

De-obligation Training

FY 2021 – June
V 1.0

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:
http://www.corporateservices.noaa.gov/Finance/FOFSD_Home.html



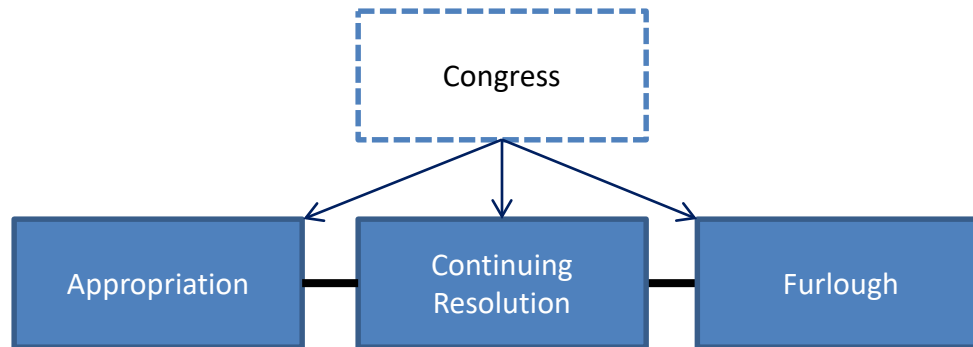
Budget Overview



Budgetary Glossary

- **Appropriation**
 - A law of Congress that provides an agency with budget authority.
 - Appropriations are definite (a specific sum of money) or indefinite (an amount for "such sums as may be necessary").
- **Budget Authority**
 - Budget Authority is the federal government's legal authority to spend a given amount of money for a certain purpose, according to laws passed by Congress and signed by the president. (*The legal right to spend*)
- **Continuing Resolution (CR)**
 - A type of appropriations legislations that gives the federal agencies and programs to continue to operate until regular appropriations are enacted.
- **Expenditure**
 - Funds used by a business, organization, or corporation to attain new assets, improve existing ones, or reduce a liability. In other words, it's the use of a resource in the operations of a business. (*Purchase of Goods/Services*)
- **Fiscal Year**
 - Runs from October 1st of a given year through September 30th of the following year
- **Obligations**
 - Binding financial agreements entered into by the federal government. Examples of obligations include contracts and the hiring of federal workers. Obligations are part of the process of federal spending. The federal budget creates budget authority to spend money for certain programs; then those programs enter into obligations to spend that money; and finally the Treasury spends the money, which is known as outlays. (*Legal agreement to purchase*)
- **Program Activity**
 - a specific activity or project as listed in the program and financing schedules of the annual budget of the United States Government.
- **Undelivered Order (UDO)**
 - Money still being held on the obligation

Basics of Budget



- Congress has to pass a budget by October 1st.
 - Gives us the appropriation to spend for the Fiscal Year
 - If not:
 - A continuing resolution is given OR
 - Furlough happens until CR or Appropriation

Funds Definition



- **Direct Funds**

- Any funding that is not reimbursable
- Given to us in the appropriation to spend immediately once set up

- **Reimbursable Funds**

- Financed from offsetting collections received in return for goods or services provided or are received from offsetting collections from other Federal government accounts
- Two different types
 - Incoming
 - *Others asking for us to do work for them and paying us*
 - Outgoing
 - *Us asking others to do work for us and paying them*



Types of Appropriations

- Annual or Single Year Appropriation
- Multi-Year Appropriation
- Revolving Fund
- No Year Appropriations
- Expired Appropriation
- Closed Appropriation (Canceled)

Annual or Single Year



- Annual Appropriations (also called fiscal year or 1-year appropriations) are for a specified fiscal year and are available for obligation only during that specified fiscal year
 - *Funds expire after one year and are no longer available to incur new obligations*
- Annual Appropriations retain the fiscal year identity and remain available for recording, adjusting and liquidating existing obligations and liabilities previously incurred
- Funds cancel two years after expiration and are no longer available for obligation or expenditure for any purpose and are returned to the U.S. Treasury

Multi-Year



- Multiple Year Appropriations are available for obligation for a definite period in excess of one fiscal year.
 - The House alternates each fiscal year between 15-month and 27-month multi-year funding.
 - Funds expire based on the extended period of availability and are no longer available to incur new obligations
- Multiple Appropriations retain the fiscal year identity for the extended period and remain available for recording, adjusting and liquidating existing obligations and liabilities previously incurred
- Funds cancel two years after expiration and are no longer available for obligation or expenditure for any purpose and are returned to the U.S. Treasury

