

# Pay.gov Frequently Asked Questions: Reporting

This document expresses functionality expected to be available by mid-2003.

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### 1. How will Pay.gov provide transaction information?

Pay.gov will provide online reporting functionality, which allows users to run queries on certain data fields. Additionally, Pay.gov can provide agencies with one or more daily activity files that include transaction and settlement data.

## **2. What type of information will be included in Pay.gov reporting?**

Pay.gov reports will include both form and/or bill information as well as settlement information.

## **3. What is an activity file?**

An activity file contains form, bill, transaction, and settlement information. This file can be provided to the agency on a daily basis. Pay.gov will provide this information to an agency in the format and through the method of the agency's choice.

## **4. Can an agency request more than one activity file?**

Yes, an agency can request a separate activity file, which will contain only settlement data.

## **5. Is there a standard file format for the activity file?**

While Pay.gov will provide the activity file in the format that the agency chooses, the standard file format is XML.

## **6. Can the activity file be encrypted?**

Pay.gov does not typically encrypt the files it sends agencies. Instead, Pay.gov takes steps to protect the channel between the agency and Pay.gov.

## **7. Can Pay.gov provide consolidated activity files?**

If an agency requests, Pay.gov will consolidate its activity files for a particular form or bill that is being electronically accepted by Pay.gov with activity files provided to an agency by a financial agent that processes the corresponding lockbox transactions for the paper version of that form or bill.

## **8. What is Pay.gov online reporting?**

Pay.gov will make certain standardized information available to the agency and the public over the Web. These reports will be available at the Pay.gov Web site.

## **9. Who may view Pay.gov online reports?**

Online reports will be available to authorized agency representatives. Authorization will be based upon Pay.gov's access control service. Agency administrators will assign usernames and passwords to grant access to agency representatives.

## **10. What information is available through Pay.gov online reports?**

Online reports are designed to facilitate accounting, not necessarily to serve programmatic needs of the agency. These reports are also not analytical in nature. Accordingly, the information provided through these online reports will be standardized across agencies, rather than containing customized information that is specific to an agency's program offices.

## **11. Are the online reports created for me or do I need to create them?**

Certain online reports are daily scheduled reports, which are automatically run and delivered to your Pay.gov inbox. Others are on-demand reports, which run when the end-users chooses. All reports will be available from the Pay.gov inbox.

## **12. Can online reports be printed?**

In addition to Web pages, Pay.gov online reports can be viewed in portable document format (PDF) and printed. If you do not have Adobe Acrobat Reader software, you can go to <http://www.adobe.com/products/acrobat/readstep.html> to download a free copy.

## **13. What online reports are available for Pay.gov?**

Collections Summary- This report, which is available to the public on Pay.gov, provides the public with transaction volume and quantity data broken out by fiscal year. The information provided will be limited to aggregate information and so will not list any agency names, let alone any sensitive transactional details.

Agency Summary- This report provides agency representatives with summary transaction and quantity data broken down by Agency Location Code (ALC) and further by Treasury Account Symbol (TAS). This report will be generated based on a date range selected by the end-user.

CASH-LINK Summary- This report will provide agency representatives with summary deposit ticket and debit voucher information. It will allow agency representatives to reconcile Pay.gov reporting data with CASH-LINK. An agency representative will be able to view deposit information through CASH-LINK on the banking day after the deposit date. This information will include deposit ticket (SF215) and debit voucher (SF5515) information for the agency.

Collections Transaction Search- This report is a parameter driven report in which the agency representative may input parameters to run a custom report. Among other things, it will allow the agency to search on transactions by agency tracking number and CASH-LINK ticket number.

Billing Search- This report will allow users to perform searches on bill related information allowing an agency to view the status of their bills at any given time. Among other things, it will allow the agency to search on billing information by agency tracking number and billing account number.

Exception Search- This report allows agency users to perform searches on exceptions. This report will be generated based on a date range selected by the end-user.