FFM Business Use Cases for Agree-to-Reimburse

Release FY 2024

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Purpose

The Federal Financial Management (FFM) Business Use Cases reflect the business needs, or requirements that an agency must follow in the financial management community. This document is part of the FFM Business Use Case Library and contains the business use cases associated with the Agree-to-Reimburse Business Process. The ***Federal Financial Management Business Use Case Library Overview*** should be referenced in conjunction with this document for guidance on understanding and applying the FFM Business Use Cases to agency financial operations.

Appendix A provides a list of the documents in the FFM Business Use Case Library.

Business Use Case Structure

The sections of the FFM business use cases are described below.

Business Use Case Identifier: includes information about the key underlying components. The notation for a business use case identifier is as shown.

Figure 1: The notation for a business use case identifier.

Business Scenario(s) Covered: identifies differing situations or conditions that occur when executing an end-to-end business process and reflect the scope and complexity of federal government agency missions.

Business Actor(s): identifies the typical offices or roles performing events in the business use case.

Synopsis: provides a summary of the events that take place within the business use case.

Assumptions and Dependencies: includes context information about events that have occurred prior to the first event identified in the business use case or outside of the business use case and dependencies on events accomplished in other business use cases. There are several common assumptions that are established for all business use cases. Additional assumptions or dependencies are included if needed for the specific business use case.

FFMSR ID Reference(s): includes a list of the Federal Financial Management System Requirements (FFMSR) that apply for the business use case.

Initiating Event: identifies the event that triggers the initiation of the business use case.

Typical Flow of Events: includes the Federal Financial Management (FFM) and non-FFM events that may occur to complete the business scenario(s) included in the business use case. The non-FFM events are provided for business context. Also included are the inputs and outputs or outcomes that one would expect to occur during or as a result of the event.

Agree-to-Reimburse Business Use Cases

070.FFM.L1.01 Intragovernmental Buy/Sell Activity – Seller's Perspective
End-to-End Business Process: 070 Agree-to-Reimburse
Business Scenario(s) Covered
• Federal Agency On-Going Reimbursable Services • Commercial Third-Party Service Vendor • Federal Agency Incurred Costs Not Fully Recovered
Business Actor(s)
Finance Office, Federal Servicing Agency; Federal Requesting Agency; Commercial Service Vendor
Synopsis
Intragovernmental agreement general terms and conditions (GT&C) and an order to enable a Federal Servicing Agency to perform on-going reimbursable services for a Federal Requesting Agency are established. The work specified in the order is partially performed by a Commercial Service Vendor. Costs are accumulated for the use of the Federal Servicing Agency's personnel resources and from invoices from the Commercial Service Vendor and the service price is determined. Intragovernmental performance information is provided periodically to the Federal Requesting Agency. After acceptance of the services, the intragovernmental settlement is executed.
Assumptions and Dependencies
General
1.1 There may or may not be automated (near/real-time or batch) interfaces between functional areas/functions/activities or between provider solutions/systems.
1.2 There is no presumption as to which activities are executed by which actor, or which activities are automated, semi-automated, or manual.
1.3 Supporting information for general ledger transactions includes sub-ledger entries when sub-ledgers are used.
1.4 Appropriate attributes (e.g., object class and project) are included as part of the accounting string.
1.5 Relationships between use cases are described in the Framework for Federal Financial Management Use Cases found in the related overview document.
1.6 All predecessor activities required to trigger the Initiating Event have been completed.
1.7 Funds availability checks are performed against appropriations/fund accounts for obligating funds, and against obligations for disbursing funds in accordance with OMB A-11, Section 150.2.

070.FFM.L1.01 Intragovernmental Buy/Sell Activity – Seller's Perspective

<u>Business Use Case Specific</u>

2.1   The Federal Requesting and Servicing Agencies have the statutory authority to engage in buy/sell activities under the Economy Act.

2.2   Although either the Federal Servicing or Requesting Agency can establish/adjust the agreement GT&C and order information and record/adjust performance completion information, the Federal Servicing Agency and Federal Requesting Agency agreed the Federal Servicing Agency will establish/adjust the agreement GT&C and order information (within agreed upon terms and conditions) and will record/adjust performance completion information against the order.

