

DRAFT**CAMS Budget Execution
User Guide****Screen Reference Guide****Table of Contents**

9.0	Screen Reference Guide.....	3
9.1	Budget Structure Maintenance.....	3
9.1.1	Fund Code Maintenance (GL013)	3
9.1.2	Activity Code Maintenance (GL047).....	7
9.1.3	Subactivity Code Maintenance (GL048)	9
9.1.4	Budget Line Item Code Maintenance (GL049).....	11
9.1.5	Bureau Unique Code Maintenance (GL050)	14
9.1.6	Project Code Maintenance (CM004)	16
	9.1.6.1 Project/Tasks.....	23
	9.1.6.2 Category.....	24
9.2	Funds Control Maintenance	25
9.2.1	Funds Management Parameter (FM001).....	25
	9.2.1.1 Account Classification Mask.....	28
9.2.2	Reprogramming Threshold Maintenance (FM005)	30
9.2.3	Budget Operating Plan Transfer Maintenance Screen (FM007).....	30
9.3	Budget Execution Planning.....	33
9.3.1	Budgetary Resources Transaction (FM060)	34
9.3.2	Program Authority Transaction (FM061)	36
9.3.3	Apportionment Transaction (FM062).....	39
	9.3.3.1 Category A Apportionments.....	40
	9.3.3.2 Category B Apportionments.....	43
9.3.4	Allotment Transaction (FM063)	47
9.3.5	Sub-Allotment Transaction Screen (FM064).....	50
9.3.6	Internal Fund Ceiling Transaction (FM065)	54

9.4	Budget Operating Plans	56
9.4.1	Budget Operating Planning Transaction (FM066)	57
9.4.1.1	Budget Control Tab	57
9.4.1.2	Budget Detail Tab	60
9.4.1.3	Summary by Details Tab	63
9.4.1.4	Summary by Objects Tab	64
9.4.1.5	Budget Operating Plan Process	66
9.4.1.5.1	Modify BOP Process	68
9.4.2	Budget Operating Plan Template (FM006)	68
9.5	Cost Accumulation	71
9.5.1	Surcharge Code Maintenance (GL011)	72
9.5.2	Surcharge Application Program (CM204)	75
9.5.3	Over/Under Distribution Template (CM012)	77
9.5.4	Over/Under Distribution Control (CM202)	80
9.6	Workflow Management	82
9.6.1	Document Approval Maintenance (WF001)	82
9.6.1	Documents Requiring Approval (WF002)	85
9.6.2	Message Retrieval Screen (WF003)	87
9.6.3	Reassign Approvers by Document (WF604)	89
9.6.4	Reassign Approvers by Employee (WF605)	91

9.0 Screen Reference Guide

This section details the various screens related to Budget Execution. A list of all screens pertaining to Budget Structure Maintenance, Funds Control Maintenance, Budget Execution Planning, Budget Operating Plans, Cost Accumulation and Workflow Management is provided within each section, including the purpose and detailed descriptions of applicable fields. Procedures for entering and maintaining data on the various screens are documented for each process.

9.1 Budget Structure Maintenance

The following screens apply to the Budget Structure Maintenance process:

- ◆ GL013 Fund Code Maintenance Screen
- ◆ GL047 Activity Code Maintenance Screen
- ◆ GL048 Subactivity Code Maintenance Screen
- ◆ GL049 Budget Line Item Code Maintenance Screen
- ◆ GL050 Bureau Unique Code Maintenance Screen
- ◆ CM004 Project/Task Code Maintenance Screen

9.1.1 Fund Code Maintenance (GL013)

The Fund Code Maintenance Screen (GL013) is used to record and maintain fund codes for NOAA. The following is an example of this screen:

The screenshot shows a window titled "Fund Code Maintenance (GL013 VER-0.0.0.0)". The form contains the following fields:

- Bureau Code
- Name
- Fund Code
- Title
- Fund Type
- Internal
- Acct Basis
- Fund Group
- Prefix
- Suffix
- Entity Flag
- Entity Code
- ETB Intra Commerce Code
- Budget Sub Function Code
- Period of Availability -
- Appropriation Symbol
- Minimum Fund Percent %
- Active: Status
- Date

The following fields are applicable to Fund Code Maintenance:

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</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. NOAA Bureau Code is 14 . BIS Bureau Code is 13 .	Required LOV Available
<i>Name</i>	This field displays the name assigned to the Bureau Code.	Required Defaults based on the information established on the GL004
<i>Fund Code</i>	The code that identifies the established fund/appropriation.	Required
<i>Title</i>	This field displays the name assigned to the Fund Code	Required
<i>Fund Type</i>	The code that identifies the type of fund, i.e. Revolving or Special Fund.	Required LOV Available
<i>Internal</i>	A flag that indicates if the fund is internally managed. Valid values are Y for yes and N for no.	Required System defaults to N
<i>Acct Basis</i>	Indicates whether the fund is an accrual or obligation based fund code.	Required LOV Available
<i>Fund Group</i>	The last four digits from the treasury symbol for the specific account or fund.	Required
<i>Prefix</i>	Prefix code for the account symbol. The first two characters of the treasury symbol indicate the department responsible for the fund.	Optional
<i>Suffix</i>	The suffix code for the account symbol. This field should be populated for each account symbol that has a suffix.	Optional
<i>Entity Flag</i>	The flag indicating whether the fund includes assets which the agency has authority to use in its operations.	Required
<i>Entity Code</i>	The five digit number that indicates which operation has authority to use assets	Required
<i>ETB Intra Commerce Code</i>	Three part code, which identifies a specific Hyperion Bureau code, a hard coded "underscore" and its sub-bureau "ETB" Entity code. Example: "54-00".	Required

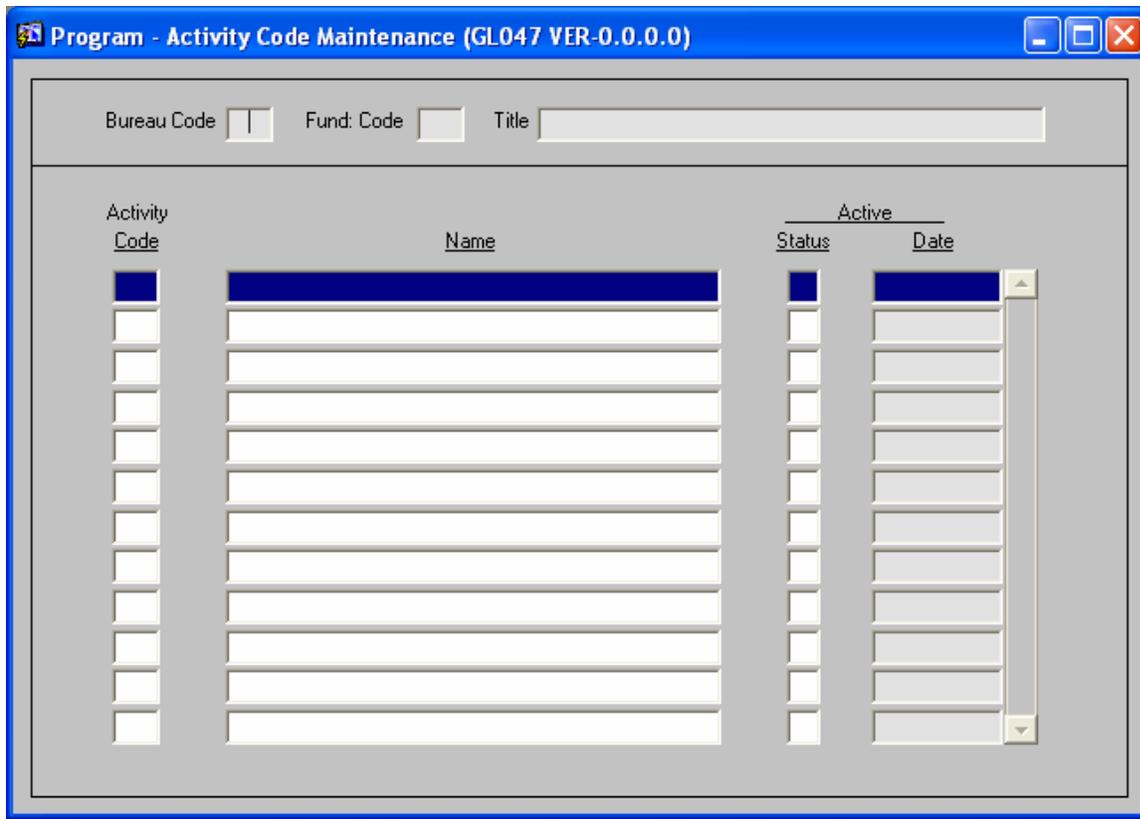
<i>Budget Sub Function</i>	The Budget Sub-function code is an OMB sub-function that groups budget authority and outlays of budget and off-budget Federal entities in terms of national needs being addressed. The BSF was referred to as the Budget Functional Classification (BFC). A BSF may relate to more than one funds group, but one funds group may only be associated with a single BSF.	Required
<i>Beginning Date</i>	The first day the fund is available to incur obligations. The Period of Availability must begin with 01-OCT.	Required
<i>Ending Date</i>	The last day new obligations can be incurred against the fund. The system automatically populates this field for an annual fund (the last day of the fiscal year). The system will automatically skip this field and leave blank for a no-year account.	Required for annual and multi-year funds.
<i>Appropriation Symbol</i>	The full appropriation symbol for this fund.	Required
<i>Minimum Fund Percent</i>	Numeric value for a warning percent.	Required
<i>Active Status</i>	The flag indicating whether the fund is active and available for use. Valid values are Y for yes and N for no.	Required System defaults to N.
<i>Date</i>	The effective date for the active status flag.	Required Defaults to system date when set to Y .

To establish a Fund code on the **GL013** the users perform the following steps:

<i>Step</i>	<i>Action</i>
1	Navigate to Fund Code Maintenance Screen (GL013).
2	Enter bureau code for 13 – BIS 14 – NOAA Navigate {Click, Enter or Tab} to next field.
3	Enter Fund Code. Navigate to next field.
4	Enter Fund Title. Navigate to next field
5	Enter Fund Type or double click to select from the List of Values. Scroll  or Arrow Down to appropriate Fund Type. Highlight and click OK. Navigate to next field
6	Enter Y or N in <i>Internal</i> field to indicate if this Fund Code is an Internal Fund. Navigate to next field.
7	Enter the accounting basis, or double click to select from List of Values, or double click to select from the List of Values. Scroll  or Arrow Down ↓ to appropriate selection. Highlight and click OK. Navigate to next field.
8	Enter Fund group. Navigate to next field.
9	Enter prefix. Navigate to next field.
10	Enter suffix, if applicable. Navigate to next field.
11	Enter Entity Flag. Navigate to next field.
12	Enter Entity Code. Navigate to next field
13	Enter ETB Intra Commerce Code, or double click to select from the List of Values. Scroll  or Arrow Down ↓ to appropriate code. Highlight and click OK. Navigate to next field.
14	Enter Budget Sub Function Code, or double click to select from the List of Values. Scroll  or Arrow Down ↓ to appropriate code. Highlight and click OK. Navigate to next field.
15	Enter period of availability or double click to select from the List of Values. Scroll  or Arrow Down ↓ to appropriate selection. Highlight and click OK. Navigate to next field.
13	Enter appropriation symbol. Navigate to next field.
14	Enter value in Minimum Fund Percent. Navigate to next field.
15	Enter a Y in Status field to activate the fund. Click Save  to commit the transaction..
16	Click Exit  to return to the Navigator menu.

9.1.2 Activity Code Maintenance (GL047)

This screen is used to establish and maintain the activity codes for a program. Activity code values are unique within a bureau code and fund. Activity codes are included in the first level of the Program Code structure: 99-99-99-999. The top portion of the screen (Control Block) is for query purposes only.



The Program – Activity Code Maintenance Screen (GL047) contains the following fields:

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<u>Established on previous screens:</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>Fund Code</i>	The code that identifies the established fund/appropriation. The valid values for this field are defined on the Fund Code Maintenance Screen (GL013).	Required
<i>Title</i>	This field displays the name assigned to the Fund Code	Defaults based on the information established on the (GL013)

Established on this screen:

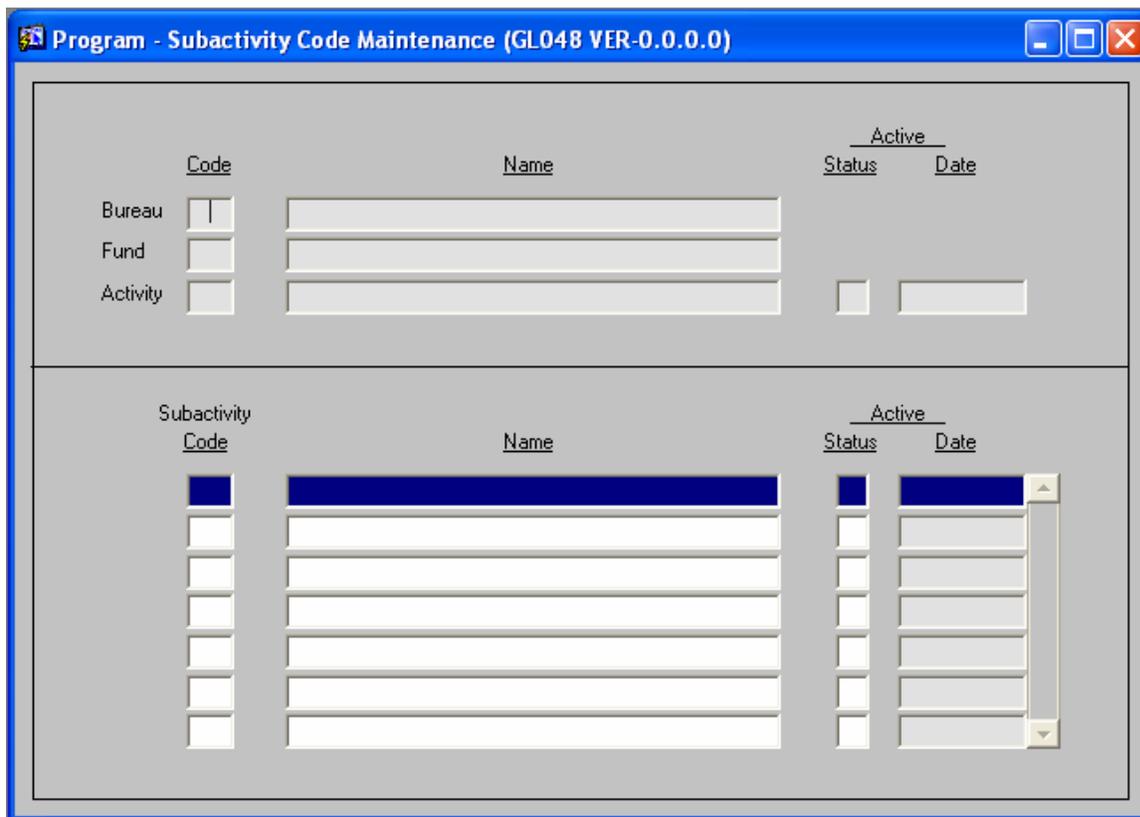
Activity Code	The unique activity code for the bureau code and fund code. This field cannot be 00.	Required
Name	Establish a name for the Budget activity.	Required
Active Status	The flag indicating whether the fund is active and available for use. Valid values are Y for yes and N for no.	Required System defaults to N .
Active Date	The effective date for the active status flag.	Required Defaults to system date when the flag is set to Y .

To add a new activity on the **GL047** users perform the following steps:

<i>Step</i>	<i>Action</i>
1	Navigate to Program – Activity Code Maintenance Screen (GL047).
2	<p>Query {F7} or click . Enter Bureau Code to select Bureau 13 - BIS 14 - NOAA.</p> <p>Press Execute Query {F8} or click . Click on Next Record  or Down Arrow ↓ to appropriate Fund Code.</p> <p style="text-align: center;"><u>OR</u></p> <p>Query {F7} or click . Enter Bureau Code and Fund Code for specific selection. Press Execute Query {F8} or click .</p>
3	Navigate {Tab, Enter or Click} to Activity Code field and enter Activity Code.
4	Navigate to Name field and enter name of Activity.
5	Navigate to Status field and enter Y .
6	Click Save  to commit the transaction.
7	Click Exit  to return to the Navigator menu.

9.1.3 Subactivity Code Maintenance (GL048)

This screen is used to establish and maintain subactivity code values for a program. Sub-activity code values are unique within a bureau code, fund, and activity. It is the second level of the program code structure: 99-99-99-999. Information in the first block can only be queried and is based upon value(s) recorded in the **GL047** screen. The Active Status for Activity must be Y in order to create the sub-activity.



The Subactivity Code Maintenance Screen (**GL048**) contains the following fields:

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<i>Established on previous screens which populate the Subactivity Control Block:</i>		
<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 to query
<i>Fund Code</i>	The code that identifies the established fund/appropriation. The valid values for this field are defined on the (GL013) Fund Code Maintenance Screen.	Required LOV available
<i>Title</i>	The title associated with the fund code.	Defaults based on the information established on the GL013
<i>Activity Code</i>	The unique activity code for the bureau code and	Required

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
	fund code. This field cannot be 00.	
<i>Name</i>	Name of the Budget activity.	Defaults based on the information established on the GL013
<i>Active Status</i>	The flag indicating whether the fund is active and available for use. Valid values are Y for yes and N for no.	Required
<i>Active Date</i>	The effective date for the active status flag. This field defaults to the system date when the flag is updated.	Required
<u>Established on this screen to create the Subactivity:</u>		
<i>Sub-activity Code</i>	The unique sub-activity code for the bureau code, fund code, and activity code.	Required
<i>Sub-activity Name</i>	Establish a name for the Budget sub-activity.	Required
<i>Active Status</i>	The flag indicating whether the fund is active and available for use. Valid values are Y for yes and N for no. The system defaults to N .	Required
<i>Active Date</i>	The effective date for the active status flag. This field defaults to the system date when the flag is updated.	Required

To add a new sub-activity on **GL048** the user will need to perform the following steps:

<i>Step</i>	<i>Action</i>
1	Navigate to Program – Sub-activity Code Maintenance Screen (GL048)
2	Query {F7} or click Query  . Enter Bureau Code to select: 13 – BIS 14 - NOAA Press Execute Query {F8} or click  . Click on Next Record  or Down Arrow ↓ to appropriate Fund Code and Activity Code. <u>OR</u> Query {F7} or  . Enter Bureau Code, Fund Code and Activity for specific selection. Press Execute Query {F8} or click 
3	Navigate {Tab, Enter or Click} to Sub-Activity Code field and enter Subactivity Code.
4	Navigate to Name field and enter the name of the subactivity.
5	Navigate to Status field and enter Y to activate the subactivity.
6	Click on Save  to commit the transaction.
7	Click Exit  to return to the Navigator menu.

9.1.4 Budget Line Item Code Maintenance (GL049)

This screen is used to establish and maintain budget line item code values for a program. Budget line item code values are unique within a bureau code, fund, activity and sub-activity. It is the third level of the program code structure: 99-99-99-999. Information in the control block can only be queried and is based upon value(s) recorded in the **GL047** and **GL048** screens. The Active Status for Sub-activity must be Y in order to create the budget line item.

