



NOAA
Budget Operating Plans (BOP)
Training Exercises
for
FY 2011
V 1.3

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Changes/Revisions Record

This is a living document that is changed as required to reflect system, operational, or organizational changes. Modifications made to this document are recorded in the Changes/Revisions Record below. This record shall be maintained throughout the life of the document.

Version Number	Date	Description of Change/Revision	Changes Made by Name/Title/ Organization
V1.0	10/05/2010	New FY 2011 Training Exercises	E.Cobbs/FSD CSB – Training
V1.1	1/19/2011	Changed Exercise #12 to new values for the new agreement	E.Cobbs/FSD CSB – Training
V1.2	1/28/2011	Updated typographical errors on all exercises, changed exercise #11 & 12 to represent not 3 months but 6 months for TWA/RA BOPs.	E.Cobbs/FSD CSB – Training
V1.3	6/10/2011	Updated Exercises to include a new one for NOAALink, pickup of transfer of funds and a program increase for an agreement.	E.Cobbs/FSD CSB – Training

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Exercise #1a: Login to CFS Training**Objectives:**

- Successfully login to the Portal Page
- Successfully login to CFS
- Access the Budget Operating Plan screen (FM066)

Instructions: Execute the following steps:

Step	Action
1	Open a Internet Explorer window Point your browser to: https://fsdtrain.rdc.noaa.gov/nmadm/custom_Pages.login_page?
2	On the CBS Web Migration Portal Login screen:  <ul style="list-style-type: none"> ➤ Enter <i>Training User Name</i> ➤ Enter <i>Training Password</i> ➤ Check the checkbox ➤ Click <i>Logon</i>

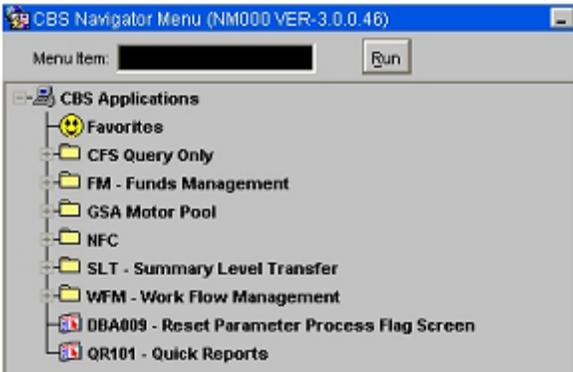
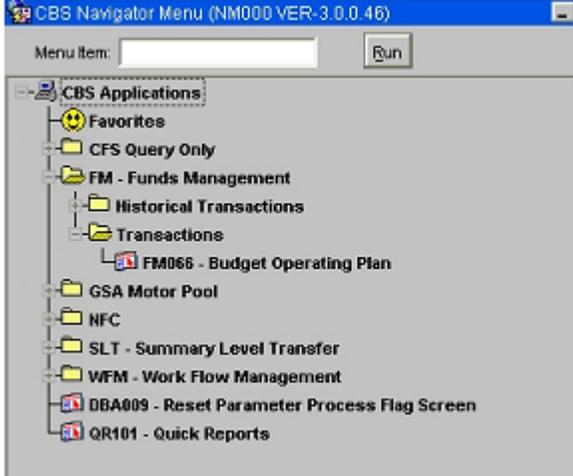
Step	Action
3	<p>On the CBS Web Portal screen:</p>  <p>➤ Click on <i>CFS</i></p> <p>➤ Click on <i>{Submenu Option}</i></p>
4	A new window opens, click YES

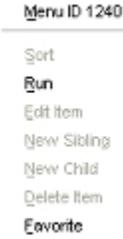
Exercise #1b: CBS Navigator Menu/Icons

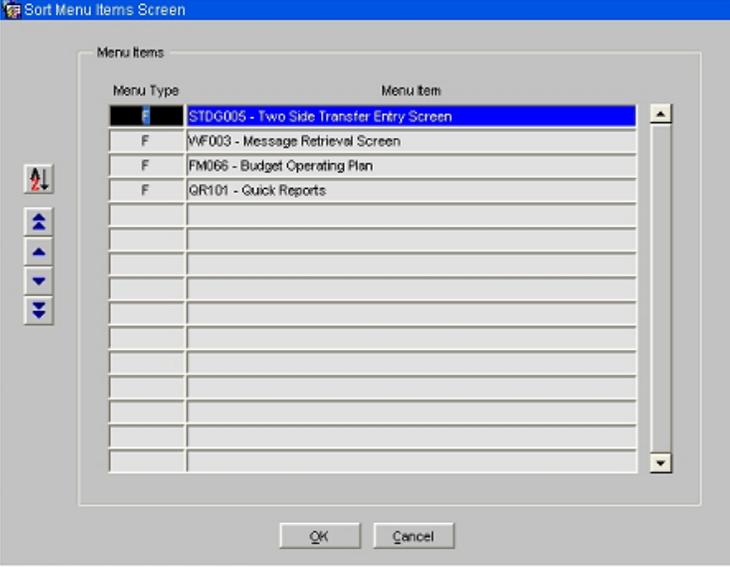
Objectives:

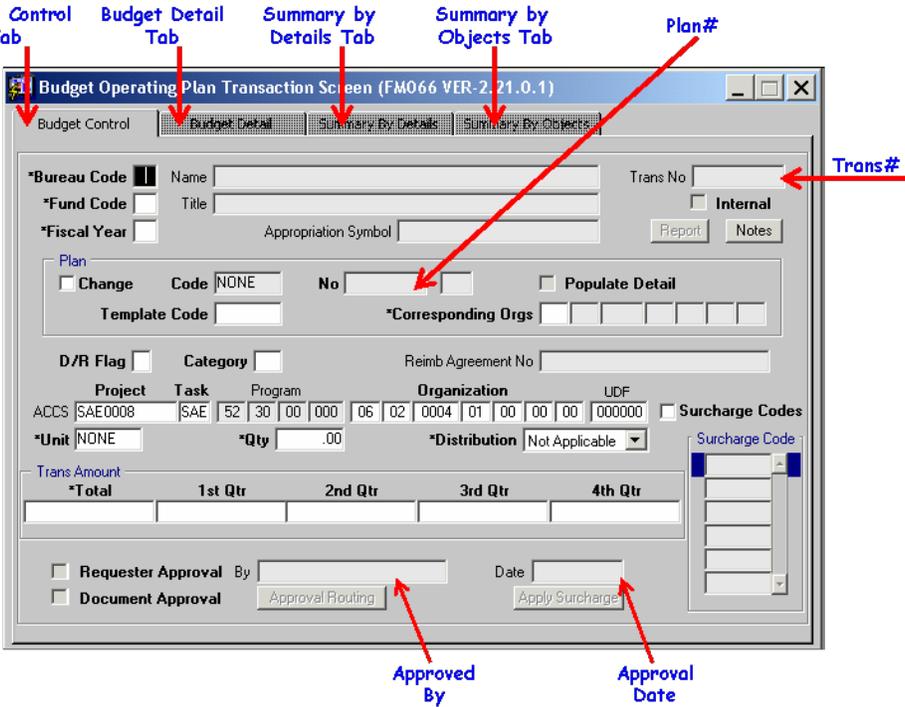
- Understand how to navigate the CBS Navigator Menu
- Add options under Favorites
- Sort options under Favorites
- Understand the Menu Item

Instructions: Execute the following steps:

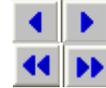
Step	Action
1	<p>From the CBS Navigator Menu:</p>  <p>➤ Click on the  next to the FM – Funds Management folder to expand it</p> <p>➤ Click on the  next to the Transactions folder to expand it</p> 

Step	Action
2	<p>Users have the ability to save specific reports to their favorite area. By doing this, it gives them the capability to run their reports, without having to expand every folder in the CBS Navigator Menu. To add a report to the favorite:</p> <ul style="list-style-type: none"> ➤ Click to highlight FM066 – Budget Operating Plan ➤ Right-click to bring up a submenu ➤ Click on Favorite  <p>That report has now been added to the Favorites area</p> 
3	<p>Add the following to the Favorites:</p> <p>QR101 WF003 STDG0005</p>
4	<p>After adding different reports to the Favorites, you may want to sort how they appear on screen. To do this:</p> <ul style="list-style-type: none"> ➤ Click on Favorite ➤ Right-click to bring up a submenu ➤ Click on Sort

