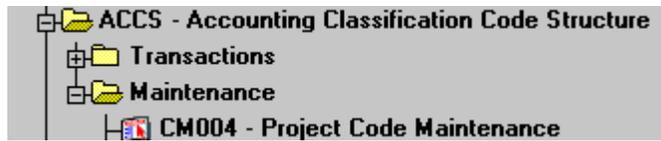


New Screens Added to the BE BOP User Role**GSA001A – GSA Tag Number Maintenance (LO)**

1. The NOAA Business Rules Committee requested that the Line Office (LO)/Financial Management Center (FMC) community be given more control over the Stored Accounting data located in the various CBS interfacing systems. As part of this overall initiative, the Financial Systems Division (FSD) has modified the GSA Motor Pool Interface (GI) application to provide the tools for the LO/FMC communities to update the Stored Accounting data located in this interface application. We have implemented this new business process which provides a new GI screen (GSA001A) that has been included in the BE_BOP user role. As the Business Rules Committee requested, this new business process makes the LO/FMC BOP users responsible for ensuring the POC and Stored Accounting information associated to each vehicle's tag number is kept up to date.
2. The new **GSA001A – GSA Tag Number Maintenance (LO)** screen has been added to the BE BOP user role as recommended by the Business Rules Committee. The GSA001A screen is your tool to make updates and/or changes to the Point of Contact (POC) and the Stored Accounting information located in the GI Tag Number tables. There is a record in the Tag Number table for each vehicle NOAA leases from GSA. The vehicle's tag number is the key data element which is linked to POC and Stored Accounting data for that vehicle.
3. The GI application will use the Tag Number table Stored Accounting information to distribute the cost associated with these leased vehicles back to the appropriate organization, project and task. In order for the leased vehicle's invoiced cost to be charged to the correct Accounting Classification Code Structure (ACCS) you must keep this Stored Accounting information up to date. Otherwise, you may not be able to determine an accurate financial picture for your organization during the Fiscal Year (FY).
4. The Central Finance Branch (CFB) will start processing each monthly invoice through the GSA Motor Pool Interface as soon as the invoice is received from GSA. GSA usually makes the invoice available to be downloaded around the 20th of the month following the actual billing month. Normally, it takes CFB one or two weeks to complete the process once the invoice data is received. However, at the beginning of each new FY this normal process is interrupted to allow for the review and update of the Stored Accounting data. October's invoice may not be processed until the end of the 1st Quarter or the beginning of the 2nd Quarter.
5. The GSA001A User Guide is available from the NOAA's Financial Systems Division web site. Type or paste this URL into your Web Browser <http://www.corporateservices.noaa.gov/~cbs/documentation.htm> and look for two (2) documents titled **CBS GSA Motor Pool GSA001A Stored Accounting Updates for LO/FMC** and **Discoverer GSA Motor Pool Stored Accounting Workbook**.

CM004 – Project Code Maintenance – One of the recommendations of the Budget Process Re-engineering Committee was to initiate the CBS Project Code Maintenance at the FMC. However, it was agreed by the NOAA Business Rules Committee that this new process should be controlled at the LO level. Modifications have been made to grant project access rights to individuals who have been designated by each LO to create Project Codes. For the selected individuals the CM004 Project Code Maintenance screen has been added to your menu. It can be found under ACCS – Accounting Classification Code Structure.



Quick Reports – The following changes have been made to the reports and are now available in Production.

QR007 – Budget Operating Plans - The Plan No. has been added to the parameter screen and cents have been added to the report.

QR0053 – Summary of Monthly Budget Operating Plan by Object Class –The Project Code, Program Codes and Org Codes have been deleted from the parameter screen. These parameters were not working. In place of the deleted fields, two new fields have been added to query on “Requested” and “Approved” fields.

