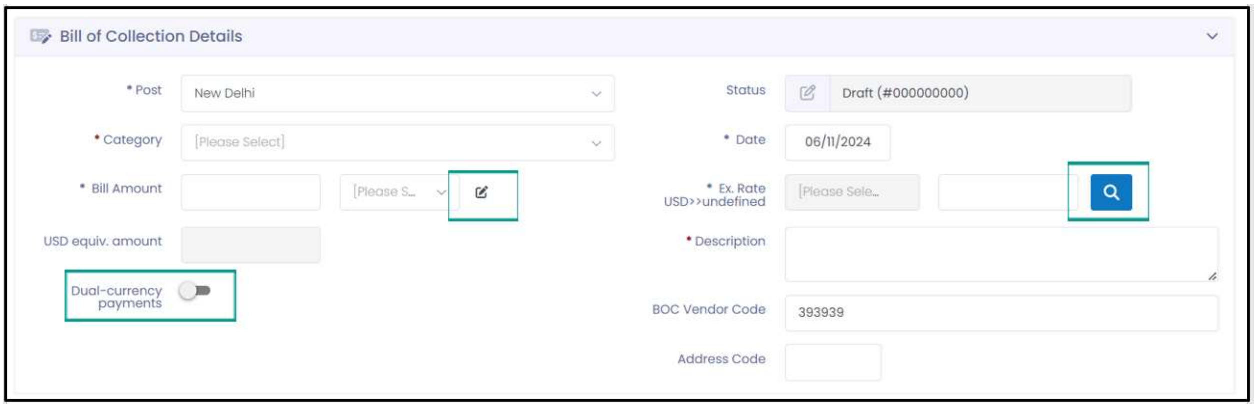
BOC Email Behavior: Within the Post and Recipient Details section on the New Bill page, you can specify the recipient's email behavior. You have the option to use the listed work email, input a different email, or opt for no emails or notifications to be sent.



Non-State Agency: If the Recipient being added is from a Non-State Agency, the system provides a feature to indicate this. Toggle the **Non-State Agency** button on or off as needed to accurately mark the Recipient.



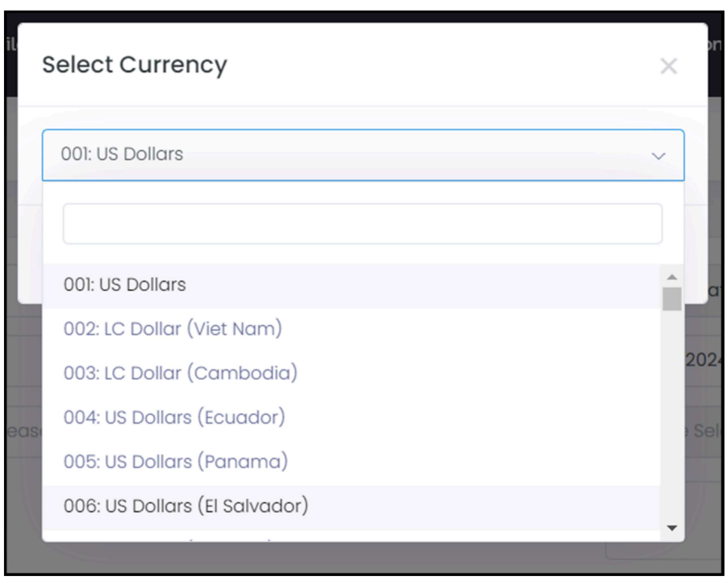
Bill of Collection Details: In this section, provide details regarding the bill of collection. Include information such as the *Category, Bill Amount, Description*, and other related details pertaining to a Bill of Collection.

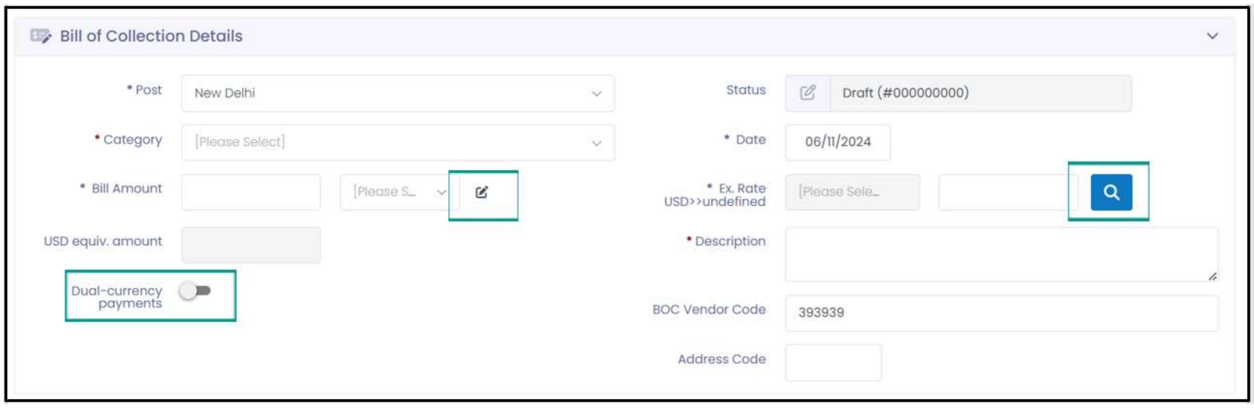


Bill Amount: Next to this field, there is an option to update the currency if desired.

Updating Currency within a BOC:

1. Click on **Edit**.
2. Select **Select Currency**.
3. A currency box will appear.
4. Click on the down arrow to view a list of available currencies.
5. Choose the desired currency from the list.
6. Refer to the image below for an example.





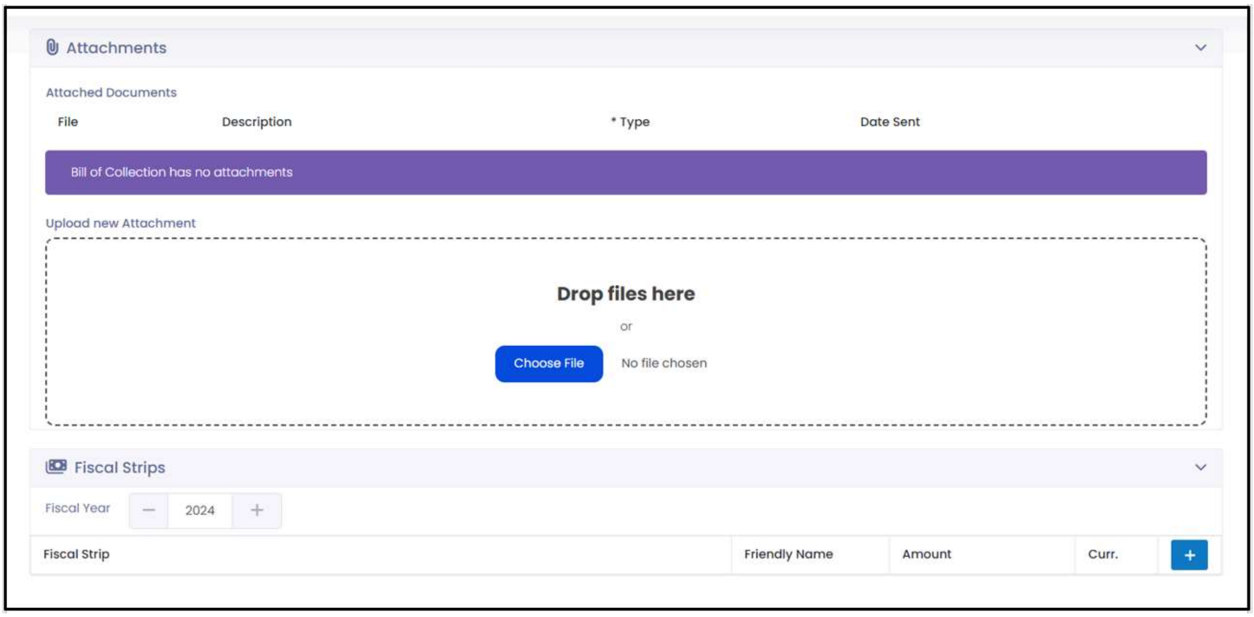
Managing Exchange Rates:

1. Navigate to the Ex. Rate USD > Undefined field.
2. Click on the blue search icon located in this field.
3. This action allows you to manage exchange rates within this record.

Enabling Dual-Currency Payments:

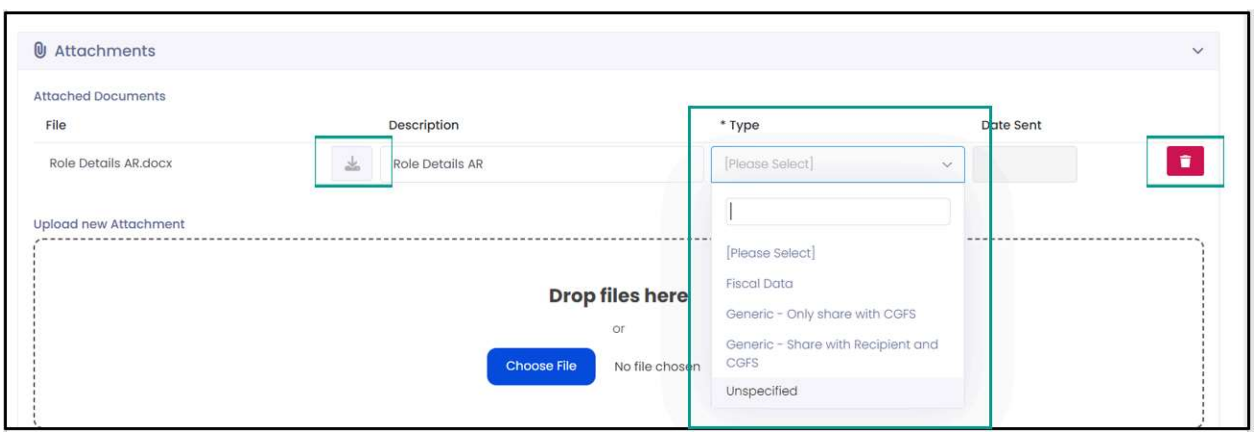
1. Locate the Dual-Currency Payments toggle button.
2. Toggle the button to enable dual-currency payments.
3. By default, payments cannot be made using a currency different from the one in the BOC.
4. Enabling this button allows payments to be made in a different currency.

Attachments and Fiscal Strips: This section should include any attachments, such as fiscal data or CGFS notices. Additionally, include information about fiscal strips if applicable, detailing fiscal data. More details about attachments and fiscal strips are provided below.



Adding an Attachment:

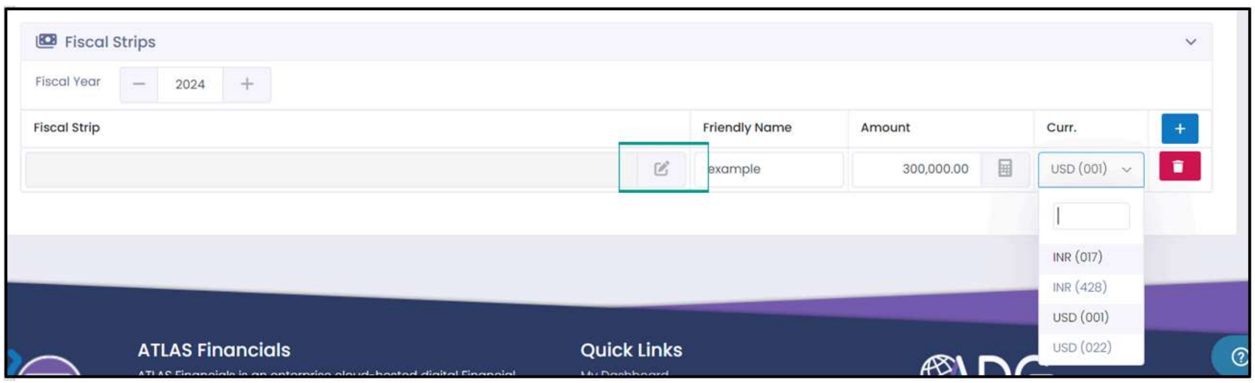
1. Click on **Choose File** (blue button) to upload a document from your device.
2. Create a new **Description** or leave it as is
3. Select the **Attachment Type**
4. The **Date Sent** will update automatically once the BOC is sent and the clock starts



Note: Attachments shared with the recipient become official communications and cannot be deleted. Attachments not shared with the recipient can be deleted. You can add as many attachments as you'd like and delete them as long as they haven't been shared with a recipient, making them official communications.

Fiscal Strips: Adding Fiscal Data:

1. **Update the Fiscal Year:**
   - Click on the + or - buttons next to the Fiscal Year located at the top left.
2. **Add a Friendly Name:**
   - Enter text that helps FMC recognize an otherwise anonymous sequence of digits.
3. **Select Currency:**
   - Click on the dropdown arrow to display a list of currencies for selection.
4. **Adding Another Fiscal Strip:**
   - Click on the blue + icon to add another Fiscal Strip.
5. **Deleting a Row:**
   - To delete a row, click on the red trash can icon associated with the row.

