



RECEIVER GENERAL MANUAL

CHAPTER 11

RECONCILIATIONS REQUIRED BY DEPARTMENTS UNDER FIS

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Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
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Government Operational
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11.1 INTRODUCTION

Under Treasury Board comptrollership guidelines, all departmental control account balances must be checked regularly for agreement with the balances in the central systems of the Government of Canada. For more information on the guidelines, contact the intranet site at TBS, http://publiservice.tbs-sct.gc.ca/fis_sif/FIS-SIF_e.html

This means that departments are required, on a monthly basis, to reconcile their accounting information and the balances in their FIS control accounts with the central FIS control accounts kept by the Receiver General.

This reconciliation is essential to maintain the integrity of the control accounts information in the Central Financial Management Reporting System (CFMRS). This reconciliation needs to be done before a FIS department transmits its trial balance for an accounting period to CFMRS.

However, the accuracy and completeness of this information also depends on departments reconciling the information in their financial management system with the corresponding information of the Treasury systems (the Standard Payment System (SPS), the Banking Facilities System (BFS), and the Payroll System (PS)).

When departmental control accounts do not agree with the detail control data generated in the SPS, BFS and PS, the differences must be identified and resolved.

How a department receives output and documentation from the various systems will depend on the options made available to the department by the Treasury (SPS and BFS) and PS systems and on the method(s) selected by the department for receiving information. The potential options include the FIS electronic mailbox, e-mail notification with attachment, or via the Direct Access Storage Device (DASD).

11.2 RECEIVER GENERAL - GENERAL LEDGER

The Receiver General-General Ledger (RG-GL) serves as the repository for Receiver General (RG) accounting transactions. In addition to regular transactions (i.e., bank accounts and outstanding payment account) the RG-GL has payment, deposit and interdepartmental settlement FIS control accounts (by department) based **primarily** on the control information received on a periodic basis from the Treasury systems. The FIS control account balances are sent to the CFMRS at month end, as part of the RG-GL trial balance.

In addition to the FIS control accounts in the RG-GL being updated by control data from the Treasury systems, there will be a number of instances, where RG staff will need to enter journal voucher entries into the RG-GL that will affect the FIS control accounts.

As part of the mainframe editing process CFMRS matches RG-GL and PS-GL FIS control account balances with corresponding FIS control account balances from a departmental system's monthly trial balance.

Under FIS, the debit/credit indicator value of a FIS control account balance within CFMRS should be **opposite** to the debit/credit indicator value of the corresponding control account balance within the trial balance of a FIS department. The only two possible values of the debit/credit indicator are CR (credit) or DR (debit). For example, in CFMRS the payment control account balance will have a **DR** debit/creditor indicator value, while in the FIS department's DFMS general ledger and in its trial balance the payment control account balance should have a **CR** debit/creditor indicator value.

For each FIS control account for a given accounting period, CFMRS will add the CFMRS FIS control account balance to the corresponding FIS control account balance contained in the DFMS trial balance, considering the debit/credit indicator. If the sum of the two corresponding FIS control account balances is zero, the CFMRS FIS control account matching process is successful, i.e., there is no reject condition. If the sum of the two corresponding FIS control account balances is a non-zero DR amount or a non-zero CR amount, its value, without considering whether it is a CR or DR, will be compared to the CFMRS tolerance amount, set by the Receiver General. If the sum is less than or equal to the CFMRS tolerance amount, the FIS control account balance of the department passes the validation check. However, if the sum, without considering whether it is a CR or DR, is greater than the CFMRS tolerance amount, the CFMRS control account validation for the given FIS control account is not met and the total trial balance, provided by the FIS department, will be rejected. In other words, the CFMRS FIS control account balance check is a fatal validation.

As a key part of the FIS control framework, departments are required to reconcile all differences at the end of an accounting period between the RG-GL (and the PS-GL) FIS control account balances and corresponding FIS control account balances in their Departmental Financial Management System (DFMS) monthly trial balances **before** the trial balance is transmitted to the CFMRS.

11.2.1 Processing by the RG-GL

Function	Action
Edit and validation	Files from the Treasury system's control data are collected from the shared Direct Access Storage Device (DASD) on the PWGSC mainframe by the CDFS (RG-GL) batch programs and basic edits are performed.
Journal entry creation	Treasury system control data are used to create double-sided balanced journal entries and impose the appropriate financial coding in the RG-GL.
Journal voucher entry	Journal entries affecting control accounts are entered on-line to the RG-GL by the Central Accounting and Reporting Sector (CARS) for Department 097 (RG) for adjusting entries, by the Banking and Cash Management Sector (BCMS) for banking-related entries and by the Cheque Redemption Control Directorate (CRCD) for cheque-related entries. Edits are performed on all journal voucher data entered on-line into the RG-GL.
Monitor and control	The RG-GL maintains the general ledger accounts including assets (Receiver General bank accounts, outstanding deposits and receivables), liability, equity and control accounts (payments, deposits and interdepartmental settlements).
Trial balance production	On a monthly basis, a trial balance for the RG-GL (Dept 097) is produced based on the government-wide chart of accounts for input to CFMRS.

11.2.2 RG-GL Data Outputs

Report/File	Contains	Sent
RG-GL Control Account Balance Report	Year-to-date account balance and the control account daily totals in Canadian dollars.	As often as daily (i.e. as often as departmental control data are received and processed in the RG-GL). If the Receiver General processes a journal voucher in the RG-GL that updates a FIS control account of a department, this is also sufficient to cause a RG-GL Control Account Balance Report to be generated for a FIS department.
RG-GL Control Data Report	Formatted control data details made available to the RG-GL from the Treasury systems including: <ul style="list-style-type: none"> • Department ID and name • Fiscal year and RG-GL accounting period • Financial Reporting Code • Treasury System ID and sub-system ID • Departmental Accounting Office (DAO) • Department Accounting period • Treasury System control ID • Line count • Exchange rate • Canadian equivalent amount • Currency code • Internal/external indicator • IS cr/dr initiator indicator • Partnering department 	As often as daily (i.e. as often as departmental control data are received and processed in the RG-GL).

Report/File	Contains	Sent
Control Data File	The detailed control data displayed in the control data report. The output record layout for the RG-GL control data file are defined in the Receiver-General FIS Input/Output Requirements For Departments Document.	As often as daily (i.e. as often as departmental control data are received and processed in the RG-GL).

11.2.3 Outputs Received from the RG by Departments

From	Documentation	Sent
RG-GL	<p>The RG-GL Control Account Balance Report, the RG-GL Control Data Report and the control data details file, produced by the RG-GL.</p> <p>The last RG-GL Control Account Balance Report issued by the RG-GL for a specific accounting month will have the word “FINAL” printed on the report (even if there is no control data activity for that day).</p> <p>To facilitate departmental reconciliation of RG-GL control account balances to DFMS control account balances, the RG-GL sends a RG-GL Control Account Balance Report (see Report 11-1) to departments. To aid departments with reconciliation, the report includes the daily total and the cumulative fiscal year year-to-date (YTD) total in Canadian dollars for each control account.</p>	As often as daily (i.e. as often as departmental control data are received and processed in the RG-GL). If the Receiver General processes a journal voucher in the RG-GL that updates a FIS control account of a department, this is also sufficient to cause a RG-GL Control Account Balance Report to be generated for a FIS department.
RG-GL	A special report, RG-GL Daily Report of Internal JVs Affecting FIS Control Accounts, (see Report 11-2) will be sent by the RG on a daily basis (if there is JV activity) detailing all JVs that have affected a departmental control account in a particular accounting period.	As often as daily (i.e. as often as JVs, that affect a FIS department’s FIS control account, are processed in the RG-GL).