Other Types of Appropriations

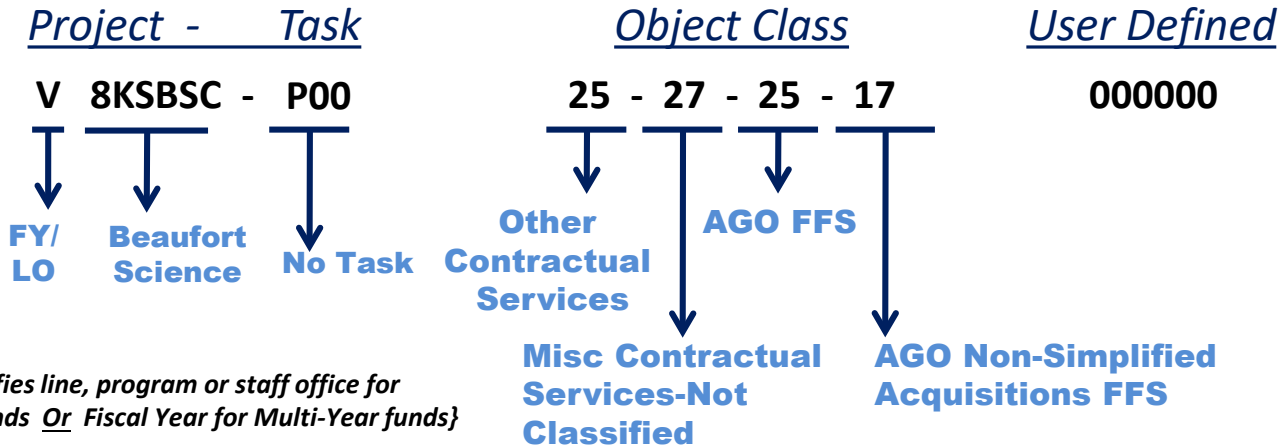
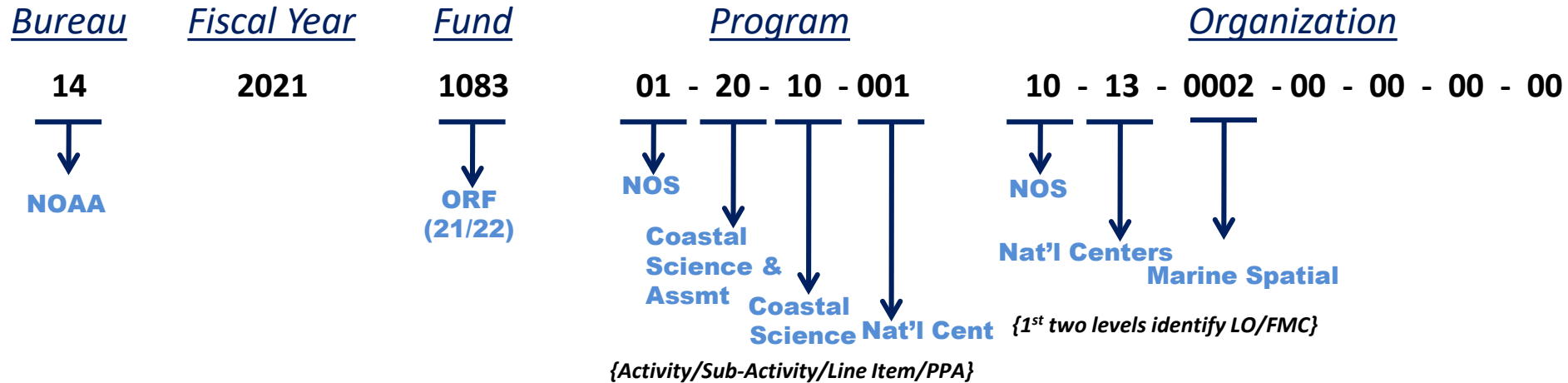


- **Revolving Fund:** Funds authorized by specific provisions of law to finance a continuing cycle of business-type operations.
 - Receipts are credited directly to the revolving fund as offsetting collections and are available for expenditure without further action by Congress.
- **No Year Appropriations:** Appropriations available for obligations for an indefinite period of time without fiscal year limitation.
 - They are available until they are used up.
- **Expired Appropriation:** Appropriation or fund account in which the balance is no longer available for incurring new obligations because the time available for incurring such obligations has expired.
 - Funds may still be available for the recording and/or payment (liquidation) of obligations properly incurred.
- **Closed Appropriation (Canceled):** Appropriation or fund account in which the balance has been closed or canceled and is no longer available for obligation or expenditure for any purpose.



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-2020 through
30-Sep-2021)

<u>Fiscal Year</u>	<u>Fiscal Year</u>
2021	2020

ACCS Broken out – Fund Code



- Various Types

- Single Year

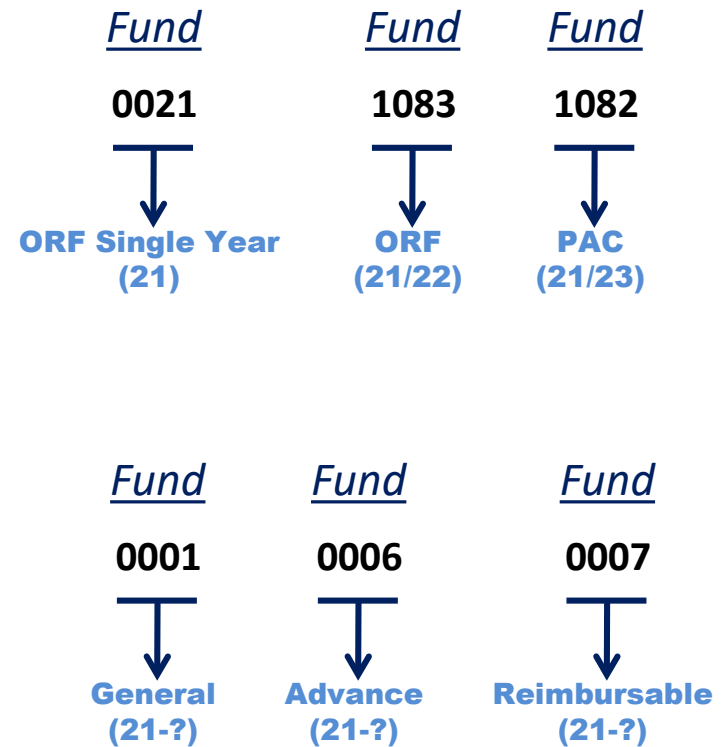
- Only good for that time frame
 - 1 Year

