

# **Intragovernmental Fiduciary Confirmation System (IFCS)**

## **User Reference**



**Department of the Treasury  
Financial Management Service  
PGMCII  
3700 East-West Highway  
Hyattsville, MD 20782**

March 2003

## **Introduction:**

### **Who Should Use This Reference**

This reference is specifically designed to support Federal Program Agencies reconciling Fiduciary data. The Intragovernmental Fiduciary Confirmation System (IFCS) User Reference is to aid users in viewing and reconciling data with their partner agencies.

### **Standards Used in This Reference**

There are several standards used throughout this reference to facilitate your understanding of the content. These standards include the following:

- Keyboard commands such as **Enter** and **Tab** appear in bold type.
- Command buttons such as **Add** or **Delete** appear in bold type.

### **Hardware/Software Requirements**

The hardware and software requirements for users to access the IFCS module are listed below.

- A fast, high-capacity Pentium (or higher) PC.
- A compatible inkjet or laser printer.
- Windows 95, 98, 2000, or NT operating system.
- Access to the Internet.
- Netscape Navigator 4.75 or Microsoft Internet Explorer 6.0 or higher.
- A mouse, touch-pad, or similar pointing device.
- VGA monitor or better with resolution set at 800x600 pixels or greater.

## Getting Help

You can obtain help when using the system. Financial Management Service (FMS) personnel can assist you with system questions.

**Browser Online Help:** Help that is specific to the browser may be accessed by clicking the **Help** menu name on the browser menu bar.



**Additional Resources for Help:** Additional resources for help with the IFCS application include the following:

- FMS Security Administrators: 202-874-HELP
- FMS GOALS Customer Support Staff: 202-874-8270
- FMS Financial Reports Division: 202-874-9910

### About IFCS:

Changing business demands necessitated upgrades in the Government On-Line Accounting Link System (GOALS II) environment. GOALS II applications have been transitioned to either the FMS Intouch client-server platform or to an interactive Internet environment. The IFCS application runs on the Internet platform.

## Purpose of IFCS

The Intragovernmental Fiduciary Confirmation System is designed to aid users in reconciling data with their partner agencies. IFCS is the official confirmation system for Federal agencies that engage in Fiduciary intra-governmental transactions with:

- Bureau of Public Debt (Investments)
- Bureau of Public Debt (Borrowings)
- Federal Financing Bank (Borrowings)

- U.S. Department of Labor (Federal Employees' Compensation Act Benefits)
- U.S. Office of Personnel Management (Employee Benefits)

IFCS is an automation of the manual process of reconciliation previously performed. It is a (redesign) of the IFTCS system on the Internet. The redesign uses an improved technology, is more consistent, and is user friendly. IFCS automates a form accessible via the Internet to assist departments and agencies in confirming and reconciling investments, borrowings, federal employees' compensation benefits, and retirement benefits. IFCS supports FMS' tactical objective of improving financial management in the Federal government and supports the Office of Management & Budget (OMB) in implementing financial management legislation government-wide.

### **Production Cycle**

The confirmation users submit their reconciling data with their partner agencies every quarter (January, April, July, and November).

### **Getting Started:**

#### **System Access**

In order to access the IFCS application, you must complete the security paperwork (Enterprise System Access Request Form), and learn the steps for signing on to the system.

#### **Security Requirements**

Several steps are involved in completing the security requirements for access to the IFCS applications. These include:

- Submitting a completed GOALS II Enterprise System Access Request Form (ESAAS).
- Being assigned a User ID and Password.
- Signing a non-disclosure form.

Each GOALS II user must complete and submit the GOALS II Enterprise System Access Request Form (ESAAS) and the Rules of Behavior must be completed for each IFCS user. This form identifies potential users and contains pertinent user information. The ESAAS form can be found on the GOALS Home Page at [www.fms.treas.gov/goals](http://www.fms.treas.gov/goals). Submit the completed ESAAS form and Rules of Behavior by fax to 202-874-9907 or mail the form to:

Financial Management Service  
Financial Reports Division  
PGMC II, Room 509B  
3700 East-West Highway  
Hyattsville, MD 20782

Your User ID is assigned by FMS and generally consists of the first initial of your first name followed by up to seven letters of your last name.

Passwords are initially assigned by FMS. The first time you access the system, you should change your password. Passwords may range from 8 to 30 alpha/numeric characters (beginning with a letter). Your User ID is not case sensitive. Your password, however, is case sensitive.

