

# RECEIVER GENERAL MANUAL

## CHAPTER 4

### SPS AND DEPARTMENTS

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Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

Government Operational  
Service

Service opérationnel  
au gouvernement

**Canada**

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## 4.1 INTRODUCTION

Public Works and Government Services Canada (PWGSC) uses the Standard Payment System (SPS) to issue payments on behalf of all federal departments and agencies using the Consolidated Revenue Fund (CRF), as well as direct deposit payments for Employment Insurance. The SPS is an integrated system that incorporates the entire payment process including:

- receipt and validation of the requisition for payment
- payment issue
- payment redemption control and reconciliation
- redemption reporting
- processing of exceptions in issue and redemption.

The SPS offers three payment methods: cheque, direct deposit and electronic data interchange (EDI).

The Standard Payment System, interdepartmental settlement (IS) process allows government departments which operate within the Consolidated Revenue Fund to settle transactions with each other. Under the IS process, either the creditor or debtor department can initiate a transaction. SPS does not support intradepartmental transfers. (Departments are expected to use internal journal vouchers or other means to handle intradepartmental settlements.)

The SPS replaces the Accounting Data Input System (ADIS) and the General Accounts Payment System (GAP) for external payments from FIS departments. The current Interdepartmental Settlement System (ISS) and GAP will continue to operate for non-FIS departments until the end of the FIS transition period.

In interacting with the SPS, departments will only send detailed payment data. For FIS departments, all detailed accounting remains in the departments with monthly accounting summaries forming part of the trial balance which is submitted to the CFMRS.

FIS departments are also responsible for scheduling payments and calculating interest.

The SPS also processes the issue data for Departmental Bank Accounts (DBAs).

Only PWGSC has the capability to:

- issue regular payments
- issue duplicate payments
- handle returns and duplicates
- issue payments in foreign currencies.

SPS gives both client departments and PWGSC the capability to:

- make on-line inquiries regarding payments (at any point in the payment process)
- issue priority payments
- control cheque inventory related to the payment process
- restore archived payments
- correct correctable errors.

Client departments may also:

- process departmental bank account (DBA) issue files
- complete certain tasks related to the handling of returns and duplicates, such as printing paper advice notices.

#### **4.1.1 The Departmental Product Profile**

With the assistance of SPS Product Management, each department using the SPS fills in a product profile to establish guidelines for the SPS with regards to:

- how a product is to be processed
- the relationship between PWGSC sites and departmental client offices
- the format and manner of interfaces between the SPS and departmental client offices
- predetermined actions to be carried out by the system automatically
- various SPS options the client has selected.

The product profile is used by the SPS at each decision point of the payment process and directs the SPS to:

- take various actions
- route the output
- verify access to the component parts of the system
- call up the correct processing modules
- customise the presentation layer for individual users.

The product profile also contains the information needed to make simple decisions on behalf of the client and, since it is established at the national product level, provides for a consistent approach to processing for both PWGSC and client departments.

Authority and access to change a profile are restricted to SPS Product Management at PWGSC which is responsible for keeping departmental product profiles up to date based on choices made by client departments. However, a client department may make changes to its profile at any time in consultation with SPS Product Management. Users seeking information with regards to their department's product profile must also contact SPS Product Management.

Please refer to Chapter 3, Overview of the FIS Set of Applications, for a description of the conventions used in this chapter.

## 4.2 ACCESSING THE SPS

The log-on process that follows describes how to directly access the SPS , i.e., native SPS. Accessing via the Internet or peer-to-peer follows a different routine. For those logging on via the Single Sign-On screen, refer to Section 3.6, Accessing FIS, Chapter 3, Overview of the FIS Set of Applications.

You can sign on to the SPS directly from the PWGSC Gateway menu in one of two ways:

- at the command line, type <S SPSPROD> and press <Enter> or
- <Tab> down to the SPS Prod entry on the screen and in the blank space enter the letter <s> and press <Enter>.

The SPS main menu appears. The main menu displayed in Screen 4-1 shows the screens available to client departments, PWGSC production centres, PWGSC responsible centres, the Cheque Redemption Control Directorate and the PWGSC Payment Standards Division.

Screens that would be used only by PWGSC Product Management are not shown or discussed in this chapter. (For further information on these screens, refer to the Standard Payment System User Guide.)

Each user within a client department or the other centres involved in production, is assigned an SPS security profile which determines the menus, screens and screen modes the user can access. **Only those SPS menus, screens and modes for which the user is authorized to have access are displayed to the user.**

### Screen 4-1 SPS Main Menu

AYMNUE		Standard Payment System		CCYY-MM-DD HH:MM
User Id	MAIN MENU	More:	ENQ	
COMMAND >				
Sel	Screen	Description		
-	AMU	RESTORE ARCHIVED DATA		
-	BMU	REGULAR PAYMENT PROCESSING		
-	CMU	CONTROL TABLES		
-	DMU	MANAGE DOCUMENT		
-	EMU	REQUISITION ENQUIRY		
-	FMU	IS MAIN MENU		
-	IMU	INVENTORY		
-	PMU	PRIORITY PAYMENTS		
-	QMU	PAYMENT ENQUIRY		
-	RMU	RETURNS AND DUPLICATES		
-	SMU	SECURITY		
-	VMU	CONVERT PAYMENT		
/AY103147 Select Next Action				
-				

The choices listed on the main menu can be accessed from any screen or screen menu. From the main menu, users can make an inquiry (ENQ), add (ADD), change (CHG) and delete (DEL) information. These are referred to as screen modes.

A menu bar across the top of the screen gives access to such features as help and allows for a certain amount of soft key customisation by the user. The elements in the menu bar and the available functions will vary depending on the operating software installed on the user's system.



## 4.3 NAVIGATING THE SPS

### 4.3.1 Generic Record Layouts

The SPS has six major input and output files to which client departments must conform. The application programming interface specifications are available as the Receiver General FIS Input-Output Requirement for Departments - Final Documents at <http://publiservice.gc.ca/services/fis-sif/text/docs-e.html>. The major input and output files are:

- auto-Load Client Control File (AYZ00798). This file must accompany each bulk input file of payments or interdepartmental settlements. It contains the control data for processing the input files, including the requisition information, electronic authorization and authentication (EAA), and client profile data. Each requisition submitted on the generic payment input file or the interdepartmental settlement input file must have a corresponding entry on the auto-load control file. This file triggers the automatic edit and load of the generic payment input file or the generic interdepartmental settlement input file.
- generic Payment File (AYZ99995). This is the file layout submitted by a client department requiring SPS to process payments in bulk mode. The payment file can contain regular accounts payable payments, priority payments (maximum 100 per requisition), foreign payments (US dollars, pound sterling, French and Belgian francs and German marks), other foreign payments (other than the five standard currencies) and DBA payments. The payment types supported are cheque, direct deposit and electronic data interchange. Multiple requisitions are accepted per file.
- generic Interdepartmental Settlement File (AYZ99990). This file is used by financial and administrative staff to input interdepartmental settlements into the SPS in bulk mode. Multiple requisitions are accepted per file. This is a fixed block file with a length of 700.
- generic Return File (AYZ99999). This file contains the original client input plus the Payment Reference Numbers assigned to each payment by the SPS. This file is a confirmation to the client department that the SPS has loaded its payments.
- IS Return /Notification File (AYZ99991). This file contains a combination of the original IS detail along with the IS Reference Number (ISRN) assigned to each IS transaction by the SPS and any notifications applicable to the client as the recipient department. This file is provided to both the originator and recipient departments

- client Action File (AYZ00125). This file is normally used in conjunction with the Post- Issue File (described in Section 4.6). Client departments receive the Post-Issue File from the SPS telling them of all their payments which may require further processing. In response, client departments return a Client Action File to the SPS advising of actions to be taken for those payments listed in the Post-Issue File. For example, a cheque might be returned because the address is wrong. It will be one of the entries on the Post-Issue File. The department returns its Client Action File and advises the SPS that for this particular entry, it wants to cancel the payment. The Post-Issue File–Client Action File combination is recommended for client departments with high payment volumes, e.g., large numbers of accounts payable.

### 4.3.2 Requisition Identification Numbers

The 15-digit requisition identification number must meet the standard requisition numbering configuration and be unique. Note that the requisition identification number applies to all the payments or interdepartmental settlements within a requisition. The requisition number must always be supplied by the client. While the SPS will generate a cancellation requisition, this is a result of post-issue action. On input, the client must always supply the requisition number.

The first three positions identify the client department identification, the next four the client department office. The last eight digits are reserved for the client's use. However, it is recommended that four of these digits identify the fiscal year and month. A requisition identification number is mandatory for FIS departments.

### 4.3.3 SPS Screen Conventions

SPS screens have a standard layout. The letters "AY" in the six-character identifier at the top left of an SPS screen confirm that a screen is indeed part of the SPS. The third through fifth characters identify the screen code and the last digit gives the language for the screen.

The date in the upper right-hand corner of an SPS screen is the business date the SPS assigns to each transaction. In almost all cases, the business date is the current calendar date. However, sometimes, because of the requirements of batch processing the business date is earlier than the calendar date. A 24-hour clock is also displayed in the upper right corner.

The second line of an SPS screen shows the user id that was entered on the PWGSC sign-on menu. On the right-hand side, a paging indicator (MORE: +/-) is displayed. It shows which page of the transaction screen, menu screen or help is being viewed and the possible navigational actions the user can take from the current position.

- The plus sign (+) indicates the user is on the first page of a screen and can press <F8> to move forward.
- A minus sign (-) indicates the user is on the last page of a screen and can press <F7> to move backward.
- The plus/minus combination (+/-) indicates the user is somewhere between the first and last pages and can move backward or forward.
- If there is no paging indicator displayed on the screen, then it is a one-page screen.

