

CBS Reimbursable User Guide

Business Processes

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10.0 Business Processes

This section of the user guide details procedures specific to the various NOAA offices and the business processes that encompass multiple screens. Additional information pertaining to individual screen functionality is included in Sections 4 through 7 of this documentation. References to the applicable sections are included within each process.

NOAA business processes applicable to the reimbursable agreement module include:

- Line Office Reimbursable Agreement Process Flow
- Budget Office Reimbursable Process Flow
- Finance Office Reimbursable Agreement Process Flow
- Reimbursable Sales/Fixed Fee Process Flow
- Carryover Process
- Agreements with Multiple Customers
- Reimbursable Cost Waivers (GSA Rent & Others)
- Reconciling Unmatched Costs
- Advance Billing
- Quarterly & Work-In-Progress Billing
- Transfer Unused Advance Balances between Reimbursable Agreements
- Refund Unused Advance (Current & Prior Year)
- Unbilled Collections

10.1 Reimbursable Process Flow for *Line Offices*

The reimbursable functionality in CAMS requires input by the Line, Budget, and Finance Offices in order for all pieces of the process to be entered in the system. This purpose of this section is to detail the reimbursable process flow for each Line Office with responsibility for processing reimbursable agreements.

10.1.1 Reimbursable Agreement Processing

The process flow for reimbursable agreements is outlined below:

- 1) The Line Office (LO) will receive the Reimbursable Agreement (RA) from the customer.
- 2) The LO will send a copy of the relevant pages of the unaccepted reimbursable agreement to the Accounting Operations Division (AOD) Accounts Receivable Branch of the Finance Office (FO) for review of appropriate billing terms, fund code, project setup, and customer setup. New customers and/or contacts will be established by the FO as necessary.
- 3) After reviewing the agreement, Finance will notify the LO, via email, of any changes to make before accepting the agreement. Finance will also provide the LO with the

- customer and contact numbers, and any other key information required for completing the RADG002 Reimbursable Agreement screen.
- 4) The LO will make any necessary changes to the RA and officially accept the terms of the agreement.
 - 5) If the agreement requires a new project, the LO will complete and forward the CAMS Project Code Request Form to the Budget Office (BO) to establish the project. (*See section 13.1 of this user guide for instructions on completing the CAMS Project Code Request Form.*)
 - 6) The LO will access the RADG002 Reimbursable Agreements screen and enter the reimbursable agreement information. The LO will not approve the RA at this time, but will print the Reimbursable Acceptance Notification Report. (*See section 5.1 of this user guide for instructions on completing the RADG002 screen. See section 8.4 of this user guide for instructions on completing the Reimbursable Acceptance Notification Report.*)
 - 7) The LO will complete and forward a copy of the Reimbursable Project Allotment/UCO Request Form, the Reimbursable Acceptance Notification Report, and the final accepted reimbursable agreement to the Finance Office. (*See section 13.3 of this user guide for instructions on completing the Reimbursable Project Allotment/UCO Request Form.*)
 - 8) The FO will review the corresponding RADG002 record and make any changes that may be required for billing purposes only. This could include changing the Hold Billing flag, the customer number, invoice contact, or the Remittance and/or Administrative Office codes. If necessary, the FO will request the LO to correct any other information.
 - 9) After the Reimbursable Agreement record has been reviewed, Finance will direct the LO, via email, to approve the record.
 - 10) Upon approval of the record, the LO will forward the Reimbursable Project Allotment/Unfilled Customer Order Request Form and a copy of the Reimbursable Acceptance Notification Report to the Budget Office.
 - 11) The Budget Office will establish the unfilled customer order upon receipt of the documentation. The LO employee listed in the Notify Employee field of the Reimbursable Agreement screen will receive a CFS message when the unfilled customer order is established. (*See section 7.2 of this user guide for instructions on the WF003 Message Retrieval Screen.*)
 - 12) For Non-Advance agreements, the Budget Office will immediately enter the allotment after approving the UCO.
 - 13) For Advance WIP projects, the Finance Office will issue bills for advances and record collections as they are received. The Budget Office will periodically query the system for the advance collections. For projects with new advance collections, the Budget Office will create (or increase) the allotment based on the quarterly break out received from the LO on the Reimbursable Project Allotment/Unfilled Customer Order Request form. The Budget Office will notify the LO when an allotment is established.
 - 14) The LO may begin spending on the project as soon as the allotment is established.
 - 15) After an allotment is entered by the Budget Office, the LO will access the Budget Operating Plan (BOP) Transaction Screen (FM066) and enter a BOP for the project. The RA number should be entered in the RA Number field. The LO may also transfer funds to other organizations using the BOP transfer functionality.
 - 16) The Finance Office will begin billing per the terms of the reimbursable agreement.

10.1.2 Reimbursable Sales/Fixed Fee Processing

For reimbursable sales/fixed fee projects, the following process applies:

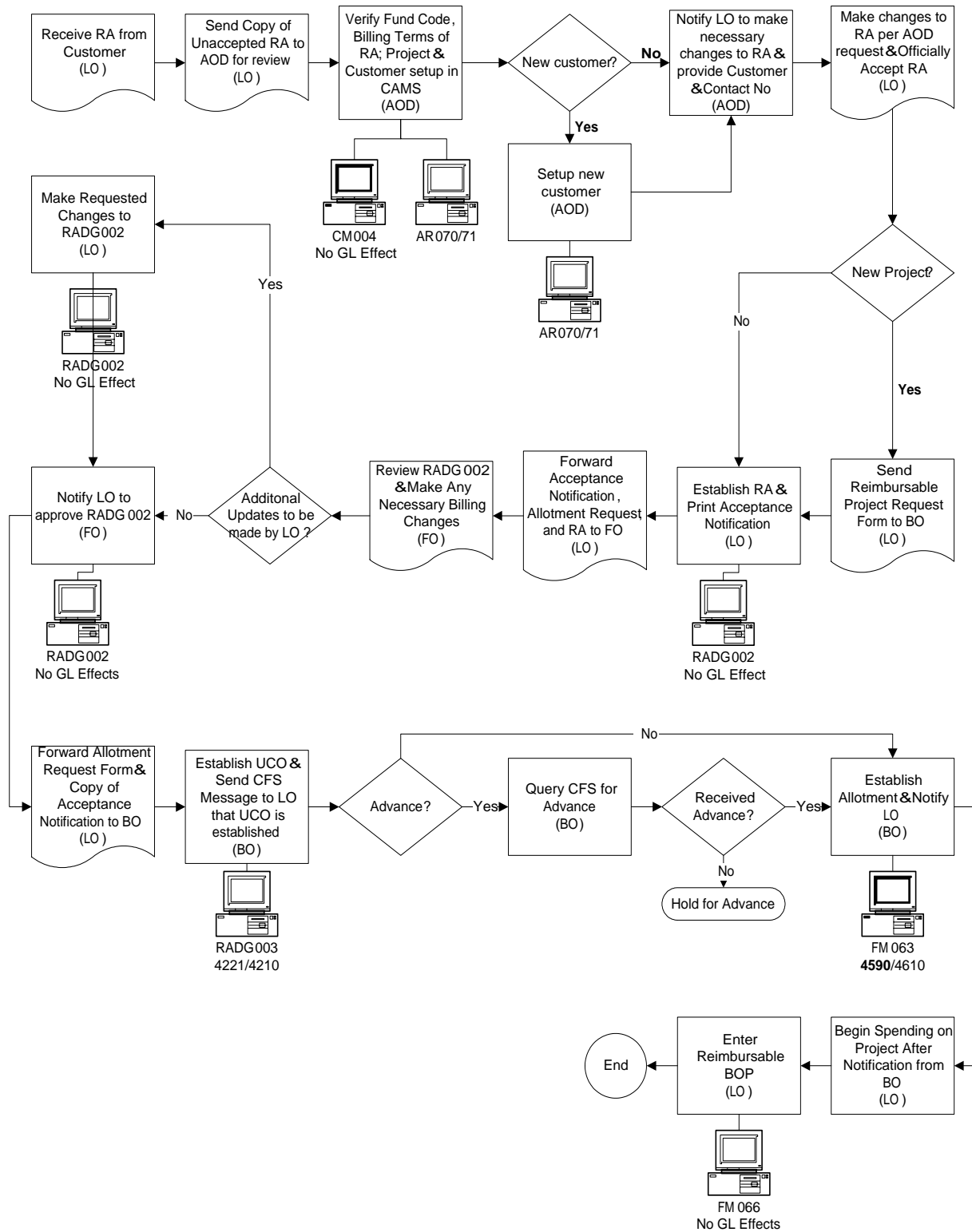
- 1) The Line Office will complete the Reimbursable Project Allotment/Unfilled Customer Order Request Form based on the estimated reimbursements for the year and forward it to the Budget Office. A separate form is required for federal and non-federal estimates for each project. A copy should also be sent to the Finance Office. Generic federal and non-federal customers will be established for each program or project by the Finance Office. The LO should contact the Finance Office for the customer and contact numbers before completing the Reimbursable Project Allotment/Unfilled Customer Order Request Forms.
- 2) The Budget Office will establish the unfilled customer order using the generic customer developed by the Finance Office. It will then record the allotment for the same amount. The amount for both the unfilled customer order and the allotment will be based on the anticipated amount of reimbursements to be received for the year. The LO will be notified when the allotment is established.
- 3) The LO will provide instructions to the Finance Office on what customer to bill, when to bill, and the amount to bill.

10.1.3 Reimbursable Flow

The following page visually depicts the reimbursable process flow.

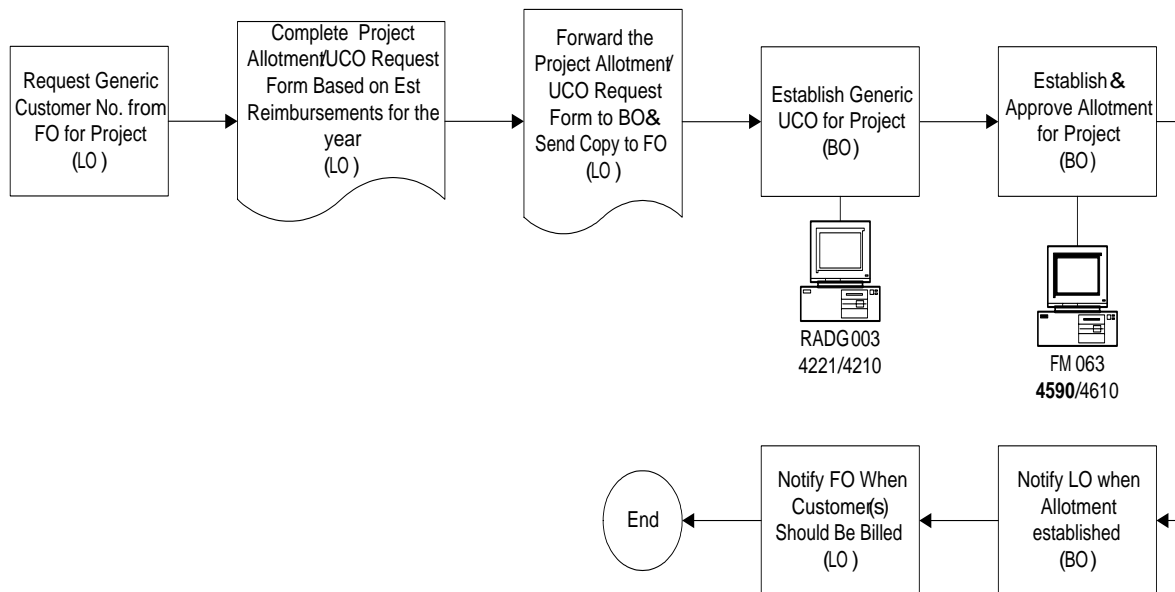
Reimbursable Agreements Process for Line Offices

Reimbursable Agreement Processing



Reimbursable Agreements Process for Line Offices

Direct Sales/Fixed Fee Processing



10.2 Reimbursable Process Flow for the Budget Office

The reimbursable functionality in CAMS requires input by the Line, Budget, and Finance Offices in order for all pieces of the process to be entered in the system. This section details the reimbursable process flow to be followed by the staff in the Budget Office who are responsible for entering Unfilled Customer Orders and Allotments.

10.2.1 Reimbursable Processing

The process flow for reimbursable agreements is outlined below:

- 1) The Budget Office (BO) will receive the Acceptance Notification and Reimbursable Project Allotment/Unfilled Customer Order forms from the Line Office (LO).
- 2) The BO will access the Unfilled Customer Orders Screen and create an Unfilled Customer Order based on the Reimbursable Project Allotment/Unfilled Customer Order Request form. After entering all of the required data, the BO will approve the UCO. Specific steps for recording Unfilled Customer Order transactions are documented in Section 5.2.5 of this User Guide.

- 3) For Non-Advance agreements, the BO will immediately enter the allotment after approving the UCO. The BO will access the Allotment Transaction Screen (FM063) and create a quarterly allotment based on the information received from the LO. The total allotment should not exceed the amount of the total for the UCOs on the project. After entering all of the required data, the BO will approve the allotment.
- 4) For Advance WIP projects, the BO will periodically query the system for the advance collections. For projects with new advance collections, the BO will access the Allotment Transaction Screen (FM063) and create (or increase) the allotment based on the quarterly break out received from the LO on the Reimbursable Project Allotment/Unfilled Customer Order Request form. The total allotment should not exceed the total amount of the UCOs on the project. After entering all of the required data, the BO will approve the allotment.
- 5) The BO will notify the LO when the allotment has been established.
- 6) After an allotment is entered, the LO can access the Budget Operating Plan (BOP) Transaction Screen (FM066) and enter a BOP for the project. The RA number should be entered in the RA Number field.

