

Document Level Adjustment Business Rules

General Information

To correct incorrectly recorded costs, adjustments should be made at the document or detail level to provide an adequate audit trail.

Document Level Adjustments (DLA's) should be used to correct current fiscal year transactions (paid expense transactions that occurred in the current fiscal year). Please note the DLA process transfers costs, not resources. The process transfers dollar amounts as paid costs. For partially disbursed obligations, modifications should be processed through the normal obligation channels (Contracts/ Grants through AGO and Legacy/ Interagency Agreements through the Finance Office). Bankcard reconciliation errors can also be adjusted using DLAs. Amounts in undelivered orders, however, cannot be transferred using the DLA process.

Required Approvals [See CBS Document Level Adjustment Approval Form]

All DLA'S regardless of the amount must be reviewed and approved with signatures by the Originator's Supervisor or equivalent before being submitted to AOD for posting.

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

DLA'S containing Object Class Codes 31.1X and 32.XX:

- DLA's that contain object class code **31.1X** will not be processed without approval from the Office of the Chief Administrative Officer (OCAO) Personal Property Management Branch (**PPMB**) under the Logistics Operations Division (LOD). Please email ppmb.financial@noaa.gov.
- DLA's that contain the object class code **32.XX** will not be processed without approval from the OCAO Real Property Management Division (**RPMD**). Please email [Francesca Ryan](#), Director of RPMD.

DLA'S regardless of the amount between two different fund codes and or program codes, or any document level adjustment of \$500K or more MUST be reviewed and approved with signatures by the LO/SO Budget Execution Lead **AND** the LO Chief Financial Officer (CFO) or Staff Office Director, **AND** the respective bureau Budget Office before being submitted to the Accounting Operations Division (AOD) for posting.

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Business Rules for Document Level Adjustments

The following NOAA Business Rules apply when processing DLAs using the CBS Payment Management PM006- Advice of Correction Transaction Screen.

FROM and TO Fund Code Fiscal Year must Match. Both the 'FROM' and 'TO' sides of a transaction must cite the same Fund Code Fiscal Year (FCFY). Costs from one FCFY may not be transferred into another FCFY. For example, costs recorded against FCFY 2017 may not be transferred into FCFY 2018. The only exceptions are:

- **FCFY Exception 1:** *No Match Overruns*- FCFY can only move forward from a prior FCFY to the current FCFY. [Exception must be noted in business rules violation justification]
- **FCFY Exception 2:** *Interest Penalties*- For **object class 43-01**, per 31 USC 3902(f), the FCFY should be updated to available funding at the time the interest penalty occurred. However, if the funds are no longer available, then the payment needs to be made out of current year funds appropriate for the same purpose in accordance with 31 USC 1553. [Exception must be noted in business rules violation justification]

Prior Year Adjustments: Only changes to the object class will be made. Any other changes will be made on a case by case basis; a request for a business rule exception along with the justification for the exception must be noted in the reason for adjustment section of the DLA approval form.

The 'FROM' and 'TO' Dollar Amounts must Match. The DLA dollar amounts must be equal on the 'FROM' and 'TO' sides of the DLA.

Over/Under Object Class Codes are Not Allowed. DLA's will not be processed for any of the over/under distribution object class codes 77-xx-89-99.

Leave/Benefit Surcharge Object Class Codes are Not Allowed. DLA's are not allowed for any of the following surcharge object classes: 11-60-00-00 or 12-10-00-00. Using these object classes would cause a duplication of surcharges.

Overhead Surcharge Object Class Codes are Not Allowed. DLA's will NOT be processed for any surcharge object classes 77-xx-xx-xx. Contact FRD personnel for guidance on making adjustments to these object classes.

Accounting Data must be Valid. The system requires that each DLA transaction include active accounting data. This includes the Fund Code, Fiscal Year, Program Code, Project Code, Task Code, Organization Code, and Object Class Code.

ALL DLA'S must have a clear crosswalk between the 'From' and 'To' side of the transaction. Only one of the following combinations will be accepted:

- One 'From' Line Item to One 'To' Line Item
- One 'From' Line Item to Multiple 'To' Line Items:
- Transaction amounts must match the amount recorded in CBS. If partial amounts are being adjusted, the 'To' lines will reflect the amounts that change and the amounts that are not changing.

The following document types will NOT be processed:

- GJ
- ST
- Grants
- Labor Charges

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DLA Submission Package Guidance

All DLA requests **MUST** be submitted to your servicing finance office; either DLASubmissions@noaa.gov (Eastern Operations Branch) or WOBDLASubmissions@noaa.gov (Western Operations Branch). Please note the **DLA transaction number** in the subject line of the email, which **MUST** include the following supporting documentation in **one complete Adobe .pdf file** (to maintain electronic signatures):

If any of the required supporting documentation is not included the entire DLA batch will be disapproved and returned.

- Signed CBS Document Level Adjustment Approval Form
- Document Level Adjustment Request Form(s) (CBS Report:PMN006R)
- A clear and concise reason for the DLA (on the DLA Approval Form) which references the supporting documentation provided.
- All documents are clearly legible, and oriented properly, within the file so that they can be reviewed efficiently (e.g. repeated copying the pages within a package can distort the content and make the details difficult to read).
- Adequate supporting documentation consisting of reports and/or any other documentation (i.e., invoices, contracts, etc.) that provides sufficient justification for the DLA. This documentation should be available for audit by internal and external auditors when necessary.

DLA Submission Review Criteria

All DLA requests will be reviewed and Approved by AOD to ensure:

- All Required Approvals are documented per Page 1 of this document; and
- All adjustments adhere to the Business Rules explained on Page 2 of this document.

Additionally, DLA requests requiring BEX Approval will be reviewed to ensure:

- All packages must include an MDL/ITEM report. *{CBS Data Warehouse query: DWFM001-Budget and Expenditures Query}*
- The total amount of the adjustment is documented within the Reason for Adjustment notes section (on the DLA Approval Form).
- All packages include a “CURRENT” Funds Balance report (e.g. within 1 - 2 days of submission to BEX) for the accounting line where the costs are being transferred “TO”, proving enough funds are available to account for the adjustment. *{CBS Quick Report: Report ID-QR009}*

Documentation Retention Requirements

The Office originating the DLA and AOD must retain the following documentation for future audit reviews:

- Signed CBS Document Level Adjustment Approval Form
- Document Level Adjustment Request Form(s) (CBS Report:PMN006R)
- Adequate supporting documentation consisting of reports and/or any other documentation (i.e., invoices, contracts, etc.) that provides sufficient justification for the DLA.