

SFS EE1 Key Transactions for Readiness - Score Guide Reference Document

Introduction

This reference document contains the listing of transactions being tracked for agency scorecard.

It is recommended that agencies utilize this information when performing agency readiness testing, by relating agency scorecard items to business processes, and job aids. Some scorecard items being tracked require pre-requisites be completed first. Therefore, test in the order transactions are listed within each process area listed below.

Procurement Transactions

Score Card Item in Order of Processing (Pre-requisite)	Job Aid	Agency or BSC
<i>End-to-End Converted Contract Update Process</i>		
<ul style="list-style-type: none"> Open Contract Lines 	JAA-CN210-008 Update Converted Contracts to Open Lines and Add Distribution Information	Agency
<ul style="list-style-type: none"> Create Staged Contract Releases to Create the PO 	JAA-CN210-009 Create Staged Contract Release Function	Agency
<ul style="list-style-type: none"> Dispatch the Purchase Order 	JAA-PO000-011 Setting up Run Control Parameters for the PO Dispatch Process and Viewing the Dispatched POs	Agency
<ul style="list-style-type: none"> Process Voucher Against the Purchase Order 	JAA-AP205-028 Entering a Regular Voucher with PO	BSC
<i>End-to-End New Contract Process</i>		
<ul style="list-style-type: none"> Create Contract Originating Requisition 	JAA-PO205-003 Create a Contract Requisition with Line(s) JAA-CN210-010 Verify Contract Created from Requisition – RFQ Amount Based	Agency
<ul style="list-style-type: none"> Create Staged Contract Releases to Create the PO 	JAA-CN210-009 Create Staged Contract Releases Using Contract Release Function	Agency
<ul style="list-style-type: none"> Dispatch the Purchase Order 	JAA-PO000-011 Setting up Run Control Parameters for the PO Dispatch Process and Viewing the Dispatched POs	Agency
<ul style="list-style-type: none"> Process Voucher Against the Purchase Order 	JAA-AP205-028 Entering a Regular Voucher with PO	BSC

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Amending a Contract		
• Amend contract: adjust contract header amount	JAA-CN210-011 Amend a Contract Header	Agency
• Amend contract: adjust contract line amount	JAA-CN210-013 Amendment: Adding New Lines to a Contract	Agency
• Amend contract: adjust contract end date	JAA-CN210-011 Amend a Contract Header	Agency
• Amend contract: adjust contract start date	JAA-CN210-011 Amend a Contract Header	Agency
• Adjust contract description	JAA-CN210-011 Amend a Contract Header	Agency
Increase the Amount Released Against a Contract	JAA-CN210-008 Update Converted Contracts to Open Lines/Add	Agency
Creating New Purchase Orders		
• Purchase Order for an Agency Contract	Non BSC Agencies - JAA-PO220-031 Create a Purchase Order with Lines(s) by Copying from an Agency Contract Hosted by BSC - JAA-CN210-009 (for BSC hosted agencies)	BSC
• Purchase Order for a Centralized Contract	Non BSC Agencies - JAA-PO220-033 Create a PO by Copying a Centralized Contract Hosted by BSC - JAA-PO205-006 Create a General Purchase (Non-Contract) Special Request Requisition With Line(s) BSC Job Aid - JAA-PO220-030 Create a Stand Alone Purchase Order (PO)	BSC Agency BSC
• Stand Alone Purchase Order	JAA-PO220-030 Create a Stand Alone Purchase Order (PO)	BSC
Changing Purchase Orders		
• Purchase Order Change – Stand Alone PO	JAA-PO220-022 Managing a Change Order	BSC
• Purchase Order Change – Contract Related PO	JAA-PO220-022 Managing a Change Order	BSC

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Accounts Payable Transactions

Process a Voucher to a Single Pay Vendor	JAA-AP205-011 Entering a Single Payment Voucher	BSC
Process a Voucher to a Regular Vendor	JAA-AP205-027 Entering a Non-PO Regular Voucher	BSC
Process an Adjustment Voucher	JAA-AP205-014 Entering a Credit Memo	BSC
Process a Voucher Unrelated to a Purchase Order	JAA-AP205-027 Entering a Non-PO Regular Voucher	BSC
Process a Voucher Related to a Purchase Order	JAA-AP205-028 Entering a Regular Voucher with PO	BSC
Pay an Interagency Bill	JAA-AP210-020 Paying an Interagency Bill	BSC

