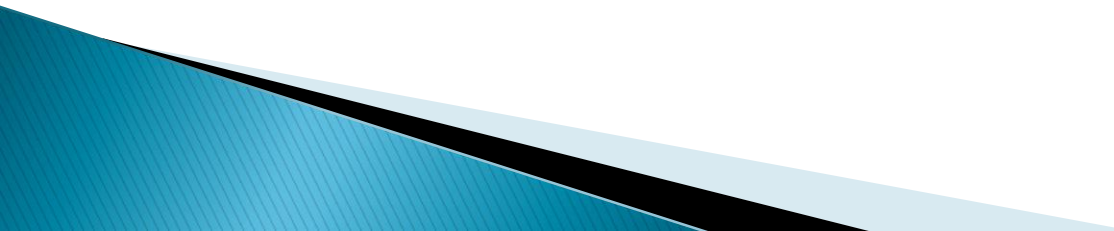


Summary Level Transfer (SLT) Enhancement

NOAA Business Rules
June 11, 2013

SLT Enhancement

Overview

- ▶ The Department is expanding its efforts to reduce improper financial transactions with a focus on Journal Entries and Summary Level Transfers.
 - ▶ There is a requirement to review these transactions based on a dollar threshold at the document level.
 - ▶ This enhancement only addresses SLT's. There are no changes to the existing processes for both manual and automated General Journal (GJ's).
- 

SLT Enhancement

Summary of Changes

- ▶ There will be a new systemic review and approval process within the CFS SLT Module for transactions exceeding a \$500K threshold.
- ▶ The new systemic approval process will flag SLT transactions exceeding the \$500K dollar threshold and will require an explicit override process to continue the processing of those transactions.
- ▶ When the threshold is met or exceeded, NOAA BEX will be entering a Certifier Approval or Disapproval directly into the SLT Module.

SLT Enhancement

Implementation Plan

- ▶ CFS Implementation Date – Monday, June 17, 2013
- ▶ NOAA's current SLT Business Rules and the Addendum to the SLT Business Rules will remain in effect.
- ▶ Signed Approval Forms will continue to be required along with all supporting documentation.
 - There is still no validation within the CFS when crossing P4.
- ▶ NOAA BEX will continue to sign the SLT Approval Forms.
- ▶ All SLT's will continue to be submitted through the SLT Notifications e-mail process.

SLT Enhancement

System Changes

- ▶ **New STDG001 – Certification Maintenance Screen.**
 - Contains two tabs: one to maintain the certifiers for each bureau and one to maintain the manual and interface threshold amounts for each bureau.
 - Maintained by NOAA Finance Financial Reporting Division (FRD).

- ▶ **Updated STDG005 /006 Summary Screens**
 - New Field for Originate Date
 - New Field for Submitter Name
 - New Certification Status Checkbox
 - New Certification Date and Certifier Fields

- ▶ **Updated STDG005 /006 Transaction Screen**
 - New Field for Originate Date
 - New Field for Submitter Name
 - New Field for Certification Status, Date, and Certifier

SLT Enhancement

Updated STDG005 Transaction Screen

Summary Level Transfer Entry

Batch No	<input type="text"/>	Mod No	<input type="text"/>	Reverse Info	<input type="text"/>	Bureau Code	<input type="text"/>	Template Code	<input type="text"/>	<input type="button" value="Use Template"/>
GL End Date	<input type="text"/>	Reason	<input type="text"/>							<input type="button" value="Submit"/>
Contact	<input type="text"/>						Disapproval Note			<input type="button" value="Print Certificate"/>
Suggested Approver:										<input type="button" value="Mark Cancel"/>
Originate	Date	<input type="text"/>	Originator	<input type="text"/>						<input type="button" value="View Error"/>
Submission Status	Date	<input type="text"/>	Submitter	<input type="text"/>						<input type="button" value="Back"/>
Approval Status	Date	<input type="text"/>	Approver	<input type="text"/>						
Certification Status	Date	<input type="text"/>	Certifier	<input type="text"/>						
Total Amount \$	<input type="text"/>		Total Units	<input type="text"/>		Modified By	<input type="text"/>		Date	<input type="text"/>

