Commerce Business Systems (CBS)

Achieving Excellence in Financial Management

NOAA/CBS/FSD

Reimbursable Agreements New User Training Exercises

for

FY 2011

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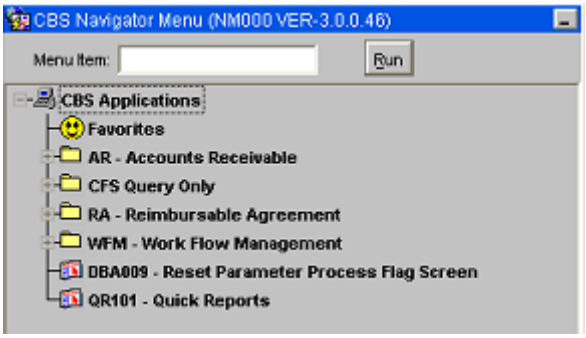
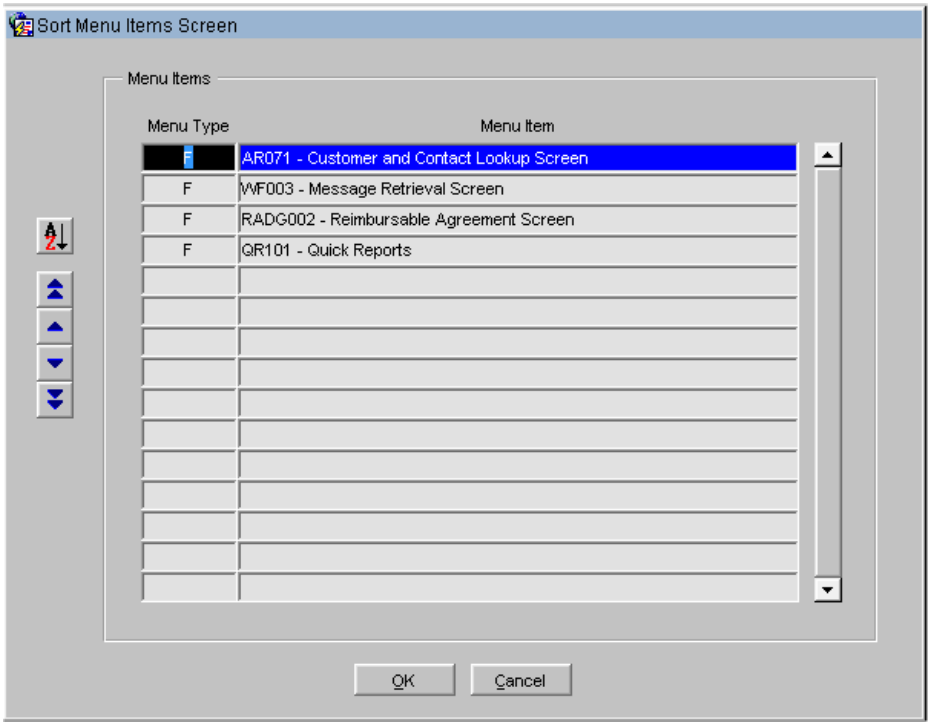
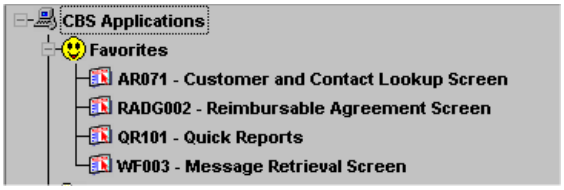
Exercise 1: Logon to CFS/CBS Navigator

To begin your exercises, please execute the following steps to logon:

Step	Action
1	Open a Internet Explorer window Point your browser to: https://fsdtrain.rdc.noaa.gov/nmadm/custom_Pages.login_page?
2	On the **CBS Web Migration Portal Login** screen: ➢ Enter ***Training User Name*** ➢ Enter ***Training Password*** ➢ Check the checkbox ➢ Click ***Logon***

Step	Action
3	On the **CBS Web Portal** screen: ➢ Click on ***CFS*** ➢ Click on ***{Submenu Option}***
4	A new window opens, click **YES** or **Run**

Step	Action
5	**Navigator Menu** appears  ➢ Click on the ⊞ next to the **AR – Accounts Receivable** folder ➢ Click on the ⊞ next to the **Lookup** folder. ➢ Click to highlight **AR071 – Customer and Contract Lookup Screen** ➢ Right-click to bring up a submenu ➢ Click on **Favorite** That selection has now been added to the Favorites area
6	Add the following to the Favorites: **QR101** **WF003** **RADG002**
7	After adding different reports to the Favorites, you may want to sort how they appear on screen. To do this: ➢ Click on **Favorite** ➢ Right-click to bring up a submenu ➢ Click on **Sort**