You will need to contact FMS GOALS Customer Support Staff if you forget your password. When you contact the FMS Security Administrators, you will have to provide your PIN to personnel to assure them of your identity.

FMS requires that you sign a non-disclosure form prior to accessing any of the GOALS II applications. The form explains the conditions for use of FMS' data processing and telecommunications system, and lists your responsibilities upon receiving a User ID and Password. The completed form should be sent to:

Financial Management Service  
ISSO  
PGMC II, Room 279  
3700 East-West Highway  
Hyattsville, MD 20782

### **Signing On and Logging Off**

FMS requires you to sign the IFCS Rules of Behavior prior to accessing the application. The form identifies security requirements of the information systems, application, and data.

There are specific steps for signing on to and logging off IFCS. Remember, you must have your User ID, Password, and a browser to access the system. The steps to sign on and log off are listed below:

1. Open the Internet Browser (You can use Netscape Navigator or Internet Explorer.)  
-Double click on the Icon



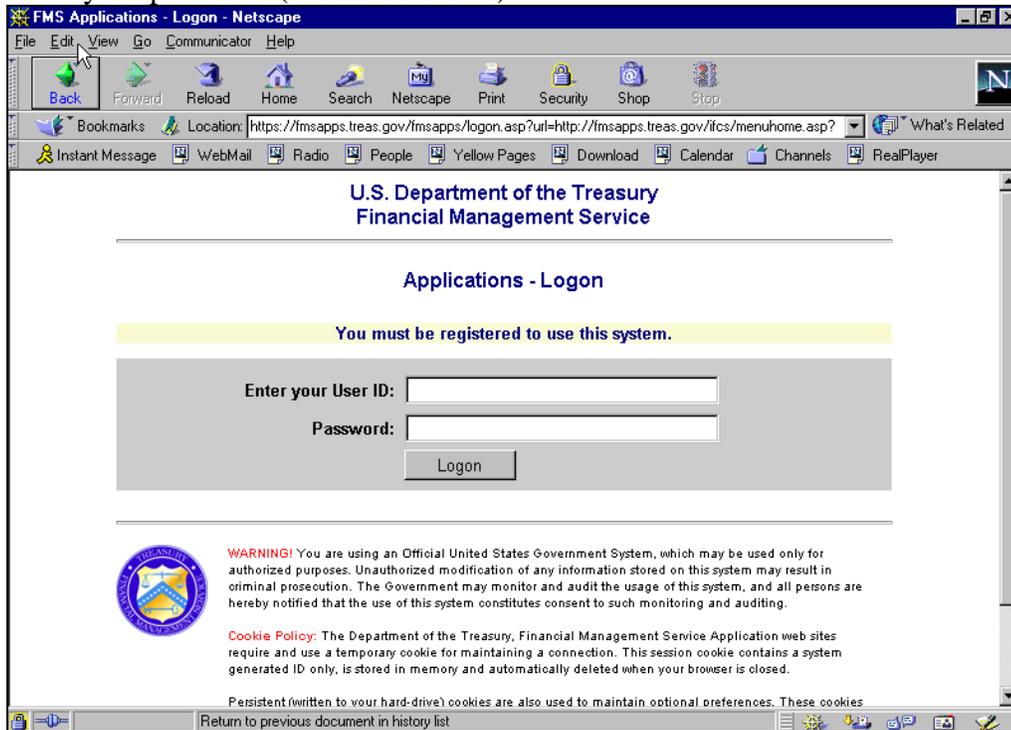
2. Enter the URL Location

<https://fmsapps.treas.gov/ias>



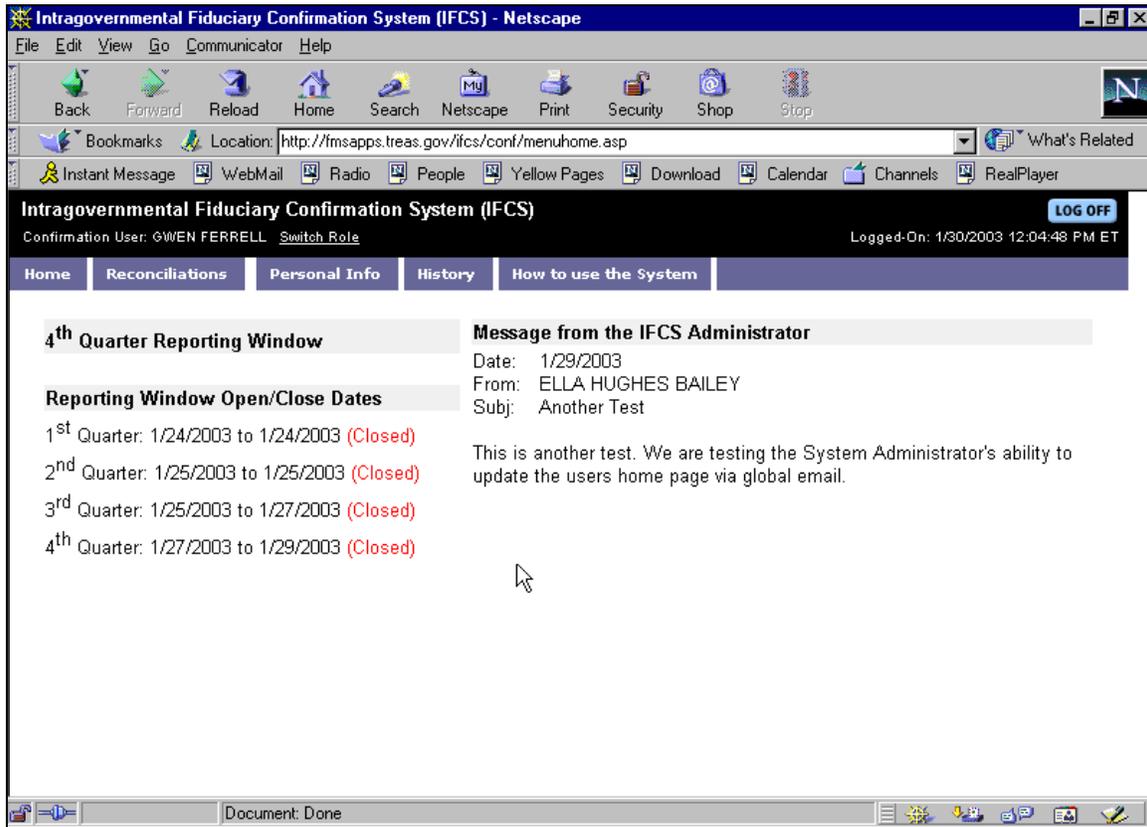
3. Enter User Name (**first initial and last name**) maximum 8 characters and press Tab.

Enter your password (**is case sensitive**).



Press Enter or click on Logon.

- To log off the IFCS system click the **LOG OFF** button in the top right corner of the IFCS title area.



## IFCS User Roles

The specific menus and menu selections that are available to you will differ based on your role. The system identifies you and your role based on your logon information.

The following table describes the roles recognized by the system, and lists the tasks associated with each role. Agency Roles are listed first, followed by a list of the FMS roles.

<u>Role</u>	<u>Description of Tasks</u>
