



# Collections Reporting Web Topics:

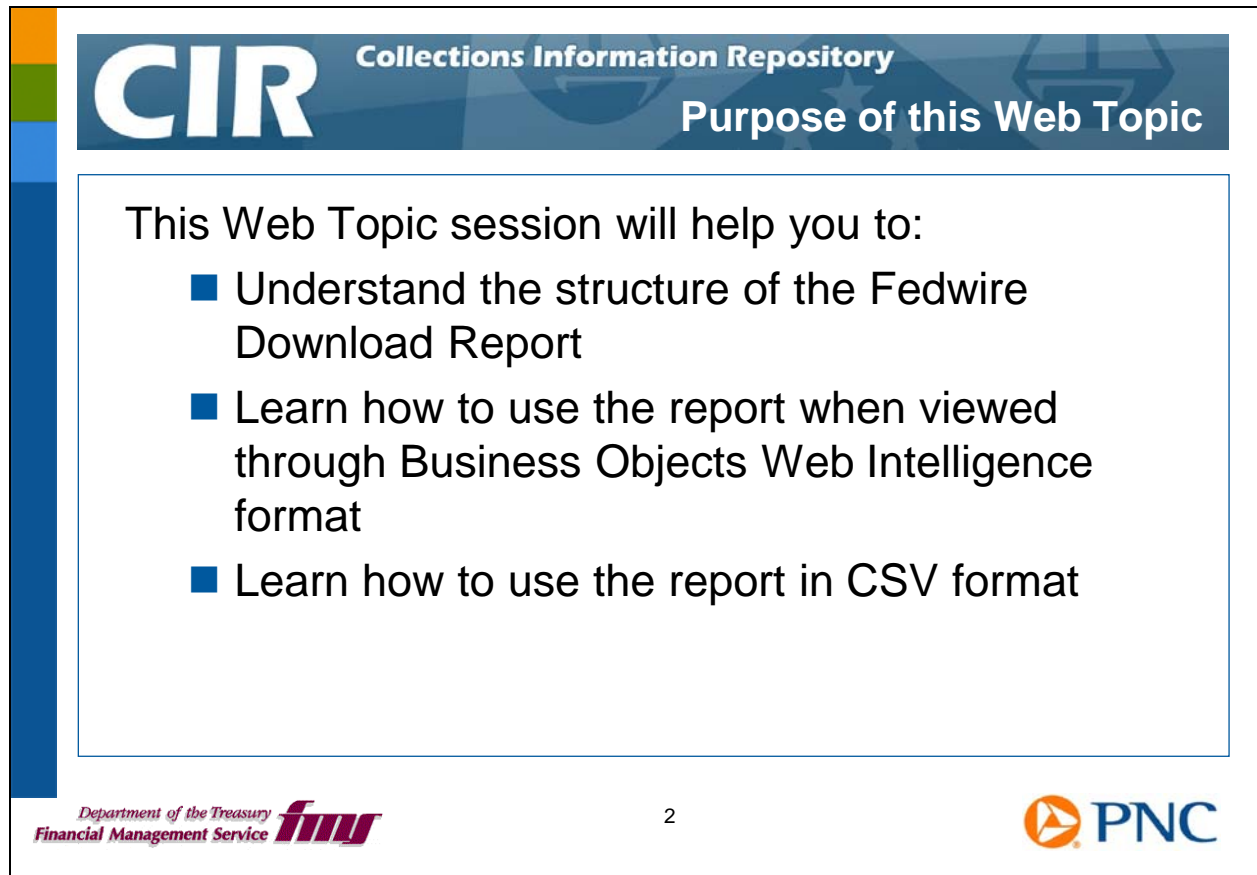
## Using the Fedwire Download Report

January 2013



Hello and welcome to this Web Topic on collections reporting. In this session, we will discuss the Fedwire Download Report and how to use the information in it, especially in different formats.

