

**Integrated Travel Manager (ITM )  
Fiscal Year End  
Subject to Availability of Funds  
(SAF) Processing**

FY2012 - August

# What is Subject to Availability of Funds (SAF) processing?



An automated solution to address the obligation of funds related to year end processing

- Travel Authorizations (TAs) that need to be created during the *Current* Fiscal Year (FY) for:
  - Travel that begins prior to - but ends after October 1<sup>st</sup>
  - Travel that begins on or after October 1<sup>st</sup>

# Why is SAF processing necessary?



- Funding is obligated in the Core Financial System (CFS) when TAs are approved
- When crossing Fiscal Years proper accounting (ACCS) codes must be used
  - Expenses incurred prior to October 1<sup>st</sup> must use *Current* FY ACCS codes
  - Expenses incurred on or after October 1<sup>st</sup> must use *New* FY ACCS codes
- To obtain the NEW FY ACCS codes contact your budget office

# Why is SAF processing necessary? (Cont'd)



- When TAs crossing Fiscal Years are created:
  - Current FY ACCS codes are still available to be obligated
  - New FY ACCS codes cannot be obligated until October
    - Funding of NEW FY is not established until October

# What does SAF processing do?



- Obligates expenses allocated to Current FY ACCS codes
- Suspends expenses allocated to New FY ACCS codes
  - Will not obligate those expenses until on or after October 1<sup>st</sup>
- Warns Preparer
  - Accounting year does not correspond with trip dates
- Prevents Preparer
  - From creating trips with start date after November 30<sup>th</sup> until the start of New FY.

# What does SAF processing do?

(Cont'd)



- Automatically places a SAF comment on the TA
  - “This document is Conditionally Approved, Subject To Availability of Funds (SAF). CBA OBLIGATION #: <Obligation Number> Organization ID: <Bureau and FMC Org Code> TRAVELER PO#: <PO Number>.”
- Will prevent the preparer from creating an amendment if trying to remove all Current FY expenses from the document.
  - Failure will be received on pre-audit screen
  - Can still remove partial expenses
    - Refer to Q55 of Reference Manual

# User Steps



## Preparer creates new TA

- Use same steps as any other TA
- Use full span of trip dates

## Enter any comments on Trip Information Tab

- Click on Preset Comments
  - Approval of travel scheduled to be accomplished on or after October 1, YYYY is contingent upon the availability of FY<NEW FY> funds
- Additional Comments
  - Should be entered on the Document Summary screen
    - System limitation truncates comments added on the Trip Information Tab

# User Steps (Cont'd)



## Document Information for 2SAFS0001



### Quick Tip

Enter or edit the general document information. If this is a trip based document, click the Trip Information tab to edit/view the trip information. [Authorizations](#) [Vouchers](#) [LocalVouchers](#)

### For this Document you can:

**Save** Changes to Document Information

Cancel

Back

Continue

Traveler Name: **Pat Kallsan**

Document Information

Trip Information

Trip No 1

Begin Travel 09/24/2012

Depart RES: .

Depart Selection RES: . ▾

End Travel 10/05/2012

Return RES: .

Return Selection RES: . ▾

Trip Duration Multiple days ▾

Comments

APPROVAL OF TRAVEL SCHEDULED TO BE ACCOMPLISHED  
ON OR AFTER OCTOBER 1, 2012 IS CONTINGENT UPON  
APPROVAL OF FY13 FUNDS.

Preset

## Itinerary Locations

Replace ALL lodging and M&IE information

[Create additional rows](#)

Delete	Arrival Date	Departure Date	Itinerary Location	Unlisted
	09/24/12	10/05/12	DALLAS.TX <a href="#">Search</a>	<input type="checkbox"/>

# User Steps (Cont'd)



 **Enter Comments** Expand section to view or edit comments

PREPARED BY: therese.rubis@noaa.gov x3107

AUTHORIZED BUSINESS CALLS

APPROVAL OF TRAVEL SCHEDULED TO BE ACCOMPLISHED ON OR AFTER OCTOBER 1, 2012 IS CONTINGENT UPON APPROVAL OF FY13 FUNDS.

