How to Deobligate Documents?

Contracts and Purchase Orders - Any documents obligated via CSuite must have PRs (Requisitions) generated and submitted to AGO in order to deobligate their balances. Tools are available to assist in this process see Oracle Discover Tool below.

Grants - All grants have to go through the Grants on Line process. Contact Grants Management Division for assistance.

Travel - How to close documents in E2:

When a trip is canceled in E2, the TA is amended to remove the expenses and re-approved. Once it datalinks to CBS, the obligation is closed. However, if we have already paid the airfare or fees, it will only show closed in E2 but does not close in CBS. Finance will then have to manually close the obligation by doing a zero cost PM003 or using the Mass Close process in CBS.

If a trip is completed and a Final voucher processed, the IBA expenses will close once the voucher is data linked to CBS. If the line office does not list the voucher as final, the obligation remains open. Finance will then have to manually close the obligation by doing a zero cost PM003 or using the Mass Close process in CBS.

If manual deobligations are required by the line office, the deobligation can be requested via email to the Travel Team supervisor, Laura.Scott@noaa.gov.

Training (SF182) - The fastest way to deobligate the remainder of a training obligation, is to state on the invoice that any remaining balance can be deobligated when the final invoice is submitted for payment. Alternatively, a deobligation request can be submitted to the Eastern Operations Branch via the EasternOperations@noaa.gov email box or the Western Operations Branch via the wobinvoices@noaa.gov email box.

IPA – Deobligation requests clearly stating the amount to remove from the IPA obligation should be submitted to the Eastern Operations Branch via the EasternOperations@noaa.gov email box or the Western Operations Branch via the wobinvoices@noaa.gov email box.

Work Orders (OF-247) – Deobligation requests clearly stating the amount to remove from the work order obligation should be submitted to the Eastern Operations Branch via the EasternOperations@noaa.gov email box or the Western Operations Branch via the wobinvoices@noaa.gov email box.

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Lease – Deobligation requests clearly stating the amount to remove from the lease agreement should be submitted to the Eastern Operations Branch via the EOB.Leases@noaa.gov email box or the Western Operations Branch via the wobinvoices@noaa.gov email box.

Interagency Agreements/Print/ Fedstrip/GSARWA - Submit a request to Tom Koontz at William.Koontz@noaa.gov. Ensure your request contains the document reference number and state to please close the document. If any invoices are received after the closing of the document the line office will be responsible to come up with any additional funds.

PCS - To determine whether excess funds may be deobligated, t**h**e line offices should review permanent change of station (PCS) obligations as they hit CBS and review obligations as employees file their relocation expense claims. Line offices may request deobligation of funds annotating on the employee voucher, "this is the final voucher, please deobligated the remaining funds after the voucher is processed", or by sending a spreadsheet through RELOWOB@noaa.gov or by sending The Google Deobligation Request Form found at. http://goo.gl/forms/WyGjQ8ujgu. Tax lines (object class codes: 1234, 1235, 1237) should remain on the books until all RITA vouchers have been processed for the employee. The line office may contact the Western Operations Branch concerning questions on PCS funds deobligation.

Government Bill of Lading (GBL) - Submit a request clearly stating the amount to be deobligated to Western Operations Branch via the wobinvoices@noaa.gov email box.

MOA/MOU- Submit CD 435 with the deobligated amount and proper signatures to wobinvoices@noaa.gov or EasternOperations@noaa.gov whichever is applicable.

Oracle Discoverer Tool

Tools are available to determine the Item (CLIN) and Line (MDL) numbers where balances exist. In Oracle Discoverer there is a query titled, "FMC-Obligation-Queries" under the user name "CAMSADM." This query contains multiple data point options and can be used for all document types.

