

The Document Level Adjustment (DLA) Training is LIVE in the CLC!

This new DLA process will become mandatory December 3, 2018. All DLAs after December 3 will need to be completed using the PMN006 in CBS.

For more information please visit the [CBS Document Level Adjustments \(DLA\)](#) web page.

To access the training go to the [Commerce Learning Center](#) and login.

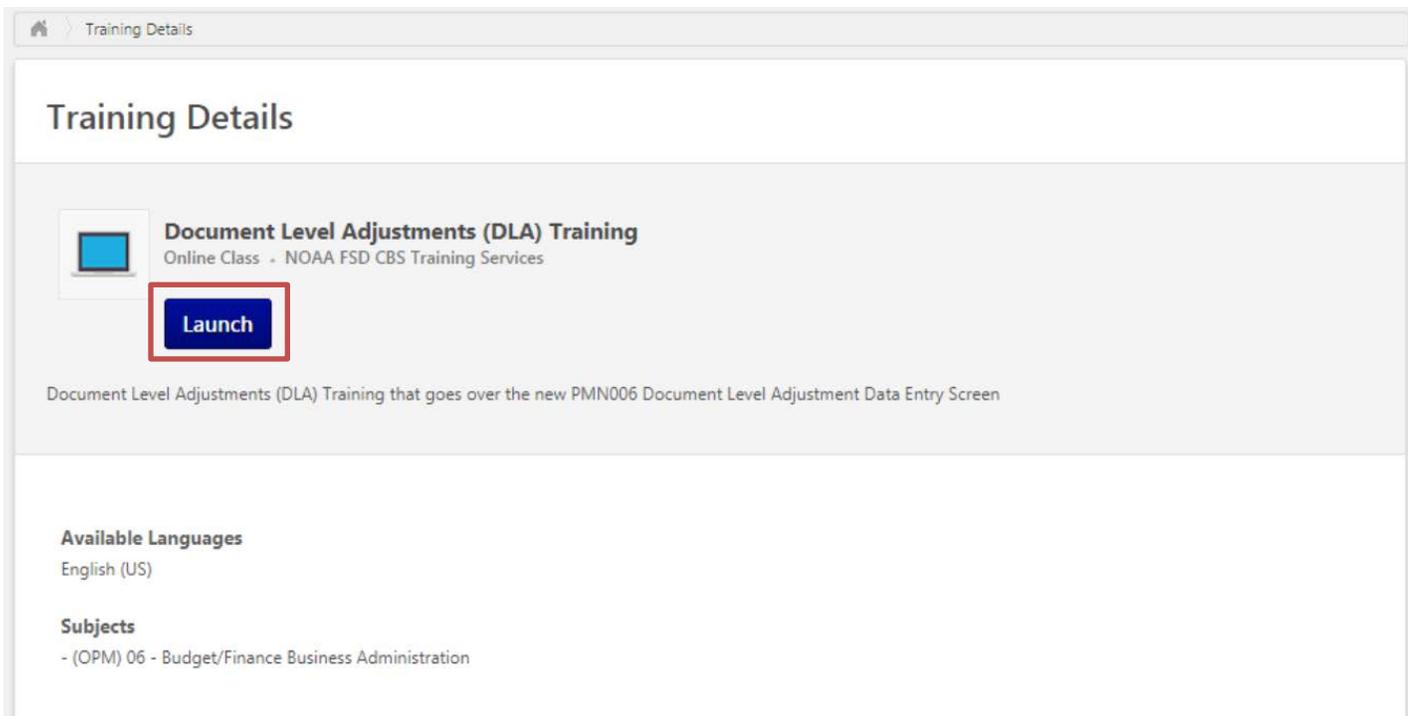
A link from the Financial Systems Division (FSD) page in the CLC has been added, which can be found by clicking on NOAA Programs and then the FSD page.



Under Computer Based Trainings (CBT), click the last link for Document Level Adjustments (DLA).



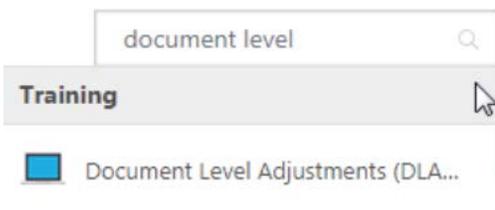
Clicking on the link will take you to:



The screenshot shows a web interface titled "Training Details". At the top, there is a breadcrumb "Home > Training Details". Below this, the main heading is "Training Details". A card displays the training title "Document Level Adjustments (DLA) Training" with a sub-heading "Online Class - NOAA FSD CBS Training Services". A blue "Launch" button is highlighted with a red box. Below the card, a description reads: "Document Level Adjustments (DLA) Training that goes over the new PMN006 Document Level Adjustment Data Entry Screen". Further down, there are sections for "Available Languages" (English (US)) and "Subjects" (- (OPM) 06 - Budget/Finance Business Administration).

Click launch, then it will automatically be added to your transcript. If you're launching from Google, make sure that flash is enabled. If it's disabled, it won't be marked completed in your transcript. IE has flash enabled and it completes correctly.

If you're searching, make sure you're searching the following way:

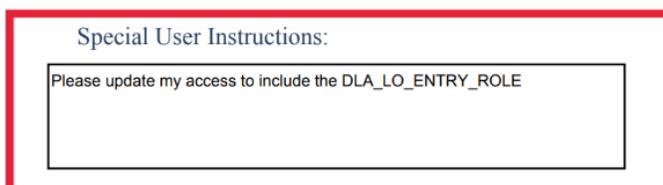


The screenshot shows a search bar with the text "document level" and a magnifying glass icon. Below the search bar, a dropdown menu is open, showing "Training" as the selected category. Under "Training", there is a result for "Document Level Adjustments (DLA...)" with a small blue icon to its left.

Otherwise, you may not see it in the results.

Once you complete the training and it is marked as completed, you will be able to download your certificate of completion.

Complete the [CBS User Access Request Form](#) and send it to [Client Services Help Desk](#) along with your certificate to gain access to the PMN006 screen in CBS. Once you gain access you will be able to process and submit your DLAs to Finance for approval.



The screenshot shows a red-bordered box titled "Special User Instructions:". Inside the box, there is a text input field containing the text "Please update my access to include the DLA_LO_ENTRY_ROLE".

Submit signed requests to the CBS Client Services Help Desk via FAX on 301-444-3401.

If you require assistance, please contact the CBS Client Services Help Desk on 301-444-3400