Document Level Adjustments (DLAs) Training

September 2021
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
Training Objectives

- DLA Definition
- Accounting Classification Code Structure (ACCS)
- Overview of the DLA Process
- URL for all information pertaining to DLAs:
  - [https://www.corporateservices.noaa.gov/finance/doc_level_adjust_form.html](https://www.corporateservices.noaa.gov/finance/doc_level_adjust_form.html)
  - Contains:
    - Business Rules
    - Approval Form
    - Authorized Approver Listing
    - PMN006 User Manual
What is a DLA?

- DLA stands for Document Level Adjustment
- It’s an adjustment to correct a fully paid obligation or no-match transaction
  - Partial paid obligations should be modified through the system they were originally processed
  - Correction only correct costs – not resources
- Should be done if can, prior to doing a Summary Level Transfer (SLT)
- PMN006 Screen used to do DLA in Commerce Business System (CBS)
- Will need to know the parts of the ACCS
Accounting Classification Code Structure (ACCS)
CBS Accounting Classification Code Structure (ACCS)

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<th>Fund</th>
<th>Program</th>
<th>Organization</th>
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- Bureau: 14 (NOAA)
- Fiscal Year: 2022
- Fund: 1093
- Program: 01 - 20 - 10 - 001
- Organization: 10 - 13 - 0002 - 00 - 00 - 00 - 00

**Project - Task**
- W 8KSBSC - P00
- FY/LO
- Beaufort Science
- No Task

**Object Class**
- 21 - 47 - 00 - 00
- Travel
- Commercial Rental

**User Defined**
- 000000

{Identifies line, program or staff office for No-Year funds Or Fiscal Year for Multi-Year funds}
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)
ACCS Broken out – Fiscal Year

• The year of the actual intent to purchase.
  – Date here must fall within the appropriation timelines
    • i.e. FY2021 Appropriation Dates (01-Oct-2021 through 30-Sep-2022)

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<tr>
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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
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 – Organization

• 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)**

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**EDA (20)**

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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/projtaskdnld.html](https://www.corporateservices.noaa.gov/finance/projtaskdnld.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
  – [Link](https://www.corporateservices.noaa.gov/finance/objectclasses.html)
ACCS Broken out – User Defined Field

- For NOAA
  - This will always be zeroes

User Defined
000000
DLA Overview
PMN006 Basics

• This screen is used to enter all DLAs, print reports and submit to the Accounting Operations Division to approve the DLA.
  – DLA Report can only be printed up until the approval by AOD

• The ONLY transactions that can be done on this screen have to be a current Fiscal Year (FY) invoice transaction that has been fully paid.
  – Only one at a time may be corrected and submitted to AOD
  – Can not be edited once submitted to AOD
  – Exceptions to current fiscal year listed in the Business Rules
Required Approvals

- All DLAs must be reviewed/approved with signatures prior to submitting to AOD
  - Originator
  - Originator's Supervisor or Equivalent
- DLAs that Transfer between Orgs/FMCs
  - Originator
  - Affected FMC
- Object Class Code 31.1X
  - Originator
  - Office of the Chief Administrator Officer (OCAO) Personal Property Management Branch (PPMB) under the Logistics Operations Division (LOD)
    - ppmb.financial@noaa.gov
- Object Class Code 32.XX
  - Originator
  - Director of OCAO Real Property Management Division (RPMD)
- Regardless of amount between two different fund and/or program codes OR $500K or more
  - Originator
  - LO/SO Budget Execution Lead
  - LO Chief Financial Officer/Staff Office Director
  - Respective Bureau Budget Office
DLA Business Rules

• “FROM” and “TO” Fund Code Fiscal Year (FCFY) must match
  – Exception 1- No Match Overruns
  – Exception 2 – Interest Penalties (i.e. object class 43-01)
• “FROM” and “TO” Dollar Amounts must match (i.e. equal on either side)
• Need clear crosswalk between the “FROM” and “TO” side of the transaction. Only one of the following combinations will be accepted:
  – ONE “FROM” line item to ONE “TO” line item
  – ONE “FROM” line item to MULTIPLE “TO” line items
  – Transaction amounts must match the amount recorded in CBS
    • Partial amounts are being adjusted, the “TO” lines will reflect the amounts that change and the amounts that are not changing
Prior Year Adjustments
- Changes to OBJ ONLY
  - Case by case with exceptions for anything else

Accounting Data Must be valid
- Fund Code
- Fiscal Year
- Program Code
- Project Code
- Task Code
- Object Class Code
- Organization Code

Not Allowed
- Following Object Classes
  - Over/Under
    - 77-xx-89-99
  - Leave/Benefit
    - 11-60-00-00 or 12-10-00-00
  - Overhead
    - 77-xx-xx-xx

Following Document Types will NOT be processed:
- General Journal (GJ)
- Summary Level Transfer (ST)
- Grants - ASAP Grant Documents
- Labor Charges - Detail Labor Cost Adjustments
DLA Submission Review

