



# BOPs

## Day 2



# Training Agenda

- Day 1

- Budget Overview
- Funds Management
- Funds Control
- Allotments
- Super Pools
- Super Pools & BOPs
- Internal Funds
- Cost Accumulation
- Surcharges, BOPs & Base Labor
- BOPS & NOAALink
- FTEs & BOPs

- Day 2

- BOP Approval Process
- BOP Changes
- Automatic Transfers
- FTE Realignment
- Reimbursable BOPs
- Reports
  - Quick Reports
  - Data Warehouse



# BOP Approval Process

# BOP Approval Screens



- Financial Systems Division (FSD) Staff
  - WF001 Document Approval Maintenance
- Financial Management Center (FMC)
  - WF002 Document Requiring Approval
  - WF003 Message Retrieval Screen
  - WF604 Re-assign Approvers by Document
- Line Office (LO)
  - WF605 Re-assign Approvers by Employee

# BOP Approvals



- Minimum required for BOP: 2 levels of approval
  - *Requester*
    - Checks the approval box to send it to the approver
    - WF003 will inform if one has been rejected
    - Approval Routing button will show the rejection message
  - *Approver*
    - Must fill out the approver worksheet found at this website: <http://www.corporateservices.noaa.gov/~cbs/budgetinfo.htm>
    - Be setup using WF001
    - Portal Page will show the number of approvals
    - Will approve/reject using WF002
- Approval Routing button
  - Available following requestor approval
  - Identifies where document is within approval chain
  - Displays details for each approval level

# BOP Approval – Redirection/Alternates



- Re-assign Approvers by Document (WF604)
  - Based on BOP document number
  - Individual documents
  - Re-routed by BOP requestor
    - Applies only to their transactions
    - Select from established list of Alternate Approvers
- Re-assign Approvers by Employee (WF605)
  - Based on Employee control number
  - Re-route multiple documents
  - Limited to key Line Office personnel

# BOP Approval – Funds Checking



- Restrictions on approving a BOP
  - Positive BOP -- system checks Allotment Pool Balances
  - Negative BOP -- system checks for available funds
- No Money in either can result in message:

*Insufficient Funds*

# BOP Funds Approval Example #1



**Allotment = 1,000**

BOP NO.	FMC1-1	FMC1-2	FMC1-3	Allotment Balance	Description
1-0	500			500	Initial BOP
2-0		200		300	Initial BOP
3-0			300	0	Initial BOP

On most Fund Codes (FC) the Allotment Distribution and Funds Control are at the FC, Program, FMC levels

*NOTE: This example assumes that the fund control level is for organizations using the same allotment pool*

# BOP Funds Approval Example #2a



Scenario: FMC1-1 transferring \$100 to FMC1-3 and \$75 to FMC1-2

BOP NO.	FMC1-1	FMC1-2	FMC1-3	Allotment Balance	Description
1-0	500			500	Initial Target
2-0		200		300	Initial Target
3-0			300	0	Initial Target
1-1	-100			100	Fr. FMC1-1 to FMC1-3 for Project A

**Allotment = 100**

# BOP Funds Approval Example #2b



BOP NO.	FMC1-1	FMC1-2	FMC1-3	Allotment Balance	Description
1-0	500			500	Initial Target
2-0		200		300	Initial Target
3-0			300	0	Initial Target
1-1	-100			100	Fr. FMC1-1 to FMC1-3 for Project A
4-0		75		25	Fr. FMC1-1 for Project B

**Allotment = 25**

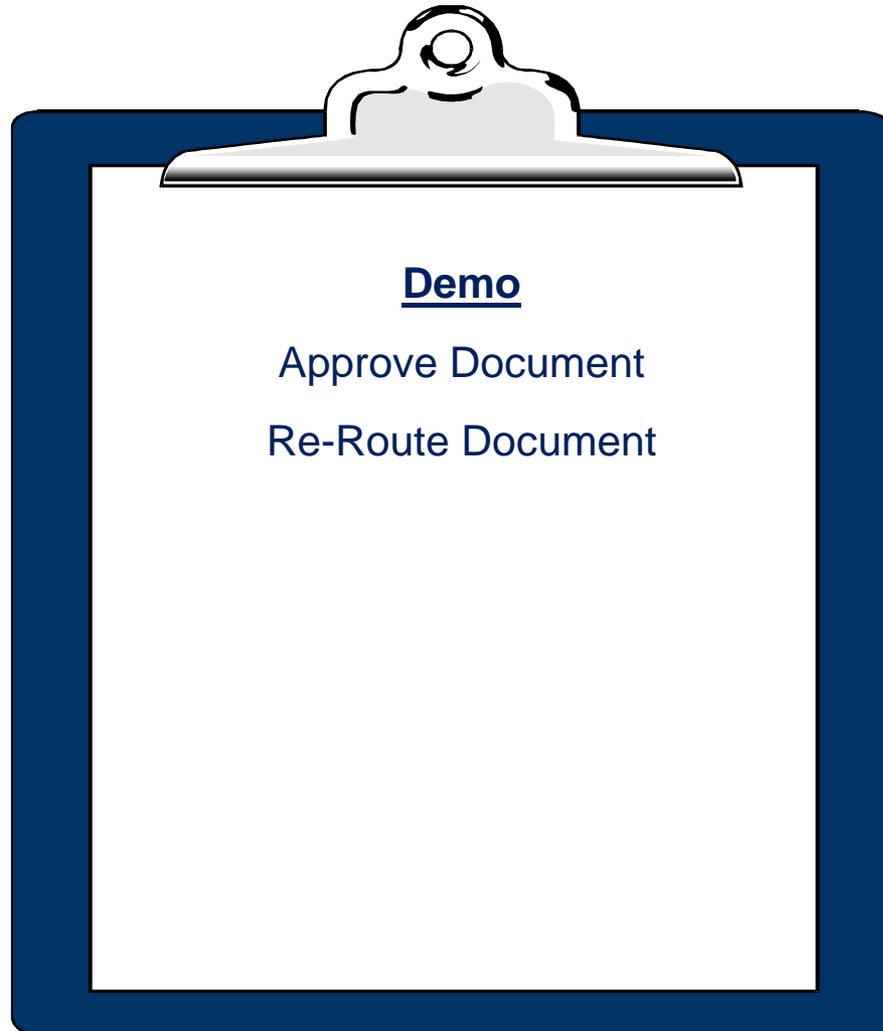
# BOP Funds Approval Example #2c



BOP NO.	FMC1-1	FMC1-2	FMC1-3	Allotment Balance	Description
1-0	500			500	Initial Target
2-0		200		300	Initial Target
3-0			300	0	Initial Target
1-1	-100			100	Fr. FMC1-1 to FMC1-3 for Project A
4-0		75		25	Fr. FMC1-1 for Project B
5-0			100	<b>Insufficient Funds</b>	Fr. FMC 1-1 - Project A

