

# Correcting PFI Rejects Process Guide

# 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.

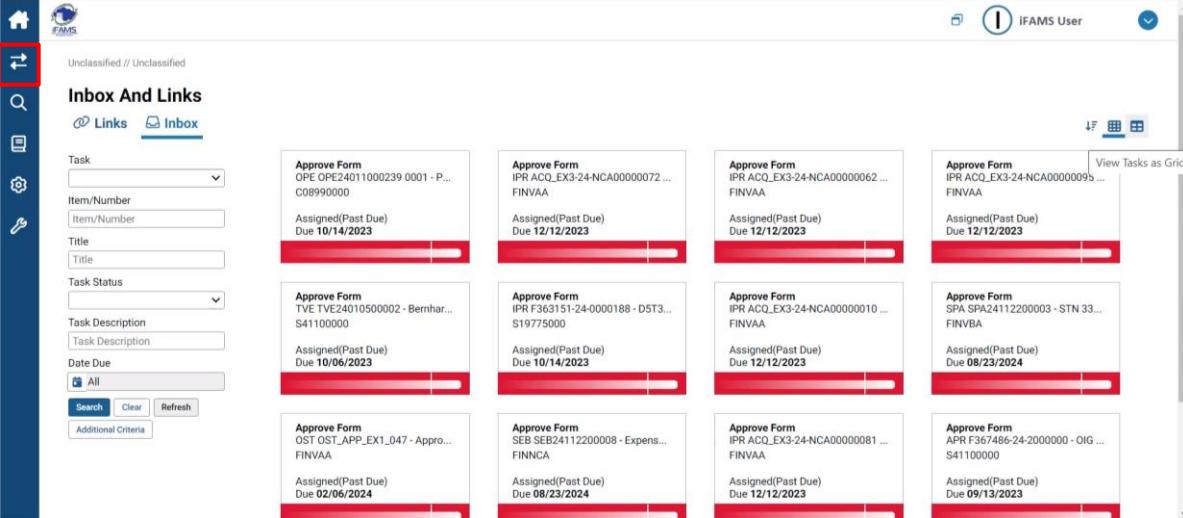
**PFI Reject:** This happens when the CBA Matching Tool cannot match the lines to the submitted Travel Authorization and must be corrected. The first attempt to correct the PFI Reject is an automated process, but if after 20 days the system is unable to automatically match the Travel Authorization, it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

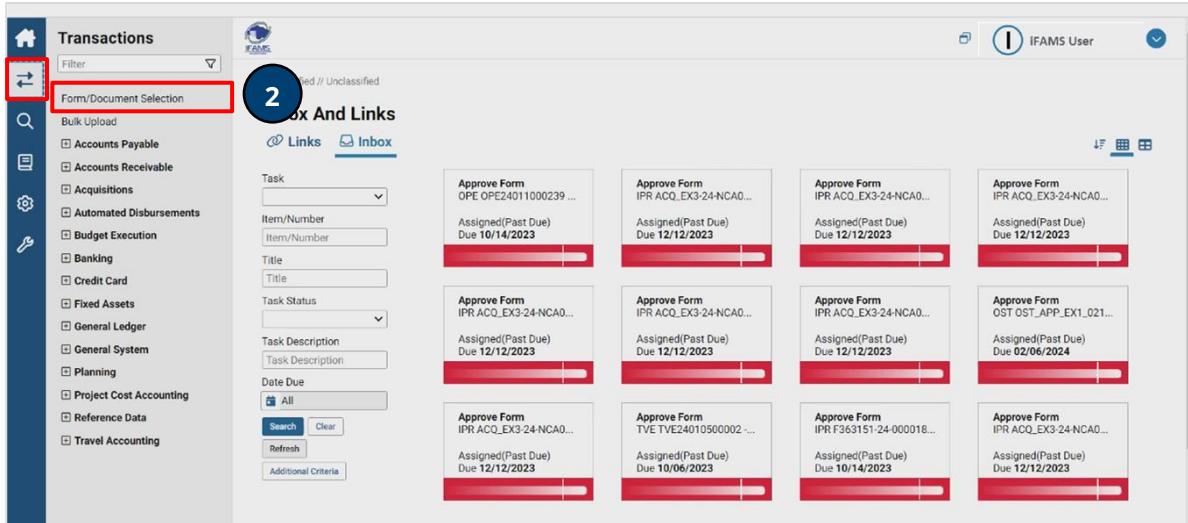
1. Navigate to the Transactions Tab.



The screenshot shows the iFAMS inbox interface. On the left, there's a sidebar with icons for Home, Back, Search, Links, and Inbox. The 'Inbox' icon is highlighted with a red box. A blue circle with the number '1' is placed over the sidebar area. The main pane displays a grid of transaction cards. Each card has a title like 'Approve Form' followed by a unique identifier, the assignee (e.g., FINVAA), and the due date (e.g., 10/14/2023). The cards are color-coded with a red background.

