



**iFAMS**  
Integrated Financial and Acquisition  
Management System Service



# 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.

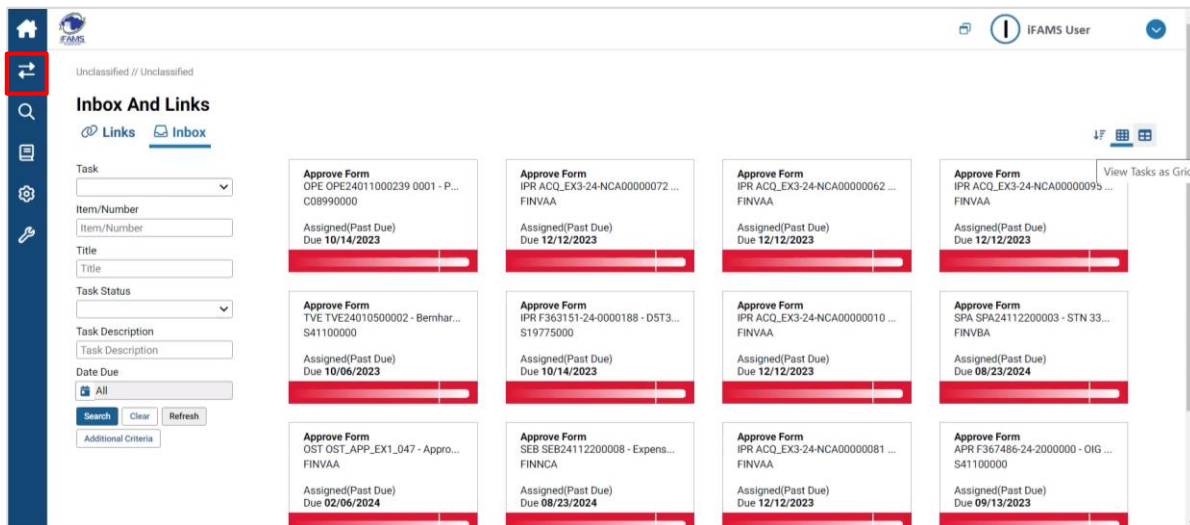
**PFI Reject:** This happens when the CBA Matching Tool cannot match the lines to the submitted Travel Authorization and must be corrected. The first attempt to correct the PFI Reject is an automated process, but if after 20 days the system is unable to automatically match the Travel Authorization, it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

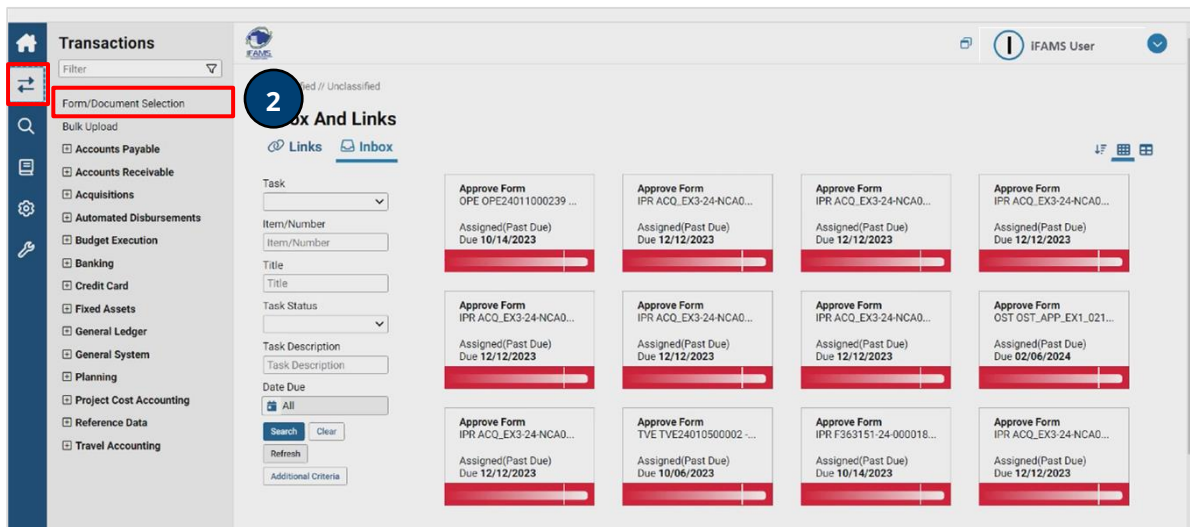


The screenshot shows the iFAMS 'Inbox And Links' interface. On the left sidebar, the 'Transactions' tab is highlighted with a red circle and the number '1'. The main area displays a grid of tasks. Each task card includes a title, item number, and a due date. The tasks are categorized as 'Approve Form' and 'Assign(Past Due)'.

