

About Enterprise Services Center

In the 1980s the US Department of Transportation dedicated the resources to create an unparalleled team of professionals dedicated to supporting the diverse business needs of its agencies. Today, called the Enterprise Services Center, this group assists numerous agencies with a wide range of business needs.

ESC has become a provider of choice because we take the time to learn our customer's business processes and requirements. We first pinpoint each customer's expectations and service level needs, then use the information we've garnered to develop an appropriate custom support strategy.

ESC has extensive experience cross servicing other federal organizations, to include the Government Accountability Office, National Credit Union Administration, Department of Commerce, Consumer Product Safety Commission, Department of Education, US Air Force, Coast Guard, Social Security Administration, Transportation Security Administration, Office of Personnel Management, Commodity Futures Trading Commission, National Endowment for the Arts, General Services Administration, Department of Agriculture, Environmental Protection Agency, Institute of Museum and Library Services, and all of US DOT.

Enterprise Services Center OMB Designations:

February 2005

Financial Management Line of Business (FMLoB)
Shared Service Center for Financial Management

January 2009

Information Systems Security Line of Business (ISSLoB)
Shared Service Center for C&A and other Security Services

Enterprise Services Center Features and Productivity Modules

6500 South MacArthur Blvd.
P.O. Box 25082
Oklahoma City, OK 73125

Phone 405-954-8888
www.esc.gov

For inquiries, please contact
the Office of Customer Services at
405-954-8888 or by email at
CustomerService@esc.gov.




Simplify
your work
www.esc.gov

Features & Productivity Modules

FOR GOVERNMENT AGENCIES

*No other agency or vendor can
match ESC's experience with
the implementation and
servicing of Oracle
Federal Financials.*



Enterprise Services Center

Enterprise Services Center
A Division of the US Department of Transportation



FEATURES & PRODUCTIVITY MODULES



Work with ESC and allow yourself to:

FOCUS

on core competencies by outsourcing accounting services with a performance based Inter Agency agreement

ENJOY

a cost effective and predictable financial system with access to the best financial practices and support

RECEIVE

software upgrades that keep pace with regulations

RELY

on government employees with decades of expertise in federal financial management

OPERATE

under a secure system that is the federal model for information systems security

Federal General Ledger Module

- U.S. Standard General Ledger
- Budget execution, for entry of allocations and cascading down
- Standard General Ledger reports

ESC Features & Enhancements:

- + Financial Statements can be run at the summary and detail level by Standard General Ledger (SGL) account and by Fund and SGL
- + The ESC system allows the customer to drill down from financial statement line items in SGL account and by fund to access details from the sub-ledger
- + Financial Statements can be run by Report Group, Parent, and Fund
- + Value sets accommodate Treasury requirements for proper line reporting on Statement of Budgetary Resources and Statement of Financing
- + The ESC system can produce consolidated Financial Statements
- + Complies with A-136 reporting on Earmarked Funds, Authority type
- + Adjustments are reflected on the Financial Statements without rerunning FACTS I
- + The ability to report Intra-Governmental, Intra-Departmental and Intra-Bureau Eliminations



Federal Purchasing Module

- Centralized entry modification of vendor data
- Requisitions and purchase orders
- Requisitions interface
- Standard purchasing reports
- Travel obligations

ESC Features & Enhancements:

- + Obligations interface – an application programming interface (API) and a multifunctional interface to enter purchase orders, grants, and contracts created in external systems. This interface can also be used to adjust, cancel and/or convert purchase orders from the legacy system
- + Receiving interface

Federal Accounts Receivable Module

- Entry/modification of customer data
- Accounts receivable invoice creation (Billings)
- Standard accounts receivable reports
- Multi-fund accounts receivable
- Inbound collections interface
- Miscellaneous collections

ESC Features & Enhancements:

- + ESC's system provides proper print format of Accounts Receivable Bills
- + Automated Treasury Report
- + Automated debt cancellation and inclusion on the Treasury Report

Project Accounting Module

- Ability to define projects, work breakdown structures and budgets
- Enter projects and tasks
- Define chargeability control to limit charges to projects/tasks
- Record and report costs against projects
- Track committed costs of requisitions, purchase orders and supplier invoices
- Report project status online and in reports
- Integrate with purchasing, payables, general ledger and assets to account for costs
- Interface costs between other applications while maintaining detailed audit trail
- Collect construction in process (CIP) costs and interface asset costs when asset is ready to be in service
- Standard Project Accounting Reports

