



Budget Operating Plans (BOPs) Training Cont'd

FY 2020 – November
V 1.0.1



Training Topics

- Budget Overview
- Funds Management
- Funds Control
- Allotments
- Super Pools
- Super Pools & BOPs
- Internal Funds
- Cost Accumulation
- Surcharges, BOPs & Base Labor
- FTEs & BOPs
- BOPS & NOAALink
- BOPS & FFS
- BOP Approval Process
- BOP Changes
- Automatic Transfers
- Reimbursable BOPs
- Reports**
 - Quick Reports
 - Data Warehouse



Review



BOP Approval Process

BOP Approval Screens



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

BOP Approvals



- Minimum required for BOP: 2 levels of approval
 - **Requester**
 - Checks the approval box to send it to the approver
 - WF003 screen will inform if one has been rejected
 - Approval Routing button on FM066 will show the rejection message and/or approval routing information
 - **Approver**
 - Must fill out the approver worksheet found at this website:
<http://www.corporateservices.noaa.gov/finance/budgetinfo.html>
 - Be setup using WF001
 - Portal Page will show the number of approvals
 - Will approve/reject using WF002
- Approval Routing button
 - Available following requestor approval
 - Identifies where document is within approval chain
 - Displays details for each approval level

BOP Approval – Funds Checking



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

Insufficient Funds

BOP Funds Approval Example #1



Allotment = 1,000

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

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

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

BOP Funds Approval Example #2a



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

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

Allotment = 100

BOP Funds Approval Example #2b



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

Allotment = 25

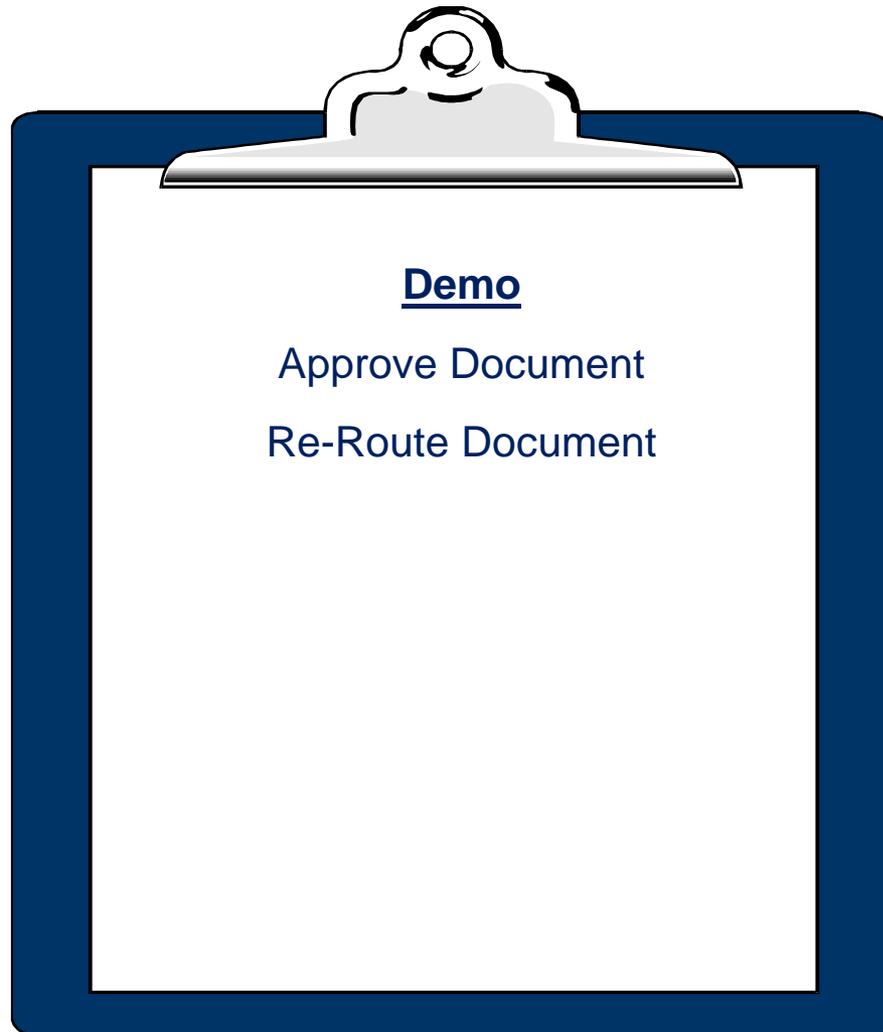
BOP Funds Approval Example #2c



