Commerce Business Systems (CBS)

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

NOAA

U.S. DEPARTMENT OF COMMERCE

Achieving Excellence in Financial Management

NOAA

Budget Operating Plans (BOP)

Training Exercises

for

FY 2020

V 1.0.1

Changes/Revisions Record

This is a living document that is changed as required to reflect system, operational, or organizational changes. Modifications made to this document are recorded in the Changes/Revisions Record below. This record shall be maintained throughout the life of the document.

Version Number	Date	Description of Change/Revision	Changes Made by Name/Title/ Organization
V1.0.1	11/4/2019		E.Cobbs/FSD CSB – Training
V1.0	10/28/2019	New FY 2020 Training Exercises	E.Cobbs/FSD CSB – Training

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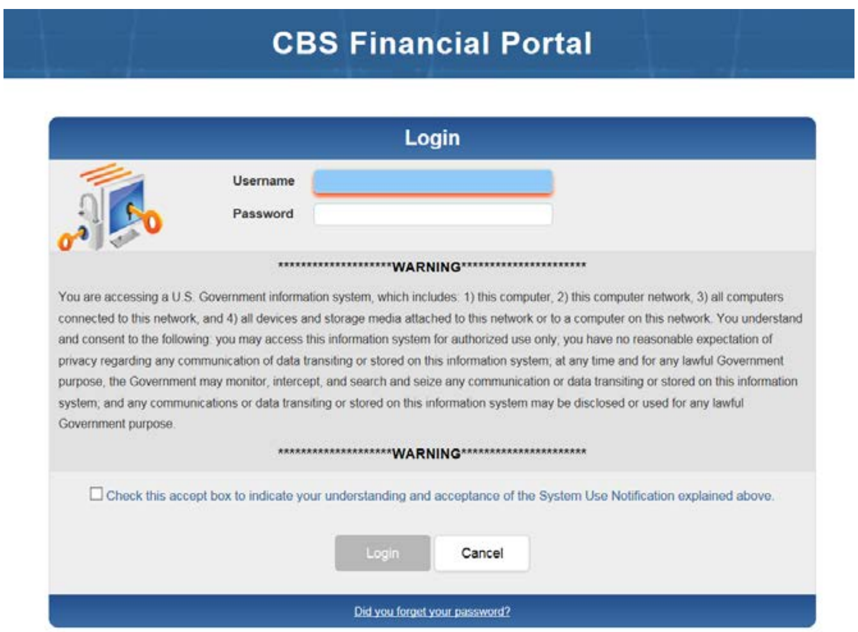
Exercise #1a: Login to CFS Training

Objectives:

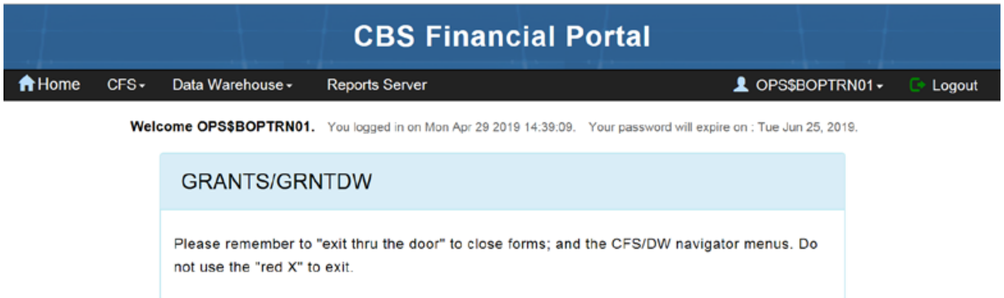
- Successfully login to the Portal Page
- Successfully login to CFS
- Access the Budget Operating Plan screen (FM066)

Instructions: Execute the following steps:

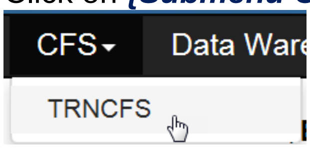
Step	Action
1	➢ Open an Internet Explorer window ➢ Point your browser to the training website given to you by the instructor.
	Note: ✓ *Training website will only be utilized in the classroom training.* ✓ *Internet Explorer is the only browser that can be used for CBS*
2	On the **CBS Web Migration Portal Login** screen:  ➢ Enter ***Training User Name*** ➢ Enter ***Training Password*** ➢ Check the checkbox ➢ Click ***Login***

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>

On the **CBS Web Portal** screen:

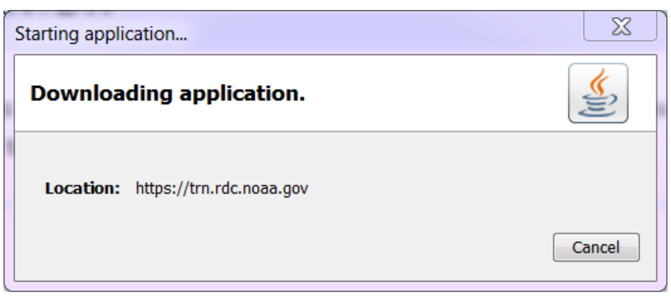


- Click on ***CFS***
- Click on ***{Submenu Option}***



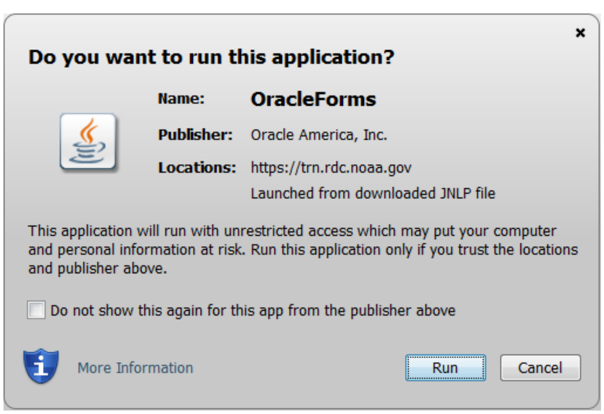
</td></tr>
<tr><td>4a</td><td>

A starting application window opens up



</td></tr>
<tr><td>4b</td><td>

You may be prompted to run java:



- Just click ***Run***

</td></tr>
</table>

Exercise #1b: CBS Navigator Menu/Icons

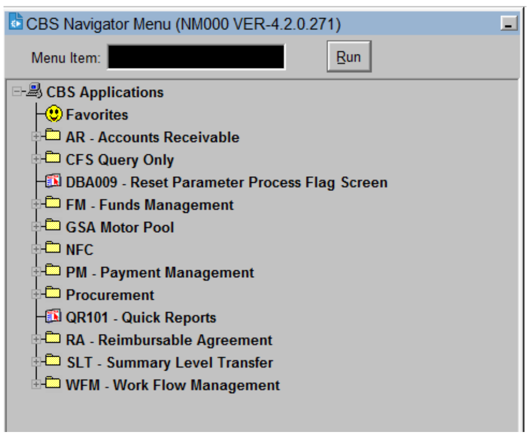
Objectives:

- Understand how to navigate the CBS Navigator Menu
- Add options under Favorites
- Sort options under Favorites
- Understand the Menu Item

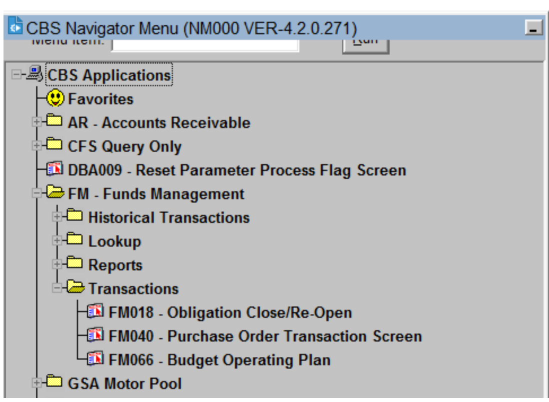
Instructions: Execute the following steps:

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>

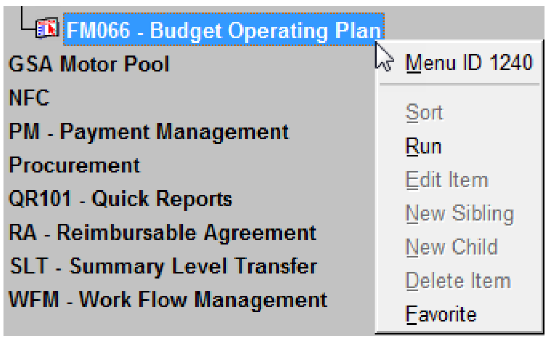
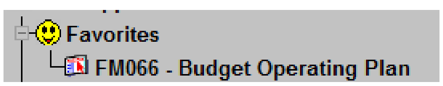
From the **CBS Navigator Menu**:

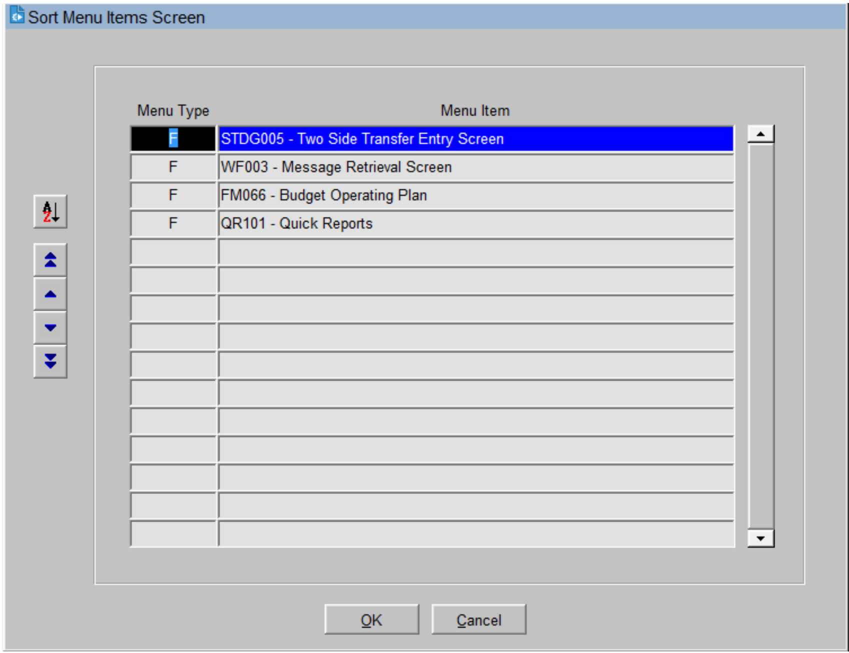
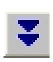
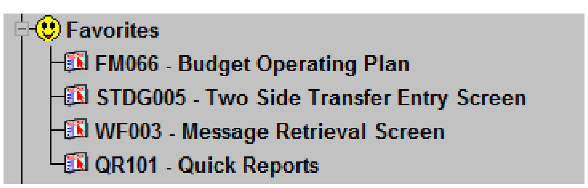


- Click on the ⊞ next to the **FM – Funds Management** folder to expand it
- Click on the ⊞ next to the **Transactions** folder to expand it



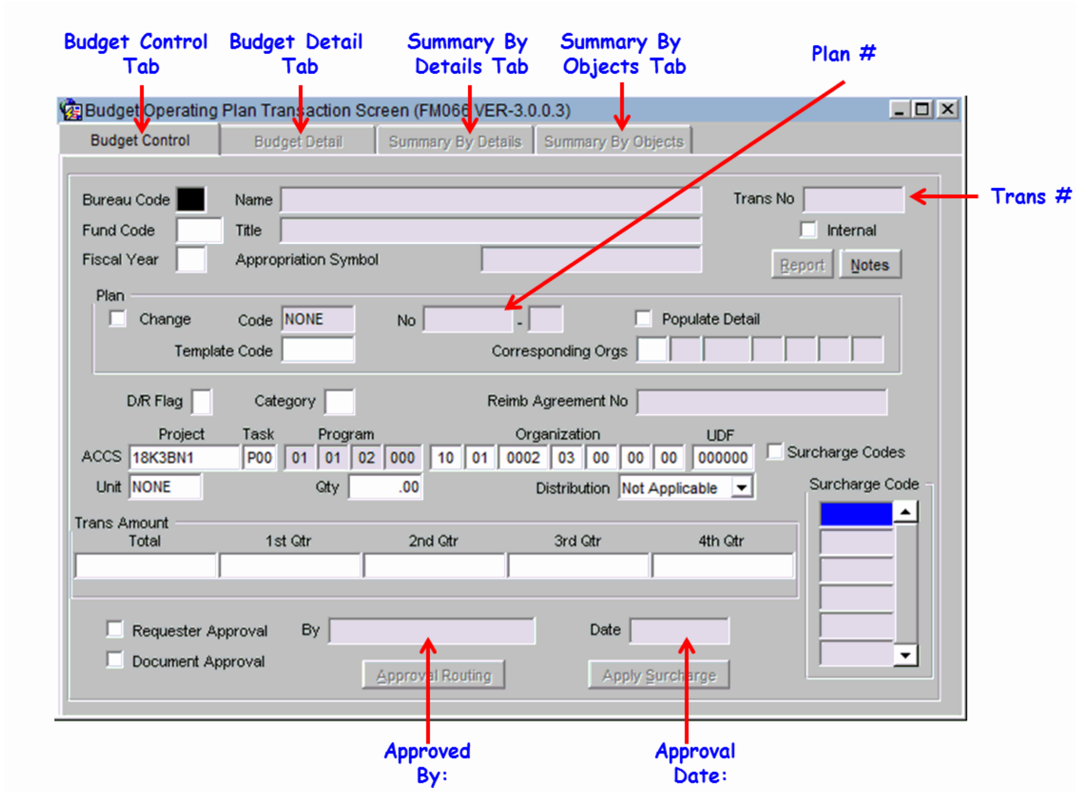
</td></tr>
</table>

Step	Action
2	Users have the ability to save specific reports to their favorite area. By doing this, it gives them the capability to run their reports, without having to expand every folder in the CBS Navigator Menu. To add a report to the favorite: ➢ Click to highlight **FM066 – Budget Operating Plan** ➢ Alternate-click to bring up a submenu ➢ Click on **Favorite**  That report has now been added to the Favorites area 
3	Add the following to the Favorites: **QR101** **WF003** **STDG0005**
4	After adding different reports to the Favorites, you may want to sort how they appear on screen. To do this: ➢ Click on **Favorite** ➢ Right-click to bring up a submenu ➢ Click on **Sort**

Step	Action
5	The ***Sort Menu Item*** screen appears 
5a	Using the following icons a user may sort the list the following way:  = Alphabetical by Screen Name *(*Not currently working)*  = Move the highlighted selection to the top of the list  = Move the highlighted selection one space up for each click  = Move the highlighted selection one space down for each click  = Move the highlighted selection to the bottom of the list
5b	When finished sorting the list, click OK and the newly sorted **Favorites List** will now show: 
5c	Deleting a Favorite works the same way as adding. Except to delete an option you will be selecting Favorite List to “uncheck” it.

Step	Action
6	The CBS Navigator Menu now has a search capability. At the top of the CBS Navigator Menu is a field called ***Menu Item***. In this field you may type the name of the screen (i.e. FM066) you wish to access. Once the screen name has been typed in, click on the Run button or press Enter on the keyboard. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6a</td><td>
The FM066 – Budget Operating Plan (BOP) screen is illustrated below:



The Budget Control tab contains the high level information about the BOP. Tt has the ACCS information, total amount, FTEs and Surcharges to be used. It also has the information needed when doing BOP Changes.

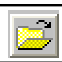
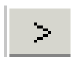
The Budget Detail tab contains the individual monthly breakout of the BOP. It has the amounts per month with a specific object class and tied to an allotment pool. All information totals contained on this tab should match what was on the Budget Control Tab, as far as amounts and FTE quantities.

The Summary by Details tab allows you to see different views. One is for the plan it will summarize the details of that particular transaction. The other is when you're making changes, that it will display a summarized detail of all approved transaction. This is the tab you will utilize when doing change BOPs.

The Summary by Objects tab is for information only. The data displaying on this tab is grouped and sorted by object class. As far as the information that displays, it's very similar to the Summary by Details tab, just showing the information at an object class level rather than at the details.
</td></tr>
</table>

Step	Action
7	The icon bar has been standardized and will appear the same on all screens. For those of you who are familiar with CBS/CFS and Data Warehouse, the icon bar will look the same.

Icon	*Name*	*Description*
	EXIT	Allows users to leave the current window, document, and application. Use of the Exit icon in these situations may not commit or save recently entered data.
	SAVE	Used to save (commit) complete or partial records to the database. Keyboard shortcut F10.
	PRINT	Prints screen images or generates reports related to the data appearing on the current active window. ***Note: In some instances, selecting the print icon does not automatically print the report.***
	ENTER QUERY	Clears any existing records or data from the window and prompts the user for query information**. Keyboard shortcut F7**.
	EXECUTE QUERY	Executes the query to retrieve all records that match the query criteria. **Keyboard shortcut F8**. ***Note: General queries retrieve all records by not specifying query criteria. General queries should be avoided on some screens, such as the GL081.***
	CANCEL QUERY	Cancels query mode and returns the system to edit mode. **Keyboard shortcut Alt+Q**
	ADD A RECORD	Allows users to create a new record. Generally, clicking this button will create a blank record and place the cursor in the first enterable field. **Keyboard shortcut F6**.
	DELETE A RECORD	In a limited number of instances, this button can be used to delete a record or a line item.
	PREVIOUS/NEXT RECORD PREVIOUS/NEXT SET	Allows users to scroll through records applicable to a particular transaction, document, query, or menu option.
Report	RUN REPORT	Allows users to execute a report.
	CUT	Allows users to remove selected data and temporarily save it to be pasted elsewhere.
	COPY	Allows users to copy selected data.
	PASTE	Allows users to paste selected data.

Icon	*Name*	*Description*
	HELP	At this time, the help available to a user is not designed to facilitate data entry. Currently, Oracle related information applicable to a specific field is provided.
	MENU	Allows users to access the menu or Navigator Menu.
 	NEXT PREVIOUS	Allows users to move forward or back among multiple pages.
	DETAIL (DTL)	Allows users to access additional information or details applicable to selected record.

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Exercise #2: Query Basics on Budget Operating Plans (BOPs)

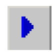
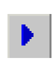
Objectives:

- Perform a Query on an Existing BOP
- Understand the Functionality of using Queries in the BOP module
- Navigate within the BOP

Instructions: Execute the following steps:

Step	Action
1	On the *CBS Navigator* Menu: ➢ Click on the plus icon ⊞ next to the **FM-Funds Management** folder ➢ Click on the plus icon ⊞ next to the **Transactions** folder ➢ Select the **FM066-Budget Operating Plan** by highlighting it and pressing ENTER **<u>or</u>** double clicking on it **<u>OR</u>** ➢ Type in ***Menu Item* FM066** *This will bring up the Budget Operating Plan screen.*
2	➢ Click on **Enter Query** button on the toolbar ➢ Click in **Trans No.** field in the BOP ➢ Type ***BOP Transaction# given to you by instructor*** in that field ➢ Click on **Execute Query** button on the toolbar *This will bring up all details for that transaction number.*
3	➢ Click on **Budget Detail** tab on the BOP screen *This will take you to another area of the BOP that allows you to see the line item detail of the plan.*
4	➢ Click once on the **Object Class** heading on the BOP screen *This will sort the information by Object Class in ascending order (Object Class 11 first)* ➢ Click once again on the **Object Class** heading *This will sort the information by Object Class in descending order (Object Class 77 first)*

Step	Action
5	➢ Click on **Enter Query** button on the toolbar ➢ Click in **Object Class** field in the BOP screen ➢ Type ***11*** in that field ➢ Click on **Execute Query** button on the toolbar *This will bring up only the details for the Object Class of 11.* ➢ Click on **Execute Query** button again *This will bring back all the details.*
6	➢ Click on **Summary by Details** tab on the BOP screen *This will take you to another area of the plan. However, there will be no information initially populated in the plan.*
7	➢ Click once on **Object Class** heading on the BOP screen *This will sort the information by Object Class in ascending order (Object Class 11 first)* ➢ Click once again on **Object Class** heading *This will sort the information by Object Class in descending order (Object Class 77 first)*
8	Try navigating to the **Summary of Objects** tab, and sorting the data and querying by a specific Object Class number. When finished: ➢ Click on **Budget Control** tab
9	➢ Click on **Enter Query** button on the toolbar ➢ Type ***14*** in the **Bureau** field on the BOP screen ➢ Type ***1-0*** in the **Plan No.** field on the BOP screen ➢ Type ***FY given by instructor*** in the **Fiscal Year** field on the BOP screen ➢ Click on **Execute Query** button on the toolbar *This will bring up all details for all plans starting with 1-0 in Fiscal Year chosen for Bureau 14.*

Step	Action
10	To find out how many records (Transaction Numbers) are associated to this query; look at the bottom of the screen until you see the record indicator Record: 1/? . As you can see, all we can see currently is record 1 and it right now can't tell us how many records are associated. There are two ways you can check. On the button bar: ➢ Click on the next record icon  until your record indicator replaces the question mark (?) with a number. *When we've gotten to the last record our record indicator will appear:* Record: 30/30 When finished click on the **Budget Control** tab.
11	➢ Click on **Enter Query** button  on the toolbar ➢ Type ***%BUDG%*** in the **Approved By** field on the BOP screen ➢ Click on **Execute Query** button  on the toolbar *This will bring up all details for plans that have been approved by an approving officer that has the letters "BUDG" in the name. % equals the wildcard.*
12	To find out how many records (Transaction Numbers) are associated to this query; look at the bottom of the screen until you see the record indicator Record: 1/? . As you can see, all we can see currently is record 1 and it right now can't tell us how many records are associated. There are two ways you can check. On the button bar: ➢ Click on the next record icon  until your record indicator replaces the question mark (?) with a number. ***How many Records are there?*** When finished click on the **Budget Control** tab.