Transfer Detail - From ACCS | Transfer Detail - To ACCS

Item Line No	No	FCFY	Project	Task	Fund	Program	Organization	Object Class	User Cust/ Defined	Vend	Customer/ Vendor Number	
Reference No 1: <input type="text"/> 2: <input type="text"/> 3: <input type="text"/>												
Unit	<input type="text"/>	Qty	<input type="text"/>	Amount \$	<input type="text"/>							
Reference No 1: <input type="text"/> 2: <input type="text"/> 3: <input type="text"/>												
Unit	<input type="text"/>	Qty	<input type="text"/>	Amount \$	<input type="text"/>							
From Total Units	<input type="text"/>		Amount \$	<input type="text"/>		To Total Units	<input type="text"/>		Amount \$	<input type="text"/>		

SLT Enhancement

System Changes (Continued)

- ▶ Updated STDG015/016 Transfer Approval Screens
 - New Field for Originate Date
 - New Field for Submitter Name
 - New Certification Status Checkbox
 - New Fields for Certification Date and Certifier
 - Renamed Rejection Note Button to Disapproval Note

- ▶ Updated STDG015/016 Approval Transaction Screens
 - New Field for Originate Date
 - New Field for Submitter Name
 - New Certification Status, Date, and Certifier Name Fields
 - New Show Certifier List Button
 - New Certify Button
 - New Certifier Disapprove Button
 - Renamed Disapprove Button to Approver Disapprove

SLT Enhancement

Updated SDTG015 Summary Screen

Summary Level Transfer Control List for Approver

Transfer Status: Refresh

Batch No	Reason	GL End Date	Submission Status	Approval Status	Certification Status	Modified By	Date

Origination Date	Originator		
Submission Date	Submitter		
Approval Date	Approver		
Certification Date	Certifier		

Disapproval Note:

View/Edit

SLT Enhancement

Updated STDG015 Transaction Screen

Summary Level Transfer Approval

Batch No Mod No Reverse Info Bureau Code GL End Date

Reason Accomplished Date

Contact Disapproval Note

Suggested Approver

Originate Date Originator

Submission Status Date Submitter

Approval Status Date Approver

Certification Status Date Certifier

Total Amount \$ Total Units Modified By Date

Transfer Detail - From ACCS | Transfer Detail - To ACCS

Item Line No	Line No	FCFY	Project	Task	Fund	Program	Organization	Object Class	User Cust/ Defined/Vend	Customer/ Vendor Number
<input type="button" value="G/L Preview"/>	Ref No :	<input type="text"/>	2	<input type="text"/>	3:					
SF224	TC	<input type="text"/>	Lnit	<input type="text"/>	Qty	<input type="text"/>	Amount \$	<input type="text"/>		
<input type="button" value="G/L Preview"/>	Ref No :	<input type="text"/>	2	<input type="text"/>	3:					
SF224	TC	<input type="text"/>	Lnit	<input type="text"/>	Qty	<input type="text"/>	Amount \$	<input type="text"/>		

From Total Units Amount \$ To Total Units Amount \$

SLT Enhancement

System Changes (Continued)


- ▶ Updated STDG102 – SLT Certification Form
 - New CFS Entry Label to CAMS Entry Line
 - New Certifying Official Approval Line

 - ▶ Updated STDG – SLT History Report By Batch No.
 - Includes Approved and Disapproved Transactions

 - ▶ Updated STGD101 SLT Report for Disapproved Transactions
 - Includes Transactions Disapproved at the Certification Level

 - ▶ Updated STDG103 SLT Disapproval Form
 - Includes Transactions Disapproved at the Certification Level

 - ▶ New STDG113a – Transactions Subject To Threshold Criteria Report

 - ▶ New STDG113b – Manually Entered Transactions Report
- 

SLT Enhancement

Updated STDG102 – SLT Certification Form

01-JUN-2012 07:35 AM

Summary Level Transfer Certification Form

STDG102

Reason for the Transfer:

SLTTESTJLC2

Contact Person and Phone Number: AMATO WIERDA, CARMELA G.(W); 301-975-2607 ,202-1234567

Transaction Summary: Batch No/Mod No: 4914 - 0

Total Amount: \$1,236.00

Certification

Anyone who knowingly and willfully falsifies, conceals or covers up a material fact, makes fraudulent statements or representations, or makes or uses any false writing or document knowing that same to contain any false, fictitious, or fraudulent statement or entry shall be fined not more than \$10,000 or imprisoned not more than 5 years, or both.

I (we) have read and understand the above false certification warning and certify that the adjustments requested are proper and that the explanations given are complete and accurate. Signature of requesting/receiving division representatives must be included on the listing.

