



Federal Financial Management Business Use Cases for Request-to-Procure

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PURPOSE

Treasury’s Office of Financial Innovation and Transformation (FIT) is the Line of Business (LoB) Managing Partner for the Federal Financial Management (FFM) service area. FIT has developed a library of FFM Business Use Cases which reflect the business needs of the financial management community. The library consists of the ***Federal Financial Management Business Use Case Library Overview***, that provides the framework for understanding and using the business use cases, and a series of documents containing the business use cases organized within end-to-end business processes. A list of the available documents can be found in Appendix A.

This document contains the FFM business use cases associated with the Request-to-Procure Business Process and should be used in conjunction with the ***Federal Financial Management Business Use Case Library Overview***.

BUSINESS USE CASE STRUCTURE

The sections of the FFM business use cases are described below.

Business Use Case Identifier: includes information about the key underlying components. The notation for a business use case identifier is shown below.



Business Scenario(s) Covered: identifies differing situations or conditions that occur when executing an end-to-end business process and reflect the scope and complexity of federal government agency missions.

Business Actor(s): identifies the typical offices or roles performing events in the business use case.

Synopsis: provides a summary of the events that take place within the business use case.

Assumptions and Dependencies: includes context information about events that have occurred prior to the first event identified in the business use case or outside of the business use case and dependencies on events accomplished in other business use cases. There are several common assumptions that are established for all business use cases. Additional assumptions or dependencies are included if needed for the specific business use case.

Federal Financial Management Business Use Cases



FFMSR ID Reference(s): includes a list of the Federal Financial Management System Requirements (FFMSR) that apply for the business use case.

Initiating Event: identifies the event that triggers the initiation of the business use case.

Typical Flow of Events: includes the Federal Financial Management (FFM) and non-FFM events that may occur to complete the business scenario(s) included in the business use case. The non-FFM events are provided for business context. Also included are the inputs and outputs or outcomes that one would expect to occur during or as a result of the event.



REQUEST-TO-PROCURE BUSINESS USE CASES

030.FFML1.01 Procurement Within a Single Fiscal Year	
End-to-End Business Process: 030 Request-to-Procure	
Business Scenario(s) Covered	
<ul style="list-style-type: none"> • Single Year Funds 	
Business Actor(s)	
Procurement Office; Finance Office; Vendor	
Synopsis	
A request for the purchase of goods (e.g., non-leased office equipment) is submitted using funds that expire at the end of the current fiscal year. An order or award is prepared and sent to a vendor.	
Assumptions and Dependencies	
<ol style="list-style-type: none"> 1. There may or may not be automated (near/real-time or batch) interfaces between service areas/functions/activities or between provider solutions/systems. 2. There is no presumption as to which activities are executed by which actor, or which activities are automated, semi-automated, or manual. 3. Supporting information for general ledger transactions includes sub-ledger entries when sub-ledgers are used. 4. Appropriate attributes (e.g., object class and project) are included as part of the accounting string. 5. Relationships between use cases are described in the Framework for Federal Financial Management Use Cases found in the related overview document. 6. All predecessor activities required to trigger the Initiating Event have been completed. 7. Funds availability checks are performed against appropriations/fund accounts for obligating funds, and against obligations for disbursing funds in accordance with OMB A-11, Section 150.2. 8. There is sufficient and appropriate time to complete, receive and pay for the purchase of goods. 9. There are sufficient funds to make the purchase. 10. The Agency has purchased from the vendor before and the vendor has already been set up in the FM system. 11. The purchase is made from an approved acquisition schedule. 12. The agency is using commitment accounting. 13. The procurement request includes all necessary information for completing funds control checks. 14. The amount of the approved order or award is the same as the committed amount. 	
FFMSR ID Reference(s)	1.1.2; 2.1.2; 2.2.1
Initiating Event	The federal agency office requests office furniture.



