

**Reimbursable Year End Carryover Procedures (SOP Appendix A)
Time Line for Reimbursable Carryover from FY 2011 - FY 2012**

Ref. No.	Date	Responsible Office	WIP Reimbursable Carryover Task (NOAA Funds 6 and 7)	RSFF Reimbursable Carryover Task (NOAA Funds 96 and 97)
1	Wednesday 7/27/11	NOAA BEX (Budget Execution)	Request estimated reimbursable carryover and FY 2012 anticipated reimbursements by program from Line/Staff Offices (LOs).	Request estimated reimbursable carryover and FY 2012 anticipated reimbursements by program from Line/Staff Offices (LOs).
2	Tuesday 8/2/11	LOs/FMCs (Line/Staff Offices and FMCs)	Submit estimated carryover and FY 2012 anticipated reimbursements to BEX as requested.	Submit estimated carryover and FY 2012 anticipated reimbursements to BEX as requested. (See Notes - Ref. #2)
3	Friday 8/12/11	NOAA BEX		NOAA BEX should provide FY 2012 anticipated reimbursements spreadsheets by project to FSD & AOD in the Finance Office.
4	Mon. 8/1/11 - Wed. 9/28/11	LOs/FMCs	Review reimbursable agreement data in CBS for accuracy. Coordinate any required changes with Finance. The RA502D Reimbursable Agreement Summary Report and the RA503D Reimbursable Project Summary Report will be helpful for this.	
5	Wed. 8/31/2011	Finance, FSD (Financial Systems Div., AR/GL Team)	Generate list of reimbursable projects >5 years old and provide list to AOD.	Generate list of reimbursable projects >5 years old and provide list to AOD.
6	Fri. 9/2/11 - Tues. 9/6/11	Finance, FSD		Prepare a spreadsheet of RSFF projects with advance balances for AOD.
7	Wed. 9/7/11 - Mon. 9/12/11	Finance, AOD, RB (Acctg. Operations Div. Receivables Branch)		Review spreadsheet of RSFF projects with advance balances and identify where funding will expire at the end of fiscal year. Return updated spreadsheet to FSD.
	Monday 9/12/11	AR/RA/GL Team	Run query to ensure that all RADG003 transaction have been approved.	
	Monday 9/12/11	AR/RA/GL Team	Run sql version of RA500D for BIS FC4, FC24, FCXX and NOAA FC7 through June 2011.	
8	Tues. 9/13/11 - Wed. 9/14/11	Finance, FSD		Generate and send to LOs spreadsheet of RSFF projects with expiring funding.
9	Wednesday 9/21/2011	AR/RA/GL Team	Submit "Request for Data Change" to the Chief OSB for Script DAN006.	
10	Wed. 9/21/11 - Mon. 9/26/11	LOs/FMCs		Review spreadsheet of RSFF projects with advance balances and identify where funding will expire at the end of fiscal year. Return updated spreadsheet to FSD.
	Tues. - COB 9/27/11	AR/RA/GL Team	Run query to ensure that all RADG003 transaction have been approved.	