- Multi-Year

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

- No Year

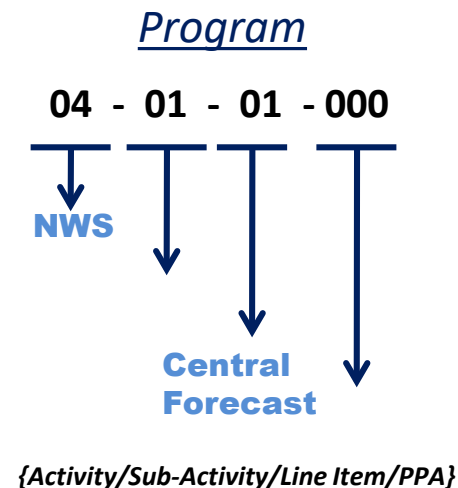
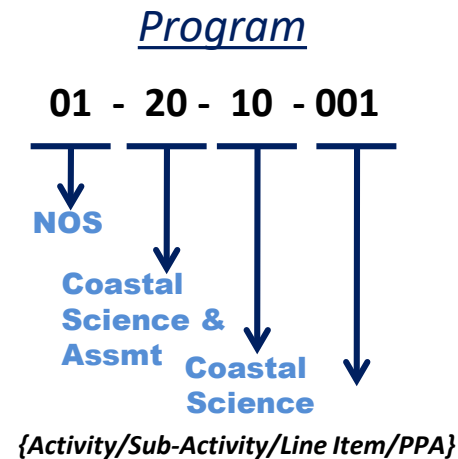
- Good until the money is used up



ACCS Broken out – Program Code



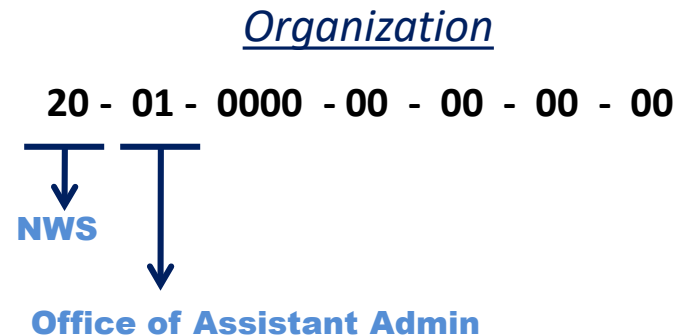
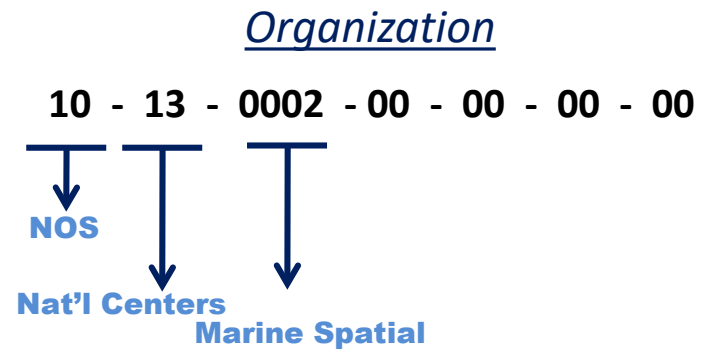
- Four positions
- Three of Four positions part of the appropriations
 - Activity
 - Sub-activity
 - Line Item
- Position 4 is Bureau unique
 - Program, Project and Activity (PPA)
- Tied to Fund Code and Project Codes in Budgeting



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

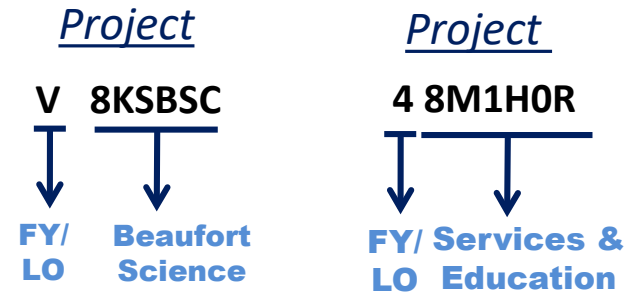
EDA (20)

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

ACCS Broken out – Project Code



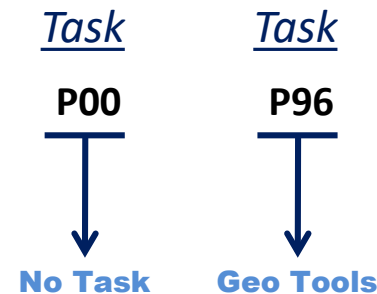
- Seven positions
 - First position
 - Tells you at a glance
 - Multi-year (Alpha Character)
 - No-Year (Number)
 - Other positions are based upon finding type
 - <https://www.corporateservices.noaa.gov/finance/projtaskdwnld.html>
- Most Reports only go to this level



