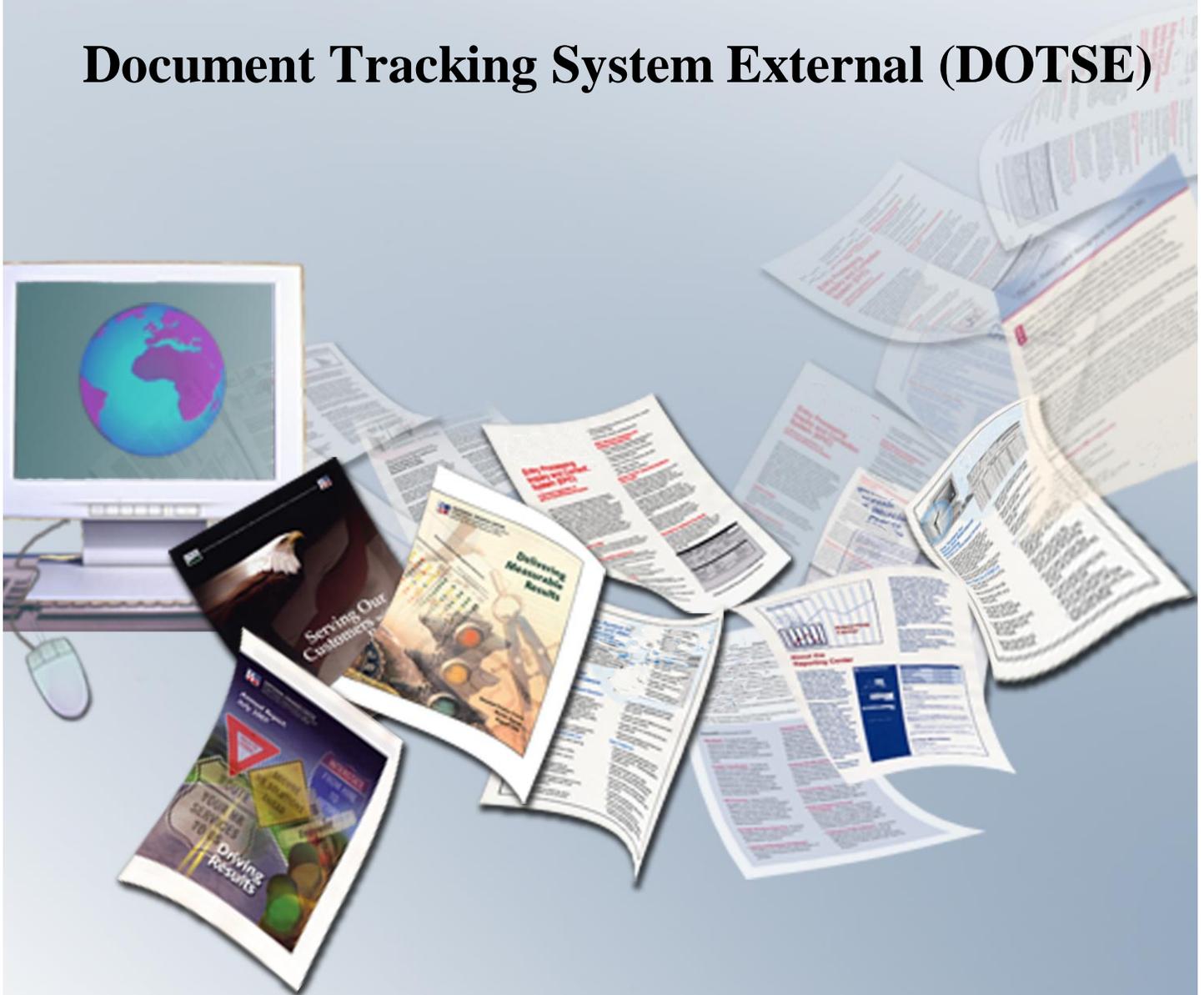




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Document Tracking System External (DOTSE)



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PROCEDURE MANUAL
Document Tracking System External (DOTSE)



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Latest Update Information

The following changes have been made to the Document Tracking System External (DOTSE) procedure:

Section	Description of Change
DOTSE Procedure Manual	Procedure document has been updated throughout to be accessible with assistive technology according to Section 508 of the Rehabilitation.



Introduction

This procedure provides instructions for accessing and operating the Document Tracking System External (DOTSE). The following information will help you to use the procedure more effectively and to locate further assistance if needed.

This section includes the following topics:

System Overview	3
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System Overview

This procedure provides instructions for accessing and operating DOTSE. DOTSE is an online database management system of the United States Department of Agriculture (USDA) that is used to process recertified payments.

DOTSE processing is an effort involving Agency and National Finance Center (NFC) entries. The Inquiry Information (option 1) of DOTSE is utilized for an electronic log of recertified payment requests entered by Agencies or by NFC Contact Center technicians. Telephone inquiries from the clients and NFC's responses are entered by NFC Contact Center technicians. Requests for information and recertified payments are entered by the Agency. NFC technicians enter responses and/or additional information pertaining to these requests.

For more information see:

Recertified Payments	3
History	4
Reporting	4

Recertified Payments

Recertified payments are a result of the issuance of a second payment when the payee claims non-receipt, loss, theft, destruction, forgery, or cancellation of a Treasury check or direct deposit/electronic funds transmission (DD/EFT) for the first payment. Agencies enter the data in DOTSE to initiate the recertification process. NFC verifies the data and completes the recertification process. Voluntary Allotments, Discretionary Allotments, Child Supports, and other third party payments will be processed by NFC.



History

History begins with DOTSE implementation for the Inquiry and Recertification options. MANLOG's history began July 1993. The data is retained indefinitely or until there is a need to purge the system.

Reporting

DOTSE is defined to FOCUS. You may use FOCUS to create ad hoc reports.

System Access

For more information see:

Remote Terminal Usage and Security	4
Security Access	4
DOTSE Security	6
Sign-On	6
Signoff	9
Change Your Password	9

Remote Terminal Usage and Security

Access security is designed to prevent unauthorized use of systems and databases. For information about access security, including user identification (ID) numbers; passwords; and obtaining access to a specific system contact your Agency Security Office.

To access DOTSE you must (1) have authorized security clearance and (2) use a terminal or personal computer that is connected through your telecommunications network to the mainframe computer located at NFC. For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Security Access

The following information describes the security environment at NFC.



Security Software

System security at NFC is managed by CA TOP SECRET, a commercial access control package operated in an IBM Multiple Virtual Storage (MVS) environment. CA TOP SECRET provides protection for dataset, library programs, input/output devices, and most system resources. It also controls access to data processing resources and facilitates through a three-step process as follows:

1. CA TOP SECRET validates the user to determine if he/she is authorized to use DOTSE. The user's logon access (user ID and password) is validated during the logon process.
2. CA TOP SECRET confirms that the user is authorized to use the requested facility.
3. CA TOP SECRET determines if the user is authorized to use the requested resources (e.g., datasets, programs, transactions, database subschemas, security access code (SAC), etc.).

Validation Process

To facilitate user access to NFC-maintained systems, significant interaction/interface among software packages is necessary to control access. This interaction is transparent to the user. The following steps occur during a sign-on to DOTSE.

