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General Lockbox Network

FASP Information Session

Michael Mackay, Director
Revenue Remittance Management Division
June 17, 2016

Overview of Information Session

- Opening Remarks
- What is a FASP?
- What does it mean to be Treasury Designated Financial Agent?
- Objectives of this FASP
- What is the General Lockbox Network?
- Phases and Timeline of the FASP
- Content of Proposals
- Evaluation Process

Overview of Information Session – cont.

- Technical and Processing Requirements
- Treasury Systems Interface
 - ECP
 - Pay.gov
 - BMS
- Questions?
- Closing Remarks



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Financial Agent Selection Process

General Lockbox Network

Mark Stromer
Bank Policy and Oversight Division
June 17, 2016

The Role of the Financial Agent (FA)

- A depository and financial agent is a financial institution designated to perform services on behalf of the government.
- Treasury has used the services of financial institutions since the Revolutionary War, and the practice of designating banks as financial agents has been statutorily authorized since the Civil War.

Statutory Language

- Fiscal Service's designation authority is set out in a number of statutes; 12 U.S.C. § 90 is typical:
 - “All national banking associations, designated for that purpose by the Secretary of the Treasury, shall be depositaries of public money, under such regulations as may be prescribed by the Secretary; and they may also be employed as financial agents of the Government; and they shall perform such reasonable duties, as depositaries of public money and financial agents of the Government, as may be required of them.”
- A list of other authorities is available upon request.

Financial Agent Selection Process

- The FASP is not a procurement per the Federal Rules of Acquisition (FAR).
- Open competition, limited competition, or direct negotiation as best fits the program needs.
- Outcome: designation of an agent to perform services in the best interests of the government.
- Four phases:
 - Initiation
 - *Solicitation*
 - *Proposals due to Fiscal Service 5 pm on July 8*
 - Selection
 - Designation

Financial Agency Agreement (FAA)

- Term of the agreement
- Services provided by the FA
- Compensation
- FA's fiduciary duty
- Confidential information, including Privacy Act
- Representations and warranties
- Use of contractors
- Reviews and audits
- Intellectual property rights

Financial Agency Agreement (FAA) - Cont.

- Liability of the FA
- Notice to Fiscal Service, defaults, and disputes
- Data and records retention
- Transfer or assignment
- Publicity and external communication
- Annual certification and reporting
- Freedom of Information Act
- Amendments
- And additional exhibits (SLAs, project requirements, security requirements, interfaces, price schedule, etc.)

Relationship of an FA to the Government

- FAs serve as agents, not as independent contractors.
- Fiduciary duties must be observed:
 - loyalty
 - fair dealing
 - to act in the best interests of the Government
 - to perform its obligations with care, competence, and diligence
 - to construe the FAA in a reasonable manner to serve the purposes and interests of the United States

Relationship of an FA to the Government

- **Fiduciary duties (continued):**
 - to use confidential information or assets of the United States solely for fulfilling duties to the Fiscal Service
 - to maintain the integrity of the programs covered by the FAA, protect the reputation of the Fiscal Service, Treasury, and the United States government, and enhance the public's trust in the safety and efficiency of the government and the services provided
 - to protect the property and property interests of the government
 - to act only within the scope of its actual authority and to comply with all lawful instructions or directions from the Fiscal Service.

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General Lockbox Network

Objectives of Financial Agent Selection Process

Craig Sadick, Supervisory Program Manager
Revenue and Remittance Management Division
June 17, 2016

Objectives of the FASP

- Fiscal Service is seeking one Financial Agent that can support the GLN's business objectives:
 - **Redundancy and Flexibility**
 - The FA will provide service and equipment redundancy and contingency across at least two processing sites
 - The lockbox sites must be geographically dispersed to address risks, and have the scalability to increase or decrease volume as needed during the term of the FAA
 - **Technical Innovation**
 - The FA will remain abreast of developments in lockbox operations and offer best in class technical changes and innovative solutions

Objectives of the FASP - continued

➤ **Consolidation**

- Reduce the number of Financial Agents providing GLN services to one (1), with a minimum of two (2) processing sites

➤ **Standardization and Operational Efficiencies**

- The FA will standardize procedures and operations for the various cashflows in order to optimize efficiency and cost savings

➤ **Program Management**

- The FA will provide a dedicated support team committed to the success of the GLN
- The FA team should include a diverse mix of skill sets that correspond to major aspects of lockbox processing, including IT development, operations, project management, analyses, security, and customer service



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General Lockbox Network

Craig Sadick, Supervisory Program Manager
Revenue and Remittance Management Division
June 17, 2016

General Lockbox Network (GLN)

- Current State of the GLN:
 - The GLN currently is comprised of three FAs that provide lockbox collection and remittance services for non-tax collections to Fiscal Service on behalf of Federal agencies
 - Federal agencies instruct remitters to mail payments directly to lockboxes
 - FAs collect and sort the mail, open envelopes and extract the contents, capture required check and remittance data and images, process the financial and remittance data against a set of business rules, balance the day's work, transmit the collected check and remittance data to our Electronic Check Processing (ECP) system, and in some cases transmit the remittance and deposit data to the agencies

General Lockbox Network (GLN)

- What is a Statement of Required Services (SRS)?
 - The GLN currently handles 189 separate agency cashflows for 66 Federal agencies. In FY 2015, the GLN processed 34 million items and collected a total of \$21 billion
 - Each individual agency cashflow follows a Statement of Required Services (SRS)
 - The SRS is an agreement between the Fiscal Service and the Federal agency which defines the work activities, deliverables, and collection services to be provided by the FA

General Lockbox Network (GLN) - continued

- GLN Services - There are two basic types of GLN services available to Federal agencies:
 - **Retail - The retail lockbox is generally for high volume remittance collections processing**
 - The FA will collect mail, transport it to a lockbox facility and process and deposit receivables
 - High-speed image scanning equipment reads, verifies, and captures remittance data from the machine readable remittance documents using optical character recognition (OCR) technology
 - Remittance data is captured and transmitted to the agency
 - FY 2015: 22 million items processed and \$8 billion collected

General Lockbox Network (GLN) -continued

- **Wholesale - The retail lockbox is generally for high volume remittance collections processing**
 - The wholesale lockbox is generally for more complex remittances
 - The FA will collect mail; transport it to a lockbox facility and processes and deposits receivables
 - Although various technologies may be used, these items usually do not include a standardized payment coupon, but may require data capture, document preparation, sorting rules, and interaction with agency internal systems
 - This line of business requires more manual effort and/or detailed processing.
 - FY 2015: 12 million items processed and \$13 billion collected

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Financial Agent Selection Process

