

FFM Business Use Cases for Apply-to-Repay

Release FY 2024



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Budget Formulation-to-Execution Procure Pay Bill-to-Collect Report Agree-to-Reimburse Perform Hire-to-Reimburse Apply-to-Report Remove Perform Reference Reimburse Report Report Remove Perform Reference Remove Report Report Remove Perform Reference Remove Report Report Remove Remove

Purpose

The Federal Financial Management (FFM) Business Use Cases reflect the business needs, or requirements that an agency must follow in the financial management community. This document is part of the FFM Business Use Case Library and contains the business use cases associated with the Apply-to-Repay Business Process. The Federal Financial Management Business Use Case Library Overview should be referenced in conjunction with this document for guidance on understanding and applying the FFM Business Use Cases to agency financial operations.

Appendix A provides a list of the documents in the FFM Business Use Case Library.

Business Use Case Structure

The sections of the FFM business use cases are described below.

Business Use Case Identifier: includes information about the key underlying components. The notation for a business use case identifier is as shown.



Figure 1: The notation for a business use case identifier.

Business Scenario(s) Covered: identifies differing situations or conditions that occur when executing an end-to-end business process and reflect the scope and complexity of federal government agency missions.

Business Actor(s): identifies the typical offices or roles performing events in the business use case.

Synopsis: provides a summary of the events that take place within the business use case.

Assumptions and Dependencies: includes context information about events that have occurred prior to the first event identified in the business use case or outside of the business use case and dependencies on events accomplished in other business use cases. There are several common assumptions that are established for all business use cases. Additional assumptions or dependencies are included if needed for the specific business use case.

FFMSR ID Reference(s): includes a list of the Federal Financial Management System Requirements (FFMSR) that apply for the business use case.



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Request-toRequest-toReport

Record-toReport

Report

Apply-toReimburse

Apply-toReimburse

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Remburse

Report

Apply-toRepay

Initiating Event: identifies the event that triggers the initiation of the business use case.

Typical Flow of Events: includes the Federal Financial Management (FFM) and non-FFM events that may occur to complete the business scenario(s) included in the business use case. The non-FFM events are provided for business context. Also included are the inputs and outputs or outcomes that one would expect to occur during or as a result of the event.



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Apply-to-Repay Business Use Cases

110.FFM.L2.01 Federal Government Direct Loans Subject to Credit Reform

End-to-End Business Process: 110 Apply-to-Repay

Business Scenario(s) Covered

- Disbursement of a Loan
- Establishment of Principal Receivable
- Interest Accrual
- Collection of Interest and Principal

Business Actor(s)

Finance Office, Federal Agency Lender; Non-Federal Borrower (e.g., a small business)

Synopsis

A Federal Agency Lender makes an unsecured direct loan to a Non-Federal Borrower. The Federal Agency Lender disburses the loan, accrues interest and collects principal and interest from the Non-Federal Borrower. The Federal Agency Lender provides loan-related information for reporting to the Non-Federal Borrower.

Assumptions and Dependencies

General

- 1.1 There may or may not be automated (near/real-time or batch) interfaces between functional areas/functions/activities or between provider solutions/systems.
- 1.2 There is no presumption as to which activities are executed by which actor, or which activities are automated, semi-automated, or manual.
- 1.3 Supporting information for general ledger transactions includes sub-ledger entries when sub-ledgers are used.
- 1.4 Appropriate attributes (e.g., object class and project) are included as part of the accounting string.
- 1.5 Relationships between use cases are described in the Framework for Federal Financial Management Use Cases found in the related overview document.
- 1.6 All predecessor activities required to trigger the Initiating Event have been completed.
- 1.7 Funds availability checks are performed against appropriations/fund accounts for obligating funds, and against obligations for disbursing funds in accordance with OMB A-11, Section 150.2.



