Legend for FDA Business Process Flows

Start and End Terminators; and Input Connectors: Start and End Terminators are used to begin or end a process. Input Connector is a shape used to connect steps/sub-processes between two different pages.

Sub-Process Terminators; and Output Connectors: Sub-Process Terminators are used to end a sub-process and also used to navigate to the process homepage. The Output Connector is used to connect steps/sub-processes between two different pages. The output connector has a link to an input connector on a different page.

Decision Box: includes a yes or no decision question with a connecting line for a 'yes' decision/response and a connecting line for a 'no' decision/response.

System Process: is a step that is performed in a system.

System Process and step includes a Job Aid: a Job Aid is a PDF document that contains description and frequency of the step, prerequisites and responsibility for the step, navigation on how to get to the step and detailed instructions on how to perform a transaction in UFMS.

Sub-Process: double-clicking on this shape leads to the related sub-process shapes.

Manual Process: is a step that is performed outside a system.

Report and step includes a Job Aid: is a shape representing a report. The Job Aid contains step-by-step instructions on how to run the report in UFMS, BIRS or Hyperion.

Link: is a icon to represent link to reference documents on FDA intranet.

The shapes listed above can include narratives which are represented by a small sticky note symbol as seen in the Manual Process shape above. The narratives can include the following information:

Description: The description provides additional details for the specified step. The intent of which is to help the user gain a better understanding of the step. The following reasons are why a step may not have a description: the title of the step is self explanatory and a description will lead to redundancy; the step includes a Job Aid, in which case the Job Aid contains the relevant description; or if there is a more relevant step within the same page which includes a description that speaks to the step which does not have a description.

Financial Standard: The Financial Standards in the narratives list the Accounting impact for that step as well as reference financial reports and/or policy, if applicable. The specific section of the DHHS Accounting Treatment Manual is referenced in the narrative, in the form of a link so that the user can read about the specific Budgetary and Proprietary entries that are the result of the particular step. It is important to keep in mind that only certain steps in any process result in Accounting (Journal) entries being created.

Control: The controls portion of the narratives reference controls that the process has in place to mitigate a risk. These controls also incorporate the key controls or internal controls over financial reporting (ICOFR) as deemed during FDA's A-123 Appendix A assessment.

Authority: The authority portion of the narratives reference related DHHS and FDA policy documents and Staff Manual Guides (SMGs) that the user should read to gain a more in depth knowledge of the laws and regulations associated with the process. A link is provided to the SMGs and policy documentation within the step.

Note: Shape 1, Legend for FDA Business Process Flows

Description:

Financial Standards:
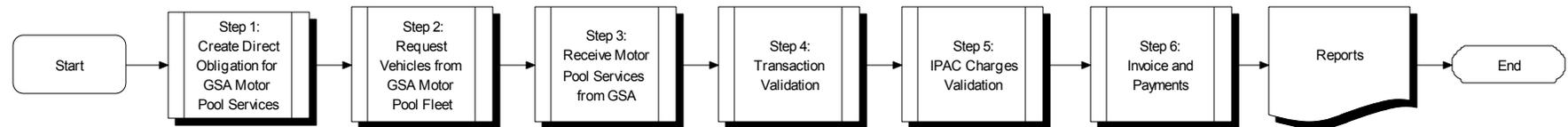
Controls:

Authority:

GSA Motor Pool Business Process

The Food and Drug Administration obtains motor vehicles for official use through the General Services Administration's Motor Pool Fleet. Services provided by GSA may include (1) motor vehicles for indefinite assignment; (2) commercial motor vehicles for daily or short term use; (3) dispatch vehicles when there is no commercial alternative; (4) shuttle services; (5) driver services; and, (6) other related services including servicing, fueling and storage of motor vehicles.

Vehicles assigned to FDA are intended for official business and should only be used when it is:
- the least costly method of transportation available; and,
- no other practical method of transportation is available considering the mission to be performed, the location or any equipment needed to be transported to support FDA's mission.

Any Center or Regional Office in FDA requiring GSA vehicle(s) for indefinite assignment shall send a memorandum to the Agency Fleet Manager, through the Program Fleet Manager, stating the number and type of vehicle(s) required; the location where the vehicle(s) is needed; the dates required; a justification; the GSA billed office address code (BOAC); the program area requiring the vehicle(s); and, the activity's contact information, including name, address and telephone number. (Note - if a Regional Office requires fewer than 5 additional GSA vehicles at any time, the Program Fleet Manager may directly contact the appropriate GSA Regional Fleet Management Center).

| Start | → | Step 1: Create Direct Obligation for GSA Motor Pool Services | → | Step 2: Request Vehicles from GSA Motor Pool Fleet | → | Step 3: Receive Motor Pool Services from GSA | → | Step 4: Transaction Validation | → | Step 5: IPAC Charges Validation | → | Step 6: Invoice and Payments | → | Reports | → | End |

Additional guidance on GSA Motor Pool policies can be found at:

SMG 2173.1 Motor Vehicle Management - Utilization of Government Motor Vehicles

http://www.fda.gov/downloads/AboutFDA/ReportsManualsForms/StaffManualGuides/UCM262571.pdf

DHHS Logistics Management Manual (LMM) Policy and Procedures (Section 4.2, Pages 71-94)

http://inside.fda.gov:9003/downloads/EmployeeResources/FacilityServices/FleetServices/UCM235528.doc

Note: If this document is printed the printed version may be obsolete. For the latest version, refer to the E2E page on the FDA intranet.