**Allotment = 25**

# Demonstration





# BOP Changes

# Change BOP



- BOPS are modified on the FM066 screen
  - ☑ Change box indicates changes to a plan
- Change BOPs must reference an existing **approved** plan
- Currently 3 change codes
  - ADJUST – Other Adjustments to BOPS
  - TRANSFR – Allotment Transfers between Organizations
  - RCADJ – Reclassification Adjustment
- Summary Screens -- Detail & Object Class
  - Available at Plan and Transaction levels
  - Use Detail to copy transaction(s) over
    - Unless adding a new line/object class

# BOP Numbering



- Initial BOP has the Change Order (C/O) number of zero (0)
  - Any subsequent changes are numbered sequentially
- Plan/Change Order numbers
  - System assigned upon saving transactions
- Plan numbers assigned to ACCS
- Transaction numbers
  - System assigned upon saving transactions
  - Linked to a specific BOP transaction

# Change Order Numbering



- BOP changes reference the original BOP Plan#
- All changes must reference an existing approved plan
- Change Order (C/O) number is automatically incremented
- ACCS remains the same for all changes to a plan

The image displays three overlapping screenshots of the 'Budget Operating Plan Transaction Screen (FM066 VER-2.23.0.0)'. Each screenshot shows the 'Plan' section with a 'Change' checkbox and a 'Code' field. Blue arrows point from text labels to the 'Change' checkbox and 'Code' field in each screenshot.

- Initial Plan:** The 'Change' checkbox is unchecked, and the 'Code' field is 'NONE'. The 'No' field shows '1 - 0'.
- 1st Change Order:** The 'Change' checkbox is checked, and the 'Code' field is 'ADJUST'. The 'No' field shows '1 - 1'.
- 2nd Change Order:** The 'Change' checkbox is checked, and the 'Code' field is 'ADJUST'. The 'No' field shows '1 - 2'.

Additional details in the screenshots include: Bureau Code 14, Name NOAA, Fund Code 05, Title ADVANCES - SINGLE YEAR REIMBURSABLES, Fiscal Year 06, and Appropriation Symbol 13X1450. The 'Trans No' field shows 13331, 13332, and 13329 for the three screenshots respectively. The 'Template Code' is TRAIN5 in the first two and NONE in the third. The 'D/R Flag' is R and 'Category' is A. The 'Project', 'Task', and 'Program' fields are ACCS 3ARTRNO, P00, 03, 03, 01.

# Change Rules



- Initial BOP
  - Can not be a negative amount
- Transfer BOP
  - Can not be a positive amount
- Can not reduce a BOP to more than zero
  - Initial & all changes
  - Detail lines as well



# Changes & Budget Months

# Budget Months



1 <sup>st</sup> Quarter	1	October
	2	November
	3	December
2 <sup>nd</sup> Quarter	4	January
	5	February
	6	March
3 <sup>rd</sup> Quarter	7	April
	8	May
	9	June
4 <sup>th</sup> Quarter	10	July
	11	August
	12	September

- **Budget Month**
  - Transactions take Place
- **Effective Date**
  - Amounts Planned
  - First of a Month
- **Quarters**
  - Close on or about 5<sup>th</sup> business day of the following month

# Closed Months Effects on Budget Months



Open - O							
Preliminary Close - O							
Final Close - C							
		1st Quarter			2nd Quarter		
Effective Date		October	November	December	January	February	March
Current Month	October	O	O	O	O	O	O
Default Budget Month for Positive (+) BOPS		1	2	3	4	5	6
Default Budget Month for Negative (-) BOPS		1	2	3	4	5	6
Current Month	November	C	O	O	O	O	O
Default Budget Month for Positive (+) BOPS		1	2	3	4	5	6
Default Budget Month for Negative (-) BOPS		2	2	3	4	5	6
Current Month	December	C	C	O	O	O	O
Default Budget Month for Positive (+) BOPS		1	2	3	4	5	6
Default Budget Month for Negative (-) BOPS		3	3	3	4	5	6
Current Month	January	C	C	C	O	O	O
Default Budget Month for Positive (+) BOPS		X	X	X	4	5	6
Default Budget Month for Negative (-) BOPS		4	4	4	4	5	6
Current Month	February	C	C	C	C	O	O
Default Budget Month for Positive (+) BOPS		X	X	X	4	5	6
Default Budget Month for Negative (-) BOPS		5	5	5	5	5	6
Current Month	March	C	C	C	C	C	O
Default Budget Month for Positive (+) BOPS		X	X	X	4	5	6
Default Budget Month for Negative (-) BOPS		6	6	6	6	6	6

X = Error Message that Effective date does not fall within an open accounting period

# Example 1a – Initial BOP



<u>Effective Date</u>	<u>Budget Month</u>	<u>Amount</u>
<i>BOP# 1-0</i>		
01-Oct-2011	1	250
01-Nov-2011	2	150
01-Dec-2011	3	200
01-Jan-2012	4	250

<b>FM166 Report</b>			
<u>Qtr 1</u>	<u>Qtr 2</u>	<u>Qtr 3</u>	<u>Qtr 4</u>
600	250		

