Quick Guide Instructions for Entering Funds Reservations in the Core Financial System (CFS)

Overview

The purpose of this Quick Guide is to provide a quick reference to the Process Flows, Business Rules, and data entry tips to assist you in entering Funds Reservations in the CFS FM030 Purchase Request screen. Additional detailed information on the FM030 and the FM014 Purchase Request Change screens can be found in Section 1 and 2 of the Funds Reservation User Guide.

1. Purchase Order/Contract Funds Reservations

1A. Process Flow for Purchase Order and Contract Funds Reservation Documents

Line Office/FMC Pilot User/Approver

1. Create official CD-435 requisition
2. Enter FM030 for requisition in CFS and approve
3. Approve FM030 on CFS WF002 Document Approval screen
4. Print FM030 CD-435 and attach to official CD-435
5. Send to servicing Acquisitions office

Acquisitions

1. Award purchase order or contract
2. Forward Purchase Order and copy of FM030 CD-435 to Finance

Finance

1. Identify purchase order as Funds Reservation Pilot document by FM030 CD-435 included with Purchase Order from Acquisitions
2. Enter FM040 for purchase order pulling in FM030 details entered by LO/FMC.

1B. Business Rules for Entering Reservations for Purchase Orders or Contracts during the Pilot

1. The signed CD-435 paper document is the "official requisition." The purpose of entering the requisition in the FM030 as a Funds Reservation is to record certain financial information about the requisition in the Core Financial System (CFS) so that it may be used for tracking and planning purposes.

2. Always use vendor 9999999999-99999- *No Suggested Vendor*

3. Only Enter Reservations for Fiscal Year 2006

4. Only Enter Reservations for requisitions that fall within the Funds Reservation Pilot LO/FMC's. For example, you have a requisition for a purchase order where the funding will be split between OAR PMEL (50-27) and NMAO Marine Operations Center (08-07). Since this requisition combines a pilot LO/FMC and a non-Pilot LO/FMC, you would not enter the reservation in the FM030.

   However, if that requisition was split between OAR PMEL (50-27), OAR NSSL (50-26), and NWS OS&T (20-05) you would enter it in the FM030 since PMEL, NSSL, and OS&T are participating in the Pilot. In this example, when the FM030 was approved, it would be routed for WF002 approval to the designated approvers for PMEL, NSSL, and OS&T.

1C. Quick Guide Instructions for Entering Funds Reservations in FM030 for Purchase Orders and Contracts

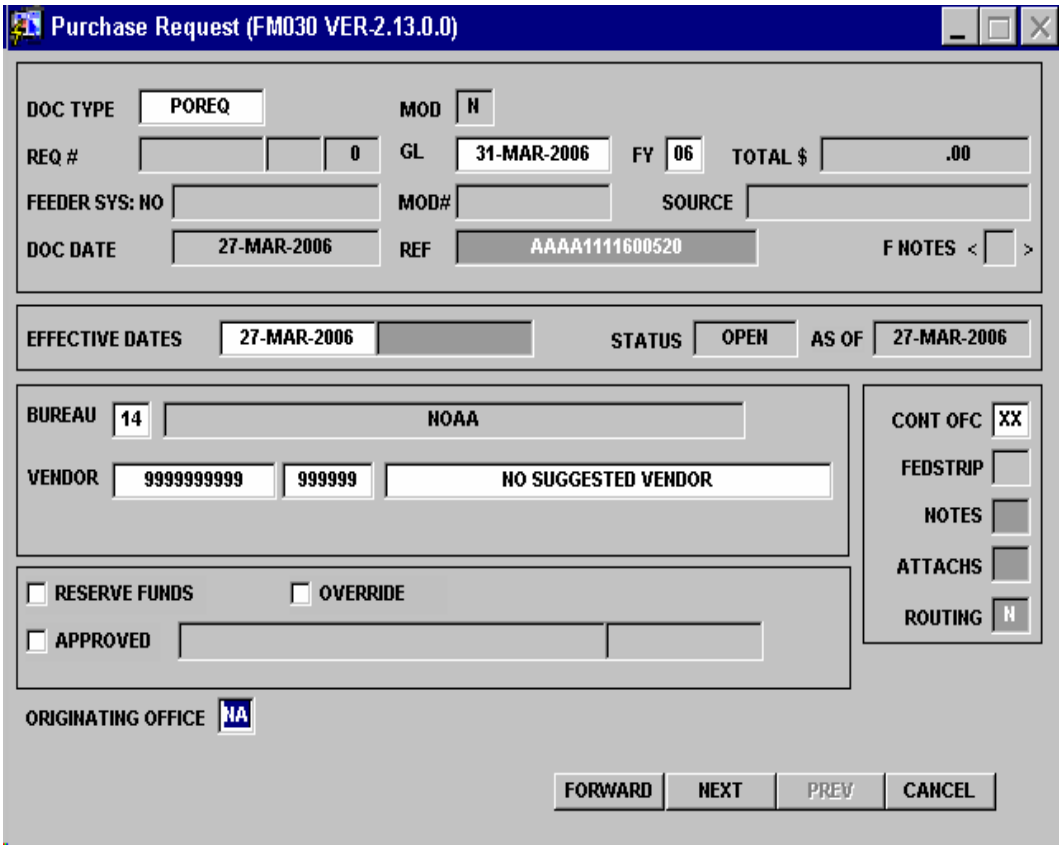


Figure 1 FM030 page 1

1. In the DOC TYPE field, type **POREQ**
2. Click into the GL field – The current accounting period appears
3. Click into the FY – The current FY appears
4. In the REF field, enter the **CD-435 Requisition Number**
5. In the Effective Dates field – The system uses the current date as a default. You can change this to reflect a range of dates such as a period of performance from 01-Oct-2005 to 30-Sep-2006 or leave the default date
6. Click into the BUREAU field – Bureau code 14 for NOAA appears
7. In the CONT OFC field, *always* enter **XX** for purchase order/contract requisitions

8. In the VENDOR field, *always* use **9999999999-99999 No Suggested Vendor**

9. In the ORIGINATING OFFICE field *always* use **NA**

10. Click **NEXT** to go to Page 2

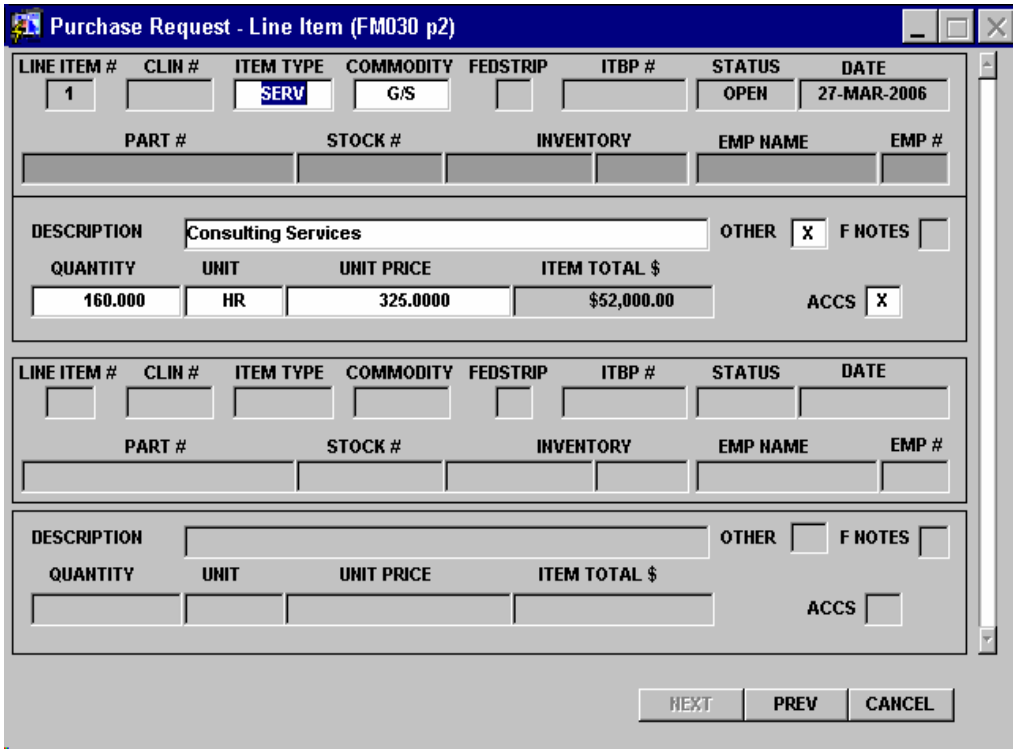


Figure 2 FM030 Page 2

11. Enter the item type based on the requisition details. For purchase order/contract requisitions, the most frequently used item types are SERV for services performed for the government or SUPPLY for purchases for non capitalized goods, or EQUIP for capitalized equipment. For additional item types, Double Click in the ITEM TYPE field to retrieve a List of Values.

12. Enter the commodity code based on the requisition details. The Commodity Code defines the Prompt Payment Act rules for this item type. For purchase order/contract requisitions, the most frequently used commodity code is G/S for Goods and Services. For additional commodity codes, Double Click in the COMMODITY CODE field to retrieve a List of Values

13. Enter a description of the item based on the requisition details.

14. Double Click into the OTHER field to access the pop up.

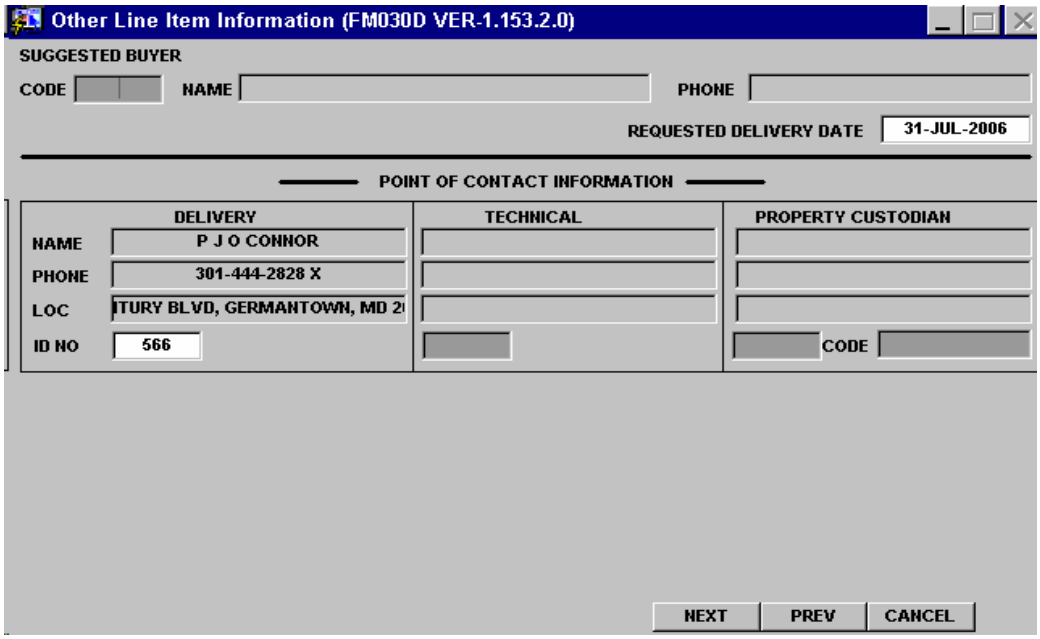


Figure 3 Other Line Information Pop Up

15. In the REQUESTED DELIVERY DATE field, enter the desired date you want to receive the requested goods and/or services.

16. Click in the ID NO field and enter the Employee No of the requisitioner or other Delivery Point of Contact or Double Click in the ID NO field to retrieve a List of Values.

NOTE: If the item type is EQUIP and the Object Class begins with '31', Click NEXT to enter Page 2 of the Other Line Information Pop Up. Click into the USEFUL LIFE field and enter an estimated number of years. Click PREV to save

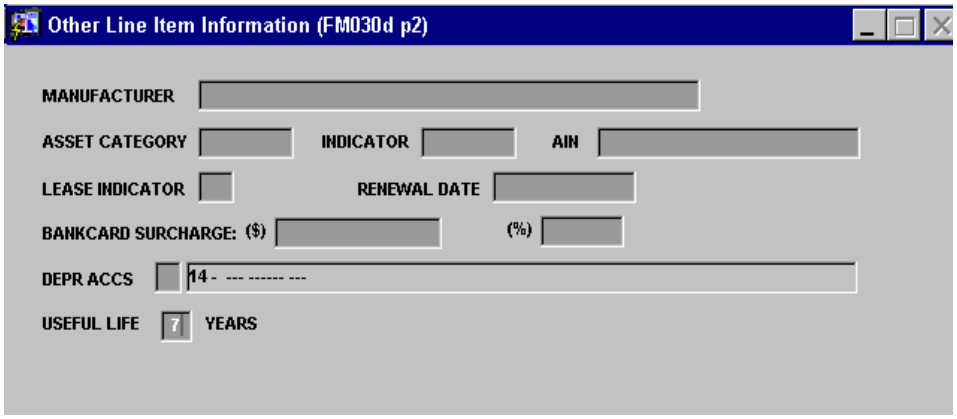


Figure 4 Other Line Item Info pop up

NOTE cont'd: The Useful Life is not required for any other Item Type/Object Class combinations. When entering a requisition for other than Item Type EQUIP and Object Class 31-XX, you will click PREV to save and exit the OTHER information pop up and return to the FM030 Page 2.

17. Enter the QUANTITY, UNIT OF MEASURE, AND UNIT PRICE for this Line Item

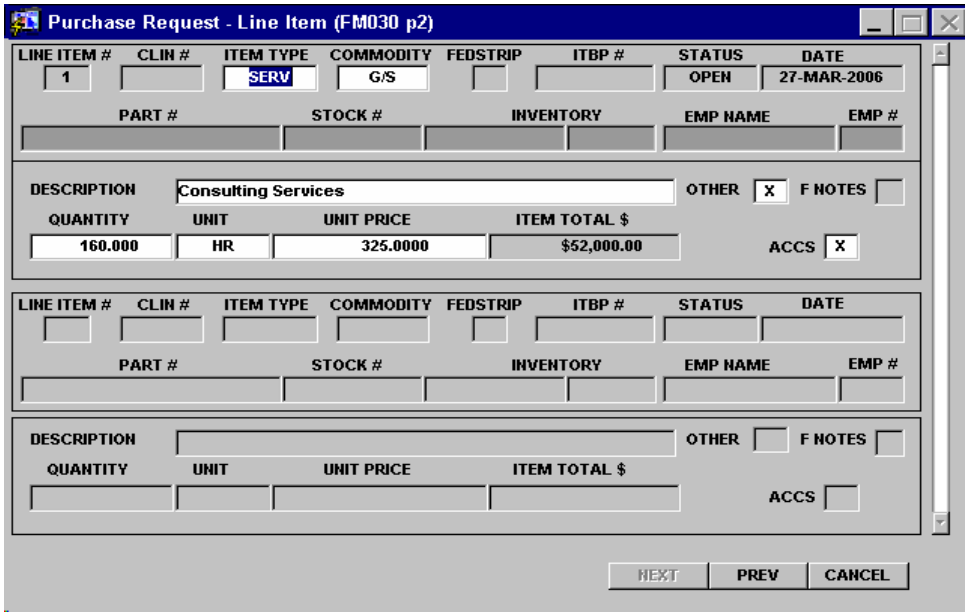


Figure 5 FM030 Page 2

18. Double Click into the ACCS popup. Enter the Percent (of the total Quantity) for this ACCS. In this example, one ACCS is funding the entire requisition.

