# Commerce Purchase Card System (CPCS)

FY 2018 – January
V 1.1

# CPCS Overview

- **Part of the Commerce Business System (CBS)**

- **CPCS: Commerce Purchase Card System aka Bankcard**

- **Allows users:**
    - ✓ Keep Master Accounting List
    - ✓ Keep Order Log
    - ✓ Reconcile invoice transaction
    - ✓ Approve /deny purchases
    - ✓ Run Reports

# CPCS Roles

## Card Holder
- Maintains a log of all purchases
- Reconciles invoice transactions once a month
- Runs reports

## Group Administrator
- Ability to reconcile card holder transactions
- Runs reports

## Approving Official
- Approves/Rejects card holder transactions
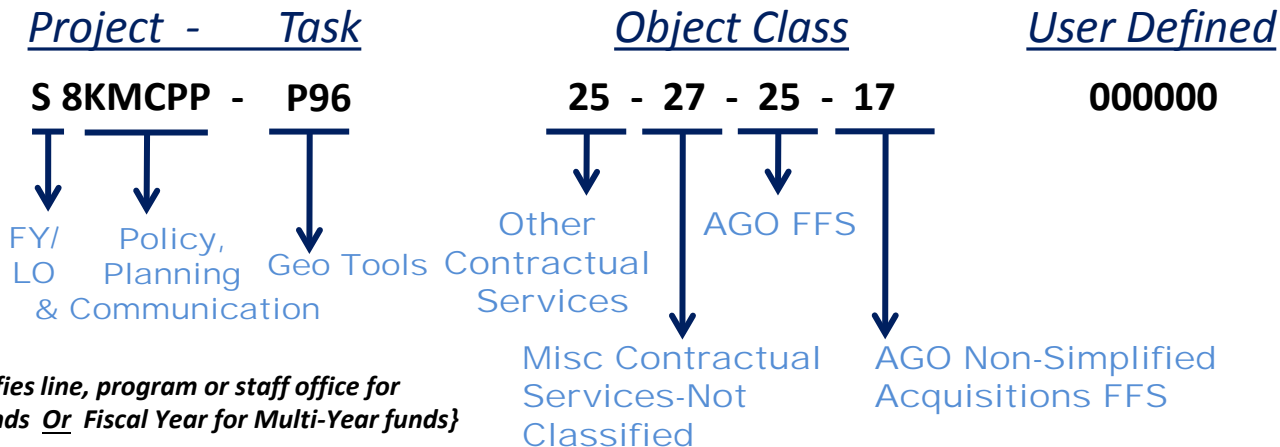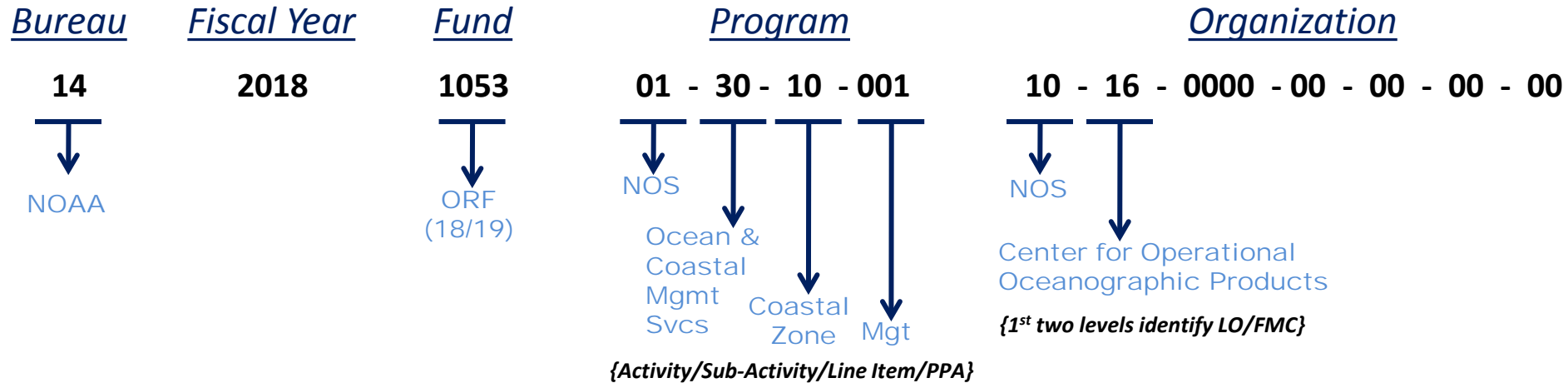- Runs Reports
- Proxy Reconciliation

