CBS Reimbursable User Guide
Transaction Screens
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5.0 Reimbursable Agreement Transaction Screens

Federal government agencies are authorized by legislation to undertake reimbursable activities related to the mission of the agency. The requesting party provides the main source of funding for the work to be performed. Other federal agencies or private sector businesses request goods or services from the servicing agency via a reimbursable agreement document. The customers are then billed as the work is performed or advance funding is provided.

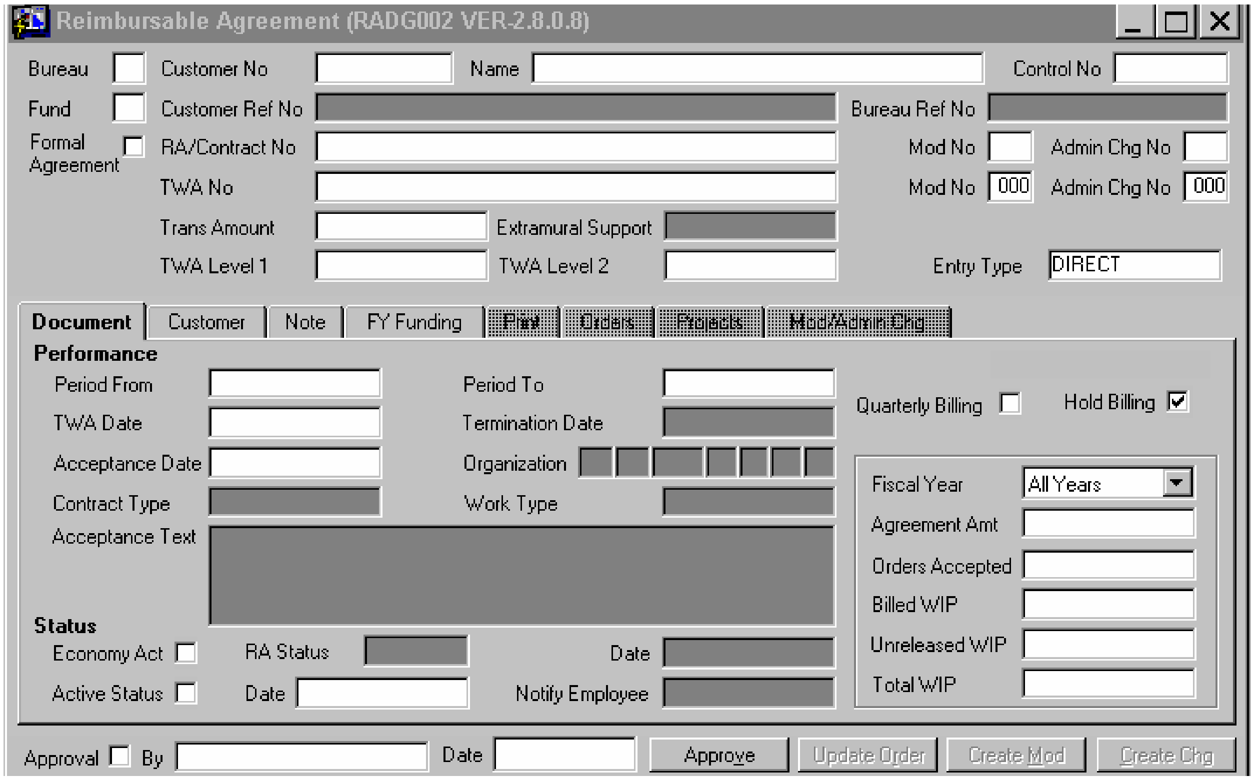
Transaction screens are used for processing transactions in the CBS Reimbursable Agreement (RA) Module. Transactions include getting authority to incur costs, billing customers, and collecting funds from customers. Three transaction screens that record, process and track the reimbursable agreement from the start to finish are part of the implemented module. These transaction screens are the RADG002 - Reimbursable Agreement Screen, the RADG003 - Unfilled Customer Orders Screen and the RADG005 - WIP Allocation Modification and Release Screen. Transaction screens rely on the information contained in the maintenance screens for system defined and bureau defined values. When transactions are processed, the system uses information from the maintenance screen and information from the specific order to create a transaction. The system displays applicable error messages if users attempt to create transactions where maintenance values have not been established. Upon receipt of error messages, users are prohibited from proceeding until relevant maintenance data has been established.

5.1 Reimbursable Agreement Screen (RADG002)

The purpose of the Reimbursable Agreement (RADG002) screen is to establish the reimbursable agreement or temporary work authority (TWA) information in the system. A separate record is stored for each TWA, corresponding formal reimbursable agreement, and subsequent modifications. Some of the information recorded on RADG002 will carry forward either directly or as a List of Values (LOV) to other reimbursable screens and relevant Accounts Receivable screens.

The RADG002 screen is divided into two parts. The first part is the control block where required information for the reimbursable agreement or TWA is entered such as the Reimbursable Agreement number, customer name, bureau, fund code and transaction amount. This information is referenced on all transactions pertaining to the reimbursable record. The detail block of the RADG002 is divided into the following eight tabs: Document, Customer, Note, FY Funding, Print, Orders, Projects and Mod/Admin Chg. The eight tabs maintain the required information specific to the reimbursable agreement record, such as period of performance, customer information, orders, projects, funding, and a history of changes and modifications as well as a print tab to identify templates that can be printed on the acceptance notification.

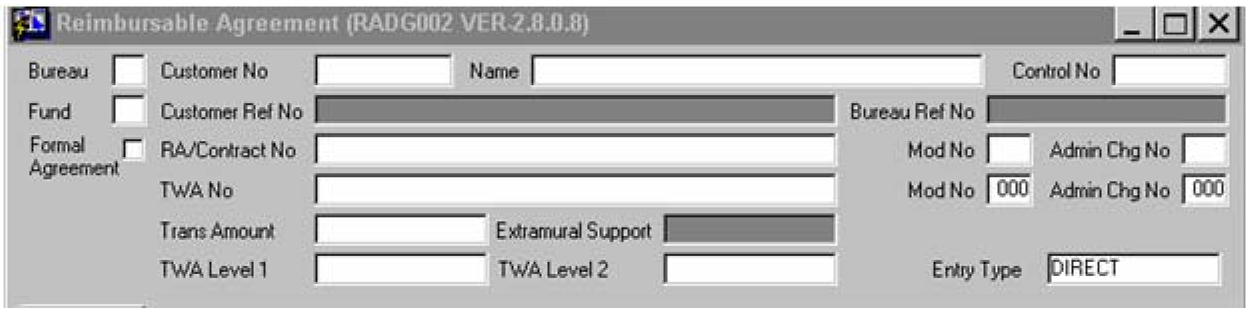
The Reimbursable Agreement screen (RADG002) is displayed below:



5.1.1 Reimbursable Agreement Control Block (RADG002)

The Control Block of the Reimbursable Agreement screen establishes and maintains the general information for a reimbursable agreement record which is displayed for all tabs on the Reimbursable Agreement screen. Additionally, most of the information on the control block will also be referenced on other transaction screens such as the RADG003 Unfilled Customer Orders screen and the RADG005 WIP Allocation Modification and Release screen.

The Reimbursable Agreement screen (RADG002) Control Block is displayed below:



The following fields are applicable to the control block on the Reimbursable Agreement screen (RADG002):

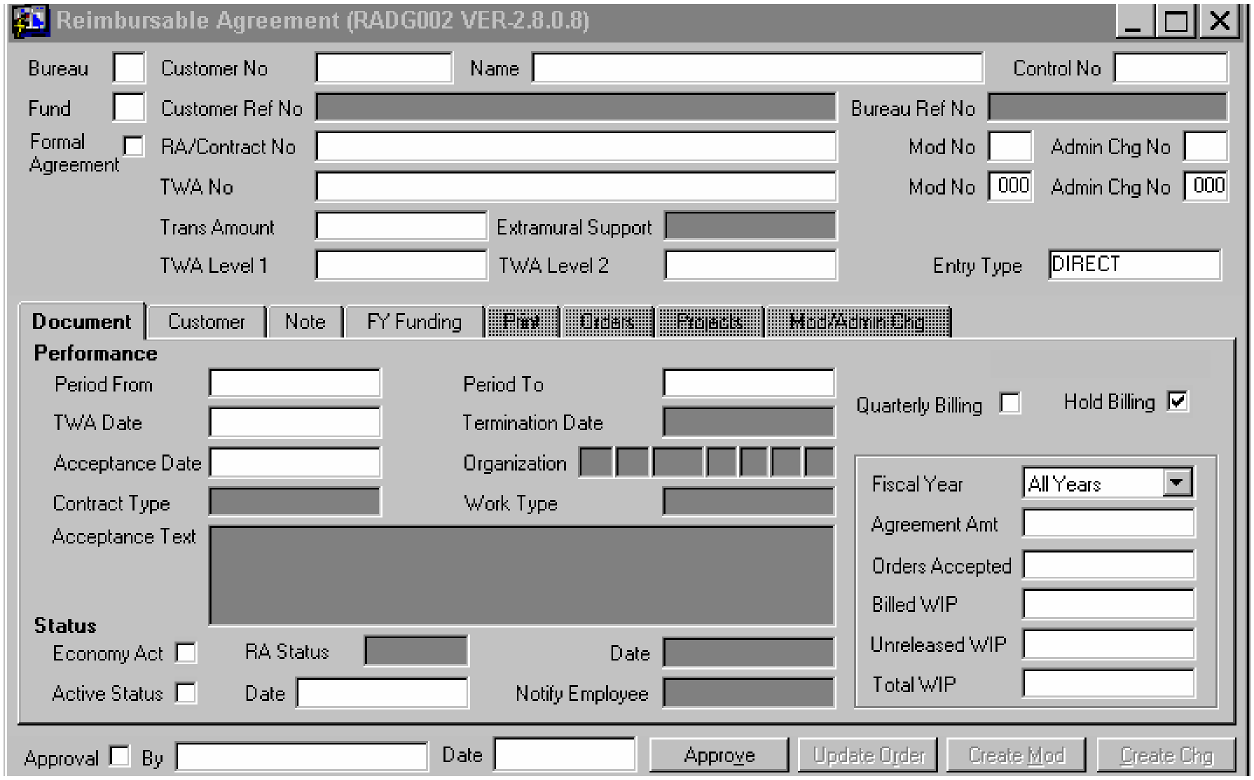
Field Name	Definition	Attributes
Bureau Code	This field displays the bureau code as defined on the GL004 Bureau Code screen.	**Required** List of Values available
Customer No	This field displays the customer number as found on the AR Customer and Contact Information Look Up screen (AR071).	**Required** List of Values available
Name	This field displays the customer name associated with the customer number as found on the AR Customer and Contact Information Look Up screen (AR071).	System generated
Control Number	This field displays the number that uniquely identifies the reimbursable agreement.	System generated
Fund	This field displays the fund code under which costs will be accumulated.	**Required** List of Values available
Customer Ref No	This field displays the reference number the customer has provided.	Optional
Bureau Ref No	This field displays the bureau's internal reference number. *Note: NOAA will enter the Project Code in this field. Multiple projects should be separated by a '/'.*	Optional **Required** for NOAA processing.
Formal Agreement	This field designates if there is a formal agreement. When checked, there is a formal agreement; when unchecked, a Temporary Work Authority.	**Required** for formal Agreement
RA/Contract No	This field displays the formal agreement number that identifies the reimbursable agreement. *Note: The information entered on this field will be displayed on all reimbursable transaction and report screens.*	**Required** for formal agreement
Mod No	This field displays the number of the current modification for the formal agreement or TWA.	System generated
Admin Chg No	This field displays the number of the current administrative change for the formal agreement or TWA.	System generated

Field Name	Definition	Attributes
TWA No	This field displays the temporary work authority number.	**Required** for temporary work authority
Mod No	This field displays the number of the current modification for the temporary work authority.	System generated
Admin Chg No	This field displays the number of the current administrative change for the temporary work authority.	System generated
Trans Amount	This field displays the transaction amount for the current modification.	**Required**
Extramural Support	This field displays the extramural support amount for 'pass through' contracts. *Note: This field will not be used by NOAA.*	Optional
TWA Level 1	This field displays the temporary work authority level 1 estimated amount.	**Required** for TWA if TWA level 2 is not completed Optional for formal agreement
TWA Level 2	This field displays the temporary work authority level 2 estimated amount.	**Required** for TWA if TWA level 1 is not completed Optional for formal agreement
Entry Type	This field displays DIRECT if the record is manually entered by the user.	Defaults to DIRECT upon entering the screen.
	This field displays CARRYOVER if the record is created by the automated carryover balance transfer process for Bureaus that use the "Control Order" flag on the FY Funding Tab of this screen.	CARRYOVER is system generated, as necessary, during the automated carryover balance transfer process.

5.1.2 Reimbursable Agreement - Document Tab (RADG002)

The Document Tab of the Reimbursable screen maintains information pertaining to the dollar amount of the agreement. This tab is divided into two sections (the Performance section and the Status section) and establishes information such as the period of performance for the agreement and for a TWA, accepted unfilled customer order dollars, billed and unbilled WIP amounts, status, and whether billing should be held.

The following is an example of the Document tab on the RADG002 screen:



The following fields are applicable to the Document Tab on the Reimbursable Screen (RADG002):

Field Name	Definition	Attributes
Performance Section		
Period from:	This field displays the beginning date of the temporary work authority or the reimbursable agreement.	**Required**
Period to:	This field displays the ending date of the temporary work authority or the reimbursable agreement.	**Required**
Quarterly Billing	This field indicates that the WIP bills for accrued costs will not be released until the end of each fiscal year quarter (December, March, June, September). When this field is not checked, bills will be released each month unless the ***Hold Billing*** box is checked. This field does not apply to reimbursable agreements billed in advance.	Cannot be checked if the ***Hold Billing*** box is checked.
Hold Billing	This field indicates that WIP bills should not be released during the normal WIP cycle. This field does not apply to reimbursable agreements billed in advance. *Note: Hold Billing box will automatically be checked for TWA.*	Cannot be checked if the ***Quarterly Billing*** box is checked.
TWA Date	This field displays the date the TWA was initiated.	**Required** for TWA; Optional for a formal agreement
Termination Date	This field displays the date the reimbursable agreement or TWA was terminated. Entering a date in this field changes the ***RA Status*** field to CLOSED and deactivates the reimbursable agreement or TWA record. *Note: The date entered cannot be greater than the current system date.*	Optional
Acceptance Date	This field displays the date the agreement was accepted by the bureau. *Note: Required by NOAA business rules.*	Optional for a formal agreement

Field Name	Definition	Attributes
Organization	This field displays the organization code for the organization within the bureau that administers the reimbursable agreement. *Note: First level of the organization code is required by NOAA business rules.*	Optional for a formal agreement
Contract Type	This field displays the type of legal authority the formal agreement has been issued under.	Optional for a formal agreement List of Values available
Work Type	This field displays the type of work associated with the reimbursable agreement	Optional List of Values available
Acceptance Text	This field displays user entered text specific for this reimbursable agreement that will be printed on the Acceptance Notification.	Optional
<u>Status Section</u>		
Economy Act	This field displays the connection to the Economy Act. If checked, the agreement is subject to the Economy Act; if unchecked, the agreement is not subject to the Economy Act. *Note: In order for an agreement to appear on the Economy Act Report, the following conditions must be met:* *(1) the Economy Act flag must be checked and* *(2) the RA Status field must be OPEN.*	**Required** if subject to the Economy Act
RA Status	This field displays the processing stage status for the agreement.	Optional Bureau defined list of values
Date	This field displays the system date when the RA Status field is populated.	System generated
Active Status	This field displays whether the agreement is active to receive customer orders. *Note: A checkmark is automatically placed in this field upon approval and only the latest modification for the agreement will appear as active.*	System generated
Date	This field displays the date the Active Status was updated.	System generated

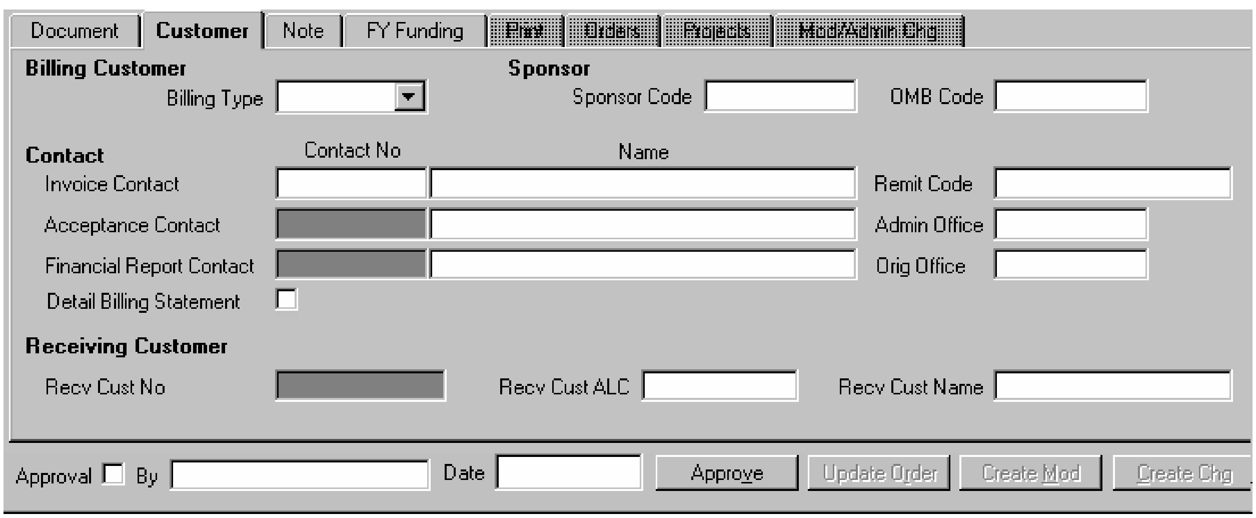
Field Name	Definition	Attributes
Notify Employee	This field displays the name of the employee who should receive the CFS notification each time a customer order is approved by a different employee. *Note: The employee will only receive an e-mail notification if the person approving the Unfilled Customer Order is different from the person who approved the reimbursable agreement.*	Optional
Summary Status Block		
Fiscal Year	This field displays the applicable fiscal year for the summary information.	System generated list of values based on fiscal years associated with the agreement Defaults to All Years
Agreement Amt	This field displays the total amount of the agreement across all fiscal years.	System generated
Orders Accepted	This field displays the amount of unfilled customer orders accepted against the TWA or agreement.	System generated
Billed WIP	This field displays the amount of WIP released for billing.	System generated after each billed WIP run
Unreleased WIP	This field displays the amount of allocated WIP held and not billed.	System generated after each billed WIP run
Total WIP	This field displays the total costs applied to the unfilled customer orders associated with an agreement.	System generated after each billed WIP run
Approval Information		
Approval	This field displays the approval status of the reimbursable record. If checked, the agreement has been approved. If unchecked, the agreement is unapproved.	System generated upon approval of the reimbursable record
By	This field displays the user name of the person who approved the reimbursable agreement.	System generated
Date	This field displays the system date the reimbursable agreement was approved.	System generated
Approve Button	Clicking on this button will allow the user to approve the agreement.	

Field Name	Definition	Attributes
Update Order Button	Clicking on this button will allow the user to refresh the unfilled customer orders with any information updated in a mod or admin chg. This button is not available for use until the reimbursable agreement record has been updated.	
Create Mod Button	Clicking on this button will allow the user to enter a formal modification (paperwork has been received from the customer) to the original reimbursable agreement.	
Create Chg Button	Clicking on this button will allow the user to correct information that was entered incorrectly on the original reimbursable agreement.	

5.1.3 Reimbursable Agreement - Customer Tab (RADG002)

The Customer tab of the RADG002 contains information about the miscellaneous codes applicable to the agreement and who to contact concerning various aspects of the agreement.

The following is an example of the Customer tab on the RADG002 screen:



The following fields are applicable to the Customer Tab on the Reimbursable Screen (RADG002):

Field Name	***Definition***	***Attributes***
Billing Customer Section:		
Billing Type	This field displays which billing type is to be used for the agreement. The two selections are ***ADV*** for advance payment and ***WIP*** for incremental billing for cost incurred.	**Required** List of Values available
Sponsor Section:		
Sponsor Code	This field displays the Bureau-specific code identifying the sponsoring agency. *Note: This field is not used by NOAA.*	System generated
OMB Code	This field displays the OMB/MAX code assigned to the customer on the Customer and Contact Information Screen (AR070).	System generated
Contact Section:		
Invoice Contact:		
Contact No	This field displays the number of the invoice contact for the customer entered in the control block for the reimbursable agreement record.	**Required** List of values available restricted to INV contacts
Name	This field displays the name of the individual associated with the contact number entered above.	System generated
Remit Code	This field displays the code identifying the mailing address the customer uses to mail payments.	**Required** List of values available
Acceptance Contact:		
Contact No	This field displays the Acceptance address contact number for the customer entered in the control block for the reimbursable agreement record. The address associated with this contact will be printed on the Acceptance Notification.	Optional List of values available restricted to ACCEPT contacts
Name	This field displays the name associated with the contact number entered above	System generated
Admin Office	This field displays the name of the office that processes the receivable. *Note: This field is required for NOAA use.*	Optional List of values available

Field Name	***Definition***	***Attributes***
Financial Report Contact:		
Contact No	This field displays the Financial Report Address contact number for the customer entered in the control block for the reimbursable agreement record.	Optional List of values available Restricted to FINRPT contacts
Name	This field displays the name associated with the contact number entered above.	System generated
Orig Office	This field displays the name of the office that has primary responsibility for the reimbursable agreement. *Note: This field is required for NOAA use.*	Optional List of values available
Detail Billing Statement	This field indicates whether the reimbursable customer is to receive a detailed WIP bill. If checked, a detailed statement will be included when the bill is generated. If unchecked, the detailed billing statement will not be generated with the bill. *Note: The statement itemizes cost by object class.*	**Required** if customer is to receive a detailed billing statement
Receiving Customer Section:		
Recv Cust No	This field displays the customer number of the customer who benefits from the reimbursable services. *Note: This field is not used by NOAA.*	Optional
Recv Cust ALC	This field displays the agency location code of the customer who benefits from the reimbursable services if the customer is different from the one listed in the agreement. *Note: This field is not used by NOAA.*	System generated
Recv Cust Name	This field displays the name of the customer who benefits from the reimbursable services if the customer is different from the one listed in the agreement. *Note: This field is not used by NOAA.*	System generated

5.1.4 Reimbursable Agreement - Note Tab (RADG002)

The Note tab permits descriptive text that will give the user additional information concerning the agreement and any changes that may occur.

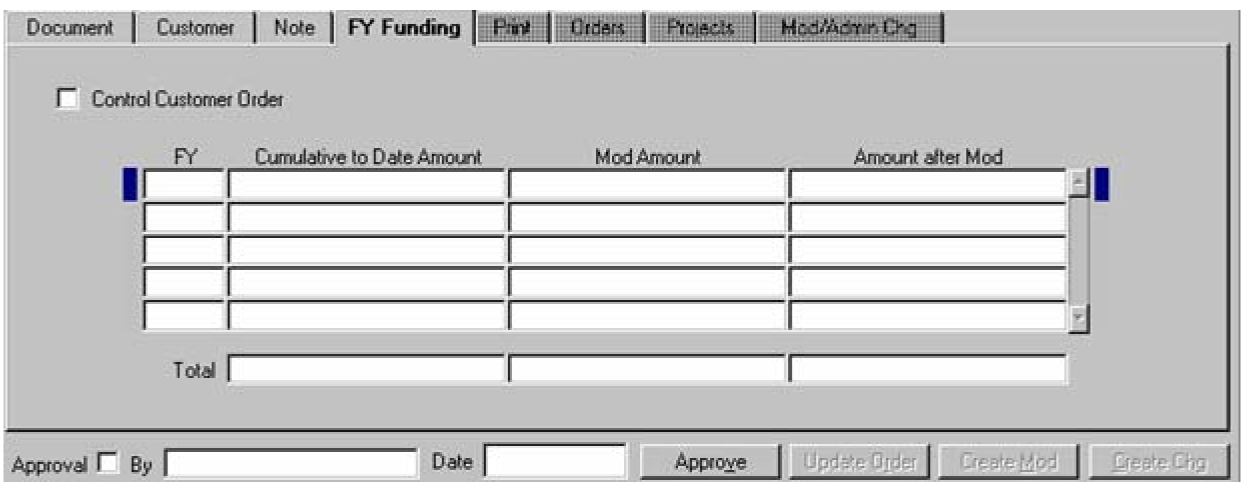
The following is an example of the Note tab on the RADG002 screen:

The Note Tab includes a single optional field which allows users to enter remarks pertaining to the reimbursable agreement.