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Exercise #3: Create a Basic Budget Operating Plan (BOP)

Objectives:

- Create a Basic Budget Operation Plan (BOP)
- Check for Pool Availability for BOP
- Verify BOP is Correct by Running Onscreen Report
- Submit BOP for Approval

Instructions: Execute the following steps:

<u>Scenario A</u>

You receive your Budget in October. You have received $75,000 for each of the quarters to be used for travel (OC 21-40-00-00). Apportion the money evenly across all months. You also have $5,000 that is to be used for a transfer to another office that should be entered at the beginning month of your BOP. Use your Login Sheet information for your Training ID for **Fund Code 0001**.

<u>Scenario B</u>

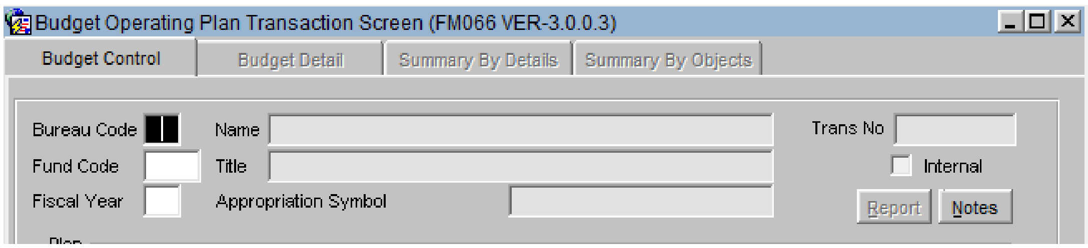
The Continuing Resolution (CR) has just ended in December. You have received $75,000 for each of the remaining quarters to be used for travel (OC 21-40-00-00) in January. Apportion the money evenly across all months remaining. You also have $5,000 that is to be used for a transfer to another office that should be entered at the beginning month of your BOP. Use your Login Sheet information for your Training ID for **Fund Code 0001**.

<u>Scenario C</u>

The Continuing Resolution (CR) has just ended in March. You have received $75,000 for each of the remaining quarters to be used for travel (OC 21-40-00-00) in April. Apportion the money evenly across all months remaining. You also have $5,000 that is to be used for a transfer to another office that should be entered at the beginning month of your BOP. Use your Login Sheet information for your Training ID for **Fund Code 0001**.

When finished setting up your plan; check it by running the ***FM166-Budget Operating Plan Report*** (onscreen). Also verify the information using the Quick Report, ***QR0051-BE-Monthly BOP Object Class Report***.

If everything is correct, submit the BOP for approval.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Either open the FM066-Budget Operating Plan from the CBS Navigator Menu or create a new record using the Add a Record button </td></tr>
<tr><td>2</td><td>Enter the basic information on the Budget Control Tab:


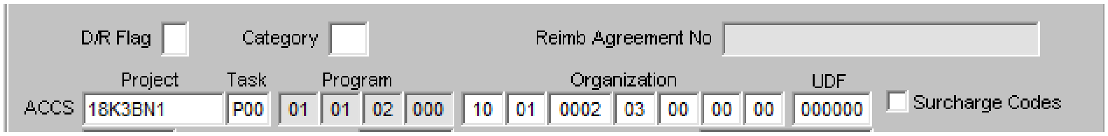
➢ Type 14 in the Bureau Code field
➢ Type 0001 in the Fund Code field
➢ Type Current FY in the Fiscal Year field

OR

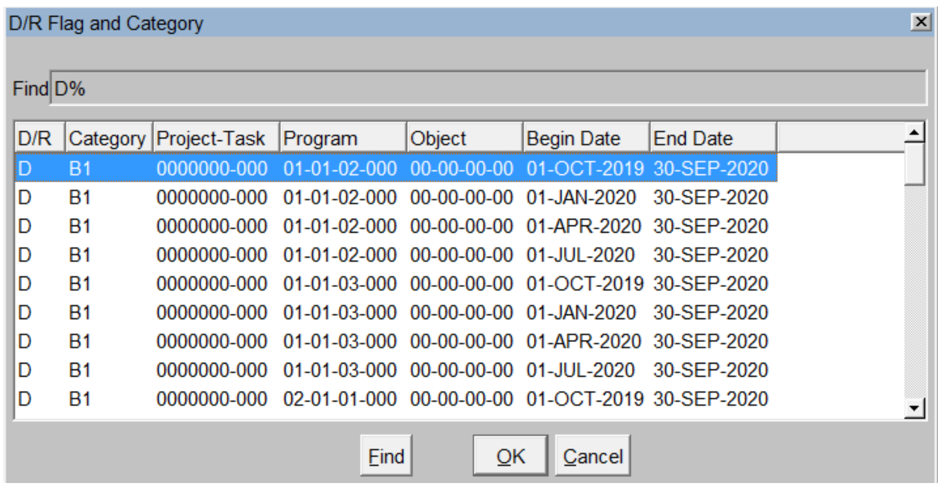
➢ Double-click in the Bureau Code field to bring up a list of values to select from
➢ Click on Notes button


➢ Type in BOP EX3 – Initial Budget Travel
➢ Click OK</td></tr>
</table>

Step	Action
3	Enter the *Program/Organization* information on the ***Budget Control Tab:***



➢ Double-click on *D/R Flag* field to get a list of funding categories

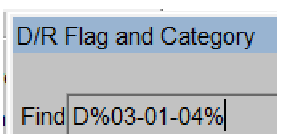

D/R Flag and Category

Find D%

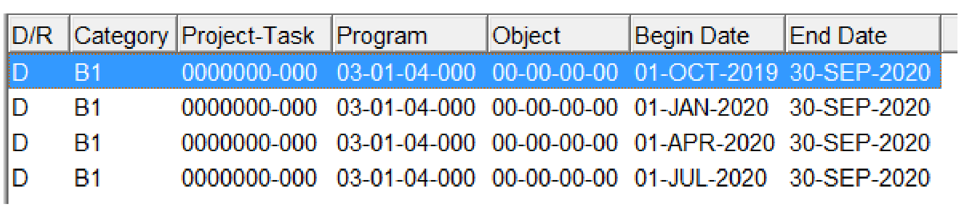
D/R	Category	Project-Task	Program	Object	Begin Date	End Date
D	B1	0000000-000	01-01-02-000	00-00-00-00	01-OCT-2019	30-SEP-2020
D	B1	0000000-000	01-01-02-000	00-00-00-00	01-JAN-2020	30-SEP-2020
D	B1	0000000-000	01-01-02-000	00-00-00-00	01-APR-2020	30-SEP-2020
D	B1	0000000-000	01-01-02-000	00-00-00-00	01-JUL-2020	30-SEP-2020
D	B1	0000000-000	01-01-03-000	00-00-00-00	01-OCT-2019	30-SEP-2020
D	B1	0000000-000	01-01-03-000	00-00-00-00	01-JAN-2020	30-SEP-2020
D	B1	0000000-000	01-01-03-000	00-00-00-00	01-APR-2020	30-SEP-2020
D	B1	0000000-000	01-01-03-000	00-00-00-00	01-JUL-2020	30-SEP-2020
D	B1	0000000-000	02-01-01-000	00-00-00-00	01-OCT-2019	30-SEP-2020

Find OK Cancel

➢ In the *Find* field, enter: ***Program Code*** from the Login Sheet (i.e. 03-01-04%)



➢ Click ***Find***



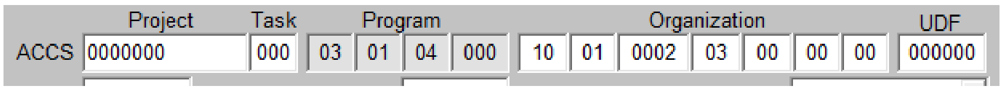
D/R	Category	Project-Task	Program	Object	Begin Date	End Date
D	B1	0000000-000	03-01-04-000	00-00-00-00	01-OCT-2019	30-SEP-2020
D	B1	0000000-000	03-01-04-000	00-00-00-00	01-JAN-2020	30-SEP-2020
D	B1	0000000-000	03-01-04-000	00-00-00-00	01-APR-2020	30-SEP-2020
D	B1	0000000-000	03-01-04-000	00-00-00-00	01-JUL-2020	30-SEP-2020

Notes:

✓ *The percent (%) sign is the wild card in CBS. Use it to help with your searches.*

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td rowspan="2">4</td><td>

➢ From the options that appear click to highlight the *program code* and time frame you want
➢ Click ***OK***



The ACCS Project/Task Code should be filled with zeros for Direct Funding. The Program Code should be what was selected. The *Organization* field will automatically default to your Organization Code. For training purposes make sure that it reflects what is on the Login Sheet.

➢ Verify that the *UDF* field shows ***000000***. If it is not, type it into that field

</td></tr>
<tr><td>

Notes:

✓ *This information is important to make sure is correct prior to moving on, as it will affect what you see for a pool area when entering the BOP Details.*

</td></tr>
<tr><td rowspan="2">5</td><td>

Enter the Unit and Quantity information:

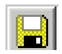
➢ Verify that the *Unit* field shows ***NONE***
➢ Verify the *Qty* field show ***.00***
➢ Verify the *Distribution* field shows ***Not Applicable***

</td></tr>
<tr><td>

Notes:

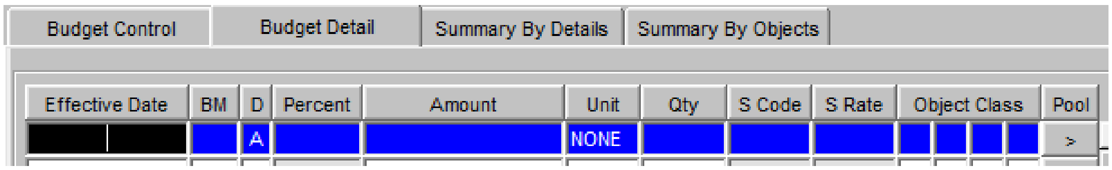
✓ *Unit is only used when labor is involved (i.e. FTE)*
✓ *Qty is only used when labor is involved*
✓ *The Distribution field is no longer used and should default to Not Applicable.*

</td></tr>
</table>

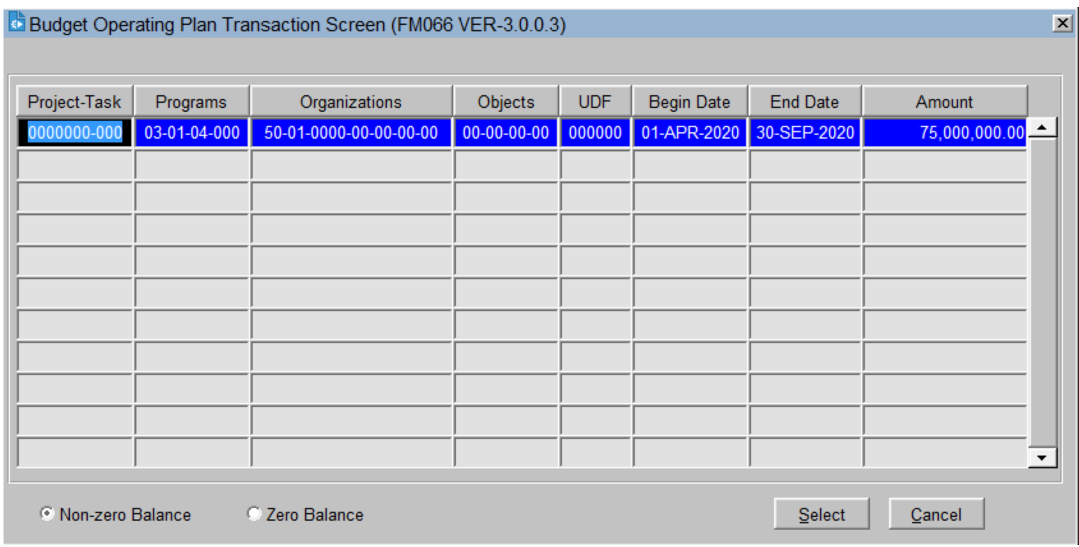
Step	Action
6	Enter the *Transaction Amount information* on the ***Budget Control Tab***:  ➢ Depending on your scenario type ***{amount}*** in each of the applicable *Qtr Total* field(s) (e.g. 1st Qtr {amount}, 2nd Qtr {amount}) ➢ Click on the **Save**  icon ➢ Write down the Plan and Transaction Numbers ➢ Click on the **Budget Detail** tab
	Notes: ✓ *The total amount in Trans Amount field will reflect the sum of fiscal quarters.* ✓ *The other tabs at the top of the FM066 screen will now be available after tabbing through the total fields or clicking Save.* ✓ *The Amount Fields are either entered in the full total field or the quarter total fields you cannot enter both.*

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7</td><td>

Enter the Effective Dates, Amounts, Quantities and Object Classes for **<u>each month</u>** of the Fiscal Year applicable to the scenario (e.g. Full year start with October 1st, part year start with April 1st):



- Type ***DDMMMYYYY*** (*e.g., 01-APR-20##*) in the *Effective Date* field
- Type ***{amount}*** in the *Amount* field
- Type ***0*** in the *Qty* field
- Type the ***Travel Object Class*** (*e.g., 21-40-00-00*) in the *Object Class* field
- Click on the **Pool**  icon



- Highlight the pool showing
- Click 
- **Repeat this step for the rest of the months and object classes needed**

</td></tr>
<tr><td></td><td>

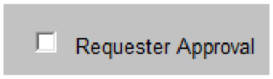
Notes:

- ✓ *If a pool balance isn't showing with the Non-zero Balance, click the radio button for Zero Balance.*
- ✓ *If no pool balance is showing on this screen with either options, cancel out and go back to the Budget Control Tab and verify your ACCS information.*

</td></tr>
</table>

Step	Action
8	➢ When finished entering all the details click on the **Save** icon ➢ Click on the **Budget Control** tab
9	Verify the information by viewing the **FM166 Budget Operating Plan Report** from the **Budget Control Tab**: ➢ Click on Report ➢ Click on Run Report ➢ Click **OK** when the message appears stating it was sent to the Report Server Queue
10	The **Budget Control Tab** screen appears: ➢ Click on Report ➢ Click on View Report A new window will appear showing the report in a PDF format. ➢ Close out the report ➢ Click on Exit
	Notes: ✓ *If you have your pop-up blocker on, the report will not automatically show.* ✓ *It will give you a prompt at the top to either temporarily allow pop-ups or to allow for this site.* ✓ *If you take action using this, the screen will refresh and you will have to open up the FM066 screen and re-query your transaction just entered.*

Step	Action
11	Click on the **Navigator Menu**: ➢ Open the **QR101-Quick Reports** option by double-clicking on it **<u>or</u>** highlighting it and pressing ***Enter*** ➢ Click **OK** on the dialog box ➢ Click in the *Report Header* field ➢ Type ***BE%*** in the *Find* field ➢ Click on Find ➢ Open the **BE-Monthly BOP Report by Object** report by double-clicking it **<u>or</u>** highlighting it and clicking on OK This will populate the *Report Header, Report ID*, and *User Name* fields with the correct information. ➢ Click in the *Trans No.* field ➢ Type your ***Transaction Number*** you wrote down from your BOP ➢ Click the **Submit** button ➢ Click **OK** when the message appears stating it was sent to the Report Server Queue
12	From the **Menu Bar**: ➢ Click on **View** ➢ Click **Reports Server Queue Status Page** A new window will open to your Report Server Queue specific to you ➢ Click on the **Job Name** (QR0051) to view the report A new window will appear showing the report in a PDF format. ➢ Close out the report ➢ Close out the Report Server Queue (if you wish) ➢ Get back to the FM066 BOP Screen

Step	Action
13	Submit the BOP for approval: ➢ Click on the **Requester Approval** checkbox to select it to be sent for approval  *The **Approved By** and **Approval Date** field should automatically populate. If they do not:* ➢ Click on the **Requester Approval** checkbox to unselect it ➢ Click on the **Requester Approval** checkbox to select it to be sent for approval
	Notes: ✓ *The approval chain will not show until you leave the transaction and requery it.*

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Exercise #4: Create a Basic BOP with Worksheet (Labor & Surcharges)

Objectives:

- Create a Basic Budget Operating Plan (BOP) with Labor & Surcharges related to labor
- Use the Monthly BOP Worksheet to figure out prior to entering in the system
- Submit BOP for Approval

Notes: *The Monthly BOP Worksheet was developed to help a person set up their BOP without being in the system.*

Instructions: Execute the following steps:

<u>Scenario A</u>

At the beginning of the current Fiscal Year (FY) you have received $733,746 for your budget. Use your Data Sheet information for **Fund Code 0001**. The total amount has been designated for labor and overhead. There are 11 FTEs that have the total salary amount of $586,986 for the fiscal year.

Follow the table below to plan your costs for each month.

Object Class (11.10.00.00)	Labor & FTE	Overhead (LO/FMC)
October	√	√
November	√	√
December	√	√
January	√	√
February	√	√
March	√	√
April	√	√
May	√	√
June	√	√
July	√	√
August	√	√
September	√	√

Remember to **exclude** any surcharges that you are not using.

Scenario B

Your budget for the year is $733,746 but because we didn't get it until January, $183,435 and 2.76 FTEs have been used for 1st quarter. Use your Data Sheet information for **Fund Code 0001**. The total amount has been designated for labor and overhead. There are 11 FTEs that have the total salary amount of $586,986 for the fiscal year.

Follow the table below to plan your costs for each month.

Object Class (11.10.00.00)	Labor & FTE	Overhead (LO/FMC)
January	√	√
February	√	√
March	√	√
April	√	√
May	√	√
June	√	√
July	√	√
August	√	√
September	√	√

Remember to **exclude** any surcharges that you are not using.

Scenario C

Your budget for the year is $733,746 but because we didn't get it until April, $366,870 and 5.52 FTEs have been used for 1st and 2nd quarters. Use your Data Sheet information for **Fund Code 0001**. The total amount has been designated for labor and overhead. There are 11 FTEs that have the total salary amount of $586,986 for the fiscal year.

Follow the table below to plan your costs for each month.

Object Class (11.10.00.00)	Labor & FTE	Overhead (LO/FMC)
April	√	√
May	√	√
June	√	√
July	√	√
August	√	√
September	√	√

Remember to **exclude** any surcharges that you are not using.

BOP Worksheet

- You can find it online at: http://www.corporateservices.noaa.gov/finance/cbs_bop.html

The BOP worksheet has a lot of information to it. You will need to use the scroll bars to maneuver within the document.

Note: Some of the color sections have calculations already set up in there. You will not be able to type in those fields. Also, descriptions of what to enter into the field are to the right of many of the fields.

Section – Distribution Rates (Surcharges)

Surcharges				Enter appropriate Distribution Rates associated to your FMC. Rates can be obtained from the NOAA Budget Office		
	Leave Surcharge		%			
	Employer's Contribution		%	These rates will be applied to Labor and calculated in the appropriate object classes		
	NOAA Rate		%			
	Line Office Rate		%			
	FMC Rate		%			
	GSA Rent (Reimbursable)		%			
	NOAA Link		%	3 percent when applicable		
	AGO Surcharge [Non-Simplified]		%	2% Greater than $250,000	(Beginning October 1, 2017)	
	AGO Surcharge [Simplified]		%	7% $250,000 or Less	(Beginning October 1, 2017)	Note: FFS = Fee for Service
	AGO ProTech		%	3 percent when applicable		

This is where you would enter the full percentage for each category of surcharges/overhead costs you will be entering into your BOP. Again, use Column C to enter your information.

Section – Labor

Labor				
	F/T Permanent		=	Enter total amount of annual salaries for permanent employees
	All Other		=	Enter total amount of annual salaries for part-time employees
	Base Labor F/T Perm	0.00	=	F/T PERMANENT - LEAVE SURCHARGE
	Base All Other	0.00	=	ALL OTHER - LEAVE SURCHARGE

This section really only works with Reimbursable Funds now. By entering the monthly labor cost to get the base labor. But you have to make sure your Surcharges section has been filled out with all of the labor surcharge percentages.

Section – Funding

Funding				
	Total: BOP Amount		=	Enter amount of total funding for the selected program or project
	Remaining BOP Amount	0.00	=	ALLOTMENT - TOTAL BOP PLAN = remainder of funds available that could be planned

This is the section where you would enter the total amount of funding you received for your BOP. As you fill in other areas within the worksheet, the calculation of what is remaining will show in the *Remaining BOP Amount* field, which by the time you're done should be zero.

