

CAMS Budget Execution User Guide

BOP

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Chapter 4 Budget Operating Plan (BOP)

Budget Operating Plans represent the lowest level of budget planning within CFS and provide detailed schedules of the timing and purposes of planned obligations. These plans facilitate review of funds status throughout the fiscal year.

The Budget Operating Plan Transaction Screen (**FM066**) is used to establish operating plans against which actual commitments and obligations can be controlled and/or reported. In addition, operating plans can be used to implement funds control by bureau, fund code, and fund code fiscal year by setting the proper parameters in the Funds Management Parameter Maintenance Screen (**FM001**). Program managers use operating plans to plan future operations and to control funds availability by any element of the ACCS.

Budgeted statistical and performance tracking units and quantities along with dollar amounts can be established through the BOP screen. This screen provides the capability to record an effective date for each amount by month, quarter or fiscal year. For Category A funding, the effective date represents the date the plan amount first becomes available for spending. It is available through the end of the fiscal year. For Category B funding, the effective date represents the period of availability, which may or may not coincide with year end.

Operating plans can be changed as needed. Each plan is tracked as it is originally approved, along with each subsequent change. After initial plans are created, revisions may be made by using the change process.

Plans may be created in one of two ways:

- ◆ Enter a new plan, field by field
- ◆ Use a Budget Operating Plan template

Plans for surcharges can automatically be created in the BOP, but the level of detail for the BOP must be consistent with the Surcharge Maintenance Screen (**GL011**). For example, if surcharges are being applied to project and object class ranges, Budget Operating Plans should be prepared at the appropriate level. Otherwise, the surcharges will not be applied accurately.

4.1 Budget Operating Plan (FM066)

The Budget Operating Plan Transaction Screen (FM066) includes four tabs: ***Budget Control***, ***Budget Detail***, ***Summary by Detail***, and ***Summary by Object Class***. Users can navigate to the other forms by selecting the desired tab. The ***Summary by Detail*** and ***Summary by Object Class*** tabs are not available until the ***Budget Control*** screen has been saved. Users can then access these forms to view the summary of the BOP by detail or object class.

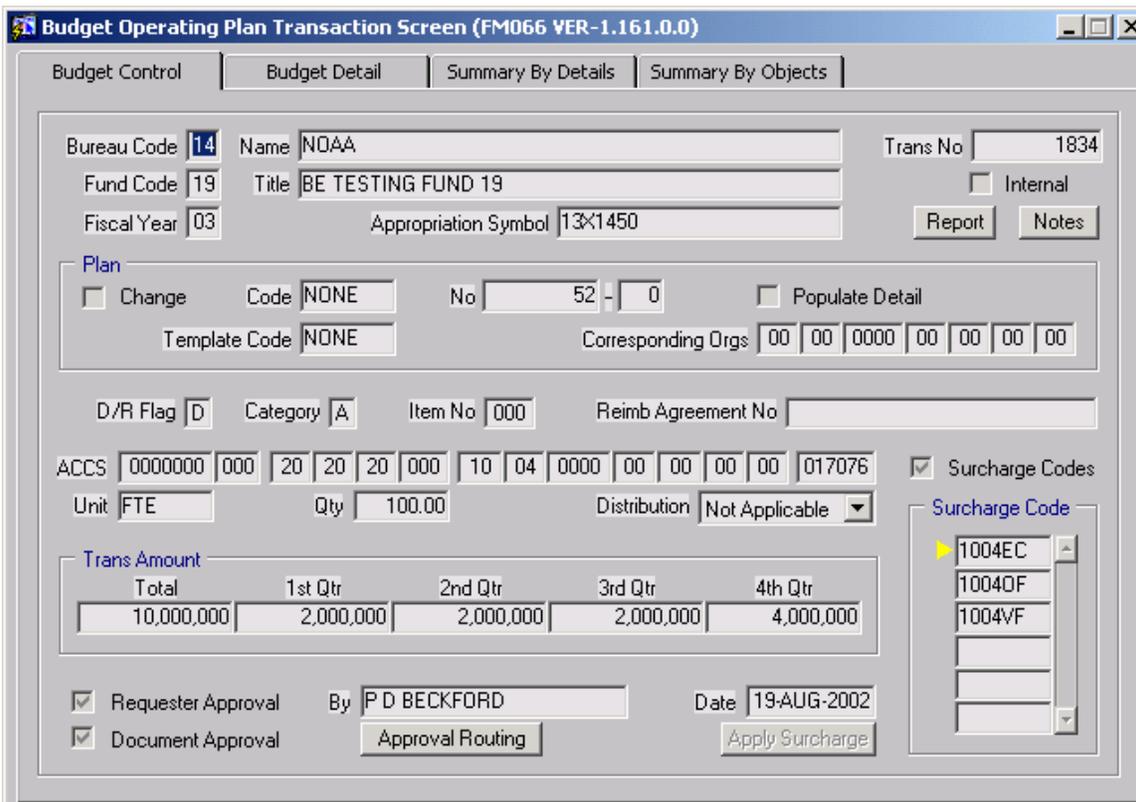
4.1.1 Budget Control Tab

The first screen users access when entering a BOP is ***Budget Control***. ***Budget Control*** is where the bureau, fund code, fiscal year, plan number, accounting classification code, and annual or

quarterly amounts are stored for each BOP. This screen also provides users with a *Notes* field to indicate the justification for the BOP, a button to generate the BOP report, and a pop-up window to view the document routing chain. The transaction amount on this screen must match the total transaction amount on the *Budget Detail* screen prior to approving the BOP.

The *Budget Control* tab is where the Accounting Code Classification Structure is recorded. The user establishes quarterly or annual controls to restrict how much can be planned in the detail and if surcharges are to be applied. This tab also contains the Plan and Transaction numbers to assist in identifying and retrieving the plan at a later time.

The following illustrates the Budget Operating Plan Transaction Screen - Budget Control tab:



The following fields apply to the Budget Control Tab on the **FM066** Budget Operating Plan Transaction screen:

<u>Field Description</u>	<u>Definition</u>	<u>Attributes</u>
Bureau Code	This field uniquely identifies a bureau within the Department of Commerce as defined on the GL013 screen.	Required LOV Available
Name	This field displays the name assigned to the Bureau Code	System Generated
Trans No.	This field displays the transaction number automatically generated when the user saves BOP information	System Generated.

<u>Field Description</u>	<u>Definition</u>	<u>Attributes</u>
<i>Fund Code</i>	This field displays the fund code as defined on the GL013 screen.	Required. LOV Available.
<i>Title</i>	This field displays the system generated name assigned to the Fund Code	Automatically populates when a Fund Code is selected
<i>Internal</i>	A <input checked="" type="checkbox"/> indicates the fund is an internal fund.	System Generated
<i>Fiscal Year</i>	This field displays the two digit fiscal year for the transaction	Required. LOV Available.
<i>Appropriation Symbol</i>	This field displays the appropriation symbol for the fund code as derived from the GL013 screen	System Generated
<i>Report</i>	Click to review or print the BOP report for the current transaction.	Optional
<i>Notes</i>	User defined field describing the justification for the current BOP	Optional
<i>Plan: Change</i>	A <input checked="" type="checkbox"/> indicates this transaction is a change to an existing plan.	Required if changing a current plan
<i>Plan: Code</i>	This field displays a valid change code that identifies the type of change incurred by the Transaction.	Required if changing a current plan
<i>Plan: No</i>	This field displays the unique system generated BOP number. The second field is a sequential change number preceded by the original BOP number.	System Generated LOV for change
<i>Populate Detail</i>	This field displays a <input checked="" type="checkbox"/> if the BOP brings forward detail from a previous plan on a change BOP.	Required
<i>Template Code</i>	This field displays the code for the template to be used for creating the detail for the BOP.	Required "None" is a valid entry.
<i>Corresponding Orgs</i>	This field displays the organization code that will be receiving funds in a TRNSFR order or the organization that made the transfer if receiving funds from another organization.	Required Zero in all fields will default if field is not applicable
<i>D/R Flag</i>	This field displays the code for the type of BOP being issued: D = Direct R = Reimbursable	Required LOV Available.
<i>Category</i>	This field displays the category A or B funding being used for the BOP.	Required

<u>Field Description</u>	<u>Definition</u>	<u>Attributes</u>
<i>Item No</i>	This field displays the Category B apportionment Item number	Required
<i>Reimbursable Agreement No</i>	This field becomes active when the D/R flag is set to R and allows the user to enter the Reimbursable Agreement number or Temporary Work Authority (TWA) that is associated with the BOP. <i>Note: This is an alphanumeric field and can hold up to 30 characters.</i>	Optional
<i>ACCS</i>	This field displays the individual elements making up the account classification code structure that is used to record the general ledger impact for this transaction. It consists of the Project, Task, Project Organization and User Defined fields.	Required
<i>Surcharge Codes</i>	This field displays a flag indicating if the system will generate surcharges on the BOP. A ✓ indicates that the rates selected will automatically be computed when the appropriate object class is entered. If blank, the user can manually enter the surcharge amounts for the appropriate object classes.	User Generated
<i>Surcharge Code</i>	This field displays the list of surcharge codes that will be applied to the appropriate object class entered on the Budget Detail Tab screen	Optional
<i>Unit</i>	This field displays the unit used to record values used for statistical purposes to be applied for this BOP.	Required LOV Available
<i>Quantity</i>	This field displays the number of units to be applied for this BOP.	Required
<i>Distribution</i>	This field displays the the type of distribution that the system automatically performs if applicable.	Required LOV Available
<i>Trans Amount</i>	This field displays the Dollar Amounts for the BOP by: <ul style="list-style-type: none"> ▶ Total ▶ 1st Qtr ▶ 2nd Qtr ▶ 3rd Qtr ▶ 4th Qtr 	Required
<i>Requestor Approval</i>	A ✓ indicates that the BOP has been approved by the requestor	User Generated

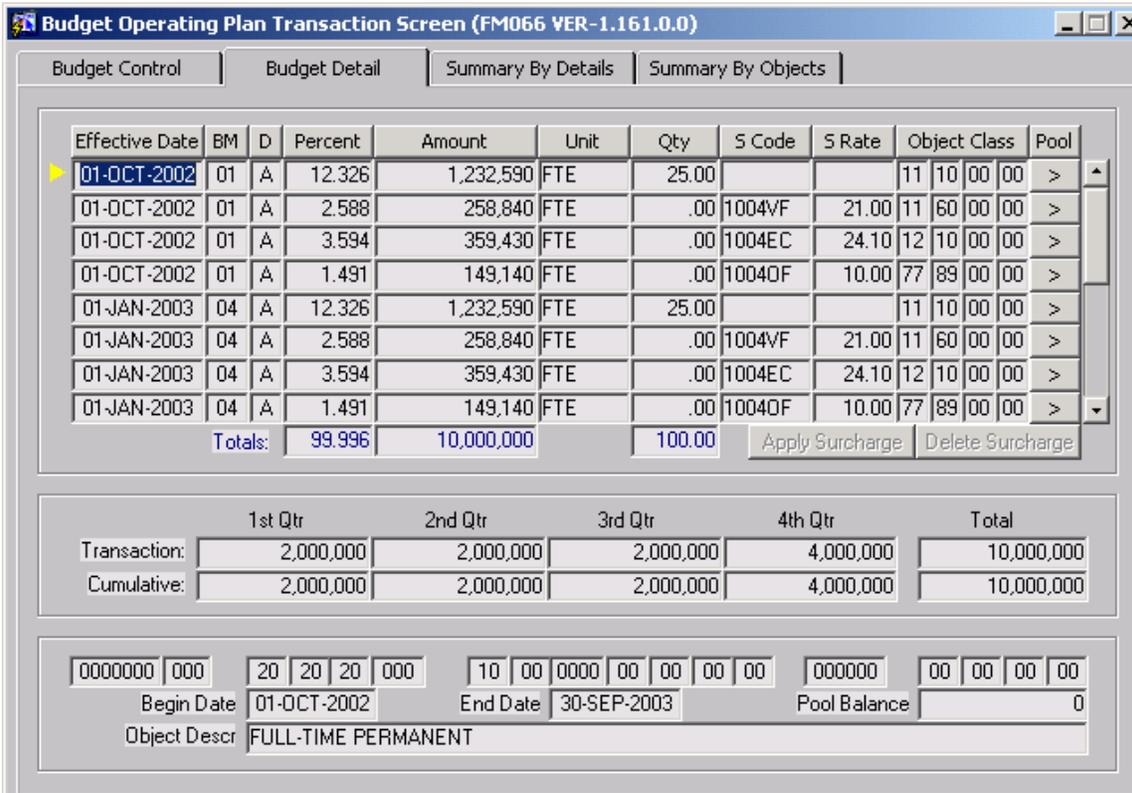
<u>Field Description</u>	<u>Definition</u>	<u>Attributes</u>
By	This field displays the user name of the person who requested the BOP.	System Generated.
Date	This field displays the system date the Budget Operating plan record was approved by the requestor	System Generated.
Document Approval	A ✓ indicates that the BOP has been approved by the approving official	User Generated
Approval Routing	When the Document Approval flag has been ✓ this field becomes active and allows the user to view the administrative approval routing established automatically in the system based upon the ACCS, amounts and dates specified for this document.	System Generated
Apply Surcharge	This button populates the Surcharge Table with the applicable surcharge codes based upon the ACCS.	User Generated

4.1.2 Budget Detail Tab

The **Budget Detail** is the screen which establishes the effective dates, object classes, units, quantities and amounts to be planned. It includes the budget month, surcharge codes applied and the corresponding surcharge rates. In addition, it displays totals for the lines entered on the BOP and identifies the allotment pools being selected by the system. The screen also includes two buttons which allow users to apply and delete surcharge codes prior to approving the BOP. If quarterly totals were entered on **Budget Control**, then the quarterly totals on **Budget Detail** must equal **Budget Control** amounts.

The **Budget Detail** screen is used to enter the object class details for the ACCS identified on the **Budget Control** screen. Object Class funding and FTE amounts are planned by effective date for each object class and are posted against the General Ledger according to the budget month designation.

