



**Procure-to-Pay (P2P)
Standard Operating
Procedures (SOP) for
Pay the Vendor and
Record Disbursement,
and Report Payments to
Treasury
("Handshake" 7-8)**

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Table of Contents

Table of Contents	2
1 Purpose	3
2 Applicability	3
3 Background	5
4 Handshake Procedures	6
5 Roles and Responsibilities	8
6 Standards and Electronic Transactions	10
7 Metrics	10
8 Internal Controls	11
Appendix A: Interface Standards	12
Treasury Disbursing Office and Non-Treasury Disbursing Office.....	12
Treasury Disbursing Office.....	13
Non-Treasury Disbursing Office.....	14
Appendix B: Acronyms	15

1 Purpose

Key enterprise financial metrics reveal a significant number of unmatched transactions within the Department, especially within the Commercial/Contract Vendor Pay (CVP) business area. Root cause analysis conducted by the Procure-to-Pay Process Advocates Working Group (P2PPAWG) identified the need to standardize procedures for data exchanges or “handshakes” across procurement, entitlement, and accounting. The scope of the P2PPAWG is to identify systems and implement processes that streamline, re-engineer, and document activities, processes, business rules, data structures, internal management controls, and interfaces supporting P2P and End-to-End (E2E) processes in the Business Enterprise Architecture (BEA). The desired outcomes of data exchange standardization are improved auditability, traceability, and functionality across CVP.

Pursuant to 10 USC 2227 this document establishes the enterprise business rules and standard procedures for procurement and financial activities (and their respective systems) to electronically pay the vendor, record the disbursement, and report payments to Treasury.

These data exchanges, or handshakes, are known as Handshake 7 “Pay the Vendor and Record Disbursement” and Handshake 8 “Report Payments to Treasury.” Handshakes 7 and 8 align to the “Manage Disbursement” activity of the BEA P2P Process. Components should plan to adjust their current procedures to ensure that their business models and supporting system architecture align with this document.

The contents of this document do not replace any guidance contained within the Federal Acquisition Regulation (FAR), or the associated policy contained within the DoD Financial Management Regulation (FMR), Defense Acquisition Regulation (DFARS), DFARS Procedures, Guidance, and Information (PGI), and Defense Logistics Management Standards (DLMS). Should it be determined that conflicts exist, review and updates will be made as necessary by the P2PPAWG to remedy this SOP against the FAR, FMR, DFARS, DFARS PGI, and DLMS.

2 Applicability

The rules for data exchanges apply to all Procurement and Financial Management (FM) systems that will not be retired per the DoD IT Portfolio Repository (DITPR) within 36 months of this document’s publication. Any DoD organizations with active systems that cannot comply with any of this document’s requirements in implementing Handshake 7 or 8 by Dec 1, 2023 must submit a waiver request to the P2PPAWG co-chairs.¹

The business rules and standard procedures outlined in this document will be applicable to Treasury Disbursing Offices (TDO) for Handshake 7 and Non-Treasury Disbursing Offices (NTDO) Daily Reporting for Handshakes 7 and 8.

This document standardizes the following files across Handshakes 7 and 8:

- Treasury Disbursing Office
 - Ready to pay File:
 - PAM Standard Payment Request (SPR) File: Domestic ready to pay notification created by the entitlement system and sent to the Fiscal Service Payment Automation Manager (PAM) system to initiate the payment.

¹ See waiver request at https://www.acq.osd.mil/asda/dpc/ce/p2p/docs/handshakes/P2P_Handshake_Waiver_Request_Template.docx

- ITS Treasury Disbursing Office (TDO) File: International ready to pay notification created by entitlement system and sent the Fiscal Service International Treasury Services (ITS) system to initiate the payment.
 - Treasury Standard Reporting Format (SRF) File: Created by Treasury and sent to the entitlement system to validate which payments are approved to be paid. Sent to Procurement Integrated Enterprise Environment (PIEE) and the accounting system to record the disbursement. This file also includes all International returns/cancellations from ITS.
 - Pay Collect (PC) File: Created by the entitlement system and sent to the accounting system to record the status of the payment.
 - Post Payment System (PPS) File: Created by Treasury and sent to the entitlement system for all domestic payment returns/cancellations.
 - Central Accounting and Reporting System (CARS) Transaction Data Extract (CTDE) File, herein called the CARS File: Created by Treasury and sent to PIEE and the accounting system for additional reconciliation.
- Non-Treasury Disbursing Office Daily Reporting (Interim process until TDO compliance)
 - PC File: Ready to pay notification created by the entitlement system and sent to the disbursing system to initiate payment. The PC File is also sent by the disbursing system to the accounting system after disbursement is made. The PC File sent to the accounting system includes a flag indicating payment completion.
 - Payment Information Repository (PIR) SRF File: Created by the disbursing system and sent to Treasury to report the payment. The validated PIR SRF File is sent from Treasury to PIEE to record the disbursement.
 - CARS File: Created by Treasury and sent to PIEE for additional reconciliation.

