Welcome to the *RFMS/C 1.0.0.0 Business Process Change Reference Document*.

Business Process Change Highlights

The existing *COAST* cashiering is now a centralized process maintained at CGFS. *RFMS/C* is a web-based application accessible on OpenNet. This conversion has streamlined cashiering business-related processes, centralized maintenance and support, and improved funds availability and reference data edits with *RFMS/M*. With *RFMS/C*, the cashiering process ensures improved overall security, audit, and oversight.

Maintenance

With the centralized database, functions that were performed at post are now performed at CGFS. Installation and upgrades ensure the application is always up-to-date. Posts no longer need to transmits data between post and CGFS since daily file loads are now performed by CGFS Operations. Initiation of the new fiscal year is also controlled by CGFS Operations.

Security and user permissions are standardized and maintained by CGFS ISSO. Reports can be generated that shows all cashiering users and permissions.

When *RFMS/C* or *RFMS/M* is down for maintenance and unavailable, the cashier may have limited access to the database. Therefore, post may need to develop a plan for instances of unavailability.

Support

Cashier monitors have direct, real-time access to their posts cashiering activities. Users no longer have to provide screenshots to communicate issues to the cashier monitor through email.

CGFS Customer Support also has direct access to post cashiering data for Tier III support. This eliminates the need for post to upload a database for analysis, development, and testing.

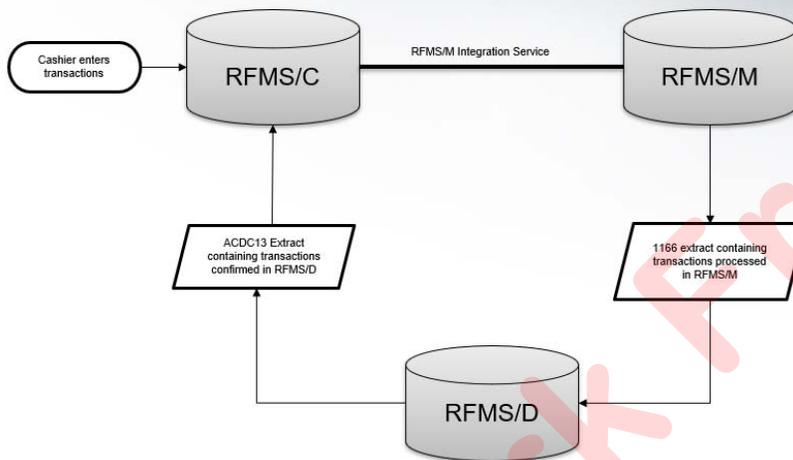Any scripts that may need to be run are initiated by CGFS Operations.

RFMS/C Integration with RFMS/M

Once transactions are entered, approved, and certified in **RFMS/C**, they integrate directly to **RFMS/M**.

RFMS/C Integration with RFMS/M

With RFMS/C, once transactions are entered, approved and certified they are then integrated directly into RFMS/M.

	RFMS/M Integration Service	
Cashier enters transactions → RFMS/C		RFMS/M

ACDC13 Extract containing transactions confirmed in RFMS/D

1166 extract containing transactions processed in RFMS/M

RFMS/D

Transaction Processing with RFMS/M

In **COAST**, transactions are entered, approved, and certified in **COAST**. Then they are batched and sent to **RFMS/M** on an *1166* file. The transactions are not validated by **RFMS/M** edits until the *1166* is loaded into **RFMS/M**, and could be rejected.

The **RFMS/M** integration allows both **RFMS/C** and **RFMS/M** to validate the edits at the time a transaction is entered, approved, and certified in **RFMS/C**. This process significantly reduces the possibility of rejected transactions by **RFMS/M** and the need for Tier III support.

All transactions are now handled on a post level. Transactions submitted by the cashier or FMO/CO in **RFMS/C** are validated against **RFMS/C** and **RFMS/M**. If transactions fail or reject during the validation process, the transaction is placed in a HOLD status until corrected by the cashier or FMO/CO.

Vendors

With the integration of *RFMS/C* and *RFMS/M*, users can select vendors directly from *RFMS/M* for use on transactions. *RFMS/C* is not used to create or maintain vendors outside of *RFMS/M*.

RFMS/C refreshes vendor information from *RFMS/M* when a transaction is approved by the cashier, and during the FMO/CO approval certification. Vendor information is also refreshed from *RFMS/M* when reissuing any transaction.

Certification

In *COAST*, transaction approval is accomplished from the *Cashier Approval* module. Transaction certification is performed in the *Encryption* module where certified transactions are batched and sent to *RFMS/M* on an encrypted 1166 file.

In *RFMS/C*, transaction approval and certification are both performed on the Transaction Approval screen and once certified, transactions are integrated directly into *RFMS/M*. The *Encryption* module has been eliminated.

RFMS/M Unavailability

When *RFMS/M* is unavailable, *RFMS/C* provides the use of a "Placeholder Vendor" to allow transactions to be saved. Once *RFMS/M* is available, the transaction can be edited to replace the placeholder vendor with the actual vendor from *RFMS/M*.

RFMS/C Transaction Reports

New reports improve the cashiering business process and they include the Failed and Rejected Transaction report, the Held Transaction report, the Accommodation Exchange Limit report, the ACDC Matched/ Cleared report, and the ACDC Unmatched report.

Failed and Rejected Transaction Report. This report shows all transaction that have failed or have been rejected. A count of these transactions appear on the home screen.

Held Transaction Report. This report shows all transactions that are in a held status. A count of these transactions appear on the home screen.

Accommodation Exchange Limit Report. This report provides a list of accommodation exchange transactions completed for a vendor in a given date range.

ACDC Matched/Cleared Report. This report shows transaction that have been matched and cleared and can assist in researching ACDC transactions.