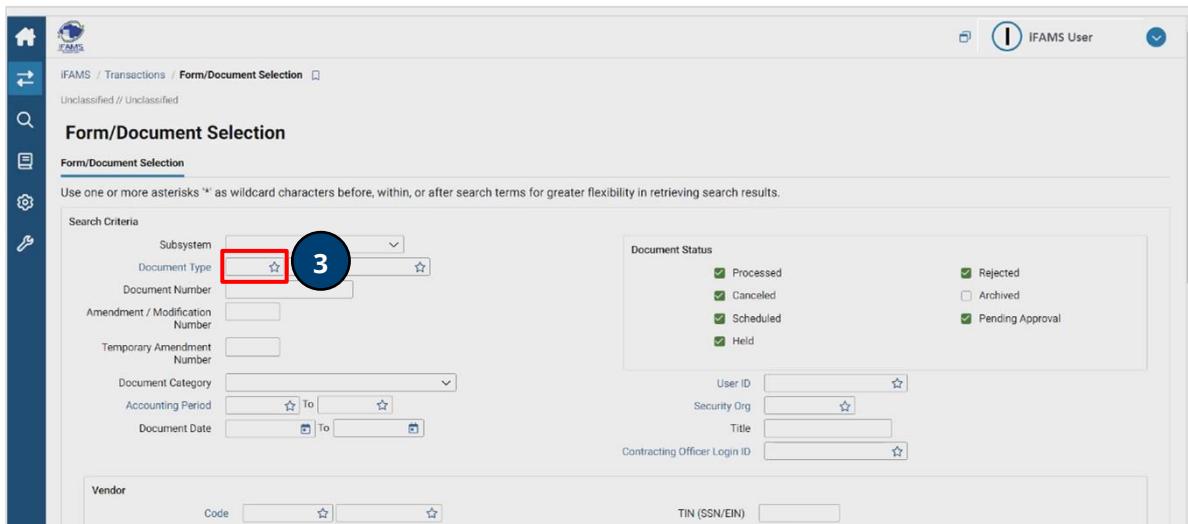
## Section 1: Create the PFI Reject Correction Transaction

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



The screenshot shows the iFAMS Transactions interface. On the left sidebar, under the 'Transactions' category, there is a link labeled 'Form/Document Selection'. This link is highlighted with a red box and has a blue circle with the number '1' above it. To the right of the sidebar, there is a 'Box And Links' section containing several approve form tasks. A blue circle with the number '2' is placed over the 'Links' tab in this section.

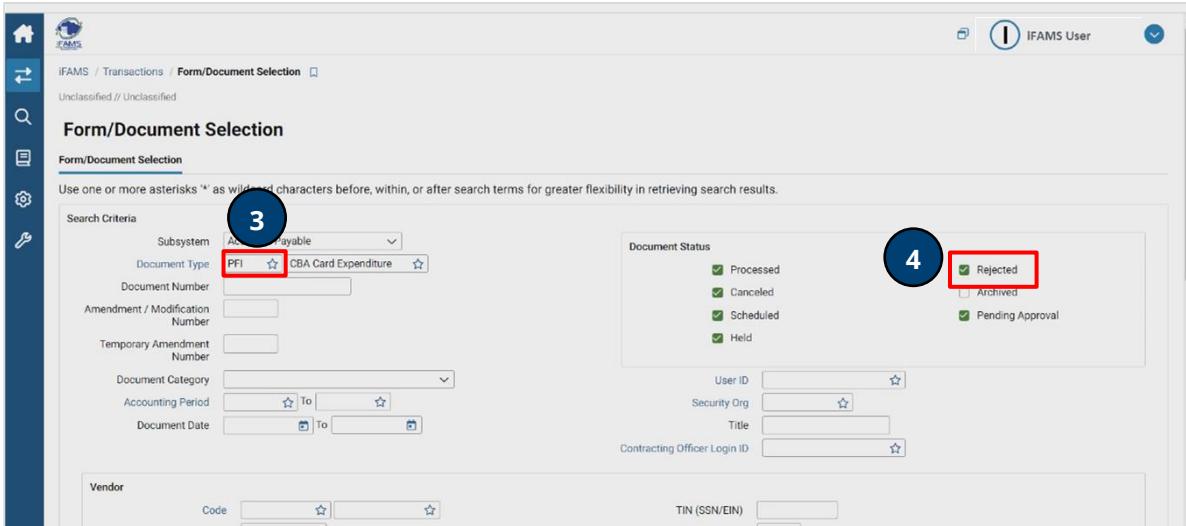
3. Enter in the Document Type: “PFI”



The screenshot shows the 'Form/Document Selection' search page. In the 'Search Criteria' section, the 'Document Type' dropdown is highlighted with a red box and has a blue circle with the number '3' above it. Other search fields include Subsystem, Document Number, Amendment / Modification Number, Temporary Amendment Number, Document Category, Accounting Period, Document Date, Vendor, User ID, Security Org, Title, Contracting Officer Login ID, and TIN (SSN/EIN). On the right side, there is a 'Document Status' section with checkboxes for Processed, Canceled, Scheduled, Held, Rejected, Archived, and Pending Approval.

