



## **Version 4.7 Release Notice**

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August 3, 2010

*Financial Management Service*





## Introduction

This document introduces the new features of Pay.gov release 4.7. It is intended for individuals who desire an overview of the new features contained in this release, without the level of detail that may be found in other administrative, operational, or technical documents.

Pay.gov 4.7 will be available for agencies to test in the agency testing environment (<https://qa.pay.gov/>) on August 16, 2010. We strongly encourage all agencies, particularly those using online reports and activity files, to test their applications and ensure that the changes introduced as part of this release do not adversely affect processing.

The Pay.gov 4.7 release will be deployed into the production environment on September 19, 2010 between 2:00 A.M. and 6:00 A.M. Eastern Time; agencies will experience a service interruption during this period.

## Related Documents

The documents listed below 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 agency documentation Web site, located at <https://qa.pay.gov/agencydocs/>. The web site will be updated with the most current versions of the documents the week of August 16, 2010.

- *Pay.gov Overview Guide*
- *Pay.gov User Guide*
- *Agency Configuration Template (ACT)*
- *Agency Guide to the Collections Service*
- *Agency Guide to the Forms Service*
- *Agency Guide to Company Profiles*
- *Agency Guide to the Reporting Service*
- *Agency Guide to the Billing Service*
- *Agency Guide to Access Control*
- *Agency Guide to Payer Profiles*
- *Agency Guide to Trusted Collection Services (TCS)*
- *Open Collections Interface (OCI) Reference Guide*
- *Trusted Collection Services (TCS) Technical Reference Manual*

## Overview of Pay.gov

Pay.gov offers four major services:

1. The *Collection Service* collects and processes agency transactions, including collections originating from an agency web page, collections originating from a form hosted on Pay.gov, or collections in response to a bill notifying users of a required payment. Agencies may also use the collections control panel (CCP) to manually enter transactions in Pay.gov.

As part of the Collections Service, the *Trusted Collection Services* offer agencies a secure way to connect to Pay.gov, send non-interactive collections

transactions, and retrieve transaction data using 128-bit SSL encryption, certificate-based authentication, and web services. Please contact your FMS representative if you wish to be considered for participation in the beta test.

2. The *Forms Service* hosts agency forms, which can be configured to closely emulate their paper counterparts, including OMB and agency control numbers, Paperwork Reduction Act and Privacy Act notices, and instructions.
3. The *Billing Service* allows agencies to send payment due notifications by email, which include links directing users to the Pay.gov billing page, where the information can be reviewed and payment can be made.
4. The *Reporting Service* provides online reports and downloadable activity files which allow agencies to reconcile transactions with reports from other financial applications such as CA\$HLINK or plastic card settlement agents.

## Pay.gov 4.7 Enhancements and Changes

This section describes the major enhancements and changes included in the Pay.gov 4.7 release.

### Reporting Service

- WebFOCUS replaces Actuate as the Pay.gov reporting engine. While the reports themselves and the data being returned are the same as previous releases, the move to the WebFOCUS product necessitated a number of user interface changes. Appendix A contains an overview of these changes. We are planning to host a series of webinars for a live overview of the reporting service changes; a separate email with the webinar schedule and connection information will be forthcoming.
- The Pay.gov activity files have been rewritten using Java, replacing the previous Actuate-based activity files.

### Customer Service

Customer service is provided by the Federal Reserve Bank of Cleveland. Assistance with accessing the website, hosted forms processing, collections, and so on is provided for agency customers. Technical support is also available for problems such as balancing payments, database integrity, information security, and other issues relating to the smooth operation of the services provided to agencies.

### Contact Information

*Mailing address:* Federal Reserve Bank of Cleveland  
ATTN: eGov Customer Service (Pay.gov)  
1455 East Sixth Street  
Cleveland, OH 44114

*Phone:* (800) 624-1373 or (216) 579-2112

*Fax:* (216) 579-2813

*Email address:* [pay.gov.clev@clev.frb.org](mailto:pay.gov.clev@clev.frb.org)

# Appendix A Reporting Service Interface Changes

Pay.gov 4.7 will introduce a number of changes to the online report interface. This section will familiarize you with the major differences between the current production version of Pay.gov and the upcoming 4.7 release.

