



Pay.gov 3.1

Release Notice

Version 1.2
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Financial Management Service



Revision History

Version	Date	Author / Company	Description
1.0.	18 th Jan 2005	Brian Asquith - FRBC	Initial Release
1.1	1 st Feb 2005	Bob Walsh - FRBC	XML/ASCII Correction / Clarification
1.2	15 th Feb 2005	Brian Asquith - FRBC	Sec 7. Password Expiration – the expiration time remains unchanged from previous releases: 90 days.

General Notes



Pay.govsm is a registered Service Marked item of the United States Treasury

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1. Scope of this Document

This document is designed to be an introduction to the new features of Pay.gov v3.1.

Specifically, it is addressed to individuals who desire an overview of the features contained in this release, without the level of detail that may be found in other administration, operational, and developer level documents.

2. Referenced Documents

The following documents are either referenced in this notice or provide supplemental information, please contact your FMS representative to obtain them.

Pay.gov 3.1 Overview Guide

Agency Configuration Template (ACT)

Agency Guide to the Collections Service

Agency Guide to the Forms Service

Agency Guide to the Reporting Service

Agency Guide to the Billing and Notification Service

Agency Guide to the Verification Service

Agency Guide to Access Control

Open Collections Interface (OCI) Reference Guide

Pay.gov 3.1 User's Guide

3. Overview of Pay.gov 3.1

The US Treasury, Financial Management Service, is excited to announce the new features that will be delivered with Pay.gov v3.1.

Pay.gov is a collection portal that offers five major services:

Collection Service – Collects and processes agency transactions. Pay.gov offers many ways to initiate a collection including a collection originating from an agency webpage, a collection originating from a form hosted on Pay.gov, a collection in response to a bill notifying the user of payment required.

Form Service – Hosts agency forms. The forms can be configured to mirror (to the extent practical) their paper counterparts, including OMB and agency control numbers, Paperwork Reduction Act and Privacy Act notices, and instructions. Forms can be used either to gather information for administration purposes such as production reporting or they can be used to initiate an associated collection.

Billing/Notification Service – Allows agencies to send out notifications of payment due to the agency. If the bill has an associated payment, a link is included directing the user to the Pay.gov Billing page where the information can be reviewed and, if applicable, payment made.

Reporting Service – Provides an extensive range of reports, allowing for transaction reconciliation with reports from other financial applications such as CASHLINK or settlement agents. The reporting service delivers transaction details via two mechanisms - Online reports and Activity Files.

Verification Service – Enables agencies to authenticate potential customers of their site without previous registration. The customer provides key pieces of information, the VS references government and commercial databases to confirm the customer.

The following presents an introduction to the enhancements in the release for the Collections, Forms, and Reporting Services plus other amendments.

4. Collection Service

4.1. *Single Non-Interactive OCI Payment will be Processed in Real Time*

Currently the Open Collections Interface (OCI) does not offer real time processing of single OCI Non-Interactive transactions. OCI Non-Interactive transactions are where the user completes all transaction processing on the agency website and the transaction details are forwarded from the agency to Pay.gov, either singly or as a batch, later in the day. There was no scheduling or prioritising of processing - a user may have logged off the agency website before the transaction had been processed with no immediate payment '*accepted*'/'*failed*' response back to the user. Any problems with the transaction would not be immediately captured. With Pay.gov v3.1 the OCI has been enhanced whereby single OCI Non-Interactive payments are given processing priority allowing the transactions details to be passed back to the user/agency while the user is still on the site.

4.2. *Level III Data Forwarded for Mellon Bank Credit Card Transactions*

Pay.gov currently forwards Level III transaction data for credit cards where Bank of America is the settlement provider. Pay.gov v3.1 extends this service to Mellon Bank credit card transactions. Level III data is purchase order line item detail which may include the following information: *unit of issue, order quantity, item descriptor, item quantity, unit of measure, shipping information, and unit cost.*

4.3. *Manage a number of ACH and Credit Card accounts*

Enrolled Users can have one or more bank accounts and credit cards in their User Profile. A primary account can be selected for both, this information may be used to pre-populate collections screens.

4.4. *Entries for up to Twelve Custom Collections Fields*

Pay.gov v3.1 allows for up to twelve configurable Custom Collections fields. These fields can be used by the agency to gather data from a user such as a particular piece of information that may pertain to that collection only i.e. a voucher number. The agency can configure the name of the field to their choosing. These fields can be captured from the following:

- Entered by the user on the Collections Screen.
- Information entered on a form initiating a collection can be captured and passed to the collections screen.
- Entered by the Collections Operator (COO) on the Collections Control Panel screens.
- From the OCI Interactive collection screens where the data is collected from the collection screen hosted by the agency and passed over to Pay.gov.