1) Department Administrator	<ul style="list-style-type: none"> <li>Assigns Fund Symbols to Confirmation Users.</li> <li>View/Print Fund Symbol Listing.</li> <li>View/Print Contact Information (All Assigned to Dept).</li> <li>View/Print Dept User(s) Personal Contact Information.</li> </ul>

- View/Print Confirmation Forms & Reports.  
View/Print User Assignments/Unassigned Users.  
View/Print Personal Contact Information.  
View/Print Historical Data.
- 2) Department User  
(Read Only) View/Print Personal Contact Information.  
View/Print Confirmation Forms (Assigned Department Only).  
View/Print Historical Data.
- 3) Confirmation User Edit/Print/View Confirmation Form(s)  
(Assigned Only).  
View/Print “How to Use the System”.  
View/Print Personal Contact Information.  
View/Print Historical Data.
- 4) Fiduciary User  
(Read Only) View/Print Personal Contact Information.  
View/Print Agencies Not Yet Signed Up.  
View/Print List of All Department Administrators.  
View/Print Confirmation Forms & Reports.  
View/Print Historical Data.
- 5) Dept Admin/Confirmation User Assigns Fund Symbols to Confirmation Users.  
View/Print Fund Symbol Listing.  
View/Print Contact Information (All Assigned to Dept).  
View/Print User Personal Contact Information.  
View/Print Confirmation Forms & Reports.  
View/Print User Assignments/Unassigned Users.  
Edit/Print/View Confirmation Form(s)  
(Assigned Only).  
View/Print “How to Use the System”.  
View/Print Historical Data.
- 6) Dept User/Confirmation User View/Print Personal Contact Information.  
View/Print Confirmation Forms (Assigned Department Only).  
Edit/Print/View Confirmation Form(s)  
(Assigned Only).  
View/Print “How to Use the System”.  
View/Print Historical Data.
- 7) Dept Admin/Fiduciary User Assigns Fund Symbols to Confirmation Users.  
View/Print Fund Symbol Listing.  
View/Print Contact Information (All Assigned

To Dept).  
View/Print User Personal Contact Information.  
View/Print Confirmation Forms & Reports.  
View/Print User Assignments/Unassigned Users.  
View/Print Personal Contact Information.  
View/Print Agencies Not Yet Signed Up.  
View/Print List of All Department Administrators.  
View/Print Historical Data.