# Example 1b – Change BOP

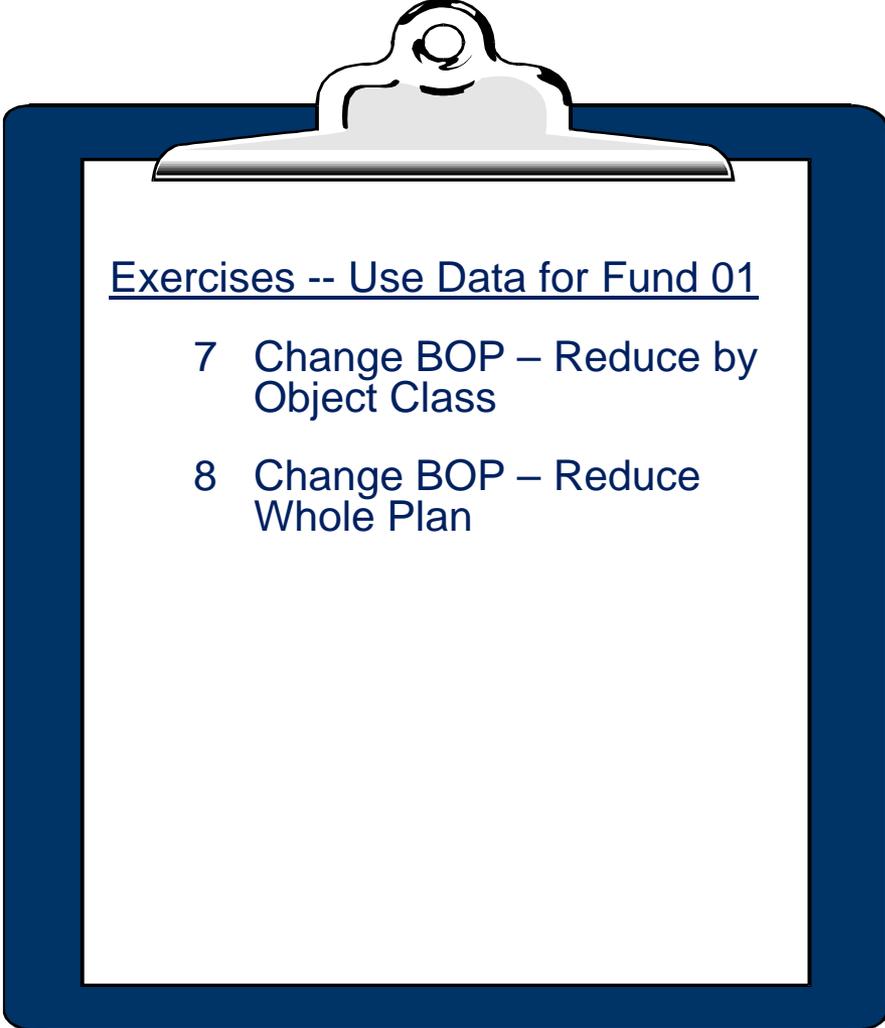
## 1<sup>st</sup> Quarter Closed



<u>Effective Date</u>	<u>Budget Month</u>	<u>Amount</u>
<i><b>BOP# 1-0</b></i>		
01-Oct-2011	1	250
01-Nov-2011	2	150
01-Dec-2011	3	200
01-Jan-2012	4	250
<i><b>BOP# 1-1 (Total Change Amount = -350)</b></i>		
01-Oct-2011	4	-100
01-Jan-2012	4	-250

<b>FM166 Report</b>			
<u>Qtr 1</u>	<u>Qtr 2</u>	<u>Qtr 3</u>	<u>Qtr 4</u>
	-350		

# Exercise

A large, dark blue clipboard icon is centered on the slide. It has a silver clip at the top and a white sheet of paper in the center. The text on the paper is as follows:

## Exercises -- Use Data for Fund 01

- 7 Change BOP – Reduce by Object Class
- 8 Change BOP – Reduce Whole Plan



# Automatic Transfers

# Automatic Transfer



- Automatic Transfer functionality
  - Fund Code must be established on the Transferring Org Mask Maintenance Screen (FM007) by the Budget Office
  - Each Fund Code is established with a default organization level at which allotments are automatically created
  - Masks are created for each combination of Bureau, Fund Code, Fiscal Year, and Direct/Reimbursable flag
- Automatic Transfer Constraints
  - Mask can only be set one way for each fund
  - Automatic Transfers do not apply to Internal Fund BOPS
  - Mask should match the Allotment level
  - For Direct and Reimbursable
    - Mask is set at FMC level

# Automatic Transfer Example



## *BOP Transferring 10,000 Between Organizations*

Transferring Organization <sup>1</sup>

**06 02 0004** 00 00 00 00

-10,000

Corresponding Organization <sup>3</sup>

**40 01 0002** 00 00 00 00

(+10,000)

## *Allotments Created as a Result of Automatic Transfer*

06 02 0000 00 00 00 00 <sup>2</sup>

-10,000

40 01 0000 00 00 00 00 <sup>2</sup>

+10,000

- 1 Org 06 02 0004 creates negative BOP
- 2 Automatic Transfer reduces FMC 06 02 and increases FMC 40 01
- 3 FMC 40 01 creates a positive BOP getting the new money

# Budget Months & Automatic Transfers



<u>Allotment</u>	<u>Effective Date</u>	<u>Organization</u>	<u>Amount</u>	
1-0	Oct 01, 2011	06-02	10,000	1
1-1	Oct 01, 2011	06-02	-10,000	4
1-1	Oct 01, 2011	40-01	10,000	4

<u>BOP</u>	<u>Effective Date</u>	<u>BM</u>	<u>Amount</u>	
<i>Org 06-02</i>				
Plan 5-0	Jan 01, 2012	4	10,000	2
Plan 5-1	Jan 01, 2012	7	-10,000	3
<i>Org 40-01</i>				
Plan 6-0	Apr 01, 2012	7	10,000	5

- |   |  |
|---|--|
| 1 | Original Allotment to FMC 06-02 – Oct 2011                                       |
| 2 | Initial BOP for FMC 06-02 – entered in Oct 2011, planned for Jan 2012            |
| 3 | Change BOP – Transfer from FMC 06-02 to FMC 40 01 – created in April 2012        |
| 4 | Allotment changes for Transfer from LO 06-02 to LO 40-01 - created in April 2012 |
| 5 | New BOP – Transfer from LO 06-02 - created in April 2012                         |

