FY 2021
Year-End Closing
Information and Instructions

September 01, 2021
Table of Contents:

FY 2021 Important Year-End Closing Dates ........................................ 4-10
FY 2021 Year-End CBS System Access Dates........................................11
FY 2021 Year-End Closing Instructions..............................................12-17
FY 2021 Manual YE Labor Accrual Adjustments
PRE-Close Guidelines...........................................................................18-19
FY 2021 Manual YE On-Top Obligation Adjustments
POST-Close Guidelines..........................................................................20-21
FY 2021 Year-End Calendar – CBS Help Desk Hours...............................22
List of Acronyms used in document......................................................23-24
Summary of
Changes...................................................................................................25-26
FY 2021 Year-End Closing Instructions

Most current documentation can be found at the following website (NOAA Finance Office Financial Reporting Division’s website):

http://www.corporateservices.noaa.gov/~finance/yearend.html

Please contact Teresa Siegrist at 301-512-6046 for questions or additional information regarding the Year-End closing instructions.

Please contact Scott Glenn at 301-767-6356 for document specific questions.
FY 2021 Important Year-End Closing Dates

Wednesday, July 28, 2021
• Deadline for FSD Budget to Complete Project Code Rollover Process

Monday, August 2, 2021
• GSA Telecommunications accrual files to LO/SO for review/update

Tuesday, August 3, 2021
• Last day for award submissions to WFM for FY 2021 processing

Wednesday, August 11, 2021
• LO/SO return reviewed/updated GSA Telecommunications accrual file

Friday, August 20, 2021
• Last day to make purchase card purchases for expiring funds (2021, or 2020/2021, or 2019/2020/2021 funds)

Friday, September 3, 2021
• FRD distributes preliminary data for September CA O/U process to LO/SOs. Preliminary data will be distributed throughout the month of September
• Last day to submit reimbursable packages and manual bill requests for (advance) reimbursable project codes
• GSA Rent accrual SLT posted in CBS

Tuesday, September 7, 2021
• PP17 Labor Processing/Posting and Surcharges
• CWIP Reconciliations as of August 31, 2020 due to FO

Wednesday, September 8, 2021
• PP18 Preliminary Estimate of Labor Processing and Surcharges – PP18 (100% of PP17)
• PP19 Final Year-End Estimate of Labor Processing and Surcharges – PP19 (140% of PP17)
• Last day to submit foreign disbursement documents to ensure disbursements in FY 2021
Friday, September 10, 2021
• Last day to submit reimbursable packages for (non-advance) reimbursable project codes
• First waiver process of overhead cost/upload SLT file

Monday, September 13, 2021
• Manual YE Labor Accrual Adjustments – see specific guidance on page 18
• Last day to submit PY recovery requests for funds override to AOD for FY2021
• FO will distribute a listing of projected accrual transactions for Recurring Payments (Utilities, Commercial Telephones) to the LO/SOs

Tuesday, September 14, 2021
• Last day to submit SLTs, DLCAs, and DLAs to NOAA BEX (5:00 pm EST)

Wednesday, September 15, 2021
• Last day to submit documentation to bill for any overpayment or audit disallowance
• Last day to submit PCS travel vouchers to the servicing office

Thursday, September 16, 2021
• Last day for GSA Rent Accruals
• Last day for disbursement requests for bills, premiums, and outstanding loans (12:00 PM Deadline)
• Last day UPS charges will be downloaded in CBS. Any cost incurred after the 16th may be charged to FY2022

Friday, September 17, 2021
• Last day for checks for deposits to be received at Finance to ensure recording in CBS in FY2021
• Last day to submit obligating documents to Finance Office
• SLT (complete packages) must be received in the Funds Management Branch (6:00 PM ET)
• DLCA (complete packages) must be received in the Funds Management Branch (6:00 PM ET)
• PCS Travel Authorizations received in the servicing FO
• All Document Level Adjustments (DLAs) are due to servicing Finance Office

Monday, September 20, 2021
• Reversal of September preliminary Month-end Estimate (PP18 EST) of Labor Processing and Surcharges
• PP18 Labor Processing and Surcharges

Tuesday, September 21, 2021
• LO/SOs will make appropriate adjustments to Recurring Payments (Utilities, Commercial Telephones) listing for items of $100 or more and return the list to the servicing FO
• Last day to receive write-offs of uncollectable debts
Wednesday, September 22, 2021
• Last day to submit disbursement documents to ensure disbursements in FY2021
• EDA Grant Reservations cut off
• Last day for ASAP draws by Grantees

