iFAMS integrated Financial and Acquisition Management System Service

FSC Financial Services Center

Correcting PFI Rejects Process Guide

VA | U.S. Department of Veterans Affairs

Document Control

Review: 01.28.2025

Date	Author	Version	Change Performed
01.28.2025	HN	1.0	Initial document creation

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Correcting PFI Rejects

PFI: This is a "CBA Card Expenditure" and is created to pay the card issuer of the CBA Travel Card when the card is used to purchase train tickets, airfare, and any associated fees.

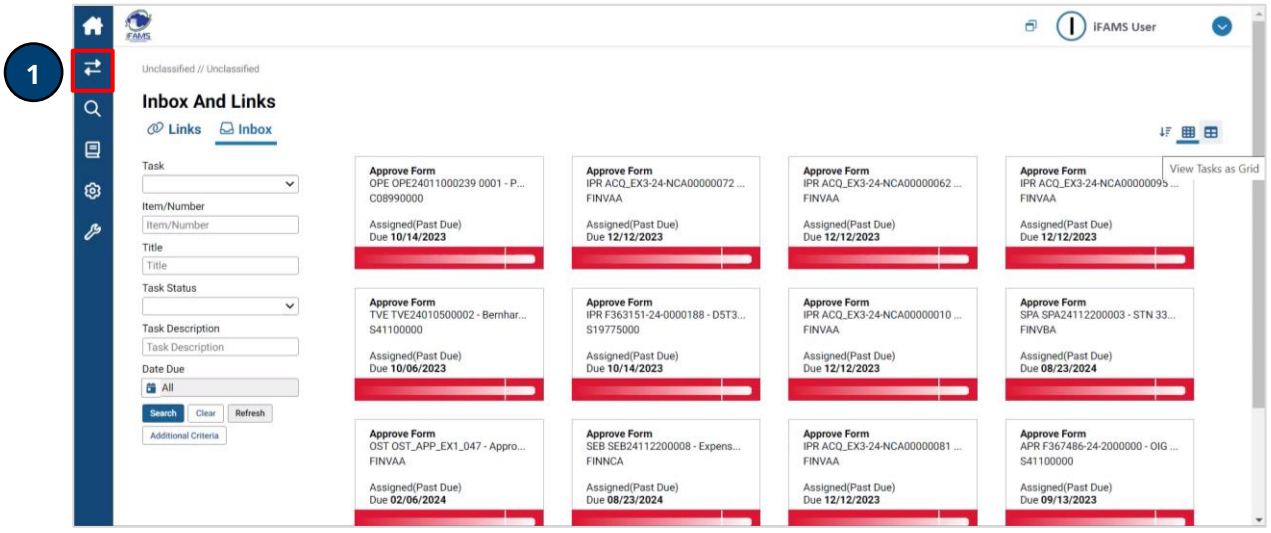
PFI Reject: This happens when the CBA Matching Tool cannot match the lines to the submitted Travel Authorization and must be corrected. The first attempt to correct the PFI Reject is an automated process, but if after 20 days the system is unable to automatically match the Travel Authorization, it will require a manual process to correct.

Section 1: Create the PFI Reject Correction Transaction

To create the PFI Reject Correction Transaction in iFAMS, follow the steps below.