5.1.5 Reimbursable Agreement - FY Funding Tab (RADG002)

The FY Funding Tab identifies the funding amounts and fiscal years for the agreement. This tab also allows the user the option to control the total dollar amount of unfilled customer orders that are entered for a specific fiscal year.

The following is an example of the FY Funding tab on the RADG002 screen:



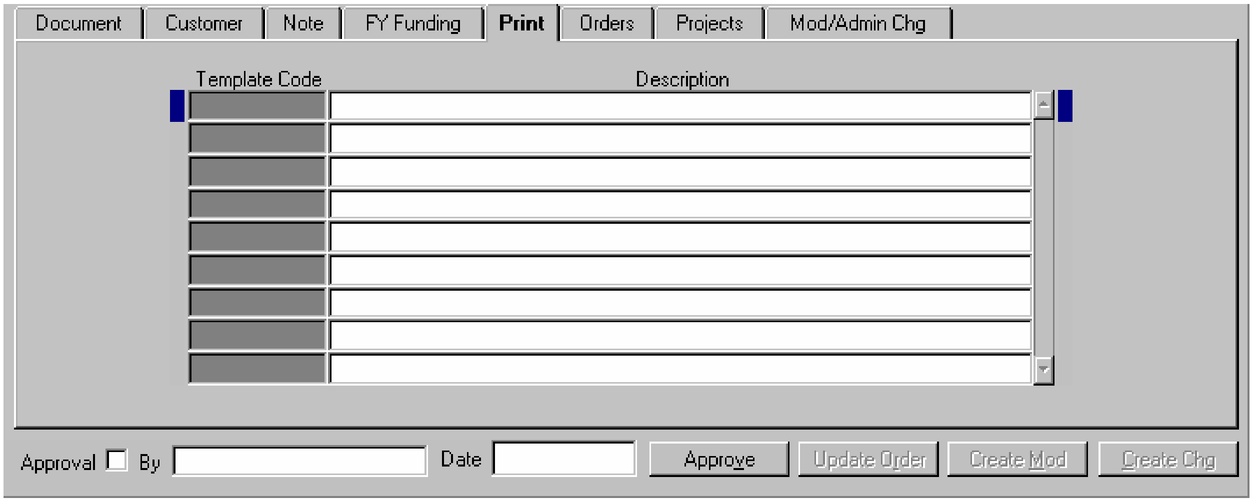
The following fields are applicable to the FY Funding Tab on the Reimbursable Screen (RADG002):

Field Name	Definition	Attributes
Control Customer Order	This field indicates if the amount that can be entered as unfilled customer orders is controlled by fiscal years. If checked, the total amount of unfilled customer orders for a fiscal year cannot exceed the amount entered on this tab.	Optional
FY	This field displays the fiscal year for which funds are authorized to be issued on unfilled customer orders. The fiscal years must fall within the reimbursable agreement's period of performance.	Optional
Cumulative to Date amount	This field displays the cumulative unfilled customer order funding authorized for all modifications for the identified fiscal year.	System generated
Mod amount	This field displays the current amount of funding authorized for unfilled customer orders for the identified fiscal year.	**Required**
Amount after Mod	This field displays the total amount of funding authorized after the current modification for unfilled customer orders for the identified fiscal year.	System generated
Total Cumulative to Date amount	This field displays the sum of the cumulative amounts for all the fiscal years entered on this tab.	System generated
Total Mod amount	This field displays the sum of the modification amount for all the fiscal years entered on this tab.	System generated
Total Amount after Mod	This field displays the sum of the total amount after the modifications for all the fiscal years entered on this tab.	System generated

5.1.6 Reimbursable Agreement - Print Tab (RADG002)

The Print Tab allows the user to select a code from the RADG007 Report Text Template Maintenance Screen that will print standard text on the Acceptance Notification. Please refer to section 4.2 of this manual for more information on creating and using the templates. This will be useful for Line Offices that intend to use the Acceptance Notification as their formal means of notifying the customer that the reimbursable agreement has been accepted by NOAA.

The following is an example of the Print tab on the RADG002 screen:



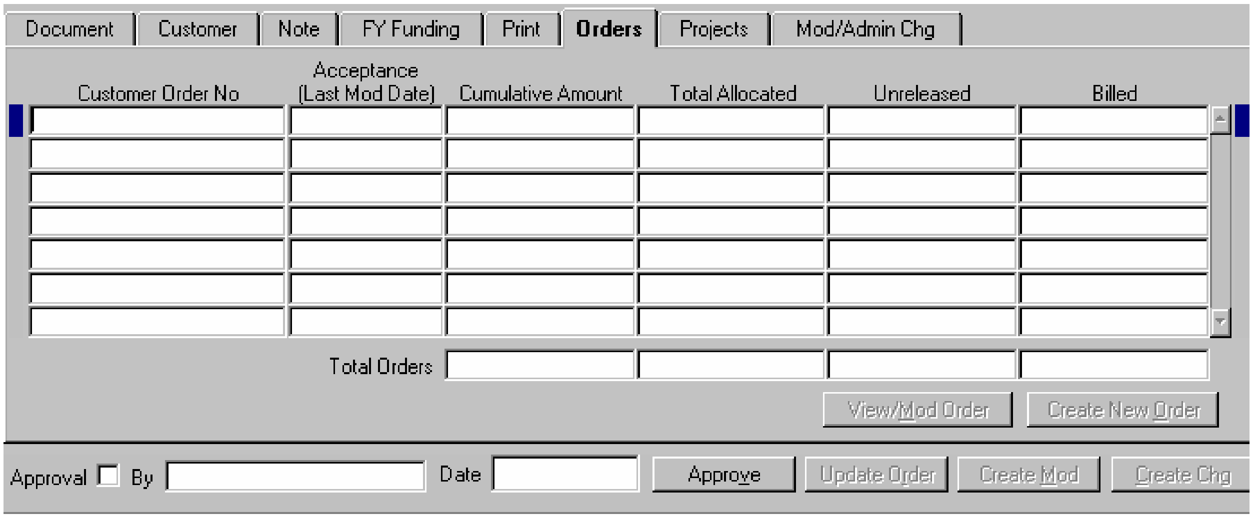
The following fields are applicable to the Print Tab on the Reimbursable Screen (RADG002):

Field Name	Definition	Attributes
Template Code	This field displays the print template code established on the Report Text Template Maintenance Screen (RADG007) containing fixed text to be printed on the agreement acceptance notification.	Optional List of values available
Description	This field displays the fixed name associated with the print template code.	System generated

5.1.7 Reimbursable Agreement - Orders Tab (RADG002)

This Tab will display information once unfilled customer orders have been established for this reimbursable agreement. The user will have the ability to view an individual unfilled customer order by selecting a line and clicking on the View/Mod Order button located at the bottom right of the screen. If the user has write access to the Unfilled Customer Order screen (RADG003), the Create New Order button, located at the bottom right corner of the screen, will redirect the user to an unapproved unfilled customer order already populated with the information that is pulled from the reimbursable agreement or TWA. The user could then complete the screen input and approve the unfilled customer order. NOAA's organizational structure and user roles will separate the reimbursable agreement and unfilled customer order functions.

The following is an example of the Orders tab on the RADG002 screen:



The following fields are applicable to the Orders Tab:

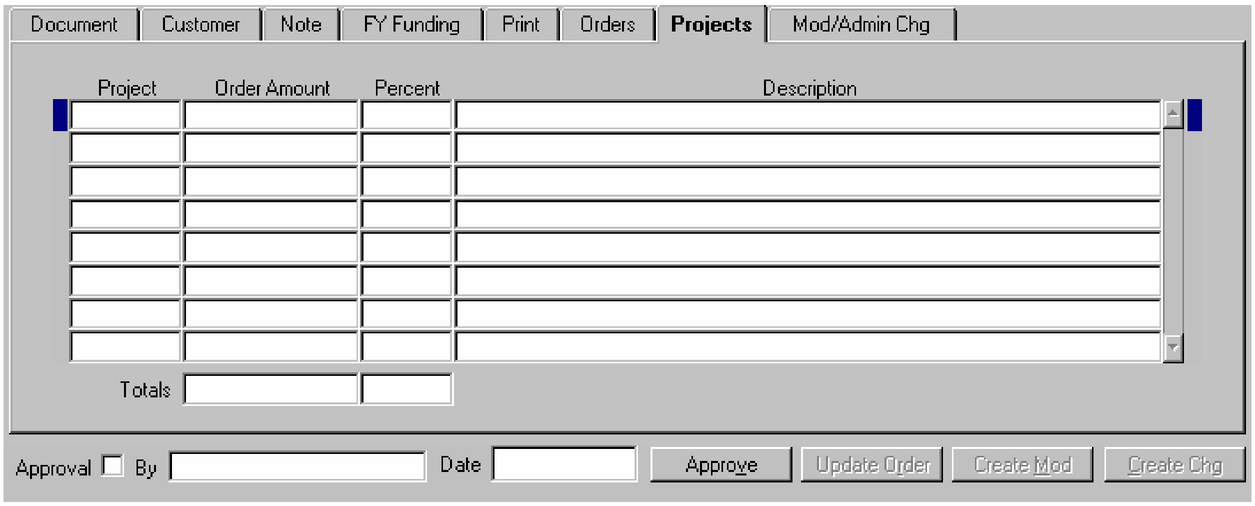
Field Name	***Definition***	***Attributes***
Customer Order No	This field displays the unfilled customer order number.	System generated
Acceptance (Last mod date)	This field displays the unfilled customer order accepted date. If modifications have been made to the order, the last mod date is displayed.	System generated
Cumulative amount	This field displays the amount of this unfilled customer order after all the modifications.	System generated
Total Allocated	This field displays the total WIP cost amount allocated to this unfilled customer order number following the run of the last WIP Billing Compilation Process (RADG006**).**	System generated
Unreleased	This field displays the total WIP amount allocated to the unfilled customer order number, but not released following the run of the last WIP Billing Compilation Process (RADG006**)**.	System generated
Billed	This field displays the total billed for this unfilled customer order number.	System generated
Total Orders Cumulative amount	This field displays the sum of all the unfilled customer orders.	System generated

Field Name	***Definition***	***Attributes***
Total Allocated	This field displays the sum of the WIP cost allocated to the unfilled customer orders.	System generated
Unreleased	This field displays the sum of the amount allocated to all unfilled customer orders, but not released.	System generated
Billed	This field displays the sum billed for all unfilled customer orders.	System generated

5.1.8 Reimbursable Agreement - Projects Tab (RADG002)

This Tab is populated after the unfilled customer orders associated with the reimbursable agreement or TWA have been established. It is for viewing only and cannot be changed by the user.

The following is an example of the Projects tab on the RADG002 screen:



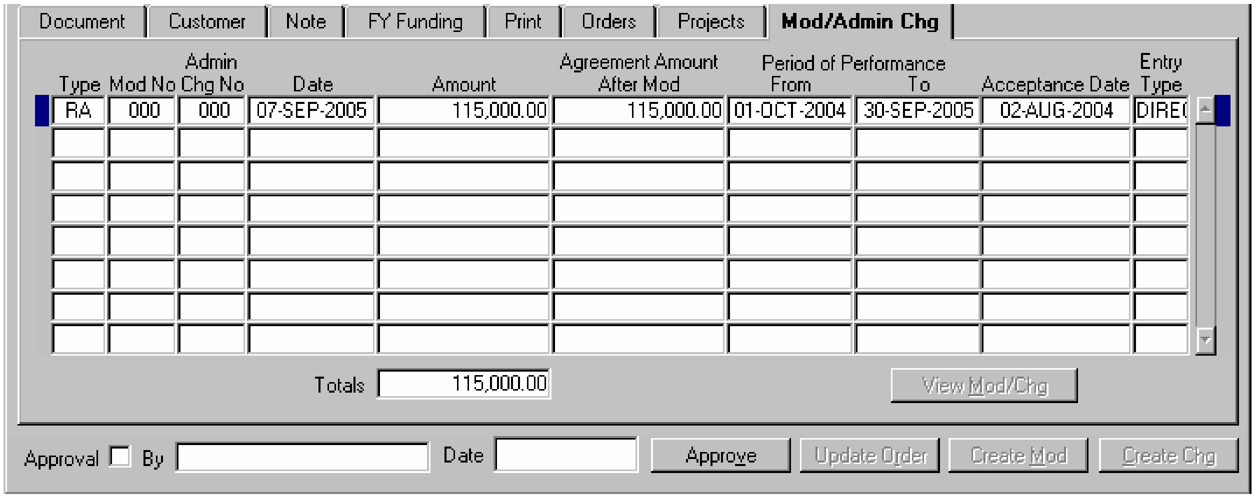
The following fields are applicable to the Projects Tab:

Field Name	Definition	Attributes
Project	This field displays the project number entered on the unfilled customer order associated with the reimbursable agreement or TWA.	System generated
Order Amount	This field displays the amount of the unfilled customer order funding that is allocated to the project identified on this line.	System generated
Percentage	This field displays the percentage of the unfilled customer order funding that is allocated to the project identified on this line.	System generated
Description	This field displays the description of the project as entered on the Project Maintenance Screen (CM004).	System generated
Totals		
Order Amount	This field displays the sum of the unfilled customer order amounts of all the projects on the unfilled customer orders associated with the agreement or TWA.	System generated
Percentage	This field displays the sum of the percentages of all the projects on the unfilled customer orders associated with the agreement or TWA. The total percentage will always equal 100%.	System generated

5.1.9 Reimbursable Agreement - Mod/Admin Tab (RADG002)

This tab allows the user to view the history of the modifications and administrative changes made to the document providing there has been at least one modification or administrative change to the agreement. By highlighting a specific line and clicking on the **View Mod/Chg** button, the user will be able to view the entire modification or administrative change record associated with the line. The user can then continue to use this tab and button to navigate between the modification and administrative change records for this reimbursable agreement. This tab is for view purposes only, and records cannot be entered or changed here.

The following is an example of the Mod/Admin tab on the RADG002 screen:



The following fields are applicable to the Mod/Admin Tab on the Reimbursable Screen (RADG002):

Field Name	Definition	Attributes
Type	This field displays the type of reimbursable record. *Note: This will be either TWA or RA.*	System generated
Mod No	This field displays the formal agreement or temporary work authority system generated modification number.	System generated
Adm Chg No	This field displays the formal agreement or temporary work authority system generated administrative change number.	System generated
Date	This field displays the date the record was approved.	System generated
Amount	This field displays the transaction amount of the record.	System generated

Field Name	Definition	Attributes
Agreement Amount After Mod	This field displays the total amount of the agreement or TWA after this record was approved.	System generated
<u>Period of Performance</u>		
From	This field displays the beginning date of the period of performance.	System generated
To	This field displays the end date of the period of performance.	System generated
Acceptance Date	This field displays the date the bureau accepted the agreement.	System generated
Totals	This field displays the total of the agreement after the modifications.	System generated
Entry Type	This field displays DIRECT if the record is manually entered by the user. The field displays CARRYOVER if the record is created by the automated carryover balance transfer process for Bureaus that use the "Control Order" flag on the FY Funding Tab of this screen.	System generated

5.1.10 Create Temporary Work Authority or Reimbursable Agreement Record (RADG002)

The Line Office is responsible for establishing a record in the system for each TWA (and resulting formal reimbursable agreement) or reimbursable agreement entered into with another agency or outside organization. If a new project is required, refer to section 13.1 (CBS Project Request Form) of this manual.

Users perform the following steps in order to establish a Reimbursable Agreement or Temporary Work Authority:

Step	***Action***
1	Select the **RADG002 - Reimbursable Agreement Screen** option from the *Navigator Menu* to display the Reimbursable Agreement Screen. *Note: The screen launches in the "Add" mode meaning the user may enter information.*
2	In the **Control Block** enter the ***Bureau Code*** or double click on the field for the List of Values (LOV) and select the appropriate bureau code.
3	Enter the ***Customer Number*** or double click on the LOV for a complete list of customers and select the desired customer. *Note: If the **Customer Number** and **Name** needed is not listed, refer to Section 13.2 Customer Profile Form for instructions on how to have a Customer set up in the system.*
4	Tab to the **Name** field and the Customer name associated with the customer number will populate that field.
5	The ***Control Number*** is system generated for the next sequential number after the data in the control block has been entered and saved. *Note: The **Control No** field cannot be modified. The system assigns the number sequentially. The control number serves as a link between all modifications and administrative changes performed against a reimbursable agreement as well as a link between the TWA and the formal agreement.*
6	Tab to the ***Fund*** field and enter the reimbursable fund code or double click on the field for a LOV. Select the appropriate fund code from the LOV.
7	Tab to the ***Customer Ref No*** field and enter the customer's reference number for the reimbursable agreement. *Note: A customer reference number may not be available for a TWA.*
8	The ***Bureau Ref No*** field is not a required field however, NOAA policy dictates that the project code should be entered here. Multiple project codes should be separated by a '-'. *Note: Do not include the Task Code.*
9	Tab to the ***Formal Agreement*** Box and click to add a ✓in the box if this is a formal agreement. *Note: If the reimbursable is a TWA, the flag is left unchecked.*
10	Click on the ***Agreement/Contract Number*** field and enter the reimbursable agreement number found on the reimbursable agreement document. *Note: This field is required for a formal agreement. It cannot be entered for a TWA. Duplicate agreement numbers are not allowed within the same bureau.*

11	If the record is being established as a Temporary Work Authority, enter the identifying number in the ***TWA No*** field using the following format: TWA-FY-LO-FMC#01. For example, TWA-2005-20-01#01. *Note: Duplicate TWA numbers are not allowed within the same bureau.*
12	When the reimbursable agreement is first created, the ***Mod No*** field will default to 000. *Note: This field is automatically updated to the next sequential number within the agreement every time a modification is recorded in the system.*
13	The ***Admin Chg No*** field will default to 000 when the reimbursable agreement is first created. *Note: This field is automatically updated to the next sequential number within each agreement/modification every time an administrative change is recorded in the system.*
14	Tab to the ***Trans Amount*** field and enter the amount of the reimbursable agreement or TWA.
15	Do not enter information in the ***Extramural Support field.*** It was designed to meet the needs of NIST and is not used by NOAA.
16	Tab to the ***TWA Level 1*** field and enter the estimated amount of funding for the TWA as stated in the letter of commitment. *Note: This field is not required for formal agreements. This field is required for TWAs.*
17	Do not enter information in the ***TWA Level 2.*** It was designed to meet the needs of NIST and is not used by NOAA.
18	The ***Entry Type*** field defaults to DIRECT upon entering the screen. No user entry is required.
19	Click in the ***From*** field of the ***Period of Performance Date*** field. Type in the beginning date of the reimbursable agreement or TWA in the standard format of DD-MMM-YYYY.
20	Click in the ***To*** field of the ***Period of Performance Date*** field. Type in the ending date of the reimbursable agreement or TWA in the standard format of DD-MMM-YYYY.
21	Tab to the ***Quarterly Billing*** field and click to add a ✓ in the box if the WIP bills for accrued costs should not be released until the end of each fiscal year quarter, i.e., the bills would be released at the end of December, March, June and September. This field should not be checked for Advance reimbursable agreements. *Note: If the Hold Billing field is checked, this field cannot be checked.*
22	Tab to the ***Hold Billing*** field and click to add a ✓ in the box if the WIP bills for accrued costs should not be released on a regular monthly basis but as directed by some other event (such as reaching a milestone or by direction of the LO). *Notes: If the Quarterly Billing field is checked, this field cannot be checked.* *This field is automatically checked for a TWA record and cannot be changed.*
20	If the record is being established as a TWA, tab to the ***TWA Date*** field and enter the date the TWA was initiated in the standard format of DD-MMM-YYYY.
21	Do not enter the date in the ***Termination Date*** field for new reimbursable agreement or TWA records. *Note: This date is entered through a modification to deactivate the agreement.*

22	Tab to the ***Acceptance Date*** field and using the standard format of DD-MMM-YYYY, enter the date the reimbursable agreement was accepted by the bureau. *Note: This field cannot be entered for a TWA.*
23	Tab to the ***Organization*** field and enter the Line Office and FMC with primary responsibility for the reimbursable agreement. The Line Office and FMC are represented by the first two levels of the Organization Code. Tab through the rest of the Org boxes.
24	Tab to the ***Contract Type*** field. If the contract has been accepted under the legal authority of 42 USC 4222, double click on the field and select 42 USC 4222 from the LOV; otherwise, leave blank.
25	If your Line Office is recording the type of reimbursable work, tab to the ***Work Type*** field and double click on the field for the LOV. Select the value corresponding to the type of work associated with the agreement.
26	Tab to the ***Acceptance Text*** field and enter any information to be printed on the Reimbursable Acceptance Notification.
27	Tab to the ***Economy Act*** field and click to add a ✓in the box if the agreement is subject to the Economy Act. *Note: The following conditions must be met in order for an agreement to appear on the Economy Act Report:* *(1) The **Economy Act** flag must be checked and* *(2) The **RA Status** field must have the status of OPEN.*
28	Tab to the ***RA Status*** field and double click. Select the appropriate value from the LOV. Select “ACTIVE” for a TWA and “OPEN” for a reimbursable agreement.
29	The Date field is automatically populated with the system date.
30	A ✓ is automatically entered in the ***Active Status*** field upon approval of the agreement. The record can be made inactive by clicking on the checkbox and saving the record by clicking on the save icon located in the toolbar at the top of the screen.
31	The ***Active Date*** field will automatically populate when the Active Status checkbox is updated by approval of the record only.
32	Tab to the ***Notify Employee*** field and enter the CFS employee number for the employee who should receive notification each time an unfilled customer order is approved. The user can also double click for the LOV and select the appropriate person. The employee must be a CFS user. *Note: CFS notifications are only issued if the person approving the reimbursable agreement is different than the person approving the unfilled customer order.*
33	Click on the **Customer Tab.**
34	Click on the ***Billing Type*** field drop down box. Select WIP or ADV. *Note: **WIP** (Work in Process) billing type is selected when an advance is not required from the customer. The customer will be billed as costs are incurred.. **ADV** (Advance) billing type is selected when an advance payment is required from the customer to pay before the work begins.*

35	NOAA will not be entering information in the ***Sponsor Code*** *Note: If used, the* ***Sponsor Code*** *field would default with the information stored in the AR070 Customer and Contact Maintenance record for the customer identified in the Control block of this screen.*
36	The ***OMB Code*** field defaults with the information stored in the OMB Max Code field of the AR070 Customer and Contact Maintenance record for the customer identified in the Control block of this screen.
37	Tab to the ***Invoice Contact No*** field and enter the customer contact number or double click to select it from the LOV. *Note: This value is pulled from the AR070 Customer and Contact Maintenance record for the customer identified in the Control block of this screen.*
38	The ***Invoice Contact Name*** field will be populated based on the selected invoice contact number.
39	Tab to the ***Remittance Code*** field and enter, or double click to select from the LOV, the code of the mailing address to which the customer will send payments.
40	If entering a reimbursable agreement, tab to the ***Acceptance Contact No*** and enter or double click to select from the LOV, the number for the customer contact responsible for accepting the agreement. *Note: This value is pulled from the AR070 Customer and Contact Maintenance record for the customer identified in the Control block of this screen. If the Acceptance Number and Contact Name are not listed, a Customer Profile Form will need to be filled out and submitted to Finance. See Section 13.2 of this manual.*
41	The ***Acceptance Contact Name*** field will be populated based on the selected acceptance contact number. *Note: The acceptance contact name and address will be printed in the* ***To*** *block of the Acceptance Notification.*
42	Tab to the ***Admin Office*** field and enter or double click to select from the LOV the office that will process the receivable.
43	If entering a reimbursable agreement, tab to the ***Financial Report Contact No*** and enter or double click to select from the LOV, the number of the customer contact to receive a financial report, if required by the agreement. *Note: This value is pulled from the AR070 Customer and Contact Maintenance record for the customer identified in the Control block of this screen.*
44	The ***Financial Report Contact Name*** field will be populated based on the selected financial report contact number.
45	Tab to the ***Orig Office*** field and enter, or double click to select from the LOV, the office code identifying the Line Office with primary responsibility for the agreement.
46	Tab to the ***Detail Billing Statement*** field and click on the box to enter a ✓if a statement itemizing cost by object class should be generated at the time of billing.

