

FY 2007
NOAA Procedures

Modifying Project Codes on CM004

Procedures

FINAL

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NOAA BEX

NOTE:

*This document should be reviewed at the beginning of each
fiscal year & revisions made, as necessary.*

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Correcting Project Type, Fund Code, Program Code, & D/R Flag Procedures		
No.	Action	Description
CORRECTING PROJECT TYPE ERRORS		
		The CM004 Project TYPE field is a changeable field, but not without research & possible GJs to post incorrect postings to the CBS Trial table.
1	Incorrect Project Type assigned	Incorrect Project Type for a project code has been identified, possibly effecting the general ledger posting of the transactions. If a project is established and approved with the incorrect project type, it can't be changed.
2	Deactivate the Project Code	Either NOAA Line Office or NOAA Finance Office (FRD) will deactivate the project code immediately to prevent further obligations & trial postings to the project code.
3	Update the Notes field	Either NOAA Line Office (LO) or NOAA Finance Office (FRD) must update the Notes field with the description of the error, along with a date of deactivation.
4	Notify Finance/Budget Office, and Line Office	Line Offices will notify the Financial Reporting Division - Candace Myers, Kathleen Dillehay, and Danny O'Berry via e-mail and Line Office Project Manager of the deactivated project code with a description of the error and notify the LO with their findings.
5	Query the Trial Table	NOAA Finance Office (FRD) will query the CBS tables and review the transactions posted to trial (with the incorrect project type)
5a	No transactions exist in Trial for the project code	If no transactions exist in Trial for the project code, NOAA Line Office (LO) will change the project type based on Finance Office (FRD) input and reactivate the project code. NOAA Line Office will update the Notes field with the description of the resolution.
5b	Transactions exist in Trial for the project code	NOAA Finance Office (FRD) will review the posted transactions, and the general ledger entries. If the general ledger entries are not affected by the incorrect project type, NOAA Line Office (LO) will update the project type based on NOAA Finance Office (FRD) input and reactivate the project code. NOAA Line Office (LO) will update the Notes field with the description of the resolution.

Correcting Project Type, Fund Code, Program Code, & D/R Flag Procedures		
No.	Action	Description
5c	Transactions exist in Trial for the project code	NOAA Finance Office (FRD) will review the posted transactions, and the general ledger entries. If the general ledger entries are affected by the project type, NOAA Finance Office (FRD) will coordinate the adjustment/reversal of the transactions in Trial. After adjustment/reversal of the transactions, NOAA Line Offices (LOs) will update the project type and reactive the project code. NOAA Line Office (LO) will update the Notes field with the description of the resolution. NOAA Finance Office (FRD) will coordinate the steps for correcting the entries (now with the correct project type) and confirm the posting of the transactions.
CORRECTING FUND CODE, PROGRAM CODE, or D/R FLAG ERRORS		
		The CM004 Project FUND CODE field, PROGRAM CODE field, and D/R FLAG fields are NOT changeable fields!!! Project Codes assigned with the incorrect field properties will be deactivated & marked as "DO NOT USE". LO will need to request additional project codes to use.
1	Incorrect Fund Code, Program Code, or D/R flag assigned	Incorrect Fund Code, Program Code, or D/R flag for a project code has been identified.
2	Deactivate the Project Code	Either NOAA Line Office (LO) or NOAA Finance Office (FRD) will deactivate the project code immediately to prevent further obligations.
3	Update the notes field	Either NOAA Line Office (LO) or NOAA Finance Office (FRD) will update the notes field with the description of the error, along with a date of deactivation.
4	Update the project title	Either NOAA Line Office (LO) or NOAA Finance Office (FRD) will change the project title to "DO NOT USE" to notify appropriate personnel that project is no longer valid.
5	Notify Finance/Budget Office, and Line Office	Notify all appropriate offices (Line Office Management and Budget Office; Financial Reporting Division – Candace Myers, Kathleen Dillehay, and Danny O’Berry) of the deactivated project code.

Correcting Project Type, Fund Code, Program Code, & D/R Flag Procedures		
No.	Action	Description
6	Query the Trial table for transactions	NOAA Finance Office (FRD) will query the CBS tables and review the transactions posted to trial (under incorrect project fund code, program code, or D/R flag).
6a	No transactions exist in Trial for the project code	If no transactions exist in the Trial, no further action is required for this project code. The project code cannot be used in the future, and new project code is required.
6b	Transactions exist in Trial for the project code	NOAA Finance Office (FRD) will review the posted transactions, and the general ledger entries. NOAA Finance Office (FRD) will coordinate the adjustment/reversal of the transactions in Trial. The project code cannot be used in future, and new project code is required.
7	Establish New Project Code	NOAA Line Office (LO) must establish a new project code with input from the FMC and/or NOAA Finance Office (FRD).
8	Adjust transactions into the correct project code	NOAA Finance Office (FRD) will coordinate the steps for correcting the Trial entries to a new corrected project code.
MODIFYING EFFECTIVE END DATE		
1	Incorrect Effective End Date (or need to change the Effective End Date)	NOAA Line Office should confirm with the Line Office project leader that the effective date should be updated. (Note: If the reimbursable project is for a new agreement, new project code may be appropriate.)
2	Deactivate the Project Code	NOAA Line Office (LO) will deactivate the project code.
3	Update the Effective Dates To field	NOAA Line Office should enter the new project end date in the Effective Dates To field.
4	Update the	Enter the Line Office Project Leader name and the date the request

Correcting Project Type, Fund Code, Program Code, & D/R Flag Procedures		
No.	Action	Description
	Notes Field	to update the project end date was confirmed. On the same line, enter the name of the NOAA Line Office person updating the project end date.
5	Activate the Project Code	NOAA Line Office staff should navigate to the Active Status Field, Enter "Y" and Commit the record.
MODIFYING EFFECTIVE BEGIN DATE		
1	Incorrect Effective Begin Date (or need to change the Effective Begin Date)	Incorrect Effective Begin Date for a project code has been identified, preventing transactions to be processed
2	Query the Trial table for transactions	NOAA Line Office (LO) will query the CBS tables and review the transactions posted to trial (under incorrect project fund code, program code, or D/R flag).
MODIFYING PROJECT "WIP" FLAG		
1	Incorrect WIP Flag Assigned	Users must never change the WIP Flag on a project that has already been established and approved.
2	Notify Finance/ AOD Reimbursable Team	Line Offices will notify the Finance Administrative Operations Division of this issue regarding the incorrect WIP flag - Mark St.Clair or reimbursable billing contact via e-mail who will then work together to identify and resolve any resulting billing and/or data integrity issues.