QR0070 – BE Allotments by Quarter Report – This is a new report, which displays quarterly funding to an organization and enables users to view quarterly allotment information as soon as it is available. This is the only report in CFS where BOP users can view the allotment data that is entered in the system by the NOAA Budget Office.

Document Approval Routing – All requested changes to the list of approvers and their alternate have been made in the system. When an employee who is an Approver leaves an organization, please notify your Line Office of their departure. Your LO should send an updated Excel Worksheet to CBS Clientservices. Clientservices will assign a Heat Number and forward to the Budget team so that changes can be made to the routing.

BOP Rerouting

In the future, when a document needs to be re-routed to an alternate approver, the Requester of the BOP or your Line Office can re-route the document using the following options:

LO using WF605 – granted to selected individuals at the Line Office

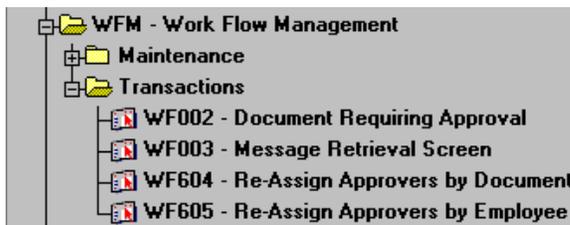
Requester using WF604 – added to the BOP User role. Following are written instructions on how to use the WF604 screen.

WF604 Reassign Approvers by Document

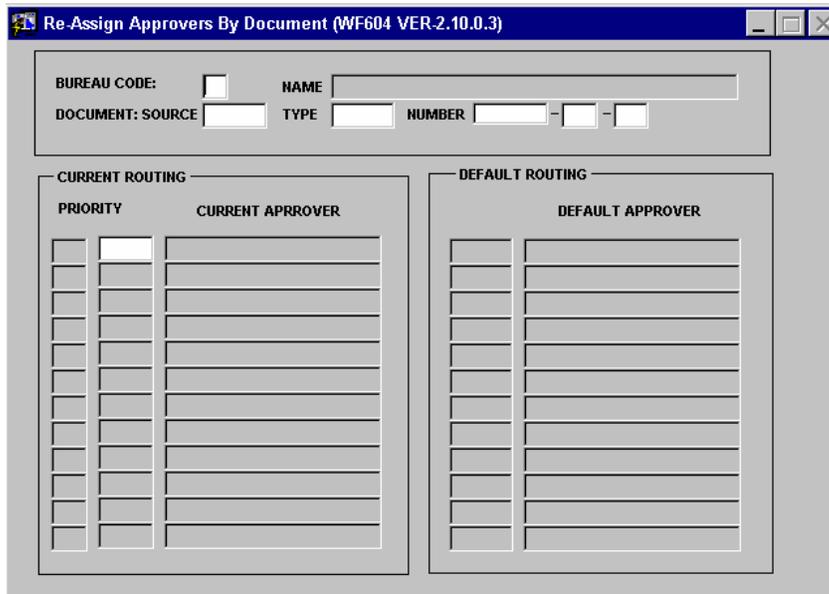
Individual documents can be reassigned to alternate approving officials using the WF604 screen. Anyone entering a BOP will be able to reroute a document. However, a stipulation for using this screen is that only the name of the user displayed in the BOP Approval field (the Requester) will be able to re-route their documents.

Procedures for Re-routing a BOP using the WF604:

1. After logging on to CBS Production, navigate to the WFM – Work Flow Management. Click on +Transactions folder and select (double click) the WF604 – Re-Assign Approvers by Document menu item.