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11	Thursday 9/29/11	CBS closes at 6:30 AM for FY 2011 business.		
12	Thursday 9/29/11	Finance, AOD, RB	Run final FY 2011 Reimbursable WIP process.	
13	Thursday 9/29/11	Finance, FSD	Run sql version of RA500D for BIS FC4, FC24, FCxx and NOAA FC 7 and send to AOD to use during WIP billing process. Run immediately after WIP.	
14	Thursday 9/29/11	Finance, FSD		Run cash carryover query for RSFF advance projects.
15	Thursday 9/29/11	Finance, FSD	Run cash carryover for WIP advance projects.	
16	Thursday 9/29/11 COB	Finance, FSD	Run a query to intify the unapproved RADG003 UCO entries remaining in CBS and forward results to AOD.	
17	Friday 9/30/11	Finance, FSD		Provide spreadsheet of RSFF expired 4222 amount by fund code to Financial Reporting Division (FSD).
18	Friday 9/30/11	Finance, FSD	Calculate and provide expired WIP carryover amounts (accounts 4221 and 4222) to the FRD for reporting purposes.	
19	Friday 9/30/11	Finance, FSD	Run the FY 2011 year end Reimbursable Module Unmatched Cost Reports (RA504D and QR0068) and submit a request to post them to the CBS reimbursable web page.	
20	Friday 9/30/11 by Noon	Finance, FSD	Run a query to verify that Finance, AOD, AR Branch has approved or deleted the unapproved RADG003 UCO entries.	
	Friday 9/30/11 COB	Finance, AOD, RB	Deadline for Finance, Accounting Operations Division, Accounts Receivable Branch (AOD), to delete the unapproved RADG003 UCO entries.	
21	Monday 10/3/11	Finance, FSD	Run initial automated carryover process before system is opened for FY 2012 transactions.	
22	Monday 10/3/11	Finance FSD	Run SQL queries and copy reslts to Excel template to format carryover reslts, including expired amounts. Formula for expired WIP orders by fund code is: Total WIP expired order amount- On top Grant Accruals - Unmatched Amount for projects with expried orders - any WIP/GL Difference amount in excess of teh unmatched amount for projects.	
23	Monday 10/3/11 After Carryover	Finance, FSD	Using SQL Script Launcher, run the previously approved CFS SQL change script (CCB 06-625) to delete the unapproved RADG009 records in the ra_transfer_control table generated by the initial automated carryover process (above).	

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24	Tuesday 10/4/2011	Finance, FSD	Run RADG002 query to get FMC. Finalize and distribute WIP carryover allotment spreadsheet to BEX, with a copy to AOD.	Run allotment query to identify FMC. Finalize and distribute carryover allotment spreadsheet for RSFF advance funds to BEX, with a copy to AOD.
25	Tues. 10/4/11 - Thurs. 10/27/11	Finance, AOD, RB		Move available cash balances for RSFF advance projects (FC 96) to FY 2012.
26	Tues. 10/4/11 - Thurs. 10/27/11	Finance, AOD, RB		Review and track projects where new FY 2012 funding for ongoing RSFF projects will be allotted at AOD's request. Work with LOs and BEX to resolve any issues.
27	Tues. 10/4/11 - Thurs. 10/27/11	LOs/FMCs		Submit approved Reimbursable Allotment/UCO Request forms and Carryover Certification forms for non-advance RSFF (FC 97) projects with multi-year formal agreements and periods of performance extending into FY 2012 to Finance, AOD. (See Notes - Ref. #24)
28	Tuesday 10/4/11	NOAA BEX	Forward WIP carryover spreadsheet to LOs for completion of allotment breakout by FMC and quarter. (Note: This is for the remaining carryover allotment, not the 50% allotment to begin the year.)	Forward RSFF carryover allotment spreadsheets to LOs for completion of allotment breakout by FMC and quarter. (Note: This is for the remaining carryover allotment, not the 50% allotment to begin the year.)
29	Friday 10/7/11	NOAA BEX	Record at least 50% of WIP allotments in Q1 based on October 1st carryover results. (See Notes - Ref. #26)	Record at least 50% of RSFF allotments in Q1 based on October 1st carryover results. (See Notes - Ref. #26)
30	Friday 10/14/11	LOs (Line/Staff Offices)	Updated WIP carryover allotment spreadsheet due back to BEX.	Updated RSFF carryover allotment spreadsheet due back to BEX.
31	Friday 10/14/11	Finance, FSD	Finance (FSD) distributes detailed WIP carryover results (<i>as of FY end for allotment purposes</i>) to LO/SO reimbursable contacts.	
32	Tue. 10/18/11 - Thur. 10/27/11	NOAA BEX	Record balance of WIP allotments based on October 1st carryover results. (See Notes - Ref. #29) Allotments cannot be posted until OMB provides approved amounts to NOAA BEX.	Record balance of RSFF carryover allotments. Record allotments for new FY 2012 anticipated reimbursements for those projects identified with "YES" for full allotment at beginning of FY 2012. New allotment requests should be sent to AOD. (See Notes - Ref. #29 and #2)
33	Tue. 10/18/11 - Thur. 10/27/11	LOs/FMCs	Review the results of the carryover reports. Work with Finance, AOD to resolve agreement and UCO issues before final carryover is run and posted in November.	
34	Friday 10/28/11	Finance, AOD, RB	Run October WIP Billing Process as part of month end closing.	
35	Tuesday 11/1/2011	Finance, AOD, RB	Run final automated carryover process and post approved results. (See Notes - Ref. #32)	