Task	Item/Number	Title	Task Status	Task Description	Date Due
Approve Form	OPE OPE24011000239 0001 - P...	C08990000	Assigned(Past Due)	Due 10/14/2023	
Approve Form	IPR ACQ_EX3-24-NCA00000072 ...	FINVAA	Assigned(Past Due)	Due 12/12/2023	
Approve Form	IPR ACQ_EX3-24-NCA00000062 ...	FINVAA	Assigned(Past Due)	Due 12/12/2023	
Approve Form	IPR ACQ_EX3-24-NCA00000095 ...	FINVAA	Assigned(Past Due)	Due 12/12/2023	
Approve Form	TVE TVE24010500002 - Bernhar...	S41100000	Assigned(Past Due)	Due 10/06/2023	
Approve Form	IPR F363151-24-0000188 - D5T3...	S19775000	Assigned(Past Due)	Due 10/14/2023	
Approve Form	IPR ACQ_EX3-24-NCA00000010 ...	FINVAA	Assigned(Past Due)	Due 12/12/2023	
Approve Form	SPA SPA24112200003 - STN 33...	FINVBA	Assigned(Past Due)	Due 08/23/2024	
Approve Form	OST OST_APP_EX1_047 - Appro...	FINVAA	Assigned(Past Due)	Due 02/06/2024	
Approve Form	SEB SEB24112200008 - Expens...	FINNCA	Assigned(Past Due)	Due 08/23/2024	
Approve Form	IPR ACQ_EX3-24-NCA00000081 ...	FINVAA	Assigned(Past Due)	Due 12/12/2023	
Approve Form	APR F367486-24-2000000 - OIG ...	S41100000	Assigned(Past Due)	Due 09/13/2023	

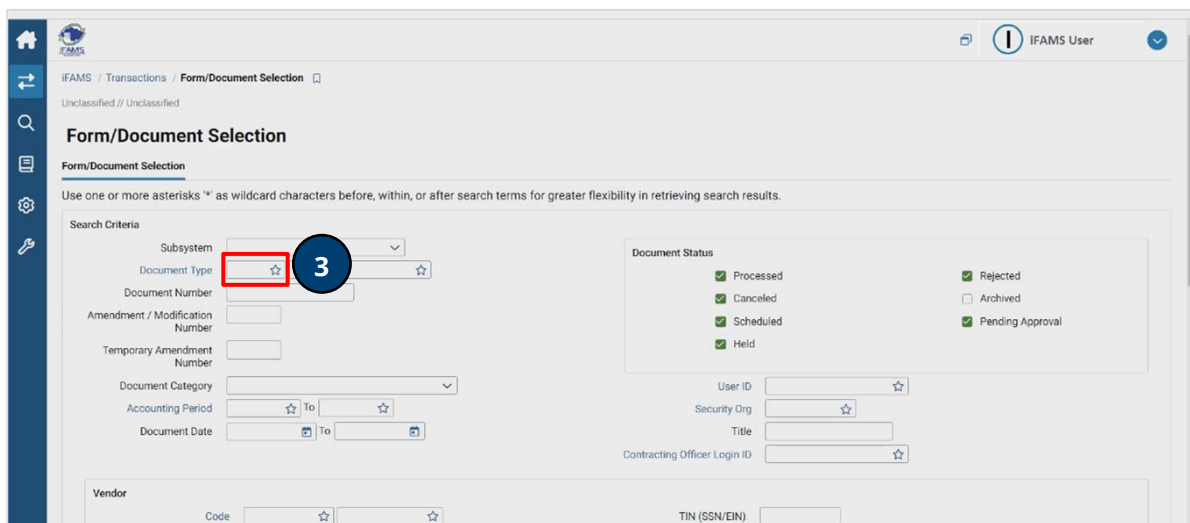
## Section 1: Create the PFI Reject Correction Transaction

- Click on the "Form/Document Selection" option in the menu.



The screenshot shows the IFAMS Transactions menu. A red box highlights the "Form/Document Selection" option in the left sidebar, with a circled "1" next to it. A second circled "2" points to the "Form/Document Selection" option in the main content area. The main content area displays a grid of "Approve Form" tasks with details like "Task", "Item/Number", "Title", "Task Status", "Task Description", and "Date Due".