Before you watch this session, you should be familiar with the structure of standard reports in the Business Objects software. Please log in to the system and watch the Web-based Training (WBT) modules about working with reports, especially the module **Running BO Reports**. Also, you can download several user manuals that will help you as you watch this session and going forward. You'll want to familiarize yourself with the **Business Objects General Help** manual, the **Agency Reports Help** document, and the **Agency Download Reports—CSV File Layout Specification** document in particular. If you have worked with Fedwire information in the CA\$HLINK II system, you can also refer to the manual **CA\$HLINK II to TRS Reports Crosswalk** for tips about mapping the Fedwire information in CA\$HLINK II to the Fedwire information in the new system.




**CIR** Collections Information Repository  
Purpose of this Web Topic

This Web Topic session will help you to:

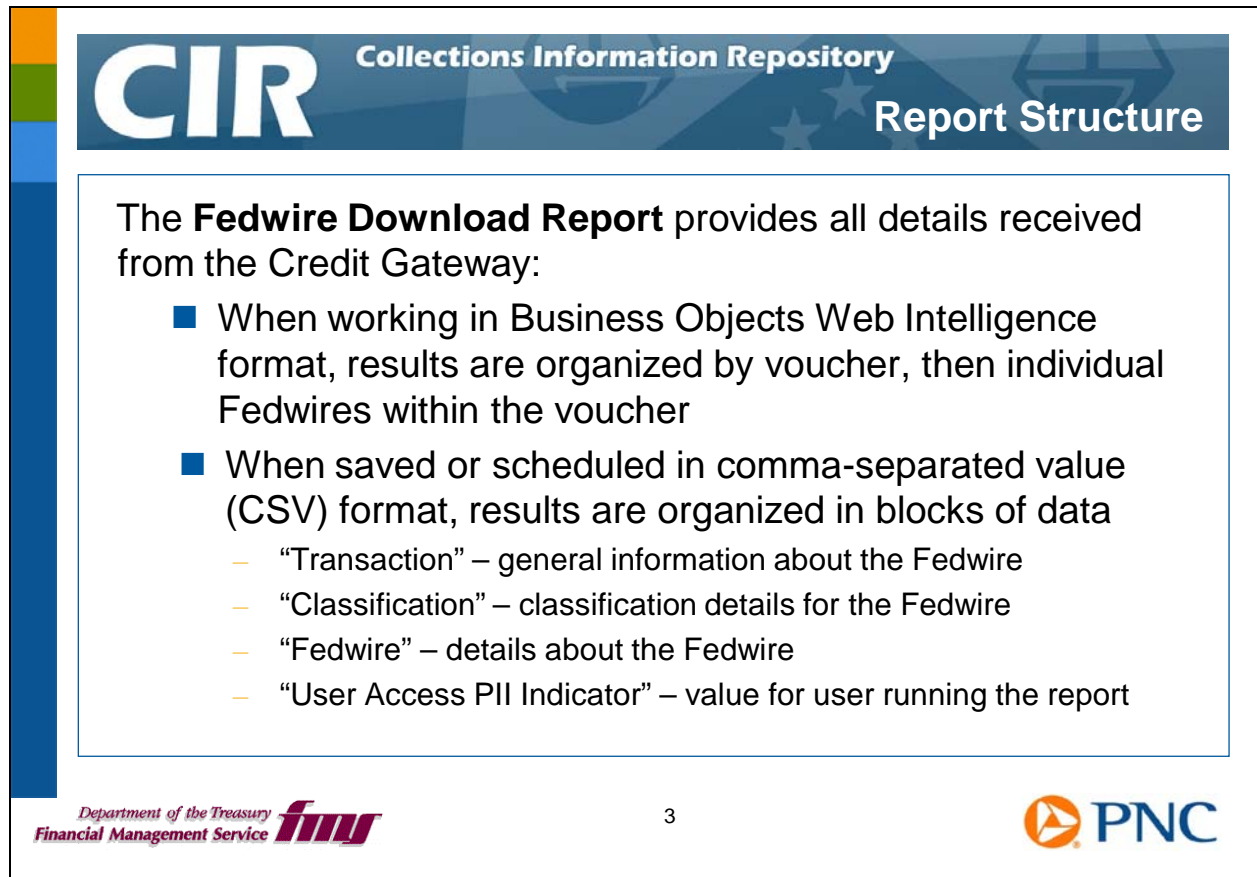
- Understand the structure of the Fedwire Download Report
- Learn how to use the report when viewed through Business Objects Web Intelligence format
- Learn how to use the report in CSV format

Department of the Treasury *fmw*  
Financial Management Service

2



This session will help you understand the structure of the Fedwire Download Report. This report can be used in the standard Business Objects Web Intelligence format, but it was designed to be used in comma-separated value (CSV) format. This session will show you the differences and give you some tips for working with the report in CSV format.