1. The user is prompted to enter his/her user ID and password.
2. At the Application prompt, the user then types **DOTSE**.
3. CA TOP SECRET validates the user ID, password, and access authorization to DOTSE.
4. Upon verification/validation of the user ID and password, the user is logged onto the NFC mainframe computer and into DOTSE.
5. Integrated Database Management System (IDMS) security controls are then checked. The user must be established in the data dictionary (the user record name is the same as the Accessors ID (ACID) name) in order to proceed.
6. The user is allowed to execute the DOTSE program which will perform his/her assigned function as long as his/her security access for the program match.
7. The CA TOP SECRET profiles are used to determine if the user can access the subschema where the data is stored. The CA TOP SECRET user's permissions are read to determine if access is allowed.

The SAC is used to verify if access is to be granted to a particular record. The primary SAC entry is:

SAC:DORPSSSSDDAAOOOO,Where SSSS=PAYE or MANL, DD=department code,
AA=Agency code, OOOO=personnel office identifier (POI)



2. Press **Enter** to display the NFC banner screen.

```

=====
==      Current Date      SNX32783      T30N3022      PF1=HELP      ==
=====
==              NN      NN      FFFFFFFF      CCCCCCCC      ==
==             NNN      NN      FFFFFFFF      CCCCCCCC      ==
==            NNNN      NN      FF      CCC      ==
==           NN      NN      NN      FFFFFFFF      CCC      ==
==          NN      NNNN      FFFFFFFF      CCC      ==
==         NN      NN      FF      CCCCCCCC      ==
==        NN      NN      FF      CCCCCCCC      ==
=====
==              National Finance Center              ==
==              Office of the Chief Financial Officer  ==
==              United States Department of Agriculture ==
=====
==              For Authorized Use Only              ==
== ENTER USER ID =          PASSWORD =          NEW PASSWORD? N ==
==                                     (Y or N) ==
== ENTER APPLICATION NAME =          OR PRESS ENTER FOR MENU ==
=====
    
```

Figure 2: NFC Banner Screen

3. Complete the fields as described below.

Field	Description/Instruction
Enter User ID	Type your assigned user identification (ID) (i.e., NF0999). Press Tab .
Password	Type your password. (Your password is not displayed on the screen.) Press Tab . Note: You may press Enter (instead of Tab) after typing your password to go directly to the CL/SUPERSESSION Main Menu screen.
New Password?	Displays system-generated "N." If you are not changing your password, press Tab. If you are changing your password, enter "Y." Then complete the steps for changing your password as described under Changing Your Password.
Enter Application Name	Type the application acronym and press Enter to go directly to that system. OR Leave the field blank and press Enter to go directly to the CL/SUPERSESSION.

4. At the CL/SUPERSESSION Main Menu screen:

- Press **F8** to scroll through the Session IDs until the appropriate Session ID appears.
- **Tab** until the cursor is located on the line next to the Session ID.
- Press **Enter**.



OR

- Press **F9** to bring the cursor to the Command Line at the bottom of the screen and retrieve a specific Session ID.
- Type **s**.
- Press the **space bar** once.
- Type the Session ID acronym.
- Press **Enter**. See screen below for an example. The applicable system is displayed.

```

----- Actions Options Commands Features Help -----
KLSVSEL1                CL/SUPERSESSION Main Menu                More: +
Select sessions with the ENTER key or use a "/"
to display an action code.
  Session ID  Description                                Type      Status
-----
- IDMS05     IDMS05                                                Multi
- PINQ05     IDMS05                                                Multi
- ABCDING    IDMS03                                                Multi
- ABCD       IDMS03                                                Multi
- $DB2       ISOB $DB2      ISOB  PROC($DB2    Multi
- $ORACLE    ISDA                                                  Multi
- $ORACLEA   ISDA                                                  Multi
- $SPFA      ISDA $SPFA     ISDA  PROC($SPF     Multi
- $SPFAV2    ISDA $SPFAV2   ISDA  PROC($SPF     Multi
- $SPFB      ISOB $SPFB     ISOB  PROC($SPF     Multi
- $SPFBV2    ISOB $SPFBV2   ISOB  PROC($SPF     Multi
- $SPFC      ISOC $SPFC     ISOC  PROC($SPF     Multi

ISS7030I Password Changed
Command ==>
Enter F1=Help F3=Exit F5=Refresh F8=Fwd F9=Retrieve F10=Action          SYSB/T30N6447

```

Figure 3: CL/SUPERSESSION Main Menu Screen

```

----- Actions Options Commands Features Help -----
KLSVSEL1                CL/SUPERSESSION Main Menu                More: +
Select sessions with the ENTER key or use a "/"
to display an action code.
  Session ID  Description                                Type      Status
-----
- IDMS05     IDMS05                                                Multi
- PINQ05     IDMS05                                                Multi
- ABCDING    IDMS03                                                Multi
- ABCD       IDMS03                                                Multi
- $DB2       ISOB $DB2      ISOB  PROC($DB2    Multi
- $ORACLE    ISDA                                                  Multi
- $ORACLEA   ISDA                                                  Multi
- $SPFA      ISDA $SPFA     ISDA  PROC($SPF     Multi
- $SPFAV2    ISDA $SPFAV2   ISDA  PROC($SPF     Multi
- $SPFB      ISOB $SPFB     ISOB  PROC($SPF     Multi
- $SPFBV2    ISOB $SPFBV2   ISOB  PROC($SPF     Multi
- $SPFC      ISOC $SPFC     ISOC  PROC($SPF     Multi

Command ==> s THGT
Enter F1=Help F3=Exit F5=Refresh F8=Fwd F9=Retrieve F10=Action          SYSB/T30N6447

```

Figure 4: CL/SUPERSESSION Main Menu Screen (Session ID Displayed)



Signoff

Follow the signoff-screen prompts at the bottom of the screen to exit the system or to return to the CL/SUPERSESSION Main Menu screen.

```
----- Actions Options Commands Features Help -----
KLSVSEL1          CL/SUPERSESSION Main Menu          More: +
Select sessions with the ENTER key or use a "/"
to display an action code.
  Session ID  Description                                Type      Status
-----
  IDMS05     IDMS05                                Multi     Current
  PINQ05     IDMS05                                Multi     Active
-----
  KLSTERM1   Exit Menu
Type a selection number or position the
cursor on a line and press ENTER.
  1. Exit and terminate sessions (X)
  2. Exit and do not terminate sessions (N)
  3. Resume (R)
-----
Command ==>
Enter  F1=Help  F12=Cancel
-----
                                           SYSB/T30N6447
                                           trieve  F10=Action
```

Figure 5: CL/SUPERSESSION Main Menu Screen

1. At the CL/SUPERSESSION Main Menu screen, press **F3** and the Exit Menu popup is displayed.
2. Position the cursor in front of Exit and press **Enter** to exit and terminate the CL/SUPERSESSION.

OR

Position the cursor in front of Resume and press **Enter** to exit the application without terminating the CL/SUPERSESSION Main Menu screen.

Change Your Password

If you need to change your password:



1. Type "Y" next to the New Password? prompt on the NFC banner screen.

```
=====
== CURRENT DATE          SNX32783          T30N6447          PF1=HELP          ==
=====
==          NN    NN          FFFFFFFF          CCCCCCCC          ==
==         NNN  NN          FFFFFFFF          CCCCCCCC          ==
==        NNNN NN          FF          CCC          ==
==       NN NN NN          FFFFFFFF          CCC          ==
==      NN  NNNN          FFFFFFFF          CCC          ==
==     NN   MNN          FF          CCCCCCCC          ==
==    NN    NN          FF          CCCCCCCC          ==
=====
==          National Finance Center          ==
==          Office of the Chief Financial Officer          ==
==          United States Department of Agriculture          ==
=====
==          For Authorized Use Only          ==
== ENTER USER ID =          PASSWORD =          NEW PASSWORD? Y          ==
==                                     (Y or N)          ==
== ENTER APPLICATION NAME =          OR PRESS ENTER FOR MENU          ==
=====
```

Figure 6: NFC Banner Screen (with New Password? prompt set to Y)

2. Press **Enter** and the Change Password screen appears.

```
-----
KLGNPWD1          Change Password
-----
Type in your new password twice, and press ENTER.

Enter new password.....
Verify new password.....

Command ==>
Enter F1=Help F3=Exit F12=Cancel
-----
```

Figure 7: Change Password Screen

3. Enter the new password.
4. Verify the new password. Once you have entered your new password and verified it, the system will display another screen stating that the password was changed. See screen below.

