



Version 3.7
Release Notice

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Financial Management Service



Revision History

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1 Scope of this Document

This document is designed to be an introduction to the new features of Pay.gov 3.7.

Specifically, it is addressed to individuals who desire an overview of the new 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 or download them from the Pay.gov eRoom.

Pay.gov 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 Access Control
Open Collections Interface (OCI) Reference Guide
Pay.gov User's Guide

3 Overview of Pay.gov

The US Treasury Financial Management Service is pleased to announce the new features that will be delivered with Pay.gov 3.7.

Pay.gov is a collection portal that offers four 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, or 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.

Billing/Notification Service – Allows agencies to send out notifications of payment due to the agency. A link is included directing the user to the Pay.gov Billing page where the information can be reviewed and the payment made.

Reporting Service – Provides an extensive range of reports, allowing for transaction reconciliation with reports from other financial applications such as CA\$HLINK or Plastic Card settlement agents. The reporting service delivers transaction details via two mechanisms: online reports and activity files.

The following presents an introduction to the enhancements in Release 3.7 for the Reporting and Forms Services and Access Control.

4 Reports

4.1 Cashlink Summary Report available at 7 AM EST.

The Pay.gov CA\$HLINK report shows the ACH Debit collections by agency application for a particular day. Currently this report is available for download from 10:00AM EST for the previous day's activity. With Pay.gov 3.7 the report will be available at 7:00 AM EST, allowing agencies to access it at the same time that Cashlink itself opens.

4.2 Forms Search Query Report

A transaction number generated by Pay.gov, and for internal use only, is displayed on the Forms Search Query and Report screens. With the release of Pay.gov 3.7 this number has been removed from both of the screens.

5 Forms

Two new features, Allow File Attachment for Hosted Private Forms and Support Company Profile, are currently being developed and undergoing beta-testing with specific agencies. As testing progresses and feedback is received, a decision will be made on when to offer the new features to all agencies using the Pay.gov Forms Service.

5.1 Hosted Forms and File Attachments

Pay.gov can host agency's forms as web pages. Agency customers that complete a Hosted Private Form can now attach a .txt or .csv file when submitting the form. This allows for a number of payments to be combined and submitted concurrently.

For example: An agency with a Pay.gov hosted private form allows a user to submit a single payment for 200 permits. Rather than completing 200 forms or entering information for 200 payments, the user completes and submits a single form and attaches a separate file listing the permit information. The user then completes the payment information and submits a single payment via the collection page. Note that agencies will have to have previously arranged this process with their private form users.

- The attachment must have a file size less than or equal to 2Mb. The agency can set a lower file size maximum, for example 1Mb, but no file size greater than 2Mb will be accepted.
- The filename can be up to 128 characters long plus a 4 character extension (.txt or .csv).
- The attached file can contain a range of ASCII characters but not all are supported. The allowable characters will be detailed in the Agency Guide to Hosted Forms and File Attachments.

The submitted attachments can be viewed via the Submitted Forms search query, as well as via two new activity files: the *Form Attachment by Submission Date Activity File* and the *Form Attachment Activity File*. These are new types of activity file provided by Pay.gov. Their function is similar to activity files used elsewhere in Pay.gov but they are in the form of a compressed (.zip) file, containing the file attachments, and can be opened using tools such as WinZIP.

The *Form Attachment by Submission Date Activity File* is used to search for Form Attachment files based upon the date when the payment was submitted. The activity file is available for download after 10:00 AM on the day after the file attachments were submitted.

The Form Attachment Activity File is used to search for Form Attachment files based upon when the payment settles. This activity file is available for download after 10:00 AM on the day that the payment settled.

The Report Office Analyst (ROA) and the Machine General Accounts (MGA) roles are required to download either of these activity files.

5.2 Company Profile

Pay.gov already allows the pre-population of forms using information provided in a customer's Pay.gov User Profile. This feature is being expanded to incorporate a user's company profile information. Company profiles can be created for all the companies associated with that agency. Agency customers/users are then assigned to the company profile(s) that pertain to them. During completion of a form the user's company profile data is retrieved and the various fields on the form are prepopulated with the appropriate pre-assigned values.

The data stored in a Company Profile includes the standard fields of Company ID, Company Name, Address, etc. along with up to ten (10) customizable fields. For example, an agency may have a number of companies associated with it, with each company paying a different rate for shipping based upon their location. One of the customizable fields is defined uniquely as "Shipping Rate." Company Profiles are then created for all the companies associated with that agency, with their own shipping rate entered in the field. During completion of the form the "Shipping Rate" for the user's company prepopulates the "Shipping Rate" field on the form.

More than one user can be assigned to a Company Profile, and more than one Company can be assigned to a user – one to many, many to one.

6 Access Control

6.1 Machine General Accounts

The Machine General Accounts (MGA) role has been expanded. The role is required to download the new activity files used as part of the file attachment process for hosted private forms (see section 5.1).

6.2 Company Profile Administrator

A new role, Company Profile Administrator (CPA), has been created to allow agency staff to create and administer the Company Profile feature (see section 5.2).

7 Defects Corrected in Pay.gov 3.7

7.1 DST – Forms listing pages have incorrect time.

The U.S. Energy Policy Act of 2005 extended Daylight Saving Time (DST) in the U.S. by approximately four weeks. This "extended DST period" was brought into effect in March 2007. The Date and Time displayed on the Reassigned/Saved/Submitted Forms listing pages were not being correctly displayed in accordance with the "extended DST period." This has been corrected.

7.2 Email sent for a reassigned form directs user to incorrect form listing page

A user can reassign a form to another user, open a saved, submitted, or reassigned form instance, and reassign it to another user. During reassignment an email is sent to the recipient notifying them of the reassignment. Currently the email message incorrectly states that the form can be found in their Saved Forms List. The message has been corrected in Pay.gov 3.7 to read “This form can be found in your Reassigned Forms list at Pay.gov.”

7.3 The [x] close window icon not closing Reports window.

The online reports are displayed in a secondary window. The [x] Close Window icon when clicked did not always close the Reports window correctly. This has been corrected in Pay.gov 3.7.