Step	Action
5	<p>The <i>Sort Menu Item</i> screen appears</p> 
5a	<p>Using the following icons a user may sort the list the following way:</p> <p> = Alphabetical by Screen Name (<i>*Not currently working</i>)</p> <p> = Move the highlighted selection to the top of the list</p> <p> = Move the highlighted selection one space up for each click</p> <p> = Move the highlighted selection one space down for each click</p> <p> = Move the highlighted selection to the bottom of the list</p>
5b	<p>When finished sorting the list, click OK and the newly sorted Favorites List will now show:</p> 
5c	<p>Deleting a Favorite works the same way as adding. Except to delete an option you will be selecting Favorite List to “uncheck” it.</p>

Step	Action
6	<p>The CBS Navigator Menu now has a search capability. At the top of the CBS Navigator Menu is a field called <i>Menu Item</i>. In this field you may type the name of the screen (i.e. FM066) you wish to access. Once the screen name has been typed in, click on the Run button.</p> 
	<p>The FM066 – Budget Operating Plan (BOP) screen is illustrated below:</p> 
7	<p>The icon bar has been standardized and will appear the same on all screens. For those of you who are familiar with CBS/CFS and Data Warehouse, the icon bar will look the same.</p>

Icon	Name	Description
	EXIT	Allows users to leave the current window, document, and application. Use of the Exit icon in these situations may not commit or save recently entered data.
	SAVE	Used to save (commit) complete or partial records to the database.

<i>Icon</i>	<i>Name</i>	<i>Description</i>
	PRINT	Prints screen images or generates reports related to the data appearing on the current active window. Note: In some instances, selecting the print icon does not automatically print the report.
	ENTER QUERY	Clears any existing records or data from the window and prompts the user for query information.
	EXECUTE QUERY	Executes the query to retrieve all records that match the query criteria. Note: General queries retrieve all records by not specifying query criteria. General queries should be avoided on some screens, such as the GL081.
	CANCEL QUERY	Cancels query mode and returns the system to edit mode.
	ADD A RECORD	Allows users to create a new record. Generally, clicking this button will create a blank record and place the cursor in the first enterable field.
	DELETE A RECORD	In a limited number of instances, this button can be used to delete a record or a line item.
	PREVIOUS/NEXT RECORD PREVIOUS/NEXT SET	Allows users to scroll through records applicable to a particular transaction, document, query, or menu option.
	RUN REPORT	Allows users to execute a report.
	CUT	Allows users to remove selected data and temporarily save it to be pasted elsewhere.
	COPY	Allows users to copy selected data.
	PASTE	Allows users to paste selected data.
	HELP	At this time, the help available to a user is not designed to facilitate data entry. Currently, Oracle related information applicable to a specific field is provided.
	MENU	Allows users to access the menu or Navigator Menu.
	NEXT PREVIOUS	Allows users to move forward or back among multiple pages.
	DETAIL (DTL)	Allows users to access additional information or details applicable to selected record.

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Exercise #2: Query Basics on Budget Operating Plans (BOPs)

- Objectives:**
- Perform a Query on an Existing BOP
 - Understand the Functionality of using Queries in the BOP module
 - Navigate within the BOP

Instructions: Execute the following steps:

Step	Action
1	<p>On the <i>CBS Navigator</i> Menu:</p> <ul style="list-style-type: none"> ➤ Click on the plus icon  next to the FM-Funds Management folder ➤ Click on the plus icon  next to the Transactions folder ➤ Select the FM066-Budget Operating Plan by highlighting it and pressing ENTER <u>or</u> double clicking on it <p><u>OR</u></p> <ul style="list-style-type: none"> ➤ Type in <i>Menu Item</i> FM066 <p><i>This will bring up the Budget Operating Plan screen.</i></p>
2	<ul style="list-style-type: none"> ➤ Click on Enter Query button  on the toolbar ➤ Click in Trans No. field in the BOP ➤ Type <i># given to you by instructor</i> in that field ➤ Click on Execute Query button  on the toolbar <p><i>This will bring up all details for that transaction number.</i></p>
3	<ul style="list-style-type: none"> ➤ Click on Budget Detail tab on the BOP screen <p><i>This will take you to another area of the BOP that allows you to see the line item detail of the plan.</i></p>
4	<ul style="list-style-type: none"> ➤ Click once on the Object Class heading on the BOP screen <p><i>This will sort the information by Object Class in ascending order (Object Class 11 first)</i></p> <ul style="list-style-type: none"> ➤ Click once again on the Object Class heading <p><i>This will sort the information by Object Class in descending order (Object Class 77 first)</i></p>

Step	Action
5	<ul style="list-style-type: none"> ➤ Click on Enter Query button  on the toolbar ➤ Click in Object Class field in the BOP screen ➤ Type 11 in that field ➤ Click on Execute Query button  on the toolbar <p><i>This will bring up only the details for the Object Class of 11.</i></p> <ul style="list-style-type: none"> ➤ Click on Execute Query button  again <p><i>This will bring back all the details.</i></p>
6	<ul style="list-style-type: none"> ➤ Click on Summary by Details tab on the BOP screen <p><i>This will take you to another area of the plan. However, there will be no information initially populated in the plan.</i></p>
7	<ul style="list-style-type: none"> ➤ Click once on Object Class heading on the BOP screen <p><i>This will sort the information by Object Class in ascending order (Object Class 11 first)</i></p> <ul style="list-style-type: none"> ➤ Click once again on Object Class heading <p><i>This will sort the information by Object Class in descending order (Object Class 77 first)</i></p>
8	<p>Try navigating to the Summary of Objects tab, and sorting the data and querying by a specific Object Class number.</p> <p>When finished:</p> <ul style="list-style-type: none"> ➤ Click on Budget Control tab
9	<ul style="list-style-type: none"> ➤ Click on Enter Query button  on the toolbar ➤ Type 14 in the Bureau field on the BOP screen ➤ Type 1-0 in the Plan No. field on the BOP screen ➤ Type FY given by instructor in the Fiscal Year field on the BOP screen ➤ Click on Execute Query button  on the toolbar <p><i>This will bring up all details for all plans starting with 1-0 in Fiscal Year chosen for Bureau 14.</i></p>

Step	Action
10	<p>To find out how many records (Transaction Numbers) are associated to this query; look at the bottom of the screen until you see the record indicator Record: 1/? .</p> <p>As you can see, all we can see currently is record 1 and it right now can't tell us how many records are associated. There are two ways you can check. On the button bar:</p> <ul style="list-style-type: none"> ➤ Click on the next record icon  until your record indicator replaces the question mark (?) with a number. <p><i>When we've gotten to the last record our record indicator will appear: Record: 30/30</i></p> <p>When finished click on the Budget Control tab.</p>
11	<ul style="list-style-type: none"> ➤ Click on Enter Query button  on the toolbar ➤ Type %BUDG% in the Approved By field on the BOP screen ➤ Click on Execute Query button  on the toolbar <p><i>This will bring up all details for plans that have been approved by an approving officer that has the letters "BUDG" in the name. % equals the wildcard.</i></p>
12	<p>To find out how many records (Transaction Numbers) are associated to this query; look at the bottom of the screen until you see the record indicator Record: 1/? .</p> <p>As you can see, all we can see currently is record 1 and it right now can't tell us how many records are associated. There are two ways you can check. On the button bar:</p> <ul style="list-style-type: none"> ➤ Click on the next record icon  until your record indicator replaces the question mark (?) with a number. <p>How many Records are there? When finished click on the Budget Control tab.</p>

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Exercise #3: Create a Basic Budget Operating Plan (BOP)

- Objectives:*
- Create a Basic Budget Operation Plan (BOP)
 - Check for Pool Availability for BOP
 - Verify BOP is Correct by Running Onscreen Report
 - Submit BOP for Approval

Instructions: Execute the following steps:

Scenario A

You receive your Budget in October. You have received \$75,000 for each of the quarters to be used for contracts. Apportion the money evenly across all months. Use your Data Sheet information for **Fund Code 0001**.

Scenario B

The Continuing Resolution (CR) has just ended in December. You have received \$75,000 for each of the remaining quarters to be used for contracts. Apportion the money evenly across all months remaining. Use your Data Sheet information for **Fund Code 0001**.

Scenario C

The Continuing Resolution (CR) has just ended in March. You have received \$75,000 for each of the remaining quarters to be used for contracts. Apportion the money evenly across all months remaining. Use your Data Sheet information for **Fund Code 0001**.

