

NOAA Reorganization & Budget Restructure Stored Accounting (ACCS) Update Checklist – January 2020

Various NOAA financial and administrative systems must be updated with new accounting codes when Line Offices (LOs) / Staff Offices (SOs) reorganize and/or restructure their budgets. LOs / SOs should coordinate with the point of contact POC for each applicable system / transaction to identify impacts and coordinate accounting code updates (i.e., approach for updates, timeframe for system updates, etc.) based on the reorganization and/or restructure effective date and system/ transaction processing business rules.

The sections below list the financial and administrative systems that store accounting code data and may be impacted by a reorganization and/or budget restructure. Items marked with an 'X' indicate that the system/ transaction should be considered when reorganizing and/or restructuring.

CBS and E2 Solutions

System / Transaction	Reorganization	Budget Restructure	Point of Contact	Notes
CBS – Organization Codes	X		Office of Human Capital Services	<ul style="list-style-type: none"> Abolished organization codes <u>should not</u> be deactivated in CBS. New organization codes must be active in CBS prior to updating stored accounting.
CBS – Program Codes		X	NOAA Budget Execution (BEX)	If new fund codes (other than the “HOT” ORF and PAC funds) need to be established, please coordinate with NOAA BEX and the Finance Office (FO) / Financial Reporting Division (FRD) to establish the fund codes in CBS (after the appropriate approvals are obtained) and to establish budgetary resources.
CBS – Program Authority		X	NOAA BEX	
CBS – Apportionments		X	NOAA BEX	
CBS – Allotments	X	X	NOAA BEX	
CBS – Funds Control	X		Client Services Help Desk – clientservices@noaa.gov	<ul style="list-style-type: none"> Office of Human Capital Services must notify Client Services after the new organization codes are created in CBS. New organization codes must be added to CBS Funds Control before allotments, BOPS, etc. can be entered in CBS using the new organization codes.

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CBS – Project Codes and Task Codes		X	<p>LO / SO Budget Staff or Client Services Help Desk – clientservices@noaa.gov depending on volume</p> <p>If Construction Work In Progress (CWIP) projects are impacted, please also email cwip.notification@noaa.gov</p> <p>If new reimbursable projects are being created, please also contact your FO Reimbursable Liaison.</p>	<ul style="list-style-type: none"> • LOs / SOs can create new project-tasks in CBS. • Budget restructures involving a large volume of new project-tasks can use FSD’s project-task upload routines to establish new project-tasks in CBS. Contact the Client Services Help Desk for more information. • If new CWIP project codes will be created, the FO / Financial Reporting Division (FRD) / Financial Statements Branch (FSB) should be notified – cwip.notification@noaa.gov. In addition, the appropriate Office of the Chief Administrative Officer (OCAO) CWIP POCs should also be notified.
CBS – Budget Operating Plans (includes approval & routing maintenance)	X	X	LO Budget Staff	
CBS – Labor Defaults*	X	X	NOAA FO /Financial Reporting Division (FRD) - Karin Weeden - karin.weeden@noaa.gov	Reorganizations also impact labor processing (i.e., generation of labor estimates for future pay periods).
CBS – Surcharges	X	X	NOAA BEX	
CBS – Over / Under	X	X	NOAA FO /Financial Reporting Division (FRD) - Karin Weeden - karin.weeden@noaa.gov	
E2 Solutions (Travel)	X	X	Client Services Help Desk – clientservices@noaa.gov	E2 Solutions updates are made by Department of Commerce, CWTSato, Client Services, and LO staff based on the reorganization and/or budget restructure specifics.
CBS – Post Monitoring Reports		X	Client Services Help Desk – clientservices@noaa.gov	FSD post monitoring reports can be used to supplement DW and MARS reports for larger budget restructures. These reports are used to monitor activity in the old budget structure once the new budget structure is effective.

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CBS – GSA Motorpool*	X	X	NOAA FO / Accounting Operations Division (AOD) – Tom Koontz – william.koontz@noaa.gov	<ul style="list-style-type: none"> • LO / SO staff are responsible for updating GSA Motorpool Stored Accounting in CBS. • Coordination with AOD is needed to make sure accounting codes are updated per GSA Motorpool billing and processing timelines.
CBS – Express Small Package Solutions (FedEx & UPS transactions)*	X	X	NOAA FO / AOD - Laura Scott – laura.scott@noaa.gov	
CBS – Recurring Payments (i.e., Rent, Utilities, etc.)*	X	X	NOAA FO / AOD –Troy Cole (Eastern) – troy.cole@noaa.gov , and Angela Hunter (Western) – angela.hunter@noaa.gov	
CBS – OPM Investigation Default Accounting	X	X	NOAA FO / AOD –Tom Koontz – william.koontz@noaa.gov	
CBS – Transit Subsidy Default Accounting	X	X	NOAA FO / AOD –Tom Koontz – william.koontz@noaa.gov	
CBS – FEDSTRIP (GSA Supplies) Default Accounting	X	X	NOAA FO / AOD –Tom Koontz – william.koontz@noaa.gov	

*Current stored accounting for the system / transaction can be found using the CBS Discoverer Stored Accounting Workbook.

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Other NOAA Administrative Systems

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National Finance Center (NFC) – labor processing	X	X	Office of Human Capital Services / LO Time Keepers	<ul style="list-style-type: none"> Office of Human Capital Services performs organization code maintenance LO Time Keepers will need to identify impacts to NFC stored accounting (where applicable)
WebTA	X	X	LO Time Keepers	
ARCHIBUS (Facilities)	X	X	NOAA Office of the Chief Administrative Officer (OCAO) / Facilities Operations Division – Patrick Condemi - patrick.condemi@noaa.gov	
Federal Real Property Management – GSA Rent	X	X	NOAA OCAO / Real Property Management Division – Sheryl Donath – sheryl.m.donath@noaa.gov	<ul style="list-style-type: none"> Accounting updates must be made using the GSA Rent Accounting Code Change Request form (contact Sheryl Donath for the form). The form must be submitted to Sheryl Donath no later than the 10th of the month in which the LO / SO wishes the changes to be effective. The GSA Rent Accounting Code Change Request form is not required for budget restructures and/or reorganizations effective 10/1. These updates will be made via the annual GSA Rent data call process in early October.
Management Analysis and Reporting System (MARS)	X	X	MARS Help Desk – mars.support@noaa.gov	
GSA Telecommunications	X	X	NOAA Office of the Chief Information Officer (OCIO) – networx@noaa.gov	Current accounting codes can be viewed on the Telecom Billing website: https://sites.google.com/a/noaa.gov/cio/internal-use-only/it-services/telecom-billing?pli=1
GSA NETWORKX	X	X	NOAA OCIO – networx@noaa.gov	Current accounting codes are available on the Telecom Billing website: https://sites.google.com/a/noaa.gov/cio/internal-use-only/it-services/telecom-billing?pli=1

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Bankcard – Line Office Default ACCS and Cardholder Default ACCS	X	X	Line Office Default ACCS - Client Services Help Desk – clientservices@noaa.gov Cardholder Default ACCS – LO/SO Agency Program Coordinators	<ul style="list-style-type: none"> • LO / SO cardholders are responsible for updating cardholder default ACCS and should work with their Agency Program Coordinators. • LO / SO should also notify their Agency Program Coordinator to determine if additional actions are required. • LO/SOs to coordinate with Client Services to update LO ACCS Defaults impacted by reorganizations and/or budget restructures