atlas Financials

ATLAS Financials

Accounts Receivable Admin Manual

Version 1.2. Last updated July 16, 2024

Introduction

The **ATLAS Financials** Accounts Receivable Module**,** built in partnership with CGFS, allows for FMC to collect on money owed by employees. 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.

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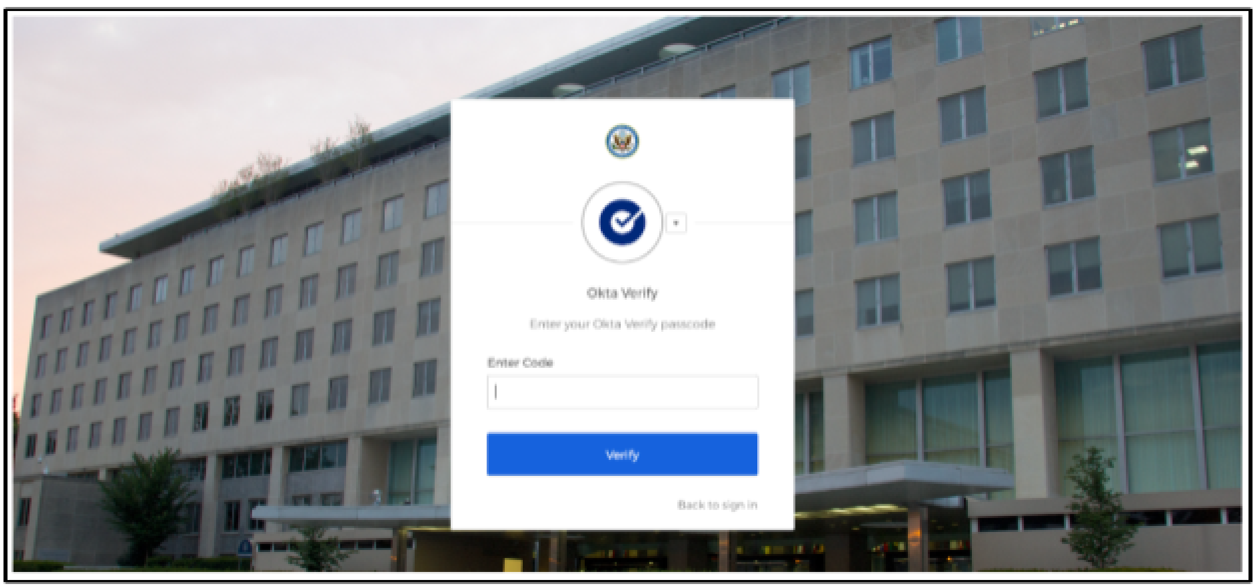
Logging In To ATLAS Financials

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 Profile

Upon logging in, you will be prompted to update your profile. Ensure your information is accurate, add any additional details you'd like associated with your account, and click the green **Update Profile** button in the top, right corner of the screen.

Administration - Configuring Your Post

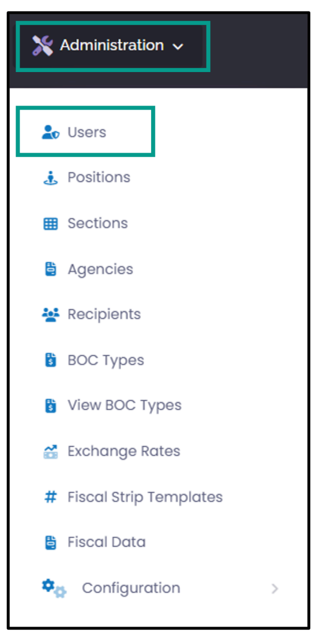
The next section explains the process for configuring your post, its users, sections, and fiscal data. To begin creating Bills of Collection, all post settings must first be configured.

NOTE: Many of these configurations may only be completed by Administrators (users who have been granted the **Account Receivable Administrator** or **Instance Admin** roles).

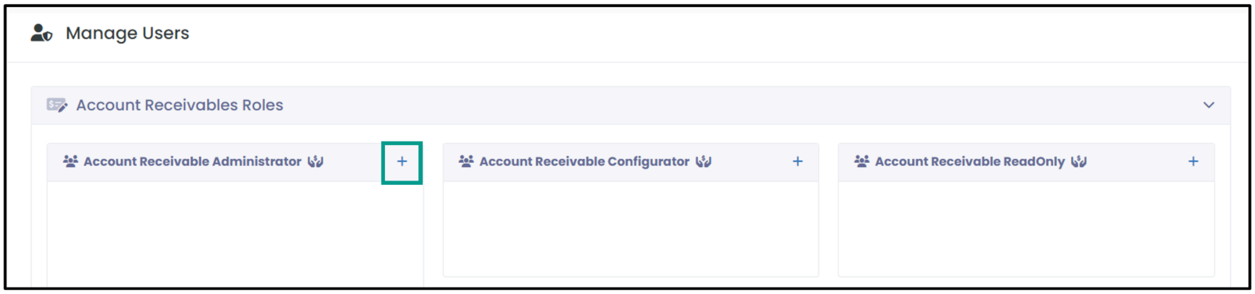
Managing Users

Users are individuals with specific **Roles** within the ATLAS Financials system. Users can be assigned several roles to align with the permissions needed to complete the Accounts Receivable process.

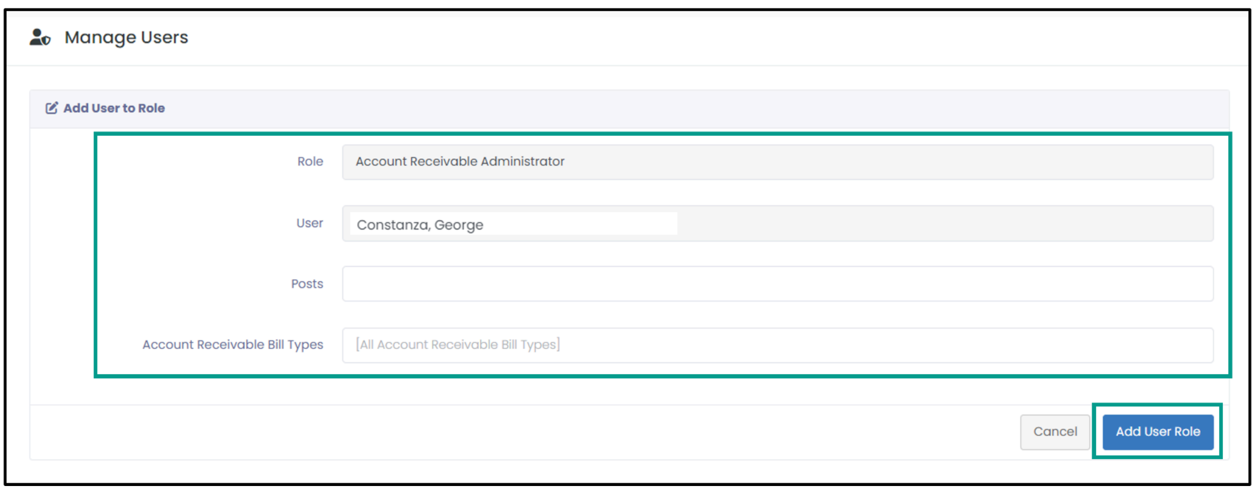
To manage Users, navigate to **Administration > Users**.



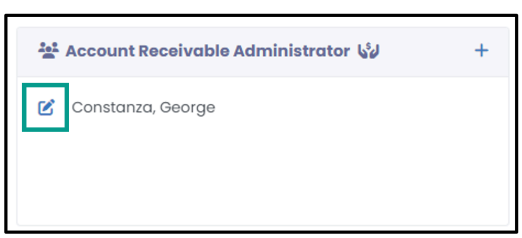
The users assigned to each role within the various ATLAS Financials modules are listed here. To add a user to a role, click the **Plus (+)** sign next to the role.



Enter the user's name or email and click **Search**. Select a name from the list. On the new page, check that the **Role** and **User** are accurate, include the posts this user's role will be assigned to, and if required, select the **Account Receivable Bill Type** the user's role should be limited to. To assign the selected role for an entire mission, leave the dropdown empty. Then, click **Add User Role**.



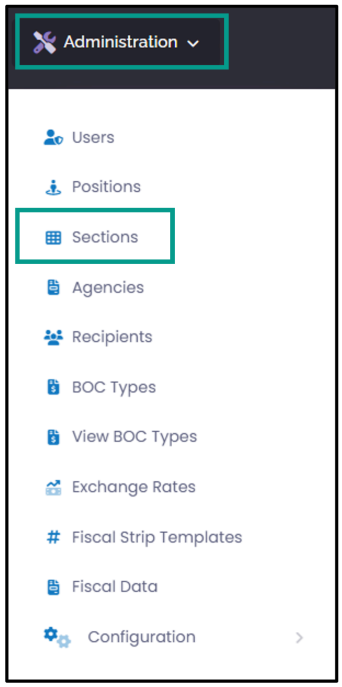
The user will now be listed under the assigned role. To **Edit** or **Delete** the user from the assigned role, click the **Edit** icon.



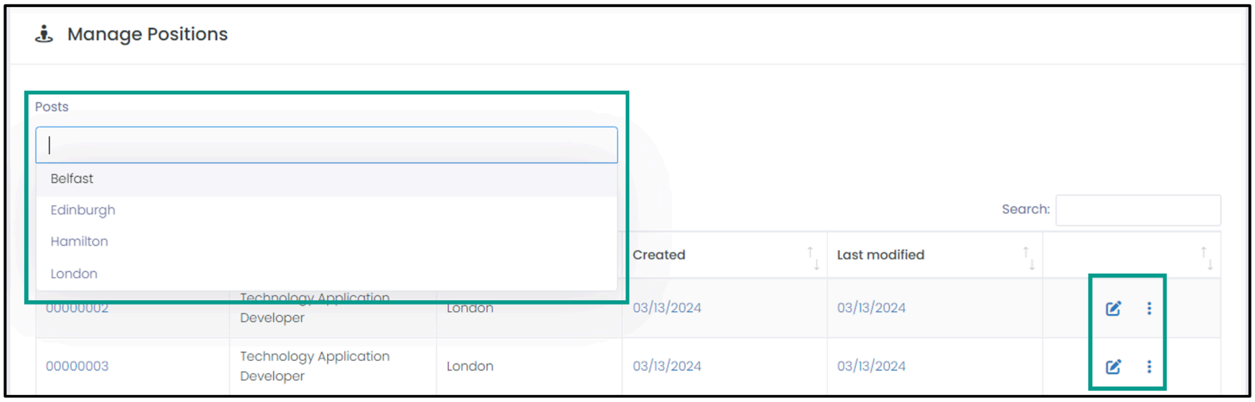
Managing Positions

Positions are the Positions currently encumbered at post. These can be added individually or added in bulk by synchronizing with ATLAS Directory.

To manage Positions, navigate to **Administration > Positions**.



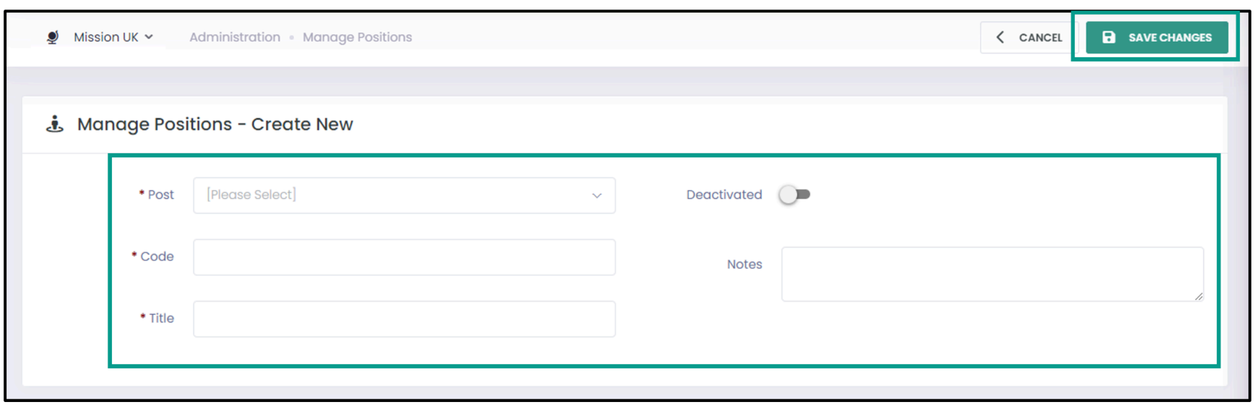
On the main Positions page, users can create/view a Position in any post at their mission, or to pinpoint a particular post, select a post from the dropdown. From there, click the **Edit** icon to make any edits to a previously created Position, or click the **Ellipses** to **Display** or **Delete** the position.



Creating New Positions

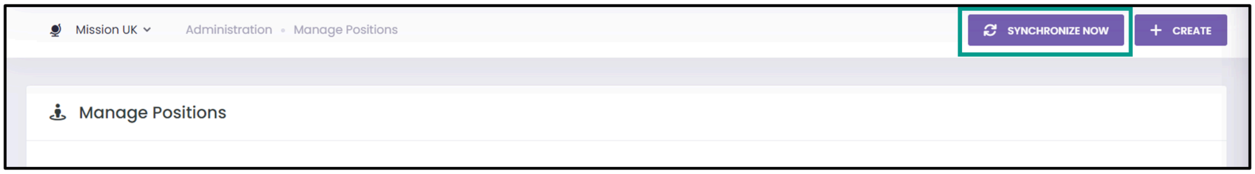
To create a single new Position, click the **+ Create** button at the top of the page.

In the new window, enter the **Post**, **Code**, **Title**, and any **Notes** that might be relevant to the new Position. The toggle provides an option to **Deactivate** the position, if necessary. Next, click **Save Changes**.



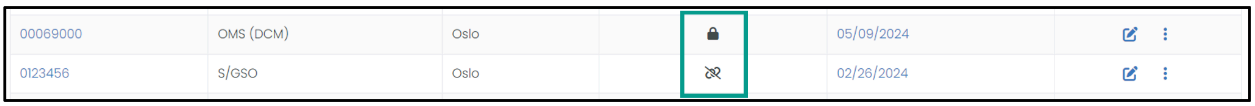
The newly created Position will now appear on the **Positions** page.

Users also have the ability to add to ATLAS Financials all positions currently entered in ATLAS Directory. To do this, click the **Synchronize Now** button in the top, right corner of the page.



All Positions pulled from Directory will now be listed on the **Positions** page and will display a **Lock** icon under the **Directory Sync** column.

NOTE: If a Position is not linked with Directory, the icon will display as a **Crossed Out Link**.