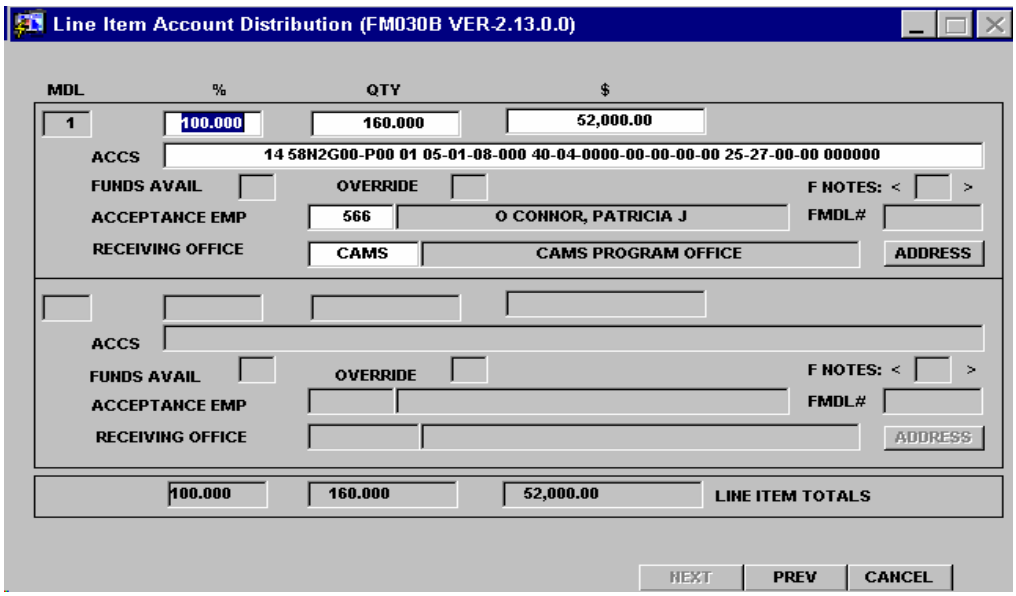


Figure 6 ACCS pop up

19. Double Click in the ACCS field. Enter the ACCS for this reservation.

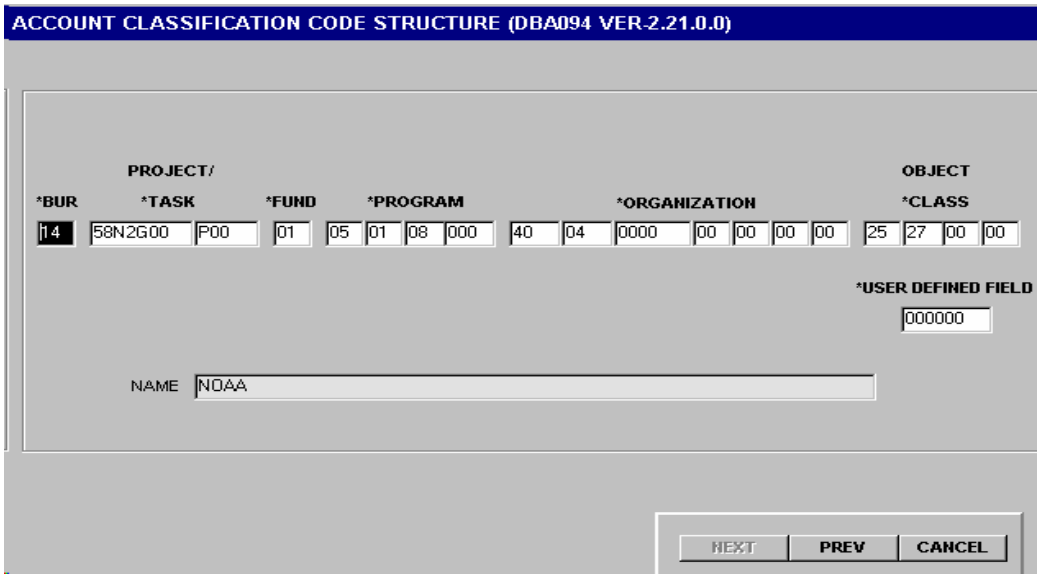


Figure 7 ACCS block

20. Click SAVE to save the ACCS and return to the Line Item Distribution Page

21. Enter the Requisitioner's employee number in the <u>ACCEPTANCE EMPLOYEE</u> field

22. Enter the Requisitioner's office location in the RECEIVING OFFICE field

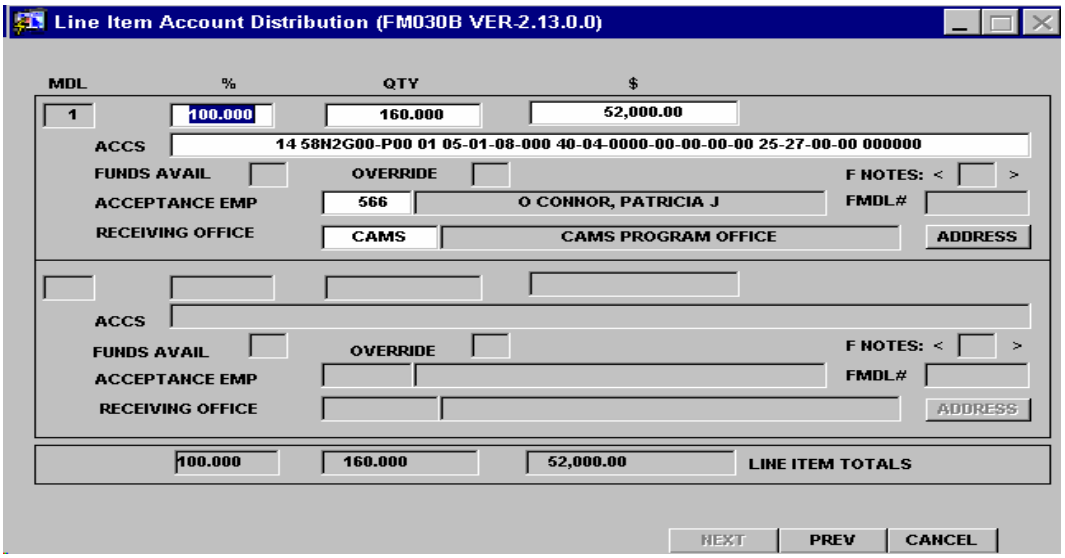


Figure 8 Completed Line Item Distribution

23. Click SAVE to return to the FM030 Page 2.

24. To insert a new LINE ITEM Click the GREEN PLUS to add a new record. . Repeat Steps 10 – 22 for each new line item.

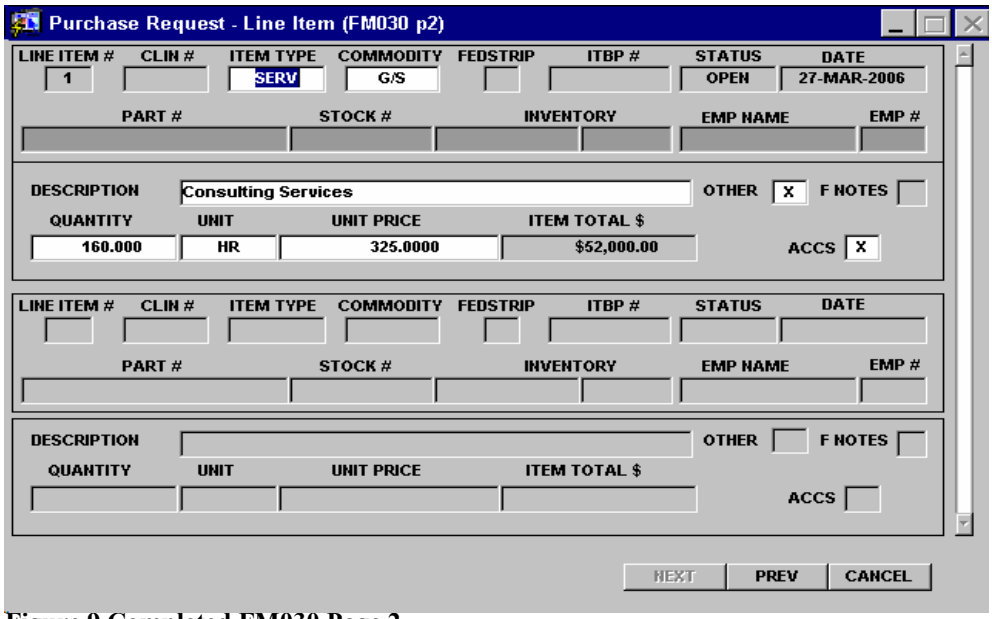


Figure 9 Completed FM030 Page 2

25. When all Line Items have been entered, click PREV to return to the Page 1 of the FM030.

26. Review FM030.

27. Click into the APPROVED field to approve the document and route to the WF002 approver.

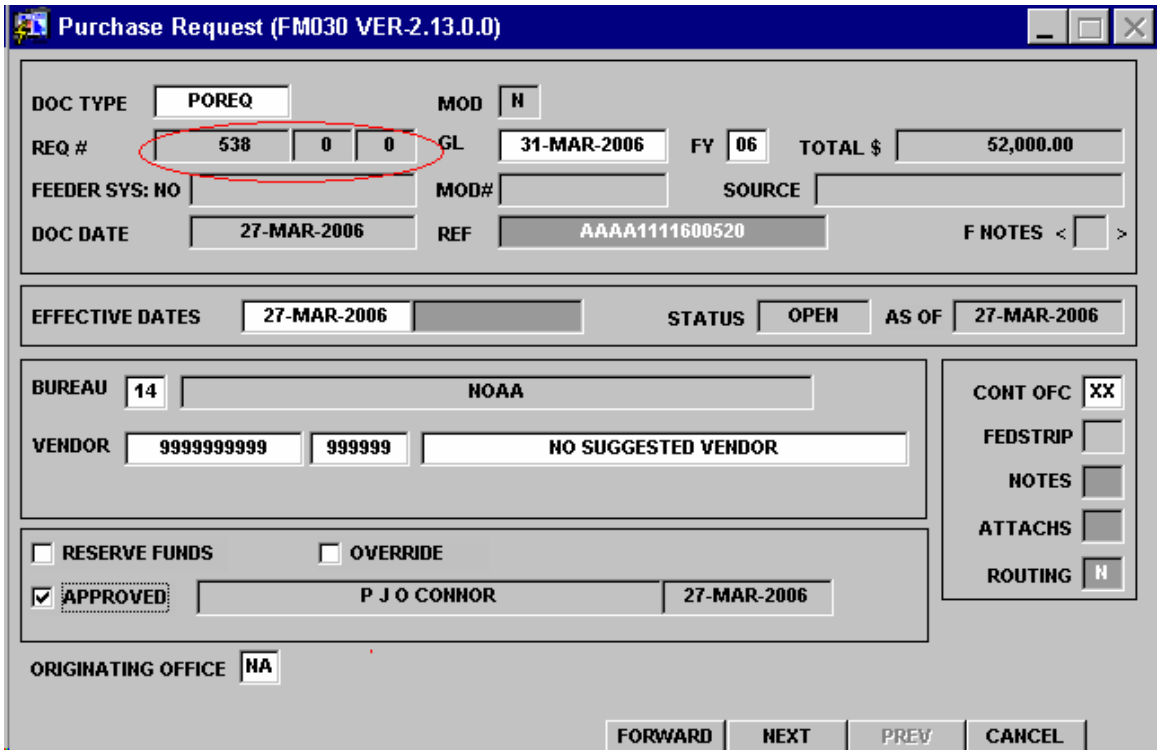


Figure 10 Approved FM030 showing Req No

1D. WF002 Document Approval/Review

To approve a Funds Reservation Requisition:

1. In the WF002 screen, click on the Funds Reservation Requisition you want to approve:

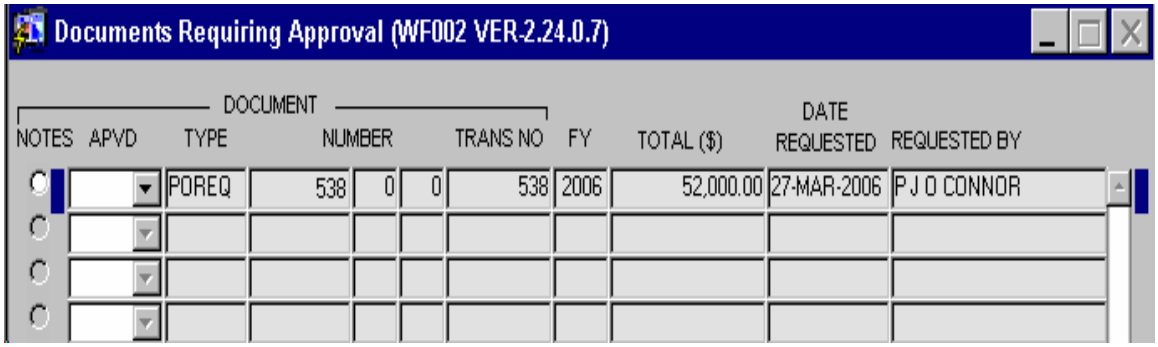


Figure 11 WF002 Showing PO Requisition awaiting approval

2. Click on the button and select YES to approve or NO to disapprove the Funds Reservation Requisition. ***NOTE***: If you choose to disapprove the document, you must click into the NOTES field and enter the reason for the disapproval.

3. Press SAVE to approve the document. Once approved, the document will no longer display in the WF002

1E. Printing the FM030 Version of the CD-435

Pressing the PRINT button on the toolbar will produce a version of the CD-435.

If the FM030 has not been approved at the WF002 level, the FM030 CD-435 will print out as a "DRAFT". Once approved on the WF002, the "DRAFT" designation does not appear on the print out.

You'll need to print a copy of the FM030 CD-435 to attach to the "official" CD-435 and other supporting documentation that you send to Acquisitions. Print this copy after the WF002 approval is complete.

FORM CD-435-EF (10-95)
U.S. DEPARTMENT OF COMMERCE
PROCUREMENT REQUEST

1. INVOICE ADDRESS
OFFICE OF FINANCE AND ADMINISTRATION
20020 CENTURY BOULEVARD
GERMANTOWN MD 20874

2. REQUISITION NUMBER: REQ 2006 538-0-0
A. PAGE 1 OF 2

3. TO: (SELLER) NAME: NO SUGGESTED VENDOR
ADDRESS:

TELEPHONE: NONE
CONTACT NAME: NONE

3A. SOURCE REFERENCE AAAA1111600520

4. REQUISITIONER CONTACT PERSON P J O CONNOR

TELEPHONE: 301-444-2028 x

FAX: --

5. LINE ITEM	6. DESCRIPTION	7. DELIVERY BY	8. QUANTITY	9. UNIT ISSUE	10. UNIT PRICE	11. AMOUNT
1	Consulting Services	07/31/2006	160	HR	325.00	52,000.00
			12. **TOTAL**			$52,000.00

USCOMM-DC 85-52061

Figure 12 FM030 CD-435 Page 1

PROCUREMENT REQUEST (CONTINUATION SHEET)	NO SUGGESTED VENDOR	2. REQUISITION NUMBER REQ 2006 539-0-0	
	AAAA1111600520	4. PAGE 2 OF 3	

13. LINE ITEM	14. DESCRIPTION
1	Quantity:100 CARS PROGRAM OFFICE, 201 PERRY PARKWAY, SUITE 5, GAITHERSBURG, MD, 20877 Attn: P J O CONNOR Phone: 301-444-2829 x

15. LINE ITEM	16. SEQ.	17. RECEIVING OFFICE	18. FULL ACCOUNTING CLASSIFICATION	19. ITEM %	20. AMOUNT
1	1	CARS	14 5882800-900 01 05-01-09-000 40-04-0000-00-00-00-00 25-27-00-00 000566	100	52,000.00

21. CLEARANCES AND REMARKS

I CERTIFY THAT FUNDS ARE AVAILABLE AND THAT THE ABOVE ITEMS ARE NECESSARY FOR THE DOC IN PUBLIC SERVICE

22. TITLE OF REQUEST APPROVING OFFICIAL: FY2 ACCTNT	23. TELEPHONE 301-444-2829 x	24. SIGNATURE P J O CONNOR	25. DATE 03/27/2006
26. TITLE OF REQUESTER: FY2 ACCTNT	27. TELEPHONE 301-444-2829 x	28. SIGNATURE PATRICIA J O CONNOR	29. DATE 03/27/2006

Figure 13 FM030 CD-435 Page 2

2. Funds Reservations for Grants

2A. Process Flow:

LO/FMC Pilot User/Approver

1. Enter the FM030 Funds Reservation record **before** entering the data into Grants Online (to generate the FM030 Requisition Number that will need to be entered into Grants Online.)

2. Approve the FM030 on the CFS WF002 Document Approval/Review screen

3. Enter the request in ***Grants Online*** replacing the ***Grants Online*** system generated requisition number with the associated CFS FM030 requisition number. The CBS requisition number will alert the "CBS 1st Approver" staff in Grants Management Division (GMD) that this procurement request is from one of the Pilot FMC's.

Grants Management Division

1. When the "CBS 1st Approvers" in GMD get a Grants Online task to "Start Initial Data Entry in CBS" they will check to see if the Procurement Request is from one of the Pilot Organizations by looking at the Requisition Number.

2. If so, pull up the FM030 for the reservation already entered into CBS by the LO/FMC and assign it.

3. Check the Grant, Vendor, and ACCS information. Pull the reservation details into the FM041 to create the obligation in CFS and liquidate the reservation.

4. Verify the information in CBS and mark that Grants Online task as complete.

2B. Business Rules for Entering Reservations for Grants during the Pilot

1. The Grants Online entry is the official request for the grant. The purpose of entering the requisition in the FM030 as a Funds Reservation is to record certain financial information about the requisition in the Core Financial System (CFS) so that it may be used for tracking and planning purposes.

2. Always use vendor 9999999999-99999- *No Suggested Vendor*

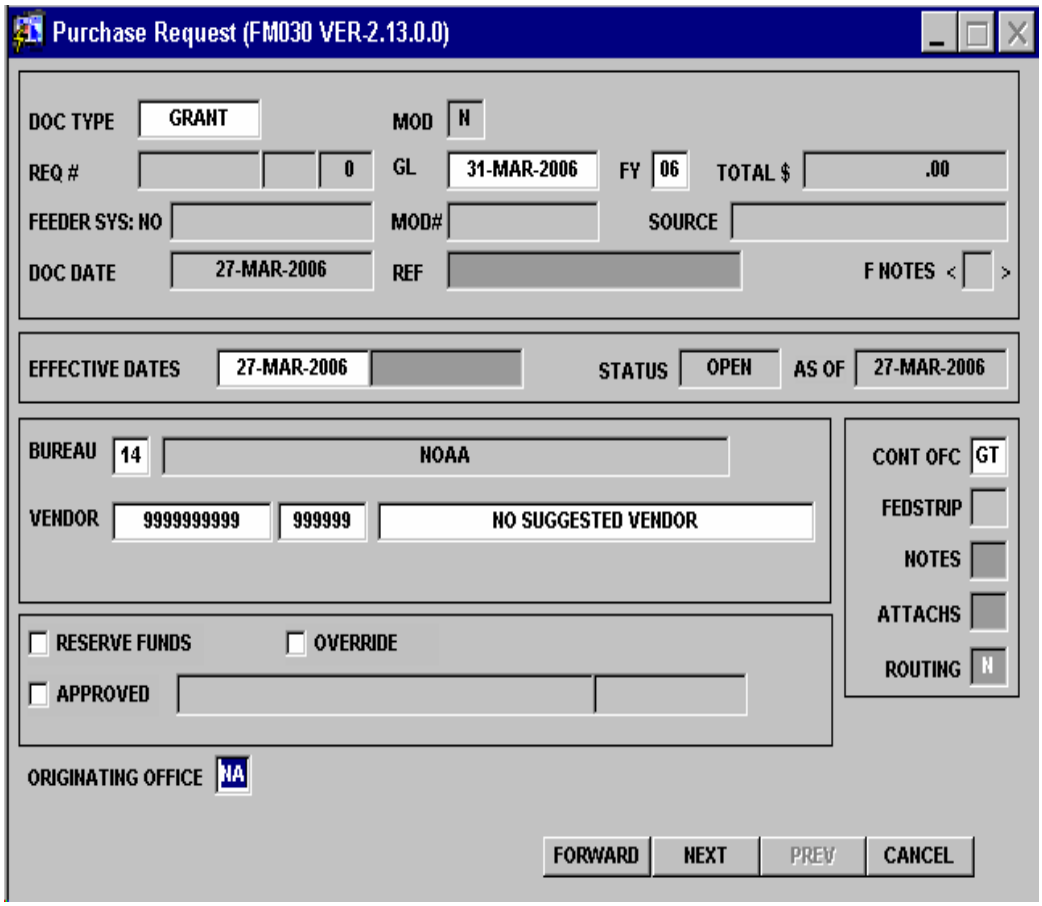
3. Only Enter Reservations for Fiscal Year 2006

4. Only Enter Reservations for requisitions that fall within the Funds Reservation Pilot LO/FMC's. For example, you have a requisition for a grant where the

funding will be split between OAR PMEL (50-27) and NMAO Marine Operations Center (08-07). Since this requisition combines a pilot LO/FMC and a non-Pilot LO/FMC, you would not enter the reservation in the FM030.

However, if that requisition was split between OAR PMEL (50-27), OAR NSSL (50-26), and NWS OS&T (20-05) you would enter it in the FM030 since PMEL, NSSL, and OS&T are participating in the Pilot. In this example, when the FM030 was approved, it would be routed for WF002 approval to the designated approvers for PMEL, NSSL, and OS&T.

2C. Quick Guide Instructions for Entering Funds Reservations in FM030 for Grants



1. In the DOC TYPE field, type **GRANT**
2. Click into the GL field – The current accounting period appears
3. Click into the FY – The current FY appear
4. In the REF field, enter the Grants On Line grant number

5. In the Effective Dates field – The system uses the current date as a default. You can change this to reflect a range of dates such as a period of performance from 01-Oct-2005 to 30-Sep-2006 or leave the default date.