47	The fields in the ***Receiving Customer Section*** were designed to meet the needs of NIST and are not used by NOAA.
48	Click on the **Note Tab** and enter any notes on the agreement in this free-form text field.
49	Click on the **FY Funding Tab**.
50	Tab to the ***Control Customer Order*** box and click to ✓if the unfilled customer order fiscal year amounts cannot exceed the amounts entered here.
51	The system will default the current fiscal year of the agreement in the ***FY*** field.
52	The system defaults the entire transaction amount in the ***Mod Amount*** field associated with the current fiscal year. The user may tab to this field and modify the amount and add additional years and their amounts as stated in the agreement. If an agreement spans more than five years, the user should click on the ✚ icon on the toolbar at the top of the screen to insert a blank line. *Note: The total of the mods at the bottom of this column must equal the transaction amount in the control block of this screen.*
53	If standard text is to be printed on the Reimbursable Acceptance Notification and mailed to the customer, continue with the next steps. If not, proceed to Step 59.
54	Click on the **Print Tab**.
55	Tab to the ***Template Code*** field and enter, or double click to select from the LOV, a code that will print pre-established fixed text on the Reimbursable Acceptance Notification report. Once entered, a template code can be changed but not deleted. *Note: The codes and descriptions are pulled from the RADG007 Report Text Template Maintenance records. To establish templates see Section 4.2 Report Text Template (RADG007).*
56	The ***Description*** field defaults based on the fixed name associated with the print template code.
57	Click on the ***Approve*** button to approve the agreement. Click **OK** on the confirmation dialogue box. *Note: Upon approving the agreement,* *1) The **Approval** flag will be automatically checked,* *2) The **Approval by** field will be populated with the name of the approving employee and* *3) The **Approval Date** field will be populated with the current system date.*

All fields on the Orders Tab, the Projects Tab and the Mod/Admin Tab are system generated and no information may be entered by the user. The Orders Tab and the Projects Tab are populated by data entered on the Unfilled Customer Order. The Mod/Admin Tab is used as the history record of all modification or administrative changes performed against the agreement.

5.1.11 Modify a Reimbursable Agreement (RADG002)

Existing reimbursable agreement records are modified based on the issuance of a formal modification to the reimbursable agreement document. A new reimbursable agreement record should not entered. The Bureau Code, RA Contract Number, Customer Number and Fund Code fields cannot be updated with a modification.

Any changes to a TWA should be made using the Administrative Change functionality explained in the next section. A modification should also be used to update the termination date of the agreement. Please refer to section 5.1.15 for further details on terminating the reimbursable agreement record.

Note: *A user does not need to create a modification or administrative change to update the status of the **Active** checkbox. A user may check or uncheck the box and simply save the record using the icon on the toolbar at the top of the screen.*

Users will perform the following steps in order to modify a Reimbursable Agreement:

Step	***Action***
1	Select the **RADG002 - Reimbursable Agreement Screen** option from the *Navigator Menu*.
2	Click the '**Enter Query**' button on the toolbar. Enter the number of the reimbursable agreement to be modified in the corresponding field. Click the '**Execute Query**' button on the toolbar. *Note: The Control Number generated for the agreement record, if known, may also be used in place of the reimbursable agreement number.*
3	Click on the '**Create Mod**' button to begin processing a modification. *Note: A modification may be deleted prior to approval by clicking on the '**Delete a Record**' icon.*
4	Click in the ***Customer Reference Number*** field and enter the reimbursable agreement number and modification number from the reimbursable agreement document.
5	Click in the ***Trans Amount*** field and enter the amount from the reimbursable agreement modification document. If this is a modification reducing the amount of the reimbursable agreement, enter the amount as a negative figure using the "**-**" 'minus' sign. If the modification does not affect the amount of the agreement, a zero can be entered or this field can be left blank.
6	The ***Period of Performance*** data will default from the original record. It can be modified as necessary. For an agreement that extends the period of performance, the user should leave the original ***Period From*** date and update only the ***Period To*** date.
7	Click on the ***Acceptance Date*** field and enter the date for the acceptance of this modification.
8	Click on the ***Organization*** field and enter the Line Office code that has primary responsibility for the reimbursable agreement.

Step	***Action***
9	Enter or change information for the other fields on this tab, as appropriate, following the earlier directions.
10	Click on the **Customer Tab.** Modify any information, if necessary.
11	Click on the **FY Funding Tab.**
12	Click on the ***Mod Amount*** field and enter the amount. If the modification is for a fiscal year not displayed on the tab, enter a zero mod amount on all existing lines and the new fiscal year and mod amount on the next line. If a negative amount has been entered in the ***Trans Amount*** field in the **Control Block**, a negative amount should also be entered here. The mod amount must equal the trans amount.
13	Click on the **Approve button** after all information has been entered. Click **OK** on the confirmation dialogue box. *Note: If the **Trans Amount** field in the* **Control block** *and the **Mod Amount** field on the* **FY Funding Tab** *were left blank, the system will ask the user if they would like to enter a Transaction Amount and a Modification Amount. Click* **No** *if the **Trans Amount** and **Mod Amount** fields should default to zero. Otherwise click* **Yes** *and enter the amount.*
14	The ***Mod No*** field in the control block will be defaulted to the next sequential number within the reimbursable agreement record (000 to 001, 001 to 002, etc.).

Note: *Fields that are carried forward to the unfilled customer order can be automatically updated with the modified information by answering "Yes" when the system asks the user (after approving the record): Do you want to refresh the customer orders?". Answering "No" requires the user to manually update the unfilled customer order.*

5.1.12 Enter an Administrative Change to a Reimbursable Agreement or Temporary Work Authority (RADG002)

The administrative change functionality is used when a change must be made to the record that is not the result of the receipt of a formal modification to the reimbursable agreement. These changes are generally corrections of data that was initially entered in error. The system will not allow a user to change the Bureau Code, Fund Code, Customer No., RA/Contract No, TWA No. (if previously entered), or uncheck the Formal Agreement flag. In addition, the administrative change functionality cannot be used to update the record with the agreement termination date.

Users will perform the following steps in order to initiate an administrative change to either a Reimbursable Agreement or a Temporary Work Authority:

Step	***Action***
1	Select the **RADG002 - Reimbursable Agreement Screen** option from the *Navigator Menu*.

Step	*Action*
2	Click the '**Enter Query**' button on the toolbar. Enter the number of the reimbursable agreement or the Temporary Work Authority to be changed in the corresponding field. Click the '**Execute Query**' button on the toolbar. *Note: The Control Number generated for the agreement record, if known, may also be used in place of the reimbursable agreement number.*
3	Click on the '**Create Chg**' button to begin processing an administrative change *Note: An administrative change may be deleted prior to approval by clicking on the '**Delete a Record**' icon.*
4	If the transaction amount was entered incorrectly, click in the ***Trans Amount*** field and enter the adjustment required to correct the amount. If the original amount must be increased, simply enter the additional amount. If the original amount was too high, enter the amount as a negative figure using the " - " 'minus' sign.
5	**<u>Document Tab Changes - Performance Section</u>** If the Performance of Performance begin date is to be changed, click in the ***From*** field of the ***Period of Performance Date*** field. Type in the new beginning date of the reimbursable agreement or TWA in the standard format of DD-MMM-YYYY.
6	If the Performance of Performance end date is to be changed, click in the ***To*** field of the ***Period of Performance Date*** field. Type in the ending date of the reimbursable agreement or TWA in the standard format of DD-MMM-YYYY
7	**<u>Document Tab Changes - Status Section</u>** Click on the ***Economy Act*** checkbox if the reimbursable agreement has been issued under the authority of the Economy Act.
8	Tab to the ***Quarterly Billing*** field and click to add a ✓ in the box if the WIP bills for accrued costs should not be released until the end of each fiscal year quarter, i.e., the bills would be released at the end of December, March, June and September. This field should not be checked for Advance reimbursable agreements. *Note: If the Hold Billing field is checked, this field cannot be checked.*
9	Tab to the ***Hold Billing*** field and click to add a ✓ in the box if the WIP bills for accrued costs should not be released on a regular monthly basis but as directed by some other event (such as reaching a milestone or by direction of the LO). *Notes: If the Quarterly Billing field is checked, this field cannot be checked.* *This field is automatically checked for a TWA record and cannot be changed.*
10	**<u>Customer Tab Changes - Billing Customer Section</u>** If the Billing Type was entered incorrectly, click on the ***Billing Type*** field and choose from the drop down list.
11	**<u>Customer Tab Changes - Contact Section</u>** If the Invoice contact is to change, click in the ***Contact No*** field and choose the appropriate number from the LOV.

Step	***Action***
12	If the remittance address is to change, click on the ***Remit Code*** field and choose the appropriate code from the LOV.
13	If the need for an itemized bill changes, click on the ***Detail Billing Statement*** checkbox if this reimbursable agreement requires an itemized billing statement to be generated with the bill. *Note: This is applicable only to "WIP" billing type reimbursable agreements.*
14	**FY Funding Tab Changes** Tab to the ***Control Customer Order*** box and click to ✓if the unfilled customer order fiscal year amounts are to be controlled by the amounts entered here.
15	The system will default the current fiscal year of the agreement in the ***FY*** field.
16	Click on the **Approve** button to approve the record. *Note: If the **Trans Amount** and **Mod Amount** fields were left blank, the system will ask the user if they would like to enter a Transaction Amount and a Modification Amount. Click **No** if the **Trans Amount** and **Mod amount** fields should default to zero.*

Note: *Fields that are carried forward to the unfilled customer order can be automatically updated with the modified information by answering "Yes" when the system asks the user (after approving the record): Do you want to refresh the customer orders?". Answering "No" requires the user to manually update the unfilled customer order.*

5.1.13 Change a Temporary Work Authority to a Reimbursable Agreement (RADG002)

The Reimbursable module includes functionality to link the TWA record with the reimbursable agreement when it is formalized. After the formal agreement has been received, the TWA record is changed to a formal Reimbursable Agreement record. The system will not allow a user to change the Bureau Code, Fund Code, Customer No., RA/Contract No, TWA No. (if previously entered) or uncheck the Formal Agreement flag.

To change a record, the user shall perform the following steps:

Step	***Action***
1	Select the **RADG002 - Reimbursable Agreement Screen** option from the *Navigator Menu*.
2	Click the **Enter Query** button on the toolbar. Enter the number of the TWA to be updated in the **TWA No** field. Click the **Execute Query** button on the toolbar. The system will display the record on the screen. *Note: The system generated Control Number for the TWA record, if known, may also be used for querying in place of the TWA number.*
3	Click on the **Create Mod** button to begin processing the modification. Click on the **Formal Agreement** checkbox. *Note: The **RA/Contact No** field becomes unprotected for data entry.*
4	Click in the ***RA/Contact No*** field to enter the formal Reimbursable Agreement Number.
5	Click in the ***Customer Reference Number*** field and enter the reimbursable agreement number as it appears on the customer's reimbursable agreement document.
6	If the Amount needs to be modified, click in the ***Trans Amount*** field and enter the modification amount. Otherwise, enter zero.
7	If the **Period of Performance From Date** needs to be updated, click in the field and enter the new 'From' date or double click on the field and select the date from the pop up calendar.
8	If the **Period of Performance To Date** needs to be updated, click in the field and enter the new 'To' date or double click on the field and select the date from the pop up calendar.
9	Tab to the ***Quarterly Billing*** field and click to add a ✓ in the box if the WIP bills for accrued costs should not be released until the end of each fiscal year quarter, i.e., the bills would be released at the end of December, March, June and September. This field should not be checked for Advance reimbursable agreements. *Note: If the Hold Billing field is checked, this field cannot be checked.*
10	Tab to the ***Hold Billing*** field and click to add a ✓ in the box if the WIP bills for accrued costs should not be released on a regular monthly basis but as directed by some other event (such as reaching a milestone or by direction of the LO). *Notes: If the Quarterly Billing field is checked, this field cannot be checked.* *This field is automatically checked for a TWA record and cannot be changed.*
11	Enter the formal agreement ***Acceptance Date*** and the ***Organization Code*** for the line office with primary responsibility for the agreement.
12	Double click in the ***Contract Type*** field and select 42 USC 4222 from the LOV if the contact has been accepted under the legal authority of 42 USC 4222.
13	If applicable, click in the Acceptance text field and enter remarks specific to this reimbursable agreement to be printed on the Reimbursable Agreement Acceptance Notification.

Step	***Action***
14	Click on the ***Economy Act*** checkbox if the reimbursable agreement has been issued under the authority of the Economy Act.
15	If necessary, double click in the ***RA Status*** field, and change the status to "OPEN".
16	Click on the **Customer Tab.**
17	Verify that the correct ***Billing Type*** has been selected and agrees with the fund code in the control block.
18	If the invoice contact is different, double click on the Invoice Contact No. field and select the correct contact from the LOV.
19	Double click in the ***Acceptance Contact Number*** field and select the correct contact from the LOV.
20	Click on the ***Detail Billing Statement*** checkbox if this reimbursable agreement requires an itemized billing statement to be generated with the bill. *Note: This is applicable only to "WIP" billing type reimbursable agreements.*
21	Click on the **FY Funding** tab.
22	If an amount has been entered in the ***Trans Amount*** field in the Control block, enter the same amount in the ***Mod Amount*** field. Otherwise, enter zero.
23	If pre-defined standard text is to be printed on the Acceptance Notification, click on the **Print** tab. Otherwise, the record is ready for approval (see Step 20).
24	Tab to the ***Template Code*** field and enter the code, or double click to select the appropriate code from the LOV.
25	Click on the **Approve** button to approve the record. *Note: If the **Trans Amount** and **Mod Amount** fields were left blank, the system will ask the user if they would like to enter a Transaction Amount and a Modification Amount. Click **No** if the **Trans Amount** and **Mod amount** fields should default to zero. Upon approval of the Formal Reimbursable Agreement both the Mod No and the Adm Chg No will reset to zero.*

Note: *The unfilled customer order associated with the TWA will be automatically updated with the Reimbursable Agreement Number.*

5.1.14 Void a Reimbursable Agreement (RADG002)

There may be times when it is necessary to void an agreement. If an incorrect Bureau, Fund, RA contract number or customer number has been entered and approved, the agreement record must be voided in the system and re-established with the correct information.

Users will perform the following steps to void an agreement:

Step	*Action*
1	Select the **RADG002 - Reimbursable Agreement Screen** option from the *Navigator Menu*.
2	Click on the '**Enter Query**' button. Enter the reimbursable agreement number in the ***RA/Contract No*** field. Click the '**Execute Query**' button.
3	Click on the **Create Chg** button to begin processing the administrative change.
4	Click on the ***Trans Amount*** field in the Control Block and enter the negative amount required to lower the reimbursable agreement amount to zero.
5	Click on the ***RA Status*** field in the Document Tab and select 'VOID'.
6	Click on the **FY Funding Tab** and enter the negative amount in the **Mod Amount** column that will bring the agreement amount down to zero.
7	The amount in the **Amount After Mod** column should read 0.00
8	Approve the document.
9	Records are automatically made active upon approval. Click on the **Active** checkbox at the bottom of the screen to uncheck the box and save the record by clicking on the disk icon in the top tool bar. This agreement is now inactive and unavailable for use. *Note: An agreement with the correct information can now be entered. See Section 5.1.10. If the agreement number was entered correctly, the system will not allow the user to reuse the same number. To re-enter an agreement with the same number, use the following format: REV(revision)-01(sequential number)-RA/Contract No. For Example: REV-01-N123456*

5.1.15 Terminate a Reimbursable Agreement (RADG002)

All reimbursable agreements contain a termination date. It may be referred to as the end date for a period of performance range. Reimbursable records entered in CBS should be modified to reflect the termination date and the RA status should be updated to CLOSED. In addition, the active flag should be unchecked on these agreements to prevent unauthorized billing against the reimbursable agreement.

Users will perform the following steps to record the termination date of the reimbursable agreement:

Step	*Action*
1	Select the **RADG002 - Reimbursable Agreement Screen** option from the *Navigator Menu*.

Step	*Action*
2	Click the '**Enter Query**' button on the toolbar. Enter the number of the reimbursable agreement to be updated in the ***RA/Contract No*** field. Click the '**Execute Query**' button on the toolbar. The control fields will be entered with the corresponding reimbursable agreement information. *Note: The Control Number generated for the agreement record, if known, may also be queried instead of the reimbursable agreement number.*
3	Click on the '**Create Mod**' button to begin processing.
4	Do not enter a transaction amount.
5	Click in the ***Termination Date*** field and enter the termination date from the reimbursable agreement document. *Note: A Termination Date cannot be greater than the system date.*
6	Double click in the ***RA Status*** field and select "CLOSED" from the LOV.
7	Click on the **Approve** button.
8	Answer **No** to the question "Do you want to enter a transaction amount?". This will default the transaction amount to zero.
9	Answer **No** to the question "Do you want to enter a Mod amount?". This will default the Mod amount on the FY funding to zero.
10	Answer **OK** to the question "Are you sure you wish to approve this record?".
11	Answer **Yes** to the question "Do you want to refresh the customer orders?".

5.1.16 View the Reimbursable Agreement Summary Fields (RADG002)

The reimbursable agreement screen includes system generated summary fields that are updated as modifications to the agreement and unfilled customer orders are processed. In addition, the Billed WIP, Unreleased WIP and Total WIP fields are automatically updated by the system when the WIP Billing Compilation Process (RADG006) is run.

Users will perform the following steps to view the system generated summary fields on the screen:

Step	*Action*
1	Select the **RADG002 - Reimbursable Agreement Screen** option from the *Navigator Menu.*
2	Click on the **'Enter Query'** button. Enter the agreement number in the ***RA/Contract No*** field. Click the **'Execute Query'** button. The latest modification of the Reimbursable Agreement will be displayed.

Step	***Action***
3	**<u>Document Tab Summary Section</u>** Select a specific fiscal year or 'All years' from the ***Fiscal Year*** drop down list. This field identifies the years(s) to which the summary information is associated.
4	The following fields are display only: ***Agreement Amt:*** indicates the total amount of the agreement for the fiscal year(s) selected in the Fiscal Year field drop down list. If the user selects 'All Years' from the **Fiscal Year** list, the ***Agreement Amt*** field will be populated with the total amount of the agreement across all fiscal years. If the user selects a specific year from the **Fiscal Year** list, the ***Agreement Amt*** field will display with the total agreement amount for the selected year. ***Orders Accepted:*** indicates the amount of unfilled customer orders accepted against the formal agreement. Only the amount of approved orders will be displayed in this field. ***Billed WIP:*** amount of Work-in-Process costs released for billing. ***Unreleased WIP:*** amount of allocated WIP costs held and not billed. ***Total WIP:*** total costs applied/allocated to the orders associated with an agreement *(Billed WIP + Unreleased WIP).*

5.1.17 Access the Unfilled Customer Orders via the Reimbursable Agreement Screen (RADG002)

The Orders Tab on the Reimbursable Agreement Screen allows the user to view unfilled order information that has been linked to a specific reimbursable agreement. This same tab can be used to launch the Unfilled Customer Order screen (RADG003) to modify an existing unfilled customer order or create a new unfilled customer order provided the user has been granted access to the screen.

Users will perform the following steps to access the system generated unfilled customer order information via the Reimbursable Agreement screen (RADG002):

Step	***Action***
1	Select the **RADG002 - Reimbursable Agreement Screen** option from the *Navigator Menu*.
2	Click on the **'Enter Query'** button. Enter the agreement number in the ***RA/Contract No*** field. Click the **'Execute Query'** button. The latest modification of the Reimbursable Agreement will be displayed.
3	Click on the **Orders Tab**. This tab populates with information (the Customer Order No, the Acceptance or Modification date, the Cumulative Amount, Total Allocated, Unreleased and Billed) entered on the unfilled customer order screen (RADG003) for the orders associated with the agreement.

Step	Action
4	To view a specific unfilled customer order record, highlight the line containing the appropriate order and select the **View/Mod Order** button. If the user has view only access privileges to reimbursable orders, this button takes the user to the RADG003 Unfilled Customer Orders screen in a view only mode. If the user has update access privileges to reimbursable orders, this button takes the user to the RADG003 Unfilled Customer Orders screen from which the user can modify the order if required. At the RADG003 screen, click on the **Create Mod** button to modify the order. *Note: Line Office users will have view only access to the RADG003 Unfilled Customer Orders screen.*
5	If the user has update access privileges to reimbursable orders, the user can select the **Create a New Order** button to create a new transaction on RADG003 for the reimbursable agreement.

5.1.18 Systems Edits and Business Rules

- The Line Office (LO) is responsible for establishing the reimbursable agreement on the RADG002 screen.
- The LO is responsible for completing and submitting the Reimbursable Allotment/UCO Request Form. Please refer to sections 10.1 and 13.1 of this manual for detailed instructions.
- If the agreement requires a new project, the LO will send the CBS Project Code Request Form to the Budget Office (BO) to establish the project. The project will be tied to the Reimbursable Agreement when the BO establishes the unfilled customer order on RADG003.
- If a new customer or contact is needed, the LO is responsible for filling out the Customer Profile form for a new customer and or contact and submitting it to the BO.
- Agreements with projects in fund codes 5 or 6 must use **ADV Billing Type** on the Customer Tab.
- Agreements with projects in fund code 7 must use **WIP Billing Type** on the Customer Tab.
- Duplicate agreement numbers are not allowed within the same bureau. When the fund code or customer has been entered incorrectly, the user must VOID the initial agreement (see section 5.1.14) and re-enter the agreement. To re-enter an agreement with the same number, use the following format for the RA/Contract No: REV (revision)-01(sequential number)-RA/Contract No.

  Example: Initial RA/Contract No = **N123456** (voided due to incorrect customer no.)
  RA/Contract No on new agreement record = **REV-01-N123456**

- Use the following format for TWA No: TWA-4 digit FY-LO-FMC#01(sequential number). For example, TWA-2005-20-01#01.
- Duplicate TWA numbers are not allowed within the same bureau.

- Reimbursable Agreement records in CBS can only cite one customer. For those agreements with multiple customers signing the same reimbursable agreement document, a separate agreement record must be established for each customer in order to bill each customer. Since agreement numbers must be unique, the number on the reimbursable agreement document should be entered followed by an alpha character for each customer.