From	Documentation	Sent
CFMRS	A Departmental Feed Validation Error Report is issued by the CFMRS monitoring and control officers when the control account balances provided by the department in its accounting period's trial balance do not match those from the RG-GL and from the PS-GL. (If there is a discrepancy between the department's and the PS-GL payroll control account, a no match error notice is also sent to PWGSC Compensation Sector.)	Once a month or as required after month end.

Readers are referred to <http://publiservice.gc.ca/services/fis-sif/text/docs-e.html> for the Receiver General FIS Input-Output Requirements for Departments - Final Document (December 10, 1998) and the file record layouts involving FIS departments and the new and revised central systems.

Report 11-1 RG-GL Control Account Balance Report

CD1VY

R G - G L / G L - R G

PAGE: 1

CONTROL ACCOUNT BALANCE REPORT /
RAPPORT DES SOLDES DES COMPTES DE CONTRÔLE

1999-05-20

DEPT/MIN: 130

REVENUE CANADA / REVENU CANADA

FY/AF : 1999/2000

AP/PC : 02

Table with columns: FIS CONTROL ACCOUNTS / COMPTES DE CONTRÔLE DE LA SIF, PRTNR DEPT / MIN ASSOC, DAILY TOTAL / TOTAL QUOTIDIEN, ACCOUNT BALANCE / SOLDE DE COMPTE. Rows include 61130 Payment Control Account, 62130 Deposit Control Account, 64130 I.S. Debit Control Account, 65130 I.S. Credit Control Account, 66130 Payment Control Account-U.S.\$, and 68130 Payment Control Account-DBA.

Separator line of asterisks

End of Report / Fin du Rapport

Report 11-2 RG-GL Daily Report of Internal JVs Affecting FIS Control Accounts

18/06/99
FY / AF 1999/2000

RG-GL / GL-RG
Daily Report of Internal JVs Affecting FIS Control Accounts
Rapport journalier des pièces de journal internes se rapportant aux comptes de contrôle SIF
RG-GL Accounting Period / Periode comptable du GL-RG: 02

Department / Ministère 127 PWGSC
TPSGC

Date	FRC CIF	RGGL FCB BCF GLRG	Dept/DAO Min/BCM	RGGL JV ID No. PJ du GL-RG	RG-GL DAO ID BCM du GL-RG	Description	Amount Montant	
20/05/99	61000	8561000	1270000	0000000064	4002	TO CHARGE PWGSC FOR NON-CLIENT	13,309.45	DR
20/05/99	61000	8561000	1270000	0000000077	4001	DBA ADJUSTMENT UNDER 10.00\$	-783.73	CR
20/05/99	61000	8561000	1270000	0000000100	4001	RG ADJUSTMENT UNDER 10.00\$	-11.01	CR
13/05/99	61000	8061000	1271110	0000000087	1111		-203.8	CR
03/06/99	61000	8061000	1271110	0000000130	1111		203.8	DR
TOTAL	61000						12,514.71	DR

The above noted Journal Vouchers were processed within the Receiver General - General Ledger. The RG-GL Daily Total and Account Balance fields of the Control Account Balance Report reflect these amounts. Departments are required to create the appropriate offsetting entries in their DFMS for the same accounting period.

Les pièces de journal ci-dessus ont été traitées dans le Grand Livre du Receveur Général. Ces montants figurent dans le Rapport des soldes des comptes de contrôle sous les en-têtes "Total quotidien" et "Solde de compte". Les ministères doivent enregistrer les entrées correspondantes dans leur système financier dans la même période comptable.

(v1.2 09/06/1999)

11.2.4 Key Controls

1. Departments must perform at a minimum monthly, but preferably daily, a reconciliation between the control account balances in their DFMS and the daily YTD control account totals given in the last control accounts reports and files for the accounting period which departments receive from the RG-GL. The RG-GL control account totals are based on control data received from the Treasury systems and internal journal vouchers for adjustments not processed through the Treasury systems.
2. In the case of interdepartmental settlements, involving two FIS partnering departments or a FIS and a non-FIS partnering departments, the RG-GL must generate the interdepartmental settlement credit control account and debit control account entries simultaneously. The entries are generated at the individual settlement level (i.e. the Interdepartmental Settlement Reference Number (ISRN) level).
3. The CFMRS compares the control account balances provided by the RG-GL trial balance and the PS-GL trial balance with corresponding control account balances provided by departmental trial balances for the same accounting period.

11.2.5 Non-SPS Payment Issue

There are presently departmental systems producing payments. This is the case for FIS compliant Public Service Superannuation (Dept. 087) which produces superannuation payments. On a monthly basis, a journal voucher will be processed in the RG-GL against the payment control account 6A087 for the total amount of the payments that have been processed during the month. The control account with the format 6Xddd will be used in these specific cases (X being an alphabetic character and 'ddd' being the department's number, which is issuing the payment).

11.3 SPS RECONCILIATION (REGULAR PAYMENT ISSUE IN CANADIAN AND FOREIGN CURRENCIES)

Involves:

Account 61ddd - Cash payment control account - C\$

Account 66ddd - Cash payment control account - US\$

Account 67ddd - Cash payment control account - other foreign currencies

11.3.1 Data Input from Departments

Electronically authorized payment requisitions for cheques, direct deposits and electronic data interchange payments (including net pay and remittances) are sent by departments to the SPS. The requisition provides full payment details — name, date, amount, delivery address, financial institution routing information and stub detail (if required). A requisition can contain only one currency.

Undelivered payments are returned by the delivery agent (Canada Post, financial institutions) to the Cheque Redemption and Control Directorate (CRCD) and to the other responsible sites for input into the SPS.

11.3.2 Processing by the SPS

Function/Data	Action
Requisition number	Departments assign a unique requisition number to a group of payments submitted to the SPS. This allows for identification by batch characteristics, e.g., by requesting department, client department accounting office ID, total amount, currency or foreign exchange rate. Refer to Section 11.3.6 for the structure of the requisition number.
Edit and verification	On receipt of the requisition and payment details, the SPS confirms the authenticity of the electronic signature on the requisition and edits the input to ensure that the requisition and payment details are in balance and show no signs of tampering.
Assignment of payment reference numbers	Each edited payment is assigned a 12-digit payment reference number (PRN) before being loaded into the SPS data base. Each PRN is linked to the SPS requisition number.

Function/Data	Action
Notification to departments	The SPS notifies the department by return file when payments have been issued so the department can record the payment details (PRN, payment date, related requisition number, etc.) in its own DFMS.
On-line inquiry and updates	Information on returned and duplicate payments is entered into the SPS either by the CRCD or the PWGSC responsible site. The SPS inquiry feature provides full payment information for an SPS payment requisition at any point in the payment process.