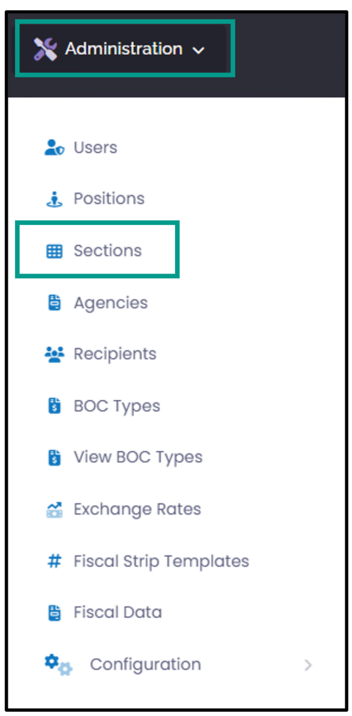


00069000	OMS (DCM)	Oslo			05/09/2024	
0123456	S/GSO	Oslo			02/26/2024	

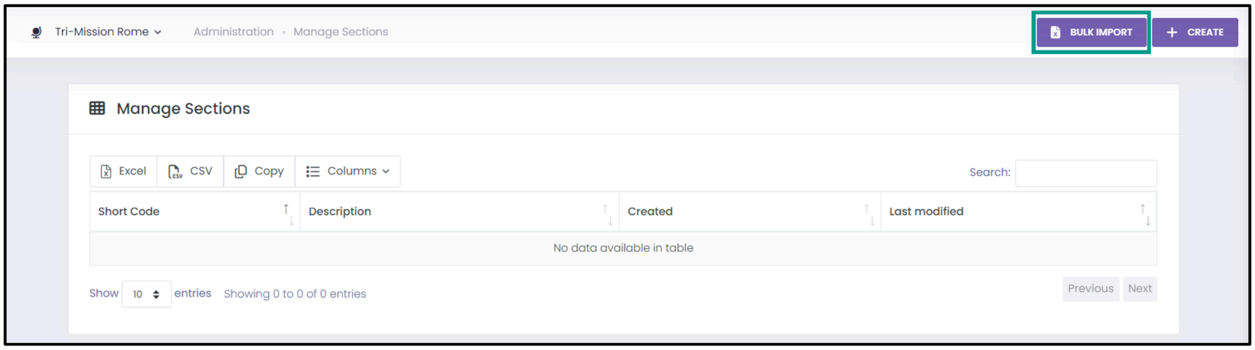
Managing Sections

Adding Sections in Bulk

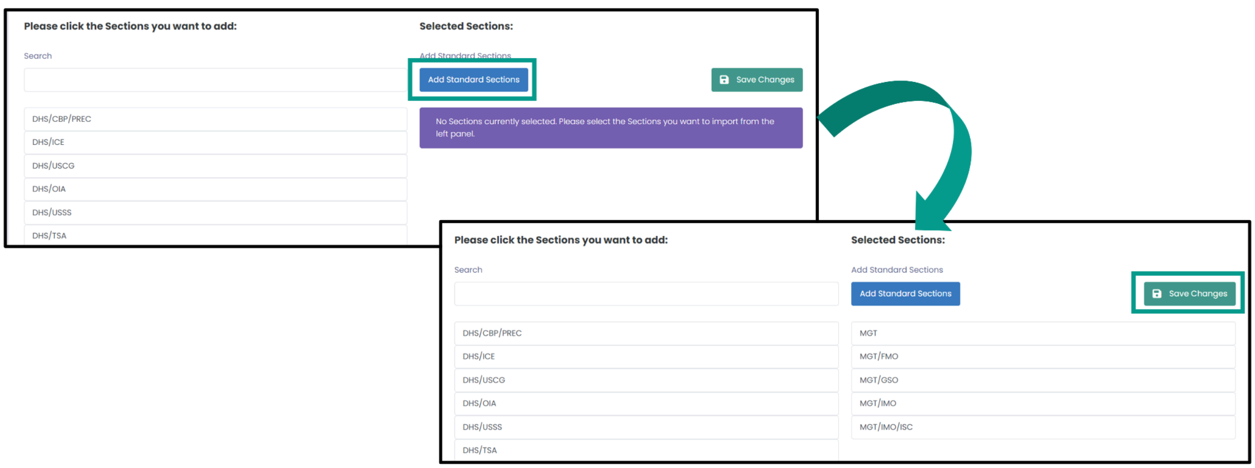
Navigate to **Administration > Sections**.



To configure multiple Sections at one time, click the purple **Bulk Import** button.



Individually click the **Sections** you'd like to configure for your post. Upon clicking, they will appear on the right panel of the page. Alternatively, click the **Add Standard Sections** button then **OK**, and a group of common **Sections** will auto populate in the right panel.



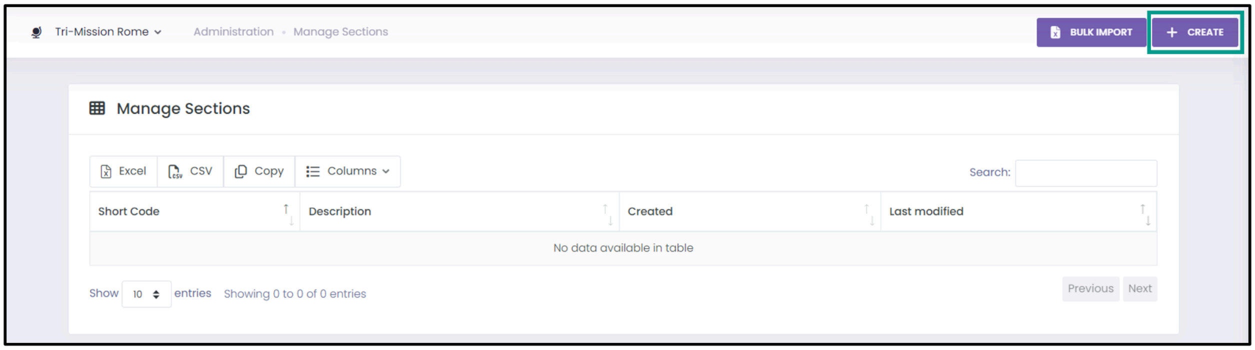
To add additional Sections, click the Section on the **Left Panel** and it will appear under the **Selected Sections** panel on the right.

To remove a Section, click the Section from the Right Panel, and it will return to the left side of the page.

To **Save** the selections, click **Save Changes.**

Adding Sections Individually

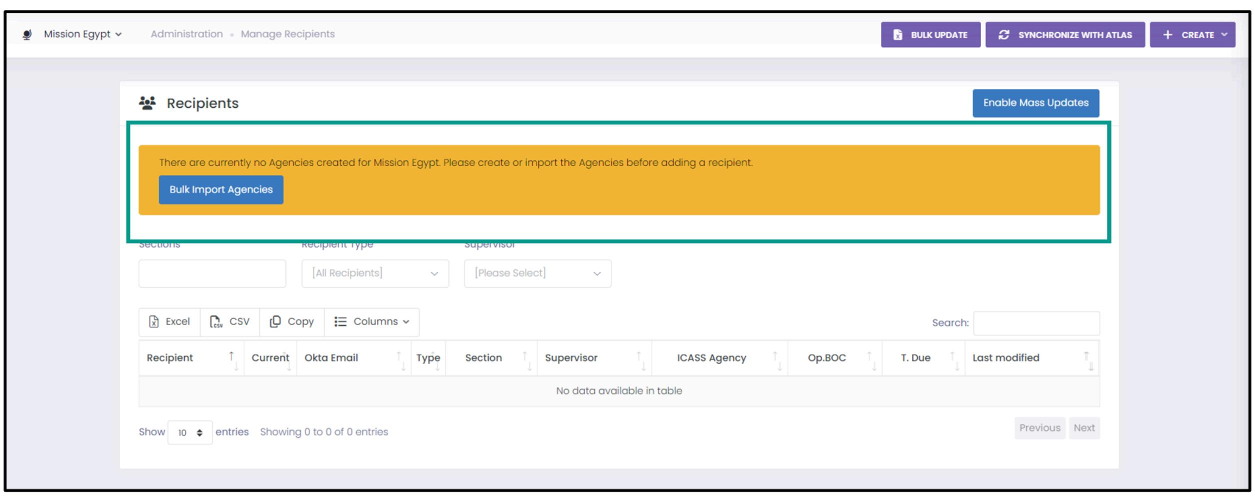
To individually add sections, click the **+ Create** button in the top, right corner of the screen.



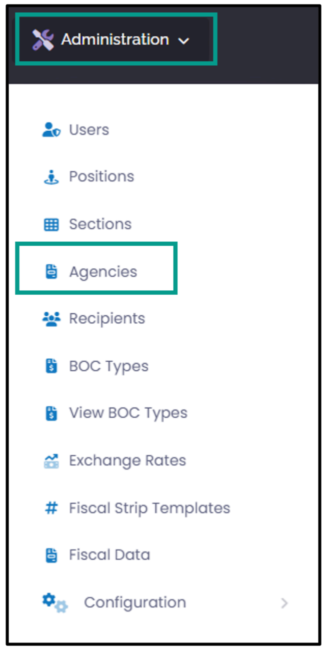
Select the **Short Code**, enter a **Description**, add **Notes** about the Section, and if no longer active, toggle the **Deactivated** button to blue. Finally, click **+ Create**. The newly created Section will now appear on the **Manage Sections** page.

Managing Agencies

Agencies must be configured prior to adding Recipients, as Recipients are tied to an ICASS Agency in the ATLAS Financials system. If an attempt is made to create a Recipient prior to configuring Agencies, the system will display the following error:

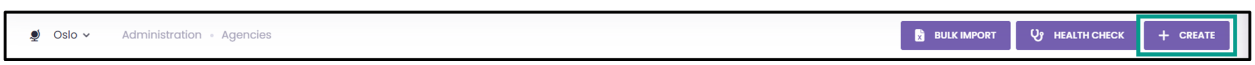


To manage Agencies, navigate to **Administration > Agencies**.



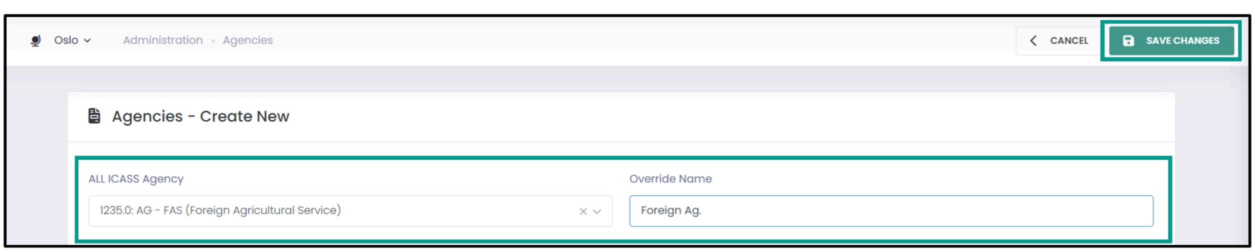
Adding Agencies Individually

To add Agencies individually, click the **Create** button at the top of the page.



Select the ICASS Agency you'd like to add from the dropdown.

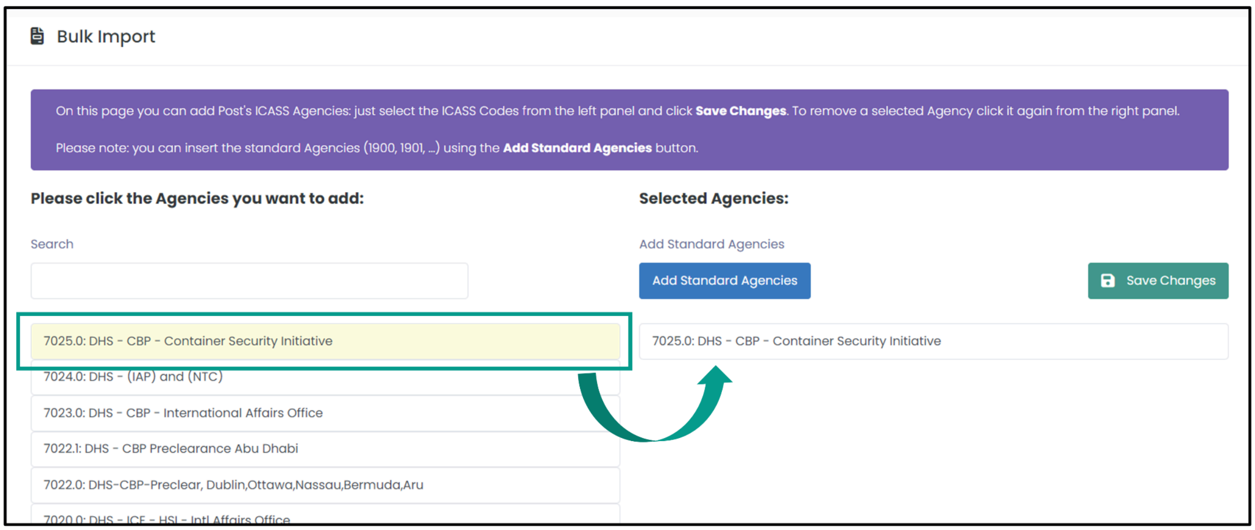
If your post uses a different name than what appears in the dropdown, you may apply an **Override Name**. For example, if FAS (Foreign Agricultural Services) is called 'Foreign Ag' at your post, you may type that into the Override Name field, and that name will override FAS and will be used throughout the system for your post.



Adding Agencies by Bulk Import

To add multiple Agencies at once, click the **Bulk Import** button.

On the Bulk Import page, to add an Agency individually, click the Agency on the **Left Panel** and it will appear under the **Selected Agencies** panel on the right.



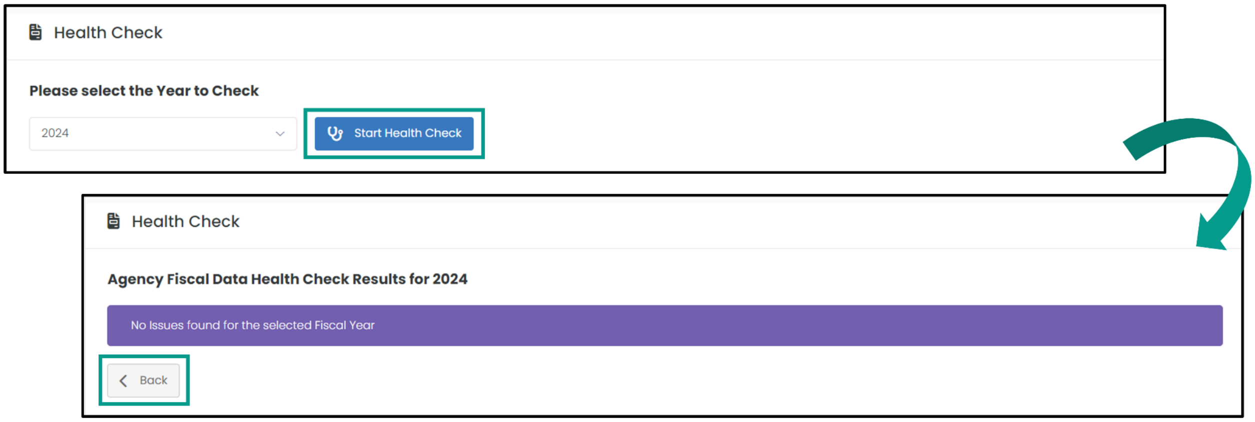
Alternatively, click the **Add Standard Agencies** button then **OK**, and a group of common **Agencies** will auto populate in the right panel.

To remove a Section, click the Section from the Right Panel, and it will return to the left side of the page.

To **Save** the selections, click **Save Changes.**

Health Check

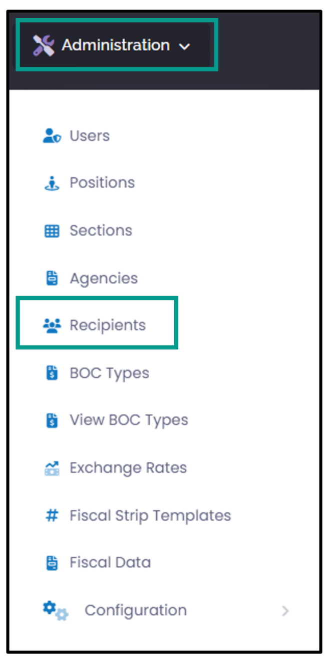
To ensure post's ICASS Agencies are up-to-date, you can apply a '**Health Check**' to each Agency configured at post. To do this, click **Health Check > select the year > Apply Health Check**. If any adjustments need to be made, those will be listed. If post's ICASS agencies are up-to-date, no action is required.



Managing Recipients

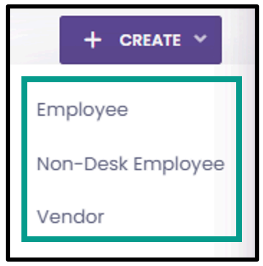
A Bill of Collection is always assigned to a Recipient. Recipients can be Vendors, Desk Employees (those with an Okta account and official email address), or Non-Desk Employees (those without an Okta account or official email address).

To manage Accounts Receivable **Recipients**, navigate to **Administration > Recipients**.