10.2.2 Reimbursable Sales/Fixed Fee Processing

For reimbursable sales/fixed fee projects, the Budget Office will perform the following:

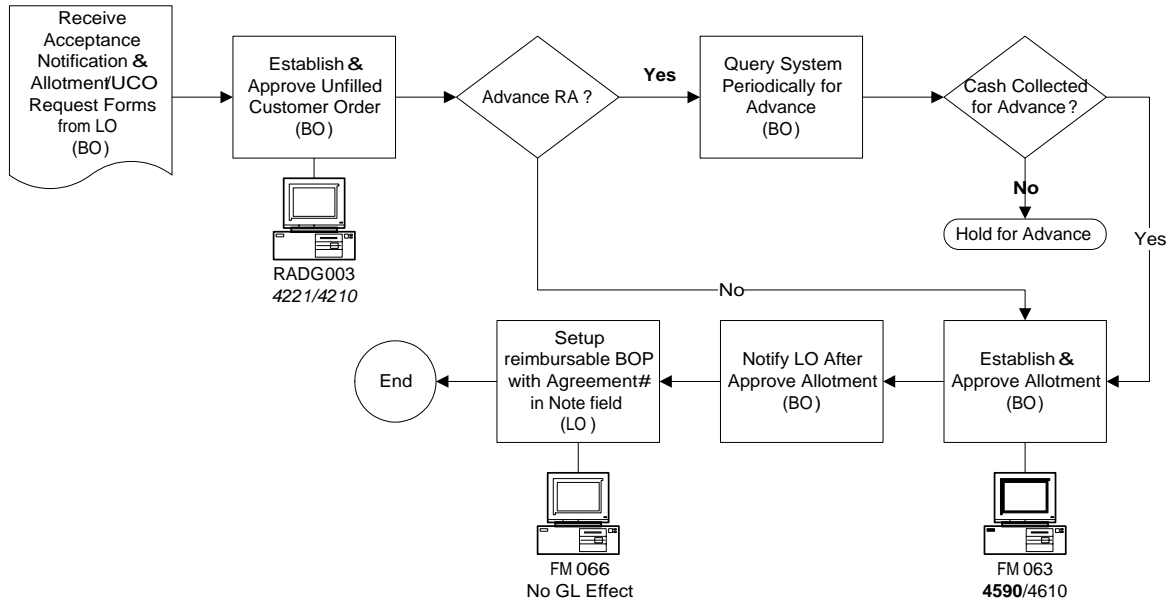
- 1) The Line Office (LO) will send a copy of the Reimbursable Project Allotment/Unfilled Customer Order Request form sent to the Budget Office to establish the quarterly allotment for reimbursable sales/fixed fee projects based on estimated reimbursements for the year.
- 2) The BO will access the Unfilled Customer Order Screens (RADG003) to enter and approve the UCO using the information on the Reimbursable Project Allotment/Unfilled Customer Order Request form. Specific steps for recording Unfilled Customer Order transactions for Reimbursable Sales/Fixed Fee projects are documented in Section 10.4.1 of this User Guide.
- 3) The Budget Office will access the Allotment Transaction Screen (FM063) to establish and approve the allotment. The BO will notify the LO when the allotment has been approved so that the customer may begin spending against the project.
- 4) For those reimbursable sales/fixed fee projects with carryover, the LO will provide the BO with the estimated and actual carryover amounts. The BO will create UCOs for estimated carryover and Mods to the UCO to adjust the amounts accordingly. If the actual carryover amount is different than the estimated carryover amount, then the BO will also adjust the allotments accordingly. The BO will notify the LO when the adjustments have been made. See section 10.5 of this User Guide for details on the reimbursable carryover process.

10.2.3 Reimbursable Flow

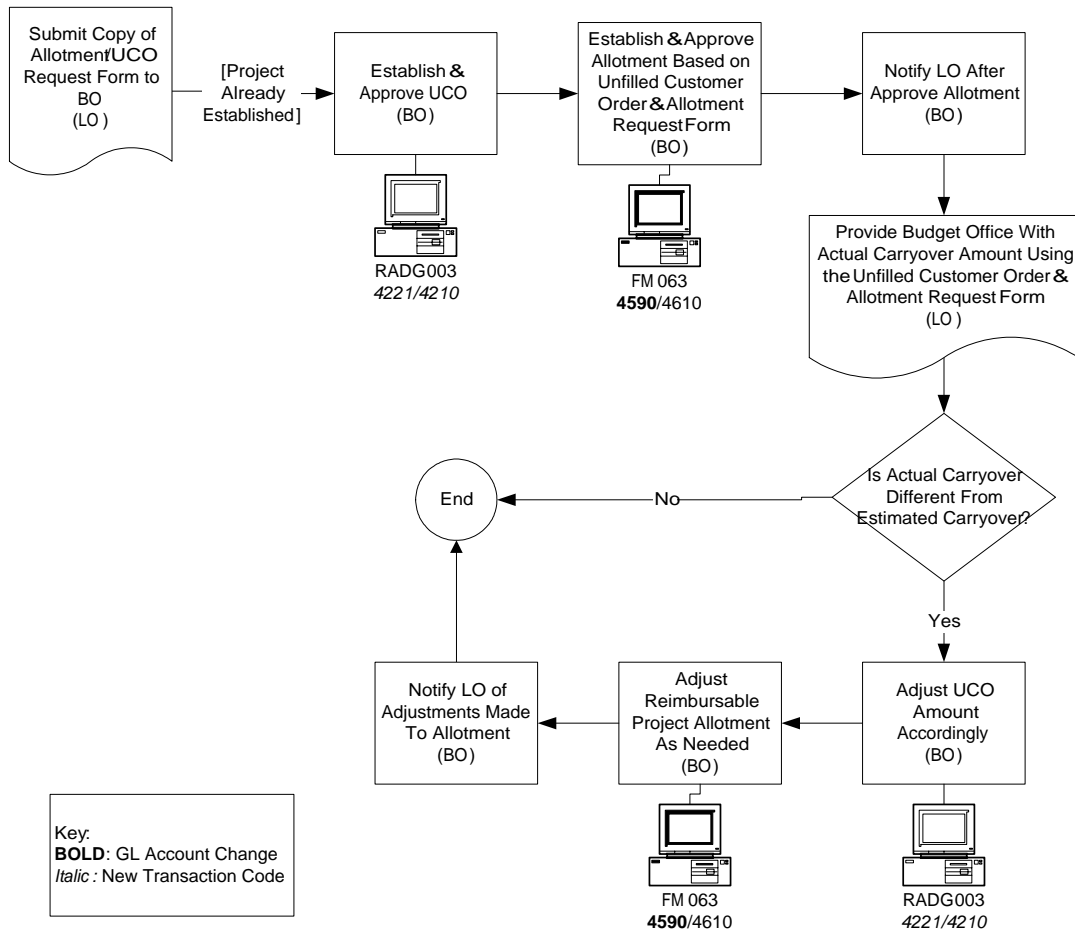
The following page visually depicts the reimbursable process flow for the Budget Office.

Reimbursable Agreements Process Flow for Budget Office

Reimbursable Processing



Direct Sales/Fixed Fee Processing



Key:
BOLD: GL Account Change
Italic : New Transaction Code

10.3 Reimbursable Process Flow for the *Finance Office*

The reimbursable functionality in CAMS requires input by the Line, Budget, and Finance Offices in order for all pieces of the process to be entered in the system. This section details the reimbursable process flow to be followed by the staff in the Reimbursable Section of the Accounting Operations Division of the Finance Office responsible for reimbursable agreements.

10.3.1 Reimbursable Agreement Processing

The process flow for reimbursable agreements is outlined below:

- 1) The Finance Office (FO) will receive a copy of the relevant pages of the unaccepted reimbursable agreement from the Line Office (LO). It will be reviewed to verify that the fund code and project correctly reflect the funding received in the agreement, that the billing terms are acceptable to NOAA, and that the customer and contacts are active in CAMS. New customers and/or contacts will be established by the FO as necessary. Finance will notify the LO of any changes that should be made to the agreement. They will also provide the LO with the customer and contact numbers, and any other key information required for completing the RADG002 Reimbursable Agreement screen.
- 2) The FO will receive a copy of the Reimbursable Acceptance Notification, reimbursable agreement, and Allotment Request/UCO Form from the LO after the reimbursable agreement has been entered in the system through the Reimbursable Agreement screen (RADG002). This RADG002 record will still be unapproved.
- 3) Upon receipt of this package, the FO will review the RADG002 entered by the LO. The FO may change the Hold Billing flag, the customer invoice contact, or the Remittance and/or Administrative Office codes as necessary. It is the responsibility of the FO to notify the LO of any changes made to the record.
- 4) Changes other than those mentioned above should be negotiated with, and made by, the LO.
- 5) After their review and any changes have been made, the FO will inform the LO (via email) that the record is ready for approval.
- 6) After approving the record, the LO will forward a copy of the Acceptance Notification and the Allotment Request/UCO Form to the Budget Office (BO).
- 7) Upon receipt of these documents, the BO will access the Unfilled Customer Orders Screen (RADG003) and enter the information based on the RADG002 screen and the additional information provided on the Allotment Request/UCO Form.
- 8) After the RADG003 screen has been completed, the BO is responsible for entering the allotment for non-advance agreements based on the Allotment Request/UCO Form information.
- 9) The FO will begin billing per the terms of the reimbursable agreement:
 - a. The FO will generate an advance bill as explained in the Advance Billing Process (section 10.9 of this user guide), or
 - b. The FO will generate bills through the monthly or quarterly WIP runs, as appropriate, as explained in section 10.11 of this user guide.

- c. The FO will record both advance and non-advance collections as received. Procedures for recording unbilled collections of advances for reimbursable agreements are included in section 10.10 of this user guide.
- 10) Periodically (at least weekly), the BO will run a query to identify collections received for advance projects. The BO will enter allotments for advance projects based on the information retrieved from the query in conjunction with the information already received from the LO on the Allotment Request/UCO Form. The BO is responsible for notifying the LO when an allotment has been recorded.

10.3.2 Reimbursable Sales/Fixed Fee Processing

For reimbursable sales/fixed fee projects, the FO will:

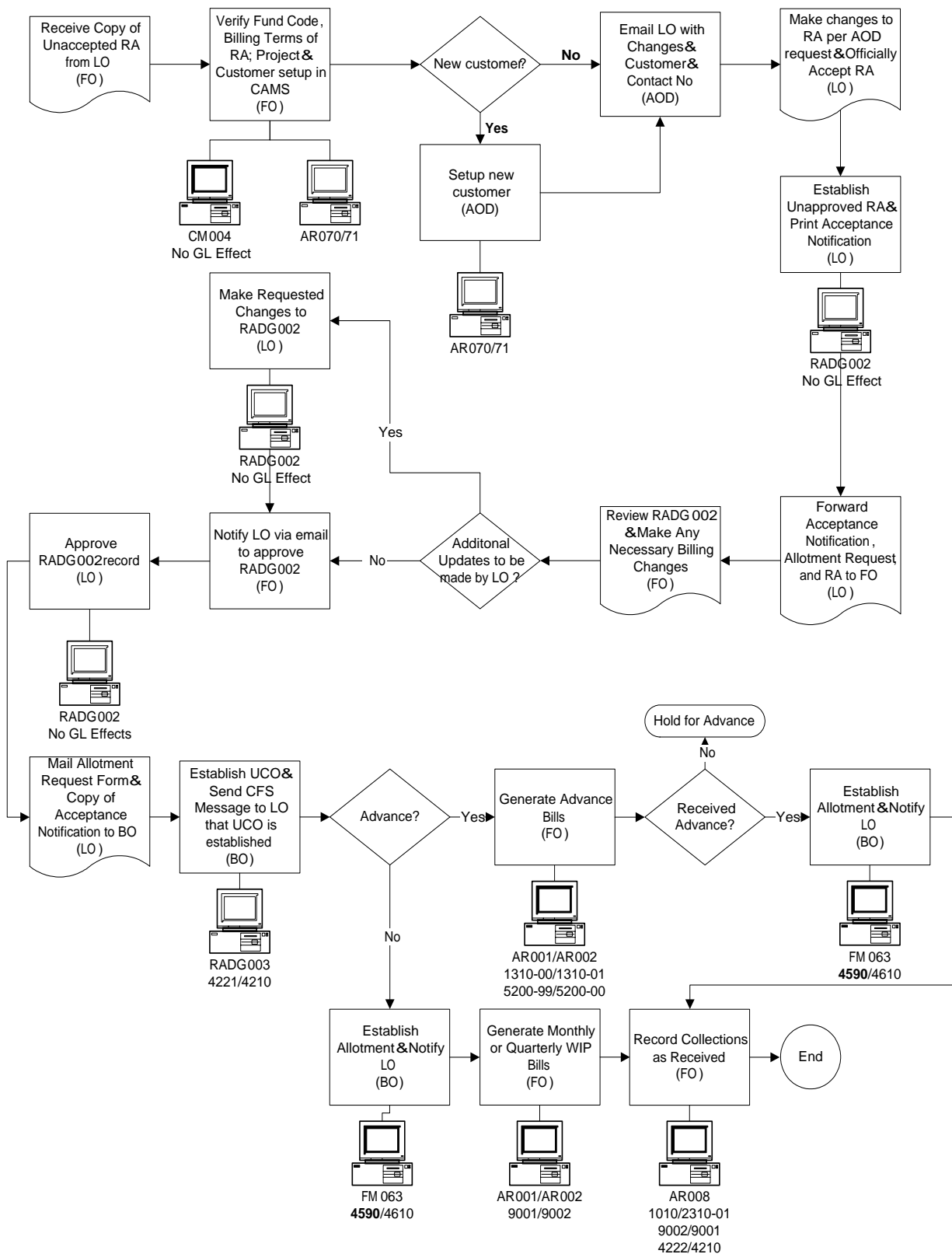
- 1) Receive a copy of the Allotment Request/UCO Form sent by the LO to the Budget Office to establish the unfilled customer order and quarterly allotment for reimbursable sales/fixed fee projects based on estimated reimbursements for the year.
- 2) Issue bills or record unbilled collections based on guidance received from the LO. Please refer to instructions in section 10.4 of this user guide for detailed information.
- 3) Record both advance and non-advance billed collections as received.