- DLA request must be submitted to your servicing finance office
  - Eastern
    - DLASubmissions@noaa.gov
  - Western
    - WOBDLASubmissions@noaa.gov
- DLA Transaction Number in Subject
- One Adobe (.pdf) document attached containing:
  - Signed CBS DLA approval form
    - Clear concise reason for DLA with references in the supporting documentation
  - DLA Request Form (CBS Report: PMN006R)
  - Adequate supporting documentation for justification
    - Invoices, contracts, reports
      - Things available for internal/external audits
- All documentation legible and orderly
  - For efficiency in reviewing
DLA Submission Review Criteria

• DLA requests will be reviewed/approved by AOD
• DLA requests requiring BEX approval will be reviewed for:
  – All packages include the MDL/ITEM report (DWFM001 – B&E Query)
  – Total amount is documented within the reason for adjustment notes section (approval form)
  – All packages include a “current” funds balance report (w/in 1-2 days from submission to BEX)
    • Showing enough funds are available to account for adjustment
      – Quick Report QR009
Document Retention Requirements

• Originating office of the DLA and AOD must maintain the following documentation for future audit reviews
  – Signed CBS DLA Approval Form
  – CBS Report PMN006R – DLA Request Form(s)
  – Adequate supporting documentation
Sample DLA Submission Package
DLA Approval Form

CBS Document Level Adjustment Approval Form

Originator’s Name: XXXXXXXXXX Date: MM/DD/YY Phone: XXX-XXX-XXXX LO/SS: NOAA

Request Form #s
1141972

Reason for Adjustment(s)/Notes:
Correct Task Code.

I certify that I have reviewed and approve the DLA(s) submitted with the attached DLA Request Form(s) for further processing. Each DLA was not split or reduced to avoid the $500K threshold review and approval requirement and it does not constitute a reprogramming of any funds. Approved by:

Originator’s Supervisor or equivalent:

Supervisor’s Name: Supervisor: Title: Signature: Date: MM/DD/YY Phone: XXX-XXX-XXXX

1. Does DLA transfer costs across Organizations and or FMCs
   YES NO
   *If Yes, Signature of affected Organization or FMCs is required:
   Affected Org/ FMC POC: Title: Signature: Date: Phone:

2. Does DLA contain object class:
   a) 31.XX
      YES NO *If Yes, Signature of LOD/PPMB is required
   b) 32.XX
      YES NO *If Yes, Signature of RPMD is required
   LOD/PPMB POC: Title: Signature: Date: Phone:
   RPMD POC: Title: Signature: Date: Phone:

3. Does DLA transfer funds across 1) fund codes, 2) programs, 3) or meet the $500K threshold
   YES NO
   *If Yes, Signature of LO/SS Budget Analyst AND LO Chief Financial Officer or Staff Office Director AND NOAA, BIS, or EDA Budget Execution are required:
   LO/SS Budget: Title: Signature: Date: Phone:
   CFO/SOD POC: Title: Signature: Date: Phone:
   Chief BEX POC: Title: Signature: Date: Phone:
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### COMMERCE BUSINESS SYSTEM (CBS)

**NOAA TRANSACTION ACTIVITY REPORT FOR LINE OFFICES/FMC'S**

**User ID:** OPSShinCBE01

**As of Date:** 04/11/2018

#### Transaction Date Range:
04-NOV-2018 To: 30-NOV-2018

#### Organization Selected:
- 20 - NATIONAL WEATHER SERVICE - OFFICE OF AA
- 04 - LOGISTICS MANAGEMENT BRANCH
- 00 - NATIONAL LOGISTICS SUPPORT CENTER
- 82 - OFFICE OF OBSERVATIONS
- 00 - NATIONAL LOGISTICS SUPPORT CENTER
- 0023 - SURFACE AND UPPER AIR DIVISION
- 00 - NATIONAL LOGISTICS SUPPORT CENTER

#### Obd Doc Group: LTRY

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Access & Roles
Accounts & Access

• CBS User Access Request Form (requires training certificate to be submitted with access request):
  https://www.corporateservices.noaa.gov/finance/forms.html

• DLA Originator
  – Access: DLA_LO_ENTRY_ROLE (Enter this role in the Special User Instruction block in the CBS User Profile Form)

• CBS Access
  – User Name
    • OPS$FIRLAS01
  – Password
    • Minimum of 12 Characters
    • 1 Upper Case
    • 1 Lower Case
    • Special Character (# or _)
Roles for DLAs

• DLA Originator (Requires System Access)
  – Creates DLA in the PMN006 DLA Data Entry Screen
  – Completes the top portion of the DLA Approval Form to route with PMN006 DLA generated report for LO approvals
  – Requires completion of training and receipt of certificate to obtain access in CBS

• Approving Official (No System Access Required)
  – Verifies that all information is correct in DLA submission
  – Authorized to Sign Approval Form

  – URL to Approving Listing:
    • https://www.corporateservices.noaa.gov/finance/doc_level_adjust_form.html
Steps for DLAs
Find Document using DLA Report in Discoverer