At COMMAND > enter the three-letter screen code to access any screen in the SPS. For quick access to detailed information, enter the screen code, leave a space, enter the identifier of the item from which the detailed information is required and press <Enter>.

Subsequent lines contain the SPS information the user accessed. System messages are displayed across the two bottom lines.

### **SPS Screen Modes**

Depending on the security profile, an SPS user can:

- add (ADD) new information
- change (CHG) existing information by typing over existing data
- delete (DEL) existing information
- inquire (ENQ) about existing information

The default mode is the mode in which the screen is first displayed when accessed and is determined by the sequence of operations required to complete a transaction. Sometimes, the mode changes automatically after an action has been taken; in other cases the mode can be changed by the user. Note that not all screens can be used in all four modes. For example, some screens operate only in the inquiry mode.

## SPS Function Keys

The following function keys are standard across many of the departmental systems. However, some terminal settings may be different. If you have questions with regards to the function keys on your system, check with someone in your own section or your departmental system support/help desk.

<F1>	Online help
<F3>	Exit the SPS from the main menu, move to the previous screen or menu
<F5>	Refresh screen
<F7>	Page backward
<F8>	Page forward
<F10>	Confirm acceptance of changes or additions
<F11>	Move to the main menu
<F12>	Cancel and restart the transaction
<Enter>	Validates the information that has been entered on the screen by comparing it to the other information previously entered or to data validation criteria. If the entered data do not conform to previous information or to the validation criteria, the system displays an error message. Once the information has been validated, press <F10> to confirm the action. <Enter> can be pressed at any time when completing a screen.

## SPS Messages

The SPS includes hundreds of system messages to help users. When a screen is first accessed, the message line displays an information message on how to begin use of the screen. After a screen has been completed and the user presses <Enter>, the SPS will display error messages if any fields have been incorrectly completed. The cursor will appear in the first field containing an error. The error message explains the error, and the fields with the incorrect information are highlighted. When the user corrects the error and presses <Enter>, the highlighting and message disappears, and the cursor moves to the next incorrect field.

Multiple messages can be displayed at the same time, separated by a forward slash (/). Because of the limitations on two message lines, not all the message or messages may be displayed at any one time. As action is taken on a displayed message and <Enter> pressed, the message disappears, clearing the space for subsequent messages.

### 4.3.4 SPS Data Entry Conventions

Users must always enter data from left to right, ensuring that no spaces remain on the left. In some fields, the data can be in numbers and/or letters. In other fields only numeric data can be entered.

#### Numeric Data

In most instances, it is not necessary to enter the zeros at the beginning of numeric data. For example, if the first digits of a number are zeros, the user enters the non-zero numbers as usual from the left, ensuring that no spaces remain on the left. The SPS automatically fills in the zeros and right justifies the data entered. For example, to end up with 0001234, the user would enter <1234> and the system would automatically fill in the first three zeros.

In other cases, such as with account numbers for financial institutions, if the zeros appear on the left of the number, they must be entered. If zeros on the left-hand side of a number have to be entered and the user has not done so, an error message will occur.

If the last digits of a number contain zeros, they must be entered. For example, to end up with 1234000, the user would have to enter <1234000>.

In dollar amounts, the SPS inserts the decimal point plus two decimal places. For example, if the amount is \$100.00, enter <100> and the system right justifies the number and adds the decimal point followed by two zeros. However, if the amount is \$100.21, the user must enter <100.21>.

If the display of the entered number does not match how the user wants the number to read, the user has the option of correcting the input and adding the zeros where appropriate.

#### Alpha Data

The SPS accepts and displays both upper and lower-case letters. All text is stored in the case in which it is entered, except for identifiers consisting of both letters and numbers which are always stored in upper case. When retrieving data, the SPS searches for information that exactly matches the information used for the search criteria.

When a user's security profile allows the user to change data, it can be done with both alpha and numeric data by typing over the existing data.

### 4.3.5 SPS Help

Users can access help at any time in the SPS by clicking on the |Help| button in the menu bar along the top of the screen or by pressing <F1>.

The SPS help function has been set up as a series of questions and answers. The information appearing on your screen once you press help relates to the screen/field your cursor is positioned on when you activate the help function. You will have access to all the available questions and answers for that particular screen. The on-line documentation can also be obtained by contacting PWGSC Product Management.

The Standard Payment System User Guide also provides detailed information, by screen, for completing screen fields and steps to be taken before and after a screen is completed. A copy of the Guide can be obtained by contacting PWGSC Product Management.

### 4.3.6 Exiting the SPS

To move from a screen to the related screen menu, press <F3>.

To move from any SPS screen or screen menu to the main menu, press <F11>.

To move from a screen menu to the main menu, press either <F3> or <F11>.

To exit the SPS from the main menu, press <F3>.

## 4.4 THE MAIN MENU

### Screen 4-2 The Main Menu

AYMNUE	Standard Payment System	CCYY-MM-DD HH:MM
User Id	MAIN MENU	More: ENQ
COMMAND >		
Sel	Screen	Description
-	AMU	RESTORE ARCHIVED DATA
-	BMU	REGULAR PAYMENT PROCESSING
-	CMU	CONTROL TABLES
-	DMU	MANAGE DOCUMENT
-	EMU	REQUISITION ENQUIRY
-	FMU	IS MAIN MENU
-	IMU	INVENTORY
-	PMU	PRIORITY PAYMENTS
-	QMU	PAYMENT ENQUIRY
-	RMU	RETURNS & DUPLICATES
-	SMU	SECURITY
-	VMU	CONVERT PAYMENT
/AY103147 Select Next Action		
-		

#### 4.4.1 AMU - Restore Archived Data

Used to restore payments that have been archived in the SPS. SPS data are automatically archived after a period of time which has been designated in the department's product profile. Data must be restored to the SPS before being used. Once restored, all SPS processing can resume as if the payment had never been archived. This includes any updating such as the issue of a duplicate payment.

**Screen 4-3 Restore Archived Data**

A YAMUE	Standard Payment System	CCYY-MM-DD HH:MM
User Id	RESTORE ARCHIVED DATA	More: ENQ
COMMAND >		
Sel	Screen	Description
-	ARP	REQUEST TO RESTORE PAYMENTS
/A Y103147 Select Next Action		

<b>Screen Option:</b>	<b>Used by:</b>	<b>To:</b>
ARP - REQUEST TO RESTORE PAYMENTS	PWGSC Product Management, PWGSC responsible sites, PWGSC production centres, Cheque Redemption Control Directorate, client departments	restore archived payments. Using the screen triggers the restoration.

For more information on AMU - RESTORE ARCHIVED DATA, refer to the Standard Payment System User Guide, Chapter XIV.



### 4.4.2 BMU - Regular Payment Processing

Used to address the processing of regular payments.

#### Screen 4-4 Regular Payment Processing

A YBMUE	Standard Payment System	CCYY-MM-DD HH:MM
User Id	REGULAR PAYMENT PROCESSING	More: ENQ
COMMAND >		
Sel	Screen	Description
-	BIE	CORRECT INPUT ERRORS
-	BIP	INTERCEPT PAYMENT
/A Y103147 Select Next Action		

Screen Option:	Used by:	To:
BIE - CORRECT INPUT ERRORS	PWGSC responsible sites, client departments	correct a correctable error or remove a previously applied correction of an error that was identified in the Payment Detail Correctable Error Report.
BIP - INTERCEPT PAYMENT	PWGSC responsible sites, client departments	intercept a payment after it has been processed via the edit/load process or remove an intercept flag previously applied to a payment.

For more information on BMU - REGULAR PAYMENT PROCESSING, refer to the Standard Payment System User Guide, Chapter XII.

### 4.4.3 CMU - Control Tables

Allows users to inquire on, or maintain, EDI compliancy and EAA signing limits.

#### Screen 4-5 Control Tables

AYCMUE	Standard Payment System	CCYY-MM-DD HH:MM
User Id	CONTROL TABLES	MORE : + ENQ
COMMAND >		
Sel	Screen	Description
-	CEC	UPDATE EDI COMPLIANT CLIENTS
-	CSL	MAINTAIN EAA SIGNING LIMITS

Screen Option:	Used by:	To:
CEC – UPDATE EDI COMPLIANT CLIENTS	Client departments and PWGSC responsible sites (view only) PWGSC Product Management (view and change)	inquire on or change EDI-compliant customer information, terminate EDI compliancy or add EDI-compliant customers. These customers have formally agreed to receive RG payments by EDI. SPS uses this information to establish or change the type of payment instrument used to issue a payment.
CSL - MAINTAIN EAA SIGNING LIMITS	Client departments and PWGSC responsible sites (view only) PWGSC Product Management (view and change)	inquire on or maintain (i.e., change, add) EAA signing limit information for a specific client department user and product.

For more information on CMU - CONTROL TABLES, refer to the Standard Payment System User Guide, Chapter VI.

#### 4.4.4 DMU - Manage Document

Address the processing and printing of miscellaneous client documents such as generic Canada Savings Bonds or Bank of Canada T5s.

#### Screen 4-6 Manage Document

AYDMUE	Standard Payment System	CCYY-MM-DD HH:MM
User Id	MANAGE DOCUMENT	MORE : + ENQ
COMMAND >		
Sel	Screen	Description
-	DFE	EDIT CLIENT DOCUMENT FILE
-	DFI	INPUT CLIENT DOCUMENT REQUEST
-	DFP	PRINT CLIENT DOCUMENTS
-	DFR	REPRINT CLIENT DOCUMENTS
/AY103147 - Select Next Action		

Screen Option:	Used by:	To:
DFE - EDIT CLIENT DOCUMENT FILE	PWGSC responsible sites	edit a client document file.
DFI - INPUT CLIENT DOCUMENT REQUEST	Client departments	send a print request to their PWGSC responsible site along with the file for input. Also used to change, delete client document request contained in the SPS.
DFP - PRINT CLIENT DOCUMENTS	PWGSC production centres	print client documents. Once the print information is validated, use of this screen triggers the batch job that will create a document image file to print client documents.
DFR - REPRINT CLIENT DOCUMENTS	PWGSC production centres	reprint client documents that were spoiled during the print or enveloping process. Can also be used to reprint client documents lost or damaged by the delivery agent.