Timeline, Phases, Evaluation, and Content

Michael Mackay, Director
Revenue and Remittance Management Division
June 17, 2016

Timeline of the FASP

- **Fiscal Service plans to follow the schedule below, but any dates may change at the sole discretion of Fiscal Service**

Date	Event
June 1, 2016	Solicitation Published
June 9, 2016	Initial Information Session RSVP Due
June 17, 2016	Initial Information Session – Nondisclosure Form Due
July 8, 2016	Initial Proposal Due to Fiscal Service
TBD	Notification to Respondents (Top 6 finalists and others)
TBD	Second Information Session
TBD	Second Proposal Due to Fiscal Service
TBD	Oral Presentations
TBD	Financial Agent Designation

FASP Phases

Focus of Initial Proposal

- Processing capability and experience with retail and wholesale lockbox processing
- Proposed site locations and rationale
- Proposed technology platform and rationale
- Proposed redundancy, resiliency, and disaster recovery plans and capabilities
- Commitment to the lockbox processing business and to interfacing with required Fiscal Service systems

FASP Phases

Initial Proposals

- Fiscal Service will evaluate Proposals to determine the ability of the financial institution to meet the requirements specified the solicitation
- Fiscal Service will score all Proposals received and select up to six (6) financial institutions as finalists
- The selection of the finalists will be at the sole discretion of Fiscal Service
- Each finalist will be notified by Fiscal Service that its Proposal warrants further consideration and will be invited to participate to continue in the FASP
- Financial institutions not selected as finalists will also be notified

FASP Phases

Focus of Second Proposal

- Proposed pricing
- Proposed innovation strategy
- Proposed cost reduction strategy
- Experience transitioning large number of cash flows
- Transition Plan
- Commitment and adherence to the Fiscal Service Security and Auditing requirements

FASP Phases

Second Proposal

- Fiscal Service will conduct a second information session for all finalists
- Finalists will receive:
 - Statements of Required Services (SRS) for all cash flows included in the solicitation.
 - Pricing Templates
 - Service Level Requirements
 - Copy of the Financial Agent Agreement the
 - Information regarding the security and audit requirements.
 - The SRS will provide detailed requirements for each agency cash flow. Finalists will also receive a pricing template to submit their pricing proposals and a copy of the FAA
- Additional information sessions consisting of open dialogue with Fiscal Service, both with individual finalists and collectively with all finalists, may occur at the discretion of Fiscal Service

FASP Phases

Oral Presentations

- Each finalist will be invited to present their final Proposal in an oral presentation held in person at Fiscal Service headquarters in Washington, DC
- Finalists should cover information provided in both presentations, highlight key points including any conditions or expectations, and be prepared for a questions/answers session
- After the oral presentations, Fiscal Service will select one finalist as the FA for the GLN
- The FA will be required to execute the FAA with Fiscal Service within 4 weeks after the date it is notified of its selection

Content of Initial Proposal

Considerations When Developing the Initial Proposal:

- Client references for Retail and Wholesale work including a brief description of the relationship, and the name, number, and title for the references
- If proposing to use subcontractors list and describe all subcontractors. Need to fully detail the work they will be performing, their experience including scale and scope of clients.
- Experience processing retail lockbox work (In the USA) including complexity, number of cash flows managed at a typical site, peak periods, and scope of large clients
- Experience processing wholesale lockbox work (In the USA) including complexity and scope of large clients
- Experience Processing Diverse Collections (Preferably in the government sector)
- Experience creating posting files and reports and managing client mail outs including scope of large clients.
- How you would implement and track quality controls

Content of Initial Proposal - continued

- The technology platform you propose to use for Treasury including all software, hardware, other equipment, and maintenance plans
- The proposed site locations, and rationale for the proposed sites.
- How you will provide processing redundancy and disaster recovery
- Work experience of Management and Key Staff that you propose to use for Treasury including current position, years with the company, To-be position, education, skills, qualifications, & certifications
- Your staffing philosophy and how you will manage increasing and decreasing staff as needed.
- Work experience of Customer Service staff that you propose to use for Treasury including overall philosophy (Including meaningful examples), current position, years with the company, To-be position, education, skills, qualifications, & certifications
- Work experience of the development team that you propose to use for Treasury including overall philosophy (Including meaningful examples), current position, years with the company, To-be position, education, skills, qualifications, & certifications
- Any other relevant information to assist the Fiscal Service in evaluating the Proposal

Content of Initial Proposal

Other Important Information:

- Proposal documents should not be marked as “*Proprietary and Confidential*” and Fiscal Service will not honor any such markings
- Proposals may be subject to Freedom of Information Act (FOIA) requests, Congressional inquiries, or other requests, Proposal documents may be labeled as “*Program Sensitive*” to emphasize concerns about the disclosure of confidential business information
- Initial Proposals should not contain, and the Fiscal Service will not consider, information on pricing and program costs. Fiscal Service will request pricing information from finalists in Phase 2 of the evaluation process

Content of Initial Proposal

Format Specifications:

- No more than 20 one-sided pages (Not including any requested attachments)
- Paper size - 8.5 x 11
- Single spaced
- Font type and size – Times New Roman 12 point
- Margin size – 1 inch
- 5 copies of the Proposal
- 1 CD containing the Proposal in Microsoft Word and a signed copy of the proposal in Adobe PDF format
- Optional table of contents. If provided it is not considered part of the 20 page limit.

Content of Initial Proposal

Transmittal Letter:

- Written on the financial institution's letterhead and signed by an official of the financial institution with legal authority to represent and bind the institution
- Must include the name, title, mailing address, e-mail address, and telephone number of the financial institution's contact person for all communications related to the FASP
- Must affirmatively state that the financial institution qualifies as a financial agent under 31 CFR 202, agrees to the evaluation approach described in the solicitation, and understands that the selection is subject to the Fiscal Service's FASP and is not subject to the Federal Acquisition Regulations

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Technical and Processing Requirements

Response to the Financial Agent Selection Process

Susanna Karap-Szilagyi, Program Manager
General Lockbox Network
June 17, 2016

Technical Requirements

- FA will provide the following core critical lockbox services to agencies as required by the SRS for each cashflow:
 - Post office box rental
 - Mail collection, extraction, batching, and sorting
 - Remittance processing
 - Check processing
 - Credit card processing via Pay.gov
 - Data capture

Technical Requirements – cont.