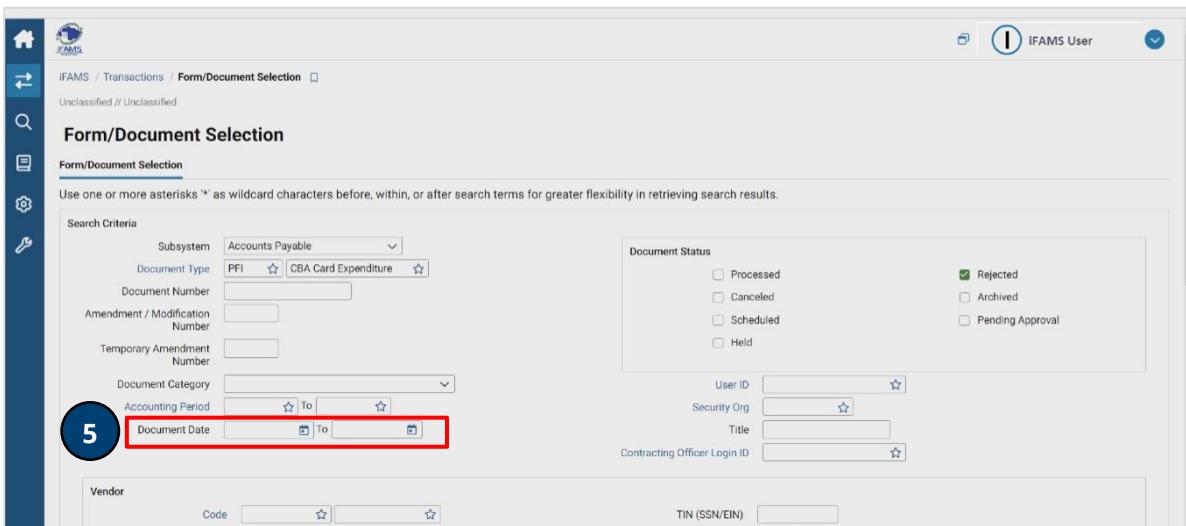
## Section 1: Create the PFI Reject Correction Transaction

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



The screenshot shows the "Form/Document Selection" page. On the left, there is a sidebar with icons for Home, Back, Forward, Search, and other system functions. The main area has a title "Form/Document Selection" and a subtitle "Form/Document Selection". It includes search criteria fields for Subsystem (Accounts Payable), Document Type (PFI, CBA Card Expenditure), Document Number, Amendment / Modification Number, Temporary Amendment Number, Document Category, Accounting Period, and Document Date. On the right, there is a "Document Status" section with checkboxes for Processed, Canceled, Scheduled, Held, Rejected, Archived, Pending Approval, and User ID, Security Org, Title, and Contracting Officer Login ID fields below it. A blue circle labeled "3" highlights the "PFI" field in the search criteria. A blue circle labeled "4" highlights the "Rejected" checkbox in the document status section, which is checked.

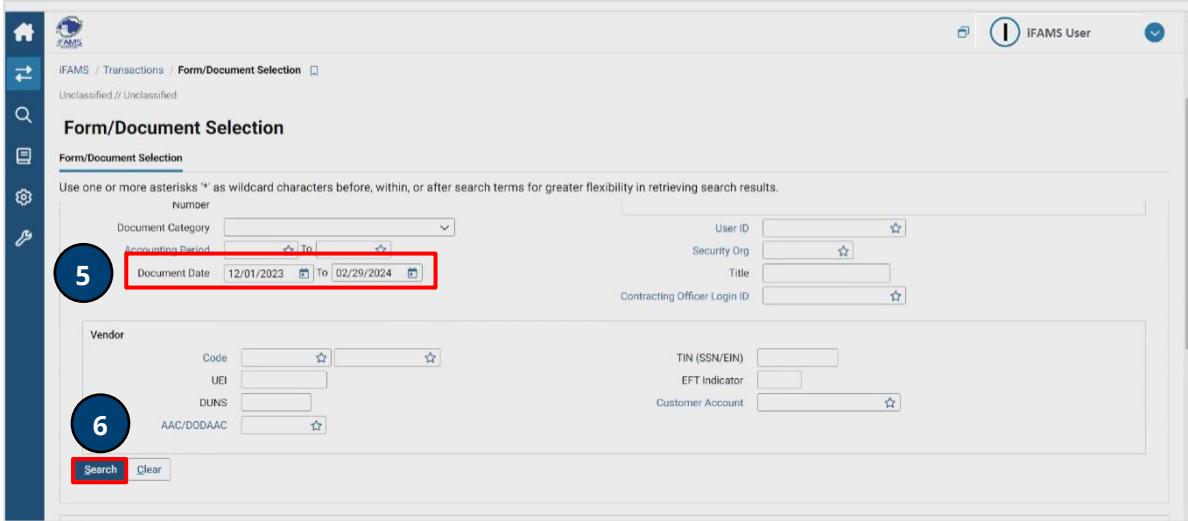
5. Enter in the Document Date Range: “12/01/2023 – 02/29/2024” (our example).



