Financial Manager Reports

A Handbook for New Financial Manager Users

Last updated: July 2017

Introduction

- In April 2016, the USPTO released **Financial Manager**, its new online fee payment management tool
- In Financial Manager, USPTO customers can:
  - Store and manage electronic payment methods online
  - Assign user permissions, allowing others to access stored payment methods
  - Generate and download custom transaction reports and monthly statements
- Financial Manager's reporting features have replaced the previous Financial Profile system
- This document explains Financial Manager's report options; it is a supplement to the Reporter section of the **Financial Manager User Guide**

Getting Started

- To generate and download transaction reports for a payment method stored in Financial Manager, you must have Reporter permission for the payment method
  - Additional information on user permissions is available in the **Introduction to Financial Manager User Permissions**
- To get Reporter permission for a stored payment method, you must:
  1. Create a new **uspto.gov account**.
  2. Have an Administrator of the payment method add you to the payment method and assign you Reporter permissions. Instructions are available in the Financial Manager User Guide.
  3. Once you've been assigned Reporter permission for the payment method, you can visit **https://fees.uspto.gov**, sign in (using your uspto.gov account credentials), and start generating transaction reports in Financial Manager.

Financial Manager Reports Handbook

REPORT FIELDS

Understanding Report Fields

- In Financial Manager, transaction information is grouped and displayed in two levels:
  - Transaction Summary
  - Transaction Details
- Report fields are available online and in downloadable reports
- In Financial Manager, you can view Recent Transactions, Monthly Statements, and Transaction Search Reports online at any time
  - Monthly Statements and Transaction Search Reports may be downloaded in PDF, Excel, and CSV file formats
  - Report layouts vary between each format (Online, PDF, Excel, and CSV)

Transaction Summary Fields

Current Field	Old Field	Description
Date Posted	Accounting Date	The date on which your transaction was logged in USPTO systems. Transactions completed after 1:45pm ET will likely post on the following business day.
Transaction Reference Number	Name/Number	The USPTO supplied identifier such as Patent Application Number, Patent Number, Trademark Registration Number, Trademark Serial Number, etc. Transactions that include fees with more than one Sale Item Reference Number will indicate that there are more than one reference number associated with the transaction.
Attorney Docket Number	Attorney Docket Number	A reference text of up to 25 alphanumeric characters that many organizations use to label transactions and reconcile accounts. This will only display in your report if the user entered an Attorney Docket Number at the time of payment.
Status	Transaction Search Status	Describes the current standing of the transaction. For fee payments, the transaction status will be either Processed or Reversed.
Transaction ID	Sequence Number	A new unique ID that identifies each transaction made at the USPTO. It is comprised of: Date-StorefrontID-TransactionSequenceNumber. Details on StorefrontIDs are included in the Appendix.
Type	Type	Indicates whether the transaction was a payment, refund, withdrawal, replenishment, credit to deposit account or credit from deposit account.
Total Credit (+)/ Total Debit (-)	Sales Total	Total credit (+) indicates the amount of funds added to a deposit account in a transaction. Total debit (-) indicates the amount of funds taken out of a deposit account, either for a fee payment or a customer requested withdrawal.
Total Payment (+)/ Total Refund (-)	Sales Total	Total payment (+) indicates the amount paid in a transaction using an EFT or credit/debit card. Total refund (-) indicates the amount returned to an EFT or credit/debit card.

Transaction Detail Fields

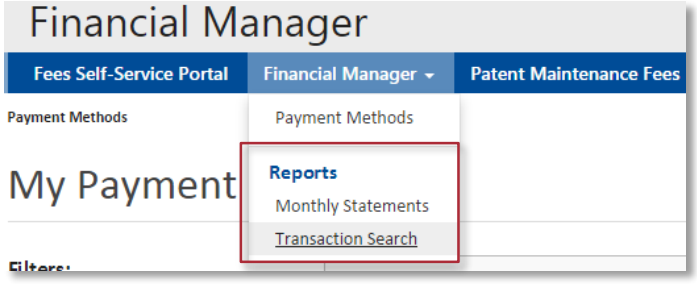
Current Field	Old Field	Description
Payment Date Posted	Date Posted	The date on which your transaction was logged in USPTO systems. Transactions completed after 1:45pm ET will likely post on the following business day.
Sale Item Date Posted	New Field	The date on which a sale item is adjusted.
Sale Item Reference Number	Name/Number	This is the USPTO supplied identifier, such as Patent Application Number, Patent Number, Trademark Registration Number, Trademark Serial Number, etc.
Sale ID	Sequence Number	A new unique ID that identifies each sale made at the USPTO. It is comprised of: Date-StorefrontID-SaleSequenceNumber. Multiple sales within a transaction will have the same Sale ID. Details on StorefrontIDs are included in the Appendix.
Fee Code	Transaction Search Status	This is the four digit code associated with the type of fee paid. The full fee code schedule with descriptions is available on the **USPTO Fee Schedule** page.
Quantity	Quantity	The number of times the fee code was paid within the transaction.
Item Price	Item Total	The price of the individual fee.
Item Total	Payment Amount	The total amount paid for the fee type.
Customer Name	Not previously offered	The name of the Financial Manager user who completed the transaction. For fee payments, this will only display if the Fee Payer signs in and pays using the "stored payment method" option.
Fee Code Description	Description	Provides details about the type of fee paid. In online reports, Fee Code Description displays in a call out box when you hover over a fee code and is available in Excel and CSV downloaded reports.

Financial Manager Reports Handbook

ONLINE REPORTS

Online Reports Overview

- Financial Manager reports are available as Monthly Statements or Transaction Search Reports
- **Monthly Statements** will display all transactions for the stored payment method you select within a given month
- **Transaction Search Reports** will allow you to enter specific search criteria and display transactions that meet your parameters



Monthly Statements

At the top of online monthly statements, Financial Manager describes overall activity for that month. These include:

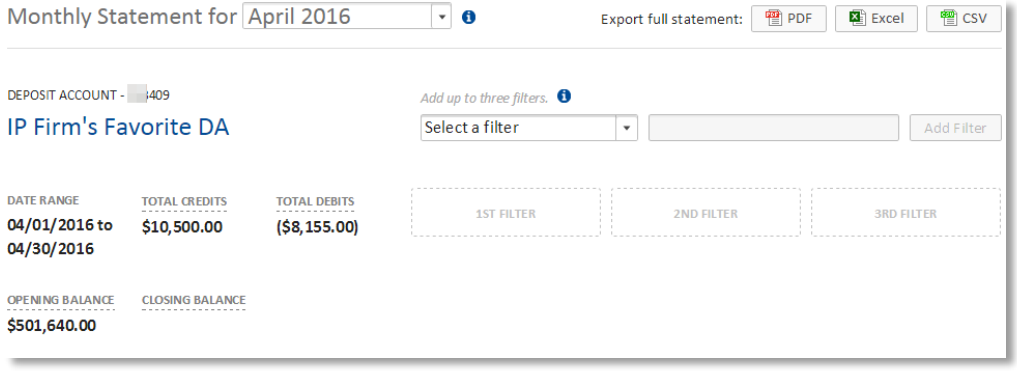
Date Range indicates what dates are included in statement.

Total Credits* lists the total funds added to the deposit account during the month as refunds or replenishments.

Total Debits* lists the total funds removed from the deposit account during the month as fee payments or customer requested withdrawals.

Opening Balance** is the total funds available at the beginning of the month. This is confirmed on the fourth business day of the current month.

Closing Balance** is the total funds available at the end of the month. This is populated on the fourth business day of the following month.



On this Monthly Statement, the **closing balance** field is blank because the report was generated before the fourth business day of the following month.

You may choose to update the transactions displayed by using the Monthly Statement dropdown menu to **select a new month** or **applying a filter** to search for specific transactions within the monthly statement.

*For EFT and credit/debit card monthly statements, the Total Credits field is replaced by Total Payments. The Total Debits field is replaced by Total Refunds.

**These fields will only display on deposit account monthly statements, as Financial Manager does not track balances for EFTs or credit/debit cards.

Monthly Statements

Date Posted is the date on which your transaction was logged. Transactions completed after 1:45pm ET will likely post on the following business day.

Transaction Reference # is the USPTO supplied identifier such as the Patent Application #, Patent #, Trademark Registration #,Trademark Serial #, etc. This field will appear for Payments and Refunds only.

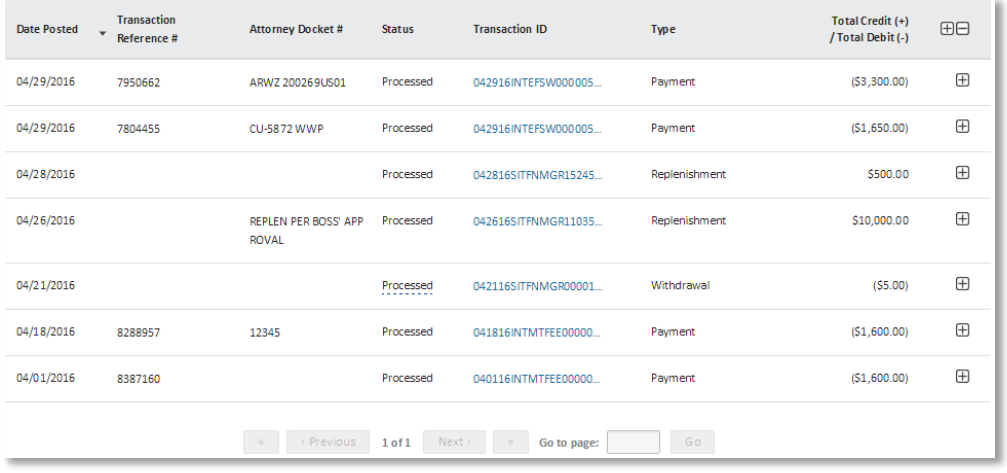
Attorney Docket # is a reference text organizations use to label transactions. This will only display in your report if the Fee Payer entered an Attorney Docket Number at the time of payment.

