CBS Document Level Adjustment Form

I certify that I have reviewed and approve the DLA(s) listed below (*and on the next page) for further processing. This 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:

Line Office/Staff Office Lead Budget Execution Analyst or equivalent (~if required; FMC signature):

Print Name:________________ Signature:________________ Title:________________ Date:__________ Phone #__________

Print Name:________________ Signature:________________ Title:________________ Date:__________ Phone #__________

***If DLA transfers costs across Organizations: Signature of affected Organizations*

Print Name:________________ Signature:________________ Title:________________ Date:__________ Phone #__________

***If DLA transfers funds across programs or is over the $500K threshold: Signature of LO Chief Financial Officer or Staff Office Director **AND** NOAA or BIS Budget Execution*

Print Name:________________ Signature:________________ Title:________________ Date:__________ Phone #__________

Print Name:________________ Signature:________________ Title:________________ Date:__________ Phone #__________

For Use with PM006 Advice of Corrections Screen

Adj #	**FR/ TO**	**Oblig Doc Number**	**Doc Type**	**Source Ref No**	**AP Trans No**	**Item/ MDL No**	**FCFY**	**Project/Task**	**Program**	**Organization**	**Obj Class**	**Amount**

Reason for Adjustment(s)/Notes

Adj #	FR/ TO	Oblig Doc Number	Doc Type	Source Ref No	AP Trans No	Item/ MD L No	FCFY	Project/Task	Program	Organization	Obj Class	Amount

CBS Document Level Transaction Adjustment Form Instructions

Please see the Document Level Business Rules for complete rules and guidance.

This form is used to initiate/authorize Accounting Code Classification Structure (ACCS) adjustments or corrections to ***paid*** expense transactions at the document level charged to the current Fund Code Fiscal Year (e.g. FCFY2013). Adjustments can be made to all or any part of the ACCS – e.g. Project/Task, Organization, and Object Class.

ALL DLA'S regardless of the amount must be reviewed and approved with signatures by the Line Office/Staff Office (LO/SO) Lead Budget Execution Analyst or equivalent before being submitted to AOD for posting.

DLA'S regardless of the amount between two different program codes or any adjustment of $500K or more MUST be reviewed and approved with signatures by the LO Chief Financial Officer (CFO) or Staff Office Director, **AND** the NOAA or BIS Budget Execution Office (BEX) before being submitted to AOD for posting.

Transfers between Organizations: Any DLA that is transferring costs between organizations requires the signed approval of the affected organization. The originator of the DLA must obtain the signed approval from the affected organization which contains a statement that they concur with the DLA action and it is appropriate for approval.

Contracts/POs that have incorrect accounting that will affect multiple payments must be corrected at the original obligation. Your Finance Branch will work with you to correct these issues.

Send the completed adjustment form to your servicing finance office; either DLASubmissions@noaa.gov (Eastern Operations Branch) or WOBDLASubmissions@noaa.gov (Western Operations Branch). In the subject line include the submittal date. Upon receipt of the signed and approved form, your servicing Finance Branch will enter the adjustment in CBS using the PM006 Advice of Corrections Screen to process the corrections/adjustments.

Instructions for completing the Document Level Adjustment Form:

1. Enter the information as it appears now **(FROM:)**

Adj # **–** Beginning with 1, assign a number to the adjustment, both the from and to lines.

FR/TO **–** Enter FR for the "FROM" portion of the adjustment. Enter TO for the "TO" portion of the adjustment. Note: You can split costs from one ACCS to another or to many ACCS' as long as the total amount equals the amount paid. If only a partial amount is moved the amount remaining in the original accounting must be included to ensure the FR/TO amounts will tie to the original entry.

Oblig Doc Number – Enter the identifying CBS document number for this transaction. This is in the Doc Number field on the AP500D Transaction Activity Report.

- If you are querying the Budget and Expenditure Query Application in the Data Warehouse, go to the Expense Details tab and double click on the Expended Column for a particular month.
- This will take you to the Document Totals for this ACCS only Page. *Doc Number* can be found in the Originating Document Number field.

Doc Type – Enter the identifying document type for this transaction -- e.g. TRAVNM, CONV03, PO3WAY, RECUR, NONE. This corresponds to the Doc Type field on the AP500D Transaction Activity Report.

- If you are querying the Budget and Expenditure Query Application in the Data Warehouse, go to the Expense Details tab and double click on the Expended Column for a particular month.
- This will take you to the Document Totals for this ACCS only Page. *Doc Type* can be found in the Originating Document Type.
- **If there are multiple Doc Type adjustments, please separate them onto different pages of the DLA Form, for example: no match on one page, purchase orders on another, and travel on another.**

Source Reference No – Enter the identifying document number for this transaction. This number is the identifying number for the source document of the transaction – e.g. the travel voucher number, the contract number, the purchase order number. This corresponds to the Reference Number Block on the AP500D Transaction Activity Report.