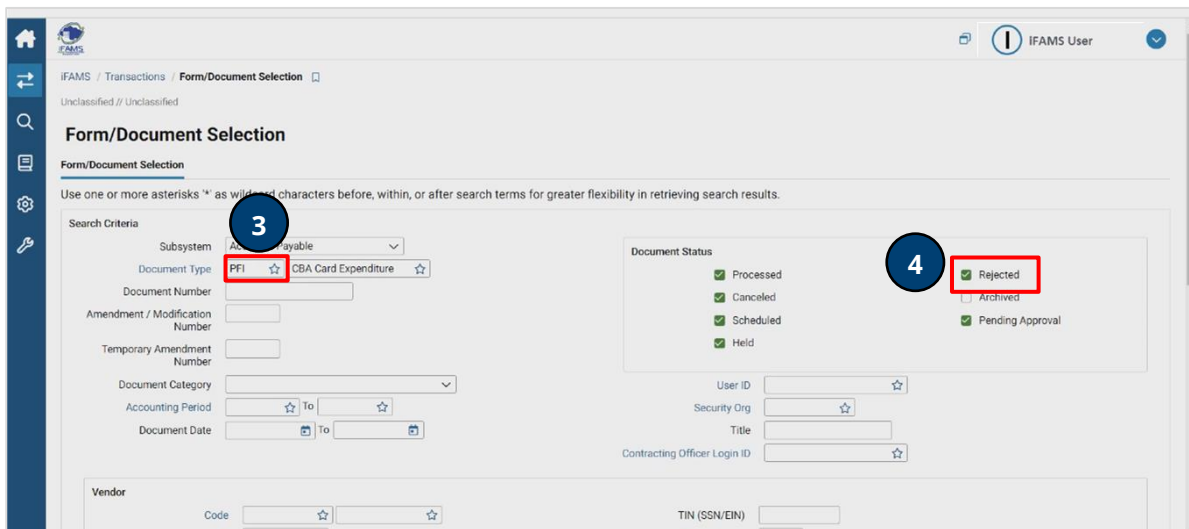
- Enter in the Document Type: "PFI"



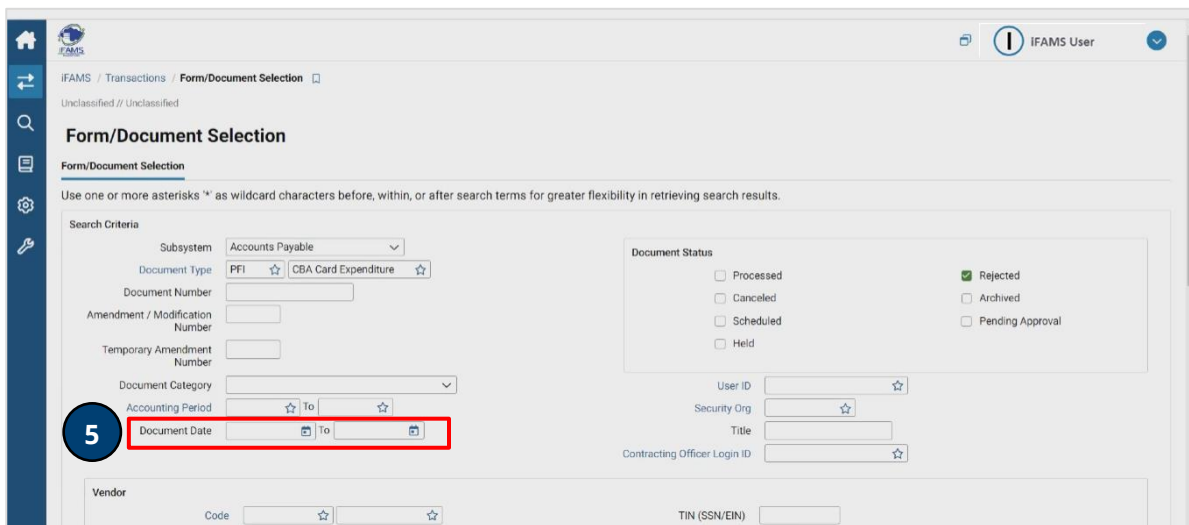
The screenshot shows the IFAMS Form/Document Selection screen. A red box highlights the "Document Type" field, with a circled "3" next to it. The field contains the text "PFI". The screen also displays search criteria fields like "Subsystem", "Document Number", "Amendment / Modification Number", "Temporary Amendment Number", "Document Category", "Accounting Period", and "Document Date". There is also 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.