Status describes the current standing of the transaction. The most common are processed and reversed.

Transaction ID is a new unique ID that identifies each transaction made at the USPTO. In EFS-Web, this displays on your receipt as the Confirmation Number.

Type: Indicates whether the transaction was a payment, refund, withdrawal, or replenishment.

Online Monthly Statements display Transaction Summary fields by default.



Date Posted	Transaction Reference #	Attorney Docket #	Status	Transaction ID	Type	Total Credit (+) / Total Debit (-)
04/29/2016	7950662	ARWZ 200269US01	Processed	042916INTEFSW000005...	Payment	($3,300.00)
04/29/2016	7804455	CU-5872 WWP	Processed	042916INTEFSW000005...	Payment	($1,650.00)
04/28/2016			Processed	042816SITFNMGR15245...	Replenishment	$500.00
04/26/2016		REPLEN PER BOSS' APPROVAL	Processed	042616SITFNMGR11035...	Replenishment	$10,000.00
04/21/2016			Processed	042116SITFNMGR00001...	Withdrawal	($5.00)
04/18/2016	8288957	12345	Processed	041816INTMTFEE00000...	Payment	($1,600.00)
04/01/2016	8387160		Processed	040116INTMTFEE00000...	Payment	($1,600.00)

« ‹ Previous 1 of 1 Next › » Go to page: Go

To view **Transaction Details**, you can click on the + symbol to expand the table. You can also click on the Transaction ID hyperlink to be directed to the Transaction Details page for a transaction.

For **EFT and credit/debit card** the "Total Credit (+) / Total Debit (-)" field is replaced by "**Total Payments (+) / Total Refunds (-)**."

Transaction Search Reports

In Financial Manager, you can enter criteria for Transaction Summary and Detail fields to generate a Transaction Search Report.

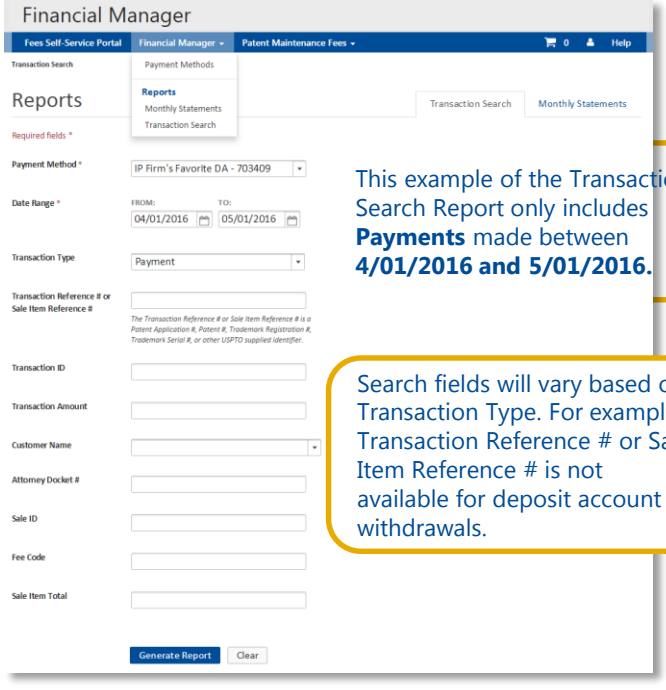
Payment Method*: You may choose to search for transactions within one payment method or across all payment methods of the same type.

Date Range*: Transactions completed after 1:45pm ET will likely post on the following business day – consider expanding your date range if you have trouble finding a transaction.

Transaction Reference # or Sale Item Reference #:. Your USPTO supplied identifier, such as Patent Application #, Patent #, Trademark Registration #, Trademark Serial #, etc.

Customer Name: For payments, this is only available if the Fee Payer was signed in and used the "Stored Payment Method" option to pay.

Attorney Docket #: This is only available if a Fee Payer entered an Attorney Docket Number at the time of payment.



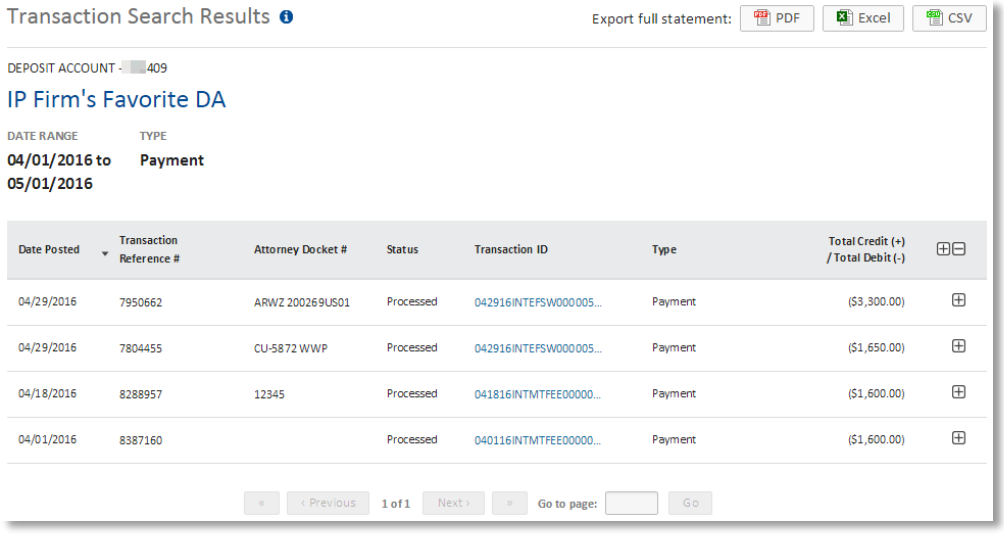
This example of the Transaction Search Report only includes **Payments** made between **4/01/2016 and 5/01/2016.**

Search fields will vary based on Transaction Type. For example, Transaction Reference # or Sale Item Reference # is not available for deposit account withdrawals.

*Payment Method and Date Range are required to conduct a Transaction Search.

Transaction Search Reports

At the top of online Transaction Search Reports, Financial Manager describes the search criteria you entered for the transaction search.



Transaction Search Results

Export full statement: PDF Excel CSV

DEPOSIT ACCOUNT - 409

IP Firm's Favorite DA

DATE RANGE: 04/01/2016 to 05/01/2016

TYPE: Payment

Date Posted	Transaction Reference #	Attorney Docket #	Status	Transaction ID	Type	Total Credit (+) / Total Debit (-)
04/29/2016	7950662	ARWZ 200269US01	Processed	042916INTEFSW000005...	Payment	($3,300.00)
04/29/2016	7804455	CU-5872 WWP	Processed	042916INTEFSW000005...	Payment	($1,650.00)
04/18/2016	8288957	12345	Processed	041816INTMTFEE00000...	Payment	($1,600.00)
04/01/2016	8387160		Processed	040116INTMTFEE00000...	Payment	($1,600.00)

« ‹ Previous 1 of 1 Next › » Go to page: Go

This example of the Transaction Search Report only includes Payments made between 4/01/2016 and 5/01/2016 (as dictated by our search criteria), so it does not list all of the transactions listed in the Monthly Statement.

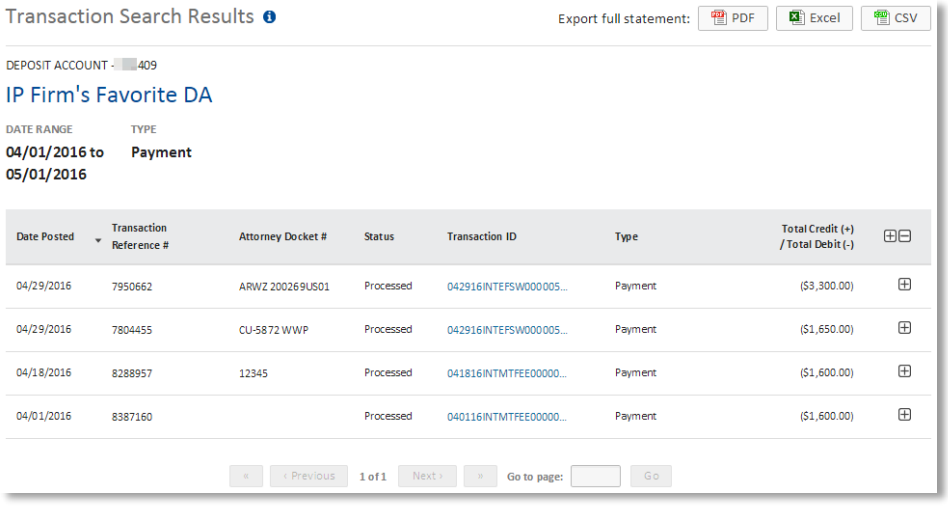
To view **Transaction Details**, you may click on the + symbol to expand the table. You may also click on the Transaction ID hyperlink to be directed to the Transaction Details page.

For **EFT and credit/debit card** reports, the "Total Credit (+) / Total Debit (-)" field is replaced by "**Total Payments (+) / Total Refunds (-)**."

For Transactions searches across **All Deposit Accounts**, the Deposit Account # field lists the account # that was used for each payment. Transaction Search reports across **All Credit/Debit Cards** will display the last 4 digits of the credit/debit card #. Transaction Search reports across **All EFTs** will display the last three digits of the EFT #.

Transaction Details

There are two ways to access Transaction Details online in Financial Manager:



1

Click the + icon to expand a report table to display Transaction Details. This option is available online in Monthly Statements and Transaction Search Reports. It may be applied to the entire online report or individual transactions within the report.