USE CASE 030.FFM.L1.01 PROCUREMENT WITHIN A SINGLE FISCAL YEAR				
Typical Flow of Events				
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
1		a. Receive and begin processing a procurement request (acquisition package) for goods b. Request funds availability check (ACQ.020.010 Procurement Request (PR) Processing)	<ul style="list-style-type: none"> Requirements/specifications for the goods 	<ul style="list-style-type: none"> Submitted procurement request Request for funds availability check
2	Receive and process request for funds availability check (FFM.010.020 Fund Allocation and Control)		<ul style="list-style-type: none"> Request for funds availability check 	<ul style="list-style-type: none"> Funds availability response
3		a. Approve procurement request (ACQ.020.010 Procurement Request (PR) Processing) b. Develop solicitation (ACQ.020.080 Solicitation Documentation Development) c. Issue solicitation (ACQ.020.100 Solicitation Issuance)	<ul style="list-style-type: none"> Funds availability response Submitted procurement request 	<ul style="list-style-type: none"> Approved procurement request Solicitation
4	Receive approved procurement request and solicitation and commit funds (FFM.030.020 Obligation Management)		<ul style="list-style-type: none"> Approved procurement request Solicitation 	<ul style="list-style-type: none"> Appropriate commitment entry created with reference to source information



USE CASE 030.FFM.L1.01 PROCUREMENT WITHIN A SINGLE FISCAL YEAR				
Typical Flow of Events				
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
5	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		<ul style="list-style-type: none"> GL entries 	<ul style="list-style-type: none"> Appropriate GL accounts updated
6		a. Receive vendors’ responses to solicitation and evaluate responses (ACQ.030.010 Proposal Evaluation) b. Select a vendor (ACQ.030.060 Award Decision) c. Develop order or award for that vendor (ACQ.030.070 Contract Award Issuance) d. Request funds availability check (ACQ.030.070 Contract Award Issuance)	<ul style="list-style-type: none"> Approved acquisition schedule Vendor responses to solicitation 	<ul style="list-style-type: none"> Selected vendor Order or award information Request for funds availability check
7	Receive and process request for funds availability check (FFM.010.020 Fund Allocation and Control)		<ul style="list-style-type: none"> Request for funds availability check 	<ul style="list-style-type: none"> Funds availability response
8		Approve and issue order or award (ACQ.030.070 Contract Award Issuance)	<ul style="list-style-type: none"> Funds availability response Order or award information 	<ul style="list-style-type: none"> Approved order or award



USE CASE 030.FFM.L1.01 PROCUREMENT WITHIN A SINGLE FISCAL YEAR				
Typical Flow of Events				
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
9	Receive approved order or award information, obligate funds, and liquidate commitment (FFM.030.020 Obligation Management)		<ul style="list-style-type: none"> Approved order or award 	<ul style="list-style-type: none"> Appropriate commitment liquidation entries created with reference to source information Appropriate obligation entry created with reference to source documentation
10	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		<ul style="list-style-type: none"> GL entries 	<ul style="list-style-type: none"> Appropriate GL accounts updated



030.FFM.L1.02 Procurement During Continuing Resolution	
End-to-End Business Process: 030 Request-to-Procure	
Business Scenario(s) Covered	
<ul style="list-style-type: none"> Procurement During a Continuing Resolution on Procurement 	
Business Actor(s)	
Procurement Office; Finance Office; Vendor, Program Office	
Synopsis	
<p>A request for the purchase of services (e.g., continuation of IT security services for critical financial systems) is submitted during a Continuing Resolution (CR-1). The order (e.g., purchase order, task order, and delivery order) or award is issued as subject to availability of funds and only funds allocated in CR-1 are obligated. CR-1 ends without an approved budget and a second CR (CR-2) is issued. The order or award is modified and the obligated funds are increased by those authorized by CR-2 less the amount previously obligated in CR-1. An approved budget is issued at the end of CR-2. The order or award is modified and funds obligated are increased by those authorized for the fiscal year less the amount previously obligated in CR-1 and CR-2. Funds availability checks are performed to ensure obligated amounts do not exceed the amounts authorized by CR-1, CR-2, or the budget year during each period respectively.</p>	
Assumptions and Dependencies	
<ol style="list-style-type: none"> There may or may not be automated (near/real-time or batch) interfaces between service areas/functions/activities or between provider solutions/systems. There is no presumption as to which activities are executed by which actor, or which activities are automated, semi-automated, or manual. Supporting information for general ledger transactions includes sub-ledger entries when sub-ledgers are used. Appropriate attributes (e.g., object class and project) are included as part of the accounting string. Relationships between use cases are described in the Framework for Federal Financial Management Use Cases found in the related overview document. All predecessor activities required to trigger the Initiating Event have been completed. Funds availability checks are performed against appropriations/fund accounts for obligating funds, and against obligations for disbursing funds in accordance with OMB A-11, Section 150.2. There are two CRs and funding is limited to the amount made available under the CRs. No “no-year” funding is available. During the CRs, no new programs are started. The order or award is for continuation of a program initiated in a prior fiscal year. When the final budget is approved, there are sufficient funds to cover obligations incurred during the CRs. The Agency has purchased from the vendor before and the vendor has already been set up in the FM system. The purchase request includes all necessary information for completing funds control checks during and subsequent to CR-1 and CR-2. 	
FFMSR ID Reference(s)	1.1.2; 2.1.2; 2.2.1
Initiating Event	During CR-1, a request is received to issue a PO to continue services.