Access Screen:
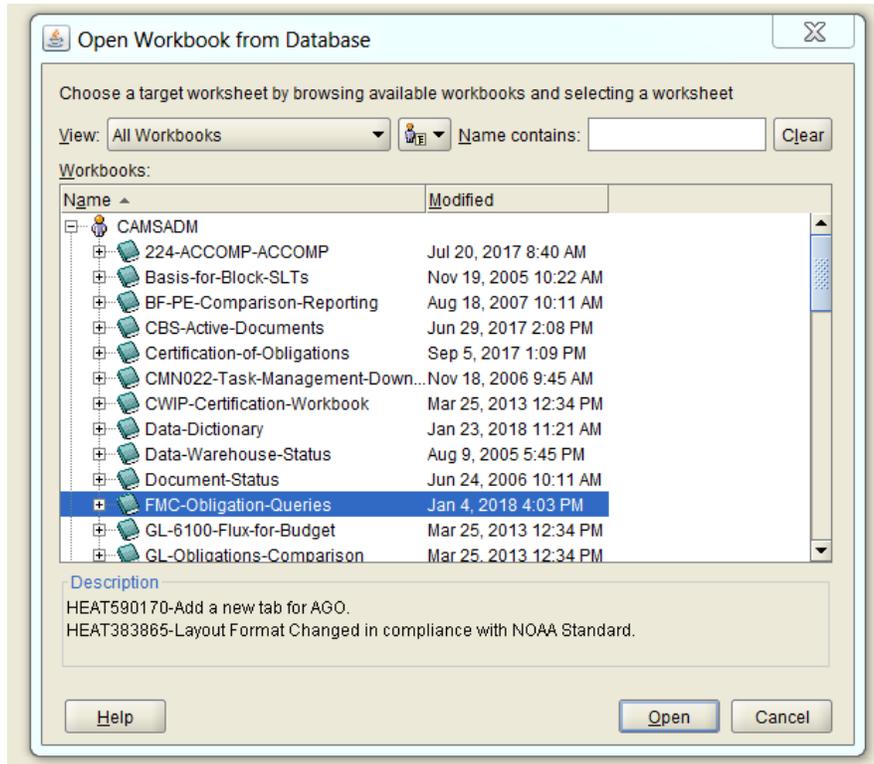
Results:

Po Feeder Sys No	Affected Reference No	Affected Document No	Affected Release Number	Affected Item No	Affected Line No	CLIN	FMDL	Fund Code Fiscal Year	Fund Code	Project Code	Task Code	Program Code	Org Code	Object Code	Undelivered Order (UDO) Balance	Unpaid Expense Balance	Paid Expenses
WC133F13CN013700000	WC133F13CN0137	524732	0	1	1	0001	001001	2013	0001	24LFGSW	P00	02-25-07-003	30-31-0004-00-00-00-00	25-27-00-00	$0.00	$0.00	$55,530.58
	WC133F13CN0137	524732	0	1	2	0001	002001	2013	1015	L4LEGSW	P00	02-23-02-001	30-31-0004-00-00-00-00	25-27-00-00	$0.00	$0.00	$25,447.24
	WC133F13CN0137	524732	0	1	3	0001	003001	2013	1015	L4LFGSW	P00	02-21-19-001	30-31-0004-00-00-00-00	25-27-00-00	$45,320.96	$0.00	$67,896.49
	WC133F13CN0137	524732	0	1	4	0001	004001	2013	1015	L4LMGSW	P00	02-20-12-001	30-31-0004-00-00-00-00	25-27-00-00	$33,804.73	$0.00	$0.00
PO Feeder Sys No (Task Order) Total															$79,125.69	$0.00	$148,874.31
Grand (Document) Totals															$79,125.69	$0.00	$148,874.31

Access to Oracle Discover can be obtained by completing a CBS User Access Form - User access forms are located on the web at https://www.corporateservices.noaa.gov/finance/docs/clientservices/CBS-User-Access-Request-Form.pdf. You must submit a CBS User Access Request Form for the role "DISCOVERER FMC BUSINESS AREA (GENERAL USE)."