Transactions for Agency Budget Staff – All Agencies

Segregation Budgets		
• Posted KK_SEG Budget Transfers	JAA-KK215-007 Entering Intra-Agency (Intra-Unit) Budget Transfers–Interchanges	Agency
• Posted KK_SEG Inter-unit Budget Transfers	JAA-KK215-006 Entering Inter-Agency (Inter-Unit) Budget Transfers– Sub-Allocations	Agency
• Posted KK_SEG Budget Journals	JAA-KK215-005 Entering and Submitting Budget Journals, Including Budget Journals for 002 the Project Child Budget	Agency
Financial Plan Budgets		
• Posted KK_PLANA1 Budget Entries		Agency
• Posted KK_PLANC1 Budget Entries		Agency
PSP Adjustments		
• Purchase Orders that have undergone a Restart Adjustment Action	JAA-PSP000-001 Update PSP Method and PSP Adjustment Action	Agency
• Purchase Orders that have undergone a Replan Adjustment Action	JAA-PSP000-001 Update PSP Method and PSP Adjustment Action	Agency
• Purchase Orders that have undergone a Recalc Adjustment Action	JAA-PSP000-001 Update PSP Method and PSP Adjustment Action	Agency
• Purchase Orders that have undergone a Realloc Adjustment Action	JAA-PSP000-001 Update PSP Method and PSP Adjustment Action	Agency

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Transactions for Agencies with Federal Projects

Posted KK_PRJC Budget Journals	JAA-KK215-005 Entering and Submitting Budget Journals, Including Budget Journals for 002 the Project Child Budget	Agency
Posted KK_PRJC Budget Transfers	JAA-KK215-007 Entering Intra-Agency (Intra-Unit) Budget Transfers–Interchanges	Agency
Posted KK_PRJC Inter-unit Budget Transfers	JAA-KK215-006 Entering Inter-Agency (Inter-Unit) Budget Transfers– Sub-Allocations	Agency

Travel, Expense and Procurement Cards

Travel Related Transactions

Creating and approving a Travel Authorization	JAA-TE205-008 Create a Travel Authorization JAA-TE305-001 Approving Travel Documents Using Travel and Expense Center JAA-TE305-002 Approving Travel Documents Using Worklist	Agency
Paid Expense Reports Sourced from an Approved Travel Authorization	JAA-TE201-001 Creating an Expense Report by copying a Travel Authorization JAA-TE305-001 Approving Travel Documents Using Travel and Expense Center JAA-TE305-002 Approving Travel Documents Using Worklist	Agency/BSC
Paid Expense Reports not Sourced from a Travel Authorization	JAA-TE205-001 Create an Expense Report (ER) JAA-TE305-001 Approving Travel Documents Using Travel and Expense Center JAA-TE305-002 Approving Travel Documents Using Worklist	Agency/BSC
Paid Expense Reports with a valid budget status that contain T-Card transactions	JAA-TE205-007 Using Travel Card for Per Diem Meals	Agency/BSC

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Procurement Cards

End to End Process for P-Card Vouchers		
• Pay a Credit Card Bill	JAA-AP205-003: Paying a Credit Card	BSC
• Reconcile procurement card Transaction	JAA-PO215-006: Reconciling a Procurement Card Transaction	Agency
• Approving a P-Card transaction	JAA-PO215-006: Reconciling a Procurement Card Transaction	Agency
• Source transactions to Voucher	JAA-PO000-014: Setting up Run Control Parameters for the Procurement Card Load Voucher Stage Process	BSC
• Submit to workflow and approve P Card Voucher	JAA-AP210-018: Approving Vouchers using Workflow	BSC

Accounts Receivable, Billing and Revenue Contracts

Bills Entered	JAA-BI210-011 Enter a Bill	Agency
Bills invoiced (Non-Interagency)	JAA-BI201-026 Running the Single Action Invoice Process	Agency
Inter-Agency Bills Generated	JAA-BI305-015 Enter an Inter-Agency Bill	Agency
Customer Payments Applied	JAA-AR220-016 Apply Payment and Worksheet JAA-AR220-001 Applying a Partial Payment	BSC
Direct Journal Payments Posted	JAA-AR220-004 Entering a Direct Journal Payment	BSC
Revenue Contracts - Other Bus	JAA-CC205-001 Create a Revenue Contract	Agency

Asset Management Transactions

Create an Asset RET by BU (Retirement)	JAA-AM205-003 Retire an Asset	Agency
Create an Asset ADD by BU (Addition)	JAA-AM205-001 Adding an Asset	Agency
Create an Asset PHY by BU (Physical Asset Change)	JAA-AM205-002 Change Asset Attributes	Agency
Create an Asset AUP by BU (Asset Information Update)	JAA-AM205-004	Agency