10.3.3 Reimbursable Flow

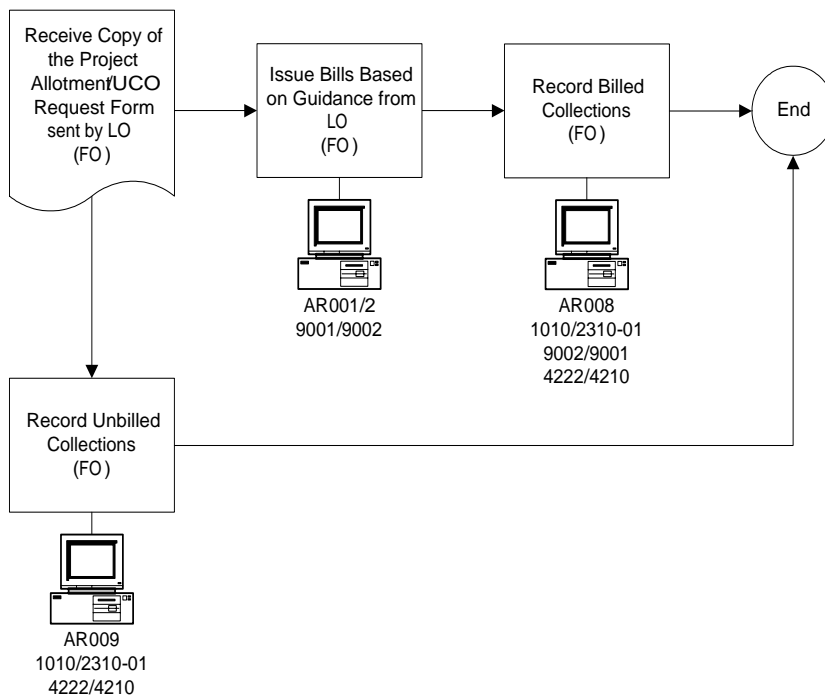
The following pages visually depict the reimbursable process flow.

Reimbursable Agreements Process for the Finance Office

Reimbursable Agreement Processing



Reimbursable Agreements Process for the Finance Office Direct Sales/Fixed Fee Processing



10.4 Reimbursable Sales/Fixed Fee Process Flow

Most work in the reimbursable funds is conducted under the authority of a reimbursable agreement. However, there are some projects that are not supported by reimbursable agreements and/or are not billed based on accumulated costs for the project. Examples of these include Civil Monetary Penalties (CMP) and reimbursable sales such as the National Climatic Data Center (NCDC) data sales. Since these projects share a fund code with the reimbursable projects supported by agreements, they must follow the same general guidelines as those projects with a reimbursable agreement. Although the reimbursable sales/fixed fee projects will not have reimbursable agreements recorded in CAMS, they will be required to have an unfilled customer order and an allotment like the other projects in these reimbursable funds. The allotment for the reimbursable sales/fixed fee projects will differ in that an advance does not have to be received from the customer before the total allotment can be entered and spending can begin.

This section outlines the procedures for the reimbursable sales/fixed fee projects as well as the specific CAMS data values to be used when completing the transaction screens. Users should refer to section 10.5 for additional information on the carryover process for those reimbursable sales/fixed fee projects that are allowed by their enabling legislation to have carryover.

Steps for reimbursable sales/fixed fee projects, and applicable LO/Budget/Finance responsibilities are outlined below:

- 1) The **Line Office** will complete the Reimbursable Project Allotment/UCO Request Form to establish the allotment for the fiscal year using an anticipated reimbursement amount. This Form should be forwarded to the Budget Office and a copy provided to the Finance Office. Detailed instructions on completing this Form are provided in section 13.3 along with a printed copy of the Form. The section of the Form entitled “For Reimbursable Sales/Fixed Fee Projects” has been designed to capture the additional information that the Budget Office needs in order to establish the unfilled customer order and is otherwise provided from the Reimbursable Agreement screen.
- 2) The unfilled customer order will be established by the **Budget Office** on the Unfilled Customer Order Screen (RADG003) based on the information submitted in the Reimbursable Project Allotment/UCO Request Form.
- 3) After establishing the unfilled customer order, the **Budget Office** will establish an allotment for the project. The Budget Office will use the Allotment Distribution entered by the Line Office on the Reimbursable Project Allotment/UCO Request Form. The Budget Office will inform the Line Office when the allotment has been established.
- 4) The **Line Office** will forward billing instructions to the Finance Office. The Line Office is responsible for informing the Finance Office of the customer to be billed, the amount to be billed, and when the bill should be issued.
- 5) The **Finance Office** will create receivables and generate the bills for the projects based on the instructions provided by the Line Office.
- 6) The **Finance Office** will also record any unbilled collections as necessary.

10.4.1 Budget Office - Unfilled Customer Order for Sales/Fixed

Budget Office users perform the following steps for entering an Unfilled Customer Order:

<i>Step</i>	<i>Action</i>
1	Select the RADG003 - Unfilled Customer Order option from the <i>Navigator Menu</i> .
2	The WIP box is automatically checked. Click on the box to uncheck the flag. <i>Note: Reimbursable Sales/Fixed Fee projects will not be included in the WIP process at NOAA.</i>
3	Leave the Direct Sales checkbox unchecked. <i>Note: This will allow the user to enter an order without a corresponding reimbursable agreement. Checking the Direct Sales flag on RADG003 and the WIP flag on the CM004 Project Code Maintenance screen indicates that a project has both reimbursable WIP agreements and Direct Sales. Currently, this does not apply to NOAA.</i>
4	Leave the Agreement/Contract Number field blank. Reimbursable sales/fixed fee projects do not reference an agreement on the unfilled customer order.
5	Double click in the Bureau Code field and select the bureau from the list of values or enter the two digit bureau code. The Bureau Name will default.

<i>Step</i>	<i>Action</i>
6	Click on the Order Number field and enter the order number in the following format to designate the unfilled customer order for this activity: 4 digit FY-LO (1 st 2 digits of organization code)-Project Code-2 digit sequential number. <i>For example: 2005-06-6BXXXXX-01</i> <i>Note: This field will hold 30 characters and the order number must be unique.</i>
7	Double click in the Fund Code field and select the fund from the list of values or enter the two digit fund code. The Fund Title will default.
8	Click on the Customer Number field and enter the number of the generic customer established for the activity associated with the project. This number should be provided on the Reimbursable Project Allotment/UCO Request Form. The Customer Name will default.
9	Leave the Customer Reference Number field blank.
10	Click on the Trans Amount field and enter the unfilled customer order amount from the Reimbursable Project Allotment/UCO Request Form.
11	The Other Agency Reserve Amount field should be left blank.
12	Click on the From field of the Period of Performance Date and enter the beginning date for the fiscal year being funded, i.e., "01-OCT-2004".
13	Click on the To field of the Period of Performance Date and enter the ending date for the fiscal year being funded, i.e., "30-SEP-2005".
14	Double click in the G/L End Date field and select the earliest open GL end date for the fiscal year being funded from the LOV.
15	Click in the FCFY field and enter the fiscal year being funded.
16	Double click in the Remit. Code field, and select from the LOV the remittance code that is entered on the Reimbursable Project Allotment/UCO Request Form.
17	Click on the Invoice Contact No. field, and enter the contact number from the Reimbursable Project Allotment/UCO Request Form. The Contact Name will default.
18	Double click in the Admin. Office field, and select from the LOV the administrative office code that is entered on the Reimbursable Project Allotment/UCO Request Form.
19	Double click in the Orig. Office field and select from the LOV the originating office code that is entered on the Reimbursable Project Allotment/UCO Request Form.
20	Leave the Detail Billing Statement checkbox unchecked.
21	Click on the Project Distribution tab.
22	Click on the Mod Amount field. Enter the amount from the Reimbursable Project Allotment/UCO Request Form.
23	Click on the ACCS button to open the AR ACCS Code Entry screen (AR090).

<i>Step</i>	<i>Action</i>
24	The Bureau field defaults from the bureau code entered in the control block.
25	Double click on the Project-Task field and select the project code cited on the Reimbursable Project Allotment/UCO Request Form.
26	The Fund field defaults from the fund code for the project.
27	The Program Code field will default with the program code associated with the Project -Task selected above.
28	Double click on the Organization field and select the appropriate line office code. The field should be entered in 99-00-0000-00-00-00-00 format. <i>Note: NOAA business rules state that unfilled customer orders will be recorded at the first segment of the organization code (Line Office level).</i>
29	Double click on the Object Class field and enter "03-02-00-00".
30	Enter 0 in the UDF field. The system will fill the remaining zeros in the field when the user tabs across the field or presses Enter.
31	Click the OK button to exit out of the ACCS Detail screen. Click Yes in the Confirmation Dialogue box.
32	After reviewing, click on the Approve button at the bottom of the screen to approve the unfilled customer order. Click OK in the Confirmation Dialogue box.

10.4.2 Finance Office - Receivables for Sales/Fixed Fee

To create the receivable, the Finance Office will perform the following steps:

<i>Step</i>	<i>Action</i>
1	Select the AR001 - Accounts Receivable screen from the <i>Navigator Menu</i> . The screen should be completed in accordance with the general instructions in section 5.4 of this manual and the Accounts Receivable User's Guide using the specific data values presented here.
2	In the Receivable Type field, enter "REIMB" or double click to select from the LOV.
3	Click in the Customer field and enter the customer and contact number for the customer that is being billed. <i>Note: This will not be the generic customer and contact number that is used on the unfilled customer order.</i>
4	Do not click on the Direct box. Leave this flag unchecked. This flag is being used by the DOC Office of the Secretary for specific types of reimbursable receivables.
5	Do not select or enter a Customer Order Number for receivables for reimbursable sales/fixed fee activity. Leave this field blank.

<i>Step</i>	<i>Action</i>
6	<i>In the Document tab, the Remitt, Admin, and Orig Code</i> fields will be populated with the information from the unfilled customer order that was selected in the Control Block, but can be changed if necessary.
7	Double click in the <i>Source</i> field and select "ROTHER" from the LOV.
8	Click on the Save icon to record the receivable and activate the Items tab.
9	In the Items tab, double click in the <i>Item Type</i> field and select the applicable value from the LOV, depending on the type of activity associated with the project.
10	Click on the MDL button and in the <i>Object Class</i> field, enter object class "03-01-00-00" for projects in funds 5 or 6. Enter object class "03-02-00-00" for projects in fund 7.
11	Complete the remainder of the AR001 screen in accordance with prescribed Accounts Receivable procedures.

10.4.2.1 Finance Office - Unbilled Collections for Sales/Fixed Fee

On occasion, payment is received before a CAMS bill is issued. The Finance Office will record these unbilled collections as follows:

<i>Step</i>	<i>Action</i>
1	Select the AR009 - AR Unbilled Collection Screen from the <i>Navigator Menu</i> . The screen should be completed in accordance with the general instructions in section 5.6 of this manual and the Accounts Receivable User's Guide with the specific data values presented here.
2	Click in the <i>Bureau Code</i> field and enter the bureau code or double click for a LOV. Select the appropriate bureau code.
3	Click in the <i>Customer</i> field and enter the customer and invoice contact number corresponding to the customer or the generic customer established for the reimbursable sales/fixed fee activity.
4	Double click in the <i>Source</i> field and select "ROTHER" from the LOV.
5	Double click on the <i>Customer Order No</i> field and select the appropriate unfilled customer order for the activity associated with the reimbursable sales/fixed fee project.
6	The <i>Admin Office</i> and <i>Orig Office</i> fields will be populated automatically from the unfilled customer order but can be updated if necessary.
7	Click on the Deposit Ticket field in the Unbilled Collections tab. Complete the Unbilled Collections tab in accordance with Accounts Receivable guidance.
8	Click on the Collection Items tab.

Step	Action
9	Double Click in the <i>Item Type</i> field and select the applicable value from the LOV, depending on the type of activity associated with the project.
10	Enter the <i>Amount</i> of unbilled collection being applied to the item selected.
11	Click on the MDL button and in the <i>Object Class</i> field, enter object class "03-01-00-00" for projects in funds 5 or 6. Enter object class "03-02-00-00" for projects in fund 7.
12	Complete the remainder of the AR009 screen in accordance with prescribed Accounts Receivable procedures.