6. Click into the BUREAU field – Bureau code 14 for NOAA appears

7. In the VENDOR field, *always* use **9999999999-99999 No Suggested Vendor**

8. In the CONT OFC field, *always* enter **GT** for grant requisitions

9. In the ORIGINATING OFFICE field *always* use **NA**

10. Click **NEXT** to go to Page 2

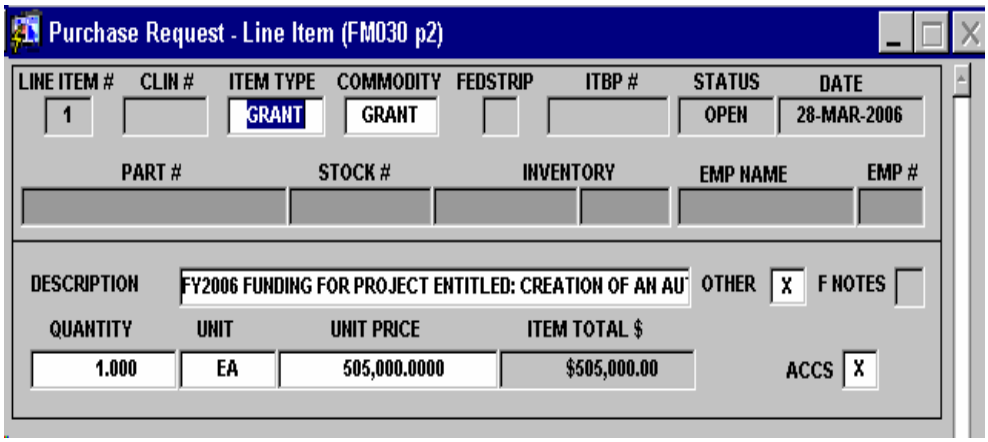


Figure 14 FM030 Page 2

11. In the ITEM TYPE field *always* use GRANT for grant funds reservations

12. In the COMMODITY field *always* use GRANT for grant funds reservations

13. In the DESCRIPTION field, enter the purpose for the grant

14. Double Click into the OTHER pop-up

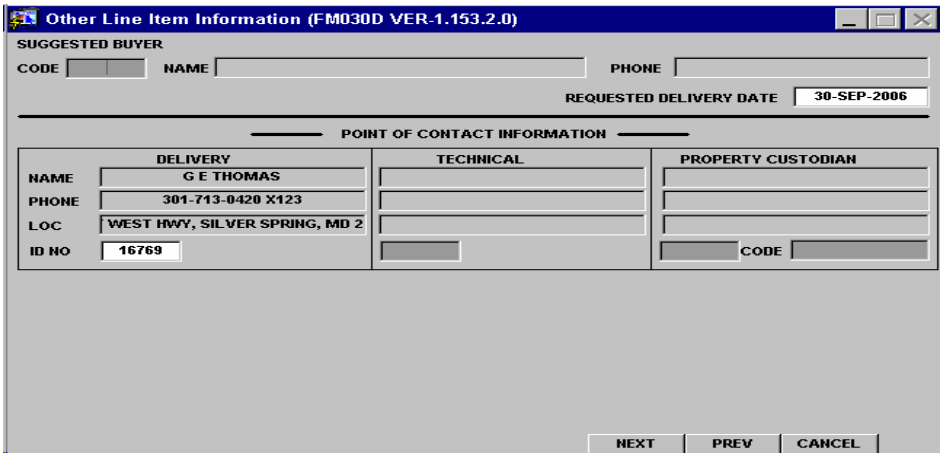


Figure 15 Other Line Item Info pop up

15. In the REQUESTED DELIVERY DATE field, enter the desired date you want to receive the requested goods and/or services

16. Click in the ID NO field and enter the Employee No of the requisitioner or other Delivery Point of Contact or Double Click in the ID NO field to retrieve a List of Values. Click PREV to save and exit the OTHER information pop up and return to the FM030 Page 2

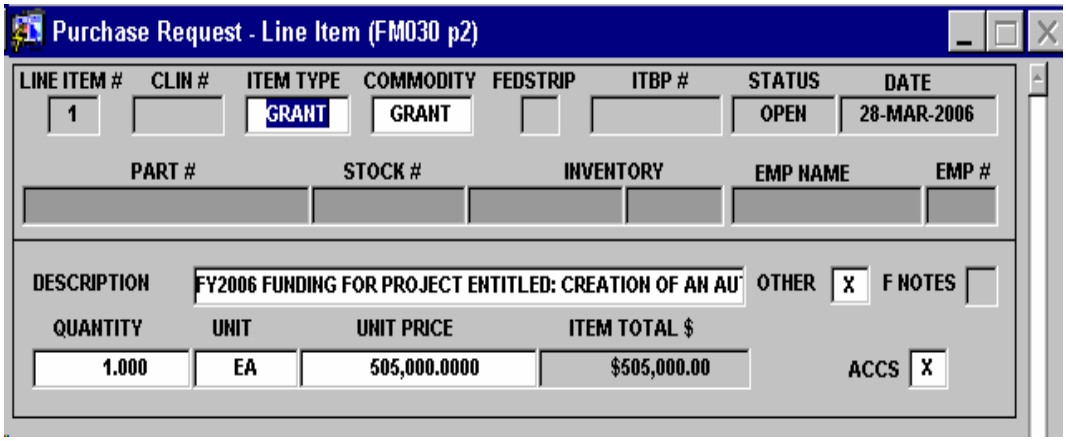


Figure 16 FM030 Page 2

17. Enter the QUANTITY, UNIT OF MEASURE, AND UNIT PRICE for this Line Item

18. Double Click into the ACCS pop up. Enter the Percent (of the total Quantity) for this ACCS. In this example, funding for this grant is shared between two ACCS'. An ACCS is also known as a Multiple Distribution Line or MDL

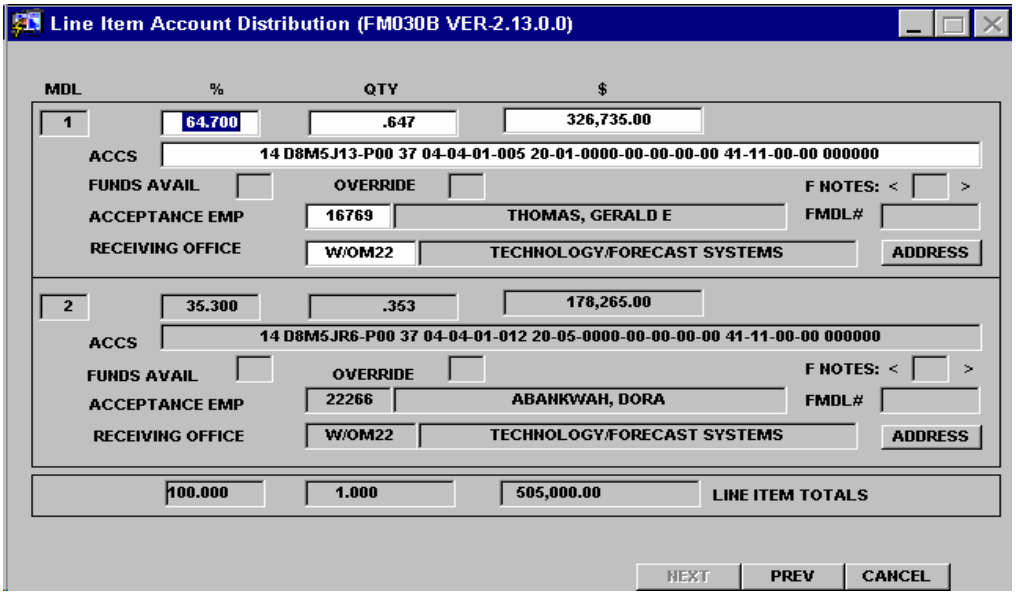


Figure 17 ACCS pop up showing 2 MDL's

19. Double Click in the ACCS field. The ACCS block appears. Enter the appropriate ACCS for this MDL. Press PREV to save the ACCS and return to the Line Item Account Distribution.

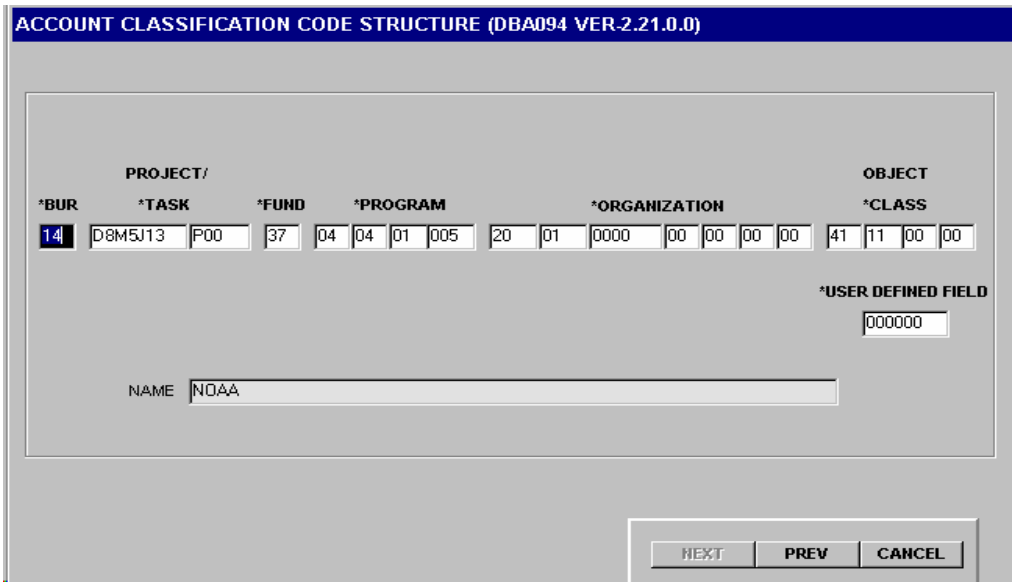


Figure 18 ACCS block

20. Enter the employee number of the requisitioner for this MDL in the <u>ACCEPTANCE EMP</u> field or Double Click in the <u>ACCEPTANCE EMP</u> field to retrieve a List of Values and query for the employee number.

21. Enter the Receiving Office of the requisitioner for this MDL in the RECEIVING OFFICE field or Double Click in the RECEIVING OFFICE field to retrieve a List of Values. Press Enter to go to next MDL.

22. Repeat Steps 17 – 20 until all MDL's you have entered all MDL's. Check the Line Item totals to be sure the distribution percent = 100%, the quantity = the total quantity, and the amount = the total amount for this Line Item.

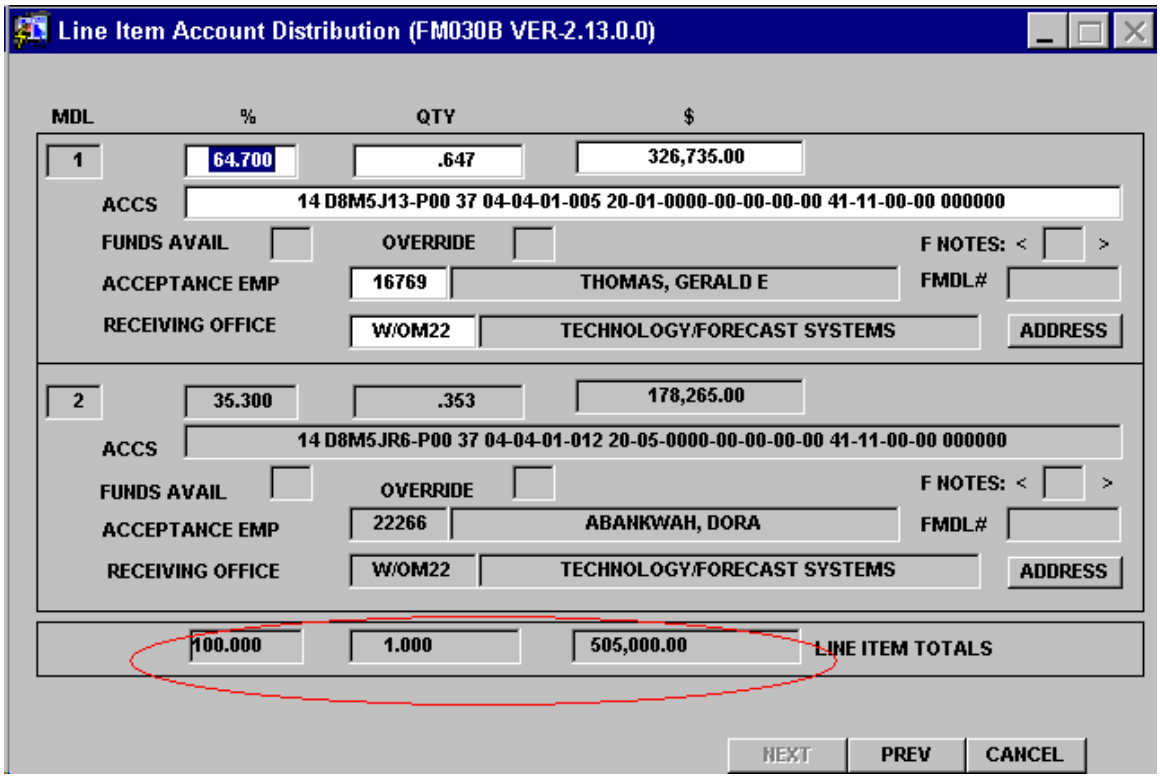


Figure 19 Line Item Distribution Complete

23. Press Save to save the Line Item Distribution data and return to Page 2.

24. To insert a new LINE ITEM Click the GREEN PLUS to add a new record.

25. Repeat Steps 10 – 23 for each new line item you want to enter.

26. When all Line Items have been entered, click PREV to return to Page 1 of the FM030.

27. Review FM030

28. Click into the APPROVED field to approve the document and route to the WF002 approver. NOTE: In Grants Online, replace the Grants Online System generated requisition number with the FM030 REQ #

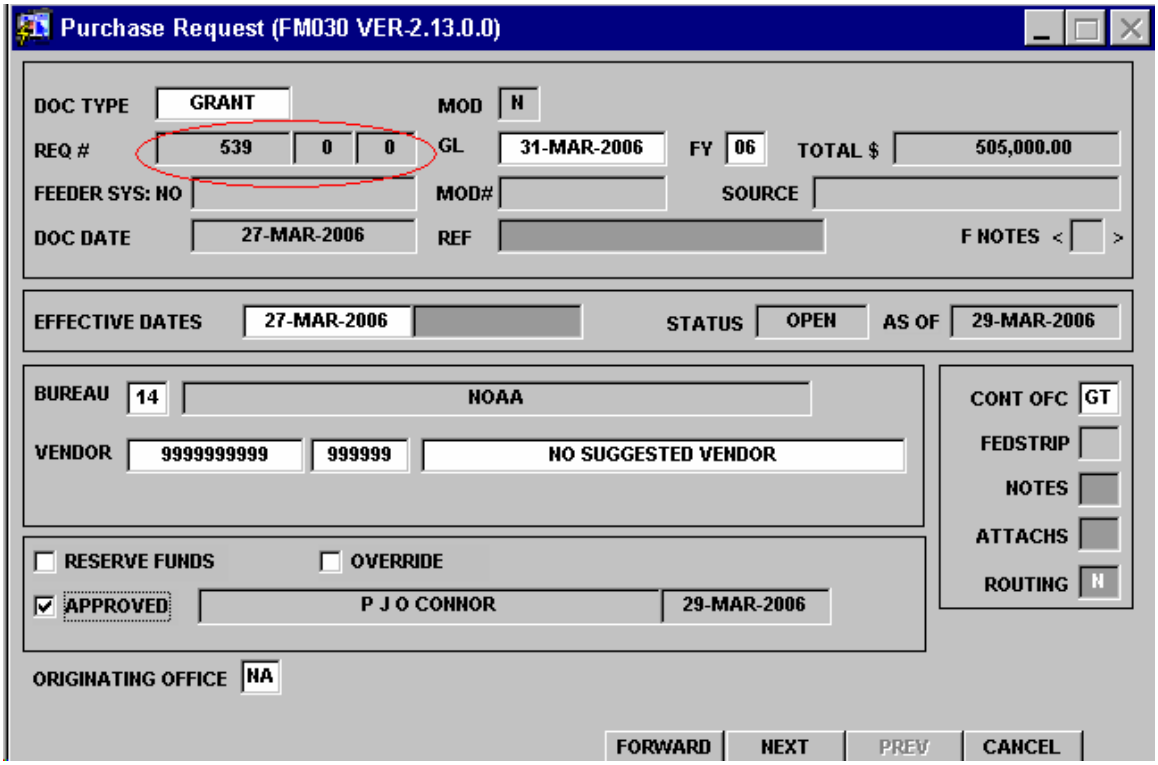


Figure 20 Completed FM030 with Req # circled

2D. WF002 Document Approval/Review

To approve a Funds Reservation Requisition:

1. In the WF002 screen, click on the Funds Reservation Requisition you want to approve:

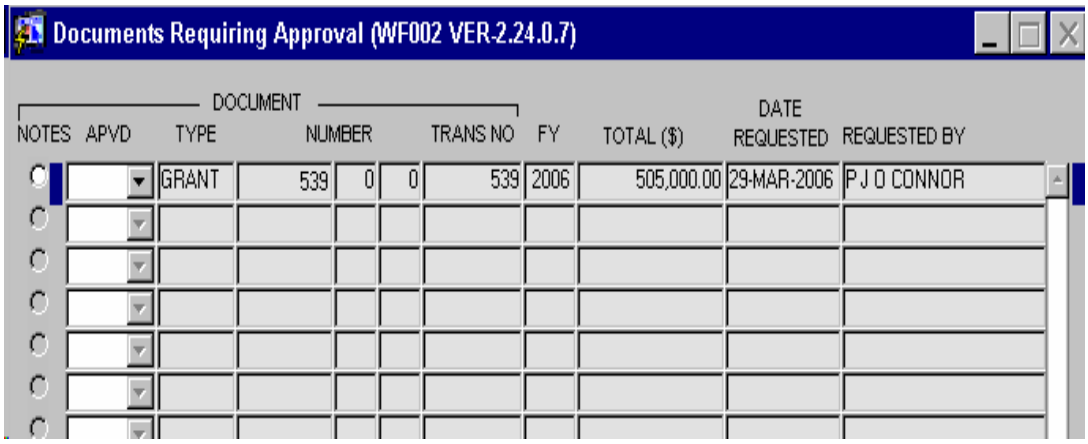


Figure 21 WF002 Showing Grant Req awaiting Approval

2. Click on the button and select YES to approve or NO to disapprove the Funds Reservation Requisition. ***NOTE***: If you choose to disapprove the document, you must click into the NOTES field and enter the reason for the disapproval.

3. Press SAVE to approve the document. Once approved, the document will no longer display in the WF002

2E. Printing the FM030 Version of the CD-435

To print a hard copy of the Grant FM030, press the PRINT button on the toolbar.

If the FM030 has not been approved at the WF002 level, the FM030 CD-435 will print out as a "DRAFT". Once approved on the WF002, the "DRAFT" designation does not appear on the print out.

3. Interagency Agreement Funds Reservations

3A. Process Flow for Interagency Agreement Funds Reservation Documents

Line Office/FMC Pilot User/Approver

1. Create official CD-435 requisition
2. Enter FM030 for requisition in CFS and approve
3. Approve FM030 on WF002 Document/Review Approval
4. Print FM030 CD-435 and attach to official CD-435
5. Forward official CD-435, FM030 CD-435 and any other supporting documentation to your servicing Finance Office

Finance

1. Identify interagency agreement as Funds Reservation Pilot document by FM030 CD-435 included
2. Enter FM040 for interagency agreement pulling in FM030 details entered by LO/FMC.

3B. Business Rules for Entering Reservations for Interagency Agreements

1. The Interagency Agreement will not be awarded by Acquisitions. For interagency agreements that are sent to Acquisitions, follow the steps for a Purchase/Order Contract Funds Reservation.

2. The signed CD-435 paper document is the "official requisition." The purpose of entering the requisition in the FM030 as a Funds Reservation is to record certain financial information about the requisition in the Core Financial System (CFS) so that it may be used for tracking and planning purposes.

