NOAA Client Services Help Desk

- Functional/Technical Support for CBS Applications
  - Budget Operating Plans (BOP)
  - Reimbursable Agreements
  - Summary Level Transfers (SLTs) & Document Level Adjustments (DLAs)
  - Data Warehouse/Discoverer
  - E2 Travel
  - C.Request/C.Award (C.Suite)
- User Account requests
- FSD/CBS Web Site
  - Click on Help Desk link for additional info, phone numbers, etc.
  - Email: ClientServices@noaa.gov
  - Website: https://www.corporateservices.noaa.gov/finance/FOFSD_Home.html
Overview
Systems within Commerce

Business Systems

- Core Financial System (CFS)
- Functional Systems (C.Suite, Travel, etc)
- Data Warehouse

CBS
System FLOW

C.REQUEST

C.AWARD

C.Suite

TIBCO

Core Financial System (CFS)

TIBCO
Overview of C.Request

• C.Request is part of C.Suite
  – C.Award is the acquisition side

• Allows for electronic creation of requisitions
  – Plans the funds to use for payment (Commit)
  – Checks accounting with the Core Financial System (CFS)
    • Validates it ONLY
    • Will only be obligated at time of Award
  – Routes electronically through office
    • Until last approval who will then submit it electronically to acquisitions
Tips for working in C.Suite

- Use Upper Case in the system
  - Especially in Codes and ACCS fields
- Do not use Browser/Keyboard Shortcuts
  - Refresh – will log you out of the system
  - Backspace (not in a field) will act like the Back button
- C.Suite doesn’t have a spell check
- Do not copy anything directly from a Word/PDF document
  - Copies over special characters that aren’t seen until the commit process
  - Copy and paste into notepad then recopy from notepad to C.Suite.
C. Request Roles

- Roles for C. Request
  - Requisitioner
    - Federal employee or contractor that can create a Requisition
  - Bona Fide Need Certifier
    - Federal employee authorized to certify a bona fide need
    - Only role that can release a requisition for review/approval
  - Approver
    - Federal employee that may be included in the routing of the document depending upon LO/SO practices
  - Funds Certifying Official
    - Federal employee authorized to certify that funds are available and suitable for the requirement
    - Only role that can submit the requisition
C.Suite – Access, User IDs and PW

• Two forms
  – Federal Employee
  – Contractor
    • Found: http://www.corporateservices.noaa.gov/finance/forms.html

• User ID
  – Starts with NOAA (all caps)
  – Is Case Sensitive

• Chrome/Internet Explorer the best browsers to access
  – Known NOAA Network/VPN access

• Two Passwords
  – Login PW
    • Follow DOC guidance – minimum 12 characters
  – Signature PW
    • Minimum 8 characters with 1 number
    • Both Case Sensitive
    • Both good for 90 days
    • Login PW will be alerted in the system when close to expiring
      • Change under My Profile
        – Need to know current
      • Change via email to Help Desk
AGO Information
• Stands for:
    • Is an open, global, multi-sector standard for efficient, accurate classification of products and services.
• Website for DOC:
  – https://community.max.gov/pages/viewpage.action?pageId=696617672
  – Must register in order to view the website and download the listings
  – Listing of UNSPSC Codes
    • Use something that doesn’t end in 0000
  – Crosswalk of UNSPSC and F/PSC
• Form to request a new/updated UNSPSC to F/PSC match
  – https://sites.google.com/a/noaa.gov/acquisition-services/acquisition_systems/unspsc-fsc-match-form
    • Must be logged into Google/Gmail
On October 1, 2020 the Department of Commerce transitioned from using the Forecasting and Advance Acquisition Planning System (FAAPS), to the Department’s Commerce Business Opportunities Tool (C-BOT).

- https://sites.google.com/noaa.gov/acquisition-and-grants-office/systems/c-bot

The new C-BOT database is hosted on the Commerce Connection website.