2.3   Intragovernmental agreement GT&C is established/adjusted in the G-Invoicing system.

2.4   Although intragovernmental order, order approval, performance completion, and performance acceptance information can be established/adjusted in either the G-Invoicing or the FM systems, the order and performance information will be established/adjusted in the FM system and provided to G-Invoicing.

2.5   There is no payment in advance included in the reimbursable services intragovernmental agreement with the Federal Requesting Agency.

2.6   A contract with the Commercial Service Vendor has already been established and the Commercial Service Vendor has already invoiced the Federal Servicing Agency.

2.7   The commercial payment processing for service vendor resources includes identification of appropriate cost pools/objects (e.g., projects).

2.8   The recording of government personnel time and processing of payroll includes identification of the appropriate cost pools/costs (e.g., projects).

2.9   The price to be received for the reimbursable services is based on the costs incurred adjusted by other factors specified in the intragovernmental order.

2.10   The intragovernmental agreement GT&C requires the Federal Requesting Agency acceptance or non-acceptance of performance within 30 days, otherwise constructive receipt and settlement will automatically occur.

2.11   Performing a reconciliation between G-Invoicing settlement and IPAC funds transfer is not necessary due to internal controls and negligible timing differences between these systems' events. Agencies can rely on the G-Invoicing settlement information to record intragovernmental buy/sell activity funds transfers.

<u>Federal Records Management</u>

3.1   In accordance with National Archives General Records Schedules (GRS) and other Federal records management standards, the types of digital objects received or created during FFM events (Business Use Case Inputs or Outputs) that are considered FFM Federal records (ERM.010.010, ERM.010.020) are specified with a superscript (FR). FFM Federal records are managed as temporary Federal records unless they stand out as having permanent value because of high dollar value, media attention, historical value, research value, or other extenuating circumstances.

070.FFM.L1.01 Intragovernmental Buy/Sell Activity – Seller's Perspective

3.2	For each type of FFM Federal record, a retention period is established (ERM.010.030) and, if special circumstances occur such as an order, law, or business justification, a temporary Federal records retention period is changed (ERM.030.040) or a permanent Federal record retention period is extended (ERM.040.040).
3.3	During the retention period of an FFM Federal record: appropriate access levels are maintained (ERM.020.010); associated metadata (e.g., record identifier, creator, creation date, security classification, access rights) and an audit trail of changes to Federal record content, metadata, and access level are maintained (ERM.020.020); if a litigation hold is placed, the Federal record is locked down until the litigation hold is lifted to ensure no changes can be made (ERM.020.030); if needed to satisfy a Freedom of Information Act, Congressional, or e-discovery request, the Federal record is made available (ERM.020.040); and if needed because of technology obsolescence, the Federal record is migrated to another repository to serve out its retention period (ERM.020.050).
3.4	Once an FFM Federal record has met its records retention period, it is disposed (ERM.030.010, ERM.030.020, ERM.030.030) or transferred to NARA (ERM.040.010, ERM.040.020, ERM.040.030).

FFMSR ID Reference(s): 1.1.2; 1.1.5; 1.2.1; 2.2.4; 2.2.5; 2.2.6

Initiating Event: Federal Servicing Agency and Federal Requesting Agency have established intragovernmental agreement GT&C for reimbursable services.

Use Case 070.FFM.L1.01 Intragovernmental Buy/Sell Activity – Seller's Perspective

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
1	Retrieve Federal Requesting Agency (trading partner) information and establish federal payer information (FFM.060.010 Payer Set-up and Maintenance)		• Federal Requesting Agency (trading partner) information	• Federal payer information
2	a. Retrieve and record intragovernmental agreement GT&C information b. Establish and provide intragovernmental order information c. Retrieve and record intragovernmental order approval information (FFM.030.020 Obligation Management)		• Federal payer information • Intragovernmental agreement GT&C information, including general terms and conditions, scope, and responsibilities of Federal agency trading partners • Reimbursable services information, including service requirements, quantities, pricing factors, and accounting data • Intragovernmental order approval information	• Intragovernmental order information
3	Establish cost pools/objects (e.g., project) to accumulate costs for reimbursable services (FFM.080.010 Cost Management Set-up and Maintenance)		• Intragovernmental agreement GT&C information • Intragovernmental order information	• Cost pool/object (e.g., project) information