Section – Object Classes (Detail)

Object Class		Annual Plan	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
				QTR 1			QTR 2			QTR 3			QTR 4	
0000	Tranfer Obj Class	0.00												
111x	F/T Permanent (Base Labor)	0.00												
1171, 73, 74	NOAA Corps (Base Labor)	0.00												
113x	All Other (Base Labor)	0.00												
115x	Other Compensation	0.00												
1177, 78	NOAA Corps Other Comp	0.00												
1160	Leave Surcharge	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
116x	Other Special Comp	0.00												
1172, 75, 76	NOAA Corps Other Spec Comp	0.00												
	SUBTOTAL - DIRECT LABOR	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
1210	Employer's Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1231	CSRS	0.00												
1236	FERS	0.00												
12xx	Other Benefits	0.00												
13xx	Former Benefits	0.00												
21xx	Travel	0.00												
21xx2517	AGO Travel FFS	0.00												
21xx2535	AGO Travel FFS	0.00												
21xx2603	AGO Travel ProTech	0.00												
22xx	Transportation	0.00												
22xx2517	AGO Transportation FFS	0.00												
22xx2535	AGO Transportation FFS	0.00												
22xx2603	AGO Transportation ProTech	0.00												
2319	Reimbursable Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
23xx	Rents, Comm. & Utilities	0.00												
23xxxx11	NOAALINK Telecommunications	0.00												
23xx2517	AGO Telecommunications FFS	0.00												
23xx2535	AGO Telecommunications FFS	0.00												
23xx2603	AGO Telecommunications ProTech	0.00												
24xx	Printing & Reproduction	0.00												
24xx2517	AGO Printing & Reproduction FFS	0.00												
24xx2535	AGO Printing & Reproduction FFS	0.00												
24xx2603	AGO Printing & Reproduction ProTech	0.00												
25xxxx11	NOAALINK Contractual Services	0.00												
25xx2517	AGO Contractual Services FFS	0.00												
25xx2535	AGO Contractual Services FFS	0.00												
25xx2603	AGO Contractual Services ProTech	0.00												
26xx	Supplies & Materials	0.00												
26xxxx11	NOAALINK Supplies & Materials	0.00												
26xx2517	AGO Supplies & Materials FFS	0.00												
26xx2535	AGO Supplies & Materials FFS	0.00												
26xx2603	AGO Supplies & Materials ProTech	0.00												
31xxxx11	NOAALINK Equipment	0.00												
31xx2517	AGO Equipment FFS	0.00												
31xx2535	AGO Equipment FFS	0.00												
31xx2603	AGO Equipment ProTech	0.00												
32xx2517	AGO Land & Structures FFS	0.00												
32xx2535	AGO Land & Structures FFS	0.00												
32xx2603	AGO Land & Structures ProTech	0.00												
33xx	Loans	0.00												
41xx	Grants & Fixed Charges	0.00												
42xx	Insurance Indeminities	0.00												
43xx	Interest & Dividends	0.00												
95xx	Less Qtrs & Subsistence	0.00												
	SUBTOTAL - NOAALINK	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
	SUBTOTAL - AGO Non Simplified A	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
	SUBTOTAL - AGO Simplified Acq.	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
	SUBTOTAL - AGO ProTech	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
	SUBTOTAL - CY OBLIGATIONS	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
77-87	NOAA Overhead	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
77-88	Line Office Overhead	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
77-89	Office (FMC) Overhead	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
77-11	NOAALINK Surcharge	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
77-12-25-17	AGO Surcharge (Non- Simplified Acq.)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
77-12-25-35	AGO Surcharge (Simplified Acq.)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
77-13-xx	AGO Surcharge (ProTech)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	SUBTOTAL - INDIRECT COSTS	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
	Qtr Total BOP Prior Surcharges	**0.00**		**0.00**			**0.00**			**0.00**			**0.00**	
	Qtr Total BOP After Surcharges	**0.00**		**0.00**			**0.00**			**0.00**			**0.00**	
	TOTAL BOP PLAN	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

This section is the details of your BOP; where the amounts are put for each month under the different object classes. The different object classes due to all the surcharges have now been highlighted in different colors. There are also highlighted areas that have zeroes in them that are used for calculations based upon the information that was added in other areas of the worksheet. These fields are protected.

Section – FTEs

FTES	Full Time Permanent	0.00												
	All Other	0.00												
	Total FTEs	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

All calculated fields are protected. Calculated fields are rounded to the nearest 10.
Benefits are calculated on O.C. 1110-1139, and 116x. Rent and Overhead Surcharges are calculated on O.C. 1110 thru 1199

This section is set up similar to the object class. This will allow you to figure out the quantity of FTEs you'll need per month to equal your total FTEs for the BOP.

Worksheet

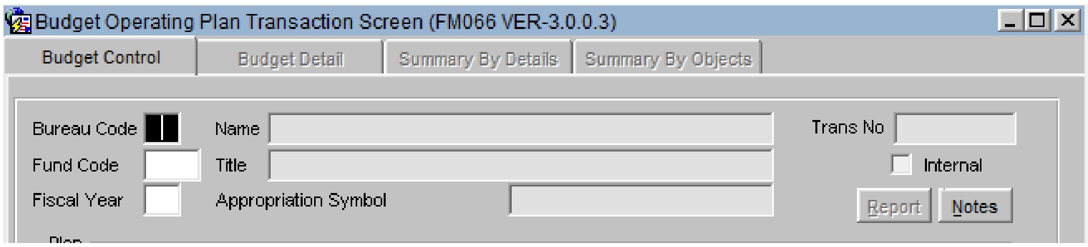
Step	Action
1	➢ Open up the Blank BOP Worksheet ➢ Click **Open**

Step	Action
2	Within the Workbook: ➢ Enter **<Surcharges>** in the ***Surcharges*** field ➢ Enter **<Total Amount>** in the ***Total BOP Amount*** field
3	Based upon the chart listed above, start entering costs in the applicable object classes until your ***Remaining BOP Amount*** equals zero.
4	Print your worksheet

FM066 Screen

Step	Action
1	Either open the **FM066-Budget Operating Plan** from the CBS Navigator Menu or create a new record using the **Add a Record** button 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2</td><td>
Enter the basic information on the Budget Control Tab:



Type 14 in the Bureau Code field
Type 0001 in the Fund Code field
Type Current FY in the Fiscal Year field

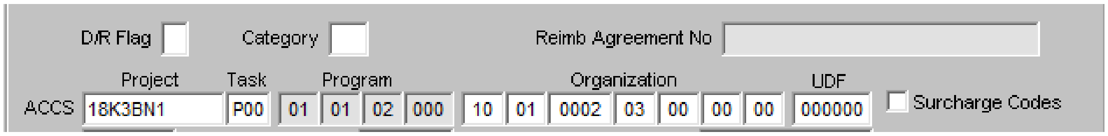
OR

Double-click in the Bureau Code field to bring up a list of values to select from
Click on Notes button

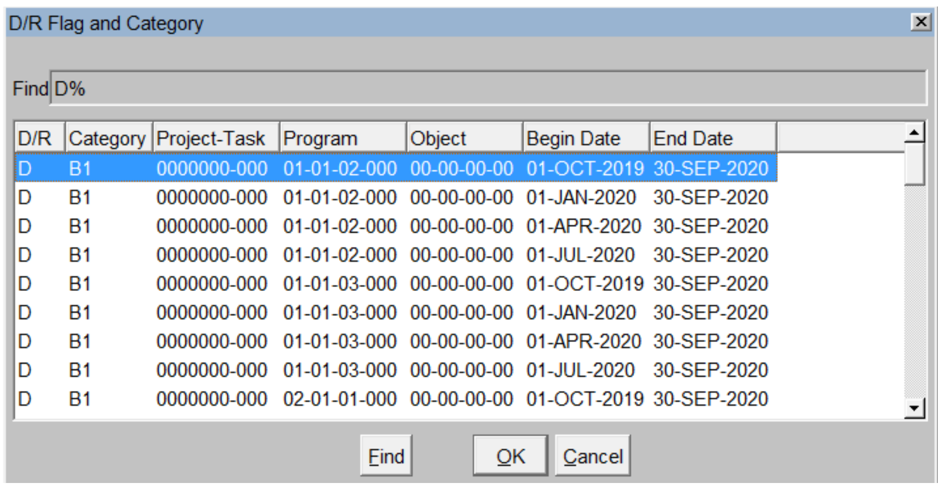
Type in BOP EX4 – Initial Budget Labor & Overhead
Click OK

</td></tr>
</table>

Step	Action
3	Enter the *Program/Organization* information on the ***Budget Control Tab:***

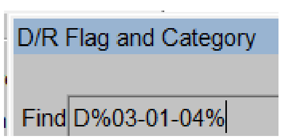


➤ Double-click on *D/R Flag* field to get a list of funding categories

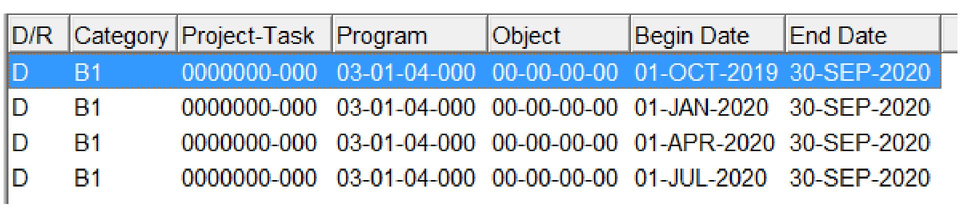


D/R	Category	Project-Task	Program	Object	Begin Date	End Date
D	B1	0000000-000	01-01-02-000	00-00-00-00	01-OCT-2019	30-SEP-2020
D	B1	0000000-000	01-01-02-000	00-00-00-00	01-JAN-2020	30-SEP-2020
D	B1	0000000-000	01-01-02-000	00-00-00-00	01-APR-2020	30-SEP-2020
D	B1	0000000-000	01-01-02-000	00-00-00-00	01-JUL-2020	30-SEP-2020
D	B1	0000000-000	01-01-03-000	00-00-00-00	01-OCT-2019	30-SEP-2020
D	B1	0000000-000	01-01-03-000	00-00-00-00	01-JAN-2020	30-SEP-2020
D	B1	0000000-000	01-01-03-000	00-00-00-00	01-APR-2020	30-SEP-2020
D	B1	0000000-000	01-01-03-000	00-00-00-00	01-JUL-2020	30-SEP-2020
D	B1	0000000-000	02-01-01-000	00-00-00-00	01-OCT-2019	30-SEP-2020

➤ In the *Find* field, enter: ***Program Code*** from the Login Sheet (i.e. 03-01-04%)



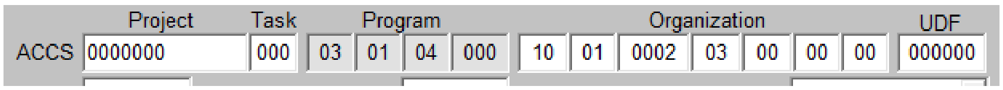
➤ Click ***Find***

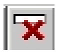
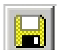


D/R	Category	Project-Task	Program	Object	Begin Date	End Date
D	B1	0000000-000	03-01-04-000	00-00-00-00	01-OCT-2019	30-SEP-2020
D	B1	0000000-000	03-01-04-000	00-00-00-00	01-JAN-2020	30-SEP-2020
D	B1	0000000-000	03-01-04-000	00-00-00-00	01-APR-2020	30-SEP-2020
D	B1	0000000-000	03-01-04-000	00-00-00-00	01-JUL-2020	30-SEP-2020

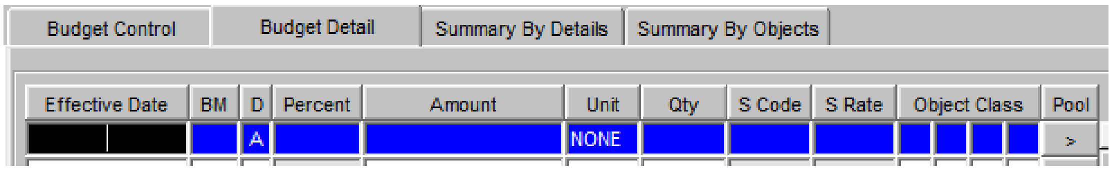
Notes:

✓ *The percent (%) sign is the wild card in CBS. Use it to help with your searches.*

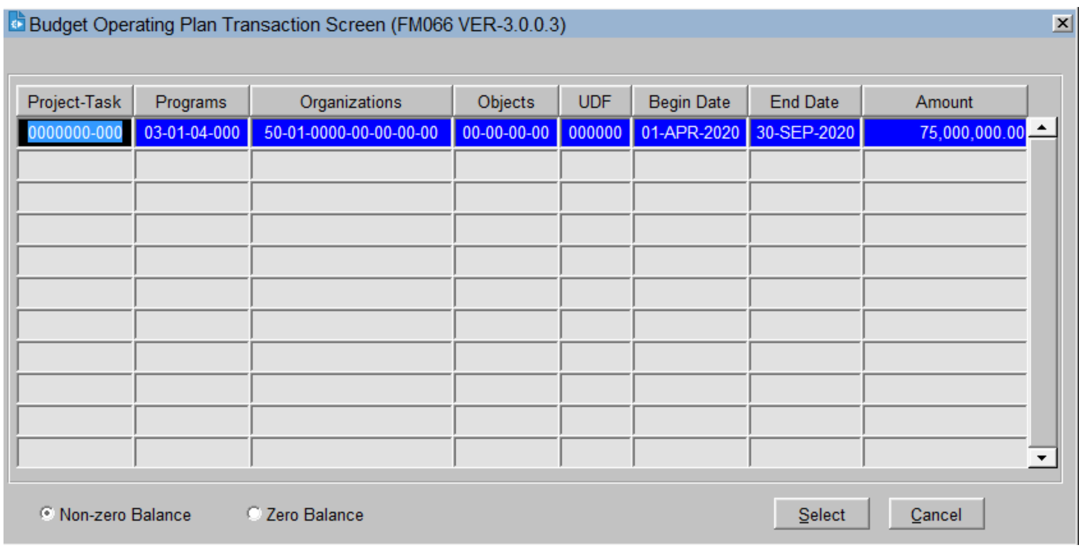
Step	Action
4	➢ From the options that appear click to highlight the *program code* and time frame you want ➢ Click ***OK***  The ACCS Project/Task Code should be filled with zeros. The Program Code should be what was selected. The *Organization* field will automatically default to your Organization Code. For training purposes make sure that it reflects what is on the training Login Sheet. ➢ Verify that the *UDF* field shows ***000000***. If it is not, type it into that field
	Notes: ✓ *This information is important to make sure is correct prior to moving on, as it will affect what you see for a pool area when entering the BOP Details.*
5	Enter the Unit and Quantity information:  ➢ Change that the *Unit* field to ***FTE*** ➢ Enter the *Qty* field to your ***<Total QTY>*** of FTEs ➢ Verify the *Distribution* field shows ***Not Applicable***
	Notes: ✓ *Unit is only used when labor is involved (i.e. FTE)* ✓ *Qty is only used when labor is involved* ✓ *The Distribution field is no longer used and should default to Not Applicable.*
6	Enter the *Transaction Amount information* on the ***Budget Control Tab***:  ➢ Depending on your scenario type ***{amount}*** in the Trans Amount *Total* field ➢ Check the **Surcharge** checkbox ➢ Click on the **Save**  icon ➢ Write down the Plan and Transaction Numbers

Step	Action
	Notes: ✓ *The total amount in Trans Amount field will reflect the sum of fiscal quarters.* ✓ *The other tabs at the top of the FM066 screen will now be available after tabbing through the total fields or clicking Save.* ✓ *The Amount Fields are either entered in the full total field or the quarter total fields you cannot enter both.*
7	Once the BOP is saved, the **Surcharge Code** list box is now populated with information. Do the following: ➢ Highlight the first ***<Surcharge Code>*** listed you don't need ➢ Click on the **Delete a Record** icon  ➢ Repeat until only those surcharges show that are needed (i.e. ***FMC/LO***) ➢ Click on the **Save**  icon ➢ Click on the **Budget Detail** tab

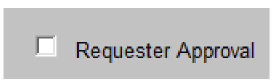
Step	Action
8	Enter the Effective Dates, Amounts, Quantities and Object Classes for **<u>each month</u>** of the Fiscal Year applicable to the scenario (e.g. Full year start with October 1st, part year start with April 1st):



- Type ***DDMMMYYYY*** (*e.g., 01-APR-20##*) in the *Effective Date* field
- Type ***{amount}*** in the *Amount* field
- Type ***{qty}*** in the *Qty* field
- Type the ***Labor Object Class*** (*e.g., 11-10-00-00*) in the *Object Class* field
- Click on the **Pool** icon



- Highlight the pool showing
- Click Select
- **Repeat this step for the rest of the months needed**
- Verify the totals from the FM066 screen and your worksheet.
- Click on the **Apply Surcharge** button Apply Surcharge
- When finished entering all the details click on the **Save** icon
- Click on the **Budget Control** tab

Step	Action
	Notes: ✓ *If a pool balance isn't showing with the Non-zero Balance, click the radio button for Zero Balance.* ✓ *If no pool balance is showing on this screen with either option, cancel out and go back to the Budget Control Tab and verify your ACCS information.* ✓ *Notice the Cumulative Total before applying the surcharge and after.* ✓ *The Cumulative Total should now match the Transaction Total.*
13	➢ Verify the information using the BOP Report (FM166) from the BOP screen ➢ Click on the **Requester Approval** checkbox to select it to be sent for approval  *The **Approved By** and **Approval Date** field should automatically populate. If they do not:* ➢ Click on the **Requester Approval** checkbox to unselect it ➢ Click on the **Requester Approval** checkbox to select it to be sent for approval
	Notes: ✓ *The approval chain will not show until you leave the transaction and re-query it.*

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Exercise #5: Create a BOP with NOAALink Surcharges

Objectives:

- Create a Basic Budget Operating Plan (BOP) with NOAALink Surcharges
- Use the Monthly BOP Worksheet to figure out prior to entering in the system
- Submit BOP for Approval

Instructions: Execute the following steps:

In late March you have received $750,000 for your budget. Use your Data Sheet information for **Fund Code 0001**.

This money has been designated for purchases under NOAALink. Use the following table to plan your costs:

O.C.		Apr	May	Jun	Jul	Aug	Sep
25-13-00-11	Contracts	√			√	√	
26-18-00-11	Supplies	√	√	√	√	√	√
31-24-00-11	Equipment	√				√	

Remember to **exclude** all surcharges NOT needed.

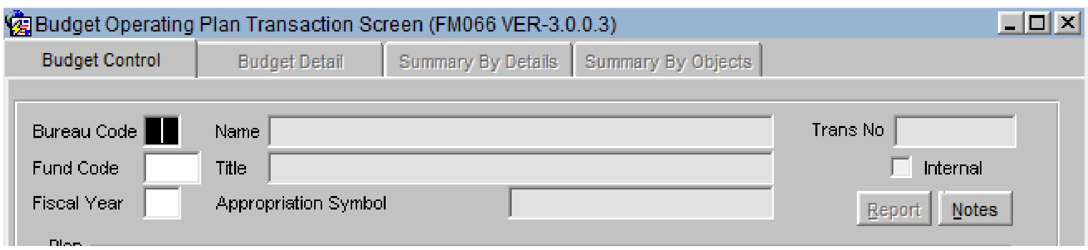
Worksheet

Step	Action
1	➢ Open up the Blank BOP Worksheet ➢ Click **Open**
2	Within the Workbook: ➢ Enter **<Surcharges>** in the ***Surcharges*** field ➢ Enter **<Total Amount>** in the ***Total BOP Amount*** field
3	Based upon the chart listed above, start entering costs in the applicable object classes until your ***Remaining BOP Amount*** equals zero.