- If you do not already have access to Commerce Connection, please register at https://connection.commerce.gov/
- Need Known NOAA Access/VPN to access

FAQ

Acquisition Information

• Website:
  • [https://sites.google.com/noaa.gov/acquisition-and-grants-office/home](https://sites.google.com/noaa.gov/acquisition-and-grants-office/home)

• Contains:
  • Forms
  • Error Table
  • Guides/FAQs

• Acquisition Package Checklist
  – Internal NOAALink Website
    • Need NOAA Gmail to log in
### NOAA Acquisition Package Checklist Cont’d

#### ADDITIONAL DOCUMENTS REQUIRED DEPENDING ON TYPE OF ACQUISITION

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisition Plan</td>
<td>Required for acquisitions estimated to exceed $10,000,000, including options</td>
</tr>
<tr>
<td>Evaluation Criteria for Best Value Actions</td>
<td>Required for a competitive process</td>
</tr>
<tr>
<td>IT Compliance in Acquisition Checklist</td>
<td>This IT checklist, with appropriate signatures, must be completed for Information Technology (IT) acquisitions (in accordance with the definition of IT on page 7) within the Department of Commerce (DOC).</td>
</tr>
<tr>
<td>Justification Other than Full and Open Competition (JOFOC)</td>
<td>Required when supplies or services are to be purchased from a source without engaging in a competitive process</td>
</tr>
<tr>
<td>Exhibit 300 + Acquisition Plan</td>
<td>Required for Information Technology acquisitions equal to or greater than $10,000,000</td>
</tr>
<tr>
<td>Formal Source Selection Process Waiver</td>
<td>Required for acquisitions over $10,000,000 when formal procedures not used</td>
</tr>
<tr>
<td>NOAA Section 508 Standards Checklist and Assessment Certification Form</td>
<td>Required for IT supplies and services acquisitions</td>
</tr>
<tr>
<td>NOAAALink Worksheet</td>
<td>Required for NOAAALink acquisitions over the micro-purchase threshold</td>
</tr>
<tr>
<td>Other AGO-Required Documents</td>
<td>Any additional documentation identified by AGO representative</td>
</tr>
<tr>
<td>Line Office or Corporate Office Requirements</td>
<td></td>
</tr>
</tbody>
</table>
Procurement Process

- An office realizes a need
  - Uses C.Request
    - Create Requisition
    - Define Funds (ACCS)
- Acquisitions Staff
  - Uses C.Award
    - Create Contract
    - Obligate Funds (ACCS)
- Finance Staff
  - Uses CFS
    - Post & Pay Invoices
- Close Out Staff
  - Uses C.Award
    - De-obligate remaining funds
    - Close out Award/Contract
Accounting in C.Request

• When making a requisition, there has to be an account where there is money to pay for the service or good
Accounting Classification Code Structure (ACCS)
ACCS Broken out – Bureau

• Bureau
  – Main “offices” under the Department of Commerce
  – Defined in the ACCS by a number
    • National Oceanic and Atmospheric Administration (NOAA)
    • Bureau of Industry and Security (BIS)
    • Economic Development Agency (EDA)
The year of the actual intent to purchase.

Date here must fall within the appropriation timelines

i.e. FY2022 Appropriation Dates (01-Oct-2021 through 30-Sep-2022)

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022</td>
<td>2021</td>
</tr>
</tbody>
</table>
ACCS Broken out – Fund Code

• Various Types
  – Single Year
    • Only good for that time frame
      – 1 Year
  – Multi-Year
    • Above and Beyond Single Year
      – Operations, Research and Facilities (ORF) = 2 years
      – Procurement Acquisitions and Contracts (PAC) = 3 years
  – No Year
    • Good until the money is used up

- Fund 0021 ORF Single Year (22)
- Fund 1093 ORF (22/23)
- Fund 1092 PAC (22/24)
- Fund 0001 General (22-?)
- Fund 0006 Advance (22-?)
- Fund 0007 Reimbursable (22-?)
ACCS Broken out – Program Code

- Four positions
- Three of Four positions part of the appropriations
  - Activity
  - Sub-activity
  - Line Item
- Position 4 is Bureau unique
  - Program, Project and Activity (PPA)
- Tied to Fund Code and Project Codes in Budgeting
ACCS Broken out – Organizational Code

