



**NOAA** NATIONAL OCEANIC AND  
ATMOSPHERIC ADMINISTRATION  
UNITED STATES DEPARTMENT OF COMMERCE

# Commerce Purchase Card System (CPCS)

FY 2016 – November  
V 1.0

# CPCS Overview



- **Part of the Commerce Business System (CBS)**
- **CPCS: Commerce Purchase Card System aka Bankcard**
- **Allows users:**
  - ✓ Keep Master Accounting List
  - ✓ Keep Order Log
  - ✓ Reconcile invoice transaction
  - ✓ Approve /deny purchases
  - ✓ Run Reports

# CPCS Roles



## **Card Holder**

- Maintains a log of all purchases
- Reconciles invoice transactions once a month
- Runs reports

## **Group Administrator**

- Ability to reconcile card holder transactions
- Runs reports

## **Approving Official**

- Approves/Rejects card holder transactions
- Runs Reports
- Proxy Reconciliation
- Temporary Access as needed

# CPCS Process

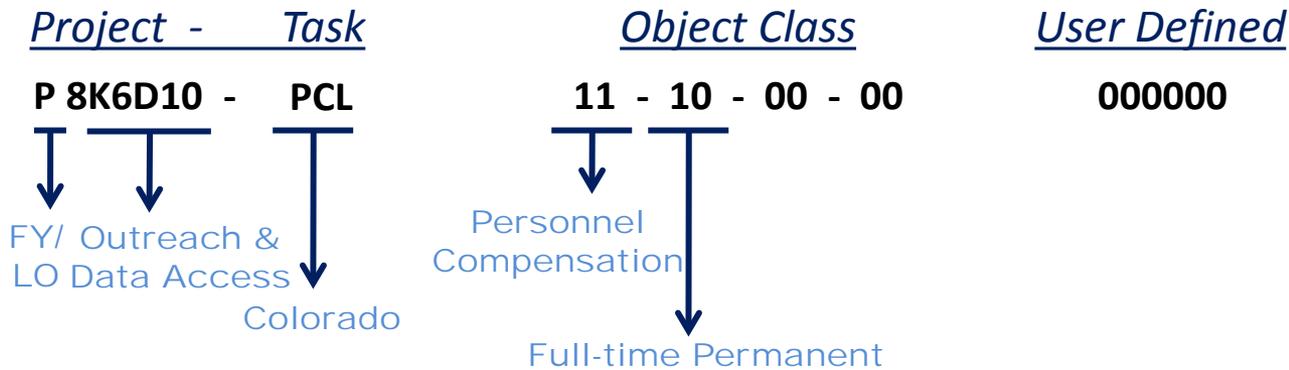
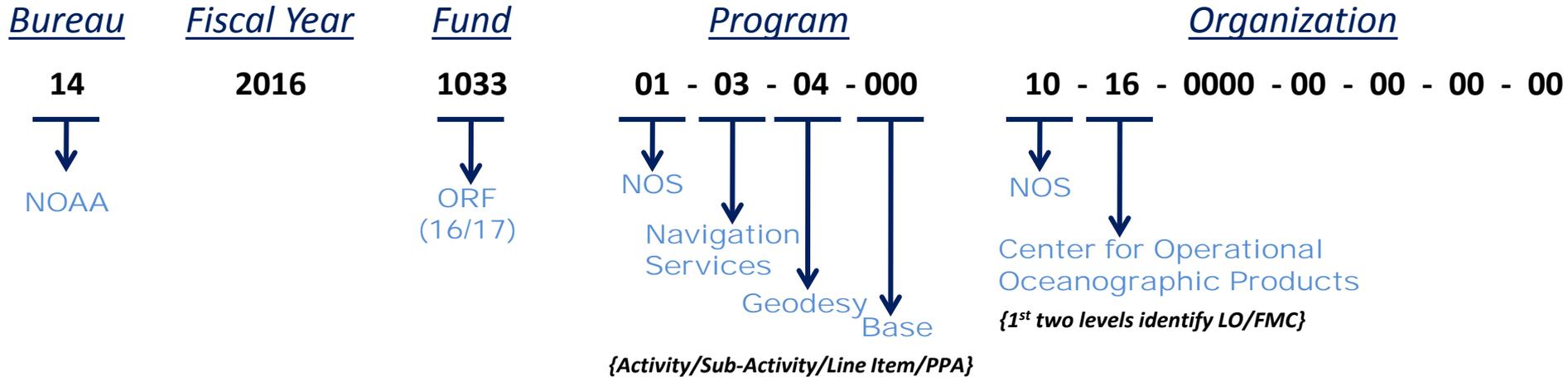