11.3.3 Data Outputs of SPS

Files	Contains	Sent
Payments	Payment details related to SPS loading and extraction of payments as: <ul style="list-style-type: none"> • direct deposits into payees' accounts at financial institutions • cheques printed at PWGSC offices and prepared for delivery • electronic data interchange payments. 	From the SPS as processed.
Optional payment return file	Payment issue feedback. After all the payments have been loaded into the SPS, the requisition is updated and the issue reported to the department, if the client has selected to receive it.	From the SPS as processed.
Canceled payment register file	Cancellation requisitions details related to canceled payments. SPS assigns the requisition number for cancellations. The cancellation action is also reported to the RG-GL.	From the SPS as processed.
Forwarding of control data	Payment control data, which is forwarded by SPS requisition number, to the RG-GL.	As often as daily - whenever SPS processes payments.

11.3.4 Outputs Received from the RG by Departments

Client departments receive the following documentation from PWGSC.

From	Documentation	Sent
SPS	An optional electronic payment return file is available for those clients requiring this information.	As required.
RG-GL	<p>The RG-GL Control Account Balance Report, the RG-GL Control Data Report and the control data details file (the SPS requisition number assigned by a department is provided).</p> <p>The last RG-GL Control Account Balance Report issued by the RG-GL for a specific accounting month will have the word “FINAL” printed on the report (even if there is no control data activity for that day).</p> <p>A special report RG-GL Daily Report of Internal JVs Affecting FIS Control Accounts (see Report 11-2) will be sent by the RG on a daily basis (if there is JV activity) detailing all JVs that have affected a departmental control account in a particular accounting period.</p>	<p>As often as daily (i.e. as often as departmental control data are received and processed in the RG-GL). If the Receiver General processes a journal voucher in the RG-GL that updates a FIS control account of a department, this is also sufficient to cause a RG-GL Control Account Balance Report to be generated for a FIS department.</p> <p>As often as daily (i.e. as often as JVs, that affect a FIS department’s FIS control account, are processed in the RG-GL).</p>
CFMRS	A Departmental Feed Validation Error Report is issued by CFMRS monitoring and control officers when the department’s control account balances (contained in its trial balance) do not match those in the RG-GL and/or if there are validation problems with the department’s trial balance.	Once a month or as required after the month end.

Readers are referred to <http://publiservice.gc.ca/services/fis-sif/text/docs-e.html> for the Receiver General FIS Input-Output Requirements for Departments - Final Document (December 10, 1998) and the file record layouts involving FIS departments and the new and revised central systems.

11.3.5 Key Controls

1. Departments require a regular (depending on frequency of payment issue) reconciliation between the payment requisitions submitted to the SPS and the payment return file.
2. At a minimum monthly but preferably daily, departments must perform a reconciliation between the payment control account balances in their DFMS and the daily control account totals received from the RG-GL.
3. A monthly reconciliation is performed by the CFMRS that compares the control account balances in the RG trial balance with the control account balances in the departmental trial balances.

11.3.6 General and Technical information

- DFMS create SPS Payment Requisitions on a daily basis - DFMS must have payment on due date (PODD) functionality.
- A SPS Payment Requisition consists of one or more individual payments of the **same** currency.
- Two or more SPS Payment requisitions (each consisting of one or more individual payments) can be included in a SPS Meta file.
- DFMS must create a unique sequential identifier for each SPS Payment Requisition - this identifier will be referred to as the **DFMS Payment Requisition ID**. Note: SPS assigns its own payment requisition ID for canceled payments. Departments assigns its own payment requisition ID for priority payments.
- This unique sequential DFMS Payment Requisition identifier is to be included in the **AY_RQSTN_ID** attribute in SPS Payment Requisition header record.

-
- **AY_RQSTN_ID** is a 15 digit character field which **must**¹ be completed as follows:
 1. positions 1 - 3 = department number
 2. positions 4 - 7 = SPS equivalent of departmental accounting office (DAO)
 3. positions 8 - 9 = 2 digit Fiscal Year where 1998/99 = '99'
 4. positions 10 - 11 = 2 digit Fiscal Month (fiscal month always <= 12)
 5. positions 12 - 15 = unique sequential 4 digit identifier

¹ SPS edits enforce this format for positions 1 to 7. Positions 8 to 15 are not edited.

The **DFMS Payment Requisition ID** is the key to matching detailed payment data in the SPS return file. To this end SPS will verify that this ID has **not** previously been inputted to SPS by the department.

- **DFMS Payment Requisition ID** is also included as an attribute in each payment control data record in the control data file SPS sends to RG-GL. SPS generates one (1) control record per SPS payment requisition.
- **DFMS Payment Requisition ID** is also included as an attribute in the control data file the RG-GL sends (daily) to the DFMS.
- Departments should develop a SPS payment reconciliation process based on **DFMS Payment Requisition ID** - both SPS and RG-GL provide (daily) electronic files to departments to facilitate the automation of this process.
- RG-GL sends a RG-GL Control Account Balance Report to each FIS department (for all of its control accounts) whenever there is new control account data processed by the RG-GL for a department, either from the Treasury systems or as a result of a RG journal voucher affecting one of the department's FIS control accounts, and one marked "**FINAL**" for the last working day of an accounting month, as defined in the RG-GL accounting period table.
- RG-GL sends a control data file and a RG-GL Control Data Report to departments whenever there is new control account data processed by the RG-GL for a department.

- This timely provision of control account balances for a FIS department from the RG-GL (and PS-GL) should enable departments to monitor control accounts on a daily basis (**recommended**) during the month. The use of a sequential **DFMS Payment Requisition ID** within DAO for a fiscal period on their input to SPS should enable departments to detect missing payment detail return files from SPS and missing control data from RG-GL easily and quickly.
- For at least P1 through P11, inclusive, the RG-GL for a given fiscal month stays open until the end of the **third** working day of the next calendar month. During this period the RG-GL will accept control data from SPS in relation to that given fiscal month. This procedure should eliminate almost all month end payment reconciliation issues related to timing.
- The timetable for P12 extended of 1999-2000 has not yet been determined. This will be determined as part of developing the Year End Procedures for 1999-2000.

11.3.7 Foreign Payments - Monthly Adjustments

This subsection will only be completed for the next update to Chapter 11. Until then, FIS departments are asked to contact the Manager, RG-GL at (819) 956-2847.

11.3.8 Reconciliation Tips

Foreign Amount Calculation Differences

Differences in control accounts 66ddd and 67ddd may be due to the foreign currency calculation difference between the individual payments recorded in the DFMS versus the conversion of the foreign amount total requisition calculated by and recorded in RG-GL on the control data passed to it by SPS. Please refer to section 11.3.7 if there is a difference in the Canadian equivalent amount per a department's DFMS versus what the RG-GL reports back to the department.

Cancellations and Adjustments

Account 61ddd , 66ddd and 67ddd include cancellations and adjustments.

Departments must forward a CRCD Cancellation without R.G. Cheque (SPS Issue) form PWGSC-TPSGC 5495, (03/1999) to CRCD for cheque cancellations without the physical instrument. CRCD will then process the cancellation directly in SPS for the departments. CRCD will fax a copy of the form updated by CRCD's actions to the departments when the

cancellation has been processed. The payment control data for the cancellation will be forwarded by SPS to the RG-GL and departments will receive the same information as per 11.3.3 and 11.3.4.