3. Always use vendor 9999999999-99999- *No Suggested Vendor*

4. Only Enter Reservations for Fiscal Year 2006

5. Only Enter Reservations for requisitions that fall within the Funds Reservation Pilot LO/FMC's. For example, you have a requisition for a interagency agreement where the funding will be split between OAR PMEL (50-27) and NMAO Marine Operations Center (08-07). Since this requisition combines a pilot LO/FMC and a non-Pilot LO/FMC, you would not enter the reservation in the FM030.

   However, if that requisition was split between OAR PMEL (50-27), OAR NSSL (50-26), and NWS OS&T (20-05) you would enter it in the FM030 since PMEL, NSSL, and OS&T are participating in the Pilot. In this example, when the FM030 was approved, it would be routed for WF002 approval to the designated approvers for PMEL, NSSL, and OS&T.

3C. Quick Guide Instructions for Entering Funds Reservations in FM030 for Interagency Agreements

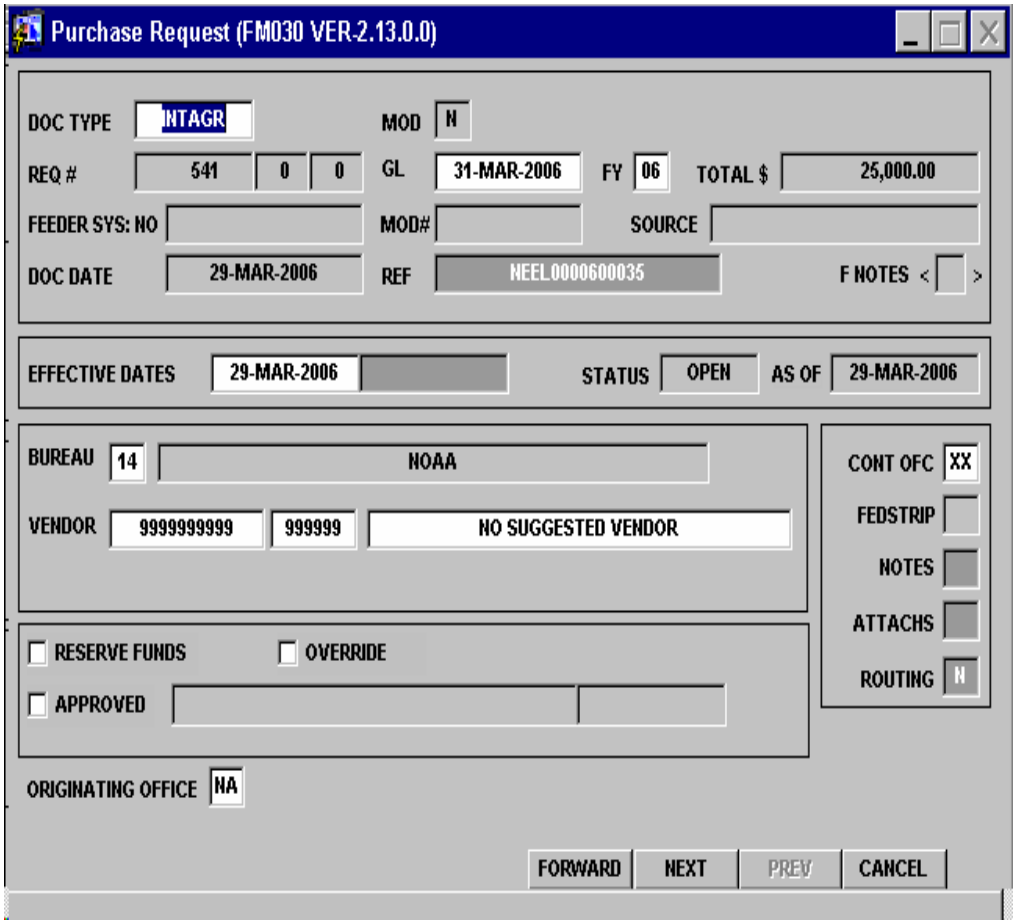


Figure 22 - FM030 for INTAGR

1. In the DOC TYPE field, type **INTAGR**
2. Click into the GL field – The current accounting period appears
3. Click into the FY – The current FY appears
4. In the REF field, enter the **CD-435 Requisition Number**
5. In the Effective Dates field – The system uses the current date as a default. You can change this to reflect a range of dates such as a period of performance from 01-Oct-2005 to 30-Sep-2006 or leave the default date

6. Click into the BUREAU field – Bureau code 14 for NOAA appears

7. In the CONT OFC field, *always* enter **XX** for purchase order/contract requisitions

8. In the VENDOR field, *always* use **9999999999-99999 No Suggested Vendor**

9. In the ORIGINATING OFFICE field *always* use **NA**

10. Click **NEXT** to go to Page 2

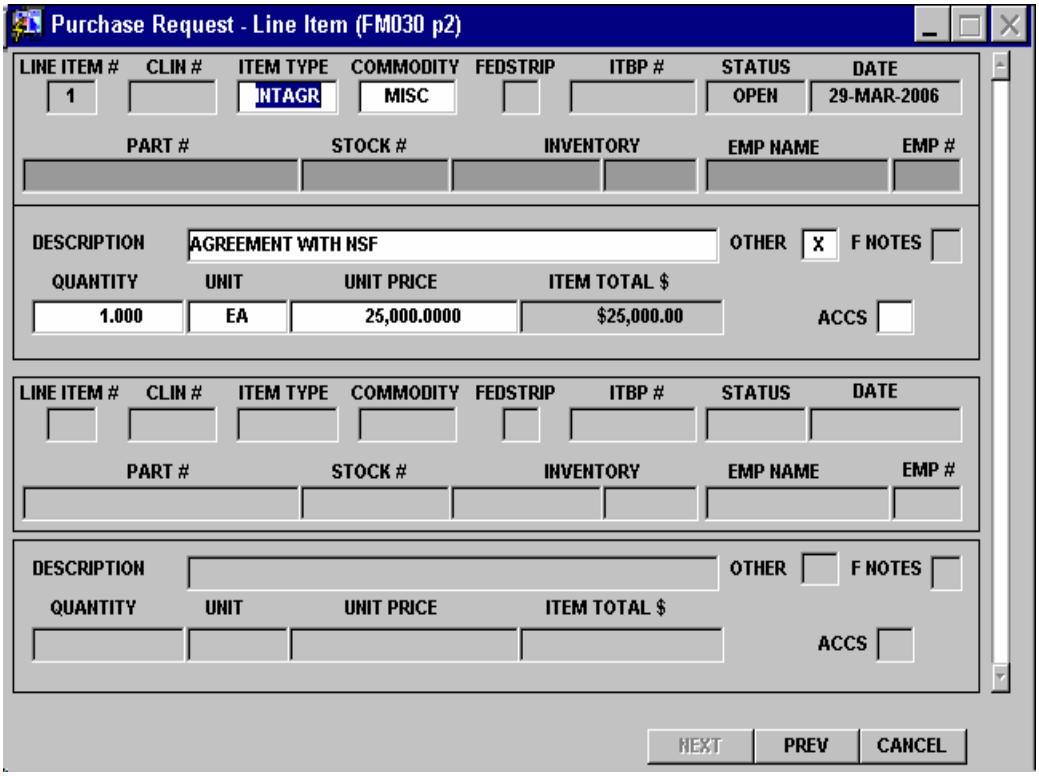


Figure 23 FM030 Page 2

11. Enter INTAGR in the ITEM TYPE field. Double Click in the ITEM TYPE field to retrieve a List of Values for additional item types

12. Enter MISC in the COMMODITY CODE field

13. Enter a description of the item based on the requisition details.

14. Double Click into the OTHER field to access the pop up.

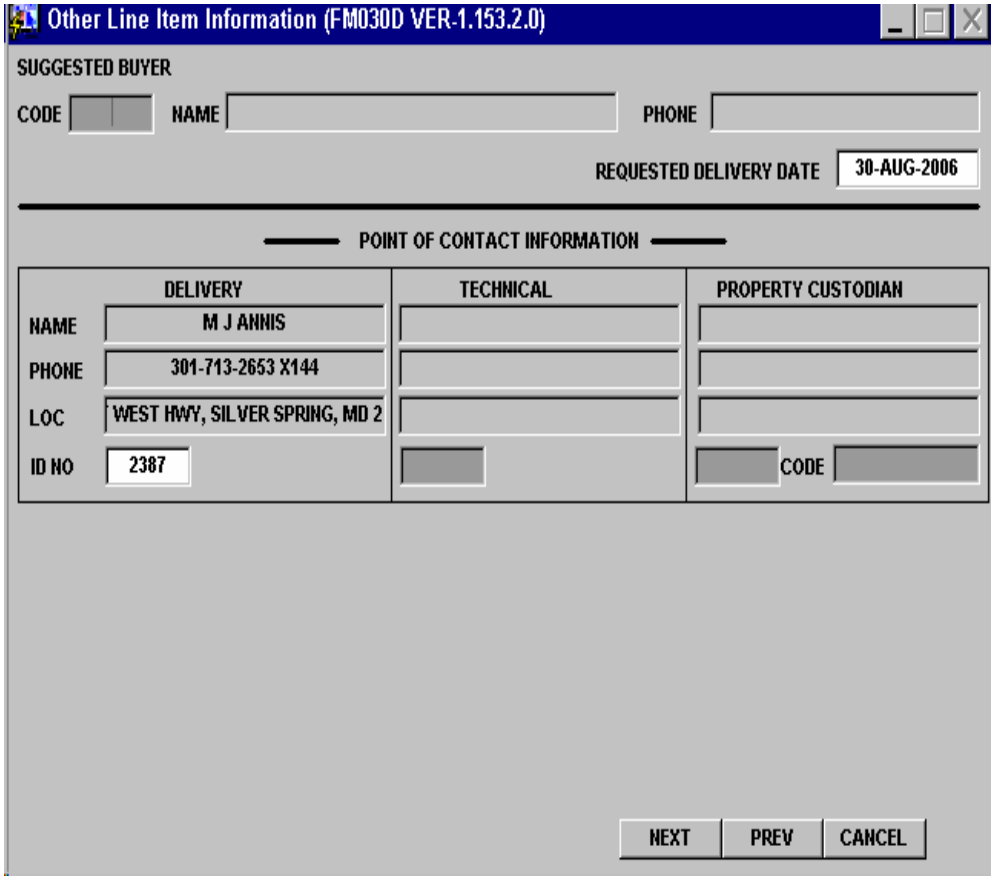


Figure 24 Other Line Information Pop Up

15. In the REQUESTED DELIVERY DATE field, enter the desired date you want to receive the requested goods and/or services.

16. Click in the ID NO field and enter the Employee No of the requisitioner or other Delivery Point of Contact or Double Click in the ID NO field to retrieve a List of Values.

17. Click PREV to return to Page 2

18. Enter the QUANTITY, UNIT OF MEASURE, AND UNIT PRICE for this Line Item

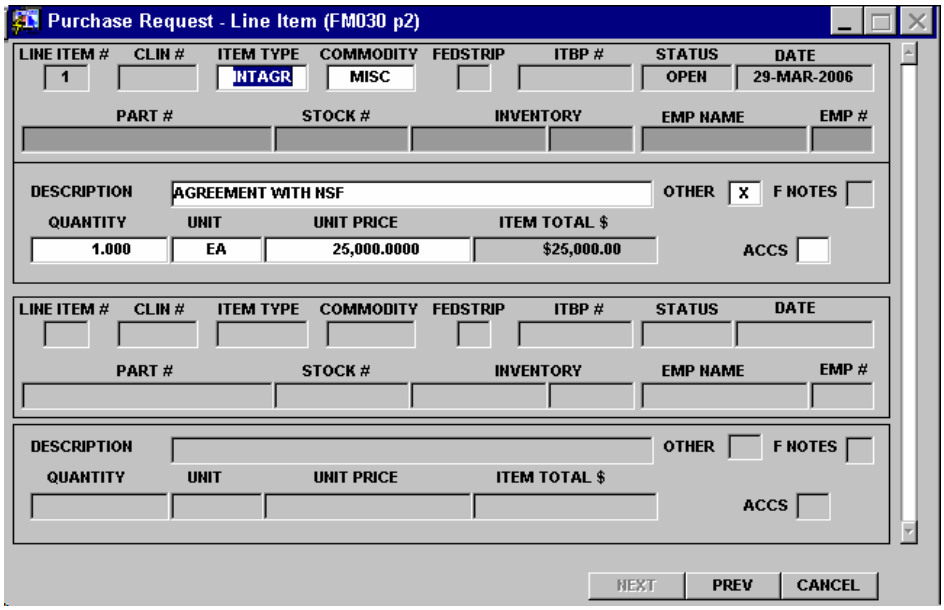


Figure 25 FM030 Page 2

19. Double Click into the ACCS popup. Enter the Percent (of the total Quantity) for this ACCS. In this example, one ACCS is funding the entire requisition.

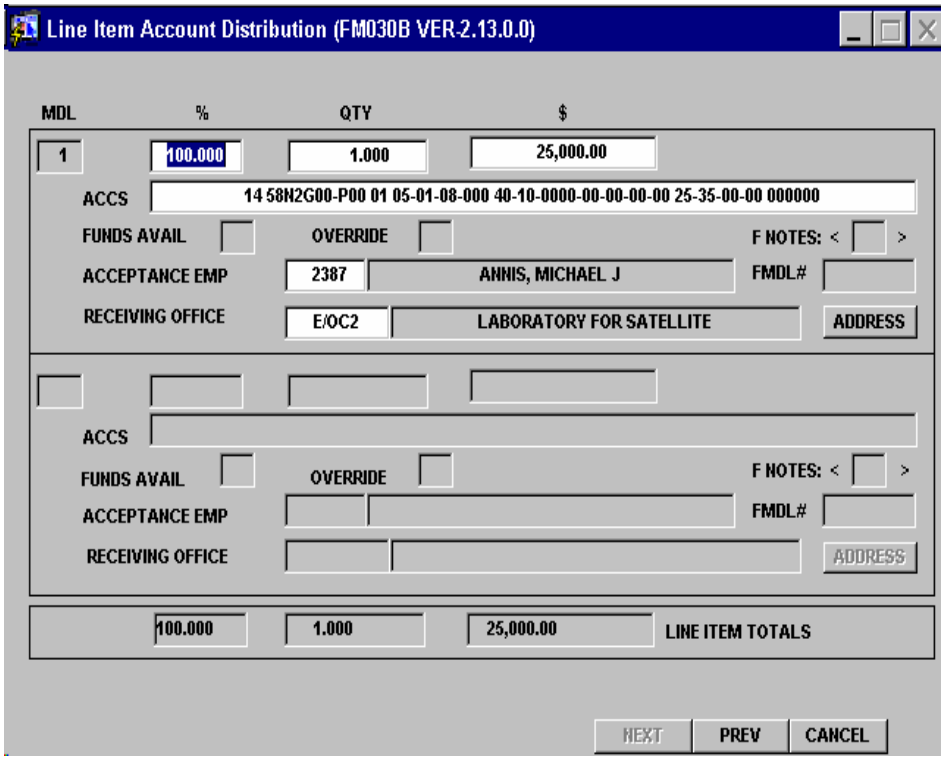


Figure 26 ACCS pop up

Double Click in the ACCS field. Enter the ACCS for this reservation.