10.5 Process Flow for Reimbursable Carryover into FY 2005

Carryover for reimbursable funds falls into two categories: Cash Carryover and Carryover Authority. Cash carryover is the cash advance balance remaining at the end of FY 2004 for work to be performed in FY 2005. The projects supported with cash carryover are in fund code 06. Carryover authority is the amount of funding remaining on the agreement for work not yet completed. Projects supported with carryover authority are in fund code 07.

10.5.1 FY 2005 Carryover for Reimbursable Agreements

In FY 2005, funds control for reimbursable agreements will continue to be controlled by the allotment entered at the Line Office project level. To allow for any spending to occur on October 1st, the project’s allotment must be entered in CAMS. The Reimbursable Agreements Module does not currently have a process in place to automatically establish carryover balances for reimbursable projects. Requirements are underway to enhance the module to allow for the establishment of unfilled customer orders in the new fiscal year. In the meantime, for carryover from FY 2004 into FY 2005 the following process has been developed:

- 1) The **Line Office** will begin preparing for conversion and the carryover process by entering the reimbursable agreements that extend into FY 2005 into CAMS prior to FY 2004 year end. Line Office end users may begin entering reimbursable agreements into the system after they have completed training, receive their reimbursable user roles, and receive the final version of the RA Conversion Data Sheets in July. Reimbursable agreements must be entered in the system before the Budget Office can enter the FY 2005 unfilled customer orders. Detailed instructions on entering this data will be provided with the RA Conversion Data Sheets.
- 2) The **Line Office** will provide preliminary annual carryover estimates, allocated by quarter, by reimbursable project and agreement to the Budget Office per instructions from the Budget Office. The referenced reimbursable agreement record on RADG002 must extend into FY 2005. The Line Office should exercise caution in calculating the carryover estimates in order to prevent overspending in the first quarter. A low estimate is better than a high estimate. Cost overruns resulting from a high estimate will have to be covered by direct funds if no additional reimbursable funding is expected.

- 3) The **Budget Office** will enter the estimated FY 2005 unfilled customer orders for these agreements and projects.
- 4) For fund code 07, the **Budget Office** will enter 80% of the first quarter estimated amount provided by the Line Office as the allotment by LO by project for the first quarter. For fund code 06, the **Budget Office** will enter 80% of the cash balance at the time their cash query is run at year end. The allotment amount for the remaining quarters will not be entered until the Reimbursable Carryover Certification has been received and approved.
- 5) The **Budget Office** will notify the Line Office via email when the allotment has been established.
- 6) After year end processing has been completed, the **Budget Office** will query CFS to determine the actual amount of the cash carryover. Reimbursable Carryover Certifications for projects in fund 6 will be compared against this amount. The Budget Office will not allot funds in fund 6 in excess of the amount retrieved in this query.
- 7) The **Line Office** will prepare the Reimbursable Carryover Certification Form, per the instructions in section 11.4 of this user guide, and provide the Budget Office with the actual carryover amounts based on FY 2004 year-end processing. The Line Office should indicate the amount to allot per quarter on this form. In addition, the Line Office will provide a direct project in the event that FY 2004 costs have exceeded the amount of the actual carryover. Carryover Certifications without a direct project will be considered incomplete and will be returned by Budget to the Line Offices for completion before the actual carryover will be processed.
- 8) The **Budget Office** will complete and sign the Reimbursable Carryover Certification Form and forward a copy to the Finance Office for their records. (Refer to Steps 11-13 for those cases where the carryover estimate was too high and FY 2005 costs have now exceeded the amount available for allotment.)
- 9) The **Budget Office** will adjust, if necessary, the unfilled customer orders for FY 2005 to reflect the actual cash carryover and carryover authority amounts. The user should follow the procedures given in Section 5.2 of this manual for modifying an unfilled customer order.

*Note: If the unfilled customer order is adjusted, the person identified in the **Notify Employee** field on the Reimbursable Agreement Screen (RADG002) receives an automatic CFS notification upon approval of the unfilled customer order.*

- 10) The **Budget Office** will adjust the allotment to reflect the actual cash carryover and carryover authority amounts.
- 11) The **Budget Office** will notify the Line Office via email when the allotment has been updated.
- 12) The **Budget Office** will communicate with the Line and Finance Offices in those cases where the carryover estimate was too high and resulted in a cost overrun. The Budget Office will also write "POSSIBLE COST OVERRUN" on the Reimbursable Carryover Certification before it is sent to the Finance Office.
- 13) The **Finance Office** will process the necessary cost transfer to the direct project provided by the Line Office on the Reimbursable Carryover Certification form in those cases where the carryover estimate was too high and resulted in a cost overrun. The Finance

Office will notify the Budget Office Budget Analyst for that Line Office and the Line Office contact when the transfer has been completed.

- 14) The **Budget Office** will adjust the allotment after receiving notification from the Finance Office that the cost transfer has been completed. The Budget Office will notify the Line Office, via an email, when the allotment has been adjusted.

10.5.1.1 Budget Office - Unfilled Customer Orders for Carryover

The Budget Office will establish an unfilled customer order on the RADG003 screen for FY 2005 for the amount of estimated carryover for each of the agreements. The following information should be entered:

Step	Action
1	Complete the Unfilled Customer Order (RADG003) screen in accordance with the procedures in Section 5.2 of this manual. In the <i>Unfilled Customer Order Number</i> field, enter the number as "2005-01".
2	In the <i>Trans Amount</i> field, enter the total estimated amount of carryover for the project(s) associated with the agreement.
3	On the Project Distribution tab, after the user presses the ACCS button to activate the AR ACCS Code Entry Screen (AR090) , the user should enter "03-02-00-00" in the <i>Object Class</i> field. Complete the remainder of the RADG003 screen as outlined in the procedures and approve the record.

*Note: If the unfilled customer order is adjusted, the person identified in the **Notify Employee** field on the Reimbursable Agreement Screen (RADG002) receives an automatic CFS notification upon approval of the unfilled customer order.*

10.5.2 FY 2005 Carryover for Reimbursable Sales/Fixed Fee Projects

Certain reimbursable projects, such as reimbursable sales/fixed fee type projects, are not supported by reimbursable agreements but do receive funding from sources other than an appropriation from Congress. Depending on the legislation authorizing the program, some projects also have carryover. Since this type of project shares the same fund code as the projects supported by reimbursable agreements, an unfilled customer order and allotment by Line Office and project will also need to be set up by October 1st. The following process has been developed for carryover from FY 2004 into FY 2005 for these reimbursable projects:

- 1) Upon receipt of instructions from the Budget Office, the **Line Office** will provide anticipated FY 2005 reimbursement amounts and carryover estimates to the Budget Office for all reimbursable sales/fixed fee projects.

- 2) The **Budget Office** will enter the FY 2005 unfilled customer order for the sales/fixed fee project based on the anticipated reimbursement amount or estimated carryover.

*Note: There will **NOT** be an automatic CFS notification upon approval of the unfilled customer order as a reimbursable agreement is not associated with the order..*

- 3) The **Budget Office** will enter the allotment by quarter based on anticipated reimbursements and/or estimated carryover.
- 4) The **Budget Office** will notify the Line Office, via email, when the allotment has been established.
- 5) After year end processing has been completed, the **Budget Office** will run a query to determine the amount of the cash carryover. Reimbursable Carryover Certifications prepared for projects in fund 6 will be compared against this amount. The Budget Office will not allot funds in excess of the amount retrieved through the query.
- 6) The **Line Office** will prepare the Reimbursable Carryover Certification Form using actual carryover amounts based on FY 2004 year-end processing and submit it to the Budget Office for those projects with carryover. The Line Office should indicate the amount to allot per quarter on this form. Instructions for completing the Reimbursable Carryover Certification Form are included in Section 11.4 of this user guide.
- 7) The **Budget Office** will complete the computation at the bottom of the Reimbursable Carryover Certification Form to compute the amount of adjustment that should be made to the unfilled customer order and the allotment. The forms should be signed and forwarded to the Finance Office as soon as they are processed.
- 8) The **Budget Office** will adjust the FY 2005 unfilled customer orders related to estimated carryover as required. The user should follow the procedures given in Section 5.2 of this manual for modifying an unfilled customer order.
- 9) The **Budget Office** will adjust the estimated carryover allotment as necessary.
- 10) The **Budget Office** will notify the Line Office of any adjustment made to their carryover allotment.

10.5.2.1 Budget Office - Unfilled Customer Orders for Sales/Fixed Fees

Using the following data, the Budget Office will establish an unfilled customer order on the RADG003 screen for the sales or fixed fee project:

<i>Step</i>	<i>Action</i>
1	Complete the Unfilled Customer Order (RADG003) screen in accordance with procedures in Section 5.2 of this manual. In the Order Number field, enter the order number in the following format to designate the unfilled customer order for this activity: 4 digit FY-LO (1 st 2 digits of organization code)-Project Code-2 digit sequential number. <i>For example: 2005-06-6BXXXXX-01</i>

<i>Step</i>	<i>Action</i>
2	Click on the WIP flag and uncheck it to exclude this unfilled customer order from the automated WIP process.
3	In the Trans Amount field, enter the total anticipated amount of reimbursements or the total estimated amount of carryover for the project.
4	In the Period of Performance fields on the Document tab, enter "01-OCT-2004" in the From field and "30-SEP-2005" in the To field.
5	On the Project Distribution tab, after the user presses the ACCS button to activate the AR ACCS Code Entry Screen (AR090) , the user should enter "03-02-00-00" in the Object Class field. Complete the remainder of the RADG003 screen as outlined in the procedures and approve the record.

10.6 Agreements with Multiple Customers

Reimbursable agreements are sometimes sponsored by more than one customer. A reimbursable agreement number may only be used once in the system. Each customer to be billed on the agreement will need to have a different reimbursable agreement number. As a result, reimbursable agreement numbers must have suffixes added in order to record agreements with multiple customers.

To facilitate this process, the first customer will be entered with the original reimbursable agreement number, a hyphen, and an alpha character, beginning with A. For example, Reimbursable Agreement Number RA9999 would be entered as **RA9999-A**. Subsequent customers are entered with the reimbursable agreement number, a hyphen, and then the next letter of the alphabet (e.g. **RA9999-A**). Please refer to the business rule in Section 5.1.18 of this user guide.

Steps for recording transactions related to agreements with multiple customers are as follows:

- 1) The **Line Office** with primary responsibility for the agreement will access the RADG002 Reimbursable Agreements screen and enter the reimbursable agreement information. The LO will not approve the RA at this time, but will print the Reimbursable Acceptance Notification Report. (*See section 5.1 of this user guide for instructions on completing the RADG002 screen. See section 8.4 of this user guide for instructions on completing the Reimbursable Acceptance Notification Report.*)
- 2) The **Line Office** will complete and forward a copy of the Reimbursable Project Allotment/UCO Request Form and the Reimbursable Acceptance Notification Report for each reimbursable agreement transaction (one for each customer participating in the agreement) to the Finance Office. The Line Office will also forward a copy of the final accepted agreement to the Finance Office. (*See section 13.3 of this user guide for instructions on completing the Reimbursable Project Allotment/UCO Request Form.*)
- 3) The **Finance Office** will review the corresponding RADG002 records and make any changes that may be required for billing purposes only. If necessary, the Finance Office will request the Line Office to correct any other information.

- 4) After the Reimbursable Agreement record has been reviewed by the Finance Office, the **Line Office** will approve the records.
- 5) Upon approval of the records, the **Line Office** will forward the Reimbursable Project Allotment/UCO Request Forms and a copy of the Reimbursable Acceptance Notification Reports to the Budget Office.
- 6) The **Budget Office** records customer orders on the Unfilled Customer Order screen (RADG003) for each reimbursable agreement number, including the suffixes. (See section 5.2 of this user guide for instructions on completing the RADG003 Unfilled Customer Order Screen)
- 7) The **Finance Office** executes the WIP process on the WIP Cost Allocation Process (RADG004) screen, in accordance with Section 6.1 of this user guide.
- 8) The **Finance Office** verifies WIP results on the WIP Allocation Modification and Release (RADG005) screen. The RADG005 WIP Allocation Modification and Release screen displays WIP results by bureau, fund and project codes. The multiple customers on the reimbursable agreement will be displayed with their respective reimbursable agreement numbers (i.e. the same reimbursable agreement number with a different suffix) below the project level. The Finance Office will have the ability to reallocate the costs among the participants in the agreement.

10.6.1 Line Office - Record Agreements with Multiple Customers

To record the reimbursable agreement with multiple customers, Line Office users perform the following steps:

<i>Step</i>	<i>Action</i>
1	Select the RADG002 Reimbursable Agreement screen from the <i>Navigator Menu</i> .
2	Complete the RADG002 Reimbursable Agreement screen in accordance with procedures in section 5.1 of this manual. Click in the Bureau field and enter the bureau code, or double click and select from the LOV.
3	Click in the Customer Number field and enter the number that identifies the customer from the AR071 screen.
4	Click in the Fund field and enter the fund code of the project.
5	Click in the Customer Reference Number field and enter the number that the customer would like to see on all invoices and correspondence. If no number is specifically required by the customer, enter the reimbursable agreement number.
6	Click on the Bureau Reference Number field and enter the reimbursable agreement number.
7	Click on the Formal Agreement checkbox to indicate there is an agreement.