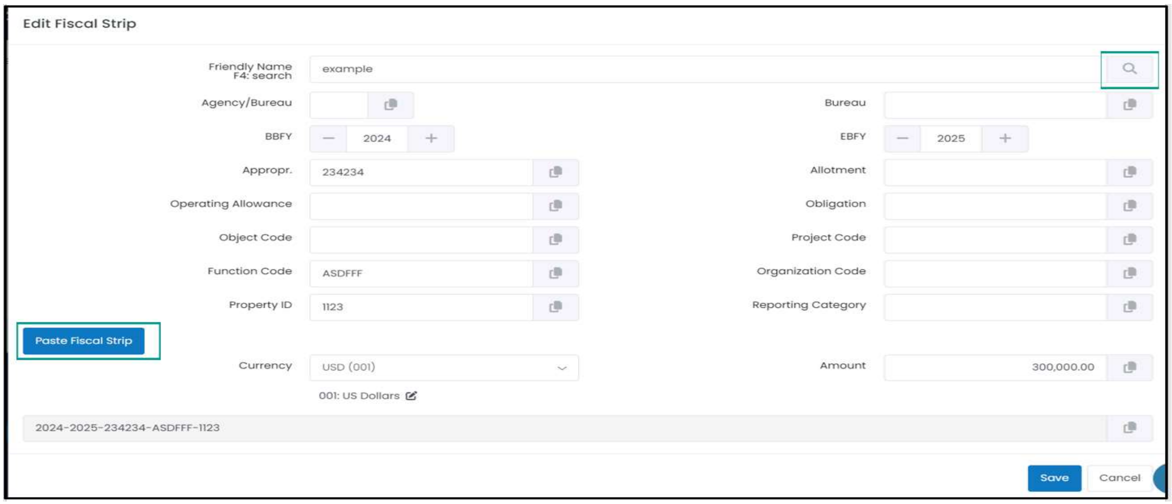


Editing Fiscal Strip Data:

1. Locate the Fiscal Strip field.
2. Click on the Edit icon (outlined in green in the image above).
3. The fiscal strip box will be displayed, showing fields to input data for the Fiscal Strip.

Editing Fiscal Strip (Edit Box):

1. Click on the Edit icon within the Fiscal Strip field.
2. The screen illustrated in the image below will appear.
3. Enter all the necessary fiscal data into the provided fields.
4. Once you have entered the data, click **Save** located at the bottom right corner of the screen.
5. If you decide not to proceed with editing, you can click the **Cancel** button to exit without saving changes.



Paste Fiscal Strip: In the Fiscal Strip edit box, there is a feature called **Paste Fiscal Strip**- outlined in green above.

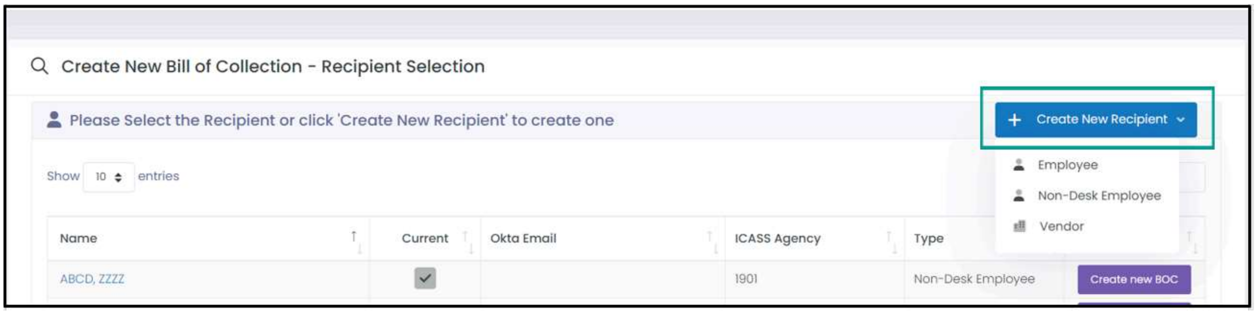
This feature allows you to paste fiscal strip details that were created previously. You can either add a fiscal strip template to the fields or replace all the fields. Once all the necessary information has been added for the fiscal strip, be sure to click on the **Save** button.

NOTE: Fiscal Strip Templates and Fiscal Data management are covered in the Administration guide. For additional information on managing these details, please refer to the Administration manual.

New BOCs can be created using one of two methods**. Below is the second option:**

To create a new bill (create new Recipient option), navigate to **Receivables > New Bill**.

1. Click Create New Recipient and select the Recipient type: Employee, Non-Desk Employee, or Vendor. NOTE: Only FMC may select an Okta account for a new Recipient. BOC Initiators may only enter the First and Last Name of the Recipient.
2. Create the new BOC using the steps described in Step 1.



Required Role(s) to view/edit this page: *Instance Administrator, Financial Management Officer, Accounts Receivable Administrator, Accounts Receivable Technician,* ***or*** *BOC initiator*

My Initiated Bills

The **My Initiated Bills** page displays Bill of Collections you have drafted as a Service Provider.

Bill of Collections may be filtered by Fiscal Year, Bill Date, Status, and Recipient Type, or Recipient/Vendor Name. For Advanced Filters, select the **Advanced Search** button on the right side of the page.

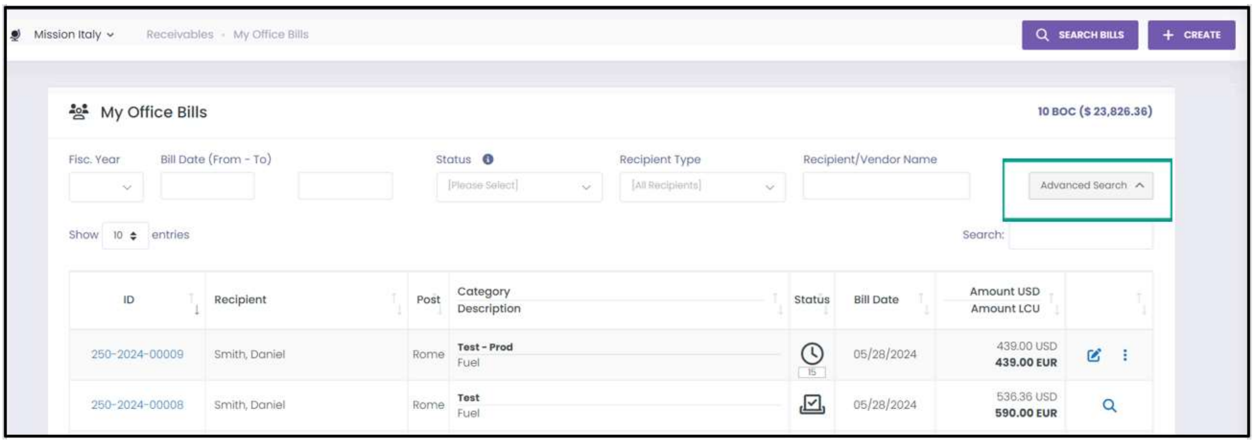
Edit, Display, or Delete a BOC

Managing Bills on the My Initiated Page

My Initiated page: shows records where you are either the Recipient or have drafted them as a Service Provider. Each row offers options at the end to Edit, Display, or Delete, indicated by a green highlighted outline.

My Office Bills

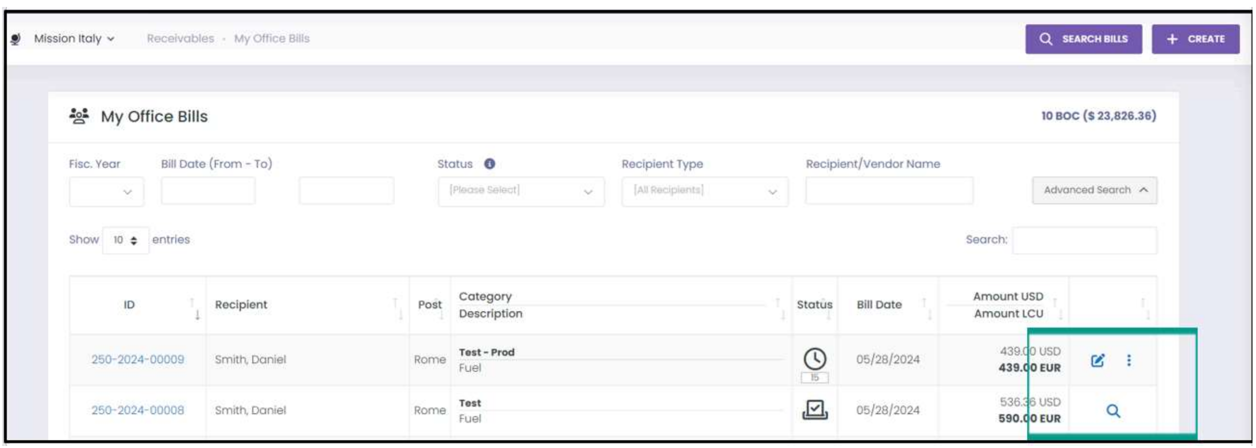
The **My Office Bills** page displays all bills assigned to your office. BOCs may be filtered by Fiscal Year, Bill Date, Status, and Recipient Type, or Recipient/Vendor Name. For **Advanced Filters**, select the **Advanced Search** button on the right side of the page- green highlighted outline.



NOTE: Clicking on the Record ID of any record will redirect you to a page that displays the record's details. This feature is the same throughout the application.

Edit, Display or Delete a BOC

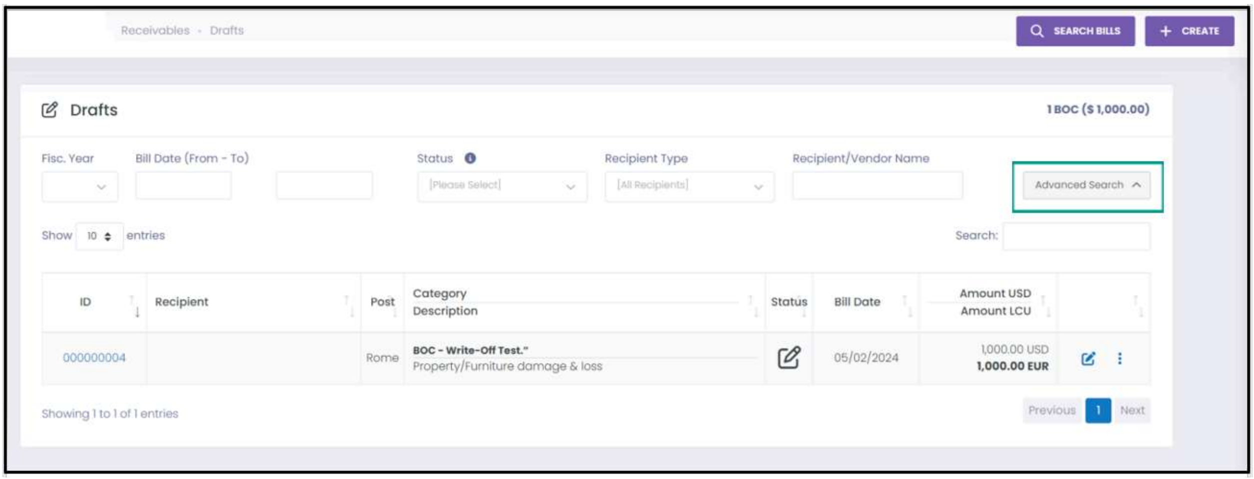
Within the **My Office Bills** page, all bills assigned to your office will be displayed. At the end of each row, there are options to either Edit, Display, or Delete.



Required Role(s) to view/edit this page: *Instance Administrator, Financial Management Officer, Accounts Receivable Administrator, Accounts Receivable Technician **or** BOC initiator*

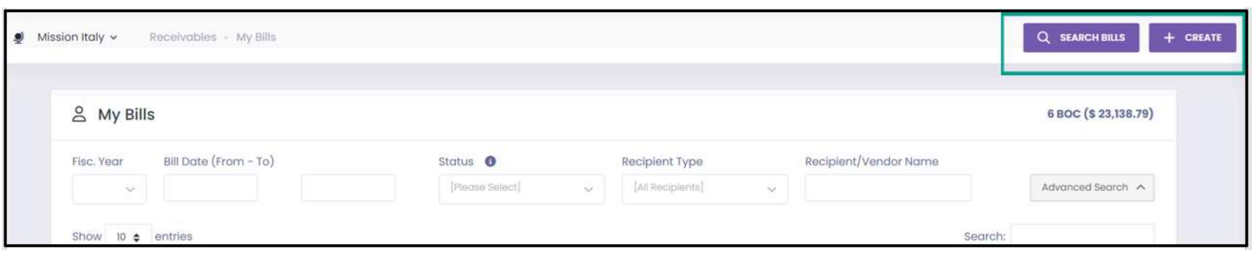
Drafts

The Drafts page displays all the records that are in Draft status. BOCs may be filtered by Fiscal Year, Bill Date, Status, and Recipient Type, or Recipient/Vendor Name. For **Advanced Filters**, select the **Advanced Search** button on the right side of the page- see green highlighted outline below.



NOTE: Clicking on the Record ID of any record will redirect you to a page that displays the record's details. This feature is the same throughout the application.

Drafts: At the top of the **Drafts** page there is a **Search Bills** and **Create** options. See below for a description of each:



Searching Bills:

1. Click on **Search Bills**.
2. You will be taken to a page displaying all bills of collections.
3. This page offers filter criteria such as BOCs in draft, submitted, open, closed, or voided status.

Creating a New Bill:

1. Click on the **Create** button.
2. This action redirects you to the Create New Bill of Collection - Recipient Selection page.
3. On this page, you have two options for creating a new bill:
    - **Create new BOC**
    - **Create New Recipient**

Display Action:

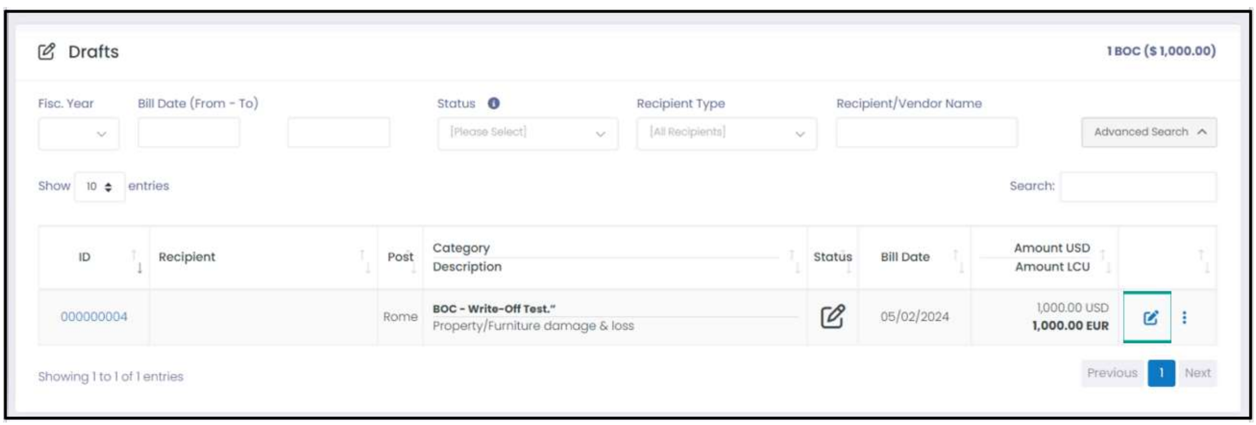
1. Click on **Display**.
2. This action redirects you to view the associated record.