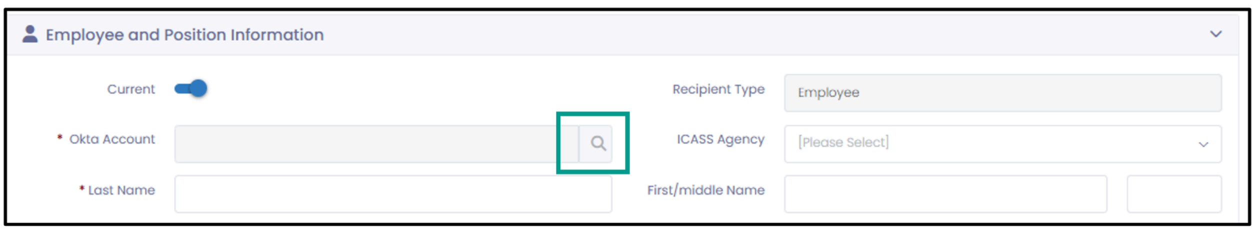


Creating Recipients

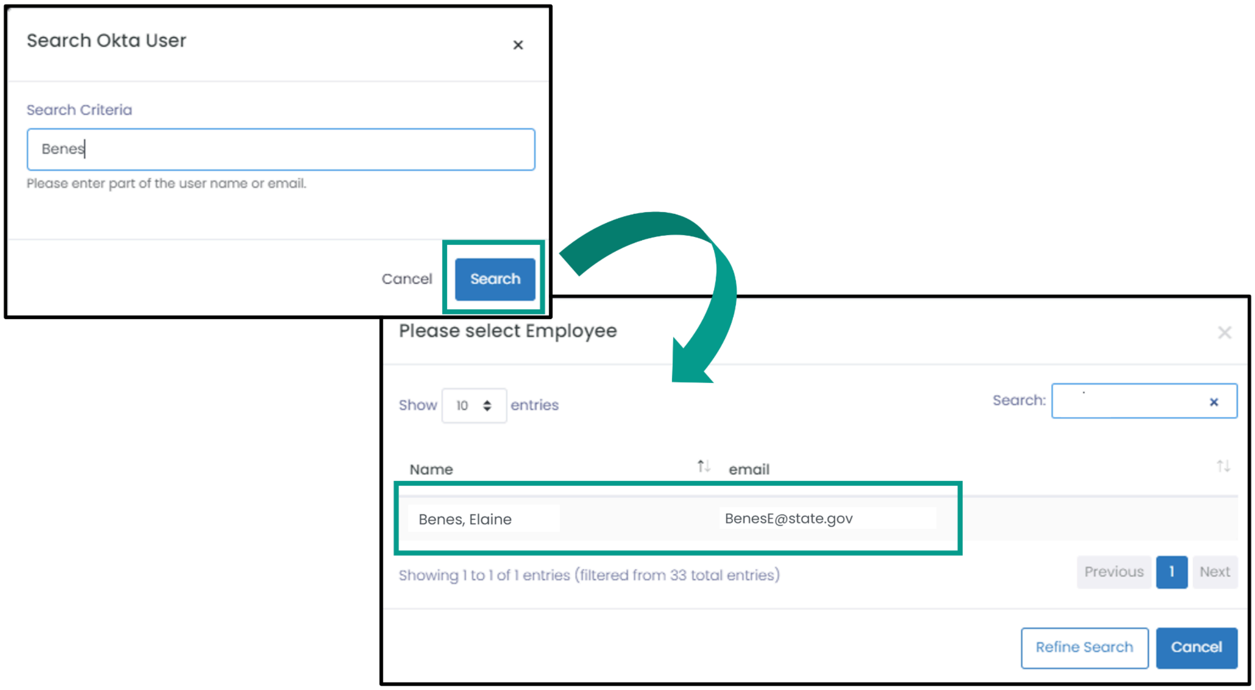
To create a new Recipient, click the **+ Create** dropdown button, and select the **Type** of recipient.



To link a Recipient to an Okta account, click the **Magnifying Glass** next to the **Okta Account** field.



In the popup window, type the name of the user and click **Search**. Click the name of the correct Okta account, and the User's information will auto populate in the **Recipients - Create New** page.



Complete the remaining mandatory fields (those marked with an asterisk).

Finally, click the green **Save Changes** button. The Recipient will now appear on the **Recipients** page.

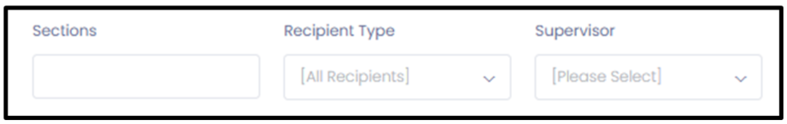
Linking A Recipient To Their ATLAS Profile

There are two methods to link a Recipient with their ATLAS Profile:

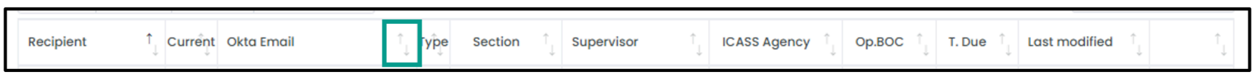
1. When creating a Recipient, if the Recipient is not automatically linked to their ATLAS Profile (found in Directory), you may link the Recipient by navigating to the **Edit Recipient** page. Click the **Search in ATLAS Profile** link in the **ATLAS Profile Integration** section. Once the Recipient has been linked to ATLAS, the **Chain Link** icon will appear next to the Recipient's name, along with their Assignment ID.
2. From the **Manage Recipients** page, click the **Update Contact Info** button in the top, right corner of the page.

Filtering Recipients

Users can filter by **Section, Recipient Type,** and/or by the Recipient's **Supervisor**. Type the Section or click the dropdown to start filtering. To undo the selected filter, click the **X** next to the filter type.



To filter the entries by column, click the **Up/Down Arrows** next to the column title.



Note: The **Type** of Recipient is indicated by either a **Building** (Vendor)**, Desk** (Desk Employee)**,** or **Person** (Non-Desk Employee)**.**

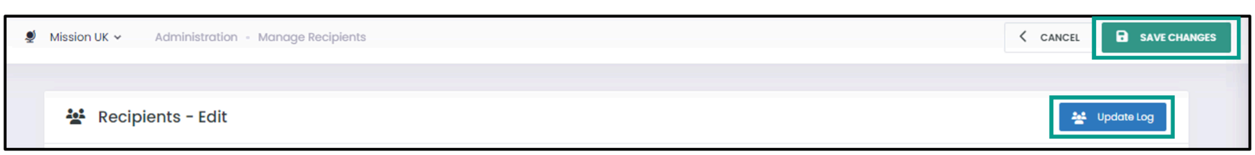
Finally, to Search for a specific Recipient, enter the Recipient details in the **Search** bar, located above the chart.

Updating a Recipient's Information

To edit a Recipient's information, click the **Edit** icon in the far right section of the recipient's row. Edit the necessary fields and click **Save Changes**.

Update Log

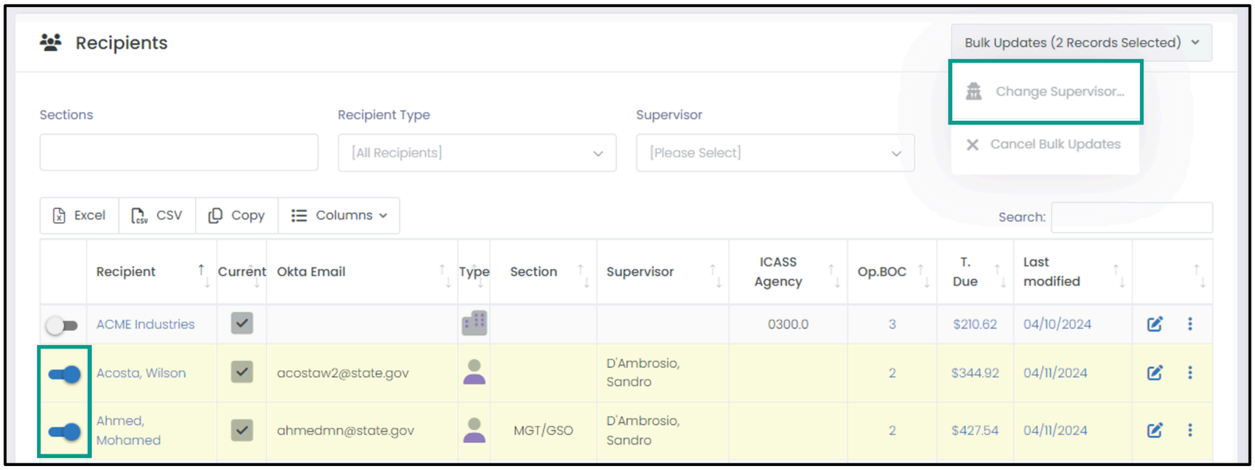
To view the update history, click the blue **Update Log** button at the top of the screen.



This screen displays the **Date/User** who completed the update, the **Operation** completed, and the specific **Updates** made to the Recipient.

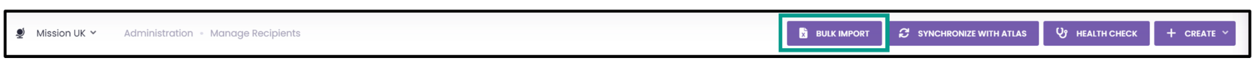
Enable Mass Updates

The **Enable Mass Updates** button allows users to change the Supervisor for more than one Recipient at a time. Click the **Enable Mass Updates** button > **Change Supervisor** > toggle to blue any recipients requiring the change.



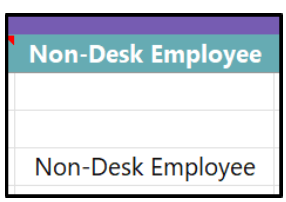
Bulk Importing Recipients

To import Recipients in bulk, click the **Bulk Import** button at the top of the page.



Next, click **Download Template**. Complete the template and save it to your device. In the application, click **Choose File >** Select the newly created template from your file finder > Click **Open.**

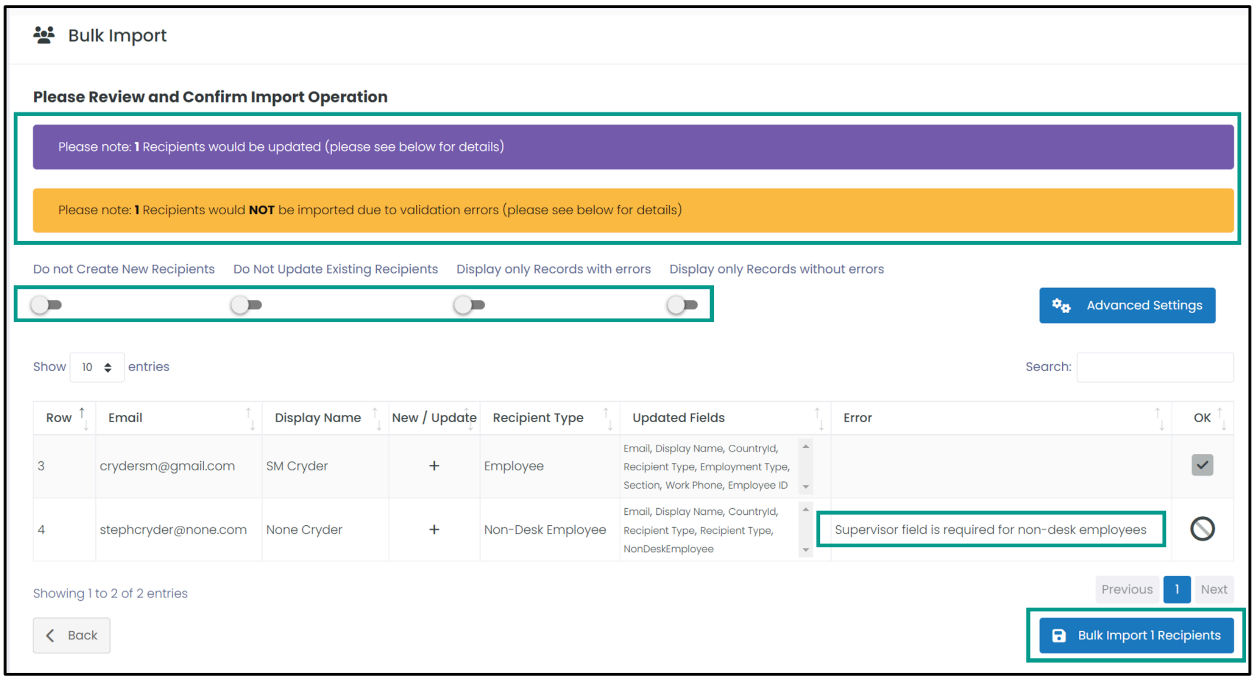
NOTE: When completing the Excel file, if the Recipient is a Non-Desk Employee, type '**Non-Desk Employee'** in column E. Otherwise, leave this field blank.



On the **Review and Confirm Import Operation** page you will find the following markers:

- **Purple Banner**: Indicates the number of Recipients to be imported

- **Yellow Banner:** Indicates the number of Recipients not to be imported
- **Toggles:** Turn toggles on/off to display or update:
    - New Recipients
    - Existing Recipients
    - Records with errors
    - Records without errors
- **Error Message**: Details description listed on the Recipient line item

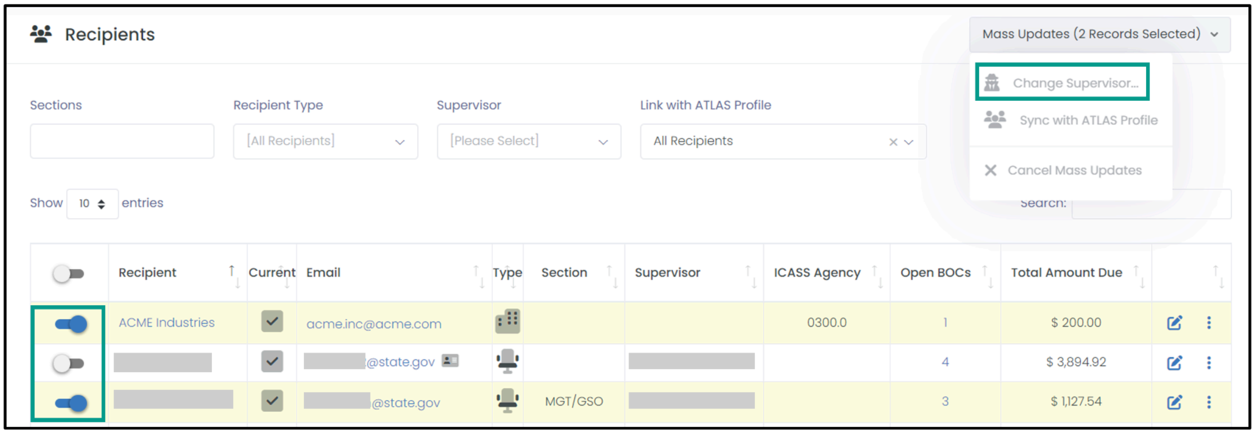


To confirm the bulk import, click the **Bulk Import X Recipients** button, in the bottom right corner of the screen. The newly added Recipient(s) will now be listed on the Recipients Table.

Enabling Mass Updates

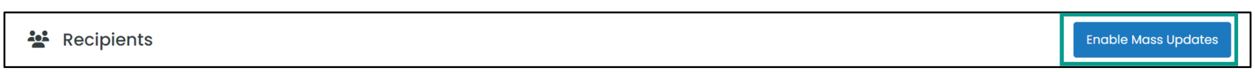
The **Enable Mass Updates** button allows users to change the Supervisor or Synch with ATLAS Profile for more than one Recipient at a time.

To mass update a Supervisor, click the **Enable Mass Updates** button > **Change Supervisor** > toggle to blue any recipients requiring the change, or click the toggle next to the **Recipient** column to select all. **NOTE:** Vendors do not have Supervisors and can therefore not be updated.