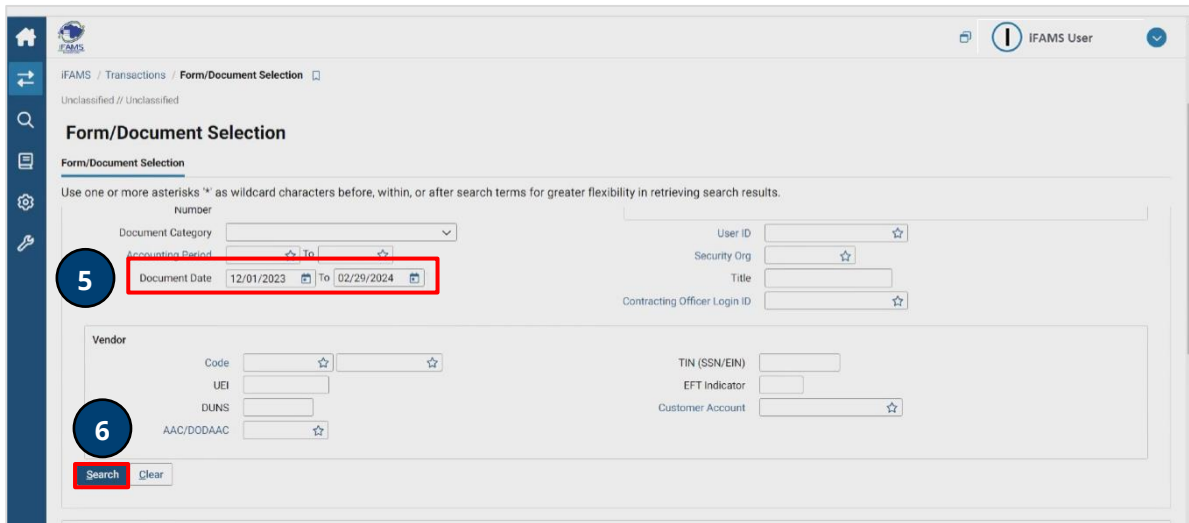


5. Enter in the Document Date Range: "12/01/2023 – 02/29/2024" (our example).



## Section 1: Create the PFI Reject Correction Transaction

6. Click the “Search” button.



IFAMS / Transactions / Form/Document Selection

Unclassified // Unclassified

### 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:

Accounting Period:  To

Document Date: 12/01/2023 To 02/29/2024

User ID:

Security Org:

Title:

Contracting Officer Login ID:

Vendor:

Code:

UEI:

DUNS:

AAC/DODAAC:

TIN (SSN/EIN):

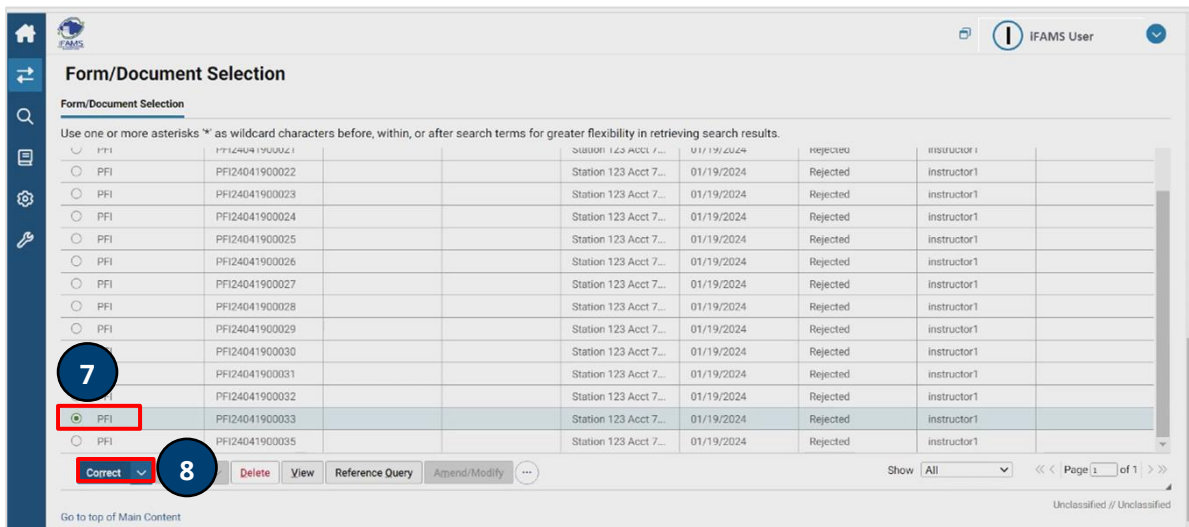
EFT Indicator:

Customer Account:

**Search** **Clear**

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

8. Click the “Correct” button.



IFAMS / Transactions / Form/Document Selection

Unclassified // Unclassified

### 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	PFI24041900033	Station 123 Acct 7...	01/19/2024	Rejected	instructor1
<input type="radio"/> PFI	PFI24041900022	Station 123 Acct 7...	01/19/2024	Rejected	instructor1
<input type="radio"/> PFI	PFI24041900023	Station 123 Acct 7...	01/19/2024	Rejected	instructor1
<input type="radio"/> PFI	PFI24041900024	Station 123 Acct 7...	01/19/2024	Rejected	instructor1
<input type="radio"/> PFI	PFI24041900025	Station 123 Acct 7...	01/19/2024	Rejected	instructor1
<input type="radio"/> PFI	PFI24041900026	Station 123 Acct 7...	01/19/2024	Rejected	instructor1
<input type="radio"/> PFI	PFI24041900027	Station 123 Acct 7...	01/19/2024	Rejected	instructor1
<input type="radio"/> PFI	PFI24041900028	Station 123 Acct 7...	01/19/2024	Rejected	instructor1
<input type="radio"/> PFI	PFI24041900029	Station 123 Acct 7...	01/19/2024	Rejected	instructor1
<input type="radio"/> PFI	PFI24041900030	Station 123 Acct 7...	01/19/2024	Rejected	instructor1
<input type="radio"/> PFI	PFI24041900031	Station 123 Acct 7...	01/19/2024	Rejected	instructor1
<input type="radio"/> PFI	PFI24041900032	Station 123 Acct 7...	01/19/2024	Rejected	instructor1
<input checked="" type="radio"/> PFI	PFI24041900033	Station 123 Acct 7...	01/19/2024	Rejected	instructor1
<input type="radio"/> PFI	PFI24041900035	Station 123 Acct 7...	01/19/2024	Rejected	instructor1

**Correct** **Delete** **View** **Reference Query** **Append/Modify**

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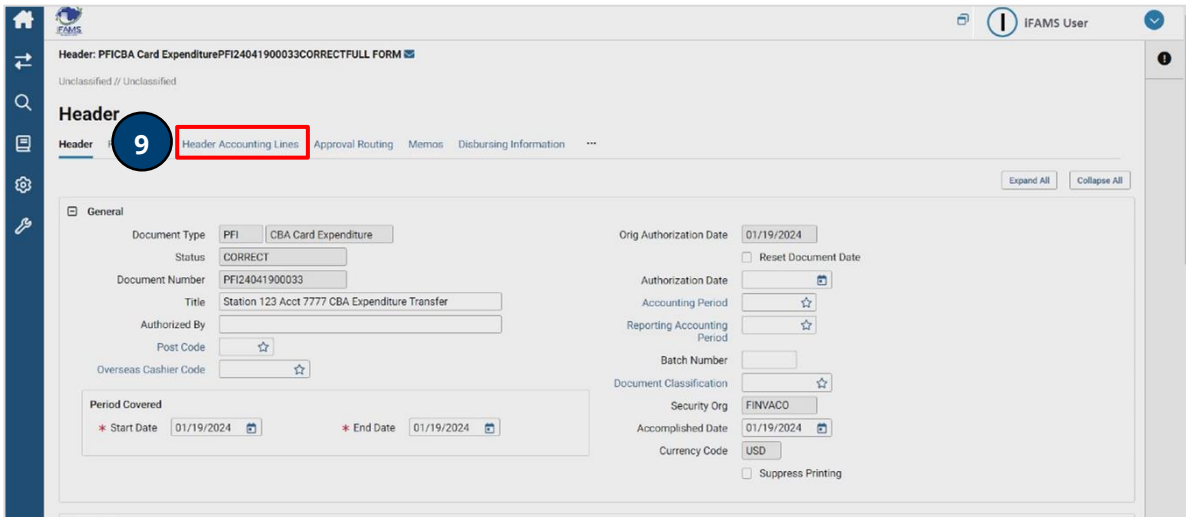
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## Section 2: Default the PFI Reject Manually