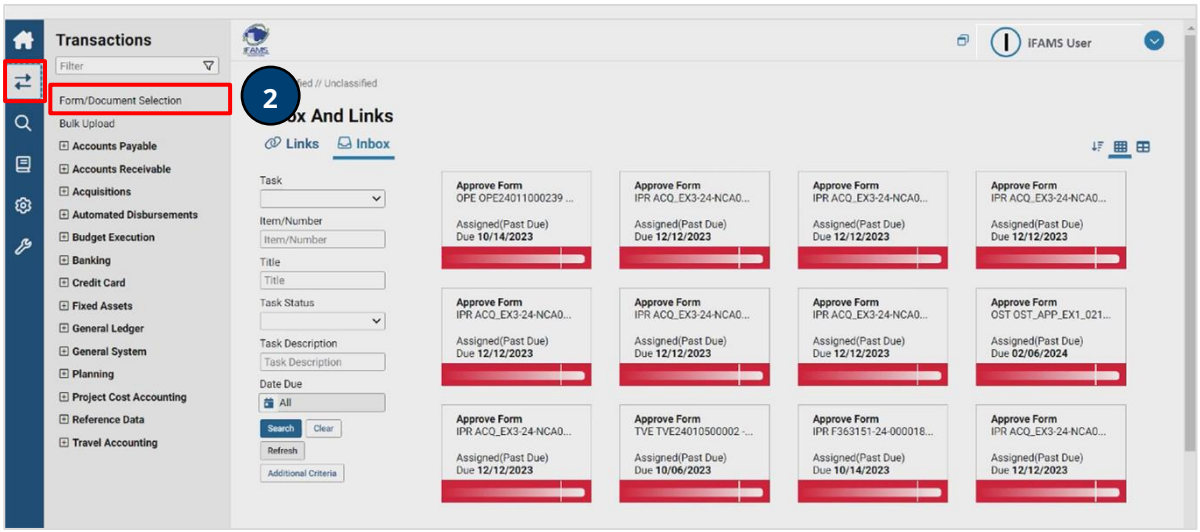
Section 1: Create the PFI Reject Correction Transaction