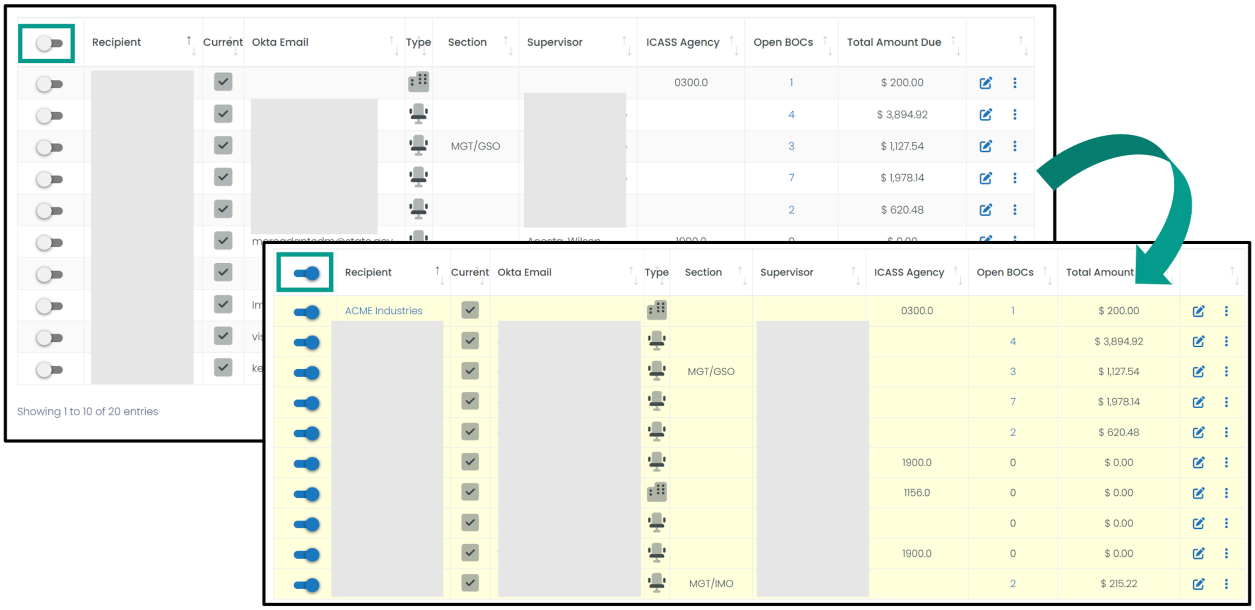


In the pop-up window, type in the search information for the Supervisor to be found in the Okta system . Click the correct email address associated with the Supervisor. A pop-up confirmation will appear listing the number or Recipients updated.

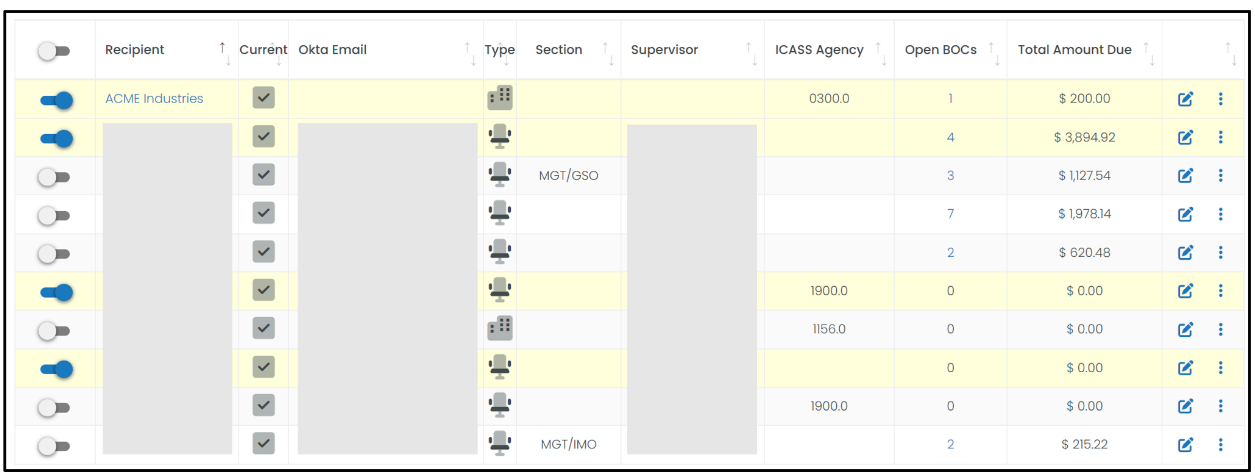
To enable mass updates that **Sync with ATLAS Profile**, click the **Enable Mass Updates > Sync with ATLAS Profile** button in the top right corner of the screen.



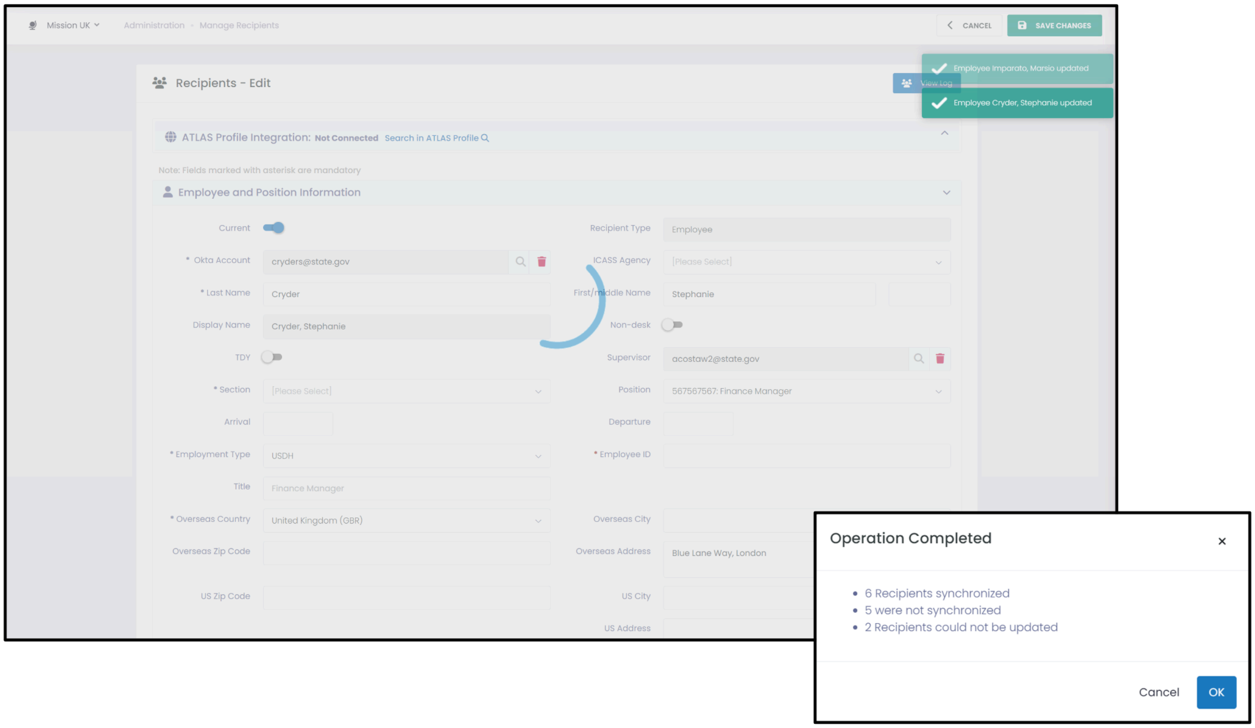
Recipients can be updated all at once, by toggling the top toggle to **Blue**.



Alternatively, to individually select Recipients to update, flip the toggle to **Blue** next to the name of each Recipient requiring updates.



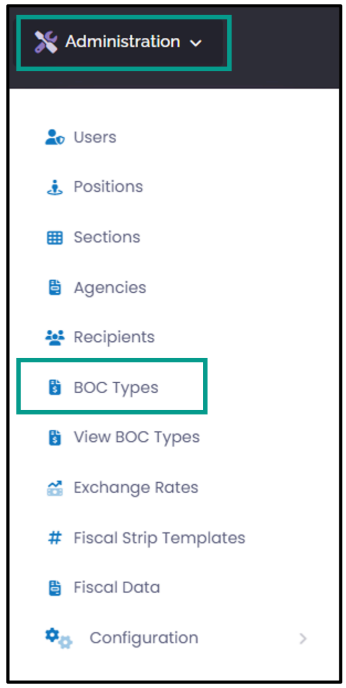
Once the update begins, pop-ups of the completed Recipient updates will appear in the top right corner of the screen. Finally, click **OK** in the **Operation Completed** pop-up to complete the update(s).



Users synchronized with an assignment will have a **Business Card** icon next to their email.

BOC Types

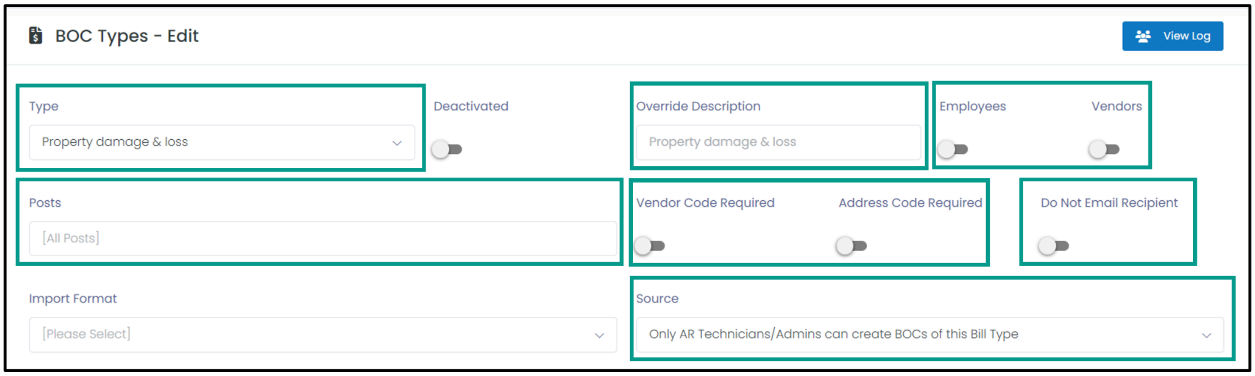
To a Bill of Collection Type, navigate to **Administration > BOC Types**.



To create a new BOC Type, click the **+ Create** button. To edit a BOC Type, click the **Edit icon** next to the BOC Type requiring changes. Both options will take you to the same type of page.

From here, select the:

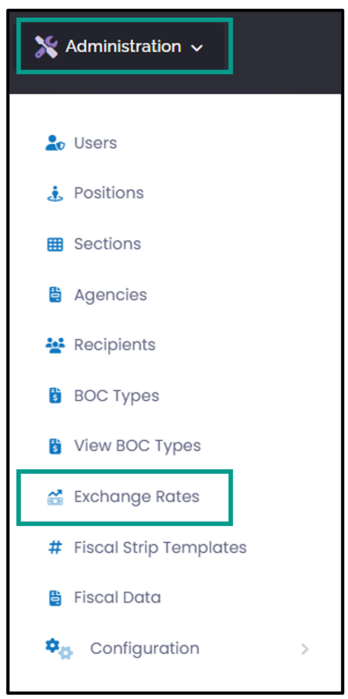
- **Type** from the dropdown menu
- **Override Description**
- Toggle the Recipient type to include either **Employees** or **Vendors**
- **Post** from the dropdown menu
- Toggle to blue if a **Vendor Code** or **Address Code** is required
- Toggle to blue if the Recipient should **Not Be Emailed**
- **Source** from the dropdown menu



Finally, click **Save Changes**.

Exchange Rates

Navigate to **Administration > Exchange Rates**.

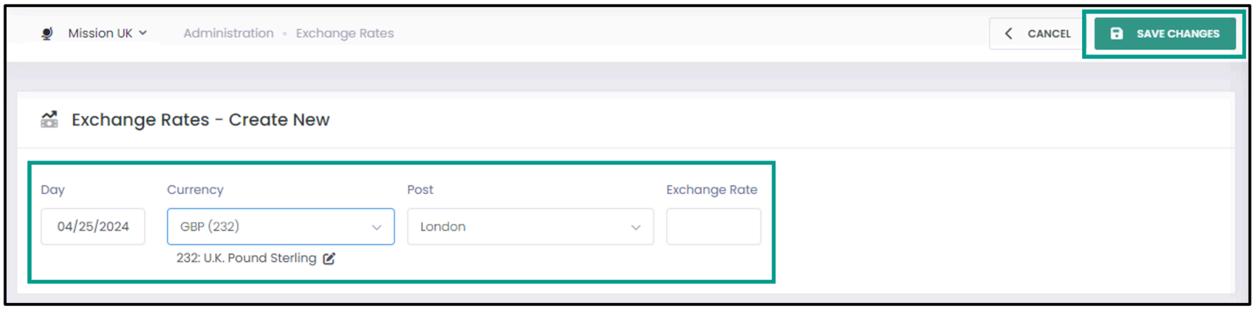


All configured Exchange Rates are listed on this page.

Creating a Single Exchange Rate

To create a single Exchange Rate, click the **+ Create** button at the top of the page.

Select the **Day**, **Currency, Post**, and type in the **Exchange Rate** for that day. Then click **Save Changes.**

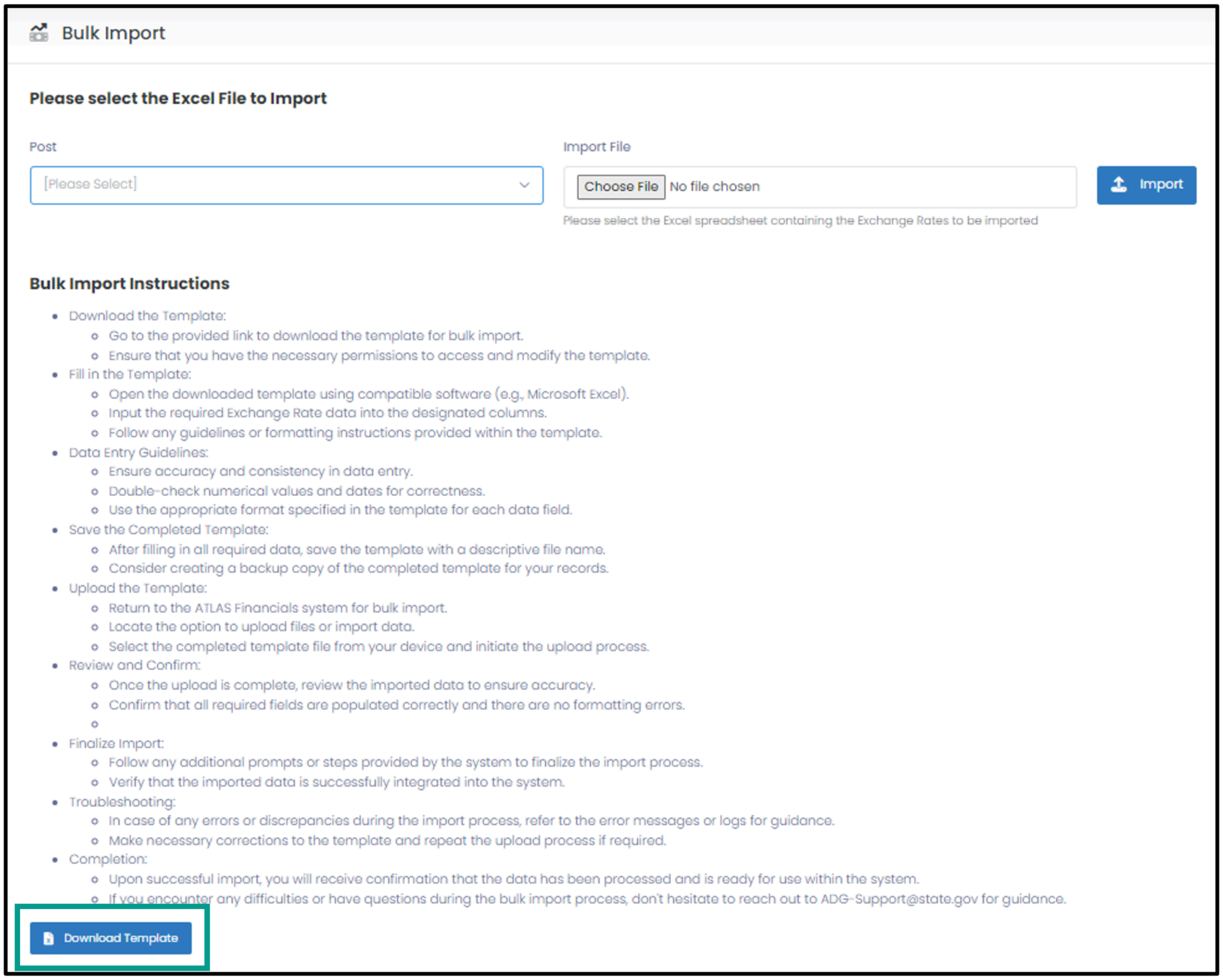


The Exchange Rate will now appear on the main **Exchange Rates** page.