The following is an illustration of the Budget Detail tab on the Budget Operating Plan Transaction Screen (FM066):



The following fields apply to the to the Budget Detail Tab on the **FM066** screen:

<u>Field</u>	<u>Description</u>	<u>Attributes</u>
Effective Date	This field displays the beginning date the object class plan is available for commitment and obligation. <i>Note: The data entered must be in DD- MMM-YYYY format.</i>	Required
Budget Month	This field displays the alpha character from the beginning of the fiscal year for the budget month (i.e. October = 1, January = 4, etc.)	Defaults to the month selected or the minimum open month
D	This field displays the distribution method by which the BOP is entered. If an A is used, the amount field must be entered. If a P is used, the percentage field must be entered.	Required
Percent	This field displays the percentage of the BOP amount to be applied for this object class.	Required if distribution method is P

<u>Field</u>	<u>Description</u>	<u>Attributes</u>
<i>Amount</i>	This field displays the dollar amount to be applied to this object class.	Required if distribution method is A
<i>Unit</i>	This field displays the statistical unit code, if applicable.	Defaults to NONE
<i>Qty</i>	This field displays the statistical quantity, if applicable.	Defaults to zero '0'
<i>S Code</i>	This field displays the surcharge code applied to this transaction line, if applicable.	System Generated
<i>S Rate</i>	This field displays the surcharge rate applied to this transaction.	System Generated
<i>Obj Class</i>	This field displays the hierarchical structure consisting of four levels that uniquely identify the category of a planned obligation by the items or services to be purchased within this fund, organization, program and project.	Required
<i>Pool</i>	This field displays a pop-up with the available allotment pool(s) for the BOP when the field is selected.	Required
<i>Totals</i>	This field displays the totals for the Percentage, Dollar Amount and Qty.	System-Generated
<i>Apply Surcharge</i>	This field displays the calculations of the surcharges/overheads and adds the detail lines when this field is selected	Optional
<i>Delete Surcharge</i>	This field displays the deleted surcharge detail lines created by the Apply Surcharge functionality, if selected	Optional
<i>Transaction</i> <i>1st Qtr</i> <i>2nd Qtr</i> <i>3rd Qtr</i> <i>4th Qtr</i> <i>Total</i>	These fields display the quarterly amounts brought forward from the Budget Control for reference.	System Generated

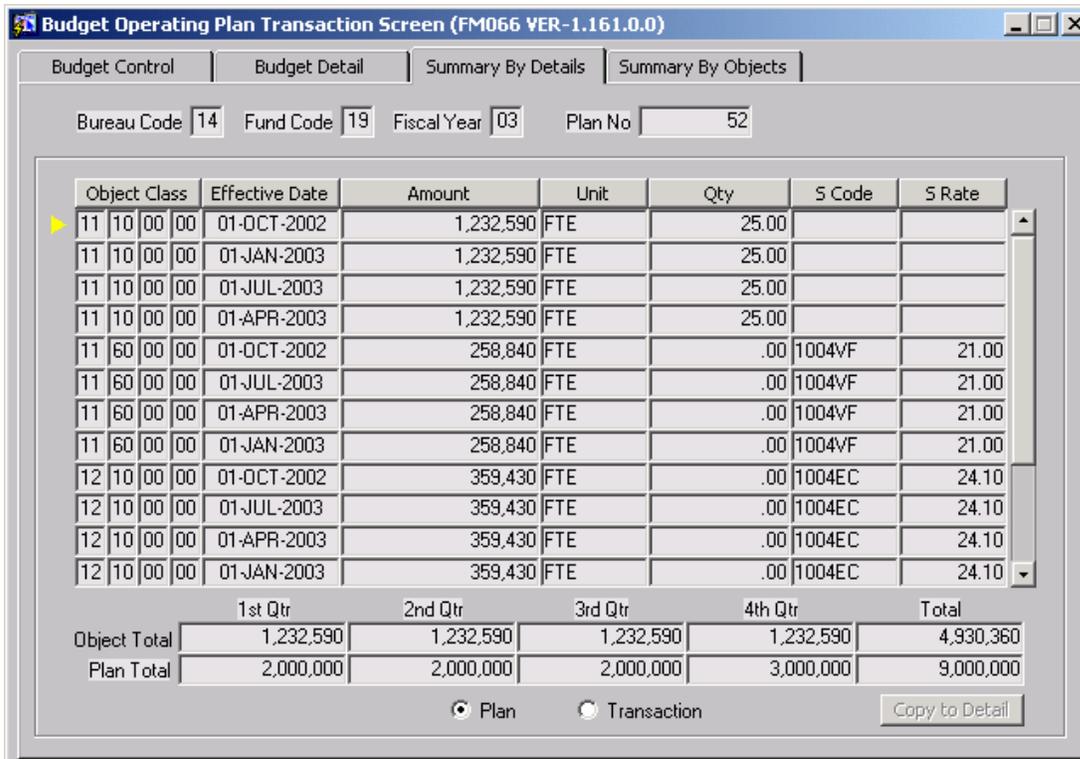
<u>Field</u>	<u>Description</u>	<u>Attributes</u>
<i>Cumulative 1st Qtr 2nd Qtr 3rd Qtr 4th Qtr Total</i>	These fields display the quarterly totals of all the detail lines or the total of a query selection	System Generated
<i>Block containing pool information</i>	This field displays the project-task, organization, UDF, object class, begin date, end date, pool balance (from the allotment) and the object class detail description (from the highlighted Detail line).	System Generated

4.1.3 Summary by Details Tab

The *Summary by Detail* and *Summary by Object Class* screens display summarized budget detail amounts for all requester approved BOPs for the current BOP plan document, or for the current transaction. Data is grouped and sorted by object class. The *Summary by Details* screen is for information purposes only. Fields on this screen are read-only and cannot be modified. All fields are populated based on the data of the fields entered in the *Budget Detail*.

The Summary by Details tab displays summarized data from the Budget Detail screen. When creating a new plan (Plan No. is X-0), the screen displays all summarized data for the current transaction. Therefore, when the *Transaction* button is highlighted, the data is a summary of the current transaction. When changing a plan (Plan No. is X-1, 2, 3 etc.) the screen displays all summarized data for all prior approved transactions of the current plan.

The following is an illustration of the Summary by Details tab for the Budget Operating Plan Transaction Screen (FM066):



The following fields apply to the Summary by Detail screen:

<u>Field</u>	<u>Description</u>	<u>Attributes</u>
<i>Bureau Code</i> <i>Fund Code</i> <i>Fiscal Year</i> <i>Plan No.</i>	These fields display data from the Budget Control Screen.	System Generated
<i>Trans No</i>	This field displays the unique number for the current transaction (displays only when the transaction radio button is highlighted).	System Generated
<i>Object Class</i> <i>Effective Date</i> <i>Amount</i> <i>Unit</i> <i>Qty</i> <i>S Code</i> <i>S Rate</i>	These fields display the summarized data for the Object Class, Effective Date, Amount, Unit, Qty, S Code, S Rate from the Budget Detail tab screen	System Generated
<i>Object Totals</i> <i>1st Qtr</i> <i>2nd Qtr</i> <i>3rd Qtr</i> <i>4th Qtr</i>	These fields display the total for the highlighted row.	System Generated

<u>Field</u>	<u>Description</u>	<u>Attributes</u>
<i>Plan or Trans Total</i> <i>1st Qtr</i> <i>2nd Qtr</i> <i>3rd Qtr</i> <i>4th Qtr</i> <i>Total</i>	These fields display the quarterly amounts brought forward from the Budget Control for reference. If the Plan radio button is highlighted the fields display the quarterly and total amounts for the Plan; if the Trans radio button is highlighted the fields display the quarterly and total amounts for the Transaction.	System Generated
<i>Plan</i>	When this field is highlighted all object class summaries for all transactions for the plan are displayed	System Generated
<i>Transaction</i>	When this field is highlighted all object class summaries for the current transaction are displayed	System Generated
<i>Copy to Detail</i>	When a row is highlighted click on the button to copy the row to the Budget Detail screen	Optional

4.1.4 Summary by Objects Tab

The *Summary by Objects* tab displays summarized detail amounts by object class for the current transaction from the Budget Detail tab. Data is grouped and sorted by object class. *Summary by Objects* data is for information purposes only. Fields on this screen are read-only and cannot be modified. All fields are populated based on the data entered in the *Budget Detail*.

When creating a new plan (Plan No. is X-0), the screen displays all summarized data for the current transaction. Therefore, when the *Transaction* button is highlighted, the data is a summary of the current transaction. When changing a plan (Plan No. is X-1, 2, 3 etc.) the screen displays all summarized data for all prior approved transactions of the current plan.

The following is an illustration of the Summary by Objects tab for the Budget Operating Plan Transaction Screen (FM066):

Object Class	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
11 10 00 00	1,232,590	1,232,590	1,232,590	1,232,590	4,930,360
11 60 00 00	258,840	258,840	258,840	258,840	1,035,360
12 10 00 00	359,430	359,430	359,430	359,430	1,437,720
25 00 00 00	0	0	0	2,000,000	2,000,000
77 89 00 00	149,140	149,140	149,140	149,140	596,560
Totals:	2,000,000	2,000,000	2,000,000	4,000,000	10,000,000

The following fields apply to the to the Summary by Objects Tab on **FM066** screen:

<u>Field</u>	<u>Description</u>	<u>Attributes</u>
<i>Bureau Code</i> <i>Fund Code</i> <i>Fiscal Year</i> <i>Plan No.</i>	These fields display data from the Budget Control Screen.	System Generated
<i>Trans No</i>	This field displays the unique number for the current transaction (displays only when the transaction radio button is highlighted).	System Generated
<i>Object Class</i> <i>1st Qtr</i> <i>2nd Qtr</i> <i>3rd Qtr</i> <i>4th Qtr</i> <i>Total</i>	These fields display summarized data of the object class entered on the Budget Detail Screen.	System Generated
<i>Totals</i>	This field displays the quarterly total for the object classes	System Generated
<i>Plan</i>	When this field is highlighted all object class summaries for all transactions for the plan are displayed	System Generated

<u>Field</u>	<u>Description</u>	<u>Attributes</u>
<i>Transaction</i>	When this field is highlighted all object class summaries for the current transaction are displayed	System Generated

4.1.5 Allotments

For each appropriation, the budget office distributes funding by program or project, either quarterly or annually for each line office. These amounts (allotments) establish the funding level against which BOPs can be recorded. As a BOP is created, the system requires that an allotment pool be selected for each effective date and object class line in the BOP detail. The system selects the appropriate allotment pool by comparing the effective date entered on the BOP and the effective date of available allotments for the accounting code classification structure (ACCS) specified in the BOP header information. As BOPs are recorded and approved, the allotment pool available for BOP is reduced.

4.1.5.1 Allotments - Super Pool

This section describes the “Super Pool” concept used for establishing and changing Budget Operating Plans. The super pool rolls up all individual allotment pools for the same ACCS with different Effective Dates up to a given Effective Date entered by users on the *Budget Detail* screen. Below is a screen print of the individual allotment pools that reside in the data table. These allotments are added together to create the “super pool.”

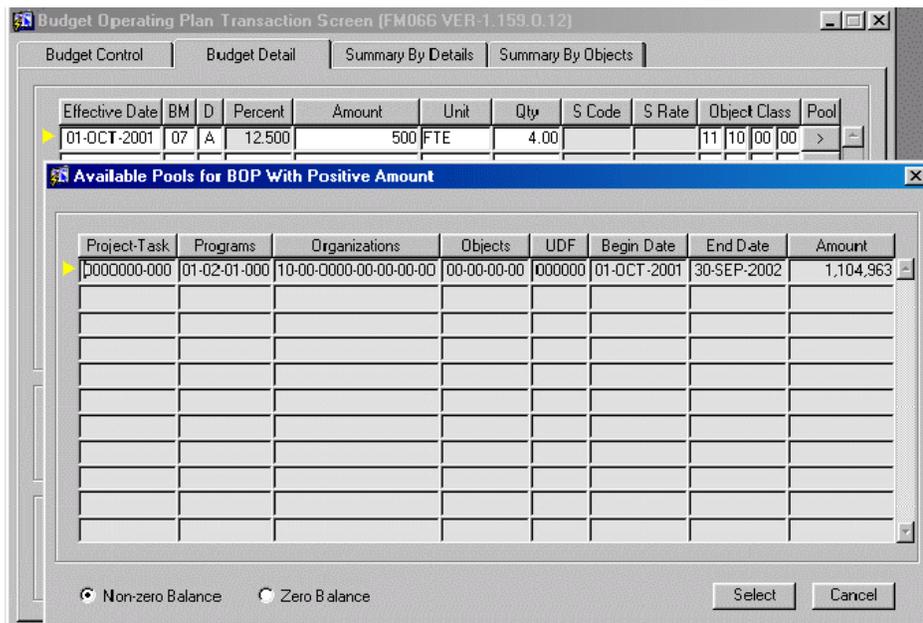
For example, Program 01-02-01-000 has 5 allotments for Line Office 10. Each allotment has a different effective date, as shown below:

<u>Begin Date</u>	<u>Amount</u>
October 1, 2001	1,104,963
January 1, 2002	1,457,165
April 1, 2002	2,234,165
May 15, 2002	-250,000
July 1, 2002	284,943
Total Funds	4,924,236

The funding for this program is not available to incur obligations until the Begin Date. The following depicts the individual allotment pools from the data table used to calculate the “super pool” for the Budget Operating Plan Transaction Screen (FM066):

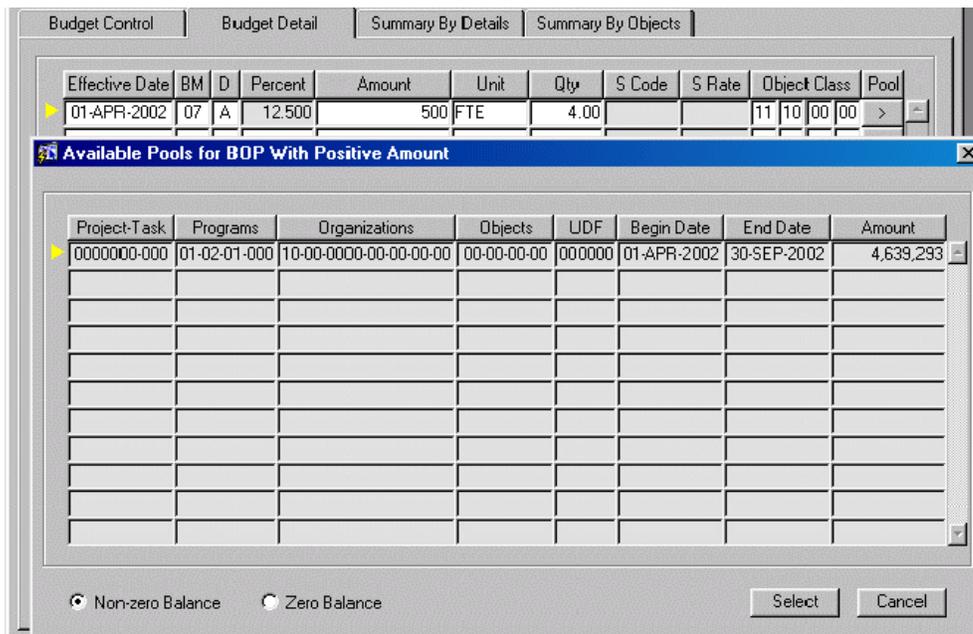
Project-Task	Program	Organization	Objects	UDF	Begin Date	End Date	Amount
0000000-000	01-02-01-000	10-00-0000-00-00-00-00	00-00-00-00	000000	01-OCT-2001	30-SEP-2002	1,104,963
0000000-000	01-02-01-000	10-00-0000-00-00-00-00	00-00-00-00	000000	01-JAN-2002	30-SEP-2002	1,457,165
0000000-000	01-02-01-000	10-00-0000-00-00-00-00	00-00-00-00	000000	01-APR-2002	30-SEP-2002	2,234,165
0000000-000	01-02-01-000	10-00-0000-00-00-00-00	00-00-00-00	000000	01-MAY-2002	30-SEP-2002	-250,000
0000000-000	01-02-01-000	10-00-0000-00-00-00-00	00-00-00-00	000000	01-JUL-2002	30-SEP-2002	284,943

For this example, when the user accesses the Available Pools, from the Budget Details tab, on the Budget Operating Plan Transaction screen (FM066) , only one pool will be displayed. The screen print below shows that for the Effective Date October 1, 2001 the amount that is available for planning is 1,104,963. The total of all detail lines on the *Budget Detail* with the Effective Dates October 1, 2001 for Line Office 10 cannot exceed this amount.



