

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. Testing needs to be done in the order transactions are listed within each process area listed below.

Procure to Pay (PTP)

Procurement Transactions

Score Card Item In Order of Processing	Job Aid
<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
<ul style="list-style-type: none"> • Create Staged Contract Releases to Create the PO 	JAA-CN210-009 Create Staged Contract Release Function
<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
<ul style="list-style-type: none"> • Process Voucher Against the Purchase Order 	JAA-AP205-028 Entering a Regular Voucher with PO
<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
<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
<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
<ul style="list-style-type: none"> • Process Voucher Against the Purchase Order 	JAA-AP205-028 Entering a Regular Voucher with PO

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<i>Amending a Contract</i>	
<ul style="list-style-type: none"> Amend contract: adjust contract header amount 	JAA-CN210-011 Amend a Contract Header
<ul style="list-style-type: none"> Amend contract: adjust contract line amount 	JAA-CN210-013 Amendment: Adding New Lines to a Contract
<ul style="list-style-type: none"> Amend contract: adjust contract end date 	JAA-CN210-011 Amend a Contract Header
<ul style="list-style-type: none"> Amend contract: adjust contract start date 	JAA-CN210-011 Amend a Contract Header
<ul style="list-style-type: none"> Adjust contract description 	JAA-CN210-011 Amend a Contract Header
<i>Increase the Amount Released Against a Contract</i>	
JAA-CN210-008 Update Converted Contracts to Open Lines/Add Distribution Information	
<i>Creating New Purchase Orders</i>	
<ul style="list-style-type: none"> 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)
<ul style="list-style-type: none"> 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)
<ul style="list-style-type: none"> Stand Alone Purchase Order 	JAA-PO220-030 Create a Stand Alone Purchase Order (PO)
<i>Changing Purchase Orders</i>	
<ul style="list-style-type: none"> Purchase Order Change – Stand Alone PO 	JAA-PO220-022 Managing a Change Order
<ul style="list-style-type: none"> Purchase Order Change – Contract Related PO 	JAA-PO220-022 Managing a Change Order

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Accounts Payable Transactions

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

Budget/KK/PSP

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

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OTHER

Transactions for Agencies with Federal Projects

<ul style="list-style-type: none"> Posted KK_PRJC Budget Journals 	JAA-KK215-005 Entering and Submitting Budget Journals, Including Budget Journals for 002 the Project Child Budget
<ul style="list-style-type: none"> Posted KK_PRJC Budget Transfers 	JAA-KK215-007 Entering Intra-Agency (Intra-Unit) Budget Transfers– Interchanges
<ul style="list-style-type: none"> Posted KK_PRJC Inter-unit Budget Transfers 	JAA-KK215-006 Entering Inter-Agency (Inter-Unit) Budget Transfers– Sub-Allocations

Travel, Expense and Procurement Cards

Travel Related Transactions

<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> Paid Expense Reports with a valid budget status that contain T-Card transactions 	JAA-TE205-007 Using Travel Card for Per Diem Meals

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Procurement Cards

End to End Process for P-Card	
<ul style="list-style-type: none"> • Pay a Credit Card Bill 	JAA-AP205-003: Paying a Credit Card
<ul style="list-style-type: none"> • Reconcile procurement card Transaction 	JAA-PO215-006: Reconciling a Procurement Card Transaction
<ul style="list-style-type: none"> • Verifying and Approving P-Card Charges 	JAA-AP205-003 Paying a Credit Card JAA-PO215-006: Reconciling a Procurement Card Transaction
<ul style="list-style-type: none"> • Source transactions to Voucher 	JAA-PO000-014: Setting up Run Control Parameters for the Procurement Card Load Voucher Stage Process
<ul style="list-style-type: none"> • Submit to workflow and approve P Card Voucher 	JAA-AP210-018: Approving Vouchers using Workflow

Accounts Receivable, Billing and Revenue Contracts

<ul style="list-style-type: none"> • Bills Entered 	JAA-BI210-011 Enter a Bill
<ul style="list-style-type: none"> • Bills invoiced (Non-Interagency) 	JAA-BI201-026 Running the Single Action Invoice Process
<ul style="list-style-type: none"> • Inter-Agency Bills Generated 	JAA-BI305-015 Enter an Inter-Agency Bill
<ul style="list-style-type: none"> • Customer Payments Applied 	JAA-AR220-016 Apply Payment and Worksheet JAA-AR220-001 Applying a Partial Payment
<ul style="list-style-type: none"> • Bulkloaded Direct Journal Payments Posted to AR 	JAA-AR220-004 Entering a Direct Journal Payment
<ul style="list-style-type: none"> • Revenue Contracts - Other Bus 	JAA-CC205-001 Create a Revenue Contract

Asset Management Transactions

<ul style="list-style-type: none"> • Create an Asset RET by BU (Retirement) 	JAA-AM205-013 Disposal Worksheet (Agency)
<ul style="list-style-type: none"> • Create an Asset ADD by BU (Addition) 	JAA-AM205-001 Asset Add with Inspection
<ul style="list-style-type: none"> • Create an Asset PHY by BU (Physical Asset Change) 	JAA-AM205-002 Modify Asset (Location)
<ul style="list-style-type: none"> • Create an Asset AUP by BU (Asset Information Update) 	JAA-AM205-002 Modify Asset (Attributes: description, tag, etc.)