Budget Operating Plan (BOP) Information Guide

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BOP Frequently Asked Questions

What is the difference between the Transaction Number and the Plan Number?

The Transaction Number is a sequential number that is automatically generated by the system when the record is saved. A new Transaction Number is created for each BOP.

The Plan Number is a sequential system generated number for each BOP and it is tied to the Fund, Program, and Organization Level 2 data.

What is the purpose of the Populate Detail field?

When the Populate Detail is checked, the system will bring forward all of the detail lines from the plan selected for a change BOP. It is typically used to 'reverse-out' a BOP.

What is category B funding?

Funding Categories represent the Apportionment group assigned to a specific fund. The apportionment amounts appear on different groups of lines in the application of budgetary resources section of an apportionment. Amounts are identified in an apportionment-

- by time (Category A),
- by program, project, or activity (Category B),
- by a combination of program, project, or activity and time period (Category AB),
- for future years (only for multi-year/no-year accounts) (Category C).

How do I know whether my funds are category B?

There are several reports available within CBS that reflect the funding category.

CBS – Quick Reports: [Real-Time Data]

QR0009 – BE Funds Balance Report
QR0070 – BE Allotments by Quarter Report

Data Warehouse Reports: [Day-Old Data]

BE520D - Program Authority & Allotments vs. Obligations by Program Report
BE521D - Organization by Quarter by Program Report

Finally, the FM001 – Funds Management Parameter Maintenance Screen shows the Category for each Fund for each Fiscal Year. Users should have query access to this screen.

Should I enter my BOP at the project level?

BOPs for Reimbursable funding MUST be entered at the Project Code level. All other Funds are typically only required to be entered at the full Program and Organization 2 Levels.

If a Fund Code is allotted at the project level, a valid project code must be used. If a Fund Code is allotted to the program, the project field can be zero-filled or populated with a project.

Can I delete the non-applicable surcharge codes displayed on the control page?

Yes. Click or Tab over to the listing of surcharge codes on the bottom right-hand of the BOP screen. Highlight the code that is not needed and either hit the delete key or the red "x" icon.

How do I generate surcharges?

Check the surcharge box to bring in the surcharge codes. On the detail line, enter a labor object class 11-1x-00-00 to 11-99-00-00, or a NOAALink Object Class xx-xx-xx-11 and click on the Apply Surcharge button.

Why aren't my surcharges generating?

- The incorrect ACCS may have been entered. The ACCS must match the surcharge code within the surcharge template.

- The surcharge box may not have been checked.

- The object class may not have been entered correctly. *[Surcharges are only generated when labor and NOAALink object classes are used.]*

- If surcharges were not selected on the initial BOP, user will need to enter a labor or NOAALink object class on the Budget Detail to activate the surcharge codes.

How does CBS calculate the total surcharge amount on the BOP?

CBS uses the surcharge templates to determine the surcharge rate and the ACCS that rate is to be applied. The calculated surcharge amount on the BOP is rolled up to the nearest dollar. If the exact amount is needed, it will have to be manually entered. *[Be sure to delete the affected Surcharge Code on the Budget Control tab before manually entering the surcharge amount on the Budget Detail tab.]*

What effective date should I use?

Always enter the first day of a given month.

- First quarter entries: 01-OCT-20xx; 01-NOV-20xx; 01-DEC-20xx.
- Second quarter entries: 01-JAN-20xx; 01-FEB-20xx; 01-MAR-20xx.
- Third quarter entries: 01-APR-20xx; 01-MAY-20xx; 01-JUN-20xx.
- Fourth quarter entries: 01-JUL-20xx; 01-AUG-20xx; 01-SEP-20xx.

How does the Budget Month (BM) relate to the effective date?

The Budget Month is a sequential number given to each month within the current fiscal year. The sequence starts with the month of October = Budget Month 01, January = Budget Month 4, and September = Budget Month 12. Once the month has closed, the system defaults the numerical budget month to current open month.

The combination of the Effective Date and the current open General Ledger (GL) Month determines what Budget Month the system will generate.

> Ex: If the effective date entered on the Detail Line is January 1, 2015, but the current open GL month is April, the Budget Month will auto-populate as 07 for April.

How do I verify that the allotment pools have been selected?

Refer to the information at the bottom of the Budget Detail screen. If the allotment description is populated, the system has successfully selected the pool. If the fields are blank, the allotment pool has not been selected or recorded. *Helpful Hint*: *This is a chance to double-check to make sure the correct allotment pool was selected.*

Do I have to use FTE's, even if I don't have labor?

No. FTE's are not mandatory if the BOP does not have a plan for labor. When FTE's are entered in the Unit field, the system will check for the value in the Quantity field. The valid Unit entries are NONE and FTE.

How do I sort BOP detail lines?

The detail lines on the Budget Detail, Summary by Detail and Summary by Objects screens can be sorted in ascending or descending order by clicking on any of the column headers. Fields can also be queried to limit the lines to be viewed.

How do I delete detail lines?

Highlight the line to be deleted and click on the Red X icon on the upper left-hand side of the screen.

How do I query on my BOPs?

Most fields in the BOP screen can be queried. Fill in as many fields as necessary to narrow the amount of records retrieved. A query can be executed any one of three ways:

- Select the Query Icon, type in the search criteria in the appropriate field(s) and select the Execute Query Icon or press F8 to retrieve data.

- Press F7, type in the search criteria in the appropriate field(s) and press F8 to retrieve data

How can I correct a BOP after it has been requestor approved?

Once a BOP has been checked for Requestor Approval, a user can click on the Approval Routing to view the person next in line to approve the document. The user must contact that approver and request that the approval be denied. This will "send the BOP back" to the originator for correction.

How do I make adjustments to my plan?

Check the Change box. Select the applicable change code. Pick the plan number to be adjusted. Tab through remaining fields on the Budget Control Page. Proceed to make any adjustments necessary.

Why can't I reduce my plan?

There are several circumstances that will generate an error when a plan is being reduced:

- No plan exists for a particular object class and effective date combination. *[The initial BOP has not been created for the ACCS being used.]*

- Funds may have been reduced previously for the given object class and effective date.

- Obligations may have been incurred against these funds which reduced the funds balance to less than the amount of the BOP. *[Funds are no longer available due to existing obligations.]*

How do I reverse out an entire BOP?

Create an ADJUST Change BOP. Select the Plan No. of the BOP that needs to be reversed. Check the Populate Detail box. Tab through the remaining fields on the Budget Control Page. This will populate the new BOP with the detail from the referenced plan but with the amounts reversed. Example: If the original BOP had positive amounts, the detail amounts will now be negative.

At what point during BOP data entry are the fields protected from update?

Once Requestor Approved box has been checked, all of the fields are protected from update. If changes need to be made, the next level approver may disapprove the record and the Requester Approver field becomes unchecked. Fields will then be available for update. However, once the BOP has been Document Approved, no updates can be made to that particular transaction.

Do I have to Requestor Approve the BOP to save it?

No. A user can save the BOP at any time after the ACCS has been entered by clicking on the Save icon to commit a completed or partial record to the database.

How do I know when my FMC/LO has approved my BOP?

When the Document Approval box on the BOP Control has been checked, the LO has approved the BOP. If the Document Approval box is not checked, one can click on the Approval Routing button to view the status of the routing.

There are also several CBS Quick Reports that show the approval status of a BOP. These reports are real-time. *[Note: These reports show whether the BOP is approved or not, but not who is next in line to approve it.]*

> QR0007 – BE Budget Operating Plan Report
> QR0049 – BE BOP Transaction by Quarter Report
> QR0050 – BE Corresponding Organization Report
> QR0070 – BE Allotments by Quarter Report

What is the purpose of the Summary by Details and Object Class pages?

- Summary by Details Tab provides the user with a mechanism to view what has been previously entered on a BOP plan prior to making adjustments to a plan. It may also be used to create negative detail lines for Transfer and/or Adjust BOPs via the Copy to Detail button.

- The Summary by Object Class tab displays summarized data by object class for previously entered BOPs that have been fully approved [Document Approved].