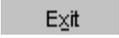
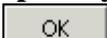
When finished setting up your plan; check it by running the **FM166-Budget Operating Plan Report** (onscreen). Also verify the information using the Quick Report, **QR0051-BE-Monthly BOP Object Class Report**.

If everything is correct, submit the BOP for approval.

Step	Action
1	Either open the FM066-Budget Operating Plan from the CBS Navigator Menu or create a new record using the Add a Record button 

Step	Action
2	<p>Enter the basic information on the <i>Budget Control Tab</i>:</p> <ul style="list-style-type: none"> ➤ Type 14 in the <i>Bureau Code</i> field at field ➤ Type 0001 in the <i>Fund Code</i> field ➤ Type Current FY in the <i>Fiscal Year</i> field ➤ Click on Notes button ➤ Type in BOP Exercise #3 – Initial Budget ➤ Click OK
3	<p>Enter the <i>Program/Organization</i> information on the <i>Budget Control Tab</i>:</p> <ul style="list-style-type: none"> ➤ Double-click on <i>D/R</i> field to get a list of funding categories ➤ From the pop-up box click to highlight the code you need (<i>Use the Data Sheet for your Fund 01 Program information – starting with the correct date</i>) ➤ Click OK ➤ Verify that your <i>ACCS</i> field shows 0000000. If it is not, type it into that field ➤ Type the organization code from your data sheet. ➤ Tab through the rest of the fields to get to the UDF field ➤ Verify that the <i>UDF</i> field shows 000000. If it is not, type it into that field
4	<p>Enter the Unit, Quantity and Distribution information:</p> <ul style="list-style-type: none"> ➤ Verify that the <i>Unit</i> field shows NONE ➤ Verify the <i>Qty</i> field show .00 ➤ Verify the <i>Distribution</i> field shows Not Applicable
5	<p>Enter the <i>Transaction Amount</i> information on the <i>Budget Control Tab</i>:</p> <ul style="list-style-type: none"> ➤ Depending on your scenario type {amount} in each of the applicable <i>Qtr Total</i> field(s) ➤ Click on the Save  icon <p><i>The total amount in Trans Amount field will reflect the sum of fiscal quarters. The other tabs will now be available.</i></p> <ul style="list-style-type: none"> ➤ Click on the Budget Detail tab

Step	Action
6	<p>Enter the Effective Dates, Amounts, Quantities and Object Classes for each month of the Fiscal Year applicable to the scenario (e.g. Full year start with October 1st, part year start with April 1st):</p> <ul style="list-style-type: none"> ➤ Type DDMMYYYY (e.g., 01-APR-20##) in the <i>Effective Date</i> field ➤ Type {amount} in the <i>Amount</i> field ➤ Type 0 in the <i>Qty</i> field ➤ Type the Contracts Object Class (e.g., 25-00-00-00) in the <i>Object Class</i> field ➤ Click on the Pool  icon ➤ Highlight the pool showing ➤ Click  <p>Repeat</p> <p><i>Hint:</i> Using Tab to go across the <i>Object Class</i> fields will automatically populate those fields with 0s.</p> <p>If when selecting your pool, you have no data in there, close the pool screen and go back to the Budget Control tab and make sure you have the correct Organization for your Program Code.</p> <p>To help populate the rest of the data (if the majority of the data is the same), press F4 to copy the line above and just change the field(s) that are different like month.</p>
7	<ul style="list-style-type: none"> ➤ When finished click on the Save  icon ➤ Click on the Budget Control tab ➤ Write down the Plan and Transaction Number on your <i>Exercise Log Sheet</i>
8	<p>Verify the information by viewing the FM166 Budget Operating Plan Report from the Budget Control Tab:</p> <ul style="list-style-type: none"> ➤ Click on  ➤ Click on  ➤ Click OK when the message appears stating it was sent to the Report Server Queue

Step	Action
9	<p>The Budget Control Tab screen appears:</p> <ul style="list-style-type: none"> ➤ Click on  ➤ Click on  <p>A new window will appear showing the report in a PDF format.</p> <ul style="list-style-type: none"> ➤ Close out the report ➤ Click on  <p><i>Note: If you have your pop-up blocker on, the report will not automatically show. It will give you a prompt at the top to either temporarily allow pop-ups or to allow for this site. If you take action using this, the screen will refresh and you will have to open up the FM066 screen and re-query your transaction just entered.</i></p>
10	<p>Click on the Navigator Menu:</p> <ul style="list-style-type: none"> ➤ Open the QR101-Quick Reports option by double-clicking on it <u>or</u> highlighting it and pressing Enter ➤ Click OK on the dialog box ➤ Click in the <i>Report Header</i> field ➤ Type BE% in the <i>Find</i> field ➤ Click on  ➤ Open the BE-Monthly BOP Report by Object report by double-clicking it <u>or</u> highlighting it and clicking on  <p>This will populate the <i>Report Header</i>, <i>Report ID</i>, and <i>User Name</i> fields with the correct information.</p> <ul style="list-style-type: none"> ➤ Click in the <i>Trans No.</i> field ➤ Type your Transaction Number you wrote down from your BOP ➤ Click the Submit button ➤ Click OK when the message appears stating it was sent to the Report Server Queue

Step	Action
11	<p>From the Menu Bar:</p> <ul style="list-style-type: none"> ➤ Click on View ➤ Click Reports Server Queue Status Page <p>A new window will open to your Report Server Queue specific to you</p> <ul style="list-style-type: none"> ➤ Click on the Job Name (QR0051) to view the report <p>A new window will appear showing the report in a PDF format.</p> <ul style="list-style-type: none"> ➤ Close out the report ➤ Close out the Report Server Queue (if you wish) ➤ Get back to the FM066 BOP Screen
12	<p>Submit the BOP for approval:</p> <ul style="list-style-type: none"> ➤ Click on the Requester Approval checkbox to select it to be sent for approval <p><i>The Approved By and Approval Date field should automatically populate. If they do not:</i></p> <ul style="list-style-type: none"> ➤ Click on the Requester Approval checkbox to unselect it ➤ Click on the Requester Approval checkbox to select it to be sent for approval <p><i>Note: The approval chain will not show until you leave the transaction and come back to it.</i></p>

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Exercise #4: Create a Basic BOP with Worksheet**Objectives:**

- Create a Basic Budget Operating Plan (BOP)
- Use the Monthly BOP Worksheet to figure out prior to entering in the system
- Submit BOP for Approval

Notes:

The Monthly BOP Worksheet was developed to help a person set up their BOP without being in the system.

Instructions: Execute the following steps:

Scenario A

At the beginning of the current Fiscal Year (FY) you have received \$2,000,000 for your budget. Use your Data Sheet information for **Fund Code 0001**. This funding has been designated for the following Non-NOAALink object classes and months:

Note: The √ in the chart below represents the areas that must be in the budget detail of your BOP.

O.C.	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
21 Travel	√								√			
25 Contracts	√						√					
26 Supplies	√	√	√	√	√	√	√	√	√	√	√	√
31 Equipment	√					√						

Scenario B

Beginning in January you have received \$2,000,000 for your budget. Use your Data Sheet information for **Fund Code 0001**. This funding has been designated for the following Non-NOAALink object classes and months:

Note: The √ in the chart below represents the areas that must be in the budget detail of your BOP.

O.C.		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
21	Travel	√			√		√		√	
25	Contracts	√			√			√		
26	Supplies	√	√	√	√	√	√	√	√	√
31	Equipment	√		√			√			

Scenario C

Beginning in April you have received \$2,000,000 for your budget. Use your Data Sheet information for **Fund Code 0001**. This funding has been designated for the following Non-NOAALink object classes and months:

Note: The √ in the chart below represents the areas that must be in the budget detail of your BOP.

O.C.		Apr	May	Jun	Jul	Aug	Sep
21	Travel	√		√		√	
25	Contracts	√		√			√
26	Supplies	√	√	√	√	√	√
31	Equipment	√		√			√

BOP Worksheet

➤ You can find it online at: <http://www.rdc.noaa.gov/cbs/budgetinfo.htm>

Note: The newest version is not yet online. You can contact cbs.trainingservices@noaa.gov to request the newest version

The monthly worksheet has a lot of information to it. You will need to use the scroll bars to maneuver within the document.