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

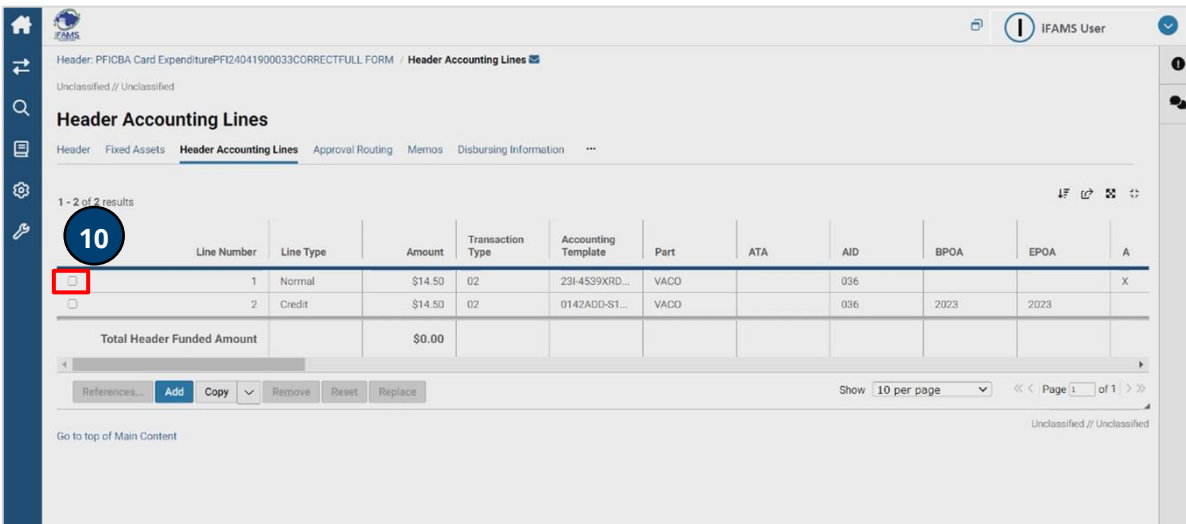
### Section 2: Default the PFI Reject Manually

- Click on the "Header Accounting Lines" tab.



The screenshot shows the iFAMS interface for the document "Header: PFI CBA Card Expenditure PFI24041900033CORRECTFULL FORM". The "Header Accounting Lines" tab is selected and highlighted with a red box and a circled number 9. The interface displays various fields for document information, including Document Type (PFI), Status (CORRECT), Document Number (PFI24041900033), Title (Station 123 Acct 7777 CBA Expenditure Transfer), and Period Covered (Start Date: 01/19/2024, End Date: 01/19/2024). Other fields include Authorization Date, Accounting Period, Reporting Accounting Period, Batch Number, Document Classification, Security Org (FINVACO), Accomplished Date, and Currency Code (USD).

- Select "Line 1"



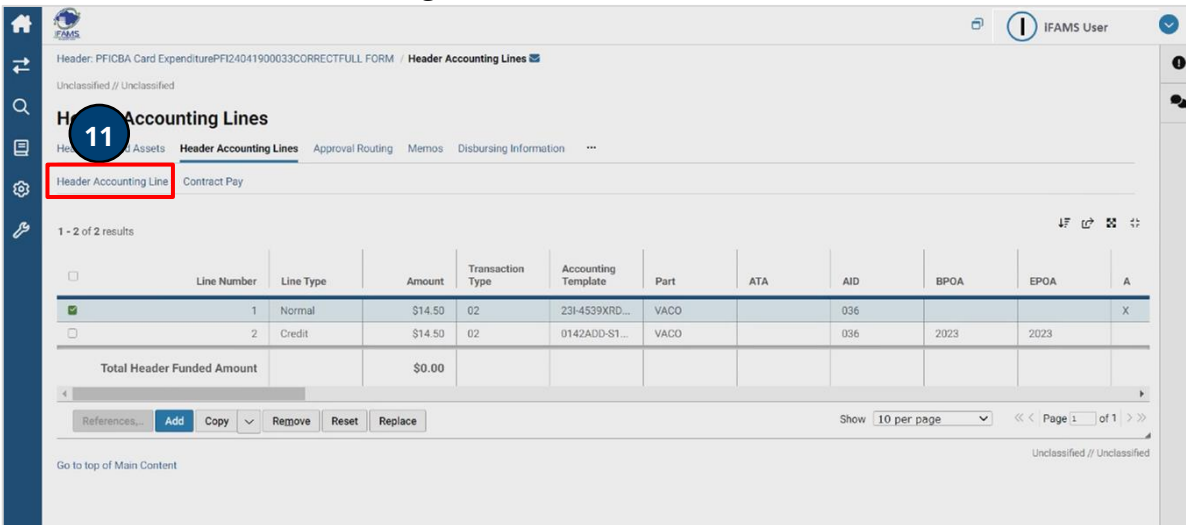
The screenshot shows the "Header Accounting Lines" table in the iFAMS interface. The table has columns for Line Number, Line Type, Amount, Transaction Type, Accounting Template, Part, ATA, AID, BPOA, EPOA, and A. Line 1 is selected, highlighted with a red box and a circled number 10. The table shows two lines: Line 1 (Normal, Amount \$14.50) and Line 2 (Credit, Amount \$14.50). The total header funded amount is \$0.00.