Step	Action
7a	The ***Sort Menu Item*** screen appears 
7b	Using the following icons a user may sort the list the following way: = Alphabetical by Screen Name *(*Not currently working)* = Move the highlighted selection to the top of the list = Move the highlighted selection one space up for each click = Move the highlighted selection one space down for each click = Move the highlighted selection to the bottom of the list
7c	When finished sorting the list, click OK and the newly sorted **Favorites List** will now show: 
8	Deleting a Favorite works the same way as adding. Except to delete an option you will be selecting Favorite List to “uncheck” it.

Step	Action
9	The CBS Navigator Menu now has a search capability. At the top of the CBS Navigator Menu is a field called ***Menu Item***. In this field you may type the name of the screen (i.e. RADG002) you wish to access. Once the screen name has been typed in, click on the Run button.
10	The icon bar has been standardized and will appear the same on all screens. For those of you who are familiar with CBS/CFS and Data Warehouse, the icon bar will look the same.

Icon	*Name*	*Description*
	EXIT	Allows users to leave the current window, document, and application. Use of the Exit icon in these situations may not commit or save recently entered data.
	SAVE	Used to save (commit) complete or partial records to the database.
	PRINT	Prints screen images or generates reports related to the data appearing on the current active window. ***Note: In some instances, selecting the print icon does not automatically print the report.***
	ENTER QUERY	Clears any existing records or data from the window and prompts the user for query information.
	EXECUTE QUERY	Executes the query to retrieve all records that match the query criteria. ***Note: General queries retrieve all records by not specifying query criteria. General queries should be avoided on some screens, such as the GL081.***
	CANCEL QUERY	Cancels query mode and returns the system to edit mode.
	ADD A RECORD	Allows users to create a new record. Generally, clicking this button will create a blank record and place the cursor in the first enterable field.
	DELETE A RECORD	In a limited number of instances, this button can be used to delete a record or a line item.
	PREVIOUS/NEXT RECORD PREVIOUS/NEXT SET	Allows users to scroll through records applicable to a particular transaction, document, query, or menu option.
	RUN REPORT	Allows users to execute a report.

Icon	*Name*	*Description*
	CUT	Allows users to remove selected data and temporarily save it to be pasted elsewhere.
	COPY	Allows users to copy selected data.
	PASTE	Allows users to paste selected data.
	HELP	At this time, the help available to a user is not designed to facilitate data entry. Currently, Oracle related information applicable to a specific field is provided.
	MENU	Allows users to access the menu or Navigator Menu.
NEXT PREV	NEXT PREVIOUS	Allows users to move forward or back among multiple pages.
>	DETAIL (DTL)	Allows users to access additional information or details applicable to selected record.

Exercise 2: Scenario #1 – Non-Advance Agreement

Background: Department of Commerce, International Trade Agreement (ITA) wants to work with NOAA's Acquisition and Grants Office (AGO) to have them provide them acquisition support.

Questions to ask:

(1) What kind of agreement is needed?
(2) What type of agreement model do we use?
(3) Do we need a coversheet?

Through negotiations, you find out the following information:

You're going to use the IAA form. The IAA Agreement number is: 12PAY113-T{Training ID#}. The Customer Reference Number is: NA-AGO-12-T{Training ID#-your initials}. The Agreement period as well as the funding period of performance starts October 1, 2011 and ends September 30, 2012. The authority under which this can be performed is the Economy Act. They want quarterly billing with a detailed billing statement and the amount of the agreement is $775,000. This is a new agreement and will not renew. Advance payments will not be allowed.

The scope of the agreement should have the following statements:

"This Agreement provides for NOAA/AGO to provide acquisition support to ITA. This acquisition support includes all activities needed for acquisition planning, pre-award requirements, award, administration, closeout, and termination for both contracts and simplified acquisitions. This acquisition support also includes any other acquisition-related administrative or management requirements, such as reporting ratifications, responding to Freedom of Information Act (FOIA) requests, and providing advice and expert acquisition counsel.

This agreement is inclusive of all headquarters and field acquisition support, if applicable"

Roles and Responsibilities are in attachment 1. Termination of the agreement is 60 days. There are no restrictions and sections 17-20, should read N/A as they do not pertain to this agreement. The additional attachments are as follows:

Attachment 2: Performance Standards
Attachment 3: Funding, Pyament and Reimbursable Arrangements
Attachment 4: Procurement Action Lead Times (PALT)
Attahcment 5: FY2012 Budget

Fill out the IAA form General Section, using the information provided above.