For duplicate cheques cashed, CRCD will forward the R.G. Payment Adjustment form PWGSC-TPSGC 5496 (03/1999) with the CRCD portion completed to the FIS department and CRCD will process in the RG-GL an internal journal voucher (IJV) to affect the appropriate payment control account (61ddd, 66ddd or 67ddd).

Departments must forward a CRCD Cancellation without R.G. Cheque (non SPS Issue) form PWGSC-TPSGC 5498, (03/1999) to CRCD for non-SPS cheque issue cancellations without the physical instrument. CRCD will then process in the RG-GL an internal journal voucher (IJV) to affect the appropriate payment control account (61ddd, 66ddd or 67ddd) for the cancellation.

For non-SPS cheque cancellations with the physical instrument, departments must forward the cheque with the appropriate instructions to the PWGSC responsible site. PWGSC will convert the cheque to SPS and then process the cancellation directly in SPS for the departments. The payment control data for the cancellation will be forwarded by SPS to the RG-GL and departments will receive the same information as per 11.3.3 and 11.3.4.

In addition, a special report (see Report 11-2, RG-GL Daily Report of Internal JVs Affecting FIS Control Accounts) will be sent by the RG on a daily basis (if there is activity) detailing all JVs that have affected any departmental FIS control account in a particular accounting period.

Other

Since the RG-GL is open until the end of the third working day of the next calendar month to process previous month transactions such as deposits from BFS, a potential source of difference could exist if the department processes payment transactions with the previous fiscal month recorded on their requisitions during these three working days.

For information and examples of the departmental and central accounting entries, refer to Chapter 10 of this manual.

11.4 SPS RECONCILIATION (DEPARTMENTAL BANK ACCOUNT AND ZERO BALANCE ACCOUNT)

Involves:

Account 68ddd - Cash payment control account - DBA and ZBA

11.4.1 Data Input from Departments

Electronically authorized payment requisitions are sent by departments to the SPS. The requisitions forwarded to SPS provide full payment details — name, date, amount, delivery address and departmental cheque number of the pre-issued DBA payment.

11.4.2 Processing by the SPS

Function/Data	Action
Requisition number	Departments assign a unique requisition number to a group of payments submitted to the SPS. This allows for identification by batch characteristics, e.g., by requesting department, client department office ID, total amount, currency.
Edit and verification	On receipt of the requisition and payment details, the SPS confirms the authenticity of the electronic signature on the requisition and edits the input to ensure that the requisition and payment details are in balance and show no signs of tampering.
Assignment of cheque form numbers	Each edited payment is assigned a pre-issued 12-digit cheque form number (CFN) by the department before being loaded into the SPS data base. Each CFN is linked to the SPS requisition number. Pos 1-3 Department ID Pos 4-7 DBA cheque series Pos 8-12 DBA sequence number
Notification to departments	The SPS notifies the department by payment return file when pre-issued payments have been loaded so the department can record the pre-issued payment details (CFN, payment date, etc.) in its own DFMS.

Function/Data	Action
On-line inquiry and updates	The SPS inquiry feature provides full payment information for an SPS payment requisition at any point in the payment process.

11.4.3 Data Outputs of SPS

Files	Contains	Sent
Optional payment return file	Payment recording feedback. After all the payments have been loaded into the SPS, the requisition is updated and the issue reported to the department if the client has selected to receive it.	From the SPS as required.
Forwarding of control data	Payment control data, which is forwarded by SPS requisition number, to the RG-GL.	As often as daily - whenever SPS processes input.

11.4.4 Outputs Received from the RG by Departments

Client departments receive the following documentation from PWGSC.

From	Documentation	Sent
SPS	An optional electronic payment return file is available for those clients requiring this information.	As required.

From	Documentation	Sent
RG-GL	<p>The RG-GL Control Account Balance Report, the RG-GL Control Data Report and the control data details file (the SPS requisition number assigned by a department is provided).</p> <p>The last RG-GL Control Account Balance Report issued by the RG-GL for a specific accounting month will have the word “FINAL” printed on the report (even if there is no control data activity for that day).</p>	<p>As often as daily (i.e. as often as departmental control data are received and processed in the RG-GL). If the Receiver General processes a journal voucher in the RG-GL that updates a FIS control account of a department, this is also sufficient to cause a RG-GL Control Account Balance Report to be generated for a FIS department.</p>
CFMRS	<p>A Departmental Feed Validation Error Report is issued by CFMRS monitoring and control officers when the department’s control account balances (contained in the department’s trial balance) do not match those in the RG-GL.</p>	<p>Once a month or as required after the month end.</p>

Readers are referred to <http://publiservice.gc.ca/services/fis-sif/text/docs-e.html> for the Receiver General FIS Input-Output Requirements for Departments - Final Document (December 10, 1998) and the file record layouts involving FIS departments and the new and revised central systems.

Documentation Received from PWGSC - Related to Reimbursement of Zero Balance Accounts

Zero balance accounts handle special funding requirements related to government expenditures. Seven are currently in existence:

<u>Responsible Department</u>	<u>Purpose</u>
DFAIT	Diplomatic and consular missions
Health Canada	Native Health Plan
HRDC	Funds Administrative Service (FAS)
IAND	Peace Hills Trust
PWGSC	Letter of credit charges
RC	Quebec GST refund account
RCMP	Great West Life

Client departments will receive the following documentation from the Receiver General.

Each zero balance account has specific banking arrangement for their funding. Departments will be notified by the Receiver General on a daily basis of the total value of cheques cashed or cheques issued against its ZBA, as reported to the Receiver General by the financial institutions.

11.4.5 Key Controls

1. Departments require a regular (depending on frequency of payment issue) reconciliation between the payment requisitions submitted to the SPS and the payment return file.
2. At a minimum monthly but preferably daily, a department must perform a reconciliation between the departmental bank account and zero balance control account balances in its DFMS and the daily control account totals received from the RG-GL.
3. A monthly reconciliation is required by the CFMRS to compare the control account balances in the RG trial balance with the control account balances in the departmental trial balances.

11.4.6 General and Technical Information

Refer to section 11.3.6 for the general and technical information for SPS payments.

11.4.7 Reconciliation Tips

Account 68ddd will include the accounting effects of any departmental bank account suspense vouchers, DBA cancellations or DBA corrections. Departments must forward a DBA Cancellation /Adjustment form (PWGSC-TPSGC 5494, (03/1999)) to CRCD, CRCD will then process an internal journal voucher (IJV) directly in the RG-GL to affect the DBA control account (68ddd). CRCD will fax back a copy of the form to the departments when processed.

Zero Balance Account (ZBA) adjustments will be processed by BFS as an internal journal voucher (IJV) in the RG-GL. BFS will provide departments with the daily detailed information related to these ZBAs by e-mail or by fax.

In addition, a special report (see Report 11-2, RG-GL Daily Report of Internal JVs Affecting FIS Control Accounts) will be sent by the Receiver General on a daily basis (if there is activity) detailing all JVs that have affected any departmental FIS control account in a particular accounting period.