How can I determine the net effect of all the modifications to a plan?

Once all of the BOPs have been approved at all levels on the WF002, a user can query on the Plan No., navigate to the Summary by Objects tab and click on the Plan radio button. This will display a summary of all of the approved adjustments that have been made to the selected Plan No.

How can I tell whether I have received a transfer of funds?

There are several reports available that contain this information.

       CBS – Quick Reports: [Real-Time Data]

       QR0050 – BE Corresponding Organization Report
       QR0070 – BE Allotments by Quarter Report

       Data Warehouse Reports: [Day-Old Data]

       BE520D - Program Authority & Allotments vs. Obligations by Program Report
       BE521D - Organization by Quarter by Program Report

At what point can I BOP my funding?

Once the funds have been allotted to your Line Office by NOAA Budget Execution, or transferred to your Line Office by another Line Office or FMC.

What level of the organization constitutes an FMC?

The first segment/level of the organization designates the Line Office. The first and second segment/level of the organization code designates the FMC. Ex: Org: 10-11-0000-00-00-00-00 10-11 would be the FMC Level.

How do I transfer funds to another Line Office?

Check the Change box. Select TRNSFR in the Change Code field and fill in the receiving Organization Code in the Corresponding Organization field. This triggers the system to automatically transfer funds to another Line Office and populates the FM063 Allotment Screen. Once the BOP has been approved at all levels on the WF002, the transfer will be complete and the receiving Line Office can pick up the funds.

How do I transfer funds to an FMC within my Line Office?

Check the Change box. Select TRNSFR in the Change Code field and fill in the receiving Organization Code in the Corresponding Organization field. This triggers the system to automatically transfer funds to another FMC and populates the FM063 Allotment Screen. Once the BOP has been approved at all levels on the WF002, the transfer will be complete and the receiving FMC can pick up the funds.

How do I know if Data Warehouse has been updated?

Click on the NDW100 CBS Data Warehouse Status Screen from the Data Warehouse Navigator menu to view the latest information.

Common Warnings and Messages

This section provides examples of error and warning messages users may receive while entering data in the **Budget Control** and **Budget Detail** screens. Where possible, users are provided with a tip for resolving the errors. Some errors may be displayed on either the **Budget Control** or the **Budget Detail** screens.

Budget Control - General Messages

The following messages are received on the **Budget Control Screen**. Several of them are general messages, while others specifically relate to plan changes or the approval process. The general messages are provided first, followed by the change related messages, and the approval messages and warnings. Most messages must be acknowledged by clicking the OK button. Some require the user to select **Yes** or **No**.

❖ This error means that the project code and/or task code is not valid, or that they are not active in the project code maintenance screen. To correct this error, the user should verify that the project code and task code were entered correctly and that both are active using the CAMS website. If they are active, the users need to verify that they are valid for the date being used in the BOP.

> **Error**
>
> ❌ Invalid/inactive project/category code, or no active task codes exist for this project.
>
> OK
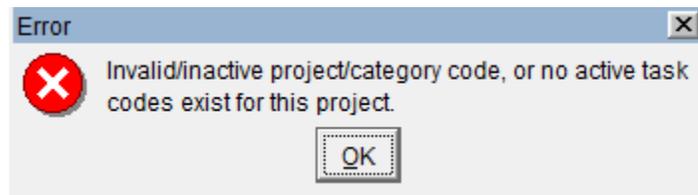
❖ This error occurs when a user attempts to enter a statistical quantity while the statistical unit type is set to NONE. To correct this error, users need to enter zero in the statistical unit quantity. Users can then go back to the statistical Units field to select the correct type of unit, and then re-enter the appropriate quantity.
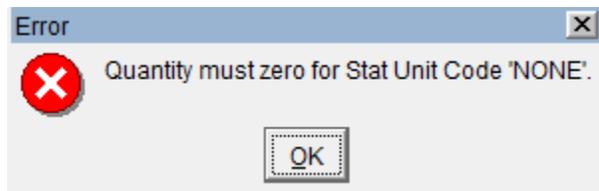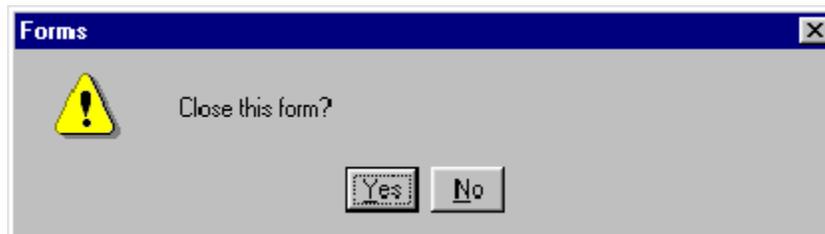
> **Error**
>
> ❌ Quantity must zero for Stat Unit Code 'NONE'.
>
> OK

❖ This error can be received on either the ***Budget Control Screen*** or the ***Budget Detail*** Screen when a user tries to enter a new record. This message informs the user he or she is in the middle of a transaction. A new transaction cannot be recorded unless the existing one is deleted or the required data fields are entered. To delete the record, the user would click on the red X icon in the tool bar at the top of the screen.
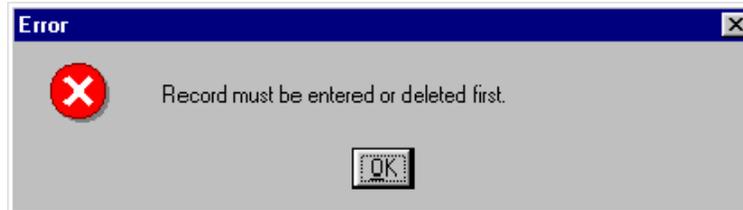

❖ This warning is received when a user tries to close the Budget Operating Plan form using the Open Door Icon on the menu while he or she is in the middle of data entry. If users select Yes, the BOP will not be saved unless the user has entered all ACCS information, the amount on the Budget Control Screen, and pressed the Save icon in the toolbar. Selecting No will return the user to the BOP form to continue data entry.

Budget Control - Change Messages

The following messages and warnings are received on the ***Budget Control Screen*** when a user is trying to process a change BOP.

❖ This error is only received if a user does not enter a change type when the change box is checked. To correct this problem, the user needs to select a valid change type from the drop down list. If this BOP is not a change, the user should uncheck the Change box.
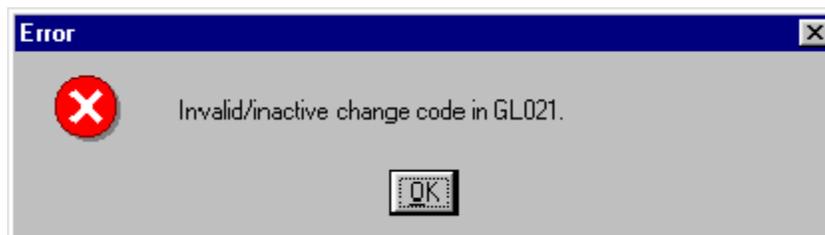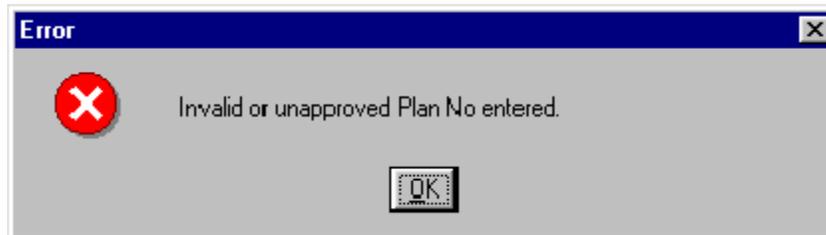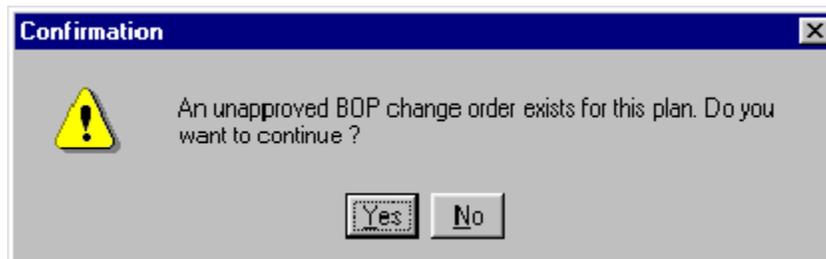
❖ This message is received on the Budget Control Screen if a user indicates the BOP is a change BOP and selects a change type, but does not select a plan number. It also occurs when a user presses the Cancel button on the Plan drop-down when it is displayed. The user must manually enter the plan number to be changed, or select it from the drop-down list.