Use Case 070.FFM.L1.01 Intragovernmental Buy/Sell Activity – Seller's Perspective

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
4		a. Incur service costs by performing services b. Capture and provide service usage information needed to allocate accumulated costs to service users (Program Mission Activity)	• Intragovernmental agreement GT&C information • Intragovernmental order information • Cost pool/object (e.g., project) information • Service measurement information	• Commercial service vendor payment information • Government payroll information • Service usage information
5	a. Accumulate direct and indirect costs for commercial service vendor and government personnel resources b. Capture cost allocation basis from service usage information c. Determine allocation of accumulated costs to Federal Requesting Agency (FFM.080.020 Cost Accumulation and Allocation)		• Cost pool/object (e.g., project) information • Commercial service vendor payment information (FR) • Government payroll information (FR) • Service usage information (FR) • Intragovernmental agreement GT&C information (FR) • Intragovernmental order information (FR)	• Accumulated direct and indirect cost information • Cost allocation basis information • Federal Requesting Agency allocated service cost information

Use Case 070.FFM.L1.01 Intragovernmental Buy/Sell Activity – Seller's Perspective

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
6	a. Analyze costs of services provided (FFM.080.030 Cost Reporting) b. Analyze intragovernmental project commitments, obligations, and expenditures for the performance period (FFM.060.090 Intragovernmental Receivable Monitoring and Reporting) c. Determine price to be received for services provided and record earned but not yet billed revenue (FFM.040.010 Revenue Processing)		• Cost pool/object (e.g., project) information • Federal Requesting Agency allocated service cost information • Intragovernmental order information	• Federal Servicing Agency cost analysis information • Intragovernmental project commitment, obligation, and expenditure information for the performance period • Federal Requesting Agency service price information • Appropriate unbilled revenue recognition GL entries created with reference to source information
7	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated [FR]
8	a. At agreed upon intervals, establish, and provide intragovernmental performance information b. Record intragovernmental receivable and billed revenue (FFM.060.070 Intragovernmental Receivable Set-Up and Maintenance)		• Federal Requesting Agency service price information [FR]	• Intragovernmental performance information • Appropriate receivable GL entry created with reference to source information • Appropriate billed revenue recognition GL entries created with reference to source information

Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | Procure-to-Pay | Bill-to-Collect | Record-to-Report | **Agree-to-Reimburse** | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay

Use Case 070.FFM.L1.01 Intragovernmental Buy/Sell Activity – Seller's Perspective

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
9	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated [FR]
10	a. Retrieve and record intragovernmental performance acceptance information b. Retrieve and record intragovernmental settlement collection information c. Close out intragovernmental receivable (FFM.060.080 Intragovernmental Receivable Settlement)		• Intragovernmental performance acceptance information [FR] • Intragovernmental settlement collection information [FR]	• Appropriate intragovernmental funds transfer collection GL entries created with reference to source information • Appropriate receivable closeout GL entries created with reference to source information
11	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated [FR]
12	Periodically analyze and report status of intragovernmental agreements, orders, performance, receivables, and settlement collections (FFM.060.090 Intragovernmental Receivable Monitoring and Reporting)		• GL account balances • Intragovernmental agreement GT&C information • Intragovernmental order information • Intragovernmental performance acceptance information • Intragovernmental settlement collection information	• Intragovernmental agreement, order, performance, receivable, and settlement collection information

Use Case 070.FFM.L1.01 Intragovernmental Buy/Sell Activity – Seller's Perspective