8) Governmentwide User  
(FMS & GAO Use Only)

View/Print Personal Contact Information  
View/Print Agencies Not Yet Signed Up.  
View/Print List of All Department  
Administrators.  
View/Print Confirmation Forms & Reports.  
View/Print Historical Data.

## **System Navigation**

Specific protocols are used to help you navigate through the IFCS system. These protocols include the menu and submenu scheme consistently used throughout the IFCS, as well as commands, keyboard features, and window features. A chart of menus and submenus has been developed to help you easily navigate through the IFCS system. These navigational protocols are described by roles on pages 12 thru 16.

### **General Scheme of Menus and Submenus**

A system of menus and submenus has been developed to help you easily navigate through the IFCS system. An example of menus and submenus is shown below, and includes the following:

Role: Department Administrator

1. Home (IFCS menu).
2. Assignments menu (which is a IFCS submenu).
3. Making Assignments menu (which is a Assignment submenu).

4. BPD Investment menu (which is a Making Assignment submenu).



## Using Browser Commands to Navigate

The browser command bar contains menu names (**File**, **Edit**, **View**, **Favorites**, **Tools**, and **Help**) as well as toolbar buttons (the small pictures) that provide a variety of functions that you may use to manipulate the browser and its data. You will primarily use the **Back** and **Forward** buttons while working within IFCS application.

The browser **Back** button will take you back to the previously displayed window. A gray-out **Back** button indicates that no further navigation is possible in that direction.

The browser **Forward** button will take you forward to the next window, assuming that the next window had been previously displayed. A gray-out **Forward** button indicates that no further navigation is possible in that direction.

You may **Print** IFCS reports by clicking the Web browser **Print** icon found near the top of the Web page. Another way to print IFCS reports is to selecting **File/Print** on the menu bar at the top of the window.

## Using the Keyboard and Window Features to Navigate

Several keys and standard Windows features are used throughout the IFCS system. These are described below.

The **Tab Key** or **Cursor** may be used to move between fields on a Web page. Use of the Tab key is recommended. Use [Shift-Tab] to move backwards.

**Return** and **Display** often appear at the bottom of IFCS windows, and are command links. These command links cause the IFCS database to be updated with the information you entered in the active window, while simultaneously moving you to the next appropriate window in the IFCS process.

A **Link** is represented by blue underlined text. When you click this text, you are linked to another specific location in the IFCS system. Clicking any one of these links will