  Example: Reimbursable agreement number 24598-44-2 is signed by Fairchild Industries and Lockheed Martin.

  Enter two RADG002 Reimbursable Agreement records.
  RA/Contract No = 24598-44-2-A (Fairchild Industries)
  RA/Contract No = 24598-44-2-B (Lockheed Martin)

  The transaction amount for each record should match the amount of funding provided by each customer. The sum of the two records equals the total agreement amount.

- The **Customer Reference Number** must match the reimbursable agreement/modification number combination referenced on the customer's reimbursable agreement document. This number will be used by the customer to match to an obligation when paying the bill. Incorrect numbers may result in the customer refusing to pay the bill.

- The following values are available for the **Status** field:

ACTIVE	TWA record is available for activity.
OPEN	Reimbursable agreement record is available for activity.
VOID	Reimbursable agreement record is not to be used.
CLOSED	Reimbursable agreement has terminated and the record is not available for use.

- The **Hold Billing flag** is only applicable to TWAs and agreements in fund code 7. This flag is automatically checked for TWAs and cannot be changed until the TWA is changed to a formal agreement. The flag should be checked for agreements that are billed on a basis other than a regular monthly or quarterly cycle for costs incurred. This includes, but is not limited to, agreements billed by deliverables and at the end of the project.

- Only CFS users are eligible for notification by CFS when an unfilled customer order is processed against a reimbursable agreement.

- If the **Detail Billing Statement** box is checked for "Yes," a billing statement with costs broken down by object class will be generated and printed with the bills.

- Enabling the **Control Customer Order flag** on the FY Funding Tab will prevent users from entering unfilled customer orders on RADG003 that exceed the amount listed on this tab for each fiscal year.

- The **Quarterly Billing** and **Hold Billing check boxes** cannot both be checked on an agreement. If one is checked, the other cannot be checked.

- WIP bills for advance agreements should always be issued on a monthly basis. The **Quarterly Billing** and the **Hold Billing check boxes** should not be checked for advance reimbursable agreements.

- When entering a modification to a reimbursable agreement, the following guidelines should be observed:

  Do not enter a new reimbursable agreement record. Use the **Create Mod** button to update the existing reimbursable agreement record.

  The **Period of Performance From Date** should not be changed. It should reflect the original start date of the agreement.

  Update the **Acceptance Date** field to reflect the acceptance date of the modification.

  Funding can be tracked by the fiscal year of receipt on the **FY Funding Tab**. Add the amount of the mod to a year already entered on the tab or enter the new fiscal year on the next available line along with the corresponding mod amount, as appropriate.

5.2 Unfilled Customer Order Screen (RADG003)

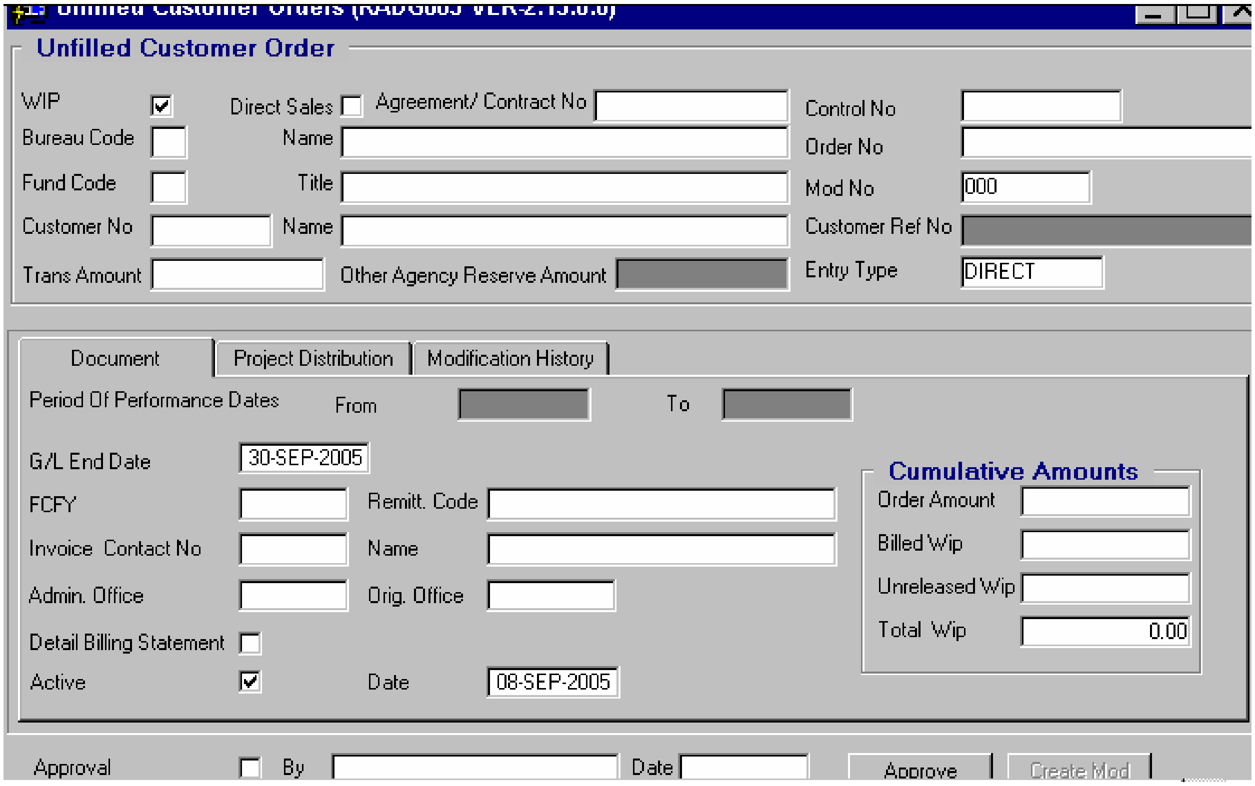
The purpose of the Unfilled Customer Order screen (RADG003) is to establish the unfilled customer order transaction in the system. The Unfilled Customer Order screen (RADG003) identifies how costs are to be allocated, the agreement number under which the order operates, the time period for work on the order to be performed, and the project codes. The Unfilled Customer Order screen (RADG003) requires RA/TWA information to be established first on the Reimbursable Agreement screen (RADG002) and uses this information to populate several fields.

The Unfilled Customer Order screen (RADG003) has a control block and a detail block. The control block contains general information for the order such as the customer name, RA number, bureau, fund code and transaction amount. For a previously established record the user can change the WIP checkbox and the transaction amount by pressing the Create Mod button at the bottom of the screen. The detail block has three tabs that are used to establish period of performance, project code distribution for cost allocation against the order, and a history of modifications.

5.2.1 Unfilled Customer Order - Control Block (RADG003)

Information contained in the control block establishes the relationship between the unfilled customer order and the RA/TWA recorded on the Reimbursable Agreement screen (RADG002).

The Unfilled Customer Order screen (RADG003) is displayed below:



The following fields are applicable to the control block on the RADG003 screen:

Field Name	Definition	Attributes
WIP	This field displays a checkbox used to identify the order as being subject to allocation of costs during the Work in Process batch processing.	**Required for WIP processing**
Direct Sales	This field displays a checkbox used to identify an order as a direct sales order not requiring a reimbursable agreement. *Note: NOAA will not be using this field. A check (√) allows the customer order to be included in the WIP process and be applied a fixed amount of costs.*	Optional
Agreement/Contract Number	This field displays agreement number or TWA number established on the Reimbursable Agreement screen (RADG002).	**Required**
Control Number	This field displays the system generated control number that uniquely identifies the unfilled customer order transaction.	System Generated

Field Name	Definition	Attributes
Bureau Code	This field displays the bureau code.	**Required**
Name	This field displays the bureau name.	Defaults based on Bureau Code.
Order Number	This field displays the order number that identifies the specific customer order. *Note: Specific formats are defined in section 5.2.8 System Edits and Business Rules.*	**Required**
Fund Code	This field displays the fund code under which costs will be accumulated.	**Required**
Title	This field displays the title of the fund code.	Defaults based on Fund Code.
Mod Number	This field displays the number of modifications made to the unfilled customer order.	System Generated
Customer Number	This field displays the customer number as found on the AR Customer and Contact Information Look Up screen (AR071). *Note: NOAA business rules require that this field be entered.*	**Required**
Name	This field displays the name of the customer as found on the AR Customer and Contact Information Look Up screen (AR071).	Defaults based on Customer Number.
Customer Ref Number	This field displays a number that the customer wishes to have referenced on correspondence and bills such as the customer's contract number, agreement number, or some other identifying number.	Optional **Required by NOAA Business Rules**
Trans Amount	This field displays the amount of the specific unfilled customer order transaction or amount of the modification transaction for a specific order.	**Required**
Other Agency Reserve Amount	This field displays the amount of funding that will not be used in the current year but held back for use in the next year. *Note: This field is not used by NOAA.*	Optional

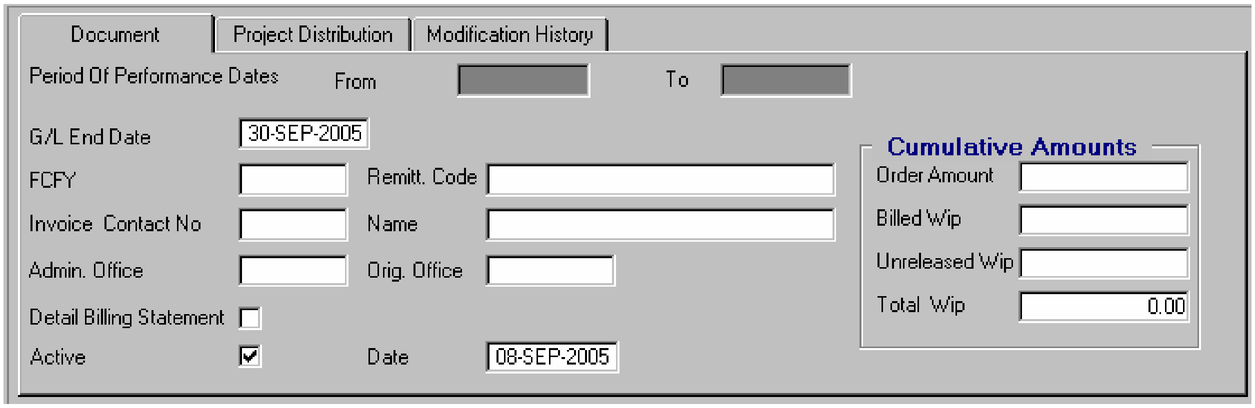
Field Name	Definition	Attributes
Entry Type	This field displays DIRECT if the record is manually entered by the user.	Defaults to DIRECT upon entering the screen.
	The field displays CARRYOVER if the record is created by the automated carryover balance transfer process.	CARRYOVER is system generated, as necessary, during the automated carryover balance transfer process.

5.2.2 Unfilled Customer Order - Document Tab (RADG003)

The Document tab provides specific information regarding the unfilled customer order. Control information such as period of performance, GL end date, remittance information, and customer point of contact are entered on the Document tab. The period of performance start and end dates for the unfilled customer order may be different than the dates specified in the reimbursable agreement. In some cases the reimbursable agreement covers several years and several unfilled customer orders, of varying periods of performance and duration, are placed against the reimbursable agreement. Other times the reimbursable agreement and the unfilled customer order are the same. Having a period of performance for the unfilled customer order allows both scenarios to be accommodated. The system will not allow the unfilled customer order period of performance to be outside of the dates specified on the Reimbursable Agreement screen (RADG002).

Reimbursable agreements and unfilled customer orders may be modified to change the amount of the order or agreement, period of performance, or other information. Information provided on the Document tab of the Unfilled Customer Order screen (RADG003) is verified against the Reimbursable Agreement screen (RADG002). Changes to orders such as amount, period of performance, GL end date and detail billing statement, including mistakes may be corrected by clicking on the Create Mod button on the bottom right of the screen. Modifications are identified in the Mod No. field in the control block by a system generated number.

The Document Tab of the Unfilled Customer Order screen (RADG003) is displayed below:



The following fields are applicable to the Document tab:

Field Name	Definition	Attributes
Period of Performance	This field displays a From date and a To date reflecting the time period covered by the unfilled customer order. This date may be changed, as necessary, by the user.	Defaults from the reimbursable agreement
GL End Date	This field displays the end of the accounting period in which the unfilled customer order becomes effective.	**Required**
FCFY	This field displays the Fund Code Fiscal Year that transactions will be recorded against.	**Required**
Remitt Code	This field displays the code identifying the mailing address where the payment should be remitted.	Defaults from the reimbursable agreement record.
Invoice Contact No.	This field displays the customer's contact number as it appears on the AR Customer and Contact Information Look-Up (AR071) screen.	Defaults from the reimbursable agreement record.
Name	This field displays the name of the customer's contact to receive the invoice.	Defaults based on the Invoice Contact Number.
Admin. Office	This field displays the code identifying the administrative office responsible for billing, collections and administrative processing.	Defaults from the reimbursable agreement record.
Orig. Office	This field displays the code of the office where the record originated.	Defaults from the reimbursable agreement record.

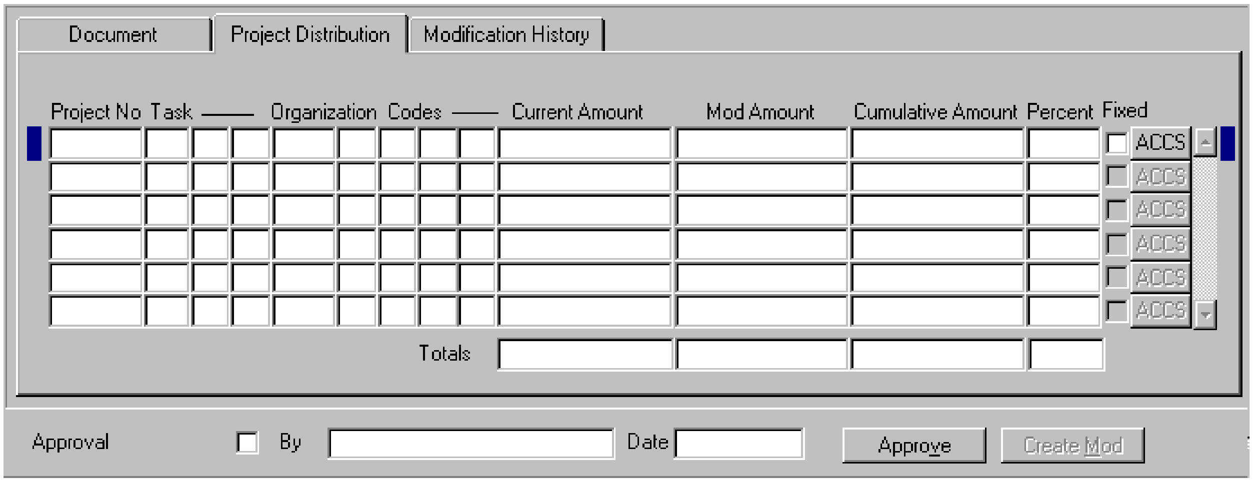
Field Name	**Definition**	**Attributes**
Detail Billing Statement	A checkbox that, if checked, will generate a second page for the bill displaying the object classes associated with the billed costs.	Optional This is only available for WIP bills.
Order Amount	This field displays the total amount of the unfilled customer order.	System generated upon approval of the record.
Billed WIP	This field displays the costs billed to customers after the WIP allocation and billing processes have been run.	System generated after the WIP billing compilation process.
Unreleased WIP	This field displays the costs that were allocated to the order during the WIP process but not billed to the customer	System generated after the WIP run.
Total WIP	This field displays the total costs allocated during the WIP process, whether billed or not.	System generated after the WIP run.
Active	A checkbox that, if checked, identifies the order as active. If unchecked, the order is inactive. *Note: The Active checkbox is checked by the system when the user enters the Unfilled Customer Order screen. The user may uncheck the checkbox so that the order does not participate in the WIP process.*	Optional
Date	This field displays the date on which the order was activated or de-activated.	System generated
Approval	This field displays the name of the person and the date the record was approved.	System generated when the user clicks on the Approve button.

5.2.3 Unfilled Customer Order - Project Distribution Tab (RADG003)

The Project Distribution Tab provides fields for the user to identify the project code, organization code, amount, distribution percentage, and ACCS to be used for accumulating and allocating costs for the unfilled customer order. Each unfilled customer order may have only one project, or may have multiple projects, depending on the terms of the order. The Project Distribution tab allows the user to input multiple projects and multiple organization codes.

When the user first clicks on the Project Distribution tab, the cursor is in the Mod Amount field. If the total order will be filled with one project the entire amount can be entered in the Mod Amount field. A figure will show up in the Percent field representing the percentage of funds on the order that will be spent on that project. The user then presses the ACCS button and completes the ACCS screen. After completing the ACCS screen and returning to the Project Distribution screen, the user may enter another amount in the Mod Amount field or approve the record. If the user enters an amount in the Mod Amount field the figure in the Percent field will change to reflect the percentage of costs to be allocated to that project based on Mod Amounts entered for the order. The user also has the option to fix the allocation percentage among orders by clicking on the Fixed checkbox. For the second project, press the ACCS button to enter the ACCS information. When complete, close the ACCS screen to return to the Project Distribution tab. The user may enter more project information or approve the record by pressing the Approve button at the bottom of the screen.

The Project Distribution tab for the Customer Order screen (RADG003) is displayed below:



The following fields are applicable to the Project Distribution tab:

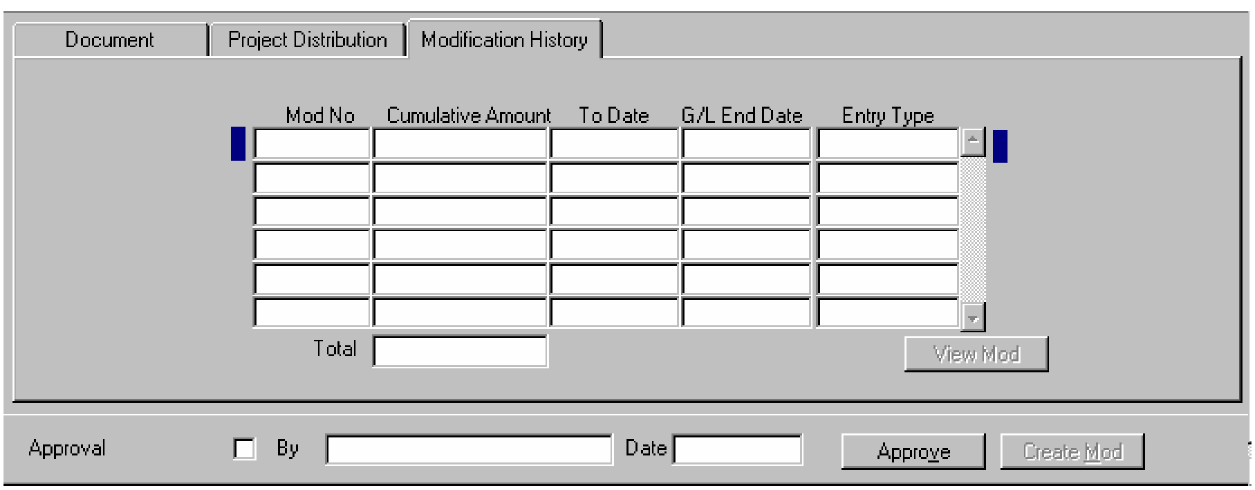
Field Name	Definition	Attributes
Project No.	This field displays the project code after it has been entered on the AR ACCS Code Entry screen (AR090) .	System generated
Task	This field displays the task code after it has been entered on the AR ACCS Code Entry screen (AR090).	System generated
Organization Code	This field displays the organization code after it has been entered on the AR ACCS Code Entry screen (AR090).	System generated
Current Amount	This field displays the current amount of the unfilled customer order prior to any modification.	System generated
Mod Amount	This field allows the user to enter the amount of the unfilled customer order for a project under that order. *Note: The Total Mod Amount should equal the Trans. Amount in the Control Block.*	**Required**

Field Name	Definition	Attributes
Cumulative Amount	This field displays the cumulative amount for a project under an unfilled customer order. This is the sum of the Current Amount and the Mod Amount for a project.	System generated
Percent	This field displays the percentage of cost to be allocated to a project under the unfilled customer order based a pro rata share of the Cumulative Amount. *Note: This percentage may be fixed, regardless of the pro rata share of cumulative totals if the "Fixed" box is checked.*	System generated
Fixed	This field allows the user to lock a percentage for allocation purposes. Checking this box affects the "Percent" field. See the note in the percent field definition.	Optional

5.2.4 Unfilled Customer Order - Modification History Tab (RADG003)

The Modification History tab provides fields for the user to view the modification numbers, the cumulative amount of each modification, the "To" date of each modification, and the GL end date for each modification. Information on this tab cannot be changed within the tab. The user also has the ability to click on a specific modification and view the RADG003 screens for that modification. This screen is helpful for a quick overview of all modification activity for an unfilled customer order.

The Modification History tab for the Customer Order screen (RADG003) is displayed below:



The following fields are applicable to the Modification History tab:

Field Name	Definition	Attributes
Mod No	This field displays the modification number referenced in the control block of the Unfilled Customer Order screen (RADG003).	System generated
Cumulative Amount	This field displays the cumulative amount of a modification.	System generated
To Date	This field displays the ending date from the period of performance for a modification.	System generated
G/L End Date	This field displays the G/L end date for a modification.	System generated
Total	This field displays the total amount of all modifications for an unfilled customer order.	System generated

5.2.5 Create Unfilled Customer Order Transactions (RADG003)

Users will perform the following steps in order to establish an Unfilled Customer Order:

Step	*Action*
1	Select the **RADG003 - Unfilled Customer Order** option from the *Navigator Menu* to display the Unfilled Customer Order Screen.
2	If the unfilled customer order should be included in WIP, leave the WIP checkbox checked. Otherwise, click on the ***WIP*** checkbox to uncheck it. Sales and other fixed fee projects should not be included in the WIP process.
3	Leave the ***Direct Sales*** checkbox unchecked. *Note: This checkbox is used for projects with both agreements and fixed fee sales. NOAA will not use this checkbox.*
4	Double click on the ***Agreement/Contract Number*** field for a LOV. Select a Reimbursable Agreement number or a Temporary Work Authority number. Selecting from the LOV will populate other fields in the control block based on information entered in on the Reimbursable Agreement screen (RADG002). *Note: If known, The user may enter a RA/TWA number directly, or double click in the field to select from the LOV, and items in the control block will populate automatically.*
5	The ***Control No.*** is system generated.
6	Tab to the ***Bureau Code*** field. If an Agreement/Contract No. is entered, the Bureau Code and Name will be system populated from the information entered on the Reimbursable Agreement screen (RADG002). *Note: For orders related to Reimbursable Sales/Fixed Fee projects, this field must be entered. Double click for a list of values.*

Step	***Action***
7	Click on the ***Order Number*** field and enter the order number. *Note: Specific formats for the Order Number are defined in section 5.2.8 System Edits and Business Rules.*
8	If an Agreement/Contract No. is entered, the ***Fund Code*** and ***Title*** fields will be system populated from the information entered on the Reimbursable Agreement screen (RADG002). *Note: For orders related to Reimbursable Sales/Fixed Fee projects, this field must be entered. Double click for a list of values.*
9	The ***Mod No.*** is system generated.
10	If an Agreement/Contract No. is entered, the ***Customer Number and Name*** fields will be system populated from the information entered on the Reimbursable Agreement screen (RADG002). *Note: For orders related to Reimbursable Sales/Fixed Fee projects, the Customer No. field must be entered using the information provided on the Reimbursable Allotment/UCO Request Form. The Customer Name will default.*
11	If an Agreement/Contract No. is entered, the ***Customer Reference Number*** field will be system populated from the information entered on the Reimbursable Agreement screen (RADG002), but may be updated by the user. *Note: For orders related to Reimbursable Sales/Fixed Fee projects, the Customer Reference Number field should be left blank.*
12	Click on the ***Trans Amount*** field and enter the amount of the customer order for the initial order or the amount of the modification. If the order is being decreased, enter a negative amount. ***Note:*** *The system will not allow the trans amount to exceed the fiscal year funding amount on RADG002 when the control customer order checkbox has been checked.*
13	The ***Other Agency Reserve Amount*** field should be left blank.
14	The ***From*** field of the ***Period of Performance Date*** field will default with the From date on the Reimbursable Agreement screen. *Note: The user has the ability to change the From date but the system will not let the From date be earlier than the From date of the Reimbursable Agreement.*
15	The ***To*** field of the ***Period of Performance Date*** field will default with the To date on the Reimbursable Agreement screen. *Note: The user has the ability to change the To date but the system will not let the To date be later than the To date of the Reimbursable Agreement.*
16	Click in the ***G/L End Date*** field. The user may type in the appropriate GL end date that corresponds to the beginning date of the order or double click on the field and select the GL end date from the LOV.
17	Click in the ***FCFY*** field. Enter the four digit fund code fiscal year of the funding being used for the order. The fund code fiscal year must be within the period of performance date range.