Delete Action:

1. Click on the **Delete** button.
2. This action redirects you to the associated record.
3. You will be prompted to confirm the delete option again.
4. Ensure this is the action you want, as there is no additional notification currently.

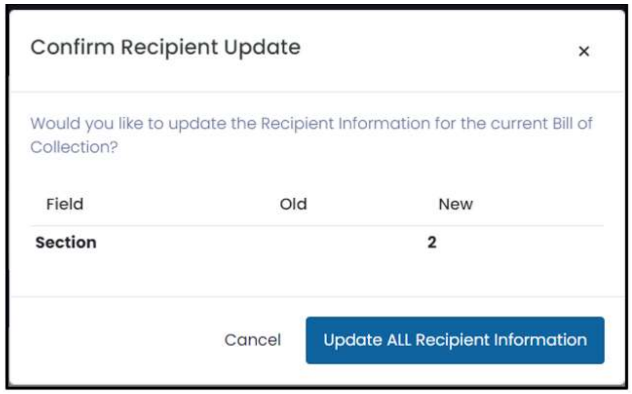
Editing Draft:

1. Click on **Edit**.
2. This action redirects you to the Draft page.
3. Here, you can access embedded sections such as:
    - Post and Recipient Details
    - Bill of Collection Details
    - Attachments
    - Fiscal Strips



Confirmation to Update Recipient Details:

1. Upon clicking **Edit**, you will receive a confirmation to update the Recipient details pulled from the ATLAS database.
2. To update the fields, click on **Update All Recipient Information**.



Within this page, there are additional edit options. **See below for a description of each:**

Search Bills:

1. Click on **Search Bills**.
2. You will be taken to a page displaying all bills of collections.
3. This page offers filter criteria based on BOCs in draft, submitted, open, closed, or voided status.

Cancel/Save Actions:

1. Click **Cancel** to return to the My Initiated Bills page.
2. Click **Save** to capture any changes made.

Send Initial Notification:

1. Click on **Send Initial Notification**.
2. A prompt will ask, "Are you sure you want to start the clock on the Bill of Collection?"
3. Click **OK** to proceed with sending the notification.
4. You will be redirected to the Search Bills page where sent notifications can be viewed.

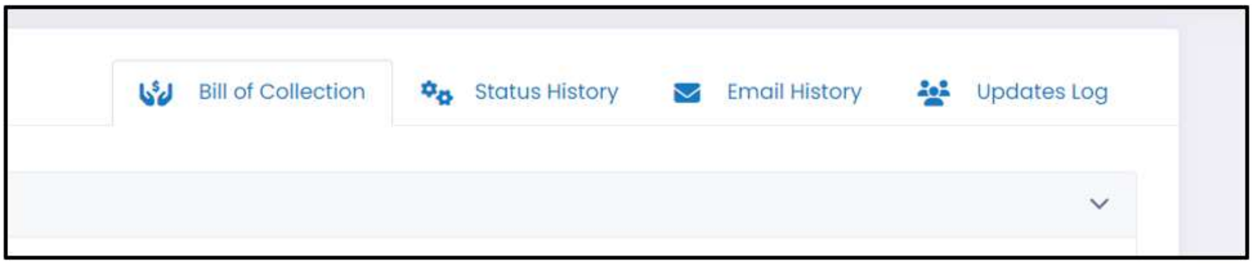
Ellipsis (Three Dots) Menu:

1. Click on the ellipsis (three dots) menu.

Void Bill:

1. Enter a comment for voiding the BOC.
2. Click **Void** to proceed.

Within this page, there are also tabs: *Bill of Collection, Status History, Email History, and Updates Log. Below is a description of each one.*



Bill of Collection - Show all the Bill of Collection sections and details

Status History - Any changes that have been made to the status of a record will display within this tab.

Email History- This tab shows all email communication between parties-

- Including recipients and the subject. lines

- Additionally, you can further send additional notifications within this tab.

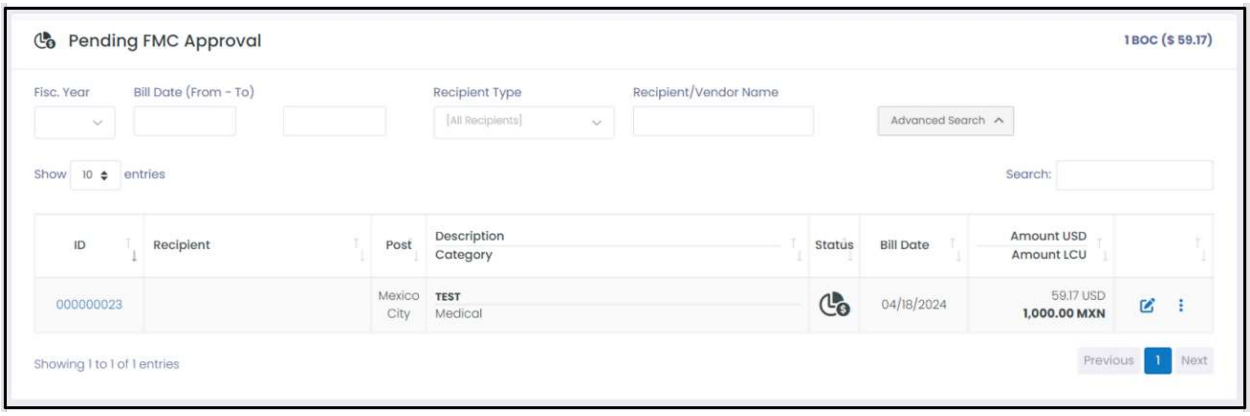
Updates Log - This tab shows a comprehensive list of any changes made to a record.

> When a draft is submitted, the Draft ID remains available for reference purposes. However, on-screen, it is replaced by the official BOC ID number.

Required Role(s) to view/edit this page: *Instance Administrator, Financial Management Officer, Accounts Receivable Administrator, Accounts Receivable Technician or BOC initiator*

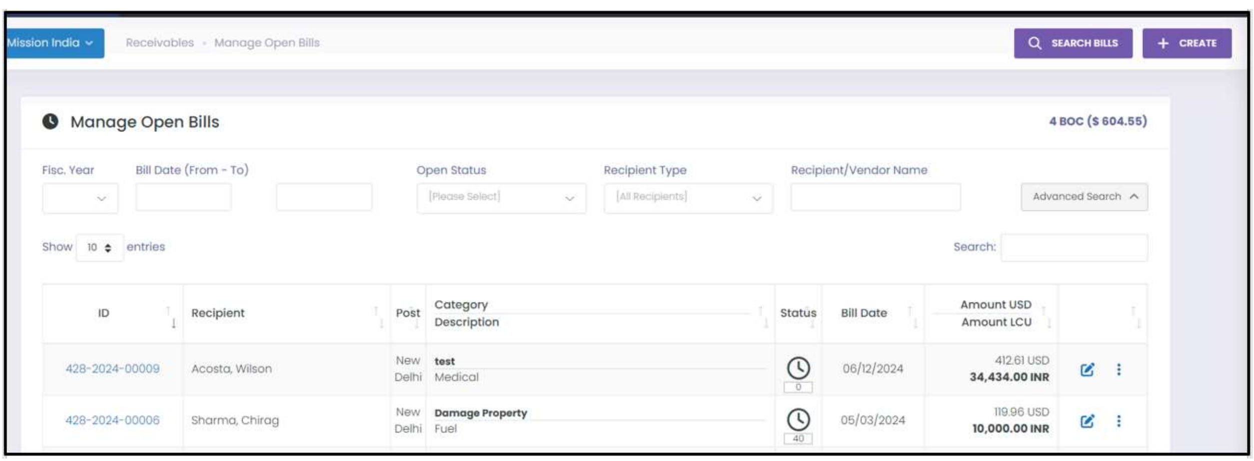
Pending FMC Approval

The Pending FMC Approval page shows records that are waiting for FMO or Account Receivable Technician to add fiscal data information. Users can use various filter fields to find specific records pending FMC approval by fiscal year, bill date ranges, recipient types, and vendor names. For Advanced Filters, select the **Advanced Search** button on the right side of the page-see green highlighted outline below.



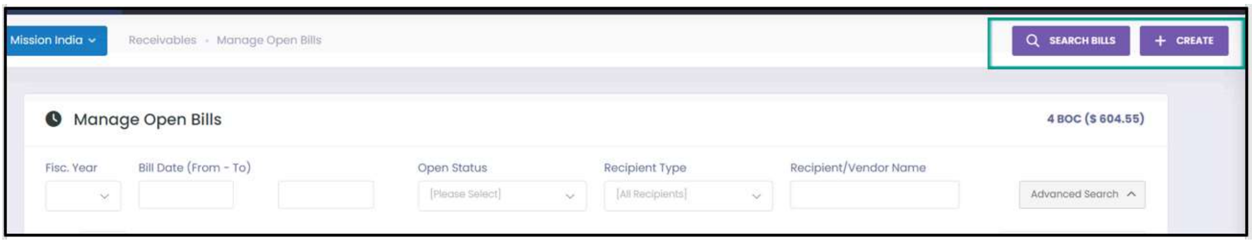
Manage Open Bills

The Manage Open Bills page shows all the open bills. Users can use various filter fields to find specific open records by fiscal year, bill date, open status, recipient type, Recipient/Vendor name. For **Advanced Filters**, select the **Advanced Search** button on the right side of the page-see green highlighted outline below.



NOTE: Clicking on the Record ID of any record will redirect you to a page that displays the record's details. This feature is the same throughout the application.

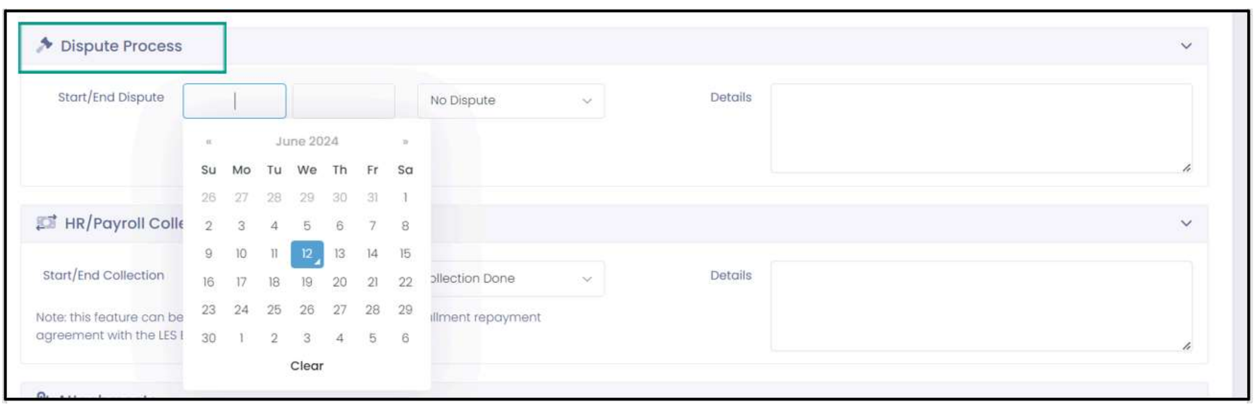
Manage Open Bills: At the top of the **Manage Open Bills** page there are **Search Bills** and **Create** options. See below for a description of each:



Dispute Process

Dispute Process: Adding Dispute Details

1. If there is a dispute with the Bill of Collection, navigate to the relevant section.
2. Add the relevant dates, status, and provide detailed information about the dispute.
3. Once a dispute is initiated, the Bill of Collection will remain in a wait state until the dispute is resolved.



Starting a Dispute:

1. To report a dispute, enter the start date of the dispute for the Bill of Collection.
2. When a dispute start date is applied, the dispute status defaults to "Dispute Pending."
3. A dispute start notification is sent to the designated FMO.
4. A banner indicating the dispute status will appear on the Bill of Collection.

Ending a Dispute:

1. Once the dispute is resolved, enter the end date of the dispute for the Bill of Collection.
2. Applying a dispute end date updates the Bill of Collection status to reflect the outcome.
3. A dispute end notification is sent to the designated FMO.

A banner will appear on the Bill of Collection noting the dispute status- example below.

Notification Settings: Notifications are automatically sent when a dispute is opened or closed. Settings can be configured to disable these notifications.

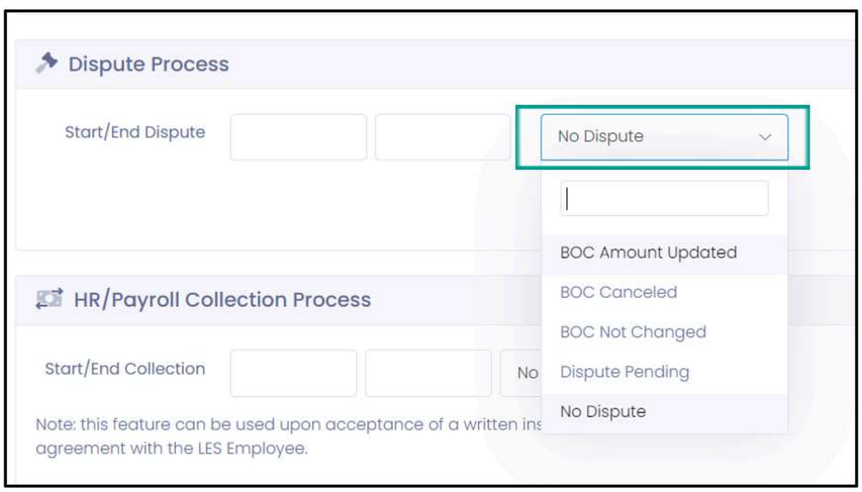
BOC Statuses: Sent (No Permission):

- When a Bill of Collection is sent but the recipient has no permission to view it.
- During the dispute process, all fields are frozen. No notifications are sent as the record is under review.