This screenshot shows the same "Form/Document Selection" page as the previous one. The "Document Date" field in the search criteria is highlighted with a red box and a blue circle labeled "5", indicating where the user should enter the date range. The rest of the interface is identical to the first screenshot, showing the search criteria, document status options, and user input fields.

## Section 1: Create the PFI Reject Correction Transaction

6. Click the “Search” button.



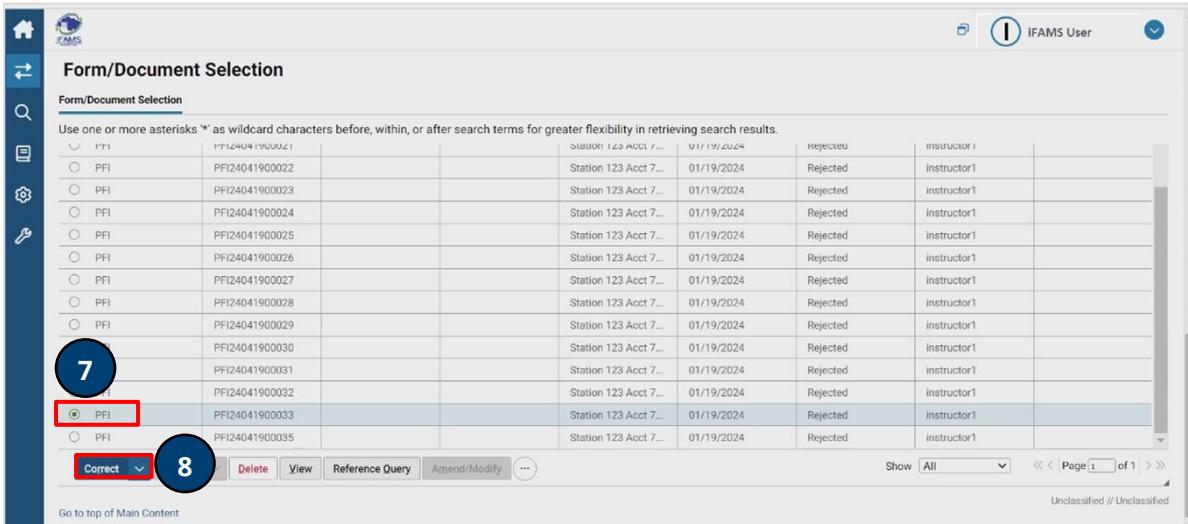
Form/Document Selection

Use one or more asterisks '\*' as wildcard characters before, within, or after search terms for greater flexibility in retrieving search results.

Document Category	Document Date	User ID
Accounting Period	From: 12/01/2023 To: 02/29/2024	Security Org
Vendor		Title
Code		TIN (SSN/EIN)
UEI		EFT Indicator
DUNS		Customer Account
AAC/DODAAC		

**Search** **Clear**

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



Form/Document Selection

Use one or more asterisks '\*' as wildcard characters before, within, or after search terms for greater flexibility in retrieving search results.

PFI	PFI24041900021	Station123 Acct 7...	01/19/2024	Rejected	instructor1
PFI	PFI24041900022	Station 123 Acct 7...	01/19/2024	Rejected	instructor1
PFI	PFI24041900023	Station 123 Acct 7...	01/19/2024	Rejected	instructor1
PFI	PFI24041900024	Station 123 Acct 7...	01/19/2024	Rejected	instructor1
PFI	PFI24041900025	Station 123 Acct 7...	01/19/2024	Rejected	instructor1
PFI	PFI24041900026	Station 123 Acct 7...	01/19/2024	Rejected	instructor1
PFI	PFI24041900027	Station 123 Acct 7...	01/19/2024	Rejected	instructor1
PFI	PFI24041900028	Station 123 Acct 7...	01/19/2024	Rejected	instructor1
PFI	PFI24041900029	Station 123 Acct 7...	01/19/2024	Rejected	instructor1
PFI	PFI24041900030	Station 123 Acct 7...	01/19/2024	Rejected	instructor1
PFI	PFI24041900031	Station 123 Acct 7...	01/19/2024	Rejected	instructor1
PFI	PFI24041900032	Station 123 Acct 7...	01/19/2024	Rejected	instructor1
PFI	PFI24041900033	Station 123 Acct 7...	01/19/2024	Rejected	instructor1
PFI	PFI24041900035	Station 123 Acct 7...	01/19/2024	Rejected	instructor1