They are available to the agency via:

- The online ACH Debit Transaction and Credit Card Transaction reports, the custom fields can be used to search for a particular transaction.
- As part of the ACH and Credit Card Activity Files, if data has been supplied.

The twelve fields are defined during the setup of the agency application. Up to 255 variables/characters can be collected in each field.

4.5. 'Transaction URL' configured at an application level, allowing for multiple agency application transaction mechanisms

Currently the 'Transaction URL' is set at an agency level, this limits the agency to one transaction mechanism per agency regardless of the number of applications associated with it. The 'Transaction URL' is used by Pay.gov to contact the agency's server to pick up the parameters (or XML payload) for a collection request. Pay.gov v3.1 has been modified so that the 'Transaction URL' is configured at an application level, this enables OCI collections to be performed for more than one agency application.

5. Forms

5.1. Forms uploaded by the agency to Pay.gov can be saved prior to submittal

Currently any forms uploaded by a user are automatically submitted for processing. Pay.gov v3.1 provides the ability for the form to be uploaded to the 'Saved' state. This allows the form to be edited within Pay.gov prior to submittal.

5.2. 'Server to Server' Uploading of Forms

Functionality has been provided to allow a user to perform "server to server" uploads of one or more forms. The data must be in XML format and a supported SSL (Secure Socket Layering) server certificate installed and presented to Pay.gov whenever an upload is performed. If the forms have an associated collection the user must access the form in Pay.gov and complete the transaction using the collections pages; the uploaded form(s) will be in their 'Saved' lists, ready for processing. If there is no associated collection the form will automatically be forwarded for processing and viewable in the 'Submitted' forms list. There is no requirement for the user to access Pay.gov to process a no-collection form, however, if required the agency can flag their forms so that all forms are stored in the 'Saved' state requiring the user to access Pay.gov and manually submit the forms. All form data and any associated collection data is forwarded from Pay.gov to the agency via the standard mechanisms.

6. Reports

6.1. Credit Card Expiration Date is added to the Credit Card Activity File

The 'Credit Card Expiration Date', collected on the Collections screen, has been added to the items detailed in the Credit Card Activity File to be imported into the Agency's database.

6.2. Transaction Date displayed on the Credit Card and ACH Debit Transaction search and detail screens.

The Credit Card and ACH Debit Transaction screens have been modified: 'Date' (on the Credit Card screen) and 'Authorization Date' (on the ACH Debit screen) have both been changed to 'Transaction Date'. In both cases this date is the date when the collection was initiated. The 'Transaction Date' has also been added to the ACH Debit Transaction Search Query and Results screens (Note: the *Collection Mechanism* field is no longer reported).

6.3. Level II and Level III data included in Credit Card Activity File

The Level II and Level III transaction data for credit cards have been added to the Credit Card Activity File. The data elements will only be included if data has been supplied as part of the transaction.

6.4. Forms Search Query accesses associated transaction

For improved transaction reconciliation the Forms Search Results screen has been enhanced. The user can access the details of any transaction that may have initiated from the form by clicking on the 'Collection Status' hyperlink.

6.5. Modifications to the Billing Activity File

To maintain consistency across the application, on the Billing Activity File the "bill_id" XML element has been renamed the "bill_number".

6.6. The Download/Print interface for all online reports has been modified

To accommodate an upgrade to the Pay.gov reporting software, this interface has been modified.

6.7. ACH Debit Transaction Reports searchable by Date and Time

ACH Debit Transaction Reports are searchable by Date and Time. The 'Authorization Date' for ACH Debit Transactions was previously stored as Date only, the field now contains Date/Time.

7. Other

7.1. Improved checking of zip and post codes for US and Canadian customers

The zip and post codes entered in a User's Profile are checked for correct formatting: US Zip codes are to be 5 or 9 digits, Post Codes for Canadian customers are to be 6 alphanumeric characters long.

7.2. Improved Handling of Foreign Addresses

Both Self- and Agency Enrolled users can save a foreign address in their User Profile.

7.3. Passwords

Apart from Self-enrolled users, passwords will expire after 31 days. If the expiration time has been exceeded users will be forced to reset their password before being able to continue. Note: password expiration does not affect Machine ID passwords embedded in code developed on the agency side.

NOTE: The password expiration time remains unchanged at 90 days – section 7.3 no longer applies.

7.4. Online Help and Navigation

The help text, messaging and hyperlinks have been enhanced including:

- Improved instructions on actions to follow after the user changes their password.
- Additional links added to screens for improved navigation i.e. on the "Form Reassignment", "Form Reassignment Success" and the "Error: Form Resubmission Detected" pages, links have been added to allow the user to navigate back to the Forms page.