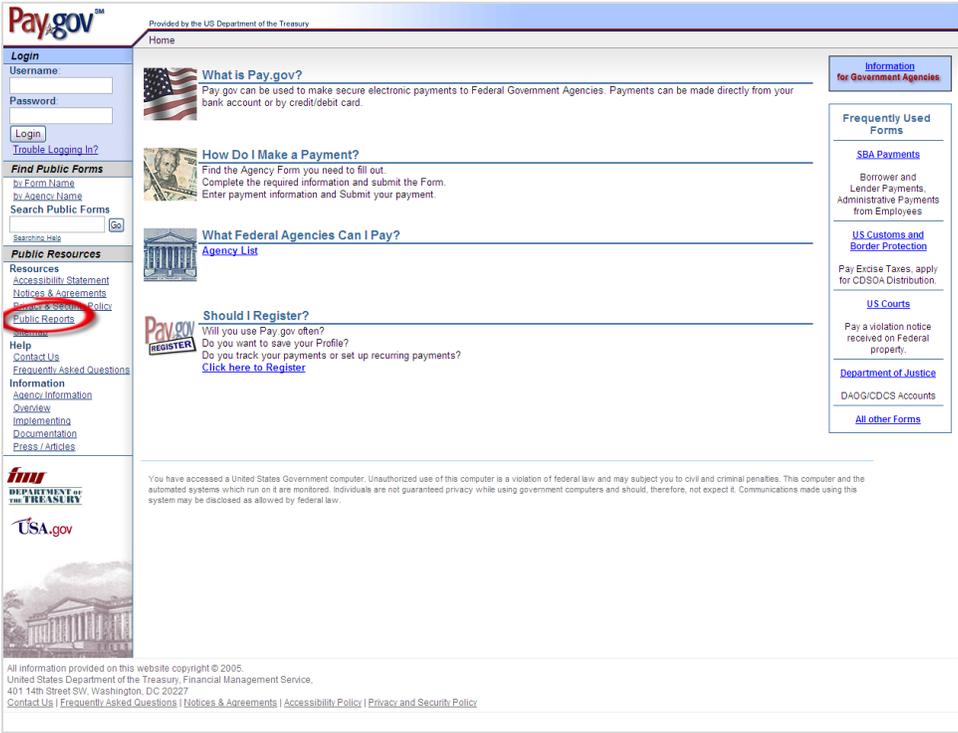
The Collections Search Results query will be used as the example throughout this section; other Pay.gov reports will have a similar appearance and will behave in a similar fashion.

More detailed information about reporting service changes will be published in the *User Guide* and the *Agency Guide to the Reporting Service*.

## Public Reports

In the current production version of Pay.gov, any user may access the public Pay.gov Collections Summary report by clicking on the *Public Reports* link, which is circled in red on the Pay.gov home screen (Figure 1). This report was also available to users with report access on the report list screen. The Pay.gov Collections Summary report will be discontinued in Pay.gov 4.7.