The Program - Line Item Code Maintenance Screen (**GL049**) contains the following fields:

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<u>Established on previous screens which populate the Budget Line Item 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. NOAA Bureau Code is 14 . BIS Bureau Code is 13 .	Required to execute a query. LOV available
<i>Fund Code</i>	The code identifying the established fund/appropriation. Valid values are established on the GL013 Fund Code Maintenance Screen.	Required LOV available

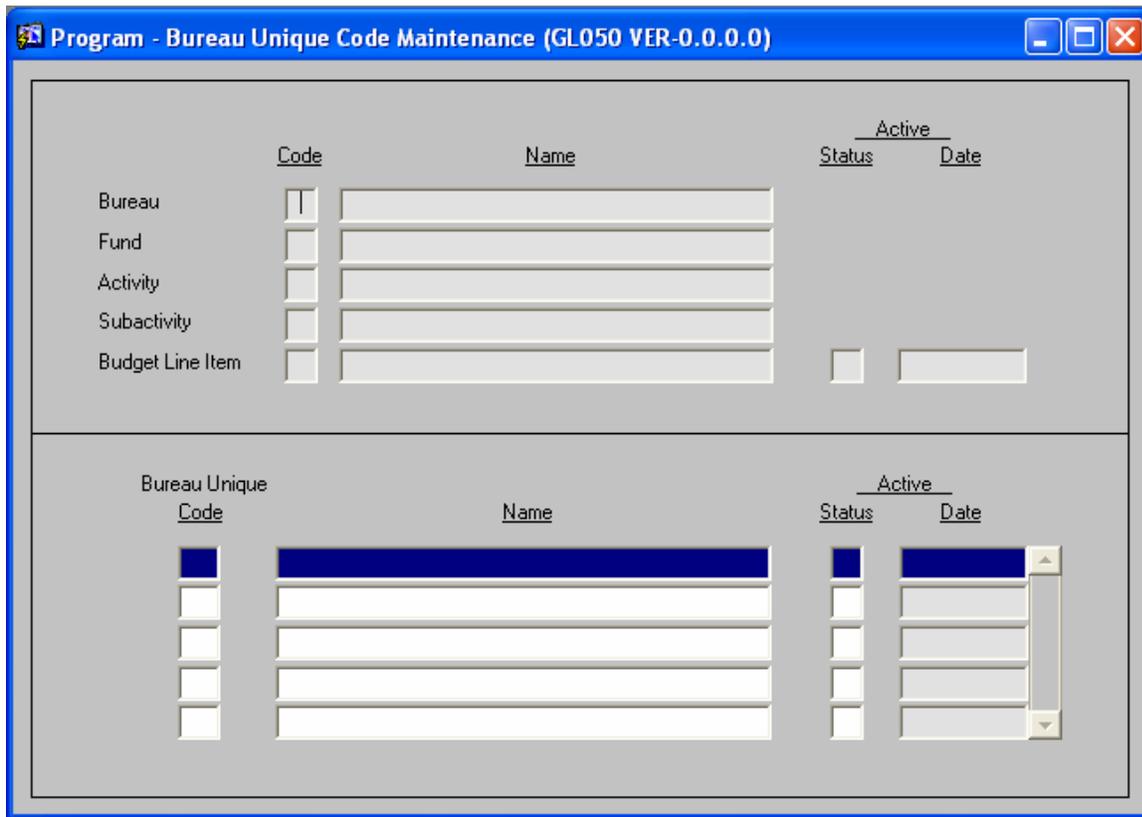
<i>Title</i>	This field displays the name assigned to the Fund Code.	Defaults based on the information established on the GL004
<i>Activity Code</i>	The unique activity code identified for the bureau code and fund code . Value values are established on the GL047 . This field cannot be 00.	Required LOV available
<i>Name</i>	Name of the Budget activity.	Defaults based on the information established on the GL004
<i>Sub-activity Code</i>	The unique sub-activity code for the bureau code, fund code, and activity code.	Required
<i>Sub-activity Name</i>	Establish a name for the Budget.	Defaults based on the information established on the GL004
<i>Active Status</i>	The flag indicating whether the fund is active and available for use. Valid values are Y for yes and Required for no.	Required
<i>Active Date</i>	The effective date for the active status flag. This field defaults to the system date when the flag is updated.	Required
<u>Established on this screen to create the Budget Line Item:</u>		
<i>Budget Line Item Name</i>	Establish a name for the line item.	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. This field defaults to N .	Required LOV available
<i>Active Date</i>	The effective date for the active status flag. This field defaults to the system date when the flag is set to Y .	Required

Users perform the following steps in order to add line item codes on **GL049**:

<i>Step</i>	<i>Action</i>
1	Navigate to Program – Line item Code Maintenance Screen (GL049).
2	<p>Query {F7} or click  . Enter Bureau Code to select Bureau 13 – BIS 14 – NOAA</p> <p>Press Execute Query {F8} or click  . Click on Next Record  or Down Arrow ↓ to appropriate Fund Code, Activity Code and Sub-activity.</p> <p style="text-align: center;"><u>OR</u></p> <p>Query {F7} or click  . Enter Bureau Code, Fund Code, Activity and Sub-activity for specific selection. Press Execute Query {F8} or click .</p>
3	Navigate {Click, Enter or Tab} to Budget Line Item Code field and enter Line Item Code.
4	Navigate to Name field and enter name of Line Item.
5	Navigate to Status field and enter Y to activate the Line Item.
6	Click on Save  to commit the transaction.
7	Click Exit  to return to the Navigator menu.

9.1.5 Bureau Unique Code Maintenance (GL050)

This screen is used to establish and maintain bureau unique code values for a program. Bureau unique code values are unique within a bureau code, fund, activity, sub-activity, and budget line item. It is the fourth level of the program code structure: 99-99-99-999. Information in the first block can only be queried and is based upon value(s) recorded in the **GL047**, **GL048** and **GL049** screens. The Active Status for the Budget Line Item must be Y in order to create the bureau unique code.



The Program - Bureau Unique Code Maintenance Screen (**GL050**) contains the following fields:

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<i>Established on previous screens which populate the Bureau Unique Code Control Block:</i>		
Bureau Code	The code that uniquely identifies a bureau within the Department of Commerce. Valid values are established on the GL004 Bureau Code Maintenance Screen.	Required to enter a query
Fund Code	The code that identifies the established fund/appropriation. The valid values for this field are defined on the Fund Code Maintenance Screen (GL013).	Required
Title	The title associated with the fund code.	System Generated
Activity Code	The unique activity code for the bureau code and fund code. This field cannot be 00.	Required

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
Name	Establish a name for the Budget activity.	System Generated
Sub-activity Code	The unique sub-activity code for the bureau code, fund code, and activity code.	Required
Sub-activity Name	Establish a name for the Budget sub-activity.	System Generated
Budget Line Item Code	The unique line item code for the bureau code, fund code, activity code, sub-activity code.	Required
Budget Line Item Name	Name assigned to the line item.	System Generated
Active Status	The flag indicating if the code is active and available for use. Valid values are Y for yes and N for no.	Required
Active Date	The effective date for the active status flag. This field defaults to the system date when the flag is updated.	Required

Established on this screen to create the Bureau Unique Code:

Bureau Unique Code	The unique code for the bureau code, fund code, activity code, sub-activity code, and line item code.	Required
Name	Establish a name for the bureau unique code.	Required
Active Status	The flag indicating if the code is active and available for use. Valid values are Y for yes and N for no. This field defaults to N.	Required LOV available
Active Date	The effective date for the active status flag. This field defaults to the system date when the flag is set to Y.	Required

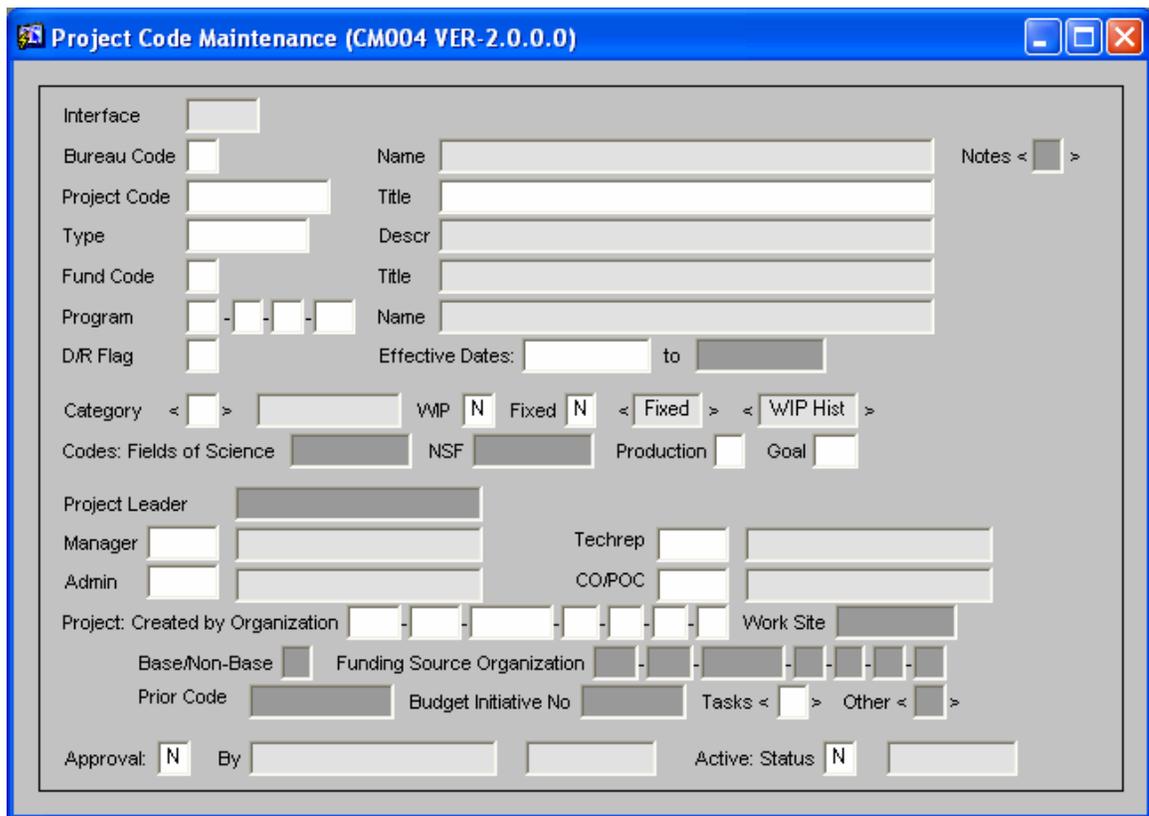
To add Bureau Unique codes on the **GL050** the user will need to perform the following steps:

<i>Step</i>	<i>Action</i>
1	Navigate to Program – Bureau Unique Code Maintenance Screen (GL050).
2	<p>Query {F7} or click  . Enter Bureau Code to select Bureau 13 – BIS 14 - NOAA</p> <p>Press Query {F8} or click  . Click on Next Record  or Down Arrow ↓ to appropriate Fund Code, Activity Code and Sub-activity and Line Item.</p> <p style="text-align: center;"><u>OR</u></p> <p>Query {F7} or click  . Enter Bureau Code, Fund Code, Activity, Sub-activity and Budget line Item for specific selection. Press Execute Query {F8} or click .</p>

3	Navigate {Tab, Enter or Click} to Budget Unique Code field and enter the Bureau Unique Code
4	Navigate to Name field and enter name of the Bureau Unique Code.
5	Navigate to Status field and enter Y to activate the Bureau Unique Code.
6	Click on Save  to commit the transaction.
7	Click Exit  to return to the Navigator menu.

9.1.6 Project Code Maintenance (CM004)

The Project Code Maintenance Screen (CM004) is used to create and maintain project management information such as project leader, funding source, project type, and project source. The following is an example of this screen:



The Project Code Maintenance Screen (CM004) contains the following fields:

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<i>Interface</i>	This field indicates the interface program through which entry was recorded.	System Generated

<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 LOV available
<i>Name</i>	The system generated name assigned to the bureau code.	System Generated
<i>Notes</i>	A 240-character field used to record notes or comments about the project.	Optional
<i>Project Code</i>	The unique, user-assigned project code. This project code must be unique for the Bureau and is alphanumeric.	Required
<i>Title</i>	The title assigned to the project code.	Required
<i>Type</i>	An abbreviation that describes how the project will be used whenever the project code is referenced and posted to the General Ledger. Project types are established through the Accounting System Code Maintenance Screen (GL021) and used to group similar projects.	Required LOV available
<i>Descr</i>	The description assigned to the project type code.	System Generated
<i>Fund Code</i>	The code established for the fund/appropriation.	Required LOV available
<i>Title</i>	The name assigned to the fund	System Generated
<i>Program</i>	A valid program code consisting of activity, sub-activity, budget line item and bureau-unique codes for the bureau and fund code combination. Program codes are established through four maintenance screens (GL047- GL050). The Program code must be unique within a bureau code and fund code. The Program code is hierarchical.	Required LOV available
<i>Name</i>	The name assigned to the program	System Generated
<i>D/R Flag</i>	Flag which indicates if this project is direct or reimbursable. Y or N is a valid selection.	Required LOV available
<i>Effective Dates</i>	The beginning date for which the project is valid. The effective date must be between the begin and end date of the fund to which the project is linked. This field must be in the required format of DDMONYYYY.	Required
<i>Effective Dates: To</i>	The ending date for which the project is valid. The project ending date must be between begin and end date of the fund and must be DDMONYYYY.	Required for annual and multi-year funds
<i>Category</i>	A valid apportionment designator to allow a	Required

	Bureau to control funds by apportionment categories for a specific fund code fiscal year.	
WIP	A Y/N flag which indicates if the project is to be included in the WIP (Work in Progress) process of allocating incurred costs to a reimbursable project.	Required
Fixed Flag	A Y/N flag which indicates if a project's costs are to be allocated to an unfilled customer order using a fixed percentage. <i>Note: NOAA does not use a fixed percentage.</i>	Required
Fixed	This is a drill down field that provides a history of the unfilled customer orders that have been assigned to this project.	System Generated
WIP Hist	This is a drill down field that provides a history of the unfilled customer orders that have been assigned to this project.	System Generated
Codes: Fields of Science	A valid field of science code	Optional
NSF	A valid field of science code.	Optional LOV available
Production	Designates the project as a Production or Non-Production activity. Valid values are Y for Production and N for Non-Production. Used for the Statement of Net Cost. Production costs are those costs related to the production of outputs (i.e., goods and services). Non-production costs are those costs that do not involve the production of goods and services, e.g., certain property acquisition costs, reorganization costs, nonrecurring cleanup costs.	Required LOV available
Goal	Identifies the high level objectives established to fulfill the Bureau's mission. Valid values are established on GL062 screen.	Required LOV available
Project Leader	The name of the project leader.	Required LOV available
Manager	A valid employee number for the project manager. Upon entering a valid employee number, the employee's name is displayed in the adjacent field. Valid employee names are established on the GL029 and a system generated number is assigned. If a manager is not yet designated, the user can enter 999999 ('NO SPECIFIC EMPLOYEE').	Required LOV available

<i>Techrep</i>	A valid employee number for the project technical representative. Upon entering a valid employee number, the employee's name is displayed in the adjacent field. Valid employee names are established on the GL029 and a system generated number is assigned. If a technical representative is not yet designated, the user can enter 999999 ('NO SPECIFIC EMPLOYEE').	Required LOV available
<i>Admin</i>	A valid employee number for the project administrator. Upon entering a valid employee number, the employee's name is displayed in the adjacent field. Valid employee names are established on the GL029 and a system generated number is assigned. If an administrator is not yet designated, the user can enter 999999 ('NO SPECIFIC EMPLOYEE').	Required LOV available
<i>CO/POC</i>	A valid employee number for the project contracting officer/point of contact. Upon entering a valid employee number, the employee's name is displayed in the adjacent field. If a project contracting officer/point of contact is not yet designated, the user can enter 999999 ('NO SPECIFIC EMPLOYEE').	Required LOV available
<i>Project: Created by Organization</i>	The organization that created this project code. Defaults to the user's home organization code defined in the employee information maintenance screen (GL029).	Required Defaults to user's Org LOV available
<i>Work site</i>	A valid work site code which indicates the location where work is being performed.	Optional LOV available
<i>Base/Non-Base</i>	A flag indicating the funding source for the project, if applicable. If a B for base or an N for non-base is entered in this field, the FUNDING SOURCE ORGANIZATION field is required. If no value is entered, the FUNDING SOURCE ORGANIZATION field cannot be accessed.	Required if a B for base or an N for non-base is entered
<i>Funding Source Organization</i>	This field designates the organization that is the funding source for this project. Defaults to the user's home organization code defined in the Employee Information Maintenance Screen (GL029).	Required if Base/Non-base field is entered
<i>Prior Code</i>	Designates the prior project code, if applicable.	Optional
<i>Budget Initiative No</i>	The associated budget initiative number for this project, if applicable. NOAA uses this field to record the Reimbursable Agency ID number.	Optional

Tasks	Identifies specific tasks for the project.	Required LOV available
Other	You can record other information for the project in this field for Statistical Quantity, Authorization Estimates for Labor, Other and Total.	Optional LOV
Approval	The flag indicating whether the project code has been approved. The valid values are Y for yes and N for no. This field defaults to N and cannot be changed to Y until all required fields are completed. When this flag is set to Y, the document is read-only and cannot be updated.	Required
By	The name of the person applying the approval. This field defaults to the first name, middle initial and last name of the user when the flag is set to Y.	Required System Generated
Date	The effective date of the approval. The field defaults to the system date when the approval flag is set to Y.	Required System Generated
Active: Status	The flag indicating if the code is active and available for use. Valid values are Y for yes and N for no. Field defaults to N.	Required
Date	The effective date for the active status flag. This field defaults to the system date when the flag is updated.	Required

To establish Project codes on **CM004** the user will need to perform the following steps:

<i>Step</i>	<i>Action</i>
1	Navigate to Project Code Maintenance Screen (CM004).
2	Cursor will display in Bureau Code field. Enter the bureau code: 13 - BIS 14 - NOAA System will automatically populate the Name field and place the cursor in Notes field
3	Double click in Notes field and enter information. Click OK.
4	Navigate {Tab, Enter or Click} to Project Code field and enter a unique project code.
5	Navigate to Title field and enter a title for the project code.
6	Navigate to Project Type field, and enter the project type or double click to select from the List of Values. Scroll  or Arrow Down ↓ to appropriate Project Type. Highlight and click OK. Navigate to next field. System will automatically populate the Project Type Description. (Refer to Fund Code Crosswalk for Project Types associated to Funds).
7	Navigate to Fund Code field, and enter the Fund Code or double click to select from the List of Values.

	Scroll  or Arrow Down ↓ to appropriate Fund Code. Highlight and click OK. System will automatically populate the Fund Code title field.
8	Navigate to Program fields and enter valid Program code, or double click to select from List of Values for each segment of the program code. Scroll  or Arrow Down ↓ to appropriate Program Code. Highlight and click OK. System will automatically populate the Program Name field.
9	Navigate to D/R flag and enter either D or R to indicate whether this project is Reimbursable or Direct or double click to select from List of Values. Highlight and click OK.
10	Navigate to the Effective Date field and enter the date when the project will be valid. Field must be DD-MON-YYYY.
11	Navigate to the To Date field and enter the date when the project will no longer be valid if applicable. Field must be DD-MON-YYYY.
12	Navigate to the WIP field. If designation is unknown, double click to select Y or N from the List of Values. Highlight and click OK.
13	Navigate to the Fixed Flag. If designation is unknown, double click to select Y or N from the List of Values. Highlight and click OK.
14	Navigate to the Fields of Science. Enter the field of science code. If code is unknown, double click to select from List of Values. Highlight and click OK.
15	Navigate to the National Science Foundation field. Enter the National Science Foundation code. If code is unknown, double click to select from List of Values. Highlight and click OK.
16	Navigate to the Production field. Indicate whether this project is production or non-production (P or N).
17	Navigate to the Goal field. Enter the Goal code. If code is unknown, double click to select from List of Values. Highlight and click OK.
18	Navigate to the Project Leader field. Enter the Project Leader's employee number if applicable.
19	Navigate to the Manager field. Enter the Manager's employee number if applicable. If employee number is unknown, double click to select from List of employees. Click in Find field and enter last name of project manager %Last Name% and click Find. Scroll  or Arrow Down ↓ to select manager from queried list. Highlight name and click OK. Otherwise, enter 999999 .
20	Navigate to the Admin field. Enter the Admin's employee number if applicable. If employee number is unknown, double click to get List of Values to view list of employees. Click in Find field and enter last name of project manager %Last Name% and click Find. Scroll  or Arrow Down ↓ to select project Admin from queried list. Highlight name and click OK. Otherwise, enter 999999 .
21	Navigate to the Techrep field. Enter the Technical Representative's employee number if applicable. If employee number is unknown, double click to select from List of Values of employees. Click in Find field and enter last name of project Techrep %Last Name% and click Find. Scroll  or Arrow Down ↓ to select manager from queried list. Highlight name and click OK. Otherwise, enter 999999 .
22	Navigate to the CO/POC field. Enter the Contracting Officer or Point of contact if applicable. If employee number is unknown, double click to get List of Values to view list of employees. Click to Find field and enter last name of project manager %Last Name% . Scroll  or Arrow Down ↓ to select project CO/POC from queried list. Highlight name and click OK. Otherwise, enter 999999 .
23	Navigate to the Project: Created by Organization field. This field will default to the user's home organization. Either tab through default organization or if different from the user, update the created by organization with a valid organization. If organization code is unknown, double click to select from List of Values for each segment of the organization code. Highlight org and click OK

24	Navigate to the Work Site field. Enter the work site, if applicable. If Work Site is unknown, double click to select from List of Values. Highlight site and click OK
25	Navigate to the Base/Non-Base field. Indicate whether the source of funding for this project code is base/non-base. If field is left blank, the cursor will automatically move to Prior Project Code field. If B or N is selected, the Funding Source Organization field will automatically be entered with the user home organization.
26	Navigate to the Fund Source Organization field. Either tab through default organization or if different from the user, update the Funding Source Organization with a valid organization. If organization code is unknown, double click to select from List of Values for each segment of the organization code. Highlight org and click OK
27	Navigate to the Prior Code field. Enter the prior project code if applicable.
28	Navigate to the Budget Initiative Code field. Enter the budget initiative code, if applicable. (NOAA uses this field to record the Reimbursable Agency ID number.)
29	Navigate to Task codes pop-up. Double Click to access Task Code screen. (See procedure to enter task codes.) At least one task must be active in order for the project to be valid. Click Exit  or  to return to Project screen
30	Navigate to Other field and enter project information as applicable. (This field is not used at this time by NOAA or BIS.)
31	Navigate to Category field. (See procedure to enter Project Categories information.) Click Exit  or  to return to Project screen
32	To approve record, enter Y in the Approval field. Click Save  to commit the transaction.
33	To activate the project code, enter a Y in the Active status field. Click Save  to commit the transaction
34	Click Exit  to return to the Navigator menu.