1. Navigate to the Transactions Tab.

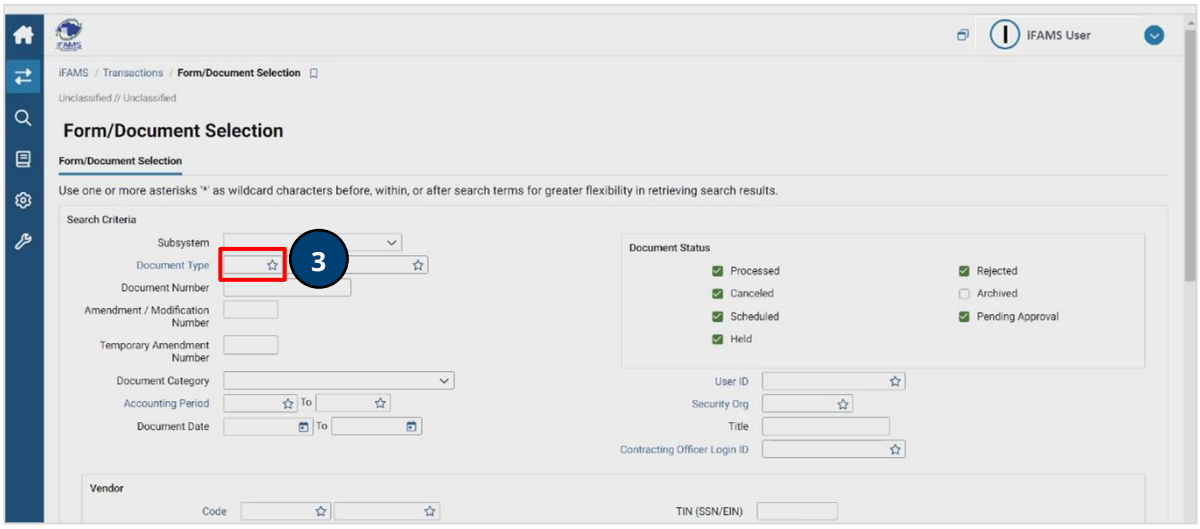


Section 1: Create the PFI Reject Correction Transaction

2. Click on the “Form/Document Selection” option in the menu.

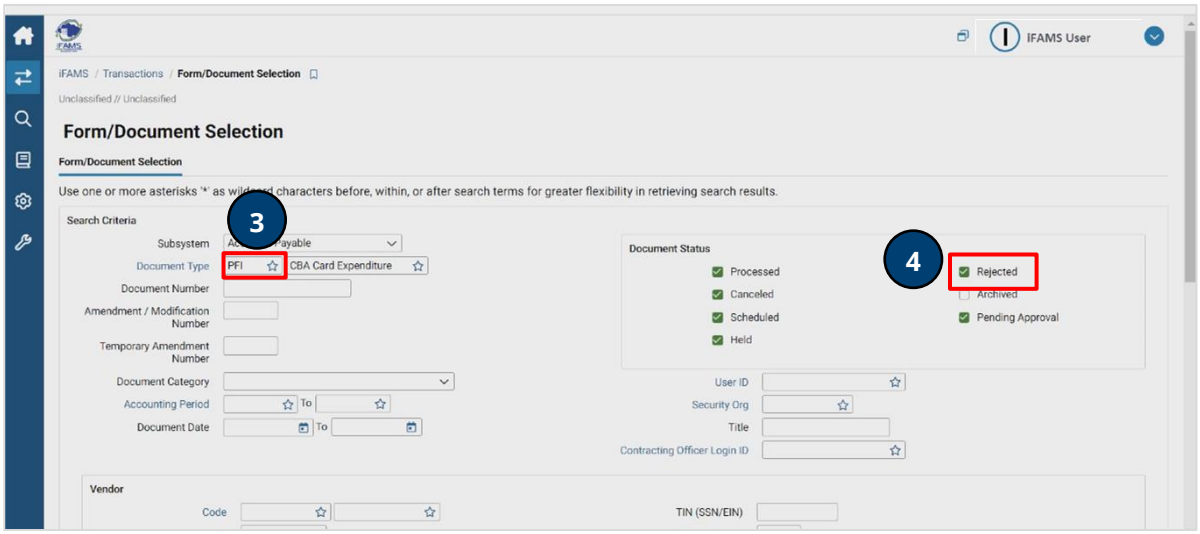


3. Enter in the Document Type: “PFI”

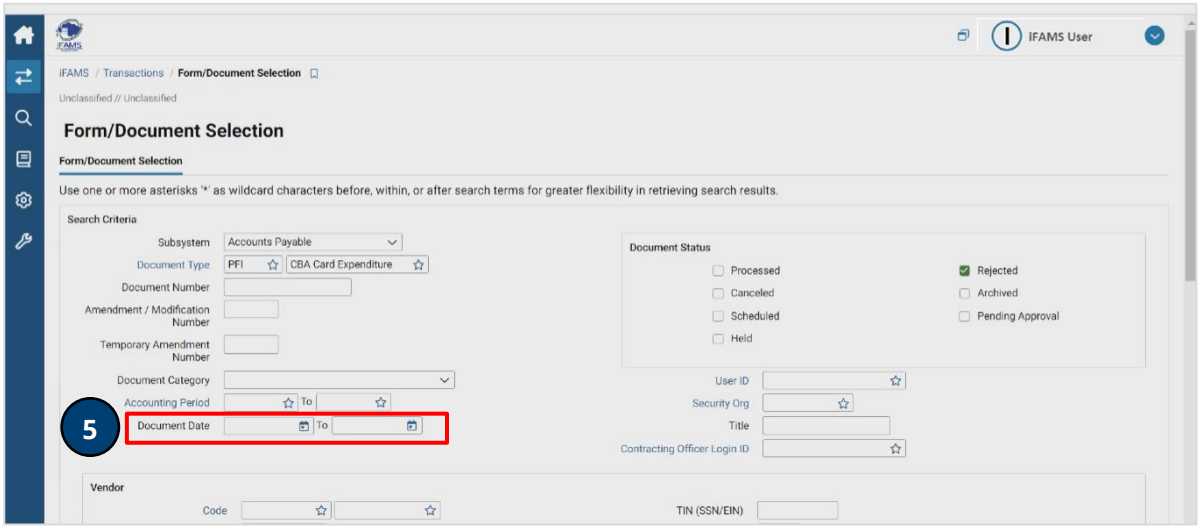


