

# RFMS/C and ATLAS Financials

ATLAS Financials is not yet integrated with the Cashier module under the Regional Financial Management System (RFMS-C) application. Collection Clerks/Cashiers should use the ATLAS Financials Bill of Collection (BOC) unique ID to match a BOC with payment records.

## Post Cashier – Identifying the BOC Unique ID

To identify the Unique ID number, Collection Clerks/Cashiers need to locate the code listed under the barcode in the upper right corner of the ATLAS Financials BOC document as shown below.



*Pic 1 - BOC*

## Post Cashier – Adding the BOC ID in RFMC/C

Cashiers have the option to choose the **Default** button to populate fund cite entries from RFMS via the interface or may enter fiscal data manually in RFMS/C. Once all individual elements of the fiscal strip are completed, Cashiers must enter the **Bill of Collection Unique ID** number into the field for **External Transaction (Ext. Trans. ID)**. The BOC Unique ID number should be entered exactly as shown in the BOC notice – see Pic 2 and 3 for examples.

**Fiscal Data**

**Line Detail**

Line Number: 1      Trans Line Amount: 55.00      USE Amount: 61.11

**Search Fiscal Strip**

**By Template**

Template: [Dropdown]

**By Obligation**

Type: [Dropdown]      Number: [Dropdown]

Itemized Line: 0      Accounting Line: 0     

Ag/Bu:       BBFY: [Dropdown]      EBFY: [Dropdown]      Appropriation:

Bureau:       Allotment:       Op. Allowance:

Function Code:       Object Code:       Revenue Source Code:

Project Code:       Property Code:       Org. Code:

Reporting Category: [Dropdown]

Obligation Type: [Dropdown]      Obligation Number: [Text]

Itemized Line: 0      Accounting Line: 0

**Ext. Trans. ID**: [Text]      Traveler ID: [Text]

Pic 2 – Collection Detail Screen

RFMS/C will issue an OF-158 General Receipt form with the external transaction field filled in.

**Department of State**  
REGIONAL FINANCIAL MANAGEMENT SYSTEM - CASHIERING  
**General Receipt**

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OF-158 Original Copy

Post Code : 232 - AMEMBASSY LONDON      **Document Number : 232DA2400293**

Cashier Code : YYY - Lotta Money      **Document Date : 01/16/2024**

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Received From : Joe Smith

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**Receipt Amount :**

Cash :	14.86	Currency Code : 022 - OFFSHORE U.S. DOLLAR
Check :	0.00	
Credit Card :	0.00	
Pay.gov :	0.00	
<b>Total Transaction Amount :</b>	<b>14.86</b>	<b>Total USE Amount : 14.86</b> Exchange Rate : 1.000000

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Received By : Lotta Money      Cashier Signature : \_\_\_\_\_

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**Accounting Classification**

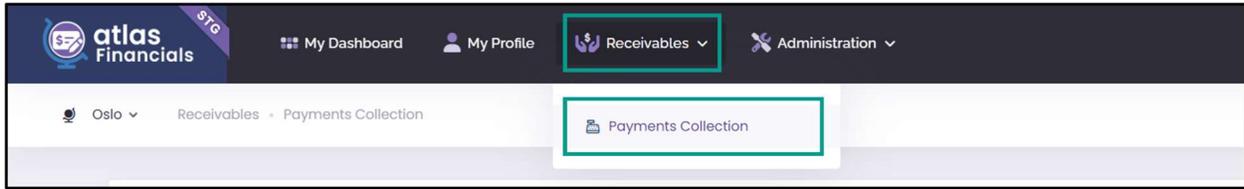
Trans Line Amt	USE Amt	Ag/Bu	BBFY	EBFY	Appropriation	Bureau	Allotment	Op. Allowance	Function	Object	Project	Revenue	Property	Org. Code	Obligation	<b>Ext. Trans. ID</b>
14.86	14.86	1600	2023	2023	19_301130002	EUR	4232		5458	2158					423223TA108	<b>232-2024-00275</b>