# Allotment Created by BOP Transfer



Allotments (FM063 VER-3.0.0.34)

Bureau Code **14** NOAA  
 Fund Code **0001** OR&F GENERAL OPERATIONS 13X1450  
 Fiscal Year **10** Appropriation Symbol **13X1450**  
 Program Code **02 21 19 001** Descr FISHERIES RESEARCH & MGMT PROGRA  
 AdviceNo **10 1 34**  
 D/R Flag **D**  
 Category **B1**  
 Notes < **FR** >

Trans: Amount **0.00** No. **67506** Transfer BOP **84749**

Approval: **Y** By **S M STRIBLING** Date **05-MAR-2010**

Item	Effective	Organization Code						Project Code				Object Class	UDF	D	
<b>6</b>	<b>01-JAN-2010</b>	<b>30</b>	<b>51</b>	<b>0000</b>	<b>00</b>	<b>00</b>	<b>00</b>	<b>00</b>	<b>00000000</b>	<b>000</b>	<b>00</b>	<b>00</b>	<b>00</b>	<b>000000</b>	<b>P</b>
									Percent	<b>0.000</b>	Amount	<b>1,500.00</b>			
6	01-JAN-2010	30	11	0000	00	00	00	00	00000000	000	00	00	00	000000	P
									Percent	0.000	Amount	-1,500.00			
									Percent		Amount				
Total Allotment														<b>0.00</b>	

Item No **6** Begin Date **01-JAN-2010** End Date **30-SEP-2010** Total Available Apportionment **978.79**



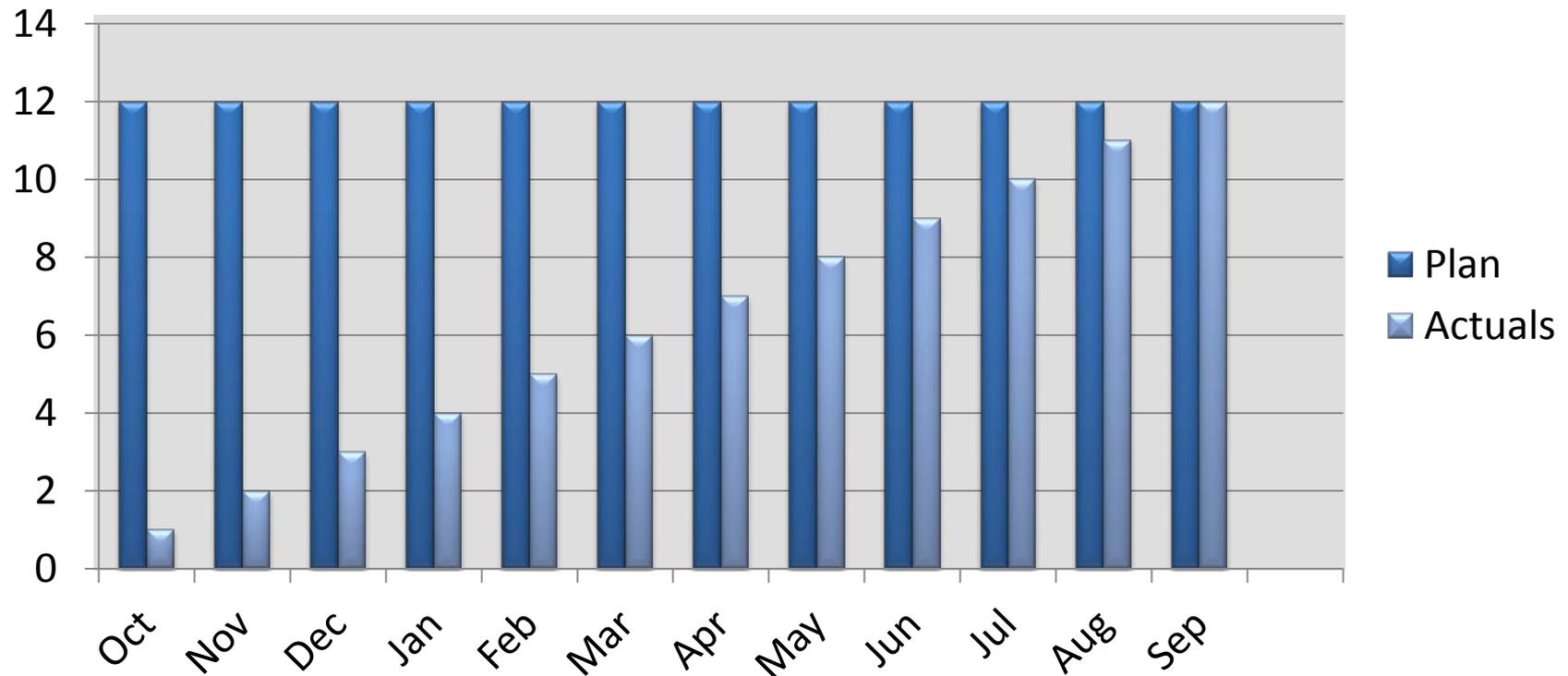
# FTE Realignment/Reduction

# FTE Plan vs. Actuals Requires Realignment



- FTEs planned incorrectly
  - LO will need to explain variances

*Note: Significant variance when FTEs are planned in 1<sup>st</sup> month of Fiscal Year*



# How to Realign FTEs in a BOP



- To Correct/Realign the FTE:
  - On Budget Control Tab
    - Prepare an ADJUST BOP
    - Enter in -0- in QTY field
    - Enter in -0- in Trans Amount Total
    - Save Record
  - Tab to Budget Detail Tab
    - For Negative line, copy from Summary By Details, change Amount to -0- and enter (-) FTE Qty
    - Type in line(s) for Positive FTE(s), enter -0- in Amount and enter (+) FTE Qty
    - Total of FTE Qty should equal -0-
  - Click in Requester Approval

