



NOAA NATIONAL OCEANIC AND
ATMOSPHERIC ADMINISTRATION
UNITED STATES DEPARTMENT OF COMMERCE

Document Level Adjustments (DLAs) Training

September 2021

NOAA Client Services Help Desk



- **Functional/Technical Support for CBS Applications**
 - Budget Operating Plans (BOP)
 - Reimbursable Agreements
 - Summary Level Transfers (SLTs) & Document Level Adjustments (DLAs)
 - Data Warehouse/Discoverer
 - E2 Travel
 - C.Request/C.Award (C.Suite)
- **User Account requests**
- **FSD/CBS Web Site**
 - Click on Help Desk link for additional info, phone numbers, etc.
 - Email: ClientServices@noaa.gov
 - Website:
https://www.corporateservices.noaa.gov/finance/FOFSD_Home.html



Training Objectives

- DLA Definition
- Accounting Classification Code Structure (ACCS)
- Overview of the DLA Process
- URL for all information pertaining to DLAs:
 - https://www.corporateservices.noaa.gov/finance/doc_level_adjust_form.html
 - Contains:
 - Business Rules
 - Approval Form
 - Authorized Approver Listing
 - PMN006 User Manual



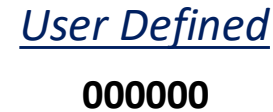
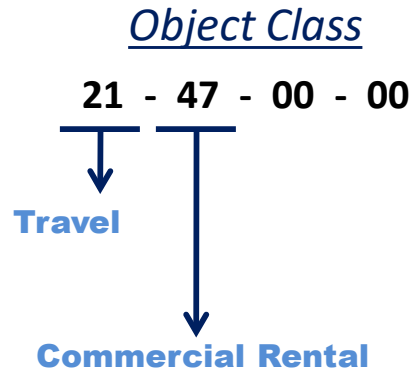
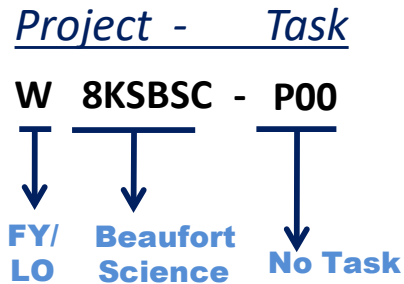
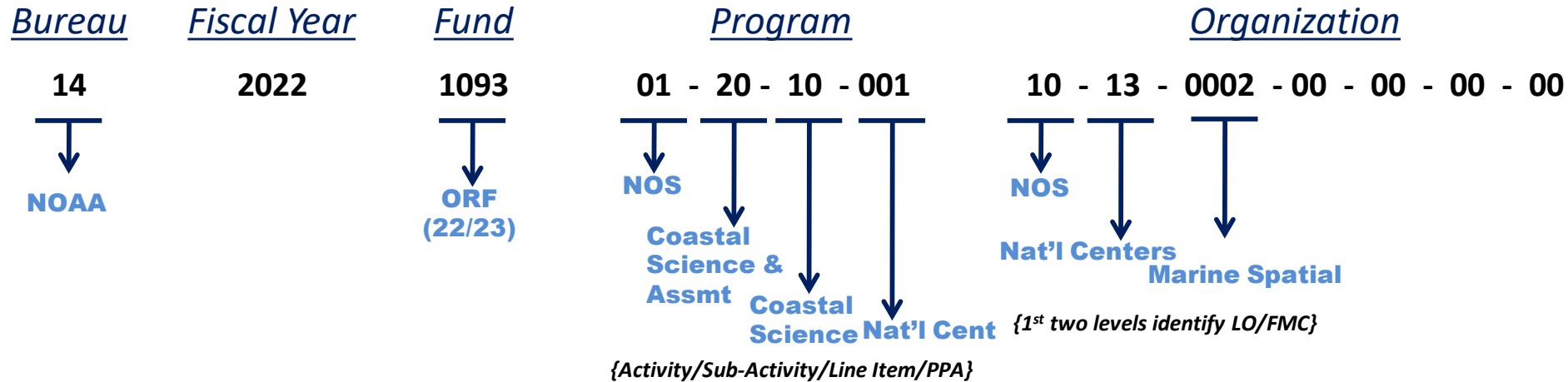
What is a DLA?

- DLA stands for Document Level Adjustment
- It's an adjustment to correct a fully paid obligation or no-match transaction
 - Partial paid obligations should be modified through the system they were originally processed
 - Correction only correct costs – not resources
- Should be done if can, prior to doing a Summary Level Transfer (SLT)
- PMN006 Screen used to do DLA in Commerce Business System (CBS)
- Will need to know the parts of the ACCS



Accounting Classification Code Structure (ACCS)

CBS Accounting Classification Code Structure (ACCS)



{Identifies line, program or staff office for
No-Year funds Or Fiscal Year for Multi-Year funds}

ACCS Broken out – Bureau



- Bureau
 - Main “offices” under the Department of Commerce
 - Defined in the ACCS by a number
 - National Oceanic and Atmospheric Administration (NOAA)
 - Bureau of Industry and Security (BIS)
 - Economic Development Agency (EDA)

Bureau

14



NOAA

Bureau

13



BIS

Bureau

20



EDA

ACCS Broken out – Fiscal Year



- The year of the actual intent to purchase.
 - Date here must fall within the appropriation timelines
 - i.e. FY2021
Appropriation Dates
(01-Oct-2021 through
30-Sep-2022)

<u>Fiscal Year</u>	<u>Fiscal Year</u>
2022	2021

ACCS Broken out – Fund Code



- Various Types

- Single Year

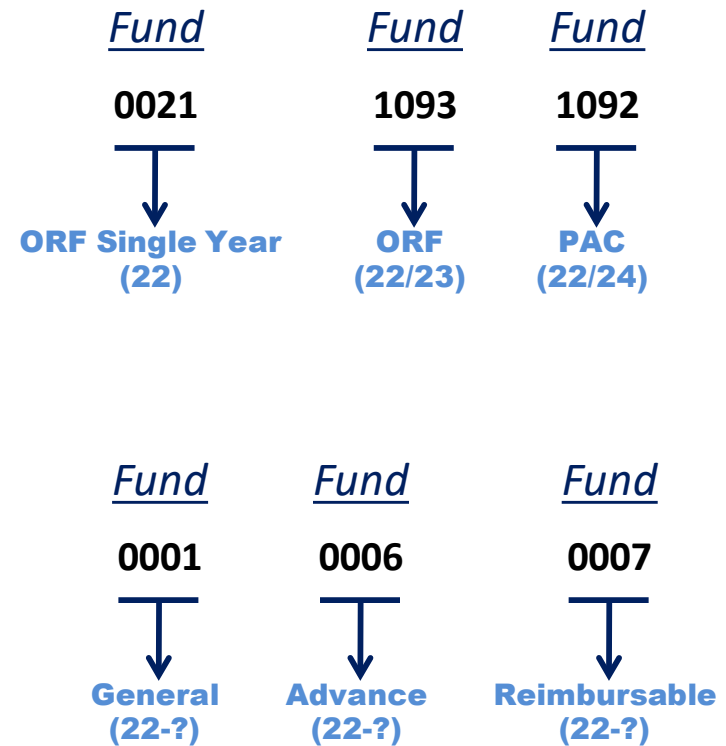
- Only good for that time frame
 - 1 Year

