Process Details

Disbursing and Collecting (Cash Accountability)
(DISB)
Process Details
16 JAN 2020

Instructions: Please use the process details in conjunction with the process map to review each Manage Disbursement process. Key definitions have been provided below to help you navigate through the process details. All feedback should be included in the yellow "Feedback" column (Column G on each tab) and returned to BPS via email: usarmy.indianapolis-in.fin-mgt-cmd.mbx.bps@mail.mil or via the respective BPS Process Standard Collaboration Space.

Key Definitions:

Process Details: An Excel spreadsheet that contains the details behind each step in the process that cannot fit on the process map (i.e. transaction posting logic, links to trainings, regulations, internal control language, job aids, templates, etc.)

Process Map: A visual depiction of the end-to-end process that highlights process owners, internal controls, creation of a General Ledger (GL) entry, generation of key supporting documents and ERP transaction codes.

Process Details Definitions:

Column Name	Definition
Map Step	The numbered iteration for each specific process step.
Business Process Model Name	The overarching process that is being broken down into a step-by-step format.
Process Step	The specific step in the Business Process Model.
Process Description	The detailed description explaining what the Process Step entails.
Process Owner	The organization or department that is responsible for this Process Step.
Business Rules	Relevant Department of Defense (DoD) or Army policy that pertains to the process step.
Control	The methods and procedures that are implemented to ensure validity and accuracy of the financial statements.
System	The system that is used to perform the activities described in the corresponding process step.
Transaction Code	Consists of letters, numbers, or both, and is entered in the command field at the top of the SAP screen.
TFM Transaction Code	Represent the grouping of categories to provide a basic framework for organizing transactions.
DoD Transaction Code	Represents the DoD Standard Financial Information Structure (SFIS) transaction code, which incorporates the TFM Transaction Codes to provide a basic framework for organizing transactions.
General Ledger (GL) Impact	Any transaction that affects the general ledger.
KSDs	Key Supporting documents as defined in the OSD FIAR Guidance (Appendix B) and the DASA-FO KSD Matrix.
Feedback	Please insert your feedback related to each process step in this column.
Comments	Any important notes that the reader should know.

Key Tip(s):

Table of Contents: Tab 'Table of Contents' is a hyperlink enabled table of contents that will link to the respective process details for