# FTE Detail on Original BOP Planned Incorrectly



**Budget Operating Plan Transaction Screen (FM066 VER.2.8.0.9)**

Budget Control | Budget Detail | Summary By Details | Summary By Objects

Effective Date	BM	D	Percent	Amount	Unit	Qty	S Code	S Rate	Object Class	Pool
01-OCT-2004	01	A	25.000	50,000	FTE	12.00			11 10 00 00	>
01-JAN-2005	04	A	25.000	50,000	FTE	.00			11 10 00 00	>
01-APR-2005	07	A	25.000	50,000	FTE	.00			11 10 00 00	>
01-JUL-2005	10	A	25.000	50,000	FTE	.00			11 10 00 00	>
										>
										>
										>
										>
Totals:			100.000	200,000		12.00				

Apply Surcharge | Delete Surcharge

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
Transaction:					200,000
Cumulative:	50,000	50,000	50,000	50,000	200,000

0000000 | 000 | 02 | 21 | 27 | 001 | 30 | 12 | 0000 | 00 | 00 | 00 | 00 | 000000 | 00 | 00 | 00 | 00

Begin Date: 01-OCT-2004 | End Date: 30-SEP-2005 | Pool Balance: 556,600

Object Descr: FULL-TIME PERMANENT

# Change BOP -- Budget Control for Realigning FTEs



**Budget Operating Plan Transaction Screen (FM066 VER-2.8.0.9)**

Budget Control | Budget Detail | Summary By Details | Summary By Objects

Bureau Code  Name  Trans No   
Fund Code  Title   Internal  
Fiscal Year  Appropriation Symbol

**Plan**

Change Code  No  -   Populate Detail  
Template Code  Corresponding Orgs

D/R Flag  Category  Item No  Reimb Agreement No

Project Task Program Organization UDF  
ACCS                Surcharge Codes

Unit  Qty  Distribution

**Trans Amount**

Total	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Requester Approval By  Date   
 Document Approval

**Surcharge Code**

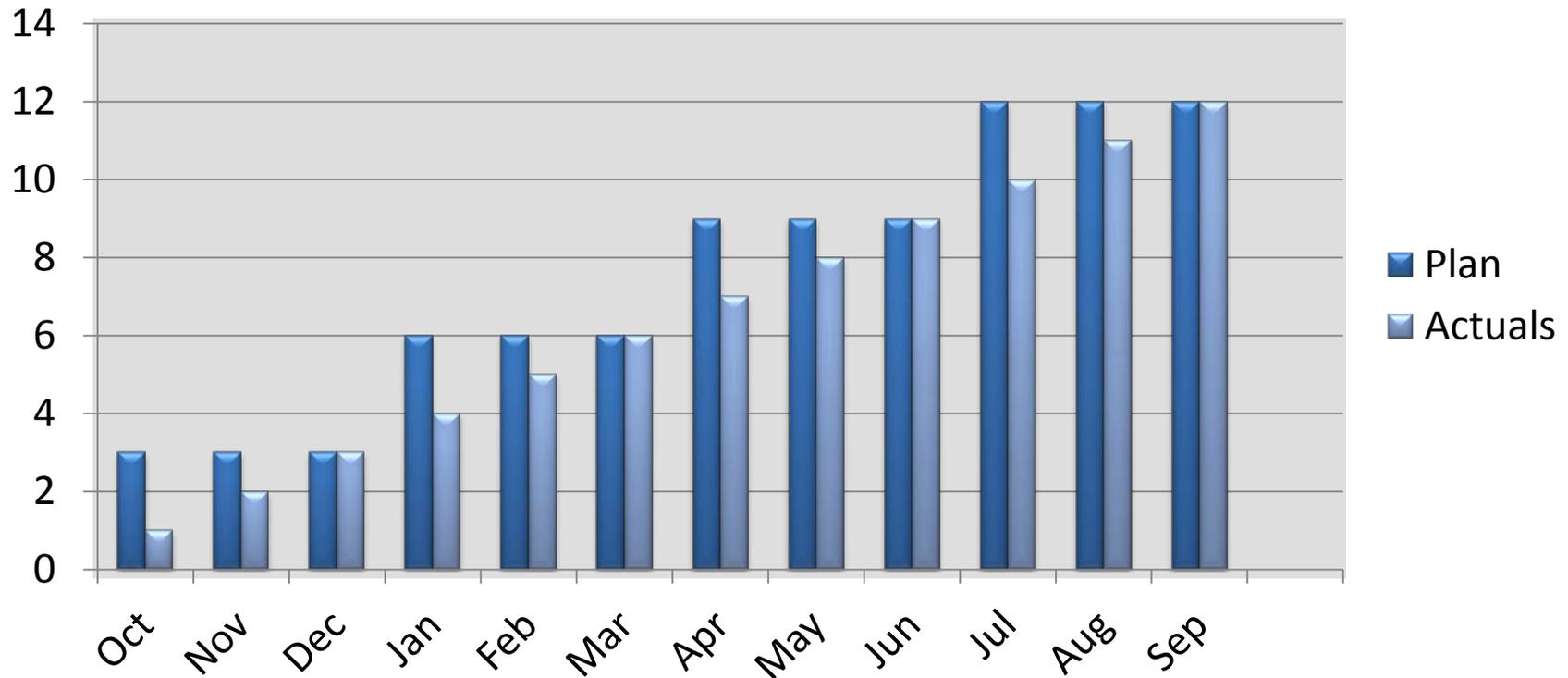
- 3000LO
- 3011EC
- 3011LV
- 
-



# FTE Plan vs. Actuals Requires Reduction



*Variations when FTE are planned in 1st Month of each Quarter*



# Reducing FTE in BOP



- To reduce FTEs :
  - On Budget Control Tab
    - Prepare an ADJUST BOP
    - Enter in (-) value in QTY field
    - Enter in -0- in Trans Amount Total
    - Save Record
  - Tab to Budget Detail Tab
    - For Negative line, copy from Summary By Details, change Amount to -0- and enter (-) FTE Qty
    - Total of FTE Qty should equal (-) value in the Qty on the Budget Control
  - Click in Requester Approval

# Change BOP -- Budget Control to Reduce FTEs



**Budget Operating Plan Transaction Screen (FM066 VER-2.8.0.9)**

Budget Control | Budget Detail | Summary By Details | Summary By Objects

Bureau Code  Name  Trans No   
Fund Code  Title   Internal  
Fiscal Year  Appropriation Symbol