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
13	a. Periodically evaluate status of intragovernmental agreements and orders, identify those to be closed out, and record and provide intragovernmental agreement GT&C and order closeout information (FFM.030.020 Obligation Management) b. Close out cost pools/objects (e.g., project) associated with closed intragovernmental agreements and orders (FFM.080.010 Cost Management Set-up and Maintenance)		• Intragovernmental agreement, order, performance, receivable, and settlement collection information • Cost pool/object (e.g., project) information	• Intragovernmental agreement GT&C and order closeout information • Closed cost pool/object (e.g., project) information

070.FFM.L1.02 Intragovernmental Buy/Sell Activity – Buyer's Perspective

End-to-End Business Process: 070 Agree-to-Reimburse

Business Scenario(s) Covered

- Federal Agency One-Time Reimbursable Services
- Intragovernmental Advance on Performance
- Intragovernmental Performance Adjustment

Business Actor(s)

Finance Office; Program Office; Federal Servicing Agency; Federal Requesting Agency

Synopsis

Intragovernmental agreement general terms and conditions (GT&C) and an order are received and approved to enable a Federal Requesting Agency to receive one-time reimbursable services from a Federal Servicing Agency. The agreed-upon payment in advance for the reimbursable services is executed. Partial completion of services occurs. An adjustment to performance completion and advance payment reversal are executed.

Assumptions and Dependencies

General

1.1 There may or may not be automated (near/real-time or batch) interfaces between functional areas/functions/activities or between provider solutions/systems.

1.2 There is no presumption as to which activities are executed by which actor, or which activities are automated, semi-automated, or manual.

1.3 Supporting information for general ledger transactions includes sub-ledger entries when sub-ledgers are used.

1.4 Appropriate attributes (e.g., object class and project) are included as part of the accounting string.

1.5 Relationships between use cases are described in the Framework for Federal Financial Management Use Cases found in the related overview document.

1.6 All predecessor activities required to trigger the Initiating Event have been completed.

1.7 Funds availability checks are performed against appropriations/fund accounts for obligating funds, and against obligations for disbursing funds in accordance with OMB A-11, Section 150.2.

Business Use Case Specific

070.FFM.L1.02 Intragovernmental Buy/Sell Activity – Buyer's Perspective

2.1 The Federal Requesting and Servicing Agencies have the statutory authority to engage in buy/sell activities under the Economy Act.

2.2 Although either the Federal Servicing or Requesting Agency can establish/adjust the agreement GT&C and order information and record/adjust performance completion information, the Federal Servicing Agency and Federal Requesting Agency agreed the Federal Servicing Agency will establish/adjust the agreement GT&C and order information (within agreed upon terms and conditions) and will record/adjust performance completion information against the order.

2.3 Intragovernmental agreement GT&C is established/adjusted in the G-Invoicing system.

2.4 Although intragovernmental order, order approval, performance completion, and performance acceptance information can be established/adjusted in either the G-Invoicing or the FM systems, the order and performance information will be established/adjusted in the FM system and provided to G-Invoicing.

2.5 The intragovernmental agreement GT&C requires the Federal Requesting Agency acceptance or non-acceptance of performance within 30 days, otherwise constructive receipt and settlement will automatically occur.

2.6 Performing a reconciliation between G-Invoicing settlement and IPAC funds transfer is not necessary due to internal controls and negligible timing differences between these systems' events. Agencies can rely on the G-Invoicing settlement information to record intragovernmental buy/sell activity funds transfers.

Federal Records Management

3.1 In accordance with National Archives General Records Schedules (GRS) and other Federal records management standards, the types of digital objects received or created during FFM events (Business Use Case Inputs or Outputs) that are considered FFM Federal records (ERM.010.010, ERM.010.020) are specified with a superscript (FR). FFM Federal records are managed as temporary Federal records unless they stand out as having permanent value because of high dollar value, media attention, historical value, research value, or other extenuating circumstances.

3.2 For each type of FFM Federal record, a retention period is established (ERM.010.030) and, if special circumstances occur such as an order, law, or business justification, a temporary Federal records retention period is changed (ERM.030.040) or a permanent Federal record retention period is extended (ERM.040.040).