Budget Formulation-to-Execution Procure Pay Procure Pay Sill-to-Collect Report Record-to-Reimburse Perform Retire Record-to-Reimburse Perform Retire Record-to-Reimburse Report Record-to-Reimburse Record-to-Repay Record-to-Repay Record-to-Repay Record-to-Remburse Record-to-Record-to-Remburse Record-to-Remburse Record

110.FFM.L2.01 Federal Government Direct Loans Subject to Credit Reform

Business Use Case Specific

- 2.1 The loan approval and loan documentation contain the terms and conditions of the principal, interest, and administrative fees.
- 2.2 The borrower has already been set up in the FM system.
- 2.3 The loan transactions are provided to the FM System on a per loan basis.
- 2.4 The borrower's loan repayments are processed through a Treasury central service (e.g., lockbox or online payment system).
- 2.5 The loan is subject to the Federal Credit Reform Act.
- 2.6 The federal agency has received borrowing authority to cover the loan.
- 2.7 The federal agency has already calculated loan value, subsidy cost and administrative expense.
- 2.8 The federal agency has received appropriated funds for initial subsidy cost and administrative expense.
- 2.9 The periodic subsidy re-estimate activity and FM impacts are performed by a different business process.
- 2.10 The federal agency has already borrowed the necessary funding from Treasury or Federal Financing Bank.
- 2.11 The federal agency has already obligated the funds for the loan program including the obligation for the subsidy expense.
- 2.12 Money borrowed to cover the loan and the subsidy expense are already in the financing account.
- 2.13 Tolerance percentages or amounts between expenditure and obligation amounts have been established.

Federal Records Management

- In accordance with National Archives General Records Schedules (GRS) and other Federal records management standards, the types of digital objects received or created during FFM events (Business Use Case Inputs or Outputs) that are considered FFM Federal records (ERM.010.010, ERM.010.020) are specified with a superscript (FR). FFM Federal records are managed as temporary Federal records unless they stand out as having permanent value because of high dollar value, media attention, historical value, research value, or other extenuating circumstances.
- For each type of FFM Federal record, a retention period is established (ERM.010.030) and, if special circumstances occur such as an order, law, or business justification, a temporary Federal records retention period is changed (ERM.030.040) or a permanent Federal record retention period is extended (ERM.040.040).
- 3.3 During the retention period of an FFM Federal record: appropriate access levels are maintained (ERM.020.010); associated metadata (e.g., record identifier, creator, creation date, security classification, access rights) and an audit trail of changes to Federal record content, metadata, and access level are maintained (ERM.020.020); if a litigation hold is placed, the Federal record is locked down until the litigation hold is lifted to ensure no changes can be made (ERM.020.030); if needed to satisfy a Freedom of Information Act, Congressional, or e-discovery request, the Federal record is made available (ERM.020.040); and if needed because of technology obsolescence, the Federal record is migrated to another repository to serve out its retention period (ERM.020.050).



Budget
Formulation-toExecution

Request-toProcure Pay

Request-toProcure-toPay

Record-toReport

Record-toReport

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Apply-toPerform

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110.FFM.L2.01 Federal Government Direct Loans Subject to Credit Reform

Once an FFM Federal record has met its records retention period, it is disposed (ERM.030.010, ERM.030.020, ERM.030.030) or transferred to NARA (ERM.040.010, ERM.040.020, ERM.040.030).

FFMSR ID Reference(s): 1.1.2; 1.1.3; 1.1.4; 1.1.5; 2.1.1; 2.1.2; 2.2.1; 2.2.2; 2.2.4; 2.2.5; 2.2.6

Initiating Event: A Federal Agency Lender disburses a direct loan to a Non-Federal Borrower.