Plan  
 Change Code  No  -   Populate Detail  
Template Code  Corresponding Orgs

D/R Flag  Category  Item No  Reimb Agreement No

Project Task Program Organization UDF  
ACCS                Surcharge Codes

Unit  Qty  Distribution

Trans Amount  
Total  1st Qtr  2nd Qtr  3rd Qtr  4th Qtr

Requester Approval By  Date   
 Document Approval

Surcharge Code

# Change BOP -- Budget Detail to Reduce FTEs



**Budget Operating Plan Transaction Screen (FM066 VER-2.8.0.9)**

Budget Control | Budget Detail | Summary By Details | Summary By Objects

Effective Date	BM	D	Percent	Amount	Unit	Qty	S Code	S Rate	Object Class	Pool
01-OCT-2004	01	A	0.000	0	FTE	-3.00			11 10 00 00	>
										>
										>
										>
										>
										>
										>
Totals:			.000	0		-3.00				

Apply Surcharge | Delete Surcharge

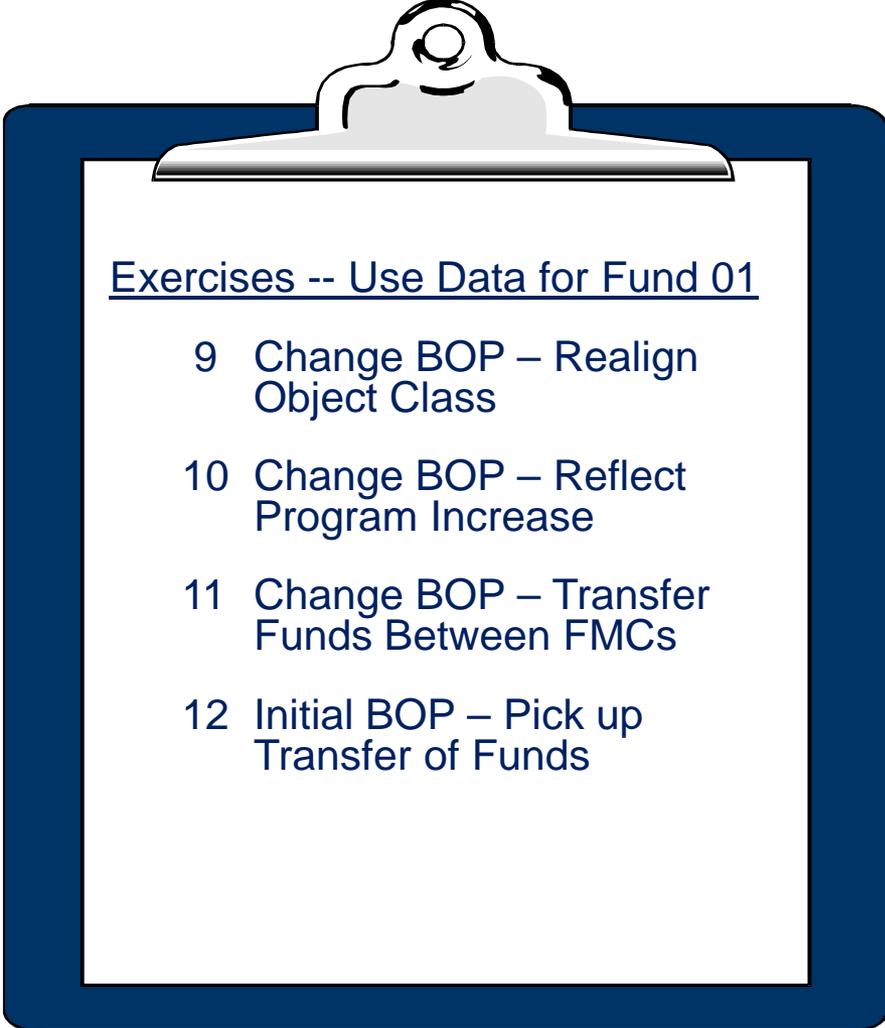
	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
Transaction:					0
Cumulative:	0	0	0	0	0

0000000 | 000 | 02 | 21 | 27 | 001 | 30 | 12 | 0000 | 00 | 00 | 00 | 00 | 000000 | 00 | 00 | 00 | 00

Begin Date: 01-OCT-2004 | End Date: 30-SEP-2005 | Pool Balance: -50,000

Object Descr: FULL-TIME PERMANENT

# Exercise

A large, dark blue clipboard icon is centered on the slide. It has a silver clip at the top and a white sheet of paper in the center. The text is written on the paper.

## Exercises -- Use Data for Fund 01

- 9 Change BOP – Realign Object Class
- 10 Change BOP – Reflect Program Increase
- 11 Change BOP – Transfer Funds Between FMCs
- 12 Initial BOP – Pick up Transfer of Funds