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

Allotment = 25

Demonstration





BOP Changes

Change BOP



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

BOP Numbering



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

Change Order Numbering



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

The image displays three overlapping screenshots of the 'Budget Operating Plan Transaction Screen (FM066 VER-3.0.0.3)'. Each screenshot shows the 'Plan' section with the 'Change' checkbox checked and the 'Code' set to 'TRNSFR'. The 'No' field is split into two parts: '219' and a change order number. Blue arrows point from text labels to these change order numbers.

- Initial Plan:** The change order number is 0.
- 1st Change Order:** The change order number is 1.
- 2nd Change Order:** The change order number is 2.

Other fields in the screenshots include Bureau Code 14, Name NOAA, Fund Code 1062, Title NOAA PAC 1319/211460, Fiscal Year 19, and Appropriation Symbol 1319/211460. The 'Trans No' field shows values 212502, 214356, and 214382 across the three screenshots respectively.

Change Rules



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



Changes & Budget Months

Budget Months



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

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

Closed Months Effects on Budget Months



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

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

Example 1a – Initial BOP



<u>Effective Date</u>	<u>Budget Month</u>	<u>Amount</u>
<i>BOP# 1-0</i>		
01-Oct-2019	1	250
01-Nov-2019	2	150
01-Dec-2019	3	200
01-Jan-2020	4	250

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

Example 1b – Change BOP

1st Quarter Closed



<u>Effective Date</u>	<u>Budget Month</u>	<u>Amount</u>
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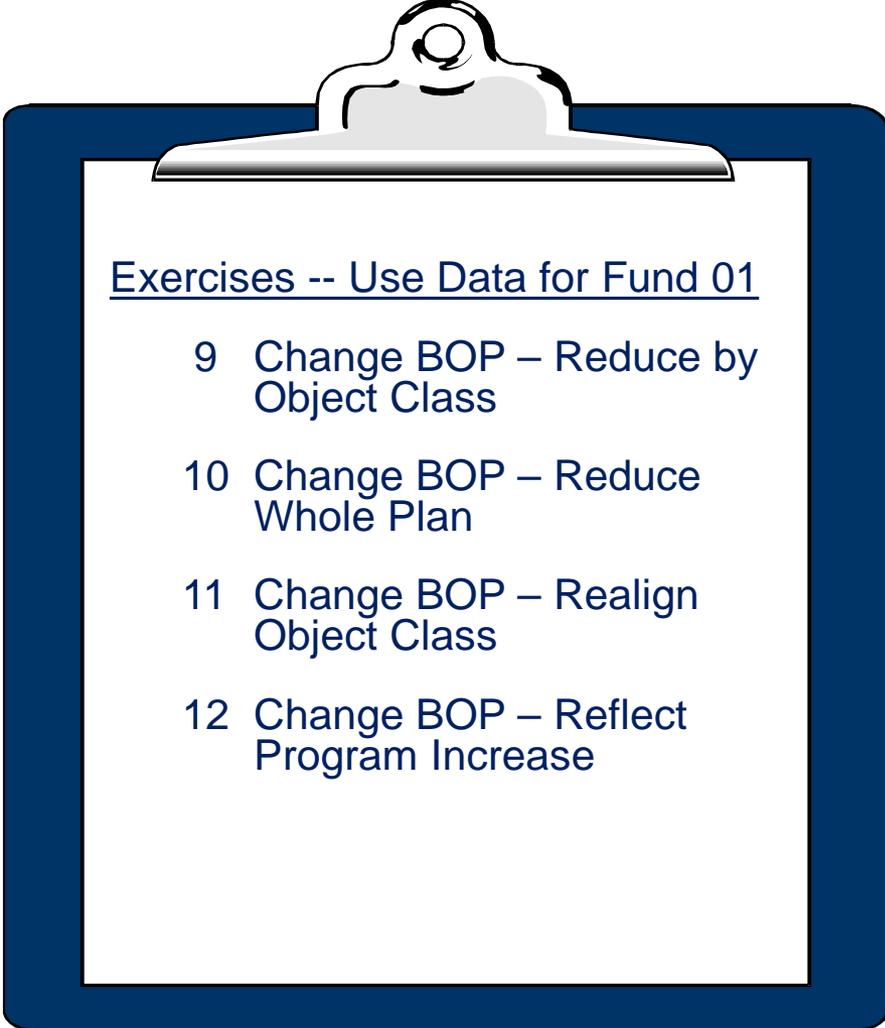
BOP# 1-0