Note: The yellow, green, & blue fields have calculations already set up in there. You will not be able to type in those fields. Also, descriptions of what to enter into the field are to the right of many of the fields.

Section – ACCS

Account Classification Code	
------------------------------------	--

This is where you would enter your organization, program and/or project code. Use Column C to enter your information.

Section – Distribution Rates

Surcharges		Enter appropriate Distribution Rates associated to your FMC. Rates can be obtained from the NOAA Budget Office
Leave Surcharge	%	
Employer's Contribution	%	These rates will be applied to Labor and calculated in the appropriate object classes
NOAA Rate	%	
Line Office Rate	%	
FMC Rate	%	
GSA Rent (Reimbursable)	%	
NOAA Link	%	3 percent when applicable

This is where you would enter the full percentage for each category of surcharges/overhead costs you will be entering into your BOP. Again, use Column C to enter your information.

Section – Labor

Labor			
F/T Permanent		=	Enter total amount of annual salaries for permanent employees
All Other		=	Enter total amount of annual salaries for part-time employees
Base Labor F/T Perm	0	=	F/T PERMANENT - LEAVE SURCHARGE =
Base All Other	0	=	ALL OTHER - LEAVE SURCHARGE

This section is a little different in that it actually has the yellow fields. This is where you would put the total amount of salaries for either Full Time or “others”. Where it says Net Labor F/T Perm and Net All Other, is actually taking the amount you entered in the fields above it and doing a calculation of the leave surcharge to give you the net amount.

Surcharges		Enter appropriate Distribution Rates associated to your FMC. Rates can be obtained from the NOAA Budget Off	
Leave Surcharge	20.00	%	
Employer's Contribution		%	These rates will be applied to Labor and calculated in the appropriate object classes
NOAA Rate		%	
Line Office Rate		%	
FMC Rate		%	
GSA Rent (Reimbursable)		%	
NOAA Link		%	3 percent when applicable
Labor			
F/T Permanent	57,000	=	Enter total amount of annual salaries for permanent employees
All Other	35,000	=	Enter total amount of annual salaries for part-time employees
Base Labor F/T Perm	47,500	=	F/T PERMANENT - LEAVE SURCHARGE =
Base All Other	29,167	=	ALL OTHER - LEAVE SURCHARGE

Note: This is a good place to try and calculate your base figure, if you need to do that for your BOP.

Section – Funding

22	Funding		
23	Total: BOP Amount	=	Enter amount of total funding for the selected program or project
24			
25	Remaining BOP Amount	0	= PROGRAM AUTHORITY - TOTAL BOP PLAN = remainder of funds available that could be planned

This is the section where you would enter the total amount of funding you received for your BOP. As you fill in other areas within the worksheet, the calculation of what is remaining will show in the *Remaining BOP Amount* field.

Section – Object Class

Object Class	Annual Plan	QTR 1			QTR 2			QTR 3			QTR 4		
		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
111x F/T Permanent (Base Labor)	0												
113x All Other (Base Labor)	0												
115x Other Compensation	0												
1180 Leave Surcharge	0	0	0	0	0	0	0	0	0	0	0	0	0
118x Other Special Comp	0												
SUBTOTAL - DIRECT I	0	0	0	0	0	0	0	0	0	0	0	0	0
1210 Employer's Contribution	0	0	0	0	0	0	0	0	0	0	0	0	0
122x Other Benefits	0												
132x Former Benefits	0												
212x Travel	0												
222x Transportation	0												
2319 Reimbursable Rent	0	0	0	0	0	0	0	0	0	0	0	0	0
232x Rents, Comm. & Utilities	0												
232xxx11 NOAA LINK Telecommunic.	0												
242x Printing & Reproduction	0												
252x Contractual Services	0												
252xxx11 NOAA LINK Contractual Ser	0												
262x Supplies & Materials	0												
262xxx11 NOAA LINK Supplies & Mat	0												
312x Equipment	0												
312xxx11 NOAA LINK Equipment	0												
322x Lands & Structures	0												
332x Loans	0												
412x Grants & Fixed Charges	0												
422x Insurance Indemnities	0												
432x Interest & Dividends	0												
952x Less Qtrs & Subsistence	0												
SUBTOTAL - NOAA LINK	0	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL - CY OBLI	0	0	0	0	0	0	0	0	0	0	0	0	0
77-97 NOAA Overhead	0	0	0	0	0	0	0	0	0	0	0	0	0
77-98 Line Office Overhead	0	0	0	0	0	0	0	0	0	0	0	0	0
77-99 Office (FMC) Overhead	0	0	0	0	0	0	0	0	0	0	0	0	0
77-11 NOAA LINK Surcharge	0	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL - INDIRECT	0	0	0	0	0	0	0	0	0	0	0	0	0
Total BOP Prior Surch	0		0			0			0			0	
TOTAL BOP PLAN	0	0	0	0	0	0	0	0	0	0	0	0	0

This section allows you to enter the amounts for each month, for each of the object classes. Where you see the yellow fields, these are fields that will automatically do calculations for you, such as subtotaling and projecting costs for surcharges; based upon earlier data you entered. There is now also a blue area that will subtotal your all your costs per quarter prior to adding surcharges as well as calculate any NOAA Link items/surcharges.

Step	Action
7	<p>Enter the <i>Program/Organization</i> information on the Budget Control Tab:</p> <ul style="list-style-type: none"> ➤ Double-click on <i>D/R</i> field to get a list of funding categories ➤ From the pop-up box click to highlight the code you need (<i>Use the Data Sheet for your Fund 01 Program information –starting with the correct date</i>) ➤ Click OK ➤ Verify that your <i>ACCS</i> field shows <i>0000000</i>. If it is not, type it into that field ➤ Type the organization code from your data sheet. ➤ Tab through the rest of the fields to get to the UDF field ➤ Verify that the <i>UDF</i> field shows <i>000000</i>. If it is not, type it into that field
8	<p>Enter the Unit, Quantity and Distribution information:</p> <ul style="list-style-type: none"> ➤ Verify that the <i>Unit</i> field shows NONE ➤ Verify the <i>Qty</i> field show .00 ➤ Verify the <i>Distribution</i> field shows Not Applicable
9	<p>Enter the <i>Transaction Amount</i> information on the Budget Control Tab:</p> <ul style="list-style-type: none"> ➤ Type 2000000 in the <i>Total</i> field ➤ Click on the Save  icon ➤ Click on the Budget Detail tab
10	<p>Using your worksheet, enter the data in the Budget Details tab. Remember to select the pool for any line entering manually.</p>
11	<ul style="list-style-type: none"> ➤ When finished click on the Save  icon ➤ Click on the Budget Control tab ➤ Write down the Plan and Transaction Number on your <i>Exercise Log Sheet</i>
12	<p>Submit the BOP for approval:</p> <ul style="list-style-type: none"> ➤ Click on the Requester Approval checkbox to select it to be sent for approval <p><i>The Approved By and Approval Date field should automatically populate. If they do not:</i></p> <ul style="list-style-type: none"> ➤ Click on the Requester Approval checkbox to unselect it ➤ Click on the Requester Approval checkbox to select it to be sent for approval

Exercise #5: Create BOP with Surcharges & FTEs

Objectives:

- Create a BOP with Surcharges & FTEs

Instructions: Execute the following steps:

Scenario A

At the beginning of the current Fiscal Year (FY) you have received \$1,500,000 for your budget. Use your Data Sheet information for **Fund Code 0001**. The total amount has been designated for labor, contracts and overhead. There are 11 FTEs that have the total salary amount of \$586,976 for the fiscal year.

Follow the table below to plan your costs for each month. Any remaining funds from labor and overhead apply to the contracts for Feb & Sep. None of the costs for Contracts is IT related.

Object Classes	Labor & FTE	Contracts	Overhead
October	√		√
November	√		√
December	√		√
January	√		√
February	√	√	√
March	√		√
April	√		√
May	√		√
June	√		√
July	√		√
August	√		√
September	√	√	√

Remember to **exclude** the reimbursable surcharges – Leave (TRNLV), Employee Contribution (TRNEC), NOAA Overhead (TRNNO) & Reimbursable Rent (TRNRR) and NOAA Link (NOALNK).

Scenario B

In January you have received \$1,250,000 for your budget. Use your Data Sheet information for **Fund Code 0001**. The total amount has been designated for labor, contracts and overhead. There are 11 FTEs that have the total salary amount of \$ 586,976 for the rest of the fiscal year.