- File creation and transmission (multiple files created and sent on a daily basis)
- Balancing
- Exception processing
- Various daily and monthly reporting
- Preparing and sending daily outgoing mail packages
- Customer service
- Records safekeeping and destruction

Processing Requirements

- **Program Resources**

- The FA will provide staff with expertise in all areas of the GLN business operations including, but not limited to, standardization and operational efficiencies, program management, IT, customer service, change requests, and technical innovation

- **Service Level Requirements**

- The FA will provide the highest standards of performance and quality, and must perform ongoing daily quality control reviews of work in process
- Fiscal Service will review the established quality controls on an ongoing basis to ensure performance meets established standards
- Fiscal Service performs ongoing quality control reviews using a Metric Tracking System
- Each lockbox site will be open 362 days a year (closed New Year's Day, Thanksgiving, and Christmas)

Processing Requirements – cont.

- **Lockbox Relationship Management/Customer Service**
 - The FA will provide all aspects of Federal agency customer service
 - The FA will designate customer service liaisons to receive all agency customer service inquiries and requests by phone, email, and other forms of correspondence and provide research services and program support
 - The Customer Service Hours for each lockbox site are Monday to Friday from 8:00 am – 8:00 pm ET to receive agency customer service requests
- **Systems Interface**
 - The FA will be required to interface with the following Fiscal Service systems: Electronic Check Processing (ECP), Pay.gov, and Bank Management System (BMS)

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Fiscal Service Mail Channel Application

Electronic Check Processing (ECP)

Blaire Hamilton, Program Manager
Electronic Check Processing
June 17, 2016

ECP Overview

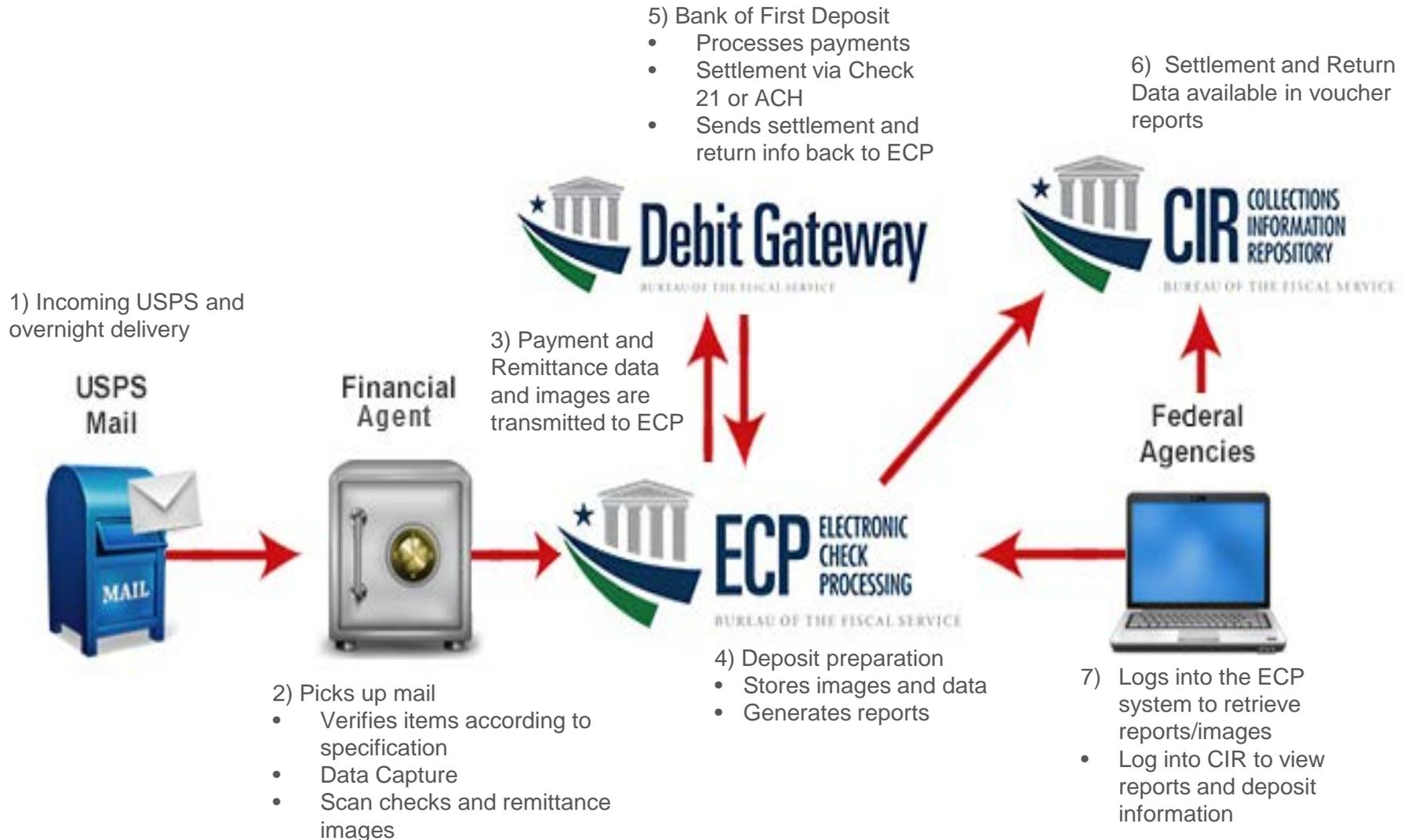
Electronic Check Processing (ECP) is a systematic method used to convert paper checks into ACH transactions or Check21 items.

- Agencies use Financial Agents(FAs) to process checks.
- FAs transmit data and remittance information to ECP.
- Agencies and FAs use the ECP web-based client facing application to view and research transactions.



