

## SFS EE1 Key Transactions for Readiness

### Targeted guidelines for transaction completion:

- Budget/Commitment Control (KK)/General Ledger: May 8, 2015
- Procure-to-Pay: June 5, 2015
- Other transactions: June 26, 2015

Key transaction	Job Aid	Agency or BSC
Procure-to-pay (Contracts, Payments, Purchase Orders, Requisitions and Vouchers)		
End-to-end converted Contract update process	JAA-CN210-008	Agency
End-to-end new Contract process	JAA-CN210-010	Agency
Purchase Order for an agency Contract	JAA-PO220-031	Agency
Purchase Order for a centralized Contract	JAA-PO220-033	BSC
Purchase Order Change Order	JAA-PO220-022	BSC
Purchase Order amount adjustment a. Purchase Order amount adjustment to match contract line amount b. Purchase Order additions to the same contract line	JAA-PO220-020 JAA-PO220-022 JAA-PO220-031	BSC BSC
Single pay voucher	JAA-AP205-011	BSC
Regular voucher (attached and unattached Purchase Orders)	JAA-AP205-028	BSC
Voucher lines referenced from a Purchase Order	JAA-AP205-028	BSC
Voucher for a converted Purchase Order	JAA-AP205-027 JAA-AP205-028	BSC
Voucher with match exceptions	JAA-AP210-016	BSC
Voucher entered with valid budget header status	JAA-AP205-020	BSC
Amend a funded contract a. Adjust contract header amount b. Adjust contract line amount c. Adjust contract end date d. Adjust contract start date e. Adjust contract description	JAA-CN210-011 JAA-CN210-013 JAA-CN210-011 JAA-CN210-011 JAA-CN210-011	Agency Agency Agency Agency Agency
General Purchase Requisition	JAA-PO205-006	Agency
Contract Originating Requisition	JAA-PO205-003	Agency
Update a rolled Purchase Order	JAA-PO000-016	BSC
PO Activity - New POs	JAA-PO205-006 JAA-PO220-012 JAA-PO220-031	BSC

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Budget/Commitment Control/General Ledger		
Commitment Control (KK) Segregation Budget Transfers	JAA-KK215-005	Agency
Commitment Control (KK) Segregation Interunit Budget Transfers	JAA-KK215-006	Agency
Commitment Control (KK) Segregation Budget Journals	JAA-KK215-001	Agency
Commitment Control (KK) Project Budget Journals	JAA-KK215-001	Agency
Commitment Control (KK) Project Budget	JAA-KK215-005	Agency
Commitment Control (KK) Project Budget Interunit Budget Transfers	JAA-KK215-006	Agency
Agency KK Budget	JAA-KK215-001	Agency
Operating Budget Plan	JAA-KK215-001	Agency
Purchase Orders that have undergone a Restart Adjustment Action	JAA-PSP000-001	Agency
Purchase Orders that have undergone a Replan Adjustment Action	JAA-PSP000-001	Agency
Purchase Orders that have undergone a Recalculation Adjustment Action	JAA-PSP000-001	Agency
Other (ALM, Accounts Receivables, ESA, Travel & Expense, etc.)		
Bills entered	JAA-BI210-011	Agency
Direct Journals successfully loaded to Accounts Receivable	JAA-AR220-004	BSC
Bills Interfaced from Project Costing/Customer Accounts to Billing	JAA-BI210-031 JAA-BI210-032	Agency
Bills invoiced (Non-Interagency)	JAA-BI210-026	Agency
Inter-Agency Bills generated	JAA-BI305-015	Agency
Customer Payments applied	JAA-AR220-001	BSC
Direct Journal Payments	JAA-AR220-004	BSC
Grant Contract Award	JAA-ESA-205-005 JAA-ESA-205-006 JAA-ESA-205-007	Agency Agency Agency
Accounts Payable Vouchers collected for Projects	JAA-AP205-027	BSC

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General Ledger Journals collected for Project Costing	JAA-GL205-010	Agency
General Ledger Journals recorded from Project Costing	JAA-GL205-010	Agency
LATS File Loads - PAY Analysis Type rows	DOL users must perform LATS entries and reconciliation of the entries first. Reference the SFS-GAA101 (GL Accrual and Allocations) training.	TBA
Asset Retired	Coming soon.	TBA
Asset added	Coming soon.	TBA
Physical Assets changed	Coming soon.	TBA
Assets with information updates	Coming soon.	TBA
Approved travel authorizations	JAA-TE205-008 JAA-TE205-016	Agency Agency
Expense Reports	JAA-TE205-001	Agency/BSC
Expense Report sourced from an Approved Travel Authorization	JAA-TE205-001	Agency/BSC
Expense Report that contains a T-Card transactions	JAA-TE205-001	Agency/BSC
Approved Procurement/NET Card Charges not sourced to Vouchers	JAA-PO215-006	Agency
Procurement/NET Card reconciliation Vouchers that have been created and completed through the payment step	JAA-AP210-030	BSC
Procurement/NET Card reconciliation Vouchers processed but not submitted	Coming soon.	BSC
Revenue Contract	JAA-CC205-001 JAA-ESA205-024	Agency Agency
Revenue Contract	JAA-CC205-001	Agency