01-Oct-2019	1	250
01-Nov-2019	2	150
01-Dec-2019	3	200
01-Jan-2020	4	250

BOP# 1-1 (Total Change Amount = -350)

01-Oct-2019	4	-100
01-Jan-2020	4	-250

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

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Exercises -- Use Data for Fund 01

- 9 Change BOP – Reduce by Object Class
- 10 Change BOP – Reduce Whole Plan
- 11 Change BOP – Realign Object Class
- 12 Change BOP – Reflect Program Increase



Automatic Transfers

Automatic Transfer



- Automatic Transfer functionality
 - Fund Code must be established on the Transferring Org Mask Maintenance Screen (FM007) by the Budget Office
 - Each Fund Code is established with a default organization level at which allotments are automatically created
 - Masks are created for each combination of Bureau, Fund Code, Fiscal Year, and Direct/Reimbursable flag
- Automatic Transfer Constraints
 - Mask can only be set one way for each fund
 - Automatic Transfers do not apply to Internal Fund BOPS
 - Mask should match the Allotment level
 - **Direct:**
 - *Fund; Line Office-FMC (Org 1&2); Program 1-4*
 - **Reimbursable:**
 - *Fund; Line Office-FMC (Org 1&2); Program 1-4; Project*

Automatic Transfer Example



BOP Transferring 10,000 Between Organizations

Transferring Organization ¹

06 02 0004 00 00 00 00

-10,000

Corresponding Organization ³

40 01 0002 00 00 00 00

(+10,000)

Allotments Created as a Result of Automatic Transfer

06 02 0000 00 00 00 00 ²

-10,000

40 01 0000 00 00 00 00 ²

+10,000

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

Budget Months & Automatic Transfers



<u>Allotment</u>	<u>Effective Date</u>	<u>Organization</u>	<u>Amount</u>	
1-0	Oct 01, 2019	06-02	10,000	1
1-1	Oct 01, 2019	06-02	-10,000	4
1-1	Oct 01, 2019	40-01	10,000	4

<u>BOP</u>	<u>Effective Date</u>	<u>BM</u>	<u>Amount</u>	
<i>Org 06-02</i>				
Plan 5-0	Jan 01, 2020	4	10,000	2
Plan 5-1	Jan 01, 2020	7	-10,000	3
<i>Org 40-01</i>				
Plan 6-0	Apr 01, 2020	7	10,000	5

- | | |
|---|--|
| 1 | Original Allotment to FMC 06-02 – Oct 2019 |
| 2 | Initial BOP for FMC 06-02 – entered in Oct 2019, planned for Jan 2020 |
| 3 | Change BOP – Transfer from FMC 06-02 to FMC 40 01 – created in April 2020 |
| 4 | Allotment changes for Transfer from LO 06-02 to LO 40-01 - created in April 2020 |
| 5 | New BOP – Transfer from LO 06-02 - created in April 2020 |

Allotment Created by BOP Transfer



Alotments (FM063 VER-4.1.0.0)

Bureau Code **14** NOAA
 Fund Code **0001** OR&F GENERAL OPERATIONS 13X1450
 Fiscal Year **20** Appropriation Symbol **13X1450**
 Program Code **02 31 01 001** Descr **EXPAND ANNUAL STOCK ASSESSMENT** Category **B1**
 Trans: Amount **14,650,219.00** No. **154593** Transfer BOP
 Approval: **Y** By **T F SANTYMIRE** Date **27-SEP-2019** Notes < **FY:** >