Follow the table below to plan your costs for each month. Any remaining funds from labor and overhead apply to the contracts for Feb, May & Sep. None of the costs for Contracts is IT related.

Object Classes	Labor & FTE	Contracts	Overhead
January	√		√
February	√	√	√
March	√		√
April	√		√
May	√	√	√
June	√		√
July	√		√
August	√		√
September	√	√	√

Remember to **exclude** the reimbursable surcharges – Leave (TRNLV), Employee Contribution (TRNEC), NOAA Overhead (TRNNO) & Reimbursable Rent (TRNRR) and NOAA Link (NOALNK).

Scenario C

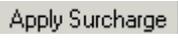
In late March you have received \$1,000,000 for your budget. Use your Data Sheet information for **Fund Code 0001**. The total amount has been designated for labor, contracts and overhead. There are 11 FTEs that have the total salary amount of \$ 586,976 for the rest of the fiscal year.

Follow the table below to plan your costs for each month. Any remaining funds from labor and overhead apply to the contracts for Apr, Jun, & Sep. None of the costs for Contracts is IT related.

Object Classes	Labor & FTE	Contracts	Overhead
April	√	√	√
May	√		√
June	√	√	√
July	√		√
August	√		√
September	√	√	√

Remember to **exclude** the reimbursable surcharges – Leave (TRNLV), Employee Contribution (TRNEC), NOAA Overhead (TRNNO) & Reimbursable Rent (TRNRR) and NOAA Link (NOALNK).

Step	Action
1	Open the <i>Blank BOP Worksheet</i> off the desktop where you saved it.
2	Within the Workbook: ➤ Enter Budget Amount in the <i>Total BOP Amount</i> field
3	Based upon the chart listed above, start entering costs in the applicable object classes until your <i>Remaining BOP Amount</i> equals zero. Make sure to do the FTEs as well.
4	Print your worksheet
5	Either open the FM066-Budget Operating Plan from the CBS Navigator Menu or create a new record using the Add a Record button 
6	Enter the basic information on the <i>Budget Control Tab</i> :: ➤ Type 14 in the <i>Bureau Code</i> field at field ➤ Type 0001 in the <i>Fund Code</i> field ➤ Type Current FY in the <i>Fiscal Year</i> field ➤ Click on <i>Notes</i> button ➤ Type in BOP Exercise #5 – Initial Plan ➤ Click OK
7	Enter the <i>Program/Organization</i> information on the <i>Budget Control Tab</i> : ➤ Double-click on <i>D/R</i> field to get a list of funding categories ➤ From the pop-up box click to highlight the code you need (<i>Use the Data Sheet for your Fund 01 Program information – starting with the correct date</i>) ➤ Click OK ➤ Verify that your <i>ACCS</i> field shows 0000000 . If it is not, type it into that field ➤ Type the organization code from your data sheet. ➤ Tab through the rest of the fields to get to the UDF field ➤ Verify that the <i>UDF</i> field shows 000000 . If it is not, type it into that field
8	Enter the Unit, Quantity and Distribution information: ➤ Verify that the <i>Unit</i> field shows FTE ➤ Type 11.00 in the <i>Qty</i> field

Step	Action
9	<p>Enter the <i>Transaction Amount</i> information on the Budget Control Tab:</p> <ul style="list-style-type: none"> ➤ Type Budget Amount in the <i>Total</i> field ➤ Check the Surcharge checkbox ➤ Click on the Save  icon ➤ Write down the Plan and Transaction Number on your <i>Exercise Log Sheet</i>
10	<p>Once the BOP is saved, the Surcharge Code list box is now populated with information. Do the following:</p> <ul style="list-style-type: none"> ➤ Select TRNLV in the Surcharge Code list box ➤ Click on the Delete a Record icon  ➤ Select TRNEC in the Surcharge Code list box ➤ Click on the Delete a Record icon  ➤ Select TRNNO in the Surcharge Code list box ➤ Click on the Delete a Record icon  ➤ Select TRNRR in the Surcharge Code list box ➤ Click on the Delete a Record icon  ➤ Select NOALNK in the Surcharge Code list box ➤ Click on the Delete a Record icon  ➤ Click on the Save  icon ➤ Click on the Budget Detail tab <p>Note: If the system is not letting you click in the <i>Surcharge</i> field area, exit the FM066 screen, then re-open it and query on your transaction number. If it still is not letting you click in those fields, exit the screen and CFS and then re-open CFS/FM066 screen and re-query.</p>
11	<ul style="list-style-type: none"> ➤ Enter the information contained on you worksheet in the Budget Detail Areas. Save the information when finished.
12	<p>Apply the surcharges:</p> <ul style="list-style-type: none"> ➤ Click on the Apply Surcharge button  <p>Note: Notice the <i>Cumulative Total</i> before applying the surcharge and after. The <i>Cumulative Total</i> should now match the <i>Transaction Total</i>.</p>

Step	Action
13	<ul style="list-style-type: none">➤ Verify the Pool Balance changes for each quarter➤ Click on the Save icon ➤ Click on the Budget Control tab➤ Write down the Plan and Transaction Number on your <i>Exercise Log Sheet</i>➤ Submit the BOP for approval

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Exercise #6: Create a BOP with NOAALink Surcharges

Objectives:

- Create a BOP with Surcharges for NOAALink

Instructions: Execute the following steps:

In late March you have received \$750,000 for your budget. Use your Data Sheet information for **Fund Code 0001**.

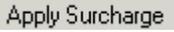
This money has been designated for purchases under NOAALink. Use the following table to plan your costs:

O.C.		Apr	May	Jun	Jul	Aug	Sep
24-00-00-00	Printing	√				√	
25-13-00-11	Contracts	√					
26-18-00-11	Supplies	√	√	√	√	√	√
31-24-00-11	Equipment	√					

Remember to **exclude** all surcharges **EXCEPT** NOAALink (NOALNK).

Step	Action
1	Open the <i>Blank BOP Worksheet</i> off the desktop where you saved it.
2	Within the Workbook: ➤ Enter Budget Amount in the <i>Total BOP Amount</i> field
3	Based upon the chart listed above, start entering costs in the applicable object classes until your <i>Remaining BOP Amount</i> equals zero. Make sure to do the FTEs as well.
4	Print your worksheet
5	Either open the FM066-Budget Operating Plan from the CBS Navigator Menu or create a new record using the Add a Record button 

Step	Action
6	<p>Enter the basic information on the <i>Budget Control Tab</i>:</p> <ul style="list-style-type: none"> ➤ Type 14 in the <i>Bureau Code</i> field at field ➤ Type 0001 in the <i>Fund Code</i> field ➤ Type Current FY in the <i>Fiscal Year</i> field ➤ Click on Notes button ➤ Type in BOP Exercise #6 – Initial Plan-NOAALINK ➤ Click OK
7	<p>Enter the <i>Program/Organization</i> information on the <i>Budget Control Tab</i>:</p> <ul style="list-style-type: none"> ➤ Double-click on <i>D/R</i> field to get a list of funding categories ➤ From the pop-up box click to highlight the code you need (<i>Use the Data Sheet for your Fund 01 Program information – starting with the correct date</i>) ➤ Click OK ➤ Verify that your <i>ACCS</i> field shows 0000000. If it is not, type it into that field ➤ Type the organization code from your data sheet. ➤ Tab through the rest of the fields to get to the UDF field ➤ Verify that the <i>UDF</i> field shows 000000. If it is not, type it into that field
8	Enter the Unit, Quantity and Distribution information
9	<p>Enter the <i>Transaction Amount</i> information on the <i>Budget Control Tab</i>:</p> <ul style="list-style-type: none"> ➤ Type Budget Amount in the <i>Total</i> field ➤ Check the Surcharge checkbox ➤ Click on the Save  icon ➤ Write down the Plan and Transaction Number on your <i>Exercise Log Sheet</i>
10	<p>Once the BOP is saved, the Surcharge Code list box is now populated with information. Do the following:</p> <ul style="list-style-type: none"> ➤ Highlight and delete all surcharges that are not needed ➤ Click on the Save  icon ➤ Click on the Budget Detail tab <p>Note: <i>If the system is not letting you click in the Surcharge field area, exit the FM066 screen, then re-open it and query on your transaction number. If it still is not letting you click in those fields, exit the screen and CFS and then re-open CFS/FM066 screen and re-query.</i></p>
11	<ul style="list-style-type: none"> ➤ Enter the information contained on you worksheet in the Budget Detail Areas. Save the information when finished.