Note: You may change your password at anytime, but no more than once a day. Before your password expires, you will be prompted to enter a new password.

```
-----
ISS7030I Password Changed
-----

Press ENTER to continue
-----
```

Figure 8: Password Changed Verification Screen



Operating Features

For more information see:

System Design	11
System Edits	11
Function Keys	11

System Design

DOTSE is a menu-driven system. It consists of one menu with six options. The Inquiry Information option of DOTSE is used by Agencies to enter data to initiate the recertification process. Recertified payments are processed using options 1 through 5. Each option must be completed in its entirety before a recertified payment can be processed. No updates can be made after a recertified payment is disbursed. A record cannot be deleted once it is added.

System Edits

DOTSE performs edit and/or validity checks on entered data, as applicable. If the data does not pass system edits, the fields are highlighted and the message *Please Correct Field(s) In Error* appears at the bottom of the screen. All errors must be corrected before DOTSE is updated.

Function Keys

The program function (PF) keys are used to access DOTSE options. How these keys are identified depends on the equipment being used. Other function keys include Enter, Clear and Tab. For detailed instructions on your equipment usage, see the appropriate manufacturer's operating guide. The functions of applicable PF keys are displayed at the bottom of each screen.



DOTSE Main Menu

After accessing DOTSE, the main menu is displayed.

```
DOA0000                                USDA,OCFO, NATIONAL FINANCE CENTER      XX/XX/XX
MAIN MENU                               DOCUMENT TRACKING SYSTEM

                                         FOR AUTHORIZED USE ONLY

1.  INQUIRY INFORMATION
2.  INFORMATION ON FIRST CHECK
3.  SF-1166 - SECOND CHECK
4.  SF-1184 UNAVAILABLE CHECK CANCELLATION
5.  CLAIM OF NON-RECEIPT (DD/EFT)
6.  MANLOG

DEPARTMENT CODE: ___ AGENCY CODE: ___ PERSONNEL OFFICE: ___

                                         SELECTION:      (PRESS ENTER)

CLEAR=EXIT                               PF5=HELP
```

Figure 9: DOTSE Main Menu

Below is a brief description of each DOTSE processing option.

1. ***Inquiry Information*** (on page 14). Used to recertify payments, describe the request, and summarize the results.
2. ***Information on First Check*** (on page 21). Used to add, update, and/or view information from the original payment. This option is used to recertify payments for paper checks and DD/EFT payments.
3. ***SF 1166 - Second Check*** (on page 25). Used to add, update, and/or view information on a second (recertified) payment (SF 1166, Voucher and Schedule of Payments) that is to be issued as a result of the first payment being canceled. This option is used to recertify payments for paper checks and DD/EFT payments.
4. ***SF 1184 Unavailable Check Cancellation*** (on page 29). Used to add/generate, update, and view an SF 1184. This screen is used to flag the system to put a stop payment on the original check. This option is used to recertify payments for paper checks only.
5. ***Claim of Non-Receipt (DD/EFT)*** (on page 33). Used to record a claim of non-receipt of a DD/EFT by a financial institution. NFC's Certification and Disbursement Section receives a list of unavailable check cancellations and contacts the financial institution to verify that the funds were not received. This option is used for DD/EFT payments only.
6. **MANLOG**. Used to view adjustments that were processed by NFC prior to Pay Period 14, 2000.



To select an option from the DOTSE Main Menu, complete the fields described below:

Field	Description/Instruction
Department Code	Type the Department code.
Agency Code	Type the Agency code.
Personnel Office	Type the personnel office code for the Agency submitting the request.
Selection	Type the number that identifies the applicable option.

Press **Enter**. The screen for the selected option is displayed. Instructions follow for using each option on this menu.

This section includes the following topics:

Inquiry Information	14
Recertification Process	15
Information on First Check	21
SF 1166 - Second Check	25
SF 1184 Unavailable Check Cancellation	29
Claim of Non-Receipt (DD/EFT)	33

Inquiry Information

Inquiry Information is option 1 on the DOTSE Main Menu screen. This option is used to add, update, and view recertified payment records and/or recertification records and summarize the results of the recertification record. The Type Inquiry field distinguishes a paper check from an electronic funds transfer. Additional remarks can also be entered on another screen.

To select this option, from the DOTSE menu, type **1** at the *Selection* prompt and press **Enter**.



The Inquiry Information screen is displayed with the message *Not Found* in the upper right corner.

```
DO10001          USDA,OCFO, NATIONAL FINANCE CENTER          XX/XX/XX
INQUIRY          DOCUMENT TRACKING SYSTEM                    NOT FOUND
                  INQUIRY INFORMATION

      IDENTIFICATION NUMBER: PAYE
                PAYEE NAME:
METHOD INQUIRY RECEIVED:
TYPE INQUIRY:
DATE RCVD:          TIME RCVD:          INDEX NO:

INQUIRER:
INQUIRERS LOCATION:          ST:          PHONE NO:          EXT:
                                PAYEE (1) /AGCY (2) /OTHER (3) :

DEPARTMENT:  AGENCY:  ACCOUNTING STATION:  UNIT<FS:  FUND CODE:
SUBMITTING PERSONNEL OFFICE:          ORIGINATING OFFICE:

CORRESPONDENCE DATE:          ASSIGNED DATE:          INQUIRY BY: 199
ASSIGNED TO:          ASSIGNED BY:

REPLY METHOD:          REPLY DATE:          REPLY TIME:
REPLY CODE:
PF1=MENU PF2=UPDT PF3=RCRT PF7=PGUP PF8=PGDN  **          PF10=PREV PF11=NEXT
```

Figure 10: Inquiry Information Screen

Recertification Process

Recertification is the reissuing of a second payment because a payee is claiming non-receipt, loss, theft, mutilation, destruction, or forgery of a Treasury check or DD/EFT.

A substitute check is issued when the payee did not receive the original check. A replacement check is issued when the original check was received but was lost, stolen, destroyed, or defaced to the extent that it was nonnegotiable. For purposes of this procedure, both checks will be referred to as replacement checks.

Each case of a report of non-receipt, loss, theft, destruction, mutilation, or forgery of a check, where the payee is entitled to the proceeds of the check, should be reviewed by the Agency to ensure that:

- The claimant is entitled to the payment,
- A check was previously scheduled for issuance,
- The check is not in the possession of the employee or Agency, and
- No cancellation or deposit action has previously taken place.

In each case where a claim is necessary, a personally signed statement from the payee or other claimant should be obtained for the Agency's records. The statement should include the following information:

- Identification of the payment (salary, travel, etc.).



- Whether the check was received and, if so, whether the check was lost, stolen, destroyed, or mutilated.
- Whether the check was endorsed by the payee on the reverse side of the check or if the check had a limited endorsement such as For Deposit Only.
- The circumstances surrounding the loss, theft, destruction, or mutilation of the check (if received).
- Present address of the claimant.
- Signature of the payee (or payees, if the check is drawn jointly to two or more payees).