Since the RG-GL is open until the end of the third working day of the next calendar month to process previous month transactions such as deposits from BFS, a potential source of difference could exist if the department records DBA payment transactions with the previous fiscal month recorded on their requisitions during these three working days.

For information and examples of the departmental and central accounting entries, refer to Chapter 10 of this manual.

11.5 STANDARD PAYMENT SYSTEM/INTERDEPARTMENTAL SETTLEMENTS

Involves:

Account 64ddd - Interdepartmental settlement debit control account
 Account 65ddd - Interdepartmental settlement credit control account

11.5.1 Data Input from Departments

New processing guidelines for interdepartmental settlements come into effect on April 1, 1999. Departments that are FIS ready will have to input all interdepartmental settlements that will be processed by IS via the SPS, including those to or from non-FIS departments; departments that are not FIS ready will have to report all IS transactions to the Central Accounting System (CAS). Refer to Chapter 9, IS Processing during the FIS Transition Period for more details.

Departments will have to change their DFMS to accommodate the new IS process. The SPS will receive authorized interdepartmental settlement transactions from the originating (creditor or debtor) department. This input will be entered via the SPS on-line data entry or the bulk file transfer method.

11.5.2 Processing by the SPS of IS Requisitions

Function/Data	Action
Requisition number	Departments assign an unique requisition number to a group of interdepartmental settlements submitted to the SPS. This permits identification by batch characteristics, e.g., the requesting department, client department office ID and the total IS amount.
Edit and verification	On receipt of the requisition and the IS details, the SPS: <ul style="list-style-type: none"> • confirms the authenticity of the electronic signature on the requisition • edits the input to ensure that the requisition and the IS details are in balance and show no signs of tampering.

Function/Data	Action
Assignment of interdepartmental settlement reference number (ISRN)	Each edited settlement is assigned a 12-digit ISRN before being loaded into the SPS data base. Each ISRN is linked to the SPS requisition number.
Notification to departments	The SPS/IS forwards an IS return/Notification File to the recipient department when an IS has been initiated. A file is also provided by SPS to the initiating department. The file to the recipient department allows the recipient to record the settlement in its own system. This file contains SPS settlement data and eliminates the duplicate data capture of this information in DFMS of the creditor and debtor departments.
On-line inquiry and updates	The SPS inquiry feature provides full details on each IS at any point in the IS process.

11.5.3 Data Outputs of SPS

Report/Files	Contains	Sent
Interdepartmental Settlement Notices (ISN)	<p>Forwarded to recipient and initiating departments, the notices provide a detailed report of an individual SPS transaction. They identify:</p> <ul style="list-style-type: none"> • creditor and debtor departments • date of the transaction • transaction amount • ISRN (IS Reference Number) • internal/external code (always 'I') • other control data such as invoice number(s). <p>The ISN can be printed by the receiving and initiating department, using the SPS client zone print capability, or by a PWGSC responsible site.</p>	As processed.

Report/Files	Contains	Sent
Mandatory IS Return/Notification File	SPS provides a file of IS transactions for each department, whether it initiated the IS or it is a recipient department. The receiving or initiating department can enter this file into its DFMS to record transactions and/or update settlement information.	Daily
Forwarding of control data to the RG-GL	Detail control data at the individual settlement level are forwarded by the SPS to the RG-GL for each IS using the ISRN (Interdepartmental Settlement Reference Number).	Daily

In the case where a FIS creditor department raises an IS to SPS, where the partnering department is a non-FIS debtor, SPS will produce a paper ISN that will be mailed to the non-FIS debtor department. Refer to Chapter 9, IS Processing during the FIS Transition Period, for more details.

11.5.4 Outputs Received from the RG by Departments

Client departments will receive the following documentation from PWGSC.

From	Documentation	Sent
SPS	<p>A mandatory IS Return/Notification File of all IS transactions, available to both originating and recipient client departments. This file is available in hard copy or electronic format for input to the DFMS.</p> <p>An ISN is available to advise the recipient department of the IS transaction. This notice includes:</p> <ul style="list-style-type: none"> • creditor and debtor departments • date of the transaction • transaction amount • ISRN (IS Reference Number) • internal/external indicator (always 'I') • other control data such as invoice number(s). <p>The ISN can be printed on-line by the receiving department, using the SPS client zone print capability, or by a PWGSC responsible site.</p>	Daily
RG-GL	<p>The RG-GL Control Account Balance Report, the RG-GL Control Data Report and the control data details file (the SPS requisition number is provided).</p> <p>The last RG-GL Control Account Balance Report issued by the RG-GL for a specific accounting month will have the word “FINAL” printed on the report (even if there is no control data activity for that day).</p>	As often as daily (i.e. as often as departmental control data are received and processed in the RG-GL). If the Receiver General processes a journal voucher in the RG-GL that updates a FIS control account of a department, this is also sufficient to cause a RG-GL Control Account Balance Report to be generated for a FIS department.

From	Documentation	Sent
CFMRS	A Departmental Feed Validation Error Report is issued by CFMRS monitoring and control officers when the department's control account balances (contained in the trial balance) do not match those provided to CFMRS by the RG-GL.	Once a month or as required after the month end.

Readers are referred to <http://publiservice.gc.ca/services/fis-sif/text/docs-e.html> for the Receiver General FIS Input-Output Requirements for Departments - Final Document (December 10, 1998) and the file record layouts involving FIS departments and the new and revised central systems.

11.5.5 IS Related to Payroll Systems Processing

Payroll deductions are reconciled and remitted by department 079 Compensation Services, RCMP and DND to the appropriate departments (Revenue Canada - Dept. 122 and HRDC - Dept. 036 and 069) and external agencies, on a regular basis, in accordance with the various departmental remittance schedules. Interdepartmental settlements to other government departments from department 079 are requisitioned from the PS-GL to the SPS.

The following departments are involved in IS transactions for source deductions:

PWGSC (Dept. 087)	- Public Service Pension Plan
PWGSC (Dept. 079)	- Pay processing
RC (Dept. 122)	- Income tax deductions and Employment Insurance
HRDC (Dept. 036)	- Canada Pension Plan
HRDC (Dept. 069)	- Employment Insurance
DND (Dept. 018)	- Pay processing
RCMP (Dept. 030)	- Pay processing

As part of the payroll process, the employer's share of benefits is calculated and posted to the PS-GL (Department 079). It is accounted for as a benefit expense. The SPS, based on the IS raised in the PS-GL, initiates the transfer of funds from the employer (Treasury Board) to the PS-GL for payment of the employer's share of benefits. In turn, all departments receive this type of IS transaction, initiated by TBS.

11.5.6 Key Controls

1. Departments require a regular (depending on the frequency of settlement issue) reconciliation of the IS transactions submitted to the SPS and the IS Return/Notification Files that are provided to it by SPS.
2. At a minimum monthly but preferably daily, a department requires a reconciliation between the control account balances in its DFMS and the daily control account totals received from the RG-GL (based on control data received from the SPS).
3. The CFMRS performs a monthly reconciliation to compare control account balances provided in the Receiver General trial balance to the control account balances provided in the departmental trial balances for the same accounting period.
4. The RG-GL has to generate simultaneously the IS credit and debit control accounts entries for an IS processed by SPS.