For more information on DMU - CLIENT DOCUMENT PROCESSING, refer to the Standard Payment System User Guide, Chapter V.

#### 4.4.5 EMU - Requisition Enquiry

Used to make inquiries on requisitions and requisition details that are maintained in the SPS.

##### Screen 4-7 Requisition Enquiry

A YEMUE	Standard Payment System	CCYY-MM-DD HH:MM
User Id	REQUISITION ENQUIRY	More: ENQ
COMMAND >		
Sel	Screen	Description
-	ERD	REQUISITION DETAIL ENQUIRY
-	ERE	REQUISITION LIST ENQUIRY
/A Y103147 Select Next Action		

Screen Option:	Used by:	To:
ERD - REQUISITION DETAIL ENQUIRY	PWGSC Product Management, PWGSC responsible sites, Cheque Redemption Control Directorate, client departments	inquire about the details of requisitions that have been entered into the SPS.
ERE - REQUISITION LIST ENQUIRY	PWGSC Product Management, PWGSC responsible sites, Cheque Redemption Control Directorate, client departments	view a list of the requisitions that have been received from a single department and entered into the SPS.

For more information on EMU - REQUISITION ENQUIRY, refer to the Standard Payment System User Guide, Chapter XIII.

#### 4.4.6 FMU - IS Main Menu

Used by client departments and responsible sites to process interdepartmental settlements.

##### Screen 4-8 IS Main Menu

A YFMUE	Standard Payment System	CCYY-MM-DD HH:MM
User Id	INTERDEPARTMENTAL SETTLEMENTS	MORE : + ENQ
COMMAND >		
Sel	Screen	Description
-	ECR	CLIENT REFERENCE CODE ENQUIRY
-	EIA	IS ACTIVITY DETAIL ENQUIRY
-	EID	IS DETAIL ENQUIRY
-	EIR	IS REQUISITION DETAIL ENQUIRY
-	ERL	IS REQUISITION LIST ENQUIRY
-	FAI	ACTION IS
-	FAR	AUTHORIZE IS REQUISITION
-	FEL	EDIT/LOAD IS DETAILS
-	FID	INPUT IS DETAILS
-	FRN	REPRODUCE IS NOTIFICATION
/A YI03147 - Select Next Action		

Screen Option:	Used by:	To:
ECR - CLIENT REFERENCE CODE ENQUIRY	PWGSC responsible sites, client departments	display all the interdepartmental settlement reference numbers entered in the SPS for a specified client department identification and client reference code combination.
EIA - IS ACTIVITY DETAIL ENQUIRY	PWGSC responsible sites, client departments	display the activity detail information for an interdepartmental settlement reference number displayed on the EID screen.
EID - IS DETAIL ENQUIRY	PWGSC responsible sites, client departments	display interdepartmental settlement information for a particular interdepartmental settlement reference number.
EIR - IS REQUISITION DETAIL ENQUIRY	PWGSC responsible sites, client departments	inquire about the details of interdepartmental settlement requisitions that have been entered into the SPS.

<b>Screen Option:</b> ERL - IS REQUISITION LIST ENQUIRY	<b>Used by:</b> PWGSC responsible sites, client departments	<b>To:</b> view a list of the interdepartmental settlement requisitions that have been received from a single department and entered into the SPS. Also used to view a list of interdepartmental settlement requisitions for a given client department/client department office combination.
FAI - ACTION IS	PWGSC responsible sites, client departments	question (initiator or recipient department) or approve (recipient department only) interdepartmental settlements with a status of "Reported to RG-GL (Pending Action)." Interdepartmental settlements with a status of "Reported to RG-GL (Issued)" may only be questioned.
FAR - AUTHORIZE IS REQUISITION	Client departments	authorize an interdepartmental settlement requisition on-line.
FEL - EDIT/LOAD IS DETAILS	PWGSC responsible sites	edit and load the interdepartmental settlements contained in a file.
FID - INPUT IS DETAILS	PWGSC responsible sites, client departments	create the IS detail and IS requisition.
FRN - REPRODUCE IS NOTIFICATION	PWGSC responsible sites, client departments	reproduce a single interdepartmental settlement notification on paper.

For more information on FMU - INTERDEPARTMENTAL SETTLEMENTS, refer to the Standard Payment System User Guide, Chapter VIII.

### 4.4.7 IMU - Inventory

Used to inquire about inventory orders and transactions that have been entered in the SPS, update inventory information and maintain details related to inventory orders.

#### Screen 4-9 Inventory

AYIMUE	Standard Payment System	CCYY-MM-DD HH:MM
User Id	INVENTORY	MORE : ENQ
COMMAND >		
Sel	Screen	Description
-	IIE	INVENTORY ENQUIRY
-	IMI	MAINTAIN INVENTORY
-	IMO	MAINTAIN ORDER DETAIL
-	IOD	ORDER DETAIL ENQUIRY
-	IOE	ORDER ENQUIRY
/AY103147 - Select Next Action		
-		

<b>Screen Option:</b>	<b>Used by:</b>	<b>To:</b>
IIE - INVENTORY ENQUIRY	PWGSC production centres and responsible sites, client departments	inquire about inventory transactions that have been entered into the SPS. It provides the details regarding ending and completed transfers and orders for cheque stock, window envelopes and signature plates
IMI - MAINTAIN INVENTORY	PWGSC responsible sites and production centres, client departments	record the request or transfer of existing inventory of cheque form stock, window envelopes and signature plates between facilities.
IMO - MAINTAIN ORDER DETAIL	PWGSC Payment Standards Division	record new inventory orders or change information about existing orders for cheque form stock, window envelopes and RG signature plates
IOD - ORDER DETAIL ENQUIRY	PWGSC Payment Standards Division	inquire on details of inventory orders that have been entered into the SPS
IOE - ORDER ENQUIRY	PWGSC Payment Standards Division	display inventory event information that have been entered into the SPS

For more information on IMU - INVENTORY, refer to the Standard Payment System User Guide, Chapter VIII.



#### 4.4.8 PMU - Priority Payments

Used to input information from a priority payment requisition and process the payment.

##### Screen 4-10 Priority Payments

A YPMUE	Standard Payment System	CCYY-MM-DD HH:MM
User Id	PRIORITY PAYMENTS	MORE : ENQ
COMMAND >		
Sel	Screen	Description
-	PAP	AUTHORIZE PRIORITY PAYMENT
-	PIP	INPUT PRIORITY PAYMENT DETAILS
-	PIR	INPUT PRIORITY PAYMENT REQ
-	PSI	INPUT STUB INFO.
-	PPP	PRINT/REPRINT PRIORITY PAYMENT
/AY103147 - Select Next Action		

Screen Option:	Used by:	To:
PAP - AUTHORIZE PRIORITY PAYMENT	PWGSC responsible sites, client departments	record the authorization of a priority payment or reject a priority payment. Client departments can also sign the priority payment requisition on-line using EAA.
PIP - INPUT PRIORITY PAYMENT DETAILS	PWGSC responsible sites and client departments	add, inquire on, change or delete the details of both cheque and electronic priority payments.
PIR - INPUT PRIORITY PAYMENT REQ	PWGSC responsible sites and client departments	add, change or delete a priority payment requisition.
PSI - INPUT STUB INFO.	PWGSC responsible sites and client departments	input priority payment stub information for cheque and electronic payments that are not yet authorized.
PPP - PRINT/REPRINT PRIORITY PAYMENT	PWGSC responsible sites and production centres, client departments	print or reprint an original priority payment cheque, print an original regular cheque prior to the batch extract job, reprint an original regular payment that was spoiled during printing, print a priority replacement or duplicate cheque.

For more information on PMU - PRIORITY PAYMENTS, refer to the Standard Payment System User Guide, Chapter X.

### 4.4.9 QMU - Payment Enquiry

Inquire on different aspects of a payment.

#### Screen 4-11 Payment Enquiry

A YQMUE	Standard Payment System	CCYY-MM-DD HH:MM
User Id	PAYMENT ENQUIRY	MORE : ENQ
COMMAND >		
Sel	Screen	Description
-	EAD	PAYMENT ATTEMPT DETAILS ENQ
-	EAE	PAYMENT EVENTS ENQUIRY
-	EAS	PAYMENT ATTEMPT STS DETAILS ENQ
-	EPA	PA YEE ACCOUNT DETAILS ENQUIRY
-	EPI	PA YMENT INFORMATION ENQUIRY
-	EPR	PA YMENT ENQUIRY
-	EUL	UNDO LOG ENQUIRY
/A YI03147 Select Next Action		

Screen Option:	Used by:	To:
EAD - PAYMENT ATTEMPT DETAILS ENQ	PWGSC Product Management, PWGSC responsible sites, client departments and Cheque Redemption Control Directorate	display requested payment attempt detail information.
EAE - PAYMENT EVENTS ENQUIRY	PWGSC Product Management, PWGSC responsible sites, client departments and Cheque Redemption Control Directorate	display payment event information. Payment events include Duplicate Authorized, Recall Requested or Forgery.
EAS - PAYMENT ATTEMPT STS DETAILS ENQ	PWGSC Product Management, PWGSC responsible sites, client departments and Cheque Redemption Control Directorate	display status details for a payment attempt.