For special accommodations, please send an email request to OFME2EFinancialProcessEffort@fda.hhs.gov.

1.0 Create Direct Obligation for GSA Motor Pool Services

Budget/ Management Analyst, Centers/Field Office

Start → 'Financial Operating Plan' (FOP) (R2R032) → 1.1 Estimate Motor Pool Requirements for Fiscal Year → 1.2 Create Actual Obligation in Core Purchasing (P2P002) → 'FDA Open Commitments and Obligations Report' (R2R006) → Were there any issues preventing creating obligation?

Were there any issues preventing creating obligation? — No → Go to 2.0 'Request Vehicles from GSA Motor Pool Fleet'

Were there any issues preventing creating obligation? — Yes → 1.3 Funds availability / other issues → (back to 1.2 Create Actual Obligation in Core Purchasing)

Go to 'Reports' to view P2P process reports

GSA Motor Pool Business Process Homepage

Note: Shape 1.1, 1.0 Create Direct Obligation for GSA Motor Pool Services
Description: Centers and Field Offices
create obligations for Motor Pool expenditures
at the beginning of the Fiscal Year & increase
them on an as-needed basis throughout the year.

For additional information on the policies and
utilization of Government owned vehicles, please
see the attached links to:

- SMG 2173.1: Motor Vehicle
Management (Utilization of Government Motor
Vehicles)

- DHHS Logistics Management Manual (Part 4:
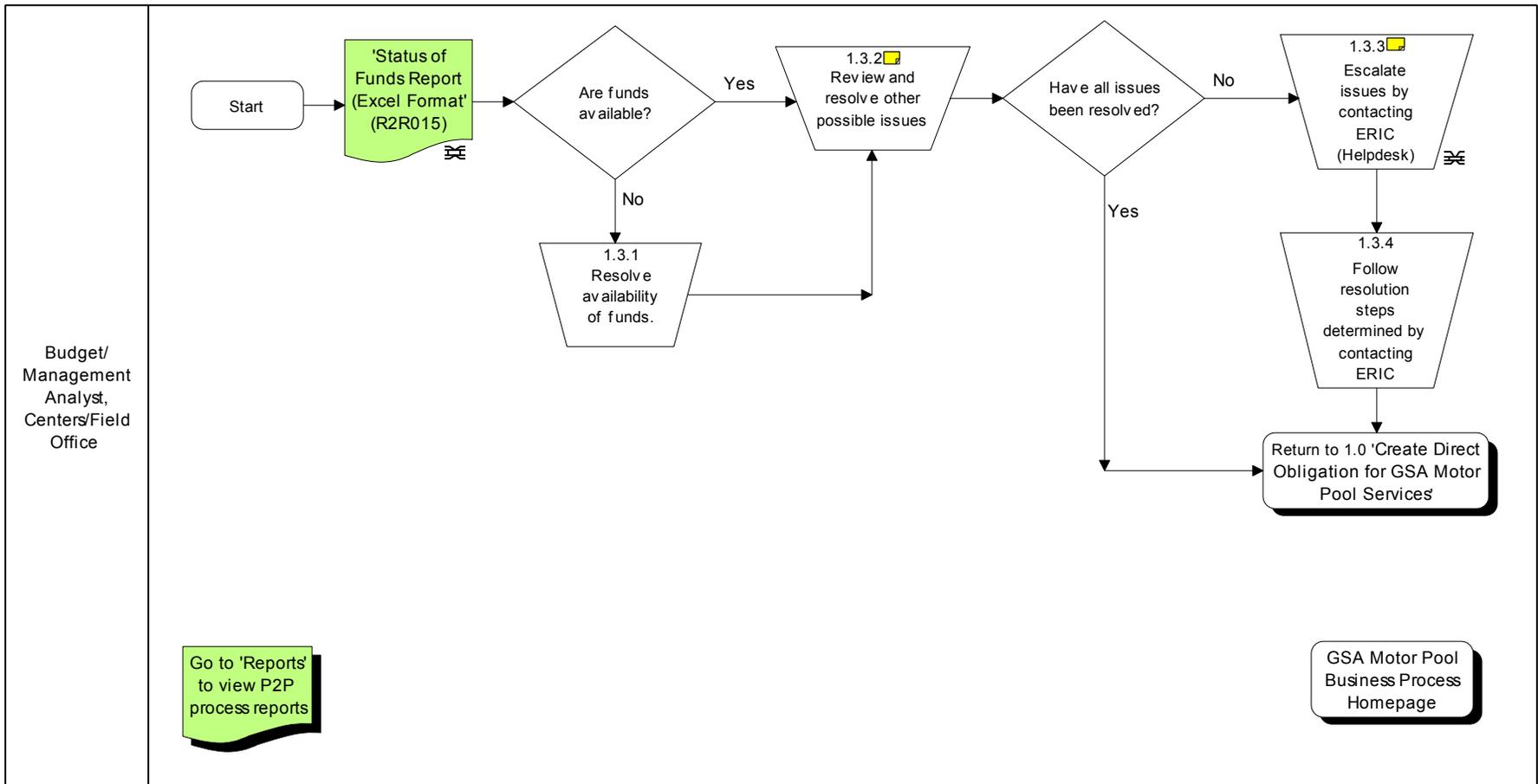Motor vehicle and Watercraft Management)