11.5.7 General and Technical Information

- DFMS create SPS interdepartmental settlement requisitions on a daily basis.
- A SPS interdepartmental settlement requisition consists of one or more individual interdepartmental settlements.
- Two or more SPS interdepartmental settlement requisitions (each consisting of one or more interdepartmental settlements) can be included in a SPS Meta file.
- DFMS must create a unique sequential identifier for each SPS interdepartmental settlement requisition - this identifier will be referred to as the **DFMS Interdepartmental Settlement Requisition ID**. To this end SPS will verify that this ID has **not** previously been inputted to SPS by the department.
- This unique sequential interdepartmental settlement requisition identifier is to be included in the **AYZ990-IS_RQSTN_ID** attribute in SPS interdepartmental settlement requisition header record.

-
- **AYZ990-IS_RQSTN_ID** is a 15 digit character field which **must** be completed as follows:
 1. positions 1 - 3 = department number
 2. positions 4 - 7 = SPS equivalent of departmental accounting office (DAO)
 3. positions 8 - 9 = 2 digit Fiscal Year where 1998/99 = '99'
 4. positions 10 - 11 = 2 digit Fiscal Month (fiscal month always <= 12)
 5. positions 12 - 15 = unique sequential 4 digit identifier

SPS edits enforce this format for positions 1 to 7. Positions 8 to 15 are not edited.

The **DFMS Interdepartmental Settlement Requisition ID** is the key to matching detailed interdepartmental settlement data in the SPS return file.

- **DFMS Interdepartmental Settlement Requisition ID** is also included as an attribute in each IS control data record in the control data file SPS sends to RG-GL. SPS generates one (1) control record per **individual** interdepartmental settlement.
- **Interdepartmental Settlement Requisition ID** is also included as an attribute in the control data file the RG-GL sends to the department.
- Departments should develop a SPS interdepartmental settlement reconciliation process based on **DFMS Interdepartmental Settlement Requisition ID** - both SPS and RG-GL provide (daily) electronic files to FIS departments to facilitate the automation of this process.
- RG-GL sends a RG-GL Control Account Balance Report (for all of its control accounts) to the FIS department whenever there is new control account data processed by the RG-GL for a department and one marked "**FINAL**" for the last working day of an accounting month, as defined in the RG-GL accounting period table.
- For interdepartmental settlements, control account balances are maintained by partnering departments. During the FIS transition period, the RG-GL will maintain IS Debit Control Account and IS Credit Control Account for all **FIS with FIS** interdepartmental settlements and for all **FIS with non-FIS** interdepartmental settlements.
- RG-GL sends a RG-GL Control Data Report and optionally the control data detail file to the FIS department whenever there is control account data for a FIS department.

- The timely provision of departmental control account balances by the RG-GL (and the PS-GL) should enable FIS departments to monitor control accounts during the month. The use of a sequential **DFMS Interdepartmental Settlement Requisition ID** within DAO for a fiscal period on their input to SPS should enable departments to detect missing interdepartmental settlement detail files from SPS and missing control data from the RG-GL easily and quickly.
- For at least P1 through P11, inclusive, the RG-GL stays open until the end of the **third** working day of the next calendar month. During this period the RG-GL will accept control data from SPS in relation to that given fiscal month. This procedure should eliminate almost all month end payment reconciliation issues related to timing.
- The timetable for P12 extended has not yet been determined. This will be determined as part of developing the Year End Procedures for 1999-2000.
- This procedure should eliminate almost all month-end interdepartmental settlement reconciliation issues related to timing.
- There is a special year end procedure for interdepartmental settlements. DFMS and RG-GL will keep old year interdepartmental issue and receipt open for a sufficient number of days to enable departments to complete old year interdepartmental business in the old fiscal year. The length of this extended period beyond March 31, 2000 remains to be determined. This will be determined in the GOS led exercise of determining the Year End Procedures for 1999-2000.

11.5.8 Reconciliation Tips

Types of IS transactions included in accounts 64ddd (IS Debit Control Account for Department 'ddd') and 65ddd (IS Credit Control Account for Department 'ddd'):

- regular interdepartmental settlements for goods or services,
- payroll transactions related to source deductions and employer's share of benefit expenses,
- GST remittances to Revenue Canada,
- salary transfers,
- advances to other government departments and the related accounting,
- debt set-offs.

For a more detailed list of potential IS transactions, refer to Chapter 9, IS Processing during the FIS Transition Period, of this manual.

IS transactions coding must **always** include an “ I ” as the Internal/External transaction indicator.

Since the RG-GL is open until the end of the third working day of the next calendar month to process previous month transactions such as deposits from BFS, a potential source of difference could exist if the department processes interdepartmental settlements with the previous fiscal month recorded on their requisitions during these three working days.

For information and examples of the departmental and central accounting entries when the two partnering departments are both FIS compliant, refer to Chapter 10 of this manual.

11.6 PAYROLL SYSTEMS (THROUGH THE SPS)

Involves:

Account 63ddd - Payroll control account

11.6.1 Data Input from Departments

Client departments input pay transactions via the on-line pay facility to create or modify employee payroll records including optional financial coding and information. On a pay run basis, the Regional Pay System (RPS) calculates net payroll payments and forwards an input payment requisition file to the SPS for payment production. A payment control total and a DFMS Payment Requisition ID, which identifies Department 079 and is assigned by the RPS are included on the file. An unique payment reference number (PRN) is assigned to each payment by the SPS. SPS creates a payment return file with the payment detail and the PRNs, and provides the file to the RPS for processing.

11.6.2 Processing by the Payroll Systems (PS)

Function/Data	Action
Processing the SPS payment return file	The RPS processes the SPS payment return file by updating the payroll register data base with the PRNs for each payment. On a scheduled basis, the individual transactions are extracted and processed against an expenditure control table.
Financial coding	For those FIS departments maintaining their financial coding within the RPS, line object data are imposed on the financial coding block of each departmental transaction, and financial coding information is imposed on the department's credit-back transactions. For those FIS departments not maintaining coding in the RPS, transactions are passed with spaces present in the financial coding field.
PS-GL Control Account Balance Report	The fiscal year-to-date account balance and the control account daily total.

Function/Data	Action
PS-GL Control Data Report	Formatted control data details made available by the PS-GL including: <ul style="list-style-type: none"> • financial reporting code • department ID • fiscal year and month • the total Canadian amount
Control Data File	Unformatted detailed control data displayed in the control data report.
Extract file	<p>A detailed expenditure extract file is created for each FIS department. It partly contains :</p> <ul style="list-style-type: none"> • entitlements • credit-back information by individual employee • requisition ID number • financial coding information where available. <p>This file is available from the PWGSC mainframe.</p> <p>Concurrent with the creation of the departmental expenditure extract file, a PS-GL extract file is created. It contains:</p> <ul style="list-style-type: none"> • all the deductions withheld at source • summarized gross payroll (payroll control) totals by department as reported on the departmental extract file • associated requisition number(s).
Fiscal year's year to-date payment control account balance reconciliation	SPS reports the requisition number and net payroll control total associated with the payment requisition file to the RG-GL. The RG-GL provides to the PS-GL, on a daily basis, the fiscal to-date payment control account balance (FRC = 61079). This value is used in the reconciliation of payment control accounts in the PS-GL for net payroll payments and remittance payments/settlements.
Reconciliation and remittance of deductions	Deductions are reconciled and remitted to various agencies, on a regular basis in accordance with the various remittance agency schedules. Payments to outside agencies and interdepartmental settlements to other government departments are requisitioned from the PS-GL to the SPS.