Item	Effective	Organization Code	Project Code	Object Class	UDF	D
1	01-OCT-2019	30 11 0000 00 00 00 00 00	0000000 000 00 00 00 00	000000	000000	A
		Percent 4.057		Amount 594,340.00		
1	01-OCT-2019	30 16 0000 00 00 00 00 00	0000000 000 00 00 00 00	000000	000000	A
		Percent 51.693		Amount 7,573,172.00		
1	01-OCT-2019	30 20 0000 00 00 00 00 00	0000000 000 00 00 00 00	000000	000000	A
		Percent 0.457		Amount 67,000.00		
Total Allotment					14,650,219.00	

Item No **1** Begin Date **01-OCT-2019** End Date **30-SEP-2020** Total Available Apportionment **0.00**

Exercise



Exercises -- Use Data for Fund 01

- 13 Change BOP – Transfer Funds Between FMCs
- 14 Initial BOP – Pick up Transfer of Funds



Reimbursable BOPs

Reimbursable Process



- Need to fill out the Reimbursable Agreement screen
- Required to fill out the Allotment/Unfilled Customer Order request form
 - Submit copy to the Finance Office who will forward to the Budget Office
- Budget Office enters the allotment for the project
- BOP prepared after allotment is entered
- Additional information on the Reimbursable process
 - CBS website -- click on link for Reimbursables
 - <http://www.corporateservices.noaa.gov/finance/reimburse.html>
 - CBS Reimbursable training
 - Computer Based Training (CBT) on Commerce Learning Center

Reimbursable BOPs



- Entered at Project level
- Enter Temporary Work Authority (TWA) or Reimbursable Agreement # in Reimbursable field
 - TWAs require a Change BOP
 - Record actual Agreement #
 - Update amount, if necessary
 - Reimbursable Agreement # field
 - Needs to be entered



Leave Surcharges

- Direct Funds
 - Line Office Overhead
 - FMC Overhead
- Reimbursable Funds
 - Leave
 - Employer's Contribution
 - Line Office Overhead
 - FMC Overhead
 - NOAA Overhead
 - Reimbursable Rent

Base Labor & Leave Surcharge



- BOP screen has capability to compute Base Labor
 - ☑ Surcharge Code box checked
 - Labor minus leave surcharge

$$\text{Labor Base} = \frac{\text{Labor}}{1 + \text{FMC Leave Surcharge Rate}}$$

- Calculation
 - Labor: \$50,000 Leave Surcharge Rate: 20%
 - Labor Base: $\$50,000 / 1.20 = \$41,666.67 = \$41,670$
- Leave Surcharges
 - Leave Surcharge charged against Labor Base = Total Labor
 - All other surcharges charged against Total Labor

$$\text{Total Labor} = \text{Labor Base} + \text{Leave Surcharge}$$

$$\$50,000 = \$41,670 + \$8,330$$

BOP Screen with Leave Surcharges



Budget Operating Plan Transaction Screen (FM066 VER-3.0.0.3)

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

Effective Date	BM	D	Percent	Amount	Unit	Qty	S Code	S Rate	Object Class	Pool
01-JUN-2019	09	A	9.301	5,000.00	FTE	.25			11 10 00 00	>
01-JUN-2019	09	A	1.860	1,000.00	FTE	.00	TRNLV	20.00	11 60 00 00	>
01-JUN-2019	09	A	2.679	1,440.00	FTE	.00	TRNEC	24.00	12 10 00 00	>
01-JUN-2019	09	A	1.116	600.00	FTE	.00	TRNFMC	10.00	77 89 00 00	>
01-JUN-2019	09	A	1.674	900.00	FTE	.00	TRNNO	15.00	77 87 00 00	>
01-JUN-2019	09	A	1.674	900.00	FTE	.00	TRNLO	15.00	77 88 00 00	>
01-JUN-2019	09	A	1.116	600.00	FTE	.00	TRNRR	10.00	23 19 20 00	>
Totals			100.000	53,760.00		1.00	<input type="button" value="Apply Surcharge"/> <input type="button" value="Delete Surcharge"/>			