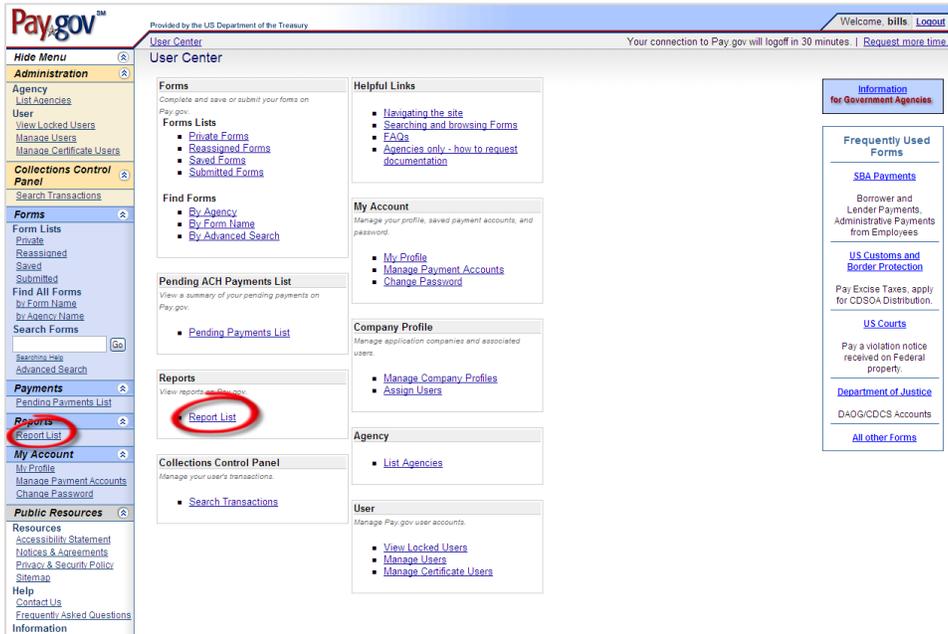
Figure 1: The Pay.gov home screen



## Accessing Reports

Currently, any user who is logged in to the application and who has the proper role assigned to their account may access the list of available reports by clicking on the *Report List* link on the Pay.gov home page (Figure 2).

Figure 2: Accessing Pay.gov reports



The *Report List* link will remain available to users with the appropriate role but will not be available to public users, self-enrolled users, or users who do not have a role which grants report access assigned to their account.

## Report List Screen Changes

Figure 3 on the next page shows the new report list screen.

Figure 3: The Pay.gov 4.7 Reports List screen

Pay.gov<sup>®</sup> Provided by the US Department of the Treasury

Welcome bills Logout

User Center Your connection to Pay.gov will logoff in 30 minutes | Request more time

**Report List**

Report Name	Actions
ACH Debit Transaction Search Query	Open Report
Activity File Download Query	Open Report
Adapter File Status Query	Open Report
Agency Summary Query	Open Report
Audit Log Search Query	Open Report
Billing Search Query	Open Report
Collections Balancing Summary Query	Open Report
Collections Search Query	Open Report
Company Profile Access Query	Open Report
Company Profile Application Level Scope Values Query	Open Report
Credit Card Transaction Search Query	Open Report
Deferred And Recurring Payments Query	Open Report
Enrolled Users By Application Query	Open Report
Exception Search Query	Open Report
Fifth Third Balancing Query	Open Report
Forms Search Query	Open Report
IS Agency Users Query	Open Report
IS String Search Query	Open Report
Notification of Change Search Query	Open Report
Operations RMT Query	Open Report
Payer Profile Audit Log Query	Open Report
Payer Profile Collections Search Query	Open Report
Payer Profile Search Query	Open Report
SBA Loan Number Query	Open Report

ACH Debit Ca\$HLink Report	Actions
Activity for 07/26/2010	Open Report
Activity for 07/25/2010	Open Report
Activity for 07/24/2010	Open Report
Activity for 07/23/2010	Open Report
Activity for 07/22/2010	Open Report
Activity for 07/21/2010	Open Report
Activity for 07/20/2010	Open Report
	90 Day History

Credit Card Daily Batch Report	Actions
Activity for 07/26/2010	Open Report
Activity for 07/25/2010	Open Report
Activity for 07/24/2010	Open Report
Activity for 07/23/2010	Open Report
Activity for 07/22/2010	Open Report
Activity for 07/21/2010	Open Report
Activity for 07/20/2010	Open Report
	90 Day History

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There are four changes to this screen in Pay.gov 4.7:

1. The navigation menu on the left side of the browser window will be displayed by default as shown above instead of collapsed by default.
2. The date column has been removed.
3. The “CA\$HLINK Summary” report has been renamed to “ACH Debit Ca\$hlink Report.”
4. The “Credit Card Daily Settlement Batch” report has been renamed to “Credit Card Daily Batch Report.”

**Note:** The report list you see may be slightly different than the list shown here based on your user account settings.