A user may see more than one pool if an allotment has been distributed to an LO and also to an FMC, and if the user’s organization is within the FMC. For example, LO 10 has been allotted \$500 and FMC 10 04 has been allotted \$200. Any organization within LO 10 other than FMC 10 04 will see a pool of \$500, while FMC 10 04 will see two pools - one for \$500 which is the LO pool, and one for \$200 which is the FMC pool.

The next screen print shows that for the Effective Date April 1, 2002, the amount that is available for planning is 4,639,293.



The object classes on the **Budget Detail** Screen cannot display dates prior to the Begin dates. A total of all detail lines on the **Budget Detail** with the Effective Date of April 1, 2002 for Line Office 10 cannot exceed this amount. The available amount in the super pool is made up from the following allotments:

01-Oct-2001	1,104,963
01-Jan-2002	1,457,165
01-Apr-2002	2,327,165
15-May-2002	-250,000

NOTE: Even though a decrease in the allotment was effective on May 15, 2002, which is beyond the April 1st date, the reduction was taken from the April 1, 2002 super pool, thus reducing the amount available.

4.1.6 Surcharges

NOAA assesses surcharges on various organizations to cover the costs of overhead expenses in the internal fund. Surcharges are generally applied at the organization and object class level, but can be applied at lower levels. These indirect costs need to be planned by the line offices and financial management centers in their budget operating plan. Users must first identify that surcharges are to be applied to the BOP. The system automatically selects applicable surcharges using the ACCS entered on the budget control screen and the object classes entered on the budget detail screen.

4.1.7 Routing and Approval

The Commerce Administrative Management System (CAMS) provides an automated mechanism for document approvals. The document approval chain is established on the Document Approval Maintenance Screen (**WF001**). Document approval is done on the Documents Requiring Approval Screen (**WF002**). In the case of extended absences, documents can also be re-routed to an alternate approver. This can be accomplished on either one of the document re-routing screens - Re-assign Documents by Approval (**WF604**) or Re-assign Documents by Employee (**WF605**).

Budget Operating Plans require two levels of approval in CAMS - Requester Approval and Document Approval. Requestor approval is accomplished when the person entering the BOP places a ✓ in the Requestor Approval box. Once a BOP has been requester approved, it is routed to the Document Approver. The Document Approver reviews the data entered for accuracy and then either approves it or returns it to the requestor with comments as to why the document was not approved.

4.2 Budget Operating Plan Template (FM006)

The Budget Operating Plan Template is a tool that can be used for creating BOPs. Templates enable users to store many of the object classes that are frequently included in BOPs. The object classes are retrieved in the BOP screen when users enter the template name at the time of BOP entry.

The following is an illustration of the Budget Operating Plan Template Screen (FM006):

Budget Operating Template Screen (FM006 VER-1.159.0.12)

Control

Bureau: Code Name
 Fund: Code Title
 Template: Code
 Trans Amount Unit Qty Dist
 Active Date

Surchage Code

-
-
-
-
-

Details

Date	BM	Distribution	Percent	Amount	Unit	Quantity	Object Class	Descr
01-OCT	01	Amount	0.000	0	FTE	0.00	11 10 00 00	>
01-OCT	01	Amount	0.000	0	FTE	0.00	21 00 00 00	>
01-OCT	01	Amount	0.000	0	FTE	0.00	23 00 00 00	>
01-OCT	01	Amount	0.000	0	FTE	0.00	25 00 00 00	>
01-OCT	01	Amount	0.000	0	FTE	0.00	31 00 00 00	>
01-OCT	01	Amount	0.000	0	FTE	0.00	26 00 00 00	>
01-OCT	01	Amount	0.000	0	FTE	0.00	24 00 00 00	>
01-OCT	01	Amount	0.000	0	FTE	0.00	22 00 00 00	>
Totals				0		0.00		

The following section describes the template that is utilized in preparing a budget plan. The Budget Operating Plan Template Maintenance Screen (FM006) is used to create templates which can be used to prepare budget operating plans. A template contains standard information, thereby reducing data entry effort on the Budget Operating Plan Transaction Screen.

Templates are established by effective date at the bureau, fund code, and object class level. Individual ACCS elements such as program and project are not included on the template. At the time the budget operating plan is established, users identify whether or not surcharges will be included, and which ones. These surcharges are then pulled into the budget operating plan screen when the template is invoked. If surcharges are not included on the template screen, they can be included on the budget operating plan screen.

When a template is invoked from the budget operating plan screen, the detail portion of the budget operating plan will be filled in with the effective date and object class for each line based upon the template. The user will then need to modify any amounts or rows that are different from the template. The Distribution **D** Flag will automatically be set to **P** for percent. In order to edit Amount field, the **P** will need to be changed to **A**, and then the amount can be entered.

4.2.1 Template Overview

This section provides a brief overview of the Budget Operating Plan Template (**FM006**). Detailed information and procedures for creating a template are included in the following subsections. The template screen consists of a Control and Detail block. The control block contains the bureau, fund code, template code and description, Transaction amount, unit, and quantity, distribution method, and an active status indicator.

Bureau/Fund Code - Templates are established at the bureau and fund code level. Once a template has been established it can be used for multiple fiscal years.

Template Code and Description - The Template Code is used to create a 6-digit name (or less), which will be displayed on the BOP *Budget Control* screen. The next field allows the user to describe in more detail the intent of the template.

Trans Amount/Unit/Qty - These fields can be populated with values that will be divided between the details lines on the template. Examples include FTE and hours.

NOTE: NOAA recommends that these fields not be populated in the template.

Distribution - The *Distr* field identifies how the system will populate the detail lines. Three methods apply to distribution:

- ◆ **Monthly** - The system will create twelve lines, one for each month. Once the template has been activated, this distribution will create 12 detail lines for each object class entered in the detail.
- ◆ **Quarterly** - The system will create four lines, one for the first month of each quarter. Once the template has been activated, this distribution will create four detail lines for each object class entered in the detail.
- ◆ **Not Applicable** - Users must manually enter all applicable effective dates and object class combinations to be used in the template. For example, users would manually enter four lines for the labor object class, four lines for the contracts object class, etc.

Active Status/Date - Once a ✓ has been entered to activate this template, the date is populated with the system date and the **Template Code** is available to be selected on the *Budget Control* Screen of the Budget Operating Plan. A template can be deactivated to make changes on the template. Once the **Template Code** has been entered and the user has moved to the Detail, the **Template Code** cannot be changed. Once the template has been deactivated, fields that cannot be changed will be grayed out.

Surcharge Code - This field allows a user to select a surcharge from a pop-up window that will be included on the template.

NOTE: It is recommended that surcharges not be established on the template. The preferred method is to select surcharges on the Budget Control screen on the BOP.

Details - When the Monthly or Quarterly Distribution is selected, the only field that can be populated is the object class. Once the template has been activated, the fields in the Detail will be automatically populated. When N/A is selected, all fields must be manually populated.

4.2.2 Template Field Descriptions

The Budget Operating Plan Template Maintenance Screen (**FM006**) contains the following fields:

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<u>Control Block:</u>		
<i>Bureau Code</i>	The code that uniquely identifies a bureau within the Department of Commerce. Valid values are established on the GL004 Bureau Code Maintenance Screen.	Required
<i>Bureau Name</i>	The name assigned to the bureau code.	System Generated
<i>Fund Code</i>	The code established for the fund/appropriation. Templates are established at the bureau and fund code level. Once a template has been established it can be used for multiple fiscal years.	Required LOV available
<i>Fund Title</i>	The name assigned to the fund code.	System Generated
<i>Template Code</i>	The code indicating which template is to be used for creating this budget operating plan. "None" is a valid entry. The Template Code is used to create a 6-digit name (or less), which will be displayed on the BOP Budget Control screen.	Required
<i>Description</i>	This field describes in more detail the intent of the template.	Required
<i>Trans Amount</i>	The amount to be planned for this program. <i>Note: NOAA/BIS recommend that this field not be used.</i>	Optional
<i>Unit</i>	The unit used to record values used for statistical purposes to be applied for this budget operating plan.	Required
<i>Qty</i>	The quantity defines the portion of the unit to be applied for this budget operating plan.	Required

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<i>Distr</i>	The flag indicating the type of distribution that the system automatically performs, if applicable. Acceptable values are N for None, M for Monthly, and Q for quarterly.	Required
<i>Active Status</i>	The flag indicating if the code is active and available for use. Valid values are Y for yes and N for no. Default is N.	Required
<i>Active Status Date</i>	The effective date for the active status flag. This field defaults to the system date when the flag is updated. The required format for this field is DDMMYYYY, e.g. 10-APR-2001.	System Generated
<u>Detail Block:</u>		
<i>Surcharge Code</i>	A flag indicating if the system will generate surcharges on the BOP. Defaults to N, but must enter Y and select specific surcharges to apply to BOP.	Required
<i>Date</i>	The effective date for the budget amount.	Required
<i>Percent</i>	The percentage of the amount to be applied for this ACCS.	Required if distribution method is P.
<i>Amount</i>	The dollar amount for the object class to be applied for this ACCS.	Required if distribution method is A..
<i>Unit</i>	The statistical unit if applicable.	Optional
<i>Qty</i>	The statistical quantity if applicable.	Optional
<i>Object Class</i>	The hierarchical structure consisting of Object, Subobject, sub-subobject and function codes that uniquely identifies an object class as it pertains to this budget line. 00-00-00-00 is a valid entry.	Required
<i>Totals Amount</i>	The total amount of all template lines.	System Generated
<i>Totals QTY</i>	The total statistical unit quantity of all template lines.	System Generated

4.2.3 Create Budget Operating Plan Templates

Users perform the following steps to enter a Budget Operating Plan template:

<i>Step</i>	<i>Action</i>
1	Navigate to FM006 - Budget Operating Plan Template Maintenance Screen
2	Enter the Bureau Code (NOAA: 14 or BIS: 13)
3	Enter Fund Code or select from the List Values. Press Enter or Tab to next field.
4	Enter a Unique Template Code . Press Enter . <i>Note: After the Template Code has been entered and the user has moved to the Detail block, the Template Code cannot be changed.</i>
5	Enter the Description for the template. Press Enter .
6	Enter the Transaction Amount , if applicable. Press Enter .
7	Enter the Statistical Unit , if applicable. Press Enter .
8	Enter the total Quantity , if applicable. Press Enter .
9	<ul style="list-style-type: none"> ▶ Enter the Distribution method or double-click in this field to select from List Values. Valid values for this field include M – Monthly; Q – Quarterly; or N – Not applicable. ▶ Press Enter.
10	<ul style="list-style-type: none"> ▶ Navigate {Enter or Tab} to Surcharge Code field. Double-click to display a pop-up screen for Surcharge Codes. ▶ Select the applicable surcharge codes by scrolling through the list or clicking in the Find Field to query for a specific FMC by entering the FMC and % (% is an Oracle wildcard character) ▶ After highlighting the applicable surcharge code, click on the OK button ▶ Repeat the process until all surcharge codes have been specified. ▶ Press the SAVE icon to save the surcharge codes and exit the pop-up. <p><i>Note: If surcharges are not to be used on the Template, press Cancel to exit the pop-up.</i></p>
11	Position the cursor in the Date field to enter the beginning effective date for the detail line item. Press Enter .
12	Enter the Percent , if applicable. Press Enter .
13	Enter the Amount of the detail line item, if applicable. Press Enter .
14	Enter the Statistical Unit , if applicable. Press Enter .
15	Enter the statistical unit Quantity , if applicable. Press Enter .
16	Enter the Object Class , if applicable. Press Enter .

Step	Action
17	Position the cursor in the Active checkbox. <i>Note: Once a ✓ has been entered to activate a template, the Template Code is available to be selected on the Budget Operating Plan Screen (FM066) for use in creating BOPs. Templates can be deactivated to make changes; fields that cannot be changed will be grayed out on an inactive template.</i>
18	Press the SAVE icon to save the template.

BOP Template Tips:

- Enter Zero in the Trans Amount field.
- If the Distribution method is **Q** (quarterly) or **M** (monthly) when entering the object class detail line, the system automatically moves to the next line where the new object class is entered. Once all applicable detail lines have been entered and the cursor is on a new line, Press the Delete key to clear the line. Place a ✓ in the Active field to activate the Template. If the distribution method is set to **Q** or **M**, the system will expand the number of detail lines for each object class. Save the record by clicking the **SAVE** icon.

4.3 Processing BOP Transactions

This section describes the policies for establishing and changing Budget Operating Plans. BOPs can be used to plan for direct or reimbursable funding, and Category A or B funding. Once a budget operating plan has been established for a specific Accounting Code Classification (ACCS), the plans can be increased, decreased or realigned. These screens are used to establish operating plans against which actual commitments and obligations can be controlled and/or reported. It provides the capability to record an effective date for each amount by month, quarter, or fiscal year for each object class. Budget Operating Plans are entered into the Budget Operating Plan Transaction module.

4.3.1 Initial Budget Operating Plan

When an organization receives funding for an ACCS that does not currently have a budget operating plan, it is the responsibility of the Line Office to ensure that the new program funds are planned at the ACCS and object class detail. The Budget Operating Plan Transaction Screen (FM066) is used to create initial BOPS.

4.3.1.1 Budget Control Data

The first step in recording a BOP is the **Budget Control** tab on the Budget Operating Plan Transaction Screen (FM066). **Budget Control** data includes the Bureau, Fund Code, Fiscal Year, Plan Number, Accounting Classification Code Structure (ACCS), and annual or quarterly amounts for each BOP. This screen also provides users with capabilities to record **Notes** for the BOP, generate the BOP report, and view the document routing chain.

The **Budget Control** tab is where users establish quarterly or annual controls to restrict how much can be planned in the detail section and if surcharges are to be applied. The transaction amount on this screen must match the total transaction amount on the **Budget Detail** screen prior to approving the BOP.