3.3 During the retention period of an FFM Federal record: appropriate access levels are maintained (ERM.020.010); associated metadata (e.g., record identifier, creator, creation date, security classification, access rights) and an audit trail of changes to Federal record content, metadata, and access level are maintained (ERM.020.020); if a litigation hold is placed, the Federal record is locked down until the litigation hold is lifted to ensure no changes can be made (ERM.020.030); if needed to satisfy a Freedom of Information Act, Congressional, or e-discovery request, the Federal record is made available (ERM.020.040); and if needed because of technology obsolescence, the Federal record is migrated to another repository to serve out its retention period (ERM.020.050).

070.FFM.L1.02 Intragovernmental Buy/Sell Activity – Buyer's Perspective

3.4	Once an FFM Federal record has met its records retention period, it is disposed (ERM.030.010, ERM.030.020, ERM.030.030) or transferred to NARA (ERM.040.010, ERM.040.020, ERM.040.030).

FFMSR ID Reference(s): 1.1.2; 1.1.5; 2.2.1; 2.2.2

Initiating Event: Federal Servicing Agency and Federal Requesting Agency have established intragovernmental agreement GT&C for a reimbursable service.

Use Case 070.FFM.L1.02 Intragovernmental Buy/Sell Activity – Buyer's Perspective

Typical Flow of Events

	FM Event	Non-FM Event	Input(s)	Output(s) / Outcome(s)
1	Retrieve Federal Servicing Agency (trading partner) information and establish federal payee information (FFM.030.010 Payee Setup and Maintenance)		• Federal Servicing Agency (trading partner) information	• Federal payee information
2	a. Retrieve, review, and record intragovernmental agreement GT&C and order information b. Record and provide intragovernmental order approval information c. Establish obligation for intragovernmental order (FFM.030.020 Obligation Management)		• Federal payee information (FR) • Intragovernmental agreement GT&C information, including general terms and conditions, scope, and responsibilities of Federal agency trading partners (FR) • Intragovernmental order information, including reimbursable service requirements, quantity, price, and accounting data (FR)	• Intragovernmental order approval information • Appropriate obligation GL entries created with reference to source information

Use Case 070.FFM.L1.02 Intragovernmental Buy/Sell Activity – Buyer's Perspective

Typical Flow of Events

	FM Event	Non-FM Event	Input(s)	Output(s) / Outcome(s)
3	a. Retrieve and record intragovernmental advance on performance information b. Retrieve and record intragovernmental settlement payment information c. Record advance payment and obligation liquidation (FFM.030.030 Payment Processing – Intragovernmental Payments)		• Intragovernmental advance on performance information • Intragovernmental settlement payment information	• Appropriate advance payment GL entries created with reference to source information • Appropriate obligation liquidation GL entries created with reference to source information • Appropriate intragovernmental funds transfer payment GL entries created with reference to source information
4	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated (FR)
5		Federal Requesting Agency receives services and finds that some services paid for were not performed (Program Mission Activity)	• Intragovernmental agreement GT&C information • Intragovernmental order information	• Service receipt information

Use Case 070.FFM.L1.02 Intragovernmental Buy/Sell Activity – Buyer's Perspective

Typical Flow of Events

	FM Event	Non-FM Event	Input(s)	Output(s) / Outcome(s)
6	a. Retrieve intragovernmental performance completion information b. Provide information on partial intragovernmental performance acceptance c. Record advance payment partial liquidation (FFM.030.030 Payment Processing – Intragovernmental Payments)		• Intragovernmental performance completion information • Service receipt information (FR)	• Intragovernmental partial performance acceptance information • Appropriate advance payment partial liquidation GL entries created with reference to source information
7	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated (FR)
8		Federal Requesting Agency and Federal Servicing Agency resolve the service performance issue and agree on the amount of advance payment to be returned to the Federal Requesting Agency (Program Mission Activity)	• Intragovernmental agreement GT&C information • Intragovernmental order information • Intragovernmental advance on performance information • Service receipt information	• Advance payment adjustment information