The slide features a header with the CIR logo and the text 'Collections Information Repository Report Structure'. The main content is a text box with a blue border containing a paragraph and a bulleted list. At the bottom, there are logos for the Department of the Treasury Financial Management Service, the number 3, and the PNC logo.

# CIR Collections Information Repository Report Structure

The **Fedwire Download Report** provides all details received from the Credit Gateway:

- When working in Business Objects Web Intelligence format, results are organized by voucher, then individual Fedwires within the voucher
- When saved or scheduled in comma-separated value (CSV) format, results are organized in blocks of data
  - “Transaction” – general information about the Fedwire
  - “Classification” – classification details for the Fedwire
  - “Fedwire” – details about the Fedwire
  - “User Access PII Indicator” – value for user running the report

Department of the Treasury *fmw* Financial Management Service 3 PNC

The Fedwire Download Report provides all details about Fedwire messages as they are received from the Credit Gateway.

When you work with the report in Web Intelligence format, the information is grouped by voucher. You see a row of information about the first voucher of Fedwires meeting your search parameters, and then you see information about each of the Fedwires within the first voucher. After that, you see a row of information about the second voucher meeting your search parameters followed by the Fedwires in that voucher.

When you work with the report in CSV format, the Fedwire information is organized into blocks of data that you see when you view the information as text data in an application like Notepad or Wordpad, or when you use Microsoft Excel. The blocks are the transaction data, the classification data, the Fedwire details, and finally the indicator about the user’s access to personally identifiable information.

CIR
Collections Information Repository
Web Intelligence Format

1<sup>st</sup> voucher

1<sup>st</sup> message of 1<sup>st</sup> voucher

Message Details

Classification

2<sup>nd</sup> message of 1<sup>st</sup> voucher

Voucher Summary										
Voucher Number	Voucher Date	Voucher Type	Number of Fedwire Transactions	ALC	Credit Ind	Voucher Amount				
655655	10/04/2012	215	2	00009999	Y	\$6,226,711.00				
<b>Message Summary: 1210040007777</b>										
Type/Sub-Type	Agency Account ID	Cash Flow ID	Cash Flow Name	Financial Transaction Status	Financial Transaction Type	Business Date	Settlement Date	Credit Ind	Message Amount	Trace Number
1000	8000009999000		DFAS - INDIANA POLIS CENTER	Settled	Collection	10/04/2012	10/04/2012	Y	\$39,143.00	20121108A9A AA99A000999
<b>Message Details</b>										
Tag Label	Tag Name	Element Name	Element Value							
1100	MSG-DISPOSITION	FORMAT-VERSION	30							
		TEST-PRODUCTION-CODE	P							
		MSG-STATUS-IND	N							
1110	ACCEPTANCE-TIMESTAMP	ACCEPTANCE-DATE	1004							
		ACCEPTANCE-TIME	0801							
<b>Reported Classification(s)</b>										
Ckey Class Name	Ckey Class Value	Tax Class Code	Credit Ind	Classification Total Amount						
CG FEDWIRE	8000009999000		Y	\$39,143.00						
<b>Message Summary: 1210040190101</b>										
Type/Sub-Type	Agency Account ID	Cash Flow ID	Cash Flow Name	Financial Transaction Status	Financial Transaction Type	Business Date	Settlement Date	Credit Ind	Message Amount	Trace Number
1500	8000009999000		DFAS - INDIANA POLIS CENTER	Settled	Collection	10/04/2012	10/04/2012	Y	\$5,187,559.00	20121108A9A AA99A000999

Message Details truncated for this example

Department of the Treasury  
Financial Management Service

4

This slide shows an example of the report in Web Intelligence format. First, the report shows information about the first voucher of Fedwires meeting your search parameters. Then there is a row with high-level information about the first message in the voucher. The report then displays the details of the message. After the message details, you see the Classification Data for this Fedwire. After the Classification Data for the first message, the report continues with the high-level information about the second Fedwire message in this voucher.

