



DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE
P. O. BOX 8676
PHILADELPHIA, PA 19101-8676

To All Federal Agencies for
Which Financial Services Are
Provided By The Philadelphia
Financial Center (PFC)

Management Letter No. 04-01
May 28, 2004


One of the Financial Management Services' strategic goals is to produce accurate, accessible, and timely government-wide financial information and reports that improve the quality of the Nation's financial decision making. In line with that goal, the Philadelphia Financial Center (PFC) has been pursuing the use of web-based technology to eliminate the paper cancellation listings it mails to its agency customers on a daily basis. These listings contain information on agency payments that have been returned and/or cancelled. Agencies utilize this information to update payments files and to properly report financial activity. As a result, timely receipt of this information improves the overall reporting of the Government's financial condition.

PFC has partnered with Pay.Gov, the Financial Management Service's Internet Portal and Transaction engine, to post cancellation listings on the Internet. While it currently takes seven (7) days to process and deliver paper cancellation listings through the mail, listings transmitted to Pay.Gov will be available to agencies the next business day. This will have a positive effect on agency cash management and reporting, as well as provide the agency with ample time to make any necessary changes to its payment files in order to prevent future returns. In fact, use of Pay.Gov will allow Federal program agencies fast, easy, secure access to cancellation data that will facilitate a more timely month end closing, reconciliation and reporting.

Pay.Gov will provide agencies with a "user-friendly" interface to their cancellation listings. Upon receipt and posting of cancellation listings to Pay.Gov, agencies will receive an email notifying them that their cancellation listings are available, as well as a hyperlink that automatically transfers them to a Pay.Gov log-on screen. Agency users will be prompted to provide a username and password to obtain access to the listings they are authorized to view. For their convenience, agencies will be able to view these listings in a web format (HTML), print the listings in an Adobe PDF format, or have the option of downloading the data into either a PDF or Microsoft Excel format.

PFC has recently completed a successful pilot with two of its customer agencies, as well as an in-depth User Acceptance Test (UAT). The agency pilots and concurrent UAT were designed to ensure the application is working properly and to identify any necessary enhancements based on the pilot agencies' feedback. Based upon the success of the pilot and the UAT, PFC is prepared to share this web-based application with the remainder of its agency customers. We encourage our customers to enroll in this application as soon as possible. We believe that you will recognize efficiencies and cost savings immediately. If your agency wishes to use Pay.gov to access its cancellation documents, please contact Matt Helfrich at (215) 516-8020 or email Matthew.Helfrich@fms.treas.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Colarusso". The signature is written in a cursive style with a large initial "M".

MICHAEL COLARUSSO
REGIONAL DIRECTOR
PHILADELPHIA FINANCIAL CENTER