For additional detail regarding the contents of the standard files listed above, see appendix A.

Handshake 7, “Pay the Vendor and Record Disbursement” and Handshake 8 “Report Payments to Treasury” are initiated by the financial activity using an approved accounting and entitlement system to pay the vendor. Upon receipt of accurate accounting and entitlement data, entitlement systems will submit a PC File to the disbursing system or will send a SPR file under TDO. Upon receipt of the file(s), the NTDO process or Treasury will transmit timely and accurate disbursement (payment) to designated vendor, either electronically or by paper check. Upon payment, NTDOs will report payment to Treasury. Treasury will provide a daily report to applicable systems to record payment.

System interfaces will be routed electronically through Global Exchange (GEX) for validation and translation if required. GEX is a subservice of the Defense Logistics Agency (DLA) Defense Automatic Addressing System (DAAS) and is audited on a Statement of Standards for Attestation Engagement No. 18 (SSAE 18) and System and Organization Controls Type 2 (SOC 2).

This SOP assumes that each system referenced is a self-standing system. In situations where Handshake 7 or 8 can be performed internally to a single system (e.g. Enterprise Resource Planning (ERP) system) or within a single organization’s environment, the GEX need not be used. Note that these systems must still be able to interface with external systems via the GEX to accomplish Handshake 7 and 8 with other DoD organizations.

The P2PPAWG recognizes that some services or Components have, or will have, an alternative enterprise service bus to accomplish Handshake 7 and 8. These alternatives to the GEX may be approved if they can 1) interface with the GEX to electronically accommodate external transactions, and 2) report metrics. All TDO exchanges, however, must comply with the Defense Enterprise Exchange Data Standard (DEEDS) and are mandated to utilize the GEX.

3 Background

Components face increasing demands from both users who stress that business be conducted more efficiently and policy makers who require increasing visibility into how the DoD spends its money. Having to maintain interoperability with diverse Defense stakeholders and their specific Information Technology (IT) environments compounds these challenges. The distinction between disbursements that flow through the TDO versus the NTDO channel presents another obstacle to ensuring traceability and auditability.

This SOP has been developed in collaboration with DoD Components to minimize the impact to current processes, while meeting accountability requirements, improving overall operations, supporting E2E business process/activities, and limiting non-compliance with established policies for both Procurement and FM communities. This SOP represents a “to-be” state of compliance, “as-is” processes may not meet the requirements of this SOP. If successful, they will ensure that transparency requirements are met. The overarching objectives of this effort are to enable stakeholders to:

- Pay vendors timely and accurately.
- Record entitlement entries in accounting systems appropriately.
- Reduce or eliminate Anti-Deficiency Act violations.
- Reduce or eliminate interest on late payments to vendors.
- Reduce the cost of making payments.
- Provide auditability and transparency of the DoD’s payments to vendors.
- Provide payment information to support monitoring of contractor performance and contract closeout by Procurement.

The outcomes cited above will be achieved by instituting a standard set of minimum data elements and business rules, as well as identifying roles and responsibilities of Procurement and Financial activities and systems at each handshake.

Handshake 7 is the submittal of a ready to pay file to the designated Disbursing Office to enable transmission of a payment to the vendor. Key activities relevant to Handshake 7 include:

- Upon receipt of accurate accounting and entitlement data from Handshake 6, Entitlement systems complete and submit either;
 - a PC File to a designated NTDO disbursing system or,
 - a PAM SPR or ITS TDO file to Fiscal Service for Treasury disbursement.
- The NTDO disbursing system or Treasury transmits timely and accurate disbursement (payment) to the designated vendor via electronic funds transfer (EFT) or paper check.
- The NTDO disbursing system or Treasury provides complete and accurate payment data to the accounting system for general ledger posting.

Handshake 8 is the receipt of confirmation of disbursement by financial systems, the sharing of that data with procurement systems and reporting of disbursement to or by Treasury. Key activities relevant to Handshake 8 include:

- NTDO disbursing system provides complete and accurate payment data electronically to Treasury in accordance with applicable Federal Standards on a daily basis.

- Upon receipt of complete and accurate payment data from NTDO disbursing systems, Treasury will send confirmation of receipt to the disbursing system and will send disbursement information to the invoicing system to record the disbursement date.

The “Procure-to-Pay Requirements Overview for Data Exchanges (“Handshakes” 1-9)” can also be found on the Defense Pricing & Contracting website: <https://www.acq.osd.mil/dpap/pdi/p2p/p2phandshakes.html>.

4 Handshake Procedures

Procedures for paying the vendor, recording the disbursement, and reporting to Treasury for the TDO and NTDO channels are provided below.