Note that this report does **not** include a Report Summary block at the top of the report indicating control totals for the report.

If you have worked with CASHLINK II in the past, please note that the 8-character Fedwire ID assigned by CASHLINK II is not available in the current system. Fedwires are identified with the Source Financial Transaction ID assigned by the Credit Gateway. You see this identifier in the Web Intelligence format as the Message Summary number.

CIR

Collections Information Repository

Web Intelligence Format (cont.)

End of information about the final message in the 1<sup>st</sup> voucher

1<sup>st</sup> message of 2<sup>nd</sup> voucher

Reported Classification(s)				
Key Class Name	Key Class Value	Tax Class Code	Credit Ind	Classification Total Amount
CG FEDWIRE	8000009999000		Y	\$6,187,568.00

**Voucher Summary** 2<sup>nd</sup> voucher

Voucher Number	Voucher Date	Voucher Type	Number of Fedwire Transactions	ALC	Credit Ind	Voucher Amount
555555	10/04/2012	215	1	00009999	Y	\$7,200.00

**Message Summary: 1210040067111**

Type/Sub-Type	Agency Account ID	Cash Flow ID	Cash Flow Name	Financial Transaction Status	Financial Transaction Type	Business Date	Settlement Date	Credit Ind	Message Amount	Trace Number
1000	8000009999000		CASH FLOW NAME	Settled	Collection	10/04/2012	10/04/2012	Y	\$7,200.00	20121108A9A AA99A00099 9

Department of the Treasury **Financial Management Service**


5

At the end of the last Fedwire in the first voucher, you see the Classification Data for that message. Then you see the voucher information for the next voucher of Fedwires that meet your search parameters, and then the high-level message information for the first message in that voucher followed by the message details.


CIR
Collections Information Repository
CSV Format

A	B	C	D	E	F	G	H	I
Transaction	Message Summary	Type/Sub-Type	Agency Account ID	Cash Flow ID	Financial Transaction Status	Financial Transaction Type	Business Date	Settle
Transaction	:121004006666	1000	80000999900		Settled	Collection	10/4/2012	
Transaction	121004055555	1500	80000999900		Settled	Collection	10/4/2012	
Classification	Financial Transaction ID	CKey Class Name	CKey Class Value	Tax Class Code	Classification Total Amount	TAS Sub Lvl Prefix	TAS Alloc Xfer Ager	TAS A
Classification	99999000000001	CG FEDWIRE	80000999900		39,143.00			
Classification	99999000000002	CG FEDWIRE	80000999900		6,187,568.00			
Fedwire	Financial Transaction ID	Tag Label	Tag Name	Element Name	Element Value	FedWire Data Element Sequ	Fedwire Section Se	Busin
Fedwire	99999000000001	1100	MSG-DISPOSITION	FORMAT-VERSION		30	1	1
Fedwire	99999000000001	1100	MSG-DISPOSITION	TEST-PRODUCTION-(P			2	1
Fedwire	99999000000001	1100	MSG-DISPOSITION	MSG-STATUS-IND	N		3	1
Fedwire	99999000000001	1110	ACCEPTANCE-TIMESTA	ACCEPTANCE-DATE		1004	1	2

User Access PII Indicator	A	B	C	D	E	F	G	H	I
Y									



6



This slide shows how the same information appears when using it in CSV format and viewed through Microsoft Excel. You see the four blocks of data – Transaction, Classification, Fedwire, and the User Access PII Indicator at the end of the entire report.

CIR
Collections Information Repository
CSV Format (cont.)