Error

A plan number must be selected for a change.

OK
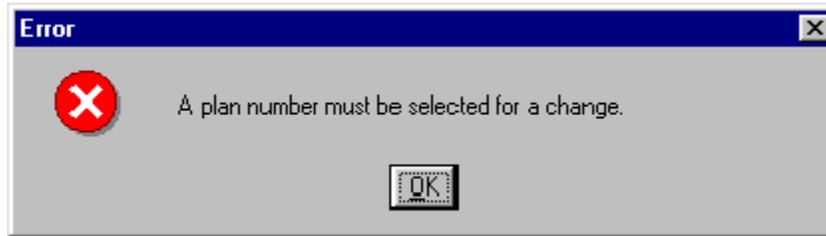
❖ This message is received on the **Budget Control Screen** if the user manually enters the incorrect plan number. The user should review the accuracy of the bureau, fund code, fiscal year and plan number referenced. If the referenced plan number is unknown, the user should select the plan number from the drop-down list.
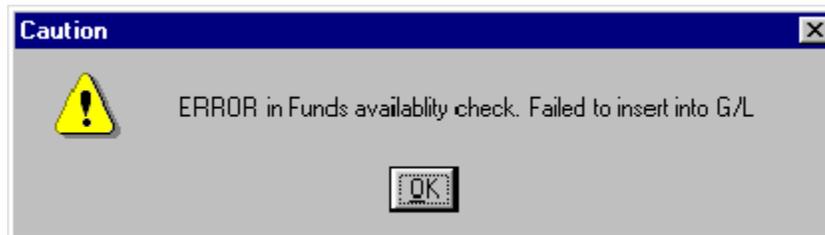
Error

Invalid or unapproved Plan No entered.

OK

❖ The warning below is received on the **Budget Control Screen** when a user is entering a change BOP and an unapproved BOP change exists. The user will need to determine whether or not they wish to proceed. If the user proceeds, the change order number of the BOP will be incremented, and the system will return the user to the BOP form.

Confirmation

An unapproved BOP change order exists for this plan. Do you want to continue ?

Yes   No

❖ The warning below is received on the *Budget Control Screen* when a user attempts to approve a BOP that would reduce the BOP amount below the remaining funds available. To correct the error, users need to confirm that the BOP amount has not already been recorded as an undelivered order or expenditure in CAMS. The user may need to adjust the BOP change amount.


BOP Approval Messages

The following messages and warnings are received on the *Budget Control Screen* when a user is trying to *approve* a Budget Operating Plan.

❖ The error below is received when a user has entered an ACCS in the **Budget Control Screen** that does not fall within any of the ranges set up on the WF001 - Document Approval Maintenance Screen. This occurs when trying to check the requester approval box on the Budget Control screen. Users should verify that the ACCS entered is correct. If it is, the user should notify the Client Services Help Desk.
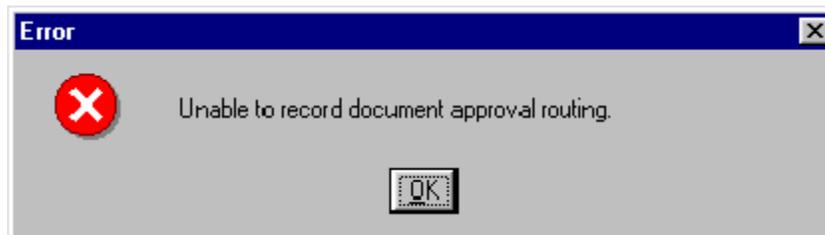

❖ The error below is received if the sum of the statistical unit quantities entered on the budget detail screen does not equal the amount entered on the budget control screen. To correct the problem, a user must either change the Budget Control quantity or the Budget Detail quantities so the quantities equal.
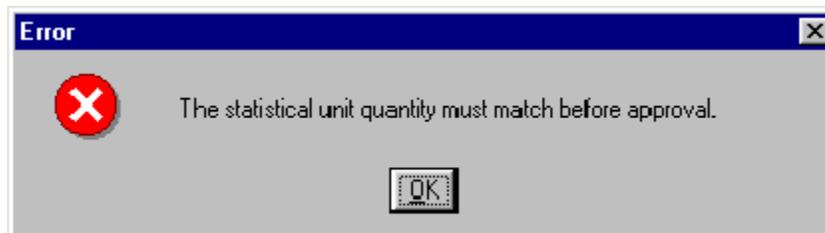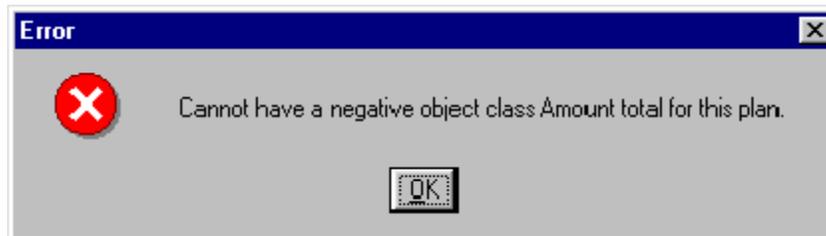
❖ The error below is received when a positive quantity is entered on one screen and a negative quantity is accidentally entered on the other screen. If a positive change, both budget control and budget detail quantities should be positive. If a negative change, both should be negative.
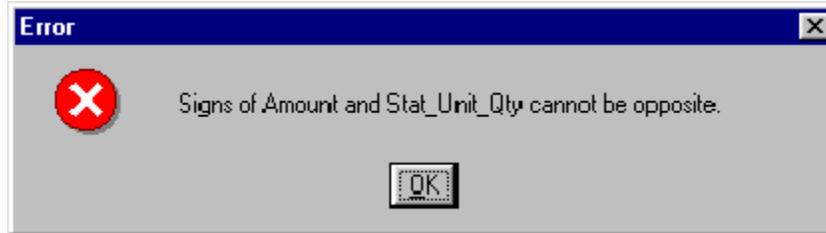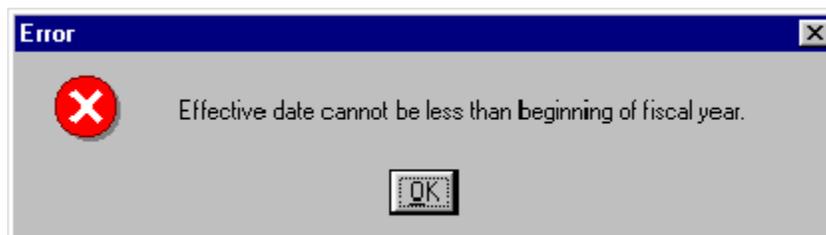

❖ The message below is received if a user is trying to reduce an object class below zero when doing a BOP change. The message is displayed when the user tries to approve the BOP on the *Budget Control Screen*. If this error is received, the user should go to the Summary by Objects tab to view the Plan totals by object class and quarter.   The user may also go to the *Summary by Details Screen* to select the specific line that is being reduced and use the Copy to Detail function. The user should then adjust the amounts in the individual detail lines so that none of them are below zero.