Note: Shape 1.2, 1.0 Create Direct Obligation for GSA Motor Pool Services
Financial Standard: Click on the "GSA Motor Pool
Accounting Impact - Inventory" link to refer to the
applicable Accounting Event.

Note: Shape 1.5, 1.0 Create Direct Obligation for GSA Motor Pool Services
Note: Review the Financial Operating Plan for the
Center/Field Office to confirm the amount budgeted for
Motor Pool requirements.

Budget/ Management Analyst, Centers/Field Office

Start

'Status of Funds Report (Excel Format' (R2R015)

Are funds available?

Yes

No

1.3.1 Resolve availability of funds.

1.3.2 Review and resolve other possible issues

Have all issues been resolved?

No

Yes

1.3.3 Escalate issues by contacting ERIC (Helpdesk)

1.3.4 Follow resolution steps determined by contacting ERIC

Return to 1.0 'Create Direct Obligation for GSA Motor Pool Services'

Go to 'Reports' to view P2P process reports

GSA Motor Pool Business Process Homepage

Note: Shape 1.3.2, 1.3 Funds Availability/Other Issues
Description: Center/Field Office Budget Officer
checks for other system issues that may prevent
the obligation from being created successfully.
These checks can include:
- Confirm the GL period and Purchasing period are
open.
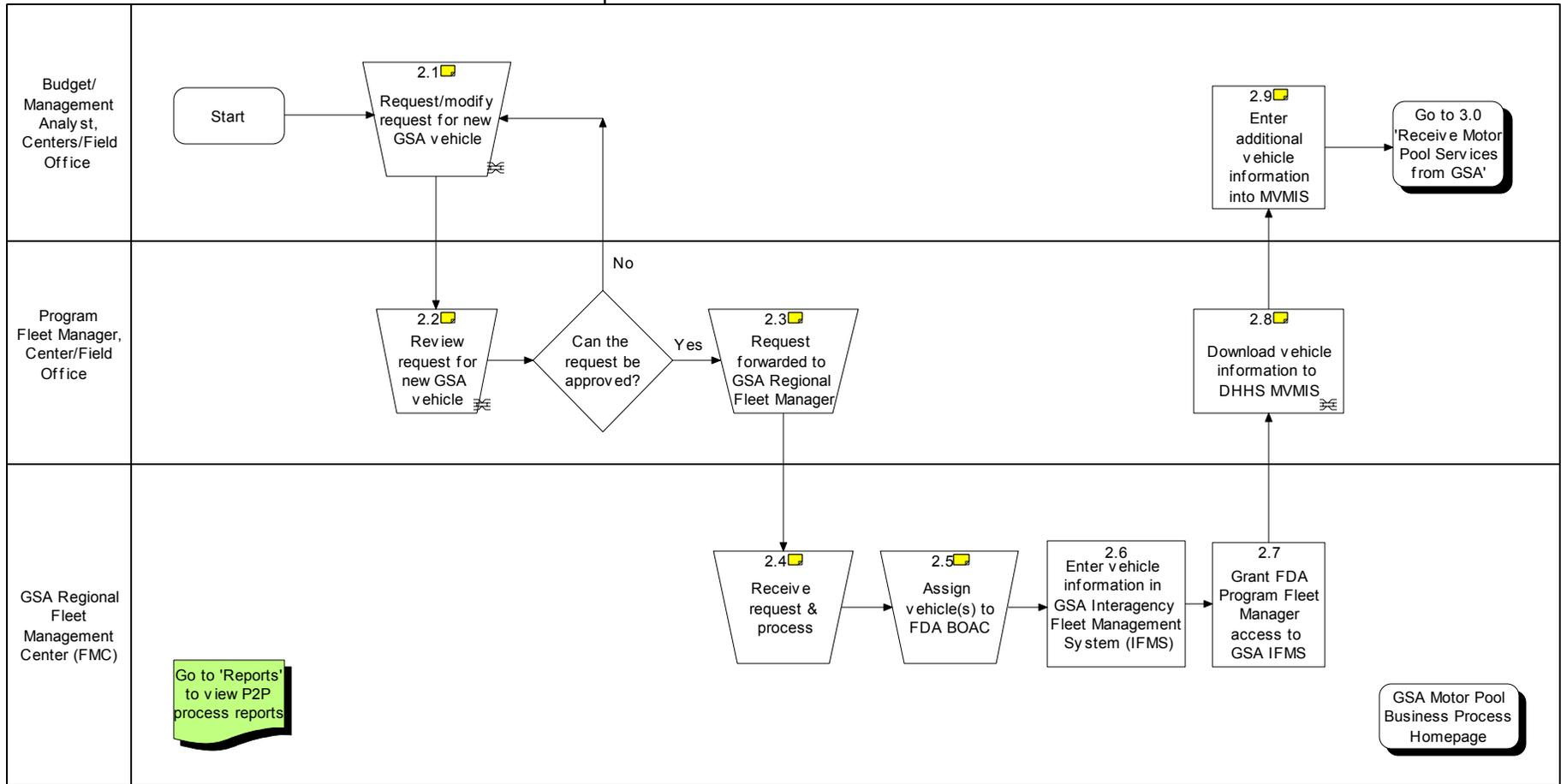- Validate Common Accounting Number (CAN)
information.