Bulk Importing Exchange Rates

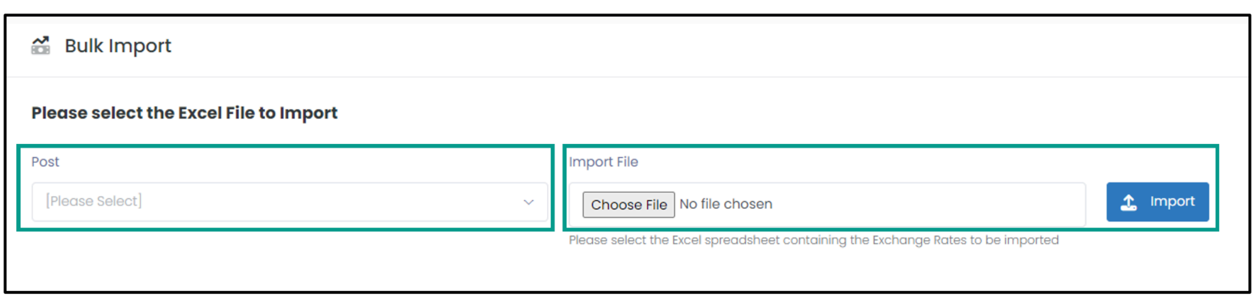
To configure multiple Exchange Rates at one time, click the purple **Bulk Import** button.

If you have not already done so, download the Exchange Rates template by clicking the **Download Template** button at the bottom of the page.

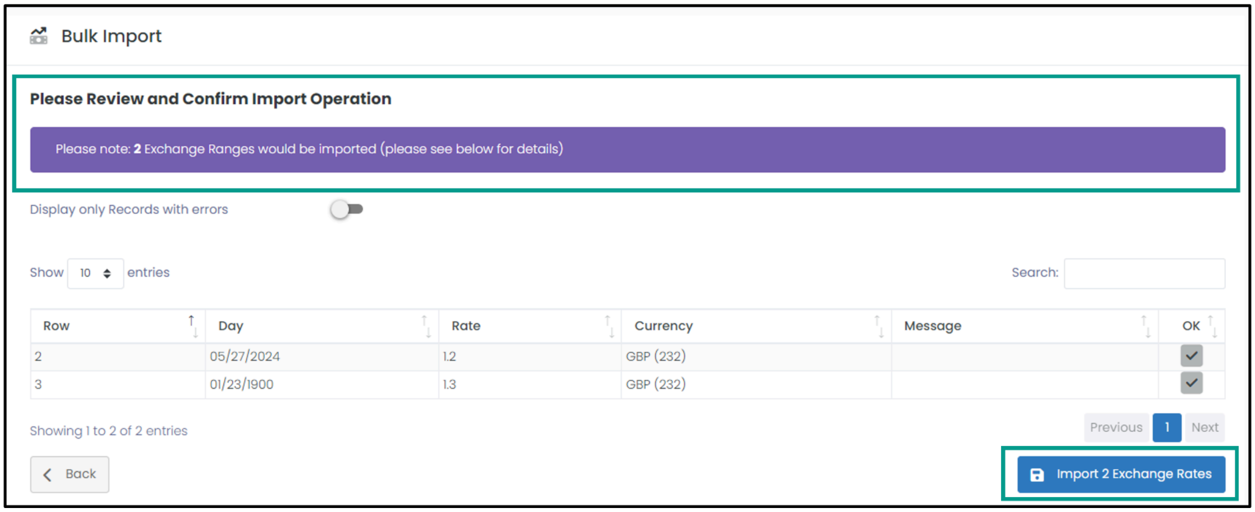


Complete the information in the Excel file and save the file with a descriptive name. **NOTE:** When entering the date, use the format **Year-Month-Date**.

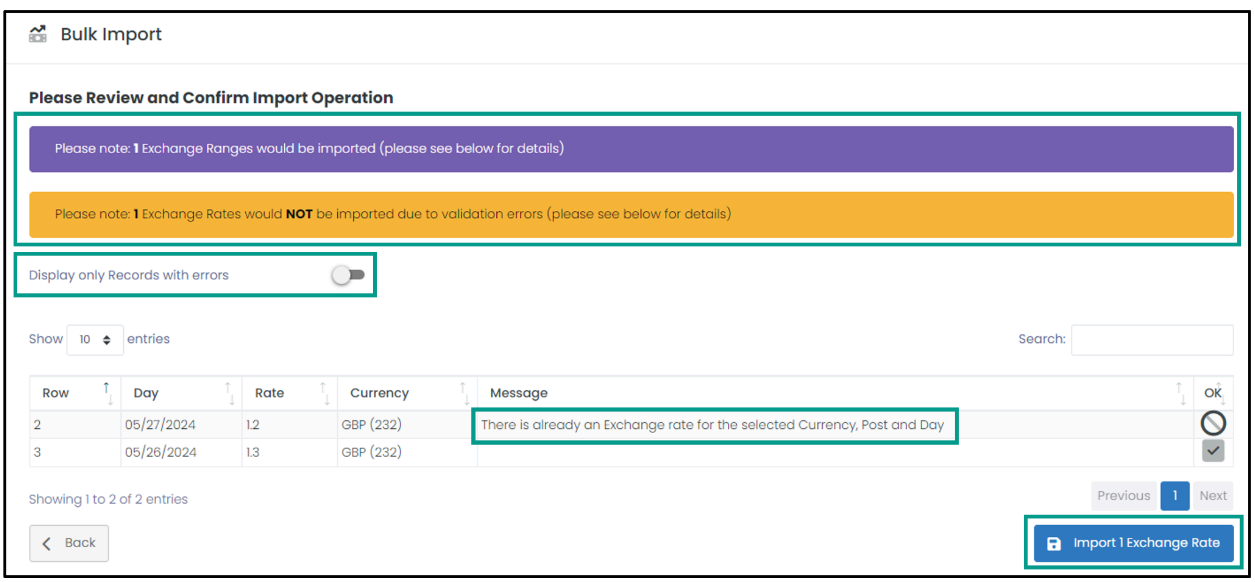
Return to the **Bulk Import** page, select your post from the **Post** dropdown, choose the file to import, and click **Import**.



Next, confirm the import details are accurate and click **Import X Exchange Rates**.



If an error occurs during the import process, a yellow banner will appear indicating the number of Exchange Rate errors. To only view the Exchange Rates with errors, click the **Toggle** next to **Display only Records with errors**. The error **Message** is displayed in the table. When ready, click **Import X Exchange Rates**.



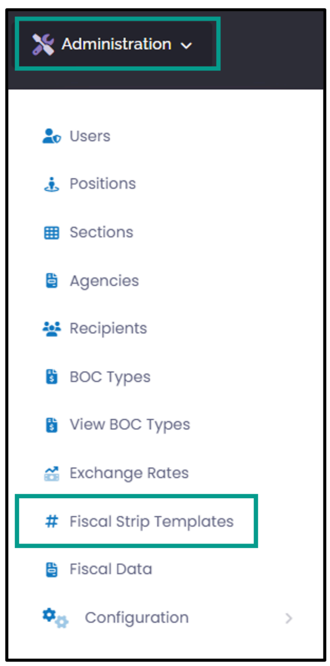
All newly imported Exchange Rates will now appear on the main page. To edit or delete an Exchange Rate, click the **Edit** icon or **Ellipses.**

Fiscal Strip Templates

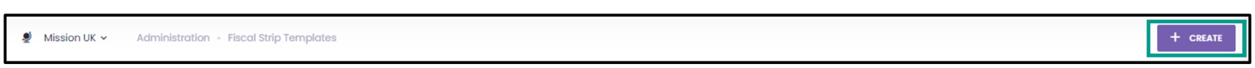
Fiscal Strip Templates can save time by being applied when creating a new Fiscal Strip.

Creating a Fiscal Strip Template

To create a new Fiscal Strip Template, navigate to **Administration > Fiscal Strip Templates**.



Click the **+ Create** button in the top, right corner of the screen.

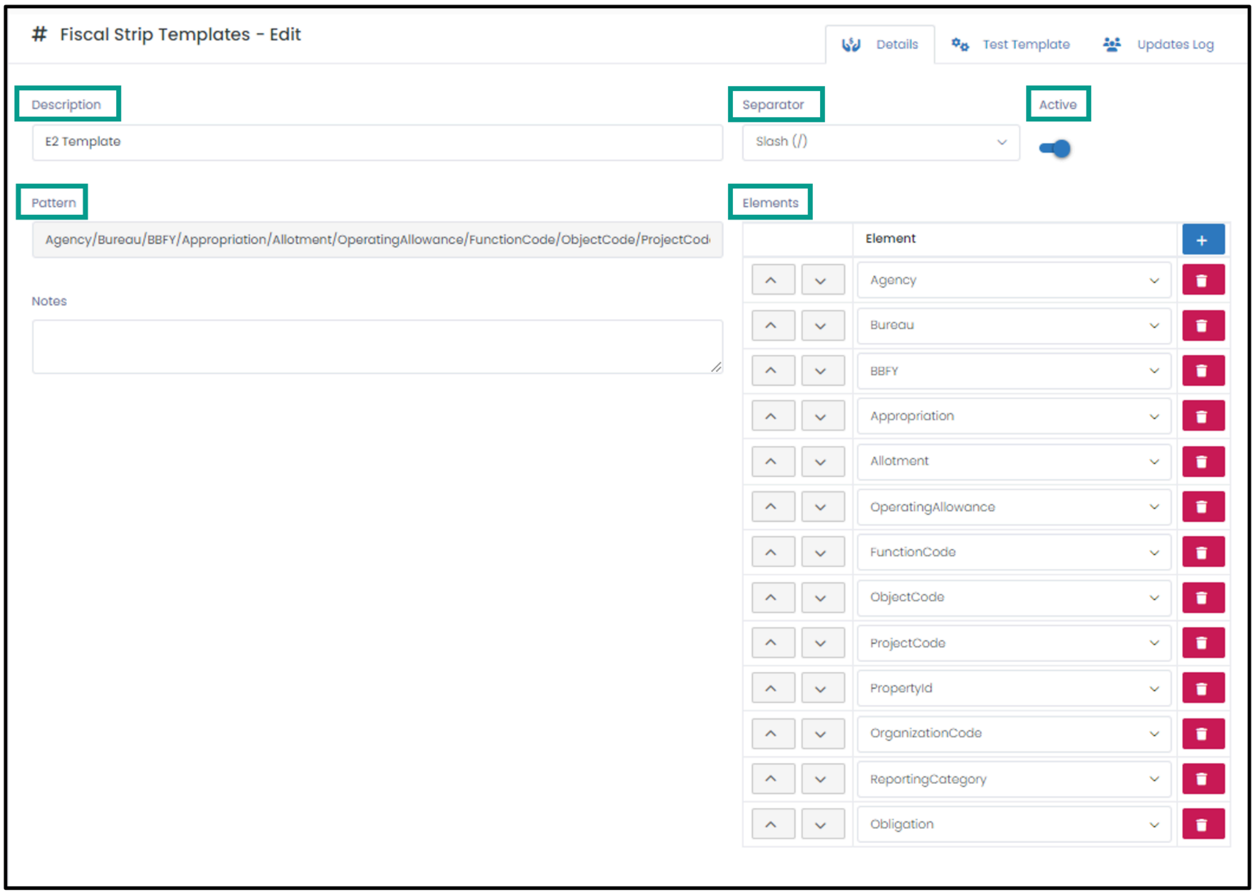


Enter the following Fiscal Strip Template **Details**:

1. Description

2. Separator
3. Toggle to Active/Inactive
4. Elements, in the order you'd like them to appear
5. Notes

NOTE: The **Pattern** will auto populate as you add each **Element.**



Finally, click **Save**.

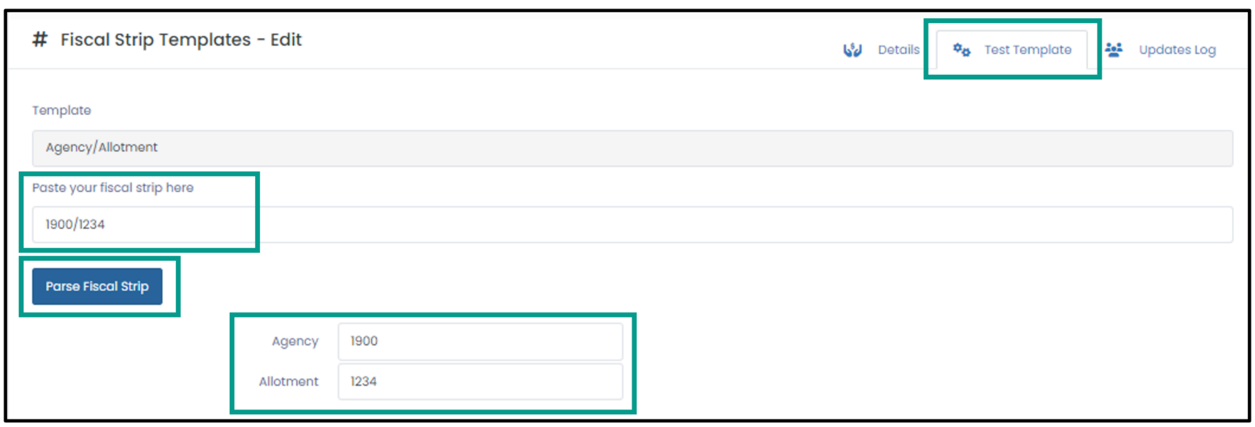
The new template will now appear on the main Fiscal Strip Templates page.

To Edit or Delete the template, click the **Edit** icon or the **Ellipses**. Once a template has been created, it can be used when creating Fiscal Data.

Testing a Fiscal Strip Template

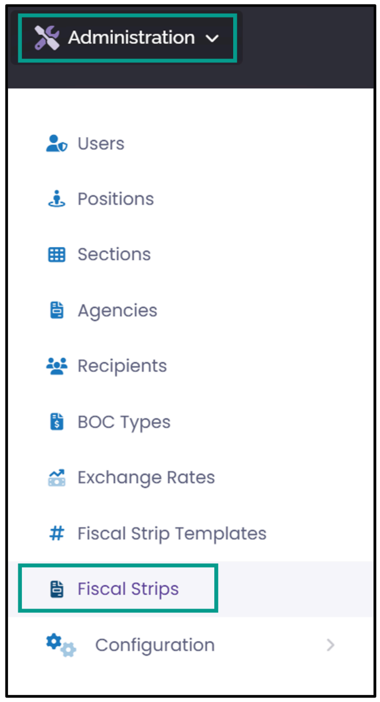
Select the fiscal strip you'd like to test. Then, click the **Test Template** tab.

In the new tab, enter the fiscal strip details in the **Paste Your Fiscal Strip here** field, then click **Parse Fiscal Strip**. The fiscal strip details will appear in the fields below.