9.1.6.1 Project/Tasks

Multiple tasks can be associated with a specific project. Tasks are established through the pop-up window on the Project Code Maintenance Screen (**CM004**). The following illustrates the Project Tasks pop-up from the Project Code Maintenance Screen:

The Project Tasks pop-up on CM004 contains the following fields:

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
Task	Identifies specific task for the project	Required
Title	Name of the task associated with the task acronym	Required
Effective Dates Begin End	The beginning and end dates the task is applicable.	Required Optional
Notes	Any notes pertaining to the task	First - System Generated; then Optional
Flags	BE – Budget Execution LB – Labor PR – Purchase Requisitions AR – Accounts Receivable PO – Purchase Order GJ – General Journal AP – Accounts Payable	Required Y or N for each
Active Status	The flag indicating if the task is active and valid for use. Valid values are Y for yes and N for no. Field defaults to N .	Required
Date	The effective date for the active status flag. This field defaults to the system date when the flag is updated.	System Generated

To establish additional Task codes through the pop-up window on **CM004** the user will perform the following steps:

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
	categories for a specific fund code fiscal year.	
Active Status	The flag indicating if the code is active and available for use. Valid values are Y for yes and N for no. Field defaults to N.	Required
User Name	Name assigned when the Active Status is saved as Y .	System Generated;
Date	Date assigned when the Active Status is saved as Y .	System Generated
Device Name	Name of Device assigned when the Active Status is saved as Y .	System Generated

To establish a Category Codes through the pop-up window on **CM004** the user will perform the following steps:

<i>Step</i>	<i>Action</i>
1	Within the project code maintenance screen navigate {Click, Enter or Tab} to the Category. Double click to access the Project Categories popup screen.
2	Enter in the FCFY
3	Navigate to the Category. Enter in Category designator or double click and select from the List of Value. Highlight and click OK. Navigate to the Active Status field.
7	To activate the Category Code, enter Y in the Active Status field.
8	Click Exit  or  to return to Project screen

9.2 Funds Control Maintenance

The following screens apply to the Funds Control Maintenance process:

- ◆ FM001 Funds Management Parameter Maintenance
- ◆ FM501 Funds Management Parameter Modification
- ◆ FM005 Congressional-Established Reprogramming Threshold Maintenance
- ◆ FM007 Budget Operating Plan Transfer Maintenance

9.2.1 Funds Management Parameter (FM001)

The Funds Management Parameter Maintenance Screen is used to identify at the overall system-fund level whether commitments and sub-allotments will be recorded for the fund. This screen is also used to indicate whether Budget Operating Plans will be used for Funds Control.

For each fund the user identifies the Account Classification Code Structure (ACCS) level for funds control by organization. The default Account Classification for Funds Control or "mask" is used to populate the ACCS level for funds control.

The following is an example of the Funds Management Parameter Maintenance Screen (FM001):

The Funds Management Parameter Maintenance Screen (**FM001**) contains the following fields:

<u>Field</u>	<u>Description</u>	<u>Attributes</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 LOV available
<i>Bureau Name</i>	The bureau name assigned to the bureau code.	System Generated
<i>Fund Code</i>	The code established for the fund/appropriation.	Required LOV available
<i>Fund Title</i>	The name assigned to the fund.	System Generated
<i>Fiscal year</i>	The 4-digit fiscal year to set funds control.	Required
<i>Appropriation Symbol</i>	The appropriation symbol for the fund code is established on the GL013 screen.	System Generated
<i>Category</i>	A valid apportionment designator to allow a Bureau to control funds by apportionment categories for a specific fund code fiscal year.	Required

Record: Commitments	If the Record: Commitments field is set to Y, commitment documents impact the General Ledger when a requisition is approved by the requester. If this field is set to N, commitment documents have no General Ledger impact.	Required
Record: Sub-allotments	Set the Sub-allotments field to Y, if sub-allotments are going to be recorded. The value of this field has an impact on General Ledger transactions.	Required
Use Budget Operating Plans for Funds Control	Set field to Y if Budget Operating Plans are going to be used for funds control. If Y, the system checks for funds available (i.e. budget plan minus commitments, obligations, accruals, and expenditures). If N, the system looks for the lowest level of funds distribution for the fund. This may be at the allotment or sub-allotment level, depending on the values entered in the sub-allotments field.	Required
Default Account Classification for Funds Control	This is the default level of funds control for this bureau, fund and fiscal year. The default determines to what level within the full accounting code classification structure (ACCS) the system will perform funds availability validation for a particular bureau, fund, and fiscal year. For every segment of the ACCS, except fund code, a value of 0 indicates to the system to ignore this level for funds control. As each organization is specified in the detail block of the screen the system automatically assigns the level of funds control for that organization based on the default value recorded in the control block of the screen.	Required
Active Status	Once the screen is activated, budgetary resources can be recorded.	Required
Date:	The effective date for the active status flag	Required
Organization Code	When the Active Status is checked, the active organization codes are populated in these fields and each element of the organization is validated.	Required
Account Classification for Funds Control	The individual elements making up the Account Classification Code Structure (ACCS) are used to record the general ledger impact for the transaction. The elements include project and task codes, program code, organization code, object class and a user-defined code.	Required

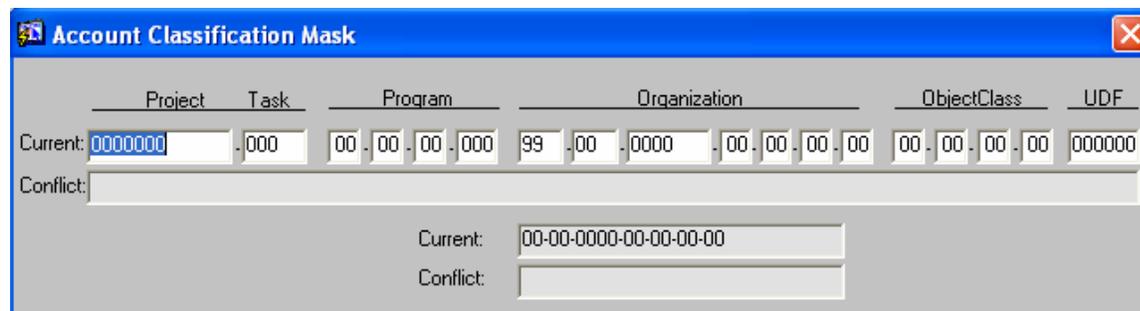
Use this procedure to add a new organization on the Funds Management Parameter Maintenance Screen (FM001):

<i>Step</i>	<i>Action</i>
1	Select the FM001 - Funds Management Parameter Maintenance Screen menu option.

2	Enter Bureau Code: 13 - BIS 14- NOAA
3	Navigate {Tab, Enter or Click} to Fund Code field. Enter fund code or double click and select from a List of Values. Scroll  or Arrow Down ↓ to appropriate Fund Code. Highlight and click OK
4	Navigate to Fiscal Year field. Enter fiscal year.
5	Navigate to Category field. Enter category code or double click and select from a List of Values. Highlight and click OK.
6	Navigate to Record: Commitments. Enter Y or N.
7	Navigate to Sub-Allotments. Enter Y or N.
8	Navigate to Use Budget Operating Plans for Funds Control. Enter Y or N.
9	Navigate to Default Account Classification for Funds Control. A pop-up will display. (See procedures to enter Account Classification Mask)
10	When Account Classification Mask is completed, the cursor remains in the Default Account Classification for Funds Control field. Navigate to the Active Status field. Enter Y and click Save 
11	Click Exit  to return to the Navigator menu.

9.2.1.1. Account Classification Mask

The pop-up automatically displays when entering the screen for the first time for each session. The data contained in the Account Classification pop-up is recorded for each transaction and allows the system to verify funds availability and/or post records to the appropriate G/L account. The ACCS consists of the bureau, project/task, fund code, program, organization, object class, and any user-defined codes. Each segment of the ACCS is validated against the appropriate maintenance screen(s). A user's view of the ACCS is dependent on the Override ACCS flag in the Employee Information Maintenance Screen (GL029). No changes can be made to the ACCS, once the Active Status is Y.

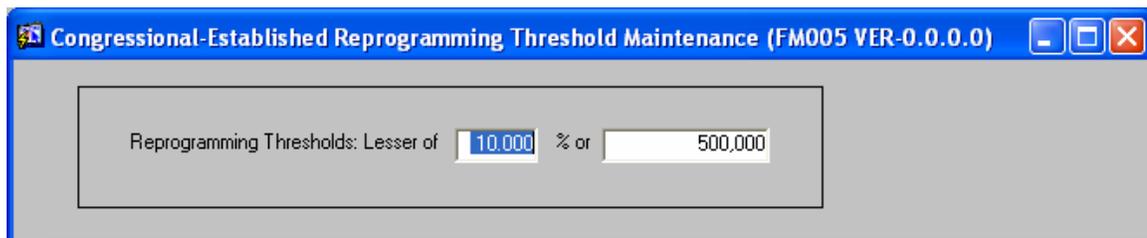


9.2.2 Reprogramming Threshold Maintenance (FM005)

The Congressional Established Reprogramming Threshold Maintenance Screen (**FM005**) establishes a system-wide parameter for formal reprogramming limits. This parameter can only be modified through Structured Query Language (SQL); on-line update is not allowed.

Formal reprogramming occurs when the cumulative reprogramming of a specific program exceeds \$500,000 or 10% (current Congressional limits) of program funding during a fiscal year, whichever is less. The system notifies the user and the override official when the reprogramming threshold has been exceeded.

The following is an example of the Congressional Established Reprogramming Threshold Maintenance Screen (FM005):



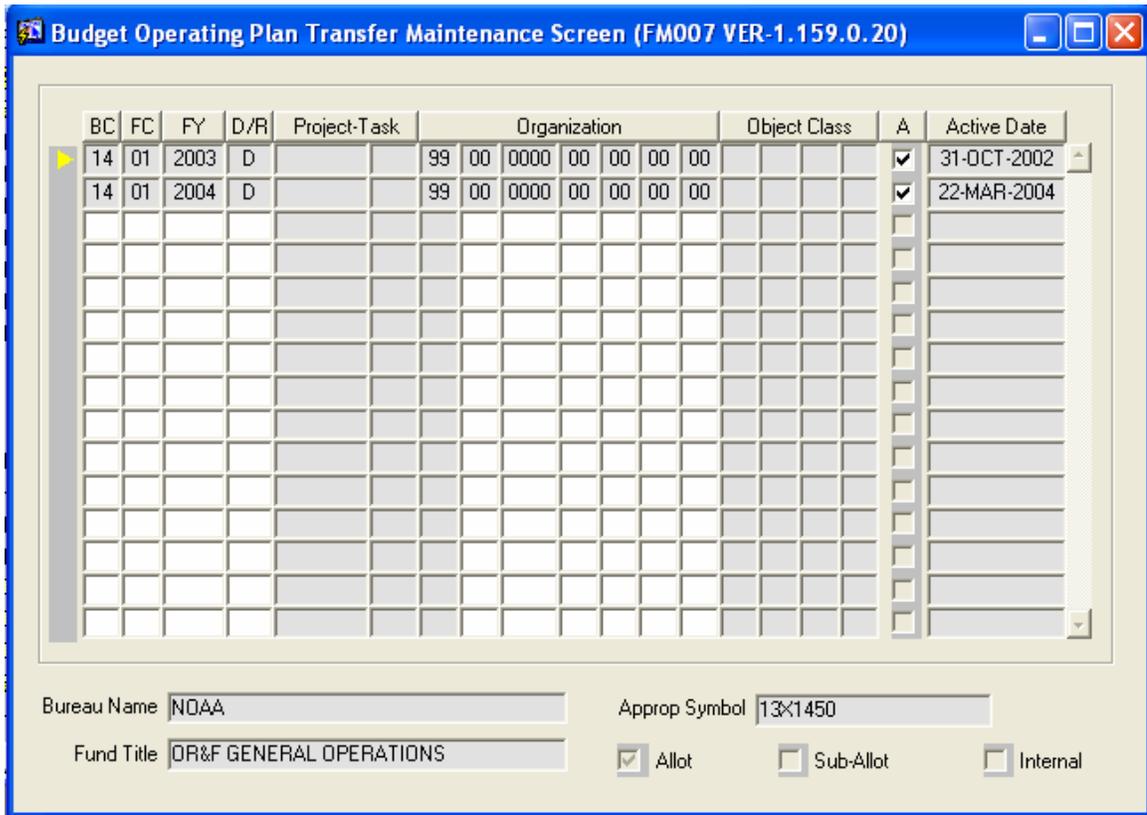
Use this procedure to enter or modify reprogramming threshold on **FM005**:

<i>Step</i>	<i>Action</i>
1	Select the FM005 – Congressional Established Reprogramming Threshold Maintenance screen menu option.
2	Enter in appropriate percentage.
3	Navigate {Tab, Enter or Click} into Amount field. Enter amount.
4	Execute the Query {F8} or click on 
5	Click Exit  to return to the Navigator menu.

9.2.3 Budget Operating Plan Transfer Maintenance Screen (FM007)

The Budget Operating Plan Transfer Maintenance Screen (**FM007**) establishes the default organization level at which allotments are automatically created when using the BOP Change Order TRANSFER functionality. A default mask is created for each combination of bureau, fund code, fiscal year, and direct/reimbursable flag. This mask is applied to the organization code entered in the Corresponding Organization field on the Budget Control Screen.

Unlike the majority of screens, the control block is located on the lower part of the screen, as shown in the following illustration of the Budget Operating Plan Transfer Maintenance Screen (FM007):



The Budget Operating Plan Transfer Maintenance Screen (FM007) contains the following fields:

<u>Field</u>	<u>Description</u>	<u>Attributes</u>
<u>Detail Block</u>		
BC	The Bureau Code that uniquely identifies a bureau within the Department of Commerce. Valid values are established on the GL004 Bureau Code Maintenance Screen. NOAA Bureau Code is 14 . BIS Bureau Code is 13 .	Required
FC	The code identifying the established fund/appropriation. Valid values are established on the GL013 Fund Code Maintenance Screen.	Required
FY	The 2-digit fiscal year to set funds control.	Required
D/R	Indicates if this project is direct or reimbursable.	Required
Project-Task	Identifies the unique project code for the Bureau and the specific task for the project	Not available at this time

Organization	A valid organization code from which the transfer is made available. 00-00-0000-00-00-00-00 is a valid entry. Establishes the organizational level from which allotments will be created for automatic transfer. Valid entries are 99-00-0000-00-00-00-00 and 99-99-0000-00-00-00-00 .	Required at first or second level
Object Class	The hierarchical structures consisting of Object, Subobject, sub-subobject and function code that uniquely identifies an object class as it pertains to this Category B apportionment.	Not Available at this time
A	The flag indicating whether the fund is active and available for use. Valid values are Y for yes and N for no.	Required
Active Date	The effective date for the active status flag.	System Generated
<u>Control Block</u>		
Bureau Name	The bureau name assigned to the bureau code	System Generated
Approp Symbol	The full appropriation symbol for this fund.	System Generated
Fund Title	The name assigned to the fund	System Generated
Allot	Indicates whether allotments have been made available for a Line Office, Program Office or Staff Office to obligate funds	System Generated
Sub-Allot	Indicates whether sub-allotments have been authorized for incurring obligations within the organization	System Generated
Internal	Indicates if the fund is internally managed	System Generated

Use this procedure to establish default organization levels at which allotments are automatically created when using the BOP Change Order TRANSFER functionality on the **FM007**:

<i>Step</i>	<i>Action</i>
1	Select the FM007 - Budget Operating Plan Transfer Maintenance Screen menu option.
2	Enter the Bureau Code : 13 - BIS 14 - NOAA Press Tab to move to the next field.
3	Enter the appropriate Fund Code . Press Tab to move to the next field.
4	Enter the 2-digit Fiscal Year . Press Tab to move to the next field.
5	Enter D for Direct or R for Reimbursable in the D/R field. Press Tab to move to the Organization field.
6	Enter the appropriate data to set the mask at the applicable level: Line Office 99 FMC 99-99
7	Click in the A (Approval) field to activate the record.
8	The Active Date will automatically populate.
9	Click Exit  to return to the Navigator menu.

9.3 Budget Execution Planning

The following screens apply to the Budget Execution Planning process:

- ◆ FM060 Budgetary Resources Transaction Screen
- ◆ FM061 Program Authority Transaction Screen
- ◆ FM062 Apportionment Transaction Screen (Category A and B)
- ◆ FM063 Allotment Transaction Screen
- ◆ FM064 Suballotment Transaction Screen
- ◆ FM065 Internal Fund Ceiling Transaction Screen
- ◆ FM066 Budget Operating Plan Screen

9.3.1 Budgetary Resources Transaction (FM060)

This screen is used to record the appropriation authority given to an agency and is the first level of funds control. The user chooses the type of budgetary resource in the detail (bottom) portion of the screen and enters the amount. Upon approval, the totals for the field amounts in the control record are recalculated to include the amount of resources being established.

The following is an example of the Budgetary Resources Transaction Screen (FM060):

The Budgetary Resources Transaction Screen (FM060) contains the following fields:

<u>Field</u>	<u>Description</u>	<u>Attributes</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 LOV available
<i>Bureau Name</i>	The name assigned to the bureau code.	System Generated
<i>Fund Code</i>	The code establishing fund/appropriation.	Required LOV available
<i>Fund Title</i>	The name assigned to the fund code.	System Generated
<i>Fiscal Year</i>	The 2-digit fiscal year for the transaction.	Required
<i>Period of Availability</i>	Indicates whether the fund is a single year, multi-year, or no year fund. This field is automatically displayed based on the bureau and fund code.	System Generated

<i>Availability Begin Date</i>	The date indicating the period when this fund is available for new transactions. This field is automatically displayed based on the bureau and fund code.	System Generated
<i>Availability End Date</i>	The date indicating the period when this fund is no longer available for new transactions. This field is automatically displayed based on the bureau and fund code.	System Generated
<i>Appropriation symbol</i>	The appropriation symbol assigned on the GL013 screen.	System Generated
<i>Transaction No</i>	A unique number generated by the system once the page down button is pressed to enter the Detail Block.	System Generated
<i>Approval</i>	The flag indicating whether the document has passed all system edits.	Required
<i>By</i>	This is the database username assigned by the system.	System Generated
<i>Date</i>	The date that the budgetary resources are approved. The date will default to the date that the transaction is approved. Once approved, the approval cannot be overridden.	System Generated
<i>Total Enacted Appropriations</i>	The total of all transactions that has been enacted for this bureau, fund and fiscal year.	System Generated
<i>Total Other Sources</i>	The total of all transactions that has been enacted for the other sources (reimbursable, appropriations) for this bureau, fund and fiscal year.	System Generated
<i>Total Budgetary Resources</i>	The total of all budgetary resources available for this bureau, fund and fiscal year.	System Generated LOV available
<i>Total Apportioned/Direct</i>	The total of all direct funds apportioned for this bureau, fund and fiscal year.	System Generated
<i>Total Apportioned/Reimb</i>	The total of all reimbursable funds apportioned for this bureau, fund and fiscal year.	System Generated
<i>Total Apportioned</i>	The sum total-to-date apportioned. Double click in field to drill down to the Apportionment/Allotment Lookup Screen (FM086).	System Generated LOV available
<i>Trans Code</i>	The transaction code for the type of budgetary resource for this bureau, fund and fiscal year.	Required LOV available
<i>D/R</i>	Flag which indicates if the budgetary resources are direct or reimbursable. This field is defaulted based on the selected transaction code.	System Generated
<i>Prior Total-to-Date</i>	The prior total-to-date budgetary resources established for this bureau, fund, fiscal year and transaction code.	System Generated
<i>This Amount</i>	The amount of budgetary resources for the current transaction.	Required
<i>Transaction Code Description</i>	This description is automatically inserted by the system based on the Transaction Code identified.	System Generated
<i>B</i>	The flag which indicates if there is a beginning balance for	System Generated

this Budgetary Resource transaction. **Y** indicates that a carryover balance has been brought forward from the year-end closing process that has been performed on **GL206**. **N** indicates no carryover balance has been brought forward.

Use this procedure to record budgetary resources.

<i>Step</i>	<i>Action</i>
1	Select the Budgetary Resources Transaction Screen {FM060} menu option.
2	Enter the Bureau Code : 13 - BIS 14 - NOAA Or double click and select from List of Values. Scroll  or Arrow Down ↓ to appropriate Bureau and Fund Codes. Highlight and click OK. Navigate {Enter or Tab} to Fund Code.
3	Select the Fund Code Fiscal Year from Fund, Fund Title, FY, Approp Symbol and Availability Pop-up Screen. Scroll  or Arrow Down ↓ to appropriate Fund Code Fiscal Year. A user must select the fund code from the Pop-up screen. Highlight and click OK.
4	Click in Trans Code field. Enter in Trans Code or select from the List of Values. Scroll  or Arrow Down ↓ to appropriate Trans Code. Highlight and click OK.
5	Navigate to This Amount field and enter amount.
6	Click to the Approval field. Enter a Y to approve the transaction and click Save  to commit the transaction.
7	Click Exit  to return to the Navigator menu.

9.3.2 Program Authority Transaction (FM061)

This screen represents the second level of funds control and is used to record the authority to expend funds for a specific program. This screen is also used as a basis for calculating the reprogramming threshold of 10 percent or \$500,000 (**FM005**). The system only allows recording allotments and sub-allotments to program codes with program authority established on **FM061**.

The following is an example of the Program Authority Screen (FM061):

The screen is divided into two blocks. The control block allows you to enter the total program authority established and the detail block summarizes authority entries established to date, by program.

The details provide a list of individual program transactions that equal the total Program Authority established and the total Apportioned for Category A and B. The user enters the amount of the program authority. Upon approval, the total Program Authority-Established field is recalculated to include the amount of authority entered. The detail portion is a view only but CAMS will allow queries for specific authority established.