- Multi-Year

- Above and Beyond Single Year
 - Operations, Research and Facilities (ORF) = 2 years
 - Procurement Acquisitions and Contracts (PAC) = 3 years

- No Year

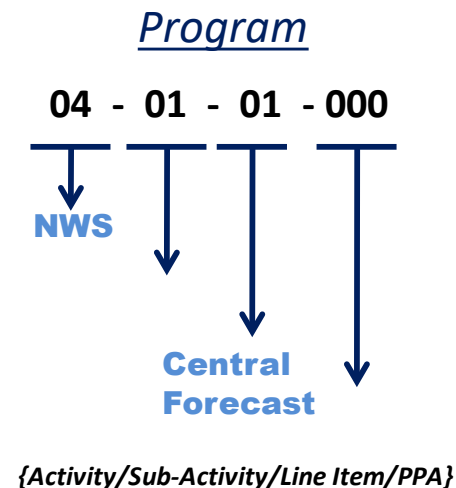
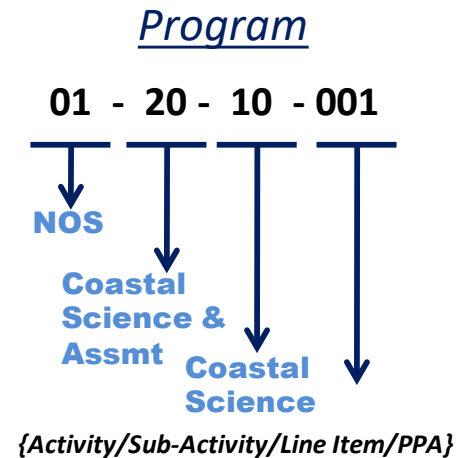
- Good until the money is used up



ACCS Broken out – Program Code



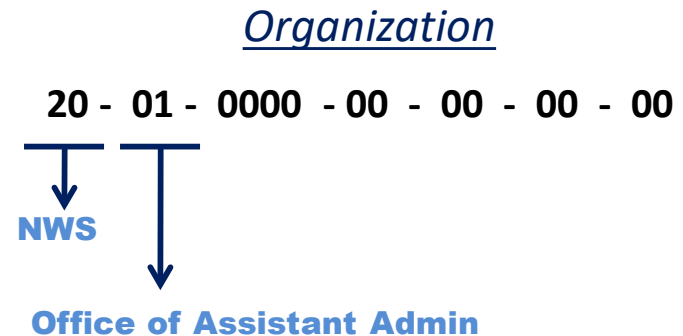
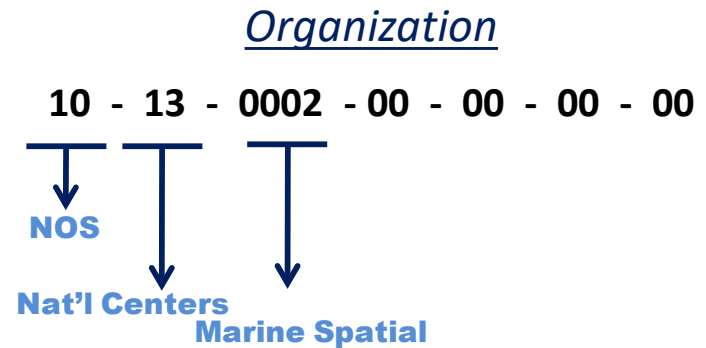
- Four positions
- Three of Four positions part of the appropriations
 - Activity
 - Sub-activity
 - Line Item
- Position 4 is Bureau unique
 - Program, Project and Activity (PPA)
- Tied to Fund Code and Project Codes in Budgeting



ACCS Broken out – Organization



- Ties to the National Finance Center (NFC) Organization Code Structure
- NOAA designated
 - Org1 as Line Office (LO)
 - Org 2 as Financial Management Center (FMC)
- Each position representative to an office, division, branch etc.
 - Any position that doesn't have a number must be zero filled



Organization Code Structure

Level 1 -- Line Office



NOAA (14)

- 01 Office of the Under Secretary
- 05 Office of Administration
- 06 NOAA Finance & Administration
- 08 NOAA Marine & Aviation Operations
- 09 Systems Acquisition Office
- 10 National Ocean Service
- 20 National Weather Service
- 30 National Marine Fisheries Service
- 40 National Environmental Satellite,
Data & Information Service
- 50 Office of Oceanic & Atmospheric Research

BIS (13)

- 40 Office of the Under Secretary
- 41 Director of Administration
- 42 Export Administration
- 43 Office of Assistant Secretary for
Export Enforcement
- 44 Office of Assistant Secretary for
Export Administration

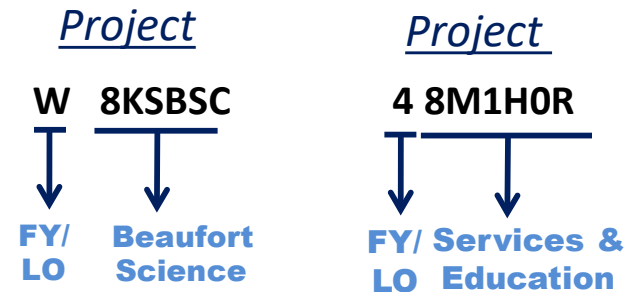
EDA (20)

- 01 Philadelphia
- 04 Atlanta
- 05 Denver
- 06 Chicago
- 07 Seattle
- 08 Austin
- 99 HQs

ACCS Broken out – Project Code



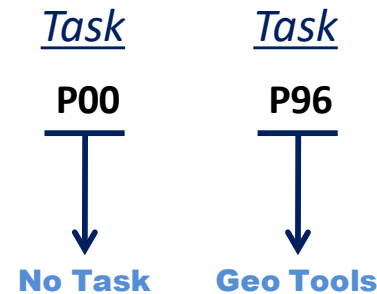
- Seven positions
 - First position
 - Tells you at a glance
 - Multi-year (Alpha Character)
 - No-Year (Number)
 - Other positions are based upon finding type
 - <https://www.corporateservices.noaa.gov/finance/projtaskdownld.html>
- Most Reports only go to this level