2

Click on a blue Transaction ID hyperlink to be redirected to the Transaction Details page for a specific transaction. This option is available online in Recent Transactions, Monthly Statements, and Transaction Search Reports.

Transaction Details - Payments

Sale Item Reference # is your USPTO supplied identifier, such as Patent Application Number, Trademark Registration Number, Trademark Serial Number, etc.

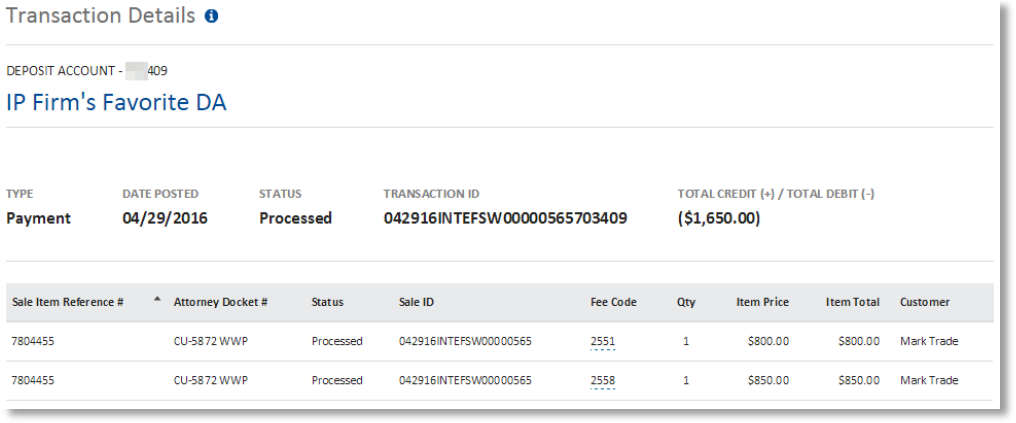
Attorney Docket # is a reference text organizations use to label transactions. This will only display in your report if the Fee Payer entered an Attorney Docket Number at the time of payment.

Sale ID is a new unique ID comprised of Date-StorefrontID-SaleSequenceNumber.

Fee Code corresponds to a description of the fee paid. You can hover over the Fee Code number to view the **Fee Code Description**.

Customer Name is the name of the Financial Manager user that completed the transaction.

For payments, the Transactions Details includes data for each fee within a transaction.



Transaction Details

DEPOSIT ACCOUNT - 409

IP Firm's Favorite DA

TYPE	DATE POSTED	STATUS	TRANSACTION ID	TOTAL CREDIT (+) / TOTAL DEBIT (-)
Payment	04/29/2016	Processed	042916INTEFSW00000565703409	($1,650.00)

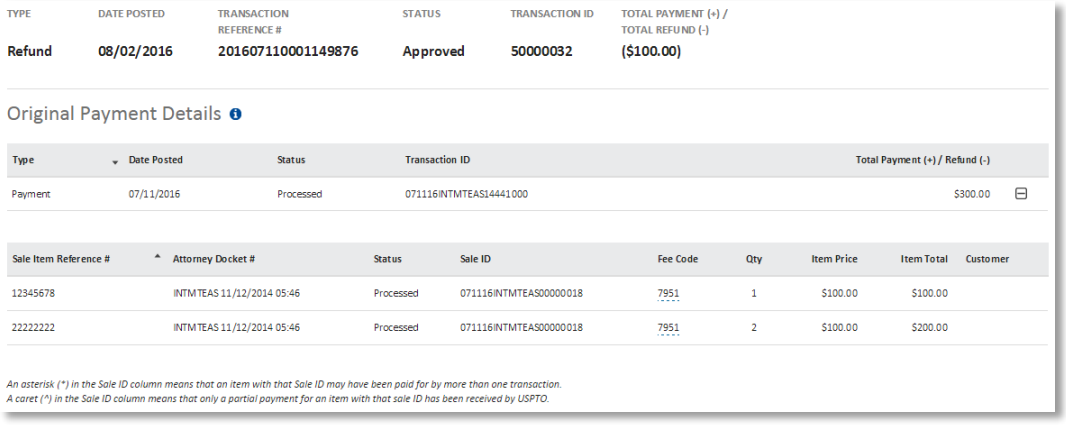
Sale Item Reference #	Attorney Docket #	Status	Sale ID	Fee Code	Qty	Item Price	Item Total	Customer
7804455	CU-5872 WWP	Processed	042916INTEFSW00000565	2551	1	$800.00	$800.00	Mark Trade
7804455	CU-5872 WWP	Processed	042916INTEFSW00000565	2558	1	$850.00	$850.00	Mark Trade

For fee payments, **Customer Name** will only display if the Fee Payer signs in and pays using the "Stored Payment Method" option.

For **EFT and credit/debit card** reports the "Total Credit (+) / Total Debit (-)" field is replaced by "**Total Payments (+) / Total Refunds (-)**."

Transaction Details - Refunds

For Refunds, the Transaction Details page displays details about the refund and the corresponding original payment.



TYPE	DATE POSTED	TRANSACTION REFERENCE #	STATUS	TRANSACTION ID	TOTAL PAYMENT (+) / TOTAL REFUND (-)
Refund	08/02/2016	201607110001149876	Approved	50000032	($100.00)

Original Payment Details

Type	Date Posted	Status	Transaction ID	Total Payment (+) / Refund (-)
Payment	07/11/2016	Processed	071116INTMTEAS14441000	$300.00

Sale Item Reference #	Attorney Docket #	Status	Sale ID	Fee Code	Qty	Item Price	Item Total	Customer
12345678	INTMTEAS 11/12/2014 05:46	Processed	071116INTMTEAS00000018	7951	1	$100.00	$100.00	
22222222	INTMTEAS 11/12/2014 05:46	Processed	071116INTMTEAS00000018	7951	2	$100.00	$200.00	

An asterisk (*) in the Sale ID column means that an item with that Sale ID may have been paid for by more than one transaction.
A caret (^) in the Sale ID column means that only a partial payment for an item with that sale ID has been received by USPTO.

Status: The most common refund statuses are Approved and Processed. For other statuses, you can hover over the status to view details. For additional information about your refund status, you may contact the USPTO Contact Center.

Transaction ID: You can use this ID to communicate with the USPTO about your refund. It is the fastest way for our representatives to look up information about your refund.

Your refund is tied to your original payment transaction, not a specific fee code within the transaction. In cases of overpayments or when funds from the original payment are reapplied to a new sale transaction, the refunded amount may not match the Item Total listed in the original transaction.

This example shows a refund applied to an EFT or credit/debit card. For **deposit accounts**, the "Total Payments (+) / Total Refunds (-)" field is replaced by "**Total Credit (+) / Total Debit (-)**."

Payment Adjustment Details

When transactions are reversed after initial payment, the Transactions Details include data for the original payment and the adjustment.

TYPE	DATE POSTED	STATUS	TRANSACTION ID	TOTAL PAYMENT (+) / TOTAL REFUND (-)
Payment	07/06/2017	Processed	070617INTTEAS19032900	$25.00

Sale Item Reference #	Attorney Docket #	Status	Sale ID	Fee Code	Qty	Item Price	Item Total	Customer
76306134	EXAMPLE	Reversed	070617INTTEAS00000019	8014	1	$25.00	$25.00	Mark Trade
76306134	EXAMPLE	Processed	070617INTTEAS00000019	8014	0	$0.00	($25.00)	Mark Trade

TYPE	DATE POSTED	STATUS	TRANSACTION ID	TOTAL PAYMENT (+) / TOTAL REFUND (-)
Payment	07/10/2017	Processed	071017INTMTEAS11204900	$300.00

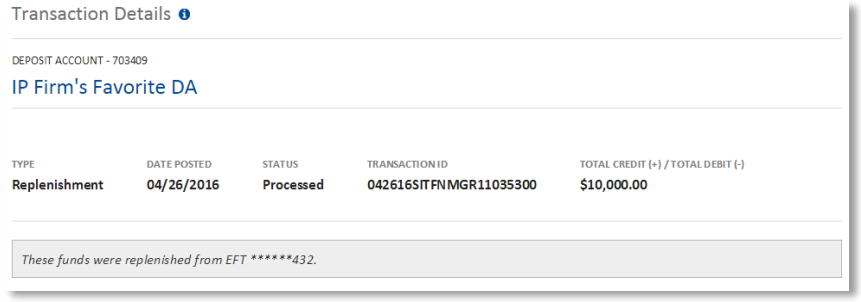
Sale Item Reference #	Attorney Docket #	Status	Sale ID	Fee Code	Qty	Item Price	Item Total	Customer
11113333	EXAMPLE	Processed	071017INTMTEAS00002573	7951	1	$100.00	$100.00	Mark Trade
11114444	EXAMPLE	Reversed	071017INTMTEAS00002573	7951	2	$100.00	$200.00	Mark Trade
11114444	EXAMPLE	Processed	071017INTMTEAS00002573	7951	0	$0.00	($200.00)	

If a payment is reversed, the original payment transaction will be labeled **"Reversed"** in the status field, showing which Reference # and fee code was adjusted. Another transaction with a **negative value** will show the total amount that was either refunded or applied to another transaction.

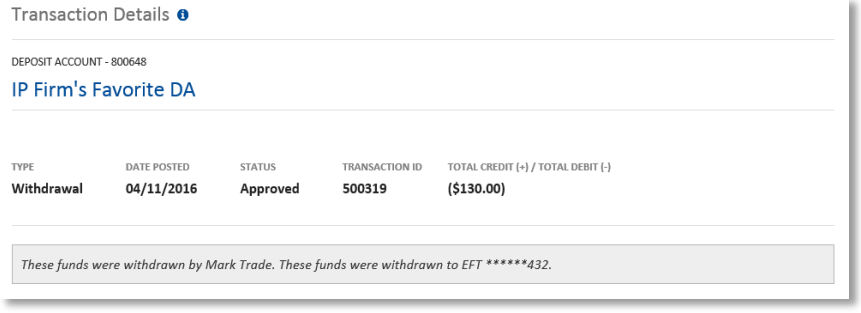
In the top example, the initial payment was for **a single fee code** that was later adjusted. The bottom example shows an initial payment made for **two different Reference IDs**. Only the fees associated with one of the Reference IDs was adjusted.