Budget Detail Messages

The following messages are received on the *Budget Detail Screen*. Most messages must be acknowledged by clicking the OK button. Some require the user to select Yes or No.
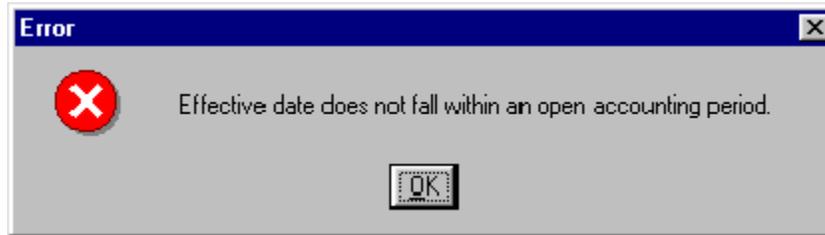
❖ The error below is received when users accidentally enter an effective date that falls outside of the current fiscal year. To correct the problem, users should change the effective date of the BOP detail lines so that it falls within the Fiscal Year specified in the *Budget Control Screen*.
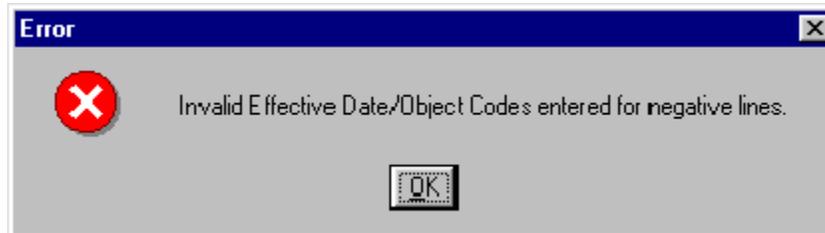
❖ The message below is received when a user tries to enter an effective date that falls within a closed general ledger quarter. To correct the problem, the user needs to change the effective date to an open general ledger period.

Error

Effective date does not fall within an open accounting period.

OK

❖ The error below is received when a user is entering a negative BOP. It occurs when a user enters an effective date and object class combination that was not included in the original BOP. To resolve this, the user should delete the line using the red X icon on the top of the screen and move to the *Summary by Details Screen* to view the valid combinations. Once the appropriate line is identified, the user should click the Copy to Detail button to paste it into the *Budget Detail Screen*. The user can then modify the amount on the detail line.

Error

Invalid Effective Date/Object Codes entered for negative lines.

OK

❖ The warning message below is received when the amount entered for an effective date and ACCS combination on the detail line exceeds the allotment pool that the system automatically selected.   To resolve this issue, the user should verify the ACCS entered on Budget Control and the amount entered on *Budget Detail Screen*. If both are correct, the user should then view all available pools for the detail record. If multiple pools exist, it is possible that the system selected a pool that did not have sufficient funding. The user may select a different pool if sufficient funding exists. However, if no pools exist with sufficient funding, the user must request additional funding through its Line Office. If the BOP was supposed to be for a transfer, the user should contact the transferring organization to verify they processed the transfer and the allotment was established.

Caution

Warning: Insufficient funds available in allotment pool.

OK

❖ The warning message below is received when a user presses the **Delete Surcharges** button in the *Budget Detail* tab. The message warns the user that all system-generated surcharges in the budget detail screen are about to be deleted. Once the user selects **Yes**, all surcharges will be deleted from the detail records. If the user selects **No**, the dialog box will disappear and the user will be returned to the BOP form. If the user accidentally presses **Yes**, the surcharges may be reapplied by clicking on the **Apply Surcharges** button on *Budget Detail Screen*.

Confirmation	⊠
⚠	This will delete all system-generated surcharge records. Do you want to continue ?
	[Yes] [No]
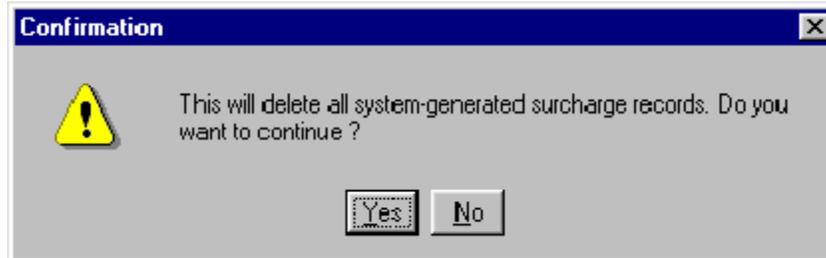
BOP Tips & Tricks

Tip: The NOAA Budget Office sets the policy for BOPs.

Tip: NOAA may not always enter BOPs during a CR.

Tip: The BOP/FM066 is not enabled until an appropriation is passed.

Tip: The NOAA Budget Office informs the BE Team when the FM066 BOP screen can be enabled.

Tip: BOPs cannot be entered until all of the allotments have been setup within CFS for the current fiscal year.

Tip: Direct Fund BOPs can be entered at the Program Level with no Project/Task specified.

Tip: Reimbursable Fund BOPs MUST be entered at the Project/Task Level.

Tip: On the Budget Control tab, the Plan/Mod number will not populate until the user completes all of the data fields on this screen.

Tip: Transfer BOPs cannot be completed if the FM007 Funds Transfer Mask has not been setup for the given Fund Code and Fiscal Year. [The NOAA BEX is responsible for setting up the FM007.]

Trick: Double Click on any of the Headers within the BOP Detail or BOP Summary Screens to sort the data. Example: Double Click on the Object Class Header to sort the data by Object Class.

Effective Date	BM	D	Percent	Amount	Unit	Qty	S Code	S Rate	Object Class	Pool

Trick: When preparing a TRNSFR BOP, use the Copy to Details key on the Summary by Detail tab to copy the highlighted data to the Budget Detail tab. This functionality copies all of the system data needed for the transfer, including the available Pool. The amount may need to be updated to match the amount of the transfer.

Trick: Surcharge Rate will automatically be calculated and populated on a labor-related BOP when the Surcharge Code field is checked. Click on the Apply Surcharge key on the Budget Detail Tab once the labor has been entered to initiate the calculation.

Trick: Surcharges can be recalculated over and over again as needed as long as the BOP is not Requester Approved.

Tip: Always use the system generated Budget Month. It reflects the current open GL Period/Month.

Tip: Quarterly amounts are derived from quarterly totals based on the Effective Date of the entry. Example: 01-DEC-2008 entries are included in the total for 1st Qtr.

Tip: The Effective Date should always be the first of the month. Example: 01-DEC-2008.

Tip: BOPs do not control funding availability. Obligations can be incurred once the allotments have been entered, with or without a corresponding BOP.

Tip: The Funds Control level determines the level TRNSFR BOPs can be entered. Funds control is set at the Program 4, Org. 2 level therefore TRNSFR BOPs can only entered using the Program 4, Org. 2 level.

Tip: Budget Detail Screen – Transaction = Quarterly amounts are pulled from the Transaction Amount section of the Budget Control Screen.

Tip: The selected Allotment Pool is reflected at the bottom of the Budget Detail Tab.

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
Transaction					14,188,500.00
Cumulative	351,434.76	459,675.32	6,912,964.92	6,464,425.00	14,188,500.00

0000000	000	06	01	08	011	01	00	0000	00	00	00	00	000000	00	00	00	00

Begin Date 01-OCT-2006   End Date 30-SEP-2007   Pool Balance   0.00

Object Descr AVAILABILITY PAY ENFORCEMENT AGENTS

Tip: <u>Transaction</u> on Budget Detail Screen matches the entries made on the Transaction Amount Section of the Budget Control Tab. [$14,188,500 is shown in the Total cell on both the Budget Control Tab and the Budget Detail Tab.]

Budget Operating Plan Transaction Screen (FM066 VER-3.0.0.3)

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

Bureau Code 14   Name NOAA   Trans No 49505

Fund Code 0085   Title ORF 1307/081450   ☐ Internal

Fiscal Year 07   Appropriation Symbol 1307/081450   Report   Notes

Plan
☐ Change   Code NONE   No 73 - 0   ☐ Populate Detail
Template Code 85INIT   Corresponding Orgs 00 00 0000 00 00 00 00

D/R Flag D   Category B1   Reimb Agreement No

Project	Task		Program					Organization					UDF	
ACCS E8P1EPP | P00 | 06 | 01 | 08 | 011 | 01 | 00 | 0005 | 00 | 00 | 00 | 00 | 000000 | ☑ Surcharge Codes

Unit FTE   Qty 17.27   Distribution Monthly   Surcharge Code

Trans Amount

Total	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
14,188,500.00				

0100EC
0100LV

☑ Requester Approval   By F W PERRY   Date 02-MAY-2007
☑ Document Approval
Approval Routing   Apply Surcharge

Tip: Budget Detail Screen – <u>Cumulative</u> = Total Amount of BOP entries by quarter from the data entered on the Budget Detail Screen. Cumulative amounts cannot exceed the Transaction Totals.