Originator logs into CFS/PMN006 screen

Originator creates the DLA on the PMN006 screen

Originator prints the DLA Report using the PMN006 screen

Originator submits the DLA to AOD using the PMN006 screen

Originator get approval signatures needed for DLA

Originator submits the completed DLA Documentation to AOD via email

AOD reviews PM006 and supporting documentation, then approves or disapproves DLA, along with informing Originator of the result.
DLA Report - Discoverer
Discoverer Report - DLAs

- Workbook called DLA-Support-for-LO
- Use worksheet Document Level Adjustments
Discoverer Report – DLAs Cont’d

- ACCS parts needed to run report
  - Unlike some Discoverer Reports don’t need wildcard (%) for the “all” feature
  - Look at the prompts
To document the OBS transactional history in support of Document Level Adjustments (DLAs)

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<td>003</td>
<td>01/01/19</td>
<td>3MB</td>
<td>Rejected</td>
<td></td>
</tr>
</tbody>
</table>

*Note: DOC, PDF, JPEG are document types, and the status indicates whether the documents are accepted, approved, or rejected.*
Discoverer Report – DLAs Cont’d

• Contains:
  – The document number needed for the PMN006 screen
    • Found in column called - CBS Oblig Document No
  – ACCS information
  – Cost information
  – Reference Nbr
    • Important to see if it’s a document that can be adjusted in the system or as a DLA
DLAs in CFS
If it’s decided a DLA is needed do the following:

- Log into CFS
- Access the DLA screen
  - If you don’t have access yet, take the training and fill out the form for the role
  - Through the menu item option or folder option
- A prompt will appear
  - Click OK
DLA Screen

- DLA screen is broken out into 3 parts:
  - Top/Control
    - Where AP Trans No is entered to bring up the data for the DLA
  - Bottom Detail
    - Where you select the actual item number(s) that are being adjusted
  - ACCS Detail
    - Not shown on this screen
    - Area that shows the FROM and TO for the ACCS
- Must use CTRL + Page Down/Up (on keyboard) to access each section
Creating DLA Steps – Top/Control

• Enter the AP Trans Number
• Tab out of that field to populate the Top/Control portion of the screen
• Press CTRL + Page Down together
  – To get to the Bottom Detail area
  – Or Click in the Item field
Creating DLA Steps – Bottom/Detail

- Double-click in Item field to bring up list
  - Select the one you want and click OK
  - Add each line you want to adjust separately OR after each ACCS change
  - Can only add/delete lines prior to submission

- On the highlighted line - Press CTRL + Page Down together to get to the ACCS From – To screen.
Creating DLA
Steps – ACCS Detail

- Defaults to the New ACCS Line
  - Double-click in the ACCS field to change that part

- Can split ACCS from one to multiple ones
  - Just have to change initial NEW Unit Price & Amount to the new value
  - Then add the next one(s) using the green plus sign icon (Add Record)
    - All ACCS values have to equal the total amount

- When Finished
  - Click CTRL + Up to get back to the Details screen OR Exit icon
Creating DLA – Last Steps

• Once back to the main screen, click back up in the AP Trans No field to activate the buttons
  – Click Print to Run the DLA report
    • Verify all information is correct
    • Save/Print
  – Click Submit to send DLA to AOD for approval

• Gather all information/forms
  – Get signatures
    • Scan Docs
  – Email to AOD with attached signed documents/forms
Quick Video on how to Enter DLA in CBS

**No Audio**
Quick Video on Multiple Line Correction DLA in CBS

**No Audio**
Quick Video on One to Two ACCS Correction DLA in CBS

**No Audio**
Deleting DLA Records

• Can delete DLA Records
  – As long as not submitted
• Can NOT delete ACCS records
  – Will be deleted when deleting the detail line
• Must Delete Detail Line before deleting Top Control Record
• To do:
  – Highlight Detail Line first
    • Click Delete Icon
  – Once all detail lines deleted
    • CTRL+UP or Click in AP Trans No field
  – Once in the AP Trans No field
    • Click Delete Icon
Quick Video on How to Delete DLA in CBS

**No Audio**
Error Messages
Error Messages

• Can appear at the bottom left of the screen
  – Make sure your window is maximized
• Examples:
  – “Invalid or inactive task code for this project code”
    » When trying to enter an invalid or inactive Project or Task Code
  – “Invalid or Inactive Object Code”
    » When trying to enter an invalid Object Class Code
  – “Invalid or Inactive organization level 3 code”
    » When trying to enter an Invalid or Inactive Organization Code
  – “Invoice does not exist with invoice status PAID”
    » When trying to select a PM003 Vendor Invoice AP Trans# without a PAID status
• Can appear as a pop-up message
  – Examples:
    • "Correction Pending for submission with the AP Trans no # and Item no. #"
      – When trying to do a DLA to correct a line item when it has a pending transaction

    • “Invalid item number has been selected”
      – When the item number is not available for the AP Trans No selected

    • “Cannot delete an approved correction”
      – The DLA Record cannot be deleted after its been submitted to AOD
Document Level Adjustments (DLAs) Training

September 2021