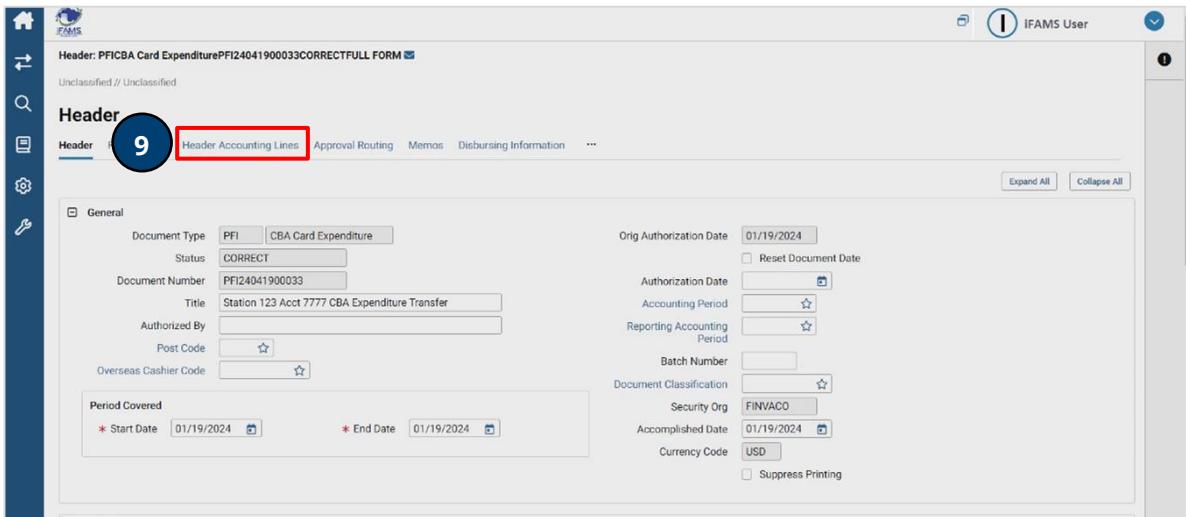
**Correct** **Delete** **View** **Reference Query** **Amend/Modify** **...**

## Section 2: Default the PFI Reject Manually

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

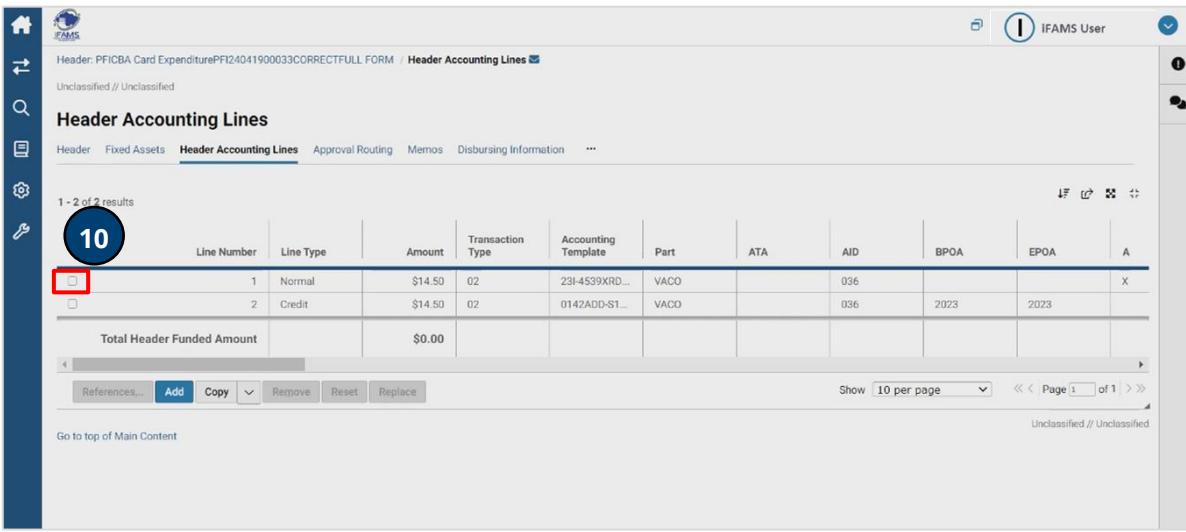
### Section 2: Default the PFI Reject Manually

- Click on the “Header Accounting Lines” tab.



The screenshot shows the iFAMS Header screen for document PFICBA Card ExpenditurePF124041900033CORRECTFULL FORM. The 'Header Accounting Lines' tab is highlighted with a red box and a blue circle containing the number 9. Other tabs visible include 'Header', 'Fixed Assets', 'Approval Routing', 'Memos', and 'Disbursing Information'. The General section contains fields for Document Type (PFI), Status (CORRECT), Document Number (PF124041900033), Title (Station 123 Acct 7777 CBA Expenditure Transfer), Authorized By, Post Code, Overseas Cashier Code, Period Covered (Start Date 01/19/2024, End Date 01/19/2024), Orig Authorization Date (01/19/2024), Authorization Date, Accounting Period, Reporting Accounting Period, Batch Number, Document Classification, Security Org (FINVACO), Accomplished Date (01/19/2024), Currency Code (USD), and Suppress Printing checkbox.

