



# **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: <u>https://adgsupport.state.gov/hc/en-us/articles/15001670021267-ADG-Glossary</u>

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 <u>financials.state.gov</u> 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.

-	Manage Users					
	Account Receivables Roles					~
	🚉 Account Receivable Administrator 🕼	+	🚔 Account Receivable Configurator 🤯	+	😤 Account Receivable ReadOnly 🕼	+

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**.

🖒 Add User to Role	
Role	Account Receivable Administrator
User	Constanza, George
Posts	
Account Receivable Bill Types	[All Account Receivable Bill Types]
	Cancel Add User Rol

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.



🎄 Manage Position	S						
Posts			1				
Belfast							
Edinburgh					Search:		
Hamilton			Created	Last modified	î,		↑_↓
London	Te classification		17				
0000002	Developer	London	03/13/2024	03/13/2024		<b>2</b> :	
0000003	Technology Application Developer	London	03/13/2024	03/13/2024		≝ :	

### **CREATING NEW POSITIONS**

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

🔮 Mission UK 👻 Administration 🔹 Manage Positions

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**.

👤 Mission UK 🗸	Administration · Manage Positions			< CANCEL	SAVE CHANGES
🛓 Manage Pos	itions - Create New				
• Post	[Please Select]	~	Deactivated		
* Code			Notes		
* Title					<i>i</i>

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.



Mission UK ~ Administration - Manage Positions	C SYNCHRONIZE NOW + CREATE
🛓 Manage Positions	

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	۵	05/09/2024	2
0123456	s/gso	Oslo	×	02/26/2024	2

### MANAGING SECTIONS

ADDING SECTIONS IN BULK

Navigate to Administration > Sections.





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

🔮 Tri-M	Aission Rome 🗸 Adminis	stration - Managr	je Sections					+ CREATE
	🖽 Manage Sectior	ns						
	Excel CSV	[] Сору Е С	Columns 🗸			Search:		
	Short Code	↑ Desc	cription	↑ C	Created	Last modified	†_⊥	
				No data availa	able in table			
	Show 10 🗢 entries Sh	nowing 0 to 0 of 0 €	entries				Previous Next	

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.

Please click the Sections you want to add:	Selected Sections:	
Search	Add Standard Sections Add Standard Sections	
DHS/CBP/PREC	No Sections currently selected. Please select the Sections you want to import from the	
DHS/ICE	left panel.	×
DHS/USCG		
DHS/OIA		
DHS/USSS		
DHS/TSA	Please click the Sections you want to add:	Selected Sections:
	Search	Add Standard Sections
		Add Standard Sections
	DHS/CBP/PREC	MGT
	DHS/ICE	MGT/FMO
	DHS/USCG	MGT/GSO
	DHS/OIA	MGT/IMO
	DHS/USSS	MGT/IMO/ISC
	DHS/TSA	

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.



🔮 Tri-	Mission Rome 🗸 Administration 🦂	Manage Sections				BULK IMPORT	+ CRI	EATE
	🖽 Manage Sections							
	Excel CSV DCopy	E Columns ∽			Search:			
	Short Code	Description		Created	Last modified	1 L		
			No data ava	ilable in table				
	Show 10 ¢ entries Showing 0 to	0 of 0 entries				Previous Next		

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:

Egypt ~ Admini	nistration 🔹 Manage Recip	pients					BULK UPDATE	SYNCHRONIZE WITH ATL
🔛 Re	ecipients							Enable Mass Updates
There	e are currently no Agencie Jik Import Agencies	es created for Mission Egy	pt. Please create or i	mport the Agencies bef	ore adding a recipient.			
Sections	R	Complete type [All Recipients]	v [Please Sel	ect] ~				
Exce	el 📑 CSV 🗗 Cop	y i≣ Columns ∽					Search:	
Recipier	ent Î Current C	Okta Email î <sub>j</sub> Ty	pe Section î	Supervisor	ICASS Agency	Op.BOC	T. Due î	Last modified
				No data available	in table			
Show 10	10 🗢 entries Showing C	0 to 0 of 0 entries						Previous Next

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





### Adding Agencies Individually

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

I Oslo 🗸	Administration •	Agencies	+ CREATE

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.

🔮 Osl	<ul> <li>Administration - Agencies</li> </ul>			< CANCEL	SAVE C	HANGES
	Agencies - Create New					
	ALL ICASS Agency 1235.0: AG - FAS (Foreign Agricultural Service)	× ~	Override Name Foreign Ag.			