<b>Screen Option:</b> EPA - PAYEE ACCOUNT DETAILS ENQUIRY	<b>Used by:</b> PWGSC Product Management, PWGSC responsible sites, client departments and Cheque Redemption Control Directorate	<b>To:</b> display all related payment records for a payee account number.
EPI -PAYMENT INFORMATION ENQUIRY	PWGSC Product Management, PWGSC responsible sites, client departments and Cheque Redemption Control Directorate	inquire on specific payment information.
EPR - PAYMENT ENQUIRY	PWGSC Product Management, PWGSC responsible sites, client departments and Cheque Redemption Control Directorate	display requested payment information.
EUL - UNDO LOG ENQUIRY	PWGSC Product Management, PWGSC responsible sites, client departments and Cheque Redemption Control Directorate	display undo information for activities related to payment status codes, payment attempt status codes or payment event codes.

For more information on QMU - PAYMENT ENQUIRY, refer to the Standard Payment System User Guide, Chapter IX.

#### 4.4.10 RMU - Returns and Duplicates

Used in the post-payment process to handle returned payments, duplicate payment requests and rejected redeemed cheques.

#### Screen 4-12 Returns and Duplicates

A YRMUE	Standard Payment System	CCYY-MM-DD HH:MM
User Id	RETURNS AND DUPLICATES	MORE : ENQ
COMMAND >		
Sel	Screen	Description
-	RAD	ACTION DUPLICATE REQUEST
-	RAN	PRODUCE PAPER ADVICE NOTICES
-	RCJ	CANCEL PRN BY JOURNAL VOUCHER
-	RDD	RECORD DD RECALL REQUEST
-	RDF	DETERMINE FORGERY
-	RDR	INITIATE DUPLICATE REQUEST
-	RID	RECORD RECEIPT OF GSC 535/536
-	RNI	ADVICE NOTICE INSTRUCTIONS
-	RPI	INVESTIGATE AND PRINT GSC 548
-	RPT	PROCESS TRACES
-	RRC	RECORD REJECTED REDEEMED CHQS
-	RRP	RECORD RETURNED PAYMENT
-	RTR	PRINT TRACE/RECALL REQUEST
/A YI03147 Select Next Action		

Screen Option:	Used by:	To:
RAD - ACTION DUPLICATE REQUEST	PWGSC responsible sites, client departments	allow the issuing of a duplicate payment.
RAN - PRODUCE PAPER ADVICE NOTICES	PWGSC responsible sites, Cheque Redemption Control Directorate, client departments	print paper advice notices for returned payments.
RCJ - CANCEL PRN BY JOURNAL VOUCHER	Cheque Redemption Control Directorate	cancel a payment in accordance with a request from a client department.
RDD - RECORD DD RECALL REQUEST	PWGSC responsible sites, client departments	initiate a request to recall a direct deposit payment before it is deposited on its payment due date.

<b>Screen Option:</b>	<b>Used by:</b>	<b>To:</b>
RDF - DETERMINE FORGERY	Cheque Redemption Control Directorate	record the results of an investigation carried out because a duplicate payment has been requested for a cheque that has already been paid.
RDR - INITIATE DUPLICATE REQUEST	PWGSC responsible sites, client departments	initiate a request for a duplicate payment.
RID - RECORD RECEIPT OF GSC 535/536	PWGSC responsible sites, client departments	record the receipt of completed, signed and witnessed lost cheque forms. Also used to change the payee name on the duplicate cheque.
RNI - ADVICE NOTICE INSTRUCTIONS	PWGSC responsible sites, client departments	record instructions given by a client regarding a returned payment.
RPI - INVESTIGATE AND PRINT GSC 548	Cheque Redemption Control Directorate	initiate either a forgery investigation or a trace request (where endorsement of the cheque is "For Deposit Only") for a paid cheque.
RPT - PROCESS TRACES	PWGSC responsible sites, client departments	request traces for direct deposit and EDI payments when a duplicate payment request has not yet been initiated.
RRC - RECORD REJECTED REDEEMED CHQS	Cheque Redemption Control Directorate	record redeemed cheques that were rejected by the CRCD electronic cheque reader.
RRP - RECORD RETURNED PAYMENT	PWGSC responsible sites, Cheque Redemption Control Directorate	record a returned cheque, a returned direct deposit payment or a returned EDI payment.
RTR - PRINT TRACE/ RECALL REQUEST	PWGSC responsible sites	print trace requests for direct deposits or EDI payments, or recall requests for direct deposits.

For more information on RMU - RETURNS AND DUPLICATES, refer to the Standard Payment System User Guide, Chapter XV.

**4.4.11 SMU - Security**

Used to control security for the SPS.

**Screen 4-13 Security**

A YSMUE	Standard Payment System	CCYY-MM-DD HH:MM
User Id	SECURITY	MORE : ENQ
COMMAND >		
Sel	Screen	Description
-	SUR	MAINTAIN USER
/A YI03147 Select Next Action		

<b>Screen Option:</b>	<b>Used by:</b>	<b>To:</b>
SUR - MAINTAIN USER	PWGSC Product Management, PWGSC production centres and responsible sites, client departments	maintain (i.e., change, end the use of, add) users who have access to specified SPS functions within a given security profile. Also used to change names and or identification numbers of users, add users allow or deny access to products for a given user, assign a default printer identifier and a facility identifier.

For more information on SMU - SECURITY, refer to the Standard Payment System User Guide, Chapter XVI.

#### 4.4.12 VMU - Convert Payment

Used to import, to the SPS, historical data created before the SPS was implemented. These data have never resided in the SPS but, for some reason, e.g., to allow for automated payment cancellation, are now required within the SPS. Note that this is a different function from restoring archived SPS data that have previously been in the SPS.

#### Screen 4-14 Convert Payment

A YVMUE	Standard Payment System	CCYY-MM-DD HH:MM
User Id	CONVERT PAYMENT	MORE : ENQ
COMMAND >		
Sel	Screen	Description
-	VCR	CONVERT PAYMENT DETAILS
-	VIP	INPUT PAYMENT DETAILS

Screen Option:	Used by:	To:
VCR - CONVERT PAYMENT DETAILS	PWGSC responsible sites and client departments	convert electronically Payment Control System payment details stored in the history area into the SPS data base so records can be accessed to carry out SPS transactions.
VIP - INPUT PAYMENT DETAILS	PWGSC responsible sites	enter payment detail information into the SPS that cannot be converted electronically from the Payment Control System.

For more information on VMU - CONVERT PAYMENT, refer to the Standard Payment System User Guide, Chapter VII.

## 4.5 USING THE SPS TO PERFORM BASIC PROCESSES

Under FIS, all Receiver General payments and interdepartmental settlements, i.e., all program, accounts payable and compensation payments, are processed through the SPS. A department can send a payment request to the SPS as part of a batch of regular payment requests or request that a payment be treated as a priority. SPS functionality extends to payment issue by cheque, direct deposit or EDI. Client departments may also print priority cheques on site.

This section outlines procedures for the most common SPS processes. For information on specific elements of SPS functionality not described here, refer to the Standard Payment System User Guide or to the on-screen SPS help.

### 4.5.1 Regular Payment Issue

Before beginning the process, the user needs to have certain details on hand ready for entry into the screens:

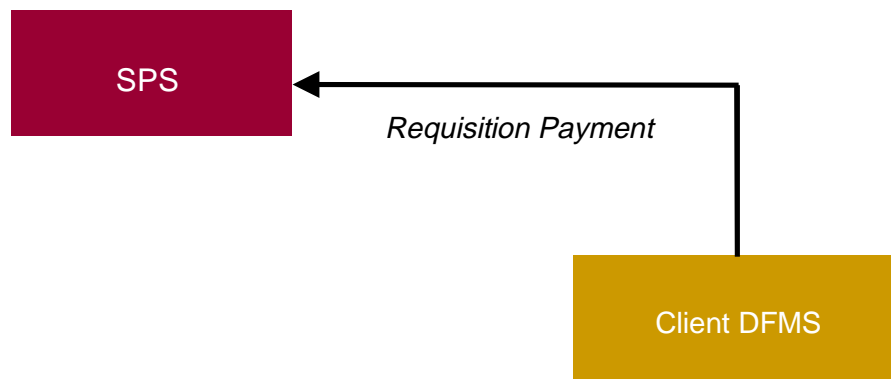
- the 15-character departmental requisition identifier
- the date the requisition was prepared
- the batch number (if used by the department — not required by the SPS)
- the delivery method
- the department and department office identifiers
- the product code
- the number of payments in the requisition
- the total amount of the payments in the requisition and the currency
- the accounting period
- the code for the PWGSC responsible site that will process the requisition.

For details on the Payroll Systems and its role within the FIS environment, please see Chapter 6 of this manual – Payroll Systems and Departments.



1. The client department requests a payment by sending transaction details (name, date, amount, delivery address, financial institution routing information and, if required, stub detail) to the SPS in the form of a bulk input file. Refer to APIs SPS Generic Input Payment File Layout (AYZ99995) and SPS Auto-Load Client Control File (AYZ00798) for more information. This file may contain many requisitions, and one requisition may contain many payments

**Diagram 4-1**  
**FIS Department Requisitions Payments by SPS**



2. On receipt of the auto-load file, PWGSC will automatically initiate the edit and loading of the client input file. During this process, the SPS compares the information previously entered from the payment requisition with the actual data in the payment details file. If the file passes the edit process, the SPS assigns a unique payment reference number (PRN) to each payment and loads the payments for extraction. At this point, the SPS status for each payment is "Ready for Extract."