The Program Authority Screen (FM061) contains the following fields:

<u>Field</u>	<u>Description</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 LOV available
<i>Bureau Name</i>	The name assigned to the bureau code.	System Generated
<i>Fund Code</i>	The code establishing fund/appropriation.	Required to pick from LOV
<i>Fund Title</i>	The name assigned to the fund code.	System Generated
<i>Fiscal Year</i>	The 2-digit fiscal year for the transaction.	System Generated

<i>Appropriation Symbol</i>	The appropriation symbol for the fund code. This is derived from the GL013 screen.	System Generated
<i>Activity Code</i>	The unique activity code for the bureau code and fund code.	Required LOV available
<i>Sub-activity Code</i>	The unique sub-activity code for the bureau code, fund code, and activity code.	Required LOV available
<i>Budget Line Item</i>	The unique line item code for the bureau code, fund code, activity code, sub-activity code.	Required
<i>Bureau Unique</i>	The unique bureau unique code for the bureau code, fund code, activity code, sub-activity code, and line item code.	Required
<i>D/R</i>	Flag which indicates if the budgetary resources are direct or reimbursable. This field is defaulted based on the selected transaction code.	Required LOV
<i>Amount This Entry</i>	The amount of budgetary resources for the current transaction.	Required
<i>Total Budgetary Resources</i>	The total of all budgetary resources available for this bureau, fund and fiscal year. Double click in field to drill down to the Budgetary Resources Lookup Screen (FM082).	System Generated
<i>Total Program Authority – Established</i>	The total of all program authority available for this bureau, fund and fiscal year and direct flag.	System Generated
<i>Total Apportioned (Category A and B)</i>	The sum total-to-date apportioned for Category A and B).	System Generated
<i>Transaction No</i>	A unique number generated by the system.	System Generated
<i>Approval</i>	The flag indicates whether the document has passed all system edits.	Required
<i>By</i>	This is the database username assigned by the system.	System Generated
<i>Date</i>	The date that the budgetary resources are approved. The date will default to the date that the transaction is approved. Once approved, the approval cannot be overridden.	System Generated
<u>Detail Block</u>		
<i>Program Code</i>	A list of all of the valid program codes. These four fields display the elements for the program codes established in the header block for this bureau, fund and fiscal year.	System Generated
<i>Name</i>	The system generated name assigned to the program code.	System Generated
<i>D/R</i>	The flag which indicates if the program code is direct or reimbursable. This field is defaulted based on the fund code.	System Generated

Authority	The total program authority established for this bureau, fund, fiscal year, program and direct flag.	System Generated
Category B Apport	The Category B Apportionments established for this program.	System Generated

Use this procedure to establish program authority.

<i>Step</i>	<i>Action</i>
1	Select the Program Authority Transaction Screen (FM061) menu option.
2	Enter the Bureau Code 13 - BIS 14 - NOAA Or double click and select from List of Values. Scroll  or Arrow Down ↓ to appropriate Bureau and Fund Codes. Highlight and click OK. Navigate {Enter or Tab} to Fund Code.
3	Select Fund Code Fiscal Year from the Fund, Fund Title, FY and Availability Dates Pop-up Screen. A user must select the fund code from the Pop-up screen. Scroll  or Arrow Down ↓ to appropriate Fund Code Fiscal Year. Highlight and click OK. Enter or Tab to next field.
4	Navigate {Click, Enter or Tab} to the Activity field.
5	Enter the Activity code or double click and select the whole Program Code from List of Values. Scroll  or Arrow Down ↓ to appropriate Code. Highlight and click OK. Navigate to next field.
6	Navigate to the D/R Flag . Enter a D or R in the field to indicate whether the fund is Direct or Reimbursable.
7	Navigate to the Amount This Entry field.
8	Enter the Amount for the program.
9	Navigate to the Approval field, enter Y to approve. Click Save  to commit the transaction.
10	The detail block should display all of the program codes, and program authorities established.
11	Click Exit  to return to the Navigator menu.

9.3.3 Apportionment Transaction (FM062)

This screen represents the third level of funds control and is used to enter Apportionments that make budgetary resources available to NOAA by quarter. The apportionment may not exceed the lesser of total budgetary resources or Program Authority. Internal funds should not be apportioned since internal funds are not external budgetary resources.

The Apportionment Transaction Screen consists of two pages. Category **A** apportionments are included on the first page and Category **B** apportionments on the second page. Adjacent to the screen name, next to the menu option code, it indicates which page the user is positioned on.

9.3.3.1 Category A Apportionments

The first page allows you to enter Category A Apportionments. The user enters the amount of the apportionment; and, upon approval, the Total Apportioned field is recalculated to include the amount of the apportionment entered. The following is an illustration of page 1 of the Apportionment Transaction Screen:

The Apportionment Transaction Screen (**FM062**) contains the following fields:

<u>Field</u>	<u>Description</u>	<u>Attributes</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 applicable to the bureau code.	System Generated
<i>Fund Code</i>	The code establishing fund/appropriation.	Required LOV available
<i>Fund Title</i>	The name assigned to the fund code.	System Generated
<i>Fiscal Year</i>	The fiscal year for the transaction.	Required
<i>Appropriation Symbol</i>	The appropriation symbol for the fund code. This is derived from the GL013 screen.	System Generated

Apport No	This is a system generated number. It assigns the fiscal year and a sequential number identifying how many apportionments have been made for this fund.	System Generated
Transaction No	A unique number generated by the system.	System Generated
D/R	Flag which indicates if the budgetary resources are direct or reimbursable.	Required LOV available
Approval	The flag indicating whether the document has passed all system edits.	Required
By	This is the database username assigned by the system.	System Generated
Date	The date that the apportionment is approved. The date will default to the date that the transaction is approved. <i>Note: Once approved, the approval date cannot be overridden.</i>	System Generated
Total Budgetary Resources	The total of all budgetary resources available for this bureau, fund and fiscal year. Double Click in field to drill down to the Budgetary Resources Lookup Screen (FM082).	System Generated
Total Program Authority	The total of all program authority available for this bureau, fund, fiscal year and direct flag. .	System Generated
Total Apportioned	The total of all funds apportioned for this bureau, fund, fiscal year and direct flag.	System Generated
Total Allotted	The total of all funds allotted to the Line Offices for this bureau, fund, fiscal year and direct flag. Double Click in field to drill down to the Apportionment/Allotment Lookup Screen (FM086).	System Generated
<u>Category A Apportionment</u>		
Trans Code	A valid transaction code which uniquely identifies the set of debits and credits impacting budgetary account numbers for the recording of Category A apportionments.	Required if entering Category A apportionment amounts LOV Available
First Quarter, Prior Total-to-date	Total of previous recorded Category A amounts apportioned in the first quarter.	System Generated
First Quarter, This Transaction	The amount to be apportioned in the first quarter for the current transaction.	Required if apportioning amounts in the first quarter of the fiscal year for this transaction.
Second Quarter, Prior Total-to-date	Total of previous recorded Category A amounts apportioned in the second quarter.	System Generated
Second Quarter, This Transaction	The amount to be apportioned in the second quarter for the current transaction.	Required if apportioning amounts in the second quarter of the fiscal year for this

		transaction.
<i>Third Quarter, Prior Total-to-date</i>	Total of previous recorded Category A amounts apportioned in the third quarter.	System Generated
<i>Third Quarter, This Transaction</i>	The amount to be apportioned in the third quarter for the current transaction.	Required , if apportioning amounts in the third quarter of the fiscal year for this transaction.
<i>Fourth Quarter, Prior Total-to-date</i>	Total of previous recorded Category A amounts apportioned in the fourth quarter.	System Generated
<i>Fourth Quarter, This Transaction</i>	The amount to be apportioned in the fourth quarter for the current transaction.	Required , if apportioning amounts in the fourth quarter of the fiscal year for this transaction.
<u>Category B Apportionment</u> <i>Prior Total to Date</i>	The total of all previously recorded apportioned Category B amounts.	System Generated

Use this procedure to enter Category A apportionments.

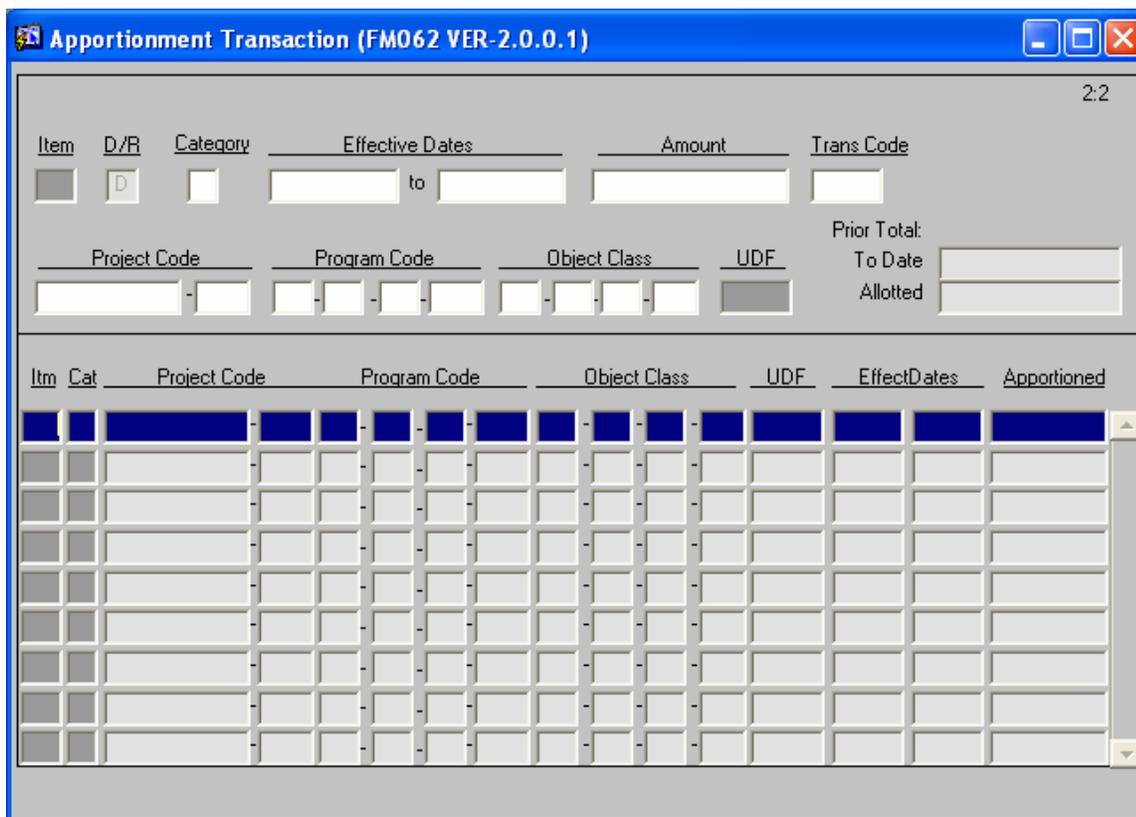
<i>Step</i>	<i>Action</i>
1	Navigate to Apportionment Transaction Screen (FM062).
2	Enter the <i>Bureau Code</i> 13 – BIS 14 – NOAA Or double click and select from List of Values. Scroll  or Arrow Down ↓ to appropriate Bureau and Fund Codes. Highlight and click OK. Navigate {Enter or Tab} to Fund Code
3	Select <i>Fund Code Fiscal Year</i> from the Fund, Fund Title, FY and Availability Dates Pop-up Screen. A user must select the fund code from the Pop-up screen. Scroll  or Arrow Down ↓ to appropriate Fund Code Fiscal Year. Highlight and click OK. Enter or Tab to next field.
4	Enter either D or R in the <i>D/R</i> flag to indicate Direct or Reimbursable type of fund.
5	Navigate {Click, Enter or Tab} to <i>Category A Apportionment Trans Code</i> field.
6	Enter the <i>Transaction Code</i> or double click to select from the List of Values.
7	Enter quarterly amounts for First, Second, Third and Fourth Quarters, if applicable, in <i>This Transaction</i> field.
8	Click Save  to commit the transaction.
9	Navigate to <i>Approval</i> field. Enter Y to approve and click Save  to commit the transaction.
10	Click Exit  to return to the Navigator menu.

9.3.3.2 Category B Apportionments

Category B Apportionments are recorded on page 2 of the Apportionment Transaction Screen. Category B represents a distribution of amounts available for obligation for specific time periods, programs, projects or object class, user-defined field (UDF), or any combination of these elements.

Category B Apportionments are displayed in the detail block, and summarized apportionment entries established to date by bureau, fund, fiscal year, and any combination. Although the detail portion is a view only block, CAMS allows the user to query for specific authority established.

The following is an illustration of page 2 of the Apportionment Transaction Screen:



The Apportionment Transaction Screen, page 2, (FM062) contains the following fields:

<u>Field</u>	<u>Description</u>	<u>Attributes</u>
<u>Control Block</u>		
<i>Item</i>	The unique number for this Category B apportionment. <i>NOTE: When modifying an existing item, the user may enter the item number and the system will retrieve the LOV from which the user may select the applicable item.</i>	System Generated LOV

D/R	Flag which indicates if budgetary resources are either direct or reimbursable. This field is defaulted based on the selected transaction code.	System Generated
Effective Dates	The beginning and ending dates of when the apportionment is available for use.	Required
Amount	The Category B apportionment amount being recorded for this item. The value is calculated by the system based on the quantity multiplied by the unit price.	Required
Trans Code	A valid transaction code which uniquely identifies the set of debits and credits impacting budgetary account numbers for the recording of Category B apportionments for the current transaction.	System Generated
Project Code	The code that uniquely identifies a project within a bureau, as it pertains to this Category B apportionment. 0000000 is a valid entry.	Required LOV
Program Code	The hierarchical structure consisting of Activity, Sub-activity, Budget Line Item and Bureau Unique Code. It is a unique code that identifies a program within a bureau and fund as it pertains to this Category B apportionment. 00-00-00-000 is a valid entry.	Required LOV
Object Class	The hierarchical structures consisting of Object, Subobject, sub-subobject and function codes that uniquely identify an object class as it pertains to this Category B apportionment. 00-00-00-00 is a valid entry.	Required LOV Available
User Defined Field	The user defined code used consistently within a bureau as it pertains to this Category B apportionment.	Required LOV
Prior Total to Date	The total of all previously recorded apportioned Category B amounts.	System Generated
Prior Total Allotted	The total of funds allotted for this Category B apportionment.	System Generated
<u>Detail Block</u>	<i>The bottom portion of the screen is a list of the individual Category B transactions that equal the Prior Total to Date. It lists all of the approved items for Category B apportionments.</i>	
Item	Item number associated with the Control block.	System Generated for first item; pick from LOV for change
Project Code	The code that uniquely identifies a project.	System Generated for first item; pick from LOV for change

Program Code	The code that uniquely identifies a program.	System Generated for first item; pick from LOV for change
Object Class	The code that uniquely identifies an object class.	System Generated for first item; pick from LOV for change
UDF	The code that uniquely identifies a User Defined Field. 00000 is acceptable	System Generated for first item; pick from LOV for change
Effective Dates	The two fields are the beginning and ending availability dates.	System Generated for first item; pick from LOV for change
Apportioned	The Category B amount apportioned.	System Generated for first item; pick from LOV for change

Use this procedure to enter new Category B apportionments.

<i>Step</i>	<i>Action</i>
1	Select the Apportionment Transaction Screen (FM062) menu option.
2	Enter the Bureau Code 13 – BIS 14 – NOAA Or double click and select from List of Values. Scroll  or Arrow Down ↓ to appropriate Bureau and Fund Codes. Highlight and click OK. Navigate {Enter or Tab} to Fund Code.
3	Select Fund Code Fiscal Year from the Fund, Fund Title, FY and Availability Dates Pop-up Screen. A user must select the fund code from the Pop-up screen. Scroll  or Arrow Down ↓ to appropriate Fund Code Fiscal Year. Highlight and click OK. Navigate to the next field.
4	Enter either D or R in the D/R Flag field to indicate whether the fund is Direct or Reimbursable.
5	<Control> Page Down to navigate to screen 2 Category B Apportionment Transaction Screen .
6	Click in Category field. Enter category or double click and select from the List of Values.
7	Navigate {Click, Enter or Tab} to the Beginning Effective Dates . Enter the begin date. Navigate to the Ending Effective Date field. Enter the ending effective date.
7	Navigate to the Transaction Amount field. Enter an amount.
8	Navigate to the Transaction Code field. Enter code or double click to select from the List of Values
9	Navigate to the Project Code field. Enter a valid project or double click to select from the List of Values. 0000000 is a valid entry.

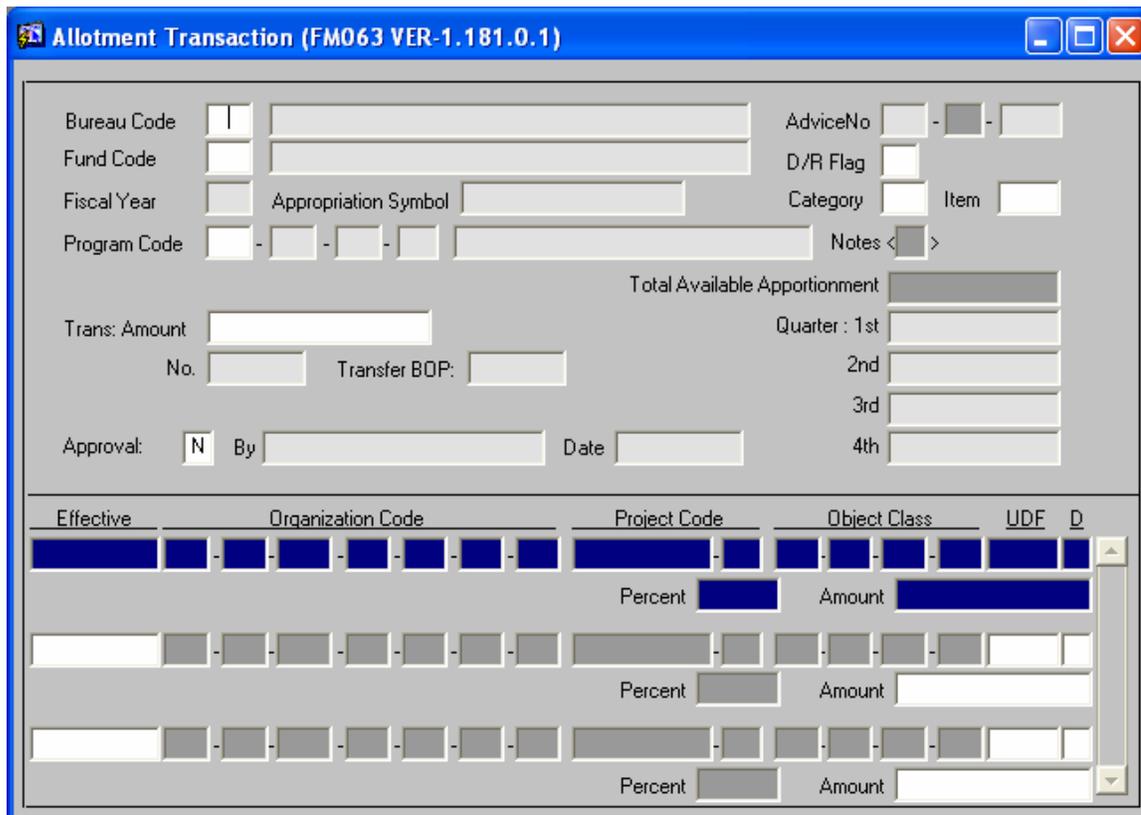
10	Navigate to the Program Code field. Enter a valid program or double click to select from List of Values.
11	Navigate to the Object Class and UDF fields. Enter Object Class and UDF, if applicable. If information is unknown, double click to select from List of Values.
12	Click Save  to commit the 2 nd page.
13	To return to the Apportionment Transaction Screen , press <Control> Page Up
14	Navigate to the Approval field. Enter Y and click Save  to commit the transaction
15	Click Exit  to return to the Navigator menu.

Use this procedure to add Category B apportionments to an existing Item Number.

<i>Step</i>	<i>Action</i>
1	Select the Apportionment Transaction Screen (FM062) menu option.
2	Enter the Bureau Code 13 – BIS 14 – NOAA Or double click and select from List of Values. Scroll  or Arrow Down ↓ to appropriate Bureau and Fund Codes. Highlight and click OK. Navigate {Enter or Tab} to Fund Code.
3	Select Fund Code Fiscal Year from the Fund, Fund Title, FY and Availability Dates Pop-up Screen. A user must select the fund code from the Pop-up screen. Scroll  or Arrow Down ↓ to appropriate Fund Code. Highlight and click OK. Navigate to the next field.
4	Enter either D or R in the D/R Flag field to indicate whether the fund is Direct or Reimbursable.
5	<Control> Page Down to navigate to screen 2 Category B Apportionment Transaction Screen .
6	Click in Category field. Enter category or double click and select from the List of Values.
7	Click in Item Number field. Enter Item Number or double click, Scroll  or Arrow Down ↓ to appropriate Item Number. Click OK. The Beginning Effective Date and Ending Effective Date fields will be populated from the List of Values.
8	Navigate to the Transaction Amount field. Enter an amount.
9	Click Save  to commit the 2 nd page.
10	To return to the Apportionment Transaction Screen , press <Control> Page Up
11	Navigate {Enter or Tab} to the Approval field. Enter Y and click Save  to commit the transaction.
12	Click Exit  to return to the Navigator menu.