Transaction	Message Summary	Financial Transaction ID	Source Financial Transaction ID
Transaction	121004006666	99999000000001	121004006666
Transaction	121004055555	99999000000002	121004055555


  

Classification	Financial Transaction ID
Classification	99999000000001
Classification	99999000000002


  

Fedwire	Financial Transaction ID	Tag Label	Tag Name
Fedwire	99999000000001	1100	MSG-DISPOSITION
Fedwire	99999000000001	1100	MSG-DISPOSITION
Fedwire	99999000000001	1100	MSG-DISPOSITION
Fedwire	99999000000001	1110	ACCEPTANCE-TIMESTAMP
Fedwire	99999000000001	1110	ACCEPTANCE-TIMESTAMP
Fedwire	99999000000001	1110	ACCEPTANCE-TIMESTAMP
Fedwire	99999000000001	1120	OMAD
Fedwire	99999000000001	1120	OMAD
Fedwire	99999000000001	1120	OMAD
Fedwire	99999000000001	1120	OMAD
Fedwire	99999000000001	1120	OMAD
Fedwire	99999000000001	1120	OMAD
Fedwire	99999000000001	1510	TYPE-SUBTYPE
Fedwire	99999000000001	1510	TYPE-SUBTYPE

Fedwire	99999000000002	1100	MSG-DISPOSITION
Fedwire	99999000000002	1100	MSG-DISPOSITION
Fedwire	99999000000002	1100	MSG-DISPOSITION
Fedwire	99999000000002	1110	ACCEPTANCE-TIMESTAMP
Fedwire	99999000000002	1110	ACCEPTANCE-TIMESTAMP
Fedwire	99999000000002	1110	ACCEPTANCE-TIMESTAMP
Fedwire	99999000000002	1120	OMAD
Fedwire	99999000000002	1120	OMAD
Fedwire	99999000000002	1120	OMAD
Fedwire	99999000000002	1120	OMAD
Fedwire	99999000000002	1120	OMAD
Fedwire	99999000000002	1120	OMAD
Fedwire	99999000000002	1510	TYPE-SUBTYPE
Fedwire	99999000000002	1510	TYPE-SUBTYPE



7



Data about a Fedwire from one block of the report can be linked to more data about the same Fedwire in another block using the unique value in the Financial Transaction ID field. This value is assigned by the system to each Fedwire.

In the example shown on this slide, the first Fedwire has a Financial Transaction ID ending in 001. The Transaction information is linked to the Classification data and then to the Fedwire details using this ID. The second Fedwire has an ID ending in 002. You can see how the same kind of linking works for the second message as well.

**CIR** Collections Information Repository  
**Fedwire Download Report Prompts**

Prompts  
Reply to prompts before running the query.

<input checked="" type="checkbox"/>	Select a Business Date Period: <b>2. Previous Business Day</b>
<input checked="" type="checkbox"/>	Select One or More ALCs, All for all ALCs or Members of an ALC Group: <b>All</b>
<input checked="" type="checkbox"/>	Select an ALC Group or Individual ALCs: <b>Individual ALCs</b>
<input type="checkbox"/>	Select a Starting Business Date (M/d/yyyy): (optional) This filter will be ignored because no value has been selected.
<input type="checkbox"/>	Select an Ending Business Date (M/d/yyyy): (optional) This filter will be ignored because no value has been selected.
<input type="checkbox"/>	Enter a Voucher Number or a partial Voucher Number with a wildcard (i.e., 1234%): (optional) This filter will be ignored because no value has been selected.
<input type="checkbox"/>	Enter a Starting Amount: (optional) This filter will be ignored because no value has been selected.
<input type="checkbox"/>	Enter an Ending Amount: (optional) This filter will be ignored because no value has been selected.
<input type="checkbox"/>	Select a Starting Voucher Date (M/d/yyyy): (optional) This filter will be ignored because no value has been selected.
<input type="checkbox"/>	Select an Ending Voucher Date (M/d/yyyy): (optional) This filter will be ignored because no value has been selected.
<input type="checkbox"/>	Enter an Agency Account ID: (optional) This filter will be ignored because no value has been selected.
<input type="checkbox"/>	Enter a Cash Flow ID: (optional) This filter will be ignored because no value has been selected.
<input type="checkbox"/>	Select a Credit Ind: (optional) This filter will be ignored because no value has been selected.
<input type="checkbox"/>	Select One or More Financial Transaction Types: (optional) This filter will be ignored because no value has been selected.
<input type="checkbox"/>	Enter One or More ABAs separated by semicolons: (optional) This filter will be ignored because no value has been selected.