## Report Query Screen Changes

Figure 4 shows the current report query screen and Figure 5 shows the 4.7 report query screen; the list following Figure 5 describes these changes.

Figure 4: The current Pay.gov report query screen

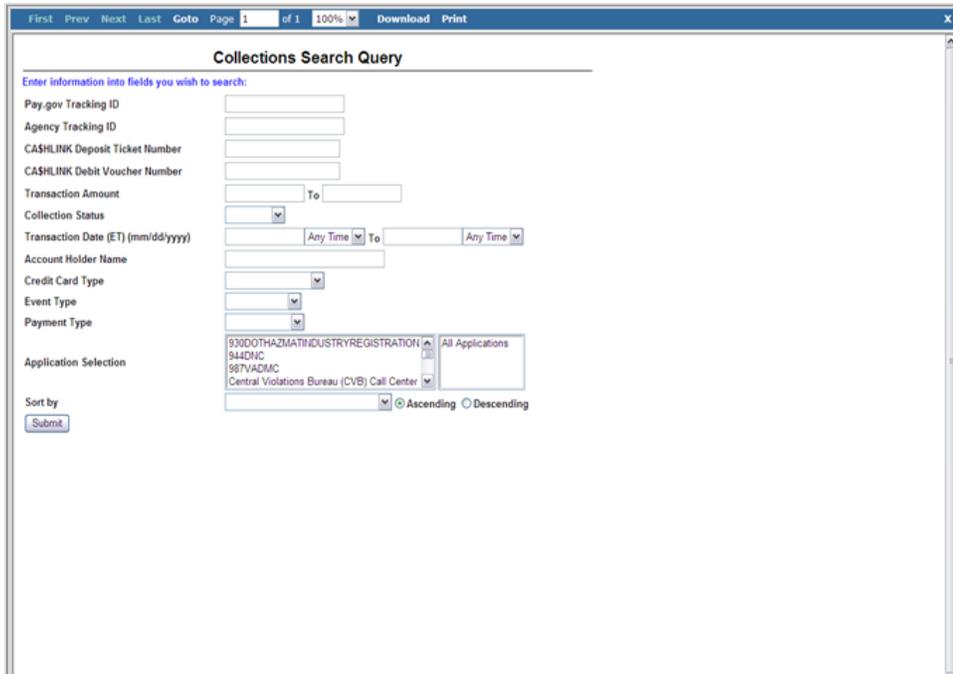
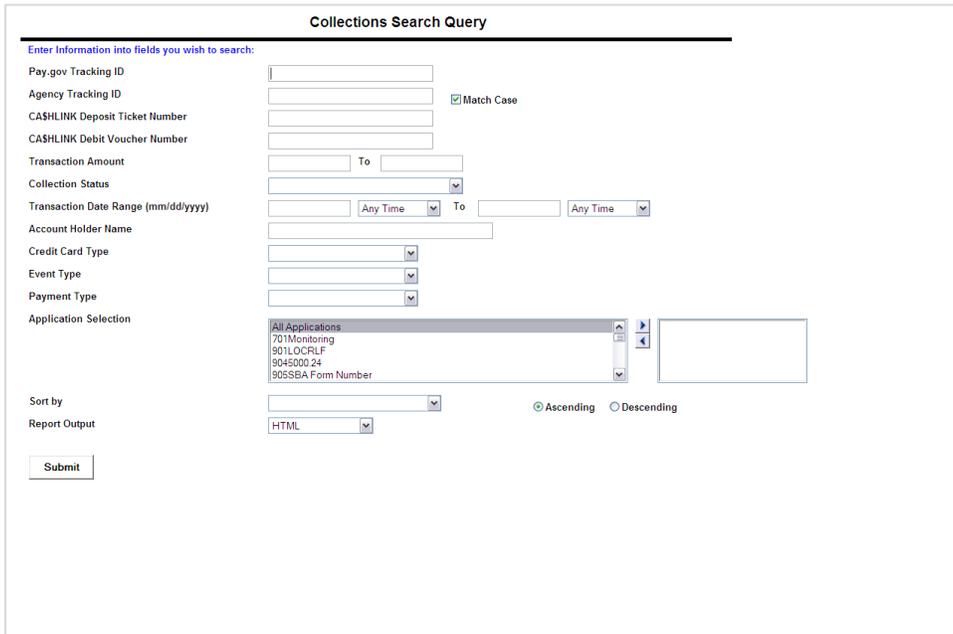