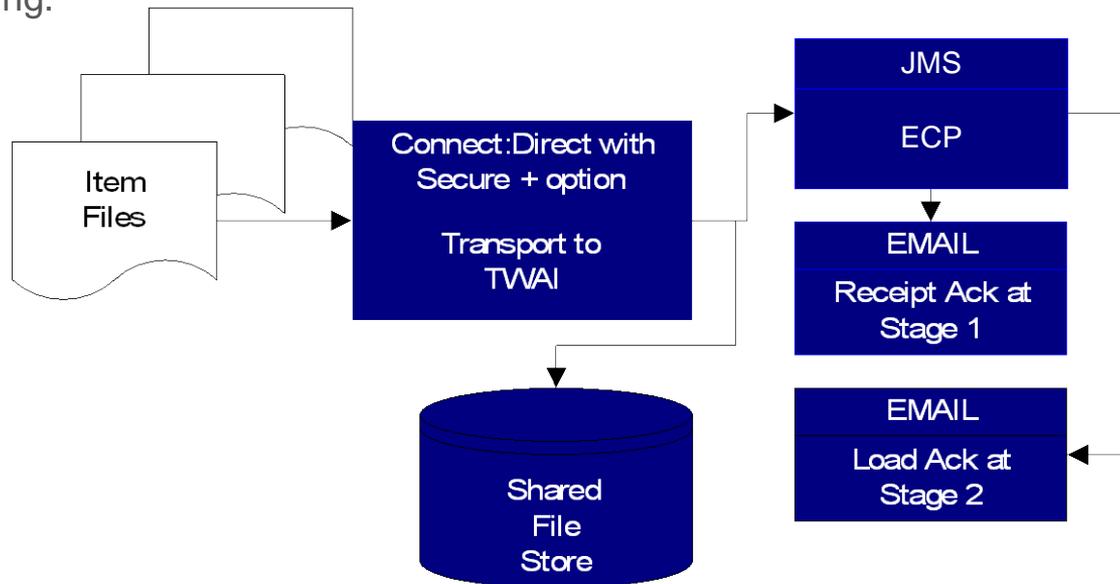
The screenshot shows the login interface for the Electronic Check Processing (ECP) system. At the top left is the ECP logo, which features a stylized building with columns and a star, with the text 'ECP ELECTRONIC CHECK PROCESSING' to its right. Below the logo, it says 'BUREAU OF THE FISCAL SERVICE' and 'U.S. Treasury Electronic Check Processing'. The main heading reads 'Welcome! Please enter your Login ID and Password'. There are two input fields: 'Login ID:' and 'Password:'. To the right of the 'Password:' field are two buttons: 'Login' and 'Reset'. At the bottom, there is a 'WARNING! Information Protection' section with a red warning icon. The text states: 'You are using an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information stored on this system may result in criminal prosecution. The Government may monitor and audit the usage of this system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information and/or change information on these web sites are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030.' Below this warning are three links: 'Rules of Behavior', 'Privacy Statement', and 'Accessibility Statement'.

Process Flow



ECP File Transmissions from FAs

- Financial Agents establish a VPN with the Fiscal Service's Treasury Web Application Infrastructure (TWAI). This VPN is used for transmitting files to ECP via Connect: Direct. The files are placed in the shared file system residing within the TWAI and a message is sent to the ECP message queue advising that the file is available for processing. ECP picks up the files from the TWAI and begins to load for processing.



- FAs will receive two acknowledgement emails from ECP during this process. The first acknowledgement will be for file receipt, the second will be sent once the files are fully loaded.
- ***It is the responsibility of the FA to ensure both acknowledgements are received for each file type sent to ECP.*****

ECP File Transmissions from F.A.'s - Timing

- **F.A. File Timing:** Files may not be sent between 11:00 PM EST and 5:01 AM EST
- ***Soft Cutoff – 75% of files must be submitted before 5:00 PM EST***
- ***Hard Cutoff – 7:00 PM EST***
- FAs may request an extension if there is significant volume for a particular day. If an F.A. requests an extension, the Federal Reserve Bank of Cleveland can manually change the End of Day cut off time.
- Even with an extension request, **ALL FILES MUST BE RECEIVED BY 11:00 PM EST.**
- ECP is used by the IRS and Specialty Lockboxes as well. This will affect processing times for the GLN during peak periods. Fiscal Service will give advanced notice of peak periods, but **it is the responsibility of the FA to plan accordingly and prepare for potential delays.**

ECP File Transmissions from F.A.s – File Types

The Financial Agents transmit the following files to ECP for processing and settlement:

File Name	Description	File Type	File Extension	Size Limitation
Item File	Transaction file containing all of the financial data related to the transaction. Item file consists of MICR line information, dollar value, settlement, cashflow, and transaction identification. It can be comprised of more than one batch. Each batch is comprised of payments from a single cashflow (ALC+2).	1	dat	Max 50,000 Records/File
Check Image File	Check image files relates financial payment information to the actual financial instrument. It contains all the check images in TIFF format (front and back of the check) and the control file.	2	zip	Max 1 GB/File
Remittance Document Image File	Contains all the electronic remittance images like a coupon or payment stub and includes a control file. Zip file contains images in TIFF format and control file .xml. (GLN Only)	3	zip	Max 1 GB/File
Control File	Outlines the contents of an image file.	4	xml	N/A
Remittance Document Information (UDD) File	Contains the data values from the coupon, payment stub or user defined data (UDD) e.g. invoice number, customer ID, form number etc. to be stored and is associated with a specific remittance document.	5	dat	Max 60,000 items or 1GB. 128 udf's, each field max 256 characters
Relationship File	Used to identify the relationship between the IRN and Remittances.	6	dat	Max 100,000 items

Research - Payment Query Terms

- **IRN** – (Individual Reference Number – Payment ID) This is a unique 18 character string assigned to each financial instrument. There is also a corresponding remittance ID to uniquely identify remittance documentation. The IRN consists of a constant letter P for payment, 5 characters for the FAID, a five digit Julian date, and a 7 digit sequential number. This number is assigned by the F.A. during payment processing.
 - An example IRN is: **PBHB01092230000001**

IRN: P BHB01 09223 0000001

Payment FAID – BHB Julian date – 8/11/09 7 digit unique string

- **Organization** - The name assigned to your agency in ECP
 - Your Organization Name is: **ORGANIZATION**
- **Batch ID** – A number provided by the F.A. to identify groups of payments that is unique to your Cashflow (ALC+2).
- **Cashflow Number** (also called ALC+2) - The first eight digits are the Agency Location Code and the final two digits are a unique identifier within ECP.
 - Your Cashflow ID (ALC+2) is: **1234567801**
- **Cashflow Name** - The name assigned to the unique ALC+2 defined above.
 - Your Cashflow Name is: **CASHFLOW**

Research - Remittance Query Terms

- Remittance ID - Unique 18 character string assigned to each remittance document. The RID follows the same naming convention as the IRN but starts with the letter R for remittance.

- An example IRN is: **RBHB01092230000001**

IRN:	R	BHB01	09223	0000001
	Remittance	FAID – BHB	Julian date – 8/11/09	7 digit unique string

- Organization – ORGANIZATION
- Cashflow Number (also called ALC+2) – **2009123402**
- Form - Information selected by the agency as being important, unique and searchable. There can be a total of 24 UDD (User Defined Data) fields, however, only 4 can be designated as searchable.

- Your first Form Name is: **ABC0101**
- Searchable UDD Fields of: **Field 1** **Field 2**
- **Field 3** **Field 4**

- Capture Date - The date the F.A. processed/captured the image and information.