Department of the Treasury **FMU**  
Financial Management Service

8

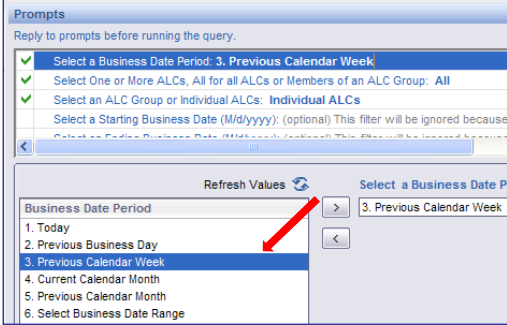
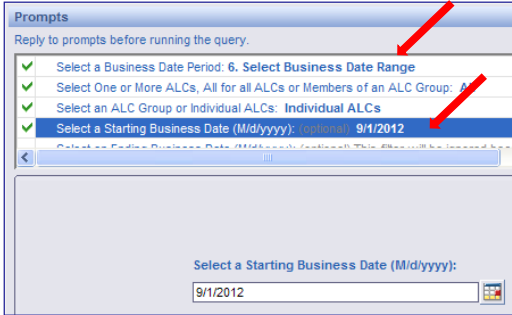
**PNC**

Here are the prompts and default values for the Fedwire Download Report. Note that this report includes only Fedwires that are Settled. You can choose different Financial Transactions Types, such as Collection, Correction, or Reversal.

Let's look at a few examples of how you can use these prompts to develop more targeted reports.



CIR
Collections Information Repository
Example 1 –  
Change the Business Date Period

REPORT LIMIT

Fedwire Download Report – 1,400 records

*Department of the Treasury*  
**Financial Management Service**

9

You can choose different business date periods when you run the Fedwire Download Report. If you want to have a report of Fedwires for the previous week, change the prompt for Business Date Period to **3. Previous Calendar Week**. For a report from a particular business date, change the prompt for Business Date Period to **6. Select Business Date Range**, then scroll to the prompts for **Select a Starting Business Date** and **Select an Ending Business Date** and enter the exact dates.

Remember that the Fedwire Download Report has a limit of 1,400 transactions. Depending on the number of Fedwires your agency receives in a day, you may want to limit your business date period to only one day or a few days. In this way you will ensure that your report includes all the Fedwires for the selected time frame as well as all the related details.

CIR
Collections Information Repository
Example 2 –  
Run a Monthly Report of Reversals

**Prompts**  
Reply to prompts before running the query.

- Select a Business Date Period: **5. Previous Calendar Month**
- Select One or More ALCs, All for all ALCs or Members of an ALC Group: **All**
- Select an ALC Group or Individual ALCs: **Individual ALCs**
- Select a Starting Business Date (MM/yyyy): (optional) This filter will be ignored because no value has been selected
- Select a Ending Business Date (MM/yyyy): (optional) This filter will be ignored because no value has been selected

Refresh Values

Select a Business Date Per

Business Date Period	
1. Today	>
2. Previous Business Day	>
3. Previous Calendar Week	>
4. Current Calendar Month	>
5. Previous Calendar Month	>
6. Select Business Date Range	>

**Prompts**  
Reply to prompts before running the query.

- Enter an Agency Account ID: (optional) This filter will be ignored because no value has been selected
- Enter a Cash Flow ID: (optional) This filter will be ignored because no value has been selected
- Select a Credit Ind: (optional) This filter will be ignored because no value has been selected
- Select One or More Financial Transaction Types: (optional) **Return/Reversal**
- Enter One or More ABAs separated by semicolons: (optional) This filter will be ignored because no value has been selected

Refresh Values

Select One or More Financia

Financial Transaction Type	
Adjustment	>
Chargeback	>
Collection	>
Correction	>
Informational	>
Re-presentment	>
Return/Reversal	>
Unknown	>

Department of the Treasury  
**Financial Management Service**

10

In this example, we'll run a report for returns and reversals for the previous calendar month. First, choose **5. Previous Calendar Month** for the Business Date Period. Then, scroll through the prompts to find the prompt **Select One or More Financial Transaction Types**. Choose **Return/Reversal**.