ACCS Broken out – Task Code



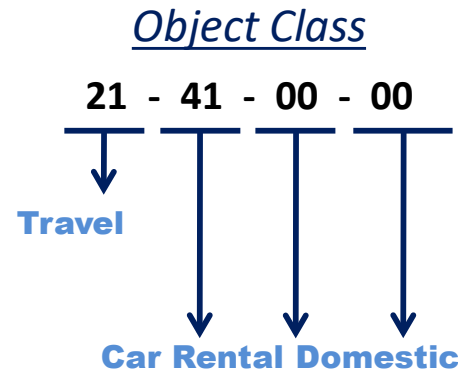
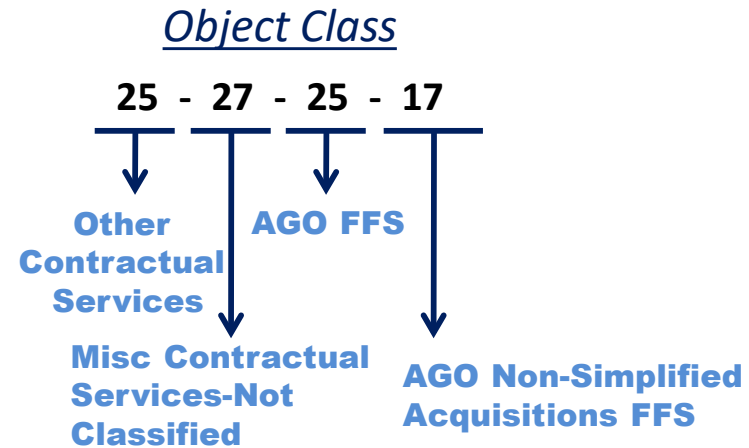
- Three digit code
 - Combo of:
 - Numbers
 - Alpha
 - Alpha Numeric
- Tied to the Project Code
 - Can have many tasks to project code
- Used by Budget people in the LO/FMC to keep track of money
- Default one is usually P00



ACCS Broken out – Object Class Code



- Four positions
 - All four positions can be filled in
 - Just two positions can be filled in
- Representative by code on what's being purchased
- Can look up codes:
 - Discoverer Reference Workbook
 - <https://www.corporateservices.noaa.gov/finance/objectclasses.html>



ACCS Broken out – User Defined Field



- For NOAA
 - This will always be zeroes

User Defined

000000



NOAA NATIONAL OCEANIC AND
ATMOSPHERIC ADMINISTRATION
UNITED STATES DEPARTMENT OF COMMERCE

DLA Overview

PMN006 Basics



- This screen is used to enter all DLAs, print reports and submit to the Accounting Operations Division to approve the DLA.
 - DLA Report can only be printed up until the approval by AOD
- The ONLY transactions that can be done on this screen have to be a current Fiscal Year (FY) invoice transaction that has been fully paid.
 - Only one at a time may be corrected and submitted to AOD
 - Can not be edited once submitted to AOD
 - Exceptions to current fiscal year listed in the Business Rules



Required Approvals

- All DLAs must be reviewed/approved with signatures prior to submitting to AOD
 - Originator
 - Originator's Supervisor or Equivalent
- DLAs that Transfer between Orgs/FMCs
 - Originator
 - Affected FMC
- Object Class Code 31.1X
 - Originator
 - Office of the Chief Administrator Officer (OCAO) Personal Property Management Branch (PPMB) under the Logistics Operations Division (LOD)
 - ppmb.financial@noaa.gov
- Object Class Code 32.XX
 - Originator
 - Director of OCAO Real Property Management Division (RPMD)
- Regardless of amount between two different fund and/or program codes OR \$500K or more
 - Originator
 - LO/SO Budget Execution Lead
 - LO Chief Financial Officer/Staff Office Director
 - Respective Bureau Budget Office

DLA Business Rules



- “FROM” and “TO” Fund Code Fiscal Year (FCFY) must match
 - Exception 1- No Match Overruns
 - Exception 2 – Interest Penalties (i.e. object class 43-01)
- “FROM” and “TO” Dollar Amounts must match (i.e. equal on either side)
- Need clear crosswalk between the “FROM” and “TO” side of the transaction. Only one of the following combinations will be accepted:
 - ONE “FROM” line item to ONE “TO” line item
 - ONE “FROM” line item to MULTIPLE “TO” line items
 - Transaction amounts must match the amount recorded in CBS
 - Partial amounts are being adjusted, the “TO” lines will reflect the amounts that change and the amounts that are not changing



DLA Business Rules Cont'd

- **Prior Year Adjustments**
 - Changes to OBJ ONLY
 - Case by case with exceptions for anything else
- **Accounting Data Must be valid**
 - Fund Code
 - Fiscal Year
 - Program Code
 - Project Code
 - Task Code
 - Object Class Code
 - Organization Code
- **Not Allowed**
 - **Following Object Classes**
 - Over/Under
 - 77-xx-89-99
 - Leave/Benefit
 - 11-60-00-00 or 12-10-00-00
 - Overhead
 - 77-xx-xx-xx
- **Following Document Types will NOT be processed:**
 - General Journal (GJ)
 - Summary Level Transfer (ST)
 - Grants - ASAP Grant Documents
 - Labor Charges - Detail Labor Cost Adjustments

DLA Submission Review



- DLA request must be submitted to your servicing finance office
 - Eastern
 - DLASubmissions@noaa.gov
 - Western
 - WOBDLASubmissions@noaa.gov
 - DLA Transaction Number in Subject
 - One Adobe (.pdf) document attached containing:
 - Signed CBS DLA approval form
 - Clear concise reason for DLA with references in the supporting documentation
 - DLA Request Form (CBS Report: PMN006R)
 - Adequate supporting documentation for justification
 - Invoices, contracts, reports
 - » Things available for internal/external audits
 - All documentation legible and orderly
 - For efficiency in reviewing

DLA Submission Review Criteria



- DLA requests will be reviewed/approved by AOD
- DLA requests requiring BEX approval will be reviewed for:
 - All packages include the MDL/ITEM report (DWFM001 – B&E Query)
 - Total amount is documented within the reason for adjustment notes section (approval form)
 - All packages include a “current” funds balance report (w/in 1-2 days from submission to BEX)
 - Showing enough funds are available to account for adjustment
 - Quick Report QR009

Document Retention Requirements



- Originating office of the DLA and AOD must maintain the following documentation for future audit reviews
 - Signed CBS DLA Approval Form
 - CBS Report PMN006R – DLA Request Form(s)
 - Adequate supporting documentation



Sample DLA Submission Package

DLA Approval Form



CBS Document Level Adjustment Approval Form

Originator Name: Originator's Name Title: XXXXXXXX Date: MM/DD/YY Phone: XXX-XXX-XXXX LO/SO: NOAA

Request Form #(s)
1141972

Reason for Adjustment(s)/Notes:
Correct Task Code.