Thursday, September 23, 2021
• SLT final approval cutoff at 12PM ET
• DLCA final approval cutoff at 12PM ET
• CWIP Reconciliations as of September 16, 2021 due to FO
• GSA Rent SLT file (delta between August actuals and September actuals) posted in CBS
• Last day ASAP Authorizer can release ASAP Profile/Authorizations in CBS (noon)
• ASAP Authorizer suspends ASAP awards in ASAP.gov at COB
• Last day to process obligation/deobligation/close outs for awards in GOL

Friday, September 24, 2021
• September NOAA Corps
• Last day for FY 2021 C.SUITE transactions to interface with CBS (5:00 PM ET)

Tuesday, September 28, 2021
• Final Disbursements
• Final Surcharge Process
• FRD distributes preliminary data for final FY2020 CA Over/Under process to LOs and SOs

Wednesday, September 29, 2021
• 11 AM ET – FSD-TSB turn off all TIBCO servers for C.Suite, GOL, mLINQs and E2 Interfaces for FY21 business after AGO verification.
• 4PM ET – PY Recovery Funding GJs – Last day to submit requests for adjustments with transaction date of September 24, 2021 (*no guarantees – adjustments will be based on materiality)
• Travel authorizations must be entered in E2 and interfaced into CFS to record undelivered orders for FY 2021 (must be interfaced by 10:00 AM)
• Last day GOL users can perform validations in GOL for FY2021
• 8:00 PM ET - CFS Access Restricted to limited FO staff; DW available
• *8:00PM ET* – Support, including contracts, purchase orders, etc., for all Manual YE Obligation Adjustments for Category B Over-Obligations from LOs to Budget Execution Office; if Finance Office-Financial Reporting Division (Michael Van Deusen) does not have supporting documentation, manual YE adjustments will not be accepted (do not submit supporting documentation for adjustments to correct PPA over-obligation adjustments) – see specific guidance provided
• Final waiver process of overhead cost/upload SLT file

Thursday, September 30, 2021
- 6:15 AM ET- Final FY 2021 Cost Accumulation Over/Under Process (Part A and B post - Will not be reversed in FY 2022)
- 6:15 AM – Reimbursable WIP Process
- PM – YE Stage 1 Process
- *Special* DW Refresh/Update (Time refreshed/updated adjusted around YE activities)

**TBD – September Activities**
- LOs and select SOs submit information requested in the year-end financial statement information requirements schedule (“year-end data call”)

**Friday, October 1, 2021**
- **6:00 AM ET (or earlier) – DW refreshed/updated with complete FY 2021 YE data**
- CFS Access Restricted; DW available
- Emergency C.SUITE On-Top Award requests due to BEX and FO for emergency awards on 9/24 – see specific guidance provided
- Normal DW Refresh/Update (normal DW Refreshes/Updates scheduled 10/2 and subsequent)
- FY 2020 Reimbursable Carryover Process for Budget Carryover Amounts
- FSD Stored Accounting Process will be executed to update the project code crosswalk table for the new FY AFTER completion of Reimbursable C/O Process. *(The schedule for individual applications will be communicated separately.)*
- Information due to Finance GLRB (Michael Van Deusen) for FY 21 activity not recorded through normal processes in CBS, so these transactions can be recorded via on-top adjustment. Items must have been previously communicated and approved by the NOAA Finance Director.
- NOAA BEX enter allotments.
- 6:00 PM - CFS Restricted Access Lifted – CFS and DW available to all CBS users

**Monday, October 4, 2021**
**6:00 AM ET – CBS Open for FY 2022 Business**
- 1st FY 2022 Disbursement process completed
- DLCA restriction for PP19 from Oct 1 through Oct 28
- Grant recipients may begin drawing down funds for FY2022
- LOs and select SOs submit information requested in the year-end financial statement information requirements schedule (“year-end data call”) for items with a September 30, 2021 cut-off date

**Tuesday, October 05, 2021**
- CWIP Reconciliations as of September 30, 2021 due to FO

**Monday, October 11, 2021**
• Trial balance data, financial statement and footnote data, RSI, erroneous payments data due to DOC OFM
• DOC Review Checklist Part I due to DOC OFM

Wednesday, October 13, 2021
• Intra-governmental TDR and Intragovernmental Checklist Part I due to DOC OFM

Monday, October 18, 2021
• DOC Review Checklist Part II due to DOC OFM

Tuesday, October 19, 2021
• Audit adjusted intra-governmental TDR and Intragovernmental Checklist Part II due to DOC OFM

