



DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE
P.O. BOX 51317
PHILADELPHIA, PA 19115-6317

To All Federal Agencies for
Which Financial Services Are
Provided By The Philadelphia
Financial Center (PFC)

Management Letter No. 05-01
October 17, 2005

As part of the Government Paperwork Elimination Act (GPEA), the Federal Government is relying heavily on agency use of the Internet and other electronic methods to receive and deliver information and services. As part of this effort, the Philadelphia Financial Center (PFC) evaluated how to automate the delivery of its cancellation reports. PFC has been using the Financial Management Service's web-based technology called Pay.gov to post cancellation listings since March 2004. We are now planning to discontinue the mailing of the paper cancellation reports to our customers effective one month from the date of this letter.

Agencies must now use the Internet Cancellations Application via Pay.gov to access cancellation documents. Please contact a member of the Customer Assistance Staff listed below to assist you with this process.

Kathryne Gave	(215) 516-8115	kathryne.gave@fms.treas.gov
Vandna Gupta	(215) 516-8093	vandna.gupta@fms.treas.gov
Snyezhana Pevzner	(215) 516-8094	snyezhana.pevzner@fms.treas.gov

Pay.gov provides agencies with a "user-friendly" and secure interface to receive their cancellation listings. When cancellation listings are available, notification is sent via e-mail and includes a hyperlink that automatically transfers users to the Pay.gov log-on screen. Users will be prompted to provide a username and password to obtain access to the listings they are authorized to view. Agencies are able to view these listings in a web format (HTML), print the listings in an Adobe PDF format, or have the option of downloading the data into either a PDF or Microsoft Excel format.

Agencies utilize this application to update payments files and to properly report financial activity. This has a positive effect on agency cash management and reporting, as well as provides the agency with ample time to make any necessary changes to its payment files in order to prevent future concerns. Timely receipt of this information improves the overall reporting of the Government's financial condition.

PFC currently has 42 Federal agencies signed up with a total of 112 Agency Location Codes (ALCs). These agencies can now complete their monthly accounting reports by the second day of the month. Cancellation listings transmitted to Pay.gov are available to agencies the next business day. It currently takes five to seven days to process and deliver paper cancellation listings through the US mail. PFC feels that this is a necessary enhancement and looks forward to you signing up as soon as possible.

Sincerely,

A handwritten signature in black ink that reads "Michael Colarusso". The signature is written in a cursive, flowing style.

Michael Colarusso
Regional Director
Philadelphia Financial Center