<i>Step</i>	<i>Action</i>
8	Click on the RA/Contract Number field and enter the reimbursable agreement number. <i>Note: Multiple customers on the same agreement will require the RADG002 screen to be completed for each customer. The reimbursable agreement number for each subsequent entry will change by having a hyphen and an alpha character beginning with the letter "A" (e.g. agreement number NNNN-A; agreement number NNNN-B, etc.).</i>
9	Click on the Transaction Amount field and enter that customer's contribution to the agreement.
10	Complete the remainder of the RADG002 screen in accordance with section 5.1 of this manual. Approve the record upon completion.
11	Click on the Add Record (+) icon to add a record for the next customer on the agreement.
12	Repeat steps 2-10 above to complete the reimbursable agreement record for the second, and subsequent, customer(s) on the agreement.

10.6.2 Budget Office - Record Unfilled Customer Orders for Multiple Customers

To record Unfilled Customer Orders for agreements with multiple customers, Budget Office users perform the following steps:

<i>Step</i>	<i>Action</i>
1	Complete the RADG003 Unfilled Customer Order screen in accordance with procedures in section 5.2 of this manual. Double click in the Bureau Code field and select the appropriate bureau.
2	Click in the Fund Code field and enter the appropriate fund code, or double click and select from the LOV.
3	Click in the Customer Number field and enter the number that identifies the customer on the agreement screen.
4	Double click in the Agreement/Contract Number field for a LOV of reimbursable agreement numbers and select the appropriate reimbursable agreement number for this customer.
5	Click in the Order Number field and enter unfilled customer order number.
6	Click in the Transaction Amount field and enter the amount of the reimbursable agreement with this customer. Complete the remaining fields on the screen in accordance with section 5.2 of this manual. Approve the record when complete.
7	To add an unfilled customer order for the next customer on the agreement, click on the Add Record (+) icon. Repeat steps 1-6 above entering the subsequent customer's number in the Customer Number field. Complete the remainder of the RADG003 Unfilled Customer Order screen, and approve the record.

10.7 Process for Reimbursable Cost Waivers (GSA Rent and Others)

Terms of the reimbursable agreements entered into between NOAA and external entities determine which costs are billed to those entities. Agreements may include the stipulation that certain costs are waived due to a circumstance that work is performed in space owned by the customer, that such costs may not be severable, or that it may not be in the best interest of the government to bill to another agency for a specific cost. This section will focus on the procedures to exclude these costs from the reimbursable bill.

10.7.1 Detailed Processing for Reimbursable Cost Waivers

This section documents the manual steps required to receive approval of a cost waiver and to have those costs identified and excluded from the bill to the customer.

- 1) The **Line Office** with primary responsibility for the agreement establishes the agreement on the Reimbursable Agreement screen (RADG002) and requests a waiver from the **Budget Office**. The Reimbursable Agreement screen (RADG002) is completed in accordance with Section 5.1 of this manual.
- 2) The **Budget Office** informs the **Line Office** and the **Finance Office** whether waiver is approved.
- 3) The **Budget Office** records the unfilled customer order for the full amount of the agreement on the Unfilled Customer Order screen (RADG003). The Unfilled Customer Order screen (RADG003) is completed in accordance with Section 5.2 of this manual.
- 4) The **Budget Office** establishes an allotment for the reimbursable project.
- 5) The **Finance Office** executes the biweekly payroll process with the month-end estimate for labor.
- 6) The **Finance Office**, prior to the WIP allocation and bill compilation, queries reimbursable project codes with waivers so that the surcharge object class amounts can be entered into an Access data base and transferred through the SLT process.
- 7) The **Finance Office/Receivables Branch** executes the summary level transfer process to transfer costs from the surcharge object class codes in the reimbursable project codes to the waiver project codes at the 3rd level of the organization code.
- 8) The **Finance Office** executes the WIP allocation process.

10.8 Reconciling Unmatched Costs

During the Work in Process (WIP) cost allocation process, there are several situations under which the WIP process may not be able to associate costs with an unfilled customer order and/or reimbursable agreement, therefore resulting in unmatched costs. These include: costs that exceed the funding provided for the reimbursable agreement and unfilled customer order, costs that reference a WIP project code for which there is no unfilled customer order and/or reimbursable agreement, and costs that reference a WIP project code where the unfilled customer order and/or reimbursable agreement has been 'closed' by the Finance Office to prevent additional spending.

After each execution of the WIP process on the WIP Cost Allocation Process screen (RADG004), Finance users will view the WIP process results on WIP Allocation Modification and Release screen (RADG005). The RADG005 screen lists, by project code, reimbursable agreements, customer orders, and unmatched costs. For a complete listing of unmatched costs for a WIP run, the Finance Office will be able to print the Reimbursable Agreement Unmatched Cost Report (RADG107). Within a project code, the Finance Office will be able to reallocate costs among orders and agreements prior to running the billing compilation process.

Upon completion of the billing compilation process, the Finance Office will print the Reimbursable Agreement Unmatched Cost Report (RADG107) and forward the report to the Line Offices for resolution. Line Office users will be responsible for researching and resolving any unmatched costs for their project codes. The report will be printed for the latest WIP run by bureau code and sorted by fund code, project code, and object class. Because NOAA does not match costs to the organization level the organization codes listed on the report are all zero filled. Section 8.5 of this manual provides an example of the Reimbursable Agreement Unmatched Cost Report (RADG107).

Unmatched costs will require research by the Line Office to identify costs incurred by other offices for a program. The primary Line Office is responsible for all aspects of program financial management and execution including managing the use of funds, costs incurred, and requests for additional resources.

Steps for reconciling unmatched costs are as follows:

- 1) After the WIP allocation process and the billing compilation process have been completed, the **Finance Office** will generate the Reimbursable Agreement Unmatched Cost Report (RADG107). On the report (see section 8.5 for an example) unmatched costs are identified by project, which can be linked to the UCO and RA.
- 2) The **Finance Office** will send the Reimbursable Agreement Unmatched Cost Report (RADG107) to the **Line Office** that is primarily responsible for the reimbursable agreement to inform them of unmatched cost situation. The **Finance Office** will determine the **primary Line Office** through a combination of the first two-digits of the project code, as well as the reimbursable agreement number, unfilled customer order number, and customer number.
- 3) The reconciliation process will require each office to perform specific functions to eliminate unmatched costs.
 - ▶ The **Line Office** will research the unmatched costs to resolve the unmatched situation by:
 - Verifying that all reimbursable agreements and mods have been entered
 - Verifying that all unfilled customer orders have been entered
 - Determining whether an allotment needs to be increased
 - Determining whether costs charged to the project are correct
 - Determining whether additional funding is required from customers
 - ▶ If necessary, the **Line Office** will prepare a summary level transfer (SLT) to move costs to another project.

10.8.1 Finance Office - Generate Unmatched Cost Report

Users perform the following steps to generate the RADG107 - Reimbursable Agreement Unmatched Cost Report:

<i>Step</i>	<i>Action</i>
1	Select the RADG107 - Reimbursable Agreement Unmatched Cost Report from the <i>Navigator Menu</i> .
2	Click in the Bureau field and enter the bureau code, or double click and select from the LOV.
3	Click in the Fund Code From field and enter the number beginning fund code for the report.
4	Click in the Fund Code To field and enter the ending fund code for the report.
5	Click on the Run button to execute the report.

10.8.2 Line Office - Resolution of Unmatched Costs

The **Line Offices** can use the RADG002 Reimbursable Agreements screen and the RADG003 Unfilled Customer Order screen to determine if all agreements, modifications, and customer orders have been recorded for their projects with unmatched costs. The **Line Offices** can use the RA500D Reimbursable Project Status Billing Report in the CAMS Data Warehouse to view total costs charged to these projects by LO and object class. The **Line Offices** can use reports and queries developed in their Data Warehouse Line Office Business Areas to research the projects with unmatched costs to determine the relevant object classes, transaction numbers, vendor information, and amounts. The results of these queries can then be used to research the specific accounts payable documents within CAMS/CFS.

It is important to note that the Amount column on the RADG107 report sums the total transaction amounts by object class. In addition, the GL End Date column represents the latest cost transaction GL End Date for that project code and object class. In order to limit the time frame, and thereby reduce the number of transactions to be researched, every attempt should be made to resolve the unmatched costs on a monthly basis.

10.9 Advance Billing for Reimbursable Agreements

When performing work for commercial enterprises, NOAA is required to receive payment in advance of the performance of services. Prior to billing for the advance, the reimbursable agreement needs to be established so that a bill can be prepared and sent to the customer. An unfilled customer order also needs to be established prior to the bill being prepared. Financial management policy requires collection of the advance from commercial customers in order for the allotment to be established for the project. A waiver of the advance policy can be requested from the Budget Office.

Steps for advance billing for projects are as follows:

- 1) The **Line Office** with primary responsibility for the agreement will establish the reimbursable agreement information on the Reimbursable Agreement Screen (RADG002).
- 2) The unfilled customer order will be established by the **Budget Office** on the Unfilled Customer Order Screen (RADG003).
- 3) The **Finance Office** will establish a receivable on the Accounts Receivable Screen (AR001).
- 4) The **Finance Office** will create a bill and send it to the customer.
- 5) The **Finance Office** will post the collection on the Collection Screen (AR008).
- 6) Weekly, the **Budget Office** runs a query to retrieve totals by project of advances that have been collected.
- 7) Based on the information retrieved in the query above, the **Budget Office** will establish (or increase) an allotment for the project.
- 8) Work on the project can now begin.

Costs allocated to the customer orders through the WIP process for work on the project will be billed against the customer’s advance. The system will produce a customer bill indicating the amount of costs incurred during the billing period, but the total amount due from the customer will be zero until the advance is used up. The system will also produce a detailed customer billing statement identifying the total costs incurred for the project by object class.

10.9.1 Line Office – Establish Reimbursable Agreement (RADG002)

The Line Office with primary responsibility for the reimbursable agreement establishes the agreement on the Reimbursable Agreement Screen (RADG002) .

To record the reimbursable agreement as an advance, users perform the following steps:

<i>Step</i>	<i>Action</i>
1	Select the RADG002 - Reimbursable Agreement screen from the <i>Navigator Menu</i> .
2	Complete the RADG002 - Reimbursable Agreement screen in accordance with procedures in section 5.1 of this manual. <ul style="list-style-type: none"> ▶ For agreements requiring an advance, the Billing Type field on the Customer tab should be entered as ADV. ▶ Upon completion of the RADG002 screen the user should review the information entered and approve the screen.

10.9.2 Budget Office – Unfilled Customer Order (RADG003)

The Budget Office will record the customer order on the RADG003 - Unfilled Customer Order screen. To record unfilled customer orders, users perform the following steps:

<i>Step</i>	<i>Action</i>
1	Select the RADG003 - Unfilled Customer Order screen from the <i>Navigator Menu</i> .
2	Complete the RADG003 - Unfilled Customer Order screen in accordance with procedures in section 5.2 of this manual. <ul style="list-style-type: none"> ▶ On the Project Distribution tab, when a user presses the ACCS button to activate the AR ACCS Code Entry Screen (AR090), the <i>Object Class</i> field should be populated with 03-02-00-00. ▶ Complete the remainder of the RADG003 screen and approve the record.

10.9.3 Finance Office – Record Receivable (AR001)

The Finance Office will enter a receivable on the Accounts Receivable screen AR001. To record the receivable for the advance, users perform the following steps:

<i>Step</i>	<i>Action</i>
1	On the AR001 - Accounts Receivable screen, complete in accordance with section 5.4 of this manual and the Accounts Receivable User's Guide. In the Receivable Type field enter "REIMB" or double click for a LOV.
2	Enter the bureau code and customer code in the Bureau and Customer fields.
3	Double click in the Agreement Number field for a LOV and select the reimbursable agreement number for which the advance is being billed.
4	Double click in the Modification Number field for a LOV and select the modification number for which the advance is being billed.
5	Double click in the Customer Order Number field for a LOV and select the customer order number for which the advance is being billed.
6	In the Document tab, double click in the Source field and select "REIMB" from the LOV. The user may also type "REIMB" in the Source field. The remaining data in the Document tab will populate automatically.
7	Click on the Save icon to record the receivable and activate the Items tab.
8	In the Items tab, double click in the Item Type field and select "RMADV" from the LOV.
9	Click in the Object Class field and object class 03-01-00-00 . Complete the remainder of the AR001 screen in accordance with prescribed procedures.

Step	Action
10	Continue with billing and collecting procedures as described in the Accounts Receivable User Guide.

10.10 Quarterly and Work In Progress (WIP) Billing for Reimbursable Projects

Reimbursable agreements are funded on a cost reimbursement basis and require billings to be in accordance with the terms of the agreement and policies of the Office of Management and Budget (OMB) and the Department of Commerce (DOC). In general, Federal agencies should not be funding reimbursable agreements with advances, and commercial enterprises should fund agreements with advance payments. The WIP process is run monthly to allocate costs from projects to the agreements in a pro rata share determined by the agreement percentage of participation. On the Accounts Receivable (RADG002) screen, the only indication that billing should be done other than monthly is the Hold Billing checkbox. Checking this box will inform the Finance Office that the agreement should be reviewed so that billing is performed according to the terms of the agreement if it is to be done on a quarterly basis.