9.3.4 Allotment Transaction (FM063)

This screen represents the fourth level of funds control within CFS. Allotments are authorizations made available for a Line Office, Program Office or Staff Office to obligate funds. The following is an illustration of the Allotment Transaction Screen (FM063):



The Allotment Transaction Screen (FM063) contains the following fields:

<u>Field</u>	<u>Description</u>	<u>Attributes</u>
Bureau Code	The code that uniquely identifies a bureau within the Department of Commerce. Valid values are established on the GL004 Bureau Code Maintenance Screen.	Required LOV
Bureau Name	The name assigned to the bureau code.	System Generated
Fund Code	The code establishing fund/appropriation.	Required pick from LOV
Fund Title	The name assigned to the fund code.	System Generated
Fiscal Year	The fiscal year for the transaction.	Required

<i>Appropriation Symbol</i>	The appropriation symbol for the fund code. This is derived from the GL013 screen.	System Generated
<i>Advice No</i>	Consists of three elements. The first element reflects the fiscal year. The second element is a system assigned sequential number that is incremental for each allotment transaction. The third element reflects adjustments.	System Generated for new program Pick from LOV for changes
<i>D/R</i>	Flag which indicates if the budgetary resources are either direct or reimbursable.	System Generated
<i>Category</i>	The field indicating if category A or B apportionment is to be allotted for this transaction.	Required
<i>Item</i>	The Category B apportionment Item number.	Required
<i>Program</i>	The hierarchical structure consisting of Activity, Sub-activity, Budget Line Item, and Bureau Unique Code. It is a unique code that identifies a program within a bureau and fund as it pertains to this Category B apportionment. 00-00-00-000 is a valid entry.	Required LOV available
<i>Program Title</i>	A derived field displaying the title of the program for this transaction.	System Generated
<i>Notes</i>	User defined field describing the justification for the current allotment advice.	Optional
<i>Total Available Apportionment</i>	The balance of funds that have been apportioned that is available for allotment.	System Generated
<i>Quarter:</i> <i>1st, 2nd, 3rd, 4th</i>	The quarterly balance of funds that have been apportioned that is available for allotment.	System Generated
<i>Trans Amount</i>	The amount of allotment for this program.	Required
<i>Transaction No.</i>	A unique number generated by the system.	System Generated
<i>Transfer BOP</i>	The Transaction No. from the BOP which created this Allotment Advice as a result of the Automatic Transfer functionality.	System Generated
<i>Approval</i>	The flag indicating whether the document has passed all system edits. This is a required field.	Required
<i>By</i>	This is the database username assigned by the system.	System Generated
<i>Date</i>	The effective date that this transaction is saved or approved.	System Generated
<i>Effective</i>	The beginning date the allotment is available.	Required
<i>Organization Code</i>	A valid organization code to which the allotment is made available. This is a required field. 00-00-0000-00-00-00-00 is a valid entry.	Required
<i>Project Code</i>	A valid project code to which the allotment is made available. 0000000-000 is a valid entry.	Required

Object Class	A valid object class to which the allotment is made available. 00-00-00-00 is a valid entry.	Required
UDF	A User Defined Field which the allotment is made available. 000000 is a valid entry.	Required
D	This field indicates the distribution method for allotment. An A is for distribution by amount. A P is for distribution by percentage.	Required
Percent	The percentage of the allotment amount to be applied for this ACCS. This field is required, if distribution method is P.	Required if P
Amount	The dollar amount of the allotment for this ACCS. This field is required, if distribution method is A.	Required if A

Use this procedure to enter allotments on **FM063**:

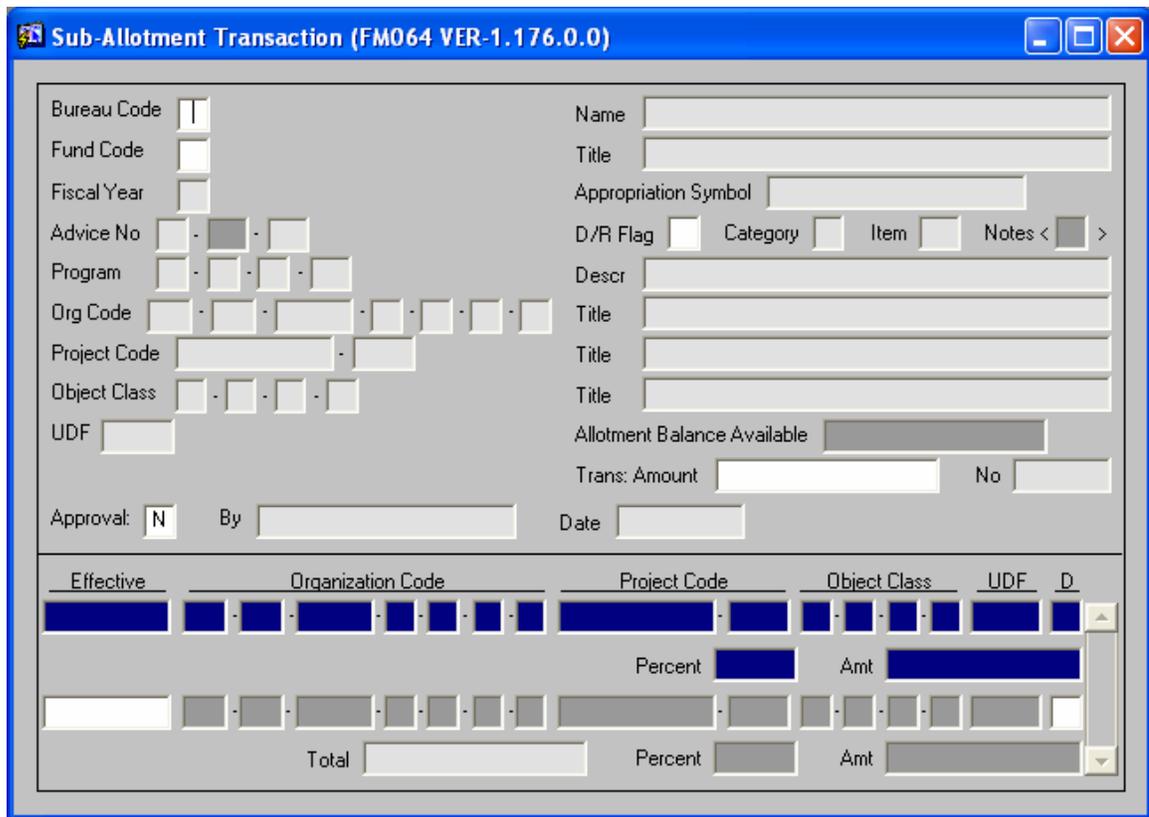
<i>Step</i>	<i>Action</i>
1	Select the Allotment Transaction Screen (FM063) menu option.
2	Enter the Bureau Code 13 - BIS 14 - NOAA Or double click and select from List of Values. Scroll  or Arrow Down ↓ to appropriate Bureau and Fund Codes. Highlight and click OK. Navigate {Enter or Tab} to Fund Code.
3	Select Fund Code Fiscal Year from the Fund, Fund Title, FY and Availability Dates Pop-up Screen. A user must select the fund code from the Pop-up screen. Scroll  or Arrow Down ↓ to appropriate Fund Code. Highlight and click OK. Enter or Tab to D/R field.
4	Enter either D or R in the D/R flag to indicate Direct or Reimbursable type of fund. Navigate to the next field.
5	Enter the Apportionment Category and navigate to the next field. or Double click to select from the Category and Item Number pop-up screen in the Category field. Selecting from the pop-up will automatically open the Apportionment/Allotment Lookup (FM086) screen. Click Exit  or  to return to the Allotment Transaction screen.
6	Enter the Item No. and navigate to the next field or Double click to select from the Item Number pop-up screen. Selecting from the pop-up will automatically open the Apportionment/Allotment Lookup (FM086) screen. Click exit  to return to the Allotment Transaction screen.
7	The Program Code will default to Program associated to the Item Number. If the default program code is at higher level, enter Program Code or double click and select from the Program Activity, Sub-Activity, Budget Line Item, Bureau Unique pop-up screen. Scroll  or Arrow Down ↓ to appropriate program code. Highlight and click OK.
8	Navigate to the Notes field. Double click to open the field. Enter descriptive reason for allotment.

9	Navigate to the Trans: Amount field and enter the amount.
10	Navigate to the detail block to the Effective Date field and enter begin date for the allotment. Navigate to the next field.
11	Enter the Organization code . Navigate to the next field.
12	Enter the Project Code if relevant. Navigate to the next field.
13	Enter the Object Class if relevant. Navigate to the next field.
14	Enter the UDF (User Defined Field) if relevant. Navigate to the next field.
15	Enter A or P or select the Distribution Method from double click to select from the List of Values.
16	Enter the Percentage if Percent method of distribution was selected. <u>OR</u> Enter the Amount of allotment if Amount was selected in the distribution method. Otherwise, the percent will calculate the allotment.
17	Continue to enter allotments in the succeeding rows for additional allotments.
18	When allotments are complete, click into the Approval field.
19	Enter Y to approve the transaction and click Save  to commit the transaction.
20	Click Exit  to return to the Navigator menu.

9.3.5 Sub-Allotment Transaction Screen (FM064)

This screen represents the fifth level of funds control within CFS. Once a Line Office has received an allotment, they may delegate authority to a lower level within the organization using the sub-allotment process. The sub-allotments make available for a lower level organization to obligate funds.

The following is an illustration of the Sub-Allotment Transaction Screen (FM064):



The Sub-allotment Transaction Screen (**FM064**) contains the following fields:

<u>Field</u>	<u>Description</u>	<u>Attributes</u>
Bureau Code	The code that uniquely identifies a bureau within the Department of Commerce.	Required
Bureau Name	The name assigned to the bureau code.	System Generated
Fund Code	The code identifying the established fund/appropriation code established for the fund/appropriation.	Required LOV available
Fund Title	The name assigned to the fund code.	System Generated
Fiscal Year	The 2-digit fiscal year for the transaction.	Required
Appropriation Symbol	The appropriation symbol for the fund code. This is derived from the GL013 screen.	System Generated
Advice No	Consists of three elements. The first element reflects the fiscal year. The second element is a system assigned sequential number that is incremental for each allotment transaction. The third element reflects adjustments.	System Generated for new program Pick from LOV for changes
D/R Flag	Flag which indicates if the budgetary resources are either direct or reimbursable.	Required

Category	The field indicating if category A or B apportionment is to be allotted for this transaction.	Required
Item	The Category B apportionment Item number.	Required
Notes	User defined field describing the justification for the current allotment advice.	Optional
Program Code	The hierarchical structure consisting of Activity, Sub-activity, Budget Line Item, and Bureau Unique Code. It is a unique code that identifies a program within a bureau and fund as it pertains to this Category B apportionment. 00-00-00-000 is a valid entry.	Required LOV
Description	A derived field displaying the description of the program for this transaction.	System Generated
Organization Code	A valid organization code from which the allotment is made available. 00-00-0000-00-00-00-00 is a valid entry.	Required
Title	Title of the Organization.	System Generated
Project Code	A valid project code from which the allotment is made available. 0000000-000 is a valid entry.	Required
Title	Title of the Project Code.	System Generated
Object Class	A valid object class from which the allotment is made available. 00-00-00-00 is a valid entry.	Required
Title	Title of the Object Class	System Generated
UDF	A User Defined Field which the allotment is made available. 00000 is a valid entry.	Required
Allotment Balance Available	The total allotment balance available for allotment for this transaction.	System Generated
Trans Amount	The amount of allotment for this program.	Required
Transaction No	A unique number generated by the system.	System Generated
Approval	The flag indicating whether the document has passed all system edits.	Required
By	This is the database username assigned by the system.	System Generated
Date	The effective date that this transaction is saved or approved.	System Generated
Effective	The beginning date the allotment is available.	Required
Organization Code	A valid organization code to which the allotment is made available. 00-00-0000-00-00-00-00 is a valid entry.	Required
Project Code	A valid project code to which the allotment is made available. 0000000-000 is a valid entry.	Required

Object Class	A valid object class to which the allotment is made available. 00-00-00-00 is a valid entry.	Required
User Defined Field	A User Defined Field which the allotment is made available. 00000 is a valid entry.	Required
D	This field indicates the distribution method for allotment. An A is for distribution by amount. A P is for distribution by percentage.	Required
Percent	The percentage of the allotment to be applied amount for this ACCS.	Required if P
Amount	The dollar amount of the allotment for this ACCS.	Required if A
Total	The total of all sub-allotments for this transaction.	System Generated

Use this procedure to enter sub-allotments on **FM064**:

<i>Step</i>	<i>Action</i>
1	Select the Sub-Allotment Transaction Screen (FM064) menu option.
2	Enter the Bureau Code 13 – BIS 14 – NOAA Or double click and select from List of Values. Scroll  or Arrow Down ↓ to appropriate Bureau and Fund Codes. Highlight and click OK. Navigate {Enter or Tab} to Fund Code.
3	Select Fund Cod Fiscal Year from the Fund, Fund Title, FY and Availability Dates pop-up screen. Scroll  or Arrow Down ↓ to appropriate Fund Code. Highlight and click OK. A user must select the fund code from the Pop-up screen. Enter or Tab to next field.
4	Select the allotment pool from the Fund, Fund Title, FY and Availability Dates pop-up screen which displays what is available to draw down from for sub-allotment. Enter or Tab to next field.
5	Enter the Transaction Amount . Navigate {Click, Enter or Tab} to the next field.
6	Enter the Effective Date. Navigate to the next field.
7	Enter the Organization if applicable. Navigate to the next field.
8	Enter the Project Code if applicable. Navigate to the next field.
9	Enter the Object Class if applicable. Navigate to the next field.
10	Enter the User Defined Field code if applicable. Navigate to the next field.
11	Select Distribution Method . Navigate to the next field.
12	Enter the percentage of distribution if percent distribution was selected. Navigate to the next field.

13	Enter the dollar amount of distribution if Amount was selected. Navigate to the next field.
14	Navigate to Approval field. Enter Y to approve the transaction and click Save  to commit the transaction
15	Click Exit  to return to the Navigator menu.

9.3.6 Internal Fund Ceiling Transaction (FM065)

This screen establishes the estimate of the Internal fund costs for providing overhead services, as well as any internally managed projects. The following is an example of the Internal Fund Ceiling Transaction Screen (FM065):

The Internal Fund Ceiling Transaction Screen (FM065) contains the following fields:

<u>Field</u>	<u>Description</u>	<u>Attributes</u>
Bureau Code	The code that uniquely identifies a bureau within the Department of Commerce. Valid values are established on the GL004 Bureau Code Maintenance Screen.	Required LOV available
Bureau Name	The name assigned to the bureau code.	System Generated

<i>Fund Code</i>	The code established for the fund/appropriation.	Required LOV available
<i>Fund Title</i>	The name assigned to the fund code.	System Generated
<i>Fiscal Year</i>	The 2-digit fiscal year for the transaction.	Required
<i>Appropriation Symbol</i>	The appropriation symbol for the fund code. This is derived from the GL013 screen.	System Generated
<i>Advice No</i>	Consists of three elements. The first element reflects the fiscal year. The second element is a system assigned sequential number that is incremental for each allotment transaction. The third element reflects adjustments.	System Generated
<i>Trans Amount</i>	The amount of allotment for this program.	Required
<i>Transaction No</i>	A unique number generated by the system.	System Generated
<i>Surcharge Code</i>	Valid values established on the GL011 can only be used in this field. It allows the user to set individual ceiling amounts relating to a project funded from a surcharge.	Required if applicable
<i>Approval</i>	The flag indicating whether the document has passed all system edits.	Required
<i>By</i>	This is the database username assigned by the system.	System Generated
<i>Date</i>	The effective date that this transaction is saved or approved.	System Generated
<i>Effective</i>	The beginning date the allotment is available.	Required
<i>D</i>	This field indicates the distribution method for allotment. A is for amount; P is for percentage.	Required
<i>Percent</i>	The percentage of the allotment amount to be applied for this ACCS.	Required if P
<i>Amount</i>	The dollar amount of this allotment for this ACCS.	Required if A
<i>Account Classification</i>	Allows the user to set individual ceiling amounts relating to a fund, project and task code, program code, organization code, object class and a user-defined code.	Required

Use this procedure to establish the Internal Fund ceiling on **FM065**:

<i>Step</i>	<i>Action</i>
1	Select the Internal Fund Ceiling Transaction Screen (FM065) menu option.
2	Enter the Bureau Code 13 - BIS 14 - NOAA Navigate {Enter or Tab} to Fund Code field. OR Double click and select from List of Values. Scroll  or Arrow Down ↓ to appropriate Bureau and Fund Codes. Highlight and click OK. Navigate to Transaction Amount field.
3	Select Fund Cod Fiscal Year from the Fund, Fund Title, FY and Availability Dates Pop-up Screen. Scroll  or Arrow Down ↓ to appropriate Fund Code. Highlight and click OK. A user must select the fund code from the Pop-up screen. Navigate {Click Enter or Tab} to the next field.
4	Enter the Transaction Amount . Navigate to the next field.
5	Enter the Transaction Amount . Navigate to the next field.
6	Enter the Surcharge Code , if applicable. Press Enter . OR Double click for List of Values to select surcharge code from the Surcharge Code and Description pop-up screen. Arrow Down ↓ or click to appropriate surcharge code. Click OK.
7	System will display message " <i>Transaction complete - 1 record posted and committed.</i> " Press Enter to acknowledge message.
8	Enter the Beginning Effective Date (DD-MON-YYYY) for the allocation or double click to select date from the List of Values. Navigate to next field.
9	Double click to access Distribution Flag. Click either P for Percent or A for Amount from the list of values.
10	If P is selected, enter the percentage, or if A is selected, enter the amount of the allocation.
11	Navigate to the Account Classification field. A pop-up will display to enter Project Task, Fund Code, Program, Organization, and Object Class . Each field can be entered or selected from List of Values.
12	Repeat steps 8 - 11 until full transaction amount has been allocated.
13	Navigate to Approval field. Enter Y to approve the transaction and click Save  to commit the transaction
14	Click Exit  to return to the Navigator menu.

9.4 Budget Operating Plans

The following screens apply to Budget Operating Plans:

- FM066 Budget Operating Planning Transaction Screen
- FM006 Budget Operating Plan Template

9.4.1 Budget Operating Planning Transaction (FM066)

Budget Operating Plans are used to establish operating plans against which actual commitments and obligations can be controlled and/or reported. The Budget Operating Plan Transaction Screen provides the capability to record an effective date for each amount by month, quarter, or fiscal year. This effective date represents the date through fiscal year end when the plan amount becomes available to spend or track against.

Operating plans can be changed, as needed, tracking each plan as originally approved along with each subsequent change. After the initial plans are created for a fiscal year, revisions to a BOP must be made using the incremental adjustment process.

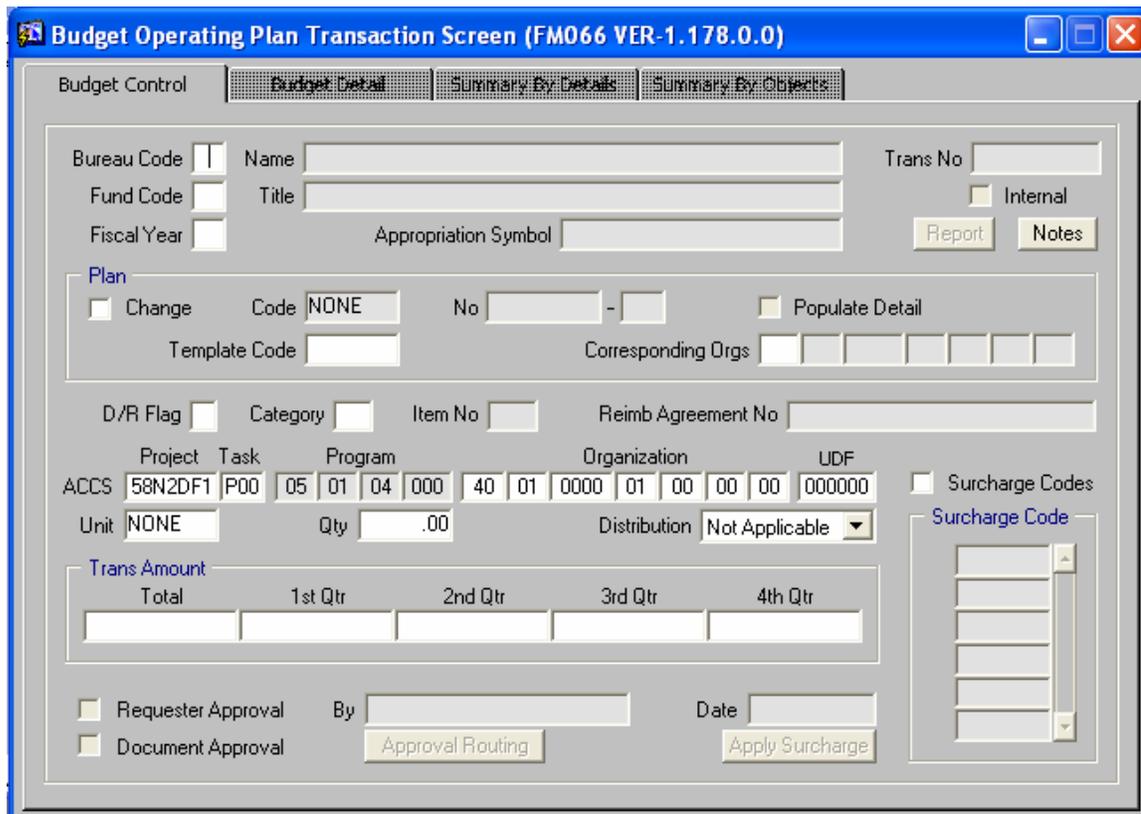
The Budget Operating Plan Transaction Screen (FM066) includes four tabs: **Budget Control**, **Budget Detail**, **Summary by Detail**, and **Summary by Object Class**. The following sub-sections include examples of each tab from this screen, which represent the lowest level of budget planning within the CFS.

9.4.1.1 Budget Control Tab

The Budget Control tab of the Budget Operating Plan screen establishes and maintains 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 **Budget Control** tab data carries over to all the tabs on the BOP screen. The user establishes quarterly or annual controls to restrict how much can be planned in the detail 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. This tab also contains the Plan and Transaction numbers to assist in identifying and retrieving the plan at a later time.