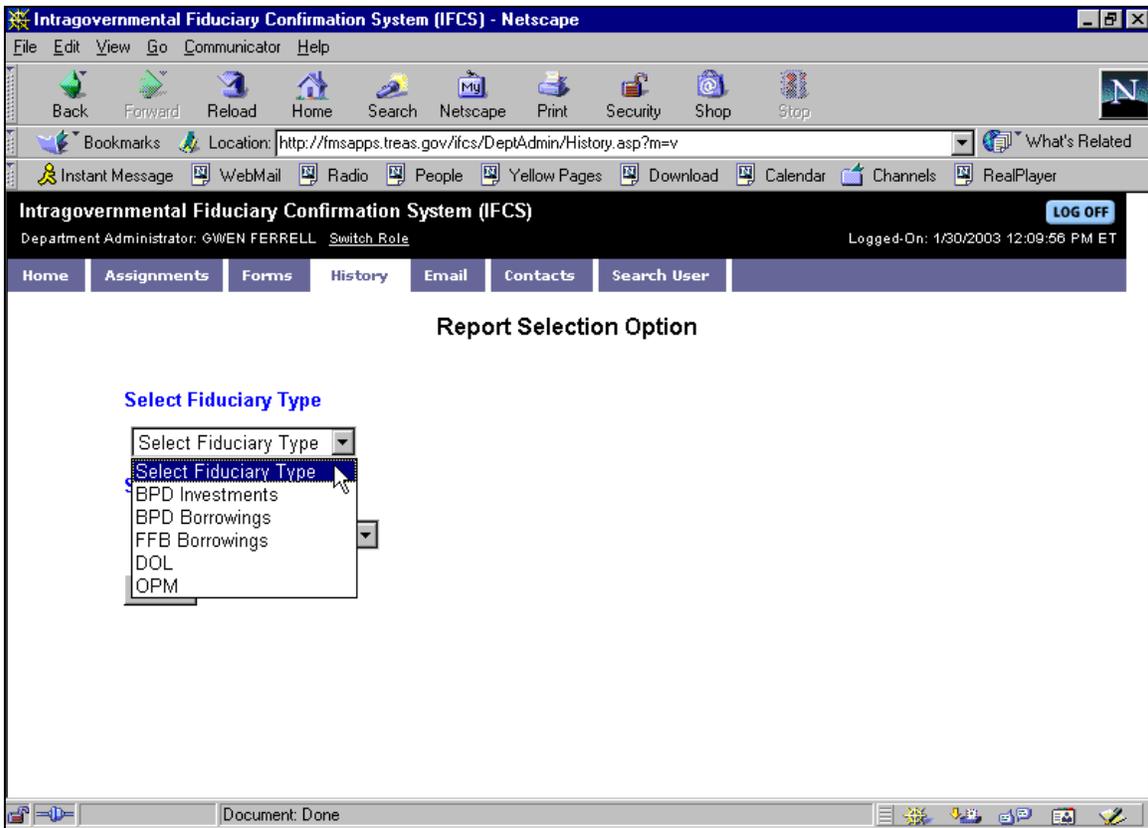
move you to the indicated list in the IFCS system. You can generally click **Back** on the browser menu to return to your original location.

**View** often appears throughout many IFCS windows and is a command link. This command link causes the IFCS database to move you to the next appropriate window on the IFCS process.

## Making Selections and Initiating Actions

Specific protocols are also used to help you make selections while navigating through IFCS. These protocols are industry standard, and are described below.

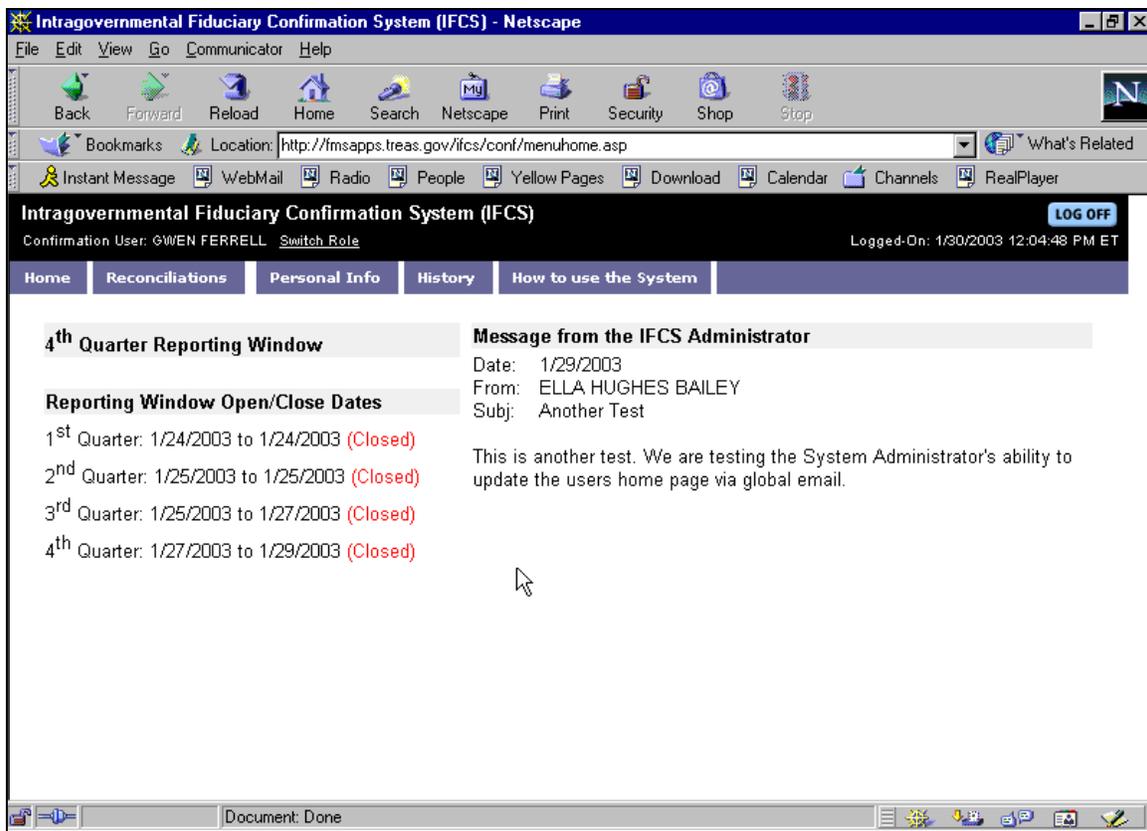
A **Drop-Down List Box** is any type of box containing a list of items that you can select. A drop-down box is a closed version of a list box that you can open by clicking the arrow to the right of the box. You can often scroll through a drop-down list box when it contains numerous items. [To make multiple selections, please hold the **CONTROL** key down and click your selections with the mouse.]