Step	Action
4	Print your worksheet

FM066 Screen

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Either open the FM066-Budget Operating Plan from the CBS Navigator Menu or create a new record using the Add a Record button </td></tr>
<tr><td>2</td><td>Enter the basic information on the Budget Control Tab:



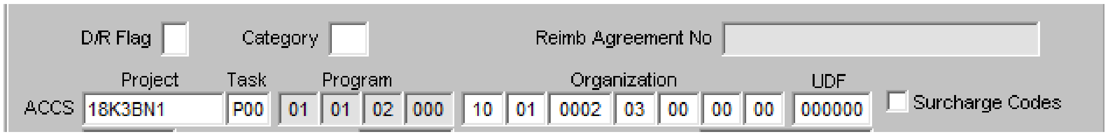
- Type 14 in the Bureau Code field
- Type 0001 in the Fund Code field
- Type Current FY in the Fiscal Year field

OR

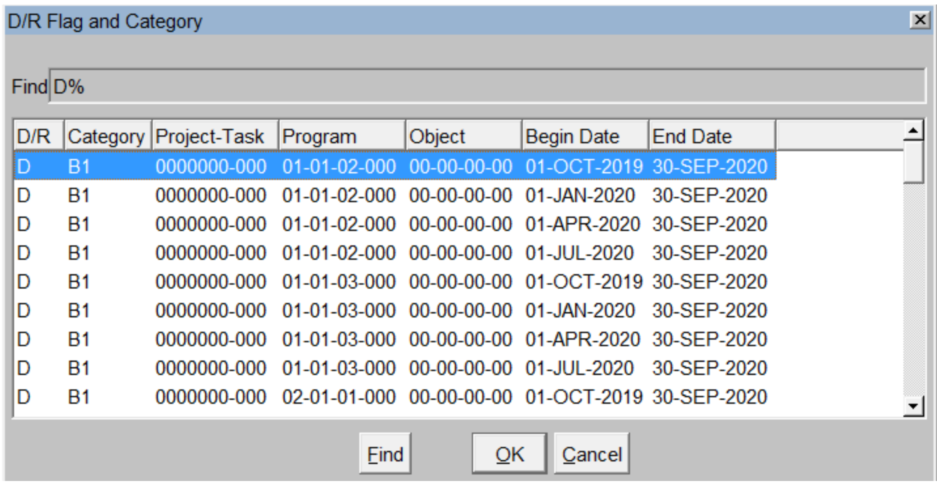
- Double-click in the Bureau Code field to bring up a list of values to select from
- Click on Notes button

- Type in BOP EX5 – Initial Budget NOAALink
- Click OK</td></tr>
</table>

Step	Action
3	Enter the *Program/Organization* information on the ***Budget Control Tab:***

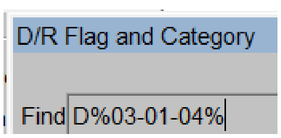


➢ Double-click on *D/R Flag* field to get a list of funding categories

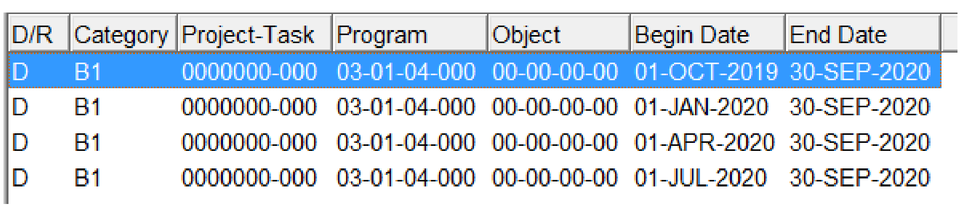


D/R	Category	Project-Task	Program	Object	Begin Date	End Date
D	B1	0000000-000	01-01-02-000	00-00-00-00	01-OCT-2019	30-SEP-2020
D	B1	0000000-000	01-01-02-000	00-00-00-00	01-JAN-2020	30-SEP-2020
D	B1	0000000-000	01-01-02-000	00-00-00-00	01-APR-2020	30-SEP-2020
D	B1	0000000-000	01-01-02-000	00-00-00-00	01-JUL-2020	30-SEP-2020
D	B1	0000000-000	01-01-03-000	00-00-00-00	01-OCT-2019	30-SEP-2020
D	B1	0000000-000	01-01-03-000	00-00-00-00	01-JAN-2020	30-SEP-2020
D	B1	0000000-000	01-01-03-000	00-00-00-00	01-APR-2020	30-SEP-2020
D	B1	0000000-000	01-01-03-000	00-00-00-00	01-JUL-2020	30-SEP-2020
D	B1	0000000-000	02-01-01-000	00-00-00-00	01-OCT-2019	30-SEP-2020

➢ In the *Find* field, enter: ***Program Code*** from the Login Sheet (i.e. 03-01-04%)



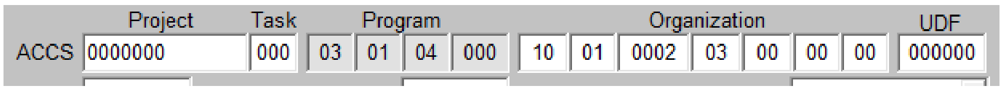
➢ Click ***Find***

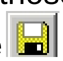


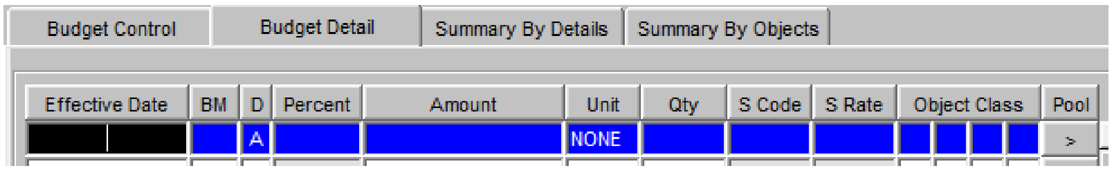
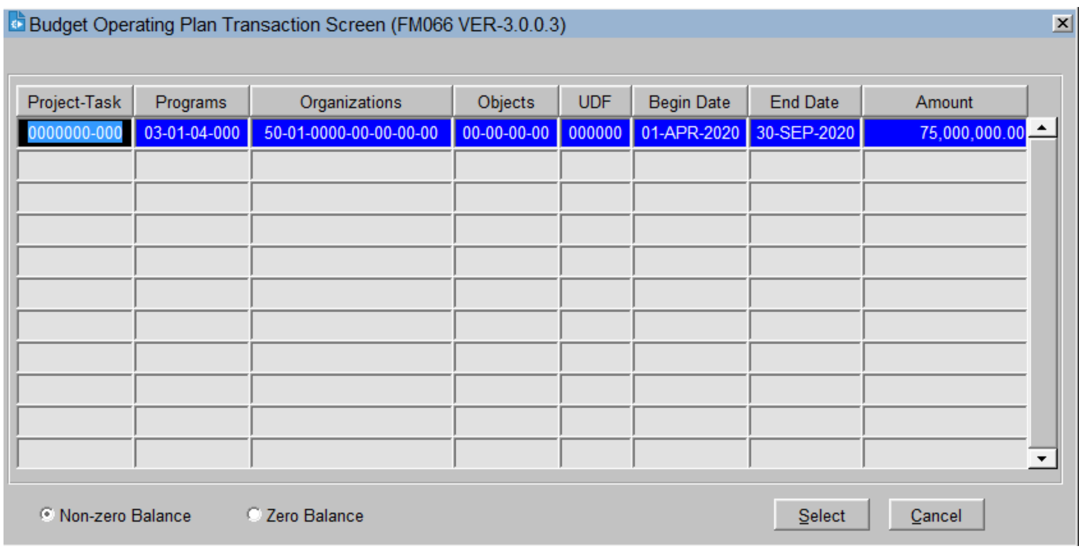
D/R	Category	Project-Task	Program	Object	Begin Date	End Date
D	B1	0000000-000	03-01-04-000	00-00-00-00	01-OCT-2019	30-SEP-2020
D	B1	0000000-000	03-01-04-000	00-00-00-00	01-JAN-2020	30-SEP-2020
D	B1	0000000-000	03-01-04-000	00-00-00-00	01-APR-2020	30-SEP-2020
D	B1	0000000-000	03-01-04-000	00-00-00-00	01-JUL-2020	30-SEP-2020

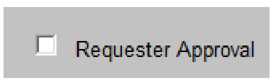
Notes:

✓ *The percent (%) sign is the wild card in CBS. Use it to help with your searches.*

Step	Action
4	➢ From the options that appear click to highlight the *program code* and time frame you want ➢ Click ***OK***  The ACCS Project/Task Code should be filled with zeros. The Program Code should be what was selected. The *Organization* field will automatically default to your Organization Code. For training purposes make sure that it reflects what is on the training Login Sheet. ➢ Verify that the *UDF* field shows ***000000***. If it is not, type it into that field
	Notes: ✓ *This information is important to make sure is correct prior to moving on, as it will affect what you see for a pool area when entering the BOP Details.*
5	Enter the Unit and Quantity information:  ➢ Verify that the *Unit* field says ***NONE*** ➢ Verify the *Qty* field says ***.00*** ➢ Verify the *Distribution* field shows ***Not Applicable***
	Notes: ✓ *Unit is only used when labor is involved (i.e. FTE)* ✓ *Qty is only used when labor is involved* ✓ *The Distribution field is no longer used and should default to Not Applicable.*
6	Enter the *Transaction Amount information* on the ***Budget Control Tab***:  ➢ Depending on your scenario type ***{amount}*** in the Trans Amount *Total* field ➢ Check the **Surcharge** checkbox ➢ Click on the **Save** icon ➢ Write down the Plan and Transaction Numbers

Step	Action
	Notes: ✓ *The total amount in Trans Amount field will reflect the sum of fiscal quarters.* ✓ *The other tabs will now be available after tabbing through the fields or clicking Save.* ✓ *The Amount Fields are either entered in the full total field or the quarter total fields.*
7	Once the BOP is saved, the **Surcharge Code** list box is now populated with information. Do the following: ➢ Highlight the first ***<Surcharge Code>*** listed you don't need ➢ Click on the **Delete a Record** icon  ➢ Repeat until only those surcharges show that are needed ➢ Click on the **Save**  icon ➢ Click on the **Budget Detail** tab

Step	Action
8	Enter the Effective Dates, Amounts, Quantities and Object Classes for **<u>each month</u>** of the Fiscal Year applicable to the scenario (e.g. Full year start with October 1st, part year start with April 1st):  ➢ Type ***DDMMMYYYY*** (*e.g., 01-APR-20##*) in the *Effective Date* field ➢ Type ***{amount}*** in the *Amount* field ➢ Type the ***Object Classes*** in the *Object Class* field ➢ Click on the **Pool** icon  ➢ Highlight the pool showing ➢ Click Select ➢ **Repeat this step for the rest of the months needed** ➢ Click on the **Apply Surcharge** button Apply Surcharge ➢ When finished entering all the details click on the **Save** icon ➢ Click on the **Budget Control** tab

Step	Action
	Notes: ✓ *If a pool balance isn't showing with the Non-zero Balance, click the radio button for Zero Balance.* ✓ *If no pool balance is showing on this screen with either option, cancel out and go back to the Budget Control Tab and verify your ACCS information.* ✓ *Notice the Cumulative Total before applying the surcharge and after.* ✓ *The Cumulative Total should now match the Transaction Total.*
13	➢ Verify the information using the BOP Report (FM166) from the BOP screen ➢ Click on the **Requester Approval** checkbox to select it to be sent for approval  *The **Approved By** and **Approval Date** field should automatically populate. If they do not:* ➢ Click on the **Requester Approval** checkbox to unselect it ➢ Click on the **Requester Approval** checkbox to select it to be sent for approval
	Notes: ✓ *The approval chain will not show until you leave the transaction and re-query it.*

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Exercise #6: Create a BOP with AGO FFS Surcharges

Objectives:

- Create a Basic Budget Operating Plan (BOP) with AGO Fee for Service Surcharges
- Use the Monthly BOP Worksheet to figure out prior to entering in the system
- Submit BOP for Approval

Instructions: Execute the following steps:

In late March you have received $1,000,000 for your budget. Use your Data Sheet information for **Fund Code 0001**.

This money has been designated for purchases under that will incur the AGO FFS. Use the following table to plan your costs:

O.C.		Apr	May	Jun	Jul	Aug	Sep
25-13-25-17	Contracts	√			√		
26-18-25-35	Supplies	√	√	√	√	√	√
31-24-25-35	Equipment			√		√	

Remember anything over $250,000 will have the object class ending in 25-17 and anything $250,000 or under will have the object class code ending in 25-35. Remember to **exclude** all surcharges NOT needed.

Worksheet

Step	Action
1	➢ Open up the Blank BOP Worksheet ➢ Click **Open**
2	Within the Workbook: ➢ Enter **<Surcharges>** in the ***Surcharges*** field ➢ Enter **<Total Amount>** in the ***Total BOP Amount*** field

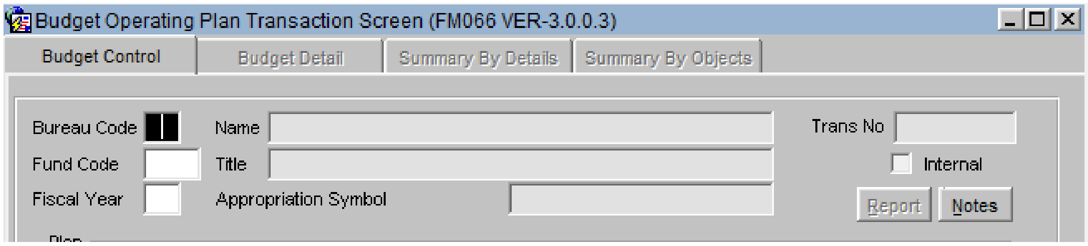
Step	Action
3	Based upon the chart listed above, start entering costs in the applicable object classes until your ***Remaining BOP Amount*** equals zero.
4	Print your worksheet

FM066 Screen

Step	Action
1	Either open the **FM066-Budget Operating Plan** from the CBS Navigator Menu or create a new record using the **Add a Record** button 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2</td><td>

Enter the basic information on the ***Budget Control Tab:***



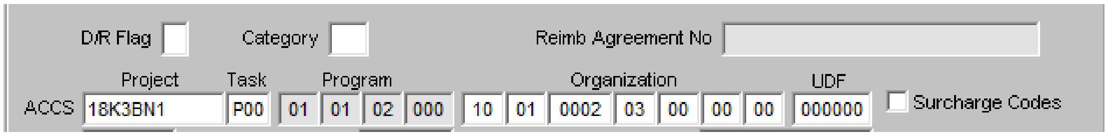
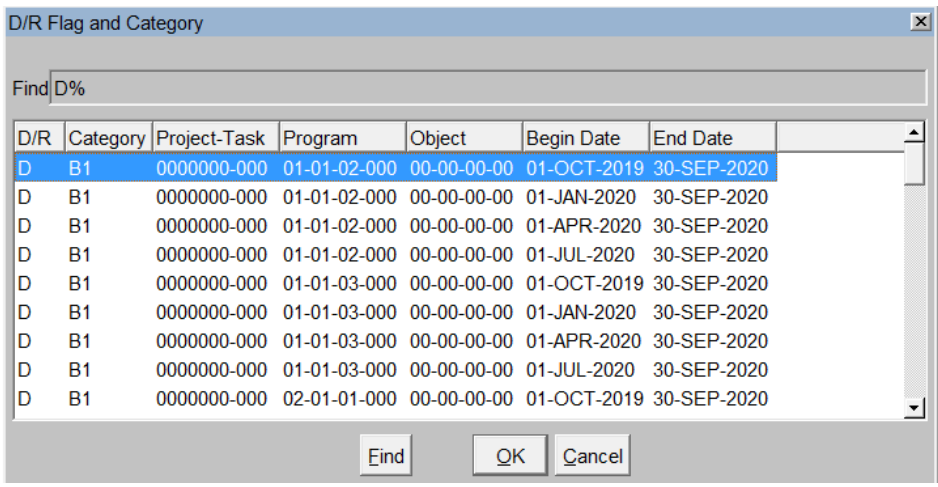
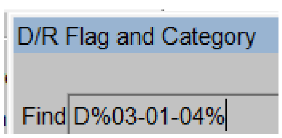
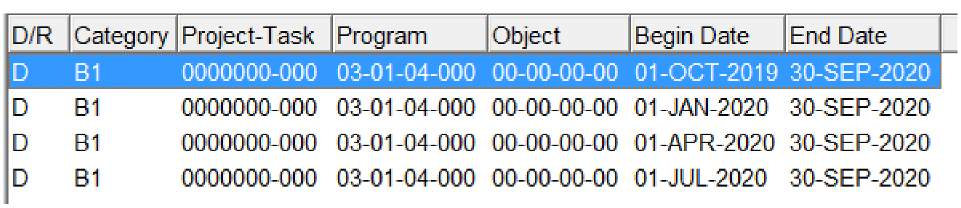
- Type ***14*** in the *Bureau Code* field
- Type ***0001*** in the *Fund Code* field
- Type ***Current FY*** in the *Fiscal Year* field

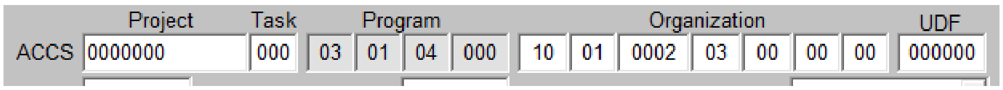
OR

- Double-click in the *Bureau Code* field to bring up a list of values to select from
- Click on ***Notes*** button

- Type in ***BOP EX6 – Initial Budget AGO FFS***
- Click **OK**

</td></tr>
</table>

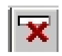
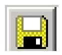
Step	Action
3	Enter the *Program/Organization* information on the ***Budget Control Tab:***  ➢ Double-click on *D/R Flag* field to get a list of funding categories  ➢ In the *Find* field, enter: ***Program Code*** from the Login Sheet (i.e. 03-01-04%)  ➢ Click ***Find***  ***Notes:*** ✓ *The percent (%) sign is the wild card in CBS. Use it to help with your searches.*

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4</td><td>
➢ From the options that appear click to highlight the program code and time frame you want
➢ Click OK


The ACCS Project/Task Code should be filled with zeros. The Program Code should be what was selected. The Organization field will automatically default to your Organization Code. For training purposes make sure that it reflects what is on the training Login Sheet.
➢ Verify that the UDF field shows 000000. If it is not, type it into that field
</td></tr>
<tr><td></td><td>
Notes:
✓ This information is important to make sure is correct prior to moving on, as it will affect what you see for a pool area when entering the BOP Details.
</td></tr>
<tr><td>5</td><td>
Enter the Unit and Quantity information:

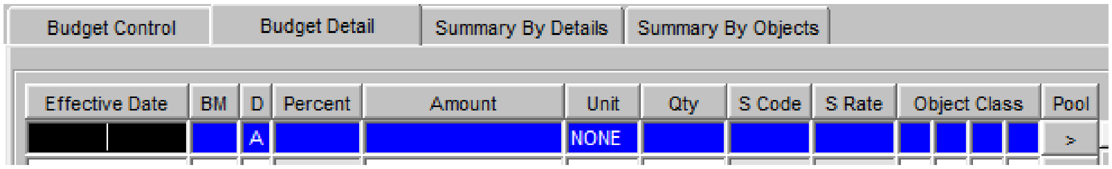

➢ Verify that the Unit field says NONE
➢ Verify the Qty field says .00
➢ Verify the Distribution field shows Not Applicable
</td></tr>
<tr><td></td><td>
Notes:
✓ Unit is only used when labor is involved (i.e. FTE)
✓ Qty is only used when labor is involved
✓ The Distribution field is no longer used and should default to Not Applicable.
</td></tr>
<tr><td>6</td><td>
Enter the Transaction Amount information on the Budget Control Tab:


➢ Depending on your scenario type {amount} in the Trans Amount Total field
➢ Check the Surcharge checkbox
➢ Click on the Save  icon
➢ Write down the Plan and Transaction Numbers
</td></tr>
</table>

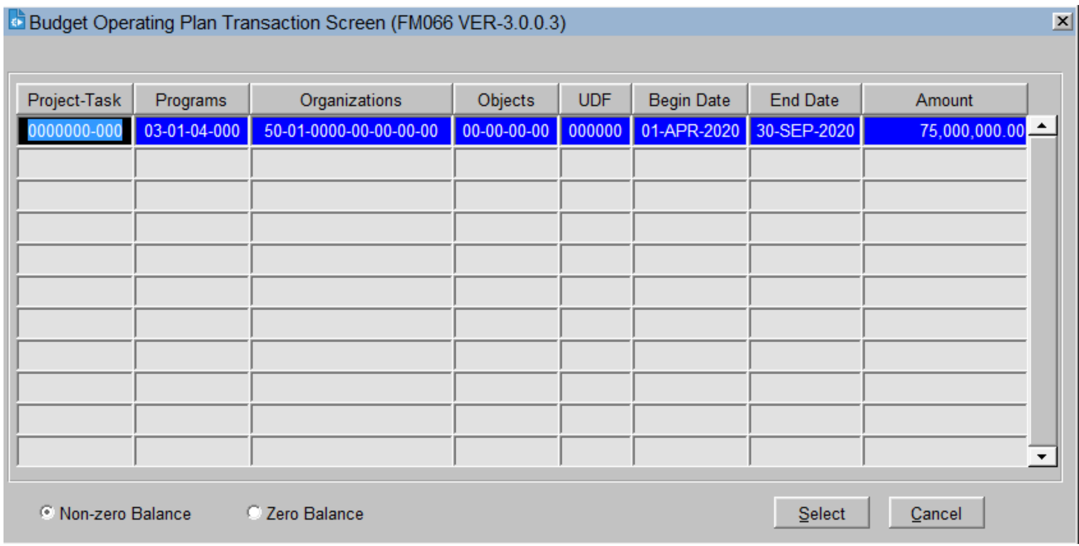
Step	Action
	Notes: ✓ *The total amount in Trans Amount field will reflect the sum of fiscal quarters.* ✓ *The other tabs will now be available after tabbing through the fields or clicking Save.* ✓ *The Amount Fields are either entered in the full total field or the quarter total fields.*
7	Once the BOP is saved, the **Surcharge Code** list box is now populated with information. Do the following: ➢ Highlight the first ***<Surcharge Code>*** listed you don't need ➢ Click on the **Delete a Record** icon  ➢ Repeat until only those surcharges show that are needed ➢ Click on the **Save**  icon ➢ Click on the **Budget Detail** tab

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>8</td><td>

Enter the Effective Dates, Amounts, Quantities and Object Classes for **<u>each month</u>** of the Fiscal Year applicable to the scenario (e.g. Full year start with October 1st, part year start with April 1st):



- Type ***DDMMMYYYY*** (*e.g., 01-APR-20##*) in the *Effective Date* field
- Type ***{amount}*** in the *Amount* field
- Type the ***Object Classes*** in the *Object Class* field
- Click on the **Pool**  icon

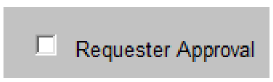


- Highlight the pool showing
- Click 

- **Repeat this step for the rest of the months needed**
- Click on the **Apply Surcharge** button 

- When finished entering all the details click on the **Save**  icon
- Click on the **Budget Control** tab

</td></tr>
</table>

Step	Action
	Notes: ✓ *If a pool balance isn't showing with the Non-zero Balance, click the radio button for Zero Balance.* ✓ *If no pool balance is showing on this screen with either option, cancel out and go back to the Budget Control Tab and verify your ACCS information.* ✓ *Notice the Cumulative Total before applying the surcharge and after.* ✓ *The Cumulative Total should now match the Transaction Total.*
13	➢ Verify the information using the BOP Report (FM166) from the BOP screen ➢ Click on the **Requester Approval** checkbox to select it to be sent for approval  *The **Approved By** and **Approval Date** field should automatically populate. If they do not:* ➢ Click on the **Requester Approval** checkbox to unselect it ➢ Click on the **Requester Approval** checkbox to select it to be sent for approval
	Notes: ✓ *The approval chain will not show until you leave the transaction and re-query it.*

Exercise #7: Create a BOP with AGO ProTech Surcharges

Objectives:

- Create a Basic Budget Operating Plan (BOP) with AGO ProTech Surcharges
- Use the Monthly BOP Worksheet to figure out prior to entering in the system
- Submit BOP for Approval

Instructions: Execute the following steps:

In late March you have received $500,000 for your budget. Use your Data Sheet information for **Fund Code 0001**.