Dispute Decided (Decision Made)**:** Days when the Bill of Collection is under review due to a dispute do not count towards the total days (60 days).

End Date Description: The end date includes a description and provides a button to amend the Bill of Collection.

Dispute Statuses (see image below):



BOC Amount Updated: Indicates that the amount on the Bill of Collection needs updating. Click "Amend BOC" to proceed.

BOC Canceled: Indicates that the Bill of Collection has been canceled. Click "Cancel BOC" for further action.

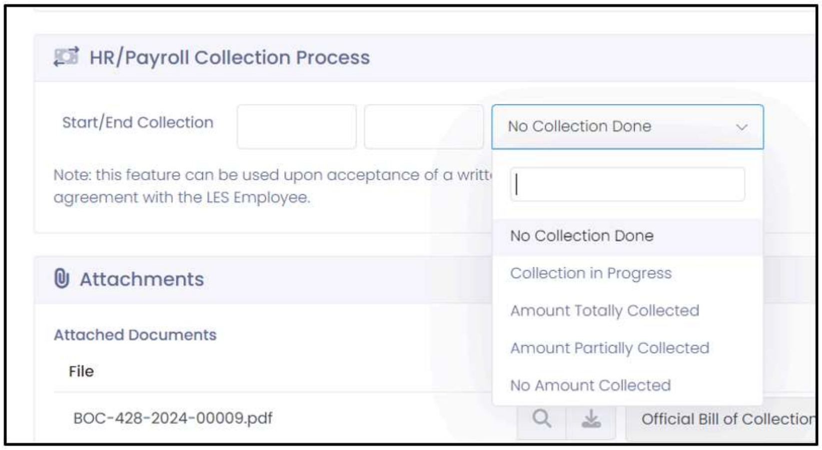
BOC Not Changed: Indicates that the Bill of Collection remains unchanged due to the dispute.

Dispute Pending: Indicates that a dispute regarding the Bill of Collection has started.

No Dispute: Indicates that the Bill of Collection has no ongoing dispute.

HR/Payroll Collection Process: Note: this feature can be used upon acceptance of a written installment repayment agreement with the LES Employee.

Payment schedule/payment plan/ ability to withdraw funds from employees (payment collection process). *Alternate to CGFS* for LES (State) for payment deduction/ payment plan



Display, Edit, or Delete a BOC

The information below covers how to display, edit, or delete a bill of collection. Bills of collection can be displayed within My Initiated, My Office Bills, Drafts, Manage Open Bills, Manage Closed Bills, and Search Bills. They can be edited within My Initiated, My Office Bills, Drafts, Manage Open Bills, and Search Bills (only for certain statuses). And Deleted within My Initiated, My Office Bills, Drafts, Manage Open Bills and Search Bills (only certain bills).

Display Action:

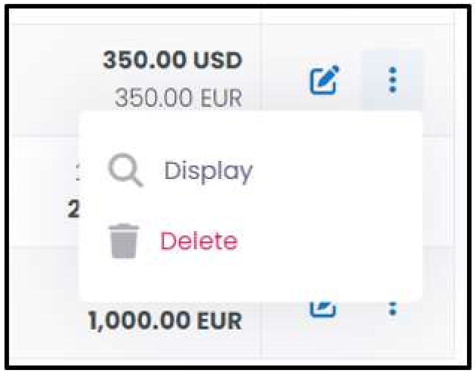
1. Click on **Display**.
2. You will be redirected to view the associated record.

Delete Action:

1. Click on the **Delete** button.
2. This action redirects you to the associated record.
3. You will be prompted to confirm the delete option again.
4. Ensure this is the action you want, as there is no additional notification currently.

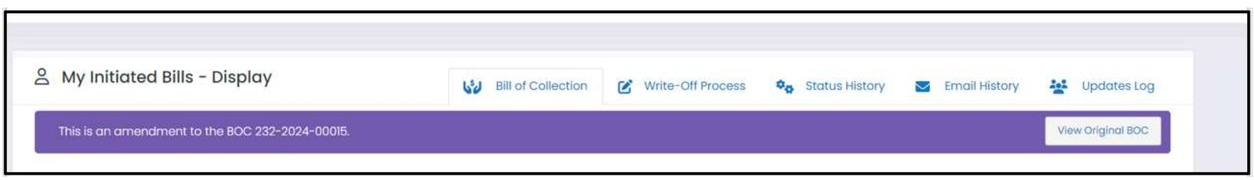
Edit Action:

1. Click on the **Edit** icon.
2. This action redirects you to the Bill of Collections.
3. Here, you can access embedded sections such as:
   - Post and Recipient Details

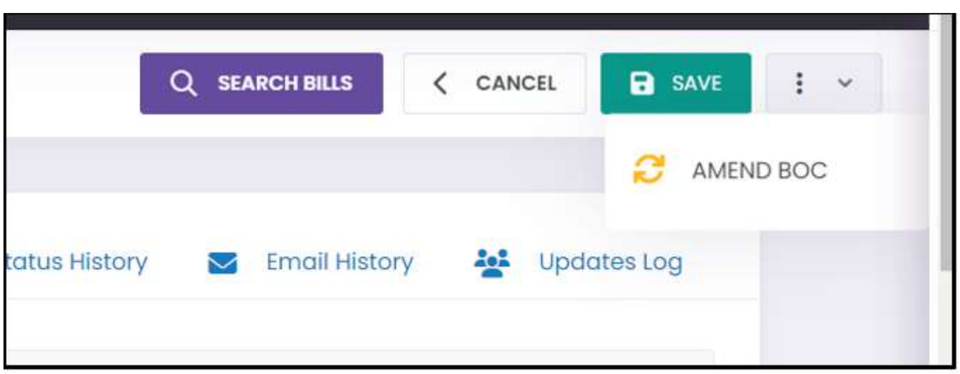


Amending a BOC

When you amend a BOC, a new draft is created when the record is amended. You have options to send the initial notification or void the draft. Please note that each time a draft is amended, a new draft is created, which can be viewed by clicking on the 'View Original BOC' option.



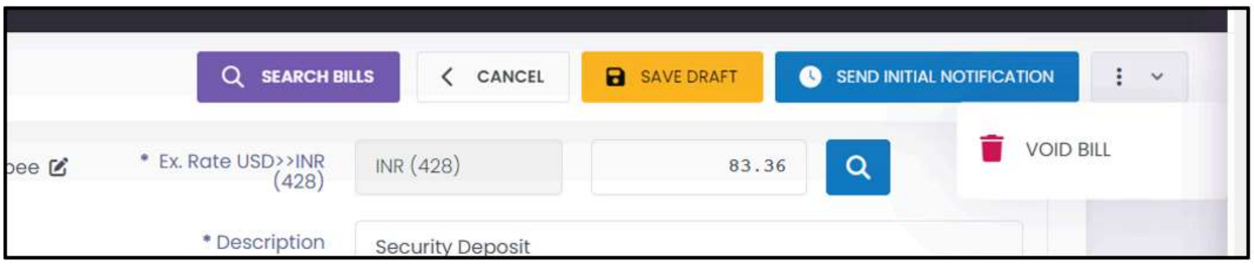
During a dispute, if a BOC amount is updated, it will be labeled as 'BOC Amount Updated - A Bill of Collection amount requires updating (Amend BOC).



Steps to Amend a BOC:

1. Click on the green **Edit** button. This will direct you to the example shown in the image above.
2. To amend a BOC, this action will void the current BOC and create a new draft using the existing information.
3. Enter a comment for the amendment.
4. Click Amend Bill of Collection to proceed.

Amending a BOC: Within an amended BOC, you will have the options listed below. A description of each one is provided.



Search Bills

1. Click on Search Bills to navigate to a page displaying all bills of collections.
2. This page offers filter criteria such as BOCs in draft, submitted, open, closed, or voided status.

Cancel

1. Click Cancel to return to the My Initiated page.

Save Draft

1. Click Save Draft to capture any changes made.

Send Initial Notification

1. When you click on Send Initial Notification, a prompt will appear asking, "Are you sure you want to start the clock on the Bill of Collection?"
2. Click "OK" to process the notification.
3. You will be redirected to the Search Bills page where sent notifications can be viewed.

Ellipsis (three dots)

1. The ellipsis menu provides additional options:

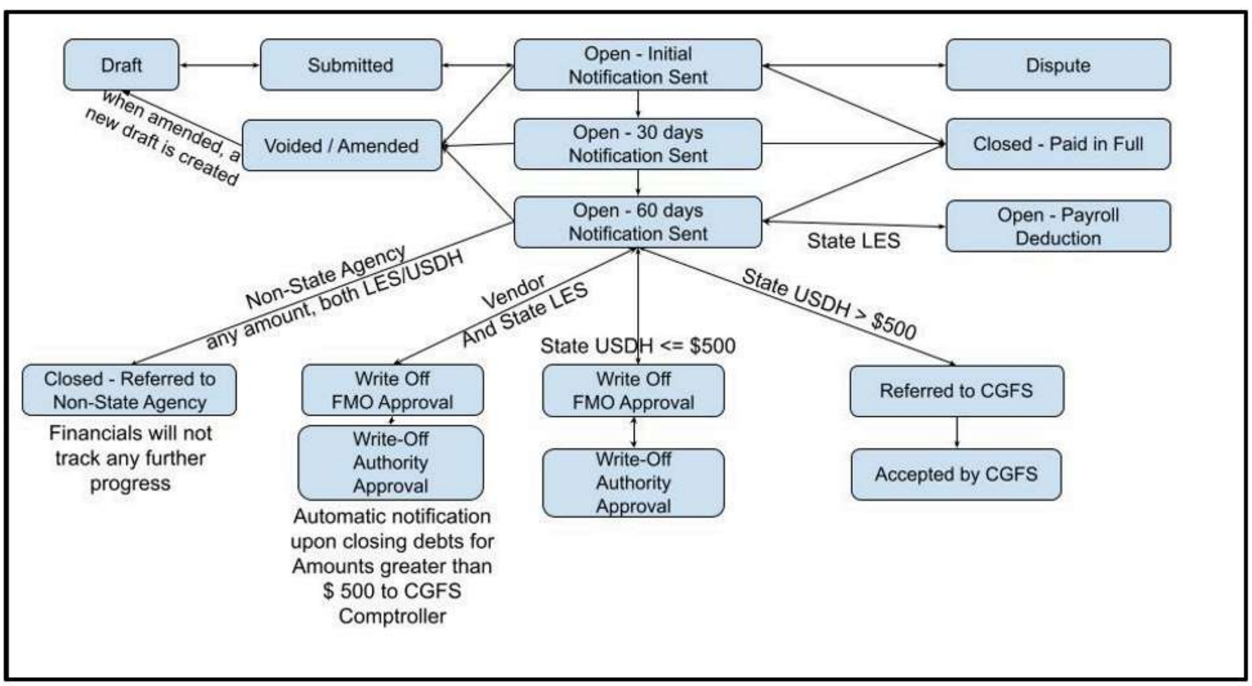
1. Void Bill: Enter a comment to void the BOC, followed by Click Void to proceed.

An amended BOC has a feature that allows you to view the original BOC. See the image below as an example.

Writing Off a BOC

The process for writing off a bill of collection depends on the type of employee associated with the BOC. For example, Vendors and LES (state employees), their BOCs are first sent to the FMO for approval to write them off. Upon approval, the BOC is then routed to the Write-Off Authority for final approval. For amounts exceeding $500, automatic notifications are sent to the CGFS Comptroller upon debt closure.

USDH employees with BOCs totaling less than $500 have their debts sent to the FMO for initial approval to be written off. Subsequently, the Write-Off Authority provides final approval.

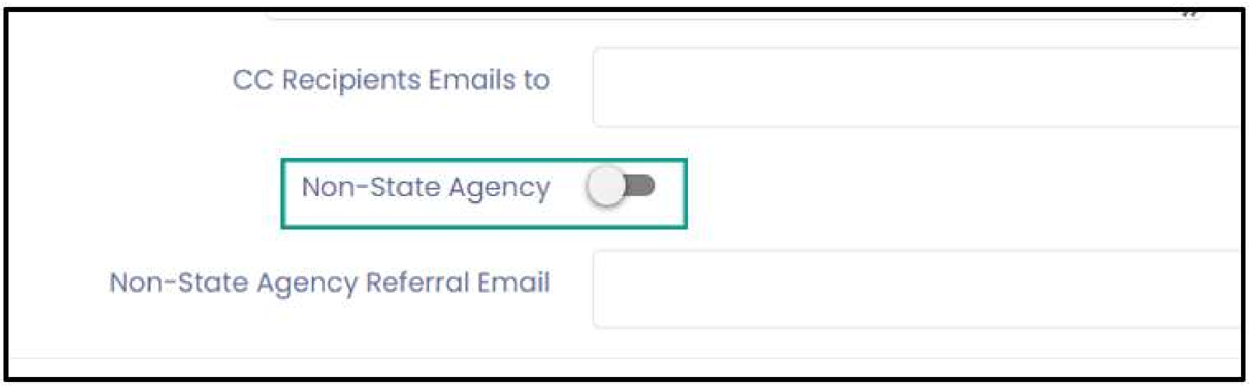


Closing Out a Non-State Agency BOC

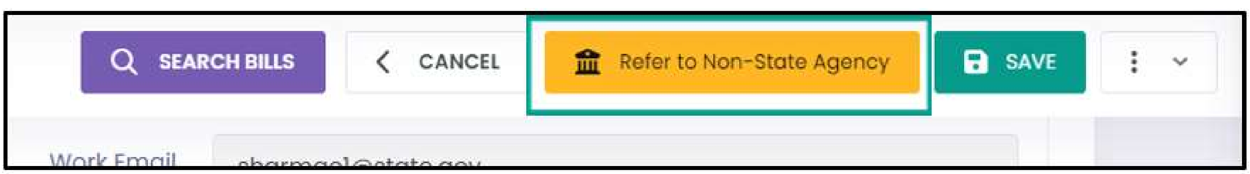
ATLAS Financials will not track any further progress of BOCs referred to non-state agencies of any amount, for both LE Staff and USDH. These bills are considered closed in the application.