A **Command Button** is a rectangular button that initiates an action. The **Assign**, **Unassign** and **Select** buttons are command buttons. If a command button is grayed-out, the button is currently available for selection.

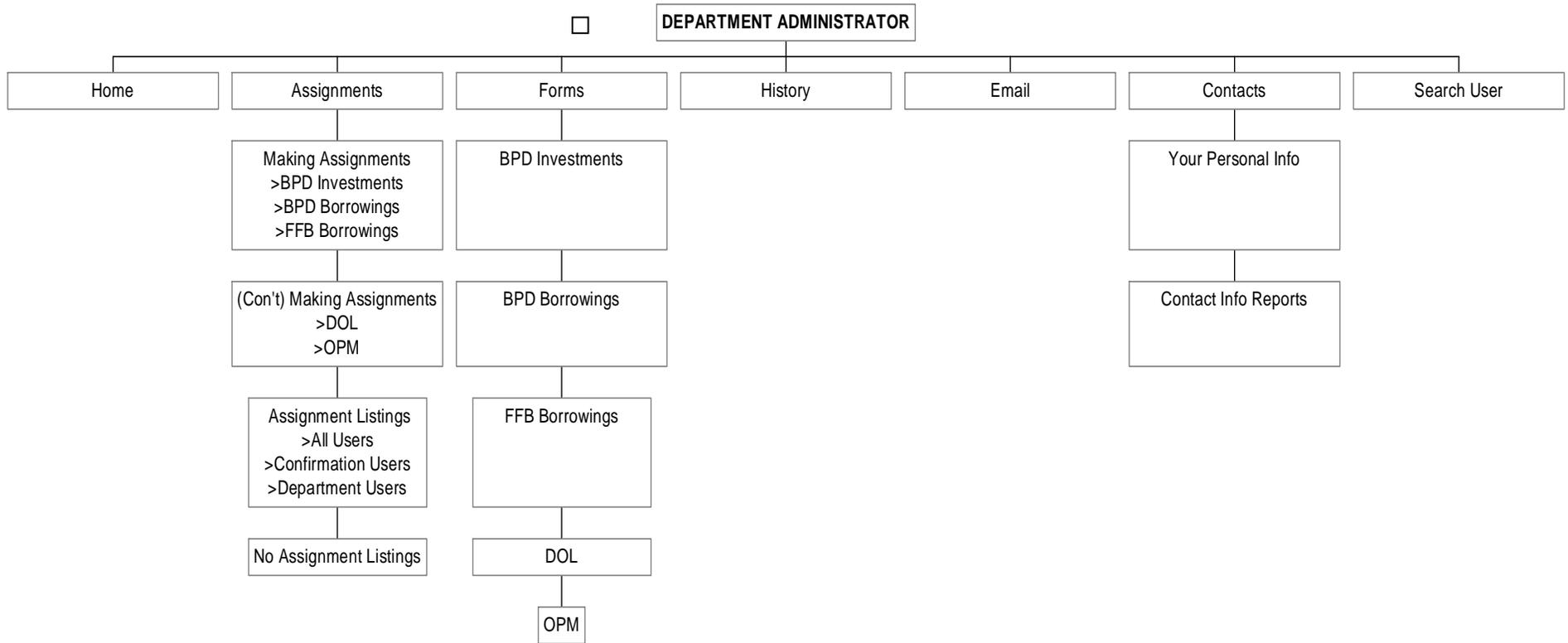
## Accessing the IFCS Home Page

The IFCS home page is displayed as soon as you sign on to the system using your User ID and Password and after the selection of the IFCS link on the GOALS II IAS home page. The IFCS home page includes the IFCS menu, Reporting Window Dates, and additional user information.