Funds Management Details

Deposit Account Funds Managers may initiate replenishments and withdrawals for a deposit account in Financial Manager. Transaction Details for these transactions display differently from payments and refunds.



For **replenishments**, the transaction details page will indicate the **replenishment source** (EFT/wire transfer, another deposit account, or check).

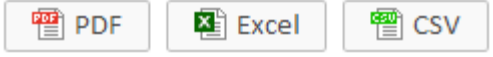


For **withdrawals**, the transaction details page will indicate the name of the customer who requested the withdrawal and how these funds were returned (EFT or check). Withdrawal checks will be sent to the correspondence address on file in Financial Manager.

Financial Manager Reports Handbook

DOWNLOADED REPORTS

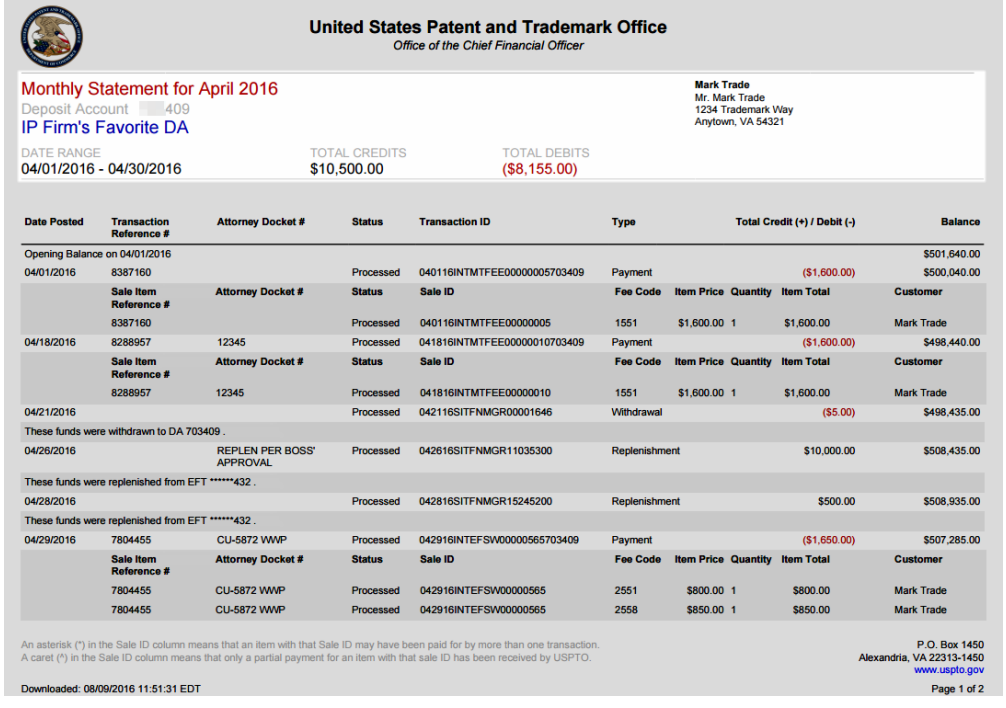
Exports Overview

- All Financial Manager reports, except Recent Activity, are available for instant download
- Reports may be downloaded in any of the following file formats: 

- Each file format displays information slightly differently
  - The PDF version provides the most transaction information and displays summary and detail information in one view
  - The Excel and CSV versions are useful for data analysis and uploading into your organization's databases

Downloaded Reports: PDF

At the top of the **PDF** is a description of the payment method and the report.



United States Patent and Trademark Office
Office of the Chief Financial Officer

Monthly Statement for April 2016
Deposit Account 409
IP Firm's Favorite DA

Mark Trade
Mr. Mark Trade
1234 Trademark Way
Anytown, VA 54321

DATE RANGE	TOTAL CREDITS	TOTAL DEBITS
04/01/2016 - 04/30/2016	$10,500.00	($8,155.00)

Date Posted	Transaction Reference #	Attorney Docket #	Status	Transaction ID	Type	Total Credit (+) / Debit (-)	Balance
Opening Balance on 04/01/2016							$501,640.00
04/01/2016	8387160		Processed	040116INTMTFEE00000005703409	Payment	($1,600.00)	$500,040.00
	Sale Item Reference #	**Attorney Docket #**	**Status**	**Sale ID**	**Fee Code**	**Item Price**	**Quantity**	**Item Total**	**Customer**
	8387160		Processed	040116INTMTFEE00000005	1551	$1,600.00	1	$1,600.00	Mark Trade
04/18/2016	8288957	12345	Processed	041816INTMTFEE00000010703409	Payment	($1,600.00)	$498,440.00
	Sale Item Reference #	**Attorney Docket #**	**Status**	**Sale ID**	**Fee Code**	**Item Price**	**Quantity**	**Item Total**	**Customer**
	8288957	12345	Processed	041816INTMTFEE00000010	1551	$1,600.00	1	$1,600.00	Mark Trade
04/21/2016			Processed	042116SITFNMGR00001646	Withdrawal	($5.00)	$498,435.00
These funds were withdrawn to DA 703409 .							
04/26/2016		REPLEN PER BOSS' APPROVAL	Processed	042616SITFNMGR11035300	Replenishment	$10,000.00	$508,435.00
These funds were replenished from EFT ******432 .							
04/28/2016			Processed	042816SITFNMGR15245200	Replenishment	$500.00	$508,935.00
These funds were replenished from EFT ******432 .							
04/29/2016	7804455	CU-5872 WWP	Processed	042916INTEFSW00000565703409	Payment	($1,650.00)	$507,285.00
	Sale Item Reference #	**Attorney Docket #**	**Status**	**Sale ID**	**Fee Code**	**Item Price**	**Quantity**	**Item Total**	**Customer**
	7804455	CU-5872 WWP	Processed	042916INTEFSW00000565	2551	$800.00	1	$800.00	Mark Trade
	7804455	CU-5872 WWP	Processed	042916INTEFSW00000565	2558	$850.00	1	$850.00	Mark Trade

An asterisk (*) in the Sale ID column means that an item with that Sale ID may have been paid for by more than one transaction.
A caret (^) in the Sale ID column means that only a partial payment for an item with that sale ID has been received by USPTO.

P.O. Box 1450
Alexandria, VA 22313-1450
www.uspto.gov

Downloaded: 08/09/2016 11:51:31 EDT

Page 1 of 2

The **report type** (Monthly Statement or Transaction Search) is listed in red.

Payment method identifier and **nickname*** are provided below the report type.

The **Date Range** will display the **Reporting Period** (for monthly statements) or **selected date range** (for transaction search reports).

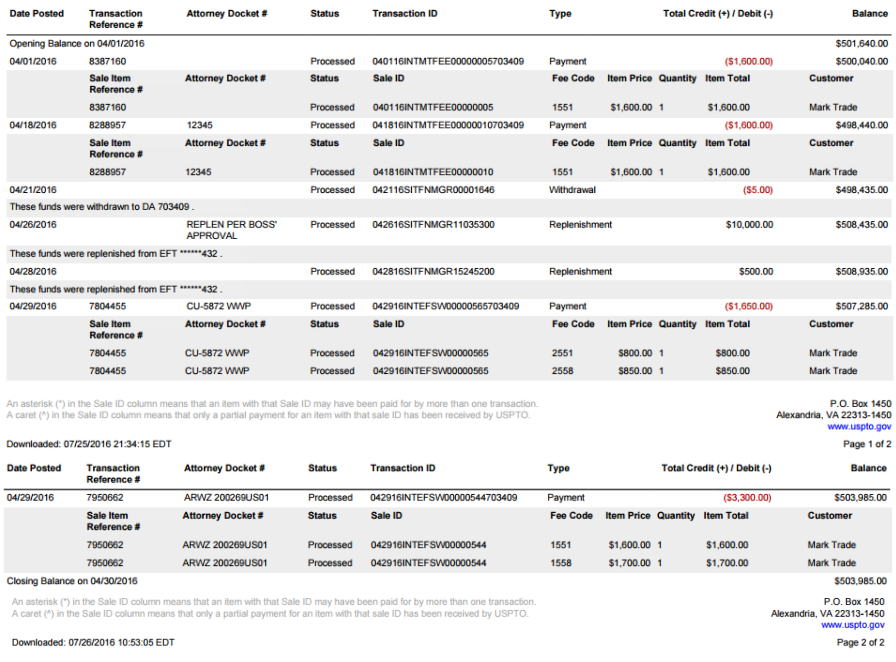
Account Holder Name* and **Correspondence Address*** or **Billing Address*** is provided in black, to the right.

The **Total Credits** and **Total Debits** fields will only display in deposit account monthly statements.

*These fields will not display when performing a transaction search by all payment methods of the same type.

Downloaded Reports: PDF

PDF downloaded reports display transaction summary and transaction detail information in one cumulative table.