ESC Features & Enhancements:

- + Capture, allocation and recovery of indirect costs (including step-costing)
- + Budgetary entries for transactions originating in Project Accounting
- + Capture of Trading Partner code on Project Accounting transactions to facilitate proper FACTS I reporting

- Indicates standard functionality provided by Oracle Federal Financials
- + Indicates functionality enhancements or features developed and available through ESC

FEATURES & PRODUCTIVITY MODULES



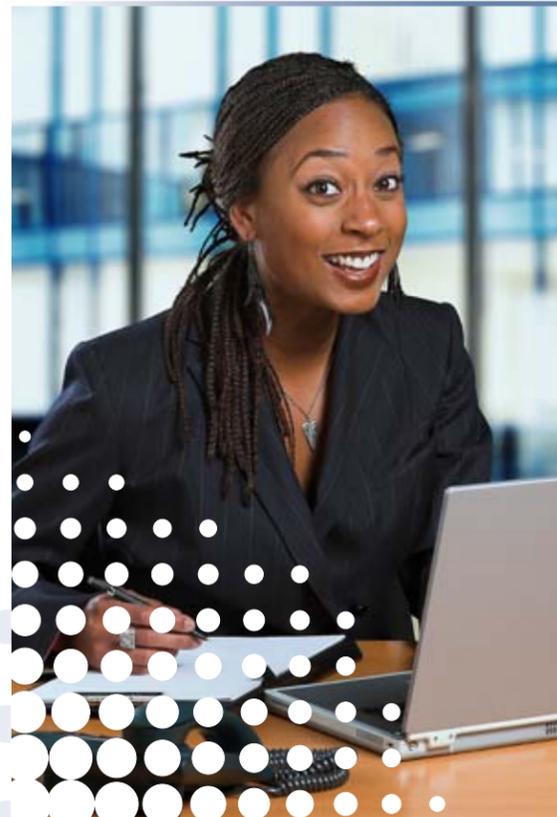
Federal Accounts Payable Module

- Purchase order matching
- Vendor Invoices:
 - Purchases
 - Travel payments
 - Clearing payments
- Standard accounts payable reports



ESC Features & Enhancements:

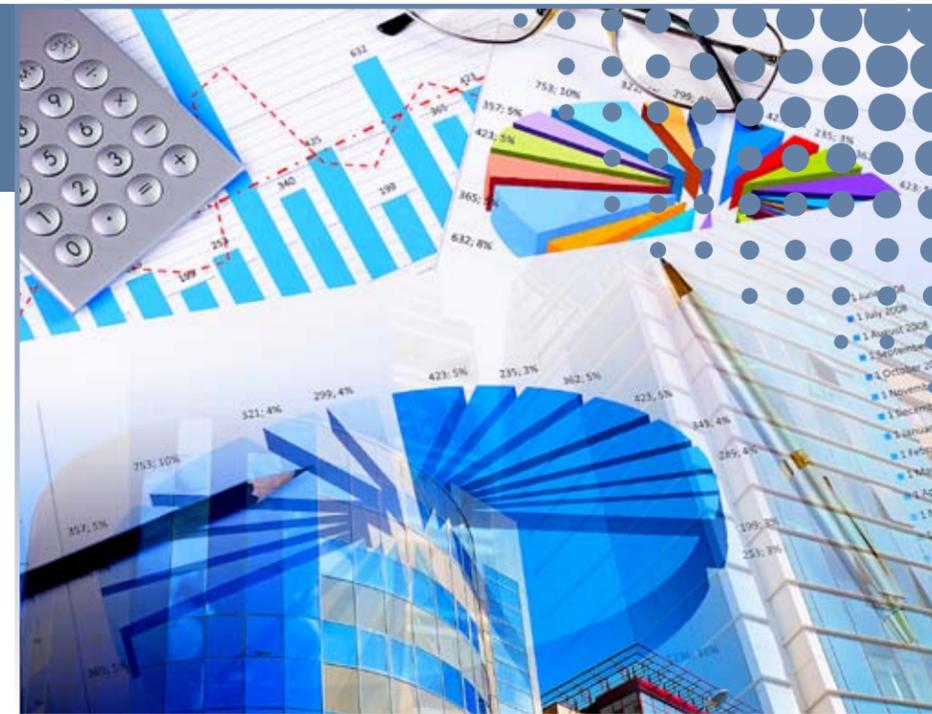
- + Commercial off-the-shelf (COTS) invoice imaging software that fully integrates with the ESC system. Invoices are scanned into the system and placed in queues for the appropriate personnel to approve, create, and pay online invoices. This allows for significant improvement in managing and processing documents
- + Interface government credit card systems transactions
- + Interface travel system transactions
- + Interface GSA Supply and Motor pool transactions
- + Travel advance offset
- + Inbound interface from U.S. Treasury for verification of bank information
- + Interface to U.S. Treasury for bulk transmission of payments
- + Real-time validation of the accounting string for travel card and purchase card
- + Outbound Interface to U.S Treasury Secure Payment System (SPS)
- + 1099 processing for Federal Executive Agency Compliance
- + Generate 1099 report for vendors and customers, and the electronic media transmission to the Internal Revenue Service
- + Generate IRS Form 1099 for mailing