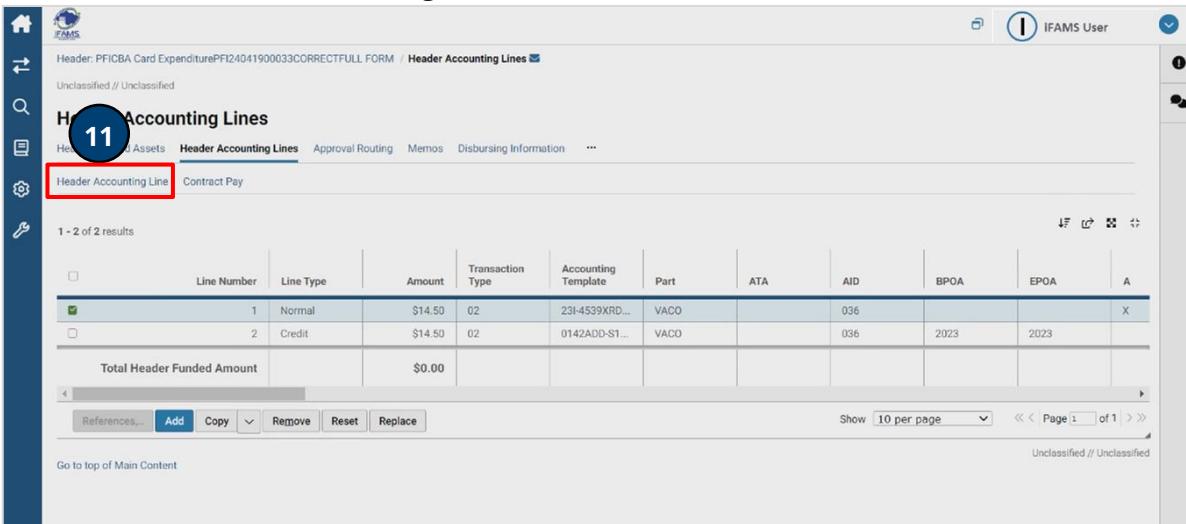
- Select “Line 1”



The screenshot shows the iFAMS Header Accounting Lines screen for the same document. The 'Header Accounting Lines' tab is selected and highlighted with a red box and a blue circle containing the number 10. The table displays two results: Line 1 (Normal) and Line 2 (Credit). The first row (Line 1) has a red box around its checkbox. The table columns include Line Number, Line Type, Amount, Transaction Type, Accounting Template, Part, ATA, AID, BPOA, EPOA, and A. At the bottom of the table, there are buttons for References, Add, Copy, Remove, Reset, and Replace, along with pagination controls (Show 10 per page, Page 1 of 1).

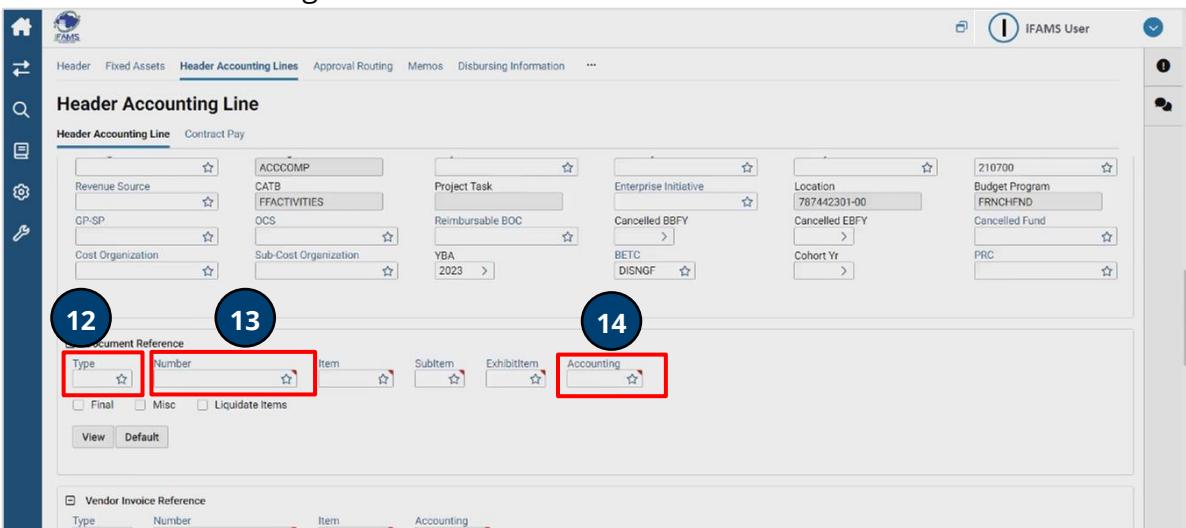
## Section 2: Default the PFI Reject Manually