When the WIP cost allocation process is activated on the RADG004 screen, and results subsequently appear on the RADG005 screen, the user has the option to designate how much of the allocated costs will be held and how much will be released for bills. Costs may be moved from the released column to the unreleased column so that the customer can be billed quarterly. The WIP process will be run at least monthly and not all costs will be released. If the Hold Billing checkbox is checked on the Accounts Receivable (RADG002) screen costs will be reflected in the unreleased column on the WIP Allocation and Modification Release (RADG005) screen. When the WIP billing compilation is run via the RADG006 screen, only costs designated as released will be selected to have bills created. Subsequent activation of the WIP process will not affect the unreleased costs and they will appear in the unreleased column until transferred to the released column.

When performing work for commercial enterprises, NOAA is required to receive payment in advance of the performance of services. Projects funded by an advance have the funding offset when the WIP bill is generated. These billings may also be prepared quarterly. Section 10.9 of this manual deals with the process for billing for an advance.

Steps for preparing quarterly and WIP bills for projects are as follows:

- 1) The **Line Office** enters the reimbursable agreement information on the Accounts Receivable (RADG002) screen and checks the Hold Billing checkbox if billing is to be performed on other than a monthly basis.
- 2) The **Budget Office** enters the unfilled customer order information on the Unfilled Customer Order (RADG003) screen.
- 3) The **Finance Office** runs the WIP process on the WIP Cost Allocation Process (RADG004) screen.
- 4) On the WIP Allocation Modification and Release (RADG005) screen, the **Finance Office** verifies the cost allocation and, if necessary, moves costs designated as Released to Unreleased if no bill is to be generated for this month or if no bill is to be generated

until the end of the quarter. If the Hold Billing checkbox is checked on the Reimbursable Agreement (RADG002) screen, the **Finance Office** will need to uncheck the Hold Billing checkbox so that costs in the Unreleased column can be moved to the Released column.

- 5) The system establish a receivable and a bill when the **Finance Office** runs the WIP bill compilation process on the WIP Billing Compilation Process (RADG006) Screen.
- 6) The bill will be sent to the customer.

Billings issued through the WIP process, for work on a project with an advance, will offset the advance. The customer will receive a bill indicating the amount of costs incurred during the billing period but with a zero amount due until the advance is used up. Customers will also be able to receive the detail billing statement identifying the object classes of costs incurred for the project.

Users from the Line Office, Budget Office, and Finance Office will perform the following steps to record a reimbursable agreement that will be processed through the WIP allocation process and have a bill generated on a quarterly basis.

10.10.1 *Line Office* – Establish Reimbursable Agreement (RADG002)

The Line Office establishes the agreement on the Reimbursable Agreement (RADG002) screen. To record the reimbursable agreement as an advance, users perform the following steps:

<i>Step</i>	<i>Action</i>
1	Select the Reimbursable Agreement (RADG002) screen from the <i>Navigator Menu</i> .
2	Complete the Reimbursable Agreement (RADG002) screen in accordance with procedures in section 5.1 of this manual. If there is a formal agreement, check the Formal Agreement checkbox. <i>Note: If the Formal Agreement checkbox is unchecked, then the Hold Billing checkbox in the Document tab will remain checked, and no bills will be released. If the Formal Agreement checkbox is checked, the user has the option of checking the Hold Billing checkbox so that bills will be held until the box is unchecked.</i>
3	Enter the agreement number in the RA/Contract Number field. Complete the remaining fields in the Control block according to section 5.1 of this manual.
4	Complete fields in the Document tab according to section 5.1 of this manual. According to the terms of the agreement, if billings are to be generated for any period other than the end of each month, check the Hold Billing checkbox.
5	Complete the Customer tab and other remaining tabs in accordance with section 5.1 of this manual.

10.10.2 *Budget Office* – Unfilled Customer Order (RADG003)

The Budget Office records the customer order on the Unfilled Customer Order (AR003) screen. To record unfilled customer orders, users complete the **Unfilled Customer Order (RADG003)** screen in accordance with procedures in section 5.2 of this manual.

10.10.3 Finance Office – WIP Cost Allocation (RADG004)

The Finance Office runs the WIP process on the WIP Cost Allocation Process (RADG004) screen. This procedure will be done in accordance with section 6.1 of this manual. On the WIP Allocation Modification and Release (RADG005) screen, the *Finance Office* verifies the cost allocation and, if necessary, moves costs designated as Unreleased to the Released column. Costs will be designated as Unreleased if the Hold Billing checkbox is checked on the RADG002 screen. To move costs, the Finance Office will perform the following procedure:

Step	Action
1	From the <i>Navigator Menu</i> , select the Reimbursable Agreement (RADG002) screen.
2	Click the Query icon and enter the reimbursable agreement number in the <i>Reimbursable Agreement Number</i> field.
3	Click on the Create Change button at the bottom of the screen.
4	Click in the <i>Transaction Amount</i> field in the Control block and enter zero (0).
5	Click in the Hold Billing checkbox to remove the check mark. This will allow the user to move costs from the Unreleased WIP column to the Release Amount column on the RADG005 screen.
6	Click on the FY Funding tab and enter zero (0) in the <i>Modification Amount</i> field.
7	Approve the record. The user will be asked “Do you want to refresh customer orders?” Respond “Yes” and close the screen.
8	From the <i>Navigator Menu</i> , select the WIP Allocation Modification and Release (RADG005) screen.
9	Click on the Query icon. Enter data elements in the <i>Bureau, Fund</i> and <i>Project Code</i> fields. Enter the fund code fiscal year in the <i>FCFY</i> field. Click on the Execute Query icon.
10	Click on the Modify WIP tab. The white fields are the fields that can be modified.
11	In the Release Amount column, enter the amount of cost to be billed to the customer. Click on the box in the R column to indicate that this amount is to be released.
12	Click on the Save icon to save the record. Exit the screen.
13	Continue with the WIP Billing Compilation Process (RADG006) screen in section 6.2 of this manual.

10.11 Transfer Unused Advance Balances Between Agreements

The existing Reimbursable Agreements (RA) module uniquely defines reimbursable agreements documents and orders placed against those agreements. Available order and available advance balances are calculated and maintained in various RA tables for each of these documents. It is possible for work to be completed on a reimbursable agreement/order without using the full available advance balance. Customers may instruct the Bureau not to return the unused advance but transfer them to fund another agreement/order that the customer has in place where work has not yet begun or is underway.

Note: It is the responsibility of the Line Office to ensure that the proper legal authorizations have been obtained prior to initiating the transfer process.

10.11.1 Detailed Processing for Transferring Advance Balances

This section documents the manual steps required to move unused advance and the corresponding order balances from one reimbursable agreement to another reimbursable agreement with the same customer based on the customer's instructions. In order to accomplish this transfer the following process applies:

- 1) The **Line Office** with primary responsibility for the agreement increases the amount of the reimbursable agreement **to** which the funds should be transferred. This should be processed as a Modification to the reimbursable agreement.
- 2) If the project associated with the two agreements is different, this same **Line Office** submits Acceptance Notification and Allotment Request Forms to the Budget Office reducing the amount of the allotment for the project **from** which funds are being transferred and increasing the allotment for the project **to** which funds are being transferred.
- 3) The **Line Office** also sends a copy of the Acceptance Notification and reimbursable agreement documentation to the Finance Office.
- 4) The **Budget Office** reduces the unfilled customer order for the reimbursable agreement **from** which funds are being transferred.
- 5) The **Budget Office** reduces the allotment for the project by the same amount.
- 6) The **Budget Office** increases the unfilled customer order for the reimbursable agreement **to** which the balance is being transferred for the same amount.
- 7) The **Budget Office** increases the allotment for the project by the same amount.
- 8) The **Budget Office** notifies the **Finance Office** that the unfilled customer orders have been modified. The Line Office will receive automatic notification provided that an employee was entered in the *Notify Employee* field on the Reimbursable Agreement (RADG002) screen.
- 9) After the unfilled customer order and allotment transactions have been entered, the **Finance Office** establishes a zero balance deposit ticket with positive and negative receipts for the amount to be transferred.
- 10) The **Finance Office** records a negative collection to reduce the advance balance for the reimbursable agreement and corresponding unfilled customer order from which funds are being transferred.

- 11) The **Finance Office** records a positive collection to increase the advance balance for the reimbursable agreement and corresponding unfilled customer order **to** which funds are being transferred.
- 12) The **Finance Office** notifies the **Line Office** that the advance balances have been transferred.
- 13) The **Line Office** reduces the funding amount on the reimbursable agreement **from** which the funding was transferred.

10.11.2 Line Office – Modify Reimbursable Agreement (RADG002)

The **Line Office** with primary responsibility for the agreement increases the amount of the reimbursable agreement **to** which the funds are being transferred **and** reduces the amount on the reimbursable agreement **from** which the funding was obtained. The transfer of funds is accomplished by recording modifications to the applicable reimbursable agreements in accordance with the steps documented in the following sub-sections.

If the project associated with the two agreements is different, this same **Line Office** submits Acceptance Notification and Allotment Request Forms to the Budget Office reducing the amount of the allotment for the project **from** which funds are being transferred and increasing the allotment for the project **to** which funds are being transferred.

The **Line Office** submits a copy of the Acceptance Notification and Allotment Request Forms, along with the reimbursable agreement modification documentation, to the Finance Office.

10.11.2.1 Line Office – Increase Reimbursable Agreement (RADG002)

The Line Office increases the amount of the reimbursable agreement **to** which the funds should be transferred by recording a modification to the reimbursable agreement receiving the additional funding by performing the following steps applicable to this process:

<i>Step</i>	<i>Action</i>
1	Access the RADG002 - Reimbursable Agreement screen from the <i>Navigator Menu</i> .
2	Query for the reimbursable agreement receiving the additional funding by clicking on the Enter Query button on the toolbar.
3	Enter the reimbursable agreement number (or RADG002 Control Number, if known), in the RA/Contract No (or Control No) field.
4	Click on the Execute Query button.
5	Click on the Create Mod button. The Mod No field will increased by one.
6	Click in the Trans Amount field. Enter the amount of additional funding that is being added to this reimbursable agreement.

7	Click in the Acceptance Date field. Enter today's date or the effective date of this transfer, if it is different.
8	Click in the Organization field and enter the line office now responsible for the reimbursable agreement.
9	Click on the FY Funding tab.
10	Click in the Mod Amount field and enter the same amount that was entered in the Trans Amount field in the control block.
11	Click on the Approve button to approve the record.
12	Answer No to the question "Do you want to refresh the Customer Order?" This will be done by the Budget Office.

10.11.2.2 Line Office – Reduce Reimbursable Agreement

The Line Office reduces the funding amount of the reimbursable agreement **from** which funds are being transferred by recording a modification to the reimbursable agreement. Since the total unfilled customer orders for an agreement cannot exceed the agreement amount, this step should be performed after the Line Office receives notification that the unfilled customer orders have been adjusted.

Users perform the following steps to reduce the agreement amount:

<i>Step</i>	<i>Action</i>
1	Access the RADG002 - Reimbursable Agreement screen from the <i>Navigator Menu</i> .
2	Query for the reimbursable agreement from which the funding was transferred by clicking on the Enter Query button on the toolbar.
3	Enter the reimbursable agreement number (or RADG002 Control Number, if known), in the RA/Contract No (or Control No) field.
4	Click on the Execute Query button.
5	Click on the Create Mod button. The <i>Mod No</i> field will increased by one.
6	Click in the Trans Amount field. Enter the amount of additional funding that is removed from this reimbursable agreement. Enter this as a negative amount using the "-" sign.
7	Click in the Acceptance Date field. Enter today's date or the effective date of this transfer, if it is different.
8	Click in the Organization field and enter the line office now responsible for the reimbursable agreement.
9	Click on the FY Funding tab.

10	Click in the Mod Amount field and enter the same amount that was entered in the <i>Trans Amount</i> field in the control block. Enter the amount as a negative number using the “-“ (minus) sign.
11	Click on the Approve button to approve the record
12	Answer No to the question “Do you want to refresh the Customer Order?” This will be done by the Budget Office.

10.11.3 Budget Office – Modify Unfilled Customer Order (RADG003)

The **Budget Office** modifies the Unfilled Customer Orders for the applicable reimbursable agreements by reducing the unfilled customer order **from** which funds are being transferred **and** increasing the unfilled customer order **to** which funds are transferred.

Upon completion of the modifications to the Unfilled Customer Orders, the Budget Office follows the proper procedures to increase/decrease the applicable allotments for the projects by the same amount. The Budget Office also notifies the Finance Office that the unfilled customer orders have been modified. The Line Office will receive automatic notification provided that an employee was entered in the *Notify Employee* field on the Reimbursable Agreement (RADG002) screen.

10.11.3.1 Budget Office – Reduce Unfilled Customer Order

The **Budget Office** reduces the unfilled customer order for the reimbursable agreement **from** which funds are being transferred by performing the following steps:

<i>Step</i>	<i>Action</i>
1	Access the RADG003 - Unfilled Customer Order screen from the <i>Navigator Menu</i> .
2	Query for the unfilled customer order from which the funds are being transferred by clicking on the Enter Query button on the toolbar.
3	Enter the reimbursable agreement (or RADG003 Control Number, if known), in the <i>Agreement/Contract No</i> (or <i>Control No</i>) field.
4	Click on the Execute Query button on the toolbar.
5	Click on the Create Mod button. The <i>Mod No</i> field will be increased by one.
6	Click in the <i>Trans Amount</i> field. Enter the amount of funding to be transferred as a negative amount using the “-“ sign.
7	Click on the Project Distribution tab.
8	Click in the Mod Amount field and enter the same amount as entered in the <i>Trans Amount</i> field. Enter the amount of funding as a negative amount using the “-“ sign.