Section 1: Create the PFI Reject Correction Transaction

4. In the Document Status section, make sure only the “Rejected” option is selected.

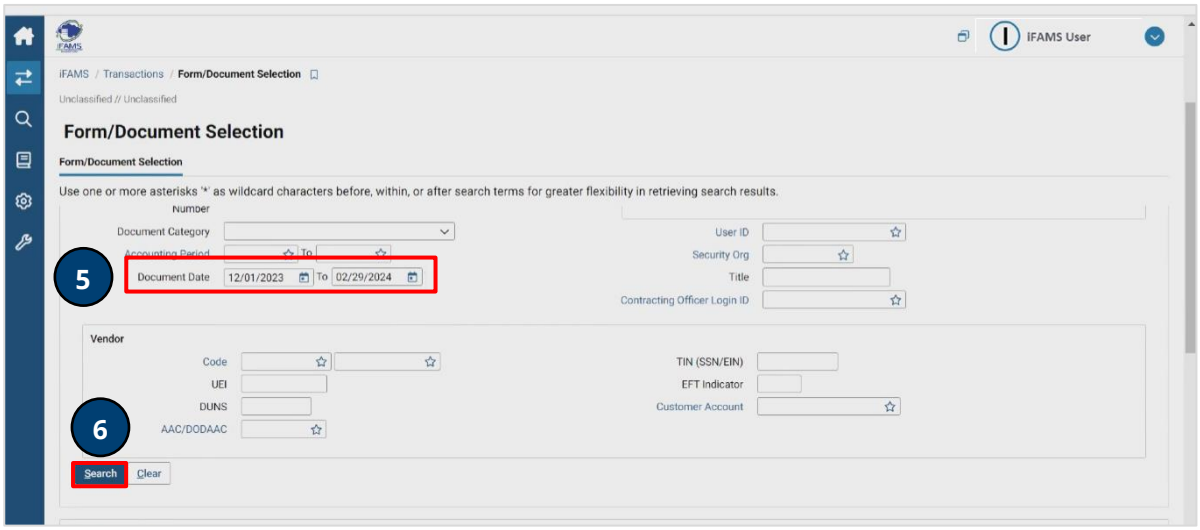


5. Enter in the Document Date Range: “12/01/2023 – 02/29/2024” (our example).

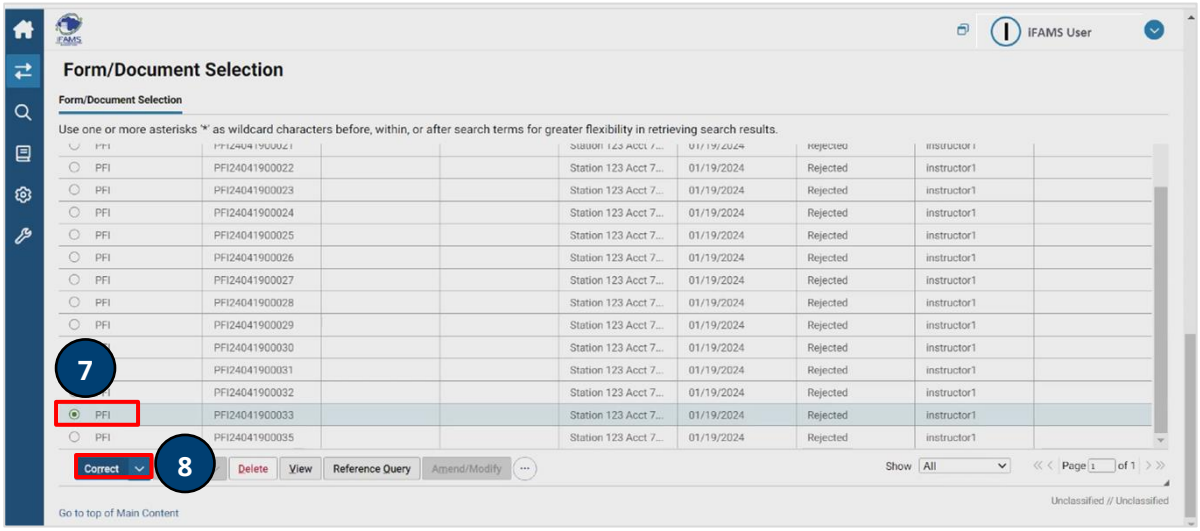


Section 1: Create the PFI Reject Correction Transaction