BOP Change Codes and Definitions

➢ TRNSFR – Generates an automatic Allotment Transfers between Organizations for both Direct and Reimbursable Funds. *[TRNSFR BOPS automatically create a transaction on the FM063 Allotment Screen.]*

➢ ADJUST – Used when an organization needs to realign object classes, increase funding, reduce funding, reverse an incorrect BOP, or to perform any other adjustments within their own organization. [Example: FMC 10-01 would ADJUST 10,000 from object class 25xx to 31xx.] *[ADJUST BOPs do not affect the FM063 Allotment Screen.]*

➢ NONE – Used for Initial BOPs.

Additional Information RE: Transfers

A Change Code of [TRNSFR] is used when funds are being given to another organization. This includes one FMC [Org 2] to another FMC [Org 2] within the same Line Office and from one Line Office to another. [Example: FMC 10-01 would TRNSFR funds to FMC 10-12. Line Office 10 would TRNSFR funds to Line Office 20].

When users initiate a transfer they should go to the Budget Detail Screen and use the [Copy to Detail] function to ensure they are capturing all of the required information and that their data is an exact match to their original BOP.

When a transfer is executed allotments are automatically adjusted within the FM063 Allotment Screen. The BOP transaction number will be listed on the FM063 screen.

The Corresponding Organization Code fields must be populated when the Change Code TRNSFR is used.

> ➢ The 'sending office' must populate the Corresponding Organization Code fields with the organization code of the office they are sending the funding TO.
> ➢ The receiving must populate the Corresponding FMC field on the BOP Control Screen with the Organization Code of the transferring office [the organization code where the money is coming from].

Effective Date vs. Budget Month

The Effective Date on the BOP Detail screen determines which allotment/allotment pool is retrieved from the FMC063 Allotment Screen when the <Pool> key is selected on the Budget Detail Screen of the BOP.

The Budget Month designates the month the plan is posted to the General Ledger. It is not used to record when the money is expected to be obligated.

Scenario

$500,000 is allotted in the second quarter, effective date 01-JAN-2011. I expect to obligate 300,000 in the second quarter, 150,000 in the third quarter and 50,000 in the fourth quarter.

Pretend the second quarter is still open and the current date is 2/15/2011 for this exercise. This is how the BOP should be entered: [BM = Budget Month]

Effective Date	BM	Amount	Obj Code
01-Jan-2011	4	150,000.00	21-00-00-00-00
01-Jan-2011	4	150,000.00	26-00-00-00-00
01-Feb-2011	5	5,000.00	21-00-00-00-00
01-Feb-2011	5	75,000.00	25-00-00-00-00
01-Mar-2011	6	35,000.00	26-00-00-00-00
01-Mar-2011	6	35,000.00	31-00-00-00-00
01-Mar-2011	6	50,000.00	41-00-00-00-00
		Total: $500,000	

BOP Now Matches the $500,000 2nd Quarter Allotment.

Monthly plans can still be entered, but the total for each quarter must match the total allotment for each quarter.

In summary….theoretically the allotments should match how the money will be spent throughout the year and the BOPs should match the allotments. Given the climate of our budget, that doesn't always happen. However, the system still requires that the BOPs match the allotments.

Budget Month Explanation and Breakout

Budget Month

> Budget Month is the number assigned to each month within a specific quarter.
> Sequential order of the months starts with the beginning of the fiscal year.
>> October equals Budget Month (BM) 1
>>> November equals BM 2
>>> September equals BM 12
> On each detail line of the BOP, the Budget Month has to be equivalent to or greater than the Effective Date.
> Once a quarter is closed, the system will default to the open budget month.

Budget Month:

October = 1
November = 2
December = 3
} 1st Quarter

January = 4
February = 5
March = 6
} 2nd Quarter

April = 7
May = 8
June = 9
} 3rd Quarter

July = 10
August = 11
September = 12
} 4th Quarter

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Relationship between BOPS and Allotments

Allotments establish the funding level against which BOPs can be recorded. They determine how much funding is available in each allotment pool by quarter.

The BOP Modules does funds checking not only against the allotments, but it also looks at the funds balance - allotments minus obligations. (Obligations = Undelivered Orders, Unpaid Expenses, and Paid Expenses ... excluding downward adjustments).

When a BOP is created, the system requires that an allotment pool be selected for each effective date and object class line in the BOP detail.

Unused allotted funds do roll forward and are available throughout the year. The remaining balance doesn't physically move within the FM063 Allotment Screen, but the funding can be spent anytime throughout the year from the effective date forward.

The system selects the appropriate allotment pool by comparing the <u>effective date entered on the BOP and the effective date of available allotments for the ACCS</u> specified in the BOP header information.

The Budget Detail amounts by quarter cannot exceed the total amounts of the quarterly allotment pools. Example: If money is allotted in the 2nd Qtr. the 2nd Qtr. effective dates should be used. The total of all the detail lines on the Budget Detail with 2nd Qtr. effective dates cannot exceed the total 2nd Qtr. Allotment amount.

Pool Definitions and Balances

Allotment Pool: Allotments by quarter as reflected in the FM063 Allotment Module.

Super Pool: Total Allotment amount by quarter minus Total amount of BOPs by quarter.

Available Allotment Pool Balance: Allotment by quarter minus quarterly BOP amount.

Super Pool Balance: Super Pool balance from previous quarter plus the available allotment pool balance from the next quarter.

Pool Balances: The Initial BOP [Ex: 10-0] is tied to the Allotment Pool. The Pool Balance(s) referred to on the Budget Detail Screen reference the Allotment Pool(s) by quarter. All adjustment [ADJUST] BOPs [Ex: 10-1, 10-2, etc…] are tied to the BOP Pool. The Pool Balance(s) referred to on the Budget Detail Screen on an Adjustment BOP reference the BOP Pool.

Allotment Pools: When selecting the Allotment Pool for the BOP within the object class entries on the Budget Detail Screen the user must ensure that the Effective Date on the detail line matches the correct quarter within the associated Allotment Pool and the amount entered does not exceed the available amount for that quarter within the Allotment Pool.

Example: Entry with Effective Date of 01-DEC-XXXX - $10,000.   Allotment Pool should be 01-OCT-XXXX [1st Quarter]. $10,000 cannot exceed the amount available for the 1st Quarter Allotment Pool.

Note: Allotments are now at the FMC [Organization Code 2] level.

Budget Operating Plan (BOP) Information Guide

Basic Definitions:

Allotment Pool: Allotments by Quarter as Reflected in the FM063 Allotment Module

Available Allotment Pool Balance: Allotment by Quarter minus Quarterly BOP Amount

Ex: Available Allotment Pool Balance for Qtr. 1:

$1,900,000	Allotment as Entered on FM063 Allotment Screen by NOAABEX
($200,000)	Qtr. 1 BOP Amount
$1,700,000	Available Allotment Pool Balance

	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Total
Scenario #1					
Allotment	$1,900,000	$2,000,000			$3,900,000
Spend Plan/BOP	$200,000	$600,000	$2,000,000	$1,100,000	$3,900,000
Available Allotment Pool Balance	$1,700,000	$1,400,000	($2,000,000)	($1,100,000)	$0
Superpool Balance	**$1,700,000**	**$3,100,000**	**$1,100,000**	**$0**	**$0**

Superpool Balance: Superpool Balance from previous quarter plus Available Allotment Pool Balance from next quarter.

Ex: Superpool Balance for Qtr. 2:

1,700,000	Qtr. 1 Superpool Balance
1,400,000	Qtr. 2 Available Allotment Pool Balance
3,100,000	Qtr. 2 Superpool Balance

WARNING: A Negative Available Allotment Pool and a Negative Superpool Balance will prevent TRNSFR BOPS from being processed for the quarters that contain the negative balances.