• Ties to the National Finance Center (NFC) Organization Code Structure

• NOAA designated
  – Org1 as Line Office (LO)
  – Org 2 as Financial Management Center (FMC)

• Each position representative to an office, division, branch etc.
  – Any position that doesn’t have a number must be zero filled
Organization Code Structure
Level 1 -- Line Office

**NOAA (14)**

01 Office of the Under Secretary
05 Office of Administration
06 NOAA Finance & Administration
08 NOAA Marine & Aviation Operations
09 Systems Acquisition Office
10 National Ocean Service
20 National Weather Service
30 National Marine Fisheries Service
40 National Environmental Satellite, Data & Information Service
50 Office of Oceanic & Atmospheric Research

**BIS (13)**

40 Office of the Under Secretary
41 Director of Administration
42 Export Administration
43 Office of Assistant Secretary for Export Enforcement
44 Office of Assistant Secretary for Export Administration

**EDA (20)**

01 Philadelphia
04 Atlanta
05 Denver
06 Chicago
07 Seattle
08 Austin
99 HQs
ACCS Broken out – Project Code

• Seven positions
  – First position
    • Tells you at a glance
      – Multi-year (Alpha Character)
      – No-Year (Number)
  – Other positions are based upon finding type
    • https://www.corporateservices.noaa.gov/finance/projtaskdwnld.html

• Most Reports only go to this level
ACCS Broken out – Task Code

- Three digit code
  - Combo of:
    - Numbers
    - Alpha
    - Alpha Numeric

- Tied to the Project Code
  - Can have many tasks to project code

- Used by Budget people in the LO/FMC to keep track of money

- Default one is usually P00
ACCS Broken out – Object Class Code

• Four positions
  – All four positions can be filled in
  – Just two positions can be filled in

• Representative by code on what’s being purchased

• Can look up codes:
  – Discoverer Reference Workbook
  – https://www.corporateservices.noaa.gov/finance/objectclasses.html
AGO Fees Types in the ACCS
• Started February 2011
• Fee
  – 3% charged
  – Object class ends in 00-11
    • Example: 31-24-00-11
• Rebranded to NOAA Mission Information Technology Services (NMITS)
• Websites:
  – https://sites.google.com/noaa.gov/nmits/
  – https://sites.google.com/a/noaa.gov/noaalink/
    • Internal to NOAA personnel
  – Contains FAQs, Forms, Checklists and Training Codes
  – NPO – Routing
    • NOT the final approval, just in the routing list
      – They will inform whether the document gets sent to them, a field delegate or your servicing acquisition office
      – Refer to the new mailbox setup for submission code to use
• Problems/Issues:
  – Email: NOAALink.Help@noaa.gov
AGO Fee For Service (FFS)

• Started October 1, 2016
• Fee
  • *Simplified Acquisitions* ($250,000 or less) 7% Fee
    – Object Class Code ends in 25-35
      » Example: 26-18-25-35
  • *Non-Simplified Acquisitions* (Over $250,000) 2% Fee
    – Object Class Code ends in 25-17
      » Example: 25-27-25-17
  • *No ADDITIONAL LINE, No ADDITIONAL ACCOUNTING LINE*
    – Original line ACCS just the object class code changes

• More information can be found:
  – https://sites.google.com/noaa.gov/acquisition-and-grants-office/home
• Started July 1, 2017

• Fee
  – 3% charged
  – Object Class ends in 26-03
    • Ex: 25-23-26-03

• The overall objectives of the ProTech program are to:
  – Obtain high-quality professional and technical services
  – Develop an industrial base of partners
  – Develop and maintain performance-based contracts
  – Contribute to the NOAA mission

• More information can be found:
  – https://sites.google.com/noaa.gov/protechservices/home
AGO Object Class 3rd/4th positions