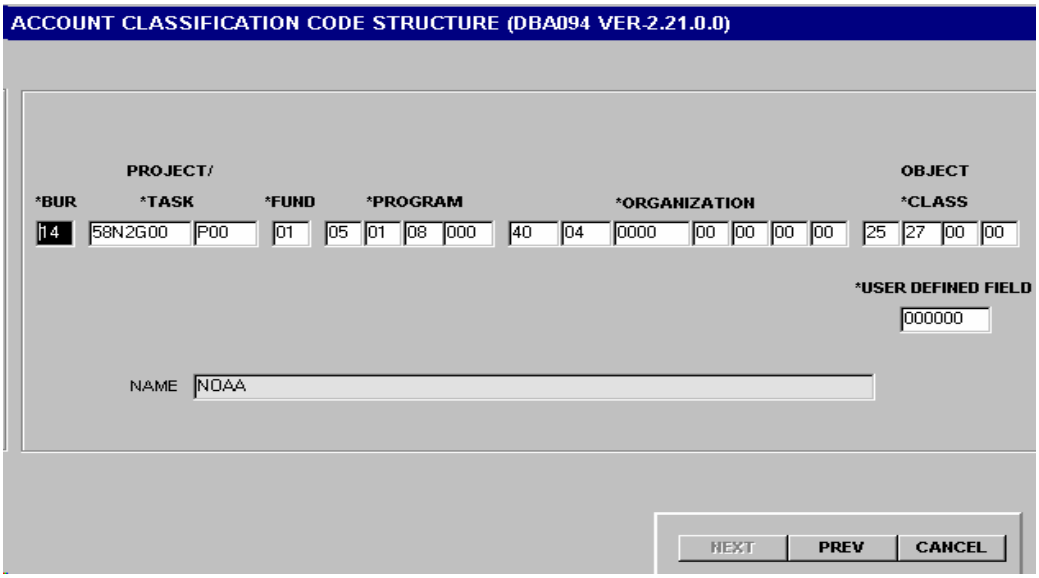


Figure 27 ACCS block

20. Click SAVE to save the ACCS and return to the Line Item Distribution Page

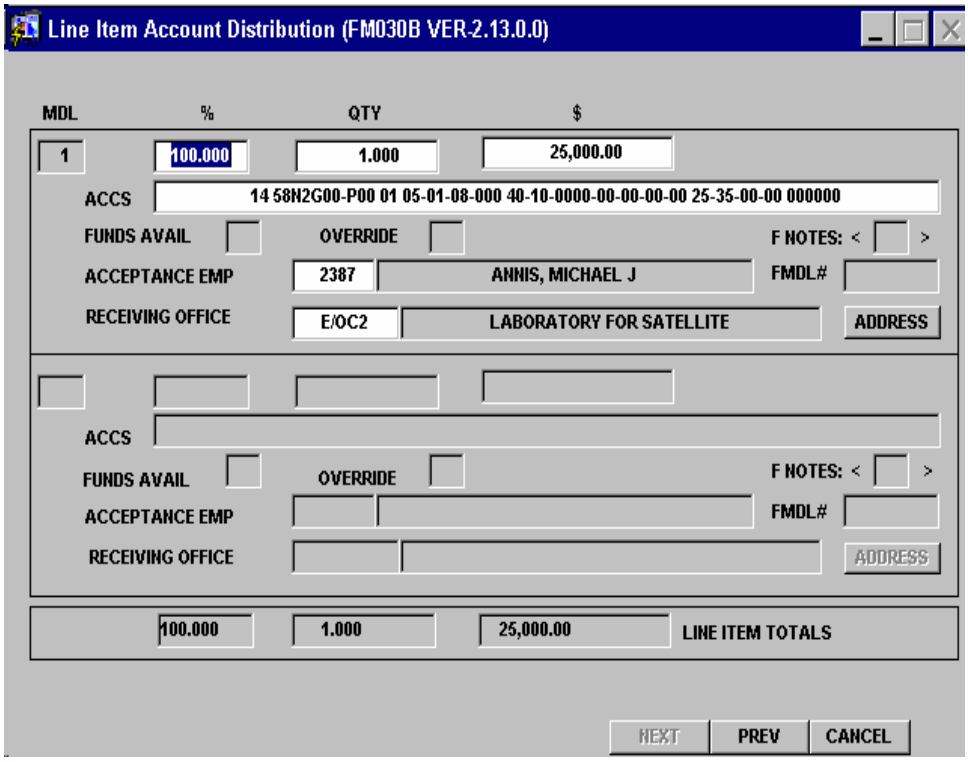


Figure 28 Completed Line Item Distribution

21. Click SAVE to return to the FM030 Page 2.

22. Enter the Requisitioner's employee number in the <u>ACCEPTANCE EMPLOYEE</u> field

23. Enter the Requisitioner's office location in the RECEIVING OFFICE field

24. To insert a new LINE ITEM Click the GREEN PLUS to add a new record. Repeat Steps 10 – 22 for each new line item.

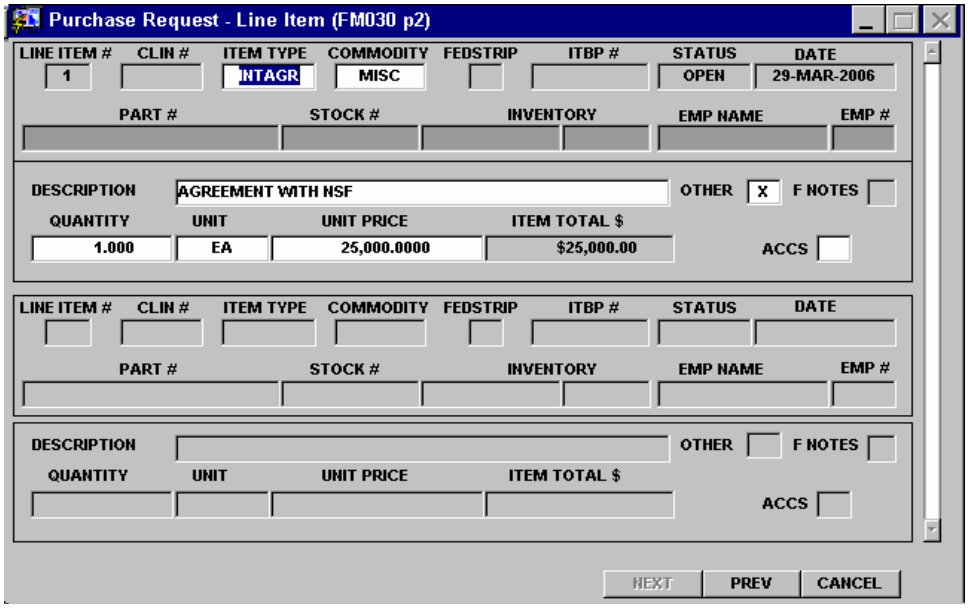


Figure 29 Completed FM030 Page 2

25. When all Line Items have been entered, click PREV to return to the Page 1 of the FM030.

26. Review FM030.

27. Click into the APPROVED field to approve the document and route to the WF002 approver.

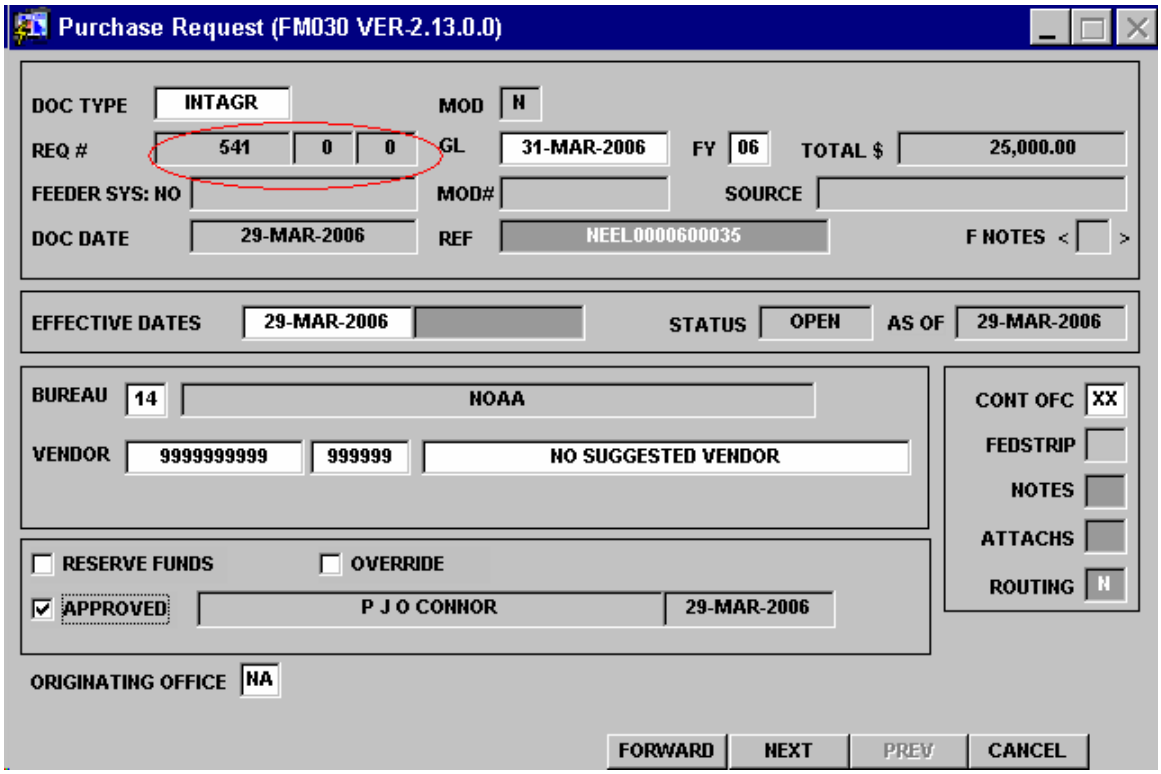
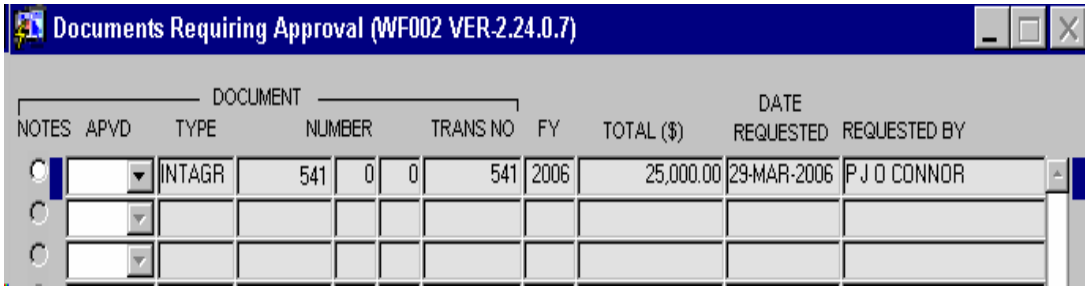


Figure 30 Approved FM030 showing Req No

3D. WF002 Document Approval/Review

To approve a Funds Reservation Requisition:

1. In the WF002 screen, click on the Funds Reservation Requisition you want to approve:



Documents Requiring Approval (WF002 VER.2.24.0.7)

NOTES	APVD	DOCUMENT TYPE	DOCUMENT NUMBER			DOCUMENT TRANS NO	FY	TOTAL ($)	DATE REQUESTED	REQUESTED BY
		INTAGR	541	0	0	541	2006	25,000.00	29-MAR-2006	P J O CONNOR

Figure 31 WF002 Showing INTAGR Requisition awaiting approval

2. Click on the button and select YES to approve or NO to disapprove the Funds Reservation Requisition. ***NOTE***: If you choose to disapprove the document, you must click into the NOTES field and enter the reason for the disapproval.

3. Press SAVE to approve the document. Once approved, the document will no longer display in the WF002

3E. Printing the FM030 Version of the CD-435

Pressing the PRINT button on the toolbar will produce a version of the CD-435.

If the FM030 has not been approved at the WF002 level, the FM030 CD-435 will print out as a "DRAFT". Once approved on the WF002, the "DRAFT" designation does not appear on the print out.

You'll need to print a copy of the FM030 CD-435 to attach to the "official" CD-435 and other supporting documentation that you sent to Finance. This should be after the WF002 approval is complete.

FORM CD-435-EF (10-95)
U.S. DEPARTMENT OF COMMERCE

PROCUREMENT REQUEST

1. INVOICE ADDRESS
OFFICE OF FINANCE AND ADMINISTRATION
20020 CENTURY BOULEVARD
GERMANTOWN MD 20874

2. REQUISITION NUMBER: REQ 2006 541-0-0

A. PAGE 1 OF 2

3. TO: (SELLER) NAME: NO SUGGESTED VENDOR
ADDRESS:

TELEPHONE: NONE
CONTACT NAME: NONE

3A. SOURCE REFERENCE
NEEL0000600035

4. REQUISITIONER CONTACT PERSON
P J O CONNOR

TELEPHONE:
301-444-2828 x

FAX:
--

5. LINE ITEM	6. DESCRIPTION	7. DELIVERY BY	8. QUANTITY	9. UNIT ISSUE	10. UNIT PRICE	11. AMOUNT
1	AGREEMENT WITH NSF	08/30/2006	1	EA	25,000.00	25,000.00
			12. **TOTAL**			$25,000.00

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Figure 32 FM030 CD435 Page 1

FORM CD-435-EF (10-95)
U.S. DEPARTMENT OF COMMERCE

PROCUREMENT REQUEST
(CONTINUATION PAGE)

SELLER: NO SUGGESTED VENDOR

SOURCE REFERENCE: NEEL0000600035

2. REQUISITION NUMBER: REQ 2006 541-0-0

A. PAGE 2 OF 2

13. LINE ITEM	14. SHIP TO INFORMATION
1	Quantity:1 LABORATORY FOR SATELLITE, ALTIMERY, SSMC3, RM 3620, SILVER SPRING, MD, 20910 Attn: M J ANNIS Phone: 301-713-2653 x144

15. LINE ITEM	16. MDL	17. RECEIVING OFFICE	18. FULL ACCOUNTING CLASSIFICATION	19. DIST %	20. AMOUNT
1	1	E/OC2	14 58N2G00-P00 01 05-01-08-000 40-10-0000-00-00-00-00 25-35-00-00 000566	100	25,000.00

21. CLEARANCES AND REMARKS

I CERTIFY THAT FUNDS ARE AVAILABLE AND THAT THE ABOVE ITEMS ARE NECESSARY FOR USE IN PUBLIC SERVICE

22. TITLE OF REQUEST AUTHORIZING OFFICIAL	23. TELEPHONE	24. SIGNATURE	25. DATE
SYS ACCTNT	301-444-2828 x	P J O CONNOR	03/29/2006

26. TITLE OF REQUESTER	27. TELEPHONE	28. SIGNATURE	29. DATE
SYS ACCTNT	301-444-2828 x	PATRICIA J O CONNOR	03/29/2006

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Figure 33 FM030 CD-435 Page 2

4. Miscellaneous "Placeholder" Reservations

4A. Process Flow for Miscellaneous Reservations

Line Office/FMC Pilot User/Approver

1. Enter FM030 for reservation in CFS and approve
2. Approve FM030 on WF002 Document Review/Approval screen
3. Print FM030 CD-435 (if desired)
4. Enter FM014 to cancel reservation as appropriate and approve
5. Approve FM014 on WF002 Document Review/Approval screen

4B. Business Rules for Entering Reservations for Miscellaneous Reservations

1. Always use vendor 9999999999-99999- *No Suggested Vendor*

2. Only Enter Reservations for Fiscal Year 2006

3. Only Enter Reservations for requisitions that fall within the Funds Reservation Pilot LO/FMC's. For example, you have a requisition for a purchase order where the funding will be split between OAR PMEL (50-27) and NMAO Marine Operations Center (08-07). Since this requisition combines a pilot LO/FMC and a non-Pilot LO/FMC, you would not enter the reservation in the FM030.

   However, if that requisition was split between OAR PMEL (50-27), OAR NSSL (50-26), and NWS OS&T (20-05) you would enter it in the FM030 since PMEL, NSSL, and OS&T are participating in the Pilot. In this example, when the FM030 was approved, it would be routed for WF002 approval to the designated approvers for PMEL, NSSL, and OS&T.

4. The LO/FMC must cancel the reservation on the CFS FM014 Purchase Request Change Screen when the reservation is no longer required (i.e – the expense is recorded in CFS)

4C. Quick Guide Instructions for Entering Funds Reservations in FM030 for Miscellaneous Reservations

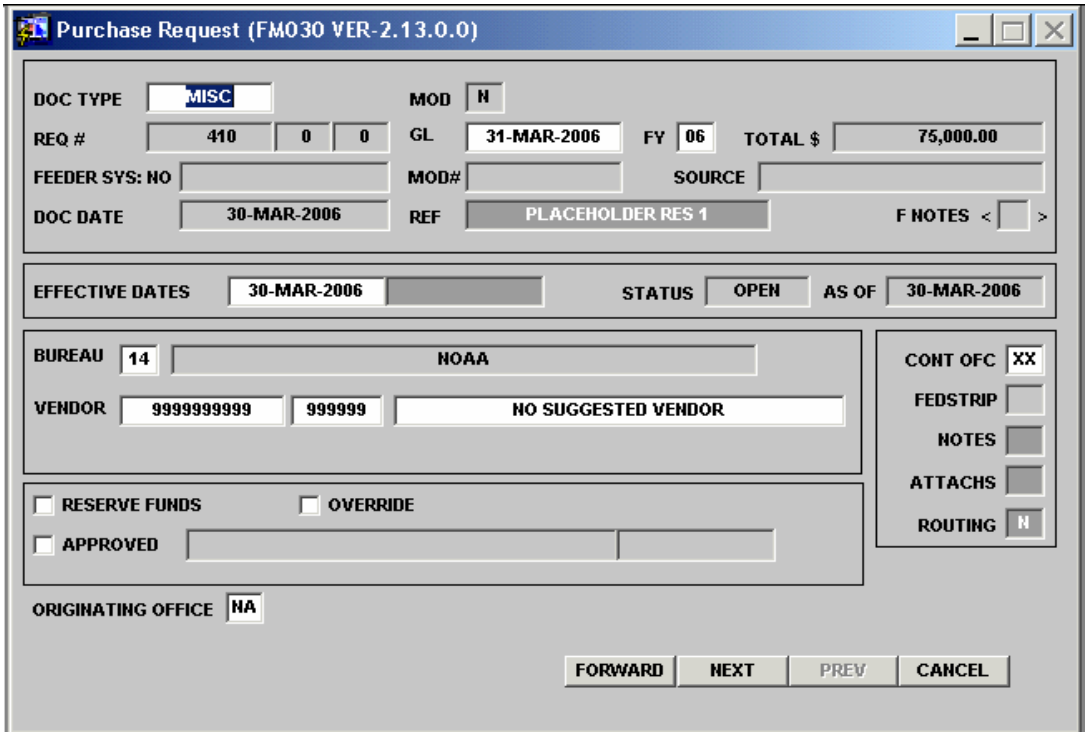


Figure 34 FM030 page 1

1. In the DOC TYPE field, type **MISC**
2. Click into the GL field – The current accounting period appears
3. Click into the FY – The current FY appears
4. In the REF field, enter the LO/FMC designated reference number for this placeholder reservation
5. In the Effective Dates field – The system uses the current date as a default. You can change this to reflect a range of dates such as a period of performance from 01-Oct-2005 to 30-Sep-2006 or leave the default date
6. Click into the BUREAU field – Bureau code 14 for NOAA appears
7. In the VENDOR field, *always* use **9999999999-99999 No Suggested Vendor**
8. In the CONT OFC field, *always* enter **XX** for place holder reservations

9. In the ORIGINATING OFFICE field *always* use **NA**

10. Click **NEXT** to go to Page 2

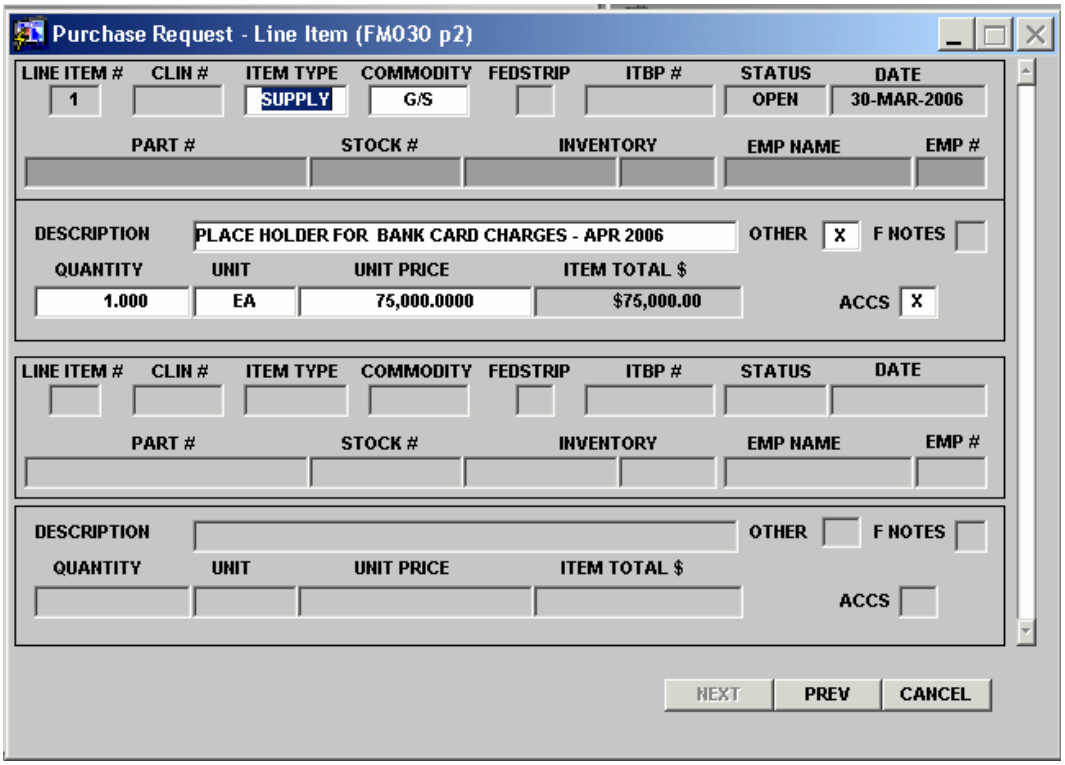


Figure 35 FM030 Page 2

11. Enter the item type based on the reservation details. For additional item types, Double Click in the ITEM TYPE field to retrieve a List of Values.