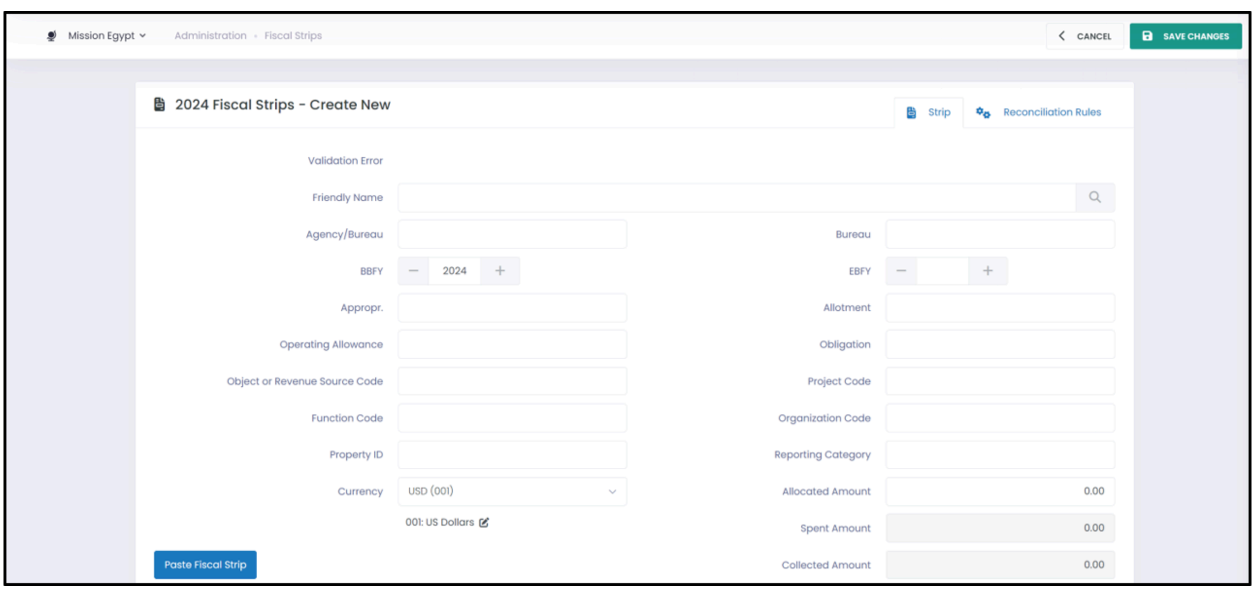
Fiscal Strips

Fiscal strips can be saved as favorites, or frequently used fiscal strips. To do this, navigate to **Administration > Fiscal Strips**.



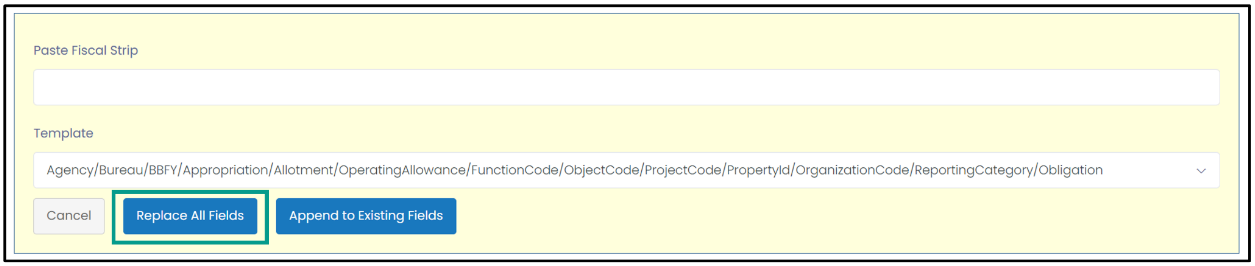
To create a single Fiscal Strip entry, click the **+ Create** button.

On the **Create New** page, enter the Fiscal Data by completing each field.



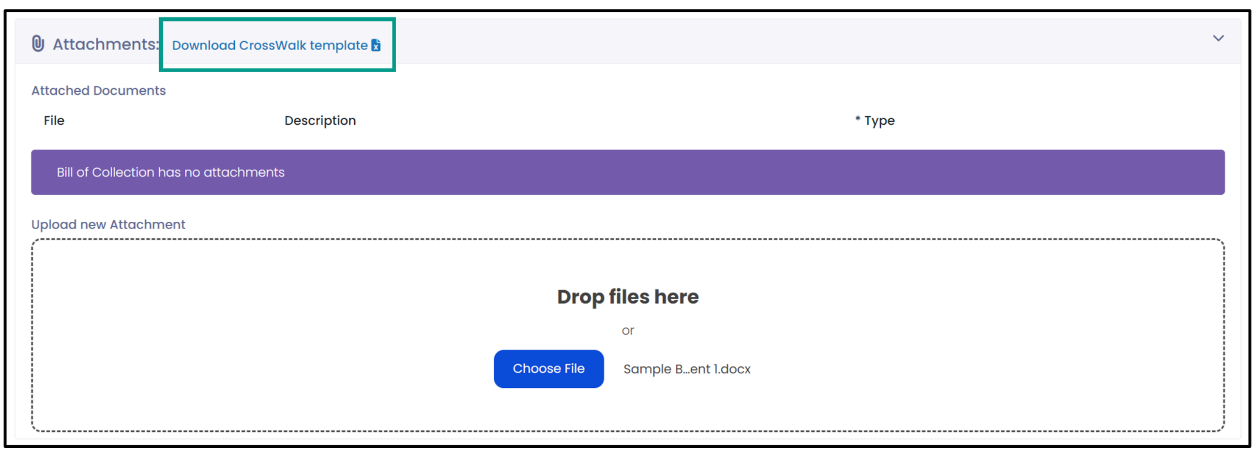
If you have a fiscal strip on hand, and you've created a **Fiscal Strip Template**, you can quickly enter the data by clicking the **Paste Fiscal Strip** button, selecting the template from the dropdown, and then pasting the fiscal strip in the **Paste Fiscal Strip** field.

By clicking the **Replace All Fields** button, all fields in the Create New form will be replaced with the information entered below. If an edit is made to a fiscal strip, click **Append Existing Fields**, and only the edited fields will change.



CROSSWALKS

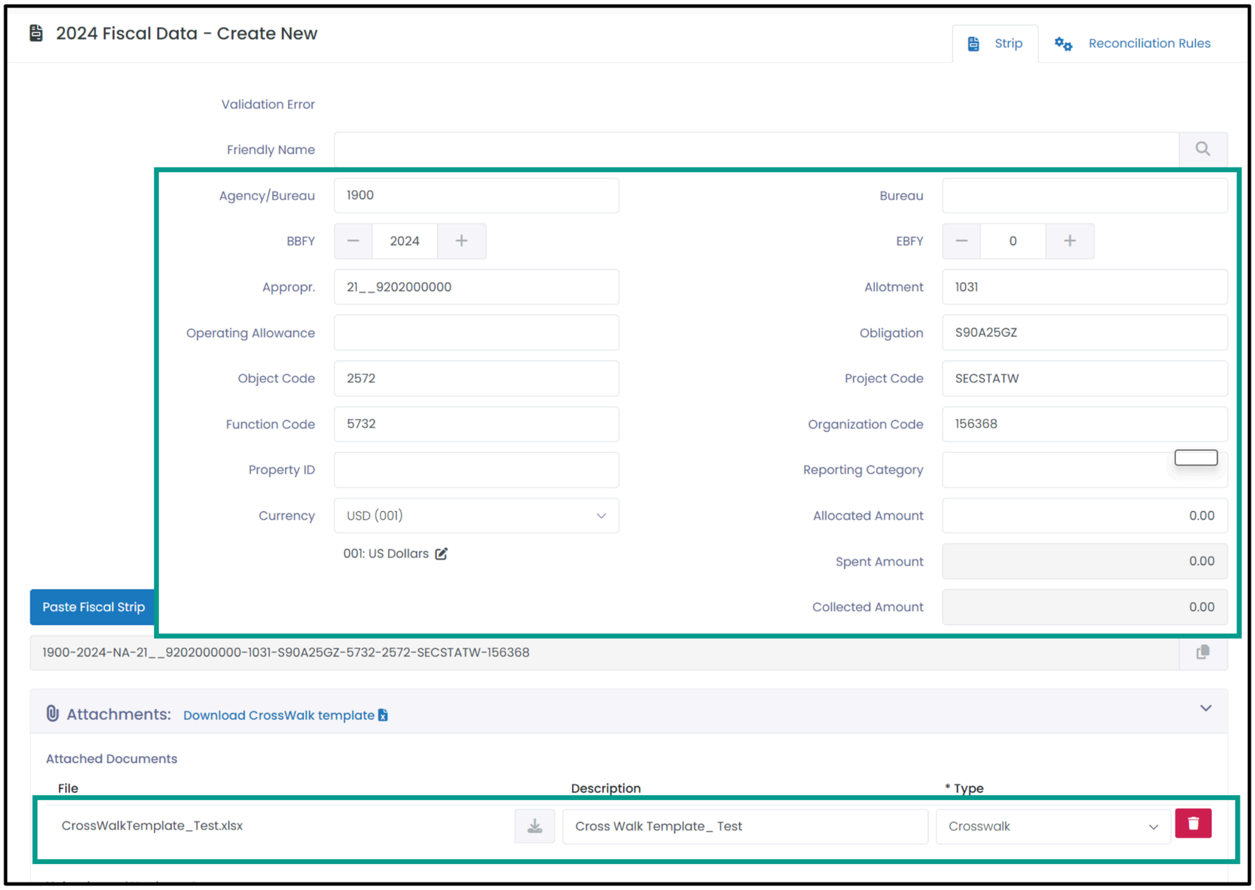
Fiscal Data can also be applied in the form of a Crosswalk. To do this, click **Download CrossWalk Template** in the Attachments section.



Complete the template and save the file with a distinctive name. **NOTE:** The **Transaction Amount** (listed on the file) is the same as the **Allocated Amount** in the application.

Next, in the application, click **Choose File**, and select the file from your file folder. Click **OK** in the pop-up window if you agree to use the Fiscal Strips from the CrossWalk Template.

The information from the template will auto populate in the respective fields and will also be listed as an attachment in the **Attachments** section.



Once completed, click **Save Changes**.

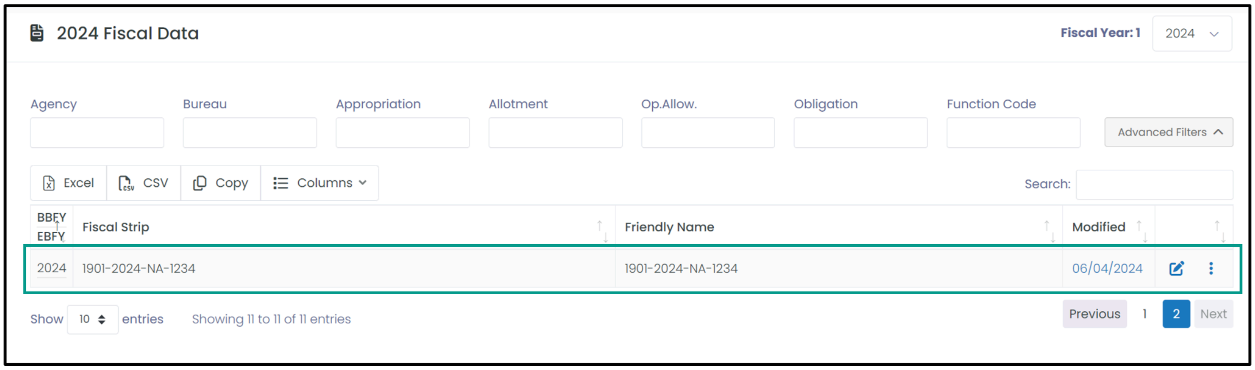
NOTE: To learn more about the **Reconciliation Rules** tab, please read the Reconciliation Manual.

Bulk Import

To Bulk Import Fiscal Data, click the **Bulk Import** button at the top of the page.

Next, download the template. Complete the template and save the file with a distinctive name. Next, in the application, click **Choose File**, and select the file from your file folder.

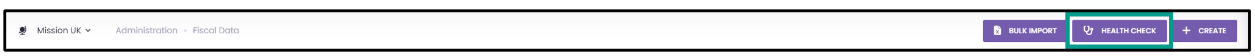
Review and confirm the import information. The Fiscal Data will now appear on the Fiscal Data main page.



To edit or delete a Fiscal Strip, click the **Edit** icon or the **Ellipses**.

Health Check

To complete a Fiscal Data Health Check, click the **Health Check** button in the top right corner of the screen.



Select the **Year** from the dropdown and click **Start Health Check**. Any issues with the Fiscal Data information will be listed. If there are no issues, a **No Issues Found** message will appear.

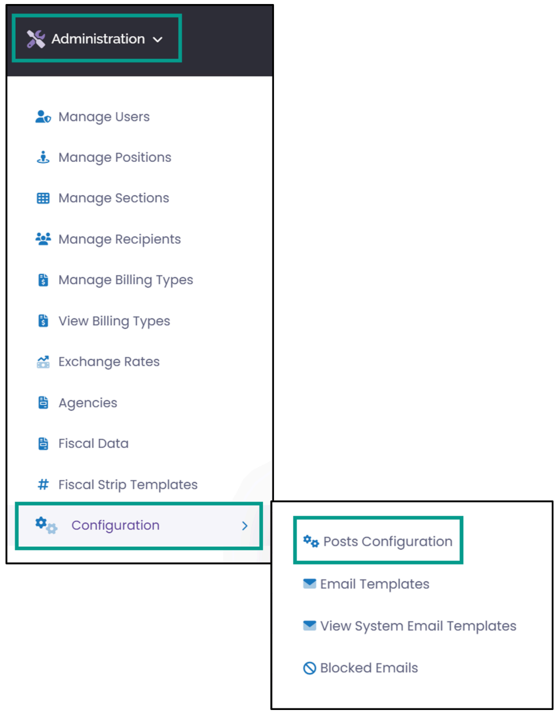
Configuration

The Configuration tab encompasses all **Email Configurations** for your post.

Posts Configuration

Emails are configured on this page. Information that is used across all posts can be configured in the **Email Configuration for ALL Posts** section. If post(s) have differing information, for example, the Cashier hours of operation vary between posts, those configurations can be made at the individual post level, in the sections below the Email Configuration for ALL Posts section.

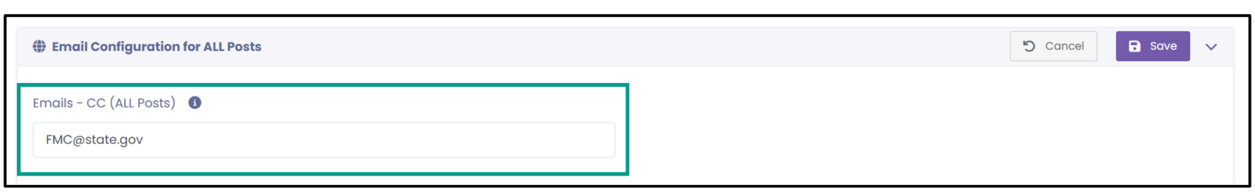
To configure emails, navigate to **Administration > Configuration > Posts Configuration**.