### ADDING AGENCIES BY BULK IMPORT

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

<b>ý</b> 0	oslo 🗸	Administration •	Agencies		U HEALTH CHECK	+ CREATE
					4	

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.

Bulk Import	
On this page you can add Post's ICASS Agencies: just select the ICASS Cod Please note: you can insert the standard Agencies (1900, 1901, _) using the J	es from the left panel and click <b>Save Changes.</b> To remove a selected Agency click it again from the right panel. <b>Add Standard Agencies</b> button.
Please click the Agencies you want to add:	Selected Agencies:
Search	Add Standard Agencies
	Add Standard Agencies Save Changes
7025.0: DHS - CBP - Container Security Initiative	7025.0: DHS - CBP - Container Security Initiative
7024.0: DHS - (IAP) and (NTC)	
7023.0: DHS - CBP - International Affairs Office	
7022.1: DHS - CBP Preclearance Abu Dhabi	
7022.0: DHS-CBP-Preclear, Dublin,Ottawa,Nassau,Bermuda,Aru	
7020 0: DHS - ICE - HSI - Intl Affaire Office	

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.



🖨 Hec	alth Check	
<b>Please</b>	select the Year to Check	
	B Health Check	
	Agency Fiscal Data Health Check Results for 2024	
	No Issues found for the selected Fiscal Year	
	< BOCK	

### 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.

Lengloyee and I	Position Information				~
Current	•		Recipient Type	Employee	
Okta Account		Q	ICASS Agency	[Please Select]	~
* Last Name			First/middle Name		

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.



Search Okta User	×		
Search Criteria			
Benes			
Please enter part of the user name or email.			
	Cancel Search		
	Please select Employ	ree	
	Show 10 \$ entries		Search:
	Name	î↓ email	_
	Benes, Elaine	BenesE@state.gov	
	Showing 1 to 1 of 1 entries (fil	tered from 33 total entries)	Previous 1
			Refine Search Can

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:

- 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.

🔮 Mission Bahamas	Administration	Recipients		BULK IMPORT	🔁 UPDATE CONTACT INFO	<b>W</b> HEALTH CHECK	+ CREATE ~



### 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.

Sections	Recipient Type		Supervisor	
	[All Recipients]	~	[Please Select]	~

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

Recipient	$^{\uparrow}$ Currêņt Okta Email	$ \uparrow_{\downarrow} \  \  \vec{ype}  \text{Section}  \uparrow_{\downarrow}  \text{Supervisor}  \uparrow_{\downarrow}  \text{ICASS Agency}  \uparrow_{\downarrow}  \text{Op.BOC}  \uparrow_{\downarrow}  \text{T. Due}  \uparrow_{\downarrow}  \text{Last modified}  \uparrow_{\downarrow}  \downarrow_{\downarrow}  \text{Last modified}  \uparrow_{\downarrow}  \text{Last modified}  \downarrow_{\downarrow}  \text{Last modified}  \downarrow_{\downarrow}  \text{Last modified}  \uparrow_{\downarrow}  \text{Last modified}  \uparrow_{\downarrow}  \text{Last modified}  \downarrow_{\downarrow}  \text{Last modified}  \downarrow_{\downarrow}  \text{Last modified}  \uparrow_{\downarrow}  \text{Last modified}  \uparrow_{\downarrow}  \text{Last modified}  \uparrow_{\downarrow}  \text{Last modified}  \downarrow_{\downarrow}  \text{Last modified}  \uparrow_{\downarrow}  \text{Last modified}  \uparrow_{\downarrow}  \text{Last modified}  \downarrow_{\downarrow}  $

**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.

<b>9</b> м	Mission UK 🗸	Administration - Manage Recipients	< CANCEL	SAVE CHANGES
	🐮 Recipi	ients - Edit	*	Update Log

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.