The Steps:

1. Navigate to the Bill of Collection requiring referral
2. Click the **Edit** icon to modify the BOC
3. In the Post and Recipient Details section, find the Non-State Agency toggle button and toggle to **blue** to enable the Non-State Agency referral
4. Enter the **Non-State Agency Referral email address** to which the bill is being referred.



6. Click on the yellow "Refer to Non-State Agency" button to initiate the referral process.



Note: Below is an example of the notification you will receive within the ATLAS Financials system when you choose to refer a Bill of Collection to a non-state agency:

1. Certification Message: *"I certify that all the necessary steps required prior to referring the BOC to the Agency have been completed, and the BOC can be sent to the Non-State Agency."*
2. Email Notification: *An email requesting the referral of the BOC will be sent to the Non-State Agency (example123@gmail.com) along with all the attachments.*

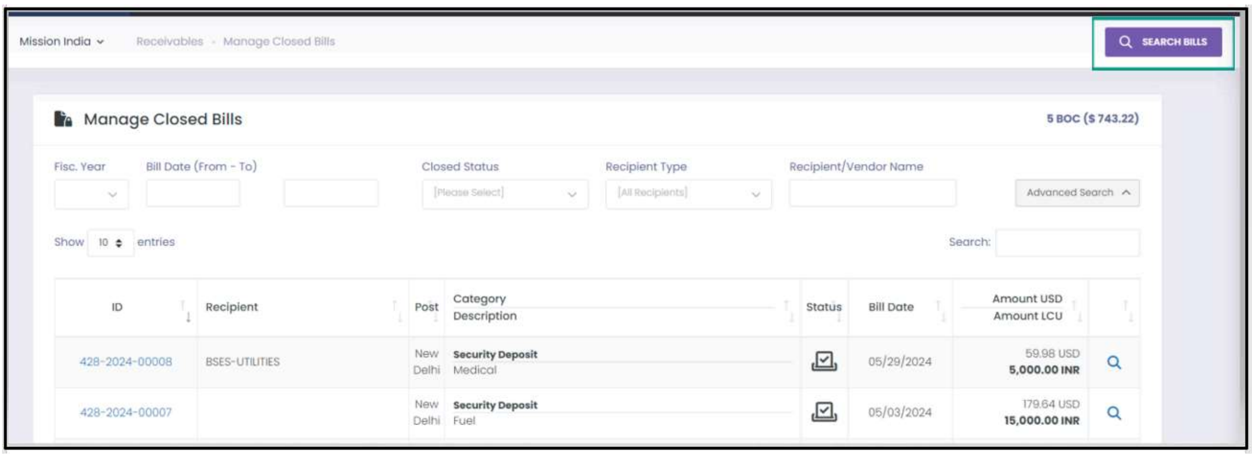
3. Payment Process Change: *The cashier will no longer be able to enter any payments related to the BOC in ATLAS Financials. Payments will need to be sent directly to the Non-State Agency.*

Required Role(s) to view/edit this page: *Instance Administrator, Financial Management Officer, Accounts Receivable Administrator or Accounts Receivable Technician*

Manage Closed Bills

The Manage Closed Bills page shows all the closed bills. Users can use various filter fields to find specific closed records by fiscal year, bill date ranges, closed status (including **Payment in Full Received, Accepted by CGFS,** and **Write-Off** statuses), recipient types, and vendor names.

For **Advanced Filters**, select the **Advanced Search** button on the right side of the page.



NOTE: Clicking on the Record ID of any record will redirect you to a page that displays the record's details. This feature is the same throughout the application.

Search Bills

1. Click on **Search Bills** to navigate to a page displaying all bills of collections.
2. This page provides filter criteria such as BOCs in draft, submitted, open, closed, or voided status.

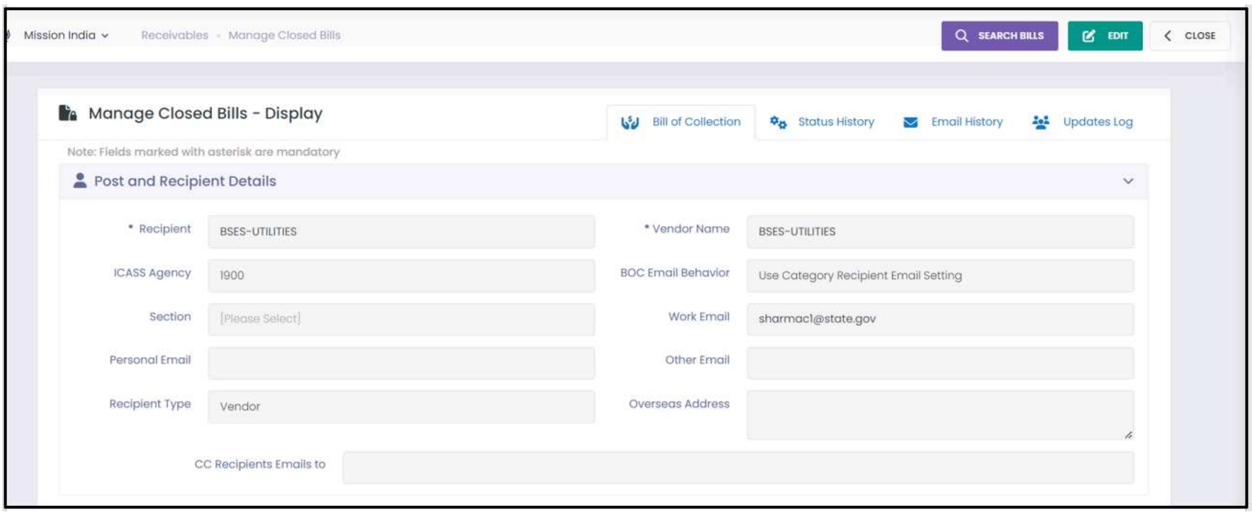
View Closed Bill of Collection

1. Click on the magnifying glass icon to view a closed Bill of Collection.
2. At the top right of the screen, you will find options:
    - **Search Bills:** Allows you to return to the Search Bills page.

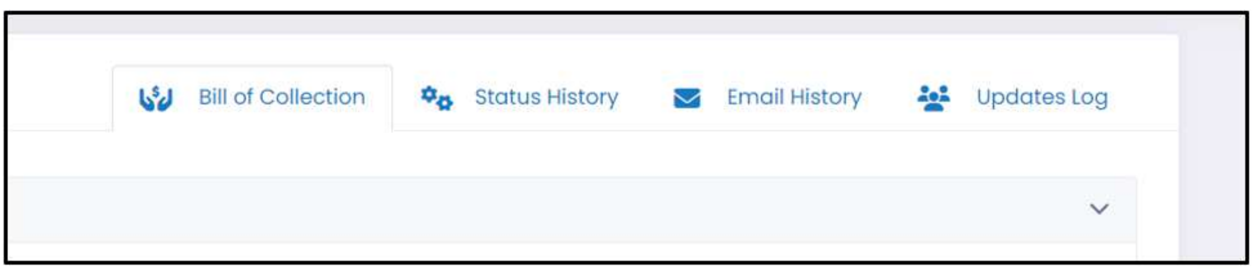
- **Edit:** Allows you to amend the BOC (Bill of Collection).
- **Close:** Redirects you back to the Manage Closed Bills page.

Editing a Bill of Collection

1. Notice that the majority of fields are grayed out.
2. Click on the **Edit** button if available to potentially amend the Bill of Collection.
3. Access to modifying the BOC may depend on your role permissions.



Within this page, there are also tabs: *Bill of Collection, Status History, Email History, and Updates Log. Below is a description of each one.*



Bill of Collection - Show all the Bill of Collection sections and details

Status History - Any changes that have been made to the status of a record will display within this tab.

Email History- This tab shows all email communication between parties-

- Including recipients and the subject. lines

- Additionally, you can further send additional notifications within this tab.

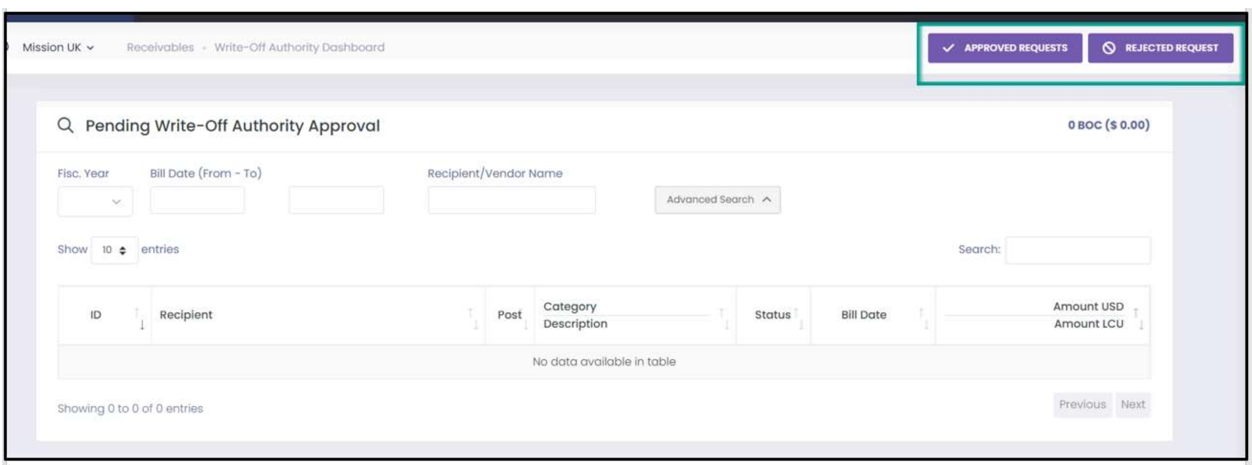
Updates Log - This tab shows a comprehensive list of any changes made to a record.

Required Role(s) to view/edit this page: *Instance Administrator, Financial Management Officer, Accounts Receivable Administrator or Accounts Receivable Technician*

> **Reminder**: While having certain roles may grant access to pages, it does not guarantee the ability to perform all responsibilities associated with those pages. For detailed information on roles within the system and their corresponding abilities on each page, please refer to the Roles section of this user guide.

Write-Off Authority Dashboard

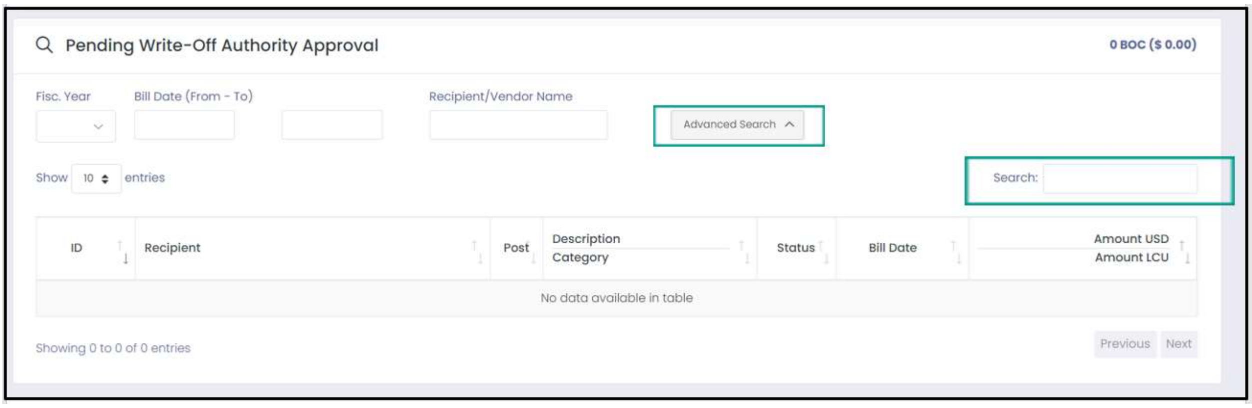
The Write-Off Authority dashboard displays Bills of Collection that are pending *Write-Off Authority approval, have been approved by Write-Off Authority or Rejected by this role.* This page allows users to search for Write-Off Authority bills by fiscal year, bill date ranges and recipient/vendor names. For **Advanced Filters**, select the **Advanced Search** button on the right side of the page.



Additional feature(s): Clicking on Approved Requests or Rejected Requests within the Write-Off Authority dashboard will redirect the user to either the approved requests or those rejected by the Write-Off Authority user.