12. Enter G/S in the COMMODITY CODE field.

13. Enter a description of the item based on the requisition details.

14. Double Click into the OTHER field to access the pop up.

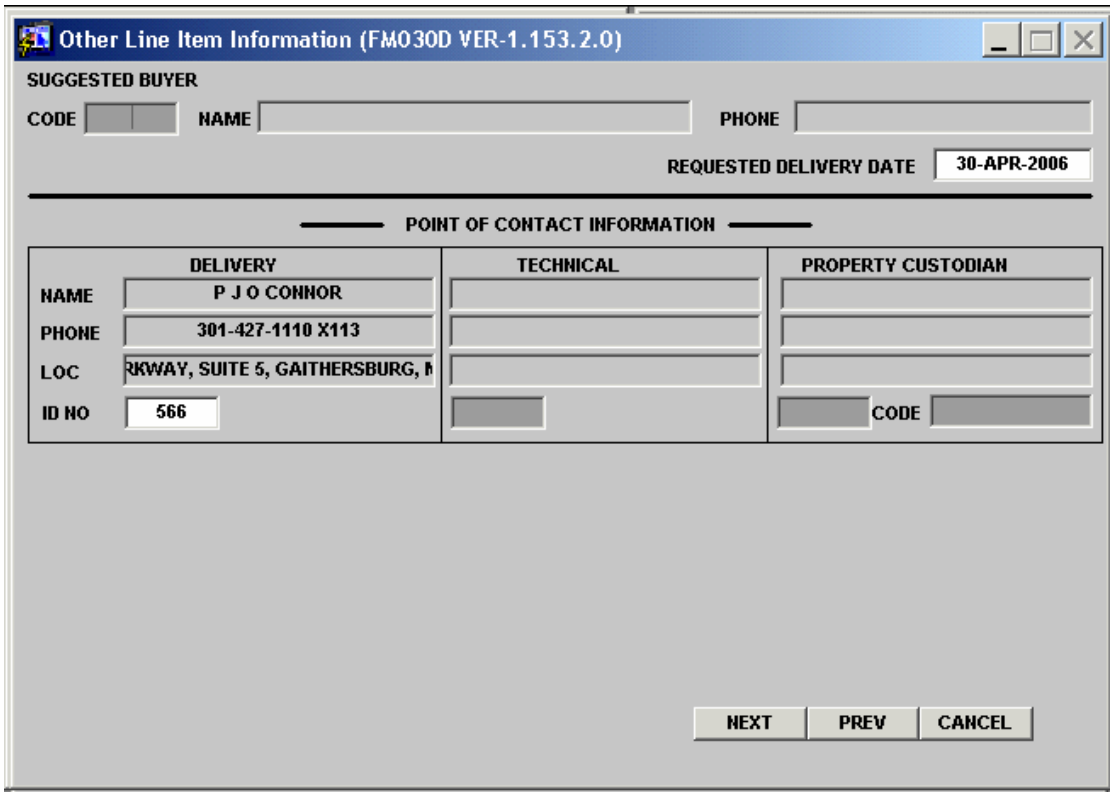


Figure 36 Other Line Information Pop Up

15. In the REQUESTED DELIVERY DATE field, enter the desired date you expect to receive the requested goods and/or services.

16. Click in the ID NO field and enter your Employee No.

17. Enter the QUANTITY, UNIT OF MEASURE, AND UNIT PRICE for this Line Item

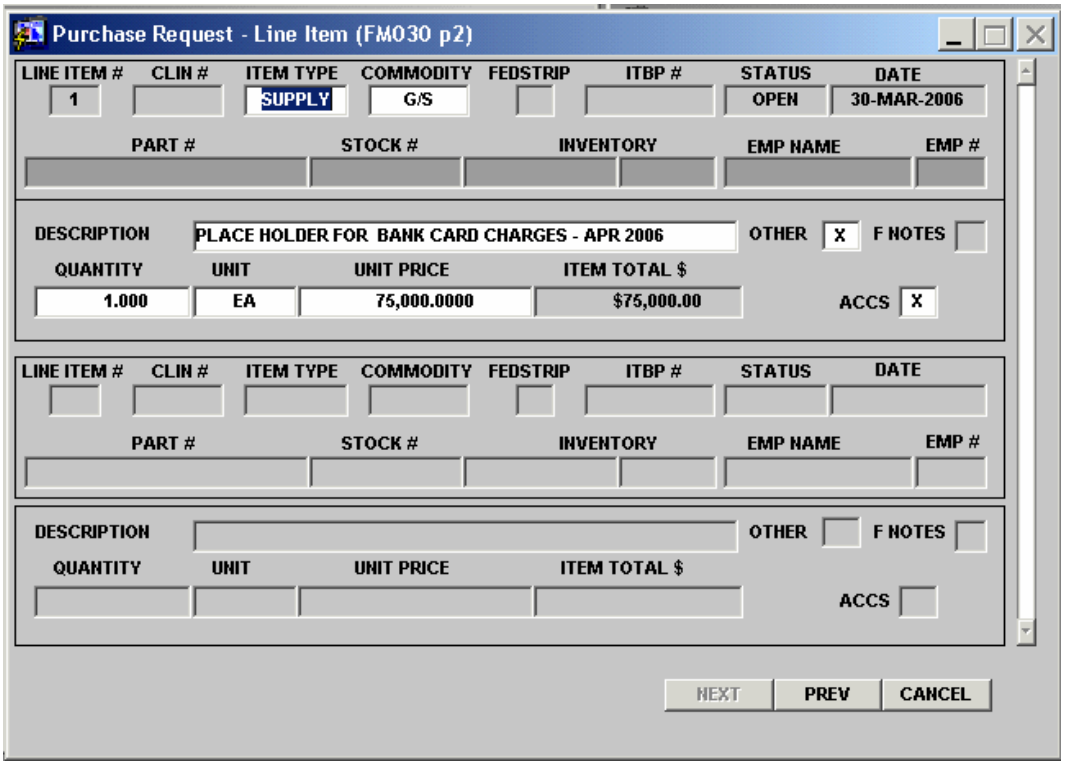


Figure 37 FM030 Page 2

18. Double Click into the ACCS popup. Enter the Percent (of the total Quantity) for this ACCS. In this example, one ACCS is funding the entire reservation

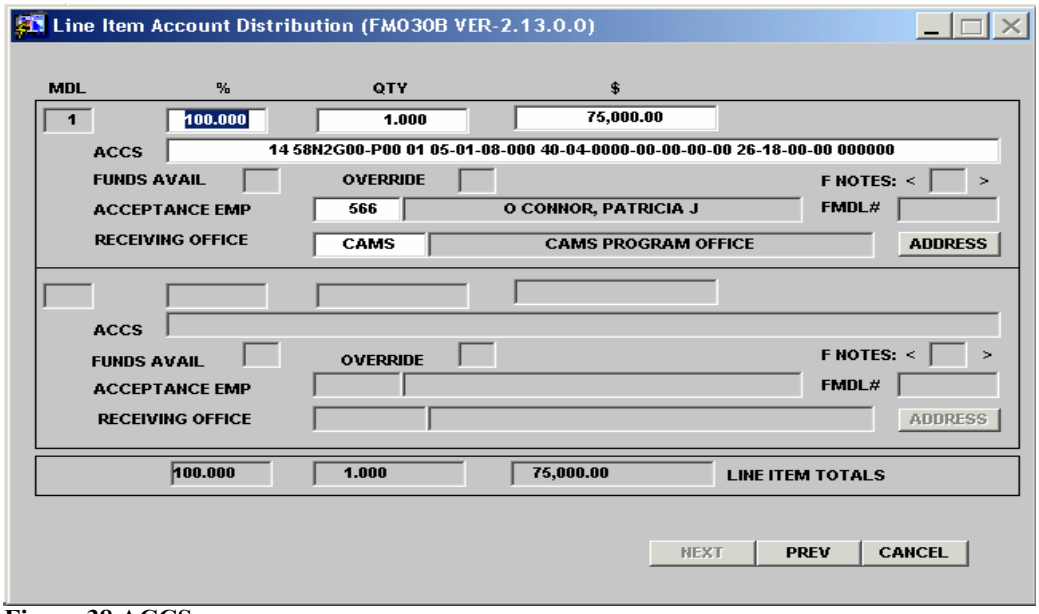


Figure 38 ACCS pop up

19. Double Click in the ACCS field. Enter the ACCS for this reservation.

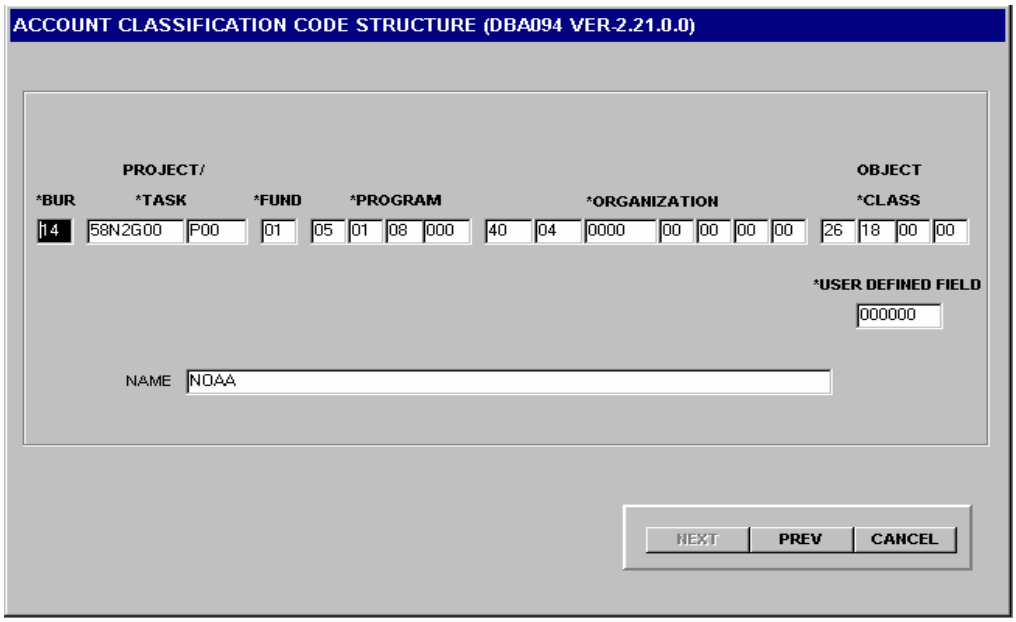


Figure 39 ACCS block

20. Click SAVE to save the ACCS and return to the Line Item Distribution Page

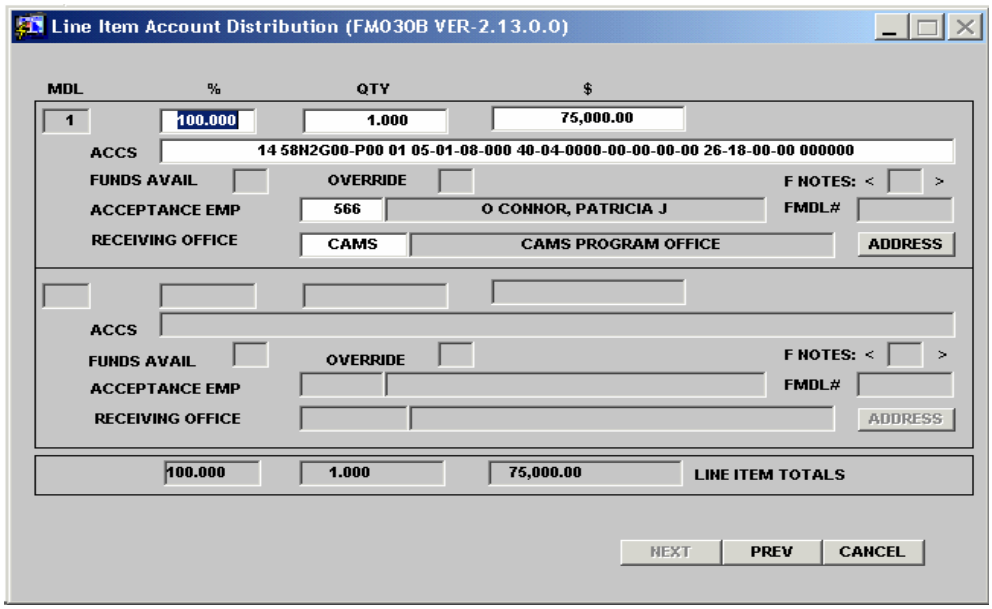


Figure 40 Completed Line Item Distribution

21. Enter your employee number in the ACCEPTANCE EMP field

22. Enter your office location in the RECEIVING OFFICE field

23. Click SAVE to return to the FM030 Page 2.

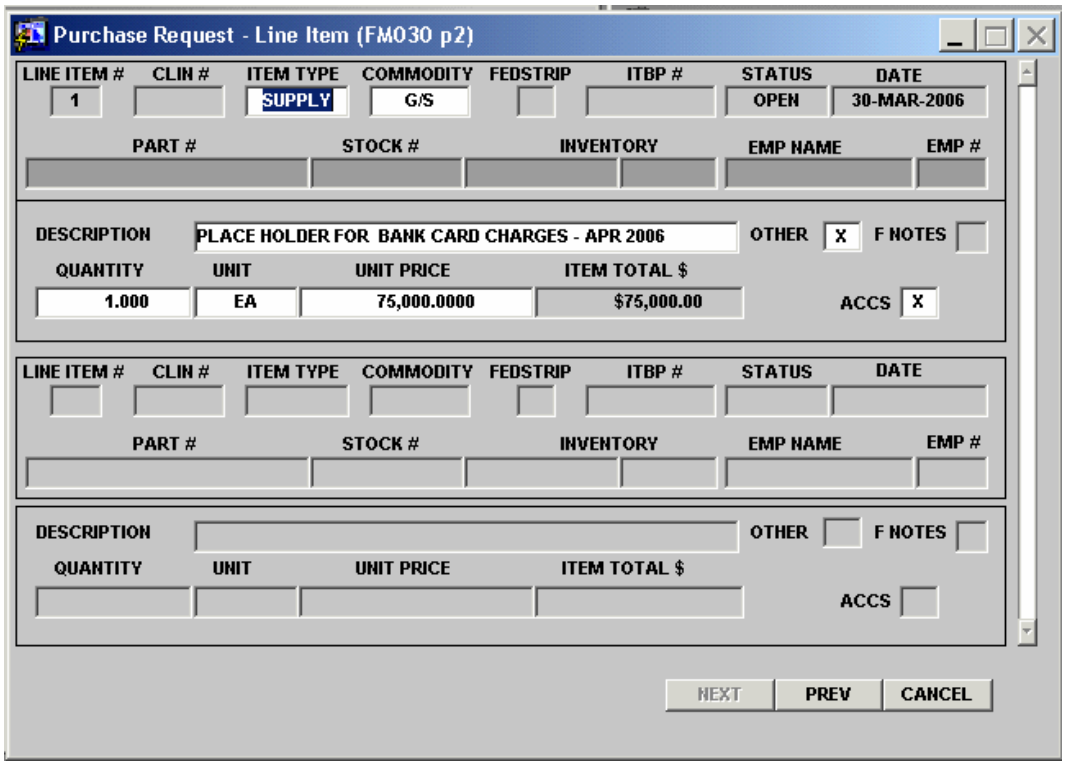


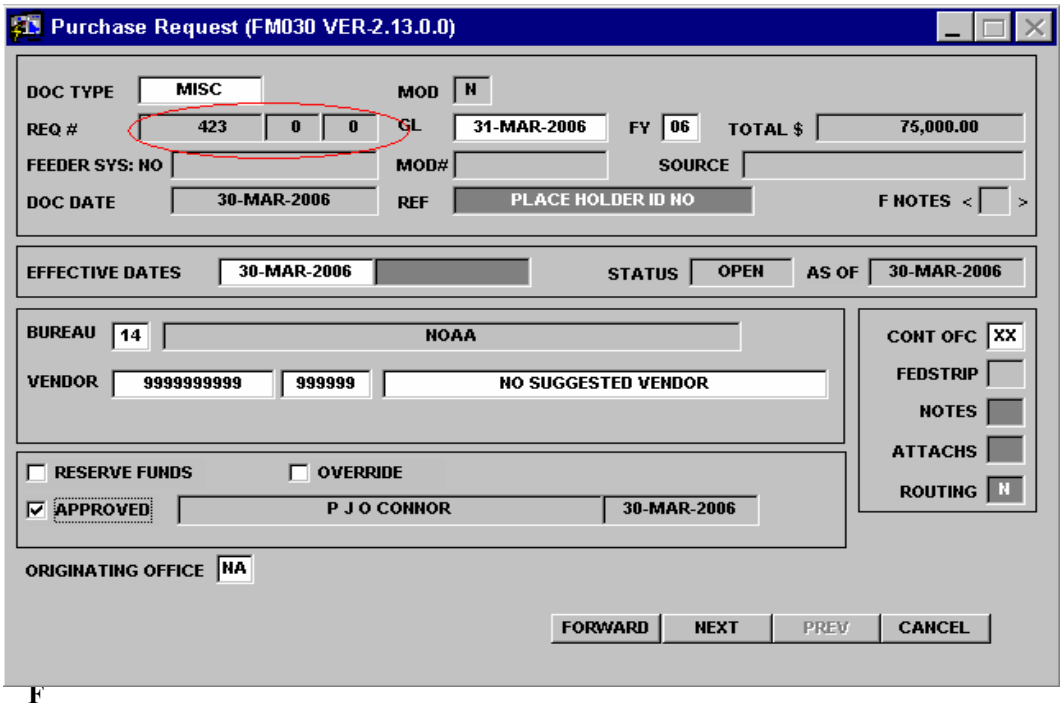
Figure 41 Completed FM030 Page 2

24. To insert a new LINE ITEM Click the GREEN PLUS to add a new record. Repeat Steps 10 – 23 for each new line item.

25. When all Line Items have been entered, click PREV to return to the Page 1 of the FM030.

26. Review FM030.

27. Click into the APPROVED field to approve the document and route to the WF002 approver.



F

Figure 42 Approved FM030 showing Req No

4D. WF002 Document Approval/Review

To approve a Funds Reservation Requisition:

1. In the WF002 screen, click on the Funds Reservation Requisition you want to approve:

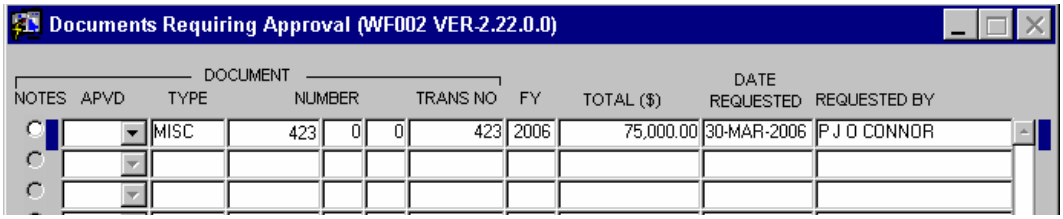


Figure 43 WF002 Showing MISC Requisition awaiting approval

2. Click on the button and select YES to approve or NO to disapprove the Funds Reservation Requisition. ***NOTE***: If you choose to disapprove the document, you must click into the NOTES field and enter the reason for the disapproval.

3. Press SAVE to approve the document. Once approved, the document will no longer display in the WF002

4E. Printing the FM030 Version of the CD-435

Pressing the PRINT button on the toolbar will produce a version of the CD-435.

If the FM030 has not been approved at the WF002 level, the FM030 CD-435 will print out as a "DRAFT". Once approved on the WF002, the "DRAFT" designation does not appear on the print out.