# CPCS Process

1. Discussions happen about purchasing and Approving Official approves to make the purchasing

2. Card Holder makes purchase
   - Creates entry on Order Log
     - Can be in CPCS or Outside

3. Invoice Transactions Loaded/Swept
   - Once a Month
   - Default ACCS of Card Holder charged

4. Reconcile Invoice Transaction
   - Using the same accounting as the default
   - Changing Accounting
     - Behind the scenes process that "fixes" the accounting after the fact

5. Approving Official approves/rejects transactions based off the ACCS being reconciled

# Accounting Classification Code Structure (ACCS)

# CBS Accounting Classification Code Structure (ACCS)

| Bureau | Fiscal Year | Fund | Program | Organization |
|--------|-------------|------|---------|--------------|
| 14 | 2018 | 1053 | 01 - 30 - 10 - 001 | 10 - 16 - 0000 - 00 - 00 - 00 - 00 |

**Bureau:** 14 → NOAA

**Fund:** 1053 → ORF (18/19)

**Program:** 01 - 30 - 10 - 001
- 01 → NOS
- 30 → Ocean & Coastal Mgmt Svcs
- 10 → Coastal Zone
- 001 → Mgt

{Activity/Sub-Activity/Line Item/PPA}

**Organization:** 10 - 16 - 0000 - 00 - 00 - 00 - 00
- 10 → NOS
- 16 → Center for Operational Oceanographic Products

{1st two levels identify LO/FMC}

| Project - Task | Object Class | User Defined |
|----------------|--------------|--------------|
| S 8KMCPP - P96 | 25 - 27 - 25 - 17 | 000000 |

**Project - Task:** S 8KMCPP - P96
- S → FY/LO
- 8KMCPP → Policy, Planning & Communication
- P96 → Geo Tools

{Identifies line, program or staff office for No-Year funds Or Fiscal Year for Multi-Year funds}

**Object Class:** 25 - 27 - 25 - 17
- 25 → Other Contractual Services
- 27 → Misc Contractual Services-Not Classified
- 25 → AGO FFS
- 17 → AGO Non-Simplified Acquisitions FFS

**ACCS Validation:** https://cbsquery.rdc.noaa.gov/search/validateCAMSaccs310g.html

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# 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 | 07 | Seattle |
| 05 | Denver | 08 | Austin |
| 06 | Chicago | 99 | HQs |

# Organization Code Structure
## Levels 1-2 -- Financial Mgmt Center (FMC)

| LO - FMC | Description (NOS Examples) |
|----------|---------------------------|
| 10 – 01 | National Ocean Service – Asst Adm |
| 10 – 04 | Office of Ocean & Coastal Resource Management |
| 10 – 09 | Office of Coast Survey |
| 10 – 11 | Office of National Geodetic Survey |
| 10 – 12 | Office of Response & Restoration |
| 10 – 13 | National Center for Coastal Ocean Science |
| 10 – 15 | NOAA Coastal Services Center |
| 10 – 16 | Center for Operational Oceanographic Products |