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Ty	Typical Flow of Events						
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)			
1		a. Execute loan documents and calculate the loan disbursement amount b. Request funds availability check (LNM.020.030 Loan Closing)	 Approved and validated loan application Loan disbursement information, outstanding principal balance and repayment terms 	 Calculated loan disbursement amount Request for funds availability check 			
2	Receive and process request for funds availability check (FFM.010.020 Funds Allocation and Control)		Request for funds availability check	Funds availability response			
3		 a. Approve loan b. Provide borrower (payee) information c. Request disbursement of loan funds (LNM.020.030 Loan Closing) 	Funds availability responseValidated loan application	 Borrower (payee) information Request for disbursement of loan funds 			
4	 a. Receive and update payee information (FFM.030.010 Payee Setup and Maintenance) b. Receive and process loan disbursement request (FFM.030.090 Payment Processing - Loan Payments) c. Confirm difference between expenditure amount and obligation amount does not exceed tolerance 		 Borrower (payee) information (FR) Request for disbursement of loan funds (FR) Disbursement confirmation information 	 Updated borrower (payee) information Payment transaction Appropriate obligation liquidation GL entries created with reference to source information Certified disbursement schedule (FR) Appropriate disbursement-in-transit GL entries created 			



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Use Case 110.FFM.L2.01 Federal Government Direct Loans Subject to Credit Reform

Typical Flow of Events

FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
percentage/amount and liquidate obligation			with reference to source information
(FFM.030.020 Obligation Management)			Appropriate disbursement- in-transit GL entries
d. Generate payment transaction			liquidated with reference to source information
(FFM.030.090 Payment Processing - Loan Payments)			 Appropriate disbursement G entries created with
e. Liquidate the obligation			reference to source information
(FFM.030.020 Obligation Management)			Borrower receives loan fund
f. Generate disbursement schedule			
(FFM.030.110 Payment Disbursement)			
g. Certify payment of disbursement schedule			
(FFM.030.110 Payment Disbursement)			
h. Receive confirmation of disbursement			
(FFM.030.120 Payment Confirmation)			
Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL)		GL entries	Appropriate GL accounts updated (FR)
(FFM.090.020 General Ledger Posting)			



Budget
Formulation-toExecution

Request-toProcure
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Record-toReport

Record-toReport

Record-toRemburse

Apply-toPerform

Hire-toRetire

Use Case 110.FFM.L2.01 Federal Government Direct Loans Subject to 0	Credit Reform
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Туј	Typical Flow of Events							
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)				
6		a. Request recording of loan asset financial informationb. Request recurring entry for principle and interest receivables(LNM.020.030 Loan Closing)	Loan amortization schedule	 Request for recording of loan asset financial information Request for principle and interest receivable recurring GL entries 				
7	a. Receive and process request for recording of loan asset financial information (FFM.020.020 Financial Asset		 Request for recording of loan asset financial information (FR) Request for principle and 	 Appropriate loan asset GL entries created with reference to source information Billing invoice for loan 				
	Information Processing - Loans)		interest receivable recurring GL entries (FR) Loan amortization schedule (FR)	repayment Appropriate receivable GL				
	b. Receive and process request for recurring GL entries for principle and interest payments			entries created with reference to source information				
	(FFM.060.020 Public Receivable Set-up and Invoicing)			 Appropriate interest accrual GL entries with reference to source information 				
	c. Issue billing invoice for loan repayment							
	(FFM.060.020 Public Receivable Set-up and Invoicing)							
	d. Accrue interest							
	(FFM.090.030 Accrual and Liability Processing)							



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d. Liquidate interest liability

(FFM.040.010 Revenue

Use Case 110.FFM.L2.01 Federal Government Direct Loans Subject to Credit Reform

Ту	Typical Flow of Events						
	FFM Event	Non-FFM Event	h	nput(s)	0	utput(s) / Outcome(s)	
8	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		•	GL entries	•	Appropriate GL accounts updated ^(FR)	
9		a. Receive loan repayment	•	Loan repayment information	•	Payer information	
		b. Provide payer information			•	for processing of loan	
		c. Request processing of loan repayment				repayment	
		(LNM.030.010 Loan Servicing)					
10	Receive and update payer information		•	Payer information (FR)	•	Updated payer information	
	(FFM.060.010 Payer Setup and Maintenance)		•	Request for processing of loan repayment (FR)		Appropriate receivable GL entries liquidated with reference to source	
	b. Receive and process loan					information	
	repayment (collection) (FFM.060.030 Public Receipt Processing)				•	Appropriate revenue GL entries created with reference to source	
	c. Recognize revenue for					information	
	interest payments, as earned (FFM.040.010 Revenue Processing)				•	Appropriate liability accrual reversal GL entries created with reference to source	