Note: Shape 1.3.3, 1.3 Funds Availability/Other Issues
Description: Center/Field Office Budget Officer
contacts ERIC (Helpdesk) to escalate issues
to the appropriate personnel for resolution.

Phone: 301-827-ERIC (3742)
Email: ufmshelpdesk@oc.fda.gov

2.0 Request Vehicles from GSA Motor Pool Fleet

Budget/ Management Analyst, Centers/Field Office	Start → 2.1 Request/modify request for new GSA vehicle
Program Fleet Manager, Center/Field Office	2.2 Review request for new GSA vehicle → Can the request be approved? → (Yes) 2.3 Request forwarded to GSA Regional Fleet Manager
GSA Regional Fleet Management Center (FMC)	2.4 Receive request & process → 2.5 Assign vehicle(s) to FDA BOAC → 2.6 Enter vehicle information in GSA Interagency Fleet Management System (IFMS) → 2.7 Grant FDA Program Fleet Manager access to GSA IFMS

No (from decision back to 2.1)

2.8 Download vehicle information to DHHS MVMIS

2.9 Enter additional vehicle information into MVMIS → Go to 3.0 'Receive Motor Pool Services from GSA'

Go to 'Reports' to view P2P process reports

GSA Motor Pool Business Process Homepage

Note: Shape 2.1, 2.0 Request Vehicles from GSA Motor Pool Fleet
Description: All requirements for commercially
leased motor vehicles that are needed by any
program area for 60 consecutive days or more,
shall be submitted on a Form HHS-393 to the
Program Fleet Manager for approval.

Authority: Selection of the type of vehicle
requested must be in accordance with
Executive Order 13423 and the Energy
Independence and Security Act of 2007.
Please see attached links for additional
information.

Note: Shape 2.2, 2.0 Request Vehicles from GSA Motor Pool Fleet
Description: Review of motor vehicle requests
includes that all motor vehicles requested for
use must:
- be limited to the minimum body size, engine
size, and optional equipment necessary to fulfill
legitimate program needs;
- with the exception of Alternate Fuel Vehicles
(AFV), the least expensive unit overall should
be acquired considering acquisition costs,
operating costs and disposal costs; and,
- dual-purpose motor vehicles capable of hauling
both personnel and light cargo shall be used
whenever appropriate to avoid the need for two
motor vehicles when one can serve both purposes.

Please see the attached link for a current listing
of FDA Program Fleet Managers.

Note: Shape 2.3, 2.0 Request Vehicles from GSA Motor Pool Fleet
Description: The following information is
required by GSA to consider the request:
- Anticipated duration of the assignment
and projected utilization in miles per month;
- Statement certifying that the agency has
funds to pay for the vehicle assignment;
- Statement certifying that the headquarters

Note: Shape 2.3, 2.0 Request Vehicles from GSA Motor Pool Fleet (continued)

agency fleet manager concurs with the request;
- The office or activity the vehicles will be
assigned to, a point of contact name, address,
and telephone number;
- The billing office and Billed Office Address
Code (BOAC) (if there is no BOAC, the servicing
Fleet Management Center (FMC) can assign one);
- Vehicle quantities, types, locations, and date
required; and,
- Anticipated duration of the assignment and
projected utilization (in miles per month).

Note: Shape 2.4, 2.0 Request Vehicles from GSA Motor Pool Fleet
Description: If a suitable vehicle is not
immediately available, the request will be
logged onto a waiting list. GSA does not
guarantee that a new vehicle will be offered;
sometimes vehicles returned from other
customers are the ones used to fill another
agency's request. GSA Fleet vehicles are in
high demand and some additional requests
must go unfilled. The more lead-time provided
before needing a vehicle, the better the
likelihood that one can be located or purchased.