- NOAALink/NMITS (IT/Technical Equipment/Services)
  - Object class ends in 00-11
  - Ex: 31-24-00-11
- AGO Fee For Service (FFS) Non Simplified (Over $250,000)
  - Object class ends in 25-17
  - Ex: 25-27-25-17
- AGO FFS Simplified (250,000 or less)
  - Object class ends in 25-35
  - Ex: 26-18-25-35
- Pro-Tech (Professional – Technical Services)
  - Object class ends in 26-03
  - Ex: 25-27-26-03
- No Fees (Field Delegate)
  - Object Class ends in 00-00
  - 25-23-00-00
ACCS Broken out – User Defined Code

• For NOAA
  – This will always be zeroes

*User Defined*

000000
### CBS Accounting Classification Code Structure (ACCS)

<table>
<thead>
<tr>
<th>Bureau</th>
<th>Fiscal Year</th>
<th>Fund</th>
<th>Program</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>2022</td>
<td>0001</td>
<td>04 - 01 - 01 - 000</td>
<td>20 - 01 - 0000 - 00 - 00 - 00 - 00</td>
</tr>
</tbody>
</table>

**NOAA General NWS Operations & Research Central Forecast Guidance**

**Object Class**

- Equipment
- Non Cap ADP
- NOAALINK

**User Defined**

- 000000

**Project - Task**

- 4 8M1H0R - P00

**{Identifies line, program or staff office for No-Year funds Or Fiscal Year for Multi-Year funds}**
Different ways to add accounting on a Requisition

• Default
  – If using, added **before** the CLIN (line)
    • *Unless you only need to get one across, added after all the document is done.*
  – Can only do accounting by percentage
  – Each line added after will have that accounting and percentages
  – Good to use if using the same accounting string(s) for all lines
  – Changes made after Line Items are created will have no impact on the Line Items already created
  – Normally isn’t used much anymore

• Line Accounting
  – Added **after** CLIN (line) has been created
  – Are able to do it by percentage, quantity or cost
    • *Should mainly do it as cost*
  – Is only for the line you add it to – would have to add it to any additional lines that would use that accounting
Accounting Errors – Reject Message

Transaction Message:
Commitment Rejected/Returned by Financial System on: 12/03/2019 12:25:34, for the Amount: $659.00
Line Item '0001' MDL '1': Invalid or inactive Project Code. Line Item '0001' MDL '1': Invalid or inactive Task Code. Line Item '0001' MDL '1': Invalid or inactive Project Code and Fund Code combination. Line Item '0001' MDL '1': Invalid Program Code for Project Code.
Requisitioner Flow

Create Req → Req PIIN & Name → Administration

+Period of Performance → Summary

*Default Accounting*

Line Items → Line Accounting

Forms → Support Docs

Manage Reviewer/Approvers

Create → Share w/ BFNC

**Release**

Last person on Routing List -- FCO

**=Bona Fide Need Certifier

*=Not used as much
Approver Flow

1. Login
2. Inbox
3. Requisition #
4. Review ALL Parts of Requisition
5. Review/Approval
   - Approve
   - Disapprove
     - Comment
   - Inbox
FCO Flow

1. Login
2. Inbox
3. Requisition #
4. Review ALL Parts of Requisition
5. *Commit*
6. *Submit*
7. Review/Approval
8. Approve
9. Disapprove
10. Comment
   - * = Only done if going to approve

Inbox
## Modification Line Item Action (Options)

<table>
<thead>
<tr>
<th>Selection Option</th>
<th>Description of Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Blank”/No Selection</td>
<td>This selection should be used if you want the line items on the Requisition to come into the Award as new line items.</td>
</tr>
<tr>
<td>Change Award Line Item</td>
<td>This selection would be used to indicate that the customer is requesting that the line item on the award be increased or decreased in value.</td>
</tr>
<tr>
<td>Cancel/Cancel Award Line Item</td>
<td>This selection should be used to cancel the awarded line item in full.</td>
</tr>
<tr>
<td>Cancel/Open Award Line Item</td>
<td>This selection should be used to cancel the line item in full on the award but leave the PR line item open so it could be awarded on another document.</td>
</tr>
<tr>
<td>Add Line Item from Base Award</td>
<td>This selection should only be used when requesting through a modification to add a line item from a base Indefinite delivery type contract award to an existing delivery task order award.</td>
</tr>
</tbody>
</table>
Questions & Discussion