Handshake 7-8 Procedures:

Treasury Disbursing Office (TDO):

CVP within TDO can be performed by multiple systems. The majority of CVP transactions are domestic, non-grant payments. Domestic, non-grant payments utilize Payment Automation Manager (PAM) to disburse payments. Other TDO systems that can authorize payments in specific circumstances include International Treasury Services (ITS.gov), Secure Payment System (SPS 440), Automated Standard Applications for Payments (ASAP.gov), Intra-Governmental Payment and Collections (IPAC), and Printing and Check Enclosing (PrinCE).

Procedures for paying the vendor and recording disbursement (Handshake 7) for the TDO channel are as follows:

- Upon completion of the entitlement at Handshake 6, the entitlement system electronically submits a ready to pay file to Treasury Fiscal Service for further routing to the appropriate TDO system.
 - Treasury routes domestic disbursements to PAM. Refer to Appendix A for guidance on input file specifications for the PAM SPR format.
 - Treasury routes international disbursements to ITS. Refer to Appendix A for guidance on input file specifications for the ITS TDO format.
- Upon receipt of the SPR file, the Fiscal Service sends a Treasury SRF file to the entitlement system acknowledging receipt and reporting which payments are approved to be disbursed. For PAM, cancelled payments are sent using PPS at the same time as the SRF file. For ITS payments, cancelled payments are included in the SRF file.
- Upon receipt of the Treasury SRF file the entitlement system creates a PC File² to route to the accounting system for updating.
- Treasury transmits disbursement (payment) to the vendor, either electronically or via paper check.
- Treasury uses various payment and collection system data to create the CARS file. Treasury routes the CARS file³ and SRF file to the accounting system to record the disbursement and PIEE to record the disbursement date.
- The accounting system uses the PC File and the CARS file to create a Trial Balance file and sends the Trial Balance file to Defense Departmental Reporting System (DDRS) to report the disbursement.⁴
- All data exchanges for TDO must be accomplished via the GEX.

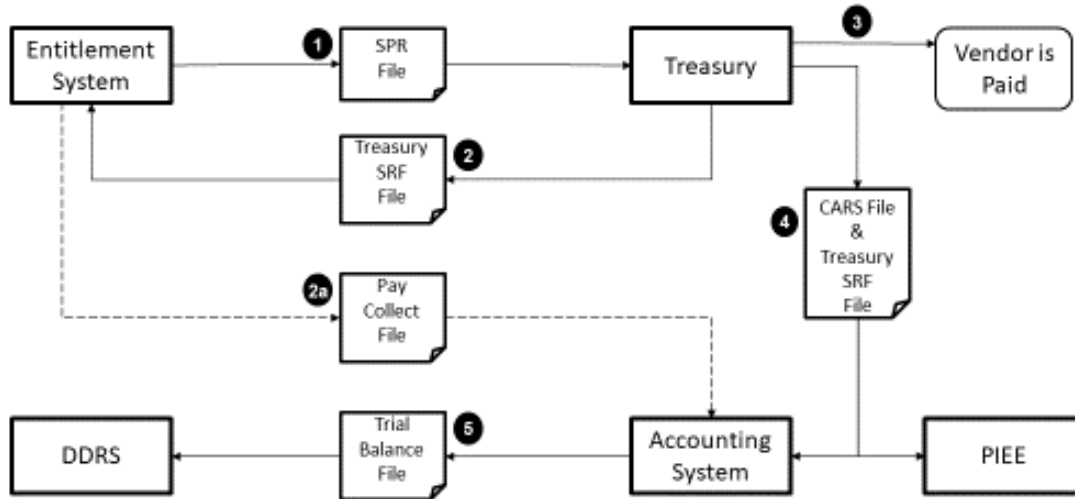
² The Pay Collect File is not generated when an ERP is the entitlement system and accounting system.

³ The CARS file may not be sufficient for complete reconciliation. The SRF file supplements the CARS file with transactional data.

⁴ If an ERP is used, the accounting module uses the SRF file and the CARS file to create the Trial Balance file.

The diagram below depicts key data transfers and systems of a TDO transaction in the target state for handshake 7. It does not capture current processes or additional controls organizations may include. More detailed exchanges between the ERPs and Treasury can be found on the DEEDS.

Treasury Disbursing Office (TDO) Handshake 7 Process Flow



Notes:

- All routings in the TDO process are accomplished via the GEX.
- Step 2a does not occur if an ERP system is used.