Note: Shape 2.5, 2.0 Request Vehicles from GSA Motor Pool Fleet
Description: Each vehicle is assigned by GSA
a BOAC (Billed Office Address Code), a six
digit code for charges billed to specific Centers
and/or Regional Offices.

Currently, FDA has approximately 40 BOAC
numbers for GSA Motor Pool charges assigned
to Centers and Field Offices.

Note: Shape 2.8, 2.0 Request Vehicles from GSA Motor Pool Fleet
Description: Each DHHS OpDiv is required
to use the Motor Vehicle Management
Information System (MVMIS) as the formal
system of record for all GSA leased and/or
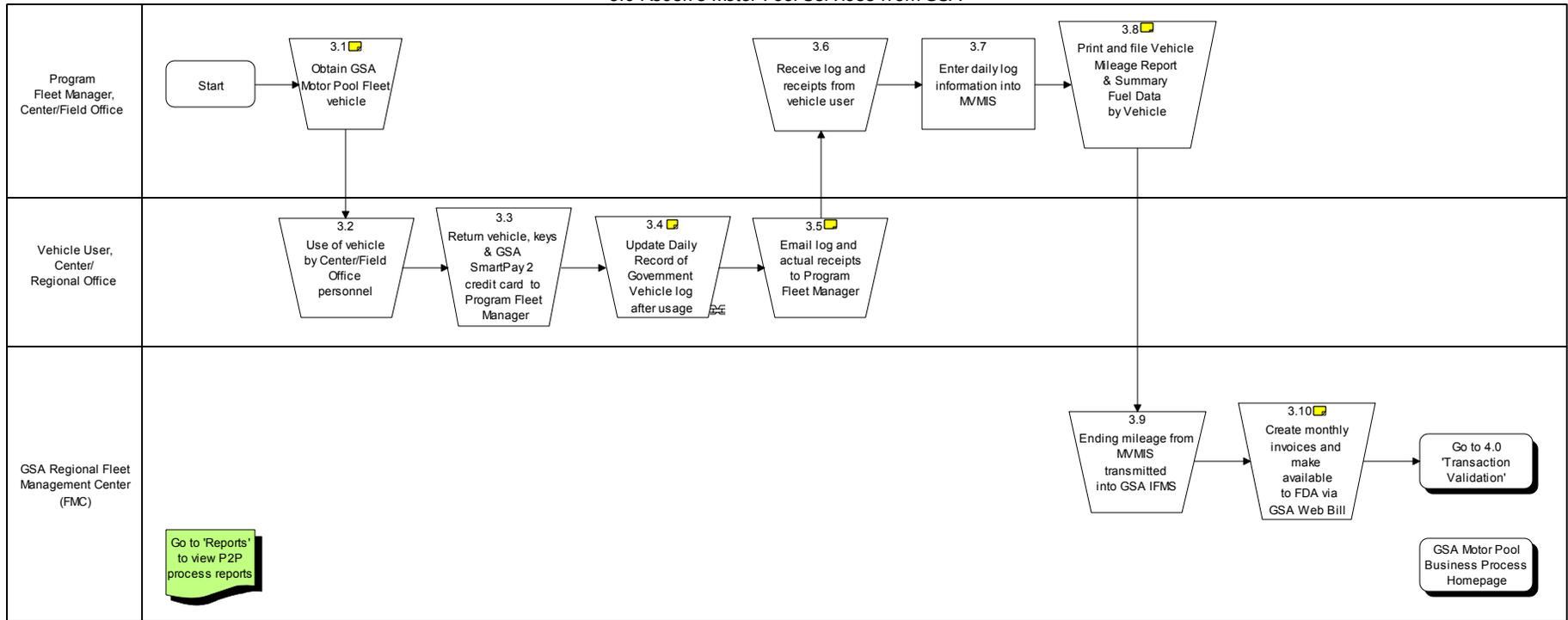commercially leased fleet assets.

The MVMIS is used to assist in forecasting
budget estimates and recording compliance
data for each vehicle, including fuel usage,
mileage and maintenance costs.

Please see the attached link for access
to MVMIS (login required).

Note: Shape 2.9, 2.0 Request Vehicles from GSA Motor Pool Fleet
Description: This includes contact information,
geographical location, odometer reading & any
fuel/maintenance costs.

3.0 Receive Motor Pool Services from GSA

Program Fleet Manager, Center/Field Office

Start

3.1
Obtain GSA Motor Pool Fleet vehicle

3.6
Receive log and receipts from vehicle user

3.7
Enter daily log information into MVMIS

3.8
Print and file Vehicle Mileage Report & Summary Fuel Data by Vehicle

Vehicle User, Center/ Regional Office

3.2
Use of vehicle by Center/Field Office personnel

3.3
Return vehicle, keys & GSA SmartPay 2 credit card to Program Fleet Manager

3.4
Update Daily Record of Government Vehicle log after usage

3.5
Email log and actual receipts to Program Fleet Manager

GSA Regional Fleet Management Center (FMC)

3.9
Ending mileage from MVMIS transmitted into GSA IFMS

3.10
Create monthly invoices and make available to FDA via GSA Web Bill

Go to 4.0 'Transaction Validation'

Go to 'Reports' to view P2P process reports

GSA Motor Pool Business Process Homepage

Note: Shape 3.1, 3.0 Receive Motor Pool Services from GSA
Description: Upon obtaining any vehicles from
GSA, the Program Fleet Manager must inform
the Agency Fleet Manager of the make, model,
year, Government tag number, and location of
each newly assigned vehicle, including any
replacement vehicle(s).