The following illustrates the Budget Operating Plan Transaction Screen - Budget Control tab:

The screenshot shows the 'Budget Control' tab of the 'Budget Operating Plan Transaction Screen (FM066)'. The interface includes several input fields and sections:

- Bureau Code:** 14, **Name:** NOAA, **Trans No:** 1834
- Fund Code:** 19, **Title:** BE TESTING FUND 19, **Internal:**
- Fiscal Year:** 03, **Appropriation Symbol:** 13X1450, **Report:** [button], **Notes:** [button]
- Plan:**
 - Change, **Code:** NONE, **No:** 52 - 0, Populate Detail
 - Template Code:** NONE, **Corresponding Orgs:** 00 00 0000 00 00 00 00
- D/R Flag:** D, **Category:** A, **Item No:** 000, **Reimb Agreement No:** [empty]
- ACCS:** 0000000 000 20 20 20 000 10 04 0000 00 00 00 00 017076, **Surcharge Codes**
- Unit:** FTE, **Qty:** 100.00, **Distribution:** Not Applicable
- Trans Amount:**

Total	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
10,000,000	2,000,000	2,000,000	2,000,000	4,000,000
- Requester Approval** By: PD BECKFORD, Date: 19-AUG-2002
- Document Approval**, **Approval Routing:** [button], **Apply Surcharge:** [button]
- Surcharge Code:** 1004EC, 1004OF, 1004VF

In addition to the field descriptions included in Section 4.1.1 of this documentation, the following information is pertinent to transaction processing on the Budget Operating Plan Transaction Screen (FM066):

Bureau Code/Fund Code/Fiscal Year - These fields establish which bureau in the Department of Commerce, fund (appropriation) and the fiscal year that these funds are planned. They are also the basis in which the BOP Plan No. is derived.

Name/Title /Appropriation Symbol - These fields are populated based on the Bureau Code/Fund Code and Fiscal Year entered and identify the name and title associated with each code. It also displays the Appropriation Symbol assigned to the fund.

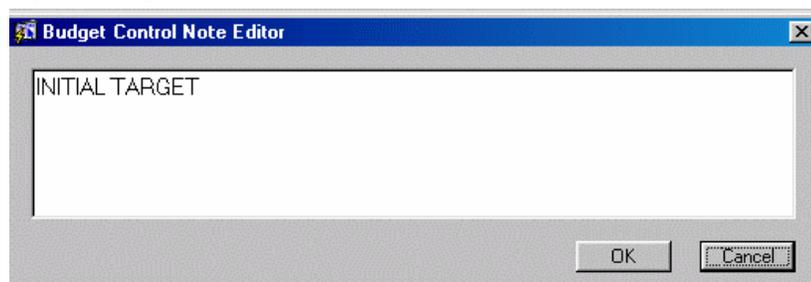
Trans No. - This field is a system generated number that is unique to a transaction and allows

the user to query for a specific BOP transaction.

Internal - Indicates if the fund referenced on the BOP is an internal fund.

Report - Users may print the Budget Operating Plan Report directly from the **Budget Control** Screen. The report function is accessible once the BOP has been saved. The user can click the Report button to view and print the Budget Operating Plan Report for the current transaction. See an example of the report in Chapter 8 - Reports.

Notes - The **Notes** field is available to provide a description for the current BOP. This field can be accessed by clicking the Notes button.



Business Rule: Notes entered for BOPs should use the same language as the allotment advice.

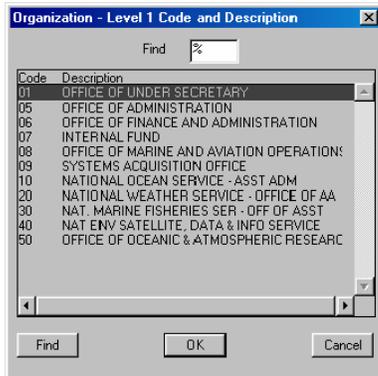
Change - Once the Bureau Code, Fund Code and Fiscal year have been populated, the system requires the user to decide if the BOP will be a change order. For a new BOP, this field is blank.

Plan Numbering - The controlling information for establishing the BOP sequence of numbers is the Bureau Code, Fund Code and Fiscal year. For a new BOP, the system assigns sequential numbers for the first segment of the Plan No. (xx-xx). For example, if the last plan entered was numbered 1-0, the next Plan No. is 2-0, etc.

Business Rule: Once a budget operating plan number has been assigned to a specific Bureau, Fund Code, Fiscal Year, Project-Task, Program and Organization, any changes to the ACCS should reference the same plan number.

Corresponding Orgs - For a new BOP, this field is for information purposes only and may be used at the user's discretion. However, when preparing an initial BOP for funds that have been transferred from another organization, the Corresponding Orgs field should be used to record the organization that transferred the funding.

Each segment of the organization has a pop-up, where one can view each level of the organization code. An example of the drop-down box for the first level of organization code lookup is shown to the right. Similar pop-up boxes are available throughout the Funds Management module for organization codes and other ACCS elements.



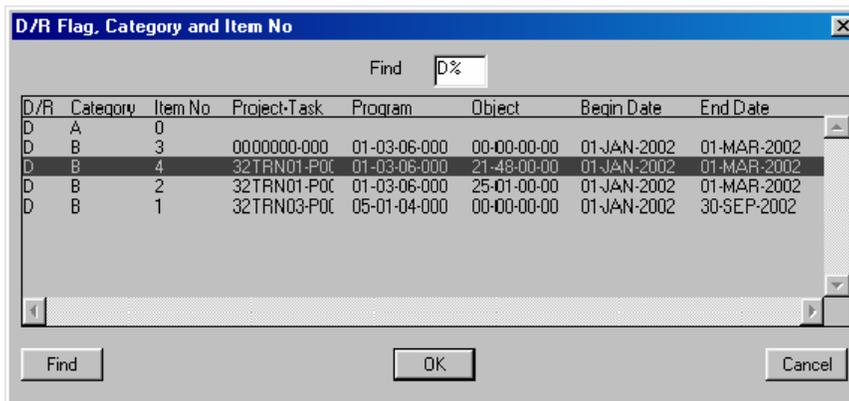
Template Code - This field lists the active Templates created on the **FM006**. When a template is selected, it will automatically populate the **Budget Detail** with the desired Effective Dates and Object Classes created in the Template.

D/R - The D/R flag denotes the types of budgetary resources. It indicates whether the funding is direct or reimbursable. If Reimbursable is selected, the Reimbursable Agreement No. field is available for entry.

Category and Item No. - The apportionment process makes funds available for obligation and facilitates the effective and orderly distribution of funds. It sets limitations on amounts which agencies may obligate during the time period specified. When funds are apportioned, they are recorded as Category A or B funding.

Category A funding is apportioned at the fund level by quarter. This distribution restricts the amounts available for obligation by quarter. Category B funding can be apportioned for a specific time period, or by project, program, object class or UDC or any combination of these elements. These elements restrict the distribution of amounts available for obligation. The Item No. is an itemized list of these combinations.

The following is a screen print of the D/R Flag, Category and Item No. pop-up.



Reimbursable Agreement No. - This field is available for recording the Reimbursable Agreement Number or Temporary Work Authority Number only when the BOP has been designated as **R** (reimbursable) funding.

ACCS - The Account Classification Code Structure (ACCS) determines the level of budget planning and tracking. The ACCS consists of the following elements:

Project - Task	Program	Organization	User Defined
ACCS 0000000 000	20 20 20 000	10 04 0000 00 00 00 00	017076

Project-Task Code is made up of seven characters in the project segment and three characters in the task segment that uniquely identify the project within a Bureau. Each project-task is tied to a specific fund and program.

***NOTE:** For reimbursable funds, BOPs must be planned using the same Project-Task level as the allotment. The project and task must be active on the Project/Task Code Maintenance Screen (CM004) and available for use in the Budget Execution module prior to use on the BOP.*

Program Code corresponds to the NOAA/BIS budget structure and consists of the Activity, Sub-activity, Line Item and PPA (Program, Project and Activity) designator. It uniquely identifies a program within a bureau and fund.

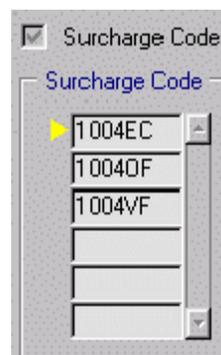
Organization Code consists of seven segments that uniquely identify an organization within a bureau. The first segment of the organization code is the line office. An FMC is identified by combining the first and second segments of an organization code.

User-Defined Field (UDF) consists of six characters which will be used in determining the document approval routing on the Document Requiring Approval Screen (WF002).

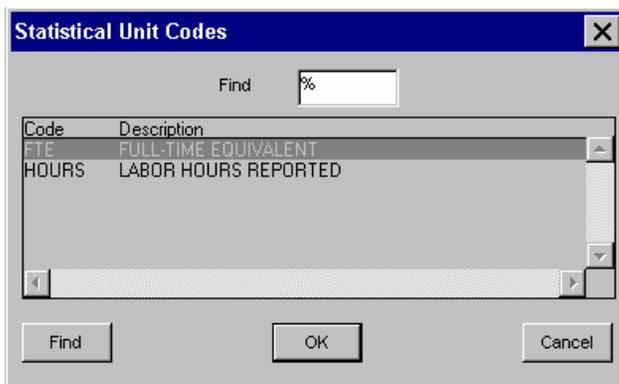
***NOTE:** NOAA/BIS will use all zeroes in the UDF field.*

Surcharge Codes - When the Surcharge Code field is marked with a ✓, the system will automatically populate the Surcharge Code list box with all of the Surcharge Codes that match the ACCS criteria. These codes will be applied to the appropriate object classes on the **Budget Detail** screen.

A surcharge code can be deleted from the list, if the surcharge is not needed for the plan. To delete a surcharge code, highlight the desired surcharge code, click on the **Delete a Record** icon  found on the menu bar on top of the screen.



Unit/Qty - The *Unit* field is used to record values for predefined codes (FTE & HOURS) to be applied to the current budget operating plan. The *Qty* field can be used to plan for the number of units associated with the ACCS.



When the Unit field has been selected on the Control Block, the Unit and Qty fields must be populated on each detail line of the *Budget Detail*. Once the *Qty* has been populated, the sum of *Qty* amounts on the budget detail lines must equal the *Budget Control*.

Business Rule: NOAA will use the code *FTE* to plan for Full Time Equivalent (*FTE*) staff years. A BOP with labor object classes (111x and 113x) should include a Unit code for *FTE* so that staff years can be planned for each program and/or project.

Distribution - The *Distr* field is used to identify how the system will populate the detail lines. Three methods apply to distribution:

- **Monthly** - The system will create twelve lines, one for each month. The system automatically divides the *Trans Amt.* by twelve and populates the *Amount* with the quotient. Since the object classes are populated with zeros, object classes will need to be changed to reflect the appropriate object class. This distribution will only create one set of 12 detail lines. If more than one object class is to be used, the remaining object classes must be entered manually and all amounts must be adjusted.
- **Quarterly** - The system will create four lines, one for the first month of each quarter. The system automatically divides the *Trans Amt.* by four and populates the *Amount* with the quotient. Since the object classes are populated with zeros, the object class will need to be changed to reflect the appropriate object class. This distribution will only create one set of four detail lines. If more than one object class is to be used, the remaining object classes must be entered manually and all amounts must be adjusted.
- **Not Applicable** - Users must manually enter all applicable effective dates and object class combinations to be used in the template. For example, users would manually enter four lines for the labor object class, four lines for the contracts object class, etc.

Trans Amount - The plan amount can be entered annually or quarterly. If the **Total** field is populated the **Quarter** fields will be grayed out and are not available for entry. If the **Quarter** fields are populated, the **Total** becomes a calculated field and is not available to a user.

The user can view the super pool from the **Budget Control** screen in the **Total** field by clicking in the field to view the Available Allotment Pool for BOP. The user will not be allowed to view the Allotment Pool on the Control screen when 1) the **Total** field is a calculated field, or 2) plans are being created at the end of the fiscal year for the next fiscal year, and the current fiscal year's general ledger period is still open. These two scenarios will not allow a user to view the "super pool" for the fiscal year, but the super pool can always be viewed on the **Budget Detail** screen.

4.3.1.2 Budget Detail Data

The **Budget Detail** screen is used to enter the object class details for the ACCS identified on the **Budget Control** screen. Object Class funding and FTE amounts are planned by effective date for each object class and are posted against the General Ledger according to the budget month designation.

Budget Operating Plan Transaction Screen (FM066 VER-1.161.0.0)

Budget Control | Budget Detail | Summary By Details | Summary By Objects

Effective Date	BM	D	Percent	Amount	Unit	Qty	S Code	S Rate	Object Class	Pool
01-OCT-2002	01	A	12.326	1,232,590	FTE	25.00			11 10 00 00	>
01-OCT-2002	01	A	2.588	258,840	FTE	.00	1004VF	21.00	11 60 00 00	>
01-OCT-2002	01	A	3.594	359,430	FTE	.00	1004EC	24.10	12 10 00 00	>
01-OCT-2002	01	A	1.491	149,140	FTE	.00	1004DF	10.00	77 89 00 00	>
01-JAN-2003	04	A	12.326	1,232,590	FTE	25.00			11 10 00 00	>
01-JAN-2003	04	A	2.588	258,840	FTE	.00	1004VF	21.00	11 60 00 00	>
01-JAN-2003	04	A	3.594	359,430	FTE	.00	1004EC	24.10	12 10 00 00	>
01-JAN-2003	04	A	1.491	149,140	FTE	.00	1004DF	10.00	77 89 00 00	>
Totals:			99.996	10,000,000		100.00			Apply Surcharge Delete Surcharge	

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
Transaction:	2,000,000	2,000,000	2,000,000	4,000,000	10,000,000
Cumulative:	2,000,000	2,000,000	2,000,000	4,000,000	10,000,000

0000000 000 20 20 20 000 10 00 0000 00 00 00 000000 00 00 00 00

Begin Date 01-OCT-2002 End Date 30-SEP-2003 Pool Balance 0

Object Descr FULL-TIME PERMANENT

In addition to the field descriptions included in Section 4.1.1 of this documentation, the following information is pertinent to transaction processing on the Budget Operating Plan Transaction Screen (FM066):

Effective Date - The Effective Date records the beginning date for the plan in which funds are available. A user enters the date, using the Oracle date format of DD-MON-YYYY (hyphens are not required when typing the date) **or** by double clicking in the date field to bring up the calendar (illustrated on the right.) To utilize calendar functionality (illustrated on the right), users scroll through the months to highlight the appropriate date and click the OK button to enter the date in the **Effective Date** field.



Budget Month - The budget month designates the month to which the plan is posted to the General Ledger. The sequential order of the months starts with the beginning of the fiscal year (Ex. October = 1, January = 4.....September = 12). If a month is closed, the system will automatically assign a budget month that corresponds to the minimum open general ledger period. It also designates the quarter in which the plan will display on the FM166 Report (For example: BOP Plan with Effective Date October 1, 2002, and a Budget Month of 4 will be displayed on the January report, even though the funds are available in October.)

D - This field indicates which field will be populated on the detail. If a **P** is entered, the percentage must be populated. If **A** is entered, the amount must be populated.