1. Card Holder makes purchase
  - Creates entry on Order Log
    - Can be in CPCS or Outside
2. Invoice Transactions Loaded/Swept
  - Once a Month
  - Default ACCS of Card Holder charged
3. Reconcile Invoice Transaction
  - Using the same accounting as the default
  - Changing Accounting
    - Behind the scenes process that “fixes” the accounting after the fact
4. Approving Official approves/rejects transactions



# Accounting Classification Code Structure (ACCS)

# CBS Accounting Classification Code Structure (ACCS)



{Identifies line, program or staff office for  
No-Year funds Or Fiscal Year for Multi-Year funds}

ACCS Validation: <https://cbsquery.rdc.noaa.gov/search/validateCAMSaccs310g.html>

# Organization Code Structure

## Level 1 -- Line Office



### NOAA (14)

- 01 Office of the Under Secretary
- 05 Office of Administration
- 06 NOAA Finance & Administration
- 08 NOAA Marine & Aviation Operations
- 09 Systems Acquisition Office
- 10 National Ocean Service
- 20 National Weather Service
- 30 National Marine Fisheries Service
- 40 National Environmental Satellite,  
Data & Information Service
- 50 Office of Oceanic & Atmospheric Research

### BIS (13)

- 40 Office of the Under Secretary
- 41 Director of Administration
- 42 Export Administration
- 43 Office of Assistant Secretary for  
Export Enforcement
- 44 Office of Assistant Secretary for  
Export Administration

### EDA (20)

- 01 Philadelphia
- 04 Atlanta
- 05 Denver
- 06 Chicago
- 07 Seattle
- 08 Austin
- 99 HQs

# Organization Code Structure

## Levels 1-2 -- Financial Mgmt Center (FMC)



<u>LO - FMC</u>	<u>Description (NOS Examples)</u>
10 - 01	National Ocean Service – Asst Adm
10 - 04	Office of Ocean & Coastal Resource Management
10 - 09	Office of Coast Survey
10 - 11	Office of National Geodetic Survey
10 - 12	Office of Response & Restoration
10 - 13	National Center for Coastal Ocean Science
10 - 15	NOAA Coastal Services Center
10 - 16	Center for Operational Oceanographic Products

# ACCS Project # -- 1st Position



- Multi-Year Funds -- Fiscal Year

- Fund 1027 (ORF)                    N            FY 2015 & FY 2016 – Carryover
- Fund 1026 (PAC)                   N            FY 2015 & FY 2017 – Carryover
- Fund 1033 (ORF)                   P            FY 2016 & FY 2017 – Carryover
- Fund 1032 (PAC)                   P            FY 2016 & FY 2018 – Carryover

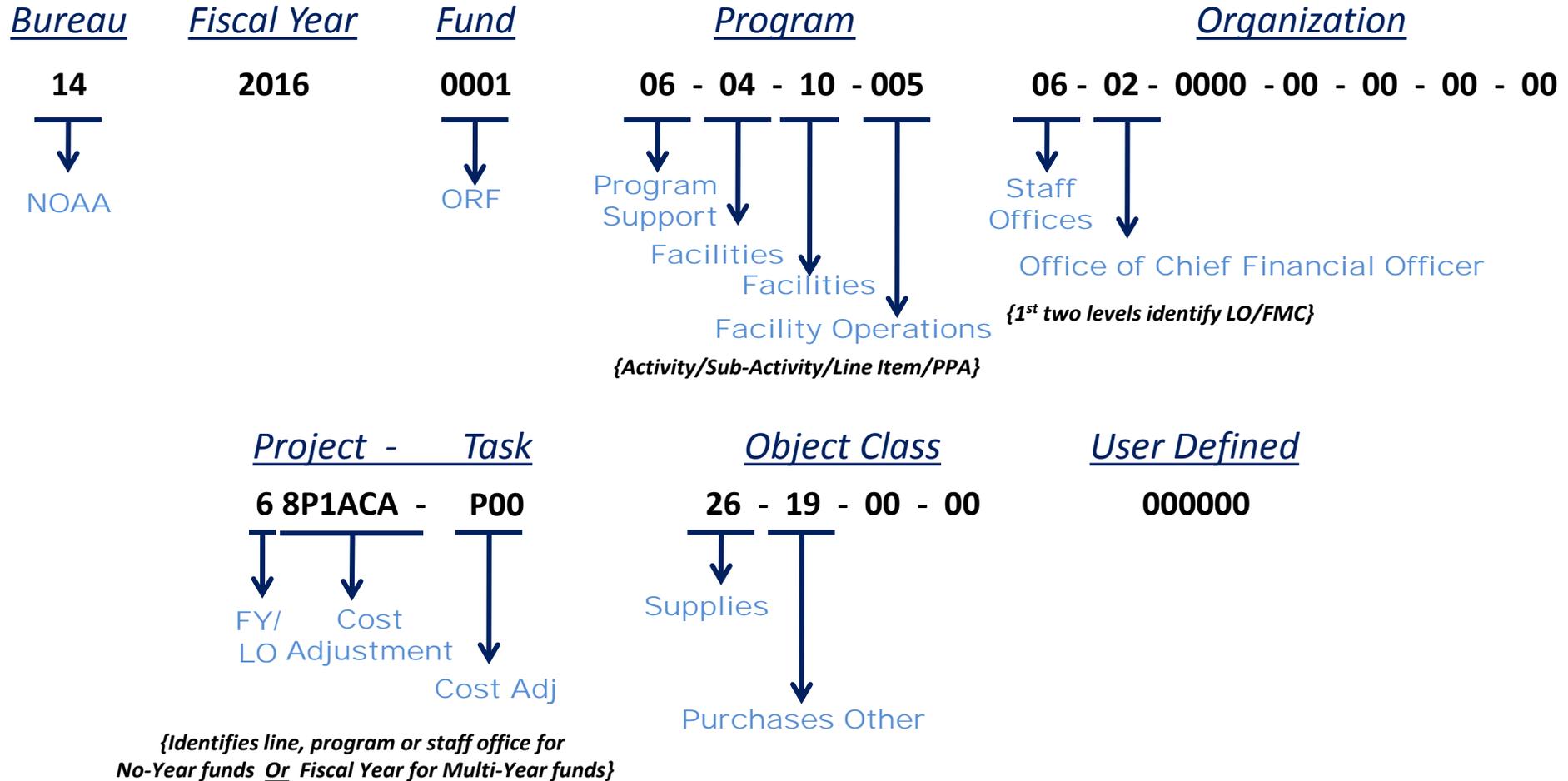
ORF – Operations, Research & Facilities    PAC – Procurement, Acquisitions & Construction