I certify that I have reviewed and approve the DLA(s) submitted with the attached DLA Request Form(s) for further processing. Each DLA was not split or reduced to avoid the \$500K threshold review and approval requirement and it does not constitute a reprogramming of any funds. Approved by:

Originator's Supervisor or equivalent:

Originator's Supervisor: Supervisor's Name Title: Supervisor Signature:  Date: MM-DD-YY Phone: XXX-XXX-XXXX

1. Does DLA transfer costs across Organizations and or FMCs YES NO

*If Yes, Signature of affected Organization or FMCs is required:

Affected Org/ FMC POC: _____ Title: _____ Signature: _____ Date: _____ Phone: _____

2. Does DLA contain object class:

a) 31.1X YES NO *If Yes, Signature of LOD/PPMB is required

b) 32.XX YES NO *If Yes, Signature of RPMD is required

LOD/PPMB POC: _____ Title: _____ Signature: _____ Date: _____ Phone: _____

RPMD POC: _____ Title: _____ Signature: _____ Date: _____ Phone: _____

3. Does DLA transfer funds across 1) fund codes, 2) programs, 3) or meet the \$500K threshold YES NO

*If Yes, Signature of LO/SO Budget Analyst AND LO Chief Financial Officer or Staff Office Director AND NOAA, BIS, or EDA Budget Execution are required:

LO/SO Budget: _____ Title: _____ Signature: _____ Date: _____ Phone: _____

CFO/SOD POC: _____ Title: _____ Signature: _____ Date: _____ Phone: _____

Chief BEX POC: _____ Title: _____ Signature: _____ Date: _____ Phone: _____

PMN006 DLA Request Form Report



REPORT RUN DATE: 05-APR-2018 09:27:12
 REPORT ID: PMN006R
 INSTANCE: QACFS

UNITED STATES DEPARTMENT OF COMMERCE
 NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
 DOCUMENT LEVEL ADJUSTMENT REQUEST FORM

USER ID: OPS\$SHEHOS01
 VERSION: 4.2.DLA.180328

Requesting Line Office/Staff Office: OFFICE OF OBSERVATIONS

Request Form #: 1141872

Adj #	FR TO	Obliq Number	Doc Source Ref No	Doc Type	AP Trans No	Item/MDL/Seq	FCFY	Project	Task	Fund	Program	Organization	Obj Class	Amount
1	FR	0	131249896	NONE FEDEX	6476680	1-1-1	2017	R8MWN00	PAB	1043	04-10-50-01	20-82-0003-04-02-00-00	22-13-00-00	\$4.61
1	TO	0	131249896	NONE FEDEX	6476680	1-1-1	2017	R8MWN00	P00	1043	04-10-50-01	20-82-0003-04-02-00-00	22-13-00-00	\$4.61

Supporting Documentation



Creation Run Date: 04/11/2018
 Report ID: AP500D
 Instance: CFSW

COMMERCE BUSINESS SYSTEM (CBS)
 NOAA
 TRANSACTION ACTIVITY REPORT FOR LINE OFFICES/FMC'S

User ID: OPSSNICBES01
 Page: 2
 As of Date: 04/10/2018

Transaction Date Range: 01-NOV-2016 To: 30-NOV-2016
 Organization Selected: 20 - 82 - 0003 - 04 - 02 - 00 - 00
 Organization Desc: 20 - NATIONAL WEATHER SERVICE - OFFICE OF AA 82 - OFFICE OF OBSERVATIONS 0003 - SURFACE AND UPPER AIR DIVISION
 04 - LOGISTICS MANAGEMENT BRANCH 02 - NATIONAL LOGISTICS SUPPORT CENTER 00 - NATIONAL LOGISTICS SUPPORT CENTER
 00 - NATIONAL LOGISTICS SUPPORT CENTER

Obl Doc Group	Doc Number	Doc Type	Item Type	Reference Number	Payment Ofc Code	Organization	FCFY	Project / Task	Object Class	Undelivered Orders	Unpaid Expense	Paid Expense	Total Obligations	DW ADJ
INV	6455443	LVTRV	TDYNM	RWG3L1001	HQS	20-82-0003-04-02-00-00	2017	R8MWN00-P00	21-40	0.00	(25.92)	25.92	0.00	0.00
				Project Subtotal:						0.00	(25.92)	25.92	0.00	0.00
				Document Total:						0.00	(25.92)	25.92	0.00	0.00
INV	6466548	NOMTCH	FEDEX	131249896	HQS	20-82-0003-04-02-00-00	2017	R8MWN00-P00	22-13	0.00	0.00	9.22	9.22	0.00
				Project Subtotal:						0.00	0.00	9.22	9.22	0.00
				Document Total:						0.00	0.00	9.22	9.22	0.00
INV	6473974	NOMTCH	FEDEX	131249896	HQS	20-82-0003-04-02-00-00	2017	R8MWN00-P00	22-13	0.00	0.00	9.22	9.22	0.00
				Project Subtotal:						0.00	0.00	9.22	9.22	0.00
				Document Total:						0.00	0.00	9.22	9.22	0.00
INV	6474255	NOMTCH	PCARD	PURCHCASC	CASC	20-82-0003-04-02-00-00	2017	R8MWN00-P00	23-34	0.00	0.00	600.00	600.00	0.00
		NOMTCH	PCARD	PURCHCASC	CASC	20-82-0003-04-02-00-00	2017	R8MWN00-P00	25-22	0.00	0.00	2,400.00	2,400.00	0.00
		NOMTCH	PCARD	PURCHCASC	CASC	20-82-0003-04-02-00-00	2017	R8MWN00-P00	25-23	0.00	0.00	1,595.40	1,595.40	0.00
		NOMTCH	PCARD	PURCHCASC	CASC	20-82-0003-04-02-00-00	2017	R8MWN00-P00	26-18	0.00	0.00	265.60	265.60	0.00
		NOMTCH	PCARD	PURCHCASC	CASC	20-82-0003-04-02-00-00	2017	R8MWN00-P00	26-19	0.00	0.00	0.00	0.00	0.00
				Project Subtotal:						0.00	0.00	4,861.00	4,861.00	0.00
				Document Total:						0.00	0.00	4,861.00	4,861.00	0.00
INV	6476680	NOMTCH	FEDEX	131249896	HQS	20-82-0003-04-02-00-00	2017	R8MWN00-P00	22-13	0.00	0.00	4.61	4.61	0.00
				Project Subtotal:						0.00	0.00	4.61	4.61	0.00
				Document Total:						0.00	0.00	4.61	4.61	0.00