ACCS Broken out – Task Code



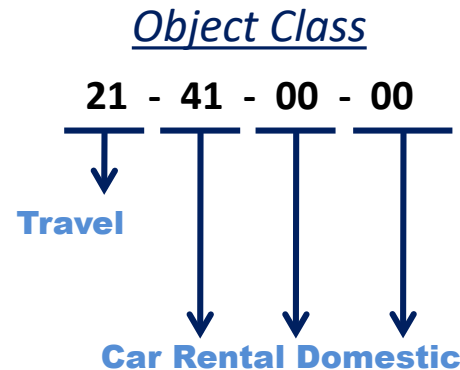
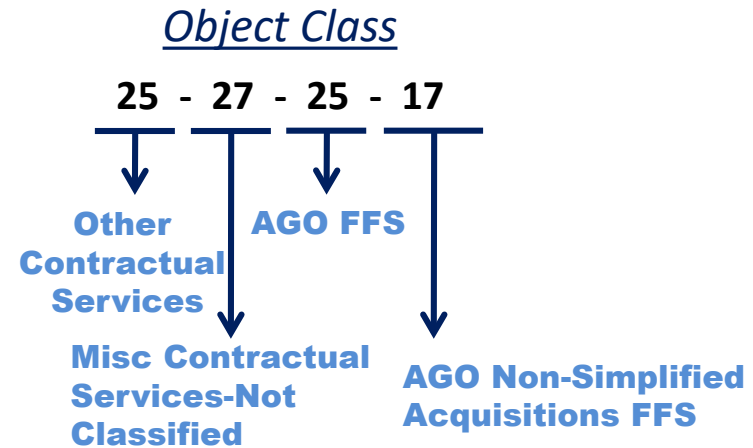
- Three digit code
 - Combo of:
 - Numbers
 - Alpha
 - Alpha Numeric
- Tied to the Project Code
 - Can have many tasks to project code
- Used by Budget people in the LO/FMC to keep track of money
- Default one is usually P00



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 Code



- For NOAA
 - This will always be zeroes

User Defined

000000



Funds Management

Basis of Funds Management



- Federal Principals of Appropriation Law
 - *Time*
 - The obligation/expenditure must occur within the time limits applicable to the appropriation
 - The purchase must fall within the timelines of the money
 - » i.e. 01-October-2020 through 30-September-2021
 - *Purpose*
 - The purpose of the obligation/expenditure must be authorized – does it fall within what Congress intended the funds be used for?
 - The purchase has to fall within what the appropriation states on what to use the money on
 - *Amount*
 - The obligation/expenditure must be within the amounts Congress has established.
 - Can not go over the amount that was given to us

Funds Management Cont'd



- **Budget Execution Governed by:**
 - ***Office of Management and Budget Circular A-11***
 - Provides specific instructions, guidelines, and regulations associated with preparing, submitting, and executing the budget.
 - ***Anti-deficiency Act***
 - We cannot spend more money than we have; we cannot spend the money before we have it; and we cannot augment/increase our funding level without specific authorization.
 - The concept of augmentation also prohibits us from moving money from one budget line to help cover a shortfall in another budget line.

Funding Authority



- Accounting (fund) citation
 - Composed of Agency code, Fiscal Year & Treasury Account Symbol
- Citation 13X1450
 - 13 Dept of Commerce
 - X No-year funds
 - 1450 Treasury Symbol for NOAA ORF fund
- 1321/221450
 - “X” replaced by 21/22
 - Appropriated in FY 2021
 - Expire September 30, 2022

Funding Availability



- Funding
 - Subject to time period for obligations/expenditure purpose unless authorizing legislation provides otherwise
- NOAA can use funds for:
 - Activities performed during period of funds availability
- Important to track outstanding Undeliverable Orders (UDO's)
 - Following slides will go through an example of when things happen and when things need to be de-obligated.

Treasury Account Symbol (TAS) Example



- TAS 1321/231460
 - **Available**
 - This period goes from the date of inception of the TAS to its termination date. The period can be Fiscal Year to Fiscal Year, but some can be “during” the fiscal year as well. During Availability Period the TAS can obligate, disburse and/or collect funds.
 - *Availability Period 10/1/20 – 9/30/23*
 - **Expired**
 - This period goes from the available date of termination of the TAS to five years after the available termination date. During this time, the TAS can only disburse and/or collect funds, but no new obligations can be made.
 - *Expired Period 10/1/23 – 9/30/28*