Note: Shape 3.4, 3.0 Receive Motor Pool Services from GSA
Description: Required information to be entered
into the Daily Record of Government Vehicle Log
includes:
- Tag number of vehicle;
- Date vehicle was taken;
- Date vehicle was returned;
- Mileage reading at beginning of trip;
- Mileage ending at end of trip;
- Name and title of driver;
- Specific purpose of trip; and,
- Destination(s).

Note: Please see attached link for a sample of
Daily Record of Government Vehicle Log
(FDA Form 3369).

Note: Shape 3.5, 3.0 Receive Motor Pool Services from GSA
Description: Daily logs should be sent to the
Program Fleet Manager by the 15th of
each month.

Copies of receipts for vehicle related
expenses during usage need to sent to
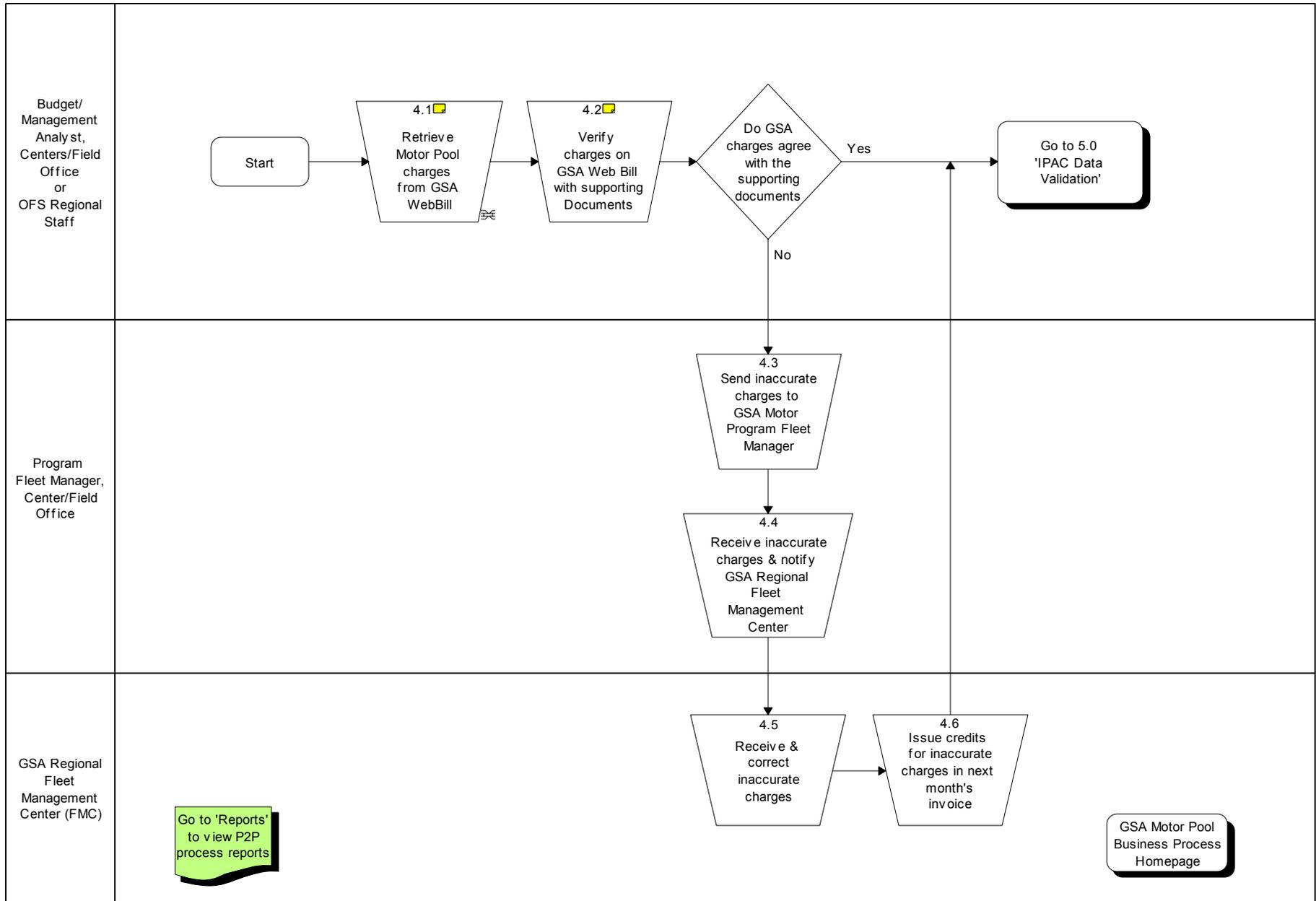the Program Fleet Manager by the 20th
of each month.