R	ecipients	Bulk Up	Bulk Updates (2 Records Selected) 🐱									
oction	ns Recipient Type Supervisor [All Recipients] ~ [Please Select] ~								🚊 Ch	nange Supervisor		
ections		[All Recipients	[All Recipients]     ~		V     [Please Select]			X Cancel Bulk Updates				
🗴 Ex	ccel CSV (	🖸 Сору	₩ Columns v						Se	earch:		
	Recipient î	Currênt	Okta Email	î <sub>↓</sub> Tyîpe	Section $\hat{\boldsymbol{y}}_{j}$	Supervisor $\hat{\mathbf{u}}_{\downarrow}$	ICASS Agency	Op.BOC ↑	T. Due ↓	Last modified		Î
-	ACME Industries	<b>~</b>					0300.0	3	\$210.62	04/10/2024	C	÷
-	Acosta, Wilson	~	acostaw2@state.gov	-		D'Ambrosio, Sandro		2	\$344.92	04/11/2024	C	÷
-	Ahmed, Mohamed	~	ahmedmn@state.gov		MGT/GSO	D'Ambrosio, Sandro		2	\$427.54	04/11/2024	C	÷

**BULK IMPORTING RECIPIENTS** 

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

Mission UK 🗸	Administration -	Manage Recipients		BULK IMPORT	C SYNCHRONIZE WITH ATLAS	U HEALTH CHECK	+ CREATE ~

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.

Non-Desk Employee
Non-Desk Employee

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

lease Revie	ew and Confirm li	mport Operation	I				
Please note	: 1 Recipients would b	e updated (please se	e below for det	ails)			
Please note	: <b>1</b> Recipients would <b>N</b>	<b>ot</b> be imported due t	to validation err	ors (please see below	for details)		
)o not Create N	lew Recipients Do N	Not Update Existing Re	ecipients Disp	blay only Records with	errors Display only Records v	without errors	
)	0	)	0				Advanced Setting
ihow 10 🜩	entries						Search:
				Decisiont Turse	Updated Fields	1 Fame a	
Row $\uparrow_{\downarrow}$ Em	ail î	Display Name	New / Update	кесіріент туре	opdated Fields	Error	C
Row $\uparrow_{\downarrow}$ Em	ail ↑↓	Display Name	New / Update +	Employee	Email, Display Name, Countryld, Recipient Type, Employment Type, Section, Work Phone, Employee ID		· · · ·
Row     Î     Em       3     cryd       4     stepi	ail <sup>†</sup> , ersm@gmail.com hcryder@none.com	Display Name	+ +	Employee Non-Desk Employee	Emoli) Display Name, Countryld, Recipient Type, Employment Type, Section, Work Phone, Employee ID Emoli, Display Name, Countryld, Recipient Type, Recipient Type, NonDes&Employee	Supervisor field is require	d for non-desk employees

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.

Recipient	1 ⊂ Current	Okta Email	î <b>⊺ype</b>	Section $\hat{\boldsymbol{u}}_{j}$	Supervisor $\hat{\downarrow}$	ICASS Agency $_{\downarrow}$	Open BOCs	Total Amount Due $\hat{f}$		$\uparrow_\downarrow$
SM, Cryder	~	SMCryder@state.gov		MGT/FMO			0	\$ 0.00	Ľ	÷

### **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.

💒 Recip	ients							м	ass Updates (2 Records S	elected	4) ~
Sections		Recipient	Type	Supervisor	ect] ~	Link with ATLAS Profi	le	4 × ~	Change Supervisor	e	
Show 10 🜩	entries							×	Cancel Mass Updates		
	Recipient		Email	î <b>Туре</b>	Section	Supervisor 1	ICASS Agency	Open BOCs	Total Amount Due 1		
-	ACME Industries	~	acme.inc@acme.cor	n 🖽			0300.0	1	\$ 200.00	C	÷
-		~	@state.gov	81 - <u>P</u>				4	\$ 3,894.92	C	:
-		<ul> <li>Image: A start of the start of</li></ul>	@state.go	v 📮	MGT/GSO			3	\$ 1,127.54	C	+

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	Enable Mass Updates
--------------	---------------------