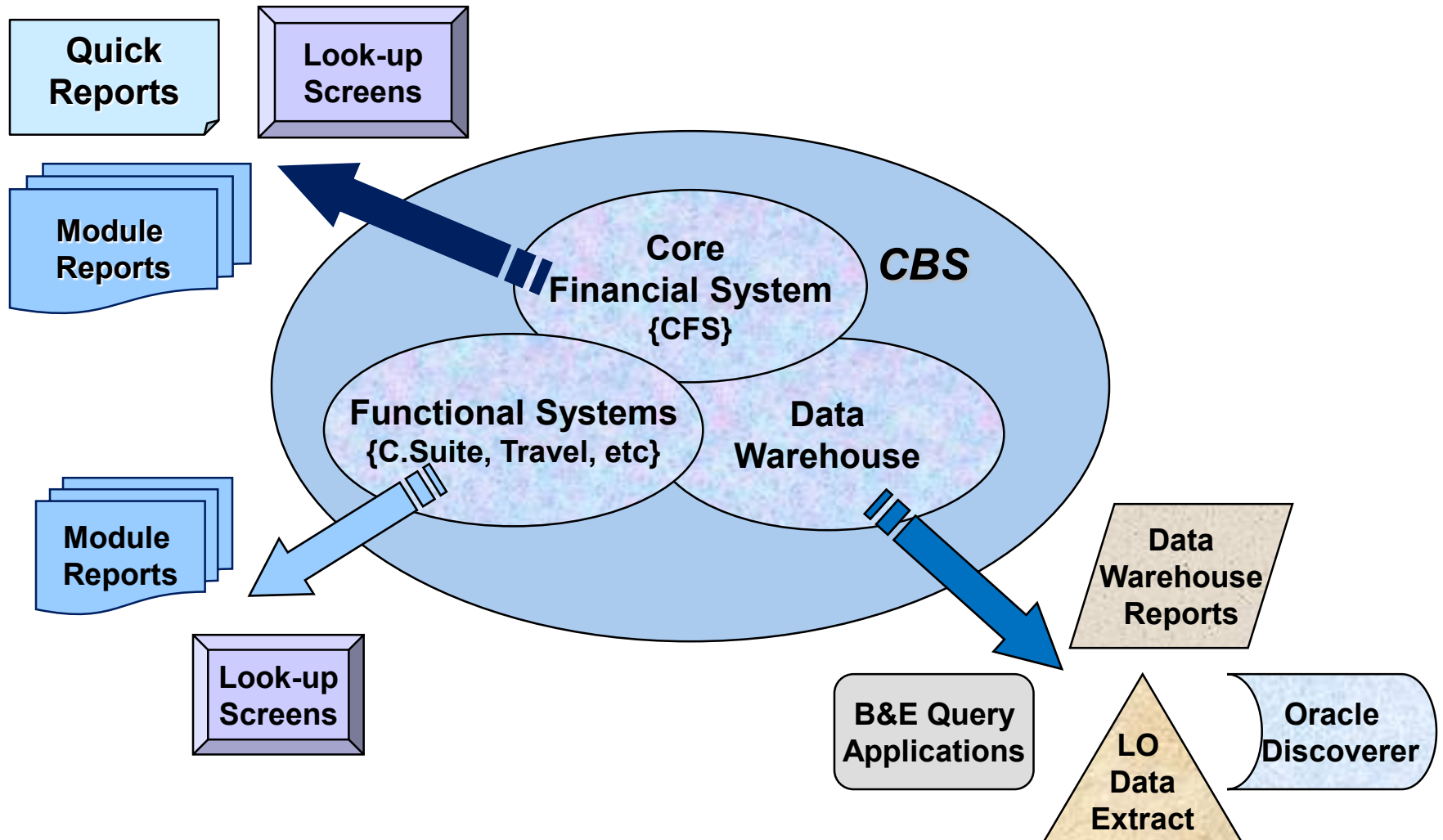
TAS Example Cont'd

- TAS 1321/231460
 - **Cancelling**
 - This period is the fifth year the TAS is in an expired status and therefore will be cancelling at the end of the fifth year
 - *Cancelling Period 10/1/27 – 9/30/28*
 - **Cancelled**
 - This period is any time after the end of the five year expiration period. The fund can have no activity of any kind once the fund is cancelled. Collections would have to be done to another TAS # (133200) for Miscellaneous Receipts. Disbursements (and their associated obligation) would need to be made from a currently available TAS.
 - *Cancelled Period 10/1/28 – forever*



Reports

Systems within CBS





- Web-based
 - Analytical Tool
 - Standard Queries Established (Workbooks)
 - Non-technical users can execute
 - Additional Capabilities Beyond DW
 - Multiple “views” (worksheets) to workbooks
 - Manipulation of report
 - Exporting of report to Excel
 - Various Business Areas
 - De-obligation Reports
 - » FMC User
 - Automatically given if you have Data Warehouse

Document Numbering



- No single identifying number in CBS
 - To identify documents
- Data Warehouse Assigns
 - Number called **Affected Document Number**
 - Links all transactions through document's life cycle
 - Document Chaining
- Document chain broken with Summary Level Transfers (SLTs)
 - SLTs done at summary level
 - Chaining is gone, but dollars should be correct

Helpful Discoverer Workbooks for De-obligations



- **Reference Data**
 - Data Warehouse Status Workbook
 - Reference Data Workbook
- **Obligation Queries**
 - FMC Obligation Queries Workbook
 - To review and validate open obligations
 - Certification of Obligations Workbook
 - To delve deeper into a specific obligation details
 - To see de-obligation candidates
 - To see items that have open obligations on cancelling and cancelled funds

First Steps



- Verify DW Status
- Run the Reference Workbook
 - Code Values Worksheet
 - CDITEM
 - Export to Excel
- Run the Certification of Obligations
 - High Level PO with CLIN Worksheet

High Level PO Worksheet w/CLIN - Parameters



- Parameters
 - Enter as of GL End Date
 - Oracle Date format
 - DD-MON-YYYY
 - Enter Organization Information
 - Use wildcard (%) to bring back all values
 - Enter Project (if you have)
 - Enter Fund Statuses
 - Leave default fields alone

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 several input fields with labels and asterisks indicating required fields. The fields are: "As of GL End Date (DD-MON-YYYY)*:" with an empty text box and a calendar icon; "Bureau Code*:" with the value "'14'" entered; "ORG1*:" with an empty text box; "ORG2 (% will select all)*:" with an empty text box; "ORG3 (% will select all)*:" with an empty text box; "Project Code (% will select all)*:" with the value "'%'" entered; "Show only documents with activity AFTER this date*:" with the value "'06-JUL-2000'" entered and a calendar icon; and "Select one or more fund statuses*:" with an empty text box and a dropdown icon. Below the input fields is a "Description" section with a blue header, containing the text "(Example: 07-MAY-2021)" and "User must enter the last day of the month in the As of GL End Date field." 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."