6. Click the “Search” button.



7. Select the PFI Reject you are looking for: “PFI24041900033” (our example).
8. Click the “Correct” button.

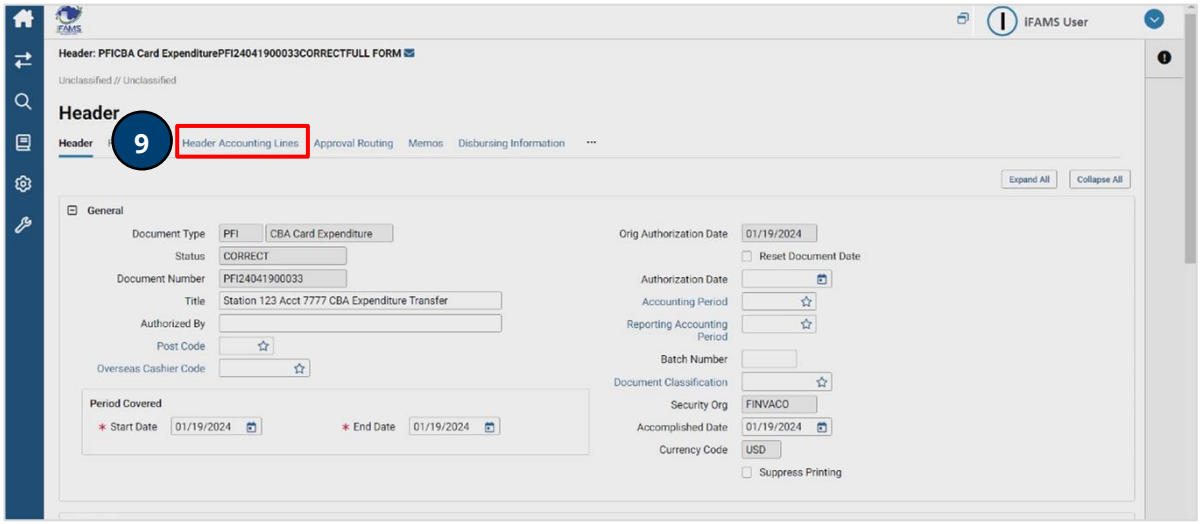


Section 2: Default the PFI Reject Manually

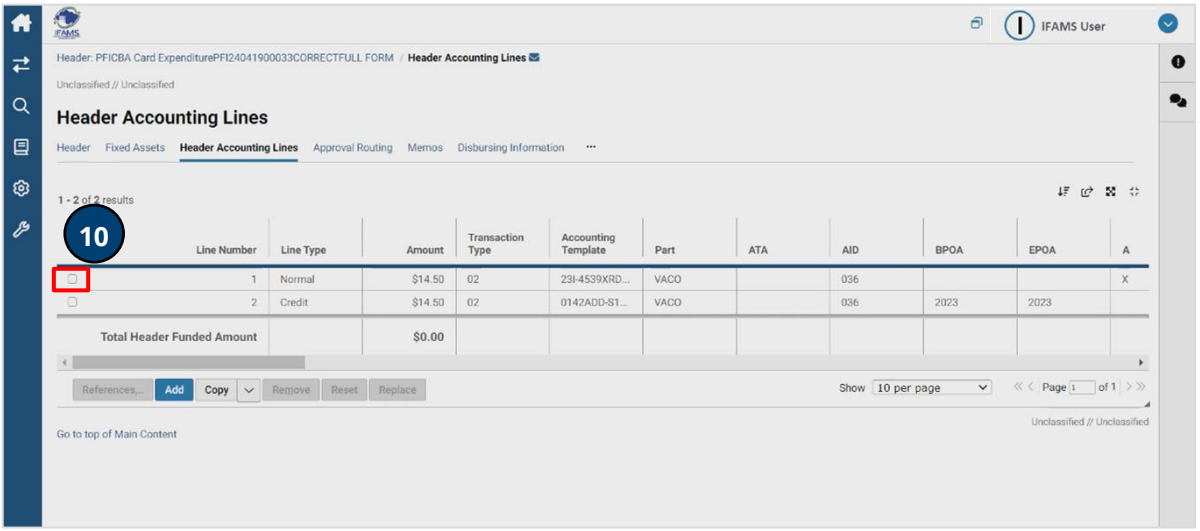
To Default the PFI Reject manually in iFAMS, follow the steps below.