To avoid the possible loss of the replacement check, it is strongly recommended that the check be sent to an office address or an address other than the one to which the original was sent. This precaution will **not** result in a permanent change in the employee’s check mailing address.

For more information see:

Types of Recertified Payments	16
Replacement Instructions	16
Adding Inquiry Information for a Recertification Record	18
Updating an Inquiry for a Recertification Record	20
Viewing an Inquiry for a Recertification Record	21

Types of Recertified Payments

The types of recertified payments are listed below. If the original payment was a DD/EFT payment, the employee may request a paper check for the recertified payment and vice versa.

- Hard Copy - Both the original payment and the second check are issued as a paper check.
- EFT - Both payments are issued as EFT.
- Mixed - The method of payment for the second check is different than the original.

Replacement Instructions

Employees should report non-receipt of a check to the Agency personnel office if they did not receive their check by Monday after Thursday (payday) or EFT payment by Tuesday (pay week). The Agency must determine if the check has been issued and sent to the correct mailing address by checking the Information/Research Inquiry System (IRIS) IR124, Address/Check Information; IRIS IR524, PERHIS Address/Check Information; and/or the Payroll/Personnel Inquiry System (PINQ) Program PQ032, Payroll Listing.



The employee must complete and sign Form AD-663, Request for Issuance of Replacement Check. The Agency certifies that the information on the AD-663 is correct and maintains this form at the Agency location.

Treasury is notified by NFC and a stop payment is placed on the original check. If the check was cashed, an FMS-3858, Claim Documents, and an FMS-1133, Claim Against the United States for the Proceeds of a Government Check, are forwarded from the U.S. Treasury to NFC with a copy of the cashed check. The forms and check are forwarded to the employing Agency and given to the employee. The employee reviews the signature on the check and if he/she did not sign the check, did not give someone else permission to cash the check, or did not benefit in any way from the check, he/she completes the FMS-1133 and returns it to the employing Agency. The completed forms and the copy of the canceled check is returned to NFC to be analyzed and updated to DOTS. NFC forwards the documents to the Division of Check Claims at Treasury. When the funds are recovered, they are credited to the Agency's account.

The employee must negotiate only the replacement check. The original check, if received, must be returned by certified or registered mail to the following address with an explanation for the return:

Kansas City Financial Center
4241 NE 34th Street
Kansas City, Missouri 64117
Attn: Anthony Barnes

If the employee inadvertently negotiates both checks, he/she becomes liable for the return of the proceeds of the second check plus any interest and penalties that accrue before the amount is repaid.



Adding Inquiry Information for a Recertification Record

To successfully add a recertified payment, options 1 through 5 of the DOTSE Main Menu Screen must be completed in their entirety. To add a recertification record, complete the fields below. Unnumbered fields do not apply to a recertified payment. The Inquiry Information screen is displayed.

```

DO10001          USDA,OCFO, NATIONAL FINANCE CENTER          XX/XX/XX
INQUIRY          DOCUMENT TRACKING SYSTEM                    NOT FOUND
                  INQUIRY INFORMATION

      IDENTIFICATION NUMBER: PAYE
                PAYEE NAME:
METHOD INQUIRY RECEIVED:          AMOUNT:
TYPE INQUIRY:                     DATE DUE:
DATE RCVD:                        TIME RCVD:                INDEX NO:

INQUIRER:                          PHONE NO:          EXT:
INQUIRERS LOCATION:                ST:          PAYEE (1) /AGCY (2) /OTHER (3) :

DEPARTMENT:  AGENCY:  ACCOUNTING STATION:  UNIT<FS:  FUND CODE:
SUBMITTING PERSONNEL OFFICE:          ORIGINATING OFFICE:

CORRESPONDENCE DATE:          ASSIGNED DATE:          INQUIRY BY: 199
ASSIGNED TO:                  ASSIGNED BY:

REPLY METHOD:                  REPLY DATE:          REPLY TIME:
REPLY CODE:
  PF1=MENU PF2=UPDT PF3=RCRT PF7=PGUP  PF8=PGDN  **          PF10=PREV PF11=NEXT
  
```

Figure 11: Inquiry Information Screen

Note: Ensure that no payment has been returned or disbursed by researching DOTSE before beginning the recertification process. If a payment has been recertified, or an Standard Form (SF) 1098 (Schedule of Cancelled or Undelivered Checks) or RO145 (Scheduled of Cancelled EFT Items) was issued, do not enter the data; contact NFC Consolidated Help Desk at **1-855-NFC-4GOV (1-855-632-4468)**.

Field	Description/Instruction
Identification Number	<p>Type the Social Security number (SSN) after PAYE and press Enter. An extension to the SSN can be entered if a record exists. Press PF11 to confirm that another record does not exist.</p> <p>Caution: This record cannot be deleted once added. Please verify that the correct SSN is entered. A new inquiry record must be added if an erroneous SSN was entered.</p> <p>If a recertification record exists, the established record is displayed with the message <i>Found</i> in the upper right corner. To add another record when a record exists, type any character (e.g., a, b, c, etc.) after the SSN and press PF2 to refresh the screen.</p> <p>If a recertification record does not exist, the message <i>Not Found</i> is displayed in the upper right corner. Press PF2. The message changes to <i>Add</i>. Complete the applicable fields. The data for the system-generated fields is obtained from DOTSE entries or the database.</p>



Field	Description/Instruction
Payee Name	Type the payee's name.
Amount	Type the amount of the payment in dollars and cents (e.g., \$1000 is entered as 1000 ; \$500.50. is entered as 500 . 50).
Method Inquiry Received	System-generated method of transmission of inquiry (6).This code can be changed to 3 (priority/e.g., congressional, special handling, etc.) if applicable.
Date Due	System-generated date an inquiry is scheduled to be completed. Written inquiries are completed within 7 workdays; priority inquiries are completed within 2 workdays.
Type Inquiry	Type the code that identifies the type of inquiry. Valid values are: 001 Non Receipt (Paper Check) 002 Non Receipt (DD/EFT)
Date Rcvd	System-generated date that the recertification record is entered.
Time Rcvd	System-generated time the recertification record is entered.
Inquirer	Type the name of the user entering the recertification record. Positions 1-10. Type the first name. Tab to the next field: Positions 11-32. Type the last name. Tab to the next field.
Phone No	Type the telephone number starting with the area code.
Ext	Type the telephone extension or Tab to the next field.
Payee (1) Agcy (2) Other (3)	System-generated code indicates who is entering the data.
Department	System-generated Department code.
Agency	System-generated Agency code.
Submitting Personnel Office	System-generated POI for the Agency submitting the request.
Correspondence Date	NFC only Date the recertification record was entered in DOTSE.
Assigned Date	System-generated date the inquiry was assigned.
Inquiry By	System-generated Agency (199) indicates that the inquiry is entered by an Agency.
Assigned To	System-generated ID of the employee assigned the research.
Assigned By	System-generated ID of the supervisor assigning the inquiry.



Field	Description/Instruction
Reply Method	Type the code and description that identifies how the reply was made. Type 2 (wire/electronic).
Reply Date	NFC only Date the inquiry was completed.
Reply Time	NFC only Time that the inquiry was completed.
Reply Code	Type the code and description which identifies the method the original payment was made. Type 55 (recertified payment-SF 1184 /To Be Generated) for a paper check. Type 64 (recertified check-DD/EFT) for direct deposit/electronic funds transfer. <u>Note:If the incorrect reply code was entered and the payment has not been disbursed, the reply code can be changed.</u>

Press **Enter**. The system edits the data. If no errors are found, the record is added. The message changes to *Found* to confirm that the record was updated. If errors exist, the message *Please Correct Field(s) in Error* is displayed at the bottom of the screen and the fields with errors are highlighted. Correct the field(s) in error and press **Enter** to add the record. After the record is added, the Information on First Check screen is displayed for a paper check or DD/EFT.