For this exercise, we're assuming you have then submitted the unsigned package to OGC and have received their clearance.

	Requesting Agency Funding Information	NOAA's Funding Information
ALC	13-06-0001	13-14-0001
TAC	00625	00648
Trading Partner Code	1300	13
TAS	13121250	13X1450
BETC	DISB	COLL
Object Class	25-95	
BPN	929956225	156140209
Add'l Accounting Information	55/12/3702560/20-04-0000-00-00-00-00/25-95	
Funding Expiration Date	September 30, 2012	
Funding Cancellation Date	September 30, 2017	

Requesting Agency POCs	Servicing Agency POCs
Program Official: Victoria Scheller, Director, OMO Phone (202) 333-1243 Fax (202) 333-1342 Email: victoria.scheller@trade.gov	Program Official: Seth Johnson, Director, AGO Phone (301) 712-1257 Fax (301) 712-1092 Email: seth.j.johnson@noaa.gov
Funding Official: Douglas Hammerman, Budget Officer Phone (202) 333-5869 Fax (202) 333-3421 Email: douglas.hammerman@trade.gov	Funding Official: Jayda Pluckett, Budget Officer Phone (301) 712-8931 Fax (301) 712-1092 Email: jayda.c.pluckett@noaa.gov

You finish the process by:

1) Fill out the funding portion of the IAA form
2) Fill out the project code form

RA Project Code should be the following format:
6** (AGO) **R** (Non-Advance) **T** (Training) **18** (Training Date) **25** (Training ID#) = **6RT1825

Program Code Associated to it: 06-01-02-003

Direct Project Code should be the following format:
3**(LO) **RATN 25** (Training ID#) = **3RATN25

3) Query using AR071 using the ALC/Customer Name

- From the ***Navigator*** menu, click on ***AR – Accounts Receivable*** and select **Lookup.** Select the **AR071-Customer and Contact Information Lookup Screen.**

Step	*Screen*	*Action*
1	AR071 Control Block	***Note: This screen is in query mode when it opens.***
		ALC: ***{ALC #}*** Click ***Query*** icon
2	AR071 Customer Information Block	Scroll down the list to find ITA
3	AR071 Customer Information Block	Verify the presented, if it's not correct, fill out the Customer Profile Form.

1) Fill out Customer Profile form (if needed)
2) Fill out the UCO/Allotment Form
3) Create RADG002

- From the ***RA - Reimbursable Agreement*** main menu, click on **Transactions** and select the **RADG002 Reimbursable Agreement Screen**.

Step	Screen	Action
1	RADG002 **Control Block**	**Bureau:** ***14*** (for NOAA) **Customer Number:** ***{Customer # from AR071}*** **Fund Code:** ***{for Non-Advance}*** **Customer Reference Number:** ***{Listed in the Agreement}*** **Bureau Reference Number:** ***{New RA Project Code} – No Task!*** Check ***Formal Agreement*** Checkbox **RA/Contract No.:** ***{Listed in the Agreement}*** **Trans Amt:** ***{Amount of Agreement}***
2	RADG002 **Document Tab**	**<u>Performance Section</u>** **Period from:** ***{Funding Begin Date from Agreement}*** **Period To:** ***{Funding End Date from Agreement}*** Check ***Quarterly Billing*** Checkbox (checked for Feds) **Acceptance Date:** ***{Date the agreement was accepted}*** **Organization:** ***{Your Training LO-FMC}*** (zero fill everything else) **<u>Status Section</u>** Check ***Economy Act*** Checkbox **RA Status:** Double click for LOV; select ***OPEN*** **Notify Employee:** Double click for LOV; select ***any employee number***

Step	Screen	Action
3	RADG002 **Customer Tab**	**Billing Type:** Click on arrow for drop down menu; select ***WIP*** **Contact Section** **Invoice Contact No.:** Double click for LOV; select ***contact # 1*** **Remit Code:** Double click for LOV; select ***NOAA/REIMB/GERMANTOWN*** **Admin Office:** Double click for LOV; select ***HQTRS*** **Orig Office:** Double click for LOV; select ***{Your Training LO}*** Check ***Detail Billing Statement*** Checkbox
4	RADG002 **FY Funding Tab**	**Control Customer Order** box should **not** be checked Verify - FY Field / Cumulative to Date Amt / Mod Amt / Amt After Mod 20## / 0.0 / {Amount} / {Amount}

This signed package is then sent up the chain and all approval will happen with Finance.