Non-Treasury Disbursing Office (NTDO) Daily Reporting:

Procedures for paying the vendor and recording disbursement (Handshake 7) for the NTDO process are as follows:

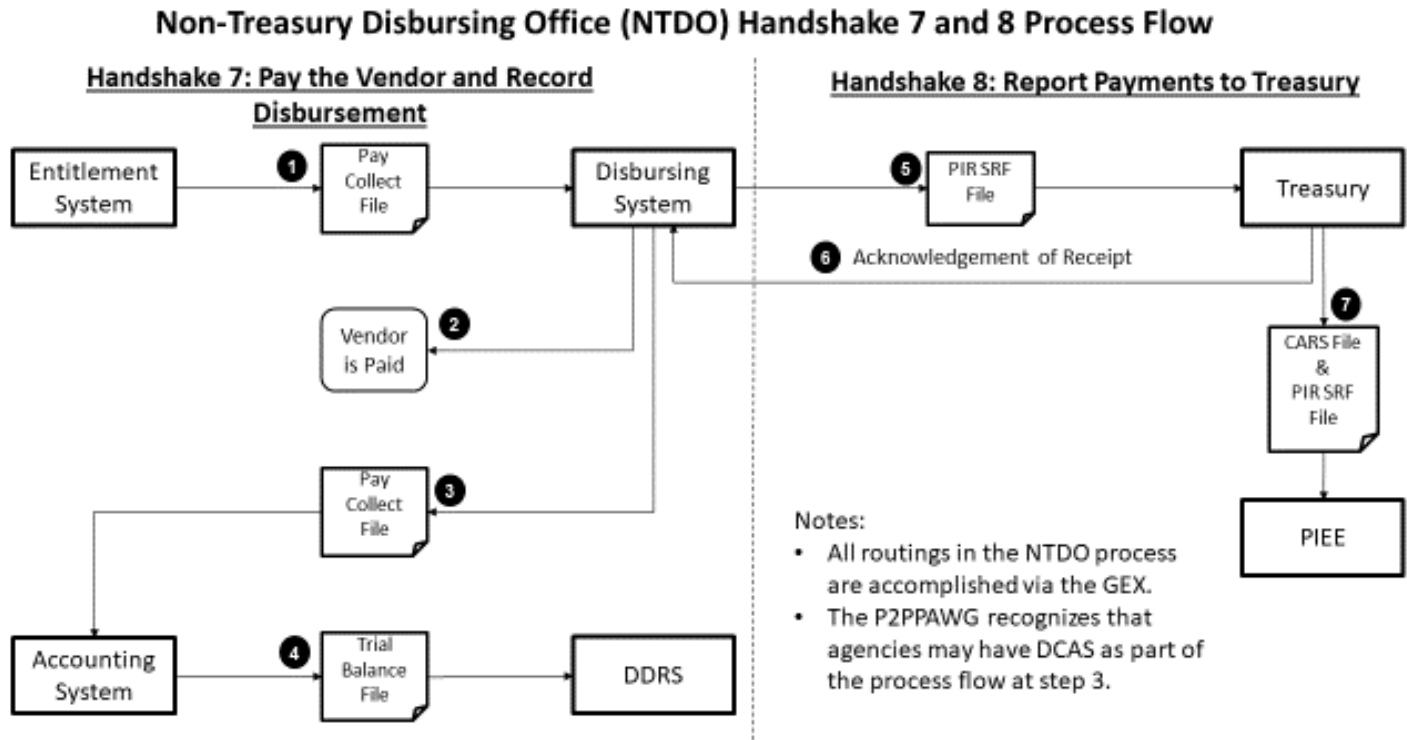
- Upon completion of the entitlement at Handshake 6, the entitlement system electronically submits a PC File to the appropriate NTDO disbursing system.
- The disbursing system disburses payment to the vendor either electronically or via physical check. In the event that the PC File or funds detailed in the PC File are rejected by the disbursing system, a post pay file is sent back to the entitlement system.
- After payment is rendered, the disbursing systems adds a payment flag to the PC File and routes it to the accounting system to record the disbursement.
 - Organizations may have an alternative data broker route the PC File to the accounting system to record the disbursement. Alternatives to the GEX may be approved if they can interface with the GEX to accommodate external transactions, and report metrics.
 - DCAS may be inserted into this step for validation and reporting of NTDO transactions
- The accounting system uses the PC File to create a Trial Balance file.
- The accounting system sends the Trial Balance file to DDRS to report the disbursement. DDRS reconciles with Treasury monthly.

Procedures for reporting payments to Treasury (Handshake 8) for the NTDO process are as follows:

- The disbursing system processes the PC File from the entitlement system and creates a PIR SRF file.
- The disbursing system sends the PIR SRF file to Treasury.

- The GEX performs validations to ensure that the line of accounting and other data elements can be traced back to the disbursement system. If the validation fails, the GEX routes the PIR SRF file back to the disbursing system to resolve the error.
- Treasury sends an automated email acknowledgement of receipt to the disbursing system upon receipt of the PIR SRF file.
- Treasury processes the PIR SRF file to create a CARS file.
- Treasury routes the CARS file⁵ to PIEE to update the payment date.

The diagram below depicts key data transfers and systems of a NTDO transaction through the handshake 7 and 8. It does not capture current processes or additional controls organizations may include.



5 Roles and Responsibilities

Treasury Disbursing Office (TDO):

Entitlement Activity (DoD):

- Submit a ready to pay (PAM SPR/ITS TDO) file to the applicable Treasury system.
- Certify the PAM or ITS ready to pay files using the SPS 440 process.
- Ingest the Treasury SRF file to create a PC File.
- Ingest the Treasury PPS file to record all cancellations.
- Send the PC File to the accounting system.