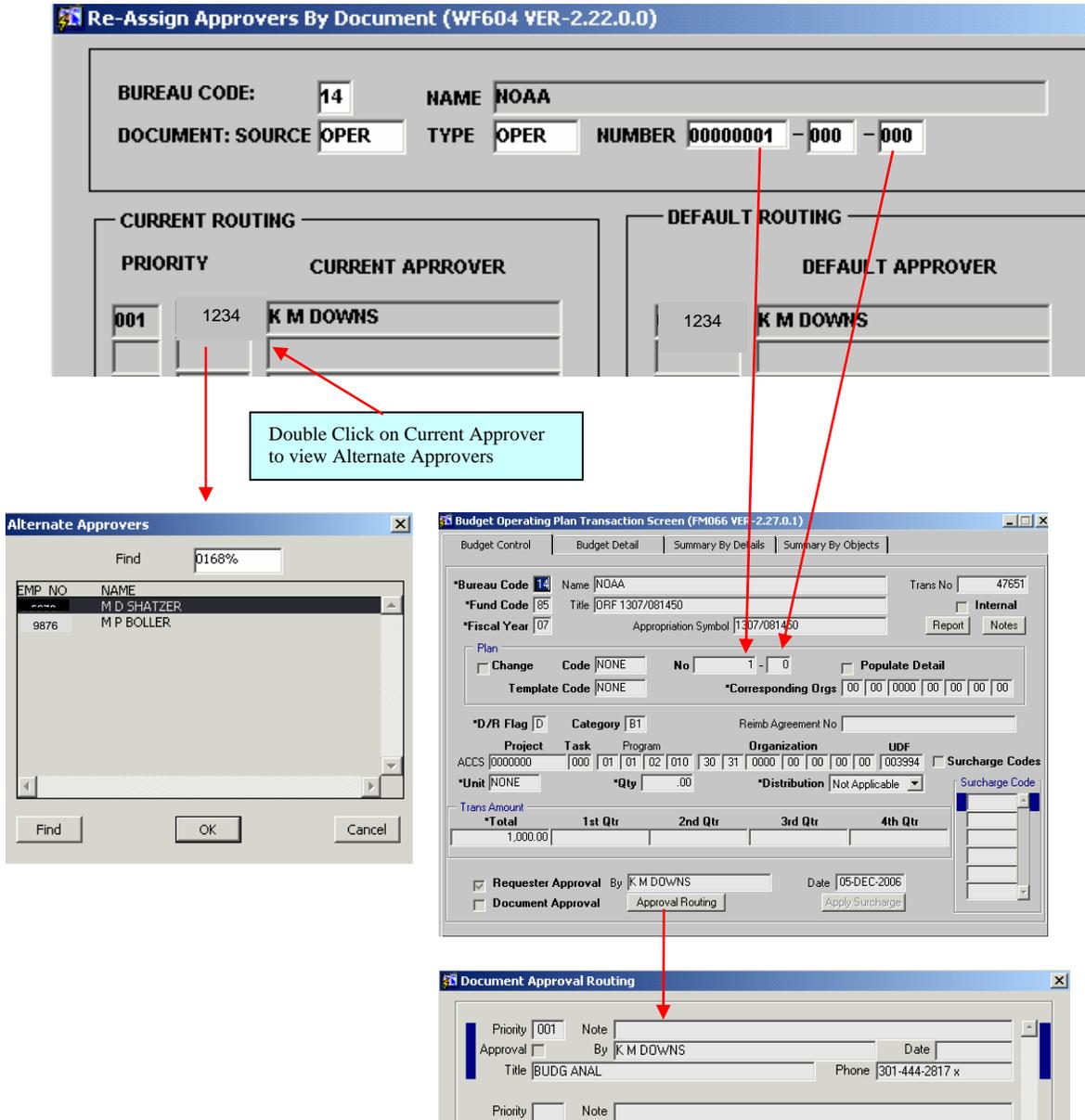


The WF604 screen will open.



2. Enter Bureau Code and Tab to Document: Source. Enter OPER and Tab to Document: Type. Enter OPER and Tab to Document: Number. Enter the BOP Plan Number of the BOP to be re-routed in the 1st input box and Tab. In the 2nd input box, enter 000 and Tab. Finally, enter the BOP Plan Change Number in the 3rd input box and Tab or Enter to bring up the list of Current Approvers.