Figure 5: The Pay.gov 4.7 report query screen



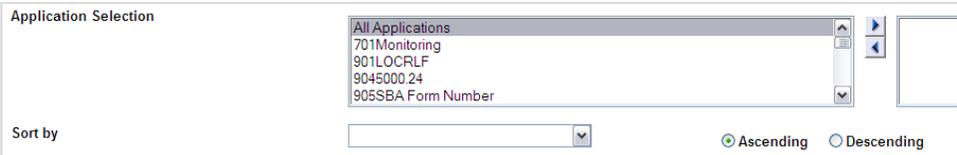
1. The toolbar is no longer available on the query screen.
2. Users must now specify the desired output format (Figure 6). HTML, PDF, and Excel formats are available. The default format for reports is HTML.

Figure 6: Selecting a report format



- 3. Arrow buttons are now used to add and remove applications from the query (Figure 7). The right arrow button adds an application to the query; the left arrow button removes an application from the query.

Figure 7: Selecting applications on a report



- 4. The tab order of the fields for navigating the query screen with the keyboard has changed: radio buttons are now at the end of the tab order and may be selected after all other fields.

### Report Results Screen Changes

Figure 8 shows the current report results screen and Figure 9 shows the 4.7 report results screen; the changes are described following Figure 9.

Figure 8: The current Pay.gov report results screen

 A screenshot of the "Collections Search Results" screen. The page title is "Collections Search Results" and the date/time is "03/29/2010 10:09 AM". The table has the following columns: Pay.gov Tracking ID, Agency Tracking ID, Account Holder Name, Transaction Date (ET), Transaction Amount, Effective Date, Payment Type, and Collection Status. The data is filtered for Agency: DOTRSPA and Application: 93800THAZMATINDUSTRYREGISTRATION. The table contains 28 rows of transaction data.
 