9	Click on the Approve button.
10	Click on Yes in response to the Confirmation Dialog Box.

Note: The *Budget Office* follows the proper procedures to reduce the allotment for the project by the same amount.

10.11.3.2 *Budget Office* – Increase Unfilled Customer Order

The *Budget Office* increases the unfilled customer order for the reimbursable agreement to which the balance is being transferred by performing the following steps:

<i>Step</i>	<i>Action</i>
1	Access the RADG003 - Unfilled Customer Order screen from the <i>Navigator Menu</i> .
2	Query for the unfilled customer order from which the funds are being transferred by clicking on the Enter Query button on the toolbar.
3	Enter the reimbursable agreement (or RADG003 Control Number, if known), in the <i>Agreement/Contract No</i> (or <i>Control No</i>) field.
4	Click on the Execute Query button on the toolbar.
5	Click on the Create Mod button. The <i>Mod No</i> field will be increased by one.
6	Click in the <i>Trans Amount</i> field. Enter the amount of funding to being transferred in as a positive amount.
7	Click on the Project Distribution tab.
8	Click in the <i>Mod Amount</i> field and enter the same amount as entered in the <i>Trans Amount</i> field. Enter the amount of funding as a positive negative amount.
9	Click on the Approve button.
10	Click on Yes in response to the Confirmation Dialog Box.

Note: The *Budget Office* follows the proper procedures to increase the allotment for the project by the same amount.

10.11.4 *Finance Office* – Modify Advance Balances for Reimbursable Agreements & Unfilled Customer Orders

After the unfilled customer order and allotment transactions have been entered, the Finance Office establishes positive and negative receipt entries on the AR006 Receipt screen for the amount to be transferred and a zero balance deposit ticket on the AR007 Deposit Ticket screen.

The Finance Office also modifies the advance balance for the applicable reimbursable agreements/unfilled customer orders. The advance balance is reduced for the RA/UCO **from** which funds are being transferred **and** increased for the RA/UCO **to** which funds are transferred by recording a positive and negative collection transactions on the AR009 Unbilled Collections screen.

Upon completion, the Finance Office notifies the applicable Line Office(s) that the advance balances have been transferred.

10.11.4.1 Finance Office – Reduce Advance Balance for RA & UCO

The Finance Office reduces the advance balance for the reimbursable agreement and corresponding unfilled customer order from which funds are being transferred, by performing the following steps:

<i>Step</i>	<i>Action</i>
1	Access the AR009 - Unbilled Collections screen from the <i>Navigator Menu</i> .
2	Click on the Bureau Code field and enter "14".
3	Click on the Customer No field and enter the customer for the reimbursable agreement from which the funds are being transferred.
4	Double click on the Agreement No field and select the reimbursable agreement from which the funds are being transferred from the LOV.
5	Double click on the Mod No field and select the appropriate modification number.
6	Double click on the Cust Order No field and select the appropriate unfilled customer order number.
7	Complete the remaining screen fields following the screen process steps outlined in Section 10.10 of this manual. The amount of the transaction should be the amount being transferred between the reimbursable agreements. It should be entered as a negative number, using the "-", on this transaction.

10.11.4.2 Finance Office – Increase Advance Balance for RA & UCO

The Finance Office increases the advance balance for the reimbursable agreement and corresponding unfilled customer order **to** which funds are being transferred, by performing the following steps:

<i>Step</i>	<i>Action</i>
1	Access the AR009 - Unbilled Collections screen from the <i>Navigator Menu</i> .
2	Click on the Bureau Code field and enter "14".
3	Click on the Customer No field and enter the customer for the reimbursable agreement to which the funds are being transferred.
4	Double click on the Agreement No field and select the reimbursable agreement to which the funds are being transferred from the LOV.
5	Double click on the Mod No field and select the appropriate modification number.
6	Double click on the Cust Order No field and select the appropriate unfilled customer order number.
7	Complete the remaining screen fields following the screen process steps outlined in Section 10.10 of this manual. The amount of the transaction should be the amount being transferred between the reimbursable agreements. It should be entered as a positive number on this transaction.

10.12 Refund Unused Advance (Current Year & Prior Year) Process

In cases where partial advances need to be returned to the customer, the refunds are made out of current year funds, regardless of the fiscal year or fund code fiscal year used when the advance was established. This process relies on the manual coordination of the allotment amount between the Finance Office and the Budget Office. In all cases it is recommended that appropriate costs be applied to advances prior to the advance being made available for refund.

10.12.1 Detailed Processing for Refunds of Unused Advances

This section documents the manual steps required to inform the Budget Office of the need to return an advance and the process of the Finance Office to process the refund in the system.

- 1) The **Line Office** with primary responsibility for the agreement informs the Finance Office of the need to refund and advance to the customer.
- 2) If the project has ended, the **Finance Office**, on the **CM004** screen, will set the system flags on the project to "N" for all modules except AP and BE.
- 3) The **Finance Office** will Prepare and sign the Reimbursable Project Allotment Request Form. Only the fields Reimbursable Project Code, Description of Activity, Allotment Amount, and Reimbursable Allotment Request Approval need to be completed.
- 4) The signed form, with a copy of that project's section of the RA500D - Reimbursable Project Status Billing Report, will be sent to the appropriate point of contact at the **Budget Office**.
- 5) The **Budget Office** will inform the **Finance Office** when the allotment has been changed.
- 6) The **Finance Office** will issue the refund and set the system flags, on the CM004 screen, for the project to "N" on the AP and BE modules.

10.12.2 Finance Office - Refund Unused Advances from Federal Customers

The Finance Office performs the following steps to provide refunds for Federal customers:

<i>Step</i>	<i>Action</i>
1	From the CAMS Navigator screen select AR003 - Receivable Adjustment screen.
2	Query on the receivable number.
3	Click on the Refund tab.
4	Click in the Amount field and enter the amount to be refunded as a negative number (-\$0.00).
5	Click in the Item Type field and enter "RMADV" or double click on the field to get a list of values. <i>Note: This should be the same Item Type used on AR001 for the advance receivable.</i>
6	In the Adjustment Amount field enter the amount to be refunded as a negative number (-\$0.00). Click on the MDL button and verify that the information is correct. Click the OK button and return to the adjustment screen.
7	Save the record and check the "Approve" box to approve the record.
8	From the <i>Navigator Menu</i> select AR001 - Receivables . Query on the receivable to verify that the bill status has changed to "REFUND."
9	On the Schedule tab click on the "Bill" button for the "REFUND" item. Click on the "Print" icon at the top of the screen to generate the refund notice.
10	Log on to the IPAC system. Click on "Payment" and process the refund. <i>Note: The IPAC system is not part of CFS.</i>
11	Return to the CAMS Navigator Menu
12	Select the PM041 - Manual Vendor Payment menu option. <i>Note: This screen is used for recording IPAC refunds.</i>
13	Enter/select the applicable information in the following fields: <ul style="list-style-type: none"> ▶ <i>Bureau code</i> ▶ <i>Schedule Number</i> – IPAC confirmation number ▶ <i>ALC</i> ▶ <i>Vendor Number</i> – Query PMD402 Vendor Lookup to find Customer's AP Vendor# ▶ <i>Date</i> – IPAC transaction accomplished date ▶ <i>Amount</i> – IPAC transaction summary amount ▶ <i>General Ledger Period</i> – Current open period
14	Save the information and Exit the PM041 screen

Step	Action
15	Select the PM003 - Vendor Invoice Transaction menu option
16	Enter/select the applicable information in the following fields: <ul style="list-style-type: none"> ▶ <i>Bureau code</i> ▶ <i>Invoice Type</i> – Refund ▶ <i>Invoice Number</i> – from Refund Notice ▶ <i>Invoice Date</i> – Bill date from Refund Notice ▶ <i>Doc Source</i> – None ▶ <i>Source Ref</i> – Agreement or Unfilled Customer Order Number ▶ <i>Date Received</i> – Current date ▶ <i>Inv Amount</i> – Amount from Refund Notice ▶ <i>Vendor Address ID</i> – Query PMD402 Vendor Lookup for appropriate information
17	Verify that the PPA (Prompt Payment Act) field is N, Exchange Code field is US, and both sets of Terms are Net 0 Days. Press Page Down or Tab to the detail block. These fields default from the Vendor Maintenance Screen (PM002), but can be overridden.
18	<ul style="list-style-type: none"> ▶ In the Itm field, enter the item number starting with 1 ▶ Enter/select the Item type of RMADV
19	<ul style="list-style-type: none"> ▶ Enter the MDL number starting with 1 ▶ Enter/select the prompt pay type of NONE
20	<ul style="list-style-type: none"> ▶ Verify that the R (1099 Reportable) field is N ▶ Verify that the W/H field is N <i>Note: Defaults from the Vendor Maintenance Screen (PM002) , but can be overridden.</i>
21	<ul style="list-style-type: none"> ▶ In the Pmt Inf field, Enter the fiscal year for the item ▶ Enter the ACCS (Project-Task, Organization, Object Class) for the MDL ▶ In the Qty field, enter the quantity and unit price of the item
22	Save the information
23	The General Ledger Period defaults to the current open period; this field should only be updated if a prior general ledger period is to be used.
24	The PS: field defaults to MISC. <i>Note: After the Manual Vendor Payment Transaction Screen (PM041) is approved this field is updated to MANUAL.</i>
25	Enter/select the manual vendor payment schedule number (IPAC Confirmation No)
26	Enter/select the appropriate payment office code.
27	Record additional items or MDL's in accordance with the procedures outlined above.

<i>Step</i>	<i>Action</i>
28	Enter Y in the Approval field and save the information. The system will with dialog confirmaion boxes during the funds availability verification process. Please acknowledge message(s) by clicking the OK button.
29	Return to the CAMS Navigator and select the AR008 Collection screen menu option.
30	Query on the Receivable Number.
31	<ul style="list-style-type: none"> ▶ Click on the Schedule Number field. ▶ Click the “Add Record” (+) icon at the top of the screen to enter the information from the PM003 screen.
32	Enter the applicable information in the following fields: <ul style="list-style-type: none"> ▶ A/P Schedule No. -- schedule number ▶ Invoice No. -- transaction number ▶ Disbursement Date -- schedule date ▶ Amount -- refund amount as a negative number (-\$.00)
33	<ul style="list-style-type: none"> ▶ Click on the Save icon ▶ Approve the record ▶ Exit AR008
34	From the CAMS Navigator Menu select AR001 - Receivables screen.
35	Query on the Receivable Number. Verify that the status is “REFPD” - Refund Paid.

10.12.3 Finance Office - Refund Unused Advances for Non-Federal customers

The Finance Office performs the following steps to provide refunds for non-Federal customers:

<i>Step</i>	<i>Action</i>
1	From the CAMS Navigator Menu select AR003 - Receivable Adjustment screen.
2	Query on the receivable number.
3	Click on the Refund tab.
4	In the Amount field enter the amount to be refunded as a negative number (-\$.00).
5	Click in the Item Type field and enter “RMADV” or double click on the field to get a list of values. <i>Note: This should be the same Item Type used on AR001 for the advance receivable.</i>

6	Click in the Adjustment Amount field and enter the amount to be refunded as a negative number (-\$0.00). Click on the MDL button and verify that the information is correct. Click the OK button and return to the adjustment screen.
7	Click on the Save icon to save the record and check the “Approve” box to approve the record. Exit to the <i>Navigator Menu</i> .
8	From the <i>Navigator Menu</i> select AR001 - Receivables . Query on the receivable to verify that the bill status has changed to “REFUND.”
9	On the Schedule tab click on the Bill button for the “REFUND” item. Click on the Print icon at the top of the screen to generate the refund notice.
10	Return to the <i>CAMS Navigator</i> Menu and select the PM003 - Vendor Invoice Transaction Screen menu option
11	Enter/select the applicable information in the following fields: <ul style="list-style-type: none"> ▶ <i>Bureau code</i> ▶ <i>Invoice Type</i> – Refund ▶ <i>Invoice Number</i> – from Refund Notice ▶ <i>Invoice Date</i> – Bill date from Refund Notice ▶ <i>Doc Source</i> – None ▶ <i>Source Ref</i> – Agreement or Unfilled Customer Order Number ▶ <i>Date Received</i> – Current date ▶ <i>Inv Amount</i> – Amount from Refund Notice ▶ <i>Vendor Address ID</i> – Query PMD402 Vendor Lookup for appropriate information
12	Verify that the PPA (Prompt Payment Act) field is N, Exchange Code field is US, and both sets of Terms are Net 0 Days. Press Page Down or Tab to the detail block. These fields default from the Vendor Maintenance Screen (PM002), but can be overridden.
13	<ul style="list-style-type: none"> ▶ In the Itm field, enter the item number starting with 1 ▶ Enter/select the Item type of RMADV
14	<ul style="list-style-type: none"> ▶ Enter the MDL number starting with 1 ▶ Enter/select the prompt pay type of None
15	<ul style="list-style-type: none"> ▶ Verify that the R (1099 Reportable) field is N ▶ Verify that the W/H field is N <p><i>Note: Defaults from the Vendor Maintenance Screen (PM002) , but can be overridden.</i></p>
16	<ul style="list-style-type: none"> ▶ In the Pmt Inf field, Enter the fiscal year of the refund ▶ Enter the ACCS (Project-Task, Organization, Object Class) for the MDL ▶ In the Qty field, enter the quantity and unit price of the item ▶ Enter the reason for the refund as the Description ▶ Enter/select the appropriate payment office code

17	Save the information
18	The General Ledger Period defaults to the current open period; this field should only be updated if a prior general ledger period is to be used.
19	Record additional items or MDL's in accordance with the procedures outlined above.
20	Enter Y in the Approval field and save the information. The system will respond with dialogue confirmation boxes during the funds availability verification process. Please acknowledge message(s) by clicking the OK button.
21	Return to the CAMS Navigator and select the AR008 Collection screen menu option.
22	Query on the Receivable Number.
23	<ul style="list-style-type: none"> ▶ Click on the Schedule Number field. ▶ Click the “Add Record” (+) icon at the top of the screen to enter the information from the PM003 screen.
24	Enter the applicable information in the following fields: <ul style="list-style-type: none"> ▶ A/P Schedule No. -- schedule number ▶ Invoice No. -- transaction number ▶ Disbursement Date -- schedule date ▶ Amount -- refund amount as a negative number (-\$0.00)
25	<ul style="list-style-type: none"> ▶ Click on the Save icon ▶ Approve the record ▶ Exit AR008
26	From the CAMS Navigator Menu select AR001 - Receivables screen.
27	Query on the Receivable Number. Verify that the status is “REFPD” - Refund Paid.

