

***Integrated Travel Manager (ITM)
Fiscal Year End
Subject to Availability of Funds
(SAF) Processing***

FY 2009

What is Subject to Availability of Funds (SAF) processing?

- An automated solution to address the obligation of funds related to year end processing
 - Authorizations that need to be created during the *Current* Fiscal Year (FY) for:
 - Travel that begins prior to - but ends after October 1st
 - Travel that begins after October 1st

Why is SAF processing necessary?

- Funding is obligated in the Core Financial System (CFS) when TAs are approved
- When crossing Fiscal Years proper accounting (ACCS) codes must be used
 - Expenses incurred prior to October 1st must use *Current* FY ACCS codes
 - Expenses incurred on or after October 1st must use *New* FY ACCS codes

Why is SAF processing necessary?

(Cont'd)

- When Travel Authorizations crossing Fiscal Years are created:
 - Current FY ACCS codes are still available
 - New FY ACCS codes cannot be spent against until October 1st

What does SAF processing do?

- Allows the preparer to:
 - Create TAs prior to October 1st
 - That include dates/expenses after October 1st
 - *Even though New FY ACCS codes are not yet available to be spent against*
- Trips can:
 - Begin in the Current FY and End in the New FY
 - Begin in the New FY

What does SAF processing do?

(Cont'd)

- Obligates expenses allocated to Current FY ACCS codes
- Flags expenses allocated to New FY ACCS Codes
 - Will not obligate those expenses until after October 1st
- Warns Preparer
 - Accounting year does not correspond with trip dates
- Prevents Preparer
 - Can't create trips with start date after November 30th until after start of new year.

What does SAF processing do?

(Cont'd)

- Automatically places a SAF comment on the TA
 - "This document is Conditionally Approved, Subject To Availability of Funds (SAF). CBA OBLIGATION #: <Obligation Number> Organization ID: <Bureau and FMC Org Code> TRAVELER PO#: <PO Number>."
- Allows the preparer to create an amendment on the TA as needed
- Performs back-end processing on or after October 1st
 - To obligate all expenses flagged for the New FY

User Steps

- **Preparer creates new TA**
 - Use same steps as any other TA
 - Use full span of trip dates
 - Enter any comments on Trip Information Tab
 - System generated SAF comments will automatically generate upon approval
- **Enter additional expenses**

User Steps

(Cont'd)

- **Select Accounting**
 - Trip begins prior to and ends after October 1st
 - *Current* FY AND *New* FY accounting required
 - Trip begins on or after October 1st
 - *New* FY accounting ONLY
 - Exception – Common Carrier *may* require current year accounting
- **Perform Allocation if multiple ACCS codes used**

User Steps

(Cont'd)

- **Run Pre-Audit Validations**
 - **Review any Fiscal Year End Warnings**
 - New warnings related to SAF on Pre-Audit screen
 - Applies to Preparers, Reviewers, and Approvers
 - Blank Status = Warning
 - Complete list of warnings and errors can be found under the ITM 9.0 Reference Library section at:
<http://www.corporateservices.noaa.gov/~cbs/travel.htm>
 - Make corrections if needed
- **Complete the TA like any other TA**

User Steps

(Cont'd)

- **Approvers should wait for the obligation information to display on the Home Page**
 - **If the approver leaves the system before receiving, obligations will not post correctly in CFS**

User Steps

(Cont'd)

- Messages:
 - For TAs created in Current FY with trip dates beginning in Current FY and ending in New FY:
 - "CBA Obligation#:NNNNNNNN-000(IN)"
 - *Current FY Charges have been obligated*
 - "TRAVELER PO#:NNNNNNNN-000(IN)"
 - *Current FY Charges have been obligated*
 - "NEWFY amounts SAF APPROVED but not posted. (WN)"
 - *New FY charges have been held for processing after 10/1*

User Steps

(Cont'd)

- **Messages:**
 - **For TAs created in the Current FY with trip dates beginning and ending in the New FY:**
 - **“\$0 document not processed through interface (W1)**
 - *There are no Current FY expenses on the document*
 - **“NEWFY amounts SAF APPROVED but not posted. (W2)**
 - *New FY charges have been held for processing after 10/1*

User Steps

(Cont'd)

- **Upon approval**
 - SAF TAs placed in a status of SAF Approved
 - Current FY expenses obligate immediately
 - New FY expenses suspended for processing on or after October 1st
- **Once New FY expenses successfully obligate**
 - SAF TA placed in a status of Data Link

User Steps

(Cont'd)

- Preparers should not create vouchers against SAF authorizations until the TA status changes from SAF Approved to Data Link
 - Exception: Long-term TDY Travel
 - These vouchers are still submitted every 30 days through September 30th

What Happens if the Post Oct 1st Allocated Expenses Don't Obligate?

- Financial Systems Division (FSD) will make several attempts to obligate the new year's allocated expenses between October 1st – 15th
- If FSD is unable to obligate, the traveler will receive a notification from FSD advising them to amend the authorization to correct the accounting for the expenses incurred after October 1st.

NOAA Client Services Help Desk Support

- Functional/Technical Support for CBS Applications
 - Budget Operating Plans (BOP)
 - Reimbursable Agreements
 - SLTs & DLAs
 - Data Warehouse/Discoverer
 - Commerce Purchase Card System (CPCS)
 - Travel
 - C.Request/C.Buy
- User Account requests, Jinitiator/JAVA issues, etc.
- FSD/CBS Web Site www.corporateservices.noaa.gov/~cbs
 - Click on Help Desk link for additional info, phone numbers, etc.



301-427-1023



Questions & Discussion

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Who...

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Why...

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What
about...

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Will this...