High Level PO w/CLIN Worksheet



Workbook: Certification-of-Obligations Worksheet: High Level - PO with CLIN Date Executed: 25-MAY-21
 Parameters: As of GL End Date : '01-MAY-2021', Bureau code : '14', ORG1 : '10', ORG2 : '09', ORG3 : '%', Project code : '%', After Activity date : '06-JUL-2000', Fund Status : 'CANCELED, CANCELING, EXPIRED'

Page Items: Bureau Code: 14 Affected Doc Group: PO

	Affected Document Type	Affected Document No	Affected Release No	Interface Document No	Affected Reference No (Max)	Po Feeder Sys No	CLIN (Po F2c Item)
1	AWARD	798320	0	EA133C17SE1303	EA133C17SE1303	EA133C17SE130300000	0003
2	AWARD	844527	0	1305L218PNCNJ0225	1305L218PNCNJ0225	1305L218PNCNJ0225	0002
3	AWARD	895107	0	1305L219PNCNJ0469	1305L219PNCNJ0469	1305L219PNCNJ0469	0001
4	CONTR	113677	3	QA133005CQ1035	QA133005CQ1035	QA133005CQ10350036	0004
5	CONTR	113677	3	QA133005CQ1035	QA133005CQ1035	QA133005CQ10350036	0004
6	CONTR	538123	20	EA133C14CQ0008	EA133C14CQ0008	EA133C14CQ0008T0020	0003
7	CONTR	538123	20	EA133C14CQ0008	EA133C14CQ0008	EA133C14CQ0008T0020	0004
8	CONTR	538123	20	EA133C14CQ0008	EA133C14CQ0008	EA133C14CQ0008T0020	0006A
9	CONTR	653994	0	EA133F15CN0097	EA133F15CN0097	EA133F15CN009700000	0004B
10	CONTR	663405	6	ST133015CQ0053	ST133015CQ0053	ST133015CQ0053/1305M418FNAAJ0072	1002
11	CONTR	663405	6	ST133015CQ0053	ST133015CQ0053	ST133015CQ0053/1305M418FNAAJ0072	1002
12	CONTR	663405	6	ST133015CQ0053	ST133015CQ0053	ST133015CQ0053/1305M418FNAAJ0072	1002
13	CONTR	898220	0	1331L519FNFCNJ0416	1331L519FNFCNJ0416	1331L519FNFCNJ0416	0001
14	CONTR	898681	17	1305L419ANAAJ0008	1305L419ANAAJ0008	1305L419ANAAJ0008/1305L420FNFCNJ0177	0002
15	CONTR	898681	17	1305L419ANAAJ0008	1305L419ANAAJ0008	1305L419ANAAJ0008/1305L420FNFCNJ0177	0001
16	GRANT	561388	0	NA14OAR4320158	NA14OAR4320158	NA14OAR4320158	184
17	GRANT	561388	0	NA14OAR4320158	NA14OAR4320158	NA14OAR4320158	184
18	GRANT	561388	0	NA14OAR4320158	NA14OAR4320158	NA14OAR4320158	227
19	GRANT	561388	0	NA14OAR4320158	NA14OAR4320158	NA14OAR4320158	227
20	GRANT	651051	0	NA15NOS4000200	NA15NOS4000200	NA15NOS4000200	006
21	GRANT	651051	0	NA15NOS4000200	NA15NOS4000200	NA15NOS4000200	008
22	GRANT	651051	0	NA15NOS4000200	NA15NOS4000200	NA15NOS4000200	007
23	GRANT	651051	0	NA15NOS4000200	NA15NOS4000200	NA15NOS4000200	008
24	GRANT	651051	0	NA15NOS4000200	NA15NOS4000200	NA15NOS4000200	007
25	GRANT	651051	0	NA15NOS4000200	NA15NOS4000200	NA15NOS4000200	007
26	GRANT	651051	0	NA15NOS4000200	NA15NOS4000200	NA15NOS4000200	009
27	GRANT	709220	0	NA16OAR4320115	NA16OAR4320115	NA16OAR4320115	086
28	GRANT	709220	0	NA16OAR4320115	NA16OAR4320115	NA16OAR4320115	086
29	GRANT	709220	0	NA16OAR4320115	NA16OAR4320115	NA16OAR4320115	130
30	GRANT	709220	0	NA16OAR4320115	NA16OAR4320115	NA16OAR4320115	130
31	GRANT	719640	0	NA16OAR4320199	NA16OAR4320199	NA16OAR4320199	009
32	GRANT	719640	0	NA16OAR4320199	NA16OAR4320199	NA16OAR4320199	009

All amounts include Upward and Downward Adjustments to accurately reflect document balances.

Note that document chaining updates have been applied to the data used by this workbook and may affect results received previously.

