

SFS EE1 Key Transactions for

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-AP205-027 JAA-AP205-028	BSC
Voucher lines entered on 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	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
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

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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
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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
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

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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