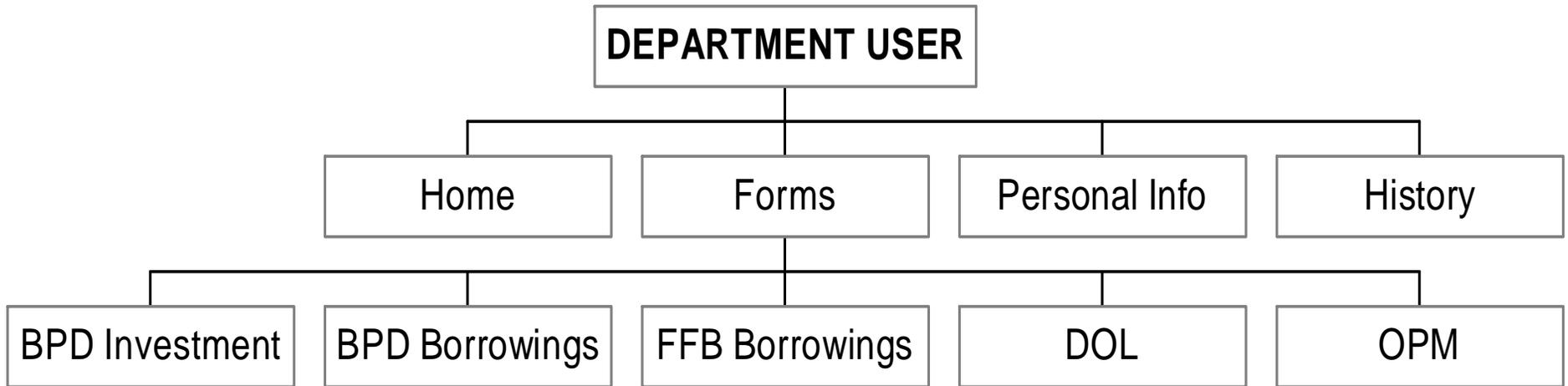
The IFCS menu consists of commands that allow you to access the major functions of the IFCS system. The IFCS menu commands will be different for each role. A chart identifying each role and list the respective functions begin on the next page.

# IFCS ROLE



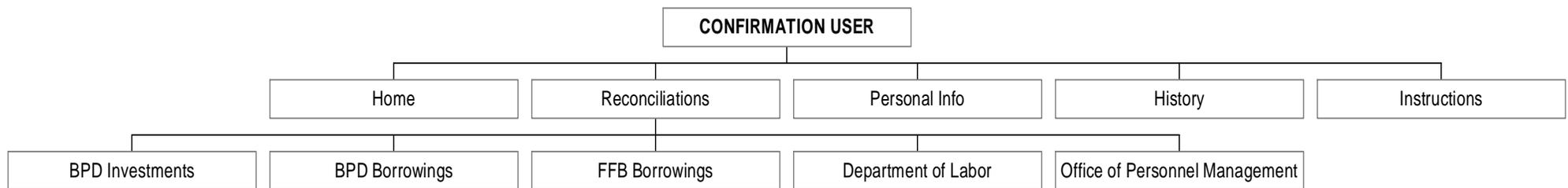
Department Administrator can assign Fund Symbols to Confirmation Users. In addition they can view and print Fund Symbol listings, forms, reports, user assignments, unassigned users, personal contact information, and historical data.