Step	Action
12	<p>Apply the surcharges:</p> <ul style="list-style-type: none">➤ Click on the Apply Surcharge button  <p><i>Note: Notice the Cumulative Total before applying the surcharge and after. The Cumulative Total should now match the Transaction Total.</i></p>
13	<ul style="list-style-type: none">➤ Verify the Pool Balance changes for each quarter➤ Click on the Save icon ➤ Click on the Budget Control tab➤ Write down the Plan and Transaction Number on your <i>Exercise Log Sheet</i> if not already done so.➤ Submit the BOP for approval

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Exercise #7: Change a BOP by Reducing an Object Class

- Objectives:
- Change an existing BOP
 - View/understand the BOP Summary Lookup Screens

Instructions: Execute the following steps:

You will need your Exercise Log sheet for this exercise. Use the plan number you wrote down earlier for Exercise #3.

NOAA has just issued an agency-wide program reduction of 10% of the third quarter to your Initial Target. So you are required to reduce your Operating Plan by 10% by applying it to one object class.

Step	Action
1	<ul style="list-style-type: none"> ➤ Query on Exercise 3 transaction number ➤ Validate the 3rd quarter amount ➤ Calculate what would be the 10% reduction ➤ When finished, click on the Add a Record button 
2	<p>Enter the basic information:</p> <ul style="list-style-type: none"> ➤ Type 14 in the Bureau Code field ➤ Type 0001 in the Fund Code field ➤ Type Current FY in the Fiscal Year field ➤ Click on Notes button ➤ Type in BOP Exercise #7 – 10 % program reduction 3rd qtr ➤ Click OK
3	<p>Make changes to the Plan #:</p> <ul style="list-style-type: none"> ➤ Click on the check box in front of the Change field to place a checkmark in the box and erase any plan information contained in the other fields. ➤ Double-click in the Code field. This will give you a pop-up window with selections. ➤ Select ADJUST and click OK <u>OR</u> double-click on the selection to populate the field. ➤ Double-click in the Plan No. field to get a list of approved plan numbers and make your selection and click OK <u>OR</u> type in your plan number from Exercise #3. ➤ Click on the checkbox for the Populate Detail field to remove the checkmark

Step	Action
4	<p>Reduce the Total Amount of the Plan by 10% of the Third Quarter:</p> <ul style="list-style-type: none"> ➤ Delete the amount showing currently in the Total field for Trans Amount. ➤ Type in <i>-<10%reduction amount></i> in that field ➤ Click on the Save icon  ➤ Write down your Plan and Transaction Number on your <i>Exercise Log Sheet</i> ➤ Click on Summary by Details tab
5	<p>Copy the Details from the Original Plan to the new Budget Detail:</p> <ul style="list-style-type: none"> ➤ Sort the data by <i>clicking</i> the column header on how you wish to sort the information ➤ Select by highlighting the object class/effective date plan to reduce (e.g. 01-APR-2010/25-00-00-00) ➤ Click the Copy to Detail button ➤ Click OK on the error message pop-up stating “Total detail amounts cannot be greater than control amount”
6	<p>Change the amount of the Budget Detail:</p> <ul style="list-style-type: none"> ➤ Delete the amount in the Amount field ➤ Enter the reduced amount in that field (e.g. -7500) ➤ Click on the Save icon  <p>The Cumulative value should now equal the Transaction. The Pool Balance field equals the amount that the plan can be reduced.</p>
7	<ul style="list-style-type: none"> ➤ Click on the Budget Control tab
8	<p>Submit the BOP for approval:</p> <ul style="list-style-type: none"> ➤ Click on the Requester Approval checkbox to select it to be sent for approval <p><i>The Approved By and Approval Date field should automatically populate. If they do not:</i></p> <ul style="list-style-type: none"> ➤ Click on the Requester Approval checkbox to unselect it ➤ Click on the Requester Approval checkbox to select it to be sent for approval

Exercise #8: Change a BOP by Reducing the Whole Plan

- Objectives:
- Change an existing BOP
 - View/understand the BOP Summary Lookup Screens

Instructions: Execute the following steps:

You will need your Exercise Log sheet for this exercise. Use the plan number you wrote down earlier for Exercise #4.

NOAA has just issued an agency-wide program reduction of 10% of your Initial Target. So you are required to reduce your Operating Plan by 10% by applying it across the whole plan.

Step	Action
1	<ul style="list-style-type: none"> ➤ Query on Exercise 4 transaction number ➤ Validate the Total amount ➤ Calculate what would be the 10% reduction ➤ When finished, click on the Add a Record button 
2	<p>Enter the basic information:</p> <ul style="list-style-type: none"> ➤ Type 14 in the Bureau Code field ➤ Type 0001 in the Fund Code field ➤ Type Current FY in the Fiscal Year field ➤ Click on Notes button ➤ Type in BOP Exercise #8 – 10% reduction of whole plan in that field ➤ Click OK
3	<p>Make changes to the Plan #:</p> <ul style="list-style-type: none"> ➤ Click on the check box in front of the Change field to place a checkmark in the box and erase any plan information contained in the other fields. ➤ Double-click in the Code field. This will give you a pop-up window with selections. ➤ Select ADJUST and click OK <u>OR</u> double-click on the selection to populate the field. ➤ Double-click in the Plan No. field to get a list of approved plan numbers and make your selection and click OK <u>OR</u> type in your plan number from Exercise #4.
4	<p>Reduce the Total Amount of the Plan by 10% of the total amount:</p> <ul style="list-style-type: none"> ➤ Delete the amount showing currently in the Total field for Trans Amount. ➤ Type in -<10%reduction amount> in that field ➤ Click on the Save icon  ➤ Write down your Plan and Transaction Number on your <i>Exercise Log Sheet</i> ➤ Click on Budget Details tab

Step	Action
5	By leaving the Populate Detail checkbox checked, the system automatically took the reduction amount throughout the whole plan.
6	➤ Click on the Budget Control tab
7	Submit the BOP for approval: ➤ Click on the Requester Approval checkbox to select it to be sent for approval

Exercise #9: Change a BOP by Realigning Object Classes**Objectives:**

- Change an Existing BOP
- Realign Costs from One Object Class to Another

Instructions: Execute the following steps:

You will need your Exercise Log sheet for this exercise. Use the plan number you wrote down earlier for Exercise #3.

Surplus funds have been identified in your contracts account. Reduce your May contract amount by \$1000 and add it to a new travel object class for May.

Step	Action
1	<ul style="list-style-type: none"> ➤ Query on Exercise 3 transaction number ➤ Validate the information ➤ When finished, click on the Add a Record button 
2	<p>Enter the basic information:</p> <ul style="list-style-type: none"> ➤ Type 14 in the Bureau Code field ➤ Type 0001 in the Fund Code field ➤ Type Current FY in the Fiscal Year field ➤ Click on Notes button ➤ Type in BOP Exercise #9 – Realign OC to Cover Travel Costs in that field ➤ Click OK
3	<p>Make changes to the Plan #:</p> <ul style="list-style-type: none"> ➤ Click on the check box in front of the Change field to place a checkmark in the box and erase any plan information contained in the other fields. ➤ Double-click in the Code field. This will give you a pop-up window with selections. ➤ Select ADJUST and click OK <u>OR</u> double-click on the selection to populate the field. ➤ Double-click in the Plan No. field to get a list of approved plan numbers and make your selection and click OK <u>OR</u> type in your plan number from Exercise #3. ➤ Click on the checkbox for the Populate Detail field to remove the checkmark