Date Posted	Transaction Reference #	Attorney Docket #	Status	Transaction ID	Type			Total Credit (+) / Debit (-)	Balance
Opening Balance on 04/01/2016									$501,640.00
04/01/2016	8387160		Processed	040116INTMTFEE00000005703409	Payment			($1,600.00)	$500,040.00
	Sale Item Reference #	**Attorney Docket #**	**Status**	**Sale ID**	**Fee Code**	**Item Price**	**Quantity**	**Item Total**	**Customer**
	8387160		Processed	040116INTMTFEE00000005	1551	$1,600.00	1	$1,600.00	Mark Trade
04/18/2016	8288957	12345	Processed	041816INTMTFEE00000010703409	Payment			($1,600.00)	$498,440.00
	Sale Item Reference #	**Attorney Docket #**	**Status**	**Sale ID**	**Fee Code**	**Item Price**	**Quantity**	**Item Total**	**Customer**
	8288957	12345	Processed	041816INTMTFEE00000010	1551	$1,600.00	1	$1,600.00	Mark Trade
04/21/2016			Processed	042116SITFNMGR00001646	Withdrawal			($5.00)	$498,435.00
These funds were withdrawn to DA 703409 .									
04/26/2016		REPLEN PER BOSS' APPROVAL	Processed	042616SITFNMGR11035300	Replenishment			$10,000.00	$508,435.00
These funds were replenished from EFT ******432 .									
04/28/2016			Processed	042816SITFNMGR15245200	Replenishment			$500.00	$508,935.00
These funds were replenished from EFT ******432 .									
04/29/2016	7804455	CU-5872 WWP	Processed	042916INTEFSW00000565703409	Payment			($1,650.00)	$507,285.00
	Sale Item Reference #	**Attorney Docket #**	**Status**	**Sale ID**	**Fee Code**	**Item Price**	**Quantity**	**Item Total**	**Customer**
	7804455	CU-5872 WWP	Processed	042916INTEFSW00000565	2551	$800.00	1	$800.00	Mark Trade
	7804455	CU-5872 WWP	Processed	042916INTEFSW00000565	2558	$850.00	1	$850.00	Mark Trade

An asterisk (*) in the Sale ID column means that an item with that Sale ID may have been paid for by more than one transaction.
A caret (^) in the Sale ID column means that only a partial payment for an item with that sale ID has been received by USPTO.

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Page 1 of 2

Date Posted	Transaction Reference #	Attorney Docket #	Status	Transaction ID	Type			Total Credit (+) / Debit (-)	Balance
04/29/2016	7950662	ARWZ 200269US01	Processed	042916INTEFSW00000544703409	Payment			($3,300.00)	$503,985.00
	Sale Item Reference #	**Attorney Docket #**	**Status**	**Sale ID**	**Fee Code**	**Item Price**	**Quantity**	**Item Total**	**Customer**
	7950662	ARWZ 200269US01	Processed	042916INTEFSW00000544	1551	$1,600.00	1	$1,600.00	Mark Trade
	7950662	ARWZ 200269US01	Processed	042916INTEFSW00000544	1558	$1,700.00	1	$1,700.00	Mark Trade
Closing Balance on 04/30/2016									$503,985.00

An asterisk (*) in the Sale ID column means that an item with that Sale ID may have been paid for by more than one transaction.
A caret (^) in the Sale ID column means that only a partial payment for an item with that sale ID has been received by USPTO.

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Page 2 of 2

Transaction Summary fields are listed in each white row.

Transaction Detail fields are listed below summary data for the respective transaction and are highlighted in gray.

The **Balance** field provides a running balance for deposit accounts in the last column of the transaction summary. This is only available in deposit account monthly statements.

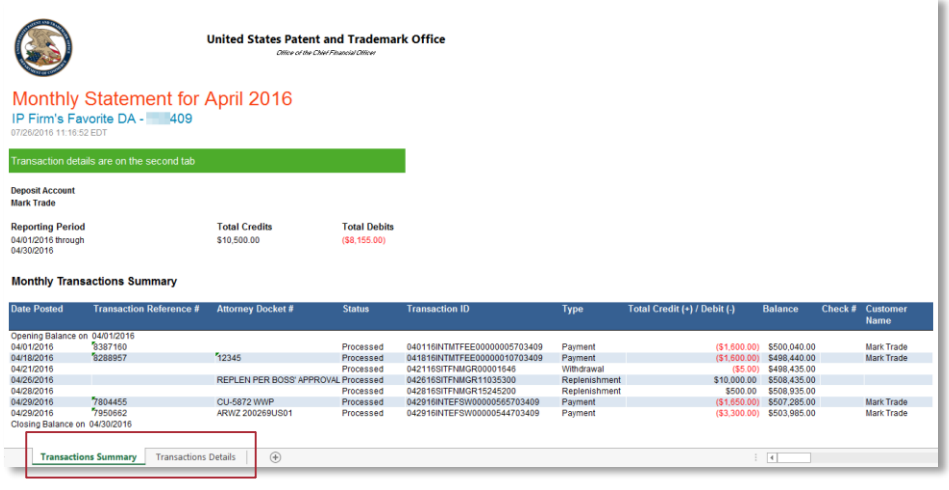
The **Date Downloaded** displays at the bottom of every page in the PDF.

On this report, the **Closing Balance** is available because the statement was generated after the fourth business day of the following month.

PDF downloaded reports are the only downloaded reports that provide details for deposit account **withdrawals** and **replenishments**.

Downloaded Reports: Excel

At the top each tab in an **Excel** downloaded report is a description of the payment method and the report.



United States Patent and Trademark Office

Office of the Chief Financial Officer

Monthly Statement for April 2016

IP Firm's Favorite DA - [redacted]409

07/26/2016 11:16:52 EDT

Transaction details are on the second tab

Deposit Account
Mark Trade

Reporting Period	Total Credits	Total Debits
04/01/2016 through 04/30/2016	$10,500.00	($8,155.00)

Monthly Transactions Summary

Date Posted	Transaction Reference #	Attorney Docket #	Status	Transaction ID	Type	Total Credit (+) / Debit (-)	Balance	Check #	Customer Name
Opening Balance on 04/01/2016									
04/01/2016	3387160		Processed	040116INTMTFEE00000005703409	Payment	($1,600.00)	$500,040.00		Mark Trade
04/18/2016	3288957	12345	Processed	041816INTMTFEE00000010703409	Payment	($1,600.00)	$498,440.00		Mark Trade
04/21/2016			Processed	042116SITFNMGR00001646	Withdrawal	($5.00)	$498,435.00		
04/26/2016		REPLEN PER BOSS' APPROVAL	Processed	042616SITFNMGR11035300	Replenishment	$10,000.00	$508,435.00		
04/28/2016			Processed	042816SITFNMGR15245200	Replenishment	$500.00	$508,935.00		
04/29/2016	7804455	CU-5872 WWP	Processed	042916INTEFSW00000565703409	Payment	($1,650.00)	$507,285.00		Mark Trade
04/29/2016	7950662	ARWZ 200259US01	Processed	042916INTEFSW00000544703409	Payment	($3,300.00)	$503,985.00		Mark Trade
Closing Balance on 04/30/2016									

Transactions Summary | Transactions Details

The first tab in the Excel workbook contains **Transaction Summary** data. The second tab in the Excel workbook contains **Transaction Details** data for payments only.

Note: Correspondence Address or Billing Address for the payment method does not display in the Excel download

The **report type** (Monthly Statement or Transaction Search) is listed in red.

Payment method identifier and **nickname*** are provided in blue, below the report type.

Date Downloaded is displayed in gray, under the payment method nickname and identifier.

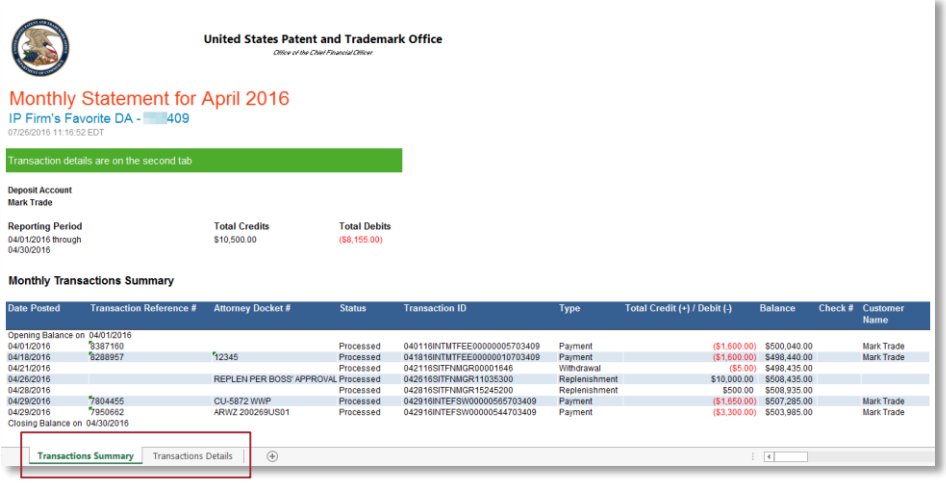
Payment Method Type* (deposit account, EFT, or credit/debit card) is listed in black.

Account Holder Name* is listed in black, below the payment method type.

*These fields will not display when performing a transaction search by all payment methods of the same type.

Downloaded Reports: Excel

The first tab in the **Excel** workbook contains Transaction Summary data.