Function/Data	Action
Employer's share of benefits	As part of the payroll process, the employer's share of benefits is calculated. This information is posted to the PS-GL and accounted for as a benefit expense. The use of the SPS/IS facilitates the recovery of funds for the contribution costs from the employer (Treasury Board) to the PS-GL for payment of the employer's share of benefits.
Post-payment activity	<p>Post-payment activity for payroll includes canceled payment actions. These requests are processed against the SPS data base and result in a return file to the RPS. A requisition number and control total are generated by the SPS and are provided to the RG-GL for posting.</p> <p>The RPS handles the post-cheque issue file as a return file and updates the payroll register data base and extract expenditure data for the departments.</p>
Each accounting month end	<p>The PS-GL:</p> <ul style="list-style-type: none"> • provides, to each department's mailbox, the fiscal year's year-to-date payroll control account balance for the department. Departments use this information in their trial balance preparation. • prepares a trial balance using government-wide coding and forwards it to the CFMRS. This trial balance includes payroll control account balances for each department.

11.6.3 Outputs Received from the RG by Departments

Client departments will receive the following documentation from PWGSC.

From	Documentation	Sent
PS (RPS and PS-GL)	<p>Hard copy payroll register data, listing the pay stub data, are sent to the departmental pay and benefits unit.</p> <p>The PS-GL Control Account Balance Report, the PS-GL Control Data Report and the control data details file.</p> <p>The last PS-GL Control Account Balance Report issued by the PS-GL for a specific accounting month will have the word “FINAL” printed on the report (even if there is no control data activity for that day).</p> <p>An accumulated monthly summary of all pay runs that are to be posted in the Accounts of Canada are sent to the financial services sector of each department. This enables departments to monitor their DFMS salary expense accounts against the Compensation Sector payroll control account balances.</p>	<p>On a pay run basis.</p> <p>As often as daily (i.e. as often as departmental control data are received and processed in the PS-GL). If Compensation Services processes a journal voucher in the PS-GL that updates a FIS payroll control account of a department, this is also sufficient to cause a PS-GL Control Account Balance Report to be generated for a FIS department.</p> <p>Ongoing and at month end.</p>

From	Documentation	Sent
CFMRS	<p>A Departmental Feed Validation Error Report is issued by the CFMRS monitoring and control officers when a department's payroll control account balance (contained in its trial balance) and those of the PS-GL do not match.</p> <p>As department 079, the Compensation Services will receive no match error notices if its departmental control account balances in its trial balance do not match those provided to CFMRS by the RG-GL.</p>	Once a month or as required after the month end.

Readers are referred to <http://publiservice.gc.ca/services/fis-sif/text/docs-e.html> for the Receiver General FIS Input-Output Requirements for Departments - Final Document (December 10,1998) and the file record layouts involving FIS departments and the new and revised central systems.

11.6.4 Key Controls

Departments are required, on a monthly basis, to perform a reconciliation between the payroll control account balances in their DFMS and the payroll control account totals received from the PWGSC Compensation Sector.

11.6.5 General and Technical Information

- Regional Pay System (RPS) provides payroll output to DFMS and PS-GL.
- Each detailed payroll file sent to a DFMS will have a unique consecutive identifier, assigned by the RPS, which will be referred to as **Payroll File ID**.
- **Payroll File ID** is also included as an attribute in the control data file the PS-GL sends (daily) to the DFMS.

- The **Payroll File ID** is a 15 digit character field which is completed as follows:
 1. positions 1 - 3 = department number
 2. positions 4 - 7 = the product code number 31 followed by the two digit pay office number
 3. positions 8 - 9 = 2 digit Fiscal Year where 1998/99 = '99'
 4. positions 10 - 11 = 2 digit Fiscal Month (fiscal month always <= 12)
 5. positions 12 - 15 = unique sequential 4 digit identifier

- Departments should develop a reconciliation process based on **Payroll File ID** - both RPS and PS-GL provide (daily) electronic files to facilitate the automation of this process.

- PS-GL sends a PS-GL Control Account Balance Report (for **only** the payroll control account) to a FIS department whenever there is new control account data processed by the PS-GL for a department and one marked "**FINAL**" for the final last working day of an accounting month, as defined in the PS-GL accounting period table.

- PS-GL sends a control data file and a PS-GL Control Data Report to FIS departments whenever there is payroll control account data for a department.

- This timely provision of payroll control account balances by PS-GL for a FIS department should enable departments to monitor their PS-GL payroll control accounts on a daily basis (recommended) during the month. The use of a sequential **Payroll File ID** should enable departments to detect any missing payroll detail files from RPS and missing control data from PS-GL easily and quickly.

- RPS closes off a fiscal month at the close of the **third** last working day of the calendar month, i.e. pay transactions processed after that date will be dated in the next fiscal month. This procedure should eliminate almost all month end payroll reconciliation issues related to timing.

11.6.6 Reconciliation Tips

The payroll control account in the PS-GL includes gross pay expenses processed by department 079.

The control account 63ddd does not include source deductions and the employer's share of benefit expenses transactions. These transactions are processed by the SPS and form part of the reconciliation for control accounts 64ddd (IS Debit Control Account for department 'ddd') and 65ddd (IS Credit Control Account for department 'ddd').

All departments will receive IS transactions, initiated by TBS, for their employer's share of benefit expenses.

The following departments are involved in IS transactions for source deductions:

- PWGSC - Canada/Quebec Pension Plan
- Public Service Pension Plan
- RC - Income tax deductions
- HRDC - Employment Insurance
- PWGSC - Pay processing (Dept. 079)
- DND - Pay processing
- RCMP - Pay processing

Salary garnishment cheque cancellations are not included in the control account 63ddd but in the control account 61ddd - Cash payment control account- C\$.

Departments must forward a Salary Garnishment Cheque Cancellation form (PWGSC-TPSGC 5497, (03/1999)) to CRCD, CRCD will then process an internal journal voucher (IJV) directly in the RG-GL to affect the control account 61ddd. CRCD will fax back a copy of the form to the departments when processed. In addition, a special report will be sent by the Receiver General on a daily basis (if there is activity) detailing all JV input by the RG that have affected a control account that is related to the department.

All regular interdepartmental settlements to recover/charge salaries for employees on loan or transferred will be handled by IS between the two departments involved and are included in the reconciliation of control accounts 64ddd (IS Debit Control Account for department 'ddd') and 65ddd (IS Credit Control Account for department 'ddd').

There are certain payroll transactions that currently cannot be actioned as input through the RPS. For example, cancelled cheques related to certain types of payroll transactions (for payments older than two years) must have the transaction cancelled manually. Since the transaction has not been actioned through an RPS update, data on the transaction would not be included in any daily RPS detailed expenditure file provided to a department for posting to its DFMS. It should be noted that PS-GL control data files and PS-GL control data reports provided to departments will

not include these transactions. Therefore, PWGSC has developed a process whereby a notification will be forwarded to the departmental financial officer to ensure that departments receive the details of the manual transactions for updating their systems. For at least the beginning of 1999-2000, the PWGSC Compensation Sector accounting advisor will provide departments with the same information as provided in the RPS detailed expenditure files.