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



The screenshot shows the 'Header Accounting Lines' screen. At the top, there are tabs: 'Header', 'Fixed Assets', 'Header Accounting Lines' (which is highlighted with a red box and circled with number 11), 'Approval Routing', 'Memos', 'Disbursing Information', and '...'. Below the tabs, it says 'Contract Pay'. The main area displays a table with two rows of data. The columns are: Line Number, Line Type, Amount, Transaction Type, Accounting Template, Part, ATA, AID, BPOA, EPOA, and A. Row 1: Line Number 1, Normal, \$14.50, 02, 231-4539XRD..., VACO, , 036, , X. Row 2: Line Number 2, Credit, \$14.50, 02, 0142ADD-S1..., VACO, , 036, 2023, 2023. Below the table, it says 'Total Header Funded Amount: \$0.00'. At the bottom, there are buttons for 'References...', 'Add', 'Copy', 'Remove', 'Reset', and 'Replace'. On the right, there are buttons for 'Show 10 per page', 'Page 1 of 1', and 'Unclassified // Unclassified'.

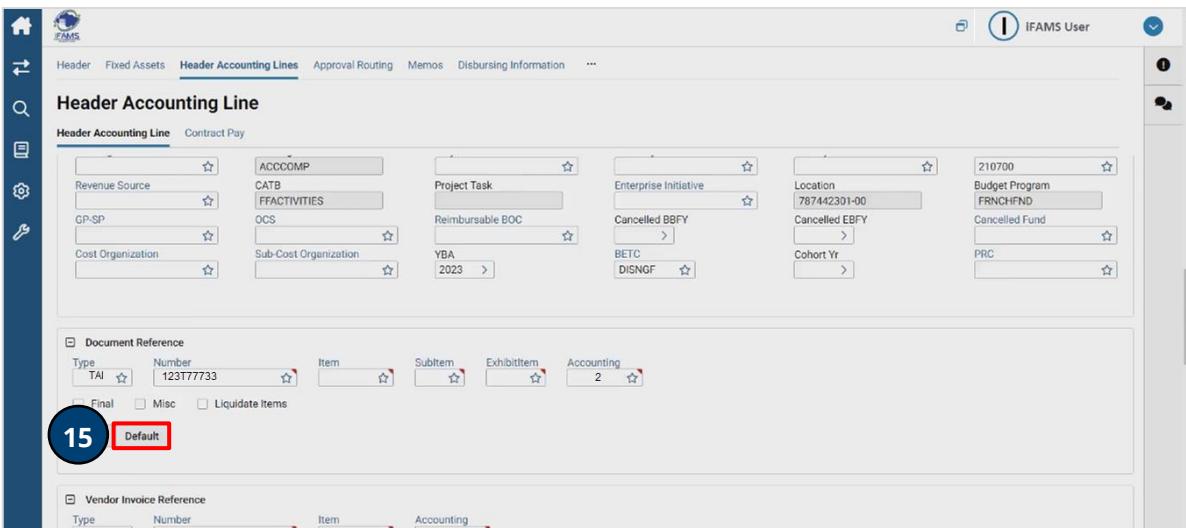
12. Enter in the Type: "TAI"  
 13. Enter in the Number: "123T77733" (our example).  
 14. Enter in the Accounting: "2"



The screenshot shows the 'Header Accounting Line' screen. At the top, there are tabs: 'Header', 'Fixed Assets', 'Header Accounting Lines' (which is highlighted with a red box and circled with number 12), 'Approval Routing', 'Memos', 'Disbursing Information', and '...'. Below the tabs, it says 'Contract Pay'. The main area has several input fields for various financial categories. At the bottom, there is a section for 'Document Reference' with three fields highlighted with red boxes and circled with numbers: 'Type' (12), 'Number' (13), and 'Accounting' (14). Below these, there are buttons for 'View' and 'Default'. At the very bottom, there is a section for 'Vendor Invoice Reference' with fields for 'Type', 'Number', 'Item', 'Subitem', 'ExhibitItem', and 'Accounting'.

## Section 2: Default the PFI Reject Manually

15. Click the “Default” button.



The screenshot shows the 'Header Accounting Line' screen in the iFAMS system. The 'Header Accounting Line' tab is selected. The 'Contract Pay' section contains several input fields: Revenue Source (ACCCOMP), Project Task (CATB FFACTIVITIES), Enterprise Initiative (Reimbursable BOC), Location (Cancelled BBFY), Budget Program (Cancelled EBFY), Cost Organization (OCS), Sub-Cost Organization (YBA), BETC, Location (Cancelled EBFY), Cohort Yr (Cancelled EBFY), and Cancelled Fund (PRC). Below these are sections for 'Document Reference' (Type TAI, Number 123T77733, Item, Subitem, ExhibitItem, Accounting) and 'Vendor Invoice Reference' (Type, Number, Item, Accounting). A red box highlights the 'Default' button in the 'Document Reference' section. A blue circle with the number 15 is positioned to the left of the 'Default' button.