Use Case 070.FFM.L1.02 Intragovernmental Buy/Sell Activity – Buyer's Perspective

	Typical Flow of Events			
	FM Event	**Non-FM Event**	**Input(s)**	**Output(s) / Outcome(s)**
9	a. Retrieve adjusted intragovernmental advance performance, performance completion, and settlement payment information and confirm adjustments were as expected b. Record advance payment adjustment (FFM.030.030 Payment Processing – Intragovernmental Payments)		• Service receipt information • Advance payment adjustment information ^(FR) • Adjusted intragovernmental advance performance, performance completion, and settlement payment information	• Appropriate advance payment adjustment GL entries created with reference to source information • Appropriate intragovernmental funds transfer payment adjustment GL entries created with reference to source information
10	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated ^(FR)
11	a. Retrieve and record intragovernmental agreement GT&C and order closeout information b. De-obligate any remaining funds associated with the closed out intragovernmental order (FFM.030.020 Obligation Management)		• Intragovernmental agreement GT&C and order closeout information^(FR)	• Closed intragovernmental agreement GT&C and order • Appropriate de-obligation GL entries created with reference to source information

Use Case 070.FFM.L1.02 Intragovernmental Buy/Sell Activity – Buyer's Perspective

	Typical Flow of Events			
	FM Event	**Non-FM Event**	**Input(s)**	**Output(s) / Outcome(s)**
12	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated[(FR)]

070.FFM.L3.02 Reimbursable Services for a Non-Federal Government Entity

End-to-End Business Process: 070 Agree-to-Reimburse

Business Scenario(s) Covered

- Payment in Advance
- Excess Advance Payment

Business Actor(s)

Finance Office; Program Office; Foreign Government Agency

Synopsis

Based on a reimbursable work agreement and order, a project is established to provide technical assistance services to a Foreign Government Agency. As specified in the agreement, an advance payment for personnel payroll and travel costs is billed and payment is received. Federal agency personnel payroll and travel costs are accumulated. The technical assistance services end and a cost analysis determines the advance payment exceeds costs. The excess advance payment funds are transferred to the General Fund of the U.S. Government.

Assumptions and Dependencies

General

1.1 There may or may not be automated (near/real-time or batch) interfaces between functional areas/functions/activities or between provider solutions/systems.

1.2 There is no presumption as to which activities are executed by which actor, or which activities are automated, semi-automated, or manual.

1.3 Supporting information for general ledger transactions includes sub-ledger entries when sub-ledgers are used.

1.4 Appropriate attributes (e.g., object class and project) are included as part of the accounting string.

1.5 Relationships between use cases are described in the Framework for Federal Financial Management Use Cases found in the related overview document.

1.6 All predecessor activities required to trigger the Initiating Event have been completed.

1.7 Funds availability checks are performed against appropriations/fund accounts for obligating funds, and against obligations for disbursing funds in accordance with OMB A-11, Section 150.2.

Business Use Case Specific

2.1 The agency is authorized to enter into a reimbursable work agreement with a foreign government agency.

2.2 Reimbursable work agreement and order information is established/maintained in a Program Mission system.

070.FFM.L3.02 Reimbursable Services for a Non-Federal Government Entity

2.3	The agency has an account authorized by the Treasury to hold collections from non-Federal entities for reimbursable services.
2.4	Foreign currency conversion is executed by the Federal Reserve Bank System prior to the agency receiving the funds.
2.5	The recording of government personnel time and processing of payroll includes identification of the appropriate cost pools/objects (e.g., projects).
2.6	The processing of government personnel travel expenses includes identification of the appropriate cost pools/objects (e.g., projects).
2.7	The agency does not have any special authorities specifically stating that payments may be made to a non-Federal foreign entity; therefore, any advance payment funds not used to cover reimbursable work obligations or outlays must be returned to the General Fund of the U.S. Government.