Step	***Action***
18	The ***Remitt. Code*** field will default with the Remitt Code on the Reimbursable Agreement screen. *Note: For orders related to Reimbursable Sales/Fixed Fee projects, this field must be entered using the information provided on the Reimbursable Project Allotment/UCO Request Form. Double click for a list of values.*
19	The ***Invoice Contact No***. and ***Name*** fields will default with the Invoice Contact No. from the Reimbursable Agreement screen. *Note: For orders related to Reimbursable Sales/Fixed Fee projects, this field must be entered using the information provided on the Reimbursable Project Allotment/UCO Request Form. Double click for a list of values.*
20	The ***Admin. Office*** field will default with the Admin Office on the Reimbursable Agreement screen. *Note: For orders related to Reimbursable Sales/Fixed Fee projects, this field must be entered using the information provided on the Reimbursable Project Allotment/UCO Request Form. Double click for a list of values.*
21	The ***Orig. Office*** field will default with the Orig. Office Code on the Reimbursable Agreement screen. *Note: For orders related to Reimbursable Sales/Fixed Fee projects, this field must be entered using the information provided on the Reimbursable Project Allotment/UCO Request Form. Double click for a list of values.*
22	The checkbox for the ***Detail Billing Statement*** will default from the Reimbursable Agreement screen. *Note: For orders related to Reimbursable Sales/Fixed Fee projects, leave this box unchecked.*
23	Click on the ***Project Distribution*** tab.
24	Click on the ***Mod Amount*** field. Enter the amount of cost to be incurred by the project.
25	Click on the ***ACCS*** button to open the **AR ACCS Code Entry** screen (AR090).
26	The ***Bureau*** field defaults from the bureau code entered in the control block.
27	Double click on the ***Project-Task*** field and select the appropriate project. The user can also manually type in the project and task and tab over to the next field. *Note: If entering manually, the field should be entered in the 9999999-P99 format.*
28	The ***Fund*** field defaults from the fund code for the project.
29	The ***Program Code*** field will default with the program code associated with the Project -Task selected above.
30	Double click on the ***Organization*** field and select the appropriate Line Office organization code. Customer Order transactions will be entered using the first segment of the organization code only. The user can also manually type in the organization code and tab over to the next field. *Note: If entering manually, the field should be entered in 99-00-0000-00-00-00-00 format.*

Step	*Action*
31	Double click on the ***Object Class*** field and select the object class 03-02-00-00. The user can also manually type in the object class and tab over to the next field.
32	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.
33	Click the **OK** button to exit out of the ACCS Detail screen. Click **Yes** in the Confirmation Dialogue box.
34	If more than one project will incur costs for the unfilled customer order, click on the next ***Mod Amount*** field and enter the amount of funding for the next project. Repeat steps 25 through 33 until the ***Total Mod Amount*** equals the ***Trans Amount*** in the control block.
35	After reviewing, click on the **Approve** button at the bottom of the screen to approve the unfilled customer order. The system will check to ensure that the total amount of the unfilled customer orders associated with the reimbursable agreement does not exceed the amount of the reimbursable agreement. Click **OK** in the Confirmation Dialogue box.

5.2.6 Modify an Unfilled Customer Order

The user has the ability to change information on the Unfilled Customer Order screen (RADG003) by clicking on the Create Mod button located at the bottom of the screen. Only information in certain fields may be changed in order to correct errors or to adjust the order to changing terms. When the user clicks on the Create Mod button the following fields are available to be changed: Trans Amount, Period of Performance From and To dates, G/L End Date, Detail Billing Statement checkbox, Mod Amount, and the Fixed checkbox. The other fields are key data elements that are populated from the Reimbursable Agreement screen (RADG002) and cannot be altered here. These data elements should be modified on the RADG002 screen and then the RADG003 screen can be automatically refreshed after approval of the RADG002 screen.

Note: *A user does not need to create a modification to change the status of the* ***Active*** *checkbox. A user may check or uncheck the box and simply save the record using the icon on the toolbar at the top of the screen.*

The following steps are used to create a modification to an unfilled customer order:

Step	*Action*
1	Select the ***RADG003 - Unfilled Customer Order*** option from the *Navigator Menu* to display the Unfilled Customer Order Screen.
2	Click on the **'Enter Query'** button. Enter the reimbursable agreement number in the ***RA/Contract No*** field. Click the **'Execute Query'** button. The latest modification of the unfilled customer order will be displayed. *Note: The Unfilled Customer Order Control Number may be entered, if known.*
3	Click on the **Create Mod** button located in the bottom right of the screen.

Step	***Action***
4	If the reimbursable agreement has been modified and the unfilled customer order was not updated at that time, the system will display the following message: "The agreement record has been changed. The order is being refreshed with the latest agreement record." The user should click on **OK**.
5	The screen will refresh and be ready for data entry.
6	Enter the amount of the modification in the ***Trans Amount*** field. If the amount of the order will not be changed then enter a zero (0).
7	Change the ***Period of Performance From*** and ***To*** dates as required. These dates may not be changed to exceed the period of performance dates on the RADG002 screen.
8	Click in the ***G/L End Date*** field and enter the G/L end date that the order becomes effective.
9	The user has the option to check or uncheck the ***Detail Billing Statement*** checkbox.
10	On the **Project Distribution tab**, enter the amount of the modification in the ***Mod Amount*** field of the appropriate project code or enter a new project code. The total modification amount must equal the transaction amount in the control block.
11	The user has the option to check the ***Fixed*** checkbox. By checking this box and entering a percentage, the same percentage of cost will always be allocated to this order regardless of how many orders are participating in the project.
12	Click on the **Approve** button at the bottom of the screen to approve and activate the modification.

5.2.7 View Information on the Unfilled Customer Order Modification History Tab (RADG003)

The unfilled customer order modification history tab allows the user to query on a previously established unfilled customer order and click on the Modification History tab to view the transaction history for that order. The system will display all of the modifications that were created on the unfilled customer order. The Modification History Tab information is also available to a user when entering a new unfilled customer order after the information in the control block, Document tab, and Project Distribution tab have been entered.

Users perform the following steps in order to view information on the Modification History tab:

Step	***Action***
1	Select the ***RADG003 - Unfilled Customer Order*** option from the *Navigator Menu* to display the Unfilled Customer Order Screen.
2	Click on the '**Enter Query**' button on the toolbar. Enter the reimbursable agreement number in the corresponding field. Click on the '**Execute Query**' button on the toolbar. *Note: The Unfilled Customer Order Control Number may be entered, if known.*
3	Click on the **Modification History Tab**. To view detailed information for a modification, double click on a mod number to view project distribution information on the ***RADG003 Drill Down*** screen. Click on the **Exit** icon to exit the ***RADG003 Drill Down*** screen. *Note: If the user clicks on the current modification, the **View Mod** button will not be highlighted. If the user clicks on any modification number other than the latest, the **View Mod** button will be highlighted. By pressing the **View Mod** button, the user is taken to the actual transaction record where the Document, Project Distribution, and Modification History tabs for that modification can be viewed. The user can then repeat the process to return to the original modification viewed or to access another modification.*

5.2.8 System Edits and Business Rules

- The Budget Office is responsible for entering all RADG003 Unfilled Customer Order transactions for NOAA.
- The Reimbursable Project Allotment/UCO Request Form will be provided by the Line Office as the source document for RADG003 Unfilled Customer Order transactions for reimbursable sale/fixed fee projects. These projects will not have RADG002 Reimbursable Agreements in CBS.
- The Reimbursable Project Allotment/UCO Request Form and the Reimbursable Agreement Acceptance Certification Form will be provided by the Line Office as the source documents for RADG003 Unfilled Customer Order transactions for WIP reimbursable projects. These projects, whether advance or non-advance, will be billed based on accumulated costs and will always have RADG002 Reimbursable Agreements in CBS.
- Unfilled customer orders can only be recorded for a single FCFY.
- Multiple unfilled customer orders can be recorded for a single reimbursable agreement.
- The **WIP flag** cannot be modified after approval of an order. If the WIP flag is checked, the user must enter an agreement/contract number. A list of values is available based on agreements entered on the RADG002 - Reimbursable Agreement screen. Always check this box for WIP unfilled customer orders. Do not check this box for reimbursable sales/fixed fee unfilled customer orders. If the WIP flag is unchecked, the agreement/contract number is not required and only non-WIP projects should be listed on the Project Distribution tab.
- Always leave the **Direct Sales flag** box unchecked. When the Direct Sales flag is checked, a reimbursable agreement is not required. The Direct Sales order would not be included in the percentage participation computation during the WIP process.

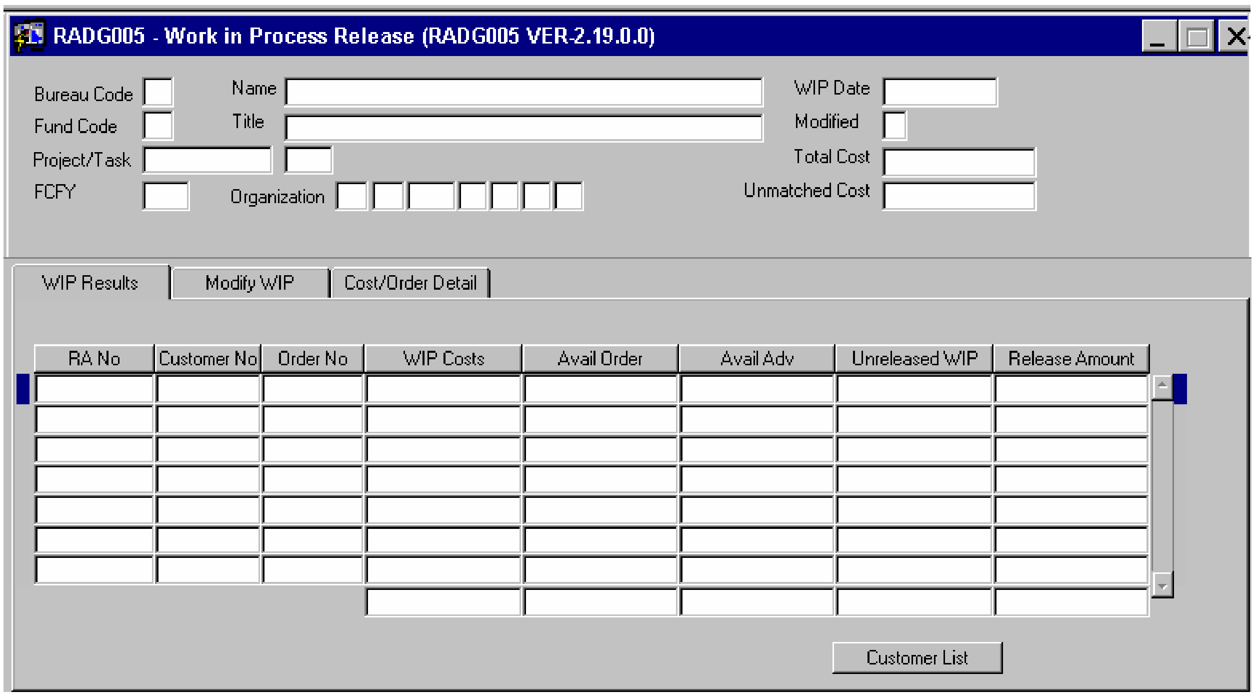
- The **Order Number** field must be entered before an order is approved and may not be modified after the order is approved.
- The **Order Number** for orders related to WIP agreements will be entered using the following format: FY-Sequential Number. For example, 2005-01 for the FY 2005 Unfilled Customer Order for each agreement. Only one UCO should be recorded per fiscal year for each agreement.
- The **Order Number** for orders related to Reimbursable Sales/Fixed Fee projects will be entered using the following format: "FY-LO-Project Code-Sequential Number". For example, 2005-06-6BXXXXX-01. Only one UCO should be recorded per fiscal year for each Reimbursable Sales/Fixed Fee project.
- Unfilled Customer Orders for carryover amounts should always be the first UCO transaction in the fiscal year for an agreement or Reimbursable Sales/Fixed Fee project.
- Additional funding for the same fiscal year and agreement or Reimbursable Sales/Fixed Fee project should be recorded as modifications to the existing Unfilled Customer Order.
- A new unfilled customer order should be created for a new reimbursable agreement.
- The **Customer Reference Number** defaults from the customer reference number entered on the RADG002 - Reimbursable Agreement screen. Prior to approval of the order, the customer reference number may be changed. The customer reference number may not be changed after the order is approved. This number is optional in the system however NOAA requires this to facilitate payment from the customer.
- If the **Detail Billing Statement** box is checked for "Yes," a billing statement with costs broken down by object class will be generated and printed with the bills.
- The **Active flag** identifies whether a customer order actively participates in the WIP allocation. The flag defaults to checked (Yes), however the user may uncheck it to discontinue the order's participation in the WIP allocation.
- A separate unfilled customer order should be created for the carryover amount referencing the **Customer Reference Number** with their modification for each order.
- If there is a change to an unfilled customer order due to a mistake or error, a modification to the order should be created.
- If a no-cost time extension is accepted for the agreement associated with the order, the **Customer Reference Number** and **Period of Performance To Date** will be updated on the existing order when the associated agreement record is modified.

5.3 WIP Allocation Modification and Release Screen (RADG005)

The purpose of the WIP (Work In Process) Allocation Modification and Release Screen is to review the results from the automated WIP process initiated on the RADG004 screen before billing the released costs through the WIP Billing Compilation Process (RADG006). The WIP Allocation Modification and Release Screen will also allow users to modify and manually release costs accumulated during the WIP process. The results are viewed by project on this screen; and since the costs are accumulated by fund code fiscal year, a project may have multiple screens to view (one screen for each fund code fiscal year with cost).

After reviewing the results on the RADG005 screen, the user may elect to run the RADG004 program again. There may be keying errors that need to be corrected or unfilled customer orders may need to be entered in the system. In these cases, the users will ensure that the necessary corrections or additions have been made and re-run the RADG004 program to update the RADG005 data. The RADG004 program may be run as many times as needed until all of the corrections or additions have been made.

The following is an example of the RADG005 screen:



The screen is divided into two parts: the control block and the detail block. The control block displays the bureau code, bureau name, WIP date. fund code, fund title, modified Y/N box, project code, total cost, fund code fiscal year, and organization. This information is retrieved from the system when the user enters a query and cannot be modified.

The detail screen contains three tabs: WIP Results, Modify WIP, and Cost/Order Detail. The first tab displays the results of the current WIP run by RA number, customer number, order number, WIP costs, available order amount, available advance amount, unreleased WIP, and released amount for a particular project. This tab is strictly a view only tab and always displays the initial results calculated by the WIP process. The Modify WIP tab also displays the initial WIP results but allows the user to change amounts in the WIP costs and release amount columns as detailed below. The third tab, Cost/Order Detail, displays RA number, order number, prior period costs, current period costs, total WIP costs, prior period orders, current period orders, manual orders, and total available orders. Like the first tab, this a view only tab of the calculated WIP results and cannot be modified in any way.

Note: *All RADG005 corrections made on the current WIP run will be lost when the RADG004 program is run again.*

5.3.1 WIP Allocation and Modification Release Screen - Control Block (RADG005)

The control block of the WIP Allocation and Modification Release Screen contains the general information generated for each record by the WIP program. Most of the fields in this block can be used for querying purposes. Please refer to the Attributes section of the following table to identify the fields that can be queried.

The following fields are applicable to the control block of the WIP Allocation Modification and Release Screen:

Field Name	Definition	Attributes
Bureau Code	This field displays the bureau code as defined on the Bureau Code screen (GL004).	System generated or can be user entered for querying
Name	This field displays the name associated with the bureau code selected above as defined on the Bureau Code Screen (GL004).	System generated or can be user entered for querying
WIP Date	This field displays the date on which the WIP program was run.	System generated
Fund Code	This field displays the reimbursable fund code associated with the project.	System generated or can be user entered for querying
Title	This field displays the name associated with the fund code selected above as defined on the Fund Code Maintenance Screen (GL013).	System generated or can be user entered for querying
Modified	This field displays N if the automated WIP results are not modified. This field displays Y if the user has modified and saved the WIP results.	System generated Updated by the system if the record is modified
Project Code	This field displays the project code for which the costs have been accumulated.	System generated or can be user entered for querying
Total Cost	This field identifies the total project costs for this WIP run being allocated to the customer orders associated with the project.	System generated or can be user entered for querying

Field Name	Definition	Attributes
FCFY	This field displays the fund code fiscal year of the cost. *Note: Each fund code fiscal year is on a separate screen so there may be multiple screens for a single project.*	System generated or can be user entered for querying
Organization	This field displays the organization associated with the costs, if costs are matched by project and organization. *Note: Since NOAA is matching on project code only, these fields will be zero filled.*	System generated or can be user entered for querying
Unmatched Cost	This field displays the amount of cost, by FCFY, accumulated on the project that could not be allocated to an unfilled customer order. *Note: This amount will also be displayed on the RADG107 Reimbursable Agreement Unmatched Cost Report.*	System generated

5.3.2 WIP Allocation and Modification Release Screen - WIP Results Tab (RADG005)

The WIP Results Tab displays the results of the current WIP based on the user entered query criteria. A user can limit a query to just one project in a specific WIP run or broaden the query to an entire fund, an entire WIP run, or an entire Bureau.

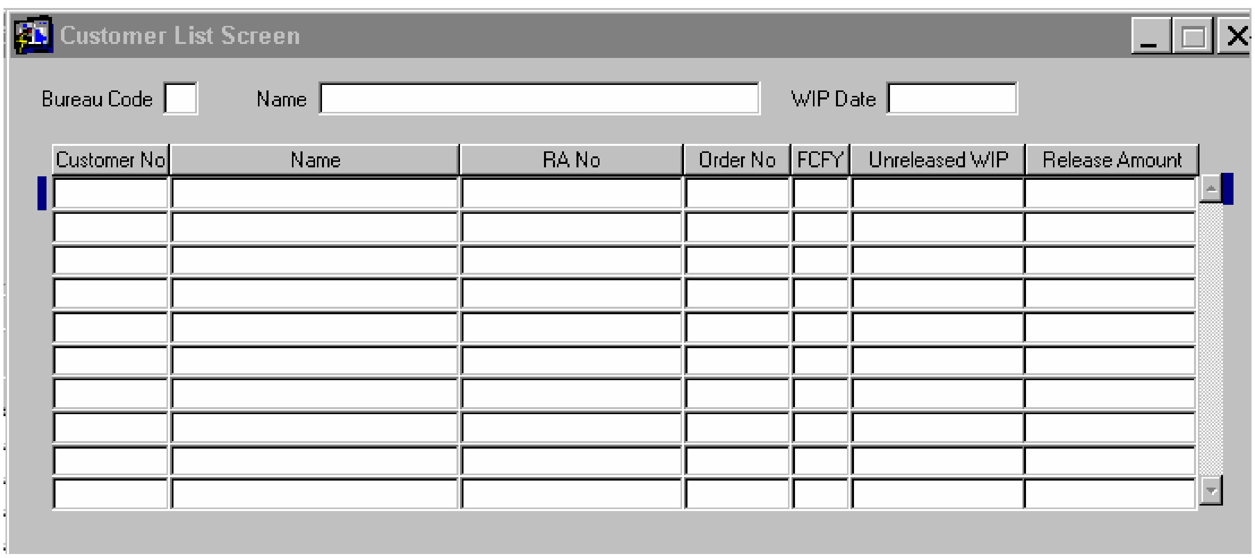
The following fields are applicable to the WIP Results tab of the WIP Allocation Modification and Release Screen:

Field Name	Definition	Attributes
RA No.	This field displays the reimbursable agreement number established on RADG002 associated with the corresponding line of WIP results.	System generated
Customer No.	This field displays the number assigned to the customer associated with the reimbursable agreement.	System generated
Order No.	This field displays the unfilled customer order number associated with the reimbursable agreement and corresponding line of WIP results.	System generated
WIP Costs	This field displays the total amount of costs accumulated by the WIP program and allocated to this order.	System generated

Field Name	Definition	Attributes
Avail Order	This field displays the amount remaining on the unfilled customer order at the start of the current WIP run.	System generated
Avail Adv	This field displays the amount of advance remaining on the unfilled customer order at the start of the current WIP run.	System generated
Unreleased WIP	This field displays the amount of incurred costs that exceeds the lessor of the available order or available advance balance.	System generated
Release Amount	This field displays the amount of incurred costs that can be sent to the AR Module for billing on this unfilled customer order.	System generated

5.3.3 WIP Allocation and Modification Release Screen - Customer List Button

A Customer List Button is located at the bottom of the WIP Results and Modify WIP tabs. This button gives the user a customer summary of the unreleased and released amounts by reimbursable agreement and unfilled customer order number. The information cannot be updated by the user. The view from the Customer List Button is displayed below:



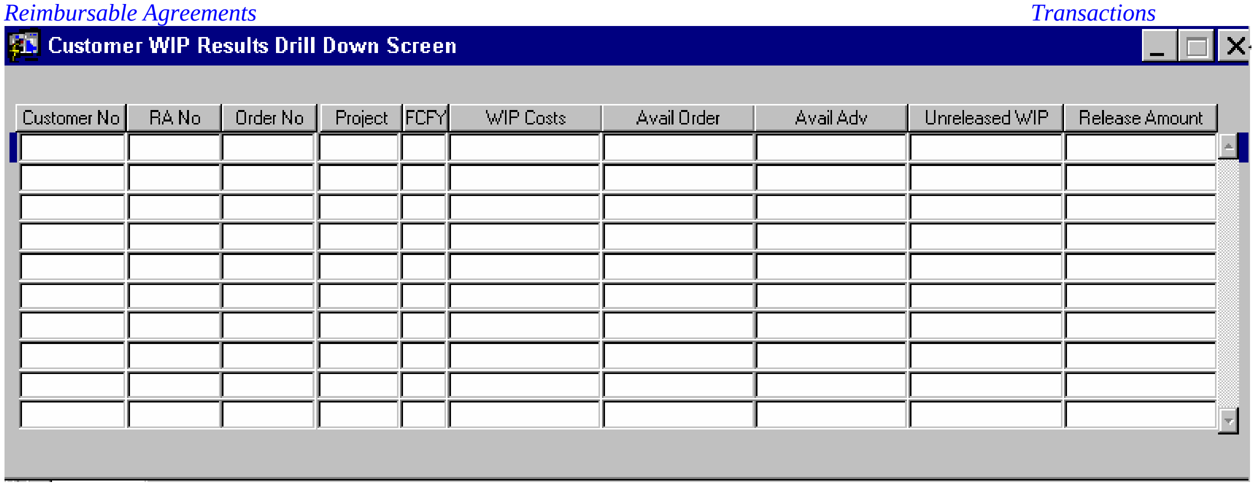
The following fields apply to the Customer List button:

Field Name	Definition	Attributes
Bureau Code	This field displays the bureau code as defined on the Bureau Code screen (GL004).	System generated
Name	This field displays the name associated with the bureau code selected above as defined on the Bureau Code Screen (GL004).	System generated
WIP Date	This field displays the date on which the WIP program was run.	System generated
Customer No.	This field displays the customer number.	System generated
Name	This field displays the name of the customer.	System generated
RA No	This field displays the associated reimbursable agreement number established on RADG002.	System generated
Order No	This field displays the unfilled customer order number associated with the reimbursable agreement.	System generated
FCFY	This field displays the fund code fiscal year associated with the WIP costs.	System generated
Unreleased WIP	This field displays the amount of incurred WIP costs allocated to the unfilled customer order that could not be released by the system.	System generated
Release Amount	This field displays the amount of incurred WIP costs allocated to the unfilled customer that can be released to the AR Module for billing.	System generated

5.3.4 WIP Allocation & Modification Release Screen - Customer WIP Results Drill Down

From the Customer List screen, the user has the ability to select a line item and by double clicking on the customer number for that particular line the system will display the complete WIP results for that particular reimbursable agreement and unfilled customer order. The information displayed cannot be updated by the user.