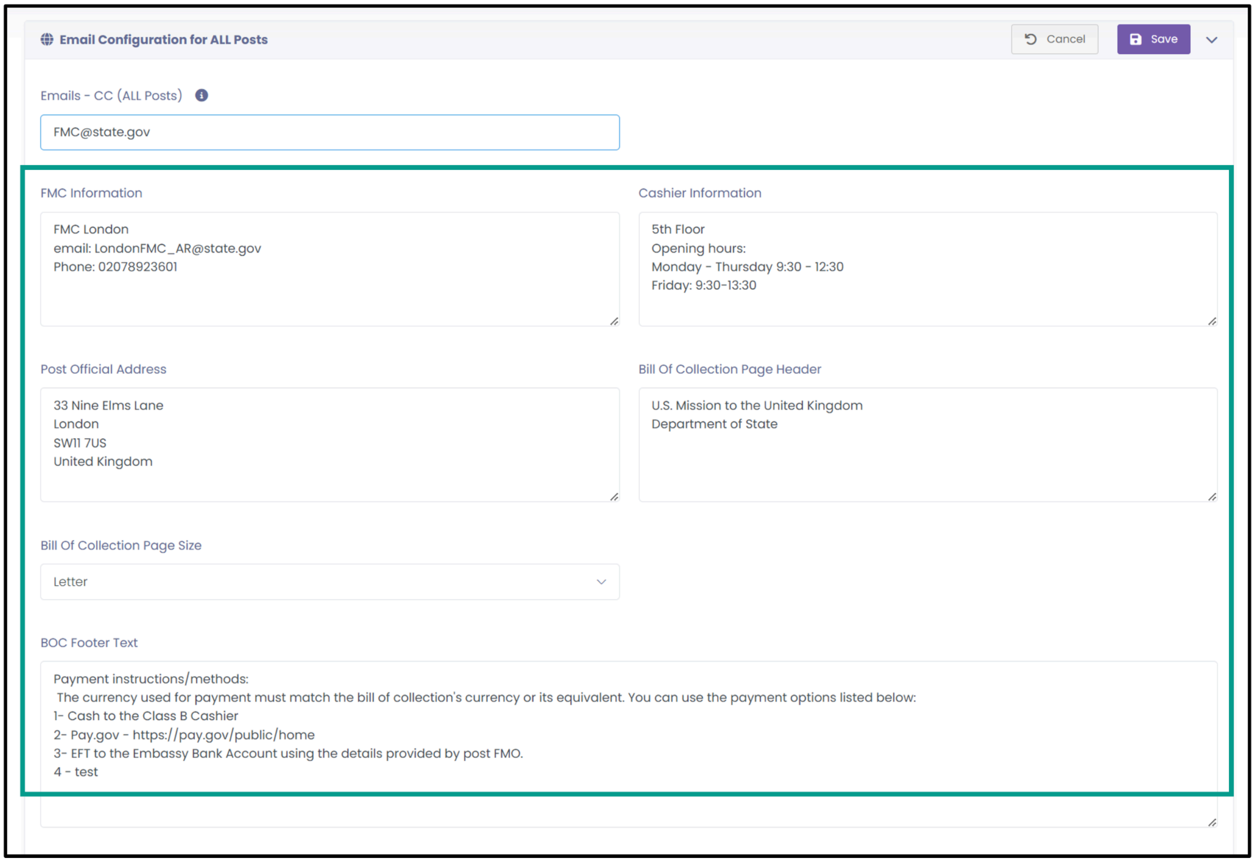
Email Configuration for ALL Posts

To configure emails for all posts, click the **Edit** button.

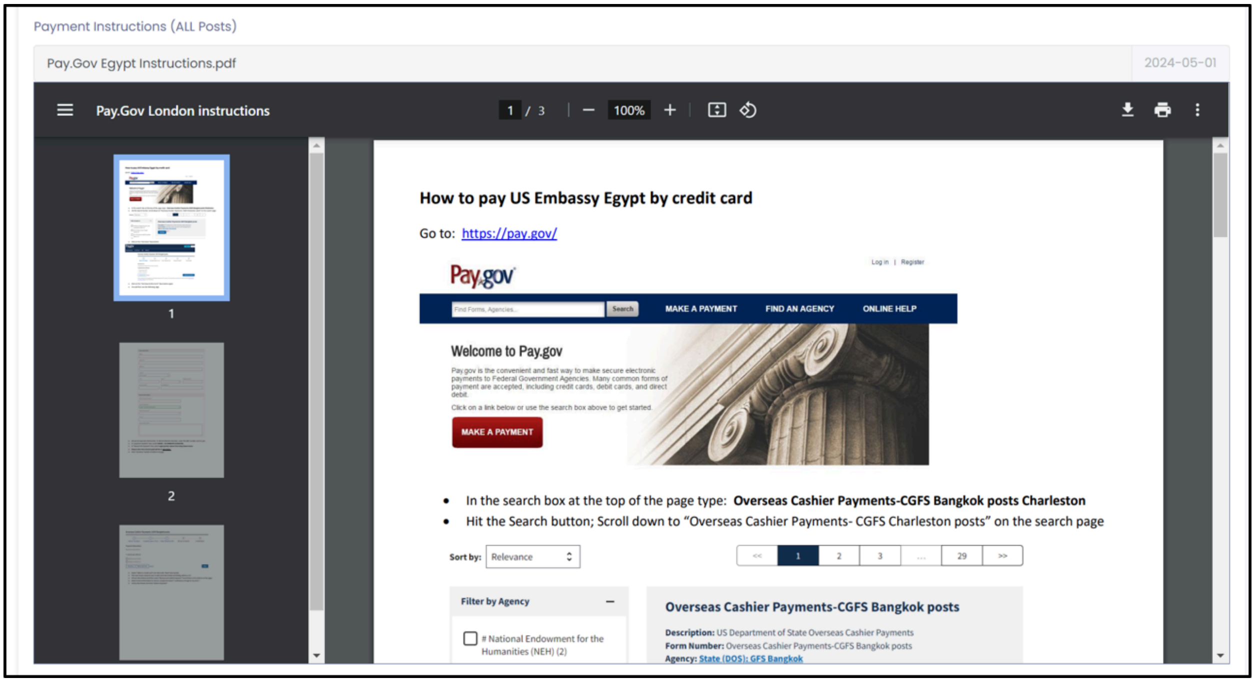
NOTE: The first field, Emails - CC (ALL Posts), is only editable by System Administrators in ADG. To add or edit this email, please contact ADG Support via email at adg-support@state.gov.



Complete the fields for **FMC Information, Cashier Information, Post Official Address, Bill of Collection Page Header, Bill of Collection Page Size,** and the **BOC Footer Text**.



Below that is the option to upload **Payment Instructions**. This can include information such as paying via pay.gov.

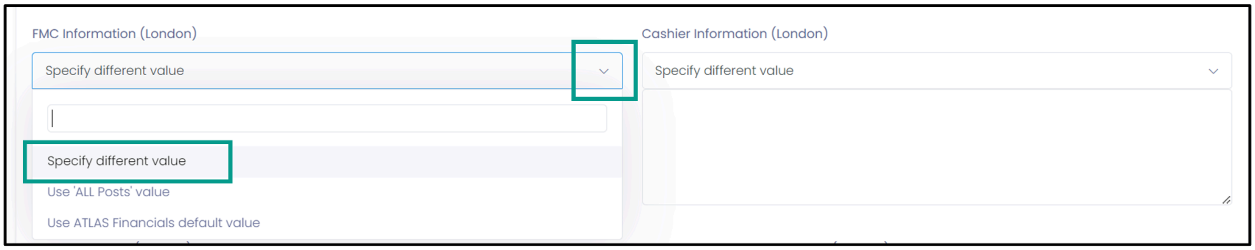


When all email configurations are complete, click **Save**.

Email Configuration for Individual Posts

An individual post may elect to use the **All Post** value, meaning the information in the **Email Configuration for ALL Posts** section will be applied to that post. However, if a post requires unique information to be configured, click the **Edit** button next to the post name.

Any field requiring information different than that of the **ALL Post** value, click the arrow to reveal a dropdown and select **Specify different value**. *Remember, emails can only be configured by System Administrators at ADG.

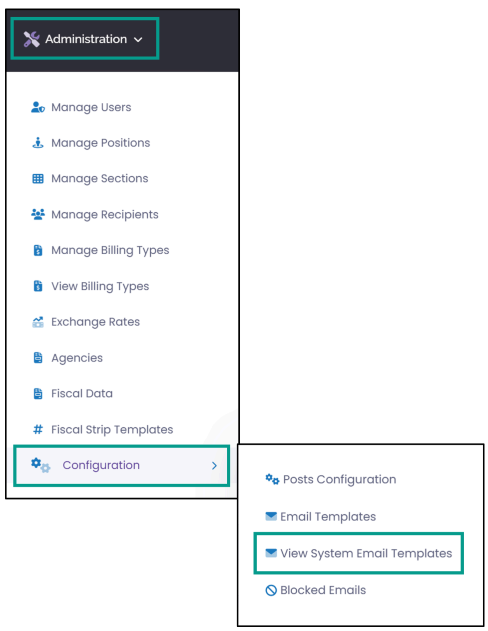


Enter the new information in each field requiring changes, and click **Save**.

To configure any other individual post, follow the steps outlined in this section of the manual.

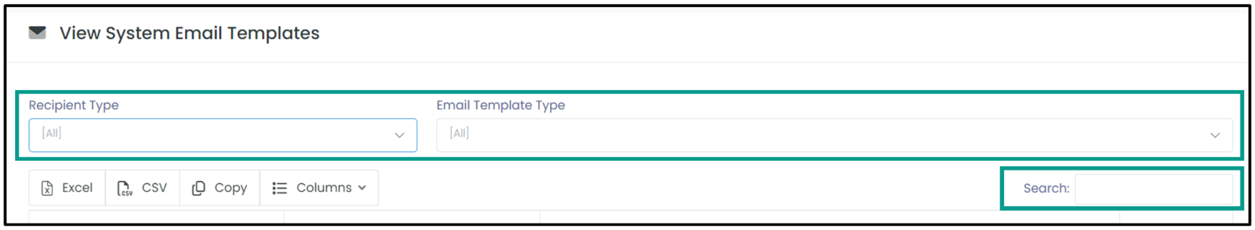
View System Email Templates

Prior to configuring your post's email templates, you might want to view the email template options. To view all email templates, navigate to **Administration > Configuration > View System Email Templates**.

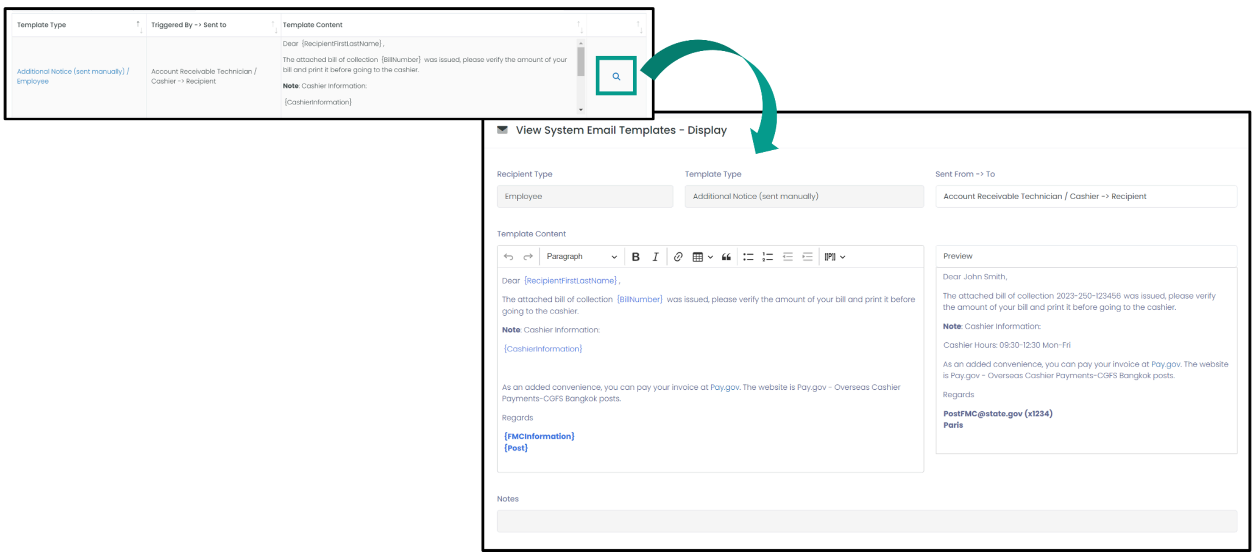


This page lists all the **Template Types**, who an email is **Triggered By**, who the email is **Sent To**, and a preview of the **Template Content**.

To filter, or quickly find an email template, select the **Recipient Type** and **Email Template Type** from the dropdowns. Or, type in a key word in the **Search** bar.



To preview a template's full content, click the **Magnifying Glass** icon next to the template or the hyperlinked template title.



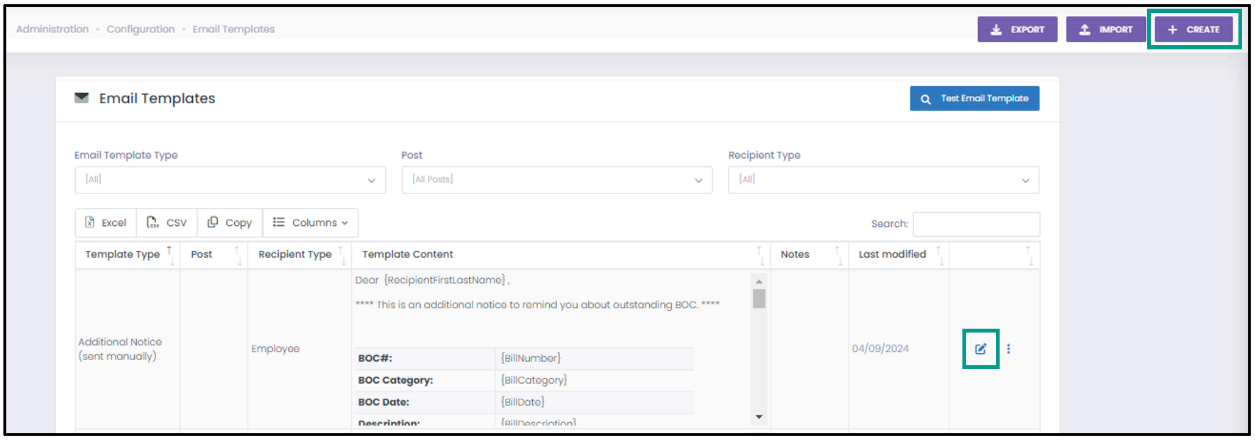
The **View System Email Templates** page, displays the **Recipient Type, Template Type, Sent From → To** information, the **Template Content**, and a **Preview** of the email.

Email Templates

To configure email templates, navigate to **Administration > Configuration > Email Templates**.

The same email templates as the View System Email Templates page are listed here. However, in contrast to the View System Email Templates page, Instance Administrators are able to edit (not just view) the template to reflect post's procedures.

To edit an email template, click the **Edit** icon next to the template or click the **+ Create** button.