Access & Roles

Accounts & Access



- CBS User Access Request Form (requires training certificate to be submitted with access request):

<https://www.corporateservices.noaa.gov/finance/forms.html>

- DLA Originator
 - Access: DLA_LO_ENTRY_ROLE (Enter this role in the Special User Instruction block in the CBS User Profile Form)

- CBS Access

- User Name
 - OPS\$FIRLAS01
- Password
 - Minimum of 12 Characters
 - 1 Upper Case
 - 1 Lower Case
 - Special Character (# or _)

Special User Instructions:

DLA_LO_ENTRY_ROLE

Roles for DLAs

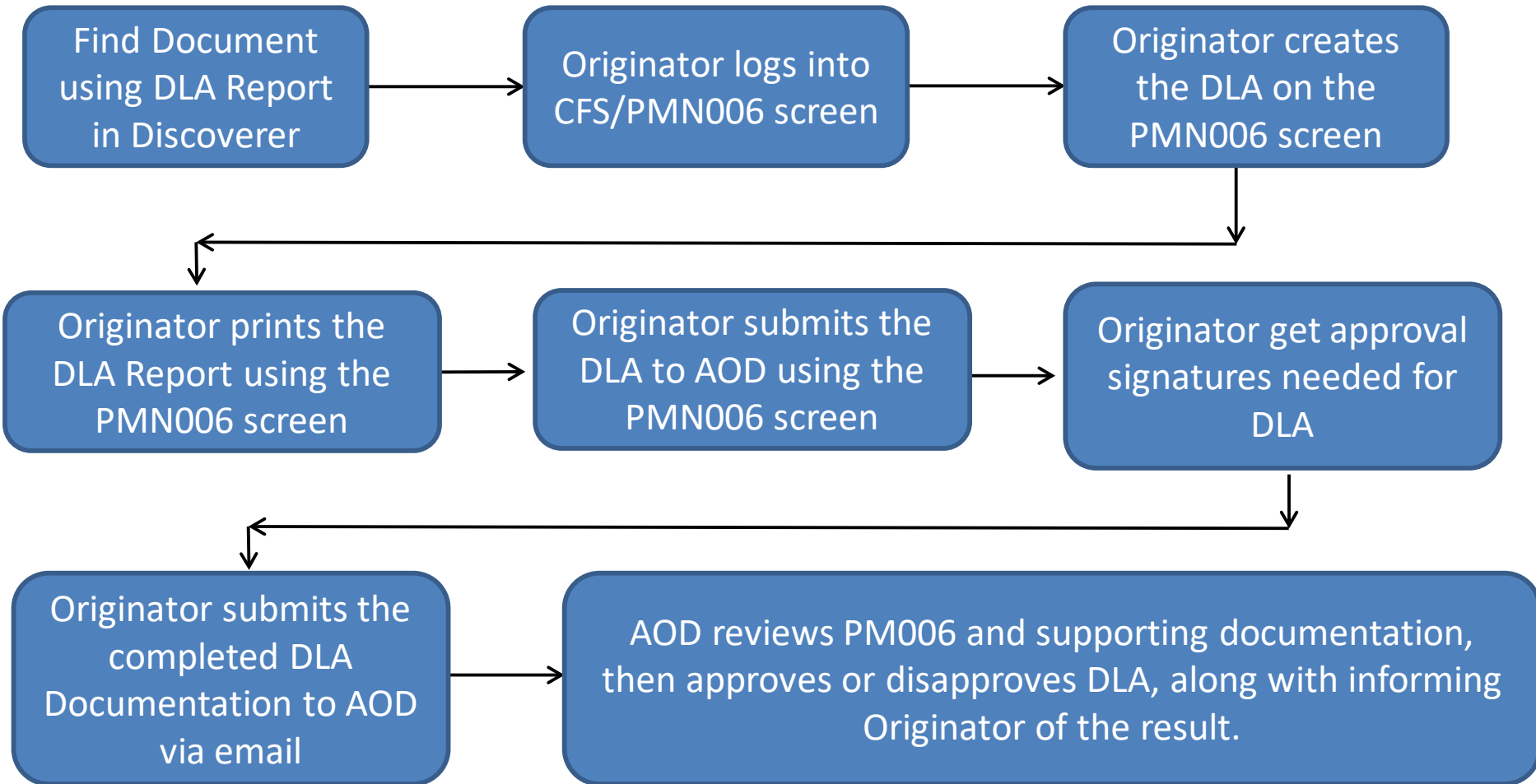


- DLA Originator (Requires System Access)
 - Creates DLA in the PMN006 DLA Data Entry Screen
 - Completes the top portion of the DLA Approval Form to route with PMN006 DLA generated report for LO approvals
 - Requires completion of training and receipt of certificate to obtain access in CBS
- Approving Official (No System Access Required)
 - Verifies that all information is correct in DLA submission
 - Authorized to Sign Approval Form
 - URL to Approving Listing:
 - https://www.corporateservices.noaa.gov/finance/doc_level_adjust_form.html



Steps for DLAs

DLA Flow



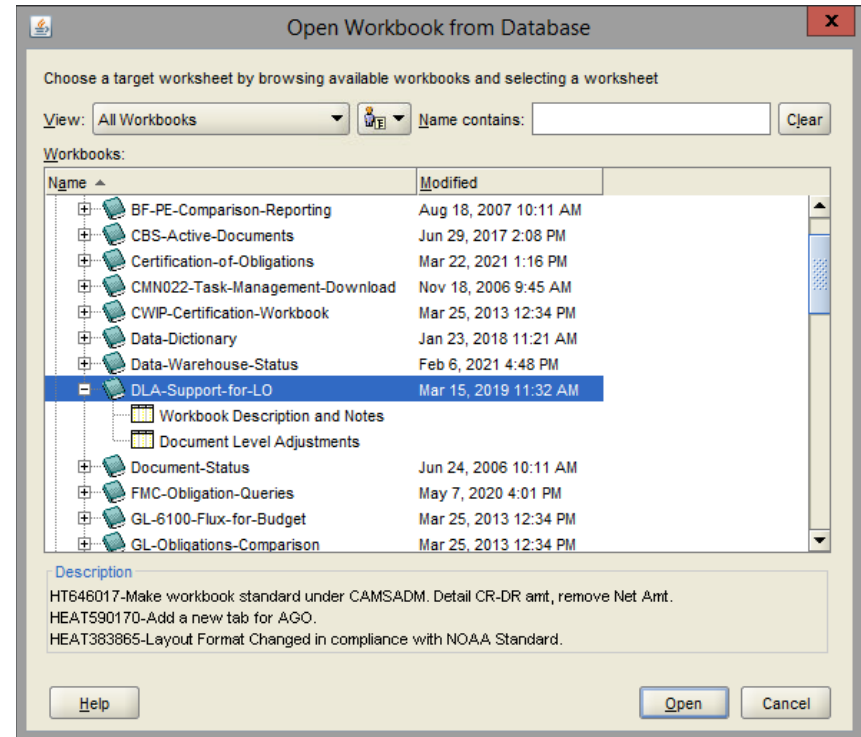


DLA Report - Discoverer



Discoverer Report - DLAs

- Workbook called DLA-Support-for-LO
- Use worksheet Document Level Adjustments



Discoverer Report – DLAs Cont'd



- ACCS parts needed to run report
 - *Unlike some Discoverer Reports don't need wildcard (%) for the "all" feature*
 - Look at the prompts