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



	Recipient <sup>↑</sup> Current	t Okta Email	Туре	Section	Supervisor		ICASS Agency	Open BOCs	Total Amount Due	Ť,		
-			EII				0300.0	1	\$ 200.00	<b>8</b> :		
-	~		-					4	\$ 3,894.92	<b>8</b> :		
	~		<b>.</b>	MGT/GSO				3	\$ 1,127.54	≤ :		
-	~		<b>.</b>					7	\$ 1,978.14	2 :		
	~		<b>.</b>					2	\$ 620.48	≝ :		
	~	mercadantodo			tooota Wilson	_	1000.0	0	¢.0.00	ce :		
-	~	-	Recipient	Current O	ta Email		Type Section	Supervisor	ICASS Agency	Open BOCs	Total Amount	t
	~	In	ACME Industries	~			r II		0300.0	1	\$ 200.00	<b>8</b> :
	~	vis		~			<b>.</b>			4	\$ 3,894.92	₫ :
-	~	ke		<b>~</b>			HI MGT/GSO			3	\$ 1,127.54	2 :
Showing 1 to 10	0 of 20 entries			<b>~</b>			÷			7	\$ 1,978.14	2 :
0		-		<ul> <li>Image: A second s</li></ul>			÷			2	\$ 620.48	2 :
		-		~			÷		1900.0	0	\$ 0.00	<b>8</b> :
		-		~			E		1156.0	0	\$ 0.00	2 :
		-		~			÷			0	\$ 0.00	<b>8</b> :
		-		<b>~</b>			÷		1900.0	0	\$ 0.00	<b>8</b> :
		-		~			MGT/IMO			2	\$ 215.22	<b>8</b> :

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

	Recipient $\uparrow_{\downarrow}$	Current	Okta Email	î <b>⊺yîpe</b>	Section $\uparrow_{\downarrow}$	Supervisor	ICASS Agency	Open BOCs $_{\downarrow}$	Total Amount Due $\hat{r}_{\downarrow}$		$\uparrow_{\downarrow}$
-	ACME Industries	~		:11			0300.0	1	\$ 200.00	ø	÷
-		~		÷				4	\$ 3,894.92	Ø	÷
		~		<u> </u>	MGT/GSO			3	\$ 1,127.54	Ľ	÷
		~		<u> </u>				7	\$ 1,978.14	Ø	÷
		~		<u> </u>				2	\$ 620.48	Ø	÷
-		~		÷			1900.0	0	\$ 0.00	Ľ	÷
		~		:11			1156.0	0	\$ 0.00	Ø	÷
-		~		÷				0	\$ 0.00	Ø	÷
		~		<u> </u>			1900.0	0	\$ 0.00	Ø	÷
		~		<u> </u>	MGT/IMO			2	\$ 215.22	Ľ	÷

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).



🔮 Mission UK 🖌 Admi						CANCEL SAVE CHANGES	
	🎎 Recipients - Ed	lit				Employee Imperate, Manio updated     Version     Version	
	ITLAS Profile Int	tegration: Not Connected Search in ATLAS Profile Q				^	
	Note: Fields marked with	asterisk are mandatory					
	Employee and Po	osition Information				~	
	Current	-		Recipient Type	Employee		
	* Okta Account	cryders@state.gov	Q 👕	ICASS Agency			
	* Last Name	Cryder		First/ <b>mi</b> ddle Name	Stephanie		
	Display Name	Cryder, Stephanie		Non-desk	-		
	TDY	0		Supervisor	acostaw2@state.gov	۹ 💼	
	* Section			Position	567567567: Finance Manager		
	Arrival			Departure			
	* Employment Type	USDH		• Employee ID			
	Title						
	* Overseas Country	United Kingdom (GBR)		Overseas City			
	Overseas Zip Code			Overseas Address	Blue Lane Way, London	Operation Completed	
						- C Paginiante supphrapizad	
	US Zip Code			US City		5 were not synchronized	
				US Address		<ul> <li>2 Recipients could not be updated</li> </ul>	
							Cancel

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

-	Recipient 1	Current	Email î	Type	Section $_{\downarrow}$	Supervisor $\hat{\boldsymbol{u}}_{\downarrow}$	ICASS Agency $_{\downarrow}$	Open BOCs $_{\downarrow}$	Total Amount Due $\hat{\uparrow}_{\downarrow}$		$\uparrow_{\downarrow}$
	ACME Industries	~	acme.inc@acme.com	:11			0300.0	1	\$ 200.00	C	÷.,
-		~	@state.go	<u>-</u>				4	\$ 3,894.92	ø	÷

### **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



🛱 BOC Types - Edit				😫 View Log
Type Property damage & loss	Deactivated	Override Description Property damage & loss	Employees	Vendors
Posts [All Posts]		Vendor Code Required Addres	ss Code Required	Do Not Email Recipient
Import Format [Please Select]	~	Source Only AR Technicians/Admins can crea	te BOCs of this Bill Type	~ ]

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**.

🝨 Mission UK 🗸	Administration • Exc	change Rates		< CANCEL	SAVE CHANGES
	Pates - Create Ne				
	Rules – Cieule Ne	= VV			
Day	Currency	Post	Exchange Rate		
Day 04/25/2024	Currency GBP (232)	Post	Exchange Rate		

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.