Reporting Overview

- 215 Deposit Ticket Report
- 5515 Debit Voucher Report
- ACR 215 Report
- **Daily Balancing Report**
- **Daily Interim Balancing Report**
- Matching Exception Detail Report
- Monthly Summary Report
- Returns Report

215 Deposit Ticket				
Deposit Ticket #:		Fiscal Agent:		Settlement Date:
Cashflow:		Cashflow Name:		Agency:
Processing Site		Transaction Date	Summary Count	Summary Amount
Total Deposit Ticket:				

215 Deposit Ticket - Adjustment				
Deposit Ticket #:8		Fiscal Agent:		Settlement Date:
Cashflow:		Cashflow Name:		Agency:
Processing Site		Transaction Date	Summary Count	Summary Amount
Total Deposit Ticket:				
Total Cashflow:				
Total ALC:				

ECP Support Center

The ECP Help Desk provides application support to Financial Agents (F.A.) and Federal Agencies Monday - Friday from 6:00 AM EST – 7:00 PM EST.

– Support functionality includes:

- Navigation assistance
- Technical support
- Facilitate training to end users
- Reporting needs (215/5515 Deposit Tickets and Debit Vouchers)
- Account Management (Password resets, account activation etc.)
- Processing of Adjustment, Correction, and Reversal Requests (Encoding/MICR line Errors, Transaction ALC switch, ACH recall, Represent Retired Transactions)
- Payment Information
- File transmission status inquiries
- Check Image requests from Financial Institutions
- Assist with testing
- User Communications
- Collaborate with Financial Agents, Debit Gateway, and CIR staff to resolve issues

Customer Service & Support



Electronic Check Processing Support Team

Phone #: (866) 855-5735

Email: FiscalService.ECP@citi.com

Website: <https://www.treaslockbox.gov/>

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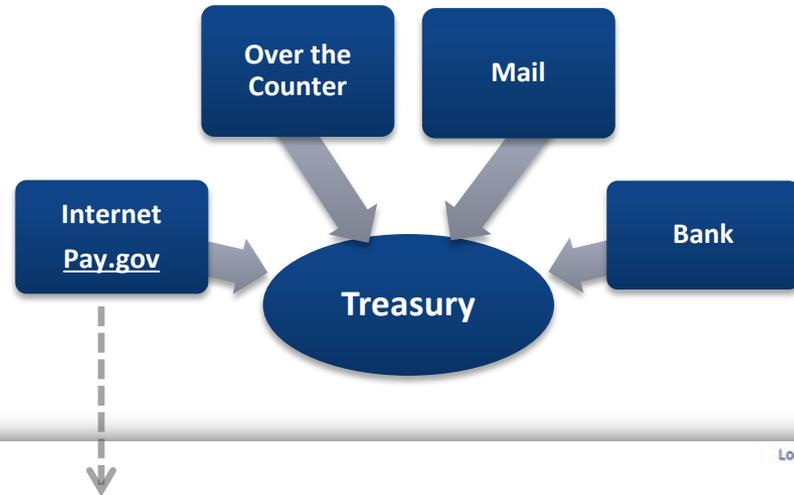
An Overview of Pay.gov Services

Scott Friedman, Deputy Program Manager
Pay.gov
June 17, 2016

Pay.gov Overview

What is Pay.gov?

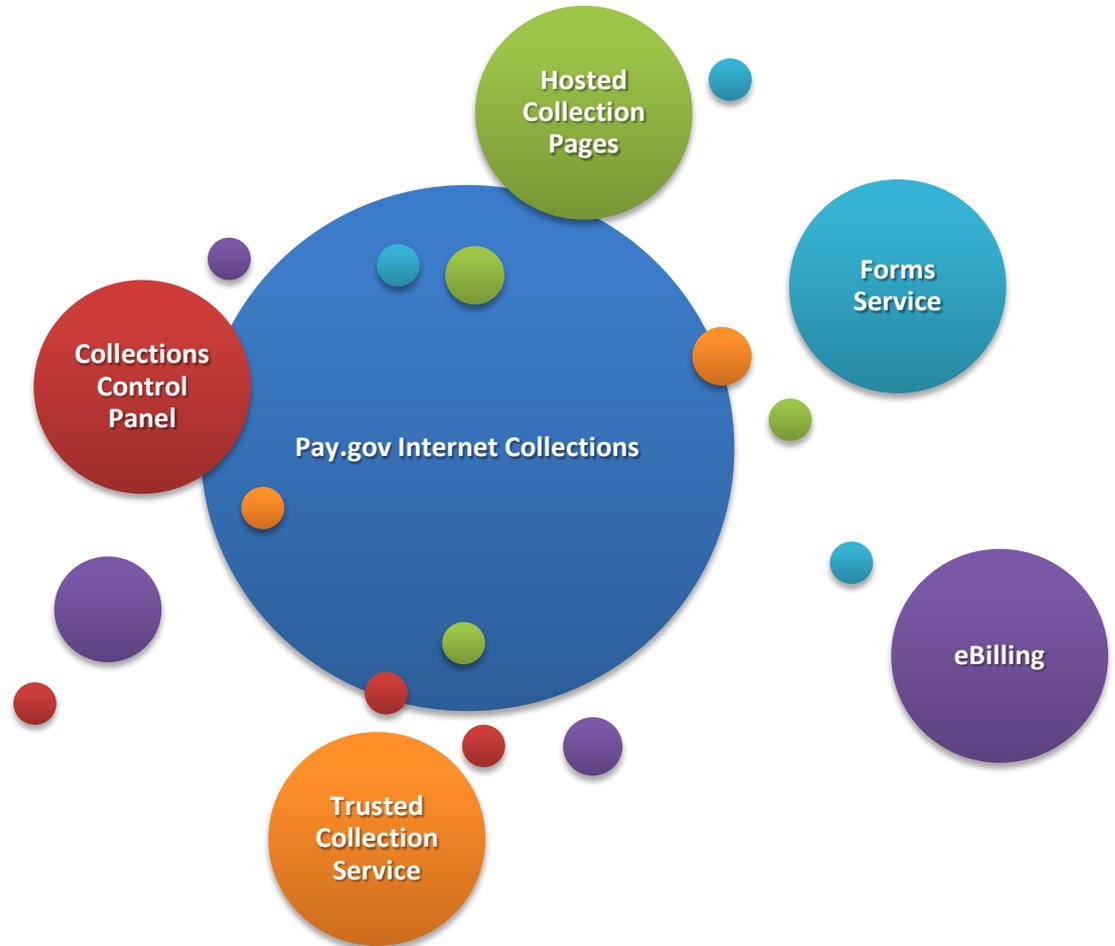
Pay.gov is a Fiscal Service program that securely enables Federal Agencies to efficiently and cost-effectively collect funds online



How Does Pay.gov Work?