Various Scenarios for Allotments vs. Spend Plans:

	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Total
Scenario #1					
Allotment	$1,900,000	$2,000,000			$3,900,000
Spend Plan/BOP	$200,000	$600,000	$2,000,000	$1,100,000	$3,900,000
Available Allotment Pool Balance	$1,700,000	$1,400,000	($2,000,000)	($1,100,000)	$0
Superpool Balance	**$1,700,000**	**$3,100,000**	**$1,100,000**	**$0**	**$0**

Question: Does this work and what if I want to send out money in the Qtr. 3 so I try to enter a (-$500,000) in Qtr. 3?

Answer: There will be a negative allotment pool on the BOP, but the BOP will go through approvals because the Superpool Balance. is still $1,100,000. User may receive a warning about the negative allotment pool.

Scenario #2	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Total
Allotment	$250,000.00	$600,000.00	$1,250,000.00	$350,000.00	$2,450,000.00
Spend Plan/BOP	$200,000.00	$650,000.00	$500,000.00	$1,100,000.00	$2,450,000.00
Available Allotment Pool Balance	$50,000.00	($50,000.00)	$750,000.00	($750,000.00)	$0.00
Superpool Balance	**$50,000.00**	**$0.00**	**$750,000.00**	**$0.00**	**$0.00**

Question: Will this work? What will happen if I transfer out $200,000 in the 4th Qtr.?

Answer: There will be a negative allotment pool on the BOP. The BOP will go through approvals.

Scenario #3	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Total
Allotment	$5,000,000				$5,000,000
Spend Plan	$1,000,000	$1,000,000	$1,500,000	$1,500,000	$5,000,000
Available Allotment Pool Balance	$4,000,000	($1,000,000)	($1,500,000)	($1,500,000)	$0
Superpool Balance	$4,000,000	$3,000,000	$1,500,000	$0	$0

Question: Will this work? What if I need to transfer out 500,000 in the 4th Qtr.?

Answer: There will be a negative allotment pool on the BOP. The BOP will go through approvals.

Scenario #4	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Total
Allotment	200,000.00	400,000.00	4,000,000.00	300,000.00	4,900,000.00
Spend Plan	250,000.00	350,000.00	2,000,000.00	2,300,000.00	4,900,000.00
Available Allotment Pool Balance	(50,000.00)	50,000.00	2,000,000.00	(2,000,000.00)	0.00
Superpool Balance	($50,000)	$0	$2,000,000	$0	$0

Question: Can we vary this much from the allotment? What impact will it have on moving money out to other FMCs?

Answer: The system may generate a warning indicating there are insufficient funds available in the allotment pool or that a negative allotment pool exists, etc.   Transfers to other FMCs within the first quarter would be affected due to the negative Superpool Balance in Qtr. 1.

Scenario #5	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Total
Allotment	200,000.00	400,000.00	4,000,000.00	300,000.00	4,900,000.00
Spend Plan	250,000.00	450,000.00	2,000,000.00	2,200,000.00	4,900,000.00
Available Allotment Pool Balance	(50,000.00)	(50,000.00)	2,000,000.00	(1,900,000.00)	0.00
Superpool Balance	($50,000)	($100,000)	$1,900,000	$0	$0

Question: Will this work? What if I need to transfer out 100,000 in the 2nd Qtr.?

Answer: This will not work. A transfer cannot be completed when both the Available Allotment Pool and the Superpool Balance are negative for the given quarter.

Scenario #6	Qtr. 1	Qtr. 2	Qtr. 3	Qtr 4	Total
Allotment	200,000.00	400,000.00	4,000,000.00	300,000.00	4,900,000.00
Spend Plan	250,000.00	400,000.00	2,000,000.00	2,200,000.00	4,850,000.00
Available Allotment Pool Balance	(50,000.00)	0.00	2,000,000.00	(1,900,000.00)	50,000.00
Superpool Balance	($50,000)	($50,000)	$1,950,000	$50,000	$100,000

Question: Will this work? What if I need to transfer out 100,000 in the 2nd Qtr.?

Answer: This will not work. A transfer cannot be completed when the Superpool Balance is negative for the given quarter.

Question: What will CBS do if we over spend in Qtr. 1? Is that a variance question?

BOPs do not determine the spending levels or funds control. The allotments do. In this scenario CBS will not allow you to spend more than the $200,000 available in the Qtr. 1 allotment. If you spend more than the amount in your Spend Plan/BOP that is a variance issue not a systems issue. The system will let you spend more than your Spend Plan/BOP as long as the costs do not exceed your allotment amount(s).

When preparing an Initial BOP, CBS uses the Effective Dates to determine which Allotment Pool should be used. Then CBS validates that the Quarterly BOP amounts do not exceed the Quarterly Allotment Pool amounts/Allotments. Positive BOPs should have positive allotment pools.

When preparing a TRNSFR BOP, CBS uses the Effective Dates to determine which Allotment Pool should be used. It also checks for funds availability by comparing the Allotment vs. Obligations balance against the amount being Transferred in the BOP. The BOP Transfer cannot exceed the total funds available for a given ACCS string.

For TRNSFR BOPs, CBS will also use the Superpool balance to determine the availability of funding of funding. Ex: If there is a negative allotment pool for a given quarter but the Superpool for that same quarter is positive CBS will process the Transfer.

BOP Heat Ticket Responses

This section includes actual Heat Tickets [user questions] received by the BE Team along with the explanations that were used to resolve their issues.

Heat Ticket#263408

Issue: Insufficient Funding Error

Question #1: BOP #100803 (from 08-08-0002) was an adjustment to give funds to 08-08-0004 but the funding was never picked up. I created a BOP #103370 to pick the funds back up but I am getting an insufficient funds error. Should the office pick up the 250.0K and send it back to 08-08-0002?

Response:

The insufficient funds error is being generated because there is only $71,769.34 that has not been BOPed. This can be seen on the attached BE 521D Organization Allotments by Quarter by Project Report. The report shows allotments by quarter vs. what has been BOPed by quarter.

Explanation:

Allotments are not adjusted when funding is 'transferred' within the same FMC.

To answer your specific question as to whether the receiving office should pick up the funds and send it back to 08-08-002, the answer is no. Since funds control is set at the Org2 [08-08] level and not the Org3 [08-08-0002] level, the funds were really never 'transferred.' The allotment stayed intact because the allotment was entered for org. 08-08. The BOP only adjusted the plans. It did not affect the allotment or the allotment pool.

See BE521 Report Below for the details.

BE 521D Report Showing the $71,769.34 Balance Referenced in the Response Above.

CREATION RUN DATE: 09/14/2011   COMMERCE BUSINESS SYSTEM (CBS)   USER ID: OPS$ANNBRO02
REPORT ID: BE521D   NOAA   PAGE: 21
INSTANCE: CFSDW   ORGANIZATION ALLOTMENTS BY QUARTER BY PROJECT REPORT   AS OF: 09/13/2011

Fiscal Year: 2011   Fiscal Month: ALL
Fund Code: 1005 - NOAA ORF 1311/121450
Org1: 08 - NOAA MARINE AND AVIATION OPERATIONS
Org2: 08 - DIRECTOR'S STAFF