Accounting Activity (DoD)

⁵ The CARS file may not have sufficient detail. The PIR SRF file can supplement the CARS with transactional data.

- Ingest PC File.
- Utilize the SRF file to record the disbursement as in-transit.
- Utilize the CARS file to record the disbursement/cash posting.
- Utilize the CARS and SRF or PC Files⁶ to create the trial balance file.
- Send trial balance file to DDRS for departmental reporting.

Disbursing Activity (Treasury)

- Physically disburse funds to vendor either via EFT or paper check.
- Ingest the SPR/TDO file and create a CARS CTDE file.
- Send the SRF file to the accounting system to record the disbursement-in-transit.
- Send the CARS file to the accounting system to record the disbursement/cash posting.
- Send the CARS file and SRF file to PIEE to record the disbursement date.

Procurement Activity (DoD)

- Record disbursement in PIEE upon receipt of the SRF file. Contracts and related documents have a retention period of 6 years after final payment per the FAR 4.805.

Non-Treasury Disbursing Office (NTDO) Daily Reporting:

Entitlement Activity (DoD)

- Submit a PC File to the appropriate NTDO system.

Accounting Activity (DoD)

- Accept PC File to record the disbursement.
- Utilize PC File to create the trial balance file.
- Send trial balance file to DDRS for departmental reporting.

Disbursing Activity (DoD)

- Process PC File.
- Physically disburse funds to vendor either via EFT or paper check.
- Add a payment flag to the PC File.
- Send the PC File to the accounting system to record the disbursement.
- Utilize the PC File to create an PIR SRF file.
- Submit PIR SRF file to the GEX for summary validation and routing to Treasury.

Reporting Activity (Treasury)

- Ingest PIR SRF file and send acknowledgement of receipt to the disbursement system.
- Utilize PIR SRF file and create a CARS CTDE file.
- Send the CARS file and PIR SRF file to PIEE to record the disbursement date.

Procurement Activity (DoD)

- Record disbursement in PIEE upon receipt of the SRF file. Contracts and related documents have a retention period of 6 years after final payment per the FAR 4.805.

⁶ If an ERP is used, the accounting function of the ERP uses the SRF file and the CARS file to create the Trial Balance file.

6 Standards and Electronic Transactions

The following standards are employed for Handshakes 7 and 8: Ready to Pay (SPR/TDO) files, PC File, PIR SRF file, Treasury SRF file, CARS file, and Trial Balance file. These standards are used to meet the requirements of DFARS 232.1004 for contract pay. The DoDs associated systems are required to send and accept the identified electronic transactions via the GEX (DFARS 204.201). The target state for entitlement, accounting, disbursing, and invoicing systems is to electronically receive the appropriate data standard from the GEX.

Mandatory data elements included in the data standards that must be recorded by the entitlement and disbursing organizations and systems at each of these handshakes are listed in Appendix A. This data list is the minimum set required to support downstream processes and facilitate accurate budget reporting. This list is not a comprehensive list of all information that may be passed or recorded when performing each handshake.

7 Metrics

Metrics to measure an organization's compliance with the SOP described in this document must measure each side of each electronic transaction, or handshake. The metrics detailed below are designed to recognize that progress towards achieving the objectives in this SOP will be incremental, and that in a mixed legacy/new environment not all success will be synchronous. Components are required develop monthly metrics and submit these metrics to the P2PPAWG POC for Handshake 7 and 8 Metrics on a quarterly basis.

Handshake 7 Metrics:

Treasury Disbursing Office (TDO):

- Count of disbursements by TDO
- Ready to Pay File
 - Ability of entitlement systems to send PAM SPR/ITS TDO files to Treasury: Red/Yellow/Green
 - Percent of ready to pay transactions sent by entitlement systems as SPR/TDO files to Treasury
 - Percent of SPR files posted electronically to the Treasury system on the first attempt
- SRF File
 - Ability of entitlement systems to receive SRF file from Treasury: Red/Yellow/Green
 - Percent of entitlement system transactions approved for payment
- PPS File
 - Ability of entitlement systems to receive PPS file from Treasury: Red/Yellow/Green
 - Percent of entitlement system transactions returned/canceled by Treasury
- PC File⁷
 - Ability of entitlement systems to send PC Files: Red/Yellow/Green
 - Ability of accounting systems to receive PC Files: Red/Yellow/Green
 - Percent of PC File transactions posted electronically to the accounting system on the first attempt
- CARS File
 - Ability of accounting systems to receive CARS file: Red/Yellow/Green
 - Percent of disbursements recorded successfully by the accounting system on the first attempt
- Percent of transactions that missed entitlement system cutoff dates
- Average disbursement time per entitlement system

⁷Pay Collect File metrics are not required for TDO when all entitling and accounting activity occur within one ERP.