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Use Case 110.FFM.L2.01 Federal Government Direct Loans Subject to Credit Reform

Typical Flow of Events

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	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)			
	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		GL entries	Appropriate GL accounts updated (FR)			
	Generate report of loan collection (FFM.060.050 Public Receivable and Collection Reporting)		Loan collection information	Reports on loan collection			



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110.FFM.L2.02 Federal Government Guaranteed Loans Subject to Credit Reform

End-to-End Business Process: 110 Apply-to-Repay

Business Scenario(s) Covered

- Aggregated Loan Portfolio
- Default on Government Guaranteed Loan

Business Actor(s)

Finance Office, Federal Agency; Lender, Borrower

Synopsis

Loans made to private sector borrowers (Borrower) by a private sector lender (Lender) are guaranteed by a federal agency (Guarantor). One guaranteed loan is subsequently found to be in default. A guaranteed loan default claim is filed with the federal agency and a default claim payment is made to the Lender. The Borrower's pledged asset is foreclosed, and is purchased at the foreclosure sale and pledged as collateral for the federal agency's guarantee of the portfolio. The difference between the value of the asset and the guarantee outlay is not collected from the Borrower after a failed attempt by the Guarantor. The debt is referred to the Treasury for collection.

Assumptions and Dependencies

<u>General</u>

- 1.1 There may or may not be automated (near/real-time or batch) interfaces between functional areas/functions/activities or between provider solutions/systems.
- 1.2 There is no presumption as to which activities are executed by which actor, or which activities are automated, semi-automated, or manual.
- 1.3 Supporting information for general ledger transactions includes sub-ledger entries when sub-ledgers are used.
- 1.4 Appropriate attributes (e.g., object class and project) are included as part of the accounting string.
- 1.5 Relationships between use cases are described in the Framework for Federal Financial Management Use Cases found in the related overview document.
- 1.6 All predecessor activities required to trigger the Initiating Event have been completed.
- 1.7 Funds availability checks are performed against appropriations/fund accounts for obligating funds, and against obligations for disbursing funds in accordance with OMB A-11, Section 150.2.

Business Use Case Specific

2.1 The Lender is in good standing under the laws of its state of origination, an approved lender qualified to issue federal guaranteed loans, and is not in default under any agreements with the Federal Agency Loan Guarantor.



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110.FFM.L2.02 Federal Government Guaranteed Loans Subject to Credit Reform

- 2.2 The Lender has qualified Borrowers for guaranteed loans and has completed loan settlements and disbursements and is qualified to issue federal government guaranteed loans.
- 2.3 The federal agency has already obligated the funds for the default claim for the guaranteed loan program.
- 2.4 Financial information is provided to the FM system on a loan portfolio level (i.e., not on a per loan basis).
- 2.5 The periodic re-estimation of liability and subsidy expenses is performed periodically in a different business process.
- 2.6 On default, a loan is removed from the pool and managed individually for guaranteed loan default claims.
- 2.7 An initial liability and subsidy expense for the guaranteed loan portfolio has already been posted in the FM system.
- 2.8 Tolerance percentages or amounts between expenditure and obligation amounts have been established.