Program Authority	Project/ Org1-Org2	Advice No.	Item No.	Approved Date	QTR1	QTR2	QTR3	QTR4	Total	Description
06 - 03 - 01 - 000 - MARINE SERVICES - MARINE DATA ACQUISITION										
	J8P2HFB - OMAO HEADQUARTERS FACILITIES BUDGET									
Subtotal J8P2HFB					0.00	0.00	0.00	0.00	0.00	
BOPed Subtotal					0.00	0.00	8,000.00	42,000.00	50,000.00	
Available Allotment Pool Balance					0.00	0.00	(8,000.00)	(42,000.00)	(50,000.00)	
Superpool Balance					0.00	0.00	(8,000.00)	(50,000.00)	(50,000.00)	
	J8P2PAD - PLATFORM ACQUISITION DIVISION									
	08-08 DIRECTOR'S STAFF									
Subtotal J8P2PAD	08-08 DIRECTOR'S STAFF				0.00	0.00	0.00	0.00	0.00	
BOPed	08-08				0.00	0.00	312,187.02	0.00	312,187.02	
Subtotal					0.00	0.00	312,187.02	0.00	312,187.02	
Available Allotment Pool Balance					0.00	0.00	(312,187.02)	0.00	(312,187.02)	
Superpool Balance					0.00	0.00	(312,187.02)	(312,187.02)	(312,187.02)	
Subtotal J8P2PAD					0.00	0.00	0.00	0.00	0.00	
BOPed Subtotal					0.00	0.00	312,187.02	0.00	312,187.02	
Available Allotment Pool Balance					0.00	0.00	(312,187.02)	0.00	(312,187.02)	
Superpool Balance					0.00	0.00	(312,187.02)	(312,187.02)	(312,187.02)	
Totals for: 06 - 03 - 01 - 000 - MARINE SERVICES - MARINE DATA ACQUISITION					2,437,283.25	2,182,350.40	3,619,802.20	3,336,683.15	11,576,119.00	
BOPed Total					0.00	0.00	7,491,096.26	4,013,253.40	11,504,349.66	
Available Allotment Pool Balance					2,437,283.25	2,182,350.40	(3,871,294.06)	(676,570.25)	71,769.34	
Superpool Balance					2,437,283.25	4,619,633.65	748,339.59	71,769.34	71,769.34	
Totals for FUND: 1005 NOAA ORF 1311/121450					2,437,283.25	2,182,350.40	3,619,802.20	3,336,683.15	11,576,119.00	
BOPed Total					0.00	0.00	7,491,096.26	4,013,253.40	11,504,349.66	
Available Allotment Pool Balance					2,437,283.25	2,182,350.40	(3,871,294.06)	(676,570.25)	71,769.34	
Superpool Balance					2,437,283.25	4,619,633.65	748,339.59	71,769.34	71,769.34	

Heat Ticket#263408 [Cont'd]

Issue: Initial BOPs were entered with the incorrect Project Codes.

Question #2:

BOP #s 98998 & 97566. The receiving office wants the BOP to be an ADJUST BOP instead of a TRNSFR in order to change the project code. How do I do this? Should the receiving office send the funding back to the original office and then the original office prepare an adjustment BOP?

Response:

It appears these two BOPs were initial BOPs and they were not 'picking up funds from another office.' If the initial BOPs were prepared using the wrong project codes then new BOPs will need to be created in order to move the funds from the incorrect project codes to the correct project codes.

Example: To move the 11,180.32 from Project Code J8P2ADF-P00 to a new project code, an ADJUST BOP will need to be created.

The two original BOPs Trans#98998 and Trans# 97566 will need to be 'reversed out' and new BOPs will need to be entered using the correct project code. To do this, follow the steps listed below.

How to 'Reverse a BOP'

To Reverse BOP Trans#98998: On the BOP screen, enter the Bureau Code, Fund Code, and Fiscal Year. Tab to the Change Field and enter ADJUST.

Tab to the Plan Number and enter Plan Number 1955. Tab through to the ACCS fields. The fields should populate and the Populate Detail field should be checked. The system should generate a modification number 1955-1.

You should see everything from Plan 1955 show up on the screen but the dollar amount will be (-$11,180.32). Go to the Budget Detail Screen and make sure the Allotment Pool is selected. Go back to the Budget control page and Requester Approve the BOP as is.

Once this BOP is approved at all levels, another initial BOP can be entered using the new project code.

Repeat the same process for BOP Trans#97566, but use Plan Number 1513.

Heat Ticket#263408 [Cont'd]

Issue: Insufficient Funding Error

Question #3:

BOP #102534. I need to pick the funding up from MOC and I get an insufficient funds error. The pool states it only has 71K in it and when I called the office (MOC) they are stating there is more than 71k in the pool.

 Response:

The insufficient funds error is being generated because there is only $71,769.34 that has not been BOPed. This can be seen on the attached BE 521D Organization Allotments by Quarter by Project Report. The report shows your allotments by quarter and what has been BOPed by quarter.

Someone else may have picked up the missing $26,230.66. I couldn't find the specific BOP. The closest BOP I found was one for $26,284.80, BOP TRANS#100715, but the 26K could be blended in with another BOP. MOC may have more than 71K in their pool but their pool/allotment is for Org. 08-02. Your pool/allotment is for org. 08-08.

Heat Ticket #249966

Issue: Should the Effective Date tie to when the allotment is received or when the funding is expected to be spent?

Question #1:

When I create a BOP, am I supposed to put the effective date of when the allotment is received and not when I expect to obligate the money?

Example, the 500,000 is allotted in the second quarter, but I expect to obligate 300,000 in the second quarter, 150,000 in the third quarter and 50,000 in the fourth quarter. Right now I put the effective date as when I expect the money to be obligated with the Budget Month [BM] either the current BM (if the effective date is closed) or the BM of the effective date. I thought the BOP was supposed to be a plan of how the money is to be spent?

Response:

The effective date should match your allotments. You can use the BE521D Data Warehouse Report to see how much was allotted in each quarter. The quarterly amounts on your BOP cannot exceed the quarterly amounts of your allotments. Also, your BOP totals should not exceed your total annual allotment amount.

Heat Ticket #249966 [Cont'd]

Issue: Closed Budget Months prevent BOPs from matching allotments.

Question #2:

To get the pools to match up on the 521D report, should I put the effective date when the allotment is received and the BM of when I expect funds to be obligated (or the current BM if the effective date is closed)? It looks like the report is using the BM which means there is no way to match up the pool to the BOP on the report as the first two quarters were closed by the time the BOPs were uploaded.

Response:

You are correct that the 521D report uses the Budget Month so even if you use the correct effective dates for quarters 1 and 2, the report will show the BOP amounts in the third quarter because quarters 1 and 2 are closed. The pools won't match up for quarters 1, 2, or 3 because of the closed budget months. However, if you look at your over-all allotment pool, you still have a positive balance of 233,213 for program code 03-01-07-011 so you should be ok.

Question #4:

Which reports use the BM and which reports use the effective date in determining where a BOP record resides?

Response:

The QR0006 report uses the Effective Date to determine where the BOP record resides and the BE521D report uses the Budget Month.

BOP Approvals

If a LO/SO requests a change to their existing BOP Approval Routing or if they need to have a new user setup within the WF001, the BE Team requires a BOP Approval Worksheet be filled out, signed, and sent to Client Services. The instructions and screen shot of the worksheet are included later in this document.

Breakdown of the Document Approval (WF001) Screen

Screen Print of the Document Approval (WF001) Screen

The Document Source and Type is always OPER for BOP Approver setup.

BOP Approval Routing is setup by Employee Number and Name. Approvers can be setup as a Priority 001 [FMC Approver] or a Priority 002 [LO Approver] but not both.

Note: The system will allow a Level 2 approver approve a BOP without having it go through a Level 1 approver first or without having a Level 1 approver setup for a specific organization.

Alternate Approvers can be added should the assigned employee be out of the office or unavailable to approve a BOP. If the <Alternate> field is populated with a "Y" alternate approvers are available and the BOP(s) can be rerouted to one of the alternates listed. If the <Alternate> field is populated with an "N" no approvers are available and the BOP(s) cannot be rerouted to anyone. A user can have multiple alternates if needed. There can also be multiple approvers assigned for the same organization code.

Each employee is then assigned Approval Ranges at various levels of the ACCS. The setup can be specific to an FMC, Fund code, Project Codes, and/or Program Codes. The setup can also be very broad to include an entire Line Office [all FMC's], all Fund Codes, all Project Codes, and/or all Program Codes as shown in the example below.

Example of Approval Ranges Setup

This user is setup to approve all the BOPs for all of Org. 08 by entering the From/To range of: Fund Code 0001 to FC 9999, Project Codes 0000000-000 to ZZZZZZZ-ZZZ, Program Codes 00-00-00-000 to 99-99-99-999, etc.