- Disbursement date minus 3-way match confirmation date in WAWF

Non-Treasury Disbursing Office (NTDO) Daily Reporting:

- Count of disbursements by NTDO disbursing system
- PC File
 - Ability of entitlement systems to send PC Files to NTDO disbursing systems: Red/Yellow/Green
 - Ability of NTDO disbursing systems to receive PC Files from entitlement systems: Red/Yellow/Green
 - Percent of ready to pay transactions sent by entitlement systems as PC Files to NTDO disbursing systems
 - Percent of PC File transactions posted to the disbursing system on the first attempt
- PC File (with payment complete flag)
 - Ability of NTDO disbursing systems to send PC Files to the accounting system: Red/Yellow/Green
 - Ability of accounting systems to receive PC Files: Red/Yellow/Green
 - Percent of disbursements recorded successfully by the accounting system on the first attempt
- Percentage of transactions that missed entitlement system cutoff dates
- Percentage of transactions that missed NTDO disbursement system cutoff dates
- Average disbursement time per entitlement system
 - Disbursement date minus 3-way match confirmation date in WAWF

Handshake 8 Metrics:

Treasury Disbursing Office (TDO):

- Handshake 8 is not applicable to the TDO channel. The ready to pay (PAM SPR/ITS TDO) files are routed directly to Treasury from the entitlement system.

Non-Treasury Disbursing Office (NTDO):

- PIR SRF File
 - Ability of NTDO disbursing systems to send PIR SRF files to Treasury: Red/Yellow/Green
 - Percent of PIR SRF transactions posted by Treasury on the first attempt
 - Ability of PIEE to receive PIR SRF file from Treasury: Red/Yellow/Green
 - Percent of transactions posted to PIEE on the first attempt
- Average time to report to Treasury
 - Date transaction is recorded by Treasury minus date PC File is submitted to NTDO disbursing system from entitlement system

8 Internal Controls

It is DoD policy to make payments, record disbursements, and report payments to Treasury timely and accurate and in accordance with applicable laws and regulations. These laws and regulations include requirements for disbursement, disbursement recording, reporting, and reduction of improper payments (refer to FMR Volume 5, Chapter 9 and FMR Volume 10 Chapter 8). In addition, financial managers responsible for ensuring internal controls are established and functioning properly must:

- Create, document, and maintain organizational structure and business processes that appropriately segregate assigned duties, emphasize adherence to policies and procedures, and employ sound internal accounting and system access controls;

- Implement finance and accounting systems that comply with the federal financial management systems requirements, maintain accurate and complete accounting and entitlement records from contract execution through closeout, and monitor the causes of late payments and interest penalties. The complete listing of financial management system requirements is contained within the *Business Enterprise Architecture*. Efforts to develop or modify a critical financial management system must be subject to the compliance process (refer to FMR Volume 1, Chapter 3);
- Establish systematic controls that provide adequate audit trails to allow the tracing of financial events from source documents to general ledger account balances through successive levels of summarization and financial reports/statements. Ensure all transactional data is processed using accurate coding, and errors are researched and corrected;
- Utilize electronic processes and digital signatures, as prescribed by OMB *Circular A-130, Appendix II*, whenever possible and in the best interest of the Government;
- Ensure payment documentation is retained in accordance with FMR Volume 1 Chapter 9 and is readily available to support future audit efforts.
- Original payment documentation, and associated supporting documentation, must also be retained in accordance with FMR Volume 10 Chapter 8, 080401. The documentation must be of sufficient quality to allow for an independent third party, such as an outside auditor, to understand and verify the payment. Electronic record storage requires adequate controls to ensure that integrity of the digital images accurately represents the corresponding paper documentation and detects changes to an original digital image. The retention of documentation, both paper and electronic records, is the responsibility of the certifying officer; and
- Implement finance and accounting data structures that comply with the Standard Financial Information Structure and Standard Line of Accounting (refer to FMR Volume 1, Chapter 4).

Appendix A: Interface Standards

The DoD has identified and defined a minimum set of data elements (found within the prescribed data standards) which are required to perform the P2P process. This list is not comprehensive of all the information that may be exchanged or validated when performing Handshake 7 and Handshake 8. The key FM and Procurement data standards that follow provide such further definition.

Treasury Disbursing Office and Non-Treasury Disbursing Office

CARS File

The CARS file establishes convention for the transfer of disbursement information from Treasury to PIEE and the accounting system⁸ to record the disbursement. The CARS file defines the minimum requirements for the Treasury system output to improve visibility and accuracy of payment related data, to support interoperability of DoD acquisition systems and to standardize and streamline P2P business processes. The CARS file is also known as the CARS Transaction Data Extract (CTDE) File and the Daily Account Statement. Data elements of the CARS file include general header information; the following mandatory record fields: Agency Identifier, Main Account Code, Sub-Account Code, Business Event Type Code, Amount, Debit Credit Indicator, CARS Accounting Period Date, Bank Posting Date, Business Event Control Number, GWA Record Number, and

⁸ The CARS file is not routed to the accounting system for NTDO.