USE CASE 030.FFM.L1.02 PROCUREMENT DURING CONTINUING RESOLUTION				
Typical Flow of Events				
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
1		a. Receive and process a purchase request (acquisition package) for services b. Request funds availability check (ACQ.020.010 Procurement Request (PR) Processing)	<ul style="list-style-type: none"> Requirements/specifications for the services 	<ul style="list-style-type: none"> Submitted purchase request Request for funds availability check
2	Receive and process request for funds availability check (FFM.010.020 Fund Allocation and Control)		<ul style="list-style-type: none"> Request for funds availability check 	<ul style="list-style-type: none"> Funds availability response-only CR-1 authorized funds available
3		a. Approve purchase request subject to availability of funds (ACQ.020.010 Procurement Request (PR) Processing) b. Develop solicitation (ACQ.020.080 Solicitation Documentation Development) c. Issue solicitation subject to availability of funds (ACQ.020.100 Solicitation Issue)	<ul style="list-style-type: none"> Funds availability response-only CR-1 authorized funds available Submitted purchase request 	<ul style="list-style-type: none"> Approved purchase request subject to availability of funds Solicitation
4	Receive approved purchase request and solicitation and commit available funds (FFM.030.020 Obligation Management)		<ul style="list-style-type: none"> Approved purchase request subject to availability of funds Solicitation 	<ul style="list-style-type: none"> Appropriate commitment entry created with reference to source information



USE CASE 030.FFM.L1.02 PROCUREMENT DURING CONTINUING RESOLUTION				
Typical Flow of Events				
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
5	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		<ul style="list-style-type: none"> GL entries 	<ul style="list-style-type: none"> Appropriate GL accounts updated
6		a. Receive vendors' responses to solicitation and evaluate responses (ACQ.030.010 Proposal Evaluation) b. Select a vendor (ACQ.030.060 Award Decision) c. Develop order or award for that vendor subject to availability of funds (ACQ.030.070 Contract Award Issuance) d. Request funds availability check (ACQ.030.070 Contract Award Issuance)	<ul style="list-style-type: none"> Approved purchase request subject to availability of funds Approved acquisition schedule Vendor responses to solicitation 	<ul style="list-style-type: none"> Selected vendor Order or award information Request for funds availability check
7	Receive and process request for funds availability check (FFM.010.020 Fund Allocation and Control)		<ul style="list-style-type: none"> Request for funds availability check Order or award information 	<ul style="list-style-type: none"> Funds availability response—only CR-1 authorized funds available
8		Approve and issue order or award subject to availability of funds (ACQ.030.070 Contract Award Issuance)	<ul style="list-style-type: none"> Order or award information Funds availability response 	<ul style="list-style-type: none"> Approved order or award



USE CASE 030.FFM.L1.02 PROCUREMENT DURING CONTINUING RESOLUTION				
Typical Flow of Events				
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
9	Receive approved order or award information, obligate funds authorized by CR-1, and liquidate commitment (FFM.030.020 Obligation Management)		<ul style="list-style-type: none"> Approved order or award subject to availability of funds 	<ul style="list-style-type: none"> Appropriate commitment liquidation entry created with reference to source information Appropriate obligation entry created with reference to source information
10	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		<ul style="list-style-type: none"> GL entries 	<ul style="list-style-type: none"> Appropriate GL accounts updated
11		a. Modify order or award with additional funds made available during CR-2, subject to availability of funds b. Request funds availability check (ACQ.040.030 Contract Modification)	<ul style="list-style-type: none"> Additional spending authority from CR-2 Order or award 	<ul style="list-style-type: none"> Request for funds availability check. Modified order or award
12	Receive and process request for funds availability check (FFM.010.020 Fund Allocation and Control)		<ul style="list-style-type: none"> Request for funds availability check Modified order or award information 	<ul style="list-style-type: none"> Funds availability response—only CR-2 authorized funds, as adjusted by CR-1 Obligations, available