Step	Action
4	<p>Change the Total Amount of the Plan for the transfer to another OC</p> <ul style="list-style-type: none"> ➤ Delete the amount showing currently in ➤ Type in 0 in the Total field for Trans Amount ➤ Click on the Save icon  ➤ Write down your Plan and Transaction Number on your <i>Exercise Log Sheet</i> ➤ Click on Budget Details tab <p><i>Note: Zero is entered because the net affect of the transaction will be zero.</i></p>
5	<p>Enter the new data:</p> <ul style="list-style-type: none"> ➤ Type the new Effective Date (e.g. 01-MAY-20##) ➤ Type 1000 in the Amount field ➤ Type 0 in the Qty field ➤ Type 21-00-00-00 in the Object Class field ➤ Select Pool ➤ Click on Summary by Details tab
6	<p>Copy the Details from the Original Plan to the new Budget Detail:</p> <ul style="list-style-type: none"> ➤ Sort the data by clicking the column header on how you wish to sort the information ➤ Select the object class/effective date for reduction (e.g. 01-MAY-20##/25-00-00-00) ➤ Click the Copy to Detail button
7	<p>Change the amount of the Budget Detail:</p> <ul style="list-style-type: none"> ➤ Delete the amount in the Amount field (for 01-MAY-20##/25-00-00-00) ➤ Enter the reduced amount in that field (e.g. -1000) <p>TOTALS SHOULD NOW EQUAL ZERO.</p> <ul style="list-style-type: none"> ➤ Click on the Save icon  ➤ Click on the Budget Control tab
8	<p>Submit the BOP for approval:</p> <ul style="list-style-type: none"> ➤ Click on the Requester Approval checkbox to select it to be sent for approval

Exercise #10: Change a BOP to Reflect a Program Increase

- Objectives:
- Change an Existing BOP
 - Add a New Object Class due to a Program Increase

Instructions: Execute the following steps:

You will need your Exercise Log sheet for this exercise. Use the plan number you wrote down earlier for Exercise #3.

You have just received \$10,000 in additional funding for equipment. This money must be used in the first month of the 4th quarter.

Step	Action
1	<ul style="list-style-type: none"> ➤ Query on Exercise 3 transaction number ➤ Validate the information ➤ When finished, click on the Add a Record button 
2	<p>Enter the basic information:</p> <ul style="list-style-type: none"> ➤ Type 14 in the Bureau Code field ➤ Type 01 in the Fund Code field ➤ Type FY in the Fiscal Year field ➤ Click on Notes button ➤ Type in BOP Exercise #10 –Program Increase in that field ➤ Click OK
3	<p>Make changes to the Plan #:</p> <ul style="list-style-type: none"> ➤ Click on the check box in front of the Change field to place a checkmark in the box and erase any plan information contained in the other fields. ➤ Double-click in the Code field. This will give you a pop-up window with selections. ➤ Select ADJUST and click OK OR double-click on the selection to populate the field. ➤ Double-click in the Plan No. field to get a list of approved plan numbers and make your selection and click OK OR type in your plan number from Exercise #3. ➤ Click on the checkbox for the Populate Detail field to <u>remove</u> the checkmark ➤ Verify that the Qty field has 0 in it. If not, type 0 in it.
4	<p>Change the Total Amount of the Plan for the transfer to another OC</p> <ul style="list-style-type: none"> ➤ Delete the amount showing currently in Total field ➤ Type in 10000 in the Total field for Trans Amount ➤ Click on the Save icon  ➤ Write down your Plan and Transaction Number on your <i>Exercise Log Sheet</i>

Step	Action
5	<p>Click on the Budget Detail tab to enter the information on equipment:</p> <ul style="list-style-type: none">➤ Type <i>DD-MON-YYYY</i> in the Effective Date field (e.g. 01-JUL-20##)➤ Type <i>10000</i> in the Amount field➤ Type <i>0</i> in the Qty field➤ Type <i>31-00-00-00</i> in the Object Class field➤ Select the Pool➤ Click on the Save icon ➤ Click on the Budget Control tab
6	<p>Submit the BOP for approval:</p> <ul style="list-style-type: none">➤ Click on the Requester Approval checkbox to select it to be sent for approval

Exercise #11: Change a BOP to Transfer Program Funds between FMCs

- Objectives:
- Change an Existing BOP
 - Transfer funds between organizations

Instructions: Execute the following steps:

You will need your Exercise Log sheet for this exercise. Use the plan number you wrote down earlier for Exercise #4.

You have been asked to transfer \$5,000 from your organization code to organization code # 60-01-0000-00-00-00-00.

The total amount of the transfer should be moved from the April **contracts** object class.

Step	Action
1	<ul style="list-style-type: none"> ➤ Query on Exercise 4 transaction number ➤ Validate the information ➤ When finished, click on the Add a Record button 
2	<p>Enter the basic information:</p> <ul style="list-style-type: none"> ➤ Type 14 in the Bureau Code field ➤ Type 01 in the Fund Code field ➤ Type FY in the Fiscal Year field ➤ Click on Notes button ➤ Type in BOP Exercise #11 – Transfer \$5K to 60-01-0000-00-00-00-00 in that field ➤ Click OK
3	<p>Make changes to the Plan #:</p> <ul style="list-style-type: none"> ➤ Click on the check box in front of the Change field to place a checkmark in the box and erase any plan information contained in the other fields. ➤ Double-click in the Code field. This will give you a pop-up window with selections. ➤ Select TRNSFR and click OK <u>OR</u> double-click on the selection to populate the field. ➤ Double-click in the Plan No. field to get a list of approved plan numbers and make your selection and click OK <u>OR</u> type in your plan number from Exercise #4 ➤ Click in the Populate Detail checkbox to <u>remove</u> the checkmark ➤ Type 60-01-0000-00-00-00-00 in the Corresponding Org field ➤ Type 0 in the Qty field

Step	Action
4	<p>Change the Total Amount of the Plan for the transfer to another OC</p> <ul style="list-style-type: none"> ➤ Delete the amount showing currently in ➤ Type in -5000 in the Total field for Trans Amount ➤ Click on the Save icon  ➤ Write down your Plan and Transaction Number on your <i>Exercise Log Sheet</i> <p><i>Note: After saving the system automatically pulls in the applicable surcharge codes.</i></p>
5	Click on Summary by Details tab
6	<p>Copy the Details from the Original Plan to the new Budget Detail:</p> <ul style="list-style-type: none"> ➤ Sort the data by clicking the column header on how you wish to sort the information ➤ Select the object class/effective date for reduction (e.g. 01-APR-20##/25-00-00-00) ➤ Click on the Copy to Detail button ➤ Click OK on the error message pop-up stating “Total detail amounts cannot be greater than control amount”
7	<p>Change the Line information on the Budget Detail screen:</p> <ul style="list-style-type: none"> ➤ Type -5000 in each of the Amount fields <p>The Cumulative value should now equal the Transaction. The Pool Balance field equals the amount that the plan can be reduced.</p>
8	➤ Click on the Budget Control tab
9	<p>Submit the BOP for approval:</p> <ul style="list-style-type: none"> ➤ Click on the Requester Approval checkbox to select it to be sent for approval

Exercise #12: Create a BOP to Pickup Transfer of Funds

Objectives:

- Create a BOP to pickup funds that were transferred to you from another organization

Instructions: Execute the following steps:

Your office has received a transfer of funds (\$5,000) from Line Office of Marine and Aviation Operations (08-00). You have queried their BOP transaction to see that the program code you will be selecting is 06-02-02-000 from the current quarter.

This money will be used for the travel object class over the next 5 months starting in May.

Step	Action
1	Either open the FM066-Budget Operating Plan from the CBS Navigator Menu or create a new record using the Add a Record button 
2	Enter the basic information on the Budget Control Tab : <ul style="list-style-type: none"> ➤ Type 14 in the <i>Bureau Code</i> field at field ➤ Type 0001 in the <i>Fund Code</i> field ➤ Type Current FY in the <i>Fiscal Year</i> field ➤ Click on Notes button ➤ Type in BOP Exercise #12 – Transfer of 5K from LO:08-00 ➤ Type 08-00-0000-00-00-00-00 in the Corresponding Org field ➤ Click OK
3	Enter the <i>Program/Organization</i> information on the Budget Control Tab : <ul style="list-style-type: none"> ➤ Double-click on <i>D/R</i> field to get a list of funding categories ➤ From the pop-up box click to highlight the code you need (<i>Use the program code from the office that transferred the funds – 06-02-02-000 for the 3rd Quarter</i>) ➤ Click OK ➤ Verify that your ACCS field shows 0000000. If it is not, type it into that field ➤ Type the organization code from your data sheet. ➤ Tab through the rest of the fields to get to the UDF field ➤ Verify that the UDF field shows 000000. If it is not, type it into that field
4	Enter the Unit, Quantity and Distribution information.
5	<ul style="list-style-type: none"> ➤ Type {amount} in the <i>Total</i> field ➤ Click on the Save  icon ➤ Click on the Budget Detail tab