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



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.
Fund Code	This field displays the fund code as defined on the GL013 screen.	Required. LOV Available.
Title	This field displays the system generated name assigned to the Fund Code	Automatically populates when a Fund Code is selected
Internal	A <input checked="" type="checkbox"/> indicates the fund is an internal fund.	System Generated
Fiscal Year	This field displays the two digit fiscal year for the transaction	Required. LOV Available.
Appropriation Symbol	This field displays the appropriation symbol for the fund code as derived from the GL013 screen	System Generated

<u>Field Description</u>	<u>Definition</u>	<u>Attributes</u>
Report	Click to review or print the BOP report for the current transaction.	Optional
Notes	User defined field describing the justification for the current BOP	Optional
Plan: Change	A ✓ indicates this transaction is a change to an existing plan.	Required if changing a current plan
Plan: Code	This field displays a valid change code that identifies the type of change incurred by the Transaction.	Required if changing a current plan
Plan: No	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
Populate Detail	This field displays a ✓ if the BOP brings forward detail from a previous plan on a change BOP.	Required
Template Code	This field displays the code for the template to be used for creating the detail for the BOP.	Required "None" is a valid entry.
Corresponding Orgs	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
D/R Flag	This field displays the code for the type of BOP being issued: D = Direct R = Reimbursable	Required LOV Available.
Category	This field displays the category A or B funding being used for the BOP.	Required
Item No	This field displays the Category B apportionment Item number	Required
Reimbursable Agreement No	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
ACCS	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 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
<i>By</i>	This field displays the user name of the person who requested the BOP.	System Generated.
<i>Date</i>	This field displays the system date the Budget Operating plan record was approved by the requestor	System Generated.
<i>Document Approval</i>	A ✓ indicates that the BOP has been approved by the approving official	User Generated
<i>Approval Routing</i>	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
<i>Apply Surcharge</i>	This button populates the Surcharge Table with the applicable surcharge codes based upon the ACCS.	User Generated

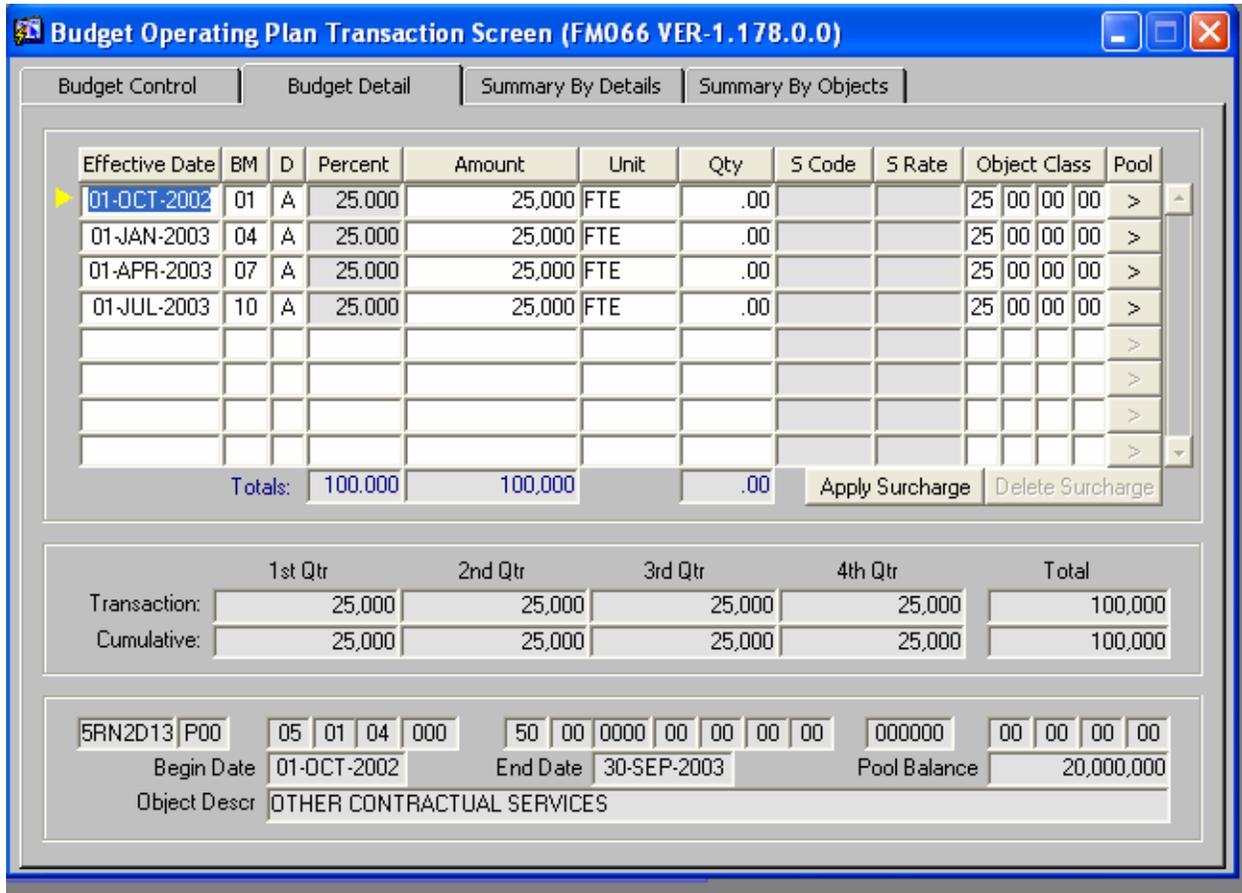
9.4.1.2 Budget Detail Tab

The ***Budget Detail*** screen is used to enter the object class details for the ACCS identified on the ***Budget Control*** screen.

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



The following fields apply 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

<u>Field</u>	<u>Description</u>	<u>Attributes</u>
<i>Percent</i>	This field displays the percentage of the BOP amount to be applied for this object class.	Required if distribution method is P
<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 2nd Qtr</i> <i>3rd Qtr 4th Qtr</i> <i>Total</i>	These fields display the quarterly amounts brought forward from the Budget Control for reference.	System Generated
<i>Cumulative</i> <i>1st Qtr 2nd Qtr</i> <i>3rd Qtr 4th Qtr</i> <i>Total</i>	These fields display the quarterly totals of all the detail lines or the total of a query selection	System Generated

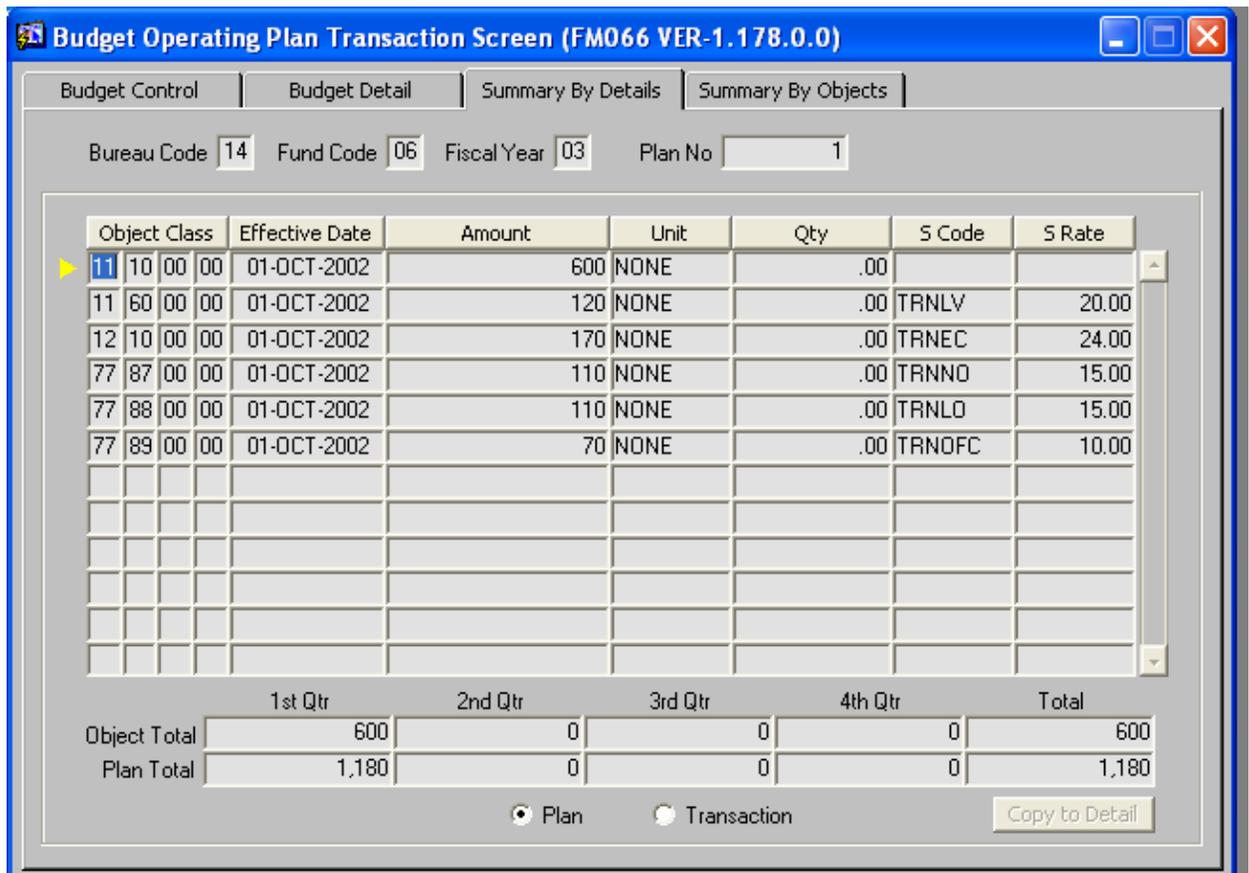
Block containing pool information This field displays the project-task, organization, UDF, object class, begin date, end date, pool balance (from the allotment) and the object class detail description (from the highlighted Detail line). System Generated

9.4.1.3 Summary by Details Tab

The Summary by Details Tab screen displays summarized data from the Budget Detail screen. 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**.

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 transactions of the current plan. Therefore, when the **Plan** button is highlighted, the data is a summary of all transactions within the 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:

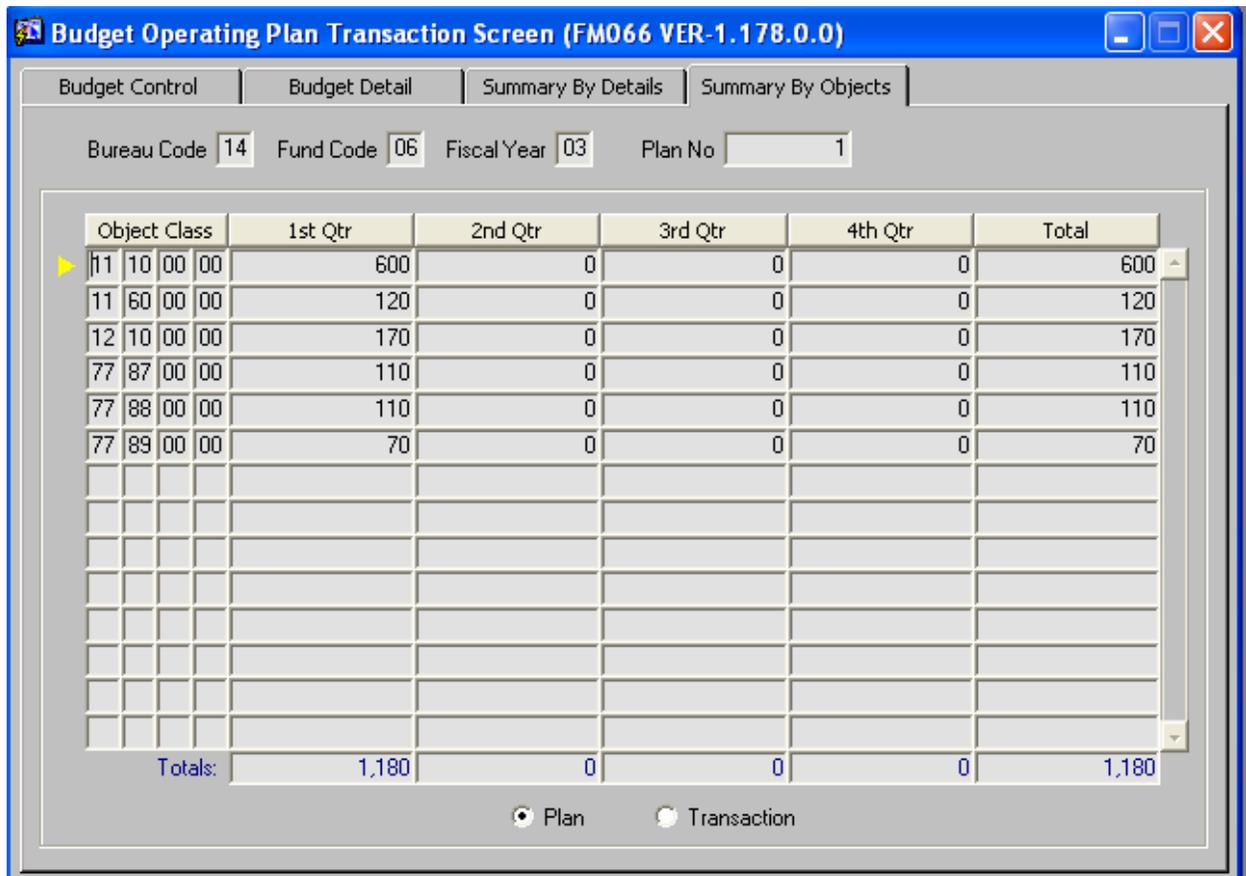
<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<i>Bureau Code</i> <i>Fund Code</i> <i>Fiscal Year</i> <i>Plan No.</i>	These fields display data from the Budget Control Screen.	System Generated
<i>Trans No</i>	This field displays the unique number for the current transaction (displays only when 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 from the Budget Detail tab.	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
<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

9.4.1.4 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 transactions of the current plan. Therefore, when the **Plan** button is highlighted, the data is a summary of all transactions within the plan.

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



The following fields apply 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

Transaction	When this field is highlighted all object class summaries for the current transaction are displayed	System Generated
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9.4.1.5 Budget Operating Plan Process

The user will need to perform the following steps to create a Budget Operating Plans:

<i>Step</i>	<i>Action</i>
1	Select the FM066 Budget Operating Plan Transaction Screen menu option. The screen will launch in an Insert mode; users enter values in the applicable fields.
2	Double click on the Bureau field and Scroll  or Arrow Down ↓ to the desired Bureau number, Fund Code, Fund Title, Fiscal Year (FY) and Available Beginning and End Dates from the List of Values (LOV). Highlight and click OK 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.
3	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 6.2 of the documentation includes details for creating BOP templates.</i>
4	Double click on the Corresponding Orgs field. The Default is '00'.
5	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.
6	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.
7	Enter the Reimbursable Agreement No. (or Temporary Work Authority) if the D/R flag was set to R.
8	Enter the Account Classification Code Structure ACCS) string consisting of the Project, Task, Project Organization, Object class and User Defined fields.
9	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.
10	Double click in the Unit field and select the unit used to record values for statistical purposes from the LOV. The Default is 'NONE'.
11	Enter the number of units to be applied to the BOP in the Quantity field.
12	Double click in the Distribution field and select the distribution type from the LOV. The Default is 'Not Applicable'.
13	Enter the Dollar Amounts for the BOP in the Trans Amount block by Total and Quarter . <i>Note: These are numeric fields.</i>
14	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.
15	Click on the Budget Detail tab to enter the detailed plans for the ACCS identified on the Budget Control Tab screen.

16	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.
17	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>
18	Populate the D (Distribution Method) field with P or A , depending on how the dollars will be allocated. P equals percent; A equals amount.
19	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.
20	Click on Save  to commit the transaction.
21	Click on the Budget Detail tab.
22	The Unit , Quantity , and Surcharge Code fields populate from the Budget Control tab.
23	Enter the Object Class for each detail line.
24	The Transaction and Cumulative fields automatically populate based on the detail entries.
25	Click on Save  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>
26	Click on the Budget Control tab.
27	The user clicks on the Approver checkbox when satisfied with the BOP entries.
28	Click Exit  to return to the Navigator menu.

9.4.1.5.1 Modify BOP Process

User the following procedure to change a Budget Operating Plan:

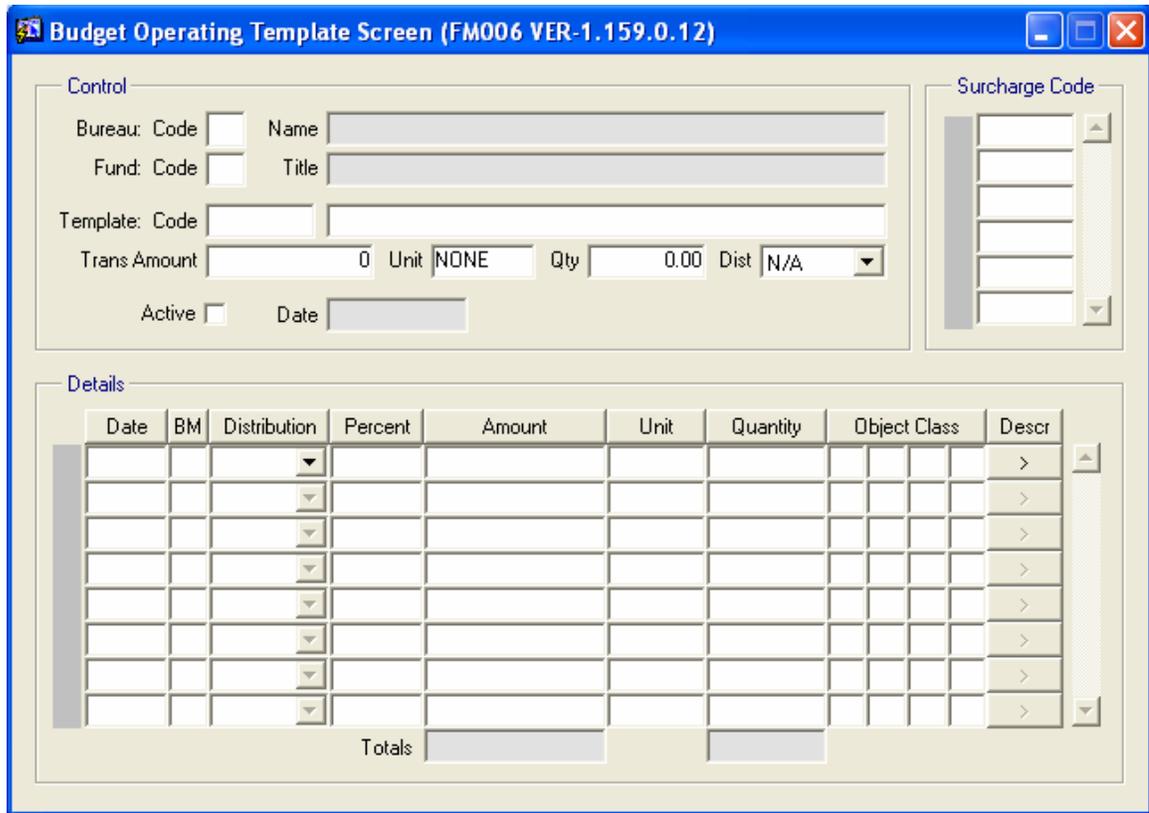
Step	Action
1	Select the FM066 - Budget Operating Plan Transaction Screen menu option
2	The FM066 screen will launch in an Insert mode; i.e. the user can start entering data.
3	Press Enter Query {F7} or click  . Enter the BOP number in the Trans No field. <i>Note: Please refer to the Access & Navigation section for additional information pertaining to queries.</i>
4	Press Execute Query {F8} or click  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 Save  to commit the modifications.
8	Click in the Requestor Approval box when the changes have been completed.
9	Click Exit  to return to the Navigator menu.

9.4.2 Budget Operating Plan Template (FM006)

The Budget Operating Plan Template (FM066) provides a tool to establish templates that can be used to create budget operating plans. A template can contain as much standard information as possible, thereby reducing data entry effort on Budget Operating Plan Transaction Screen. Once the Budget Operating Plan Template has been activated, the Budget Operating Plan Transaction Screen (**FM066**) can reference the template to assist in creating transactions.

Templates enable users to store many of the object classes that are frequently included in BOPs. The object classes are retrieved on the Budget Operating Plan Transaction Screen (FM066) when users create a BOP based on the template.

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



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

<u>Field</u>	<u>Description</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

Trans Amount	The amount to be planned for this program. <i>Note: NOAA/BIS recommend that this field not be used.</i>	Optional
Unit	The unit used to record values used for statistical purposes to be applied for this budget operating plan.	Required
Qty	The quantity defines the portion of the unit to be applied for this budget operating plan.	Required
Distr	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
Active Status	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
Active Status Date	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 DDMMYY, e.g. 10-APR-2001.	System Generated
<u>Detail Block:</u>		
Surcharge Code	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
Date	The effective date for the budget amount.	Required
Percent	The percentage of the amount to be applied for this ACCS.	Required if distribution method is P.
Amount	The dollar amount for the object class to be applied for this ACCS.	Required if distribution method is A.
Unit	The statistical unit if applicable.	Optional
Qty	The statistical quantity if applicable.	Optional
Object Class	The hierarchical structures consisting of Object, Subobject, sub-subobject and function code that uniquely identifies an object class as it pertains to this budget line. 00-00-00-00 is a valid entry.	Required
Totals Amount	The total amount of all template lines.	System Generated
Totals QTY	The total statistical unit quantity of all template lines.	System Generated

Use this procedure 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 13 - BIS

	14 - NOAA
3	Enter Fund Code or select from the List of 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	Enter the Distribution method or double-click in this field to select from List of 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. ▶ Click on Save  to save the surcharge codes and exit the pop-up. <i>Note: If surcharges are not to be used on the Template, press Cancel to exit the pop-up.</i>
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 .
17	Click into 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	Click Exit  to return to the Navigator menu.