Line Number	Line Type	Amount	Transaction Type	Accounting Template	Part	ATA	AID	BPOA	EPOA	A
1	Normal	\$14.50	02	23H4539XRD...	VACO		036			X
2	Credit	\$14.50	02	0142ADD-S1...	VACO		036	2023	2023	
Total Header Funded Amount		\$0.00								



## Section 2: Default the PFI Reject Manually

11. Click on the "Header Accounting Line" subtab.



Header: PFI/CBA Card ExpenditurePFI24041900033CORRECTFULL FORM / Header Accounting Lines

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**Header Accounting Lines**

Header Accounting Lines | Contract Pay

1 - 2 of 2 results

Line Number	Line Type	Amount	Transaction Type	Accounting Template	Part	ATA	AID	BPOA	EPOA	A
1	Normal	\$14.50	02	23I-4539XRD...	VACO		036			X
2	Credit	\$14.50	02	0142ADD-S1...	VACO		036	2023	2023	
Total Header Funded Amount		\$0.00								

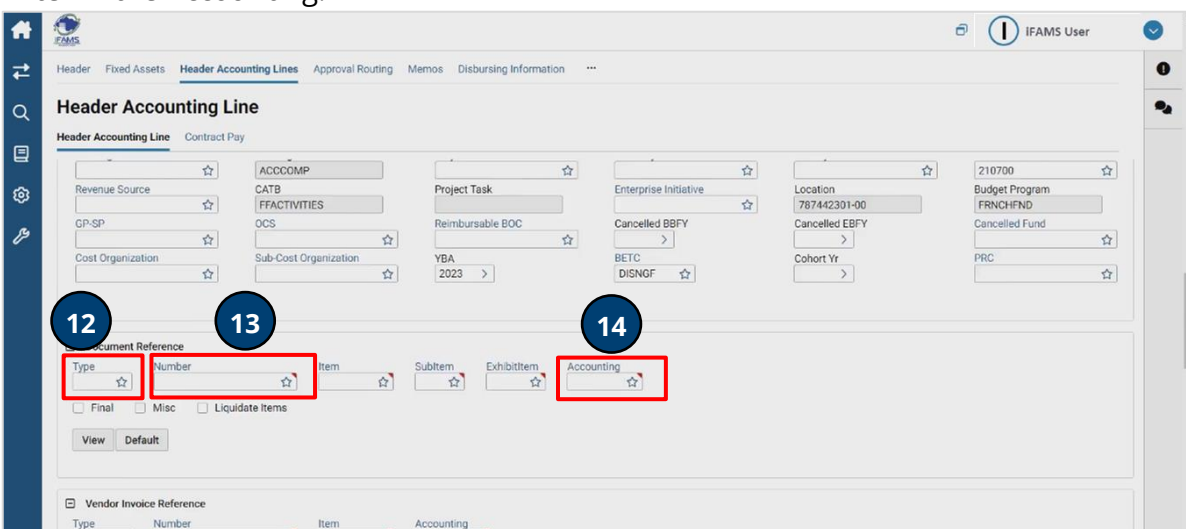
References... Add Copy Remove Reset Replace

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



Header: Fixed Assets | Header Accounting Lines | Approval Routing | Memos | Disbursing Information

**Header Accounting Line**

Header Accounting Line | Contract Pay

Revenue Source: ACCOMP  
GP-SP: CATB  
Cost Organization: FFACTIVITIES  
Sub-Cost Organization: OCS