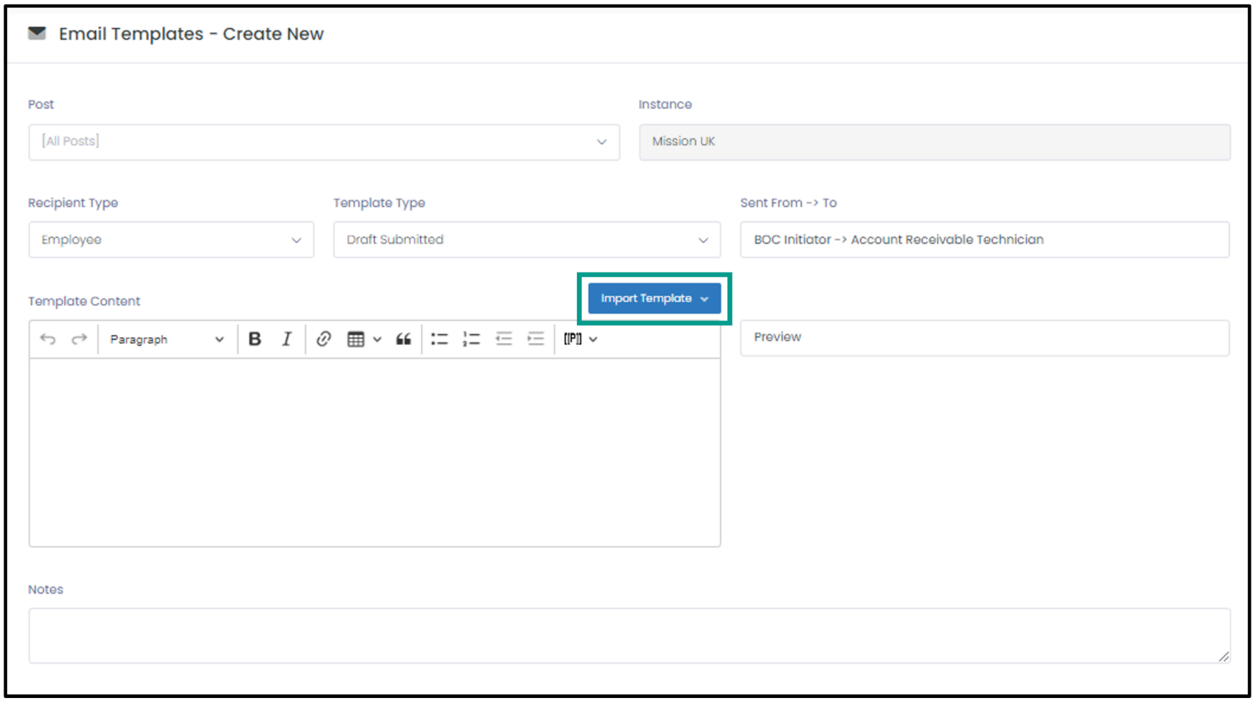


*__NOTE:__ By clicking the **Edit** icon, you will be directed to that template's page. By clicking the **+ Create** button, you must follow the below instructions.

From the dropdowns, select the:

- Post
- Recipient Type
- Template Type
- Sent From → To

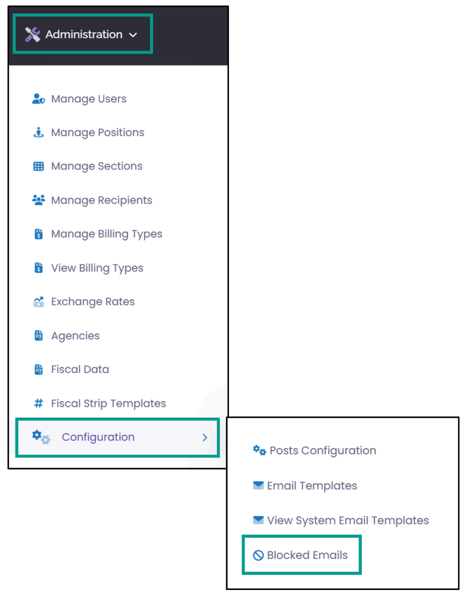
Click **Import Template**.



The **Template Content** and **Preview** will now populate. From here, edit any information to make the template relevant to your post. Click **Save Changes** when all edits are complete.

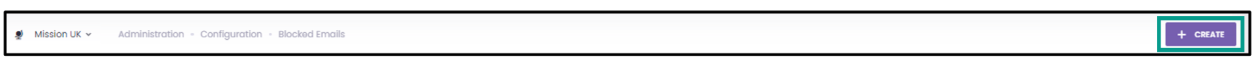
Blocked Emails

To view or create blocked emails, navigate to **Administration > Configuration > Blocked Emails**.

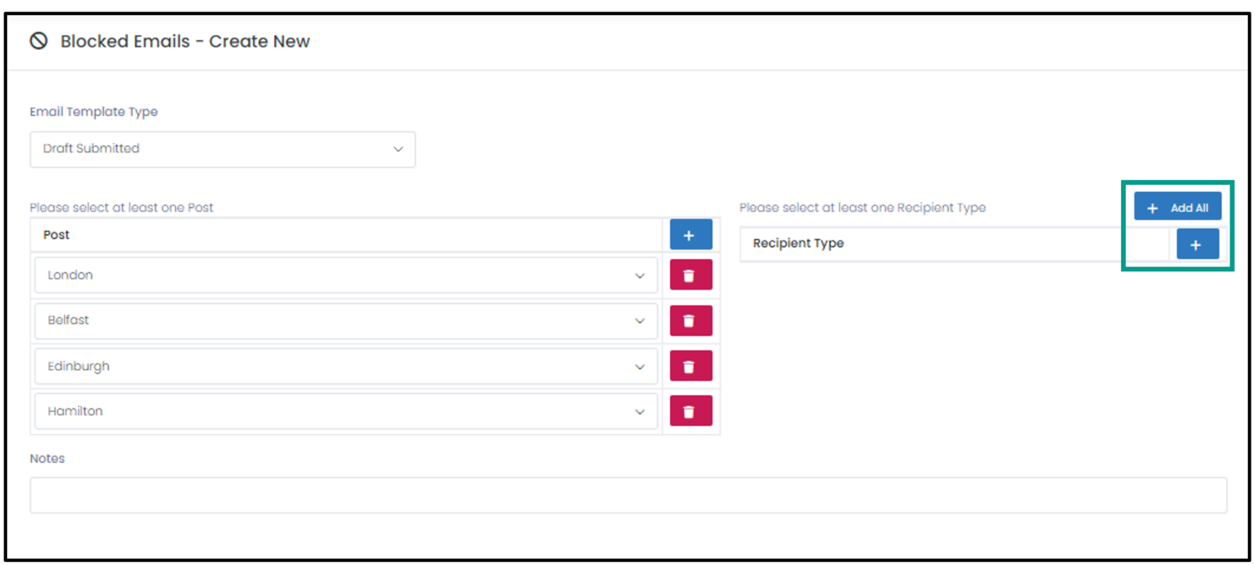


Creating a New Blocked Email

To block an email from being sent, click **+ Create**.



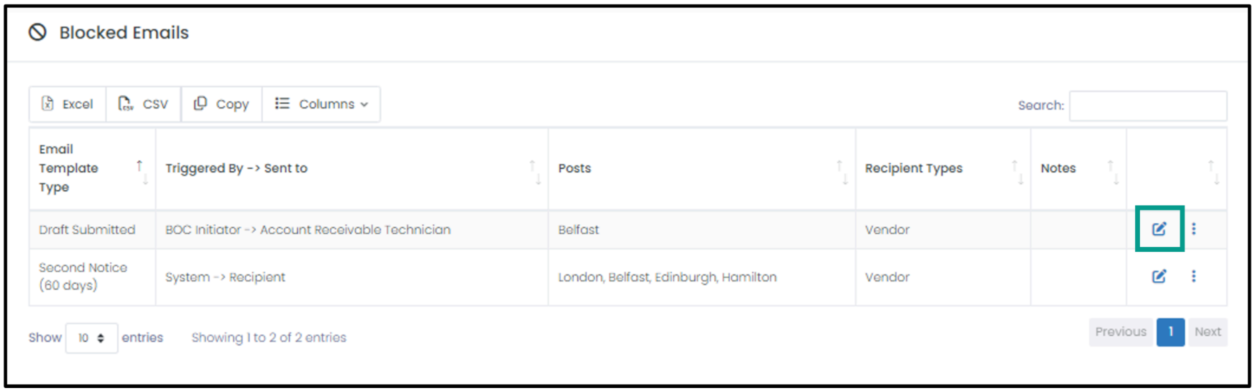
Select the **Email Template Type** from the dropdown. Next, click the **+ Add All** button to apply the email blocker to all posts in the mission, or click the **+** icon to manually add posts. Repeat the same process for the **Recipient Type**. Add additional notes, as needed.



The newly blocked email will now be listed in the **Blocked Emails** page.

Editing a Blocked Email

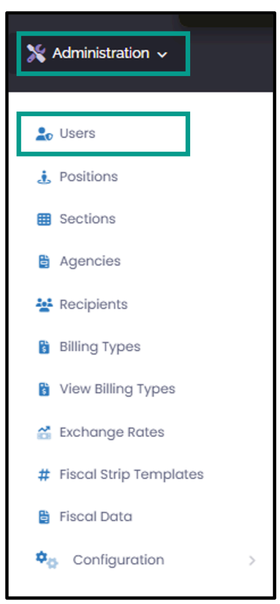
Next to the Email Template Type, click the **Edit** icon.



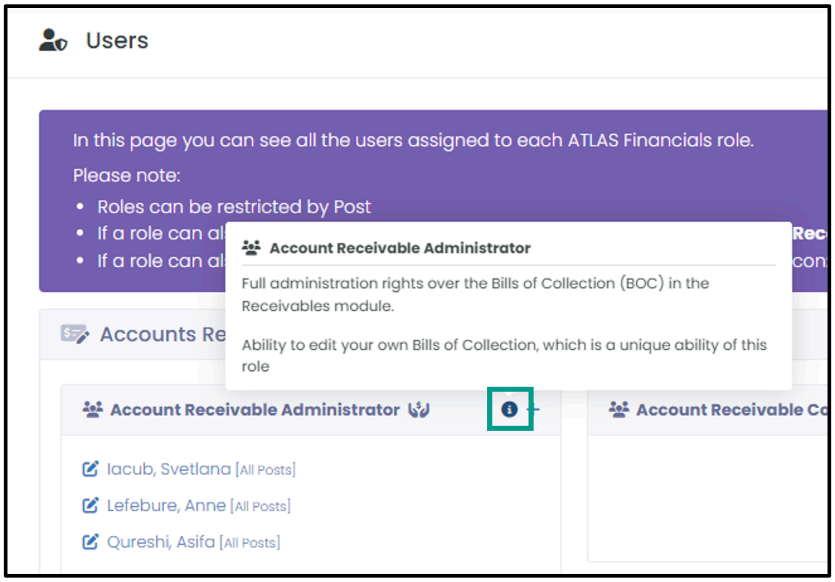
Edit the **Email Template Type**, **Post**, and/or **Recipient Type** and click **Save Changes.**

Accounts Receivable Roles & Permissions

Users will interact with the application based on the role they are assigned. Each role comes with specific permissions that determine what a user can/cannot do in the system. To view the definition of a role in ATLAS Financials, navigate to **Administration > Users**.



Each User title has an **Information** icon next to it. Hover over the icon to view the definition of the role.



Role Definitions

Accounts Receivable (AR) Admin - Full administration rights over the Bills of Collection (BOC) in the Receivables module. Ability to edit your own Bills of Collection, which is a unique ability of this role.

AR Configurator - Configuration permissions only. Ability to read BOCs but cannot manage users.

AR Read-Only - Ability to view the AR module and all details of a BOC without the ability to make any modifications.

AR Tech - Ability to handle fund cite strips, set fund cites to BOCs, send manual notifications, initiate write-offs of BOCs, send packages to CGFS, void BOCs, and edit specific fields such as dispute dates, descriptions, and outcomes, payroll collection dates, and outcomes after the BOC process has started.

BOC Initiator - Ability to initiate a new bill of collection and submit BOCs to the Accounts Receivable Technician only for those bill types for which they have been granted permissions. **Note:** Only Local Administrators/ Permission Administrators can grant or revoke access to bill types for a BOC Initiator, while only System Administrators (ADG personnel) can create new bill types.

Collection Clerk - Ability to send additional notifications, manage exchange rates, collect payments, attach OF-158 forms, and close fully paid bills.

FMO - Has all the permissions of an AR Technician, plus write-off authority for vendor BOCs. Ability to review and forward employee BOCs to the Write-Off Authority. This role is notified about disputes and payroll collections.

HR/Payroll Office - Access to the My Bill of Collection and Supervised Employees dashboards within the My Dashboard page. The main ability of this role is to have access to the Outstanding Employees BOC page, which shows a summation of the total amount due for the Employee recipients.

Instance Administrator - Complete administrative rights over all settings, including user administration, within the Accounts Receivable module. Responsibilities include managing positions, sections, viewing/creating recipients, submitting mass updates, viewing BOC types, managing agencies, managing all email configurations for all posts, managing drafts, open, and closed bills, managing pending fiscal data, initiating a voided bill, and amending bills.

Local Permission Manager - Authority to grant permissions within all modules.

Local Permission Viewer - Ability to view permissions across all modules exclusively for audit purposes.

Section Head - Access to a dashboard displaying a list of recipients and amounts within the sections you are assigned to.

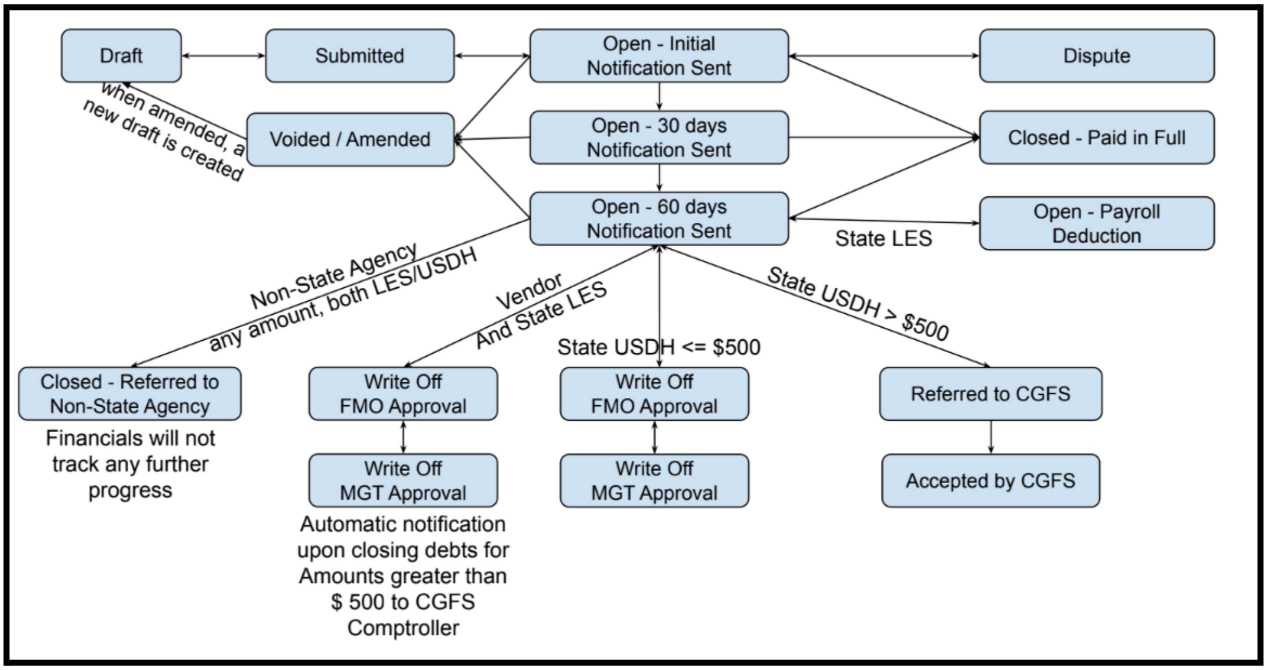
System Administrator - Manages instances (posts), post codes, email templates, and currencies. ADG Personnel.

User - Person assigned a specific role and is granted permissions based on that role.

Write-Off Authority - Ability to view, approve, or reject any pending Write-Off requests requiring your approval. This role is typically delegated to an Ambassador or Management Officer.

BOC Life Cycle

A BOC has the potential to move through several transition stages. Below is the BOC Transition State Diagram:


Draft
Submitted
Open - Initial Notification Sent
Dispute
when amended, a new draft is created
Voided / Amended
Open - 30 days Notification Sent
Closed - Paid in Full
Open - 60 days Notification Sent
State LES
Open - Payroll Deduction
Non-State Agency any amount, both LES/USDH
Vendor And State LES
State USDH <= $500
State USDH > $500
Closed - Referred to Non-State Agency
Financials will not track any further progress
Write Off FMO Approval
Write Off MGT Approval
Automatic notification upon closing debts for Amounts greater than $ 500 to CGFS Comptroller
Write Off FMO Approval
Write Off MGT Approval
Referred to CGFS
Accepted by CGFS