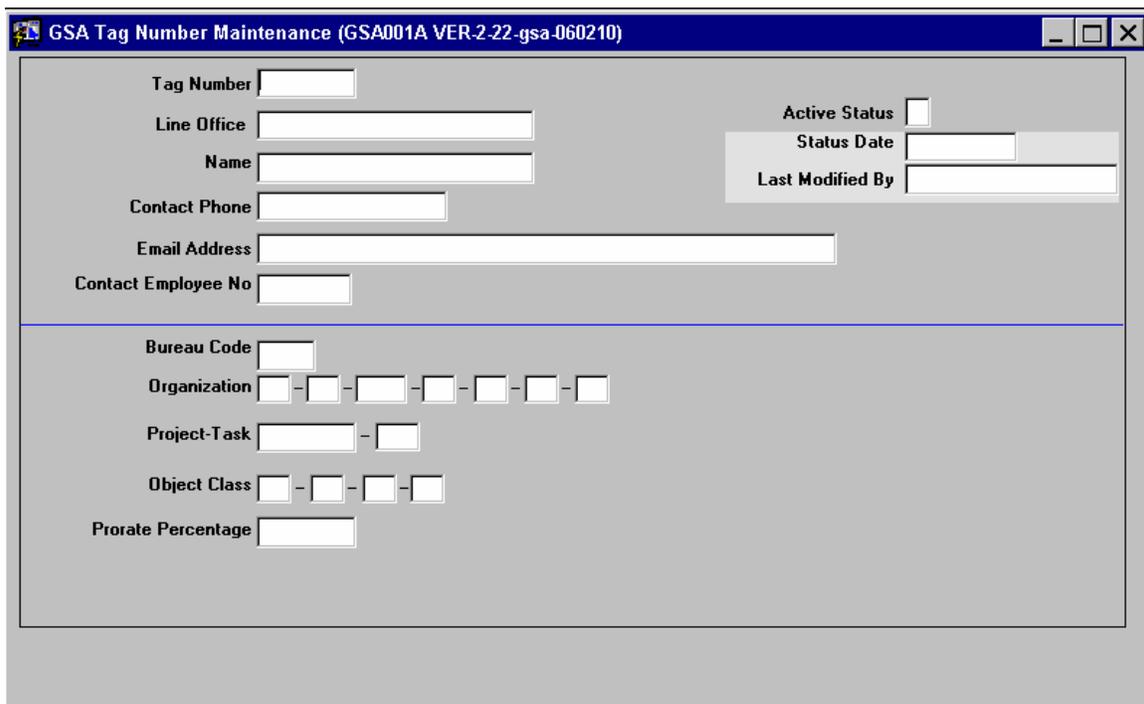


GSA Tag Number Maintenance (LO) (GSA001A) User Guide

1. Open GSA001A screen from CBS Navigator menu by double clicking the GSA001A – GSA Tag Table Maintenance Screen (LO) menu item.



Note: Your CBS Navigator menu will look different but the GSA001A menu item will look the same.



2. Query on the Tag Number you want to change by clicking the Enter Query icon  on the Toolbar or press the F7 key. Type in the specific Tag Number you want to change.



Click the Execute Query icon  on the Toolbar or press the F8 key.

3. If there is a Tag Number match then the row will be displayed.

The screenshot shows a window titled "GSA Tag Number Maintenance (GSA001A VER.2-22-gsa-060210)". The form contains the following fields:

- Tag Number: G11-02668
- Line Office: DFA
- Name: NANCY HAMMER
- Contact Phone: (empty)
- Email Address: NANCY.HAMMER@NOAA.GOV
- Contact Employee No: (empty)
- Active Status: Y
- Status Date: 02-JUN-2006
- Last Modified By: NEWPROD
- Bureau Code: 14
- Organization: 06 - 02 - 0000 - 00 - 00 - 00 - 00
- Project-Task: 69WCM62 - P00
- Object Class: 21 - 23 - 00 - 00
- Prorate Percentage: 100.00

4. You must De-activate the row by changing the Active Status from Y to N before you can make any updates. The Active Status data element is located in the upper right part of the screen.