- If you are querying the Budget and Expenditure Query Application in the Data Warehouse, go to the Expense Details tab and double click on the Expended Column for a particular month.
- This will take you to the Document Totals for this ACCS only Page. *Source Reference No* can be found in the Reference No field.

AP Trans No – Enter the identifying 7 digit transaction number for the invoice payment.

- If you are querying the Budget and Expenditure Query Application in the Data Warehouse, go to the Expense Details tab and double click on the Expended Column for a particular month.
- This will take you to the Document Totals for this ACCS only Page. Click on View Item/MDL. The *AP Trans No* is located near the bottom of the page and is listed as the Trans Number.
- For Purchase Card Transactions; query the Purchase Card Transaction Tracking Screen (NBC803) in Data Warehouse.

- Highlight the transaction in the Invoice Detail block, and then click on the Accounting button. The *AP Trans No* is located near the middle of the page and is listed as the Trans #.
- DO NOT reference the APC transaction numbers, this identifies a correction that has already been done to the entry; you must use the original Trans No.

Item/ MDL No **–** Enter the item number of this transaction. An example of this would be the purchase order line item number or contract line item number.

- If you are querying the Budget and Expenditure Query Application in the Data Warehouse, go to the Expense Details tab and double click on the Expended Column for a particular month.
- This will take you to the Document Totals for this ACCS only Page. Click on View Item/MDL. *Item/ MDL No* can be found in the Item and MDL column.

FCFY - Enter the four digit Fiscal Year of this transaction. This corresponds to the FCFY Block on the AP500D Transaction Activity Report.

- If you are querying the Budget and Expenditure Query Application in the Data Warehouse, go to the Expense Details tab and the FCFY is displayed with the ACCS information.
- Corrections must stay in the same FCFY, the only exception is overruns and that must be identified in the explanation.

Project/Task - Enter the 7 digit CBS project code of the **original** transaction and the 3 digit CBS task code of the **original** transaction - e.g. 48M1J10/P00. This corresponds to the Project/Task Block on the AP500D Transaction Activity Report.

- If you are querying the Budget and Expenditure Query Application in the Data Warehouse, go to the Expense Details tab and the Project/Task is displayed as part of the ACCS information.

Program – Enter the 9 digit CBS program code of the **original** transaction – e.g. 09-01-02-000.

- If you are querying the Budget and Expenditure Query Application in the Data Warehouse, go to the Expense Details tab and the Program is displayed as part of the ACCS information.

Organization Code - Enter the 16 digit CBS organization code of the **original** transaction e.g. 20-20-9265-00-00-00-00. This corresponds to the Organization Block on the AP500D Transaction Activity Report.

- If you are querying the Budget and Expenditure Query Application in the Data Warehouse, go to the Expense Details tab and the *Organization Code* is displayed as part of the ACCS information.

Obj Class - Enter the 4-digit object class of the **original** transaction (e.g. 25-27). This corresponds to the Object Class Block on the AP500D Transaction Activity Report.

- If you are querying the Budget and Expenditure Query Application in the Data Warehouse, go to the Expense Details tab and the Object Class is displayed as part of the ACCS information.
- Any changes to object class 31.1X and 32.XX needs to have prior approval by the CAO/ PPMD.

Amount - Enter the amount of the line item of the **original transaction**. This corresponds to the Paid Expense Block on the AP500D Transaction Activity Report.

- If you are querying the Budget and Expenditure Query Application in the Data Warehouse, go to the Expense Details tab and double click on the Expended Column for a particular month.
- This will take you to the Document Totals for this ACCS only Page. Click on View Item/MDL. The amount is listed in the MDL Amount column. The amount must be the original amounts and not partial amounts.

2. Enter the corrected information (**TO:)**

Enter the corrected adjusted information in the following fields as appropriate.
Project/Task
Organization Code
Obj Class

3. Enter the Reason for the Adjustment, Approved by, Date, and Phone No Information

Reason for Adjustment/Notes – Enter a detailed description for making the change.
Approved by: Enter the printed name of the authorizing official(s) and provide signature(s); electronic signatures will not be accepted
Title: Enter the title of the authorizing official(s)
Date: Enter the date approved
Phone #: Enter the phone number of the authorizing official(s)

4. Submit completed DLA form to your servicing finance office; either DLASubmissions@noaa.gov (Eastern Operations Branch) or WOBDLASubmissions@noaa.gov (Western Operations Branch)

- In the Subject Line include the submittal date.
- Any returned transactions require resubmission. Once the transactions have been returned, they become the requestor's responsibility to resubmit a new form with new authorizing signatures.