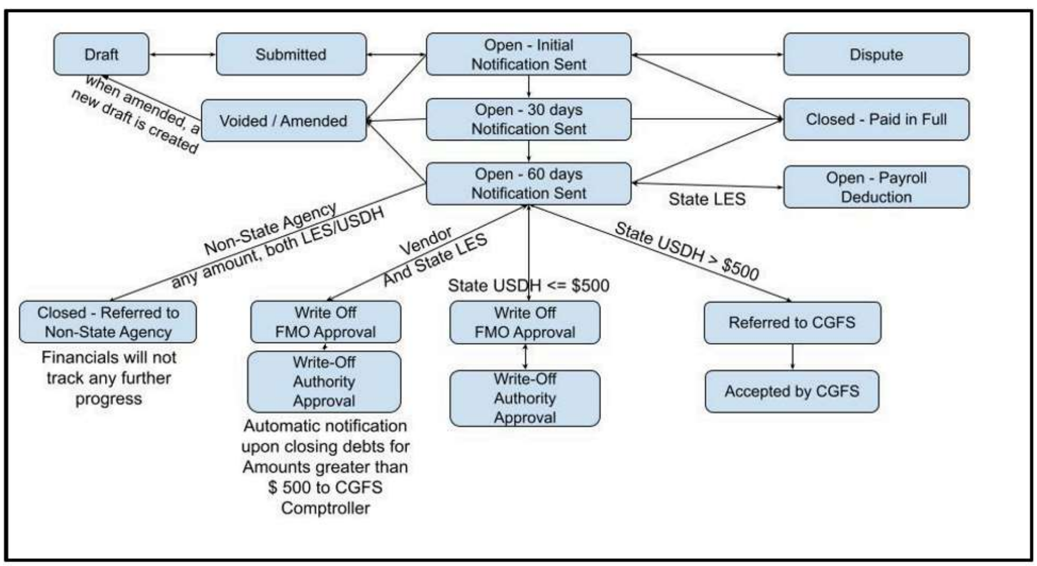
Pending Write-Off Authority Approval Page

The Pending Write-Off Authority Approval page shows all the records that are awaiting approval from the Write-Off Authority role.



Approving or Rejecting a BOC Write-Off Request

Users with the Write-Off Authority role are responsible for rejection or final approval of write-off requests for Vendors, LES (state), and USDH (state). Below is a flow chart illustrating the bill of collection process. Please note that after 60 days, bills of collection (BOCs) follow different paths depending on the recipient, either to receive approval (written off) or rejection.



To approve/reject a write-off, follow these steps:

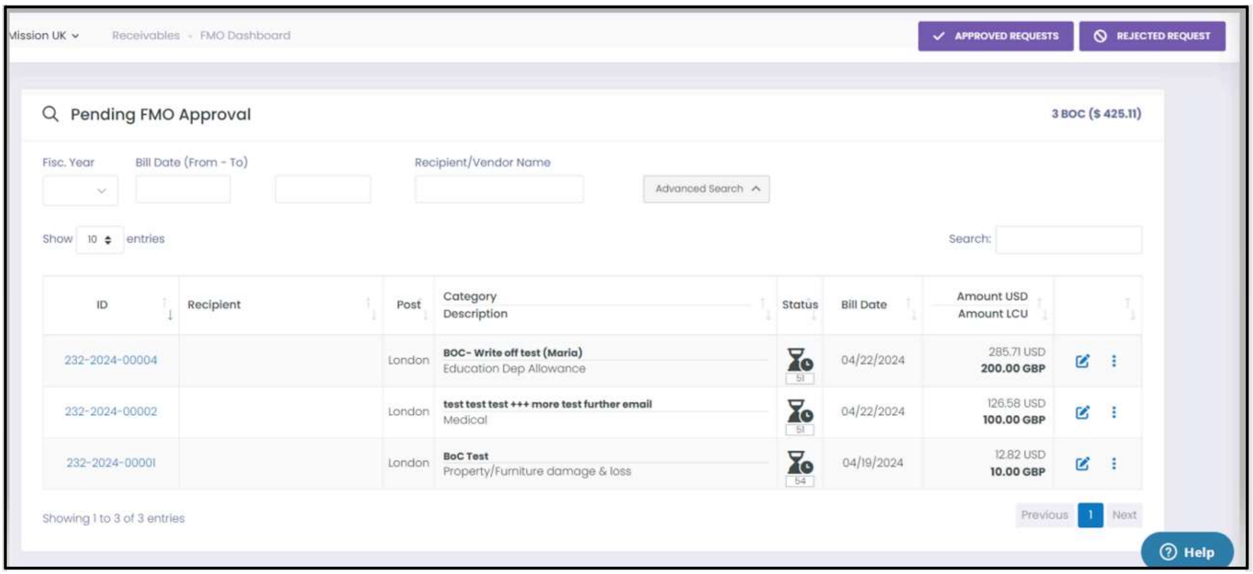
1. Select the bill of collection pending Write-Off Authority Approval.
2. Click Edit.
3. Click Approve. You will be prompted to enter a justification.
4. Alternatively, you can choose to reject the write-off request.

[Required Role(s)] to view/edit this page: *Instance Administrator or Write-Off Authority*

Financial Management Dashboard (FMO)

The Financial Management Officer (FMO) dashboard displays all BOCs that are pending FMO approval, Approved by the FMO, or Rejected by the FMO. There's options to filter by fiscal year, bill date ranges, and the recipient or vendor name. For **Advanced Filters**, select the **Advanced Search** button on the right side of the page.

Pending FMO Approval: The Pending FMO Approval page shows all the records that are awaiting approval from the FMO role.



Display: Clicking the display option will redirect you to the associated record.

Delete: Clicking on the Delete button will redirect you to the associated record. You will be prompted to confirm the delete option again. Currently, there is no additional notification, so ensure this is the action you want.

Edit: Clicking on the Edit icon will redirect you to the Bill of Collections and its embedded sections such as Post and Recipient Details, Bill of Collection Details, Attachments, and Fiscal Strips.

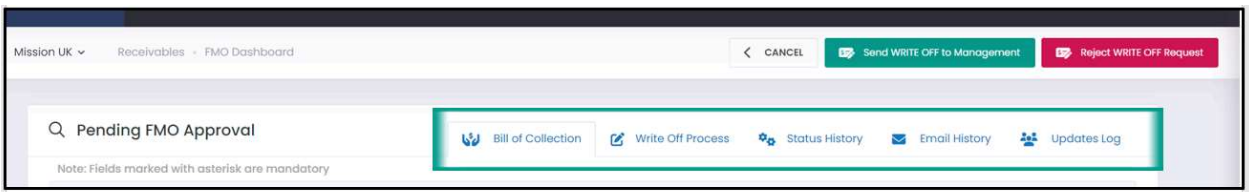
Within this page, there are additional Write-Off options.

Cancel: Clicking Cancel will take you back to the Pending FMO Approval page.

Send to WRITE-OFF Authority: Moves the BOC to the Write-Off Authority for approval.

Reject Write-Off Request:

Within this page, there are also tabs: *Bill of Collection, Write Off Process, Status History, Email History, and Updates Log. Below is a description of each one.*



Bill of Collection: Show all the Bill of Collection sections and details.

Write Off Process: This tab shows all the steps taken and their details, including the status of each step, whether completed or the results of the write-off actions.

Status History: Any changes that have been made to the status of a record will display within this tab.

Email History- This tab shows all email communication between parties-

- Including recipients and the subject. lines

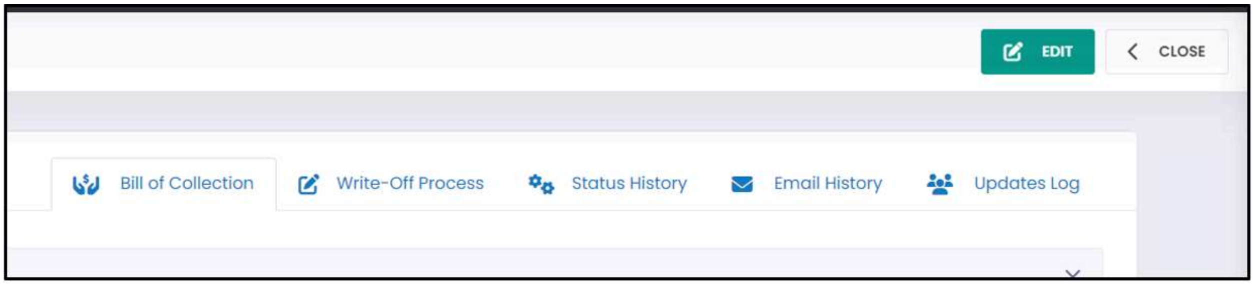
- Additionally, you can further send additional notifications within this tab.

Updates Log: This tab shows a comprehensive list of any changes made to a record.

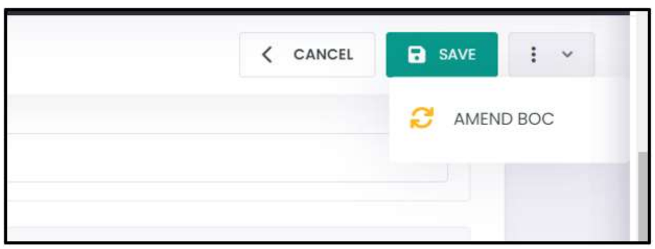
Approved by FMO: Clicking the magnifying glass icon (Display) will redirect you to the record and its details.

Once inside the record, navigate to the Edit option.

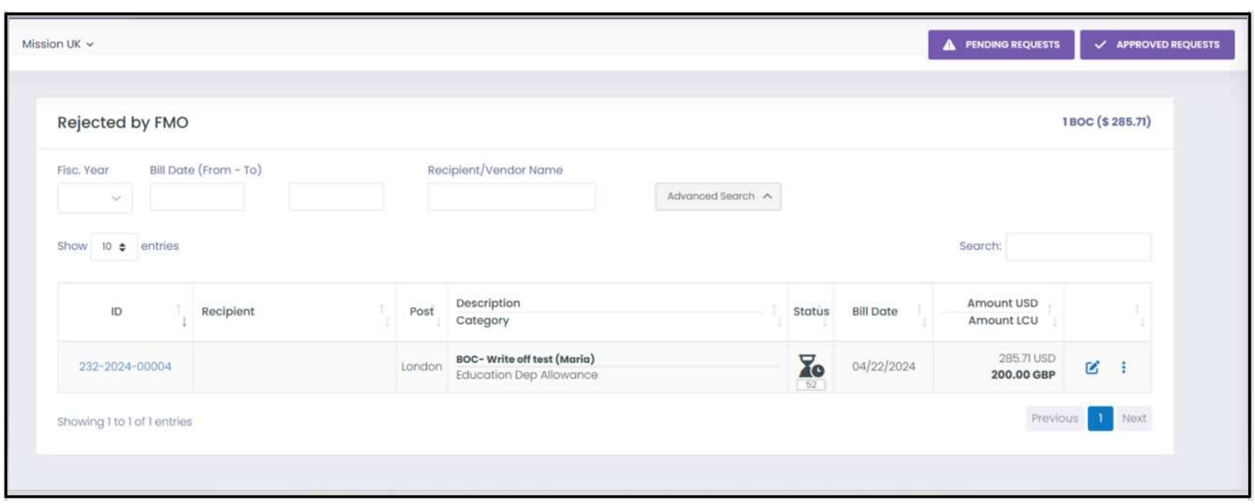
Click on Edit to access and modify the fields that are not grayed out.

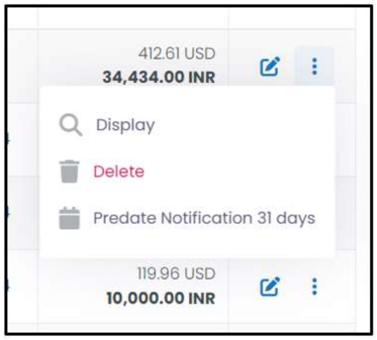


1. After clicking **Edit** and making changes, look for additional options.
2. Click on the ellipsis (three dots) to access more actions.
3. Choose **Amend BOC**. This action will void the current BOC and create a new draft using existing information.
4. Enter a comment specifying the reason for amending the BOC.
5. Click "**Amend Bill of Collection**" to proceed with the amendment.



Rejected by FMO: For rejected records, you have the option to edit, view (display), delete, or predate notifications to 31 days. See below for additional information.



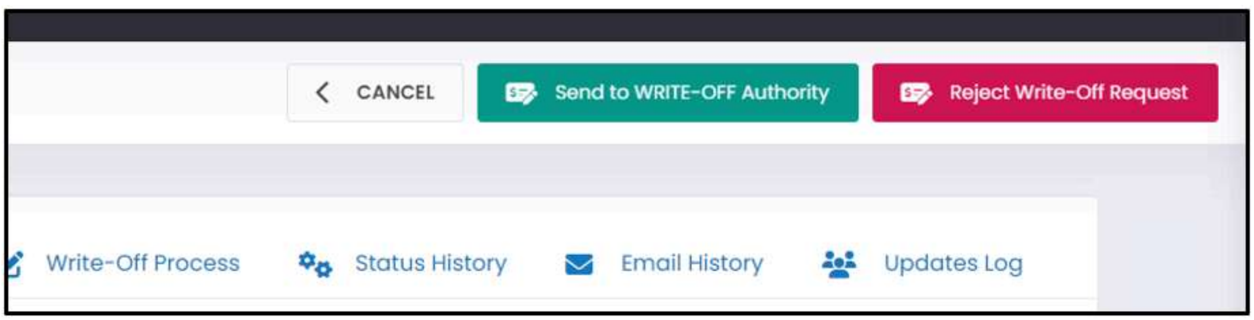


Display: Clicking the display option will redirect you to the associated record.

Delete: Clicking on the Delete button will redirect you to the associated record. You will be prompted to confirm the delete option again. Currently, there is no additional notification, so ensure this is the action you want.

Edit: Clicking on the Edit icon will redirect you to the Bill of Collections and its embedded sections such as Post and Recipient Details, Bill of Collection Details, Attachments, and Fiscal Strips.

Within this page, there are additional edit options. **See below for a description of each:**

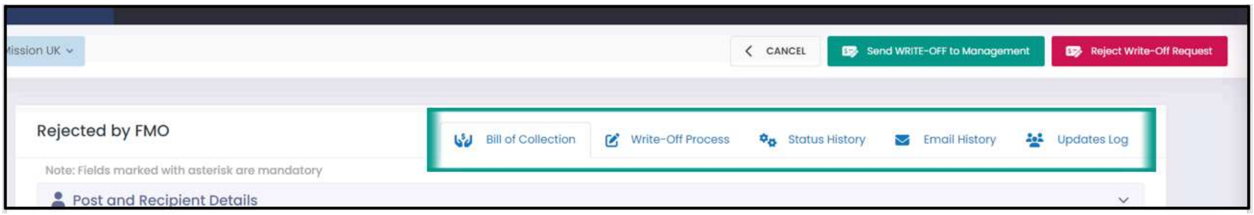


Cancel - Clicking Cancel will take you back to the Pending FMO Approval page.