United States Patent and Trademark Office
Office of the Chief Financial Officer

Monthly Statement for April 2016
IP Firm's Favorite DA - [redacted]409
07/26/2016 11:16:52 EDT

Transaction details are on the second tab

Deposit Account
Mark Trade

Reporting Period	Total Credits	Total Debits
04/01/2016 through 04/30/2016	$10,500.00	($8,155.00)

Monthly Transactions Summary

Date Posted	Transaction Reference #	Attorney Docket #	Status	Transaction ID	Type	Total Credit (+) / Debit (-)	Balance	Check #	Customer Name
Opening Balance on 04/01/2016									
04/01/2016	387160		Processed	040116INTMTFEE00000005703409	Payment	($1,600.00)	$500,040.00		Mark Trade
04/18/2016	288957	12345	Processed	041816INTMTFEE00000010703409	Payment	($1,600.00)	$498,440.00		Mark Trade
04/21/2016			Processed	042116SITFNMGR00001646	Withdrawal	($5.00)	$498,435.00		
04/26/2016		REPLEN PER BOSS' APPROVAL	Processed	042616SITFNMGR11035300	Replenishment	$10,000.00	$508,435.00		
04/28/2016			Processed	042816SITFNMGR15245200	Replenishment	$500.00	$508,935.00		
04/29/2016	7804455	CU-5872 WWP	Processed	042916INTEFSW00000565703409	Payment	($1,650.00)	$507,285.00		Mark Trade
04/29/2016	7950662	ARWZ 200269US01	Processed	042916INTEFSW00000544703409	Payment	($3,300.00)	$503,985.00		Mark Trade
Closing Balance on 04/30/2016									

Transactions Summary | Transactions Details

Opening Balance displays in the first row of a deposit account monthly statement. This is posted on the fourth business day of the current month.

Fee **payments** are listed in **red** as debits (-) against your deposit account in **deposit account** reports. Fee **payments** are listed in **black** as payments (+) to the USPTO in **EFT and credit/debit card** reports.

Refunds are listed in **black** as replenishments (+) to your deposit account in **deposit account** reports. **Refunds** are listed in **red** as refunds (-) from the USPTO in **EFT and credit/debit card** reports.

Customer Name will only display if the Fee Payer signs in and pays using the "stored payment method" option.

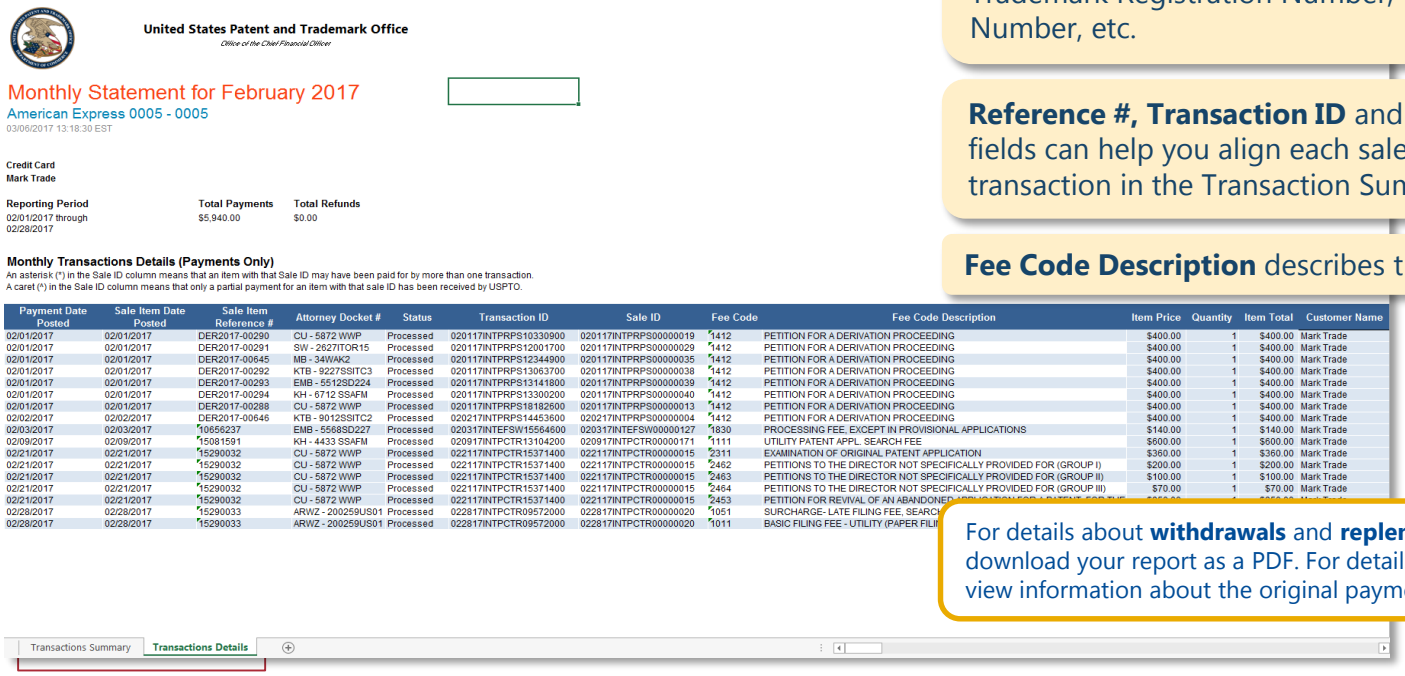
As in all Financial Manager reports, **Attorney Docket Number** will only display if the user provided one at the time of payment.

The **Balance** field provides a running balance for deposit accounts in the last column of the transaction summary. This is only available in deposit account monthly statements.

Note: Alternating gray and white row color does not have any significance in the Excel downloaded reports.

Downloaded Reports: Excel

The second tab of **Excel** downloaded reports displays transaction details for **payments only**.



United States Patent and Trademark Office
Office of the Chief Financial Officer

Monthly Statement for February 2017
American Express 0005 - 0005
03/06/2017 13:18:30 EST

Credit Card
Mark Trade

Reporting Period	Total Payments	Total Refunds
02/01/2017 through 02/28/2017	$5,940.00	$0.00

Monthly Transactions Details (Payments Only)
An asterisk (*) in the Sale ID column means that an item with that Sale ID may have been paid for by more than one transaction.
A caret (^) in the Sale ID column means that only a partial payment for an item with that sale ID has been received by USPTO.

Payment Date Posted	Sale Item Date Posted	Sale Item Reference #	Attorney Docket #	Status	Transaction ID	Sale ID	Fee Code	Fee Code Description	Item Price	Quantity	Item Total	Customer Name
02/01/2017	02/01/2017	DER2017-00290	CU - 5872 WWP	Processed	020117INTPRPS10330900	020117INTPRPS00000019	1412	PETITION FOR A DERIVATION PROCEEDING	$400.00	1	$400.00	Mark Trade
02/01/2017	02/01/2017	DER2017-00291	SW - 2627ITOR15	Processed	020117INTPRPS12001700	020117INTPRPS00000029	1412	PETITION FOR A DERIVATION PROCEEDING	$400.00	1	$400.00	Mark Trade
02/01/2017	02/01/2017	DER2017-00645	MB - 34WAK2	Processed	020117INTPRPS12344900	020117INTPRPS00000035	1412	PETITION FOR A DERIVATION PROCEEDING	$400.00	1	$400.00	Mark Trade
02/01/2017	02/01/2017	DER2017-00292	KTB - 9227SSITC3	Processed	020117INTPRPS13063700	020117INTPRPS00000038	1412	PETITION FOR A DERIVATION PROCEEDING	$400.00	1	$400.00	Mark Trade
02/01/2017	02/01/2017	DER2017-00293	EMB - 5512SSD224	Processed	020117INTPRPS13141800	020117INTPRPS00000039	1412	PETITION FOR A DERIVATION PROCEEDING	$400.00	1	$400.00	Mark Trade
02/01/2017	02/01/2017	DER2017-00294	KH - 6712 SSAFM	Processed	020117INTPRPS13300200	020117INTPRPS00000040	1412	PETITION FOR A DERIVATION PROCEEDING	$400.00	1	$400.00	Mark Trade
02/01/2017	02/01/2017	DER2017-00288	CU - 5872 WWP	Processed	020117INTPRPS18182600	020117INTPRPS00000013	1412	PETITION FOR A DERIVATION PROCEEDING	$400.00	1	$400.00	Mark Trade
02/02/2017	02/02/2017	DER2017-00646	KTB - 9012SSITC2	Processed	020217INTPRPS14453600	020217INTPRPS00000004	1412	PETITION FOR A DERIVATION PROCEEDING	$400.00	1	$400.00	Mark Trade
02/03/2017	02/03/2017	^10656237	EMB - 5568SD227	Processed	020317INTEFSW15564600	020317INTEFSW00000127	1830	PROCESSING FEE, EXCEPT IN PROVISIONAL APPLICATIONS	$140.00	1	$140.00	Mark Trade
02/09/2017	02/09/2017	^15081591	KH - 4433 SSAFM	Processed	020917INTPCTR13104200	020917INTPCTR00000171	1111	UTILITY PATENT APPL. SEARCH FEE	$600.00	1	$600.00	Mark Trade
02/21/2017	02/21/2017	^15290032	CU - 5872 WWP	Processed	022117INTPCTR15371400	022117INTPCTR00000015	2311	EXAMINATION OF ORIGINAL PATENT APPLICATION	$360.00	1	$360.00	Mark Trade
02/21/2017	02/21/2017	^15290032	CU - 5872 WWP	Processed	022117INTPCTR15371400	022117INTPCTR00000015	2462	PETITIONS TO THE DIRECTOR NOT SPECIFICALLY PROVIDED FOR (GROUP I)	$200.00	1	$200.00	Mark Trade
02/21/2017	02/21/2017	^15290032	CU - 5872 WWP	Processed	022117INTPCTR15371400	022117INTPCTR00000015	2463	PETITIONS TO THE DIRECTOR NOT SPECIFICALLY PROVIDED FOR (GROUP II)	$100.00	1	$100.00	Mark Trade
02/21/2017	02/21/2017	^15290032	CU - 5872 WWP	Processed	022117INTPCTR15371400	022117INTPCTR00000015	2464	PETITIONS TO THE DIRECTOR NOT SPECIFICALLY PROVIDED FOR (GROUP III)	$70.00	1	$70.00	Mark Trade
02/21/2017	02/21/2017	^15290032	CU - 5872 WWP	Processed	022117INTPCTR15371400	022117INTPCTR00000015	2453	PETITION FOR REVIVAL OF AN ABANDONED [illegible]	[illegible]	[illegible]	[illegible]	[illegible]
02/28/2017	02/28/2017	^15290033	ARWZ - 200259US01	Processed	022817INTPCTR09572000	022817INTPCTR00000020	1051	SURCHARGE- LATE FILING FEE, SEARCH	[illegible]	[illegible]	[illegible]	[illegible]
02/28/2017	02/28/2017	^15290033	ARWZ - 200259US01	Processed	022817INTPCTR09572000	022817INTPCTR00000020	1011	BASIC FILING FEE - UTILITY (PAPER FILI	[illegible]	[illegible]	[illegible]	[illegible]

Transactions Summary | Transactions Details

Sale Item **Reference #** is your USPTO supplied identifier, such as Patent Application Number, Patent Number, Trademark Registration Number, Trademark Serial Number, etc.