To perform other processing tasks, press the applicable **PF** key. To exit, press **Clear**.

Updating an Inquiry for a Recertification Record

To update a recertification record, type **1** at the DOTSE Main Menu screen and press **Enter** to display the Inquiry Information screen . Type the SSN at the Identification Number field on the Inquiry Information screen. Press **Enter**. A completed Inquiry Information screen is displayed with the function message *Found*.

To update the record, press **PF2**. The function message changes to *Update*. Type the new data using the instructions under Adding Inquiry Information for a Recertification Record. All fields can be updated except the Identification Number, Reply Time, and Date Due.

After typing the data, press **Enter**. If no errors are found, the record is updated and the function message changes to *Found* to confirm that the record was updated.

Note: No updates can be made after a recertified payment is disbursed.

To update supplemental inquiry information, press **PF7** at the Inquiry Information screen. The Supplemental Inquiry Information screen is displayed. The function message changes to *Found* and the selected record is displayed. To update the record, press **PF2**. The message changes to



Update. Type the new data using the instructions under ***Adding Inquiry Information for a Recertification Record*** (on page 18). Only the Description of Inquiry and Summary of Result fields can be updated. If you need to update the information on the Additional Remarks screen, press **PF8** twice to display this screen.

After typing the data, press **Enter**. If no errors are found, the record is updated and the message changes to *Found* to confirm that the record was updated.

To perform other processing tasks, press the appropriate **PF** key. To exit, press **Clear**.

Viewing an Inquiry for a Recertification Record

To view a recertification record, type **1** at the DOTSE Main Menu screen and press **Enter** to display the Inquiry Information screen. Type the SSN at the Identification Number field on the Inquiry Information screen. Press **Enter**. The data for the selected SSN is displayed with the function message *Found*. Press **PF11** to scroll through multiple records.

- To view the supplemental inquiry information screen, type **1** at the DOTSE main menu screen and press **Enter** to display the Inquiry Information screen. Press **PF7** to display the Supplemental Inquiry Information screen. To view the Additional Remarks screen, press **PF8** at the Inquiry Information screen.
- To perform other processing tasks, press the appropriate **PF** key. To exit, press **Clear**.

Information on First Check

Information on First Check is option 2 on the DOTSE Main Menu screen. This option is used to add, update, or view information from the original payment when processing a recertified payment. This screen automatically displays for recertified payments (e.g., reply code **55**, **58**, or **64** is entered on the Inquiry Information screen). The information entered on this screen applies to the original payment. Most of the information is system generated if the payment was processed in the automated system; if processed manually, the system-generated information must be entered. The information entered must be identical to the original payment to successfully process the recertified payment.

To select this option from the DOTSE menu, type **2** at the Selection prompt and press **Enter**.



The Information on First Check screen is displayed.

DO20011 DISB	USDA, OCFO, NATIONAL FINANCE CENTER DOCUMENT TRACKING SYSTEM INFORMATION ON FIRST CHECK	XX/XX/XX NOT FOUND
IDENTIFICATION NUMBER: PAYE NAME:		AMOUNT: 0.00
CHECK SYM/NO: NAME: ADDRESS (1): ADDRESS (2): CITY:	DATE ISSUED:	CHECK AMOUNT:
CHECK SERIES: SF-1166 SCHEDULE NUMBER: CHECK TYPE:	DISBURSING OFFICE: REF NO: PERIOD OF VOUCHER/SVC:	ALC INV DATE: TO:
CHECK NUMBER (CORRECTION):	DATE TO CLAIMS: REMARKS	DO SYMBOL:
PF1=MENU PF2=UPDT PF3=FORMS PF4=SUBMA PF7=PGUP PF8=PGDN PF10=PREV PF11=NEXT		

Figure 12: Information on First Check Screen

Type the employee’s SSN at the Identification Number field after the system-generated PAYE (Payroll Computation System) and press **Enter**.

If the record is established, the Information on First Check screen is displayed with the message *Found*.

Instructions for adding new records, updating established records, and viewing established records are provided below. Unnumbered fields do not apply to a recertified payment.

For more information see:

Adding Information on First Check Record	22
Updating Information on First Check Record	25
Viewing a First Check Record	25

Adding Information on First Check Record

To add the first check information, press **PF2**. The message changes to *Add*.

Complete the fields as described. The data in most system-generated fields are transferred from the Inquiry Information screen or the database, if the payment was processed in the automated system. If the payment was processed manually, the system does not generate the data; these fields must be completed by the Agency. Instructions follow for completing these fields.

Field	Description/Instruction
-------	-------------------------



Field	Description/Instruction
Identification Number	System-generated PAYE in the first four fields followed by the entered employee's SSN.
Name	System-generated name of the payee.
Amount	System-generated amount of the original payment.
Check Sym/No	System-generated original check number for a paper check.
Date Issued	Type the date the payment was processed in the automated Payroll/Personnel System. If the original payment was processed outside the automated system, enter the current date.
Check Amount	Type the amount of the original payment. This amount must be the same as the amount field.
Name	Type the name of the payee. The name must be identical to the name on the original check.
Address (1)	Type the first line of the street address or post office box number of the original check inscription. Note: If the original check went to a designated agent (DA), enter the DA number on this line (i.e., D/A 1234). If the original payment was an EFT, enter a routing number. Type RT# , press Space , and type the routing number (i.e., RT# 065205219).
Address (2)	Type the second line of the street, apartment number, or post office box number, if needed, for a paper check. Complete this field for all recertified payments. Note: If an account number has to be entered for an EFT payment, type ACCT# , press Space , and type the account number (i.e., Acct# 1234).
City	Type the city as it appears on the original check inscription. Complete this field for paper checks only.
St	Type the abbreviated State code as it appears on the original check inscription. Type FF for a foreign address. Complete this field for paper checks only.
ZIP Code	Type the ZIP Code. Leave two spaces then type the ZIP+4 Code (optional). If the ZIP+4 is not available, leave blank or fill with zeros. Leave blank for a foreign address. This field is required for paper checks only.
Check Series	Type the range of check numbers issued on an SF 1166 or SF 1184. This field is system generated for a paper check and not required for an EFT. If the check series is not generated because the original check was