An example of the view from the Customer WIP Results Drill Down Screen is displayed below:



The following fields are applicable to the Customer WIP Results Drill Down Screen:

Field Name	Definition	Attributes
Customer No	This field displays the customer number of the customer associated with the reimbursable agreement.	System generated
RA No	This field displays the reimbursable agreement number established on RADG002.	System generated
Order No	This field displays the unfilled customer order number associated with the reimbursable agreement and corresponding line of WIP results.	System generated
Project	This field displays the project code for which the costs have been accumulated.	System generated
FCFY	This field displays the fund code fiscal year associated with the corresponding line of WIP costs.	System generated
WIP Costs	This field displays the amount of costs accumulated by the WIP program and allocated to this order.	System generated
Avail Order	This field displays the amount remaining on the unfilled customer order at the start of the current WIP run.	System generated
Avail Adv	This field displays the amount of advance remaining on the unfilled customer order at the start of the current WIP run.	System generated

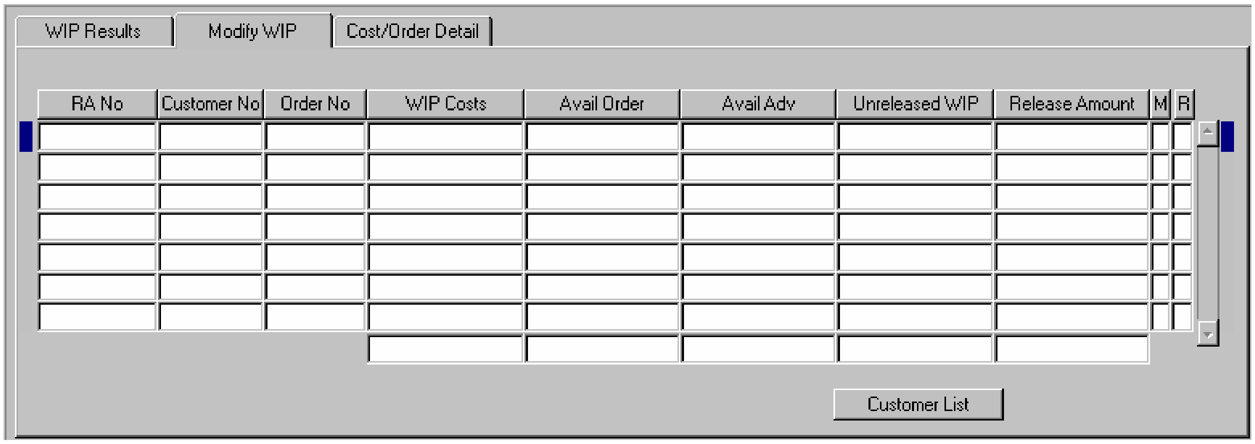
Field Name	Definition	Attributes
Customer No	This field displays the customer number of the customer associated with the reimbursable agreement.	System generated
Unreleased WIP	This field displays the amount of incurred WIP costs allocated to the unfilled customer order that could not be released by the system.	System generated
Release Amount	This field displays the amount of incurred WIP costs allocated to the unfilled customer that can be released to the AR Module for billing.	System generated

5.3.5 WIP Allocation and Modification Release Screen - Modify Results Tab (RADG005)

The Modify Results Tab is the only place on the RADG005 where the user is allowed to enter changes to the results of the WIP program. On this tab, the user is able to change the WIP Cost, Release Amount, and Release (R) fields. All other fields on this tab are protected against modifications by the user. The user cannot change the total amount of cost on a particular project or change the fiscal year associated with the cost on this screen. This type of adjustment should be processed as a summary level transfer. The results of the summary level transfer would not be seen on this screen until the WIP program (RADG004) is run again.

Note: *If the Hold Billing Flag check box has been checked on Reimbursable Agreement Screen (RADG002), the system will not allow the user to change the release amount and release fields for those agreement and order lines on RADG005.*

Below is an example of the Modify WIP tab:



The following fields apply to the Modify WIP Tab:

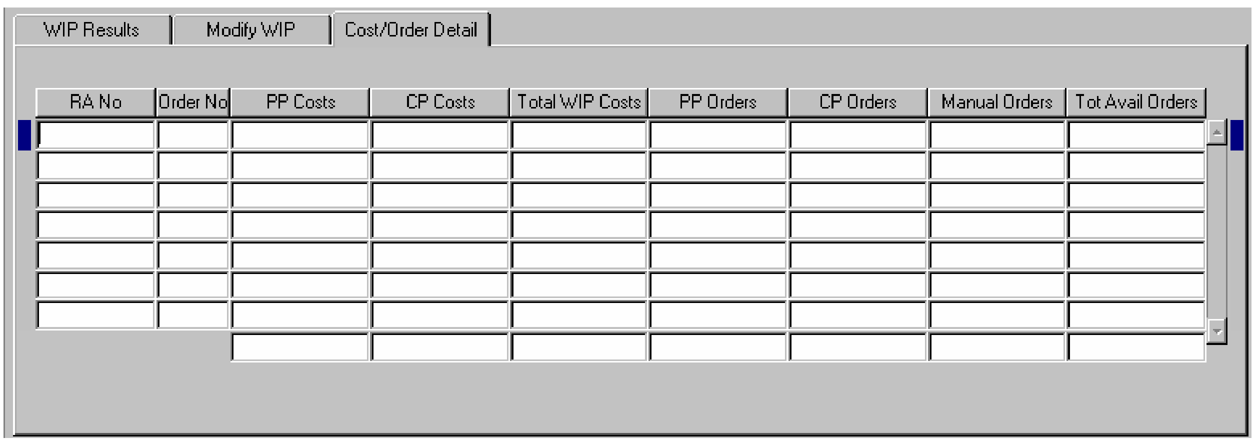
Field Name	**Definition**	**Attributes**
RA No	This field displays the associated reimbursable agreement number established on RADG002.	System generated
Customer No	This field displays the customer number of the customer associated with the reimbursable agreement.	System generated
Order No	This field displays the unfilled customer order number associated with the reimbursable agreement and corresponding line of WIP results.	System generated
WIP Cost	This field displays the amount of costs accumulated by the WIP program and allocated to this order.	System generated Can be modified by the user.
Avail Order	This field displays the amount remaining on the unfilled customer order at the start of the current WIP run.	System generated
Avail Adv	This field displays the amount of advance remaining on the unfilled customer order at the start of the current WIP run.	System generated
Unreleased WIP	This field displays the amount of incurred WIP costs allocated to the unfilled customer order that could not be released by the system.	System generated

Field Name	Definition	Attributes
Release Amount	This field displays the amount of incurred WIP costs allocated to the unfilled customer order that can be released to the AR Module for billing.	System generated Can be modified by the user.
M	This field displays a Y if the record has been modified by the user. Otherwise, the field displays a N.	System generated
R	This field displays a Y if the WIP costs displayed on the corresponding WIP line will be released for billing. If the WIP costs are to be held, the release field will display a N.	System generated Can be modified by the user.

5.3.6 WIP Allocation and Modification Release Screen - Cost/Order Detail Tab (RADG005)

The Cost/Order Detail Tab allows the user to view detailed cost and order information for WIP results. This tab is for display purposes only.

The following is an example of the Cost/Order Detail WIP tab:



The following fields are applicable to the Cost/Order Detail Tab:

Field Name	Definition	Attributes
RA No	This field displays the associated reimbursable agreement number established on RADG002.	System generated
Order No	This field displays the unfilled customer order number associated with the reimbursable agreement and corresponding line of WIP results.	System generated

Field Name	Definition	Attributes
PP Costs (Prior Period Costs)	This field displays the unreleased costs from the previous WIP run.	System generated
CP Costs (Current Period Costs)	This field displays the current period costs released for billing for the line of WIP results viewed.	System generated
Total WIP Costs	This field displays the total costs available for billing for the line of WIP results reviewed.	System generated
PP Orders (Prior Period Orders)	This field displays the total remaining unfilled customer order amount from the previous period associated with the line of WIP results viewed.	System generated
CP Orders (Current Period Orders)	This field displays the total new unfilled customer order amount associated with the line of WIP results viewed.	System generated
Manual Orders	This field displays the total amount of manual bills created against the corresponding unfilled customer order associated with the line of WIP results viewed.	System generated
Tot Avail Orders	This field displays the sum of the unfilled customer order balances available to cover incurred WIP costs.	System generated

5.3.7 Review WIP Transactions (RADG005)

After the WIP program has been run, the user has the opportunity to review the amounts, by project, that will be billed against each unfilled customer order. It is important that any adjustments to these billed amounts be made at this time since the receivable records that are generated through the WIP Billing Compilation Process are established as approved records. At that point, the only field that can be modified on the receivable record is the Bill Text field. Each Unfilled Customer Order line item with a release amount displayed on this screen will generate a separate receivable. Multiple projects citing the same Unfilled Customer Order number will be combined into one receivable transaction.

To review the projects using the WIP Allocation Modification and Release screen, the user performs the following steps:

Step	*Action*
1	Select the **RADG005 - WIP Allocation Modification and Release Screen** from the *Navigator Menu.*

2	To retrieve the information for all of the projects included in the current WIP run: Click on the **Enter Query** icon on the toolbar. Click on the ***Fund Code*** field and enter the appropriate fund code. Click on the **Execute Query** icon to retrieve all of the WIP projects for the fund code. *Note: The user can query on any field or combination of fields located in the tool bar except for WIP Date. To select all funds codes and all projects, click on the **Enter Query** icon and immediately click on the **Execute Query** icon.*
3	Records are displayed by project and fund code fiscal year of costs. The arrows located on the toolbar can be used to scroll between the records.

5.3.8 Modify WIP Transactions (RADG005)

The Modify WIP Tab allows the user to move costs between two separate unfilled orders on the same project. This is particularly useful when the funding on one unfilled customer order will expire before the other order and NOAA needs to use the expiring funds first. The WIP process allocates costs solely on the percentage of funding supporting the project and does not compare termination dates when allocating costs between the available unfilled customer orders.

In addition, this tab also allows the user to move costs from release to unreleased on a particular unfilled customer order line. This is helpful on those occasions when a bill should not be issued during a particular billing cycle and the Hold Billing flag was not checked before WIP was run. Users are not allowed to move costs from unreleased to released. This is a system calculated function based on the fact that the Hold Billing flag on RADG002 has not been checked and there is sufficient order and/or advance balance to cover the costs.

The Modify WIP Tab does not allow the user to transfer costs from one project to a different project. Other adjustment methods, such as summary level transfers, should be used for transferring costs between projects.

5.3.9 Adjust the Amount of Costs Allocated Between Unfilled Customer Orders on WIP Transactions (RADG005)

To change the amount of costs allocated between two or more unfilled customer orders through the WIP Allocation Modification and Release screen, the user performs the following steps:

Step	***Action***
1	Select the **RADG005 - WIP Allocation Modification and Release Screen** from the *Navigator Menu.*
2	To retrieve the information for a specific project included in the current WIP run: Click on the **Enter Query** icon on the toolbar. Click on the ***Project Code*** field and enter the appropriate project code. Click on the **Execute Query** icon to retrieve the project information.
3	Click on the **Modify WIP Tab**.
4	Click in the ***WIP Costs*** field for the appropriate unfilled customer order.
5	Enter the correct amount of costs to be billed for this unfilled customer order.
6	Click the ***WIP Costs*** field for the next unfilled customer order.
7	Delete the system generated amount and enter the new amount of costs to be billed for this unfilled customer order. (Continue as needed if there are additional unfilled customer order lines that need to be changed.) *Note: The bottom line **Total Costs** amount cannot be different from the total project costs amount that is displayed in the **Total Cost** field of the Control Block. If the user attempts to save the record where the modified total costs does not equal the total project cost the following error message will be displayed: **"The modified WIP cost total must equal the total project cost."***
8	Click on the **Save** icon to save the changes. The ***Modified*** field in the Control Block will change to display a "Y".

5.3.10 Modify the Amount of Released Costs on WIP Transactions (RADG005)

To modify the amount released through the WIP Allocation Modification and Release screen, the user performs the following steps:

Step	***Action***
1	Select the **RADG005 - WIP Allocation Modification and Release Screen** from the *Navigator Menu.*
2	To retrieve the information for a specific project included in the current WIP run: Click on the **Enter Query** icon on the toolbar. Click on the ***Project Code*** field and enter the appropriate project code. Click on the **Execute Query** icon to retrieve the project information.

3	Click on the **Modify WIP Tab**.
4	To change the amount of costs to be released, click on the ***Release Amount*** field.
5	Delete the system generated amount and enter the new amount of costs to be released.
6	The ***Unreleased WIP*** field will be populated with the difference between the new amount entered by the user and initial system generated amount.
7	Click on the **Save** icon to save the changes. The ***Modified*** field in the Control Block will change to display a "Y".

5.3.11 Change Released Costs to Unreleased Costs on WIP Transactions (RADG005)

To hold the entire amount of released costs for an unfilled customer order through the WIP Allocation Modification and Release screen, the user performs the following steps:

Step	***Action***
1	Select the **RADG005 - WIP Allocation Modification and Release Screen** from the *Navigator Menu.*
2	To retrieve the information for a specific project included in the current WIP run: Click on the **Enter Query** icon on the toolbar. Click on the ***Project Code*** field and enter the appropriate project code. Click on the **Execute Query** icon to retrieve the project information.
3	Click on the **Modify WIP Tab**.
4	To hold the entire release amount for a specific WIP line, click on the ***Release*** flag and change the "Y" to "N".
5	The ***Unreleased WIP*** field will be populated with the total amount of costs for that specific WIP line.
6	Click on the **Save** icon to save the changes. The ***Modified*** field in the Control Block will change to display a "Y".

5.3.12 System Edits and Business Rules

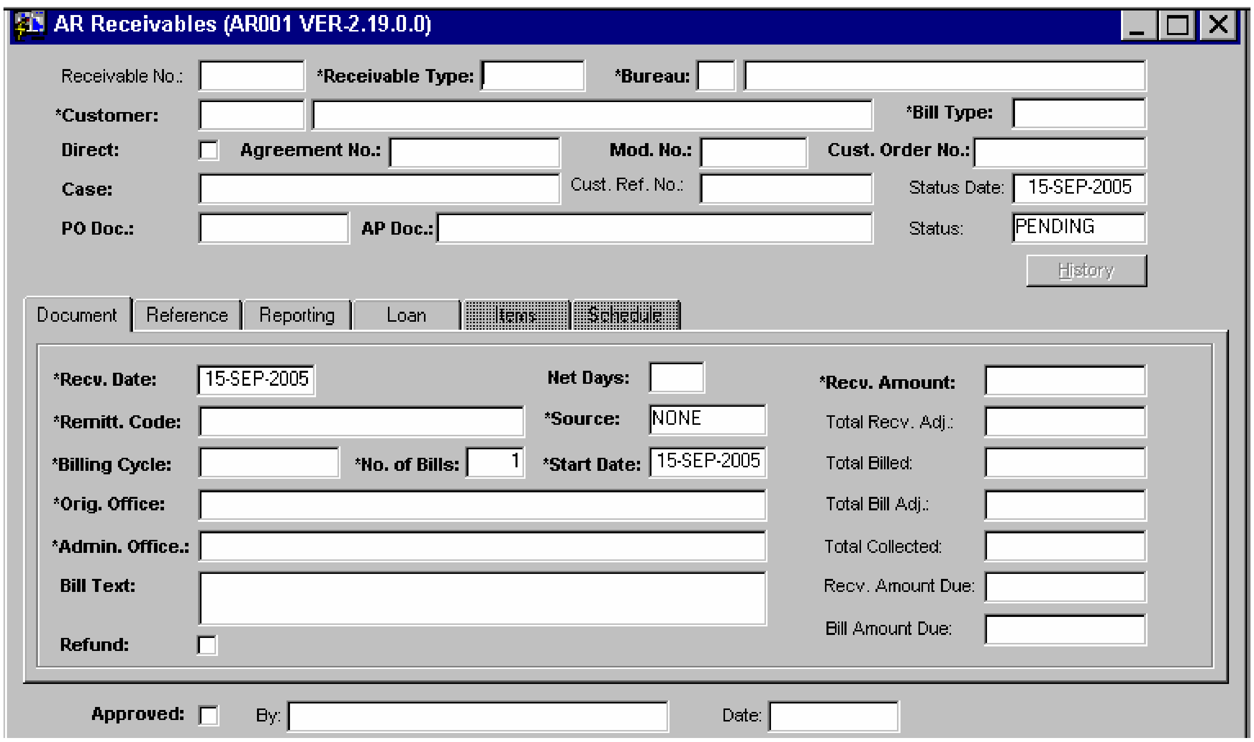
- The allocation of costs to an order can be changed by moving all or a portion of the costs to any other order on the same project and in the same fiscal year.
- The total amount of cost on particular project cannot be changed on this screen.
- The fiscal year associated with the cost cannot be changed on this screen
- If the **Hold Billing flag** check box has been checked on Reimbursable Agreement Screen (RADG002), the system will not allow the user to change the release amount and release fields for those agreement and order lines on RADG005.

- A user can move all or a portion of released costs to the unreleased column even if the **Hold Billing flag** on RADG002 has not been checked.
- The user cannot release costs for billing if the **Hold Billing flag** has been checked on RADG002. The **Hold Billing flag** on RADG002 must be unchecked to allow the costs to be released for billing.

5.4 Receivable Screen (AR001)

The AR001 Receivable screen drives accounting processes in the Accounts Receivable module as well as those in the Reimbursable module, such as creating bills, making adjustments, etc. A user may create a new receivable record, view a receivable record, or modify an existing receivable record on the AR001 screen. The system supports the calculation, generation, and posting of customer bills based upon billing source, event, or time period. The system supports the manual entry of receivable and bill transactions, as well as the establishment of reimbursable receivables and bills generated through the RADG006 WIP Billing Compilation Process.

The following is an example of the AR001 screen:



The Receivable screen is divided into two parts. The first part is the control block where required information for a reimbursable is entered. This information is referenced on all transaction screens involving the reimbursable agreement record. The detail block of the screen is divided into the following seven tabs: Document, Reference, Reporting, Loan, Items, Schedule, and History. These seven tabs maintain the required information specific to the receivable record, such as the Number of Payments, Payment Cycle, Billing Schedule, Treasury Report on Outstanding Receivables Reporting parameters, etc. Only those tabs and fields impacted by reimbursable processing will be discussed here. The Accounts Receivable User Guide contains a thorough discussion of the entire AR001 screen.

5.4.1 Receivables - Control Block (AR001)

The Control Block of the Receivable screen establishes and maintains the general information for a receivable record, which is displayed for all tabs on the Receivable screen. Additionally, most of the information on the Control Block will also be referenced on other transaction screens such as Bills, Adjustments, and Collections.

The following fields in the Control Block of the AR001 screen are specifically applicable for reimbursable processing:

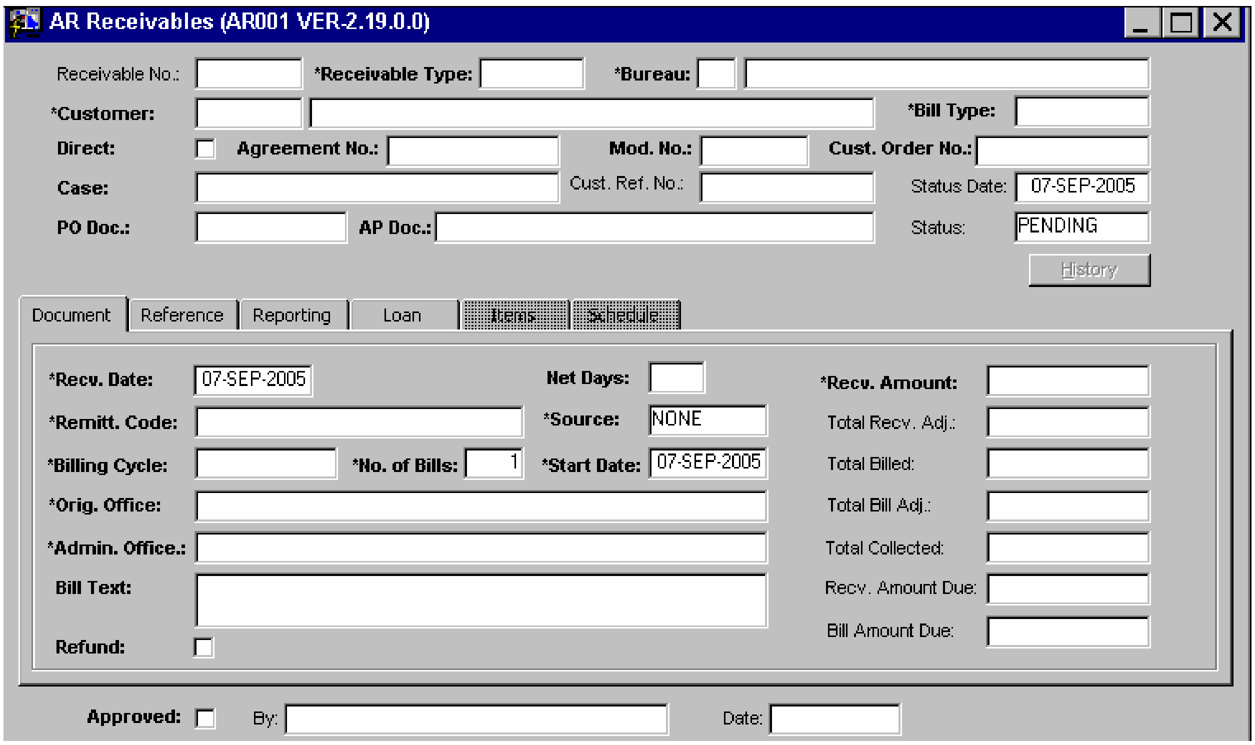
Field Name	Definition	Attributes
Receivable Type	This field displays the receivable type as defined by each bureau. The valid values for this field are established on the AR050-System Types and Codes Maintenance screen.. *Note: The receivable types for reimbursable processing are **AUTWIP** and **REIMB**.*	**Required.** LOV Available. Defaults to AUTWIP for system generated WIP bills.
Direct flag	This field determines if a receivable for a reimbursable project must cite a reimbursable agreement. If the field is not checked and the receivable type = REIMB, a reimbursable agreement number must be entered in the agreement number field. NOAA will not check this flag.	Optional Do not check.
Agreement No.	This field displays the Reimbursable Agreement number which the customer is being billed for. This is a required field for reimbursable agreement bills. *Note: The information entered on this field will be displayed on all transaction screens.*	**Required** for reimbursable projects that do not have the direct flag checked. LOV available
Modification No.	This field displays the modification number, if applicable, for the agreement number entered.	Optional
Cust. Order No.	This field displays the unfilled customer order that is linked to the reimbursable agreement number already selected.	**Required** for reimbursable projects. LOV available
Cust. Ref. No.	This field displays the customer reference number entered on the unfilled customer order selected above.	Populated based on the record chosen above. Can be updated

Information concerning the other fields in the control block may be found in the Accounts Receivable User Guide.