Federal Records Management

- In accordance with National Archives General Records Schedules (GRS) and other Federal records management standards, the types of digital objects received or created during FFM events (Business Use Case Inputs or Outputs) that are considered FFM Federal records (ERM.010.010, ERM.010.020) are specified with a superscript (FR). FFM Federal records are managed as temporary Federal records unless they stand out as having permanent value because of high dollar value, media attention, historical value, research value, or other extenuating circumstances.
- For each type of FFM Federal record, a retention period is established (ERM.010.030) and, if special circumstances occur such as an order, law, or business justification, a temporary Federal records retention period is changed (ERM.030.040) or a permanent Federal record retention period is extended (ERM.040.040).
- During the retention period of an FFM Federal record: appropriate access levels are maintained (ERM.020.010); associated metadata (e.g., record identifier, creator, creation date, security classification, access rights) and an audit trail of changes to Federal record content, metadata, and access level are maintained (ERM.020.020); if a litigation hold is placed, the Federal record is locked down until the litigation hold is lifted to ensure no changes can be made (ERM.020.030); if needed to satisfy a Freedom of Information Act, Congressional, or e-discovery request, the Federal record is made available (ERM.020.040); and if needed because of technology obsolescence, the Federal record is migrated to another repository to serve out its retention period (ERM.020.050).
- 3.4 Once an FFM Federal record has met its records retention period, it is disposed (ERM.030.010, ERM.030.020, ERM.030.030) or transferred to NARA (ERM.040.010, ERM.040.020, ERM.040.030).

FFMSR ID Reference(s): 1.1.2; 1.1.3; 1.1.4; 1.1.5; 1.2.1; 2.2.1; 2.2.2, 2.2.4, 2.2.5; 2.2.6

Initiating Event: The Lender provides updated guaranteed loan portfolio information to the federal agency.



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Тур	Typical Flow of Events						
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)			
1		 a. Determine the government program's loan guarantee liability for the portfolio of guaranteed loans b. Request processing of portfolio liability information (LNM.040.010 Loan Portfolio Management) 	Face value of guaranteed loans outstanding and the amount guaranteed	 Guaranteed loan portfolio liability information Request for processing of loan portfolio liability information 			
2	Receive and process request for processing of loan portfolio liability information (FFM.020.020 Financial Asset Information Processing - Loans)		 Guaranteed loan portfolio liability information (FR) Request for processing of portfolio liability information (FR) 	Appropriate liability adjustment GL entries created with reference to source information			
3	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		GL entries	Appropriate GL accounts updated (FR)			
4		 a. Receive and process lender's guaranteed loan default claim b. Request funds availability check (LNM.030.040 Loan Insurance Claim Processing) 	 Notice of default claim from lender Guaranteed loan terms and collateral information 	 Validated notice of default claim from lender Request for funds availability check 			



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	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)			
5	Receive and process request for funds availability check (FFM.010.020 Funds Allocation and Control)		Request for funds availability check	Funds availability response			
6		 a. Approve lender's guaranteed loan default claim b. Provide lender (payee) information c. Request guaranteed loan default claim disbursement (LNM.030.040 Loan Insurance Claim Processing) 	 Funds availability response Validated notice of default claim from lender 	 Approved loan default claim Lender (payee) information Request for guaranteed loan default claim disbursement 			
7	 d. Receive and update payee information (FFM.030.010 Payee Setup and Maintenance) e. Receive and process request for guaranteed loan default claim disbursement (FFM.030.090 Payment Processing - Loan Payments) f. Confirm difference between expenditure amount and obligation amount does not exceed tolerance percentage/amount and liquidate obligation 		 Lender (payee) information (FR) Request for guaranteed loan default claim disbursement (FR) Disbursement confirmation information 	 Updated lender (payee) information Payment transaction Appropriate obligation liquidation GL entries created with reference to source information Certified disbursement schedule (FR) Appropriate disbursement-in-transit GL entries created with reference to source information Appropriate disbursement-information Appropriate disbursement-information 			



Budget Formulation-to Execution

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pical Flow of Events						
FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)			
(FFM.030.020 Obligation Management)			liquidated with reference t source information			
g. Generate payment transaction (FFM.030.090 Payment Processing - Loan			 Appropriate disbursement GL entries created with reference to source information 			
Payments) h. Liquidate the obligation (FFM.030.020 Obligation Management)			 Lender receives guarante loan default claim funds 			
i. Generate disbursement schedule (FFM.030.110 Payment Disbursement)						
j. Certify payment of disbursement schedule (FFM.030.110 Payment						
Disbursement)						
k. Receive confirmation of disbursement						
(FFM.030.120 Payment Confirmation)						
Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL)		GL entries	Appropriate GL accounts updated (FR)			
(FFM.090.020 General Ledge Posting)	er					