For information and examples of the departmental and central accounting entries, refer to Chapter 10 of this manual.

11.7 BANKING FACILITIES SYSTEM (BFS)

Involves:

Account 62ddd - Deposit control account - C\$

Account 69ddd - Deposit control account - Foreign

11.7.1 Data Input from the Financial Institutions to the RG

Deposits are made at financial institutions by departments or directly by their clients over the counter or electronically. All deposits flow into the government's operating account maintained with the Bank of Canada using the deposit consolidation services of the major financial institutions.

11.7.2 Processing by the BFS

Function	Action
Reconciliation of deposits	On a daily basis, BFS reconciles the deposit and returned cheque details received from the financial institutions to the various summaries received from the Bank of Canada.

11.7.3 Data Outputs from the BFS for Canadian Dollar Deposits

Report	Contains	Sent
Deposit Details File	A deposit and returned cheques detail file for departments.	As processed
Forwarding of control data to the RG-GL	The corresponding deposit control data are forwarded to the RG-GL.	On the same day as release of the deposit details file to departments.

11.7.4 Outputs Received from the RG by Departments - Deposit Control Account (C\$)

Client departments will receive the following documentation from PWGSC.

From	Documentation	Sent
BFS	A daily detailed deposit register provided electronically to departments listing all Canadian dollar deposits.	Daily
RG-GL	<p>The RG-GL Control Account Balance Report, with cumulative year-to-date control account balances, the RG-GL Control Data Report and the control data details file. (Approximately two to three working days after the department has made the deposit, the BFS transfers an electronic file of total daily deposits identifiable by department to the RG-GL which maintains individual departmental control accounts for deposits.)</p> <p>The last RG-GL Control Account Balance Report issued by the RG-GL for a specific accounting month will have the word “FINAL” printed on the report (even if there is no control data activity for that day).</p>	As often as daily (i.e. as often as departmental control data are received and processed in the RG-GL). If the Receiver General processes a journal voucher in the RG-GL that updates a FIS control account of a department, this is also sufficient to cause a RG-GL Control Account Balance Report to be generated for a FIS department.
CFMRS	A Departmental Feed Validation Error Report is issued by the CFMRS monitoring and control officers when a department’s deposit control account balance (contained in the trial balance) does not match those provided to CFMRS by the RG-GL.	Once a month or as required after the month end.

11.7.5 Outputs Received from the RG by Departments - Deposit Control Account (Foreign)

Client departments will receive the following documentation from PWGSC.

From	Documentation	Sent
BCMS	E-mail or fax notification.	As required.
RG-GL	A special JV report detailing all JVs that have affected any control account of the department, including the foreign deposit control account (JV processed in the RG-GL approximately one to two weeks after the department has made the deposit).	Daily (if there is activity).
CFMRS	A Departmental Feed Validation Error Report is issued by the CFMRS monitoring and control officers when a department's deposit control account balance (contained in its trial balance) does not match the balance provided to CFMRS by the RG-GL.	Once a month or as required after the month end.

Readers are referred to <http://publisservice.gc.ca/services/fis-sif/text/docs-e.html> for the Receiver General FIS Input-Output Requirements for Departments - Final Document (December 10, 1998) and the file record layouts involving FIS departments and the new and revised central systems.

11.7.6 Key Controls

1. A FIS department is required to do a reconciliation between the deposit details recorded in its DFMS and the daily deposit file provided by the BFS and the RG-GL Daily Report of Internal JVs Affecting FIS Control Accounts provided by CARS.
2. As a minimum monthly but preferably daily, a department must reconcile between the control account balance in its DFMS and the daily control account totals received from the RG-GL.

3. The CFMRS performs a monthly reconciliation to compare the control account balances provided in the Receiver General trial balance to the control account balances provided in the departmental trial balances.

11.7.7 General and Technical Information (Canadian Deposits)

- Departments process receipts and prepare bank deposits on a daily basis.
- BCMS assigns deposit facilities to enable departments and third parties to make deposits to Receiver General concentrator accounts.
- BCMS receives information relating to total amount deposited to a concentrator account on the previous banking day each morning. This detailed information is provided as per medium and schedule agreed to by BCMS and each financial institution (FI).
- Due to volume, the large number of FIs and the variety of schedules it may take BCMS three (3) working days to fully process a day's receipts - a day's receipts are associated with a **BFS Working Date**.
- BFS provides departments an electronic file containing full details of all deposits charge backs etc. made on a **BFS Working Date**.
- **BFS Working Date** is included as an attribute in each deposit control data record in the control data file BFS sends to RG-GL. BFS generates one (1) control record per **BFS Working Date** per department.
- **BFS Working Date** is also included as an attribute in the control data file the RG-GL sends (daily) to the FIS department.
- Departments should develop a deposit reconciliation process based on **BFS Working Date** - both BFS and RG-GL provide (daily) electronic files to facilitate the automation of this process.
- RG-GL sends a RG-GL Control Account Balance Report (for all of its control accounts) to the FIS department whenever there is new control account data processed by the RG-GL for a department and one marked "**FINAL**" for the last working day of an accounting month, as defined in the RG-GL accounting period table.

- RG-GL sends a control data file and a RG-GL Control Data Report to departments whenever there is control account data processed in the RG-GL for a department.
- This timely provision of control account balances from the RG-GL (and the PS-GL) should enable FIS departments to monitor control accounts on a daily basis (recommended) during the month. The use of a **BFS Working Date** should enable departments to detect missing deposit detail return files from BFS and missing control data from RG-GL easily and quickly.
- RG-GL for a given fiscal month stays open until the end of the **third** working day of the next calendar month to accommodate BFS's three (3) working day requirement to process deposit detail from FIs.

11.7.8 Reconciliation Tips

Account 62ddd includes only Canadian fund deposit transactions. Other currencies in U.S., pound sterling, French or Belgian francs, Dutch guilders or German marks are included in the account 69ddd. Other foreign currencies, other than the US dollar, pound sterling, French and Belgian francs, Dutch guilders and German marks, can be processed by determining the foreign amount of a known Canadian dollar amount or by determining the Canadian dollar amount of a known foreign amount and deposited as a Canadian fund transaction. For these "other foreign currencies" the deposit control account 62ddd is the one affected.

Foreign dollar deposits will be processed by BFS as an internal journal voucher (IJV) in the RG-GL. BFS will provide departments with the daily detailed information related to these foreign deposits by e-mail or by fax. In addition, a special report (see Report 11-2, RG-GL Daily Report of Internal JVs Affecting FIS Control Accounts) will be sent by the Receiver General on a daily basis (if there is activity) detailing all JVs that have affected a departmental control account.

For fiscal year 1999-2000, only two FIS compliant departments are foreseen as having foreign deposits: Statistics Canada (Dept. 054) and PWGSC (Dept. 127).

For information and examples of the departmental and central accounting entries, refer to Chapter 10 of this manual.