💆 Mission UK 👻 Administration + Exchange Rates	
--	--

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



Bulk Import			
ase select the Excel File to Import			
it	In	nport File	
Please Select]		Choose File No file chosen	🔔 Impo
	P	ease select the Excel spreadsheet containing the Exchange Rates to be imported	
Ik Import Instructions			
Download the Template:			
<ul> <li>Go to the provided link to download the template for bulk import.</li> </ul>			
Ensure that you have the necessary permissions to access and me	odify ti	ne template.	
Fill in the Template:			
<ul> <li>Open the downloaded template using compatible software (e.g. Manual the required Evaluate late data into the designated ask manual to the designated</li></ul>	Microso	oft Excel).	
<ul> <li>Input the required exchange rate data into the designated country</li> <li>Follow any quidelines or formatting instructions provided within the</li> </ul>	ns. e temr	Note	
Data Entry Guidelines:	o tomp	Nato.	
<ul> <li>Ensure accuracy and consistency in data entry.</li> </ul>			
<ul> <li>Double-check numerical values and dates for correctness.</li> </ul>			
<ul> <li>Use the appropriate format specified in the template for each date</li> </ul>	a field.		
Save the Completed Template:			
<ul> <li>After filling in all required data, save the template with a descriptivity</li> <li>Consider practice a backup copy of the completed template for y</li> </ul>	e file n	ame.	
<ul> <li>Unload the Template:</li> </ul>	ourre	cords.	
Return to the ATLAS Financials system for bulk import.			
<ul> <li>Locate the option to upload files or import data.</li> </ul>			
<ul> <li>Select the completed template file from your device and initiate the</li> </ul>	ne uplo	ad process.	
Review and Confirm:			
<ul> <li>Once the upload is complete, review the imported data to ensure</li> </ul>	accure	acy.	
<ul> <li>Contirm that all required tields are populated correctly and there of</li> </ul>	are no	formatting errors.	
Einglize Import:			
<ul> <li>Follow any additional prompts or steps provided by the system to</li> </ul>	finalize	a the import process.	
<ul> <li>Verify that the imported data is successfully integrated into the system</li> </ul>	stem.		
Troubleshooting:			
<ul> <li>In case of any errors or discrepancies during the import process, re</li> </ul>	efer to	the error messages or logs for guidance.	
<ul> <li>Make necessary corrections to the template and repeat the uploa</li> <li>Completion:</li> </ul>	d proc	ess if required.	
<ul> <li>Competion:</li> <li>Lipon successful import, you will receive confirmation that the data</li> </ul>	a has k	peen processed and is ready for use within the system	
<ul> <li>If you encounter any difficulties or have questions during the bulk i</li> </ul>	import	process, don't hesitate to reach out to ADG-Support@state.aov for auidance.	
any		,	

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**.

🖀 Bulk Import	
Please select the Excel File to Import	
Post [Please Select]	Import File         Choose File       No file chosen         Please select the Excel spreadsheet containing the Exchange Rates to be imported



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

Please Reviev	ort  v and Confirm Import Operati	ion						
Please note: 2 Exchange Ranges would be imported (please see below for details)								
Display only Recc	ords with errors							
Show 10 ¢ er	ntries				Search:			
Row		î_ Rate		Î Message	î_ ок î_			
Row 2	1⊥ <b>Day</b> 05/27/2024	<sup>↑</sup> ↓ Rate	<ul> <li>ĜBP (232)</li> </ul>	∫_ Message	1 ок 1			
Row 2 3	Day           05/27/2024           01/23/1900	<ul> <li>↑</li> <li>Rate</li> <li>1.2</li> <li>1.3</li> </ul>	Currency     GBP (232)     GBP (232)	Î. Message	<sup>↑</sup> ⊥ ок <sup>↑</sup> ⊥			

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**.