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
Transaction					53,760.00
Cumulative	0.00	0.00	13,440.00	40,320.00	53,760.00

2TRN5RA P00 02 01 01 000 30 01 0000 00 00 00 00 000000 00 00 00 00

Begin Date 01-APR-2019 End Date 30-SEP-2019 Pool Balance 24,924,890.00

Object Descr PERS COMP LEAVE SURCHARGE

Labor Base

Leave Surcharge

Employer's Contributions

FMC Overhead

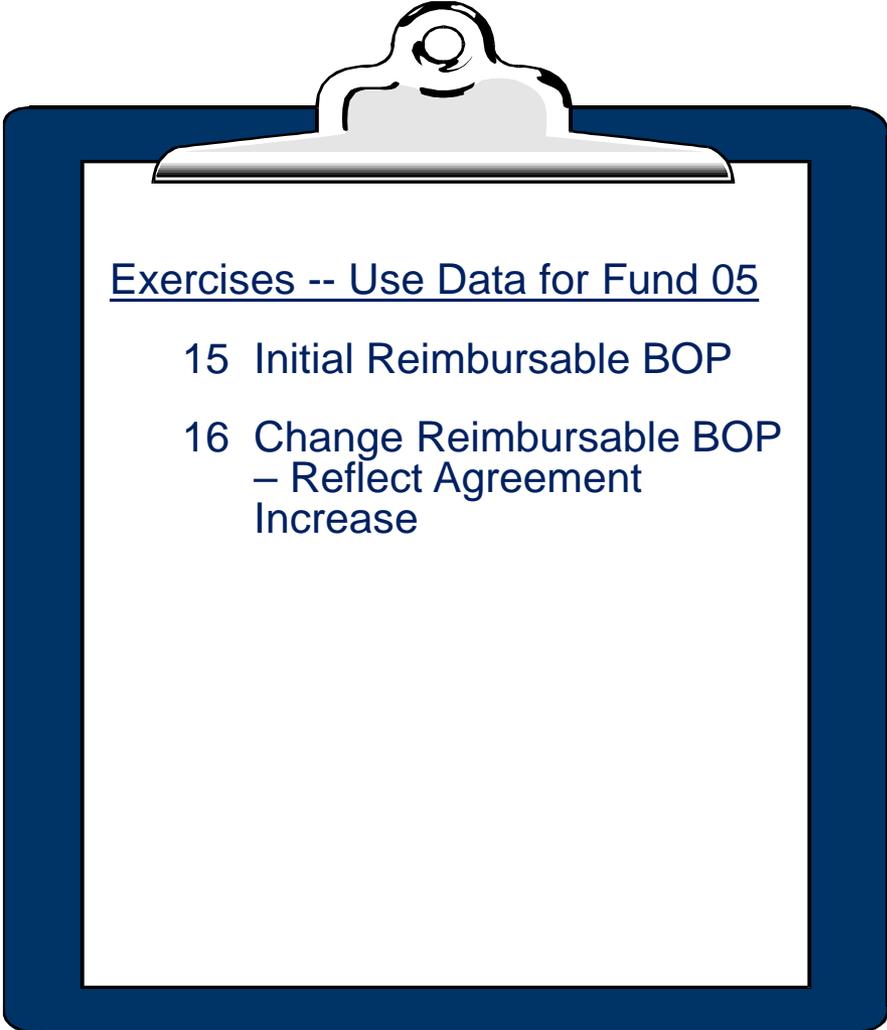
NOAA Overhead

LO Overhead

Reimbursable Rent

*Reimbursable

Exercise

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Exercises -- Use Data for Fund 05

- 15 Initial Reimbursable BOP
- 16 Change Reimbursable BOP
– Reflect Agreement
Increase