Section 2: Default the PFI Reject Manually

9. Click on the “Header Accounting Lines” tab.

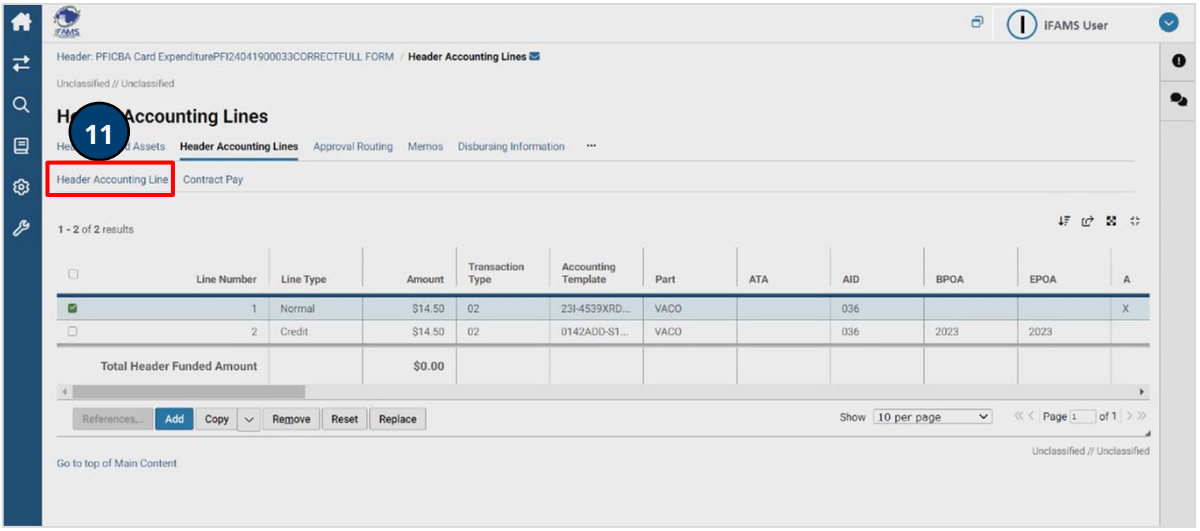


10. Select “Line 1”

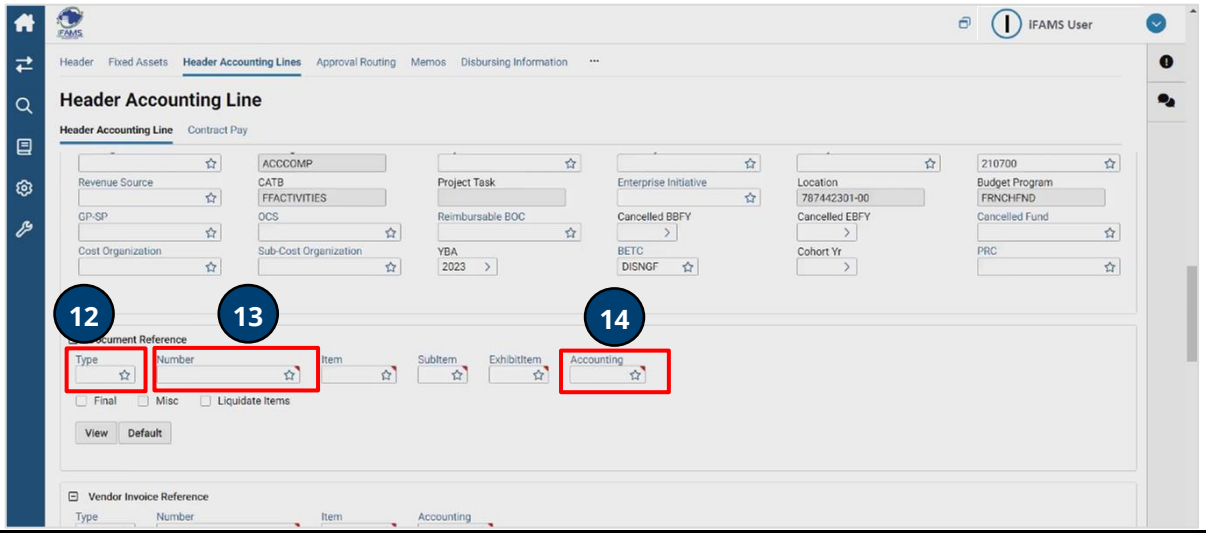


Section 2: Default the PFI Reject Manually

11. Click on the “Header Accounting Line” subtab.

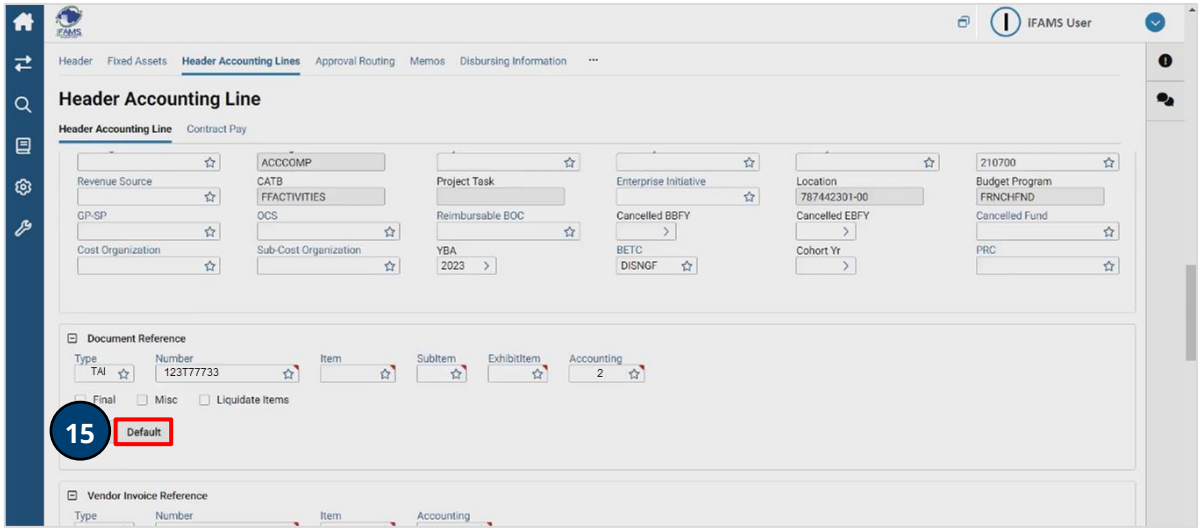


12. Enter in the Type: “TAI”