Please Re	view and Cor	firm	Import (	Operation		
Please n	iote: <b>1</b> Exchange R	anges	would be	imported (please s	see below for details)	
Please n	iote: <b>1</b> Exchange R	ates w	ould <b>NOT</b>	be imported due to	o validation errors (please see below for details)	
Display only	Records with erro	ors				
Show 10	entries					Search:
Show 10 4 Row 1	entries ↓ Day	Î	Rate		1_ Message	Search:
Show 10 4 Row 1 2	<ul> <li>entries</li> <li>Day</li> <li>05/27/2024</li> </ul>	↑ ↓ 1.:	Rate	Currency GBP (232)	Message       There is already an Exchange rate for the selected Currency, Post and Day	Search:
Show 10 4 Row 1 2 3	<ul> <li>entries</li> <li>Day</li> <li>05/27/2024</li> <li>05/26/2024</li> </ul>	↑ ↓ 1.1	Rate 2	Currency           GBP (232)           GBP (232)	Message       There is already an Exchange rate for the selected Currency, Post and Day	Search:

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**.



Date	†_⊥	Post î		Exchange Rate	Created 1	Last modified $\hat{r}_{\downarrow}$		Î,
2024-05-26		London	GBP	1.3	05/28/2024	05/28/2024	≝ :	
2024-05-27		London	GBP	1.2	05/28/2024	05/28/2024	2	

### 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.

🔮 Mission UK 🖌 Administration - Fiscal Strip Templates

+ CREATE

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.** 

# Fiscal Strip Templates - Edit		L.	🖞 Details 🏘 Test Template 🕌	Updates Log
Description	Separat	or	Active	
E2 Template	Slash	(/)	~ <b>-</b>	
Pattern	Element	s		
Agency/Bureau/BBFY/Appropriation/Allotment/OperatingAllowance/FunctionCode/ObjectCode/ProjectCode			Element	+
Notor	^	~	Agency	~
muas	^	~	Bureau	~
li li	^	~	BBFY	~
	^	~	Appropriation	~
	^	~	Allotment	~
	^	~	OperatingAllowance	~
	^	~	FunctionCode	~
	^	~	ObjectCode	~
	^	~	ProjectCode	~
	^	~	Propertyld	~
	^	~	OrganizationCode	~
	^	~	ReportingCategory	~
	^	~	Obligation	~

Finally, click Save.

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



# Fiscal	Strip Ter	mplates								
X Excel	CSV CSV	🗘 Сору	E Columns →				Search:			
iD ↑ <sub>↓</sub>	Regular Exp	pression		Ť,	Description	Active	Last modified	↑		$\uparrow_\downarrow$
1	Agency/Bu Code/Proje	reau/BBFY/Ap ctCode/Prope	propriation/Allotmer ertyId/Organization(	nt/OperatingAllowance/FunctionCode/Object code/ReportingCategory/Obligation	E2	<b>~</b>	05/28/2024		<b>8</b> :	
Show 10 ¢	entries	Showing 1 to 1	l of l entries					Previo	ous 1 N	lext

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 Strip Templates - Edit					Details	¢0	Test Template	Updates Log
Template								
Agency/Allotment								
Paste your fiscal strip here								
1900/1234								
Parse Fiscal Strip								
	Agency	1900						
	Allotment	1234						

### **FISCAL STRIPS**

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



💥 Administration ~	
Lo Users	
🤹 Positions	
E Sections	
🗄 Agencies	
Necipients	
BOC Types	
🚰 Exchange Rates	
# Fiscal Strip Templates	
🖺 Fiscal Strips	
Configuration	>

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



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

🖉 Mission Egypt 👻 Administration + Fiscal Strips				< CANCEL	SAVE CHANGE
🖺 2024 Fiscal Strips - Create New			😫 Strip	• Reconciliation Rules	
Validation Error					
Friendly Name				Q	
Agency/Bureau		Bureau			
BBFY	- 2024 +	EBFY	-	+	
Appropr.		Allotment			
Operating Allowance		Obligation			
Object or Revenue Source Code		Project Code			
Function Code		Organization Code			
Property ID		Reporting Category			
Currency	USD (001) ~	Allocated Amount		0.00	
	001: US Dollars 🕑	Spent Amount		0.00	
Paste Fiscal Strip		Collected Amount		0.00	



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.

Paste Fiscal Strip	
Template	
Agency/Bureau/BBFY/Appropriation/Allotment/OperatingAllowance/FunctionCode/ObjectCode/ProjectCode/Propertyld/OrganizationCode/ReportingCategory/Obligation	~
Cancel Replace All Fields Append to Existing Fields	

### CROSSWALKS

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

0 Attachment	S: Download CrossWalk template 🖥	×
Attached Docume	nts	
File	Description	* Туре
Bill of Collection	n has no attachments	
Upload new Attack	oment	
		Drop files here
		or
		Choose File Sample Bent I.docx
<u> </u>		

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.