Reports

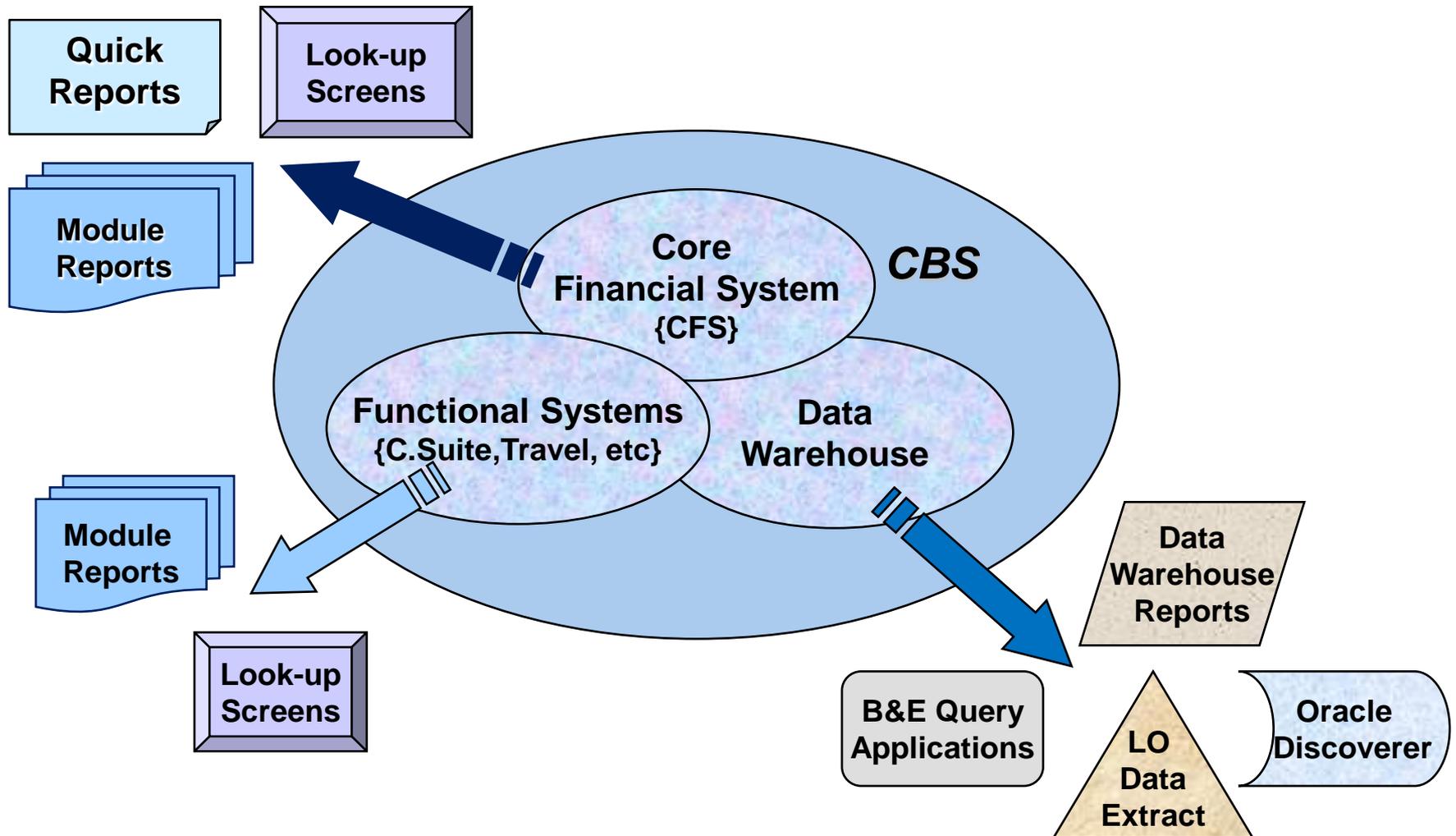
Data Warehouse & Quick Reports

What is Data Warehouse?