# ACCS Project #  --  1st Position

- Multi-Year Funds  --  Fiscal Year
  - **Fund 1043 (ORF)**        **R**        **FY 2017 & FY 2018 – Carryover**
  - **Fund 1042 (PAC)**        **R**        **FY 2017 & FY 2019 – Carryover**
  - **Fund 1053 (ORF)**        **S**        **FY 2018 & FY 2019 – Carryover**
  - **Fund 1052 (PAC)**        **S**        **FY 2018 & FY 2020 – Carryover**
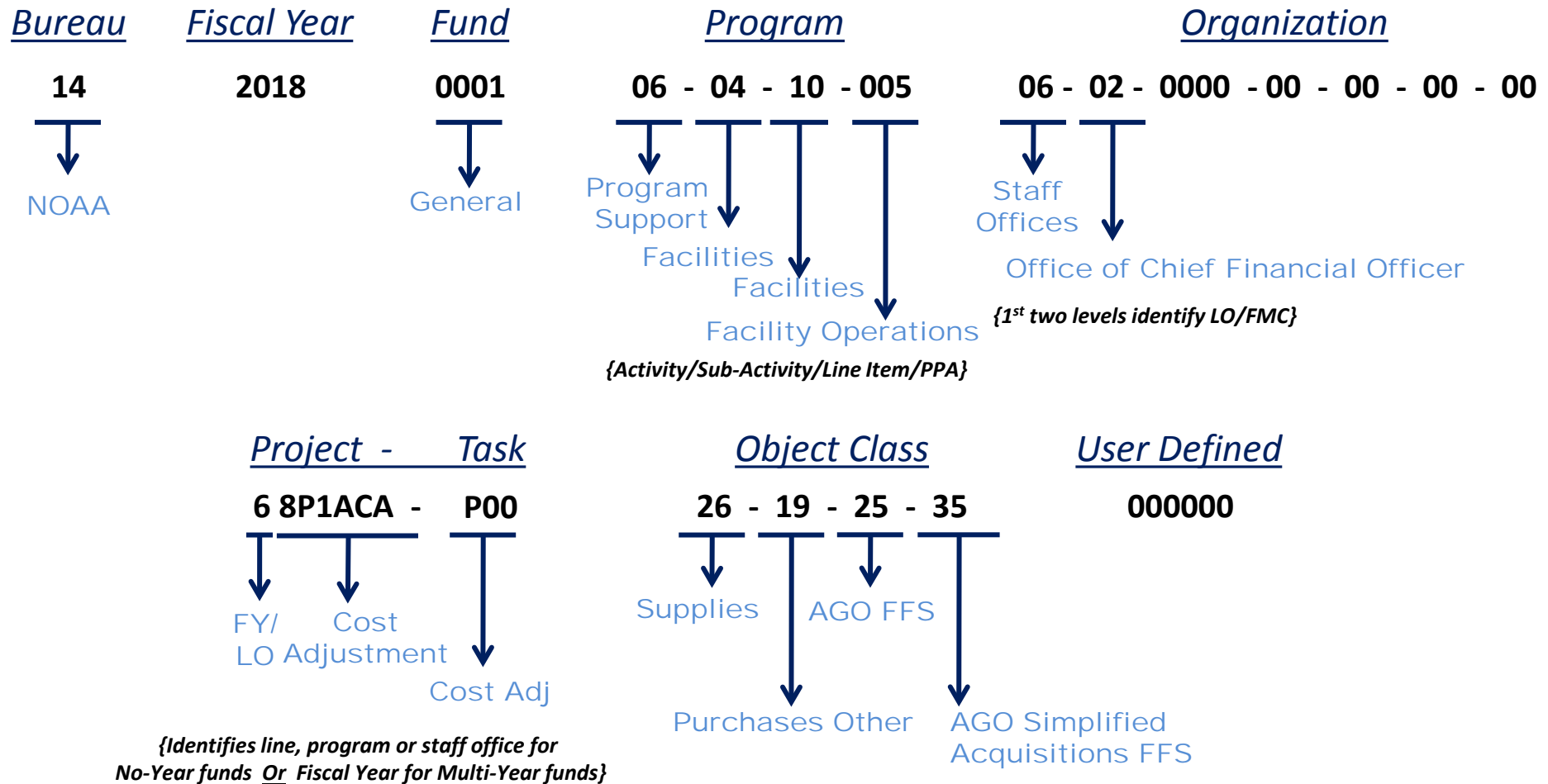
ORF – Operations, Research & Facilities    PAC – Procurement, Acquisitions & Construction