Project Task: Reimbursable BOC  
YBA: 2023

Enterprise Initiative: Canceled BBFY  
BETC: DISNGF

Location: 787442301-00  
Cohort Yr: >

210700  
Budget Program: FRNCHFND  
Cancelled Fund: >  
PRC: >

Document Reference

Type: TAI Number: 123T77733 Item: Subitem: ExhibitItem: Accounting: 2

Final Misc Liquidate Items

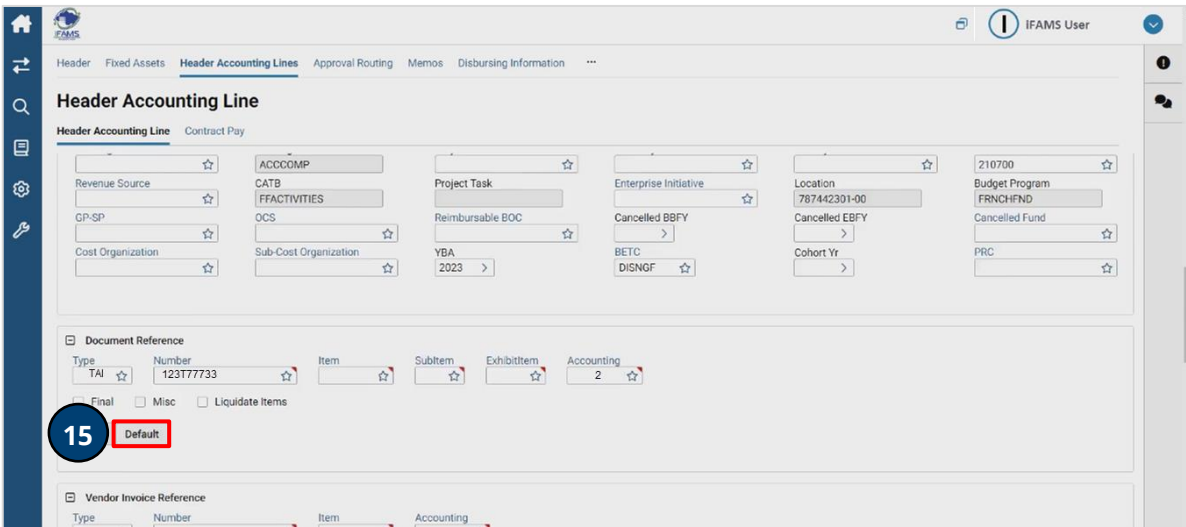
View Default

Vendor Invoice Reference

Type: Number: Item: Accounting:

## Section 2: Default the PFI Reject Manually

15. Click the “Default” button.



The screenshot shows the IFAMS Header Accounting Line form. The 'Default' button is highlighted with a red box and a blue circle containing the number 15. The form includes various fields for accounting information, such as Revenue Source, Project Task, Enterprise Initiative, Location, Budget Program, and Accounting. The 'Accounting' field is set to '2'.

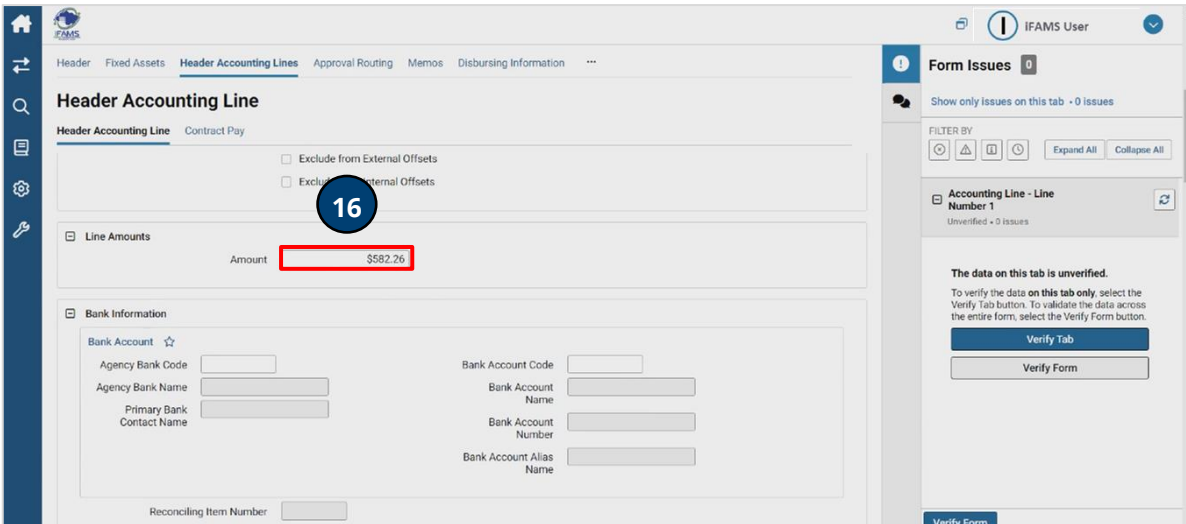
*Additional Information will automatically populate.*

## 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.