13. Enter in the Number: “123T77733” (our example).
14. Enter in the Accounting: “2”



Section 2: Default the PFI Reject Manually

15. Click the “Default” button.



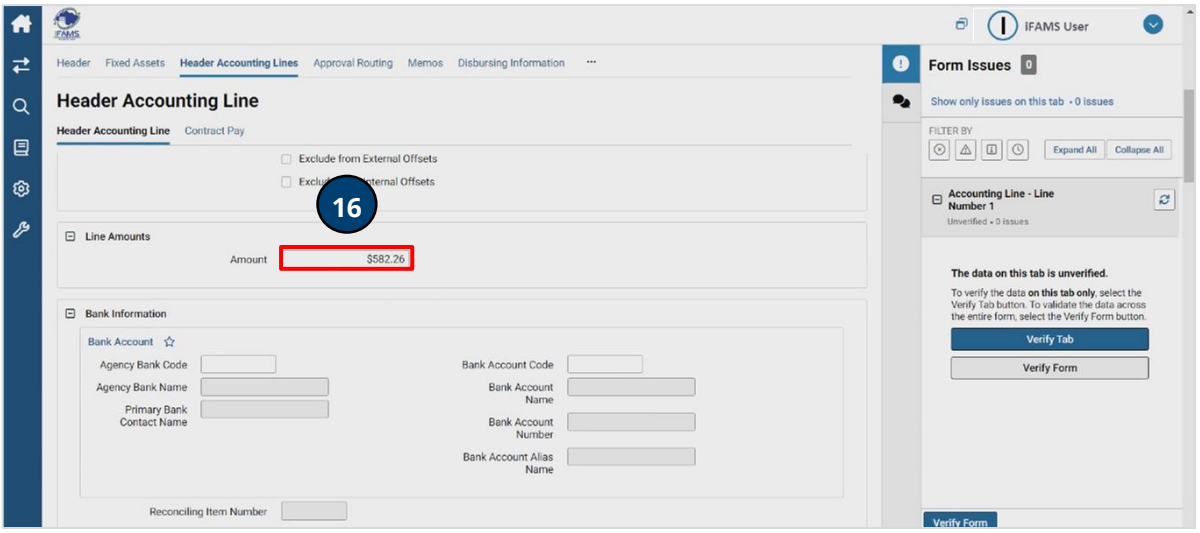
Additional Information will automatically populate.

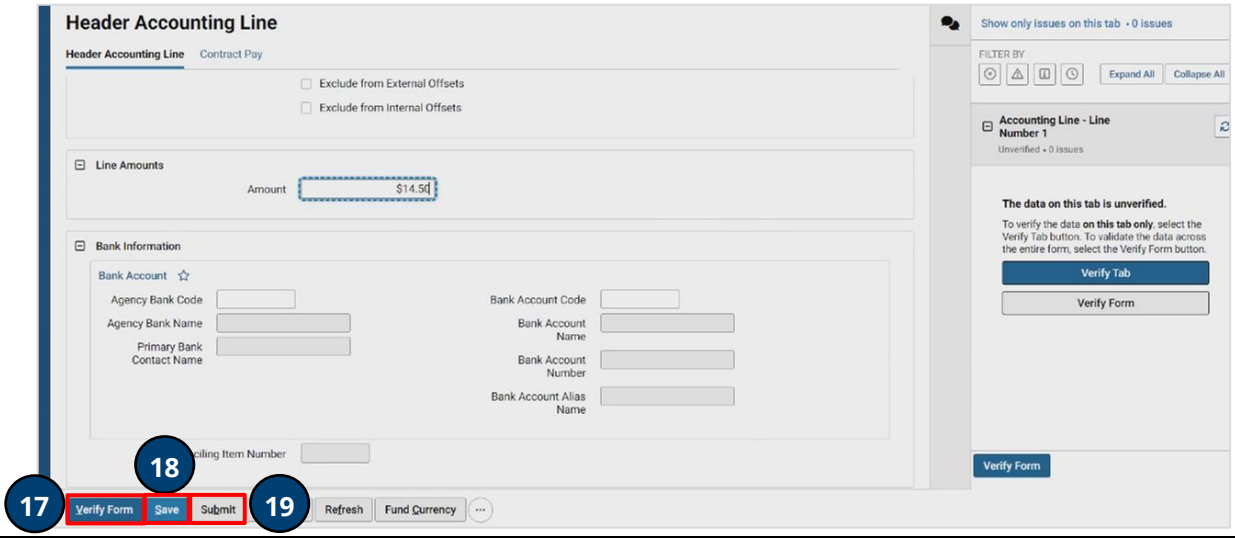
Section 3: Adjust the Amount and Submitting Your Work

To Adjust the Amount of the PFI Reject and Submit your work in iFAMS, follow the steps below.

Section 3: Adjust the Amount and Submitting Your Work

16. Enter the Line 2 Amount: “14.50”



This number comes from Line 2, “Credit” in the Header Accounting Line tab.

17. Click the “Save” button.
18. Click the “Verify” button.
19. Click the “Submit” button.