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FY 2005
NOAA Procedures
CBS Fund Code Requests

*Procedures for setting up new fund codes & deactivating
old fund codes*

FINAL

Revised February 26 2005
NOAA Finance Office – Financial Reporting Division

NOTE:
*This document should be reviewed at the beginning of each
fiscal year & revisions made, as necessary.*

CBS FUND CODES

Set-up & Activation of NEW codes

Step	Action Needed	NOTES	Responsible Parties
1	Written request sent to NOAA's Finance Office, Financial Reporting Division, for a new CBS fund code to be established in CBS.	NOTE 1 – Signed 132s are required before a new CBS fund code can be established on GL013. Exception to the “Signed 132” rule: yearly operational multi-year ORF & PAC funds, i.e., 2-year ORF and 3-year PAC with TARGET appropriation amounts. WRITTEN REQUEST must include: <ul style="list-style-type: none"> ▪ Treasury Appropriation Symbol ▪ FC Start & End Dates ▪ Type of Fund Activity (GEN, CWIP, Internal Use Software, etc.) 	NOAA Budget Office
2	Research to determine CBS fund code availability and what CBS fund code can be assigned & assign a CBS FC to the new appropriation symbol.	NOTE 1 – Do not re-use fund codes, except for single-year appropriations.	NOAA Finance Office, Financial Reporting Division
3	Update FRD's Fund Code Responsibility Listing, email to all of FRD & post to FRD's shared drive (R drive).	To assign a responsible FRD fund accountant.	NOAA Finance Office, Financial Reporting Division
4	Update CBS Fund Code Listing for CAMS Webpage, includes D/R & project TYPE possibilities for the Fund Code, email file to CAMS Program Division to post on CAMS webpage & post to FRD's shared drive (R drive).	To list possible D/R flag, project types, etc.	NOAA Finance Office, Financial Reporting Division
5	CAMS Program Division posts revised CBS Fund Code Listing to CAMS Webpage.	For LO & BO reference.	NOAA Finance Office, CAMS Program Division – Rick Rinn
6	Email Budget Office	For BO reference when establishing	NOAA Finance

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	notifying them of new FC, along with start & end dates assigned, and appropriation symbol.	project codes.	Office, Financial Reporting Division
7	Verify that Treasury has established the appropriation symbol.	For reporting purposes.	NOAA Finance Office, Financial Reporting Division
8	Establish FM001 Masks for FY	Allows Project Codes, Org Codes, Resource amounts, etc.	NOAA Budget Office, Budget Execution Division
9	Revise/Update Exhibit A in "CBS Project Code Entry Procedures"	As new FCs are created & established, update the chart with applicable CM004 Field Property Possibilities – work with FO-FRD & CBS G/L Team to obtain correct values for each FC.	NOAA Budget Office, Budget Execution Division
10	Establish Program Codes		NOAA Budget Office, Budget Execution Division
11	Establish Project/Task Codes	NOTE: Use the CBS Fund Code Listing posted on the CAMS Webpage for applicable D/R flags & Project Types available for that new CBS Fund Code.	NOAA Budget Office, Budget Execution Division
12	Request, in writing, default project codes (NfcDFLT-Non-CWIP & NfcCDLT-CWIP) for new CBS Fund Codes	Default project codes used for non-obligational accounting adjustments within FRD (Use file under CAMS Procedures folder, "ACCT PROJECT CODE DEFAULTS for FY 2005" for information needed)	NOAA Finance Office, Financial Reporting Division
13	Establish FRD's default project codes for new CBS Fund Codes, upon written request from FRD.		NOAA Budget Office, Budget Execution Division
14	Analyze PY Excludes table & how new FCs should fit into the table	Add new CBS FCs, if applicable.	NOAA Finance Office, CAMS Program Division – GL Team
15	Enter SF132 resources onto Budgetary Resources Screen, FM060	Enters resources	NOAA Finance Office, Financial Reporting Division – Kim Klein
16	Enter program authority on FM061 screen	Enters program authority	NOAA Budget Office, Budget Execution Division
17	Enter SF132 apportionments onto Apportionments Screen, FM062	Enters apportionments	NOAA Budget Office, Budget Execution Division

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18	Enter SF132 allotments onto Allotments Screen, FM063	Enters allotments	NOAA Budget Office, Budget Execution Division

CBS FUND CODES

De-activation of OLD codes

Step	Action Needed	NOTES	Responsible Parties
1	Research to verify all GL109 T/Bs, within each FCFY of the CBS FC, are cleared.	Determine if FC is closing & will no longer be used.	NOAA Finance Office, Financial Reporting Division
2	Deactivate FC on GL013		NOAA Finance Office, Financial Reporting Division
3	Written request sent to NOAA Budget Office to deactivate all project codes & program codes within a deactivated CBS fund code.		NOAA Finance Office, Financial Reporting Division
4	Deactivation of all project codes & program codes within a deactivated CBS fund code, per FO written request		NOAA Budget Office, Budget Execution Division
5	Remove deactivated CBS Fund Code from FRD's Fund Code Responsibility Listing		NOAA Finance Office, Financial Reporting Division
6	Mark as deactivated, with date, the deactivated CBS Fund Code on the CBS Fund Code Listing for CAMS Webpage; email file to CAMS Program Division to post on CAMS webpage & post to FRD's shared drive (R drive).		NOAA Finance Office, Financial Reporting Division
7	CAMS Program Division posts revised CBS Fund Code Listing to CAMS Webpage.	For LO & BO reference.	NOAA Finance Office, CAMS Program Division – Rick Rinn