曽 2024 Fiscal	Data - Create New			皆 Strip	Reconciliation Rules
	Validation Error				
	Friendly Name				Q
	Agency/Bureau	1900	В	ureau	
	BBFY	- 2024 +		EBFY – 0	+
	Appropr.	21920200000	Allo	tment 1031	
	Operating Allowance		Oblig	gation \$90A25GZ	
	Object Code	2572	Project	Code SECSTATW	
	Function Code	5732	Organization	Code 156368	
	Property ID		Reporting Cat	egory	
	Currency	USD (001)	<ul> <li>✓ Allocated Ar</li> </ul>	nount	0.00
		001: US Dollars 🕑	Spent Ar	nount	0.00
Paste Fiscal Strip			Collected Ar	nount	0.00
1900-2024-NA-21_	_9202000000-1031-S90A25G	Z-5732-2572-SECSTATW-156368			C.
					~
Attached Documo	ante	npiate 🖬			
File	ents	C	Description	* Туре	
CrossWalkTemp	plate_Test.xlsx	*	Cross Walk Template_ Test	Crosswalk	× 🚺

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.

Mission UK 🗸	Administration	Fiscal Data	BULK IMPORT	U HEALTH CHECK	+ CREATE

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.

🖹 2024 Fiscal D	🖹 2024 Fiscal Data Fiscal Year: 1 2024 🗸								
Agency	Bureau	Appropriation	Allotment	Op.Allow.	Obligation	Function Code	Advan	ced Filte	ers ^
🖹 Excel 🕞 CSV	/ D Copy I≣ C	olumns 🗸				Search	n:		
BBFY EBFY Fiscal Strip			↑_↓	Friendly Name		↑ ↓	Modified		↑_↓
2024 1901-2024-NA-	-1234			1901-2024-NA-1234			06/04/2024	Ľ	÷
Show 10 🗢 entries	Showing 11 to 11 of 11	entries					Previous 1	2	Next

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.

I	🔮 Mission UK 🗸	Administration + Fiscal Data	B BULK IMPORT	<b>UP HEALTH CHECK</b>	+ CREATE

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.



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**.

X Administration ~	
<ul> <li>Manage Users</li> <li>Manage Positions</li> <li>Manage Sections</li> <li>Manage Recipients</li> <li>Manage Billing Types</li> <li>View Billing Types</li> <li>Exchange Rates</li> <li>Agencies</li> <li>Fiscal Data</li> <li>Fiscal Strip Templates</li> </ul>	
✿ Configuration →	<ul> <li>Posts Configuration</li> <li>Email Templates</li> <li>View System Email Templates</li> <li>Blocked Emails</li> </ul>

### **EMAIL CONFIGURATION FOR ALL POSTS**

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

Email Configuration for ALL Posts

**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 <u>adg-support@state.gov</u>.

# Email Configuration for ALL Posts	Cancel Save
Emails - CC (ALL Posts)	
FMC@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.

🕑 Edit



mails - CC (ALL Posts) 🚯	
FMC@state.gov	
MC Information	Cashier Information
FMC London email: LondonFMC_AR@state.gov Phone: 02078923601	5th Floor Opening hours: Monday - Thursday 9:30 - 12:30 Friday: 9:30-13:30
Post Official Address	Bill Of Collection Page Header
33 Nine Elms Lane London SWII 7US United Kingdom	U.S. Mission to the United Kingdom Department of State
vill Of Collection Page Size	
Letter ~	
IOC Footer Text	
Payment instructions/methods: The currency used for payment must match the bill of collection's currency or its equivalent I- Cash to the Class B Cashier 2- Pay.gov - https://pay.gov/public/home 3- EFT to the Embassy Bank Account using the details provided by post FMO. 4 - test	t. You can use the payment options listed below:

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



Payment Instructions (ALL Posts)		
Pay.Gov Egypt Instructions.pdf		2024-05-01
Pay.Gov London instructions	1 / 3   - 100% +   🗄 🖒 🛓	<b>.</b>
Image: Section of the section of th	<section-header><section-header><section-header><text><text></text></text></section-header></section-header></section-header>	Í
	Filter by Agency     Overseas Cashier Payments-CGFS Bangkok posts                 if National Endowment for the Humanities (NEH) (2)                 bescription: US Department of State Overseas Cashier Payments                  endowment for the Humanities (NEH) (2)               bescription: US Department of State Overseas Cashier Payments	Ţ

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.