- **Percent** - If **A** is selected, the Percent field is computed by dividing the detail line into the **Budget Control** Total. If **P** is selected, the system allows a user to enter a specific percentage which is then applied to the **Budget Control** Total. The system will compute and populate the amount by multiplying the percent entered by the **Budget Control** Total.
- **Amount** - If **A** is selected, the Percent field will be skipped and the user will enter the amount for the object class detail. The percentage will be computed by dividing the amount entered in the **Budget Control** Total. The amount is entered as whole dollars. For example, one thousand is entered as 1,000.

Unit - The Unit field contains a drop down List of Values for selection (E.g. FTE, Hours).

Quantity - This field defines the number of units to be planned for the specific object class. Total of all detail quantify fields must equal to the amount on the **Budget Control**.

Surcharges - Surcharges are applied to labor with object classes 111X and 113X. If the first two segments of the object classes are not used, surcharges will not be generated. Once values are entered for these labor object classes and the **Apply Surcharge** is invoked, Leave Surcharge (1160), Employer's Contribution (1210), Line Office overhead (7788), and if applicable FMC overhead (7789) will be generated.

A surcharge will also be generated if a Rent Surcharge (2319) exists.

Surcharges will not be applied to the plan if the organization does not match an organization in the Surcharge Templates. Also the **Surcharge Codes** field on the **Budget Control** screen must be selected in order for surcharges to be applied.

When entering detail lines on the **Budget Detail** tab, users can click on **Apply Surcharge** at any time to create the surcharges. A separate detail line is added for each surcharge on the **Budget Detail** screen.

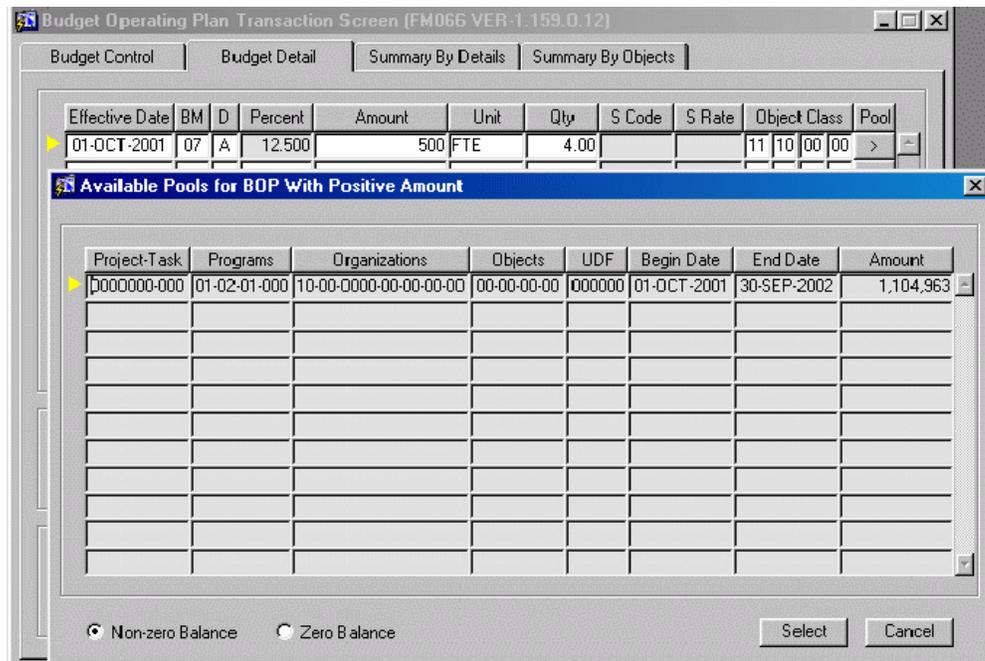
Object Class - The object class consists of four levels that uniquely identify the category of the planned obligation by quarter. The detail plans must be at least to the first segment of the object class. As stated earlier surcharges will only be applied to object classes included on the surcharge rate setup screens.

NOTE: An all zero Object Class is not valid for NOAA/BIS.

Pool - An allotment pool must be selected for each object class line entered in the BOP Detail screen. Once the object class has been entered, the appropriate allotment pool is automatically selected by pressing **Tab** to advance to the next line. If a user presses **Enter** to advance to the next line, a pop-up will appear in which a user must select the allotment pool. The user must then click the **Select** button to pick the pool and return back to the detail line. The allotment pool displayed is known as a “Super Pool”. The super pool combines all individual allotment pools with the same ACCS and multiple effective dates into one pool so that users do not have to select from numerous pools. If a user creates a plan with a future effective date, the system will use Last In-First-Out (LIFO) logic to draw down on quarterly distribution of allotments. This safeguards against prematurely depleting funds in the earlier quarters.

If users manually select the allotment pool, the Available Pools for BOP with Positive Amounts pop-up screen will appear. This pop-up separates the allotments pools with balances remaining and pools that have a zero balance. A positive BOP will reduce the allotment balance and a negative BOP will increase the allotment balance. When creating an initial BOP the system will display the screen for **Non-zero Balance** since the system will not allow a negative plan to be created for an initial BOP.

The following is an illustration of the Available Pools for BOP with Positive Amounts pop-up:



Non-zero Balance - By selecting this radio button the screen will display the available allotment(s) matching the Line Office ACCS from which a object class plan can be created.

Zero Balance - Once the allotment pool has a zero balance no new positive BOPs can be created. By selecting this radio button the screen will display the exhausted allotment pools.

In general, allotment pools will be distributed at the Line Office level. All FMCs within the same Line Office will draw funds from the same super pool. While creating Budget Operating Plans, it is important that each FMC not exceed their targeted quarterly plan amount. If one FMC’s budget plan exceeds their quarterly quota, it could prevent another FMC from having sufficient funds in a quarter to create their BOP.

Totals - These fields automatically calculate the sum of each column for Percentage, Dollar Amount and Qty. For Detail queries, these fields also display totals for the query results.

Apply Surcharges - When this button is selected, surcharges will be applied to the appropriate object classes. Additional lines will be created on the BOP Detail - one for each surcharge object class. Surcharges can be applied multiple times during BOP entry provided any existing ones are deleted first.

Delete Surcharges - When this button is selected, all surcharge detail lines created with *Apply Surcharge* button will be deleted.

Transaction - The *Transaction* line displays the quarterly amounts brought forward from the *Budget Control* screen. The line also displays the sum of all four quarters. This line is for display purposes only and allows the users to review previously entered information so that they do not have to keep referring back to the *Budget Control* screen while entering their detail data.

Cumulative - The *Cumulative* line provides a running total for the quarterly amounts entered on the detail lines for this BOP entry. The line also displays the sum of all four quarters

Allotment Pool Information - These fields identify the allotment pool information that is associated with the highlighted detail line and the description of the applicable object class. It includes the effective dates of the pool, the organization to which the allotment was made, and the pool balance.

4.3.1.3 Create Initial Budget Operating Plan

Users perform the following steps to create a Budget Operating Plan:

<i>Step</i>	<i>Action</i>
1	Select the FM066 Budget Operating Plan Transaction Screen menu option.
2	The FM066 screen will launch in an Add mode; i.e. the user can start entering the information.
3	Double click on the Bureau field and select the desired Bureau number, Fund Code, Fund Title, Fiscal Year (FY) and Available Beginning and End Dates from the List of Values (LOV). The Bureau name and the Appropriation Symbol will default once the user makes a selection. The user may enter the fields manually if he/she wishes.
4	Double click on the Template Code . The Default is None, but a user may use a template to create a BOP by specifying the applicable template code in this field. <i>Note: Section 4.2 of the documentation includes details pertaining to creating BOP templates.</i>
5	Double click on the Corresponding Orgs field. The Default is '00'.
6	Click on the Notes field to enter relevant information such as the justification for the BOP. The Notes field is a free form text field.
7	Double click on the D/R field and select the desired code from the LOV. The system will automatically populate the appropriate category based on the D or R code selected. A drop down LOV is available for the Item No field if Category B funding is applicable.
8	Enter the Reimbursable Agreement No. (or Temporary Work Authority) if the D/R flag was set to R.
9	Enter the Account Classification Code Structure ACCS string consisting of the Project, Task, Project Organization, Object class and User Defined fields.
10	Click in the Surcharge Codes box if automatically computed surcharge rates are to be applied to the appropriate object class entered on the Budget Detail tab. If left unchecked, the user can manually enter the surcharge amounts for the appropriate object classes.
11	Double click in the Unit field and select the unit used to record values for statistical purposes from the LOV. The Default is 'NONE'.
12	Enter the number of units to be applied to the BOP in the Quantity field.

<i>Step</i>	<i>Action</i>
13	Double click in the Distribution field and select the distribution type from the LOV. The Default is 'Not Applicable'.
14	Enter the Dollar Amounts for the BOP in the Trans Amount block by Total and Quarter . <i>Note: These are numeric fields.</i>
15	Click on the Surcharge Code field to enter a list of surcharge codes that will be applied to the appropriate object class entered on the Budget Detail Tab screen.
16	Click on the Budget Detail tab to enter the detailed plans for the ACCS identified on the Budget Control Tab screen.
17	Double click on the Effective Date field to bring up the calendar. Scroll through the months; highlight the appropriate date and click OK to populate the Effective Date OR the user can type the beginning date of the BOP in the required format of DDMMYYYY.
18	Enter the Budget Month that the BOP will be posted to the General Ledger. <i>Note: This is a numerical field whose numbers correspond to the month; i.e. October = 01, January = 04,.....September = 12.</i>
19	Populate the D (Distribution Method) field with P or A , depending on how the dollars will be allocated. P equals percent; A equals amount.
20	Enter the Percent to be allocated for the object class if the distribution is P ; enter the Amount to be allocated for the object class if the distribution method is A . The totals will automatically populate based on the distribution entries.
21	Click on the Save icon to save the data.
22	Click on the Budget Detail tab.
23	The Unit , Quantity , and Surcharge Code fields populate from the Budget Control tab.
24	Enter the Object Class for each detail line.
25	The Transaction and Cumulative fields automatically populate based on the detail entries.
26	Click on the Save icon to save the BOP detail data. <i>Note: Although users can query the system for BOP data, users may want to make a note of the Transaction number.</i>
27	Click on the Budget Control tab.
28	The user clicks on the Approver checkbox when satisfied with the BOP entries.
29	Click the Exit icon to exit the FM066 and return to the main menu.

4.3.2 Modify Existing Budget Operating Plan

Operating plans can be changed. Each plan is tracked as it originally is approved along with each subsequent change. BOP increases can only be recorded if there are available allotment pools. After the initial plans are created, revisions can be made using the change process.

Change BOPs are recorded on the same screens as initial BOPs - **Budget Control** and **Budget Detail**. With the change process, the Summary by Detail and Summary by Object Class tabs become more valuable.

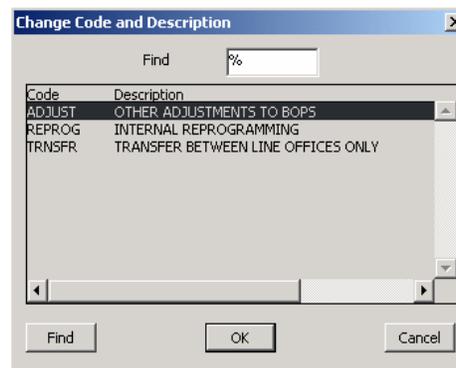
NOTE: Budget Operating Plans can not be reduced below the level of obligations. For example, if an allotment is \$100, a BOP is entered for \$100, and obligations are \$65, the BOP can not be reduced below \$65.

4.3.2.1 Budget Control Data

To create a Change budget operating plan the **Budget Control** tab is where the bureau, fund code, and Accounting Classification Structure is entered. The user establishes the quarter(s) from which the adjustment or transfer is to be made.

Change - Once the Bureau Code, Fund Code and Fiscal year have been populated, the system requires users to place a ✓ in the **Plan Change** field to indicate that this plan is a change order. If the Change field is populated, the Code and Number fields are required.

Code - When making a change to an existing plan, users must select the appropriate code to identify the type of change being made to the original plan. The following **Change Codes** are available: ADJUST, REPROG, and TRNSFR.



ADJUST - OTHER ADJUSTMENTS TO BOPS - The user should select **ADJUST** if the change is an increase, decrease or realignment of object classes to an existing BOP. This should also be used when one is making a transfer within one's own Line Office. Once a BOP with the change code of ADJUST is approved by the requester, an allotment change may be required by the Budget Office.

REPROG - INTERNAL REPROGRAMMING - The user should select **REPROG** if the change is a congressionally mandated reprogramming. After the BOP detail is entered, and the BOP has Document Approval, the reprogrammed BOP will be reflected on the Internal Reprogramming Lookup (**FM015**), which will be reviewed by the NOAA Budget Office.

TRNSFR - TRANSFER BETWEEN LINE OFFICES ONLY - When preparing a transfer to another Line Office, the user must select **TRNSFR** to automatically transfer funds to another Line Office. The user is required to enter the Corresponding Organization of the office

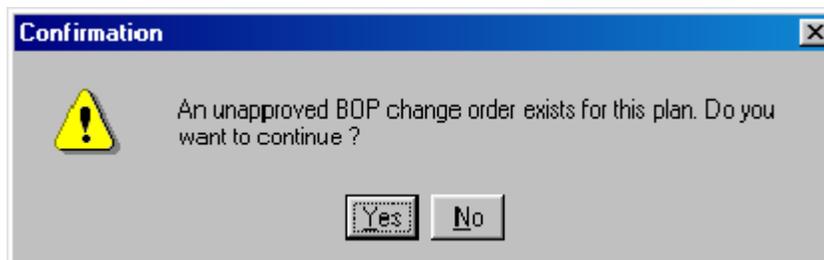
receiving the funds. Also, the BOP amount must be a negative value. Once the record has been approved on the Document Approval Screen (**WF002**), the Automatic Transfer functionality will reduce the allotment of the sending organization and increase the allotment for the receiving organization.

Plan No. - An existing plan number must be referenced when preparing a BOP change order (C/O). The **Plan No** can be selected from a List of approved Budget Operating Plans, or if the plan number is known, it can be manually entered. The plan number consists of two segments. The first is a sequential number that identifies the number of Budget Operating Plans created for a particular bureau, fund and fiscal year. The second segment relates to the number of change orders made to the plan number assigned in the first segment. The system increments the C/O xx-xx. For example, the Plan No. changes from 2-0 to 2-1, where the 1 represents the change order number.