Federal Financial Management Business Use Cases



USE CASE 030.FFM.L1.02 PROCUREMENT DURING CONTINUING RESOLUTION				
Typical Flow of Events				
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
13		Approve order or award modification (ACQ.040.030 Contract Modification)	<ul style="list-style-type: none"> Funds availability response—only CR-2 authorized funds, as adjusted by CR-1 obligations, available 	<ul style="list-style-type: none"> Approved, modified order or award
14	a. Receive approved, modified order or award b. Obligate additional funds to as authorized by CR-2 (FFM.030.020 Obligation Management)		<ul style="list-style-type: none"> Approved, modified order or award subject to availability of funds 	<ul style="list-style-type: none"> Appropriate obligation entry created with reference to source information
15	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		<ul style="list-style-type: none"> GL entries 	<ul style="list-style-type: none"> Appropriate GL accounts updated
16		a. Modify order or award to reflect additional funds made available by approved budget b. Request funds availability check (ACQ.040.030 Contract Modification)	<ul style="list-style-type: none"> Additional spending authority from approved budget Modified order or award 	<ul style="list-style-type: none"> Request for funds availability check. Modified order or award
17	Receive and process request for funds availability check (FFM.010.020 Fund Allocation and Control)		<ul style="list-style-type: none"> Request for funds availability check Modified order or award information 	<ul style="list-style-type: none"> Funds availability response
18		Approve order or award modification (ACQ.040.030 Contract Modification)	<ul style="list-style-type: none"> Funds availability response 	<ul style="list-style-type: none"> Approved, modified order or award



USE CASE 030.FFM.L1.02 PROCUREMENT DURING CONTINUING RESOLUTION				
Typical Flow of Events				
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
19	a. Receive approved, modified order or award b. Obligate funds as authorized by approved budget (FFM.030.020 Obligation Management)		<ul style="list-style-type: none"> Approved, modified order or award 	<ul style="list-style-type: none"> Appropriate obligation entry created with reference to source information
20	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		<ul style="list-style-type: none"> GL entries 	<ul style="list-style-type: none"> Appropriate GL accounts updated



030.FFML2.01 Procurement Across Fiscal Years Using Multi-Year Funds	
End-to-End Business Process: 030 Request-to-Procure	
Business Scenario(s) Covered	
<ul style="list-style-type: none"> • Multi-Year Funds • Multiple Funding Sources • Multiple Vendors on a Procurement request 	
Business Actor(s)	
Procurement Office; Finance Office; Federal Agencies; Vendors	
Synopsis	
A procurement request for development of a complex project is prepared for a federal program with two funding sources. The project is expected to take two years to complete and to require multi-year funds. To help meet local small business development goals, multiple orders or awards from the one procurement request are issued.	
Assumptions and Dependencies	
<ol style="list-style-type: none"> 1. There may or may not be automated (near/real-time or batch) interfaces between service areas/functions/activities or between provider solutions/systems. 2. There is no presumption as to which activities are executed by which actor, or which activities are automated, semi-automated, or manual. 3. Supporting information for general ledger transactions includes sub-ledger entries when sub-ledgers are used. 4. Appropriate attributes (e.g., object class and project) are included as part of the accounting string. 5. Relationships between use cases are described in the Framework for Federal Financial Management Use Cases found in the related overview document. 6. All predecessor activities required to trigger the Initiating Event have been completed. 7. Funds availability checks are performed against appropriations/fund accounts for obligating funds, and against obligations for disbursing funds in accordance with OMB A-11, Section 150.2. 8. There are sufficient funds to make the purchase. 9. The agency is using commitment accounting. 10. The agencies have completed proper acquisition planning steps including the cost estimate. 11. The agencies have obtained the appropriate internal management approvals. 12. The vendors are properly registered in government systems and the relevant payee information has been set up in the FM system. 	
FFMSR ID Reference(s)	1.1.2; 2.1.2; 2.2.1
Initiating Event	A procurement request is submitted.