Thursday, October 21, 2021
• CFS Access Restricted to process approved Manual YE Obligation adjustments (6:00 AM ET – 2:30 PM ET); DW available

Friday, October 22, 2021
• Fieldwork ends for audits of stand-alone and consolidated bureaus
• Consolidated IPA provides OFM with draft summary of material weaknesses, reportable conditions, and compliance matters

Thursday, October 28, 2021
• CFS Access Restricted to process approved Manual YE Obligation adjustments (6:00 AM ET – 10:30 AM ET); DW available

Friday, October 29, 2021
• Treasury Report on Receivables (TROR) due to DOC OFM
• TROR due to Treasury
• Consolidated IPA issues draft IT audit report to OIG and OFM

Monday, November 1, 2021
• Final 2021 Reimbursable Carryover Process - post and approve records

Tuesday, November 2, 2021
• Consolidated IPA issues draft report to OIG and OFM

Friday, November 5, 2021
• DOC Review Checklist Part III signed by NOAA and BIS CFO due to DOC OFM
Thursday, November 11, 2021
• CFS Access Restricted to process approved Manual YE Obligation adjustments (6:00 AM ET – 2:30 PM ET); DW available
• Department’s CFO submits to OMB and Congress Department's final Agency Financial Report

Friday, December 3, 2021
• Draft management representation letter due to DOC DCFO

Friday, December 17, 2021
• Final management representation letter due to DOC DCFO
TBD – November Activities

- Fieldwork ends for audits at the Department-level
- Final Close of CBS FY2021 GL Period

45 days after Issuance of Final Audit Report

- Draft corrective action plans due to DOC OFM

60 days after Issuance of Final Audit Report

- DOC submits to OIG Department’s final corrective action plans
FY 2021 Year-End CBS System “ACCESS” Dates

Wednesday, September 29, 2021 @ 8 PM ET
• Access to CBS restricted (Group 1)
  • Note – Group 1 access will be limited to those processing YE closing activities in CBS Production Environment

Thursday, September 30, 2021
• Over Under process Part A and B
• Reimbursable WIP process
• Sept GL Preliminary Closing Activities (includes Stage 1)
• PM – DW Refresh begins w/ complete YE data
• PM – Access to CBS restricted (Group 2)

Friday, October 1, 2021
• DW available w/ complete YE data
• Access to CBS restricted (Disbursements/Reimbursable Carry Over) – RESTRICTED ACCESS METHOD
• CFS Restricted Access Lifted – CFS and DW available to all CBS users (6:00 PM ET)

Monday, October 4, 2021
• Open for FY 2022 Business (6:00 AM ET)

Thursday, October 21, 2021 (6:00 AM ET – 2:30 PM ET)
• Access to CBS restricted (Group 3) – Reopening September for NOAA’s Approved Manual On-Top Adjustments (Stage 1 adjustments) – RESTRICTED ACCESS METHOD

Thursday, October 28, 2021 (6:00 AM ET – 2:30 PM ET)
• Access to CBS restricted (Group 3) – Reopening September for NOAA’s Approved Manual On-Top Adjustments (Stage 1 adjustments) – RESTRICTED ACCESS METHOD
FY 2021 Year-End Closing Instructions

These instructions are for closing the accounting records for the Fiscal Year (FY) ending September 30, 2021. The FY 2021 final reports will reflect all accepted accounting entries made through September 30.

To ensure the FY 2021 final reports accurately reflect the status of your organization, accounting documents and adjustment requests must reach your servicing finance office by the dates indicated in these instructions. All accounting documents and adjustment requests received in your servicing finance office after the dates indicated in these instructions must be sent through your respective Line/Staff CFO Office for pre-approval.

It is the responsibility of the LOs/SOs to review reports frequently to ensure all documents that you have sent to your servicing finance office have been recorded accurately in the Commerce Business System (CBS).

If you send a document to your servicing finance office and do not see the transaction on your reports within a reasonable time frame, contact the appropriate servicing finance office or employee who is responsible for the document as indicated on the following website:

ACCOUNTING OPERATIONS DIVISION
IMPORTANT DATES

Undelivered Orders

Undelivered orders are obligations for goods/services that have been ordered but have not been received. Obligating documents must be sent to the servicing finance office as soon as they are completed.

Obligating documents for undelivered orders must be received by your servicing finance office by September 17. Your servicing finance office will not be able to enter new obligations or modifications to obligations previously interfaced. Those must be processed through C- Suite. Please allow ample time to ensure funding availability.

EDA Grant Reservations cut off September 17.

Disbursements

Disbursement documents (invoices, vouchers, etc.) should be submitted as soon as they are received.

To ensure that a disbursement occurs in FY 2021, foreign disbursement documents must be received by September 8, and domestic disbursement documents must be received in your servicing finance office by September 16. If a disbursement document is received after September 16, it will be processed for payment in FY 2022.

If an emergency payment is required after September 16, it must be processed by the Accounting Operations Division. To qualify as an emergency payment, it must require immediate action to avoid (1) a shutdown of a NOAA mission; (2) an adverse political reaction; or (3) discontinuance of a service (i.e., utilities, telephone, etc.). All emergency payments must be certified by the Line/Staff Office Chief Financial Officers.

For questions related to emergency payments and/or copies of the Emergency Certification Form please contact Melanie Ly at 301-444-2790 or melanie.ly@noaa.gov.

Collections

Check for deposits must be received by September 17 to ensure they are recorded in CBS in FY 2021.

Checks received in your servicing finance office after September 17 will be deposited, but may not be recorded in CBS until FY 2022.
Adjustments
DLAs for transactions must be submitted to your servicing finance office by September 17. Anything after September 17 must be approved by the Commercial Payments Branch Chief in the Eastern Operations Branch or by the Western Operations Branch Chief.

DLAs should be sent to the DLA Submission e-mail box (DLASubmissions@noaa.gov or WOBDLASubmissions@noaa.gov). All adjustments made should be in compliance with the DLA Business rules at this link:

   DLA Business Rules

SLT’s (complete packages) must be received in the Funds Management Branch by 6:00 PM on September 17.

Accruals
Accruals for all obligated documents will no longer be done at a document level. Do not submit accruals for individual obligated documents.

Recur “no match” phone bills and utilities will be accrued and those files will be provided for review as done in the past. See Recurring Payments (Utilities, Commercial Telephones).

SPECIAL YEAR END INSTRUCTIONS

UPS and FedEx
Accruals will not be accepted for UPS and FedEx charges. Invoices will be downloaded and processed at least through September 16. Costs incurred after September 16 will be charged to FY 2022.

GSA Telecommunication Charges
The Finance Office will create accruals using the June invoice for July, August, and September. The Telecommunications Division will distribute for review a telecommunications accrual file for the same months to the LOs/SOs. Questions concerning the file should be directed to Jonathan Johnson on (202) 807-9923 or mail to: jonathan.johnson@noaa.gov

LOs/SOs offices will return the file with material corrections/adjustments that exceed $100 to the Telecommunications Division and to the Eastern Operations Branch. The Eastern Operations Branch will make updates based on the corrections/adjustments submitted by the line offices.

Interagency Agreements (IAGPO)
Accruals will not be accepted for Interagency Agreements.
**Leases**

Accruals for leases should be reviewed to ensure the accruals plus prior disbursements reflect the expected annual cost by **September 16**.

For existing accounts, CBS will automatically project accruals through September 30th. New leases are not included in this projection. Submit accruals for new leases to your servicing finance office.

**Local Travel and Employee Reimbursements**

Accruals will not be accepted for local travel vouchers and miscellaneous employee reimbursements. Miscellaneous employee reimbursements must be received in the Finance Office by **September 17** to ensure payment in FY 2021. If these are received after **September 17**, they will be paid in FY 2022.

**Motor Pool**

It will not be necessary to send accruals to the Eastern Operations Branch. The last billing that is received and paid by **September 16** will be used to establish accruals. There is a very short time to process the August billing; therefore it is imperative that you forward any GSA Miscellaneous Billing Form 2559 directly to Eastern Operations Branch as soon as you receive it.

Because all accruals must have a vehicle tag number as a reference, please notify Eastern Operations Branch of the tag number and the accounting information if your office acquires a GSA vehicle that does not appear on the July billing.

**Payroll**

In early September, two payroll accruals based on Pay Period 17 will be established in CBS to reflect estimated payroll expenses through September 30. These accruals will provide Line/Staff Offices with an idea of remaining funds available for obligation or possible carryover. The estimates will be reversed and replaced with actual expenses as follows:

Pay Period 18 is scheduled to be processed on September 20, 2021.

Pay Period 19 will be processed in October 2021.
Purchase Card and Convenience Checks

With the implementation of the Citibank SmartPay 3 (SP3) on May 4, 2019, the monthly files provided by Citibank cover from the 4th of each month to the 3rd of the next month. However, unlike our previous purchase card program Citibank will NOT be providing the supplemental year-end information of all purchase card transactions occurring from September 4th through September 30th. Thus, all purchase card transactions from September 4-30, 2021 will NOT be recorded in CBS during fiscal year 2021.

To help ensure that funds expiring on September 30, 2020 are fully utilized, purchase card holders should ensure that all purchases made with fiscal year 2021, or 2020/2021, or 2019/2020/2021 funds are made by Friday, August 20, 2021. This should allow sufficient time for transactions to be included in the September 3, 2021 monthly Citibank statement and flow through the purchase card interface to CBS before September 30, 2021.

It is recommended to avoid using purchase cards after the Friday, August 20, 2021 cutoff. However, purchases after August 20, 2021 should only be made with funds that do not expire on September 30, 2021.

Recurring Payments (Utilities, Commercial Telephones)

FO-FSD generates a listing of projected accruals through September 30 and sends to the servicing Finance Offices. The servicing Finance Offices will distribute a listing of projected accrual transactions to the LOs/SOs by September 13. LOs/SOs will review the list to ensure the accruals plus prior disbursements reflect the expected annual cost.

LOs/SOs will make appropriate adjustments for items over $100 and return the list to the servicing Finance Offices by September 21.

Permanent Change of Station (PCS)

PCS orders issued in FY 2021 must be obligated using FY 2021 funds.

To obligate a PCS order, submit a CD-29, CD-150 Travel Authorization and the Estimated Relocation Expense Worksheet to the Western Operations Branch by September 17. Indicate on the travel authorization “PCS OBLIGATION”. Travel vouchers must be submitted by September 15th to ensure reimbursement will be made in FY2021.

Travel Vouchers - Temporary Duty (TDY)

Local and TDY travel vouchers must be completed and approved in E2 by September 24, to ensure reimbursements are made in FY 2021. Vouchers received on or after
**September 25** will be paid during the first disbursement of FY 2022. Any CD-370s must be submitted by **September 13 to pay using FY21 funds**. Procedures for submitting routing and non-routing travel vouchers remain the same.

**Receivables:** Receivables Branch Fax #: 301-713-3324

**Civil Monetary Penalties**

Submit a list of all cases that have legally enforceable debt but have not been transferred to the Receivables Branch for collection by **September 17**. This list should include the case number, dollar amount, Project number, and reason why the case was not forwarded.

**Reimbursable Project Fund Codes “06” and “96” (Advance)**

Reimbursable packages and requests for manual bills for FY2021 must be submitted to the Reimbursable Branch by **Monday, September 3**.

**Reimbursable Project Fund Code “07” and “97” (Non-Advance)**

Reimbursable packages for FY2020 must be submitted to the Reimbursable Branch by **Friday, September 10**.

**Bills for Appropriation Refunds or Miscellaneous Purposes**

Submit documentation to bill for any overpayment or audit disallowance by **September 15**. This documentation should include the name, address, taxpayer identification number, dollar amount owed, award number (if applicable), CBS ACCS, and all background information to justify sending the bill.

Depending on location, please fax documentation to:

- EASTERN OPERATIONS BRANCH - FAX number 301-713-3324
- WESTERN OPERATIONS BRANCH - FAX number 206-526-6672

**Bills for Premiums and Outstanding Loans**

Disbursement requests must be received by COB, **September 16**. Vendor Profiles and Pay Proceed letters must be received by COB, September 14.

**Write-offs of Uncollectible Debt**

Write-offs of uncollectible debt must be received by **September 21**. We need to know if the debt is being written off because of bankruptcy (if bankruptcy, submit a copy of the bankruptcy notice), and if the forgiveness of debt should be reported to the Internal Revenue Service.
FY 2021 Manual YE Labor Accrual Adjustments
PRE-Close Guidelines

PURPOSE:
To ensure obligations are recorded properly in the correct fiscal year for specific labor activity that is not reported in time from NFC to be included in the proper fiscal year.

REQUIRED DOCUMENTATION, DUE DATES and SYSTEM ENTRY:
• LO/FMC should email a PDF memo and required supporting documentation (no faxed documents, please) to Financial Reporting Division (FRD), Attention: Karin Weeden, Subject: “FY 2021 Manual YE Labor Accrual Adjustment Request”; all requests must be approved by and submitted by the LO Budget Headquarters Office staff, requesting the adjustment.
  o PDF files emailed to Karin Weeden at Karin.Weeden@noaa.gov
  o This adjustment request process is the same as the PY Recovery GJ Fix Request process
• Due Date – Memos must be received in FRD by COB on Monday, September 13, 2021
  o Late submissions may not be accepted/processed
• Entered into CBS prior to Wednesday, September 15, 2021 (included in YE surcharge process)
• Posted as a “temporary” (reversing) General Journal entry to September GL period (FCFY 2021) and a reversal entry in the October GL period (FCFY 2022); funding automatically applied to the funds balance table for the ACCS of the adjustment and should offset the actual transaction cost charged
• LOs will be notified of all accepted requests when entered and approved in CBS

ADJUSTMENTS ACCEPTED FOR:
• Adjustments requested prior to YE close; separate from the manual YE on-top obligation adjustments (on-top adjustments for over-obligations, etc.)
  o Outside of SLTs and DLCAs – this is a manual process, by GJ
• Labor adjustments within Object Class range 11xx thru 12xx (Adjustment requests for surcharge object classes 1160 and 1210 will not be accepted)
• Manual YE labor adjustments to adjust YE accrual process or YE accruals for specific items not included in the YE accrual:
  o Accrue OT or Adjust OT – support/justification required
  o Accrue Lump Sum Leave Payments – support/justification (i.e., SF-52 w/ retirement date, etc.) required for employees who will retire have left Federal Government prior to Sept 30
  o Other adjustments will be considered on a case-by-case basis

REQUIRED INFORMATION:
• Manual YE labor adjustments to adjust YE accrual process or YE accruals for specific items not included in the YE accrual:
  o Support/justification required
  o Full ACCS required (FCFY, FC, Project/Task, Organization 1-7, Object Class 1-4)
• All adjustments must include a current funds balance report (Quick Report QR009 – BE Funds Balance Report) from CBS stating funds availability; if any adjustments are requested for reimbursable projects, funds availability must be proven at the project code level

NOTE:
□ Please ensure submissions are complete and accurate – incomplete submissions may prevent the request from being processed. Depending on the demand for these adjustments and other YE activities, LOs may or may not be notified of incomplete requests.
**RESTRICTIONS:**
- No correction of PPA-level or over-obligation adjustments will be accepted in this process
- Adjustments will be accepted for amounts in Reimbursable funds
- Adjustments will be accepted for amounts in the Internal Fund (CBS Fund Code 02); Restriction – only for projects within program codes 09-01-XX-XX
  - Reason for allowing the adjustments (where they are restricted for on-top manual YE obligation adjustments) – all obligations in these funds will be included in the YE surcharge and over/under processes and redistributed to operating projects.
- No adjustments will be accepted for overhead (77xx) or surcharge (1160 and 1210) object classes

**DOLLAR THRESHOLD FOR ALL ADJUSTMENTS:**
- Adjustments can be made at the Category B level and/or the PPA level
- All adjustments, at the individual transaction level, regardless of the level being requested, must exceed **$10,000** for each line item/adjustment

**ADJUSTMENT APPROVALS:**
- All requests must have LO CFO Office Approval
- FRD will accept adjustment requests from the LO Headquarters Office only, with a signed memo and appropriate justification included

**DISCLAIMER:**
Requests will be processed on a first come first serve basis, providing the submission is complete, with all required supporting documentation – acceptance is not noted until a complete submission is received. Not all requests can be guaranteed. Larger adjustments (materiality) will be prioritized and processed first.
FY 2021 Manual YE On-Top Obligation adjustments
POST-Close Guidelines

ADJUSTMENTS ACCEPTED FOR:

- Corrections of over-obligation of funds at the appropriation level – No PPA adjustments unless adjustment crosses Fund Codes – and/or Category B level, regardless of dollar amount
- Corrections of erroneous obligations (i.e., double obligations, etc.), if the adjustments meet appropriate dollar thresholds (see below)
- Obligations not posted in CBS, if the adjustments meet appropriate dollar threshold (see below) – only if appropriate supporting documentation (contract documentation, etc.) is received by the cutoff (see above)
  - Includes Emergency C.SUITE On-Top awards

DUE DATES, SYSTEM ENTRY and NOTIFICATION:

- From LOs to Donna Rivelli donna.rivelli@noaa.gov NOAA Budget Execution Office and Teresa Siegrist teresa.siegrist@noaa.gov NOAA Finance by 1:00 PM ET on Monday, October 4, 2021
  - Copies of all manual on-top obligation adjustment requests and all supporting documentation (contract documents, etc.) must also be forwarded to Michael Van Deusen at michael.e.vandeusen@noaa.gov.
  - Late submissions will not be accepted, nor processed.
- All LOs will be notified of adjustments that have not been accepted.

RESTRICTIONS:

- No adjustments will be accepted for:
  - Anything within the Internal Fund (CBS Fund Code 02.)
    - Reason for this restriction – all obligations in this fund would need to be redistributed to operating projects, which cannot occur in the timeframes allowed by the accelerated Treasury reporting dates.
  - Labor or overhead object classes (11xx thru 12xx).
  - Overhead (77xx) object classes, unless the adjustment zeros out within the object classes and fund code.

DOLLAR THRESHOLD FOR ALL ADJUSTMENTS:

- Amounts for individual transactions must be over $100,000
  - Exception – Corrections for obligations at the appropriation level and/or Category B level

ADJUSTMENT APPROVALS:

- All requests must have Line Office (LO) CFO Approval
- FRD will only accept adjustment submissions from the NOAA Budget Execution Office. All LO/SOs must submit adjustments and supporting documentation to NOAA Budget Execution Office by 1:00 PM ET cutoff.

NOTE: ALL adjustment requests must be submitted to and approved by the NOAA Budget Execution Office (contact Donna Rivelli on 240-533-9035) from the appropriate Line/Staff Office impacted.)
EMERGENCY C.SUITE ON-TOP AWARD REQUESTS:

• Qualification - Emergency action required to avoid one of the following:
  o Shutdown of a NOAA mission
  o Discontinuance of a service (i.e., utilities, telephone, etc.)
  o An adverse impact to NOAA, as determined by the Line Office CFO or Staff Office Director

• Process for Emergency Awards:
  o Paper-based
  o If funding is available, prepare a paper CD-435 NOTE: C.Requests will not pass to CBS as FY 2020 transaction; close-out in CBS.
  o Prepare/Issue award in C.Award

• Adjustment submissions will only be accepted from Line/Staff Headquarters Office; AGO staff must communicate with Line/Staff Headquarters Office

• The same restrictions as the Manual YE On-Tops apply to Emergency C.SUITE On-Top Awards
  o See ‘RESTRICTIONS’ above

• All emergency on-top requests must have Line Office CFO or Staff Office Director approval

• LO/SO Headquarters Office submits adjustment request to Donna Rivelli donna.rivelli@noaa.gov from the NOAA Budget Execution Office, Michael Van Deusen michael.e.vandeusen@noaa.gov from the NOAA Finance Office, on the same day as the award is processed

• Copies of all emergency obligation adjustment requests and all supporting documentation (CD-435, obligating/award document, etc.) must also be forwarded to Michael Van Deusen michael.e.vandeusen@noaa.gov.

• C.SUITE obligations will not interface to CBS for FY 2020 when September GL period is reopened (will come through in FY 2021)

• Finance will record FY 2021 obligation in CBS a “temporary” (reversing) General Journal entry to September GL period and a reversal entry in the October GL period

• LOs will be notified of all accepted requests when entered and approved in CBS

• In FY 2021, LO/SO must follow-up/communicate with AGO to ensure obligation gets processed and passed to CBS
## CBS Help Desk Hours

### September 2021

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<th>SUNDAY</th>
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<td>14 CBS Help Desk 8AM - 4PM</td>
<td>15 CBS Help Desk 8AM - 4PM</td>
<td>16 CBS Help Desk 8AM - 4PM</td>
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<td>27 CBS Help Desk 8AM - 1PM</td>
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</table>
### List of Acronyms used in this document

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>ACCS</td>
<td>Accounting Classification Code Structure</td>
</tr>
<tr>
<td>AFF</td>
<td>Asset Forfeiture Funds</td>
</tr>
<tr>
<td>AGO</td>
<td>Acquisitions and Grants Office</td>
</tr>
<tr>
<td>ASAP</td>
<td>Automated Standard Application for Payment</td>
</tr>
<tr>
<td>BEX</td>
<td>Budget Execution Division</td>
</tr>
<tr>
<td>BIS</td>
<td>Bureau of Industry and Security</td>
</tr>
<tr>
<td>CA O/U</td>
<td>Cost Accumulation Over/Under</td>
</tr>
<tr>
<td>CBS</td>
<td>Commerce Business System</td>
</tr>
<tr>
<td>CFO</td>
<td>Chief Financial Officer</td>
</tr>
<tr>
<td>CFS</td>
<td>Core Financial System</td>
</tr>
<tr>
<td>COB</td>
<td>Close of Business</td>
</tr>
<tr>
<td>C.SUITE</td>
<td>Comprizon.Suite (C.Request and C.Award)</td>
</tr>
<tr>
<td>CWIP</td>
<td>Construction Work-in-Process</td>
</tr>
<tr>
<td>DLA</td>
<td>Document Level Adjustment</td>
</tr>
<tr>
<td>DLCA</td>
<td>Detailed Labor Cost Adjustment</td>
</tr>
<tr>
<td>DOC OFM</td>
<td>Department of Commerce – Office of Finance and Management</td>
</tr>
<tr>
<td>DW</td>
<td>Data Warehouse</td>
</tr>
<tr>
<td>EDA</td>
<td>Economic Development Administration</td>
</tr>
<tr>
<td>EST</td>
<td>Estimate</td>
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<tr>
<td>ET</td>
<td>Eastern Time</td>
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<tr>
<td>FC</td>
<td>Fund Code</td>
</tr>
<tr>
<td>FCFY</td>
<td>Fund Code Fiscal Year</td>
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<tr>
<td>FO</td>
<td>Finance Office</td>
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<tr>
<td>FO-FPCD</td>
<td>Finance Office – Financial Policy and Compliance Division</td>
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<tr>
<td>FO-FSD</td>
<td>Finance Office – Financial Systems Division</td>
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<tr>
<td>FRD</td>
<td>Financial Reporting Division</td>
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<tr>
<td>FY</td>
<td>Fiscal Year</td>
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<tr>
<td>GJ</td>
<td>General Journal</td>
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<tr>
<td>GL</td>
<td>General Ledger</td>
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<tr>
<td>GOL</td>
<td>Grants Online</td>
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<tr>
<td>GSA</td>
<td>General Services Administration</td>
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<tr>
<td>GTA</td>
<td>Government Travel Account Interface</td>
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<tr>
<td>I &amp; G</td>
<td>Inspections and Grading</td>
</tr>
<tr>
<td>LO/SO</td>
<td>Line Office/Staff Office</td>
</tr>
<tr>
<td>NOAA</td>
<td>National Oceanic and Atmospheric Administration</td>
</tr>
<tr>
<td>OIG</td>
<td>Office of Inspector General</td>
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<tr>
<td>OT</td>
<td>Over Time</td>
</tr>
<tr>
<td>PCS</td>
<td>Permanent Change of Station</td>
</tr>
<tr>
<td>PP</td>
<td>Pay Period</td>
</tr>
<tr>
<td>PPA</td>
<td>Program, Project, and Activity</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Description</td>
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<td>--------------</td>
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<td>PY</td>
<td>Prior Year</td>
</tr>
<tr>
<td>RSI</td>
<td>Required Supplemental Information</td>
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<tr>
<td>RSSI</td>
<td>Required Supplementary Stewardship Information</td>
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<tr>
<td>SAF</td>
<td>Subject to Availability of Funds</td>
</tr>
<tr>
<td>SLT</td>
<td>Summary Level Transfer</td>
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<tr>
<td>TDR</td>
<td>Treasury Deposit Receipts</td>
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<tr>
<td>TDY</td>
<td>Temporary Duty</td>
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<tr>
<td>TROR</td>
<td>Treasury Report on Receivables</td>
</tr>
<tr>
<td>UPS</td>
<td>United Postal Service</td>
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<tr>
<td>WFM</td>
<td>Work Force Management</td>
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<tr>
<td>WIP</td>
<td>Work In Process</td>
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<td>YE</td>
<td>Year End</td>
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## Summary of Changes:

<table>
<thead>
<tr>
<th>Date</th>
<th>Change Description</th>
<th>Page Numbers</th>
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<tbody>
<tr>
<td>6/30</td>
<td>Moved “last day to submit obligating documents” from Sept 22 to Sept 17</td>
<td>5,6</td>
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<tr>
<td>7/30</td>
<td>Added client services calendar</td>
<td>22</td>
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<tr>
<td>8/31</td>
<td>Changed last day for CSuite transactions to interface with CBS from Sept 27 to Sept 24</td>
<td>6</td>
</tr>
<tr>
<td>8/31</td>
<td>Changed last day to submit reimbursable packages and manual bill requests for (advance) from September 6, 2021 to September 3, 2021</td>
<td>17</td>
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<tr>
<td>9/1</td>
<td>Added “for funds override” to Sept 13th bullet: “Last day to submit PY recovery request to AOD for FY2021”</td>
<td>5</td>
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</table>