



DEPARTMENT OF THE TREASURY
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TO: Agencies Serviced by the Austin Financial Center

FROM: Daniel J. Vavasour
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SUBJECT: Internet Cancellations - Pay.gov

The federal government's overall transition to an electronic environment, as part of the Government Paperwork Elimination Act (GPEA), relies heavily on agency use of the Internet and other electronic methods to receive and deliver information and services. In order to support this important initiative, the Austin Financial Center (AFC) examined opportunities to replace paper-based processes with more efficient, automated processes. In line with these goals, AFC has been using the web-based technology of Pay.gov, the Financial Management Service's (FMS) Internet transaction portal, to post cancellation listings since March 2004. In order to maximize the savings and efficiencies made available by this transition, AFC will discontinue the mailing of the paper cancellation reports to its customers on September 30, 2006.

As a result, agencies must use the Internet Cancellations application via Pay.gov to access cancellation documents. Enrollment for the Internet Cancellations application is a simple process that takes only a few days to complete. Please contact a member of the Project and Customer Support staff listed below to assist you with this process.

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Pay.gov provides agencies with a "user-friendly" interface to receive their cancellation listings. Upon receipt and posting of cancellation listings on Pay.gov, agencies receive an email notifying them that their cancellation listings are available, as well as a hyperlink that automatically transfers them to the Pay.gov log-on screen. For their convenience, 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 the cancellation reports to update payment files and to properly report financial activity. Cancellation listings transmitted to Pay.gov are available to agencies the next business day, in comparison to the five to seven days necessary to process and deliver paper cancellation listings through the US mail. As a result, the Internet Cancellations application improves agency cash management and financial reporting. It also provides agencies with ample time to make any necessary changes to its payment files in order to prevent future erroneous transactions. Additionally, the elimination of the paper documents results in significant postage savings for the federal government.

AFC currently has 18 federal agencies signed up with a total of 55 Agency Location Codes (ALCs).