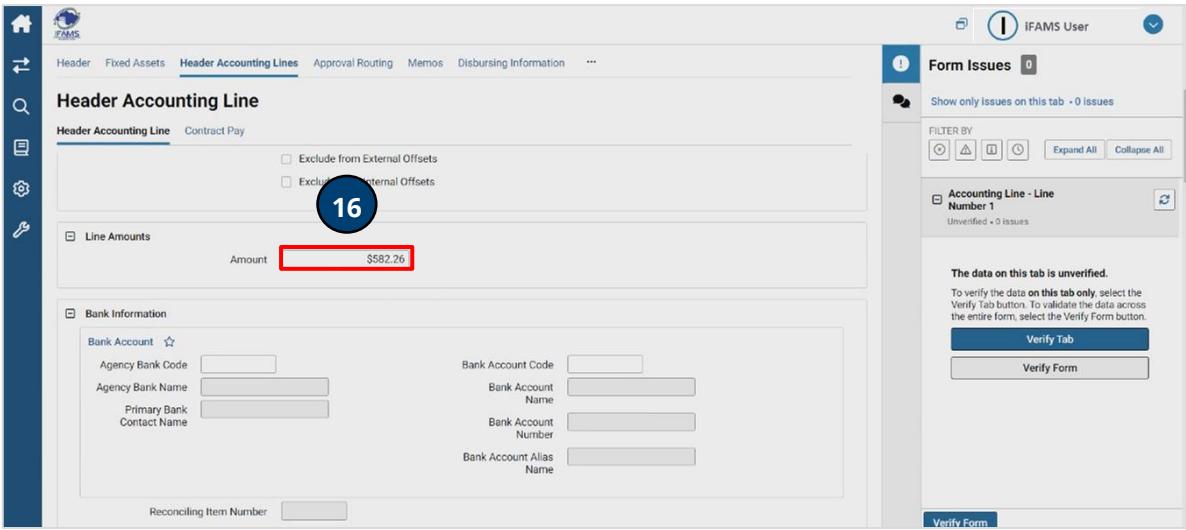
*Additional Information will automatically populate.*

## 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

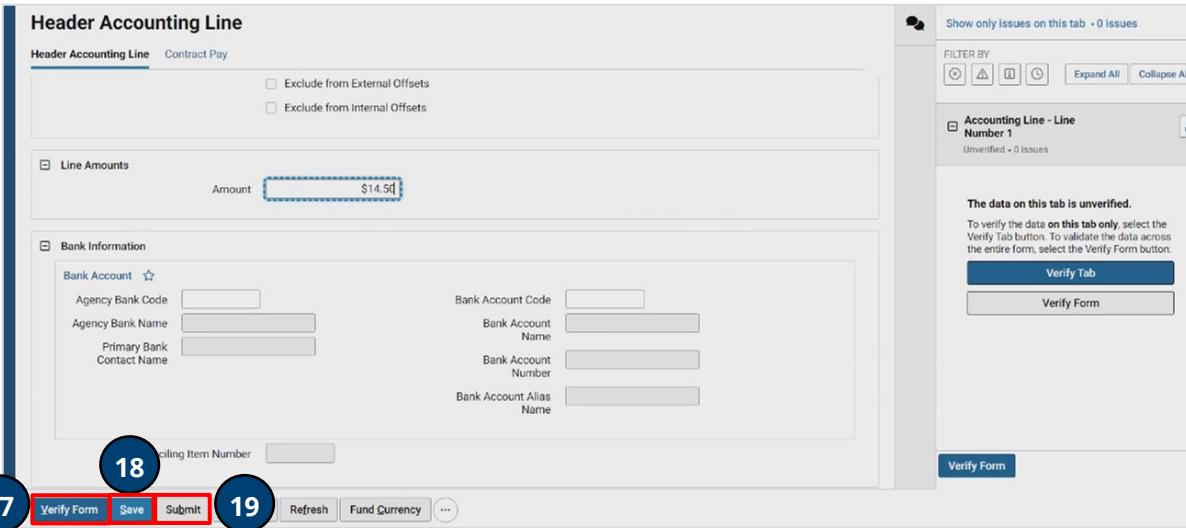
- Enter the Line 2 Amount: "14.50"



The screenshot shows the 'Header Accounting Line' tab in the iFAMS application. The 'Line Amounts' section is active, showing an amount of '\$582.26'. A blue circle labeled '16' is placed over the 'Amount' input field. To the right of the main form is a sidebar titled 'Form Issues' which displays 'Accounting Line - Line Number 1' with 'Unverified + 0 issues'.

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

- Click the "Save" button.
- Click the "Verify" button.
- Click the "Submit" button.



The screenshot shows the 'Header Accounting Line' tab in the iFAMS application after the amount has been changed. The 'Amount' field now contains '\$14.50'. A blue circle labeled '17' is placed to the left of the 'Amount' field. Below the form, three buttons are highlighted with red boxes: 'Verify Form' (labeled '18'), 'Save', and 'Submit' (labeled '19'). To the right of the main form is a sidebar titled 'Form Issues' which displays 'Accounting Line - Line Number 1' with 'Unverified + 0 issues'.