High Level PO w/CLIN Worksheet - Steps



- Filter worksheet
 - Aff Item Type
 - Choose Type (GOODS2)

Workbook: Certification-of-Obligations Worksheet: High Level - PO with CLIN Date Executed: 25-MAY-21
 Parameters: As of GL End Date : '30-APR-2021' , Bureau code : '14' , ORG1 : '10' , ORG2 : '09' , ORG3 : '%' , Project code : '%' , After Activity date : '06-JUL-2000' , Fund Status : 'CANCELED, CANCELING, CURRENT, EXPIRED'

Page Items: Bureau Code: 14 Affected Doc Group: PO Aff Item Type (Max): GOODS2

	Affected Document Type	Affected Document No	Affected Release No	Interface Document No	Affected Reference No (Max)	Po Feeder Sys No	CLIN (Po F2c Item No)
1	AWARD	774781	0	EG133C17SE0572	EG133C17SE0572	EG133C17SE05720000	0006
2	AWARD	774781	0	EG133C17SE0572	EG133C17SE0572	EG133C17SE05720000	0007
3	AWARD	798320	0	EA133C17SE1303	EA133C17SE1303	EA133C17SE13030000	0003
4	AWARD	895107	0	1305L219PNCNJ0469	1305L219PNCNJ0469	1305L219PNCNJ0469	0001
5	AWARD	895107	0	1305L219PNCNJ0469	1305L219PNCNJ0469	1305L219PNCNJ0469	1001
6	AWARD	918206	0	1305M220PNCNJ0144	1305M220PNCNJ0144	1305M220PNCNJ0144	0001
7	AWARD	918206	0	1305M220PNCNJ0144	1305M220PNCNJ0144	1305M220PNCNJ0144	1001
8	AWARD	918206	0	1305M220PNCNJ0144	1305M220PNCNJ0144	1305M220PNCNJ0144	1002
9	AWARD	931482	0	1305M221PNCNJ0031	1305M221PNCNJ0031	1305M221PNCNJ0031	0002
10	AWARD	931482	0	1305M221PNCNJ0031	1305M221PNCNJ0031	1305M221PNCNJ0031	0001
11	AWARD	933064	0	1305M221PNCNJ0057	1305M221PNCNJ0057	1305M221PNCNJ0057	0001
12	CONTR	113677	3	QA133005CQ1035	QA133005CQ1035	QA133005CQ10350036	0004
13	CONTR	113677	3	QA133005CQ1035	QA133005CQ1035	QA133005CQ10350036	0004
14	CONTR	710354	6	EG133C16BA0066	EG133C16BA0066	EG133C16BA0066/1305L220FNCNJ0187	0001
15	CONTR	831947	36	1305M318DNCND0002	1305M318DNCND0002	1305M318DNCND0002/1305M320FNCND0091	0002
16	CONTR	835067	0	1331L518FNCNA0031	1331L518FNCNA0031	1331L518FNCNA0031	0004
17	CONTR	890859	0	1305L219CNCNJ0042	1305L219CNCNJ0042	1305L219CNCNJ0042	0002
18	CONTR	920983	0	1331L520FNCNJ0181	1331L520FNCNJ0181	1331L520FNCNJ0181	0001
19	CONTR	920983	0	1331L520FNCNJ0181	1331L520FNCNJ0181	1331L520FNCNJ0181	0002
20	CONTR	923348	0	1331L520FNCNJ0383	1331L520FNCNJ0383	1331L520FNCNJ0383	0001
21	CONTR	933750	0	1305M221FNCNJ0048	1305M221FNCNJ0048	1305M221FNCNJ0048	0001

High Level PO Worksheet – Date Fields



- “Date Fields” to look at:
 - Fund Code Fiscal Year
 - The Fiscal Year the Fund Code was appropriated
 - Max Trans Date
 - The date of the last transaction for the document

▶ Fund Code Fiscal Year	▶ Max Trans Date
2019	23-MAY-2019
2019	30-AUG-2019

High Level PO Worksheet – Amount Fields Fields



- Undelivered Order Balance
 - Money that is still left on the obligation
- Unpaid Expense Balance
 - Money that was set to be paid, but was never paid to vendor
- Paid Expenses
 - Money that has been paid to the vendor
- Total Obligation
 - The total amount of money that is being held on the books in CBS

▶ Undelivered Order Balance	▶ Unpaid Expense Balance	▶ Paid Expenses	▶ Total Obligations
\$150,000.00	\$0.00	\$0.00	\$150,000.00
\$1,000.00	\$0.00	\$0.00	\$1,000.00

High Level PO Worksheet – Next Steps/Parameters



- Find the document/reference number
- Copy the number down
- Open up FMC Obligation Workbook
 - UDO Balance by PO Feeder Sys No Worksheet
 - Paste/Type Number
 - Enter Wildcard (%) at the end

Affected Reference No (Max)	Po Feeder Sys No
EA133C17SE1303	EA133C17SE130300000
1305L219PNCNJ0469	1305L219PNCNJ0469

A screenshot of a software dialog box titled "Edit Parameter Values". The dialog has a grey title bar with a close button (X) on the right. The main area is light beige and contains the following elements:

- A heading: "Select values for the following parameters:"
- A text input field with the label "Enter PO Feeder Sys No (Contract Task Order Number)*:" and a value of "EA133C17SE130300000".
- A text input field with the label "Enter Object Code (Object Class) to exclude:" and a value of "'43-01-00-00'".
- A "Description" section with the text: "Use % as a wildcard. Don't use \" - \" or \"/\". For example: DG133W08CQ001%."
- A note: "* indicates required field."
- Buttons for "Help", "OK", and "Cancel" at the bottom.