# User Steps (Cont'd)



## Enter Expenses

- Include ALL expenses on the TA
- MUST break out expenses by date they will be incurred
  - Can still lump expenses (Taxi, Parking, etc.) together on the Authorization
    - Current FY expenses under a Current FY date
    - New FY expenses under a New FY date
- Changes to Current FY Expenses
  - Adjust/Amend in Current FY
    - Prior to September cut off date
      - Otherwise paid from New FY funds

# User Steps (Cont'd)



## Select Accounting

- Trip crosses Fiscal Years
  - *Current* FY AND *New* FY accounting required
- Trip starts in the New Fiscal Year
  - *New* FY accounting ONLY
    - Exception – Common Carrier *may* require Current FY accounting if tickets are purchased in Current FY
- Perform Allocation if multiple ACCS codes used
  - Based on when expenses are to be incurred

# User Steps (Cont'd)



## Available Accounting Code for 2SAFS0001



### Quick Tip

To select an account code, click the label link. To search by label, type some of the label in the field and click the Search button. To retrieve all account codes with the same label from all orgs, type the entire label and click the Retrieve button.

[more](#)

For this Document you can:

New Accounting Code

### Enter Search Criteria

Accounting Code

### Master Accounting Code

Click Accounting Code Label to add to Document

Search Results

[Prev 20](#) [Next 20](#)

Organization	Label	Classification Code
H-20-01	<a href="#">General Travel FY11</a>	2011- 14- JTRNTRVP00- 06020000- 00000000- - - - -
H-20-01	<a href="#">General Travel FY11 - 10-01</a>	2011- 14- JTRNTRVP00- 10010000- 00000000- - - - -
H-20-01	<a href="#">General Travel FY11 - 20-01</a>	2011- 14- JTRNTRVP00- 20010000- 00000000- - - - -
H-20-01	<a href="#">General Travel FY12</a>	2012- 14- KTRNTRVP00- 06020000- 00000000- - - - -
H-20-01	<a href="#">General Travel FY12 - 10-01</a>	2012- 14- KTRNTRVP00- 10010000- 00000000- - - - -
H-20-01	<a href="#">General Travel FY12 - 20-01</a>	2012- 14- KTRNTRVP00- 20010000- 00000000- - - - -
H-20-01	<a href="#">General Travel FY13</a>	2013- 14- LTRNTRVP00- 06010000- 00000000- - - - -
H-20-01	<a href="#">General Travel FY13 - 10-01</a>	2013- 14- LTRNTRVP00- 10010000- 00000000- - - - -
H-20-01	<a href="#">General Travel FY13 - 20-01</a>	2013- 14- LTRNTRVP00- 20010000- 00000000- - - - -

### Accounting Code for 2SAFS0001

Click an item to edit/delete it

Organization	Label	Default	Classification Code	Extended Code	Allocate Cost
	H-20-01	<input checked="" type="radio"/>	2012- 14- KTRNTRVP00- 06020000- 00000000- - - - -	<a href="#">Extended</a>	<a href="#">Allocate</a>
	H-20-01	<input type="radio"/>	2013- 14- LTRNTRVP00- 06010000- 00000000- - - - -	<a href="#">Extended</a>	<a href="#">Allocate</a>

Edit Delete

# User Steps (Cont'd)



## Other Authorizations

- Only used if Common Carrier expenses are being paid by Current FY funds for a New FY trip
  - AUTHORIZED COM. CARR PURCH W/ FY## FUNDS
    - Approved to purchase ticket for FY<New FY> with FY<Current FY> funds due to multiyear funding/no-year funding
      - Required by Travel Management Center (TMC) due to DOC policy requirement

# User Steps (Cont'd)



## 1 Other Authorizations for 1SAFS0012



### Quick Tip

Select an Other Authorization from the Master List below to add to the Authorization. [more](#)