# IFCS ROLE



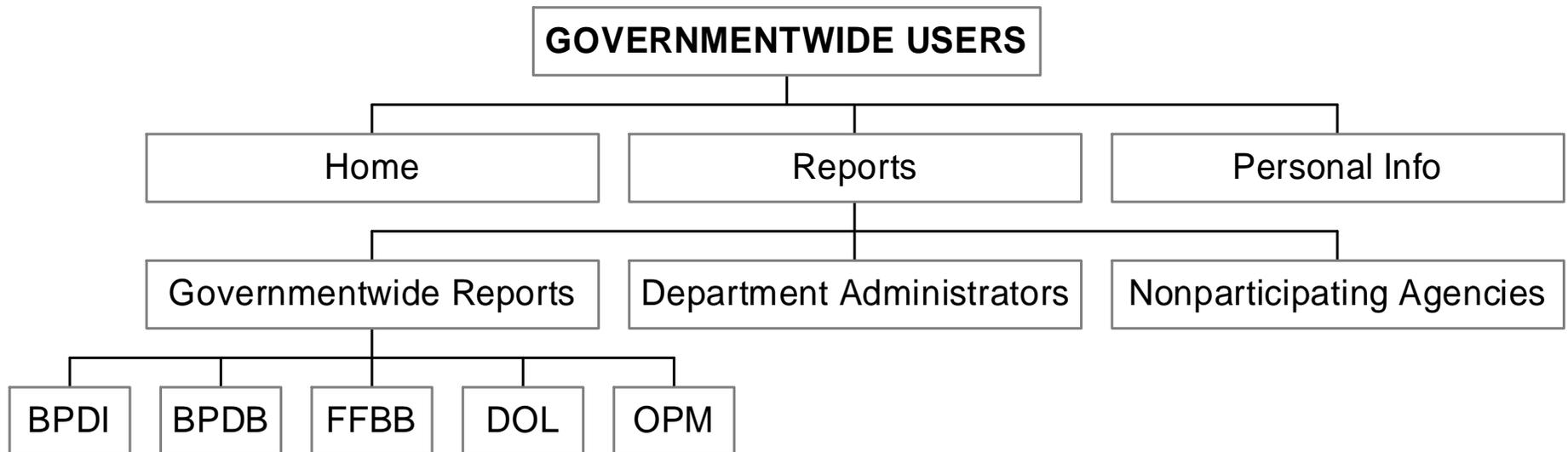
Department User can view and print confirmation forms, personal contact information, and historical data.

# IFCS ROLE



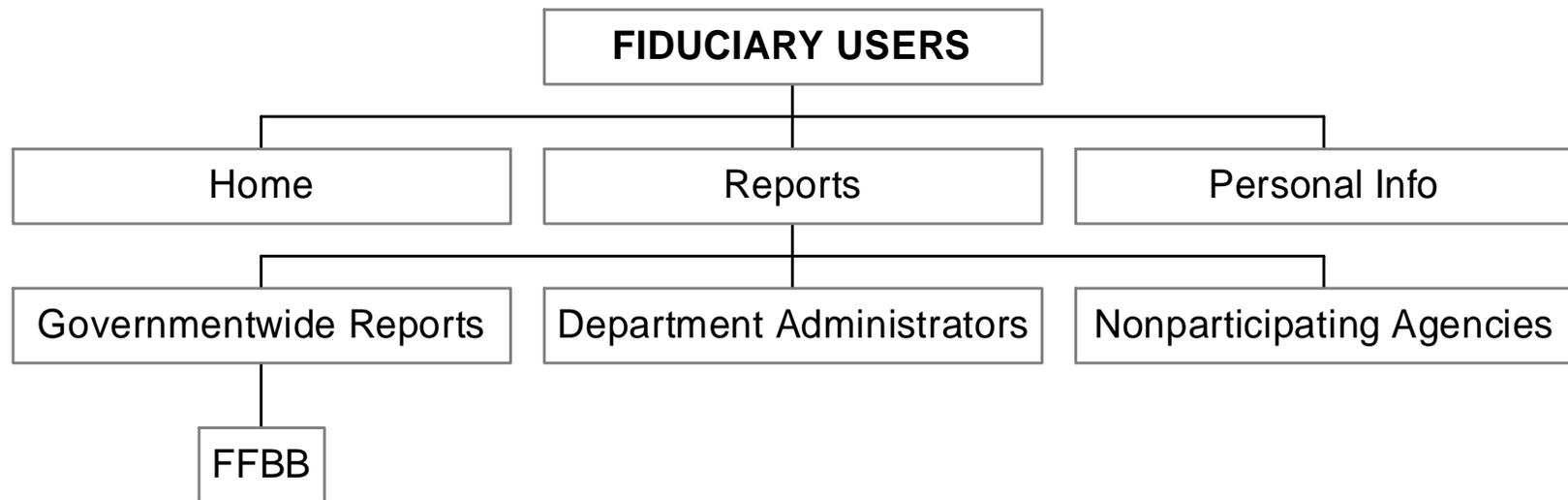
Confirmation User can edit confirmation form(s). In addition they can view and print confirmation form(s), personal contact information, historical data, and confirmation/reconciliation instructions.

# IFCS ROLE



Governmentwide User can view and print a list of all Department Administrators, agencies not signed up, confirmation forms and reports, historical data, and personal contact information.

# IFCS ROLE



Fiduciary User can view and print a list of all Department Administrators, agencies not signed up, confirmation forms and reports, historical data, and personal contact information.