Federal Records Management

3.1	In accordance with National Archives General Records Schedules (GRS) and other Federal records management standards, the types of digital objects received or created during FFM events (Business Use Case Inputs or Outputs) that are considered FFM Federal records (ERM.010.010, ERM.010.020) are specified with a superscript (FR). FFM Federal records are managed as temporary Federal records unless they stand out as having permanent value because of high dollar value, media attention, historical value, research value, or other extenuating circumstances.
3.2	For each type of FFM Federal record, a retention period is established (ERM.010.030) and, if special circumstances occur such as an order, law, or business justification, a temporary Federal records retention period is changed (ERM.030.040) or a permanent Federal record retention period is extended (ERM.040.040).
3.3	During the retention period of an FFM Federal record: appropriate access levels are maintained (ERM.020.010); associated metadata (e.g., record identifier, creator, creation date, security classification, access rights) and an audit trail of changes to Federal record content, metadata, and access level are maintained (ERM.020.020); if a litigation hold is placed, the Federal record is locked down until the litigation hold is lifted to ensure no changes can be made (ERM.020.030); if needed to satisfy a Freedom of Information Act, Congressional, or e-discovery request, the Federal record is made available (ERM.020.040); and if needed because of technology obsolescence, the Federal record is migrated to another repository to serve out its retention period (ERM.020.050).
3.4	Once an FFM Federal record has met its records retention period, it is disposed (ERM.030.010, ERM.030.020, ERM.030.030) or transferred to NARA (ERM.040.010, ERM.040.020, ERM.040.030).

FFMSR ID Reference(s): 1.1.2; 1.1.4; 1.1.5; 2.2.1; 2.2.2; 2.2.4; 2.2.5

Initiating Event: The reimbursable work agreement and order for technical assistance services is established with a foreign government agency.

Budget Formulation-to-Execution → Acquire-to-Dispose → Request-to-Procure → Procure-to-Pay → Bill-to-Collect → Record-to-Report → **Agree-to-Reimburse** → Apply-to-Perform → Hire-to-Retire → Book-to-Reimburse → Apply-to-Repay

Use Case 070.FFM.L3.02 Reimbursable Services for a Non-Federal Government Entity

	Typical Flow of Events			
	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**
1		a. Request non-federal payer be established b. Request reimbursable services project be established c. Request generation of billing invoice for advance payment of personnel payroll and travel costs (Program Mission Activity)	• Reimbursable work agreement and order information including non-federal entity information and estimated personnel payroll and travel cost information	• Request to establish a project • Request to establish a non-federal payer • Request to bill for advance payment
2	a. Establish cost pools/objects (e.g., project) to accumulate costs and set spend limits (FFM.080.010 Cost Management Set-up and Maintenance) b. Establish non-federal payer information (FFM.060.010 Payer Set-up and Maintenance) c. Generate billing invoice and record receivable for advance payment of personnel payroll and travel costs (FFM.060.020 Public Receivable Setup and Billing Invoicing)		• Request to establish a project $^{(FR)}$ • Request to establish a non-federal payer $^{(FR)}$ • Request to bill for advance payment $^{(FR)}$	• Cost pool/object (e.g., project) information • Updated non-federal payer information • Reimbursable services billing invoice $^{(FR)}$ • Appropriate receivable GL entries created with reference to source information

Use Case 070.FFM.L3.02 Reimbursable Services for a Non-Federal Government Entity

	Typical Flow of Events			
	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**
3	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated [(FR)]
4	a. Receive and process advance payment and record collection deposit (FFM.060.030 Public Receipt Processing) b. Record advance payment liability (FFM.090.030 Accrual and Liability Processing) c. Record unearned revenue (FFM.040.010 Revenue Processing) d. Record close out of receivable (FFM.060.050 Public Receivable Monitoring and Maintenance)		• Reimbursable services billing invoice • Reimbursable services advance payment [(FR)]	• Appropriate collection deposit GL entries created with reference to source information • Appropriate advance payment liability GL entries created with reference to source information • Appropriate unearned revenue GL entries created with reference to source information • Appropriate receivable closeout GL entries created with reference to source information
5	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated [(FR)]