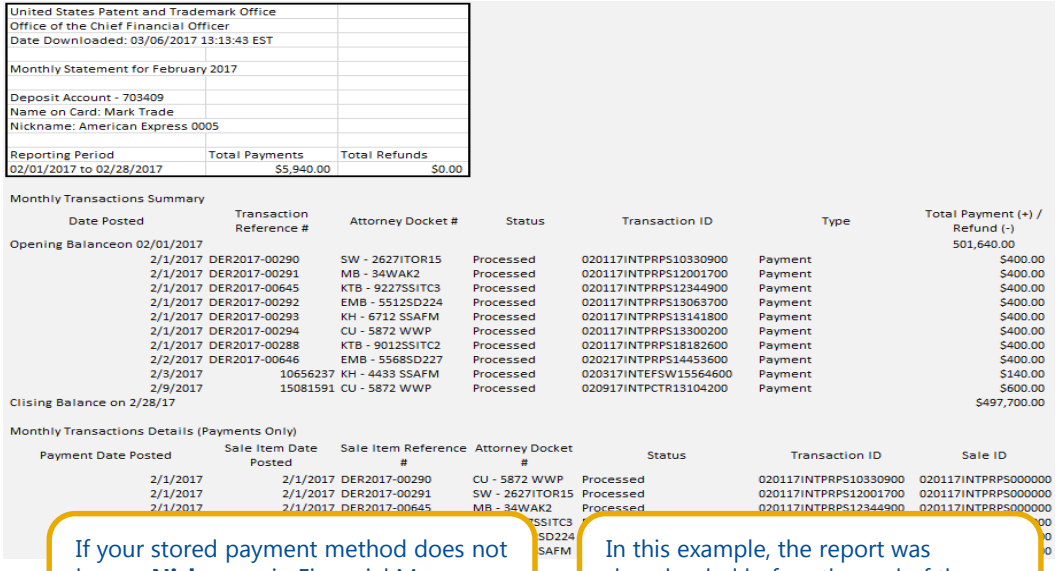
Reference #, Transaction ID and **Attorney Docket #** fields can help you align each sale item with an overall transaction in the Transaction Summary tab.

Fee Code Description describes the type of fee paid.

For details about **withdrawals** and **replenishments**, you can download your report as a PDF. For details about **refunds**, you can view information about the original payment transaction online.

Downloaded Reports: CSV

CSV downloaded reports display transaction summary and transaction detail information on one tab, but in two tables. The top of the CSV describes the payment method and the report.



United States Patent and Trademark Office
Office of the Chief Financial Officer
Date Downloaded: 03/06/2017 13:13:43 EST

Monthly Statement for February 2017

Deposit Account - 703409
Name on Card: Mark Trade
Nickname: American Express 0005

Reporting Period	Total Payments	Total Refunds
02/01/2017 to 02/28/2017	$5,940.00	$0.00

Monthly Transactions Summary

Date Posted	Transaction Reference #	Attorney Docket #	Status	Transaction ID	Type	Total Payment (+) / Refund (-)
Opening Balanceon 02/01/2017						501,640.00
2/1/2017	DER2017-00290	SW - 2627ITOR15	Processed	020117INTPRPS10330900	Payment	$400.00
2/1/2017	DER2017-00291	MB - 34WAK2	Processed	020117INTPRPS12001700	Payment	$400.00
2/1/2017	DER2017-00645	KTB - 9227SSITC3	Processed	020117INTPRPS12344900	Payment	$400.00
2/1/2017	DER2017-00292	EMB - 5512SD224	Processed	020117INTPRPS13063700	Payment	$400.00
2/1/2017	DER2017-00293	KH - 6712 SSAFM	Processed	020117INTPRPS13141800	Payment	$400.00
2/1/2017	DER2017-00294	CU - 5872 WWP	Processed	020117INTPRPS13300200	Payment	$400.00
2/1/2017	DER2017-00288	KTB - 9012SSITC2	Processed	020117INTPRPS18182600	Payment	$400.00
2/2/2017	DER2017-00646	EMB - 5568SD227	Processed	020217INTPRPS14453600	Payment	$400.00
2/3/2017	10656237	KH - 4433 SSAFM	Processed	020317INTEFSW15564600	Payment	$140.00
2/9/2017	15081591	CU - 5872 WWP	Processed	020917INTPCTR13104200	Payment	$600.00
Clising Balance on 2/28/17						$497,700.00

Monthly Transactions Details (Payments Only)

Payment Date Posted	Sale Item Date Posted	Sale Item Reference #	Attorney Docket #	Status	Transaction ID	Sale ID
2/1/2017	2/1/2017	DER2017-00290	CU - 5872 WWP	Processed	020117INTPRPS10330900	020117INTPRPS000000
2/1/2017	2/1/2017	DER2017-00291	SW - 2627ITOR15	Processed	020117INTPRPS12001700	020117INTPRPS000000
2/1/2017	2/1/2017	DER2017-00645	MB - 34WAK2	Processed	020117INTPRPS12344900	020117INTPRPS000000

If your stored payment method does not have a **Nickname** in Financial Manager, the Nickname listed will be the payment method type and identifier.

In this example, the report was downloaded before the end of the month, therefore the Reporting Period does not include the entire month.

Date Downloaded indicates the date and time the report was downloaded from Financial Manager

The **report type** (Monthly Statement or Transaction Search) is listed below the Date Downloaded. For Monthly Statements, the statement month is also included.

The **payment method identifier** and **nickname*** are listed below the report type.

Reporting Period (for monthly statements) or **Transaction Search Criteria** (for transaction search reports) are below the Nickname.

*This field will not display when performing a transaction search by all payment methods of the same type.

Downloaded Reports: CSV

On **CSV** downloaded reports, Transaction Summary information is provided below the report summary.

United States Patent and Trademark Office
Office of the Chief Financial Officer
Date Downloaded: 03/06/2017 13:13:43 EST

Monthly Statement for February 2017

Deposit Account - 703409
Name on Card: Mark Trade
Nickname: American Express 0005

Reporting Period	Total Payments	Total Refunds
02/01/2017 to 02/28/2017	$5,940.00	$0.00

Monthly Transactions Summary

Date Posted	Transaction Reference #	Attorney Docket #	Status	Transaction ID	Type	Total Payment (+) / Refund (-)	Customer Name
Opening Balanceon 02/01/2017						501,640.00	
2/1/2017	DER2017-00290	SW - 2627ITOR15	Processed	020117INTPRPS10330900	Payment	$400.00	Mark Trade
2/1/2017	DER2017-00291	MB - 34WAK2	Processed	020117INTPRPS12001700	Payment	$400.00	Mark Trade
2/1/2017	DER2017-00645	KTB - 9227SSITC3	Processed	020117INTPRPS12344900	Payment	$400.00	Mark Trade
2/1/2017	DER2017-00292	EMB - 5512SD224	Processed	020117INTPRPS13063700	Payment	$400.00	Mark Trade
2/1/2017	DER2017-00293	KH - 6712 SSAFM	Processed	020117INTPRPS13141800	Payment	$400.00	Mark Trade
2/1/2017	DER2017-00294	CU - 5872 WWP	Processed	020117INTPRPS13300200	Payment	$400.00	Mark Trade
2/1/2017	DER2017-00288	KTB - 9012SSITC2	Processed	020117INTPRPS18182600	Payment	$400.00	Mark Trade
2/2/2017	DER2017-00646	EMB - 5568SD227	Processed	020217INTPRPS14453600	Payment	$400.00	Mark Trade
2/3/2017	10656237	KH - 4433 SSAFM	Processed	020317INTEFSW15564600	Payment	$140.00	Mark Trade
2/9/2017	15081591	CU - 5872 WWP	Processed	020917INTPCTR13104200	Payment	$600.00	Mark Trade
Clising Balance on 2/28/17						$497,700.00	

Monthly Transactions Details (Payments Only)

Payment Date Posted	Sale Item Date Posted	Sale Item Reference #	Attorney Docket #	Status	Transaction ID	Sale ID	Fee Code	Fee Code Description	Item Price	Quantity	Item Total	Customer Name
2/1/2017	2/1/2017	DER2017-00290	CU - 5872 WWP	Processed	020117INTPRPS10330900	020117INTPRPS000000	1412	PETITION FOR A DERIVATION PROCEEDING	$400.00	1	$400.00	Mark Trade
2/1/2017	2/1/2017	DER2017-00291	SW - 2627ITOR15	Processed	020117INTPRPS12001700	020117INTPRPS000000	1412	PETITION FOR A DERIVATION PROCEEDING	$400.00	1	$400.00	Mark Trade
2/1/2017	2/1/2017	DER2017-00645	MB - 34WAK2	Processed	020117INTPRPS12344900	020117INTPRPS000000	1412	PETITION FOR A DERIVATION PROCEEDING	$400.00	1	$400.00	Mark Trade
2/1/2017	2/1/2017	DER2017-00292	KTB - 9227SSITC3	Processed	020117INTPRPS13063700	020117INTPRPS000000	1412	PETITION FOR A DERIVATION PROCEEDING	$400.00	1	$400.00	Mark Trade
2/1/2017	2/1/2017	DER2017-00293	EMB - 5512SD224	Processed	020117INTPRPS13141800	020117INTPRPS000000	1412	PETITION FOR A DERIVATION PROCEEDING	$400.00	1	$400.00	Mark Trade
2/1/2017	2/1/2017	DER2017-00294	KH - 6712 SSAFM	Processed	020117INTPRPS13300200	020117INTPRPS000000	1412	PETITION FOR A DERIVATION PROCEEDING	$400.00	1	$400.00	Mark Trade
2/1/2017	2/1/2017	DER2017-00288	CU - 5872 WWP	Processed	020117INTPRPS18182600	020117INTPRPS000000	1412	PETITION FOR A DERIVATION PROCEEDING	$400.00	1	$400.00	Mark Trade
2/2/2017	2/2/2017	DER2017-00646	KTB - 9012SSITC2	Processed	020217INTPRPS14453600	020217INTPRPS000000	1412	PETITION FOR A DERIVATION PROCEEDING	$400.00	1	$400.00	Mark Trade

Opening Balance is provided in the second row of the transaction summary table for deposit account monthly statements. This is posted on the fourth day of the current month.