The following screen depicts a BOP with change orders:

Project/Task	Program	Organization	Plan No.	C/O	Trans Amount	MOD	Notes
0000000-000	01-01-01-000	06-00-0000-00-00-00-00	12	0	3868076	02-OCT-01	
0000000-000	01-01-01-000	10-00-0000-00-00-00-00	18	0	1934038	02-OCT-01	
0000000-000	01-01-01-000	40-00-0000-00-00-00-00	17	0	1934037	02-OCT-01	
0000000-000	01-01-03-000	06-00-0000-00-00-00-00	19	0	6317280	02-OCT-01	
0000000-000	01-01-03-000	06-00-0000-00-00-00-00	19	1	66668	01-OCT-01	
0000000-000	01-01-03-000	06-00-0000-00-00-00-00	62	0	4848	01-OCT-01	
0000000-000	01-01-03-000	10-00-0000-00-00-00-00	20	0	6317284	02-OCT-01	
0000000-000	01-01-03-000	40-00-0000-00-00-00-00	22	0	6317280	02-OCT-01	
0000000-000	01-01-04-000	10-01-0000-04-00-00-00	56	0	4000	01-OCT-01	
0000000-000	01-02-01-000	10-01-0000-04-00-00-00	2	0	2500108	02-OCT-01	
0000000-000	01-02-01-000	10-04-0000-00-00-00-00	4	0	1274212	02-OCT-01	
0000000-000	01-02-01-000	10-04-0000-00-00-00-00	25	0	3900000	02-OCT-01	
0000000-000	01-02-01-000	10-04-0000-00-00-00-00	25	1	200000	02-OCT-01	
0000000-000	01-02-01-000	10-04-0000-00-00-00-00	25	2	-200000	02-OCT-01	
0000000-000	01-02-01-000	10-04-0000-00-00-00-00	25	7	2222	01-OCT-01	
0000000-000	01-02-01-000	10-04-0000-00-00-00-00	40	0	1000000	01-OCT-01	

In the screen print above, there are four plans that have been approved for Plan No. 25, the initial (25-0) and three change orders (25-1, 25-2, and 25-7). Plans 25-3, 25-4, 25-5, and 25-6 have yet to be approved. If a change order has not been approved and the user creates a new change order, the system will display the following message “An unapproved BOP change order exists for this plan. Do you want to continue?”



If the user selects **Yes**, the system will allow the fields to be entered and the system will assign the next Change Order number. In this example, 25-8 will be assigned. If **No** is selected the user will continue to receive this message.

The system prohibits users from deleting unwanted/unused BOPs. Unapproved BOPs with the exact ACCS, may be modified and reused for a different purpose. If the user elects to reuse a previous unapproved BOP, select **No** when the unapproved BOP change order dialogue box is displayed. To retrieve the unapproved BOP change orders, enter a query requesting the plan number that was previously selected. Reusing and modifying discarded BOPs will safeguard the numbering scheme and will allow the system to maintain the integrity of the list of plan numbers.

When a user makes a change to a current BOP Plan, the system assumes that the user is trying to reverse the entire BOP being referenced. The system automatically reverses the **Trans Amt** equaling the amount in the **Plan No** referenced, and allocates the **Trans Amt** to the object classes referenced in the selected **Plan No**. If this is not the correct amount, the user must change the **Trans Amt** and the object classes to the correct amounts. To accomplish this adjustment, either (1) delete the lines /object classes not being adjusted, or (2) change the object classes to zero for each line not affected. If the change is being made to an object class that generates a surcharge, the surcharge object class detail lines must be deleted so that new surcharges can be generated on the change amount when the transaction is saved.

The system does not restrict multiple plans from being created for the same ACCS, however if a user creates a BOP resulting in a different Plan No., the **Summary by Detail** and **Summary by Objects** screens will not include totals of the additional plans.

NOTE: A user must select the change box to create a negative BOP. The system will not allow a negative BOP to be created for a new Plan Number.

Populate Detail - When creating a change BOP, the system places a ✓ in the Populate Detail field. This automatically populates the **Budget Detail** with all of the amounts and object classes from the plan selected from the List of Values. If the Trans Amount on the current BOP is different than the amount from the selected plan, the detail lines will be calculated by using the percentage from the equivalent detail line from the selected plan.

Users need to de-activate (un-check) the Populate Detail box if they want to manually enter the object classes and amounts that need to be changed.

Template Code - This field is not activated on a Change BOP.

Corresponding Orgs - When making a change to an existing BOP, the user can invoke the Automatic Transfer functionality. By selecting the BOP change code of **TRNSFR**, users can initiate an automatic transfer of funds to another Line Office. To track these transfers, users must populate the Corresponding Orgs field with the Organization Code that is receiving the funds. Each segment of the organization has a pop-up, where one can view and select each level of the organization code to ensure the proper one is selected. Based on the set-up on the Transferring Org Mask Maintenance Screen (**FM007**), the organization code entered in this field will be rolled up to meet the allotment criteria at the Line Office or FMC level.

4.3.2.2 Budget Detail Data

For positive BOP changes, new detail lines can be added provided there is sufficient funding in the allotment pool. For negative BOP changes, object class realignments, or transfer BOPs, reductions must be made to existing detail lines. Users are prohibited from reducing detail lines below zero when doing negative BOPs. In addition, the Effective Date used for the change must match an existing Effective Date and object class line. The Summary by Details and Summary by Objects tabs can be used to help identify the correct lines to be adjusted.

Effective Date - When creating a negative plan, the Effective Date must match an existing Effective Date, Object Class and Unit detail line.

BM (Budget Month) - When the Effective Date entered falls within the open month, the system will automatically default the budget month associated with the effective date. If the accounting period is closed, the system will default the budget month to the latest open month.

4.3.2.3 Change a Budget Operating Plan

Users perform the following steps to change a Budget Operating Plan:

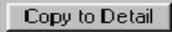
<i>Step</i>	<i>Action</i>
1	Select the FM066 - Budget Operating Plan Transaction Screen menu option
2	The FM066 screen will launch in an Insert mode; i.e. the user can start entering data.
3	Click on the Enter Query icon and enter the BOP number in the <i>Trans No</i> field. <i>Note: Please refer to the Access & Navigation section for additional information pertaining to queries.</i>
4	Click on the Execute Query icon to retrieve the BOP that needs to be changed.
5	Click on the Change box to indicate a change is about to be recorded.
6	Enter the required changes to the BOP.
7	Click on the Save icon to save the modifications.
8	Click in the Requestor Approval box when the changes have been completed.
9	Click the Exit icon to return to the Navigator menu.

4.3.3 View BOP Summary Data

The *Summary by Detail* and *Summary by Object Class* screens display summarized quarterly budget detail amounts for all requester approved BOPs for the current BOP plan document, or for the current transaction. These screens are for information purposes only. Data is populated based on the *Budget Detail* data and cannot be modified. Summarized data is grouped and sorted by object class.

4.3.3.1 Summary By Details Data

The *Summary by Details* screen is for information purposes only and provides the user with a mechanism for reviewing what has been entered in the BOP prior to making changes. This screen can only be accessed via the Budget Operating Plan screen, and is not accessible until a BOP has been saved. When creating a negative detail, the user must reference a previously planned object class. This information can be obtained by viewing this screen, which is populated from the detail data of the current or previous transactions.

When entering a change BOP, users may use this screen to view the effective date and object class of existing detail lines. If the effective date and object class for the change is the same as an existing detail line, users may highlight the existing line and use the  **Copy to Detail** button to copy that information to the *Budget Detail* tab for the current change.

When there are no previous transactions for this Plan, there is no summary data when *Plan* is selected. Once the current transaction has been approved, Plan and Transaction data will be identical. When a BOP has multiple change orders, this screen summarizes all detail lines from the initial BOP and all related changes to provide a total for the *Plan*. To see just the effect of the current change, users can select the *Transaction* radio button.

Users may sort the data on the screen by object class, effective dates, amounts, units, quantity, surcharge code or surcharge rate. To do this, users click on the title bar of the field. The system will then sort the data in ascending order by the field selected. To sort in descending order, users would click the title bar of the field a second time. Users may only sort on one field at a time.

The screen print below illustrates that when the **Transaction** radio button has been selected for Plan No. 52-0, the Trans Total equals 10,000,000.

Budget Control | Budget Detail | Summary By Details | Summary By Objects

Bureau Code 14 Fund Code 19 Fiscal Year 03 Plan No 52-0 Trans No 1834

Object Class	Effective Date	Amount	Unit	Qty	S Code	S Rate
11 10 00 00	01-OCT-2002	1,232,590	FTE	25.00		
11 10 00 00	01-JAN-2003	1,232,590	FTE	25.00		
11 10 00 00	01-JUL-2003	1,232,590	FTE	25.00		
11 10 00 00	01-APR-2003	1,232,590	FTE	25.00		
11 60 00 00	01-OCT-2002	258,840	FTE	.00	1004VF	21.00
11 60 00 00	01-JUL-2003	258,840	FTE	.00	1004VF	21.00
11 60 00 00	01-APR-2003	258,840	FTE	.00	1004VF	21.00
11 60 00 00	01-JAN-2003	258,840	FTE	.00	1004VF	21.00
12 10 00 00	01-OCT-2002	359,430	FTE	.00	1004EC	24.10
12 10 00 00	01-JUL-2003	359,430	FTE	.00	1004EC	24.10
12 10 00 00	01-APR-2003	359,430	FTE	.00	1004EC	24.10
12 10 00 00	01-JAN-2003	359,430	FTE	.00	1004EC	24.10

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
Object Total	1,232,590	1,232,590	1,232,590	1,232,590	4,930,360
Trans Total	2,000,000	2,000,000	2,000,000	4,000,000	10,000,000

Plan Transaction Copy to Detail

The screen print below illustrates the **Plan** radio button selected for Plan No. 52, the Plan Total equals 9,000,000.

Budget Control | Budget Detail | Summary By Details | Summary By Objects

Bureau Code 14 Fund Code 19 Fiscal Year 03 Plan No 52

Object Class	Effective Date	Amount	Unit	Qty	S Code	S Rate
11 10 00 00	01-OCT-2002	1,232,590	FTE	25.00		
11 10 00 00	01-JAN-2003	1,232,590	FTE	25.00		
11 10 00 00	01-JUL-2003	1,232,590	FTE	25.00		
11 10 00 00	01-APR-2003	1,232,590	FTE	25.00		
11 60 00 00	01-OCT-2002	258,840	FTE	.00	1004VF	21.00
11 60 00 00	01-JUL-2003	258,840	FTE	.00	1004VF	21.00
11 60 00 00	01-APR-2003	258,840	FTE	.00	1004VF	21.00
11 60 00 00	01-JAN-2003	258,840	FTE	.00	1004VF	21.00
12 10 00 00	01-OCT-2002	359,430	FTE	.00	1004EC	24.10
12 10 00 00	01-JUL-2003	359,430	FTE	.00	1004EC	24.10
12 10 00 00	01-APR-2003	359,430	FTE	.00	1004EC	24.10
12 10 00 00	01-JAN-2003	359,430	FTE	.00	1004EC	24.10

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
Object Total	1,232,590	1,232,590	1,232,590	1,232,590	4,930,360
Plan Total	2,000,000	2,000,000	2,000,000	3,000,000	9,000,000

Plan Transaction Copy to Detail

The screen print below displays the Plan No. pop-up from the Budget Control screen for the ACCS. The pop-up shows that there are two transactions for Plan 52

<u>Plan No. 52-0</u>	<u>Plan No. 52-1</u>	<u>Plan Total</u>
10,000,000	-1,000,000	9,000,000

The screenshot shows a window titled "Budget Operating Plans" with a search bar containing "0000000-000%". Below the search bar is a table with the following data:

Project-Task	Program	Organization	Plan No	C/O	Trans Amount	MOD	Notes
0000000-000	20-20-20-000	10-04-0000-00-00-00-00	52	0	10000000	19-AUG-02	TEST DEMO
0000000-000	20-20-20-000	10-04-0000-00-00-00-00	52	1	-1000000	19-AUG-02	CHANGE BOP

At the bottom of the window are buttons for "Find", "OK", and "Cancel".

4.3.3.2 Summary by Objects Data

The Summary by Objects screen is for information purposes only. Each line on this screen displays summarized data of the object classes entered on the Budget Detail Screen and provides users with a mechanism for reviewing what has been entered in the BOP prior to making changes. This screen can only be accessed via the Budget Operating Plan screen, and is not accessible until a BOP has been saved.

When the **Transaction** button is highlighted, the data is a summary of the current transaction. If there are no previous transactions for this Plan, there is no summary data when **Plan** is selected. Once the current transaction has been approved, Plan and Transaction data will be identical.

When a BOP has multiple change orders, this screen summarizes all detail lines from the initial BOP and all related changes to provide a total for the **Plan**. To see just the effect of the current change, a user can select the **Transaction** radio button. This screen is very useful when changes are being made. A user can refer to this screen to see the total by object class and quarter. This screen helps a user to identify what object classes and amounts can be changed.

The screen print below illustrates that when the Transaction button has been selected for Plan No. 52-0, the sum of the quarterly totals equal 10,000,000.

Budget Operating Plan Transaction Screen (FM066 VER-1.160.0.9)

Budget Control | Budget Detail | Summary By Details | Summary By Objects

Bureau Code 14 Fund Code 19 Fiscal Year 03 Plan No 52 - 0 Trans No 1834

Object Class	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
11 10 00 00	1,232,590	1,232,590	1,232,590	1,232,590	4,930,360
11 60 00 00	258,840	258,840	258,840	258,840	1,035,360
12 10 00 00	359,430	359,430	359,430	359,430	1,437,720
25 00 00 00	0	0	0	2,000,000	2,000,000
77 89 00 00	149,140	149,140	149,140	149,140	596,560
Totals:	2,000,000	2,000,000	2,000,000	4,000,000	10,000,000

Plan Transaction

The screen print below illustrates that when the **Plan** button has been selected for Plan No. 52, the sum of the quarterly totals equal 9,000,000.

Budget Operating Plan Transaction Screen (FM066 VER-1.160.0.9)

Budget Control | Budget Detail | Summary By Details | Summary By Objects

Bureau Code 14 Fund Code 19 Fiscal Year 03 Plan No 52

Object Class	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
11 10 00 00	1,232,590	1,232,590	1,232,590	1,232,590	4,930,360
11 60 00 00	258,840	258,840	258,840	258,840	1,035,360
12 10 00 00	359,430	359,430	359,430	359,430	1,437,720
25 00 00 00	0	0	0	1,000,000	1,000,000
77 89 00 00	149,140	149,140	149,140	149,140	596,560
Totals:	2,000,000	2,000,000	2,000,000	3,000,000	9,000,000

Plan Transaction

Users may sort the data on the screen by object class or any of the amount columns. To do this, click on the title bar of the field. The system will then sort the data in ascending order by the field selected. To sort in descending order, click the title bar of the field a second time. Users may only sort on one field at a time.

4.3.4 Approval of Budget Operating Plans

Use this procedure to approve Budget Operating Plans through Workflow Management:

<i>Step</i>	<i>Action</i>
1	The system notifies the user that document requires approval with the system generated message that "There are documents needing your approval."
2	Select the WF002 - Document Requiring Approval menu option
3	Select the document to be approved by clicking on the record or using the scroll bar, arrow icons, or arrow keys {Arrow Down} to the document(s) requiring approval, and enter Y to approve, or N to disapprove, the document. OR Double-click in the <i>Document</i> (Plan) or <i>Transaction Number</i> fields to drill-down and view the document details on the Budget Operating Plan Transaction Screen (FM066). Enter Y in the <i>Approval</i> check box, or N to disapprove. Press the Save icon to save the approval and press the Exit icon to return to the Documents Requiring Approval Screen. <i>Note: Disapproval of a transaction requires entry of a Note by the approving official.</i>
4	Repeat the process if additional BOPS require approval.
5	Click on the Save icon to save the approvals.