Active Status N

Press the Enter key or click the Save icon  on the Toolbar. This message will be displayed saying this Tag Number row will be automatically re-activated when you leave the row. The GSA001A screen will not allow you to leave the Active Status set to N.

The dialog box is titled "Forms" and contains the following text:

 Cannot deactivate. Allowed only for changes, flag will be changed back to 'Y' on commit

OK

Click the OK button .

5. You can change any data element except the Tag Number. Normally, you will be changing the Accounting Classification Code Structure (ACCS) and/or the Prorate Percentage information in the Detail block at the bottom of the screen. Here is an example where I changed the Org3 from 0000 to 0001.

Before

Bureau Code	14
Organization	06 - 02 - 0000 - 00 - 00 - 00 - 00
Project-Task	69WCM62 - P00
Object Class	21 - 23 - 00 - 00
Prorate Percentage	100.00

After

Bureau Code	14
Organization	06 - 02 - 0001 - 00 - 00 - 00 - 00
Project-Task	69WCM62 - P00
Object Class	21 - 23 - 00 - 00
Prorate Percentage	100.00

Note: If the Tag Number is prorated between multiple ACCS then it will have a Detail row for each ACCS and Prorate Percentage. To move to a different Detail row you must first click in the Detail section of the screen then use the arrow keys or the movement

icons  on the Toolbar to move between the different rows.

Make the necessary changes to any data element then click the Save icon  on the Toolbar. This will save your changes and re-activate the Tag Number row. This message will be displayed saying your changes were saved.



After Save

Notes:

1. You can only query on the Tag Number. All other data elements are protected and can not be queried. However, you can use the % wildcard symbol in the Tag Number. As an example, G10% will return all Tag Number rows where the Tag Number starts with G10. If your query returns multiple Tag Number rows then you can use the arrow keys or the record movement icons  on the toolbar to move forward (Next) and/or backward (Previous) in the query results.

2. The Prorate Percentage must always total 100% for the Tag Number. This means all detail rows for a prorated Tag Number must total 100%. As an example, Tag Number G10-12345 is prorated between Project Codes D123456 and D1234AA. The Prorated Percentage for Project D123456 is 50% and D1234AA is 50% which totals 100%. You will receive an error if Project D123456 is 50% and D1234AA was 55% or 45% because the Tag Number would not total 100%. The Prorate Percentage total for a Tag Number must always total 100%. You are allowed to make the Prorate Percentage on a detail row equal to zero (0) which De-activates the detail row. However, a Tag Number must always have its detail rows totaling 100% before the Tag Number can be activated.

3. The Accounting Classification Code Structure (ACCS) data elements are validated when you leave each ACCS data element. You can not activate a Tag Number with invalid ACCS.
4. There is a List of Values (LOV) available for each of the ACCS data elements. Double click in the data element to access the LOV.
5. You will continue to use the GSA Motor Pool web page on Central Finance Branch (CFB) website to add a totally new Tag Number. Copy this link to your browser - <http://www.corporateservices.noaa.gov/~finance/Motor%20Pool%20Form.html>. CFB may not accept updates on existing Tag Number data through the Web page. They may require you to use the GSA001A screen for updates and accept only totally new Tag Number information from the Web page. Contact you CFB representative if you have a problem with this arrangement and they will review your status to determine what is appropriate for your situation.
6. As recommended by the NOAA Business Rules Committee, the GSA001A screen will be added to the BE BOP user role. There will be a period at the end of each Fiscal Year when the screen will not be available to ensure the September Invoice is processed with the correct ACCS.
7. If you have any problems working with the GSA001A screen then you should contract your CFB representative. Currently, it is Janet Solomon, (816) 426-7830, janet.g.solomon@noaa.gov.