Field	Description/Instruction															
	processed outside the automated system, enter 9s in this field.															
Disbursing Office	Type the SF 1166 disbursing office (DO) only if the SF 1166 Schedule Number field is completed. If the original payment was processed outside the automated system, type 0310 as the DO number. The system generates this data (for automated payments) after all entries are made on this screen.															
ALC	System-generated Agency Location Code 12400001.															
SF 1166 Schedule Number	<p>Type the SF 1166 voucher and schedule number on which the original check was issued if Field 14 is completed. This schedule number can be found in PINQ Program PQ032. This schedule should be changed to reflect your Department code and if the payment was a paper check or EFT. The elements of the schedule number are as follows:</p> <p>First position = fiscal year Second position = paper check (B) or EFT payment (repeats the database code) Third position = database code Fourth and Fifth position = pay period Sixth position = paid on first or second pass of PAYE Hyphen with number three (-3) at the end of the schedule number identifies the disbursing office, which is always 3</p> <p>Examples of payments processed in Pay Period 04, 2013, on the first schedule of PAYE:</p> <table border="1" data-bbox="560 1060 1369 1381"> <thead> <tr> <th>Database</th> <th>Paper Check</th> <th>EFT Payment</th> </tr> </thead> <tbody> <tr> <td>USDA employees</td> <td>3BA041-3</td> <td>3AA041-3</td> </tr> <tr> <td>Non-USDA employees</td> <td>3BN041-3</td> <td>3NN041-3</td> </tr> <tr> <td>Treasury employees</td> <td>3BT041-3</td> <td>3TT041-3</td> </tr> <tr> <td>Homeland Security employees</td> <td>3BH041-3</td> <td>3HH041-3</td> </tr> </tbody> </table> <p>Note: PQ032 will always display a "B" in the second position of the schedule number, even if the payment was sent EFT.</p>	Database	Paper Check	EFT Payment	USDA employees	3BA041-3	3AA041-3	Non-USDA employees	3BN041-3	3NN041-3	Treasury employees	3BT041-3	3TT041-3	Homeland Security employees	3BH041-3	3HH041-3
Database	Paper Check	EFT Payment														
USDA employees	3BA041-3	3AA041-3														
Non-USDA employees	3BN041-3	3NN041-3														
Treasury employees	3BT041-3	3TT041-3														
Homeland Security employees	3BH041-3	3HH041-3														
Pay Period	Type the pay period of the original payment.															
Check Number (Correction)	System-generated corrected check number on the SF 1184 received from Treasury if the incorrect check number was entered.															
Date To Claims	System-generated corrected check date on the SF 1184 received from Treasury if the incorrect check date was entered.															
DO Symbol	System-generated corrected DO symbol on the SF 1184 received from Treasury if the incorrect DO symbol was entered.															



Field	Description/Instruction
Remarks	Type any additional information pertinent to the inquiry.

Press **Enter**. The system edits the data. If no errors are found, the record is added and the function message changes to *Found* to confirm that the record was added. If errors are found, the message *Please Correct Field(s) in Error* is displayed at the bottom of the screen and the fields with errors are highlighted. Correct the field(s) in error and press **Enter** to add the record. After the record is added, the SF 1166 - Second Check screen is displayed for an EFT or the SF 1184 Unavailable Check Cancellation screen is displayed for a paper check.

To perform other processing tasks, press the appropriate **PF** key. To exit, press **Clear**.

Updating Information on First Check Record

To update a First Check record, type **2** at the DOTSE Main Menu screen and press **Enter** to display the Information on First Check screen. A completed Information on First Check screen is displayed with the function message *Found*.

To update the information, press **PF2**. The function message changes to *Update*. Type the new data using the instructions under ***Adding Information on First Check Record*** (on page 22).

After typing the data, press **Enter**. The system edits the data. If no errors are found, the record is updated and the message changes to *Found* to confirm that the record was updated.

To perform other processing tasks, press the appropriate **PF** key. To exit, press **Clear**.

Viewing a First Check Record

To view a first check record, Type **2** at the DOTSE Main Menu screen. Press **Enter** to display the Information on First Check screen. Type the SSN at the Identification Number field on the Information on First Check screen. A completed Information on First Check screen is displayed with the function message *Found*. Press **PF11** to scroll through multiple records.

To perform other processing tasks, press the appropriate **PF** key. To exit, press **Clear**.

SF 1166 - Second Check

SF 1166 - Second Check is option 3 on the DOTSE Main Menu screen. This option is used to add, update, or view inquiry information for a recertified payment.



Note: Before a recertified payment record can be established, the original payment record must be established. This option is used for both paper checks and DD/EFT payments.

Most of the information is system generated or is completed by NFC. The field, Payment Status, displays *D* when the payment has been disbursed. After the payment has been disbursed, the record can only be viewed; no changes can be made.

This screen automatically displays with the function message *Found* after the Information on First Check screen is completed for an EFT.

To select this option from the DOTSE Main Menu, type **3** at the *Selection* prompt and press **Enter**. The SF 1166 - Second Check screen is displayed.

```

DO20012          USDA,OCFO, NATIONAL FINANCE CENTER          XX/XX/XX
DISB              DOCUMENT TRACKING SYSTEM                   NOT FOUND
                  SF-1166 - SECOND CHECK

IDENTIFICATION NUMBER: PAYE          REPLY CODE:
NAME:                               AMOUNT:          0.00

DATE TO CERTIFICATION:
DATE TO TREASURY:

CONSOLIDATED SCHEDULE NUMBER:        FPIS SCHEDULE NUMBER:
FEEDER SCHEDULE NUMBER:              ADMINISTRATIVE INTEREST:
MANUAL SCHEDULE NUMBER:              ALC:

DATE 2ND PAYMENT PROCESSED:          CHECK TYPE:
PAYMENT STATUS:

CHECK SYM/NO:          CHECK DATE:          CHECK AMOUNT:
NAME:
ADDRESS (1):
ADDRESS (2):
CITY:                      ST:          ZIP CODE:

PF1=MENU PF2=UPDT  PF3=FORMS          PF7=PGUP PF8=PGDN PF10=PREV PF11=NEXT

```

Figure 13: SF-1166 - Second Check Screen

Type the SSN at the Identification Number field after the system-generated PAYE and press **Enter**. If the record is not established, the message *Not Found* displays. Press **PF1** to return to the menu and select option 1 to begin the recertification process.

Instructions for adding new records, updating established records, and viewing established records are provided below. Unnumbered fields do not apply to a recertified payment.

For more information see:

Adding an SF 1166 - Second Check Record.....	27
Updating an SF 1166 - Second Check Record	28
Viewing an SF 1166 - Second Check Record	29



Adding an SF 1166 - Second Check Record

To add a second check record, press **PF2**. The function message changes to *Add*.

Note: Do not press **PF2** if the function is already in the Add mode.

Complete the fields as described: The data for the system-generated fields is obtained from DOTSE entries or the database.

Field	Description/Instruction
Identification Number	System-generated PAYE in the first four fields followed by the entered employee's SSN.
Reply Code	System-generated action taken to process the payment.
Name	System-generated name to be shown on the recertified payment.
Amount	System-generated amount of the recertified payment.
Date to Certification	NFC only Date that the payment schedule was sent to NFC's Certification and Disbursement Section for recertification.
Date to Treasury	NFC only Date that the payment schedule was sent to Treasury for payment.
Consolidated Schedule Number	NFC only Treasury schedule number of the second payment.
Feeder Schedule Number	NFC only Feeder schedule number of the second payment.
Manual Schedule Number	NFC only Schedule number of the second payment.
ALC	System-generated Agency Location Code 12400001.
Date 2nd Payment Processed	System-generated date that the second payment was processed by NFC.
Payment Status	System-generated <i>N</i> (waiting to be processed). On paper checks, the Agency must change <i>N</i> to <i>P</i> (process). On DD/EFT payments, <i>N</i> will automatically change to <i>P</i> when certification enters Y in the OK To Recertify field on the Claim of Non-Receipt DD/EFT screen. After the payment is disbursed, the system changes the <i>P</i> to <i>D</i> (disbursed). After the payment is disbursed, the record cannot be updated.
Check Type	Type 0 for a paper check, 9 for a DD/EFT address on the database, or 2 for DD/EFT address other than the database for payment being recertified. Note: If 0 or 2 is entered in this field, fields 15 and 16 must



Field	Description/Instruction
	contain specific instructions about the payment. See Information on First Check, fields 8 and 9.
Check Amount	System-generated amount of the replacement payment.
Name	Type the payee's name. This field is required for all recertified payments.
Address (1)	Type the first line of the payee's address plus enter RE (recert) and the pay period for a DD/EFT payment (i.e., P.O. Box 503 RE01). For DAs enter D/A , press Space , and the DA code (i.e., D/A 1234). For EFT payments, type RT# , press space , and type the routing number (i.e., RT# 251076).
Address (2)	Type the second line of the payee's address if applicable for a paper check. Do not use for DA. For DD/EFT, Check-Type 2 payments, type Acct# , press Space , and type the account number (i.e., Acct# 3456).
City	Type the city name. This field is required for paper checks.
St	Type the abbreviated State code. Type FF for a foreign address. This field is required for paper checks.
Zip Code	Type the ZIP Code. Leave two spaces then key in the ZIP+4 Code (optional). If the ZIP+4 is not available, leave blank or fill with zeros. Leave blank for a foreign address. This field is required for paper checks.