This money has been designated for purchases under that will incur the AGO ProTech. Use the following table to plan your costs:

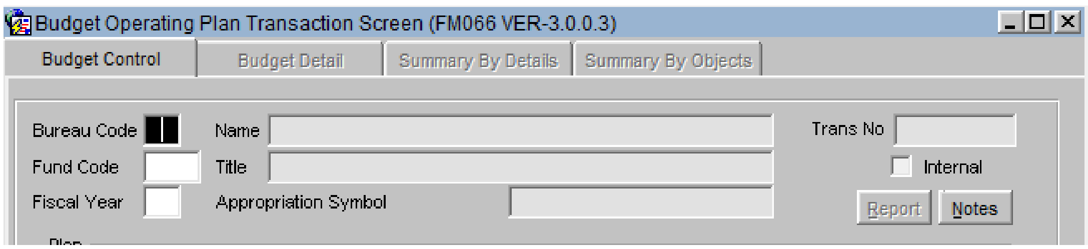
O.C.		Apr	May	Jun	Jul	Aug	Sep
25-13-26-03	Contracts	√				√	
31-24-26-03	Equipment		√			√	

Remember to **exclude** all surcharges NOT needed.

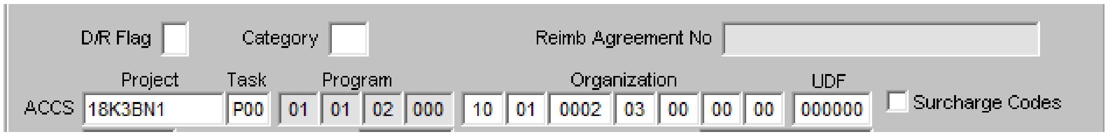
Worksheet

Step	Action
1	➢ Open up the Blank BOP Worksheet ➢ Click **Open**
2	Within the Workbook: ➢ Enter **<Surcharges>** in the ***Surcharges*** field ➢ Enter **<Total Amount>** in the ***Total BOP Amount*** field
3	Based upon the chart listed above, start entering costs in the applicable object classes until your ***Remaining BOP Amount*** equals zero.
4	Print your worksheet

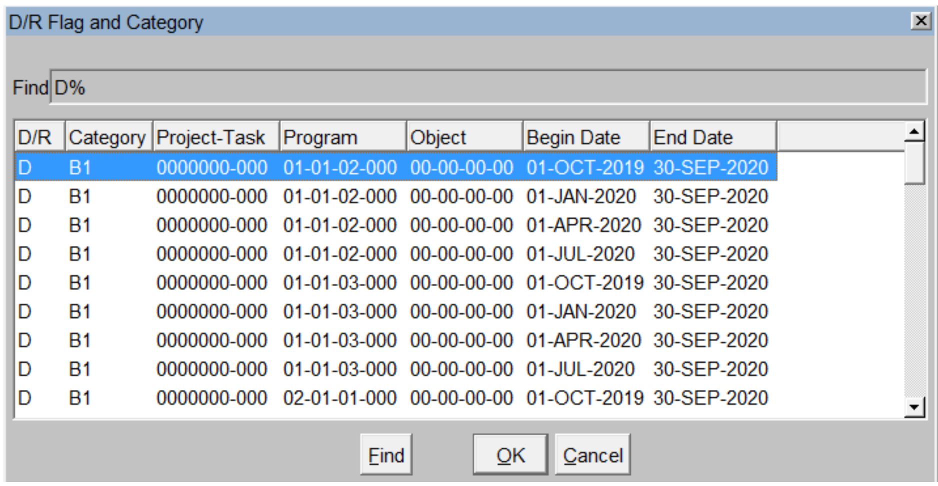
FM066 Screen

Step	Action
1	Either open the **FM066-Budget Operating Plan** from the CBS Navigator Menu or create a new record using the **Add a Record** button 
2	Enter the basic information on the ***Budget Control Tab:***  ➢ Type ***14*** in the *Bureau Code* field ➢ Type ***0001*** in the *Fund Code* field ➢ Type ***Current FY*** in the *Fiscal Year* field **OR** ➢ Double-click in the *Bureau Code* field to bring up a list of values to select from ➢ Click on ***Notes*** button  ➢ Type in ***BOP EX7 – Initial Budget AGO ProTech*** ➢ Click **OK**

Step	Action
3	Enter the *Program/Organization* information on the ***Budget Control Tab:***

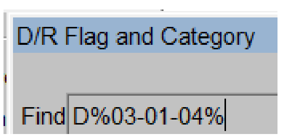


- Double-click on *D/R Flag* field to get a list of funding categories

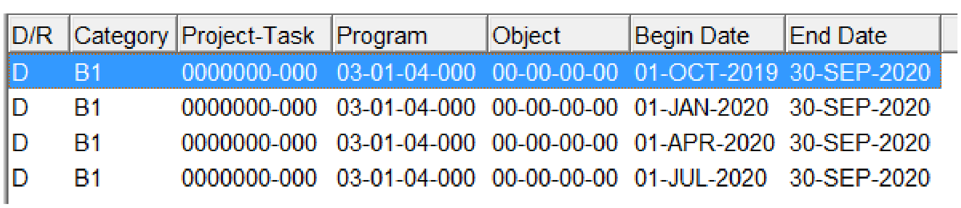


D/R	Category	Project-Task	Program	Object	Begin Date	End Date
D	B1	0000000-000	01-01-02-000	00-00-00-00	01-OCT-2019	30-SEP-2020
D	B1	0000000-000	01-01-02-000	00-00-00-00	01-JAN-2020	30-SEP-2020
D	B1	0000000-000	01-01-02-000	00-00-00-00	01-APR-2020	30-SEP-2020
D	B1	0000000-000	01-01-02-000	00-00-00-00	01-JUL-2020	30-SEP-2020
D	B1	0000000-000	01-01-03-000	00-00-00-00	01-OCT-2019	30-SEP-2020
D	B1	0000000-000	01-01-03-000	00-00-00-00	01-JAN-2020	30-SEP-2020
D	B1	0000000-000	01-01-03-000	00-00-00-00	01-APR-2020	30-SEP-2020
D	B1	0000000-000	01-01-03-000	00-00-00-00	01-JUL-2020	30-SEP-2020
D	B1	0000000-000	02-01-01-000	00-00-00-00	01-OCT-2019	30-SEP-2020

- In the *Find* field, enter: ***Program Code*** from the Login Sheet (i.e. 03-01-04%)



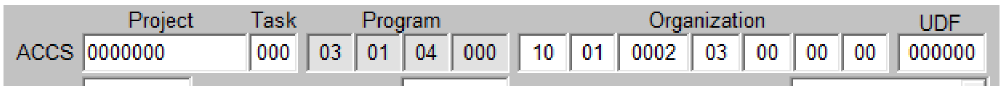
- Click ***Find***

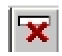
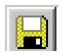


D/R	Category	Project-Task	Program	Object	Begin Date	End Date
D	B1	0000000-000	03-01-04-000	00-00-00-00	01-OCT-2019	30-SEP-2020
D	B1	0000000-000	03-01-04-000	00-00-00-00	01-JAN-2020	30-SEP-2020
D	B1	0000000-000	03-01-04-000	00-00-00-00	01-APR-2020	30-SEP-2020
D	B1	0000000-000	03-01-04-000	00-00-00-00	01-JUL-2020	30-SEP-2020

Notes:

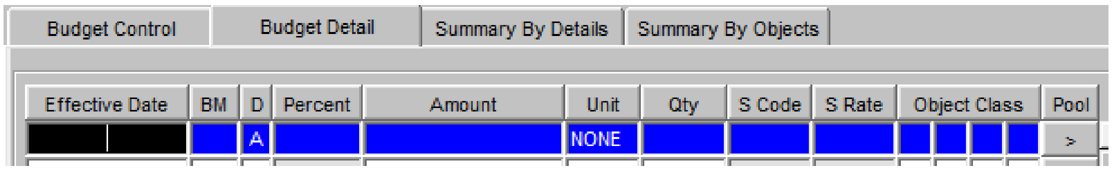
✓ *The percent (%) sign is the wild card in CBS. Use it to help with your searches.*

Step	Action
4	➢ From the options that appear click to highlight the *program code* and time frame you want ➢ Click ***OK***  The ACCS Project/Task Code should be filled with zeros. The Program Code should be what was selected. The *Organization* field will automatically default to your Organization Code. For training purposes make sure that it reflects what is on the training Login Sheet. ➢ Verify that the *UDF* field shows ***000000***. If it is not, type it into that field
	Notes: ✓ *This information is important to make sure is correct prior to moving on, as it will affect what you see for a pool area when entering the BOP Details.*
5	Enter the Unit and Quantity information:  ➢ Verify that the *Unit* field says ***NONE*** ➢ Verify the *Qty* field says ***.00*** ➢ Verify the *Distribution* field shows ***Not Applicable***
	Notes: ✓ *Unit is only used when labor is involved (i.e. FTE)* ✓ *Qty is only used when labor is involved* ✓ *The Distribution field is no longer used and should default to Not Applicable.*
6	Enter the *Transaction Amount information* on the ***Budget Control Tab***:  ➢ Depending on your scenario type ***{amount}*** in the Trans Amount *Total* field ➢ Check the **Surcharge** checkbox ➢ Click on the **Save**  icon ➢ Write down the Plan and Transaction Numbers

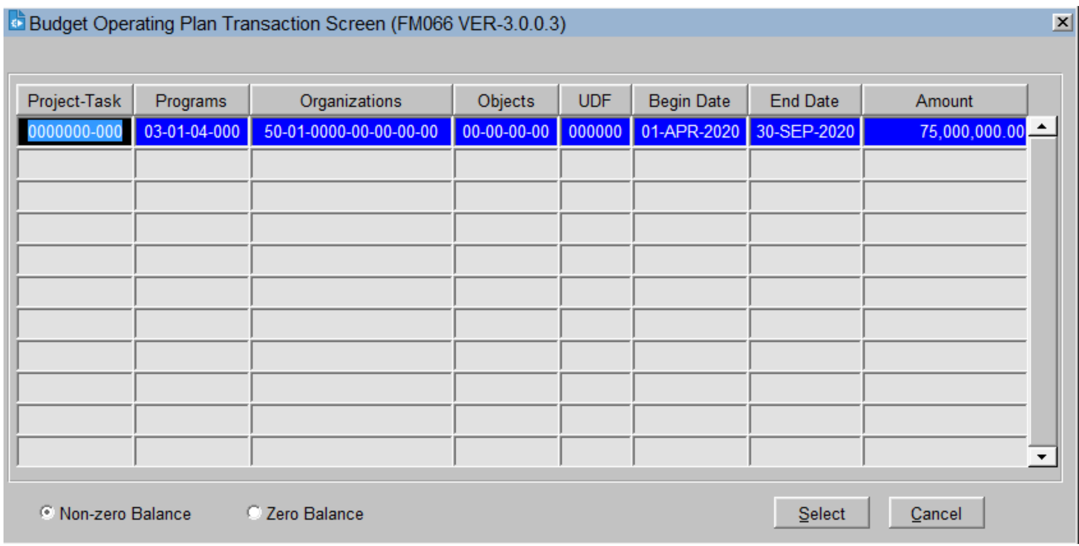
Step	Action
	Notes: ✓ *The total amount in Trans Amount field will reflect the sum of fiscal quarters.* ✓ *The other tabs will now be available after tabbing through the fields or clicking Save.* ✓ *The Amount Fields are either entered in the full total field or the quarter total fields.*
7	Once the BOP is saved, the **Surcharge Code** list box is now populated with information. Do the following: ➢ Highlight the first ***<Surcharge Code>*** listed you don't need ➢ Click on the **Delete a Record** icon  ➢ Repeat until only those surcharges show that are needed ➢ Click on the **Save**  icon ➢ Click on the **Budget Detail** tab

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>8</td><td>

Enter the Effective Dates, Amounts, Quantities and Object Classes for **<u>each month</u>** of the Fiscal Year applicable to the scenario (e.g. Full year start with October 1st, part year start with April 1st):

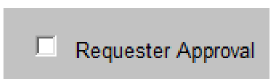


- Type ***DDMMMYYYY*** (*e.g., 01-APR-20##*) in the *Effective Date* field
- Type ***{amount}*** in the *Amount* field
- Type the ***Object Classes*** in the *Object Class* field
- Click on the **Pool** > icon



- Highlight the pool showing
- Click Select
- **Repeat this step for the rest of the months needed**
- Click on the **Apply Surcharge** button Apply Surcharge
- When finished entering all the details click on the **Save** icon
- Click on the **Budget Control** tab

</td></tr>
</table>

Step	Action
	Notes: ✓ *If a pool balance isn't showing with the Non-zero Balance, click the radio button for Zero Balance.* ✓ *If no pool balance is showing on this screen with either option, cancel out and go back to the Budget Control Tab and verify your ACCS information.* ✓ *Notice the Cumulative Total before applying the surcharge and after.* ✓ *The Cumulative Total should now match the Transaction Total.*
13	➢ Verify the information using the BOP Report (FM166) from the BOP screen ➢ Click on the **Requester Approval** checkbox to select it to be sent for approval  *The **Approved By** and **Approval Date** field should automatically populate. If they do not:* ➢ Click on the **Requester Approval** checkbox to unselect it ➢ Click on the **Requester Approval** checkbox to select it to be sent for approval
	Notes: ✓ *The approval chain will not show until you leave the transaction and re-query it.*

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Exercise #8: Create a BOP with Surcharges

Objectives:

- Create a Basic Budget Operating Plan (BOP) with Surcharges
- Use the Monthly BOP Worksheet to figure out prior to entering in the system
- Submit BOP for Approval

Instructions: Execute the following steps:

In late March you have received $2,000,000 for your budget. Use your Data Sheet information for **Fund Code 0001**. The total amount has been designated for labor, overhead, contracts, equipment and travel. There are 9 FTEs that have the total salary amount of $376,549 for the rest of the fiscal year.

Follow the table below to plan your costs for each month.

Any remaining funds from labor and overhead apply to the rest of the expenses listed in the chart below. None of the costs for Contracts and Equipment are IT related. Supplies and Travel are not subject to any fees.

Object Classes	Labor & FTE	Overhead	Contracts	Equipment	Travel	Supplies
April	√	√	√		√	√
May	√	√		√		√
June	√	√	√			√
July	√	√				√
August	√	√			√	√
September	√	√	√			√

Remember to **exclude** all surcharges NOT needed.

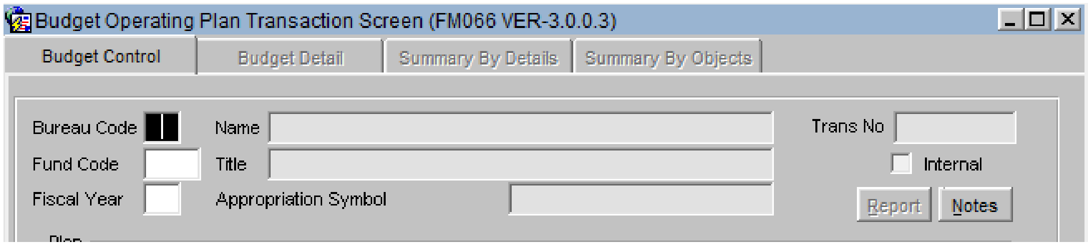
Worksheet

Step	Action
1	➢ Open up the Blank BOP Worksheet ➢ Click **Open**
2	Within the Workbook: ➢ Enter **<Surcharges>** in the ***Surcharges*** field ➢ Enter **<Total Amount>** in the ***Total BOP Amount*** field

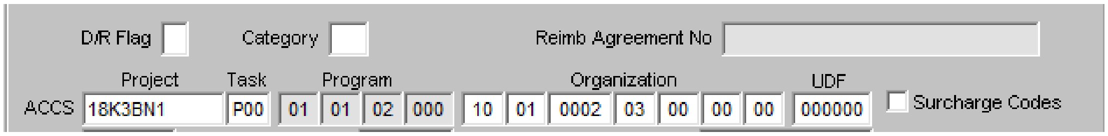
Step	Action
3	Based upon the chart listed above, start entering costs in the applicable object classes until your ***Remaining BOP Amount*** equals zero.
4	Print your worksheet

FM066 Screen

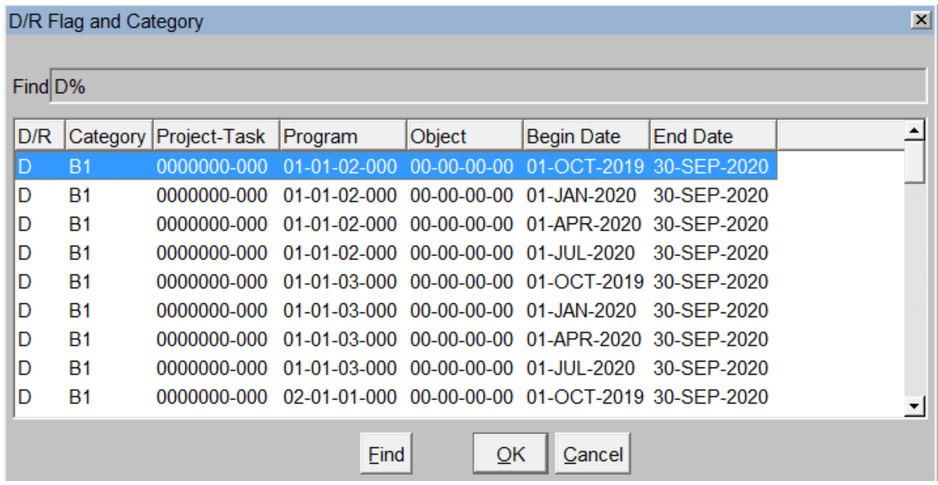
Step	Action
1	Either open the **FM066-Budget Operating Plan** from the CBS Navigator Menu or create a new record using the **Add a Record** button 

Step	Action
2	Enter the basic information on the ***Budget Control Tab:***  ➢ Type ***14*** in the *Bureau Code* field ➢ Type ***0001*** in the *Fund Code* field ➢ Type ***Current FY*** in the *Fiscal Year* field **OR** ➢ Double-click in the *Bureau Code* field to bring up a list of values to select from ➢ Click on ***Notes*** button  ➢ Type in ***BOP EX8 – Initial BOP*** ➢ Click **OK**

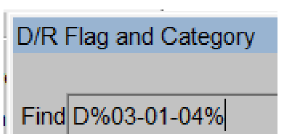
Step	Action
3	Enter the *Program/Organization* information on the ***Budget Control Tab:***



➢ Double-click on *D/R Flag* field to get a list of funding categories



➢ In the *Find* field, enter: ***Program Code*** from the Login Sheet (i.e. 03-01-04%)



➢ Click ***Find***

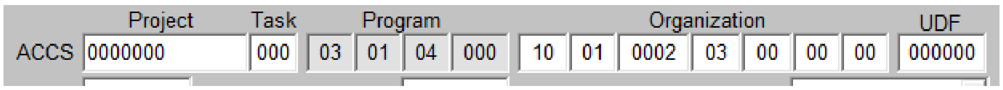
D/R	Category	Project-Task	Program	Object	Begin Date	End Date
D	B1	0000000-000	03-01-04-000	00-00-00-00	01-OCT-2019	30-SEP-2020
D	B1	0000000-000	03-01-04-000	00-00-00-00	01-JAN-2020	30-SEP-2020
D	B1	0000000-000	03-01-04-000	00-00-00-00	01-APR-2020	30-SEP-2020
D	B1	0000000-000	03-01-04-000	00-00-00-00	01-JUL-2020	30-SEP-2020

Notes:

✓ *The percent (%) sign is the wild card in CBS. Use it to help with your searches.*

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4</td><td>

- From the options that appear click to highlight the *program code* and time frame you want
- Click ***OK***



The ACCS Project/Task Code should be filled with zeros. The Program Code should be what was selected. The *Organization* field will automatically default to your Organization Code. For training purposes make sure that it reflects what is on the training Login Sheet.