Signature of Requesting Organization: _____ Title: _____ Date: _____

Signature of Receiving Organization: _____ Title: _____ Date: _____

Certifying Officer: ___ Approved ___ Disapproved Date: _____ Signature: _____

CFS Entry: ___ Approved ___ Disapproved Date: _____ Signature: _____

SLT Enhancement

Updated STDG105 – SLT History Report by Batch No.

08-NOV-2012 07:50 AM

Summary Level Transfer History Report By Batch Number
for General Ledger Periods: 31-OCT-03 through 31-OCT-03

STDG105

Transaction Summary: Batch/Mod No: 1 - 0 GL End Date: 31-OCT-03 Total Amount: \$100.00 Total Units: 0.00

Originator:

Submitter:

Approver: Status: Disapproval Note:

Certifier: Status: Disapproval Note:

Reason for the transfer: IWO

FCFY	Bureau Code	Project/Task	Fund	Program	Organization	Object Class	User Defined	Units	Amount(\$)
Transfer From:									
2004	57	1820596-001	0098	06-06-07-000	01-00-0182-00-00-00-00	62-46-00-00	000000	0.00	\$100.00
Total:								0.00	\$100.00
Transfer To:									
2004	57	8423571-000	0008	03-04-00-000	01-84-0842-03-00-00-00	62-47-00-00	000000	0.00	\$100.00
Total:								0.00	\$100.00

SLT Enhancement

STDG113a – Transactions Subject to Threshold Criteria Report

29-MAY-2013 09:48 AM

Summary Level Transfer Report
Transactions Subject to Threshold Report

STDG113A

Transaction Summary: Batch/Mod No: 36222 - 0 Total Amount: \$500,000.00

Originator Name: MCCOY, NICOLE

Submitter Name: BROWN, ANNETTE D

Approver Name:

Certifier Name:

Status Submitted But Not Yet Approved

Reason for the transfer:

SLT Enhancement Testing Performance Measure #2 - Approve SLT subject to override. [Certifier Approval Required/Obtained.] Testing to see if Threshold is at the Control Total Amount or Line Item amount.

Contact Person and Phone Number: Nicole McCoy

Transaction Detail:

FCFY	Bureau Code	Project/Task	Fund	Program	Organization	Object Class	User Defined	Units	Amount(\$)
Transfer From:									
2012	14	K2NFR20-P40	1012	05-03-01-008	40-11-0000-00-00-00-00	25-35-00-00	000000	0.00	\$250,000.00
2012	14	K2NFR20-P50	1012	05-03-01-008	40-11-0000-00-00-00-00	25-35-00-00	000000	0.00	\$250,000.00
Total:								0.00	\$500,000.00
Transfer To:									
2012	14	K2NFR20-P00	1012	05-03-01-008	40-11-0000-00-00-00-00	25-35-00-00	000000	0.00	\$250,000.00
2012	14	K2NFR20-PGS	1012	05-03-01-008	40-11-0000-00-00-00-00	25-35-00-00	000000	0.00	\$250,000.00
Total:								0.00	\$500,000.00

SLT Enhancement

STDG113b – Manually Entered Transactions Report

05-JUN-2013 02:50 PM

Summary Level Transfer Report
Manually Entered Transactions Report

STDG113B

Transaction Summary: Batch/Mod No: 36247 - 0 Total Amount: \$50,000.00

Originator Name: BROWN, ANNETTE D

Submitter Name: MCCOY, NICOLE

Approver Name:

Certifier Name:

Status Submitted But Not Yet Approved

Reason for the transfer:

Testing Requirement #37

Contact Person and Phone Number: Annette Brown 301-444-2833

Transaction Detail:

FCFY	Bureau Code	Project/Task	Fund	Program	Organization	Object Class	User Defined	Units	Amount(\$)
2013	14	L8R3B01-P00	1015	03-03-02-000	50-42-0000-00-00-00-00	25-35-00-00	000000	0.00	\$50,000.00
Total:								0.00	\$50,000.00

SLT Enhancement

Next Steps

- ▶ Two New User Roles will be created.
 - SLT_Certifier [NOAA BEX Only]
 - SLT_Maintenance_Oper [FRD Only]

 - ▶ SLT Advisory Distributed to Users
 - Thursday, June 13, 2013

 - ▶ SLT Enhancement Promoted into Production
 - Weekend of June 15th

 - ▶ Monday, June 17, 2013 Submission of SLT's will be on Hold Pending Notification from Client Services
 - Setup Thresholds
 - Activate Roles for NOAA BEX and FRD

 - ▶ Full System Certification/Business Process Implementation
 - June 17, 2013
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