Received For : TRAVEL ADVANCE RETURN

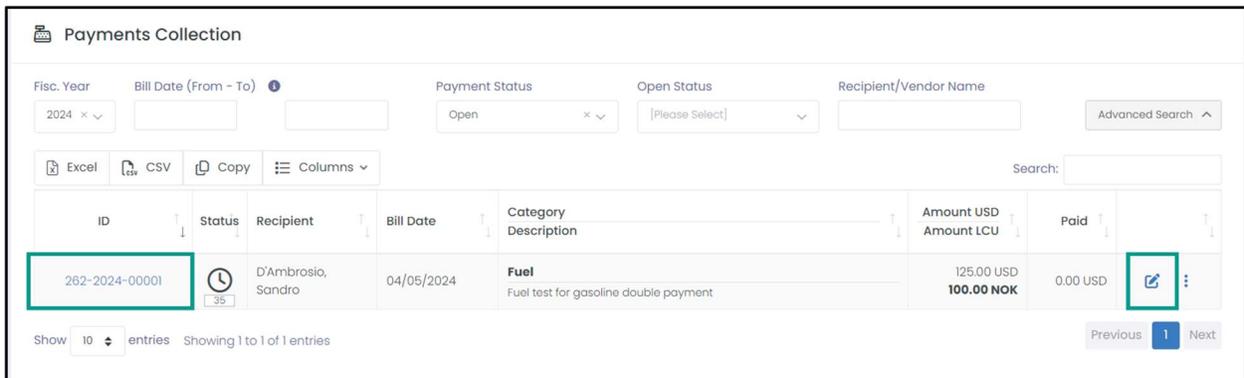
Pic 3 – OF158 sample

# Collection Clerk – Locating the BOC in ATLAS Financials

Log into ATLAS Financials at [financials.state.gov](https://financials.state.gov). Navigate to **Receivables > Payments Collection**.



You can search in the application using default criteria or click **Advanced Search** for additional measures. The BOC number is listed to the left of each Bill of Collection on the **Payments Collection** page.



Pic 4 – Payment Collection

Click the **Edit** icon next to the BOC line item to enter payment information.

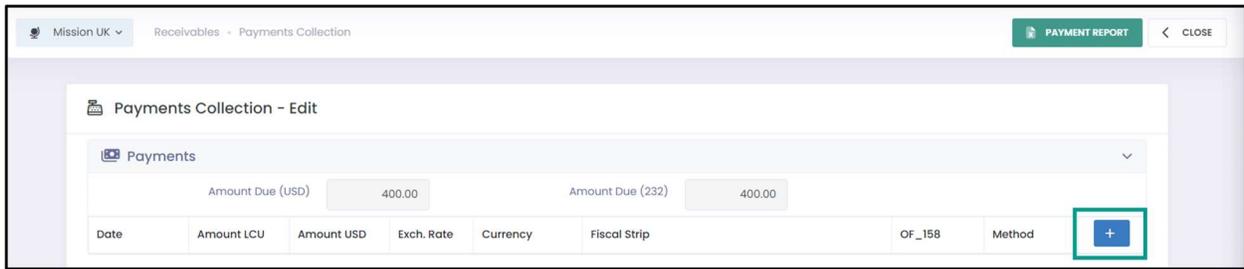
# Collection Clerk – Entering Payment Data Into a BOC

Collection Clerks can use data from either the OF-158 General Receipt form or the Voucher Detail Report from Global Business Intelligence (GBI) to complete payment information for open Bills of Collection.

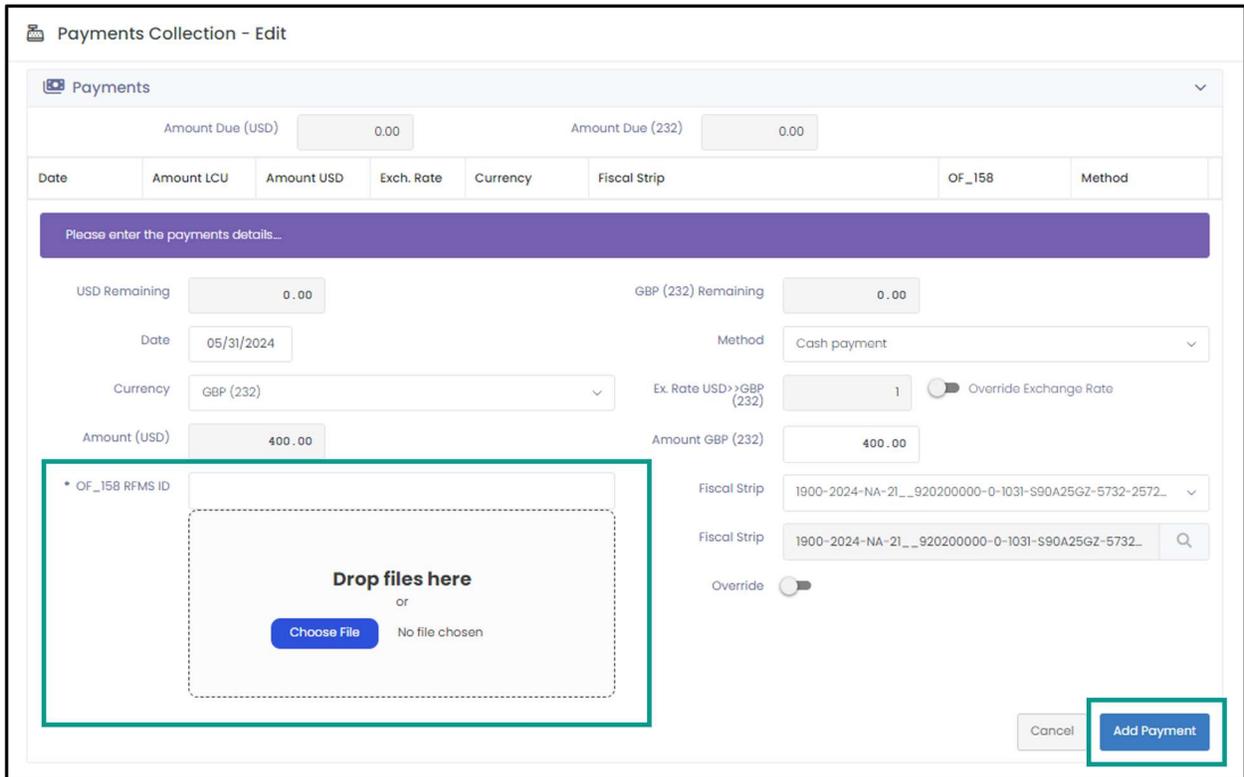
## Method 1 – Use of OF-158 for data entry:

Collection Clerks can use data from the **OF-158 General Receipt form** to fill in payment entries for open Bills of Collection, using the following steps.

1. From the **Receivables > Payments Collection > Edit icon** page, click the **Plus** icon within the Payments section.



2. Enter the **OF-158 Document ID number**, attach a **copy of the collection**, and click the **Add Payment** button.



*Pic 5 – Payment Details on BOC*

**Method 2 – Use of GBI report for data entry:**

Collection Clerks can use the **Voucher Detail Report** extracted from Global Business Intelligence (GBI) to complete payment information for open Bills of Collection, using the following steps.

1. Login into GBI at <https://gbi.cgfs.state.sbu/>. Navigate to **Overseas Financial Reporting** and choose **Voucher Detail Report**.
2. Generate Voucher Detail Report using the criteria as shown below:
  - a. Disbursing Date From - Enter the 1<sup>st</sup> day for the current FY
  - b. Disbursing Date To – Choose **Today**

- c. Disbursing Status(es) – Choose **Confirmed** and **Ready** from the list of values
- d. Include Cashier Non-Accounting – Choose **No**
- e. Post Code – Enter your post code
- f. Voucher Document Type – Choose 4K; CC and CL from the list of values\* and run the report.

3. When the report is open, switch to Design mode and click the **Available Objects** menu. Drag and drop the **External Transaction ID** next to the **Voucher Number** column.

Document Date	Disbursed Date	Voucher Number	External Transaction ID	Voucher Document Type	Voucher Line Number	Vendor Code	Payee Name	Voucher Status	Voucher Certifier	Payment Method	Check/EFT Number	Accr Num
9/22/23	9/26/23	<a href="#">240WA2300249</a>	W56H6X278737	CC	1	240BZFS	BUNDESZENTRALAMT FUER STEUERN	Confirmed		Cash		
9/22/23	9/26/23	<a href="#">240WA2300249</a>	W56H6X278737	CC	2	240BZFS	BUNDESZENTRALAMT FUER STEUERN	Confirmed		Cash		
9/22/23	9/26/23	<a href="#">240WA2300249</a>	JAN23 BLACKBERRY	CC	5	240BZFS	BUNDESZENTRALAMT FUER STEUERN	Confirmed		Cash		
9/22/23	9/26/23	<a href="#">240WA2300249</a>	PR11447264	CC	23	240BZFS	BUNDESZENTRALAMT FUER STEUERN	Confirmed		Cash		
10/14/23	10/17/23	<a href="#">240WA2400006</a>	W56H6X278737	CC	3	240BZFS	BUNDESZENTRALAMT FUER STEUERN	Confirmed		Cash		
10/14/23	10/17/23	<a href="#">240WA2400006</a>	W56H6X278737	CC	4	240BZFS	BUNDESZENTRALAMT FUER STEUERN	Confirmed		Cash		
10/18/23	10/19/23	<a href="#">240WA2400011</a>		CC	11	240BZFS	BUNDESZENTRALAMT FUER STEUERN	Confirmed		Cash		
10/18/23	10/19/23	<a href="#">240WA2400011</a>		CC	12	240BZFS	BUNDESZENTRALAMT FUER STEUERN	Confirmed		Cash		
10/18/23	10/19/23	<a href="#">240WA2400011</a>		CC	27	240BZFS	BUNDESZENTRALAMT FUER STEUERN	Confirmed		Cash		

Pic 6 – GBI Voucher Detail Report

- 4. Collection Clerks may filter the report further by BOC number and determine whether the OF-158 numbers match along with any associated data fields pertaining to the payment (amount, date, recipient name, etc.).
- 5. Collection Clerks can generate a proof of payment document by clicking the hyperlinked **Voucher Number**. The Voucher Report for that specific payment will be opened as an additional tab and the copy can be exported in pdf format for the **BOC supporting documentation**.

\* NOTE 1:

4K - 477 Voucher Cash Collection for return of advance or Expenditure Refund.

CC - Cashier Collection or Expenditure Refund for MG, GG, SG, SO, MO, M1, MA, BO, VO, PO, RL, TO type of obligations.

CL - Cashier Collection for Suspense/SDA under LO type obligations.