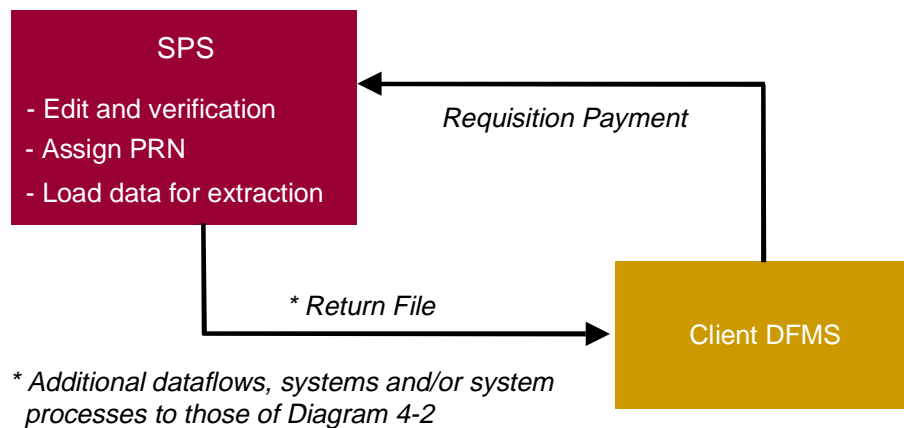
Some payments may be loaded with missing addresses for cheque payments or incorrect financial information for direct deposits or EDI payments. These types of errors are considered correctable and can be taken care of using the BIE - CORRECT INPUT ERRORS screen, but the corrections must be made after the payment file has been loaded and before extraction for payment. Otherwise, these payments are processed as returned payments.

If any of the payment information fails the edit process, the SPS refers to the client's instructions in its departmental product profile for the SPS. If there is missing address information for cheques or routing information for direct deposit, the payment status becomes "Correctable Error." The client can provide the correct information either directly on-line, by forwarding a client action file to the SPS, or by contacting the responsible site. The client can also prearrange to have the payment automatically cancelled or reissued to the payee's home or bank address by indicating so in the product profile.

If there is a problem other than missing address or routing information, the SPS will reject the entire requisition. When this happens, the SPS notifies the responsible site that corrective action is required. In the case of a metafile, the entire file will be rejected and the responsible site assigned to the metafile is notified to take corrective action.

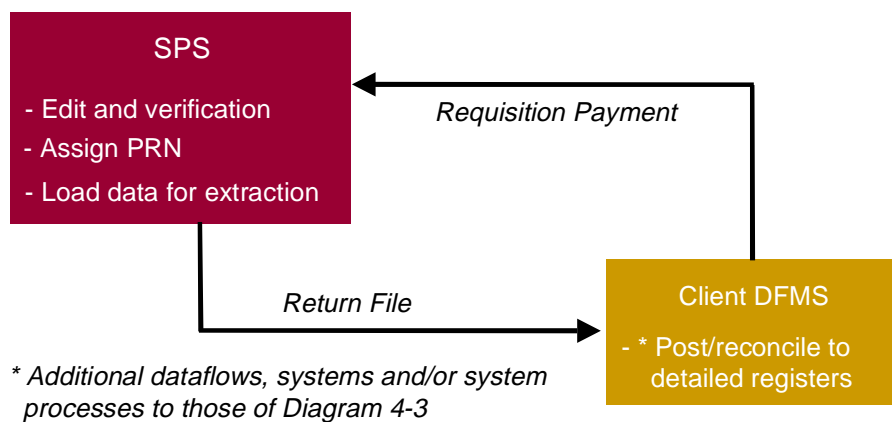
Regular payments that are "Ready for Extract" then proceed through screens on the XMU-BATCH SUBMISSIONS menu where direct deposit statements and cheques are printed.

**Diagram 4-2**  
**SPS Performs Edit and Load Processing**



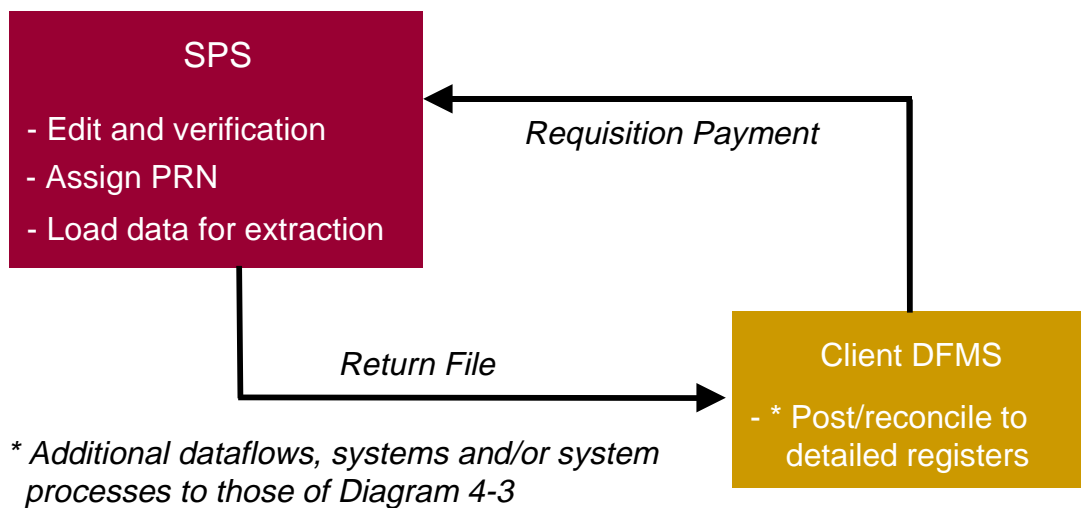
- The SPS returns the payment issue data to the departmental DFMS. Refer to API SPS Generic Return Payment Issue File Layout (AYZ99999) for more information. The data for each payment contain the original detail provided by the department, the PRN assigned by the SPS and the payment due date, as set by the client department or by the SPS where the client department has not provided this information.

**Diagram 4-3**  
**SPS Provides Generic Payment Return Issue File**  
**to the Requisitioning FIS Department**



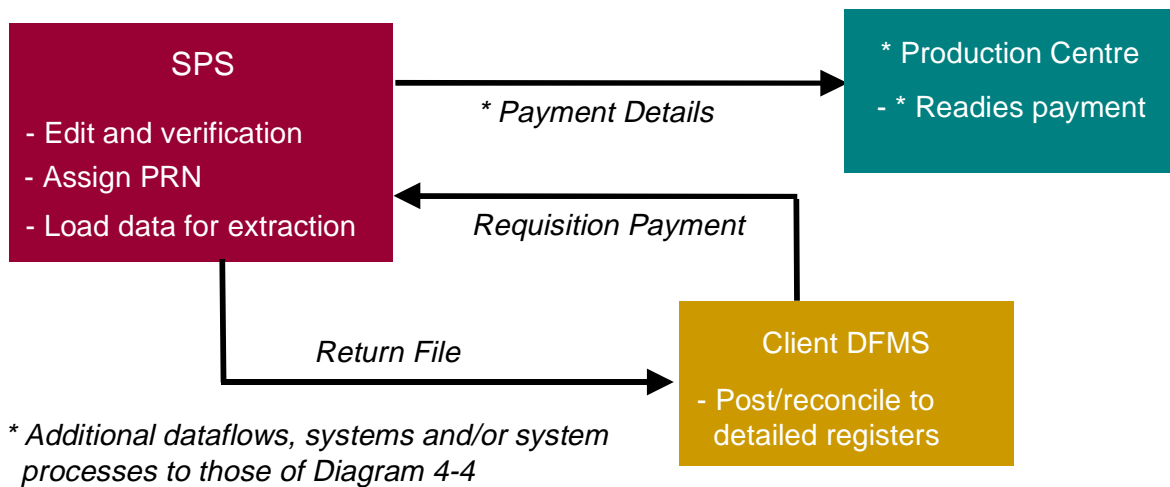
- The department balances this information to the original payment request and reverses the payable originally set up in its records to reflect the payment issued. The department credits the payment control account which is equivalent to a cash account. The SPS inquiry functionality (EMU - REQUISITION ENQUIRY, QMU - PAYMENT ENQUIRY) provides full payment information at any point during the payment process to assist in the reconciliation.

**Diagram 4-4**  
**FIS Department Updates DFMS for**  
**Payments Processed by SPS**



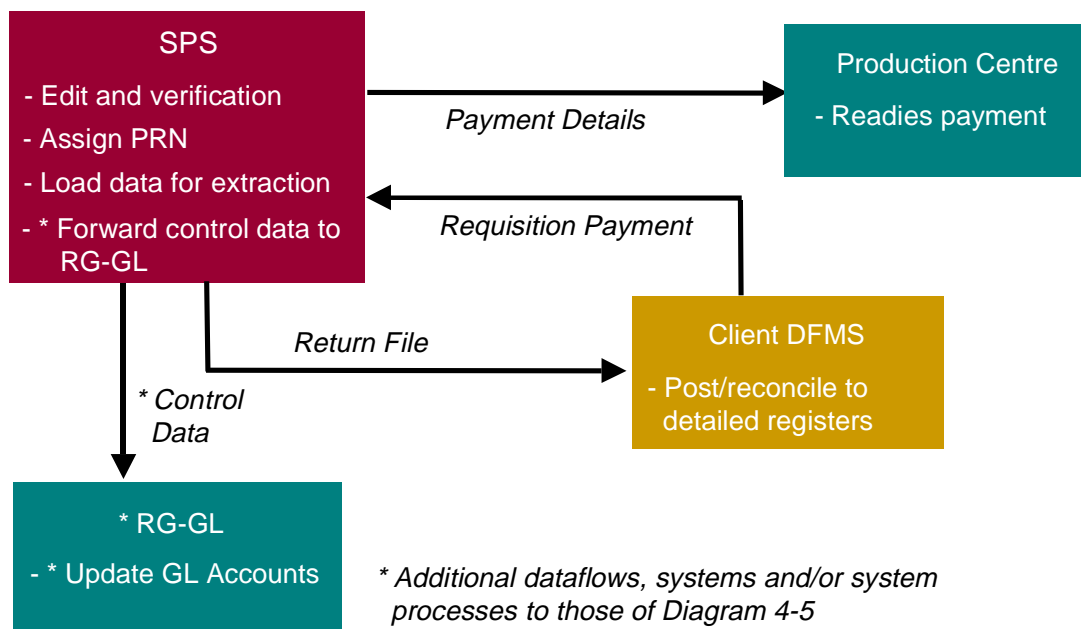
5. Based on a predetermined schedule, the PWGSC production centre extracts the payments identified for printing. Cheques are printed, signed, put in envelopes and turned over to a delivery agent. Direct deposit payments are produced as files that are delivered to the appropriate financial institutions for deposit into payee accounts. EDI payments are extracted via another SPS batch process.