4.4 Budget Operating Plan Tools

This section describes key tools that are programmed into the Budget Operating Plan screens. More specifically, the compute base for surcharges and the copy functions. These functions are described below.

4.4.1 Compute Base

The amount entered for labor in this field is the base labor amount (Labor minus Leave Surcharge). Once the amount and the appropriate labor object class have been entered and the *Apply Surcharge* has been invoked, the system will add a new detail line with the leave surcharge object class and amount. If the amount entered on the labor detail is not your base labor, a user can double click into the Amount field. This will display the pop-up *Select Surcharge Code to calculate Base Amount*. The Base Pay is calculated by dividing the Labor Amount by (1 + the FMC Leave Surcharge Rate).

The screen print below shows the initial entry for the labor object class 11 10 00 00.

Effective Date	BM	D	Percent	Amount	Unit	Qty	S Code	S Rate	Object Class	Pool
01-OCT-2001	01	A	12.500	500	FTE	4.00			11 10 00 00	>
										>
										>
										>
										>
										>
										>
Totals:			12.500	500		4.00				

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
Transaction:	1,000	1,000	1,000	1,000	4,000
Cumulative:	500	0	0	0	500

0000000 000	01 02 01 000	10 00 0000 00 00 00 00	0000000	00 00 00 00
Begin Date	01-OCT-2001	End Date	30-SEP-2002	Pool Balance
Object Descr	FULL-TIME PERMANENT			

Below is a screen print displaying the pop-up window of the Surcharge Code available to compute base calculation:

Code	Description	Rate
TRNLV	LEAVE SURCHARGE - BOP TRAINING	20.00

The following is an example of how the Base Pay is calculated for a Labor Base of \$500 with a Leave Surcharge rate of 21%:

\$500 divided by 1.21 (1 + .21) = 413.223
 Round calculated amount of 413.223 to \$410 (system rounds to the nearest 10).

The Screen print below shows the result of the Compute Base calculation.

The screenshot displays the 'Budget Operating Plan Transaction Screen (FM066 VER-1.159.0.12)'. It features a navigation bar with 'Budget Control', 'Budget Detail', 'Summary By Details', and 'Summary By Objects'. The main area contains a table with the following columns: Effective Date, BM, D, Percent, Amount, Unit, Qty, S Code, S Rate, Object Class, and Pool. The first row is highlighted with a yellow arrow and contains the following data: 01-APR-2002, 07, A, 10.250, 410, FTE, 4.00, and Object Class 11 10 00 00. Below the table, a 'Totals' row shows: 10.250, 410, 4.00. To the right of the totals are buttons for 'Apply Surcharge' and 'Delete Surcharge'. Below the table is a summary section with columns for 1st Qtr, 2nd Qtr, 3rd Qtr, 4th Qtr, and Total. The 'Transaction' row shows 1,000 for each quarter and 4,000 for the total. The 'Cumulative' row shows 0 for the first two quarters, 410 for the third, and 0 for the fourth, with a total of 410. At the bottom, there are input fields for 'Begin Date' (01-APR-2002), 'End Date' (30-SEP-2002), and 'Pool Balance' (4,639,293). The 'Object Descr' is 'FULL-TIME PERMANENT'.

The detail line must be completely entered and the Pool selected before the Base Pay Calculation can be invoked and calculated. Once the detail line has been completed an error message appears if the object class has not been entered correctly.



4.4.2 Copy Functions

The system provides three mechanisms for copying within the Budget Operating Plan screens. Users may copy an entire BOP, a detail line, or an individual field. Each of these features are discussed in this section.

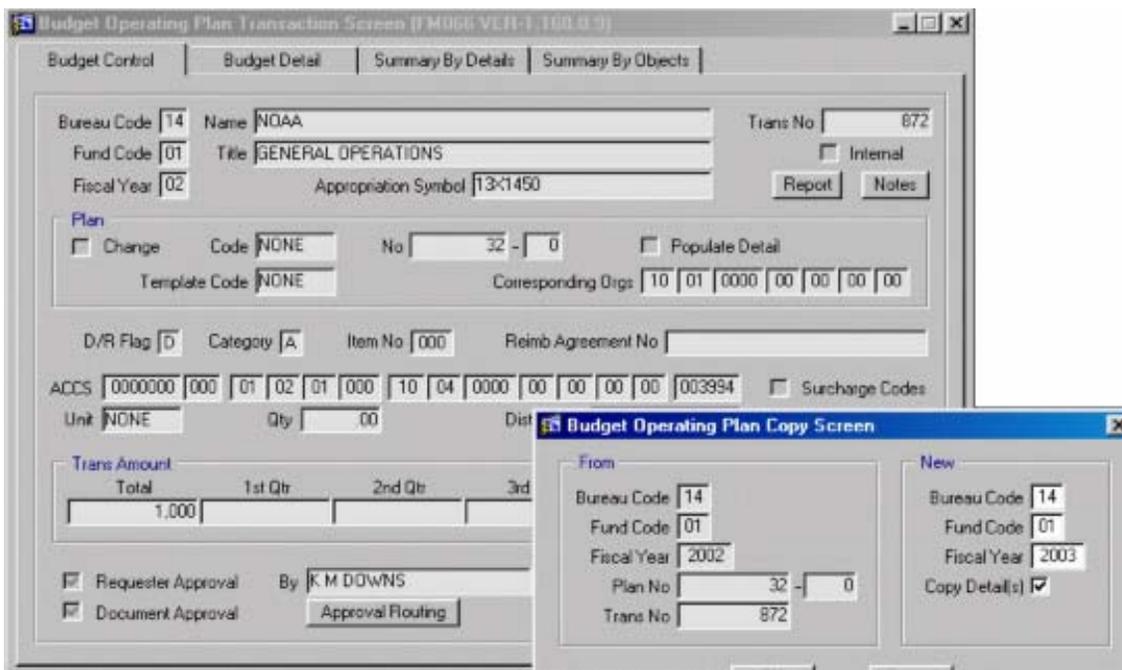
4.4.2.1 Copy a BOP

The Budget Operating Plan Screen provides the capability to copy an entire BOP. To copy a BOP, users must first retrieve the BOP that they wish to copy. The user then presses F4 or clicks on Record and then Duplicate on the menu bar.

The Budget Operating Plan Copy Screen will appear. The screen displays the Bureau Code, Fund Code, Fiscal Year, Plan No. and Trans No. of the current BOP. The copy screen allows the user to make an exact copy of the current transaction. Users also have the option of creating a new BOP with different attributes by changing one or more fields in the New section of the Budget Operating Plan Copy Screen, the system will create a new BOP in a different Bureau Code, Fund Code or Fiscal Year using the same detail. Removing the from the Copy Detail(s) field will also allow a user to make a copy of the information on the Budget Control screen only.

NOTE: Since NOAA is recommending that plans with the same ACCS use the same plan number, the copy BOP feature should not be invoked unless it is for a new fiscal year.

An example of the Copy BOP function is illustrated in the screen prints illustrated below. The first screen shows a fiscal year 2002 Budget Operating Plan that is being copied with the pop-up box that is displayed when the user presses the **F4** key. The FY 2002 BOP **Plan No.** is 32-0 and the **Trans No.** is 872.



The second screen is the BOP that was copied, but with the fiscal year of 2003. The plan number assigned to the copied BOP is system generated based on the number of BOPs recorded for the bureau, fund code, and fiscal year. Therefore the new BOP *Plan No.* is 23-0 and the Trans No. is 1883, as shown in the following:

The screenshot displays the 'Budget Operating Plan Transaction Screen' with the following fields and controls:

- Navigation Tabs:** Budget Control, Budget Detail, Summary By Details, Summary By Objects.
- Header Information:** Bureau Code (14), Name (NOAA), Trans No (1883), Fund Code (01), Title (GENERAL OPERATIONS), Fiscal Year (03), Appropriation Symbol (13X1450).
- Plan Section:** Change (checkbox), Code (NONE), No (23 - 0), Populate Detail (checkbox), Template Code (NONE), Corresponding Orgs (00 00 0000 00 00 00 00).
- Approval/Reimbursement:** D/R Flag (D), Category (A), Item No (000), Reimb Agreement No.
- Accounting:** ACCS (0000000 000 01 02 01 000 10 04 0000 00 00 00 003934), Unit (NONE), Qty (.00), Distribution (Not Applicable).
- Trans Amount Table:**

Trans Amount	Total	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
	1,000				
- Buttons:** Report, Notes, Approval Routing, Apply Surcharge.
- Other:** Internal (checkbox), Surcharges (checkbox), Surcharges List (dropdown).

4.4.2.2 Copying Detail Lines & Fields

To copy a line within the BOP detail, users must position the cursor on a blank line below the line to be copied, then select **Record** and then **Duplicate** from the menu bar. This will duplicate the detail line immediately preceding the blank line. If the line to be copied does not have a blank line below, the user must insert a blank line before a line can be copied.

Fields are copied by highlighting the data to be copied and clicking the copy icon and then using the paste icon when the cursor is positioned in the field to which the data is to be copied. Users may also use the **Field** and then **Duplicate** from the menu bar to copy the field.

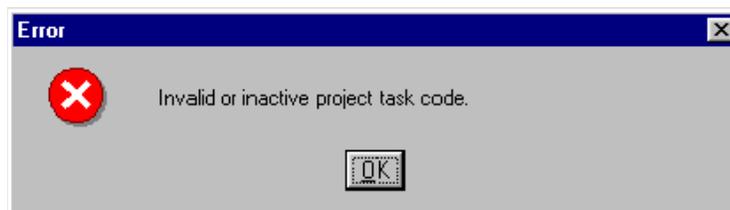
4.4.3 Common Warnings and Messages

This section provides examples of error and warning messages users may receive while entering data in the *Budget Control* and *Budget Detail* screens. Where possible, users are provided with a tip for resolving the errors. Some errors may be displayed on either the Budget Control or the Budget Detail screens.

4.4.3.1 Budget Control - General Messages

The following messages are received on the **Budget Control Screen**. Several of them are general messages, while others specifically relate to plan changes or the approval process. The general messages are provided first, followed by the change related messages, and the approval messages and warnings. Most messages must be acknowledged by clicking the OK button. Some require the user to select **Yes** or **No**.

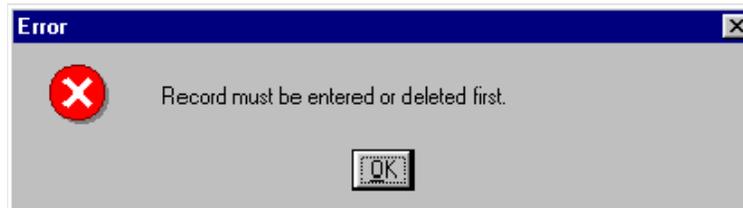
- ◆ This error means that the project code and/or task code is not valid, or that they are not active in the project code maintenance screen. To correct this error, the user should verify that the project code and task code were entered correctly and that both are active using the CAMS website. If they are active, the users need to verify that they are valid for the date being used in the BOP.



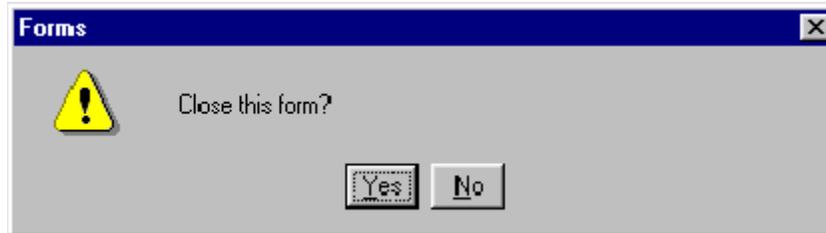
- ◆ This error occurs when a user attempts to enter a statistical quantity while the statistical unit type is set to NONE. To correct this error, users need to enter zero in the statistical unit quantity. Users can then go back to the statistical units field to select the correct type of unit, and then re-enter the appropriate quantity.



- ◆ This error can be received on either the Budget Control Screen or the Budget Detail Screen when a user tries to enter a new record. This message informs the user he or she is in the middle of a transaction. A new transaction cannot be recorded unless the existing one is deleted or the required data fields are entered. To delete the record, the user would click on the red X icon in the tool bar at the top of the screen.



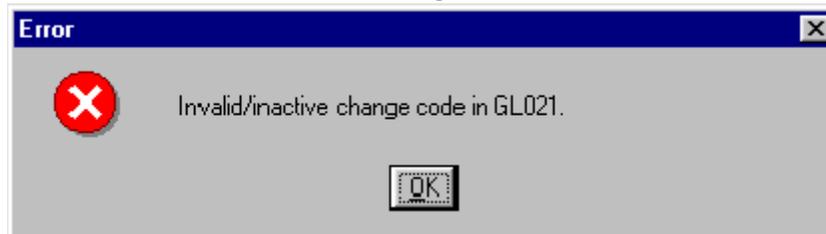
- ◆ This warning is received when a user tries to close the Budget Operating Plan form using the Open Door Icon on the menu while he or she is in the middle of data entry. If users select Yes, the BOP will not be saved unless the user has entered all ACCS information, the amount on the Budget Control Screen, and pressed the Save icon in the toolbar. Selecting No will return the user to the BOP form to continue data entry.



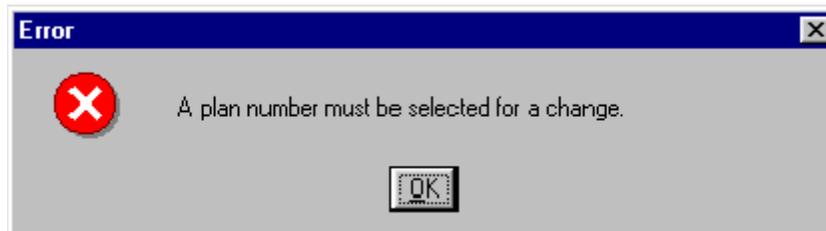
4.4.3.2 Budget Control - Change Messages

The following messages and warnings are received on the Budget Control Screen when a user is trying to process a change BOP.

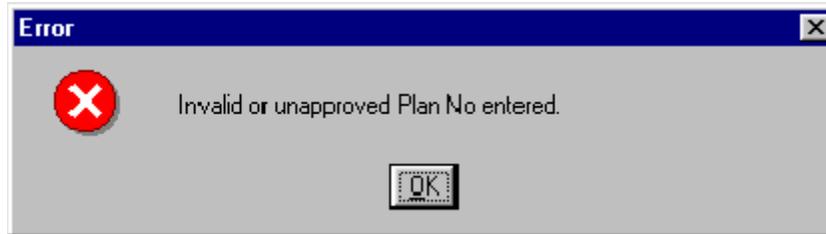
- ◆ This error is only received if a user does not enter a change type when the change box is checked. To correct this problem, the user needs to select a valid change type from the drop down list. If this BOP is not a change, the user should uncheck the Change box.