Expenditure Category; 31 optional record fields; and footer information. File specifications, including the 31 optional record fields, for the CARS file can be found [here](#)⁹.

PC File

The PC File establishes conventions for the transfer of applicable accounting information from the entitlement system¹⁰ to the disbursing and accounting systems. It defines the minimum requirements for Treasury to improve visibility and accuracy of payment related data, to support interoperability of DoD acquisition systems and to standardize and streamline P2P business processes. The PC File standardizes and replaces various similar formats referred to as the ready to pay file, the voucher awaiting payment, the accounting detail file, the XML schema, and others. Data elements of the PC File include a header with organizational transaction data, Standard Line of Accounting (SLOA) details, transaction details, payment details, and a footer. The PC File also has a sub-section to support specific data element details by pay type such as travel pay, civilian pay, and others. File specifications for the PC File can be found [here](#)¹¹.

Trial Balance File

The Trial Balance file establishes conventions for the transfer of disbursement information from the accounting system to DDRS for reporting. File specifications for the Trial Balance file can be found [here](#)¹².

Treasury Disbursing Office

PAM and ITS Standard Payment Request Files

The Standard Payment Request file establishes conventions for the transfer of disbursement information from an entitlement system to Treasury. It defines the minimum requirements for the entitlement system output to improve visibility and accuracy of payment related data, to support interoperability of DoD acquisition systems and to standardize and streamline P2P business processes. Data elements of the SPR file include Automated Clearing House (ACH) information for payment, information for Office to Foreign Assets Control (OFAC) validation, correct payee data, and elements required for Treasury processing. File specifications for the PAM and ITS SPR files can be found [here](#)¹³.

⁹ File specifications for the CARS file can be found at

<https://intelshare.intelink.gov/sites/flex/Cash/Forms/Resources.aspx?RootFolder=%2Fsites%2Fflex%2FCash%2F%281%29%20%2D%20DEEDS%20Requirements%2F1%29%20TDO%20Payments%2FP09%20%2D%20CTDE%20File%20%28CARS%29&FolderCTID=0x0120009370B824C4A44647B36679B0B616FFBE&View=%7B97EDA3AC%2D7A01%2D4BD0%2D8BDD%2DEEE3012D5942%7D>

¹⁰ The Pay Collect File is generated by the entitlement system and distributed to the accounting system as needed for the TDO channel. The Pay Collect File is generated by the entitlement system and distributed to the NTDO disbursing system for the NTDO channel.

¹¹ File specifications for the Pay Collect File can be found at

<https://intelshare.intelink.gov/sites/flex/Cash/Forms/Resources.aspx?RootFolder=%2Fsites%2Fflex%2FCash%2F%281%29%20%2D%20DEEDS%20Requirements%2F1%29%20TDO%20Payments%2FP08%20%2D%20Pay%2DCollect%20File%20%28ADVANA%5FDCAS%29&FolderCTID=0x0120009370B824C4A44647B36679B0B616FFBE&View=%7B97EDA3AC%2D7A01%2D4BD0%2D8BDD%2DEEE3012D5942%7D>

¹² File specifications for the Trial Balance file can be found at

<https://intelshare.intelink.gov/sites/flex/Cash/Forms/Resources.aspx?RootFolder=%2Fsites%2Fflex%2FCash%2F%281%29%20%2D%20DEEDS%20Requirements%2F1%29%20TDO%20Payments%2FTrial%20Balance%20%28DDRS%29%20%2D%20Not%20a%20TDO%20Exclusive%20Exchange&FolderCTID=0x0120009370B824C4A44647B36679B0B616FFBE&View=%7B97EDA3AC%2D7A01%2D4BD0%2D8BDD%2DEEE3012D5942%7D>

¹³ File specifications for the PAM SPR and ITS TDO ready to pay files can be found at

<https://intelshare.intelink.gov/sites/flex/Cash/Forms/Resources.aspx?RootFolder=%2Fsites%2Fflex%2FCash%2F%281%29%20%2D%20>

Treasury Standard Reporting Format File

The Treasury SRF file establishes the conventions for the transfer of disbursement information from Treasury to the entitlement system. It defines the minimum requirements for Treasury output to improve visibility and accuracy of payment related data, to support interoperability of DoD acquisition systems and to standardize and streamline P2P business processes. The Treasury SRF file transmits data from PAM or ITS in an Extensible Markup Language (XML) file format. Data elements for the Treasury SRF file include a header, record information, detailed payment information, and a footer. File specifications for the Treasury Standard reporting format file can be found [here](#)¹⁴.