FORM CD-435-EF (10-95)
U.S. DEPARTMENT OF COMMERCE

PROCUREMENT REQUEST

1. INVOICE ADDRESS
OFFICE OF FINANCE AND ADMINISTRATION
20020 CENTURY BOULEVARD CALLER SERVICE #9025
GERMANTOWN MD 20874

2. REQUISITION NUMBER: REQ 2006 423-0-0

A. PAGE 1 OF 2

3. TO: (SELLER) NAME: NO SUGGESTED VENDOR
ADDRESS:

TELEPHONE: NONE
CONTACT NAME: NONE

3A. SOURCE REFERENCE
PLACE HOLDER ID NO

4. REQUISITIONER CONTACT PERSON
P J O CONNOR

TELEPHONE:
301-444-2829 x

FAX:
--

5. LINE ITEM	6. DESCRIPTION	7. DELIVERY BY	8. QUANTITY	9. UNIT ISSUE	10. UNIT PRICE	11. AMOUNT
1	Place holder for Bankcard charges - April 2006	04/30/2006	1	EA	75,000.00	75,000.00
			12. TOTAL			$75,000.00

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Figure 44 FM030 CD-435 for MISC req Page 1

FORM CD-435-EF (10-95)
U.S. DEPARTMENT OF COMMERCE

PROCUREMENT REQUEST
(CONTINUATION PAGE)

SELLER: NO SUGGESTED VENDOR

SOURCE REFERENCE: PLACE HOLDER ID NO

2. REQUISITION NUMBER: REQ 2006 423-0-0

A. PAGE 2 OF 2

13. LINE ITEM	14. SHIP TO INFORMATION
1	Quantity:1 CAMS PROGRAM OFFICE, 201 PERRY PARKWAY, SUITE 5, GAITHERSBURG, MD, 20877 Attn: P J O CONNOR Phone: 301-444-2828 x

15. LINE ITEM	16. MDL	17. RECEIVING OFFICE	18. FULL ACCOUNTING CLASSIFICATION	19. DIST %	20. AMOUNT
1	1	CAMS	14 58N2G00-P00 01 05-01-08-000 40-04-0000-00-00-00-00 26-18-00-00 000566	100	75,000.00

21. CLEARANCES AND REMARKS

I CERTIFY THAT FUNDS ARE AVAILABLE AND THAT THE ABOVE ITEMS ARE NECESSARY FOR USE IN PUBLIC SERVICE

22. TITLE OF REQUEST AUTHORIZING OFFICIAL	23. TELEPHONE	24. SIGNATURE	25. DATE
SYS ACCTNT	301-444-2828 x	P J O CONNOR	03/30/2006
26. TITLE OF REQUESTER	**27. TELEPHONE**	**28. SIGNATURE**	**29. DATE**
SYS ACCTNT	301-444-2828 x	PATRICIA J O CONNOR	03/30/2006

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Figure 45 FM030 CD435 for MISC Req Page 2

5. Modifying a Requisition Using the FM014 Purchase Request Change Screen

5A. Overview

The FM014 screen is used to make changes to existing ***open*** Fund Reservations. Open means that the reservation has not be converted to an Undelivered Order by the Finance Office. If the reservation has been converted to an Undelivered Order, changes can be made by creating a new Funds Reservation which will then be linked to the Undelivered Order.

With the FM014 you can:

- Increase the quantity or amount of a reservation by changing existing line items
- Add new MDL(s) to split the funding between multiple lines of accounting
- Add new Line Item(s) to the existing reservation
- Decrease the quantity or amount of a reservation by changing existing line items
- Cancel the reservation by reducing the quantity and amount to zero
- Change an ACCS (project, task, organization, or object class codes) related to a Line Item or a MDL within a Line Item

5B. Process Flow and Business Rules

The Process Flow and Business rules are determined by the type of Funds Reservation. For example you would follow the process flow and business rules outlined in Sections 1A and 1B of this Quick Guide when submitting a FM014 change for a Purchase Order or Contract Funds Reservation.

5C. FM014 Example 1 - Increasing the Quantity of a Reservation and Changing the ACCS

Using the Funds Reservation Requisition created in Section 1C of this Quick Guide,this example illustrates how to do a modification to a Funds Reservation to increase the Quantity from 160 hours to 320 hours and changing the project code from 58N2G00 to 58N2EFC

NOTE: **CFS will only allow you to enter FM014 Changes for FM030 Funds Reservations that you entered**.

1. Enter POREQ in the DOC: TYPE field
2. Click into the NO field. A list of your available POREQ Funds Reservation FM030 records displays. Double Click on the appropriate POREQ to select and return to Page 1 of the FM014.

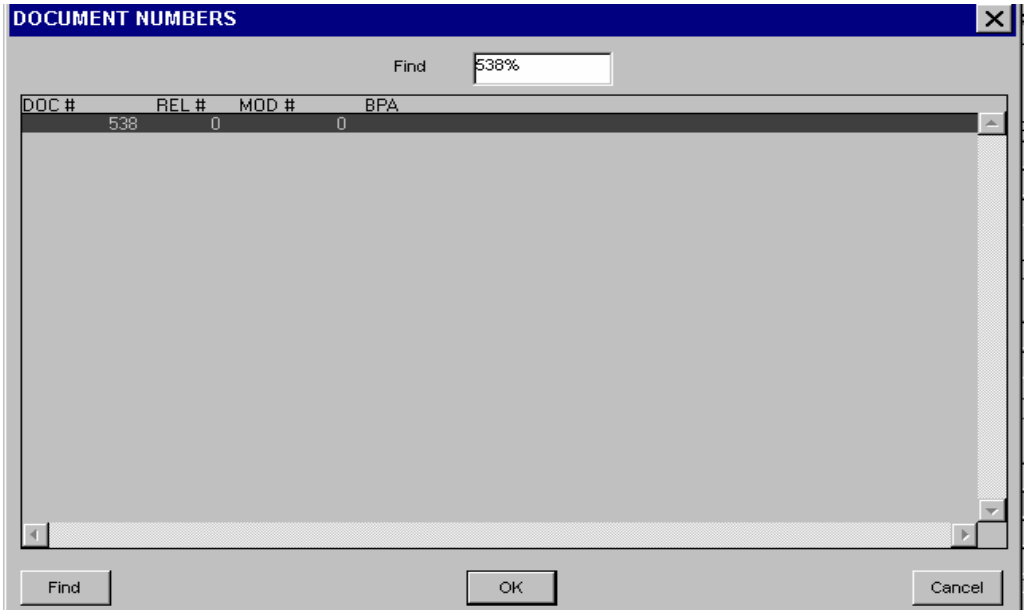

Figure 46 FM014 No field pop up

3. Press Tab or Enter. The FM030 details for this POREQ populate the FM014

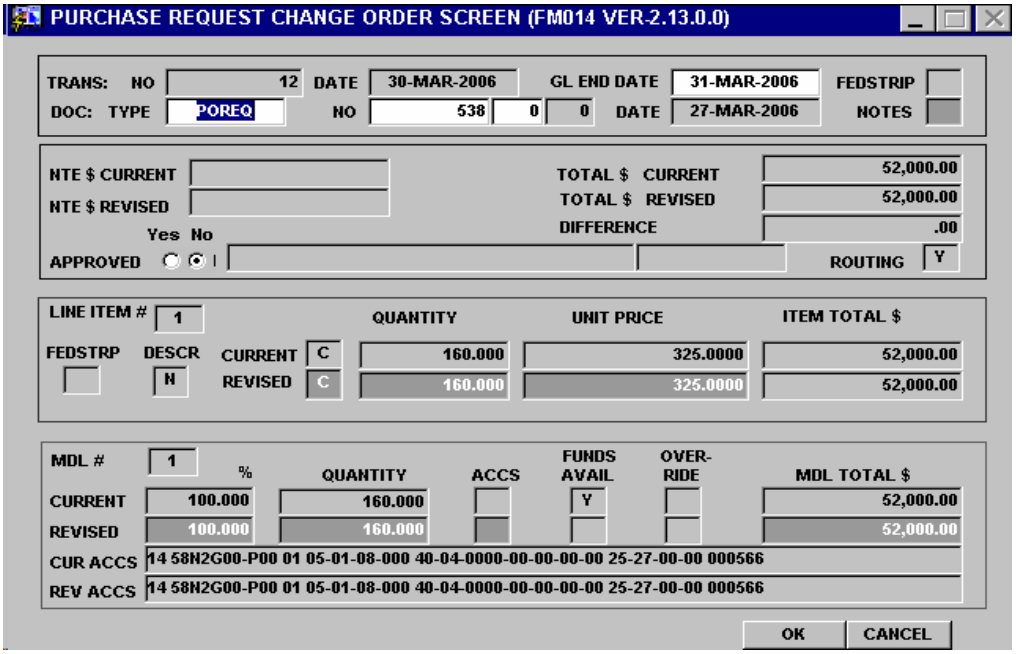

Figure 47 FM014 with "as is" POREQ details

4. To change the Quantity: Click into the REVISED QUANTITY field for the Line Item # 1. Highlight and delete the 160 and reenter the 320 as the revised Quantity. The system recalculates the Item Total.

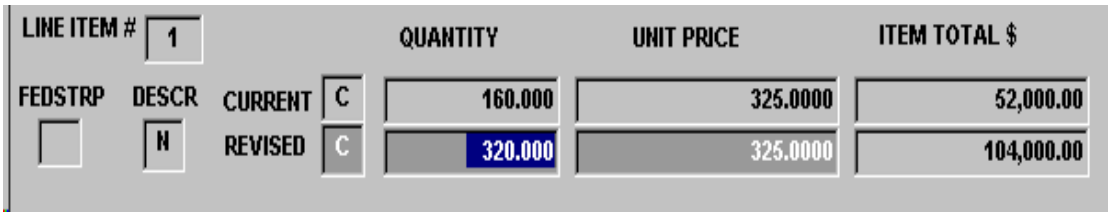

Figure 48 FM014 Revised Quantity block

5. To change the ACCS: Click into the ACCS field for MDL 1 for this Line Item. Double click to enter the ACCS pop up. Highlight and delete project code 58N2P00 and reenter with project 58N2EFC. Tab into the Task Code and enter P00. Click PREV to save your changes and return to Page 1 of the FM014.

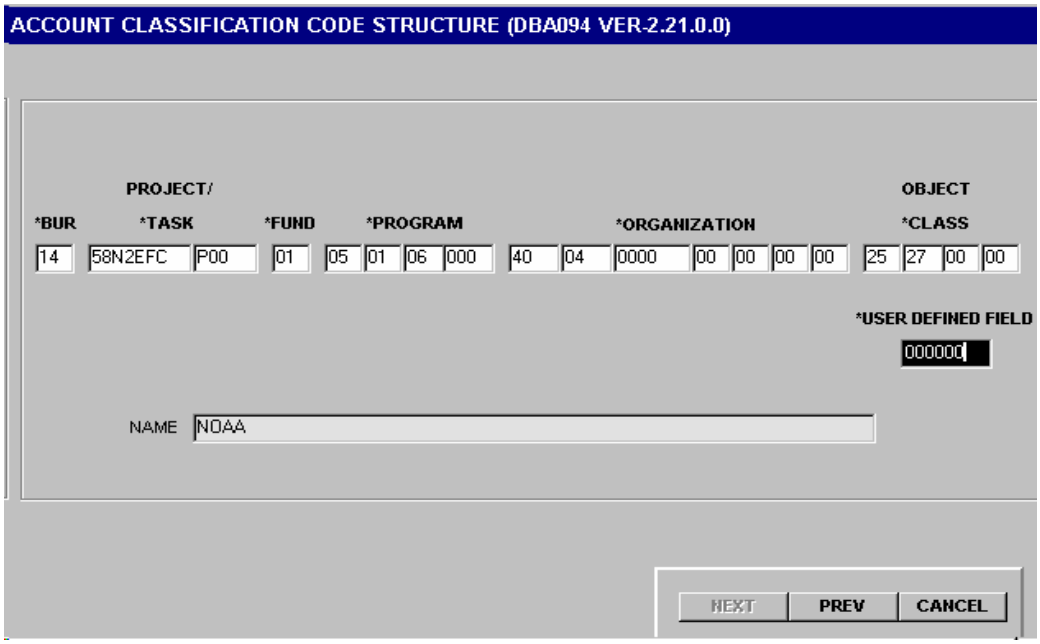

Figure 49 ACCS pop up

6. Review your changes. Click the YES button to approve this FM014 and route to your WF002 Document Approver. You receive the Message "Transaction Complete; 1 record applied; all records saved." Click OK to acknowledge the message.

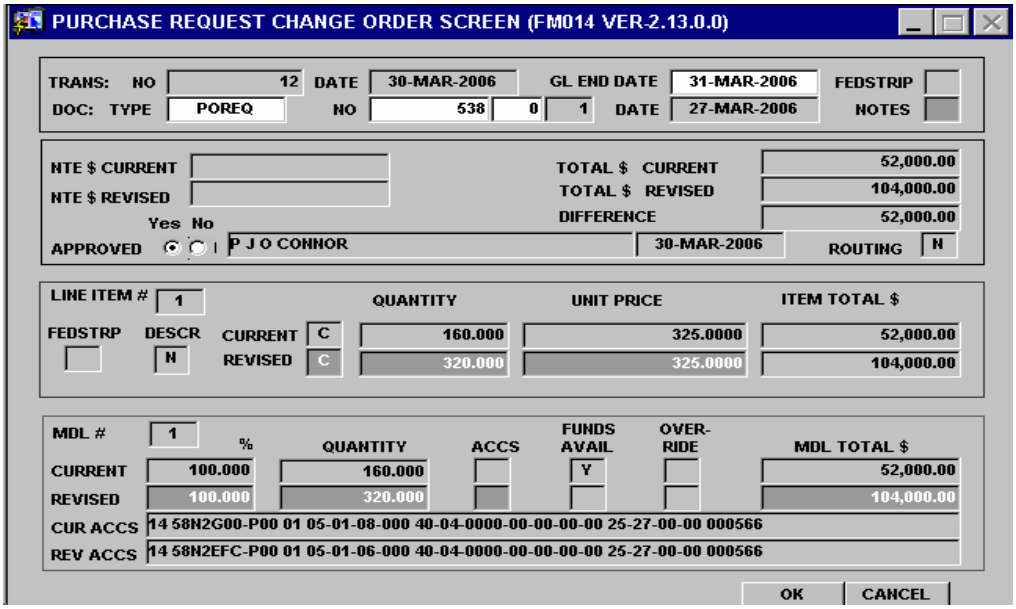

Figure 50 Completed FM014

5D. WF002 Document Approval/Review

To approve a FM014 Funds Reservation Requisition:

1. In the WF002 screen, click on the Funds Reservation Requisition you want to approve – note that the document type for FM014 changes is "REQCHG"

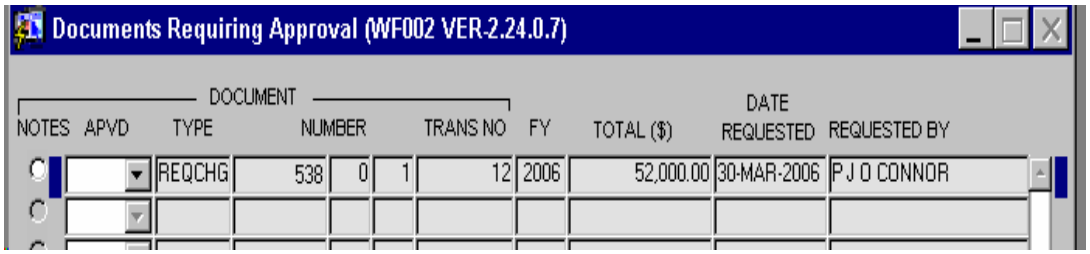

Figure 51 WF002 for FM014 change

2. Click on the button and select YES to approve or NO to disapprove the Funds Reservation Requisition. ***NOTE***: If you choose to disapprove the document, you must click into the NOTES field and enter the reason for the disapproval

3. Press SAVE to approve the document. Once approved, the document will no longer display in the WF002

5E. Printing a Revised FM030 Version of the CD-435

Pressing the PRINT button on the toolbar in the FM014 will produce an amended version of the CD-435.

If the FM030 has not been approved at the WF002 level, the FM030 CD-435 will print out as a "DRAFT". Once approved on the WF002, the "DRAFT" designation does not appear on the print out.

FORM CD-435-EF (10-95)
U.S. DEPARTMENT OF COMMERCE

PROCUREMENT REQUEST

1. INVOICE ADDRESS
OFFICE OF FINANCE AND ADMINISTRATION
20020 CENTURY BOULEVARD
GERMANTOWN MD 20874

2. REQUISITION NUMBER: REQ 2006 538-0-1

A. PAGE 1 OF 2

3. TO: (SELLER) NAME: NO SUGGESTED VENDOR
ADDRESS:

TELEPHONE: NONE
CONTACT NAME: NONE

3A. SOURCE REFERENCE AAAA1111600520

4. REQUISITIONER CONTACT PERSON
P J O CONNOR

TELEPHONE: 301-444-2020 x

FAX: --

5. LINE ITEM	6. DESCRIPTION	7. DELIVERY BY	8. QUANTITY	9. UNIT ISSUE	10. UNIT PRICE	11. AMOUNT
1	Consulting Services	07/31/2006	320	HR	325.00	104,000.00
			12. **TOTAL**			$104,000.00

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Figure 52 FM014 Amended CD-435 Page 1

FORM CD-435-EF (10-95)
U.S. DEPARTMENT OF COMMERCE
PROCUREMENT REQUEST
(CONTINUATION PAGE)

SELLER: NO SUGGESTED VENDOR

SOURCE REFERENCE: AAAA1111600520

2. REQUISITION NUMBER: REQ 2006 538-0-1

A. PAGE 2 OF 2

13. LINE ITEM	14. SHIP TO INFORMATION
1	Quantity:320 CAMS PROGRAM OFFICE, 201 PERRY PARKWAY, SUITE 5, GAITHERSBURG, MD, 20877 Attn: P J O CONNOR Phone: 301-444-2828 x

15. LINE ITEM	16. MDL	17. RECEIVING OFFICE	18. FULL ACCOUNTING CLASSIFICATION	19. DIST %	20. AMOUNT
1	1	CAMS	14 58N2EFC-P00 01 05-01-06-000 40-04-0000-00-00-00-00 25-27-00-00 000566	100	104,000.00

21. CLEARANCES AND REMARKS

I CERTIFY THAT FUNDS ARE AVAILABLE AND THAT THE ABOVE ITEMS ARE NECESSARY FOR USE IN PUBLIC SERVICE

22. TITLE OF REQUEST AUTHORIZING OFFICIAL	23. TELEPHONE	24. SIGNATURE	25. DATE
SYS ACCTNT	301-444-2828 x	P J O CONNOR	03/27/2006
26. TITLE OF REQUESTER	**27. TELEPHONE**	**28. SIGNATURE**	**29. DATE**
SYS ACCTNT	301-444-2828 x	PATRICIA J O CONNOR	03/27/2006

USCOMM-DC 85-52061

2

Figure 53 FM014 Amended CD-435 Page 2

5F Canceling a Funds Reservation on the FM014

Using the Funds Reservation Requisition created in Section 4C of this Quick Guide, this example illustrates how to cancel Funds

NOTE: **CFS will only allow you to cancel FM030 Funds Reservations that you entered**

1. Enter MISC in the DOC: TYPE field
2. Click into the NO field. A list of your available MISC Funds Reservation FM030 records displays. Double Click on the appropriate MISC reservation to select and return to Page 1 of the FM014.