8. Defect Corrections in Pay.gov 3.1

The following issues identified in the current release of Pay.gov have been corrected in v3.1:

Reports are truncated during printing – depending upon the display settings on the user’s monitor they may have to use the scroll bars to view all the columns and data on the online reports page. When the report was printed only the area that was currently being viewed on the user’s screen was printed out. The reports pages have been resized to minimize this problem.

The ‘Billing Account Number’ field on the Billing Search Query Report displays the BAN ID not the BAN –The ‘*Billing Account Number*’ (*BAN*) is generated by the agency and is used to identify their bills. The ‘*BAN ID*’ is assigned by Pay.gov and is used internally by the system to track individual bills system wide for all agencies. ‘*BAN ID*’s are unique identifiers used in anticipation of two or more agencies using the same ‘*BAN*’. The ‘*BAN ID*’ is of limited use for an agency, for improved bill tracking they need to see the ‘*BAN*’.

Agency Memo data not being reported - The Agency Memo field enables an agency application to collect agency-specific data during a transaction. This field was not being displayed on the online reports or reported in the activity files. The field data, if supplied as part of the transaction, is now reported in the following online reports and activity files:

- ACH Debit Transaction Search Query, Results, and Detail
- Credit Card Transaction Search Query, Results, and Detail
- ACH Activity File
- Credit Card Activity File

Exception Search Query results not sorted – the exception details are now displayed in descending chronological order.

ACH Debit Transaction Search Report “Collection Status” displaying the wrong status for recurring payment – for recurring payments the “Collection Status” was being incorrectly displayed as ‘*Received*’ on the ACH Debit Transaction Search report when it should be ‘*Settled*’. The correct status is now shown.

ACH Authorization Date field is only a Date not a Date/Time – The ‘*Authorization Date*’ for ACH Debit Transactions was stored as Date only, not Date/Time. Any ACH Debit transaction reports and activity files only reported the Date. The field now contains Date/Time. This error did not occur with Credit Card Transaction reports.

Totals requested in Debit Voucher Number section of CASHLINK report - To assist with payment reconciliation the CA\$HLINK report will display the ‘*Total Number of Transactions*’ and ‘*Transaction Total*’ for all of the Debit Voucher Numbers (DVN’s) for the agency.

CCActivityFile has an invalid <DOCTYPE> declaration – Including the <DOCTYPE> declaration in the CCActivityFile XML was causing it to fail during parsing tests. The <DOCTYPE> declaration is used to reference a Document Type Definition (DTD), however for HTML an XML Schema Definition (XSD) is now standard making the DOCTYPE declaration redundant. The <DOCTYPE> declaration has been removed from the CCActivityFile.

Interactive OCI pages field editing needed – currently no field stringlength check was being performed for values entered on OCI Interactive screens, users were able to enter zip codes of 10 digits or more, and security codes longer than 4 digits. Stringlength checking of the entered data is now performed.

OCI Protocol Version field size consistency – during setup of an OCI application the OCI version to be used has to be identified. Currently the field was reduced to 1 decimal place but previous versions used 2. When a value of 3.00 is entered, instead of 3.0 functionality being provided, the user got 2.20 instead. The OCI coding has been corrected to allow for both 1 and 2 decimal place version numbers.

Entry of Level III data in the CCP should not be in XML format – currently data had to be entered in XML format. This has been corrected with standard ASCII text being accepted.

NOTE (Feb 1, 2005): This defect has not been fully corrected in release 3.1. Please continue to enter Level III data as XML in the Collections Control Panel. Important to note- If Level III data is not entered as XML, that specific transaction will not settle. We expect this issue to be addressed in a future release of Pay.gov.

Standalone Force Transaction in CCP must grey out security ID box – in v3.1 if the ‘*Security ID*’ checkbox is deselected during a Standalone Force transaction, initiated on the Collections Control Panel (CCP), the ‘*Security ID*’ data field is grayed out to prevent data being entered.

No navigation backwards after submitting a form – after a form was submitted it was possible to “return” to the form and attempt a re-submittal. This “return” is no longer possible.

Duplicate form resubmission allowed by using the back button – duplicate form submission was possible by using the “Back” button to navigate through prior screens and re-submit the form. Checking is now in place to prevent the use of the back button.

A form configured to be non-reassignable can still be reassigned after it is saved – if the user saved a form that had been configured to be non-reassignable, upon reopening the user was able to reassign it. This has been corrected in v3.1, if a form is configured to be non-reassignable it will retain that configuration.