Post Payment System File

The Treasury Post Payment System file establishes the convention for the transfer of returned-stop payment notification from Treasury to the entitlement system. It defines the minimum requirements for Treasury output to improve visibility and accuracy of payment related data, to support interoperability of DoD acquisition systems and to standardize and streamline P2P business processes. The Treasury PPS file transmits data from PAM in an XML file format. Data elements for the Treasury PPS file include a header, record information, detailed stop-payment information, and a footer. File specifications for the Treasury PPS file can be found [here](#)¹⁵.

Non-Treasury Disbursing Office Daily Reporting

Payment Information Repository Standard Reporting Format File

The PIR SRF file establishes the conventions for the transfer of disbursement information from the disbursing system to Treasury. It defines the minimum requirements for the disbursing system output to improve visibility and accuracy of payment related data, to support interoperability of DoD acquisition systems and to standardize and streamline P2P business processes. The PIR SRF file transmits data to Treasury in a Universal Disk Format (UDF) file format. Data elements of the PIR SRF file include general file information, batch header information, payment information, payee information, Treasury Account Symbol (TAS)/Business Event Type Code (BETC) information, procurement information, and footer information. File specifications for the Payment Information Repository (PIR) Standard Reporting Format (SRF) file can be found [here](#)¹⁶.

[%20DEEDS%20Requirements%2F1%29%20TDO%20Payments%2FP02%20%2D%20Request%20Certified%20Payment%20%28PAM%20SPR%5FITS%20TDO%29](#)

¹⁴ File specifications for the Treasury SRF file for PAM and ITS can be found at

<https://intelshare.intelink.gov/sites/flex/Cash/Forms/Resources.aspx?RootFolder=%2Fsites%2Fflex%2FCash%2F%281%29%20%2D%20DEEDS%20Requirements%2F1%29%20TDO%20Payments%2FP06%20%2D%20Treasury%20SRF%20%28PAM%5FITS%29&FolderCTID=0x0120009370B824C4A44647B36679B0B616FFBE&View=%7B97EDA3AC%2D7A01%2D4BD0%2D8BDD%2DEEE3012D5942%7D>

¹⁵ File specification for the Treasury PPS file can be found at

<https://intelshare.intelink.gov/sites/flex/Cash/Forms/Resources.aspx?RootFolder=%2Fsites%2Fflex%2FCash%2F%281%29%20%2D%20DEEDS%20Requirements%2F1%29%20TDO%20Payments%2FP07%20%2D%20Returned%5FStop%20Payment%20Notice%20%28PPS%20Layout%20from%20PACER%29&FolderCTID=0x0120009370B824C4A44647B36679B0B616FFBE&View=%7B97EDA3AC%2D7A01%2D4BD0%2D8BDD%2DEEE3012D5942%7D>

¹⁶ File specifications for the PIR SRF file can be found at

<https://intelshare.intelink.gov/sites/flex/Cash/Forms/Resources.aspx?RootFolder=%2Fsites%2Fflex%2FCash%2F%281%29%20%2D%20DEEDS%20Requirements%2F4%29%20NTDO%20Daily%20Reporting&View=%7B97EDA3AC%2D7A01%2D4BD0%2D8BDD%2DEEE3012D5942%7D>

Appendix B: Acronyms

- ASAP: Automated Standard Applications for Payment
- BEA: Business Enterprise Architecture
- BETC: Business Event Type Code
- CARS: Central Accounting and Reporting
- CTDE: CARS Transaction Data Extract
- CVP: Commercial/Contract Vendor Pay
- DAAS: Defense Automatic Addressing System
- DDRS: Defense Departmental Reporting System
- DFARS: Defense Acquisition Regulation
- DLA: Defense Logistics Agency
- DLMS: Defense Logistics Management Standards
- DPC: Defense Pricing and Contract
- EDBP: Enterprise Data and Business Performance
- EFT: Electric Funds Transfer
- ERP: Enterprise Resource Planning
- E2E: End-to-End
- FAR: Federal Acquisition Regulation
- FM: Financial Management
- GEX: Global Exchange
- IPAC: Intra-Governmental Payment and Collections
- IT: Information Technology
- ITS: Internal Treasury Services
- NTDO: Non-Treasury Disbursing Office
- PAM: Payment Automation Manager
- PC: Pay Collect
- PGI: Procedures, Guidance, and Information
- PIEE: Procurement Integrated Enterprise Environment
- PIR: Payment Information Repository
- PrinCE: Printing and Check Enclosing
- PPS: Post Payment System
- P2P: Procure-to-Pay
- P2PPAWG: Procure-to-Pay Process Advocates Working Group
- SLOA: Standard Line of Accounting
- SPR: Standard Payment Request
- SPS: Secure Payment System
- SRF: Standard Reporting Format
- TAS: Treasury Account Symbol
- TDD: Treasury Direct Disbursing (DoD Only)
- TDO: Treasury Disbursing Office
- UDF: Universal Disk Format
- VAP: Voucher Awaiting Payment
- WAWF: Wide Area WorkFlow
- XML: Extensible Markup Language