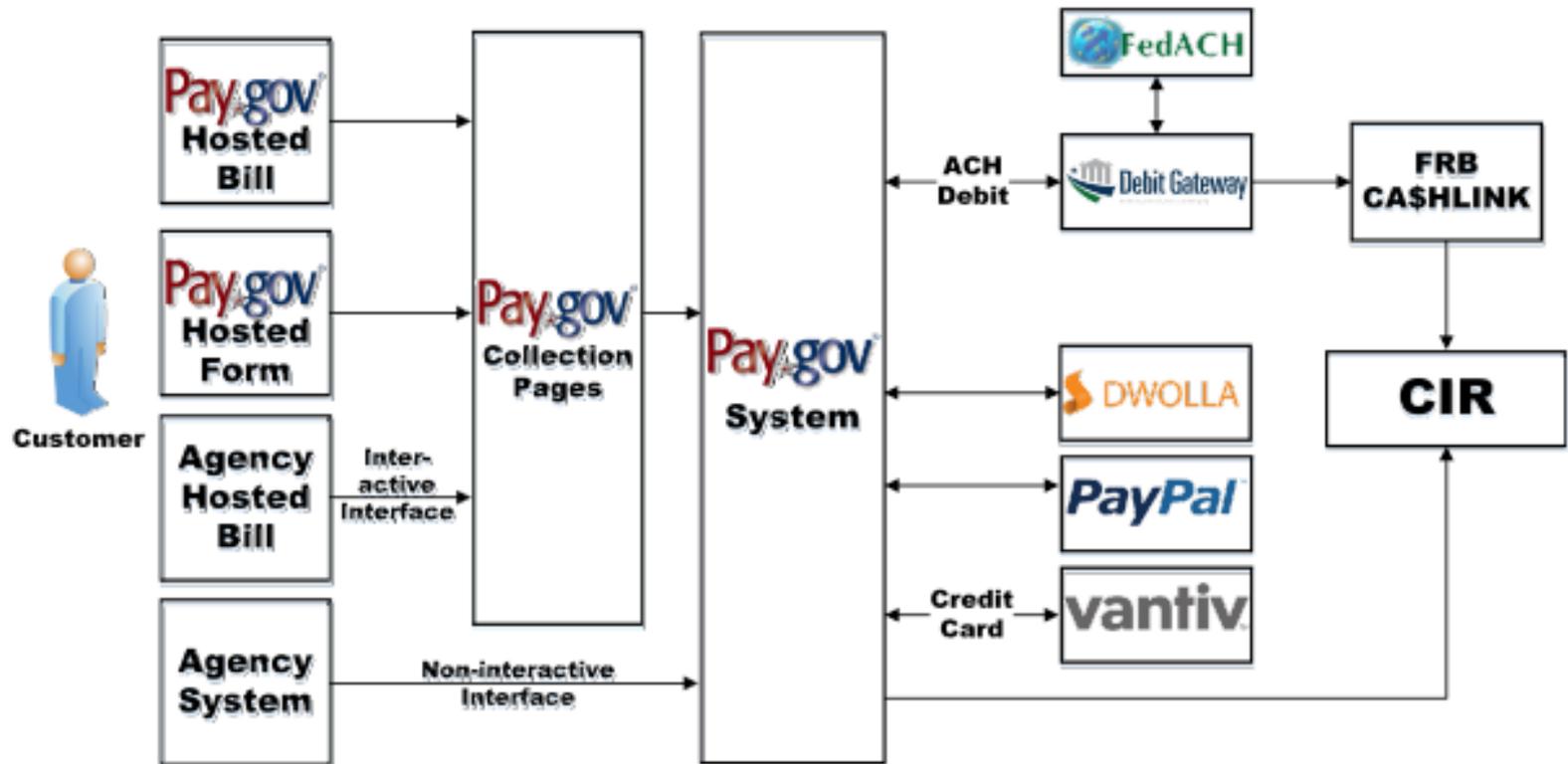
The Pay.gov program offers a variety of **services** and **interfaces** designed to help Federal Agencies to collect money online

Many agencies leverage multiple solutions simultaneously



Pay.gov Overview

Transaction Flow



Trusted Collection Service

Trusted Collection Service (TCS)

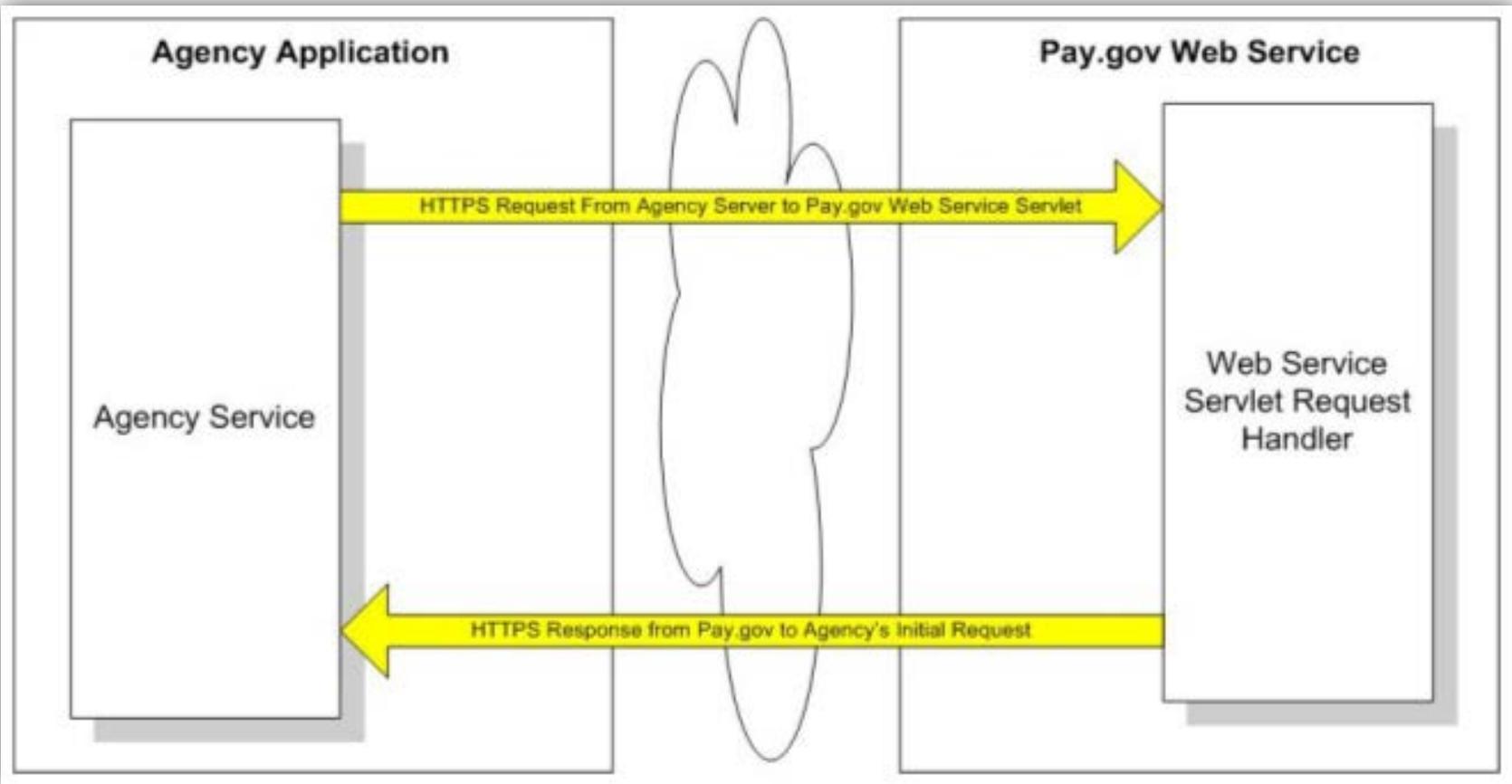
- **Pay.gov server-to-server interface**
- **Uses certificate-based authentication process**
- **Payer never visits a Pay.gov hosted page**
- **Agency collects all transaction data including payment information**