Payroll Module

ESC Features & Enhancements:

- + National Business Center (NBC), Federal Payroll and Personnel System (DOI FPPS)
- + National Finance Center (NFC) payroll system
- + Time and Attendance – An integrated T & A system on a single entry process sends a direct feed to the DOI FPPS. Data is entered via one screen for T&A and Labor Distribution reports



Fixed Assets Module

- Receive asset lines from payables, for capital, CIP (Construction in Process) and expensed assets
- Receive asset lines from projects for capitalized construction projects
- Automated monthly depreciation and depreciation projections
- Can be recorded by bar code numbers for easy asset inventory reconciliation
- Allows for full or partial retirements
- Records all asset transactions, and interfaces them to General Ledger
- View detailed transaction history of an asset
- Scheduled and track maintenance
- Accommodates leased assets, records payment schedules for leases, as well as amortization schedules
- Interface to accounts payable for lease payments
- Warranty information can be tracked
- Standard fixed assets reports

Reporting Module

- The latest versions of COTS reporting tools, such as Discoverer and Oracle Web Reports

ESC Features & Enhancements:

- + Over 300 custom reports
- + On-line access to ESC's system performance data
- + On-line access to ESC's system notifications and accounting operations calendar
- + A data warehouse that uses Oracle's embedded technology enabling users to produce large volume reports and queries without affecting response time of the production system
- + Summary and detail report to meet U.S. Census annual reporting requirement for Federal Grants



Financial Reporting

ESC Features & Enhancements:

- + The ESC system submits bulk transmission to the U.S. Treasury
- + FMS 224 enhanced to record and transmit negative collections
- + Preliminary SF224 is reconciled to General Ledger before submission of Final 224 during the month-end close process
- + FMS224 generated entirely from the system to allow for detail reconciliation to support 6652 reconciliations to the document level aiding in a clean audit opinion
- + Fund tracking and fund usage at the allotment level
- + FACTS I and II
- + SF-133 at summary and detail levels
- + OMB Form and Content Financial Statements (FS)
 - + *FS are produced directly from the core system as follows:*
 - Balance Sheet
 - Statement of Net Cost
 - Statement of Changes in Net Position
 - Statement of Budgetary Resources (SBR)
 - Statement of Financing
 - Statement of Custodial Activity
- + Complies with OMB A-136 reporting requirements
- + FS SGL details can be drilled down at the sub-ledger level
- + ESC can produce the Consolidated FS at the department level
- + ESC has the ability to report Intra-Governmental, Intra-Departmental and Intra-Bureau eliminations

■ Indicates standard functionality provided by Oracle Federal Financials
 + Indicates functionality enhancements or features developed and available through ESC

FEATURES & PRODUCTIVITY MODULES



Customer Training and Documentation

ESC Features & Enhancements:

Complete on-line customer documentation is provided. Documentation is updated monthly and includes the following features:

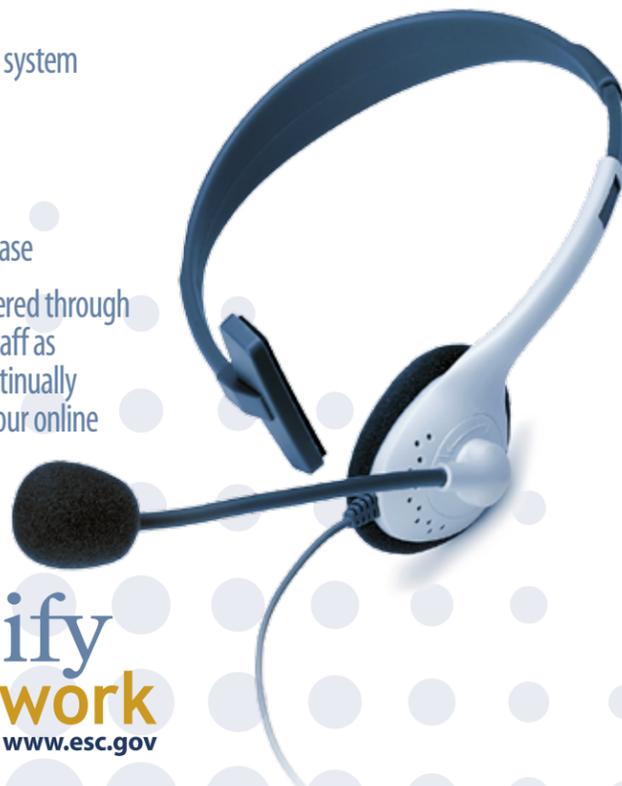
- + Hyperlinked customer procedures and detailed navigation instructions
- + Reference documents
- + Links to download training guides and self-assessment forms
- + Access to policy documents
- + Search helps, including:
 - Quick reference guides
 - A glossary
 - Full-text search
- + On-line access to the ESC system training calendar
- + On-line streaming video training sessions
- + Searchable knowledge base
- + Additional training is offered through ESC University for your staff as needed. We are also continually updating and adding to our online support documentation

Customer Support Help Desk

ESC Features & Enhancements:

On-line access to a customer support help desk tool with the following features:

- + Forms to report a problem or issue
- + Reports to track the progress of the problem or issue
- + Forms to record notes and comments as the resolution of the problem or issue progresses
- + Automated customer survey when the resolution is complete
- + Help desk personnel are on site 6 am to 8 pm Monday - Friday and on call 24/7/365 for emergencies and critical issues



Month-end and Year-end Processing

ESC Features & Enhancements:

Fiscal Year-end:

- + Year-end closing process with the following features:
 - Auto-verify exceptions
 - Pre- & post-closing trial balance
 - Incremental close and carry-forward for auditor adjustments
 - Ability to generate post closing entries incrementally
 - Conduct year-end dry run to capture and resolve issues prior to actual year end processing
 - Create integrity reports to facilitate identification of year-end issues
- + Financial statements directly from the core system

Month-end:

- + Monthly financial statements directly from the core system
- + FMS224 to U.S. Treasury
- + FMS224 generated in the Month-end close process and sent to Treasury first business day
- + Closing occurs on the last business day of the month starting at 1700 CST and is normally completed with preliminary Financial Statements by 0600 ET on the first working day of the month



Treasury Interface

ESC Features & Enhancements:

- + The ESC system submits bulk transmissions to Treasury - eliminating manual input to MAX
- + Programs convert the Oracle flat file to an ACH file that meets Treasury requirements. The process merges all of the vendor and employee ACH files into consolidated files
- + Programs create and merge the paper check files into a single "consolidated" file that is sent to Treasury for processing
- + Same Day Pay capability



Standard Interfaces

ESC Features & Enhancements:

Inbound:

- + Payroll
- + Third Party Pay
- + Travel Advance Offset
- + Credit Card
- + Collections
- + Travel
- + GSA Supply
- + GSA Motor pool

Outbound:

- + Payroll Data
- + U. S. Treasury Payment Data
- + IRS 1099 Data
- + Client Side Validation (CSV), also referred to as Web Client and Web

Call, allows agencies to verify the accounting entered into an external system is valid in the ESC system using real-time validation. This feature reduces the number of invalid accounting code combinations interfaced into the ESC system, significantly reducing rejections and error corrections. At this time, GovTrip and U.S. Bank Access Online are connected to the ESC system with CSV