**Diagram 4-5**  
**SPS Forwards Payment Details to the Production Centre**



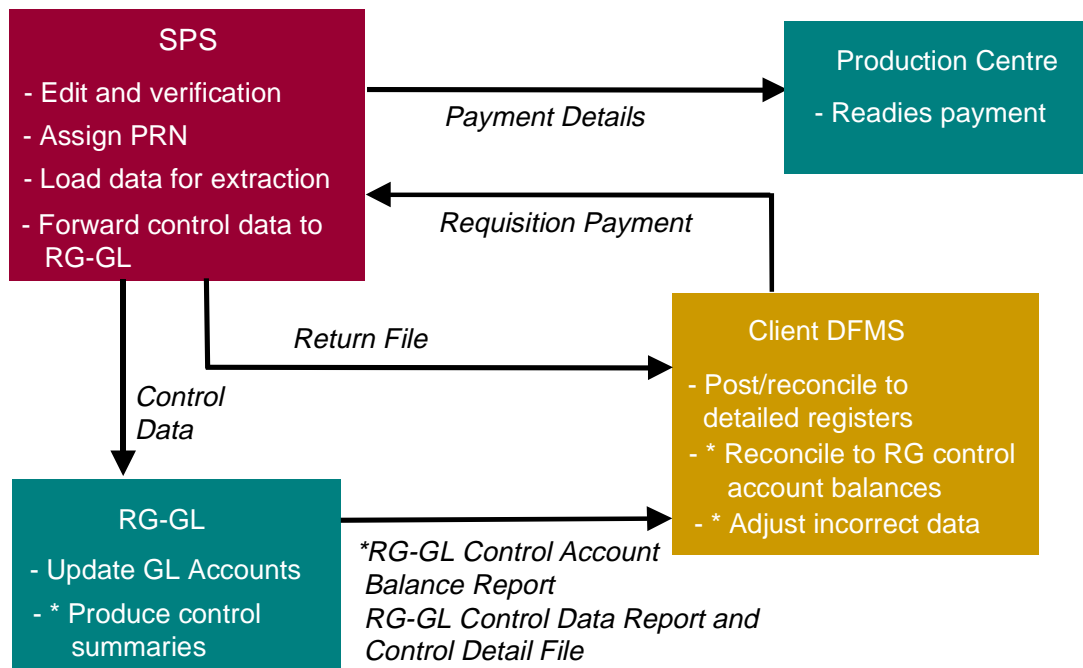
6. Since accounting data are not submitted to the SPS, and since the Receiver General is responsible for ensuring that all payments are accounted for in the month-end trial balance from FIS departments and in the government-wide consolidated statements, the SPS forwards the same payment issue control data it sends to the department to the RG- GL on a daily basis. With this information, the RG-GL credits the outstanding payments and debits the payment control account of the requisitioning department by the paid amount. As a result, the payment control account for the department in the RG-GL should have a balance amount that matches the DFMS payment control account balance.

**Diagram 4-6**  
**SPS Forwards Payment Control Data**



7. During the month, the RG-GL provides departments with the payment control account totals that reflect the payment return file data received from the SPS. (Departments use these regular RG-GL reports in the preparation of their month-end trial balances using the government-wide coding. These trial balances are then transmitted to the CFMRS).

**Diagram 4-7**  
**RG-GL Provides Control Account Information**  
**to FIS Departments**



\* Additional dataflows, systems and/or system processes to those of Diagram 4-6

### 4.5.2 Requesting a Priority Payment

Client departments have the option of using the SPS on-line to issue a payment on an urgent or priority basis. If a department decides it wants this functionality, meetings are required with SPS Product Management to map out the interface.

Before beginning the process, the client needs to have certain details on hand ready for entry into the screens:

- the 15-character departmental requisition identifier
- the batch number (if used by the department — not required by the SPS)
- the delivery method
- the department office identifier
- the product code
- the total amount of the payments in the requisition and the currency
- the accounting period.

In addition, the client will need:

- the payee account number (if available)
- the language, name and address of the payee
- the financial number (and branch number) of the institution when the payment is direct deposit or EDI recipient
- the payee financial institution account number
- the amount of the payment and how it is to be paid

Note: the transaction details will also need to be recorded in the DFMS.



## Screen 4-15 Input Priority Payment Requisition

A YPIRE	Standard Payment System	CCYY-MM-DD	HH:MM
User Id	INPUT PRIORITY PAYMENT REQ	MORE :	ADD
COMMAND >			
REQUISITION			
<b>Number</b>	:	New Number	:
<b>Prep Date</b>	:	CCYY-MM-DD	Type :
Status Date	:	<b>Status</b>	:
Batch Number	:		
CLIENT			
<b>Department Id</b>	:		
<b>Department Office Id</b>	:		
<b>Product Code</b>	:		
FINANCIAL INFORMATION			
<b># Payments:</b>		<b>Total Amount</b>	:
<b>Currency</b>	:	01 CANADIAN	Exchange Rate :
<b>Accounting Period:</b>		FCB Info	: Y (Yor N)
FACILITY INFORMATION			
<b>Responsible Site:</b>			
/A YI01028 Enter requisition information			

### Screen 4-16 Input Priority Payment Details

A YPIPE	Standard Payment System	CCYY-MM-DD	HH:MM
User Id	INPUT PRIORITY PAYMENT DETAILS	MORE :	ADD
COMMAND >			
REQUISITION			
<b>Number</b>	:		
Prep Date	:	Type	:
Status Date	:	Status	:
Batch Number	:		
PAYEE INFORMATION			
Account Number:		<b>Language:</b>	
<b>Name:</b>		Address :	
FI Number	:		
Branch Number	:		
FI Account Number:		Pstl Cd:	
PAYMENT INFORMATION			
<b>Amount</b>	:		
Instrument Type	:		
Return File Data 1	:		
Return File Data 2	:		
		<b>Stub Info:</b> Y (Y or N)	
/A YI01931 Please enter payment details for the priority payment			
/AY103147 Select next action			

It is important to note before beginning that, if the priority payment is replacing another payment, the first payment must be listed in the SPS as "Returned" before the priority payment is initiated.

1. The client department requests a priority payment by inputting transaction details to the SPS. The priority payment request can also be made in a bulk file using the API SPS Generic Payment File Layout (AYZ99995).

If this is being done on-line, the client department enters the payment requisition using the PIR - INPUT PRIORITY PAYMENT REQUISITION screen and the PIP - INPUT PRIORITY PAYMENT DETAILS screen. Next the client department authorizes the requisition using the PAP - AUTHORIZE PRIORITY PAYMENT screen to capture the EAA signature information. If the payment is an external payment and stub detail is required, this information is entered using the PSI - INPUT STUB INFORMATION screen.

If the user entered an <N> and the requisition contains no other errors, the SPS displays an error message requesting that the user press <F10> to accept the requisition. Once this is done, the SPS automatically takes the user to the PIP - INPUT PRIORITY PAYMENT DETAILS screen.

2. The SPS edit and verification takes place as soon as the PIR and PIP screens are completed.

If the payment is rejected, the SPS deletes the payment details and displays the PIR - INPUT PRIORITY PAYMENT REQUISITION screen.

If the payment is accepted, the next step is to print a cheque using the PPP - PRINT/REPRINT PRIORITY PAYMENT screen. Client departmental offices, with priority cheque-printing capabilities, and PWGSC responsible sites and production centres use this screen to print or reprint an original priority payment cheque, a regular cheque prior to the batch extract, reprint an original regular payment that was spoiled during printing, print a priority replacement cheque or a priority duplicate cheque.

This is the final step for priority payments done by cheque. If the payment is a direct deposit or an EDI priority payment, this step is not required. Instead, direct deposit and EDI payments are issued automatically by the SPS with the regular direct deposit and EDI payments for that day.

3. The SPS returns the payment issue data to the departmental DFMS. The issue data for each payment contain the original detail provided by the department and the PRN assigned by the SPS.
4. The department balances this information to the original payment request and reverses the payable originally set up in its records to reflect the payment issued. The department credits the payment control account which is equivalent to a cash account, for the payment issued amount. The SPS inquiry functionality provides full payment information at any point during the payment process to assist in the reconciliation.

5. Since no accounting data are submitted to the SPS with the payment requests, and since the Receiver General is responsible for ensuring that all payments are accounted for in the month-end trial balance from FIS departments and in the government-wide consolidated statements, the SPS forwards the same payment issue control data it sent to the department to the RG-GL. With these data, the RG-GL credits outstanding payments and debits the payment control account for the department by the paid amount. The payment control account for the department in the RG-GL should have a balance amount that matches the DFMS payment control account balance.
6. During the month, the RG-GL provides departments with the payment control account totals that reflect the payment issue control data received from the SPS. (Departments use these regular RG-GL reports to prepare their month-end trial balances using the government-wide coding. format. These trial balances are then transmitted to the CFMRS.)

### 4.5.3 Cancelling a Payment

A payment issued and recorded in the accounts of Canada and identified as no longer required, which will not be reissued, is not available physically and has to be terminated is considered a cancelled payment.

An accounting entry must be done to cancel the payment in the accounts of Canada; the payment must also be cancelled in the payment system. In SPS, a cancellation action will result in:

- a reversal of the expenditure effect as a result of the SPS generating a cancellation requisition with SPS reporting the cancellation as negative payment control data to the RG-GL
- a status of cancelled for the payment in the SPS
- a confirmation reporting to the client via the cancel file of the cancellation action taken by the SPS.