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36	Tuesday 11/1/11	Finance, FSD	Assess need and/or run SQL Script Launcher to run previously approved CFS SQL change script (CCB 06-625) to delete the unapproved RADG009 records in the ra_transfer_control table generated by the final automated carryover process.	
37	Tue. 11/1 /11 - Mon. 11/28/11	Finance, AOD, RB		Review carryover submissions for non-advance RSFF agreements. Notify LO RA contacts of final carryover calculations. Send emails and Reimbursable Allotment/UCO Request forms to BEX requesting carryover allotments as each project's carryover review is completed. <i>(Specify that the allotment is for carryover.)</i>
38	As Received	NOAA BEX		Record carryover allotments for non-advance RSFF projects per AOD's requests.
39	Tuesday 11/15/11	Finance, FSD	Distribute final WIP carryover spreadsheet with carryover order and advance amounts, as well as allotted amounts, to LOs, Finance (AOD) and Finance, Financial Reporting Division (FRD).	

REF #.	NOTES:
2	LOs will break out allotment requests by project for ongoing RSFF projects. (Allotment requests for new RSFF projects will be submitted through Finance, AOD.) Columns will be included to identify FMC (Org 2) and FY 2012 quarterly allotment amounts. An additional column will also be included for LOs to identify (Yes/No) by project whether BEX should allot the full FY 2012 anticipated reimbursement amount at the beginning of FY 2012. A response of "YES" means BEX will allot 100% of the anticipated FY 2012 amount in the first quarter. A response of "NO" means allotments for the project will be recorded as requested by Finance, AOD, either based on cash receipts (fund 96) or receipt of non-advance formal agreements (fund 97).
24	Identify the purpose of the request in the Special Requirements section of the Allotment/UCO Request Form, e.g., Carryover Request.
26	Amounts will be recorded at (at least) 50% (100% if possible) to allow continued obligation of travel in 1st Qtr. (% depends on estimated vs actual carryover amounts) Date is dependent upon receipt of signed Estimated Apportionment and recording of resources in FM060.
29	Remaining carryover amounts will be recorded to equal 100%.
32	Orders are recorded by FCFY. Automated process calculates carryover by agreements and orders as follows: Total Unfilled Customer Order Amount - Billed Amount - Unreleased Cost (allocated/not yet billed) - Unliquidated Obligations (UDOs) - <u>Unallocated Cost (accrued/not yet allocated or billed)</u> = Order Balance Available for Carryover Advance carryover amounts are calculated the same as orders using the cumulative advance amount as the starting point. Agreements with expired period of performance end dates are ineligible for carryover.
	GENERAL NOTES: FMC questions, issues, or disputes related to carryover calculations should be directed to the LO/SO reimbursable contact. LO/SO reimbursable contacts should direct any unresolved questions, issues, or disputes related to carryover calculations to their billing contact in Finance, AOD, Accounts Receivable Branch.

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			Non-advance RSFF projects without formal agreements do not have carryover authority.	
			Allotments are not recorded for FY 2012 anticipated reimbursements for RSFF non-advance projects (Fund 97) with formal agreements. Allotments for these projects will be based on approved carryover and/or new FY 2012 funding documentation (submitted as part of signed reimbursable agreement package).	