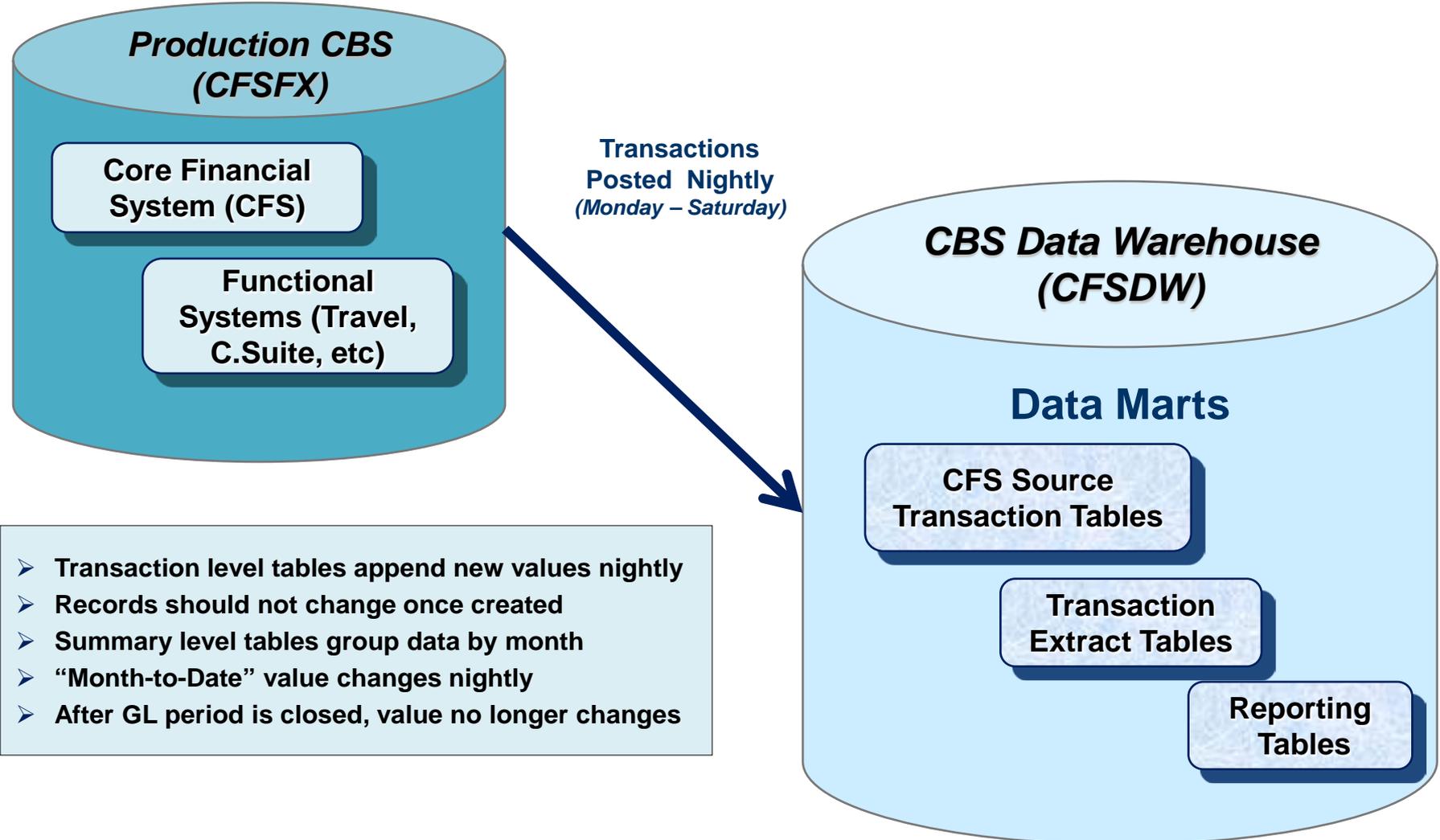


- It is a central repository of data
 - Extracts data from all components of CBS
 - Commerce Business Systems
 - Is a Snapshot of the Previous Day's work
- It allows users an easy way of getting information
 - Does not compete with Production

Systems within CBS



NOAA Data Warehouse



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

Accounts & Access



- Access for both CBS & DW is now through the Web Portal
 - One User Name
 - OPS\$FIRLAS##
 - One Password
 - Minimum of 12 Characters
 - 1 Upper Case
 - 1 Lower Case
 - Special Character (# or _)
 - Discoverer uses same User Name & PW

Demonstration