### Master List of Other Authorizations

[ACTUAL EXPENSE](#)  
[ANNUAL LEAVE OR NON-DUTY DAYS](#)  
[ATTENDANT TRAVELING WITH EMPLOYEE](#)  
[AUTHORIZED ATM ADVANCE NTE](#)  
[AUTHORIZED BUSINESS CALLS](#)  
[AUTHORIZED COM. CARR PURCH W/ FY12 FUNDS](#)

## 2

### Other Authorizations

[AUTHORIZED COM. CARR PURCH W/ FY12 FUNDS](#)

## 3 Other Authorization Remarks



### Quick Tip

Add or update remarks for the Other Authorization. [more](#)

### AUTHORIZED COM. CARR PURCH W/ FY12 FUNDS

Remarks Approved to purchase ticket for FY2013 with FY2012 funds due to multiyear funding/no-year funding.

# User Steps (Cont'd)



4

**Enter Comments** Expand section to view or edit comments

PREPARED BY: therese.rubis@noaa.gov x3107

AUTHORIZED BUSINESS CALLS

APPROVAL OF TRAVEL SCHEDULED TO BE ACCOMPLISHED ON OR AFTER OCTOBER 1, 2012 IS CONTINGENT UPON APPROVAL OF FY13 FUNDS.

5

```
=====
5) OTHER AUTHORIZATIONS
  AUTHORIZED COM. CARR PURCH W/ FY12 FUNDS(1)
=====
```

6

```
=====
8) REMARKS
PREPARED BY: DEE DEE WHITE 843-762-8501
(1)
Approved to purchase ticket for FY2013 with FY2012 funds due to multiyear
funding/no-year funding.
=====
```

# User Steps (Cont'd)



## Run Pre-Audit Validations

- Review Statuses
  - Statuses have the following conditions
    - Warn/Blank = Warning
    - Pass = Pass
    - Fail = Failure
- Make corrections if needed and rerun Pre-Audits

Electronically Stamp the TA like any other TA

### NOTE:

A complete list of Pre-Audits can be found in the ITM 9.0 Reference Messages guide under the ITM 9.0 Reference Library section at:

<http://www.corporateservices.noaa.gov/finance/travel.html>

# User Steps (Cont'd)



Pre-Audit Results		
Audit Process	Status	Comments
ACCOUNT VALIDATION	PASS	
AMENDMENTS	PASS	
AMOUNT PAID TO TRAVELER	PASS	
APPROVAL BY TRAVELER	PASS	
DOC CONFERENCE VALIDATION	PASS	
DOC FY END PROCESSING		This document references NEXT FISCAL YEAR accounting or dates.
DOC FY END PROCESSING		This document refers to multiple fiscal years in either the trip dates or the ACCS distribution.
DOC FY END PROCESSING		The FY of the ACCS does not coincide with the trip dates.
DOC FY END PROCESSING		This document may be conditionally approved, Subject to Availability of Funds (SAF). If you are sure that the current ACCS distribution is correct you can "Continue Stamping the Document". If not, you must "Cancel Pre-Audit Results".
DOC FY END PROCESSING	FAIL	This document refers to multiple fiscal years in either the trip dates or the ACCS distribution.
DOC FY END PROCESSING	FAIL	This document references NEXT FISCAL YEAR accounting or dates.
DOC FY END PROCESSING	FAIL	The FY of the ACCS does not coincide with the trip dates.
DOC FY END PROCESSING	FAIL	This trip starts after the Maximum Future Trip Date (NOAA_FYE_MAX_DEPDATE) of 11/30/12

# Approval Information



## Approvers

- Review & Stamp TA
- Wait for obligation information to display on Home screen
  - If exiting the system prior to receiving obligation information the obligation may not post correctly in CFS
- Messages for SAF
  - “NEWFY amounts SAF APPROVED but not posted.
  - “\$0 document not processed through interface

# Approval Information (Cont'd)



## Upon approval

- Current FY expenses obligate immediately
- SAF TAs placed in a status of SAF APPROVED
- New FY expenses suspended for processing in October
  - SAF Comment:

"This document is **Conditionally Approved, Subject To Availability of Funds (SAF)**. CBA OBLIGATION #: <Obligation Number> Organization ID: <Bureau and FMC Org Code> TRAVELER PO#: <PO Number>."