Note: Shape 3.8, 3.0 Receive Motor Pool Services from GSA
Description: This report is used for reconciliation
of vehicle charges with GSA invoices at the end
of each month.

Note: Shape 3.10, 3.0 Receive Motor Pool Services from GSA
Description: Monthly invoices include TFS
Form 7306 (Paid Billing Statement for IPAC
Transactions) & GSA Form 2529 (Interagency
Fleet Management System Detailed Billing
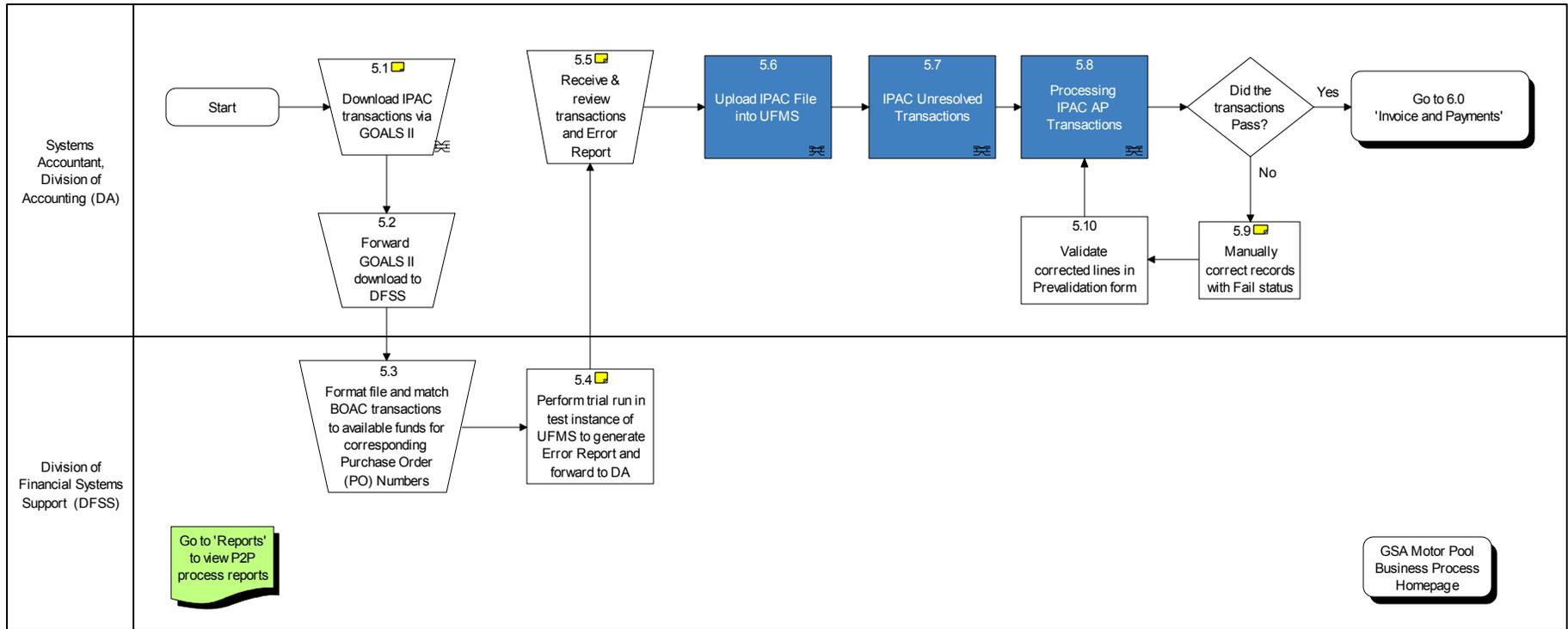Register).

4.0 Transaction Validation

Budget/ Management Analyst, Centers/Field Office or OFS Regional Staff

Start

4.1
Retrieve Motor Pool charges from GSA WebBill

4.2
Verify charges on GSA Web Bill with supporting Documents

Do GSA charges agree with the supporting documents

Yes

Go to 5.0 'IPAC Data Validation'

No

Program Fleet Manager, Center/Field Office

4.3
Send inaccurate charges to GSA Motor Program Fleet Manager

4.4
Receive inaccurate charges & notify GSA Regional Fleet Management Center

GSA Regional Fleet Management Center (FMC)

Go to 'Reports' to view P2P process reports

4.5
Receive & correct inaccurate charges

4.6
Issue credits for inaccurate charges in next month's invoice

GSA Motor Pool Business Process Homepage

Note: Shape 4.1, 4.0 Transaction Validation
Description: Please see attached link
for access to GSA Web Bill (login required).