Trusted Collection Service

Trusted Collection Service (TCS)

- **Agencies are responsible for collecting sensitive financial information**
- **Allows for batch processing of payments or single, real time payments**
- **Emphasizes high availability and quick response time**

Trusted Collection Service



Collections Control Panel (CCP)

Features

- **Agencies interactively create ACH Debit or Card transactions**
- **Plastic card transactions can be refunded by agency**
- **Reconciliation details online in real-time queries and standard reports**
- **Agencies control who has access**

Benefits

- **No need for agency to develop code**
- **Enhanced collection results**
- **Immediate resolution to client concerns**
- **Flexibility for reconciliation needs**
- **Better security and access control**

Collections Control Panel (CCP)

address <https://qa.pay.gov/paygov/collectionsOperator/submitACHdebit.html?nc=122716741764>

PaygovSM Provided by the US Department of the Treasury Welcome, Mar

[User Center](#) Your connection to Pay.gov will logoff in 30 minutes. | [Regu](#)

Hide Menu [^](#) **ACH Debit Transaction**

Administration [^](#)

Application
[List Applications](#)

Resource
[Search Bill Instances](#)
[Search Form Instances](#)

Collections Control Panel [^](#)

[Search Transactions](#)

Plastic Card
[Sale](#)
[Auth Only](#)
[Force](#)
[Refund](#)

ACH
[ACH Debit](#)
[ACH Prenotification](#)

Payer Profile [^](#)
[Create](#)
[Search](#)
[Pending](#)
[Rejected](#)

Company Profile [^](#)
[Create](#)
[Manage](#)
[Assign Users](#)

Forms [^](#)

Form Lists
[Private](#)
[Reassigned](#)
[Saved](#)
[Submitted](#)

Find All Forms
[by Form Name](#)
[by Agency Name](#)

Search Forms

[Searching Help](#)
[Advanced Search](#)

Bills [^](#)

Required Fields are marked with an *.
If you do not enter an Agency Tracking ID one will be automatically generated for this transaction when it is submitted.

Transaction Information

Agency Application Name:	Duties Taxes and Fees Collection *
Agency Tracking ID:	<input type="text"/>
Account Holder Name:	<input type="text"/> *
Email:	<input type="text"/>
Account Type:	<input type="text"/> *
Routing Number:	<input type="text"/> *
Account Number:	<input type="text"/> *
Confirm Account Number:	<input type="text"/> *
Check Number:	<input type="text"/>
Payment Date:	11/28/2008 * (MM/DD/YYYY)
Payment Amount:	<input type="text"/> *
Agency Memo:	<input type="text"/>
Statement Number:	<input type="text"/> *
Filer Code:	<input type="text"/> *

Email Confirmations:
To have a confirmation email sent upon completion of this transaction, select the appropriate check boxes below.
Additional email recipients may be entered in the cc: box.

<input type="checkbox"/>	Send email confirmation to customer
<input type="checkbox"/>	Send email confirmation to marshall.henry@fms.treas.gov
CC:	<input type="text"/> <small>Separate multiple email addresses</small>

XML Activity File

Details of Pay.gov transactions are available to download in the daily Activity File

Pay.gov Activity File

- XML formatted file
- Generated daily and are made available for online access and for download from a Pay.gov HTTPS URL
- Available daily by 11:00 a.m. ET
- Provides details on the ACH debit settled items for the day of request, and the retired and failed items from the previous day.
- Provides credit card activity for the requested day. Include sales, forces, voids, credits, and authorizations, both successful and unsuccessful
- Activity files can be downloaded using either the Report Download Servlet or the Activity File Service.

Online Reporting Services

Details of Pay.gov transactions are available online through the following queries and reports:

Pay.gov Search Queries

- ACH Debit Transaction Search Query
- Credit Card Transaction Search Query
- Collections Search Excel Download Query
- Collections Search Query (combined payment types)
- Financial Summary Query

Pay.gov Reports

- ACH Debit CashLink Report
- Credit Card Daily Batch Report

Technical and Agency User Guides

Technical and Agency User Guides can be found by accessing the following link

<https://qa.pay.gov/agencydocs/>

When accessing this link you will find the following information on Pay.gov services:

General	<ul style="list-style-type: none">• Pay.gov Overview Guide• Pay.gov User Guide	Forms Service	<ul style="list-style-type: none">• Agency guide to the Forms Service
Access Control	<ul style="list-style-type: none">• Agency Guide to Access Control	Fraud Management	<ul style="list-style-type: none">• Agency Guide to Fraud Management
eBilling Services	<ul style="list-style-type: none">• Agency Guide to the eBilling Service• Agency Guide to eBilling Online	Reporting Service	<ul style="list-style-type: none">• Agency Guide to the Reporting Service
Collections Service	<ul style="list-style-type: none">• Agency Guide to Collections Service	Digital Wallets	<ul style="list-style-type: none">• Agency Guide to PayPal and Dwolla Collections

Contact Information



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BUREAU OF THE
Fiscal Service
U.S. DEPARTMENT OF THE TREASURY

Bank Management System

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Bank Management System (BMS)

The screenshot shows the homepage of the Bank Management System (BMS) for the Bureau of the Fiscal Service. The header features the BMS logo and navigation links: Home, BMI, Profile, Query, Reports, User, Help, and Log Out. A welcome message and system date are displayed in the top right. The main content area includes a large BMS logo and a warning message about unauthorized access. Below this are three columns: Quick Links (Fiscal Service, OpenGov, US Department of the Treasury), User Notices (30-minute inactivity timeout), and System Information (1024x768 resolution). The footer contains contact and policy links and the Department of the Treasury seal.