FMC-Obligation-Queries Workbook



Workbook : FMC-Obligation-Queries Worksheet : UDO Balance by PO Feeder Sys No Date Executed : 25-MAY-21
 Parameters : Po Feeder Sys No : 'EA133C17SE130300000%' , Object Code Exclusion-PenDef : '43-01-00-00'

This query lists the UDO Balance of a specific document.
 The search parameter is by "PO Feeder Sys No" which generally equates to a Contract Task Order Number or Grant Number.

Page Items:

Feeder Sys No	Affected Reference No	Affected Document No	Affected Release Number	Affect Item No	Affect Line No	CLIN	FMDL	Fund Code Fiscal Year	Fund Code	Project Code	Task Code	Program Code	Org Code	Object Code	Undelivered Order (UDO) Balance
130300000	EA133C17SE1303	798320	0	1	1	0001	001001	2017	1043	R8KNXMC	P00	01-10-10-001	10-09-0000-00-00-00-00	23-34-25-17	\$0.00
	EA133C17SE1303	798320	0	1	2	0001	002001	2017	1043	R8KNXMC	P00	01-10-10-001	10-09-0001-00-00-00-00	23-34-25-17	\$0.00
	EA133C17SE1303	798320	0	1	3	0001	003001	2017	1043	R8KNXMC	P00	01-10-10-001	10-09-0001-01-00-00-00	23-34-25-17	\$0.00
	EA133C17SE1303	798320	0	2	1	0003	001001	2019	1063	T8KNXMC	P00	01-10-10-001	10-09-0001-00-00-00-00	25-27-25-17	\$150,000.00
s No (Task															\$150,000.00
ent) Totals															\$150,000.00

FMC-Obligation-Queries Workbook – Look at



- This worksheet shows:
 - CLIN (Line Number)
 - FMDL (ACCS)
 - 1 = 1ST ACCS listed
 - ACCS Information

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
0001	001001	2017	1043	R8KNXMC	P00	01-10-10-001	10-09-0000-00-00-00-00	23-34-25-17	\$0.00	\$0.00	\$275,000.00
0001	002001	2017	1043	R8KNXMC	P00	01-10-10-001	10-09-0001-00-00-00-00	23-34-25-17	\$0.00	\$0.00	\$100,000.00
0001	003001	2017	1043	R8KNXMC	P00	01-10-10-001	10-09-0001-01-00-00-00	23-34-25-17	\$0.00	\$0.00	\$100,000.00
0003	001001	2019	1063	T8KNXMC	P00	01-10-10-001	10-09-0001-00-00-00-00	25-27-25-17	\$150,000.00	\$0.00	\$0.00

Next Steps



- Open the system to validate the information
 - C.Suite (for this example)
 - Create new requisition to de-obligate the money

Line Item No.: 0003, Reconfigured NOAA 28' Hydrographic Survey Launch

Delivery date is September 30, 2021.

Search Criteria

[Reset all Search Fields](#)

Search Criteria

Search

Line Item Total: 150000.00 Total Cost: \$150,000.00 Total Percent: 100% Total Quantity: 1.00

Result Sorted By: Account Code

Mark All

Unmark All



Displaying 1 - 1 / 1

Mark	Account Code	Cost	Quantity	Percent	BOC
<input type="checkbox"/>	1419T8KNXMCP001063011010001100900010000000025272517000000	\$150,000.00	1.00	100	



Displaying 1 - 1 / 1

Travel and De-obligations



- E2 Travel System
 - Traveler Reimbursable Costs
 - Automatically de-obligated
 - Final Voucher
 - Cancel of Travel Authorizations
 - If fees are charged and TA cancelled
 - Leave open obligations
 - » Require Manual De-obligations by Finance
 - Anything open for a year, automatically de-obligated by Finance
 - Prior Year
 - FY18 Prior Year Adjustments and Re-allowing Funds
 - https://www.corporateservices.noaa.gov/finance/FOFRD_Home.html

Other “Issues”



- Negative UDO Amount
 - Contact Finance Accounting Operations Division (AOD)

▶ Undelivered Order Balance	▶ Unpaid Expense Balance	▶ Paid Expenses	▶ Total Obligations
<\$266,972.91>	\$0.00	\$266,972.91	\$0.00

- \$0 UDO w/ balance of UEXP
 - Contact Finance Accounting Operations Division (AOD)

▶ Undelivered Order Balance	▶ Unpaid Expense Balance	▶ Paid Expenses	▶ Total Obligations
\$0.00	<\$1,264.40>	\$1,264.40	\$0.00

▶ Undelivered Order Balance	▶ Unpaid Expense Balance	▶ Paid Expenses	▶ Total Obligations
\$0.00	\$1,264.40	\$0.00	\$1,264.40

De-obligations



- Use the following workbooks through out the year:
 - Certification of Obligations
 - FMC Obligations Query
- Any remaining money on obligations or funds expiring
 - Various reports will be sent to for LOs/SOs to do research
 - Documents with no activity
 - Canceling Funds
 - Research using the same reports we've already gone over
 - Including the new worksheets Cancelling and Cancelled Funds for clean-up purposes
- Use the following steps
 - https://www.corporateservices.noaa.gov/finance/docs/AOD/HowtoDeobligateDocuments_final.pdf

De-obligation Training

FY 2021 – June
V 1.0