Exercise 3: Scenario #2 –Advance Agreement

Background: North Carolina Department of Natural Resources is requesting that the U.S. Department of Commerce, National and Oceanic and Atmospheric Adminsitration's (NOAA) National Ocean Service (NOS), Coastal Services Center (CSC) to have them provide accurate topographic data to support North Carolina's anticipated coastal study for future coastal risk mapping efforts. This is an Annex to the original agreement MOA-2011-0006-T100, which that agreement amount was up to $1,500,000. This Annex covers a specific amount of time and money.

Questions to ask:

(1) What kind of agreement is needed?
(2) What type of agreement model do we use?
(3) Do we need a coversheet?

North Carolina Department of Natural Resources has put together the agreement and you've gotten clearance from all parties and the agreement has been signed. You will do the following steps using the signed agreement:

1) Fill out the project code form

RA Project Code should be the following format:
3 *(LO)* ***B*** *(Advance)* ***T*** *(Training)* ***18*** *(Training Date)* ***25*** *(Training ID#) =* ***3BT1825***

Program Code Associated to it: Your LO from your sheet

Direct Project Code should be the following format:
3*(LO)* ***RMBT 25*** *(Training ID#) =* ***3RMBT25***

2) Query using AR071 using the ALC/Customer Name

- From the ***Navigator*** menu, click on ***AR – Accounts Receivable*** and select **Lookup.** Select the **AR071-Customer and Contact Information Lookup Screen.**

Step	***Screen***	***Action***
1	AR071 Control Block	***Note: This screen is in query mode when it opens.***
		ALC: ***{Customer Name}*** Click ***Query*** icon

Step	*Screen*	*Action*
2	AR071 Customer Information Block	Scroll down the list to find ITA
3	AR071 Customer Information Block	Verify the presented, if it's not correct, fill out the Customer Profile Form.

1) Fill out the UCO/Allotment Form
2) Create RADG002

- From the ***RA - Reimbursable Agreement*** main menu, click on **Transactions** and select the **RADG002 Reimbursable Agreement Screen**.

Step	Screen	Action
1	RADG002 **Control Block**	**Bureau:** ***14*** (for NOAA) **Customer Number:** ***{Customer # from AR071}*** **Fund Code:** ***{for Advance}*** **Customer Reference Number:** ***{Listed in the Agreement}*** **Bureau Reference Number:** ***{New RA Project Code} – No Task!*** Check ***Formal Agreement*** Checkbox **RA/Contract No.:** ***{Listed in the Agreement}*** **Trans Amt:** ***{Amount of Agreement}***

Step	Screen	Action
2	RADG002 **Document Tab**	**<u>Performance Section</u>** **Period from:** ***{Funding Begin Date from Agreement}*** **Period To:** ***{Funding End Date from Agreement}*** **Acceptance Date:** ***{Date the agreement was accepted}*** **Organization:** ***{Your Training LO-FMC}*** (zero fill everything else) **<u>Status Section</u>** **RA Status:** Double click for LOV; select ***OPEN*** **Notify Employee:** Double click for LOV; select ***any employee number***
3	RADG002 **Customer Tab**	**Billing Type:** Click on arrow for drop down menu; select ***ADV*** **<u>Contact Section</u>** **Invoice Contact No.:** Double click for LOV; select ***contact # 1*** **Remit Code:** Double click for LOV; select ***NOAA/REIMB/GERMANTOWN*** **Admin Office:** Double click for LOV; select ***HQTRS*** **Orig Office:** Double click for LOV; select ***{Your Training LO}***

Step	Screen	Action
4	RADG002 **FY Funding Tab**	**Control Customer Order** box should **not** be checked Verify - FY Field / Cumulative to Date Amt / Mod Amt / Amt After Mod 20## / 0.0 / {Amount} / {Amount}

This signed package is then sent up the chain and all approval will happen with Finance.

Exercise 4: Scenario #3 –On Your Own

Background: Using the signed agreement from the Department of Defence, Air Force, to fill out the forms needed for the agreement as well as enter your RADG002.

Project Code Information to use:

RA Project Code should be the following format:
3 *(LO)* ***R*** *(Advance)* ***NT*** *(Training)* ***25*** *(Training ID#) =* ***3RNT25***

Program Code Associated to it: Your LO from your sheet

Direct Project Code should be the following format:
3*(LO)* ***RMBT 25*** *(Training ID#) =* ***3RMBT25***