# Reimbursable BOPs

# Reimbursable Process



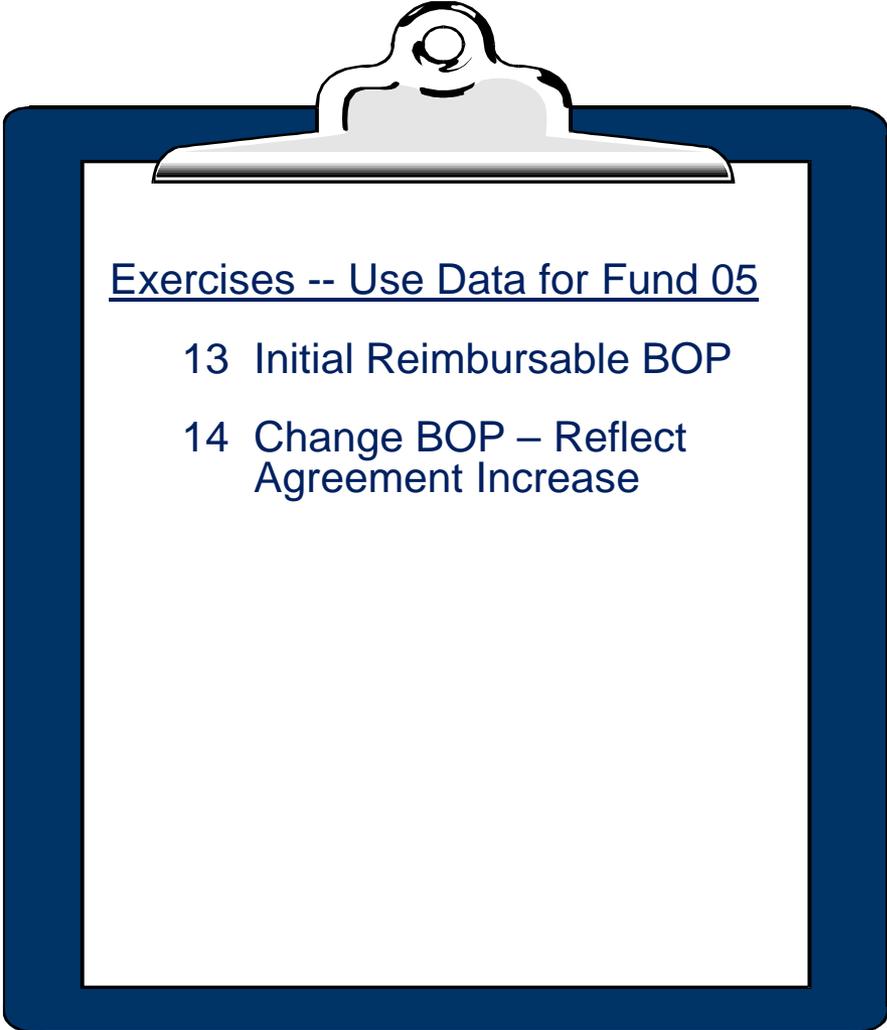
- Need to fill out the Reimbursable Agreement screen
- Required to fill out the Allotment/Unfilled Customer Order request form
  - Submit copy to the Finance Office who will forward to the Budget Office
- Budget Office enters the allotment for the project
- BOP prepared after allotment is entered
- Additional information on the Reimbursable process
  - CBS website -- click on link for Reimbursables
  - CBS Reimbursable training

# Reimbursable BOPs



- Entered at Project level
- Enter Temporary Work Authority (TWA) or Agreement # in Reimbursable field
- TWAs require a Change BOP
  - Record actual Agreement #
  - Update amount, if necessary
- Reimbursable Agreement # field
  - Can be utilized for future reports
  - Work group defining requirements and developing reports

# Exercise

A large, dark blue clipboard icon is centered on the slide. It has a silver clip at the top and a white sheet of paper in the center. The text is written on the paper.