ACDC Unmatched Report. This report shows transactions that have not yet been matched and can assist in researching ACDC transactions.

Settings and Transactions

In *COAST*, FMOs at each location are responsible for all cashier configurations. In *RFMS/C,* cashier monitors or the FMO can create and maintain cashiers. FMOs are only required to mark cashiers as **Active** or **Inactive**.

In *COAST*, a cashier's authorized currencies cannot be inactivated. In *RFMS/C*, the cashier monitor or the USDO can activate or inactivate currencies for the cashier.

Transaction Receipts

In *RFMS/C*, transaction receipts are generated automatically on screen for users to print, but are not automatically printed.

The receipt generated at the time a transaction is submitted for the vendor to sign and for the cashier to sign are labeled "Original".

All receipts can be reprinted at a later time from the transaction's detail screen. Reprinted receipts are labeled "Duplicate".

The signature line on receipts are created based on the receipt type and the reviewer section on each cashier code. This provides an indication of who keeps and signs each receipt.

Transaction Processing

In *COAST*, there is no method for determining which transactions were generated by, or are associated to another transaction.

In *RFMS/C*, each transaction detail screen displays a list of transactions associated to the transaction currently being viewed.

Debit Vouchers

In *COAST*, debit vouchers can be created using the *Debit Voucher* module before the Voucher 99 transaction is received from CGFS on the *ACDC.013*.

In *RFMS/C*, debit vouchers can only be created by manual matching the Voucher 99 on the *ACDC.013*.

In *COAST*, a debit voucher in In-Transit (IT) status can be canceled. *RFMC/S* does not allow a debit voucher to be canceled in any status.

Subcashier Reimbursement

In *COAST*, subcashiers can get out of balance if they update the reimbursement request standing before the subcashier transactions have been accepted by the principal cashier.

In *RFMS/C*, the subcashier cannot update the standing on a reimbursement request until after the subcashier transactions have been accepted by the principal cashier. The amount of the reimbursement request must match the amount of the subcashier reimbursement created when the principal cashier accepts the subcashier transactions.

USDO Check Requests

In *COAST*, when a Voucher Type-19 USDO Check Request is rejected in *RFMS/D*, the cashier monitor enters a Voucher Type-99 Cashier Check Request for the cashier. The cashier is not required to correct the USDO Check Request in *COAST*.

In *RFMS/C*, the cashier can cancel and reissue the USDO Check Request within the program. The cashier monitor is not required to enter a Voucher Type 99 in *RFMS/D* for the cashier.

ACDC Match

In *COAST*, automatching is performed when the *ACDC.013* file is loaded at post. In *RFMS/C*, automatching is initiated by the principal cashier through the ACDC Automatch screen and can be performed at any time.

RFMS/C allows the manual match of a Voucher Type-99 Cashier Check Request on the *ACDC.013* with a Voucher Type-18 Replenishment by Check/EFT in *RFMS/C*.

COAST allows transactions in a Cancel Pending (CP) status to be automatched or manual matched. *RFMS/C* requires the FMO to reject or approve the cancelation before the transaction can be matched.

Cashier Reconciliation

In *COAST*, only the subcashier can perform the Official Subcashier Reconciliation. In *RFMS/C*, subcashiers can perform the Daily Reconciliation, but a subcashier supervisor completes the Official Subcashier Reconciliation.

COAST always requires a manual cash count when performing the Cashier Reconciliation. *RFMS/C* allows a manual count or a system count which assumes the cashier's cash on hand in each currency matches the system's calculation of cash on hand.

End of Day

In *COAST*, cashier out of balance and missing End of Day notifications are provided only to the first FMO that logs into *COAST* for the post. If there are multiple FMOs at post, the notification may be provided to an FMO who does not oversee the cashier being referenced.

In *RFMS/C*, the FMO who oversees a cashier is entered in the Reviewer section of Cashier Information. This enables *RFMS/C* to notify the correct FMO if the cashier is out of balance, or missing an End of Day at the time the FMO logs in.

Cashier Bank Account Reconciliation

The *Cashier Bank Account Reconciliation* module in *COAST* is confusing and allows for gaps and errors to be introduced into the reconciliation process.

In *RFMS/C*, the Cashier Bank Account Reconciliation process has been redesigned.

- Gaps between reconciled bank statement periods are no longer permitted.
- Bank statement periods are no longer permitted to cross a calendar month-end.
- Adjustments can only be entered at the time of the official reconciliation.

- Reconciliation statements provide a more accurate picture of the reconciliation and highlights any discrepancies.

Reference Document

This "Business Process Change Reference Document" on page 9 outlines the previous business processes that have changed with the *RFMS/C 1.0.0.0* release. The following table provides:

- A summary of changes by category and functional area
- A description of the previous process and new process
- The impact of the change
- The location of user guides where you can find more information
- The user role affected by each change

These pages are designed so you can tack them to your workspace and quickly view information. If you have suggestions for improving this document, contact the CGFS Customer Support Desk.

No	Impact	Reference Document	CVO	Principal Cashier	Alternate Cashier	Cashier Supervisor	Certifying Officer	FMO	Post Accountant	Voucher Examiner	System Administrator
27	Replenishment EFT to Pass Through account now handled like EFT to Checking Account and impact to the GFS-365/99 lines is the same.	• Cashiering User Guide: "Replenishments"		X							
28	Business Day can be established by the principal cashier performing ACDC.013 automatch or manual match.	• Cashiering User Guide: "End of Day", "ACDC Match"		X							
29		• Cashiering User Guide: "Cashier Bank Account Reconciliation"		X							
30				X							
31		• Cashiering User Guide: "Cashier Bank Account Reconciliation"		X				X			