- No-Year Funds -- Line, Program, or Staff Office

- Funds 0001, 0005, 0006, 0007 and 0016:

- 1 - NOS                                    5 - NESDIS
- 2 - NMFS                                  6 - NFA
- 3 - OAR                                    7 - NMAO
- 4 - NWS                                    9 - BIS

# CBS Accounting Classification Code Structure (ACCS)



ACCS Validation: <https://cbsquery.rdc.noaa.gov/search/validateCAMSaccs310g.html>



# System Access & Training

# CPCS – Training & Access



Based on the Commerce Acquisition Manual 1313.301 Revised May 2012, the following training must be taken:

- **GSA SmartPay® Online Training**
  - <https://training.smartpay.gsa.gov/>
- **Section 508 Compliance Online Training**
  - <http://training.section508.gov/>
- **CLM 003 Ethics Training for Acquisition or equivalent Government Ethics Training**
  - <https://www.atrrs.army.mil/channels/faitas/student/logon.aspx?caller=1>.
- **Federal Strategic Sourcing Office Supply Blanket Purchase Agreement Training**
  - <http://interact.gsa.gov/gsa-training/webinars>

# CPCS – Training & Access (Cont'd)



Based on the Commerce Acquisition Manual 1313.301 Revised May 2012, the following training must be taken:

- **Federal Acquisition Institute (FAI): FAC 018, Green Purchasing for Civilian Agencies**
  - <https://www.atrrs.army.mil/faitas/External/Login/?ReturnUrl=%2ffaitas%2f>
    - Note: Cardholders will need to register with the FAI site to take training module.*
- **DOC Customized Purchase Card Training**
  - *(Completed within six months after card account has been established. Notification will be provided when this training becomes available.)*

# CPCS – Training & Access (Cont'd)



## Access & Training for the CPCS System

- Information can be found on Financial Systems Division (FSD) website:

[http://www.corporateservices.noaa.gov/finance/FOFSD\\_Home.html](http://www.corporateservices.noaa.gov/finance/FOFSD_Home.html)

- Forms Link – Request Systems Access
- Training Link – Schedule Training
- Available as Classroom, Webinar and Computer Based Training
  - Needed to take in order to become CPCS user

# NOAA Client Services Help Desk



## Functional/Technical Support for CBS Applications

- Budget Operating Plans (BOP)
- Reimbursable Agreements
- SLTs & DLAs
- Data Warehouse/Discoverer
- Commerce Purchase Card System (CPCS)
- Travel
- C.Request/C.Award (C.Suite)



User Account requests, JAVA/JInitiator, etc.

FSD/CBS Web Site [http://www.corporateservices.noaa.gov/finance/FOFSD\\_Home.html](http://www.corporateservices.noaa.gov/finance/FOFSD_Home.html)

- Click on Help Desk link for additional info, phone numbers, etc.
- Email: [ClientServices@noaa.gov](mailto:ClientServices@noaa.gov)
- Phone #: 301-444-3400
  - Option #4 – CBS (CPCS)
- Fax/Server #: 301-444-3401





# Questions & Discussion