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Тур	Typical Flow of Events						
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)			
9		 a. Determine value of foreclosed asset b. Request issuance of billing invoice for balance needed to recover guarantee paid out, offset by value of foreclosed asset (LNM.030.040 Loan Insurance Claim Processing) 	Estimated net recovery from foreclosed asset	 Request for recording of value of foreclosed asset Request for issuance of billing invoice for balance to recover guarantee paid out 			
10	 a. Receive and process request to record value of foreclosed asset (FFM.020.010 Financial Asset Information Processing-Property, Plant, and Equipment) b. Receive and process request for billing invoice to recover guarantee paid out, offset by value of foreclosed asset (FFM.060.020 Public Receivable Set-up and Invoicing) 		 Request for recording of value of foreclosed asset (FR) Request for billing invoice for balance to recover guarantee paid out (FR) 	 Appropriate asset value GL entries created with reference to source information Billing invoice for balance to recover guarantee paid out (FR) Appropriate receivable GL entries created with reference to source information 			
11	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		GL entries	Appropriate GL accounts updated (FR)			



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	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)			
12		 a. Monitor age of receivable and determine accrued interest b. Request recording of accrued interest 	Receivable for balance to recover guarantee paid out	Request for recording of accrued interest			
		(LNM.030.040 Loan Insurance Claim Processing)					
13	Receive and process request for recording of accrued interest (FFM.040.010 Revenue Processing)		Request for recording of accrued interest (FR)	Appropriate revenue GL entries created with reference to source information			
14	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		GL entries	Appropriate GL accounts updated (FR)			
15		Request referral of debt to Treasury for collection (LNM.030.040 Loan Insurance Claim Processing)	Delinquent debt for balance to recover guarantee paid out	Request for referral of delinquent debt to Treasury			



Formulation-to
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Typical Flow of Events							
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)			
16	Receive and process request for referral of delinquent debt to Treasury for collection (FFM.070.010 Delinquent Debt Collection)		Request for referral of delinquent debt to Treasury (FR)	 Referral to Treasury for collection (FR) Appropriate receivable GL entries created with reference to source information Appropriate interest accrual GL entries created with reference to source information 			
17	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		GL entries	Appropriate GL accounts updated (FR)			
18	Report on delinquent debt (FFM.070.030 Delinquent Debt Reporting)		Delinquent debt for balance to recover guarantee paid out	Delinquent debt information			



Budget
Formulation-toExecution

Request-toProcure

Procure-toPay

Record-toRecord-toReimburse

Apply-toPerform

Appendix A: FFM Business Use Case Library Documents

Library Document Content

FFM Business	Use (Case I	Library
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010 Budget Formulation-to-Execution

020 Acquire-to-Dispose

030 Request-to-Procure

040 Procure-to-Pay

050 Bill-to-Collect

060 Record-to-Report

070 Agree-to-Reimburse

080 Apply-to-Perform

090 Hire-to-Retire

100 Book-to-Reimburse

110 Apply-to-Repay

Business Use Case Document Name

FFM Business Use Case Library Overview

FFM Use Cases 010 Budget Formulation-to-Execution

FFM Use Cases 020 Acquire-to-Dispose

FFM Use Cases 030 Request-to-Procure

FFM Use Cases 040 Procure-to-Pay

FFM Use Cases 050 Bill-to-Collect

FFM Use Cases 060 Record-to-Report

FFM Use Cases 070 Agree-to-Reimburse

FFM Use Cases 080 Apply-to-Perform

FFM Use Cases 090 Hire-to-Retire

FFM Use Cases 100 Book-to-Reimburse

FFM Use Cases 110 Apply-to-Repay