030.FFM.L2.01 Procurement Across Fiscal Years Using Multi-Year Funds				
Typical Flow of Events				
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
1		Receive and validate procurement request (acquisition package) with multiple funding sources using multi-year funds (ACQ.020.010 Procurement Request (PR) Processing)	<ul style="list-style-type: none"> Information for development project 	<ul style="list-style-type: none"> Validated procurement request Request for funds availability check for each funding source
2	Receive and process request for funds availability check for each funding source (FFM.010.020 Funds Allocation and Control)		<ul style="list-style-type: none"> Request for funds availability check for each funding source 	<ul style="list-style-type: none"> Funds availability response for each funding source
3		a. Approve procurement request (ACQ.020.010 Procurement Request (PR) Processing) b. Develop solicitation (ACQ.020.080 Solicitation Documentation Development) c. Issue solicitation (ACQ.020.100 Solicitation Issuance)	<ul style="list-style-type: none"> Funds availability response for each funding source Validated procurement request 	<ul style="list-style-type: none"> Approved procurement request Solicitation
4	Receive approved procurement request information and solicitation and commit funds (FFM.030.020 Obligation Management)		<ul style="list-style-type: none"> Approved procurement request Solicitation 	<ul style="list-style-type: none"> Appropriate commitment entry is created for each funding source with reference to source information
5	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		<ul style="list-style-type: none"> GL entries 	<ul style="list-style-type: none"> Appropriate GL accounts updated



030.FFM.L2.01 Procurement Across Fiscal Years Using Multi-Year Funds

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
6		a. Develop solicitation (ACQ.020.080 Solicitation Documentation Development) b. Issue solicitation (ACQ.020.100 Solicitation Issuance) c. Receive and evaluate vendor proposals (ACQ.030.010 Proposal Evaluation) d. Select multiple vendors (ACQ.030.060 Award Decision) e. Develop order or award for each vendor (ACQ.030.070 Contract Award Issuance) f. Request funds availability check for each funding source (ACQ.030.070 Contract Award Issuance)	<ul style="list-style-type: none"> Approved acquisition schedule Vendor responses 	<ul style="list-style-type: none"> Order or award information for multiple vendors Request for funds availability check for each funding source
7	Receive and process request for funds availability check for each funding source (FFM.010.020 Funds Allocation and Control)		<ul style="list-style-type: none"> Request for funds availability check for each funding source 	<ul style="list-style-type: none"> Funds availability response for each funding source
8		Request vendor setup with Finance Office (ACQ.030.070 Contract Award Issuance)	<ul style="list-style-type: none"> Funds availability response for each funding source Vendor information 	<ul style="list-style-type: none"> Vendor setup request



030.FFM.L2.01 Procurement Across Fiscal Years Using Multi-Year Funds				
Typical Flow of Events				
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
9	Receive vendor setup request and establish new vendors (FFM.030.010 Payee Set-up and Maintenance)		<ul style="list-style-type: none"> • Vendor setup request 	<ul style="list-style-type: none"> • Vendors established
10		Approve and issue orders or awards to multiple vendors (ACQ.030.070 Contract Award Issuance)	<ul style="list-style-type: none"> • Funds availability response for each funding source • Order or award information for multiple vendors 	<ul style="list-style-type: none"> • Approved order or award for each vendor
11	Receive approved order or award information for each vendor and obligate funds and liquidate commitment (FFM.030.020 Obligation Management)		<ul style="list-style-type: none"> • Approved order or award for each vendor 	<ul style="list-style-type: none"> • Appropriate commitment liquidation entries created with reference to source information • Appropriate obligation entries created for each funding source with reference to source information
12	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		<ul style="list-style-type: none"> • GL entries 	<ul style="list-style-type: none"> • Appropriate GL accounts updated