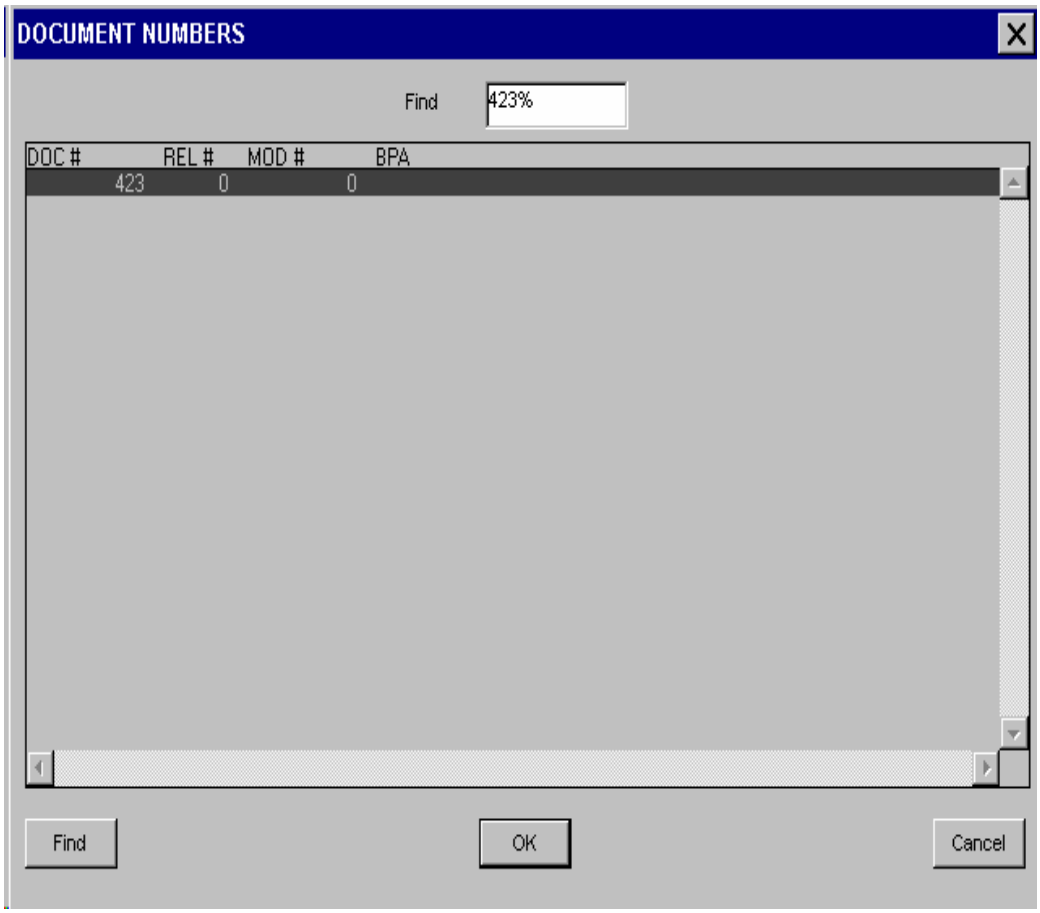


Figure 52 FM014 No field pop up

3. Press Tab or Enter. The FM030 details for this POREQ populate the FM014

PURCHASE REQUEST CHANGE ORDER SCREEN (FM014 VER-2.13.0.0)

TRANS: NO 13 DATE 30-MAR-2006 GL END DATE 31-MAR-2006 FEDSTRIP
DOC: TYPE MISC NO 423 0 0 DATE 30-MAR-2006 NOTES

NTE $ CURRENT
NTE $ REVISED
TOTAL $ CURRENT 75,000.00
TOTAL $ REVISED 75,000.00
DIFFERENCE .00
Yes No
APPROVED
ROUTING Y

LINE ITEM # 1		QUANTITY	UNIT PRICE	ITEM TOTAL $
FEDSTRP DESCR	CURRENT P	1.000	75,000.0000	75,000.00
N	REVISED P	1.000	75,000.0000	75,000.00

MDL # 1	%	QUANTITY	ACCS	FUNDS AVAIL	OVER-RIDE	MDL TOTAL $
CURRENT	100.000	1.000		Y		75,000.00
REVISED	100.000	1.000				75,000.00

CUR ACCS 14 58N2G00-P00 01 05-01-08-000 40-04-0000-00-00-00-00 26-18-00-00 000566
REV ACCS 14 58N2G00-P00 01 05-01-08-000 40-04-0000-00-00-00-00 26-18-00-00 000566

OK CANCEL

Figure 53 FM014 with "as is" POREQ details

4. To cancel the reservation: Click into the REVISED Quantity field. Highlight the existing quantity and enter 0. Tab or Click into the REVISED Unit Price Highlight the existing Unit Price and enter 0.

LINE ITEM # 1		QUANTITY	UNIT PRICE	ITEM TOTAL $
FEDSTRP DESCR	CURRENT P	1.000	75,000.0000	75,000.00
N	REVISED P	.000	0.0000	.00

Figure 54 Line Item Block with Revisions

5. Click into the REVISED % field in the MDL Block. Highlight the existing percentage and enter 0. Click into the Quantity field and enter 0.

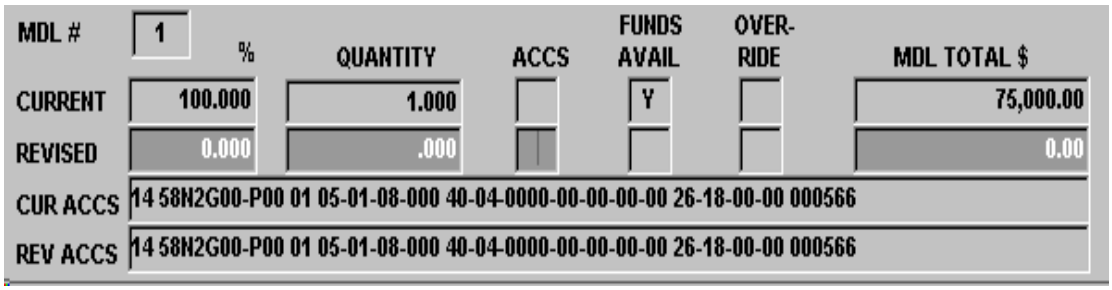


Figure 55 Revised MDL block

6. Review your changes. Click the YES button to approve this FM014 and route to your WF002 Document Approver. You receive the Message "Transaction Complete; 1 record applied; all records saved." Click OK to acknowledge the message.

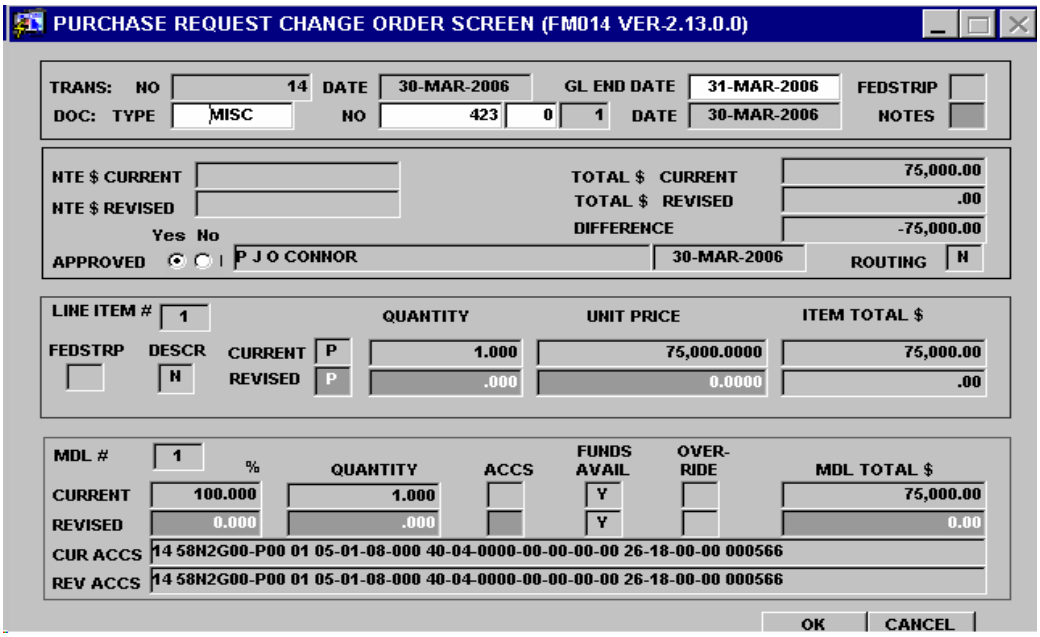


Figure 56 Completed FM014

5G. WF002 Document Approval/Review

To approve a FM014 Funds Reservation Requisition:

1. In the WF002 screen, click on the Funds Reservation Requisition you want to approve – note that the document type for FM014 changes is "REQCHG"

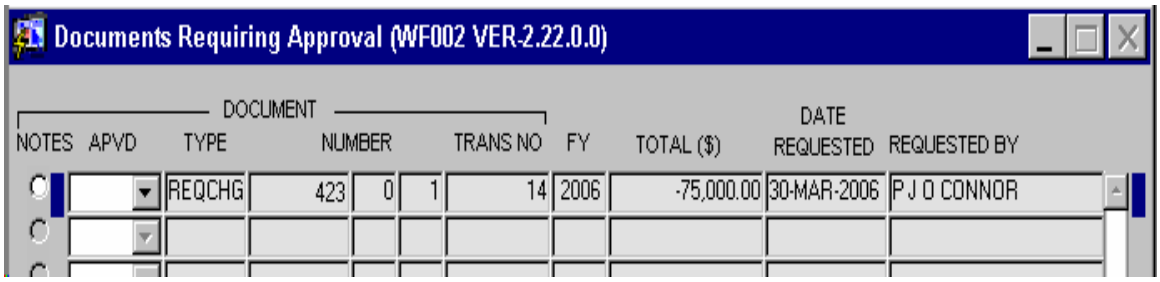


Figure 57 WF002 with FM014 change

2. Click on the button and select YES to approve or NO to disapprove the Funds Reservation Requisition. ***NOTE***: If you choose to disapprove the document, you must click into the NOTES field and enter the reason for the disapproval

3. Press SAVE to approve the document. Once approved, the document will no longer display in the WF002

6. Tips

6A. Copying a FM030 Funds Reservation Document

This is a tip to use if you are entering multiple reservations with the all the same or similar information. The source FM030 can be approved, disapproved or unapproved. The copy will be unapproved, so you can make any required changes before approving.

<u>To copy a FM030:</u>

1. Click into any field in the control (top) block of the FM030

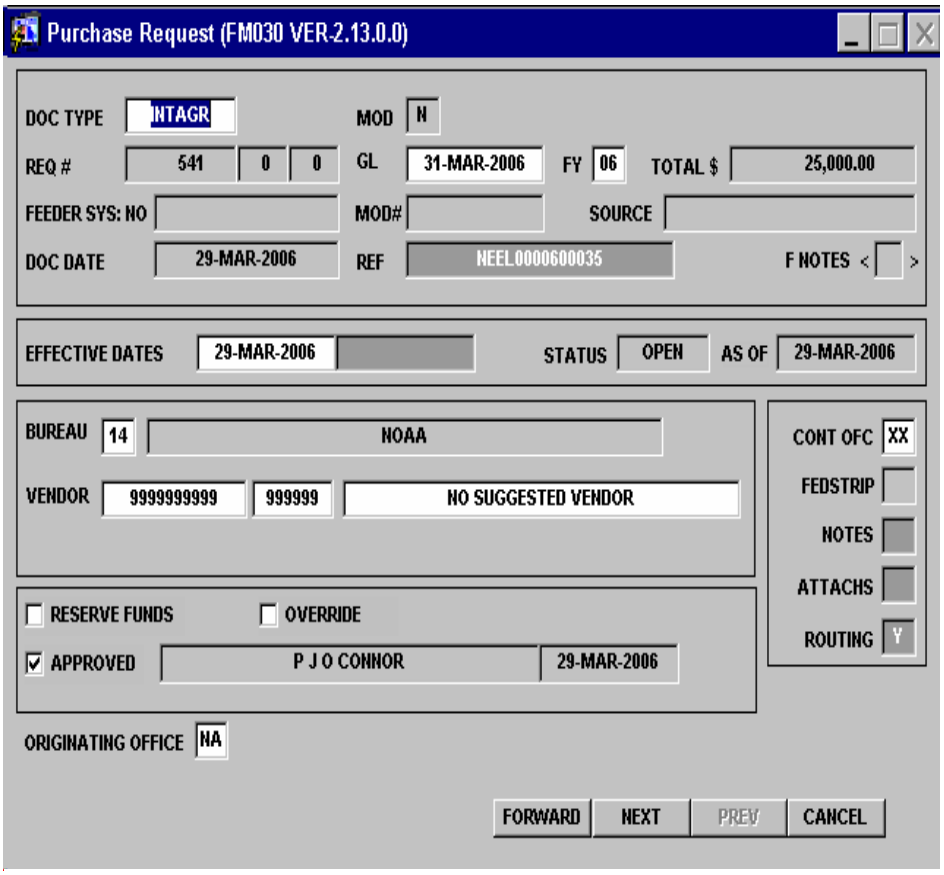


Figure 58 Source FM030

2. Press the F4 Key. The Copy Purchase Request Box pop up appears

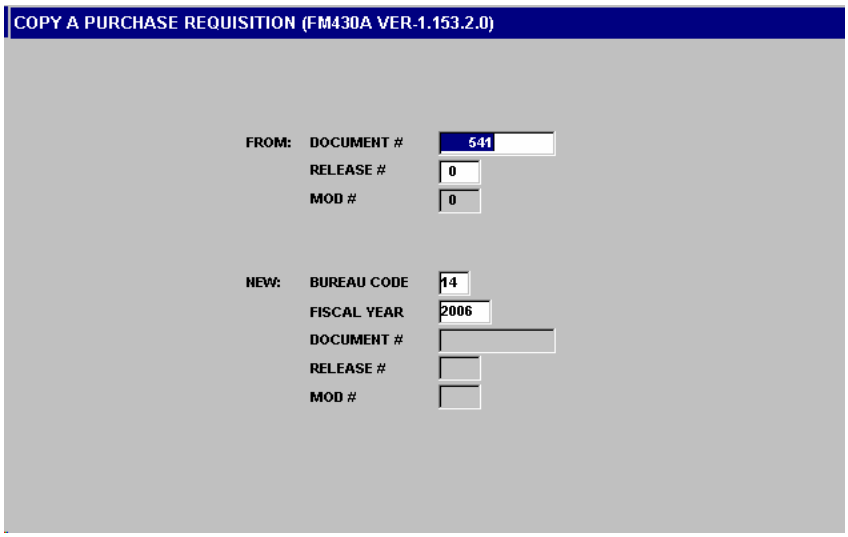


Figure 59 Copy Requisition pop up box

3. Press the SAVE button. You receive the message "Copying Purchase Requisition" Click OK

Figure 60 Copying Requisition Message

4. The message "Copy Successful" appears in the bottom left hand corner of the screen. Click OK

5. The Copy Requisition Block displays the source FM030 document number and the new, copied FM030 document number

x

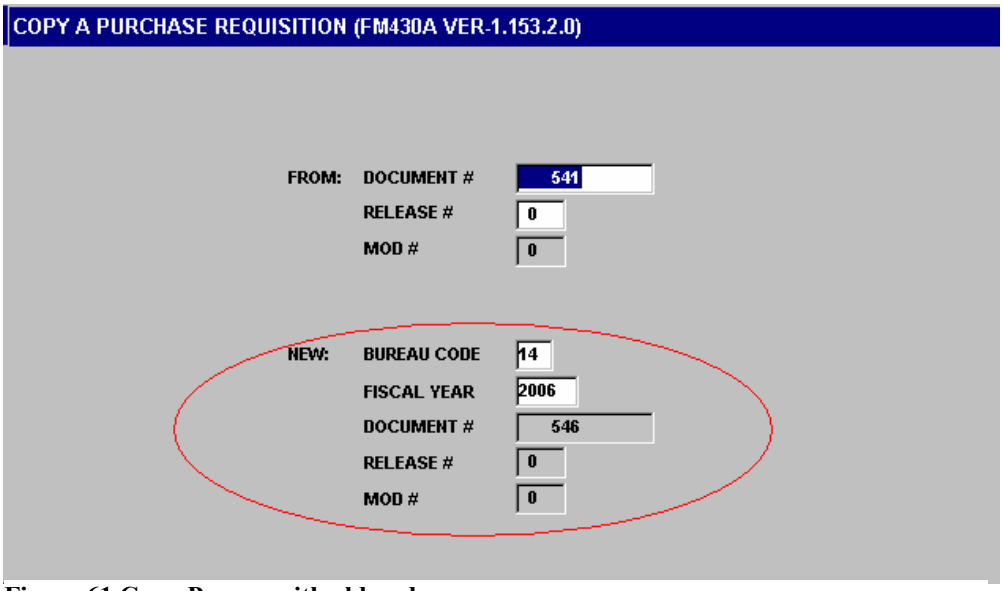
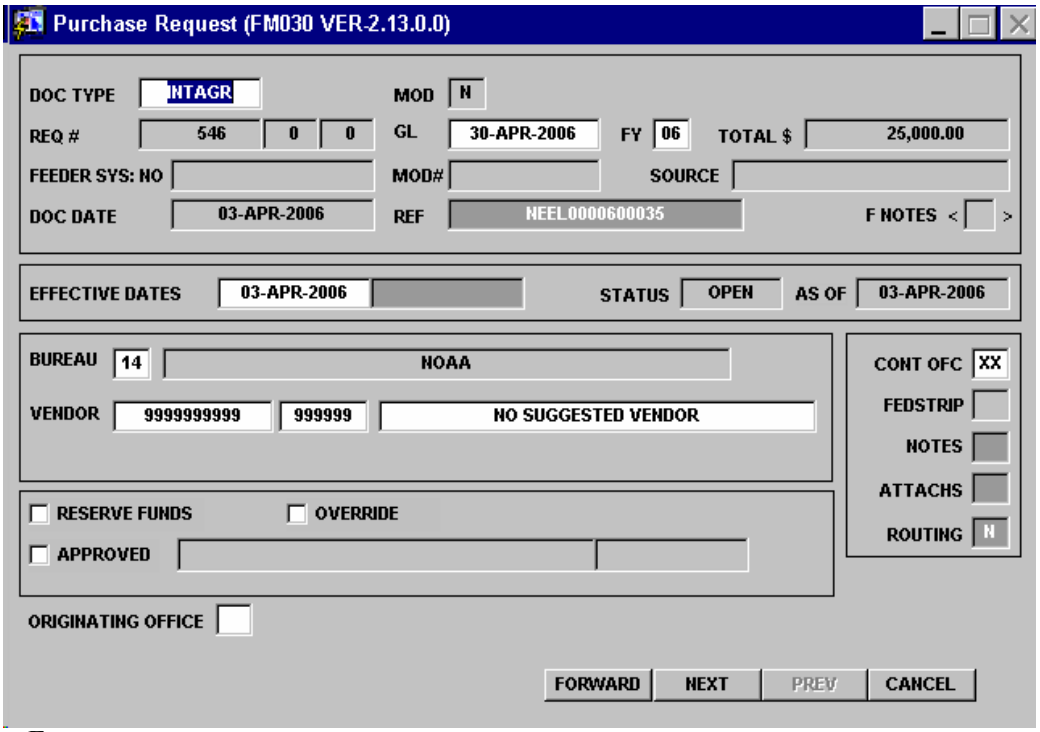


Figure 61 Copy Pop up with old and new req nos

6. Click EXIT to go to the new copy of the FM030



F

Figure 62 FM030 created by Copying Source Req