CIR
Collections Information Repository
Report Results

**Voucher Summary**

Voucher Number	Voucher Date	Voucher Type	Number of Fedwire Transactions	ALC	Credit Ind	Voucher Amount
666666	10/10/2012	215	26	0000000	Y	\$0.00

**Message Summary: 1210100015130**

Type/Sub-Type	Agency Account ID	Cash Flow ID	Cash Flow Name	Financial Transaction Status	Financial Transaction Type	Business Date	Settlement Date	Credit Ind	Message Amount	Trace Number
1002	80000000 9999		CASH FLOW NAME	Settled	Return/ Reversal	10/10/2012	10/10/2012	N	\$5,125.00	20121010AA AAAA900000 00

**Message Details**

Tag Label	Tag Name	Element Name	Element Value
1500	SENDER-SUPPLIED-INFO	FORMAT-VERSION	30
1500	SENDER-SUPPLIED-INFO	URC-DATA	10099999
		TEST-PROD-CODE	P
1510	TYPE-SUBTYPE	TYPE-CODE	10
		SUBTYPE-CODE	02

Department of the Treasury  
**Financial Management Service**

11

The system displays the report of last month's returns. The results are sorted by Business Date first, then by ALC, Agency Account ID, and Voucher Number.

The next slide discusses how to save this report in different formats.

CIR
Collections Information Repository
Save to CSV Format

Tran	Tran	Tran	Tran	F	G
Transaction	1210100133333	1002	800000999999	Financial Transaction Status	Financial Transaction Type
Transaction	1210100144444	1002	800000999999	Settled	Return/Reversal
Transaction	1210100155555	1002	800000999999	Settled	Return/Reversal
Transaction	1210100166666	1002	800000999999	Settled	Return/Reversal
Transaction	1210100177777	1002	800000999999	Settled	Return/Reversal
Transaction	1210100211111	1002	800000999999	Settled	Return/Reversal
Transaction	1210100222222	1002	800000999999	Settled	Return/Reversal
Transaction	1210100233333	1002	800000999999	Settled	Return/Reversal
Transaction	1210100244444	1002	800000999999	Settled	Return/Reversal
Transaction	1210100255555	1002	800000999999	Settled	Return/Reversal
Transaction	1210100366666	1002	800000999999	Settled	Return/Reversal

Department of the Treasury  
 Financial Management Service

12

You can save this report in different formats to help your agency use the information.

Click the **Document** option in the tool bar at the top of the report. Click **Save to my computer as**, then click the format you need.

The Excel format looks like the Web Intelligence format but the report data is in cells, columns, and rows, including the headings.

The PDF format is ideal for printing.

The CSV format allows you to work with the unformatted data in Excel or another reporting tool.

In the example in this slide, the report has been saved in CSV format and opened in Excel.

To learn more about saving reports in different formats, please refer to these materials:

- Business Objects General Help – Downloading Reports**
- Web-Based Training module – Downloading BO Reports**
- Web Topic – Formatting and Printing Reports**

CIR

Collections Information Repository

Scheduling the Report

Department of the Treasury

Financial Management Service **fms**

13

As with all reports that you can run on demand, you can also schedule the Fedwire Download Report to be run in the background. You can then pick it up at your convenience from the system’s Inbox.

First, right-click the title of the report and click **Schedule** from the menu.

Next, enter a title for your report that is meaningful to you.