The following image shows where to find the BOP Plan Number and the Plan Change Number on the WF604 screen.



- In the Current Routing box, the Current Approver's employee number and name will appear in the left portion and the default approver's employee number and name will appear in the right portion of the screen. In this example, K M Downs is both the Current Approver and Default Approver. Double click on the Current Approver's Employee Number.

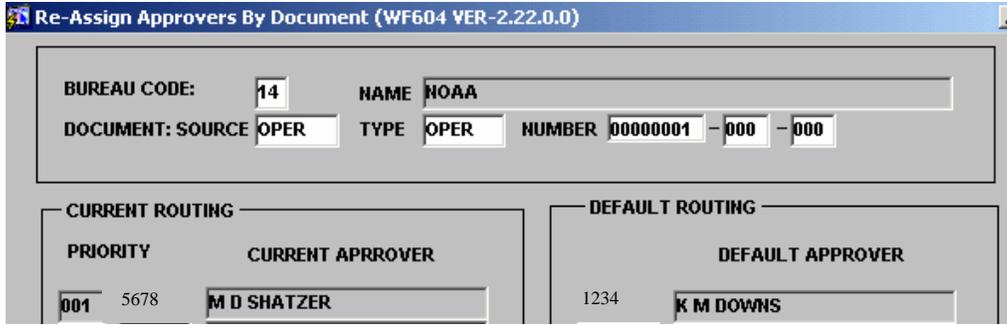
CURRENT ROUTING		DEFAULT ROUTING	
PRIORITY	CURRENT APPROVER	PRIORITY	DEFAULT APPROVER
001	1234 K M DOWNS	1234	K M DOWNS

- A List of Values (LOV) will open showing the list of Alternate Approvers for this Current Approver. Select the Alternate Approver and click the OK button.

EMP NO	NAME
5678	M D SHATZER
9876	M P BOLLER

In the above illustration, M D Shatzer and M P Boller have been assigned as Alternates for K M Downs.

- The Current Approver will change to the Alternate Approver. Once you exit the screen, a message will display *"FRM-40400: Transaction complete -- 1 records applied and saved."* Click OK. The document has now been re-routed to the alternate approving official. When M D Shatzer is selected the Current Approver changes from K M Downs to M D Shatzer.



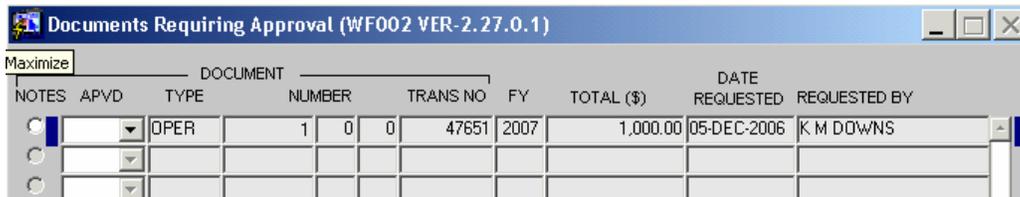
Re-Assign Approvers By Document (WF604 VER-2.22.0.0)