Send Write Off to Write-Off Authority - Clicking this option will send the request to the Write-Off Authority. An email will be sent to the designated Write-Off Authority/Front Office users for approval.

Reject Write Off to Request - Clicking this option will initiate the rejection of this record. Comments for the FMC Analysts are required. Click "Reject Write Off Request" when ready.

Within this page, there are also tabs: *Bill of Collection, Write Off Process, Status History, Email History, and Updates Log. Below is a description of each one.*



Bill of Collection - Show all the Bill of Collection sections and details

Write Off Process - This tab shows all the steps taken and their details, including the status of each step, whether completed or the results of the write-off actions.

Status History - Any changes that have been made to the status of a record will display within this tab.

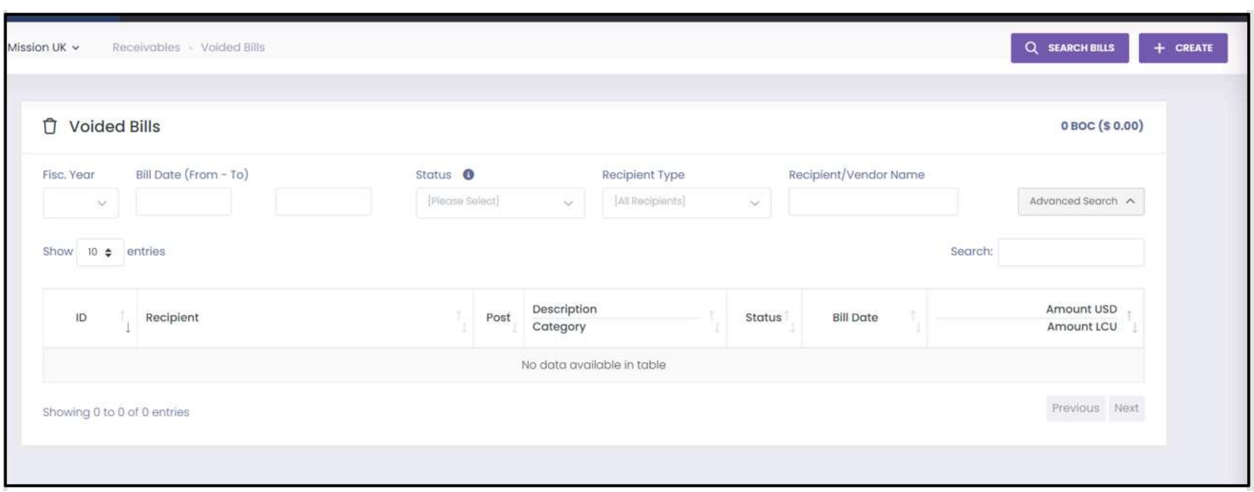
Email History - This tab shows all email communication between parties- who the email was sent to and the subject. Additionally, you can send additional notifications within this tab.

Updates Log - This tab shows a comprehensive list of any changes made to a record.

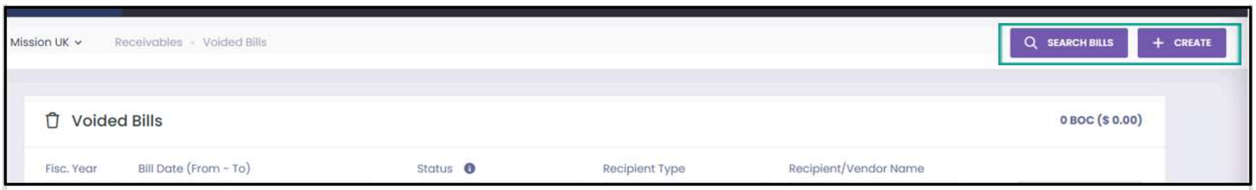
Required Role(s) to view/edit this page: *Instance Administrator or Financial Management Officer*

Voided Bills

This page allows users to search all voided BOCs by fiscal year, bill date ranges, status (including draft, submitted, open, closed, and voided), recipient types, and vendor names. For **Advanced Filters**, select the **Advanced Search** button on the right side of the page.



Voided Bills: At the top of the **Voided Bills** page there is a **Search Bills** and **Create** options. See below for a description of each:

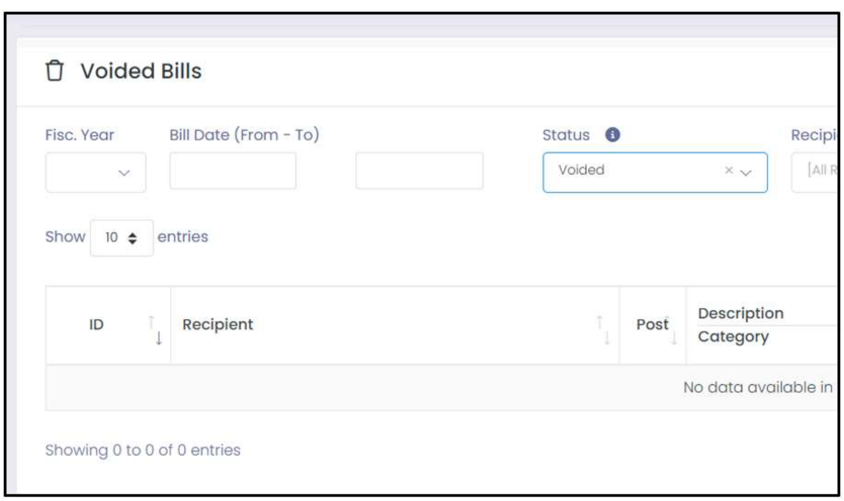


1. **Search Bills:**
    - Clicking on "Search Bills" will take you to a page displaying all bills of collections.
    - This page uses filter criteria such as BOCs in draft, submitted, open, closed, or voided status.
2. **Create:**
    - Clicking the "Create" button will redirect you to the "Create New Bill of Collection - Recipient Selection" page.
    - Here, you have two options for creating a new bill:
        1. Create new BOC
        2. Create New Recipient

Viewing a Voided BOC

1. Navigate to **Receivables** and select Voided Bills.
2. Filter by Status: In the status dropdown menu, select **"Voided".**

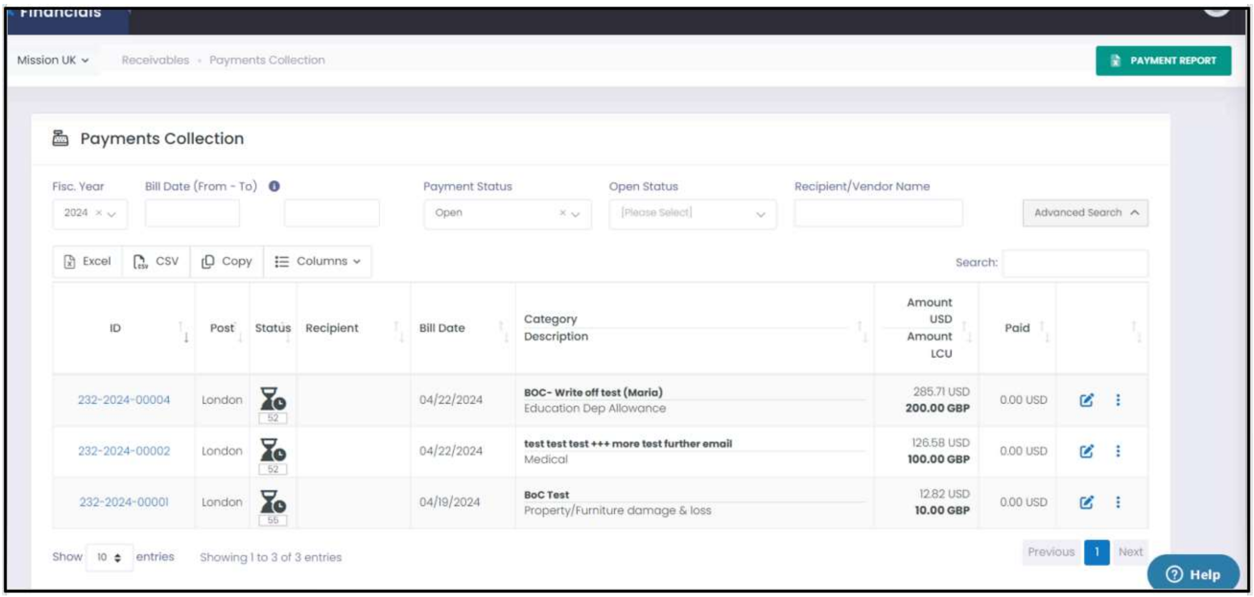
3.**View Voided BOCs**: This action will generate a list of all records that have been voided.



Required Role(s) to view/edit this page: *Instance Administrator, Financial Management Officer, Accounts Receivable Administrator or Accounts Receivable Technician*

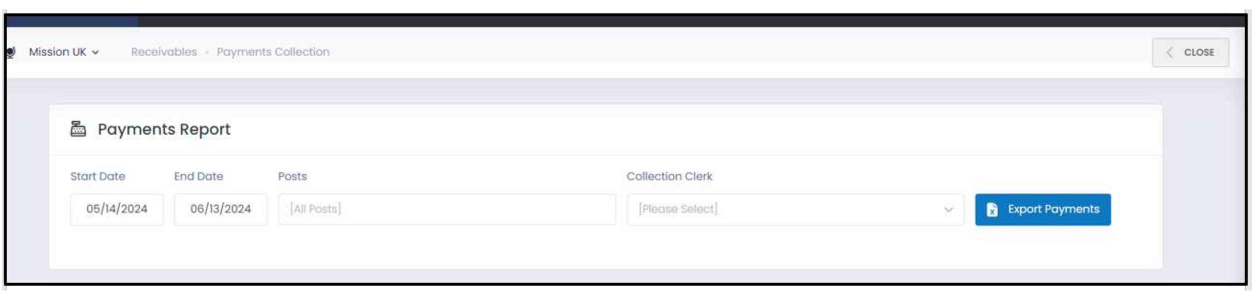
Payments Collection

This page allows Collection Clerks to enter payment information and also search for all payment collection records by fiscal year, bill date ranges, payment status, recipient, or vendor names. For **Advanced Filters**, select the **Advanced Search** button on the right side of the page.



NOTE: Clicking on the Name/Record ID of any record will redirect you to a page that displays the record's details. This feature is the same throughout the application.

Payment Report: Click on the green **Payment Report** button to be redirect to the screen below:

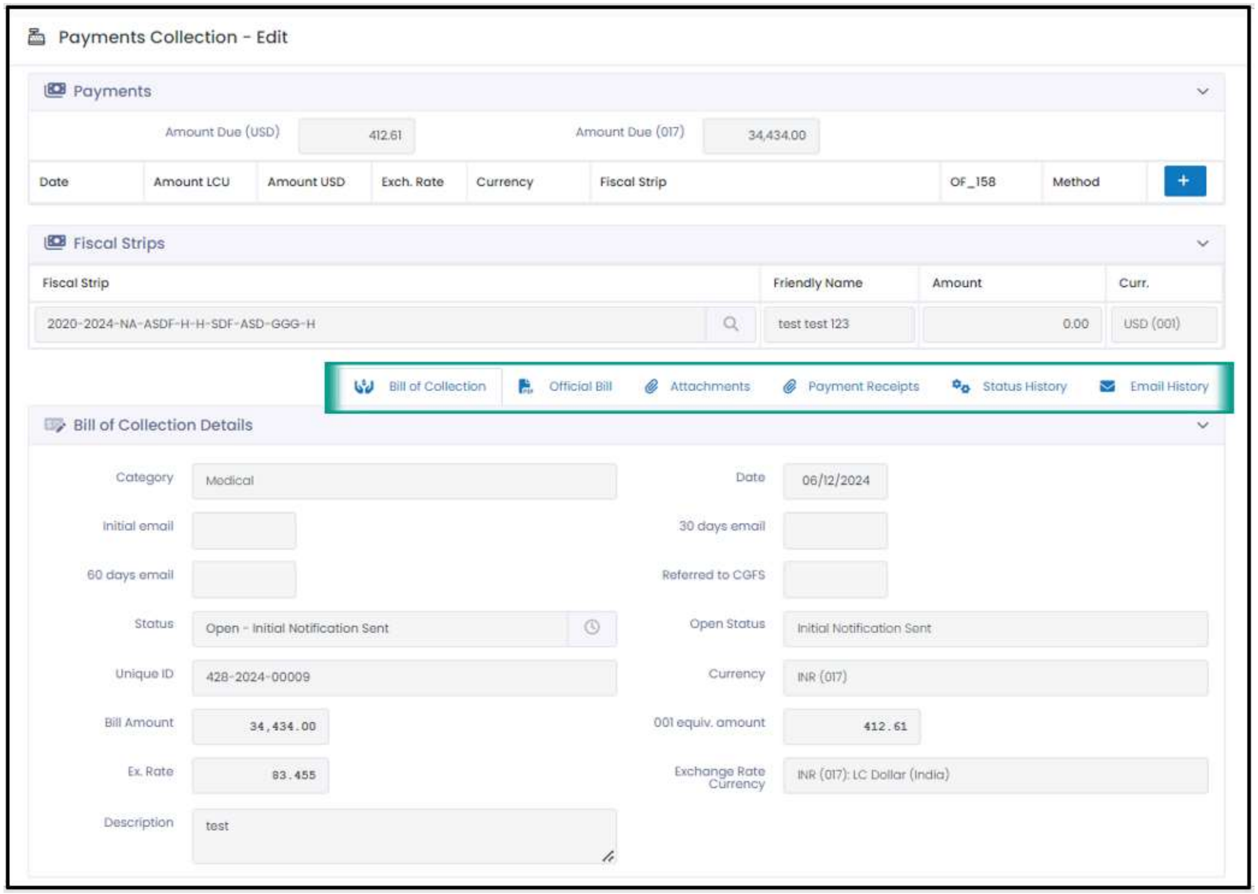


Generate Payment Report:

1. Access the Payment Report tool.
2. Select your desired date range, Post, and Collection Clerk criteria.
3. Click the **Export Payments** button to generate the report.