5.4.2 Receivables - Document Tab (AR001)

The Document Tab of the Receivable screen maintains information pertaining to the bill(s) that are created for the receivable record. This tab establishes information such as the number of bills to be generated, the billing cycle for the bill payments, the starting date for the billing schedule and other relevant information.

The following is an example of the Document tab on the AR001 screen:



The following fields on the Document Tab of the AR001 screen have special reimbursable functionality:

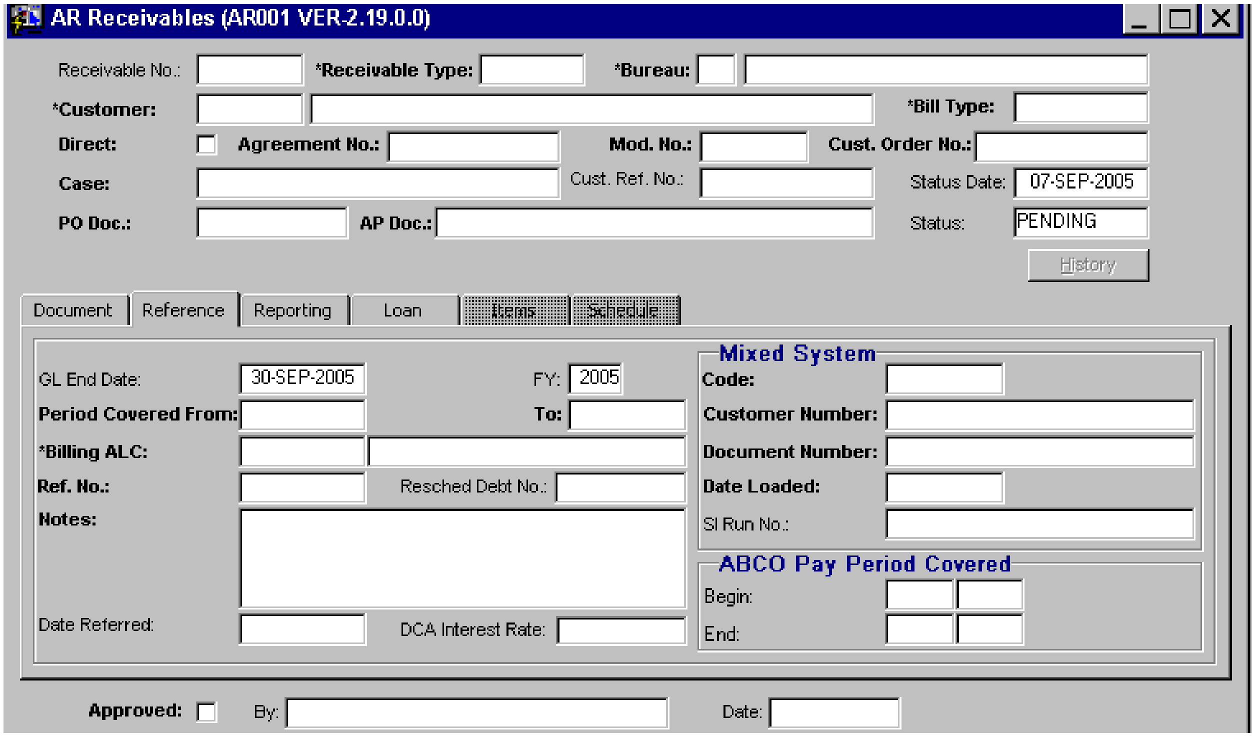
Field Name	Definition	Attributes
Remitt. Code	This field displays the bureau defined code that uniquely identifies the mailing address where payment should be remitted. This address will print on the customer's bill. The valid values for this field are established on the Remittance Codes screen (AR057).	**Required.** LOV available. Defaults from RADG003 when the Unfilled Customer Order number is entered in the control block.

Field Name	**Definition**	**Attributes**
Source	This field displays the original program source for which the reimbursable record has been created. The valid values for this field are established on the System Maintenance Codes screen (AR050). *The Source types for reimbursable receivables include: **BISRA, BISSEM, NONE, REIMB**, and **ROTHER.***	**Required.** LOV available. Defaults to NONE for system generated receivables.
Orig. Office	This field displays the code which represents the originating Line, Program, or Staff Office for the reimbursable agreement and/or receivable transaction. The valid values for this field are established on the CBS Office screen (AR056).	**Required.** LOV available. Defaults from RADG003 when the Unfilled Customer Order number is selected in the control block.
Admin. Office	This field displays the code which represents the administrative office (i.e., HQTRS, ASC) that is responsible for issuing and collecting the reimbursable bill. The valid values for this field are established on the CBS Office screen (AR056).	**Required.** LOV available. Defaults from RADG003 when the Unfilled Customer Order number is selected in the control block.

Refer to the Accounts Receivable User Guide for details on other fields on the Document Tab.

5.4.3 Receivables - Reference Tab (AR001)

The Reference Tab of the Receivable screen maintains other relevant information for the reimbursable record such as the Billing ALC. The following is an example of the Reference tab on the AR001 screen:



The following fields on the Reference Tab of the AR001 screen apply to reimbursable bills:

Field Name	Definition	Attributes
Period Covered: From	This field displays the beginning date of the billing period for a reimbursable advance or the first date of cost transactions covered by a WIP bill.	Optional System generated for WIP bills.
Period Covered: To	This field displays the ending date of the billing period for a reimbursable advance or the last date of cost transactions covered by a WIP bill.	Optional System generated for WIP bills.
Billing ALC	This field displays the agency location code for the bureau issuing the bill. Valid values are established on the Agency Location Code screen (GL060).	**Required.** LOV Available

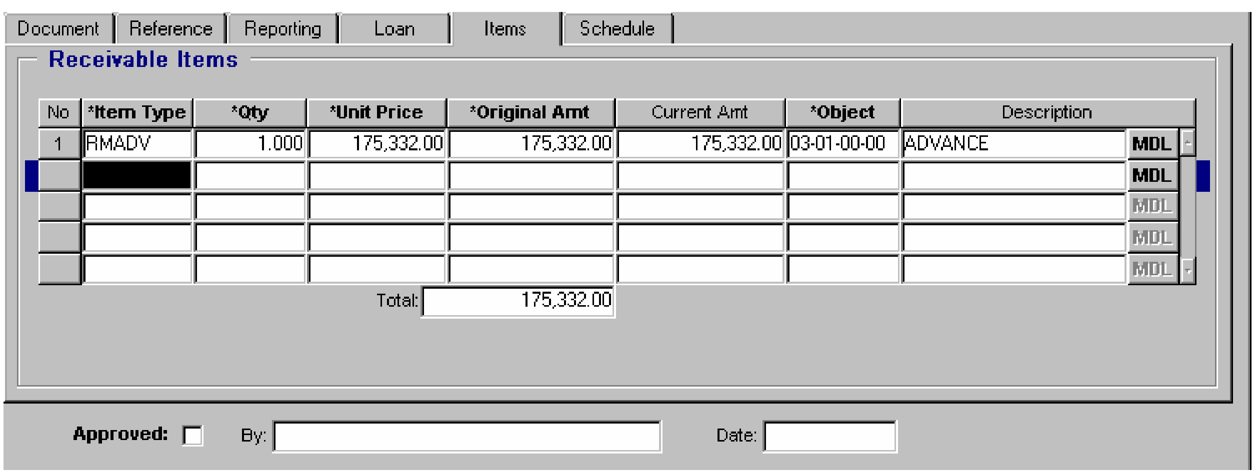
Field Name	Definition	Attributes
Ref. No	This field displays the unfilled customer order number the costs were allocated to by the WIP program. It can be used to record an agreement, MOU, purchase order, or other document no. related to a reimbursable sales/fixed fee receivable.	Optional System generated for WIP bills.
Mixed System: Code	This field displays "WIP" when the receivable record was generated by the WIP Billing Compilation Process (RADG006).	Optional System generated for WIP bills.
Mixed System: Document Number	This field displays the system generated number that identifies the WIP batch when the receivable record is generated by the WIP Billing Compilation Process (RADG006).	Optional System generated for WIP bills.
Mixed System: Date Loaded	This field displays the date when the receivable record is generated by the WIP Billing Compilation Process (RADG006).	Optional System generated for WIP bills.

Information concerning the other fields on the Reference Tab may be found in the Accounts Receivable User Guide.

5.4.4. Receivables - Items Tab (AR001)

The Items Tab on the Receivable screen defines the type of service/items provided, for which the reimbursable record is being created. The user will be able to define the object classes relating to the different items on this tab. The user will also access the ACCS from the Items tab by using the MDL Button displayed on this tab.

The following is an example of the Items tab on the AR001 screen:



The LOV for Item Type field on the Items Tab of AR001 screen has been expanded for reimbursable processing:

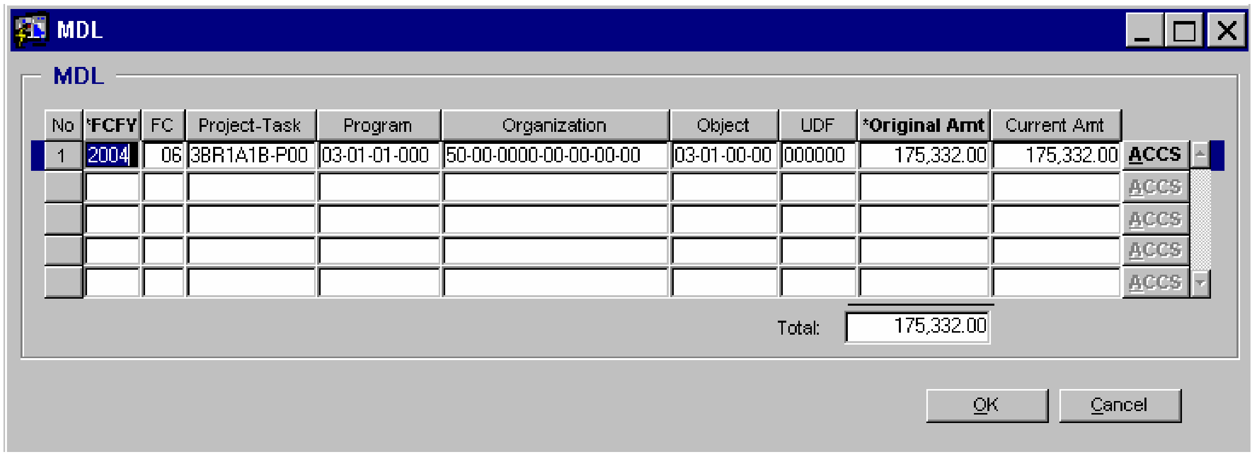
Field Name	Definition	Attributes
Item Type	This field displays the item type breakdown for the receivable record. WIP Batch processes in the reimbursable module require that the values listed to the right be used. Item types for reimbursable sales/fixed fee receivables include, but are not limited to, **SALES** and **SERV**. These values are established on the System Maintenance Codes screen (AR050).	**Required.** LOV Available. Valid WIP values are: RMADV - Manual Advance RAADV - Automated Advance RAWIP - Automated WIP RMWIP - Manual WIP
Object	This field displays the object class for each line item. The valid values for this field are defined on the Object Class screen (GL051-GL054). The specific object classes designated for reimbursable processing must also be entered on the WIP Accounts Maintenance screen (RADG001).	**Required.** LOV Available.

Information concerning the other fields on the Items Tab may be found in the Accounts Receivable User Guide.

5.4.5 Receivables - ACCS/MDL (AR001)

The MDL Block on the Items Tab defines the ACCS string of the reimbursable record which, in turn, determines the general ledger impact for that record. The user will be required to enter pertinent information such as Fiscal Year, Fund Code, Project-Task Number, Program Number and Organization Code on the ACCS Code Entry screen (AR090). Once the reimbursable record has been approved, the ACCS string cannot be modified and will default for corresponding transactions on the adjustments and collection screens.

The following is an example of the MDL tab on the AR001 screen:



The following fields on the MDL tab in the AR001 screen have edits related to reimbursable processing:

Field Name	Definition	Attributes
Organization	This field is used to record the organization code of the Line, Program, or Staff Office responsible for the reimbursable project selected. Receivables for reimbursables will only cite the first level of the organization (Line Office level). The valid values for this field are defined on the Organization Code screen (GL040-GL046) .	**Required** LOV Available Organizations available are limited to those entered on the Unfilled Customer Order screen (RADG003).

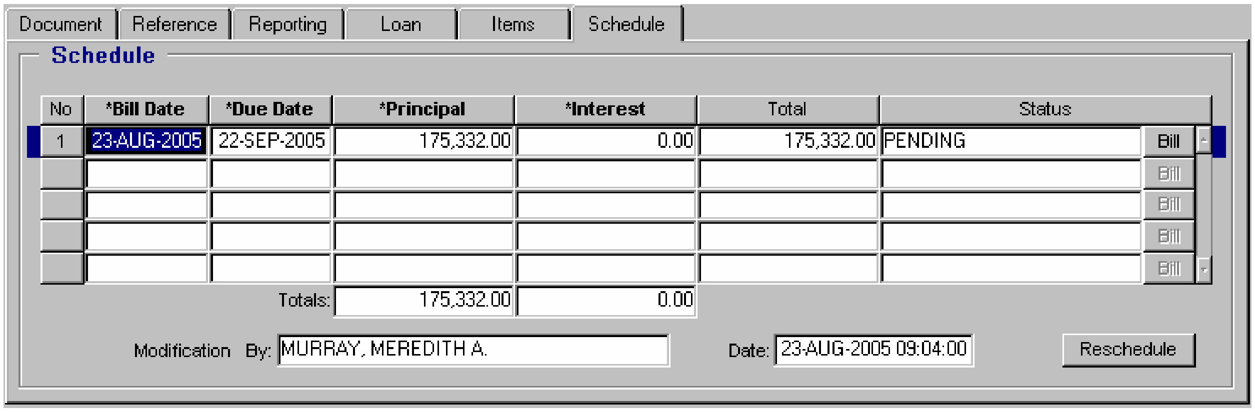
Information concerning the other fields on the MDL Tab may be found in the Accounts Receivable User Guide.

5.4.6 Receivables - Schedule Tab (AR001)

The Schedule Tab on the Receivable screen defines the billing schedule for a reimbursable record and is generated once the information on the Items Tab has been entered. The No. of Pay fields on the Document Tab will help determine the billing schedule on the Schedule Tab. For example, if the user specifies 15 payments on the Document Tab, the billing schedule will evenly divide the principal amount of receivable into 15 bills/payments with a bill status of Pending.

Note: The billing schedule simply provides the user with a list of bills that the system will physically generate in the future. When the system date is equal to the Bill Date field for a specific bill, the status of the bill will update to 'Open,' (i.e. the bill is ready to be issued/mailed).

The following is an example of the Schedule tab on the AR001 screen:



No modifications have been made to the Schedule Tab for reimbursable processing. Detailed information concerning this tab may be found in the Accounts Receivable User Guide.

5.4.7 Create Receivable Transactions (AR001)

In order to create receivable records, users perform the following steps to establish a receivable for a reimbursable agreement bill:

Step	***Action***
1	Select **AR001 - Receivables** option from the *Navigator Menu*.
2	Double click on the ***Receivable Type*** field and select "REIMB" from the LOV for reimbursable advance receivables or "SALES" for reimbursable sales/fixed fee receivables. Value may also be entered directly into the field.
3	Double click on the ***Bureau*** field and select the desired bureau from the LOV or enter this value in the field. The bureau name will default once the user selects the Bureau Code.
4	Double click on the ***Customer*** field and enter, or select from the LOV, the customer and invoice contact cited on the reimbursable agreement and unfilled customer order records.
5	Do not click on the ***Direct*** flag checkbox if recording advance receivables for reimbursable agreements. Click this checkbox for receivables related to reimbursable sales/fixed fee projects.
6	Double click on the ***Agreement No.*** field and select the reimbursable agreement number from the LOV if recording advance receivables for reimbursable agreements. The LOV will be limited to those agreements that reference the same customer and contact entered earlier. Skip this field for receivables related to reimbursable sales/fixed fee projects.
7	If an agreement number was entered, double click on the ***Mod No.*** field and select the modification number for the reimbursable agreement from the LOV. Skip this field for receivables related to reimbursable sales/fixed fee projects.

Step	Action
8	Double click on the ***Customer Order No.*** field and select the unfilled customer order/customer reference number combination from the LOV. For reimbursable sales/fixed fee projects, the customer order number will be in the following format: FCFY-LO-Project Code-XX.
9	Selection of an unfilled customer order/customer reference number combination above will also populate the ***Customer Reference Number, Remittance Code, Originating and Administrative Office*** fields. These fields may be modified by the user, if necessary.
10	The remaining fields should be entered in the manner outlined in the Accounts Receivable User Guide using the specific values for reimbursable agreements and reimbursable sales/fixed fee projects that are cited in sections 10.9 and 10.4 of this user guide.

5.4.8 Modify Receivable Transactions (AR001)

Any field on the receivable record can be modified provided the record has not been approved. However, once the receivable record has been approved, only a limited number of fields on the screen can be modified. Detailed information concerning the fields that can be modified may be found in the Accounts Receivable User Guide. However, the reimbursable agreement, modification, unfilled customer order, and customer reference numbers can no longer be modified once the record is approved. If any one of these fields has been entered incorrectly, the receivable must be voided and re-entered with the correct information. It is essential that these fields be correct for proper accounting of the reimbursable agreement revenue and costs.

5.4.9 Receivable Transactions Generated by the WIP Process (AR001)

The RA module includes the automated generation of bills for customers that are billed for the accrued costs on a reimbursable agreement. While detailed information on this process is included in sections 6.1, 6.2 and 10.11 of this user guide, some of the basic differences are presented here:

- A receivable generated by the WIP process is always identified with a "AUTWIP" receivable type.
- The Source field on the Document Tab is populated with a value of "NONE".
- On the Reference tab, the beginning date for the Period of Performance is populated with the first day of the month of the date of the first cost transaction and the ending date is populated with the last day of the month of the date of the last cost transaction covered by the bill.
- The Item Type for a bill for accrued cost generated by the WIP process is always RAWIP with an object class of 03-02-00-00.
- The WIP process also generates a bill for reimbursable agreements that have been paid in advance. This is actually a zero balance bill. The first item type is RAWIP which displays a positive amount reflecting the total cost that was accrued during the month. The second item type is RAADV which displays an equal negative amount reflecting the corresponding advance reduction for the amount of cost accrued.

- The appropriate general ledger account hits on a zero balance bill are driven by the object classes of 03-02-00-00 for the item type of RAWIP and 03-03-00-00 for the item type of RAADV.
- The WIP bills are entered with standard bill text which can be modified by the user.

5.4.10 System Edits and Business Rules

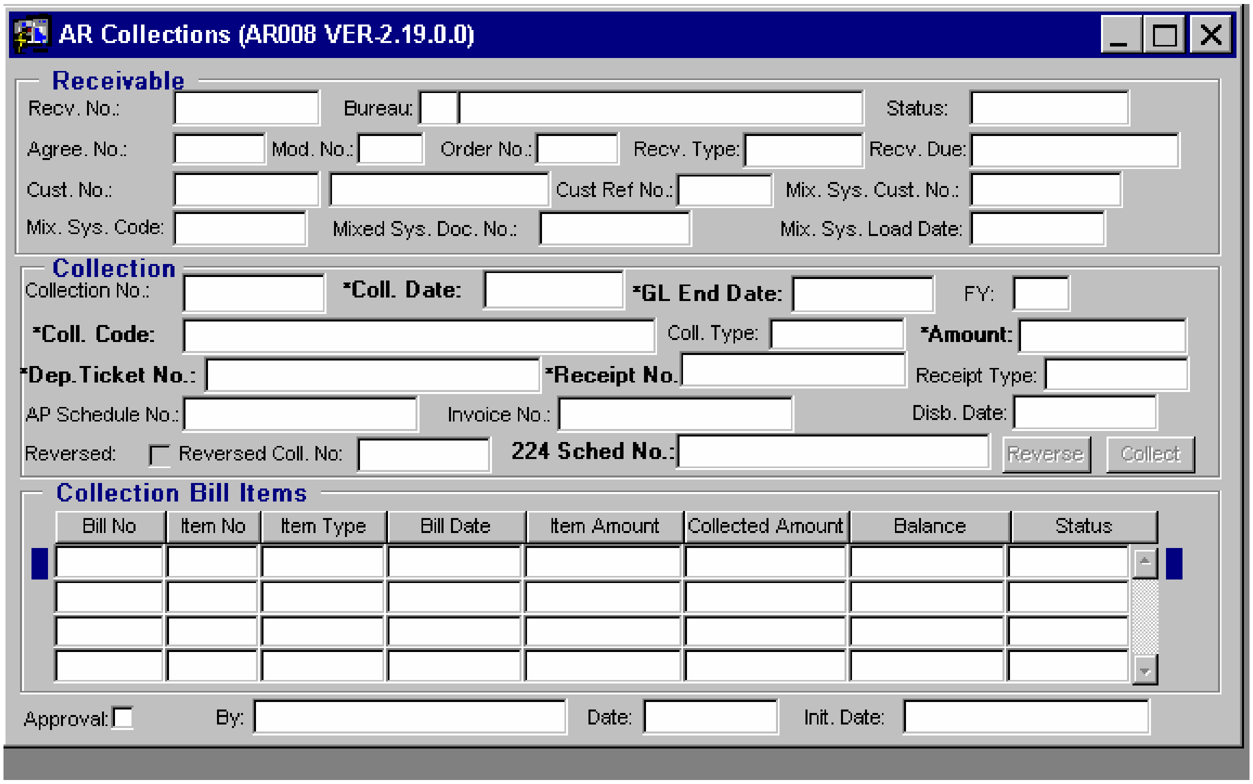
- The Item Type for a manual advance bill is always RMADV with an object class of 03-01-00-00.
- The receivable must reference the same customer and invoice contact that has been entered on the reimbursable agreement and unfilled customer order screens.
- An unfilled customer order must be established in the RA module before the receivable that references the reimbursable agreement can be established.
- The total amount of receivables referencing an unfilled customer order cannot exceed the amount of the unfilled customer order.
- A receivable with a reimbursable project must reference a reimbursable agreement and/or unfilled customer order.

5.5 Collections Screen (AR008)

The Collections screen is used to assign deposit tickets and their associated receipts to a billed receivable created for an advance payment on a reimbursable agreement or for a system generated WIP billing.. The Collections screen allows the user to create and approve collections, edit unapproved collections, and reverse existing approved collections.

The Collections screen is divided into three sections: the Receivable block, the Collection block, and the Collection Bill Items block. The Receivable block references the control information for the reimbursable receivable record. The Collection block records specific collection information and links the collection record to a specific deposit ticket and receipt. The Collection Bill Items block displays the distribution of the collection amount as applied to the bill(s) for the selected reimbursable record. This block is populated by the system based on the priority parameters established in the Collection Application Sequence on the Bureau Parameters screen (AR055). Based on those priority parameters the system will apply the collection amount to specific item classes without any intervention by the user.