## Once New FY expenses successfully obligate

- SAF TA placed in a status of DATA LINK

# Approval Information (Cont'd)



## Status for 2SAFS0012



### Quick Tip

The Signature PIN is case sensitive! [more](#)

For this Document you can:

**Adjustments**

[Go To Adjustments](#)

**Back**

**Continue**

## Document Routing

This is the routing path the current document will take once routed

Name	Status	Level
------	--------	-------

## Document History

This is the status history for this document

Date/Time	Status	Name	Remarks	Reason Desc
09/21/12 8:42AM	CREATED	Erin Cobbs		
09/21/12 8:44AM	SIGNED	Erin Cobbs		
09/21/12 11:31AM	APPROVED	Jonathan Wolf		
09/21/12 11:32AM	DATA LINK	Jonathan Wolf		
09/21/12 11:32AM	SAF APPROVED	Jonathan Wolf		

# Approval Information (Cont'd)



## Status for 2SAFS0012



### Quick Tip

The Signature PIN is case sensitive! [more](#)

For this Document you can:

**Adjustments**

Go To Adjustments

Back

Continue

### Document Routing

This is the routing path the current document will take once routed

Name	Status	Level
------	--------	-------

### Document History

This is the status history for this document

Date/Time	Status	Name	Remarks	Reason Desc
09/21/12 8:42AM	CREATED	Erin Cobbs		
09/21/12 8:44AM	SIGNED	Erin Cobbs		
09/21/12 11:31AM	APPROVED	Jonathan Wolf		
09/21/12 11:32AM	DATA LINK	Jonathan Wolf		
09/21/12 11:32AM	SAF APPROVED	Jonathan Wolf		
10/06/12 6:42PM	DATA LINK	Jonathan Wolf	Stamped by SAF batch routine	

# Vouchers



## Preparers

- Should wait for TA DATA LINK status
  - Exceptions
    - Long-Term TDY Travel
    - Pre-Paid Expenses

# Year End Closing Information



## Restricted Mode Processing

- During Year End processing, CFS is placed in Restricted Mode
- Travel Dispatch #10 – Allocating Travel Expenses at Fiscal Year End
- ITM 9.0 FYE Guidance
  - *Located on the ITM Information Page*  
<http://www.corporateservices.noaa.gov/finance/travel.html>
- ITM won't be able to “talk” to CFS during this time
- TAs created during this time must include the following comment:  
*“System Downtime – Time Sensitive – Obligation Information not Available.”*

# SAF Posting Process



- Financial Systems Division (FSD) will make numerous attempts to obligate the New FY allocated expenses beginning in October
  - Reimbursable Project funding occurs later
    - May take longer to post than direct funded documents
- If FSD is unable to obligate, the preparer will receive a notification from FSD advising them of the issue(s) received when attempting to obligate

# NOAA Client Services Help Desk Support



## Functional/Technical Support for CBS Applications

- Budget Operating Plans (BOP)
- Reimbursable Agreements
- SLTs & DLAs
- Data Warehouse/Discoverer
- Commerce Purchase Card System (CPCS)
- Travel
- C.Request/C.Award (C.Suite)



User Account requests, JAVA/JInitiator, etc.

FSD/CBS Web Site [www.corporateservices.noaa.gov/finance](http://www.corporateservices.noaa.gov/finance)

- Click on Help Desk link for additional info, phone numbers, etc.
- Email: [ClientServices@noaa.gov](mailto:ClientServices@noaa.gov)
- Phone #: 301-444-3400
  - *Option #2 - Travel*
- Fax/Server #: 301-444-3401





# Demonstration