BANK MANAGEMENT SYSTEM
BUREAU OF THE FISCAL SERVICE

Welcome [User Name] System Date: [System Date]

Home BMI Profile Query Reports User Help Log Out

Welcome to Bank Management System (BMS)

BMS BANK MANAGEMENT SYSTEM
BUREAU OF THE FISCAL SERVICE

WARNING! If you are not authorized to use this private network, please disconnect immediately. Unauthorized access is prohibited and may result in civil and/or criminal prosecution. Users expressly consent to having their activities monitored, recorded and shared with third parties. By your continued use of this network, you acknowledge that you have read, understood, and agree with this warning message.

Quick Links

- Fiscal Service
- OpenGov
- US Department of the Treasury

User Notices

Users will be timed out after 30 minutes of inactivity in accordance with Federal Reserve Information Technology standards.

System Information

BMS is best viewed using a resolution of 1024x768.

Contact | Accessibility | Acceptable Use Policy | Privacy Policy | About

U.S. DEPARTMENT OF THE TREASURY
1789

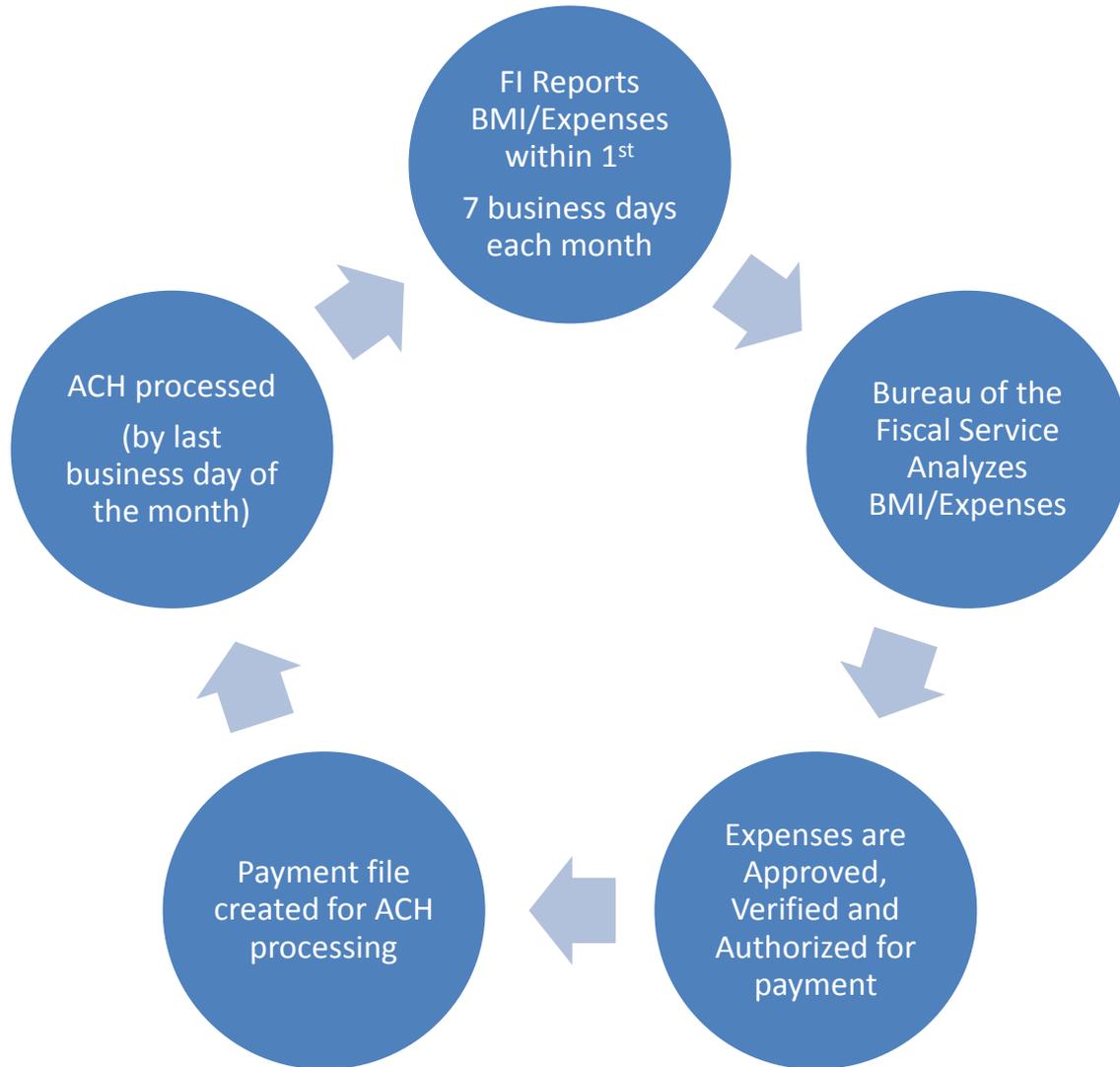
Bank Management System (BMS)

- A web-based application for submitting and analyzing Financial Agent (FA) compensation.
- Bank Management Information (BMI) (e.g., volumes, expenses, etc.) reported monthly against AFP Service Codes.
 - Reporting **required** within the first 7 business days of a month following month of service
 - Monthly invoice/statement should match BMS
- Retains BMI and generates reports.
 - Statement and Detail queries/reports

Association for Financial Professional (AFP) Service Codes

- AFP Service Codes
 - Identify banking services
 - Identify balances and charges
 - Example
 - Service = Demand Deposit Account Maintenance
 - AFP Code = 010000, Price = 1.00
- Services and charges are defined as part of the Financial Agent Agreement (FAA)
- AFP Service Codes are assigned in BMS by Fiscal Service analyst

The Compensation Process (Between 1st and Last Business Day of a Month)



System Specifications

- **Compatible Internet Browsers**
 - Internet Explorer (latest versions)
 - Chrome version (latest versions)
 - Firefox (latest versions)
- **Excel**
- **Adobe Acrobat Reader or compatible Adobe product to view PDF files**

Contact Information



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