9.5 Cost Accumulation

The following screens apply to the Cost Accumulation process:

- ◆ GL011 Surcharge Code Maintenance Screen
- ◆ CM204 Surcharge Application Program
- ◆ CM012 Over/Under Distribution Template Maintenance Screen
- ◆ CM202 Over/Under Distribution Control Screen

9.5.1 Surcharge Code Maintenance (GL011)

The purpose of the surcharge code maintenance screen (**GL011**) is to define the parameters for the application of indirect costs. The following is an example of the Surcharge Code Maintenance Screen (GL011):

The Surcharge Code Maintenance Screen (**GL011**) contains the following fields:

<u>Field</u>	<u>Description</u>	<u>Attributes</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>Surcharge Code</i>	Unique surcharge code must first be setup on the Accounting System Code Maintenance Screen (GL021).	Required
<i>Priority</i>	Priority code is for the order in which this template will be processed by the Surcharge Application Program (CM204). The priority must be taken into consideration when piggy-backing of rates is required.	Required
<i>Applied Project</i>	Project Code for collecting the revenue from the surcharge application. The project code must be established on the Project Code Maintenance Screen (CM004).	Required

Applied Organization	Organization Code for collecting the revenue from the surcharge application. The organization code must be established on Organization Code Maintenance Screens (GL040 – GL046).	Required
Applied Transaction Code	Transaction code for collecting the revenue, as well as General Ledger posting. The code must be established on the Transaction Code Maintenance Screen (GL022).	Required
Object Class	Object Class for collecting the revenue from the surcharge application. The object classes must be established on the Object Class Code Maintenance Screens (GL051- GL054).	Required
Fund Code FY:	Fiscal Year From and To range for surcharge application.	Required
Surcharge Rate	The percentage rate to be applied for a specific range (usually project or organization range parameter).	Required
Organization From and To range	The organization range to which the surcharge is to be applied.	Required
Project From and To range	The project range to which the surcharge is to be applied.	Required
Object Class From and To range	The object class range to which the surcharge is to be applied (e.g., personnel services 11-10 through 11-59).	Required
Account No From and To range	The General Ledger Account range to which the surcharge is to be applied (e.g., obligations and expenditures 4801 – 4982).	Required
Effective Dates From and To range	The transaction date range to which the surcharge is to be applied (e.g., 01-OCT-1999 – null). The 'To' range can be left blank.	Required for From date; Optional for To date
Project Type	Project Type to be included or excluded from the surcharge applications. The project type is assigned on the Project Code Maintenance Screen (CM004).	Optional

Use this procedure to establish surcharge codes on **GL011**:

<i>Step</i>	<i>Action</i>
1	In the CAMS Navigator Menu, click the  for folder GL – General Ledger. Then click  for folder Maintenance Screens. Then double click on GL011 – Surcharge Codes.
A	Update Entry:
1	Enter Query { F7 } or click  .
2	Enter Bureau Code “14”. Press Enter. Navigate (Press Tab, Enter, or Click) to and enter additional selecting data in appropriate fields.
3	Execute Query { F8 } or click  to retrieve existing data in surcharge tables.

4	Select the record to be updated by moving forward  and/or backward  as necessary.
5	On the selected record, navigate to and update all fields that need to be changed. Note: Active Status must be 'N' to update.
6	Click Save  .
B	Enter New Surcharge data record:
1	Select GL011 from the GL Maintenance screen submenu or Click add record icon  if you already have the GL011 form opened from query or update.
2	Enter Bureau Code or select Bureau from List of Values (LOV). To get LOV Double Click or Press F9. After selecting Bureau Code, Navigate to Trans Type.
3	In Trans Type field, enter either G for General Ledger Account or B for Budget Account. Navigate to Surcharge Code.
4	Enter the <i>Surcharge Code</i> , or select from LOV. Navigate to Priority Code.
5	Enter the <i>Priority Code</i> . (Setting different priorities to templates causes a piggy backing effect of lower level templates.). Press Enter to open the Applied ACCS form.
6	Enter the <i>Project, Organization, and Transaction Code</i> for collecting the revenue from the surcharge.
7	Enter the <i>Object Class</i> code to use for collecting revenue from the surcharge.
8	Navigate to <i>Fund Code FY</i> . Enter the To and From FY. Navigate to the <i>Surcharge Rate</i> field in the Detail Block of the form. You can navigate there by pressing and holding the Control key then press Page Down or Click in the <i>Surcharge Rate</i> field.
9	Enter the <i>Surcharge Rate</i> percentage for the surcharge. Navigate to <i>Applied to Following ACCS Ranges</i> section.
10	Enter the <i>Applied to Following ACCS Ranges</i> This range includes the following fields: <ul style="list-style-type: none"> ▶ <i>Organization</i> ▶ <i>Project Code</i> ▶ <i>Object Class</i> ▶ <i>Account No</i> ▶ <i>Effective Dates</i> <p>Navigate to <i>Project Type</i>.</p>
11	Enter I to include or E to exclude certain projects in the surcharge compilations. Leave blank to include all. <i>Note: If I or E is entered, users must select the specific project types to be included or excluded.</i>
15	Navigate back to the Control Block's <i>Active Status</i> field. You can move back to the Control Block by pressing and holding the control key then press Page Up or you can click in the <i>Active Status</i> field.
16	Enter Y in the <i>Active Status</i> field to activate the record.
17	Click the Save icon  to commit the record.
18	Click Exit  to return to the Navigator menu.

9.5.2 Surcharge Application Program (CM204)

The Surcharge Application Program (CM204) processes the batch program to apply overhead rates. This process can be run by the G/L end date or by specific transaction numbers or dates. The following is an example of the Surcharge Application Program (CM204) screen:

The Surcharge Application Program (CM204a) contains the following fields:

<u>Field</u>	<u>Description</u>	<u>Attributes</u>
<i>Selection</i>	Pop-up with options for executing the program (e.g., run with printing a report, run without printing a report, view log file, etc.).	Required
<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>GL Transaction No. From and To</i>	Option to select specific transaction number or range of transactions to be selected for applying surcharges.	Required
<i>Or</i>		
<i>GL Dates: Transaction From and To range</i>	Option to select specific transaction date or range of transaction dates to be selected for applying surcharges.	
<i>Or</i>		
<i>GL Dates: GL End Date From and To range</i>	Option to select specific GL End Date or range of GL End Dates to be selected for applying surcharges.	

Detail Surcharges to Apply	Option to select specific surcharges for applying surcharges ('Y'), or selecting all active surcharges on GL011 for applying surcharges ('N').	Required
Printer	Printer where the report will be printed.	Required
Copies	Number of copies to be printed.	Required
Print time	Time indicator for specifying when the report will be printed. The system defaults to Now.	Required
Record Authorization to Begin Process (CM204a)	The execution for applying surcharges. This process may be run as often as required until recording the results of the application to Trial.	Required
Record General Journal Entries (CM204b)	The recording of results of surcharge application to trial. Once posted to trial, this process should not be executed again for the given transactions or GL dates.	Required

Use this procedure to apply surcharges by Beginning and Ending GL Transaction Numbers.

<i>Step</i>	<i>Action</i>
1	In the CAMS Navigator Menu, click the  for folder CM – Cost Management. Then click  for folder Batch Processing. Then double click on CM204 – Surcharge Application Program.
2	Enter 2 or select from LOV in SELECTION field to “Process new program – Do not print”. Navigate (Press Tab or Enter key, or Click) to the BUREAU CODE field.
3	Enter 14 in the BUREAU CODE field and Navigate to the GL TRANSACTION NUMBER field.
4	Enter the beginning and ending GL TRANSACTION NUMBERS to be used for this run. Navigate to DETAIL SURCHARGES TO APPLY field.
5	Enter N in the DETAIL SURCHARGES TO APPLY field to default to all surcharges. Navigate to CM204 RECORD AUTHORIZATION TO BEGIN PROCESS field.
6	Review the data entered in steps 2 to 5. If it is okay, enter Y in the RECORD AUTHORIZATION TO BEGIN PROCESS (cm204a) field.
7	Click the Save icon  to save/commit the record. This will start the cm204a program.
8	In the CAMS Navigator Menu, click the  for folder WFM – Work Flow Management. Then click  for folder Transactions. Then double click on WF003 – Message Retrieval Screen. The cm204a is complete when you receive this message - “ CM204: PROCESS COMPLETE. THE REPORT IS FINISHED. ”
9	Click Exit  to return to the Navigator menu.

Use this procedure to approve and post rate applications (**CM204b**).

<i>Step</i>	<i>Action</i>
1	In the CAMS Navigator Menu, click the  for folder CM – Cost Management. Then click  for

	folder Batch Processing. Then double click on CM204 – Surcharge Application Program.
3	Enter 2 or select from LOV in SELECTION field to “Process new program – Do not print”. Navigate (Press Tab or Enter key, or Click) to the RECORD GENERAL JOURNAL ENTRIES field.
4	Enter Y in the RECORD GENERAL JOURNAL ENTRIES (cm204b) field.
5	Click the Save icon  to save/commit the record. This will start the cm204b program.
6	In the CAMS Navigator Menu, click the  for folder WFM – Work Flow Management. Then click  for folder Transactions. Then double click on WF003 – Message Retrieval Screen. The cm204b is complete when you receive this message - “ CM204: PROCESS COMPLETE. THE PROCESS HAS COMPLETED. ”
7	Click Exit  to return to the Navigator menu.

9.5.3 Over/Under Distribution Template (CM012)

The purpose of the Over/Under Distribution Template Maintenance Screen (**CM012**) is to define parameters for the distribution of costs from Internal Fund to the funding sources. The following is an example of the Over/Under Distribution Template Maintenance Screen (CM012):

The Over/Under Distribution Template Maintenance Screen (**CM012**) contains the following fields:

<u>Field</u>	<u>Description</u>	<u>Attributes</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 to query
<i>Bureau Name</i>	The name assigned to the bureau code.	System Generated
<i>Document No</i>	A unique number generated by the system that identifies the template.	System Generated
<i>Template Code</i>	Unique Over/Under Distribution Code. Code <i>Note: Should be similar to the surcharge code for easy recognition.</i>	Required
<i>GJ: Reference and description</i>	The reference and description for easy identification of the transactions, as a result of the over/under distribution.	Required
<i>Formula Priority</i>	The order in which the process should be executed. The priority should be considered when the internal fund must be zeroed out, prior to another surcharge.	Required
<i>Periods</i>	Pop-up for indicating specific GL Period to be reversed, if the records are to be reversed.	Required
<i>Fund Code FY</i>	The Fund Code Fiscal Year activity for which the Over/Under Distribution template is valid.	Required
<i>PY</i>	Flag that identifies whether the template is used for prior year. If it is used for prior year, only the prior year and contra transaction codes can be entered. Indicator, for executing prior year transactions.	Required
<i>Account Range Expense</i>	Internal Fund ACCS ranges used for determining Internal Fund expenses that will be used in over/under (i.e. leave expense, benefits expenses).	Required
<i>Account Range Income</i>	Revenue Project, organization and object classes where surcharges were collected, which will be compared to the expense account range to determine over/under distribution amount.	Required
<i>Account Range Based Upon</i>	ACCS ranges that identifies the projects to which the over/under amount will be distributed.	Required
<i>Account Range Contra Entry</i>	Internal fund project to which the net over/under adjustment will be recorded. This is generally the same project used to collect surcharge income.	Required
<i>Project Types Expense</i>	Project Type to be included or excluded or left blank	Optional
<i>Project Types Income</i>	Project Type to be included or excluded or left blank	Optional
<i>Project Types Based Upon</i>	Project Type to be included or excluded or left blank	Optional

<i>PY Trans Code</i>	Transaction code(s) for handling prior year transactions for annual fund, multi-year and no-year fund, annual reimbursable fund, and multi-year and no-year reimbursable fund. Fields can only be populated if prior year flag set to Y.	Required
<i>Trans Code</i>	Transaction code(s) for handling current year transactions for direct, reimbursable, and contra entry.	Required
<i>Applied Object Class</i>	The object class for handling additional surcharge or distribution of profit.	Required

Use this procedure to establish over/under distribution template:

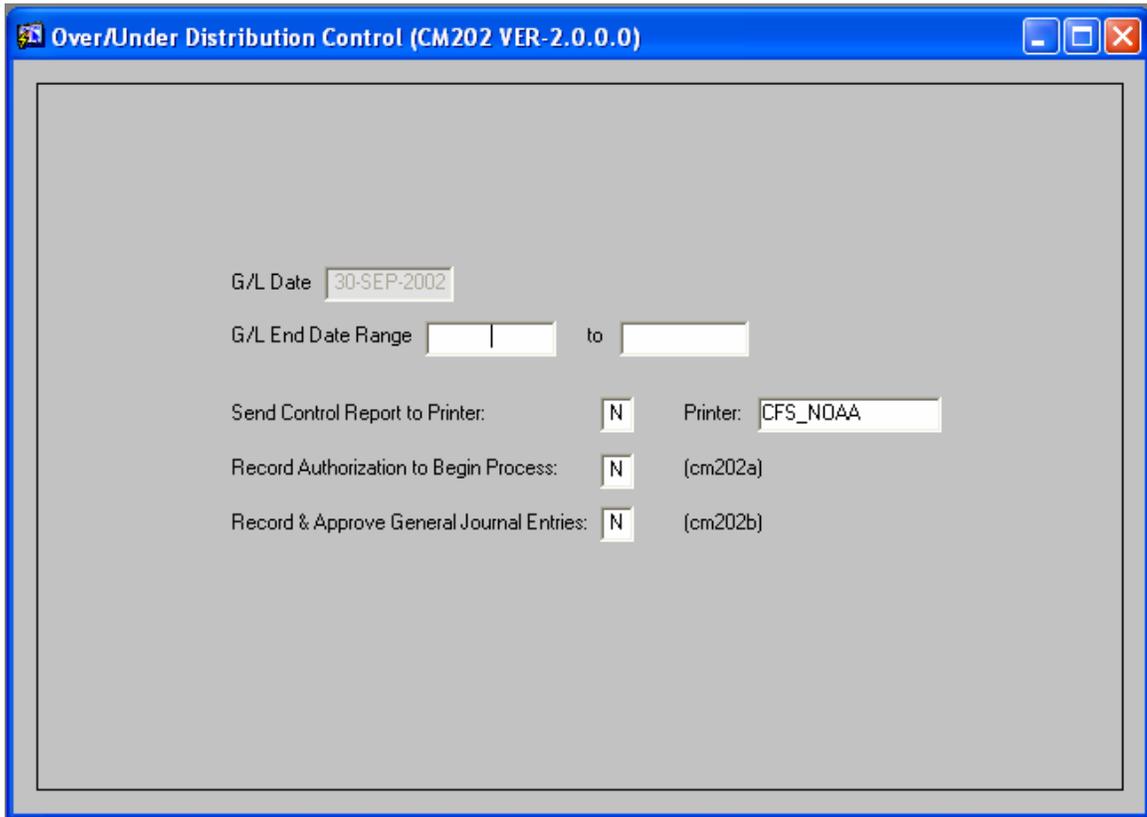
<i>Step</i>	<i>Action</i>
1	In the CAMS Navigator Menu, click the  for folder CM – Cost Management. Then click  for folder Maintenance Screens. Then double click on CM012 – Template – Over/Under Distribution
2	Enter the <i>Bureau Code</i> (NOAA: 14 or BIS: 13) or select from LOV. Navigate (Press Tab or Enter key, or Click) to the <i>Template Code</i> field.
3	Enter the <i>Template Code</i> or select from LOV for the Over/Under process. Navigate to <i>Priority Level</i> field.
4	Enter the <i>Priority Level</i> for processing. Navigate to <i>Fund Code FY</i> field.
5	Enter the From/To <i>Fund Code FY</i> for processing. Navigate to <i>Prior Year</i> field.
6	Enter Y or N to process <i>Prior Year</i> . Navigate to Account Range and Project Type Section.
7	Enter <i>Expense</i> Account Range (costs incurred on the Internal Fund projects). Navigate to Expense <i>Project Types</i> .
8	Enter <i>Project Types</i> to include/exclude. Navigate to <i>Income</i> Account Range.
9	Enter <i>Income</i> Account Range (income collected in the Internal Fund that was generated by the surcharge processes on the appropriated and reimbursable projects). Navigate to Income <i>Project Types</i> .
10	Enter <i>Project Types</i> to include/exclude. Navigate to <i>Based Upon</i> Account Range.
11	Enter <i>Based Upon</i> Account Range (Base is the ratio of how much money each project contributed to income). Navigate to Based Upon <i>Project Types</i> .
12	Enter <i>Project Types</i> to include/exclude. Navigate to <i>Contra Entry</i> Account Range.
13	Enter the <i>Contra Entry</i> Account Range (Contra entry indicates the Internal Fund ACCS to receive the resulting revenue). Navigate to <i>PY Trans Code</i> section.
14	Enter PY Trans Codes associated with <i>Annual Direct, Multi/X Direct, Annual Reimb, and/or Multi/X Reimb</i> . These PY Trans Codes indicate the transaction code for the charges resulting from the distribution of prior year transactions. Navigate to <i>Trans Code</i> section.
15	Enter the Trans Code for <i>Direct, Reimb, Contra</i> . Navigate to <i>Applied Object Class</i> field.
16	Enter the <i>Applied Object Class</i> . Navigate to <i>Active Status</i> field.
17	Enter Y in <i>Active Status</i> field and Click Save icon  to save/commit.

18	Click Exit  to return to the Navigator menu.
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9.5.4 Over/Under Distribution Control (CM202)

The Over/Under Distribution Control Screen (**CM202**) processes the batch program to create the over/under distributions. The **CM202** screen calculates the proper distributions and places the results in the temporary table in the applied ACCS. The program then calculates the difference in expense and income and distributes it to the appropriated projects in proportion to the base. The **CM202a** screen generates the Over/Under Control Report showing the summary of the applications.

The following is an example of the Over/Under Distribution Control Screen (CM202):



The Over/Under Distribution Control Screen (**CM202**) contains the following fields:

<u>Field</u>	<u>Description</u>	<u>Attributes</u>
<i>G/L Date</i>	Specific date for processing Over/Under distribution.	Required
<i>G/L End Date Range From and To</i>	The range to be selected for processing Over/Under Distribution process.	Required
<i>Send Control Report to Printer</i>	Parameter for printing the report.	Required
<i>Printer</i>	Parameter for indicating the printer where the report will be printed.	Required

Record Authorization to Begin Process (CM202a)	The parameter for executing the Over/Under process.	Required
Record General Journal Entries (CM202b)	The parameter for posting the results of the Over/Under Distribution.	Required

Use this procedure to run over/under distribution:

<i>Step</i>	<i>Action</i>
1	In the CAMS Navigator Menu, click the  for folder CM – Cost Management. Then click  for folder Batch Processing. Then double click on CM202 – Over/Under Distribution Control Screen.
2	Opens to G/L End Date Range . Enter Begin and To G/L End Dates. Navigate (Press Tab or Enter key, or Click) to the Record Authorization to Begin Process field. Note: G/L DATE is a protected field; the system defaults to the earliest open accounting period.
3	Enter Y in the Record Authorization to Begin Process (cm202a) field.
4	Click the Save icon  to save/commit. This will execute the cm202a program. The Over/Under Distribution Report (CM202a , Part B) summary version is automatically generated when CM202 is executed.
5	In the CAMS Navigator Menu, click the  for folder WFM – Work Flow Management. Then click  for folder Transactions. Then double click on WF003 – Message Retrieval Screen. Review your messages to determine when cm202a is completed.

Use this procedure to approve and post over/under distribution:

<i>Step</i>	<i>Action</i>
1	In the CAMS Navigator Menu, click the  for folder CM – Cost Management. Then click  for folder Batch Processing. Then double click on CM202 – Over/Under Distribution Control Screen.
2	Navigate (Press Tab or Enter key, or Click) to the Record & Approve General Journal Entries field.
3	Enter Y in the Record & Approve General Journal Entries field and Click the Save icon  to save/commit. This will execute the cm202b program.
4	In the CAMS Navigator Menu, click the  for folder WFM – Work Flow Management. Then click  for folder Transactions. Then double click on WF003 – Message Retrieval Screen. Review your messages to determine when cm202b is completed.
5	Click Exit  to return to the Navigator menu.

9.6 Workflow Management

The document approval process is part of Workflow Management. This section details the approval process related to the Budget Execution module.

- ◆ WF001 Document Approval Maintenance Screen
- ◆ WF002 Documents Requiring Approval Screen
- ◆ WF003 Message Retrieval Screen
- ◆ WF604 Reassign Approvers by Document
- ◆ WF605 Reassign Approvers by Employee

9.6.1 Document Approval Maintenance (WF001)

The Document Approval Maintenance Screen (WF001) is used to record and maintain administrative approval routing for the Budget Operating Plans. The approval routing is established for each document type by ACCS, dollar amount, and effective date range. The WF001 screen is also where the funds override officials are recorded.