- No-Year Funds  --  Line, Program, or Staff Office
  - **Funds  0001, 0005, 0006, 0007 and 0016:**
    | | |
    |---|---|
    | 1 - NOS | 5 - NESDIS |
    | 2 - NMFS | 6 - NFA |
    | 3 - OAR | 7 - NMAO |
    | 4 - NWS | 9 - BIS |

# CBS Accounting Classification Code Structure (ACCS)

**Bureau**

**14**

↓

**NOAA**

**Fiscal Year**

**2018**

**Fund**

**0001**

↓

**General**

**Program**

**06 - 04 - 10 - 005**

↓

**Program Support**

↓

**Facilities**

↓

**Facilities**

↓

**Facility Operations**

*{Activity/Sub-Activity/Line Item/PPA}*

**Organization**

**06 - 02 - 0000 - 00 - 00 - 00 - 00**

↓

**Staff Offices**

↓

**Office of Chief Financial Officer**

*{1st two levels identify LO/FMC}*

**Project  -  Task**

**6 8P1ACA  -  P00**

↓

**FY/ LO**

↓

**Cost Adjustment**

↓

**Cost Adj**

*{Identifies line, program or staff office for No-Year funds Or Fiscal Year for Multi-Year funds}*

**Object Class**

**26 - 19 - 25 - 35**

↓

**Supplies**

↓

**AGO FFS**

↓

**Purchases Other**

↓

**AGO Simplified Acquisitions FFS**

**User Defined**

**000000**

**ACCS Validation:**   **https://cbsquery.rdc.noaa.gov/search/validateCAMSaccs310g.html**

# System Access & Training

# CPCS – Training & Access

Based on the Commerce Acquisition Manual 1313.301 Revised May 2012, the following training must be taken:

- **GSA SmartPay® Online Training**
  - https://training.smartpay.gsa.gov/

-  **Section 508 Compliance Online Training**
  - http://training.section508.gov/

- **CLM 003 Ethics Training for Acquisition or equivalent Government Ethics Training**
  - https://www.atrrs.army.mil/channels/faitas/student/logon.aspx?caller=1.

- **Federal Strategic Sourcing Office Supply Blanket Purchase Agreement Training**
  - http://interact.gsa.gov/gsa-training/webinars

# CPCS – Training & Access (Cont'd)

Based on the Commerce Acquisition Manual 1313.301 Revised May 2012, the following training must be taken:

- **Federal Acquisition Institute (FAI): FAC 018, Green Purchasing for Civilian Agencies**
    - https://www.atrrs.army.mil/faitas/External/Login/?ReturnUrl=%2ffaitas%2f
        *Note:  Cardholders will need to register with the FAI site to take training module.*

- **DOC Customized Purchase Card Training**
    - *(Completed within six months after card account has been established.  Notification will be provided when this training becomes available.)*

# CPCS – Training & Access (Cont'd)

## Access & Training for the CPCS System

- Information can be found on Financial Systems Division (FSD) website:
  http://www.corporateservices.noaa.gov/finance/FOFSD_Home.html

    - Forms Link – Request Systems Access
    - Training Link – Schedule Training
    - Available as Classroom, Webinar and Computer Based Training
        - Needed to take in order to become CPCS user

# NOAA Client Services Help Desk

- **Functional/Technical Support for CBS Applications**
  - **Budget Operating Plans (BOP)**
  - **Reimbursable Agreements**
  - **SLTs & DLAs**
  - **Data Warehouse/Discoverer**
  - **Commerce Purchase Card System (CPCS)**
  - **Travel**
  - **C.Request/C.Award = C.Suite**
- **User Account requests, JAVA/JInitiator, etc.**
- **FSD/CBS Web Site** http://www.corporateservices.noaa.gov/finance/FOFSD_Home.html
  - **Click on Help Desk link for additional info, phone numbers, etc.**
  - **Email: ClientServices@noaa.gov**
  - **Phone #: 301-444-3400**
    - **Option #4 – CBS (CPCS)**
  - **Fax/Server #: 301-444-3401**

# Questions & Discussion