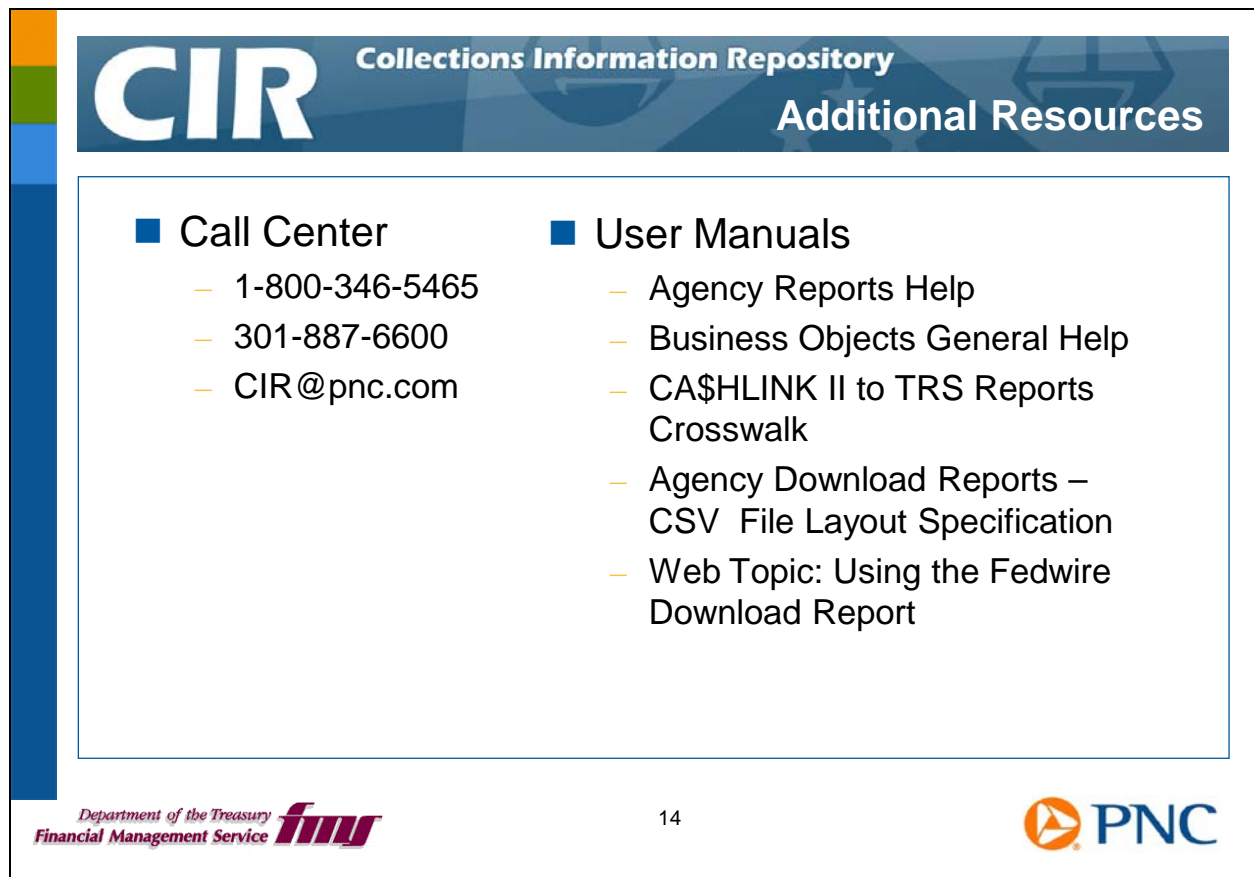
Third, set the recurrence for the report – daily, weekly, monthly, and so on.

Next, modify any of the prompts to get the results you need.

Last, indicate the format for your report and verify that the results are being sent to your system Inbox. Note that this is **not** your agency’s e-mail Inbox. For security reasons, the system will not send financial information through e-mail.

For more details about scheduling reports, please refer to these materials available within the system:

- **Business Objects General Help - Scheduling a Report**
- **Web-Based Training module - Scheduling BO Reports**




The slide features a header with the CIR logo and the text 'Collections Information Repository' and 'Additional Resources'. The main content is organized into two columns: 'Call Center' and 'User Manuals'. The 'Call Center' column lists three items: a toll-free number, a direct line number, and an email address. The 'User Manuals' column lists five items: Agency Reports Help, Business Objects General Help, CA\$HLINK II to TRS Reports Crosswalk, Agency Download Reports – CSV File Layout Specification, and a web topic about using the Fedwire Download Report. The footer contains the Department of the Treasury Financial Management Service logo, the number 14, and the PNC logo.

**CIR** Collections Information Repository  
Additional Resources

- Call Center
  - 1-800-346-5465
  - 301-887-6600
  - CIR@pnc.com
- User Manuals
  - Agency Reports Help
  - Business Objects General Help
  - CA\$HLINK II to TRS Reports Crosswalk
  - Agency Download Reports – CSV File Layout Specification
  - Web Topic: Using the Fedwire Download Report

Department of the Treasury *fmw*  
Financial Management Service

14



Thank you for viewing this session. We hope you'll take advantage of all the information resources available to you.

We encourage you to send us feedback at CIR@pnc.com.