Press **Enter**. The system edits the data. If no errors are found, the record is added and the message changes to *Found* to confirm that the record was added. If errors are found, a message *Please Correct Field(s) in Error* is displayed at the bottom of the screen and the fields with errors are highlighted. Correct the field(s) in error and press **Enter** to add the record. After the record is added, the Claim of Non-Receipt (DD/EFT) screen is displayed for an electronic funds transfer.

To perform other processing tasks, press the appropriate **PF** key. To exit, press **Clear**.

Updating an SF 1166 - Second Check Record

To update a replacement check record, type **3** at the DOTSE Main Menu screen. Press **Enter** to display the SF 1166 - Second Check screen. Type the SSN at the Identification Number field on the SF 1166 - Second Check screen. Press **Enter**. A completed SF 1166 - Second Check screen is displayed with a function message *Found*.

To update the record, press **PF2**. The message changes to *Update*. Type the new data using the instructions under ***Adding an SF 1166 - Second Check Record*** (on page 27).



After typing in the data, press **Enter**. The system edits the data. If no errors are found, the record is updated and the message changes to *Found* to confirm that the record was updated.

To perform other processing tasks, press the appropriate **PF** key. To exit, press **Clear**.

Viewing an SF 1166 - Second Check Record

To view a replacement check record, type **3** at the DOTSE Main Menu screen. Press **Enter** to display the SF 1166 - Second Check screen. Type the SSN at the Identification Number field on the SF 1166 - Second Check screen. Press **Enter**. A completed SF 1166 - Second Check screen displayed with the function message *Found*. Press **PF11** to scroll through multiple records.

To perform other processing tasks, press the appropriate **PF** key. To exit, press **Clear**.

SF 1184 Unavailable Check Cancellation

Unavailable Check Cancellation is option 4 on the DOTSE Main Menu screen. This option is used for paper checks to add/generate, update, and view the Form SF 1184, Unavailable Check Cancellation. This screen generates an SF 1184 to Treasury to alert them to put a stop payment on the original check (paper checks only).

Note: An inquiry record and a first check record must be established before this option can be used.

This information is transmitted to the Treasury for them to place a stop payment on the original check. The Agency completes only two fields on this screen: New Address and Stop Reason Codes. The remaining fields are either system generated or completed by NFC.

This screen automatically displays for paper checks with the message *Found* after the Information on First Check screen is completed.



To select this option from the DOTSE menu, type **4** at the Selection prompt and press **Enter**. The SF 1184 Unavailable Check Cancellation screen is displayed.

```

DO30003          USDA,OCFO, NATIONAL FINANCE CENTER          XX/XX/XX
RCRT DOCS        RECERTIFICATION TRACKING SYSTEM             FOUND
                  SF-1184 UNAVAILABLE CHECK CANCELLATION

  IDENTIFICATION NUMBER: PAYE
                    NAME:
SF-1184 SCHEDULE NUMBER:      CHECK SERIES:      AMOUNT:
  DATE TO CERTIFICATION:      CHECK DATE:
  DATE TO TREASURY(1):        CHECK AMOUNT:
  DATE TO TREASURY(2):        CHECK NUMBER:
  DATE FROM TREASURY:         ALC

OLD ADDRESS:                NEW ADDRESS:

STOP REASON CODES:          TREASURY RESPONSE OPTION:
                             DESC:
DATE OF DEATH:              CHECK CANCELED DATE:
                             SCHEDULE NUMBER:
CHECK NUMBER (CORRECTION):   DATE TO CLAIMS:          DO SYMBOL:
PF1=MENU  PF2=UPDT  ** PF7=PGUP  PF8=PGDN  ** PF10=PREV  PF11=NEXT
  
```

Figure 14: SF-1184 Unavailable Check Cancellation Screen

Type the SSN at the Identification Number field after the system-generated PAYE and press **Enter**. If the record was not established, the message *Not Found* displays. Press **PF1** to return to the menu and select option 1 to begin the recertification process.

Instructions for adding new records, updating established records, and viewing established records are provided below.

For more information see:

Adding an SF 1184 Record	30
Updating an SF 1184 Record	32
Viewing an SF 1184 Record	32

Adding an SF 1184 Record

To add an SF 1184 record, press **PF2**. The message changes to Add.

Complete the fields as described: The data for the system-generated fields is obtained from DOTSE entries or the database.

Field	Description/Instruction
Identification Number	System-generated PAYE in the first four fields followed by the entered employee's SSN.
Name	System-generated payee's name.



Field	Description/Instruction
Amount	System-generated amount of the original check.
SF 1184 Schedule Number	System-generated schedule number of the original check.
Check Series	System-generated check number range for the check.
Date to Certification	NFC only Date the unavailable check cancellation (SF 1184) was sent to NFC's Certification Section.
Check Date	System-generated date of the original check.
Date to Treasury (1)	NFC only Date NFC sent the unavailable check cancellation (SF 1184) to Treasury.
Check Amount	System-generated amount of the original check.
Date to Treasury (2)	NFC only Date NFC sent the second unavailable check cancellation (SF 1184) to Treasury if the first was not received.
Check Number	System-generated check number of the original check.
Date from Treasury	NFC only Date the SF 1184 was received at NFC from Treasury.
ALC	System-generated Agency Location Code 12400001.
Old Address	System-generated address of the original check.
New Address	Type the payee's name and address. <u>Note: The payee's name must be on the first line of the address.</u>
Stop Reason Code	Type the code that identifies the reason for the stop payment. Type A , Recertified.
Treasury Response Option	NFC only Code that indicates the action taken by Treasury.
Desc	NFC only Description of the action taken by Treasury.
Date of Death	NFC only Date the payee died if applicable.
Check Canceled Date	NFC only Date the check was canceled.



Field	Description/Instruction
Schedule Number	NFC only Schedule number of the check.
Check Number (Correction)	NFC only Corrected check number.
Date to Claims	NFC only Date the check was sent to claims.

After typing in the data, press **Enter**. The system edits the data. If no errors are found, the information is added and the SF 1184 is marked for generation in the batch processing procedure. The function message changes to *Found* to confirm that the record was added. If errors are found, the message *Please Correct Field(s) in Error* is displayed at the bottom of the screen and the fields with errors are highlighted. Correct the field(s) in error and press **Enter** to add the record. After the record is added, the SF 1166 - Second Check screen is displayed for a paper check.

To perform further processing tasks, press the appropriate **PF** key. To exit, press **Clear**.

Updating an SF 1184 Record

To update an SF 1184 record, type **4** at the DOTSE Main Menu screen. Press **Enter** to display the SF 1184 Unavailable Check Cancellation screen. Type the SSN at the Identification Number field on the SF 1184 Unavailable Check Cancellation screen. Press **Enter**. A completed SF 1184 - Unavailable Check Cancellation screen is displayed with the function message *Found*.