View Payment Details:

1. Click on the Edit icon to access the Payments section.
2. Review detailed payment information, including:
    1. Payment details such as amounts and dates.
    2. Currency specifics and exchange rate details.
    3. Ability to add the OF-158 RFMS ID if required.



Tabs (descriptions):

Bill of Collection: Displays all details of the Bill of Collection, including date, bill amount, and status as shown in the image above.

Official Bill: Shows the official Bill of Collection with options to download and print.

Attachments: Contains any documents uploaded to this record.

Payment Receipts: Displays associated official receipts of this record.

Status History: Provides a comprehensive list of all status changes with corresponding time and date details.

Email History: Shows a comprehensive list of all email communications associated with this record. Includes an option to send an additional email now.

Required Role(s) to view/edit this page: *Instance Administrator, Financial Management Officer, Accounts Receivable Administrator or Collection Clerk*

Referring Bills of Collection to CGFS

Referring a Bill of Collections to CGFS depends on the type of employee and whether specific criteria are met within the system, making the BOC eligible for referral. For a BOC to be referred to CGFS, the following conditions must be met:

1. The bill must be greater than $500 USD for a USDH employee.
2. A 60-day notification must have been sent to the Recipient.

Only when all of these conditions are satisfied will the **Refer to CGFS** option appear within the system.

How to Refer a Bill of Collection (BOC) to CGFS

1. Navigate to the **Receivables Menu**
2. Locate the BOC being referred
3. Once inside the BOC, click the yellow button labeled **Refer to CGFS** in the top right corner
4. Clicking this button will prompt a notification from the system with the following message:
    - "I certify that all the steps required prior to referring the BOC to CGFS have been completed and the BOC can be sent to CGFS."

Upon certifying, an email will be sent to CGFS at ARSalaryDebts@state.gov with all the necessary attachments.

Handling Payments

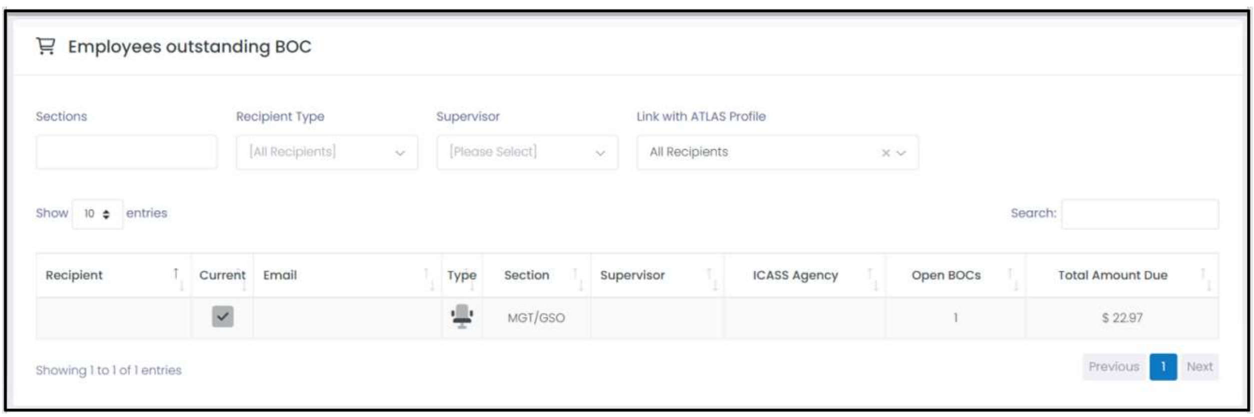
Until CGFS accepts the package, the Collection Clerk can still upload any payments related to the BOC in ATLAS Financials.

Marking the BOC as Received from CGFS

Upon CGFS acceptance, update the BOC status to **Received from CGFS** in the system. After this update, the Collection Clerk will no longer be able to enter any payments related to the BOC in ATLAS Financials.

Outstanding Employees Bill of Collection (BOC)

Visible to HR/Payroll, the Employees Outstanding Bills of Collection page features a table displaying all open bills of collections for an Employee recipient, along with a summation of the total amount due. This layout provides a comprehensive view of outstanding bills, allowing for easy tracking and management of collections for Employee recipients.

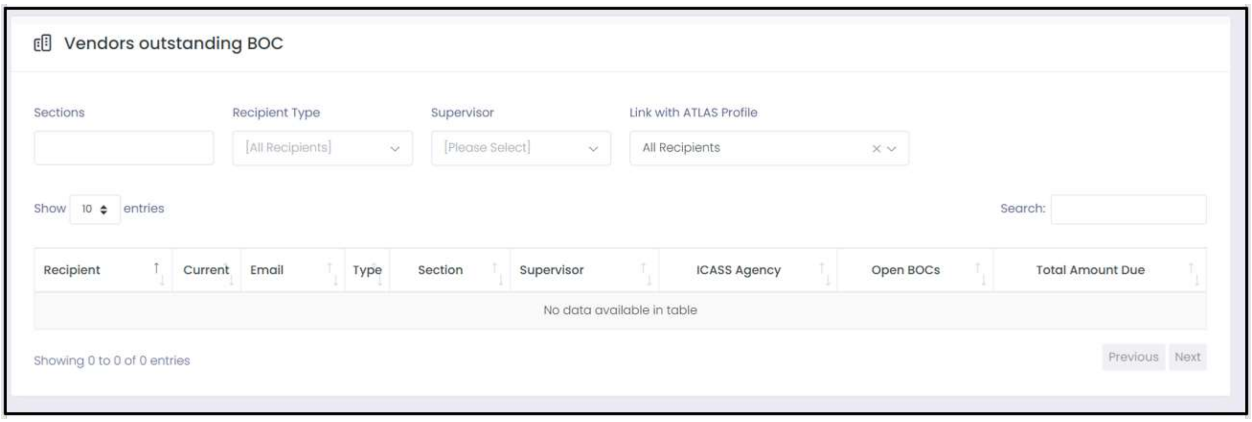


The system allows users to locate specific outstanding records by sections, recipient type, listed supervisor, or if the ATLAS Profile data is linked with the recipient.

Required Role(s) to view/edit this page: *Instance Administrator, Financial Management Officer, Accounts Receivable Administrator, Accounts Receivable Technician or HR/Payroll Office*

Outstanding Vendors Bill of Collection (BOC)

Visible to FMC Payroll the Vendors Outstanding Bills of Collection page features a table displaying all open bills of collections for an Employee recipient, along with a summation of the total amount due. This layout provides a comprehensive view of outstanding bills, allowing for easy tracking and management of collections for Employee recipients.

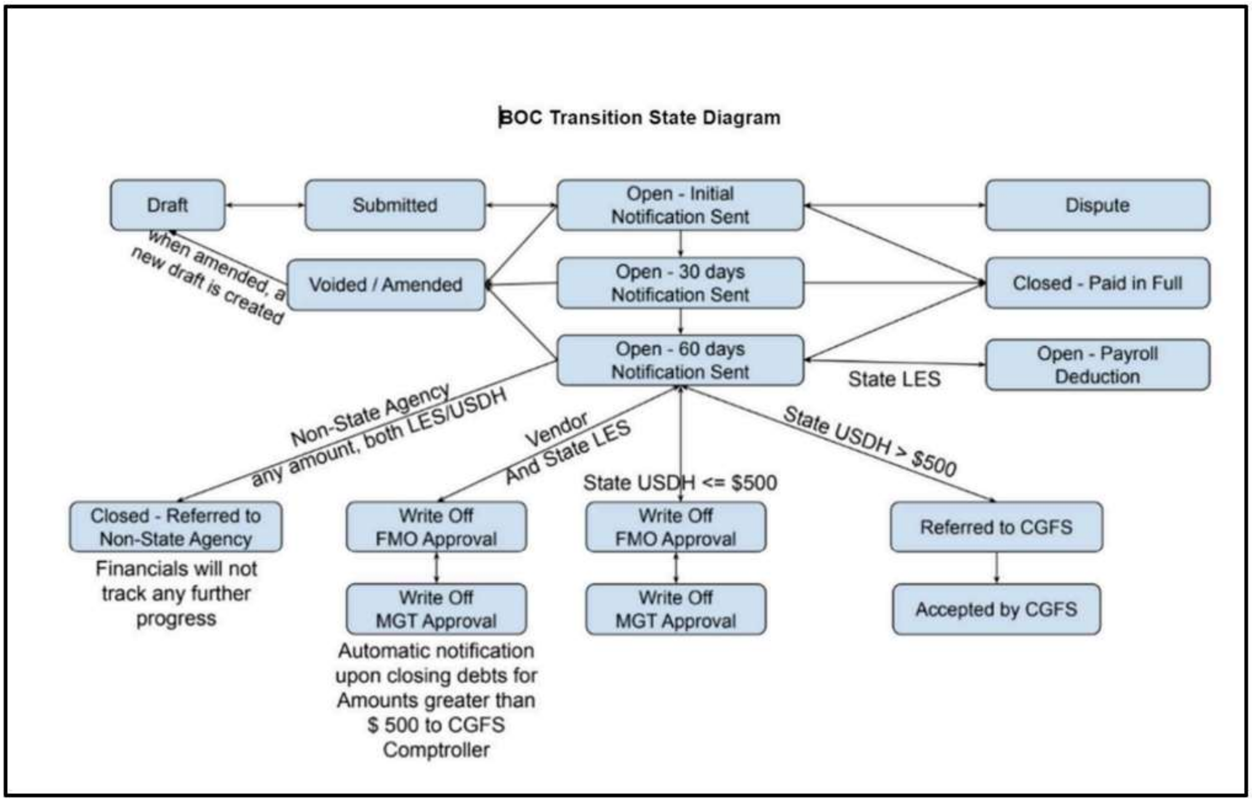


The system allows users to locate specific outstanding records by sections, recipient type, listed supervisor, or if the ATLAS Profile data is linked with the recipient.

Required Role(s) to view/edit this page: *Instance Administrator, Financial Management Officer, Accounts Receivable Administrator or Accounts Receivable Technician*

Bill of Collection Lifecycle

The lifecycle of a Bill of Collection (BOC) begins with creating a draft, which can be voided, amended, and submitted as needed. Once submitted, the BOC goes through notification checkpoints sent to Recipients and tracking users. During this phase, the BOC may be disputed (pausing the process), closed (if fully paid), or subject to payroll deduction. Following notifications, the BOC is either referred to non-state agencies, routed for approval by the Financial Management Office (FMO) and Write-Off Authority, or sent to the Controller General Financial Services (CGFS).



The following summary outlines the lifecycle of a Bill of Collections (BOC):

1. **Draft Creation**: The process begins with creating a draft for the BOC. This draft can be voided, amended multiple times as needed, and eventually submitted.
2. **Notification Phase**: Once submitted, the BOC will proceed through notification checkpoints. Notifications are sent to the recipients and users monitoring its progress.
3. **Possible Paths**:
    - **Disputed**: The BOC may be disputed, which will pause its processing.
    - **Closed**: The BOC may be marked as closed if it is fully paid.
    - **Payroll Deduction**: The BOC may initiate a payroll deduction process.
4. **Post-Notification Actions**:
    - The BOC may be referred to non-state agencies.
    - It may be routed to Financial Management Office (FMO) and Write-Off Authority users for approval.
    - Alternatively, it may be referred to the Controller General's Financial Services (CGFS).

BOC Structural Overview

Below is an example of an official Bill of Collection document that is attached to a BOC within ATLAS Financials.

U.S. Mission to the United Kingdom
Department of State

232-2024-00038

BILL OF COLLECTION

BILL TO

Name: Example
Email:
Section: MGT/DT

DETAILS

Issued Date:	07/25/2024	Due Date:	08/24/2024
Amount:	111.00 GBP	Exchange Rate:	1.000
Converted Amount:	111.00 USD	Category:	Medical
Reason:	tttt		

Payment instructions/methods:
The currency used for payment must match the bill of collection's currency or its equivalent. You can use the payment options listed below:
1- Cash to the Class B Cashier
2- Pay.gov - https://pay.gov/public/home - See attached
3- EFT to the Embassy Bank Account using the details provided by post FMO.

CASHIER INFORMATION

Fiscal Data:

Barcode Structure (highlighted in green above)

The barcode is formatted as follows:

PostCode-YYYY-Serial

- PostCode: Represents the post funding code relevant to the item or location.
- YYYY: Indicates the year of issuance or relevance.

- Serial: A unique serial number assigned to each item for identification purposes.

Customizing Labels

You have the ability to customize the content of your labels within the Post Configurations menu. Please refer to the Administration User Guide for more details.

The Post Configurations pages allow you to adjust various elements to meet your requirements, including:

- Header Labels: Modify the text or design of the header labels to better fit your branding or informational requirements.
- Payment Instructions: Customize the wording and instructions related to payment to align with your specific processes or preferences.

By utilizing the post configurator, you can ensure that your labels not only meet functional needs but also reflect your unique style and messaging.

Official Bill of Collection Example Description:

The image above is an example the Bill of Collections (BOC) which includes the following parts:

1. ***Mission****: Where the Bill of collection is coming from*
2. ***Bill To****:*
    - *Includes details of who the bill of collection is addressed to, their name, section and email address.*
3. ***Details****: Provide specifics to the BOC, such as the issue date, amount, amount converted, when its due, the exchange rate used, the category (type of bill), reasoning for the bill and payment instructions.*
4. ***Cashier Information****: Their contact information, office hours, payment instructions.*

Note: The green-highlighted outline indicates a barcode that cashiers can scan. Scanning this barcode will automatically sync with the system, allowing cashiers to view the Bill of Collections details.