Pay.gov Tracking ID	Agency Tracking ID	Account Holder Name	Transaction Date (ET)	Transaction Amount	Effective Date	Payment Type	Collection Status
<a href="#">261V254P</a>	93090002154241	CASH URAN	3/1/2010 12:00 AM	\$1.13	03/03/2010	ACH Debit	Settled
<a href="#">261V254Q</a>	93090002154242	ZANE HOGE	3/1/2010 12:00 AM	\$5.33	03/01/2010	Credit Card	Success
<a href="#">261V254R</a>	93090002154243	ZANE HOGE	3/1/2010 12:00 AM	\$5.33	03/01/2010	Credit Card	Success
<a href="#">261V254S</a>	93090002154244	CASH URAN	3/1/2010 12:01 AM	\$1.13	03/03/2010	ACH Debit	Settled
<a href="#">261V254T</a>	93090002154245	CASH URAN	3/1/2010 12:01 AM	\$1.13	03/03/2010	ACH Debit	Settled
<a href="#">261V254U</a>	93090002154246	ZANE HOGE	3/1/2010 12:01 AM	\$5.33	03/01/2010	Credit Card	Success
<a href="#">261V254V</a>	93090002154247	ZANE HOGE	3/1/2010 12:01 AM	\$5.33	03/01/2010	Credit Card	Success
<a href="#">261V254W</a>	93090002154248	CASH URAN	3/1/2010 12:02 AM	\$1.13	03/03/2010	ACH Debit	Settled
<a href="#">261V254X</a>	93090002154249	CASH URAN	3/1/2010 12:02 AM	\$1.13	03/03/2010	ACH Debit	Settled
<a href="#">261V254Y</a>	93090002154250	ZANE HOGE	3/1/2010 12:02 AM	\$5.33	03/01/2010	Credit Card	Success
<a href="#">261V254Z</a>	93090002154251	ZANE HOGE	3/1/2010 12:03 AM	\$5.33	03/01/2010	Credit Card	Success
<a href="#">261V255A</a>	93090002154252	ZANE HOGE	3/1/2010 12:03 AM	\$5.33	03/01/2010	Credit Card	Success
<a href="#">261V255B</a>	93090002154253	CASH URAN	3/1/2010 12:03 AM	\$1.13	03/03/2010	ACH Debit	Settled
<a href="#">261V255C</a>	93090002154254	CASH URAN	3/1/2010 12:03 AM	\$1.13	03/03/2010	ACH Debit	Settled
<a href="#">261V255D</a>	93090002154255	ZANE HOGE	3/1/2010 12:04 AM	\$5.33	03/01/2010	Credit Card	Success
<a href="#">261V255E</a>	93090002154256	ZANE HOGE	3/1/2010 12:04 AM	\$5.33	03/01/2010	Credit Card	Success
<a href="#">261V255F</a>	93090002154257	CASH URAN	3/1/2010 12:04 AM	\$1.13	03/03/2010	ACH Debit	Settled
<a href="#">261V255G</a>	93090002154258	ZANE HOGE	3/1/2010 12:05 AM	\$5.33	03/01/2010	Credit Card	Success
<a href="#">261V255H</a>	93090002154259	CASH URAN	3/1/2010 12:05 AM	\$1.13	03/03/2010	ACH Debit	Settled
<a href="#">261V255I</a>	93090002154260	CASH URAN	3/1/2010 12:05 AM	\$1.13	03/03/2010	ACH Debit	Settled
<a href="#">261V255J</a>	93090002154261	ZANE HOGE	3/1/2010 12:05 AM	\$5.33	03/01/2010	Credit Card	Success
<a href="#">261V255K</a>	93090002154262	ZANE HOGE	3/1/2010 12:06 AM	\$5.33	03/01/2010	Credit Card	Success
<a href="#">261V255L</a>	93090002154263	CASH URAN	3/1/2010 12:06 AM	\$1.13	03/03/2010	ACH Debit	Settled
<a href="#">261V255M</a>	93090002154264	ZANE HOGE	3/1/2010 12:07 AM	\$5.33	03/01/2010	Credit Card	Success
<a href="#">261V255N</a>	93090002154266	CASH URAN	3/1/2010 12:07 AM	\$1.13	03/03/2010	ACH Debit	Settled
<a href="#">261V255O</a>	93090002154265	ZANE HOGE	3/1/2010 12:07 AM	\$5.33	03/01/2010	Credit Card	Success
<a href="#">261V255P</a>	93090002154267	CASH URAN	3/1/2010 12:07 AM	\$1.13	03/03/2010	ACH Debit	Settled
<a href="#">261V255Q</a>	93090002154268	ZANE HOGE	3/1/2010 12:07 AM	\$5.33	03/01/2010	Credit Card	Success
<a href="#">261V255R</a>	93090002154269	ZANE HOGE	3/1/2010 12:08 AM	\$5.33	03/01/2010	Credit Card	Success

Figure 9: The Pay.gov 4.7 report results screen

Collections Search Results							04/26/2010 02:01 PM ET
Pay.gov Tracking ID	Agency Tracking ID	Account Holder Name	Transaction Date (ET)	Transaction Amount	Effective Date	Payment Type	Collection Status
Agency: DHSCBP		Application: ACH Collections			ALC#2: 7005009701		
<a href="#">247303V</a>	10021004535600001	Jeanette Bel Air	2/10/2010 04:54 PM	\$344.23	02/12/2010	ACH Debit	Settled