To update the information, press **PF2**. The function message changes to *Update*. Type the new data using the instructions under ***Adding an SF 1184 Record*** (on page 30).

After typing in the data, press **Enter**. If no errors are found, the record is updated and the message changes to *Found* to confirm that the record was updated.

To perform other processing tasks, press the appropriate **PF** key. To exit, press **Clear**.

Viewing an SF 1184 Record

To view an SF 1184 record, type **4** at the DOTSE Main Menu screen and press **Enter** to display the SF 1184 Unavailable Check Cancellation screen. Type the SSN at the Identification Number field on the SF 1184 Unavailable Check Cancellation screen. Press **Enter**. A completed SF 1184 Unavailable Check Cancellation screen is displayed with the function message *Found*. Press **PF11** to scroll through multiple records.



To perform other processing, press the appropriate **PF** key. To exit, press **Clear**.

Claim of Non-Receipt (DD/EFT)

Claim of Non-Receipt (DD/EFT) is option 5 on the DOTSE Main Menu screen. This option is used to record and trace a claim of non-receipt of a DD/EFT payment only.

Note: An inquiry record is required to use this option. This screen is completed by NFC and Agencies to complete the process for a DD/EFT transmission. Certain entries on this screen generate data on other DOTSE screens. Below is a synopsis of the process.

- The Agency enters the financial institution information.
- The Agency contacts the financial institution regarding the non-receipt.
- The financial institution verifies the transmission was/was not received.
- NFC verifies with the financial institution that the payment was not received.
- If an DD/EFT payment was not received, NFC enters **Y** (yes to recertify) in the OK to Recertify field. This entry generates **P** (process) in the Payment Status field of the SF 1166 - Second Check screen. Manual schedules are processed daily.
- NFC changes the payment status from **P** to **D** (disbursed) to disburse the payment. No changes to a recertified payment can be made once the payment is disbursed.
- If an DD/EFT payment was received, NFC enters **N** (no, do not recertify) in the OK to Recertify field.

This screen automatically displays with the message *Found* for DD/EFT recertified payments after the SF 1166 - Second Check screen is completed.



To select this option from the DOTSE menu, type in **5** at the *Selection* prompt and press **Enter**. The Claim of Non-Receipt DD/EFT screen is displayed.

```

DO30007          USDA,OCFO, NATIONAL FINANCE CENTER          XX/XX/XX
RCRT DOCS          DOCUMENT TRACKING SYSTEM          NOT FOUND
                   CLAIM OF NON-RECEIPT DD/EFT
  IDENTIFICATION NUMBER: PAYE
                   NAME:                                AMOUNT:          0.00

RCVD:              00 BY: 000
PAID DATE:         1166 SCHED:          DO:
RO145*SCHD NO:    TRACER NO:          ALC:

REMARK/BANK:

  SENT TO CERT:                    RCVD FROM CERT:

NON RECEIPT NO:      RCVD BY CERT:      FAX TO DO:
  DO RESPONDED:
  CERT COMPLETED:
COPY RETURNED TO INQUIRY:          OK TO RECERTIFY:

                   FINAL RESULTS
PF1=MENU PF2=UPDT          PF7=PGUP PF8=PGDN          PF10=PREV PF11=NEXT
  
```

Figure 15: Claim of Non-Receipt DD/EFT Screen

Type the SSN at the Identification Number field and press **Enter**. If an inquiry record was not established, the message *Not Found* displays Press **PF1** to return to the menu and select option 1 to begin the recertification process.

Instructions for adding new records, updating established records, and viewing established records are provided below. Unnumbered fields do not apply to a recertified payment.

For more information see:

Adding a Claim of Non-Receipt DD/EFT Record	34
Updating a Claim of Non-Receipt DD/EFT Record	36
Viewing a Claim of Non-Receipt DD/EFT Record	36

Adding a Claim of Non-Receipt DD/EFT Record

To add a claim of non-receipt, press **PF2**. The message changes to *Add*.

Complete the fields as described: The data for the system-generated fields is obtained from DOTSE entries or the database.

Field	Description/Instruction
Identification Number	System-generated PAYE in the first four fields and then the employee's SSN.
Name	System-generated employee's name.



Field	Description/Instruction
Amount	System-generated amount of the recertified payment.
Rcvd	System-generated date the entry was made.
By	System-generated NFC inquiry technician code.
Paid Date	System-generated date the recertified payment was paid.
1166 Schd	System-generated schedule number of the original payment.
DO	System-generated Disbursing Office (DO) code that issued the check.
RO145 Schd No	System-generated RO145 schedule number.
Tracer No	System-generated tracer number.
ALC	System-generated Agency Location Code 12400001.
Remarks/Bank	Type any additional pertinent information such as name of bank, phone number, full address of bank, and contact person at the bank. This field is required for EFT payments only.
Sent to Cert	Type the current date (MMDDYY).
Rcvd From Cert	NFC only Date the claim was received from Certification and Disbursement Section.
Non Receipt No	NFC only Control number assigned to the claim of non-receipt.
Faxed to DO	NFC only Date the claim was faxed to the DO/disbursing center (DC).
DO Responded	NFC only Date the DO/DC responded.
Cert Completed	NFC only Date the claim was completed.
Copy Returned to Inquiry	NFC only Date the claim was returned from the Certification and Disbursing Section to the Payroll/Personnel Operations Section.
OK to Recertify	NFC only Used to approve/disapprove the claim. NFC enters Y (yes) to recertify if the claim is approved. This entry generates <i>P</i> (process) in the Payment Status field of the SF 1166 - Second Check screen.
Final Results	NFC only Additional information for descriptive or clarification purposes.



After typing in the data, press **Enter**. The system edits the data. If no errors are found, the record is added and marked for generation in the batch processing procedure. The message changes to *Found* to confirm that the record was added. If errors are found, the message *Please Correct Field(s) in Error* is displayed at the bottom of the screen, and the fields with errors are highlighted. Correct the field(s) in error and press **Enter** to add the record. When the record is successfully added, the message changes to *Found*.

To perform further processing tasks, press the appropriate **PF** key. To exit, press **Clear**.

Updating a Claim of Non-Receipt DD/EFT Record

To update a claim of non-receipt record, type **5** at the DOTSE Main Menu screen. Press **Enter** to display the Claim of Non-Receipt DD/EFT screen. Type the SSN at the Identification Number field on the Claim of Non-Receipt DD/EFT screen. Press **Enter**. A completed Claim of Non-Receipt DD/EFT screen is displayed with the function message *Found*.

To update the record, press **PF2**. The message changes to *Update*. Type the new data using the instructions under ***Adding a Claim of Non-Receipt DD/EFT Record*** (on page 34).

After typing in the data, press **Enter**. If no errors are found, the record is updated and the message changes to *Found* to confirm that the record was added.

To perform other processing tasks, press the appropriate **PF** key. To exit, press **Clear**.

Viewing a Claim of Non-Receipt DD/EFT Record

To view a claim of non-receipt record, type **5** at the DOTSE Main Menu screen. Press **Enter** to display the Claim of Non-Receipt DD/EFT screen. Type the SSN at the Identification Number field on the Claim of Non-Receipt DD/EFT screen. Press **Enter**. A completed Claim of Non-Receipt DD/EFT screen is displayed with the message *Found*. Press **PF11** to scroll through multiple records.

To perform other processing tasks, press the appropriate **PF** key. To exit, press **Clear**.



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