- Verify that the *UDF* field shows ***000000***. If it is not, type it into that field

</td></tr>
<tr><td></td><td>

Notes:

✓ *This information is important to make sure is correct prior to moving on, as it will affect what you see for a pool area when entering the BOP Details.*

</td></tr>
<tr><td>5</td><td>

Enter the Unit and Quantity information:

- Verify that the *Unit* field says ***FTE***
- Verify the *Qty* field says ***9.00***
- Verify the *Distribution* field shows ***Not Applicable***

</td></tr>
<tr><td></td><td>

Notes:

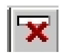
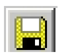
✓ *Unit is only used when labor is involved (i.e. FTE)*
✓ *Qty is only used when labor is involved*
✓ *The Distribution field is no longer used and should default to Not Applicable.*

</td></tr>
<tr><td>6</td><td>

Enter the *Transaction Amount information* on the ***Budget Control Tab***:

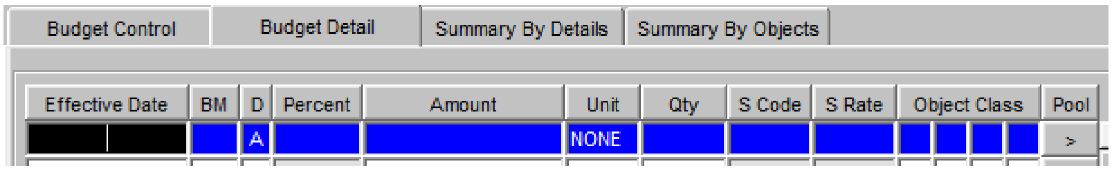
- Depending on your scenario type ***{amount}*** in the Trans Amount *Total* field
- Check the **Surcharge** checkbox
- Click on the **Save**  icon
- Write down the Plan and Transaction Numbers

</td></tr>
</table>

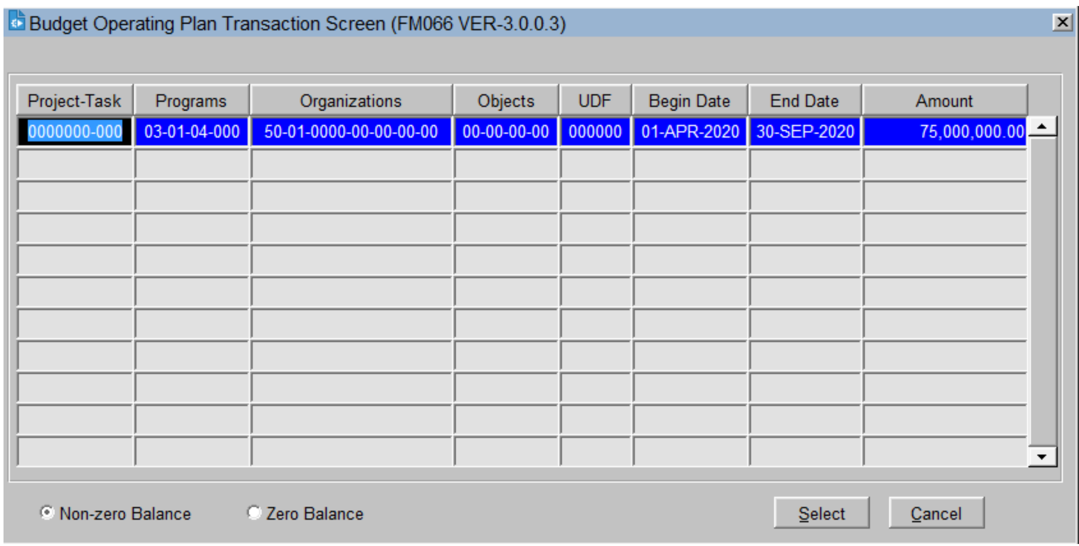
Step	Action
	Notes: ✓ *The total amount in Trans Amount field will reflect the sum of fiscal quarters.* ✓ *The other tabs will now be available after tabbing through the fields or clicking Save.* ✓ *The Amount Fields are either entered in the full total field or the quarter total fields.*
7	Once the BOP is saved, the **Surcharge Code** list box is now populated with information. Do the following: ➢ Highlight the first ***<Surcharge Code>*** listed you don't need ➢ Click on the **Delete a Record** icon  ➢ Repeat until only those surcharges show that are needed ➢ Click on the **Save**  icon ➢ Click on the **Budget Detail** tab

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>8</td><td>

Enter the Effective Dates, Amounts, Quantities and Object Classes for **each month** of the Fiscal Year applicable to the scenario (e.g. Full year start with October 1st, part year start with April 1st):

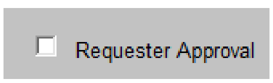


- Type ***DDMMMYYYY*** (*e.g., 01-APR-20##*) in the *Effective Date* field
- Type ***{amount}*** in the *Amount* field
- Type the ***Object Classes*** in the *Object Class* field
- Click on the **Pool** icon



- Highlight the pool showing
- Click Select
- **Repeat this step for the rest of the months needed**
- Click on the **Apply Surcharge** button Apply Surcharge
- When finished entering all the details click on the **Save** icon
- Click on the **Budget Control** tab

</td></tr>
</table>

Step	Action
	Notes: ✓ *If a pool balance isn't showing with the Non-zero Balance, click the radio button for Zero Balance.* ✓ *If no pool balance is showing on this screen with either option, cancel out and go back to the Budget Control Tab and verify your ACCS information.* ✓ *Notice the Cumulative Total before applying the surcharge and after.* ✓ *The Cumulative Total should now match the Transaction Total.*
13	➢ Verify the information using the BOP Report (FM166) from the BOP screen ➢ Click on the **Requester Approval** checkbox to select it to be sent for approval  *The **Approved By** and **Approval Date** field should automatically populate. If they do not:* ➢ Click on the **Requester Approval** checkbox to unselect it ➢ Click on the **Requester Approval** checkbox to select it to be sent for approval
	Notes: ✓ *The approval chain will not show until you leave the transaction and re-query it.*

Exercise #9: Change a BOP by Reducing an Object Class

Objectives:
- Change an existing BOP
- View/understand the BOP Summary Lookup Screens

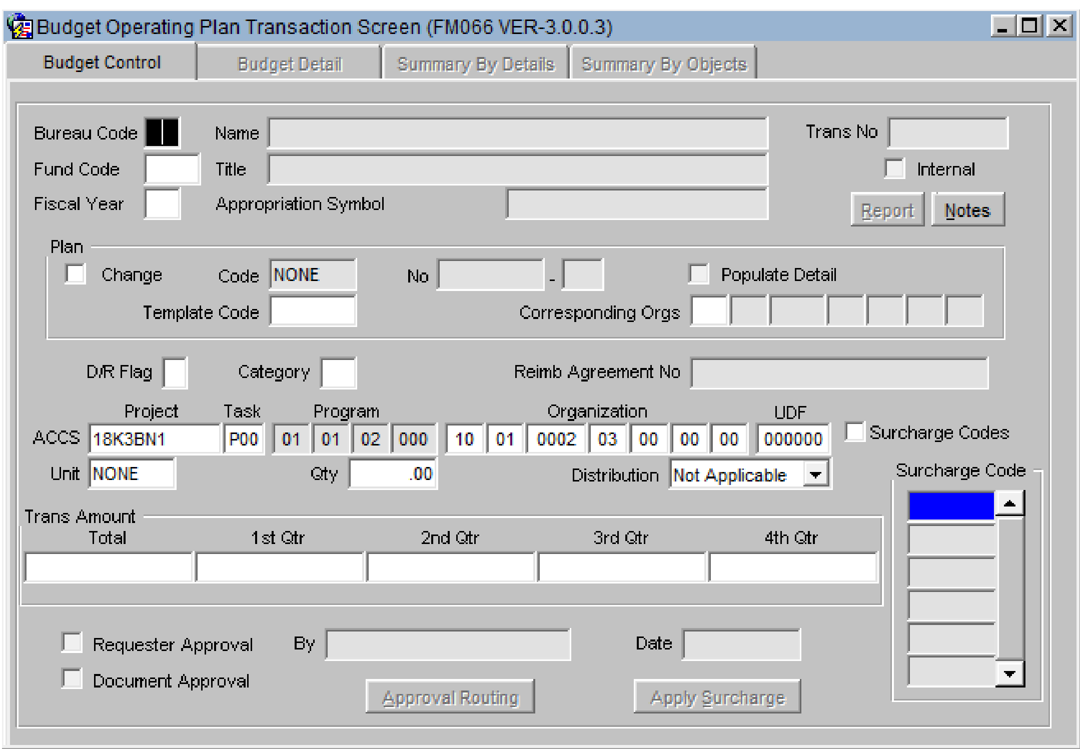
Instructions: Execute the following steps:

You will need your Exercise Log sheet for this exercise. Use the plan number you wrote down earlier for Exercise #3.

NOAA has just issued an agency-wide program reduction of 10% of the third quarter to your Initial Target. So you are required to reduce your Operating Plan by 10% by applying it to one object class.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>

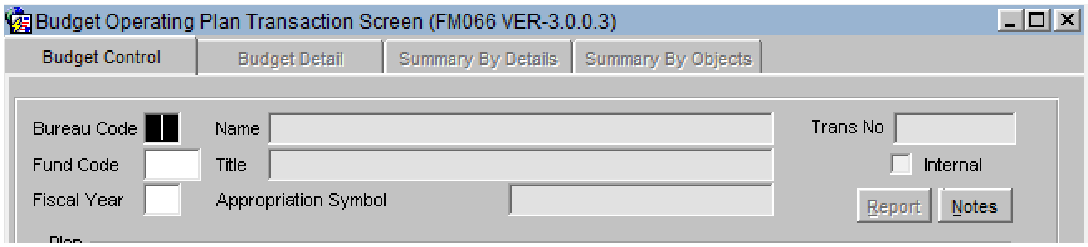
- Query on Exercise 3 transaction number
- Validate the 3rd quarter amount
- Calculate what would be the 10% reduction
- When finished, click on the **Add a Record** button



</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2</td><td>

Enter the basic information from the original BOP:



- Type ***{Bureau Code}*** in the **Bureau Code** field
- Type ***{Fund Code}*** in the **Fund Code** field
- Type ***{Fiscal Year}*** in the **Fiscal Year** field

OR

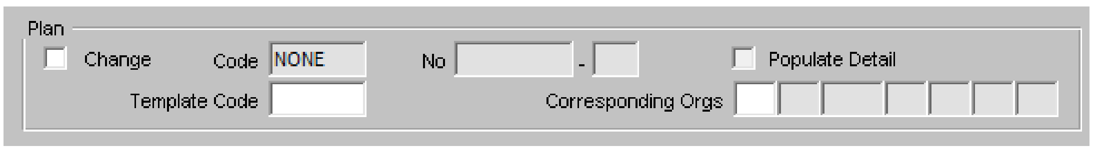
- Double-click in the *Bureau Code* field to bring up a list of values to select from
- Click on **Notes** button

- Type in ***BOP Exercise #9 – 10 % program reduction 3rd qtr***
- Click **OK**

</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>
Make changes to the Plan #:

- Click on the check box in front of the **Change** field to place a checkmark in the box and erase any plan information contained in the other fields.
- ***Double-click*** in the **Code** field. This will give you a pop-up window with selections.
- Select ***ADJUST*** and click *OK* **OR** ***double-click*** on the selection to populate the field.
- ***Double-click*** in the **Plan No.** field to get a list of approved plan numbers and make your selection and click *OK* **OR** type in your ***plan number from Exercise #3*** and change order number 0.
- Click on the checkbox for the **Populate Detail** field to remove the checkmark



</td></tr>
<tr><td></td><td>

Notes:

✓ *The Populate Detail checkbox needs to be unchecked when making changes to only a few lines because if you don’t, the changes will be made to all of the BOP lines.*
</td></tr>
<tr><td>4</td><td>
Reduce the Total Amount of the original BOP by 10% of the Third Quarter:

- Delete the amount showing currently in the **Total** field for Trans Amount.
- Type in ***-<10%reduction amount>*** in that field
- Click on the **Save** icon
- Write down your **Plan and Transaction Number** on your *Exercise Log Sheet*
- Click on **Summary by Details** tab

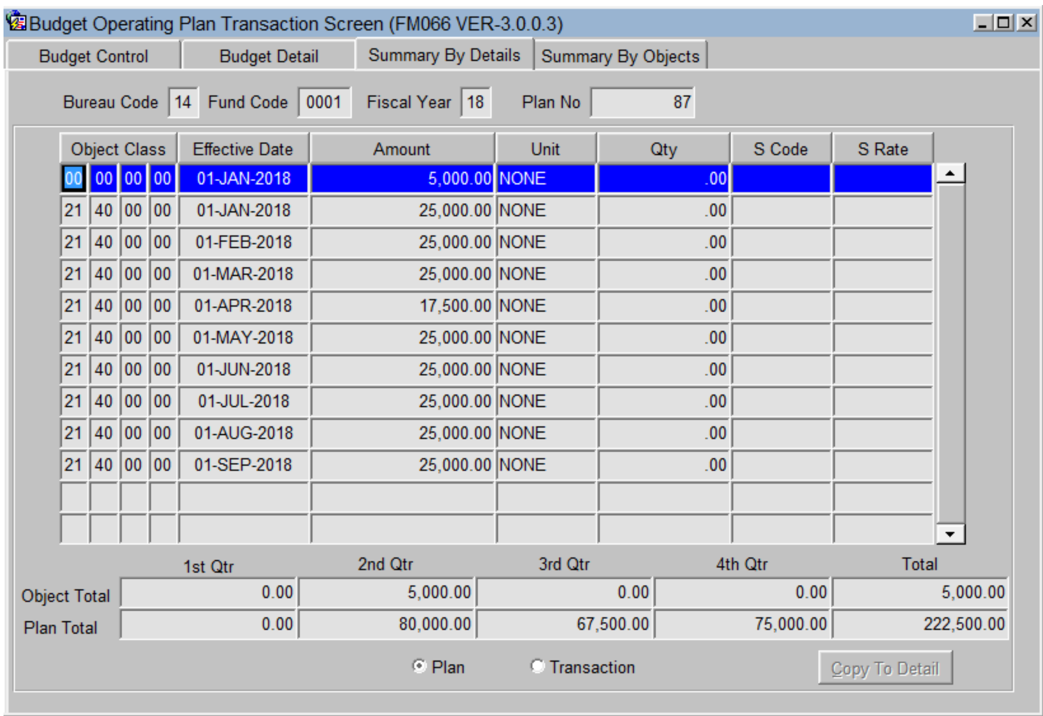
</td></tr>
<tr><td></td><td>

Notes:

✓ *Before going to the Summary by Details tab, make sure to go to the Budget Detail tab to verify that no lines are there. If there are they will need to be deleted prior to going to the Summary by Details tab.*
</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5</td><td>
Copy the Details from the Original Plan to the new Budget Detail:

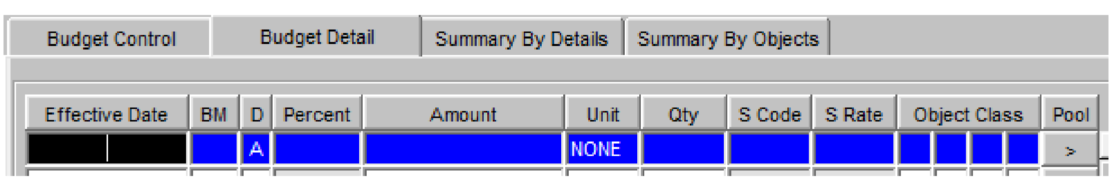
- Sort the data by ***clicking*** the column header on how you wish to sort the information
- Select by highlighting the object class/effective date plan to reduce (e.g. 01-APR-20##/21-40-00-00)
- Click the **Copy to Detail** button
- Click **OK** on the error message pop-up stating “Total detail amounts cannot be greater than control amount”



</td></tr>
<tr><td>6</td><td>
Change the amount of the Budget Detail:

- Delete the amount in the **Amount** field
- Enter the reduced amount in that field (e.g. -7500)
- Click on the **Save** icon 

The Cumulative value should now equal the Transaction. The **Pool Balance** field equals the amount that the plan can be reduced.



</td></tr>
</table>

Step	Action
7	➢ Click on the **Budget Control** tab
8	Submit the BOP for approval: ➢ Click on the **Requester Approval** checkbox to select it to be sent for approval *The **Approved By** and **Approval Date** field should automatically populate. If they do not:* ➢ Click on the **Requester Approval** checkbox to unselect it ➢ Click on the **Requester Approval** checkbox to select it to be sent for approval

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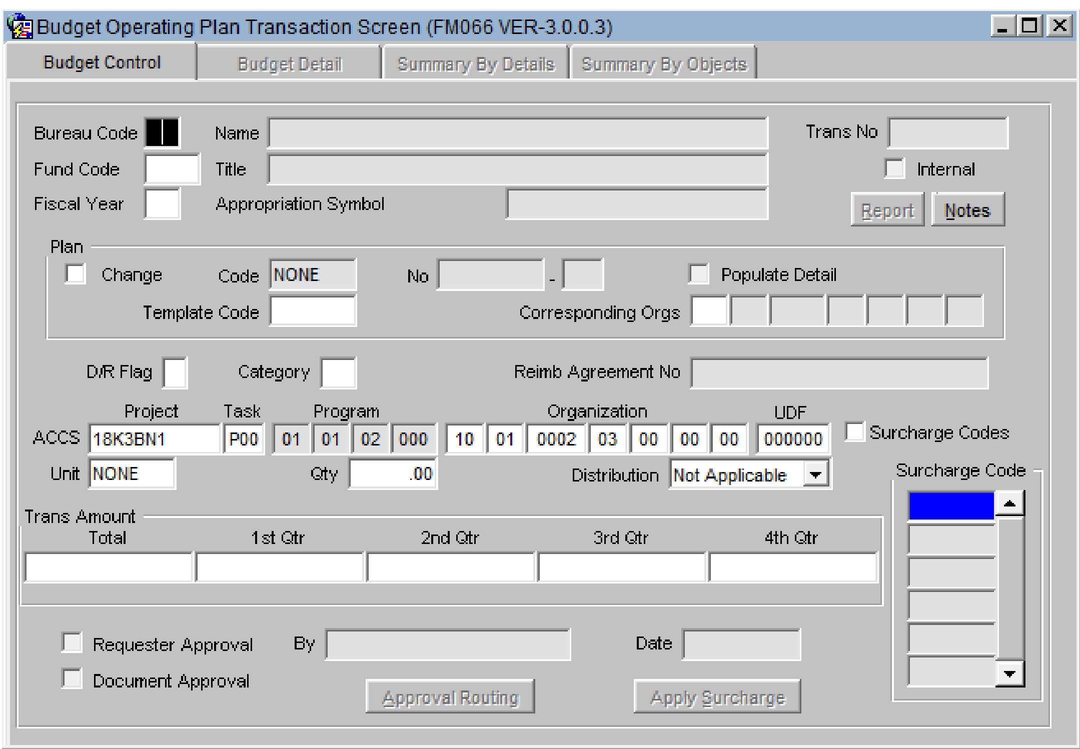
Exercise #10: Change a BOP by Reducing the Whole Plan

Objectives:
- Change an existing BOP
- View/understand the BOP Summary Lookup Screens

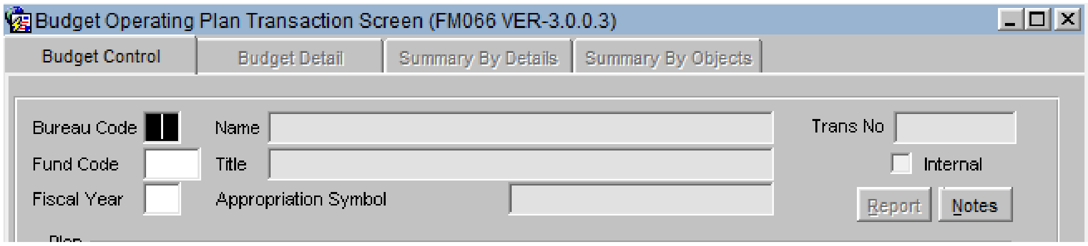
Instructions: Execute the following steps:

You will need your Exercise Log sheet for this exercise. Use the plan number you wrote down earlier for Exercise #8.

NOAA has just issued an agency-wide program reduction of 10% of your Initial Target. So you are required to reduce your Operating Plan by 10% by applying it across the whole plan.

