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.

Line Number	1 Trans I	Line Amount	55.00	USE Amount	81
Search Fiscal Strip					
By Template					
Template					
By Obligation					
Туре			Number))	
Itemized Line		o Acco	unting Line	0	Deput
Ag/Bu	Aufo Complete Fields	BBFY	EBFY	Appropriation	Audo-Campiolo Fudo
Bureau	Auto-Complete Fields.	Allotment	Auto-Complete Flokes	Op. Allowance	Auto-Complete Flex
Function Code	Auto-Complete Fleids.	Object Code	Auto-Complete Fields.	Revenue Source Code	Auto-Complete Field
	Auto Wesselville Challen	Property Code	Auto Complete Fields.	Org. Code	Auto Complete Filix
Project Code	Noto retratatus vinias:				
Project Code Reporting Category	ward coordinate similar				
Project Code Reporting Category Obligation Type	2000 COMPANY PUBLIC	Obligation Number			
Project Code Reporting Category Obligation Type Itemized Line	avato conclutine vinitas	Obligation Number Accounting Line	0	(
Project Code Reporting Category Obligation Type Itemized Line Ext. Trans. ID	Judo Conjane Pinas 0	Obligation Number Accounting Line Traveler	0		

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	5.2105
	REGION	AL FINANCIAL MANAGEMENT SYSTEM - CASHIERII	NG
		General Receipt	
OF-158			Original Copy
Post Code: 232 - AMEMBASSY LONDON		Document Number: 232DA	12400293
Cashier Code: YYY - Lotta Money		Document Date : 01/16/.	2024
Received From : Joe Smith		AUMENT OF	
Receipt Amount :	1		
Cash :	14.86	Currency Code: 022 - OFFSHORE U.S. DOLLAR	
Check :	0.00		
Credit Card :	0.00		
Pay.gov :	0.00		
Total Transaction Amount :	14.86	Total USE Amount: 14.86	Exchange Rate: 1.000000
Received By : Lotta Money	13	Cashier Signature :	
Accounting Classification			0m 54
Trans Line Amt USE Amt Ag/Bu BBFY EBFY	Appropriation	Bureau Allotment Allowance Function Object Project	Revenue Property Code Obligation Trans. ID
14.86 14.86 1900 2023 2023	1930113000	2 EUR 4232 5458 2156	423223TA108 232-2024-00275
Received For: TRAVEL ADVANCE RETURN			

Pic 3 – OF158 sample

Collection Clerk – Locating the BOC in ATLAS Financials

Log into ATLAS Financials at <u>financials.state.gov</u>. Navigate to **Receivables > Payments Collection**.

estias Financials	📲 My Dashboard	💄 My Profile	Receivables V X Administration V
🔵 Oslo 🗸 Receivables	Payments Collection		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.

sc. Year Bill Date	(From - To	o) 🚯	Payment	Status	Open Status	Recipient/V	endor Name		
2024 × ~			Open	× ~	[Please Select] 🗸			Adv	anced Search
Excel CSV	Copy	/ ☷ Columns ∽					Sea	rch:	
ID J	Status	Recipient	Bill Date	Category Description			Amount USD Amount LCU	Paid	
262-2024-00001	0	D'Ambrosio, Sandro	04/05/2024	Fuel Fuel test for gasoline (double payment		125.00 USD 100.00 NOK	0.00 USD	e :

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.

🔮 Mis	ssion UK 🗸 🛛 R	eceivables - Paymen	ts Collection							🕅 РА	YMENT REPORT	< c	CLOSE
	👼 Payme	ents Collection -	- Edit										
	Payn	nents									~		
		Amount Due ((USD)	400.00		Amount Due (232)							
	Date	Amount LCU Amount USD Exch. Rate			Currency	Fiscal Strip	Fiscal Strip			Method	+		

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

Paymer	nts												~
	Amo	ount Due (USD	Amount D	ue (232)		0.00							
ate	Amou	nt LCU	Amount USD	Exch. Rate	Currency	Fisca	l Strip				OF_158	Method	
Please ent	er the pay	ments details	5										
USD Rem	naining		0.00				GBP (232)	Remaining		0.00			
	Date	05/31/2024	4					Method	Cas	sh payment			~
Cu	irrency	GBP (232)				~	Ex. Rate	USD>>GBP (232)		1	Override Exch	ange Rate	
Amount	t (USD)		400.00				Amoun	GBP (232)		400.00			
* OF_158 R	RFMS ID							Fiscal Strip	1900)-2024-NA-2192	0200000-0-1031-590)A25GZ-5732-2572	- ~
								Fiscal Strip	1900	D-2024-NA-219	20200000-0-1031-S	00A25GZ-5732	Q
			Dro Choose File	or No file ch	re osen			Override	•				

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 1st 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.

ome Documents Voucher Detail Report	4 Ø												
File Properties	Report Elements	Formatting Dat	a Access Analysis Page Se	tup								Reading 🔻	Design
) @ 	Tables Cell Se	ction Comment	Chart	Tools Position	Linking								
ook D B X P 2		. ·	u • 🕸 • 🕲 • 🗮 • 📢 •	🕰 • More •) Set as section								
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Type here to filter tree	🙀 External Transac	tion ID (All values)	•										
Wey Voucher Detail Report Agency Bureau Agency Bureau Allotment Allotment Allotment Mame Allotment Vame Allotment Vame Appropriation Appropriation Name		U.S. Departm Global Busine Voucher Deta	nent of State ess Intelligence iil Report	Report Refre Data Curre	esh Date: 05/31/20: ent As Of: 05/31/20: User: ZITZERY	24 01:36:12 PM 24 03:00:08 AM E	ST						
Bank Account - Masked Bank Account Type Bank Address	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	Acc Nun
Bank Code	9/22/23	9/26/23	240WA2300249	W56H6X278737	сс	1	240BZFS	BUNDESZENTRALAMT FUER STEUERN	Confirmed		Cash		
Benefitting Country BETC	9/22/23	9/26/23	240WA2300249	W56H6X278737	сс	2	240BZFS	BUNDESZENTRALAMT FUER STEUERN	Confirmed		Cash		
Bureau Buyer Seller Indicator	9/22/23	9/26/23	240WA2300249	JAN23 BLACKBERRY	CC	5	240BZFS	BUNDESZENTRALAMT FUER STEUERN	Confirmed		Cash		
Cashier Code	9/22/23	9/26/23	240WA2300249	PR11447264	cc	23	240BZFS	BUNDESZENTRALAMT FUER STEUERN	Confirmed		Cash		
Check/EFT Number	10/14/23	10/17/23	240WA2400006	W56H6X278737	cc	3	240BZFS	BUNDESZENTRALAMT FUER STEUERN	Confirmed		Cash		
Disbursed Date Disbursing Office	10/14/23	10/17/23	240WA2400006	W56H6X278737	cc	4	240BZFS	BUNDESZENTRALAMT FUER STEUERN	Confirmed		Cash		
Disbursing Status	10/18/23	10/19/23	240WA2400011		сс	11	240BZFS	BUNDESZENTRALAMT FUER STEUERN	Confirmed		Cash		
Document Date EBFY Exchange Rate	10/18/23	10/19/23	240WA2400011		сс	12	240BZFS	BUNDESZENTRALAMT FUER STEUERN	Confirmed		Cash		
External Transaction ID Function Invoice Number	10/18/23	10/19/23	240WA2400011		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.).
- 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.