10.13 Finance Office - Unbilled Collections for Reimbursable Agreements (AR009)

On occasion, a reimbursable customer will send an advance payment along with the reimbursable agreement to be signed by NOAA or will pay before the Finance Office has generated the advance bill. The payment can be applied through the Unbilled Collections Screen as long as the user correctly identifies the appropriate reimbursable agreement and unfilled customer order on the screen. In addition, an unfilled customer order must be approved on RADG003 in order for an agreement number, modification number, customer order number and customer reference number combination to be available on the list of values for this screen.

The Finance Office enters the collection on the Unbilled Collections Screen (AR009) by performing the following steps:

<i>Step</i>	<i>Action</i>
1	Establish a receivable on the AR Unbilled Collections Screen (AR009) screen in accordance with procedures prescribed in the Accounts Receivable User Guide. For the <i>Customer</i> field, enter the customer and invoice contact number associated with the reimbursable agreement, or double click in the field and select the appropriate customer and invoice contact number.
2	Enter “ REIMB ” in the <i>Source</i> field in the Control Block or double click on this field and select “ REIMB ” from the LOV.
3	Double click on the <i>Agreement No.</i> field, and select the appropriate reimbursable agreement number. <i>Note: This LOV is limited to the agreements for the customer number entered in the Customer field in Step 1 above that have approved unfilled customer orders.</i>
4	Double click on the <i>Mod No.</i> field, and select the appropriate reimbursable agreement modification number.
5	Double click on the <i>Customer Order No.</i> field, and select the appropriate unfilled customer order number along with the corresponding customer reference number.
6	The <i>Admin Office</i> and <i>Orig Office</i> and <i>Customer Ref No.</i> fields will default from the reimbursable agreement record but can be changed on this screen.
7	Complete the Unbilled Collections tab following the procedures in the Accounts Receivable User Guide.
8	Click on the Collection Items tab.
9	Double click in the <i>Item Type</i> field to select “ RMADV ” from the LOV.
10	Double click in the <i>Object Class</i> field and select object class 03-01-00-00 from the LOV.
11	Continue through the screen following the procedures as described in the Accounts Receivable User Guide.

10.14 Recording Temporary Work Authority for Advance Reimbursable Agreements

This section documents business processes pertaining to Temporary Work Authority (TWA) for Advance Reimbursable Agreements. Separate sub-sections address existing agreements and new contracts.

10.14.1 Modifications to Existing Advance Agreements

In those cases where a Line Office is performing mission critical work and is expecting a modification to an existing advance reimbursable agreement in the current year, but has not yet received the funds, the following procedure should be followed.

- 1) The **Line Office** will record a Mod to the formal agreement on the RADG002 Agreement screen based on the letter of intent or other authorizing document from the customer. The Trans Amount and TWA Level 1 fields should be entered using the amount of the temporary work authority. The “Hold Billing” flag should be checked and a note should be included in the Acceptance Text field indicating that the formal contract for the Mod has not yet been received. Additional information can also be noted in this field or on the Notes tab. This transaction should be left unapproved until Finance has reviewed it. *(The LO should not record the Mod transaction until carryover funding for the project is exhausted.)*
- 2) The **Line Office** will complete the Reimbursable Project Allotment/Unfilled Customer Order Request Form for the Mod and include a note under “Special Requirements” indicating that the formal contract for the Mod has not yet been received. The “Related Direct Project Code” must be provided on this form.
- 3) The **Line Office** will forward copies of the Reimbursable Project Allotment/Unfilled Customer Order Request Form and the letter of intent or other communication from the customer regarding funding to their billing contact in Finance.
- 4) The **Finance Office** will review the documentation and the RADG002 Agreement Mod transaction and identify any necessary changes. They will notify the Line Office when the RADG002 transaction is ready for approval.
- 5) The **Line Office** will approve the RADG002 Mod transaction and print the RADG106 Reimbursable Acceptance Notification Report for the agreement/mod recorded.
- 6) The **Line Office** will forward copies of the Reimbursable Project Allotment/Unfilled Customer Order Request Form, the Reimbursable Acceptance Notification Report, and the letter of intent or other communication from the customer regarding funding to their contact in Budget Execution.
- 7) The **Budget Office** will record a RADG003 Unfilled Customer Order (UCO) for the Mod. If a UCO already exists for the current year (i.e. to record carryover), they will record a Mod to the existing UCO to increase it by the amount of the TWA for the contract Mod. If no current year UCO exists for this agreement, they will record a new UCO for the current year.
- 8) The **Budget Office** will also record an FM063 Allotment for the reimbursable project and LO for the amount of the Mod. This will allow the Line Office to begin spending prior to receipt of the cash advance from the customer. *The Line Office is responsible for covering any costs incurred if a formal contract is not received or the contract amount does not cover all costs for the project.*
- 9) The **Budget Office** will need to keep a log of all allotments recorded for Temporary Work Authority for advance projects outside of the weekly cash advance query process so that allotments for these projects are not overstated. At a minimum, the log should

- include Bureau Code, Fund Code, Project Code, Organization Code, Fiscal Year, Agreement/Mod Number, and Mod Amount. The TWA log should be compared to the results of the cash advance query each time it is run, and projects and agreements on the TWA log should be deleted from the list of advance allotments to be recorded.
- 10) Once the formal contract Mod is received from the customer and accepted by NOAA, the **Line Office** will make any necessary changes to the RADG002 screen as an administrative change to the agreement Mod. If the amount of the formal contract Mod is different than the TWA recorded, the user should enter the amount of the difference in the Trans Amount field. *(If the amount of the formal Mod is less than originally reflected in RADG002, the Budget Office will have to reduce the UCO on RADG003 before the LO will be able to reduce the amount of the agreement.)* The TWA Level 1 field should now be “0” and the “Hold Billing” flag should now be unchecked. This transaction should be left unapproved until Finance has reviewed it.
 - 11) The **Line Office** will complete another Reimbursable Project Allotment/Unfilled Customer Order Request Form for the administrative change once the formal contract Mod is received. The Unfilled Customer Order Mod Amount and the Allotment Amount should represent any increase or decrease from the previous submission for the TWA. If there was no change in amount, enter “0”. A note should be included under “Special Requirements” indicating that the formal contract for the Mod has been received.
 - 12) The **Line Office** will provide a copy of the formal contract modification document to their billing contact in the Finance Office along with the latest copy of the Reimbursable Project Allotment/Unfilled Customer Order Request Form.
 - 13) The **Finance Office** will review the documentation and the RADG002 Admin Change transaction and identify any necessary changes. They will notify the Line Office when the RADG002 transaction is ready for approval.
 - 14) The **Line Office** will approve the RADG002 Admin Change transaction and print the RADG106 Reimbursable Acceptance Notification Report for the agreement/mod/chg recorded.
 - 15) The **Line Office** will forward a copy of the latest Reimbursable Project Allotment/Unfilled Customer Order Request Form and the Reimbursable Acceptance Notification Report to their contact in Budget Execution.
 - 16) If necessary, the **Budget Office** will record a modification to the RADG003 UCO transaction based on the information provided on the Reimbursable Project Allotment/Unfilled Customer Order Request Form. *If the amount of the formal Mod is less than originally reflected in RADG002, the Budget Office will have to reduce the UCO on RADG003 before the LO will be able to reduce the amount of the agreement.*

- 17) If necessary, the **Budget Office** will then adjust the Allotment on FM063 for the reimbursable project and LO for the difference between the estimated and actual amount of the Mod.
- 18) If necessary, the **Finance Office** will record and issue a bill for the advance amount due.
- 19) The **Finance Office** will collect the advance when the funds are received.

10.14.2 Temporary Work Authority for New Reimbursable Contracts

In those cases where a Line Office is performing mission critical work and is expecting a new advance reimbursable agreement in the current year, but has not yet received the funds, the following procedure should be followed.

- 1) The **Line Office** will record a TWA transaction in RADG002 Agreement screen based on the letter of intent or other authorizing document from the customer. This transaction should be left unapproved until Finance has reviewed it.
- 2) The **Line Office** will complete the Reimbursable Project Allotment/Unfilled Customer Order Request Form for the TWA. The “Related Direct Project Code” must be provided on this form.
- 3) The **Line Office** will forward a copy of the Reimbursable Project Allotment/Unfilled Customer Order Request Form along with a letter of intent or other communication from the customer regarding funding to their billing contact in Finance.
- 4) The **Finance Office** will review the RADG002 transaction and identify any necessary changes. They will notify the Line Office when the RADG002 transaction is ready for approval.
- 5) The **Line Office** will approve the RADG002 TWA transaction and then forward a copy of the Reimbursable Project Allotment/Unfilled Customer Order Request Form along with the letter of intent or other communication from the customer regarding funding to their contact in Budget Execution.
- 6) The **Budget Office** will record a RADG003 Unfilled Customer Order (UCO) for the TWA.
- 7) The **Budget Office** will also record an FM063 Allotment for the reimbursable project and LO for the amount of the TWA. This will allow the Line Office to begin spending prior to receipt of the cash advance from the customer. *The Line Office is responsible for covering any costs incurred if a formal contract is not received or the contract amount does not cover all costs for the project.*

- 8) The **Budget Office** will need to keep a log of all allotments recorded for Temporary Work Authority for advance projects outside of the weekly cash advance query process so that allotments for these projects are not overstated. At a minimum, the log should include Bureau Code, Fund Code, Project Code, Organization Code, Fiscal Year, TWA Number, and TWA Amount. The TWA log should be compared to the results of the cash advance query each time it is run, and projects and agreements on the TWA log should be deleted from the list of advance allotments to be recorded.
- 9) Once the formal agreement is received from the customer and accepted by NOAA, the **Line Office** will modify the TWA transaction on the RADG002 screen to convert the TWA to a formal agreement and include any other necessary changes. If the amount of the formal agreement is different than the TWA recorded, the user should enter the amount of the difference in the Trans Amount field. *(If the amount of the formal agreement is less than originally reflected in RADG002, the Budget Office will have to reduce the UCO on RADG003 before the LO will be able to reduce the amount of the agreement.)* The TWA Level 1 field should now be “0” and the “Hold Billing” flag should now be unchecked. This transaction should be left unapproved until Finance has reviewed it.
- 10) The **Line Office** will complete another Reimbursable Project Allotment/Unfilled Customer Order Request Form once the formal agreement is received. The Reimbursable Agreement Number and the TWA Number should be included on the Form. The Unfilled Customer Order Amount and the Allotment Amount should represent any increase or decrease from the previous submission for the TWA. If there was no change in amount, enter “0”. A note should be included under “Special Requirements” indicating that the TWA has been converted to a formal agreement.
- 11) The **Line Office** will provide a copy of the formal agreement to their billing contact in the Finance Office along with the latest copy of the Reimbursable Project Allotment/Unfilled Customer Order Request Form.
- 12) The **Finance Office** will review the documentation and the RADG002 transaction and identify any necessary changes. They will notify the Line Office when the RADG002 transaction is ready for approval.
- 13) The **Line Office** will approve the RADG002 transaction and print the RADG106 Reimbursable Acceptance Notification Report for the agreement/mod recorded.
- 14) The **Line Office** will forward a copy of the latest Reimbursable Project Allotment/Unfilled Customer Order Request Form and the Reimbursable Acceptance Notification Report to their contact in Budget Execution.
- 15) If necessary, the **Budget Office** will record a modification to the RADG003 UCO transaction based on the information provided on the Reimbursable Project Allotment/Unfilled Customer Order Request Form. *If the amount of the formal agreement is less than originally reflected in the RADG002 TWA, the Budget Office will*

have to reduce the UCO on RADG003 before the LO will be able to reduce the amount of the agreement.

- 16) If necessary, the **Budget Office** will then adjust the Allotment on FM063 for the reimbursable project and LO for the difference between the amount of the TWA and the formal agreement.
- 17) If necessary, the **Finance Office** will record and issue a bill for the advance amount due.
- 18) The **Finance Office** will collect the advance when the funds are received.