030.FFM.L2.02 Single Award from Multiple Procurement Requests	
End-to-End Business Process: 030 Request-to-Procure	
Business Scenario(s) Covered	
<ul style="list-style-type: none"> • Single Award from Multiple Procurement Requests 	
Business Actor(s)	
Procurement Office; Finance Office; Federal Agency Requestors; Vendor	
Synopsis	
Procurement requests from two offices (Requestors) within a federal agency are submitted to the Procurement Office. Both requests are for the same item. The procurement requests are combined when a single order or award is issued to a Vendor to fulfill both procurement requests.	
Assumptions and Dependencies	
<ol style="list-style-type: none"> 1. There may or may not be automated (near/real-time or batch) interfaces between service areas/functions/activities or between provider solutions/systems. 2. There is no presumption as to which activities are executed by which actor, or which activities are automated, semi-automated, or manual. 3. Supporting information for general ledger transactions includes sub-ledger entries when sub-ledgers are used. 4. Appropriate attributes (e.g., object class and project) are included as part of the accounting string. 5. Relationships between use cases are described in the Framework for Federal Financial Management Use Cases found in the related overview document. 6. All predecessor activities required to trigger the Initiating Event have been completed. 7. Funds availability checks are performed against appropriations/fund accounts for obligating funds, and against obligations for disbursing funds in accordance with OMB A-11, Section 150.2. 8. There are sufficient funds to make the purchase. 9. The Requestors have obtained the appropriate management approvals. 10. Each Requestor has submitted a procurement request which was approved and an associated commitment for each procurement request has already been established in the FM system. 11. The Agency has purchased from the vendor before and the vendor has already been set up in the FM system. 12. The purchase is made from an approved acquisition schedule. 13. The Agency is using commitment accounting. 	
FFMSR ID Reference(s)	1.1.2; 2.1.2; 2.2.1
Initiating Event	Two approved procurement requests are determined to be requesting the same item.



USE CASE 030.FFM.L2.02 SINGLE AWARD FROM MULTIPLE PROCUREMENT REQUESTS

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
1		a. Develop a single solicitation based on two procurement requests (acquisition packages) (ACQ.020.080 Solicitation Documentation Development) b. Send solicitation to vendors on the approved acquisition schedule (ACQ.020.100 Solicitation Issuance) c. Receive vendors' responses to solicitation and evaluate responses (ACQ.030.010 Proposal Evaluation) d. Select a vendor (ACQ.030.060 Award Decision) e. Develop order or award for that vendor (ACQ.030.070 Contract Award Issuance) f. Request funds availability check (ACQ.030.070 Contract Award Issuance)	<ul style="list-style-type: none"> • Approved procurement requests • Approved acquisition schedule • Vendor responses to solicitation 	<ul style="list-style-type: none"> • Solicitation • Selected vendor • Order or award information • Request for funds availability check
2	Receive and process request for funds availability check (FFM.010.020 Fund Allocation and Control)		<ul style="list-style-type: none"> • Request for funds availability check 	<ul style="list-style-type: none"> • Funds availability response



USE CASE 030.FFM.L2.02 SINGLE AWARD FROM MULTIPLE PROCUREMENT REQUESTS				
Typical Flow of Events				
	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
3		Approve and issue order or award (ACQ.030.070 Contract Award Issuance)	<ul style="list-style-type: none"> Funds availability response Order or award information 	<ul style="list-style-type: none"> Approved order or award
4	Receive approved order or award information, obligate funds, and liquidate commitment associated with each of the procurement requests (FFM.030.020 Obligation Management)		<ul style="list-style-type: none"> Approved order or award 	<ul style="list-style-type: none"> Appropriate commitment liquidation entries created with reference to source information Appropriate obligation entry created with reference to source documentation
5	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		<ul style="list-style-type: none"> GL entries 	<ul style="list-style-type: none"> Appropriate GL accounts updated



APPENDIX A Links to FIT Business Use Case Library Documents

<u>Library Document Content</u>	<u>Linked Document Name</u>
FFM Business Use Case Library Overview	FFM Business Use Case Library Overview
010 Budget Formulation-to-Execution	FFM Use Cases 010 Budget Formulation-to-Execution
020 Acquire-to-Dispose	FFM Use Cases 020 Acquire-to-Dispose
030 Request-to-Procure	FFM Use Cases 030 Request-to-Procure
040 Procure-to-Pay	FFM Use Cases 040 Procure-to-Pay
050 Bill-to-Collect	FFM Use Cases 050 Bill-to-Collect
060 Record-to-Report	FFM Use Cases 060 Record-to-Report
070 Agree-to-Reimburse	FFM Use Cases 070 Agree-to-Reimburse
080 Apply-to-Perform	FFM Use Cases 080 Apply-to-Perform
090 Hire-to-Retire	FFM Use Cases 090 Hire-to-Retire
100 Book-to-Reimburse	FFM Use Cases 100 Book-to-Reimburse
110 Apply-to-Repay	FFM Use Cases 110 Apply-to-Repay