Note: Shape 4.2, 4.0 Transaction Validation
Description: Review includes making sure BOAC,
Statement # and correct amounts are included on
the invoice. Ensure that the GSA invoice amount agree
to and are supported by the vehicle mileage report and
Summary Fuel data by Vehicle report.

5.0 IPAC Data Validation

Systems Accountant, Division of Accounting (DA)

Start → 5.1 Download IPAC transactions via GOALS II

5.1 → 5.2 Forward GOALS II download to DFSS

5.5 Receive & review transactions and Error Report → 5.6 Upload IPAC File into UFMS → 5.7 IPAC Unresolved Transactions → 5.8 Processing IPAC AP Transactions → Did the transactions Pass?

Did the transactions Pass? — Yes → Go to 6.0 'Invoice and Payments'

Did the transactions Pass? — No → 5.9 Manually correct records with Fail status

5.9 → 5.10 Validate corrected lines in Prevalidation form → (to 5.8)

Division of Financial Systems Support (DFSS)

5.3 Format file and match BOAC transactions to available funds for corresponding Purchase Order (PO) Numbers → 5.4 Perform trial run in test instance of UFMS to generate Error Report and forward to DA

Go to 'Reports' to view P2P process reports

GSA Motor Pool Business Process Homepage

Note: Shape 5.1, 5.0 IPAC Data Validation
Description: See attached link for an example of
a GOALS II download of IPAC transactions.

Note: Shape 5.4, 5.0 IPAC Data Validation
Description: The trial run performed in the UFMS
IPAC Global Solution module will indicate types
of errors, such as:
- Amount Exceeds Purchase Order Quantity
- Purchase Order Line Number is Blank
- Purchase Order Not Found or Incorrect

Note: Shape 5.5, 5.0 IPAC Data Validation
Description: The Program Support Specialist,
DA, reviews the month's list of GSA Motor Pool
transactions and the Error Report to ensure
charges received are valid and are charged
against the appropriate CAN and PO.

Note: Shape 5.9, 5.0 IPAC Data Validation
Description: Records with Fail Status can occur
for numerous reasons, including:
- Purchase Order Line Number is Blank
- Amount Exceeds PO Quantity
- Purchase Order Field is Blank
- Available Balance Must Equal Zero
- Multiple Matching PO Shipments for PO, Line #

These errors need to be corrected individually
before the transaction can be processed.

6.0 Invoice and Payments

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Systems
Accountant,
Division of
Accounting
(DA)
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Start → 6.1 Create Invoice in UFMS → 6.2 Record Payment in UFMS → Review Invoice and Payments?

Review Invoice and Payments? — No → End GSA Motor Pool Business Process

Review Invoice and Payments? — Yes → 6.3 AP Invoice Inquiry (P2P073) → End GSA Motor Pool Business Process

Go to 'Reports' to view P2P process reports

GSA Motor Pool Business Process Homepage

Note: Shape 6.1, 6.0 Invoice and Payments
Description: After the Systems Accountant, DA, validates and processes the transactions in the UFMS Global IPAC module, invoices are automatically generated in the system.

Financial Standard: Click on the "GSA Motor Pool Accounting Impact - Inventory" link to refer to the applicable Accounting Event.

Note: Shape 6.2, 6.0 Invoice and Payments
Description: After the Systems Accountant, DA, validates and processes the transactions in the UFMS Global IPAC module, and invoices are automatically generated in the system, a record of payments is generated, eliminating the need for manual processing of clearing payment batches.

Financial Standard: Click on the "GSA Motor Pool Accounting Impact - Inventory" link to refer to the applicable Accounting Event.

Reports

	Transactional Reports*	Periodic Reports*
Obligation	Financial Operating Plan FDA Open Commitments and Obligations Report FDA Status of Funds (Excel Format)	HHS Unapproved PO Status Report (Weekly) FDA Accrual Recon (Monthly) FDA UDO Reconciliation (Monthly) FDA Open PO Balance by FY Report (Quarterly) FDA PO Expiring Funds Report (Yearly) HHS PO Mass Cancel Batch Validation Program (Yearly) HHS Blanket vs Release UOM Mismatch Update (As Needed) FDA Open Commitments and Obligations Report (As Needed) FDA Status of Funds (Excel Format) (As Needed) Trial Balance - Summary 2 (As Needed)
Invoices	Transactional Reports* None	Periodic Reports* Invoice Validation (Daily) Payables Accounting Process (Daily) FDA Invoices Validated Unapproved Report (Daily) FDA AP Holds Detail Report By Center (Daily) Unaccounted Transactions Report (Monthly) FDA Payables Invoice Aging Report (Monthly)
Payments	Transactional Reports* None	Periodic Reports* FDA Accrual Recon (Monthly) FDA Liability Recon (Monthly)

*Transactional Reports: Are reports that are incorporated in the process and may need to be run in order to complete the process.

*Periodic Reports: Are reports that are run periodically (daily, weekly, monthly, etc.) and are not specific to a single transaction.