A screenshot of a software dialog box titled "Edit Parameter Values". The dialog box has a title bar with a close button (X) in the top right corner. The main area contains a list of parameters to be edited, each with a text input field and a small blue icon to its right. The parameters are: "Enter the Bureau Code*:" with the value "14"; "Affected Reference No:" with the value "%"; "Enter the first two-digits of the Org Code (Line Office):"; "Enter the third and fourth digits of the Org Code (FMC):"; "Enter the Project Code:"; "Enter the Task Code:"; "Enter the first four-digits of the Object Class Code (example 23-38):"; "Enter the Fund Code Fiscal Year:"; and "Include transactions on/after (ex. 1-OCT-2018 for all FY 2019 transactions)*:" with the value "01-OCT-2018". Below the list is a "Description" section containing the text "14 {NOAA} -- 13 {BIS} -- 20 {EDA}". At the bottom left is a "Help" button, and at the bottom right are "OK" and "Cancel" buttons. A note at the bottom left states "* indicates required field."

Discoverer Report – DLAs

Cont'd



CAMSADM.DLA-Support-for-LO - Oracle BI Discoverer - Internet Explorer

Workbook: DLA-Support-for-LO Worksheet: Document Level Adjustments Date Executed: 05-AUG-21
 Parameters : Bureau Code : '14', Affected Reference No : '%', Org Code 2 : '01', Fund Code Fiscal Year : '2020', Start date : '01-OCT-2018'

To document the CBS transactional history in support of Document Level Adjustments (DLAs).

Page 1 of 1

Page Items:

Bureau Code	Affected Reference No	CBS Oblig Document No	Inv Document Type	Inv Item Type	AP Trans No (PM003)	Item No	MDL No	Fund Code Fiscal Year	Project Code	Task Code	Fund Code	Program Code	Org Code	Object Code	Trans Date	Sub Invoice No	Subsystem Code	Invoice No	CR Minus DR Amount
14	NA14ACF0001	7355969	RECUR	UTIL	7355969	7	1	2020	19WMMK01	P00	0002	09-01-01-000	10-01-0000-00-00-000	23-38-00-00	12-NOV-2019	8196	ACCOMP	926234888	\$842.74
14	0000W81V670	7399303	NOMTCH	UPS	7399303	1	1	2020	19WMMK01	P00	0002	09-01-01-000	10-01-0000-00-00-000	22-13-00-00	18-OCT-2019	131	ACCOMP	00000733M201	\$4.79
14	0000W81V69	7399369	NOMTCH	UPS	7399369	1	1	2020	19WMMK25	P00	0002	09-01-01-000	10-01-0002-06-00-000	22-13-00-00	18-OCT-2019	221	ACCOMP	00000733M201	\$5.89
14	0000W81V69	7399369	NOMTCH	UPS	7399369	2	1	2020	19WMMK25	P00	0002	09-01-01-000	10-01-0002-06-00-000	22-13-00-00	18-OCT-2019	221	ACCOMP	00000733M201	\$2.14
14	0000W81V69	7399369	NOMTCH	UPS	7399369	3	1	2020	19WMMK25	P00	0002	09-01-01-000	10-01-0002-06-00-000	22-13-00-00	18-OCT-2019	221	ACCOMP	00000733M201	\$12.01
14	0000W81V68	7399863	NOMTCH	UPS	7399863	1	1	2020	UBKNNSN	P00	1073	01-10-10-008	10-01-0000-00-00-000	22-13-00-00	16-OCT-2019	216	ACCOMP	00000733M201	\$90.40
14	0000W81V68	7399863	NOMTCH	UPS	7399863	2	1	2020	UBKNNSN	P00	1073	01-10-10-008	10-01-0000-00-00-000	22-13-00-00	16-OCT-2019	216	ACCOMP	00000733M201	\$70.88
14	0000W81V69	7399865	NOMTCH	UPS	7399865	1	1	2020	19WMMK25	P00	0002	09-01-01-000	10-01-0002-06-00-000	22-13-00-00	16-OCT-2019	218	ACCOMP	00000733M201	\$5.86
14	CASE 531-2018-00021X	7400180	VINV	MISC	7400180	1	1	2020	19WMMK02	P00	0002	09-01-01-000	10-01-0000-00-00-000	25-27-00-00	16-OCT-2019	0	ACCOMP	SETTLEMENT	\$10,000.00
14	CASE 531-2018-00021X	7400185	VINV	MISC	7400185	1	1	2020	19WMMK02	P00	0002	09-01-01-000	10-01-0000-00-00-000	25-27-00-00	16-OCT-2019	0	ACCOMP	SETTLEMENT	\$15,000.00
14	10521506	900468	CBAINV	TRNSP	7401120	7	1	2020	UBDNRCF	P01	1073	15-01-01-130	10-01-0000-00-00-000	21-11-00-00	28-OCT-2019	928	ACCOMP	448627008387	\$265.11
14	10625047	901083	TRVTDY	CONFEE	7408255	1	1	2020	19WHK09	P00	0002	09-01-01-000	10-01-0000-00-00-000	25-33-00-00	18-OCT-2019	0	ACCOMP	V1420000369	\$250.00
14	10625047	901083	TRVTDY	LODGE	7408255	2	1	2020	19WHK09	P00	0002	09-01-01-000	10-01-0000-00-00-000	21-31-00-00	18-OCT-2019	0	ACCOMP	V1420000369	\$360.00
14	10625047	901083	TRVTDY	MIE	7408255	3	1	2020	19WHK09	P00	0002	09-01-01-000	10-01-0000-00-00-000	21-31-00-00	18-OCT-2019	0	ACCOMP	V1420000369	\$247.50
14	10625047	901083	TRVTDY	OTHER	7408255	4	1	2020	19WHK09	P00	0002	09-01-01-000	10-01-0000-00-00-000	21-61-00-00	18-OCT-2019	0	ACCOMP	V1420000369	\$73.63
14	10625047	901083	TRVTDY	FOV	7408255	5	1	2020	19WHK09	P00	0002	09-01-01-000	10-01-0000-00-00-000	21-21-00-00	18-OCT-2019	0	ACCOMP	V1420000369	\$25.62
14	10625047	901083	TRVTDY	RENTAL	7408255	6	1	2020	19WHK09	P00	0002	09-01-01-000	10-01-0000-00-00-000	21-17-00-00	18-OCT-2019	0	ACCOMP	V1420000369	\$138.02
14	0000W81A90	7408862	NOMTCH	UPS	7408862	1	1	2020	19WBK05	P00	0002	09-01-01-000	10-01-0002-00-00-000	22-13-00-00	28-OCT-2019	137	ACCOMP	00000733M201	\$4.79
14	0000W81V66	7408917	NOMTCH	UPS	7408917	1	1	2020	UBKNNSN	P00	1073	01-10-10-008	10-01-0000-00-00-000	22-13-00-00	28-OCT-2019	214	ACCOMP	00000733M201	<\$35.36>
14	0000W81V69	7408919	NOMTCH	UPS	7408919	1	1	2020	19WMMK25	P00	0002	09-01-01-000	10-01-0002-06-00-000	22-13-00-00	28-OCT-2019	216	ACCOMP	00000733M201	\$2.14
14	0000W81V69	7408919	NOMTCH	UPS	7408919	2	1	2020	19WMMK25	P00	0002	09-01-01-000	10-01-0002-06-00-000	22-13-00-00	28-OCT-2019	216	ACCOMP	00000733M201	\$6.13
14	20NAC100FA	7410123	IPAC	INTAGR	7410123	1	1	2020	19WMMK25	P00	0002	09-01-01-000	10-01-0002-06-00-000	25-35-00-00	30-OCT-2019	0	DISB	20089795	\$205.00
14	20NAC100FA	7410123	IPAC	INTAGR	7410123	2	1	2020	19WTK07	P00	0002	09-01-01-000	10-01-0001-00-00-000	25-35-00-00	30-OCT-2019	0	DISB	20089795	\$194.00
14	0000W81V69	7410942	NOMTCH	UPS	7410942	1	1	2020	19WMMK25	P00	0002	09-01-01-000	10-01-0002-06-00-000	22-13-00-00	29-OCT-2019	210	ACCOMP	00000733M201	\$6.05
14	0000W81V69	7410942	NOMTCH	UPS	7410942	2	1	2020	19WMMK25	P00	0002	09-01-01-000	10-01-0002-06-00-000	22-13-00-00	29-OCT-2019	210	ACCOMP	00000733M201	\$2.24
14	10521506	900468	TRVTDY	LODGE	7411494	1	1	2020	UBDNRCF	P01	1073	15-01-01-130	10-01-0000-00-00-000	21-31-00-00	23-OCT-2019	0	ACCOMP	V1420000850	\$160.00
14	10521506	900468	TRVTDY	MIE	7411494	2	1	2020	UBDNRCF	P01	1073	15-01-01-130	10-01-0000-00-00-000	21-31-00-00	23-OCT-2019	0	ACCOMP	V1420000850	\$250.00
14	10521506	900468	TRVTDY	OTHER	7411494	3	1	2020	UBDNRCF	P01	1073	15-01-01-130	10-01-0000-00-00-000	21-61-00-00	23-OCT-2019	0	ACCOMP	V1420000850	\$67.10
14	10521506	900468	TRVTDY	FOV	7411494	4	1	2020	UBDNRCF	P01	1073	15-01-01-130	10-01-0000-00-00-000	21-21-00-00	23-OCT-2019	0	ACCOMP	V1420000850	\$15.08
14	10521506	900468	TRVTDY	RENTAL	7411494	5	1	2020	UBDNRCF	P01	1073	15-01-01-130	10-01-0000-00-00-000	21-17-00-00	23-OCT-2019	0	ACCOMP	V1420000850	\$70.89
14	LT-3253802	7411578	TRVLOC	MISLCT	7411578	2	1	2020	19WMMK01	P00	0002	09-01-01-000	10-01-0000-00-00-000	21-84-00-00	23-OCT-2019	0	ACCOMP	L1420000689	\$54.89
14	P7140587210322100319	7413726	PCARD	PCARD	7413726	150	1	2020	UBKNNSN	P00	1073	01-10-10-008	10-01-0000-00-00-000	26-19-00-00	30-OCT-2019	0	ACCOMP	46140200872103	<\$17.07>
14	P7140587210322100319	7413726	PCARD	PCARD	7413726	190	1	2020	UBKNNSN	P00	1073	01-10-10-008	10-01-0000-00-00-000	26-19-00-00	30-OCT-2019	0	ACCOMP	46140200872103	\$2,514.00
14	P7140587210322100319	7413726	PCARD	PCARD	7413726	220	1	2020	UBKNNSN	P00	1073	01-10-10-008	10-01-0000-00-00-000	26-19-00-00	30-OCT-2019	0	ACCOMP	46140200872103	<\$277.98>
14	P7140587210322100319	7413726	PCARD	PCARD	7413726	275	1	2020	UBKNNSN	P00	1073	01-10-10-008	10-01-0000-00-00-000	26-19-00-00	30-OCT-2019	0	ACCOMP	46140200872103	\$168.48
14	P7140587210322100319	7413726	PCARD	PCARD	7413726	319	1	2020	UBKNNSN	P00	1073	01-10-10-008	10-01-0000-00-00-000	26-19-00-00	30-OCT-2019	0	ACCOMP	46140200872103	<\$277.98>
14	LT-3270425	7414477	TRVLOC	MISLCT	7414477	2	1	2020	UBKNNSN	P00	1073	01-10-10-008	10-01-0000-00-00-000	21-84-00-00	30-OCT-2019	0	ACCOMP	L1420000119	\$83.17
14	LT-3270228	7414478	TRVLOC	MISLCT	7414478	2	1	2020	UBKNNSN	P00	1073	01-10-10-008	10-01-0000-00-00-000	21-84-00-00	30-OCT-2019	0	ACCOMP	L1420000117	\$79.86
14	10735736	802461	TRVTDY	LODGE	7415550	1	1	2020	19WTK07	P00	0002	09-01-01-000	10-01-0001-00-00-000	21-31-00-00	04-NOV-2019	0	ACCOMP	V1420001625	\$480.00
14	10735736	802461	TRVTDY	MIE	7415550	2	1	2020	19WTK07	P00	0002	09-01-01-000	10-01-0001-00-00-000	21-31-00-00	04-NOV-2019	0	ACCOMP	V1420001625	\$190.00
14	10735736	802461	TRVTDY	OTHER	7415550	3	1	2020	19WTK07	P00	0002	09-01-01-000	10-01-0001-00-00-000	21-61-00-00	04-NOV-2019	0	ACCOMP	V1420001625	\$185.01
14	10735736	802461	TRVTDY	FOV	7415550	4	1	2020	19WTK07	P00	0002	09-01-01-000	10-01-0001-00-00-000	21-21-00-00	04-NOV-2019	0	ACCOMP	V1420001625	\$23.20