The following is an example of the character-based Document Approval Maintenance Screen (WF001):

Document Approval Maintenance (WF001 VER-0.0.0.0)

Bureau Code: Name:

Document: Source Type Active: Status Date

Employee: No Name Priority:

<Alternate>: Back-Up C/O Funds: C Reprogramming: 0

Approval Ranges

	ACCS	Amounts	Dates
From	<input type="text"/>	<input type="text"/>	<input type="text"/>
To	<input type="text"/>	<input type="text"/>	<input type="text"/>
From	<input type="text"/>	<input type="text"/>	<input type="text"/>
To	<input type="text"/>	<input type="text"/>	<input type="text"/>
From	<input type="text"/>	<input type="text"/>	<input type="text"/>
To	<input type="text"/>	<input type="text"/>	<input type="text"/>

The Document Approval Maintenance Screen contains the following fields:

<u>Field</u>	<u>Description</u>	<u>Attributes</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 LOV Available
<i>Bureau Name</i>	The name assigned to the bureau code.	System Generated
<i>Document Source</i>	The document source for the approval routing, e.g., OPER for Budget Operating Plans.	Required LOV Available
<i>Document Type</i>	A unique, user-defined document type for the document source, e.g. OPER for Budget Operating Plans.	Required LOV Available
<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 LOV Available
<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 DD-MMM-YYYY, e.g. 10-APR-2001.	Required
<i>Employee No</i>	The unique system-assigned code representing a specific employee. There may be one or more approvers for a particular document type. Only one approver is displayed in this block at a time.	Required LOV Available
<i>Employee Name</i>	The first name, middle initial and last name of the employee.	System Generated
<i>Priority</i>	The priority level of approval for the employee, document source and document type. Up to 999 levels of approval are possible. Several employees can have the same approval routing priority but different ACCS or dollar amount ranges or both.	Required
<i>Alternate</i>	The flag that indicates if the employee is an alternate approver. Only one alternate approver for each priority level is possible. Valid values are Y for yes and N for no. This field defaults to N. If an approval priority level has an active alternate, the system notifies both the approver and the alternate. Whoever approves the document first will send the document onto the next level of approval, if applicable.	Required
<i>C/O</i>	The flag that indicates if this employee can approve change orders. Valid values are Y for yes and N for no. The default is N.	Required
<i>Funds: C</i>	The flag that indicates if this employee can certify funds. Valid values are Y for yes and N for no. This field defaults to N.	Required

Reprogramming: O	The flag that indicates if the employee can approve a formal reprogramming override. Valid values are Y for yes and N for no. This field defaults to N.	Required
Approval Ranges From ACCS	The beginning account classification range for document approval. A range of "00" can be entered in each field segment. To access the LOV, double click in the field.	Required
Approval Ranges From Amounts	The beginning dollar range for approval of documents. Defaults to "0".	Required
Approval Ranges From Dates	The beginning effective date for approval of documents having this ACCS range and dollar amount.	Required
Approval Ranges To ACCS	The ending account classification range of document approval. A range of "99" for numeric or "ZZ" for alphanumeric values can be entered in each field segment. To access the ACCS LOV, double click in the field.	Required
Approval Ranges To Amounts	The ending dollar range for approval of documents. Defaults to "99,999,999,999".	Required
Approval Ranges To Dates	The ending effective date for the approval of documents having this ACCS range and dollar amount.	Required

Use this procedure to establish document approval routing for Budget Operating Plans:

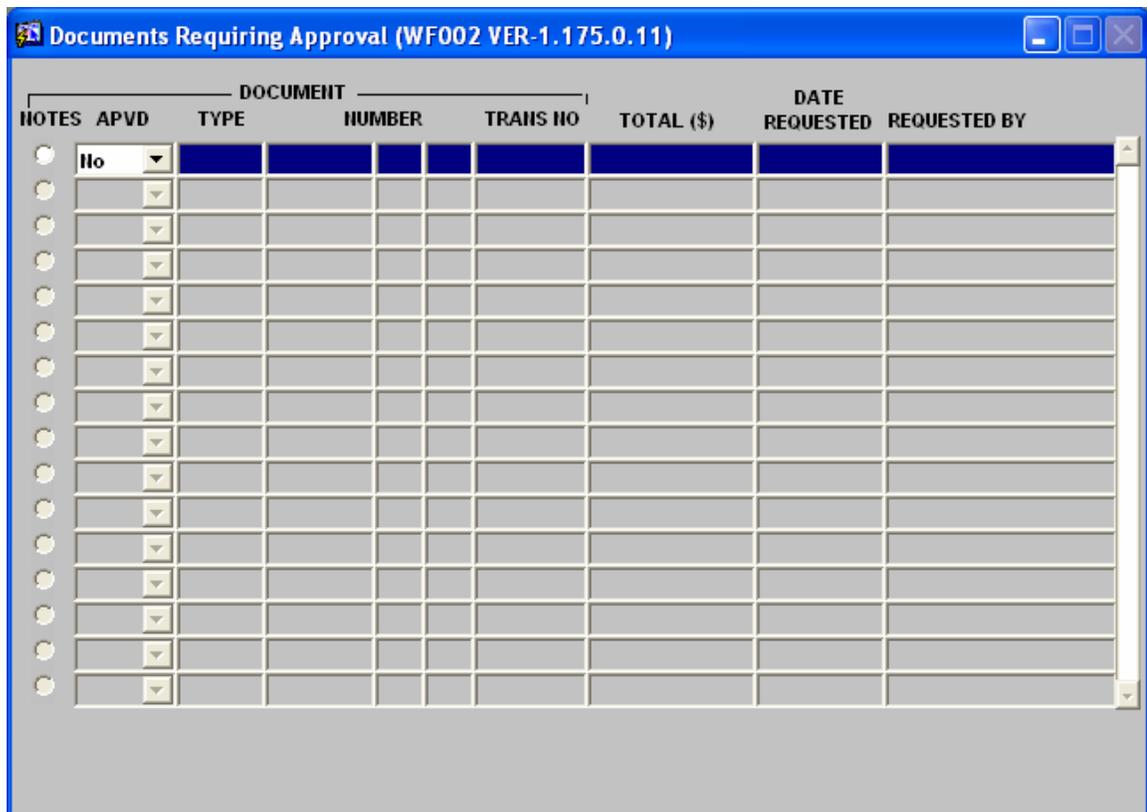
<i>Step</i>	<i>Action</i>
1	Select the WF001 - Document Approval Maintenance Screen menu option.
2	Enter the Bureau Code : 13 - BIS 14 - NOAA
3	Enter OPER as the Document Source and Document Type for Budget Operating Plan, or double-click in this field to select from the List of Values.
4	Navigate to Employee Number field. Enter the approver's employee number, or double-click in this field to select from the List of Values.
5	Navigate to Priority Level , and assign a priority level.
6	Navigate to Alternate field, and assign the user as alternate if appropriate.
7	Navigate to back-up fields and enter Y, if appropriate.
8	Navigate to C/O field and update if appropriate.
9	Navigate to Funds: C field and update as appropriate.
10	Navigate to Reprogramming: O field and update if appropriate.
11	Navigate to ACCS and enter the low range of the ACCS for approval.
12	Navigate to Amounts and enter the low range of dollar amount to be approved.

13	Navigate to <i>Dates</i> field and enter the earliest date to be approved.
14	Navigate to the <i>ACCS</i> and enter the upper limit of ACCS to be approved.
15	Navigate to the <i>Amounts</i> field and enter the maximum amount the user may approve.
16	Navigate to <i>Dates</i> field, and enter the latest date the user may approve.
17	Press the F5 key <COMMIT> to save the data.
18	Click Exit  to return to the Navigator menu.

9.6.1 Documents Requiring Approval (WF002)

The system notifies users of documents awaiting their approval with the system generated message stating "...You have ___ documents waiting your approval." The Documents Requiring Approval Screen (WF002) is used to review documents awaiting administrative approval and to record approval or disapproval.

The following is an example of the graphical user interface (GUI) version of the Documents Requiring Approval Screen (WF001):



The Documents Requiring Approval Screen contains the following fields:

<u>Field</u>	<u>Description</u>	<u>Attributes</u>
App	The flag which indicates if the document is approved. Valid values are Y for yes and N for no. To drill-down to view the document in its entirety, double click in the field. The system will automatically display the appropriate screen and the transaction based upon the document type. To return to the Documents Requiring Approval Screen,  click Exit icon.	Required
Note	A 240-character field used to record notes or comments about the document and the reason it was disapproved, if applicable. The system automatically sends an electronic message to the user that the document was not approved. To access the pop-up window, double click in the field.	Required if N was entered in the Approved field.
Document Type	The type of document awaiting approval, e.g., OPER for Budget Operating Plan.	System Generated
Document No	The number of the documents awaiting approval.	System Generated
Document C/O	The sequential system-assigned change order number.	System Generated
Document Total	The total dollar amount of the document.	System Generated
Date Requested	The date the requester approved the document.	System Generated
Requested By	The name of the requester.	System Generated

Use this procedure to view and approve/disapprove Budget Operating Plans.

<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	In the CAMS Navigator Menu, click  for folder WFM – Work Flow Management. Then click  for folder Transactions. Then double click on WF002 - Document Requiring Approval .
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 Document (Plan) or Transaction Number fields to drill-down and view the document details on the Budget Operating Plan Transaction Screen (FM066). Enter Y in the Approval check box, or N to disapprove. Press the Save  to save the approval and press Exit  to return to the Documents Requiring Approval Screen. <i>Note: Disapproval of a transaction requires entry of a Note by the approving official.</i>

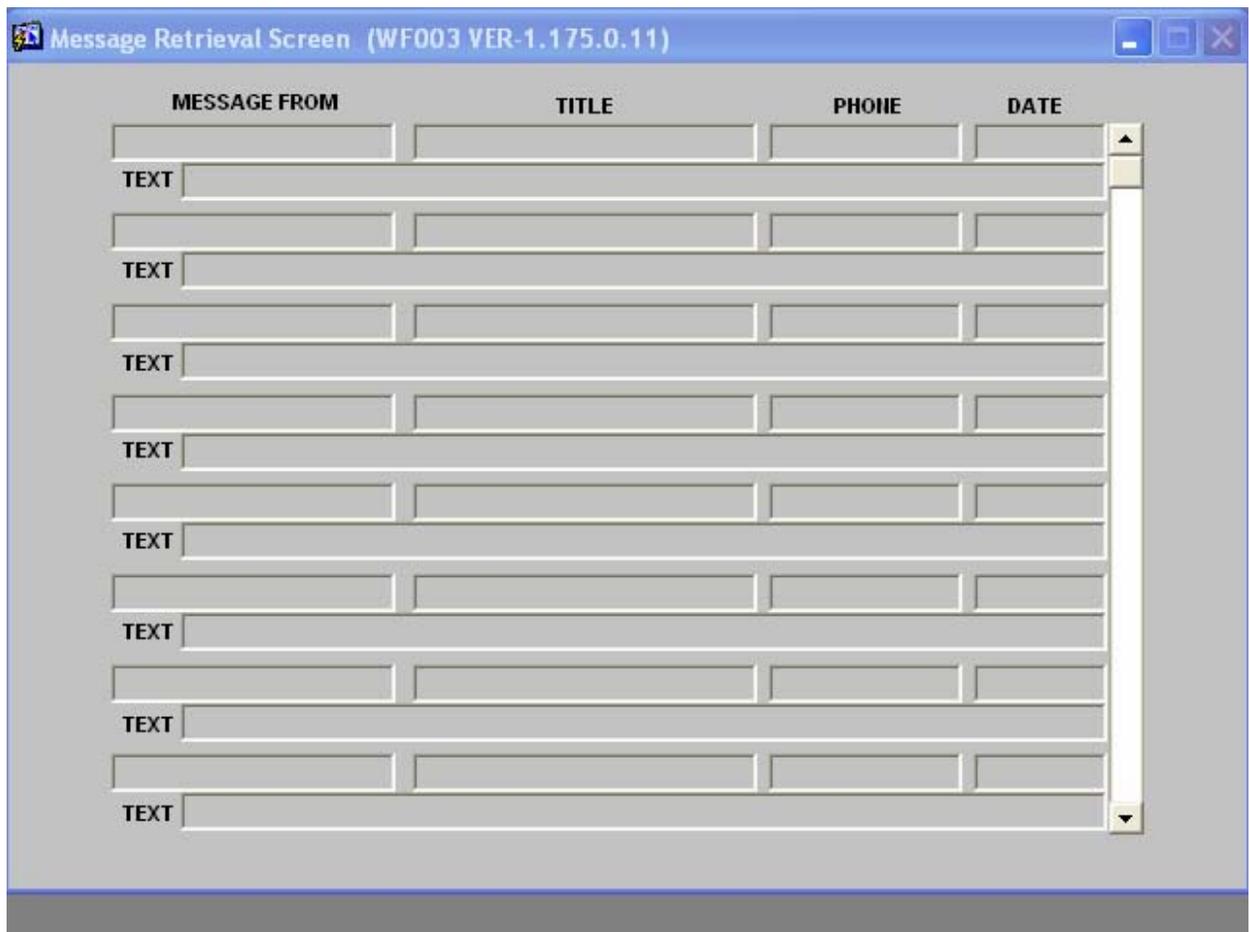
4	Repeat the process if additional BOPS require approval.
5	Click on Save  to commit the approvals.

9.6.2 Message Retrieval Screen (WF003)

The Message Retrieval Screen (WF003) displays messages to users for notification of documents which require their approval and other functions concerning their document(s). This screen also displays information on the status of system processes. Such messages include notification of approval, document review routing, receipt, etc.

A user can view a message on the Message Retrieval Screen (**WF003**) and subsequently delete the message. The system will also display a message dialogue box if a user accesses this screen when messages do not exist.

The following is an example of the Message Retrieval Screen (WF003):



The screenshot shows a window titled "Message Retrieval Screen (WF003 VER-1.175.0.11)". The window contains a table with the following columns: MESSAGE FROM, TITLE, PHONE, and DATE. The table has 10 rows, each starting with the word "TEXT" in the MESSAGE FROM column. The table is scrollable, as indicated by the vertical scrollbar on the right side.

MESSAGE FROM	TITLE	PHONE	DATE
TEXT			

Use the following procedure to view and/or delete messages:

Step	Action
1	In the CAMS Navigator Menu, click  for folder WFM – Work Flow Management. Then click  for folder Transactions. Then double click on WF003 – Message Retrieval Screen .
2	Use the Arrows,   , scroll bar, or arrows on the keyboard to view the messages on the screen. To view an entire message description, double click in the TEXT field.
3	After viewing a message click Delete  on the tool bar. Click Save  to save/commit the deletions.
4	After reviewing and/or deleting messages, click Exit  .
5	<p>If users attempt to exit the screen without clicking the Save  when deleting messages, a system dialogue box will appear asking “Do you want to save the changes you have made?” Users have the following response options:</p> <ul style="list-style-type: none"> ▶ Yes -Save changes and exit; deleted messages will be permanently removed from the system. ▶ No - Exit without saving changes; messages will remain on the WF003 screen and will be viewable the next time the screen is entered. ▶ Cancel - Return to the WF003 screen without saving changes. The messages will remain on the WF003 screen.

9.6.3 Reassign Approvers by Document (WF604)

Individual documents can be reassigned to alternate approving officials using the Re-assign Approvers by Document (WF604) screen. The following is an example of the Re-assign Approvers by Document (WF604) screen:

The Re-Assign Approvers by Document (**WF604**) contains the following fields:

<u>Field</u>	<u>Description</u>	<u>Attributes</u>
<i>Bureau Code</i>	The code that uniquely identifies a bureau within the Department of Commerce.	Required LOV
<i>Name</i>	The name assigned to the Bureau	System Generated
<i>Document: Source</i>	The Source is OPER from the WF001 . It identifies that the source of the routing information is from the Budget Operating Plan (BOP).	Required
<i>Type</i>	The TYPE is OPER. It identifies that this document is a BOP.	Required
<i>Number</i>	This number is the Plan Number from the BOP transaction. The number consists of 3 segments.	Required. The number must be selected from the LOV. Must tab through all segments of the number field to properly populate detail.

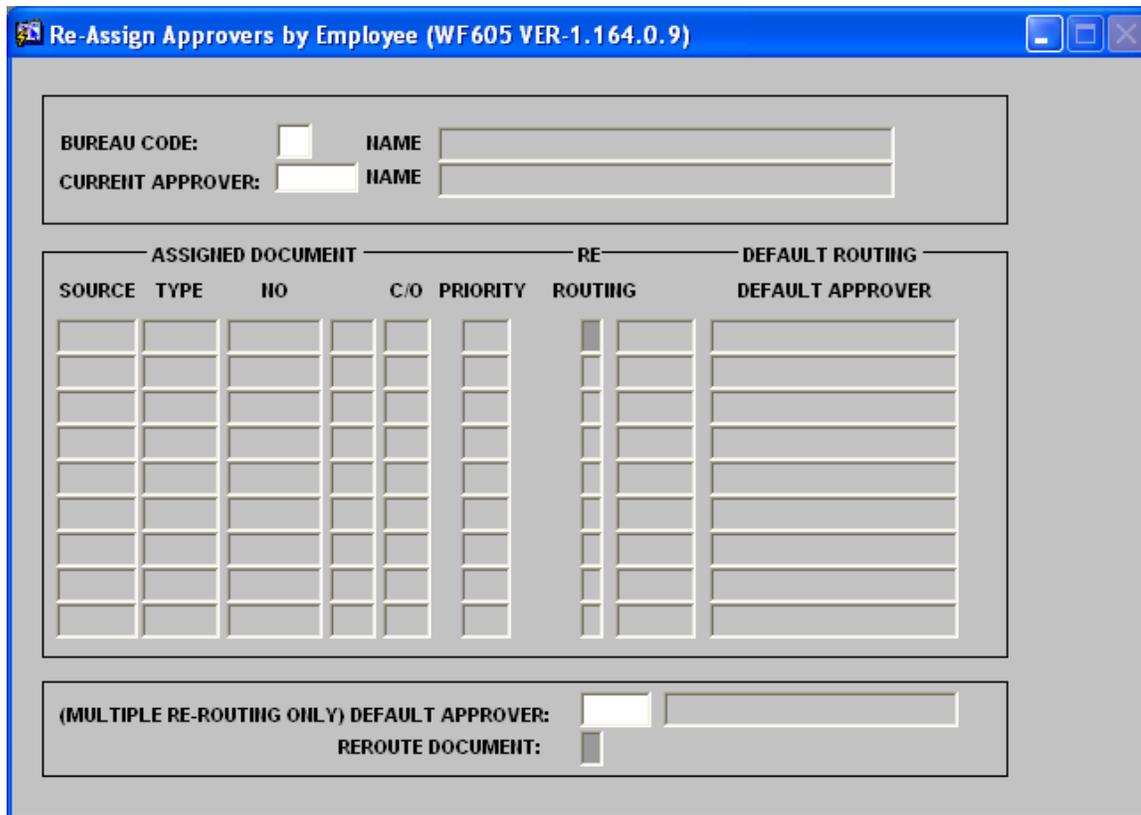
Priority	This displays the precedence of the approvers in the routing process	System Generated
Current Routing Current Approver	This field allows the user to select an alternate approver from a drop down list	System Generated from the WF001
Default Routing Default Approver	This fields displays the name(s) of the approver on the current BOP Routing	System Generated from the WF001

Use the following procedure to assign alternate approving officials for a document:

<i>Step</i>	<i>Action</i>
1	Select the WF604 - Reassign Approvers by Document menu option.
2	The screen will launch in a query mode; data is automatically retrieved as users enter values in the applicable fields.
3	Enter the Bureau Code or double click in this field to select from the List of Values (LOV). The Bureau Name will default upon selection/entry.
4	Enter OPER in both the Source and Type fields.
5	Enter the Plan Number , of the BOP transaction to be rerouted, or select from the List of Values (LOV).
	Press Enter or Tab three times to position the cursor in the Current Routing block.
6	Double click in the white box to select an alternate approver from the drop down list. The alternate approvers' list displays the precedence of approver(s).
7	Click Save  to commit the changes.
8	Click Exit  to return to the Navigator menu.

9.6.4 Reassign Approvers by Employee (WF605)

Individual Approving Officials can have documents reassigned to their queue using the Re-assign Approvers by Employee (WF605) screen. The following is an example of this screen:



The Re-Assign Approvers by Employee (WF605) contains the following fields:

<u>Field</u>	<u>Description</u>	<u>Attributes</u>
<i>Bureau Code</i>	The code that uniquely identifies a bureau within the Department of Commerce.	Required LOV
<i>Name</i>	The name assigned to the Bureau	System Generated
<i>Current Approver:</i>	The Employee Number for the current approver for the document	Required
<i>Name</i>	The name assigned to the employee number.	System Generated
<i>Source</i>	The Source is OPER from the WF001 . It identifies that the source of the routing information is from the BOP.	System Generated
<i>Type</i>	The Type is OPER. It identifies that this document is a BOP.	System Generated
<i>Number C/O</i>	This number is the Plan Number from the Budget Operating Plan transaction.	System Generated
<i>Priority</i>	This display the precedence of the approvers in the routing process	System Generated

Rerouting	Allows the user to select an alternate approver for each transaction by entering a Y from a drop down box	Required
Default Routing Default Approver	This fields displays the name(s) of the approver on the current BOP document	System Generated
(Multiple Re-routing Only) Default Approver	If multiple documents are listed, it allows one employee to be identified to approve all documents. The Employee Number for the default must be entered.	Optional
Reroute Document	Allows the user to reroute all documents to the alternate approver by entering a Y in this field.	Required if Multiple Re-routing is selected.

Use the following procedure to assign documents for specific employees to an alternate approving official:

<i>Step</i>	<i>Action</i>
1	Select the WF605 - Reassign Approvers by Employee menu option.
2	The screen will launch in a query mode; data is automatically retrieved as users enter values in the applicable fields.
3	Enter the Bureau Code or double click in this field to select from the List of Values (LOV). The Bureau Name will default upon selection/entry.
4	Enter the employee number in the Current Approver field or double click in this field to select from the List of Values (LOV). The Employee Name will default upon selection/entry.
5	Press Enter to populate the Assigned Document block with all BOPS for the current approver.
6	Select the Plan Number to be rerouted and continue with Step 7 for single documents or Step 8 for multiple documents.
7	Double-click in the Rerouting box to select the employee number, of the individual who will have the document rerouted to their queue. The system will place a Y in the Rerouting box. OR Enter Y in the Rerouting box and select the individual for rerouting documents to their queue. Note: Additional documents may be rerouted to other employees at this time.
8	For multiple documents, one employee may be identified to approve all documents. In the Multiple Rerouting Only block, on the bottom of the screen: <ul style="list-style-type: none"> ▶ Enter the employee number in the Default approver field or double click in this field to select from the List of Values (LOV). ▶ Enter Y in the Rerouting box and enter the change.
9	Click Save  to commit the changes.
10	Click Exit  to return to the Navigator menu.