If the **payment is to be reissued**, i.e., the department has possession of the cheque but it is unusable for some reason, it is considered a replacement or duplicate payment, **not a cancelled payment**. For more information on reissuing replacement and duplicate payments refer to section 4.5.2 on priority payments or to chapters X (PMU - PRIORITY PAYMENTS) and XV (RMU - RETURNS AND DUPLICATES) of the Standard Payment System User Guide.

Payments that have been **loaded but not extracted** can be cancelled in one of four ways:

- according to instructions in the department's SPS product profile
  - the client provides the SPS with a client action file indicating the payments to cancel
  - the client goes on-line to the SPS and cancels the payment using the RNI- ADVICE NOTICE INSTRUCTIONS screen
  - the responsible site goes on-line and cancels the payment using the RNI - ADVICE NOTICE INSTRUCTIONS screen.
1. Once the PRN is entered, the SPS indicates whether the payment can be intercepted. Action is taken based on instructions in the client department's profile or on instructions unique to this particular payment. Cancel files are produced every night — one file for each product per department/grouping table. Refer to API SPS Cancelled Payment Register File AYZ00081) for more information.
  2. The SPS then reports the cancellation control data, as negative payment control data, to the RG-GL and payment detail data to the Cheque Redemption Control Directorate using the SPS-assigned requisition number. The cancelled payments file is sent to the client.

If a direct deposit payment was received by the bank but not yet deposited in the payee's account, it can be recalled using the RDD - RECORD DD RECALL REQUEST screen. This transaction does not affect the RG-GL.

To stop a payment **after the SPS payment extract**, the client department must contact the responsible site for advice in handling the accounting transactions. If the program department has the cancelled cheque in its possession, it must be stamped cancelled and a line drawn across its face. It is then sent to the PWGSC responsible site that issued the cheque (or the site that took over the responsibilities of the issuing office). The responsible site or CRCD changes the cheque status to "Returned." The SPS then creates a separate requisition to cancel the transaction and sends a cancel file/register back to the department. The SPS also sends control data to the RG-GL for the cancellation. (If the payment is to be reissued, no control data are sent to the RG-GL.)

If the **cancelled cheque is unavailable**, the department must contact the CRCD which then cancels the payment on the department's behalf. The SPS does not send any control data to the RG-GL or a cancellation register back to the client when the cancellation is done by the CRCD. (See RGD 1989-5 for more detail.) To reissue a cheque that is unavailable, the department would request a duplicate and not ask the CRCD to cancel the payment.

For more information on cancelling payments, refer to RGD 1999-6 Post-Issue Procedures for Receiver General Cheques - for Departments complying with the Financial Information Strategy (FIS).

#### **4.5.4 Undeliverable Payments**

Undeliverable payments are payments made by cheque where the payee cannot be located or the cheque has been returned to the federal government and has not yet been recorded as returned in the SPS. Undeliverable payments are sent in bulk to the Cheque Redemption Control Directorate which records them in the SPS. Individual payments may be returned to the CRCDC or to the responsible site and recorded individually in the SPS. Duplicate processing is automated and another payment attempt can be made via the priority payment process after correcting (if necessary) the payee-related information following the procedures for priority payments.

For more information on procedures related to undeliverable payments, refer to RGD 1999-6 Post-Issue Procedures for Receiver General Cheques - for Department Complying with The Financial Information Strategy (FIS).

### 4.5.5 Requesting an Interdepartmental Settlement

Interdepartmental settlements allow government departments operating within the Consolidated Revenue Fund to settle financial transactions with each other. They cannot be used for intradepartmental settlements.

#### **INTERDEPARTMENTAL SETTLEMENTS DURING THE FIS TRANSITION PERIOD**

Process when the interdepartmental settlement involves:

- 1. A FIS Creditor Department to a FIS Debtor Department**  
Generally, all trade settlements will be creditor initiated. Transactions that are other than trade, will be creditor initiated, unless an exception is approved.
- 2. A FIS Creditor Department to a Non-FIS Debtor Department**  
Generally, if trade and the creditor department is FIS, then the IS will be FIS creditor initiated to the non-FIS debtor department.
- 3. A Non-FIS Creditor Department to a FIS Debtor Department**  
In all cases when the creditor department is non-FIS, the IS will be FIS debtor-initiated to the non-FIS creditor department.

Departments seeking an exception to the above rules must communicate their business case to the Director, Central Accounting Systems Directorate (CASD) at PWGSC for review and assessment. Approved exceptions will be identified in Chapter 9 of the RG Manual (site <http://publiservice.pwgsc.gc.ca/cars-sccr/text/recgen-e.html>).

For more information of the IS process during the FIS transition, refer to Chapter 9, IS Processing during the FIS Transition Period, of this manual.

FIS client departments have the option of using the SPS on-line to enter and issue interdepartmental settlements or submit an auto-load control file and a detail IS input file. The on-line documentation required to do this can be obtained from PWGSC/SPS Product Management.

Before beginning the process, the client needs to have certain details on hand ready for entry into the screens:

- the 15-character departmental requisition identifier
- the batch number (if used by the department — not required by the SPS)
- the delivery method
- the department and department office identifiers
- the responsible site identifier
- the number of interdepartmental settlements in the requisition
- the total amount of the interdepartmental settlements in the requisition
- the accounting period.

#### Screen 4-17 Input IS Details

A YFIDE	Standard Payment System	CCYY-MM-DD HH:MM
User Id	INPUT IS DETAILS	MORE : ADD
COMMAND >		
IS Requisition Number	:	
Initiator Dept. Office	:	
Initiator Ref. Code	:	
Initiator Contact	:	
Responsible Site	:	
Is amount	:	
Accounting Period	:	
Recipient Dept Id	:	
Recipient Org. Code	:	
Recipient Ref. Code	:	
Recipient Name	:	
Recipient Address	:	
Postal Code	:	
Misc. Data	:	
/A YI00405 Enter IS details		



1. The FIS client department requests an interdepartmental settlement by sending the transaction details to the SPS. Note that either the FIS debtor or the FIS creditor department can initiate an IS. Refer to Chapter 9, IS Processing during the FIS Transition Period, for the rules about which department initiates the IS in SPS when one or both of the partnering departments are FIS compliant.

For a client using bulk input, the client submits an auto-load control file which contains the IS requisition details and an IS generic input file containing the IS details.

If this is done on-line, the client department enters the payment requisition using the FID - INPUT IS DETAILS screen. Next, the client department authorizes the requisition using the FAR - AUTHORIZE IS REQUISITION screen to capture the EAA signature information. Note that if the on-line approach is used, only one IS at a time may be entered. It is not intended as a substitute for bulk input.

2. The SPS interdepartmental settlement process assigns an interdepartmental settlement reference number (ISRN) and notifies the recipient department of the settlement request and detail. On receipt, SPS automatically initiates the edit and load process for the IS requisition and details.

Interdepartmental settlements that pass the edit process are loaded into the SPS interdepartmental settlement process with a status of "Ready for Extract." If the IS exceeds the maximum allowable amount of the recipient department, the IS will automatically be loaded with a status of "Pending Action." The SPS confirms back to the initiating department the receipt and processing by the SPS of the settlement, extracts IS control data to the RG-GL and notifies both the initiator and recipient departments of the settlement requests and details. The RG-GL creates IS credit and debit control account entries for the two departments involved. This is done on a daily basis.

With the IS process, an interdepartmental settlement is considered settled on receipt of the interdepartmental settlement receipt/notification (ISN) by the recipient department. The ISN provides a detailed report of an individual IS transaction in SPS. It identifies the creditor and debtor departments, the date of the transaction, the amount of the transaction, whether the amount is a debit or credit, the IS transaction identifier, the internal/external code and other control data such as the invoice number(s). The transaction notice can be printed by the receiving department using the SPS client zone print capability or by a PWGSC responsible site.

When an interdepartmental settlement is first edited and loaded into the SPS IS process, the control information is reported to the RG-GL. Recipient FIS debtor departments can question FIS creditor-initiated settlement requests on a one-time basis. When this happens, the SPS sends a set of control data to the RG-GL that reverses the original interdepartmental settlement. **This functionality is restricted to transactions where both the initiator and recipient departments are FIS compliant.**

If the IS input does not pass the edit process, it is handled in accordance with the specifications defined in the client's product profile.

3. If the IS transaction is with a non-FIS creditor department, the FIS debtor department submits the IS transaction request as part of its regular IS input. The SPS creates a regional ADIS input file for each non-FIS creditor recipient department. This file contains all the interdepartmental settlements initiated against the non-FIS department that day. The SPS also reports the transaction to the RG-GL. The non-FIS creditor department will receive the same information from ADIS that it did before the beginning of the FIS transition period.

Throughout the settlement process, the SPS IS process provides a complete range of inquiry options. Departments can inquire using the ISRN assigned by the SPS or by client reference code. They can also obtain a list of the requisitions input for their department and look at the detail associated with the requisition including the range of ISRNs assigned.

Further detail on the IS inquiry capabilities is included in this chapter. See 4.5.8 Inquiries by Client Departments.

### **4.5.6 Payments in a Foreign Currency**

In addition to Canadian dollar payments, the SPS supports payments in US dollars, pound sterling, French and Belgian francs, and German marks. Certain other currencies are supported when the client knows the exact amount and exchange rate of the foreign currency.

#### **Supported Foreign Currencies**

Requests may be handled using the generic payment input file or on-line using the priority payment facility. At present, only cheques are issued; there is no direct deposit or EDI. The actual printing of cheques for foreign currencies will only be done at a designated PWGSC responsible site using the priority payment facility. Clients will not be provided with foreign cheque stock.

When requesting foreign payments in bulk, the requisition must be identified as a priority, both on the auto-load control file and on the generic payment input file.

Note that a payment requisition cannot contain more than one currency type.