Workbook Description and Notes Document Level Adjustments

Discoverer Report – DLAs Cont'd



- Contains:
 - The document number needed for the PMN006 screen
 - Found in column called - CBS Oblig Document No
 - ACCS information
 - Cost information
 - Reference Nbr
 - Important to see if it's a document that can be adjusted in the system or as a DLA

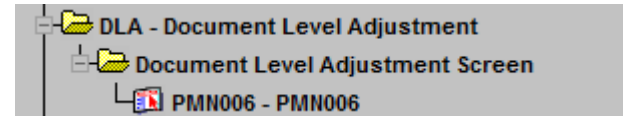


DLAs in CFS

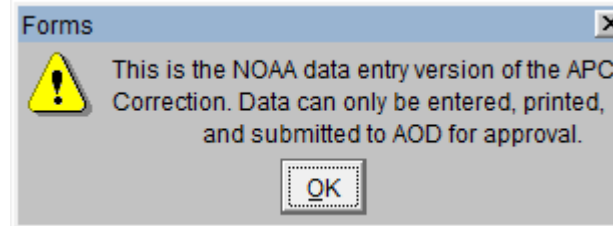
CFS - DLA



- If it's decided a DLA is needed do the following:
 - Log into CFS
 - Access the DLA screen
 - If you don't have access yet, take the training and fill out the form for the role
 - Through the menu item option or folder option



- A prompt will appear
 - Click OK





DLA Screen

- DLA screen is broken out into 3 parts:
 - Top/Control
 - Where AP Trans No is entered to bring up the data for the DLA
 - Bottom Detail
 - Where you select the actual item number(s) that are being adjusted
 - ACCS Detail
 - Not shown on this screen
 - Area that shows the FROM and TO for the ACCS
- Must use CTRL + Page Down/Up (on keyboard) to access each section

Item	Amount	Note	Chg	Apr
			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

Creating DLA Steps – Top/Control



- Enter the AP Trans Number
- Tab out of that field to populate the Top/Control portion of the screen
- Press CTRL + Page Down together
 - To get to the Bottom Detail area
 - Or Click in the Item field

The screenshot shows a software window titled "PMN006 (PMN006 VER-4.2.0.241-032328)". The window contains a form with the following fields and values:

Bureau Code	14	GL End Date	31-OCT-2020		
Invoice: Type	NOMTCH	No	00000733MV20190928	-	216
Trans no	1359639	Vendor: No	18840	-	6
		AP Trans No	7399863		
		Name	UNITED PARCEL SERVICE		

Below the form are two buttons: "SUBMIT" and "PRINT".

Below the buttons is a table with the following columns: Item, Amount, Note, Chg, and Apr. The table has 10 rows, with the first row highlighted in blue. The "Chg" and "Apr" columns contain navigation arrows (left and right) and a vertical scrollbar on the right side.

Creating DLA

Steps – Bottom/Detail



- Double-click in Item field to bring up list
 - Select the one you want and click OK
 - Add each line you want to adjust separately OR after each ACCS change
 - Can only add/delete lines prior to submission
- On the highlighted line - Press CTRL + Page Down together to get to the ACCS From – To screen.

This screenshot shows the DLA interface with a modal dialog box open. The dialog box has a title bar that says "Item No, Total Amount" and a search field labeled "Find %". Below the search field is a table with three columns: "Item No", "Amount", and "Descr". The table contains two rows: "1 90.40 AVAILABLE" and "2 70.88 AVAILABLE". The first row is highlighted in blue. At the bottom of the dialog box are three buttons: "Find", "OK", and "Cancel".

Item No	Amount	Descr
1	90.40	AVAILABLE
2	70.88	AVAILABLE

This screenshot shows the DLA interface with the first item highlighted in blue. The table has columns for "Item", "Amount", "Note", "Chg", and "Apr". The first row shows "1", "90.40", and "AVAILABLE".

Item	Amount	Note	Chg	Apr
1	90.40	AVAILABLE		

This screenshot shows the DLA interface with the second item highlighted in blue. The table has columns for "Item", "Amount", "Note", "Chg", and "Apr". The second row shows "2", "70.88", and "AVAILABLE".

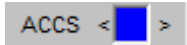
Item	Amount	Note	Chg	Apr
1	90.40	AVAILABLE		
2	70.88	AVAILABLE		

Creating DLA

Steps – ACCS Detail



- Defaults to the New ACCS Line
 - Double-click in the ACCS field to change that part



- Can split ACCS from one to multiple ones
 - Just have to change initial NEW Unit Price & Amount to the new value
 - Then add the next one(s) using the green plus sign icon (Add Record)
 - All ACCS values have to equal the total amount

- When Finished
 - Click CTRL + Up to get back to the Details screen OR Exit icon

Quick Video on how to Enter DLA in CBS



****No Audio****

Quick Video on Multiple Line Correction DLA in CBS



****No Audio****



Quick Video on One to Two ACCS Correction DLA in CBS



****No Audio****



Deleting DLA Records

- Can delete DLA Records
 - As long as not submitted
- Can NOT delete ACCS records
 - Will be deleted when deleting the detail line
- Must Delete Detail Line before deleting Top Control Record
- To do:
 - Highlight Detail Line first
 - Click Delete Icon 
 - Once all detail lines deleted
 - CTRL+UP or Click in AP Trans No field
 - Once in the AP Trans No field
 - Click Delete Icon 

Quick Video on How to Delete DLA in CBS



****No Audio****



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Error Messages

Error Messages



- Can appear at the bottom left of the screen
 - Make sure your window is maximized
 - Examples:
 - *“Invalid or inactive task code for this project code”*
 - » When trying to enter an invalid or inactive Project or Task Code
 - *“Invalid or Inactive Object Code”*
 - » When trying to enter an invalid Object Class Code
 - *“Invalid or Inactive organization level 3 code”*
 - » When trying to enter an Invalid or Inactive Organization Code
 - *“Invoice does not exist with invoice status PAID”*
 - » When trying to select a PM003 Vendor Invoice AP Trans# without a PAID status

Error Messages Cont'd



- Can appear as a pop-up message
 - Examples:
 - *"Correction Pending for submission with the AP Trans no ##### and Item no. #"*
 - When trying to do a DLA to correct a line item when it has a pending transaction
 - *"Invalid item number has been selected"*
 - When the item number is not available for the AP Trans No selected
 - *"Cannot delete an approved correction"*
 - The DLA Record cannot be deleted after its been submitted to AOD



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Document Level Adjustments (DLAs) Training

September 2021