Transaction ID can be used to match overall transactions to individual fee payments in the Transaction Details list below.

The **Balance** column provides a running deposit account balance after each payment. The running balance is only available on deposit account monthly statements.

Downloaded Reports: CSV

On **CSV** downloaded reports, Transaction Detail information is provided below the Transaction Summary information for payments only.

United States Patent and Trademark Office
Office of the Chief Financial Officer
Date Downloaded: 03/06/2017 13:13:43 EST

Monthly Statement for February 2017

Deposit Account - 703409
Name on Card: Mark Trade
Nickname: American Express 0005

Reporting Period	Total Payments	Total Refunds
02/01/2017 to 02/28/2017	$5,940.00	$0.00

Monthly Transactions Summary

Date Posted	Transaction Reference #	Attorney Docket #	Status	Transaction ID	Type	Total Payment (+) / Refund (-)	Custom
Opening Balanceon 02/01/2017						501,640.00	
2/1/2017	DER2017-00290	SW - 2627ITOR15	Processed	020117INTPRPS10330900	Payment	$400.00	Mark Tr
2/1/2017	DER2017-00291	MB - 34WAK2	Processed	020117INTPRPS12001700	Payment	$400.00	Mark Tr
2/1/2017	DER2017-00645	KTB - 9227SSITC3	Processed	020117INTPRPS12344900	Payment	$400.00	Mark Tr
2/1/2017	DER2017-00292	EMB - 5512SD224	Processed	020117INTPRPS13063700	Payment	$400.00	Mark Tr
2/1/2017	DER2017-00293	KH - 6712 SSAFM	Processed	020117INTPRPS13141800	Payment	$400.00	Mark Tr
2/1/2017	DER2017-00294	CU - 5872 WWP	Processed	020117INTPRPS13300200	Payment	$400.00	Mark Tr
2/1/2017	DER2017-00288	KTB - 9012SSITC2	Processed	020117INTPRPS18182600	Payment	$400.00	Mark Tr
2/2/2017	DER2017-00646	EMB - 5568SD227	Processed	020217INTPRPS14453600	Payment	$400.00	Mark Tra
2/3/2017	10656237	KH - 4433 SSAFM	Processed	020317INTEFSW15564600	Payment	$140.00	Mark Trad
2/9/2017	15081591	CU - 5872 WWP	Processed	020917INTPCTR13104200	Payment	$600.00	Mark Trade
Clising Balance on 2/28/17						$497,700.00	

Monthly Transactions Details (Payments Only)

Payment Date Posted	Sale Item Date Posted	Sale Item Reference #	Attorney Docket #	Status	Transaction ID	Sale ID	Fee Code	Fee Code Description	Item Price	Quantity	Item Total	Customer Name
2/1/2017	2/1/2017	DER2017-00290	CU - 5872 WWP	Processed	020117INTPRPS10330900	020117INTPRPS000000	1412	PETITION FOR A DERIVATION PROCEEDING	$400.00	1	$400.00	Mark Trade
2/1/2017	2/1/2017	DER2017-00291	SW - 2627ITOR15	Processed	020117INTPRPS12001700	020117INTPRPS000000	1412	PETITION FOR A DERIVATION PROCEEDING	$400.00	1	$400.00	Mark Trade
2/1/2017	2/1/2017	DER2017-00645	MB - 34WAK2	Processed	020117INTPRPS12344900	020117INTPRPS000000	1412	PETITION FOR A DERIVATION PROCEEDING	$400.00	1	$400.00	Mark Trade
2/1/2017	2/1/2017	DER2017-00292	KTB - 9227SSITC3	Processed	020117INTPRPS13063700	020117INTPRPS000000	1412	PETITION FOR A DERIVATION PROCEEDING	$400.00	1	$400.00	Mark Trade
2/1/2017	2/1/2017	DER2017-00293	EMB - 5512SD224	Processed	020117INTPRPS13141800	020117INTPRPS000000	1412	PETITION FOR A DERIVATION PROCEEDING	$400.00	1	$400.00	Mark Trade
2/1/2017	2/1/2017	DER2017-00294	KH - 6712 SSAFM	Processed	020117INTPRPS13300200	020117INTPRPS000000	1412	PETITION FOR A DERIVATION PROCEEDING	$400.00	1	$400.00	Mark Trade
2/1/2017	2/1/2017	DER2017-00288	CU - 5872 WWP	Processed	020117INTPRPS18182600	020117INTPRPS000000	1412	PETITION FOR A DERIVATION PROCEEDING	$400.00	1	$400.00	Mark Trade
2/2/2017	2/2/2017	DER2017-00646	KTB - 9012SSITC2	Processed	020217INTPRPS14453600	020217INTPRPS000000	1412	PETITION FOR A DERIVATION PROCEEDING	$400.00	1	$400.00	Mark Trade
2/3/2017	2/3/2017	10656237	EMB - 5568SD227	Processed	020317INTEFSW15564600	020317INTEFSW000001	1830	PROCESSING FEE, EXCEPT IN PROVISIONAL AP	$140.00	1	$140.00	Mark Trade
2/9/2017	2/9/2017	15081591	KH - 4433 SSAFM	Processed	020917INTPCTR13104200	020917INTPCTR000001	1111	UTILITY PATENT APPL. SEARCH FEE	$600.00	1	$600.00	Mark Trade

An asterisk (*) in the Sale ID column means that an item with that Sale ID may have been paid for by more than one transaction.
A caret (^) in the Sale ID column means that only a partial payment for an item with that sale ID has been received by USPTO.

Scroll down to the bottom of your Transaction Summary table to see your Transaction Details table.

For details about **withdrawals** and **replenishments**, you can download your report as a PDF. For details about **refunds**, you can view information about the original payment transaction online.

In this example, the deposit account **closing balance** was available because the monthly statement was generated after the fourth business day of the following month.

Transaction ID can be used to match overall transactions to individual fee payments in the Transaction Summary table.

The **Fee Code Description** column provides details about the type of fee paid.

Financial Manager Reports

HELPFUL HINTS

Helpful Hints

Report Fields

- **Transaction Reference #/Sale Item Reference #** is your USPTO supplied identifier, such as Patent Application Number, Patent Number, Trademark Registration Number, Trademark Serial Number, etc.
- **Attorney Docket #** is available in your report only if the user entered it at the time of payment.
- **Customer Name** is available in your report only if the Fee Payer was signed in and used the "Stored Payment Method" option to pay.
- **Running Balance** for your deposit accounts are available in all downloaded monthly statements (PDF, Excel, and CSV).
- **Transaction details** for deposit account replenishments and withdrawals are available online and in PDF downloaded reports. Transaction details for refunds are available online.
- **Deposit Account #/Card Last 4/EFT Last 3** appears when performing a Transaction Search across all payment methods of the same type to indicate which payment was used for each transaction.

Date / Time Posted

- **Date Posted** may be impacted by the time you complete the transaction. Transactions completed after 1:45pm ET will likely post on the following business day. Consider expanding your search dates if you have trouble finding your transaction.
- **Transactions generally process and post within one hour.** However, users may at times experience delays in the processing and posting of transactions on Financial Manager reports since the USPTO is transitioning to a new fee processing system. Delays may be more noticeable during month-end closing.
- **Recent transactions** may be reflected in your deposit account balance before they are reflected in reports.
- **After storing a payment method in Financial Manager,** transactions may take up to an hour to display.
- Financial Manager maintains and provides records for transactions completed **within the last eight years**.
- The deposit account **Closing Balance** will be available on Monthly Statements starting on the fourth business day of the following reporting month.

Financial Manager Reports Handbook

APPENDIX

Storefront IDs

In Financial Manager, Transaction IDs and Sale IDs include a Storefront ID, which can help you identify the USPTO storefront in which a transaction was initiated

Storefront ID	Storefront Name
INTFNMGR	Financial Manager
INTEFSW	EFS-Web
INTMTFEE	Patent Maintenance Fees Storefront
INTTEAS	TEAS
INTMTEAS	TEASi
INTESTTA	ESTTA
INTETAS	ETAS
INTOEMS	OEMS
INTPRPS	PRPS

CONTACT US

Contact Us

Contact the USPTO Contact Center, for assistance using Financial Manager, the Patent Maintenance Fees Storefront, or the new USPTO payment page:

- (800) 786-9199 (toll-free) (select option 3, then option 4)
- (571) 272-1000 (local)
- (800) 877-8339 (TTY)
- FeesHelp@uspto.gov

You can also submit comments or suggestions to the Fee Processing Next Generation Team:

- FPNG@uspto.gov