Step	Action
6	<p>Enter the Effective Dates, Amounts, Quantities and Object Classes for each month of the Fiscal Year applicable to the scenario (e.g. 01-May-20##; 21-00-00-00)</p> <p>Repeat until finished</p> <p><i>Hint:</i> Using Tab to go across the <i>Object Class</i> fields will automatically populate those fields with 0s.</p> <p>If when selecting your pool, you have no data in there, close the pool screen and go back to the Budget Control tab and make sure you have the correct Organization for your Program Code.</p> <p>To help populate the rest of the data (if the majority of the data is the same), press F4 to copy the line above and just change the field(s) that are different like month.</p>
7	<ul style="list-style-type: none"> ➤ When finished click on the Save  icon ➤ Click on the Budget Control tab ➤ Write down the Plan and Transaction Number on your <i>Exercise Log Sheet</i>
8	<p>Submit the BOP for approval:</p> <ul style="list-style-type: none"> ➤ Click on the Requester Approval checkbox to select it to be sent for approval <p><i>The Approved By and Approval Date field should automatically populate. If they do not:</i></p> <ul style="list-style-type: none"> ➤ Click on the Requester Approval checkbox to unselect it ➤ Click on the Requester Approval checkbox to select it to be sent for approval <p><i>Note: The approval chain will not show until you leave the transaction and come back to it.</i></p>

Exercise #13: Create a Reimbursable BOP

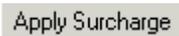
- Objectives:
- Create a BOP
 - Use the BOP Worksheet

Instructions: Execute the following steps:

Starting in October a Reimbursable agreement (RA5000-5321-DOE-0001) from the Department of Energy was signed for \$241,280. One FTE is to be assigned full-time to this project. Labor Costs is \$6,000 but you'll have to figure out the base labor amount prior to adding surcharges. The agreement has designated \$5,500 for each month for contracts (non-IT related), \$3,000 for equipment the first and last months of the quarters and \$5,000 for travel and \$1,500 for supplies once a quarter.

Unfortunately, the BOP screen (FM066) was not opened until January. \$60,320 and 0.25 (FTE) were used up in the first quarter. Set up the plan for the rest of the year. Use the information for Fund Code **0005**.

Step	Action
1	Open the <i>Blank BOP Worksheet</i> off the desktop where you saved it.
2	Within the Workbook: <ul style="list-style-type: none"> ➤ Enter the applicable surcharge percentages ➤ Enter 6000 in the <i>F/T Permanent Labor</i> field ➤ Enter < Amount > in the <i>Total BOP Amount</i> field
3	Start entering costs in the applicable object classes until your <i>Remaining BOP Amount</i> equals zero.
4	Print your worksheet
5	Either open the FM066-Budget Operating Plan from the CBS Navigator Menu or create a new record using the Add a Record button 
6	Enter the basic information on the <i>Budget Control Tab</i> :: <ul style="list-style-type: none"> ➤ Type 14 in the <i>Bureau Code</i> field at field ➤ Type 0005 in the <i>Fund Code</i> field ➤ Type Current FY in the <i>Fiscal Year</i> field ➤ Click on <i>Notes</i> button ➤ Type in BOP Exercise #11 – Record RA5000-5321-DOE-0001 for DOE ➤ Click OK

Step	Action
7	<p>Enter the <i>Program/Organization</i> information on the Budget Control Tab:</p> <ul style="list-style-type: none"> ➤ Double-click on D/R field to get a list of funding categories ➤ From the pop-up box click to highlight the code you need (<i>use your data sheet to make the selection</i>) ➤ Click OK ➤ Type RA5000-5321-DOE-0001 in the Reimb Agreement No. field ➤ Double-click in the ACCS field to get a list of codes ➤ From the pop-up box click to highlight the code you need (<i>use your data sheet to make the selection</i>) ➤ Click OK ➤ Double-click in the Task field to get a list of codes ➤ From the pop-up box click to highlight the code you need (<i>use your data sheet to make the selection</i>) ➤ Click OK ➤ Click in the first box of the Organization field ➤ Type the <i>organization code</i> from your data sheet. ➤ Tab through the rest of the fields to get to the UDF field ➤ Verify that the UDF field shows 000000. If it is not, type it into that field ➤ Click on the Surcharge Code checkbox to enable the surcharges
8	<p>Enter the Unit, Quantity and Distribution information:</p> <ul style="list-style-type: none"> ➤ Verify that the Unit field shows FTE ➤ Type 0.75 in the Qty field
9	<p>Enter the <i>Transaction Amount</i> information on the Budget Control Tab:</p> <ul style="list-style-type: none"> ➤ Type Budget Amount in the <i>Total</i> field ➤ Check the Surcharge checkbox ➤ Click on the Save  icon
10	<ul style="list-style-type: none"> ➤ Write down your Plan and Transaction Number on your <i>Exercise Log Sheet</i> ➤ Delete any surcharges not needed (i.e. NOALNK) ➤ Click on Budget Detail tab
11	<p>Using the BOP Worksheet, enter the details of the plan.</p>
12	<p>Apply the surcharges:</p> <ul style="list-style-type: none"> ➤ Click on the Apply Surcharge button  <p><i>Note: Notice the Cumulative Total before applying the surcharge and after. The Cumulative Total should now match the Transaction Total.</i></p>

Step	Action
13	<ul style="list-style-type: none">➤ Verify the Pool Balance changes for each quarter➤ Click on the Save icon 
14	<p>Submit the BOP for approval:</p> <ul style="list-style-type: none">➤ Click on the Requester Approval checkbox to select it to be sent for approval

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Exercise #14: Change BOP – Reflect Program Increase

Objectives: • Change a BOP to record an agreement number

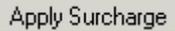
Instructions: Execute the following steps:

You will need your Exercise Log sheet for this exercise. Use the plan number you wrote down earlier for Exercise #13.

The Reimbursable Agreement (RA5000-5321-DOE-0001) from the Department of Energy was modified to include another FTE (\$6,000) and \$12,000 for travel starting in June. The total amount of the increase was \$53,760.

Remember to calculate the base labor out.

Step	Action
1a	Open the <i>Blank BOP Worksheet</i> off the desktop where you saved it.
1b	Within the Workbook: <ul style="list-style-type: none"> ➤ Enter the applicable surcharge percentages ➤ Enter 6000 in the <i>F/T Permanent Labor</i> field ➤ Enter <Agreement Amount> in the <i>Total BOP Amount</i> field
1c	Start entering costs in the applicable object classes until your <i>Remaining BOP Amount</i> equals zero. Make sure to also plan for the FTE.
1d	Print your worksheet
1e	<ul style="list-style-type: none"> ➤ Query on Exercise 13 transaction number ➤ Validate the information ➤ When finished, click on the Add a Record button 
2	Enter the basic information: <ul style="list-style-type: none"> ➤ Type 14 in the Bureau Code field ➤ Type 01 in the Fund Code field ➤ Type FY in the Fiscal Year field ➤ Click on Notes button ➤ Type in <i>BOP Exercise #14 – Agreement increase of \$53,760</i> in that field ➤ Click OK

Step	Action
3	<p>Make changes to the Plan #:</p> <ul style="list-style-type: none"> ➤ Click on the check box in front of the Change field to place a checkmark in the box and erase any plan information contained in the other fields. ➤ Double-click in the Code field. This will give you a pop-up window with selections. ➤ Select ADJUST and click OK OR double-click on the selection to populate the field. ➤ Double-click in the Plan No. field to get a list of approved plan numbers and make your selection and click OK OR type in your <i>plan number from Exercise #13</i>. ➤ Click on the checkbox for the Populate Detail field to <u>remove</u> the checkmark ➤ Verify that the Qty field has 0 in it. If not, type 0 in it.
4	<p>Change the Total Amount & FTE information of the Plan</p> <ul style="list-style-type: none"> ➤ Click on the Save icon  ➤ Write down your Plan and Transaction Number on your <i>Exercise Log Sheet</i>
5	<p>Click on the Budget Detail tab to enter the information for the increase</p> <ul style="list-style-type: none"> ➤ Click on the Save icon  ➤ Click on the Apply Surcharge button  ➤ Click on the Budget Control tab
6	<p>Submit the BOP for approval:</p> <ul style="list-style-type: none"> ➤ Click on the Requester Approval checkbox to select it to be sent for approval