The client department requests a priority payment in a foreign currency by sending transaction details to the SPS. The procedures are the same as requesting a priority payment in Canadian dollars with the PIR - INPUT PRIORITY PAYMENT REQUISITION screen allowing the user to identify the currency and the exchange rate.

#### **Other Foreign Currencies**

Foreign currencies other than the US dollar, pound sterling, French and Belgian francs, and German mark 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.

**Determine the Foreign Amount:** The client department submits a requisition for the Canadian dollar equivalent of a foreign currency to the SPS via the generic payment input file or on-line using the priority payment facility. The requisition must use currency code 99 and be identified as a priority. The SPS loads the requisition in the Canadian dollar amount and puts the transaction in a pending confirmation of exchange rate status. The payment is extracted and printed as a priority, at a designated PWGSC responsible site, with the cheque payable to the Bank of Canada. The Bank of Canada determines the exchange rate and the foreign amount and sends the PWGSC responsible site a bank draft in the foreign currency amount, payable to the recipient. The PWGSC responsible site updates the exchange rate and the foreign amount in the SPS; these are reported to the client department in a return file and to the RG-GL.

Determine the Canadian Amount: The client department submits a hard copy request for a cheque in a foreign amount to the PWGSC responsible site. The PWGSC responsible site obtains the current exchange rate from the Bank of Canada and enters it into the SPS which calculates the correct Canadian dollar amount. The PWGSC responsible site produces a priority payment in Canadian dollars, payable to the Bank of Canada and sends the cheque to the Bank of Canada. In return, the Bank of Canada sends the PWGSC responsible site a bank draft in the foreign currency, payable to the recipient. The PWGSC responsible site updates the exchange rate and the Canadian dollar amount in the SPS and reports back to the client department and to the RG- GL.

In instances when a different exchange rate is used for the issued cheque than the one the department used when processing the accounts payable, the Receiver General informs the originating department of the exchange rate differential. The department must then adjust its own records — either the expense account it originally charged for the transaction or, if the required adjustment is small, a foreign exchange deviation account.

#### **4.5.7 Departmental Bank Accounts**

When authorized, FIS departments may set up a departmental bank account (DBA) from which they:

- make DBA payments when the facilities for issuing a Receiver General cheque are not immediately available.
- report DBA transactions to the SPS which treats the DBA as a payment product.

Only certain expenditures may be made against a DBA. For more information on DBAs, refer to the Treasury Board Manual - Comptrollership and to the section entitled "Policy on Departmental Bank Accounts." Appendix B identifies allowable transactions. It can be accessed via the Internet ([http://www.tbs-sct.gc.ca/Pubs\\_pol/dcgpubs/TBM\\_142/siglist\\_e.html](http://www.tbs-sct.gc.ca/Pubs_pol/dcgpubs/TBM_142/siglist_e.html)).

FIS departments report DBA transactions through the SPS which treats a DBA as a payment product.

- A client department sends a generic input payment file of previously issued DBA cheques using the Generic Input Payment File Layout (AYZ99995). The product code for DBAs is 111000000 and the auto-load profile identification is DBA01.

The client department must identify the cheque form number of each DBA issued. The first three digits of the DBA cheque form number refer to the client department identification. Digits four through seven of the number identify the DBA cheque issue series. (If only digits five through seven are used to identify the cheque issue series, digit four is filled by a zero.) Positions eight through 12 of the cheque number format refer to the DBA cheque sequence number. For example a DBA cheque issued by Revenue Canada could be reported to the SPS as 130 0201 00001.

- The SPS edits and loads the DBA payments, assign a PRN to each DBA cheque, puts them in "Issued" status and provides a return file to the client department.
- The SPS then reports the payments to the RG-GL and to the Cheque Redemption Control Directorate (CRCD) which updates the SPS with a "Paid" status.
- No post-issue functions, e.g., duplicates, returns, are allowed.

The full range of inquiry functions inherent in the SPS are available with regards to DBAs.

For more information on departmental bank accounts, refer to RGD 1999-7 Departments Bank Accounts (DBA) for Departments Complying with the Financial Information Strategy (FIS).

Process for DBA cancellations/adjustments and control data is not part of current SPS functionality and questions should be addressed to CPARD.

#### 4.5.8 Inquiries by Client Departments

The various SPS inquiry functions allow client departments to check on the status of a requisition and its associated information at any stage in the payment process.

**Table 4-1 SPS Enquiries Available to Departments**

<b>To inquire on:</b>	<b>Go to:</b>
the <b>activity detail information</b> for an interdepartmental settlement reference number	EIA - IS ACTIVITY DETAIL ENQUIRY
the <b>details of an interdepartmental settlement</b>	FID - INPUT IS DETAILS
the <b>details of interdepartmental settlement requisitions</b> entered into the SPS	EIR - IS REQUISITION DETAIL ENQUIRY
the <b>details of requisitions</b> entered into the SPS	ERD - REQUISITION DETAIL ENQUIRY
the <b>interdepartmental settlement information</b> for a particular ISRN	EID - IS DETAIL ENQUIRY
a list of all <b>interdepartmental settlement reference numbers</b> entered in the SPS for a specified client department identification and client reference code combination	ECR - CLIENT REFERENCE CODE ENQUIRY
a list of <b>interdepartmental settlement requisitions received</b> from a single department or a client department/client department office combination that have been entered into the SPS	ERL - IS REQUISITION LIST ENQUIRY
<b>inventory transactions</b> that have been entered into the SPS	IIE - INVENTORY ENQUIRY
<b>payment event information</b>	EAE - PAYMENT EVENTS ENQUIRY
requested <b>payment information</b>	EPR - PAYMENT ENQUIRY
specific <b>payment information</b>	EPI - PAYMENT INFORMATION INQUIRY
all <b>related payment records</b> for a payee account number	EPA - PAYEE ACCOUNT DETAILS ENQUIRY
<b>requested payment attempt</b> detail information	EAD - PAYMENT ATTEMPT DETAILS ENQ
a list of the <b>requisitions received</b> from a single department and <b>entered</b> into the SPS	ERE - REQUISITION LIST ENQUIRY
<b>status details for a payment attempt</b>	EAS - PAYMENT ATTEMPT STS DETAILS ENQ

## 4.6 SPS REPORTING TO DEPARTMENTS

The SPS provides feedback to client departments on a regular basis. With this information, departments ensure that these transactions are accounted for in their DFMS. In turn, the DFMS uses the information to facilitate reconciliation between the DFMS control accounts and the control accounts maintained by the RG-GL.

Potential output files to clients from the SPS can include:

- Generic Payment Return Issue File (AYZ99999). Produced on an optional basis, as directed by the client, this file contains the original client input along with the payment reference number assigned by the SPS to each payment. It can be produced for bulk input and for all priority payments input on-line on a daily basis. This file serves as a confirmation to clients that their payments have been loaded and edited to the SPS.
- IS Return/Notification File (AYZ99991). This file contains a combination of the original IS detail initiated by the department, along with the ISRN assigned to each transaction by the SPS and any notifications applicable to the client as a recipient department. This file is provided to both the originator and recipient departments and is produced for both bulk and on-line input of interdepartmental settlements.
- Cancelled Payment Register File (AYZ00081). This file is provided to FIS departments to identify all the cancellation requisitions, and their associated payment details, that have been processed for a department on a daily basis. The file can be fed directly into the DFMS to update its cancellation information. Any cancellation action in SPS reported to the client is also reported to the RG-GL.
- Post-Issue File (AYZ00124). Designed to provide client departments with information concerning all their post-issue activity (e.g., replacements, duplicates, returns, cancellations), this file provides a history of the direction given to PWGSC regarding post-payment issue. It can also be used in lieu of the Advice Note File. The Post-Issue File is normally used in conjunction with the Client Action File (described in Section 4.3.1). The file is produced on an optional basis and is recommended for departments with high payment volumes, i.e., large numbers of accounts payable.

- Advice Note File (AYZ00020). An advice note is a report to clients advising them of an anomaly with a payment and direction from the client department is required (e.g., a payment is returned because it has a wrong address) or confirming an action taken by the SPS as a result of a department's product profile. This file contains all the advice notes produced for a given client/product (e.g., Revenue Canada, accounts payable) in any given day. The client department would return these advice notes to a designated PWGSC responsible site, advising PWGSC of the action the department wishes to be taken. This file is produced on an optional basis and is recommended for clients with low payment volumes, i.e., low numbers of accounts payable.

Note that information related to payments and IS transactions is included in the control account balance report, the control data report and the control data detail file produced by the RG-GL.

A department may also elect to receive, on a daily basis a file of IS transactions that affect it: the IS return/notification file. This file can be imported into the departmental system to record transactions and or update settlement information initiated by the department.

#### **4.6.1 SPS and Month End**

While SPS edits validate the accounting month and fiscal year, the SPS does not have an accounting month cut off and does not provide a separate month-end file. The SPS control data file produced for the RG-GL is provided on a daily basis and contains summary control data at the requisition level for payments, and detail control data at the ISRN level for interdepartmental settlements.

On the first working day of the new accounting month as per the RG-GL (i.e. the fourth working day of the calendar month), the RG-GL takes these payment and IS control data received from the SPS related to the first three working days of the new calendar month, processes the information, produces the control account balance report, control data report and control data file, and notifies the department via its electronic mailbox that the output is available for its review. The same DFMS-assigned requisition number identifier used to input the payment and IS files to the SPS is referenced in SPS output. This maintains the audit trail.

At the beginning of the first working day of the new accounting month, the RG-GL reports are available (for the last working day of the previous month) to the departments and can be downloaded for reconciliation to the control data in the DFMS as part of standard month-end procedures. Reconciliation problems should be minimal as the SPS payment and IS data are processed in the RG-GL after the accounting period is closed.



## **4.7 SPS CONTACTS**

### **4.7.1 Questions about SPS Operations**

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### **4.7.2 More Information if a Non-FIS Department**

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