BUREAU CODE: 14 NAME: NOAA
 DOCUMENT: SOURCE OPER TYPE OPER NUMBER 00000001 - 000 - 000

CURRENT ROUTING
 PRIORITY: 001 5678 CURRENT APPROVER: M D SHATZER

DEFAULT ROUTING
 PRIORITY: 1234 DEFAULT APPROVER: K M DOWNS

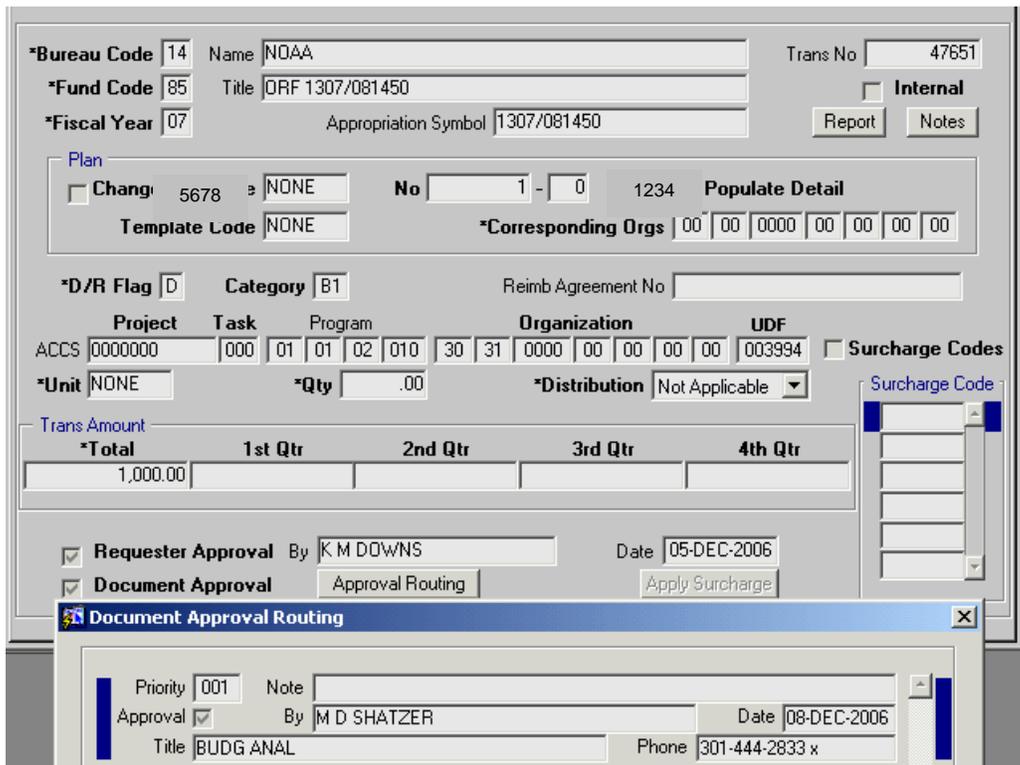
- The alternate approving official should proceed to the WF002 - Documents Awaiting Approval screen to approve the document.



Documents Requiring Approval (WF002 VER-2.27.0.1)

NOTES	APVD	TYPE	DOCUMENT NUMBER	TRANS NO	FY	TOTAL (\$)	DATE REQUESTED	REQUESTED BY
		OPER	1 0 0	47651	2007	1,000.00	05-DEC-2006	K M DOWNS

- The BOP has been re-routed and approved by M D Shatzer.



***Bureau Code** 14 Name: NOAA Trans No: 47651
***Fund Code** 85 Title: ORF 1307/081450 Internal
***Fiscal Year** 07 Appropriation Symbol: 1307/081450 Report Notes

Plan
 Change 5678 NONE No 1 - 0 1234 **Populate Detail**
 Template Code: NONE *Corresponding Orgs: 00 00 0000 00 00 00 00

*D/R Flag: D Category: B1 Reimb Agreement No:
 ACCS: 00000000 Project: 000 Task: 01 Program: 01 02 010 Organization: 30 31 UDF: 0000 00 00 00 0003994 Surcharge Codes
 *Unit: NONE *Qty: .00 *Distribution: Not Applicable

Trans Amount
 *Total: 1,000.00 1st Qtr: 2nd Qtr: 3rd Qtr: 4th Qtr:

Requester Approval By: K M DOWNS Date: 05-DEC-2006
 Document Approval Approval Routing: Apply Surcharge

Document Approval Routing
 Priority: 001 Note:
 Approval: By: M D SHATZER Date: 08-DEC-2006
 Title: BUDG ANAL Phone: 301-444-2833 x