Step	Action
1	➢ Query on Exercise 8 transaction number ➢ Validate the Total amount ➢ Calculate what would be the 10% reduction ➢ When finished, click on the **Add a Record** button 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2</td><td>
Enter the basic information from the original BOP:

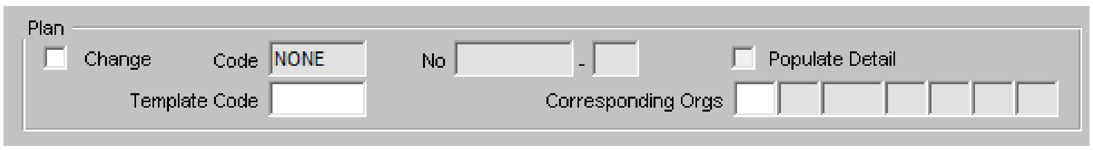


- Type ***{Bureau Code}*** in the **Bureau Code** field
- Type ***{Fund Code}*** in the **Fund Code** field
- Type ***{Fiscal Year}*** in the **Fiscal Year** field

OR

- Double-click in the *Bureau Code* field to bring up a list of values to select from
- Click on **Notes** button

- Type in ***BOP Exercise #10 – 10% reduction of whole plan***
- Click **OK**
</td></tr>
</table>

Step	Action
3	Make changes to the Plan #: ➢ Click on the check box in front of the **Change** field to place a checkmark in the box and erase any plan information contained in the other fields. ➢ ***Double-click*** in the **Code** field. This will give you a pop-up window with selections. ➢ Select ***ADJUST*** and click *OK* **OR** ***double-click*** on the selection to populate the field. ➢ ***Double-click*** in the **Plan No.** field to get a list of approved plan numbers and make your selection and click *OK* **OR** type in your ***plan number from Exercise #8***. ➢ Leave the Populate Detail box checked. 
	Notes: ✓ *The Populate Detail checkbox in this situation would be left checked, because the change is against the whole plan rather than only against some of the lines.*
4	Reduce the Total Amount of the Plan by 10% of the total amount: ➢ Delete the amount showing currently in the **Total** field for Trans Amount. ➢ Type in ***-<10%reduction amount>*** in that field ➢ Click on the **Save** icon  ➢ Write down your **Plan and Transaction Number** on your *Exercise Log Sheet* ➢ Click on **Budget Details** tab 
5	By leaving the **Populate Detail** checkbox checked, the system automatically took the reduction amount throughout the whole plan.
6	➢ Click on the **Budget Control** tab

Step	Action
7	Submit the BOP for approval: ➢ Click on the **Requester Approval** checkbox to select it to be sent for approval

Exercise #11: Change a BOP by Realigning Object Classes

Objectives:

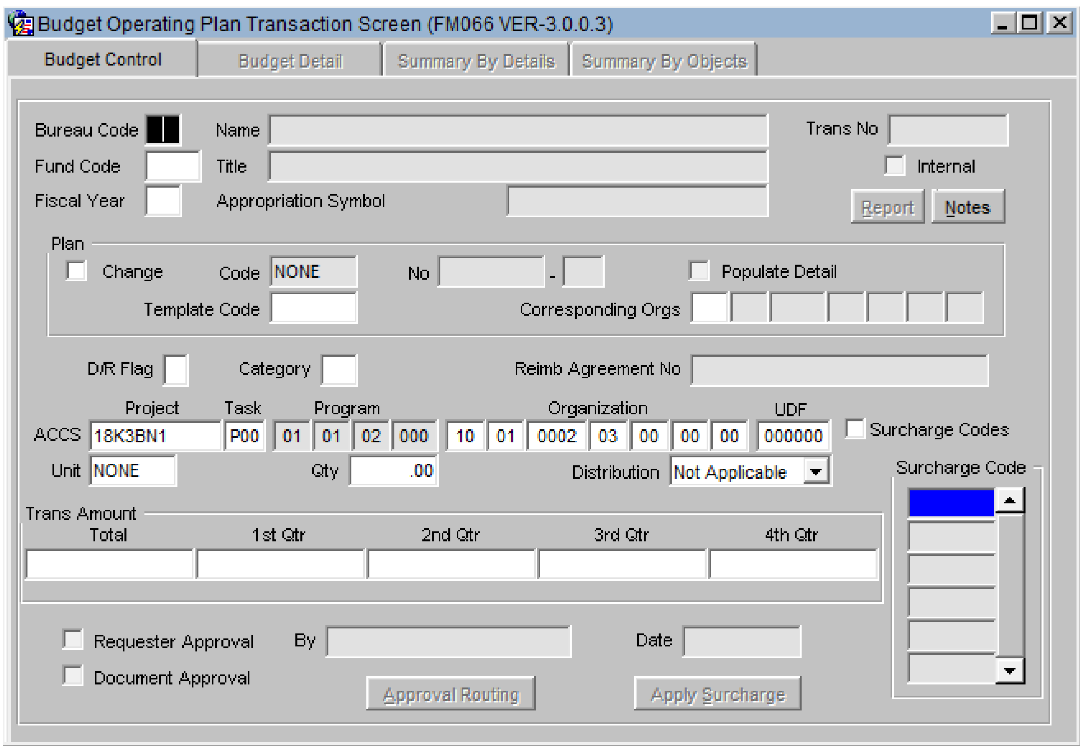
- Change an Existing BOP
- Realign Costs from One Object Class to Another

Instructions: Execute the following steps:

You will need your Exercise Log sheet for this exercise. Use the plan number you wrote down earlier for Exercise #5.

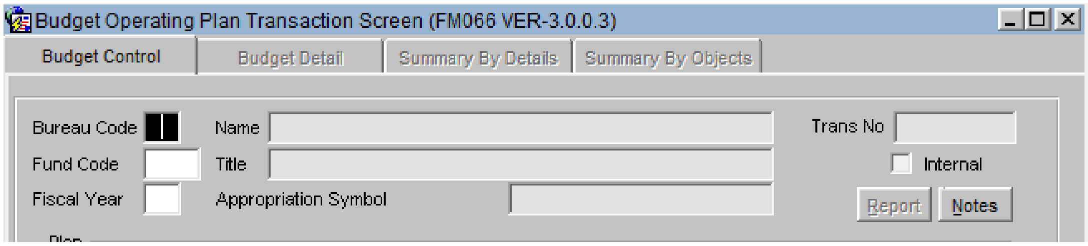
Surplus funds have been identified in your contracts account. Reduce your April contract amount by $1000 and add it to a new travel object class for May that has no surcharges.

Step	Action
1	➢ Query on Exercise 5 transaction number ➢ Validate the information ➢ When finished, click on the **Add a Record** button



<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2</td><td>

Enter the basic information from the original BOP:



- Type ***{Bureau Code}*** in the **Bureau Code** field
- Type ***{Fund Code}*** in the **Fund Code** field
- Type ***{Fiscal Year}*** in the **Fiscal Year** field

OR

- Double-click in the *Bureau Code* field to bring up a list of values to select from
- Click on **Notes** button

- Type in ***BOP Exercise #11 – Realign OC to Cover Travel***
- Click **OK**

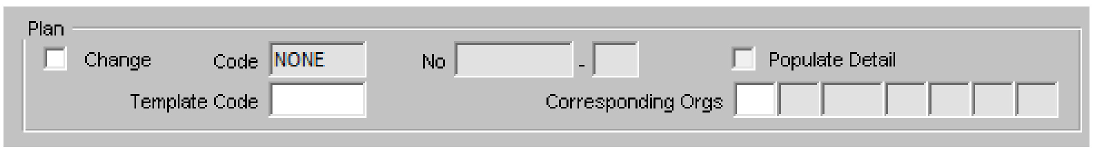
</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>

Make changes to the Plan #:

- Click on the check box in front of the **Change** field to place a checkmark in the box and erase any plan information contained in the other fields.
- ***Double-click*** in the **Code** field. This will give you a pop-up window with selections.
- Select ***ADJUST*** and click *OK* **<u>OR</u>** ***double-click*** on the selection to populate the field.
- ***Double-click*** in the **Plan No.** field to get a list of approved plan numbers and make your selection and click *OK* **<u>OR</u>** type in your ***plan number from Exercise #5***.

- Click on the checkbox for the **Populate Detail** field to remove the checkmark



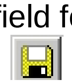
</td></tr>
<tr><td></td><td>

Notes:

✓ *The Populate Detail checkbox needs to be unchecked when making changes to only a few lines because if you don't, the changes will be made to all of the BOP lines.*

</td></tr>
<tr><td>4</td><td>

Change the Total Amount of the Plan for the transfer to another OC

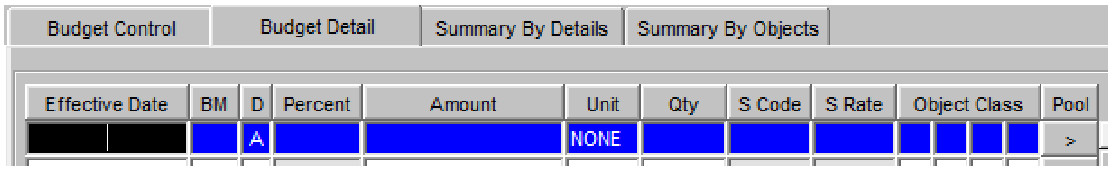
- Delete the amount showing currently in
- Type in ***0*** in the **Total** field for Trans Amount
- Click on the **Save** icon 
- Write down your **Plan and Transaction Number** on your *Exercise Log Sheet*
- Click on **Budget Details** tab

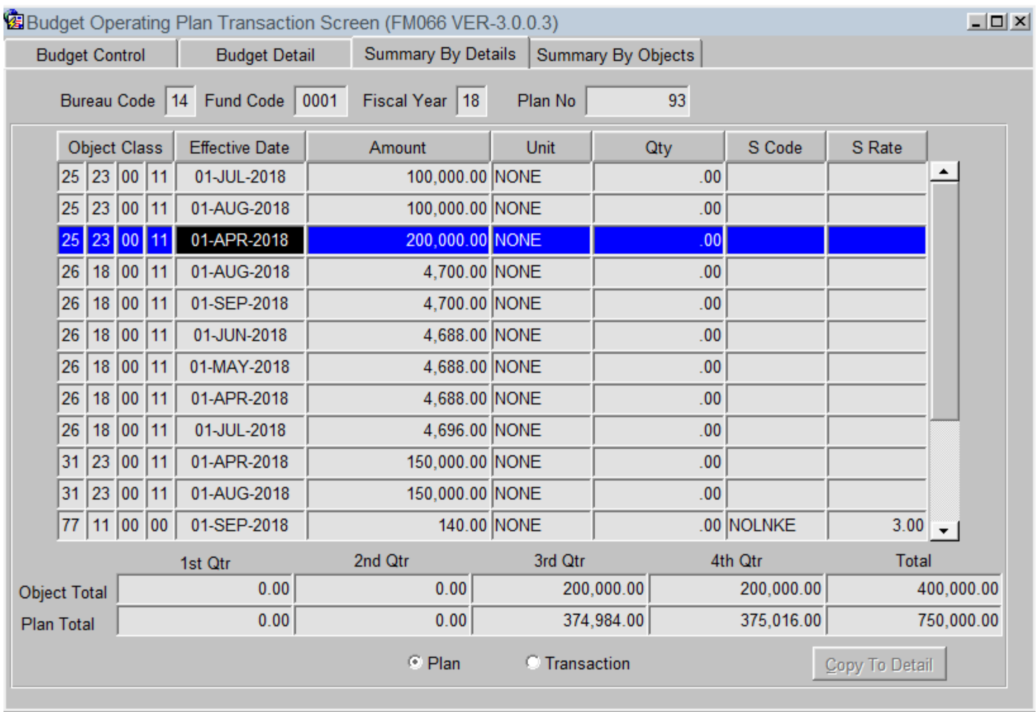
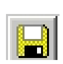
</td></tr>
<tr><td></td><td>

Notes:

✓ *Zero is entered because the net effect of the transaction will be zero.*

</td></tr>
</table>

Step	Action
5	Enter the new data: ➢ Type the new ***Effective Date*** (e.g. 01-MAY-20##) ➢ Type ***Amount*** in the **Amount** field (e.g. 1000) ➢ Type ***Qty*** in the **Qty** field (e.g. 0) ➢ Type ***Object Class Code*** in the **Object Class** field (e.g. 21-40-00-00) ➢ Select Pool ➢ Click on **Summary by Details** tab 
	Notes: ✓ *The new line needs to be added prior to any existing lines being copied over to the details.*

Step	Action
6	Copy the Details from the Original Plan to the new Budget Detail: ➢ Sort the data by ***clicking*** the column header on how you wish to sort the information ➢ Select the object class/effective date for reduction (e.g. 01-APR-20##/25-23-00-11) ➢ Click the **Copy to Detail** button 
7	Change the amount of the Budget Detail: ➢ Delete the amount in the **Amount** field (for 01-APR-20##/25-23-00-11) ➢ Enter the reduced amount in that field (e.g. -1000) ➢ Click *Apply Surcharges* button TOTALS SHOULD NOW EQUAL ZERO. ➢ Click on the **Save** icon  ➢ Click on the **Budget Control** tab
8	Submit the BOP for approval: ➢ Click on the **Requester Approval** checkbox to select it to be sent for approval

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Exercise #12: Change a BOP to Reflect a Program Increase

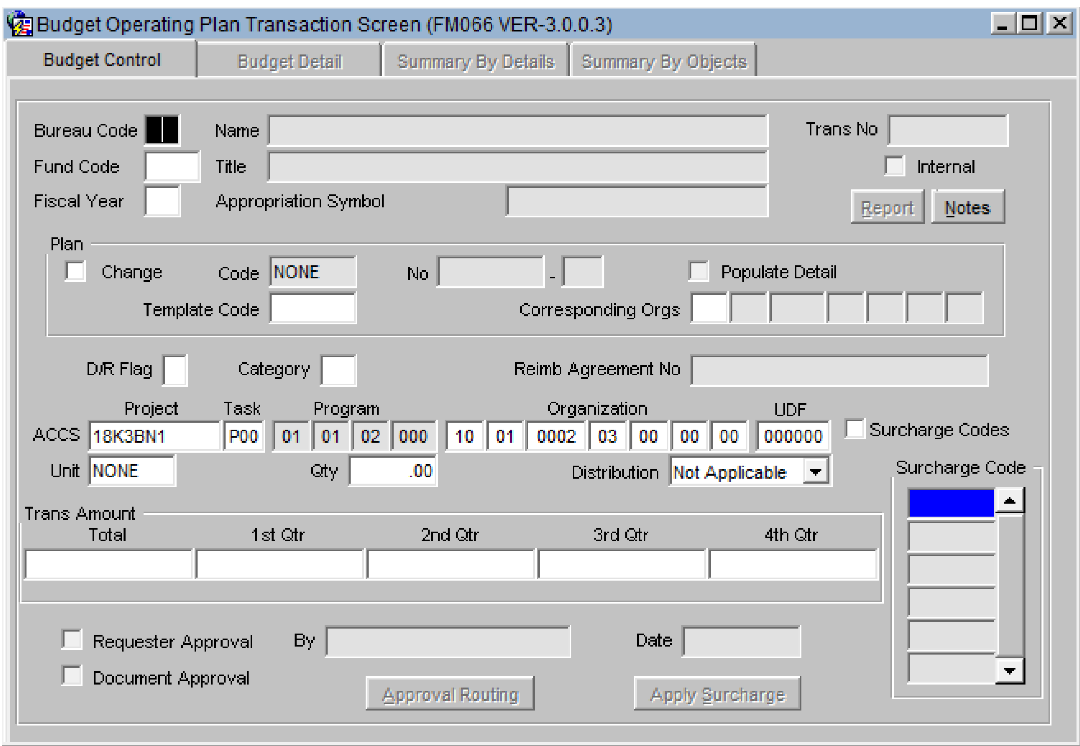
Objectives:

- Change an Existing BOP
- Add a New Object Class due to a Program Increase

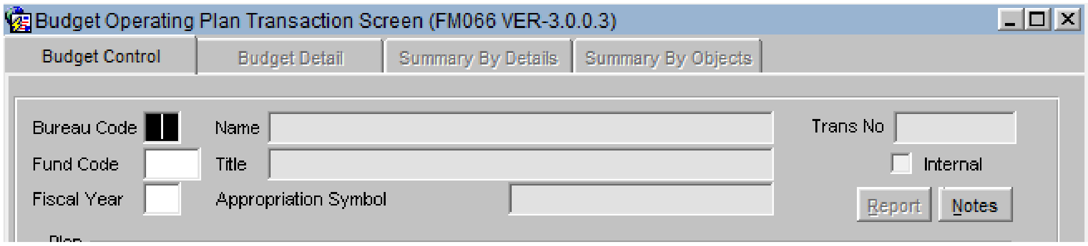
Instructions: Execute the following steps:

You will need your Exercise Log sheet for this exercise. Use the plan number you wrote down earlier for Exercise #5.

You have just received $10,000 in additional funding for equipment that has NOAALink surcharges. This money must be used in the first month of the 4th quarter.

Step	Action
1	➢ Query on Exercise 5 transaction number ➢ Validate the information ➢ When finished, click on the **Add a Record** button  

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2</td><td>
Enter the basic information from the original BOP:

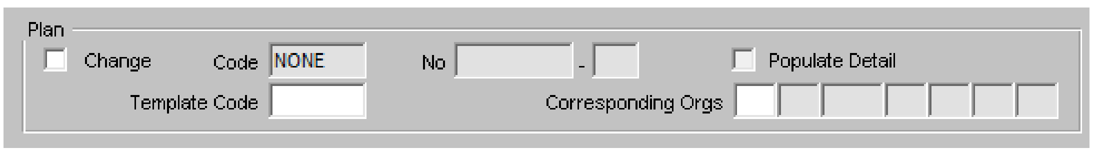


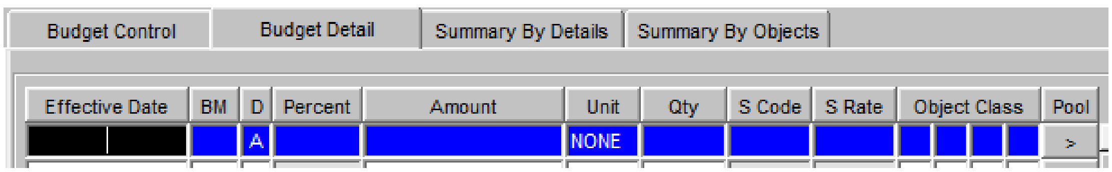
- Type ***{Bureau Code}*** in the **Bureau Code** field
- Type ***{Fund Code}*** in the **Fund Code** field
- Type ***{Fiscal Year}*** in the **Fiscal Year** field

OR

- Double-click in the *Bureau Code* field to bring up a list of values to select from
- Click on **Notes** button

- Type in ***BOP Exercise #12 –Program Increase***
- Click **OK**
</td></tr>
</table>

Step	Action
3	Make changes to the Plan #: ➢ Click on the check box in front of the **Change** field to place a checkmark in the box and erase any plan information contained in the other fields. ➢ ***Double-click*** in the **Code** field. This will give you a pop-up window with selections. ➢ Select ***ADJUST*** and click *OK* **OR** ***double-click*** on the selection to populate the field. ➢ ***Double-click*** in the **Plan No.** field to get a list of approved plan numbers and make your selection and click *OK* **OR** type in your ***plan number from Exercise #5***. ➢ Click on the checkbox for the **Populate Detail** field to remove the checkmark ➢ Verify that the **Qty** field has 0 in it. If not, type ***0*** in it. 
	Notes: ✓ *The Populate Detail checkbox needs to be unchecked when making changes to only a few lines because if you don't, the changes will be made to all of the BOP lines.*
4	Change the Total Amount of the Plan for the transfer to another OC ➢ Delete the amount showing currently in **Total** field ➢ Type in ***Amount*** in the **Total** field for Trans Amount (e.g. 10000) ➢ Click on the **Save** icon ➢ Write down your **Plan and Transaction Number** on your *Exercise Log Sheet* 

Step	Action
5	Click on the **Budget Detail** tab to enter the information on equipment: ➢ Type ***DD-MON-YYYY*** in the **Effective Date** field (e.g. 01-JUL-20##) ➢ Type ***Amount*** in the **Amount** field (e.g. 10000) ➢ Type ***Qty*** in the **Qty** field (e.g. 0) ➢ Type ***Object Class Code*** in the **Object Class** field (e.g. 31-23-00-11) ➢ Select the Pool ➢ Click on the **Apply Surcharge** button  ➢ Adjust as necessary to get the control and detail totals to equal ➢ Click on the **Save** icon  ➢ Click on the **Budget Control** tab 
	Notes: ✓ *Remember when working with surcharges that you keep in mind the total amount has to include the surcharges as well.*
6	Submit the BOP for approval: ➢ Click on the **Requester Approval** checkbox to select it to be sent for approval

Exercise #13: Change a BOP to Transfer Program Funds between FMCs

Objectives:
- Change an Existing BOP
- Transfer funds between organizations

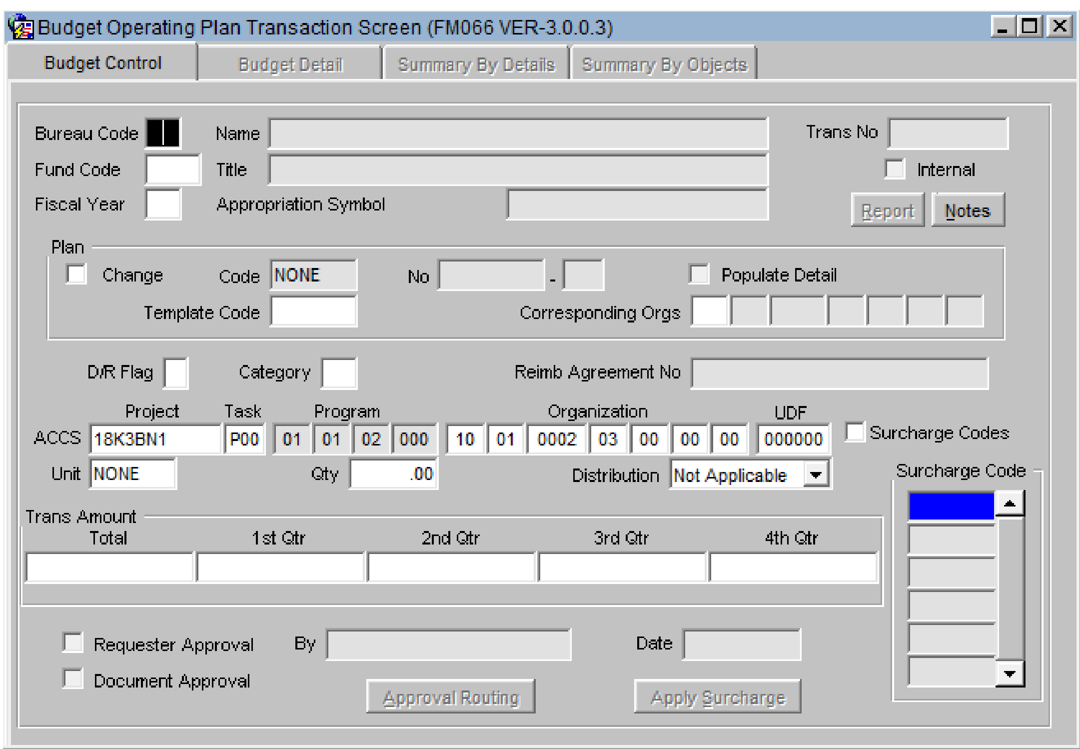
Instructions: Execute the following steps:

You will need your Exercise Log sheet for this exercise. Use the plan number you wrote down earlier for Exercise #3.