1. The navigation toolbar is now located at the bottom of the browser window instead of the top and uses buttons rather than text links for navigation.
2. The browser “back” button is now used to return the user to the query screen.
3. If you did not specify a format for the report results on the query screen, the report displays in HTML format. If you wish to view the report as a PDF file or download the results as an Excel-compatible file, you must return to the query page, select the format you want, and run the report again.
4. Because of differences in the way the WebFOCUS reporting engine generates HTML and PDF files, the report pagination will not always be identical between the formats.
5. The report results will only load after the query has completely finished and all results in the set are available. Previously, Pay.gov would load the report by pages as the query ran, updating the page count in the toolbar as required.
6. Users may now search within the report results for a specific value using the search tools on the toolbar. When the search is complete, users will be taken to the first matching result, which will be underlined, and they may navigate to the next result using the arrow button next to the search tool.
7. Cached reports, which display predefined data and run at set times, and bills will display links (circled in red on Figure 10) to download the results as PDF or Excel-compatible files at the top of the first results page. The links are displayed in this fashion because there is no option to enter search criteria for these reports.

Figure 10: Selecting a format for a cached report



8. These links will also be displayed when you click the hyperlink to drill down to an individual transaction’s detail page.

**Report Toolbar**

This section describes the icons and buttons found on the report toolbar located at the bottom of the report results window and shown in Figure 11.

Figure 11: The report toolbar

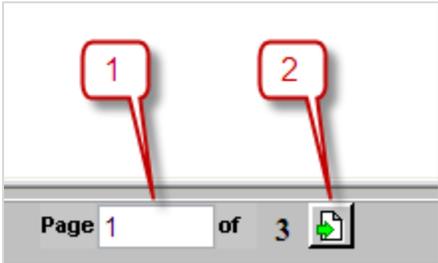


All buttons will display a tooltip with a brief description of the button’s function when the user hovers over the control with the mouse cursor.

**Page Number Controls**

The page number controls (Figure 12) may be found on the left side of the toolbar.

Figure 12: Detail of the page number controls on the report toolbar

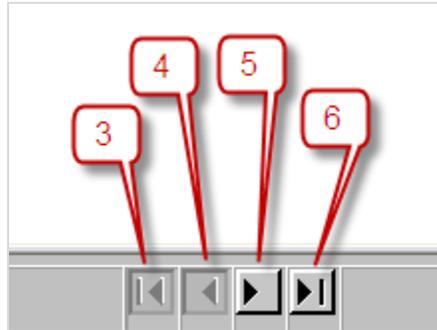


1. *Page number*: Users may directly enter the page number of the report page they wish to see in this field. The total number of pages in the report is shown to the right of the field.
2. *Go to Page*: Sends the user to the specified page.

### **Navigation Controls**

The report navigation controls (Figure 13) are located on the left-center portion of the toolbar; these buttons have no effect on single-page reports.

**Figure 13: Detail of report navigation controls**

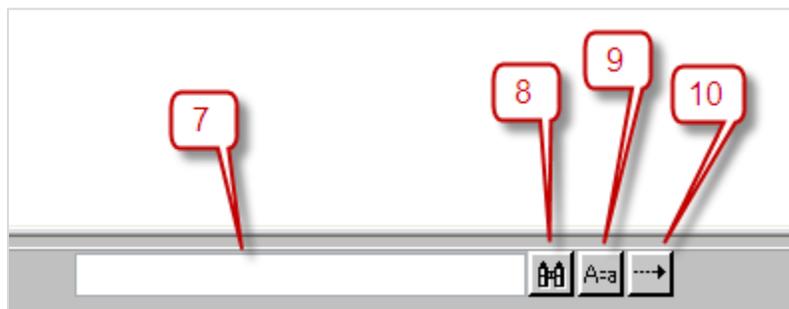


3. *First Page*: Moves the user to the first page.
4. *Previous Page*: Moves the user backwards by one page.
5. *Next Page*: Moves the user forwards by one page.
6. *Last Page*: Moves the user to the last page.

### **Search Controls**

The report search controls (Figure 14) may be found in the right-center portion of the toolbar.

**Figure 14: Detail of report search controls**



7. *Search*: Users may enter alphabetic or numeric characters that they wish to search for in this field.
8. *Binoculars*: Executes the query using the search information entered in field 8.
9. *A=a*: Disables case-sensitive searching when clicked; the search function is case-sensitive by default.
10. *Arrow*: Allows the user to search forwards (→) or backwards (←) within the report. The direction of the search changes when the button is clicked.