## Exercises -- Use Data for Fund 05

- 13 Initial Reimbursable BOP
- 14 Change BOP – Reflect Agreement Increase



# Reports

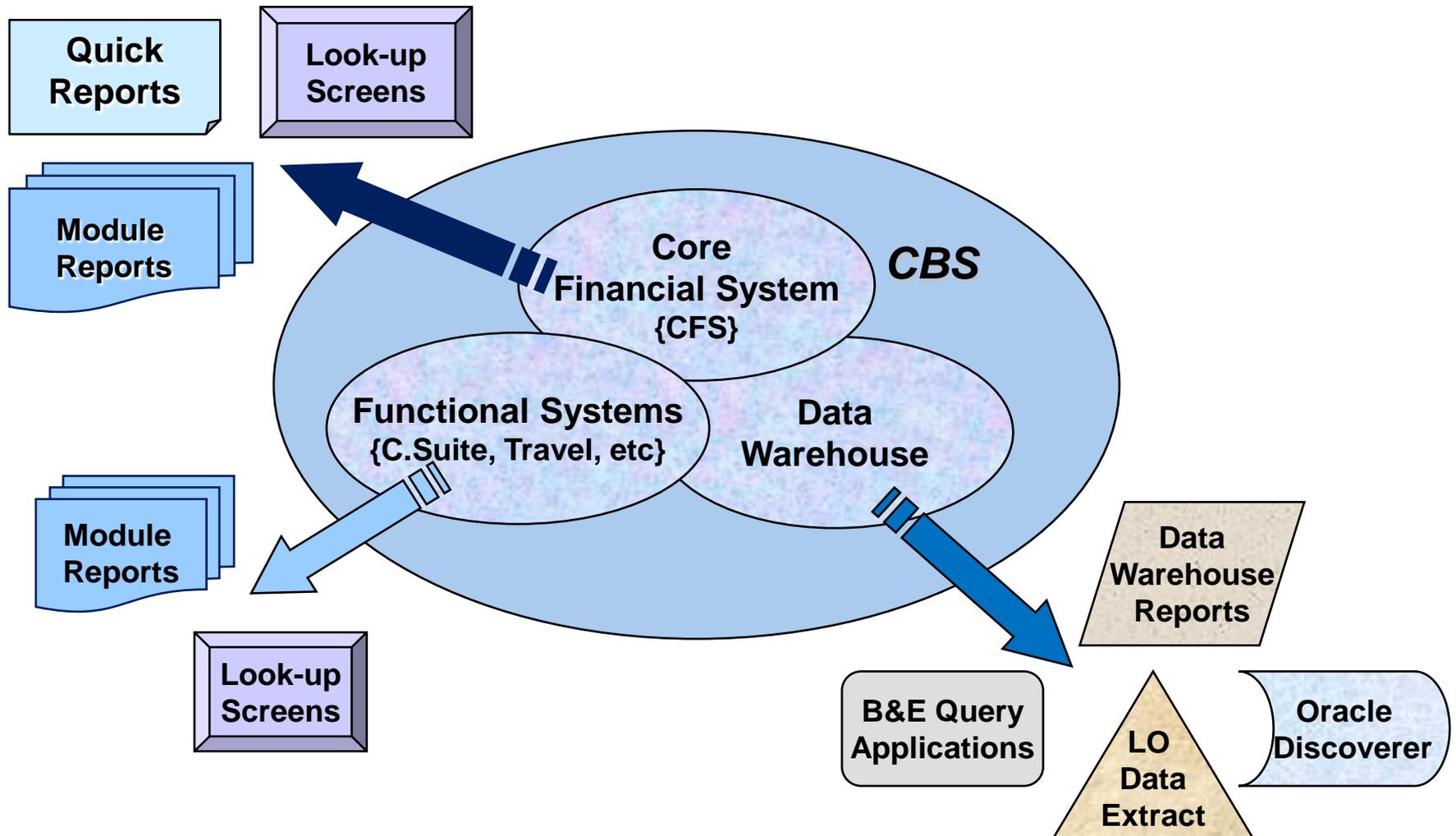
## Data Warehouse & Quick Reports

# What is Data Warehouse?

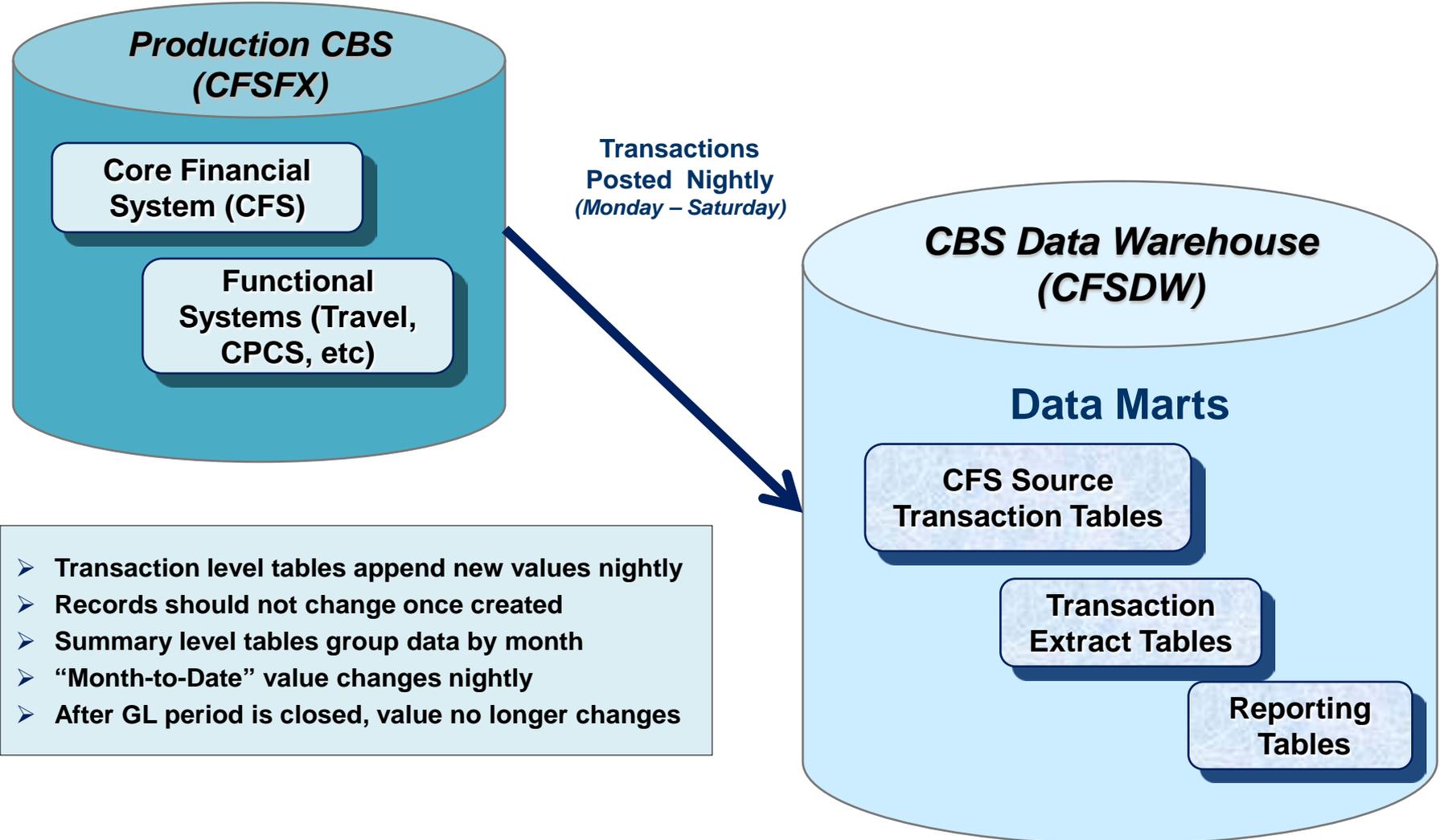


- It is a central repository of data
  - Extracts data from all components of CBS
    - Commerce Business Systems
  - Is a Snapshot of the Previous Day's work
- It allows users an easy way of getting information
  - Does not compete with Production

# Systems within CBS



# NOAA Data Warehouse



- Transaction level tables append new values nightly
- Records should not change once created
- Summary level tables group data by month
- "Month-to-Date" value changes nightly
- After GL period is closed, value no longer changes

# Accounts & Access



- Access for both CBS & DW is now through the Web Portal
  - [https://cbs.rdc.noaa.gov/nmadmin/Custom\\_Pages.login\\_page](https://cbs.rdc.noaa.gov/nmadmin/Custom_Pages.login_page)
  - One User Name
    - OPS\$FIRLAS##
  - One Password
    - Minimum of 12 Characters
    - 1 Upper Case
    - 1 Lower Case
    - Special Character (# or \_)
  - Discoverer uses same User Name & PW

# Requirements Process



**Requests must be processed through Line Office Software Council representative**



**LO representative submits to CBS Software Council**



**Software Council prioritizes requests**



**Resources/funding determination**



# NOAA CBS Software Council Representatives



**BIS**

**Brad Burke**

**CIO**

**Kathy Stowe**

**EDA**

**Joann Gale**

**GC**

**Randall Bohnert**

**NESDIS**

**Angel Robinson/John R. Phillips**

**NMFS**

**Mark Blades**

**NOS**

**Renee Galloway**

**NWS**

**Mary Rieck**

**OAR**

**Michelle Chawlk**

**OFA**

**Daniel Bess**

**OMAO**

**Gerald Thomas**

**PPI**

**Tejuana Michael**

**Staff Offices**

**Tim Daley**

# Demonstration