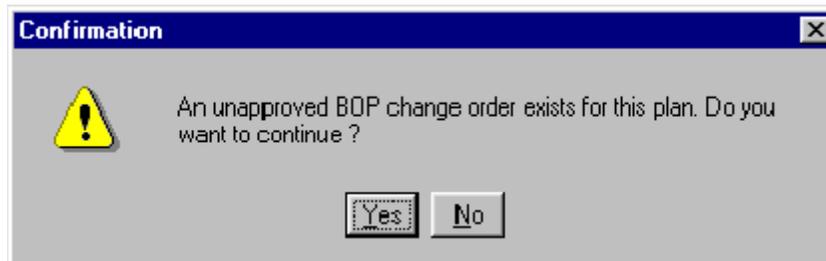
- ◆ This message is received on the Budget Control Screen if a user indicates the BOP is a change BOP and selects a change type, but does not select a plan number. It also occurs when a user presses the Cancel button on the Plan drop-down when it is displayed. The user must manually enter the plan number to be changed, or select it from the drop-down list.



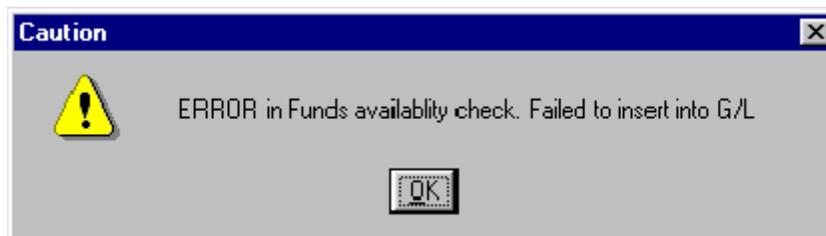
- ◆ This message is received on the Budget Control Screen if the user manually enters the incorrect plan number. The user should review the accuracy of the bureau, fund code, fiscal year and plan number referenced. If the referenced plan number is unknown, the user should select the plan number from the drop-down list.



- ◆ The warning below is received on the Budget Control Screen when a user is entering a change BOP and an unapproved BOP change exists. The user will need to determine whether or not they wish to proceed. If the user proceeds, the change order number of the BOP will be incremented, and the system will return the user to the BOP form.



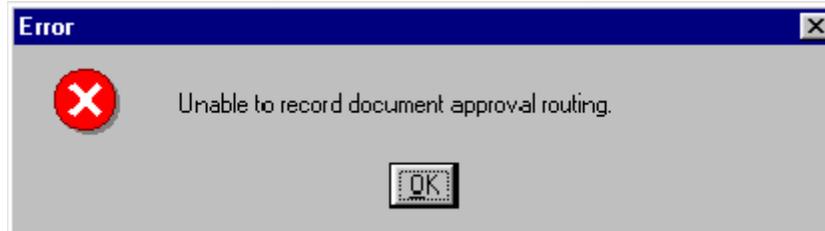
- ◆ The warning below is received on the Budget Control when a user attempts to approve a BOP that would reduce the BOP amount below the remaining funds available. To correct the error, users need to confirm that the BOP amount has not already been recorded as an undelivered order or expenditure in CAMS. The user may need to adjust the BOP change amount.



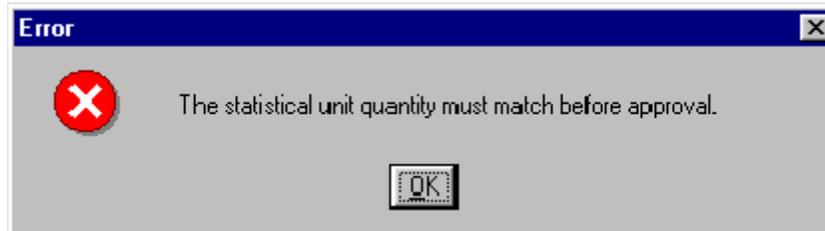
4.4.3.3 BOP Approval Messages

The following messages and warnings are received on the Budget Control Screen when a user is trying to approve a Budget Operating Plan.

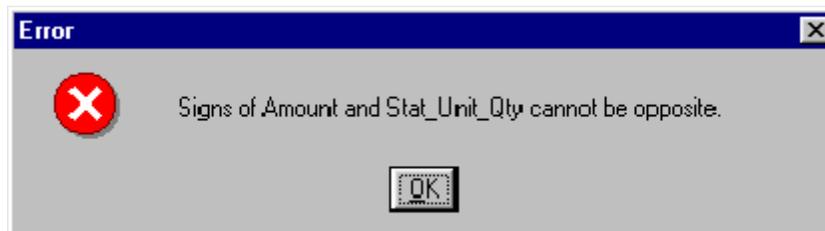
- ◆ The error below is received when a user has entered an ACCS in the **Budget Control** screen that does not fall within any of the ranges set up on the WF001 - Document Approval Maintenance Screen. This occurs when trying to check the requester approval box on the Budget Control screen. Users should verify that the ACCS entered is correct. If it is, the user should notify the Client Services Help Desk.



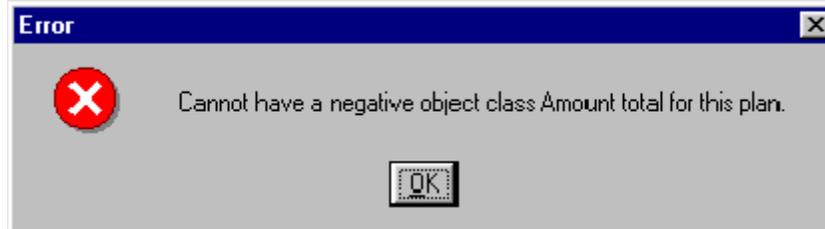
- ◆ The error below is received if the sum of the statistical unit quantities entered on the budget detail screen does not equal the amount entered on the budget control screen. To correct the problem, a user must either change the Budget Control quantity or the Budget Detail quantities so the quantities equal.



- ◆ The error below is received when a positive quantity is entered on one screen and a negative quantity is accidentally entered on the other screen. If a positive change, both budget control and budget detail quantities should be positive. If a negative change, both should be negative.



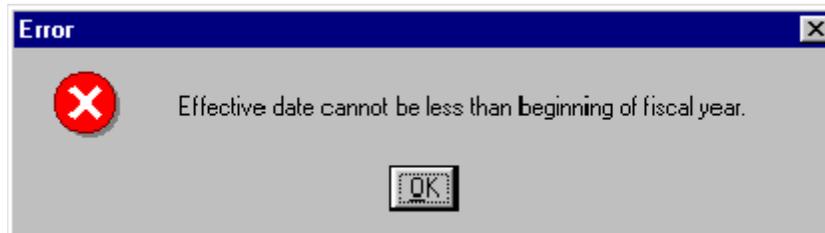
- ◆ The message below is received if a user is trying to reduce an object class below zero when doing a BOP change. The message is displayed when the user tries to approve the BOP on the Budget Control screen. If this error is received, the user should go to the Summary by Objects tab to view the Plan totals by object class and quarter. The user may also go to the Summary by Details to select the specific line that is being reduced and use the Copy to Detail function. The user should then adjust the amounts in the individual detail lines so that none of them are below zero.



4.4.3.4 Budget Detail Messages

The following messages are received on the *Budget Detail Screen*. Most messages must be acknowledged by clicking the OK button. Some require the user to select Yes or No.

- ◆ The error below is received when users accidentally enter an effective date that falls outside of the current fiscal year. To correct the problem, users should change the effective date of the BOP detail lines so that it falls within the Fiscal Year specified in the Budget Control screen.



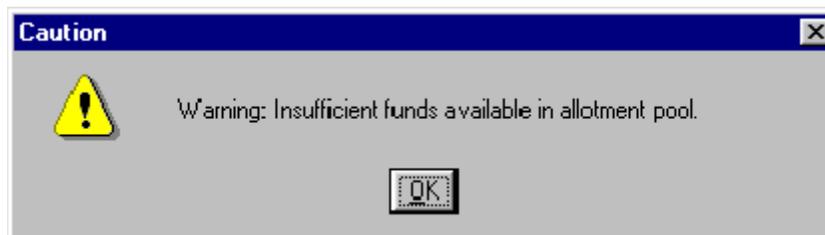
- ◆ The message below is received when a user tries to enter an effective date that falls within a closed general ledger quarter. To correct the problem, the user needs to change the effective date to an open general ledger period.



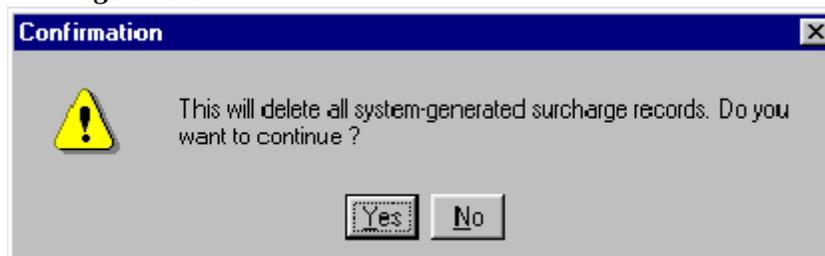
- ◆ The error below is received when a user is entering a negative BOP. It occurs when a user enters an effective date and object class combination that was not included in the original BOP. To resolve this, the user should delete the line using the red X icon on the top of the screen and move to the Summary by Details tab to view the valid combinations. Once the appropriate line is identified, the user should click the Copy to Detail button to paste it into the Budget Detail. The user can then modify the amount on the detail line.



- ◆ The warning message below is received when the amount entered for an effective date and ACCS combination on the detail line exceeds the allotment pool that the system automatically selected. To resolve this issue, the user should verify the ACCS entered on Budget Control and the amount entered on Budget Detail. If both are correct, the user should then view all available pools for the detail record. If multiple pools exist, it is possible that the system selected a pool that did not have sufficient funding. The user may select a different pool if sufficient funding exists. However, if no pools exist with sufficient funding, the user must request additional funding through its Line Office. If the BOP was supposed to be for a transfer, the user should contact the transferring organization to verify they processed the transfer and the allotment was established.



- ◆ The warning message below is received when a user presses the **Delete Surcharges** button in the *Budget Detail* tab. The message warns the user that all system-generated surcharges in the budget detail screen are about to be deleted. Once the user selects **Yes**, all surcharges will be deleted from the detail records. If the user selects **No**, the dialog box will disappear and the user will be returned to the BOP form. If the user accidentally presses Yes, the surcharges may be reapplied by clicking on the **Apply Surcharges** button on *Budget Detail*.



appropriate Congressional committees. It often involves formal notification and provides Congressional committees with the opportunity to state their approval or disapproval. To effect a congressional reprogramming the BOP change process must be used as mentioned earlier in this chapter. A BOP change can be made by typing a *Y* in the Change field. However, if the change is a congressional mandated reprogramming, the user should select **Reprog** from the List of Values. After the BOP detail is entered, and the BOP is approved by both the person entering it and the BOP approving official, the reprogrammed BOP will be reflected on the Internal Reprogramming Lookup (**FM015**)

In order to effect the reprogramming in the Core Financial System (CFS), the following Fund Management screens would need to be changed according to the terms of the reprogramming. The following examples assume that funds have been fully distributed through the Budget Operating Plans. However, if the *Use Budget Operating Plans for Funds Control* is set to *Y* on the **FM001** screen, the user may not be able to execute all of the steps.

Example 1 Funds shifted from one program to another

FM066	Negative BOP to decrease the program
FM064	Negative Sub-allotment (if applicable) to decrease the program
FM063	Negative Allotment to decrease the program
FM062	Negative Apportionment to decrease the apportionment
FM061	Negative Program Authority to decrease the program
FM061	Positive Program Authority to increase the program
FM062	Positive Apportionment to increase the apportionment
FM063	Positive Allotment to increase the program
FM064	Positive Sub-allotment to increase the program
FM066	Positive BOP to increase the program

Example 2 Funds shifted from one object class to another within the same quarter

FM066	Realign BOP to change object classes
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Example 3. Funds shifted from one object class to another not within the same quarter

Same as Example 1, but FM061 is not necessary.

4.5.2 Funds Transfer between Organizations

Funds transfer between organizations involves the shifting of funds between organizations within a bureau to cover work performed for a specific purpose. This occurs when funds have been allotted to one organization, but work is performed and costs are incurred in another organization.

Funds transfer between organizations is generally preceded by consultation between the transferring and receiving organizations. It often involves notification by a memorandum indicating purpose of transfer and account classification information.

In order to effect the transfers between organizations in the Core Financial System (CFS), the following Fund Management screens would need to be changed according to the terms of the transfer. The following examples are assuming that funds have been fully distributed through the Budget Operating Plans. However, if the *Use Budget Operating Plans for Funds Control* is set to *Y* on the **FM001** screen, the user may not be able to execute all of the steps.

Example 1. Funds shifted from one organization to another in different quarters

FM066	Negative BOP to decrease the program
FM064	Negative Sub-allotment (if applicable) to decrease the program
FM063	Negative Allotment to decrease the program
FM062	Negative Apportionment to decrease the apportionment
FM062	Positive Apportionment to increase the apportionment
FM063	Positive Allotment to increase the program
FM064	Positive Sub-allotment to increase the program
FM066	Positive BOP to increase the program

Example 2. Funds shifted from one organization to another within the same quarter

FM066	Negative BOP to decrease the program
FM064	Negative Sub-allotment (if applicable) to decrease the program
FM063	Negative Allotment to decrease the program
FM063	Positive Allotment to increase the program
FM064	Positive Sub-allotment to increase the program
FM066	Positive BOP to increase the program

Example 3. Internal Funds shifted from one organization to another within the same quarter

FM066	Negative BOP to decrease the program
FM065	Reduce Internal Ceiling to decrease the program
FM065	Increase Internal Ceiling to increase the program
FM066	Positive BOP to increase the program

4.5.3 Rescissions

A Rescission is the consequence of enacted legislation which cancels budget authority previously provided. If all funds have been BOPed and a rescission has occurred, negative BOPs will need to be prepared to reduce the plan(s) to satisfy the conditions of the rescission. Since these funds are not available for obligation, any obligations that have been incurred against the rescinded funds must be cost adjusted to another program before a negative Budget Operating Plan can be created.

Adjustments must be done to record negative cost adjustment to move costs to another program. The following screens need to be adjusted to effect this type of change.

- FM066 Negative BOP to decrease the program
- FM064 Negative Sub-allotment (if applicable) to decrease the program
- FM063 Negative Allotment to decrease the program
- FM062 Negative Apportionment to decrease the apportionment
- FM061 Negative Program Authority to decrease the program
- FM060 Negative Budgetary Resources to decrease resources.