The following is an example of the AR Collections (AR008) screen:



5.5.1 Receivable Block

The Receivable Block of the Collections screen displays the basic information for a reimbursable record such as the Bureau Code, Customer Number, Agreement number, (Unfilled Customer) Order Number, Receivable Type, Customer Reference Number and other relevant information. The control information will be brought forward from the Receivable screen (AR001) and does not allow for modifications.

Listed below is a detailed description of each field displayed on the Receivable Block that relates directly to reimbursables:

Field Name	**Definition**	**Attributes**
Agreement No.	This field displays the active Reimbursable Agreement number(s) that is associated with the specific customer. *Note: The information is brought forward from the AR001 screen.*	System generated

Field Name	Definition	Attributes
Mod No	This field displays the current modification number for the formal agreement or TWA number entered on the RADG002 screen.	System generated
Order No	This field displays the order number that identifies the specific customer order.	System generated
Recv Type	This field displays the receivable type as defined for the receivable record. The appropriate receivable types for reimbursables are **REIMB** and **AUTWIP.** *Note: The information is brought forward from the AR001 screen.*	System generated
Cust Ref No	This field displays the reference number the customer has provided.	System generated
Approval	This field displays the approval status of the collection record. If checked, the collection record is approved.	**Required** to approve the collection record.

5.5.2 Collection Block

The Collections block links the deposit ticket and the receipt information to the reimbursable record. This tab also provides other information such as, Collection Date, GL End Date, Fiscal Year. The Collection Block is discussed in complete detail in the Accounts Receivable User Guide.

5.5.3 Collection Bill Items Block

The Collection Bill Items block displays the individual line item(s) of a bill that have collections applied. The Collection Bill Items block is system generated and cannot be modified. This block displays information corresponding to existing bills. Collections are applied based on the item class priorities as defined in the Collection Application Sequence on the Bureau Parameters screen (AR055). The Item Type field is directly related to the type of reimbursable being processed and is brought forward from the AR001 screen. If no collections have been applied the Collection Bill Items block will contain no data.

A detailed description of all the fields displayed on the Collection Bill Items block receivable record is contained in the Accounts Receivable User Guide.

5.5.4 Apply a Collection

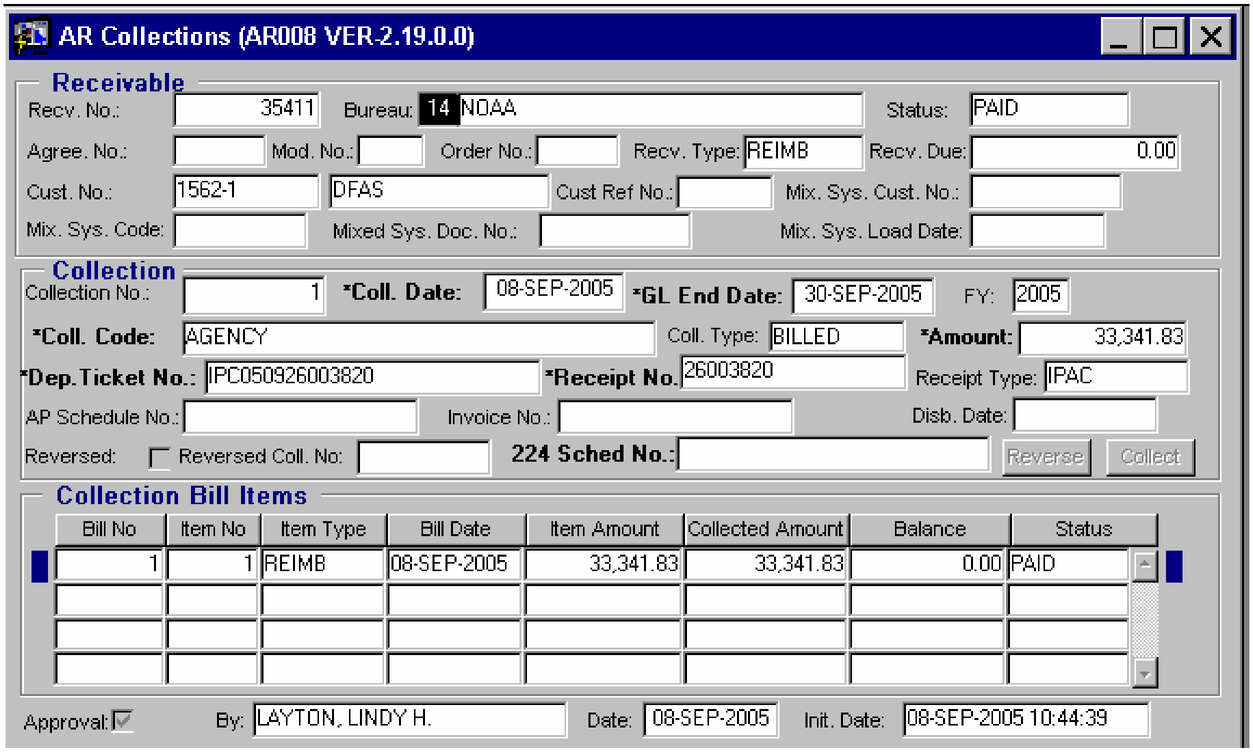
On the Collections screen (AR008), the user is able to apply a collection towards an approved reimbursable record. In order to apply a collection to a reimbursable record, there must exist a bill in an OPEN status. Additionally, the user must have the deposit ticket and corresponding receipt information in order to apply the collection.

To apply a collection to a reimbursable record, the user will perform the following steps:

Step	***Action***
1	Select the **AR008 - Collections** option on the ***Navigator Menu*** to launch the screen.
2	The screen will launch in a query mode. Query on the ***Recv. No*** field in order to locate the desired reimbursable.
3	The Receivable block will be populated with the information established on the Receivable screen (AR001) based on the reimbursable record queried. *Note: The user will not be able to modify any fields in the Receivable Block.*
4	In the Collection block, click on the ***Coll. Date*** field. The following fields will default: ***Coll. Date*** will default to the current system date. ***GL End Date*** will default to the end date of the current general ledger period. ***FY*** will default to the current fiscal year. ***Coll. Type*** will default to 'Billed.'
5	The ***Collection No.*** field is system generated and is sequential within each reimbursable record. A collection number will be assigned when the user saves the collection record. *Note: The system will allow the user to apply multiple collections to a reimbursable record.*
6	Enter a new date on the ***Coll. Date*** field if the collection date is not the current system date. *Note: The Date field cannot be future dated. Additionally, the Date field cannot be prior to the Receivable Date as established on the AR001 Receivable screen.*
7	The ***GL End Date*** and ***FY*** fields will default based on the date entered in the ***Coll. Date*** field. *Note: The **GL End Date** and **FY** fields are both system-generated and cannot be modified.*
8	Double click on the ***Coll. Code*** field to select the desired collection code for the collection record.
9	The ***Coll. Type*** field will default to BILLED and cannot be modified.
10	Double click on the ***Dep. Ticket*** field to select a valid deposit ticket. The system will launch the Deposit Ticket screen (AR007) and list all of the deposit tickets with a status of OPEN. Highlight the desired deposit ticket and click the **Select** button.
11	Double click on the ***Receipt No.*** field to select a valid receipt. The system will launch the Receipt Log screen (AR006) and list all of the receipts that have been previously assigned to the deposit ticket selected above. Highlight the desired receipt and click the **Select** button.
12	The ***Receipt Type*** field will default based on the receipt selected.

13	The ***Amount*** field will default to the amount of the receipt selected above. In cases where the ***Amount*** field is not equal to the receipt amount, the system will prompt the user to confirm the amount. *Note: Remember to change the receipt amount if the correct amount has not been brought forward when the **Receipt No.** is selected.* *The system will not allow the user to apply collections in the amount greater than the Bill Amount Due as calculated on the Receivable screen (AR001).*
14	At this point, all of the required information necessary to apply a collection has been entered. Click the **Collect** button to apply collections to the reimbursable record. The system will generate a confirmation dialogue box prompting the user to confirm this action. Click on the **Yes** button.
15	The system will automatically populate the Collection Bill Items block with information pertaining to outstanding bills.
16	Click on the ***Approval*** checkbox to approve the record. Click **Yes** in the Confirmation Dialogue box. The ***Name*** and ***Date*** fields will automatically populated with the user's name and current system date/time. *Note: The collection will not actually be applied until the record is approved.*
17	Upon approval, the ***Unapplied Amount*** field on the Deposit Ticket screen (AR007) will be reduced by the amount of collection applied to the reimbursable record.
18	Upon approval, the following updates will occur on the Bill screen (AR002): If the bill has been paid in full, the status of the bill is updated to PAID. If there is a partial payment, the bill amount is updated to reflect the new amount due and the status will remain OPEN.
19	Upon approval, the following updates will occur on the Receivable screen (AR001): On the **Schedule** tab, the status of the bill will update to: PAID if the bill has been paid in full**.** OPEN if the bill has been partially paid. On the **Document** tab of the Receivable screen (AR001), the ***Total Collected*** field will display a sum of the amount of collection applied to the reimbursable record. Additionally, the ***Recv Amount Due*** and ***Bill Amount Due*** fields will be updated to reflect the new amount due. If the applied collection amount equals the reimbursable amount due, the status of the reimbursable is also updated to PAID.

The following is an illustration of a completed AR Collection (AR008) screen:



5.5.5 Modify a Collection

Modifications can be made on the Collection screen (AR008) only to an unapproved collection transaction.

Note: On the Receivable Block the system will not allow the user to make any modifications as all the information is brought forward from the Receivable screen (AR001).

In order to modify an unapproved collection record, the user performs the following steps:

Step	***Action***
1	On the Collections block, the user can modify the ***Coll. Code, Dep. Ticket No., Receipt No.***, and ***Amount*** fields before the record is approved. In order to use a different deposit ticket, the user will simply double click on the ***Dep. Ticket No.*** field and select a new deposit ticket. The system will automatically delete the data entered in the ***Receipt No.*** and ***Amount*** fields. The user will then select a new receipt and specify the amount for collection. *Note: Please refer to Section 4.8.4 (Steps 10 and 11) of the Accounts Receivable User Guide for details on how to select a deposit ticket and receipt).*
2	If the user changes the collection amount, the system updates the Collections Items block accordingly.
3	If the user erroneously applied a collection, an unapproved collection record can be deleted. In order to delete an unapproved record: Click on the Collection block and select the applicable ***Collection No*** Click on the **Delete a Record** (**X**) icon. The system will display a confirmation dialogue box confirming that the user intends to delete the collection record. Click **Yes** in the Confirmation Dialogue box.
4	The user can apply multiple collections to a reimbursable record. In order to apply a new collection Query for the desired reimbursable Click on the Collection block and select the applicable ***Collection No*** Click on the **Add a Record** (+) icon. The system will display blank Collection and Collection Bill Items blocks. At this point, the user can continue as if they were creating the first collection record. *Note: Please refer to Section 4.8.4 of the Accounts Receivable User Guide for additional information*.
5	The user should not leave an unapproved record on this screen as the system will not allow further processing until the collection transaction has been approved.

5.5.6 System Edits and Business Rules

The following screen edits apply to the AR Collections (AR008) screen:

- Multiple collection records can be assigned to each reimbursable record.
- Once approved, a collection record cannot be modified or deleted.
- In order to process a collection transaction, one of the bills on the receivable record must be in an OPEN status.
- Before accessing the Collections screen, a receipt must be recorded on the Receipt Log Screen (AR006) and assigned to a deposit ticket on the Deposit Ticket Screen (AR007).
- The system will not allow the user to apply collections in an amount greater than the Bill Amount Due.

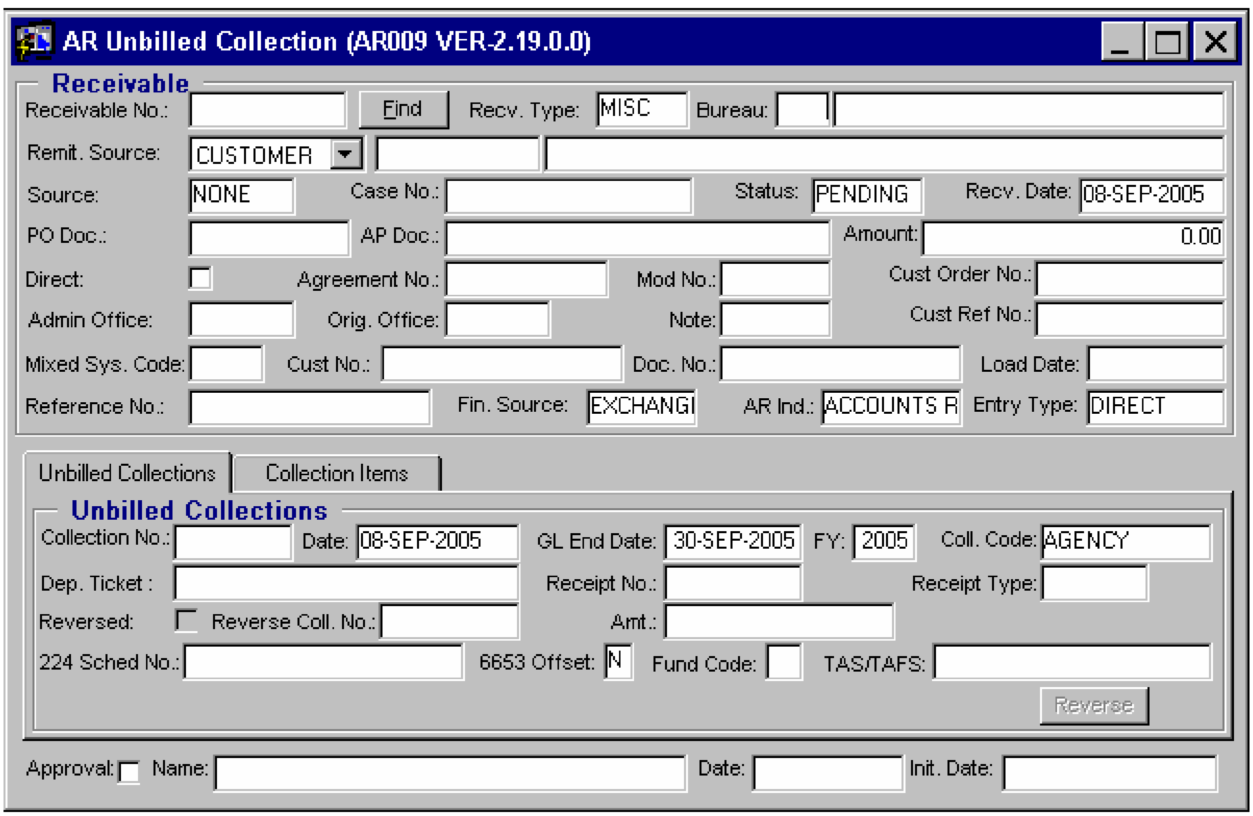
- The system will not allow the user to apply a collection transaction if there is an unapproved transaction on other functional screens for that record.
- The system will not allow partial reversals.
- The amount of a negative collection cannot exceed the amount of the original collection applied.

5.6 AR Unbilled Collection Screen (AR009)

The Unbilled Collection Screen is used to assign deposit tickets that have associated receipts that were received as a result of an unbilled bill or receivable. This screen allows the user to apply unbilled collections towards receivable records created on the Receivable screen (AR001), referred to as an existing receivable, or create a new receivable record, referred to as a miscellaneous receivable.

Specific fields have been added to the AR Unbilled Collection Screen in order to support collections for reimbursable projects. In the Receivable Block, the agreement number, modification number, customer order number and customer reference number fields, in combination, identify reimbursable agreements for which collections have been received. 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. On the Collection Items tab, the Item Type field allows the user to identify the collection as an advance or WIP payment for a reimbursable project.

The Unbilled Collection Screen (AR009) is displayed below:



5.6.1 Control Block (AR009)

The following fields from the control block of the AR Unbilled Collections screen relate to reimbursable agreements or reimbursable sales/fixed fee projects:

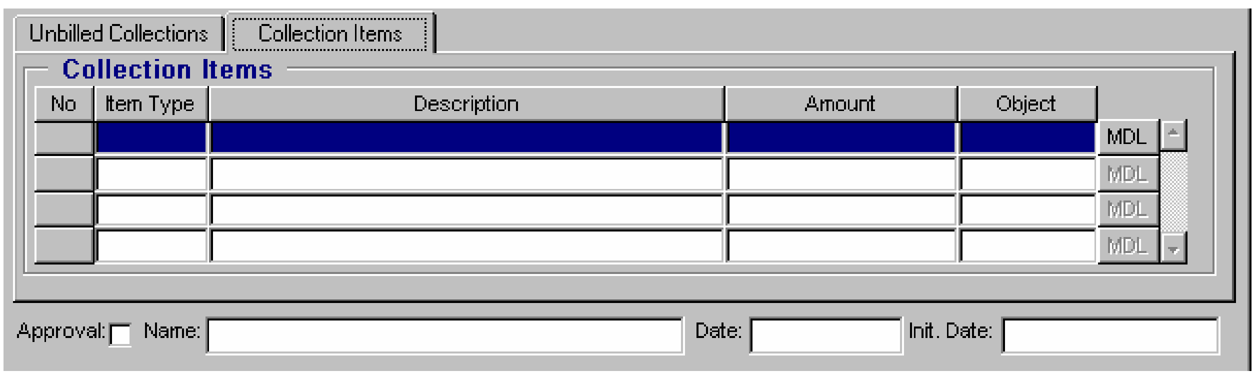
Field Name	Definition	Attributes
Source	This field displays the original program source for which the receivable record has been created.	**Required** LOV available
Direct	The checkbox indicates whether the collection is related to a reimbursable agreement or a reimbursable sales/fixed fee project. *Note: For a collection related to a reimbursable agreement, the box should not be checked.*	Optional **Required** to identify a collection for a reimbursable sales/fixed fee project.
Agreement No.	This field displays the reimbursable agreement number to which the collection should be linked as defined on the Reimbursable Agreement Screen (RADG002).	Optional LOV available **Required** if collection is linked to an agreement.
Mod No.	This field displays the modification number of the reimbursable agreement number as defined on the Reimbursable Agreement Screen (RADG002).	Optional LOV available **Required** if collection is linked to an agreement.
Cust. Order No.	This field displays the unfilled customer order number as defined on the Unfilled Customer Order Screen (RADG003).	**Required** LOV available
Cust. Ref. No.	This field displays the customer's number to be referenced on invoices and correspondence as defined on the Unfilled Customer Order Screen (RADG003) .	**Optional** LOV available
Entry Type	This field displays DIRECT if the record is manually entered by the user.	Defaults to DIRECT upon entering the screen.
	The field displays CARRYOVER if the record is created by the automated carryover balance transfer process.	CARRYOVER is system generated, as necessary, during the automated carryover balance transfer process.

5.6.2 Collection Items Tab (AR009)

The Collection Items tab allows the user to specify the items and corresponding MDL to which the unbilled collection is being applied. For an existing receivable, the system will populate this information from the date entered on the Receivable screen (AR001). For a miscellaneous receivable, the system will allow the user to specify the item type and MDL.

When the user enters the Collection Items tab, a numbered list of blank collection item lines is presented. The user has the option of posting one or several collections. Each of the collections will be assigned to the reimbursable agreement and unfilled customer order defined in the control block. Unfilled customer orders that involve multiple participating organizations or covering several projects may result in one collection being distributed to multiple projects or organizations. The Collection Items tab also allows the one collection to be distributed to multiple projects and organizations.

The following is an example of the Collections Items tab on the AR009 screen:



The following fields are applicable to the Collection Items tab:

Field Name	Definition	Attributes
Item Type	This field displays the item type breakdown for the receivable record. The valid values for this field are established on the System Types and Codes Screen (AR050).	**Required.** LOV Available.
Description	This field displays the description of the item type selected.	Defaults based on the Item type field.

Field Name	Definition	Attributes
Amount	This field displays the amount of unbilled collection applied to the receivable record.	User defined.
Object	This field displays the object class of each line item. The valid values for this field are defined on the Object Class Code screen (GL051-GL054).	**Required.** LOV Available.
MDL Button	Clicking on this button will display the MDL Detail screen. *Note: The user will complete the MDL Detail screen in accordance with Accounts Receivable guidance.*	

5.6.3 Establish an Unbilled Collection (AR009)

To post a collection on the AR Unbilled Collection Screen (AR009) for a reimbursable agreement or reimbursable sales/fixed fee project, a user performs the following steps:

Step	*Action*
1	Select the **AR Unbilled Collection Screen (AR009)** from the *Navigator Menu.*
2	Click in the ***Bureau Code*** field and enter the bureau code or double click for a LOV. Select the appropriate bureau code.
3	Click in the ***Customer*** field and enter the appropriate customer and invoice contact number associated with the reimbursable agreement or double click and select it from the LOV.
4	Double click in the ***Source*** field and select "REIMB" for unbilled collections of reimbursable advances or "ROTHER" for unbilled collections related to reimbursable sales/fixed fee projects.
5	If this collection is related to a reimbursable agreement, double click in the ***Agreement No*** field and select the appropriate reimbursable agreement number from the LOV. For collections to reimbursable sales/fixed fee projects, skip this field. *Note: This LOV is limited to the agreements for the customer number entered in the **Customer** field in Step 3 above that have approved unfilled customer orders.*

Step	***Action***
6	If this collection is related to a reimbursable agreement, double click on the ***Mod*** field and select the appropriate agreement modification number from the LOV. For collections to reimbursable sales/fixed fee projects, skip this field.
7	If this collection is related to a reimbursable agreement, double click on the ***Customer Order No*** field and select the appropriate unfilled customer order and Cust Ref No combination to which the collection is being linked. For collections to reimbursable sales/fixed fee projects, skip this field.
8	If necessary, click on the ***Customer Ref No*** field to modify the customer reference number that will appear on the bill.
9	Click on the ***Admin Office*** field. If this collection is related to a reimbursable agreement, both the Admin Office and Orig Office fields will be populated automatically from the reimbursable agreement record but can be updated if necessary. For collections to reimbursable sales/fixed fee projects, double click to select the ***Admin Office*** from the LOV.
10	Click on the **Deposit Ticket** field in the **Unbilled Collections** tab. Complete the **Unbilled Collections** tab in accordance with Accounts Receivable guidance.
11	Click on the **Collection Items** tab.
12	In the ***Item Type*** field double click for a LOV and select the appropriate item type for the reimbursable agreement. The system will only display the list of item types that are defined for the Source type entered. *Note: If you entered "REIMB" in the **Source** field, the LOV will display item types of "RMADV" and "RMWIP". If you entered "ROTHER" in the **Source** field, the LOV will include, but is not limited to, item types of "SALES" and "SERV".*
13	The ***Description*** field will default based on the item selected in the ***Item Type*** field.
14	Enter the ***Amount*** of unbilled collection being applied to the item selected.
15	Double click on the ***Object Class*** field and specify the object class for the particular item type using the specific values for reimbursable agreements and reimbursable sales/fixed fee projects that are cited in sections 10.10 and 10.4 of this user guide. The Object Class is maintained at the item level and cannot be modified at the MDL level.
16	Click on the ***MDL Button*** to enter the ACCS information in accordance with Accounts Receivable procedures.
17	After entering the MDL information, the user can move to the next line on the Collection Items tab or approve the record. Prior to approving the record, all information should be reviewed. Once approved, the user will not be able to make modifications to the record.

Step	***Action***
18	Click on the ***Approval*** checkbox to approve the record, and respond **Yes** to the Confirmation Dialogue box to approve the record.