Requestor Approval: [BOP Approval portion of Budget Control Screen] = anyone who has the BE BOP User Role can be a 'Requestor.'

Checking the Requestor box routes the BOP to the Level 1 and/or Level 2 approver. A Requestor does not have to be setup within the WF001 Screen however they must have the BOP User Role.

Re-Routing BOPs

BOPs can be rerouted using the WF605 – Re-assign Approvers by Employee Screen

WF605 – Re-assign Approvers by Employee Screen

> ➢ Employee control number used.

> ➢ Numerous documents can be rerouted.

> ➢ LO/SO personnel that have this role as part of their CFS BE BOP role and will be able to re-route transactions.

> ➢ Documents can only be re-routed to a person displayed in the list of Alternate Approvers.

I.   **Basic Definitions of Terms for setting up Approvers and Alternates**:

One Time Rerouting – Rerouting BOPs to another Approver for a particular one-time event. The key to One Time Rerouting is that the Rerouted Approver (to receive the documents), must already be set up as an Alternate Approver before documents can be rerouted.

Example: the Approver is unexpectedly out, the BOPs need to be approved before COB, this request would be made to reroute the BOPs to another Approver (Alternate) for that one time.

Temporary Rerouting – Rerouting BOPs to another Approver for a period of time (due to sick leave, extended leave, TDY, etc.). As with One Time Rerouting, this person must be set up as an Alternate Approve before documents can be rerouted.

Requester – Anyone with BOP access.

New Approver – This is an Approver who is not currently set up in the Document Approval Maintenance Screen (WF001).

Alternate Approver – This is an Approver who will be a Substitute Approver in case of extended absences, (vacations, sick leave, TDY, etc.). The Approver used for One Time Rerouting and Temporary Rerouting.

Replacement Approver – This is an Approver who is taking the place of/successor of a current Approver.

Replace Alternate Approver – This is an Alternate Approver who is taking the place of/successor of a current Alternate Approver.

Priority Level 1(FMC) – This is the First Level Approver. This Approver reviews the data entered for accuracy. Then either approves or returns the BOP to the requester with comments as to why the BOP was not approved.

Priority Level 2 (LO) – This is the Final Approver. The Approver reviews and approves the BOP once it has been approved by the Level 1 Approver. This Approver should not be selected as an Alternate Approver for a Priority Level 1 Approver.

II. <u>**Guidance**</u>:

1. BOPs are routed electronically based on priority established on the Document Approval Maintenance Screen (WF001).

2. First Level of BOP Approval is routed to Priority Level 1 (FMC).

   a. Note: The Approver and their Alternate can see any BOP needing approval under the Approver's Organization Code

3. Second Level/Final Level of BOP Approval is routed to Priority Level 2 (LO)

4. Priority Level 2 Approver cannot be selected as an Alternate for the Priority Level 1 Approver.

5. It is highly recommended to *limit* the number of Approvers. This will avoid the BOP going through too many levels of approval.

6. It is highly recommended that every approver be setup with at least one alternate BOP Approver.

III. <u>**Filling Out the Form**</u>:

<u>Requested Change Field</u>

This field needs to be populated first. When the down arrow key is selected, the user can choose from the List of Values (LOV): Reroute BOPs, Establish New Approver, Replace Approver, Delete Approver, Modify Approver, Establish Alternate Approver, Replace Alternate Approver, and Delete Alternate Approver, Modify Alternate Approver. The value that is selected in the Requested Change Field will determine what part or parts of the form will be filled out.

If Reroute BOPs is selected, then the One Time or Temporary Rerouting Check Box needs to be selected. If any other value is selected, then there is no need to check these boxes.

<u>One-Time Rerouting</u>

Rerouting BOPs to another Approver for a particular one-time event.

Example: The Reroute BOPS will be selected in the Request Change Field. The One Time Rerouting box will be selected. The Current Approver section will be filled in with Mr. Jones information. The Current Alternate Approve section would be filled in with Ms. Smith's information.

<u>Temporary Rerouting</u>

Rerouting BOPs to another Approver for a period of time (due to sick leave, extended leave, TDY etc.).

Example: The Reroute BOPS will be selected in the Request Change Field. The Temporary Rerouting box will be selected. The Current Approver section will be filled in with Mr. Jones information. The Current Alternate Approve section would be filled in with Ms. Smith's information.
Current Approver Information:

This field needs to be populated for ALL actions.
Example: Update Approver Mr. Jones Organizational Code Ranges for approval. The Modify Approver will be selected in the Request Change Field. The Current Approver section will be filled in with Mr. Jones information. Then using the Additional ACCS Code Range page, fill in the" From" and "To" information as needed.

Current Alternate Approver(s):

This section needs to be populated when Updating, Replacing or Deleting an Alternate Approver.

Example: Update Alternate Approver Ms. Smith Organizational Code Ranges for approval. The Modify Alternate Approver will be selected in the Request Change Field. The Current Alternate Approver section will be filled in with Ms. Smith's information. Then using the Additional ACCS Code Range page, fill in the From and To information as needed.

New/Replacement Approver Information:

This section needs to be populated when you are establishing a New Approver or replacing an Approver or when there are any changes to the current Approver's information.

Example: Current Approver Mr. Jones is retired. His Replacement Approver will be Ms. Smith. The Replace Approver will be selected in the Requested Change Field. Then the Current Approvers section will be filled in with Mr. Jones information. The New/Replacement Approver section will be filled in with Ms. Smith's information.

New/Replacement Alternate Approver Information:

This section needs to be populated when establishing a new Alternate Approver or when replacing an Alternate Approver or when there are any changes to the current Alternate Approvers information. If there is more than one Alternate, enter them in the Name Field separating them by commas.

Example: Alternate Approver Mr. Jones is leaving. His replacement Alternate Approver will be Ms. Smith. The Replace Alternate Approver will be selected in the Requested Change Field. The Current Approver information will be filled in. The Current Alternate section will be filled in with Mr. Jones information. Then the New/Replacement Alternate section will be filled out with Ms. Smith's information as the new Alternate Approver.

Additional ACCS Code Ranges:

This second page of the BOP Approval Worksheet is used for the Additional ACCS Code Ranges that Approvers and/or Alternates may approve for.

Screen Shot of BOP Approval Worksheet

March 2008 **BOP Approval Routing Worksheet**
Allow 3-5 Days for CBS Processing

Requested Change [_____]

OneTimeRerouting ☐   Temporary Rerouting ☐

Current Approver Information:

Approver's Name: [_____]
Line Office: [_____]
Priority Level: Level 1(FMC) ☐   Level 2 (LO) ☐
Begin Date: [_____]   End Date: [_____]

Current Alternate Approver(s):

Approver's Name: [_____]
Line Office: [_____]
Priority Level: Level 1(FMC) ☐   Level 2 (LO) ☐
Begin Date: [_____]   End Date: [_____]

New/Replacement Approver Information:

Approver's Names: [_____]

Line Office: [_____]
Priority Level: Level 1(FMC) ☐   Level 2 (LO) ☐
Begin Date: [_____]   End Date: [_____]

From Fund Code: [_____]   To Fund Code: [_____]
From Organization Code: [_____]
To Organization Code: [_____]

New/Replacement Alternate Approver Information:

Alternate Approver's Names: [_____]

Line Office: [_____]
Priority Level: Level 1(FMC) ☐   Level 2 (LO) ☐
Begin Date: [_____]   End Date: [_____]
From Fund Code: [____]   To Fund Code: [____]
From Organization Code: [_____]
To Organization Code: [_____]

Line Office Point of Contact Name: [_____]

Office Phone: [_____]
Date of Request: [_____]

Submit request to the CBS Client Services Help Desk via E-MAIL.
If you have any questions, email the CBS Client Services Help Desk at
clientservices@noaa.gov or call 301-427-1023

BOP Approval Routing Worksheet
Additional ACCS Code Ranges

From Fund Code: [_____]   To Fund Code: [_____]
From Organization Code: [_____]
To Organization Code: [_____]

From Fund Code: [_____]   To Fund Code: [_____]
From Organization Code: [_____]
To Organization Code: [_____]