Budget Formulation-to-Execution → Acquire-to-Dispose → Request-to-Procure → Procure-to-Pay → Bill-to-Collect → Record-to-Report → **Agree-to-Reimburse** → Apply-to-Perform → Hire-to-Retire → Book-to-Reimburse → Apply-to-Repay

Use Case 070.FFM.L3.02 Reimbursable Services for a Non-Federal Government Entity

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
6		a. Provide initial technical assistance services b. Capture personnel time associated with the services provided c. Capture personnel travel expenses associated with services provided (Program Mission Activity)	• Reimbursable work agreement and order information • Cost pool/object (e.g., project) information	• Government personnel payroll and travel expense information
7	a. Accumulate personnel payroll and travel costs (FFM.080.020 Cost Accumulation and Allocation) b. Determine and record earned revenue for initial services provided (FFM.040.010 Revenue Processing) c. Partially liquidate advance payment liability for initial services provided (FFM.090.030 Accrual and Liability Processing)		• Cost pool/object (e.g., project) information • Government personnel payroll and travel expense information [FR]	• Accumulated service cost information • Appropriate earned revenue GL entries created with reference to source information • Appropriate advance payment liability liquidation GL entries created with reference to source information

Budget Formulation-to-Execution → Acquire-to-Dispose → Request-to-Procure → Procure-to-Pay → Bill-to-Collect → Record-to-Report → **Agree-to-Reimburse** → Apply-to-Perform → Hire-to-Retire → Book-to-Reimburse → Apply-to-Repay

Use Case 070.FFM.L3.02 Reimbursable Services for a Non-Federal Government Entity

Typical Flow of Events					
	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**	
8		a. Receive notification that additional technical assistance services are not needed b. Request project closeout (Program Mission Activity)	• Notification additional technical assistance services are not needed	• Request to close project	
9	a. Analyze costs of services provided (FFM.080.030 Cost Reporting) b. Determine excess advance payment and execute and record intragovernmental funds transfer payment to General Fund of the U.S. Government (FFM.030.030 Payment Processing – Intragovernmental Payments) c. Liquidate remaining balance of advance payment liability (FFM.090.030 Accrual and Liability Processing) d. Close out cost pools/objects (e.g., project) (FFM.080.010 Cost Management Set-up and Maintenance)		• Request to close project (FR) • Cost pool/object (e.g., project) information • Accumulated service cost information	• Service cost analysis information • Intragovernmental funds transfer payment information • Appropriate intragovernmental funds transfer payment GL entries created with reference to source information • Appropriate advance payment liability liquidation GL entries created with reference to source information • Closed cost pool/object (e.g., project) information	

Use Case 070.FFM.L3.02 Reimbursable Services for a Non-Federal Government Entity

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
10	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated (FR)

Budget Formulation-to-Execution → Acquire-to-Dispose → Request-to-Procure → Procure-to-Pay → Bill-to-Collect → Record-to-Report → **Agree-to-Reimburse** → Apply-to-Perform → Hire-to-Retire → Book-to-Reimburse → Apply-to-Repay

Appendix A: FFM Business Use Case Library Documents

Library Document Content	Business Use Case Document Name
FFM Business Use Case Library	FFM Business Use Case Library Overview
010 Budget Formulation-to-Execution	FFM Use Cases 010 Budget Formulation-to-Execution
020 Acquire-to-Dispose	FFM Use Cases 020 Acquire-to-Dispose
030 Request-to-Procure	FFM Use Cases 030 Request-to-Procure
040 Procure-to-Pay	FFM Use Cases 040 Procure-to-Pay
050 Bill-to-Collect	FFM Use Cases 050 Bill-to-Collect
060 Record-to-Report	FFM Use Cases 060 Record-to-Report
070 Agree-to-Reimburse	FFM Use Cases 070 Agree-to-Reimburse
080 Apply-to-Perform	FFM Use Cases 080 Apply-to-Perform
090 Hire-to-Retire	FFM Use Cases 090 Hire-to-Retire
100 Book-to-Reimburse	FFM Use Cases 100 Book-to-Reimburse
110 Apply-to-Repay	FFM Use Cases 110 Apply-to-Repay