You have been asked to transfer $5,000 from your organization code to organization code: #60-01-0000-00-00-00-00.

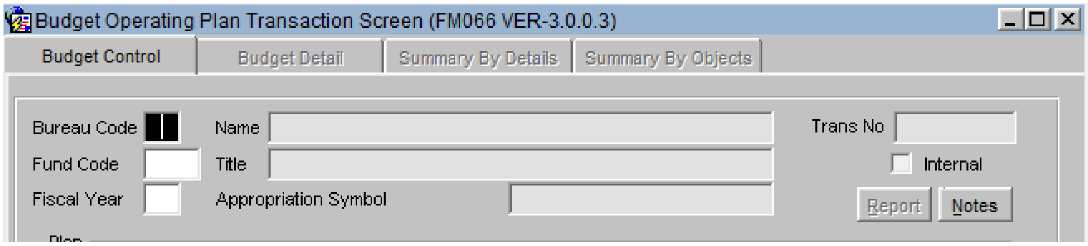
The total amount of the transfer should be moved from the transfer object class on the original BOP.

Step	Action
1	➢ Query on Exercise 3 transaction number ➢ Validate the information ➢ When finished, click on the **Add a Record** button



<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2</td><td>

Enter the basic information from the original BOP:



- ➢ Type ***{Bureau Code}*** in the **Bureau Code** field
- ➢ Type ***{Fund Code}*** in the **Fund Code** field
- ➢ Type ***{Fiscal Year}*** in the **Fiscal Year** field

OR

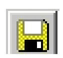
- ➢ Double-click in the *Bureau Code* field to bring up a list of values to select from
- ➢ Click on **Notes** button

- ➢ Type in ***BOP Exercise #13 – Transfer $5K to 60-01-0000-00-00-00-00***
- ➢ Click **OK**

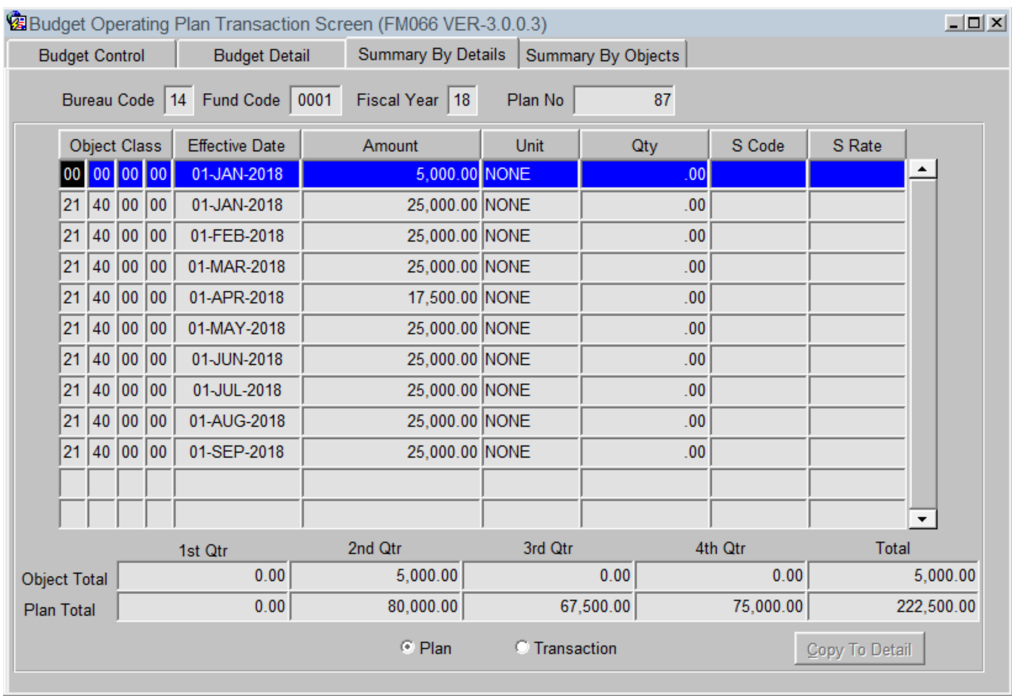
</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>Make changes to the Plan #:

➢ Click on the check box in front of the Change field to place a checkmark in the box and erase any plan information contained in the other fields.
➢ Double-click in the Code field. This will give you a pop-up window with selections.
➢ Select TRNSFR and click OK <u>OR</u> double-click on the selection to populate the field.
➢ Double-click in the Plan No. field to get a list of approved plan numbers and make your selection and click OK <u>OR</u> type in your plan number from Exercise #5
➢ Click in the Populate Detail checkbox to <u>remove</u> the checkmark
➢ Type 60-01-0000-00-00-00-00 in the Corresponding Org field
➢ Verify that 0 is in the Qty field</td></tr>
<tr><td>4</td><td>Change the Total Amount of the Plan for the transfer to another LO:

➢ Delete the amount showing currently in the Amount field
➢ Type in Amount to transfer in the Total field for Trans Amount (e.g. -5000)
➢ Click on the Save icon 
➢ Write down your Plan and Transaction Number on your Exercise Log Sheet
➢ Click on Summary by Details tab</td></tr>
<tr><td></td><td>Notes:

✓ After saving the system automatically pulls in the applicable surcharge codes if any were associated.</td></tr>
</table>

Step	Action
5	Copy the Details from the Original Plan to the new Budget Detail: ➢ Sort the data by ***clicking*** the column header on how you wish to sort the information ➢ Select the object class/effective date for reduction (e.g. 01-APR-20##/00-00-00-00) ➢ Click on the **Copy to Detail** button ➢ Click **OK** on the error message pop-up stating “Total detail amounts cannot be greater than control amount” 
6	Change the Line information on the **Budget Detail** screen: ➢ Type ***{-amount)*** in each of the **Amount** fields The Cumulative value should now equal the Transaction. The **Pool Balance** field equals the amount that the plan can be reduced.
7	➢ Click on the **Budget Control** tab
8	Submit the BOP for approval: ➢ Click on the **Requester Approval** checkbox to select it to be sent for approval

Exercise #14: Create a BOP to Pick up Transfer of Funds

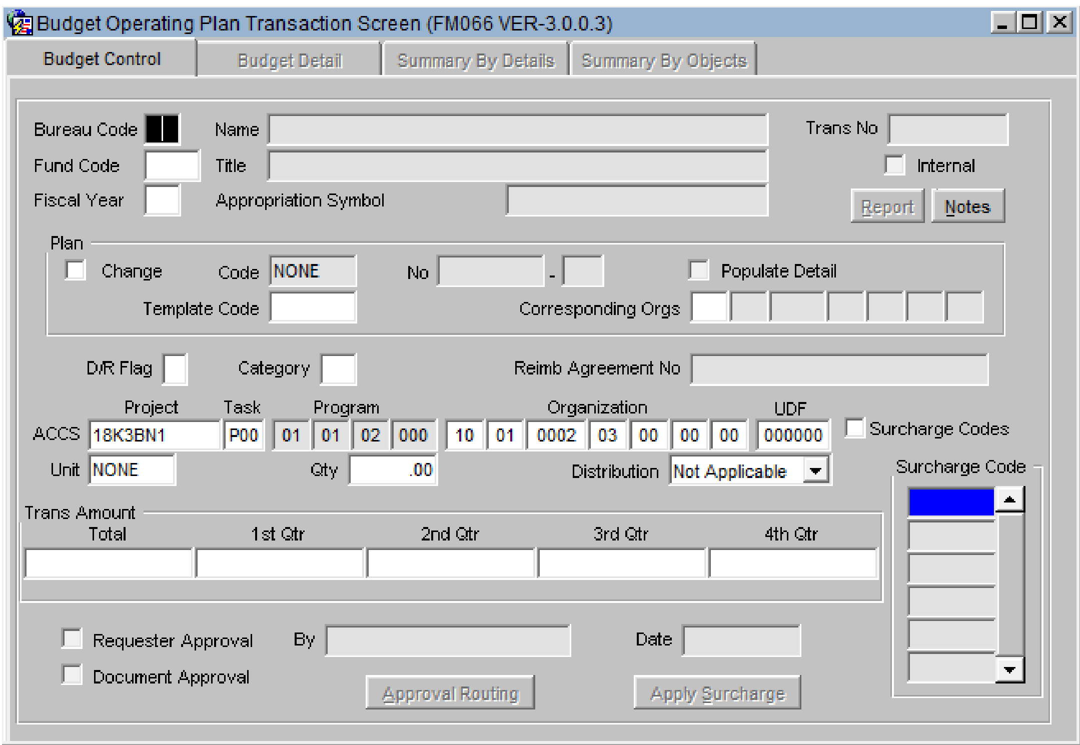
Objectives:

- Create a BOP to pick up funds that were transferred to you from another organization

Instructions: Execute the following steps:

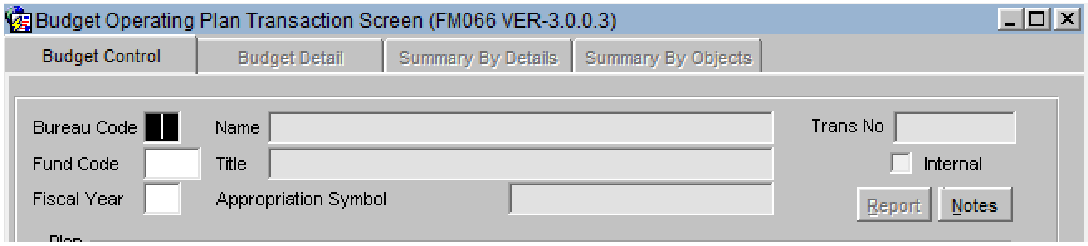
Your office has received a transfer of funds ($5,000) from Line Office of Marine and Aviation Operations (08-00). You have queried their BOP transaction to see that the program code you will be selecting is 06-02-02-000 from the current quarter.

This money will be used for the travel object class over the next 5 months starting in May.

Step	Action
1	Either open the **FM066-Budget Operating Plan** from the CBS Navigator Menu or create a new record using the **Add a Record** button  

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2</td><td>

Enter the basic information from the original BOP:



- Type ***{Bureau Code}*** in the **Bureau Code** field
- Type ***{Fund Code}*** in the **Fund Code** field
- Type ***{Fiscal Year}*** in the **Fiscal Year** field

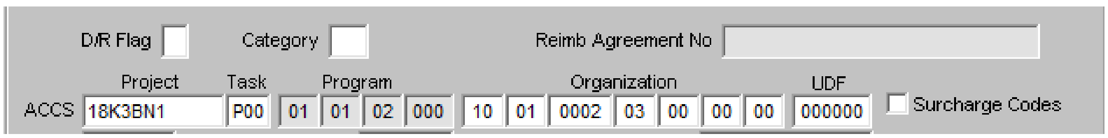
OR

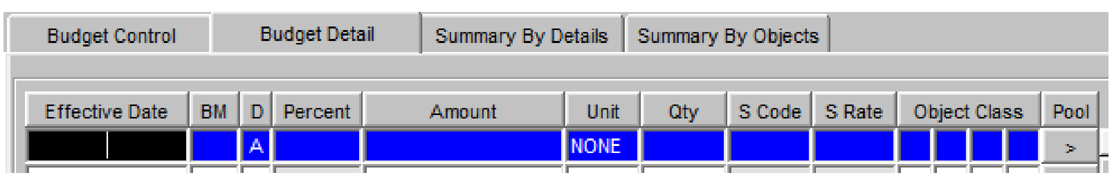
- Double-click in the **Bureau Code** field to bring up a list of values to select from
- Click on **Notes** button

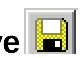
- Type in ***BOP Exercise #14 – Transfer of 5K from LO:08-00***
- Click **OK**
- Type ***Organization picking up from*** in the **Corresponding Org** field (e.g. 08-00-0000-00-00-00-00)

</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>Enter the Program/Organization information on the Budget Control Tab:

➢ Double-click on D/R field to get a list of funding categories
➢ From the pop-up box click to highlight the code you need (e.g. the program code from the office that transferred the funds – 06-02-02-000)
➢ Click OK
➢ Verify that your ACCS field shows 0000000. If it is not, type it into that field
➢ Type the organization code from your data sheet.
➢ Tab through the rest of the fields to get to the UDF field
➢ Verify that the UDF field shows 000000. If it is not, type it into that field

</td></tr>
<tr><td>4</td><td>Enter the Unit, Quantity and Distribution information.</td></tr>
<tr><td>5</td><td>➢ Type {amount} in the Total field (e.g. 5000)
➢ Click on the Save icon


➢ Click on the Budget Detail tab

</td></tr>
</table>

Step	Action
6	Enter the Effective Dates, Amounts, Quantities and Object Classes for **<u>each month</u>** of the Fiscal Year applicable to the scenario (e.g. 01-May-20##; 21-00-00-00) **Repeat until finished** *Hint*: Using ***Tab*** to go across the *Object Class* fields will automatically populate those fields with 0s. If when selecting your pool, you have no data in there, close the pool screen and go back to the Budget Control tab and make sure you have the correct Organization for your Program Code. To help populate the rest of the data (if the majority of the data is the same), press ***F4*** to copy the line above and just change the field(s) that are different like month.
7	➢ When finished click on the **Save**  icon ➢ Click on the **Budget Control** tab ➢ Write down the **Plan and Transaction Number** on your *Exercise Log Sheet*
8	Submit the BOP for approval: ➢ Click on the **Requester Approval** checkbox to select it to be sent for approval *The **Approved By** and **Approval Date** field should automatically populate. If they do not:* ➢ Click on the **Requester Approval** checkbox to unselect it ➢ Click on the **Requester Approval** checkbox to select it to be sent for approval
	Note: *The approval chain will not show until you leave the transaction and come back to it.*

Exercise #15: Create a Reimbursable BOP

Objectives:
- Create a BOP
- Use the BOP Worksheet

Instructions: Execute the following steps:

Starting in October a Reimbursable agreement (RA5000-5321-DOE-0001) from the Department of Energy was signed for $246,680. One FTE is to be assigned full-time to this project. Labor Costs is $6,000 but you'll have to figure out the base labor amount prior to adding surcharges. The agreement has designated:

AGO Contracts: $5,500 (each month)
NOAALink Equipment: $3,000 (first and last months of each quarter)
Travel: $5,000 (once a quarter)
Supplies: $1,500 (once a quarter)

Unfortunately, the BOP screen (FM066) was not opened until January. $61,670 and 0.25 (FTE) were used up in the first quarter. Set up the plan for the rest of the year. Use the information for Fund Code **0005**.

Step	Action
1	Open the ***Blank BOP Worksheet*** off the desktop where you saved it.
2	Within the Workbook: ➢ Enter the applicable surcharge percentages ➢ Enter ***6000*** in the ***F/T Permanent Labor*** field ➢ Enter **< Amount>** in the ***Total BOP Amount*** field
3	Start entering costs in the applicable object classes until your ***Remaining BOP Amount*** equals zero.
4	Print your worksheet
5	Either open the **FM066-Budget Operating Plan** from the CBS Navigator Menu or create a new record using the **Add a Record** button

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6</td><td>Enter the basic information on the Budget Control Tab::

➢ Type {Bureau Code} in the Bureau Code field
➢ Type {Fund Code} in the Fund Code field
➢ Type {Fiscal Year} in the Fiscal Year field

OR

➢ Double-click in the Bureau Code field to bring up a list of values to select from
➢ Click on Notes button
➢ Type in BOP Exercise #11 – Record RA5000-5321-DOE-0001 for DOE
➢ Click OK</td></tr>
<tr><td>7</td><td>Enter the Program/Organization information on the Budget Control Tab:

➢ Double-click on D/R field to get a list of funding categories
➢ From the pop-up box click to highlight the code you need (use your data sheet to make the selection)
➢ Click OK
➢ Type RA5000-5321-DOE-0001 in the Reimb Agreement No. field
➢ Double-click in the ACCS field to get a list of codes
➢ From the pop-up box click to highlight the code you need (use your data sheet to make the selection)
➢ Click OK
➢ Double-click in the Task field to get a list of codes
➢ From the pop-up box click to highlight the code you need (use your data sheet to make the selection)
➢ Click OK
➢ Click in the first box of the Organization field
➢ Type the organization code from your data sheet.
➢ Tab through the rest of the fields to get to the UDF field
➢ Verify that the UDF field shows 000000. If it is not, type it into that field
➢ Click on the Surcharge Code checkbox to enable the surcharges</td></tr>
<tr><td>8</td><td>Enter the Unit, Quantity and Distribution information:

➢ Verify that the Unit field shows FTE
➢ Type {QTY} in the Qty field</td></tr>
</table>

Step	Action
9	Enter the *Transaction Amount information* on the ***Budget Control Tab***: ➢ Type ***Budget Amount*** in the *Total* field ➢ Check the **Surcharge** checkbox ➢ Click on the **Save** icon
10	➢ Write down your **Plan and Transaction Number** on your *Exercise Log Sheet* ➢ Delete any surcharges not needed (i.e. NOALNK) ➢ Click on **Budget Detail** tab
11	Using the BOP Worksheet, enter the details of the plan.
12	Apply the surcharges: ➢ Click on the **Apply Surcharge** button
	Notes: ✓ *If a pool balance isn't showing with the Non-zero Balance, click the radio button for Zero Balance.* ✓ *If no pool balance is showing on this screen with either option, cancel out and go back to the Budget Control Tab and verify your ACCS information.* ✓ *Notice the Cumulative Total before applying the surcharge and after.* ✓ *The Cumulative Total should now match the Transaction Total.*
13	➢ Verify the Pool Balance changes for each quarter ➢ Click on the **Save** icon
14	Submit the BOP for approval: ➢ Click on the **Requester Approval** checkbox to select it to be sent for approval

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Exercise #16: Change BOP – Reflect Program Increase

Objectives: • Change a BOP to add additional money/resources.

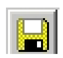
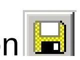
Instructions: Execute the following steps:

You will need your Exercise Log sheet for this exercise. Use the plan number you wrote down earlier for Exercise #15.

The Reimbursable Agreement (RA5000-5321-DOE-0001) from the Department of Energy was modified to include another FTE ($6,000) and $12,000 for travel starting in June. The total amount of the increase was $53,760.

Remember to calculate the base labor out.

Step	Action
1a	Open the ***Blank BOP Worksheet*** off the desktop where you saved it.
1b	Within the Workbook: ➢ Enter the applicable surcharge percentages ➢ Enter ***6000*** in the ***F/T Permanent Labor*** field ➢ Enter **<Agreement Amount>** in the ***Total BOP Amount*** field
1c	Start entering costs in the applicable object classes until your ***Remaining BOP Amount*** equals zero. Make sure to also plan for the FTE.
1d	Print your worksheet
1e	➢ Query on Exercise 15 transaction number ➢ Validate the information ➢ When finished, click on the **Add a Record** button 
2	Enter the basic information: ➢ Type ***14*** in the **Bureau Code** field ➢ Type ***0005*** in the **Fund Code** field ➢ Type ***FY*** in the **Fiscal Year** field ➢ Click on **Notes** button ➢ Type in ***BOP Exercise #16 –Agreement increase of $53,760*** in that field ➢ Click **OK**

Step	Action
3	Make changes to the Plan #: ➢ Click on the check box in front of the **Change** field to place a checkmark in the box and erase any plan information contained in the other fields. ➢ ***Double-click*** in the **Code** field. This will give you a pop-up window with selections. ➢ Select *ADJUST* and click *OK* **<u>OR</u>** ***double-click*** on the selection to populate the field. ➢ ***Double-click*** in the **Plan No.** field to get a list of approved plan numbers and make your selection and click *OK* **<u>OR</u>** type in your ***plan number from Exercise #13***. ➢ Click on the checkbox for the **Populate Detail** field to <u>remove</u> the checkmark ➢ Verify that the **Qty** field has 0 in it. If not, type ***0*** in it.
4	Change the Total Amount & FTE information of the Plan ➢ Click on the **Save** icon  ➢ Write down your **Plan and Transaction Number** on your *Exercise Log Sheet*
5	Click on the **Budget Detail** tab to enter the information for the increase ➢ Click on the **Save** icon  ➢ Click on the **Apply Surcharge** button  ➢ Click on the **Budget Control** tab
6	Submit the BOP for approval: ➢ Click on the **Requester Approval** checkbox to select it to be sent for approval