- + Data extracts from ESC to agencies - (extracts are used to edit input files to the ESC system)

Additional ESC Enhancements:

- + ESC's system provides custom interface for purchase orders and adjustments, allowing a customer to view any transmission errors and correct data using the Obligation Interface Correction form
- + ESC's system provides customer interface from external systems requisitions and adjustments to the ESC system, allowing a customer to view transmission errors and correct data using the Requisition Interface Correction form. This tool is valuable for processing large numbers of requisitions, as in grant transactions
- + The ESC system submits bulk transmission to the IRS and produces IRS 1099s to send to customers

Simplify
your work

www.esc.gov

- Indicates standard functionality provided by Oracle Federal Financials
- + Indicates functionality enhancements or features developed and available through ESC

Enterprise Services Center 
A Division of the US Department of Transportation

FEATURES & PRODUCTIVITY MODULES



Access Security Enhancements

ESC Features & Enhancements:

- + Passwords are set to a minimum of eight characters and complex passwords are required
- + Accounts are deactivated if the initial password is not reset within 30 days
- + An account is deactivated if the customer does not access the account within 45 days
- + The ESC system provides automated programming to deactivate Federal employees who have separated
- + The ESC system provides masking of Privacy Act (SSN) data and detailed security at the form level to allow customers with a small workforce to maintain adequate separation of duties

DASHboard

- Daily Business Intelligence
- Balanced Scorecard
- Web Portal modules

ESC Features & Enhancements:

- + Pushes both financial and program performance metrics to managers' desktops for decision making
- + Provides drill-down capability to the individual transaction level and includes detailed financial performance metrics reported monthly to the Office of Management and Budget (OMB)

Workflow Enhancements

- AP/PO Document Approval workflows/processes
- AP/PO Account Generator workflows/processes

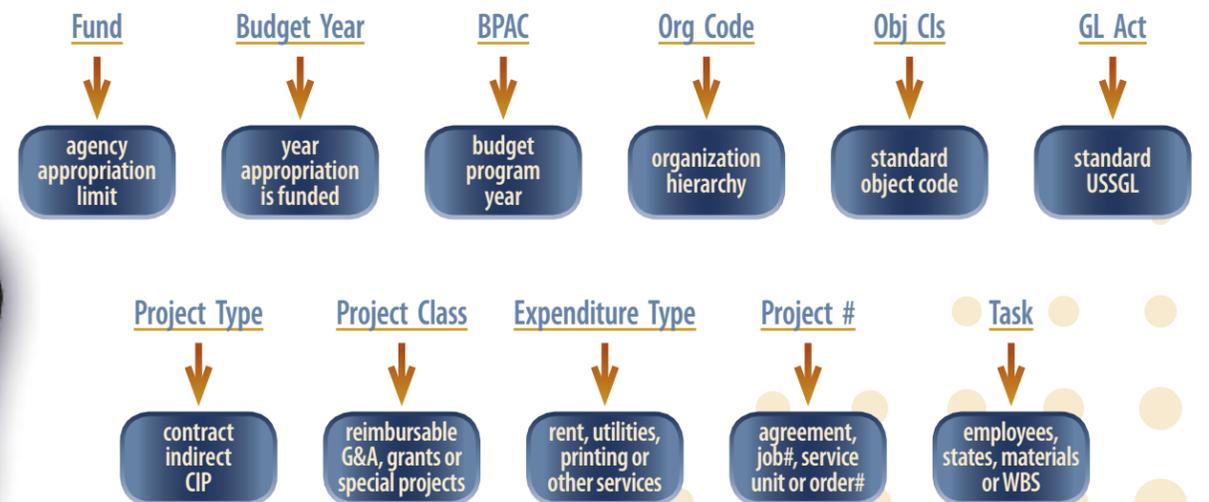
ESC Features & Enhancements:

- + The ESC system provides monitoring of the approval processes to detect errors and ensure completion
- + The ESC system has created and maintains Account Generator workflows

Simplify
your work
www.esc.gov



Accounting Flexfield



- Indicates standard functionality provided by Oracle Federal Financials
- + Indicates functionality enhancements or features developed and available through ESC



Simplify
your work
www.esc.gov