FMC Information (London)		Cashier Information (London)	
Specify different value	~	Specify different value	~
1			
Specify different value			
Use 'ALL Posts' value			h
Use ATLAS Financials default value			

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.



View System Email Templates	
Recipient Type         Email Template           [AII]	Type
È Excel Csv CSV Copy ☵ Columns ∽	Search:

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

Template Type 1	Triggered By -> Sent to Account Receivable Technician / Coshier -> Recipient	Templatis Carsent Dara (Teoppannfristicationne), the attached to at a coloration (Bitterney) was issued, pilose tel at any prive E tablere gang to the acatelier. Media: Caratine information (Cashemriformation)	e verty the amount of your	- Display				
			Recipient Type	Template Type	Sent From -> To			
			Employee	Additional Notice (sent manually)	Account Receivable Technician / Cashier -> Recipient			
	Templote Content							
			$\Leftrightarrow$ $\Rightarrow$ Paragraph $\sim$ <b>B</b> $I$ (	⌀ ▦ ៴ 44 ¦≔ ¦≕ ☱ ⊡ №1 ៴	Preview			
			Dear {RecipientFirstLastName},		Dear John Smith,			
			The attached bill of collection {BillNumber} we going to the cashier.	is issued, please verify the amount of your bill and print it before	The attached bill of collection 2023-250-123456 was issued, please verify the amount of your bill and print it before going to the cashier.			
			Note: Cashier Information:		Note: Cashier Information:			
			{CashierInformation}		Cashier Hours: 09:30-12:30 Mon-Fri			
					As an added convenience, you can pay your invoice at Pay.gov. The website is Pay.gov - Overseas Cashier Payments-CGFS Bangkok pasts.			
			As an added convenience, you can pay your in Payments-CGFS Bangkok posts.	worce at Pay.gov. The website is Pay.gov - Overseas Cashier	Regards			
			Regards		PostFMC@state.gov (x1234) Paris			
			{FMCInformation} {Post}					
			Notes					
			I					

The View System Email Templates page, displays the Recipient Type, Template Type, Sent From  $\rightarrow$  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.

ion - Configuration - En	nail Templates						🛓 EXPORT	
👅 Email Template	25					٩	Test Email Template	
Email Template Type		Post		Recipien	nt Type			
[IA]		✓ [All Posts]	~	[All]			~	
Excel CSV	(D Copy I ⊟ Columns ~					Search:		
Template Type 1	st 1 Recipient Type	Template Content			Notes	Last modified		
Additional Nation		Dear {RecipientFirstLast	r (RecipientFirstLastName) , This is an additional notice to remind you about outstanding BOC. ***					
(sent manually)	Employee	BOC#:	{BillNumber}			04/09/2024	<b>B</b> :	
		BOC Category:	{BillCategory}					
		BOC Date:	{BillDate}					
		Description	{RillDescription}	*				

**\*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  $\rightarrow$  To

Click Import Template.



Email Templates - Create Ne	N		
Post		Instance	
[All Posts]	~	Mission UK	
Recipient Type	Template Type		Sent From -> To
Employee V	Draft Submitted	~	BOC Initiator -> Account Receivable Technician
Template Content	Imp	oort Template 🐱	]
$\Leftrightarrow$ $rightarrow$ Paragraph $\sim$ <b>B</b> $I$	⌀ ▦ ៴ ≝ ≔ ≔ ፰ ፰ ⊡ ♥ ♥		Preview
Notes			
			1

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.

Mission UK 
 Administration - Configuration - Biocked Emails

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.

O Blocked Emails - Create New			
Email Template Type Draft Submitted			
Please select at least one Post Post	+	Please select at least one Recipient Type Recipient Type	+ Add All
London	~		
Belfast	~		
Edinburgh	~		
Hamilton	~		
Notes			

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

+ CREATE



### Editing a Blocked Email

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

B Excel C Copy ID Copy I⊟ Columns ~ Search:					ch:					
mail emplate ↑ ype	Triggered By -> Sent to	î,	Posts	R	lecipient Types	N	otes	$\hat{\mathbf{x}}_{j}$		
raft Submitted	BOC Initiator -> Account Receivable Technician		Bolfast	V	(endor				ø	÷
Second Notice (60 days) System -> Recipient			London, Belfast, Edinburgh, Hamilton	Vendor					ß	:

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:



