

# Summary Level Transfers (SLTs)

FY2020 - June  
V 1.0



# Training Objectives

- Overview of the SLT Process
- Proper Usage of SLTs
- URL for all information pertaining to SLTs:
  - <http://www.corporateservices.noaa.gov/~finance/slt.html>
    - Contains:
      - Business Rules
      - Business Rules Addendum – Exemptions/Exceptions
      - Approval Form
      - Authorized Approver Listing
      - SLT Enhancement Training

# SLT Basics



- Short for Summary Level Transfers
- Used to transfer lump sums of money to correct erroneously recorded cost and obligation data
- Only used once all other methods have been utilized such as:
  - Web T&A Corrections
  - Grants On-Line Administrative Corrections
  - Requisition for Change Accounting Classification Code System (ACCS)
  - Monthly Bankcard Reconciliation
  - Document Level Adjustments (PM006)
  - Detail Labor Cost Adjustments

# SLT Basics Continued



- SLTs transfers cost, not resources
  - This means money that has already been spent
- Transfers dollar amounts as paid cost
- Undelivered Orders (UDO) should not be transferred
- Won't post into Core Financial System (CFS) until approved by Line Office/Staff Office and processed by Financial Reporting Division (FRD)



# Two-Sided SLTs

- Used by FMC/LO Staff
- Requires a “FROM” and “TO” ACCS
- Utilizes the *STDG005* Screen or *STDG022* Upload Process Screen



# SLT Business Rules

- **Systematic**

- Enforced by systematic controls
- Checked by STDG104 or STDGERR Screens
- Exceptions are not allowed

- **Administrative**

- NOAA-Specific
- No systematic controls
- Some rules include exceptions
- Enforced by FMB Staff during Review/Approval



# Business Rules - Systematic

- “FROM” and “TO” dollar(s) and hour(s) amounts must match
- Value sign for dollar and hours must match (+ or -)
- Object Class Codes 31.1x and 32.xx not allowed
- Over/Under Object Class Codes not allowed
  - 77-87-89-99, 77-88-79-99, 77-88-89-99, 77-89-89-99, 77-11-89-99, 77-12-89-99
- Leave/Benefit Surcharge Object Class Codes not allowed
  - 11-60 or 12-10
- Overhead Surcharge Object Class Codes not allowed
  - 77-87-00-00, 77-88-00-00, 77-88-19-00, 77-89-00-00, 77-11-00-00, 77-12-25-17, 77-12-25-35
- Accounting Data must be Valid
- Real Time Funds Checking

# Business Rules - Administrative



- Need clear “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 **MANY** “TO” line items
  - **MANY** “FROM” line items to **ONE** “TO” line item
- Labor Object Class Codes must include hours:
  - 11-52-00-00, 11-54-00-00, 11-56-00-00, 11-59-00-00, 11-71-00-00, 11-72-00-00, 11-73-00-00, 11-75-00-00, 11-76-00-00, 11-77-00-00 and 11-78-00-00
    - Exception 1: Amounts of less than \$10
    - Exception 2: Object Classes that do not have hours
- Object Classes must Match
  - Exception: Correction of an error – justification needed.

# Business Rules – Administrative Cont'd

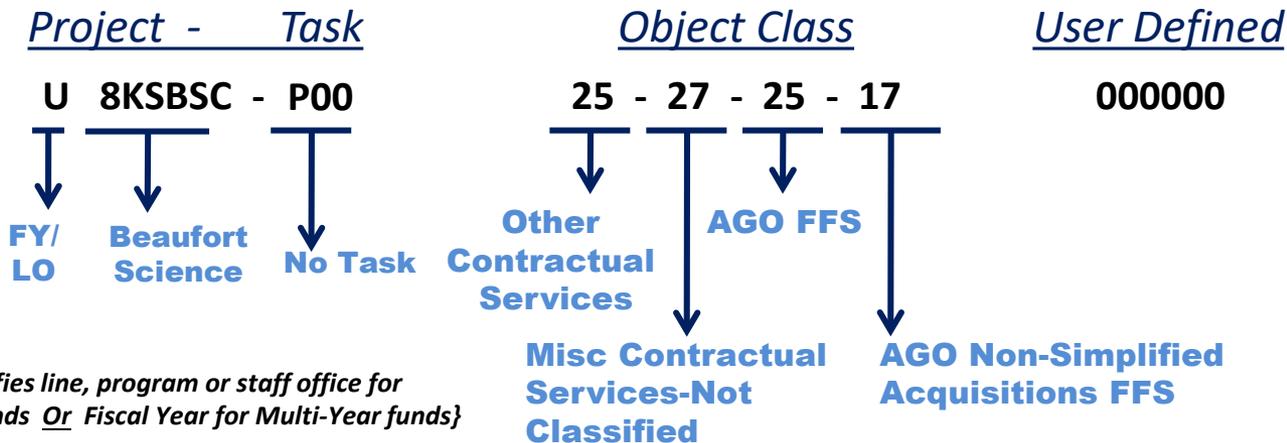
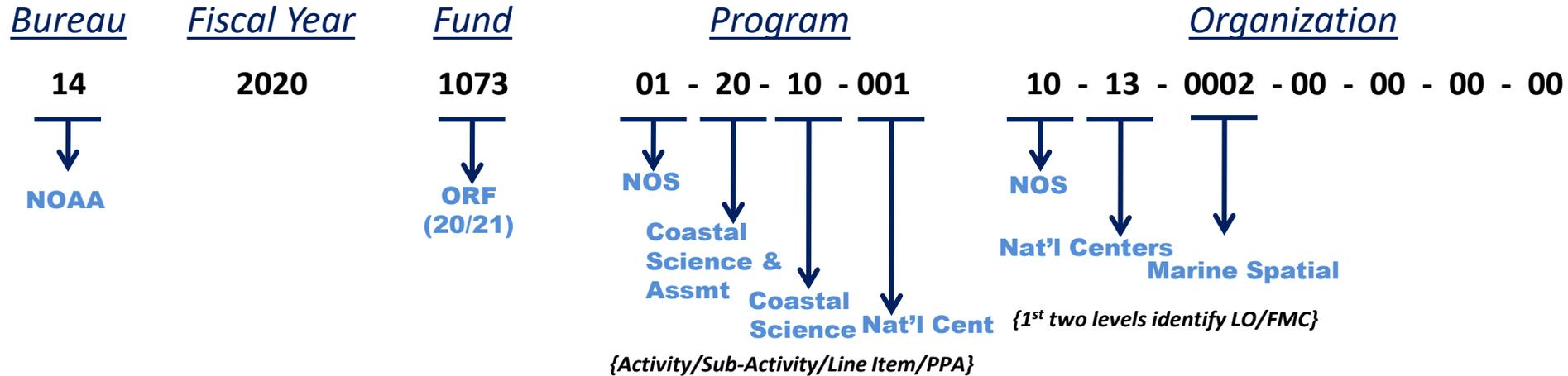


- Surcharge Object Class 23-19-20-00 (Exceptions apply)
- Surcharge Offset Project Codes 09WE0FF, 09WG0FF, 09WG0FL, 09WL0FF, 09P10FF, 69P1B0F (No Exceptions)
- Leave and Benefits Projects (09WLVxx and 09WEC70)
- “FROM” and “TO” Fund Code Fiscal Year (FCFY) must match
- Ensure Resource Availability



# 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}

# 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 Project # -- 1st Position



- **Multi-Year Funds -- Fiscal Year**

- **Fund 1063 (ORF)                      T                      Oct 2018 - Sep 2019 – Carryover**
- **Fund 1062 (PAC)                      T                      Oct 2018 - Sep 2021 – Carryover**
- **Fund 1073 (ORF)                      U                      Oct 2019 - Sep 2020 – Carryover**
- **Fund 1072 (PAC)                      U                      Oct 2019 - Sep 2022 – Carryover**

ORF – Operations, Research & Facilities    PAC – Procurement, Acquisitions & Construction

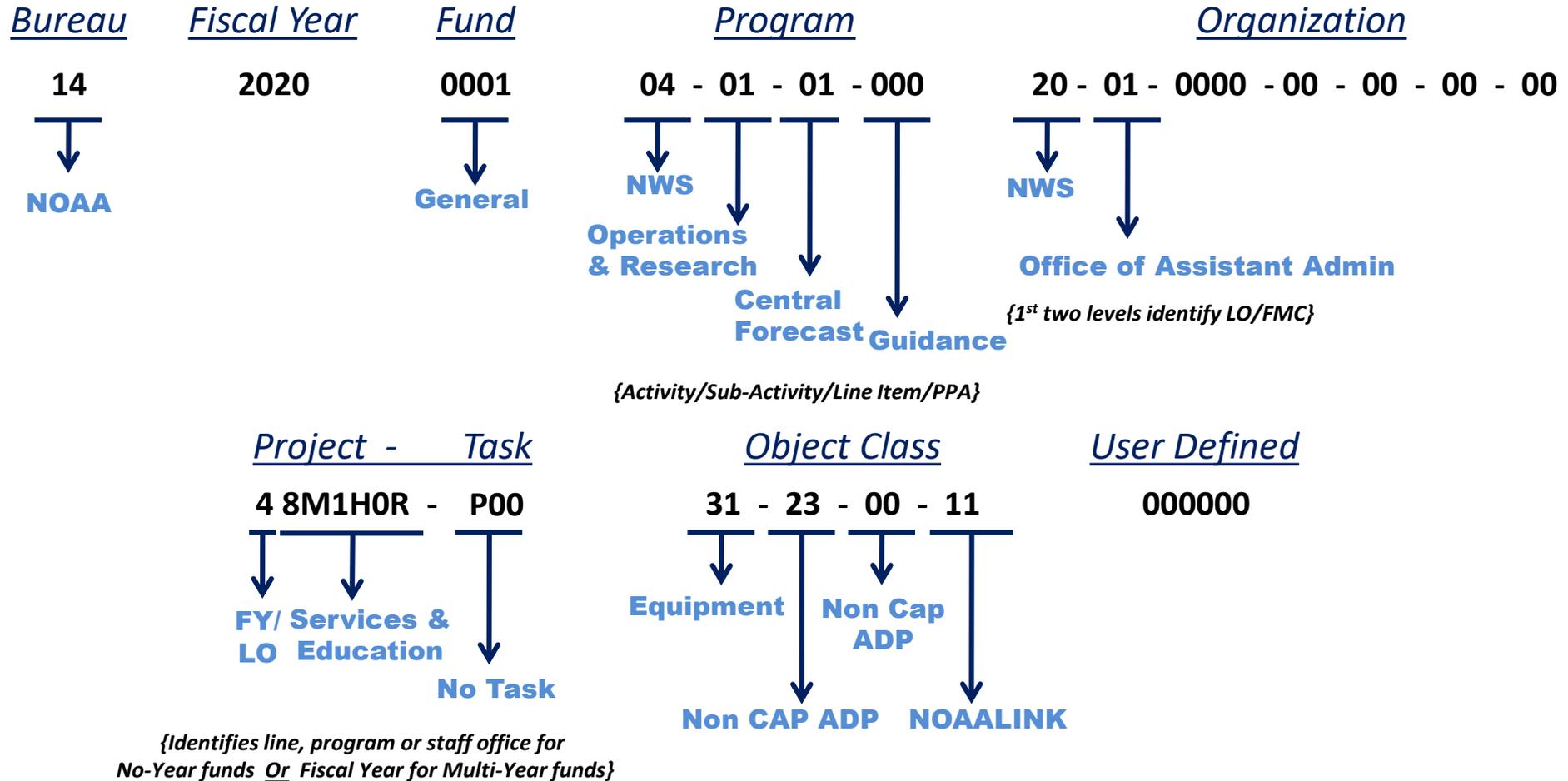
- **No-Year Funds -- Line, Program, or Staff Office**

- **Funds 0001, 0005, 0006, 0007 and 0016:**
  - 1 - NOS                      5 - NESDIS**
  - 2 - NMFS                      6 - NFA**
  - 3 - OAR                      7 - NMAO**
  - 4 - NWS                      9 - BIS**

- **Accounting Information**

- [https://www.corporateservices.noaa.gov/finance/FOFSD\\_Home.html](https://www.corporateservices.noaa.gov/finance/FOFSD_Home.html)
  - ACCS Validation, Object Class, & CBS Fund Code Lookup

# CBS Accounting Classification Code Structure (ACCS)





# System Access

# Roles for SLTs



- SLT Originator
  - Creates SLT
  - Use STDG022, STDG005, STDGERR screens
- Approving Official
  - Verifies that all information is correct
  - Authorized to Sign Approval Form
    - Listing of SLT Approvers
      - <http://www.corporateservices.noaa.gov/finance/adjustments.html>
- Financial Reporting Division
  - STDG015 Screen To Approve or Reject SLT in the System

# Accounts & Access

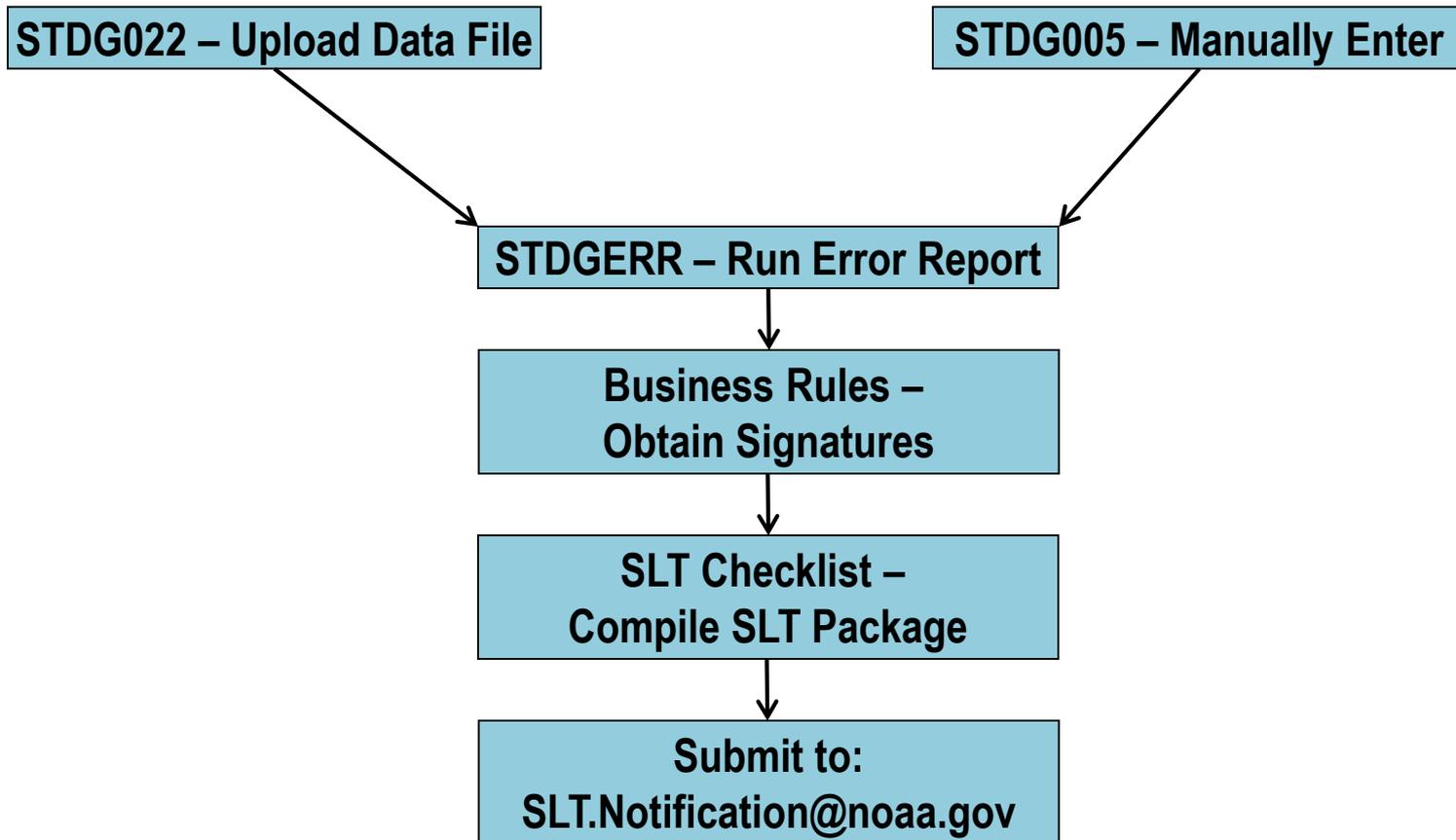


- CBS User Access Request Form:  
<http://www.corporateservices.noaa.gov/~finance/forms.html>
- SLT Originator
  - Access: CFS SLT ENTRY 2 SIDED ONLY
- CBS Access
  - User Name
    - OPS\$FIRLAS01
  - Password
    - Minimum of 12 Characters
    - 1 Upper Case
    - 1 Lower Case
    - Special Character (# or \_)



# Creating a SLT

# SLT Flow



# STDG022 Screen - Upload



- Is used to load multiple SLTs in a batch into CBS
  - Done using a file on the C:\ drive
    - Will not work from LAN drives
  - Must be in a Comma Separated Value (.csv) format
  - Error check when it's uploading
    - If it fails, you can not use the same file name, you must rename it on the C:/ Drive

# STDG022 Screen – File Tips



- For guidance on batch upload spreadsheets, see link entitled “Comma Delimited File Layout” here:  
<http://www.corporateservices.noaa.gov/~finance/slt.html>
- Tips:
  - Header Record – don’t leave contact name blank
  - No commas or dollar signs, 2 decimal places only
  - Control Total Amount Field leave blank
  - Trailer Record – don’t include in the count
    - Make sure to delete beneath the Trailer Record

# STDG005 - Manual



## Used to:

- Enter all necessary Information about SLT
- Enter “TO” and “FROM” ACCS Information
- Edit any SLTs created using the batch upload
- Amend rejected SLTs

# Business Violations/Error Report (STDGERR Screen)



Every SLT Originator MUST process batch using STDGERR before submitting

- Use the controlled error (leave total amount field blank)

After submitting, run batch in STDGERR screen

To Generate Report:

- Enter Batch and Modification number (separated by a dash (-))

*Example: 5123-0*

# Required Approvals



All SLTs, regardless of amount, before being submitted to FRD:

- Must be reviewed/approved by LO/SO Lead Budget Execution Analyst (or equivalent)
- Adjustments of \$500k+ must be reviewed/approved by the Chief of NOAA Budget Execution Office, respective Budget Execution Chief for LO/SO, and LO Chief Financial Officer/Staff Office Director
- Signed approval of affected FMC if transferring between FMCs

# SLT Submission Package



- Submit by e-mail to [slt.notification@noaa.gov](mailto:slt.notification@noaa.gov)
- Must include:
  - Signed Approval Form
    - Electronic Signatures OK (FY2016)
      - Listing of SLT Approvers
        - » <http://www.corporateservices.noaa.gov/finance/adjustments.html>
  - Include SLT Certification Form (STDG102)
    - No signature needed
  - NOAA Business Violations & Error Report (STDGERR)
  - SLT Explanation/Justification
  - Supporting Documentation

# SLT Submission Checklist



Your checklist should include:

- List all Administrative business rules
- Support/Justification Documents
- Required Signatures

*\* Use as coversheet*

*\* Reduce likelihood of rejection*

<http://www.corporateservices.noaa.gov/~finance/slt.html>

# Document Retention Requirements



## **The SLT Originating Office and FRD Must Retain the Following Documentation:**

- Signed Approval Form
- SLT Certification Form (STDG102)
- NOAA Business Violations & Error report (STDGERR)
- Explanation/Justification
- Adequate supporting documentation (invoices, contracts, etc.)
- Reimbursable Waiver if applicable
- FRD must also keep a signed copy of the Internal FRD Checklist



# Demonstrations

# Demonstrations



- Demo 1: Batch Uploads using the STDG022 Screen
- Demo 2: Creating two-sided SLT using the STDG005 screen
- Demo 3: Sample SLT Submission Package



# Demo 1: Batch Uploads using the STDG022 Screen

# Financial System Division Website



NOAA HOME WEATHER OCEANS FISHERIES CHARTING SATELLITES CLIMATE RESEARCH COASTS CAREERS

 **NOAA** NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
UNITED STATES DEPARTMENT OF COMMERCE

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## Financial Systems Division

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[» Financial Systems Division](#)  
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**Finance Office Divisions**

### Financial Systems Division Home

The Financial Systems Division manages the planning, development, implementation, and maintenance of the Commerce Business System (CBS) throughout NOAA and supports the NOAA Community in its usage of the system. CBS consists of the Core Financial System (CFS) and various functional and administrative systems.

Mat Grow, (301) 444-2103  
Director

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Current Initiatives	Systems Support	Accounting Info	CBS Help Desk	Training Info
<ul style="list-style-type: none"><li><a href="#">Summary Level Transfer (SLT) Policy Effective 8/1/2012</a></li><li><a href="#">ARRA Dashboard</a> FSD has implemented an American Recovery and Reinvestment Act (ARRA) reporting dashboard for NOAA and EDA.</li><li><a href="#">CBS Solutions Center</a> Link to the Department's CSC Web Site for more information on CBS initiatives.</li></ul>				

# Financial System Division Website - SLTs



## Adjustments

### CBS Summary Level Transfers (SLT)

The business rules for Summary Level Transfers (SLTs) require approval at the Line/Staff Office headquarters levels for all SLTs and additional levels of approvals based on dollar thresholds and/or program transfer.

[Click here](#) to access the complete listing of Summary Level Transfer Business Rules (Updated 10/1/2015)

[Click here](#) to access the SLT Business Rules Addendum - Exemptions and Exceptions (Updated 4/20/2015)

[Click here](#) to access the Summary Level Transfer Approval Form (Updated 10/1/2015)

[Click here](#) to access the SLT/DLA Authorized Approver Listing

[CBS SLT Enhancement](#)

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# Financial System Division Website - SLTs



## SLT General Information

To correct erroneously recorded cost and obligation data, adjustments should be made at the document or detail level to provide an adequate audit trail. In limited situations, (e.g., if the organization or project/task codes were modified during the year) the NOAA Line/Staff Office, FMC, or cross-serviced agency may request adjustments to line items of summary data using the Summary Level Transfer (SLT) process.

SLT's should be used as a means to correct erroneous obligations once ALL other methods have been utilized. [Other methods include, but are not limited to: WEB T&A Corrections, Grants On-Line Administrative Correction, Requisition for Change to Correct ACCS through CSTARS, Monthly Bankcard Reconciliation; Document Level Adjustments through the PM040; Advice of Correction through the PM006, etc...]

The SLT process transfers costs, not resources. The process transfers dollar amounts as paid costs. Only amounts which have been expended to date should be included in SLT's. Amounts in undelivered orders should not be transferred using the SLT process.

# Financial System Division Website - SLTs



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## SLT Submission Package Guidance

All SLT requests MUST be submitted to [slt.notification@noaa.gov](mailto:slt.notification@noaa.gov). SLT's submitted will NOT be posted by Finance unless they are submitted via email. The email to [slt.notification@noaa.gov](mailto:slt.notification@noaa.gov) MUST include the following supporting documentation. If any of the required supporting documentation is not included the entire SLT batch will be disapproved.

- Signed Approval Form (see above for the Approval Form)
- SLT Certification Form (STDG102).
- A clear and concise reason for the SLT which references the supporting documentation provided and includes a statement explaining why the correction could not be processed using other methods.
- NOAA Business Violations & Error report (STDGERR).
- If a Business Rule Violation occurs, the report must be accompanied with a written justification referencing the specific rule being violated along with the exact exception that applies.
- Adequate supporting documentation consisting of budget reports and/or any other documentation (i.e., invoices, contracts, etc.) that provides sufficient justification for the SLT. This documentation should be available for audit by internal and external auditors when necessary.
- Reimbursable Waiver if applicable.

[Click here](#) to view a **sample** SLT package. This is an example of the documentation that is required to submit an SLT to Finance for processing.

# Financial System Division Website - SLTs



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## Commerce Business System (CBS) SLT Entry Instructions

Two methods exist for users to submit SLT transactions in the Commerce Business System (CBS). User access and the nature of the transactions determine which method is appropriate.

- **Entry via STDG005 screen** must be used by those FMC personnel with access to that screen.
- **Entry via STDG022 screen (interface screen)** accommodates a spreadsheet, saved in the comma-delimited format (i.e., file extension .csv). Each SLT user has access to interface their own spreadsheet. The spreadsheet must be in the prescribed format and must be saved in the comma delimited format.

No matter which method is used, the Finance Office will perform the final posting. Finance will check that no business rules have been violated. Upon approval, the SLT is posted to the trial table within CBS and is normally available in the Data Warehouse the next business day. Any questions on the SLT process should be directed to [slt.notification@noaa.gov](mailto:slt.notification@noaa.gov).

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## Entry via STDG005 Screen

For those users who have access to the STDG005 Two Side Transfer Entry Screen, they should enter their transactions on that screen. Once they have verified that the data passes all applicable edits, they should request that Finance post the batch. Finance will review the batch, and if appropriate, post it. If a batch is disapproved, the user can amend the batch and re-submit it for posting.

The following documentation is available in Adobe Acrobat format for viewing online or printing:

- [Click here](#) for the Abbreviated Instructions To Enter Summary Level Transfers

# Financial System Division Website - SLTs



## Entry via STDG022 Screen (Spreadsheet Interface)

The STDG022 - Summary Level Transfer Interface screen allows a pre-described spreadsheet file saved as a comma delimited (i.e., .csv) file to be loaded and processed. The comma delimited file consists of three parts: a header record, detail records, and a trailer record.

Once users have interfaced the SLT data and verified that it passes system edits and the appropriate NOAA Business Rules, they should request Finance to post the batch. Finance will review the batch, and as appropriate, post it. If a batch is disapproved, the user can amend the batch and re-submit it for posting.

The following documentation is available in Adobe Acrobat format for viewing online or printing:

- [Click here](#) for the Abbreviated Instructions for the SLT Interface Process
- [Click here](#) for the Comma Delimited File Layout
- To download sample spreadsheets in Excel (.xls):

[Click here](#) to download a small sample spreadsheet

[Click here](#) to download a large sample spreadsheet

# SLT Interface File Layout



## SLT INTERFACE EXCEL FILE LAYOUT TO BE SAVED IN THE COMMA DELIMITED FORMAT (\*.csv)

**HEADER LINE - must be the first line of the file**

Data Segment	Excel Column	Length	Required Field	Data Description
Control/Detail Indicator	A	1	Required	Use "C" to indicate the line is for the transfer header.
Two-sided or single sided indicator	B	1	Required	Use "2" to indicate this is a transfer.
Bureau Code	C	2	Required	Use '14' for NOAA or '13' for BIS
Total Amount	D	17	Required	When used as the CONTROLLED ERROR.: enter 0  If you do not use this Data Segment as the Controlled Error the Total Amount will be:  The total amount for the transfer. The number can be left or right justified. NO COMMAS. Examples of valid formats are: 128335.50, 128335, -128335.50, +128335.50
Total Units (These are HOURS for NOAA & BIS)	E	15	Required	If transferring HOURS, this is the total number of hours being transferred. The format is the same as amount above. <b>If transferring amounts only this field will be 0.</b>
Suggested Approver (Do not enter data)	F			<b>Leave this field blank</b>
Point of Contact	G	80	Required	Free format text for the contact person and phone number
Reason	H	100	Required	Free format text for the reason of the transfer. Please insert enough of a description to identify the organization and type of activity. (E.g. NLSC-CLS Inventory Issues)

# SLT Interface File Layout



**DETAIL LINES (Both From and To sides of the transfer): must follow the HEADER LINE**

Data Segment	Excel Column	Length	Required Field	Data Description
Control/Detail Indicator	A	1	Required	Use "D" to indicate the line is for the transfer detail information
From/To Flag (F or T)	B	1	Required	Use "F" to indicate the record is the "from" side, "T" for the "to" side.
Fund Code Fiscal Year	C	4	Required	The fund code fiscal year for the detail transfer record. (E.g. 2005)
Project Code	D	7	Required	The CAMS format project code (use only CAPITALS)
Task Code	E	3	Required	The CAMS format task code (use only CAPITALS)
Org1 Code	F	1-2	Required	The level 1 of the org code (e.g. 1,6,10, 20, 30,40,50, etc)
Org2 Code	G	1-2	Required	The level 2 of the org code (e.g. 1, 9, 10, 99)
Org 3 Code	H	4	Required	The level 3 of the org code (e.g. 1, 9, 0010, 0200, 3000)
Org 4 Code	I	2	Required	The level 4 of the org code (e.g. 1, 9, 10, 99)
Org 5 Code	J	2	Required	The level 5 of the org code (e.g. 1, 9, 10, 99)
Org 6 Code	K	2	Required	The level 6 of the org code (e.g. 1, 9, 10, 99)
Org 7 Code	L	2	Required	The level 7 of the org code (e.g. 1, 9, 10, 99)
Object Code 1	M	2	Required	Object Class 1 (e.g. 11, 25, etc...)
Object Code 2	N	2	Required	Object Class 2 (e.g. 11, 25, etc...)
Object Code 3	O	2	Required	Object Class 3 (e.g. 00)
Object Code 4	P	2	Required	Object Class 4 (e.g. 00)
User Defined ACCS	Q	6	Required	Enter 6 number 0's: 000000

# SLT Interface File Layout



Customer/Vendor Flag	R	1	Required	Use "V" for Vendor
Customer/Vendor Number	S	10	Required	Use a vendor code that will be set up to indicate that this is a transfer within NOAA. Use '999999999'
Customer Contact or Vendor ID	T	1	Required	Enter number one: 1
Amount	U	15	Required	The amount of this detail line. Both the from and to will normally be a positive number. However if the amount is negative include a preceding minus sign. The amount can be either left of right justified. <b>NO COMMAS</b>
Unit Quantity (This is the number of hours to be transferred. Enter 0 when hours are NOT being transferred.)	V	1 - 10	Required	The quantity of HOURS to be transferred. Both the from and to will normally be a positive number. However if the dollar amount is negative include a preceding minus sign for the quantity. The quantity can be either left of right justified. <b>This cannot be a null value but can be 0.</b>
Unit Code	W	1 - 4	Optional	The code for the Units. This is required if the Unit Quantity is not 0. <b>If the UNIT QUANTITY is a value other an 0, then the UNIT CODE must be HOURS.</b>
Reference Number	X	20	Optional	This is for information purposes only. This could be a tie back to the feeder system (e.g. "NCDC-CSL" or it could tie to a specific feeder system number.

# SLT Interface File Layout



**TRAILER LINE - must follow the last DETAIL LINE and be the last line in the file**

Column	Starting Position	Length	Required or Optional	Description
Control/Detail Indicator	A	1	Required	Use "T" to indicate the line is for the transfer trailer record.
Record Count	B	10	Required	The record count of number of records included in this batch (including the header and detail lines, but not trailer record). Do not show leading zeros'. Examples are: 3, 7, 100, etc. <b>DO NOT COUNT THE TRAILER LINE.</b>

# SLT Interface Sample - Small



The screenshot shows the Microsoft Excel interface. The title bar reads "sample\_small\_interface\_file [Read-Only] [Co...". The ribbon is set to "Home" and includes tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Acrobat. The ribbon groups are: Clipboard (Cut, Copy, Paste, Format Painter), Font (Font face: Arial, size: 10, Bold, Italic, Underline, Text color, Background color), Alignment (Text alignment, Orientation, Merge & Center), Number (Number format: General, Currency, Percentage, Date, Time, Text, Fraction, Scientific), and Conditional Formatting. The formula bar shows "FRED PERRY, 301-427-1009,X153". The spreadsheet grid shows columns A through M and rows 1 through 5. Cell G1 is highlighted in yellow and contains the text "FRED PERRY".

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1	C	2	14	0	0		FRED PERRY	SAMPLE SMALL INTERFACE FILE						
2	D	F	2005	A8K6D10	P00	10	11	1	0	1	0	0	25	
3	D	T	2005	633RE22	P00	10	11	1	0	1	0	0	25	
4	T	3												
5														

# SLT Interface Sample - Small



[Compatibility Mode] - Microsoft Excel

The image shows the Microsoft Excel ribbon with three main sections: Styles, Cells, and Editing. The Styles section includes a 'Format as Table' dropdown and a gallery of styles: Normal (white), Bad (pink), Good (green), Neutral (yellow), Calculation (orange), Check Cell (grey), Explanatory... (light blue), and Input (orange). The Cells section contains 'Insert', 'Delete', and 'Format' buttons. The Editing section includes 'AutoSum', 'Fill', 'Clear', 'Sort & Filter', and 'Find & Select' options.

	N	O	P	Q	R	S	T	U	V	W	X	Y
!5	35	00	00	000000	V	9999999999	1	260729.4	0		Sample Small Interface F	
!5	35	00	00	000000	V	9999999999	1	260729.4	0		Sample Small Interface F	

# SLT Interface Sample - Large



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	C	2	14	0.00	00		Fred Perry	SAMPLE LARGE FILE FOR INTERFACE					
2	D	F	2005	C8P2ACP	PRE	8	1	0	0	0	0	0	25
3	D	T	2005	B8P2ACP	P00	8	1	0	0	0	0	0	25
4	D	T	2005	B8P2ACP	P00	8	1	0	0	0	0	0	25
5	D	T	2005	B8P2ACP	P00	8	1	0	0	0	0	0	25
6	D	T	2005	B8P2ACP	P00	8	1	0	0	0	0	0	25
7	D	T	2005	B8P2ACP	P00	8	1	0	0	0	0	0	25
8	D	T	2005	B8P2ACP	P00	8	1	0	0	0	0	0	25
9	D	T	2005	B8P2ACP	P00	8	1	0	0	0	0	0	25

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	C	2	14	0.00	00		Fred Perry	SAMPLE LARGE FILE FOR INTERFACE					
212	D	T	2005	B8P2ACP	P00	8	1	0	0	0	0	0	25
213	D	T	2005	B8P2ACP	P00	8	1	0	0	0	0	0	25
214	D	T	2005	B8P2ACP	P00	8	1	0	0	0	0	0	25
215	D	T	2005	B8P2ACP	P00	8	1	0	0	0	0	0	25
216	T	215											
217													

# SLT Interface Sample - Large



	N	O	P	Q	R	S	T	U	V	W	X	Y
5	35	00	00	000000	V	9999999999	1	1349255.04	0.00		Sample Large File	
5	35	00	00	000000	V	9999999999	1	929.47	0.00		Sample Large File	
5	35	00	00	000000	V	9999999999	1	27.97	0.00		Sample Large File	
5	35	00	00	000000	V	9999999999	1	2040.89	0.00		Sample Large File	
5	35	00	00	000000	V	9999999999	1	8.33	0.00		Sample Large File	

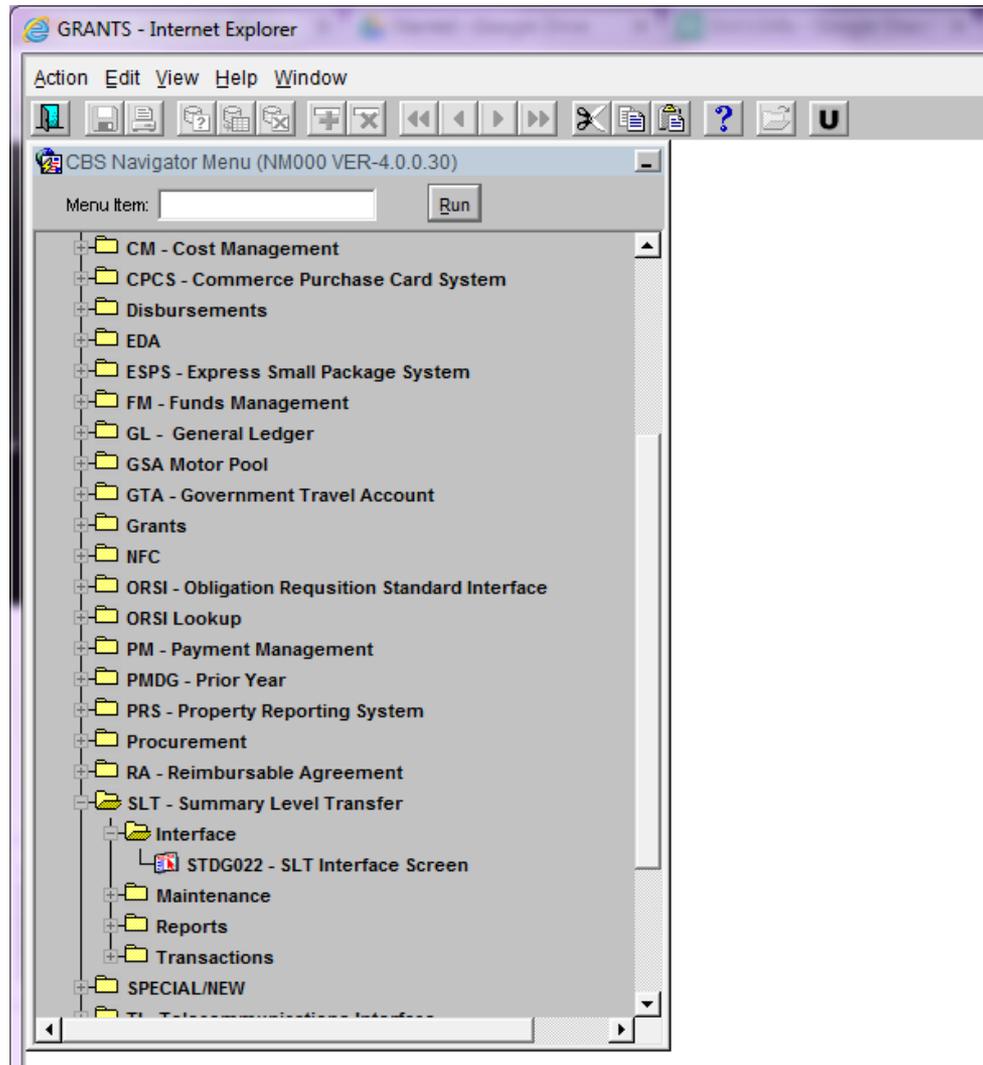
	N	O	P	Q	R	S	T	U	V	W	X	Y
5	35	00	00	000000	V	9999999999	1	46.00	0.00		Sample Large File	
5	35	00	00	000000	V	9999999999	1	701.17	0.00		Sample Large File	
5	35	00	00	000000	V	9999999999	1	3.40	0.00		Sample Large File	
5	35	00	00	000000	V	9999999999	1	334627.40	0.00		Sample Large File	

# SLT Interface Example



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1	C	2	14	0	0	ERIN COBI INCORRECT PROJECT TASK CODE ENTERED CANNOT CHANGE IN NORMAL METHODS																				
2	D	F	2016 28LEF28	B00	30	21	2	0	0	0	0	25	27	0	0	0	V	1E+10	1	1366.17	0	Sample Small Interface Fil				
3	D	T	2016 28LEF29	P00	30	21	2	0	0	0	0	25	27	0	0	0	V	1E+10	1	1366.17	0	Sample Small Interface Fil				
4	T	3																								
5																										
6																										

# CBS SLT Interface Screen – STDG022



# CBS SLT Interface Screen – STDG022



SLT Interface Screen (STDG022 VER-4.2.0.85)

Loading/Processing File

Option

GL End Date

File Name

File Type

Note

# CBS SLT Interface Screen – STDG022 – Cont'd

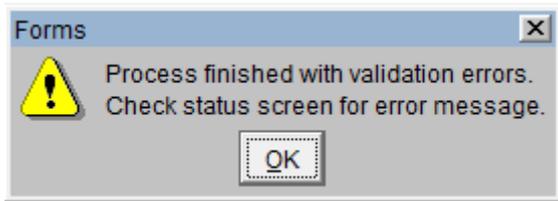


SLT Interface Screen (STDG022 VER-4.2.0.85)

Loading/Processing File

Option	<input type="text" value="Load and Process File"/>	<input type="button" value="Submit"/>
GL End Date	<input type="text" value="30-APR-2016"/>	<input type="button" value="Status"/>
File Name	<input type="text" value="C:\Users\Erin.Cobbs\Desktop\SLT1-1.csv"/>	<input type="button" value="Browse"/>
File Type	<input type="text" value="Comma Delimited File"/>	<input type="button" value="Clear"/>
Note	<input type="text"/>	

# CBS SLT Interface Screen – STDG022 – Cont'd

The main application window is titled "SLT Interface Screen (STDG022 VER-4.2.0.85)". It has a light gray background and a standard Windows window border. The window is divided into several sections:

- Loading/Processing File**: A section header at the top left.
- Option**: A dropdown menu currently set to "Load and Process File".
- GL End Date**: A text input field containing "30-APR-2016".
- File Name**: A text input field containing "C:\Users\Erin.Cobbs\Desktop\SLT1-1.csv". To its right is a "Browse" button.
- File Type**: A dropdown menu currently set to "Comma Delimited File".
- Note**: A large text area containing a log of operations:

```
13:24:08 - Process Submit - Start
13:24:08 - Load File Data Table
13:24:08 - Load Control/Detail - Start
13:24:08 -      4
13:24:08 - Load Control/Detail - End
13:24:08 - Process Data - Start
13:24:09 - Check Data Type
```
- Buttons**: On the right side of the window, there are three buttons: "Submit", "Status", and "Clear".

# CBS SLT Interface Screen – STDG022 – Cont'd



SLT Interface Screen (STDG022 VER-4.2.0.85)

Loading/Processing File Status

File Seq	File Name	Load Status	Mod By	Mod Date
9687	C:\Users\Erin.Cobbs\Desktop\SLT1-1.csv	PERROR	OPS\$ERICOB01	20-APR-2016 13:24:10

Note

# CBS SLT Interface Screen – STDG022 – Cont'd



SLT Interface Screen (STDG022 VER-4.2.0.85)

Batch Information

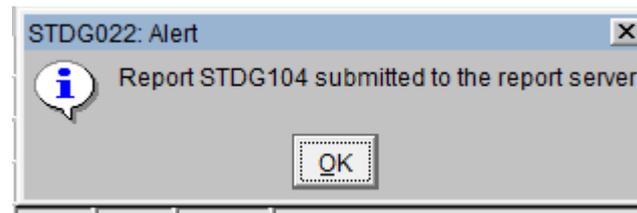
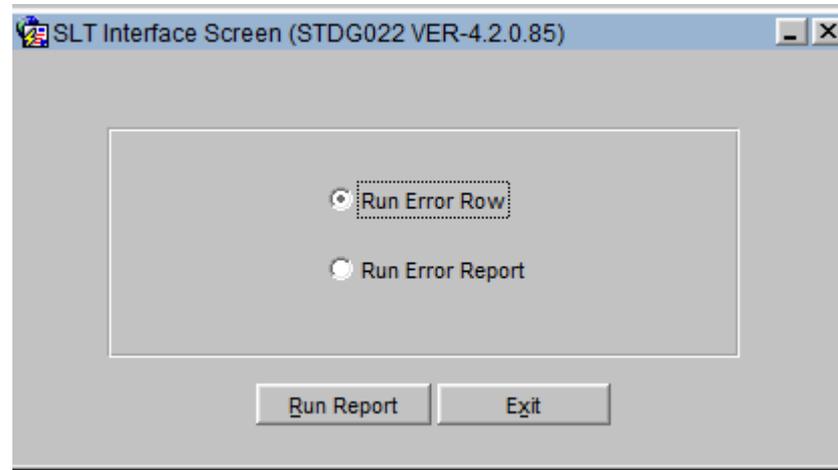
Batch No	Reason
38149	INCORRECT PROJECT TASK CODE ENTERED CANNOT CHANGE IN NORMAL METH

Item No	Line No	Msg Type	Msg Code	Error Message
		ST	10205	Total transfer amount and the control total amount are not equal.

Generate Report    View Report    Done

# CBS SLT Interface Screen – STDG022 – Reports





# CBS SLT Interface Screen – STDG022 – Reports Cont'd



28-APR-2016 03:05 PM

## Summary Level Transfer Error Row Report

STDG104

Reason for the Transfer: INCORRECT PROJECT TASK CODE ENTERED CANNOT CHANGE IN NORMAL METHODS

Contact Person and Phone Number: ERIN COBBS, 301-444-3706

Transaction Summary:  
 Batch No/Mod No: 39028 - 0  
 Bureau: 14 - NOAA  
 To Total Amount: \$306.93  
 To Total Units: 0.00

Error: Total transfer amount and the control total amount are not equal.

Transaction Detail:

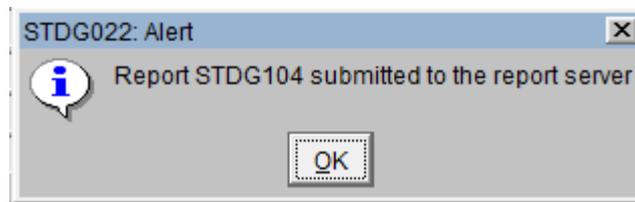
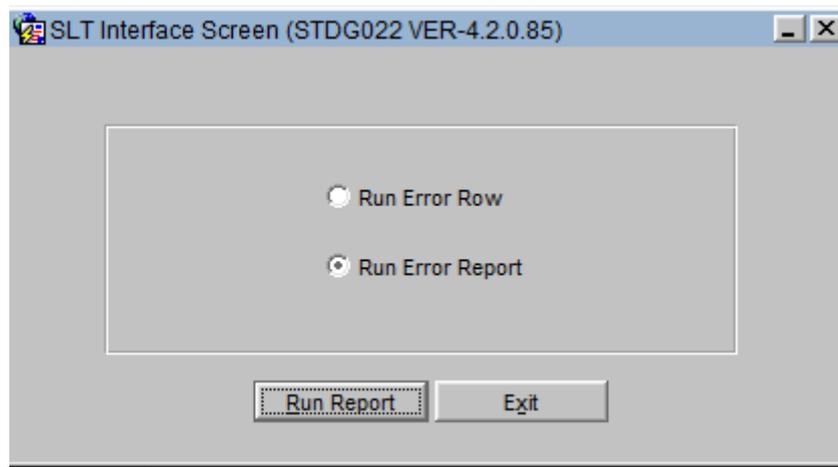
Item No	Line No	FCFY	Project/Task	Fund	Program	Organization	Object Class	User Defined	Vendor/Customer No	Units	Amount
200	1	2016	N8MWSHY-P00	1027	04-10-30-001	20-20-9214-00-00-00-00	23-31-00-00	000000	9999999999 - 1	0.00	\$306.93
Error: There is not enough funding for this transfer.											

This batch or batches cannot be approved and posted because of the above errors.

Please review the detail transactions and make corrections on the Summary Level Transfer screen.

After all corrections have been made, the batch can be approved and a Summary Level Transfer Certification Form can be printed.

# CBS SLT Interface Screen – STDG022 – Reports Cont'd



# CBS SLT Interface Screen – STDG022 – Reports Cont'd



20-APR-2016 01:30 PM

## Summary Level Transfer Error Report

STDG104

**Reason for the Transfer:** INCORRECT PROJECT TASK CODE ENTERED CANNOT CHANGE IN NORMAL METHODS

**Contact Person and Phone Number:** ERIN COBBS, 301-444-3706

**Transaction Summary:**

Batch No/Mod No:	38149 - 0		
Bureau:	14 - NOAA		
From Total Amount:	\$150,000.00	To Total Amount:	\$150,000.00
From Total Units:	0.00	To Total Units:	0.00
Error:	Total transfer amount and the control total amount are not equal.		

**Transaction Detail:**

Item No	Line No	FCFY	Project/Task	Fund	Program	Organization	Object Class	User Defined	Vendor/Customer No	Units	Amount
<b>Transfer From:</b>											
100	1	2016	28LEF28-B00	0001	02-21-16-001	30-21-0002-00-00-00-00	25-27-00-00	000000	9999999999 - 1	0.00	\$150,000.00
<b>Transfer To:</b>											
200	1	2016	28LEF29-P00	0001	02-21-16-001	30-21-0002-00-00-00-00	25-27-00-00	000000	9999999999 - 1	0.00	\$150,000.00

This batch or batches cannot be approved and posted because of the above errors.

Please review the detail transactions and make corrections on the Summary Level Transfer screen.

After all corrections have been made, the batch can be approved and a Summary Level Transfer Certification Form can be printed.

# CBS SLT Interface Screen – STDG022 – Reports Cont'd



28-APR-2016 03:07 PM

## Summary Level Transfer Error Report

STDG104

**Reason for the Transfer:** INCORRECT PROJECT TASK CODE ENTERED CANNOT CHANGE IN NORMAL METHODS

**Contact Person and Phone Number:** ERIN COBBS, 301-444-3706

**Transaction Summary:**

<b>Batch No/Mod No:</b>	39028 - 0		
<b>Bureau:</b>	14 - NOAA		
<b>From Total Amount:</b>	\$306.93	<b>To Total Amount:</b>	\$306.93
<b>From Total Units:</b>	0.00	<b>To Total Units:</b>	0.00

**Error:** Total transfer amount and the control total amount are not equal.

**Transaction Detail:**

Item No	Line No	FCFY	Project/Task	Fund	Program	Organization	Object Class	User Defined	Vendor/Customer No	Units	Amount
<b>Transfer From:</b>											
100	1	2016	N8MWBWR-P12	1027	04-40-30-001	20-20-9214-00-00-00-00	23-31-00-00	000000	9999999999 - 1	0.00	\$306.93
<b>Transfer To:</b>											
200	1	2016	N8MWSHY-P00	1027	04-10-30-001	20-20-9214-00-00-00-00	23-31-00-00	000000	9999999999 - 1	0.00	\$306.93
<b>Error:</b> There is not enough funding for this transfer.											

This batch or batches cannot be approved and posted because of the above errors.

Please review the detail transactions and make corrections on the Summary Level Transfer screen.

After all corrections have been made, the batch can be approved and a Summary Level Transfer Certification Form can be printed.

# Fixing Errors on STDG022 Upload



STDG005 - Two-Sided Summary Level Transfer Entry Screen (STDG005 VER-4.1.0.26)

Summary Level Transfer Control List for Originator

Transfer Status:  Refresh

Batch No	Reason	GL End Date	Submission Status	Approval Status	Certification Status	Modified By	Date
38149	INCORRECT PROJECT TASK CODE ENTERED CANNOT CH	30-APR-2016	N	N	N	OPSSERICOB01	20-APR-2016
38148	TESTING CSC ENHANCEMENT REQUIREMENT #106	31-JAN-2016	N	N	N	OPSSNICMCC02	06-JAN-2016
38144	yrdy	30-SEP-2014	N	N	N	OPSSSTEBRU01	01-OCT-2015
38143	Export from Federal RPM for fiscal year 2013, accounting	30-SEP-2015	N	N	N	OPSSNICMCC02	16-SEP-2015
38142	Testing Inserting Data Line	30-SEP-2015	N	N	N	OPSSNICMCC02	04-SEP-2015
38139		31-OCT-2014	N	N	N	OPSSNICMCC02	04-SEP-2015
38135	NWS SLT FOR PP06 20-10	30-JUN-2015	N	N	N	OPSSLARHIE01	09-JUN-2015
38134	NWS SLT FOR PP06 20-81	30-JUN-2015	N	N	N	OPSSLARHIE01	09-JUN-2015
38133	NWS SLT FOR PP06 20-30	30-JUN-2015	N	N	N	OPSSLARHIE01	08-JUN-2015
38108	Initial SLT to Establish 1st Quarter Weighted Percentage Di	30-NOV-2014	N	N	N	OPSSFERDE001	13-NOV-2014

Origination Date: 20-APR-2016    Originator: 22654 COBBS, ERIN K  
 Submission Date: 20-APR-2016    Submitter: 22654 COBBS, ERIN K  
 Approval Date:                      Approver:                        
 Certification Date:                      Certifier:                        
 Disapproval Note:

# Fixing Errors on STDG022 Upload – Cont'd



STDG005 - Two-Sided Summary Level Transfer Entry Screen (STDG005 VER-4.1.0.26)

Summary Level Transfer Entry

Batch No **39028** Mod No **0** Reverse Info **N/A** Bureau Code **14** Template Code

GL End Date **30-APR-2016** Reason **INCORRECT PROJECT TASK CODE ENTERED CANNOT CHANGE IN NORMAL METHODS**

Contact **ERIN COBBS, 301-444-3706** Disapproval Note

Suggested Approver

Originate Date **28-APR-2016** Originator **COBBS, ERIN K**

Submission Status **N** Date **28-APR-2016** Submitter **COBBS, ERIN K**

Approval Status **N** Date  Approver

Certification Status **N** Date  Certifier

Total Amount \$  Total Units  Modified By **OPSSERICOB01** Date **28-APR-2016**

Buttons: Use Template, Submit, Print Certificate, Mark Cancel, View Error, Back

Transfer Detail - From ACCS | Transfer Detail - To ACCS

Item No	Line No	FCFY	Project	Task	Fund	Program	Organization	Object Class	User Defined	Cust/Vend	Customer/Vendor Number
100	1	2016	N8MWBWR	P12	1027	04 40 30 001	20 20 9214 00 00 00 00	23 31 00 00	000000	V	999999999 1

Reference No 1: **SAMPLE SMALL INTERF** 2:  3:

Unit  Qty  Amount \$

Reference No 1:  2:  3:

Unit  Qty  Amount \$

From Total Units  Amount \$  To Total Units  Amount \$

# Fixing Errors on STDG022 Upload – Cont'd



STDG005 - Two-Sided Summary Level Transfer Entry Screen (STDG005 VER-4.1.0.26)

Summary Level Transfer Entry

Batch No  Mod No  Reverse Info  Bureau Code  Template Code

GL End Date  Reason

Contact  Disapproval Note

Suggested Approver

Originate Date  Originator

Submission Status  Date  Submitter

Approval Status  Date

Certification Status  Date

Approver

Certifier

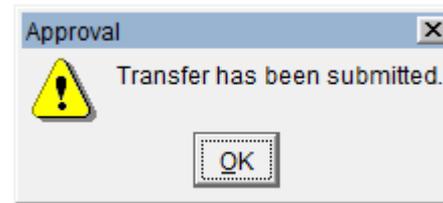
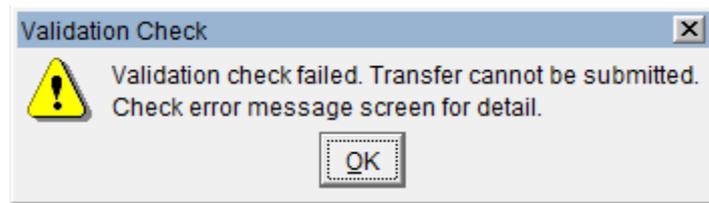
Total Amount \$  Total Units  Modified By  Date

Transfer Detail - From ACCS    Transfer Detail - To ACCS

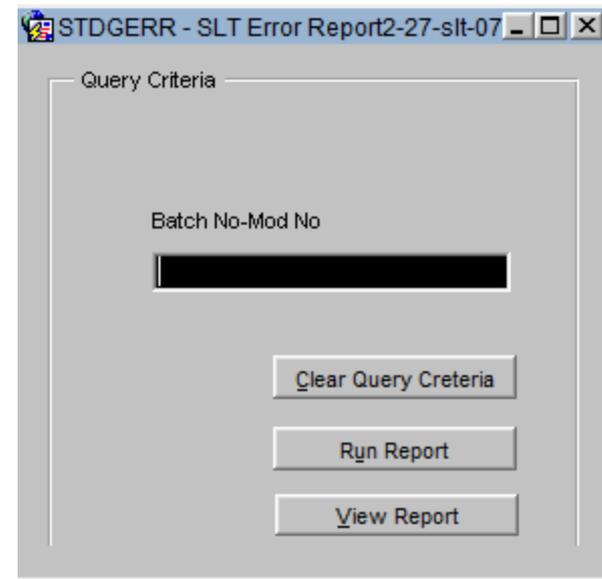
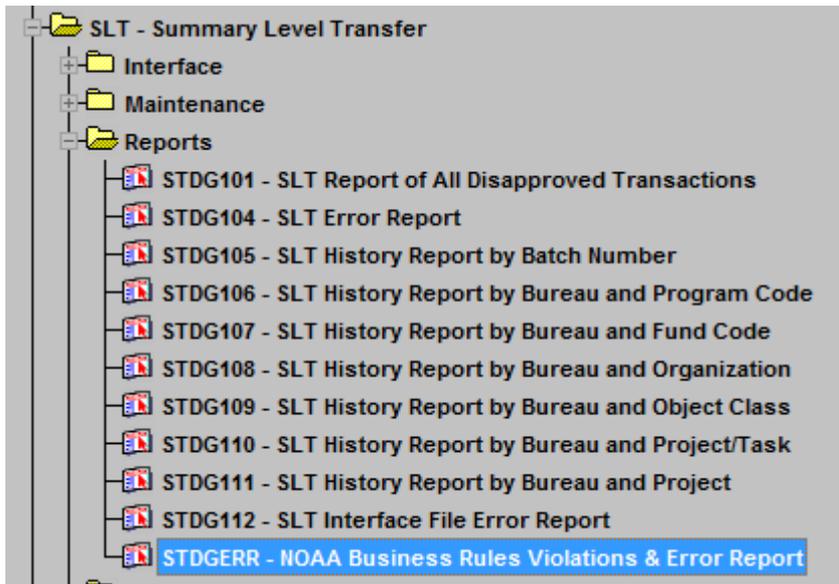
Item No	Line No	FCFY	Project	Task	Fund	Program	Organization	Object Class	User Cust/Defined/Vend	Customer/Vendor Number
200	1	2016	28LEF28	B00	0001	02 21 16 001	20 20 9214 00 00 00 00	23 31 00 00	000000 V	9999999999 1
Reference No 1:		SAMPLE SMALL INTERF		2:		3:				
Unit	Qty	Amount \$								
		0.00	306.93							
Reference No 1:		2:		3:						
Unit	Qty	Amount \$								
From Total Units	0.00	Amount \$	306.93		To Total Units	0.00	Amount \$	306.93		

Buttons: Use Template, Submit, Print Certificate, Mark Cancel, View Error, Back

# Fixing Errors on STDG022 Upload – Cont'd



# STDGERR Report



# STDGERR Report – Cont'd



STDGERR - SLT Error Report2-27-slt-07

Query Criteria

Batch No-Mod No

39028-0

Clear Query Criteria

Run Report

View Report

The image shows a software window titled "STDGERR - SLT Error Report2-27-slt-07". Inside the window, there is a section labeled "Query Criteria". Below this, there is a label "Batch No-Mod No" and a text input field containing the value "39028-0". At the bottom of the window, there are three buttons: "Clear Query Criteria", "Run Report", and "View Report".

# STDGERR Report – Cont'd



29-APR-2016 10:33 AM

## NOAA Business Rules Violations & Error Report

STDGERR

Batch No/Mod No: 39028-0

Reason for the Transfer: INCORRECT PROJECT TASK CODE ENTERED CANNOT CHANGE IN NORMAL METHODS

Contact Person and Phone Number: ERIN COBBS, 301-444-3706

Transaction Summary:

Batch No/Mod No:	39028 - 0		
Bureau:	14 - NOAA		
From Total Amount:	\$306.93	To Total Amount:	\$306.93
From Total Units:	0.00	To Total Units:	0.00

=====  
Total From and To Amount by FMC do not agree:

<u>FMC</u>	<u>Total From Amount</u>	<u>Total To Amount</u>
3021	\$0.00	\$306.93
2020	\$306.93	\$0.00

=====  
=====

This batch or batches cannot be submitted because of the above errors.

Please review the detail transactions and make corrections on the Summary Level Transfer screen (STDG005).

After all corrections have been made, the batch can be submitted and a Summary Level Transfer Certification Form can be printed.



# Demo 2: Creating two-sided SLT using the STDG005 screen

# CBS Two Sided Transfer Entry Screen – STDG005



# CBS Two Sided Transfer Entry Screen – STDG005 – Cont'd



STDG005 - Two-Sided Summary Level Transfer Entry Screen (STDG005 VER-4.1.0.26)

Summary Level Transfer Control List for Originator

Transfer Status:  Refresh

Batch No	Reason	GL End Date	Submission Status	Approval Status	Certification Status	Modified By	Date
39025	NGS fixes costs incurred against fiscal years 2003, 2014	30-NOV-2015	N	N	N	OPSS\$TATBOW01	20-NOV-2015
39024			N	N	N	OPSS\$TATBOW01	20-NOV-2015
39023	Incorrect Project	30-NOV-2015	N	N	N	OPSS\$GWEROA01	16-NOV-2015
39017	Move PY Reimbursable cost overruns to PPA's where fun	30-NOV-2015	N	N	N	OPSS\$ALIQUE01	10-NOV-2015
39014	VOID DO NOT USE	30-NOV-2015	N	N	N	OPSS\$ISAHOL01	09-NOV-2015
39013	GIFTS & BEQUESTS TRANSFER-OAR	30-NOV-2015	N	N	N	OPSS\$REUACU01	06-NOV-2015
39001	NCEI - To correct cost overrun due to late fee on contract.	30-NOV-2015	N	N	N	OPSS\$DARBRI01	05-NOV-2015
38998	FY 16 initial internal fund weighted percentage distribution	30-NOV-2015	N	N	N	OPSS\$TYFON01	04-NOV-2015
38997			N	N	N	OPSS\$DAWDIF01	04-NOV-2015
38993	AOML FY 2016 Weighted Distribution for the Over/Under p	30-NOV-2015	N	N	N	OPSS\$RUTALM01	04-NOV-2015

Origination Date: 20-NOV-2015    Originator: 29208    BOWE, TATIANA N

Submission Date:                      Submitter:                     

Approval Date:                        Approver:                       

Certification Date:                    Certifier:                       

Disapproval Note:                   

Create      View/Edit      Reverse      Amend

# CBS Two Sided Transfer Entry Screen – STDG005 – Cont'd



STDG005 - Two-Sided Summary Level Transfer Entry Screen (STDG005 VER-4.1.0.26)

Summary Level Transfer Entry

Batch No  Mod No  Reverse Info  Bureau Code  Template Code

GL End Date  Reason

Contact

Suggested Approver

Disapproval Note

Originate Date  Originator

Submission Status  Date

Approval Status  Date

Certification Status  Date

Submitter

Approver

Certifier

Total Amount \$  Total Units  Modified By  Date

Use Template  
Submit  
Print Certificate  
Mark Cancel  
View Error  
Back

Transfer Detail - From ACCS    Transfer Detail - To ACCS

Item Line No	No	FCFY	Project	Task	Fund	Program	Organization	Object Class	User Cust/Defined/Vend	Customer/Vendor Number
Reference No 1:		2:		3:						
Unit	Qty	Amount \$								
Reference No 1:		2:		3:						
Unit	Qty	Amount \$								
From Total Units		Amount \$		To Total Units		Amount \$				



# CBS Two Sided Transfer Entry Screen – STDG005 – Cont'd



STDG005 - Two-Sided Summary Level Transfer Entry Screen (STDG005 VER-4.1.0.26)

Summary Level Transfer Entry

Batch No 39029 Mod No 0 Reverse Info N/A Bureau Code 14 Template Code

GL End Date 30-APR-2016 Reason INCORRECT PROJECT CODE .. UNABLE TO CHANGE THROUGH NORMAL MEASURES

Contact ERIN.COBBES@NOAA.GOV 301-444-3400

Suggested Approver

Disapproval Note

Originate Date 02-MAY-2016 Originator COBBS, ERIN K

Submission Status N Date Submitter

Approval Status N Date Approver

Certification Status N Date Certifier

Total Amount \$ 538.00 Total Units 0.00 Modified By OPS\$ERICOB01 Date 02-MAY-2016

Transfer Detail - From ACCS    Transfer Detail - To ACCS

Item No	Line No	FCFY	Project	Task	Fund	Program	Organization	Object Class	User Defined	Cust/Vend	Customer/Vendor Number
100	1	2016	28LEF28	B00	0001	02 21 16 001	30 21 0002 00 00 00 00	23 37 00 00	000000	V	9999999999 1

Reference No 1: INKJET PRINTER    2:    3:

Unit    Qty    0.00    Amount \$    538.00

Reference No 1:    2:    3:

Unit    Qty    Amount \$

From Total Units 0.00 Amount \$ 538.00    To Total Units    Amount \$

# CBS Two Sided Transfer Entry Screen – STDG005 – Cont'd



STDG005 - Two-Sided Summary Level Transfer Entry Screen (STDG005 VER-4.1.0.26)

Summary Level Transfer Entry

Batch No 39029 Mod No 0 Reverse Info N/A Bureau Code 14 Template Code

GL End Date 30-APR-2016 Reason INCORRECT PROJECT CODE .. UNABLE TO CHANGE THROUGH NORMAL MEASURES

Contact ERIN.COBBES@NOAA.GOV 301-444-3400 Disapproval Note

Suggested Approver

Originate Date 02-MAY-2016 Originator COBBS, ERIN K

Submission Status N Date Submitter

Approval Status N Date Approver

Certification Status N Date Certifier

Total Amount \$ 538.00 Total Units 0.00 Modified By OPS\$ERICOB01 Date 02-MAY-2016

Transfer Detail - From ACCS    Transfer Detail - To ACCS

Item No	Line No	FCFY	Project	Task	Fund	Program	Organization	Object Class	User Cust/ Defined/Vend	Customer/ Vendor Number
200	1	2016	28LEF29	P00	0001	02 21 16 001	30 21 0002 00 00 00 00	23 37 00 00	000000 V	9999999999 1

Reference No 1: INKJET PRINTER    2:    3:

Unit    Qty    Amount \$ 538.00

Reference No 1:    2:    3:

Unit    Qty    Amount \$

From Total Units 0.00 Amount \$ 538.00    To Total Units 0.00 Amount \$



# Demo 3: Sample SLT Submission Package

# SLT Approval Form - Top



## Summary Level Transfer Approval Form

List SLT Batch Number(s) being submitted for processing:

33555 - 0 \_\_\_\_\_  
\_\_\_\_\_

*Approval signature from the Line Office/Staff Office Lead Budget Execution Analyst or equivalent:*

I certify that I have reviewed and approve the SLT(s) listed above for further processing. Additionally, this SLT was not split or reduced to avoid the \$500K threshold review and approval requirement and that it does not constitute a reprogramming of any funds.

Signature: Sample Finance Signature

Print Name: Sample Finance Signature Title: Lead Budget Analyst, Finance

\*Does this SLT transfer costs across FMC's:  Yes  No

*\*IF YES: Approval signature from the affected Financial Management Centers (FMC) when transfers between FMCs are requested:*

I certify that I have reviewed and approve the SLT(s) listed above for further processing. Additionally, this SLT does not constitute a reprogramming of any funds.

Signature: Sample FMC Signature

Print Name: Sample FMC Signature Title: Lead Budget Analyst, NODC

# SLT Approval Form - Bottom



**\*Does this SLT transfer funds across programs or meet the \$500K Threshold:**  Yes  No

**\*IF YES:** *Approval signature from the LO Chief Financial Officer (CFO) or Staff Office Director:*

I certify that I have reviewed and approve the SLT(s) listed above for further processing.  
Additionally, this SLT does not constitute a reprogramming of any funds.

Signature: CFO Signature

Print Name: CFO Signature Title: CFO, Finance

**\*AND**

*Approval signature from the NOAA Budget Execution:*

I certify that I have reviewed and approve the SLT(s) listed above for further processing.  
Additionally, this SLT does not constitute a reprogramming of any funds.

Signature: NOAA Budget Signature

Print Name: NOAA Budget Signature Title: NOAA Budget Analyst

# STDG102 – SLT Certification Form Pg1



24-JUL-2012 02:55 PM

Summary Level Transfer Certification Form

STDG102

Reason for the Transfer:

Cash Award is Being Paid by Another LO/FMC for a Finance Employee. Other Methods cannot be used to move the costs.

Contact Person and Phone Number:

Annette Brown

Transaction Summary:

Batch No/Mod No: 33555 - 0 Total Amount \$1,000.00

Transaction Detail:

Item Line										User		
No	No	FCFY	Bureau	Project/Task	Fund	Program	Organization	Object Class	Defined	Units	Amount (\$)	
<u>Transfer From:</u>												
100	1	2012	14	K8PPSD3-P00	1011	06-01-02-002	06-02-0001-05-00-00-00	11-59-00-00	000000	0.00	\$1,000.00	
<u>Transfer To:</u>												
200	1	2012	14	K8N3ANP-P00	1011	05-02-01-000	40-07-0000-00-00-00-00	11-59-00-00	000000	0.00	\$1,000.00	

# STDG102 – SLT Certification Form Pg2



24-JUL-2012 02:55 PM

Summary Level Transfer Certification Form

STDG102

Reason for the Transfer:

Cash Award is Being Paid by Another LO/FMC for a Finance Employee. Other Methods cannot be used to move the costs.

Contact Person and Phone Number: Annette Brown

Transaction Summary: Batch No/Mod No: 33555 - 0

Total Amount: \$1,000.00

Certification

Anyone who knowingly and willfully falsifies, conceals or covers up a material fact, makes fraudulent statements or representations, or makes or uses any false writing or document knowing that same to contain any false, fictitious, or fraudulent statement or entry shall be fined not more than \$10,000 or imprisoned not more than 5 years, or both.

I (we) have read and understand the above false certification warning and certify that the adjustments requested are proper and that the explanations given are complete and accurate. Signature of requesting/receiving division representatives must be included on the listing.

Signature of Requesting Organization: Requesting Organization Title: Lead Budget Analyst Finance Date: 7/26/12

Signature of Receiving Organization: Receiving Organization Title: Lead Budget Analyst, NOIC Date: 7/25/12

CAMS Entry:  Approved  Disapproved Date: \_\_\_\_\_ Signature: \_\_\_\_\_

# STDGERR – NOAA Business Rules Violations & Error Report



24-JUL-2012 02:52 PM

## NOAA Business Rules Violations & Error Report

STDGERR

Batch No/Mod No: 33555-0

**Reason for the Transfer:** Cash Award is Being Paid by Another LO/FMC for a Finance Employee. Other Methods cannot be used to move the costs.

**Contact Person and Phone Number:** Annette Brown

**Transaction Summary:**

<b>Batch No/Mod No:</b>	33555 - 0		
<b>Bureau:</b>	14 - NOAA		
<b>From Total Amount:</b>	\$1,000.00	<b>To Total Amount:</b>	\$1,000.00
<b>From Total Units:</b>	0.00	<b>To Total Units:</b>	0.00

Error: Total transfer amount and the control total amount are not equal.

Total From and To Amount by FMC do not agree:

<u>FMC</u>	<u>Total From Amount</u>	<u>Total To Amount</u>
0602	\$1,000.00	\$0.00
4007	\$0.00	\$1,000.00

Object Class Codes 11-xx Require A Unit = HOURS and QTY > 0

<u>Object Class Codes</u>	<u>Proj Code</u>	<u>Unit</u>	<u>Qty</u>	<u>Line</u>	<u>From/To</u>	<u>Total Amount</u>
11 59 00 00	K8PFSD3	NULL	NULL	1	(Fr)	\$1,000.00
11 59 00 00	K8N3ANP	NULL	NULL	1	(To)	\$1,000.00

# Things to Remember (Submission)



- Submit by email to [slt.notification@noaa.gov](mailto:slt.notification@noaa.gov)
- Must include:
  - Signed Approval Form
  - Signed SLT Certification Form (STDG102)
  - NOAA Business Violations & Error Report (STDGERR)
  - SLT Explanation/Justification
  - Supporting Documentation

# NOAA Client Services Help Desk



## Functional/Technical Support for CBS Applications

- Budget Operating Plans (BOP)
- Reimbursable Agreements
- SLTs & DLAs
- Data Warehouse/Discoverer
- Commerce Purchase Card System (CPCS)
- Travel
- C.Request/C.Award (C.Suite)



User Account requests, JAVA/JInitiator, etc.

FSD/CBS Web Site [http://www.corporateservices.noaa.gov/finance/FOFSD\\_Home.html](http://www.corporateservices.noaa.gov/finance/FOFSD_Home.html)

- Click on Help Desk link for additional info, phone numbers, etc.
- Email: [ClientServices@noaa.gov](mailto:ClientServices@noaa.gov)
- Phone #: 301-444-3400
  - Option #4 – CBS (SLTs)
- Fax/Server #: 301-444-3401



# Summary Level Transfers (SLTs)

FY2020 - June  
V 1.1